



# NEW LENOX FIRE PROTECTION DISTRICT

---

## Request for Bids

### REQUEST FOR BIDS

Key FOB access control system

### About the Request

Proposal packages must be received by **September 12, 2023, at 4:00 P.M.\***

Proposal packages must be received at **261 E Maple Street, New Lenox, IL 60451 (Attn: Linda Baaske)** no later than the date/ time listed above. Postmarks are not accepted. Late proposals will be returned unopened. Hand deliveries should be made to the New Lenox Fire Protection District Staff at 261 E Maple Street, New Lenox, IL 60451.

Submit a complete original proposal and one (1) hard copy in a sealed envelope. Mark the outside of the envelope **RFB- Key fob access control system**. Submissions may not include photographs, pamphlets, brochures, or other extraneous promotional materials.

Questions and/or additional information concerning this Request must be submitted in writing via email or fax, preferably via email, to:

Dennis Randolph  
Deputy Chief  
New Lenox Fire Protection District  
[info@nlfire.com](mailto:info@nlfire.com)  
Phone: 815-463-4500  
Fax: 815-485-3959

Please do not contact any other District personnel about this Request unless authorized prior to contact. Violating this rule is grounds for rejection of proposal.

The New Lenox Fire Protection District reserves the right to reject any or all Proposals, to waive any informalities in any Proposal, and to qualify the firms that best meet the district's needs.

\*Time of submission will be determined by using the clock displayed on the phone system located at the fire district reception desk.

## SECTION I. INTRODUCTION

The New Lenox Fire Protection District (“District”) is soliciting proposals from qualified vendors (“Vendor”) for a door key fob access control system for 4 stations and 1 maintenance facility.

The District’s overall goal in soliciting these proposals is to identify the most responsible and capable Vendor that meets the requirements indicated in this proposal at a reasonable cost.

## SECTION II. MINIMUM QUALIFICATIONS

- a. It is the intention of the District to award a contract to a Vendor who:
  - a. Is able to provide the work within the time constraints identified in the Request for Proposals.
  - b. Represents the best overall value to the District, including:
    - i. Warranties pertaining to the project.
  - c. To determine the degree of responsibility to be credited to a Vendor, the District will weigh any evidence that the Vendor has or has not performed satisfactorily on other contracts of like nature and magnitude or comparable difficulty.
  - d. Must attend mandatory informational meeting at 09:30 on August 31, 2023, at the Districts Headquarters (261 E Maple Street, New Lenox, IL 60451) to review the scope of the project.
  - e. Provides a system that shall utilize a computer system to add and delete users as well as us RFID tags or stickers.

## SECTION III. PROPOSAL INFORMATION

### 1. Key Action Dates

<b>EVENT</b>	<b>DATE</b>
Bid Packages Available	August 24, 2023, 8:00AM
Mandator Meeting	August 31, 2023, 9:30AM
Final Date for Submission	September 12, 2023, 4:00PM
Bid Opening	September 14, 2023, 9:00AM

## 2. Submission of Proposal

- a. **All proposals must be submitted under sealed cover and sent to New Lenox Fire Protection District**, Attention: Linda Baaske, by dates and times shown.
- b. Mail (U.S.P.S) proposals to the following address:  
New Lenox Fire Protection  
Attention: Linda Baaske  
261 E Maple Street  
New Lenox, IL 60451
- c. Overnight (e.g. UPS/ FedEx) or hand delivered proposals to the following address:  
New Lenox Fire Protection  
Attention: Linda Baaske  
261 E Maple Street  
New Lenox, IL 60451
- d. A minimum of one (1) original and one (1) hard copy must be submitted.
- e. A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The District may in its sole discretion reject any or all proposals and it may waive an immaterial deviation in a proposal. The District's waiver of an immaterial deviation shall in no way modify the bid documents or excuse to Vendor from full compliance with all requirements if awarded the Vendor Agreement.
- f. Cost incurred for developing proposals and in anticipation of award of the Vendor Agreement entirely the responsibility and risk of the Vendor and shall not be charged to the District.
- g. Vendor modifications offered in any manner, oral or written, will not be considered.
- h. A Vendor may withdraw its bid by submitting a written withdrawal request to the District, signed by the Vendor or an authorized agent. A Vendor may thereafter submit a new bid prior to the bid submission deadline.
- i. The District may clarify the bid specifications prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who attended the mandatory meeting. All addenda will be sent via electronic mail.
- j. The District Reserves the right to reject all proposals in its sole discretion.
- k. Before submitting a response to this solicitation, Vendors should review, correct all errors and confirm compliance with the bid requirements.
- l. The District does not accept alternate contract language from a prospective Vendor. A proposal with such language will be considered a counter proposal and will be rejected.
- m. No oral understanding or agreement shall be binding on either party.

### 3. Evaluation and Selection

- a. At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the bid submission requirements.
- b. The District will evaluate each bid to determine its responsiveness to the published requirements.
- c. Proposals that contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Vendor, may be rejected.
- d. Award, if made, will be to the lowest responsible Vendor, as determined by the District through its evaluation of submitted bids.

### 4. Disposition of Proposals (Public Records)

Proposing Vendors understand that, as a general rule, all documents received by the District are considered public records. Upon proposal opening, all documents submitted in response to this advertisement will become the property of the New Lenox Fire Protection District, and will be regarded as public records under the Local Records Act (50 ILCS 205/1 et seq.) and become subject to production to and review by the public via the Freedom of Information Act (5 ILCS 140/1 et seq.)

Unopened sealed Proposal packages may be returned only at the Vendor's expense, unless such expense is waived by the District.