

# STATE OF ILLINOIS

## CONTRACT

Central Management Services

Stateside Security Services

CMS5831320

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The Parties to this contract are the State of Illinois acting through the undersigned Agency (collectively the State) and the Vendor. This contract, consisting of the signature page and numbered sections listed below and any attachments referenced in this contract, constitute the entire contract between the Parties concerning the subject matter of the contract. This contract supersedes all prior proposals, contracts and understandings between the Parties concerning the subject matter of the contract. This contract can be signed in multiple counterparts and signature may be electronic or digital upon agreement of the Parties.

1. **DESCRIPTION OF SUPPLIES AND SERVICES**
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6. **STANDARD CERTIFICATIONS**
7. **FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST**
8. **DISCLOSURE OF BUSINESS OPERATIONS WITH IRAN**

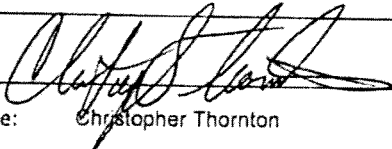
In consideration of the mutual covenants and agreements contained in this contract, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the terms and conditions set forth herein and have caused this contract to be executed by their duly authorized representatives on the dates shown on the following CONTRACT SIGNATURES page.

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**STATE OF ILLINOIS**  
**CONTRACT**  
 Central Management Services  
 Statewide Security Services  
 CMS5831320

**CONTRACT SIGNATURES**

**VENDOR**

Vendor Name: Universal Protection Service	Address: 700 E. Butterfield Rd., Suite 320, Lombard, IL 60148
Signature: 	Phone: 630-366-4100
Printed Name: Christopher Thornton	Fax: 630-366-4116
Title: President, Midwest Region	Email: chris.thornton@universalpro.com
Date: June 24, 2014	

**STATE OF ILLINOIS**

Procuring Agency: Central Management Services	Phone: 312-814-5451
Street Address: 100 W. Randolph, 4-500	Fax: 312-814-3092
City, State ZIP: Chicago, IL 60601	
Official Signature:  by 	Date: 6/27/14
Printed Name: Simone McNeil	
Official's Title: Acting Director	
Legal Signature:	Date:
Legal Printed Name:	
Legal's Title:	
Fiscal Signature:	Date:
Fiscal's Printed Name:	
Fiscal's Title:	

Agency or University Reference # 14-83132

Project Title Statewide Security Services

Contract # CMS5831320

Procurement Method (IFB, RFP, Small, etc): RFP

IPB Ref. # 22032757

IPB Publication Date: 2/6/2014

Award Code:

Subcontractor Utilization?  Yes  No

Subcontractor Disclosure?  Yes  No

Funding Source

Obligation #

Small Business Set-Aside?  Yes  No

Minority Owned Business?  Yes  No Percentage 25%

Female-Owned Business?  Yes  No Percentage 25%

Persons With Disabilities Owned Business?  Yes  No Percentage

Other Preferences?

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## 1. DESCRIPTION OF SUPPLIES AND SERVICES

1.1 SUPPLIES AND/OR SERVICES REQUIRED: See Appendix A

1.2 MILESTONES AND DELIVERABLES: See Appendix A, Sect 3.6

1.3 VENDOR / STAFF SPECIFICATIONS: See Appendix A, Sect 3.10

1.4 TRANSPORTATION AND DELIVERY: N/A

### 1.5 SUBCONTRACTING

Subcontractors are allowed.

For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by the contract. If subcontractors will be utilized, Vendor must identify below the names and addresses of all subcontractors it will be entering into a contractual agreement with a total value of \$50,000 or more in the performance of this Contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money to the extent the information is known that each subcontractor is expected to receive pursuant to the Contract.

1.5.1. Will subcontractors be utilized?  Yes  No

- Subcontractor Name: Star Detective and Security Agency, Inc.

Amount to be paid: 25% of total contract.

Address: 813 E. 75<sup>th</sup> St. Chicago, IL 60619

Description of work: Security guarding services.

**All subcontracts must include the Subcontractor Standard Certifications and Financial Disclosures and Conflicts of Interest completed and signed by the subcontractor.**

1.5.2. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, Vendor will be required to promptly notify, by written amendment to the Contract, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each new or replaced subcontractor will receive pursuant to the Contract. Any subcontracts entered into prior to award of the Contract are done at the Vendor's and subcontractor's risk.

1.6 **WHERE SERVICES ARE TO BE PERFORMED:** Unless otherwise disclosed in this section all services shall be performed in the United States. If the Vendor performs the services purchased hereunder in another country in violation of this provision, such action may be deemed by the State as a breach of the contract by Vendor.

Vendor shall disclose the locations where the services required shall be performed and the known or anticipated value of the services to be performed at each location. If the Vendor received additional

consideration in the evaluation based on work being performed in the United States, it shall be a breach of contract if the Vendor shifts any such work outside the United States.

- Location where services will be performed: See Appendix B & C

Value of services performed at this location: To be determined.

## 2. PRICING

### 2.1 FORMAT OF PRICING:

2.1.1 Vendor shall submit pricing in the format shown below, based on the terms and conditions set forth in section 1 of this Contract.

2.1.2 Pricing shall be submitted in the following format: Monthly invoicing.

**2.2 TYPE OF PRICING:** The Illinois Office of the Comptroller requires the State to indicate whether the contract pricing is firm or estimated at the time it is submitted for obligation. Pricing pursuant to this contract is firm:.

**2.3 EXPENSES ALLOWED:** Expenses  are not allowed  are allowed as follows: [Click here to enter text.](#).

**2.4 DISCOUNT:** The State may receive a N/A% discount for payment within N/A days of receipt of correct invoice.

**2.5 TAXES:** Pricing shall not include any taxes unless accompanied by proof the State is subject to the tax. If necessary, Vendor may request the applicable agency's Illinois tax exemption number and federal tax exemption information.

**2.6 VENDOR'S PRICING:** Attach additional pages if necessary or if the format of pricing specified above in Section 2.1 requires additional pages.

2.6.1 Vendor's Price for the Initial Term: See Appendix D.

2.6.2 Renewal Compensation: If the contract is renewed, the price shall be at the same rate as for the initial term unless a different compensation or formula for determining the renewal compensation is stated in this section.

2.6.2.1 Agency/University Formula for Determining Renewal Compensation: Pricing is firm for both initial and renewal periods. The only exception is prevailing wage.

2.6.2.2 Vendor's Price for Renewal(s): [Click here to enter text.](#)

### 3. TERM AND TERMINATION

**3.1 TERM OF THIS CONTRACT:** This contract has an initial term of July 1, 2014 to June 30, 2019. If a start date is not identified, the term shall commence upon the last dated signature of the Parties.

3.1.1 In no event will the total term of the contract, including the initial term, any renewal terms and any extensions, exceed 10 years.

3.1.2 Vendor shall not commence billable work in furtherance of the contract prior to final execution of the contract, except when permitted pursuant to 30 ILCS 500/20-80.

### 3.2 RENEWAL:

3.2.1 Any renewal is subject to the same terms and conditions as the original contract unless otherwise provided in the pricing section. The State may renew this contract for any or all of the option periods specified, may exercise any of the renewal options early, and may exercise more than one option at a time based on continuing need and favorable market conditions, when in the best interest of the State. The contract may neither renew automatically nor renew solely at the Vendor's option.

3.2.2 Pricing for the renewal term(s), or the formula for determining price, is shown in the pricing section of this contract.

3.2.3 The State reserves the right to renew for a total of 3 years in any one of the following manners:

3.2.3.1 One renewal covering the entire renewal allowance;

3.2.3.2 Individual one-year renewals up to and including the entire renewal allowance; or

3.2.3.3 Any combination of full or partial year renewals up to and including the entire renewal allowance.

**3.3 TERMINATION FOR CAUSE:** The State may terminate this contract, in whole or in part, immediately upon notice to the Vendor if: (a) the State determines that the actions or inactions of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property, or (b) the Vendor has notified the State that it is unable or unwilling to perform the contract.

If Vendor fails to perform to the State's satisfaction any material requirement of this contract, is in violation of a material provision of this contract, or the State determines that the Vendor lacks the financial resources to perform the contract, the State shall provide written notice to the Vendor to cure the problem identified within the period of time specified in the State's written notice. If not cured by that date the State may either: (a) immediately terminate the contract without additional written notice or (b) enforce the terms and conditions of the contract.

For termination due to any of the causes contained in this Section, the State retains its rights to seek any available legal or equitable remedies and damages.

**3.4 TERMINATION FOR CONVENIENCE:** The State may, for its convenience and with 30 days prior written notice to Vendor, terminate this contract in whole or in part and without payment of any penalty or incurring any further obligation to the Vendor.

3.4.1 The Vendor shall be entitled to compensation upon submission of invoices and proof of claim for supplies and services provided in compliance with this contract up to and including the date of termination.

**3.5 AVAILABILITY OF APPROPRIATION:** This contract is contingent upon and subject to the availability of funds. The State, at its sole option, may terminate or suspend this contract, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases the Department's funding by reserving some or all of the Department's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly; or (3) the Department determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. Contractor will be notified in writing of the failure of appropriation or of a reduction or decrease.

## 4. STANDARD BUSINESS TERMS AND CONDITIONS

### 4.1 PAYMENT TERMS AND CONDITIONS:

4.1.1 Late Payment: Payments, including late payment charges, will be paid in accordance with the State Prompt Payment Act and rules when applicable. 30 ILCS 540; 74 Ill. Adm. Code 900. This shall be Vendor's sole remedy for late payments by the State. Payment terms contained on Vendor's invoices shall have no force and effect.

4.1.2 Minority Contractor Initiative: Any Vendor awarded a contract under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30 ILCS 500) of \$1,000 or more is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller's Administrative Fund. 15 ILCS 405/23.9.

4.1.3 Expenses: The State will not pay for supplies provided or services rendered, including related expenses, incurred prior to the execution of this contract by the Parties even if the effective date of the contract is prior to execution.

4.1.4 Prevailing Wage: As a condition of receiving payment Vendor must (i) be in compliance with the contract, (ii) pay its employees prevailing wages when required by law, (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the State upon request. Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The prevailing wages are revised by the Department of Labor and are available on the Department's official website, which shall be deemed proper notification of any rate changes under this subsection. Vendor is responsible for

contacting the Illinois Department of Labor to ensure understanding of prevailing wage requirements at 217-782-6206 or (<http://www.state.il.us/agency/idol/index.htm>).

4.1.5 Federal Funding: This contract may be partially or totally funded with Federal funds. If federal funds are expected to be used, then the percentage of the good/service paid using Federal funds and the total Federal funds expected to be used will be provided in the award notice.

4.1.6 Invoicing: By submitting an invoice, Vendor certifies that the supplies or services provided meet all requirements of the contract, and the amount billed and expenses incurred are as allowed in the contract. Invoices for supplies purchased, services performed and expenses incurred through June 30 of any year must be submitted to the State no later than July 31 of that year; otherwise Vendor may have to seek payment through the Illinois Court of Claims. 30 ILCS 105/25. All invoices are subject to statutory offset. 30 ILCS 210.

4.1.6.1 Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. If necessary, Vendor may request the applicable Agency/University state tax exemption number and federal tax exemption information.

4.1.6.2 Vendor shall invoice at the completion of the contract unless invoicing is tied in the contract to milestones, deliverables, or other invoicing requirements agreed to in the contract.

Send invoices to:

Agency/University:	Various user agencies
Attn:	Various
Address:	Various
City, State Zip	Various

4.2 **ASSIGNMENT:** This contract may not be assigned, transferred in whole or in part by Vendor without the prior written consent of the State.

4.3 **SUBCONTRACTING:** For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by the contract. Vendor must receive prior written approval before use of any subcontractors in the performance of this contract. Vendor shall describe, in an attachment if not already provided, the names and addresses of all authorized subcontractors to be utilized by Vendor in the performance of this contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this contract. If required, Vendor shall provide a copy of any subcontracts within 15 days after execution of this contract. Vendor shall notify the State of any additional or substitute subcontractors hired during the term of this contract. If required, Vendor shall provide to the State a copy of all such subcontracts within 15 days after execution of the subcontract. All subcontracts must include the same certifications that Vendor must make as a condition of this contract. Vendor shall include in each subcontract the subcontractor certifications as shown on the Standard Subcontractor Certification form available from the State. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, Vendor must promptly notify, by written amendment to the Contract, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the



expected amount of money that each new or replaced subcontractor will receive pursuant to the Contract.

- 4.4 AUDIT/RETENTION OF RECORDS:** Vendor and its subcontractors shall maintain books and records relating to the performance of the contract or subcontract and necessary to support amounts charged to the State pursuant the contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of three years from the later of the date of final payment under the contract or completion of the contract, and by the subcontractor for a period of three years from the later of final payment under the term or completion of the subcontract. If federal funds are used to pay contract costs, the Vendor and its subcontractors must retain its records for five years. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the procuring Agency/University, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books and records are not available to support the purported disbursement. The Vendor or subcontractors shall not impose a charge for audit or examination of the Vendor's books and records. 30 ILCS 500/20-65.
- 4.5 TIME IS OF THE ESSENCE:** Time is of the essence with respect to Vendor's performance of this contract. Vendor shall continue to perform its obligations while any dispute concerning the contract is being resolved unless otherwise directed by the State.
- 4.6 NO WAIVER OF RIGHTS:** Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.
- 4.7 FORCE MAJEURE:** Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence, including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel the contract without penalty if performance does not resume within 30 days of the declaration.
- 4.8 CONFIDENTIAL INFORMATION:** Each Party, including its agents and subcontractors, to this contract may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this contract. Vendor shall presume all information received from the State or to which it gains access pursuant to this contract is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of the contract shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of the contract or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of the contract, in whatever form it is maintained, promptly at the end of the contract, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third

Party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

- 4.9 USE AND OWNERSHIP:** All work performed or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work for hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Vendor hereby assigns to the State all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Vendor may have to such work including any so-called "moral rights" in connection with the work. Vendor acknowledges the State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to confidentiality provisions of this contract.
- 4.10 INDEMNIFICATION AND LIABILITY:** The Vendor shall indemnify and hold harmless the State of Illinois, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; or (c) any negligent act, activity or omission of Vendor or any of its employees, representatives, subcontractors or agents. Neither Party shall be liable for incidental, special, consequential or punitive damages.
- 4.11 INSURANCE:** Vendor shall, at all time during the term and any renewals maintain and provide a Certificate of Insurance naming the State as additional insured for all required bonds and insurance. Certificates may not be modified or canceled until at least 30 days notice has been provided to the State. Vendor shall provide: (a) General Commercial Liability occurrence form in amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto, (Combined Single Limit Bodily Injury and Property Damage) in amount of \$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in amount required by law. Insurance shall not limit Vendor's obligation to indemnify, defend, or settle any claims.
- 4.12 INDEPENDENT CONTRACTOR:** Vendor shall act as an independent contractor and not an agent or employee of, or joint venture with the State. All payments by the State shall be made on that basis.
- 4.13 SOLICITATION AND EMPLOYMENT:** Vendor shall not employ any person employed by the State during the term of this contract to perform any work under this contract. Vendor shall give notice immediately to the Agency's director if Vendor solicits or intends to solicit State employees to perform any work under this contract.

- 4.14 COMPLIANCE WITH THE LAW:** The Vendor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders, federal circulars and all license and permit requirements in the performance of this contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of this contract.
- 4.15 BACKGROUND CHECK:** Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Vendor's and subcontractors officers, employees or agents. Vendor or subcontractor shall reassign immediately any such individual who, in the opinion of the State, does not pass the background check.
- 4.16 APPLICABLE LAW:** This contract shall be construed in accordance with and is subject to the laws and rules of the State of Illinois. The Department of Human Rights' Equal Opportunity requirements (44 Ill. Adm. Code 750) are incorporated by reference. Any claim against the State arising out of this contract must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1. The State shall not enter into binding arbitration to resolve any contract dispute. The State of Illinois does not waive sovereign immunity by entering into this contract. The official text of cited statutes is incorporated by reference. An unofficial version can be viewed at ([www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)).
- 4.17 ANTI-TRUST ASSIGNMENT:** If Vendor does not pursue any claim or cause of action it has arising under federal or state antitrust laws relating to the subject matter of the contract, then upon request of the Illinois Attorney General, Vendor shall assign to the State rights, title and interest in and to the claim or cause of action.
- 4.18 CONTRACTUAL AUTHORITY:** The Agency that signs for the State of Illinois shall be the only State entity responsible for performance and payment under the contract. When the Chief Procurement Officer or authorized designee signs in addition to an Agency, they do so as approving officer and shall have no liability to Vendor. When the Chief Procurement Officer or authorized designee, or State Purchasing Officer signs a master contract on behalf of State agencies, only the Agency that places an order with the Vendor shall have any liability to Vendor for that order.
- 4.19 NOTICES:** Notices and other communications provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by courier (UPS, Federal Express or other similar and reliable carrier), by e-mail, or by fax showing the date and time of successful receipt. Notices shall be sent to the individuals who signed the contract using the contact information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change the contact information.
- 4.20 MODIFICATIONS AND SURVIVAL:** Amendments, modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this contract officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the State's

and the Vendor's terms, conditions and attachments, the State's terms, conditions and attachments shall prevail.

**4.21 PERFORMANCE RECORD / SUSPENSION:** Upon request of the State, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of the contract. The State may consider Vendor's performance under this contract and compliance with law and rule to determine whether to continue the contract, suspend Vendor from doing future business with the State for a specified period of time, or to determine whether Vendor can be considered responsible on specific future contract opportunities.

**4.22 FREEDOM OF INFORMATION ACT:** This contract and all related public records maintained by, provided to or required to be provided to the State are subject to the Illinois Freedom of Information Act (FOIA) (50 ILCS 140) notwithstanding any provision to the contrary that may be found in this contract.

**4.23 SCHEDULE OF WORK:** Any work performed on State premises shall be done during the hours designated by the State and performed in a manner that does not interfere with the State and its personnel.

**4.24 WARRANTIES FOR SUPPLIES AND SERVICES:**

4.24.1. Vendor warrants that the supplies furnished under this contract will: (a) conform to the standards, specifications, drawing, samples or descriptions furnished by the State or furnished by the Vendor and agreed to by the State, including but not limited to all specifications attached as exhibits hereto; (b) be merchantable, of good quality and workmanship, and free from defects for a period of twelve months or longer if so specified in writing, and fit and sufficient for the intended use; (c) comply with all federal and state laws, regulations and ordinances pertaining to the manufacturing, packing, labeling, sale and delivery of the supplies; (d) be of good title and be free and clear of all liens and encumbrances and; (e) not infringe any patent, copyright or other intellectual property rights of any third party. Vendor agrees to reimburse the State for any losses, costs, damages or expenses, including without limitations, reasonable attorney's fees and expenses, arising from failure of the supplies to meet such warranties.

4.24.2. Vendor shall insure that all manufacturers' warranties are transferred to the State and shall provide a copy of the warranty. These warranties shall be in addition to all other warranties, express, implied or statutory, and shall survive the State's payment, acceptance, inspection or failure to inspect the supplies.

4.24.3. Vendor warrants that all services will be performed to meet the requirements of the contract in an efficient and effective manner by trained and competent personnel. Vendor shall monitor performances of each individual and shall reassign immediately any individual who is not performing in accordance with the contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the contract or State policies.

**4.25 REPORTING, STATUS AND MONITORING SPECIFICATIONS:**

4.25.1. Vendor shall immediately notify the State of any event that may have a material impact on Vendor's ability to perform the contract.

4.25.2. By August 31 of each year, Vendor shall report to the Agency or University the number of qualified veterans and certain ex-offenders hired during Vendor's last completed fiscal year. Vendor may be entitled to employment tax credit for hiring individuals in those groups. 35 ILCS 5/216, 5/217.

**4.26 EMPLOYMENT TAX CREDIT:** Vendors who hire qualified veterans and certain ex-offenders may be eligible for tax credits. 30 ILCS 500/45-67 and 45-70. Please contact the Illinois Department of Revenue (telephone #: 217-524-4772) for information about tax credits.

## 5. SUPPLEMENTAL PROVISIONS

### 5.1 STATE SUPPLEMENTAL PROVISIONS:

Agency/University Definitions

[Click here to enter text.](#)

Required Federal Clauses, Certifications and Assurances

[Click here to enter text.](#)

Public Works Requirements (construction and maintenance of a public work). 820 ILCS 130/4.

[Click here to enter text.](#)

Prevailing Wage (janitorial cleaning, window cleaning, building and grounds, site technician, natural resources, food services, and security services, if valued at more than \$200 per month or \$2,000 per year or printing) 30 ILCS 500/25-60.

[Click here to enter text.](#)

Agency/University Specific Terms and Conditions

[Click here to enter text.](#)

Other (describe)

Vendor must become a signatory to a Collective Bargaining Agreement with SEIU.

### 5.2 VENDOR SUPPLEMENTAL PROVISIONS

Vendor Supplemental Provisions:

[Click here to enter text.](#)

## 6. STANDARD CERTIFICATIONS

Vendor acknowledges and agrees that compliance with this subsection in its entirety for the term of the contract and any renewals is a material requirement and condition of this contract. By executing this contract Vendor certifies compliance with this subsection in its entirety, and is under a continuing obligation to remain in compliance and report any non-compliance.

This subsection, in its entirety, applies to subcontractors used on this contract. Vendor shall include these Standard Certifications in any subcontract used in the performance of the contract using the Standard Subcontractor Certification form provided by the State.

If this contract extends over multiple fiscal years, including the initial term and all renewals, Vendor and its subcontractors shall confirm compliance with this section in the manner and format determined by the State by the date specified by the State and in no event later than July 1 of each year that this contract remains in effect.

If the Parties determine that any certification in this section is not applicable to this contract it may be stricken without affecting the remaining subsections.

**6.1.** As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:

- the contract may be void by operation of law,
- the State may void the contract, and
- the Vendor and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

**6.2.** Vendor certifies it and its employees will comply with applicable provisions of the United States Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and applicable rules in performance of this contract.

**6.3.** Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies he/she is not in default on an educational loan. 5 ILCS 385/3.

**6.4.** Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies it he/she has not received (i) an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code or (ii) an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. 30 ILCS 105/15a; 40 ILCS 5/14-108.3; 40 ILCS 5/16-133.

**6.5.** Vendor certifies that it is a legal entity authorized to do business in Illinois prior to submission of a bid, offer, or proposal. 30 ILCS 500/1.15.8, 20-43.

- 6.6.** To the extent there was a current Vendor providing the services covered by this contract and the employees of that Vendor who provided those services are covered by a collective bargaining agreement, Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or offer; and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit who perform substantially similar work to the work that will be performed pursuant to this contract. This does not apply to heating, air conditioning, plumbing and electrical service contracts. 30 ILCS 500/25-80.
- 6.7.** Vendor certifies it has neither been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5.
- 6.8.** If Vendor has been convicted of a felony, Vendor certifies at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business. 30 ILCS 500/50-10.
- 6.9.** If Vendor or any officer, director, partner, or other managerial agent of Vendor has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Vendor certifies at least five years have passed since the date of the conviction. Vendor further certifies that it is not barred from being awarded a contract and acknowledges that the State shall declare the contract void if this certification is false. 30 ILCS 500/50-10.5.
- 6.10.** Vendor certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e), *amended* by Pub. Act No. 97-0895 (August 3, 2012).
- 6.11.** Vendor certifies that it and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and Vendor and its affiliates acknowledge the State may declare the contract void if this certification is false or if Vendor or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt. 30 ILCS 500/50-11, 50-60.
- 6.12.** Vendor certifies that it and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with provisions of the Illinois Use Tax Act and acknowledges that failure to comply may result in the contract being declared void. 30 ILCS 500/50-12.
- 6.13.** Vendor certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years, and is therefore not barred from being awarded a contract. 30 ILCS 500/50-14.
- 6.14.** Vendor certifies it has neither paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract. 30 ILCS 500/50-25.
- 6.15.** Vendor certifies it is not in violation of the "Revolving Door" provisions of the Illinois Procurement Code. 30 ILCS 500/50-30.

- 6.16.** Vendor certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38.
- 6.17.** Vendor certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers, or employees of the State. 30 ILCS 500/50-40, 50-45, 50-50.
- 6.18.** Vendor certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency/University grants an exception. 30 ILCS 565.
- 6.19.** Drug Free Workplace
- 6.19.1 If Vendor employs 25 or more employees and this contract is worth more than \$5,000, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.
- 6.19.2 If Vendor is an individual and this contract is worth more than \$5000, Vendor certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580.
- 6.20.** Vendor certifies that neither Vendor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the United States. Department of Commerce. 30 ILCS 582.
- 6.21.** Vendor certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States. 720 ILCS 5/33 E-3, E-4.
- 6.22.** Vendor certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105.
- 6.23.** Vendor certifies it does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any “discriminatory club.” 775 ILCS 25/2.
- 6.24.** Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor or indentured labor under penal sanction. 30 ILCS 583.
- 6.25.** Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor or any child under the age of 12. 30 ILCS 584.
- 6.26.** Vendor certifies that any violation of the Lead Poisoning Prevention Act, as it applies to owners of residential buildings, has been mitigated. 410 ILCS 45.
- 6.27.** Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor’s family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.



- 6.28.** Vendor certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at ([www.dhs.state.il.us/iitaa](http://www.dhs.state.il.us/iitaa)) 30 ILCS 587.
- 6.29.** Vendor certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code. 30 ILCS 500/20-160 and 50-37. Vendor will not make a political contribution that will violate these requirements.

In accordance with section 20-160 of the Illinois Procurement Code, Vendor certifies as applicable:

Vendor is not required to register as a business entity with the State Board of Elections.

or

Vendor has registered with the State Board of Elections. As a registered business entity, Vendor acknowledges a continuing duty to update the registration as required by the Act.

- 6.30.** Vendor certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or a subcontract that are manufactured in the United States. 30 ILCS 517.
- 6.31.** A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity and authorized to do business in Illinois prior to submitting a bid or offer. 30 ILCS 500/20-43. If you do not meet these criteria, then your bid or offer will be disqualified.

Vendor must make one of the following four certifications by checking the appropriate box. If C or D is checked, then Vendor must attach to this form the requested documentation.

A. Vendor certifies it is an individual acting as a sole proprietor and is therefore not subject to the requirements of section 20-43 of the Procurement Code.

B. Vendor certifies that it is a legal entity, and was authorized to do business in Illinois as of the date for submitting this bid or offer. The State may require Vendor to provide evidence of compliance before award.

- C. Vendor certifies it is a legal entity, and is a foreign corporation performing activities that do not constitute transacting business in Illinois as defined by Illinois Business Corporations Act (805 ILCS 5/13.75). A vendor claiming exemption under the Act must include a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.

- D. Vendor certifies it is a legal entity, and is an entity otherwise recognized under Illinois law as eligible for a specific form of exemption similar to those found in the Illinois Business Corporation Act (805 ILCS 5/13.75). A vendor claiming exemption under a specific law must provide a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.

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**3.2 SUPPLIES AND/OR SERVICES REQUIRED:** Vendor shall provide to the Agency qualified personnel sufficient to meet the requirements of this contract. Vendor shall be subject to the general direction, control and approval of the Department of Central Management Services (CMS) but the Vendor shall retain control and supervision of its employees. Vendor shall provide qualified security personnel sufficient to perform the duties set forth in this contract. All positions identified herein shall be dedicated to this contract.

**3.2.1. Account Manager:** Vendor shall provide an Account Manager (AM) with full authority to administer and manage the contract on behalf of the vendor on a statewide basis. The AM shall report to CMS, be dedicated to this contract and must be located within the greater Chicago metropolitan area. The AM shall be available during normal working hours (8:00 am to 5:00 pm Monday through Friday CST) within 30 minutes by telephone or in person to discuss problem areas. After normal duty hours or on weekends and holidays, the AM or a designee so approved by CMS, shall be available within two (2) hours. Vendor shall factor all costs associated with providing an AM into their offering prices.

The vendor and AM will identify and select an Operations Manager to be assigned and located in the Springfield area. The Operations Manager will report directly to the AM and will perform all duties as directed by the AM. The Operations Manager will be responsible for operations of the Central and Southern Regions. The Operations Manager will meet the same qualifications as the AM.

- 3.2.1.1 Duties and Responsibilities. The Account Manager shall
- a) Assume responsibility and exercise authority for delivery of professional services to meet the requirements of this contract and advance realization of CMS security goals. Within this context, the AM shall be responsible for planning, organizing, staffing, directing and controlling Vendor resources.
  - b) Be responsible to CMS for Vendor's overall quality of performance and operational effectiveness, to include professional service delivery, timely submission of deliverables, and selection, training and supervision of staff.
  - c) With CMS approval, shall develop and implement orders, procedures, forms and security awareness training materials that are necessary to meet the requirements of this contract and realize CMS security goals.
  - d) Conduct security surveys and assessments of agency facilities to identify vulnerabilities and then provide recommendations to mitigate security risks.
  - e) Attend meetings, prepare and deliver written and verbal presentations; meet with CMS to exchange information, resolve problems, and coordinate activities required by the contract.
  - f) Conduct regularly scheduled meetings with supervisory staff to monitor performance, receive and evaluate information and direct on matters of authority to sustain operational performance.
  - g) AM shall maintain records and documentation required by this contract at the designated location. Such records shall include but not be limited to the following:
    - General Orders;
    - Post Orders for each assigned agency site;
    - Staff roster for each location;
    - Supervisor roster and 24/7 contact information;
    - Staff training and firearms qualification documentation
    - Clearance documents for staff

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- Copies of all reports and deliverables
  - h) The duties of the AM shall not, under any circumstances, be performed by uniformed employees performing productive or supervisory hours under the terms of the contract. The AM shall have the authority to accept and administer inspection reports and all correspondence on behalf of the Vendor.
- 3.2.1.2 Qualifications. Account Manager shall have
- a) Completed a four year course of study leading to a bachelor's degree with a major in business management, security management, criminal justice, public administration or related field, or have substantial and credible security management, civilian or military law enforcement, or business management experience that demonstrates the individual's capacity to effectively manage a contract effort of the size and scope herein required.
  - b) A minimum of seven (7) years of specialized experience. Specialized experience includes: security management, risk or operations management, and expertise in the management of resources this contract requires.
  - c) U.S. Citizenship.
  - d) No criminal convictions.
  - e) A valid State driver's license;

**3.2.2. Field Supervisor:** Vendor shall provide Field Supervisors (FS) with the authority to act on behalf of the Vendor and AM on a day-to-day basis. Vendor shall provide Field Supervisors in a sufficient, reasonable and necessary number to directly manage productive security officers during scheduled work hours (minimum requirements; 3 for the Chicago Region, 2 for the Central Region, 1 for the Southern Region and 1 for the Northern Region). Each Field Supervisor shall be assigned to and be responsible for a portfolio of facilities within their Region.

Field Supervisors shall not simultaneously perform the duties of a Field Supervisor and a productive Security Officer. Field Supervisors shall not provide relief breaks to productive Security Officers at any time while they are acting in a supervisory capacity. Vendor shall provide, at its own expense, transportation assets necessary for Field Supervisors to perform required duties. All Field Supervisors shall be required to sign in on a log upon Site inspection visits and sign out on the same log when leaving the site. Vendor shall factor all costs associated with providing Field Supervisors into their offering prices. Assignment of all Field Supervisors is subject to the approval of the Agency. Prior to assignment, Vendor shall provide proposed Supervisor resumes to CMS when requested.

- 3.2.2.1 Duties and Responsibilities: Field Supervisors shall
- (a) Ensure that all Security Officers have received the necessary training relating to their duties;
  - (b) Conduct Site-Specific Training for newly assigned Security Officers and provide a statement of training completion for each;
  - (c) Conduct a minimum of one monthly post inspection visit to facilities under his or her jurisdiction, assess the Officers and security posture of the site, record findings, and take corrective action and/or report findings as appropriate;
  - (d) Maintain a contact list of Facility Managers assigned to each site under the Supervisor's jurisdiction; Supervisors are to report all urgent issues directly to the responsible facility manager and the AM;
  - (e) Conduct security education and awareness training for Agency staff;

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- (f) Assist in the development and/or revision of Post Orders;
- (g) Provide after hours facilities fire and security checks at locations designated by the State;
- (h) May serve as an Armed Security Officer as may be required and authorized by CMS.

- 3.2.2.2 Qualifications: In addition to meeting minimum requirements as a Security Officer, Supervisors shall:
- (a) Have either an Associate's Degree or Bachelors Degree in law enforcement, security management or related field; or three (3) years of experience as a Security Officer and one (1) year of supervisory experience in the security field.
  - (b) Have experience with personal computers, including working knowledge of word processing and spreadsheet software such as Microsoft Word and Excel.
  - (c) Possess a professional designation in a security-related field, such as a Physical Security Professional (PSP) certification or equivalent;
  - (d) Possess and display a mature attitude and exercise sound judgment in the performance of supervisory duties;
  - (e) If required by CMS to be armed, meet the qualifications and requirements set forth elsewhere in this contract for an Armed Security Officer.

- 3.2.3 **Lead Security Officer.** Vendor shall provide a Lead Security Officer at locations designated by CMS. This person has authority to act for the vendor and AM on a day-to-day basis at a specific site that may include one or more adjacent locations. Assignment of Lead Security Officers is subject to the approval of CMS.

- 3.2.3.1 Duties and Responsibilities: In addition to basic duties of a Security Officer, a Lead Security Officer shall:
- (a) Supervise and review work products of Security Officers at the assigned location
  - (b) Conduct security education and awareness training for building occupants
  - (c) Contribute to development of Post Orders, Patrol Routes and other usual and customary procedures of an assigned location;
  - (d) In addition to performing the duties of a Security Officer, the Lead Security Officer will supervise all Security Officers assigned to the location, be the contact for Agency building management, and participate as a member of the Agencies Facility Safety Team.

- 3.2.3.2 Qualifications: In addition to meeting minimum requirements of a Security Officer, Lead Security Officers shall:
- (a) Have an Associate's Degree or Bachelors Degree in law enforcement, security or other related field; or two (2) years of experience as a security officer and one (1) year of supervisory experience
  - (b) Have experience with personal computers and a working knowledge of word processing and spreadsheet software such as Microsoft Word and Excel.
  - (c) Possess the ability to interface with automated security and life safety systems.
  - (d) Meet the qualifications and requirements set forth elsewhere in this contract for an Armed Security Officer, if the assignment is as an Armed Lead Security Officer

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### 3.2.4 Security Officer

#### 3.2.4.1 Duties and Responsibilities: Security Officers shall:

- a) Perform duties as described in post orders and/or received during site-specific training and obey special orders;
- b) Be familiar with assigned location and aware of adjacent properties and activities. Remain alert and give full attention to duties;
- c) Maintain professional bearing and demeanor in all relations and keep the security station neat and orderly;
- d) Safeguard building occupants and property against injury, molestation, loss or damage from any preventable cause including, but not limited to fire, theft, trespass and sabotage, civil disturbances, or other criminal acts adversely affecting the security or safety of the Agency, its employees, property and the public lawfully in buildings or on the grounds under control of the Agency;
- e) Patrol and survey, monitor designated areas and monitor systems, activities, vehicle and pedestrian traffic to detect unusual or suspicious activity, vehicles, or packages;
- f) Monitor and observe vehicles, persons, packages, etc, and question, assist, direct, screen, inspect or search or defend against as necessary and in appropriate response to a suspected threat to protect persons and/or property of the State;
- g) Monitor and operate or interface with security, fire alarm, surveillance video, environmental controls, select utilities, and other related systems;
- h) Monitor and control entrance/exit to designated facilities, controlled areas, loading docks, parking lots, etc;
- i) Report, notify, contact, or summon appropriate personnel as necessary and in appropriate response to events, incidents, circumstances, or conditions that present a threat or hazard to persons and/or property of the State;
- j) Record events and activities, maintain logs, prepare reports and complete forms as necessary or required;
- k) Receive, safeguard, and turn over to appropriate persons, official mail, messages, or packages, when so authorized and record the event. Maintain a lost and found – receive, receipt for, and store found items.
- l) Report or notify appropriate personnel of unusual or suspicious incidents or activities and record the events;
- m) Issue, receive, and account for access control items such as keys or access cards and record the events;
- n) Lock and unlock doors, offices, cabinets, containers, fences, etc. as may be required and record the events;
- o) Provide safe escort of persons from building to vehicle or vehicle to building without leaving Agency site and record the event;
- p) Respond to alarms, incidents or emergencies in accordance with Agency procedures respond and summon assistance or assist public safety personnel;
- q) Observe flag flying procedures as required.

#### 3.2.4.2 Qualifications. All Security Officers shall:

- a) Have a minimum of one (1) year of experience as a Security Officer with a licensed security company or governmental agency such as a local police

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department, military police, sheriffs police, or university police; or an Associate Degree or Bachelor Degree in law enforcement, security or other related field; or shall have successfully completed an advanced vocational program of instruction in the security field totaling not less than 250 hours, not including the minimum training required by State statute or regulation;

- b) Be in good general health and able to perform the functions of the job, possess binocular vision correctable to 20/30 (Snellen), free of color blindness, able to hear ordinary conversation at fifteen (15) feet with either ear, have no more than a total of 270 decibel loss for both ears at 3,000; 4,000; and 6,000 Hz, and have unimpaired use of hands, arms, legs and feet and ability to run, lift and climb stairs. Documentation from a licensed medical professional shall be made available for review by CMS upon request;
- c) Have ability to speak, read, write, and understand English, to include ability to write reports, and effectively present information and respond to questions from clients, customers, and the general public;
- d) Possess the ability to interface with a personal computer and automated security and life safety systems;
- e) Be able to define problems, collect data, establish facts and draw valid conclusions;
- f) Have ability to read, analyze and interpret basic policies, procedures and orders, and make decisions affecting security at the assigned site;
- g) Have ability to recognize potentially threatening behavior, activities or events, and respond appropriately;
- h) Be a minimum of 21 years of age;
- i) Possess a high school diploma or GED;
- j) Possess a valid State drivers license;
- k) Be a U.S. citizen.

### 3.2.5. Armed Security Officer.

3.2.5.1 Duties and Responsibilities: Armed Security Officers shall have the same duties and responsibilities an unarmed Security Officer except with capabilities to use lethal force and:

- (a) Carry authorized firearms and ammunition while on duty and abide by all applicable laws, regulations and codes.
- (b) Maintain authorized firearm and compatible ammunition in clean and good working order.

3.2.5.2 Qualifications: In addition to meeting the minimum requirements for Security Officers, Armed Security Officers must be qualified in the use of an authorized firearm. Vendor attention is directed to Illinois Joint Committee on Administrative Rules, Administrative Code, Title 68: Professions and Occupations, Chapter VII: Department of Financial and Professional Regulation, Subchapter b: Professions and Occupations, Part 1240 Private Detective, Private Alarm, Private Security, and Locksmith Act of 2004 for requirements and standards. Armed Security Officers shall:

- (a) Meet any Federal, State, or Municipal requirements to work as an Armed Security Officer at an assigned location and possess a firearm in the performance of required duties.

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(b) Vendor shall qualify all Armed Security Officers and shall provide a written record of each Security Officer's firearms qualification to CMS before the security officer is assigned duty at an Agency site.

(c) Be required to complete semi-annual requalification with their duty firearm, and such documentation of re-qualification shall be maintain by Vendor and available upon request.

3.2.5.3 Under no circumstances will Vendor personnel be permitted to carry a firearm until required qualifications have been successfully completed and documentation is on file.

3.2.5 **Waiver of Personnel Qualification.** All candidates must meet the minimum qualifications required for the selected position. Waiver requests will not be accepted.

3.2.6 **Police Officers.** The Vendor shall have available resources to provide Police Officers, which are State Certified in accordance with the Illinois Law Enforcement and Standards Act, at locations designated by the State. The Vendor shall include in its pricing submittal, in Section 7 – Price, the hourly rate to provide certified Police Officers.

**3.2.7 Uniforms and Equipment:** Vendor personnel will wear authorized uniforms while on duty as an emblem of authority and to ensure ready identification. The uniform will be of the same basic style and composition for both male and female. The uniforms prescribed herein are the authorized standard items and combinations of clothing and insignia which comprise the uniforms authorized for duty wear by Vendor personnel.

3.2.7.1 Security Officer uniforms shall be a color and style in general use by the Security Guard industry and shall be readily distinguishable from those of state and local law enforcement personnel. All Security Officers, productive and supervisory, shall wear the same color and style of uniform and maintain a professional and neat appearance at all times during their tour of duty. The designation "security" must be clearly visible on all uniforms. The designation may be on a cloth or metal badge, shoulder patch or name tag. Each uniform must include one nameplate with legible 1/4" letters, of uniform size and colors, worn on the outer garment over the right breast pocket, and bearing the first initial of the first name and complete last name of the Security Officer or Supervisor.

3.2.7.2 Long sleeve shirts will be required beginning the last Sunday in October and short sleeves beginning the last Sunday in April. The dates may be adjusted with the approval of CMS; however, all Security Officers on any one shift must be in the same uniform with the same sleeve length.

3.2.7.3 The color of shoes, uniform accessories and equipment will be standard black. All Security Officers shall wear the same color and style or type of uniforms and equipment.

3.2.7.4 Security personnel shall not possess any unauthorized supplemental or personal equipment, such as privately owned knives, or other non-standard items. Security Officers who are found to possess such unauthorized equipment while on post shall be prohibited from working under this contract. All Security Officers assigned to the State contract shall be required to be equipped with and trained in the use of all items listed in section 3.2.7.5 while on duty.



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- 3.2.7.5 Vendor shall furnish, at its own expense, to each Security Officer, all the equipment, material and supplies, listed below, necessary for duty performance including, but not limited to, the following:
- a) Approved uniforms and appropriate insignia for all Security Officers. Uniforms will be consistent in style, color and badge shape for distinctive and easy identification. Any deviations from the Vendor's dress code will require the written approval of CMS. No officer will be allowed to work wearing anything other than the Vendor-issued uniform.
  - b) Duty belt - black nylon webbing belt, 2-1/4 inch wide capable of bearing the load of handgun, ammunition carrier with ammunition, OC spray with holster, flashlight and baton
  - c) Flashlight and carrying ring— black, aluminum, capable of holding 3 D-cell batteries and krypton bulb or equivalent.
  - d) Notebook and pen
  - e) Police baton and baton scabbard – expandable police baton, black with steel shaft, closed length 9-1/2 inches expands to 26 inches
  - f) Radio or other means of voice communication with holster for each Security Officer working a particular shift, one spare battery for each radio and a sufficient number of spare radios or communication devices to provide backup in the event of emergencies, equipment failures, etc.
  - g) Oleoresin Capsicum (OC) Spray and carrying case - 10% Oleoresin Capsicum Pepper Formula.
  - h) Handcuffs with carrying case.
- 3.2.7.6 Vendor may furnish additional equipment to Security Officers, subject to CMS approval.
- 3.2.7.7 Vendor shall maintain all equipment in acceptable operating condition and is responsible for repair, maintenance and replacement. Vendor shall ensure that all personnel properly maintain all uniforms and individually assigned equipment.
- 3.2.7.8 The Vendor must supply all weather gear (raincoat and overcoat) to each location for the use of Security Officers for exterior patrolling.
- 3.2.7.9 While on duty, each security guard must possess on his or her person at all times:
- a) One operating timepiece
  - b) One operable pen suitable for writing
  - c) One current identification card, of a type and style subject to the approval of CMS, with photograph and expiration date signifying that the Security Officer is employed by the Vendor. The ID card must be clipped to the outer duty uniform and visibly displayed. Any credentials issued by the Agency are to be returned to the Agency if the employee is dismissed or terminated, or when the contract expires; whichever is sooner.
- 3.2.7.10 Any and all vehicles operated by Vendor in the performance of this contract shall meet all State and local laws, codes, and regulations governing licensure, registration, permits and insurance. Vendor vehicles shall be clearly marked with their company logo prior to operating on State property in connection with performance of this contract. Only clearly marked Vendor-owned or leased vehicles, not privately- or Employee-owned vehicles, will be used to perform requirements of this contract. Maintenance, repairs, fuel and other costs of vehicle operation are at Vendor expense.

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- 3.2.7.11 The Agency may identify locations where vehicle patrols are required for ongoing operations or may identify a location where a vehicle may be needed for a temporary assignment.
- 3.2.7.12 Vendor shall have an established 24/7 Dispatch/Call In Center in Springfield and in the Chicago metro area, prior to contract award, which is currently operational for dispatching, officer call in, and incident reporting.
- 3.2.7.13 Vendor shall provide communication equipment (cell phone or radio) for communication between the Security Officers at his or her post and the Field Supervisor and/or the Vendor Operations Center. If the post has more than one Security Officer assigned, they shall each be equipped with a communication device to allow communication between the Officers at their post and with the Field Supervisor and/or the Vendor Operations Center.
- 3.2.7.14 Firearms and ammunition provided in service of this contract shall be governed by the following:
- a) Only CMS can authorize the arming of Vendor personnel.
  - b) Firearms must have been obtained from a reputable manufacturer doing business in the United States.
  - c) Modifications to firearms shall not be permitted with the exception of handgrips and sights.
  - d) Authorized firearms include a 4" revolver chambered for the .38 Special and/or a .357 Magnum.
  - e) Ammunition is restricted to 6 rounds in the weapon and 12 additional rounds in a cartridge carrier. Speed loaders are authorized. The only allowable ammunition will be .38 Special + P. No other firearm or ammunition will be allowed on Agency premises without prior written approval by CMS. The exception to the firearm requirement is State Certified Police Officers supporting this contract. They will be allowed to carry their duty weapon.
  - f) Vendor shall ensure firearms are serviceable and properly cleaned.
- 3.2.7.15 Vendor may request waiver of uniform or equipment requirements if suitable substitutes are available or if basis for the request is in the best interest of the State. Such requests must be submitted in writing to CMS and provide specific information necessary to evaluate the request. CMS will notify the Vendor in writing of its decision, which will be final.

### 3.3 Duty Assignments.

CMS Property Management Regions are defined in Appendix B. Reductions to the number of locations requiring services may be made by the Agency with written notice to Vendor and shall not require a contract amendment. The permanent addition of locations will require written notice.

**3.3.1 Regular Assignment:** The Security Officers and Supervisors provided by Vendor shall perform duties on the days and at the locations in the region or regions covered by this Contract.

**3.3.2 Emergency Assignment:** In the event of circumstances requiring immediate response, the Agency may direct Vendor to add Security Officers (armed or unarmed) and/or Supervisors to any State-occupied facility or divert Security Officers or Supervisors from their normal assigned duties to meet Agency needs. The Vendor shall cover emergency assignments for locations not specified in this agreement. Emergency assignments, with less than 72 hours notice, will be paid at the emergency hourly rate for work occurring during the first 72 hours after the Agency's request for emergency services and will be paid at the regular rate thereafter.

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3.3.2.1 At such time as diverted Security Officers or Supervisors are no longer required for the special work assignment, they shall return to their normal assignments.

3.3.2.2 Vendor shall not charge the Agency for any additional costs resulting from the diversion. Vendor will not be penalized for non-performance of normal daily work that was otherwise scheduled.

**3.3.3 Temporary Assignment.** In the event that Security Officers are required, on a temporary basis, to respond to a location not specifically identified in the contract, CMS may request Vendor to provide Security Officers or Supervisors to meet that need, and Vendor shall comply with that request in a timely manner. Temporary assignments will be paid at the regular rate.

3.3.3.1 Vendor shall have the available resources to staff up to 50 Security Officers for durations of up to 30 days during a temporary assignment event.

**3.3.4 Hours of Coverage.** Vendor shall provide coverage for the hours specified in the location listing. Specific daily starting and ending times will be provided to the Vendor and are subject to change based on the needs of the Agency. Decreases in regular hours of coverage may be made by the Agency with written notice to Vendor, and shall not require a contract amendment. Security Officers are required to remain on site during rest periods and lunch periods and be subject to a call back to duty in the event of an emergency situation.

**3.3.5 Daily Assignment.** No Security Officer shall work more than twelve (12) consecutive hours at an Agency site unless CMS communicates a declaration of emergency and authorizes contractor to hold the security personnel beyond the 12-hour requirement. No Security Officer will report for duty after having worked a previous shift with less than twelve (12) hours off, unless such reporting is necessitated by an emergency.

**3.3.6 Overtime.** The Agency will pay only for overtime authorized in writing. CMS will notify the Account Manager when a need for overtime becomes known. Should the AM discover the need for overtime, AM shall request written approval from CMS. Overtime resulting from the vendor utilizing resources for another location and that resource has already worked a full work day or work week, will be paid straight time by the State for the location where extended coverage is needed.

**3.3.7 Shortfalls.** If the Agency incurs any expense to cover a shortfall created by the Vendor, the Agency may deduct such expenses from future payments to contractor. Expenses the Agency may deduct from future payments to contractor include, but are not limited to, expenses associated with the assignment of Agency personnel to perform the duties covered by the contract, the incurring of overtime, whether by Agency personnel or contractor's personnel, and the hiring of another vendor to perform the duties covered by the contract.

**3.3.8 Training Time.** Vendor shall arrange, at its own expense, to have a new employee "double bank" for one complete shift with an experienced employee prior to having the inexperienced individual take over any post on his or her own. Vendor will bear the associated expense for this double banking. No Security Officer may be assigned to work a post or work site by himself or herself without first having successfully demonstrated a comprehensive knowledge of the job functions and responsibilities.

**3.3.9 Officer Absence or Failure to Report:** Vendor shall have the resources available to provide a replacement officer within 30 minutes when an officer fails to report or will be absent for the start of a shift. Advance notice absences (vacations, medical appointments, etc.) shall be covered by a replacement officer by the normal shift start time. Field Supervisors will not be used to cover an absentee officer's shift; they will only be used in an emergency and only for a short duration until the replacement arrives. Upon receiving notification of a late report or absence the Vendor shall immediately notify CMS and the duty location where there will be a late report for work or an absence; providing the work location, agency name and the anticipated replacements' report time.

**3.3.10 Changes to Post or Special Orders.** The Agency reserves the right to implement, amend, modify and re-issue Post Orders or other Special Orders. Any such changes shall not affect the contract.

## Appendix A

### 3.4 Education, Training and Firearms Qualification

It is the Vendor's responsibility to satisfy all education and training requirements. Vendor is responsible for all costs associated with training. CMS may designate a representative to attend training as an observer.

**3.4.2 Required Training:** The Vendor shall provide a Basic Training Course and a Bi-Annual Sustainment Training Course for all productive and supervisory officers performing under this contract. All training shall be conducted by qualified instructors. Additionally, the Vendor shall provide Site-Specific Training to all productive Security Officers and arrange for Firearm Training of Armed Security Officers and Supervisory Officers as may be required and authorized. It is the responsibility of the Vendor to arrange for all training and to ensure that each productive or supervisory officer completes the training.

3.4.2.1 Basic Training Course. Each contract employee, whether productive or supervisory, must successfully complete a Basic Training Course prior to duty assignment. Course of instruction shall be no less than 20 hours, and be provided by a qualified instructor.

3.4.2.2 Site-Specific Training. Each productive officer shall receive no less than 8 hours of on-the-job training within 30 days of duty assignment at a specific Agency site. Training shall be conducted by supervisory officers.

3.4.2.3 Bi-Annual Sustainment Training Course. Each contract employee, whether productive or supervisory, must successfully complete a Sustainment Training Course within two (2) years of the previous (Basic or Sustainment) training conclusion date. Course of instruction shall be no less than 20 hours, and be provided by a qualified instructor.

3.4.2.4 Use of Force Training. Vendor shall provide Use of Force training to all security officers assigned to this contract by a Nationally Certified Use of Force Instructor.

3.4.2.5 Firearm Training. Vendor shall arrange for completion of an approved 20-hour firearm training course, including both classroom instruction and range experience at an approved range. Training shall be provided by a qualified instructor.

3.4.2.6 Additional Training for Account Manager, Operations Manager and Field Supervisors. The Account Manager, Operations Manager and Field Supervisory staff are required to complete the following online courses, offered by the Federal Emergency Management Agency (FEMA), within 30 days of contract award prior to the commencement of work under this contract: (certificates of completion will be maintain by vendor and available upon request by CMS)

- a) IS-100a, Introduction to Incident Command System (ICS);
- b) IS-200.a, ICS for Single Resources and Initial Action Incidents;
- c) IS-700.a., National Incident Management System (NIMS).

3.4.2.7 Certificates of Completion. Based upon attendance and successful completion of a graded exam for each course, the Vendor shall maintain a dated certificate of completion on file for each productive and supervisory officer to be available upon request by CMS. Either the Basic Training Course or Bi-Annual Sustainment Training Course shall be completed prior to initial or continued duty assignment.

3.4.2.8 Failure of any employee to successfully complete required training courses shall be grounds for removal from performing services under the contract.

## Appendix A

### 3.5 Standards of Conduct and Appearance.

**3.5.1 Standards of Conduct.** Vendor shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity, and shall take such disciplinary action with respect to its employees as may be necessary. If Vendor removes a Field Supervisor or a Security Officer from an Agency location at the request of the Agency or for violation of established rules of conduct, that Supervisor or Security Officer may not be reassigned to another State facility covered under this contract. Grounds for the disciplining of a Field Supervisor or a Security Officer include, but are not limited to, the following:

- 3.5.1.1 Leaving the post without proper relief for any reason
- 3.5.1.2 Failure of a Security Officer to promptly notify the Supervisor of his or her inability to report for duty
- 3.5.1.3 Theft or pilferage.
- 3.5.1.4 Accepting any gift or bribe
- 3.5.1.5 Any unprofessional act toward any visitor, employee or another member of the security force
- 3.5.1.6 Communicating orders or information to any person not authorized to receive them.
- 3.5.1.7 Drinking intoxicating liquor or being under its influence while on duty.
- 3.5.1.8 Falsifying reports or lying.
- 3.5.1.9 Sleeping while on duty or other neglect of duty.
- 3.5.1.10 Using unnecessary harshness, violence, or profane language.
- 3.5.1.11 Possession or use of illegal drugs.
- 3.5.1.12 Reading of non-work relate material or other diversion while on duty
- 3.5.1.13 Use of personal cell phone for other than emergency situations

**3.5.2 Standards of Appearance.** Security Officers shall be in uniform and maintain a neat, clean, and business-like appearance while on duty. Security Officers shall wear clean and properly fitted uniforms when on duty. The uniforms are to be free of defect and worn or frayed fabric. The personal appearance and grooming standards required by this contract are as follows:

- 3.5.2.1 Only conservative sunglasses or prescription eyeglasses may be worn with the uniform. Sunglasses or eyeglasses that are faddish in style or color (e.g. bright, iridescent or fluorescent orange, yellow, or red, etc.) or have lenses or frames with adornments shall not be worn. Sunglasses or darkly tinted glasses shall not be worn inside the building unless determined medically necessary by a licensed physician.
- 3.5.2.2 Security Officers shall not wear jewelry such as earrings, bracelets, chains, religious insignia, buttons or pendants. Security Officers may wear one ring set on the third finger of each hand, a modest necklace that is completely concealed beneath the uniform shirt, and a watch on either wrist.
- 3.5.2.3 Only authorized logos and accessories shall be worn on or with the security officer uniform.
- 3.5.2.4 Long-sleeve shirts shall be worn with the cuff fully extended and buttoned. Short sleeve shirts shall be worn with sleeves fully extended. One button may be left open at the collar.
- 3.5.2.5 Hosiery shall conform to the color of the uniform. Bare ankles and patterned stockings or socks shall not be permitted.
- 3.5.2.6 Undershirts shall be white or neutral. No lettering or design shall be visible through the uniform shirt.
- 3.5.2.7 Mustaches are allowed if it is kept neat and trimmed evenly so that no portion extends more than one-half (1/2) inch below or beyond the line of the individual's upper lip.

## Appendix A

3.5.2.8 The temporary wearing of beards may be authorized by the Agency if prescribed by a licensed physician for pseudofolliculitis barbae. In such cases, the beard shall be neatly trimmed to a length not to exceed one-quarter (1/4) inch. Requests for shaving waivers shall be resubmitted every 120 days.

3.5.2.9 Hair and/or wigs for females must be a natural hair color and kept clean, neat and styled to present a managed appearance. Hair shall be arranged so it does not extend more than 2½ inches below the bottom of the collar. No decorations shall be worn in the hair and items used to hold the hair in place shall be concealed as much as possible and of a color and style that blend with the hair.

3.5.2.10 Hair and/or wigs for males must be a natural hair color, neatly groomed and shall not fall over the eyes or exceed the top of the shirt collar. It shall be kept clean and the length and/or bulk of the hair shall not be excessive or present a ragged, unkempt or extreme appearance. No decorations shall be worn in the hair.

3.5.2.11 Sideburns shall not be conspicuous and shall be neatly trimmed at all times. Sideburns shall not extend below the bottom of the ear, and must be constant in width (not flared)

3.5.2.12 Fingernails shall be free of dirt and trimmed to not extend further than 1/8 of one inch beyond the tip of the finger. Fingernail polish may be used if the color is neutral.

3.5.2.13 Earrings shall be of the post style, with no more than a 1/8 inch diameter stone or other ornament.

### 3.6 DELIVERABLES

**3.6.1** The following items shall be submitted as a part of the proposal, or will be required to be submitted prior to the execution of a contract with the Agency, or before a new officer starts work:

3.6.1.1 State of Illinois Department of Financial and Professional Regulation Registration Certificates for each security officer.

3.6.1.2 A current criminal history check (no less than 90 days old) on each proposed supervisory and productive officer. Vendor shall update the criminal histories annually upon the anniversary date of the employment of the security officer or supervisor. The following additional background checks are required for all Vendor personnel:

- Child Abuse and Neglect Tracking System
- Sex Offender Risk Scale

3.6.1.3 A firearm qualification history for each proposed Armed Officer.

**3.6.2 Required Deliverables.** The following items are required as indicated:

3.6.2.1 With the proposal, Vendor shall provide a Transition Management Plan, with relevant timelines, as described in Appendix E.

3.6.2.2 With the proposal, the Vendor shall submit a set of comprehensive guidelines, to be known as General Orders. The General Orders shall prescribe the Vendor's performance standards and applicable requirements of this contract and are meant for distribution to its employees

3.6.2.3 CMS will provide the Vendor, upon contract award, a spreadsheet template for reporting each locations manning, hours, hourly rate, etc.(the template will provide the complete information required). The Vendor will maintain this spreadsheet as a living document, make necessary changes and provide an update to CMS as changes occur. The initial spreadsheet will be due to CMS NLT two weeks after contract award.

3.6.2.4 The Vendor shall submit an end-of-month written summary report to CMS by the 1st business day of the following month that includes the following elements at a minimum:

## Appendix A

- a) Summary of Duty Assignments, including by personnel category, number, and area or site location;
- b) Summary of Personnel Training, including scheduled training, training results and, as applicable, firearm qualification status;
- c) Summary of Personnel Clearance status;
- d) Progress on Post Orders and Vulnerability Assessments;
- e) Summary of Incident Reports, emergency responses, and trend analysis; and,
- f) Equipment shortages or failures preventing successful performance of required duties with anticipated dates of resolution.
- g) Summary of disciplinary actions;
- h) Summary of report submission under Section 1240.540 of the Act of 2004 (225 ILCS 447/).

3.6.2.5 Within 60 days after contract award, the Vendor shall prepare Post Orders in conjunction with and for the approval of CMS for the unique and specific requirements of each agency site where Vendor services will be performed. If additional sites are later added, Post Orders shall be prepared in a like manner for the approval of CMS within five (5) days after any site is added. A sample Post Order shall be submitted as part of the proposal.

3.6.2.6 Within 180 days after contract award, the Vendor shall provide a vulnerability assessment of assigned duty locations using the recommended minimum security standards contained in the U.S. Department of Justice document entitled "Vulnerability Assessment of Federal Facilities", dated June 28, 1995. Assessments shall be ongoing and updated thereafter and made a part of the Vendor's Annual Report prescribed elsewhere herein.

3.6.2.7 By June 30 of each year of contract performance, Vendor shall prepare and provide an Annual Report, detailing Vendor activities and contributions toward achievement of the Agency's physical security goals, to include a summarization of personnel staffing and training, incidents and response, vulnerability assessments and recommended risk reduction and security countermeasures.

### **3.7 Records Retention and Information Handling.**

**3.7.1** Any information supplied to Vendor personnel during the course of this contract shall be treated as sensitive and protected accordingly. Likewise, information that Vendor personnel come into contact with in the course of duty performance shall be treated as sensitive and protected accordingly,

**3.7.2** Reports and records prepared by Vendor personnel in connection with their duties and responsibility of assignment that may be required by the Vendor shall be made available to the Agency upon request.

## Appendix A

### 3.8 Performance Evaluations and Removal of Vendor Personnel

#### 3.8.1 Performance Evaluations.

3.8.1.1 CMS shall meet with the Vendor on a regular basis and prior to all performance evaluations to discuss the State's quality control findings and the overall performance of the contract by the Vendor. The Vendor shall cooperate with the Agency in this monitoring activity, which may require that Vendor report progress and problems, with proposed resolutions, provide records of its performance, allow reasonable inspections of its facilities, participate in scheduled meetings and provide management reports as requested by the Agency. The intention of these meetings and related performance monitoring is to establish a consensus between the State and the Vendor, and to ensure the effective performance of the Vendor. Whenever possible, CMS shall give the Vendor the opportunity to correct any identified problems or deficiencies prior to a written performance evaluation being given in order to demonstrate the State's good faith and paramount intention to obtain successful performance by the Vendor.

3.8.1.2 The Agency shall evaluate the Vendor's performance at least once per year. The Vendor shall be permitted to respond to the findings of the performance evaluation. Where the Vendor fails to respond in writing to a performance evaluation, the State shall assume the Vendor's complete concurrence with the findings of the performance evaluation.

3.8.1.3 The Agency shall have the express authority to share findings (either general or specific) of the performance evaluation reports with any other government or non-profit agency who seeks information on the Vendor's performance, in any manner (electronic, verbally, or in writing) it deems appropriate.

3.8.1.4 The Agency will use the performance evaluations as a factor to determine whether to exercise the renewal period.

#### 3.8.2 Removal of Vendor Personnel.

3.8.2.1 The State reserves the right to require the removal of any Vendor employee who acts in a manner the State considers inappropriate or inconsistent with the intent and purpose for which this contract was formed. Absent mitigating circumstances deemed substantial in the sole reasonable discretion of the Agency, such removal will also revoke the State's approval of the removed Security Officer or Supervisor for further service under this contract.

3.8.2.2 Vendor will ensure that no security personnel employed under this contract shall have been convicted of a felony. Any security personnel determined to have been convicted of a felony shall be denied service or removed and not allowed further service under this contract.

### 3.9 Agency's Rights and Obligations.

3.9.1 CMS shall designate CMS personnel to administer and oversee this contract. The vendor will be provided the designated CMS person or persons contact information.

3.9.2 The Agency assumes no responsibility to pay for medical care or insurance for Vendor or Vendor personnel.

3.9.3 All property furnished by the Agency under this contract will remain the property of the State of Illinois and will be used only for the performance of duties under this contract. Personal use of any Agency-furnished property is not permitted and may result in Vendor being billed for such use or other appropriate resolution. The Agency will furnish, at no cost to Vendor, some or all the following items for the use of the security officers as may be necessary and appropriate for performance of required duties:

- a) Forms, paper, security procedures, and other required State publications.



## Appendix A

- b) Adequate heat, light and other utilities;
- c) Adequate furniture;
- d) A telephone;
- e) Personal computer;
- f) Facsimile or other electronic communication device.

### 3.10 Vendor Qualification Requirements.

#### 3.10.1 Vendor will provide an overview of background information including:

3.10.1.1 The year the entity was founded

3.10.1.2 Vendor must be able to demonstrate they have managed a large account comparable in size to this contract, with multiple locations on a State-wide basis or multi State basis. Vendor shall demonstrate they have a minimum of 5 years experience managing a Public security contract with responsibilities in excess of 100 locations and in excess of 220 security officers.

3.10.1.3 Details on the ownership and governance of the organization, including a current organizational chart

3.10.1.4 A description of the entity's scope of services and major accomplishments

3.10.1.5 Current staff's experience, education and any other pertinent background information

3.10.1.6 Vendor's proposal should also identify how it plans to address the following:

- Duty Assignments (sect 3.3)
- How the vendor will maintain standards of conduct
- The deployment of supervisory personnel as described in 3.2.2 of this document

#### 3.10.2 Vendor will provide copies of the following:

- Evidence of Vendor's license and documentation from the Illinois Department of Financial and Professional Regulation defining Vendor's authority to provide the services specified in this contract under the authority of the State of Illinois, Private Detective, Private Alarm, Private Security, Fingerprint Vendor, and Locksmith Act of 2004 (225 ILCS 447/).
- A copy of Vendor's most recent audited financial statement or Dun & Bradstreet rating. If Vendor does not have these documents, vendor shall submit information that demonstrates the ability to meet the financial burden of the proposed contract.
- A statement from the Vendor indicating the length of time in the security officer service business and the turnover rate for the most recent three-year period.
- A copy of the Vendor's current training manual along with a statement from the Vendor that describes how the basic training and any in-service training classes are conducted.
- A copy of their written Drug Free Workplace policy
- A copy of most recent report submitted in compliance with the New Hire Reporting Act 920 ILCS 1020/1 et seq).

**3.10.3 References:** You must provide references from established private firms or government agencies, (four preferred; two of each type) other than the procuring agency, that can attest to your experience and ability to perform the contract subject of this solicitation. These references must be for contracts for similar work performed in the last five years. If the Vendor does not have four references for similar work performed in the last five years, the Vendor should submit the most relevant for the last five years. You must provide the name, contact information including a telephone number in the

## Appendix A

United States, and a description of the supplies or services provided. You must attach your references with the responsibility forms.

### **3.11 Transition Management Plan.**

**3.11.1** The Vendor shall provide a Transition Management Plan, with relevant timelines, as part of their Proposal. It will include the following elements:

- 3.11.1.1 Strategy for fulfilling staffing requirements (hiring, screening, submitting clearance requests, assignment);
- 3.11.1.2 Strategy for implementing supervisory functions (submission of resumes, selection, assignment);
- 3.11.1.3 Training strategy, including schedules, locations, and class staffing levels;
- 3.11.1.4 Weapons Qualification – training and State required certification

**3.11.2** Vendor shall recognize services under the contract are vital to the State and must continue without interruption. Upon contract expiration, a Successor Vendor may continue such services. The Vendor shall exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

**3.11.3 Collective Bargaining Agreement:** The current Vendor's employees who perform the services under the current contract are covered by a collective bargaining contract. In accordance with Illinois law (30 ILCS 500/25-80), in order to be considered a responsible bidder and eligible for award you must:

(a) offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or Offer, and (b) offer employment to all employees currently employed in any existing bargaining unit performing substantially similar work that will be performed under this contract. By submitting a bid or Offer to us you are certifying you will comply with this law.

**3.11.4** The Vendor's proposal shall include a conversion schedule which shall reflect the activities necessary to assure adequate staffing and training from the time the contract is awarded through the starting date of the contract. The schedule shall reflect projected dates of completion for particular tasks and assignments, and identify the person(s) responsible for each action. The Vendor will explain how current staff will be integrated into the schedule. The Vendor should also indicate how they will hire and train new staff.

**3.11.5** The extent to which the Vendor cooperates with the State and the Successor Vendor during contract transition will be noted in the Vendor's final performance evaluation and will be part of the final performance rating.

## Appendix B

Counties within each region

<u>Chicago Region</u>	<u>North Region</u>	<u>Central Region</u>	<u>South Region</u>
Cook	Boone	Adams	Alexander
DuPage	Bureau	Brown	Bond
Lake	Carroll	Cass	Calhoun
Will	De Kalb	Champaign	Clark
	Ford	Christian	Clay
	Fulton	DeWitt	Clinton
	Grundy	Douglas	Coles
	Hancock	Logan	Crawford
	Henderson	Macon	Cumberland
	Henry	Mason	Edgar
	Iroquois	Menard	Edwards
	Jo Davies	Morgan	Effingham
	Kane	Piatt	Fayette
	Kankakee	Pike	Franklin
	Kendall	Sangamon	Gallatin
	Knox	Schuylar	Greene
	La Salle	Scott	Hamilton
	Lee	Vermilion	Hardin
	Livingston		Jackson
	Marshall		Jasper
	McDonough		Jefferson
	McHenry		Jersey
	McLean		Johnson
	Mercer		Lawrence
	Ogle		Macoupin
	Peoria		Madison
	Putnam		Marion
	Rock Island		Massac
	Stark		Monroe
	Stephenson		Montgomery
	Tazewell		Moultrie
	Warren		Perry
	Whiteside		Pope
	Winnebago		Pulaski
	Woodford		Randolph
			Richland
			Saline
			Shelby
			St. Clair
			Union
			Wabash
			Washington
			Wayne
			White
			Williamson

STATE OF ILLINOIS  
2013  
AS OF  
12/19/13

Appendix C

REG	BLDG NO.	LOCATION	CITY	ZIP CODE	COUNTY	AGENCY	SPV	S/O SHIF T	HOURS OF OPERATION	HOL Y/N	CLASS	HRS	VEH
4	J0803	10 COLLINVILLE RD	E-ST. LOUIS	62201	ST. CLAIR	CMS	N	1	M-F 10:00A-6:00P	N	ARM	37.50	N
4	J0803	10 COLLINVILLE RD	E-ST. LOUIS	62201	ST. CLAIR	CMS	N	1	M-F 8:00A-4:00P	Y	ARM	37.50	N
4	J0803	10 COLLINVILLE RD	E-ST. LOUIS	62201	ST. CLAIR	CMS	N	1	M-F 4:00P-12:00A	Y	ARM	40.00	N
4	J0803	10 COLLINVILLE RD	E-ST. LOUIS	62201	ST. CLAIR	CMS	N	1	M-F 12:00A-8:00A	Y	ARM	40.00	N
4	J0803	10 COLLINVILLE RD	E-ST. LOUIS	62201	ST. CLAIR	CMS	N	1	SAT-SUN 24/Day	N	ARM	48.00	N
3	J0160	120 W. JEFFERSON	SPRINGFIELD	62702	SANGAMON	CMS	N	1	SAT-SUN 24/Day	Y	UNARM	48.00	N
3	J0160	120 W. JEFFERSON	SPRINGFIELD	62702	SANGAMON	CMS	N	2	M-F 8:00A-4:00P	N	UNARM	75.00	N
3	J0160	120 W. JEFFERSON	SPRINGFIELD	62702	SANGAMON	CMS	N	2	M-F 4:00P-8:00A	N	UNARM	80.00	N
2	J0301	200 S. WYMAN	ROCKFORD	61107	WINNEBAGO	CMS	N	1	M-F 8:00A-3:00P	N	UNARM	32.50	N
2	J0301	200 S. WYMAN	ROCKFORD	61107	WINNEBAGO	CMS	N	1	M-F 10:30A-5:30P	N	UNARM	32.50	N
3	J0146	201 W. ADAMS	SPRINGFIELD	62704	SANGAMON	CMS	N	1	S-S 24/7	Y	UNARM	168.00	N
3	J0146	201 W. ADAMS	SPRINGFIELD	62704	SANGAMON	CMS	N	1	M-F 8:00A - 5:00P W/UNPD LUNCH	N	UNARM	40.00	N
4	J0500	2309 W. MAIN	MARION	62952	WILLIAMS	CMS	N	1	M-F 8:00A-5:00P	N	UNARM	45.00	N
2	J0300	4302 MAIN	ROCKFORD	61107	WINNEBAGO	CMS	N	1	M-F 8:00A-5:00P	N	UNARM	45.00	N
3	J0110	4500 S. 6TH	SPRINGFIELD	62706	SANGAMON	CMS	N	1	M-F 8:00A-5:00P	N	UNARM	45.00	N
2	J0600	5415 N. UNIVERSITY	PEORIA	61614	PEORIA	CMS	N	1	M-F 8:00A-5:00P	N	UNARM	45.00	N
1	J0951	9511 HARRISON	DES PLAINES	60016	COOK	CMS	N	1	M-F 8:00A-5:00P	N	UNARM	45.00	N
3	L6310	500 E. MONROE	SPRINGFIELD	62701	SANGAMON	DCEO	N	1	SAT 8:30A-5:00P	N	UNARM	8.50	N
3	L6310	500 E. MONROE	SPRINGFIELD	62701	SANGAMON	DCEO	N	1	M-F 6:00A - 2:00P	N	UNARM	40.00	N
3	L6310	500 E. MONROE	SPRINGFIELD	62701	SANGAMON	DCEO	N	1	M-F 2:00P - 10:00P	N	UNARM	40.00	N
1	F0100	1026 S. DAMEN AVE.	CHICAGO	60612	COOK	DCFS	N	1	M-F 7:30A-2:30P	N	UNARM	35.00	N
1	F0100	1026 S. DAMEN AVE.	CHICAGO	60612	COOK	DCFS	N	1	M-F 2:30P-9:30P	N	UNARM	35.00	N
1	L5476	15115 S. DIXIE HWY	HARVEY	60426	COOK	DCFS	N	1	M 8:00A - SAT 5:00P 24/7	Y	UNARM	129.00	N
1	L6056	17 N. STATE - 09/28/09	CHICAGO	60601	COOK	DCFS	N	1	MW-F 9:30A - 3:00P NO TUES	N	UNARM	22.00	N
1	L5626	1701 S. FIRST AVE.	MAYWOOD	60153	COOK	DCFS	N	1	M-F 8:00A-5:00P	N	UNARM	40.00	N
1	L0104	1755 LAKE COOK ROAD	DEERFIELD	60015	COOK	DCFS	N	1	M-F 9:00A-5:00P	N	UNARM	37.50	N
1	L5230	1911/21 S. INDIANA	CHICAGO	60616	COOK	DCFS	N	1	M-F 24/7	Y	UNARM	113.00	N
1	L5230	1911/21 S. INDIANA	CHICAGO	60616	COOK	DCFS	N	1	SAT-SUN 24/Day	Y	UNARM	48.00	N
1	L5230	1911/21 S. INDIANA	CHICAGO	60616	COOK	DCFS	N	1	M 8:00A - FRI 8:00P 24/7	Y	UNARM	109.50	N

STATE OF ILLINOIS  
2013  
AS OF  
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REG	BLDG NO.	LOCATION	CITY	ZIP CODE	COUNTY	AGENCY	SPV	S/O SHIF T	HOURS OF OPERATION	HOL Y/N	CLASS	HRS	VEH
1	L6418	6201 S. EMERALD	CHICAGO	60621	COOK	DCFS	N	1	M-F 8:30A-6:30P	N	UNARM	45.00	N
1	L6418	6201 S. EMERALD	CHICAGO	60621	COOK	DCFS	N	1	M 8:00A - SAT 5:00P 24/7	Y	UNARM	129.00	N
2	L5071	1114 TAYLOR	ROCKFORD	61109	WINNEBAGO	DHFS	N	1	M-F 8:15 A - 5:15P	N	ARM	45.00	N
4	L5305	1220 CENTERVILLE	BELLEVILLE	62220	ST. CLAIR	DHFS	N	1	M-F 8:00A-5:00P	N	ARM	45.00	N
1	L5894	16 W. CASS	JOLIET	60148	WILL	DHFS	N	1	M-F 8:15 A - 5:15P	N	UNARM	40.00	N
1	L0104	1755 LAKE COOK ROAD	DEERFIELD	60015	COOK	DHFS	N		M-F 8:00A-5:00P	N	UNARM	40.00	N
3	L4299	201 S. GRAND E	SPRINGFIELD	62763	SANGAMON	DHFS	N	1	M-F 7:45A-4:45P	N	UNARM	40.00	N
3	L4299	201 S. GRAND E	SPRINGFIELD	62763	SANGAMON	DHFS	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
3	L5602	2200 CHURCHILL	SPRINGFIELD	62763	SANGAMON	DHFS	N	1	M-F 7:45A-3:45P	N	UNARM	35.00	N
3	L5602	2200 CHURCHILL	SPRINGFIELD	62763	SANGAMON	DHFS	N	1	M-F 9:30A-5:30P	N	UNARM	35.00	N
1	L5221	227A N. GENESEE	WAUKEGAN	60085	LAKE	DHFS	N	1	M-F 8:15A-5:15P	N	ARM	45.00	N
2	L5070	280 E. INDIAN TRAIL	AURORA	60506	KANE	DHFS	N	1	M-F 8:15A-5:15P	N	ARM	40.00	N
3	L5821	2946 OLD ROCHESTER RD	SPRINGFIELD	62703	SANGAMON	DHFS	N	1	M-F 8:15A-5:15P	N	UNARM	45.00	N
3	L4128	313 N. MATTIS	CHAMPAIGN	61820	CHAMPAIGN	DHFS	N	1	M-F 8:15A-5:15P	N	ARM	45.00	N
4	L6108	3419 PROFESSIONAL DR.	MARION	62959	WILLIAMS	DHFS	N	1	M-F 8:00A-5:00P	N	ARM	45.00	N
1	L5843	36 WABASH	CHICAGO	60603	COOK	DHFS	N	2	M-F 8:30A - 5:00P	N	UNARM	80.00	N
1	L5843	36 WABASH	CHICAGO	60603	COOK	DHFS	N	1	M-F 8:30A - 5:00P	N	ARM	40.00	N
2	L6311	401 MAIN ST.	PEORIA	61603	PEORIA	DHFS	N	1	M-F 8:15A-5:15P	N	UNARM	42.50	N
3	L4746	412 N. 5TH	SPRINGFIELD	62702	SANGAMON	DHFS	N	1	M-F 8:00A-5:15P	N	UNARM	46.25	N
2	L6093	4705 W. 44TH	ROCK ISLAND	61299	ROCK ISLAND	DHFS	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
3	L5279	509 S. 6TH	SPRINGFIELD	62794	SANGAMON	DHFS	N	1	M-F 10:00A-5:00P	N	UNARM	30.00	N
3	L5279	509 S. 6TH	SPRINGFIELD	62794	SANGAMON	DHFS	N	1	M-F 8:15A-4:00P	N	ARM	33.75	N
1	L6418	6201 S. EMERALD	CHICAGO	60621	COOK	DHFS	N	1	M-F 8:30A-5:00P	N	ARM	37.50	N
1	L6235	837 S. WESTMORE	LOMBARD	60148	DUPAGE	DHFS	N	1	M-F 8:30A-5:00P	N	ARM	42.50	N
3	L4221	100 MARTIN L. KING DR.	SPRINGFIELD	62703	SANGAMON	DHS	N	1	M-F 10:30A-5:30P	N	ARM	32.50	N
3	L4221	100 MARTIN L. KING DR.	SPRINGFIELD	62703	SANGAMON	DHS	N	1	M-F 7:45A-2:45P	N	ARM	32.50	N
3	L2344	100 N. 1ST - ALZINA	SPRINGFIELD	62701	SANGAMON	DHS	N	1	S-S 24/7	Y	UNARM	165.50	N
3	L2344	100 N. 1ST - ALZINA	SPRINGFIELD	62701	SANGAMON	DHS	Y	1	M-F 6:45A-6:00P	Y	UNARM	53.75	N
3	L2344	100 N. 1ST - ALZINA	SPRINGFIELD	62701	SANGAMON	DHS	N	1	M-F 6:45A-6:00P	N	UNARM	53.75	N

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3	L3884	100 S. GRAND AVE. E.	SPRINGFIELD	62702	SANGAMON	DHS	N	1	M-F 7:00A-2:00P	N	UNARM	32.50	N
3	L3884	100 S. GRAND AVE. E.	SPRINGFIELD	62702	SANGAMON	DHS	N	1	M-F 2:00P-9:00P	N	UNARM	32.50	N
3	L3884	100 S. GRAND AVE. E.	SPRINGFIELD	62702	SANGAMON	DHS	N	1	M-F 8:00A-5:00P	N	UNARM	42.50	N
2	L3523	1111 N. AVON	ROCKFORD	61107	WINNEBAGO	DHS	N	1	M-F 8:15A-5:15P	N	ARM	40.00	N
1	L5686	1112 S. WABASH	CHICAGO	60605	COOK	DHS	N	2	M-F 8:00A-5:00P	N	UNARM	80.00	N
1	L5686	1112 S. WABASH	CHICAGO	60605	COOK	DHS	N	1	M-F 8:00A-5:00P	N	ARM	40.00	N
1	L5686	1112 S. WABASH	CHICAGO	60605	COOK	DHS	Y	1	M-F 7:00A-5:00P	N	ARM	45.00	N
1	L3034	11203 S. ELLIS	CHICAGO	60628	COOK	DHS	N	1	M-F 9:15A-5:15P	N	UNARM	37.50	N
1	L3034	11203 S. ELLIS	CHICAGO	60628	COOK	DHS	N	1	M-F 8:30A-4:30P	N	UNARM	37.50	N
1	L3034	11203 S. ELLIS	CHICAGO	60628	COOK	DHS	N	1	M-F 7:45A-3:45P	N	ARM	37.50	N
1	V0010	1151 S. WOOD	CHICAGO	60612	COOK	DHS	N	1	S/S 8:00A-4:00P	Y	UNARM	16.00	N
1	V0010	1151 S. WOOD	CHICAGO	60612	COOK	DHS	N	1	S-S 4:00P-12:00A	Y	UNARM	56.00	N
1	V0010	1151 S. WOOD	CHICAGO	60612	COOK	DHS	N	1	S-S 12:00A-8:00A	Y	UNARM	56.00	N
1	V0010	1151 S. WOOD	CHICAGO	60612	COOK	DHS	Y	1	M-F 8:00A-4:00P	N	UNARM	40.00	N
1	L4424	1308 W. 105TH	CHICAGO	60643	COOK	DHS	N	1	M-F 8:00A-5:00P	N	UNARM	40.00	N
1	N/A	1401 W. DUGDALE	WAUKEGAN	60085	LAKE	DHS	N	1	S/S 8:00A-4:00P	Y	UNARM	16.00	Y
1	N/A	1401 W. DUGDALE	WAUKEGAN	60085	LAKE	DHS	N	1	S-S 4:00P-12:00A	Y	UNARM	56.00	Y
1	N/A	1401 W. DUGDALE	WAUKEGAN	60085	LAKE	DHS	N	1	S-S 4:00A-8:00A	Y	UNARM	28.00	Y
1	N/A	1401 W. DUGDALE	WAUKEGAN	60085	LAKE	DHS	Y	1	M-F 12:00P-8:00P	Y	UNARM	40.00	N
4	L5572	1401 WASHINGTON	CAIRO	62914	ALEXANDER	DHS	N	1	M-F 8:30A-5:00P	N	UNARM	40.00	N
1	L5591	146 W. ROOSEVELT	VILLA PARK	60181	DUPAGE	DHS	N	1	M-F 8:15A-5:15P	N	ARM	40.00	N
1	L6317	1642 W. 59TH ST	CHICAGO	60636	COOK	DHS	N	4	M-F 8:00A-5:00P	Y	UNARM	160.00	N
1	L6317	1642 W. 59TH ST	CHICAGO	60636	COOK	DHS	N	1	S/S 8:00A-4:00P	N	UNARM	16.00	N
1	L6317	1642 W. 59TH ST	CHICAGO	60636	COOK	DHS	N	1	S-S 4:00P-12:00A	Y	UNARM	56.00	N
1	L6317	1642 W. 59TH ST	CHICAGO	60636	COOK	DHS	N	1	S-S 12:00A-8:00A	Y	UNARM	56.00	N
1	L6317	1642 W. 59TH ST	CHICAGO	60636	COOK	DHS	Y	1	M-F 8:00A-5:00P	N	POLICE	40.00	N
4	L5692	1925 MADISON AVE	GRANITE CITY	62040	MADISON	DHS	N	1	M-F 8:00A-5:00P	N	ARM	40.00	N
1	J0502	1950 W. ROOSEVELT RD	CHICAGO	60612	COOK	DHS	N	1	S/S 8:00A-4:00P	N	UNARM	16.00	N
1	J0502	1950 W. ROOSEVELT RD	CHICAGO	60612	COOK	DHS	N	1	S-S 4:00P-12:00A	Y	UNARM	56.00	N

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1	J0502	1950 W. ROOSEVELT RD	CHICAGO	60612	COOK	DHS	N	1	S-S 12:00A-8:00A	Y	UNARM	56.00	N
1	F0101	2020 W. ROOSEVELT RD	CHICAGO	60612	COOK	DHS	N	1	M-F 8:30A-5:00P	N	UNARM	40.00	N
4	L5467	225 N. 9TH	E-ST. LOUIS	62201	ST. CLAIR	DHS	N	1	M-F 8:00A-4:30P	N	ARM	40.00	N
4	L5467	225 N. 9TH	E-ST. LOUIS	62201	ST. CLAIR	DHS	N	1	M-F 8:45A-5:15P	N	ARM	40.00	N
4	L5467	225 N. 9TH	E-ST. LOUIS	62201	ST. CLAIR	DHS	N	1	M-F 8:30A-5:00P	N	ARM	40.00	N
2	L5730	2301 NE ADAMS	PEORIA	61603	PEORIA	DHS	N	1	M-F 8:00A-4:00P	N	ARM	37.50	N
2	L5730	2301 NE ADAMS	PEORIA	61603	PEORIA	DHS	N	1	M-F 9:30A-5:30P	N	ARM	37.50	N
1	L5715	2650 S. FULTON	CHICAGO	60612	COOK	DHS	N	1	M-F 8:30A-5:00P	N	UNARM	40.00	N
1	L5715	2650 S. FULTON	CHICAGO	60612	COOK	DHS	N	1	M-F 8:00A-5:00P	N	ARM	42.50	N
1	L5588	2701 W. LAKE	MELROSE PARK	60160	COOK	DHS	N	1	M-F 8:15A-3:15P	N	UNARM	32.50	N
1	L5588	2701 W. LAKE	MELROSE PARK	60160	COOK	DHS	N	1	M-F 10:15A-5:15P	N	ARM	32.50	N
1	L1733	2753 W. NORTH AVE.	CHICAGO	60647	COOK	DHS	N	1	M-F 10:45A-6:15P	N	UNARM	35.00	N
1	L1733	2753 W. NORTH AVE.	CHICAGO	60647	COOK	DHS	N	1	M-F 6:45A-2:15P	N	UNARM	35.00	N
1	L1733	2753 W. NORTH AVE.	CHICAGO	60647	COOK	DHS	N	1	M-F 8:00A-3:30P	N	ARM	35.00	N
1	L1733	2753 W. NORTH AVE.	CHICAGO	60647	COOK	DHS	Y	1	M-F 9:45A-5:15P	N	ARM	35.00	N
2	L6146	285 N. SCHUYLER	KANKAKEE	60901	KANKAKEE	DHS	N	1	M-F 9:00A-5:00P	N	UNARM	35.00	N
1	L6053	3235 W. BELVEDERE	PARK CITY	60085	LAKE	DHS	N	1	M-F 8:00A-5:00P	N	UNARM	40.00	N
1	L6021	3301 WEIRTON ROAD	BLUE ISLAND	60406	COOK	DHS	N	1	M-F 8:00A-5:30P	N	UNARM	32.50	N
1	L6021	3301 WEIRTON ROAD	BLUE ISLAND	60406	COOK	DHS	N	1	M-F 9:45A-5:15P	N	UNARM	32.50	N
1	L6021	3301 WEIRTON ROAD	BLUE ISLAND	60406	COOK	DHS	N	1	M-F 8:15A-4:45P	N	ARM	37.50	N
4	L0199	342 NORTH	MURPHYSBORO	62966	JACKSON	DHS	N	1	M-F 8:00A-5:00P	N	UNARM	40.00	N
2	L2582	361 OLD INDIAN TRAIL	AURORA	60506	KANE	DHS	N	1	M-F 8:30A-5:30P	N	UNARM	40.00	N
1	L2363	3910 W. OGDEN	CHICAGO	60623	COOK	DHS	N	1	M-F 8:15A-5:15P	N	UNARM	42.50	N
1	L2363	3910 W. OGDEN	CHICAGO	60623	COOK	DHS	N	1	M-F 8:00A-5:00P	N	ARM	42.50	N
1	B0501	401 S. CLINTON	CHICAGO	60607	COOK	DHS	N	1	M-F 9:00A-5:30P	N	UNARM	40.00	N
1	L4068	4105 W. CHICAGO AVE.	CHICAGO	60651	COOK	DHS	N	1	M-F 8:30A-5:00P	N	UNARM	40.00	N
1	L4068	4105 W. CHICAGO AVE.	CHICAGO	60651	COOK	DHS	N	1	M-F 8:00A-4:30P	N	ARM	40.00	N
1	L4068	4105 W. CHICAGO AVE.	CHICAGO	60651	COOK	DHS	N	1	M-F 8:30A-5:00P	N	ARM	40.00	N
1	L6498	4313 S. ASHLAND	CHICAGO	60609	COOK	DHS	N	1	M-F 8:00A-5:00P	N	UNARM	40.00	N

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1	L3979	45 E. WEBSTER	JOLIET	60432	WILL	DHS	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
2	L5510	501 W. WASHINGTON - 106	BLOOMINGTON	61702	MCLEAN	DHS	N	1	M-F 8:00A-5:00P	N	UNARM	40.00	N
1	L6527	5050 N BROADWAY	CHICAGO	60640	COOK	DHS	N	1	M-F 10:15A-5:15P	N	UNARM	32.50	N
1	L6527	5050 N BROADWAY	CHICAGO	60640	COOK	DHS	N	1	M-F 8:00A-3:00P	N	ARM	32.50	N
1	L5687	5323 S. WESTERN AVE	CHICAGO	60609	COOK	DHS	N	1	M-F 7:30A-3:30P	N	UNARM	37.50	N
1	L5687	5323 S. WESTERN AVE	CHICAGO	60609	COOK	DHS	N	1	M-F 8:00A-4:30P	N	ARM	40.00	N
1	L5687	5323 S. WESTERN AVE	CHICAGO	60609	COOK	DHS	N	1	M-F 8:30A-5:00P	N	ARM	40.00	N
4		601 JR THOMPSON BVD	EAST ST. LOUIS	62201	ST. CLAIR	DHS	N	1	M-F 7:00A-5:30P	N	UNARM	47.50	N
4	L4186	608 W. ST. LOUIS AVE.	E. ALTON	62024	MADISON	DHS	N	1	M-F 8:00A-5:00P	N	ARM	40.00	N
2	B0126	700 S. STATE	ELGIN	60123	KANE	DHS	N	1	M-F 8:00A-5:00P	N	UNARM	42.50	N
2	B0126	700 S. STATE	ELGIN	60123	KANE	DHS	N	1	M-F 8:15A-5:15P	N	UNARM	42.50	N
3	L6355	705 North Country Fair Dr	CHAMPAIGN	61821	CHAMPAIGN	DHS	N	1	M-F 8:30A - 5:00P	N	ARM	40.00	N
3	L4937	707 E. WOOD	DECATUR	62523	MACON	DHS	N	1	M-F 8:30A-5:00P	N	ARM	37.50	N
1	L5860	743 N. PULASKI	CHICAGO	60624	COOK	DHS	N	1	M-F 8:30A-5:00P	N	ARM	40.00	N
1	L4929	7600 PULASKI	CHICAGO	60652	COOK	DHS	N	1	M-F 8:30A-5:00P	N	ARM	37.50	N
1	PL001	7600 W. 183RD HOWE	TINLEY PARK	60477	COOK	DHS	N	1	S-S 10:30P-6:30A	Y	UNARM	56.00	N
1	PL001	7600 W. 183RD HOWE	TINLEY PARK	60477	COOK	DHS	N	1	S/S 6:30A-02:30P	N	UNARM	16.00	N
1	PL001	7600 W. 183RD HOWE	TINLEY PARK	60477	COOK	DHS	N	1	S/S 2:30P-10:30P	N	UNARM	16.00	N
1	L2436	8001 S. COTTAGE	CHICAGO	60619	COOK	DHS	N	1	M-F 8:00A-5:00P	N	UNARM	42.50	N
1	L2436	8001 S. COTTAGE	CHICAGO	60619	COOK	DHS	N	1	M-F 7:30A-4:30P	N	ARM	42.50	N
1	L2436	8001 S. COTTAGE	CHICAGO	60619	COOK	DHS	N	1	M-F 8:15A-5:15P	N	ARM	42.50	N
1	L5607	8020 S. ST. LOUIS	SKOKIE	60076	COOK	DHS	N	1	M-F 8:00A-3:30P	N	UNARM	35.00	N
1	L5607	8020 S. ST. LOUIS	SKOKIE	60076	COOK	DHS	N	1	M-F 8:30A-4:00P	N	UNARM	35.00	N
1	L5607	8020 S. ST. LOUIS	SKOKIE	60076	COOK	DHS	N	1	M-F 10:15A-5:15P	N	ARM	32.50	N
1	L3995	831 W. 119TH	CHICAGO	60643	COOK	DHS	N	1	M-F 8:00A-3:30P	N	UNARM	35.00	N
1	L3995	831 W. 119TH	CHICAGO	60643	COOK	DHS	N	1	M-F 11:45A-5:15P	N	UNARM	25.00	N
3	N/A	861 S. STATE	LINCOLN	62656	LOGAN	DHS	N	1	S-S 07:00P-5:00A	N	UNARM	70.00	Y
1	L4286	8840 S. STONY ISLAND	CHICAGO	60617	COOK	DHS	N	1	M-F 8:00A-5:00P	N	ARM	40.00	N
1	L5113	915 E. 63RD	CHICAGO	60637	COOK	DHS	N	1	M-F 10:00A-5:30P	N	ARM	35.00	N



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1	L5113	915 E. 63RD	CHICAGO	60637	COOK	DHS	N	1	M-F 7:30A-3:00P	N	ARM	35.00	N
1	L5113	915 E. 63RD	CHICAGO	60637	COOK	DHS	N	1	M-F 8:30A-4:00P	N	ARM	35.00	N
1	L5113	915 E. 63RD	CHICAGO	60637	COOK	DHS	N	1	M-F 11:30A-5:30P	N	ARM	27.50	N
1	L5113	915 E. 63RD	CHICAGO	60637	COOK	DHS	Y	1	M-F 8:00A-5:00P	N	POLICE	40.00	N
3	A3355	1 NATURAL RESOURCES W	SPRINGFIELD	62701	SANGAMON	DSNR	N	1	M-F 8:30A-5:00P	N	ARM	40.00	N
3	L6023	1 LANGHORNE BOND	SPRINGFIELD	62707	SANGAMON	DOT	N	1	S-S 247	Y	UNARM	168.00	N
4	D5000	1104 E PORT PLAZA	COLINSVILLE	62243	ST.CLAIR	DOT	N	1	M-F 8:30A - 5:00P	N	UNARM	40.00	N
4	N/A	728 EXCHANGE AVE	E. ST LOUIS	62201	ST.CLAIR	DOT	N	1	S-S 12:00A - 8:00A	Y	ARM	56.00	N
4	N/A	728 EXCHANGE AVE	E. ST LOUIS	62201	ST.CLAIR	DOT	N	1	S-S 8:00A-4:00P	Y	ARM	56.00	N
4	N/A	728 EXCHANGE AVE	E. ST LOUIS	62201	ST.CLAIR	DOT	N	1	S-S 4:00P - 12:00A	Y	ARM	56.00	N
1	J0210	2121 W. TAYLOR	CHICAGO	60612	COOK	DPH	N	1	M-F 8:30A-5:30P	N	UNARM	40.00	N
1	L3053	245 W. ROOSEVELT	WEST CHICAGO	60185	DUPAGE	DPH	N	1	M-F 8:30A-5:00P	N	UNARM	40.00	N
1	L4252	4212 W. ST.CHARLES	BELLWOOD	60104	COOK	DPH	N	1	M-F 8:30A-5:00P	N	UNARM	40.00	N
3	L1248	525 W. JEFFERSON	SPRINGFIELD	62702	SANGAMON	DPH	N	1	M-F 9:00A-5:30P	N	UNARM	35.00	N
3	L1248	525 W. JEFFERSON	SPRINGFIELD	62702	SANGAMON	DPH	Y	1	M-F 7:00A-3:00P	N	UNARM	35.00	N
3	N/A	527 E. CAPITAL AVE.	SPRINGFIELD	62701	SANGAMON	ICC	N	1	M-F 8:00A-5:30P	N	UNARM	47.50	N
1	L3672	100 N. WESTERN	CHICAGO	60201	COOK	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
1	L4140	1010 DIXIE HIGHWAY	CHICAGO HTS	60647	COOK	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
3	L4385	1300 S. NINTH ST	SPRINGFIELD	62794	SANGAMON	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
1	L5133	1515 E. 71ST ST.	CHICAGO	60605	COOK	IDES	N	1	M-F 8:15A-4:15P	N	UNARM	35.00	N
1	L5133	1515 E. 71ST ST.	CHICAGO	60605	COOK	IDES	N	1	M-F 9:15A-5:15P	N	UNARM	35.00	N
1	L6050	16845 S. HALSTEAD ST	HARVEY	60406	COOK	IDES	N	1	M-F 8:00A-5:00P	N	UNARM	40.00	N
1	L6050	16845 S. HALSTEAD ST	HARVEY	60406	COOK	IDES	N	1	M-F 9:00A-5:15P	N	UNARM	36.25	N
1	L6292	1700 W. 18TH ST.	CHICAGO	60605	COOK	IDES	N	1	M-F 8:00A-5:00P	N	UNARM	40.00	N
1	L6292	1700 W. 18TH ST.	CHICAGO	60605	COOK	IDES	N	1	M-F 8:30A-5:30P	N	UNARM	40.00	N
1	L4375	2444 W. LAWRENCE	CHICAGO	60647	COOK	IDES	N	1	M-F 8:15A-4:45P	N	UNARM	37.50	N
1	L4375	2444 W. LAWRENCE	CHICAGO	60647	COOK	IDES	N	1	M-F 9:00A-5:15P	N	UNARM	36.25	N
1	L3986	250 W. CHICAGO ST.	JOLIET	60432	WILL	IDES	N	1	M-F 8:30A-5:00P	N	UNARM	37.50	N
2	L1584	30 DUPAGE CT.	ELGIN	60120	KANE	IDES	N	1	M-F 8:30A-5:00P	N	UNARM	37.50	N

STATE OF ILLINOIS  
2013  
AS OF  
12/19/13

REG	BLDG NO.	LOCATION	CITY	ZIP CODE	COUNTY	AGENCY	SPV	S/O SHIF T	HOURS OF OPERATION	HOL Y/N	CLASS	HRS	VEH
2	L6158	303 MAIN ST	ROCKFORD	61101	WINNEBAGO	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
1	L4134	321 QUADRANGLE DR	BOLINGBROOK	60440	DUPAGE	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
1-DTWN	L5843	33 S. STATE ST.	CHICAGO	60603	COOK	IDES	N	6	M-F 8:00A-5:00P	N	UNARM	200.00	N
1-DTWN	L5843	33 S. STATE ST.	CHICAGO	60603	COOK	IDES	N	1	M-F 8:00A-5:00P	N	UNARM	40.00	N
1-DTWN	L5843	33 S. STATE ST.	CHICAGO	60603	COOK	IDES	Y	1	M-F 7:30A-4:30P	N	UNARM	40.00	N
2	L4609	406 ELM STREET	PEORIA	61605	PEORIA	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
4	L3461	4519 WEST MAIN	BELLEVILLE	62226	ST. CLAIR	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
1	L2646	4931 W. DIVERSY	CHICAGO	60647	COOK	IDES	N	1	M-F 8:15A-4:45P	N	UNARM	37.50	N
1	L2646	4931 W. DIVERSY	CHICAGO	60647	COOK	IDES	N	1	M-F 8:45A-5:15P	N	UNARM	37.50	N
1	L4228	5608 W. 75TH PLACE	BURBANK	60501	COOK	IDES	N	1	M-F 8:30A-5:00P	N	UNARM	37.50	N
1	L4228	5608 W. 75TH PLACE	BURBANK	60501	COOK	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
4	L6112	612 W ST LOUIS	EAST ALTON	62201	ST. CLAIR	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
1	L5050	715 E. 47TH	CHICAGO	60605	COOK	IDES	N	1	M-F 8:15A-4:15P	N	UNARM	35.00	N
1	L5050	715 E. 47TH	CHICAGO	60605	COOK	IDES	N	1	M-F 9:00A-5:00P	N	UNARM	35.00	N
1	L5192	723 W. ALGONQUIN	ARLINGTON HTS	60005	COOK	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
1	L5486	800 LANCER LANE	GRAYSLAKE	60030	LAKE	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
4	L5086	8195 EXPRESSWAY DRIVE	MARION	62959	WILLIAMS	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
1	L3530	837 S. WESTMORE	LOMBARD	60148	DUPAGE	IDES	N	1	M-F 8:15A-5:15P	N	UNARM	40.00	N
1	L3879	837 W. 119TH ST.	CHICAGO	60643	COOK	IDES	N	1	M-F 8:15A-4:45P	N	UNARM	37.50	N
1	L3879	837 W. 119TH ST.	CHICAGO	60643	COOK	IDES	N	1	M-F 9:00A-5:15P	N	UNARM	36.25	N
3	L3504	1035 OUTER PARK DR	SPRINGFIELD	62704	SANGAMON	IEMA	N	1	M-F 8:00A-5:30P	N	UNARM	47.50	N
3	Z0101	2200 S. DIRKSEN PKWY	SPRINGFIELD	62703	SANGAMON	IEMA	N	1	M-F 8:00A-5:30P	N	ARM	45.00	N
2	N/A	1515 O'CONNOR STREET	LASALLE	61301	LASALLE	ILVA	N	1	M-F 12:00A-7:30A	Y	UNARM	37.50	N
2	N/A	1515 O'CONNOR STREET	LASALLE	61301	LASALLE	ILVA	N	1	M/TU/F 4:30P-12:00A	Y	UNARM	22.50	N
2	N/A	1515 O'CONNOR STREET	LASALLE	61301	LASALLE	ILVA	N	1	SAT-SUN 8:00A-4:00P	Y	UNARM	16.00	N
2	N/A	1515 O'CONNOR STREET	LASALLE	61301	LASALLE	ILVA	N	1	SAT 4:00P-12:00A	Y	UNARM	8.00	N
2	N/A	1515 O'CONNOR STREET	LASALLE	61301	LASALLE	ILVA	N	1	SAT-SUN 12:00A-8:00	Y	UNARM	16.00	N
2	N/A	1515 O'CONNOR STREET	LASALLE	61301	LASALLE	ILVA	Y	1	SUN 4:00P-12:00A	Y	UNARM	8.00	N
2	N/A	1515 O'CONNOR STREET	LASALLE	61301	LASALLE	ILVA	Y	1	W-T 4:30P-12:00A	Y	UNARM	15.00	N



