



3501 Kishwaukee Street
P.O. Box 7480
Rockford, IL 61126-7480
815-387-7400
815-387-7538 (FAX)

Donald Massier, President
Elmer Jones, Vice President
Rick Pollack, Clerk/Treasurer
Ben Bernsten, Trustee
John Sweeney, Trustee
Timothy S. Hanson, District Director

INVITATION TO BID
SECURITY SERVICE
BID #18-209

January 22, 2018

Name of Bidding Firm: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

Mandatory Pre-bid Meeting Time and Date: 2:00 P.M., January 31, 2018

Bid Opening Time and Date: 2:00 P.M., February 5, 2018

Bids will be accepted until the specified opening time and date. Any bid delivered after the opening time and date will be refused.

Bid Deposit/Bid Bond: YES
Prevailing Wage: NO
Performance Bond: YES

PLEASE MARK THE RETURN SEALED ENVELOPE:

1. Bid Opening Date and Time
2. Title of Job
3. Bid Number

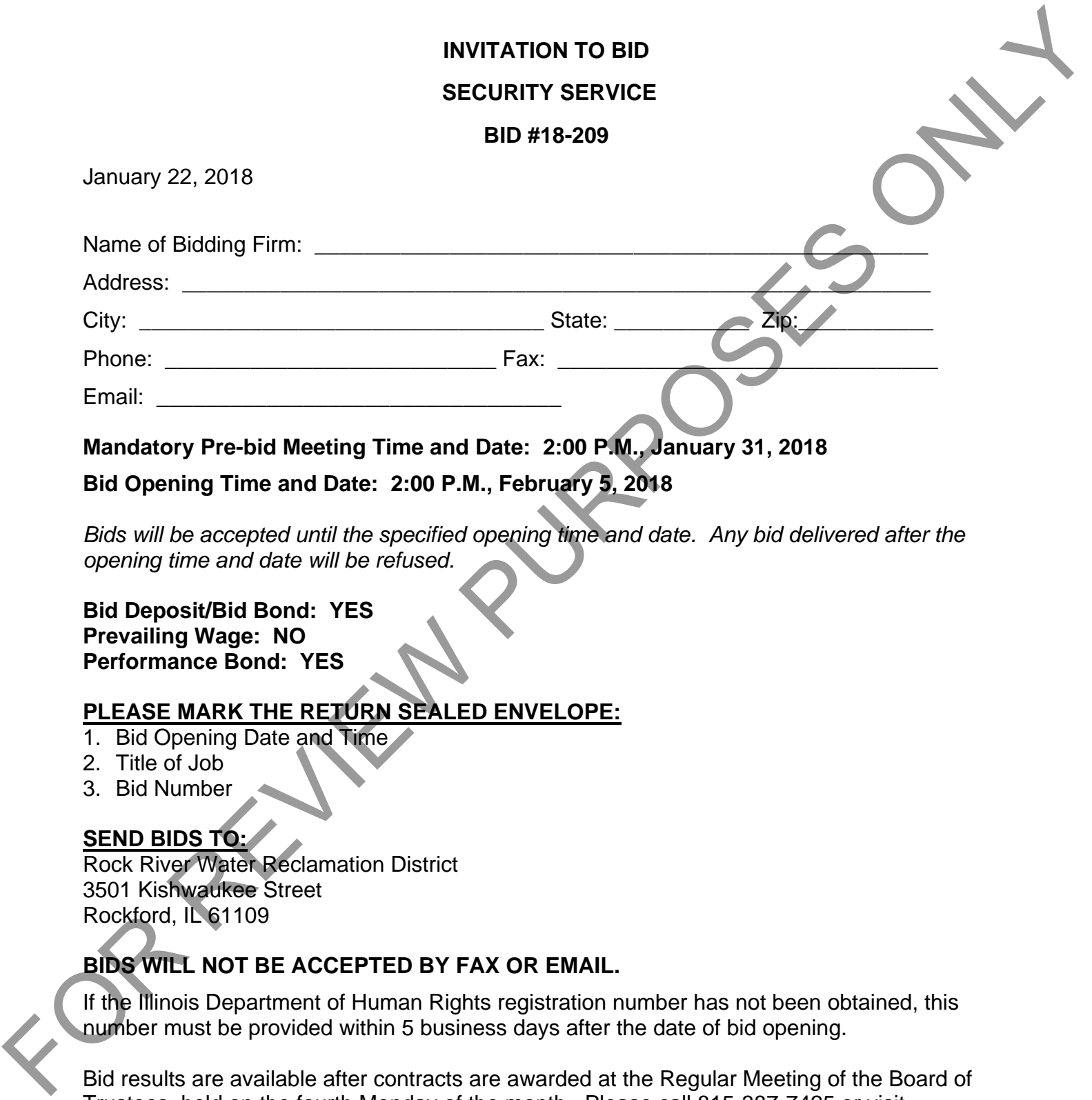
SEND BIDS TO:

Rock River Water Reclamation District
3501 Kishwaukee Street
Rockford, IL 61109

BIDS WILL NOT BE ACCEPTED BY FAX OR EMAIL.

If the Illinois Department of Human Rights registration number has not been obtained, this number must be provided within 5 business days after the date of bid opening.

Bid results are available after contracts are awarded at the Regular Meeting of the Board of Trustees, held on the fourth Monday of the month. Please call 815-387-7425 or visit www.rwrwd.dst.il.us



ROCK RIVER WATER RECLAMATION DISTRICT

NOTICE

INVITATION TO BID

SECURITY SERVICE

The Rock River Water Reclamation District ("District") will receive sealed, signed bids for **Security Service** at the District's offices, 3501 Kishwaukee Street, until 2:00 P.M., Monday, February 5, 2018.

The scope of this bid involves providing one uniformed guard, 24 hours per day, seven days per week, at the District's 3333 Kishwaukee Street guard station.

A MANDATORY pre-bid conference will be held on January 31, 2018 at 2:00 p.m., in the Administration building Board Room located at 3501 Kishwaukee Street, Rockford, Illinois 61109.

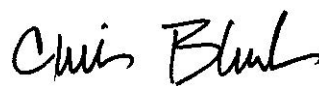
Each bid must be accompanied by cash, a certified or bank cashier's check on a solvent bank or trust company, drawn to the order of the Rock River Water Reclamation District, or an acceptable Bid Bond along with the Bid Bond form attached, in an amount not less than ten percent (10%) of the total bid price. This sum is a guarantee that, if the bid is accepted, a contract will be entered into and its performance properly secured.

No bid shall be withdrawn after the opening of bids without consent of the Rock River Water Reclamation District for a period of 60 days after the scheduled time of receiving bids.

The District reserves the right to reject all or part of any and all bids, for any reason. The District may accept all or part of any bid or waive any formalities if it decides such action is in the best interest of the District.

Copies of the Invitation to Bid for review purposes only are available through the Rock River Water Reclamation District web site, www.rwrwd.dst.il.us. Bid documents for submittal are available by contacting Melinda Roach at the Rock River Water Reclamation District, 3501 Kishwaukee Street, Rockford, Illinois, 61109 (815) 387-7425.

The District will confirm any award decision in writing, to the successful bidder.



Chris Black
Chris Black
Business Manager
Rock River Water Reclamation District

GENERAL SPECIFICATIONS AND INSTRUCTIONS

INVITATION TO BID

SECURITY SERVICE

2.1 Bid Preparation

Where applicable, the bidder shall submit his bid on the forms the District provides in this document. **The bidder shall complete all applicable blanks.** He may submit additional information, as he believes necessary on his stationery, under signature of the authorized representative who completes this document's forms.

If this Invitation to Bid contains inconsistencies between sections, Section III - Detailed Specifications shall supersede Section II - General Specifications, which shall supersede Section I - Notice. **No warranty is made or implied as to information contained in these specifications.**

An authorized officer or individual must sign the bid. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or the corporation officer who is authorized to sign for a firm and whose title is affixed.

All prices and notations shall be in ink or typewritten. The bidder may cross out mistakes and type corrections adjacent to the point of error. The person who signs the bid shall initial such corrections, in ink. **If the District finds a bidder's entry to be illegible, at its sole discretion, it may reject the bid.**

2.2 Submission of Bids

The District **will not** receive bids in an electronic format or by facsimile. The bidder shall return his bid in a sealed envelope, clearly marked as "**Invitation to Bid - Security Service**". **The District can not ensure that the sealed bid will not be prematurely opened if the bidder does not clearly identify his bid envelope.**

Mailing labels should be addressed to:

Rock River Water Reclamation District
P.O. Box 7480
Rockford, IL 61126-7480

Bids sent via package delivery service should be addressed to:

Rock River Water Reclamation District
3501 Kishwaukee Street
Rockford, IL 61109

If the bidder chooses to hand-deliver his bid, he shall deposit it with the Main Entrance Receptionist, 3501 Kishwaukee Street, Rockford, IL 61109, between the hours of 8:00 A.M. and 4:30 P.M.

2.3 Bid Security

Each bid must be accompanied either by cash, an original certified or bank cashier's check on a solvent bank or trust company, or a bidder's bond (form attached) from acceptable surety, drawn to the order of the Rock River Water Reclamation District in an amount of not less than ten percent (10%) of the bid price, issued by a surety company licensed to conduct business in the State of Illinois and named in the current list of "Surety Companies Acceptable On Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department. Failure to provide a Bid Security in the amount specified will constitute sufficient cause for rejection of the bid.

Within three (3) days after the opening of bids, the bid securities of all but the three lowest bidders will be returned. The bid security of the remaining two unsuccessful bidders will be returned within three (3) days after the execution of the contract, or, if no such contract has been executed, within sixty (60) days after the date of opening of bids. The bid security of the successful bidder will be returned only after he has duly executed the contract and furnished the required insurance.

2.4 Performance Bond and Payment of Vendor Bond

The successful bidder shall provide a Performance Bond and Payment of Vendor Bond acceptable to the Rock River Water Reclamation District. The performance bond shall be for either 100% of the contract price or for the successful bidder's unit price times the estimated number of units, as applicable. The performance bond shall be for the entire length of the Contract period.

This Invitation to Bid contains a Performance Bond form and Payment of Vendor Bond for the successful bidder's use.

If the successful bidder fails to provide acceptable bonds within the specified time he shall be in default.

2.5 Taxes

This District is exempt, by law, from paying bidder Federal Excise Tax and Illinois Retailers' Occupational Tax. Therefore, the bidder shall exclude those taxes from his bid. The District's tax exemption number is E9992-3696-07. The bidder shall include all applicable taxes in his bid price.

2.6 Withdrawal of Bids

At any time prior to the scheduled bid opening, the bidder may withdraw his bid. In order to do so, he shall submit a written request to the Business Manager.

2.7 Acceptance of Bid

The District may reject all or part of any or all bids, for any reason. The District may accept all or part of any bid or waive any bidding formalities if it decides such action is in the District's best interest.

The District will only consider bids that conform to the intent of this document. The District will reject bids that contain one or more exceptions if the District determines that non-conforming bids deviate from the intent of these specifications. The District's decision shall be final, and the District's procurement procedures contain no appeal provision.

2.8 Laws and Regulations

The bidder who is awarded the contract shall comply with all laws of the United States of America, the State of Illinois, and all lawful regulations of the Rock River Water Reclamation District and the respective cities and villages in which the professional service is to be performed respecting labor and compensation and all other statutes, ordinances, rules and regulations applicable and having the force of the law.

2.9 Terms

A. Payments to the Successful Bidder. If the District receives an acceptable invoice for conforming service prior to the fifth day of the month, the District shall issue payment before the fifth day of the succeeding month. If received on or after the fifth day of the month, payment will be issued the following month.

B. Default. In case of default, the District will procure the service described in this Invitation to Bid from other sources. The District shall hold the defaulting successful bidder responsible for any excess cost incurred. The defaulting successful bidder shall make such payment no more than 60 calendar-days after the District notifies him, in writing, of such an occurrence.

C. Use of District Name Prohibited. In the absence of the District's written permission, the successful bidder shall not use the District's name in any form or medium of public advertising.

2.10 Investigation

It shall be the responsibility of the bidder to make any and all investigations necessary to become thoroughly informed of what is required and specified in the bid document. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make necessary examinations and investigations will be accepted on a basis for varying the requirements of the District or the compensation of the bidder.

2.11 Addenda

If the District issues written addenda, such addenda shall become part of the contract documents. The District will email or mail the addenda:

- A. not less than 3 working-days prior to the bid opening date;
- B. via email, mail or facsimile transmission;

- C. to each recipient of the specifications, at either the:
1. address to which the District mailed the original bid document;
 2. corrected address the prospective bidder subsequently furnished;
 3. email address the prospective bidder furnished, or
 4. facsimile number the prospective bidder sent the District.

In the absence of the prospective bidder's written notice of his facsimile number or email, the District will provide addenda via mail.

A bidder who does not receive the District's addenda, and who has previously submitted a bid, shall not be relieved from any obligation in the bid he submitted.

2.12 Contract Form

No more than 10 business-days following the contract award, the successful bidder shall submit a completed Contract Form to the District's Business Manager. The Contract Form is part of this Invitation to Bid. By their mutual agreement, the successful bidder and District may supplement this contract form or replace it with an alternative document. If the successful bidder fails to complete the agreed upon Contract Form within the specified time, he shall be in material default.

2.13 Contract Termination

A. Bidder's Unacceptable Performance. If the successful bidder fails to perform services in conformity with this Invitation to Bid, the District shall notify him in writing. If the successful bidder fails to correct the performance deficiency to the District's satisfaction within five working days after he receives the District's notice, he shall be in default. If the same performance deficiency recurs despite the District's notification and the successful bidder's temporary correction, the successful bidder shall likewise be in default. The District may, at its sole discretion, terminate the **Security Service** contract with the defaulting successful bidder, and remedy the matter under provisions set forth in Section 2.9B of this Invitation to Bid.

B. Early Termination. The District may, in its sole option, terminate the **Security Service** contract prior to the expiration date. In such an event, the District shall notify the successful bidder in writing no less than 10 calendar days prior to the revised termination date. District shall likewise state the reason(s) for termination. If early termination occurs for the District's convenience and the successful bidder is in compliance with all of the terms and conditions of the contract, the District will not hold said bidder to be in material default.

C. District's Action Following Contract Termination. If the contract is terminated, the District may, at its sole option:

1. request new **Security Service** bids or
2. designate the next-low bidder to perform the **Security Service** contract, provided that said next-low bidder agrees to his original bid terms.

The District may repeat this option until it obtains an acceptable **Security Service** contract.

2.14 "No Bid" Response Form

In the event you elect not to submit a bid, please fill out and return the attached "No Bid" form.

2.15 Indemnification Clause

Successful respondent/contractor shall protect, indemnify, hold and save harmless and defend the District, its officers, officials, employees, volunteers, and agents against any and all claims, costs, causes, actions and expenses, including but not limited to attorney's fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees, officers, independent contractors, or subcontractors of the successful respondent/ contractor or District, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the successful respondent/contractor or subcontractor, whether such loss, damage, injury, or liability is contributed to by the negligence of the District or by premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that the successful respondent/contractor shall have no liability for damages or the costs incident thereto caused by the sole negligence of the District.

The indemnification shall not be limited by a limitation on amount or type of damages payable by or for the successful respondent/contractor or its subcontractor under any employee benefits act including, but not limited, to the Workers' Compensation Act.

No inspection by the District, its employees, or agents shall be deemed a waiver by the District of full compliance with the requirements of the Contract. This indemnification shall not be limited by the required minimum insurance coverage in the Contract.

2.16 Force Majeure

The obligations of either the District or the successful bidder shall be suspended during the time as such party is prevented from complying therewith in whole or in part because of any cause, except financial, beyond the reasonable control of such party. In the event of either the District or the successful bidder being rendered unable wholly or in part by force majeure to carry out its obligations under the contract, other than to make payments due, it is agreed that on such party giving notice and full particulars of such force majeure in writing to the other party as soon as possible after the occurrence of the cause relied on, then the obligations of the parties insofar as they are affected by such force majeure shall be suspended during the continuance of any inability so caused but for no longer period, and such cause shall as far as possible be remedied with all reasonable dispatch.

2.17 Insurance

A. The successful respondent/contractor shall, for the duration of the contract, maintain the following:

General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply

separately to this project or the general aggregate limit shall be twice the required occurrence limit.

Auto Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage including coverages for owned, hired or non-owned vehicles, as applicable.

Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by statute and Employers' Liability limits of \$500,000 per accident and \$500,000 per disease.

Umbrella: \$2,000,000 per occurrence/aggregate.

The policies shall contain, or be endorsed to afford Contractual Liability coverages for the following provisions in the General Liability and Automobile Liability coverages:

1. The District, its officers, officials, employees, and volunteers shall be covered as additional insureds as respects liability arising out of activities performed by or on insured's general supervision of the successful respondent/contractor, products and completed operations of the successful respondent/contractor, premises owned, occupied or used by the successful respondent/contractor, or automobiles owned, leased, hired, or borrowed by the successful respondent/contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees, volunteers, or agents.
2. The successful respondent's/contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the District, its officers, officials, employees, volunteers, or agents shall be in excess of the successful respondent's/contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officers, officials, employees, volunteers, or agents.

The successful respondent's/contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

B. Proof of Insurance – Certificate of Insurance. No more than 10 calendar days subsequent to the District's issuance of an award letter and no later than 30 days before commencement to work, the successful respondent/contractor shall provide documentation including a Certificate of Insurance to prove that it has obtained all required insurance and bonds. The District shall be the sole judge as to the acceptability of any such proof.

C. Correction of Successful Bidder's Insurance Deficiencies. If the District determines that the successful bidder's insurance or documentation does not conform to

these specifications, the District shall inform said bidder of the non-conformity. If said bidder fails to provide conforming insurance or documentation within five calendar days of the District's notice, he shall be in default.

D. Best's Ratings.

1. Alphabetical Rating. For purposes of this Request for Bids, "insurer" shall mean any surety, insurance carrier, or other organization which proposes to provide an insurance policy or bond for the successful respondent/contractor. No insurer or surety rated lower than "A-," Excellent, in the current Best's Key Rating Guide shall be acceptable to the District.
2. Financial Size Rating. Provided an insurer's alphabetical rating is satisfactory, the District will examine said insurer's financial size rating.
 - a. If Best classifies the insurer XII or larger, said insurer shall be acceptable to the District.
 - b. If Best classifies the insurer as smaller than XII, but larger than VI, said insurer shall be submitted to the District's Business Manager and/or the District's insurance consultant for review.

Financial Size ratings less than VII are not acceptable and will disqualify the respondent/contractor.

E. Suitability of Insurance. The District shall be the sole judge of whether an insurer's rating is satisfactory. The District's decision shall be final and the District's bidding procedures contain no appeal provision.

2.18 Responsive/Responsible Bidder

A. Evaluation of Responsiveness. The responsiveness of bidders will be judged on the basis of the completeness of the bid submitted. To be responsive, a Bid must be submitted on the forms provided as part of the Bid Documents and comply with all the requirements of the Invitation to Bid.

B. Evaluation of Responsibility. To be judged as responsible, the bidder shall:

1. Have adequate financial resources for performance, the necessary experience, organization, technical qualifications, and facilities, or a firm commitment to obtain such by subcontracts;
2. Be able to comply with the required completion schedule for the project;
3. Have a satisfactory record of integrity, judgment, and performance, including, in particular, any prior performance on contracts from the District;
4. Have an adequate financial management system and audit procedures, that provide efficient and effective accountability and control of all property, funds, and assets;
5. Conform to the civil rights, equal employment opportunity and labor law requirements of the Bid Documents.

III

DETAILED SPECIFICATIONS

INVITATION TO BID

SECURITY SERVICE

3.1 General

The successful bidder shall be an independent contractor. He shall provide a firm fixed price bid for uniformed guards, in conformity with this Invitation to Bid and with applicable laws, regulations and professional standards.

3.2 Pre-Bid Conference

A MANDATORY pre-bid conference will be held on January 31, 2018 at 2:00 p.m. in the Administration building Board Room located at 3501 Kishwaukee St, Rockford, IL 61109.

3.3 Scope

Unless otherwise required by the District in writing, the successful bidder shall furnish one uniformed guard, 24 hours per day, seven days per week, at the District's 3333 Kishwaukee Street guard station. The guard station is equipped with such conveniences as telephone, heat, indoor plumbing, desk, and electrical outlets. A transportation scale is installed in the roadway adjacent to the guard station. The guard shall record vehicle weights on this scale, in conformity with District procedures.

At its sole option, the District may request the contractor to provide the services of additional licensed guards and armed guards. This document's bid form includes an entry for the bidder's hourly fee for such a service.

In the absence of the District's written permission, guards shall not be armed and shall not attempt to physically intervene in threatening situations. Guards shall report any problems or suspicious occurrences to appropriate authorities and to designated District staff.

The District revises the "Security Guard Operating Procedures" periodically, within the scope of the Security Service contract. When revisions occur, the District will notify the successful bidder in a timely manner, and will provide the successful bidder a reproducible copy of the new edition.

The successful bidder shall be an independent contractor, solely responsible to provide all management and labor necessary to provide service that conforms with these specifications. He shall recruit, select, train, supervise, direct, and compensate guards in conformity with all applicable laws and regulations and shall ensure that all service conforms to these specifications.

3.4 Optional Services

Please indicate if your firm provides these optional services and your cost. Your bid will not be evaluated on the basis of providing or not providing these optional services.

A. Alarm System Monitoring

Monitoring the District's burglar and fire alarm system at the District's 3333 and 3501 Kishwaukee Street locations, and the burglar alarm system at the District's 4850 Torque Road, Loves Park facility. Duties include monitoring alarm systems and contacting appropriate District authorities; including but not limited to, District staff and public safety agencies. *Please provide an annual cost on the bid form.*

B. Alarm System Response

Respond to alarms at the District's 3333 and 3501 Kishwaukee Street, Rockford locations and at the District's 4850 Torque Road, Loves Park facility. Duties include checking for forced entry and contacting District staff and law enforcement agencies as required. Report findings of alarm responses to appropriate District staff, verbally and, when required, in a written report. *Please provide either an annual cost for all facilities or a per incident cost on the bid form. Please indicate average response time.*

3.5 Officers' Skills, Abilities, and Decorum

All officers the successful bidder provides shall:

- A. perform duties in a responsible, professional manner;
- B. successfully complete 20 hours of State-required training within legally required time limits subsequent to their appointment, as confirmed by certificates on file at the successful bidder's offices;
- C. be fully licensed, in conformity with any and all applicable regulations and standards, as evidenced by the Permanent Employee Registration Card (PERC) issued by the Illinois Department of Professional Registration and shall retain the PERC on his or her person at all times while on duty;
- D. read and understand printed, detailed business, environmental, regulatory, and related information, expressed in contemporary business English, including, but not limited to:
 - 1. attached "Security Guard Operating Procedures"
 - 2. hazardous materials response plan
 - 3. District memoranda
 - 4. location maps and basic diagrams
 - 5. governmental and regulatory forms necessary to District operation;
- E. demonstrate understanding of the "Security Guard Operating Procedures" by successfully completing a comprehensive, written, "open book" examination on these procedures, where such examination is prepared by the successful bidder and approved by the District prior to use;

- F. be responsible for all duties and responsibilities as outlined in the Rock River Water Reclamation District's "Security Guard Operating Procedures";
- G. legibly, accurately, and concisely document information on District, Environmental Protection Agency, and other business and regulatory forms (examples of forms are available upon request);
- H. provide periodic radio or telephone contact and communication backup, notify designated District staff and Police or Fire Departments, as appropriate, in situations that warrant such intervention;
- I. accurately, politely, consistently, and articulately orally communicate established policies and procedures to the District's customers, employees, contractors, guests, and to the general public, in English;
- J. rationally, politely, and consistently address ongoing developments, occurrences, and emergencies in conformity with standard business practices and security industry professional standards;
- K. refrain from using profane or vulgar verbal expressions or non-verbal gestures;
- L. refrain from consumption of any alcoholic beverages:
 - 1. for the four hours prior to coming on duty
 - 2. at all times while on duty;
- M. **not**, at any time, work or attempt to work having consumed an illegal substance;
- N. **not** work or attempt to work under any circumstances when their blood alcohol content exceeds 0.02%;
- O. **not** bring alcohol or illegal substances, in any quantity, on District premises.

3.6 Officers' Uniform and Appearance

All officers the successful bidder provides shall be well groomed and clean at all times when they enter District property and shall, at all times when they are on duty, be attired as follows:

- A. badge prominently pinned to vest pocket;
- B. medium or light blue, gray or tan military-type officer's shirt or blouse, short or long sleeve;
- C. coordinated tie, solid color, military-type officer's belt, military-type officer's trousers
- D. coordinated well-shined, dress military-type shoes
- E. in colder weather, coordinated military-type officer's coat, appropriate hat, gloves, etc.

The successful bidder shall provide, at **no cost** to the officers, at least one complete uniform to include all items listed above to each officer.

3.7 Examples of Guards' Duties

Without limitation, the successful bidder shall:

- A. provide directions and appropriate information for visitors;
- B. maintain a check-in log during specified hours (currently between 5:00 P.M. and 6:30 A.M.);
- C. monitor, record, sample, and weigh waste disposer and material vendor deliveries, and District sludge transports using District computerized scale system and under District furnished detailed procedures;
- D. immediately report instances of or situations that appear conducive to such occurrences as robbery, vandalism, sabotage, disorder, or fire to appropriate authorities and to designated District staff;
- E. answer the District guard house phone in conformity with District instructions;
- F. perform related security services that the District might require.

3.8 Contract Duration

The successful bidder shall provide the District with **Security Services** for a **36-month** period, beginning at 12:00 A.M. on May 1, 2018, and continuing through 11:59 P.M. on April 30, 2021. If the District and the successful bidder agree in writing, the contract may be extended beyond April 30, 2021.

3.9 Telephone

The District guardhouse is equipped with two telephones. One is connected to the District's phone system; the other is connected directly to the District's phone line supplier. The phone connected to District's phone line supplier is to be used for emergency use only, in the event that the District's standard phone system is unavailable. For the other phone, District will pay for the monthly base charges for either system and all business related usage, including hourly safety confirmation calls. Any cost for calls determined to be non-business will be the responsibility of the security service. The District will supply documentation to support charges for non-business related calls.

3.10 Wages

It is the District's intention that the contractor limits his staff to fully qualified, extremely reliable officers. Therefore, for the duration of the contract, all officers assigned to the District's 3333 Kishwaukee Street location shall be paid a gross hourly wage equal to or exceeding 1.75 times the federal minimum wage (currently at \$7.25). This includes any officer who performs duties at the District's site, whether fulfilling duties on a temporary or permanent schedule basis. It shall be the Bidder's responsibility to ensure all future increases in the federal minimum wage are taken into consideration within the submitted bid price, as no increase in the Bidder's price to the District will be allowed within the Contract period.

The successful bidder shall submit certified payroll records with each and every monthly invoice submitted to the District. Failure to submit proper certified payroll records may delay payment. The certified payroll records must include the name, job classification, hourly wages paid in each pay period, for every worker employed on the project. Any contractor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B Misdemeanor.

3.11 Price Increases Prohibited

Except for changes to which the District and the successful bidder agree because of revisions in the scope of the **Security Service** the District requires, the **Security Service** contract allows for no price increase between May 1, 2018 and April 30, 2021.

3.12 Supervision

One of the successful bidder's supervisory employees shall visit the District's 3333 Kishwaukee Street facility at least once per week throughout the course of the contract. Once per month, at a time agreeable to the District, one of the successful bidder's senior managers or officers shall meet with District management. The meeting shall occur at the District, at a time agreeable to both parties.

3.13 Facility Inspection

If the bidder wishes to visit the District's 3333 Kishwaukee Street facility prior to submitting his bid, he may call Larry McFall, Plant Operations Manager, at 815-387-7584 for an appointment. A bidder who wishes additional samples of the types of forms or documents which officers must be able to read and complete may request same from Melinda Roach.

3.14 Reference Information

As this document's Bid Form indicates, the bidder shall provide the following reference information, without limitation:

- A. An outline of the personnel and training procedures he proposes to use in performing **Security Service** for the District;
- B. An outline of his management and operational structure;
- C. A statement of how long he has been in the **Security Service** business; and
- D. A list of two (2) organizations for which he is currently providing **Security Service**.

At its sole discretion, the District shall reject any bid if the:

- A. bidder has been in the **Security Service** business for less than 12 consecutive months prior to submitting his bid;
- B. bidder is providing **Security Service** for less than two organizations at the time he submits his bid;
- C. District determines that the bidder's references are dissatisfied with said bidder's service; **or**
- D. District believes a bidder's reference information is in any way unsatisfactory.

The District's decision in such an event shall be final, and the District's procurement procedures contain **no** method of appeal for a party whose bid is so rejected.

3.15 Payments to Successful Bidder

The successful bidder shall invoice the District monthly. The basis of each invoice shall be the hourly rate entered on this document's Bid Form times the total number of hours of service actually rendered per day, maximum of 24 hours times the number of days billed for the given period. For example, if for the month of June, 2018, the successful bidder has provided:

- A. satisfactory **Security Service** and
- B. one guard 24 hours per day,
then, on July 1, 2018, the successful bidder may invoice the District for:
30 days/month x 24 hours/day = 744 hours/month of June
for **Security Service** at the hourly bid price.

The District will deny invoices for any costs not included in the successful bidder's original bid, unless the successful bidder attaches District management's written pre-authorization for additional payment. Section 2.9A of this Invitation to Bid contains the District's general payment requirements.

3.16 Questions

Interested parties may direct questions concerning this Invitation to Bid to Larry McFall, Plant Operations Manager, 815-387-7584.

3.17 Last Contract's Bid

The current contractual rate for Security Services is:

\$17.81 per hour

IV

BID FORM

INVITATION TO BID

SECURITY SERVICE

TO: BOARD OF TRUSTEES
ROCK RIVER WATER
RECLAMATION DISTRICT
P.O. Box 7480
ROCKFORD, ILLINOIS 61126-7480

FROM: _____
(Individual, Partnership or Corporation)

(Address of Individual, Partnership or Corporation)

Trustees:

I (We) the undersigned hereby propose to furnish **Security Service** in compliance with the attached Introduction, General Specifications and Instructions, Detailed Specifications, Bid Form, Fair Employment Practices Affidavit of Compliance Form, Affidavit Forms, Bid Bond Form, Contract Form, and Performance Bond Form.

The Undersigned also affirms and declares that:

A. He (They) has (have) examined and is (are) familiar with all the related contract documents and found that they are accurate and complete and are approved by the undersigned.

B. He (They) has (have) carefully examined the scope of the required materials and service, and that, from his (their) own investigation, has (have) satisfied himself (themselves) as to the nature and location of the delivery point, the character, quality and quantity of material, and the kind and extent of equipment and other facilities needed for the performance of the service and provision of the material, the general and local conditions and all difficulties to be encountered, and all other items which may, in any way, affect the material or services or their performance.

C. This bid is made without any understanding, contract or connection with any other person, partnership, or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud; and that he (they) is (are) not barred from bidding as a result of a bid-rigging or bid-rotating conviction.

D. All goods and services provided in response to this request will be produced in compliance with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

E. The firm which I (we) represent complies with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), and rules and regulations of the US Department of Transportation (DOT) and the Federal Drug Free Work Place Act. If said firm is awarded a contract to provide the District's **Security Service**, it will:

1. complete all OSHA, ADA, and DOT required supervisory, employee and customer training,
2. document compliance as required,
3. ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise or service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
4. prepare and make available all required information and documentation, and
5. hold harmless and indemnify the District and the District's representatives as defined in Section 2.15 from all:
 - a. Suits, claims, or actions;
 - b. Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
 - c. Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages) relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.

F. The firm which I (we) represent has adopted and promulgated written sexual harassment policies that include, at a minimum, the following information:

1. the illegality of sexual harassment;
2. the definition of sexual harassment under Illinois State law;
3. a description of sexual harassment, utilizing examples;
4. my (our) organization's internal complaint process including penalties;
5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
6. directions on how to contact the Department and the Commission; and
7. protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act.

Upon request, my (our) organization will provide the Illinois Department of Human Rights with the information described in F1 through F7 above.

In submitting this bid, I (we) understand that the District may reject part or all of any and all bids. I (we) agree that I (we) shall not withdraw this bid for a period of 60 calendar-days following the scheduled bid opening. I (we) have carefully examined the nature of the service and materials. The cost of all the materials, equipment, and service necessary to complete this contract is given in this bid.

**BID FORM (CONTINUED): PRICES FOR SECURITY SERVICE
IN CONFORMITY WITH ALL SPECIFICATIONS CONTAINED IN THIS INVITATION TO BID**

(Express all numerical quotations in figures)

Hourly rates must be filled in for all three contract years. If optional services are quoted all three years need to be completed.

	<u>Year 1 (5/1/2018-4/30/2019)</u>	<u>Year 2 (5/1/2019-4/30/2020)</u>	<u>Year 3 (5/1/2020-4/30/2021)</u>
Hourly rate per guard*, for all Security Service , including normal business hours, evenings, holidays, and weekends: \$_____ per hour	\$_____ per hour	\$_____ per hour	\$_____ per hour
Optional, additional fully licensed, unarmed officer if requested by District, billed in quarter-hour increments, with a minimum one-hour fee, at the hourly rate of: \$_____ per hour	\$_____ per hour	\$_____ per hour	\$_____ per hour
Optional, additional special armed officer, fully licensed, if requested by District, billed in quarter-hour increments, with a minimum one-hour fee, at the hourly rate of: \$_____ per hour	\$_____ per hour	\$_____ per hour	\$_____ per hour

Years 1 thru 3 (5/1/2018-4/30/2021)

Optional, Alarm System Monitoring	\$_____ per year
Optional, Alarm System Responding (Kishwaukee St.)	\$_____ per year
Average Response Time: _____	\$_____ per incident
Optional Alarm System Responding (Torque Rd.)	\$_____ per year
Average Response Time: _____	\$_____ per incident

**Unless otherwise agreed to by the District in writing, the successful bidder shall provide one guard, 24 hours per day, seven days per week, at the District's 3333 Kishwaukee Street guard station.*

DATE: _____

BIDDER: _____
(print name of firm)

BY: _____
(authorized rep's signature)

(print street address)

(print rep's name)

(print city, state, zip)

(print rep's title)

(area code and phone number)

(facsimile number)

Note: The Rock River Water Reclamation District, a Governmental Unit, pays neither Federal Excise Tax nor Illinois Retailers' Occupational Tax. The bidder shall exclude those taxes from his quotation.

FOR REVIEW PURPOSES ONLY

BID FORM (CONTINUED): REFERENCE INFORMATION

Each bidder shall complete the following reference information. If the District believes a bidder's information is unsatisfactory, or that his references are unsatisfied with his service, District may reject his bid without further consideration. The District's decision in such an event shall be final, and this Invitation to Bid contains no recourse for a party whose bid is so rejected.

1. Outline of the personnel and training procedures the bidder proposes to use in performing **Security Service** for the District:

2. Outline of the bidder's management and operational structure:

3. How long has the bidder been in business? _____ years

4. Provide the following information regarding two (2) organizations for which the bidder is currently providing **Security Service**:

	<u>Reference #1</u>	<u>Reference #2</u>
Organization Name	_____	_____
Street Address	_____	_____
City, State, Zip	_____	_____
Telephone Number	_____	_____
Contact Person	_____	_____

**“NO BID” RESPONSE
TO
INVITATION TO BID**

If your firm is unable to submit a bid at this time, would you please provide the information requested in the space provided below and return to:

Rock River Water Reclamation District
P.O. Box 7480
Rockford, IL 61126-7480

Responses can be delivered in person to:

Rock River Water Reclamation District
3501 Kishwaukee Street
Rockford, IL 61109

Responses can also be faxed to:

Rock River Water Reclamation District
815-387-7538

We have received Invitation to Bid: **Security Service**, opening at 2:00 P.M., February 5, 2018.

Reason for not bidding: _____

BY: _____
Signature

Name & Title, Typed or Printed

Company Name

V
**FAIR EMPLOYMENT PRACTICES AFFIDAVIT OF COMPLIANCE
SECURITY SERVICE**

NOTE: THE BIDDER MUST EXECUTE THIS AFFIDAVIT AND SUBMIT IT WITH ITS SIGNED BID. THE ROCK RIVER WATER RECLAMATION DISTRICT CANNOT ACCEPT ANY BID WHICH DOES NOT CONTAIN THIS AFFIDAVIT

_____, being first duly sworn, deposes and says that:
(Name of person making affidavit)

They are: _____ of _____
(Officer's Title) (Company Name)

that said company is and "Equal Opportunity Employer" as defined by Section 2000(e) of Chapter 21, Title 42 of the United States Code annotated and Federal Executive Orders #11375 which are incorporated herein by reference;

and that said company will comply with any and all requirements of Title 44 Admin. Code 750. APPENDIX A – Equal Opportunity Clause, Rules and Regulations, Illinois Department of Human Rights, which read as follows:

"In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance to this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizen status, age, physical or mental handicap unrelated to ability, military status or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.
4. That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the contractor in his or her efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.
5. That he or she will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
6. That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
7. That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

(Source: Amended at 32 ILCS 111. Reg. 16484, effective September 23, 2008)"

IL Dept of Human Rights Registration No.: _____ Expiration Date: _____

Signature

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

VI
FORMS OF AFFIDAVIT
INVITATION TO BID
SECURITY SERVICE

City: _____ County: _____ State: _____

This Section for Sole Proprietorship:

I, _____ (name), being duly sworn, depose and say that the organization I represent is a sole proprietorship, and that I am the person described in and who executed the foregoing bid and that the several matters therein stated are in all respects true.

Signature _____

This Section for Partnership:

I, _____ (name), being duly sworn, depose and say that I am a member of _____ (partnership name), the firm described in and which executed the foregoing bid; that I duly subscribed the name of the firm thereunto on behalf of the firm; and that the several matters therein stated are in all respects true.

Signature _____

This Section for Corporation:

We, _____ (representative who signed the Bid Form), and _____ (other corporate officer), being duly sworn, depose and say that we reside in the cities of _____ and _____, respectively, and that we are the _____ (representative's title) and the _____ (other corporate officer's title), respectively, of _____ (corporation name), the firm described in and which executed the foregoing instrument; that we are authorized to complete this form and to enter into this contract on behalf of said corporation; that we have signed our names thereto by like order; and that we have knowledge of the several matters therein stated and they are in all respects true.

(representative's signature)

(other corporate officer's signature)

This Section for a Limited Liability Corporation:

I, _____ (name), being duly sworn, depose and say that I am a _____ (representative's title) of _____ (company name), the company described in and which executed the foregoing proposal; that I am authorized to complete this form and to enter into this contract on behalf of said company and have knowledge of the several matters therein stated and they are in all respects true.

Signature _____

Notarization (required for all successful bidders):

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public _____

County _____

(Seal)

My Commission Expires _____

VII

BID BOND

ROCK RIVER WATER RECLAMATION DISTRICT

ROCKFORD, ILLINOIS

SECURITY SERVICE

KNOW ALL MEN BY THESE PRESENT, that we:

_____ (hereinafter called the Principal) and

_____ (hereinafter called the Surety) a

Corporation chartered and existing under the laws of the State of _____

with its principal offices in the City of _____ and authorized to do business in the State of Illinois are held and firmly bound onto the Rock River Water Reclamation District of Winnebago County, Illinois (District), in the full and just sum of:

_____ Dollars

(\$ _____) good lawful money of the United States of America, to be paid upon demand of the District, to which payment will and truly to be made we bind ourselves, our heirs, executors, administrators, and assigns, jointly and severally and firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted to the District, a bid for providing **Security Service**.

WHEREAS, the Principal desires to file this bond, in accordance with law, in lieu of a certified bidder's check otherwise required to accompany this Bid.

FOR REVIEW PURPOSES ONLY

IN TESTIMONY THEREOF, the Principal and Surety have caused these presents to be
duly signed and sealed this ____ day of _____, 20____.

Principal

(Seal)

By _____

Name: _____

Title: _____

Date: _____

ATTEST:

Surety

(Seal)

By _____

Name: _____

Title: _____

Date: _____

FOR REVIEW PURPOSES ONLY

VIII

CONTRACT

ROCK RIVER WATER RECLAMATION DISTRICT

ROCKFORD, ILLINOIS

THIS CONTRACT, made and concluded this _____ day of _____, 20____, between the Rock River Water Reclamation District, Illinois, also known as "District," and _____ his/their executors, administrators, successors or assigns, known as "Contractor";

In consideration of the payments and contracts mentioned in the bid attached hereto, to be made and performed by the District, the Contractor agrees with the District at his/their own proper cost and expense to do all the work, furnish all equipment, materials and all labor necessary to complete the work and furnish the merchandise in accordance with the specifications hereinafter described, and the District's requirements.

1. Scope

Both parties understand and agree that the Introduction, General Specifications and Instructions, Detailed Specifications, Bid Form, Fair Employment Form, Affidavit Forms, Bid Bond Form, and Performance Bond Form of the Invitation to Bid: **Security Service**, all Addenda thereto (if any), and any and all provisions required by law, are all essential documents of the Contract, and are a part hereof, as if herein set out verbatim or as if attached, except for titles, subtitles, headings, table of contents and portions specifically excluded.

Unless the Contractor and the District terminate the Contract by their mutual written Contract in conformity with Section 2.13 of the Invitation to Bid, the Contractor shall provide the District's **Security Service** at the bid price, over a **36**-month period, from 12:00 A.M. on May 1, 2018, through 11:59 P.M. on April 30, 2021. If the District and the Contractor agree in writing, the Contract may be extended beyond the scheduled termination date, on a month-to-month basis.

2. Contract Price

The District shall pay to the Contractor, and the Contractor shall accept, in full payment for the performance of this Contract, in current funds, the prices set forth in the Bid Form. The Contractor's bid price for **Security Service** in conformity to all specifications, shall be the only basis for payment over the Contract's duration. Both parties expect that the Contractor will provide one guard, 24 hours per day; however, the Contractor may provide additional service, following the District's written request. The District shall make payments to the Contractor, in accordance with and subject to the provisions of Section 4 of this Contract.

3. Contract Execution

The Contractor shall:

- A. Perform all services in a responsible manner, supplying only merchandise, delivery, and service which meets or exceeds the District's specifications;
- B. Accommodate the District's sampling procedures and remove any non-conforming **Security Service** in conformity with the Specifications;
- C. Sustain all loss or damage arising out of the nature of the work to be done, or from any unforeseen obstruction or difficulty which he may encounter in the prosecution of the work, or from the action of the elements;
- D. Be responsible for all accidents he, his employees, or agents may incur in the Contract's execution;
- E. Hold the District and its representatives harmless from liability of any nature or kind on account of use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this Contract. The Contractor shall likewise hold harmless and indemnify the District and its representatives from all:
 1. suits, claims, or actions,
 2. costs, either for defense or for settlements, and
 3. damagesto which the District or its representatives might be exposed by reason of an injury or alleged injury, to the person or property of another;
 4. in the execution of the Contract, or
 5. from actions the District or its representatives take on the contractor's behalf,except in cases where such suits, claims, actions, or costs are found to be based on the District's negligence. For purposes of this paragraph, "its representatives" means "the Rock River Water Reclamation District's trustees, employees, agents, assigns, and their heirs;"
- F. Comply with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), rules and regulations of the US Department of Transportation (DOT), and the Federal Drug Free Work Place Act, and will
 1. complete all OSHA, ADA, and DOT required supervisory, employee and customer training,
 2. document compliance as required,
 3. ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise or service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
 4. prepare and make available all required information and documentation, and

5. hold harmless and indemnify the District and the District's representatives as defined in Section 2.15 from all:
 - a. Suits, claims, or actions;
 - b. Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
 - c. Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages) relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.

G. Adopt and promulgate written sexual harassment policies that include, at a minimum, the following information:

1. the illegality of sexual harassment;
2. the definition of sexual harassment under Illinois State law;
3. a description of sexual harassment, utilizing examples;
4. Contractor's internal complaint process including penalties;
5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
6. directions on how to contact the Department and the Commission; and
7. protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act.

Upon request, Contractor will provide the Illinois Department of Human Rights with the information described in G1 through G7 above.

H. Maintain all specified insurance for the duration of the contract.

I. In the absence of the District's written permission, the Contractor shall not use the District's name in any form or medium of public advertising.

J. This Contract shall extend to and be binding upon the successors and assigns, and upon the heirs, administrators, executors, and legal representatives of the Contractor.

In consideration of and to induce the award of this Contract to him, the Contractor represents and warrants: that he is not in arrears to the District upon debt of the Contract and that he is not a defaulter, as surety, contractor or otherwise; that he is financially solvent and sufficiently experienced and competent to perform the work; that the work can be performed as called for by the Contract; that the facts stated in his proposal and the information given by him is true and correct in all respects, and that he is fully informed regarding all the conditions affecting the work to be done and labor and materials to be furnished for the completion of this Contract and that his information was secured by personal investigation and research.

If the Contractor defaults, the District may procure **Security Services** described in this Invitation to Bid, from other sources. In such an event, the

price the District pays shall constitute the prevailing market price at the time of such purchase and the defaulting Contractor shall pay the District the difference between his bid price and the prevailing market price. The defaulting Contractor shall make such payment no more than 60 calendar-days after the District notifies him, in writing, of such an occurrence.

4. Payments to Contractor

If the District receives an acceptable invoice for conforming service prior to the fifth day of the month, the District shall issue payment before the fifth day of the succeeding month. If received on or after the fifth day of the month, payment will be issued the following month.

5. Subcontracts

No part of the work herein provided for shall be sublet or subcontracted without the express consent of the District, and in no case shall consent relieve said Contractor from the obligation herein entered into, or change the terms of this Contract.

6. Contractor's Responsibility

This Contract shall extend to and be binding upon the successors and assigns, and upon the heirs, administrators, executors, and legal representatives of the Contractor.

7. Time

The Contractor agrees to all schedules specified in the Invitation to Bid.

8. Seals

IN WITNESS WHEREOF, the parties have hereunto set their hands, and are duly authorized to enter into such Contracts on behalf of their respective organizations.

Name of Firm - Contractor

By: _____
Authorized Signature

ATTEST:

By: _____

Its: _____

Rock River Water Reclamation District
Winnebago County, Illinois

By _____
Director

ATTEST: _____
Business Manager

STATE OF ILLINOIS)
COUNTY OF WINNEBAGO)

On this _____ day of _____, 20__ before me, a notary public within and for said County, personally appeared Timothy S. Hanson and Chris Black, to me personally known, who, being each by me duly sworn did say that they are, respectively, the Director and Business Manager of the Rock River Water Reclamation District, named in the foregoing instrument, and that said instrument was signed and sealed in behalf of the District, and said Director and Business Manager acknowledge said instrument to be the free act and deed of said District.

(SEAL)

Notary Public

IX

PERFORMANCE BOND

ROCK RIVER WATER RECLAMATION DISTRICT
ROCKFORD, ILLINOIS

SECURITY SERVICE

KNOW ALL MEN BY THESE PRESENTS, that WHEREAS, the Rock River Water Reclamation District has awarded to:

_____ hereinafter designated as the

“Principal”, a contract, dated, _____, for the Rock River Water Reclamation District.

WHEREAS, said Principal is required under the terms of said Contract to furnish a bond for the faithful performance of said Contract (the “Bond”);

NOW, THEREFORE, we the Principal and _____, as Surety, are firmly bound unto the Rock River Water Reclamation District in the penal sum of

_____ Dollars (\$ _____)

lawful money of the United States for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents for a performance bond. The conditions of this obligation is such that if the said Principal does well and faithfully performs all the conditions and covenants of said Contract, according to the true intent and meaning thereof, upon its part to be kept and performed, then the above obligation is to be null and void, otherwise to remain in full force and effect.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bounden Principal, its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the said Contract, including the provisions for liquidated damages in the said Contract, any changes, additions or alterations thereof made as therein provided, on its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the Rock River Water Reclamation District, its officers and agents, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect. And the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed there under or the specifications accompanying the same and no inadvertent overpayment of progress payments shall in any way affect its obligations on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the specifications or

of any inadvertent overpayment of progress payments. The Rock River Water Reclamation District shall be named as beneficiary on this Performance Bond.

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument under their seal this _____ day of _____, 20_____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

(Seal)

Principal _____

By _____

Name: _____

Title: _____

Date: _____

ATTEST:

Secretary

Surety _____

(Seal)

By _____

Name: _____

Title: _____

Date: _____

Countersigned _____

FOR REVIEW PURPOSES ONLY

X
LABOR & MATERIAL PAYMENT BOND
ROCK RIVER WATER RECLAMATION DISTRICT

**INVITATION TO BID
SECURITY SERVICE**

TO: _____ Contractor Name
_____ Contractor City, State

KNOW ALL MEN BY THESE PRESENTS:

That: _____ (Contractor)

as Principal, and _____

a corporation of the State of _____ as Surety, are held and firmly bound unto the Rock River Water Reclamation District, as Obligee, for the use and benefit of claimants as hereinafter defined in the amount of

_____ Dollars (\$ _____), for the payment where of Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has by written agreement dated _____ 20__ Entered into a Contract with Obligee for _____ in accordance with contract documents prepared by the Rock River Water Reclamation District which Contract is by reference made a part hereof, and is hereinafter referred to as "the Contract".

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if Principal shall promptly pay for all laborers, workers and mechanics engaged in the work under the Contract, and not less than the general prevailing rate of hourly wages of a similar character in the locality in which the work is performed, as determined by the State of Illinois Department of Labor pursuant to the Illinois Compiled Statutes 280 ILCS 130 / 1-12 et.seq. and for all material used or reasonably required for use in the performance of the Contract, then this obligation shall be void; otherwise it shall remain in full force and effect.

1. A claimant is deemed as any person, firm, or corporation having contracts with the Principal or with any of Principal's subcontractors for labor or materials furnished in the performance of the Contract on account of which this Bond is given.
2. Nothing in this Bond contained shall be taken to make the Obligee liable to any subcontractor, material man or laborer, or to any other person to any greater extent than it would have been liable prior to the enactment of The Public Construction Bond Act, approved June 20, 1931, as amended; provided further, that any person having a claim for labor and materials furnished in the performance of the Contract shall have no right of action unless he shall have filed a verified notice of such claim with the Obligee within 180 days after the date of the last item of work or the furnishing of the last item of materials, which claim shall have been verified and shall contain the name and address of the claimant, the business address of the claimant within the State of Illinois, if any, or if the claimant be a foreign corporation having no place of business within the State the

principal place of business of the corporation, and in all cases of partnership the names and residences of each of the partners, the name of the Contractor for the Obligee, the name of the person, firm or corporation by whom the claimant was employed or to whom such claimant furnished materials, the amount of the claim and a brief description of the public improvement for the construction or installation of which the contract is to be performed. No defect in the notice herein provided for shall deprive the claimant of its right of action under the terms and provisions of this Bond unless it shall affirmatively appear that such defect has prejudiced the rights of an interested party asserting the same.

3. No action shall be brought on this Bond until the expiration of 120 days after the date of the last item of work or of the furnishing of the last item of material except in cases where the final settlement between Obligee and the Contractor shall have been made prior to the expiration of the 120 day period, in which case action may be taken immediately following such final settlement; nor shall any action of any kind be brought later than 6 months after the acceptance by the Obligee of the work. Such suit shall be brought only in the circuit court of this State in the judicial district in which the Contract is to be performed.
4. Surety hereby waives notice of any changes in the Contract, including extensions of time for the performance thereof.
5. The amount of this Bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder.
6. The Principal and Surety shall be liable for any attorneys' fees, engineering costs, or court costs incurred by the Obligee relative to claims made against this Bond.

Signed and Sealed this _____ day of _____, 20_____

CONTRACTOR

SURETY

By: _____
Signature

By: _____
Attorney-in-Fact

Title

Resident Agent

ATTEST:

Corporate Secretary (Corporations only)

ROCK RIVER WATER
RECLAMATION DISTRICT

*Security Officer Operating
Procedures*

Amended: April 29, 2015

TABLE OF CONTENTS

I.	INTRODUCTION	P. 4
II.	WASTEWATER HAULERS	P. 4
	A. Wastewater Hauler Permit	P. 4
	B. Wastewater Hauler Manifest System	P. 4
	C. Wastewater Hauler License from the Local Public Health Dept.	P. 5 P. 5
	D. Weighing Wastewater Loads	
	E. Wastewater Hauler Discharge Station and Monitoring of Loads	P. 5
	F. Reporting Wastewater Hauler Non-compliance	P. 5
	G. Weekend Holiday Wastewater Hauler Discharges	P. 5
	H. Wastewater Hauler Sampling Procedures	P. 6
III.	RECREATIONAL VEHICLES	P. 6
IV.	WEIGHING DISTRICT & CHEMICAL TRUCKS	P. 7
	A. Automated Weigh System Procedures for Unattended Mode	P. 7
	B. Treatment Plant Process Materials	P. 8
	C. Weighing Wastewater Treatment Chemicals - Polymer, Ferric Chloride and Sodium- Hypochlorite	P. 9
V.	ATYPICAL WASTEWATER	P. 9
	A. Environmental Remediation Wastewater (ERW)	P. 9
VI.	PLANT ACCESS TO OUTSIDE CONTRACTORS	P. 10
VII.	DISTRICT EMPLOYEES WORKING DURING NON-BUSINESS HOURS	P. 10
VIII.	HOUSEHOLD HAZARDOUS WASTE DROP OFF SITE	P. 11
IX.	HAZARDOUS CHEMICAL LOCATIONS	P. 11
X.	SECURITY PHONE STATUS CHECK PROCEDURES	P. 12
XI.	BURGLAR ALARM SYSTEM	P. 12
	A. Introduction	P. 12
	B. Arming/Disarming System	P. 13
	C. Duress Procedures	P. 14
	D. Burglar Alarm	P. 14
	E. Burglar Alarm System Failure	P. 14
XII.	GENERAL INFORMATION	P. 15
	A. Contact Personnel	P. 15
	B. Security Officer Decorum	P. 15

LIST OF TABLES, EXHIBITS, ATTACHMENTS AND FIGURES

Table 1	Wastewater hauler Permit Information
Table 2	Deleted
Table 3	Sign In/Out Record
Table 4	FOB Sign In/Out Record
Table 5	Treatment Plant Buildings Identification and Numbering System
Table 6	NFPA Hazard Rating Index
Table 7	Driver I.D. Listing
Table 8	Product Code
Table 9	Destination Code
Exhibit 1	Wastewater Hauler Manifest/Homeowner Refund form
Exhibit 2	Uniform Hazardous Waste Manifest
Exhibit 3	Wastewater Hauler Weight Ticket
Exhibit 4	Wastewater Hauler Random Sampling Plan (1995)
*Attachment A	Wastewater Hauler Sampling Survey
*Attachment B	Wastewater Hauler Survey stickers
Exhibit 5	Wastewater Hauler Manifest (ERW)
Exhibit 6	ERW procedure memo
Exhibit 7	Assigned Stand-by Identification Numbers
Exhibit 8	R.V. Information Sheet
Exhibit 9	Manually Completed Weight Ticket
Exhibit 10	Employee Telephone list
Exhibit 11	Burglary Alarm Activation Instructions
Figure 1	Wastewater Hauler Discharge Station Map
Figure 2	Hazardous Materials Mapping

I. INTRODUCTION

The Security Officer service at the Rock River Water Reclamation District (District) wastewater treatment plant provides an important service in monitoring the sampling of various loads of wastewaters brought to the treatment plant for discharge and the bulk chemicals delivered to the plant for wastewater treatment processing.

It is the responsibility of the Security Officer service to properly train its employees in using the District's forms (map of grounds, manifests and chemical sheets), equipment (i.e. scale, main gate) and becoming familiar with procedures and safety expectations. The following procedures serve as a guide to the Security Officers on duty in performing these functions.

II. WASTEWATER HAULERS

The treatment plant receives an average of 5 to 10 loads of septage from wastewater haulers per week. This septage is pumped from home owner's septic tanks located around the Rockford area.

A. Wastewater Hauler Permit

The wastewater hauler must have a valid Rock River Water Reclamation District discharge permit in order to discharge any septic tank wastewater at the treatment plant. The permit number is to be prominently displayed on the driver door of the vehicle cab and on the side of the tank on the vehicle.

Any vehicle that is not displaying current and valid permit number stickers shall not be allowed to discharge wastewater at the District. The only exception to this is with a wastewater hauler that has recently applied for stickers. In this case, a memo will be provided to the Officer from the Plant Operations Manager authorizing the particular vehicle to discharge.

B. Wastewater Hauler Manifest System

All loads of wastewater delivered to the treatment plant must have a Rock River Water Reclamation District wastewater hauler manifest, and certain loads regulated by the Illinois Environmental Protection Agency (IEPA) as special waste must also have a Uniform Hazardous Waste Manifest. (NOTE: The District does not accept hazardous waste. The name of the form just happens to be called "Uniform Hazardous Waste Manifest").

1. RRWRD Wastewater Hauler Manifest - Each load of wastewater must be accompanied by a completed RRWRD wastewater hauler manifest (See Exhibit 1). This document must be properly filled out by the hauler and shall be checked by the Security Guard. The Security Guard is to receive the RRWRD wastewater hauler manifest, sign and date it, weigh the truck in and out using the scale printer and record any appropriate remarks on the form.

Contact the Plant Operations Department (extension 7637) for more manifest forms. Do not wait until forms are gone before requesting more. Any questions concerning rejecting a load shall be directed to the Plant Operations Manager (extension 7584), or Industrial Surveillance Supervisor (extension 7635).

2. Illinois Uniform Hazardous Waste Manifest - Each load of wastewater delivered to the wastewater treatment plant permitted as Special Waste granted by the Illinois EPA must also have an Illinois Uniform Hazardous Waste manifest (See Exhibit 2) properly filled out and signed by both the generator and the wastewater hauler. On these manifests, the word "hazardous" may be crossed out. This manifest must also be signed by the Security Guard on duty and appropriate copies retained for use by the District. Examples of these wastewater sources are Ogle County Landfill leachate, Bonus Landfill leachate, Dean Foods (Pecatonica Plant) wastewater.

C. Wastewater Hauler License from the Local Public Health Department

Septic tank wastewater haulers in Illinois are required to have a license from the local public health department. Before the wastewater hauler may discharge at the District, the wastewater hauler must have a current license from Winnebago, Boone or Ogle County Department of Public Health. This license number shall be prominently displayed on the tank of the truck.

D. Weighing Wastewater Loads

Each load of wastewater must be weighed with the automated weigh system by the Security Officer before and after discharge at an appropriate discharge station. The truck driver must be OUT of the truck for both the weigh in and the weigh out. All tractor and trailer tires must be on the scale. The weights shall be recorded on a weight ticket as shown in Exhibit 3. Be sure to enter the proper truck number and ID number associated with each wastewater hauler truck (See Table 1). An updated copy of this table will be given to the Security Officer service whenever Plant Operations makes additions and deletions to the table.

E. Wastewater Hauler Discharge Station and Monitoring of Loads

The wastewater treatment plant has one discharge stations for receiving all hauled waste. In order for a hauler to discharge at the District, they must use the access card provided to them by the District. If a hauler does not have their card, they will not be allowed to discharge. The color on their card will match the connection for their type of waste. Contact Plant Operations with any questions.

The discharge station is located adjacent to the primary clarifiers. A gate fob is not required to access the station. Once the wastewater hauler's truck has been weighed, the Security Officer shall direct the driver to the discharge station. If the driver has questions regarding use of the discharge station, contact Plant Operations.

After the hauler has discharged, the truck shall be weighed and the appropriate manifests shall be collected.

F. Reporting Wastewater Hauler Non-Compliance

The Security Officer must be aware of the wastewater haulers and the procedures that they use to discharge their wastewaters.

- Any non-compliance such as refusal to discharge at the location directed, or unsanitary conditions, shall be reported in writing, within 24 hours of incident, to the District. District personnel will review the incident report to determine what appropriate actions will be taken.

G. Weekend/Holiday Wastewater Hauler Discharges

There are no changes to procedures on weekends or holidays.

H. Wastewater Hauler Sampling Procedures

The District requires that certain loads of wastewater be sampled on a random basis for more comprehensive analysis. To accomplish this, the following procedure is used:

1. Septic Haulers – The IWS technicians will determine when a sample is required. On the day they want a sample, they will close the valve on the septage receiving tank and let the Security Officer know they will be taking a sample on the next truck.

The Security Officer will call the IWS technicians when the next truck gets here so they can grab a sample. They will notify the Security Officer that they have the sample and that the valve has been reopened. If another truck shows up before they have a chance to get the sample, the guard should call them to let them know a 2nd truck has arrived. This truck will not be able to discharge until a sample has been taken and the valve has been opened.

After the hauler has discharged, the truck shall be weighed and the appropriate manifests shall be collected.

2. All other loads - When any other type of waste delivery arrives, the Security Guard will contact Plant Operations and let them know who is here to discharge. Plant Operations will make the decision on whether a sample is required. If a sample is required, Plant Operations will notify the Security Guard so they can inform the hauler that they will have to wait for an operator before beginning discharge.

After the hauler has discharged, the truck shall be weighed and the appropriate manifests shall be collected.

III. RECREATIONAL VEHICLES

Recreational vehicles are allowed to discharge their sanitary wastewater at the District's dumping station for a fee of \$5.00. This fee is to be collected and sent to the Administration Office the following morning along with the other operating forms and papers. (NOTE: It is the responsibility of the Security Officer to make sure the discharge of septic waste from recreational vehicles is done properly. The vehicle must be

equipped with a discharge hose long enough to reach the discharge point and any spillage that may occur must be cleaned by the vehicle owner before he leaves the premises).

A receipt will be given to the owner of the Recreational vehicle when they pay the \$5.00 fee. The receipt book has the District logo on each receipt, and each receipt is numbered sequentially. The book has 3-part paper (white, yellow, and pink). Each RV transaction will have a corresponding receipt filled out. The security officer will sign each receipt. The white copy will be given to the RV owner. The yellow copy will be attached to the money collected and sent on to the District office each day in a small sealed envelope. On the envelope the security officer will write the receipt number, the date the transaction occurred, and the initials of the security officer. Each envelope will contain the collected monies and the corresponding yellow copy of the receipts. The security officer must seal the envelope. The small sealed envelope will be placed in a larger inter-office envelope marked "RV Transactions". The pink copy will remain in the book. District staff will periodically review the book to assure all records correlate and all monies are accounted for. Should the security officer spoil a receipt, the receipt should be marked "void". The voided white and pink copies will remain in the book, while the voided yellow copy will be sent to the District office daily with the other receipts. When the receipt book is nearly completed, it is the responsibility of the security officer to contact Mary Reyes at 815-387-7637 so a new book can be provided, and there is no lapse in the documentation. The used book must be retained. When the old book is fully used, the security officer will contact Mary Reyes so District staff can collect the book.

The RV Information Sheet (Exhibit 9) is to be completed by the Security Officer and sent to the Plant Operations Department when full. Any non-compliance with District procedures shall be reported, in writing, within 24 hours of the incident, to the Plant Operations Department where appropriate actions will be taken including possible loss of discharge privileges in the future.

IV. WEIGHING DISTRICT AND CHEMICAL TRUCKS

No vehicles other than District, permitted waste haulers, sodium hypochlorite, ferric chloride and polymer trucks are to be weighed on the District scales. The Illinois State Police are the only exception and will be allowed to use the District scale at no cost. The District makes no provisions, either as a courtesy or on a paid basis, for weighing other non-District vehicles.

District employees have been instructed not to drive their personal vehicles over the scale. If this practice persists, the Security Officer is to report the following information to Debbie Lyons at extension 7424.

- Vehicle description
- Vehicle license number
- Driver description and, if known, identity
- Time and date of the occurrence
- Other pertinent information as appropriate

A. Automated Weight System Procedures for Unattended Mode

1. "Inbound Procedure" (Full Truck)
 - a) Determine appropriate magnetic card for truck.

- b) Once the truck is fully on the scale (all tires) and the weight has stabilized (as seen on display) slide the card through the reader and await prompt.
- c) The display will prompt you for a product code.
- d) Using the keypad, enter a product code obtained from Table 7.
- e) The Display will prompt you for a destination code.
- f) Driver should tell the security officer where he intends to deliver the load. Using the keypad, enter a destination code obtained from Table 8. (If the driver diverts the load to another destination, he will tell the security officer prior to driving on the scale from his return trip. The security officer should contact the shift leader immediately prior to sliding the card)
- g) The display will prompt you for a driver ID code.
- h) Using the keypad, enter driver ID code obtained from Table 6 with the keypad.
- i) The display will direct the driver to proceed forward and the procedure is completed.

2. “Outbound” Procedure (Empty Truck)

Once the truck is fully on the scale (all tires) and the weight has stabilized (as seen on display), slide the card through the reader. A weigh tag will be printed and the transaction will be completed. Store the weigh tags together until a District employee picks them up.

3. Overloaded Sludge Truck Procedure

Prior to sliding the card through the reader, determine if a sludge truck is overloaded (over 73,280 lbs.). It is the prerogative of the contract hauler to decide if he will attempt to offload part of the overload on the RRWRD pad or if he will proceed to the land application or landfill delivery site. If the driver elects to not deliver to the land application site, do not slide card. Driver will back off scale and return to storage building. Driver may elect to take overload to site. Then, proceed to slide card.

Once the truck returns to the scale, the security officer should determine from the driver if he will be proceeding to land application or landfill dumpsite (successfully off-loaded only overloaded portion) or if he will be returning to the Dewatering Building without going to the dumpsite (off-loaded the entire load of sludge).

4. If the driver intends to proceed to the outside, slide the card and the transaction is completed.

5. If the driver intends to proceed to the dumpsite, slide the card completing the RRWRD Pad transaction (A weight ticket will be produced). Have the driver back off the scale so that the scale can zero. Have the driver move the truck back on the scale once the scale has zeroed. Proceed with “Outbound” procedure listed above. Once the driver returns from the dumpsite, complete the transaction by executing the “Outbound” procedure and a weight ticket will be produced for the second transition.

B. Treatment Plant Process Materials

The District treatment plant produces a variety of materials that are hauled out for final disposal off-site. These materials are described below. (NOTE: When weighing trucks on the District scale, make sure that all tractor and trailer tires are on the scale pad to insure an accurate weight)

1. Dewatered Sludge Cake - De-watered Sludge Cake is presently hauled by contracted services, to landfill or land application sites for disposal. The Security Officer must weigh the truck tractor and trailer at the District scale. The driver of the truck remains **IN** the vehicle. The Security Officer is to weigh each full load out and empty load upon returning to the treatment plant. In the event the existing scale tag system is inoperable, use Product Code number 01.

The Illinois State maximum truckload limit for highway traffic is 73,280 lbs. It is the responsibility of the Security Officer to notify the truck driver of the overload. The contract hauler will determine how the overload will be handled.

All completed sludge forms will be collected the following workday by District personnel and delivered to the Plant Operations Department. Check to be sure that all weigh readings are legible.

2. Grit - The District hauls several loads of grit per month for disposal in a landfill. The grit is hauled in District owned and operated trucks, which must not be allowed to exceed a total weight of 70,000 lbs. These loads shall be recorded using Product Code number 08. All completed computer generated weight tickets or backup grit forms will be collected the following workday by District personnel and delivered to the Plant Operations Department. Check to be sure that all weight readings are legible. In the event the existing automated scale system is inoperable, the Security Officer will complete the ticket by hand using a manually completed weight ticket (Exhibit 10).
3. Screenings - Several loads of screenings, per week, are hauled by the District to landfill for final disposal. The screenings are hauled in a dumpster. The Security Officer must record the weight using Product Code Number 09. The driver of the truck will honk twice to indicate that he is hauling screenings. All completed, computer generated weight tickets or backup screening forms will be collected the following work day by District personnel and delivered to the Plant Operations Department. Check to be sure that all weigh readings are legible. In the event the existing automated scale system is inoperable, the Security Officer will complete the ticket by hand using a manually completed weight ticket (Exhibit 10).

C. Weighing Wastewater Treatment Chemicals - Polymer, Ferric Chloride, Sodium Hypochlorite

Each load of polymer, ferric chloride, or sodium hypochlorite is to be weighed in and out by the Security Officer at the weigh scale. Bulk chemicals may only be delivered between 8:00 a.m. and 3:00 p.m. Monday through Friday. Different

suppliers who bid annually for the contract deliver these chemicals. Suppliers may change annually on May 1.

In the event the existing automated scale system is inoperable, the Security Officer will complete the ticket by hand using a manually completed weight ticket (Exhibit 10).

Ask driver for "Empty weight" and enter it into the REM. These handwritten tickets will be collected by District personnel the next work day and delivered to the Plant Operations Department. These chemicals shall be directed to various plant locations as follows:

1. The Security Official will stop the truck on the scale and will review the manifest to determine material for scale coding only. Once the truck is properly weighed, the official will call 815-387-7638 on-plant operator and leave a message to call the Guard Shack. The truck will be directed to the "Holding Area" immediately west of the Guard Shack and will wait until the operator arrives. The truck must never be allowed beyond the "Holding Area" without an operator escort.
2. Should the Truck enter the plant without stopping the Security Official should contact 815-871-0787 or 815-387-7584 immediately so that the operator can intercept the truck.

V. ATYPICAL WASTEWATER

Atypical Wastewater discharges will only be accepted by the District between 7:00 a.m. and 2:00 p.m. Monday through Friday. Sources of this wastewater are discussed below:

A. Environmental Remediation Wastewater (ERW)

1. ERW - When a load of ERW comes to the District treatment plant, the District manifest form will be stamped with ERW (See Exhibit 6). This manifest is to be treated as a normal manifest. The source of the load must be written on the manifest and it must be signed. The driver must present an IEPA Uniform Hazardous Waste Manifest (See Exhibit 2) to the Security Officer, in addition to the District's ERW manifest. Both manifests are to be sent to the Plant Operations Department. District Plant Operations personnel shall be present to supervise the discharge and collect appropriate samples.
2. Other Sources of Hauled Wastewater - Should the District approve other sources to temporarily haul wastewater to the treatment plant for disposal, the Security Officer shall be notified prior to the expected date of delivery. Upon arrival, the normal weigh in/out procedures and the checking for manifests shall be followed. District Plant Operations personnel shall be present to supervise the discharge and collect appropriate samples.

VI. PLANT ACCESS TO OUTSIDE CONTRACTORS

Occasionally, the District undergoes major construction projects at the plant that involve outside contractors. During these construction events, District shall provide specific

instructions dealing with access to the plant by outside contractors. These instructions may include, but not be limited to such items as: name of contractor, hours of entry, entrance gate locations to use, sign in procedures, etc.

VII. DISTRICT EMPLOYEES WORKING DURING NON-BUSINESS HOURS

No employee may enter the District grounds without a picture identification card or their colored numeric identification card during non-business hours.

All employees who may work during non-business hours have been assigned numeric ID cards that are visible from the Guardhouse. Any employee entering the plant during non-business hours may hold their number card up to their vehicle window when they arrive at the gate. The Security Officer will then locate the number on a District supplied list (Exhibit 7) and identify the worker's name. The Security Officer will then log the employee in without leaving the Guardhouse or requiring the worker to sign in.

The District has established a standby crew to respond to off-hour residential sewer back up complaints. These workers have also been assigned numeric ID cards that are visible from the Guardhouse. Stand-by workers are to hold their number card up to their auto window when they arrive at the gate. The Security Officer will then locate the number on a District supplied list (Exhibit 7) and identify the worker's name.

The Security Officer will then log the stand-by worker in without leaving the Guardhouse or forcing the stand-by worker to sign in.

The gate will be open from 6:00 a.m. to 5:00 p.m., Monday through Friday. The gate will be fully closed between 5:00 p.m. to 6:00 a.m., Monday through Friday and from 5:00 p.m. Friday to 6:00 a.m. Monday. All persons, including employees, must sign in at the Guardhouse or show the proper ID card when entering or exiting the plant between the hours of 5:00 p.m. and 6:00 a.m.

If an employee wishes to enter the District during non-office hours without the proper identification, the Security Officer is to contact the Manager of the Employee's department and obtain authority to enter the plant.

- 1. Larry McFall.....815-543-2775 or 815-623-6172
- 2. Frank Papke.....815-670-3394 or 863-604-0727
- 3. Dave Cook.....815-871-0324
- 4. Dana Carroll.....815-597-1906

VIII. HOUSEHOLD HAZARDOUS WASTE DROP OFF SITE

The District hosts a Household Hazardous Waste (HHW) program run jointly by the City of Rockford and the IEPA. Citizens within the City of Rockford, Loves Park and Machesney Park can bring in their household hazardous wastes for proper environmental disposal. The HHW drop off site is located just west of the Guardhouse on the main entrance to the District (See Figure 2). The Security Officers are not responsible for the operation of the drop off site, which has the following weekend hours of operation:

Saturday 8:00 a.m. to 4:00 p.m.
Sunday 12:00 p.m. to 4:00 p.m.

During the operating hours of the HHW drop off facility, the main entrance gate by the Guardhouse is to remain open for public access. The secondary gate to the west of the

drop off site should be closed during this period (See Figure 2). District personnel who desire to enter the plant during this time must stop and register at the Guardhouse before the Security Officer can open the secondary gate. The Security Officer shall follow the usual procedure for granting entrance to District employees. After the HHW drop off site has closed, the secondary gate will remain open and the Security Officer will follow normal operating procedures for the main gate.

It is the Security Officer's responsibility not to allow anyone to enter the District premises for purposes of disposing hazardous waste while the HHW facility is closed for business. Anyone arriving during those times should be instructed to return during the weekend business hours. If they ignore that directive and leave their waste products, the Security Officers are expected to record their license number and immediately inform the police department. Special attention must be given to cars entering the District premises, but outside of the closed gate during those times of the week when the gate is officially closed.

If individuals seem to be dropping off unauthorized material outside the gate, or ANYWHERE on the District property, the Security Officers shall take license numbers and immediately inform the police department. In addition to the police department, the Security Officers need to notify District management staff as listed in Section VII.

IX. HAZARDOUS CHEMICAL LOCATIONS

The District Safety Committee, in cooperation and approval of the Rockford Fire Department Emergency Response Team has identified hazardous chemicals located in various buildings located on the treatment plant site (See Table 5). Hazardous treatment chemicals used include sodium hypochlorite and Sodium Bisulfite in the Disinfection Building; Polymer and Ferric Chloride in the De-Watering Building; solvents and fuel oil in the Supporting Services Building, etc. A file for each of the identified buildings has been assembled containing a list of MSDS chemicals found in each of the buildings, as well as full scale drawing of the building, marking the exact location of the chemicals.

All buildings on the treatment plant grounds are identified with a name and number located on reflecting signs (See Table 4) and a master plant drawing shows the buildings and that are marked with the appropriate hazardous rating as found in the hazardous chemical rating system developed by the National Fire Protection Association (NFPA). This hazard rating index uses a zero to four (four being the highest) hazardous ranking for health, flammability and reactivity displayed on a colored diamond shaped placard. The hazard rating index for chemicals used by the District are all shown in Table 5.

X. SECURITY SERVICE PHONE STATUS CHECK PROCEDURES

District has issued a cell phone to Diamond Security Service to be kept on the desk in the Guard Shack. It is not to be used except in the case of a failure of all other telephone systems, or needed on plant by a District staff member. Phone number is 815-543-0747. Password for voice mail is 124546.

Every two hours, on the even hour at approximately 15 minutes after the hour, the Districts' computer network issues a SYSTEM_HEALTH ALLWELL alarm. When this is received, the Guard should log it in the Phone Status log. The Guard should then clear the message off of the cell phone. If the Guard fails to receive a message after ½ hour, call the cell phone number (815-543-0747) by using the desk phone. If the cell phone does not ring, remove the battery and let it sit for one minute. Then reinstall the battery and turn the phone on. Try calling the cell phone again. If the phone rings, wait 15 minutes to see if the SYSTEM Health ALLWELL alarm comes in. If the alarm does not come in, call **7638 (815-387-7638 from Emergency Phone or outside of plant)**. This will either ring an on-plant operator or the H supervisor. Log this in the Phone Status log. If there is no answer, wait a few minutes and try again – the on-plant operator may be in a location where there is bad cell reception. This is 24/7.

During the work week the following procedure should take place every 2 hours on the half hour on the odd hours between 5:30 AM and 7:30 AM (5:30 PM, 7:30 PM, 9:30 PM, 11:30 PM, 1:30 AM, 3:30 AM, 5:30 AM, and 7:30 AM).

On Weekends and holidays the guard should perform the following procedure every 2 hours on the half hour on the odd hours all day (5:30 PM, 7:30 PM, 9:30 PM, 11:30 PM, 1:30 AM, 3:30 AM, 5:30 AM, 7:30 AM, 9:30 AM, 11:30 AM, 1:30 PM, and 3:30 PM).

The guard should use the emergency phone (815-399-7591) and dial 815-387-7600 (District Sewer Backup Line). The guard should hear a brief message and then a ring and the Districts' answering service will pick up. Inform them you are with the Districts' security service and are checking the Districts' phone systems.

Log successful contact in the Phone Status log. If there are any problems, please log them and contact the ITS standby person at 1-779-537-8469.

If the guard fails to reach the ITS standby person after 30 minutes they should contact Mike Robertson at (1-815-387-7561 (work)/1-815-547-5074 (home)) or Larry McFall at 815-543-2775.

XI. BURGLAR ALARM SYSTEM

A. Introduction

The purpose of this manual is to describe the procedures necessary to arm/disarm the burglar alarm system in the various buildings at both the main plant and the north facility.

The Buildings with a burglar alarm system at the main plant are: (Account # FA15093).

- (1) Administration I
- (2) Administration II (Engineering)
- (3) Laboratory
- (4) Stockroom Area of Maintenance Building
- (5) Combined Heat and Power Building

At the North facility (Account # 4043) they include:

(1) The Office Building

(2) The Garage

At 3501 Kishwaukee St (Burglar Account # RF21237, Fire Account # FA15093).

(1) The New Administration Building

This manual gives an overview of the procedures used to arm and disarm these facilities and what to do if you are being coerced into opening the facility. It also explains what to do in case you would accidentally cause an alarm to occur.

An important point to consider is that security for our facilities includes four distinct organizations working together. They are:

US Security Associates Inc	- On Site Guard Service
PerMar	- Alarm Monitoring Company Service company for system
Merchant's Police	- Responding Company
ADT-AI	- Service company for system 3501 Kishwaukee St

B. Arming/Disarming the System

Note you can only arm the burglar alarm for the building that you are currently in!

You need to ensure that the building is empty of other employees. Depending upon the building how you determine this could be different.

You must be at a keypad.

The items you must know to arming the system are:

- 1) Your employee badge number.
- 2) The year you were born.

The specific procedures for each building will be posted next to the keypad and they are listed at the end of this manual. In general:

- 1) The GREEN Ready Light must be solidly on. Otherwise, someone else is in the building or a door has not been secured. Pressing STAT on the keypad should give you a description of the area that is not ready. If at all possible, secure that area and proceed.
- 2) Enter your code consisting of your birth year and all 4 digits of your employee badge number, for example if you badge number is 0288 and you were born in 1908 then your code would 028808.
- 3) If your code has NOT been entered properly the keypad will return to its normal status. It will not proceed to any additional questions.

- 4) If your code has been entered properly, the system will ask you “Which Partition?” This means the building you want to arm or disarm. Even though presented with all buildings at that location you can only arm/disarm the building you are in. The procedure posted next to the keypad will indicate which partition (building) number to select.
- 5) If you have successfully armed the building the RED Armed light will display.
- 6) You then must indicate whether you wish to arm or disarm the building. If you arm the building you have 60 seconds to exit. If you change your mind about leaving during this 60 seconds you must follow the disarming procedure.
- 7) If you enter a building and the RED Armed Light is on, you have 60 seconds to disarm the building.

C. Duress Procedures (Only applies to 3501 & North Facility)

If you are being forced to disarm and enter a District facility against your will you can indicate this to the monitoring company, who would then alert the on site security service and the responding company.

To indicate this kind of emergency, precede your code by 99. To disarm the system enter your normal code (birth year/badge number) with 99 in front. If you were born in 1963 and your badge number is 1023 enter 99102363. This will indicate a duress situation to the security service(s).

D. Burglar Alarm

What happens if I set the alarm off?

PerMar (Monitoring Company) will contact Merchant’s Police in the event of a burglar alarm. They will indicate the building and any other pertinent information. If PerMar indicates a duress situation, it means that an authorized District representative is being forced to disarm a building.

Merchant’s will dispatch an officer and contact current Security Guard Service.

If the alarm is at the 3333 Kishwaukee Street location, the Guard shall open the gate for the Merchant’s Police officer and any appropriate law enforcement or public safety personnel.

After evaluation, Merchant’s Police will contact the District personnel, as appropriate.

E. Burglar Alarm System Failure

The guard service will be supplied with a list of current employees and some pertinent identifying information, birthday, etc.

If a District employee inadvertently causes the alarm system to fail, they are to contact the current Security Guard Service who will relay that information to Merchant’s Police. The employee can either appear in person at the guard shack,

identifying him or herself with a valid employee id. Or the employee can contact the guard via telephone at 815-387-7417 or 815-399-7591. If the employee contacts the guard by telephone they will be asked for their full name, employee (badge) number and an additional identifying item (i.e.: birthday). If the employee identifies himself or herself to the guard's satisfaction, the guard will contact Merchant's. The Guard will inform Merchant's that there was a burglar alarm failure and no response is necessary. The Guard will log this immediately and report this during normal business hours to both Warren Adam (815-871-0787) and Mike Robertson (815-387-7561).

If a contract holder (i.e.: Janitor) causes an alarm failure, they are to report to the guard shack in person with identification. If they satisfactorily identify themselves to the guard, he/she will follow the same steps for contacting Merchant's and logging the information as they would for a District employee.

XII. GENERAL INFORMATION

A. Contact Personnel

The Security Officer may contact any of the following people as necessary when (a) the public or District staff refuse to comply with any of the procedures outlined in this document or (b) in emergency situations:

<i>Contact</i>	<i>Working hours</i>	<i>After hours</i>
Larry McFall Plant Operations Manager	Ext. 7584	815-543-2775 or 815-623-6172
Warren Adam Operations Supervisor	Ext. 7615	815-871-0787 or 815-398-6727
Mike Robertson ITS Supervisor	Ext. 7561	815-543-2770
Timothy Hanson District Director	Ext. 7581	815-520-0296

Septic Sampling only

<i>Contact</i>	<i>Working hours</i>	<i>Cell phone</i>
Mike Massier IWS Technician	Ext. 7531 Ext. 75321	815-483-3851 815-483-3851
Stephen Peterson IWS Technician	Ext. 7533	815-483-4194

B. Security Officer Decorum

While operating as Security Officers at the District, the Security Officer Service personnel shall conduct themselves in a professional manner. The Security

Officer on duty is expected to remain alert and awake at all times during his or her shift. Visitors to the Security Officer are not allowed. Other than the Security Officer, the only person allowed in the Guardhouse is the Security Officer Supervisors, a relieving Security Officer, District personnel present for official business, wastewater haulers, and chemical transport companies supplying District chemicals.

Representatives from the City of Rockford Household Hazardous Waste contractor may be allowed in the Guardhouse during HHW collection hours in order to use the restroom facilities. The lights in the Guardhouse are to remain on from dusk to dawn. The Security Officer is to remain at his post while on duty and is not to leave except for emergency situations. The Security Officer shall treat the public, and all those with whom he comes in contact, with courtesy and consideration. Examples of unsatisfactory Security Officer decorum will be

FOR REVIEW PURPOSES ONLY