

Oakton College

Community College District 535
Procurement Department, Suite 1240
1600 E. Golf Rd., Des Plaines, IL 60016
847-635-2607

Request for Proposal: FY26-RFP#2

Issue Date: Wednesday, Jan 7th, 2026

Proposals Due Date: 10:00 AM CST on Wednesday, Feb 11, 2026

Proposals will be publicly opened at this time. Late proposals will not be accepted.

Security Guard Services

Oakton College is seeking proposals from qualified and experienced vendors to provide security guard services for both Des Plaines and Skokie campuses. The scope of work will include, but will not be limited to, providing unarmed uniformed security guards who will safeguard the students, faculty, staff, visitors, and property at Oakton College.

After thoroughly reviewing and evaluating the submitted responses, the College may select companies for interviews and presentations. The College will then determine which vendor best meets our needs and is in the best overall interest of the College.

The term of this contract will be for five years, with the option to renew for five additional one-year terms at the discretion of the College.

Oakton College District No. 535 is exempt from Federal, State and Municipal Taxes

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of bid due date, to provide the specified items from the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto. I offer the following discount terms _____.

Company Name _____ Date _____

Address _____ City/State/Zip _____

Name _____ Title _____

Phone # _____ Fax # _____

Signature _____ E-mail _____

Instructions to Vendors

1. Forms: Proposals should be submitted on the form provided. Envelopes marked “Sealed Proposal for (commodity being bid).” Proposals cannot be accepted via fax machines or e-mail.
2. Specifications: Generally, where specifications indicate a particular brand or manufacturer’s catalog number, it shall be understood to mean that or equal, unless “no substitutes” is specified. When offering alternates, they must be identified by brand name, catalog number and manufacturer’s literature must be included.
3. Samples: Vendors will be required to furnish no charge samples upon request.
4. F.O.B. Point: All prices must be quoted F.O.B. destination. Shipments shall become property of Oakton College after delivery and acceptance.
5. Delivery Points: Deliveries must be made to the various buildings within the district, as indicated.
6. Delivery Schedule: Proposals must specify delivery time. Unrealistically long delivery times may cause proposal to be rejected. Order may be canceled without obligation if delivery requirements are not met.
7. Evaluations: Oakton College reserves the right to reject any and all proposals, to waive any technicalities in the proposal, and to award each item to different vendors or all items to a single vendor.
8. Vendor Selection: The College will award the purchase to the selected vendor based on what is in the College’s best interest using a criteria grounded on pricing, warranty, service, specified components. In the case of tie proposals, the first preference will be given to suppliers located within the boundaries of District #535, and second, from within the state over out of state.
9. Prices: Prices, terms and conditions must be firm for acceptance for sixty (60) days from the date of proposal opening unless otherwise agreed to by District #535 and vendor.
10. Quantities: Quantities shown may be estimates only and orders may be more or less depending on actual requirements and budget limitations.
11. Exceptions: Any exceptions to these terms, conditions or deviations from written specifications must be shown in writing and attached to the proposal form.
12. Tax Exemptions: Oakton College District #535 is exempt from Federal, State and Municipal taxes. Exemption certificates will be furnished upon request.
13. Equal Employment Opportunity Clause/ Prevailing Wage: Oakton College is an equal opportunity employer, and parties doing business with the College must comply with the Equal Employment Opportunity Clause as required by the Illinois Fair Employment Practices Commission. Not less than the prevailing wage shall be paid for labor on the work to be performed as required by law.
14. Non-Collusion Clause: The vendor or agent hereby declares that he, nor any other agent of his business, entered into any collusion or agreement relative to the price to be submitted. He further declares that no persons, firms or corporations, have or will receive directly, any rebate, fee, gift, commission, etc., or that any employee or Board of Trustee member of Oakton College District #535 has any undisclosed interest in the award of this contract.

General Proposal Information

1. Oakton College is seeking competitive proposals from qualified and experienced firms to provide Security Guard Services for two of our three campuses, located in Des Plaines and Skokie. Maps for the campuses can be viewed here:
<https://www.oakton.edu/about/locations/#campus-maps>
2. The RFP will not be awarded based on price alone. The College will award this proposal to the selected vendor(s) based on what is in the College's best interests using comparative criteria. After a thorough review of the proposals, the Administration will select the vendor in the best overall interest of the College.
3. The College reserves the right to waive technicalities and informalities in the proposal process, to reject any or all proposals, or any part of any proposal, for any reason. The College also reserves the right to obtain clarification of any point in a vendor's proposal or to obtain additional information. The determination of whether any proposal by a vendor does or does not conform to the conditions and specifications of the Request for Proposal (RFP) is the responsibility of the College. This RFP does not obligate the college to award a contract or pay any costs incurred in proposal preparation or submission.
4. After a thorough review and evaluation of the responses submitted, the College may select firms for an interview and presentation. The College will contact the selected firms to schedule the presentation/interview.
5. This contract is subject to the provisions of the Equal Employment Opportunity Clause as provided by the Illinois Fair Employment Practices Commission, and the Illinois Revised Statutes. In addition, contractors must comply with the Illinois Drug Free Workplace Act and the Illinois Human Right Acts.
6. This proposal is scheduled to be awarded at the April 21, 2026, Board of Trustees meeting.
7. Proposal results will be posted on the Oakton website the day following the Board of Trustees meeting. To access the results, go to [Oakton/Procurement Department](#).
8. The College reserves the right to cancel a contract with a 30-day written notice for unsatisfactory performance.
9. Pricing must be valid for 90 days from the proposal opening.
10. The Purchasing Department will verify all price calculations. In the event of an error, the unit price will prevail and the total will be adjusted accordingly. The new adjusted total will be used when awarding an item. All pricing listed on the vendor's response to this Request for Proposal is final.

Oakton College

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11. Please send your proposal response to the College by identifying the proposal number on the outside of the envelope as well as your company's name. The proposal needs to be sent to:

Oakton College

Attention: Procurement Office, Room 1240

Request for Proposal: FY26-RFP#2

Security Guard Services

1600 E. Golf Road

Des Plaines, IL 60016

Please include your company name on the outside of the package.

12. The College participates in the following purchasing consortia:

Educational and Institutional Cooperative Services (E & I)

OMNIA Partners (Formerly U.S. Communities)

Illinois Department of Central Management Services (CMS)

Illinois Community College System Purchasing Consortium (ICCPSC)

Illinois Public Higher Education Cooperative (IPHEC)

Midwestern Higher Education Compact (MHEC)

Sourcewell (Formerly National Joint Powers Alliance)

Suburban Purchasing Cooperative (SPC)

Any appropriate discounts and/or special pricing from these consortia should be applied to this proposal/proposal.

13. The College is a public institution and therefore subject to comply with legitimate Freedom of Information Act (FOIA) requests. Please be advised that your response to this request for proposal is subject to comply with any FOIA requests for information. The FOIA copy of your response should indicate confidential and/or proprietary information that has been removed/redacted. Please mark this as "FOIA Copy." See pages 18 & 19 for further instructions.

14. Please submit *two paper copies (One Original copy & One FOIA copy)* of your proposal. The College will use the FOIA copy at the public bid/RFP opening. This copy must include your pricing.

15. Minorities, Females, and Persons with Disabilities Participation and Utilization Plan:

Yes No. If "yes" is marked, this solicitation contains a goal of ___% to include businesses owned by minorities, females, and persons with disabilities in the College's procurement and contracting/subcontracting processes.

If a BEP goal is identified, you must complete and submit the BEP Utilization Plan with your bid response, or your bid will be deemed non-responsive.

The Utilization Plan can be found here:

<https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/U-Plan%20V.25.1.pdf>

If you have questions concerning the Utilization Plan, please contact the [Commission on Equity & Inclusion \(CEI\)](#).

If subcontractors are used to meet the BEP goal listed above, the vendor will be required to provide the College with the payout details.

16. If there are any questions pertaining to this proposal, they must be submitted in writing by by 11:00 AM on Thursday, Jan 15, 2026, to:

Trinh Than, Purchasing Manager at tthan@oakton.edu

Dates and Timeframes

RFP Issued	Wednesday, Jan 7, 2026
Deadline to submit questions	Thursday, January 15, 2026 @ 11:00 AM
Last Addendum	Thursday, Jan 29, 2026
Deadline for Vendors submission of proposals	Wednesday, February 11, 2026 CST @ 10:00 AM
Interviews with select Vendors for presentation	TBD
Approval from Board of Trustees	April 21, 2026

The College reserves the right to change or alter these times and activities.

A. BACKGROUND

16. Oakton College is seeking competitive proposals from qualified and experienced firms to provide Security Guard Services for two of our three campuses, located in Des Plaines and Skokie. Maps for the campuses can be viewed here:

<https://www.oakton.edu/about/locations/#campus-maps>

Oakton College Police Department is comprised of (14) full-time sworn police officers. Our officers typically work Monday through Friday from 6:30 am to 11:00 pm, with Fridays off during the Summer semester.

The Security Guards will occasionally supplement officers during shift hours; however, the primary shifts will cover the weekends at each campus.

Oakton College has elected to use the Request for Proposal process for the purpose of evaluating the firm's qualifications and determining the most advantageous firm that demonstrates qualification, ability, and other factors to perform the services outlined in the Scope of Work.

B. SCOPE OF WORK

Responsibilities include but are not limited to: circulation throughout the building/property, enforcing property rules/policies, and investigating unauthorized persons or any unusual activity. The contractor will comply with all applicable federal, state, and local laws and ordinances in performing the services requested under this proposal. The contractor must be in compliance with all State of Illinois requirements for subcontractors, including training certifications, business licenses, and insurance.

The selected contractor will be responsible for providing unarmed, uniformed security guards for Oakton College at the Des Plaines and Skokie campuses. The objective of these services will be to guard the property, residents, visitors, and associates who enter the College property. The Firm shall impress upon its personnel that their primary duty and responsibility is to guard the College students, faculty, staff, and visitors, as well as property in and around the College's property.

The College may request additional hours/coverage and will provide at least 14-day notice for any additional coverage. Any coverage requested with less than 14 days' notice will be billed at time-and-a-half. Additional billing for required court appearances and meetings will apply (four-hour minimum) and will be billed at time-and-a-half. There will be a four-hour minimum for each shift.

No security guard will be scheduled to work more than 12 consecutive hours. However, in an emergency, a security guard can work up to 16 consecutive hours.

Hours of Service.

Des Plaines Campus

Friday 10:30 pm - Sunday 11:00 pm

Skokie Campus

Saturday 6:30 am - 3:00 pm & 10:30 pm - 6:30 am

Sunday 6:30 am - 3:00 pm & 10:30 pm - 6:30 am

8:30 am - 5:00 pm when Chinese School is in session

Additional dates and hours may be determined by the College as needed.

Non-Compliance with Work Hour Requirements. Any final agreement may be terminated by either party with a 30-day written notice. If a security guard is unable to report to duty as scheduled, the contractor shall immediately provide a replacement to begin at the designated scheduled time.

Personal Replacement. The College shall have the final approval as to which security guard may be assigned to the College. The College reserves the right to request the removal and replacement of any security guard or staff who, in the College's sole discretion, does not meet the College's professionalism requirements, is not in compliance with the requirements of this Solicitation, and/or appears incapable of performing assigned duties. Any security guard that the College requests to be removed shall be replaced within 48 hours during the term of the Contract. Security guards reporting to work under the influence of alcohol or any illegal substance or out of uniform will not be allowed to stay on duty. No smoking is allowed on any campus. The awarded Firm will be responsible for the immediate replacement of the guard and shall staff the post until the next scheduled guard arrives for duty.

1. FIRM/COMPANY RESPONSIBILITIES

- a. All uniforms, materials, equipment, and vehicles necessary to satisfactorily perform Security service in accordance to this Solicitation shall be provided by the contractor, including, but not limited to: flashlights, whistle, clip boards, log books, etc. Radios and phones will be provided by the College.
- b. The contractor shall provide appropriately equipped and trained personnel, with background inspections completed according to the College's specified eligibility criteria. Random drug testing shall be performed for each staff person on a semi-annual basis throughout the course of the year.
- c. Must have sufficient security personnel to meet College's needs during scheduled hours.
- d. Provide the College's designated representative with the names of all Security personnel performing under the Contract and submit updated information as changes occur in a timely manner.

- e. Provide documentation to the College's designated representative verifying that all guards assigned to the College meet or exceed the **minimum requirements** stipulated under Section 2 of this Solicitation.
- f. Ensure that security guard are on time, properly attired, and conduct themselves in a professional manner during their scheduled shift at the College's campuses.
- g. All security guards assigned to the College shall wear a distinctive uniform that is professional and clearly creates the appearance that the individual's function is security.
- h. Photo ID must be available while on shift at the College. Uniforms must be clean, ironed, and worn in a meticulous and professional manner. Garments worn to adjust to the climate (jackets, coats, etc.) must not hide the Security markings of the uniform.
- i. The awarded Firm must immediately contact the appropriate College staff if there is a problem meeting the Security coverage.
- j. The contractor must, at a minimum, validate driver's record status on a semi- annual basis, including but not limited to noting any driving restrictions.
- k. The security firm must have a supervisor available to respond to guard needs 24/7.
- l. The security firm must have a field supervisor spot check a minimum of 90% of shifts worked for the College.
- m. The security firm must maintain a reporting log of activities completed and occurrences during the guard's shifts at the College.
- n. The contractor and security guards are required to adhere to Oakton College's Policies and procedures.
- o. The contractor and security guards will support the Mission, Vision, and Values of the College: <https://www.oakton.edu/about/mission.php>
- p. Provide each on-site guard a minimum of 24-hours of training at each Oakton College campus prior to being allowed to work in a solo capacity on campus.
- q. Ensure there is adequate staff to provide coverage.

2. SECURITY GUARD REQUIREMENTS

- a. Security Guard must be at least eighteen (18) years of age.
- b. Security Guard must possess a valid and current Security Guard license in the State of Illinois.
- c. Security Guard must possess a valid Illinois motor vehicle driver's license.
- d. Security Guard must be fluent in English and be able to communicate effectively both verbally and in writing. Although not a mandatory requirement, a bilingual Security guard is helpful.
- e. Must be able to safely perform the duties assigned without posing a direct threat to the health and safety of others.
- f. Must behave in a professional and respectful manner at all times.
- g. Personnel must be in good physical condition with no physical or mental impairments that would inhibit him/her from performing duties as described herein.
- h. Personnel must have satisfactory background investigation results, as performed by the contractor and at the contractor's expense. This investigation will be conducted to detect: (1) characteristics; (2) abilities; and (3) past performances. As a minimum,

there will be a criminal history search, drug screening, validation of prior employment, and validation of motor vehicle driver's license. The investigation will be performed in accordance with state and federal statutory requirements, and shall be performed not less frequently than annually. The College reserves the right to reject anyone for any or no reason based on findings of the background investigation.

- i. Personnel may not be employed under this contract if they have ever been convicted of any felony, sexual violation, and/or lewd behavior charges, any felony convictions, or have had any military conduct resulting in dishonorable or bad conduct discharge and/or dismissal, including as a result of military court martial.
- j. Experience communicating with a professional police dispatch center.
- k. Experience working with police departments and police officers.
- l. Experience in monitoring fire alarm systems, refrigeration systems, and boiler systems.

3. SECURITY GUARD'S RESPONSIBILITIES

- a. Greet visitors with dignity and respect.
- b. Do not get confrontational or put your hands on anyone. If a person enters the building and is confrontational with you, call the Des Plaines Police in Des Plaines or Skokie Police in Skokie immediately by dialing 911 and ask for assistance.
- c. Guards will sign on with Campus Dispatch and will respond to calls-for-service on the campus they are assigned to during their tour of duty.
- d. Do not give any personal information about any student, staff, faculty or visitor to another. The only exception to this rule is Emergency Personnel (ie. Police, Fire).
- e. Circulate throughout the building and property to maintain an orderly atmosphere and perform related duties as required including protecting materials, equipment, residents, the public, and premises.
- f. Maintain records of security matters, key logs, staffing schedules, and security checklists.
- g. Company will be required to provide regular (daily) security reports to the College for incidents that occur on shift.
- h. Be neatly groomed in an approved uniform and properly equipped at all times.
- i. Report to the designated location on time and remain on duty until the end of the shift or until properly relieved.
- j. All security guards assigned to work under this Contract must be accessible by the College Police Department via mobile phones at all times during their work shifts. Moreover, the Security guard must be able to report all emergencies to the College Police Department and Des Plaines or Skokie Police and Fire Departments immediately upon their occurrence.
- k. All security guard must complete a report log for each shift documenting activities completed and occurrences during their shifts.

C. SELECTION COMMITTEE

A Selection Committee will screen and review all proposals according to the comparative criteria. While price is one basic factor for award, it is not the sole consideration.

- a. The Selection Committee will review each firm's proposal to determine compliance with the minimum qualifications.
- b. For those proposals that meet the minimum qualifications, the Selection Committee will select the most qualified firms for interviews using the comparative criteria outlined below. The College will determine the most advantageous proposal from a responsible and responsive firm, taking into consideration all evaluation criteria set forth in the RFP.
- c. Interviews may be conducted with these selected firms.
- d. On the basis of the proposals, references, and interviews, the Selection Committee will rank firms using the selection criteria.
- e. Award of contract will be subject to approval by the Oakton College's Board of Trustees.

D. COMPENSATION

Firms will propose hourly bill rates (regular and holiday) for security guard services in their price proposal submission for the initial three years of the contract. If there are any additional charges, please provide the hourly rates and details of the services. If Oakton College elects to extend the contract for any additional years, the hourly rates will be negotiated between the firm and the College prior to renewal.

E. TERM OF CONTRACT

The term of this contract will be for five years, with the option to renew for five additional one-year terms at the discretion of the College.

F. MINIMUM CRITERIA

To be eligible, the Firm must demonstrate the firm has sufficient capabilities, resources and experience to provide the services under this Solicitation. Any Firm that fails to meet all the following minimum qualification requirements may be noted as “NON-RESPONSIVE”. Those qualifications are as follows:

- Firm has been in business under its current name for a minimum of 5 years.
- All guards assigned to the College facilities must have a valid unarmed Security Guard license. Firm must submit proof of such licenses for each guard assigned to the College in their qualifications proposal.
- The security firm should have experience working at colleges or universities.

G. PROPOSAL FORMAT

Proposals should follow the outline presented below.

TAB 1. ORGANIZATIONAL PLAN

- a. Transmittal Letter/Introduction which must, at a minimum, contain the following:
 - Identification of the offering firm(s), including name, mailing address, e-mail address and telephone number of each firm;
 - Proposed working relationship among the offering firms (e.g., prime-contractor), if applicable;
 - A statement to the effect that the proposal shall remain valid for a period of not less than ninety (90) days from the proposal due date; and
 - Signature of a person authorized to bind the offering firm to the terms of the proposal.

TAB 2. FIRM'S QUALIFICATIONS

- a. Describe your firm's previous experience and capability of providing the requested services described under Section B, Scope of Work.
- b. Disclose any conditions (e.g., bankruptcy, pending litigation, etc.) that may affect the firm's ability to perform contractually. Certify that the firm is not debarred, suspended or otherwise declared ineligible to contract by any federal, state, or local public agency;
- c. Indicate the names and types of similar properties that your company currently services and in what locations.
- d. Provide the number of full-time and part-time employees currently employed with your company.
- e. What type of training do each of your security guard need to complete in order to work for your company?

TAB 3. STAFF QUALIFICATIONS

- a. Describe the specific training each staff person has and any additional certifications they may have received.
- b. Personnel Selection Process - What are your requirements for hiring employees? Provide detailed information about the training staff need to complete in order to qualify for employment with your firm.

- c. Training and Development of Staff - Explain how your organization ensures that personnel performing the Services are qualified and proficient. Are staff trained in customer service relations and problem-solving techniques?
- d. List any work rules which may have an effect on your rate of staffing. (i.e. hourly premiums, hourly reporting minimums, break schedules, etc.)

TAB 4. WORK PLAN/TECHNICAL APPROACH

- a. Describe your firm's understanding of Oakton College's objectives and requirements in providing the Scope of Work identified in Section B, demonstrate the firm's ability to meet those requirements, and outline clearly and concisely the plan for accomplishing the specified work; and
- b. State any exceptions to or deviations from the requirements of this RFP.

TAB 5. COST PROPOSAL

- a. Firm should submit hourly rates for regular work hours and an hourly rate for Emergency/Holiday. The Emergency/Holiday rate should not exceed 1.5% of the regular hourly rate.
- b. If there are any additional costs, please provide the rates and description of services.
- c. Invoices will be paid within 30 days of receipt and must contain the following information: locations worked, dates worked, and hours worked.

TAB 6. REFERENCES

The Firm must submit a minimum of at least five (5) references for clients which the Firm has provided services similar to those requested by this Solicitation. If available, the Firm should include references for similar services provided to public agencies. References can only be listed for work performed within the last five (5) years. References should include the following information:

1. Name of Agency;
2. Contact person name, title, and telephone number (email optional);
3. Beginning/ending dates of contracts;
4. Brief description of services provided

The Firm shall provide a release waiver to ensure that Oakton College can speak with the provided references.

H. SELECTION PROCESS

The Selection Committee, consisting of Oakton College staff, will review, analyze, and evaluate the proposals received using the comparative criteria to identify the highest ranked proposals. Proposals will be evaluated and rated as "Highly Advantageous" (HA), "Advantageous" (A) or "Not Advantageous" (NA) for each criterion indicated in the table below. At that point, the Panel may conduct interviews and/or conduct contract negotiations with the highest rated Firm(s). The proposal that best serves the interests of the College, with price and all evaluation factors considered, including proposed revisions, shall be recommended to the Board of Trustees for contract award. The College expressly acknowledges that the contract may be awarded to the Firm who does not submit the lowest Fee Proposal.

The selected firm must have the expertise to carry out such work, and have experience working on similar projects. Oakton College requires that the successful firm demonstrate that it has the requisite skills to complete the scope of work.

I. COMPARATIVE CRITERIA

The following are the criteria that will be used in evaluating the submitted proposals.

Criteria	Rating
Firm's Experience <p>HA: The proposal demonstrated significant experience with providing similar services for 5 or more years</p> <p>A: The proposal demonstrated some experience with providing similar services for 3-4 years.</p> <p>NA: The proposal demonstrated experience with providing similar services for less than 3 years</p>	Highly Advantageous _____ Advantageous: _____ Not Advantageous: _____
Oakton College's Mission, Vision, and Values <p>HA: The firm is willing and/or able to address that they will support the College's mission, vision, and values, and can demonstrate how they have accomplished this previously.</p> <p>A: The firm is willing and/or able to address the College's mission, vision, and values</p> <p>NA: The firm does not address or is not willing and/or able to address the College's mission, vision, and values</p>	Highly Advantageous _____ Advantageous: _____ Not Advantageous: _____
STAFF EXPERIENCE/QUALIFICATIONS <p>HA: The firm's staff are all licensed as security guards in IL; have participated in substantial training programs; and the firm has sufficient staff.</p> <p>A: Some firm's staff are licensed as security guards in IL; have participated in some training programs; and the firm has sufficient staff.</p> <p>NA: The firm's staff are licensed as security guards in IL; have participated in some training programs; and some concern whether the firm has sufficient staff.</p>	Highly Advantageous _____ Advantageous: _____ Not Advantageous: _____
WORK PLAN/APPROACH <p>HA: The firm's proposal very clearly demonstrated the firm's ability to meet the goals and objectives identified in the RFP.</p>	Highly Advantageous _____

<p>A: The firm's proposal demonstrated some ability to meet the goals and objectives identified in the RFP, but the proposal lacked sufficient details.</p> <p>NA: The firm's proposal lacked details and wasn't very clear about meeting the goals and objectives identified in the RFP.</p>	<p>Advantageous: _____</p> <p>Not Advantageous: _____</p>
<p>REFERENCES</p> <p>HA: The firm is able to provide (5) or more references.</p> <p>A: The firm is able to provide (2) to (4) references</p> <p>NA: The firm is able to provide (0) to (1) references.</p>	<p>Highly Advantageous _____</p> <p>Advantageous: _____</p> <p>Not Advantageous: _____</p>

<p>PRICE PROPOSAL</p> <p>HA: The firm's fee proposal is less than the established College internal budget.</p> <p>A: The firm's fee proposal is equal to, or no greater than 120% of the established College internal budget.</p> <p>NA: The firm's fee proposal is greater than 120% of the established College internal budget.</p>	<p>Highly Advantageous _____</p> <p>Advantageous: _____</p> <p>Not Advantageous: _____</p>
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6. PRICE PROPOSAL FORM SECURITY GUARD SERVICES

The prices listed below shall include the total cost to complete the Services including but not limited to materials, labor, equipment, bonds, insurances, etc., as necessary to ensure proper delivery of Services as requested by Oakton College.

DESCRIPTION OF SERVICES PROPOSED RATE Uniformed Unarmed Security

\$ _____ per hour

1. Firm, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge.
2. Firm agrees to hold this offer open for a period of ninety (90) days from the deadline for receipt of Response.
3. Firm understands and agrees to be bound by the conditions contained in this Solicitation and shall conform to all the requirements.

Company Name: _____ Date: _____

Authorized Name and Title : _____

Signature: _____

STATE OF _____)
) SS.
COUNTY OF _____)

CONTRACTOR'S CERTIFICATION

Pursuant to Illinois Revised Statutes Chapter 38, Article 33E (Public Contracts), the undersigned certifies that he/she is a duly authorized agent of the contractor submitting the attached bid to Community College District 535, Oakton College and that said contractor is not barred from bidding on this public contract as a result of a violation of either Section 33E-3 or 33E-4 of said statute.

Signed this _____ day of _____, 202__.

By: _____

Title: _____

Address: _____

SUBSCRIBED AND SWORN TO before
me this _____ day of _____, 202__.

Notary Public

Please return this form with your proposal.

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Notes to Authorized Representatives completing this Designation:

- **Under Illinois law, prices and price quotes become public information once the information is announced at the public bid opening and may not thereafter be kept confidential.**
- **Other information cannot be kept confidential unless it is a trade secret, and is identified as such by the party submitting a proposal at the time of submittal as specified in Section 7(1)(g) of the Illinois Freedom of Information Act (“FOIA”, 5 ILCS 40/7(1)(g)).**
- **“Trade secret” as defined in Section 2(d) of the Illinois Trade Secrets Act (765 ILCS 1065/2(d)) means information, including but not limited to technical or non-technical data, a formula, pattern, compilation, program, device, method, technique, drawing, process, financial data, or list of actual or potential customers or suppliers, that: (1) is sufficiently secret to derive actual or potential economic value from not being generally known to other persons who can obtain economic value from its disclosure or use; and (2) is the subject of efforts to maintain its secrecy or confidentiality that are reasonable under the circumstances.**

* * * *

The attached material submitted in this Response to Oakton College **Request for Proposal: FY26 – RFP#2 - Security Guard Services** trade secrets and / or commercial or financial information that are proprietary, privileged, or confidential. The disclosure of specifically identified content within the material would cause competitive harm to:

(insert name of individual or company submitting the response)

as further explained below, such that it may be kept confidential under 5 ILCS 40/7(1)(g).

We request that the pages or parts of pages of this Response, as next indicated, be treated as confidential material and not be released without the prior written approval of our Authorized Representative named on the following page.

Page #s	Topic	Why disclosure would cause competitive harm
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If the designation of this information as confidential is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality, and agrees to hold the College harmless for any costs, damages, or penalties arising out of the College's agreeing to withhold the information.

Failure to complete and include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to inspection and copying. The College considers other markings of “confidential” in the bid/proposal documents to be insufficient. The undersigned agrees to hold the College harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Authorized Representative: _____
Signature _____

Authorized Representative: _____
Type or Print _____

E-mail address: _____

Date: _____

Please be sure to include one copy of your RFP response that has confidential and/or proprietary information removed/redacted. Please mark this as “FOIA Copy.”

The College will use this copy at the public bid/RFP opening, and this copy must include your pricing