



**DATE:** April 6, 2020

**MEMO TO:** Jessica Vealitzek, Chair  
Operations Committee

Terry Wilke, Chair  
Finance Committee

**FROM:** Mary E. Kann  
Director of Administration

**RECOMMENDATION:** Recommend approval of a Resolution awarding a Contract to Sentry Security, LLC, Wheeling, Illinois to provide District-wide Fire and Security alarm monitoring, testing services, maintenance and repair, and parts.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** These services are budgeted for Fiscal Year 2020 in the following accounts, totaling \$69,357.00:

23104000-704900 Loss Prevention and Reduction, \$66,405.00  
80104000-709000 Miscellaneous Contractuals – Countryside, \$964.00  
81104000-709000 Miscellaneous Contractuals – Brae Loch, \$496.00  
83104000-709000 Miscellaneous Contractuals – ThunderHawk, \$1,492.00

The contract includes a fixed amount (based on monthly and annual fees) for monitoring and testing of existing fire alarms and security alarms of \$40,681.00 per year. Staff has internally budgeted an annual allowance of \$28,676.00 for (i) maintenance, repair, and parts and (ii) if new alarms are added, additional monitoring and testing fees. Based on past experience with this equipment, District staff is confident that this allowance will be sufficient. The proposed contract has a three-year term, with two one-year extensions. If the contract runs for a five-year term, the total cost to the District is up to \$346,785.00 (\$203,405.00 for monitoring and testing of existing alarms and \$143,480.00 for maintenance, repair, and parts and for monitoring and testing of any new alarms).

**BACKGROUND:** The Lake County Forest Preserve District (the "District") owns 39 buildings or structures at 22 different locations that, collectively, have 60 fire or security alarms. The District has historically obtained monthly monitoring, annual testing, maintenance, and repair services for these alarms. Sentry Security, LLC ("Sentry") has been providing these services to the District since 2015 pursuant to a contract that is set to expire on April 30, 2020.

The new Contract would be for a three-year term with options for two one-year renewals. Staff recommends that the Executive Director be authorized to exercise these options. The standard fees for these services will be consistent with those provided in the original Contract. Currently, several buildings/structures are still connected to Sentry by phone lines, while the remainder of the buildings/structures are monitored via radio. Shortly after initiation of the Contract, all buildings/structures will be transitioned to radio monitoring. With this change, the monthly monitoring fees for these locations will be increased (generally going from \$17/month to \$34/month for 24 radios, for a cost of \$4,896.00/year). However, the District will be able to eliminate phone line fees with AT&T and Call One for these locations. The savings for the phone lines is estimated to be \$5,292.00, resulting in a net savings of \$396.00.

In addition, Sentry has agreed that, with the implementation of the new Contract, the District will take ownership of any radios installed prior to April 1, 2020, even if they have not met Sentry's standard requirement that such equipment is owned by the customer only after a full five-year agreement term. The 24 new radio installations mentioned above will still be subject to that five-year standard.

Sentry will maintain the same hourly rates for maintenance and repair as outlined in its current contract with the District.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Purchasing Manager, Corporate Counsel.

STATE OF ILLINOIS)  
  ) SS  
COUNTY OF LAKE )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
RESCHEDULED REGULAR APRIL MEETING  
APRIL 7, 2020**

**MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **OPERATIONS AND FINANCE COMMITTEES** present herewith "a Resolution Awarding a Contract to Sentry Security, LLC, for District-wide Fire and Security Alarm Monitoring, Testing, Maintenance, and Repair Services" and request its approval.

**OPERATIONS COMMITTEE:**

Date:\_\_\_\_\_  Roll Call Vote: Ayes:\_\_\_ Nays:\_\_\_  
                                  Voice Vote Majority Ayes: Nays:\_\_\_

**FINANCE COMMITTEE:**

Date:\_\_\_\_\_  Roll Call Vote: Ayes:\_\_\_ Nays:\_\_\_  
                                  Voice Vote Majority Ayes: Nays:\_\_\_

**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AWARDING A CONTRACT TO SENTRY SECURITY LLC,  
FOR DISTRICT-WIDE FIRE AND SECURITY ALARM MONITORING, TESTING,  
MAINTENANCE, AND REPAIR SERVICES**

**WHEREAS**, the Lake County Forest Preserve District (the "District") desires to purchase fire and security alarm services, specifically monthly monitoring, annual testing, maintenance, and repair services, for its fire and security alarms at various District buildings and structures (the "Services"); and

**WHEREAS**, the Director of Administration, and the Purchasing Manager have determined that the Services require personal confidence; and

**WHEREAS**, Sentry Security, LLC has submitted a proposal (the "Proposal") to continue providing Services to the District for three-years (May 1, 2020 to April 30, 2023), with District options to extend the Contract for two additional one-year periods (the "Future Extensions"), pursuant to the Contract attached hereto (the "Contract"); and

**WHEREAS**, the District's staff, the Purchasing Manager, and the Operations and Finance Committees have reviewed the Proposal and recommend that the Board of Commissioners (i) find that the Proposal submitted by Sentry Security LLC is the proposal that is most advantageous to the District; and (ii) approve the Contract with a contract price (a) for all monitoring and testing Services of existing alarms, equal to the amounts set forth in the Contract and (b) for all maintenance, repair, and parts and fees for monitoring and testing any new alarms, an annual allowance of \$28,676.00 (collectively, the "Contract Price"); and

**WHEREAS**, the Board of Commissioners hereby finds that the Proposal is the proposal that is most advantageous to the District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

**Section 1: Recitals.** The recitals set forth above are incorporated as a part of this Resolution by this reference.

**Section 2: Approval of Agreement.** The Contract, in substantially the form attached hereto, is hereby approved.

**Section 3: Execution of Agreement; Future Extensions.** The Executive Director of the District is hereby authorized and directed to execute the Contract. The Executive Director is hereby authorized to approve the Future Extensions on behalf of the District.

**Section 4: Payments.** The District Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

**Section 5: Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2020

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Board Secretary  
Exhibit No. \_\_\_\_