

# **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 Addendum #1**

Issue Date: Wednesday, Jan 7<sup>th</sup>, 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 \_\_\_\_\_

1. Must Oakton College follow Prevailing Wages?

**Answer:** 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.

2. Do you have any insurance requirements outside of a \$2 Million Aggregate for General Liability and \$1 Million in Workers' Compensation?

**Answer:** The College's requirement for insurance is as follows: Workers' compensation insurance has a minimum coverage limit of \$1,000,000. General liability insurance has a minimum coverage limit of \$1,000,000 per occurrence and a \$2,000,000 general aggregate.

3. How many guards per shift / per location?

**Answer:** Typically, one guard per shift per location. It can vary depending on events and staffing levels at the police department.

4. How many hours per week, per location?

**Answer:** Typically weekends only, unless needed during the week. Must be able to provide coverage when needed.

Typical hours:

Des Plaines is 52 hours/weekend

Skokie is 42.5 hours/weekend

5. Will we be able to visit the sites before submitting the bid?

**Answer:** Vendors are welcome to tour the campus on their own during regular business hours.

6. Will this be considered Union or Non-Union?

**Answer:** Non-union; however, they are not college employees, so not sure if individual companies have unions.

7. How many guards per shift would you guys like?

**Answer:** See Question Number 3

8. Are you interested in a Vehicle?

**Answer:** No

9. Confirming this will be Unarmed Security officers?

**Answer:** UNARMED

10. Are you interested in including any technology or workforce management tools in the bid response?

**Answer:** No

11. Could you provide the current wage rate of the officers?

**Answer:** Current rate will not be provided.

12. Is there a minimum hourly rate to pay the officers?

**Answer:** This will need to be determined by the vendors, as the security guards are not College employees.

13. Who is your current provider?

**Answer:** The College has a current vendor for this service.

14. What's the biggest incident you've had in the last six months?

**Answer:** In the last six months, we have not had any big incidents. We do get medical calls, people in the woods, and missing persons.

15. Can you provide your current bill rate?

**Answer:** See Question Number 11

16. Are both posts inside at all times?

**Answer:** The majority of the time, they are to walk the premises; however, if there is an incident outside the buildings, they should call Des Plaines PD or Skokie PD to handle it.

17. Do you currently have security guard services at one or both campuses?

**Answer:** Des Plaines and Skokie - Weekends only

18. If you have security services, are they being provided by employees of Oakton College or are the services contracted out to another company?

**Answer:** We have one full-time security guard and one part-time security guard at Oakton College. Additionally, we use a company for additional security services.

19. If you have security services, what is the current pay rate of the guards?

**Answer:** See Question Number 11

20. If you have services and they are contracted by another company, what company is currently providing services?

**Answer:** See Question Number 13

21. Does prevailing wage apply?

**Answer:** See Question Number 1

22. Is there currently a vehicle being used for security services? Will security services require mobile patrol and a marked vehicle on site?

**Answer:** No for all answers.

23. Page 1 states the contract will be for five years with 5 – one-year options, however, page 10 states the contract term will be 3 years with 3 – one-year options. Can you please clarify the term of the contract?

**Answer:** The initial term for this contract will be for five (5) years, with the option to renew for five additional one-year terms at the discretion of the College. The document has been updated on page 10 to reflect this.

24. Are you able to provide the established internal budget for the proposed security services?

**Answer:** The budgeted amount for the guards is combined with other services in the budget.

25. In order to properly propose service, who should we contact in order to arrange a tour of the campuses? If there are two individuals (one for Des Plaines and one for Skokie) please provide their contact information.

**Answer:** See Question Number 5.

26. Who is the current provider of security guard services to the Des Plaines and Skokie campuses and are their employees unionized through the SEIU Local 1 in Chicago?

**Answer:** We have a current provider, but it is unknown whether they are union employees.