



NOTICE OF REQUEST FOR PROPOSALS

Universal Surveillance & Security System

**Issued by the Oakbrook Terrace Park District
1S325 Ardmore Ave
Oakbrook Terrace, IL 60181**

April 17, 2026

The Board of Commissioners of the Oakbrook Terrace Park District (the “District”) invites qualified contractors to submit proposals for the **Universal Surveillance & Security System project**. The District seeks proposals from an individual/corporation or otherwise qualified entity that is staffed with well-trained, experienced, and licensed personnel. All respondents will be required to comply with all applicable federal, state and local laws, codes and ordinances including but not limited to the Prevailing Wage Act, the Public Construction Bond Act, the Drug Free Workplace Act, provisions of Illinois law relating to bid rigging and bid rotation, and all other applicable laws.

The Oakbrook Terrace Park District seeks to implement a comprehensive Universal Surveillance & Security System to enhance safety, security, and operational oversight across key District facilities. The primary aim of this project is to install and integrate modern security camera systems at the Heritage Center, Fitness Center, Nature Center, and Maintenance Garage to monitor facilities, deter vandalism and theft, improve incident response, and help ensure the safety of patrons, staff, and District assets.

The system should provide reliable video surveillance with **centralized management capabilities**, allowing authorized staff to monitor activity, review footage, and maintain secure records when needed. The solution should be scalable and compatible across multiple facilities to create a cohesive, District-wide security platform.

As part of this project, the District is also exploring an optional add-on component for electronic door access control at the Heritage Center and Fitness Center. This enhancement would allow the District to better manage building access, improve after-hours security, and provide staff with greater control over facility entry points.

Overall, the project aims to strengthen the District’s security infrastructure while supporting safe, welcoming, and well-managed public spaces for the community.

All questions or requests for further information shall be made in writing to Executive Director, Shannon Elsey at shannon@obtpd.org.

Project Scope

This project involves upgrading the existing video surveillance systems across three locations: Heritage Center, Nature Center, and Fitness Center. Work includes the replacement of existing cameras, addition of several new cameras, and system reconfiguration to improve coverage, image quality, and operational visibility.

The below details provide the scope of work for each facility, as well as relevant compliance and coordination information.

Heritage Center

Video Surveillance

- Remove all nine (9) existing exterior cameras.
- Replace seven (7) of the nine (9) existing cameras with new IP outdoor dome cameras.
- Replace the remaining two (2) existing cameras -- rear exit and Theater door -- with IP dual-head cameras to enhance coverage of both exit paths.
- Maintain existing field of view for all other cameras (“rip and replace”).
- Install IP intercom unit at the main entrance, providing video and two-way communication capability.
- Secure all exposed exterior cables using weather-rated conduits and fittings per code.
- Configure and integrate all newly installed cameras into the applicable platform, ensuring live view, motion events, and retention policies are verified.

Access Control Systems (Optional)

- Installation of access control devices for the Heritage Center main entrance, including:
 - Card reader(s)
 - Door position switch(es)
 - Controller(s)
 - Power supply for magnetic lock (where applicable)
 - Low-voltage wiring, terminations, and labeling
 - Controller mounting and device configuration
 - Integration with access control platform (as applicable)
 - Functional testing of door status and reader operation

Nature Center

Video Surveillance

- Install point-to-point wireless bridge at the Maintenance Garage, linking the Garage to the main network and internet at the Nature Center.
- Install one (1) IP outdoor quad camera at the Maintenance Garage (adjacent to the Nature Center) to capture the full field of coverage for the main entry door, garage door areas, and maintenance yard.
- Install two (2) IP exterior dome cameras to provide coverage of by building entrances and walkway area of the Nature Center.
- Remove the existing interior Ring camera at the front door and replace it with an IP

indoor dome camera.

- Install new cabling necessary for the new cameras in and around the building.
- Configure and integrate all newly installed cameras into the applicable platform, ensuring live view, motion events, and retention policies are verified.

Fitness Center

Video Surveillance

- Remove all eleven (11) existing interior cameras.
- Replace nine (9) of the eleven (11) existing cameras with new IP indoor dome cameras.
- Replace two (2) existing hallway cameras with IP dual-head cameras for extended corridor coverage.
- Add one (1) IP indoor dome camera to the weight room to eliminate the identified blind spot and improve cross-monitoring.
- Remove the existing interior Ring camera and replace it with an IP indoor dome camera for improved quality and integration.
- Install IP intercom unit at the parking garage entrance, providing video and two-way communication capability.
- Install new cabling necessary for the new cameras in and around the building.
- Configure and integrate all newly installed cameras into the applicable platform, ensuring live view, motion events, and retention policies are verified.

Access Control Systems (Optional)

- Installation of access control devices for the Fitness Center parking garage entrance, including:
 - Card reader(s)
 - Door position switch(es)
 - Controller(s)
 - Power supply for magnetic lock (where applicable)
 - Low-voltage wiring, terminations, and labeling
 - Controller mounting and device configuration
 - Integration with access control platform (as applicable)
 - Functional testing of door status and reader operation

Additional Notes

- Coordination with the District's IT contractor will be required for IP addressing, VLAN configuration and segmentation, and network access and permissions.
- The Park District will provide the PoE+ network switches for each location. Vendor should provide port counts, so the District has the correct switch in place for each facility.
- Includes removal and replacement of existing cameras, as well as installation of new cameras.
- Includes installation of storage devices, wireless bridges, enclosures, and related components.

- Vendor should specify cloud-managed versus on premise system and define storage model for a minimum of a 30-day history.
- There should be MFA support for remote access, audit logging, and role-based access.
- Proposed system must support secure remote access initiated from internal network and without requiring inbound firewall rules or port forwarding.
- All new installation locations will be reviewed with the customer prior to mounting and views will be reviewed prior to completion of each site.
- Installer will provide as-built documentation, IP device list, and configuration summary upon completion.
- Cabling will comply with NEC and low-voltage installation standards.
- Vendor to provide power requirements and port counts for POE budget.
- Vendor to provide details on firmware update process, patch cadence, warranty, and SLA for support.
- Proposed equipment must not include manufacturers listed on the FCC covered list.
- All work shall be coordinated with site management to minimize disruption to daily operations.
- Device onboarding and configuration include verification of live video, recording, and access control operation; basic system validation, punch-list resolution; and system ready for owner use.
- **If licensing is required to use platform, please include five (5) years of licensing.**

Anticipated Timeline

The timeline of the project includes, but is not limited to:

Proposal Response Due Date	May 11, 2026
Proposal Opening Due Date	May 11, 2026
Selection and Notification Date	May 13, 2026
Board Presentation Date, if applicable	May 20, 2026
Final Selection Date, if applicable	May 20, 2026
Anticipated Construction Date, if applicable	June 15, 2026
Anticipated Delivery Date	June 18, 2026

Submission Requirements

Interested contractors are required to submit the following information as part of their proposal:

1. Company profile, including local address, telephone number, fax number, name of contact person, location of branch offices (if applicable)
2. Proposed project timeline, including milestones and completion date
3. Detailed cost breakdown, including labor, materials, and additional expenses (if applicable)
4. Proof of insurance and proof of license to practice within the state of Illinois
5. References from previous clients, particularly for similar park district projects

6. Proposed solutions or value-based services
7. Proposal indicates acceptance of contractual, indemnification, and insurance requirements (to be reviewed by counsel for the District)
8. Proposal indicates compliance with bonding requirements, if applicable
9. Any alternates or deviations from the District's project description, if applicable
10. Any additional information that may help the District in evaluating the qualifications of the contractor

Proposal Evaluation

Proposals will be evaluated based on the following criteria:

1. Relevant experience with similar park district projects and qualifications of the contractor
2. Adherence to project timeline and budget
3. Quality of the proposed design and materials
4. Efficiency and minimized interruption of day-to-day operations
5. Knowledge of applicable legal requirements
6. Cost-effectiveness

Submission Deadline

Proposals must be received by the District no later than **noon on Monday, May 11, 2026**. The District is not liable for failure of any proposals to be received by the District by the submission deadline. **The District will not consider any proposals that are received after the submission deadline.**

Proposals must be emailed with the subject line "Request for Proposal: Universal Surveillance & Security System" to:

shannon@obtpd.org

Notice to Accept & Reject Proposals & Waiver of Compensation

The authority to award a contract from this Request for Proposals belongs solely to the Oakbrook Terrace Park District Board of Commissioners. The District reserves the right to reject any or all proposals, and to waive any irregularities or informalities in the proposals received. This Request for Proposals does not commit the District to award a contract. During the review process, the District has the right to request additional information and corrections from any or all of those submitting proposals. At any point in the process until execution of a final contract, the District may choose to discontinue discussions with one respondent and initiate discussions with another respondent, or with a party other than a respondent. Contractors may be requested to make oral presentations before the Oakbrook Terrace Park District Board of Commissioners as part of the final evaluation process. All costs incurred with the submission of proposals are solely those of the proposer. The District will not reimburse any expenses of those submitting proposals.

All proposals will be opened in public and displayed at noon (12:00pm) on Wednesday, May 11, 2026, at 1S325 Ardmore Ave., Oakbrook Terrace, IL 60181 via open public meeting. Valid

proposals shall be reviewed and evaluated by the District's Administrative Team, with final approval by the Oakbrook Terrace Park District Board of Commissioners. The District will provide timely written notice of the District's decision.

Prevailing Wage & Certified Payroll

In compliance with Section 4 of the Illinois Prevailing Wage Act, 820 ILCS 130/4, the contractor acknowledges that they must pay not less than the applicable rate of prevailing wages for each craft or type of worker involved in executing the contract or performing the work. The prevailing wage rates can be found on the Department of Labor's official website or determined by the court on review. It is mandatory for both the contractor awarded the contract and any subcontractors to comply with these specified rates and ensure that all laborers, workers, and mechanics employed by them are paid accordingly.

In accordance with Section 5 of the Illinois Prevailing Wage Act, 820 ILCS 130/5, *et. seq.*, the contractor must submit a certified payroll on a monthly basis to the Department of Labor through their online database. This certified payroll serves as a record of the wages paid to workers involved in the project and ensures compliance with prevailing wage regulations.

By including these provisions in this Request for Proposals, the District establishes its expectation for contractors to adhere to prevailing wage rates and submit certified payrolls as required by the Illinois Prevailing Wage Act. Contractors interested in providing proposals must understand and agree to comply with these requirements. Failure to comply with these requirements will result in the rejection of the proposal.