



REQUEST FOR PROPOSALS (RFP) ACCESS CONTROL SYSTEMS

Abstract

The City of North Chicago (“City”) is soliciting sealed proposals from qualified and experienced firms to provide a comprehensive Access Control System (ACS) including design, equipment, software, installation, configuration, testing, training, and ongoing support for multiple municipal facilities.



REQUEST FOR PROPOSAL

Access Control Systems

Issued by: City of North Chicago
1850 Lewis Avenue
North Chicago, IL 60064

RFP Issuance Date: February 23, 2026

Proposal Due Date & Time: March 13, 2026

Anticipated Award Date: April 6, 2026

Procurement Contact: Gregory Jackson, Chief of Staff, grejac@northchicago.org

1. Purpose and Intent

The City of North Chicago (“City”) is soliciting sealed proposals from qualified and experienced firms to provide a comprehensive Access Control System (ACS) including design, equipment, software, installation, configuration, testing, training, and ongoing support for multiple municipal facilities.

2. Facilities and Locations

- City Hall – 1850 Lewis Avenue, North Chicago, IL 60064
- Police Department – 1850 Lewis Avenue, North Chicago, IL 60064
- Public Works Facility – 1421 Renken Drive, North Chicago, IL 60064
- Water Treatment Plant – 35 Lakeview Drive, North Chicago, IL 60064

3. Scope of Work

The selected vendor shall furnish all labor, materials, equipment, software, and services necessary to deliver a fully operational, secure, and scalable access control solution.

4. Technical Specifications

Hardware Requirements:

- Networked door controllers

- Card, fob, and mobile credential readers
- Electrified locks and door hardware
- Fail-secure and fail-safe configurations
- Redundant power supplies and battery backup

Software Requirements:

- Centralized web-based management platform
- Role-based access control
- Real-time monitoring and alerts
- Detailed audit logs and reporting
- Integration capability with video surveillance and alarms

Cybersecurity Requirements:

- End-to-end encryption of data in transit and at rest
- Compliance with NIST Cybersecurity Framework
- Secure credential management
- Role-based administrative privileges
- Regular security patches and updates

5. Implementation and Project Management

Vendors must provide a detailed project schedule, milestones, risk mitigation strategies, testing procedures, and acceptance criteria.

6. Training and Documentation

On-site and virtual training for designated City staff shall be provided along with complete system documentation.

7. Maintenance, Support, and Warranty

Proposals must include service level agreements (SLAs), response times, warranty coverage, and optional maintenance plans.

8. Proposal Submission Requirements

Proposals must include:

- Executive Summary
- Technical Approach
- Implementation Plan
- Pricing Proposal
- References

- Required Forms and Affidavits

9. Evaluation Criteria

Proposals will be evaluated based on technical merit, vendor experience, cost, implementation approach, and compliance with RFP requirements.

10. Illinois Municipal Procurement Compliance

This procurement shall comply with all applicable Illinois statutes including, but not limited to, 65 ILCS 5, the Illinois Municipal Code, and all local ordinances. The City reserves the right to waive minor informalities and to reject any or all proposals.

11. Municipal Facilities Walk Through

A mandatory Walk-through of each of the municipal facilities serviced by this contract will be conducted on Tuesday, March 3, 2026, at 10:00 a.m. Interested respondents will meet in city council chambers at City Hall, 1850 Lewis Avenue. RFP responses will not be received, opened, or read from Bidders/Contractors that do not attend the walk-through.

12. Bid Forms and Pricing Tables

Bid Form:

Vendor Name: _____

Total Base Bid: \$ _____

Authorized Signature: _____

Pricing Table: (See Appendix A)

- Hardware Costs
- Software Licensing
- Installation
- Training
- Annual Maintenance

13. Required Affidavits

- Non-Collusion Affidavit
- Certification of Compliance with Illinois Law
Disclosure of Conflicts of Interest
- Certification Regarding Disbarment, Suspension, and Eligibility
- Tax Compliance Certification
- Certification of Authority To Do Business in Illinois
- Certificate of Insurance

14. Submission Instruction

Deadline:

All proposals must be received by March 13, 2026, no later than 12:00 p.m. CST.

Three (3) copies of the proposal must be in a sealed envelope labeled “RFP Access Control Systems – City of North Chicago”

Delivered to: City of North Chicago
 Attention: Chief of Staff, Office of the Mayor
 1850 Lewis Avenue
 North Chicago, Illinois 60064

15. Questions and Addenda

All inquiries must be submitted via email to grejac@northchicago.org

Inquiries and responses will be sent via to the group of plan holders.

16. General Terms and Conditions

The City reserves the right to reject any or all proposals, negotiate with any proposer, and accept the proposal deemed most advantageous to the City.

APPENDIX A

REQUIRED AFFIDAVITS AND CERTIFICATIONS

City of North Chicago, Illinois

Request for Proposals No. _____

EXHIBIT A

NON-COLLUSION AFFIDAVIT

State of Illinois)

) ss.

County of _____)

I, _____, being first duly sworn, depose and say that:

1. I am the _____ (title) of _____ (Proposer), and I am duly authorized to execute this affidavit on its behalf.
2. The Proposal has been executed independently and without collusion, communication, consultation, agreement, or understanding, directly or indirectly, with any other Proposer or competitor, or with any officer or employee of the City, for the purpose of restricting competition.
3. No officer, employee, agent, or representative of the Proposer has entered into any agreement or participated in any collusion in restraint of free competitive bidding.
4. The Proposer has not disclosed its pricing, pricing formulas, or other material terms of its Proposal prior to the award of the contract.
5. The Proposer has not offered or given any gratuity, gift, or thing of value to any City official or employee for the purpose of influencing the award of this contract.
6. The Proposer understands that any false statement in this affidavit may result in disqualification, contract termination, and/or prosecution under Illinois law.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

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

Notary Public: _____

My Commission Expires: _____

EXHIBIT B

CERTIFICATION OF COMPLIANCE WITH ILLINOIS LAW

The undersigned certifies that the Proposer complies with all applicable federal and State of Illinois laws, statutes, ordinances, rules, and regulations, including but not limited to:

- Illinois Human Rights Act (775 ILCS 5/)
- Illinois Prevailing Wage Act (820 ILCS 130/) (if applicable)
- Illinois Wage Payment and Collection Act
- Illinois Procurement Integrity requirements

The Proposer further certifies that it is not in violation of any applicable laws that would prohibit it from contracting with a unit of local government in the State of Illinois.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT C

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Pursuant to the Illinois Municipal Code (65 ILCS 5/3.1-55-10), the undersigned certifies that:

No officer, director, partner, or employee of the Proposer has any interest, direct or indirect, that would constitute a conflict of interest with this Proposal.

A potential conflict exists and is disclosed below (attach additional pages if necessary):

The Proposer agrees to notify the City immediately if a conflict of interest arises during the procurement or contract term.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT D

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND ELIGIBILITY

The Proposer certifies that:

1. It is not currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal, State of Illinois, or local governmental entity.
2. It has not been convicted of, or had a civil judgment rendered against it for, fraud or a criminal offense in connection with obtaining or performing a public contract within the last five (5) years.
3. It is not presently indicted or otherwise criminally or civilly charged by a governmental entity.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT E

TAX COMPLIANCE CERTIFICATION (ILLINOIS)

The Proposer certifies that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with all applicable tax filing requirements.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT F

CERTIFICATION OF AUTHORITY TO DO BUSINESS IN ILLINOIS

The Proposer certifies that it is duly organized and validly existing under the laws of its state of formation and is authorized to transact business in the State of Illinois.

Illinois Entity

Foreign Entity (registered with Illinois Secretary of State)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT G

PRICING PROPOSAL FORM

City of North Chicago, Illinois

RFP No. _____

All prices shall be quoted in U.S. Dollars. Prices shall include all labor, materials, equipment, taxes, fees, and incidental costs necessary to provide the services described in this RFP.

SECTION 1 – ONE-TIME COSTS

Line Item	Description	Quantity	Unit Cost (\$)	Extended Cost (\$)
1.1	Access Control Hardware (controllers, readers, panels, locks, credentials, accessories)			
1.2	Servers / Appliances (on-prem or hosted, if applicable)			
1.3	Software Licensing – Initial (system, modules, integrations)			
1.4	Installation & Configuration Labor			
1.5	System Integration (CCTV, alarms, HR systems, etc.)			
1.6	System Testing & Commissioning			
1.7	Project Management			
1.8	End-User Training (administrators and staff)			
1.9	Documentation & As-Built Drawings			

Subtotal – One-Time Costs: \$ _____

SECTION 2 – RECURRING COSTS (ANNUAL)

Line Item	Description	Annual Cost (\$)
2.1	Software Licensing – Annual Subscription (if applicable)	
2.2	Software Support & Updates	
2.3	Hardware Maintenance & Warranty	
2.4	Help Desk / Technical Support	
2.5	Cybersecurity & System Monitoring (if applicable)	

Subtotal – Annual Recurring Costs: \$ _____

SECTION 3 – OPTIONAL SERVICES (IF APPLICABLE)

Line Item	Description	Unit Cost (\$)
3.1	Additional Doors (per door)	

Line Item	Description	Unit Cost (\$)
3.2	Additional Credentials (per unit)	
3.3	Additional Training (hourly or per session)	
3.4	Emergency / After-Hours Service	

SECTION 4 – TOTAL COST SUMMARY

Cost Category	Amount (\$)
Total One-Time Costs	
Total Annual Recurring Costs	
Total First-Year Cost	

PRICING CERTIFICATION

The undersigned certifies that all pricing submitted is firm for a minimum of ___ days from the proposal due date and that no additional costs will be incurred by the City except as expressly identified in this Pricing Proposal Form.

Authorized Signature: _____

Printed Name: _____

Title: _____

Company Name: _____

Date: _____