



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Approval of a quote for Alarm Monitoring and Testing Services

Presenter: Chris Minick, Finance Director

Please check appropriate box:

XX	Government Operations (12/5/11)		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$15,247	Budgeted:	YES	X	NO
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If NO, please explain how item will be funded:

Executive Summary:

Seeking a motion to accept a quote from Fox Valley Fire to provide alarm monitoring and testing services for City facilities at a cost of \$15,247.

Please see the attached memorandum for a more detailed explanation.

Attachments: *(please list)*

Memo
Quote tabulation sheet

Recommendation / Suggested Action *(briefly explain):*

Recommend acceptance of a quote from Fox Valley Fire to provide alarm monitoring and testing services for City facilities at an annual cost of \$15,247.

For office use only:

Agenda Item Number: 6a

November 9, 2011

To: Mayor Don DeWitte and members of the St Charles City Council

From: Chris Minick, Finance Director

RE: Alarm Monitoring and Testing Services

Recently, the City solicited quotes to provide emergency alarm monitoring and testing services. Over time, the City had installed alarms at twenty-two (22) facilities in a piecemeal fashion and the process was not centralized nor were the contract terms aligned at the various facilities. This summer and autumn we set about the task of centralizing the responsibility for alarm service within the City and also making sure that we have consistent contract terms so that we can verify that we are receiving the most cost effective service. In addition to monitoring the alarms to provide notification to appropriate emergency dispatch when alarms activate, the City was seeking to have the monitoring company selected perform the required annual testing on the alarm systems as part of the quote, as had been performed in the past.

Quotes were solicited from 7 potential vendors (per the listing attached). We received two responses and quotes were opened on September 20. The companies responding were Alarm Detection Systems from Aurora and Fox Valley Fire of Elgin. Fox Valley Fire provided the low quote with an annual cost of \$15,247 for monitoring and testing services as compared to Alarm Detection's quote of \$19,883 for the combined service. Fox Valley's quote represents an annual savings of \$4,636 over the Alarm Detection quote.

Additionally, the City requested a quote on maintenance and service call rates from each of the vendors as an option, although this service is not part of the contract or approval staff is seeking. We would be free to utilize either company to perform maintenance on our alarm systems. Fox Valley provided a quote of \$95 per hour at straight time and \$142.50 per hour for overtime call outs. Alarm Detection's quote was for \$315 for the first hour and \$180 for each additional hour for straight time and \$375 for the first hour and \$210 per hour thereafter for overtime call outs.

An additional benefit of this process is that we will be able to align the termination dates of the contracts so that we can more readily request quotes for this service in the future. Currently, contract termination dates with Alarm Detection are staggered and contracts automatically renew at the expiration date.

Based on the low quote being provided by Fox Valley Fire, staff inquired as to potential costs and expenditures for a changeover of service to Fox Valley Fire. Essentially any changeover effort would involve minimal staff time and no additional out of pocket costs. Fox Valley Fire would coordinate the changeout of equipment (alarm radio transmitters) with Alarm Detection and install its own radio monitoring equipment. This service is included in the quote and cost of service. Fox Valley estimates that this will take approximately one hour per location and that there would be no alarm service during that time frame. Staff time would be required to provide access to the locations, however this effort would be minimal and spread out over the course of the staggered alarm contract termination dates.

Changeout of the alarm equipment and change over to Fox Valley would occur as each of the current alarm contracts with Alarm Detection ends. This process would begin in March of 2012 and continue

into 2015. Fox Valley has indicated that they would agree to align all of the contracts' ending dates to ease the City's administration of the contracts. Alarm Detection was willing to undertake this step as well.

Fox Valley Fire also provides a 25% discount on any parts necessary for repairs as part of their quote.

Therefore, based on the cost savings provided by all of these individual components, staff is recommending approval of the quote to provide alarm monitoring and testing services from Fox Valley Fire at an annual cost of \$15,247 with changeover to begin in March of 2012.

QUOTE: ALARM SERVICES-THROUGH 6/6/15

#110920Q

CONTRACTOR	MONITORING COST (ANNUAL)	RADIO LEASE/ RENTAL (ANNUAL)	TESTING COST (ANNUAL)	HOURLY COST (MAINTENANCE)	PARTS DISCOUNT (%)
Alarm Detection Systems (ADS), 1111 Church Rd. Aurora, IL 60505-1905	\$9,900	Blank	\$9,983.08	\$315.00 first hr., \$180.00 second hr.	N/A
ADT Security Services 111 Windsor Dr. Oak Brook, IL 60523	No	Quote	-	-	-
First Detection System, Inc., 731 Linden Ave., Unit #1, Elgin, IL 60120	No	Quote	-	-	-
DMC Security Services 4455-147 th St. Midlothian, IL 60445	No	Quote	-	-	-
Fox Valley Fire & Safety 2730 Pinnacle Dr. Elgin, IL 60124	\$10,032	Included	\$5,215.00	\$142.50 first hr., \$142.50 second hr.	25%
Chicago Metropolitan Fire Prevention Co., 820 N. Addison Ave., Elmhurst, IL 60126	No	Quote	-	-	-
SMG Security Systems, Inc., 120 King St., Elk Grove Village, IL 60007	No	Quote	-	-	-