



Forest Preserve District of Cook County Procurement Department

Sole Source Justification Form


General Information	Date: 10/17/2025
Department: Facilities and Fleet	Phone: 708-771-1588
Contact Name: Ben Novotny	Email: ben.novotny@cookcountyil.gov

Vendor Information	
Company Name: Village of Hoffman Estates	Contact person:
Address: 1900 Hassell Rd Hoffman Estates, IL 60169	
Phone:	Email:

Description. Please provide or attach a description of the goods or services required, pricing, the duration or frequency of the requirement, and where will the services or goods be delivered.
Fire alarm monitoring services for Poplar Creek Wildlife and North Police Headquarters. Contract period 1/1/2026-12/31/2030. Form contract term is continuous but can be terminated with 30 days notice.

Type. Please select one of the options and explain below.
<input type="checkbox"/> Single Source <input type="checkbox"/> Proprietary/Copyright Restrictions <input type="checkbox"/> Equipment Compatibility <input type="checkbox"/> Patented Product <input type="checkbox"/> Exclusive or Unique Capability <input type="checkbox"/> Other, please explain
Explanation: Why is this product or service the only one that would satisfy the requirement(s)? The Village of Hoffman Estates was selected on a sole source basis to ensure the systems are compatible with the local jurisdictions systems. Village of Hoffman Estates is contracted as a monitoring entity required to be used to support fire alarm response efforts by these districts. The FP could request a waiver, but we would be required to substitute municipal managed monitoring with runner service (an employee on call 24/7 and responsive within 15 minutes of an alarm event). Runner service would be cost prohibitive. See attached municipal ordinance.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.
The original agreement with the Village of Hoffman Estates was approved by the Board of Commissioners on March 22, 2016 (Board Item No. 16-0118) and renewed on 11/17/2020(Board Item No. 20-0417). Fees for services and number of covered locations remain the same as in the original contract. This proposed contract extension is to maintain these required services for a period of five (5) years. Contract term is continuous but can be terminated with 30 days notice.

Department Recommendation		
Requestor: Ben Novotny	Requisition Number:	Date: 12/3/2025
Department Head: Eric Pedersen		Date: 12/3/2025

Director of Procurement or Designee Approval	
Signature: 	Date: 12/5/25

Chief Financial Officer or Designee Approval

Signature: <i>Damon Howell</i>	Date: 12.05.25
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Chief Attorney or Designee Approval	
Signature:	Date:

ARTICLE 9. ALARM DETECTION SYSTEMS

Sec. 11-9-1. Classification.

All buildings and structures, altered or enlarged shall be classified for the purposes of the fire regulations of this Article according to occupancy, use and type of construction in accordance with the provisions of this Chapter.

Sec. 11-9-2. Definitions.

- A. *Alarm Contractor* — Any business operated by a person, licensed by the State of Illinois, who engages in the activity of altering, installing, leasing, maintaining, moving, repairing, replacing, selling, servicing, or responding to an emergency alarm system, or which causes any of these activities to take place.
- B. *Alarm Detection System* — An assembly of equipment arranged to signal the presence of a hazard requiring urgent attention and to which the Police or Fire Department are expected to respond.
- C. *Alarm Monitoring System* — A system in which the operation of electrical protection circuits and devices are signaled automatically to, recorded in, maintained, and supervised from a place of business having trained operators in attendance at all times.
- D. *Alarm User* — Any person or business on whose premises an alarm system is maintained other than alarm systems on a motor vehicle.
- E. *Automatic Digital Dialing Alarm Equipment* — An alarm system that has the capability of transmitting digital code signals to an alarm receiving board at the Village Communication Center. The alarm system uses existing telephone lines instead of a dedicated line.
- F. *Automatic Fire Detection System* — A system designed to detect the presence of a fire signature and to initiate action.
- G. *Automatic Voice Dialing Alarm Equipment* — An alarm system which automatically sends over regular telephone lines, by direct connect or otherwise, a prerecorded voice message indicating the existence of the emergency situation that the alarm system is designed to detect.
- H. *False Alarm* — The activation of an alarm detection system through mechanical or electronic failure, malfunction, improper installation or the negligence of the owner or lessee of an alarm system or of his employees or agents, except that the following shall not be considered false alarms:
 - 1. Alarms caused by the failure or malfunction of the equipment located in the HEDADC.
 - 2. Alarms occurring on a repeated basis without apparent cause within the first 90 days after installation of the alarm detection system, and where continuous effort, in the sole opinion of the Village Alarm Administrator, is being made jointly by the alarm user, the alarm contractor, and any other concerned person to correct the malfunction expeditiously.
 - 3. Alarms caused by an attempted or actual illegal entry, of which there is visible evidence.
 - 4. Alarms caused by an on-premises fire.
 - 5. Alarms intentionally caused by a person acting under a reasonable belief that a need exists to call the Police or Fire Department.
 - 6. Alarms caused by hurricanes, tornados, earthquakes, major floods, or other natural disasters.

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- I. *Fire Protective Signaling System* — Approved devices or a combination of systems used to detect a fire, activate an alarm, control or manage smoke and projects of a fire of any combination thereof.
 - J. *Hard Wired Alarms* — An alarm detection system which has the capability of transmitting system signals to and receiving them at a remote location over dedicated lines.
 - K. *Hoffman Estates Designated Alarm Dispatch Center (HEDADC)* — The subcontractor chosen to provide an alarm monitoring system for the Village.
 - L. *Municipal Alarm System (MAS)* — An assembly of equipment arranged to notify the HEDADC of an emergency situation.
 - M. *On Premises Alarm* — An alarm detection system that audibly announces an emergency condition at an individual or corporate establishment which may or may not be connected to any alarm monitoring system.
 - N. *Village Alarm Administrator* — The Fire Chief whose responsibilities include coordination, administration and documentation of alarm business and alarm detection systems users.
 - O. *Village Alarm Contractor* - The State licensed alarm contractor currently having a contract for provision and maintenance of the Municipal Alarm System (MAS).

Sec. 11-9-3. Unlawful use.

It shall be unlawful to continue the use of or to occupy any building, structure or place which does not comply with the regulations which are intended to prevent a fire or loss of life in case of fire, until all changes, alterations, repairs or requirements found necessary to place the building in a safe condition, shall have been made.

Sec. 11-9-4. Nuisance.

Any building, structure, enclosure, place or premises, perilous to life or property by reason of the construction of such building or structure or by reason of the condition or quantity of its contents, or the use of the enclosure or the overcrowding at any time of persons therein, or by reason of deficiencies in such fire alarm or fire prevention equipment as may be required by the fire regulations of this Chapter, or where conditions exist which would hamper or impede the Fire Department in combating a fire in or on the building, is hereby declared to be a nuisance and the Fire Chief or Director of Code Enforcement is empowered and directed to cause any such nuisance to be abated.

Sec. 11-9-5. Alarm contractor license.

- A. Alarm detection systems shall be installed or maintained in the Village by a State licensed alarm contractor.
- B. Each alarm contractor wishing to do business in the Village shall submit to the Code Enforcement Division or the Fire Prevention Bureau: a valid State alarm license.
- C. Each alarm contractor which sells or leases and installs an alarm detection system in the Village shall furnish the alarm user with written instructions for the operation of the system. The alarm contractor shall also provide initial training in the operation of the system, and upon request from the alarm user, refresher training. Each alarm contractor shall upon request present to the Village Alarm Administrator for his review, a copy of such instructions. If the Village Alarm Administrator finds that the instructions are incomplete, unclear, or otherwise inadequate, he may require the alarm contractor to revise such instructions.
- D. At the time of installation, each alarm contractor that sells, leases, or maintains an alarm detection system in the Village shall furnish to the alarm user written information as to how service can be obtained, including

the telephone number to call for service. The alarm user shall be responsible for having the system repaired as quickly as possible after a malfunction is detected.

- E. No alarm contractor shall perform any service on any alarm detection system in the Village without first notifying the Hoffman Estates Designated Alarm Dispatch Center (HEDADC) and disconnecting said alarm at the alarm user's end, and again notifying the HEDADC upon completion of the work.
- F. No one shall operate an alarm monitoring system in the Village unless licensed as a State alarm contractor.

Sec. 11-9-6. Municipal alarm system (MAS).

- A. The Village through its agent Northwest Central Dispatch shall maintain a contract with a State licensed alarm contractor which shall act as the Village Alarm Contractor and shall be subject to the terms and conditions of the Municipal Alarm System contract. The Village Alarm Administrator shall have authority to authorize the Hoffman Estates Designated Alarm Dispatch Center (HEDADC) to request bids from State licensed alarm contractors (in accordance with applicable law) to act as the Village Alarm Contractor.
- B. The Village Alarm Contractor shall provide and be responsible solely for the maintenance of the Municipal Alarm System in safe and proper working order, and shall repair any defect or malfunction to the system properly upon receipt of notice from the Village of any defect or malfunction. Village personnel shall not be responsible for any such maintenance or repair, and shall not undertake the same.
- C. Any change in or addition to the Municipal Alarm System shall be made only upon securing prior written approval from the Village Alarm Administrator. To the extent that the capacity of the system is not fully utilized by the Village Alarm Contractor, the Village may authorize other State licensed alarm contractors to connect their alarm detection system installations into the system in accordance with the provisions of the Municipal Alarm System contract.
- D. The HEDADC shall be responsible for monitoring the system and for dispatching police patrol officers and fire personnel in response to alarms so registered.
- E. All provisions of this Article which are obligatory upon, or which inure to the benefit of the Village Alarm Contractor, shall also be obligatory and binding upon and shall inure to the benefit of any and all of its successors and assigns, and the words "Village Alarm Contractor" whenever appearing in this Article shall include and be taken to mean not only the Village Alarm Contractor, but also each and all of such successors and assigns.

Sec. 11-9-7. Maintenance of automatic fire detection systems and fire protective signaling system.

- A. All automatic fire detection systems and fire protective signaling systems shall be installed and maintained in accordance with the 1999 edition of NFPA Pamphlet 72, "National Fire Alarm Code". It shall be the responsibility of the owners of all buildings having interior fire alarm systems, both existing and those which are to be constructed, to provide for the continuous maintenance of such systems through no less than an annual inspection and testing of the system, and through a maintenance agreement with a licensed fire alarm firm actively engaged in the servicing of the fire alarm systems.

Proof of such a maintenance agreement and each subsequent agreement for continuous service shall be provided to the Fire Prevention Bureau on an annual basis. For new construction, such proof shall initially be provided at the time the fire alarm system is accepted by the Fire Prevention Bureau, and then on an annual basis. For existing construction, proof of such a maintenance agreement shall be provided within 90 days of the enactment of this ordinance. Further, proof of each annual inspection and testing of the fire alarm system shall be provided to the Fire Prevention Bureau upon completion of the test.

A valid maintenance agreement and report of the most recent inspection and testing of the fire alarm system shall be provided by the owners of the system, to any fire inspection officer upon request.

B. Property owners or their agents shall also be responsible for any additional maintenance and service required to provide for continual operation of any required or installed fire protection or signaling system. As this service may decrease coverage and protection the following steps shall be taken to notify those that may be affected in all Residential Use Group Occupancies:

1. The HEDADC shall be notified any time a system is removed from service due to maintenance, mechanical problems, or any other condition where the system will not transmit an activated alarm to the HEDADC. In the event the Fire Department discovers a problem necessitating the system be taken out of service, the building owner or their agent shall be notified by the Fire Department that the alarm has been taken out of service and maintenance is required.

Whenever the alarm detection system is out of service the property owner or their agent shall provide notice to all occupants/dwelling units that the fire alarm system is out of service, and that it will be necessary to notify the Fire Department by calling 9-1-1 of any fires, or similar hazardous conditions.

Upon restoring the alarm detection system to normal operating conditions the property owner or their agent shall then be responsible for notifying the HEDADC that the alarm is back in full service.

2. Any and all corrective actions necessary to restore the system to a normal operating condition shall be taken by the property owner or their agent to place the alarm back in full service within 48 hours after the initial out of service report to the HEDADC.

C. The automatic fire detection system and fire protective signaling system shall be zoned as required by the Fire Prevention Bureau by floor and/or area.

D. All required automatic fire detection systems and fire protective signaling systems shall be provided with an annunciator panel at the entrance of the building if the control panel is located in a remote portion of the building.

E. All heat and smoke detection devices shall be of the combination type unless otherwise authorized by the Fire Prevention Bureau.

F. All automatic fire detection systems required for non-residential buildings and all fire protective signaling systems shall have a direct connection to the HEDADC. This connection shall be made and be in working order before occupancy of the building can be approved by the Fire Prevention Bureau.

Sec. 11-9-8. Approval of plans for automatic fire detection systems and fire protective signaling systems.

Four sets of plans showing the location of the automatic fire detection systems and fire protective signaling systems shall be submitted to the Fire Prevention Bureau for approval. Such approval shall be granted by the Fire Prevention Bureau if the plans meet the requirements of this Code, and otherwise conform with applicable ordinances and regulations of the Village and sound fire prevention standards. Three sets shall be returned to the developer, and one set shall be retained by the Fire Prevention Bureau.

Sec. 11-9-9. Request for waiver.

When buildings are constructed and require both an automatic fire detection system and fire protective signaling system and a sprinkler system, the property owner or agent may submit a letter to the Fire Prevention Bureau requesting a waiver of the automatic fire detection system. The Fire Prevention Bureau shall review such waiver request and grant approval or denial of request for waiver.

Sec. 11-9-10. Automatic dialers.

No person, firm, or corporation shall use or cause or permit to be used, or engage in the business of providing any telephone device and telephone attachment that automatically activates trunk lines connected to any Police or Fire Department telephone or Municipal Alarm System, and then reproduce any voice message to report any robbery, burglary, fire or other emergency.

Sec. 11-9-11. Alarm detection system installations.

- A. Permit required. Any person who desires to install or continue use of a required alarm detection system, shall first apply for and obtain a permit for each alarm detection system installed from the Fire Prevention Bureau for any alarm detection system which would require the Police or Fire Department to respond.
- B. An alarm user permit may be revoked by the Village Alarm Administrator under the following circumstances:
 - 1. More than six false alarms are recorded in a calendar year from any alarm system for which a permit has been issued.
 - 2. Failure to pay false alarm fees, permit fees, or franchise fees as required by this ordinance.
 - 3. Failure to comply with any of the provisions of this Article within ten days after receiving notification of the violation in writing from the Village Alarm Administrator.
- C. The holder of an alarm permit shall be notified in writing by the Village Alarm Administrator 30 days prior to his permit being revoked, and may request a hearing before the Village Alarm Administrator for the purpose of showing cause why his permit should not be revoked.
- D. At the hearing before the Village Alarm Administrator, the holder of the permit, or his authorized representative, shall have the right to present evidence on his own behalf. After the hearing, the Village Alarm Administrator may either issue an order of revocation, withdraw the notice of revocation, or suspend the permit until such time that he is satisfied that the cause or causes of the false alarms have been eliminated.
- E. Any person whose permit has been revoked pursuant to this Section shall have the right, within ten days after receiving notice of revocation from the Village Alarm Administrator, to file a written appeal with the Village Manager. No alarm user shall be required to discontinue use of his alarm system prior to the expiration of such ten-day period. Such appeal shall set forth the specific grounds on which it is based. The Village Manager shall hold a hearing on the appeal within 30 days after its receipt. At the hearing, the appellant or his designated representative shall have the right to present written or oral argument in support of his appeal. The Village Manager shall issue his decision within ten days after the hearing.
- F. If a permit holder files an appeal pursuant to subsection F of this section, he shall not be required to discontinue the alarm detection system until a final decision is made on his appeal.
- G. Any alarm user who operates an alarm detection system without first obtaining a permit as required by this section, or who, after having a permit revoked, or suspended, and after exhausting his rights to hearing and appeal as provided in this ordinance, fails to disconnect his alarm detection system, shall be in violation of this Chapter.

Sec. 11-9-12. On premises—Outside ringers.

- A. No person shall allow or cause to exist an outside ringer which emits an audible sound in any manner similar to emergency vehicles of the Village of Hoffman Estates. In addition, said sound shall also be distinguishable from any and all Village alert systems disseminated in an audible manner.

- B. It shall be the sole responsibility of the persons owning or operating an outside ringer to maintain the system at the sole expense of the owner or operator.
- C. In addition to any other remedies provided by ordinance, the Village Alarm Administrator, whenever he shall have knowledge of the misuse or improper maintenance of an outside ringer, may order the immediate suspension of the alarm permit and removal or deactivation of the system.

Sec. 11-9-13. Enforcement of chapter.

- A. For the purpose of enforcing the provisions of this Chapter the Village Alarm Administrator shall have the authority vested by Section 104.3 of the International Fire Code 2003, at reasonable times and upon reasonable oral notice, to enter any premises in the Village in or upon which alarm detection systems or alarm contractors subject to this Article are located, to inspect the installation or operation of such alarm detection systems or alarm contractors on official business.
- B. Any alarm user may request written notice of inspection and any alarm user may at his option and his expense have such inspection made by a State licensed alarm contractor acceptable to him and to the Village, instead of the inspection by the Village Alarm Administrator.
- C. If such inspection reveals any violations of the provisions of this Chapter, a written report detailing such violation shall be promptly sent to the Village Alarm Administrator owner, lessee, or other person responsible for the alarm detection system or business in violation of this Chapter. Such report shall require the correction within 30 days after receipt of the notice of the violation discovered, and shall state that a failure to comply shall result in the Village informing the Office of the State Fire Marshal which may result in the revocation of the alarm contractors' State license to operate. In addition, the Village may revoke the alarm user's permit, in accordance with provisions of this Chapter relating to revocation of licenses and permits. The Fire Prevention Bureau shall grant the alarm user or alarm contractor a reasonable extension of time to correct such violation upon good cause shown.

Sec. 11-9-14. Fire and police false alarm fees.

- A. When any alarm user shall cause false alarms, a service charge for those false alarms received by the Village within a 12-month period shall be made to the alarm user based on the rates listed in this section. If further false alarms are received, the Village Alarm Administrator is empowered to direct that the alarm be disconnected from notifying the Municipal Alarm System. The billing for the 12-month period shall be renewed January 1st of each year and shall be done on a quarterly basis during the calendar year.

FALSE ALARM SERVICE CHARGE RATES:	--NUMBER OF FALSE ALARMS--		
	>0—2	3—5	6 or more
Service charge within the Village of Hoffman Estates & Hoffman Estates Fire Protection District per alarm per annum.	No charge	\$100.00 ea.	\$200.00 ea.

- B. Billing for false alarm fees shall indicate the date, time, and nature of each false alarm response, and shall specify the amount of fees owing.
- C. Alarm subscribers may within ten days of receiving a bill for false alarm fees submit a written report to the Village Alarm Administrator specifically stating which false alarms were caused by circumstances beyond the

subscriber's control. The alarm subscriber shall also submit documentation to support the report and specifically state what steps have been taken to prevent further false alarms.

- D. The Village Alarm Administrator shall have 30 days to review the report, and shall determine if the false alarm or alarms were preventable or not preventable. If the Village Alarm Administrator determines the false alarm or alarms were not preventable, the alarm subscriber shall not be required to pay the false alarm service charge. If the Village Alarm Administrator finds the false alarm or alarms were preventable, the alarm subscriber shall pay the false alarm service charge fee within 30 days or shall be subject to disconnection or revocation of his permit.