Request for Services

Board-Up Service Policy

The Woodstock Fire/Rescue District (District) in conjunction with The City of Woodstock (City), as a service to our residents, will maintain a list of qualified and approved board-up companies to assist property owners in selecting a company following a fire or other emergency. In instances where the property owner does not have a preference, registered companies will be contacted on a rotating basis as board up services are needed. In order to be considered, companies must agree to the following requirements established by the District and the City.

1. Complete a registration packet annually. The packet must include contact information, a signed copy of this form, and the required documentation listed below.

2. Maintain comprehensive general liability in the sum of $1,000,000, statutory minimum workmen’s compensation, and automobile insurance. Proof of this requirement must be submitted annually with the registration packet.

3. Maintain written evidence of criminal background checks and credit reports completed by an approved third-party entity within the last twelve month period of each employee and made available to police and fire personnel. No employee who has any felony convictions, a misdemeanor conviction relating to theft, larceny, fraud, deceptive practice, or similar related offense may provide services. If an owner or employee is found to not have a current background check on file or an unsatisfactory background check report – the company may be removed from the referral list and may be liable for any associated losses.

4. All vehicles and employees clothing must be clearly marked with the company name and/or logo. All employees will present a company ID with photo to the on-scene incident commander.

5. No company will be allowed on the fire or disaster scene unless it has been requested by the building owner, District, or City. Companies found “chasing” fires will be removed from the referral list.

6. Board-up companies must have the ability to provide the minimum associated services upon request including, winterization, emergency electrical, emergency heat, temporary fencing, and structural stabilization. The scope of services will be provided with the registration packet for review.

7. Board-up companies must provide a victim assistance program. The program will be provided with the registration packet for review.

8. Board-up companies participating in this program shall hold the District and City, and all employees and officials of the foregoing harmless and indemnified against any denied claims, costs, wages, charges, materials incurred by the company in providing services to a project referred by the District or City. A company’s inclusion on the rotating list does not constitute a contract between the company and the District or City. A signed Indemnification Agreement and copy of insurance, listing the Woodstock Fire/Rescue District AND The City of Woodstock as an additional insured is required with the annual registration packet.

9. Board-up service representatives must arrive on the scene within 60 minutes of being contacted unless a longer ETA is provided and approved at the same time of the initial contact. A geographic listing of the areas you cover will need to be provided with the packet.

10. Failure to meet any of the above requirements as stated may result in the termination of the company’s name on the referral list and suspension of at least one (1) full year before any reinstatement will be considered.

11. A review of equipment and facilities may be performed by fire department personnel.

12. A list of 10 references for review shall be submitted with the registration packet.
COMPANY CONTACT INFORMATION FORM

Company Name: ____________________________________________

Address: ___________________________________________________

Phone Number: ______________________________________________

Email: ______________________________________________________

Agent Name: ________________________________________________

Where are your employees based relative to downtown Woodstock (i.e. estimated travel distance)?

What is your arrival time guarantee (i.e. time of first contact to arrival at scene)?

Are you affiliated with a Public Adjuster? YES NO

Have you ever operated under another name? YES NO

If yes, list all names operated under:

_____________________________________________________________

_____________________________________________________________

Please send completed documents to:

Woodstock Fire/Rescue District
Administrative Assistant Meagan DeSerto
P.O. Box 423
Woodstock, IL 60098

To be considered, proposals must be postmarked no later than Friday, April 17, 2015, and include all of the following:

1. Cover Letter
2. Completed COMPANY CONTACT INFORMATION form
3. Executed INDEMNITY/HOLD HARMLESS AGREEMENT
4. Employee listing of members that have been cleared by the background and credit checks
5. Photos of vehicles showing company name and/or logo
6. Photos of marked clothing showing company name and/or logo
7. Scope of Services Provided
8. Outline of Victims Assistant Program
9. List of geographic region covered
10. Ten (10) references

In addition, the company shall provide evidence of General Liability insurance with a minimum of $1,000,000 combined single limit per occurrence for bodily injury, property damage and personal injury with a general aggregate of no less than $1,000,000 including a waiver of subrogation. The Certificate of Insurance shall include the Woodstock Fire/Rescue District AND The City of Woodstock, its officials, agents, and employees as additional insured.
INDEMNITY/HOLD HARMLESS AGREEMENT

For and in consideration of this agreement and other good and valuable consideration, which is hereby acknowledged, the company executing this agreement, listed under COMPANY below, and hereafter referred to as “COMPANY” agrees to perform board-up services for and according to the requirements of the Woodstock Fire/Rescue District, hereafter “DISTRICT” and The City of Woodstock, hereafter “CITY” to the fullest extent permitted by law.

COMPANY, its respective members, employees, agents and assigns, hereby agrees to defend, indemnify, release and hold harmless the DISTRICT and CITY, its officials, agents and employees of the DISTRICT and CITY against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs, fees and expenses, which may in any way accrue against the DISTRICT and CITY, its officials, agents or employees, arising in whole or in part or in consequence of COMPANY, its employees, contractors, subcontractors, agents or assigns performing board up services at fire scenes or which may in any way result therefrom, except that arising out of the sole legal cause of the DISTRICT and CITY.

COMPANY, shall, at its own expense, appear, defend and pay all attorney's fees (which may be attorneys of the DISTRICT and CITY sole choosing) and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the DISTRICT and CITY, its officials, agents and/or employees, in any such action, COMPANY, shall, at its own expense, satisfy and discharge the same.

COMPANY expressly understands and agrees that any performance bond or insurance policies required by the DISTRICT and CITY, or otherwise provided by COMPANY, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the DISTRICT and CITY, its officials, agents and employees as herein provided. Moreover, nothing herein shall be construed to waive any immunities or defenses that the DISTRICT and CITY may assert in defense of any claim.

COMPANY

NAME/TITLE

SIGNATURE

DATE

WOODSTOCK FIRE/RESCUE DISTRICT

CHIEF RALPH WEBSTER

SIGNATURE

DATE

CITY OF WOODSTOCK

CITY MANAGER ROSCOE STELFORD

SIGNATURE

DATE