



Palatine Rural Fire Protection District

35 Ela Road; Inverness, Illinois 60067

Tel.: (847) 991-8700 - Fax: (847) 991-8789 - www.prfpd.org

Rich May, Fire Chief

Request for Services

Board-Up Service Policy

The Palatine Rural Fire Protection District, as a service to our residents, will maintain a list of up to three (3) qualified and approved board-up companies to assist property owners in selecting a Board-up company following a fire or other emergency. In instances where the property owner does not have a preference, the Palatine Rural Fire Protection District will contact, on a rotating basis, registered companies who have met the criteria below. In order to be considered, companies must agree to the following requirements established by the Palatine Rural Fire Protection District. The list will be valid for a period of two (2) years from March 15, 2017.

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.
3. Maintain written evidence of criminal background checks 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 or the Palatine Rural Fire Protection District. 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.
7. Board-up companies must provide a victim assistance program. The program must be provided with the registration packet for review.
8. Board-up companies participating in this program shall hold the Palatine Rural Fire Protection District, 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 Palatine Rural Fire Protection District. A company's inclusion on the rotating list does not constitute a contract between the company and the Palatine Rural Fire Protection District.
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.

10. Failure to meet any of the above requirements as stated or the applicant engages in practices detrimental to the efficient operation of this policy, operations of the Palatine Rural Fire Protection District, or its relationship with the public, 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. Personnel shall not gather information from or speak with the homeowners until authorized by the incident commander and after the fire investigation is complete.
13. A list of 10 references for review shall be submitted with the registration packet.

Company Name: _____

Address: _____

Phone Number: _____ Agent Name: _____

Signature: _____ Date: _____

Emergency phone number for callout: _____

Check List:

1. Signed copy of this form
2. Copy of general liability
3. Employee listing of members that have been cleared by the background check
4. Photos of vehicles showing company name and/or logo
5. Photos of marked clothing showing company name and/or logo
6. Listing of additional services that are provided
7. Outline of victims assistant program
8. Copy of 10 references
9. Executed indemnity and hold harmless agreement

*Proposals must meet all the requirements to be considered.

Applications are due in by March 15, 2017:

Chief Rich May
Palatine Rural Fire Protection District
35 Ela Road
Inverness, IL 60067
847/991-8700

INDEMNITY/HOLD HARMLESS AGREEMENT

For and in consideration of this agreement and other good and valuable consideration which is hereby acknowledged, _____ agrees to perform board-up services for and according to the requirements of the Palatine Rural Fire Protection District and to the fullest extent permitted by law, _____, its respective members, employees, agents and assigns, hereby agrees to defend, indemnify, release and hold harmless the Palatine Rural Fire Protection District, its officials, agents and employees of the District, ("District"), 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, its officials, agents or employees, arising in whole or in part or in consequence of _____, 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. _____, shall, at its own expense, appear, defend and pay all charges of attorneys (which may be attorneys of the District's 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, its officials, agents and/or employees, in any such action, _____, shall, at its own expense, satisfy and discharge the same.

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

Insurance Requirement

_____, 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 Palatine Rural Fire Protection District, its officials, agents, and employees as additional insured.

Date: _____

XXX _____

Signature _____

Print Name _____

Title _____

Address _____

Palatine Rural Fire Protection District

Signature _____

Print Name _____

Title _____