



REQUEST FOR APPLICATIONS

McHenry Township Fire Protection District Board-Up Service Registry

The McHenry Township Fire Protection District (MTFPD) is inviting applications from companies that provide board-up services. As a service to fire district residents, the fire department will be maintaining a registry list of board-up companies that may be used by the property owner following a fire or other emergency. The fire department will contact, on a rotating basis, registered companies who have met the fire department's established criteria. Through coordination with the Northeast Regional Dispatch Center (NERCOM) this registry list is also utilized by the following Fire Protection Districts:

- Cary FPD
- Fox River Grove FPD
- Harvard FPD
- Nunda Rural FPD
- Woodstock FRD

To be considered for a listing on this rotating call list service companies must submit a completed application packet every two years.

All applications shall be submitted to:

McHenry Township Fire Protection District
Attn: Board-Up Registry Program
3610 W. Elm Street
McHenry, IL 60050

The deadline to submit application is 5:00 P.M. on, December 15, 2023.

The list will be valid from January 1, 2024 to January 1, 2026.



McHenry Township Fire Protection District

Board-Up Service Call List Policy

Registration Packet

Company _____

Address _____

Contact person _____

Contact phone number _____

Contact email _____

1. Submit documentation of the following items. All attachments and documents must clearly indicate the required information (refer to *MTFPD, Board-Up Service Call List Policy* for additional information):
 - ☐ Certificate of insurance – General Liability (item #2)
 - ☐ Certificate of insurance – Workmen’s Compensation (item #2)
 - ☐ Certificate of insurance – Automobile (item #2)
 - ☐ Statement of completion - criminal background checks (item #3)
 - ☐ Written description of victim assistance program (item #7)
 - ☐ List of other fire departments and five (5) references from previous, individual customers (item #8)
2. Review all requirements listed in the *MTFPD, Board-Up Service Call List Policy* and sign form.
3. Review and sign the program Agreement, Wavier and Release form

Submit completed forms and all documentation to the address on the cover letter no later than the indicated date.



McHenry Township Fire Protection District Board-Up Service Call List Policy

As a service to its residents, the McHenry Township Fire Protection District maintains a registry list of board-up companies to assist property owners in selecting a company following a fire or other emergency. In instances where property owners do not have a preference, the fire department will contact, on a rotating basis, registered companies who have met the criteria set forth below. To be considered for a listing on this service a board-up company shall agree to the following requirements established by the fire department.

1. Complete the registration packet provided by the fire department. *The registration packet must include contact information, a signed copy of this form, and the documentation identified below.*
2. Maintain comprehensive general liability insurance in the sum of \$1,000,000, statutory minimum workmen's compensation, and automobile insurance and provide documentation with the annual registration packet. *Certificates of insurance must be enclosed in registration packet.*
3. Maintain written evidence of criminal background checks completed by an approved third-party entity within the last twelve month period for each employee working on any phase of a project referred by the fire department. All background checks and reports shall be made available to the appropriate police department or the fire district upon request. No employee who has any felony conviction, or any misdemeanor conviction relating to theft, larceny, fraud, deceptive practice or similar related offense may provide services on a project referred by the fire department. If the owner, principal, or employee of a board-up company on the fire department's rotating call list 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. *A statement of completion identifying each employee that has successfully completed a criminal background check must be provided in registration packet.*
4. All vehicles used by a board-up company shall be marked with the board-up company's name. All board-up company employees shall present a company-issued photo identification card and a state-issued drivers license or state issued identification card to the on-scene Incident Commander at their request.

5. No board-up company shall be allowed on fire or disaster scene unless that company's presence has been requested by the building owner or the fire department. Board-up companies seeking unsolicited business at a fire or disaster scene will be removed from the referral list.
6. Board-up companies must have the ability to secure and protect the damaged structure from the elements (winterize), to secure and protect the damaged structure from intruders, and to create a secure point of entry for investigators.
7. Board up companies must provide a victim assistance program. *Provide a written description of the program as part of the registration packet.*
8. A list of names of other fire departments or municipalities/fire districts that are familiar with the company's services, and five (5) references from previous, individual customers shall be submitted with the registration packet. *Provide list.*
9. Board-up companies participating in the referral program shall hold harmless and indemnify the McHenry Township Fire Protection District, its employees, officials and agents, against any claims, costs, wages, charges, materials incurred by the board-up company relating to the services it has performed on a property after being referred to such property by the fire department, and their participation or lack of participation in the program.
10. The fire department offers no minimum guarantee of the amount of business or the frequency of demand for the board-up company's services and no monies or other such compensation shall be provided by the MTFPD to a board-up company participating in the fire department's rotating call list referral program. Being placed on the fire department's rotating call list referral program does not guarantee the board-up contractor receiving any referrals from the fire department. Nothing in these specifications shall be construed to be otherwise, nor does being on the list constitute an endorsement from the fire department.
11. The MTFPD in its sole discretion, may modify the conditions and procedures for participating in the rotating call list referral program; add or remove a qualified board-up company from the rotating call list referral program at any time for any reason; or, discontinue the rotating call list referral program. Because a board-up company may be added to or removed from the rotating call list referral program without any limitation at the district's sole discretion, a board-up company accepted into the district's rotating call list referral program shall not be conferred with any property interest, vested right, or other continuing protectable interest in participating in the rotating call list referral program.

12. A board-up company participating in the rotating call list referral program will not receive a contract for services from the district, and that board-up company may choose to discontinue its participation in the district's rotating call list referral program for any reason at any time.
13. Board-up company representatives must arrive on-scene within sixty (60) minutes of being contacted by the fire department unless a longer estimated time of arrival is provided and approved, at the sole discretion of the fire department, at the time of initial contact.
14. Board-up company personnel shall not gather information from or speak with homeowners until authorized by the Incident Commander or after the fire investigation is complete.
15. Failure to meet any of the above requirements as stated may result in the termination of referral services for a period of one (1) year before any reinstatement will be considered by the fire department.

Company Name: _____

Address: _____

Officer/Agent Name: _____

Signature: _____

Date: _____



McHenry Township Fire Protection District Board-Up Service Call List Policy

AGREEMENT, WAIVER AND RELEASE

In consideration for being permitted to participate in the McHenry Township Fire Protection District's Rotating Call List Board-Up Referral Program (the "Activity"),

_____ (the "Company")
hereby waives, releases and discharges any and all claims for damages for personal injury, death, or property damage which it may have, or which may hereafter accrue to it, as a result of participation in this Activity. This release is intended to discharge in advance the McHenry Township Fire Protection District, its officers, employees, agents and assigns, from any and all liability arising out of, or connected in any way with, the Company's participation in this Activity, even though that liability may arise out of negligence or carelessness on the part of the McHenry Township Fire Protection District, its officers, employees, agents and assigns.

It is understood that this Activity involves an element of risk and danger of accidents, including the risk of bodily injury, partial or total disability, paralysis and death, and knowing those risks, the Company hereby assumes those risks on its behalf and on behalf of its employees and agents. It is further agreed that this waiver, release and assumption of risk is to be binding on the Company's heirs and assigns.

The Company agrees to indemnify and to hold the McHenry Township Fire Protection District, its officers, employees, agents and assigns free and harmless from any loss, liability damage, cost, or expense which they may incur as the result of my death or injury or property damage that may be sustained while participating in this Activity. The Company further agrees that it shall not bring any claims or actions for monetary damages against the District relating to its participation or lack of participation in this Activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY BETWEEN MYSELF AND THE MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT AND I SIGN IT OF MY FREE WILL.

COMPANY: _____

Signature: _____ Date: _____

Its: _____
Title