



# VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199  
708/ 453-0800 FAX 708/ 453-9335  
www.villageofnorridge.com

**PRESIDENT**

James Chmura

**CLERK**

Debra J. Budnik

**TRUSTEES**

Ursula A. Kucharski  
Dominic S. Falagario  
Jacqueline Gregorio  
Dominic Sulimowski  
Donald Gelsomino  
Daniel Tannhauser

Date: 10/21/2013

## RFP # 2013 - 3

### Request for Proposal for:

### Cisco Server Project

### Norridge Police Department

A. Introduction

The Village of Norridge, located in Cook County Illinois, seeks proposals for the project and location referenced above.

B. Purpose of the Project

1. The Village of Norridge is seeking proposals for a Cisco brand server to be installed at the Police Department. The project will involve both the procurement of the server and configuration and installation of the unit.
2. It is the policy of the Village to procure equipment after a thorough evaluation and determination of the most responsible vendor in a manner that is the most advantageous for the Village. In determining the most advantageous proposal, the Village will consider criteria such as the vendor's past performance, service consistency, service reputation, delivery of goods or service, capability, and customer satisfaction. For this reason, the Village will not split up this RFP and will award the project to a single vendor.
3. A Cisco brand server is specified so as to be compatible with the existing IT environment and servers.

Interested parties are invited to submit proposals and shall include the following:



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## C. Scope of Services

The Village of Norridge is in need of a Cisco brand server for an upcoming software project. The server must meet the minimum hardware and software requirements as detailed in Attachment A. This project shall include the following:

- Purchase of the new server. Refurbished hardware or “like new” is not allowed on this project.
- Purchase of Windows Server Standard Edition 2012 with server license downgraded to 2008R2. No cals needed.
- Configuration of Cisco Integrated Management Console, an IP address will be provided.
- Installation and configuration of Windows Server Standard Edition 2012 with server license and installation downgraded to 2008R2. This will include setting up the server according to best practices and joining the server to the domain. An IP address will be provided for the server.
- Configuration of the switch ports for the server.
- Purchase and installation of SQL Server Standard Edition 2012 with server license downgraded to 2008. 5 cals needed.
- Equipment will be racked in the appropriate space as designated by the Village’s Information Technology Coordinator.

## D. Profile

Include the following with the submitted proposal:

1. Name, address, phone number, email address, web site, and brief history of your firm (include local office locations).
2. List a minimum of five references, two preferably should be government entities.
3. Include a cost proposal detailing equipment, personnel and all other costs associated with the project. Prices quoted must be valid for a minimum of 60 days from the close of this RFP.
4. Up to three (3) additional pages of additional information may be added if you deem it may be useful and applicable to this project.



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5. The Village of Norridge expects this project to be started by November 18, 2013 and completed by November 29<sup>th</sup>, 2013.
6. All costs associated with the completion of this project must be included by the vendor in the proposal. This includes but is not limited to delivery costs, travel, lodging and food costs of the vendor, reoccurring fees to maintain the project under warrantee. All costs for equipment, software, licensing, consulting, etc. must be itemized and broken down on the proposal. If you are quoting government pricing, please list the source for the pricing and the contract number.

## E. Deliverables

The vendor/contractor must provide the following:

1. A comprehensive plan detailing the most cost effective strategies that address the goals detailed above.
2. Delivery costs of equipment to the designated delivery location.
3. A post installation review by the vendor on the configuration and functionality of the server.
4. A blueprint shall be provided upon completion listing the specifics of the device and a final scope of work.

The Village must receive 2 hard copies of the final proposal, as well as a PDF which may include text, graphs, charts, tables, figures, pictures, or similar exhibits on digital media format.

## F. Other Notes

1. The selected vendor/contractor will be permitted onsite between the hours of 9:00 am to 3:30 pm – Monday through Thursday to work on the project.
2. The server installation will take place at the Norridge Police Department, 4020 North Olcott Avenue, Norridge, IL 60706.
3. The server, if delivered before commencement of the project, will need to be delivered to the Village of Norridge, 4000 North



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Olcott Avenue, Norridge, IL 60706 between the hours of  
9:00 a.m. and 4:30 p.m.

4. The vendor/contractor's installer(s) will be required to provide valid identification to enter Village premises.
5. The vendor/contractor's installer is expected to act and dress in a professional manner.

## Vendor Requirements

### INSURANCE

A contractor, or vendor, shall not commence work nor shall the Village permit any contractor or vendor, under any contract with the Village to commence work, until the contractor or vendor has first obtained all insurance required under this paragraph, and such insurance has been approved by the Village; nor shall a Contractor allow any sub-contractor to commence work on a sub-contract until all similar insurance required of the sub-contractor has been approved by the Village. A contractor or vendor agrees to provide and maintain certificates of insurance evidencing the minimum insurance coverage and limits set forth below during the term of the contract, unless Village ordinance or bidding requirements specify a greater amount or additional type of insurance, then such greater amount or type of insurance will be required. Such policies shall be in force and from companies acceptable and satisfactory to the Village to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the contract term.

**A copy of the certificate of insurance shall name the Village of Norridge, its officers, agents, employees, representatives and assigns as additional insured.**

The policy of insurance shall contain no provisions that invalidate the naming of the Village as additional insured. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and shall not be construed in any way as a limitation on Contractor's duty to carry adequate insurance or on Contractor's liability for losses or damages under the Contract. The minimum insurance coverage and limits that shall be maintained by the Contractor and his sub-contractors at all times while providing, performing, or completing the work are as follows:



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1. General Liability. The Contractor shall carry a comprehensive general umbrella liability policy for all operations with limits of not less than \$1,000,000.00 each accident for bodily injury liability and not less than \$1,000,000.00 each accident for property damage liability.
2. Worker's Compensation. The Contractor is required to carry, with a company authorized under the laws of the State of Illinois, a policy for protection against liability under the Worker's Compensation and the Occupational Disease Statutes of the State of Illinois with limits of not less than \$500,000.00 per claim.
3. Professional Liability Insurance. The Contractor shall carry minimum of \$1,000,000.00.
4. Automobile Insurance. The Contractor shall carry minimum of \$1,000,000.00.

All such insurance must include an endorsement whereby the insurer agrees to notify the Village at least thirty (30) days prior to non-renewal, reduction, or cancellation. The Contractor shall cease operations if the insurance is canceled or reduced below the required amount of coverage. All costs for insurance as specified herein will not be paid for separately, but shall be considered as incidental to the Contract.

## INDEMNIFICATION

Upon entering into a contract with the Village the Contractor/Vendor agrees to protect, indemnify, hold and save harmless and defend the Village against any and all claims, costs, causes, actions and expenses, including but not limited to, attorneys' fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors of the contractor or municipality, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the Contractor/Vendor or any of Contractor/Vendor's subcontractors hereunder, whether such loss, damage, injury or liability is contributed to by the negligence of the Village or by premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that the Contractor/Vendor shall have no liability or damages or the costs incident



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thereto caused by the sole negligence of the Village or as otherwise provided by Illinois law.

## NONDISCLOSURE

The Contractor/Vendor acknowledges and agrees that certain information provided by the Village relating to the products and services to be supplied by the Contractor/Vendor is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by the Contractor/Vendor, whether during the term of an agreement with the Village or at any time thereafter, except solely as required in the course of the Contractor/Vendor's performance of services under its agreement with the Village. The Contractor/Vendor shall comply with the applicable privacy laws and regulations affecting the Village and will not disclose any of the Village's records, materials, or other data to any third party, other than its attorneys or other individuals within the Contractor/Vendor's related business entities who have a need to know and who agree in advance not to make further disclosure or unless required to do so by applicable law. The Contractor/Vendor shall not distribute statistical analyses and reports utilizing data derived from information or data obtained from the Village without the prior written approval of the Village.

## PREVAILING WAGE ACT

All contractors hired by the Village for construction projects shall abide by the prevailing rate of wages for laborers, workmen and mechanics as required by state law.

## BID RIGGING AND ROTATING

State law requires that all bidders/contractors/vendors must execute the form attached hereto as Attachment B stating that the undersigned on behalf of the entity entering into a contract with the Village of Norridge certifies that:

- a. This contract is not made in the interest of, or on behalf of an undisclosed person, partnership, company, association, organization or corporation;
- b. The Bidder/Contractor/Vendor has not in any matter directly or indirectly sought by communication, consultation or agreement with anyone to fix the bid price of any bidder, or to fix any overhead profit or cost element of the contract



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price or to secure any advantage against the Village of Norridge or anyone interested in the proper contract;

- c. This contract is genuine and not collusive or sham;
- d. The undersigned on behalf of the Bidder/Contractor/Vendor certifies that it has never been convicted for a violation of State laws prohibiting bid rigging or rotating.

This completed form must be submitted with the proposal.

## TAX COMPLIANCE

1. The Contractor/Vendor on behalf of the entity entering into this contract certifies that neither the undersigned nor the entity is barred from contracting with the Village of Norridge because of any delinquency in the payment of any tax administered by the State of Illinois, Department of Revenue, unless the undersigned or the entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability of the tax or the amount of tax.
2. The Contractor/Vendor or the entity entering into this contract understands that making a false statement regarding delinquency of taxes is a Class A Misdemeanor and in addition voids the contract and allows the Village to recover all amounts paid to the entity under the contract in civil action.
3. The Village is exempt from paying sales tax and will not be charged for any sales taxes in connection with this Agreement.

## EQUAL EMPLOYMENT OPPORTUNITY

Illinois law requires that any contractor or vendor to the Village of Norridge and other public bodies in the State of Illinois agree to be bound by Illinois human rights laws and their nondiscrimination requirements. The law requires a nondiscrimination clause be included in the Village's contracts and contract specifications. The required language shall be in the form of the following typed statement on the applicable document:

*This [contract or contract specification] incorporates by reference the equal employment opportunity clause which the Illinois Department of Human Rights requires in all contracts and contract specifications. This*



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*clause is set forth in 44 Ill. Admin. Code Sec. 750 (Appendix A) and is contained in the Village's purchasing and contracting policy. By acceptance of this contract, the [vendor or contractor] agrees to comply with the clause and all other rules and regulations of the Illinois Department of Human Rights covering employment opportunity. The [vendor or contractor] also acknowledges that it has a written sexual harassment policy which complies with Section 2-105 of the Illinois Human Rights Act, 775 ILCS 5/2-105.*

## SEXUAL HARASSMENT POLICY

The undersigned on behalf of the entity making this proposal or bid certifies that it has and enforces a written sexual harassment policy pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) (the "Act").

This Act has been amended to provide that every party to a public contract must have written sexual harassment policies that include, at a minimum, the following information:

1. The illegality of sexual harassment;
2. The definition of sexual harassment under State law;
3. A description of sexual harassment, utilizing examples;
4. The vendor's internal compliant process, including penalties;
5. The legal recourse, investigative and compliant process available through the Department of Human Rights and the Human Rights Commission;
6. Directions on how to contact the Department and Commission; and
7. Protection against retaliation as provided by 6-101 of the Act.

## ILLINOIS DRUG FREE WORK PLACE ACT

Contractors/Vendors who are parties to a Village contract will comply with applicable legal requirements for a drug free workplace in the following manner by publishing a statement:





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1. Notifying the employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place;
2. Specifying the action that will be taken against employees for violating this provision;
3. Notifying the employees that, as a condition of their employment to do work under the contract with the Village of Norridge, the employee will:
  - a. Abide by the terms of the statement;
  - b. Notify the undersigned of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after such a conviction.
4. The Contractor/Vendor has a drug free awareness program to inform employees about:
  - a. The dangers of drug abuse in the work place;
  - b. The policy of maintaining a drug-free work place;
  - c. Any available drug counseling, rehabilitation or employee assistance programs;
  - d. The penalties that may be imposed upon an employee for drug violations.
5. The Contractor/Vendor shall provide a copy of the required statement to each employee engaged in the performance of the contract with the Village of Norridge, and shall post the statement in a prominent place in the work place.
6. The Contractor/Vendor will notify the Village of Norridge within ten (10) days of receiving notice of an employee's conviction.
7. The Contractor/Vendor will make a good faith effort to maintain a drug-free work place through the implementation of these policies.



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8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the work place it shall:
  - a. Take appropriate action against such employee up to and including termination;
  - b. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such
  - c. purposes by a federal, state or local health, law enforcement or other appropriate agency.

PLACE TO SUBMIT PROPOSAL – submit the proposal in a sealed envelope, with RFP# 2013-3 clearly marked on the envelope to:

Village of Norridge  
c/o Joanna Skupien, Financial Director  
4000 N. Olcott Ave.  
Norridge, IL 60706

## DEADLINE FOR SUBMITTING RFP

Proposals must be received by 9:30 a.m. November 11, 2013. Proposals received after 9:30 a.m. November 11, 2013 are untimely and will be rejected. Proposals will not be opened until after 9:30 a.m. on November 11, 2013.

Inquiries should be directed to the Financial Director, Joanna Skupien via phone or e-mail: 708-583-5752 or [jskupien@villageofnorridge.com](mailto:jskupien@villageofnorridge.com).

Dates Posted on Website: 10/22/2013 to 11/11/2013



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## ATTACHMENT A Minimum Server Requirements

- Cisco UCS C220 M3 Rack Server
- DVD drive or blu-ray
- 2 GHz processor
- 16 gig ram minimum
- Redundant power
- Redundant fan
- Two nic ports
- 1 pci slot type e
- 1tb hard drive raid configuration, hot spare
- On-site 24x7 service contract either Cisco Smart-Net or equivalent



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## ATTACHMENT B

Certification That Contractor Is Not Barred from Contracting with a Unit of Local Government as a Result of Violation of Either Section 5/33E-3 (Bid-Rigging) or 5/33E-4 (Bid Rotating) of the Illinois Criminal Code.

WHEREAS, a conviction for the offense of bid-rigging or bid rotating bars a person or entity from contracting with a unit of local government (720 ILCS 5/33 E-3, and E-4 2013); and

WHEREAS, 720 ILCS 5/33 E-11 (2007) of the Illinois Criminal Code requires bidders and contractors to verify on a form provided by the unit of local government that they are not barred from public contracting due to bid-rigging or bid rotating convictions.

NOW, THEREFORE, IT IS HEREBY CERTIFIED TO THE VILLAGE OF NORRIDGE that the undersigned,

\_\_\_\_\_  
[Insert legal name of bidder/responder/contractor/vendor]

is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 5/33E-3 or 5/33E-4 of the Illinois Criminal Code.

DATE: \_\_\_\_\_, 2013

President: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

ATTEST:

\_\_\_\_\_ [Seal]

Attest:

Title: