



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: 12/03/2013

RFP # 2013 - 4

Request for Proposal for:

Exterior Sign Project Village Hall – 4000 N. Olcott Avenue, Public Works – 8415 W. Foster Avenue, Estelle Sieb Center – 7774 W. Irving Park Road

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 3 new exterior signs at the above locations. The project will consist of two double face signs and one new message display sign. The project will involve both the procurement of the materials/signage and installation of the units in the specified locations. This is further detailed in Attachment C.
 - a. Village Hall – 4000 N. Olcott Avenue
 - b. Public Works – 8415 W. Foster/Sign to be placed at Cumberland Avenue Entrance
 - c. Estelle Sieb Center – 7774 W. Irving Park Road
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 and capability, customer satisfaction, and ability to deliver equipment and services in a timely manner. For this reason, the Village will not split up this RFP and will award the project to a single vendor.



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3. Prospective vendors must be experienced in fabrication and installation of the proposed signage systems.

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

C. Scope of Services

FIRST FACILITY – Norridge Public Works 8415 W. Foster

The first facility will be at the Norridge Public Works (Cumberland Avenue). This signage shall look similar to attachment **A1** of this document. All components of this sign shall be fabricated new.

The sign cabinet and pole cover shall be fabricated of .090 aluminum. The entire sign to be coated with Matthew Polyurethane semi-gloss finish. Final choice of colors will be approved on shop drawing once the project is awarded. Each sign face indicates the wordings "**Village of Norridge**" and "**Public Works**" both shall be routed out from .090 aluminum face panels and backed with white translucent plexiglas. The "**Village of Norridge**" logo and words "**Public Works**" to be displayed on both sides of the sign. The entire display shall be illuminated with high output fluorescent lamps and outdoor all weather LED ballast for illumination in the coldest temperatures shall be included. A disconnect switch in an approved location shall also be included.

The message center portion of the sign shall be a **19mm WatchFire by Time-0-Matic XVS series**. It shall have a matrix of **48 x 128** per unit display and be illuminated with LED – RGB – Full Color. Included in the WatchFire display shall be the time of day, temperature and date display availability. Communication to the sign will be RWF and training is to be provided on the operation of the sign. Sign should be able to be programmed from the 4000 N. Olcott location.

The pole structure shall be **10" in diameter** and **24'0"** long. The vendor is responsible for all digging and removing all spoils at the contractors expense. The pole shall be embedded into a concrete base foundation. Electric service will be provided to the location at the Village's expense.

SECOND FACILITY - Estelle Sieb Center 7774 Irving Park Road

The second facility will be at the Estelle Sieb Center. This signage shall look similar to attachment **A2** of this document. The existing sign and pole cover to be removed and disposed of at contractor's expense. The new double face sign is to be fabricated on the existing pole structure including



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a new sign cabinet and pole cover both to be fabricated of .090 aluminum. The entire sign to be coated with Matthew Polyurethane semi-gloss finish. Final choice of colors will be approved on shop drawing once the project is awarded. The sign face shall be constructed of Lexan with translucent vinyl. A disconnect switch in an approved location shall also be included.

The Village logo and the words "**Estelle Sieb Community Center**" need to be displayed on both sides of the sign. The lower portion of the Lexan face panel should have three lines of 8" high changeable letters for verbiage; a new set of 100 letters should be included along with a new zip change device for attaching the letter to the sign. The entire display shall be illuminated with high output fluorescent lamps and outdoor all weather LED ballast for illumination in the coldest temperatures shall be included.

THIRD FACILITY – Norridge Village Hall 4000 N. Olcott Avenue

The third facility will be at the Norridge Village Hall. This signage shall look similar to attachment **A1** of this document. The existing sign on the west end of the property is to be removed and disposed of at the contractor's expense. All components of this sign shall be fabricated new.

The sign cabinet and pole cover shall be fabricated of .090 aluminum. The entire sign to be coated with Matthew Polyurethane semi-gloss finish. Final choice of colors will be approved on shop drawing once the project is awarded. Each sign face indicates the wordings "**Village of Norridge**" and "**Police Department**" both shall be routed out from .090 aluminum face panels and backed with white translucent plexiglas. The "**Village of Norridge**" logo and words "**Police Department**" to be displayed on both sides of the sign. The entire display shall be illuminated with high output fluorescent lamps and outdoor all weather LED ballast for illumination in the coldest temperatures shall be included. A disconnect switch in an approved location shall also be included.

The message center portion of the sign shall be a **19mm WatchFire by Time-0-Matic XVS series**. It shall have a matrix of **48 x 128** per unit display and be illuminated with LED – RGB – Full Color. Included in the WatchFire display shall be the time of day, temperature and date display availability. Communication to the sign will be RWF and training is to be provided on the operation of the sign.

The pole structure shall be **10" in diameter** and **24'0"** long. The vendor is responsible for all digging and removing all spoils at the contractors expense. The pole shall be embedded into a concrete base foundation. Electric service will be provided to the location at the Village's expense.



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The existing sign stating "**POLICE DEPARTMENT**" is to be removed along with the concrete. The current electric service for the sign will be relocated to the new sign at the Village's expense.

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 government entities.
3. Prospective vendors must list in detail their experience in the fabrication and installation of the types of signage that is proposed in this request for proposal. Such information shall include, but it not limited to years in the sign business, and listing and location of equivalent and similar types of signage to that requested in this request for proposal.
4. Include a cost proposal detailing 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.
5. Up to six (6) additional pages of additional information may be added if you deem it may be useful and applicable to this project.
6. The Village of Norridge expects this project to be completed by March 31st, 2014.
7. 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.



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E. Deliverables

The vendor 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. Contractor is responsible for all insurance, permits, and contacting JULIE.
4. A blueprint shall be provided upon completion listing the specifics of the device and a final scope of work.
5. A drawing of all 3 signs to provide examples of the appearance of the vendors proposed 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 will be allowed to be onsite between the days of Monday through Thursday to work on the project.
2. The vendor/installer is expected to act in a professional manner.
3. The contractor is responsible for any digging, removing of spoils, and concrete.
4. The contract entered into by the Village and the successful vendor for the work specified in this request for proposal shall be on a form specified by and provided by the Village. The provisions of the Village contract will control in the event of a conflict or inconsistency among or between any provisions of the successful vendor's responsive proposal and the Village contract form.
5. Site visits are allowed and preferred during the RFP process. Please contact Douglass Strempek at 708-453-0800 to schedule a visit. It shall be the responsibility of the vendor to



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thoroughly read and understand the information, instructions, and scope of services contained in this RFP. Vendors are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Vendor's own risk. No plea of error or ignorance by the Vendor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Vendor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Village. The Village will assume that submission of a RFP means that the Vendor has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

6. The Village reserves the right to determine the competence and financial and operational capacity of any Contractor. Upon request of the Village, the Contractor shall furnish additional evidence as may be required by the Village (beyond that which is required in response to this RFP) to evaluate its ability and resources to accomplish the work required by the scope of services herein. The Village shall unequivocally be the sole and final judge of such competency, and its decision shall be final and not subject to recourse by any person, firm, or corporation.

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.



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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:

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



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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 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 hereafter, 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:



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- 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 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



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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 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.



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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:

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.



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7. The Contractor/Vendor will make a good faith effort to maintain a drug-free work place through the implementation of these policies.
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 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# 2013-4 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. December 23, 2013. Proposals received after 9:30 a.m. December 23, 2013 are untimely and will be rejected. Proposals will not be opened until after 9:30 a.m. on December 23, 2013.

RFP PACKAGE

Each potential Vendor is instructed to check its RFP package to ensure that it has received the complete document, which consists of sections and documents. The Village of Norridge, if necessary, will post any addendums on its web site under the Financial Department Portion and then by selecting Bids and RFPs.

REJECTION; WAIVERS

The Village reserves the right to reject any and all proposals; waive formalities, technical requirements and/or deficiencies and irregularities; solicit new proposals; or further negotiate with the Vendor of its choice if some other manner or negotiation better serves the Village's interests.



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The Village reserves the right to award the RFP to the vendor which, in the Village's judgment, best serves the needs and interests of the Village and its residents.

WITHDRAWALS, DECLINATIONS

If the Contractor wishes to withdraw a RFP, the Contractor shall submit written notification of such action to the Financial Director, Joanna Skupien, no later than the due date and times as specified in the Deadline for Submitting RFP.

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

Dates Posted on Website: 12/03/2013 to 12/23/2013



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ATTACHMENT A1



SIGN #1

OPTION #1

(1) D/F ILLUMINATED PYLON SIGN

ALUM. SIGN FACES & DRUM - PMS 293 BLUE

ROUTED COPY BACKED W/ WHITE PLEX

ROUTED RECTANGLE FOR LOGO BACKED W/ WHITE PLEX

W/ DIGITAL PRINT APPLIED

H.O. FLUO. LAMP ILLUM.

ALUM. REVEALS - WHITE

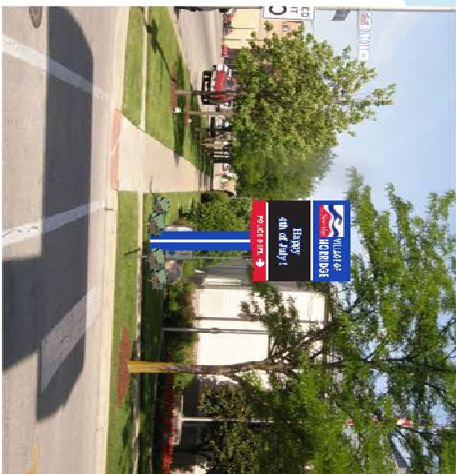
19MM LED MESSAGE DISPLAY
 FULL COLOR

SAFETY DISCONNECT

ALUM. WAVE FACES & DRUM - RED

ROUTED COPY BACKED W/ WHITE PLEX

ALUM. POLE COVER - PMS 293 BLUE
 W/ WHITE REVEAL





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ATTACHMENT A2

SIGN #3



OPTION #1

(1) D/E ILLUMINATED PYLON SIGN

ALUM. RETAINER & DRUM - PMS 293 BLUE
 LEXAN SIGN FACES W/
 TRANSLUCENT VINYL COPY & LOGO

ATTRACTION BOARD FOR
 3 LINES OF 6" HIGH ZIP CHANGEABLE LETTERS

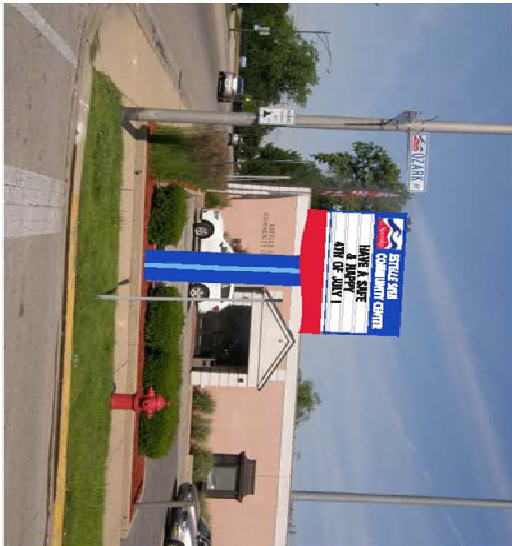
H.O. FLUO. LAMP ILLUM.

ALUM. REVEAL - WHITE

ALUM. WAVE CABINET - RED

ALUM. POLE COVER -
 PMS 293 BLUE
 W/ 292 C LIGHT BLUE REVEAL

▲ SAFETY DISCONNECT





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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:



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ATTACHMENT C

