



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: 11/15/2013

RFP # 2013 - 5

Request for Proposal for:

Door Access Control System Alarm System Upgrade

Norridge Village Hall

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 new door access control system and possible alarm system. This project will involve the procurement of the equipment and installation of the system.
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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Interested parties are invited to submit proposals and shall include the following:

C. SCOPE OF SERVICES

Overview

The Village of Norridge is in need of an updated door access control system and alarm system. It is our understanding the alarm system needs to be replaced in order for the two systems to interface with each other. The system should be able to accommodate minimum 100 users.

The existing system involves a card reader at the rear door of Village Hall (west elevation off parking lot) that is connected to an alarm panel. Based upon the existing system an employee knows if the alarm system is armed or disarmed. Upon entering the building, a printer keeps track of employee entry into the building. If the alarm is not disarmed, a signal is sent to the Police Department where they dispatch appropriate personnel. The Village understands this method is outdated and we are looking for an updated system. It is also our understanding during this process the method of arming and disarming the alarm system may need to be upgraded.

Prospective vendors must be experienced in evaluating the proposed systems, providing the best possible solution, and installing the best type of security systems for the Village's needs.

Electronic Access Control System

The new system should meet the minimum requirements as listed in this document. The project will involve two doors and an optional third and fourth doors and is described as follows:

1. Door A will be the rear door of Village Hall (west elevation off parking lot). This door contains a magnetic strike at the top of the door and an existing card reader. The project will involve removing the existing card reader and installing a new reader in an approved location. A low lever buzzer should also be installed at the door and sound locally if open for a designated period of time.
2. Door B is an interior set of wooden doors. Currently, this door has a combination lock on the exterior portion of the door. The proposal should include the necessary requirements to retrofit the door with the necessary hardware and electricity to make it work with the door access control system. This will include removing the combination lock and installing a metal plate to make the door look



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aesthetically appealing. The door should function in an exiting position without the use of the access control system.

3. Optional Doors C and D shall include the necessary requirements to retrofit the vault room door and computer room door with the necessary hardware and electricity to make it work with the door access control system. The doors should function in an exiting position without the use of the access control system. This will include a closer on the door.

Electronic Access Control System Requirements

1. The system shall be able to produce a report of individuals who have not used their badge to access a specified reader since a given date.
2. The system shall allow authorized operators to revoke a badge holder's authorization to all or selected controlled areas from any workstation.
3. The system shall have the ability to immediately annunciate invalid access transactions via email.
 - a. Invalid access shall include an expired badge, lost badge, or suspended badge.
4. The system shall be able to store a minimum of 30 days' worth of transactions on a particular reader.
5. The system shall include a unique identifier field in the database so duplicate entry is not permitted.
6. The system databases shall be protected from unauthorized access or inadvertent modification.
7. The system databases shall provide scheduled database archiving.
8. The system shall support flash memory for downloading firmware updates.
9. The field panels shall communicate distinct status change signals, including but not limited to alarm tampering, ac power fail, and low battery.
10. The system shall function over multiple LAN subnets.
11. The system shall report communication loss to or from any field panel.
12. The system shall function through routers, smart switches and firewalls for server, workstation, and field panel communications.
13. The system shall support RAID and or mirrored drives.
14. The system shall allow all workstations to monitor access control events independently from each other.
15. The software will track adds, moves, and changes by the operator.
16. The system should be expandable to other facilities.
17. The system should be able to accommodate minimum 100 users.



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Burglar Alarm System

The Village would like a new alarm system installed at Village Hall to interface with the door access control system.

1. Motion sensors to provide coverage in 6 locations of the building. The Village would like to add two motion sensors to this system for total of 8. (All existing motion sensors are allowed to be used once tested to ensure functionality.) The Village is not a security expert; a site visit is allowed to determine the best possible locations for the motion sensors.
2. Alarm system will communicate with the Electronic Access Control System.
3. Alarm panel that will directly alert the Police Department if the system is activated. Other options for notifying the Police Department will be entertained.
4. Alarm system will not have an audible sound.
5. Installation of new equipment – it is preferred if the existing equipment can be utilized to save costs of equipment and labor.
6. The alarm panel itself must have a trigger if opened when the system is armed.

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 information about years of service in this business and detail professional experience in providing, installing, and servicing this type of equipment.
4. 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.
5. A proximity card is preferred, but the Village is open to suggestions. We do not want any sort of keypad for door access control.
6. Up to three (3) additional pages of additional information may be



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added if you deem it may be useful and applicable to this project.

7. The Village of Norridge expects this project to be completed by December 31st, 2013. Please include a statement informing the Village of the time frame required to complete the project upon award of RFP.
8. 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, cabling, 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.
9. Please list the warranty on the equipment and the cost of a service contract to maintain the equipment on a yearly basis.

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. Training will be conducted on the use of the system and programming.
5. A blueprint shall be provided upon completion listing the specifics of the device and a final scope of work.
6. Installation of new equipment – it is preferred if the existing equipment can be utilized to save costs of equipment and labor.



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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 8:00 a.m. to 3:30 p.m. – Monday through Thursday to work on the project. The Village expects the project to be completed in one weeks' time.
2. The installation will take place at the Norridge Village Hall, 4000 North Olcott Avenue, Norridge, IL 60706.
3. Materials, if delivered before commencement of the project, will need to be delivered to the Village of Norridge, 4000 North Olcott Avenue, Norridge, IL 60706 between the hours of 9:00 a.m. and 4:00 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.
6. 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 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.
7. The system shall meet all Building and Fire Codes adopted by the Village.



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8. 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.
9. 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.

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



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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 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



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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 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 A 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;



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- 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 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:



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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# 2013-5 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 5th, 2013. Proposals received after 9:30 a.m. December 5th, 2013 are untimely and will be rejected. Proposals will not be opened until after 9:30 a.m. on December 5th, 2013. It is the vendor's responsibility to ensure timely delivery.

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: 11/15/2013 to 12/05/2013



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ATTACHMENT A

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: