

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: July 22, 2014

RFP # 2014 - 10

Request for Proposal for:

Integrated Video Recording System for Village Owned Buildings

Norridge Village Hall – 4000 N. Olcott Avenue
Norridge Police Department – 4020 N. Olcott Avenue
Norridge Public Works – 8415 W. Foster Avenue
Norridge Police Garage – 4348 N. Ottawa Avenue

A. INTRODUCTION

The Village of Norridge, located in Cook County Illinois, seeks proposals from qualified vendors for the project and locations referenced above. This must be a turnkey solution including all necessary hardware, software, training, installation and labor to provide a functional video recording system at the four listed properties. Any third-party equipment purchases required for complete implementation of the integrated video recording system shall be listed in the RFP. The Village of Norridge has reviewed several video systems and we are accepting proposals using either Salient Systems Software or Exacq Software.

B. PURPOSE OF THE PROJECT

The Village of Norridge is seeking proposals for a multi-site integrated video recording system, commonly referred to as a DVR (digital video recorder). This project will involve the procurement of all equipment, enclosures, installation, labor, configuration, training, and testing required for the functionality of the system. This system will be using current security cameras at each of the above locations.

1. Basic goals of this project include adding an updated video recording device at each location, building redundancy into the



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system, allowing for the expansion of a Village wide camera system at other locations around the Village.

2. It is the policy of the Village to procure equipment after a thorough evaluation and determination the most responsible vendors 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.

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 video recording system at the Village owned buildings mentioned on page one. The current system is outdated and has reached end of its useful life making it difficult to maintain and purchase parts. The current system also does not allow for any type of redundancy, therefore, causing a difficult situation in the event of equipment failure. The Village is looking to develop a new and comprehensive video recording system based on best practices and video storage.

Currently the Village has six Bosch DVRs of various models (Quantity and Locations listed below). The existing cameras are all Bosch and are a combination of analog and ip based.

This is a description of current Norridge Village facilities:

- Norridge Village Hall – 4000 N. Olcott Avenue
 - Nine ip based cameras with cat 6 cabling connected into a Cisco 2960 poe switch.
 - Connected to Norridge Police Department via fiber. – Main DVR will be racked.
 - DVR for cameras is currently racked at the Police Department and should remain.
 - Ceiling is constructed of acoustical tiles and plenum cable does not need to be used.



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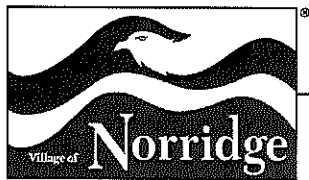
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- All video traffic is on its own vlan
- Norridge Police Department – 4020 N. Olcott Avenue
 - Forty Eight analog cameras connected into three video recorders. The video recorders are connected to Cisco 3750 switches.
 - Connected to the Norridge Village Hall via fiber.
 - Ceiling is constructed of acoustical tiles and plenum cable does not need to be used.
 - All video traffic is on its own vlan
 - 911 Center is the main viewing area for all the video.
 - Contains eight monitors
- Norridge Public Works – 8415 W. Foster Avenue
 - Nine analog cameras connected into one video recorder via an encoder. The video recorder is connected into a Cisco switch.
 - Connected to the Village network via vpn with Comcast.
 - Open metal construction
- Norridge Police Garage – 4348 N. Ottawa Avenue
 - Nine analog cameras connected into one video recorder. The video recorder is connected into a Cisco switch.
 - Connected to the Village network via vpn with Comcast.
 - Ceiling is constructed of acoustical tiles and open metal construction. Plenum cable does not need to be used.

In moving towards the future we would like one system to log into via our security camera network. At the present time we need to log into each individual recorder for viewing, seamless integration is preferred.

D. TECHNICAL SPECIFICATIONS/INFORMATION

- The system should have the capability to expand storage for future growth relatively quickly by adding additional hard drives, NAS systems or other storage media without having to rebuild the existing storage or shutting down and disrupting use of the system.
- The system should have the capability to add additional ip based cameras for future growth.
- The Village is not recording audio on any of these cameras at this time, but would want the option in the future.
- The system should have the ability to monitor live video and retrieve live video at various locations in which the software is installed.



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- The Village prefers a system that can authenticate to active directory. Operational keys are not preferred but please state if necessary.
- The system should be able to accept video from remote locations via a vpn connection or wireless link.
- All cameras must retain video for 90 days on the system.
- The system must be able to email out diagnostic data such as camera outages/disconnects, hard drive space remaining, and alarms, etc.
- The 911 center should be able to view all video from the various locations on the eight monitors currently mounted in the dispatch office.

E. PROFILE

Include the following with the submitted proposal:

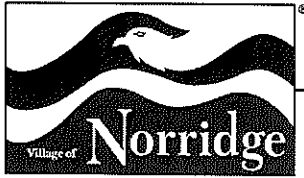
1. Name, address, phone number, email address, web site, and brief history of your firm (include local office locations). The vendor must be licensed to work in the State of Illinois.
2. The vendor shall have at least one technician that is certified on the proposed equipment with offices within the Chicago area.
3. List a minimum of five references, two preferably should be government entities, providing names and contact number/emails.
4. Include information about years of service in this business and detail professional experience in providing, installing, and servicing this type of equipment.
5. 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.
6. Up to three (3) additional pages of additional information may be 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 September 30th, 2014. Please include a statement informing the Village of the time frame required to complete the project upon award of RFP.



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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:
 - a. Delivery costs, travel, lodging and food costs of the vendor, re-occurring fees to maintain the project under warrantee.
 - b. All costs for equipment, software, licensing, cabling, training, consulting, etc. must be itemized and broken down on the proposal on a per building basis.
 - c. If you are quoting government pricing, please list the source for the pricing and the contract number.
 - d. The Village reserves the right not to pursue this project in each building.
9. Please list the warranty on the equipment and the cost of a service contract to maintain the equipment on a yearly basis. Please be detailed in outlining the hardware replacement options and extended warranty options for two years and three years.
10. All necessary electrical requirements must be discussed before the commencement of the project.
11. All existing equipment not being used must be removed and returned to the village.
12. The proposal should include a paragraph about:
 - a. System Reliability – Describe the overall reliability of the proposed system architecture.
 - b. Exporting Video – The system needs to be able to export video and audio to a removable media drive, DVD, or email. Please explain the process for exporting and viewing this video. Is a codec included? Is video time-stamped? What information is contained in the video once exported?
 - c. Security – Identify the security methods to be used to safeguard the video and audio files, including what methods are used to prevent authorized deletion or modification of server files, how to authenticate viewing stations and prevent



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- unauthorized access. Also list the user security access levels of the system.
- d. Describe type of licensing with the system.
- e. Describe the type of software either web based or system based.
 1. Describe the workstation security to prevent unauthorized installations.
- f. List the Microsoft Platforms, MacOS platforms, and phone application platforms that the software will function under.
- g. List the type of operating system running on the recording device.
- h. List the number of DVRs being used to achieve this goal at each site.
- i. The Village has an S2 door access system. State if your product is compatible and can integrate to the new video recording system.
- j. List and describe the components required for management including, but not limited to, physical or virtual controllers and management software and servers that will be centrally located in Police Department and the components required at each building.
- k. Describe the type of recording device that will be placed at each location and how it will be secured. If an enclosure is needed please describe and include the type of enclosure.

F. 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. A post installation review by the vendor on the configuration and functionality of the system. This will include testing each of the devices and verifying the configuration.
4. A punch list will be created by the Village stating any items that may be deficient. Once all issues are resolved with the



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system, recommendation for release of final payment will be given.

5. Training will be on-site and conducted on the use of the system and programming.
6. A blueprint in Visio shall be provided upon completion listing the specifics of the device, passwords, and a final scope of work.
7. Owner and installation manuals for all components of the system will be provided as part of the acceptance process.
8. Installation media for all software used by the system along with detailed installation instructions.
9. Installation of all new equipment, refurbished is not allowed.

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.

G. OTHER NOTES

1. The selected vendor 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 two weeks' time.
2. The installation will take place at the various locations and a schedule will be provided to the IT Coordinator on work to be performed at the locations.
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's installer(s) will be required to provide valid identification to enter Village premises.
5. The vendor's installer is expected to act and dress in a professional manner.



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6. Site visits are preferred and allowed on the following days:

Please contact Douglass Strempek at 708-453-0800 ext. 5751 to confirm which day you will be attending. Available dates are:
July 28th, 2014 at 9:30 am
July 30th, 2014 at 1:00 pm

Sites will be visited in the following order:

- Norridge Village Hall
- Norridge Police Department
- Norridge Police Garage
- Norridge Public Works

Attachment C must be completed by anyone attending the Site Visit and submitted on the day of the site visit.

7. 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 response means that the vendor has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.
8. The system/workmanship shall meet all Building and Fire Codes adopted by the Village.
9. 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.
10. The Village reserves the right to determine the competence and financial and operational capacity of any vendor. Upon request of the Village, the vendor shall furnish additional evidence as



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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.

11. All existing equipment will be removed by the vendor and given to the Village for disposal. All hard drives will be retained by the Village.

Contractor Requirements

INSURANCE

A contractor shall not commence work, nor shall the Village permit any contractor, under any contract with the Village to commence work, until the contractor 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 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 the 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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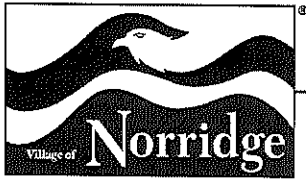
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1. **General Liability.** The contractor shall carry a comprehensive general umbrella liability policy for all operations with limits of not less than \$1,000,000.00, each accident, for bodily injury liability and not less than \$1,000,000.00, each 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 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 or any of contractor'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 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.



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NONDISCLOSURE

The contractor acknowledges and agrees that certain information provided by the Village, relating to the products and services to be supplied by the contractor, is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by the contractor, 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's performance of services under its agreement with the Village. The contractor 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'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 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.

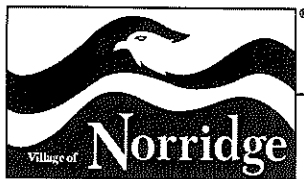
PREVAILING WAGE ACT

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, or 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;
- b. The bidder, contractor, or 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;



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- d. The undersigned, on behalf of the bidder, contractor or 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, 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, 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 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 contractor agrees to comply with the clause and all other rules and regulations of the Illinois Department of Human Rights covering employment opportunity. The contractor also acknowledges that it has a written sexual harassment policy which



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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:

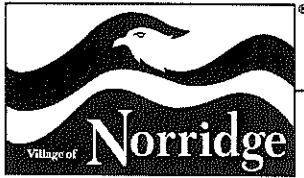
1. The illegality of sexual harassment;
2. The definition of sexual harassment under State law;
3. A description of sexual harassment, utilizing examples;
4. The contractor's internal compliant process, including penalties;
5. The legal recourse, investigative and compliant process available through 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.

A copy of this document must be submitted as an appendix with the RFP.

ILLINOIS DRUG FREE WORK PLACE ACT

Contractors 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;



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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 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 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 will notify the Village of Norridge within ten (10) days of receiving notice of an employee's conviction.
7. The contractor 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;



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- 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.

VILLAGE CONTRACTING AND PURCHASING REQUIREMENTS

All vendor responses and proposals shall be in compliance with the Village's Contracting and Purchasing Ordinance (Village of Norridge Code of Ordinances, Chapter 2, Sec. 2-390), the Village's Ethics in Contracting and Purchasing Ordinance (Village of Norridge Code of Ordinances, Chapter 2, Sec. 2-391) and all applicable conflicts of interest rules.

PLACE TO SUBMIT PROPOSAL – submit the proposal in a sealed envelope, with RFP# 2014-10 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. August 12th, 2014. Proposals received after 9:30 a.m. August 12th, 2014 are untimely and will be rejected. Proposals will not be opened until after 9:30 a.m. on August 12th, 2014. It is the vendor's responsibility to ensure timely delivery.

RFP PACKAGE

Each 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 a vendor wishes to withdraw a RFP, it 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: 07/22/2014 to 08/12/2014



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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: _____, 2014

President: _____

Address: _____

City, State, Zip Code _____

ATTEST:

_____ [Seal]

Attest:

Title:



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ATTACHMENT B

CONFIDENTIALITY AGREEMENT FOR PROSPECTIVE BIDDERS, PROSPECTIVE RESPONDERS TO REQUESTS FOR PROPOSALS, AND TO CONSULTANTS, CONTRACTORS AND VENDORS

I understand that in evaluating the Village of Norridge ("Norridge") buildings for RFP 2014-10, I require information to perform my evaluation. This information may include, but is not limited to, information on the architecture of the current security systems, alarm systems, related hardware, computer software, network information, and hardware, residents, employees, students, other contractors or consultants and financial and business operations. Some of this information is made confidential by law (such as "protected health information" or "PHI" under the federal Health Insurance Portability and Accountability Act) or by Norridge policies. Confidential information may be in any form, *e.g.*, written, electronic, oral, overheard or observed. I also understand that access to all confidential information is granted on a need-to-know basis. A need-to-know is defined as information access that is required in order to perform my evaluation and prepare any proposal for RFP 2014-10 in the Village of Norridge, Illinois.

I will not disclose any information I receive in connection with my evaluation or work for Norridge to anyone else without the express written permission of the Village of Norridge and as required to perform my evaluation and preparation of proposal to perform work as a consultant, contractor or vendor for Norridge.

I will protect the confidentiality of all confidential information, including PHI, while at Norridge and after I leave Norridge including those circumstances where I do not submit a proposal. All information received from or about Norridge remains the property of Norridge and may not be removed or kept by me when I leave Norridge except as permitted by Norridge policies or specific agreements or arrangements applicable to submission of any proposals to the Village or to work as a consultant, contractor or vendor for Norridge.

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so all signatures appear on the same page.]**



VILLAGE OF NORRIDGE

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www.villageofnorridge.com

If I violate this agreement, I may be subject to adverse action up to and including refusal to be considered for any work at or on behalf of Norridge, and termination of my ability to work at or on behalf of Norridge. In addition, under applicable law, I may be subject to criminal or civil penalties for any such unauthorized disclosure.

I have read and understand the above and agree to be bound by it.

Name: _____

Company: _____

Signature: _____

Date: _____

Accepted for the Village of Norridge by: _____