



VILLAGE OF NORRIDGE

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

PRESIDENT

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CLERK

Debra J. Budnik

TRUSTEES

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

Date: 03/07/2014

RFP # 2014 - 6

Request for Proposal for:

Paper Shredding / Document Destruction Services

- AT:**
- 1. Norridge Village Hall -
4000 N. Olcott Ave. and**
 - 2. Norridge Police Department -
4020 N. Olcott Ave.**

A. INTRODUCTION

The Village of Norridge, located in Cook County Illinois, seeks proposals for the service referenced above at the locations specified.

B. PURPOSE OF THE PROJECT

1. The Village of Norridge is seeking proposals for on-site service of shredding documents.

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 on-site shredding services approximately every six weeks. The service shall involve on-site shredding service of documents from the Village Hall and Norridge Police Department. Both buildings are located within close proximity to each other, and the service will need to be performed the same day at both buildings. Designated personnel from the respective buildings will supervise the shredding and destruction of documents. The shredding



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shall take place at 4000 N. Olcott Avenue and 4020 N. Olcott Avenue, respectively, either directly in front of each building or in the parking lot located behind 4000 N. Olcott Avenue.

PROFILE

Include the following with the submitted proposal:

1. Name, address, phone number, email address, web site, and brief history of your company (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 services.
4. Include a cost proposal detailing the charge per bin and any additional costs associated with the service. Prices quoted must be valid for a minimum of 60 days from the close of this RFP.
5. The size of the bins provided should be clearly stated in the RFP. We would like the size of the bins to be approximately 3 feet in height, 20 inches in width and 20 inches in depth. If your company would like to suggest a different size of bin, please include that as an additional quote and state reasons to validate your recommendation.
6. Also included should be a quote for any additional services that may be needed by the Village in addition to the recurring, every six week pick up. Please also state the time it will take from the service to occur from the time the Village requests the service.
7. All costs associated with the services must be listed including fuel cost.
8. Please list any other types of destruction services your company is able to provide, including, but not limited to: on-site hard drive destruction services, cd destruction, and/or media destruction.



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9. Up to three (3) additional pages of additional information may be added if you deem it may be useful and applicable to this project.
10. The Village of Norridge would like services to start May 1st, 2014.

D. DELIVERABLES

The Vendor/Contractor must provide the following:

1. The Vendor/Contractor will provide seven (7) bins to the Village of Norridge. The bins will be approved by Village of Norridge staff before delivery.
2. The Vendor/Contractor will provide the Village with one year and two year pricing.
3. 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.

E. OTHER NOTES

1. The Vendor/Contractor will be permitted onsite between the hours of 9:00 a.m. to 3:00 p.m. – Monday through Thursday to provide service.
2. The Vendor's/Contractor's installer(s) will be required to provide valid identification to enter Village premises.
3. The Vendor's/Contractor's installer is expected to act and dress in a professional manner.
4. 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/Contractor to thoroughly read and understand the information, instructions, and scope of services contained in this RFP. Vendors/Contractors are expected to fully inform themselves as to the conditions and requirements of the



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services to be provided. Failure to do so is at the Vendor's/Contractor's own risk. No plea of error or ignorance by the Vendor/Contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Vendor/Contractor 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/Contractor has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

5. The contract entered into by the Village and the successful Vendor/Contractor 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.
6. The Village reserves the right to determine the competence and financial and operational capacity of any Vendor/Contractor. Upon request of the Village, the Vendor/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/Contractor Requirements

INSURANCE

A Vendor/Contractor shall not commence work, nor shall the Village permit any Vendor/Contractor, under any contract with the Village to commence work, until the Vendor/Contractor has first obtained all insurance required under this paragraph, and such insurance has been approved by the Village; nor shall a Vendor/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 Vendor/Contractor agrees to provide and maintain certificates of insurance evidencing the minimum insurance coverage and limits set forth below



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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 vendor's/contractor's duty to carry adequate insurance or on the Vendor's/Contractor's liability for losses or damages under the Contract. The minimum insurance coverage and limits that shall be maintained by the Vendor/Contractor and his sub-contractors at all times while providing, performing, or completing the work are as follows:

1. General Liability. The Vendor/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 Vendor/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 Vendor/Contractor shall carry minimum of \$1,000,000.00.
4. Automobile/Vehicle/Truck Insurance. The Vendor/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 Vendor/Contractor shall cease operations if the insurance is canceled or reduced below the required amount of



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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 Vendor/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 Vendor/Contractor or any of Vendor's/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 Vendor/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.

NONDISCLOSURE

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



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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 Vendors/Contractors 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 Vendor/Contractor 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 Vendor/Contractor, 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 Vendor/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.



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2. The Vendor/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 Vendor/Contractor 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 [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/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;



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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

Vendors/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;
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 Vendor/Contractor has a drug free awareness program to inform employees about:
 - a. The dangers of drug abuse in the work place;



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- 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 Vendor/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 Vendor/Contractor will notify the Village of Norridge within ten (10) days of receiving notice of an employee's conviction.
 7. The Vendor/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;
 - 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# 2014- 6 clearly marked on the envelope to:

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



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DEADLINE FOR SUBMITTING RFP

Proposals must be received by 9:30 a.m. March 27th, 2014. Proposals received after 9:30 a.m. March 27th, 2014 are untimely and will be rejected. Proposals will not be opened until after 9:30 a.m. on March 27th, 2014. It is the vendor's responsibility to ensure timely delivery.

RFP PACKAGE

Each potential Vendor/Contractor 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 website under the Financial Tab and then by selecting Bids and RFPs. The direct link is:

http://www.villageofnorridge.com/finance_department/BidsandRequestsforProposalsRFPs.asp

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/Contractor of its choice if some other manner or negotiation better serves the Village's interests.

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 Vendor/Contractor wishes to withdraw a RFP, the Vendor/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: 03/07/2013 to 03/27/2014



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ATTACHMENT A

Certification That Vendor/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 Vendor/Contractor]

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: