



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: August 27, 2015

RFP # 2015 - 12

Request for Proposal for:

Multi-Function Devices (MFPs) and Printers Equipment, Maintenance, and Supplies

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
Estelle Sieb Community Center – 7774 Irving Park Road

A. INTRODUCTION

The Village of Norridge (“the Village”), located in Cook County Illinois, seeks proposals from qualified vendors to provide multi-function devices (mfp’s) and printers as well as the maintenance and supplies for this equipment. The Village is looking to replace/upgrade its current multi-function devices and some of its printers. This must be a turnkey solution including all necessary hardware, software, training, testing, installation and labor to provide a functional printing/copying system at the five listed properties. Any third-party equipment purchases required for complete implementation shall be listed in the proposal. The Village currently has a combination of Ricoh, Konica Minolta, and HP devices as listed on the device inventory sheet (**Attachment H**).

B. PURPOSE OF THE PROJECT

1. The Village of Norridge is seeking proposals for a multi-site copier/printer solution. Currently, we have a lease as attached (**Attachment C**) with a buyout totaling \$15,130.58. The current lease included copy counts as part of the agreement. As of today, the Village has exceeded its copy



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counts and is looking to sign a new lease with a single vendor in order to control costs. (See Page 5, #9 for more information)

2. Basic goals of this project include adding updated devices at our various locations in order to keep up with changing technology. The Village is also interested in having one vendor to maintain all equipment for ease of technical support.
3. 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 (references), 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. The Village will be looking for two separate contracts, one contract/lease for the machines and a second contract for the maintenance and supplies. (See Page 5, #9 for more information)

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

C. SCOPE OF SERVICES

Overview

The Village of Norridge currently has some leased and some owned mfp devices and printers at our various buildings. In moving forward, the Village will be looking to secure two separate agreements, one agreement for the lease of the equipment and a second agreement for maintenance and supplies. As a Village, we are reaching out to you as the vendor for the best possible solution whether it be retaining some of the machines, a complete replacement of all the machines or a combination of the two. In each building, we would like at least one machine that has the ability to interact with a mobile device specifically an iOS device.

D. TECHNICAL SPECIFICATIONS/INFORMATION

- Specified machines must have scan-to email capability. The Village of Norridge has a hosted email exchange system.
- All machines must provide toner and service alerts not only to internal IT Staff, but also the vendor via the machine and email.



VILLAGE OF NORRIDGE

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- All network machines shall be able to be managed over the network using a browser.
- All duplicating machines must work with Active Directory and provide seamless integration with LDAP.
- A maximum service response time of four hours is required.
- Acknowledgement of a service call shall be made within two hours to verify the request, offer telephone assistance, and provide an estimated time of arrival.
- A service history report, in electronic format, for each machine shall be provided upon request to the Village.
- Maintenance must include all consumable materials including, toner, drums, fusers, waste containers, staples, and other consumable supplies with the exception of paper.
- Qualified service personnel shall perform equipment maintenance and repairs during regular office hours. Regular office hours vary at each location, but are generally 8:00 am to 4:00 pm, Monday through Friday. A 24/7 hotline for service assistance is preferred.
- Vendors shall provide a detailed description of their process for dealing with service and performance related issues as an attachment to this rfp. Please list the “service escalation process” as well as the process for implementing a loaner device as an attachment to your proposal.
- Machines shall be kept in good working order so that work delays and copy problems will be minimized.
- The maximum allowable downtime for any piece of equipment is 48 hours (16 business hours). A “loaner” copier machine must be placed in the building for any equipment that cannot be repaired and restored within 48 hours. This loaner equipment shall include installation, delivery, set-up at no charge.
- Reports of copy and print counts based on defined range of dates and times. Alerting for overages or high volume usage. Easy to access overview of machine status and print counts via the web.
- The vendor shall state any costs associated with the de-installation and haul away of equipment at the end of the lease. Also include the costs for erasing of hard drives.
- Any machines retained will be inspected and repaired pursuant to this agreement.



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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 four references (**Attachment D**), two preferably should be government entities, providing contact names, numbers, and email addresses. References must be current customers of similar size using similar types of machines that include maintenance contracts.
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/lease proposal detailing equipment make and model, 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 six (6) 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 November 16, 2015. 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:
 - a. Delivery costs, travel, lodging and food costs of the vendor, re-occurring fees to maintain the project under warranty.



VILLAGE OF NORRIDGE

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- b. Pricing must include all charges associated with the removal and return of the Village's existing equipment.
 - c. All costs for equipment, software, licensing, cabling, training, consulting, etc. must be itemized and broken down on the proposal on a per building basis. The proposal should include details on each of the machines such as make, model, copies per minute, etc.
 - d. If you are quoting government pricing, please list the source for the pricing, website, and the contract number.
 - e. The Village reserves the right not to pursue this project in each building.
9. The Village will be entering into two contracts. The first contract is a lease contract for machinery and hardware. The second is a service contract and is for maintenance, copy counts, toner, drums, fusers, waste containers, staples, and other consumable supplies with the exception of paper. Please list the cost of the service contract on a monthly and yearly basis. The service contract will be for an initial term of 24 months and thereafter will be renewable on an annual basis. The service contract will be terminable at will by either party for any reason with 60 days advance written notice. The Village will pay for any services accrued to the date of termination.
10. All necessary electrical requirements must be discussed before the commencement of the project. Surge protection and power filters must be provided for each machine.

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. Prices quoted shall include all charges for packing, transportation, delivery, set-up and training to the locations designated on the proposal. In addition, pricing must include all charges associated with the removal and return of the



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existing equipment, as well as all costs associated with the destruction or cleansing of hard drives. Documentation should be provided on the destruction.

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 and training has been completed with the system, the Village will sign off and start making the first payment of the lease.
5. Primary staff training will be on-site and conducted on the use of the system and programming no later than one week following delivery and installation. Ongoing, additional training shall be available to the Village throughout the duration of the agreement, at no additional cost.
6. A list 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 manufactured equipment, refurbished(parts) is not allowed. The equipment must be in current production and not scheduled to be retired within the next 24 months.
10. Prices shall be based on a 36, 48, and 60-Month Fair Market Value Lease.
11. The selected vendor shall provide sufficient quantities of supplies so that replacement items are available at each Village location so that operation of the units are not interrupted due to lack of supplies. The Vendor and Village IT Coordinator will work cooperatively to determine onsite stock levels appropriate to support operations.



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The Village must receive 2 hard copies of the final proposal labeled "2015-12 Copier-Printer RFP" 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. Pre-proposal site visits are preferred and allowed by appointment only up to September 18th, 2015. Each vendor will be given 45 minutes. Contact Douglass Strempek at 708-583-5751 to schedule an appointment.
2. 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 and setup. The Village expects the installation to be completed in three days' time.
3. A schedule will be provided listing the dates and times for the installation of the machines at the various locations.
4. Materials, if delivered before commencement of the project, will need to be coordinated with the IT Coordinator as to date and times of delivery at each location.
5. The vendor's installer(s) will be required to provide valid identification to enter Village premises.
6. The vendor's installer is expected to act and dress in a professional manner.

Attachment B 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



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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 Village is a tax exempt organization. Therefore, proposals should not include sales or excise tax.
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 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 questions must be emailed by September 18th, 2015 to:
Joanna Skupien
Village Administrator
jskupien@villageofnorridge.com

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



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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:

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



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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.

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.



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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. **(Attachment G)** must be submitted.

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;
- 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.



VILLAGE OF NORRIDGE

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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 as part of Attachment E.**

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 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;



VILLAGE OF NORRIDGE

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708/ 453-0800 FAX 708/ 453-9335
www.villageofnorridge.com

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 Attachment F 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;
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:



VILLAGE OF NORRIDGE

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

- 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;
 - 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.



VILLAGE OF NORRIDGE

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PLACE TO SUBMIT PROPOSAL – submit the proposal in a sealed envelope, with RFP# 2015-12 clearly marked on the envelope to:

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

DEADLINE FOR SUBMITTING RFP

Proposals must be received by 9:30 a.m. September 25th, 2015. Proposals received after 9:30 a.m. September 25th, 2015 are untimely and will be rejected. Proposals will not be opened until after 9:30 a.m. on September 25th, 2015 . It is the vendor's responsibility to ensure timely delivery. AN OFFICIAL OPENING WILL NOT BE TAKING PLACE.

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.

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.



VILLAGE OF NORRIDGE

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

Dates Posted on Website: 08/31/2015 to 09/25/2015



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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 2015); and

WHEREAS, 720 ILCS 5/33 E-11 (2015) 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: _____, 2015

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 2015-12, 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 2015-12 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.

**[This space intentionally left blank
so all signatures appear on the same page.]**



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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: _____



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ATTACHMENT C

DE LAGE LANDEN PUBLIC FINANCE

PO BOX 824018
PHILADELPHIA, PA 19182-4018

Full Buyout with Equipment Purchase

Quote Effective Date: August 12, 2015

To:
VILLAGE OF NORRIDGE
ATTN BOOKKEEPER
4000 N OLCOTT AVE
NORRIDGE, IL 60706-1109

From: Eileen Tansy
DE LAGE LANDEN PUBLIC FINANCE
1111 OLD EAGLE SCHOOL RD
WAYNE, PA 19087-1453

Customer Information

VILLAGE OF NORRIDGE
ATTN BOOKKEEPER
4000 N OLCOTT AVE
NORRIDGE, IL 60706-1109

Contract: 25107560
Account Number: 399375
Equipment: SEE ATTACHED
Quote Number: 5620740

Per your request, the Net Full Buyout with Equipment Purchase payment due on the above contract is:

Net Buyout with equipment purchase payment Due Lessor

\$14,869.16

This Buyout payment is due upon receipt of this invoice. Ownership to the equipment will pass upon our receipt of the Buyout amount. This Buyout quote is void if payment is not received by September 11, 2015.

Please include the lower portion of this invoice with your remittance. Your check should be made payable to DE LAGE LANDEN PUBLIC FINANCE and mailed to PO BOX 824018 PHILADELPHIA, PA 19182-4018. If you have any questions, please call Eileen Tansy at +1 (610) 386-5000 x1014.

Thank you for allowing us to serve you.

Keep upper portion for your records - Please return the lower part with your payment

Remittance Section

DE LAGE LANDEN PUBLIC FINANCE

Quote No.	Contract Number	Due Date
5620740	25107560	09/11/2015
Total Due		Amount Enclosed
\$14,869.16		\$

VILLAGE OF NORRIDGE
ATTN BOOKKEEPER
4000 N OLCOTT AVE
NORRIDGE, IL 60706-1109

Please make check payable to
DE LAGE LANDEN PUBLIC FINANCE
PO BOX 824018
PHILADELPHIA, PA 19182-4018



DE LAGE LANDEN PUBLIC FINANCE

PO BOX 824018
PHILADELPHIA, PA 19182-4018

Equipment Schedule for the Full Buyout with Equipment Purchase

To:
VILLAGE OF NORRIDGE
ATTN BOOKKEEPER
4000 N OLCOTT AVE
NORRIDGE, IL 60706-1109

From:
DE LAGE LANDEN PUBLIC FINANCE
1111 OLD EAGLE SCHOOL RD
WAYNE, PA 19087-1453

The Buyout in the amount of \$14,869.16 dated August 12, 2015 for Contract Number 25107560 with VILLAGE OF NORRIDGE only applies to the equipment listed below:

Make	Model	Serial Number
RICOH	201SPF	W3018703656
KONICA MINOLTA	C452	A0P2011008747
KONICA MINOLTA	C552	A0P1011007859
RICOH	201SPF	W3018704611
RICOH	201SPF	w3018704614
RICOH	C300SR	S7315200122
RICOH	C300SR	S7315200226

DE LAGE LANDEN PUBLIC FINANCE

PO BOX 824018
PHILADELPHIA, PA 19182-4018

Full Buyout with Equipment Purchase

Quote Effective Date: August 12, 2015

To:
VILLAGE OF NORRIDGE
ATTN BOOKKEEPER
4000 N OLCOTT AVE
NORRIDGE, IL 60706-1109

From: Eileen Tansy
DE LAGE LANDEN PUBLIC FINANCE
1111 OLD EAGLE SCHOOL RD
WAYNE, PA 19087-1453

Customer Information

VILLAGE OF NORRIDGE
ATTN BOOKKEEPER
4000 N OLCOTT AVE
NORRIDGE, IL 60706-1109

Contract: 25135452
Account Number: 399375
Equipment: SEE ATTACHED
Quote Number: 5620760

Per your request, the Net Full Buyout with Equipment Purchase payment due on the above contract is:

Net Buyout with equipment purchase payment Due Lessor

\$261.42

This Buyout payment is due upon receipt of this invoice. Ownership to the equipment will pass upon our receipt of the Buyout amount. This Buyout quote is void if payment is not received by September 11, 2015.

Please include the lower portion of this invoice with your remittance. Your check should be made payable to DE LAGE LANDEN PUBLIC FINANCE and mailed to PO BOX 824018 PHILADELPHIA, PA 19182-4018. If you have any questions, please call Eileen Tansy at +1 (610) 386-5000 x1014.

Thank you for allowing us to serve you.

Keep upper portion for your records - Please return the lower part with your payment

Remittance Section

DE LAGE LANDEN PUBLIC FINANCE

Quote No.	Contract Number	Due Date
5620760	25135452	09/11/2015
Total Due		Amount Enclosed
\$261.42		\$

VILLAGE OF NORRIDGE
ATTN BOOKKEEPER
4000 N OLCOTT AVE
NORRIDGE, IL 60706-1109

Please make check payable to
DE LAGE LANDEN PUBLIC FINANCE
PO BOX 824018
PHILADELPHIA, PA 19182-4018



DE LAGE LANDEN PUBLIC FINANCE

PO BOX 824018
PHILADELPHIA, PA 19182-4018

Equipment Schedule for the Full Buyout with Equipment Purchase

To:
VILLAGE OF NORRIDGE
ATTN BOOKKEEPER
4000 N OLCOTT AVE
NORRIDGE, IL 60706-1109

From:
DE LAGE LANDEN PUBLIC FINANCE
1111 OLD EAGLE SCHOOL RD
WAYNE, PA 19087-1453

The Buyout in the amount of \$261.42 dated August 12, 2015 for Contract Number 25135452 with VILLAGE OF NORRIDGE only applies to the equipment listed below:

Make	Model	Serial Number
RICOH	201 SPF	W30193052



VILLAGE OF NORRIDGE

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

ATTACHMENT D

Please list below current references for which your firm has performed work within another municipality or governmental agency and performed as the prime contractor.

Municipality: _____

Address: _____

City, State, Zip Code: _____

Contact _____

Person/Telephone Number: _____

Dates of Service /Awarded Amount _____

Municipality: _____

Address: _____

City, State, Zip Code: _____

Contact _____

Person/Telephone Number: _____

Dates of Service/Awarded Amount: _____

Agency: _____

Address: _____

City, State, Zip Code: _____

Contact _____

Person/Telephone Number: _____

Dates of Service/Awarded Amount: _____

Agency: _____

Address: _____

City, State, Zip Code: _____

Contact _____

Person/Telephone Number: _____

Dates of Service/Awarded Amount: _____



VILLAGE OF NORRIDGE

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

ATTACHMENT E Equal Employment Opportunity Statement



VILLAGE OF NORRIDGE

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

ATTACHMENT F Sexual Harrassment Policy or Statement



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
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www.villageofnorridge.com

ATTACHMENT G PREVAILING WAGE ACT

ILCS Certification of Compliance with Prevailing Wage Rate Act

The undersigned, upon being first duly sworn, hereby certifies to the Village of Norridge, Illinois, that all work under this contract shall comply with the Prevailing Wage Rate Act of the State of Illinois (820 ILCS 130/0.01, et seq) and as amended by Public Acts 86-799 and 86-693, with rates to be paid in effect at time work is performed. Contractors shall submit certified records to the Village.

Name of Contractor

By:

Date

In witness of:

Printed Name

Signature

Date



VILLAGE OF NORRIDGE

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

ATTACHMENT H

