



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: September 17, 2015

RFP # 2015 - 13

Request for Proposal for:

Board Room Projection System

Village Owned Buildings

Norridge Village Hall – 4000 N. Olcott Avenue

A. INTRODUCTION

The Village of Norridge (“the Village”), located in Cook County Illinois, seeks proposals from qualified vendors to provide a complete projection system for the Board Room located at the above address. Currently, no such system exists in the room. If a projector is needed for a meeting, it is setup on a table with a laptop in the center of the room. In remodeling of this room, the Village recognizes the need for a more permanent and advantageous solution. This must be a turnkey solution including all necessary hardware, electrical, ceiling modification, software, training, testing, installation and labor to provide a functional system. Any third-party equipment purchases required for complete implementation shall be listed in the proposal.

B. PURPOSE OF THE PROJECT

1. The Village of Norridge is seeking proposals for a board room projection system. While this room is predominantly used for monthly Village Board meetings, it also hosts other functions. Some of these functions include community meetings, various committee meetings, employee training and demonstrations. A variety of materials would be displayed on the screens, including, but not limited to, drawings, presentations, spreadsheets, property surveys, and Word documents.
2. Basic goals of this project include adding multiple screens, two projectors, and a single point of connection into the system. The



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3. Village is also interested in having one vendor to maintain all equipment for ease of technical support.
4. It is the policy of the Village to procure equipment after a thorough evaluation and determination of 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.

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

C. SCOPE OF SERVICES

Overview

The current Village of Norridge Board Room has dimensions of 50'x30'. **(Attachment B contains pictures of the room)** The Village is looking to install a projection system in the room. This system should be conducive to both the Village Board, audience, and presenter for purposes of layout and viewing. While a podium is not needed, a connection point at the front of the room is required. As a Village, we are reaching out to you as the vendor for the best possible solution.

D. TECHNICAL SPECIFICATIONS/INFORMATION

- The screens must be able to be raised and lowered with the touch of button.
- The projectors should fit tightly against the ceiling.
- Presenters should be able to use a variety of devices, whether it be a laptop or mobile device, to connect into the projection system. The Village is not familiar with this solution, but considers this an option <http://www.airserver.com/>.
- Each projector must include a spare lamp and filter.
- DVD Player will be included in the proposal.
- The connection panel, at a minimum, should include hookups for vga and hdmi.



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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 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 October 30, 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.



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- b. If you are quoting government pricing, please list the source for the pricing, website, and the contract number.
 - c. The Village reserves the right not to pursue this project.
9. List the warranty on the equipment and the cost of a service contract to maintain the equipment on a yearly basis.
10. All necessary electrical requirements must be provided in this proposal. The Village is looking for this to be a turnkey solution, it is the vendors responsibility to hire an electrical contractor and follow all codes.

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. An overhead type projector that would allow people to come to the meeting with paper and display it on the screens in the room. This should be quoted as Option A.
3. While the Village does not want a Smart LCD screen in the room, we would like the ability to annotate what's on the overhead screen. This should be quoted as Option B.
4. 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.
5. 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 on the project and release a check to the vendor.
6. 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.



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7. A list shall be provided upon completion listing the specifics of the device, passwords, and a final scope of work.
8. Owner and installation manuals for all components of the system will be provided as part of the acceptance process.
9. Drawing will be provided with detailed information showing how all equipment is interconnected.
10. Installation media for all software used by the system along with detailed installation instructions.
11. Installation of any new manufactured equipment, refurbished (parts) is not allowed. The equipment must be in current production and not scheduled to be retired within the next 12 months.

The Village must receive 2 hard copies of the final proposal labeled "2015-13 Board Room Projection System" 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. The room will only be open on September 28th, 2015 from 9:00 am until Noon and October 1st, 2015 from 1:00 pm until 4:00 pm for viewing.
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 equipment.
4. Materials, if delivered before commencement of the project, will need to be coordinated with the IT Coordinator as to date and time of delivery.
5. The vendor's installer(s) will be required to provide valid identification to enter Village premises.



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6. The vendor's installer is expected to act and dress in a professional manner.
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 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 system shall meet all Building and Fire Codes adopted by the Village.
11. If the Village decides to pursue an audio system in the future for the room, the projection system should have the capability to interface with the audio system in the room.
12. 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



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13. such competency, and its decision shall be final and not subject to recourse by any person, firm, or corporation.
14. All questions must be emailed by October 2nd, 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 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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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. **(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;



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- 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.
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



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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;
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:



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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 no 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.



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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.

PLACE TO SUBMIT PROPOSAL – submit the proposal in a sealed envelope, with RFP# 2015-13 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. October 6th, 2015. Proposals received after 9:30 a.m. October 6th, 2015 are untimely and will be rejected. Proposals will not be opened until after 9:30 a.m. on October 6th, 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



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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 Village Administrator, Joanna Skupien, no later than the due date and times as specified in the Deadline for Submitting RFP.

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: 9/17/2015 to 10/6/2015



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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





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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: _____



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ATTACHMENT E Equal Employment Opportunity Statement



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ATTACHMENT F Sexual Harassment Policy or Statement



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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