



VILLAGE OF NORRIDGE

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

PRESIDENT

Daniel Tannhauser

CLERK

Debra J. Budnik

TRUSTEES

Ursula A. Kucharski

Jacqueline Gregorio

Donald Gelsomino

Bill Larson

Jack Bielak

Andrew Ronstadt

Date: June 3, 2020

RFP # 2020-21

Request for Proposal for:

Wireless Mounted Camera Project Locations for the cameras are:

Harlem Avenue near Cullom Avenue
Irving Park Road at Octavia

A. INTRODUCTION

The Village of Norridge, located in Cook County Illinois, seeks proposals for the above project. The project will be completed by August 7, 2020 and will provide for fully functional fixed location wireless mounted cameras.

B. PURPOSE OF THE PROJECT

1. The Norridge Police Department is looking for a video solution to maintain a 24/7 surveillance option to provide for added security around the Harlem Irving Plaza. The Harlem Irving Plaza would be considered a "high value target" for both foreign and domestic terrorists. Furthermore, "lone wolf" type of attacks could cause significant human damage regardless of the motive behind the attack.
2. Some basic goals of this project include; the ability to accurately identify persons and vehicles within camera range; the ability to capture video using low light and Infra-Red technology; the opportunity to download a minimum of 30 days. The addition to include LPR cameras as a complement to video surveillance would be considered.



VILLAGE OF NORRIDGE

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

3. It is the policy of the Village to procure equipment after a thorough evaluation and determination of the most responsible vendor in a manner that is the most advantageous for the Village. In determining the most advantageous proposal, the Village will consider criteria such as the vendor's past performance, service consistency, service reputation and capability, customer satisfaction, and ability to deliver equipment and services in a timely manner. For this reason, the Village will not split up this RFP and will award the project to a single vendor.

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

C. SCOPE OF SERVICES

Overview

The Norridge Police Department is looking for a video solution to maintain a 24/7 surveillance option to provide for added security around the Harlem Irving Plaza. The Harlem Irving Plaza would be considered a "high value target" for both foreign and domestic terrorists. Furthermore, "lone wolf" type of attacks could cause significant human damage regardless of the motive behind the attack.

The locations identified for the placement of the cameras are:

- Irving Park Road and Octavia Avenue
- Harlem and Cullum Avenue

D. TECHNICAL SPECIFICATIONS

- Base Requirements – Requirements in this section may be answered by an acknowledgement of the question, a description of the method of compliance or a statement explaining non-compliance. The following is a list of requirements that the Camera system should comply with:
 - The Village of Norridge seeks a camera solution which is capable of a minimum of 1080P High Definition color images.
 - The camera solution must be capable of up to 360 degrees coverage. The camera must be auto focus.



VILLAGE OF NORRIDGE

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

- The camera must be capable of providing usable images with low or minimal light.
- The camera must be capable of either vertical or horizontal mounting.
- Video test footage at each location will be required prior to awarding the bid.
- Overall Construction
 - The unit is expected to be highly weather resistant. The unit must be capable of withstanding the Chicago weather extremes of water, snow, wind, heat and cold. The unit should be portable and capable of being pole mounted. The total weight of the unit is expected not to exceed 55 lbs. The unit is expected to be shielded to protect against electrical surge and RFI.
- Power
 - The Village of Norridge is looking at an option which would provide a continuous uninterrupted 110-volt power option. The option may require the ability to provide the Village a solution to “step down” from 240 or 480.
- Memory Storage and Transmission
 - The unit is expected to be capable of storing large amounts of high definition video data. The unit is expected to be capable of retaining, at a minimum, 30 days worth of data.
 - The storage medium should be resistant to Chicago weather extremes. The data needs to be network accessible.
 - At this time Norridge would use a Verizon LTE wireless solution which can be accessed through an ExacqVision Client. The Village is looking for an onsite storage solution to limit continuous wireless transmission. The system will have the ability to transmit live video and stored video back to video servers/recorders located at the Norridge Police Department when required or alternatively a vendor provided system through cloud storage when required. Bluetooth option for download as a secondary option would be considered.
- Installation
 - The Village of Norridge will be responsible for mounting of equipment.



VILLAGE OF NORRIDGE

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

- The unit is expected to be installed at a location approved by the Village of Norridge. The unit will be warranted against manufacture and construction defects.
- The approved vendor will perform pre installment and post installment configuration of equipment.
- All personnel involved in the installation will have the appropriate licensing and technical experience to complete the installation process.

E. PROFILE

Include the following with the submitted proposal:

2. 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.
3. The vendor shall have at least one technician that is certified on the proposed equipment with offices within the Chicago area.
4. List a minimum of three references, two preferably should be government entities, providing names and contact numbers/emails.
5. Include information about years of service in this business and detail professional experience in providing, installing, and servicing this type of equipment.
6. 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.
7. Up to three (3) additional pages of additional information may be added if you deem it may be useful and applicable to this project.
8. The Village of Norridge expects this project to be completed by August 7, 2020. Please include a statement informing the Village of the time frame required to complete the project upon award of RFP.



VILLAGE OF NORRIDGE

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

9. 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, consulting, etc. must be itemized and broken down on the proposal on a per location 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 at the specified locations.

10. 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.

11. All necessary electrical requirements must be discussed and approved by the Village before the commencement of the project. The proposal should include a paragraph about:
 - a. System Reliability – Describe the overall reliability of the proposed system architecture.
 - b. System Scalability – The ability for future growth. How hardware and software will be scaled.

F. DELIVERABLES

The vendor/contractor must provide the following:

1. A comprehensive plan detailing the most cost-effective strategies that address the goals and purpose detailed above.
2. Delivery costs of equipment to the designated delivery location.



VILLAGE OF NORRIDGE

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

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.

A punch list will be created by the Village stating any items that may be deficient. Once all issues are resolved with the system, recommendation for release of final payment will be given.

Training will be conducted at the Norridge Police Department on the use of the system and any programming. 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/contractor will be permitted onsite between the hours of 8:00 a.m. to 5:00 p.m. – Monday through Thursday to work on the project.
2. The installation will take place at the various locations and a schedule will be provided to the Chief of Police on work to be performed at the locations.
3. Materials, if delivered before commencement of the project, will need to be delivered to the Norridge Police Department, 4020 North Olcott Avenue, Norridge, IL 60706 between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday.
4. Any vendor/contractor's will be required to provide valid identification to enter Village premises.
5. The vendor/contractor's installer is expected to act and dress in a professional manner.
6. Site visits are preferred and allowed on the following days:
June 16, 2020 10:00 am



VILLAGE OF NORRIDGE

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

June 17, 2020 1:30 pm

Please contact Dave Disselhorst at 708-583-5758 to confirm which day you will be attending

Sites will be visited in the following order:

- Cullom Avenue/Harlem Avenue
- Irving Park Road/Octavia Avenue

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 pleas 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 Contractor. Upon



VILLAGE OF NORRIDGE

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

request of the Village, the Contractor shall furnish additional evidence as may be required by the Village (beyond that which is required in response to this RFP) to evaluate its ability and resources to accomplish the work required by the scope of services herein. The Village shall unequivocally be the sole and final judge of such competency, and its decision shall be final and not subject to recourse by any person, firm, or corporation.

Vendor Requirements

INSURANCE

A contractor, or vendor, shall not commence work, nor shall the Village permit any contractor or vendor, under any contract with the Village to commence work, until the contractor or vendor has first obtained all insurance required under this paragraph, and such insurance has been approved by the Village; nor shall a Contractor allow any sub-contractor to commence work on a sub-contract until all similar insurance required of the sub-contractor has been approved by the Village. A contractor or vendor agrees to provide and maintain certificates of insurance evidencing the minimum insurance coverage and limits set forth below during the term of the contract, unless Village ordinance or bidding requirements specify a greater amount or additional type of insurance, then such greater amount or type of insurance will be required. Such policies shall be in force and from companies acceptable and satisfactory to the Village to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the contract term.

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

The policy of insurance shall contain no provisions that invalidate the naming of the Village as additional insured. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and shall not be construed in any way as a limitation on Contractor's duty to carry adequate insurance or on Contractor's liability for losses or damages under the Contract. The minimum insurance coverage and limits that shall always



VILLAGE OF NORRIDGE

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

be maintained by the Contractor and his sub-contractors while providing, performing, or completing the work are as follows:

1. General Liability. The Contractor shall carry a comprehensive general 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. Umbrella Liability Coverage: The Contractor shall carry an umbrella liability policy with limits of not less than \$1,000,000.00.
3. 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.
4. Professional Liability Insurance: The Contractor shall carry minimum of \$1,000,000.00.
5. Automobile Insurance: The Contractor shall carry minimum of \$1,000,000.00.

All such insurance must include an endorsement whereby the insurer agrees to notify the Village at least thirty (30) days prior to non-renewal, reduction, or cancellation. The Contractor shall cease operations if the insurance is canceled or reduced below the required amount of coverage. All costs for insurance, as specified herein, will not be paid for separately, but shall be considered as incidental to the Contract.

INDEMNIFICATION

Upon entering into a contract with the Village, the Contractor/Vendor agrees to protect, indemnify, hold and save harmless and defend the Village against any and all claims, costs, causes, actions and expenses, including but not limited to, attorneys' fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors of the contractor or



VILLAGE OF NORRIDGE

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

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/Vendor or any of Contractor/Vendor's subcontractors hereunder, whether such loss, damage, injury or liability is contributed to by the negligence of the Village or by premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that the contractor/Vendor shall have no liability or damages or the costs incident thereto caused by the sole negligence of the Village or as otherwise provided by Illinois law.

NONDISCLOSURE

The Contractor/Vendor acknowledges and agrees that certain information provided by the Village, relating to the products and services to be supplied by the Contractor/Vendor, is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by the Contractor/Vendor, whether during the term of an agreement with the Village or at any time thereafter, except solely as required in the course of

the Contractor/Vendor's performance of services under its agreement with the Village. The Contractor/Vendor shall comply with the applicable privacy laws and regulations affecting the Village, and will not disclose any of the Village's records, materials, or other data to any third party, other than its attorneys or other individuals within the Contractor/Vendor's related business entities who have a need to know, and who agree in advance not to make further disclosure or unless required to do so by applicable law. The Contractor/Vendor shall not distribute statistical analyses and reports utilizing data derived from information or data obtained from the Village without the prior written approval of the Village.

PREVAILING WAGE ACT

All contractors hired by the Village for construction projects shall abide by the prevailing rate of wages for laborers, workmen and mechanics as required by state law.



VILLAGE OF NORRIDGE

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

BID RIGGING AND ROTATING

State law requires that all bidders/contractors/vendors must execute the form attached hereto as Attachment A stating that the undersigned on behalf of the entity entering into a contract with the Village of Norridge certifies that:

- a. This contract is not made in the interest of, or on behalf of, an undisclosed person, partnership, company, association, organization or corporation;
- b. The Bidder/Contractor/Vendor has not in any matter directly or indirectly sought by communication, consultation or agreement with anyone to fix the bid price of any bidder, or to fix any overhead profit or cost element of the contract price or to secure any advantage against the Village of Norridge or anyone interested in the proper contract;
- c. This contract is genuine and not collusive or sham;
- d. The undersigned, on behalf of the Bidder/Contractor/Vendor, certifies that it has never been convicted for a violation of State laws prohibiting bid rigging or rotating.

This completed form must be submitted with the proposal.

TAX COMPLIANCE

1. The Contractor/Vendor, on behalf of the entity entering into this contract, certifies that neither the undersigned, nor the entity, is barred from contracting with the Village of Norridge because of any delinquency in the payment of any tax administered by the State of Illinois, Department of Revenue, unless the undersigned or the entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability of the tax or the amount of tax.



VILLAGE OF NORRIDGE

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

2. The Contractor/Vendor, or the entity entering into this contract, understands that making a false statement regarding delinquency of taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the Village to recover all amounts paid to the entity under the contract in a 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 [vendor or contractor] agrees to comply with the clause and all other rules and regulations of the Illinois Department of Human Rights covering employment opportunity. The [vendor or contractor] also acknowledges that it has a written sexual harassment policy which complies with Section 2-105 of the Illinois Human Rights Act, 775 ILCS 5/2-105.

SEXUAL HARASSMENT POLICY

The undersigned, on behalf of the entity making this proposal or bid, certifies that it has and enforces a written sexual harassment policy pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) (the "Act").



VILLAGE OF NORRIDGE

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

This Act provides that every party to a public contract must have written sexual harassment policies that include, at a minimum, the following information:

1. The illegality of sexual harassment;
2. The definition of sexual harassment under State law;
3. A description of sexual harassment, utilizing examples;
4. The vendor's internal compliant process, including penalties;
5. The legal recourse, investigative and compliant process available through the Department of Human Rights and the Human Rights Commission;
6. Directions on how to contact the Department and Commission;
and
7. Protection against retaliation as provided by 6-101 of the Act.

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

ILLINOIS DRUG FREE WORK PLACE ACT

Contractors/Vendors who are parties to a Village contract will comply with applicable legal requirements for a drug free workplace in the following manner by publishing a statement:

1. Notifying the employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place;
2. Specifying the action that will be taken against employees for violating this provision;



VILLAGE OF NORRIDGE

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

3. Notifying the employees that, as a condition of their employment to do work under the contract with the Village of Norridge, the employee will:
 - a. Abide by the terms of the statement;
 - b. Notify the undersigned of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after such a conviction.
4. The contractor/vendor has a drug free awareness program to inform employees about:
 - a. The dangers of drug abuse in the work place;
 - b. The policy of maintaining a drug-free work place;
 - c. Any available drug counseling, rehabilitation or employee assistance programs;
 - d. The penalties that may be imposed upon an employee for drug violations.
5. The contractor/vendor shall provide a copy of the required statement to each employee engaged in the performance of the contract with the Village of Norridge, and shall post the statement in a prominent place in the work place.
6. The contractor/vendor will notify the Village of Norridge within ten (10) days of receiving notice of an employee's conviction.
7. The contractor/vendor will make a good faith effort to maintain a drug-free work place through the implementation of these policies.
8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the work place it shall:



VILLAGE OF NORRIDGE

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

- 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 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# 2020-21 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. June 22, 2020. Proposals received after 9:30 a.m. June 22, 2020 are untimely and will be rejected. Proposals will not be opened until after 9:30 a.m. on June 22, 2020. It is the vendor's responsibility to ensure timely delivery.

RFP PACKAGE

Each potential vendor is instructed to check its RFP package to ensure that it has received the complete document, which consists of sections and documents. The Village of Norridge, if necessary, will post any addendums on its web site under the Financial Department Portion and then by selecting Bids and RFPs.



VILLAGE OF NORRIDGE

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

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 the Contractor wishes to withdraw a RFP, the Contractor shall submit written notification of such action to the Financial Director, Joanna Skupien, no later than the due date and times as specified in the Deadline for Submitting RFP.

Inquiries should be directed to the Chief of Police, David Disselhorst via phone or e-mail: 708-583-5758 or ddisselhorst@norridgepd.com.

Dates Posted on Website: 06/03/2020 to 06/22/2020



VILLAGE OF NORRIDGE

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

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: _____, 2020

President: _____

Address: _____

City, State, Zip Code _____

ATTEST:

_____ [Seal]

Attest:



VILLAGE OF NORRIDGE

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

Title: ATTACHMENT B

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

I understand that in evaluating the Village of Norridge (“Norridge”) buildings for RFP 2020-21, 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 2014-009 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.]



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
708/ 453-0800 FAX 708/ 453-9335
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: _____