

VILLAGE OF NORRIDGE

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

PRESIDENT

Daniel Tannhauser

Date: 02/15/2023

CLERK

Gabriela Krasinski

TRUSTEES

Donald Gelsomino

Bill Larson

Jack Bielak

Andrew Ronstadt

Debra J. Budnik

Frank Avino, Jr.

RFP # 2023-26

Request for Proposal for:

Multi-Function Devices (MFP's) 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 W. Irving Park Road

INTRODUCTION

The Village of Norridge, 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 upgrade and/or replace its current multi-function devices and 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 found in **APPENDIX G** of this document.

PURPOSE

1. The Village of Norridge is seeking proposals for a multi copier/printer solution. We own our current inventory of MFP's, and



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are looking to upgrade and/or replace and possibly consolidate some of the current inventory.

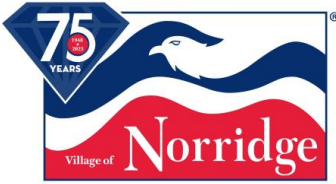
2. Basic goals of this project are to replace, add or update devices at various locations in order to keep up with changing technology. The Village is also interested in having one vendor to maintain all equipment for ease of technical support.
3. It is the policy of the Village to procure equipment after a thorough evaluation and determine 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 BID/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 second contract for the maintenance and supplies.

SCOPE OF SERVICES

The Village of Norridge currently has self-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 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.

TECHNICAL SPECIFICATIONS/INFORMATION

- All 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 Administration staff, but also to the vendor via the machine and email.



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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 7:00 A.M. to 5:00 P.M., 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 BID/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, drop-off and pick-up at no charge.



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- Reports of copy and printed counts based on defined ranges 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 deinstallation 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.

PROFILE:

Include the following with the submitted proposal:

1. Name, address, phone number, email address, website, and brief history of your company, including local office locations. The vendor must be licensed to work in the State of Illinois.
2. The vendor shall have a least one technician that is certified on the proposed equipment with offices within the Chicago area.
3. List a minimum of four references, **APPENDIX F**, two preferable should be government entities, providing contact names, phone 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 BID/RFP.
6. The Village of Norridge expects this project to be completed within 60 days of the awarding of the BID/RFP. Please include a statement informing the Village of the time frame required to



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complete the project upon award of BID/RFP.

7. 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, reoccurring fees to maintain the project under warranty.
 - b. Pricing must include all charges associated with the removal and return of the Village's existing equipment, if applicable.
 - 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.
8. 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 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.
9. All necessary electrical requirements must be discussed before the commencement of the project. Surge protection and power filters must be provided for each machine.

DELIVERABLES

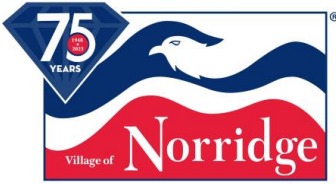
The vendor must provide the following:



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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 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 signoff 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.
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. 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.



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11. The selected vendor shall provide sufficient quantities of supplies so that replacement items are available at each location so that operation of the units are not interrupted due to lack of supplies. The Vendor and Office Manager will work cooperatively to determine onsite stock levels appropriate to support operations.

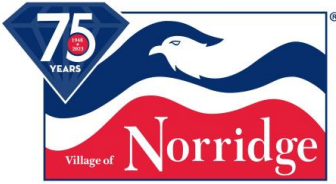
The Village must receive 2 hard copies of the final proposal labeled **“2023-26 Copier-Printer BID/RFP”** as well as a PDF which may include text, graphs, charts, tables, figures, pictures, or similar exhibits on digital media format.

OTHER NOTES:

1. Pre-proposal site visits are preferred and allowed by appointment only on February 23, 2023 from 8:00 A.M. to 11:00 A.M. and from 1:00 P.M. to 4:00 P.M. Each vendor will be given 45 minutes. Contact Kathy Gaseor at 708-583-5756 to schedule an appointment.

APPENDIX H must be completed by anyone attending the Site Visit and submitted on the day of the site visit

2. The selected vendor will be permitted onsite between the hours of 7:00 A.M. to 4:00 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 Office Manager as to date and time 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.



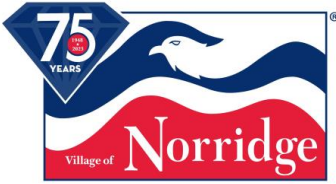
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7. It shall be the responsibility of the vendor to thoroughly read and understand the information, instructions, and scope of services contained in this BID/RFP. Vendors are expected to fully inform themselves as to the conditions and requirements 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 BID/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 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 BID/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 a person, firm, or corporation.

INSURANCE

The Contractor shall not commence work, nor shall the Village permit any Contractor, under any contract with the Village to commence work, until



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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. The 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 the 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



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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, if applicable.
4. Automobile/Vehicle/Truck 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. Proof of insurance shall be attached and be made part of **Appendix B**.

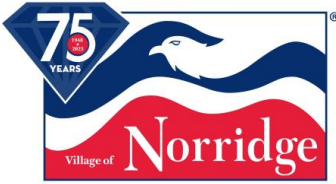
PREVAILING WAGE ACT

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. The Contractor and any and all subcontractors are required to insert a provision or stipulation regarding the payment of the prevailing wage rate into every public works project and bid specification, subcontract, and contractor's bond. Certification of compliance with the Prevailing Wage Act is found in **Appendix C** of this document and shall be signed by the Contractor and any and all subcontractors.

BID RIGGING AND ROTATING

State law requires that all Contractors must execute the form attached hereto as **Appendix A** stating that the undersigned on behalf of the entity entering into a contract with the Village of Norridge certifies that:

1. This contract is not made in the interest of, or on behalf of, an undisclosed person, partnership, company, association, organization or corporation;



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2. The Contractor has not in any matter directly or indirectly sought by communication, consultation or agreement with anyone to fix the bid price of any bidder, or to fix any overhead profit or cost element of the contract price or to secure any advantage against the Village of Norridge or anyone interested in proper contract;
3. This contract is genuine and not collusive or sham;
4. The undersigned, on behalf of the Vendor/Contractor, certifies that it has never been convicted for a violation of State laws prohibiting bid rigging or rotating.

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 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



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and contract specifications. The required language shall be in the form of the following typed statement and shall be submitted as part of **Appendix D**:

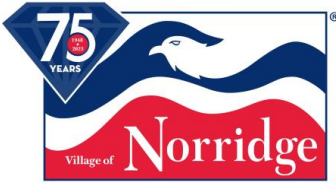
This [contract or contract specification] incorporates by reference the equal employment opportunity clause which the Illinois Department of Human Rights requires in all contracts and contract specifications. This clause is set forth in 44 Ill. Admin. Code Sec. 750 (Appendix A) and is contained in the Village's purchasing and contracting policy. By acceptance of this contract, the [vendor or contractor] agrees to comply with the clause and all other rules and regulations of the Illinois Department of Human Rights covering employment opportunity. The [Vendor/Contractor] also acknowledges that it has a written sexual harassment policy which complies with Section 2-105 of the Illinois Human Rights Act, 775 ILCS 5/2-105.

SEXUAL HARASSMENT POLICY

The undersigned, on behalf of the entity making this proposal or BID/RFP, 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 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;



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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 the Contractor's Sexual Harassment Policy or statement of such policy shall be submitted as part of **Appendix E**.

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



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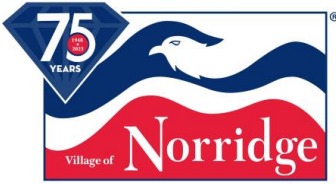
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within the Contractor's related business entities who have a need to know, and who agree in advance not to make further disclosure or unless required to do so by applicable law. The Contractor shall not distribute statistical analyses and reports utilizing data derived from information or data obtained from the Village without the prior written approval of the Village.

ILLINOIS DRUG FREE WORKPLACE 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 workplace;
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 workplace not later than five (5) days after such a conviction.
4. The /Contractor has a drug free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace;
 - b) The policy of maintaining a drug-free workplace;
 - c) Any available drug counseling, rehabilitation or employee assistance programs;



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- 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 workplace.
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 workplace 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 workplace 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.

REJECTIONS/WAIVERS:

The Village reserves the right to reject any and all BID/RFP's; waive formalities, technical requirements and/or deficiencies and irregularities; or solicit new BID/RFP's.

The Village reserves the right to award the BID/RFP to the most qualified Contractor, which, in the Village's judgment, best serves the needs and interests of the Village and its residents.



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WITHDRAWALS/DECLINATIONS:

If the Contractor wishes to withdraw a BID/RFP, the Contractor shall submit written notification of such action to the Village Administrator, Joanna Skupien, no later than the due date and time as specified in the Deadline for Submitting BID/RFP.

INQUIRES:

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

Inquiries pertaining to the scope of work should be directed to the Office Manager, Kathy Gaseor via phone at 708-583-5756 or via email at kgaseor@villageofnorridge.com.

No inquires will be accepted within five business days of the scheduled BID/RFP opening.

PLACE TO SUBMIT BID/RFP:

Submit the BID/RFP in a sealed envelope, with RFP# 2023-26 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 BID/RFP

Sealed BID/RFP's must be received by 9:15 AM, March 8, 2023. BID/RFP's received after 9:15 AM, March 8, 2023 are untimely and will be rejected. Proposals will not be opened until after 9:15 A.M. on March 8, 2023. It is the vendor's responsibility to ensure timely delivery. AN OFFICIAL OPENING WILL NOT BE TAKING PLACE.



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The Village Hall building opens at 9:00 AM and closes at 5:00 PM, Monday through Friday. We are open Saturdays from 9:00 AM to 12:00 PM. BID/RFP's may be dropped off at any time the Village Hall is open, or they can be mailed so long as a hard copy is received by the due date and time. BID/RFP's will remain sealed until the date and time of the opening.

Dates Posted on Website: February 15 through March 8, 2023



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APPENDIX A BID RIGGING AND ROTATING

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: _____, 2023

President: _____

Address: _____

City, State, Zip Code _____

ATTEST: _____ [Seal]

Attest:

Title:



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APPENDIX B ATTACH PROOF OF INSURANCE



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APPENDIX C 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

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APPENDIX D EQUAL EMPLOYMENT OPPORTUNITY STATEMENT



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APPENDIX E SEXUAL HARASSMENT POLICY OR STATEMENT



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APPENDIX F REFERENCES

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:

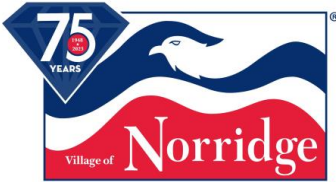
Agency:

Address:

City, State, Zip Code:

Contact Person/Telephone Number:

Dates of Service/Awarded Amount:



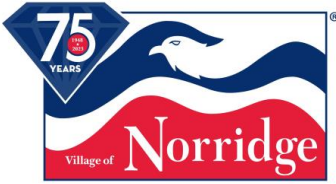
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APPENDIX G CURRENT INVENTORY

Local ID	Manufacturer	Model	Serial Number	Total Pages	Mono Pages	Color Pages	Total Scans	Type
Sieb Center-Historic	RICOH	Aficio MP C300SR	S7315200122	27431	13714	13717	29	B/W - Color
Rear Hall Way - VH	KONICA-MINOLTA	BIZHUB C258	A7R0011000995	232451	168689	63762	63573	B/W - Color
Public Works	KONICA-MINOLTA	BIZHUB C3850FS	A72R011003787	39243	26112	13131	11884	B/W - Color
Main Office	KONICA-MINOLTA	BIZHUB C454E	A5C0011032177	488031	323013	165018	57849	B/W - Color
Police Department	KONICA-MINOLTA	BIZHUB C308	A7PY011018004	241506	162300	79206	19566	B/W - Color
Front Counter	KONICA-MINOLTA	BIZHUB 4050	A6VF011016778	62242	62242		1830	B/W
Records	KONICA-MINOLTA	BIZHUB 4050	A6VF011016657	161043	161043		30332	B/W
Roll Call Room	KONICA-MINOLTA	BIZHUB 4050	A6VF011016689	145715	145715		4251	B/W
Building & Grounds	KONICA-MINOLTA	BIZHUB 4050	A6VF011016799	11796	11796		34	B/W
Building Department	KONICA-MINOLTA	BIZHUB 4050	A6VF011016690	69811	69811		55107	B/W
Chief	KONICA-MINOLTA	BIZHUB 4050	A6VF011016685	4803	4803		397	B/W
Police Garage 1	KONICA-MINOLTA	BIZHUB 4050	A6VF011016688	5116	5116		57	B/W
Police Garage 2	RICOH	AFICIO MP C300SR	W3038600708	16114	16114			B/W
Detectives	RICOH	AFICIO MP C300SR	S7315200226					B/W - Color
Roll Call	RICOH	AFICIO MP C300SR	S7325600203					B/W - Color
Village Administrator	HP	Laser Jet M203-M206	VND3b88513	7100				B/W
Radio Room/Dispatch	RICOH	201SPF	W3019305212					
Police Commissioners	HP	Office Jet Pro 9010	TH91V2Y10S					
Veterans Office	HP	Laser P1505N						
GIS Plotter	CANON	iPF785	BAAS8321	311	311			
Village Clerk	HP	Laser Jet 1022	CNBC6215XR					
Bookkeeper's Office	HP MICR Printer	HP 3015						

LOCATION KEY	
Village Hall	4000 N. Olcott Ave
Police Department	4020 N. Olcott Ave
Public Works	8415 W. Foster
Estelle Sieb Center	7774 W. Irving Park Road
Ottawa Police Garage	4348 N. Ottawa



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APPENDIX H

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 2023-26, 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 2023-26 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.

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



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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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CHECKLIST, RFP #2023-26

- Profile
- Bid-Rigging and Rotating, Appendix A
- Proof of Insurance, Appendix B
- Prevailing Wage Act, Appendix C
- Equal Employment Opportunity Statement, Appendix D
- Copy of Sexual Harassment Policy or Statement thereof, Appendix E
- Four References, Appendix F
- Confidentiality agreement for prospective bidders, prospective responders to requests for proposals, and to consultants, contractors and vendors, Appendix H, if applicable