

REQUEST FOR PROPOSALS

The Village of Glendale Heights is soliciting proposals, from qualified Offerors/Firms possessing the necessary capability and expertise, to select a new integrator to service, upgrade and maintain our physical security platform. The Village is looking to select a single vendor for both critical maintenance tasks, short term, and potential elective improvement projects in the upcoming fiscal year and beyond.

There will be a **MANDATORY** Pre-proposal meeting and Site Visitation located at 300 Civic Center Plaza, in the Floyd Brown Meeting Room, Glendale Heights, IL 60139, scheduled for September 23, 2024 at 11:00 a.m. The purpose of this meeting is to provide the confidential equipment list and do a site visitation to view existing equipment. Only those Offerors/Firms in attendance at the Pre-Proposal Meeting will be considered for award for services under this agreement.

Offerors interested in submitting proposals must comply with the requirements set forth in this Request for Proposals (RFP). To be considered, three (3) copies of your proposal must be received by 11:00 AM, local time prevailing, on October 8, 2024 and addressed to:

Ms. Darcie Garza, CPPB
Village of Glendale Heights
300 Civic Center Plaza
Glendale Heights, IL 60139

Offerors are responsible for ensuring their proposals are received by Finance Department personnel prior to the submission deadline. Proposals received after the submission deadline will not be accepted and returned unopened to the firm. The Village has included, in this document, a label to affix to the outermost packaging of your RFP submittal, to further identify its contents.

Hand carried proposals may be delivered to the above address **ONLY** between the hours of 8:00 am and 4:30 pm, Mondays through Fridays, excluding holidays observed by the Village.

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. All late proposals that are received by the Village shall be returned unopened to the vendor submitting the proposal. Proposals that are in transit (U.S. Mail, Federal Express, etc.) at the aforementioned time and date shall not receive consideration and shall be returned unopened.

A Review Committee comprised of Village Personnel and the Village Technology

consultant will evaluate proposals. During the evaluation process, the Review Committee reserves the right, whenever it may serve the Village's best interest, to request additional information or clarifications from firms, or to allow for corrections of errors or omissions.

There is no express or implied obligation for the Village to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The Village reserves the right to reject any or all proposals submitted, to retain all proposals submitted, and to use any ideas in a proposal or interview regardless of whether the proposing firm is selected.

Submitting a proposal to the Village indicates acceptance by the Offeror of the conditions contained in this RFP. Offerors are hereby notified that all information submitted as part of, or in support of, proposals will remain confidential until the date; thereafter the documents will be available for public inspection in compliance with Illinois State Statutes.

It is the responsibility of all Offerors to thoroughly examine and be familiar with the specifications of this Request for Proposal. Failure of any Offeror to fully examine this Request for Proposal shall in no way relieve any Offeror of any obligations with respect to this Proposal or the resultant agreement. All proposals shall remain valid for 90 days from the proposal due date.