

REQUEST FOR PROPOSALS

The Village of Glendale Heights is soliciting proposals from qualified firms possessing the necessary capability and expertise to Furnish, Deliver and Install a Council Chambers Boardroom Video Upgrade, in accordance with the requirements set forth in this document. Firms 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 firm's proposal must be received by 11:00 AM, local time prevailing, on March 22, 2023 and addressed to:

Village of Glendale Heights
Finance Department
300 Civic Center Plaza
Glendale Heights, IL 60139

Firms 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 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 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.

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.

All proposals shall remain valid for 90 days from the proposal due date.