

SECTION I
REQUEST FOR PROPOSAL

Police Department – Office Furniture

NOTICE TO PROPOSERS: Sealed proposals will be received at the Office of the City Clerk, until the time and date specified below for:

OFFICE FURNITURE – POLICE DEPARTMENT - MULTIPLE LOCATIONS

RFP packets are available at the City Clerk’s Office, City Hall, 6700 W. 26th Street, Berwyn, IL 60402 and at the City of Berwyn website: www.berwyn-il.gov

ADDRESS PROPOSALS TO: Attention of the City Clerk’s Office, Berwyn City Hall, 6700 W. 26th Street, Berwyn, IL 60402, on or before 10:00 a.m., on September 17, 2024. Proposals shall be sealed and clearly marked on the front **“Office Furniture – Police Department - Request for Proposal.”** **FAXED PROPOSALS WILL NOT BE ACCEPTED.**

PROPOSALS ARE DUE NO LATER THAN: 10:00 a.m., on September 17, 2024. Proposers shall submit two (2) copies of their proposal. Proposals will be opened and read aloud at 11:00 a.m. on September 17, 2024 in Council Chambers on the second floor of City Hall.

The City of Berwyn is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City of Berwyn, or any other means of delivery employed by the proposer. Similarly, the City of Berwyn is not responsible for, and will not open, any bid responses which are received later than the date and time stated.

QUESTIONS: All questions and clarifications regarding this Request for Proposal must be submitted no later than 11 a.m., September 16, 2024 by e-mailing the following City Representative:

Division Commander Michael Fellows
Berwyn Police Department
mfellows@ci.berwyn.il.us
(708) 795- 5600 X2105

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SECTION II
SPECIFIC CONDITIONS AND INSTRUCTIONS FOR THIS PROPOSAL

A. SCOPE AND BACKGROUND:

The City of Berwyn is seeking proposals from qualified and experienced office furniture providers for the supply, installation, and commissioning of office furniture at our Police Department. The Berwyn Police Department is dedicated to maintaining public safety and ensuring a secure environment for our community.

The Berwyn Police Department will require office furniture various areas including the Roll Call Room, Training Rooms, Watch Commander Office, Community Room, Sergeant's Room, and Lunch Room.

The scope of work for this project includes, but is not limited to, the following:

- **Supply of Equipment:**
- **Installation Services:**

B. PROPOSAL REQUIREMENTS:

- If any proposer is in doubt as to the intent or meaning of any part of this Request for Proposal, the proposer must e-mail no later than September 16, 2024 at 11a.m.
- Proposers are expected to be informed as to the conditions, requirements and specifications before submitting a proposal. The submission of a proposal by a firm implies the firm's acceptance of the terms and conditions herein, unless otherwise stated. It is recommended to set up a walk-through of the proposed job. To set up a walk-through, email Division Commander Michael Fellows (e: mfellows@ci.berwyn.il.us). Final date for a walk through of the project is September 10, 2024.
- The Proposer is responsible for all costs related to the preparation of this proposal.
- The format of the firm's proposal must be consistent with the format of the specifications listed.
- Proposed pricing shall be firm from the beginning date of the signed contract. Pricing must also include a detailed cost breakdown including equipment, labor, installation, and any additional costs.
- Proposal must include a detailed project plan outlining your approach to the scope of work. Proposal must also include a detail equipment list of all equipment to be supplied, specifying functionalities and capabilities.
- Proposal must include support and maintenance, including details of warranty, support and maintenance services that will be provided.
- All prices shall include all charges that may be imposed in fulfilling the terms and conditions of the contract.

- Your proposal must include an approximate implementation schedule including timelines for scope of work to be performed.
- The City of Berwyn is in no way restricted from using the services of another firm if the services offered in the RFP are found unsatisfactory and do not meet the standards in Attachment A.
- Your proposal must be summarized in letter form on the vendor's letterhead stationery. The letter must be signed by an officer of the vendor or a designated agent empowered to bind the firm in the contract offer. Acceptance or exception to our terms must be noted in the letter.
- A complete description and specifications of the services as required are in Attachment A.
- References from three customers (law enforcement agencies preferred) that have utilized services from your company. The customer's name and address, a contact name, title and phone number must be included with the reference information (Section IV).
- A completed and signed Company Information & Signature Sheet (Section V).

NOTE: Proposers need to submit the required information listed in the Request for Proposal. The City of Berwyn reserves the right to reject proposals that the City of Berwyn considers incomplete due to the omission of the required information.

C. RESPONSIBLE PROPOSER REQUIREMENTS:

All proposals must be submitted with the following information and supporting documentation in order for the proposal to be accepted:

- A copy of a print-out of the Illinois Secretary of State's Department of Business Services online records evidencing that the proposer has a current corporate annual report on file. If the proposer is an individual, sole proprietor, or partnership, this subsection shall not apply.
- Documents evidencing current registration with the Illinois Department of Revenue if proposer has employees (e.g. document with account number, Illinois Business Tax number).
- Documents evidencing current registration with the Illinois Department of Employment Security if proposer has employees (e.g. document with UI account number).
- Disclosure of any federal, state or local tax liens or tax delinquencies against the contractor or any officers of the contractor in the last five (5) years.
- A statement that all employees are (i) covered under a current workers' compensation insurance policy and (ii) properly classified under such policy. If the proposer is insured with a carrier, the evidence of workers' compensation insurance shall be a copy of the "Information Page" of the proposer's workers' compensation policy and any continuation of that Information Page which include the name and address of the insured, as well as the class codes the compensation premium is based on and the total estimated remuneration per class code.
- A statement of compliance with all provisions of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.) and all rules and regulations therein, for the past five (5) years. Such statement shall also provide that the contractor has reviewed the Prevailing Wage Act or federal Davis-Bacon and Related Acts, has reviewed and agrees to pay the applicable prevailing wage rates

attached to the bid specifications, and will strictly comply with the Prevailing Wage Act or federal Davis-Bacon and Related Acts and related requirements. A contractor who has been found by the Illinois Department of Labor to be in violation of the Prevailing Wage Act twice within a three (3) year period shall be deemed not to be a Responsible Proposer for two (2) years from the date of the latest finding.

- A copy of the written program for the prevention of substance abuse to be filed with a public body pursuant to the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 et seq.).
- A statement that individuals who will perform work on the project on behalf of the contractor are properly classified as either (i) an employee or (ii) an independent contractor under all applicable state and federal laws and local ordinances.
- Documents evidencing any professional or trade license required by law or local ordinance for any trade or specialty area in which the contractor is seeking a contract award. Additionally, the contractor must disclose any suspension or revocation of such license held by the company, or of any director, officer or manager of the company.
- Evidence of participation in apprenticeship and training programs applicable to the work to be performed on the projects which were approved by and registered with the United States Department of Labor's Office of Apprenticeship, or its successor organization. The required evidence includes a copy of all applicable apprenticeship standards and Apprenticeship Agreement(s) for any apprentice(s) who will perform work on the public works project.
- Proposer shall certify that all employees expected to perform work on the project have completed a 10-hour or greater OSHA safety program within the last five (5) years. Only workers that have satisfactorily completed a 10-hour or greater OSHA safety program will be allowed to participate on the project. The proposer must have copies of employee OSHA cards on file, and the City of Berwyn may request the proposer provide copies of employees OSHA cards; failure to produce an employee's OSHA card may result in determination that the proposer is not a responsible proposer.
- Disclosure of the name and address of each subcontractor from whom the contractor has accepted a bid and/or intends to hire on any part of the project. Further, each such subcontractor shall be required to adhere to the requirements set forth herein as though it were bidding directly to the City of Berwyn. Each contractor shall submit all subcontractor information and supporting documentation to the City's responsible department prior to the subcontractor commencing work on the project.
- Statements as to past performance, which shall give an accurate and complete record of all public works projects completed in the past three (3) years by the contractor. Such statements shall include the name of the public body and the projects, original contract price, final contract price, and the names of all subcontractors used, if applicable, and a statement as to compliance with completion deadlines.
- Any determinations by a court or governmental agency for violations of federal, state, or local laws, including but not limited to serious, willful or repeated violations of the Occupational Safety and Health Act (OSHA), violations of contracting or antitrust laws, tax or licensing laws, environmental laws, the National Labor Relations Act (NLRA), or the federal Davis-Bacon and Related Acts.

Any material changes to the contractor's status, at any time, must be reported in writing to the City of Berwyn within fourteen (14) days of its occurrence. Failure to comply with this requirement is grounds for the contractor to be deemed a non-responsible proposer.

NOTE: Proposers need to submit the required information listed in the ‘Responsible Proposer Requirements’. The City of Berwyn reserves the right to reject proposals that the City of Berwyn considers incomplete due to the omission of the required information.

D. GENERAL REQUIREMENTS:

- Professional workmanship shall meet or exceed existing industry standards.
- If the workmanship referred to in Attachment A is found to be faulty in any way, the firm, upon notification and at his/her expense, shall rectify and redo what was not done, or done incorrectly (within seven (7) business days) to the complete satisfaction of the City of Berwyn.
- Failure of the vendor to provide services within the time specified, unless extended in writing by the City of Berwyn, or failure to redo services that were done incorrectly or not done at all when so directed by the City of Berwyn shall constitute delivery failure. When such failure occurs, the City of Berwyn reserves the right to cancel or adjust the contract; whichever is in the best interest of the City of Berwyn. In either event, the City of Berwyn may purchase in the open market services of comparable worth to replace the services not done correctly or not done at all. On all such purchases, the vendor shall reimburse the City of Berwyn, within reasonable time specified by the City of Berwyn for any expense incurred; if not cancelled, such purchases shall be deducted from the contract quantities. The City of Berwyn reserves the right to not accept services which do not meet the specifications, or are substandard in quality, subject to a reduction in price to be determined by the City of Berwyn.

E. CONTRACT AWARD:

- The Vendor’s proposal must be complete to be considered for award.
- The City of Berwyn reserves the right to qualify, accept or reject any or all vendors and accept any proposal deemed to be in the best interest of the City of Berwyn. The City of Berwyn reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the City of Berwyn. The City of Berwyn reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the request for proposals.
- Consideration may be given to, but not limited to services available, hours of services available, references, and special pricing. **The City of Berwyn reserves the right not to accept the lowest proposer.**
- All prescriptions of the RFP shall be understood as a form of a signed contract.

F. EVALUATION PROCESS:

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting the City of Berwyn’s requirements and terms and conditions, pricing, and overall responsiveness to the Request for Proposal. Additional points of evaluation include, but are not limited to;

compliance with RFP requirements, quality and reliability of proposed equipment, experience and qualifications of the proposer, cost-effectiveness and reference. City of Berwyn representatives may conduct discussions with any proposer who submits an acceptable or potentially acceptable proposal. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Prior to the bid opening, the evaluation committee shall not disclose any information derived from one proposal to any other proposer. City of Berwyn representatives reserve the right to request the respondent to provide additional information during this process.

SECTION III **GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS**

The general rules and conditions that follow apply to all proposals issued by the City of Berwyn, unless otherwise specified. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so shall be at the Proposer's own risk.

REQUEST FOR PROPOSAL (RFP) is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a REQUEST FOR PROPOSAL, and is thus a solicitation for responses.

Moreover, any acceptance of a proposal shall NOT result in a binding contract between the City of Berwyn and the Proposer, but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement, contract, or purchase order between the Proposer and the City of Berwyn.

"Proposal date" as referenced herein shall mean the local date and time specified in the proposal documents.

A. CONDITIONS FOR PROPOSING

- **COMPLETENESS/AUTHORIZATION OF PROPOSAL.** Proposer shall supply all information and submittals required by the proposal documents to constitute a proposal. The proposal shall clearly state the legal name, address, email, telephone number, and fax number of the Proposer. The proposal shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the proposer to proposal.

- **ADDRESSING OF PROPOSAL.** Unless otherwise specified, faxed proposals will not be accepted. Proposal shall be submitted in a sealed envelope clearly marked on the front with proposal name and due date, and unless otherwise specified, addressed to:

City Clerk's Office
City of Berwyn
6700 W. 26th Street
Berwyn, IL 60402

- **PROPOSAL DEADLINE.** Proposer shall be responsible for taking whatever measures are necessary to ensure that the proposal reaches the office of the City Clerk on or before the local time and date specified. The City of Berwyn shall not be responsible for, and may not consider, any late proposal, amendment thereto, and request for withdrawal of proposal received after the date

specified. Proposals received after the time and dated specified on the Request for Proposal will not be opened and will not be considered for award.

- **PROPOSALS BINDING 90 DAYS.** Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) days following proposal date, unless the Proposer, at the City of Berwyn's request agrees in writing to an extension.
- **COMPETENCY OF PROPOSER.** No proposal may be accepted from or contract awarded to any person, firm or corporation who is in arrears or in default to the City of Berwyn, State of Illinois, or the Federal Government upon any debt or contract. Prior failure of a Proposer to perform faithfully on any previous contract or work for the City of Berwyn may be grounds for rejection. The Proposer must have not been suspended or debarred from doing business with the state and/or federal government. The Proposer, if requested, shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these proposal documents. Such evidence shall be presented within a specified time and to the satisfaction of the City of Berwyn. The Proposer shall also disclose any past, current or pending lawsuits going back to 2013.
- **COLLUSIVE PROPOSING.** The Proposer certifies that the proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project, without prior knowledge of competitive prices, and that the proposal is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

B. INSURANCE

- **INSURANCE REQUIREMENTS.** The successful Proposer shall provide insurance as follows:
 - Certificate of Insurance; Cancellation or Modification
 - Before commencing work, the Proposer shall submit to the City of Berwyn for approval a Certificate of Insurance meeting the requirements specified herein, to be in effect for the full contract period. The City must be listed on the Certificate of Insurance as an additional insured.
 - The Proposer shall notify the City of Berwyn in writing at least thirty (30) calendar days prior to any change or cancellation of said policy or policies and the City reserves the right to terminate the contract.
 - Cancellation or modification of said policy or policies shall be considered just cause for the City of Berwyn to immediately cancel the contract and/or halt work on the contract, and to withhold payment for any work performance on the contract.
 - Minimum Coverage
 - Any policy or policies of insurance purchased by the Proposer to satisfy their responsibilities under the proposal shall include contractual liability coverage, and shall be in the following type and minimum amounts:

<u>Type of Coverage</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
Comprehensive General Liability		
Bodily Injury & Property Damage	\$2,000,000	\$5,000,000
Automobile Liability		
Bodily Injury & Property Damage	<u>Combined Single Limit</u> \$1,000,000	

Worker's Compensation Insurance as required by Illinois state law.
The City of Berwyn requires that the Contractor's Insurance carrier be A rated or better by A.M. Best.

- Hold Harmless: Endorsement Required

- The Proposer, including their subcontractor, employees, representatives or agents, shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees, and agents from any and all liability loss, cost, damage and expense (including reasonable attorney's fees and court cost) resulting from, arising out of, or incurred by reason of any claims, actions or suits based upon or alleging bodily injury including death, or property damage rising out of or resulting from the Proposer's operations under this document.
- Proposer is not, and shall not, be deemed to be an agent or employee of the City of Berwyn.
- Responsibility for Damage Claims – Notwithstanding the above, it is specifically agreed between the parties executing this contract that it is not intended by any of the provisions of any part of the contract documents to create in the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party to this contract. It is understood that no subcontractor is a third party beneficiary to any contract between the Contracting Authority and prime contractor. Nothing in any special provision or any supplemental specification shall be construed as eliminating or superseding the requirements of this section.

C. SPECIFICATIONS

- **FORMAL SPECIFICATIONS.** The Proposer shall abide by and comply with the true intent of the specifications (i.e., not take advantage of any unintentional error or omission). Any mention made herein of a service to be provided in accordance with laws, ordinances, etc., shall be construed as the minimum requirements of the specifications.
- **PROPOSED ALTERNATE.** All items are to be identified in the bid document by a manufacturer's name, make, model, size and other relevant identifiers. It is understood that the proposer proposes to furnish the commodity and/or service so identified by the City of Berwyn unless the proposer specifically proposes an alternate. In bidding on a proposed alternate, the proposer shall clearly state on his/her bid exactly what he/she proposes to furnish, and forward with his/her bid, a complete description of the proposed alternate, including brand, model number, drawings, performance, and test date, references and any other information necessary for a complete evaluation. Proposer shall include a statement setting forth any changes in other materials, equipment or other work which would be required by incorporation of the proposed alternate. The burden of proof of the merit of the proposed alternate is upon the Proposer.

The City of Berwyn's decision to approve or disapprove of a proposed alternate shall be final.

- **QUALIFICATIONS, CREDENTIALS AND REFERENCES.** The Proposer shall provide a description of qualification, credentials, experience, and resources as they relate to provision of the proposal. The Proposer shall also provide a list of clients for whom similar work has been performed within the last two years, including the firm, contact person, address, and phone number of each contract person.
- **ADDENDUM TO SPECIFICATIONS.** Any substantive interpretation, correction or change of the proposal documents shall be made within an addendum. Interpretation, corrections or changes of the proposal documents made in any other manner shall not be binding. Such interpretations, corrections or changes shall not be relied upon by Proposer. Addendums shall be issued by the City of Berwyn within a reasonable time prior to the proposal date.

D. SELECTION OF FIRM

- **REJECTION OF PROPOSALS.** The City of Berwyn reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and/or to request re-submission. The City of Berwyn also reserves the right to reject a proposal from a Proposer who investigation shows is not in a position to satisfactorily and timely perform the contract.
- **SELECTION.** The City of Berwyn desires to enter into negotiations and ultimately reach an agreement with a Proposer who demonstrates the best combination of attributes to conduct the project, and who also negotiates a project cost with the City of Berwyn that is fair and reasonable. The City of Berwyn may conduct discussions with any Proposer who has submitted a proposal to determine qualifications, for further consideration. Since the initial review by the City of Berwyn will be deemed preliminary in nature, the document and process will be deemed confidential until such time as the successful Proposer is selected subject to state law. Criteria for selection will include but not be limited to:
 - Ability to provide the type and quality of service that best meets the needs of the City of Berwyn.
 - Organization, size, management and structure of the firm to provide service.
 - Experience and qualifications of the persons with supervisory and management assignments, especially relating to similar work assignments.
 - Satisfactory reference checks of clients on similar projects.
 - Previous and existing compliance with laws and ordinances relating to contracts with the City and to the Proposer's employment practices.
 - Whether the Proposer is in arrears, in debt on a contract or is a defaulter on a surety or other agreement with the City, State or Federal Government.
 - If a reasonable doubt arises as to Proposer's solvency, the City reserves the right to require financial information sufficient to show solvency.
 - **Cost estimate; the City is not required to accept the proposal with the lowest cost estimate.**

Once the City has reached an agreement with the Proposer, a contract will be issued to the awardee. The contract will define the conditions between the City of Berwyn and the contractor selected to receive the award.

- **CORRECTIONS TO SUBMITTED PROPOSALS.** Any changes that are made to this proposal using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change is made.
- **PRICING REQUIREMENTS.** All pricing submitted by the proposer shall be indicated in both words and figures. (Ex. \$400.00, four hundred dollars.)
- **LOCAL PURCHASES.** Unless otherwise specified, cost and other considerations being equal, local firms shall be given first consideration for the project.
- **ERRORS IN PROPOSAL.** Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-compliance by the Proposer with specifications, instructions and conditions shall be construed in the light most favorable to the City of Berwyn. Changes in proposals shall be initialed and dated.

E. GENERAL CONTRACT PROVISIONS

- **CONTRACT AWARD.** Upon the City of Berwyn's selection, between the City of Berwyn and Proposer on the work to be performed, a written award in the form of a purchase order, contract or other instrument shall result in a binding contract without further action by either party. The contract shall be on forms provided by the City of Berwyn; or if the Proposer's contract document is used, the City of Berwyn reserves the right to modify and document to conform to the request for proposal and to do so in the light most favorable to the City of Berwyn.
- **INSURANCE.** Current Certificate of Insurance in the amounts specified shall be on file with the City of Berwyn before work can commence.
- **AVAILABILITY OF FUNDS.** A contract shall be deemed valid only to the extent for appropriations available to each project. The City of Berwyn's extended obligation on these contracts, which envision extended funding through successive fiscal periods, shall be contingent upon actual appropriation for the following fiscal year.
- **CONTRACT ALTERATIONS.** No alterations or variations in the terms of a contract shall be valid or binding upon the City of Berwyn unless authorized in writing by both parties.
- **SUBLETTING OF CONTRACT.** Proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the City of Berwyn, but in no case shall such consent relieve the Proposer from their obligations, or change the terms of the contract.
- **CONTRACT PERIOD.** Contract shall remain in force for the full specified period and accepted by the City proposal until all services have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall be met, unless:
 - Extended upon written authorization of the City of Berwyn and accepted by contractor, for a period negotiated and agreed upon by both parties, when in the best interest of the City of Berwyn.

- Terminated due to default, as described below, or for no reason at all, as long as the City of Berwyn gives a written 30 day notice.
- **DEFAULT.** The Contract may be cancelled or annulled by the City of Berwyn in whole or in part by written notice of default to the Proposer upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. The City reserves the right to grant Contractor a specified cure period of during which to cure or remedy the default, which cure period shall be included in the written notice to default. If default is not cured within the specified time, City of Berwyn reserves the right, but is not obligated to, extend the cure period or City Berwyn may deem the contract terminated without further notice. Lack of knowledge by the contractor will in no way be cause for relief from responsibility.
- **INDEMNITY.** The Proposer shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fee and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury including death, or property damage rising out of or resulting from Proposer's operations under this Contract, whether such operations be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either.

Proposer is not and shall not be deemed to be, an agent or employee of the City of Berwyn, but shall be deemed an Independent Contractor.

Proposer further agrees to:

- Hold the City of Berwyn, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance of which the Proposer is not the patentee, assignee, licensee or owner, furnished or used in the performance of the contract.
- Obtain all permits and licenses required by the City of Berwyn, county, state and federal governments and pay all related fees. The Proposer shall also comply with all laws, ordinances, rules and regulations of the City of Berwyn, State of Illinois and the Federal Government including the Prevailing Wage Act.
- **NON DISCRIMINATION.** Proposer agrees to the following:
 - That he or she will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service; and, further, that they will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.
 - That, if they hire additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability in accordance with the Illinois Department of Human Rights Rules and Regulations (Department) of minorities and women in the areas from

which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

- That, in all solicitations or advertisements for employees placed them or on their behalf, they will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.
- That they will send to each labor organization or representative of workers with which they have or are bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the Contractor's obligations under the Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the Contractor in his or her efforts to comply with the Act and Rules and Regulations, the Contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.
- That they will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Act and the Department's Rules and Regulations.
- That they will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.
- That they will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the Contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

(Source: Amended at 32 Ill. Reg. 16484, effective September 23, 2008)

- **PAYMENT PROVISIONS**

- **PAYMENT TERMS**. Payment may be made only after inspection and acceptance by Division Commander Michael Fellows and/or his designee. Payment of balances shall be made only after approval and final acceptance by the City of Berwyn.
- **INVOICING**. Following acceptance of each payment term, payment shall be made within forty-five (45) calendar days from receipt of itemized invoice. Before the City of Berwyn will pay any invoice, the invoice must include a detailed description of all charges, the proposal number, department name, dollar amount, quantity of hours worked, and any other pertinent information. Submit invoice in duplicate to:

Berwyn Police Department
Attn: Division Commander Michael Fellows
6401 W. 31st Street
Berwyn, IL 60402

- **WITHHOLDING PAYMENT.** Consideration for withholding payment shall include faulty materials or workmanship, failure to meet delivery deadlines, and liens that have been filed, or evidence indicating a filing of claims. In all cases, regulations and limitation by the Federal Government.
- **TAXES.** The City of Berwyn is exempt from all Federal, State of Illinois and other State Taxes on the purchase of commodities and services used by the City of Berwyn within the State of Illinois. The Finance Department shall provide a tax exemption certification to out-of-state taxes imposed on purchases of commodities and/or services which are used within another state and are applicable and subject to payment.

Contractors and subcontractors shall pay all legally required sales, consumer and use taxes on all commodities and/or services purchased or rented to complete their contract.

If a Contractor, subcontractor, or builder is to use building materials, supplies, and equipment in the performance of a construction contract with a designated exempt entity, the person shall purchase such items of tangible personal property without liability for the tax if such property will be used in the performance of the construction contract and a purchasing agent authorization letter and an exemption certificate, issued by the designated exempt entity, are presented to the retailer.

SECTION IV LAW ENFORCEMENT REFERENCES

The vendor must complete the required reference information listed below. The vendor must provide at least three (3) references from law enforcement agencies that have used the services of his or her company. The agency's name and address, a contact name, title, and phone number, must be included with the reference information.

1. Agency Name: _____
Agency Address: _____
Email Address: _____
Agency Contact: _____
Title of Contact: _____
Phone Number: _____

2. Agency Name: _____
Agency Address: _____
Email Address: _____
Agency Contact: _____
Title of Contact: _____
Phone Number: _____

3. Agency Name: _____
Agency Address: _____
Email Address: _____
Agency Contact: _____
Title of Contact: _____
Phone Number: _____

Note: Additional references may be included with the vendor's proposal.

SECTION V COMPANY INFORMATION & SIGNATURE SHEET

Vendors must include with their submitted proposal this completed and signed Company Information & Signature Sheet.

The undersigned proposer, having examined and determined the scope of this Request for Proposal, hereby proposes to supply the services as described in the proposal documents at the prices set forth within.

The undersigned proposer states that this bid is made in conformity with the specifications and qualifications contained herein. In the event that there are any discrepancies or differences between any conditions of the vendor's proposal and the Request for Proposal prepared by the City of Berwyn, and the City's Request for Proposal shall prevail.

The undersigned proposer certifies that this proposal is made in good faith and without collusion or connection with any other person or persons bidding on the project.

Name of Firm: _____

Authorized Representative: _____

Signature of Representative: _____

Title of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Fax Number: _____

Website Address: _____

E-Mail Address: _____

Date Signed: _____

Addenda Form:

The undersigned hereby acknowledges receipt of the following applicable addenda:

Addenda Number	Date
_____	_____
_____	_____

ATTACHMENT A

Office Furniture – Police Department – Multiple Locations

Scope of Work

The scope of work for this project includes, but is not limited to, the following:

- **Supply of Equipment:**
- **Installation Services:**

Specifications by Room

Roll Call Room – Room Drawing Provided Upon Request

- **Office Furniture:** Provide 60” Training Tables with ability to fold away – Quantity 15
- **Office Chairs:** Provide Office Chairs – Quantity 45
 - **Preferred Style:** Chair with wheels, without armrests, black fabric color

Training Rooms (Room 1 and Room 2) - Room Drawing Provided Upon Request

- **Office Furniture:** Provide 60” Training Tables with ability to fold away – Quantity 20
- **Office Chairs:** Provide Office Chairs – Quantity 60
 - **Preferred Style:** Chair with wheels, without armrests, black fabric color

Watch Commander Office - Room Drawing Provided Upon Request

- **Office Furniture – Workstations:** Provide Three (3) separate “L” shaped workstations with Plug-n-Play National Electric Code (NEC) UL-listed components in base panels. Additionally, each workstation must contain two (2) separate pedestal style file drawer storage units.
- **Office Furniture – Filing Island:** Provide two (2) 40” H X 18” D X 30” W Lateral File Cabinets. In addition provide a surface to match the dimensions (60” X 18”) to mount atop the lateral file cabinets to make filing island.
- **Office Furniture – Meeting Table:** Provide one (1) 60” X 30” meeting table..
- **Office Chairs:** Provide Office Chairs – Quantity 7
 - **Preferred Style:** Three (3) Chair with wheels, with armrests, black fabric color - workstations
 - **Preferred Style:** Four (4) Chairs without wheels, without armrests, black fabric in color – meeting table

Community Room - Room Drawing Provided Upon Request

- **Office Chairs:** Provide Office Chairs – Quantity 100
 - **Preferred Style:** Chair without wheels, without armrests, black plastic in color

Sergeant's Room - Room Drawing Provided Upon Request

- **Office Furniture:** Provide Eleven (11) separate “L” shaped workstations with Plug-n-Play National Electric Code (NEC) UL-listed components in base panels. Additionally, each workstation must contain two (2) separate pedestal style file drawer storage units. These eleven units must connect together as they will be one unit on a single wall.
- **Office Furniture:** Provide Eight (8) straight workstations with Plug-n-Play National Electric Code (NEC) UL-listed components in base panels. These eight units must connect together as they will be one unit on a single wall.
- **Office Furniture – Filing Island:** Provide Twenty (20) 40” H X 18” D X 30” W Lateral File Cabinets. In additional five (5) surfaces to match the dimensions (60” X 36”) to mount atop the lateral file cabinets to make five (5) separate filing islands.
- **Office Chairs:** Provide Office Chairs – Quantity 20
 - **Preferred Style:** Chair with wheels, without armrests, black fabric color

Lunch Room

- **Office Furniture – Café Tables:** Provide four (4) café tables with sixteen (16) café chairs to match.
- **Office Furniture – Café Tables/Bar Height:** Provide two (2) café tables that are bar height with eight (8) bar height café chairs to match.

To set up an appointment to view the project, please contact Division Commander Michael Fellows

Email: mfellows@ci.berwyn.il.us

Work Phone: 708-795-5600 X2105