

**VILLAGE OF GLENDALE HEIGHTS
REQUEST FOR PROPOSALS
MAINTENANCE/ SUPPLY CONTRACT**

The Village of Glendale Heights is soliciting proposals from authorized Vendors for maintenance and supplies for the Villages fleet of Laser Printers. The printers are located in various buildings and departments within the Village of Glendale Heights, IL.

Vendors interested in submitting proposals must comply with the requirements set forth in this Request for Proposals (RFP). Proposal must be received by, **September 4, 2025 11:00 A.M.**, local time prevailing, sealed proposals should be addressed to:

Village of Glendale Heights
Finance/Purchasing Division
300 Civic Center Plaza
Glendale Heights, IL 60139

Vendors are responsible for ensuring their proposals are received by the Finance/Purchasing Division personnel prior to the submission deadline. Proposals received after the submission deadline will not be accepted and returned unopened to the firm. Hand carried proposals may be delivered to the above address **ONLY** between the hours of 8:00 am and 4:30 pm, Monday through Friday, excluding holidays observed by the Village.

Vendors 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. We have included a label on the last page of the solicitation that can be affixed to the outermost packaging of your RFP submittal.

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 vendors, 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 proposer of the conditions contained in this RFP. Proposers are hereby notified that all information submitted as part of, or in support of, proposals will remain confidential until the date of award; thereafter the documents will be available for public inspection in compliance with Illinois State Statutes.

It is the responsibility of all vendors to thoroughly examine and be familiar with the specifications of this Request for Proposal. Failure of any vendor to fully examine this Request for Proposal shall in no way relieve any vendor 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.