



Notice is hereby given that the following Committees of the Library Board will be held via videoconference with **all remote participation** Tuesday, May 12, 2020 at 7:00 p.m.

Committee of the Whole Meeting will be held remotely, without a physical quorum present, authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). All meetings are public according to the provisions of the Illinois Open Meetings Act.

To submit public comment, either join the meeting using the link below, or send an email with your comments to Library Director Heidi Smith at [hsmith@prpl.org](mailto:hsmith@prpl.org) at any time before or during the meeting. All comments will be read aloud during the meeting.

Join meeting online: <https://zoom.us/j/93120255383?pwd=enZUZFc1YlIzc1JnOEpmWRVY0EvUT09>

Or call in: +1 312 626 6799 US (Chicago)

Webinar ID: 931 2025 5383

Password: 994987

Other local and international numbers available: <https://zoom.us/u/a00XKgt7>

Of note, those calling in will be identified by the phone number from which they are calling. To be assigned a different identifier, dial \*67 before dialing the phone number.

Please contact Library Administration for additional information or to request accommodations.

**LIBRARY COMMITTEE AGENDAS**  
**BOARD OF TRUSTEES**  
**TUESDAY, May 12, 2020 at 7:00 P.M.**  
**All committees are committees-of-the-whole unless noted**

**PUBLIC COMMENT**

**BUDGET & FINANCE** (Dobrilovic – Chair)

1. Approve March 10, 2020 Minutes – Attached
2. Discuss FY21 budget strategy – Attached
3. Approve FY20 carryover of \$46,850 Per Capita grant funds into FY21 for cameras project – Attached
4. Approve revision of FY20 public relations transfer from \$3,600 to \$1,700
5. Other

**PERSONNEL** (Reardon/Hanba – Co-Chairs)

1. Approve March 10, 2020 Minutes – Attached
2. Approve resolution authorizing determination of essential governmental functions during COVID-19 crisis – Attached
3. Approve amended emergency staffing plan, including compensation through June 20, 2020 – Attached
4. Other

**RESOURCES** (Kiem/Somheil – Co-Chairs)

1. Approve December 10, 2019 Minutes – Attached
2. Approve selection of Howard Technology Solutions for \$17,816 for security cameras bid – Attached
3. Discussion of FY20 Per Capita funds remaining - Attached
4. Other

**NO MEETINGS:**

**BUILDING & GROUNDS**

**COMMUNICATIONS & DEVELOPMENT**

**INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE**

**PLANNING & OPERATIONS**

**MINUTES  
PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – Tuesday March 10, 2020 at 7:47 p.m.

**CALL TO ORDER**

Committee Chair Dobrilovic called the meeting to order at 7:47 p.m.

**ROLL CALL**

**Trustees Present:** Gareth Kennedy, President (by phone); Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Joshua Kiem, Secretary; Karen Burkum, Alexandra Hanba, Patrick Lamb, Michael Reardon, David Somheil

**Trustees Absent:** None

**Others Present:** Heidi Smith, Library Director; Alyson Doubek, Library staff; Alderman Charlie Melidosian, City Council Liaison

**MINUTES**

Trustee Burkum noted a correction to the minutes of February 11, 2020, that she attended the meeting by phone.

Trustee Kiem made a

**MOTION:** to approve the minutes of February 11, 2020 as amended.

Trustee Hanba seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Rapisand, Reardon, Somheil

Abstain: Lamb

**Motion passed.**

**OPERATING BUDGET TRANSFERS AND CAPITAL BUDGET AMENDMENT**

Director Smith reviewed the memo on Operating Budget Transfers and Capital Budget Amendment. This included:

- Budget Transfers
  - Unbudgeted workers compensation expenses in the amount of \$203 are offset by Administration salaries; in the past, typically did not budget contingency.
  - Gift revenue contributions – this amendment approved at December Committee of the Whole meeting. The original motion was not detailed enough. It was recommended to have clearer motion. This is amending the budget to reflect the revenue received to date. The amendment ensures revenue already received is reflected in the budget, not just revenue collected.
- Capital Budget Amendment – will go to City Council for review because it exceeds current fiscal year budget of \$10,000 or 10% whichever is less. This invoice is from StudioGC for change order 1 for a flat fee as well as the percentage increases supporting change orders 2, 4 and 5. The flat fee was approved in 2018 and the change orders and associated costs throughout the project, but the amount was left off of the budget carryover that was done in May 2019.

Trustee Somheil asked if it should be classified as operating expense rather than capital. Director Smith stated that as with the other capital funds carried over from FY2019 for the renovation, it should remain a capital expense.

Treasurer Dobrilovic asked if the \$19,042 is coming from the Restricted Fund for Capital Projects. Director Smith replied that fund won't be available until May 1, 2020 (new fiscal year). This is from Unrestricted Library Fund Balance (General Fund). It is money that was planned to be expended in 2019, but was not carried over.

Trustee Reardon made a

**MOTION:** to approve the Operating Budget Transfers and Capital Budget Amendment

Trustee Lamb seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

**Motion passed.**

**ADOURNMENT**

The meeting was adjourned at 7:59 p.m.



# Memorandum

**Memo Date:** May 9, 2020  
**From:** Heidi Smith, Library Director  
**Meeting Type:** Budget & Finance Committee of the Whole  
**Meeting Date:** May 12, 2020  
**Action Requested:** For discussion  
**Subject:** FY21 budget strategy

## Background

Given the uncertainty created by the COVID-19 crisis, the following are proposed expenditures that would be deferred until at least August 1, 2020, for future consideration by the Board.

## Recommended Budget Deferrals

### Salaries:

- All newly created positions will remain unfilled: part-time maintenance worker from FY20
- Any position vacated will remain unfilled for a minimum of thirty days – if exceptions to this are determined necessary they will be reviewed with the Personnel Committee first
- All May 1, 2020 market benchmarking adjustments, minimum wage adjustments, merit increases/bonuses and strategic plan/general contingency. NOTE: Current July 1 deadline for minimum wage adjustment; further discussion needed at June COW.
- Overall staffing plan will benefit from June data with contactless pick-up and returns for considerations such as evaluation of processes, volume of returns by community, and community demand for pick-up. Additional considerations include but are not limited to staff availability once some must return to the Library for essential functions. NOTE: Further discussion needed at June COW.

### Building Maintenance and Projects:

- \$20,000 door lock project phase 2
- \$15,000 lift equipment purchase
- \$40,000 sound mitigation project in Children’s Services

### Membership, Recruiting and Training:

- Non-essential training; free and essential training will continue
- Tuition reimbursement program for all new requests; no one currently participating
- National ALA conference in Chicago in July was cancelled; July RIPL conference likely to be cancelled
- \$5,000 to support 4-6 staff in-service sessions annually

### Public Relations:

- \$15,000 for new signage based on initial quote; adopted phased plan over FY20, 21 and 22

### Supplies:

- Included additional \$96,850 (\$46,000 of Gift Reserves and \$46,850 of Per Capita grant revenue) for post-renovation assessment furniture, fixtures and equipment

Item	Proposed Budget
Adult Computer Lab seating (Gift)	\$30,000
Improve Loft and Children’s service desk areas	\$12,000
Replace chairs in staff meeting room and desks in marketing office	\$10,000
Replace 10 meeting room folding tables with lighter tables for 1-person set-up	\$4,000
Replace 3 <sup>rd</sup> floor meeting room tables and chairs (Per Capita)	\$25,000
Update Media Lab furniture (Gift)	\$10,000
Add display fixtures for Reference, Reader Services, Children’s and Loft (Per Capita)	\$25,000



# Memorandum

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Enhance renovated spaces with art (Gift - carry over from FY20)	\$6,000
Additional accent furniture and furnishings post-renovation	\$5,000
<b>Total</b>	<b>\$127,000</b>

## Recommended Capital Projects to Continue

- Phone system (\$35,000) and integrated PA system (\$16,900)
- IT back-up system (\$18,100)
- Sprinkler installation with plumbing & electrical (\$1,130,000)
  - Bidding with alternates for the Board's consideration



# Memorandum

**Memo Date:** May 9, 2020  
**From:** Heidi Smith  
**Meeting Type:** Budget & Finance Committee of the Whole Meeting  
**Meeting Date:** May 12, 2020  
**Action Requested:** For Approval  
**Subject:** FY20 Operating Budget Transfer and FY20 to FY21 Operating Budget Carryover

**Background:**

Library administration developed the following proposed budget transfer for the FY20 Operating Budget and proposed budget carryover for the FY20 to FY21 Operating Budget for the Board’s consideration.

**FY20 OPERATING BUDGET TRANSFER**

Account Description (expense unless noted)	Original	Adjustment	Modified	Note
Public Relations	\$ 15,000	\$ 1,700	\$ 16,700	1
Public Relations Newsletter	\$ 18,600	\$ -1,700	\$ 16,900	

**FY20 to FY21 OPERATING BUDGET CARRY OVER**

Account Description (expense unless noted)	Original	Adjustment	Modified	Note
FY20 Machinery & Equipment	\$ 46,850	\$ -15,000	\$ 31,850	2
FY21 Machinery & Equipment	\$ 15,000	\$ 15,000	\$ 30,000	

Notes:

1. Previously passed for \$3,600 for increased costs this year for the purchase of signage and decreased newsletter frequency from 6 to 4 annually.
  - a. Signage costs came in lower than expected; moved ahead with postcard mailer
2. Carryover necessary funds from FY20 to complete security cameras project in FY21.
  - a. Remove \$15,000 lift purchase
  - b. Will discuss in Resources Committee the plan for remaining estimated \$18,000 2019 Per Capita grant funds

**Recommendation:**

I recommend the Board adopt the FY20 Operating Budget Transfer and FY20 to FY21 Operating Budget carryover as proposed.

**Suggested motions:**

1. Approve revision of FY20 public relations transfer from \$3,600 to \$1,700 for increased signage and decreased direct mail
2. Approve FY20 carryover of \$15,000 Machinery & Equipment funds into FY21 for cameras project

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – March 10, 2020 at 8:04 p.m.

#### CALL TO ORDER

Trustee Hanba called the meeting to order at 8:04 p.m.

#### ROLL CALL

**Trustees Present:** Gareth Kennedy, President (by phone); Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Joshua Kiem, Secretary; Karen Burkum, Alexandra Hanba, Patrick Lamb, Michael Reardon, David Somheil

**Others Present:** Heidi Smith, Library Director; Alyson Doubek, Library staff; Alderman Charlie Melidosian, City Council Liaison

#### MINUTES

Treasurer Dobrilovic requested a change to the minutes of February 11, 2020.

He asked that the following statement be added to the minutes:

*Treasurer Dobrilovic raised concerns about the possibility that additional one-time adjustments to staff salaries will be needed again next year, after several years of one-time adjustments for top-performing staff, to bring the average salary for a given position to the mid-point of the salary range as shown by the market study for library salaries. He stated that one-time salary increases (in addition to merit increases) should not continue indefinitely and that if such adjustments are needed that the library should first look critically at how it operates and possibly make changes, as needed, before continuing to increase the overall salary budget.*

Trustee Lamb made a

**MOTION:** to approve the amended minutes of February 11, 2020 as amended.

Vice President Rapisand seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

**Motion passed.**

#### PROPOSED CHANGES TO EMPLOYEE MANUAL - LIBRARY APPENDIX

Director Smith presented proposed changes to the Employee Manual – Library Index that posed an inconsistency. Non-Librarian's Paid Time off structure is the same as the City's policy for staff not covered by a collective bargaining agreement. Trustees had inquired about the history, and possible reason behind the difference. Director Smith reported that she had not been able to determine the reason for having different categories for staff. Director Smith is proposing to add 3 managers not currently in Librarian category to be moved there so all managers are in the same category for PTO accruals. This would result in a potential increase of up to 4 days per year per individual. She is bringing to attention of board due to concern of internal inequity, not considering external equity.

Trustee Reardon asked why the Library would not want to be in conformance with City policies. He stated that he is conflicted about providing benefits greater than what the City gives their employees. If an overall study of PTO is recommended, that could be included in the summer analysis of salaries.

Vice-President Rapisand expressed confusion over having two tiers of accrual. She felt that Librarians' additional education and skills could be reflected in their pay. Trustee Hanba explained that it is common to have differentiated PTO accrual among positions.

Trustee Reardon suggested waiting, conducting the benefit analysis, and determining at that time if changes are needed.

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – March 10, 2020 at 8:04 p.m.

Trustee Hanba summarized the discussion that the Board desired a benchmark PTO benefits. The Board is generally ok with leaving the inequity where it stands to ensure we are making informed positions. Changes can be made at a later time if needed.

#### EMERGENCY CLOSINGS

Director Smith presented the existing policy, as well as an example with proposed changes. The policy currently states that only full-time employees get paid in the event of Library closing. Director Smith proposes that any staff who are scheduled to work on a day that the Library has an emergency closure should get paid for the hours they are scheduled to work.

Trustee Hanba asked about scheduling and if schedules are determined ahead of time. Director Smith explained that schedules do come out ahead of time. Director Smith stated that she had conducted research through RAILS and reviewed Employee Manuals from other libraries to learn how they handle the situation. She mentioned a policy example that stated if the Library is closed for more than 5 days in a row, the Library Board will approve a staffing plan with input from the Library Director. She also raised the possibility that the board may not be able to convene in event of an emergency.

Trustee Reardon liked the idea of giving Director Smith more flexibility. She could make work plan, does not need Trustees to vote. Treasurer Dobrilovic stated that the expectation should be included that if employees have the ability to telework, they should do so. Trustee Reardon asked how the city handles this. Director Smith stated that the City does not have a policy related to emergency closures.

President Kennedy stated he was comfortable with the emergency closure for a longer period of time, but expressed concern about paying people for hours they haven't worked. For short term closure, it seems like the time could be made up. Trustee Kiem commented that staff may have other obligations that would prevent them from working alternate hours. Trustee Lamb agreed. Vice President Rapisand suggested revising language and presenting it at the Board meeting, not on consent agenda.

#### REVIEW OF LIBRARY DIRECTOR ANNUAL EVALUATION

Trustee Burkum made a

**MOTION:** to adjourn to CLOSED SESSION pursuant to 5 ILCS 120/2(c) for discussion of a personnel matter  
Vice President Rapisand seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

**Motion passed.**

Closed Session (time) 8:50 p.m. to 9:10 p.m.

President Kennedy made a

**MOTION** to adjourn the closed session at 9:10 p.m.

Vice-President Rapisand seconded the motion.

Voice vote. Yay: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

**Motion passed.**

#### ADJOURNMENT

Hearing no objections, the meeting was adjourned at 9:10 p.m.

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES  
OF THE CITY OF PARK RIDGE, COOK COUNTY, ILLINOIS  
AUTHORIZING DETERMINATION OF  
ESSENTIAL GOVERNMENTAL FUNCTIONS DURING COVID-19 CRISIS**

**WHEREAS**, the Park Ridge Public Library Board of Trustees (the “Board”) is empowered to conduct the business of the Park Ridge Public Library (the “Library”) consistent with the provisions of the Illinois Local Library Act; and

**WHEREAS**, Section 5/4-7 of the Illinois Local Library Act (75 ILCS 5/4-7) permits the Board to make and adopt such bylaws, rules, and regulations for the government of the Library as may be expedient; and

**WHEREAS**, on March 11, 2020, the World Health Organization characterized the novel coronavirus (“COVID-19”) outbreak as a pandemic; and

**WHEREAS**, on March 20, 2020, Illinois Governor Pritzker issued Executive Order 2020-10, the Stay at Home, Social Distancing, and Essential Businesses and Operations directive, in order to slow and stop the spread of COVID-19; and

**WHEREAS**, Executive Order 2020-10 provides that each government body shall determine its own Essential Government Functions and identify employees and/or contractors necessary to the performance of those functions; and

**WHEREAS**, on April 1, 2020, Governor Pritzker issued Executive Order 2020-18, which continued all prior executive orders issued in response to COVID-19 through April 30, 2020; and

**WHEREAS**, on April 30, 2020, Governor Pritzker issued Executive Order 2020-32, which extended Executive 2020-10 with certain modifications, including allowing non-essential retail stores to re-open to fulfill telephone and online orders through pick-up outside the store and delivery; and

**WHEREAS**, the Board recognizes that certain Library services provided to members of the public cannot be performed by employees working remotely; and

**WHEREAS**, the Board concurrently recognizes that the health and safety of Library employees, contractors, and patrons is of paramount importance; and

**WHEREAS**, the Board desires to declare certain Library services as Essential Government Functions, consistent with Executive Order 2020-32, as set forth below.

**NOW, THEREFORE**, Be it Resolved by the Board as follows:

1. The preamble recitals are hereby incorporated as if fully set forth herein.
2. The Board has determined the following services are Essential Government Functions and shall be provided by the Library through the duration of Executive Order 2020-32:
  - a. Leadership, management and coordination of new and ongoing initiatives and all staff work as well as planning for next steps;

- b. Regular maintenance and cleaning of the Library facility including oversight of capital projects currently in process;
  - c. Financial, human resources, and business office functions necessary to process payments, manage business relationships, and support staff needs;
  - d. Virtual access to a library of digital materials, including e-books and e-audiobooks, streaming content, curated web content, and databases;
  - e. Production of virtual programming for children, teens, and adults, which may be virtually accessed through the Library’s social media channels, website, and by telephone;
  - f. Communication, reference and readers advisory services, account assistance, and community interaction with patrons through the Library’s website and social media channels, direct mail, and by telephone, online chat and email; and
  - g. Preparation for fulfillment of telephone, online chat, email, and online requests of physical Library materials through contactless pick-up and returns outside of the Library.
3. The Board grants authority to Heidi Smith, Library Director, to identify and schedule specific employees and/or contractors to perform the Essential Government Functions outlined in Paragraph 2 above.
  4. Any Library employees and/or contractors designated as necessary to perform any of the services outlined in Paragraph 2 above must wear a face covering and practice appropriate social distancing guidelines (*e.g.*, maintaining a six (6) foot physical separation from others) while working on the Library’s premises, consistent with any previously-issued Executive Orders.
  5. This Resolution and the authority granted under this Resolution will expire on June 16, 2020. The Board may rescind this Resolution at any time before said expiration date.
  6. This Resolution shall be in full force and effect upon its adoption.

**ADOPTED** this \_\_\_ day of May 2020 by the following roll call vote:

Ayes:

Nays:

Absent:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary



# Memorandum

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**Memo Date:** May 9, 2020  
**From:** Heidi Smith  
**Meeting Type:** Personnel Committee of the Whole Meeting  
**Meeting Date:** May 12, 2020  
**Action Requested:** For Approval  
**Subject:** Essential Government Functions Resolution

**Background:**

This memorandum supplements the March 18, 2020 and April 10, 2020 memoranda presented to the Board regarding staff compensation during the COVID-19 pandemic.

On March 19 and April 14, 2020, the Board approved a motion to compensate all staff for hours they would have worked if the Library had been open. Staff has been encouraged, but not required, to work remotely.

As the pandemic evolves and the State of Illinois begins to re-open, the Library intends to increase its services to its patrons. Specifically, the Library intends to define its Essential Government Functions to include essential services for its patrons, including preparation for contactless pick-up and returns of physical materials. To execute these functions, the Library must identify and schedule employees to work at the Library. As such, the Library must adjust its current compensation plan to ensure that it can carry out its Essential Government Functions.

**Recommendation:**

I recommend the Board adjust its current compensation plan for staff members. In light of the Library's intention to implement contactless pick-up and returns of physical materials, it is necessary to direct essential employees to work at the Library. The Library cannot prepare for this service if these essential employees elect not to come to work. Of course, the Library will make available (or reimburse for as appropriate) and require that these essential employees wear appropriate personal protective equipment and maintain physical distancing.

I recommend that the Library continue to pay all staff members. However, in the event an hourly employee is scheduled to complete essential work at the Library and refuses to come to work absent a valid reason pursuant to Library Policy or state/federal law, then the Library will not pay the essential, hourly employee for the unexcused absence.

All staff will continue to be encouraged to work from home and will continue to receive compensation for hours they would have worked if the Library had been open.

**Suggested motions:**

1. Approve amended emergency staffing plan, including compensative through June 20, 2020.

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Resources Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – Tuesday, December 10, 2019 at 7:46 p.m.

#### CALL TO ORDER

Committee Chair Kiem called the meeting to order at 7:46 p.m.

#### ROLL CALL

**Trustees Present:** Gareth Kennedy, President (by phone); Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Joshua Kiem, Secretary; Karen Burkum, Alexandra Hanba, Michael Reardon, David Somheil

**Trustees Absent:** Patrick Lamb

**Others Present:** Heidi Smith, Library Director; Barbara Larson, Library staff; Alderman Charlie Melidosian, City Council Liaison

#### MINUTES

Trustee Reardon made a

**MOTION:** to approve the minutes of July 9, 2019.

Hanba seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Rapisand, Reardon, Somheil  
Absent: Lamb

**Motion passed.**

#### PER CAPITA FY20 REVISED REQUEST

Director Smith reported that the Library's application to the Illinois State Library in January 2019 requested funds for additional library resources. After the first quarter of the year, she reviewed collection spending and found it sufficient as spending seems to be keeping pace with demand. Administration contacted the State Library and proposed updating security camera system as an alternate use of funds, and it was approved pending Board approval.

Working with Computer View Inc. (CVI), staff have selected cameras and equipment to bid out. CVI recommended creating a virtual sever for the camera system on the existing server. At this time, Director Smith is recommending Board approval of the use of 2019 Per Capita funds for the purchase, configuration and installation of security cameras and system. Additionally, she is recommending the Board approve the CVI quote for virtual security camera server configuration and installation for \$7,916 as it exceeds the Director's purchasing authority.

She noted that the five outdoor cameras were cost-prohibitive, over \$20,000. She is not recommending for this fiscal year, but suggests outdoor cameras be considered for the FY21 budget.

President Kennedy asked if the new cameras would have direct feed to Police Department. Director Smith replied no. Trustee Reardon stated that Chief Kaminski had previously requested that the Library install exterior cameras for off hours. President Kennedy suggested exploring the possibility of sharing the cost of the external cameras with the City. Trustee Reardon also suggested discussing with the Chief to determine if there should be an external feed to the Police Department and what that cost would be.

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Resources Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – Tuesday, December 10, 2019 at 7:46 p.m.

Vice-President Rapisand asked if cameras were currently monitored. Director Smith replied that Mr. Priala has camera feed on his computer, but no one is dedicated to monitoring or reviewing. Footage is pulled if there is an issue. Vice-President Rapisand asked if all areas would be covered. Director Smith replied not all, but would have greatly improved coverage.

President Kennedy inquired if there is an existing policy about recording/recording devices, and if the Library needed to post that recording is in process. Director Smith stated that she would look into this. She said that the wiring has been done and that the system is expandable.

Trustee Dobrilovic asked why the cameras needed to be replaced now. Director Smith replied that current image resolution is quite poor, the new camera system would provide better resolution and better coverage with 360 degree coverage and hi-definition, digital images.

## MINUTES

Trustee Reardon made a

**MOTION:** to approve the following motions as one motion:  
Approve use of 2019 Per Capita funds for the purchase, configuration and installation of security cameras and system.  
Approve CVI quote for virtual security camera server configuration and installation for \$7,916.

Vice-President Rapisand seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Rapisand, Reardon, Somheil  
Absent: Lamb

**Motion passed.**

## COMPLETE FY21 PER CAPITA GRANT REQUIREMENTS AND REQUEST

Trustee Somheil reported the Board needed to meet the requirements of the grant application by review and discussion of these materials. The Board also needs to approve the grant funds to be used for display fixtures and replacing the third floor conference room furniture.

Director Smith reviewed Standards Chapter 3 regarding personnel. The Board needed to discuss any items that are unchecked and should report any progress towards meeting them. Item 1 referred to a Library Board-approved personnel policy. Director Smith stated that the Library does not have a Board-approved personnel policy per se. Trustee Hanba asked about this if the employee handbook satisfied this requirement. Director Smith replied that the Library has an appendix to the City's employee handbook, but to her knowledge it has not been Board approved or at least not recently.

Trustee Reardon inquired what would happen if they Library did not meet one of the standards. Director Smith replied that they were standards or guidelines and not requirements.

Director Smith pointed out Item 5 regarding compensation, and stated that some of the guidelines and formulas did not seem realistic. For example, there was one statement that entry level librarian salary should be comparable to entry level teacher with master degree at a rate of 1.2 times. There is also a statement that other staff should be compensated at rates comparable to other public agencies; Director Smith pointed out that many city employees are union members, so this is not a direct comparison.

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Resources Committee of the Whole Meeting of the Board of Trustees held in  
3<sup>rd</sup> Floor Meeting Room – Tuesday, December 10, 2019 at 7:46 p.m.

Vice-President Rapisand asked if there was funding for training staff for the maker space. Director Smith replied that there aren't specific funds for the makerspace training, but there are professional development funds available for training.

Regarding Trustee Fact Files (Chapters 11 – 14 and all appendices), Director Smith explained that the requirement is for the Board to review and discuss the standards, and indicate any modification to current policies that may occur in the coming year for Fundraising, Advocacy and Public Relations.

Director Smith pointed out that one area the Library is working on will be (pending Board approval) working with development consultant on formal appeals for the next year.

Regarding Public Relations, Trustee Burkum stated that the Board members are like ambassadors. She said that social media is an important aspect of public relations, and trustees may feel responsible to step in to defend or promote the Library. Director Smith reported that some libraries have a designated spokesperson for the Board, so that all Board members might avoid weighing in on a subject. On social media this is especially important as the Illinois Open Meeting Act applies. The Board agreed that this should be discussed at a future meeting.

Director Smith reported that the continuing education component was fulfilled by the webinar the Board members attending, "Eliminating Late Fines is a Win-Win for Your Library and Community." Director Smith believes the subject of eliminating fines will need to be discussed and debated in the upcoming year. Many neighboring libraries have taken this step or are pursuing it, and the consortium has also discussed the possibility of becoming fine-free. The Board will discuss this in 2020.

Trustees were asked to review the Illinois Digital archives. Director Smith stated that the Library does have some materials loaded into the resources, and is satisfied at this time with its involvement.

Director Smith explained the timeline for the grant. The request is submitted in January, and is funded around July. Once the funding is received, Director Smith will come back to the Board with more detailed information about proposed purchases. She said the State has been flexible and supportive and that the Library could request to change what the funds will be used for if needs change (with Board approval). The Library will have until June 30, 2021 to expend the funds.

Trustee Somheil made a

**MOTION:** To approve request for 2020 Illinois State Library Per Capita grant funds for display fixtures and 3<sup>rd</sup> floor conference room furniture.

Trustee Reardon seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Hanba, Kennedy, Kiem, Lamb, Rapisand, Reardon, Somheil

Absent: Lamb

**Motion passed.**

### ADJOURNMENT

The meeting adjourned at 8:38 p.m.

**Security Camera Bid – All bids were opened May 1, 2020 at 10:00 AM**

<b>No.</b>	<b>Bidder</b>	<b>Address</b>	<b>Lump Sum Bid</b>
1	Kellenberger Technologies, LLC	2416 Millennium Drive Elgin, Illinois 60124 Email: <a href="mailto:tim@Kell-Tech.com">tim@Kell-Tech.com</a>	\$26,830
2	Imperial Surveillance, Inc.	1601 E Algonquin Rd Arlington Heights, IL 60005 Phone: 847.375.0300	\$29,740
3	Halifax Security Inc. DBA North American Video	301 Drum Point Rd Brick, NJ 08723	\$31,050
4	Security Integration Specialists Inc.	727 Larry Power Road Bourbonnais, IL 60914 Phone: 815.304.5785 Cell: 815.355.0304 Email: <a href="mailto:mpetak@integrationspecialistsinc.com">mpetak@integrationspecialistsinc.com</a>	\$25,997
5	e.Norman Security Systems, Inc.	1075 Shore Road Naperville, IL 60563 Phone: 630.364.3600 Email: <a href="mailto:jproper@enormansecurity.com">jproper@enormansecurity.com</a>	\$29,051.36
6	Howard Technology Solutions	36 Howard Drive Ellisville, MS 39437  PO Box 1590 Laurel, MS 39441 Jessica Hayes Phone: 601.399.5772 Email: <a href="mailto:jhayes@howard.com">jhayes@howard.com</a> <b>Quote Expires May 17, 2020</b>	\$17,816
7	Phoenix Systems & Service, Inc.	362 S. Schmale Rd. Carol Stream, IL 60188 Email: <a href="mailto:mkurland@phx-sys.com">mkurland@phx-sys.com</a>	\$31,314
8	Total Automation Concepts, Inc.	5602 W. 120 <sup>th</sup> St Alsip, IL 60803 Email: <a href="mailto:mthompson@TA-concepts.com">mthompson@TA-concepts.com</a>	\$27,600
9	Computer View Inc.	2777 Finley Road, Suite 13 Downers Grove, IL 60515	\$24,260

		Phone: 847.290.9286 Email: <a href="mailto:sales@cview.net">sales@cview.net</a>	
10	LaForce, Inc.	1060 W. Mason St. Green Bay, WI 54303 Email: <a href="mailto:Sam.Venegas@laforceinc.com">Sam.Venegas@laforceinc.com</a>	\$27,265
11	Peak Electric	8400 S 77 <sup>th</sup> Ave Bridgeview, IL 60455 Email: <a href="mailto:steve@Peakelec.com">steve@Peakelec.com</a>	\$28,203
12	Airport Electric Co.	6342 S. Central Ave Chicago, IL 60638 Email: <a href="mailto:office@airporelectric.net">office@airporelectric.net</a>	\$24,937

**BID FORM**

The Bidder, Howard Technology Solutions, A Division of Howard Industries Inc. ("Bidder"), hereby submits the following bid prices and the attached bid certifications in response to Park Ridge Public Library's Invitation to Bid for Security Cameras.

1. For the work specified in this bid package, the Bidder's lump sum bid price is \$: 17,816.00.

2. Bidder acknowledges that no substitutions are used in the bid quoted above is based on all Project Bid Specifications as list.

3. Bidder acknowledges receipt of the following Bid Addenda:  
0

4. Bidder acknowledges that the foregoing Base Bid and Alternate Bids, if any, are based upon the Instructions to Bidders and Project Bid Specifications as contained in this bid package, along with the information contained in any Addenda later issued (collectively, the "Contract Documents").

5. Upon the Bidder's receipt of the Library's award of the contract to Bidder, Bidder acknowledges that a contract is formed, and agrees to perform the contract in accordance with the Contract Documents.

6. Bidder acknowledges that this bid is firm and irrevocable for a period of ninety (90) days after the date of bid opening.

Bidder: Howard Technology Solutions,  
A Division of Howard Industries Inc.

By: *Jessica Hays*  
Its: Bid Specialist

Date: 4/28/20

Bidder's Address: \_\_\_\_\_

P.O. Box 1590

Laurel, MS 39441

Bidder's Email: bids@howardcomputers.com

Subscribed and sworn on:

Date: 4-28-20

By: *Regina D. Parker*  
Notary Public

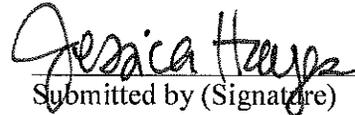


**BIDDER'S CERTIFICATIONS**

**ELIGIBILITY TO BID**

The undersigned hereby certifies that Bidder is not barred from bidding on this Contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

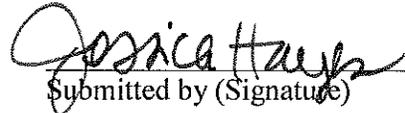
Jessica Hayes  
Name of Bidder (Please Print)

  
Submitted by (Signature)

**NON-COLLUSION AFFIDAVIT**

The undersigned certifies that he or she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him or her, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding, nor to induce anyone to refrain from bidding, and this Bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding. This individual further certifies that no person, firm, or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission, or thing of value based upon awarding of the Contract.

Jessica Hayes  
Name of Bidder (Please Print)

  
Submitted by (Signature)

**EQUAL OPPORTUNITY**

The undersigned hereby certifies that Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act.

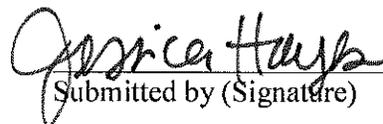
Jessica Hayes  
Name of Bidder (Please Print)

  
Submitted by (Signature)

**SEXUAL HARRASSMENT POLICY**

The undersigned hereby certifies that Bidder has complied and will comply with the requirement of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into the contract.

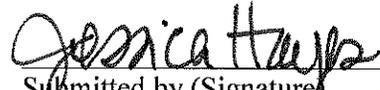
Jessica Hayes  
Name of Bidder (Please Print)

  
Submitted by (Signature)

**NO SMOKING**

The undersigned hereby certifies that Bidder agrees that it and its employees will abide by the Library's no smoking policy at all times during performance of the contract.

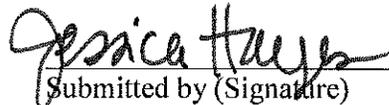
Jessica Hayes  
Name of Bidder (Please Print)

  
Submitted by (Signature)

**DRUG FREE WORKPLACE**

Bidder, if having twenty-five employees or more, does hereby certify that pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3), it shall provide a drug-free workplace for all employees engaged in the performance of services under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act, and further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Jessica Hayes  
Name of Bidder (Please Print)

  
Submitted by (Signature)

**MBE/WBE/DBE Status**

Please check one. This firm is a:

- Minority Business Enterprise (MBE) – a firm that is at least 51% owned, managed, and controlled by a minority.
- Women’s Business Enterprise (WBE) – a firm that is at least 51% owned, managed, and controlled by a woman.
- Disadvantaged Enterprise (DBE) – a firm that is at least 51% owned, managed, and controlled by a person with a disability.
- This firm is not a MBE, WBE, or DBE.

Please attach copies of any and all MBE, WBE, and DBE certifications.

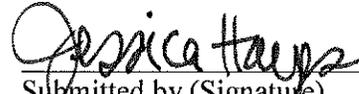
**BIDDING SUBMITTAL CERTIFICATIONS**

The undersigned individual further certifies that:

1. He or she is the duly authorized agent of Bidder; that Bidder has given him / her actual authority to submit this base bid and alternate bids; that he / she is expressly authorized by Bidder to execute these certifications on Bidder’s behalf; and that the Library may rely upon all certifications submitted.
2. Bidder has reviewed and fully understands the scope of the contract, has completely reviewed the general and specific conditions and requirements of the contract, and is aware of all applicable laws and their requirements.
3. Bidder has the necessary equipment and personnel (including backups) or has documented financial ability and means to acquire the same sufficient to adequately and properly perform the contract.
4. Bidder is the following type of business entity, in good standing with the State of Illinois: Corporation. Bidder is duly authorized by the State of Illinois to conduct business in Illinois.

5. All figures and responses submitted by Bidder on this bid are true, complete, and accurate. All documents attached to and submitted with this bid are true, complete, and authentic.

Jessica Hayes  
Name of Bidder (Please Print)

  
Submitted by (Signature)

## BID SPECIFICATIONS

### **i. SCOPE**

The project consists of the purchase of new security cameras for the Library, located at 20 S. Prospect Ave., Park Ridge, IL. Configuration and installation is not included in the project and should not be included in the prices quoted for purposes of this bid. Bids will be accepted only for the Panasonic equipment listed below. Substitution of similar products from other manufacturers will NOT be accepted.

### **ii. GENERAL TERMS**

All materials furnished shall be new and shall be the manufacturer's latest design. Accessories not herein mentioned, but necessary to furnish a complete and functional assembly, shall be included. No item shall be removed or omitted for reason that it was not specifically referred to in these specifications. The complete assembly shall conform to the best known practice to the trade in regard to quality of materials.

### **iii. MATERIALS TO BE FURNISHED BY CONTRACTOR**

The proposed equipment must be as follows. Delivery will occur between the dates of approximately May 19, 2020 and June 16, 2020, as determined by the needs of the Library.

#### Security Cameras

- 1. 18 Panasonic 5-megapixel iA H.265 Network Cameras – Part#WV-S2250L or better**
- 2. 8 Panasonic iA H.265 360-degree Indoor Dome Camera – Part#WV-X4171 or better**

#### Software Licenses

- 3. 26 "Video Insight" licenses if proposed cameras are not Panasonic.**

*\* Substitutions not accepted*

### **iv. WARRANTY**

At a minimum, provide a one (1) year warranty for all equipment. If a manufacturer offers a longer warranty, it shall apply. Such warranty shall commence after completion and acceptance by the Library. Upon notice of defects, the vendor shall promptly correct to the satisfaction of the Library.

**v. PRICING**

Prices are F.O.B Destination – Park Ridge Public Library, 20 S. Prospect Avenue, Park Ridge, IL 60068. Prices must be firm. No bids will be accepted on the basis of a price prevailing at the time of shipment.

Bid will be awarded to the lowest qualified bidder by line item and not necessarily the lowest bid in the aggregate.

Phone: 1.888.912.3151  
 Fax: 1.601.399.5077  
 Online: www.howardcomputers.com



Howard Computers  
 P.O. Box 1588  
 Laurel, MS 39441

## Online Quotation

<b>Quote No:</b>	AT6 1014038.00	<b>Quote Date:</b>	April 17, 2020
<b>Customer Name:</b>	Heidi Smith	<b>Phone Number:</b>	8478253123
<b>Company Name:</b>	Park Ridge Public Library	<b>Fax Number:</b>	
<b>Quote Name:</b>			

### Item 1

Category	Description	Qty.	Unit Price	Ext. Price
<b>System Type:</b>	<b>Accessories</b>			
1:	5MP Indoor Vandal Dome Camera H.265 w/IR MPN: WV-S2250L	18	\$616.00	\$11,088.00
2:	9MP 360 Indoor Dome H.265 MPN: WV-X4171	8	\$841.00	\$6,728.00
<b>Sub-Total:</b>				<b>\$17,816.00</b>
<b>Parts &amp; Accessories Shipping:</b>				<b>Included</b>
<b>Taxes:</b>				<b>Tax Exempt</b>
<b>Total for Item 1:</b>				<b>\$17,816.00</b>

This quote will expire May 17, 2020.  
 To expedite your order, please include your quote number with your Purchase Order.

### Total for all pre-configured items

<b>Sub-Total:</b>	<b>\$17,816.00</b>
<b>Parts &amp; Accessories Shipping:</b>	<b>Included</b>
<b>Taxes:</b>	<b>Tax Exempt</b>
<b>Total:</b>	<b>\$17,816.00</b>

#### Notes:

Pricing and availability subject to change without notice. Packaging, Shipping, and Handling fees are not included unless specifically stated. Prices and lease payments do not include applicable taxes. Ship dates are approximations and are not guarantees. Quick ship items not available in Alaska, Hawaii, or outside the United States. Specific state laws may affect shipment of products.

Howard reserves the right to charge a 25% restocking fee for cancellation of a purchase order after Howard has commenced fulfillment of the order. Howard may, with notice, cancel any purchase order at any time without any liability to the Purchaser. Howard reserves the right to charge the Purchaser full purchase price for delaying shipment of a purchase order for an extended period of time which then results in the cancellation of said order.

Given the current uncertainties related to international trade, Howard hereby reserves the right to unilaterally revise the prices quoted herein in the event its manufacturing or procurement costs for such goods increase due to the imposition by the United States or any other country of new or higher tariff(s) or of any other similar tax, fee or charge.

If Purchaser fails to pay any invoice in full within the time quoted herein, Howard may, without notice, accelerate the due date of all outstanding invoices and require that all outstanding invoices, including any interest thereon, be immediately due and payable.

in full.

Howard's product warranties and return policies and related information, which are available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, are fully adopted and incorporated herein by reference. These may also be obtained by calling 1-888-912-3151 or emailing [webmaster@howardcomputers.com](mailto:webmaster@howardcomputers.com).

THIS QUOTATION IS EXPRESSLY LIMITED TO, AND EXPRESSLY MADE CONDITIONAL ON, PURCHASER'S ACCEPTANCE OF THE TERMS SET FORTH OR INCORPORATED HEREIN; HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS.

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**HOWARD INDUSTRIES, INC**

2 Business name/disregarded entity name, if different from above  
**DBA: Howard Technology Solutions**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) **5**

Exemption from FATCA reporting code (if any) **N/A**

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.  
**P O BOX 1588 OR 1590 REMIT TO ADDRESS P O BOX 11407**

6 City, state, and ZIP code  
**LAUREL, MS 39441 BIRMINGHAM, AL 35246-1132**

7 List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

				-						
--	--	--	--	---	--	--	--	--	--	--

or

Employer identification number

6	4		-	0	4	6	6	1	4	3
---	---	--	---	---	---	---	---	---	---	---

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *Jessica Hays* Date ▶ *4/28/20*

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

# Certificate of Registration

**STATE BOARD OF ELECTIONS**

**Registration No. 45046**

**HOWARD INDUSTRIES INC**

P.O. BOX 1588

LAUREL MS 39441-1588

Information for this business last updated on:

Tuesday, March 31, 2020

Certificate produced on Tuesday, March 31, 2020 at 3:20 PM



## 5-megapixel iA H.265 Network Camera

Panasonic WV-S2250L captures the highest quality images in even very challenging and dynamic environments. Intelligent Auto (iA) monitors scene dynamics and motion to adjust key camera settings automatically in real-time reducing distortion such as motion blur on moving objects. Adopting H.265 Smart Coding technology, bandwidth efficiency is intelligently increased for longer recording and less storage. Out of the box, the camera supports full data encryption streaming and is compliant to FIPS 140-2 Level 1 standards to keep your video secured.

### Extreme image quality allows evidence to be captured even under challenging conditions

- Auto Shutter speed control for moving vehicles
- Sharp and clear images of a walking person day & night
- Outstanding low light performance in true color with low noise for night time applications
- Super Dynamic 120dB for backlit situations involving headlights and shadows on night streets
- Environmental durability : IK10

### Extreme H.265 compression with new Smart Coding

- Longer recording and less storage compared to any H.264 based compression techniques
- New self-learning ROI\* encoding (Auto VIQS) detects movement within the image and compresses the areas with little motion in order to reduce transmitted data while maintaining the quality of the image.

\*Region of Interest

### Extreme Data Security

- Full encryption SD card edge recording to keep your data safe
- FIPS 140-2 Level 1 compliant
- Full end-to-end system encryption with supported VMS and devices to protect from IP snooping/spoofing and detect data alteration

### Key Features

- 5-megapixel images up to 30 fps
- iA (intelligent Auto)
- Super Dynamic 120dB
- Color night vision (0.0044 to 0.07 lx)
- H.265 Smart Coding
- FIPS 140-2 Level 1 compliant

### Applications

- Airport (Passport control / Security checkpoint / Ticket counter)
- Retail / Bank / Education / Hospital / Building



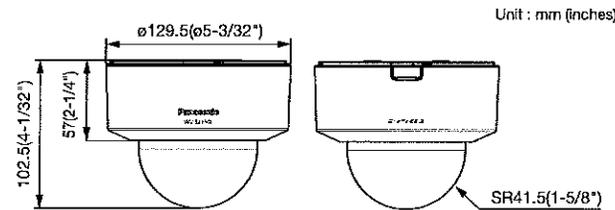
## Specifications

<b>Camera</b>	Image Sensor	1/2.8 type CMOS image sensor
	Effective Pixels	Approx. 5.1 megapixels
	Minimum Illumination	Color : 0.07 lx, BW : 0.04 lx (F1.3, Maximum shutter : Off (1/30s), AGC : 11) BW : 0 lx (F1.3, Maximum shutter : Off (1/30s), AGC : 11, when the IRED is lit) Color : 0.0044 lx, BW : 0.003 lx (F1.3, Maximum shutter : max. 16/30s, AGC : 11) <sup>1</sup>
	White Balance	AWC (2,000 - 10,000 K), ATW1 (2,700 - 6,000 K), ATW2 (2,000 - 6,000 K)
	Shutter Speed	1/30 Fix to 1/10000 Fix
	Intelligent Auto	On / Off
	Super Dynamic	On / Off, the level can be set in the range of 0 to 31.
	Dynamic Range	Max 120 dB (Super Dynamic: On, Level: 30 or more, 15 fps) <sup>2</sup>
	Adaptive Black Stretch	The level can be set in the range of 0 to 255.
	Back light compensation / High light compensation	BLC (Back light compensation) / HLC (High light compensation) / Off The level can be set in the range of 0 to 31. (only when Super dynamic and Intelligent Auto : Off)
	Fog compensation	On / Off, The level can be set in the range of 0 to 8 (only when Intelligent auto / auto contrast adjust : Off)
	Maximum gain	The level can be set in the range of 0 to 11.
	Color/BW (ICR)	Off / On (R Light Off) / On (R Light On) / Auto1 (R Light Off) / Auto2 (R Light On) / Auto3 (SGC)
	IR LED	High / Middle / Low / Off, Maximum irradiation distance : 30 m (Approx. 98 ft)
	Digital Noise Reduction	The level can be set in the range of 0 to 255.
	Video Motion Detection (VMD)	On / Off, 4 areas available
	Privacy Zone	On / Off (up to 8 zones available)
	Image rotation <sup>3</sup>	0 °(Off) / 90 ° / 180 ° / 270 °, 90° and 270° are valid only in the 16: 9 mode.
	Camera Title (OSD)	On / Off Up to 20 characters (alphanumeric characters, marks)
	<b>Lens</b>	Zoom Ratio
Digital (electronic) zoom		Choose from 3 levels of x1, x2, x4
Focal length		2.9 - 9 mm (1/8 inches - 11/32 inches)
Maximum Aperture Ratio		f : 1.3 (WIDE) - 1 : 2.5 (TELE)
Focus range		0.3 m (11-13/16 inches) - ∞
<b>Adjusting Angle</b>	Angular Field of View	[10 : 9 mode] Horizontal : 33° (TELE) - 105° (WIDE) Vertical : 19° (TELE) - 56° (WIDE) [4 : 3 mode] Horizontal : 33° (TELE) - 105° (WIDE) Vertical : 25° (TELE) - 76° (WIDE)
	Horizontal (PAN) angle	-240 to +120°
	Vertical (TILT) angle	-30 to +85°, Azimuth (YAW) angle : ±100°
<b>Browser GUI</b>	Camera Control	Brightness, AUX On / Off
	Audio	Mic (Line) Input : On / Off Volume adjustment : Low / Middle / High Audio Output : On / Off Volume adjustment : Low / Middle / High
	GUI / Setup Menu Language	English, Italian, French, German, Spanish, Portuguese, Russian, Chinese, Japanese
<b>Network</b>	Network IF	10Base-T / 100Base-TX, RJ45 connector
	Resolution	*1B : 8 mode H.265 / H.264 : 3072 x 1728 <sup>4</sup> / 2560 x 1440 / 1920 x 1080 / 1280 x 720 / 640 x 360 / 320 x 180 JPEG (MJPEG) : *4 : 3 mode 3072 x 2304 <sup>4</sup> / 2560 x 1920 / 1280 x 960 / 800 x 600 / VGA / 400 x 300 / QVGA
	H.265 / H.264 <sup>5</sup> Transmission Mode	Constant bit rate / VBR / Frame rate / Best effort
	H.264 <sup>5</sup> Transmission Type	Unicast / Multicast
	JPEG Image Quality	10 steps
	Smart Coding	GOP (Group of pictures) control : On (Frame rate control)* / On (Advanced)* / On (Low) / On (Mid) / Off *On (Frame rate control) and On (Advanced) are only available with H.265. Auto VQS : On / Off

<b>Network</b>	Audio Compression	G.726 (ADPCM) : 16 kbps / 32 kbps G.711 : 64 kbps AAC-LC <sup>6</sup> : 64 kbps / 96 kbps / 128 kbps
	Audio transmission mode	Off / Mic (Line) input / Audio output / Interactive (Half duplex) / Interactive (Full duplex)
	Supported Protocol	IPv6 : TCP/IP, UDP/IP, HTTP, HTTPS, RTP, FTP, SMTP, DNS, NTP, SNMP, DHCPv6, MLD, ICMP, ARP, IEEE 802.1X, Diffserv IPv4 : TCP/IP, UDP/IP, HTTP, HTTPS, RTSP, RTP, RTP/RTCP, FTP, SMTP, DHCP, DNS, DDNS, NTP, SNMP, UPnP, IGMP, ICMP, ARP, IEEE 802.1X, Diffserv
	No. of Simultaneous Users	Up to 14 users (Depends on network conditions)
	SDXC/SDHC/SD Memory Card	H.265 / H.264 recording : Manual REC / Alarm REC (Pre/Post) / Schedule REC / Backup upon network failure JPEG recording : Manual REC / Alarm REC (Pre/Post) / Backup upon network failure Compatible SDXC/SDHC/SD Memory Card: Panasonic 2 GB, 4 GB*, 8 GB*, 16 GB*, 32 GB*, 64 GB*, 128 GB*, 256 GB* model *SDHC card, ** SDXC card (except miniSD card and microSD card)
	Mobile Terminal Compatibility	iPad, iPhone, Android™ mobile terminals
<b>Alarm</b>	Alarm Source	3 terminals input, VMD alarm, Command alarm
	Alarm Actions	SDXC/SDHC/SD memory recording, E-mail notification, HTTP alarm notification, Indication on browser, FTP Image transfer, Panasonic alarm protocol output
<b>Input/Output</b>	Monitor Output (for adjustment)	VBS : 1.0 V [p-p] / 75 Ω, composite, ø3.5 mm mini jack An NTSC or PAL signal can be outputted from camera
	Audio Input	For microphone input : Recommended applicable microphone : Plug-in power type (Sensitivity of microphone : -48 dB±3 dB (0 dB=1 V/Pa, 1 kHz) input impedance : Approx. 2 kΩ (unbalanced) Supply voltage : 2.5 V ±0.5 V For line input : Input level : Approx. -10 dBV
	Audio Output	ø3.5 mm stereo mini jack (monaural output) Output impedance : Approx. 600 Ω (unbalanced) Output level : -20 dBV
<b>External I/O Terminals</b>	ALARM IN 1 (Alarm input 1/ Black & white input/ Auto time adjustment input) (x1)	
	ALARM IN 2 (Alarm input 2/ ALARM OUT) (x1), ALARM IN 3 (Alarm input 3/ AUX OUT) (x1)	
<b>General</b>	Safety	UL (UL60950-1), c-UL (CSA C22.2 No.60950-1), CE, IEC60950-1
	EMC	FCC (Part15 ClassA), ICES003 ClassA, EN55032 ClassB, EN55024
	Power Source and Power Consumption	DC power supply : DC12 V 720 mA/ Approx. 8.7 W PoE (IEEE802.3at compliant) Device : DC48 V 190 mA/ Approx. 9.1 W (Class D device)
	Ambient Operating Temperature	-10 °C to +50 °C (14 °F to 122 °F)
	Ambient Operating Humidity	10 to 90 % (no condensation)
	Shock Resistance	IK10 (IEC 62262)
	Dimensions	ø129.5 mm x 102.5 mm (H) (ø5-3/32 inches x 4-1/32 inches (H)) Dome radius 41.5 mm (1-5/8 inches)
	Mass	Approx. 780 g (1.72 lbs)
	Finish	Main body : Polycarbonate resin Sail white Dome cover : Polycarbonate resin Clear

- <sup>1</sup> Converted value  
<sup>2</sup> The frame rate is limited to 15 fps for level 30 or higher. The dynamic range is 108 dB typ / 30 fps for level 29 or lower.  
<sup>3</sup> Following the setting angle of the rotated image, the analog output of the MONITOR OUT terminal rotates.  
<sup>4</sup> Used by super resolution techniques  
<sup>5</sup> Transmission for 4 streams can be individually set.  
<sup>6</sup> When recording audio on an SD memory card, only use AAC-LC (Advanced Audio Coding - Low Complexity).

## Appearance



\*The numeric value may be changed.

## Optional Accessories

<b>Ceiling Mount Bracket WV-Q105A</b> 	<b>Ceiling Mount Bracket (Embedded) WV-Q174B</b> 	<b>Dome Cover (Smoke Type) WV-CR1S</b> 
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### Trademarks and registered trademarks

- iPad and iPhone are trademarks of Apple Inc., registered in the U.S. and other countries.
- Android is a trademark of Google LLC.
- ONVIF and the ONVIF logo are trademarks or registered trademarks of ONVIF Inc.
- All other trademarks identified herein are the property of their respective owners.

### Important

- Safety Precaution : Carefully read the Important Information, Installation Guide and operating instructions before using this product.
- Panasonic cannot be responsible for the performance of the network and/or other manufacturers' products used on the network.

• Masses and dimensions are approximate. • Specifications are subject to change without notice.

DISTRIBUTED BY :

# Panasonic

<https://security.panasonic.com>

<http://www.facebook.com/PanasonicNetworkCamera>

## iA H.265 360-degree Indoor Dome Camera

Panasonic WV-X4171 captures the highest quality images in even very challenging and dynamic environments. In particular, the image of the person's face or object at the edge of the fisheye is clear with less distortion. Intelligent Auto (iA) monitors scene dynamics and motion to adjust key camera settings automatically in real-time reducing distortion such as motion blur on moving objects. Adopting H.265 Smart Coding technology, bandwidth efficiency is intelligently increased for longer recording and less storage. Cameras out-of-the-box, use an encryption module standardized by FIPS Publication 140-2 for secure video streaming.

### Extreme image quality for evidence capturing under challenging conditions

- Clear and less distorted image of the person's face and objects at the edge of the fisheye
- Instant response to sudden light changes like tunnel entry and exit
- Auto Shutter speed control for fast moving objects
- Super Dynamic 108dB for backlit situations and shadows on night streets

### Extreme bandwidth compression with new Panasonic H.265 Smart Coding

- Longer recording and less storage space compared to any H.264 based compression techniques
- New self-learning ROI\* encoding (Auto VIQS) dynamically detects motion areas to keep vehicles and humans in good picture quality while lowering your bandwidth \*Region of Interest

### Extreme Data Security

- Full encryption SD card edge recording to keep your data safe
- FIPS140-2 CAVP compliant \*Using encryption module standardized by FIPS publication 140-2
- Full end-to-end system encryption with supported VMS and devices to protect from IP snooping/spoofing and detect data alteration

### Complete with powerful analytics built-in\*

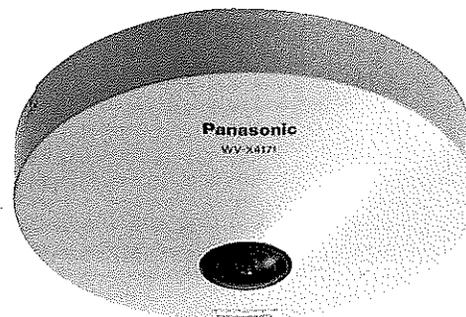
- Heat map : Visualization of people's traffic pattern and staying times
- People Counting : Statistics data on the number of people entering and leaving a specific zone
- MOR (Moving Object Remover) : Monitoring of only the surrounding environment by removing people and other moving objects from video \*To enable analytics, please add the optional WV-SAE200 software.

### Key Features

- 9-megapixel fisheye images up to 30 fps
- iA (intelligent Auto)
- Super Dynamic 108dB
- H.265 Smart Coding
- i-VMD License Bundled

### Industry examples

- Transportation (Airport / Subway station)
- Logistics / Factory
- Education / Hospital
- Retail / Bank
- Building



## Specifications

Camera	Image Sensor	Approx. 1/2 type MOS image sensor
	Maximum Illumination	Color : 0.3 lx, BW : 0.2 lx (F1.9, Maximum shutter : Off (1/30 s), AGC : 11) Color : 0.02 lx, BW : 0.01 lx (F1.9, Maximum shutter : max. 16/30s, AGC : 11) *1
	Intelligent Auto	On / Off
	Maximum shutter	Max. 16/30s to Max. 1/10000s
	Super Dynamic *2	On / Off, the level can be set in the range of 0 to 31.
	Dynamic Range	108 dB (Super Dynamic : On, level : 31)
	Image Settings	Gain (AGC), White balance
	Image Compensation	Adaptive black stretch, Back light compensation (BLC), Fog compensation, High light compensation (HL-C), Digital noise reduction
	Day / Night (Electrical)	Off / Auto
	Video Motion Detection (VMD)	On / Off, 4 areas available
	Intelligent VMD (i-VMD) *3	Type 5 *bundled License
	Privacy Zone	On / Off (up to 8 zones available)
	Camera Title (OSD)	On / Off Up to 20 characters (alphanumeric characters, marks)
Lens	Flicking angle adjustment	-5°, 0°, +5°
	Zoom Ratio	1x
	Digital (electronic) zoom	Choose from 3 levels of x1, x2, x4
	Focal length	1.4 mm (1/16 inches)
Browser GUI	Maximum Aperture Ratio	1 : 1.9
	Focus range	0.5 m (19-11/16 inches) - ∞
	Angular Field of view	Horizontal : 183° Vertical : 183°
Camera Control	Camera Control	Brightness, AUX On / Off
	Audio	Mic (Line) Input : On / Off Volume adjustment : Low / Middle / High Audio Output : On / Off Volume adjustment : Low / Middle / High
GUI / Setup Menu Language	GUI / Setup Menu Language	English, Italian, French, German, Spanish, Portuguese, Russian, Chinese, Japanese
	Network IF	10Base-T / 100Base-TX, RJ45 connector
Network	Resolution	<Ceiling> •Fisheye mode (max.30 fps) 2992x2992 / 2192x2192 / 1280x1280 / 640x640 / 320x320 •Quad PTZ mode (max.15 fps), Single PTZ mode (max.15 fps) 2560x1920 / 2048x1536 / 1600x1200 / 1280x960 / 800x600 / VGA / QVGA <Wall> •Double Panorama mode (max. 15 fps) 2560x1440 / 1920x1080 / 1280x720 / 640x360 / 320x180 •Fisheye + Double Panorama mode (max. 15 fps) (Fisheye) 2992x2992 / 2192x2192 / 1280x1280 / 640x640 / 320x320 (Double Panorama) 1280x720 / 640x360 / 320x180 •Fisheye + Quad PTZ mode (max. 15 fps) (Fisheye) 2992x2992 / 2192x2192 / 1280x1280 / 640x640 / 320x320 (Quad PTZ) 1280x960 / 800x600 / VGA / QVGA •Quad streams mode (Single PTZ (Quad streams)) 1280x960 / 800x600 / VGA / QVGA (max. 15 fps) (Quad PTZ) 2560x1920 / 2048x1536 / 1600x1200 / 1280x960 / 800x600 / VGA / QVGA (max. 5 fps) <Wall> •Panorama mode (max. 15 fps) 2560x1440 / 1920x1080 / 1280x720 / 640x360 / 320x180 •Fisheye + Panorama mode (max. 15 fps) (Fisheye) 2992x2992 / 2192x2192 / 1280x1280 / 640x640 / 320x320 (Panorama) 1280x720 / 640x360 / 320x180

\*1 Converted value

\*2 When "On" is selected for "Super Dynamic(SD)", the frame rate is restricted to a maximum of 15fps.

\*3 Auto VIQS, i-VMD, can not be used at the same time.

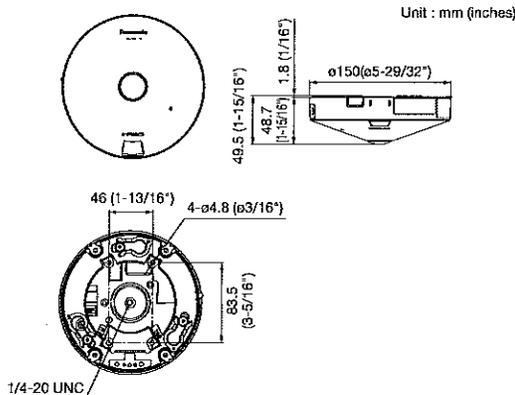
Network	H.265/ H.264*4	Transmission Mode	Constant bit rate / VBR / Frame rate / Best effort
	JPEG	Transmission Type	Unicast / Multicast
	Smart Coding	Image Quality	10 steps
			GOP (Group of pictures) control : On (Frame rate control) / On (Advanced) / On (Mid) / On (Low) / Off *On (Frame rate control) and On (Advanced) are only available with H.265. Auto VIQS : On / Off
Audio Compression		G.728 (ADPCM)	16 kbps / 32 kbps
		G.711	64 kbps
Supported Protocol		AAC-LC *5	64 kbps / 96 kbps / 128 kbps
		IPV6 : TCP/IP, UDP/IP, HTTP, HTTPS, FTP, SMTP, DNS, NTP, SNMP, DHCPv6, RTP, MLD, ICMP, ARP, IEEE 802.1X, DNSServ IPV4 : TCP/IP, UDP/IP, HTTP, HTTPS, RTSP, RTP, RTP/RTCP, FTP, SMTP, DHCP, DNS, DDNS, NTP, SNMP, UPnP, IGMP, ICMP, ARP, IEEE 802.1X, DNSServ	
Maximum concurrent access number			Up to 14 users (Depends on network conditions)
SDXC/SDHC/SD			H.265 / H.264 recording :
Memory Card (Option)			Manual REC / Alarm REC (Pre/Post) / Schedule REC / Backup upon network failure JPEG recording : Manual REC / Alarm REC (Pre/Post) / Backup upon network failure Compatible SDXC/SDHC/SD card : Panasonic 2 GB, 4 GB*, 8 GB*, 16 GB*, 32 GB*, 64 GB**, 128 GB**, 256 GB** model *SDHC card, **SDXC card (except miniSD card and microSD card)
Mobile Terminal Compatibility			iPad, iPhone, Android™ mobile terminals
Alarm Source			3 terminals input, VMD, Command alarm
Alarm Actions			SDXC/SDHC/SD memory recording, E-mail notification, HTTP alarm notification, Indication on browser, FTP image transfer, Panasonic alarm protocol output
Input/ Output	Monitor output (for adjustment)		VBS : 1.0 V [p-p] / 75 Ω, composite, ø3.5 mm mini jack An NTSC or PAL signal can be outputted from camera
	Audio Input For microphone		ø3.5 mm stereo mini jack, Recommended applicable microphone : Plug-in power type (Sensitivity of microphone : -48 dB ±3 dB [0 dB=1 V / Pa, 1 kHz]) Input impedance : Approx. 2 kΩ (unbalanced) Supply voltage : 2.5 V ±0.5 V For line Input level : Approx. -10 dBV
Built-in microphone			Nondirectional electret condenser microphone
Audio Output *6			ø3.5 mm stereo mini jack (monaural output) Output impedance : Approx. 600 Ω (unbalanced) Output level : -20 dBV
External I/O Terminals			ALARM IN1 (Alarm input 1/ Auto time adjustment input) (x1) ALARM IN2 (Alarm input 2/ ALARM OUT) (x1) ALARM IN3 (Alarm input 3/ AUX OUT) (x1)
General	Safety		UL (UL60950-1), e-UL (CSA C22.2 No.60950-1), CE, IEC60950-1
	EMC		FCC (Part15 ClassA), ICES003 ClassA, EN55032 ClassB, EN55024
	Power Source and Power Consumption		DC power supply : DC 12 V 560 mA/Approx. 6.7 W PoE (IEEE802.3af compliant) Device : DC 48 V 150 mA/Approx. 7.2 W (Class 0 device)
	Ambient Operating Temperature		-10 °C to +50 °C (14 °F to 122 °F)
	Ambient Operating Humidity		10% to 90 % (no condensation)
	Dimensions		ø150 mm × 49.5 mm (H) [ø5-29/32 inches × 1-15/16 inches (H)]
	Mass (approx.)		Approx. 420 g [0.93 lbs]
Finish		Main body : ABS resin, Sail white	

\*4 Transmission for 2 streams can be individually set.

\*5 When recording audio on an SD memory card, only use AAC-LC (Advanced Audio Coding - Low Complexity).

\*6 The audio output can be switched to the monitor output. Refer to the Operating Instructions on the provided CD-ROM for descriptions of how to switch the output. (factory shipment : NTSC monitor)

## Appearance



### Trademarks and registered trademarks

- iPad and iPhone are trademarks of Apple Inc., registered in the U.S. and other countries.
- Android is a trademark of Google LLC.
- ONVIF and the ONVIF logo are trademarks or registered trademarks of Onvif Inc.
- All other trademarks identified herein are the property of their respective owners.

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## Bundled License

### Plug-in Software for i-VMD

i-VMD is possible to detect objects in the specified area by advanced video analysis technology.

- i-VMD : People Counting, Heat-map, MOR (Moving Object Remover), Intruder Detection, Loitering Detection, Cross line Detection, Object Detection, Scene change Detection



## Optional Accessories

### Mount Bracket

Ceiling Mount Bracket  
WV-Q105A



### Important

- Safety Precaution : Carefully read the Important Information, Installation Guide and operating instructions before using this product.
- Panasonic cannot be responsible for the performance of the network and/or other manufacturers' products used on the network.

• Masses and dimensions are approximate. • Specifications are subject to change without notice.

# Panasonic

<https://security.panasonic.com>

<https://www.facebook.com/Panasonicnetworkcamera/>

(2A-2014C)

**PARK RIDGE PUBLIC LIBRARY**  
**INVITATION TO BID**

Park Ridge Public Library will accept sealed bids for:

**Security Cameras**

Submit your bids to the attention of:

Heidi Smith  
Library Director  
Park Ridge Public Library  
20 S. Prospect Avenue  
Park Ridge, Illinois 60068  
(847) 825-3123

Bids must be received at the above address no later than 10 am CST, May 1, 2020

Your bid **MUST** be submitted in a **SEALED ENVELOPE CLEARLY MARKED:**

**“SEALED BIDS FOR SECURITY CAMERAS– DO NOT OPEN PRIOR TO BID  
DATE”**

Park Ridge Public Library

**SECURITY CAMERAS**

**INSTRUCTIONS TO BIDDER**

**1. GENERAL**

A. Bid Timeline:

<u>Activity</u>	<u>Date</u>
Issuance of the Invitation for Bid and Contract	April 3, 2020
Deadline for Written Requests for Clarification	April 17, 2020
Deadline for Written Response to Requests for Clarification	April 24, 2020
Deadline for Submission of Bids	May 1, 2020 at 10 am
Bid Opening	May 1, 2020 at 10 am
Library Review and Award	May 12, 2020

B. Bid Opening via Online Zoom Meeting. Join the online meeting at <https://xoom.us/j/983911519>. Meeting ID: 983 911 519. One tap mobile +312 626 6799, 983 911 519# US (Chicago).

C. Bid shall be submitted in an envelope properly marked “Sealed Bids for Security Cameras – Do Not Open Prior to Bid Date.” .

D. Seal and deliver bid to the Business Office at 20 S. Prospect Avenue, Park Ridge, Illinois 60068, on or before the time scheduled for the opening. The Library cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been “received” by the Library before the specified deadline. **Bids received after the time specified in the Invitation to Bid will not be considered.**

E. **All bids shall be made only on the bid form provided (or an exact facsimile thereof).** Failure to do so shall cause rejection of bid. All price quotations are to include the units specified, as well as the total price. These price quotations must be made in the spaces provided.

F. Unsigned bids will not be considered.

G. The Park Ridge Public Library is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.

H. Prices quoted shall include all charges for packing, transportation, and delivery to the Library Office as designated on the bid. **All prices must be quoted F.O.B. Destination.** The successful bidder shall assume full responsibility for all deliveries, shall hold the owner harmless for any and all shortages, and shall take full responsibility of all freight claims. Shipment shall become property of Consignee after delivery and acceptance.

I. Correspondence shall be addressed to the Library Director.

J. Bids are available for inspection at the Park Ridge Public Library by appointment after the award of orders. No phone, fax, e-mail or letter results will be given.

K. Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted. The use of Library transmission equipment by bidders is prohibited.

L. The Library reserves the right to waive any formality or to accept any informality and to reject any or all bids.

M. It shall be mandatory that the Contractor (alternatively referred to as the "bidder") will not discriminate against any employee or application for employment because of race, color, religion, sex, national origin or ancestry; and further that he will comply with all provisions of the Illinois Fair Employment Practices Commission as required by the Rules and Regulations for Public Contract.

## **2. ERRORS AND OMISSIONS**

All proposals shall be submitted with each space properly completed. All bidders shall complete and submit all forms provided in this bid package. All forms shall be free from interlineations and erasures. Failure to properly complete and return all forms may subject the bid to rejection. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should a bidder find any discrepancies in, or omission from, any of the documents, or be in doubt as to its meanings, they shall advise the Library Director who will issue the necessary clarifications to all prospective bidders by means of addenda.

## **3. MODIFICATION, WITHDRAWAL, OR CANCELLATION OF BID**

A bidder may withdraw or modify a bid if written notice of the withdrawal or modification is received by the Library before the date and time specified in the Bid Documents for submission of bids. Bids may be withdrawn by letter, fax, or in person prior to the time and date established for the opening of bids. However, after the closing time for the receipt of bids, no bidder shall modify, withdraw, or cancel a bid for a period of ninety (90) calendar days after said closing time, nor shall the successful bidder modify, withdraw, or cancel a bid after having been notified by the Library Director or designee that said bid has been accepted by the Library. Any bidder that modifies, withdraws, or cancels a bid within said ninety (90) day period shall forfeit the Bid Deposit.

## **4. LATE BIDS**

Bids received after the time specified in the Bid Documents will not be considered.

## **5. FIRM BID**

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

**6. COMPLETE UNDERSTANDING**

Each bidder warrants and represents that he or she has read and understands the Bid Documents in their entirety.

**7. PROJECT BID SPECIFICATIONS**

Each bidder warrants and represents that the bid is based on the specifications and terms and conditions contained in the Bid Documents (“Project Bid Specifications” or “specifications”). The specifications are attached to this invitation to bid and are incorporated into the Contract.

**8. AUTHORIZED REPRESENTATIVE**

Each bidder warrants and represents that he or she is the authorized representative of the bidder and has the authority to bind the bidder under the terms and conditions contained in the Bid Form.

**9. INVESTIGATION OF BIDDERS**

A. The Park Ridge Public Library will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. If requested, the bidder shall be prepared to show completed installations of equipment, types of service, or supplies similar to those included in this bid.

B. The Park Ridge Public Library reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the Contract.

**10. AWARD OF BIDS**

The Park Ridge Public Library reserves the right to reject any and all bids, to accept bids in whole or in part, to waive any irregularities or defects in any bid, and to waive technicalities in the bidding should it deem such action be in the best interest of the Library. The contract shall be awarded to the lowest responsible bidder, as determined by the Library. The Library will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the price or unit cost(s) listed in the bid will prevail and be considered accurate.

**11. SIGNATURE CONSTITUTES ACCEPTANCE**

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

**12. CONTRACTS**

Upon the Library’s notice of award of this contract to the Contractor, Contractor’s bid shall be deemed accepted and a binding contract shall be formed.

**13. COMPLIANCE WITH LEGISLATION**

Compliance with Applicable Law: The bidder shall at all times observe and comply with all laws, ordinances, regulations, and codes of the Federal, State, County, and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the Contract including, but not limited to the Illinois Human Rights Act, the Equal Employment Opportunity Act, the Illinois Criminal Code.

**14. COMPLETION DELIVERY TIME**

All prices must be quoted F.O.B. DESTINATION. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

**15. EXAMINATION OF DOCUMENTS AND SITE**

Before submitting a proposal for work on any project, each bidder shall carefully examine the Contract documents, rely entirely upon its own judgment in making its proposal, and include in its proposal all sums sufficient for it to provide all work required by the Contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work which would have been apparent by examination of the documents. By submitting its proposal, each bidder shall be held to represent that it has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate, and satisfactory for its completion of the work.

**16. DELIVERY POINTS**

Deliveries shall be made to the address and quantities listed below and as set forth in the specifications. Arrangements must be made with the Library Director at (847) 720-3203 for a date and time for all deliveries. One week notice is required prior to delivery. Needs tailgate delivery. Library hours are Monday through Thursday 9:00 AM through 9:00 PM. Friday, 9:00 AM through 6:00 PM, 9:00 AM through 5:00 PM on Saturday, and 12:00 PM through 5:00 PM on Sunday.

**Park Ridge Public Library  
20 S. Prospect Avenue  
Park Ridge, Illinois 60068  
(847) 825-3123**

**17. SHIPPING INSTRUCTIONS:**

Unless otherwise specified, packages must bear the Library's purchase order number and bulk containers must also show gross and net weights and/or quantity. No packaging charge shall be made to the Library unless specified herein. All goods shall be suitably packed and classified to assure the lowest transportation rates consistent with full protection against loss or damage in transit and to meet the carrier's requirement.

**18. REJECTION AND CANCELLATION:**

The Park Ridge Public Library reserves the right to reject any goods and to cancel all or any part of this sale if the Contractor fails to deliver all or any part of the goods described in the invitation to bid in accordance with the terms, conditions, and the Project Bid Specifications contained herein. Acceptance of any part of the goods covered by the invitation to bid shall not obligate the Library to accept future shipments nor deprive it of its right to revoke any acceptance theretofore given. If the Contractor ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Contractor, or if a receiver for the Contractor is appointed or applied for, or if an assignment of or for the benefit of creditors is made by the Contractor, the Library may cancel this order without liability except for deliveries previously made or for goods covered by the Bid Documents then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.

**19. MISCELLANEOUS**

**A. TOTAL PRICE FOR ALL ITEMS BID**

A total bid dollar amount, regardless of whether or not you are bidding all items, **MUST** be entered in the appropriate section of the Bid Form before signing and submitting your bid.

**B. LATE BIDS**

Bids received after the time specified on the Invitation to Bid will not be considered. The method of transmittal of the bid proposal is at the bidder's risk of untimely receipt by the Library.

**C. PAYMENT**

Payment by the Library for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein. The Library will attempt to make payments for items ordered within thirty (30) days of delivery. Notwithstanding anything herein to the contrary, however, all payments made to the Contractor shall be governed by the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

**D. INTERPRETATION OF BID DOCUMENTS**

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the Bid Documents, he or she may submit to the Library Director or designee a written request for an interpretation by April 17, 2020. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Bid Documents will be made only by addendum duly issued by the Library Director or designee. A copy of such addendum will be mailed or delivered to each person receiving a set of such Bid Documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his or her proposal. Oral explanations or representations will not be binding.

**E. TITLE AND RISK OF LOSS**

Title to the goods herein described shall not pass until said goods have actually been received by the Library or its consignee, notwithstanding any agreement to the contrary, including, but not limited to, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Library or its consignee shall be borne by the Contractor. Nothing herein contained, however, shall be construed to deprive the Library of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

**F. INSPECTION**

All material and workmanship shall be subject to inspection and test by the Library. The Library reserves the right to reject any goods which contain defects in material or workmanship or which fail to meet the Project Bid Specifications contained herein or the Contractor's warranties (express or implied). Rejected goods shall be removed at the expense of the Contractor, including transportation both ways, promptly after notification of such rejection. As to rejected

goods, the Contractor shall bear all costs of inspection and all risk of loss. Upon rejection, the Contractor shall immediately return full purchase price to the Library.

#### **G. WARRANTIES**

The Contractor makes the following warranties to the Library and users of the goods herein described: (a) it will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) any and all goods supplied hereunder will be of merchantable quality; (c) any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent, in material or workmanship, and will be in full conformity with the specifications contained herein. The Contractor agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope given to the Library by the Contractor. The Contractor shall, at its sole cost and expense, promptly repair or replace to the Library's complete satisfaction all goods/services received for a period of one (1) year from date of delivery, unless the Project Bid Specifications require a greater warranty period.

#### **H. RECORDS**

Contractor shall keep complete and accurate records. Contractor shall provide the Library access to such records upon a request by the Library. Contractor shall retain such records related to the contract for a period of three (3) years plus the current year, or a longer period if required by law. If any audit has been requested and is not completed, the records shall be retained beyond the three (3) year period as long as required for completion of the audit.

#### **I. NO DELEGATION OR ASSIGNMENT**

Contractor shall not assign any right or delegate any duty under this contract to any third party without the Library's prior written consent. Any attempted assignment or delegation without such prior written consent shall be void.

#### **J. NO THIRD PARTY BENEFICIARIES**

This contract is not intended to vest any rights in any third party.

#### **K. INDEPENDENT CONTRACTOR**

Contractor is an independent contractor and not an agent of the Library. Contractor's employees are not employees of the Library and are not entitled to salary or benefits from the Library. Contractor has no authority to act on behalf of the Library except to the limited extent required by this contract. Contractor shall not represent to any third person that Contractor or any of its employees are agents of the Library.

#### **L. WAIVER**

The Library's waiver of any breach or default under any provision of this contract shall not be deemed to constitute a waiver of such provision for any subsequent breach or default of the same or any other provision. The disbursement or acceptance of any payment by the Library shall not be deemed to constitute a waiver of any prior occurring breach or default by Contractor of any provision of the contract regardless of the knowledge of the Library of such breach or default at the time of its disbursement or acceptance of such payment.

**M. INDEMNITY**

Contractor shall indemnify, defend and hold harmless the Library, its Board, individual Board members, Director, administrators, employees, agents and representatives (collectively the "Indemnitees") from and against any and all claims, demands, causes of action, losses, liabilities, and damages, including reasonable attorneys' fees and court costs, to the extent arising from Contractor's performance and/or breach of this contract, or from any negligent act or omission of the Contractor or its employees or subcontractors. The Contractor hereby knowingly and intentionally waives the right to assert, under the case of *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2nd 155 (1991) that Contractor's liability may be limited to the amount of its statutory liability under the Workers' Compensation Act, and agrees that Contractor's liability to indemnify and defend the Owner and Architect is not limited by the so called "Kotecki Cap".

**N. INSURANCE**

Contractor shall procure and maintain through an insurance company or companies licensed to conduct business in Illinois insurance with coverage and limits as specified below, and shall cause the Library to be named as an additional insured on these policies by endorsement. The Contract's policies shall be endorsed to include a waiver of subrogation in favor of the Library. All such insurers shall carry a Best Key Guide Rating of A / VIII. The commercial general liability and automobile policies shall be endorsed to reflect that coverage is primary and noncontributory with any other insurance available to the Library. The commercial general liability policy shall by endorsement provide contractual liability coverage including the indemnity obligations provided in this contract. Each such policy shall include by endorsement a requirement of at least 30 days' written notice to the Library prior to any termination, cancellation or material amendment to that policy. Upon award of this contract, and promptly upon the renewal of such policies during the term of this contract, Contractor shall furnish certificate(s) of insurance, policies, and endorsements to the Library reflecting the coverages required. The insurance provisions shall remain open for review and may be changed at any time by the Library.

The type and limits of insurance required are as follows:

<u>Type</u>	<u>Limits</u>
Comprehensive General Liability	
Per Occurrence:	\$1,000,000
Aggregate:	\$2,000,000
Automobile Liability:	\$1,000,000 combined single limit
Workers' Compensation:	Statutory Limit

**O. TERMINATION**

The Library reserves the right to terminate the contract within thirty (30) calendar days' notification for cause or convenience. The Library reserves the right to immediately terminate the contract for a material breach. Regardless of whether the Library exercises its right of

termination, the Contractor hereby waives and releases any and all claims against the Library for incidental, consequential, and punitive damages, including lost profits. If the Library terminates the contract, the goods will be treated as rejected pursuant to Section 19.F.

**P. PREVAILING WAGE ACT**

Contractor shall pay prevailing wages for installation of fixed works as required by the Prevailing Wage Act and the Illinois Department of Labor, and shall make, keep and file certified payroll, and shall comply with all other requirements of the Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, **if applicable.**

**Q. PERFORMANCE AND PAYMENT BOND**

If the contract amount is in excess of \$50,000, prior to performing the work, Contractor shall provide the Library with a Performance Bond and a Labor/Material Payment in a form acceptable to the Library for the full amount of the contract price.

**R. PREVAILING PARTY**

In the event of any litigation, arbitration, or binding dispute resolution arising from this contract, Contractor shall pay the Library's reasonable attorneys' fees and court costs to the extent the Library is determined to be the prevailing party.

**S. CHOICE OF LAW**

This contract shall be governed by, subject to, and construed in accordance with the laws of the State of Illinois without regard to conflict of law principles. Venue for any dispute shall be Cook County, Illinois. Contractor hereby consents to personal jurisdiction in Illinois with respect to all claims arising from this contract.

**T. INTEGRATION**

This contract includes the Instructions to Bidders and the Project Bid Specifications as contained in this bid package. Together with Contractor's Bid Submittal and the Library's Notice of Award, these documents are collectively known as the "Contract Documents." The Contract Documents constitute the entire agreement between the Library and Contractor with respect to their subject matter and supersede any prior oral or written agreement between the parties. This contract may not be cancelled or amended orally, but only by the written agreement of both parties.



# Memorandum

**Memo Date:** December 6, 2019  
**From:** Heidi Smith  
**Meeting Type:** Resources Committee of the Whole  
**Meeting Date:** December 10, 2019  
**Action Requested:** For Approval  
**Subject:** Per Capita FY20 Revised Request

**Background:**

In December 2018, the Board approved the 2019 Illinois State Library Per Capita grant request for funds to purchase additional Library resources. The Library received \$46,850 in grant revenue. Collection spending is in line with the previous year and is sufficient for FY20 at budgeted amounts. Grants funds are not need to supplement collections at this time.

The Library planned to update the security camera system this fiscal year. An updated security camera system will not only move us from analog to digital, it will increase the areas covered by cameras, making our space safer for our patrons and employees.

Library administration contacted the Illinois State Library to request an alternate use of grant funds. The purchase, configuration and installation of security cameras and system was tentatively approved subject to Board approval.

**Considerations:**

Estimated cost for cameras:

Item	Cost
17 indoor directional cameras*	\$ 18,000
9 indoor 360 degree cameras*	\$ 13,000
Configuration and installation	\$ 3,100
Virtual security camera server configuration and installation	\$ 7,916
Total	\$ 42,016

\*Subject to bid results (January/February 2020)

Technology Replacement funds will be reserved for other future projects.

The Board previously discussed CVI completing system installation and configuration projects when a similar project was approved last year as well as when the Library renewed the support contract. Under a support contract that does not included projects of this nature, the provider will quote the project. Competitive quotes will not be sought for configuration and installation.

Benefits of one provider for set-up and maintenance are as follows:

- Knowledge of the system and equipment for optimal configuration and support
- Avoids finger pointing game between contractors

Of note, Director Smith plans to include 5 outdoor cameras in the draft FY21 Technology budget.

**Recommendation:**

I recommend the Board approve the use of 2019 Per Capita funds for the purchase, configuration and installation of security cameras and system.



# Memorandum

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I also recommend the Board approve the CVI quote for virtual security camera server configuration and installation for \$7,916 as it exceeds the Director's purchasing authority.

**Budget Implications:**

Action requires expenditure of Funds:  Yes

If "yes", cost: \$7,916

If "yes", is this a budgeted item:  Operating equipment (Per Capita)

**Suggested motions:**

To approve the revised request for use of 2019 Illinois State Library Per Capita funds to support the camera system project.

To approve quote from CVI for virtual security camera server configuration and installation for \$7,916 as part of the camera system project.

**Attachment:**

CVI quote for virtual security camera server configuration and installation