

## NOTICE TO BIDDERS

### REQUEST FOR PROPOSAL # 11-M-0020

#### WILMETTE POLICE DEPARTMENT - VOICE LOGGING SYSTEM

**NOTICE IS HEREBY GIVEN** that the Village of Wilmette will accept proposals for providing all labor, equipment, components, materials, shipping and related services necessary for the installation of communication center logging / recording, and instant recall recorder at the Wilmette Police Department, 710 Ridge Road Wilmette, IL 60091.

Proposals will be accepted until **10:00 AM CT on Thursday, January 5<sup>th</sup>, 2012**, at which time the Proposals will be publicly opened.

Copies of the RFP will be available for pick up at 9:00AM CT, November 24<sup>th</sup>, 2011, at the Village of Wilmette, 1200 Wilmette Avenue, Wilmette, IL 60091.

A Pre-Proposal Meeting will be held at **10:00 AM CT on Tuesday, December 13<sup>th</sup>, 2011**, at the Village of Wilmette Police Department, 710 Ridge Road Wilmette, IL 60091. Questions regarding this RFP must be submitted in writing and sent to Mr. Eric Peterson, Supervisor of Communications, at the Village of Wilmette; or, can be sent via e-mail to: [petersone@wilmette.com](mailto:petersone@wilmette.com), with a copy to [lazaruss@wilmette.com](mailto:lazaruss@wilmette.com).

Proposals are to be sealed and marked with the project name "Wilmette Police Department – Voice Logging System" and "RFP#11-M-0020" and then delivered to:

Stephen Lazarus  
Procurement Specialist  
Village of Wilmette  
1200 Wilmette Avenue  
Wilmette, IL 60091  
[lazaruss@wilmette.com](mailto:lazaruss@wilmette.com)

The Village reserves the right to accept or reject any or all Proposals, or any part therefore; waive any minor defects, irregularities or informalities; and to decide not to award any contract; or, award a contract deemed to be in the best interests of the Village of Wilmette.

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