

**REQUEST FOR PROPOSALS (RFP) FOR
INSTALLATION AND MAINTENANCE OF AN AUTOMATED RED-LIGHT
ENFORCEMENT (“ARLE”) PROGRAM FOR
THE VILLAGE OF STICKNEY**

All proposals and other communications must be addressed and returned to:

**Village Of Stickney
Attn: Office Of The Village Clerk
6533 Pershing Road
Stickney, Illinois 60402**

**PROPOSALS MUST BE RECEIVED NO LATER THAN 3:00 PM LOCAL TIME,
ON AUGUST 21, 2026**

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REQUEST FOR PROPOSALS (“RFP”)

FOR
THE VILLAGE OF STICKNEY

I. PURPOSE OF THE REQUEST FOR PROPOSALS

The Village of Stickney, Illinois (the “Village”) is located in Cook County, Illinois. The Village consists of approximately 2 square miles and has a population of 6,902 according to the 2024 Census.

The Village is a home rule municipality, governed by a Village President, a Village Clerk and a six (6) member Board of Trustees. The current Village President is Mitch Milenkovic, who was appointed on May 29, 2026.

Currently, the Village does not have an automated red-light enforcement (“ARLE”) program. The purpose of this RFP is to select one or more “Respondents” with expertise in ARLE to provide the following goods and services to the Village:

- Provide all Engineering services required for the preparation of the required Illinois Department of Transportation (IDOT) Justification Report and to obtain an approved IDOT permit for the proposed ARLE Program installations at the designated intersection locations.
- Provide, install, operate, maintain and repair an ARLE Program in the Village, including the installation of any and all red-light cameras and related hardware, software, equipment and other goods or services which may be necessary to implement and operate the Program;
- Provide storage of digital images and electronic data and records from the Program for a minimum of thirty (30) days. The successful Respondent shall further agree to and abide by the Local Records Act regarding the storage of any images or video captured by the ARLE Program;
- Provide the initial verification of any red-light citations;
- Issue and mail warning or violation notices or subsequent collection notices for ARLE citations;
- Citation processing and matching with the Illinois Department of Motor Vehicles;
- Provide customer services to individuals to whom citations are issued;
- Provide an online platform through which violators may pay citation fees and fines;
- Provide training to Village employees on the Program;
- Provide administrative and adjudication hearing support and testimony, as needed; and
- Provide monthly reports of ARLE Program activity.

The installation of ARLE equipment shall include, but is not limited to, the following intersections and/or portions of intersections within the municipal boundaries of the Village:

1. Cicero Avenue And Pershing Road

- a. Southbound On Cicero Avenue

2. Central Avenue And Pershing Road

- a. Northbound On Central Avenue At Pershing Road
- b. Eastbound On Pershing Road At Central Avenue

3. Harlem Avenue And Pershing Road

- a. Northbound On Harlem Avenue

II. SCOPE OF SERVICES

The purpose of this RFP is to select one or more Respondents with expertise in ARLE to provide the following goods and services to the Village:

- Provide all Engineering services required for the preparation of the required Illinois Department of Transportation (IDOT) Justification Report and to obtain an approved IDOT permit for the proposed ARLE Program installations at the designated intersection locations;
- Provide, install, operate, maintain and repair an ARLE Program in the Village, including the installation of any and all red-light cameras and related hardware, software, equipment and other goods or services which may be necessary to implement and operate the Program;
- Provide storage of digital images and electronic data and records from the Program for a minimum of thirty (30) days. The successful Respondent shall further agree to and abide by the Local Records Act regarding the storage of any images or video captured by the ARLE Program;
- Provide the initial verification of any red-light citations;
- Issuance and mailing of warning or violation notices or subsequent collection notices for ARLE citations;
- Citation processing and matching with the Illinois Department of Motor Vehicles;
- Provide customer services to individuals to whom citations are issued;
- Provide an online platform through which violators may pay citation fees and fines;
- Provide training to Village employees on the Program;
- Provide administrative and adjudication hearing support and testimony, as needed; and
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- a. Northbound On Central Avenue At Pershing Road
b. Eastbound On Pershing Road At Central Avenue

3. Harlem Avenue And Pershing Road

- a. Northbound On Harlem Avenue

Please note that the Village shall retain final authority over the issuance of any ARLE citations.

III. REQUESTS FOR CLARIFICATION.

Respondents should address all communications to the Office of the Village Attorney, Attn. Jessica R. Fese, Esq. All questions or requests for clarification must be in writing, sent by email to fese@dlglawgroup.com must be received no later than 5:00 PM on **August 7, 2026**. The Village shall not be responsible for the delay in the transmission of any request for clarification or other communication.

III. DEADLINE AND PROCEDURES FOR SUBMITTING PROPOSALS

3.1. Deadline

Proposals must be received by the Office of the Village Clerk no later than 3:00 PM, local time, on **August 21, 2026**. **Late Proposals will not be considered**. The Village will not be responsible for any delays in the delivery, receipt or handling of Proposals.

3.2. Procedures For Submitting Proposals

Proposals must be delivered to the following address:

**Village of Stickney
Attn: Candace Centrangelo, Village Clerk
6533 W. Pershing Road
Stickney, IL 60402**

Respondent must submit six (6) sets of originals in hardcopy format. In addition, Respondent must submit six (6) copies of the Proposals on a CD-ROM or flash drive in .pdf format on a CD-ROM. The original documents must clearly be

marked, and must bear the original signature of an authorized agent. Respondent must enclose all documents in a sealed container. **Proposals submitted via facsimile or electronic mail will not be accepted.**

All submissions are subject to the Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*)

3.3 Confidentiality

To the extent allowed by applicable law, the Respondent may designate as confidential those portions of the Proposals that contain trade secrets or other proprietary data that must remain confidential.

3.4 Bid Opening

There shall be a bid opening on **August 24, 2026** at 10:30 a.m. at Stickney Village Hall, 6533 Pershing Road, Stickney, Illinois. Respondents are not required to attend.

IV. SUBMISSION REQUIREMENTS

4.1 Required Content

At a minimum, the following information must be included in all Proposals:

A. Cover Letter

The Respondent must submit a cover letter committing the Respondent to provide the desired services, in accordance with the terms and conditions of a contract that may be awarded subsequent to the RFP and in compliance with all applicable laws, orders, rules and regulations. The cover letter must also:

- (i) Outline the number of years the Respondent has been in business, provide an overview of the experience and background of the Respondent and the key personnel committed to this project; and
- (ii) Identify the legal name of the Respondent, the address of its headquarters, its principal place of business, its legal form (*e.g.*, corporation, joint venture, limited partnership, etc.), the names of its principal or partners and its authority to conduct business in Illinois; and
- (iii) Indicate the contact information (name and telephone number(s)) of the principal contact for oral presentation, interviews or negotiations; and

- (iv) The cover letter must be signed by an authorized representative of the Respondent.

B. Executive Summary

The Respondent must provide an executive summary that explains its understanding of the Village's intent and objectives. The summary must discuss the Respondent's plan for achieving and implementing the desired services.

C. Professional Qualifications and Specialized Experience of Respondent

(i) Company Profile Information (See Form in Exhibit 1)

The Respondent must complete the company profile information questionnaire that is attached hereto and incorporated herein as Exhibit 1.

(ii) Municipal Client References (See Form in Exhibit 2)

(a) The Respondent must provide contact information for a **minimum of three (3) Illinois municipalities** to which the Respondent currently provides the desired services. All municipal client reference information must be verified and supported. Municipal client references must be aware that they are being used and agreeable to an interview by the Village. This information shall be provided by completing the form attached hereto and incorporated herein as Exhibit 2.

(b) Respondent shall also provide the Village with a list of all Illinois municipalities to which it currently provides services similar to those sought in this RFP.

(iv) Business License/Authority to do Business in Illinois

The Respondent must provide copies of appropriate licenses or certifications required of any individual or entity performing the desired services. The Respondent must provide evidence that it is authorized to do business in Illinois.

D. Professional Qualifications and Experience of Key Personnel

(i) Key Personnel

The Respondent must provide a list of the individuals who will be dedicated to perform the desired services.

(ii) Areas of Expertise

The Respondent must indicate each person's areas of expertise, as well as which person will have primary responsibility for various tasks or aspects of the desired services.

(iii) Resumes

The Respondent must submit resumes or corporate personnel profiles with past experience for each of the key personnel. This must include a description of each individual's role and responsibilities on recent projects similar in scope, type and magnitude to the desired services.

(iv) Revocation or Suspension of License or Certification

The Respondent must disclose whether Respondent has had any business license or certification revoked or suspended in any state within the last ten (10) years.

E. Project Management/Implementation Plan

The Respondent must provide a detailed summary of its plan for implementing the desired services.

F. Compensation Proposal

The Respondent must provide an explanation of its proposed compensation model by addressing, at a minimum, the topics indicated on Exhibit 3, attached hereto and incorporated herein. The Respondent must disclose any charges or fees not included in its base price that the Village would incur. Proposals that fail to include the compensation information requested in Exhibit 3 will be deemed non-responsive and rejected as incomplete.

G. Certification

Each Respondent must certify on Exhibit 4, attached hereto and incorporated herein, that the Proposal is true and accurate, and that to the best of Respondent's knowledge, the Proposal is not misleading or fails to include relevant information.

F. Non-Collusion Affidavit

A Respondent must submit a notarized Non-Collusion Affidavit, attached hereto and incorporated herein as Exhibit 5, certifying that the Respondent has not colluded with any other entity in the submission of the Proposal.

V. EVALUATION CRITERIA

The Village reserves the right to require in-person interviews with some or all of the Respondents. In evaluating the Proposals, the Village's selection will be based upon those factors deemed necessary to promote the best interests and welfare of the Village including, without limitation, the following:

A. Professional and Technical Competence

The Respondent's ability to provide the desired services, including capacity to achieve the project goals and objectives described in this RFP.

B. Professional Qualifications and Specialized Experience of Respondent and Team

The Respondent's experience in providing services similar to the desired services on projects of similar scope and magnitude. The Village will consider the past and current performance of the Respondent (and team members) on other contracts in terms of quality of services and compliance with performance schedules. The Village may solicit from current and/or previous clients, including other government agencies, units of local government or any available sources, relevant information relating to the Respondent's record of performance.

C. Quality, Comprehensiveness and Adequacy

The Village will review the quality, comprehensiveness and adequacy of the proposed project management/implementation plan for providing the desired services including the staffing plan, local availability and commitment of personnel who will manage and oversee the project.

D. Compensation

The Village will consider the competitiveness and adequacy of the proposed compensation model for the desired services.

E. Competency of Respondent

No Proposal may be accepted from or contract awarded to any person, firm or corporation who is in arrears or in default to the Village upon any debt or contract. Prior failure of a respondent to perform faithfully on any previous contract or work for the Village may be grounds for rejection. The Respondent must not have been suspended or debarred from doing business with the state and/or federal government. The Respondent, if requested, shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of this RFP. Such evidence shall be presented within a specified time and to the satisfaction of the Village.

VI. REJECTION OF QUALIFICATION

6.1 Selection does not Guarantee the Award of a Contract.

This RFP shall not create any legal obligation of the Village to evaluate any Proposal that is submitted or to enter into any contract or any other agreement with an entity who submits a response except on terms and conditions that the Village deems, in its sole and absolute discretion, to be satisfactory and desirable. All Proposals should contain an affirmative statement that there is no “conflict of interest” with the Village and the Respondent.

The Village reserves the right to reject all Proposals received and the right to waive non-material formalities and technicalities according to the best interests of the Village. Any Proposals submitted shall be binding for ninety (90) days following the bid opening and review of the same. The Village reserves the right to select a Respondent or multiple Respondents to perform the desired services. The Village reserves the right to terminate the desired services provided by the Respondent. Any work provided by the Respondent will be in compliance with a contract to be entered into subsequent to this RFP.

By submitting a Proposal, the Respondent acknowledges its understanding of the requirements of this submission and agrees to be bound to the same.

6.2 No Liability for Costs

The Village is not responsible for costs or damages incurred by interested parties in connection with the RFP process. This includes, but is not limited to, costs associated with preparing the Proposals and of participating in any interviews, site visits, demonstrations, oral presentations and negotiations.

VII. CONTRACT AWARD

1. The Respondent’s Proposal must be complete to be considered for the award.
2. The Village reserves the right to qualify, accept or reject any or all Respondents and accept any Proposal deemed to be in the best interest of the Village. The Village reserves the right to accept or reject any or all Proposals and waive irregularities or technicalities in any Proposal when in the best interest of the Village. The Village reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the RFP.
3. Consideration may be given to, but not limited to services available, hours of services available, references and special pricing. The Village reserves the right not to accept the lowest cost Proposal.
4. Award, if made, shall be in the form of a contract.
5. All prescriptions of the RFP shall be understood as a form of a signed contract.

EXHIBIT 1
COMPANY PROFILE INFORMATION

Each Respondent must complete the following information:

(1) Legal Name of Individual or Company: _____

(2) Doing Business under other Company Name?

If yes, Name of Company: _____

(3) Headquarters Address: _____

(4) City, State and Zip Code: _____

(5) Web Site Address: _____

(6) Number of Years in Business: _____

(7) Total Number of Employees: _____

(8) Total Annual Revenues Separated by Last Three (3) Full Fiscal Years: _____

(9) Major Products and/or Services Offered: _____

(10) Other Products and/or Services Offered: _____

(11) Describe the Firm's Demonstrated Experience in Providing Services Responsive to the Scope of Services Requested in this RFP: _____

(12) Has the Firm or any of the Firm's officers or employees ever been sued by a unit of government? _____ If yes, explain: _____

(13) Has the Firm or any of its officers or employees presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal or state department or agency, or any local governmental agency? _____ If yes, explain: _____

(14) What is the proposed timetable for the completion of the installation of the ARLE Program?

EXHIBIT 2
MUNICIPAL CLIENT REFERENCES

Submit a completed municipal client profile information sheet for at least three (3) Illinois municipalities for which the Respondent currently provides ARLE related services:

(1) Client Name: _____

(2) Address: _____

(3) City, State, Zip Code: _____

(4) Project Manager: _____

(5) Telephone Number: _____

(6) E-mail: _____

(8) Scope of Services/Goals: _____

(9) Contract Award Date: _____

(10) Fees/ Renumeration Structure _____

You must also provide a list of all Illinois municipalities for which you provide the services described in this RFP.

EXHIBIT 3 COMPENSATION

METHOD AND RATE OF COMPENSATION: Identify the proposed compensation model (hourly, daily, project, item, or other method) and provide the rate, price or unit price for each type of service or goods contemplated by this RFP. Please provide an estimated, or, if possible, a firm price, for the compensation for this project.

Respondents must also provide proposed compensation for the following services, as applicable:

- Installation of ARLE cameras and related equipment on a per camera or per intersection basis;
- Storage of digital images and electronic data and records;
- Initial verification of any red-light citations;
- Issuance and mailing of warning or violation notices or subsequent collection notices for ARLE citations;
- Citation processing and matching with the Illinois Department of Motor Vehicles;
- Training for Village employees on the Program;
- Administrative and adjudication hearing support and testimony, as needed;

EXPENSES: The Village does not provide for reimbursement of any expense incurred, including, but not limited to telephone device, other communications device, postage, copying, travel, transportation, lodging, food and per diem.

EXHIBIT 4
CERTIFICATION FORM

This Certification is made as of the ____ day of _____, 2026 by _____ (the “Undersigned”), being the _____ (sole owner, partner, president, secretary etc.) of _____ (the “Respondent”), in connection with its response (“Proposal”) to the Village of Stickney (“Village”) pursuant to the Request for Proposals issued by the Village for the installation and maintenance of the ARLE Program. The Undersigned states that he or she has been authorized by the Respondent to make this Certification and that the Respondent acknowledges that the Village will rely on this Certification.

The Undersigned hereby certifies and declares as follows:

The Undersigned has carefully read and acknowledges each and every part of the Proposal. The Undersigned further certifies and declares that to the best of his or her knowledge and belief, all statements contained in the Proposal, any attachments to the Proposal and any accompanying forms are true and accurate, are not otherwise misleading and do not fail to include any information that would be relevant to a fair determination by the Village of the Respondent’s potential conflicts of interest in the provision of the desired services; and that all of said forms and the Proposal have been duly signed by authorized representatives of the Respondent.

Dated: _____

By: _____

Name: _____

Subscribed and sworn before me this ____ day of _____, 2026.

(SEAL)

Notary Public

EXHIBIT 5
NON-COLLUSION AFFIDAVIT

STATE OF ILLINOIS)
) ss
COUNTY OF COOK)

_____ (the “Undersigned”) being first duly sworn, deposes and says that they are _____ (sole owner, partner, president, secretary, etc.) of _____ (the “Respondent”), the party making the foregoing Proposal; that such Proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such Proposal is genuine and not collusive or sham; that said Respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other respondent or anyone else to put in a sham Proposal, or that anyone shall refrain from submitting a Proposal; that said Respondent has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the price(s) of said Proposal or of any other respondent, or to fix any overhead, profit or cost element of such price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in such Proposal are true; and, further, that said has not, directly or indirectly, submitted their submitted price or any breakdown thereof, or the contents thereof or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said Respondent in their general business.

Respondent further swears that Respondent has not colluded with any elected or appointed official or employee of the Village of Stickney in the submission of the foregoing Proposal and that no elected or appointed official or any employee of the Village has any direct or indirect disclosed or undisclosed pecuniary interest in the Respondent or Respondent’s general business.

Dated: _____ By: _____

Name: _____

Subscribed and sworn before me this ____ day of _____, 2026.

(SEAL)

Notary Public

