

# *Village of Carol Stream*

## **BOARD MEETING**

### **AGENDA**

**JUNE 4, 2018**

**7:30 P.M.**

*All matters on the Agenda may be discussed, amended and acted upon*

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE:**

**B. MINUTES:**

1. Approval of Minutes of the May 21, 2018, Village Board Meeting.

**C. LISTENING POST:**

1. Resolution No. 3020 Honoring Linda Tisdell on her Retirement from the Village of Carol Stream Finance Department.
2. Resolution No. 3021 Honoring Monica Konior upon her Retirement with the Village of Carol Stream Police Department.
3. Resolution No. 3022 Honoring Mike Tijerina on 25 Years of Employment with the Village of Carol Stream.
4. Danna Pope – 2018 Juvenile Officer of the Year by the Illinois Juvenile Officers Association.
5. Proclamation Designating June 18<sup>th</sup> – 24<sup>th</sup> as Pollinator Week.
6. Addresses from Audience (3 Minutes).

**D. PUBLIC HEARINGS:**

**E. SELECTION OF CONSENT AGENDA:**

*If you are here for an item, which is added to the consent agenda and approved, the Village Board has acted favorably on your request.*

**F. BOARD AND COMMISSION REPORTS:**

**G. OLD BUSINESS:**

**H. STAFF REPORTS AND RECOMMENDATIONS:**

# *Village of Carol Stream*

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1. Salt Purchase – Winter 2018/19 – DuPage County Contract. *Staff recommends approving the purchase of up to 3,055 tons of rock salt from Detroit Salt in accordance with terms and conditions as established under DuPage County Bid #18-093-JN in an amount not-to-exceed \$205,143.25.*
2. LED Street Lights. *Staff recommends approving a motion rejecting all bids and awarding a contract for the purchase of 197 LED Street Lights to City Electric Supply in the amount of \$26,190.14.*
3. Local Public Agency Amendment #2 for Federal Participation–DuPage River Trail (West Branch/Fair Oaks Road). *Staff recommends that Local Public Agency Amendment #2 Federal Participation be approved for the DuPage River Trail Project.*
4. Construction Engineering Services Agreement for Federal Participation Supplement #1-DuPage River Trail (West Branch/Fair Oaks Road). *Staff recommends approval of the Construction Engineering Services Agreement for Federal Participation Supplement #1 in the amount of \$30,343.58 for the DuPage River Trail.*
5. Award of bid for Office Furniture for the Gregory J. Bielawski Municipal Center Renovation Project. *This is a recommendation to award the contract for office furniture for the Municipal Center Renovation Project to Henricksen in the amount of \$616,374.55.*
6. Award of bid for Evidence Storage Room Space Saver Shelving System for the Gregory J. Bielawski Municipal Center Renovation Project. *This is a recommendation to award the contract for the Police Department evidence storage system to Bradford Systems in the amount of \$49,710 pursuant to Section 5-8-14(L) of the Carol Stream Code of Ordinances.*
7. Advice and Consent of Project Changes and Additions for the Gregory J. Bielawski Municipal Center Renovation Project. *This is a request for approval of five changes to the contract for the Renovation Project totaling \$52,827.*

# Village of Carol Stream

## BOARD MEETING

### AGENDA

JUNE 4, 2018

7:30 P.M.

*All matters on the Agenda may be discussed, amended and acted upon*

#### **I. ORDINANCES:**

#### **J. RESOLUTIONS:**

1. Resolution No. \_\_\_\_ Approving an Amended Mutual Aid Agreement for the Northern Illinois Police Alarm System. *Staff recommends approval of the NIPAS Amended Mutual Aid Agreement.*

#### **K. NEW BUSINESS:**

1. Carol Stream Public Library-Annual Report 2017-2018. *Receipt of Annual Report of the Board of Library Trustees of the Village of Carol Stream for the Fiscal Year ending April 30, 2018.*

#### **L. PAYMENT OF BILLS:**

1. Regular Bills: May 22, 2018 through June 4, 2018.
2. Addendum Warrants: May 22, 2018 through June 4, 2018.

#### **M. REPORT OF OFFICERS:**

1. Mayor:
2. Trustees:
3. Clerk:

#### **N. EXECUTIVE SESSION:**

1. Collective Negotiating Matters [5 ILCS 120/2 (c) (2)]

#### **O. ADJOURNMENT:**

<b>LAST ORDINANCE</b>	<b>2018-05-20</b>	<b>LAST RESOLUTION</b>	<b>3019</b>
<b>NEXT ORDINANCE</b>	<b>2018-06-21</b>	<b>NEXT RESOLUTION</b>	<b>3020</b>

**REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES  
Carol Stream Fire Protection District, Station No. 28, 365 Kuhn Road,  
Carol Stream, DuPage County, IL**

**May 21, 2018**

Mayor Saverino called the Regular Meeting of the Board of Trustees to order at 7:30 p.m. and directed Village Clerk Laura Czarnecki to call the roll.

Present: Mayor Frank Saverino, Sr. and Trustees David Hennessey, John LaRocca, Mary Frusolone and Matt McCarthy

Absent: Trustees Rick Gieser and Greg Schwarze

Also Present: Village Manager Joe Breinig, Assistant Village Manager Bob Mellor, Village Clerk Laura Czarnecki and Village Attorney Jim Rhodes

\*All persons physically present at meeting unless noted otherwise

**MINUTES:**

*Trustee McCarthy moved and Trustee Frusolone made the second to approve the Minutes of the May 7, 2018 regular meeting of the Village Board. The results of the roll call vote were as follows:*

*Ayes: 4 Trustees Hennessey, LaRocca, Frusolone and McCarthy*

*Abstain: 0*

*Absent 2 Trustees Gieser and Schwarze*

*The motion passed.*

*Trustee Hennessey moved and Trustee Frusolone made the second to approve, but not release the Minutes of the May 7, 2018 Executive Session meeting of the Village Board. The results of the roll call vote were as follows:*

*Ayes: 4 Trustees Hennessey, LaRocca, Frusolone and McCarthy*

*Abstain: 0*

*Absent 2 Trustees Gieser and Schwarze*

*The motion passed.*

**LISTENING POST:**

1. A check will be presented to the DARE Program from Joe Salerno of Salerno's Funeral Home, Rosedale Chapel. *A check in the amount of \$2,500 was presented by Joe Salerno for the DARE Program. Joe Salerno commended the Village of Carol Stream as one of the only 2 communities that still maintain a DARE Program. Glendale Heights also has a DARE Program.*
2. Historical Spotlight: Michelle Podkowa, Museum Manager & Educator, DuPage Historical Museum. *Mayor Saverino introduced Michelle Podkowa who described programs and services available through the DuPage Historical Museum and activities associated with the Illinois' Bi-Centennial.*
3. Proclamation recognizing May 20-May 26, 2018 as National Public Works Week. *Proclamation read by Trustee LaRocca.*
4. Proclamation recognizing May 21 – June 3, 2018 as *Click It or Ticket* Mobilization. *Proclamation read by Trustee Frusolone.*
5. Addresses from Audience (3 Minutes). *None.*

**PUBLIC HEARINGS:**

**CONSENT AGENDA:**

*Trustee LaRocca moved and Trustee McCarthy made the second to establish a Consent Agenda for this meeting. The results of the roll call vote were as follows:*

*Ayes: 4 Trustees Hennessey, LaRocca, Frusolone and McCarthy*  
*Nays: 0*  
*Absent: 2 Trustees Gieser and Schwarze*

*The motion passed.*

*Trustee Frusolone moved and Trustee McCarthy made the second to place the following items on the Consent Agenda established for this meeting. The results of the roll call vote were as follows:*

*Ayes: 4 Trustees Hennessey, LaRocca, Frusolone and McCarthy*  
*Nays: 0*  
*Absent: 2 Trustees Gieser and Schwarze*

*The motion passed.*

1. Extension of Agreement with GovTemps USA for accounting services.
2. Contract for Information Technology Technician – GovTemps USA.
3. Clearwater Court Storm Sewer Rehabilitation Project – Authorization to seek Consultant Proposal and begin Contract Negotiations.
4. Relay for Life Carol Stream-Request for approval of a Temporary Waiver of the Code of Ordinances to allow Temporary Promotional Signage and a Temporary Sign Permit Fee Waiver.
5. Ordinance No. 2018-05-20 amending Chapter 11, Article 2 of the Carol Stream Code of Ordinances by decreasing the number of Class C Liquor Licenses from 19 to 18 (Vidhi Beverage Corp d/b/a Vini's Liquor, 1221 N. Gary Avenue) and increasing the number of Class C Liquor Licenses from 18 to 19 (Asharam Corporation d/b/a Dini's Liquor, 1221 N. Gary Avenue).
6. Resolution No. 3017 accepting a Grant of Public Utility, Vehicular Traffic and Storm Water Management and Conveyance Easement (365 E. North Avenue-Dermody Properties).
7. Resolution No. 3018 declaring Surplus Property owned by the Village of Carol Stream.
8. Resolution No. 3019, amending Resolution No. 3005 adopting the 2018-19 Employee Pay Plan for the Village of Carol Stream.
9. Sound Amplification Permit – American Cancer Society.
10. Raffle License Application – American Cancer Society.
11. Payment of Regular and Addendum Warrant of Bills from May 8, 2018 through May 21, 2018.
12. Treasurer's Report: Revenue/Expenditure Statement and Balance Sheet, Month ended April 30, 2018.

*Trustee McCarthy moved and Trustee Frusolone made the second to approve the Consent Agenda for this meeting by Omnibus Vote. The results of the roll call vote were as follows:*

*Ayes: 4 Trustees Hennessey, LaRocca, Frusolone and McCarthy*

*Nays: 0*

*Absent: 2 Trustees Gieser and Schwarze*

*The motion passed.*

*The following are brief descriptions of those items approved on the Consent Agenda for this meeting.*

**Extension of Agreement with GovTemps USA for accounting services:**

*The Village Board approved a contract extension with GovTemps USA to staff an Accounts Clerk position within the Finance Department at a cost of \$1,377.60 per week for the period July 14, 2018 through December 31, 2018.*

**Contract for Information Technology Technician – GovTemps USA:**

*The Village Board approved a contract with GovTemps USA for an Information Technology Technician for a term of 11 months to assist with the Carol Stream Library.*

**Clearwater Court Storm Sewer Rehabilitation Project – Authorization to Seek Consultant Proposal and Begin Contract Negotiations:**

*The Village Board authorized staff to request a proposal from Engineering Resources Associates, Inc. and begin contract negotiations.*

**Relay for Life Carol Stream – Request for Approval of a Temporary Waiver of the Code of Ordinances to allow Temporary Promotional Signage and a Temporary Sign Permit Fee Waiver:**

*The Village Board approved a waiver of the temporary sign permit fee and temporary waiver to the Sign Code subject to conditions with regard to the Relay for Life.*

**Ordinance No. 2018-05-20 Amending Chapter 11, Article 2 of the Carol Stream Code of Ordinances by decreasing the number of Class C Liquor Licenses from 19 to 18 (Vidhi Beverage Corp d/b/a Vini’s Liquor 1221 N. Gary Avenue) and increasing the number of Class C Liquor Licenses from 18 to 19 (Asharam Corporation d/b/a Dini’s Liquor, 1221 N. Gary Avenue):**

*The Village Board approved issuing a Class C liquor license to Asharam Corporation d/b/a Dini’s Liquor located at 1221 N. Gary Avenue.*

**Resolution No. 3017 Accepting a Grant of Public Utility, Vehicular Traffic and Storm Water Management and Conveyance Easement (365 E. North Avenue-Dermody Properties):**

*The Village Board accepted the easement plat for public utilities, vehicular traffic and storm water management and conveyance for 365 E. North Avenue-Dermody Properties.*

**Resolution No. 3018 Declaring Surplus Property owned by the Village of Carol Stream:**

*The Village Board approved declaring surplus designated Public Works items and either be sold at auction and/or disposed of.*

**Resolution No. 3019, Amending Resolution No. 3005 Adopting the 2018-19 Employee Pay Plan for the Village of Carol Stream:**

*The Village Board approved an organizational structure change in the Financial Management Department for the current fiscal year.*

**Sound Amplification Permit – American Cancer Society:**

*The Village Board approved a Sound Amplification Permit and waiver of the permit fee for the Relay for Life event on June 23, 2018 at the Ross Ferraro Town Center.*

**Raffle License Application – American Cancer Society:**

*The Village Board approved a Raffle License and waiver of the fee and manager's fidelity bond for their annual Relay for Life event on June 23, 2018 at the Ross Ferraro Town Center.*

**Regular Bills and Addendum Warrant of Bills:**

*The Village Board approved payment of the Regular Bills dated May 21, 2018 in the amount of \$725,582.91. The Village Board approved the payment of the Addendum Warrant of Bills from May 8, 2018 thru May 21, 2018 in the amount of \$700,024.79.*

**Treasurer's Report:**

*The Village Board received the Revenue/Expenditure Statements and Balance Sheet for the Month ended April 30, 2018.*

**Non-Consent Agenda****Town Center Community Concert Use:**

*The Village Board unanimously concurred with the use of the Town Center for a community concert hosted by Village Church East on July 7, 2018.*

**Report of Officers:**

*Trustee Hennessey thanked Joe Salerno for his donation to the DARE Program. The Challenge Day Program kicked off last week to combat isolation and loneliness. He thanked Mayor Saverino, Trustees Frusolone and Schwarze, Park District and DuPage County for support for the Challenge Day event. Trustee Hennessey looks forward to the continued fight against drugs.*

*Trustee Frusolone thanked Trustee Hennessey for inviting her to the Challenge Day event. She thanked Police Department, Fire Protection District and the Coroner's Office for presenting the fatal prom event at Glenbard North High School. Trustee Frusolone congratulated Officer Danae Pope who was named 2018 Juvenile Officer of the year. She invited everyone to the Memorial Day ceremony at Memorial Park on Monday, May 28<sup>th</sup> at 11:00 a.m.*

*Trustee McCarthy thanked Joe Salerno for his donation and Officer Pablo Castro for his outstanding work with the DARE Program. He thanked Michelle Podkova for her historical recollection on DuPage County and commended Trustee Hennessey for his Challenge Day event.*

*Trustee LaRocca thanked Joe Salerno for his contribution to the DARE Program and Michelle Podkova from the DuPage Historical Museum. He also thanked Public Works for their work during the heavy rains. Please buckle up and do not use cell phones while driving.*



*Village Clerk Czarniecki stated Please Shop Carol Stream. She recognized friends and family deployed or returning from deployment in the Navy and Army.*

*Village Attorney Rhodes recounted a version he heard of how the DuPage County records were lost and he heard it was because Wheaton people were being chased by Naperville people after they reclaimed the records.*

*Village Manager Breinig stated Dr. Contreras would like to change the date of the charity dog show from September 16 to September 23 as there is a conflict with the previously approved date. The Village Board concurred with the change of date. Community Development Director Don Bastian described the property maintenance courtesy notice program which started in 2012 that includes complaints of weeds and tall grass. The Village writes approximately 580 courtesy notices per year with very few resulting in violation citations.*

*Mayor Saverino thanked Public Works for their hard work with the rain. Public Works Director Phil Modaff explained which areas were shut down due to flooding. He described the flood control measures undertaken as a result of the recent heavy rains. Sandbags were given to one resident who was extremely grateful. The WRC is staffed right now until levels go down. Mayor Saverino also thanked Engineering for their efforts in the weekend pond and stream sweep. 210 volunteers and over 1000 pounds of debris were removed from the waterways. Linda Johansen coordinated the event. He thanked Joe Salerno for his donation to the DARE Program and Michelle Podkova for her recollection with the DuPage Historical Museum. Mayor Saverino would like to invite Officer Danae Pope to a Board meeting to be recognized for his award.*

*At 8:37 p.m., Trustee McCarthy moved and Trustee Frusolone made the second to adjourn the meeting. The results of the roll call vote were as follows:*

*Ayes: 4 Trustees Hennessey, LaRocca, Frusolone and McCarthy*

*Nays: 0*

*Absent: 2 Trustees Gieser and Schwarze*

*The motion passed.*

FOR THE BOARD OF TRUSTEES

\_\_\_\_\_  
Mayor Frank Saverino, Sr.

ATTEST:

\_\_\_\_\_  
Laura Czarnecki, Village Clerk

RESOLUTION NO. 3020

AGENDA ITEM  
C-1 6-4-18

**A RESOLUTION HONORING LINDA TISDELL  
ON HER RETIREMENT FROM THE  
VILLAGE OF CAROL STREAM FINANCE DEPARTMENT**

WHEREAS, Linda Tisdell joined the Village of Carol Stream Administration Department as a part time Interdepartmental Aide on January 19, 1987; and

WHEREAS, Linda was promoted to the position of full time Accounts Clerk in the Finance Department Cashier/Reception area on September 18, 1995; and

WHEREAS, in her duties, Linda is frequently the first point of contact for residents and visitors seeking information regarding services provided by the Village or the community at large, whether in person or by telephone; and

WHEREAS, Linda's warm and welcoming smile and calm and compassionate voice are hallmarks of the outstanding service she delivers to residents and visitors of the Village on a daily basis; and

WHEREAS, Linda's dedication to her position and knowledge of the community have made her an outstanding resource to her customers and coworkers; and

WHEREAS, following more than 31 years of dedicated service to the Village and its residents, Linda Tisdell has decided to retire from the Village of Carol Stream Finance Department.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM**, on behalf of all the former and present elected and appointed officials and residents of Carol Stream, that:

SECTION 1: The service and dedication displayed by Linda Tisdell to the Village of Carol Stream and her accomplishments in the field of municipal finance are hereby recognized and commended.

SECTION 2: Linda Tisdell is wished the very best of happiness and health in her retirement.

This Resolution shall be in full force and effect from and after its passage and as approved by law.

PASSED AND APPROVED ON THIS 4th DAY OF JUNE 2018.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Frank Saverino, Sr., Mayor

ATTEST

\_\_\_\_\_  
Laura Czarnecki, Village Clerk

**A RESOLUTION HONORING  
MONICA KONIOR UPON HER RETIREMENT WITH THE  
VILLAGE OF CAROL STREAM POLICE DEPARTMENT**

**WHEREAS**, Monica Konior was hired as a Records Clerk for the Carol Stream Police Department on July 11, 1994; and

**WHEREAS**, Monica Konior has been honored with several commendations during her career; and

**WHEREAS**, Monica Konior was promoted as the Assistant Records Supervisor on September 4, 2000 and served in that capacity for almost five years; and

**WHEREAS**, Monica Konior has made the decision to retire after having been employed as a public servant for over twenty-three years with the Village of Carol Stream Police Department.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM**, on behalf of all the former and present elected and appointed officials and residents of Carol Stream, that:

SECTION 1: The services and dedication Monica Konior provided to the Village of Carol Stream, accomplishments in assisting all law enforcement officers and providing a valuable service to the residents of Carol Stream are hereby recognized and commended.

SECTION 2: Monica Konior is wished the very best of happiness and health in her retirement.

This Resolution shall be in full force and effect from and after its passage and as approved by law.

PASSED AND APPROVED ON THIS 4<sup>th</sup> DAY OF JUNE 2018.

AYES:

NAYS:

ABSENT:

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Frank Saverino, Sr., Mayor

ATTEST:

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Laura Czarnecki, Village Clerk

RESOLUTION NO. 3022

**A RESOLUTION RECOGNIZING MIKE TIJERINA ON  
TWENTY-FIVE YEARS OF EMPLOYMENT WITH THE VILLAGE OF CAROL STREAM**

WHEREAS, Mike Tijerina was hired as a Water Sewer Employee III on June 6, 1993; and promoted to the position of Water Sewer Employee II on June 1, 2008; and

WHEREAS, Mike has worked to maintain and operate the water transmission system to insure reliable delivery of safe drinking water to the community; and

WHEREAS, Mike has worked to operate, maintain and repair the sewer collection system to insure the public health throughout his career; and

WHEREAS, Mike has served as a reliable and valuable member of the snow-fighting team; and

WHEREAS, Mike has demonstrated great skill and ability in a wide variety of tasks and assignments throughout his twenty-five years of service in the department; and

WHEREAS, Mike has received multiple letters of appreciation from residents, businesses and supervisors for his professional and friendly service and for his response to severe weather and emergency repairs; and

WHEREAS, Carol Stream is a better community as a result of the professionalism, experience, skill and dedication Mike brings to his work every day.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM**, on behalf of all the former and present elected and appointed officials and residents of Carol Stream, that:

SECTION 1: Mike Tijerina is hereby recognized and commended for twenty-five years of dedication and service to the Village of Carol Stream.

SECTION 2: Mike Tijerina is wished the very best of happiness and health in his continued employment with the Village of Carol Stream.

This Resolution shall be in full force and effect from and after its passage as approved by law.

PASSED AND APPROVED THIS 4th DAY OF JUNE, 2018.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Frank Saverino, Sr., Mayor

ATTEST:

\_\_\_\_\_  
Laura Czarnecki, Village Clerk

**PROCLAMATION**

**Designating June 18<sup>th</sup> – 24<sup>th</sup> as Pollinator Week**

WHEREAS, pollinator species such as birds and monarch butterflies are essential partners of farmers and ranchers in producing much of our food supply; and

WHEREAS, pollination plays a vital role in the health of our national forests and grasslands, which provide forage, fish and wildlife, timber, water, and recreational opportunities as well as enhanced economic development opportunities for communities; and

WHEREAS, pollinator species provide significant environmental benefits that are necessary for maintaining healthy, biodiverse ecosystems; and

WHEREAS, the Village of Carol Stream manages wildlife habitats and public lands such as retention ponds and butterfly way-stations; and

WHEREAS, the Village of Carol Stream promotes wise conservation stewardship, including the protection and maintenance of pollinators and their habitats on working lands and wildlands.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, the week of **June 18, 2018, be known as Pollinator Week** in the Village of Carol Stream, and all citizens are called upon to celebrate by supporting efforts to protect and feed pollinators and promote the well-being of future generations.

PROCLAIMED THIS 4<sup>th</sup> DAY OF JUNE, 2018

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Frank Saverino, Sr., Mayor

ATTEST:

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Laura Czarnecki, Village Clerk

*Village of Carol Stream*  
Interdepartmental Memo

TO: Joe Breinig, Village Manager  
FROM: Philip J. Modaff, Director of Public Works   
DATE: May 23, 2018  
RE: Salt Purchase – Winter 2018/19 – DuPage County Contract

DuPage County recently conducted a public bid for the purchase of road salt and included a provision for pricing to be extended to other municipal agencies. Under the Joint Purchasing Act the Village is able to secure goods and services under the same terms and conditions as were secured through a public bid conducted by another agency. DuPage County Bid #18-093-JM was opened on April 25, 2018, with the following results:

<u>VENDOR</u>	<u>COST</u> (per ton)
<b>Detroit Salt</b>	<b>\$67.15</b>
Cargill, Inc.	\$70.36
Morton Salt	\$81.49
Compass Materials	\$82.27

The DuPage County Board awarded the contract to Detroit Salt on May 22, 2018. Attached are the County's bid tab sheet and the bid form submitted by Detroit Salt.

The FY19 budget provides \$165,000 for purchase of salt at a cost of \$55.00 per ton.<sup>1</sup> Staff submitted a base order request to the County for bidding purposes of 2,350 tons (with an option to take between 80% and 130% of the base order). With a confirmed bid price of \$67.15, the Village would expend \$126,242 by taking the minimum required amount and up to \$205,143.25 (\$40,143.25 over budget) if we need to take the maximum amount. If we purchase up to the budget amount, that would allow us to take 2,457 tons. We currently have approximately 1,000 tons in the salt dome.<sup>2</sup>

The Public Works Department recommends that the Board approve a Motion authorizing the purchase of up to 3,055 tons of rock salt from Detroit Salt in accordance with terms and conditions as established under DuPage County Bid #18-093-JN in an amount not-to-exceed \$205,143.25.

<sup>1</sup> The price under the prior season's contract was \$51.49/ton.

<sup>2</sup> In the 2017-2018 winter season we used just over 2,500 tons of salt.

**COUNTY OF DU PAGE, ILLINOIS**

**PROJECT INFORMATION**

<b>PROJECT NAME:</b>	<b>BULK ROCK SALT</b>
<b>USER DEPARTMENT:</b>	<b>DIVISION OF TRANSPORTATION</b>

√	<b>SUBMITTAL CHECKLIST</b> (BID PACKET SHOULD BE RETURNED IN ITS ENTIRETY)
	ORIGINAL BID WITH ONE (1) BUSINESS CARD ATTACHED
	TWO (2) COPIES WITH ONE (1) BUSINESS CARD ATTACHED TO EACH
	ADDENDA NUMBER ACKNOWLEDGED, IF APPLICABLE
	REFERENCES
	PROPOSAL PRICING (INCLUDING UNIT PRICES, WHERE REQUIRED)
	CERTIFICATION/PROPOSAL SIGNATURE AFFIDAVIT PAGE, COMPLETED, WITH SEAL (IF CORPORATION) NOTARY PUBLIC AND AUTHORIZED SIGNATURE
	JOINT PURCHASING SECTION, COMPLETED
	<b>BID SECURITY/BID BOND FOR GROUP 1 - 5% SUBMITTED WITH BID</b>
	COMPLETED VENDOR ETHICS DISCLOSURE FORM
	COMPLETED IRS-Form W-9

<b>AWARDED CONTRACTOR REQUIREMENTS</b>	
PERFORMANCE BOND	20%, DUE WITHIN 10 DAYS OF NOTICE OF AWARD
CERTIFICATE OF INSURANCE	DUE WITHIN 15 DAYS OF NOTICE OF AWARD
ILLINOIS SECRETARY OF STATE CORPORATE/LLC CERTIFICATE OF GOOD STANDING FOR CURRENT YEAR	<a href="http://www.cyberdrivellinois.com/departments/business_services/howd&lt;br/&gt;oi.html">http://www.cyberdrivellinois.com/departments/business_services/howd oi.html</a>

Any communication regarding this invitation between the date of issue and date of award is required to go through the Buyer listed below (or, in the Buyers absence, the Procurement Officer).		
<b>Unauthorized contact with other DuPage County staff or officers is strictly forbidden.</b>		
<b>BUYER:</b>	<b>Joan McAvoy</b>	<b>PHONE:</b> (630) 407-6181
<b>EMAIL:</b>	Joan.mcavoy@dupageco.org	



**THE COUNTY OF DuPAGE**  
**# 18-093-JM BULK ROCK SALT**  
**BID TABULATION**  
**BID OPENING DATE: 04/25/18 - 2:30 p.m.**

	Standard Delivery Qty	DETROIT SALT CO.		CARGILL, INC.		MORTON SALT, INC.		COMPASS MINERALS AMERICA, INC.	
		Unit Price per Ton	Extended Total	Unit Price per Ton	Extended Total	Unit Price per Ton	Extended Total	Unit Price per Ton	Extended Total
Group 1 - DuPage County Standard Delivery	15,000	\$67.15	\$ 1,007,250.00	\$70.36	\$ 1,055,400.00	\$81.49	\$ 1,222,350.00	\$82.27	\$ 1,234,050.00
Unit Cost per Ton 130% -150% of Projected Usage		\$75.23		Not Provided		\$81.49		\$92.27	
Group 2A - Townships/Municipalities Early Delivery	7,096	\$67.15	\$ 476,496.40	\$70.36	\$ 499,274.56	\$81.49	\$ 578,253.04	\$82.27	\$ 583,787.92
Group 2B - Townships/Municipalities Standard Delivery	56,820	\$67.15	\$ 3,815,463.00	\$70.36	\$ 3,997,855.20	\$81.49	\$ 4,630,261.80	\$82.27	\$ 4,674,581.40
Unit Cost per Ton 130% -150% of Projected Usage		\$75.23		Not Provided		\$81.49		\$92.27	

NOTE: For both Group 1 – DuPage County and Group 2 – Townships/Municipalities, the minimum contract commitment is eighty percent (80%) of the standard delivery quantity.

Invitations Sent	42
Potential Bidders Requesting Bid Documents	10
Total Bid Responses Received	4
Bid Opening Attended	JM, CH

**COUNTY OF DU PAGE, ILLINOIS**

**BID FORM  
PROCUREMENT SERVICES DIVISION  
BID #18-093-JM  
BULK ROCK SALT**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

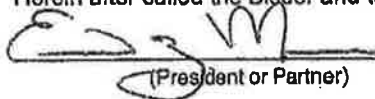
Full Name of Bidder	The Detroit Salt Company
Main Business Address	12841 Sanders St.
City, State, Zip Code	Detroit, MI 48217
Telephone Number	313-841-5144
Fax Number	313-841-0466
Bid Contact Person	Sarah Sanchez
Email Address	sales@detroitssalt.com

TO: The DuPage County Procurement Services

The undersigned certifies that he is:

- the Owner/Sole Proprietor     
  a Member authorized to sign on behalf of the Partnership     
  an Officer of the Corporation     
  a Member of the Joint Venture

Herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

  
 \_\_\_\_\_  
 (President or Partner)

\_\_\_\_\_  
 (Vice-President or Partner)

\_\_\_\_\_  
 (Secretary or Partner)

\_\_\_\_\_  
 (Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ issued thereto;

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, bid rigging or bid-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

**COUNTY OF DU PAGE, ILLINOIS**

**BID FORM PRICING  
 BID #18-093-JM  
 BULK ROCK SALT**

**GROUP 1 – DUPAGE COUNTY**

**STANDARD DELIVERY:**

DESCRIPTION	QUANTITY	UNIT PRICE (PER TON)	EXTENDED PRICE
BULK ROCK SALT	15,000 TONS	\$ 67.15 /TON	\$ 1,007,250
<b>TOTAL GROUP 1</b>			<b>\$ 1,007,250</b>

**UNIT COST PER TON FOR QUANTITIES BETWEEN 130% AND 150% OF PROJECTED USAGE**

\$ 75.23 PER TON

**GROUP 2 – TOWNSHIPS/MUNICIPALITIES**

**A – EARLY DELIVERY:**

DESCRIPTION	QUANTITY	UNIT PRICE (PER TON)	EXTENDED PRICE
BULK ROCK SALT	7,096 TONS	\$ 67.15 /TON	\$ 476,496.40
<b>TOTAL GROUP 2 –A</b>			<b>\$ 476,496.40</b>

**B – STANDARD DELIVERY:**

DESCRIPTION	QUANTITY	UNIT PRICE (PER TON)	EXTENDED PRICE
BULK ROCK SALT	56,820 TONS	\$ 67.15 /TON	\$ 3,815,463
<b>TOTAL GROUP 2 –B</b>			<b>\$ 3,815,463</b>

**UNIT COST PER TON FOR QUANTITIES BETWEEN 130% AND 150% OF PROJECTED USAGE**

\$ 75.23 PER TON

<b>TOTAL GROUP 2 (A+B)</b>	<b>\$ 4,291,959.40</b>
----------------------------	------------------------

COUNTY OF DU PAGE, ILLINOIS

BID FORM SIGNATURE PAGE  
BID #18-093-JM  
BULK ROCK SALT

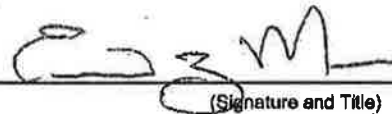
TOTAL BID AMOUNT – GROUP 1: \$ 1,007,250  
Total (in figures)

One million seven thousand two hundred and fifty Dollars and Zero Cents.  
Total (In words)

TOTAL BID AMOUNT – GROUP 2: \$ 4,291,959.40  
Total (In figures)

Four million two hundred ninety one thousand nine hundred fifty nine Dollars and Forty Cents.  
Total (In words)


The Contractor agrees to provide the services as described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained.  
Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

X   
(Signature and Title)

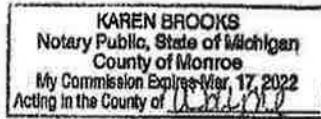
CORPORATE SEAL  
(If available)

BID MUST BE SIGNED AND NOTARIZED (WITH SEAL) FOR CONSIDERATION

Subscribed and sworn to before me this 23<sup>rd</sup> day of April AD, 2018

  
(Notary Public)


My Commission Expires: 3/17/22



SEAL

*Village of Carol Stream*  
Interdepartmental Memo

TO: Joe Breinig, Village Manager

FROM: Philip J. Modaff, Director of Public Works 

DATE: May 30, 2018

RE: Recommendation to Reject All Bids and Award a Contract for Purchase of LED Street Lights to City Electric Supply

The current budget contains \$50,000 for the purchase of LED streetlights to be installed by in-house crews to replace existing, inefficient lights.

Two bids were received and opened on May 14, 2018. The low bidder is City Electric Supply with a bid of \$26,190.14. Bid results are as follows:

<u>CONTRACTOR</u>	<u>AMOUNT</u>
City Electric Supply	\$26,190.14
All Tech Energy, Inc.	\$43,841.00

City Electric Supply proposed an "equal" product, as allowed under the bid specifications. Staff has evaluated the proposed product specifications and reviewed them with the engineering consultant who has worked with the Village on four prior LED projects. While there are some minor technical differences in the proposed product compared to the fixture the Village specified, staff has determined that the differences are not significant and that it is in the best interest of the Village to approve the proposed product as "equal". The most significant difference in the proposed equal is that the warranty period was five years, compared to ten years for the specified product. Subsequent to opening of bids, City Electric Supply provided a letter from the manufacturer (attached) indicating that a ten-year warranty period would be provided. All other bid documents submitted by City Electric Supply have been checked and verified to be in compliance with bid requirements.

The product proposed by City Electric Supply is also DLC listed, which means the purchase is eligible for a rebate through a ComEd energy-efficiency program (previously administered by DCEO. Staff has received written confirmation that the rebate amount would total \$19,444.60; the net cost of the LED purchase after receipt of the rebate will be \$6,745.54.

Staff recommends that the Mayor and Board of Trustees approve a Motion rejecting all bids and awarding a contract to City Electric Supply for the purchase of one-hundred ninety-seven (197) LED street lights in the amount of \$26,190.14.

Attachments

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C.E.S. (Gurnee)  
1519 St Paul Ave, Gurnee, IL,  
60031.

Phone: 847-693-3600  
Fax: 847-693-3605  
Email: Gurnee0275@cityelectricsupply.com

**QUOTATION**

**GLR/019037**

Valid From: 10 May 2018  
Valid Until: 09 Jun 2018

Page 1/1

VILLAGE OF CAROL STREAM  
ATTN: PUBLIC WORKS DEPT  
LED LUMINAIRES  
124 GERZEVSKE LANE  
CAROL STREAM IL  
60188  
Phone: 847-693-3600  
Fax: 1-847-693-3605

Entered by: Tom Wonsil  
Sales Rep: Tom Wonsil  
  
Account No.: 02750998001  
Order Number: LED LUMINARIES

Qty	Item	Description	\$ Price Per	\$ Goods
166	HOLOPHANE AIBSFMVOLT	HOLOPHANE ATBS F MVOLT R2	126.32 1	20969.12
	3K AUTOBAHN LED ROADWAY S SERIES(ATBS) AUTOBAHN S SERIES 5400 LUMENS 120-277V ROADWAY TYPE 2 3000K 3 PIN NEMA PHOTO CONTROL RECEPTACLE (STANDARD)			
31	HOLOPHANE ATBMCMVOLT	HOLOPHANE ATBM C MVOLT R2	168.42 1	5221.02
	3K AUTOBAHN LED ROADWAY M SERIES (ATBM) 9000 LUMEN PACKAGE MVOLT ROADWAY TYPE II 3000K CCT 70 CRI MIN			

Please do not hesitate to contact us if we can be of any further assistance.

Sincerely Yours,

Tom Wonsil

(QUOTE ONLY. NOT A RECEIPT) Goods Total: \$26190.14

Prices may be subject to change from manufacturer at the time of dispatch. When ordering please use above quotation number.  
Seller assumes no responsibility for quoted materials meeting job specifications unless specifically stated in writing.  
Substitution of similar quality material is permitted. All special order material is non-returnable or subject to the manufacturer's return goods policy.  
E&OE



Acuity Brands Lighting, Inc.  
One Lithonia Way  
Conyers, GA 30012  
Tel: 770-922-9000

May 9, 2018

RE: Response to Request for Extension of Limited Warranty  
Project Name: Carol Stream  
Quote Number: 2392-18-10415-0  
Fixture (s): ATBS F MVOLT R2 3K  
ATBM C MVOLT R2 3K  
ATB0 30BLEDE85 MVOLT R2 3K  
ATB0 20BLEDE13 MVOLT R2 3K

To Whom It May Concern:

Acuity Brands Lighting, Inc. will extend the standard limited warranty located at: [www.acuitybrands.com/CustomerResources/Terms\\_and\\_conditions.aspx](http://www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx) to the above-referenced project/quote number and fixture(s) for an additional period of 5 years. The resulting warranty period will total 10 years from the date of shipment. All other Acuity Brands Lighting, Inc. standard warranty terms and conditions apply.

Regards,

A handwritten signature in black ink that reads 'Scott Posey'.

Scott Posey  
Director, Roadway & Security Products  
Acuity Brands

BID FORM (page 2 of 2)

REFERENCES

Agency Name: Village of Gurnee  
Contact Name: Dave Zirbel  
Phone #: 847-599-6800  
Work performed: Supplied Street Lighting

Agency Name: Village of Volo  
Contact Name: Jonathan Meyer  
Phone #: 847-740-6982  
Work performed: Supplied Street Lighting



**VILLAGE OF CAROL STREAM  
GOVERNMENTAL CONTRACT COMPLIANCE CERTIFICATIONS**

I, Thomas Wongil (name), certify that I am employed as the Branch Manager (title) of City Electric Supply (company), a party to the Agreement to which this certificate is attached, and I hereby certify that I am authorized to make this certificate and that I have personal knowledge of the matters certified to herein, and that following certifications are true and correct:

1. Certification under 720 ILCS 5/33E-11

The Company is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of the Illinois Criminal Code of 1961 or any similar offense of any State of the United States which contains the same elements as the Illinois offenses of bid-rigging or bid rotating.

2. Payments to Illinois Department of Revenue

The Company is not delinquent in payment of any taxes to Illinois Department of Revenue – 65 ILCS 5/11-42.1

3. Non-Discrimination: EEOC

The Company is an "equal opportunity employer" as defined by Section 2002(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11246 and #11375 (42 U.S.C., Section 2002(e)); Executive Order No. 11246, 30 F.R. 12319 (1965); Executive Order No. 11375, 32 F.R. 14303 (1967) which are incorporated herein by reference. The Equal Opportunity Clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois is a material part of any contract awarded on the basis of this proposal. The Company shall not discriminate on the basis of race, color, sex, national origin, religion, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service.

4. Human Rights Act

The Company shall perform the Contract in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and that the Company shall not engage in any prohibited form of discrimination in employment as defined in the Act. The Company shall maintain policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service.

5. Sexual Harassment Policy

Pursuant to Section 2-105 (A)(4) of the Illinois Human Rights Act, the Company and each subcontractor has adopted and maintains written sexual harassment policies that shall include, at a minimum, the following information:

- (1) the illegality of sexual harassment;
- (2) the definition of sexual harassment under State law;
- (3) a description of sexual harassment, utilizing examples;
- (4) the Company's/subcontractor's internal complaint process, including penalties;
- (5) the legal recourse, investigative and complaint process available through the Department and Commission;
- (6) directions on how to contact the Department and the Commission; and
- (7) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

A copy of these policies shall be provided to the Village on request.

6. Compliance with Freedom of Information Act (FOIA)

The Company acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village for public records (as that term is defined by Section 2(c) of FOIA) in the undersigned's possession and to provide the requested public records to the Village within two (2) business days of the request being made by the Village. The undersigned agrees to indemnify and hold harmless the Village from all claims, costs, penalty, losses and injuries (including but not limited to, attorneys' fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Village under this Contract.

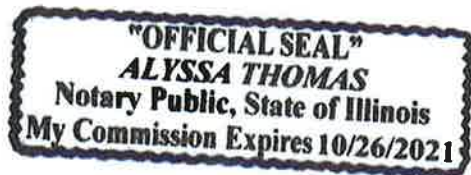
City Electric Supply  
Firm Name

By: Chris Mantak, District Manager  
Name/Title

[Signature]  
Signature

SUBSCRIBED AND SWORN to before me this 10<sup>th</sup> day May, 2018

[Signature]  
Notary Public



**Village of Carol Stream  
Contract (Page One of Two)  
Purchase and Delivery of LED Street Lights**

1. This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, between the Village of Carol Stream, acting by and through its Mayor and Board of Trustees and \_\_\_\_\_.
2. That for and in consideration of the payments and agreements mentioned in the Specifications and Contract Document, attached hereto, \_\_\_\_\_, agrees with the Village of Carol Stream at his/her own proper cost and expense to furnish the equipment, material, labor, supplies and/or services as provided therein in full compliance with all of the terms of such specifications and contract documents attached hereto.
3. It is understood and agreed that the specifications and contract documents hereto attached, prepared by the Village of Carol Stream, are all essential documents of this contract and are a part hereof.
4. In witness whereof, the said parties have executed these presents on the date above mentioned.

(Village Seal)

**VILLAGE OF CAROL STREAM**

Attest:

By: \_\_\_\_\_  
Village Clerk

By: \_\_\_\_\_  
Mayor

**IF A CORPORATION**

(Corporate Seal)

**CORPORATE NAME**

Attest:

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

*District Manager*

**SUBSCRIBED AND SWORN BEFORE ME**

This 10<sup>th</sup> day of May, 2018.

MY COMMISSION EXPIRES:

10/26/21

Alyssa Thomas  
NOTARY PUBLIC



**CONTRACT - Page Two of Two**

**IF A PARTNERSHIP**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Seal)

**PARTNERS DOING BUSINESS UNDER THE NAME OF**

\_\_\_\_\_

**SUBSCRIBED AND SWORN BEFORE ME**

This \_\_\_\_\_ day of \_\_\_\_\_, 2018.

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**IF AN INDIVIDUAL**

\_\_\_\_\_ (Seal)


**SUBSCRIBED AND SWORN BEFORE ME**

This \_\_\_\_\_ day of \_\_\_\_\_, 2018.

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

*Village of Carol Stream*  
Interdepartmental Memo

TO: Joseph Breinig, Village Manager  
FROM: William N. Cleveland, Assistant Village Engineer   
DATE: May 29, 2018  
RE: Local Public Agency Amendment #2 for Federal Participation – DuPage River Trail (West Branch/Fair Oaks Road)


In January of 2017, the Village received a final increase in ITEP grant funding of \$24,500 to help offset additional Construction Engineering costs associated with project changes and delays. IDOT recently approved our submittals to amend the agreements to include this additional funding, and requested they be signed by the Village.

This raises our ITEP funding for Construction Engineering to \$168,766 (80%) with the Village and Wayne Township Road District sharing the remaining \$42,191 (20%), totaling \$210,957. To date, \$180,613 has been paid, \$18,061 by the Village and Township, and \$144,491 from the ITEP grant. The new costs will include \$24,500 from ITEP, and \$3,034 each from the Village and Township.

Staff therefore recommends that Local Public Agency Amendment #2 Federal Participation be approved for the DuPage River Trail project, and five (5) original copies be sent to IDOT for processing.

Attachment

Cc: James Knudsen, Village Engineer  
Jon Batek, Finance Director  
Phil Modaff, Director of Public Works  
Martin McManamon (WTRD)

 <b>Illinois Department of Transportation</b> <b>Local Public Agency Amendment # 2 for Federal Participation</b>	Local Public Agency Village of Carol Stream	State Contract <input checked="" type="checkbox"/>	Day Labor <input type="checkbox"/>	Local Contract <input type="checkbox"/>	RR Force Account <input type="checkbox"/>
	Section: 10-00055-00-BT	Fund Type:	STU and ITEP	ITEP / SRTS / HSIP Number(s) 102350 (ITEP)	
Construction		Engineering		Right-of-Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
C-91-434-10	M-9003(607)				

This Amendment is made and entered into between the above local public agency, hereinafter referred to as the "LPA", and the state of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "STATE". The STATE and LPA have jointly proposed to improve the designated location as described below and agree to the changes outlined in this Amendment. The improvement shall be constructed in accordance with plans approved by the STATE and the STATE's policies and procedures approved and/or required by the Federal Highway Administration, hereinafter referred to as "FHWA".

<b>Location</b>			1) 1.98 Mi
Location	DuPage River Trail	Route	1) FAU 2542 / 2) Off System Length 2 0.33 Mi
Termini	1) St. Charles Road to Army Trail Road 2) Existing Path to Fair Oaks Road		

Current Jurisdiction	LPA	TIP Number	08-09-0012	Existing Structure No	N/A
----------------------	-----	------------	------------	-----------------------	-----

Type of Work	STU		ITEP		LPA		Total
		%		%		%	
Participating Construction	1,189,716	( * )		( )	297,429	( BAL )	1,487,145
Non-Participating Construction		( )		( )		( )	
Preliminary Engineering		( )		( )		( )	
Construction Engineering		( )	168,766	( ** )	42,191	( BAL )	210,957
Right of Way		( )		( )		( )	
Railroads		( )		( )		( )	
Utilities		( )		( )		( )	
Materials		( )		( )		( )	
<b>TOTAL</b>	<b>\$ 1,189,716</b>		<b>\$ 168,766</b>		<b>\$ 339,620</b>		<b>\$ 1,698,102</b>

\* Maximum FHWA (STU) participation 80% not to exceed \$1,189,716  
\*\* Maximum FHWA (ITEP) participation 80% not to exceed \$168,766

**NOTE:**

The costs shown in the Division of Cost table are approximate and subject to change. The final LPA share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

If funding is not a percentage of the total, place an asterisk in the space provided for the percentage and explain above.

**Local Public Agency Appropriation**

**For Amendments Increasing the LPA share:** By execution of this Amendment, the LPA attests that additional moneys have been appropriated or reserved by resolution or ordinance to fund the additional share of LPA project costs. A copy of the resolution or ordinance is attached as an addendum(required for increases to state-let contracts only).

**ADDENDA**

Additional information, changes, and/or stipulations to the original Agreement are hereby attached and identified below as being a part of this Amendment.

\_\_\_\_\_  
(Insert addendum numbers and titles as applicable)

BE IT MUTUALLY AGREED that all remaining provisions of the original agreement not altered by this Amendment shall remain in full force and effect and the Amendment shall be binding upon and inure to the benefit of the parties hereto, their successors and assigns.

The LPA further agrees, as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this Amendment and all Addenda.

**APPROVED**

Local Public Agency

\_\_\_\_\_  
Frank Saverino, Sr.

Name of Official (Print or Type Name)

\_\_\_\_\_  
Mayor

Title (County Board Chairperson/Mayor/Village President/etc.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

The above signature certifies the agency's TIN number  
36-2510906 conducting business as a Governmental  
Entity.

DUNS Number 051080190

**APPROVED**

State of Illinois  
Department of Transportation

\_\_\_\_\_  
Randall S. Blankenhorn, Secretary

\_\_\_\_\_  
Date

By:

\_\_\_\_\_  
Aaron A. Weatherholt, Deputy Director of Highways

\_\_\_\_\_  
Date

\_\_\_\_\_  
Omer Osman, Director of Highways/Chief Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
William M. Barnes, Chief Counsel

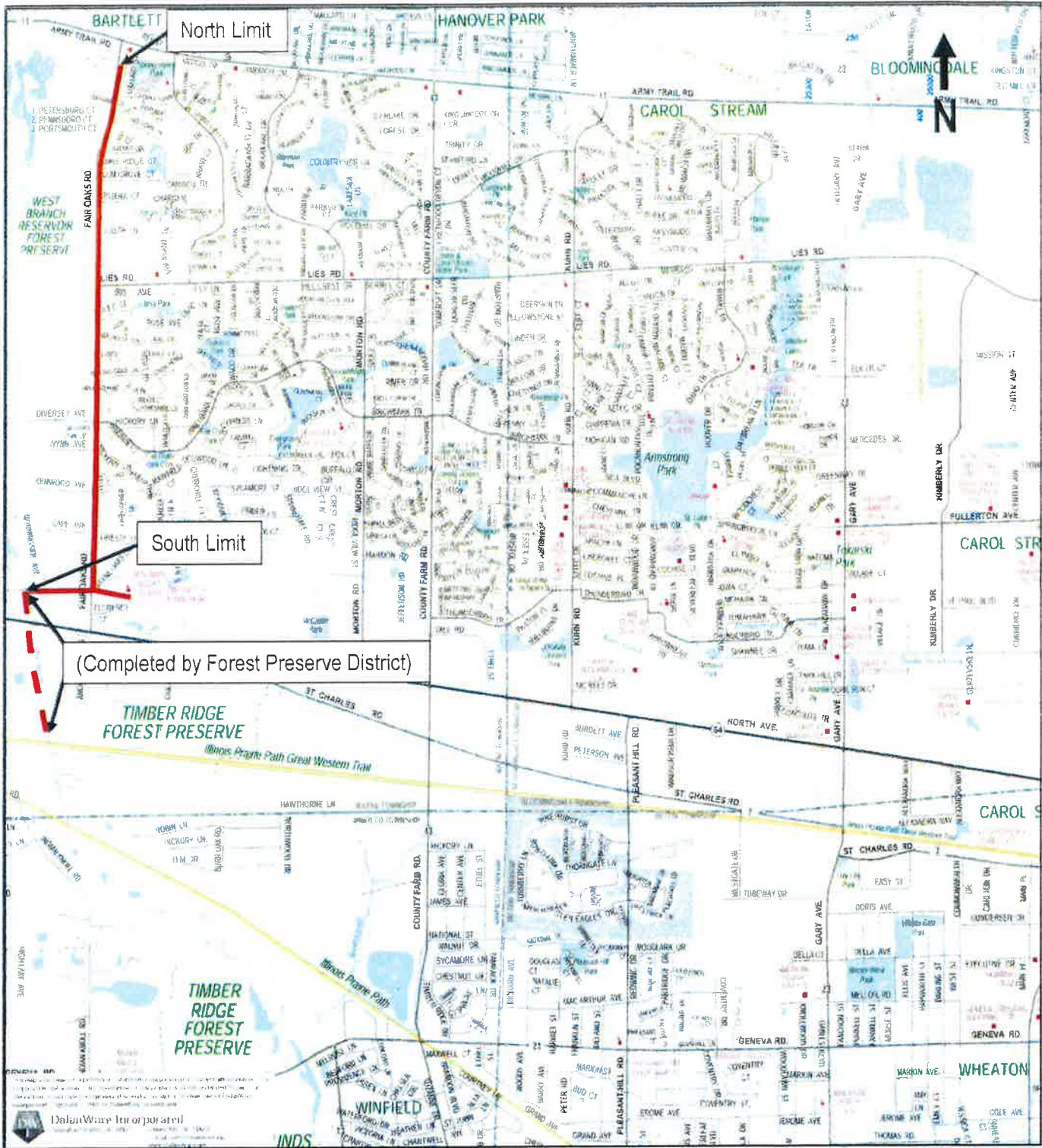
\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeff Heck, Chief Fiscal Officer (CFO)

\_\_\_\_\_  
Date

**NOTE: If the LPA signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.**






**Project Location Map**  
**West Branch DuPage River Trail/  
 Fair Oaks Road Trail**  
 St. Charles Road to Army Trail Road  
 Section No. 10-00055-00-BT  
 Village of Carol Stream  
 DuPage County



*Village of Carol Stream*  
Interdepartmental Memo

TO: Joseph Breinig, Village Manager  
FROM: William N. Cleveland, Assistant Village Engineer   
DATE: May 29, 2018  
RE: Construction Engineering Services Agreement for Federal Participation Supplement #1 – DuPage River Trail (West Branch/Fair Oaks Road)

In April of 2015, the Village approved the original Construction Engineering Services Agreement for the referenced bike trail project in the amount of \$180,613.24. As costs increased due to utility delays and unforeseen issues, we requested additional grant funding to help offset these increases. In January of last year, we received approval of ITEP funds to cover 80% of the additional costs.

The attached supplement to the original agreement is for \$30,343.58, bringing the revised agreement amount to \$210,956.82. Of the 30,343.58, 80% will be paid from ITEP grants, 10% from Village funds and 10% from Wayne Township Road District funds. This is within the allowable limits identified in the Intergovernmental Agreement between the Village and Township.

Engineering staff therefore recommends that Construction Engineering Services Agreement for Federal Participation Supplement #1 in the amount of \$30,343.58 for the DuPage River Trail be approved and five (5) signed copies be sent to IDOT for further processing.

Attachment

Cc: James Knudsen, Village Engineer  
Jon Batek, Finance Director  
Phil Modaff, Director of Public Works  
Martin McManamon (WTRD)

Local Agency	 <b>Illinois Department of Transportation</b>  <b>Construction Engineering Services Agreement For Federal Participation Supplement #1</b>	Consultant
Village of Carol Stream		TranSystems
County Dupage		Address 145 E Woodfield Road, Suite 600
Section 10-00055-00-BT		City Schaumburg
Project No. M-9003(607)		State IL
Job No. C-91-434-10		Zip Code 60172
Contact Name/Phone/E-mail Address William Cleveland, (630) 871-6220 wcleveland@carolstream.org	Contact Name/Phone/E-mail Address Dave Block, (847) 407-5313 dwblock@transystems.com	

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT described herein. Federal-aid funds allotted to the LA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

<b>Regional Engineer</b>	Deputy Director Division of Highways, Regional Engineer, Department of Transportation
<b>Resident Construction Supervisor</b>	Authorized representative of the LA in immediate charge of the engineering details of the PROJECT
<b>In Responsible Charge</b>	A full time LA employee authorized to administer inherently governmental PROJECT activities
<b>Contractor</b>	Company or Companies to which the construction contract was awarded

**Project Description**

- 1) FAU 2542
- 2) Off System

Name DuPage River Trail Route \_\_\_\_\_ Length 2.31 mi Structure No. N/A

Termini 1) St. Charles Road to Army Trail Road 2) Existing Path to Fair Oaks Road

Description: Phase 3 Construction Engineering for off-road bike trail. The construction duration exceeded the expected schedule, and additional construction engineering services were needed to complete the project.

**Agreement Provisions**

**I. THE ENGINEER AGREES,**

1. To perform or be responsible for the performance of the engineering services for the LA, in connection with the PROJECT hereinbefore described and checked below:
  - a. Proportion concrete according to applicable STATE Bureau of Materials and Physical Research (BMPR) Quality Control/Quality Assurance (QC/QA) training documents or contract requirements and obtain samples and perform testing as noted below.
  - b. Proportion hot mix asphalt according to applicable STATE BMPR QC/QA training documents and obtain samples and perform testing as noted below.
  - c. For soils, to obtain samples and perform testing as noted below.
  - d. For aggregates, to obtain samples and perform testing as noted below.

NOTE: For 1a. through 1d. the ENGINEER is to obtain samples for testing according to the STATE BMPR "Project Procedures Guide", or as indicated in the specifications, or as attached herein by the LA; test according to the STATE BMPR "Manual of Test Procedures for Materials", submit STATE BMPR inspection reports; and verify compliance with contract specifications.

- e. Inspection of all materials when inspection is not provided at the sources by the STATE BMPR, and submit inspection reports to the LA and the STATE in accordance with the STATE BMPR "Project Procedures Guide" and the policies of the STATE.
  - f. For Quality Assurance services, provide personnel who have completed the appropriate STATE BMPR QC/QA trained technician classes.
  - g. Inspect, document and inform the LA employee In Responsible Charge of the adequacy of the establishment and maintenance of the traffic control.
  - h. Geometric control including all construction staking and construction layouts.
  - i. Quality control of the construction work in progress and the enforcement of the contract provisions in accordance with the STATE Construction Manual.
  - j. Measurement and computation of pay items.
  - k. Maintain a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
  - l. Preparation and submission to the LA by the required form and number of copies, all partial and final payment estimates, change orders, records, documentation and reports required by the LA and the STATE.
  - m. Revision of contract drawings to reflect as built conditions.
  - n. Act as resident construction supervisor and coordinate with the LA employee In Responsible Charge.
2. Engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with the AGREEMENT.
  3. To furnish the services as required herein within twenty-four hours of notification by the LA employee In Responsible Charge.
  4. To attend meetings and visit the site of the work at any reasonable time when requested to do so by representatives of the LA or STATE.
  5. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without the written consent of the LA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
  6. The ENGINEER shall submit invoices, based on the ENGINEER's progress reports, to the LA employee In Responsible Charge, no more than once a month for partial payment on account for the ENGINEER's work completed to date. Such invoices shall represent the value, to the LA of the partially completed work, based on the sum of the actual costs incurred, plus a percentage (equal to the percentage of the construction engineering completed) of the fixed fee for the fully completed work.
  7. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable to improvement of the SECTION; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
  8. That the ENGINEER shall be responsible for the accuracy of the ENGINEER's work and correction of any errors, omissions or ambiguities due to the ENGINEER'S negligence which may occur either during prosecution or after acceptance by the LA. Should any damage to persons or property result from the ENGINEER's error, omission or negligent act, the ENGINEER shall indemnify the LA, the STATE and their employees from all accrued claims or liability and assume all restitution and repair costs arising from such negligence. The ENGINEER shall give immediate attention to any remedial changes so there will be minimal delay to the contractor and prepare such data as necessary to effectuate corrections, in consultation with and without further compensation from the LA.
  9. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.
  10. The undersigned certifies neither the ENGINEER nor I have:
    - a) employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT;

- b) agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - c) paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - d) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
  - e) have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - f) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) of this certification; and
  - g) have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
11. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LA.
  12. To submit all invoices to the LA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
  13. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the work called for in the AGREEMENT.
  14. To be prequalified with the STATE in Construction Inspection when the ENGINEER or the ENGINEER's assigned staff is named as resident construction supervisor. The onsite resident construction supervisor shall have a valid Documentation of Contract Quantities certification.
  15. Will provide, as required, project inspectors that have a valid Documentation of Contract Quantities certification.

**II. THE LA AGREES,**

1. To furnish a full time LA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
2. To furnish the necessary plans and specifications.
3. To notify the ENGINEER at least 24 hours in advance of the need for personnel or services.
4. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee Formulas

- $FF = 14.5\%[DL + R(DL) + OH(DL) + IHDC]$ , or
- $FF = 14.5\%[(2.3 + R)DL + IHDC]$

Where: DL = Direct Labor  
 IHDC = In House Direct Costs  
 OH = Consultant Firm's Actual Overhead Factor  
 R = Complexity Factor  
 FF=Fixed Fee  
 SBO = Services by Others

Total Compensation =  $DL + IHDC + OH + FF + SBO$

Specific Rate  (Pay per element)

Lump Sum  \_\_\_\_\_

5. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - b) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
6. The recipient shall not discriminate on the basis on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
7. To submit approved form BC 775 (Exhibit C) and BC 776 (Exhibit D) with this AGREEMENT.

### III. It is Mutually Agreed,

1. That the ENGINEER and the ENGINEER's subcontractors will maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred and to make such materials available at their respective offices at all reasonable times during the AGREEMENT period and for three years from the date of final payment under this AGREEMENT, for inspection by the STATE, Federal Highway Administration or any authorized representatives of the federal government and copies thereof shall be furnished if requested.
2. That all services are to be furnished as required by construction progress and as determined by the LA employee In Responsible Charge. The ENGINEER shall complete all services specified herein within a time considered reasonable to the LA, after the CONTRACTOR has completed the construction contract.
3. That all field notes, test records and reports shall be turned over to and become the property of the LA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That this AGREEMENT may be terminated by the LA upon written notice to the ENGINEER, at the ENGINEER's last known address, with the understanding that should the AGREEMENT be terminated by the LA, the ENGINEER shall be paid for any services completed and any services partially completed. The percentage of the total services which have been rendered by the ENGINEER shall be mutually agreed by the parties hereto. The fixed fee stipulated in numbered paragraph 4d of Section II shall be multiplied by this percentage and added to the ENGINEER's actual costs to obtain the earned value of work performed. All field notes, test records and reports completed or partially completed at the time of termination shall become the property of, and be delivered to, the LA.
5. That any differences between the ENGINEER and the LA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
6. That in the event the engineering and inspection services to be furnished and performed by the LA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent or inadequate, the STATE shall have the right to supplement the engineering and inspection force or to replace the engineers or inspectors employed on such work at the expense of the LA.

7. That the ENGINEER has not been retained or compensated to provide design and construction review services relating to the contractor's safety precautions, except as provided in numbered paragraph 1f of Section I.
8. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
    - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
    - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
    - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
      - (A) abide by the terms of the statement; and
      - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
  - (b) Establishing a drug free awareness program to inform employees about:
    - (1) the dangers of drug abuse in the workplace;
    - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
    - (3) any available drug counseling, rehabilitation and employee assistance program; and
    - (4) the penalties that may be imposed upon an employee for drug violations.
  - (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
  - (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
  - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by section S of the Drug Free Workplace Act.
  - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
  - (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.
9. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT-assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination this AGREEMENT or such other remedy as the LA deems appropriate.



# **SUPPLEMENTAL SCOPE OF CONSTRUCTION ENGINEERING SERVICES**

**West Branch DuPage River Trail / Fair Oaks Road Trail**

**Section No. 10-00055-00-BT**

**Project No.: M-9003(607)**

**Job No.: C-91-434-10**

**Type of Funding: ITEP Enhancement (STE)**

**Construction Engineering Services – Supplement**

**December 15, 2016**

## **1. Permitting**

At the time construction commenced for this project, there were two outstanding permits that had not been issued. DuPage County had not issued the building permit for stormwater, wetlands, floodway and erosion control. The USACE had also not issued the Letter of No Objection for floodplain north of Jason Court. The additional effort to coordinate with these agencies and secure these permits exceeded the amount estimated in the design contract. Since the design contract was closed when construction began, this additional work is requested from the construction engineering services contract.

*(16 hours)*

## **2. Design Services**

Throughout construction it became necessary to provide additional design services as follows:

1. Design of the trail at the east end of St. Charles Road to Benjamin Middle School was intentionally omitted in the design plans so the location of the trail connection to the school could be coordinated with school officials during construction. The additional work included survey, alignment and profile design, cross sections, and plan sheet revisions for the trail.  
*(40 hours)*
2. ComEd incorrectly relocated a power pole at the southeast corner of Fair Oaks Road and Tall Oaks Drive. It was decided to leave the pole at this location to allow better visibility of the sub-division entrance sign. The additional work included alignment and profile design, cross sections, and plan sheet revisions for the trail to accommodate this pole.  
*(36 hours)*
3. AT&T installed a new utility box at the southeast corner of Fair Oaks Road and Big Horn Trail prior to the start of construction. Waiting for AT&T to move the box would have delayed the construction significantly, so the trail alignment and profile were re-designed. The additional work included alignment and profile design, cross sections, and plan sheet revisions for the trail to accommodate this utility box.  
*(36 hours)*
4. The proposed boardwalk was in conflict with buried utilities. To allow the contractor to remain on schedule, the boardwalk design was modified to minimize the conflict. The additional work included shifting the boardwalk, re-adjusting station and offsets, and preparing plan sheet revisions.  
*(16 hours)*



5. To avoid extending the construction contract into next Spring/Summer, it became desirable to change the species of all the proposed tree plantings to be suitable for fall planting. The tree planting plan was revised accordingly.  
*(8 hours)*

*(136 hours)*

3. **Utility Coordination**

ComEd, Comcast, and AT&T all designed relocation plans for their facilities to move out of conflict with the proposed improvement; however, construction of these relocations was not complete by the time the contractor began work. In addition, some of the power poles and utility boxes were either not moved as indicated on relocation plans or moved incorrectly. We spent additional time not included in our scope to coordinate with each of the utility companies and to resolve conflicts.

*(16 hours)*

4. **Additional Inspection**

Our original schedule anticipated construction being complete by the end of September; however, the contractor continued to work into December. We expect to spend additional time through the winter as weather allows and into the Spring of 2017 inspecting the contractor's completion of the punchlist. We are requesting additional inspection time not included in our original scope.

*(40 hours)*

**Exhibit A - Supplement**

Route: Fair Oaks Rd Bike Path  
 Local Agency: Village of Carol Stream, DuPage County  
 (Municipality/Township/County)  
 Section: 10-00055-00-BT  
 Project: M-9003(807)  
 Job No.: C-91-386-13

\*Firms **approved rates** on file with IDOT's Bureau of Accounting and Auditing:

Overhead Rate (OH) 145.47 %  
 Complexity Factor (R) 0.00  
 Calendar Days 153

Method of Compensation:  
 Cost Plus Fixed Fee 1  14.5% [DL + R(DL) +OH(DL) +IHDC]  
 Cost Plus Fixed Fee 2  14.5% [DL + R(DL) + 1.4(DL) + IHDC]  
 Cost Plus Fixed Fee 3  14.5% [(2.3 + R)DL + IHDC]  
 Specific Rate   
 Lump Sum

**Cost Estimate of Consultant's Services in Dollars**

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services by Others	In-House Direct Costs (IHDC)	Profit	Total
Permitting	See Avg Hr Rates	16	\$ 47.43	\$ 758.88	\$ 1,103.94			\$ 270.11	\$ 2,132.93
Design Services	See Avg Hr Rates	136	\$ 52.19	\$ 7,097.84	\$ 10,325.23			\$ 2,526.34	\$ 19,949.41
Utility Coordination	See Avg Hr Rates	16	\$ 47.43	\$ 758.88	\$ 1,103.94			\$ 270.11	\$ 2,132.93
Additional Inspection	Engineer 3	40	\$ 54.51	\$ 2,180.40	\$ 3,171.83			\$ 776.07	\$ 6,128.30
<b>Totals</b>		208		\$ 10,796.00	\$ 15,704.94	\$ -	\$ -	\$ 3,842.64	\$ 30,343.58

## AVERAGE HOURLY PROJECT RATES

FIRM TranSystems  
 PSB Fair Oaks Bike Path  
 PRIME/SUPPLEMENT Prime

DATE 12/14/16

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			Permitting			Design Services			Utility Coordination			Additional Inspection					
		Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg
Engineer 5 (E5)	70.00	0																	
Engineer 4 (E4)	70.00	40	19.23%	13.46				40	29.41%	20.59									
Engineer 3 (E3)	54.41	96	46.15%	25.11	8	50.00%	27.21	40	29.41%	16.00	8	50.00%	27.21	40	100.00%	54.41			
Engineer 2 (E2)	40.44	56	26.92%	10.89	8	50.00%	20.22	40	29.41%	11.89	8	50.00%	20.22						
Engineer 1 (E1)	31.47	16	7.69%	2.42				16	11.76%	3.70									
Planner 5 (P5)	70.00	0																	
Planner 4 (P4)	56.96	0																	
Planner 3 (P3)	49.62	0																	
Planner 2 (P2)	31.52	0																	
Architect 4 (AR4)	70.00	0																	
Architect 3 (AR3)	60.87	0																	
Architect 2 (AR2)	37.75	0																	
Architect 1 (AR1)	26.73	0																	
Environmental Scien	70.00	0																	
Industry Specialist 3	50.24	0																	
Surveyor 3 (S3)	34.61	0																	
Surveyor 1 (S1)	20.50	0																	
Technician 3 (T3)	35.64	0																	
Technician 2 (T2)	28.38	0																	
Technician 1 (T1)	20.94	0																	
Administrative 3 (A3)	45.27	0																	
Administrative 2 (A2)	30.44	0																	
Administrative 1 (A1)	22.04	0																	
		0																	
		0																	
		0																	
		0																	
		0																	
<b>TOTALS</b>		208	100%	\$51.88	16	100.00%	\$47.43	136	100%	\$52.19	16	100%	\$47.43	40	100%	\$54.41	0	0%	\$0.00

*Village of Carol Stream*  
INTER-DEPARTMENTAL MEMO

**TO:** Mayor and Trustees  
**FROM:** Robert Mellor, Assistant Village Manager *RM*  
**DATE:** June 1, 2018  
**RE:** Gregory J. Bielawski Municipal Center Renovation Project - Award of bid for Office Furniture

Last year, Williams Architects (WA) arranged for representatives from each Village department to visit the Merchandise Mart to view furniture offerings for the renovated Municipal Center. Staff, at the conclusion of the visit, narrowed the furniture preferences to AllSteel and Hon. WA arranged to have a variety of seating options delivered to the temporary facility to allow employees to test chair comfort, ergonomics, style and adjustability.

WA sent invitations to bid and specifications to seven vendors of the desired office furniture. Furniture pricing for the DuPage County, National IPA joint purchasing contract for AllSteel furniture was also reviewed. On May 8, 2018, sealed bids for furniture for the renovated Municipal Center were opened. We received one bid for office furniture. The sole bid of \$698,011.83 exceeded the \$625,000 budget for office furniture.

The bid specification provides that “the Village reserves the right to reject any or all bids, to award the contract in whole or in parts thereof, to waive technicalities and to accept the bid from the lowest responsive and responsible bidder, which is in the best interests of the Village of Carol Stream.” It was decided to review the bid items to determine cost savings by reusing existing, better-conditioned furniture and eliminating certain items that could be purchased elsewhere at a lower cost. Working with WA, staff was able to identify items that could be eliminated from the bid. Attached is a list of those items.

The bid price after eliminating some of the items is \$616,374.55.

**Staff is requesting approval of the office furniture bid of \$616,375.55 from Henricksen, Itasca, IL.** Furniture is scheduled for installation September 15 – October 15, 2018.

I am available to answer any questions regarding this proposal and recommendation.

Cc: Joseph E. Breinig, Village Manager  
Carrie A. Kotera, Director of Interior Design, Williams Interiors  
Mark Bushhouse, President, Williams Architects  
Andrew Caputo, Project Architect, Williams Architects  
Andy Jones, President, President, MTI Construction Management

June 1, 2018

Mr. Bob Mellor  
Assistant Village Manager  
Village of Carol Stream  
505 E. North Ave.  
Carol Stream, IL 60188

Re: New Systems Furniture  
Carol Stream Municipal Center  
Recommendation of Award - Furniture  
Project No. 2016-021

Dear Bob:

Williams Architects administered a bid opening for the Systems Furniture – Bid Package #01 for the Village of Carol Stream new municipal center at 3:00 PM on Tuesday May 8, 2018. .

We received a total of (1) one bid for the Systems Furniture – Bid Package #01. The sole bidder, Henricksen provided a bid package which exceeded our furniture budget. Upon review of the bid submittal and in working with Village staff we were able to determine cost savings items. The list of cost saving items along with the revised proposal from Henricksen are attached.

We have reviewed the proposal received and find the scope of the overall proposal to be complete and in conformance with the bid documents and discussions we have held with staff to date. As part of the ordering process, we will have the opportunity to review detailed submittals for each of these items with the Village prior to fabrication; this process will allow for any minor required adjustments to take place.

The total amount of the revised bid proposal is received is **\$616,374.55**, which is within the budget. We have worked with this company noted within this Recommendation of Award in the past and find no reason why they should not be considered for this project. We therefore recommend the following actions to the Board of Trustees:

- ***To award Systems Furniture - Bid Package #01 – to Henricksen in the amount of (\$616,374.55)***

Please advise us of any questions or concerns regarding this matter. We appreciate the opportunity be of continued service to the Village of Carol Stream and look forward to completing a wonderful project together.

Cordially,



Carrie Kotera  
Director of Interiors



xc: Andrew Caputo, Williams Architects  
Stacy Jozwiak, Williams Architects  
Carrie Kotera, Williams Interiors  
File

Attachment:

- 1) Cost Reduction
- 2) Revised Bid Proposal

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**PROJECT MEMORANDUM**

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**PROJECT:** Village of Carol Stream  
Carol Stream Municipal Center

**PROJECT NO.:** 2016-021

**TO:** Bob Mellor / Village of Carol Stream

**REGARDING:** Furniture Bid – Cost Reduction Options

**COPIES TO:** Stacy Jozwiak / Williams Architects  
Andrew Caputo / WA

**PREPARED BY:** Carrie Kotera / Williams Architects

**DATE PREPARED:** 10 May 2018 *UPDATED 5/11/2018 UPDATED 5/22/18 UPDATED 5/31/2018*

We have identified the following items as potential cost-savings reductions to the Furniture bid received. Please review the following list and confirm which you are willing to accept:


<u>Item #</u>	<u>Item</u>	<u>Qty</u>	<u>Cost Savings (Each)</u>	<u>Approximate Cost Savings</u>	<u>Accepted?</u>
1	Reduce fabric from Grade 3 to Grade 1. Applies to workstations only. (This changes the number of finish options, does not reduce quality)			\$ 5,000	
2	Reduce range of laminate options. Applies to workstations only (This changes the number of finish options, does not reduce quality)				
4	Remove (1) flat files from Finance/community development on wall behind reception (FF-1)	1	\$2,060.00	\$2,060.00	

5	Remove (24) T-1 tables that were added to the board room in addendum #01	24	\$500	\$12,000	
6	Remove white boards from Furniture Budget			\$5,415	
7	Remove all MA-1 single monitor arms from Furniture Budget	80	\$55	\$4,400	
8	Remove (24) MA-2 double monitor arms (2 remain in bid package)	24	\$84	\$2,016.00	
8	Remove (4) ST-1 storage cabinets from Finance open office	4	\$330	\$1,320	
9	Remove all S-1 and S-2 shelving units. Owner to purchase direct from big box store			\$10,460	
10	Do not order furniture for Future office 185 (Finance / Comm. Dev.)	1		\$4,000	
11	Do not order furniture for Future office 048 (IT engineer)	1		\$4,000	
12	Social Services Files 232. Remove (7) LF-3 file cabinets and reuse existing cabinets	7	\$700	\$4,900	
13	Human Resources Files 215 remove (7) LF-3 file cabinets and reuse existing	7	\$700	\$4,900	
14	Remove (9) T-1 tables in PD training room (reuse existing)	9	\$500	\$4,500	
15	Remove (9) T-1 tables in PD roll call. (reuse existing)	9	\$500	\$4,500	
16	Remove (3) LF-3 lateral files in police admin secretary (reuse existing)	3	\$700	\$2,100	
17	Remove (2) FF-1, Flat files in village clerk storage room. (reuse existing)	2	\$2,000	\$4,000	
	Labor Reductions based on Scope Reductions (Assumption)		10%	\$3,000	
	<b>Subtotal Possible Cost Savings</b>			<b>\$ 78, 571</b>	


End of Project Memorandum





G:\2016\2016-021 Carol Stream Village Hall & Police\B. General Basic Services\_Task 20-50\B.08. Project Memorandum\2018 05 10 Memorandum 2016021 Furniture VE List.doc


Village of Carol Stream Municipal Center 500 N. Gary Avenue Carol Stream, IL 60188	FURNITURE BID SUMMARY			 500 Park Blvd. Suite 800 Itasca, IL 60143
<u>Item Number</u>	<u>Quantity</u>		<u>Unit Cost</u>	<u>Total Furniture Cost</u>
C-1	124		\$ 302.78	\$ 37,544.72
C-2	79		\$ 225.37	\$ 17,804.23
C-3	5		\$ 267.99	\$ 1,339.95
C-4	39		\$ 194.37	\$ 7,580.43
C-5	90		\$ 247.21	\$ 22,248.90
C-6	28		\$ 415.90	\$ 11,645.20
C-7	NOT USED		N/A	N/A
C-8	100		\$ 199.08	\$ 19,908.00
C-9	3		\$ 1,674.24	\$ 5,022.72
C-10	1		\$ 1,054.68	\$ 1,054.68
C-11	12		\$ 840.55	\$ 10,086.60
C-12	3		\$ 1,323.53	\$ 3,970.59
C-13	NOT USED		N/A	N/A
C-14	11		\$ 247.21	\$ 2,719.31
T-1	9		\$ 502.27	\$ 4,520.43
T-2	3		\$ 413.36	\$ 1,240.08
T-3	2		\$ 1,830.13	\$ 3,660.26
T-4	1		\$ 5,479.08	\$ 5,479.08
T-5	3		\$ 643.76	\$ 1,931.28
T-6	1		\$ 592.27	\$ 592.27
T-7	4		\$ 980.43	\$ 3,921.72
T-8	10		\$ 711.23	\$ 7,112.30
T-9	1		\$ 1,829.04	\$ 1,829.04
T-10	5		\$ 305.96	\$ 1,529.80
T-11	8		\$ 441.06	\$ 3,528.48
T-12	1		\$ 1,156.80	\$ 1,156.80
T-13	1		\$ 592.27	\$ 592.27
T-14 NOT USED	NOT USED		N/A	N/A
T-15	5		\$ 467.74	\$ 2,338.70
T-16	0		\$ 359.44	\$ -
T-17	5		\$ 666.76	\$ 3,333.80
T-18	1		\$ 1,494.55	\$ 1,494.55
WD-1	2		\$ 616.37	\$ 1,232.74
FF-1	1		\$ 2,061.41	\$ 2,061.41

Updated List - 5/31/18

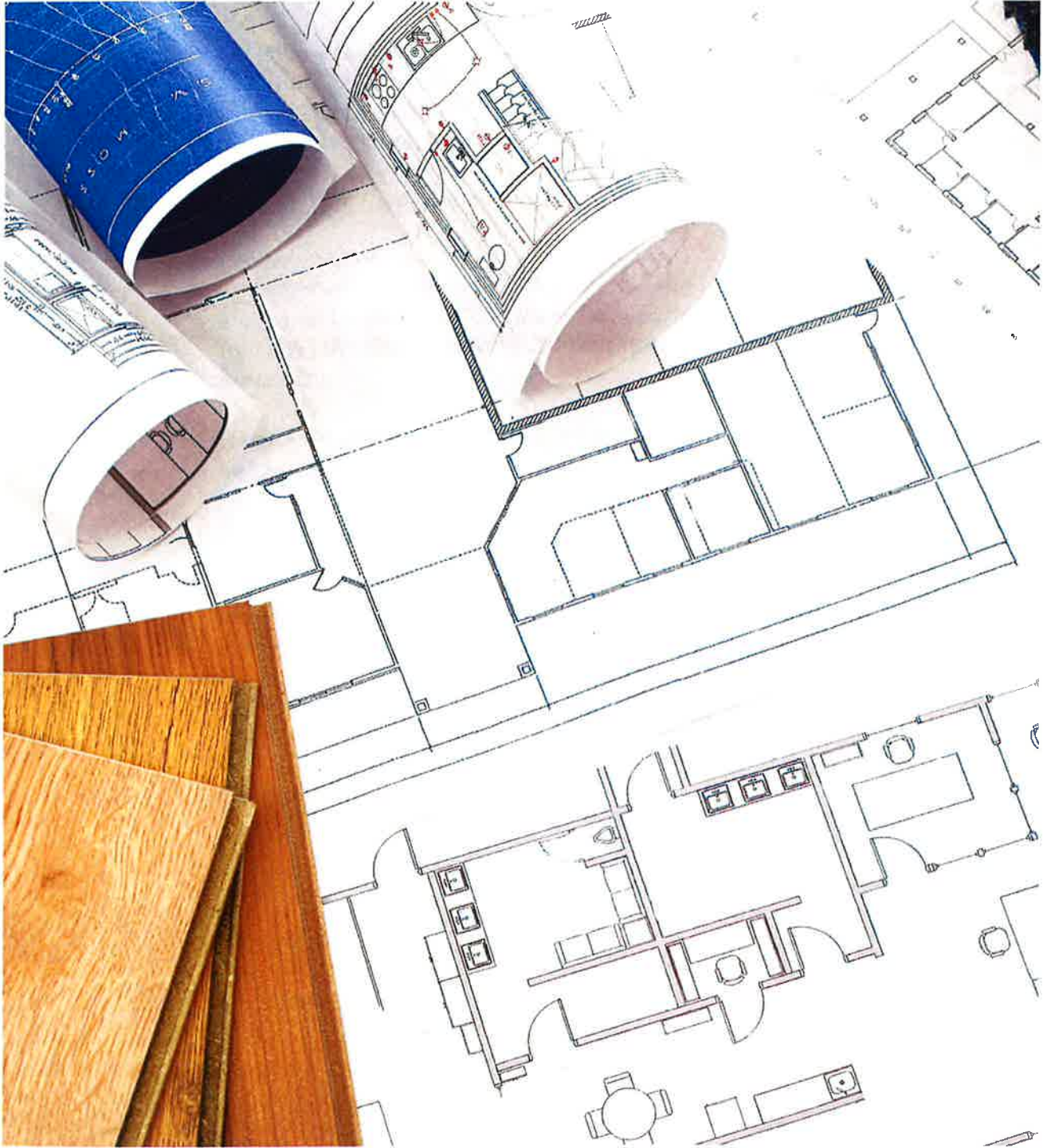
Village of Carol Stream Municipal Center 500 N. Gary Avenue Carol Stream, IL 60188	FURNITURE BID SUMMARY			 500 Park Blvd, Suite 800 Itasca, IL 60143
<u>Item Number</u>	<u>Quantity</u>		<u>Unit Cost</u>	<u>Total Furniture Cost</u>
C-1	124		\$ 302.78	\$ 37,544.72
C-2	79		\$ 225.37	\$ 17,804.23
C-3	5		\$ 267.99	\$ 1,339.95
C-4	39		\$ 194.37	\$ 7,580.43
C-5	90		\$ 247.21	\$ 22,248.90
C-6	28		\$ 415.90	\$ 11,645.20
C-7	NOT USED		N/A	N/A
C-8	100		\$ 199.08	\$ 19,908.00
C-9	3		\$ 1,674.24	\$ 5,022.72
C-10	1		\$ 1,054.68	\$ 1,054.68
C-11	12		\$ 840.55	\$ 10,086.60
C-12	3		\$ 1,323.53	\$ 3,970.59
C-13	NOT USED		N/A	N/A
C-14	11		\$ 247.21	\$ 2,719.31
T-1	9		\$ 502.27	\$ 4,520.43
T-2	3		\$ 413.36	\$ 1,240.08
T-3	2		\$ 1,830.13	\$ 3,660.26
T-4	1		\$ 5,479.08	\$ 5,479.08
T-5	3		\$ 643.76	\$ 1,931.28
T-6	1		\$ 592.27	\$ 592.27
T-7	4		\$ 980.43	\$ 3,921.72
T-8	10		\$ 711.23	\$ 7,112.30
T-9	1		\$ 1,829.04	\$ 1,829.04
T-10	5		\$ 305.96	\$ 1,529.80
T-11	8		\$ 441.06	\$ 3,528.48
T-12	1		\$ 1,156.80	\$ 1,156.80
T-13	1		\$ 592.27	\$ 592.27
T-14 NOT USED	NOT USED		N/A	N/A
T-15	5		\$ 467.74	\$ 2,338.70
T-16	0		\$ 359.44	\$ -
T-17	5		\$ 666.76	\$ 3,333.80
T-18	1		\$ 1,494.55	\$ 1,494.55
WD-1	2		\$ 616.37	\$ 1,232.74
FF-1	1		\$ 2,061.41	\$ 2,061.41

Village of Carol Stream Municipal Center 500 N. Gary Avenue Carol Stream, IL 60188	FURNITURE BID SUMMARY			 500 Park Blvd. Suite 800 Itasca, IL 60143
<u>Item Number</u>	<u>Quantity</u>		<u>Unit Cost</u>	<u>Total Furniture Cost</u>
LF-1	15		\$ 333.20	\$ 4,998.00
LF-2	36		\$ 441.32	\$ 15,887.52
LF-3	31		\$ 708.25	\$ 21,955.75
LF-4	7		\$ 549.92	\$ 3,849.44
LF-5	12		\$ 560.25	\$ 6,723.00
LF-6	3		\$ 394.02	\$ 1,182.06
LF-7	1		\$ 515.99	\$ 515.99
CR-1	1		\$ 1,658.15	\$ 1,658.15
CR-2	3		\$ 1,014.39	\$ 3,043.17
S-1	0		\$ -	\$ -
S-2	0		\$ -	\$ -
ST-1	9		\$ 332.86	\$ 2,995.74
ST-2	9		\$ 48.76	\$ 438.84
ST-3	2		\$ 475.09	\$ 950.18
ST-4	3		\$ 475.09	\$ 1,425.27
LAMINATE STORAGE TOPS	1		\$ 7,041.40	\$ 7,041.40
WB-1	0		\$ -	\$ -
WB-2	0		\$ -	\$ -
WB-3	0		\$ -	\$ -
WB-4	NOT USED		N/A	N/A
WB-5	NOT USED		N/A	N/A
P-1	1		\$ 691.67	\$ 691.67
B-1	2		\$ 1,705.85	\$ 3,411.70
BC-1	19		\$ 389.94	\$ 7,408.86
BC-2	3		\$ 262.89	\$ 788.67
BC-3	1		\$ 389.94	\$ 389.94
CTR-1	1		\$ 376.00	\$ 376.00
CTR-2	1		\$ 302.00	\$ 302.00
OF-1	4		\$ 3,356.33	\$ 13,425.32
OF-2	2		\$ 3,343.89	\$ 6,687.78
OF-3	2		\$ 3,658.45	\$ 7,316.90
OF-4	2		\$ 3,270.09	\$ 6,540.18
OF-5	3		\$ 3,581.99	\$ 10,745.97
OF-6	4		\$ 3,510.01	\$ 14,040.04

Village of Carol Stream Municipal Center 500 N. Gary Avenue Carol Stream, IL 60188	FURNITURE BID SUMMARY			 500 Park Blvd. Suite 800 Itasca, IL 60143
<u>Item Number</u>	<u>Quantity</u>		<u>Unit Cost</u>	<u>Total Furniture Cost</u>
OF-7	1		\$ 2,957.65	\$ 2,957.65
OF-8	2		\$ 3,339.22	\$ 6,678.44
OF-9	1		\$ 5,587.46	\$ 5,587.46
OF-10	1		\$ 2,376.92	\$ 2,376.92
OF-11	3		\$ 211.16	\$ 633.48
OF-12	1		\$ 3,032.27	\$ 3,032.27
OF-13	1		\$ 3,708.86	\$ 3,708.86
OF-14	1		\$ 3,751.60	\$ 3,751.60
OF-15	1		\$ 1,166.51	\$ 1,166.51
OF-16	1		\$ 2,036.82	\$ 2,036.82
OF-17	1		\$ 3,236.27	\$ 3,236.27
WK-1 2-Pack	2		\$ 6,686.51	\$ 13,373.02
WK-2	2		\$ 1,591.88	\$ 3,183.76
WK-3	6		\$ 1,689.77	\$ 10,138.62
WK-4	4		\$ 1,465.79	\$ 5,863.16
WK-5 6-Pack	1		\$ 13,577.68	\$ 13,577.68
WK-6	1		\$ 2,349.28	\$ 2,349.28
WK-7	1		\$ 1,289.61	\$ 1,289.61
WK-8 2-Pack	1		\$ 6,963.43	\$ 6,963.43
WK-9	1		\$ 3,140.12	\$ 3,140.12
WK-10 2-Pack	1		\$ 4,750.19	\$ 4,750.19
WK-11 2-Pack	1		\$ 6,668.42	\$ 6,668.42
WK-12 8-Pack	1		\$ 11,923.88	\$ 11,923.88
WK-13 2-Pack	1		\$ 4,733.13	\$ 4,733.13
WK-14	2		\$ 1,561.47	\$ 3,122.94
WK-15 2-Pack	2		\$ 4,552.42	\$ 9,104.84
WK-16	1		\$ 4,593.02	\$ 4,593.02
WK-17	1		\$ 1,803.12	\$ 1,803.12
WK-18	6		\$ 1,742.69	\$ 10,456.14
WK-19	2		\$ 2,393.31	\$ 4,786.62
WK-20	1		\$ 518.00	\$ 518.00
WK-21	3		\$ 1,598.00	\$ 4,794.00
WK-22	1		\$ 2,671.23	\$ 2,671.23
WK-23	1		\$ 2,290.00	\$ 2,290.00

Village of Carol Stream Municipal Center 500 N. Gary Avenue Carol Stream, IL 60188		<b>FURNITURE BID SUMMARY</b>		 <small>500 Park Blvd. Suite 800 Itasca, IL 60143</small>	
<u>Item Number</u>	<u>Quantity</u>		<u>Unit Cost</u>	<u>Total Furniture Cost</u>	
WK-24	1		\$ 684.35	\$ 684.35	
WK-25	4		\$ 3,055.55	\$ 12,222.20	
WK-26	3		\$ 680.00	\$ 2,040.00	
WK-27	2		\$ 301.00	\$ 602.00	
WK-28	5		\$ 292.36	\$ 1,461.80	
WK-29	1		\$ 272.00	\$ 271.11	
RK-1	2		\$ 378.88	\$ 757.76	
MA-1	0		\$ -	\$ -	
MA-2	2		\$ 84.00	\$ 168.00	
BD-1	1		\$ 1,605.56	\$ 1,605.56	
			SUB/TOTAL	\$ 520,343.15	
			BID BOND	10% OF TOTAL BID AMOUNT	
			LABOR/INSTALLATION	\$ 89,000.00	
			FREIGHT	\$ 928.68	
			TAX	q	
			<b>TOTAL</b>	<b>\$ 610,271.83</b>	
			PAYMENT/ PERFORMANCE BOND	\$ 6,102.72	
			<b>GRAND TOTAL</b>	<b>\$ 616,374.55</b>	





**Village of Carol Stream  
Municipal Center**  
Carol Stream, Illinois  
May 8, 2018

Phil Wolverton, Account Executive  
630 234 3417 | [p.wolverton@henricksen.com](mailto:p.wolverton@henricksen.com)



May 8, 2018

Mr. Robert Mellor  
Village of Carol Stream  
505 East North Avenue  
Carol Stream, Illinois 60188

-2-

RE: Village of Carol Stream Municipal Center Furniture RFP

Dear Mr. Mellor,

Thank you for allowing Henricksen the opportunity to present this proposal and for taking the time to learn more about Henricksen and the products and services we provide.

Henricksen, established in 1962, achieved sales of \$239 million for 2017 by successfully servicing clients like Village of Carol Stream.

We have been able to achieve these results by being committed to improving service for our clients by cultivating extremely strong relationships with key manufacturers. These relationships provide us with premier pricing and support and have also made Henricksen one of the largest dealerships in the United States.

We welcome the challenge to serve you and also to be able to count you among the list of our satisfied clients.

Sincerely,

A handwritten signature in black ink that reads "Michael D. Assell".

Henricksen  
Michael D. Assell  
President



# Table of Contents

**04 Section 01: Proposal**

- 05 Bid Form
- 08 Addendum 1
- 09 Addendum 2
- 10 Pricing Summary
- 14 Notes + Clarifications
- 16 Organizational Chart
- 17 Client Support Team
- 18 Liability Insurance
- 19 Proposed Timeline

**20 Section 02: Product Solutions**

**26 Section 03: Henricksen Information**

- 27 At a Glance
- 28 Project Management
- 29 Project Delivery Process
- 32 National Infrastructure

# Section 01: **Proposal**

# Bid Form



BID FORM

TO: Village of Carol Stream  
Municipal Center  
500 N. Gary Ave.  
Carol Stream, IL 60188

FROM: Henricksen  
NAME OF BIDDER  
1101 West Thorndale, Ave  
STREET ADDRESS  
Itasca, IL 60143  
CITY STATE ZIP  
630-250-9090  
PHONE

FOR: Village of Carol Stream  
Municipal Center  
Systems Furniture – Bid Package #01

GENERAL ACKNOWLEDGMENT

The undersigned, having carefully examined the Contract Documents, all data made available, having visited the site of work and having become fully informed as to all existent conditions and limitations, including the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the Work to be performed, hereby propose to perform everything required to be performed, and to provide all the labor, materials, necessary tools, expendable equipment, all applicable taxes and fees and bonds, and provide all utility and transportation services necessary to perform and complete in a workmanlike manner the entire work in conjunction with the:

Village of Carol Stream  
Municipal Center  
Systems Furniture – Bid Package #01  
500 N. Gary Avenue  
Carol Stream, IL 60188

in accordance with the Contract Documents as prepared by Williams Architects, 500 Park Blvd. Suite 800, Itasca, IL. 60143 dated April 24, 2018; including Addenda Number 1, 2, issued thereto as follows:

Addendum No. 1 Date: May 2, 2018  
Addendum No. 2 Date: May 3, 2018  
Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_



# Bid Form

Village of Carol Stream / Bid Form / 24 April 2018 / Page 2

-6-

## AGREEMENT

In submitting this Bid, the undersigned agrees to hold this Bid open for sixty (60) days from submittal date; to enter into and execute a Contract with the Owner, within ten (10) working days after receiving Bid Award; to accomplish the work in accordance with the Contract Documents; and to complete the work by the time stipulated in the Agreement. In submitting this Bid, it is understood that the right is reserved by the Owner to reject any and / or all bids and to waive any informalities in bidding.

BASE BID: \$ 698,011.83

## ALTERNATE BID ITEMS

Provide a bid for all labor and materials related to each alternate bid item as indicated on Drawings and within Section 01230 of the Project Manual in the spaces below. Before each alternate bid amount, circle whether the alternate price proposed is an add or a deduct amount.

FAILURE TO PROVIDE PRICING FOR ANY OR ALL ALTERNATE BID ITEMS MAY RESULT IN DISQUALIFICATION OF BID.

## CERTIFICATE OF COMPLIANCE / BID RIGGING

Illinois Compiled Statutes  
720 ILCS 5/33E-1, et seq.

The Undersigned Contractor hereby certifies that said Contractor is not barred from bidding on the aforesaid contract as a result of a violation of any applicable provision of the Criminal Code of 1961 720 ILCS 5/33E-1, et seq. (bid-rigging, bid rotation).

## CERTIFICATE OF COMPLIANCE / DRUG FREE WORKPLACE ACT

Illinois Compiled Statutes  
30 ILCS 580/1, et seq.

The Undersigned Contractor shall, as a condition of the aforesaid contract, provide a drug free workplace by:

- A. Publishing a statement:
  1. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited at the Contractor's workplace or work site.
  2. Specifying the actions that will be taken against employees for violations of such prohibition.
  3. Notifying the employee that, as a condition of employment on such contract, the employee will:
    - a. abide by the terms of the statement; and
    - b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- B. Establishing a drug free awareness program to inform employees about:
  1. the dangers of drug abuse in the workplace; and

# Bid Form

Village of Carol Stream / Bid Form / 24 April 2018 / Page 4

-7-


the aforesaid contract or to perform such work. I further agree to furnish certified payrolls attesting to the payment of prevailing wage upon request of the Village of Carol Stream.

SIGNATURE

Signed this 7<sup>th</sup> day of May 2018.

TIM OSBORN  
Full Name of Bidder ( Print )

- (a) Individual ( )
- (b) Partnership ( )
- (c) Corporation (X)

  
Full Name of Bidder ( Signature )

CFO

Official Title  
1101 West Thorndale Ave.  
Itasca, IL 60143 ( Seal )  
Street Address

If the Bidder is a Corporation, the Bidder will attach a notarized and verified document establishing that the signator has authority to execute the Bid Form on behalf of the Corporation.

NOTARIZATION

SUBSCRIBED AND SWORN TO

before me this 7<sup>th</sup> day  
of MAY

  
NOTARY PUBLIC



END OF BID FORM

# Addendum 1

Village of Carol Stream / Municipal Center / Furniture Bid Package #01/ Addendum #001/ 2 may 2018 / Page 2


-8-

- Can you clarify if this means a fully enclosed desk modesty or a full length half modesty panel spanning the entire desk. – **Full length, half height**
- If this is a full height/full length modesty panel, do you want the panel flush or recessed.
- Mixed modesty Panels – the heights on these are 14"H and the longest width in STD length is 60"W. Typically these half modesty panels do not span the entire width of the desk and they are about 2/3 width. Please clarify if the 14"H modesty panel is what you are referring to and that it will only take up 2/3ds of the top. – **is 14"H the only available height? If so, the height and length as noted is fine.**
- 3. End panels for desk support, I do not see what is called out for the end panel desk support. Do you want this to be an O-Leg, Post Leg – Full End Panel? – **Is this the same question as the next one?**
- 4. Please clarify what the end panel support would be for the desks that do not have the P-Top. – **Are you referring to the front desk at each private office? If so, O-Leg. Read the specs, some of the workstations / office typicals call out a "desk" or "return" where this language is used it reference a full modesty panel desk and or return as they are freestanding units. (if this makes sense)**
- 5. Combining worksurfaces, In some instances it calls out for a 30" worksurface right next to a 42" worksurface in some offices. Can we combine them to make a full 72"W or do you want it spec'd out as planned? It will save on supports and breaks in the surfaces. **Whatever tops make sense as long as it still covers the entire length as specified.**
- 6. The bid calls out "full range of MFG's color for the laminates" Should we price out grade 3 finishes? **Yes, base price please include Grade 3 laminate pricing.**
- 7. "STD paint", is this just core paint which is standard or is it select paint which is an upgrade from core? **Pricing shall be based on core paints only. Do not include select paint.**

\*Attachments – Bid Specifications and Drawings F1.0, F1.1, F1.2 & F1.5

**Please include a copy of this document in your bid submittal.**

**PLEASE SIGN THIS FORM AND INCLUDE IT IN YOUR BID RESPONSE TO CONFIRM RECEIPT.**

	Henricksen
Signature	Company

Sincerely,



Carrie Kotera  
Director of Interior Design  
Williams Architects

END ADDENDUM #001

## Addendum 2



Village of Carol Stream  
New Municipal Center  
Furniture Bid Package #01

May 3, 2018

ADDENDUM #2 (1 Page)  
RFB #01 – SYSTEMS FURNITURE

**DRAWINGS & FURNITURE SPECIFICATIONS**

1. T-3: Change size from 60" x 108" Rectangular Table to a 54" x 108" Rectangular Table.
2. T-4: Change size from 60" x 216" Rectangular Table to a 54" x 216" Rectangular Table.
3. T-9: Change size from 60" x 192" Rectangular Table to a 54" x 192" Rectangular Table.
4. T-12: Change size from 60" x 150" Rectangular Table to a 54" x 150" Rectangular Table.

\*Attachments – None.

Please include a copy of this document in your bid submittal.

---

PLEASE SIGN THIS FORM AND INCLUDE IT IN YOUR BID RESPONSE TO CONFIRM RECEIPT.

*Michael D. Assene*

Henricksen

Signature

Company

Sincerely,


*Carrie Kotera*

Carrie Kotera  
Director of Interior Design  
Williams Architects

END ADDENDUM #002




## Pricing Summary


Village of Carol Stream Municipal Center 500 N. Gary Avenue Carol Stream, IL 60188		FURNITURE BID SUMMARY		 <small>500 Park Blvd. Suite 800 Itasca, IL, 60143</small>	
<u>Item Number</u>	<u>Quantity</u>		<u>Unit Cost</u>	<u>Total Furniture Cost</u>	
C-1	126		\$ 302.78	\$	38,150.28
C-2	83		\$ 225.37	\$	18,705.71
C-3	5		\$ 267.99	\$	1,339.95
C-4	39		\$ 194.37	\$	7,580.43
C-5	90		\$ 247.21	\$	22,248.90
C-6	28		\$ 415.90	\$	11,645.20
C-7	NOT USED		N/A		N/A
C-8	100		\$ 199.08	\$	19,908.00
C-9	3		\$ 1,674.24	\$	5,022.72
C-10	1		\$ 1,054.68	\$	1,054.68
C-11	12		\$ 840.55	\$	10,086.60
C-12	3		\$ 1,323.53	\$	3,970.59
C-13	NOT USED		N/A		N/A
C-14	11		\$ 247.21	\$	2,719.31
T-1	51		\$ 502.27	\$	25,615.77
T-2	3		\$ 413.36	\$	1,240.08
T-3	2		\$ 1,830.13	\$	3,660.26
T-4	1		\$ 5,479.08	\$	5,479.08
T-5	3		\$ 643.76	\$	1,931.28
T-6	1		\$ 592.27	\$	592.27
T-7	4		\$ 980.43	\$	3,921.72
T-8	10		\$ 711.23	\$	7,112.30
T-9	1		\$ 1,829.04	\$	1,829.04
T-10	5		\$ 305.96	\$	1,529.80
T-11	8		\$ 441.06	\$	3,528.48
T-12	1		\$ 1,156.80	\$	1,156.80
T-13	1		\$ 592.27	\$	592.27
T-14 NOT USED	NOT USED		N/A		N/A
T-15	5		\$ 467.74	\$	2,338.70
T-16	0		\$ 359.44	\$	-
T-17	5		\$ 666.76	\$	3,333.80
T-18	1		\$ 1,494.55	\$	1,494.55
WD-1	2		\$ 616.37	\$	1,232.74
FF-1	4		\$ 2,061.41	\$	8,245.64
LF-1	15		\$ 333.20	\$	4,998.00
LF-2	36		\$ 441.32	\$	15,887.52
LF-3	48		\$ 708.25	\$	33,996.00



## Pricing Summary

Village of Carol Stream Municipal Center 500 N. Gary Avenue Carol Stream, IL 60188	<b>FURNITURE BID SUMMARY</b>			 <small>500 Park Blvd. Suite 800 Itasca, IL 60143</small>
<u>Item Number</u>	<u>Quantity</u>		<u>Unit Cost</u>	<u>Total Furniture Cost</u>
LF-4	7		\$ 549.92	\$ 3,849.44
LF-5	12		\$ 560.25	\$ 6,723.00
LF-6	3		\$ 394.02	\$ 1,182.06
LF-7	1		\$ 515.99	\$ 515.99
CR-1	1		\$ 1,658.15	\$ 1,658.15
CR-2	3		\$ 1,014.39	\$ 3,043.17
S-1	9		\$ 939.21	\$ 8,452.89
S-2	2		\$ 1,007.75	\$ 2,015.50
ST-1	13		\$ 332.86	\$ 4,327.18
ST-2	9		\$ 48.76	\$ 438.84
ST-3	2		\$ 475.09	\$ 950.18
ST-4	3		\$ 475.09	\$ 1,425.27
LAMINATE STORAGE TOPS	1		\$ 7,041.40	\$ 7,041.40
WB-1	3		\$ 727.90	\$ 2,183.70
WB-2	1		\$ 610.18	\$ 610.18
WB-3	6		\$ 437.53	\$ 2,625.18
WB-4	NOT USED		N/A	N/A
WB-5	NOT USED		N/A	N/A
P-1	1		\$ 691.67	\$ 691.67
B-1	2		\$ 1,705.85	\$ 3,411.70
BC-1	19		\$ 389.94	\$ 7,408.86
BC-2	3		\$ 262.89	\$ 788.67
BC-3	1		\$ 389.94	\$ 389.94
CTR-1	1		\$ 376.00	\$ 376.00
CTR-2	1		\$ 302.00	\$ 302.00
OF-1	5		\$ 3,356.33	\$ 16,781.65
OF-2	2		\$ 3,343.89	\$ 6,687.78
OF-3	2		\$ 3,658.45	\$ 7,316.90
OF-4	3		\$ 3,270.09	\$ 9,810.27
OF-5	3		\$ 3,581.99	\$ 10,745.97
OF-6	4		\$ 3,510.01	\$ 14,040.04
OF-7	1		\$ 2,957.65	\$ 2,957.65
OF-8	2		\$ 3,339.22	\$ 6,678.44
OF-9	1		\$ 5,587.46	\$ 5,587.46
OF-10	1		\$ 2,376.92	\$ 2,376.92
OF-11	3		\$ 211.16	\$ 633.48
OF-12	1		\$ 3,032.27	\$ 3,032.27

## Pricing Summary

Village of Carol Stream Municipal Center 500 N. Gary Avenue Carol Stream, IL 60188	<b>FURNITURE BID SUMMARY</b>			 <small>500 Park Blvd. Suite 800 Itasca, IL 60143</small>
<u>Item Number</u>	<u>Quantity</u>		<u>Unit Cost</u>	<u>Total Furniture Cost</u>
OF-13	1		\$ 3,708.86	\$ 3,708.86
OF-14	1		\$ 3,751.60	\$ 3,751.60
OF-15	1		\$ 1,166.51	\$ 1,166.51
OF-16	1		\$ 2,036.82	\$ 2,036.82
OF-17	1		\$ 3,236.27	\$ 3,236.27
WK-1 2-Pack	2		\$ 7,004.34	\$ 14,008.68
WK-2	2		\$ 1,656.20	\$ 3,312.40
WK-3	6		\$ 1,750.60	\$ 10,503.60
WK-4	4		\$ 1,512.80	\$ 6,051.20
WK-5 6-Pack	1		\$ 13,899.22	\$ 13,899.22
WK-6	1		\$ 2,512.25	\$ 2,512.25
WK-7	1		\$ 1,321.66	\$ 1,321.66
WK-8 2-Pack	1		\$ 7,309.50	\$ 7,309.50
WK-9	1		\$ 3,204.50	\$ 3,204.50
WK-10 2-Pack	1		\$ 4,906.44	\$ 4,906.44
WK-11 2-Pack	1		\$ 6,790.48	\$ 6,790.48
WK-12 8-Pack	1		\$ 12,187.88	\$ 12,187.88
WK-13 2-Pack	1		\$ 4,889.92	\$ 4,889.92
WK-14	2		\$ 1,609.72	\$ 3,219.44
WK-15 2-Pack	2		\$ 4,597.58	\$ 9,195.16
WK-16	1		\$ 5,098.22	\$ 5,098.22
WK-17	1		\$ 1,843.02	\$ 1,843.02
WK-18	6		\$ 1,811.80	\$ 10,870.80
WK-19	2		\$ 2,449.74	\$ 4,899.48
WK-20	1		\$ 529.48	\$ 529.48
WK-21	3		\$ 1,655.55	\$ 4,966.65
WK-22	1		\$ 2,752.07	\$ 2,752.07
WK-23	1		\$ 2,335.63	\$ 2,335.63
WK-24	1		\$ 698.89	\$ 698.89
WK-25	4		\$ 3,148.61	\$ 12,594.44
WK-26	3		\$ 699.83	\$ 2,099.49
WK-27	2		\$ 309.08	\$ 618.16
WK-28	5		\$ 295.98	\$ 1,479.90
WK-29	1		\$ 277.93	\$ 277.93
RK-1	2		\$ 378.88	\$ 757.76
MA-1	80		\$ 55.00	\$ 4,400.00
MA-2	26		\$ 84.00	\$ 2,184.00

## Pricing Summary

Village of Carol Stream Municipal Center 500 N. Gary Avenue Carol Stream, IL 60188	<b>FURNITURE BID SUMMARY</b>			 WILLIAMS INTERIORS 500 Park Blvd. Suite 800 Itasca, IL 60143
<u>Item Number</u>	<u>Quantity</u>		<u>Unit Cost</u>	<u>Total Furniture Cost</u>
BD-1	1		\$ 1,605.56	\$ 1,605.56
			SUB/TOTAL	\$ 596,432.14
			BID BOND	10% OF TOTAL BID AMOUNT
			LABOR/INSTALLATION	\$ 93,740.00
			FREIGHT	\$ 928.68
			TAX	EXEMPT
			<b>TOTAL</b>	<b>\$ 691,100.82</b>
			PAYMENT/ PERFORMANCE BOND	\$ 6,911.01
			<b>GRAND TOTAL</b>	<b>\$ 698,011.83</b>

## Notes + Clarifications

### Deposit

Henricksen requests a 50% deposit at time of order entry.

### Sales Tax

Client is tax exempt.

### Subcontractors - Installation

Henricksen is subcontracting installation services through Contract Installations, LLC. to the client's complete satisfaction.

### Installation

Pricing is based on meeting full semi-trucks at the jobsite during regular hours. Less than full semi-trucks will be delivered to installer's warehouse and redelivered.

**In order to reduce costs, Henricksen proposes to receive full-truckloads from the factory, based on receiving 53' trailers. If 53' trailers cannot be received at site, there will be an additional charge of \$11,500 to take the product through the installers warehouse and redeliver.**

Based on union installation during regular business hours.

Based on one continuous phase with multiple deliveries, lasting 4 weeks.

Henricksen to remove debris.

Pricing does not include any permit fees.

Henricksen to have scheduled exclusive use of freight elevators and dock at no cost.

All areas must have flooring/carpeting and ceilings installed and free from other trades, tools and debris – if not, there may be additional charges.

Henricksen will assist in field verification of electrical cores based on approved signed-off furniture plans. Henricksen must have notice 5 business days before cores are to be marked.

-14-

### Lead Times

Estimated and may vary based on date of order entry. (Lead times begin after receipt of COM/ COL and approval of shop drawings.)

Allsteel	4-6 Weeks
Arcadia	7-8 Weeks
Aurora	6-8 Weeks
Egan	4 Weeks
Hon	4-6 Weeks
KI	6-8 Weeks
Landscape Forms	3-4 Weeks
Magnuson	6-8 Weeks
Mayline	2-4 Weeks
Safco	2-4 Weeks
School Outfitters	6-8 Weeks
Sit On It	4-5 Weeks

### Pricing

HON and Allsteel are having price increases on July 1st. Pricing is quoted to order prior to the price increase. If ordered after, pricing is subject to a 3-5% increase.

All other pricing is valid for 30 with the exception of School Outfitters, which is considered retail products. See below.

### Pricing for Retail and Internet Products

Any items on this RFP that are retail or internet sourced products, could be subject to a price change after the bid is submitted. Retail or internet products will require a 100% deposit.

The warranty for items purchased online or from a retail establishment is limited to the warranty offered by the retail or online Vendor.

## Notes + Clarifications

### Product

T-18 – Arcadia Savina: Priced as 16”H.

All HON conference tables that require power include the HTPWRGROM2– which includes four power/two data. Depending on the size of the table either 2 or 3 grommets are specified due to the precut G2 holes. The module has a box that flips up and the power/data is recessed in the table.

T-10 Is not available in a Knife Edge. Stand edge specified and priced.

T-12 is not available in 150”W. 144”W is specified and priced.

ST3 & ST4 are not available in 72”H. 65”H is specified and priced.

T-13 is not available with a knife edge. Std flat edge is specified and priced out.

(2) Landscape forms benches are not quoted to be drilled into the concrete, additional charges to be applied.

Any workstation that called out a 30”D is specified as a 24”D. 30”D is not a available within the Allsteel line.

WS-9/11/14/16 do not include power, the typical descriptions did not include power in the RFP.

All workstation infeeds are quoted as Wall feed and no power pole electric specified.

All workstation pricing is based off the furniture typicals. If drawn as a pack, the workstation is priced as a pack. For example, WK-5 is priced as (1) 6 pack. Packs are notated on the spreadsheet.

S-1 + S-2 pricing includes a total of \$8,809.00 amount for plywood decking which will be supplied/cut from the local installer.

The following quantities/sizes (all ¾” plywood) have been included: (5) 35.75”w x 34.8125”d, (10) 41.75”w x 34.8125”d, (45) 35.75”w x 22.8125”d. -15-

### Laminate Storage Tops

Tops are being shown as (1) lump sum price on the spreadsheet and are not included in the pricing of each individual file.

Tops are provided in ALL areas on the floor plans where “provide common tops” was shown. The only exception is room 190 over the span of (8) LF-2 and (2) FF-1 files, per addendum 1.

ROOM	QTY	SIZE
033	1	144”x18” w/end panel
132	1	72”x18”
144	1	72”x18”
144	1	60”x18”
177	1	114”x36”
177	1	72”x36”
177	1	108”x36”
190	2	108”x36”
196	1	180”x18”
216	1	108”x18”
217	1	72”x18”
221	1	93”x36”
223	2	72”x36”
231	1	108”x18”

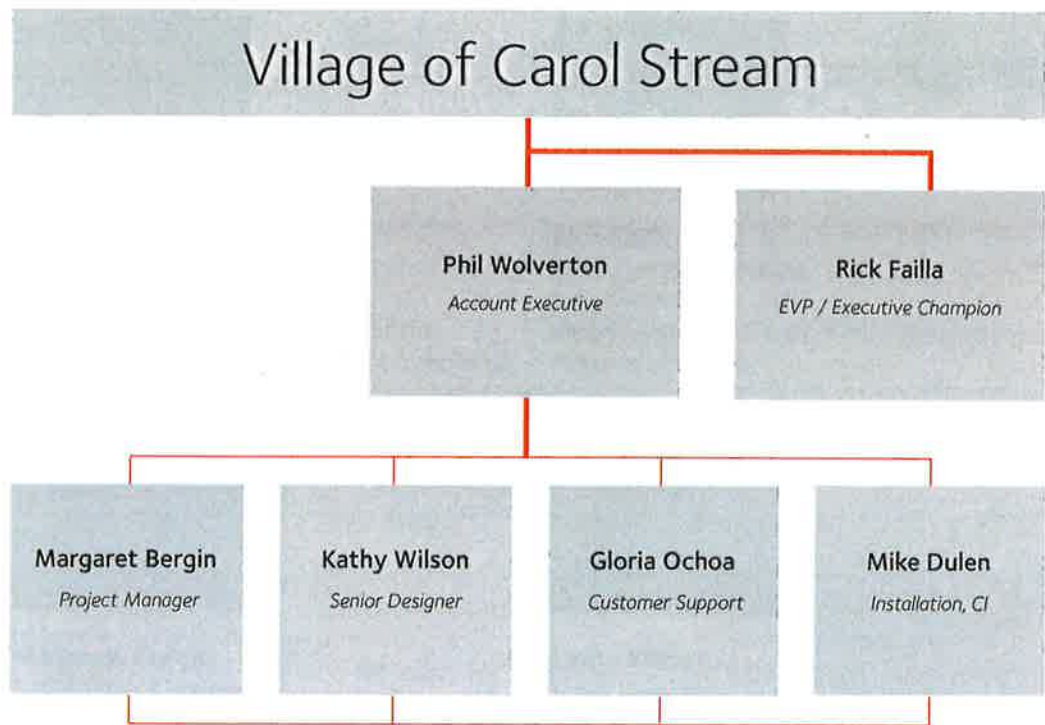
### COM

All COM fabric will need to be tested and approved.

All COM pricing is based on one fabric selection if there are two or more fabric selections per unit the price will change. Yardages are based on 54”W Railroad.

If COM Fabric selection includes fabric with a repeat additional fabric will be needed and will affect the overall price of each unit.

## Organizational Chart





## Client Support Team



**Phil Wolverton**

Account Executive

**Years in Industry:** 6

**Responsibilities:** Overall success of the project, directs the team to project completion



**Rick Failla**

Executive Vice President

**Years in Industry:** 34

**Responsibilities:** Overall client relationship and resource allocation



**Margaret Bergin**

Senior Project Manager

**Years in Industry:** 19

**Responsibilities:** On-site project management from start to finish, keeping project on-time and within budget, performs double checks and field verifications, attends all construction meetings, schedule deliveries, providing status reports.



**Kathy Wilson**

Senior Designer

**Years in Industry:** 32

**Responsibilities:** Workstation Assessment, space planning, product specification, Architectural & furniture finishes, producing AutoCad drawings, renderings and installation drawings.



**Gloria Ochoa**

Customer Support

**Years in Industry:** 6

**Responsibilities:** Quote and order entry, order management, customer support




**Mike Dulen**

Contract Installations, President/CEO

**Years in Industry:** 30+

**Responsibilities:** Manages installation team and ongoing service.

# Liability Insurance

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 3/8/2018		
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>						
<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 101 S. Main St. Ste 200 P.O. Box 140 Decatur IL 62525			<b>CONTACT NAME:</b> Tammy Whicker <b>PHONE (Int. No. Ext.):</b> 217-233-3333 <b>FAX (Int. No.):</b> 217-233-3303 <b>E-MAIL ADDRESS:</b> tammy_whicker@ajg.com		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A - Charter Oak Fire Insurance Company 25615 INSURER B - Travelers Property Casualty Co of A 25674 INSURER C - Farmington Casualty Company 41483 INSURER D: INSURER E: INSURER F:	
<b>INSURED</b> Henricksen & Company, Inc. 1101 West Thorndale Avenue Itasca, IL 60143						
<b>COVERAGES</b> <b>CERTIFICATE NUMBER: 406346672</b> <b>REVISION NUMBER:</b>						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
TYPE	TYPE OF INSURANCE	INSURER (RNO/VNO)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> With & Non-Pool <input checked="" type="checkbox"/> With Auto Incl. GBLT AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		0303172N143	3/8/2018	3/8/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$5,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMMODITY \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> UNHELD AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		RA3172N143	3/8/2018	3/8/2017	COVERED VEHICLE LIMIT (Per person) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LMO <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LMO <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> RETENTION \$		0UP3172N143	3/8/2018	3/8/2017	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY HIGH RISK OCCUPATIONS EXCLUDED BY OFFICER/MEMBER EXCLUDED BY (Mandatory in Ill) If yes, describe below:	Y/N N/A	YFUD3172N143	3/8/2018	3/8/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> STATUTE \$1,000,000 E.L. DISABILITY - EMPLOYEE \$1,000,000 E.L. DISABILITY - POLICY LIMIT \$1,000,000
A	Installation Floor		6303172N143	3/8/2018	3/8/2017	Installation/Tenants \$2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
<b>CERTIFICATE HOLDER</b> Henricksen & Company, Inc. 1101 West Thorndale Avenue Itasca IL 60143 USA				<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 		



## Proposed Timeline

ID	Task Name	Duration	Start	Finish
1	Bids Due	1 day	Tue 5/8/18	Tue 5/8/18
2	Village reviews RFP Responses	15 days	Wed 5/9/18	Tue 5/29/18
3	Dealer Award and Letter of Intent Issued By Village	1 day	Wed 5/30/18	Wed 5/30/18
4	Contracts Signed by Henricksen and Village	15 days	Thu 5/31/18	Wed 6/20/18
5	Finalize Specs and Ready Quote for Order Entry	5 days	Thu 5/31/18	Wed 6/6/18
6	Order Performance Bond/Forward Signed Bond to Village	10 days	Thu 5/31/18	Wed 6/13/18
7	Order Entry	1 day	Thu 6/7/18	Thu 6/7/18
8	Manufacturing/Shipping (Assumes 9 week leadtime)	45 days	Thu 6/7/18	Wed 8/8/18
9	Delivery and Installation	20 days	Tue 9/4/18	Mon 10/1/18

Section 02:  
**Product Solutions**

**Rendering**  
OF-4 View 1

-21-



HON Private Office

## Rendering OF-4 View 2

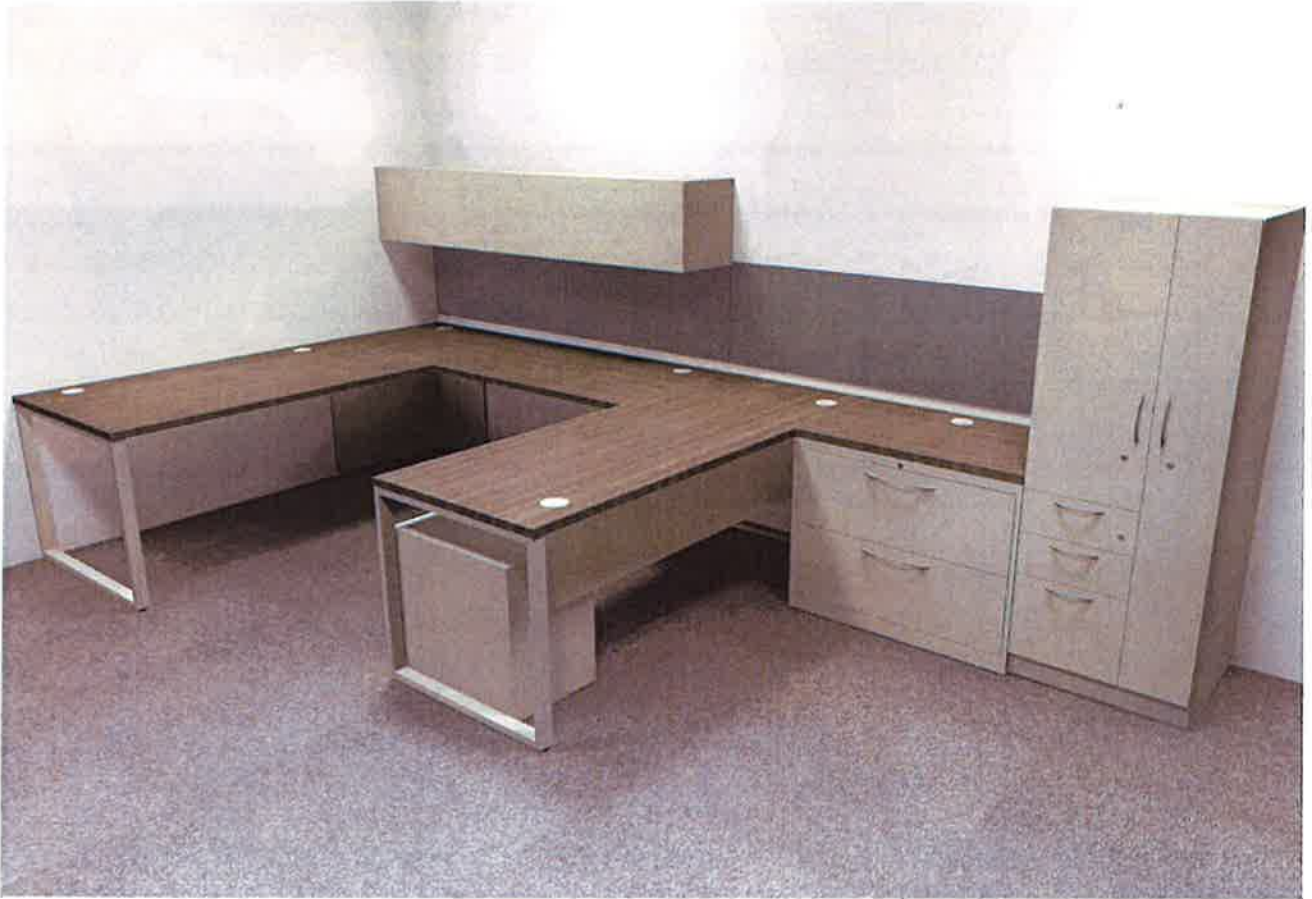
-22-



HON Private Office

## Rendering OF-6

-23-



HON Private Office



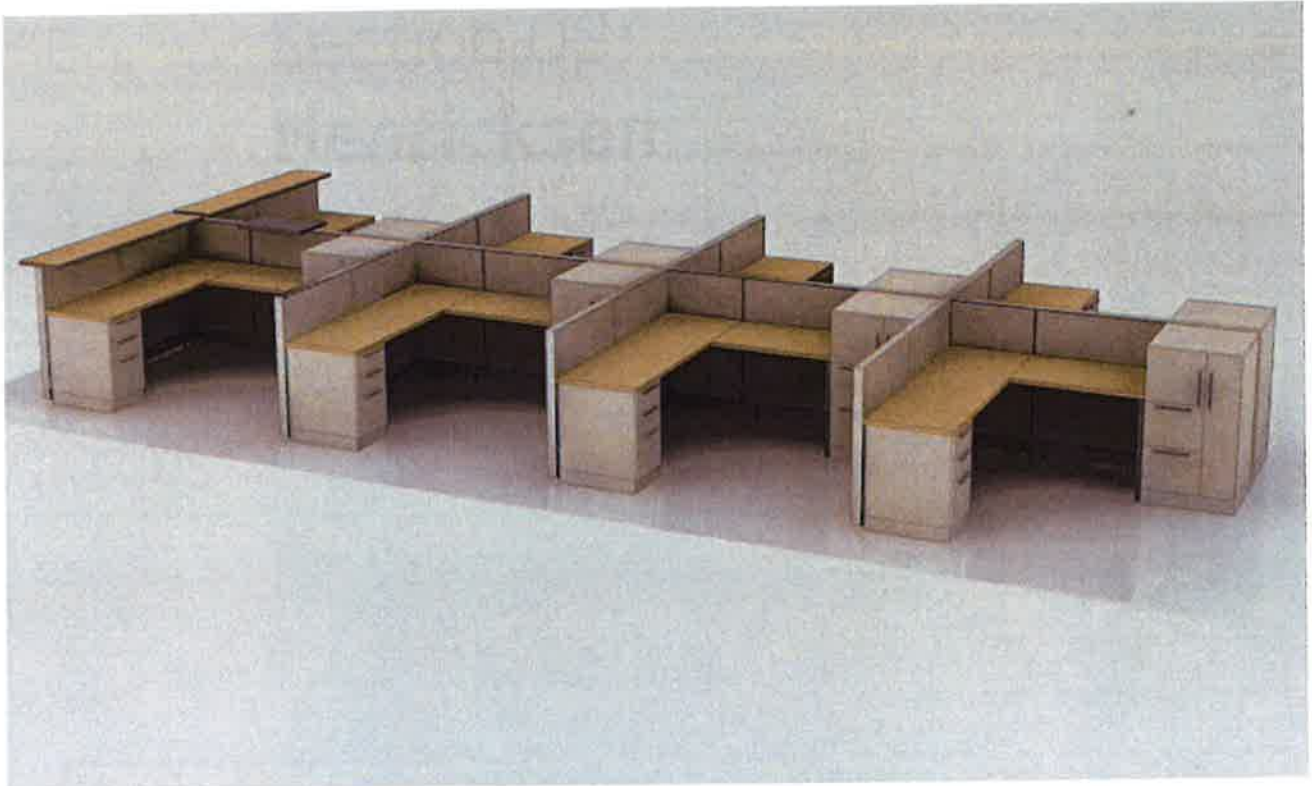
# Rendering OF-14



-24-

HON Private Office

# Rendering WK-5



Allsteel Terrace Workstation

Section 03:  
**Henricksen**



## At A Glance

**Years of Operation**  
54

**Offices**  
7

**Services**  
Product Specification  
Technical Support  
Standards Program  
Project Management  
Installation  
Maintenance  
Refinishing + Refurbishing  
Warehousing + Product  
Inventory  
Nationwide Service  
Move Services  
Asset Management

**Annual Sales Revenues**  
2017: \$239 MMM  
2016: \$218 MM  
2015: \$227 MM  
2014: \$168 MM  
2013: \$153 MM  
2012: \$155 MM  
2011: \$143 MM

**Manufacturers**  
HNI Strategic Partner\*  
Largest, Privately-Owned  
HNI Dealer Partner by  
Gross Sales  
200+ Manufacturer  
Relationships

\*The HNI family of brands  
includes Allsteel, Gunlocke,  
HBF, HON + Paoli

**Illinois**  
Chicago  
Itasca (HQ)  
Peoria

**Minnesota**  
Minneapolis

**New York**  
New York

**Wisconsin**  
Brookfield  
Madison



-27-

In 1962, Henricksen opened its doors as a small, family business in suburban Chicago. Today, Henricksen is a **leading national contract furnishing dealership** as well as HNI's #1 Allsteel Dealer and #1 Gunlocke Dealer based on annual sales among privately owned dealerships.

We are a full-service dealer serving commercial office, healthcare, education, government, senior living, and hospitality clients in nearly every state across the country.

With 200+ manufacturer partnerships, we offer an array of products from systems furniture, casegoods, seating, lounge, and conference furnishings to architectural solutions including modular walls, flooring, lighting, sound masking, and technology equipment.

We will collaborate with your team to specify the right products based on the project goals and design concept.

### Our Promise

- We furnish high-performance spaces.
- We are responsive.
- We provide the highest level of service.
- We offer true, objective solutions.
- We have depth of knowledge about what's available.
- We understand design.
- We work in support of, and in harmony with, other service providers.

## Project Management

Expert project management is key to the success of complex interiors projects. Henricksen Project Managers are skilled coordinators, facilitators and problem solvers. They identify issues before they become obstacles and assume responsibility for all aspects in which Henricksen is involved to ensure that projects are completed to the client's satisfaction, on-time and on-budget.

Our phased **Project Management Process** provides professional management at every stage of a project, from pre-bid documentation through installation and post-occupancy evaluation. Clients can access some or all project management services on a project-by-project basis, as needed. A dedicated project manager follows a project from beginning to end to ensure continuity and accountability.

**Review** project documents

**Identify** potential problems with solutions

**Meet** with client representatives, architects/designers, and subcontractors prior to order placement, several weeks prior to start of work, and throughout the project

**Maintain** constant communication with all parties via email, phone, fax, and meetings

**Maintain** detailed project management and technical support checklists enumerating the responsibilities of project participants

**Provide** weekly status reports

**Provide** Gantt charts of project phases and critical dates

**Develop, monitor, and update** furniture schedules

**Complete** change order documentation

**Notify** client of conditions that may affect delivery or install

**Attend** relevant construction meetings

**Verify** critical field measurements

**Review** proper identification of furniture shop drawings and samples

**Coordinate** written and verbal communications

**Provide** freight claim/return authorization information

**Monitor** installation

**Expedite** changes and revisions

**Coordinate** inventory, refurbishing, and relocation of existing furniture

**Coordinate** as-built drawings for systems furniture

**Prepare** initial and final punch lists

**Prepare** a project manual

**Prepare** a product maintenance manual

**Consolidate** warranty documents

**Coordinate** employee product orientation by manufacturer

**Conduct** a post-occupancy evaluation

-28-



## Project Delivery Process

We have managed, delivered, and installed thousands of projects. Our success in delivering exceptional results is rooted in a Six-Phase Implementation Process. This process is time tested and proven exceptionally reliable. Whether your project is local or across country, our approach and process is consistent. Henricksen partners with the best local service providers and supplements the local team with product technical support and knowledgeable personnel who have intimate knowledge of our product and the Henricksen process. Ideally, Henricksen performs all product specification and installation drawings at our Itasca headquarters. Henricksen strategic installation partners will provide expert installation and warranty work. Below is a detailed description of the Henricksen process and ownership of roles.

-29-

### Phase I: Design/Planning

#### Henricksen

Finalize typical.  
Generate furniture plan.  
Finalize miscellaneous product selection.  
Finalize fabric/finish selections for all furniture.  
Generate delivery/installation phasing schedule.  
Determine and coordinate special trailer loading and delivery requirements with manufacturer (coordinate direct or RDI delivery conditions).  
Establish procedure for handling specific unusual billing or other contractual obligations.  
Complete sign-offs.

#### Manufacturer

Typical review for correct product application.

### Phase II: Quote/Order Processing

#### Henricksen

Plan take-off.  
CAD specifications.  
Verify lead-time commitment.  
Generate complete bill of materials for all products.  
Review of specifications for accuracy.  
Complete sign-offs.  
Electronically send product specifications and purchase order to manufacturer.  
Order and schedule textile – evaluate as received for dye lot consistency.  
Confirm cuttings for approval for client.

Complete sign-offs.

#### Manufacturer

Review of specifications.  
Lead time windows committed.  
Order entry completed – all product scheduled and phased to accommodate requested deliveries  
Order acknowledgment generated.

### Phase III: Manufacturing

#### Henricksen

Internal Kick-off meeting first workday after order entry completed – coordinate all functions of manufacturing operation. Departments in attendance to include:

- Project Management
- Purchasing
- Manufacturing
- Custom Product Development
- Engineering
- Textiles
- Quality Assurance
- Traffic
- Accounts Receivable/Finance Contracts

Purchase/coordinate delivery of raw materials.

Complete engineering drawings on all modified products – sign off by client.

Determine freight carrier – Henricksen to provide feedback of dock conditions on site.

Determine packaging requirements and communicate to packing/finished goods department.

# Project Delivery Process

Coordinate/execute necessary change orders.  
Evaluate all raw materials for consistency and quality.  
Manufacture product in accordance with phasing requirements.  
Convey ongoing status reports to Henricksen.  
Implement Quality Assurance process – evaluate in-process and finished goods for consistency and quality.

## Phase IV: Delivery Installation

### Henricksen

Communicate necessary change orders to manufacturer.  
Convey ongoing status reports to client via online website.  
Measure job site and chalk layouts.  
Complete coded furniture installation plans.  
Generate furniture electrical plan.  
Complete installation manuals.  
Finalize delivery schedule, staging coordination.  
Finalize labor requirements and coordinate with installer and other trades.  
Attend all project construction and coordination meetings.  
Track product from factory to job site.  
Customs clearance procedures.  
Meet trucks, verify deliveries, and coordinate with installation  
Job Supervisor.  
Direct and coordinate phasing of installation with other trades.  
File necessary freight and or/damage claims.  
Coordinate receipt of replacement product through Factory Service.  
Install panels. Coordinate with installation of electrical, voice/data and communications wiring.  
Install components.  
Complete preliminary punch list.  
Correct any punchlist items from Safety Stock Inventory and replenish such inventory.

Convey status to client.

### Manufacturer

Communication with Henricksen regarding delivery, status, changes, etc.

## Phase V: Punch List / Close Out

### Henricksen

Complete final punch list with client.  
Communicate/coordinate delivery of any additional product necessary.  
Final cleaning/removal of extra product, tools, etc.  
Orientation for client personnel.  
Hold post-move-in quality audit with client.  
Full after sales service.

### Manufacturer

Expedite shipment/delivery of all additional products needed.  
Product orientation for client personnel.  
Participate in quality audit.  
Account Management.

## Phase IV: Delivery Installation

Henricksen prides itself on client retention by focusing on not only the initial project but on all aspects of the furniture every day it is in service. From move-add-change requirements, warranty claims, inventory of service parts and attic stock, Henricksen and its local service partners are unconditionally committed to meeting your ongoing service expectations.

Once Henricksen receives a request from client we will engage the necessary resources to complete the request in a timely manner managing the resources (product application, AutoCAD, installers) and work with the manufacturer as necessary.

On-line status reports – 24-hour access.

24-hour turnaround on all service requests.

All purchase orders for product will be forwarded to the manufacturers within 24 hours of receipt by Henricksen.

## Project Delivery Process

### Installation

Henricksen subcontracts installation services for all projects. We will work with local installing partners to provide best in class product installation and service. All products and services are guaranteed to client's satisfaction. Henricksen will at all times remain primarily responsible for the performance of any subcontracted obligations.

### Henricksen

Site visit to verify conditions of dock, freight elevator and truck egress GC contacted for meeting to review schedule, special needs, union issues or regulations, and construction schedule is discussed.

Furniture is ordered and acknowledged along with product delivery schedule.

Truck delivery schedule is developed and overlapped with construction schedule to recognize conflicts.

Installation and delivery schedule conflicts are reviewed with appropriate parties including the GC to resolve and confirm.

Site visit to verify field conditions of job site and to take measurements is done.

Installation drawings are done and reviewed.

Final installation schedule and delivery schedule is submitted and approved by all parties.

Product arrives in sequence of installation, i.e. Systems are panels 1st followed by tiles and trim, overheads and surfaces and finally filing and seating. Casegoods and overheads 1st followed by towers, tack boards then desking and seating. All product is checked for damage at the dock and the order is verified against the packing slips to verify it was shipped correctly. The project Manager is notified by the Foreman onsite of discrepancies and the delivery documents are noted and signed.

The product is staged in the area it is to be assembled, unboxed, and in a manufacturing style process is assembled. Missing or damaged product is identified by on-site project manager or installation foreman and re-ordered immediately most often from the job site.

As each segment of the product is assembled it is pre-punched\*, any issues are reported to the project manager so that item can be replaced or ordered by

the time the project is done. This is to eliminate as many punch list issues as possible with a goal of zero punch list at completion.

The project manager also does a pre-punch of the product as we finish and complete areas to resolve any issues that might show up on a punch list, again with a goal of zero punch list at completion. Installation is completed, final wipe down, alignment and operational check of furniture is done.

Walk thru with installation Foreman and project manager is done and open issues if any are documented on a punch list to be resolved within 30 days.

Project is invoiced.

### \*Pre-Punch List

At the end of the project, we arrange for a walk-thru at which time a punch list is made. Henricksen addresses potential punch list items as they are identified before the actual punch list is made – this is referred to as a pre-punch list: damaged and incorrect product is expeditiously reordered from the job site. By "punching" the project throughout the installation we are very often able to achieve a zero punch list at the end of the project where we are able to perform a formal punch list with the client or representative. A sample punch list form has been provided as an attachment for your review.



## National Infrastructure

Henricksen has served the following clients nationally:

- Catamaran
- Career Education Corporation
- Center Point Energy
- CVS/Caremark
- ComScore
- DeVry
- Deloitte
- GolfTEC Enterprises
- Grubb & Ellis
- HSM - Stanley Convergent Solutions
- HSBC
- Huron Consulting Group
- Kohl's
- Kone
- KMR
- Lakes Entertainment
- McGraw Hill
- Navigant
- Nestle USA
- Prudential
- Resources Global Professionals
- R.W. Baird
- Sears Holdings
- SmithBucklin
- Snap-On Tools
- Spencer Stuart
- St. Jude Hospitals
- TCF Bank
- Tyco
- Unitrin
- US Navy



We guarantee satisfaction with all installations regardless of location.

We have the infrastructure and experience to **service clients nationwide**. Nearly one third of our total annual sales volume comes from projects outside of the states where we have offices. With \$239 million in annual sales, we maintain strong relationships with

installation firms nationwide. Regardless of your project's location, a dedicated project manager will oversee the installation process from order entry through complete installation and punchlist.

*Village of Carol Stream*  
INTER-DEPARTMENTAL MEMO

**TO:** Mayor and Trustees

**FROM:** Robert Mellor, Assistant Village Manager *RM*

**DATE:** June 1, 2018

**RE:** Gregory J. Bielawski Municipal Center Renovation Project - Award of bid for Police Department Evidence Storage System Pursuant to Section 5-8-14 (L) of the Carol Stream Code of Ordinances

The Municipal Center renovation requires the purchase and installation of an upgraded, modern Police Department evidence storage system. The new system will save valuable floor space, ensure the integrity of the chain of custody of evidence and will facilitate identification and search of evidence.

Attached for your review is a contract to purchase a Spacesaver Mechanical Assist High-Density Evidence Storage System from Bradford Systems. Bradford Systems was a successful bidder and an approved vendor listed by the DuPage County Joint Purchasing Cooperative.

**Staff is requesting award of bid to Bradford Systems for a Police Department Evidence Storage System Pursuant to Section 5-8-14 (L) of the Carol Stream Code of Ordinances for \$49,710.** Funds are available from the Municipal Building Renovation Project account to pay for this shelving system.

I am available to answer any questions regarding this proposal and recommendation.

Cc: Joseph E. Breinig, Village Manager  
Ed Sailer, Police Chief  
John Jungers, Deputy Police Chief  
Carrie A. Kotera, Director of Interior Design, Williams Interiors  
Mark Bushhouse, President, Williams Architects  
Andrew Caputo, Project Architect, Williams Architects  
Andy Jones, President, President, MTI Construction Management



## Carol Stream Police Department

Prepared for:  
Deputy Chief John Jungers

Carol Stream Police Department  
500 North Gary Avenue  
Carol Stream, IL 60188

Submitted by:  
Dave Bradford  
847.344.8989  
[dave@bradfordsystems.com](mailto:dave@bradfordsystems.com)

May 31, 2018  
BSC Project #21345

Bradford Systems Corporation is a qualified National IPA Contract provider and is proposing the following Spacesaver equipment and related services through:  
**Contract # P15-150-DT**

### Corporate

430 Country Club Drive  
Bensenville, IL 60106

630-350-3453 office  
630-350-3454 facsimile  
800-696-3453 toll-free

### Merchandise Mart

222 Merchandise Mart Plaza  
Suite 11-117  
Chicago, Illinois 60654

312-467-1727 office  
312-467-1447 facsimile

### Missouri & So. Illinois

1735 Larkin Williams Rd.  
Fenton, Missouri 63026

636-343-1515 office  
636-343-3588 facsimile  
800-696-3453 toll-free

### Central Illinois

125 Thunderbird Lane  
Suite 211  
East Peoria, Illinois 61611

309-698-0490 office  
309-698-0491 facsimile

### Indiana

3815 River Crossing Parkway  
Suite 100  
Indianapolis, Indiana 46240

317-895-0670 office  
317-895-0672 facsimile  
800-862-5036 toll-free





May 31, 2018

Deputy Chief John Jungers  
Carol Stream Police Department  
500 North Gary Avenue  
Carol Stream, IL 60188

Dear Deputy Chief Jungers:

On behalf of Bradford Systems Corporation, I would like to thank you for the opportunity to present this proposal. The following solution has been designed and tailored to meet your storage needs.

We value the opportunity to present our unique capabilities, and look forward to showing you why thousands of clients over the last 50 years have chosen Bradford Systems Corporation to help them solve their most challenging storage dilemmas.

If you have any questions regarding this proposal or if we can make any changes to better accommodate your needs or requirements, please call me at 847.344.8989.

Again, thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Dave Bradford". The signature is written in a cursive, slightly slanted style.

Dave Bradford  
Storage Planner

Bradford Systems Corporation  
430 Country Club Drive  
Bensenville, IL 60106  
(m) 847.344.8989  
[dave@bradfordsystems.com](mailto:dave@bradfordsystems.com)





**Carol Stream Police Department**  
Project #21345

1. Purchase orders should be made out to the following:  
Bradford Systems Corporation  
430 Country Club Drive  
Bensenville, IL 60106
  
2. Purchase orders may be sent via:
  - Email: [purchaseorders@bradfordsystems.com](mailto:purchaseorders@bradfordsystems.com)
  - USPS: 430 Country Club Drive, Bensenville, IL 60106
  - Facsimile: (630) 350-3454
  
3. Please send the following in conjunction with your purchase order:
  - Reference BSC project # 21345 on your purchase order
  - Project Information Sheet
  - Signed copy of the proposal and project drawings



**Carol Stream Police Department**  
**Project Implementation Information**  
Project #21345

**Purchase Order Information:**

P.O. #: \_\_\_\_\_  
Approved by: \_\_\_\_\_

**Project Selections:**

Laminate End Panels: \_\_\_\_\_ (WilsonArt Series 60)  
Four-Post Shelving: \_\_\_\_\_ (See 10 Standard Finishes)  
Wide-Span Shelving: \_\_\_\_\_ (See Standard Finishes)  
Type of Floor Covering: \_\_\_\_\_ (Carpet, Carpet tile, VCT)

**Delivery Information:**

Delivery Address: \_\_\_\_\_  
\_\_\_\_\_  
Delivery Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Truck or Delivery Time Restrictions: \_\_\_\_\_  
Delivery Dock:  Yes  No \_\_\_\_\_  
Freight Elevator:  Yes  No \_\_\_\_\_

**Order Acknowledgement/Billing Information:**

Order Acknowledgement Required?  Yes  No \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
Billing Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_

**Installation Information:**

Installation Address: \_\_\_\_\_  
\_\_\_\_\_  
Floor/Room: \_\_\_\_\_  
Requested Installation Date: \_\_\_\_\_  
Move Date: \_\_\_\_\_  
Construction Schedule Available:  Yes  No \_\_\_\_\_  
Client Provided Dumpster Available:  Yes  No \_\_\_\_\_  
Are There Security Requirements:  Yes  No \_\_\_\_\_  
Parking: Permission/Permits:  Yes  No \_\_\_\_\_  
Certificate of Insurance Required:  Yes  No \_\_\_\_\_  
General Contractor Name/Phone:  Yes  No \_\_\_\_\_

## STANDARD TERMS AND CONDITIONS

1. **GENERAL:** These terms and conditions shall apply to sales from Bradford Systems Corporation to Buyer and to any quotation by Bradford Systems Corporation for sales. These terms and conditions shall not be superseded by any terms and conditions in Buyer's order except as otherwise specifically agreed in writing executed by all parties to this agreement. The paragraph headings contained herein are for purposes of reference only and are not to be considered in the interpretation of any clauses contained herein. This agreement may be executed in counterpart and a copy of this agreement shall be as binding as is the original.
2. **ENGINEERING:** The proposal drawings and/or specifications of any quotation are confidential engineering data, and represent Bradford Systems Corporation investment in engineering skill and development, and remain the property of Bradford Systems Corporation. Such are submitted with the understanding that the information will not be disclosed or used in any manner detrimental to Bradford Systems Corporation. All specifications and dimensions of proposal drawings are approximate, and are subject to changes during detailed engineering.
3. **SURVEYS, PERMITS AND REGULATIONS:** Buyer shall procure and pay for all permits and/or inspections required by any governmental authority for any part of the work performed by Bradford Systems Corporation, except as otherwise stated.
4. **PAYMENT:** This system has been specially designed and will be specially manufactured for the Buyers unique requirements. A non-refundable down payment of one-third (1/3) of the contract is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion. One and one-half (1-1/2) percent interest per month will be charged on any unpaid balance after thirty (30) days. If the installation is not entirely complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges. A 4% convenience fee will be applied to all orders paid with a credit card.
5. **TAXES:** All applicable sales taxes, as required by law, will be billed, unless Bradford Systems Corporation has a current Tax Exempt Letter or Resale Certificate on file.
6. **EXPIRATION DATE:** Pricing is valid for thirty (30) days. After thirty days, a new proposal and revised pricing may be required.
7. **CANCELLATION:** On all canceled orders, Buyer shall compensate Bradford Systems Corporation for its performance, commitments and damage as follows; Buyer shall pay Bradford Systems Corporation a cancellation fee not to exceed the original purchase price.
8. **CHANGE ORDERS:** Should the Buyer order changes or additions to the work, such orders and adjustments shall be made in writing to Bradford Systems Corporation utilizing Bradford's formal change order document. The contract price and installation/delivery fees shall be adjusted according to the changes in the work specified in the change order.
9. **INSURANCE:** Bradford Systems Corporation's employees who enter Buyer's premises will have Workmen's Compensation coverage in statutory limits and Bradford Systems Corporation's automobiles will be covered by Public Liability and Property Damage Insurance.
10. **DELIVERY:** Installation or delivery date is approximate. Bradford Systems Corporation shall not be liable for delays in or failures of delivery due to changes requested by Buyer, or causes beyond its control. If shipment is delayed at the request of Buyer, payment shall be made by Buyer as though shipment had been made as specified and for any expenses incurred by Bradford due to Buyer's request in delaying shipment.
11. **STORAGE:** If product is stored for more than thirty (30) days at Bradford Systems Corporation due to delays in delivery caused by buyer, Bradford will charge buyer at the rate of 1% of buyer's invoice per month pro-rated daily.
12. **DAMAGE:** After product arrival at site, any loss or damage by weather, other trades, fire or other elements, shall be the responsibility of the Buyer. The Buyer agrees to hold Bradford System Corporation harmless for loss for such reasons.
13. **BUYER RECEIVING:** If the Buyer receives product for any reason, the Buyer is responsible for checking the product during off-load and noting on the packing slip any damage or possible damage and notifying Bradford Systems Corporation immediately. If Bradford does not receive a written notice and copy of the packing slip within twenty-four (24) hours, the Buyer agrees to pay any additional replacement product and delivery costs if a freight claim cannot be awarded.
14. **SITE CONDITIONS:** Buyer shall provide Bradford Systems Corporation with a free and clear construction site. Buyer shall remove all material and/or construction from the area. Buyer will furnish Bradford with adequate electrical power to operate tools required for the installation.
15. **UNLOADING, SPOTTING AND STORAGE:** Buyer shall provide Bradford Systems Corporation with adequate unloading facilities and sufficient access to same to insure Bradford's efficient unloading procedure. Adequate aisles shall be provided by the Buyer to provide efficient handling of the materials from the unloading of storage area to construction site.

16. **COMMENCEMENT OF INSTALLATION:** Bradford Systems Corporation will not be obligated to commence work at job site until receipt of written notice from Buyer that Buyer's building is ready for use and necessary utilities and equipment are supplied thereto.
17. **COMPLETION:** Installation shall be deemed completed upon acceptance or use of any equipment by Buyer.
18. **OVERTIME:** This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
19. **TESTING:** All material and equipment for testing the installation shall be provided at Buyer's expense. At the time when Bradford Systems Corporation states to the Buyer that the work is complete, the Buyer will inspect the work and if the work is in conformity with the terms and provisions of the proposal, the Buyer shall accept the same and deliver to Bradford a signed statement of acceptance. If the Buyer declines to sign such a statement, then the Buyer shall immediately inform Bradford in writing of the reasons for such declination. If the Buyer fails to so notify Bradford of if the Buyer fails to make such inspection the work shall be conclusively deemed to have been accepted by the Buyer.

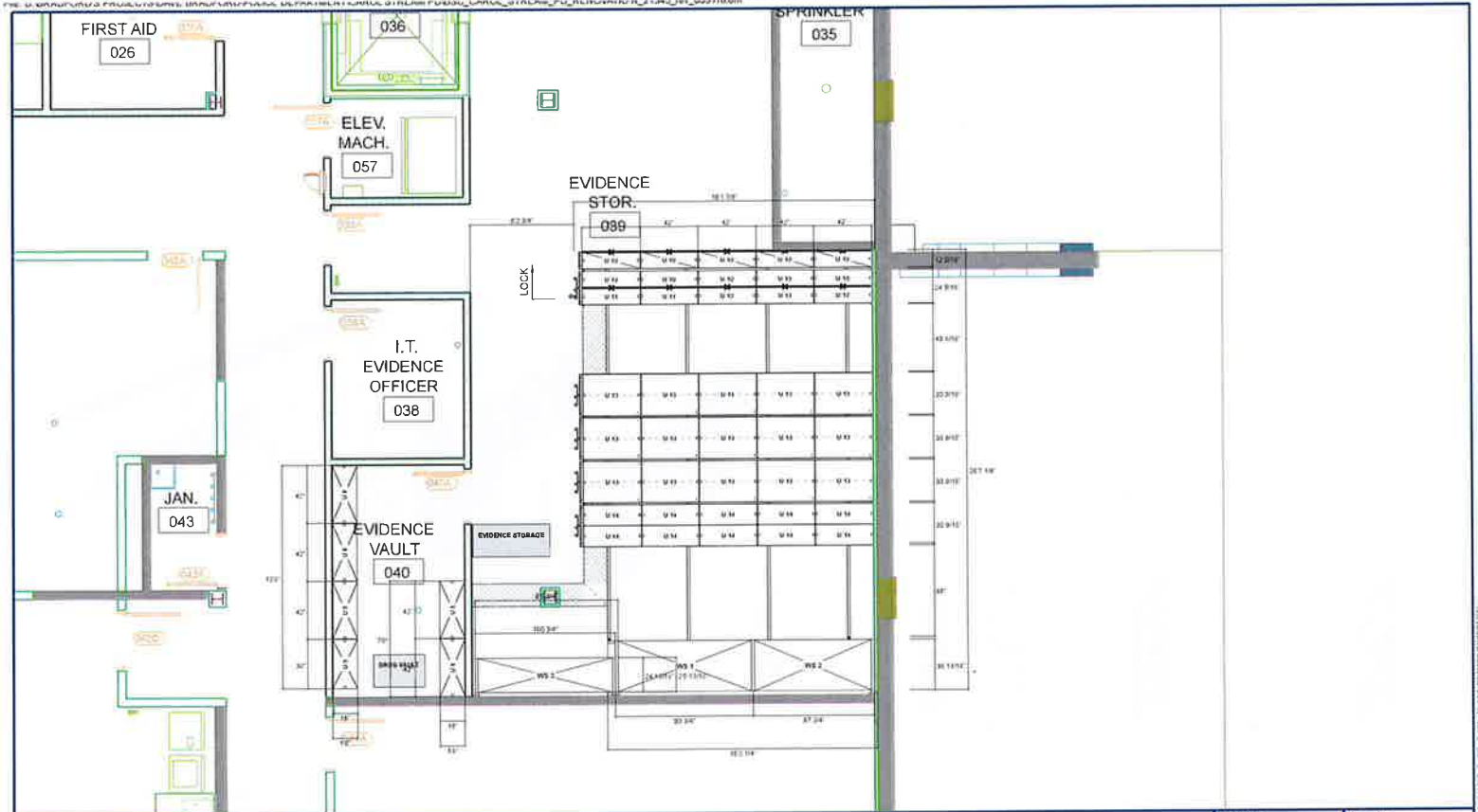
**PROJECT TERMS AND CONDITIONS**

1. **FLOOR COVERING:** If Bradford Systems Corporation is not the contractor for the installation of the floor covering, Buyer's floor covering contractor is responsible for coordinating floor covering installation after Bradford installs system rail and floor.
2. **FLOOR LOADING:** Buyer is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed. Floor load data that applies to the project is subject to interpretation by a certified structural engineer. BSC is providing reference data for determining load and distribution conditions. Floor load and considerations are to be reviewed and evaluated by a qualified engineer. It is the responsibility of client to have this system approved for the floor loading if needed. If media weight is unknown; we recommend a sample weight be verified in the field.
3. **FLOOR DRILLING:** Buyer is responsible to notify Bradford Systems Corporation of any electrical or other obstructions located in the floor and Buyer is responsible for relocating said obstructions at Buyer's expense. Anchoring and/or hammer drilling may be required to which it is the Buyers responsibility to notify Bradford if there are any building restrictions on when this work may be performed.
4. **SEISMIC:** Buyer is responsible for determining if a seismic evaluation is necessary at which Bradford Systems Corporation will provide all equipment information for a seismic evaluation by an engineer if applicable.
5. **FIRE CODE:** Fire code typically requires an 18" minimum clearance between installed height of shelving system and any sprinkler system. It is the Buyer's responsibility to verify that the proposed shelving system height meets this requirement prior to the placement of purchase order.
6. **SPACESAVER WARRANTY:** A 5-year standard warranty and 1-year scheduled maintenance are included with your installation. Extended warranty and maintenance agreements are available upon request.
7. **SPACESAVER SYSTEM TRAINING & ORIENTATION:** Bradford Systems Corporation offers training to all potential users to insure safe and efficient system operation upon the Buyer's request.

---

	Title	Date
Client Signature		

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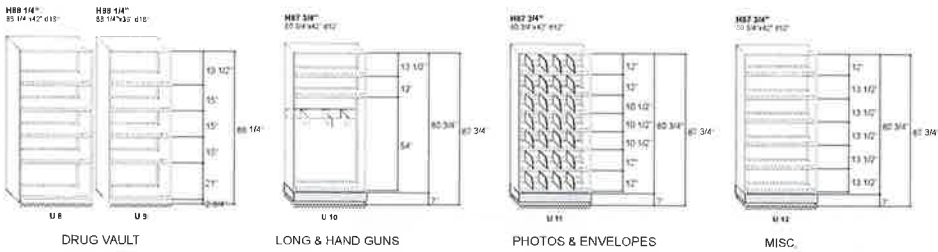
Project Name  
**CAROL STREAM POLICE DEPARTMENT**

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Saved Date	05/31/2018	Project No.	21345
Printed Date	05/31/2018	Revision	
Scale:	1:63	Total Actual LFI	10602 LFI
Prep:	BRADFORD, DAVE	Drawn by:	RM
		Sheet No.:	1 of 2

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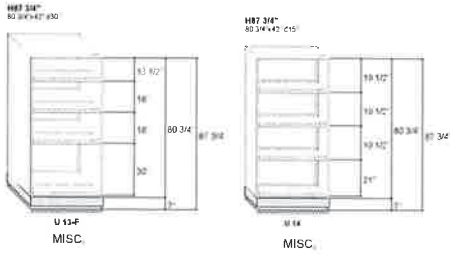


DRUG VAULT

LONG & HAND GUNS

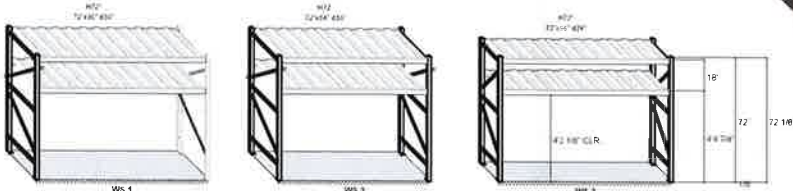
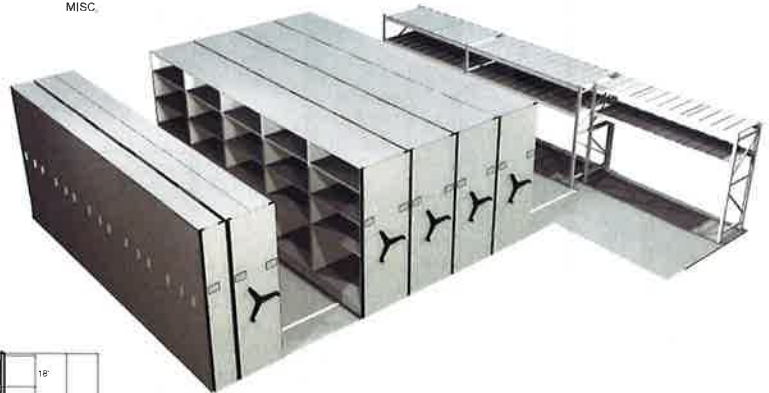
PHOTOS & ENVELOPES

MISC.



MISC.

MISC.



WIDE SPAN

DRUG VAULT & EVIDENCE STORAGE



Project Name: **CAROL STREAM POLICE DEPARTMENT**

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Saved Date: 05/31/2018	Project No: 21345
Printed Date: 05/31/2018	Revision:
Scale: 1:53	Total Actual LFI: 10602 LFI
By: BRADFORD, DAVE	Drawn by: RM
	Sheet No: 2 of 2

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**SPACESAVER® CORPORATION, THE STORAGE SOLUTIONS LEADER, IS NOW ON THE COUNTY OF DuPAGE—NATIONAL IPA CONTRACT.**

Spacesaver has been helping organizations large and small for more than 40 years. We can help you:

- Optimize your space.
- Save time and improve efficiency.
- Build a smaller footprint.
- Improve organization.
- Maximize your long-term ROI.

As the storage solutions leader, we have the team, talent, and technology to meet your needs.

Our products are engineered and manufactured with pride in Wisconsin, USA, and our extensive network of local distributors ensures your satisfaction from the initial design phase all the way through to ongoing service and maintenance.

We don't simply manufacture products. We provide solutions.

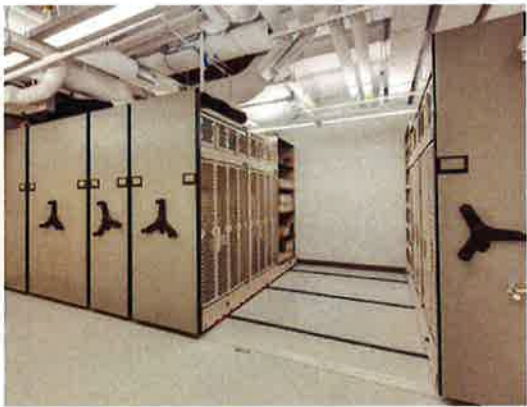
Let's get started on your project.

Contact: Dave Bradford: [dave@bradfordsystems.com](mailto:dave@bradfordsystems.com)  
Cell: 847-344-8989

**STORAGE EXPERTISE:**  
 Businesses  
 Libraries, Schools, and Universities  
 Museums  
 Law Enforcement  
 Military  
 Health Care  
 Cold Storage  
 Athletic Equipment Rooms  
 And anywhere else stuff needs storing!

**STORAGE PRODUCTS:**  
 High-Density Mobile Shelving  
 ActivRAC® Mobile Racking System  
 Xtend® High-Bay Shelving  
 FrameWRX® Storage System  
 RaptorRAC® Wide-Span Shelving  
 4-Post and Case Type Shelving  
 Cantilever Shelving  
 Lockers  
 Doors and Drawers

**Contract No. P15-150-DT**



*Village of Carol Stream*  
**Interdepartmental Memo**

**TO:** Mayor and Trustees  
**FROM:** Robert Mellor, Assistant Village Manager *Rm*  
**DATE:** June 1, 2018  
**RE:** **Municipal Center Renovation Project - Advice and Consent of Project Changes and Additions**

Attached for Village Board consideration are several requests for changes to the Municipal Center Renovation project contract. These changes are being requested to provide additional operational efficiencies, less costly construction options and enhanced security features to the building.

MTI, the Village's construction manager for the Municipal Center Renovation Project, received very favorable bid pricing and we are currently under our budget projections for the project. Because of favorable bidding, the cost savings from these low bids are available either for use to fund work removed or for additions and alternatives. The original cost savings from bidding were \$685,070. The current balance of those cost savings is \$73,504, which are available to complete other work, if approved by the Board.

The table below summarizes project additions either requested by staff or recommended by the architect and construction manager:

Item	Description	Cost
APR #15R	Wireless Access Points – This will allow police squads to access police records and databases from anywhere in the Municipal Center parking lot. The base bid only provided access from the east parking lot.	\$13,259
APR #12RC	Installation of a backup split air system in the IT server room – A backup air conditioning unit was supposed to have been included in the plans for the server room, but only one unit was included in the design. This change will provide a 24/7, backup cooling source for the sensitive electronics equipment located in the IT server room in the event of failure of the primary server room A/C unit.	\$27,573
APR #14	Installation of plan document storage, casework – Storage of rolled plan documents was originally proposed to be included as cabinets in the office furniture bid. The cost of built-in casework was less costly than purchasing cabinets at \$4,800.	\$4,504

Item	Description	Cost
APR #4R	Provide reconfiguration of refrigerator of Room 179 – This was a staff change to provide a shared kitchenette for the Community Development and Engineering Departments.	\$1,155
MPR #14	Provide revised & less expensive drainage @ south property line at sidewalk with NDS-type drains, per meeting with engineering – This is to eliminate water ponding at the sidewalk south sidewalk between the residences on Blackhawk Drive.	\$6,336
	Total Change Order Amount	\$52,827

**Staff is requesting approval of project additions of \$52,827 as outlined in the memos from the architect and construction manager.** These changes will not result in an increase in the GMP nor will they increase the approved project budget. Attached is correspondence from Williams Architects recommending the work be completed at this time at the proposed pricing.

Cc: Joseph Breinig, Village Manager

June 1, 2018

Mr. Bob Mellor  
Assistant Village Manager  
Village of Carol Stream  
505 E. North Ave.  
Carol Stream, IL 60188

Re: Additional Cost Proposals  
Carol Stream Municipal Center  
Project No. 2016-021

Dear Bob:

Williams Architects issued the following proposal requests for additional work at the Carol Stream Municipal Center upon your request or the request of staff:

- APR #4 - Kitchenette 197 Alterations
- APR #12RC - Server Room Back-Up Cooling
- APR #14 - Community Development Plan Storage Casework
- APR #15R - Wireless Access Points

Additionally, the following alternate bid was included in the bid documents:

- ALT #5C – Storm Sewer Inlets at South Sidewalk

We reviewed the Contractor's proposals and the alternate bid for the work. Costs appear to be fair and reasonable. We recommend approval.

Cordially,



Andrew Caputo, AIA, LEED AP  
Associate Principal

Xc: Andy Jones / MTI Construction Services, Inc.  
Steve Karecki / MTI  
Mark Bushhouse / Williams Architects

G:\2016\2016-021\ND\_Construction Administration\_Task 60\ID.06 Change Orders and Contingency Use\Proposed Change Orders\2018\_6\_1 Letter.2016021.docx



Date: May 30, 2018

To: Bob Mellor, Assistant Village Manager  
Andrew Caputo, Williams Architects

Re: Village of Carol Stream Municipal Center  
500 North Gary Avenue, Carol Stream, IL 60188  
ARR #15R – Conduit for Wireless Access Points West Lot Pole and Building

Dear Bob,

Pursuant to Architect Proposal Request #15, – Conduit for Wireless Access Point (WAP) At West Lot Pole, and 2 additional building mounted WAP's with cable as shown on the attached drawing, we are requesting approval to include and proceed with the associated work. The cost to perform the work outlined in APR #15 is as follows:

**Proposal A, Work Per APR 15 for Pole in West Lot**

Kellenberger Electric Inc.	\$ 4,568.00
Chicagoland Cabling Solutions, Inc.	\$ 5,406.00
Oosterbaan and Sons Co.	\$ 420.00
CM Fee @ 10%	<u>\$ 1,039 .00</u>
Total Added Cost	<b>\$ 11,433.00</b>

**Proposal B, Two Additional Building Mounted WAP**

Kellenberger Electric Inc.	\$ 300.00
Chicagoland Cabling Solutions, Inc.	\$ 1,393.00
CM Fee @ 10%	<u>\$ 169 .00</u>
Total Added Cost	<b>\$ 1,826.00</b>

**Proposal C, Combined Proposals A & B** **\$13,259.00**

This Alternate work is considered above and beyond the project GMP budget scope of work. The total net result of all Bids for the project came in under the original GMP estimates by the total sum of \$685,070. The cost savings from the lower Bids are available for use to fund work either removed through value engineering or additions and alternatives.

This work will be paid from the funds saved by the lower Bids and the GMP will not be increased. Please consider this notice of MTI's intent to use funds from the GMP Contingency for this work.

Sincerely,

**MTI Construction Services, LLC**



J. Andrew Jones

President

cc: Jim Rhodes

Attachments

Date: May 29, 2018

To: Bob Mellor, Assistant Village Manager  
Andrew Caputo, Williams Architects

Re: Village of Carol Stream Municipal Center  
500 North Gary Avenue, Carol Stream, IL 60188  
APR #14 – Community Development Drawing Storage

Dear Bob,

Pursuant to Architect Proposal Request #14, Community Development Drawing Storage, we are requesting approval to include and proceed with the associated work. The cost to perform the work outlined in APR #14 is as follows:

Phoenix Woodworking, Corp.	\$4,095.00
CM Fee @ 10%	<u>\$ 409.00</u>
Total Added Cost	<b>\$4,504.00</b>

This Alternate work is considered above and beyond the project GMP budget scope of work. The total net result of all Bids for the project came in under the original GMP estimates by the total sum of \$685,070. The cost savings from the lower Bids are available for use to fund work either removed through value engineering or additions and alternatives.

This work will be paid from the funds saved by the lower Bids and the GMP will not be increased. Please consider this notice of MTI’s intent to use funds from the GMP Contingency for this work.

Sincerely,

**MTI Construction Services, LLC**



J. Andrew Jones  
President

cc: Jim Rhodes  
Steve Karecki

Attachments



**ARCHITECT'S PROPOSAL REQUEST**

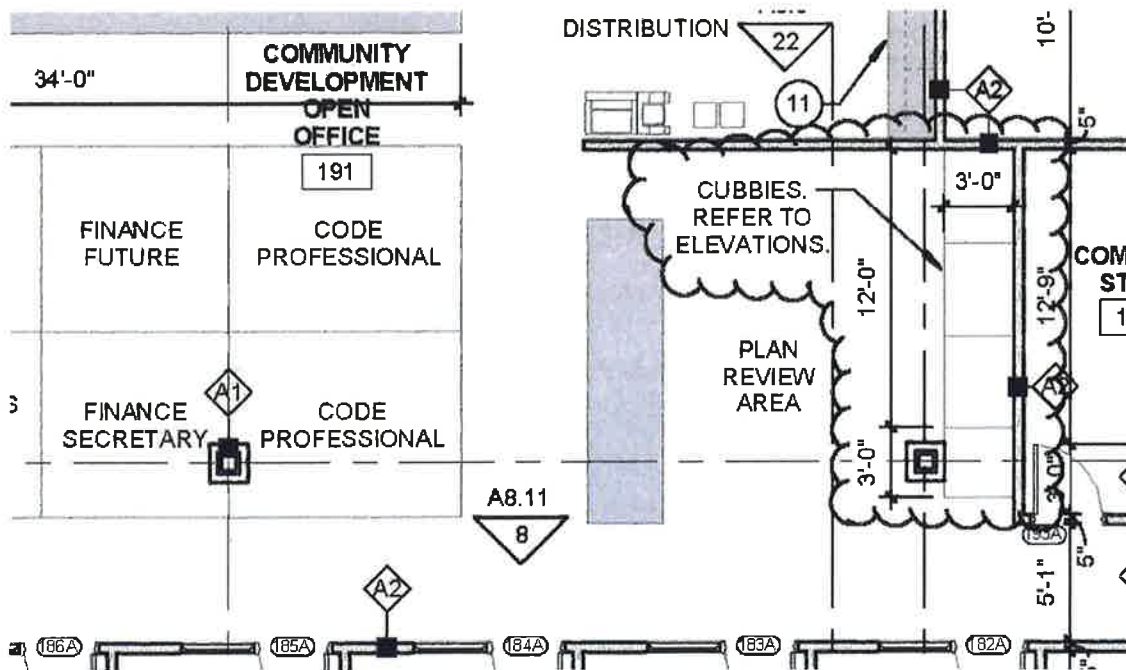
<b>PROJECT:</b>	Municipal Center	<b>NO:</b>	14
<b>OWNER:</b>	Village of Carol Stream	<b>DATE:</b>	5-9-2018
<b>TO:</b>	MTI Construction Services	<b>PROJECT NO.:</b>	2016-021

PLEASE SUBMIT AN ITEMIZED QUOTATION FOR CHANGES IN THE CONTRACT SUM AND/OR TIME INCIDENTAL TO PROPOSED MODIFICATIONS TO THE CONTRACT DOCUMENTS DESCRIBED HEREIN. THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

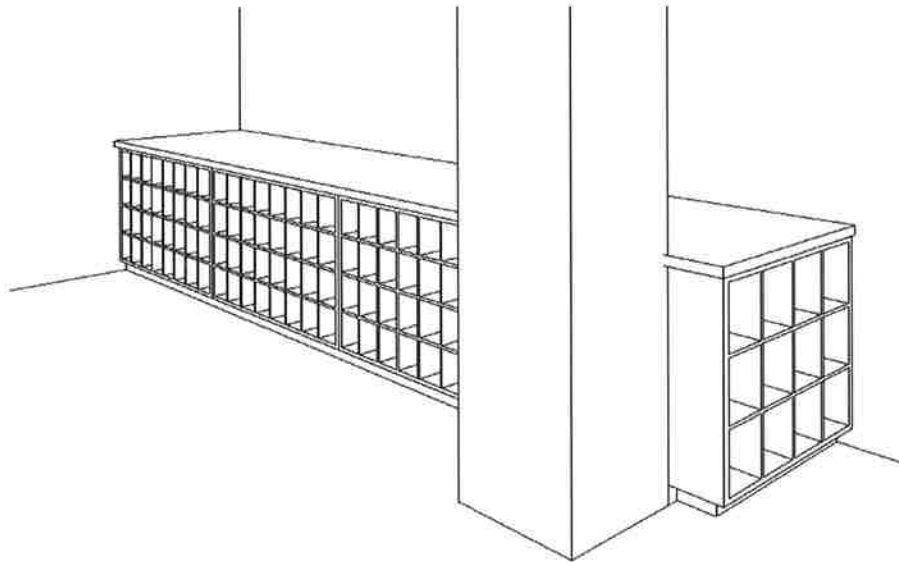
**DESCRIPTION:**

**COMMUNITY DEVELOPMENT DRAWINGS STORAGE**

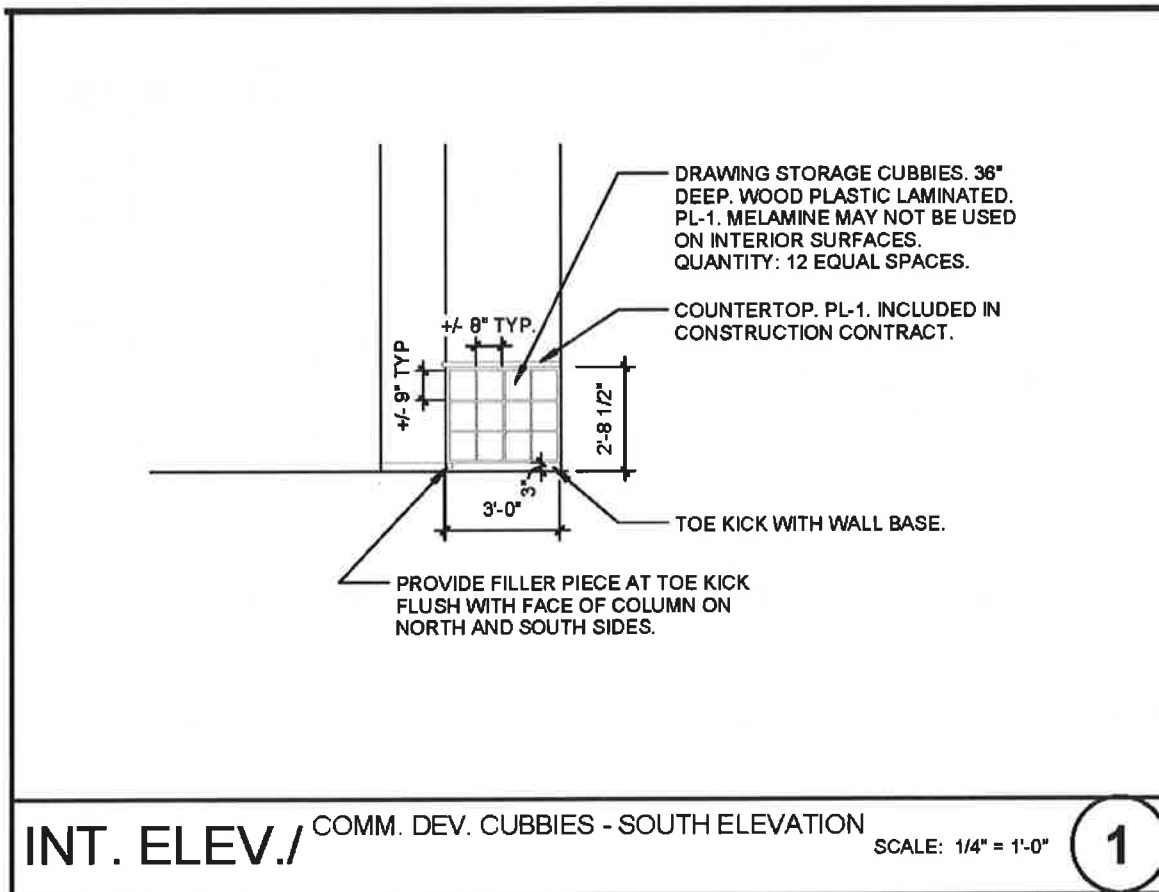
Please provide pricing to add the following casework for drawing storage to the Community Development Plan Review Area. Laminate shall be PL-1 on all faces – melamine may not be used on interior faces. The countertop is already included in the construction contract.



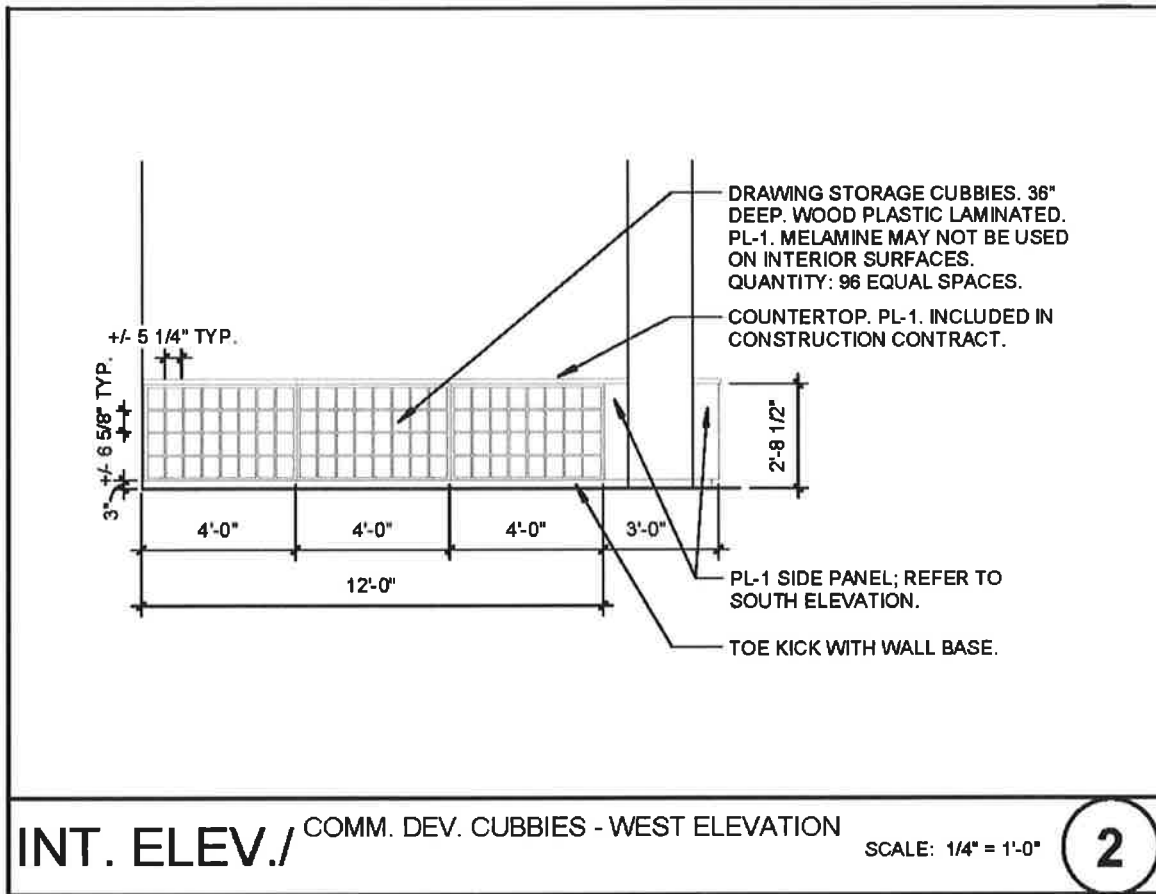
**PARTIAL FIRST FLOOR PLAN - COMMUNITY DEVELOPMENT PLAN REVIEW AREA (NOT TO SCALE)**



3D VIEW – FOR REFERENCE ONLY







**ATTACHMENTS:**

1. None.

**BY:**

Stacy Jozwiak, LEED AP BD+C / Williams Architects

**COPIES TO:**

Village of Carol Stream  
File

G:\2016\2016-021 Carol Stream Village Hall & Police\D. Construction Administration\_Task 60\D.08. PR - Proposal Request\PR-14 Community Development Drawing Storage\2018 04 30 PR 014 2016021.docx

Qty	UOM	Description	Selling Price
<b>Alternates / Change Orders / Exclusions</b>			
<b>CO - Com Dvl storage cubbies (Pending)</b>			
		PL Multi-Cubbie Base cabinets (4)	
		Base Filler Panel	
1		CO - Com Dvl storage cubbies	\$ 4,003.04
Installation		Installation Charges	\$ 91.88
		<b>TOTAL</b>	<b>\$ 4,094.91</b>

Please Note: Prices valid for 30 days.

Please Return Signed Proposal/Deposit to Phoenix Woodworking To Begin Order Process  
 PLEASE NOTE THAT A LEAD TIME OF 8-8 WEEKS BEGINS UPON OUR RECEIPT OF SIGNED & APPROVED SHOP DRAWINGS  
 \*\*\*Terms Of Sale: 50% down & 50% Upon Completion\*\*\*  
 1. Upon execution of this agreement, a signed proposal as well as fifty percent (50%) deposit (\$50.00) shall be due and paid  
 2. Upon completion of the job, the balance shall be due and payable at the time prior to, or at the time of pick-up.  
 3. All returned checks shall incur a fifty dollar (\$50.00) service fee.  
 4. Failure to pay for completed work shall incur interest beginning on the seventh (7th) day following completion at an annual interest rate of 1.5% monthly. In addition, in the event any actions are necessary in the enforcement of the collection for unpaid payments, the purchaser shall be responsible for all costs of collection, including but not limited to reasonable attorneys fees incurred."  
 APPLICABLE SALES TAX WILL BE ADDED TO ALL ORDERS. IF YOU POSSESS A TAX CERTIFICATE, PLEASE FORWARD SHOULD YOU HAVE ANY QUESTIONS OR REQUIRE ADDITIONAL INFORMATION, PLEASE CALL PHOENIX WOODWORKING AT 815-338-9338.  
 THANK YOU FOR THE OPPORTUNITY TO PROVIDE THIS PROPOSAL.

A Certified Women's Business Enterprise (WBE)

**Acceptance of Quotation**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: MTI Construction Services LLC. By: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: Phoenix Woodworking, Corp By: \_\_\_\_\_ Date: \_\_\_\_\_

Date: May 29, 2018

To: Bob Mellor, Assistant Village Manager  
Andrew Caputo, Williams Architects

Re: Village of Carol Stream Municipal Center  
500 North Gary Avenue, Carol Stream, IL 60188  
APR #12RC – Server Room Backup Cooling System

Dear Bob,

Pursuant to Architect Proposal Request #12RC Server Room Back up Cooling, revised to locate the equipment on a 5" thick concrete pad located south of the Mechanical Room Vault, we are requesting approval to include and proceed with the associated work. The cost to perform the work outlined in APR #12RC is as follows:

Commercial Mechanical Inc.	\$20,232.00
Kellenberger Electric Inc.	\$ 4,749.00
Elliot Construction Corporation, Unit Price 12S.F. x \$7.00	\$ 84.00
CM Fee @ 10%	<u>\$2,508.00</u>
Total Added Cost	<b>\$27,573.00</b>

This Alternate work is considered above and beyond the project GMP budget scope of work. The total net result of all Bids for the project came in under the original GMP estimates by the total sum of \$685,070. The cost savings from the lower Bids are available for use to fund work either removed through value engineering or additions and alternatives.

This work will be paid from the funds saved by the lower Bids and the GMP will not be increased. Please consider this notice of MTI's intent to use funds from the GMP Contingency for this work.

Sincerely,

**MTI Construction Services, LLC**



J. Andrew Jones  
President

cc: Jim Rhodes  
Steve Karecki

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## ARCHITECT'S PROPOSAL REQUEST

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<b>PROJECT:</b>	Municipal Center	<b>NO:</b>	12
<b>OWNER:</b>	Village of Carol Stream	<b>DATE:</b>	4-16-2018
<b>TO:</b>	MTI Construction Services	<b>PROJECT NO.:</b>	2016-021

PLEASE SUBMIT AN ITEMIZED QUOTATION FOR CHANGES IN THE CONTRACT SUM AND/OR TIME INCIDENTAL TO PROPOSED MODIFICATIONS TO THE CONTRACT DOCUMENTS DESCRIBED HEREIN. THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

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### DESCRIPTION:

#### SERVER ROOM BACK-UP COOLING

Please provide a cost proposal for the following:

Provide an additional 3-ton ductless split system, including an indoor and outdoor unit, at the server room for redundancy. Control for the units shall be thru the BAS. Program the split systems so each will run in alternating cycles.

### ATTACHMENTS:

None.

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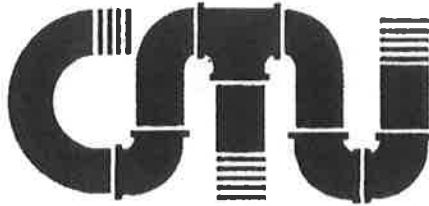
**BY:** Andrew Caputo / Williams Architects

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### COPIES TO:

Village of Carol Stream  
W-T Group  
File





## Commercial Mechanical Inc.

Commercial Mechanical Inc.  
 50 First Street, P.O. Box 368  
 Dunlap, IL 61525

Project Name: Village of Carol Stream  
 Project No: 1519  
 RFP No: APR-12 (Option C)

1. CMI SUMMARY OF DETAILED BREAKDOWN		Additions	Deletions	Net Total
	A. Material	7888.98		\$ 7,888.98
	B. Taxes			\$ -
	C. Labor -68- hrs @ \$106.67	7253.56		\$ 7,253.56
	D. Bond			\$ -
	Warranty @ 5%			\$ -
	E. Net Total A+B+C+D			\$ 15,142.54
	F. OH&P Line Ex10%			\$ 1,514.25
	G. Total Proposal			\$ 16,656.79
2. CMI MARK-UP ON SUBCONTRACTORS		Description of Work		
Trane	Temperature Controls	with equipment		
Holian	Pipe Insulation	\$ 3,250.00		
		H. Subtotal of all subcontractors work	\$ 3,250.00	
		I. CMI Mark-up on subs Line Hx10%	\$ 325.00	
		J. Line H+I	\$ 3,575.00	
		K. Subtotal Lines G+H	\$ 20,231.79	
		L. Other: Insurance @ 0%	\$ -	
		<b>M. Total Proposal Lines K+L</b>	<b>\$ 20,231.79</b>	
3. Proposal				
<b>Proposal Increases Contract Amount:</b>				<b>\$20,232</b>

Work to be completed in -60- calendar days from approval of proposal.  
 This proposal is for acceptance within -30- days and is subject to escalation or cancellation thereafter.  
 This proposal also requires a contract time extension of -0- calendar days after acceptance.

Contractor signature:

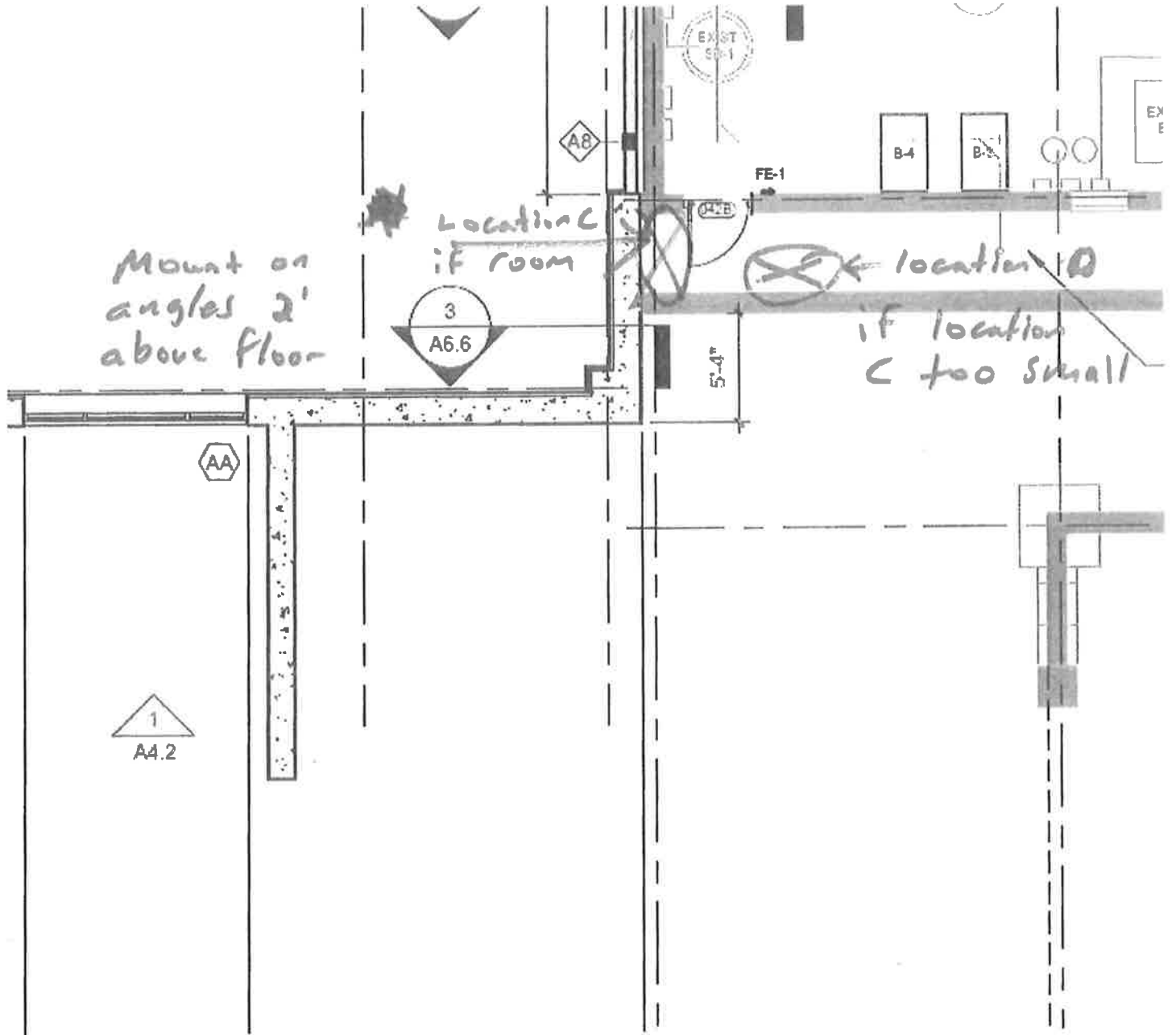
5-12-18  
date

## **Commercial Mechanical, Inc.**

Description	Size	Quantity	Unit Price	Total	Labor Unit	Labor Total
condensing unit (outdoor)	3-ton	1	7069	7069	2	2
evaporator (inside)	3-ton	1	inc	inc	3	3
galvanized condenser support		1	50	50	4	4
ACR copper tube	7/8"	135	2.73	368.55	0.07	9.45
ACR copper tube	3/8"	135	0.94	126.9	0.06	8.1
copper 90 (LR)	7/8"	7	9.28	64.96	0.62	4.34
copper 90 (LR)	3/8"	7	2.15	15.05	0.48	3.36
copper 45	7/8"	2	1.69	3.38	0.62	1.24
copper 45	3/8"	2	0.75	1.5	0.47	0.94
copper coupling	7/8"	3	1.11	3.33	0.62	1.86
copper coupling	3/8"	3	0.77	2.31	0.47	1.41
pipe supports		15	8	120	0.75	11.25
core hole / seal	3"	1	4	4	1	1
condensate drain	3/4"	1	30	30	8	8
evacuate, change & start unit		1	30	30	8	8
				7888.98		67.95

**Village of Carol Stream**  
**CMI #1519**  
**APR #12 (Option C)**





# MTI CONSTRUCTION SERVICES

Date: February 16, 2018

To: Bob Mellor, Assistant Village Manager  
Andrew Caputo, Williams Architects

Re: Village of Carol Stream Municipal Center  
500 North Gary Avenue, Carol Stream, IL 60188  
Alternate #5C Two Inlets South of Parking Lot (revised)

Pursuant to approval to proceed with Alternate #5C (revised to replace concrete inlets with NDS fiberglass/plastic yard drains) by email February 13, 2018 we are commencing the work on this change in scope.

The cost to perform the work outlined in Alternate #5C, revised is as follows.

Kane County Excavating	\$6,102
Kane County Excavating, alternate inlets (- \$ 400)	
MTI - CM Fee 10%	<u>\$ 576</u>
Total Cost	\$6,336

This Alternate work is considered above and beyond the project GMP budget scope of work. Please consider this notice of MTI's intent to use funds from the GMP Contingency Allowance for this work.

Sincerely,

**MTI Construction Services, LLC**



J. Andrew Jones  
President

cc: Steve Karecki

Date: January 5, 2018

To: Bob Mellor, Assistant Village Manager  
Andrew Caputo, Williams Architects

Re: Village of Carol Stream Municipal Center  
500 North Gary Avenue, Carol Stream, IL 60188  
Kitchenette 179 Alterations for Refrigerator, (Revised).

Pursuant to Architect's Proposal Request No. 4, dated December 14, 2017, MTI was requested to provide a cost for Kitchenette 179 alterations for relocation of the refrigerator, less the Water for an ice maker.

Joseph Construction Co. (framing)	\$ 0.00
Kellenberger Electric (relocate receptacle and dedicated circuit)	\$ 175.00
Absolute Fire Protection (relocate sprinkler head)	\$ 0.00
L.J. Morse Construction Co. (drywall)	\$ 555.00
Phoenix Woodworking (additional cabinet)	\$ 320.00
Just Rite Acoustical (additional acoustical ceiling tile)	\$ 0.00
Douglas Flooring (additional flooring)	\$ 0.00
Oosterbaan & Sons (additional painting)	\$ 0.00
CM Fee @ 10%	<u>\$ 105.00</u>
Total Cost	<b>\$1,155.00</b>

This Alternate work is considered above and beyond the project GMP budget scope of work. Please consider this notice of MTI's intent to use funds from the GMP Contingency Allowance for this work.

Sincerely,

**MTI Construction Services, LLC**



J. Andrew Jones  
President

cc: Jim Rhodes  
Steve Karecki

Attachments

*Village of Carol Stream*  
**Interdepartmental Memo**

**TO:** Joe Breinig, Village Manager

**REVIEWED AND APPROVED BY:** Chief Ed Sailer

**FROM:** Deputy Chief J. Degnan

**DATE:** May 21, 2018

**RE:** Amended Agreement NIPAS Resolution

The Village of Carol Stream has been a member of the Northern Illinois Police Alarm System since 2017. Our participation in NIPAS provides essential mutual aid support to the Village during times when a police emergency exceeds our capability. NIPAS has grown in size since its inception to over one hundred participating agencies and has proven to be an essential asset to the region.

During the NIPAS annual membership meeting on May 10, 2018, the NIPAS Board of Officers provided a report recommending NIPAS Agreement and the NIPAS Bylaws be updated. The NIPAS Agreement is the foundation document adopted by action of the corporate authorities of each member agency. The NIPAS Bylaws are adopted and modified from time to time by the NIPAS membership at its annual meeting or any special meeting.

The following changes proposed by the NIPAS Board will be enabled by the new NIPAS Amended Agreement:

1. General updates to a document that has not been modified since 1983.
2. Allow for the expansion of NIPAS membership to included non-municipal law enforcement agencies within the NIPAS service area. Such agencies are certified by the State of Illinois and often serve Colleges, Universities and other entities.
3. Simplifies and clarifies procedures for entities wishing to terminate participation in NIPAS.
4. Reduces NIPAS's risk of liability by incorporating "best practice" language designed to aid in defending in case of legal challenges.

The NIPAS Board has asked each participating member to seek approval from its corporate authorities to update the NIPAS Agreement. The approval would take the form of adopting a Resolution on the agenda approving continued participation in NIPAS under the Amended Agreement. Once three-fourths of the NIPAS members have adopted the Amended Agreement, the NIPAS Board will call a special meeting of all participating members. It is anticipated NIPAS will adopt the new Amended Agreement and act to adopt the new NIPAS Bylaws at the special

meeting to be held later in 2018. Any participating agency that has not adopted the Amended Agreement by the time of the special meeting will cease to be a member of NIPAS.

Staff recommends approval of the NIPAS Amended Agreement Resolution.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AN  
AMENDED MUTUAL AID AGREEMENT FOR THE NORTHERN  
ILLINOIS POLICE ALARM SYSTEM**

**WHEREAS**, Article VII, Section 10 of the 1970 Illinois Constitution authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

**WHEREAS**, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, authorizes units of local government to exercise any power or powers, privileges or authority which may be exercised by the unit of local government individually to be exercised and enjoyed jointly with any other local government or body in the State; and

**WHEREAS**, the Northern Illinois Police Alarm System ("**NIPAS**") is an intergovernmental organization established via an intergovernmental service and mutual aid agreement ("**NIPAS Agreement**") entered into by law enforcement agencies serving the northern Illinois and Chicagoland region ("**Participating Agencies**"); and

**WHEREAS**, through the NIPAS Agreement, the Participating Agencies have agreed to provide one another with mutual aid in the event of an emergency situation within the primary law enforcement jurisdiction of a Participating Agency that threatens or causes loss of life and property and exceeds the stand-alone physical and organizational capabilities of that Participating Agency; and

**WHEREAS**, on May 1, 2017, the Village of Carol Stream Board of Trustees adopted Ordinance No. 2017-05-18 approving the NIPAS Agreement whereby the Village's Police Department became a Participating Agency in NIPAS subject to the terms and conditions of the NIPAS Agreement; and

**WHEREAS**, as NIPAS has now expanded to over 100 Participating Agencies, the needs of NIPAS have evolved and grown in complexity beyond the constraints of the NIPAS Agreement as it is currently constituted; and

**WHEREAS**, in order to adequately continue to meet those needs and serve its growing number of Participating Agencies, NIPAS has requested that its Participating Agencies agree to amend the NIPAS Agreement by entering into an amended NIPAS Agreement ("**Amended NIPAS Agreement**"); and

**WHEREAS**, the Village Board of Trustees has determined that it is in the best interests of the Village of Carol Stream and its residents to enter into the Amended NIPAS Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DUPAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

**SECTION 1: RECITALS.** The foregoing recitals are incorporated into, and made a part of, this Resolution.

**SECTION 2: APPROVAL OF AMENDED NIPAS AGREEMENT.** The Village of Carol Stream Board of Trustees hereby approves the Amended NIPAS Agreement in substantially the form attached to this Resolution as **Exhibit A.**

**SECTION 3: AUTHORIZATION TO EXECUTE AMENDED NIPAS AGREEMENT.** The Village of Carol Stream Board of Trustees hereby authorizes and directs the Mayor and the Chief of Police to execute and the Village Clerk to attest, on behalf of the Village of Carol Stream, the Amended NIPAS Agreement approved in Section 2 of this Resolution.

**SECTION 4: EFFECTIVE DATE.** This Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED AND APPROVED THIS 4<sup>TH</sup> DAY OF JUNE 2018.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Frank Saverino, Sr., Mayor

ATTEST:

\_\_\_\_\_  
Laura Czarnecki, Village Clerk



**EXHIBIT A**

**AMENDED NIPAS AGREEMENT**



# Northern Illinois Police Alarm System

## Amended Mutual Aid Agreement and Plan

The undersigned Participating Law Enforcement Agencies agree pursuant to the Constitution of the State of Illinois, 1970, Article VII, Section 10, the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), 65 ILCS 5/1-4-6, 65 ILCS 5/11-1-2.1, and 745 ILCS 10/7-101 et seq., as follows:

### **Section 1 Purpose of Amended Mutual Aid Agreement and Plan**

This Amended Mutual Aid Agreement and Plan is made in recognition of the fact that natural occurrences, or man-made occurrences, may result in situations which are beyond the ability of individual law enforcement agencies to manage and respond to effectively in terms of manpower and equipment resources on hand at a given time. Each Participating Agency has and does express its intent to assist other Participating Agencies by assigning some of its manpower and equipment resources to a Stricken Agency as resources and situations allow. The specific intent of this Amended Mutual Aid Agreement and Plan is to permit each Participating Agency to more fully safeguard the lives, persons, and property of all citizens within its respective Primary Law Enforcement Jurisdiction.

### **Section 2 Definitions**

For the purpose of this Amended Mutual Aid Agreement and Plan, the following terms are defined as follows:

*Aiding Agency:* A Participating Agency furnishing police equipment and manpower to a Stricken Agency.

*Amended Mutual Aid Agreement and Plan:* An amended Mutual Aid Agreement Plan which shall go into effect and supersede the Original Mutual Aid Agreement and Plan pursuant to the procedures set forth in Section 5 of this Amended Mutual Aid Agreement and Plan.

*Amended NIPAS Bylaws:* Amended NIPAS Bylaws, which shall go into effect and supersede the NIPAS Bylaws upon their adoption, pursuant to Article XV,

Section 1 of the NIPAS Bylaws, by a majority of the Original Participating Agencies present at the special meeting of Original Participating Agencies called, pursuant to Article XI, Section 4 of the NIPAS Bylaws, at least 60 days after the last of the following two events to occur: (i) the passage and approval of an ordinance or resolution approving participation in NIPAS and the Amended Mutual Aid Agreement and Plan, in the manner provided by law, by the corporate authorities of at least three-fourths of the Participating Agencies; and (ii) the execution of this Amended Mutual Aid Agreement and Plan by the heads of the corporate authorities and the commanding officers of at least three-fourths of the Original Participating Agencies.

*Emergency Situation:* A situation occurring within a Stricken Jurisdiction that requires the Stricken Agency to perform Law Enforcement Services that would exceed the stand-alone physical and organizational capabilities of the Stricken Agency.

*Law Enforcement Services:* The serving and protecting of the lives, persons, and property of all citizens within a Primary Law Enforcement Jurisdiction, including, without limitation, the investigation of all crimes occurring or alleged or suspected to have occurred within its Primary Law Enforcement Jurisdiction.

*Mutual Aid:* Response and assistance by the Aiding Agencies in the event of an Emergency Situation.

*Mutual Aid Agreement and Plan:* A definite and pre-arranged written agreement and plan whereby the provision of Mutual Aid is agreed upon in accordance with the Police Alarm Assignments as developed by the commanding officers of the Participating Agencies.

*NIPAS Bylaws:* Those bylaws establishing the NIPAS Board, as required pursuant to Section 3.G of the Original Mutual Aid Agreement and Plan, and the rules by which the NIPAS Board shall operate adopted by the Participating Agencies on March 23, 1988, and subsequently amended by the Participating Agencies on March 21, 1991, April 17, 1992, May 11, 1994, May 20, 1998, and May 20, 2009.

*NIPAS Board:* The Board of Officers of NIPAS, the governing board of NIPAS, established pursuant to Section 3.G of the Original Mutual Aid Agreement and Plan.

*Northern Illinois Police Alarm System (NIPAS):* An organization of Northern Illinois law enforcement agencies participating in the Original Mutual Aid Agreement and Plan and this Amended Mutual Aid Agreement and Plan.

*Original Mutual Aid Agreement and Plan:* That Mutual Aid Agreement and Plan pursuant to which NIPAS and the Participating Agencies operate and are governed, which shall be in effect until the Amended Mutual Aid Agreement and Plan goes into effect and supersedes the Original Mutual Aid Agreement and Plan pursuant to the procedures set forth in Section 5 of this Amended Mutual Aid Agreement and Plan.

*Original Participating Agencies:* Those Participating Agencies whose corporate authorities had approved participation in NIPAS and whose head of corporate authorities and commanding officers had executed the Original Mutual Aid Agreement and Plan prior to May 1, 2018.

*Participating Agency:* A law enforcement agency dedicated to performing Law Enforcement Services for its Primary Law Enforcement Jurisdiction that commits itself to participate in NIPAS pursuant to the terms of this Amended Mutual Aid Agreement and Plan.

*Police Alarm Assignments:* A pre-determined listing of manpower and equipment that will respond to aid a Stricken Agency.

*Primary Law Enforcement Jurisdiction:* A geographically, politically, or contractually defined area for which a Participating Agency is primarily responsible for performing Law Enforcement Services.

*Specialized Teams:* A subsidiary team of NIPAS established by the NIPAS Board, consisting of Participating Agencies electing to participate pursuant to a separate agreement, and dedicated to performing a specialized set of Law Enforcement Services for the sole benefit of the Participating Agencies electing to participate in the Specialized Team and not for the benefit of all of NIPAS or all of the Participating Agencies.

*Stricken Agency:* The Participating Agency that is primarily responsible for performing Law Enforcement Services for a Stricken Jurisdiction.

*Stricken Jurisdiction:* The Primary Law Enforcement Jurisdiction in which an Emergency Situation occurs that is of such magnitude that it cannot be adequately managed or responded to by the Participating Agency primarily responsible for performing the Law Enforcement Services for that Primary Law Enforcement Jurisdiction.

### **Section 3**

#### **Amended Mutual Aid Agreement and Plan**

The corporate authorities of each Participating Agency are authorized on behalf of that Participating Agency

to enter into and subsequently alter and amend, on the advice of the commanding officer of the Participating Agency, this Amended Mutual Aid Agreement and Plan as follows:

- A. Whenever an Emergency Situation is of such magnitude and consequence that it is deemed advisable by the senior officer present of the Stricken Agency, or his or her designee, to request Mutual Aid from the Aiding Agencies, the senior officer present of the Stricken Agency, or his or her designee, may do so in accordance with the following:
  1. Immediately determine what resources are required according to the Police Alarm Assignments.
  2. Immediately determine if the required equipment and personnel can be committed in response to the request from the Stricken Agency.
  3. Dispatch immediately the personnel and equipment required to the Stricken Agency in accordance with the Police Alarm Assignments.
- B. The rendering of Mutual Aid under the terms of this Amended Mutual Aid Agreement and Plan shall not be mandatory in accordance with the Police Alarm Assignments if local conditions prohibit response. In that event it is the responsibility of the Aiding Agency to immediately notify the Stricken Agency of the circumstances that prevent the provision of Mutual Aid in response to the Emergency Situation.
- C. The senior officer present of the Stricken Agency, or his or her designee, shall assume full responsibility and command for operations at the scene. The senior officer present of the Stricken Agency, or his or her designee, will assign personnel and equipment, of the Aiding Agencies, to positions when and where he or she deems necessary.
- D. Requests for Mutual Aid under this Amended Mutual Aid Agreement and Plan will be initiated only in the event of an Emergency Situation in which the demands for Law Enforcement Services on the Stricken Agency exceed the stand-alone physical and organizational capabilities of the Stricken Agency. Aiding Agencies will be released and returned to duty in their own Primary Law Enforcement Jurisdiction as soon as the Emergency Situation is resolved to the point which permits the Stricken Agency to satisfactorily handle it with its own resources or, as pursuant to subsection B above, when an Aiding Agency so decides.
- E. All Law Enforcement Services performed under this Amended Mutual Aid Agreement and Plan

shall be rendered without reimbursement of any party from the other(s). Requests for indemnification for unusual or burdensome costs incurred in the performance of Mutual Aid may be submitted by the Aiding Agency to the Stricken Agency. Indemnification of such costs shall be at the discretion of the corporate authorities of the Stricken Agency.

F. Each Participating Agency assumes the responsibility for members of its police force acting pursuant to this Amended Mutual Aid Agreement and Plan, both as to indemnification of said members of the Participating Agency's police force as provided for by 65 ILCS 5/1-4-6 in the case of municipal Participating Agencies or 55 ILCS 5/5-1002 in the case of county Participating Agencies, or any other Statute of the State of Illinois or law or bylaw of the Participating Agencies, as the case may be, and as to personal benefits to said members of the Participating Agency's police force, all to the same extent as they are protected, insured, indemnified and otherwise provided for by the Statutes of the State of Illinois or the laws or bylaws of the Participating Agencies when those members of the Primary Agency's police force are acting solely within the Participating Agency's Primary Law Enforcement Jurisdiction.

G. Defense and Indemnification of NIPAS.

1. Defense. In the event that NIPAS is named as a party to a lawsuit, claim or action as a separate party, either individually or in addition to other Participating Agencies, the Stricken Agency shall be responsible, at its sole cost, for the defense of NIPAS in such lawsuit, claim or action.
2. Indemnification. To the extent permitted by law, the indemnification of NIPAS from and against any liability, damage, cost, including plaintiff's attorney's fees, or expense assessed against NIPAS shall be shared equally between each Participating Agency named as a party to the lawsuit, claim or action.

H. Insurance Requirements. Each Participating Agency under the terms of this Amended Mutual Aid Agreement and Plan shall procure and maintain, at its sole and exclusive expense, insurance coverage which covers itself, its personnel and equipment and liability for its participation in providing Mutual Aid pursuant to this Amended Mutual Aid Agreement and Plan as follows:

1. Commercial General Liability (Including contractual liability coverage): \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate

shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.

2. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.
4. Each Agency shall bear the responsibility for its own insurance even in the event of inadequate, nonexistent or exhausted coverage.

I. The commanding officers of the Participating Agencies shall maintain a governing board, the NIPAS Board, and establish an operational plan for giving and receiving Mutual Aid under this Amended Mutual Aid Agreement and Plan. Said plan shall be reviewed, updated and tested at regular intervals.

J. Each Participating Agency agrees to pay dues or fees, as determined by the NIPAS Board in its sole and absolute discretion, in exchange for the Participating Agency's participation in NIPAS. Payments of such dues or fees, if any, are due at the commencement of participation in NIPAS and thereafter upon request from the NIPAS Board.

K. The NIPAS Board, from time to time as it sees fit, may establish Specialized Teams within NIPAS dedicated to performing specialized sets of Law Enforcement Services for the sole benefit of those Participating Agencies who elect to participate in each Specialized Team and may set forth the scope of services or mission, participation criteria, rules and regulations, and additional fees or dues for each Specialized Team at its discretion (collectively, "**Additional Requirements**"). Participating Agencies may elect to participate in these Specialized Teams in accordance with the Additional Requirements for each Specialized Team, as set forth by the NIPAS Board. The specialized benefits and additional Mutual Aid offered by each Specialized Team shall be available only to those Participating Agencies which have elected to: (i) participate in that particular Specialized Team; and (ii) comply with the Additional Requirements of that particular Specialized Team, as set forth by the NIPAS Board. Approval and Execution of this Amended Mutual Aid Agreement and Plan by the undersigned law enforcement agency only grant the undersigned law enforcement agency participation in NIPAS as a whole and access to the Mutual Aid from other Participating Agencies in the event of an Emergency Situation, as those terms are defined in Section 2 and pursuant to the terms set forth in this Amended Mutual Aid Agreement and Plan, and do not grant or guarantee to the undersigned law enforcement agency

participation in a Specialized Team or access to the specialized benefits and additional Mutual Aid offered by each Specialized Team.

#### **Section 4 Termination**

- A. Any Participating Agency may withdraw from participation in NIPAS and this Amended Mutual Aid Agreement and Plan by notifying the NIPAS Board in writing ("**Termination Notice**"), on or before December 31 of any calendar year, whereupon the participation of the withdrawing Participating Agency will terminate effective as of May 1 of the calendar year following the calendar year in which the Termination Notice is received by the NIPAS Board.
  - B. Any participating agency that fails to meet its obligations in accordance with this Amended Mutual Aid Agreement and Plan or with the NIPAS Bylaws may have its participation in NIPAS terminated by a two-thirds vote of the NIPAS Board pursuant to Article III, Section 8 of the Amended NIPAS Bylaws.
  - C. Any Participating Agency found responsible for any behavior detrimental to law enforcement or whose continued participation would be detrimental to NIPAS, may have its participation in NIPAS suspended or terminated by a two-thirds vote of the NIPAS Board pursuant to Article III, Section 9 of the Amended NIPAS Bylaws. Before any Participating Agency may be suspended or terminated from participation in NIPAS, the Participating Agency will be notified and shall have an opportunity to appear before the NIPAS Board.
3. The Approval of participation in NIPAS and this Amended Mutual Aid Agreement and Plan, in accordance with the procedures set forth in Section 5.A.1 of this Amended Mutual Aid Agreement, by the corporate authorities of at least three-fourths of the Original Participating Agencies;
  4. The Execution of this Amended Mutual Aid Agreement and Plan, in accordance with the procedures set forth in Section 5.A.2 of this Amended Mutual Aid Agreement, by the heads of the corporate authorities and the commanding officers of at least three-fourths of the Original Participating Agencies; and
  5. The adoption of the Amended NIPAS Bylaws, pursuant to Article XV, Section 1 of the NIPAS Bylaws, by a majority of the Original Participating Agencies present at the special meeting of the Original Participating Agencies called, pursuant to Article XI, Section 4 of the NIPAS Bylaws, at least 60 days after the last to occur of the two events listed in Section 5.A.3 and Section 5.A.4 of this Amended Mutual Aid Agreement and Plan.

#### **Section 5 Adoption and Effect of Adoption**

- A. If the undersigned law enforcement agency is an Original Participating Agency, this Amended Mutual Aid Agreement and Plan shall be in full force and in effect only upon the date of the last of the following events to occur ("**Original Participating Agency Effective Date**"):
  1. The passage and approval of an ordinance or resolution approving participation in NIPAS and this Amended Mutual Aid Agreement and Plan, in the manner provided by law, by the corporate authorities of the undersigned Original Participating Agency ("**Approval**");
  2. The execution of this Amended Mutual Aid Agreement and Plan by the head of the corporate authorities and the commanding officer of the undersigned Original Participating Agency ("**Execution**");

If this Amended Mutual Aid Agreement and Plan is brought into full force and effect pursuant to this Section 5.A of this Amended Mutual Aid Agreement and Plan, then, as of the Original Participating Agency Effective Date: (i) the undersigned Original Participating Agency shall remain a Participating Agency in NIPAS and, if the undersigned Original Participating Agency has elected to participate in a Specialized Team or Specialized Teams, the participation of the undersigned Original Participating Agency in its respective Specialized Team or Specialized Teams shall continue; (ii) the Original Mutual Aid Agreement and Plan shall be terminated; (iii) this Amended Mutual Aid Agreement and Plan and the provisions contained herein shall supersede and control over the Original Mutual Aid Agreement and Plan and any provision contained therein; (iv) the NIPAS Bylaws shall no longer govern NIPAS; and (v) the Amended NIPAS Bylaws and the provisions contained therein shall govern NIPAS and supersede and control over the NIPAS Bylaws and any provision contained therein.

The participation in NIPAS, and in any Specialized Team, of any Original Participating Agency that fails to complete the Approval and Execution of this Amended Mutual Aid Agreement and Plan in accordance with this Section 5.A on or before the day before the Original Participating Agency Effective Date will be terminated as of the day after the Original Participating Agency Effective Date. Any Original Participating Agency who has its participation in NIPAS terminated may seek participation in NIPAS again at any time in accordance with the procedures set forth in Section 5.B of this Amended Mutual Aid Agreement and Plan.

B. If the undersigned law enforcement agency is not an Original Participating Agency, this Amended Mutual Aid Agreement and Plan shall be in full force and in effect with respect to the undersigned law enforcement agency upon the date of the last of the following events to occur ("**New Participating Agency Effective Date**"):

1. The Approval of participation in NIPAS and this Amended Mutual Aid Agreement and Plan, in accordance with the procedures set forth in Section 5.A.1 of this Amended Mutual Aid Agreement, by the corporate authorities of the undersigned law enforcement agency;
2. The Execution of this Amended Mutual Aid Agreement and Plan, in accordance with the procedures set forth in Section 5.A.2 of this Amended Mutual Aid Agreement, by the head of the corporate authorities and the commanding officer of the undersigned law enforcement agency; and
3. The approval by the NIPAS Board of the undersigned law enforcement agency as a Participating Agency in NIPAS pursuant to Article III of the Amended NIPAS Bylaws.

If this Amended Mutual Aid Agreement and Plan is brought into full force and effect pursuant to this Section 5.B of this Amended Mutual Aid Agreement and Plan, then, as of the New Participating Agency Effective Date: (i) this Amended Mutual Aid Agreement and Plan and provisions contained herein and the Amended NIPAS Bylaws and provisions contained therein shall control the undersigned law enforcement agency's participation in NIPAS; and (ii) any previous agreement or bylaws related to NIPAS to which the

undersigned law enforcement agency is a party shall be superseded by this Amended Mutual Aid Agreement and Plan and provisions contained herein and the Amended NIPAS Bylaws and provisions contained therein.

**Section 6  
General Provisions**

- A. Non-Waiver of Immunities. No Participating Agency to this Amended Mutual Aid Agreement and Plan while performing under the terms of this Amended Mutual Aid Agreement and Plan shall be deemed to waive any governmental immunity or defense to which the Participating Agency would otherwise be entitled under statute or common law.
- B. Contractual Obligation. The obligations and responsibilities incurred by a Participating Agency under this Amended Mutual Aid Agreement and Plan shall remain continuing obligations and responsibilities of such party. Nothing contained herein shall be deemed to affect other Mutual Aid agreements that a party may have executed.
- C. Application of Law and Venue. This Amended Mutual Aid Agreement and Plan shall be governed by and construed under the laws of the State of Illinois. The exclusive venue for the enforcement of the provisions of this Amended Mutual Aid Agreement and Plan or the construction or interpretation of this Amended Mutual Aid Agreement and Plan shall be in a state court in the County of Cook, Illinois.

IN WITNESS WHEREOF, this Amended Mutual Aid Agreement has been duly executed by the following parties:

(seal)

\_\_\_\_\_  
Name of Law Enforcement Agency

\_\_\_\_\_  
Head of Corporate Authorities

\_\_\_\_\_  
Commanding Officer of Law Enforcement Agency

ATTEST:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

May 16, 2018

To: The Honorable Mayor Frank Saverino and  
Members of the Board of Trustees of the  
Village of Carol Stream

Cc: Joseph E. Breinig, Village Manager

Re: Board of Library Trustees of the Village of Carol Stream  
Annual Report 2017-2018

Pursuant to the Local Library Act (75 ILCS 5/4-10), the Board of Library Trustees of the Village of Carol Stream submits the following Annual Report for the Fiscal Year ending April 30, 2018 on the condition of its trust.

- Part I – Itemized Statement of the various funds received from the library fund and from other sources (subject to annual audit)-**Exhibit 1**
- Part II – Itemized statement of the objects and purposes for which those sums of money have been expended (subject to annual audit)-**Exhibit 2**
- Part III – a statement of the number of books and periodicals available for use, and the number and character thereof circulated
- Part IV – A statement of the real and personal property acquired by legacy, purchase, gift or otherwise
- Part V – A statement of the character of any extensions of library service which have been undertaken
- Part VI – Blank (*This amendment to 75 ILCS 5/4-10, passed August 22, 2017.*)
- Part VII – A statement as to the amount of accumulations and the reasons thereof (subject to annual audit)
- Part VIII – A statement as to any outstanding liabilities including those for bonds still outstanding or amounts due for judgements, settlements, liability insurance, or for amounts due under a certificate of the board
- Part IX – Any other statistics, information and suggestions that may be of interest

### **Part III**

Total number of books (including audiobooks, eBooks and eAudiobooks) is 164,983. The Library subscribes to 190 magazines, 115 downloadable eMagazines and 24 newspapers. Paper copies of back issues of six months to one year are available. The Library circulated 320,341 items during FY 17/18.

### **Part IV**

The Library did not acquire any property over the past year.



**Part V**

- The Youth Services Department offered 499 programs with 17,202 attendees. The Adult Services Department offered 125 programs with 2,728 attendees. 215 Teen programs were offered with 4,830 attendees. This reflected an increase of 4% in number of overall programs offered during FY 17/18 and an increase of 12.5% in overall attendance. In addition, the Library held six special events for the community throughout the year with an additional 2,930 attendees.
- Outreach Services continued to young adults, senior citizens, schools, the business community, Carol Stream Outreach Community Center, and local preschools. The Library participated in the Christmas Sharing Program, Holiday Lights Recycling, Rotary Food Drive collection, CCSD#93 Craft Supplies and Book Collection, Humanitarian Services Project facial tissue collection, Holiday Tree Lighting, National Night Out, JustPlay!, CSBarks!, Town Center concerts, 4<sup>th</sup> of July Parade, Summer Free Lunch Program, local school events, and other social service projects in the Community.
- During Glenbard North's Finals weeks late night studying is available to local high school students with the option of staying at the Library until 11:00 P.M. for three-four evenings during Finals week. This twice a year program is very popular with high school students and enjoys high participation. The Library provides refreshments for the students.
- The Teen Advisory Board (TAB) meets and plans exciting programs for teens in the community. Ex.-Teen Book Club, Anime Club, Teen Summer Reading, after-hours mystery event, assisting at Youth Services program, making ornaments for Brookfield Zoo Tree, and producing a "Harry Potter in a Minute" video.
- This year the Youth Services Department added a Middle School Library Crew, comprised of students in grades 5-8 that are interested in sharing books, movies and games and helping to brainstorm programs for their age group. Their first big program was a mobile Escape Room event for students that took place on a Saturday afternoon in the Library parking lot. Three escape sessions were held.
- A new service added this past year is the circulation of wireless hotspots. They are available for a one-week check-out period (with up to two-renewals) to Carol Stream Library cardholders.
- Carol Stream Library card holders have the opportunity to check out a Museum Adventure Pass for free or reduced admission to local area museums on a first come/first serve basis. 258 passes were checked out during FY 17/18.
- The Library has study rooms available for individuals and groups to reserve.
- The Library has meeting room space available for community groups and organizations to reserve.
- The Library provides access to public computers, a scanner/translator, FAX, printer, copier, Wi-Fi and wireless/remote printing.
- The Library's Website, [www.cslibrary.org](http://www.cslibrary.org), offers patrons 24/7 service with the opportunity to download eAudiobooks, eBooks, eMagazines, streaming video and music, access to online subscription databases, as well as the ability to register for programs and meeting room use through their home computers and other electronic devices.
- The Library has a mobile application for patrons to access the Library with their smartphones through a vendor called Boopsie. 3,870 users have downloaded the application, an increase of 91% users over last year, and made 237,937 queries to the app during FY 17/18.

- Live online chat and texting with librarians is available during regular Library hours to immediately respond to patrons' informational needs. Portable chargers are available for check out for patrons who need to charge their electronic devices. Bike locks are available for check out for riders to secure their bicycles.
- The Library's newsletter is delivered every month to the residents of Carol Stream to inform them of Library collections, services and programs.

**Part VI**      *No longer required.*

**Part VII**

The Library Board continues to implement, within its financial plan, the accumulation of funds for the purpose of completing capital improvement projects, making major repairs, providing for catastrophic emergency, and special projects. This past fiscal year the Library had \$684,419 (subject to audit) remaining to add to the Library's Reserve and Special Funds. The surplus this year was a result of staffing adjustments, staff vacancies, new vendor contracts, reductions in some of our yearly expenses and a fund reserve distribution to the members of MAGIC (Multitype Automation Group in Cooperation) following their Dissolution Resolution, that was approved on April 25, 2018, in the amount of \$245,469.

**Part VIII**

The Library Board has no contingent liabilities, including bonds, judgments, or settlements.

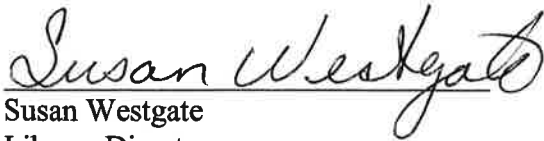
**Part IX**

- Percentage of population (39,711) registered with Library cards is 44.5 % (17,660 cardholders, 5% increase).
- Digital Services: There were 184,057 visits to the Library's Web page (24.3% increase) and remote access to the Library's subscription databases via the Web page numbered 36,111 (7.2% increase). 28,810 eAudiobooks, eBooks, and music CDs were downloaded through the Library's subscription services via the Library web page and mobile application (10% increase). 1,662 videos were streamed from the Library's online streaming service Hoopla (31.4% increase). 2,564 eMagazines were downloaded with the Library's downloadable online magazine service RBdigital.
- There were 32,403 users of our public access computers for 28,940 hours.
- There were 2,532 Wi-Fi users.
- The Library's Facebook page has 1,719 Followers and 1,737 Likes.
- The number of homebound patrons currently being served is 46. The Library made 447 deliveries (5.7% increase) and delivered 2,489 items to our homebound patrons during FY 17/18.
- Adult reference staff answered 25,668 questions and Youth reference staff answered 18,703 questions for a total of 44,371.
- 2,239 patrons reserved the study rooms (2% increase) for a total of 2,930 hours (3% increase).

CERTIFICATION

This Annual Report is filed by the Carol Stream Public Library pursuant to the Local Library Act (75 ILCS 5/4-10) for the fiscal year commencing May 1, 2017 and ending April 30, 2018.

Signed:



Susan Westgate  
Library Director

Attest:

I, the undersigned President of the Board of Library Trustees of the Village of Carol Stream, hereby state that the foregoing entitled:

BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM ANNUAL  
REPORT 2017-2018

is a true and accurate report of the activities of the Carol Stream Public Library for the year stated.



\_\_\_\_\_  
President  
Board of Library Trustees

(Seal)

**EXHIBIT 1 - FY 18 Income Received (subject to audit)**

<b>ACCT #</b>	<b>Account Name</b>		
	<b>GENERAL FUND REVENUES</b>		
	<b>Property Taxes</b>		
	Property Tax -- Current	3,153,308	
	Property Tax -- Non-Current	21,833	
	PPR Taxes	33,595	
	<b>Interest Income</b>		
	Interest Income -- Taxes	0	
	Interest Income -- Investments	11,899	
	<b>Patron Payments</b>		
	Fines & Fees	15,984	
	Public Copier Payments	12,871	
	Non-Resident Card Fees	1,913	
	Sale items	45	
	Donations	3,703	
	Developer Contributions	0	
	RBP/ILL Reimbursements	293	
	<b>Grants</b>		
	Per Capita Grant	30,833	
	Other Grants/Awards	100	
	Other Income	247,056	
	<b>TOTAL GENERAL FUND REVENUE</b>	<b>3,533,433</b>	
	<b>SPECIAL FUND REVENUES</b>		
	<b>IMRF Fund</b>		
	Property Tax -- Current	179,243	
	Property Tax -- Non-Current	1,334	
	Interest Income Taxes	0	
	Interest Income Investments	1,237	
	<b>FICA Fund</b>		
	Property Tax -- Current	132,435	
	Property Tax -- Non-Current	751	
	Interest Income Taxes	0	
	Interest Income Investments	718	
	<b>Liability Fund</b>		
	Property Tax -- Current	3,425	
	Property Tax -- Non-Current	161	
	Interest Income Taxes	0	
	Interest Income Investments	593	

<b>EXHIBIT 1 - FY 18 Income Received (subject to audit)</b>			
<b>ACCT #</b>	<b>Account Name</b>		
	<b>Audit Fund</b>		
	Property Tax -- Current	9,132	
	Property Tax -- Non-Current	70	
	Interest Income Taxes	0	
	Interest Income Investments	51	
	<b>Capital Maint. &amp; Repair</b>		
	Interest Income Investments	27,280	
	<b>Working Cash Fund</b>		
	Interest Income Investments	355	
	<b>TOTAL SPECIAL FUND REVENUES</b>	<b>356,785</b>	
	<b>TOTAL INCOME FY 2017</b>	<b>\$3,890,218</b>	

**EXHIBIT 2 - FY 18 EXPENSES (subject to audit)**

<b>ACCT #</b>	<b>Account Name</b>			
	<b>GENERAL FUND EXPENDITURES</b>			
<b>5100</b>	<b>SALARIES</b>			
5101	EXEMPT STAFF SALARIES	526,985		
5102	NON-EXEMPT STAFF SALARIES	1,231,566		
5103	CUSTODIAL SALARIES	64,509		
5104	BENEFITS-MED/LIFE/DENTAL			
5105	Professional Education	11,384		
5106	Memberships	3,224		
5107	Benefits -- Life insurance	1,539		
5108	Benefits -- Health Insurance	158,460		
5109	Benefits -- Other	1,773		
5110	Trustee Development	1,129		
	<b>TOTAL</b>	<b>2,000,569</b>		
<b>5200</b>	<b>PLANT MAINTENANCE</b>			
5201	SUPPLIES	11,951		
5202	MAINTENANCE/REPAIR	13,671		
5203	MAINTENANCE CONTRACTS	39,523		
5204	LANDSCAPE MAINTENANCE	12,009		
5205	FURNITURE/EQUIPMENT	2,789		
5206	ELECTRIC - COMM EDISON	32,673		
5207	WATER/SEWER	5,285		
5208	INSURANCE (PROPERTY)	9,233		
	<b>TOTAL</b>	<b>127,134</b>		
<b>5300</b>	<b>BUSINESS EXPENSE</b>			
5301	POSTAGE	6,099		
5302	OFFICE&EQUIPMENT SUPPLIES	5,468		
5303	PRINTER SUPPLIES	2,479		
5304	EQUIPMENT LEASING	18,411		
5305	MILEAGE REIMBURSEMENT	2,528		
5306	LEGAL NOTICES	718		
5308	BUSINESS PHONE	8,947		
5309	ACCOUNTING SERVICE	12,250		
5310	MATERIAL RECOVERY FEES	1,137		
5311	PAYROLL SERVICE	7,078		
5312	ATTORNEY FEES	13,995		
5314	OTHER CONSULTANTS	42,650		
5315	OTHER EXPENDITURES	1,636		
5317	BANK FEES	24		
5319	SECURITY SERVICE	15,504		

**EXHIBIT 2 - FY 18 EXPENSES (subject to audit)**

<b>ACCT #</b>	<b>Account Name</b>		
5320	Donation Received Expense	3,571	
5321	Human Resources	5,589	
	<b>TOTAL</b>	<b>148,084</b>	
<b>5400</b>	<b>CIRCULATION &amp; MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES</b>		
5401	Automation Hardware	13,383	
5402	ISP and Web Page Hosting	5,503	
5403	Computer Software	8,681	
5404	LAN and Hardware Maintenance	21,889	
5405	Technical Services Supplies	20,193	
5406	Circulation Supplies	3,074	
5408	Tech Services Online Resources	19,675	
5409	RBP/ILL Expenses	428	
5410	MAGIC Consortium	44,252	
	<b>TOTAL</b>	<b>137,078</b>	
<b>5500</b>	<b>SERVICES</b>		
5501	Youth Services Programs	25,975	
5503	Adult Programs	18,589	
5504	Library Printing	318	
5505	Library Newsletter	41,024	
5509	Library Publicity and Promotion	25,017	
	<b>TOTAL</b>	<b>110,923</b>	
<b>5600</b>	<b>COLLECTION DEVELOPMENT</b>		
5601	Youth Services Books	38,856	
5606	Youth Services Media	13,902	
5630	Adult Books	63,886	
5634	Online Resources	60,985	
5635	Magazines & Newspapers	12,642	
5637	Adult Media	43,129	
5651	Digital Media	60,993	
5652	Grant/Award Expense (Databases)	30,833	
	<b>TOTAL</b>	<b>325,226</b>	
	<b>GENERAL FUND EXPENDITURES</b>		
5100	SALARIES	2,000,569	
5200	PLANT MAINTENANCE	127,134	
5300	BUSINESS EXPENSE	148,084	
5400	CIRCULATION & MATERIAL Proc....	137,078	
5500	SERVICES	110,923	

<b>EXHIBIT 2 - FY 18 EXPENSES (subject to audit)</b>				
<b>ACCT #</b>	<b>Account Name</b>			
5600	COLLECTION DEVELOPMENT	325,226		
	TOTAL	2,849,014		
	<b>SPECIAL FUND EXPENDITURES</b>			
	<b>Account Name</b>			
	LIABILITY INSURANCE FUND	23,818		
	FICA FUND	135,152		
	IMRF FUND	209,282		
	AUDIT FUND	10,017		
	Capital Maintenance & Repair Fund	28,481		
	Special Capital Projects	25,273		
	TOTAL	432,023		
	<b>General Fund Expenditures</b>	2,849,014		
	<b>Special Fund Expenditures</b>	432,023		
	<b>Total Expenditures</b>	\$ 3,281,037		



Village of Carol Stream  
 Schedule of Bills  
 For Village Board Approval on June 4, 2018

AGENDA ITEM  
L-1 6-4-18

<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
<b>AMERICAN ENGLISH</b>					
BAL JUNE 14TH CONCERT SERIES	3,150.00	01750000-52288	CONCERT SERIES	JUNE 14TH CONCERT	
	<u>3,150.00</u>				
<b>ARENDS HOGAN WALKER LLC</b>					
MA BLADES	73.07	01696200-53354	PARTS PURCHASED	1687326	
	<u>73.07</u>				
<b>B &amp; F CONSTRUCTION CODE SERVICES, INC</b>					
HOOD, DUCT & SPRINKLER RVW 281 COMMONV	1,592.34	01643700-52253	CONSULTANT	49442	
	<u>1,592.34</u>				
<b>BAXTER &amp; WOODMAN INC</b>					
MS4 PRGM PROF SRV'S THRU APRIL	116.25	01620600-52253	CONSULTANT	0198914	
	<u>116.25</u>				
<b>BLOOMINGDALE TOWNSHIP</b>					
MOSQUITO ABATEMENT - MAY/2018	8,552.50	01670100-52269	MOSQUITO ABATEMENT	10102	
	<u>8,552.50</u>				
<b>CARTEGRAPH</b>					
USER PACK SUBSCRIB 5/23/18- 2/28/19	354.16	04200100-52255	SOFTWARE MAINTENANCE	SIN004668	
USER PACK SUBSCRIB 5/23/18- 2/28/19	354.17	01670100-52255	SOFTWARE MAINTENANCE	SIN004668	
USER PACK SUBSCRIB 5/23/18- 2/28/19	354.17	04100100-52255	SOFTWARE MAINTENANCE	SIN004668	
USER PACK SUBSCRIB 5/23/18- 2/28/19	1,020.83	01622200-52255	SOFTWARE MAINTENANCE	SIN004668	
	<u>2,083.33</u>				
<b>CHICAGO METRO CHAPTER - APWA</b>					
4-APWA EXPO REGIS MAY 23 &24	180.00	01670100-52223	TRAINING	830	
	<u>180.00</u>				
<b>CLARKE ENVIROMENTAL MOSQUITO MGMNT</b>					
WAYNE TWNSHP MOSQUITO PROGRAM	8,325.00	01670100-52269	MOSQUITO ABATEMENT	001001005	
	<u>8,325.00</u>				

**Village of Carol Stream  
Schedule of Bills  
For Village Board Approval on June 4, 2018**

<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
<b>COMED</b>					
1015 W LIES TOWER #4	41.62	04201600-53210	ELECTRICITY	2514004009 5/16/18	
1025 LIES RD, CONTROLLER	229.71	01670300-53213	STREET LIGHT ELECTRICITY	6213120002 5/16/18	
106 GOLDENHILL	187.44	01670600-53210	ELECTRICITY	2127117053 5/22/18	
1128 EVERGREEN TRL LIFT STATION	77.22	04101500-53210	ELECTRICITY	0291093117 5/18/18	
1350 TALL OAKS STATION	53.20	04101500-53210	ELECTRICITY	2073133107 5/17/18	
1415 MAPLE RIDGE	182.60	01670600-53210	ELECTRICITY	5838596003 5/18/18	
192 YUMA LN	35.46	01670300-53213	STREET LIGHT ELECTRICITY	0501137042 5/17/18	
333 FULLERTON, WELL#3	866.53	04201600-53210	ELECTRICITY	0300009027 5/17/18	
391 ILLINI DR	138.89	01670600-53210	ELECTRICITY	4430145023 05/17/18	
401 TOMAHAWK	52.40	01670300-53213	STREET LIGHT ELECTRICITY	0723076266 5/17/18	
500 N GARY AVE VLG HL/PD	2,883.20	11740000-55490	VILLAGE HALL RENOVATION	0795333005 5/22/18	
633 THUNDERBIRD	94.71	01670300-53213	STREET LIGHT ELECTRICITY	0455095075 5/17/18	
850 LONGMEADOW	101.68	01670600-53210	ELECTRICITY	1865134015 5/17/18	
879 DORCHESTER	104.08	01670600-53210	ELECTRICITY	0803155026 5/17/18	
KUHN RD CAMERA	41.64	01662300-52298	ATLE SERVICE FEE	4202129060 5/17/18	
MASTER ACCT -5025	396.73	01670300-53213	STREET LIGHT ELECTRICITY	5853045025 5/21/18	
SW - MORTON & LIES	198.68	01670300-53213	STREET LIGHT ELECTRICITY	0815164035 5/25/18	
	<b>5,685.79</b>				
<b>COSTCO WHOLESALE</b>					
WATER- NAT'L PD WK & VENDING MACH SUPPLII	9.98	01660100-53317	OPERATING SUPPLIES	NAT'L POLICE WK	
WATER- NAT'L PD WK & VENDING MACH SUPPLII	24.98	01590000-53380	VENDING MACHINE SUPPLIES	NAT'L POLICE WK	
	<b>34.96</b>				
<b>DANNAE POPE</b>					
PR DIEM SRO CONF 6/19-22ND D POPE	107.00	01664700-52223	TRAINING	SRO CONF 6/19-22ND	
	<b>107.00</b>				
<b>DATAKOM SOFTWARE SOLUTIONS</b>					
2018 UCC UPDATE SUBSCRIPT	449.00	01662700-52255	SOFTWARE MAINTENANCE	1/31/2018	
	<b>449.00</b>				

**Village of Carol Stream  
Schedule of Bills  
For Village Board Approval on June 4, 2018**

<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
<b>DIXON ENGINEERING INC</b>					
PREP OF TECH SPECS/BID DOCSM PRJ ADM & IN:	800.00	04201600-52253	CONSULTANT	18-3655	
PREP OF TECH SPECS/BID DOCSM PRJ ADM & IN:	1,800.00	04201600-52253	CONSULTANT	18-3656	
	<u>2,600.00</u>				
<b>DUPAGE COUNTY CLERK</b>					
2018 TAX PARCEL ATLAS CD	100.00	01640100-53350	SMALL EQUIPMENT EXPENSE	2018 TAX PARCEL	
	<u>100.00</u>				
<b>DUPAGE COUNTY DIVISION OF TRANSPORTATION</b>					
SIGNS	122.21	01670300-53344	STREET SIGNS	4040	
	<u>122.21</u>				
<b>DUPAGE JUVENILE OFFICERS ASSOCIATION</b>					
MEMB DUES JULY/2018- JUNE/2019	30.00	01664700-52234	DUES & SUBSCRIPTIONS	DANNAE POPE	
	<u>30.00</u>				
<b>DUPAGE WATER COMMISSION</b>					
WATER PURCH - APRIL	511,941.28	04201600-52283	DUPAGE CTY WATER COMMISSION	12147	
	<u>511,941.28</u>				
<b>DYNEGY ENERGY SERVICES, LLC</b>					
124 GERZEVSKE, EAST SIDE PASS	2,316.61	04201600-53210	ELECTRICITY	275664018051-4	
1348 CHARGER CT	376.10	04101500-53210	ELECTRICITY	275664018051-2	
200 TUBEWAY, LIFT STATIONS	434.49	04101500-53210	ELECTRICITY	275664018051-1	
300 KKHUN RD WEST SIDE PASS	2,321.41	04201600-53210	ELECTRICITY	275664018051-3	
	<u>5,448.61</u>				
<b>EARTH INC</b>					
STONE FOR BACKFILL	420.72	04201600-53317	OPERATING SUPPLIES	19988	
	<u>420.72</u>				

**Village of Carol Stream  
Schedule of Bills  
For Village Board Approval on June 4, 2018**

<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
<b>GOVTEMPSUSA LLC</b>					
OFFICE MGR W/E 5/6 & 5/13	3,003.20	01590000-52253	CONSULTANT	2527756	
PROP INSP W/E 5/6 & 5/13	1,400.00	01642100-52253	CONSULTANT	2527757	
	<u>4,403.20</u>				
<b>ILLINOIS CITY COUNTY MANAGEMENT ASSN</b>					
AD FOR WTR/SWR EMPLOYEE	50.00	01600000-52228	PERSONNEL HIRING	1274	
	<u>50.00</u>				
<b>ILLINOIS JUVENILE OFFICERS ASSN</b>					
P CASTRO IDOA CONF JUNE 12-15	200.00	01664700-52223	TRAINING	JUNE 12-15 P CASTRO	
	<u>200.00</u>				
<b>INFRASTRUCTURE MANAGEMENT SERVICES</b>					
EXTRACTION & DATABASE DEV SIGNS, SUPPORTS	20,580.00	01622200-52253	CONSULTANT	10518-1	
	<u>20,580.00</u>				
<b>JOHN S NEENAN</b>					
MARKING PAINT, PINK FLAGGING TAPE	43.60	01670500-53317	OPERATING SUPPLIES	81752	
	<u>43.60</u>				
<b>JON BATEK</b>					
TISDELL RETIREMENT LUNCHEON REIMB	400.00	01600000-52242	EMPLOYEE RECOGNITION	REIMB LUNCHEON	
	<u>400.00</u>				
<b>LEWIS G BENDER PH.D.</b>					
PUBLIC WORKS WORKSHOP 5/23/18	2,446.56	01600000-52253	CONSULTANT	5/23/18	
	<u>2,446.56</u>				
<b>LRS HOLDINGS LLC</b>					
MAY STREET SWEEP	8,400.00	01670600-52272	PROPERTY MAINTENANCE	PS211738	
	<u>8,400.00</u>				

**Village of Carol Stream  
Schedule of Bills  
For Village Board Approval on June 4, 2018**

<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
<b>MARK E RADABAUGH</b>					
CS VLG BOARD MTG EDITING 3/19/18	50.00	01590000-52253	CONSULTANT	18-0089	
	<u>50.00</u>				
<b>MTI CONSTRUCTION SERVICES, LLC</b>					
REIMBURSABLES-SURVEYS/TESTING THRU APRIL	1,040.50	11740000-55490	VILLAGE HALL RENOVATION	18-029	
	<u>1,040.50</u>				
<b>NICOR</b>					
CHARGER CT	137.03	04101500-53230	NATURAL GAS	86606011178 5/21/18	
TUBEWAY DR	29.11	04101500-53230	NATURAL GAS	14309470202 5/17/18	
WELL #4	86.92	04201600-53230	NATURAL GAS	13811210007 5/18/18	
	<u>253.06</u>				
<b>NOTARY PUBLIC ASSOCIATION OF IL</b>					
NW COMM REGIS SHANA GALTO	88.00	01662600-52234	DUES & SUBSCRIPTIONS	NEW COMM-GALTO	
	<u>88.00</u>				
<b>PABLO CASTRO</b>					
PER DIEM SRO CONF 6/19-22ND P CASTRO	107.00	01664700-52223	TRAINING	SRO CONF 6/19-22	
	<u>107.00</u>				
<b>PERSPECTIVES</b>					
EAP SRV'S 3RD QTR 6/1 -8/31	1,149.72	01600000-52273	EMPLOYEE SERVICES	89503	
	<u>1,149.72</u>				
<b>PUSH WELLNESS SOLUTIONS INC</b>					
WELLNESS PROGRAM - JUNE	2,434.00	01600000-52340	WELLNESS PROGRAM	161174	
	<u>2,434.00</u>				
<b>REFUNDS MISC</b>					
DUPL ONLINE PYMNT TICKET 238923	30.00	01000000-45402	ORDINANCE FORFEITS	TICKET 238923	
PD ONLINE TWICE TICKET 238645	30.00	01000000-45402	ORDINANCE FORFEITS	TICKET 238645	
	<u>60.00</u>				

**Village of Carol Stream  
Schedule of Bills  
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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
<b>REFUNDS PRESERVATION BONDS</b>					
DRIVEWAY BOND REFUND	300.00	01-24302	ESCROW - GRADING	490 INCA BLVD	
PATIO BOND REFUND	200.00	01-24302	ESCROW - GRADING	1042 HILL CREST DR	
PATIO BOND REFUND	200.00	01-24302	ESCROW - GRADING	942 CLIFF CT	
	<u>700.00</u>				
<b>REFUNDS TAX STAMPS</b>					
TAX STAMP #29120 REFUND	594.00	01000000-41208	REAL ESTATE TRANSFER TAX	388 THUNDERBIRD	
TAX STAMP #29542 REFUND	858.00	01000000-41208	REAL ESTATE TRANSFER TAX	1156 WOODLAKE	
	<u>1,452.00</u>				
<b>ROD TUFFCURLS &amp; THE BENCH PRESS</b>					
BAL DUE JUNE 7TH CONCERT SERIES	3,150.00	01750000-52288	CONCERT SERIES	JUNE 7TH CONCERT	
	<u>3,150.00</u>				
<b>SERVICE FORMS &amp; GRAPHICS INC</b>					
REAL ESTATE TRANSFER TAX LABELS	417.00	01612900-53315	PRINTED MATERIALS	164626	
	<u>417.00</u>				
<b>TIC TANK INDUSTRY CONSULTANTS</b>					
LIES RD WTR STORAGE TANK WIRELESS COMM II	1,065.75	04200100-52253	CONSULTANT	35840	
	<u>1,065.75</u>				
<b>TIPPMANN INDUSTRIAL PRODUCTS INC</b>					
PROPANE SIGN PORT HAMMER	2,849.00	01670300-54412	OTHER EQUIPMENT	50813	
	<u>2,849.00</u>				
<b>TM PRODUCTION SERVICES</b>					
JUNE 14TH SOUND FOR CONCERT	800.00	01750000-52288	CONCERT SERIES	JUNE 14TH SOUND	
JUNE 7TH SOUND FOR CONCERT	800.00	01750000-52288	CONCERT SERIES	JUNE 7TH SOUND	
	<u>1,600.00</u>				

**Village of Carol Stream  
Schedule of Bills  
For Village Board Approval on June 4, 2018**

<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
<b>TRANSYSTEMS CORPORATION</b>					
KUHN RD I BIKE EXT SRV 4/14- 5/11	1,020.86	11740000-55486	ROADWAY CAPITAL IMPROVEMENT	20-3298279	
LIES RD BIKE PATH SRV FRM 4/14 -5/11	5,696.28	11740000-55486	ROADWAY CAPITAL IMPROVEMENT	20-3298282	
LIES RD LAFO EAST SRV FRM 4/20 -5/11	6,463.31	11740000-55486	ROADWAY CAPITAL IMPROVEMENT	20-3298300	
	<b>13,180.45</b>				
<b>VERIZON WIRELESS</b>					
CELL PH SRV APR 14- MAY 13	38.01	01652800-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	38.01	01662700-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	55.90	01610100-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	55.90	01640100-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	55.90	01690100-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	76.57	01680000-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	93.91	01600000-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	94.73	01642100-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	111.80	01643700-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	178.38	01590000-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	270.50	04100100-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	381.04	01652800-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	382.55	01620100-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	419.80	04200100-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	487.50	01670100-52230	TELEPHONE	9807229587 5/13/18	
CELL PH SRV APR 14- MAY 13	3,192.57	01662700-52230	TELEPHONE	9807229587 5/13/18	
	<b>5,933.07</b>				

**Village of Carol Stream  
Schedule of Bills  
For Village Board Approval on June 4, 2018**

<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
<b>WEST SIDE TRACTOR SALES</b>					
MA CREDIT	-24.82	01696200-53354	PARTS PURCHASED	N66546	
MA FILTER HEAD	106.26	01696200-53354	PARTS PURCHASED	N66712	
MA FILTERS	187.40	01696200-53354	PARTS PURCHASED	N66695	
MA FUEL LINES	1,171.00	01696200-53354	PARTS PURCHASED	N66347	
MA GASKETS	498.19	01696200-53354	PARTS PURCHASED	N66484	
MA RETURN	-11.42	01696200-53354	PARTS PURCHASED	N66548	
MA SCREWS	103.44	01696200-53354	PARTS PURCHASED	N66419	
PARTS	34.22	01696200-53354	PARTS PURCHASED	N566545	
	<u>2,064.27</u>				
<b>WILLIAMS ASSOCIATES ARCHITECTS, LTD</b>					
SCHEMATIC DESIGN SRV FOR APRIL/2018	21,670.60	11740000-55490	VILLAGE HALL RENOVATION	0018447	
	<u>21,670.60</u>				
<b>GRAND TOTAL</b>	<u><u>\$646,799.84</u></u>				



**The preceding list of bills payable totaling \$646,799.84 was reviewed and approved for payment.**

**Approved by:**

  
\_\_\_\_\_  
Joseph Breinig - Village Manager

**Date:** 6/1/18

**Authorized by:**

\_\_\_\_\_  
Frank Saverino Sr – Mayor

\_\_\_\_\_  
Laura Czarnecki- Village Clerk

**ADDENDUM WARRANTS**  
**May 22, 2018 Thru June 4, 2018**

Fund	Check #	Vendor	Description	Amount
General	A C H	Wheaton Bank & Trust	Payroll May 7, 2018 thru May 20, 2018	568,788.02
Water & Sewer	A C H	Wheaton Bank & Trust	Payroll May 7, 2018 thru May 20, 2018	<u>47,942.47</u>
				<u><b>616,730.49</b></u>

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018

By: \_\_\_\_\_  
 Frank Saverino Sr - Mayor

\_\_\_\_\_  
 Laura Czarnecki - Village Clerk