

---

**SECTION I**  
**REQUEST FOR BIDS**  
**INSTRUCTIONS AND SPECIFICATIONS FOR:**

**Village of Oak Park, Village Wide Litter Pickup Services**  
**Bid Number: 16-109**  
**Issuance Date: 04/04/16**

The Village of Oak Park will receive Bids from qualified contractors to perform daily/weekly pickup of litter throughout the Village, pursuant to this Request for Bids.

Bids will be accepted at the Public Works Center, 201 South Blvd., Oak Park, IL 60302, Monday through Friday, 7:30 a.m. to 4:00 p.m., until 4:00 p.m. local time on Tuesday, April 19, 2016. Bids will be reviewed and the results of the review will be presented to the Village Board of Trustees of the Village Of Oak Park.

Specifications and Bid forms may be obtained at the Public Works Center at the address listed above or by calling 708-358-5700. Information is also available from the Interim Street Superintendent, Scott Brinkman, [sbrinkman@oak-park.us](mailto:sbrinkman@oak-park.us) or on the Village's website <http://www.oak-park.us/your-government/finance-department>.

Do not detach any portion of this document. Upon formal award to the successful Contractor, a written agreement will be executed for the services in substantially the form attached.

The Board of Trustees reserves the right to accept or reject any and all bids or to waive technicalities, or to accept any item of any bid.

**Submission of Bids**

The Bid shall be submitted on the Bid form included herewith. The Bid shall be submitted in a sealed envelope marked "BID: 16-109 – Village Wide Litter Pickup Services", shall bear the return address of the bidder, and shall be addressed as follows:

TO: Scott Brinkman, Interim Street Superintendent  
Department of Public Works  
201 South Blvd.  
Oak Park, IL 60302

## **SECTION II**

### **BID INSTRUCTIONS, TERMS AND CONDITIONS**

#### **Preparation and Submission of Bid:**

All Bids must be delivered to the Public Works Center by the specific time indicated on the cover page. Bids arriving after the specified time will not be accepted. Mailed bids that are received by the Village after the specified hour will not be accepted regardless of the post-marked time on the envelope. Bids must be signed by an officer of the company who is authorized to enter into agreements on behalf of the company. Bids shall be sealed in an envelope and marked as stated on the cover page.

#### **Bid Bond**

The bidder shall provide a Bid Bond in the amount of ten thousand dollars (\$10,000.00). The attached form may be used or the bidder may provide cash or a certified check in the amount specified. The Bid Bonds, cash or checks will be returned once the selected bidder has entered into an Agreement for this work.

#### **Contract Term**

The initial contract term shall be from June 1, 2016 to May 31, 2017. The Bidder shall begin performing the services within fourteen (14) days of a notice to proceed from the Street Superintendent or his designee.

#### **Contract Renewal**

The Village of Oak Park has the right to renew the contract on an annual basis for two (2) optional one year terms (June 1 to May 31) with all terms and conditions, other than price, remaining the same. The Village will allow the Bidder to increase or decrease the contract price for each annual renewal provided that the annual price adjustment shall equal the change in the latest published Index (as defined below) as compared to the Index for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Statistics, (US DOL/BLS) Revised Consumer Price Index for all Urban Wage Earners for Chicago, Illinois – Gary, Indiana – Kenosha, Wisconsin (all items, 1982-1984 = 100). However, the maximum increase in cost shall be capped at five percent (5%) of the previous year's cost.

The Bidder must propose an annual cost adjustment pursuant to the terms of this section with supporting documentation in writing to the Village 60 days before the expiration of the applicable term. If the Village rejects the proposed price change, it will have the option not to renew the contract.

#### **Notice to Proceed**

Work shall begin within fourteen (14) days from the **Notice to Proceed** from the Village's Street Superintendent. All work shall be completed in accordance with the detailed specifications set forth herein, unless the Streets Superintendent grants an extension.

#### **Recertification**

If the Village renews the contract for an additional one year term, the Bidder will provide the Village with a renewed certification in the form in Section V indicating that it continues to be

eligible to contract with units of local government. If a contractor or subcontractor is not able to certify that it continues to meet all requirements, it shall provide a detailed explanation of the circumstances leading to the change in certification status.

#### **Award of Agreement**

The Agreement will be awarded in whole or in part to the responsible Bidder or Bidders whose bids, conforming to the request for bids, will be most advantageous to the Village; price and other factors considered.

#### **Costs of Preparation**

The Village will not be responsible for any expenses incurred in preparing and submitting a Bid or entering into the applicable Agreement.

#### **Taxes not Applicable**

The Village of Oak Park as an Illinois municipality pays neither Illinois Sales Tax nor Federal Excise Tax. Contractors should exclude these taxes from their prices.

#### **Withdrawal of Bids:**

Any Contractor may withdraw its Bid at any time prior to the time specified in the advertisement as the closing time for the receipt of Bids, by signing a request therefore. No Contractor may withdraw or cancel its Bid for a period of sixty (60) calendar days after the advertised closing time for the receipt of Bids. The successful Contractor may not withdraw or cancel its Bid after having been notified that the Bid was accepted by the Village Board of Trustees.

#### **Investigation of Contractors**

The Village will make such investigations as are necessary to determine the ability of the Contractor to fulfill Bid requirements. If requested, the Contractor should be prepared to present evidence to the Village of Oak Park of ability and possession of necessary facilities and financial resources to comply with the terms of the attached specifications and Bids. In addition, the Contractor shall furnish the Village with any information the Village may request, and shall be prepared to show completed work of a similar nature to that included in its Bid. The Village reserves the right to visit and inspect the premises and operation of any Contractor.

#### **Rejection of Contractor**

The Village will reject any Bid from any person, firm or corporation that appears to be in default or arrears on any debt, agreement or the payment of any taxes. The Village will reject any Bid from a Contractor that failed to satisfactorily complete work for the Village under any previous agreement.

#### **Conditions**

Contractors are advised to become familiar with all conditions, instructions and specifications governing the work. Contractors shall be presumed to have investigated the work site, conditions and scope of the work before submitting a Bid.

**Compliance with Applicable Laws**

The Bidder will strictly comply with all ordinances of the Village of Oak Park and Village Code and laws of the State of Illinois.

**Governing Law**

All agreements entered into by the Village of Oak Park are governed by the laws of the State of Illinois without regard to conflicts of law. Any action brought to enforce an agreement with the Village of Oak Park must be brought in the state and federal courts located in Cook County, Illinois.

**Subletting of Agreement**

No agreement awarded by the Village of Oak Park shall be assigned or any part sub-agreement without the written consent of the Village of Oak Park or as noted in the Contractor's Bid. In no case shall such consent relieve the Contractor from its obligations or change the terms of the Agreement.

**Interpretation of Agreement Documents:**

Any Contractor with a question about this Bid may request an interpretation thereof from the Village. If the Village changes the Bid, either by clarifying it or by changing the specifications, the Village will issue a written addendum, and will mail a copy of the addendum to all prospective Contractors. The Village will not assume responsibility for receipt of such addendum. In all cases, it will be the Contractor's responsibility to obtain all addenda issued. Contractors will provide written acknowledgment of receipt of each addendum issued with the Bid submission.

**Minority Business and Women Business Enterprise Requirements**

The Village of Oak Park, in an effort to reaffirm its policy of non-discrimination, encourages the efforts of Contractors and subcontractors to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

**Licenses**

The Contractor shall be responsible for becoming a licensed Contractor in the Village.

**Agreement**

The selected bidder shall enter into an Agreement with the Village to complete the Project in a form substantially similar to the Agreement attached hereto. The Agreement shall be executed by the Contractor and returned within ten (10) calendar days after the Agreement has been mailed to the Contractor. The Contractor shall execute three copies of the Agreement. One fully executed copy will be returned to the Contractor. See Section XIII for a sample copy of the agreement.

**Fees and Cost**

In the event any action is brought to enforce any agreement entered into by the Village of Oak Park, or to collect any unpaid amount from the Village of Oak Park, each party bears the responsibility of paying its own attorneys' fees and costs.

**Dispute Resolution**

The Village of Oak Park does not agree to the mandatory arbitration of any dispute.

**Hold Harmless**

See Section XIII - Agreement.

**Insurance**

See Section XIII - Agreement.

**Termination of Agreement**

See Section XIII - Agreement.

### **SECTION III**

#### **GENERAL SPECIFICATIONS**

##### **Introduction**

The contract and work shall be carried out in conformance with the Ordinances of the Village of Oak Park and these detailed specifications, in effect on the date of invitation for bids.

##### **Scope of Work**

The purpose of this contract is to provide effective and efficient litter pick up in certain areas along Village maintained roadways. Clean streets give the Village an overall pleasant appearance. In addition, keeping debris off the street and parkway areas and out of the gutters prevents the debris from entering and plugging the sewer system. Environmentally accepted practices of debris disposal are also an important part of this work.

The bidder shall provide all necessary equipment and manpower to complete the work as required in these specifications.

##### **Litter Pick Up Requirements**

The Village of Oak Park is responsible for maintaining approximately 103 miles of streets. Within the Village are twelve (12) separate Business District areas and main streets which require regular litter pick up. There are also several events that occur in the Village that will require litter pick up prior to its occurrence.

The area to be cleaned is within the Public Rights of Way. This area is generally defined as building to building or one foot behind the sidewalk and around the corners adjacent to the area being cleaned.

The specific areas where litter is to be picked up are as shown on the attached list and map. Litter shall include paper, plastics, miscellaneous debris, etc. The frequency of the cleaning is as follows:

Areas as noted below are to be cleaned three (3) times per week (Monday thru Friday, days to be determined by the Village): (Red areas on attached Village map).

1. **Downtown Oak Park** (Included in this area: Harlem - South Blvd. to Chicago, Marion - North Blvd. - Ontario, Lake - Harlem to Forest, Prairie Way and Westgate between Harlem and Marion)
2. North Boulevard (Harlem to Forest)
3. South Boulevard (Harlem to Marion)
4. **The Pleasant District** (Marion from South Boulevard to Randolph)
5. Chicago (Harlem to Marion, including the cul-de-sacs on Marion and Maple)
6. Chicago (Austin to Ridgeland)
7. Austin & Lake (Austin to Humphrey)
8. Austin & Madison (Austin to Humphrey)
9. Austin & Roosevelt (Austin to Lyman)
10. North Avenue (Harlem to Woodbine)
11. North Avenue (Austin to Ridgeland)

12. **The Avenue District** (Oak Park from Lake to Pleasant, including portions of Lake, South and North Blvd.)
13. Oak Park & I-290 (Van Buren to Lexington)
14. Harrison (Austin to Ridgeland)

Other areas as noted below are to be cleaned two (2) times a week (Days to be determined by the Village): (Green areas on attached map)

- A. Harlem (Garfield to Jackson)
- B. Austin (North Ave. to Roosevelt)
- C. North Ave. (Woodbine to Ridgeland)
- D. Lake (Forest to Humphrey)
- E. North Boulevard (Forest to Kenilworth) south side
- F. Madison (Maple to Humphrey)
- G. Oak Park (Madison to Washington)
- H. Ridgeland (1/4 block south of South Blvd. to Lake)
- I. Ridgeland (Madison to Washington)
- J. Ridgeland (Harrison to Garfield)
- K. Harrison (Maple to Scoville) south side, (Scoville to Ridgeland) both sides
- L. Flournoy (Highland to Humphrey) south side
- M. Garfield (Harlem to Wenonah) both sides, (Wenonah to Austin) north side,
- N. Lombard (Garfield to 1/4 block north of Harrison)
- O. South Blvd. (Marion to Oak Park including viaducts)
- P. South Blvd. (Oak Park to Austin including viaducts, north side)
- Q. Roosevelt (Harlem to Lyman)
- R. East (1/4 block south of Garfield to 1/4 block north of Harrison)

The Village and the bidder shall meet prior to commencement of the work to determine a schedule for this work. The schedule is subject to change due to weather conditions or other priorities. The contract is based on 46 weeks of litter pickup to account for inclement weather during winter months when litter cannot be picked up due to snow coverage.

The bidder should also take note of the various medians that exist on certain streets. The medians are also to be free of litter during the frequency as noted for the specific area.

The bidder is also expected to pay close attention to debris that accumulates on the curb drains or in the curb. The bidder shall make every reasonable effort to see that the drains are clear of debris to allow for the free flow of storm water into the drain.

The bidders employees shall be aware that they are working adjacent and sometimes in vehicular traffic. Employees shall work in a safe manner and wear an approved safety work vest and other appropriate work clothes as required.

The bidder is reminded that his employees are an extension of the Villages workforce and they are to work in courteous and respectful manner. **Inappropriate behavior or examples of unproductive work effort will not be tolerated.** The Village has the right to require a bidder's employee to be immediately removed from the work crew if the above behavior is exhibited.

This work is subject to weather conditions. Inclement weather such as snow may preclude this work to be completed.

#### **Disposal of Material**

The bidder shall dispose of litter in the nearest Village maintained trash can. Should the bidder find a trash can that is full and overflowing, the bidder shall deposit the debris in a different Village can. The bidder shall notify the Village of trash cans that are found to be full.

#### **Method of Payment**

The Village of Oak Park will pay once per month for all undisputed invoices within 30 days of approval as provided in the Local Government Prompt Payment Act, 50 ILCS505/4. The maximum interest rate for any payment not made within 30 days of approval is 1%.

Payment for LITTER PICK UP shall be paid for by each specific area and frequency that is to be cleaned at the amount as bid for each location. If work is suspended due to inclement weather, the bidder will be paid a pro-rated fee for the work done that week. Additional services will be paid for at the bidders cost per crew for each hour.

#### **Idling of Equipment**

The Department of Public Works has a “No Idling” policy. A copy of the policy is available from the Department of Public Works. The Contractor is expected to adhere to this policy as they are an extension of the Public Works Department staff.

#### **Alterations, Omissions and Extra Work**

The Village of Oak Park reserves the right to increase or decrease the quantity of any item or portion of the work, or to omit portions of the work as may be deemed necessary.

#### **Project Coordination**

The Contractor shall submit, in writing, the name, address and all telephone numbers of the persons in their organization to whom instructions shall be given by Public Works staff for this operation.

The Contractor shall have at all times a competent foreman or superintendent available that shall have full authority to act for the Contractor, and to receive and execute orders from the Street Superintendent or appointed representative. Any instructions given to such superintendent or person executing work for the Contractor shall be binding on the Contractor as though given to him personally. Contractor’s representative must be proficient in the use and interpretation of the English language.

#### **Daily Reporting**

The Contractor shall report daily on the work that was completed for that day, or the previous day. Forms will be provided to the Contractor by the Village. Reporting shall be made at the Oak Park Public Works Center, 201 South Blvd. between the hours of 7:30 am and 4:00 pm.



### **Hours of Work**

Contractor shall only work on weekdays, (Monday, through Fridays), from 7:00 a.m. to 5:00 p.m. No other times are allowed except as authorized by the Streets Superintendent. No weekend work shall be allowed unless authorized. No work will be allowed on Legal Holidays as recognized by the Village of Oak Park, except as authorized.

### **Change Orders**

Change Orders: Changes in the Work may be agreed to after execution of the Agreement, and without invalidating the Agreement, if the Change Order is in writing and signed. Any changes to the scope of work which result in an increase in the agreement price will be subject to an agreement addendum which must be signed by both parties. Any such Change Order will be prepared by the Village. The Contractor may only proceed with the Change upon receipt of the written Change Order signed by the Village.

Emergency Changes: Contractor may perform work not included in the Scope of Work if necessary to remedy a condition that poses an immediate threat to persons or property. Work of this nature shall be carried out only to the extent of bringing the condition under control. The Village shall be notified immediately. A Change Order will then be negotiated and executed for the work performed, and for work remaining, if any.

Minor Changes (Field Orders): The Village may verbally authorize minor changes in the Scope of Work in order to prevent a delay in the progression of the Work. These field orders may not involve a change in the agreement price or be inconsistent with the Scope of Work.

Changes Due to Unknown Conditions: The Contractor is not responsible for Changes in the Work that are due to conditions that were not reasonably observable or conditions that have changed. In such cases, the Contractor shall notify the Village and a Change Order will be negotiated.

Any Change which results in a total agreement price in excess of \$10,000.00 must be approved by the Village of Oak Park Board of Trustees.

### **Correction of Work Prior To Final Payment**

The Village has the right to stop work if the Contractor fails to carry out the work in a manner acceptable to the Village. If the Village deems the Contractor's work unacceptable, at the Village's election, the Contractor shall do one of the following:

1. Promptly repair or replace the defective work, without expense to the Village, including costs associated with repairing any damage to property caused by the replacement work; or;
2. If the Village deems it unacceptable to have the Contractor correct work which has been incorrectly done, a deduction from the agreement price shall be made based on the costs to the Village to have the work repaired. Such a deduction from the agreement price shall in no way affect the Village's other remedies or relieve the Contractor from responsibility for defects and related damage occurring as a result of defective or unacceptable work.

**Dispute Resolution**

All disputes, including collection disputes, shall be brought in the Circuit Court of Cook County, Illinois. This agreement shall be interpreted in accordance with the laws of the State of Illinois. In any dispute resolution process, each party shall bear its own costs, including attorney's fees. Any purported agreement between the parties that states terms contrary to this paragraph will be deemed per se invalid.

**Bid Requirements**

The following forms must be completed in their entirety, notarized and included as part of the Bid document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your Bid.

**SECTION IV**  
**BID FORM (Pricing)**

THE UNDERSIGNED PROPOSES TO FURNISH EQUIPMENT, MANPOWER AND MATERIAL TO COMPLETE THE VILLAGE WIDE LITTER PICK UP SERVICE LOCATIONS AS INSTRUCTED BY THE STREET SUPERINTENDENT OF THE PUBLIC WORKS DEPARTMENT, VILLAGE OF OAK PARK, 201 SOUTH BOULEVARD, OAK PARK, IL 60302.

<u>No.</u>	<u>Item Description</u>	<u>Quantity</u> <u>(Weeks)</u>	<u>Unit</u> <u>Price</u>	<u>Total</u> <u>Price</u>
<b>Business District Areas – 3 X Weekly (see Section III and map for more detail)</b>				
1.	Downtown Oak Park	46	_____	_____
2.	North Boulevard (Harlem to Forest)	46	_____	_____
3.	South Boulevard (Harlem to Marion)	46	_____	_____
4.	The Pleasant District	46	_____	_____
5.	Chicago (Harlem to Marion)	46	_____	_____
6.	Chicago (Austin to Ridgeland)	46	_____	_____
7.	Austin & Lake (Austin to Humphrey)	46	_____	_____
8.	Austin & Madison (Austin to Humphrey)	46	_____	_____
9.	Austin & Roosevelt (Austin to Lyman)	46	_____	_____
10.	North Ave. (Harlem to Woodbine)	46	_____	_____
11.	North Ave. (Austin to Ridgeland)	46	_____	_____
12.	The Avenue District	46	_____	_____
13.	Oak Park & I-290	46	_____	_____
14.	Harrison (Austin to Ridgeland)	46	_____	_____
<b>Main Streets - 2 X Weekly (see Section III and map for more detail)</b>				
A.	Harlem (Garfield to Jackson)	46	_____	_____
B.	Austin (North Ave. to Roosevelt)	46	_____	_____
C.	North Ave. (Woodbine to Ridgeland)	46	_____	_____
D.	Lake (Forest to Humphrey)	46	_____	_____
E.	North Boulevard (Forest to Kenilworth)	46	_____	_____
F.	Madison (Maple to Humphrey)	46	_____	_____
G.	Oak Park (Madison to Washington)	46	_____	_____
H.	Ridgeland (South Blvd. to Lake)	46	_____	_____
I.	Ridgeland (Madison to Washington)	46	_____	_____
J.	Ridgeland (Harrison to Garfield)	46	_____	_____
K.	Harrison (Maple to Ridgeland)	46	_____	_____
L.	Flournoy (Highland to Humphrey)	46	_____	_____
M.	Garfield (Harlem to Austin)	46	_____	_____
N.	Lombard (Garfield to Harrison)	46	_____	_____
O.	South Blvd. (Marion to Oak Park)	46	_____	_____
P.	South Blvd. (Oak Park to Austin)	46	_____	_____
Q.	Roosevelt (Harlem to Lyman)	46	_____	_____
R.	East (Garfield to Harrison)	46	_____	_____

Total Price \_\_\_\_\_

3. Cost for Litter Pick Up for Special Events Per Hour \_\_\_\_\_

\_\_\_\_\_, of \_\_\_\_\_  
(Type Name of Individual Signing) (Type Name of Organization)

being first duly sworn on oath deposes and says that the bidder on the above Bid is organized as indicated below and that all statements herein made on behalf of such bidder and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their Bid from the Agreement Specifications and has checked the same in detail before submitting this Bid; that the statements contained herein are true and correct.

Signature of bidder authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of bidder shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated: \_\_\_\_/\_\_\_\_/2016 \_\_\_\_\_  
Organization Name (Seal - If Corporation)

By:

\_\_\_\_\_  
Authorized Signature Address

\_\_\_\_\_  
Telephone

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2015.

\_\_\_\_\_ in the State of \_\_\_\_\_. My  
Commission  
Notary Public

Expires on \_\_\_\_/\_\_\_\_/\_\_\_\_

**MUNICIPAL QUALIFICATION REFERENCE SHEET**

Bidders shall furnish a minimum of four (4) references from projects similar in scope within the last two (2) years.

<u>MUNICIPALITY</u>	_____
<u>ADDRESS</u>	_____
	_____
<u>CONTACT</u>	_____
<u>PHONE</u>	_____
<u>WORK</u>	_____
<u>PERFORMED</u>	_____

<u>MUNICIPALITY</u>	_____
<u>ADDRESS</u>	_____
	_____
<u>CONTACT</u>	_____
<u>PHONE</u>	_____
<u>WORK</u>	_____
<u>PERFORMED</u>	_____

<u>MUNICIPALITY</u>	_____
<u>ADDRESS</u>	_____
	_____
<u>CONTACT</u>	_____
<u>PHONE</u>	_____
<u>WORK</u>	_____
<u>PERFORMED</u>	_____

<u>MUNICIPALITY</u>	_____
<u>ADDRESS</u>	_____
	_____
<u>CONTACT</u>	_____
<u>PHONE</u>	_____
<u>WORK</u>	_____
<u>PERFORMED</u>	_____

**SECTION V**  
**BIDDER CERTIFICATION**

\_\_\_\_\_, as part of its Bid on an agreement for Village Wide Litter Pickup Services for the Village of Oak Park, hereby certifies that said bidder selected is not barred from proposing on the aforementioned agreement as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirement.

\_\_\_\_\_  
(Authorized Agent of bidder selected)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public's Signature

- Notary Public Seal -

**SECTION VI**  
**TAX COMPLIANCE AFFIDAVIT**

\_\_\_\_\_, being first duly sworn, deposes  
and says:

that he/she is \_\_\_\_\_ of  
(partner, officer, owner, etc.)

\_\_\_\_\_.  
(bidder selected)

The individual or entity making the foregoing Bid or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the Bid or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

\_\_\_\_\_  
By:  
Its:

\_\_\_\_\_  
(name of bidder if the bidder is an individual)  
(name of partner if the bidder is a partnership)  
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public's Signature

- Notary Public Seal -

**SECTION VII**  
**ORGANIZATION OF BIDDING FIRM**

**Please fill out the applicable section:**

**A. Corporation:**

The Contractor is a corporation, legally named \_\_\_\_\_ and is organized and existing in good standing under the laws of the State of \_\_\_\_\_. The full names of its Officers are:

President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Registered Agent Name and Address: \_\_\_\_\_

The corporation has a corporate seal. (In the event that this Bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

**B. Sole Proprietor:**

The Contractor is a Sole Proprietor. If the Contractor does business under an Assumed Name, the Assumed Name is \_\_\_\_\_, which is registered with the Cook County Clerk. The Contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

**C. Partnership:**

The Contractor is a Partnership which operates under the name \_\_\_\_\_  
The following are the names, addresses and signatures of all partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

(Attach additional sheets if necessary.) If so, check here \_\_\_\_\_.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

**D. Affiliates:** The name and address of any affiliated entity of the business, including a description of the affiliation: \_\_\_\_\_

\_\_\_\_\_

Signature of Owner





**SECTION VIII**  
**BID BOND**

WE \_\_\_\_\_

as PRINCIPAL, and \_\_\_\_\_ as SURETY, are held and firmly bound unto the Village of Oak Park, Illinois (hereafter referred to as "VOP") in the penal sum of **Ten Thousand dollars (\$10,000.00)**, as specified in the invitation for bids. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly to pay to the VOP this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written bid to the VOP acting through its awarding authority for the completion of the work designated as the above section.

THEREFORE if the bid is accepted and a agreement awarded to the PRINCIPAL by the VOP for the above-designated section and the PRINCIPAL shall within ten (10) days after award enter into a formal agreement, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in Specifications then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the VOP determines the PRINCIPAL has failed to enter into a formal agreement in compliance with any requirements set forth in the preceding paragraph, then the VOP acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2016.

PRINCIPAL

\_\_\_\_\_  
(Company Name) (Company Name)

By: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature & Title) (Signature & Title)

(If PRINCIPAL is a joint venture of two or more Contractors, the company names, and authorized signatures of each Contractor must be affixed)

Subscribed to and Sworn before me on the

\_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

**NAME OF SURETY**

By: \_\_\_\_\_  
Signature of Attorney-in-Fact

Subscribed to and Sworn before me on the

\_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

**SECTION IX**  
**COMPLIANCE AFFIDAVIT**

I, \_\_\_\_\_, (Print Name) being first duly sworn on oath depose and state:

1. I am the (title) \_\_\_\_\_ of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. I have examined and carefully prepared this Bid based on the request and have verified the facts contained in the Bid in detail before submitting it;
3. The Proposing Firm is organized as indicated above on the form entitled "Organization of Proposing Firm."
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates<sup>1</sup> are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to Bid rigging and Bid rotating, or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Proposing Firm nor its affiliates is barred from agreementing with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the agreement in civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**
9. I certify that the Contractor is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702

Signature: \_\_\_\_\_

Name and address of Business: \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Subscribed to and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

- Notary Public Seal -

<sup>1</sup> Affiliates means: (i) any subsidiary or parent of the agreementing business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the agreementing business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the agreementing business entity.

**SECTION X**  
**M/W/DBE STATUS AND EEO REPORT**

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

1. Contractor Name: \_\_\_\_\_

2. Check here if your firm is:

- ☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- ☐ Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
- ☐ Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
- ☐ None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?

\_\_\_\_\_ Number of full-time employees

\_\_\_\_\_ Number of part-time employees

4. Similar information will be requested of all subcontractors working on this agreement. Forms will be furnished to the lowest responsible Contractor with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. An incomplete form will disqualify your Bid. For assistance in completing this form, contact the Public Works Department at 708-358-5700.

**An EEO-1 Report may be submitted in lieu of this report** \_\_\_\_\_

Contractor Name \_\_\_\_\_

Total Employees \_\_\_\_\_

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Bid. It should be attached to your Affidavit of Compliance. Failure to include it with your Bid will be disqualify you from consideration.

\_\_\_\_\_, being first duly sworn, deposes and says that he/she is the \_\_\_\_\_  
(Name of Person Making Affidavit) (Title or Officer)  
of \_\_\_\_\_ and that the above EEO Report information is true and accurate and is submitted with the intent that it  
be relied upon. Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

\_\_\_\_\_  
( Date )

**SECTION XI**  
**NO BID EXPLANATION**

If your firm does not wish to propose on the attached specifications, the Village of Oak Park would be interested in any explanation or comment you may have as to what prevented your firm from submitting a Bid.

Bid Name:     Project No. 16-109; Village of Oak Park, Village Wide Litter Pickup Services  
Comments:

Signed: \_\_\_\_\_

Phone: \_\_\_\_\_

**SECTION XII**  
**AGREEMENT**  
**(For Reference – Do Not Fill Out)**

**INDEPENDENT CONTRACTOR AGREEMENT**

**THIS INDEPENDENT CONTRACTOR AGREEMENT** (“Agreement”) is entered into on the \_\_\_\_\_ day of \_\_\_\_\_ 2016, by and between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter the “Village”), and \_\_\_\_\_(hereafter the “Contractor”).

**WHEREAS**, the Contractor submitted a Proposal to provide Village Wide Litter Pickup services in 2016 (hereinafter referred to as the “Work”), wherein Contractor represented that it has the necessary personnel, experience, and competence to promptly complete the Work and the work required hereunder; and

**WHEREAS**, the Contractor’s Proposal is attached hereto and incorporated herein by reference into this Agreement and shall have the same force and effect as though fully set forth herein; and

**WHEREAS**, it is the intent of the Village and Contractor that the Contractor shall perform the Work pursuant to the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the premises and the mutual promises contained in this Agreement, and other good and valuable consideration received and to be received, it is mutually agreed by and between the parties as follows:

**1. RECITALS INCORPORATED**

The above recitals are incorporated herein as though fully set forth.

**2. SCOPE OF WORK**

The Contractor shall perform the Work as directed by the Village in accordance with its proposal in response to the Village’s Request for Proposal. The Contractor hereby represents and warrants that it has the skill and experience necessary to complete the Work in a good and workmanlike manner.

**3. DESIGNATED REPRESENTATIVES**

The Contractor shall designate in writing a person to act as its designated representative with respect to the Work to be performed under this Agreement. Such person shall have complete authority to transmit and receive instructions and information, interpret and define the Contractor’s policies and decisions with respect to the Work governed by this Agreement. The Director of Public Works or the Director’s designee shall have complete authority to transmit and receive instructions and information, interpret and define the Village’s policies and decisions with respect

to the Work governed by this Agreement.

#### **4. TERM OF CONTRACT**

The Contractor shall perform the work pursuant to this Agreement from June 1, 2016 through May 31, 2017 as outlined in the general specifications. The Contractor shall invoice the Village for the Work provided pursuant to this Agreement at the rates set forth in its Proposal. The total amount to be paid the Contractor shall not exceed \$\_\_\_\_\_ during the term of this Agreement.

#### **5. PAYMENT SCHEDULE**

The Contractor shall, as a condition precedent to its right to receive any payment, submit to the Village an application for payment and such receipts, vouchers, and other documents as may be necessary to establish the Contractor's payment for all labor and material and the absence of any interest whether in the nature of a lien or otherwise of any party in any property, work, or fund with respect to the Work performed hereunder. Such documents shall include, where relevant, the following forms, copies of which are attached hereto:

- (i) Contractor's sworn statement;
- (ii) Contractor's partial or final waiver of lien;
- (iii) Subcontractor's sworn statement(s); and
- (iv) Subcontractor's partial or final waiver of lien.

Payment by the Village shall be conditioned upon an inspection by the Village of the work completed and submission of required waivers by the Contractor. Payment by the Village shall in no way constitute a waiver of, or relieve the Contractor from, any defects in the work. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et seq. Final payment for any Work performed by the Contractor pursuant to an invoice by the Contractor shall be made by the Village to the Contractor when the Contractor has fully performed the work and the work has been approved by the Village and submission of required waivers and paperwork by Contractor. Approval of the work and issuance of the final payment by the Village shall not constitute a waiver of, or release the Contractor from, any defects in the work.

The Village shall have the right to withhold from any payment due hereunder such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to Work which is defective or does not conform to the Contract Documents; damage for which the Contractor is liable hereunder; liens or claims of liens; claims of third parties, subcontractors, or material men; or any failure of the Contractor to perform any of its obligations under this Agreement. The Village may apply any money withheld or due Contractor hereunder to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, and attorney's fees incurred, suffered, or sustained by the Village and chargeable to the Contractor.



## **6. TERMINATION**

The Village may terminate this Agreement for cause, which includes but is not necessarily limited to, the Contractor's failure to perform the work pursuant to this Contract. The Village shall provide the Contractor with five (5) days' written notice of a termination for cause pursuant to the provisions of Section 12 below. The Village may also terminate this Agreement when it determines the same to be in its best interests by giving fourteen (14) days' written notice to the Contractor pursuant to the provisions of Section 12 below. In such event, the Village shall pay to the Contractor all amounts due for the work performed up to the date of termination.

## **7. COMPLIANCE WITH APPLICABLE LAWS**

The Contractor shall comply with all applicable laws, regulations, and rules promulgated by any federal, state, county, municipal and/or other governmental unit or regulatory body now in effect during the performance of the work. By way of example only and not as a limitation, the following are included within the scope of the laws, regulations and rules with which the Contractor must comply: all forms of Workers Compensation Laws, all terms of the equal employment opportunity rules and regulations of the Illinois Department of Human Rights, statutes relating to contracts let by units of government, and all applicable civil rights and anti-discrimination laws and regulations.

## **8. INDEMNIFICATION**

To the fullest extent permitted by law, the Contractor shall waive any right of contribution against the Village and shall indemnify and hold harmless the Village and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs) arising out of or resulting from the performance of the Contractor's Work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright-protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which the Village would otherwise have. The Contractor shall similarly protect, indemnify and hold and save harmless, the Village, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees incurred by reason of the Contractor's breach of any of its obligations under, or the Contractor's default of, any provisions of this Contract. The indemnification obligations under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the

Contractor or any subcontractor under Worker's Compensation or Disability Benefit Acts or Employee Benefit Acts.

## **9. INSURANCE**

The Contractor shall, at the Contractor's expense, secure and maintain in effect throughout the duration of this Contract, insurance of the following kinds and limits set forth in this Section. The Contractor shall furnish "Certificates of Insurance" to the Village before beginning the Work pursuant to this Agreement. All insurance policies shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of at least A:VII according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the Village. This provision shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail thirty (30) days written notice to the certificate holder named to the left."

The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

### **(A) Commercial General Liability:**

- i. Coverage to include Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal Injury	\$ 1,000,000.00
- iii. Coverage for all claims arising out of the Contractor's operations or premises and anyone directly or indirectly employed by the Contractor.

### **(B) Worker's Compensation:**

- i. Worker's Compensation insurance shall be provided in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who perform the Work pursuant to this Contract, and if work is subcontracted pursuant to the provisions of this Contract, the Contractor shall require each subcontractor similarly to provide Workers' Compensation insurance. In case employees engaged in hazardous work under this Contract are not protected under the Workers' Compensation Act, the Contractor shall provide, and shall cause each subcontractor to provide,

adequate and suitable insurance for the protection of employees not otherwise provided.

(C) **Comprehensive Automobile Liability:**

i. Comprehensive Automobile Liability coverage shall include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.

ii. Limits:  
Combined Single Limit \$1,000,000.00

(D) **Umbrella:**

i. Limits:  
Each Occurrence/Aggregate \$ 2,000,000.00

(E) The Village, its officers, employees, agents and volunteers shall be named as additional insureds on all insurance policies set forth herein except Worker's Compensation. The Contractor shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, employees, agents, and volunteers.

The Contractor understands and agrees that any insurance protection required by this Contract or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, employees, agents and volunteers as herein provided.

**10. GUARANTY**

The Contractor warrants and guarantees that its Work to be performed under this Agreement, and all workmanship, materials, equipment, and supplies performed, furnished, used, or installed under this Agreement, performed, furnished, used, or installed under this Agreement, shall be free from defects and flaws in workmanship or design; shall strictly conform to the requirements of this Agreement; and shall be fit and sufficient for the purposes expressed in, or reasonably inferred from, this Agreement. The Contractor further warrants and guarantees that the strength of all parts of all manufactured materials, equipment, and supplies shall be adequate and as specified and that the performance requirements of this Agreement shall be fulfilled.

The Contractor shall, at no expense to the Village, correct any failure to fulfill the above guaranty that may appear at any time. In any event, the guaranty herein expressed shall not be sole and exclusive, and is additional to any other guaranty or warranty expressed or implied.

**11. AFFIDAVIT OR CERTIFICATE**

The Contractor shall furnish any affidavit or certificate in connection with the work covered by this Agreement as required by law.

**12. NOTICES**

Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by email or personal service to the persons and addresses indicated below or to such addresses and persons as either party hereto shall notify the other party of in writing pursuant to the provisions of this Section:

**To the Village:**

Director of Public Works  
Village of Oak Park  
201 South Boulevard  
Oak Park, Illinois 60302-4272  
Fax: (708) 358-5711  
Email: [jwielebnicki@oak-park.us](mailto:jwielebnicki@oak-park.us)

**To the Contractor:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_

Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

Notice of facsimile or electronic transmission shall be effective as of date and time of facsimile or electronic transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event facsimile or electronic notice transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

**13. AUTHORITY TO EXECUTE**

The individuals executing this Agreement on behalf of the Contractor and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

**14. EFFECTIVE DATE**

The effective date of this Agreement as reflected above and below shall be the date that the Village Manager executes this Agreement on behalf of the Village.

**15. ENTIRE CONTRACT; APPROVAL OF SUBCONTRACTORS**

This Agreement, including the documents incorporated by reference herein, sets forth the entire Agreement of the parties with respect to the accomplishment of the Work. No right or interest in this Agreement shall be assigned, in whole or in part, by either party without the prior written consent of the other party. The Village reserves the right to approve the use of subcontractors to complete any portion of the Work and to approve any applicable contract between the Contractor and a proposed subcontractor to perform any of the Work. This Agreement shall be binding upon the parties and upon their respective heirs, executors, administrators, personal representatives, successors, and assigns, except as herein provided.

**16. INDEPENDENT CONTRACTOR**

The Contractor shall have the full control of the ways and means of performing the work referred to above and that the Contractor and its employees, representatives or subcontractors are not employees of the Village, it being specifically agreed that the Contractor bears the relationship of an independent contractor to the Village. The Contractor shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Work.

**17. GOVERNING LAW AND VENUE**

This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance. Venue for any action pursuant to this Contract shall be in the Circuit Court of Cook County, Illinois.

**18. AMENDMENTS AND MODIFICATIONS**

This Agreement may be modified or amended from time-to-time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Contractor.

**19. NON-WAIVER OF RIGHTS**

No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this Agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

**20. CONFLICT**

In case of a conflict between any provision(s) of the Village's Request for Proposals or the Contractor's Proposal and this Agreement, this Agreement and the Village's Request for Proposals shall control to the extent of such conflict.

**21. HEADINGS AND TITLES**

The headings and titles provided in this Agreement are for convenience only and shall not be deemed a part of this Agreement.

**22. COOPERATION OF THE PARTIES**

The Village and the Contractor shall cooperate in the provision of the Work to be provided by Contractor pursuant to this Agreement and in compliance with applicable laws, including, but not limited to, the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* ("FOIA"), and the provision of any documents and information pursuant to a FOIA request. The Contractor shall provide any and all documents to the Village pursuant to a FOIA request at no cost to the Village.

**23. COUNTERPARTS; FACSIMILE OR PDF SIGNATURES**

This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Contract. A facsimile or pdf copy of this Agreement and any signature(s) thereon will be considered for all purposes as an original.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK-  
SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the day and date first written above.

**VILLAGE OF OAK PARK**

**CONTRACTOR**

\_\_\_\_\_  
By: Cara Pavlicek  
Its: Village Manager

\_\_\_\_\_  
By:  
Its:

Date: \_\_\_\_\_, 2016

Date: \_\_\_\_\_, 2016

ATTEST:

ATTEST:

\_\_\_\_\_  
By: Teresa Powell  
Its: Village Clerk

\_\_\_\_\_  
By:  
Its:

Date: \_\_\_\_\_, 2016

Date: \_\_\_\_\_, 2016