

**Hold Harmless**

See attached form Agreement.

**Insurance**

See attached form Agreement.

**Termination of Agreement**

See attached form Agreement.

**References:**

Service Providers shall furnish a minimum of four (4) references from projects similar in scope within the last two (2) years. Include phone number and email address.

**SERVICE PROVIDER REFERENCES**

Service Provider Name: Thompson Elevator Inspection Service, Inc

	Name	Address	Contact Info
1.	<u>Village of Arlington Heights</u>	<u>33 S Arlington Heights Rd Arlington Heights, IL 60005</u>	<u>Valerie Gerstein- 847-368-5562</u>
2.	<u>Village of Downers Grove</u>	<u>801 Burlington Ave Downers Grove, IL 60515</u>	<u>Alex Pellicano- 630-434-5514</u>
3.	<u>City of Elgin</u>	<u>150 Dexter Court Elgin, IL 60120</u>	<u>Raoul Johnston- 847-931-5947</u>
4.	<u>Village of Glenview</u>	<u>2500 E Lake Ave Glenview, IL 60026</u>	<u>Joe Footlik- 847-904-4321</u>

State the number of years in this business 42.

State the number of current personnel on staff trained in the provision of inspections 17 and plan review 3.

**\*\*PLEASE SEE SECTION 5 FOR COMPLETE LIST OF REFERENCES**

**SECTION IV**  
**PROPOSAL FORM (Pricing)**

The undersigned Service Provider agrees to all terms and conditions of the preceding specifications in the attached Personal Services Agreement and will furnish all the insurance documents and security deposits as stipulated. Please provide unit prices listed below for 2018.

The undersigned contractor agrees to all terms and conditions of the preceding specifications in the attached Personal Services Agreement and will furnish all the insurance documents and security deposits as stipulated. The unit prices listed below is for 2019 and 2020 only. The contract, if renewed, would require estimates for 2020 and 2021.

**2018-2020 Service**

<i>Annual Inspection Cost per inspection and one re-inspection</i>	\$	<u>86.00</u>
<i>Each additional re-inspection</i>	\$	<u>43.00</u>

Note - The fee for the required annual inspection shall include that inspection and one re-inspection required to assure compliance with that initial report. A re-inspection fee can only be charged to an additional re-inspection for the same non-compliance or a missed inspection that was not cancelled by the building owner or their representative a minimum of 24 hours in advance of the pre-arranged inspection time.

<i>Existing Construction Inspection per inspection</i>	\$	<u>100.00</u>
<i>Existing Construction Re-Inspection per inspection</i>	\$	<u>100.00</u>
<i>Plan Reviews-New</i>	\$	<u>200.00</u>
<i>Plan Reviews Renovated/Modernization</i>	\$	<u>200.00</u>

Note -The fee for reviews shall include the initial review and one (1) re-review if necessary. A re- review fee can only be charged for the same non-compliance or a missed correction on the second review.

<i>Consulting per hour</i>	<u>Routine Technical Questions- NO CHARGE</u> \$ <u>Projects Requiring Extensive Time- \$75.00/hour</u>
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SIGNATURE PAGE

Proposal Signature:

Catherine Thompson

State of Illinois )

County of Cook )

Catherine Thompson

(Type Name of Individual Signing)

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

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

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

Dated: 6/12/2017

Thompson Elevator Inspection Service, Inc.

Organization Name

(Seal - If Corporation)

By:

Catherine Thompson

Authorized Signature

1302 E Thayer St., Mt. Prospect, IL 60056

Address

847-296-8211

Telephone

Subscribed and sworn to before me this 12<sup>th</sup> day of June, 2017.

Justin Stanonik

Commission  
Notary Public

In the State of Illinois. My

Expires on 10/8/18

OFFICIAL SEAL  
JUSTIN STANONIK  
Notary Public - State of Illinois  
My Commission Expires Oct 8, 2018

PROPOSAL FORM continued

Complete Applicable Paragraph Below

(a) Corporation

The Service Provider is a corporation, which operates under the legal name of Thompson Elevator Inspection Service, Inc. and is organized and existing under the laws of the State of Illinois. The full names of its Officers are:

President Catherine Thompson

Secretary Catherine Thompson

Treasurer Catherine Thompson

The corporation does have a corporate seal. (In the event that this proposal 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) Partnership

Names, Signatures, and Addresses of all Partners

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The partnership does business under the legal name of \_\_\_\_\_, which name is

is registered with the office of \_\_\_\_\_ in the county of

\_\_\_\_\_.

(c) Sole Proprietor

The Service Provider is a Sole Proprietor whose full name is

N/A. If the Service Provider is operating under

a trade name, said trade name is \_\_\_\_\_,

which name is registered with the office of \_\_\_\_\_

in the county of \_\_\_\_\_.

Signed: \_\_\_\_\_  
Sole Proprietor

In compliance with the above, the undersigned offers and agrees, if his/her proposal is accepted within ninety (90) calendar days from date of opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

MUNICIPAL QUALIFICATION REFERENCE SHEET

MUNICIPALITY Village of Arlington Heights  
ADDRESS 33 S Arlington Heights Rd  
Arlington Heights, IL 60005  
CONTACT Valerie Gerstein  
PHONE 847-368-5562

WORK Plan Reviews, new construction inspections, modernization inspections  
PERFORMED semi-annual code inspections

MUNICIPALITY Village of Downers Grove  
ADDRESS 801 Burlington Ave  
Downers Grove, IL 60515  
CONTACT Alex Pellicano  
PHONE 630-434-5514

WORK Plan Reviews, new construction inspections, modernization inspections  
PERFORMED semi-annual code inspections

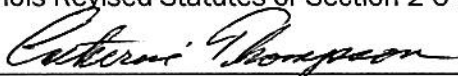
MUNICIPALITY City of Elgin  
ADDRESS 150 Dexter Court  
Elgin, IL 60120  
CONTACT Raoul Johnston  
PHONE 847-931-5947

WORK Plan Reviews, new construction inspections, modernization inspections  
PERFORMED semi-annual code inspections

**\*\*PLEASE SEE SECTION 5 FOR COMPLETE LIST OF REFERENCES**

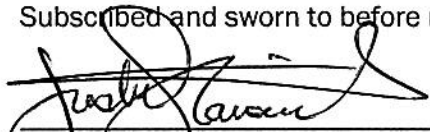
SECTION V  
CONTRACTOR CERTIFICATION

Thompson Elevator Inspection Service, Inc., as part of its proposal on agreement for 2018 Elevator Inspections and Plan Review for the Village of Oak Park Village Hall, hereby certifies that said contractor 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.



(Authorized Agent of contractor selected)

Subscribed and sworn to before me this 12<sup>th</sup> day of June, 2017.

  
Notary Public's Signature

- Notary Public Seal -



SECTION VI  
TAX COMPLIANCE AFFIDAVIT

Catherine Thompson, being first duly sworn, deposes and says:

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

Thompson Elevator Inspection Service, Inc.

(Service Provider selected)

The individual or entity making the foregoing proposal 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 proposal 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: Catherine Thompson

Its: President

Thompson Elevator Inspection Service, Inc.

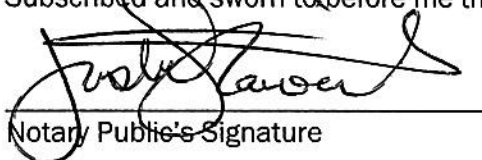
(name of Service Provider if the Service Provider is an individual)

(name of partner if the Service Provider is a partnership)

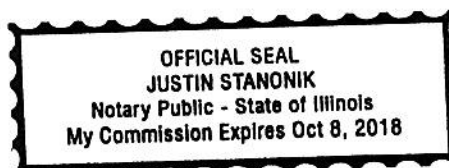
(name of officer if the Service Provider is a corporation)

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

Subscribed and sworn to before me this 12<sup>th</sup> day of June, 2017

  
Notary Public's Signature

- Notary Public Seal -



**Minority Business and Women Business Enterprises Requirements**

The Village in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of Service Providers and subcontractors in taking affirmative action and providing 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.

**Reporting Requirements**

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

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

Please fill out the applicable section:

**A. Corporation:**

The Service Provider is a corporation, legally named Thompson Elevator Inspection Service, Inc. and is organized and existing in good standing under the laws of the State of Illinois. The full names of its Officers are:

President Catherine Thompson

Secretary Catherine Thompson

Treasurer Catherine Thompson

Registered Agent Name and Address: Catherine Thompson- 1302 E. Thayer St., Mt. Prospect, IL 60056

The corporation has a corporate seal. (In the event that this Proposal 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 Service Provider is a Sole Proprietor. If the Service Provider does business under an Assumed Name, the

Assumed Name is N/A, which is registered with the Cook County Clerk. The Service Provider is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

**C. Partnership:**

The Service Provider is a Partnership which operates under the name N/A

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.

description of the affiliation: N/A

Signature of Owner

**SECTION VIII**  
**COMPLIANCE AFFIDAVIT**

I, Catherine Thompson, (Print Name) being first duly sworn on oath deposes and state:

1. I am the (title) President 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 Proposal based on the request and has verified the facts contained in the Proposal 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 agreeing 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 Service Provider is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702

<sup>1</sup> Affiliates means: (i) any subsidiary or parent of the agreeing business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the agreeing 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 agreeing business entity.

Signature: *Patterson Thompson*

Name and address of Business: Thompson Elevator Inspection Service, Inc. - 1302 E. Thayer St., Mt. Prospect, IL 60056

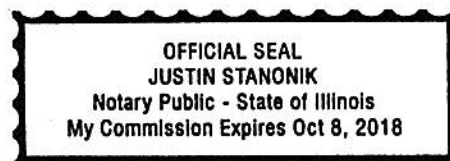
Telephone 847-296-8211

E-Mail patty@thompstonelevator.com

Subscribed to and sworn before me this 12<sup>th</sup> day of June, 2017.

*Justin Stanonik*  
Notary Public

- Notary Public Seal -



**SECTION IX**  
**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 Proposal. For assistance in completing this form, contact the Department of Development Customer Services at 708-358-5420.

1. Service Provider Name: Thompson Elevator Inspection Service, Inc.

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?

19 Number of full-time employees

11 Number of part-time employees

4. Similar information will be requested of all sub-Service Providers working on this agreement. Forms will be furnished to the lowest responsible Service Provider 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: *Catherine Thompson*

Date: 6/12/2017

# 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 Purchasing Department at 708-358-5473.

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

Contractor Name Thompson Elevator Inspection Service, Inc.

Total Employees 30

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	2		2									
Professionals												
Technicians	17	17			1							
Sales Workers												
Office & Clerical	11	2	9									
Semi-Skilled												
Laborers												
Service Workers												
TOTAL	30	19	11		1							
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.

Catherine Thompson, being first duly sworn, deposes and says that he/she is the President

(Name of Person Making Affidavit)

(Title or Officer)

of Thompson Elevator and that the above EEO Report information is true and accurate and is submitted with the intent that it  
Inspection Service, Inc.

be relied upon. Subscribed and sworn to before me this 12<sup>th</sup> day of June, 2017.

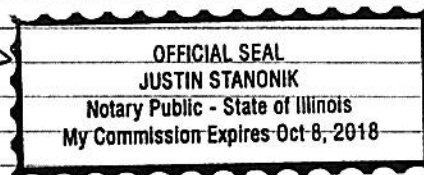
Catherine Thompson

(Signature)

6/12/2017

(Date)

*[Signature]*



SECTION X  
NO PROPOSAL 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 Proposal.

Thank you.

RFP Name: Village of Oak Park Village Proposal RFP-DCS-2018-Inspections-and-Plan-Review-Services.

Comments: N/A

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

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