



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Town Board

August 15th, 2017

7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
 - A. Veterans Honor Roll – 1LT Richard Sanborn
 - B. South Elgin High School PMC Winners
 - C. Streamwood High School PMC Winners
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Highway Commissioner’s Report
 - D. Assessor’s Report
 - E. Treasurer’s Report
 - F. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of August 1, 2017
 - B. Resolution Authorizing the Hanover Township Senior Center Code of Conduct
 - C. Resolution Approving the Astor Avenue Community Center Roof Renovation Project
 - D. Consideration of Hanover Township Facility Use Policies
- IX. Executive Session
- X. Workshop: Strategic Plan Update
- XI. Other Business
- XII. Adjournment

Mission Statement

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.



HANOVER TOWNSHIP

VETERANS HONOR ROLL

WE ARE PROUD TO HONOR THOSE WHO
HAVE SERVED US SO VALIANTLY

NAME: Richard Sauborn

ADDRESS: 100 Abbeywood Circle

CITY/ZIP CODE: Streamwood, IL 60107

PHONE #: 630-289-8735

EMAIL ADDRESS: rgranvill@adl.com

DATE OF BIRTH: Aug 11, 1944

BRANCH OF SERVICE: Army RANK AT DISCHARGE: 1 Lt.

YEARS OF SERVICE: FROM Sept 66 TO July 69

MEDALS AWARDED OR OTHER CITATIONS:

Bronze Star, National Defense Medal

Vietnam Campaign Medal Vietnam Service Medal

INJURIES: Type II Diabetes due to exposure to Agent Orange

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

Brian P. McGuire

Supervisor

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for July 2017

SERVICE PROVIDED	JULY 2017	JULY 2016	FYTD 2018	FYTD 2017
<i>Passports</i>	410	361	2,093	1,649
Photo fees	\$2,580	\$1,360	\$12,380	\$5,580
Fee deposits	\$6,900	\$6,565	\$39,785	\$33,630
<i>Fishing/Hunting licenses</i>	8	7	58	67
<i>Handicap Placards</i>	17	22	63	78
<i>Cook County vehicle stickers</i>	20	21	207	233
<i>Human Resources Requests</i>	171	156	621	614
<i>New Employee Orientations</i>	4	1	9	4
<i>Technology work orders</i>	39	31	182	162
<i>Resident Contacts</i>	2,256	2,018	8,268	7,911
<i>Percent of Budget Expended (33% of year)</i>	7.1%	7.3%	22.8%	20.2%

Department Highlights

- Administrative Services conducted the recruitment and interview process for the Administrative Specialist position. Suzy Callahan joined the Administrative Services team on July 31st as Administrative Specialist. She will be assisting on administrative projects and the passport acceptance program and will replace the Management Analyst position.
- The Annual Workplace Evaluation survey was distributed to all Township staff. The survey allows staff to provide feedback on a variety of human resource topics. Administrative Services is reviewing the feedback provided and will be conducting a follow up survey to solicit additional feedback in the areas of communication and information technology.
- Assistant Administrator Powers assisted Emergency Services with coordination of the Active Threat Training with the Elgin Police Department on July 17th.
- Administrative Services staff worked with liability insurance brokers Sullivan & Associates to review quotes for increased cyber liability coverage.
- Administrator Barr and Assistant Administrator Powers attended the Illinois Association of Township Administrators meeting on July 12 in Naperville.
- The Annual All Staff Picnic will be held on Wednesday August 16th from 12pm to 1:30pm at the William Tiknis Campus.

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OFFICE OF THE ASSESSOR

Report for July 2017

SERVICE PROVIDED	JULY 2017	JULY 2016	FYTD 2018	FYTD 2017
<i>Administration</i>				
Office visits	424	317	954	782
Building permits processed	602	676	2,026	2,194
Change of Name*	18	10	32	29
Property tax appeals	0	0	0	0
Certificate of Errors	281	145	580	345
Property location updates	1	0	5	4
<i>Exemptions</i>				
Homeowner exemptions	48	52	139	79
Senior homeowner exemptions	116	58	264	191
Senior Freeze exemptions	68	13	131	71
Disabled person & Veteran exemptions	49	15	104	56
Miscellaneous exemptions	0	7	6	14

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. July had a total of 424 visitors after 4:30pm.
- We have a total of 2,239 e-mails on our contact list. We added 62 e-mails in July.
- Cook County 2016 2nd installment tax bills were mailed out June 30 and had a due date of August 1st.
- Chief Deputy Assessor Glascott attended the Active Threat training July 17th.
- Chief Deputy Assessor Glascott attended the Branding Strategic Planning Workgroup meeting July 20th.
- Chief Deputy Assessor Glascott attended the Employee Wellness Workgroup meeting July 26th.

Office of the Assessor Mission Statement:

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.

OFFICE OF COMMUNITY HEALTH

Report for July 2017

SERVICE PROVIDED	JULY 2017	JULY 2016	FYTD 2018	FYTD 2017
<i>Appointments</i>				
ProTimes	21	24	73	92
TB skin test	16	4	40	21
Cholesterol	2	1	8	11
Pharmaceutical Assistance Programs	0	4	1	5
Miscellaneous labs	6	11	40	37
Wellness Screening (BP, diabetes, anemia)	39	37	187	107
Other	51	29	158	135
<i>Clinic Clients</i>				
Senior Center/ home visits	97	74	347	316
Astor Avenue	14	16	31	48
Elgin, Izaak Walton Center	0	4	11	21
Offsite clinics	22	14	54	46
Total clients (unduplicated)	55	45	211	197
<i>Public Education & Health Promotion</i>				
Media coverage	4	4	12	13
Informational seminars/Program	4	5	25	27
Program Participants	54	80	784	850
<i>Primary Care Provider Support</i>	6	11	17	45

Department Highlights

- Provided 10 home visits for residents in the month of July.
- Director Smith volunteered at the Bartlett 4th of July Festival on July 1st.
- Benedictine University nursing student, Jeanne Leffler, started at the Township for her Leadership and Community Health internship on July 13th.
- Community Health Nurse Arriola attended the Hanover Park Cops Picnic on July 14th and provided information on Township services to attendants.
- Director Smith attended the Active Threat Training session on July 17th, conducted by the Elgin Police Department, to raise awareness on the topic as well as review current polices.
- Director Smith completed CPR monitoring course to renew certification as a CPR instructor.
- The Director and Community Health Assistant attended the Streamwood Summer Celebration on July 30th and provided information on Township services to attendants.

Office of Community Health Mission Statement:

Our mission of the Office of Community Health is to provide education and health promotion, prevent the spread of disease and illness, and to assist residents in accessing quality health services.

OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for July 2017

SERVICE PROVIDED	JULY 2017	JULY 2016	FYTD 2018	FYTD 2017
<i>Website Visits(total)</i>	5,801	4,489	16,522	16,572
<i>Website Visits (unique)</i>	3,340	3,250	7,801	11,790
<i>New Facebook Likes</i>	25	16	108	92
<i>New Twitter Followers</i>	37	2	177	43
<i>YouTube Views</i>	260	191	1,119	809
<i>New Email address contacts</i>	62	3	585	105
<i>Media Releases</i>	4	5	15	17
<i>Veteran Contacts</i>	53	46	91	164
<i>Total Veterans served</i>	47	29	74	114
<i>Total Resident Contacts (Elgin office)</i>	1,189	1,169	3,310	2,577

Department Highlights

- Community and Veteran’s Affairs staff coordinated with the Village of Hoffman Estates, Sears Centre Arena and Hoffman Estates Park District in promotional efforts for the 2017 Northwest Fourth-Fest.
- Director Kuttenberg met with Elgin Councilwoman Rose Martinez on July 10 to discuss intergovernmental and community issues.
- Director Kuttenberg spoke with the Metropolitan Township Association Legislative Consultant on July 13 to discuss the status of Township initiated legislation and the state of the Illinois budget crisis.
- Communications Specialist Tara Spirou started at the Township on July 17 and has been meeting with departments during the onboarding process.
- The Izaak Walton Center hosted a Veterans Lunch and Movie event on July 18 for 20 Township veterans.
- Director Kuttenberg and Communications Specialist Spirou attended Social Media Crisis Training on July 20 at Lewis University in Romeoville. Training sponsored by Will County Public Information Officers Association.
- Director Kuttenberg and members of the Communications Strategic Planning Workgroup met on June 29 to review objectives and action steps.

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DEPARTMENT OF EMERGENCY SERVICES

Report for July 2017

SERVICE PROVIDED	JULY 2017	JULY 2016	FYTD 2018	FYTD 2017
<i>Volunteers</i>				
Total volunteers	32	28	32	28
New volunteers	2	0	6	2
<i>Hours</i>				
Volunteer Detail Hours	840.5	647	1,770	1,803.5
Volunteer Work Hours	134.5	168.5	712.25	1,018.25
Volunteer Training Hours	228	194	1,063	864
<i>Total Volunteer Hours</i>	1,203	1,009.5	3,545.25	3,685.75
<i>Details</i>				
Emergency Call Outs	15	8	32	16
Safety Patrols	3	4	13	20
Township Sponsored Events	2	6	11	15
Other Community Events	9	6	20	21
Miscellaneous	0	0	0	0
<i>Total Details</i>	29	24	76	72

Department Highlights:

- HTES assisted South Barrington Police Department for an automobile accident on July 4th.
- HTES responded to the Hanover Park Fire Department for structure fire to support fire suppression efforts and traffic control on July 5th.
- Weather spotting was conducted on July 11th, 19th, 21st, and 23rd.
- On July 21st, HTES assisted Cook County Sheriff's Department and Elgin Fire Department with several downed tree removals, Streamwood Fire Department with a downed electrical wire, Elgin Emergency Management Agency with water removal, Itasca Fire Department with lighting assistance due to power outages and assisted with resident basement water removal at multiple locations.
- On July 22, HTES assisted with down electrical wires for the Streamwood Fire Department, Wayne Police Department and the Fox River Fire Protection District.
- HTES attended the annual Blackhawk Homeowner Association picnic on July 9th.
- HTES coordinated an Active Threat Training for Township Management Team conducted by the Elgin Police Department on July 17th.
- HTES assisted Hoffman Estates Fire Department at the Northwest Fourth Fest with UTV and firework/event traffic control July 1st – 4th.
- HTES assisted the Fox River Fire Protection District for a 5k run on July 1st.
- HTES assisted Elgin Police Department with a 5k run on July 2nd.
- On July 9th HTES assisted the Hanover Park Police Department with traffic control for the Dash and Splash Day 5k event.
- On July 28th, 29th, and 30th, HTES assisted the Streamwood Police and Fire Department with the Streamwood Summer Celebration, providing all traffic control for the event.
- Safety patrols were conducted on July 9th, 14th, and 23rd.

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DEPARTMENT OF FACILITIES & MAINTENANCE

Report for July 2017

SERVICE PROVIDED	JULY 2017	JULY 2016	FYTD 2018	FYTD 2017
<i>Administration</i>				
Vehicle service calls	3	6	24	25
Work orders	58	77	254	282
Event set-ups/tear downs	178	163	745	703
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	6,581	5,694	20,012	19,352
Town Hall	9,660	8,940	28,312	29,460
Senior Center	39,825	32,960	129,263	113,034
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	6.22	6.39	503.78	370.66
Town Hall	7.25	2.14	953.69	987.29
Senior Center	972.41	52.16	4,387.37	3,175.25

Department Highlights

- The bid opening for the Astor Avenue Community Center roof replacement project was held on August 1st. Facilities and Maintenance, legal counsel, and engineers are currently reviewing bids for the lowest responsible bidder.
- Facilities and Maintenance completed renovations to the men's washroom in Town Hall.
- MG Mechanical installed a new rooftop air handling unit (RTU) at the Mental Health Community Resource Center.
- Carpeting was replaced in the stairways at the Izaak Walton Center.
- Facilities and Maintenance completed the set up and take down of the Hanover Township tents for the Hanover Park Police Department picnic on July 14th and the Blackhawk Homeowners Association picnic on July 9th.
- The eighteen-year-old RTU for Youth and Family Services has been refurbished, replacing the internal components, but maintaining the exterior structure.
- The bathrooms at the Mental Health Community Resource Center were updated with new paint and baby changing stations.
- Clean up of the Izaak Walton Reserve trail system continues. As the water recedes, the department continues to clear the trail of debris. The trail is anticipated to be completely open by mid-August.
- Director Spejcher now drives the unincorporated road system to familiarize with the area in anticipation of the consolidation on January 1, in addition to working with department staff for a clear understanding of future expectations and responsibilities.

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HIGHWAY DEPARTMENT

Report for July 2017

SERVICE PROVIDED	JULY 2017	JULY 2016	FYTD 2018	FYTD 2017
<i>Spring Season</i>				
Wolsfeld patching complete				
Rolling Knolls resurfacing plans continue				
Township trimming complete				
<i>Spring Season</i>				
Brush Pickup	8	5	13	39

Department Highlights

- Wolsfeld patching has been completed.
- Rolling Knolls resurfacing plans continue.
- Row trimming is ongoing.
- Township trimming has been completed.

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OFFICE OF THE MENTAL HEALTH BOARD

Report for July 2017

SERVICE PROVIDED	JUNE 2017	JUNE 2016	FYTD 2018	FYTD 2017
<i>Grant Funding</i>				
New clients	157	175	1,256	1,287
Ongoing Clients	339	482	NC	NC
Closed Cases	63	34	260	244
Prevention Programming Presentations	9	27	104	130
Number in audience	263	1,462	3,874	3,708
<i>TIDE</i>				
Participants	16	14	17	14
Rides	104	94	343	266
<i>Resource Center</i>				
Organizations providing services	6	6	5	6
Clients served	89	92	249	296

Department Highlights

- The Mental Health Board will meet next on August 22, 2017 at 6:00 PM in Downey Hall.
- Reached out to 19 funded agencies regarding an audit of FY 17 and FY 18 clients. Currently these agencies receive quarterly payments based on the receipt of monthly reports. The MHB reporting website asks for municipality of clients served, but does not verify residency. The audit will allow further review of client demographics to ensure Township residents are being served by the annually allocated funded from the MHB. The audit for all agencies is due September 15th.
- Completed the revision of the second edition of the Mental Health Resource Guide. The guide will provide updated information regarding township departments, mental health, substance abuse and developmental disability services and more. The guide will be delivered to township households by August 15th and will be distributed at all Township buildings, in addition to MHB funded agencies.
- Continue to work with Facilities and Maintenance staff with capital improvement projects at the Community Resource Center. Two bathrooms and two offices have been painted and the bathrooms were converted to unisex bathrooms to accommodate staff and visitors. A new roof top unit was also installed in July. The goal is to paint the entire interior of the building by the end of the fiscal year.
- The next Human Services Coordinating Council meeting will take place on August 30th at 10:00am at the Senior Center. Senator Castro will be joining the meeting for a Springfield update and a Q&A session.
- Family Service Association of Greater Elgin has relinquished an office, while still retaining one office, at the Community Resource Center due to agency changes. Children's Advocacy Center has taken over the lease for the office and will provide family therapy services separate from the Safe From the Start program. This is the first opportunity CAC has had to provide programs other than Safe From the Start at the Resource Center.

Mental Health Board Mission Statement:

The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

DEPARTMENT OF SENIOR SERVICES

Report for July 2017

SERVICE PROVIDED	JULY 2017	JULY 2016	FYTD 2018	FYTD 2017
<i>Programming Division</i>				
Planned programs	221	197	869	824
Participants	3,012	2,616	11,962	10,509
Participants (unduplicated)	654	588	1,201	1,182
Wait listed (unduplicated)	60	119	337	339
Art & Computer classes	42	44	184	212
Art & Computer class participants	259	303	1,295	1,464
New volunteers	2	3	15	13
Total volunteers (unduplicated)	133	133	198	191
Volunteer hours reported	2,236	2,177	10,087	10,071
Meals Served	1,278	849	4,399	3,486
Meals delivered by volunteers	1,353	854	4,614	3,949
<i>Social Services Division</i>				
Clients served (unduplicated)	177	225	489	496
Clients served (duplicated)	153	302	601	1,003
Energy Assistance	0	2	25	29
Prescription drugs & health insurance assistance	92	106	377	288
Social Service programs	11	12	40	43
Social Service program participants	97	107	364	333
Lending Closet transactions	114	115	422	458
<i>Transportation Division</i>				
One way rides given	1,511	1,321	6,826	6,170
Individuals served (unduplicated)	210	225	386	449
New riders	39	54	386	449
Unmet requests for rides	38	56	128	172

Department Highlights:

- The staff and volunteers completed the National Council on Aging Accreditation document notebook. A peer reviewer from NCOA is expected to evaluate the center before October.
- The Stars and Stripes Café held a BBQ Week promotion from July 17 – 21st which featured \$3 BBQ lunch specials. A total of 473 meals were served as part of the BBQ week promotion.
- Director Colagrossi and Social Services Manager Conway attended the annual CEDA Site Director Meeting on July 13th for the upcoming LIHEAP program year. All Social Services staff successfully completed PIPP Recertification Training on 7/19. CEDA announced that LIHEAP would begin on October 1st. Social Services staff will be performing outreach to our LIHEAP eligible residents and those who previously filed at our site.
- The Transportation Division received training from Rural Transit Assistance Center on Passenger/Customer Service and Emergency Evacuation procedures.
- Popular out trips included: Naperville Riverwalk, Museum of Science & Industry and Marriott Theatre: *Bridges of Madison County*.
- Approximately 100 seniors attended the Summer Luau Party at Bridges of Poplar Creek featuring lunch and traditional dance by The Barefoot Hawaiian.

DEPARTMENT OF WELFARE SERVICES

Report for July 2017

SERVICE PROVIDED	JULY 2017	JULY 2016	FYTD 2018	FYTD 2017
<i>General Assistance</i>				
General Assistance clients	10	14	43	46
General Assistance appointments	25	31	103	107
Emergency Assistance appointments	15	41	60	64
Emergency Assistance approved	3	1	7	2
Crisis intake clients	143	175	476	408
Access to Care	0	0	0	0
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	0*	0*	79	47
Circuit Breaker	1	1	1	2
<i>Social Services</i>				
ComEd Hardships	7	5	18	13
Weatherization	0*	1	0*	1
<i>Food Pantry</i>				
Served (Households)	572	711	2,650	2,194
New applications	17	23	82	92
Food Donations	47	41	168	114
<i>Community Center Walk-Ins</i>	180	238	786	741

* Program Closed

Department Highlights:

- There are currently four General Assistance cases and five Emergency Assistance cases pending approval.
- Salvation Army continues to be a valuable available resource for residents facing financial hardship. Eleven (11) Salvation Army applications have been approved to date.
- Summer Lunch Program continues at Astor Avenue with 495 lunches distributed in July.
- First Student held a hiring event at Astor Avenue Community Center on July 25th.
- Case Manager Carstensen and Auxiliary Staff Volunteer Kuenker attended Community and Economic Development Association of Cook County (CEDA) Weatherization training.
- Coworx held a hiring event on July 10th.
- RPP Enterprises continues to provide employment services to residents. In July, they saw 12 residents for support services. Employment Support Services is onsite every Monday and Thursday from 9am-1pm.
- CEDA staff resigned so currently we do not have a CEDA Associate onsite. Once this position is filled by CEDA, they will resume regular hours held at Astor Avenue Community Center.
- Senator Cristina Castro's office continues keeping office hours at Astor Avenue Community Center Tuesday's from 1:30-6:00pm.

Welfare Services Mission Statement:

HanoverTownship Welfare Services is committed to improving the welfare of HanoverTownship residents experiencing hardships. Providing resources and support to empower residents in achieving self-sustainability; to serve promptly with dignity and respect.

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for July 2017

SERVICE PROVIDED	JULY 2018	JULY 2017	FYTD 2018	FYTD 2017
<i>Outreach & Prevention</i>				
Open Gym participants	1,103	1,483	5,393	5,631
Open Gym participants (unduplicated)	330	429	786	994
Alternative to Suspension referrals	0	0	0	0
Alternative to Suspension participants	97	108	675	714
Alternative to Suspension participants (unduplicated)	23	30	108	107
<i>Clinical</i>				
Therapy clients	157	298	1,125	1,428
Therapy clients (unduplicated)	83	159	514	674
New clients (unduplicated)	9	10	46	69
Clinical hours	127	244	849	1,050
Group session participants	267	536	689	1,325
<i>Tutoring Participants</i>				
Total	82	89	487	469
Unduplicated	26	38	120	125

Department Highlights:

- Open Gym Program metrics are lower due to smaller venues this summer. Last year, Tefft Middle School was used two days a week which expanded capacity greatly.
- Our Clinical metrics are lower due to having two therapist positions open. We have recently hired Georgia Hiotis as part time therapist and Claudia Mazzanti as full time bilingual therapist.
- Our Tutoring Services metrics are lower due to having one less tutor for the summer program.
- Youth and Family Services took 20 Open Gym Program participants to the Association of Illinois Township Committees on Youth Summer Olympics held on July 11 at Ela Township.
- Prevention Manager Cohen and Clinical Interventionist Dickinson attended the Village of Hanover Park's Cops Picnic on July 13.
- Director Parquette met with the new Principal of Streamwood High School, Michelle Chapman, and Dr. Terri Lozier and Multitier Systems of Support Coordinator Shannon Henderson on July 12 to discuss Hanover Township's involvement with Streamwood High School's Academic Seminar class.
- Family Therapists Low and Evans and Prevention and Volunteer Coordinator Teachout presented "Fostering Visible, Valuable and Vital Relationships and Programming with School and Community Partners" at Loyola University, Chicago, School of Social Work's Annual Family School Partnership Summer Institute on July 14-15.
- Director Parquette and Clinical Manager Houdek and Manager Cohen attended the memorial service for Lisa LaForge, Executive Director of Family Service Association of Greater Elgin on Monday, July 17, 2017.
- Director Parquette, Manager Cohen, Program Coordinator Mix and Office Manager Concepcion attended the Active Threat Training conducted by the Elgin Police Department on July 17.
- Director Parquette met with Cathy McCoy from the Kane County Court Appointment Special Advocates (CASA) to discuss services available for minors under the care of CASA in Hanover Township on July 18.
- Clinical Interventionist Dickinson and 7 youth leaders conducted a two-day garage sale fundraiser for the Township Foundation on July 28-29.

Youth and Family Services Mission Statement:

Our mission is the prevention of juvenile delinquency and the promotion of positive development in young people. We strengthen families, provide outreach to youth at risk of school failure and contribute to the building of a healthier Township community.

Hanover Township

Board Audit Report

From 8/1/17 - 8/14/17

	Subtotal	Alexian Invoices	Total
Total Town Fund	78,400.03	1,212.92	79,612.95
Total Senior Center	35,264.58		35,264.58
Total Welfare Services	9,815.71		9,815.71
Total Road and Bridge	10,960.32		10,960.32
Total Mental Health Board	41,810.63	901.00	42,711.63
Total Retirement	-		
Total Vehicle	200.00		200.00
Total Capital	4,500.00		4,500.00
Total All Funds	180,951.27	2,113.92	183,065.19

The above "Subtotal" column has been approved
for payment this 15th day of August.

The above "Total" column has been approved
for payment this 15th day of August.

Supervisor

Town Clerk

Supervisor

Town Clerk

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

August 1 - 14, 2017

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014410 · Equipment Purchases					
Check	08/11/2017	122290	Henricksen	Inv# 623737 Office Chairs (5)	1,673.43
Check	08/11/2017	122295	Leaf (618-004)	Inv# 7591785 Copier Lease - Town Hall	328.00
Total 1014410 · Equipment Purchases					2,001.43
1014540 · Facility Lease					
Check	08/11/2017	122314	Bartlett Volunteer Fire Association	Annual Emergency Services Station Lease - 50%	10,000.00
Total 1014540 · Facility Lease					10,000.00
Total 101CAP · Capital Expenditures					12,001.43
101CHN · Community Health					
1014452 · Office Supplies					
Check	08/11/2017	122313	Staples	Inv# 3346955488 Stapler	15.99
Total 1014452 · Office Supplies					15.99
1014453 · Printing					
Check	08/08/2017	122231	Interact Business Products, LLC (SS)	Inv# 427623 Copy Charges	61.37
Total 1014453 · Printing					61.37
1014457 · Furniture and Computer Equip					
Check	08/01/2017	122111	Aqua Chill of Chicago	Inv# 2244528 Water Machine Rental	16.00
Check	08/11/2017	122294	Leaf (478-001)	Inv# 7619889 Copier Lease	115.50
Total 1014457 · Furniture and Computer Equip					131.50
1014459 · Professional Services					
Check	08/11/2017	122283	Alexian Brothers Health System	Acct# G.9319 Patient Lab	139.92
Total 1014459 · Professional Services					139.92
1014465 · Medical Supplies					
Check	08/11/2017	122282	Stericycle, Inc	Inv# 4007247750 Medical Waste Disposal	402.72
Total 1014465 · Medical Supplies					402.72
1014491 · Health Insurance					
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	1,928.25
Total 1014491 · Health Insurance					1,928.25
1014492 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	10.18
Total 1014492 · Dental, Vision & Life Insurance					10.18

Hanover Township Board Audit Report

August 1 - 14, 2017

Type	Date	Num	Name	Memo	Amount
Total 101CHN · Community Health					2,689.93
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014621 · Satellite Office Utilities					
Check	08/08/2017	122236	Nicor 78	Acct# 78-11-12-9467 Monthly Charges	16.45
Total 1014621 · Satellite Office Utilities					16.45
1014623 · Satellite Office Phone & Intrnt					
Check	08/08/2017	122220	AT&T 697	Acct# 847 742-8953 697 4 Monthly Charges	110.88
Total 1014623 · Satellite Office Phone & Intrnt					110.88
1014691 · Health Insurance					
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	2,583.89
Total 1014691 · Health Insurance					2,583.89
1014692 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	8.15
Total 1014692 · Dental, Vision & Life Insurance					8.15
Total 101CMA · Community Relations					2,719.37
Total 101CVA · Community & Veteran Affairs					2,719.37
101ES · ES - Expenditures					
1014803 · Uniforms					
Check	08/08/2017	122241	Ray O'herron Co., Inc.	Inv# 1742137-IN Pants/USA Flag (3)/Dress Cap/Patches	387.75
Total 1014803 · Uniforms					387.75
1014807 · Miscellaneous					
Check	08/08/2017	122233	K&M Printing Co.	Inv# COD-17-55 Emergency Svc Brochure Design	200.00
Total 1014807 · Miscellaneous					200.00
1014813 · Vehicle Fuel & Maintenance					
Check	08/11/2017	122302	Village of Hanover Park (Fuel)	Inv# 2017-464 June 2017 Fuel	528.47
Total 1014813 · Vehicle Fuel & Maintenance					528.47
1014814 · Communications					
Check	08/11/2017	122303	Burke, William T	Cell Phone Stipend (8 Months)	400.00
Total 1014814 · Communications					400.00
1014891 · Health Insurance					
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	1,941.14

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Type	Date	Num	Name	Memo	Amount
Total 1014891 · Health Insurance					1,941.14
1014892 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	13.41
Total 1014892 · Dental, Vision & Life Insurance					13.41
Total 101ES · ES - Expenditures					3,470.77
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	08/11/2017	122317	Kopon Airdo, LLC	Inv# 190-0001-22914 Legal Fees	9,778.83
Check	08/11/2017	122317	Kopon Airdo, LLC	Inv# 190-0001-22878 Legal Fees	385.00
Total 1014502 · Legal Services					10,163.83
Total 101LEA · Legal & Auditing					10,163.83
101MAIN · Facilities Maintenance					
1014208 · Housekeeping Contract					
Check	08/08/2017	122225	Custodius Chicago	Inv# 181 Janitorial Service - IWC	865.00
Check	08/08/2017	122232	Imperial Service Systems, Inc	Inv# 106583 Cleaning Services -Town	1,069.00
Check	08/08/2017	122244	Scrubco	Inv# 7880 Monthly Cleaning - Astor	800.00
Total 1014208 · Housekeeping Contract					2,734.00
1014209 · Building Contracts					
Check	08/08/2017	122238	Orkin Pest Control (Town)	Inv# 159303876 Pest Control	69.14
Check	08/08/2017	122239	Orkin Pest Control (Senior)	Inv# 157843623 Pest Control	3.00
Check	08/08/2017	122239	Orkin Pest Control (Senior)	Inv# 159303853 Pest Control	79.70
Total 1014209 · Building Contracts					151.84
1014214 · Equipment Maintenance - Senior					
Check	08/11/2017	122316	Callahan Plumbing	Inv# 16996 Hot Water Return Line Maintenance	650.00
Total 1014214 · Equipment Maintenance - Senior					650.00
1014218 · Vehicle Maintenance - Town					
Check	08/11/2017	122302	Village of Hanover Park (Fuel)	Inv# 2017-464 June 2017 Fuel	526.22
Total 1014218 · Vehicle Maintenance - Town					526.22
1014229 · Equipment Maintenance - Izaac					
Check	08/08/2017	122217	Alarm Specialties and Protection	Inv# 30799 Alarm System Codes Maintenance	95.00
Total 1014229 · Equipment Maintenance - Izaac					95.00
1014291 · Health Insurance					
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	4,576.45

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Type	Date	Num	Name	Memo	Amount
Total 1014291 · Health Insurance					4,576.45
1014292 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	28.51
Total 1014292 · Dental, Vision & Life Insurance					28.51
Total 101MAIN · Facilities Maintenance					8,762.02
101PAN · Pantry					
1014161 · Utilities					
Check	08/11/2017	122301	Village of Hanover Park	Acct# 3940-001 Water/Sewer	35.34
Check	08/11/2017	122310	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges	651.13
Total 1014161 · Utilities					686.47
1014191 · Health Insurance					
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	1,941.14
Total 1014191 · Health Insurance					1,941.14
1014192 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	13.41
Total 1014192 · Dental, Vision & Life Insurance					13.41
Total 101PAN · Pantry					2,641.02
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	08/11/2017	122315	Call One	Acct# 1211556-1130965 Monthly Charges	3,249.89
Total 1014402 · Telephone - Town					3,249.89
1014403 · Utilities - Town/Senior					
Check	08/08/2017	122237	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges - Senior	769.13
Check	08/08/2017	122251	Village of Bartlett	Acct# 62447 Water/Sewer - Senior	202.19
Check	08/08/2017	122251	Village of Bartlett	Acct# 63818 Water - Runzel Reserve	80.98
Check	08/08/2017	122251	Village of Bartlett	Acct# 51470 Water/Sewer - Township	108.88
Check	08/11/2017	122308	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges	1,162.81
Total 1014403 · Utilities - Town/Senior					2,323.99
Total 101THE · Town Hall Expense					5,573.88
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	08/11/2017	122313	Staples	Inv# 3346955489 Color Toners (3)	511.97
Check	08/11/2017	122313	Staples	Inv# 3345789724 Ink/Stapler	88.97
Total 1014404 · Office Supplies					600.94

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Type	Date	Num	Name	Memo	Amount
1014412 · Travel Expenses					
Check	08/11/2017	122284	Fischer, Joan L	Mileage Reimbursement	14.39
Check	08/11/2017	122285	Imperato, Alexandra M	Mileage Reimbursement	23.91
Total 1014412 · Travel Expenses					38.30
1014414 · Memberships, Subs & Publication					
Check	08/11/2017	122297	Society for Human Resource Management	SHRM Member Renewal - S. Powers	199.00
Check	08/11/2017	122298	Township Officials of Illinois	Township Laws & Duties Handbook (10)	235.00
Total 1014414 · Memberships, Subs & Publication					434.00
1014420 · Pre-Employment Charges					
Check	08/08/2017	122250	Firm Systems (XHANOV)	Inv# 1153850 Background Check	16.00
Total 1014420 · Pre-Employment Charges					16.00
1014530 · Financial Administration					
Check	08/11/2017	122289	Governmental Accounting, Inc	Monthly Contract Billing	5,028.60
Total 1014530 · Financial Administration					5,028.60
1014591 · Health Insurance					
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	3,821.23
Total 1014591 · Health Insurance					3,821.23
1014592 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	31.57
Total 1014592 · Dental, Vision & Life Insurance					31.57
1014593 · Unemployment					
Check	08/11/2017	122292	Illinois Counties Risk Management Trust	Inv 000341 2nd Qtr 2017 Unemployment	4,826.78
Total 1014593 · Unemployment					4,826.78
Total 101TOE · Town Office Expense					14,797.42
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	08/11/2017	122313	Staples	Inv# 3346955490 Toners (6)/Rubberbands	945.54
Total 1044405 · Office Supplies					945.54
1044407 · Printing					
Check	08/11/2017	122305	Amsterdam Printing and Litho	Inv# 5692706 Promotional Pens	1,063.93
Total 1044407 · Printing					1,063.93
1044491 · Health Insurance					

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Type	Date	Num	Name	Memo	Amount
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	2,583.89
Total 1044491 · Health Insurance					2,583.89
1044492 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	18.33
Total 1044492 · Dental, Vision & Life Insurance					18.33
Total 104ASR · Assessor's Division					4,611.69
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094618 · Psychiatric Backup					
Check	08/11/2017	122307	Alexian Bros. Behavioral Health Hospital	Psychiatric Backups	1,025.00
Total 1094618 · Psychiatric Backup					1,025.00
1094621 · Recruitment and Pre Employment					
Check	08/11/2017	122306	Alexian Bros Corporate Health Services	Inv# 632251 Drug Screen	48.00
Total 1094621 · Recruitment and Pre Employment					48.00
1094623 · Travel					
Check	08/11/2017	122304	Concepcion, Sara	Mileage Reimbursement	14.98
Total 1094623 · Travel					14.98
1094691 · Health Insurance					
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	7,126.24
Total 1094691 · Health Insurance					7,126.24
1094692 · Dental, Vision & Life Insurance					
Check	08/11/2017	122296	NCPERS	Billing# 57850217 Monthly Premium	16.00
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	47.18
Total 1094692 · Dental, Vision & Life Insurance					63.18
Total 109ADM · Administration & Clinical					8,277.40
109OUT · Outreach & Prevention					
1094791 · Health Insurance					
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	3,869.39
Total 1094791 · Health Insurance					3,869.39
1094792 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	34.80
Total 1094792 · Dental, Vision & Life Insurance					34.80

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Type	Date	Num	Name	Memo	Amount
Total 109OUT · Outreach & Prevention					3,904.19
Total 109YFS · Youth & Family Services					12,181.59
Total 1014 · Town Fund - Expenditures					79,612.95
1104 · Senior Center - Expenditures					
1104ADM · Administration					
1104527 · Equipment					
Check	08/01/2017	122111	Aqua Chill of Chicago	Inv# 2244528 Water Machine Rental	48.00
Check	08/01/2017	122121	Leaf (618-002)	Inv# 7591784 Library Copier Lease	35.32
Check	08/08/2017	122234	Leaf (618-003)	Inv# 7611623 Postage Machine Lease	87.00
Check	08/11/2017	122294	Leaf (478-001)	Inv# 7619889 Copier Lease	115.50
Total 1104527 · Equipment					285.82
1104528 · Office Supplies					
Check	08/01/2017	122107	A1 Trophies & Awards	Inv# 11148 Name Badge	7.99
Check	08/01/2017	122107	A1 Trophies & Awards	Inv# 11092 Name Badge	7.95
Check	08/01/2017	122108	Accurate Office Supply Co	Inv# 411247 Binders	129.16
Check	08/11/2017	122287	Accurate Office Supply Co	Inv# 412810 Ink/Copy Paper/Highlighters/Markers/Labels	255.94
Total 1104528 · Office Supplies					401.04
1104533 · Printing					
Check	08/01/2017	122125	Quik Impressions Group	Inv# 821863 Brochures (3,500)	919.49
Check	08/08/2017	122231	Interact Business Products, LLC (SS)	Inv# 427623 Copy Charges	271.68
Check	08/11/2017	122293	Kwik Print	Inv# 60239 Business Cards - Zbrzezny	41.30
Check	08/11/2017	122312	Kwik Print	Inv# 60314 Appointment Cards	74.50
Total 1104533 · Printing					1,306.97
1104535 · Travel					
Check	08/01/2017	122124	Petteys, Jamie A	Mileage Reimbursement	24.82
Check	08/08/2017	122222	Baptist, Susan L	Mileage/Travel Reimbursement	44.58
Total 1104535 · Travel					69.40
1104591 · Health Insurance					
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	9,628.59
Total 1104591 · Health Insurance					9,628.59
1104592 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	61.11
Total 1104592 · Dental, Vision & Life Insurance					61.11
Total 1104ADM · Administration					11,752.93
1104NUT · Nutrition					
1105550 · Congregate Salaries					

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Type	Date	Num	Name	Memo	Amount
Check	08/01/2017	122110	All Team Staffing	Inv# 60-472353 Part Time Temp Help	614.09
Check	08/08/2017	122219	All Team Staffing	Inv# 60-472384 Part Time Temp Help	998.52
Total 1105550 · Congregate Salaries					1,612.61
1105551 · Congregate Food					
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 02597956 Congregate Food	42.93
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 02598959 Congregate Food	91.12
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 02600018 Congregate Food	68.75
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 02600812 Congregate Food	10.63
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 0261027 Congregate Food	13.80
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 02579281 Credit	-150.00
Check	08/01/2017	122118	Gordon Food Service	Inv# 179414189 Congregate Food	501.75
Check	08/01/2017	122118	Gordon Food Service	Inv# 934058359 Congregate Food	91.95
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02603161 Congregate Food	130.80
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02604162 Congregate Food	115.61
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02605054 Congregate Food	49.63
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02606142 Congregate Food	108.15
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02606176 Congregate Food	8.63
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02606752 Congregate Food	32.63
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02607282 Congregate Food	25.73
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# CREDIT Congregate Food	-32.37
Check	08/08/2017	122228	Gordon Food Service	Inv# 1795587738 Congregate Food	558.10
Check	08/11/2017	122311	Get Fresh Produce, Inc	Inv# 2609456 Congregate Food	97.63
Total 1105551 · Congregate Food					1,765.47
1105553 · Congregate Supplies					
Check	08/01/2017	122118	Gordon Food Service	Inv# 179414189 Congregate Supplies	134.02
Check	08/01/2017	122122	Mickey's Linen	Inv# 7022752 Congregate Supplies	23.95
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02603798 Congregate Supplies	18.23
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02604162 Congregate Supplies	8.68
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02605054 Congregate Supplies	13.60
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02606142 Congregate Supplies	17.35
Check	08/08/2017	122228	Gordon Food Service	Inv# 1795587738 Congregate Supplies	42.78
Check	08/08/2017	122235	Mickey's Linen	Inv# 7023843 Congregate Supplies	22.83
Total 1105553 · Congregate Supplies					281.44
1105558 · Home Delivered Meals Food					
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 02597956 HDM Food	42.92
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 02598959 HDM Food	91.12
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 02600018 HDM Food	68.75
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 02600812 HDM Food	10.62
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 02601006 HDM Food	91.60
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 0261027 HDM Food	13.80
Check	08/01/2017	122117	Get Fresh Produce, Inc	Inv# 02579281 Credit	-150.00
Check	08/01/2017	122118	Gordon Food Service	Inv# 179414189 HDM Food	578.18
Check	08/01/2017	122118	Gordon Food Service	Inv# 934058359 HDM Food	87.96
Check	08/01/2017	122118	Gordon Food Service	Inv# 934058360 HDM Food	46.45

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Type	Date	Num	Name	Memo	Amount
Check	08/01/2017	122122	Mickey's Linen	Inv# 7022752 HDM Food	23.94
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02603161 HDM Food	130.80
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02603798 HDM Food	18.22
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02604162 HDM Food	115.60
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02605054 HDM Food	49.62
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02606142 HDM Food	108.15
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02606176 HDM Food	8.62
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02606752 HDM Food	32.62
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02607282 HDM Food	25.72
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02607285 HDM Food	27.90
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# CREDIT HDM Food	-32.36
Check	08/08/2017	122228	Gordon Food Service	Inv# 179557738 HDM Food	558.10
Check	08/11/2017	122311	Get Fresh Produce, Inc	Inv# 2609447 HDM Food	66.85
Check	08/11/2017	122311	Get Fresh Produce, Inc	Inv# 2609456 HDM Food	97.62
Total 1105558 · Home Delivered Meals Food					2,112.80
1105560 · Home Delivered Meals Supplies					
Check	08/01/2017	122118	Gordon Food Service	Inv# 179414189 HDM Supplies	150.42
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02604162 HDM Supplies	8.67
Check	08/08/2017	122227	Get Fresh Produce, Inc	Inv# 02606142 HDM Supplies	17.35
Check	08/08/2017	122228	Gordon Food Service	Inv# 179557738 HDM Supplies	42.78
Check	08/08/2017	122235	Mickey's Linen	Inv# 7023843 HDM Supplies	22.82
Total 1105560 · Home Delivered Meals Supplies					242.04
1105791 · Health Insurance					
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	1,105.55
Total 1105791 · Health Insurance					1,105.55
1105792 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	5.09
Total 1105792 · Dental, Vision & Life Insurance					5.09
Total 1104NUT · Nutrition					7,125.00
1104SOC · Programs & Services					
1104515 · Programming					
Check	08/01/2017	122116	Gabrielle, Jillann	The Garbo the Musical one-woman performance 7/21/17	400.00
Check	08/11/2017	122274	Susan Benjamin	Senior Presentation - Debbie Reynolds	250.00
Check	08/11/2017	122275	Cesar Grimaldo	Inv# 8917 French/Spanish Instruction Sept/Oct	600.00
Check	08/11/2017	122277	JR Media Group	Inv# 8717 "Grandma Goes to the Alaskan Wilderness" Presentation	175.00
Check	08/11/2017	122287	Accurate Office Supply Co	Inv# 412810 Program Refreshments	17.98
Check	08/11/2017	122288	Dance Alternatives, Inc.	Inv# HP072017 Line Dance Class Instruction - July	200.00
Total 1104515 · Programming					1,642.98
1104520 · Volunteer Services					
Check	08/01/2017	122120	Susan Kazenas	Home Delivered Meals Mileage Reimbursement	24.08

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Type	Date	Num	Name	Memo	Amount
Check	08/08/2017	122221	Clinton & Jeanine Baker	Home Delivered Meals Mileage Reimbursement	40.13
Check	08/08/2017	122243	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	46.01
Check	08/08/2017	122246	Reni Stepien	Home Delivered Meals Mileage Reimbursement	123.05
Check	08/11/2017	122273	Joanne Watson	Home Delivered Meals Mileage Reimbursement	82.93
Check	08/11/2017	122278	Alan Lenoci	Home Delivered Meals Mileage Reimbursement	52.16
Check	08/11/2017	122279	Phil Roth	Home Delivered Meals Mileage Reimbursement	31.57
Check	08/11/2017	122280	Robert Garmoe	Home Delivered Meals Mileage Reimbursement	32.64
Check	08/11/2017	122281	Jeannine Havlik	Home Delivered Meals Mileage Reimbursement	112.35
Total 1104520 · Volunteer Services					544.92
1104532 · Visual Arts					
Check	08/08/2017	122223	Blick Art Materials	Inv# 7992352 Art Supplies	77.10
Check	08/11/2017	122276	Abishag Varvara	Inv# 8817 Drawing Class Subject	75.00
Check	08/11/2017	122291	Hobby Lobby	Arts/Crafts Supplies	5.99
Total 1104532 · Visual Arts					158.09
Total 1104SOC · Programs & Services					2,345.99
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	08/01/2017	122109	Airstream Pressure Washing Inc	Inv# 8044 Bus Washing - 7 Buses	175.00
Check	08/01/2017	122115	Complete Fleet Services Inc.	Inv# 14523 Bus #128 Replace Motorized Step, AC Condensor/AC Inspecti...	3,434.57
Check	08/01/2017	122115	Complete Fleet Services Inc.	Inv# 14522 Bus #116 Automatic Side Door Repair/Liftgate Power Switch/Oi...	1,063.55
Check	08/08/2017	122242	Complete Fleet Services Inc.	Inv# 14524 Bus# 130 Airbag Sensor/Interior Light Bulbs/Seat Switch Repair	963.39
Total 1104518 · Vehicle Maintenance					5,636.51
1104550 · Telephone					
Check	08/01/2017	122129	Verizon Wireless	Acct# 742025529-0001 Monthly Charges	410.68
Total 1104550 · Telephone					410.68
1104552 · Fuel					
Check	08/11/2017	122302	Village of Hanover Park (Fuel)	Inv# 2017-464 June 2017 Fuel	3,155.87
Total 1104552 · Fuel					3,155.87
1104691 · Health Insurance					
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	4,782.10
Total 1104691 · Health Insurance					4,782.10
1104692 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	55.50
Total 1104692 · Dental, Vision & Life Insurance					55.50
Total 1104TRN · Transportation					14,040.66

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Type	Date	Num	Name	Memo	Amount
Total 1104 · Senior Center - Expenditures					35,264.58
2024 · Welfare Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	08/08/2017	122245	Staples	Inv# 3346366562 Toner	115.99
Total 2024202 · Office Supplies					115.99
2024204 · Equipment					
Check	08/01/2017	122114	Comcast (WS)	Acct 8771 10 085 0097898 Monthly Cable & Internet Charges	162.09
Check	08/01/2017	122119	Interact Business Products, LLC (Town)	Inv# 427461 Copy Charges	71.97
Total 2024204 · Equipment					234.06
2024205 · Travel & Training					
Check	08/01/2017	122113	Carstensen, Margaret M	Mileage Reimbursement	43.65
Check	08/11/2017	122286	Imperato, Mary Jo	Mileage Reimbursement - TOI Meeting	139.14
Total 2024205 · Travel & Training					182.79
2024212 · Dues & Publications					
Check	08/01/2017	122126	Sam's Club (WS 6382 9)	Membership Fee	99.25
Check	08/01/2017	122128	Township Officials of Illinois	Member Renewal - Imperato	50.00
Total 2024212 · Dues & Publications					149.25
2024591 · Health Insurance					
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	642.75
Total 2024591 · Health Insurance					642.75
2024592 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	10.18
Total 2024592 · Dental, Vision & Life Insurance					10.18
Total 2024ADM · Administration					1,335.02
2024HOM · Home Relief					
2024102 · Rent					
Check	08/01/2017	4398	Jason Ludwig	August 2017 Rent	700.00
Check	08/01/2017	4399	James Susman	August 2017 Rent	650.00
Check	08/01/2017	4400	Cynthia Wheelock	August 2017 Rent	500.00
Check	08/01/2017	4401	Angie Hoeltzer	August 2017 Rent	450.00
Check	08/01/2017	4403	Oak Ridge Townes	August 2017 Rent	450.00
Check	08/01/2017	4405	Chase Mortgage	August 2017 Rent	50.00
Check	08/01/2017	4407	Southwicke on Sutton Condo Assn.	August 2017 Association Dues	152.82
Check	08/01/2017	4410	State Farm Insurance	Home Insurance	84.90
Check	08/01/2017	4413	Cook County Treasurer (Carol Stream)	Property Tax Assistance	251.54
Check	08/01/2017	4414	Bartlett Green 5	August 2017 Rent	150.21

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Type	Date	Num	Name	Memo	Amount
Check	08/01/2017	4415	Cook County Treasurer (Carol Stream)	Property Tax Assistance	225.99
Check	08/01/2017	4417	Allen Back	August 2017 Rent	450.00
Check	08/04/2017	4421	Country Mutual Insurance Company	Home Insurance Assistance	32.07
Total 2024102 · Rent					4,147.53
2024103 · Utilities					
Check	08/01/2017	4404	Com Ed	Utilities Assistance	130.88
Check	08/01/2017	4406	City of Elgin	Utility Assistance	69.12
Check	08/01/2017	4409	Com Ed	Utilities Assistance	119.68
Check	08/01/2017	4411	Village of Bartlett	Utility Assistance	35.70
Check	08/01/2017	4412	Com Ed	Utilities Assistance	112.65
Check	08/04/2017	4420	Village of Streamwood	Utility Assistance	44.35
Total 2024103 · Utilities					512.38
2024105 · Personal Essentials					
Check	08/01/2017	4397	Walmart	Personal Essential Items (7)	740.00
Total 2024105 · Personal Essentials					740.00
2024106 · Travel Expenses					
Check	08/01/2017	4396	BP Gas Station	Fuel Assistance Cards (5)	225.00
Check	08/01/2017	4402	Allstate Fire & Casualty Insurance	Auto Insurance Assistance	50.00
Check	08/01/2017	4416	United Auto Insurance	Auto Insurance Assistance	44.86
Check	08/04/2017	4421	Country Mutual Insurance Company	Auto Insurance Assistance	25.09
Total 2024106 · Travel Expenses					344.95
2024119 · Emergency Assistance					
Check	08/02/2017	4418	Tariq Ahmed	Emergency Assistance	1,000.00
Check	08/02/2017	4419	Com Ed	Emergency Assistance	914.81
Check	08/04/2017	4422	Ashish Gundawar	Emergency Assistance	750.00
Check	08/09/2017	4423	Village of Hanover Park	Emergency Assistance	71.02
Total 2024119 · Emergency Assistance					2,735.83
Total 2024HOM · Home Relief					8,480.69
Total 2024 · Welfare Services - Expenditures					9,815.71
3034 · Road & Bridge - Expenditures					
3034ADM · Administration					
3034702 · Insurance					
Check	08/11/2017	122292	Illinois Counties Risk Management Trust	Inv 000341 2nd Qtr 2017 Unemployment	43.81
Total 3034702 · Insurance					43.81
3034711 · Utilities					
Check	08/11/2017	122309	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	286.00

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Type	Date	Num	Name	Memo	Amount
			Total 3034711 · Utilities		286.00
			3034791 · Health Insurance		
Check	08/11/2017	122299	United Healthcare	Cust# 530960 Policy Coverage	715.66
			Total 3034791 · Health Insurance		715.66
			3034792 · Dental, Vision & Life Insurance		
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	10.18
			Total 3034792 · Dental, Vision & Life Insurance		10.18
			Total 3034ADM · Administration		1,055.65
			3034ROD · Road Maintenance		
			3034600 · Controlled Substance Testing		
Check	08/08/2017	122250	Firm Systems (XHANOVA)	Inv# 1153850 Background Check	21.00
			Total 3034600 · Controlled Substance Testing		21.00
			3034602 · Operating Supplies & Materials		
Check	08/08/2017	122218	Allied Asphalt Paving Company	Inv# 209175 Surface Material	65.66
Check	08/08/2017	122230	Illinois Department of Transportation	Inv# 120899 Rohrssen/Rt 19	72.41
Check	08/08/2017	122247	Taylor Rental	Contract# 02-252925-02 Gas Pump Kit/Hoses	267.89
Check	08/08/2017	122253	Webmarc Doors	Inv# 10340 Garage Door Repair	563.42
			Total 3034602 · Operating Supplies & Materials		969.38
			3034603 · Gasoline		
Check	08/11/2017	122302	Village of Hanover Park (Fuel)	Inv# 2017-464 June 2017 Fuel	523.96
			Total 3034603 · Gasoline		523.96
			3034605 · Maintenance Supplies		
Check	08/08/2017	122248	Terrace Supply Company	Inv# 00977743 Cylinder Rental	10.50
			Total 3034605 · Maintenance Supplies		10.50
			3034616 · Salt		
Check	08/08/2017	122224	Compass Minerals America	Inv# 63404 Road Salt	1,215.14
Check	08/08/2017	122224	Compass Minerals America	Inv# 63405 Road Salt	3,643.73
Check	08/08/2017	122229	Illinois Conveyor Services Inc	Inv# 14424 Road Salt	3,000.00
			Total 3034616 · Salt		7,858.87
			Total 3034ROD · Road Maintenance		9,383.71
			303EQM · Equipment		
			3034609 · Maintenance Vehicles & Equip		
Check	08/08/2017	122240	Preventative Maintenance Systems, Inc	Inv# 7868 Hyrdaulic Hose Leak Repair	520.96

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Type	Date	Num	Name	Memo	Amount
Total 3034609 · Maintenance Vehicles & Equip					520.96
Total 303EQM · Equipment					520.96
Total 3034 · Road & Bridge - Expenditures					10,960.32
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054012 · Office Supplies					
Check	08/11/2017	122313	Staples	Inv# 3346366560 Color paper/Ink	95.77
Check	08/11/2017	122313	Staples	Inv# 3345789724 Stapler	18.99
Total 5054012 · Office Supplies					114.76
5054014 · Equip / Database					
Check	08/11/2017	122290	Henricksen	Inv# 623737 Office Chair	334.75
Total 5054014 · Equip / Database					334.75
5054538 · Miscellaneous					
Check	08/11/2017	122262	Universal Marketing, LLC	Inv# 15780 Clip Magnets (550)	455.22
Total 5054538 · Miscellaneous					455.22
5054592 · Dental, Vision & Life Insurance					
Check	08/11/2017	122300	Vision Service Plan	Vision Insurance Monthly Premium	5.09
Total 5054592 · Dental, Vision & Life Insurance					5.09
Total 5054ADM · Administration					909.82
5054COM · Community Resource Center					
5054210 · Utilities					
Check	08/11/2017	122266	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	388.13
Check	08/11/2017	122267	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	60.75
Total 5054210 · Utilities					448.88
5054213 · Janitorial					
Check	08/11/2017	122257	JaniKing	Inv# 08170285 Monthly Cleaning	414.00
Total 5054213 · Janitorial					414.00
5054217 · Capital Improvements					
Check	08/11/2017	122260	MG Mechanical Service	Inv# 60207 RTU Replacement	7,675.00
Total 5054217 · Capital Improvements					7,675.00
5054250 · Building Maintenance					
Check	08/11/2017	122258	Orkin Pest Control (MHB)	Inv# 159304112 Pest Control	55.42
Check	08/11/2017	122260	MG Mechanical Service	Inv# 26156 AC Unit Fan Repair	292.00

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Type	Date	Num	Name	Memo	Amount
Check	08/11/2017	122264	Tyco Integrated Security LLC	Inv# 28910106 Quarterly Billing	273.00
Total 5054250 · Building Maintenance					620.42
5054286 · Agency Support Services					
Check	08/11/2017	122254	Hinckley Springs (MHB)	Acct# 16681552567400 Monthly Charges	76.96
Check	08/11/2017	122261	Comcast (MHB)	Acct 8771 10 084 0485823 Monthly Charges	153.60
Check	08/11/2017	122265	Windstream	Acct# 639097797001 Monthly Charges	744.52
Total 5054286 · Agency Support Services					975.08
Total 5054COM · Community Resource Center					10,133.38
5054SVC · Service Contracts					
5054123 · Easter Seals					
Check	08/11/2017	122259	Easter Seals DuPage & Fox Valley Region	Medical Rehabilitative Services - July 2017	7,630.75
Total 5054123 · Easter Seals					7,630.75
5054128 · RENZ Outpatient					
Check	08/11/2017	122271	Renz Addiction Counseling Center	Outpatient Services - June 2017	7,344.43
Total 5054128 · RENZ Outpatient					7,344.43
5054130 · Northwest Casa					
Check	08/11/2017	122269	Northwest CASA	Sexual Assault Intervention - June 2017	206.00
Total 5054130 · Northwest Casa					206.00
5054162 · Tide Transportation					
Check	08/11/2017	122272	A#1 Cab Dispatch Inc	Tide Transportation Services - April - June	2,765.75
Total 5054162 · Tide Transportation					2,765.75
5054165 · Alexian Bros - Outpatient Psych					
Check	08/11/2017	122256	Alexian Brothers Center for Mental Health	Outpatient Psychiatric Services - July 2017	901.00
Total 5054165 · Alexian Bros - Outpatient Psych					901.00
5054175 · WINGS Transitional Shelter					
Check	08/11/2017	122270	Wings	Transitional Living - April/May 2017	4,636.00
Total 5054175 · WINGS Transitional Shelter					4,636.00
5054180 · Capital Grant Fund					
Check	08/11/2017	122263	Ecker Center for Mental Health	Capital Funding - Roof Repairs	5,000.00
Total 5054180 · Capital Grant Fund					5,000.00
5054200 · Kenneth Young Center - SASS					
Check	08/11/2017	122268	Kenneth Young Center	SASS - June	3,003.00

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Total 5054200 · Kenneth Young Center - SASS					3,003.00
5054201 · Journeys Hope Center					
Check	08/11/2017	122255	Journey from PADS to HOPE	Hope Counseling Center - July 2017	181.50
Total 5054201 · Journeys Hope Center					181.50
Total 5054SVC · Service Contracts					31,668.43
Total 5054 · Mental Health - Expenditures					42,711.63
7004 · Vehicle Replcmnt - Expenditures					
7004540 · Bus Purchase					
Check	08/01/2017	122123	Pace	Inv# 477897 Lease Bus# 128 & Bus# 130	100.00
Check	08/01/2017	122123	Pace	Inv# 477907 Lease Bus# 128 & Bus# 130	100.00
Total 7004540 · Bus Purchase					200.00
Total 7004 · Vehicle Replcmnt - Expenditures					200.00
8084 · Capital Projects - Expenditures					
8084425 · Building & Perm Improvements					
Check	08/08/2017	122249	Testone Mechanical Inc	Inv# 6341A AC Unit/Installation	4,500.00
Total 8084425 · Building & Perm Improvements					4,500.00
Total 8084 · Capital Projects - Expenditures					4,500.00
TOTAL					183,065.19



- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Essick, Moinuddin, and Martinez, and Supervisor McGuire.

Other Elected Officials present were Assessor Smogolski and Commissioner Schneider.

Others present included Administrator James Barr, Community & Government Relations Director Tom Kuttentberg, Welfare Services Director Mary Jo Imperato, Facilities Technician Sean O'Neil, Assistant Administrator Suzanne Powers, Communications Specialist Tara Spirou, RPP Principal Bob Podgorski, Elgin resident Mrs. Eileenmary King, residents of the Elgin Rolling Knolls Estates subdivision, from Kopon Airdo Attorney Mark Kimzey, and Streamwood residents Mrs. Letty Martinez and their children Alyssa and Gabriel.
- II. Supervisor McGuire invited everyone to stand and join in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There was no response.
- IV. Presentations:
 - A. Supervisor McGuire invited the Board forward to recognize PN3 Kevin Patrick King (dec.) who served in the U.S. Navy from 1965 to 1968. He wife, Mrs. Eileenmary King, resides in Elgin. Mr. King's name will be added to the Veterans Honor Roll plaques, his wife will be invited to the Veterans Honor Roll dinners, and his name will be recorded in the Clerk's office.
 - B. Township Employment Support Services contracted principal of RPP Enterprises Bob Podgorski provided a brief review of services offered and people served since April 2017. During the period, April 10 to July 31, 136 hours of service were provided to 66 residents. Mr. Podgorski gave some statistics, including a note that the true rate of unemployment in Illinois is 8.6%. A grand opening of the office would be held on September 21; please mark your calendars.
- IV. Reports
 - A. Supervisor McGuire asked Director Kuttentberg to introduce the new Communications Specialist Tara Spirou. He reminded the Board that a dedication of the Izaak Walton Center Archery Range would be held on September 17. A letter was received from the Village of South Barrington praising our Emergency Services for their support during a traffic accident on July 4.
 - B. Clerk Dolan Baumer noted that she represented Hanover Township at the Summer Celebration Vendor Expo tent on Friday evening with the Chamber. She reminder every one of the upcoming BAH at the Poplar Creek Library on August 30. Today a bid opening was held for the Astor Avenue Roofing project.
 - C. Highway Commissioner Schneider attended a Rolling Knolls Estates subdivision summer picnic and had conversations regarding the road-paving project that was originally projected to occur this year and now will most likely take place in 2018.

- D. Assessor Smogolski offered no report.
 - E. Treasurer: A motion was made by Trustee Benoit and seconded by Trustee Essick to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Benoit, Martinez, Moinuddin and Essick, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report was adopted subject to final audit.
 - F. Trustee Liaison Committee Reports: No reports were offered.
- V. Bill Paying: Mr. Barr presented the bills from Alexian Brothers from July 19 to August 1, 2017, for \$48.00 from the Town fund for approval by the Board. Trustee Moinuddin made a motion to approve paying Alexian Brothers the \$48.00 due from July 18 to August 1, 2017. Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Martinez, Moinuddin and Essick, and Supervisor McGuire. Nays: None. Abstain: Trustee Benoit. Motion carried.

Mr. Barr presented the bills from July 19 to August 1, 2017, for review and approval by the Board, as follows:

a.	Town	\$37,864.47
b.	Senior Center	21,352.57
c.	Welfare Services	9,355.87
d.	Road and Bridge	3,257.66
e.	Mental Health Board	192.75
f.	Retirement	0.00
g.	Vehicle	0.00
h.	Capital	<u>800.00</u>
	Total All Funds	<u>\$72,823.32</u>

Trustee Essick made a motion to approve the bills from July 19 to August 1, 2017 as presented; Trustee Benoit seconded the motion. Roll call: Ayes: Trustees Moinuddin, Benoit, Martinez, and Essick, and Supervisor McGuire. Nays: None. Motion carried.

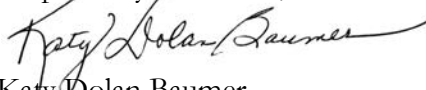
VI. Unfinished Business: None was discussed.

VIII. New Business

- A. Meeting Minutes of July 18, 2017: Clerk Dolan Baumer presented the meeting minutes of July 18, 2017 for review and approval. A motion was made by Trustee Moinuddin to approve the meeting minutes of July 18, 2017 as presented, with a second by Trustee Essick. Roll call: Ayes: Trustees Martinez, Essick and Moinuddin, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: None. Motion carried.
- B. Resolution Donating Surplus Property to the City of Markham Homeland Security and Emergency Management Department: Pursuant to section 30-53 of the Township Code, on April 11, 2017, the Electors of Hanover Township declared the Emergency Services 2005 Ford Explorer (VIN# 1FMZU72K75UB70998) to be surplus and the Board subsequently authorized donation of surplus property to a historical or not-for-profit corporation. A motion to approve resolution #080117 donating surplus property to the City of Markham Homeland Security and Emergency Management Department was made by Trustee Benoit and seconded by Trustee Martinez. Roll call: Ayes: Trustees Benoit, Martinez, Essick and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

- IX. Executive Session: No motion to go into Executive Session was made.
- X. Other Business: Commissioner Schneider remarked that he went to the sale of office goods at Motorola and has many fine office items and shelving that is available for a very low price. Please contact him if there is a need for chairs, or any like item. Supervisor McGuire offered thanks to the staff for a fine job with the Elgin National Night Out this evening here at the Reserve.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:34 p.m. was made by Trustee Essick and seconded by Trustee Moinuddin followed by a roll call vote. Ayes: Trustees Benoit, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer

Clerk

Copy:	Supervisor	Administrator	Attorney	Gail Borden Library
	(4) Trustees	Senior Services	Auditor	Poplar Creek Public Library
	Assessor	Welfare Services	Y&F Services	Village of Streamwood
	Bartlett Library	Highway Commissioner	Streamwood Park District	



Memorandum

Date: August 11, 2017
To: Hanover Township Board
From: Tracey Colagrossi, Senior Services Director
Re: Senior Center Code of Conduct

The Hanover Township Senior Center is one of three centers in the state, and the first township in the country, to earn national accreditation from the National Council on Aging. As a Center of Excellence, the Senior Center strives to be on the cutting edge in programs and processes. This summer, the department staff and volunteers completed the self-evaluation process for reaccreditation. The work uncovered a lack of expectations and accountability of our participants. National standards recommend that senior centers create and implement a code of conduct.

Similar Senior Center Codes of Conduct were gathered from across the country and state for review. Staff discussed instances of disruptions by participants and collaborated on a process of consequences. A draft Code of Conduct was submitted to administration and legal counsel for review and then brought to the Senior Citizens' Services Committee in May and June 2017 for consideration. The initial Code of Conduct draft encompassed activities at the senior center only. The Committee recommended that the Code of Conduct expectations be expanded to include patrons on trips, outings, transportation, and other sites where senior services conduct programs such as the Izaak Walton Center.

The department strives to be inclusive and welcoming to all participants. The purpose of these rules and procedures is to encourage an enjoyable, warm, and supportive environment for all who participate and work at the Senior Center. The Code of Conduct is also designed to protect the facility for the benefit of everyone at the Senior Center, out trips, transportation, and other satellite programs of the department. The Senior Citizens' Services Committee recommended Senior Center Code of Conduct is attached for consideration by the Township Board.

RESOLUTION _____

**A RESOLUTION AUTHORIZING
HANOVER TOWNSHIP SENIOR CENTER CODE OF CONDUCT**

WHEREAS, the Hanover Township Department of Senior Services is committed to facilitating programs that enrich lives, foster friendships, and promote independence for older adults of Hanover Township.

WHEREAS, the Hanover Township Department of Senior Services provides programs and services for residents fifty-five (55) and older to enable seniors to enjoy an independent lifestyle within Hanover Township through transportation, life enrichment, nutrition, and social service programs.

WHEREAS, the Hanover Township Board of Trustees has deemed it appropriate to conduct an analysis of the Hanover Township Senior Center and to implement a Code of Conduct for the Hanover Township Senior Center;

WHEREAS, the Hanover Township Senior Center Code of Conduct shall apply to all individuals present at the Hanover Township Senior Center, as well as any transportation, satellite programs, and out trips provided by the Hanover Township Department of Senior Services;

WHEREAS, the Senior Citizens' Service Committee of Hanover Township has examined and analyzed the Hanover Township Senior Center Code of Conduct and deems the incorporation and adoption of the Hanover Township Senior Center Code of Conduct to be in the best interest of the Hanover Township Senior Center;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: This Resolution expressly incorporates and adopts the Hanover Township Senior Center Code of Conduct, appended hereto as Exhibit A.

SECTION TWO: SEVERABILITY. If any section, paragraph or provision of this Resolution or of any Policy shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION THREE: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on August 1, 2017, and approved on August 1, 2017, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

Hanover Township Senior Center Code of Conduct

The Hanover Township Department of Senior Services is committed to facilitating programs and services that enrich lives, foster friendships and promote independence for the older adults of Hanover Township. The Department of Senior Services provides programs and services for residents 55 and older to enable seniors to enjoy an independent lifestyle within the Township through transportation, life enrichment, nutrition, and social service programs.

In order to ensure an atmosphere that welcomes participation at the Senior Center, Hanover Township Senior Services has adopted this Code of Conduct for the proper conduct of patrons, guests, and staff at the Senior Center. The purpose of these rules and procedures is to encourage an enjoyable, warm, and supportive environment for all who participate and work at the Senior Center. The Code of Conduct is also designed to protect the facility for the benefit of everyone at the Senior Center. These rules and procedures also serve to provide notice of behavior that will not be tolerated and the consequences resulting from such behavior.

All individuals present at the Hanover Township Senior Center, transportation, satellite programs and out trips agree to abide by the Hanover Township Senior Center Code of Conduct set forth below.

General Rules and Expectations

- 1) All patrons must complete an annual Data Page;
- 2) Patrons must respect the hours of operation; the building is open Monday, Wednesday, and Friday 8:30 AM – 4:30 PM, Tuesday and Thursday 8:30 AM – 8:00 PM, and Saturdays 8:30 AM – 12:00 PM;
- 3) Hanover Township supports a community of inclusivity and tolerance. Patrons, staff, and guests are expected to be respectful of one another and show each other kindness and courtesy;
- 4) Senior Center patrons are expected to abide by all state laws and local ordinances regarding public behavior;
- 5) All persons attending the Senior Center must be able to function independently or with an attending personal caregiver while at the Senior Center. Individuals who are physically or cognitively impaired to the extent they need personal assistance in such matters as using a telephone, going to the bathroom, or attending a meeting must be accompanied by a caregiver at all times when at the Center;
- 6) The Senior Center hosts various activities, programs, presentations, and groups. Please do not disrupt group functions or individuals involved in these activities; and
- 7) Patrons, staff, and guests are to be considerate of others while using Senior Center furniture and equipment. Please refrain from placing feet on chairs, tables, and counters. Please treat furnishings and equipment with care.

Hanover Township Senior Center Code of Conduct

Prohibited Behavior

Demonstrating the following behaviors at the Senior Center is prohibited and will subject the offending individual to disciplinary action. Upon reasonable belief, the Hanover Township staff has the sole discretion to determine if any of the following behaviors have taken place. The following behaviors are prohibited:

- 1) Engaging in physical violence of any kind, including battery, defined as when a person, knowingly and without legal justification, by any means, causes harm to an individual, or makes physical contact of an insulting or provoking nature with an individual, pursuant to 720 ILCS 5/12-3 of the Illinois Criminal code, on any patron, guest, or staff member;
- 2) Assault, defined as when a person, without lawful authority, engages in conduct which places another in reasonable apprehension of receiving battery, pursuant to 720 ILCS 5/12-1 of the Illinois Criminal Code, on a patron, guest, or staff member;
- 3) Fighting, threatening, intimidating, coercing, or interfering with fellow participants, guests or staff;
- 4) Unauthorized possession or concealing of firearms or other weapon on Center premises at any time;
- 5) Theft or misappropriation of the Senior Center's property, or the possessions of other patrons, guests, or staff, pursuant to 720 ILCS 5/16-1 of the Illinois Criminal Code;
- 6) Forging, altering, or deliberately falsifying any of the Senior Center's documents or records, pursuant to 720 ILCS 5/17-3;
- 7) Making or publishing false, vicious, or malicious statements concerning any patron, guest, or staff member;
- 8) Misuse or removal from the Senior Center premises, without proper authority, of records or confidential information of any nature;
- 9) Arriving at the Senior Center while intoxicated;
- 10) Unauthorized use or unauthorized possession of drugs;
- 11) Engaging in indecent or unlawful conduct, or creating a disturbance within the Senior Center;
- 12) Jeopardizing the health or safety of other patrons, guests, or staff members;
- 13) Demonstrating disregard for common safety practices;
- 14) Violating any safety rules or practices which create a hazard to participants or staff;

Hanover Township Senior Center Code of Conduct

- 15) Distracting the attention of others or causing confusion by unnecessary shouting or any other disruptive behavior at the Senior Center;
- 16) Soliciting membership or contributions to groups or organizations, or selling goods, without express authorization from the Director of Seniors Services;
- 17) Distributing literature, brochures, or printed matter without express authorization from the Senior Services Director;
- 18) All postings, signage and other marketing material must be approved by Senior Services Director.
- 19) Use of profane, obscene, abusive, derogatory, or threatening language toward patrons, guests, or staff;
- 20) Creating or contributing to unsanitary conditions, or throwing refuse or objects on the floor;
- 21) Smoking inside the Senior Center and the vestibules;
- 22) Clients shall respect the boundaries of staff and other patrons. Incessant calling, emailing, or any other form of harassment is unacceptable; and
- 23) Acts of retaliation against a fellow patron, guest, or staff, of any kind.

A patron who feels that any of the prohibited activities described above has been directed at them is encouraged to notify a member of the staff.

Incident Reporting

The health, safety, dignity, and welfare of Senior Center patrons, staff, and guests are of the utmost priority to Hanover Township. For any medical emergency, 911 will be contacted immediately by staff. Additionally, Hanover Township staff should be notified immediately following the notification of emergency personnel in the event that a person's health or safety is in jeopardy. Incidents involving a violation of the Center's Code of Conduct or other policies should be immediately reported to Hanover Township staff. Any incident of prohibited behavior, or behavior suspected of being inappropriate, requires that an Incident Report is completed by the staff. This incident report will require the input of the individual witnessing the violation.

Consequences of Misconduct

Hanover Township will institute a policy of progressive discipline for individuals who violate the Senior Center code of conduct. Disciplinary actions will be taken as indicated below:

- I. **First Warning:** The first time an individual demonstrates improper behavior, the individual will receive a verbal warning from a Senior Center staff member. The individual will be told that his or her behavior is not acceptable according to the Code of Conduct. The

Hanover Township Senior Center Code of Conduct

witnessing staff member, or the staff member who was informed of an incident, will complete an Incident Report and add the information to the Code of Conduct Log.

- II. **Second Warning**: The second time an individual demonstrates improper behavior; the Senior Services Director will notify the individual in a certified letter regarding the violation of the Code of Conduct, and issue a warning that a third violation will result in suspension of the individual. The witnessing staff member, or the staff member who was informed of an incident, will complete an Incident Report and add the client's information to the Code of Conduct Log.
- III. **Suspension**: The third time an individual demonstrates improper behavior, he or she will be asked to leave the Senior Center promptly. A minimum suspension of two weeks will be instituted depending on the severity of the incident. The participant will also be notified by certified letter. The witnessing staff member, or the staff member who was informed of an incident, will complete an Incident Report and add the client's information to the Code of Conduct Log. An individual may also be suspended for a first offense of a more serious nature.
- IV. **Repeated Incident**: If this process needs to be repeated a second time, the individual will be suspended from the Center for a period of one year. The individual will be notified by certified letter of this suspension.
- V. **Acts of Violent Behavior or Imminent Danger**: Any act of violent behavior or any behavior that results in imminent danger to patrons, guests, or staff will result in a phone call to the police and other necessary emergency responders, removal from the premises, and immediate suspension and/or permanent suspension from the Senior Center.

Grievance Procedure

If a patron disagrees with the decision of the Senior Services Director or staff member regarding a suspension, he or she has the following recourse:

- I. The individual will request, in writing, to the Hanover Township Administrator, the opportunity to discuss the suspension. The Administrator will then make a final decision whether or not the suspension will remain in place.
- II. Where required by law or agreement, a final appeal may be made to the Suburban Area Agency on Aging (AgeOptions) or the Illinois Department on Aging.

RESOLUTION _____

**A RESOLUTION APPROVING OF THE
ASTOR AVENUE COMMUNITY CENTER PARTIAL ROOF RENOVATIONS**

BE IT RESOLVED by the Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: That the following total bid for the Astor Avenue Community Center Partial Roof Renovations, as more fully described in the bid proposal attached hereto as Exhibit A and incorporated herein (the “Bid Documents”), is hereby approved, and a contract is hereby awarded to the following contractor as the lowest responsible and responsive bidder meeting specifications:

Efraim Carlson & Sons, Inc. (the “Contractor”) for the Astor Avenue Community Center Partial Roof Renovations for the sum of \$175,860.00.

SECTION TWO: That Astor Avenue Community Center Partial Roof Renovations Project Agreement, between Hanover Township (the “Township”) and the Contractor for the Project Work, for the unit prices listed on the bid proposal, a copy of which is appended hereto as Exhibit B and expressly incorporated herein by this reference (the “Agreement”), is hereby approved.

SECTION THREE: The Supervisor and Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement on behalf of the Township.

SECTION FOUR: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason,

the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FIVE: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION SIX: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: August 15, 2017

APPROVED: August 15, 2017

Brian P. McGuire, Supervisor

ATTEST:

Katy Dolan Baumer, Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on August 15, 2017, and approved on August 15, 2017, as the same appears from the official records of the Hanover Township.

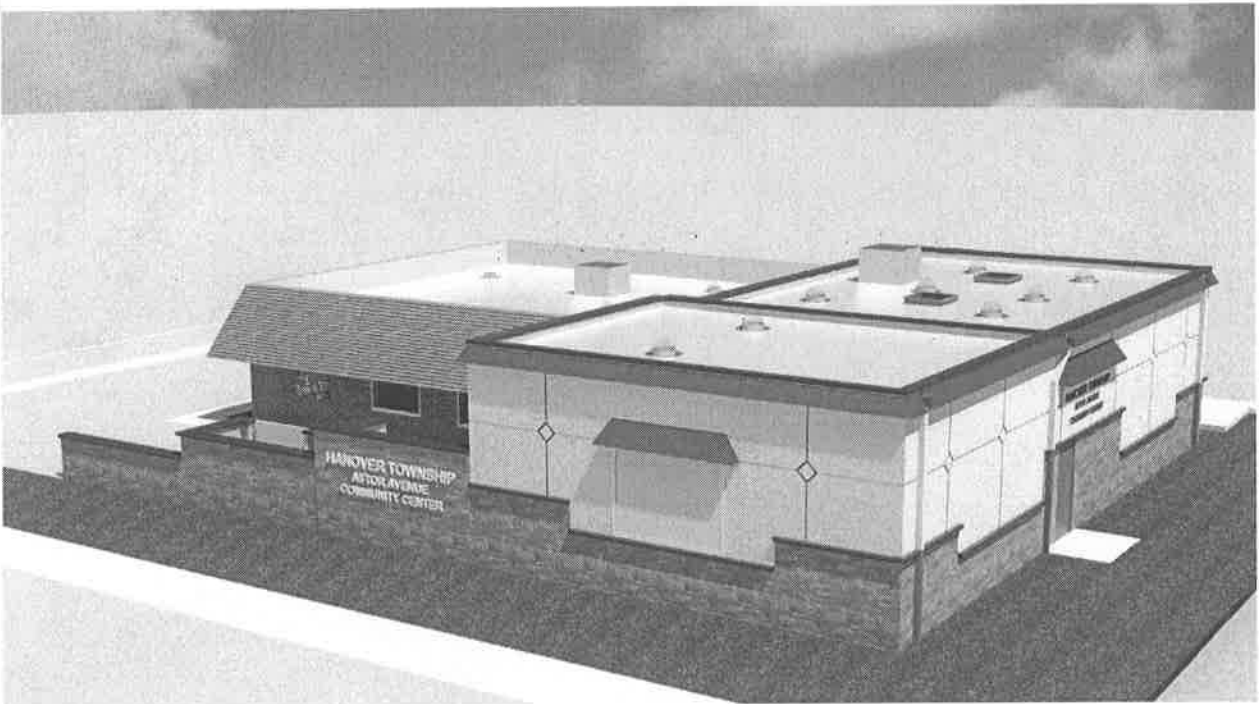
Katy Dolan Baumer, Clerk

Corporate Design + Development Group, LLC

Project Manual

for

Hanover Township Astor Avenue Community Center



7431 Astor Avenue

Hanover Park, Illinois

Partial Roof Renovations

Issued For Bids

July 7, 2017

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SECTION-TITLE

DIVISION 00- INTRODUCTORY INFORMATION

CS	Cover Sheet	CS
TOC	Table of Contents	TOC
D1	Drawing Index	D1

DIVISION 0-BIDDING

SOW	Scope of Work	1 page
GC	General Conditions and Instructions to Bidders and General Requirements	15 pages
PA	Hanover Township Astor Avenue Community Center Project Agreement	24 pages
HTTP	Cook County Prevailing Wage	7 pages
NTB	Notice to Bidders	2 pages
BPS	Bid and Project Schedule	1 page
BF	Bid Form	7 pages
RCAE	Roofing Contractor Affidavit of Experience/Minimum Qualification Documentation	2 pages
TCA	Tax Compliance Affidavit	1 page
CTBN	Certification that Bidder is not Barred from Public Contracting due to Bid-Rigging or Bid-Rotating Convictions	1 page
CTBA	Certification that Bidder has Adopted and Maintains a Written Sexual Harassment Policy and Regarding Substance Abuse Prevention Program	1 page
EEO	Certification of Bidder Regarding Equal Employment Opportunity	1 page
DFW	State of Illinois Drug Free Workplace Certification	1 page
USDA	Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals	3 pages
SCSL	Sub-Contractor and Supplier List	3 pages

END OF TABLE OF CONTENTS

DRAWING INDEX

GENERAL

G001 Cover Sheet

ARCHITECTURAL

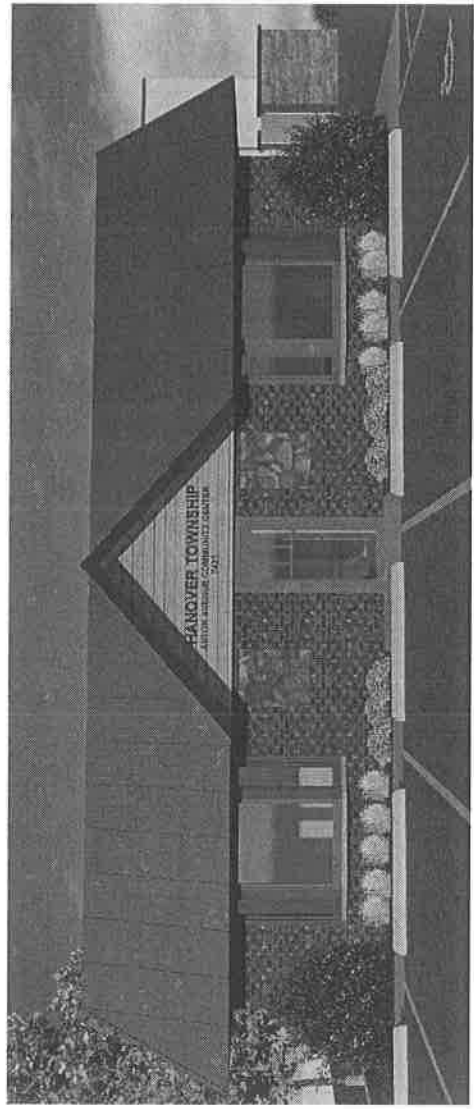
D131 Demolition Roof Plan
D201 Demolition Building Elevations
A131 Proposed Roof Plan
A132 Roof Details
A133 Roof Details
A201 Proposed Building Elevations
SP101 Specifications
SP102 Specifications
SP103 Specifications

GENERAL NOTES

1. ALL CONTRACTORS AND SUBCONTRACTORS WILL THOROUGHLY INVESTIGATE THE EXISTING SITE AND CONDITIONS PRIOR TO ANY WORK. ALL UTILITIES, ETC. SHALL BE LOCATED AND MARKED PRIOR TO ANY EXCAVATION OR OTHER WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
2. THE ARCHITECT AND HIS PROFESSIONAL CONSULTANTS WILL NOT BE RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF ANY STRUCTURE OR EQUIPMENT THAT IS NOT SHOWN ON THE DRAWINGS OR SPECIFICATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
3. ALL CONTRACTORS SHALL PROVIDE ADEQUATE BRACING AND SHORING TO MAINTAIN THE STABILITY OF EXISTING STRUCTURES DURING THE CONSTRUCTION OF THE NEW WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
4. WORK SHALL BE COORDINATED WITH ALL TRADES IN ORDER TO AVOID INTERFERENCE AND CONFLICTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
5. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE APPROVED BY THE ARCHITECT AND HIS PROFESSIONAL CONSULTANTS PRIOR TO INSTALLATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
6. EACH SUBCONTRACTOR SHALL MAINTAIN ACCESS TO ALL UTILITIES AND SERVICES AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
7. EACH SUBCONTRACTOR SHALL GUARANTEE ALL LABOR AND MATERIALS FOR A PERIOD OF ONE YEAR FROM DATE OF OCCUPANCY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
8. ALL CONTRACTORS SHALL MAINTAIN ADEQUATE RECORDS OF ALL WORK DONE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
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HANOVER TOWNSHIP ASTOR AVENUE COMMUNITY CENTER PARTIAL ROOF RENOVATIONS

7431 ASTOR AVE.
HANOVER PARK, IL 60133



HANOVER TOWNSHIP ASTOR AVENUE
COMMUNITY CENTER
PARTIAL ROOF RENOVATIONS
7431 ASTOR AVE
HANOVER PARK, IL 60133



DATE	REVISIONS
05/21/2017	27% PROGRESS NOT
05/21/2017	CONTRACT REVIEW
05/13/2017	FOR RECORD AND PERMIT

COVER SHEET

DATE	BY	NO.
05/21/2017	CH	001
05/21/2017	CH	002
05/21/2017	CH	003

DRAWING INDEX

GENERAL	COVER SHEET
ARCHITECTURE	0001
	0011
	0021
	0031
	0041
	0051
	0061
	0071
	0081
	0091
	0101

SCOPE OF WORK

THIS IS TO COMPLETE THE ROOF RENOVATION WORK AS SHOWN ON THE DRAWINGS AND SPECIFICATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

STATEMENT OF COMPLIANCE

I, CHRISTIAN MAJORS, A DULY LICENSED ARCHITECT IN THE STATE OF ILLINOIS, HEREBY STATE THAT THIS DOCUMENT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A MEMBER IN GOOD STANDING WITH THE ILLINOIS BOARD OF ARCHITECTS. I HAVE REVIEWED THE DRAWINGS AND SPECIFICATIONS AND BELIEVE THEM TO BE IN ACCORDANCE WITH THE ILLINOIS BUILDING CODES AND REGULATIONS. I HAVE REVIEWED THE EXISTING CONDITIONS AND BELIEVE THEM TO BE IN ACCORDANCE WITH THE ILLINOIS BUILDING CODES AND REGULATIONS. I HAVE REVIEWED THE EXISTING CONDITIONS AND BELIEVE THEM TO BE IN ACCORDANCE WITH THE ILLINOIS BUILDING CODES AND REGULATIONS.

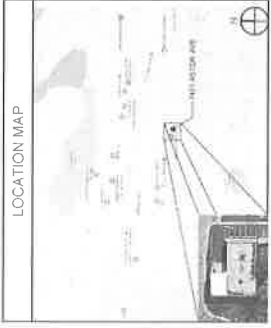
DATE: 06/02/2017
 CHRISTIAN MAJORS
 DATE OF EXPIRATION: NOVEMBER 30, 2018

GENERAL BUILDING INFORMATION

INTERNATIONAL BUILDING CODE: 2012
 INTERNATIONAL MECHANICAL CODE: 2012
 INTERNATIONAL PLUMBING CODE: 2012
 STATE OF ILLINOIS PLUMBING CODE: 2012
 INTERNATIONAL ENERGY CONSERVATION CODE: 2012

REGULATORY AGENCY: LOCAL BUSINESS DISTRICT
 OCCUPANCY: 111827
 NUMBER OF STORIES: 111827
 BUILDING AREA: 111827 SF

THE INFORMATION CONTAINED ON THIS SHEET IS INTENDED AS A GENERAL OVERVIEW OF THE PROJECT.



PROJECT DIRECTORY

ARCHITECT: [Firm Name]
 CONTRACTOR: [Firm Name]
 GENERAL CONTRACTOR: [Firm Name]
 MECHANICAL CONTRACTOR: [Firm Name]
 PLUMBING CONTRACTOR: [Firm Name]
 ELECTRICAL CONTRACTOR: [Firm Name]
 ROOFING CONTRACTOR: [Firm Name]



ROOF GENERAL NOTES

- PROVIDE A COMPLETE AND WATER TIGHT ROOFING SYSTEM. MAINTAIN THE ROOF SYSTEM MANUFACTURER'S WARRANTY.
- PROCEED WITH WORK ONLY WHEN WEATHER CONDITIONS PERMIT WORK TO PROCEED WITHOUT WATER ENTERING THE ROOFING SYSTEM.
- PROTECT ALL MATERIAL FROM SATURATION BY WATER PRIOR TO FINAL INSTALLATION OF ROOF MEMBRANE.
- MAINTAIN ROOF SCHEMATIC AND PHOTOGRAPHS OF ALL ROOFING DETAILS FROM THE TIME OF THE ROOFING SYSTEM INSTALLATION THROUGH THE COMPLETION OF THE PROJECT.
- ALL ROOF FLASHINGS TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
- ALL METAL FLASHINGS TO BE CORROSION RESISTANT.
- ALL METAL FLASHINGS TO BE PROTECTED AGAINST GALVANIC CORROSION.
- NO ROOF JOINTS TO BE LOCATED WITHIN THE ROOF AREA.
- ALL ROOF JOINTS TO BE PROTECTED AGAINST GALVANIC CORROSION.
- ALL ROOF JOINTS TO BE PROTECTED AGAINST GALVANIC CORROSION.

EPDM ADHERED ROOFING SYSTEM

- USE CARLISLE SURF-WRITE ADHERED ROOFING SYSTEM WITH 30 YEAR WARRANTY.
- REMOVE ALL EXISTING ROOFING MATERIALS TO THE STRUCTURAL DECK. REMOVE ALL EXISTING ROOFING MATERIALS TO THE STRUCTURAL DECK. REMOVE ALL EXISTING ROOFING MATERIALS TO THE STRUCTURAL DECK.
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ROOF KEY NOTES

- CREATE A WATER TIGHT SEAL AROUND EXISTING VENT PIPE. SEE DETAIL BA131.
- REINSTALL EXISTING ROOF TOP UNIT. RECONNECT ALL EXISTING MECHANICAL PIPING AND ELECTRICAL. SEE DETAIL BA132.
- INSTALL NEW DOME SKYLIGHTS WITH INTERIOR SECURITY MESH. SEE DETAIL BA133.
- OWNER TO PROVIDE AND INSTALL DOWNPOUT. COLOR BY OWNER. SEE DETAIL BA134.
- SADDLES: TAPE INSULATION FOR SCOURERS. SUPPLY TO BE MET.
- EPDM ROOF MEMBRANE. SEE DETAIL BA133.
- PAGE CAPPING TO BE INSTALLED OVER ROOFING MEMBRANE. SEE DETAIL BA135.
- EXISTING STRUCTURAL MEMBERS. SEE DETAIL BA136.
- REINSTALL FLOOD LIGHTS. CREATE A WATER TIGHT SEAL AROUND EXISTING PENETRATION. SEE DETAIL BA137.
- INSTALL LED LIGHT FIXTURE.
- EXISTING STRUCTURAL MEMBERS SHALL BE PROTECTED WITH 1/2" MINIMUM THICKNESS POLYURETHANE INSULATION ENCASED IN NEW SINGLE PLY ROOF SYSTEM.
- PROTECTIVE WALKWAY PADS: CARLISLE APPROVED 2X2 PADS.

ELECTRICAL NOTES

ALL MATERIALS USED SHALL BE NEW AND BE AT THE LABEL AND BE OF THE APPLICABLE UL LISTED STANDARD. REFER TO ARCHITECTURAL DRAWINGS FOR THE RATING. REFER TO ARCHITECTURAL DRAWINGS FOR THE RATING. REFER TO ARCHITECTURAL DRAWINGS FOR THE RATING.

THE CONTRACTOR SHALL VERIFY ALL ELECTRICAL WORK IS IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS AND ORDINANCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AGENCIES.

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ROOFING NOTES

REMOVE ALL EXISTING ROOFING MATERIALS TO THE STRUCTURAL DECK. REMOVE ALL EXISTING ROOFING MATERIALS TO THE STRUCTURAL DECK. REMOVE ALL EXISTING ROOFING MATERIALS TO THE STRUCTURAL DECK.

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ROOFING NOTES

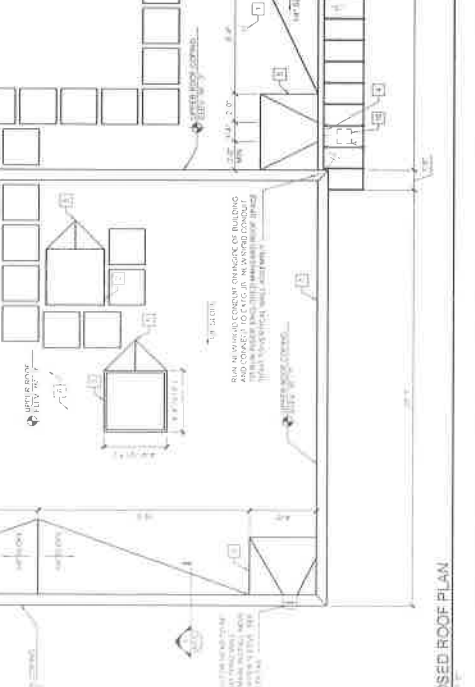
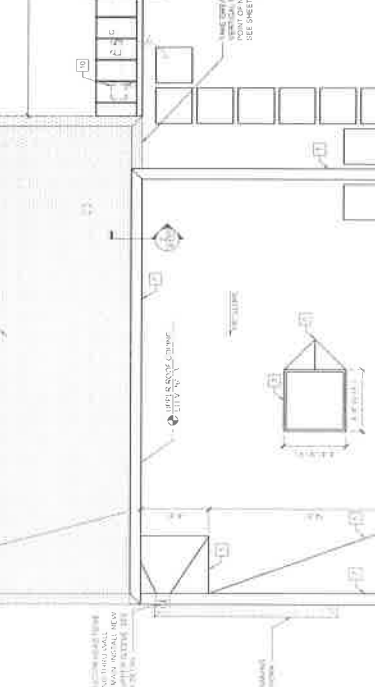
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SYMBOL	DESCRIPTION
	TYPE: RECESSED CAN LIGHT MOUNT: DOWNWARD MODEL: CROWN LIGHT COMPACT LED REMOTE MOUNT: DOWNWARD DIMENSIONS: 14" DIA. X 4" H OPERATIONAL: CONNECT TO EXISTING LIGHTING CIRCUIT
	TYPE: RECESSED CAN LIGHT MOUNT: DOWNWARD MODEL: CROWN LIGHT COMPACT LED REMOTE MOUNT: DOWNWARD DIMENSIONS: 14" DIA. X 4" H OPERATIONAL: CONNECT TO EXISTING LIGHTING CIRCUIT



DATE	REV	DESCRIPTION
04-29-2017	M	20% PROGRESS SET
06-05-2017	M	OWNER REVIEW
06-13-2017	M	FOR RECORD AND PERMIT

DESIGN & DEVELOPMENT
GROUP, LLC

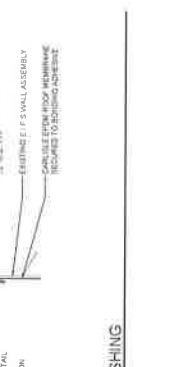
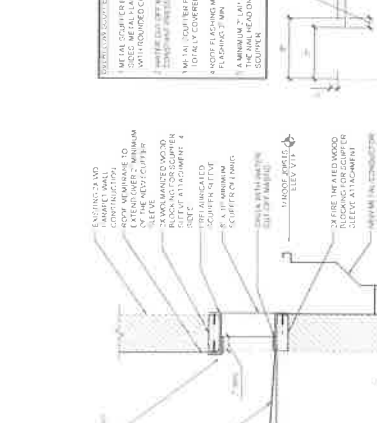
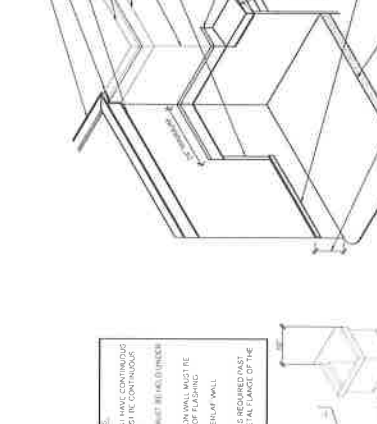
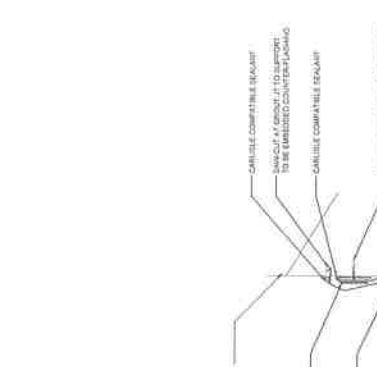
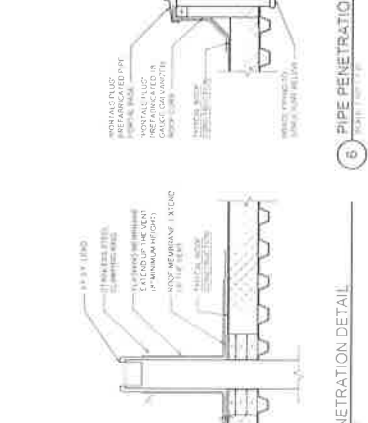
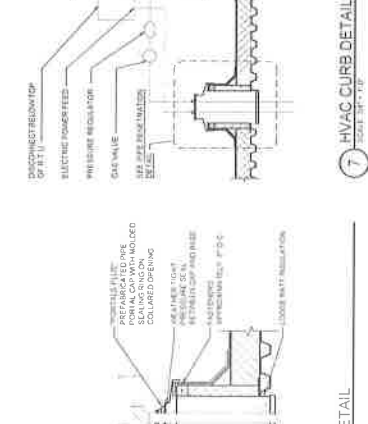
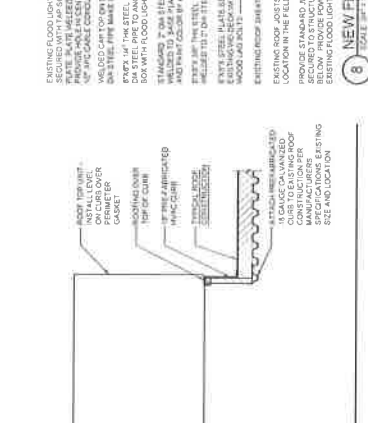
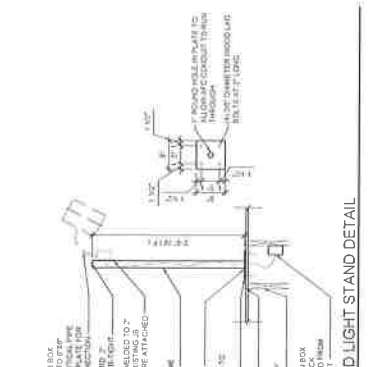
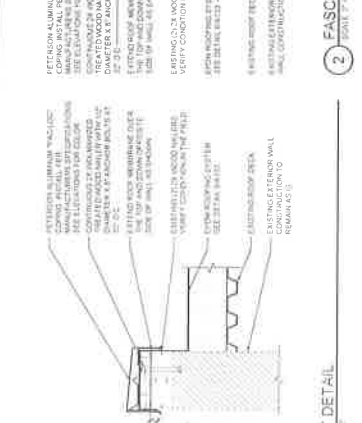
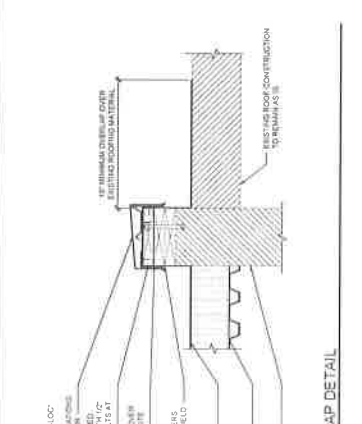
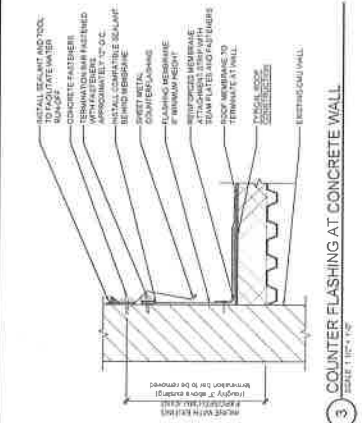
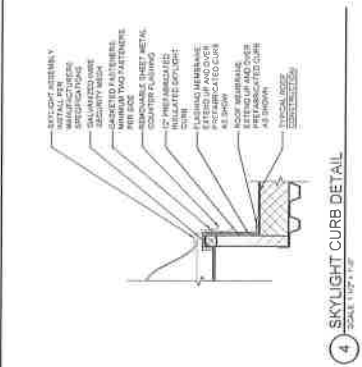


HANOVER TOWNSHIP ASTOR AVENUE
COMMUNITY CENTER
PARTIAL ROOF RENOVATIONS
7431 ASTOR AVE
HANOVER PARK IL 60133



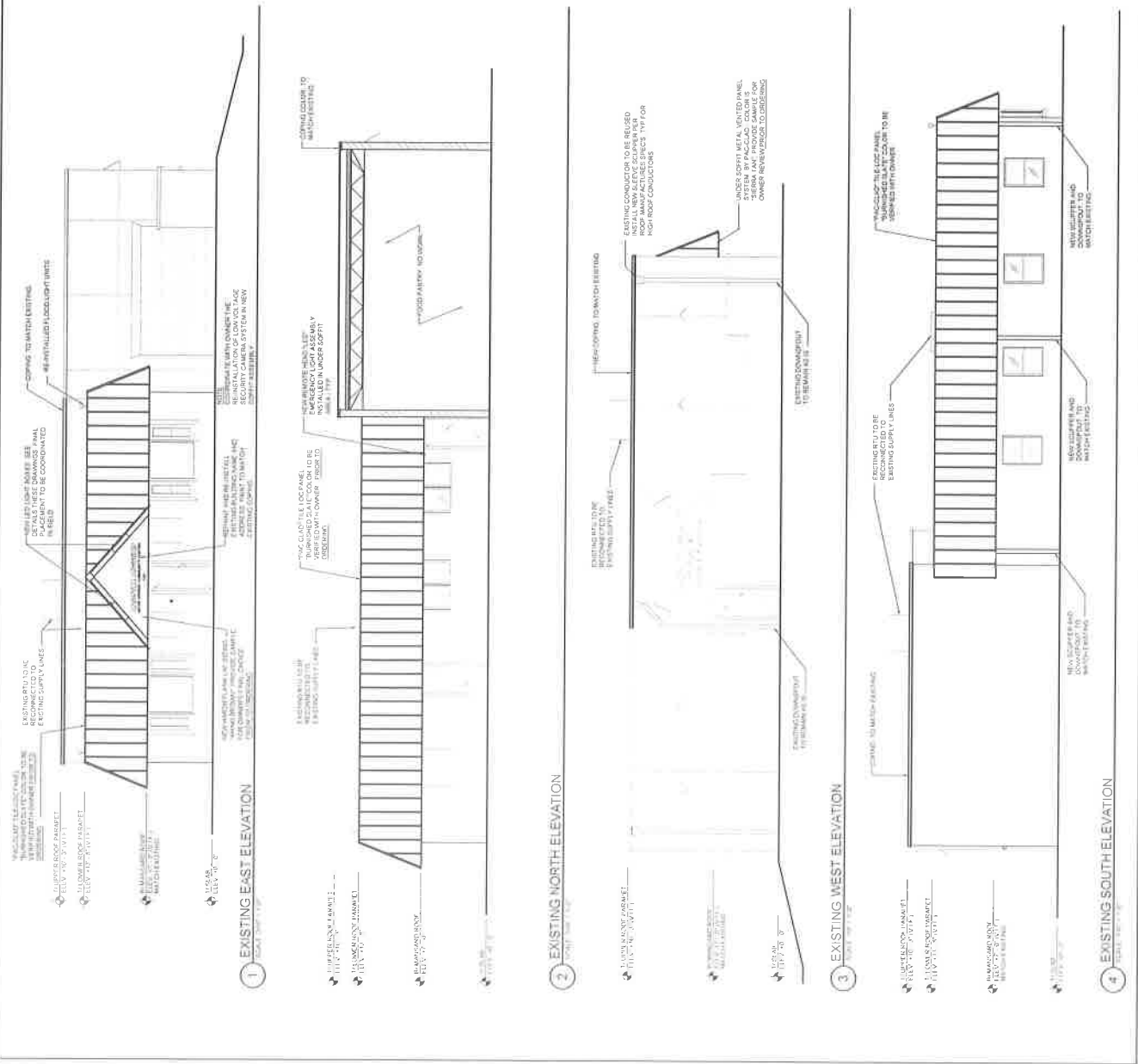
ROOF DETAILS

SCALE	DATE	BY	CHKD
AS SHOWN	04-29-2017	M	
DATE	BY	CHKD	
06-13-2017	M		



- ### MECHANICAL SPECIFICATIONS
- THE MECHANICAL CONTRACTOR SHALL VERIFY THE JOB SITE AND VERIFY ALL EXISTING CONDITIONS IN FIELD AND INCLUDE IN THE BID A PLAN FOR THE REPAIR AND REINSTALLATION OF ALL EXISTING UTILS SERVING SYSTEMS ON THIS PROJECT.
 - THE CONTRACTOR SHALL FURNISH AND INSTALL MATERIAL INDICATED ON DRAWINGS. ALL MATERIALS SHALL BE NEW AND OF STANDARD QUALITY UNLESS OTHERWISE NOTED. NO RECYCLED MATERIALS SHALL BE USED UNLESS SPECIFICALLY NOTED. ALL MATERIALS FOR WHICH A LABEL, PROTECT ALL EQUIPMENT AND WORK FROM DAMAGE DUE TO ANY CAUSE.
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- ### FINISH NOTES
- QUALITY ASSURANCE FOR OYSIUM BOARD STANDARD GANTR FROM THE OYSIUM ASSOCIATION TO BE ADHERED TO.
 - PROVIDE A MINIMUM 1/4" GAP BETWEEN OYSIUM BOARD PANELS AND A MINIMUM 1/4" GAP BETWEEN WARP AND BOW.
 - PROVIDE STANDARD TRIM ACCESSORIES OF TYPES FOR OTHER WARE AS NOTED, WITH FINISHED AND PROPERLY CONCAVE SURFACES. PROVIDE FINISHED BEAD FOR PROVIDE CORNER BEADS, LITTLE EDGE TRIM BEAD, LUTYPE JOINTS, AND FINISHES. PROVIDE FINISHES FOR ONE FOR TOPPING AND SANDING.
 - JOINTS AND FINISHES TO BE AS NOTED. PROVIDE FINISHES FOR INTERIOR WORK PROVIDE CHEMICAL WOOD FINISH FOR EXTERIOR WORK. PROVIDE FINISHES FOR TOPPING AND SANDING.
 - FASTENING ADHESIVE FOR METAL BRACING USE ASTM C-882.
 - LOCATE EMBEDDED JOINTS AS FAR FROM CENTER LINE AS POSSIBLE. PROVIDE FINISHES FOR INTERIOR WORK PROVIDE CHEMICAL WOOD FINISH FOR EXTERIOR WORK. PROVIDE FINISHES FOR TOPPING AND SANDING.
 - INSTALL EXPOSED OYSIUM BOARD WITH FACE OUT. DO NOT PROVIDE FINISHES FOR INTERIOR WORK PROVIDE CHEMICAL WOOD FINISH FOR EXTERIOR WORK. PROVIDE FINISHES FOR TOPPING AND SANDING.
 - APPLY FINISHES TO BE AS NOTED. PROVIDE FINISHES FOR INTERIOR WORK PROVIDE CHEMICAL WOOD FINISH FOR EXTERIOR WORK. PROVIDE FINISHES FOR TOPPING AND SANDING.
 - SPRUE FASTENERS (SCREWS IN OYSIUM BOARD) IN MANUFACTURER'S RECOMMENDATIONS EXCEPT AS OTHERWISE INDICATED OTHERWISE INDICATED.
 - UNLESS OTHERWISE SPECIFIED, OYSIUM BOARD SHALL BE JOINTS OYSIUM BOARD TO BE USED ON WALL, REPAIR BOARD TO BE STANDARD TRIM OR MATCH EXISTING.
 - SINGLE LAYER EXTERIOR TO APPLY OYSIUM BOARD TO SUPPORTS AS FOLLOWS: TO WOOD SUPPORTS WITH TYPE D SCREWS SPACED MAX. 16" O.C. HORIZONTAL AND 16" O.C. VERTICAL.
 - INSTALL METAL CORNER BEADS AT EXTERIOR CORNERS OF JOINTS OYSIUM BOARD TO BE USED ON WALL, REPAIR BOARD TO BE STANDARD TRIM OR MATCH EXISTING.
 - APPLY FINISHES TO BE AS NOTED. PROVIDE FINISHES FOR INTERIOR WORK PROVIDE CHEMICAL WOOD FINISH FOR EXTERIOR WORK. PROVIDE FINISHES FOR TOPPING AND SANDING.
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GENERAL CONDITIONS

1. The contractor shall be responsible for the construction of the building and shall be responsible for the construction of the building and shall be responsible for the construction of the building...

OPERATING & MAINTENANCE DATA

1.1. GENERAL: The contractor shall be responsible for the construction of the building and shall be responsible for the construction of the building...

CONSTRUCTION SCHEDULE

1.1. GENERAL: The contractor shall be responsible for the construction of the building and shall be responsible for the construction of the building...

SUBSTITUTIONS

1.1. GENERAL: The contractor shall be responsible for the construction of the building and shall be responsible for the construction of the building...

ROUGH CARPENTRY

1.1. GENERAL: The contractor shall be responsible for the construction of the building and shall be responsible for the construction of the building...

SCHEDULE OF VALUES

1.1. GENERAL: The contractor shall be responsible for the construction of the building and shall be responsible for the construction of the building...

GENERAL CONTRACTOR

1.1. GENERAL: The contractor shall be responsible for the construction of the building and shall be responsible for the construction of the building...

CONTRACTOR

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FLASHING & SHEET METAL

- 1. The flashing shall be installed in accordance with the manufacturer's instructions.
- 2. The flashing shall be made of aluminum or galvanized steel.
- 3. The flashing shall be installed over the waterproofing.
- 4. The flashing shall be installed over the insulation.
- 5. The flashing shall be installed over the roof deck.

ROOF ACCESSORIES

- 1. All roof accessories shall be installed in accordance with the manufacturer's instructions.
- 2. The roof accessories shall be made of aluminum or galvanized steel.
- 3. The roof accessories shall be installed over the waterproofing.
- 4. The roof accessories shall be installed over the insulation.
- 5. The roof accessories shall be installed over the roof deck.

SINGLE PLY ROOFING

- 1. The single ply roofing shall be installed in accordance with the manufacturer's instructions.
- 2. The single ply roofing shall be made of EPDM or TPO.
- 3. The single ply roofing shall be installed over the waterproofing.
- 4. The single ply roofing shall be installed over the insulation.
- 5. The single ply roofing shall be installed over the roof deck.

INSULATION

- 1. The insulation shall be installed in accordance with the manufacturer's instructions.
- 2. The insulation shall be made of polystyrene or polyurethane.
- 3. The insulation shall be installed over the roof deck.
- 4. The insulation shall be installed over the waterproofing.
- 5. The insulation shall be installed over the single ply roofing.

CAULKING & SEALANTS

- 1. All caulking and sealants shall be installed in accordance with the manufacturer's instructions.
- 2. The caulking and sealants shall be made of silicone or polysulfide.
- 3. The caulking and sealants shall be applied to all joints and seams.
- 4. The caulking and sealants shall be applied to all penetrations.
- 5. The caulking and sealants shall be applied to all roof accessories.

SKYLIGHTS

- 1. The skylights shall be installed in accordance with the manufacturer's instructions.
- 2. The skylights shall be made of acrylic or polycarbonate.
- 3. The skylights shall be installed over the waterproofing.
- 4. The skylights shall be installed over the insulation.
- 5. The skylights shall be installed over the roof deck.

FIRST LAYERS

- 1. The first layers shall be installed in accordance with the manufacturer's instructions.
- 2. The first layers shall be made of asphalt or mastic.
- 3. The first layers shall be installed over the roof deck.
- 4. The first layers shall be installed over the waterproofing.
- 5. The first layers shall be installed over the single ply roofing.

ACCESSORIES

- 1. All accessories shall be installed in accordance with the manufacturer's instructions.
- 2. The accessories shall be made of aluminum or galvanized steel.
- 3. The accessories shall be installed over the waterproofing.
- 4. The accessories shall be installed over the insulation.
- 5. The accessories shall be installed over the roof deck.

FINISHES

- 1. The finishes shall be installed in accordance with the manufacturer's instructions.
- 2. The finishes shall be made of paint or stain.
- 3. The finishes shall be applied to all exterior surfaces.
- 4. The finishes shall be applied to all roof accessories.
- 5. The finishes shall be applied to all skylights.

INSTALLATION

- 1. All materials shall be installed in accordance with the manufacturer's instructions.
- 2. The installation shall be completed within 90 days of the start of work.
- 3. The installation shall be completed by the manufacturer or its authorized representative.
- 4. The installation shall be completed in accordance with the plans and specifications.
- 5. The installation shall be completed in accordance with the contract documents.

WARRANTY

- 1. The manufacturer shall warrant the materials for a period of 10 years.
- 2. The manufacturer shall warrant the workmanship for a period of 5 years.
- 3. The manufacturer shall warrant the installation for a period of 5 years.
- 4. The manufacturer shall warrant the accessories for a period of 5 years.
- 5. The manufacturer shall warrant the finishes for a period of 5 years.

NOTES

- 1. All materials shall be installed in accordance with the manufacturer's instructions.
- 2. The installation shall be completed within 90 days of the start of work.
- 3. The installation shall be completed by the manufacturer or its authorized representative.
- 4. The installation shall be completed in accordance with the plans and specifications.
- 5. The installation shall be completed in accordance with the contract documents.

GENERAL NOTES

- 1. All materials shall be installed in accordance with the manufacturer's instructions.
- 2. The installation shall be completed within 90 days of the start of work.
- 3. The installation shall be completed by the manufacturer or its authorized representative.
- 4. The installation shall be completed in accordance with the plans and specifications.
- 5. The installation shall be completed in accordance with the contract documents.

DETAILED NOTES

- 1. All materials shall be installed in accordance with the manufacturer's instructions.
- 2. The installation shall be completed within 90 days of the start of work.
- 3. The installation shall be completed by the manufacturer or its authorized representative.
- 4. The installation shall be completed in accordance with the plans and specifications.
- 5. The installation shall be completed in accordance with the contract documents.

SECTION 05400 - ROOFING

- 1. Section includes: flashing, roof accessories, single ply roofing, insulation, caulking and sealants, skylights, first layers, accessories, finishes, installation, warranty, notes.
- 2. Related sections: 05000 - Paints and Coatings, 05100 - Metal Decking, 05200 - Wood Decking, 05300 - Masonry, 05400 - Roofing, 05500 - Tents, 05600 - Membrane Roofing, 05700 - Wall Cladding, 05800 - Exterior Wall Finishes, 05900 - Skylights and Domes.
- 3. Related divisions: 01 - General Requirements, 02 - Foundations, 03 - Concrete, 04 - Formwork, 05 - Metal Decking, 06 - Masonry, 07 - Wood Decking, 08 - Roofing, 09 - Tents, 10 - Membrane Roofing, 11 - Wall Cladding, 12 - Exterior Wall Finishes, 13 - Skylights and Domes, 14 - Windows and Doors, 15 - Partitions, 16 - Stairs and Ramps, 17 - Elevators and Escalators, 18 - Mechanical, Electrical and Plumbing, 19 - Specialties, 20 - Finishes, 21 - Furniture, 22 - Millwork, 23 - Glass and Glazing, 24 - Signage, 25 - Security, 26 - Safety, 27 - Site Work.

SCOPE OF WORK

This is a complete, total tear off and replace, roof project of roughly 2,000 sq.ft. of covered roof area above the existing office spaces of the Hanover Township Community Center, along with an additional 1,160 sq.ft. roof covering above the food storage space just west of these same office areas. Due to the adopted State of Illinois energy codes, thicker roof insulation is to be applied, thus new taller roof curbs to be installed requiring the existing RTUs to be removed and re-installed. Note some drywall ceiling and wall work is to take place in order to disconnect existing RTUs from below. The same issue exists with the high roof's existing skylight units. Additional work to take place with this re-roof work is removing of the existing roof shingle elements and roof sub-base on 3 sides of the existing mansard designed exterior side wall elements. The existing wood structural framing elements need to be studied in place and then be corrected, adjusted and reinforced as detailed on these construction documents to support a new metal clad weather-proof roofing system with additional wall covering materials as stated and detailed within these same construction documents.

OWNER TO SUPPLY ROOF CORING SAMPLES DATA

Owner to supply roof coring sample data during Pre-Bid Meeting.

ALTERNATES

There are no alternates at this time.

CODE COMPLIANCE

Contractor shall contact Hanover Park Fire Department – Code Compliant Division for periodic field inspections during village required phases of work and again when all work is complete.

**GENERAL CONDITIONS AND INSTRUCTION TO
BIDDERS AND GENERAL REQUIREMENTS**

I. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. Definitions

The following words and phrases, used herein, shall have the meaning ascribed to them as follows:

- A. "Township" or "Owner" shall mean the Township of Hanover, Cook County, Illinois.
- B. "Bidder" shall mean each contractor bidding on the Hanover Township Astor Avenue Community Center Project.

This is a complete, total tear off and replace, roof project of roughly 2,000 sq.ft. of covered roof area above the existing office spaces of the Hanover Township Community Center, along with an additional 1,160 sq.ft. roof covering above the food storage space just west of these same office areas. Due to the adopted State of Illinois energy codes, thicker roof insulation is to be applied, thus new taller roof curbs to be installed requiring the existing RTUs to be removed and re-installed. Note some drywall ceiling and wall work is to take place in order to disconnect existing RTUs from below. The same issue exists with the high roofs existing skylight units. Additional work to take place with this re-roof work is removing of the existing roof shingle elements and roof sub-base on 3 sides of the existing mansard designed exterior side wall elements. The existing wood structural framing elements need to be studied in place and then be corrected, adjusted and reinforced as detailed on these construction documents to support a new metal clad weather-proof roofing system with additional wall covering materials as stated and detailed within these same construction documents.

Awarded Contractor shall note that all roof materials shall be Carlisle Sure-White roofing system, metal mansard roof face material shall be PAC-Clad and copings shall be Peterson PAC-Loc as specified in the Construction Documents. These aspects of the project shall be installed by an approved roofing contractor with a minimum of 7 years installation experience of similar and like projects. All subcontractors who work on this project shall have a minimum of 7 years of experience in their trade of similar and like projects. LED soffit lights shall be LSI and Lithonia models as noted in the same Construction Documents.

The Work shall be performed in strict compliance with the Contract Documents with the most stringent and demanding requirements controlling, and shall be conducted in a continuous timeframe.

The above work is collectively referred to hereinafter as the "Project Work".

C. "Successful Bidder" or "Contractor" shall mean the Bidder that receives the award of contract from the Township for the Project Work.

D. "Contract Documents" shall mean:

(i) These General Conditions and Instructions to Bidders and General Requirements,

(ii) the Hanover Township Astor Avenue Community Center Project Manual dated July 5, 2017, including but not limited to all Plans, Specifications and Drawings referenced therein prepared by the Architect,

(iii) the Bid Proposal to be submitted on form furnished by the Architect;

(iv) the attached Affidavits,

(v) the attached Certifications,

(vi) all addenda issued prior to receipt of bids,

(vii) the Astor Avenue Community Center Project Agreement, a copy of which is attached hereto and incorporated herein (the "Agreement"),

(viii) Performance Bond and Payment Bond or irrevocable letter of credit as described in the Agreement;

(ix) Bid Notice, and

Whenever the term "*addenda*" appears in any of the Contract Documents, it shall be understood to refer to any written or graphic instruments issued prior to the bid opening which modify or interpret the Contract Documents, by additions, deletions, clarifications, or corrections. Addenda will become part of the Contract Documents when the Contract is executed.

Changes or corrections may be made by the Township to the Contract Documents after they have been issued and before the Bid Opening. In such case, a written addendum describing the change or correction will be issued by the Township or Architect to all bidders on record. Such addendum or addenda shall take precedence over that portion of the documents concerned, and shall become part of the Contract Documents.

E. "Architect" shall mean Corporate Design & Development Group, LLC, 2675 Pratum Avenue, Hoffman Estates, Illinois, 60192, (224) 293-6960; Contact Person: Chris Kalischefski, AIA, LEED AP.

F. "Project Site" shall mean Hanover Township Astor Avenue Community Center, 7431 Astor Avenue, Hanover Park, Illinois, 60133

2. Preparation and Submission of Bid

A. The Bidder must submit his, her, or its bid on the forms furnished by the Architect. All blank spaces on the bid form must be filled in if applicable.

Authorized signature must be the individual owner of a sole proprietorship, a general partner of a partnership, a duly authorized officer, attested to by the corporate secretary, of a corporation, or the manager of a limited liability company. The bid form is contained in these documents. All signatures and spaces to be completed in ink or typewritten, when applicable. Prices/Costs shall be in United States dollars. Incorrect completion, execution, or submission of bids shall be sufficient grounds for rejection of a bid.

- B. All bids shall be submitted in a sealed envelope stating the following information on the face of the envelope:
Bidder's Name, Address, and shall be marked "Hanover Township Astor Avenue Community Center Project".
- C. **Bids must be received by the Township at the Township's Clerk's Office no later than 10:00 a.m. on August 1, 2017.** Bidders shall be responsible for the actual delivery of bids during business hours to the address indicated. It shall not be sufficient to show that the bid was mailed in time to be received before scheduled closing time for bids.
- D. Conditional Bids. Qualified bids are subject to rejection in whole or in part.
- E. Authority to Act as Agent. Upon request, the Bidder will provide proof to the Township that the signature on the bid form has the authority to bind the Bidder to the price(s) quoted and to the terms and conditions of a contract.
- F. Errors in Bids. When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid will not relieve Bidder. Erasures or changes in bids must be initialed.
- G. Withdrawal of Bid. Any Bidder may withdraw or modify his or her bid at any time prior to the scheduled closing time for receipt of bids. However, only telegrams, letters, or other written requests for modifications or corrections of a previously submitted bid which are addressed in the same manner as the bid, and are received by the Township prior to the scheduled closing time for receipt of bids, will be accepted. The bid, when opened, will then be corrected in accordance with such written request, provided that the written request is contained in a sealed envelope which is plainly marked "Modification of Hanover Township Astor Avenue Community Center Project".
- H. The Bidder shall provide a name, address, and phone number of one contact person who will be responsible for implementation of the total package bid.

3. **Examination by Bidder**

The Bidder shall, before submitting a bid, carefully examine the Contract Documents and visit and inspect the Project Site. If the bid is accepted, the Bidder will be responsible for all errors in its bid resulting from its failure or neglect to comply with these instructions. The Township will not, in any case, be responsible for any change in anticipated profits or any unanticipated losses resulting from such failure or neglect.

4. **Bid Bond and Payment and Performance Bonds**

Each bid shall be accompanied by a Bid Bond, certified check, cashier's check, or bank draft in an amount equal to ten percent (10%) of the bid, made payable to the Township to guarantee that if the bid is accepted, the bidder will furnish a Performance Bond and Payment Bond or Irrevocable Letter of Credit of not less than 110% of the Contract Sum in accordance with the Agreement ("Payment and Performance Bonds") and shall execute said Agreement within ten (10) days of the award of the contract. In the event the bidder fails to furnish such Payment and Performance Bonds or Irrevocable Letter of Credit and/or execute the Contract Documents within said ten days, the amount of the check or Bid Bond shall be forfeited to the Township as liquidated damages.

5. **Davis Bacon Act, Illinois Prevailing Wage Act, and Contract Work Hours and Safety Standards Act**

All laborers and mechanics employed by the successful Bidder ("Contractor") and by any subcontractor(s) on construction work for this Project shall be paid wages at rates not less than 1) those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, (40 U.S.C. Sections 276-276a-5), as amended, and shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327 et seq.), as amended, and 2) those required under the Illinois Prevailing Wage Act (820 ILCS 130/01, et seq.), which ever wages and requirements are greater and more stringent. Contractor and all subcontractor(s) shall comply with all regulations issued pursuant to these Acts and other applicable federal, state, and local laws and regulations pertaining to labor standards with the most stringent laws and regulations controlling. The Secretary of Labor has, with respect to the labor standards specified in this Section, the authority and functions set forth in Reorganization Plan Number 14 of 1950 (5 U.S.C. Section 133z-15) and Section 2 of the Act of June 13, 1934, as amended, (40 U.S.C. Section 276c).

6. **Minimum Qualification Documents**

A. On a separate sheet, list all construction projects your organization has in progress, giving the name of the project, project description, project address, owner and telephone number, and contract amount.

- B. On a separate sheet, furnish the Township with a list of the projects your organization has completed in the past five (5) years that are similar in size, scope, cost, and complexity to this Project Work. This list shall include the name of the project, owner, contract amount, and date of completion. List names and phone numbers of appropriate job reference individuals for each project listed. The list of Projects must include a minimum of five (5) projects that are similar in size, scope, and complexity as the Project Work, at least one (1) of which was performed for a unit of local government or school district.

7. **Basis of Award**

- A. Award, Rejection, or Negotiation of Bids. The contract will be awarded to the lowest responsible and responsive Bidder complying with all the provisions of the General Conditions and Instructions to Bidders, provided the bid price is reasonable and it is to the interest of the Township to accept it. The Township reserves the right to reject the bid of a Bidder who (a) has previously failed to perform properly or complete on time contracts of a similar nature and/or other project, (b) when investigation shows that the Bidder is not in a position to perform the contract, (c) is delinquent on any state or federal taxes, (d) is barred from bidding on this contract or any other contract pursuant to 720 ILCS 5/33E-3 and 720 ILCS 5/33E-4, and/or (e) is not actively engaged in work of similar size, scope, and complexity as the Project Work and/or has not satisfactorily completed the minimum project work set forth herein, and/or (f) fails to furnish its D-U-N-S Number.
- B. Notwithstanding the foregoing, the Township also reserves the right to reject any or all bids and to waive or not to waive any irregularities, informalities or variances therein, or to accept any bid considered by the Township to be in the best interest of the Township. The Township also reserves the right to accept all or part of a bid when the Township Board of Trustees determines that it is in the best interest of the Township.

8. **Award of Contract**

The Township reserves the right to review all bids submitted for a period of ninety (90) days after the bid due date, and by submitting a bid, the Bidder agrees that the amount specified in its bid shall remain in full force and effect for such ninety (90) day period. No Bidder shall modify, withdraw, or cancel its bid, or any part thereof, for ninety (90) days after said bid due date, and no attempted modification, withdrawal, or cancellation shall be valid.

9. **Collusive Bidding**

The Bidder represents and warrants that its bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same Project Work; without prior knowledge of competitive

prices; and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

10. Material Inspection and Responsibility

Materials, the style, make, or quality of which is specifically designated, shall be as specified. Should any substitution of material or item of equipment or apparatus be made, the Township's written approval must be obtained prior to installation.

11. Completion Dates

The Successful Bidder shall complete Project Work in strict compliance with the Contract Documents within 3 Months of Bid Award, weather permitting. Time is of the essence.

12. Payment

The Township will tender payment for the Project Work as provided in, and subject to the terms and conditions of the Agreement.

13. Non-Discrimination

No Contractor who is the recipient of Township funds, or who proposes to perform any work or furnish any goods provided for herein shall discriminate against any worker, employee, or applicant for employment because of religion, race, sex, sexual orientation, color, or national origin, marital status, or ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice.

14. Binding Obligation and Non-Assignability

By submitting a bid, the Bidder agrees that if awarded the bid said Successful Bidder shall be contractually bound to perform the Project Work in compliance with the Contract Documents. Successful Bidder shall not assign the whole or any part of the bid award or any obligations created or under the Contract Documents without the written consent of the Township. All sub-contractors shall be approved by the Township.

15. Taxes

The Township is a Tax Exempt Organization and is not subject to sales, consumer, use, and other similar taxes required by law. This exemption does not, however, apply to tools, machinery, equipment, or other property leased by the Successful Bidder, or its subcontractors, or to suppliers and materials which, even though they are consumed are not incorporated into the completed Project. The Successful Bidder and its subcontractors shall be responsible for and pay any and all applicable taxes, including sales and use taxes, on such leased tools, machinery, equipment, or other property and upon such unincorporated supplies

and materials, and the cost of any such tax shall be included in the Bid Amount submitted by the Bidder.

16. Insurance

The Successful Bidder shall provide, at its sole cost, insurance in not less than the amounts and types of coverages set forth in the attached Agreement, and shall otherwise strictly comply with said insurance requirements and other terms and conditions of the Contract Documents, including but not limited to providing the Additional Insured endorsements required therein, the cost of which shall be included in the price submitted by Bidder. Each Bidder should attach a copy of its certificate(s) of insurance with its Bid Proposal.

17. Investigations Prior To Bid Award

The Township may make such investigations as are deemed necessary to determine the ability of the Bidder to perform the Project Work, and the Bidder shall furnish all such information and data for this purpose as the Township may request. The Township reserves the right to reject any bid if the evidence submitted by, or investigation of such Bidder, fails to satisfy the Township that such Bidder is properly qualified to carry out the obligations of the Contract Documents and to complete the work contemplated therein.

18. Bid Amount

The Bid Amounts submitted by Bidder shall include all applicable prices, materials, labor, services, and incidentals for the Project Work, Repair Work, and Warranty Work, including but not limited to permits, licenses, insurance, additional insured endorsements, Payment and Performance Bond, irrevocable letter of credit costs, tests, retests, demonstrations, balancing, training, certifications, shop drawings, as built, removal and disposal of construction debris, payment of Prevailing Wages, and all other fees, expenses, costs, profits, and overhead of Bidder to complete the Project Work in strict compliance with the Contract Documents.

19. Certifications and Affidavits

The Contractor shall complete the Contractor's Certification forms and Affidavits attached to the Bid Form. Failure to do so may result in disqualification of the Bidder.

20. CD+DG Agreement

A. The CD+DG Agreement (as defined in Section 1d of these General Conditions and Instructions to Bidders and attached hereto) is incorporated into the Contract Documents and the attached Astor Avenue Community Center Project Agreement, including but not limited to all exhibits of the

CD+DG Agreement. The Successful Bidder must comply with all requirements under the CD+DG Agreement that pertain to the Project Work, Repair Work, Warranty Work, and/or otherwise required of the Contractor under the CD+DG Agreement.

21. Equal Opportunity Clause

During the performance of this contract, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant because of race, color, religion, sex, or natural origin. The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or natural origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting for the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or natural origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advertising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places, available for the provisions of this nondiscrimination clause.
- (4) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with the procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

22. Restrictions on Lobbying

- A. No federal appropriated funds have been paid or will be paid hereunder to any person for influencing or attempting to influence an officer or employee of a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- C. The Contractor shall require that the language of this certification be included in the contracts and subcontracts at all tiers (including subcontracts and contracts under grants, loan, and cooperative agreements) and that all contractors and subcontractors shall certify and disclosure according.

This certification is a materials representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

II. GENERAL REQUIREMENTS

1. Quality of Materials

All materials specified are to be new, clean, and free from defects. Where the product, material, or equipment of a particular manufacturer is specified, it is intended that the proposal submitted by the Contractor include that particular product, material, or equipment.

2. Electrical Power, Water and Storage

If presently available at the site, the Owner shall furnish electrical power and water, and allow for reasonable product and equipment storage at the construction site. The Contractor shall bear the cost of hook-up and removal of temporary lines or piping that may be required. The Owner shall assume no responsibility for damage or loss incurred by the Contractor for materials or equipment while stored or located upon the premises of the Owner.

3. Protection of the Public

The Contractor shall erect and maintain barricades, canopies, guards, warning lights, and signs to the extent required by the Owner for the protection of the public.

4. Protection of the Work

It is the responsibility of the Contractor to adequately protect his work from vandalism, weather, accidental damage, and access by unauthorized persons, for the general protection of the public, until the Project Work is accepted by the Owner. The Contractor shall bear the cost of repairing or replacing any damaged work.

5. Protection of Property and Clean-up

The Contractor shall be responsible for protection and safeguarding private and public property throughout the construction period. The Contractor shall leave the site clean and free from debris. The Contractor shall be responsible for repairing, to the Owner's satisfaction, any damage to existing buildings, trees, paved areas, etc., attributable to the Project Work.

6. Subcontractors

All Sub-contractors are subject to approval by the Township and in accordance with the requirements of the specifications. If any sub-contractor is not approved, the Contractor will be obligated to submit an acceptable alternate at no increase to the base bid lump sum.

7. Registration

Contractors and all sub-contractors shall be licensed, registered, and bonded as required by the Villages of Hanover Park and Streamwood, the State of Illinois, and any other authorities having jurisdiction over the Project Work. Each Contractor is responsible for ascertaining all of the regulatory and other requirements for performing the Project Work relative to said bond, license, and registration requirements and the cost of all such compliance is included in Contractor's bid proposal.

8. Refuse Containers

Contractor may not use Owner's refuse containers.

9. Retainage

An amount equal to 110% of the value of incomplete punch list items will be withheld until all punch list items are satisfied, plus retainage provided for under the Contract, plus additional amounts withheld for unsettled claims and/or other incomplete work.

10. Guaranty

The Contractor shall guaranty all workmanship and materials against defects and poor workmanship for a period of one (1) year from the date of completion of all punch list items and acceptance of the Project Work by the Township in accordance with the Agreement. Additional required warranties are as set forth in the Project Manual, the attached Agreement, and the Drawings.

11. Assignment of Warranties

The Contractor shall provide copies of all warranties, guaranties, instructions, etc. to the Owner and shall assign all manufacturer's warranties to Owner.

12. Specification or Information Conflicts

In the event there is any conflict between the terms and conditions of any of the Contract Documents, the most stringent terms and conditions shall apply.

13. Construction Access

Construction access shall be permitted only through the access point as permitted by the Township. No other access will be permitted. The Contractor shall be responsible for protection of existing curbs and pavements and for replacement of any damage, at no additional expense to the Owner.

14. Traffic Control

The Contractor will be responsible for controlling traffic when construction vehicles are entering or exiting the site. The Contractor will be responsible for the erection and maintenance of barricades, signage, and miscellaneous traffic control measures to insure that vehicular traffic flows smoothly and safely on the streets surrounding the site.

15. Sexual Harassment

The Contractor and all of its subcontractors shall comply with the Sexual Harassment provisions of the Illinois Human Rights Act. 775 ILCS 5/1-101 *et seq.*

16. Employer Liability

To the fullest extent permitted by law, the Contractor (and each subcontractor of every tier into whose subcontracts this clause shall be incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees, including but without limitation claims under the Illinois Structural Work Act, asserted by persons allegedly injured on the Project and waives any limitation of liability defense based upon the Worker's Compensation Act, court interpretation of said Act, or otherwise.

17. Application for Payment

The following forms will be used for Applications for Payment submitted by the Contractor: AIA G702, Application and Certificate for Payment (1992), AIA G703, Continuation Sheet for G702 (1992), Sworn Statement for Contractor and Subcontractor to Owner, current lien waivers from Contractor and all subcontractors of every tier and all suppliers providing labor and/or materials relative to the Project Work, and otherwise in strict compliance with the Agreement.

Each form must be completed, signed, and notarized as required and submitted in triplicate to the Architect seven (7) days prior to the first day of the month. Payment will then be made by the third Wednesday of the following month.

18. Bid Document Review

Bidders are encouraged to review the Bid Documents immediately upon receipt. The Owner and Architect will be available to make interpretations regarding the Bid Documents and answer any questions that may arise during the Bid process by submitting a written addendum which will be provided to all contractors who have received bid packets. No inquires will be accepted by the Owner or the Architect within three (3) business days of the Bid Opening.

19. Shop Drawings

The Successful Bidder shall submit all shop drawings in strict compliance with the Contract Documents in form acceptable to Architect and Owner.

20. Change Orders

- A. After the award of the Contract, the Contractor shall be advised who the Owner's representative shall be on the Project.
- B. Minor field changes to facilitate ease of construction in the best interest of the Owner may be made in the field by the Owner's duly appointed representative, with the understanding of both parties that no change in contract price is involved.
- D. Where proposed changes involve a modification to (i) the Contract Sum; (ii) the Contract Time, or (iii) material change in the Work (i.e., other than minor field changes), a written change order shall be prepared by the Owner or Architect. It shall be a condition precedent to the acceptance of any change order which involves an increase or decrease in the Contract Sum of \$10,000 or more or extends the time of completion by more than thirty (30) days, that the Township Board of Trustees shall have first approved of such written change order and made the requisite determinations and findings in writing required by 720 ILCS 5/33E-9. Other changes involving modifications to the Contract Sum, Contract Time or material change in the Work which will result in an increase or decrease of less than \$10,000 or extension of less than thirty (30) days to the Contract Time are required to be approved by the Township Administrator.

21. Removal and Disposal

The Contractor must remove and dispose of all construction or demolition debris materials, waste, and soils at licensed facilities in accordance with applicable federal, state and local laws, including but not limited to the NEPA Act and Illinois Public Act 96-1416, with the most stringent and demanding requirements controlling.

22. Contract

See the Astor Avenue Community Center Project Agreement, a copy of which is attached hereto and incorporated herein. This Agreement will be used as the Contract Agreement between the Township and the Contractor upon award of Contract by the Township Board of Trustees.

III. PLANS AND SPECIFICATIONS

All Plans, Drawings, and Specifications prepared by Architect, are listed in the Hanover Township Astor Avenue Community Center Project Manual (Drawing Index) dated July 5, 2017, prepared by the Architect regarding the Project Work, and may be obtained together with the other Contract Documents and Bid Documents at the Office of the Township Clerk, 250 South Route 59, Bartlett, Illinois, as provided in the attached Bid Notice.

HANOVER TOWNSHIP ASTOR AVENUE COMMUNITY CENTER PROJECT

Section I. PROJECT AGREEMENT

This **Hanover Township Astor Avenue Community Center Project Agreement** (the "Agreement") is entered this ___ day of _____, 2017, between Hanover Township, an Illinois Township located in Cook County, Illinois, (the "Township" or "Owner") and _____ (the awarded "Roofing Contractor") (collectively, the "Parties").

IN CONSIDERATION of the covenants and conditions herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties hereby agree as follows:

1. **Project Work.**

A. Contractor shall submit preliminary shop drawings relative to the below described Project Work to the Architect in accordance with the Contract Documents. Following (i) approval by the Architect and Township of the shop drawings; (ii) Contractor's receipt of all licenses and permits required for the Project Work from any federal, state, and local governmental entities and/or agencies thereof having jurisdiction over the Project Work, which Contractor shall obtain at its sole cost; (iii) Contractor furnishing the Township with the Bond or irrevocable letter of credit in accordance with Section 2, Paragraph 7 below; and (iv) Contractor furnishing the Township with the certificates of insurance, additional insured endorsements, and other insurance documents in accordance with Section 2, Paragraph 6 below, Contractor shall commence the Project Work immediately following receipt of notice to proceed from the Architect or Township.

B. This is a complete, total tear off and replace, roof project of roughly 2,000 sq.ft. of covered roof area above the existing office spaces of the Hanover Township Community Center, along with an additional 1,160 sq.ft. roof covering above the food storage space just west of these same office areas. Due to the adopted State of Illinois energy codes, thicker roof insulation is to be applied, thus new taller roof curbs to be installed requiring the existing RTUs to be removed and re-installed. Note some drywall ceiling and wall work is to take place in order to disconnect existing RTUs from below. The same issue exists with the high roof's existing skylight units. Additional work to take place with this re-roof work is removing of the existing roof shingle elements and roof sub-base on 3 sides of the existing mansard designed exterior side wall elements. The existing wood structural framing elements need to be studied in place and then be corrected, adjusted and reinforced as detailed on these construction documents to support a new metal clad weather-proof roofing system with additional wall covering materials as stated and detailed within these same construction documents.

C. Contractor shall note that all roof materials shall be Carlisle Sure-White roofing system, metal mansard roof face material shall be PAC-Clad and copings shall be Peterson PAC-Loc as specified in the construction documents. These aspects of the project shall be installed by an approved roofing contractor with a minimum of 7 years installation experience of similar and like projects. All subcontractors who work on this project shall have a minimum of 7 years of experience in their trade of similar and like projects. LED soffit lights shall be LSI and Lithonia models as noted in the construction documents.

The Work shall be performed in strict compliance with the Contract Documents with the most stringent and demanding requirements controlling, and shall be conducted at once as follows:

Scope: Roof Replacement over the office spaces and food storage space as noted above.

The above work is collectively referred to hereinafter as the "Project Work".

D. The "Project Site" shall mean the Hanover Township Hanover Township Astor Avenue Community Center located at 7431 Astor Avenue, Hanover Park, Illinois, 60133 (the "Community Center").,

E. "Contract Documents" shall mean: (i) the attached General Conditions and Instructions to Bidders and General Requirements, (ii) the Hanover Township Hanover Township Astor Avenue Community Center Project Manual dated July 5, 2017 prepared by Architect, including but not limited to all Plans, Specifications, and Drawings referenced therein prepared by the Architect; (iii) the attached Contractor's Bid Proposal; (iv) the attached Affidavits, (v) the attached Certifications, (vi) any attached Addenda dated _____, (vii) this Hanover Township Astor Avenue Community Center Project Agreement; (viii) Performance Bond and Payment Bond or irrevocable letter of credit as hereinafter described in Section 2, Paragraph 7; (ix) the Community Development Block Grant Program Subrecipient Agreement and all Exhibits thereto, attached hereto and incorporated herein ("CDDG Agreement"); (x) and the attached Bid Notice. In the event of any conflict between the terms and conditions of any of the Contract Documents, the most stringent and demanding requirements shall control.

2. Completion Date.

Contractor shall complete the Project Work in strict compliance with the requirements herein on or before **October 27, 2017**, weather permitting. Time is of the essence of this Contract.

3. Contract Sum and Payment Terms.

A. The contract sum for the Project Work is \$_____ (the "Contract Sum"). The Contract Sum includes all costs attributable to the Project Work, Repair Work, and Warranty Work, including but not limited to, all materials, equipment, labor, permits, licenses, insurance, additional insured endorsements, testing, re-testing certifications, demonstrations, balancing, training, shop drawings, as built, removal and disposal of construction debris, payment of Prevailing Wages, Performance and Payment Bonds, Letters of Credit, fees, expenses, costs, profits, and overhead required under the Contract Documents.

B. Contractor shall provide monthly invoices to the Township throughout the Project Work. It shall be a condition precedent to the Township's obligation to make a monthly progress payment that the Contractor shall have submitted to the Architect, not less than seven (7) days prior to the month in which the Contractor is applying for a payment, the following documentation, which shall hereinafter collectively be referred to as the "Contractor's Progress Payment Documents":

- (i) An itemized Application of Payment for operations and Continuation Sheets using AIA G702 and G703 supported by such data to substantiate the Contractor's right to payment as the Township and/or the Architect may require, such as copies of requisitions from material suppliers, and reflecting a 10% retainage until after final acceptance has been made by the Township. Payments shall be further reduced by such additional amounts as Architect and/or Township determines for non-conforming work and unsettled claims.
- (ii) A general Contractor's Sworn Statement in form customarily used by Chicago Title and Trust Company.
- (iii) Current Partial Waivers of Lien from the Contractor and from all subcontractors of every tier that furnished labor, materials and/or equipment in connection with the Project Work and from all material suppliers that supplied material in connection with the Project covering such period.
- (iv) All of the Contractor's Progress Payment Documents shall be sworn to and notarized.
- (v) Such additional documentation and/or information requested by the Township and/or Architect relative to said payment.

C. No payments shall be made by the Township for any materials, goods, supplies, and/or equipment until said materials, goods, supplies, and/or equipment have been incorporated into the Project Work and are otherwise in strict compliance with the Contract Documents, and further subject to the requirements of this Section 1, Paragraph 3.

D. Upon completion of the Project Work and/or Repair Work required hereunder, Contractor shall submit the following documentation to the Township:

- (i) General Contractor's Sworn Statement in form customarily used by Chicago Title & Trust Company, and final lien waivers from: (a) Contractor; (b) all subcontractors of every tier that furnished labor and/or materials in connection with the Project Work; and (c) all suppliers that furnished materials and/or equipment in connection with the Project Work (collectively, "Final Payment Request Documentation").
- (ii) Contractor shall perform all testing, retesting, demonstrations, training, and submit all reports, certifications, and documentation required under the Contract Documents.
- (iii) Contractor shall provide all final shop drawings, as built drawings, operating instructions, equipment schedules, and all other submittals required under the Contract Documents.
- (iv) Contractor shall assign all manufacturers' warranties to Owner as required herein.
- (v) Following receipt of the Final Payment Request Documentation and all certifications, reports, guaranties, warranty assignments, shop drawings, as-built drawings, and all documents and submittals required under the Contract Documents, and following the Township and Architect's determination that the Project Work has been completed in strict compliance with the Contract Documents and is free from defects, the Township shall tender payment to the Contractor of the balance of the Contract Sum, subject to the conditions herein.

E. It shall be a condition precedent to any payment required by the Township hereunder, that the Township and the Architect have determined that the Project Work being invoiced is free from any defects and has been completed in accordance with the terms and conditions herein. The Township shall deduct from the final payment hereunder, amounts as determined for incomplete Work, including but not limited to 110% of the value of the punch list work, and for any unsettled claims, and further subject to the conditions herein.

F. Payments shall be further contingent upon the consent of the surety issuing the Performance and Payment Bonds and/or other bond hereunder to said payment. Any amounts required to be withheld from said payment by the surety shall be withheld without any liability to the Township.

G. In the event the Contractor, Township, and/or Architect is in receipt of any claim(s) for lien and/or other notice of any claim in connection with the Project, the

amount claimed shall be held out from payment for a period of at least 120 days to determine whether said claimant files a lawsuit to foreclose or otherwise adjudicate its lien claim. In the event a lawsuit is in fact filed within the statutory period, the Township, in its sole discretion, may elect to (a) file an interpleader action and/or intervene in the lawsuit and deposit the amount in question with the Clerk of the Court, (b) continue to hold said disputed sum until the lawsuit has been full adjudicated or settled, or (c) elect to pay said disputed sum to the Contractor after having first received such additional indemnification agreement(s) and surety bond(s) as are acceptable to the Township. In the event the lien claimant fails to file a lawsuit within the applicable statutory period, the Contractor shall either furnish a release or final waiver from said lien claimant or furnish the Township with an indemnification agreement and an additional mechanic's lien bond in form approved by the Township issued by a surety company acceptable to the Township.

H. It shall also be a condition precedent to any payment hereunder that Contractor must complete and submit certified payrolls to the Township covering all payouts in strict compliance with the **Prevailing Wage Act (820 ILCS 130/01, et seq.)** or the Davis Bacon Act (as applicable under Section 2, Paragraph 8 below) (the "Certified Payrolls"). The Township will not process or release any payments prior to receiving the Certified Payrolls relative to each applicable pay application.

I. Notwithstanding the foregoing, in no event shall the Township's acceptance of the Project Work, Contractor's Payment Request Documentation and/or any Certification, and/or the Township's payments to Contractor be deemed a waiver, express or implied, of any warranties and/or guaranties required under the Contract Documents.

J. Material and Equipment Inspection and Responsibility. Materials and Equipment, the style, make or quality of which is specifically designated, shall be as specified. Should any substitution of material or item of equipment or apparatus be made, the Township's written approval must be obtained prior to installation which the Township may withhold in its sole and absolute discretion.

K. Non-Discrimination. Contractor shall not discriminate against any worker, employee, or applicant for employment because of religion, race, sex, sexual orientation, color, national origin, marital status, ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice.

L. Compliance With Law. All goods, equipment, materials, and all labor furnished by Contractor and subcontractors of every tier shall comply with all applicable federal, state, and local laws, regulations, rules, ordinances, statutes, and codes relative thereto including, but not limited to, the Federal Occupational Safety and Health Act (OSHA), the Americans with Disabilities Act of 1990 as amended, and all applicable law, regulations, rules, ordinances, statutes, and codes established and/or promulgated

by the Illinois and United States Department of Labor (IDOL and USDOL), the Illinois Human Rights Commission, the Illinois Department of Human Rights, and/or EEOC, and/or Environmental Laws (as defined in Section 2, Paragraph 12 below), and the applicable Village of Hanover Park and the Village of Streamwood Building Codes, with the most stringent standards governing (collectively, the "Laws"). To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the below defined Indemnified Parties from loss or damage, including but not limited to, attorney's fees, and other costs of defense by reason of actual or alleged violations of any Law(s) related to the Project Work, including but not limited to products liability claims. This obligation shall survive the expiration and/or termination of this Agreement.

M. Indemnification. To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless Hanover Township, Corporate Design & Development Group, LLC, the Village of Hanover Park, the Village of Streamwood, and their respective officials, officers, directors, employees, managers, volunteers, servants, agents, parent companies, affiliates, subsidiaries, successors, and assigns (collectively, the "Indemnified Parties"), against all injuries, deaths, damage to property, loss, damages, claims, suits, liens, lien rights, liabilities, judgments, costs and expenses, including but not limited to legal defense costs, attorney's fees, court costs, settlement judgments, prejudgment interest, post judgment interest, whether by direct suit or third parties which may in any way arise directly or indirectly from the Project Work, Repair Work, and/or Warranty Work provided hereunder; and/or any acts and/or omissions of or on behalf of the Contractor, its employees, contractors, subcontractors of any tier, suppliers, and/or agents and/or any person and/or entity acting on behalf of any of them; except to the extent caused by the negligence of any of the Indemnified Parties. In which case, Contractor shall at its own expense, appear, defend, and pay all charges of attorneys and costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the Indemnified Parties or any of them, in any such action, Contractor agrees that any bond or insurance protection required herein, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the Indemnified Parties as herein provided. Contractor shall similarly protect, indemnify, and hold harmless the Indemnified Parties against and from any and all claims, costs, causes, actions, and expenses including but not limited to attorney's fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Agreement. This obligation shall survive the expiration and/or termination of the Agreement.

N. Binding Obligation and Non-Assignability. Contractor shall not assign the whole or any part of this Agreement without the written consent of the Township. All subcontractors shall be approved by the Township. Any such assignment by Contractor without the Township's written approval shall be null and void.

O. Taxes. The Township is a Tax Exempt Organization and is not subject to sales, consumer, use, and other similar taxes required by law. This exemption does

not, however, apply to tools, machinery, equipment, or other property leased by the Contractor, or to suppliers and materials which, even though they are consumed are not incorporated into the completed Project Work. The Contractor shall be responsible for and pay any and all applicable taxes, including sales and use taxes, on such leased tools, machinery, equipment, or other property and upon such unincorporated supplies and materials. Notwithstanding the foregoing, it shall be Contractor's responsibility to determine and pay all applicable taxes attributable to the Project Work. All such taxes are included in the Contract Sum.

P. Investigations by Contractor. Contractor has made such investigations as it deems necessary to perform the Project Work, including but not limited to, Project Site inspection, and represents and warrants that the Specifications and depictions are adequate and the required result can be produced under the Specifications and requirements herein. No plea of ignorance of conditions that exist or of conditions or difficulties that may be encountered in the execution of the Project Work under this Agreement as a result of failure to make the necessary investigations will be accepted as an excuse for any failure or omission on the part of Contractor to fulfill in every detail all of the requirements of this Agreement, or will be accepted as a basis for any claims whatsoever, for extra compensation.

Q. Insurance. Contractor shall procure and maintain for the duration of the Project Work, Repair Work, and Warranty Work, insurance of the types and in amounts of not less than the coverages listed below. The cost of such insurance is included in the Contract Sum.

Section 2: INSURANCE and LIABILITY

1. Commercial General and Umbrella Liability Insurance.

Contractor shall maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL contains a general aggregate limit, it shall be in an amount of not less than \$2,000,000, or it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence from CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from: Liability arising out of the Project Work, Repair Work, and Warranty Work, including activities performed by or on behalf of Contractor; premises owned, leased, or used by Contractor; operations; administration of the work; independent contractors; subcontractors; vendors and suppliers; products-completed operations; personal injury and advertising injury; and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Any endorsement or policy provision which limits contractual liabilities shall be deleted in its entirety.

Hanover Township, the Village of Hanover Park, the Village of Streamwood, Corporate Design & Development Group, and each of their respective officers, officials, directors, employees, volunteers, managers, servants, agents, parent companies, subsidiaries, affiliates, successors and assigns (collectively, the "Additional Insured") shall be included as an insured under the CGL coverage, Business Auto Liability coverage, and any Commercial Umbrella Liability Coverage, using ISO additional insured endorsement CG 20 10 or substitute providing equivalent coverage.

These insurance coverages shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Additional Insured, and shall not require exhaustion of any other coverage or tender of any claim or action to any other insurer providing coverage to any of the Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured, or any of them. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

2. Continuing Completed Operations Liability Insurance.

Contractor shall maintain commercial general liability (CGL) coverage with a limit of not less than \$1,000,000 per each occurrence for at least three years following substantial completion of the Project Work and acceptance of the Project Work by the Township.

Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract.

Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit.

Any continuing commercial umbrella coverage shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

3. Business Auto Liability Insurance.

Contractor shall maintain business auto liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of "Any Auto" including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

4. Workers Compensation and Employees Liability Insurance.

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The employers liability limits shall not be less than \$500,000 per each accident for bodily injury by accident or \$500,000 per each employee for bodily injury by disease.

If the Additional Insured have not been included as an insured under the Commercial General Liability, Business Auto Liability, and Excess Umbrella Liability Insurance coverages required in the Contract, the Contractor waives all rights against each Additional Insured, for recovery of damages arising out of or incident to the Project Work.

5. Excess Umbrella Liability Insurance Coverage.

Contractor shall maintain Excess Umbrella Liability Insurance coverage of not less than \$1,000,000 each occurrence and \$1,000,000 aggregate. The minimum amount of Excess Umbrella Liability Insurance coverage may be reduced by the amount that Contractor's CGL coverage per occurrence exceeds \$1,000,000.

6. General Insurance Provisions.

i. Evidence of Insurance.

Prior to beginning work, Contractor shall furnish the Township with a certificate(s) of insurance and applicable policy endorsement(s), including but not limited to all additional insured endorsements required herein, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the Township prior to the cancellation or material change of any insurance referred to therein. Written notice to the Township shall be by certified mail, return receipt requested.

Failure of the Township to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of the Township to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

The Township shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor of any tier from entering the Project Site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Township.

Failure to maintain the required insurance may result in termination of this Contract at the Township's option.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to the Township whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of the Township's written request for said copies.

ii. Acceptability of Insurers.

Insurance shall be provided by insurance companies licensed to do business in the State of Illinois with a policy holder rating of not less than A and a financial rating of not less than VII in the latest edition of Best Insurance Guide.

iii. Cross-Liability Coverage.

If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

iv. Deductibles and Self-Insured Retentions.

Any deductibles or self-insured retentions must be declared to the Township. At the option of the Township, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Additional Insured, or any of them, or required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claim administration and defense expenses.

v. Township Shall Not Waive Any Rights of Subrogation.

The Township shall not, in any manner, be deemed or intended to have waived any right of subrogation which either it, and/or its insurance carrier and/or risk pool provider, Township Officials of Illinois Risk Management Agency ("TOIRMA") and/or insurance company providing excess coverage on behalf of the Township or TOIRMA may have against the Contractor, for any property injury, death, or other damage caused by any Contractor, or any of their respective employees, agents, consultants, officers, directors, limited or general partners, and/or otherwise arising out of the Project Work.

vi. Failure to Comply With Insurance Reporting Provisions.

All insurance required of the Contractor shall provide that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Additional Insured, or any of them.

vii. All Insurance Obtained Shall Apply Separately to Each Insured.

All insurance required of the Contractor shall provide that the insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

viii. Insurance Requirements Cannot be Waived by Township.

Under no circumstances shall the Township be deemed to have waived any of the insurance requirements of this Contract by any action or omission, including, but not limited to:

- a. allowing any work to commence by the Contractor before receipt of Certificates of Insurance;
- b. failing to review any Certificates of Insurance received;
- c. failing to advise the Contractor that any Certificate of Insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner; or
- d. issuing any payment without receipt of a sworn certification from the Contractor stating that all the required insurance is in force.

The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction, or omission by the Township and/or any of the other Additional Insured.

ix. Liability of Contractor is not Limited by Purchase Of Insurance.

Nothing herein contained in the insurance requirements of the Contract Documents is to be construed as limiting the liability of the Contractor, and/or their respective insurance carriers. The Township does not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Additional Insured, or any of them, the Contractor, or any subcontractor's interest or liabilities, but are merely minimums. Any obligation of the Contractor to purchase insurance shall not, in any way, limit their obligations to the Additional Insured in the event that the Additional Insured, or any of them should suffer an injury or loss in excess of the amount recovered through insurance, or any loss or portion of the loss which is not covered by either the Subcontractor's and/or Contractor's insurance.

x. Notice of Personal Injury or Property Damage.

Contractor shall notify the Township, in writing, of any actual or possible claim for personal injury or property damage relating to the work, or of any occurrence which might give rise to such a claim, promptly upon obtaining first knowledge of same.

xi. Subcontractors.

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the types of coverages and in not less than the amounts of coverages specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance, additional insured

endorsement, or such other insurance documentation evidencing coverage for each subcontractor.

7. Performance Bond, Labor and Material Payment Bond.

Prior to commencement of the Project Work, Contractor shall furnish the Township with (i) a performance bond, labor and material payment bond each in the amount of 110% of the Contract Sum in form otherwise acceptable to the Township (the "Bond"), co-signed by a surety authorized by the Illinois Department of Insurance to sell and issue sureties in the State of Illinois naming the Hanover Township, the Village of Hanover Park, and the Village of Streamwood, as primary co-obligees; or (ii) an irrevocable letter of credit in the amount of 110% of the Contract Sum issued by a financial institution with at least \$40,000,000 in assets and a capital to asset ratio of not less than 6% in form acceptable to the Township; to guaranty the performance of the Contractor's obligations herein and the payment of all labor and materials furnished for the Project Work, Warranty Work, and/or Repair Work including but not limited to the payment of the below defined Prevailing Wages. The cost of said Bond or letter of credit, as the case may be, is included in the Contract Sum set forth in Section 1, Paragraph 3.

8. Davis Bacon Act, Illinois Prevailing Wage Act, and Contract Work Hours and Safety Standards Act

i. All laborers and mechanics employed by Contractor and by any subcontractor(s) on Project Work, Repair Work, and Warranty Work shall be paid wages at rates not less than 1) those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, (40 U.S.C. Sections 276-276a-5), as amended, and shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327 et seq.), as amended, and 2) those required under the Illinois Prevailing Wage Act (820 ILCS 130/01 et seq.), which ever wages and requirements are greater and more stringent (hereinafter, "Prevailing Wages"). Contractor and all subcontractor(s) shall comply with all regulations issued pursuant to these Acts and other applicable federal, state, and local laws and regulations pertaining to labor standards with the most stringent laws and regulations controlling. The Secretary of Labor has, with respect to the labor standards specified in this Section, the authority and functions set forth in Reorganization Plan Number 14 of 1950 (5 U.S.C. Section 133z-15) and Section 2 of the Act of June 13, 1934, as amended, (40 U.S.C. Section 276c).

ii. The Contractor shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of Prevailing Wages. Contractor shall include in each of its subcontracts a written stipulation that not less than the Prevailing Wages shall be paid to all laborers, workers, and mechanics performing work under the Contract and shall require each of its sub-subcontractors of every tier to include said stipulation regarding payment of Prevailing Wages. Any increase in costs to the Contractor due to changes in the Prevailing Wages or labor law during the term of any contract and/or

sub-contract of any tier shall be at the expense of the Contractor and not at the expense of the Township. Any change orders shall be computed using the Prevailing Wages applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible to maintain accurate records as required by applicable federal and state law (with the most stringent requirements controlling), and shall be solely liable for paying the difference between Prevailing Wages and any wages actually received by laborers, workmen, and/or mechanics engaged in the work and for ensuring strict compliance with the requirements of the above mentioned Acts, including but not limited to providing certified payrolls to the Township in accordance with said applicable law (i.e., the most stringent requirements). Contractor shall similarly comply with all records and wage requirements imposed under the CDDG Agreement.

9. Warranty.

i. Contractor shall assign all manufacturers' warranties for the Project Work to the Township. Notwithstanding such assignments, Contractor expressly warrants to the Township that all materials, supplies, and all labor furnished on or for the Project Work will be free from defects, and Contractor shall repair and/or replace such defective supplies, materials and/or Project Work, at no cost to the Township for a period of one (1) year commencing upon the completion of the Project Work and acceptance of same by the Township. This warranty is in addition to, and not in lieu of the warranties set forth in the Project Manual and/or Drawings. Work performed under this warranty and/or those set forth in the Project Manual and/or Drawings is hereinafter referred to as "Warranty Work". All Warranty Work shall be completed within fourteen (14) days of Contractor's receipt of notice from the Township demanding the Warranty Work, weather permitting (the "Warranty Completion Date").

ii. If the Drawings and/or Specifications provide for methods of construction, installation, materials, etc., which the Contractor cannot warranty for the indicated period, it shall be the responsibility of the Contractor to so inform the Owner in writing before submitting its bid. Otherwise, the Contractor shall be held responsible to provide the method of construction, installation, materials, etc., which will be guaranteed for the indicated period of time.

iii. Default. In the event of default hereunder, the non-defaulting party shall be entitled to all remedies available at law and/or equity, including reasonable attorney's fees, subject to the limitations set forth in Section 1, Paragraph 3(m).

iv. Notice. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed served (a) when delivered by Federal Express or similar overnight courier service to that party's address set forth below during the hours of 9:00 a.m. and 5:00 p.m. local time Monday through Friday, excluding federal holidays; (b) when mailed to any other person designated by that party in writing herein to receive such notice, via

certified mail, return receipt requested, postage prepaid; or (c) via fax. Fax notice shall be effective as of date and time of facsimile 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 fax notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission. Notice shall be given to the following:

If to Contractor:

If to Architect:

Corporate Design & Development
Group, LLC
2675 Pratum Avenue
Hoffman Estates, Illinois, 60192
Attention: Chris Kalischefski, President
Fax: (224) 293-6966

If to the Township:

Hanover Township
250 S. Route 59
Bartlett, Illinois, 60103
Attention: James Barr,
Township Administrator
Fax: (630) 837-9064

With a copy to:

Michael A. Airdo
Kopon/Airdo Attorneys At Law
233 South Wacker Drive
Suite 4450
Chicago, Illinois, 60606
Fax: (312) 506-4460

Either party hereto may change the place of notice to it by sending written notice to the other party.

10. Repair Work.

Upon completion of the installation of the Project Work, and/or any Warranty Work, Contractor shall repair any damage to the Project Site and/or any other Township property attributable to acts and/or omissions of Contractor, its employees, subcontractors, or agents, or otherwise attributable to the Project Work and/or Warranty Work (the "Repair Work"). The Repair Work shall be completed within five (5) days of the respective completion of the Project Work and/or Warranty Work (the "Repair Completion Date").

11. Limitation on the Township's Liability.

The Contractor agrees to waive any right which it may have to punitive, consequential, special, indirect, incidental, and/or exemplary damages against the Township and other Indemnified Parties and agrees not to make any claim or demand for such damages against the Township and/or other Indemnified Parties.

12. Hazardous Substances.

Contractor shall not cause or permit any Hazardous Substances to be brought upon, kept, stored or used in or about the Project Site and/or any other property owned, leased or controlled by the Township, the Village of Hanover Park, and/or the Village of Streamwood (collectively, "Subject Property") by Contractor, its employees, subcontractors of any tier, suppliers, and anyone for whose acts and/or omissions for whom Contractor may be liable (collectively "Contractor's Agents"). If the presence of Hazardous Substances brought upon, kept, stored, or used in or about the Subject Property by or on behalf of Contractor or Contractor's Agents in violation of this paragraph, results in contamination of the said Property, Contractor shall pay for all actual costs of clean up and shall indemnify, hold harmless, and defend the above defined Indemnified Parties from and against any and all claims, demands, expenses (including reasonable attorneys' fees), costs, fines, penalties, and other liabilities of any and every kind and nature, including, but not limited to, costs and expenses incurred in connection with any clean-up, remediation, or removal required by any federal, state, or local governmental authority because of the presence of any such Hazardous Substances on or about said Property.

For purposes hereof, Hazardous Substances shall include, but not be limited to, substances defined as "hazardous substances" and/or "toxic substances" in the federal Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended; the federal Hazardous Materials Transportation Act, as amended; and the federal Resource Conservation and Recovery Act, as amended ("RCRA"); those substances defined as "hazardous substances," "materials," or "wastes" under any Federal law or the law of the State of Illinois; and as such substances are defined in any regulations adopted and publications promulgated pursuant to said laws (collectively, "Environmental Laws"). If Contractor's activities or the activities of any of Contractor's Agents violate or create a risk of violation of any Environmental Laws, Contractor shall cause such activities to cease immediately upon notice from the Township. Contractor shall immediately notify the Township both by telephone and in writing of any spill or unauthorized discharge of Hazardous Substances or of any condition constituting an "imminent hazard" under any Environmental Laws.

Contractor's indemnification obligations and duties hereunder shall survive the termination and/or expiration of this Contract.

13. Delays in Project Work.

Notwithstanding any provision herein to the contrary, the Contractor shall not be entitled to an increase in the Contract Sum as a result of any delays in the progress of the Work. The Contractor's sole remedy for delay shall be an extension of time.

If the Contractor, but for a delay not within the Contractor's control, would have completed the Work prior to the project completion date, the Contractor shall not be entitled to any recovery of damages arising out of any event of delay which prevented such early completion of the Work.

14. Change Orders.

Notwithstanding any provisions herein to the contrary, where proposed changes to the Project Work involve a modification to (i) the Contract Sum; (ii) the Contract Time, or (iii) material changes in the Work (i.e., other than minor field changes), a written Change Order shall be prepared by the Architect. It shall be a condition precedent to the acceptance of any Change Order or any Series of Change Orders which involves an increase or decrease in the Contract Sum of \$10,000 or more or changes the time of completion by a total of thirty (30) days or more, that the Township Board of Trustees (the "Board") shall have first approved such written Change Order(s) and made the requisite determinations and findings in writing as required by 720 ILCS 5/33 E-9 (as amended). Other changes involving modifications to the Contract Sum, Contract Time, or material change in the Work which will result in an increase or decrease of less than \$10,000 or extension of less than thirty (30) days to the Contract Time shall be made by the Township Administrator.

15. Relationship of the Parties.

- i. It is understood, acknowledged and agreed by the parties that the relationship of the Contractor to the Township arising out of this Agreement shall be that of an independent contractor. Neither Contractor, nor any employee or agent of Contractor, is an employee, partner, joint venturer, and/or agent of the Township, and therefore is not entitled to any benefits provided to employees of the Township. Contractor has no authority to employ/retain any person as an employee or agent for or on behalf of the Township for any purpose. Neither Contractor nor any person engaging in any work or services related to this Agreement at the request or with the actual or implied consent of the Contractor may represent himself to others as an employee of the Township. Should any person indicate to the Contractor or any employee or agent of Contractor by written or oral communication, course of dealing or otherwise, that such person believes Contractor to be an employee or agent of the Township, Contractor shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services, Contractor shall do so in Contractor's own business.
- ii. Contractor shall at all times have sole control over the manner, means and

methods of performing the services required by this Agreement according to its own independent judgment. Contractor acknowledges and agrees that it will devote such time and resources as necessary to produce the contracted for results. Neither the Township nor Architect shall have control over, charge of, nor be responsible for, the construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the Work since they are solely the Contractor's rights and responsibilities. The Contractor shall supervise and direct the Work efficiently with his, her, or its best skill and attention; and the Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work; and the Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to all employees on the Project Site and all other persons who may be affected thereby. The Architect shall not have any authority to stop the work of the Contractor or the work of any subcontractor on the Project.

16. Exhibits and Contract Documents.

All Exhibits and Contract Documents referred to herein are expressly incorporated herein and made a part hereof as though fully set forth herein.

17. Assumption of Liability.

To the fullest extent permitted by law, Contractor assumes liability for all injury to or death of any person or persons including employees of Contractor, any subcontractor of any tier, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this Contract.

18. No Waiver of Immunities and/or Privileges.

Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township, the Village of Streamwood, the Village of Hanover Park, the County of Cook, and/or any of their respective officials, officers, employees, volunteers, and/or agents as to any liability whatsoever, and all such immunities and privileges are expressly reserved.

19. Authorized Installer.

Contractor represents and warrants that it is an authorized contractor/installer of all equipment furnished hereunder, and that the performance of the Project Work hereunder by Contractor or any of its employees, subcontractors of any tier, and/or agents will not invalidate or void any manufacturer's warranty for any Project equipment furnished hereunder.

20. Illinois Human Rights Act.

The Contractor shall comply with all terms and procedures of the Illinois Human Rights Act, (775 ILCS 5 et seq.), and Contractor represents and warrants to the Township as follows:

- i. That it will not discriminate against any employees or applicant for employment because of race, color, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service, and further that it will examine all job classifications to determine if minority persons or women are under-utilized and will take appropriate affirmative action to rectify any such under-utilization.
- ii. That, if it hires employees in order to perform this Contract or any portion thereof, it will determine the availability, in accordance with the Illinois Department of Human Rights' ("Department") Rules and Regulations, of minorities and women in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not under-utilized
- iii. That in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- iv. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Acts and Rules and Regulations, the Contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- v. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- vi. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Department for purposes of

investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.

- vii. That it will include verbatim or by reference the provisions of these clauses in every subcontracting awards under which any portion of the Contract obligations are undertaken or assumed, so that each provision will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any Subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for Contracts or Subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

21. Restrictions on Lobbying

A. No federal appropriated funds have been paid or will be paid hereunder to any person for influencing or attempting to influence an officer or employee of a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

C. Contractor shall require that the language of this certification be included in the contracts and subcontracts at all tiers (including subcontracts and contracts under grants, loan, and cooperative agreements) and that all contractors and subcontractors of every tier shall certify and disclosure according.

This certification is a materials representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

22. Equal Opportunity Clause.

During the performance of this Agreement, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or natural origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting for the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employee placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and or the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of its Agreement or with any of such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with the procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the provisions of Section 2, Paragraphs (24)(1) through (24)(7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issues pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

23. Copeland Anti-Kickback

In accordance with this assurance, Contractor understands that it must comply with federal Executive Order 11246, the Copeland "Anti-Kickback Act" (18 USC 874), Section 306 of the federal Clean Air Act, Section 508 of the federal Clean Water Act, and that it has certified that neither it nor its principals are debarred or suspended from federal financial assistance programs and activities and to complete and return in pursuit of such certification any appropriate form required by Hanover Township (see Federal Executive Order 11549 and 7 CFR Part 3017).

24. Architectural Barriers Act, American with Disabilities Act, and Illinois Accessibility Code

Contractor shall comply with the Architectural Barrier Act of 1968, as amended (42 U.S.C. § 4151 *et seq.*), the Americans with Disabilities Act of 1990 (ADA), as amended, including but not limited to changes made by the ADA Amendments Act of 2008 (P.L. 110-325), the Illinois Accessibility Code, as amended, and any and all applicable federal, state, and local laws pertaining to accessibility with the most stringent requirements controlling.

25. Clean Air Act, Federal Water Pollution Control Act, and Illinois Energy Conservation Code

Contractor shall comply with the Clean Air Act of 1970, as amended, the Federal Water Pollution Control Act, as amended, the Illinois Energy Conservation Code, as amended, and all Environmental Laws (as defined in Section 2, Paragraph 12 above) with the most stringent laws controlling.

26. Removal and Disposal

The Contractor must remove and dispose of all construction or demolition debris materials, waste, and soils at licensed facilities in accordance with applicable federal, state

and local laws, including but not limited to the NEPA Act and Illinois Public Act 96-1416, with the most stringent and demanding requirements controlling.

27. Miscellaneous

A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both Parties.

B. This Agreement may be executed in any number of counterparts, and by the Township and Contractor on different counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

C. Changes in the number, gender, and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed, and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the parties shall be the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision, or portion of this Agreement or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair, or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision, or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. **Survival of Obligations.** Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

J. In the event of any conflict between the terms and conditions of any of the Contract Documents, the most stringent and demanding requirements shall control.

K. Facsimile signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Agreement.

Hanover Township:

By: _____
Brian P. McGuire,
Township Supervisor

Attest:

By: _____
Katy Dolan Baumer,
Township Clerk

Contractor:

By: _____
President: _____

Attest:

By: _____
Title: _____

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

COOK COUNTY
 PREVAILING WAGE
 RATES EFFECTIVE
 JUNE 5, 2017

Trade/Title	Region	Type	Class	Base Wage	Foreman Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	All	All		40.40	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
ASBESTOS ABT-MEC	All	BLD		37.46	39.96	1.5	1.5	2.0	11.62	11.06	0.00	0.72
BOILERMAKER	All	BLD		47.07	51.30	2.0	2.0	2.0	6.97	18.13	0.00	0.40
BRICK MASON	All	BLD		44.88	48.84	1.5	1.5	2.0	10.25	15.30	0.00	0.85
CARPENTER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
CEMENT MASON	All	All		44.25	46.25	2.0	1.5	2.0	13.65	15.51	0.00	0.65
CERAMIC TILE FNSHER	All	BLD		37.81		1.5	1.5	2.0	10.55	10.12	0.00	0.65
COMM. ELECT.	All	BLD		42.02	44.82	1.5	1.5	2.0	8.88	12.78	0.59	0.75
ELECTRIC PWR EQMT OP	All	All		48.90	53.90	1.5	1.5	2.0	11.41	16.39	0.00	3.10
ELECTRIC PWR GRNDMAN	All	All		38.14	53.90	1.5	1.5	2.0	8.90	12.78	0.00	2.75
ELECTRIC PWR LINEMAN	All	All		48.90	53.90	1.5	1.5	2.0	11.41	16.39	0.00	3.10
ELECTRICIAN	All	All		46.10	49.10	1.5	1.5	2.0	14.33	15.52	0.70	1.00
ELEVATOR												
CONSTRUCTOR	All	BLD		51.94	58.43	2.0	2.0	2.0	14.43	14.96	4.16	0.90
FENCE ERECTOR	All	All		38.34	40.34	1.5	1.5	2.0	13.15	13.10	0.00	0.40
GLAZIER	All	BLD		41.70	43.20	1.5	2.0	2.0	13.94	18.99	0.00	0.94
HT/FROST INSULATOR	All	BLD		49.95	52.45	1.5	1.5	2.0	11.62	12.26	0.00	0.72

IRON WORKER	All	All	46.20	48.20	2.0	2.0	2.0	13.65	21.52	0.00	0.35
LABORER	All	All	40.20	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
LATHER	All	All	44.35	46.35	1.5	1.5	2.0	13.29	16.39	0.00	0.63
MACHINIST	All	BLD	45.35	47.85	1.5	1.5	2.0	7.26	8.95	1.85	1.30
MARBLE FINISHERS	All	All	33.45	33.45	1.5	1.5	2.0	10.25	14.44	0.00	0.46
MARBLE MASON	All	BLD	44.13	48.54	1.5	1.5	2.0	10.25	14.97	0.00	0.59
MATERIAL TESTER I	All	All	30.20	30.20	1.5	1.5	2.0	14.23	11.57	0.00	0.50
MATERIALS TESTER II	All	All	35.20	35.20	1.5	1.5	2.0	14.23	11.57	0.00	0.50
MILLWRIGHT	All	All	45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
OPERATING ENGINEER	All	BLD 1	49.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD 2	47.80	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD 3	45.25	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD 4	43.50	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD 5	52.85	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD 6	50.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD 7	52.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	FLT 1	54.75	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	FLT 2	53.25	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	FLT 3	47.40	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	FLT 4	39.40	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	FLT 5	56.25	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35

OPERATING	All	FLT	6	37.00	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
ENGINEER	All	HWY	1	47.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING	All	HWY	2	46.75	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ENGINEER	All	HWY	3	44.70	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING	All	HWY	4	43.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ENGINEER	All	HWY	5	42.10	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING	All	HWY	6	50.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ENGINEER	All	HWY	7	48.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING	All	HWY										
ENGINEER	All	HWY										
ORNAMNTL IRON												
WORKER	All	All		45.75	48.25	2.0	2.0	2.0	13.65	18.99	0.00	0.75
PAINTER	All	All		44.55	49.30	1.5	1.5	1.5	11.50	11.10	0.00	1.27
PAINTER SIGNS	All	BLD		33.92	38.09	1.5	1.5	1.5	2.60	2.71	0.00	0.00
PILEDRIWER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
PIPEFITTER	All	BLD		47.50	50.50	1.5	1.5	2.0	9.55	17.85	0.00	2.07
PLASTERER	All	BLD		42.25	44.79	1.5	1.5	2.0	13.65	9.50	5.00	0.65
PLUMBER	All	BLD		48.25	50.25	1.5	1.5	2.0	14.09	12.65	0.00	1.18
ROOFER	All	BLD		41.70	44.70	1.5	1.5	2.0	8.28	11.59	0.00	0.53
SHEETMETAL												
WORKER	All	BLD		43.03	46.47	1.5	1.5	2.0	10.73	21.87	0.00	0.75
SIGN HANGER	All	BLD		31.31	33.81	1.5	1.5	2.0	4.85	3.28	0.00	0.00
SPRINKLER FITTER	All	BLD		47.20	49.20	1.5	1.5	2.0	12.25	11.55	0.00	0.55
STEEL ERECTOR	All	All		42.07	44.07	2.0	2.0	2.0	13.45	19.59	0.00	0.35
STONE MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
TERRAZZO FINISHER	All	BLD		39.54	39.54	1.5	1.5	2.0	10.55	11.79	0.00	0.67
TERRAZZO MASON	All	BLD		43.38	43.38	1.5	1.5	2.0	10.55	13.13	0.00	0.79

TILE MASON	All	BLD		43.84	47.84	1.5	1.5	2.0	10.55	11.40	0.00	0.99
TRAFFIC SAFETY WRKR	All	HWY		33.50	39.50	1.5	1.5	2.0	6.00	7.25	0.00	0.50
TRUCK DRIVER	E	All	1	35.60	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	2	35.85	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	3	36.05	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	4	36.25	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	W	All	1	35.98	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	2	36.13	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	3	36.33	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	4	36.53	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TUCK POINTER	All	BLD		44.90	45.90	1.5	1.5	2.0	8.30	14.29	0.00	0.48

Explanations

COOK COUNTY

The following list is considered as those days for which holiday rates

of wages for work performed apply: New Years Day, Memorial Day,

Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and

Veterans Day in some classifications/counties. Generally, any of

these holidays which fall on a Sunday is celebrated on the following

Monday. This then makes work performed on that Monday payable at the

appropriate overtime rate for holiday pay. Common practice in a given

local may alter certain days of celebration. If in doubt, please

check with IDOL.

TRUCK DRIVERS (WEST) - That part of the county West of Barrington Road.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable

tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment

used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara,

sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle

Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft.; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete

Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Graddall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication

Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig;
Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid
Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill
Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck
Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel);
Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor
Drawn Belt Loader (with attached pusher - two engineers); Tractor with
Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine;
Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole
Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5
ft. in diameter and over tunnel, etc; Underground Boring and/or Mining
Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve;
Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front
Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with
attachments); Compressor and Throttle Valve; Compressor, Common
Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding
Machine; Concrete Mixer or Paver 7S Series to and including 27 cu.
ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine,
Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck

Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing

endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge);
Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane
(over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch
Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall,
Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment
Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane
Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000
pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

SURVEY WORKER - Operated survey equipment including data collectors,
G.P.S. and robotic instruments, as well as conventional levels and
transits.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

TRAFFIC SAFETY

Work associated with barricades, hoses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck

Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics
Helpers and Greasers; Oil Distributors 2-man operation; Pavement
Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors;
Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation;
Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled
Dumpman; and Truck Drivers hauling warning lights, barricades, and
portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards;
Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnpulls or
Turntrailers when pulling other than self-loading equipment or
similar equipment under 16 cubic yards; Mixer Trucks under 7 yards;
Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over;
Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turntrailers or
turnpulls when pulling other than self-loading equipment or similar
equipment over 16 cubic yards; Explosives and/or Fission Material
Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit;
Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole
and Expandable Trailers hauling material over 50 feet long; Slurry

trucks, 1-man operation; Winch trucks, 3 axles or more;
Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

NOTICE TO BIDDERS

Hanover Township ("Township") is accepting sealed bids for its Hanover Township Astor Avenue Community Center Project ("Project") for the Astor Avenue Community Center located at 7431 Astor Avenue, Hanover Park, Illinois, 60133 (the "Project Site"). All work is to be performed in strict compliance with the Specifications and Project Manual dated July 5, 2017, prepared by Corporate Design + Development Group (CD+DG) (the "Architect") and in strict compliance with the Contract Documents therein (the "Project Work"). Copies of the Bid Documents may be obtained from the Clerk's Office at the Hanover Township Building located at 250 South Route 59, Bartlett, Illinois, 60103 during regular business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays, beginning July 7, 2017 at 9:00 a.m. Electronic copies of the Bid Documents are also available. The login information needed to access the electronic copies may be obtained by calling Hanover Township Operations Manager Rick Nelson at 630-483-5678.

Sealed bids must be submitted on forms furnished by Hanover Township, and will be accepted at the Clerk's Office at the above mentioned Hanover Township Building. All bids shall be submitted before 10:00 a.m., August 1, 2017 at which time said bids will be publicly opened and read aloud. Each bid shall be accompanied by a Bid Bond, Certified Check, Cashier's Check, or Bank Draft, in an amount equal to ten percent (10%) of the Bid amount made payable to Hanover Township.

The Davis Bacon Act and the Illinois Prevailing Wage Act (820 ILCS 130/01, *et seq.*) shall apply to the Project Work. Minority-owned and women-owned businesses are encouraged to submit bids for the Project.

The successful bidder for the Project Work will be required to submit (a) a Payment Bond and Performance Bond each in the amount of one hundred ten percent 110% of the Contract Sum, naming the Hanover Township as primary obligee, in form acceptable to the Township, co-signed by a surety company authorized by the Illinois Department of Insurance to sell and issue sureties in the State of Illinois and approved by Hanover Township and in accordance with the requirements set forth in the Bid Documents, or (b) an irrevocable Letter of Credit in the amount of one hundred ten percent 110% of the Contract Sum guarantying Contractor's obligations under the Contract Documents issued by a financial institution with at least \$40,000,000 in assets and a capital to asset ratio of not less than 6% in form acceptable to Hanover Township to guaranty the performance of contractor's obligations under the Contract Documents and the payment of all labor and materials furnished for the Project Work as more fully explained in the Contract Documents, including but not limited to, compliance with the Davis Bacon Act and the Illinois Prevailing Wages Act. The cost of said Bonds or Letter of Credit shall be included in the total bid amount set forth in the Bid Proposal.

A mandatory pre-bid conference meeting will be held on July 18, 2017 at 10:30 a.m. at the Astor Avenue Community Center. Tours of the facility's roof will be conducted as part of the pre-bid conference.

It is anticipated that the Township will award the Contract to the successful bidder on or about August 15, 2017. Construction work at the Astor Avenue Community Center can begin August 29, 2017. All Project Work, including but not limited to punch list work must be completed on or before October 27, 2017. Any remaining project work to be completed by November 10, 2017. Time is of the essence.

Hanover Township reserves the right to reject any and all bids, accept all or part of a bid, and to waive minor irregularities and nonconformities in any bid when it is in the best interest of the Township.

Published in the Daily Herald on July 7, 2017.

Bid and Project Schedule

Project Name: Hanover Township Astor Avenue Community Center Project

Location: 7431 Astor Avenue, Hanover Park, Illinois, 60133

Owners: Hanover Township

Description: Renovations to the above mentioned Community Center Roof, as more fully described in the Contract Documents

Bid Documents: Hanover Township

Mandatory Pre-Bid Meeting: **Date: July 18, 2017**
Time: 10:30am at the Project Site

Cut off for Questions: **Date: July 25, 2017**
Time: 10:00 a.m.

Bid Due: **Date: August 1, 2017**
Time: 10:00 a.m.

Bids Submitted to: Hanover Township Building – Clerks Office
250 South Route 59
Bartlett, Illinois, 60103

Bid Opening: **Date: August 1, 2017**
Time: 10:00 a.m.

Opening Location: Hanover Township Building – Clerks Office
250 South Route 59
Bartlett, Illinois, 60103

Award Notification: **Date: August 15, 2017**

Pre Construction Meeting: TBD at the Project Site

Begin Construction: **August 29, 2017**, weather permitting

Completion Deadline: **October 27, 2017**, weather permitting

Any Remaining Project Work: **November 10, 2017**

Questions to: Glenn V. Dailey, ALA (Sr. Project Manager)
Corporate Design & Development Group, LLC
224-293-6333
glenn.dailey@wtengineering.com

Rick Nelson
Operations Manager
Hanover Township
630-483-5678
nelson@hanover-township.org

BID FORM

FOR

HANOVER TOWNSHIP ASTOR AVENUE COMMUNITY CENTER PARTIAL ROOF RENOVATIONS PROJECT

1.1 PROJECT IDENTIFICATION

- A. Project Name: Hanover Township Astor Avenue Community Center Project
- B. Owner: Hanover Township
- C. Location: 7431 Astor Avenue, Hanover Park, Illinois, 60133

1.2 BIDDER IDENTIFICATION

Name: Efraim Carlson & Son, Inc. Date: 08/01/2017

Address: 14052 Petronella Drive, Suite 105

Address: _____

City: Libertyville State: IL Zip: 60048

Telephone: 847-573-1888

Fax: 847-573-1888

E-mail: dhillstrom@efraimcarlson.com

Dunn & Bradstreet Number (D-U-N-S Number) (REQUIRED): Will apply if low bid

1.3 BIDDING DOCUMENTS

- A. Bidding Documents entitled Hanover Township Astor Avenue Community Center – Partial Roof Renovations dated July 7, 2017:
 - 1. Hanover Township Astor Avenue Community Center Project Manual dated July 7, 2017;
 - 2. Drawings – numbers and titles listed on the Drawing Index in the Project Manual;
 - 3. General Conditions and Instructions to Bidders, General Requirements, Certifications and Affidavits, Astor Avenue Community Center Project Agreement (the Agreement”), and other Bid Documents in the Project Manual.
 - 4. Contract Conditions, and Addenda including,
 - a. Addendum No: 1; Dated: 07/19/17
 - b. Addendum No: _____; Dated: _____
 - c. Addendum No: _____; Dated: _____
 - 5. Bidder acknowledges receiving and reviewing the above mentioned bid documents

1.4 BASE BID

A. The undersigned hereby submits the following bid.

B. General Contract Base Bid: **\$175,860.00**

1. The Base Bid includes all labor, materials, services and incidentals, including all applicable prices for the Project Work (excluding Alternate work -- for which pricing is provided below), Repair Work, and Warranty Work, including but not limited to, permits, licenses, insurance, additional insured endorsements, Payment and Performance Bonds, irrevocable letter of credit costs, certifications, shop drawings, as-builts, testing, demonstrations, removal and disposal of construction debris, payment of Prevailing Wages and all other fees, expenses, costs, profits, and overhead of Bidder to complete the Project Work in strict compliance with the Contract Documents (as defined in the General Conditions and Instructions to Bidders)

C. BASE BID BREAKDOWN

CONSTRUCTION GENERAL COSTS

SUPERVISOR	\$3,000.
TRASH REMOVAL	400.
CLEAN-UP/POWER WASH	1,000.
MISCELLANEOUS	6,550.

SITE WORK COSTS

SAFTEY AND PROTECTION	\$750.
EROSION CONTROL	0.

NEW ROOFING COST

ROOFING & ROOFING INSULATION – Upper Roof	28,900.
ROOFING & ROOFING INSULATION – Lower Roof	32,900.
NEW METAL MANSARD ROOF	36,000.
(3) NEW CONDUITS, SCUPPERS AND DOWN SPOUTS	3,000.
(2) NEW SKYLIGHTS	4,800.
WALK WAY PADS	1,400.
(2) NEW LADDER ASSEMBLIES	1,600.
HVAC	8,285.
NEW UNDER MANSARD LIGHTING	6,100.
(2) NEW FLOOD LIGHT STANDS	800.
ELECTRICAL	2,700.
CARPENTRY / FRAMING / FINISH	18,400.
NEW DRYWALL CEILING	1,200.
PAINTING	1,825.
MISCELLANEOUS	16,250.

LINE ITEMS

LINEAL FOOT COST – 2x WOLMANIZED NAILERS REPAIR	\$3.00
SQUARE FOOT COST FOR SUB-ROOF DECKING REPAIR	\$3.50
REMOVE/REPLACE (1) EXISTING MANSARD STRUCTURAL FRAME	\$100.00

SUBTOTAL

OVERHEAD AND PROFIT

0% \$16,000.00

TOTAL CONTRACT

1.5 PERFORMANCE BOND, LABOR AND MATERIAL PAYMENT BOND:

- A. The amount for the Performance Payment Bonds (or letter of credit) in strict compliance with paragraph 12 of the above defined Agreement (the "Payment and Performance Bonds") is included in the above total lump sum base bid price. The Undersigned states the cost of the Payment and Performance Bonds, in the amount of 110% of the Contract Sum (based on Base Bid amount and all Alternates) to be co-signed by a surety company authorized by the Illinois Department of Insurance to sell and issue sureties in the State of Illinois, naming Hanover Township as primary co-obligee (and subject to approval by said co-obligee), will be:

Three thousand one hundred sixty-six and 00/100 DOLLARS

(\$ 3,166.00)

The name of the surety company is:
Employer's Mutual Casualty Co.

1.6 PROGRESS SCHEDULE

- A. Submit with Bid a Bar Chart Project Schedule **Attached**

1.7 TIME OF COMPLETION.

- A. The undersigned hereby agrees that, if awarded the contract, Work shall commence immediately after receiving Notice to Proceed and the undersigned shall complete the Project Work and all required Repair Work in strict compliance with the Contract Documents by the following dates: The upper and lower roofs, along with new metal mansard sloped roof assembly with a new lighting and re-installation of RTU's must be completed by October 27, 2017, weather permitting; and the remaining Project Work must be completed by November 10, 2017.

1.8 ASSOCIATED DOCUMENTS

- A. Bidder shall include the following executed documents, which follow this Section, with this bid form:
1. Tax Compliance Affidavit and Roofing Contractor Affidavit of Experience/Minimum Qualification Documentation
 2. Certification that Contractor is Not Barred From Public Contracting Due To Bid-Rigging Or Bid-Rotating Convictions; Certification that Contractor Has Adopted And Maintains A Written Sexual Harassment Policy and Regarding Substance Abuse Prevention Policy; Certification of Compliance – Section 3; Equal Employment Opportunity Certification; Drug Free Workplace Certifications (Illinois and U.S.); Subcontractor and Supplier List; and also should include minimum qualification documents (see Section 1, Paragraph 6 of the General Conditions and Instructions to Bidders) and Certificate(s) of Insurance .

1.9 CONTRACT PROVISIONS

- A. By submitting this Bid the Undersigned agrees that, if this Bid is accepted within ninety (90) days after opening, the bidder will be liable to the Owner for damages that the Owner may suffer by failure of the Undersigned Bidder to enter forthwith into the Agreement (defined above) and deliver the necessary Payment and Performance Bonds (defined above) together with required insurance (including, but not limited to, additional insured endorsements - see Section 2, Paragraph 6 of the Agreement) and other required documents within ten (10) days after notice of contract award. Failure to do so will result in forfeiture of Bidder's Bid Bond as liquidated damages and not as a penalty.
- B. The undersigned represents and warrants that he/she has the authority to bind the Bidder to the bid price stated above.
- C. Hanover Township reserves the right to reject qualified or conditional Bids, and to reject any and all bids, to accept all or a part of a bid, and to waive any minor irregularities and nonconformities in any bid when it is in the best interest of Hanover Township

Bidder: **Efraim Carlson & Son, Inc.**
.....
(Legal name of person, firm, partnership, LLC or corporation)

By: 
.....
(Signature)

President
.....
(Title)

END OF BID FORM


ROOFING CONTRACTOR
AFFIDAVIT OF EXPERIENCE/MINIMUM QUALIFICATION DOCUMENTATION

(This Affidavit must be executed)

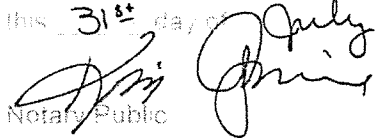
STATE OF Illinois)
) SS:
COUNTY OF Kane)

Roger Wahl being duly sworn says that he/she is
President of Weatherguard Roofing Co
(sole owner, partner, corporate officer or manager) (individual, firm, corporate name)

and states he/she has a minimum of seven (7) years installation experience of projects similar and like to the Project Work and that attached hereto is an accurate list of at least two (2) projects that are similar or greater in size, scope, cost, and complexity to the Project Work that the Bidder has completed in the last five (5) years, at least one (1) of which was performed for a park district, school district, or another unit of local government, and that the information included on the attached table or separate sheets listing at least two (2) such projects by name, owner, contact, phone number, contract sum, and date of completion is true and accurate


Affiant

Subscribed & Sworn to before me
this 31st day of July 2017


Notary Public

Official Seal
Kim Aguirre
Notary Public, State of Illinois
My Commission Expires: 01/08/18

Project Name	Owner	Architect/Contact	Phone	Contract Amount	Completion Date	Percentage of Work Performed by Own Forces
						Attached

CDBG Project D1703 - July 7th, 2017 RCAC - Hanover Township Astor Avenue Community Center

COMPLETED PROJECTS

Lakefront Park - Village of Fox Lake
71 Nippersink Blvd.
Fox Lake, IL 60020
General Contractor
Original Contract Amount - \$1,171,000.00
Final Contract Amount - \$1,194,617.41
Architect - Larson & Darby Group
Contact - Thomas Mahaffey - 815-484-0739
Start Date - January 9, 2017
Completed - June 12, 2017

Hoffman Estates Park District - Triphahn Center
1685 W. Higgins Road
Hoffman Estates, IL 60169
General Trades Work
Original Contract Amount - \$248,800.00
Final Contract Amount - \$259,115.00
Williams Architects
Contact - Gary Buczkowski - 847-310-3606
Start Date - January 23, 2017
Completed - April 27, 2017

Sullivan Community Center Expansion & Remodeling - Vernon Hills Park District
635 North Aspen Drive
Vernon Hills, IL 60061
General Trades Package
W.B. Olson - Construction Manager
Contact - John Emser - 847-498-3800
Architect - Williams Architects
Original Contract - \$310,800.00
Final Contract - \$321,642.00
Start Date - January 3, 2017
Completed - April 1, 2017

Bensenville Community Public Library - Children's Room Addition
200 S Church Street
Bensenville, IL 60106
General Contractor
Architect - FGM Architects, Inc.
Contact - Annabella Orlando - 630-574-8300
Original Contract Amount - \$536,800.00
Final Contract Amount - \$530,735.00
Start Date - November 16, 2015
Completed - May 9, 2016

Extra Space Storage
5701 W Ogden Avenue
5525 W Roosevelt Road
Cicero, IL 60804
General Contractor – The Laser Group
Contract Amount - \$340,130.00
Architect – N/A
Contact – John D’Oliver – 972-475-4639
Start Date – December 18, 2015
Completed – April 19, 2016

Truenorth Gas Station
184 W North Avenue
West Chicago, IL
General Contractor
Architect – F.A. Ross Architecture
Contact – Frank Ross – 724-658-7886
Original Contract Amount - \$1,516,125.00
Final Contract Amount - \$1,563,135.00
Start Date – August, 2015
Completed – January, 2016

St. Peter Damian
109 S. Crest Avenue
Bartlett, IL 60103
General Contractor
Architect – Jaeger, Nickola, Kuhlman & Associates, Ltd.
Contact – David Kuhlman – 847-692-6166
Original Contract Amount - \$268,122.00
Final Contract Amount - \$296,279.00
Start Date – May 2015
Completed – November 2015

St. Paul the Apostle Catholic Church
Church Rebuild after fire
340 W. Arnold Road
Sandwich, IL 60548
General Contractor
Architect - Ruck Pate Architecture
Contact – Thomas J Seibert – 847-382-2946
Original Contract Amount – \$1,191,553.00
Final Contract Amount - \$1,313,434.95
Start Date – January 2014
Completed – January 2015

Waukegan Park District
Bonnie Brook Clubhouse – Toilet & Locker Room Renovations
2800 N. Lewis Avenue
Waukegan, IL 6087
General Contractor
Architect – Williams Architects
Contact – Doug Holzrichter – 630-221-1212
Original Contract Amount - \$122,350.00
Final Contract Amount - \$ 123,552.00
Start Date – December 2014
Completed – March 2015

Great Lakes Credit Union
Roofing Replacement – Two Phase Project
2525 Green Bay Road
North Chicago, IL 60064
General Contractor
Architect – The Heartland Group
Contact – Owner’s Rep – Paul Monahan – 847-578-7351
Original Contract Amount – \$413,298.00
Final Contract Amount – \$413,298.00
Start Date – November 2014
Completed – September 2015

True North Shell Gas Station
New gas station
654 W. North Avenue
Elmhurst, IL
General Contractor
Architect – RCI Cmpany
Contact – Frank Ross – 724-658-7886
Original Contract Amount- \$1,207,908.00
Final Contract Amount – \$1,299,973.00
Start Date – May 2014
Completed – October 2014

Westlake Townhome Pool Enclosure Replacement
Owner – Westlake Townhome Owner’s Association
299 Edgewater Drive
Bloomingdale, IL 60108
General Contractor
Architect – Doug Holzrichter – 630-221-1212
Original Contract Amount – \$793,111.00
Final Contract Amount – \$785,691.16
Start Date – September 2013
Completed – April 2014

Trinity International University (Owner)
Interior Remodeling & Alterations to the Lew Center
2065 Half Day Road
Deerfield, IL 60015
General Contractor
Architect – Ruck Pate Architecture
Contact – Allen Crovetti – 847-381-2946
Original Contract Amount – \$497,725.00
Final Contract Amount – \$528,671.10
Start Date – May 2013
Completed – November 2013

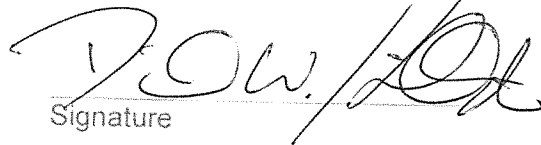
True North Shell Gas Station
New Gas Station
2070 Shell Road
Libertyville, IL 60048
General Contractor
Architect – F.A. Ross
Contact – Frank Ross – 724-658-7886
Original Contract Amount – \$1,078,500.00
Final Contract Amount – \$1,261,921.67
Start Date – April 2013
Completed – November 2013

Forest Preserve District of Cook County
Ned Brown Preserve – New Boathouse & Concession
3000 Busse Woods
Arlington Heights, IL
General Contractor
Architect – Taylor Made Design Architects
Contact – Brian Taylor – 312-756-0082
Original Contract Amount - \$688,800.00
Final Contract Amount - \$727,594.13
Start Date – March 2012
Completed – September 2012

First United Methodist Church
Addition and Renovation
1901 E Euclid Avenue
Arlington Heights, IL
General Contractor
Architect – Jaeger, Nickola, Kuhlman & Associates
Contact – Tomi Herr – 847-414-7090
Original Contract Amount - \$2,066,015.00
Final Contract Amount - \$2,107,029.84
Start Date – July 2011
Completed – April 2012

TAX COMPLIANCE AFFIDAVIT

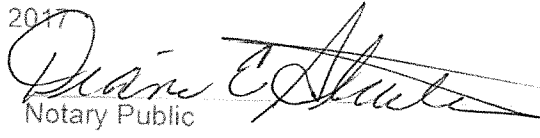
The undersigned, being the duly appointed official of Efraim Carlson & Son, Inc.
(Name of Company) ("Bidder") duly sworn and under oath hereby certifies that Bidder is
not delinquent in payment of any taxes to the Illinois Department of Revenue, and/or the
Internal Revenue Service.


Signature

STATE OF ILLINOIS)
) SS.
COUNTY OF Lake)

I, the undersigned, a notary public in and for the State and County aforesaid,
hereby certify that David W Hillstrom appeared before me this day in person
and, being first duly sworn on oath, acknowledged that he/she is authorized to act on
behalf of Efraim Carlson & Son Inc (Company), and that he/she executed the foregoing
certificate as his/her free act and deed and as the act and deed of
Efraim Carlson & Son Inc (Company).

Dated: August 1, 2017


Notary Public



CERTIFICATION THAT BIDDER
IS NOT BARRED FROM PUBLIC CONTRACTING DUE TO
BID-RIGGING OR BID-ROTATING CONVICTIONS

The undersigned hereby certifies that Efraim Carlson & Son, Inc. (Name of Company) ("Bidder") is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid-rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. The undersigned further certifies that no officers or employees of the Bidder's firm have been so convicted and that Bidder is not the successor company or a new company created by the officers or owners of one so convicted. The undersigned certifies that any such conviction occurring after the date of this certification will be reported to the Township immediately in writing, if it occurs during the bidding process or otherwise prior to entering into the Contract therewith.

Dated: August 1, 2017

Efraim Carlson & Son, Inc.

(Print Name of Bidder/Company)

David W Hillstrom

(Signature of Authorized Officer)

David W Hillstrom

(Printed Name of Signatory)

President

(Title of Signatory)

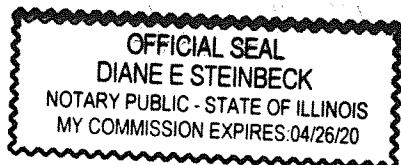
STATE OF ILLINOIS)
) SS
COUNTY OF Lake)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that **David W Hillstrom** appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of **Efraim Carlson & Son Inc** (Company), and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of **Efraim Carlson & Son Inc** (Company).

Dated **August 1, 2017**

XXXX
Diane E Steinbeck
Notary Public

CDSDG Project D17033 July 7th 2017 CTBN Hanover Township Astor Avenue Community Center



**CERTIFICATION THAT BIDDER HAS ADOPTED
AND MAINTAINS A WRITTEN SEXUAL HARASSMENT POLICY
AND REGARDING SUBSTANCE ABUSE PREVENTION PROGRAM**

The undersigned hereby certifies that _____ (Name of Company) ("Bidder") has in full force and effect a written sexual harassment policy in accordance with the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including at least the following:

- a statement on the illegality of sexual harassment;
- the definition of sexual harassment under Illinois law;
- a description of sexual harassment, utilizing examples;
- an internal complaint process, including penalties;
- the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights ("Department") and the Illinois Human Rights Commission ("Commission");
- directions on how to contact the Department and the Commission; and,
- protection against retaliation as provided by Section 6-101 of the Act.

The undersigned further certifies that such policy shall remain in full force and effect throughout the term of the Contract.

The undersigned further certifies that it has or will have in place prior to commencement of the Project Work, a written substance abuse prevention program which meets or exceeds the requirements set forth in the Substance Abuse Prevention on Public Works Projects Acts (PA 95-0635) (the "Act") to the extent required under said Act.

Efraim Carlson & Son, Inc.

(Print Name of Bidder/Company)


(Signature of Authorized Officer)

David W Hillstrom

(Printed Name of Signatory)

President

(Title of Signatory)

STATE OF ILLINOIS)

COUNTY OF Lake)

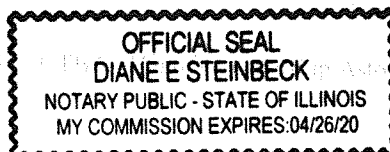
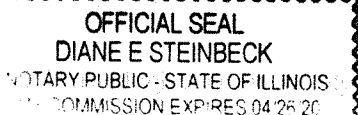
SS.

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that **David W Hillstrom** appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of **Efraim Carlson & Son** (Company), and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of **Efraim Carlson & Son** (Company)

Dated August 1

2017


Notary Public



**CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY
INSTRUCTIONS**

This certification is required pursuant to Executive Order 11246 (30 F. R. 12319-25). The Implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the Equal Opportunity Clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER:

Bidder's Name: **Efraim Carlson & Son, Inc.**

Address: **14052 Petronella Drive, Suite 105**

Libertyville, IL 60048

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause. Yes No
2. Compliance reports were required to be filed in connection with such contract or subcontract. Yes No
3. Bidder has filed all compliance reports due under applicable instructions, including SF-100. Yes No
4. If answer to Item 3 is "No," please explain in detail below
Efraim Carlson is not subject to the EEO-1 report, as we have less than 50 employees.

Certification -- The information above is true and complete to the best of my knowledge and belief.

David W Hillstrom, President



August 1, 2017

STATE OF ILLINOIS
DRUG FREE WORKPLACE CERTIFICATION

This certification is required by the Drug Free Workplace Act (110 Ill. Stat., Ch. 112, par. 15.1-15.11). The Drug Free Workplace Act, effective January 1, 1992, 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 services from the State unless that grantee or contractor has certified to the State that the 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 payment, termination of the contract or grant and forfeiture of existing and grant opportunities with the State for at least one (1) year but not 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 receiving 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.

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) Establish 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 programs; 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 so convicted, as required by sections 15 of the Drug Free Workplace Act.
- (F) Advising employees in advance of a conviction of a crime in the event drug counseling, treatment and rehabilitation is required and indicating if 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.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

Efrain Carlson & Son, Inc.



David W Hillstrom, President

August 1, 2017

U.S. DEPARTMENT OF AGRICULTURE

CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)
ALTERNATIVE 1 - FOR GRANTEE OTHER THAN INDIVIDUALS

This certification is required by the regulations implementing Section 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 13, 1989, regulations were amended and published as Part 11 of the May 25, 1990 Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON PAGE 3)

Alternative 1

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position

title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

Check If there are workplaces on file that are not identified here.

Efracim Carlson & Son, Inc.

Hanover Township

Organization Name

Award Number or Project Name

David W Hillstrom, President

Name and Title of Authorized Representative

Signature

08/1/17

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or States criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g. volunteers, even if used to meet a matching requirement; consultants or independent contractors; not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Sub-Contractor and Supplier List

(Failure to complete may result in disqualification of Bid.)

The sub-contractors and suppliers listed below will be involved in this contract work in the assignments listed. We understand that any deviation from this list must be requested in writing and approved by the Owner one (1) week prior to the start of the work that is involved.

Sub-Contractor (Including Address & Phone Numbers)	Work Performed
Weatherguard Roofing 345 Renner Dr Elgin, IL 60123	Roofing 847-888-3008
Columbia Sheet Metal 5492 N Northwest Hwy Chicago, IL	HVAC 773-774-9424
Bernardoni Electric, Inc. 830 Tollgate Rd. Elgin, IL 60123	Electric 847-697-2600

Material Supplier	Material Supplied
Home Depot	Miscellaneous

Company Name: Efraim Carlson & Son, Inc.

Bidder's Signature:



President

(title)

PERMIT NO.

SUB-CONTRACTOR LIST

Village of Hanover Park Fire Department
Inspection Services Division
(630) 372-4260

NOTE: ALL CONTRACTORS MUST BE REGISTERED AND BONDED WITH THE VILLAGE CLERK'S OFFICE BEFORE THE ISSUANCE OF A BUILDING PERMIT.

ELECTRICIAN: (Must be licensed by an Illinois community that tests Electricians)

Name of Firm: **Bernardoni Electric, Inc.**

Address of Firm: **830 Tollgate Road Elgin, IL 60123**

Name of Contact Person:

Phone #: **847-697-2600**

Fax #:

PLUMBER: (Must be licensed by the State of Illinois or City of Chicago & submit a letter of intent)

Name of Firm: **N/A**

Address of Firm:

Name of Contact Person:

Phone #:

Fax #:

ROOFER: (Must be licensed by the State of Illinois)

Name of Firm: **Weatherguard Roofing Co.**

Address of Firm: **345 Renner Drive, Elgin, IL 60123**

Name of Contact Person:

Phone #: **847-888-3008**

Fax #:

CONCRETE:

Name of Firm: **N/A**

Address of Firm:

Name of Contact Person:

Phone #:

Fax #:

MASON:

Name of Firm: **N/A**

Address of Firm:

Name of Contact Person:

Phone #:

Fax #:

PLASTER-DRYWALL:

Name of Firm: **N/A**

Address of Firm:

Name of Contact Person:

Phone #:

Fax #:

GLAZER:

Name of Firm: **N/A**

Address of Firm:

Name of Contact Person:

Phone #: Fax #:

HVAC:

Columbia Sheet Metal Works

Name of Firm:

Address of Firm: **5492 N Northwest Highway Chicago Il 60630**

Name of Contact Person:

Phone #: **773-774-9424**

Fax #:

SEWER:

Name of Firm: **N/A**

Address of Firm:

Name of Contact Person:

Phone #: Fax #:

EXCAVATOR:

Name of Firm: **N/A**

Address of Firm:

Name of Contact Person:

Phone #: Fax #:

CARPENTER:

Name of Firm: **Efraim Carlson & Son, Inc.**

Address of Firm: **14052 Petronella Drive, Suite 105 Libertyville, IL**

Name of Contact Person:

Phone #: **847-573-1888**

Fax #:

ASPHALT:

N/A

Name of Firm:

Address of Firm:

Name of Contact Person:

Phone #:

N/A

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Efraim Carlson & Son, Inc.
14052 Petronella Drive, Suite 105 Libertyville, IL 60048

as Principal, hereinafter called the Principal, and Employers Mutual Casualty Company
P.O. Box 712 Des Moines, IA 50306-0712

a corporation duly organized under the laws of the State of IA

as Surety, hereinafter called the Surety, are held and firmly bound unto Hanover Township
250 South Route 59 Bartlett, IL 60103

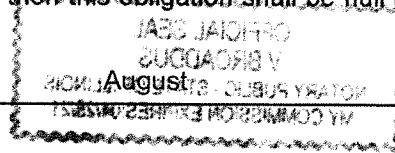
as Oblige, hereinafter called the Oblige, in the sum of Ten Percent of Amount Bid

Dollars (\$ 10%),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Hanover Township Astor Avenue Community Center Roof Renovations.

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblige in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblige may in good faith contract with another party to perform the Work covered by said bid, ~~then this obligation shall be null and void~~, otherwise to remain in full force and effect.

Signed and sealed this 1st day of August, 2017

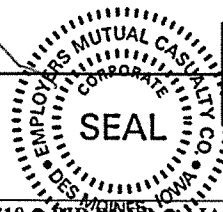


Diane E. Steuber
(Witness)

Efraim Carlson & Son, Inc.

[Signature] (Principal) (Seal)
By: [Signature] (Title)

[Signature]
(Witness)



Employers Mutual Casualty Company

(Surety) (Seal)
By: [Signature] (Title)
Attorney-in-Fact William P. Maher

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

KNOW ALL MEN BY THESE PRESENTS, that:

- 1. Employers Mutual Casualty Company, an Iowa Corporation
- 2. EMCASCO Insurance Company, an Iowa Corporation
- 3. Union Insurance Company of Providence, an Iowa Corporation
- 4. Illinois EMCASCO Insurance Company, an Iowa Corporation
- 5. Dakota Fire Insurance Company, a North Dakota Corporation
- 6. EMC Property & Casualty Company, an Iowa Corporation
- 7. Hamilton Mutual Insurance Company, an Iowa Corporation

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

William P. Maher

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute the following Surety Bond:

Surety Bond Number: Bid Bond
 Principal : Efraim Carlson & Son, Inc.
 Oblige : Hanover Township

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

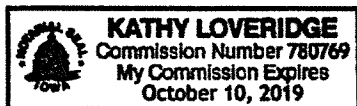
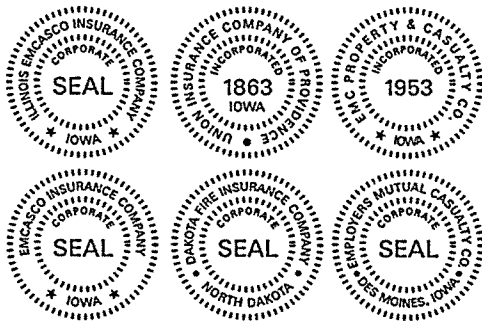
AUTHORITY FOR POWER OF ATTORNEY

This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:

RESOLVED: The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS THEREOF, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 1st day of April, 2017.

Seals



Bruce G. Kelley

Bruce G. Kelley, Chairman
of Companies 2, 3, 4, 5 & 6; President
of Company 1; Vice Chairman and
CEO of Company 7

Todd Strother

Todd Strother
Vice President

On this 1st day of April, 2017 before me a Notary Public in and for the State of Iowa, personally appeared Bruce G. Kelley and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the Chairman, President, Vice Chairman and CEO, and/or Vice President, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Bruce G. Kelley and Todd Strother, as such officers, acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires October 10, 2019.

Kathy Loveridge

Notary Public in and for the State of Iowa

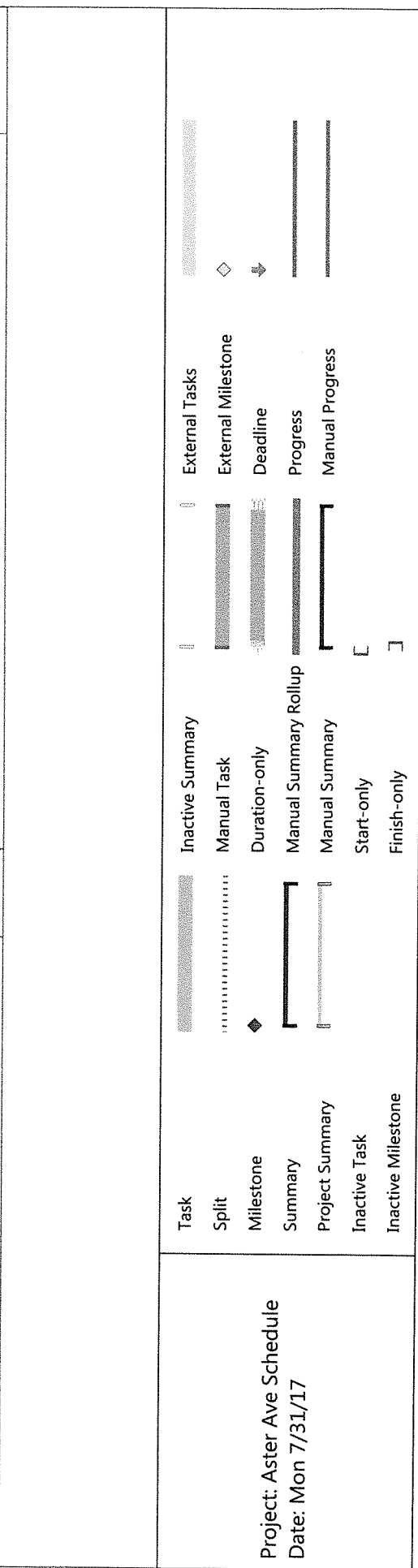
CERTIFICATE

I, James D. Clough, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 1st day of April, 2017, are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 1st day of August, 2017.

J. D. Clough
Vice President

ID	Task Name	Duration	Start	Finish
1	Aster Ave Community Center			
2				
3	Submittals	14 day	Mon 7/31/17	Thu 8/17/17
4	Demo HVAC and Electric	2 days	Fri 8/18/17	Mon 8/21/17
5	Demo Upper & Mansard Roof	3 days	Tue 8/22/17	Thu 8/24/17
6	Replace Upper Roof	3 days	Fri 8/25/17	Tue 8/29/17
7	Replace Skylights	1 day	Wed 8/30/17	Wed 8/30/17
8	Demo Lower Roof	3 days	Thu 8/31/17	Mon 9/4/17
9	Replace Lower Roof	3 days	Tue 9/5/17	Thu 9/7/17
10	Framing at Entrance	3 days	Fri 9/8/17	Tue 9/12/17
11	Electrical Rough	2 days	Wed 9/13/17	Thu 9/14/17
12	Metal Roofing at Mansard	3 days	Fri 9/15/17	Tue 9/19/17
13	Copings	2 days	Wed 9/20/17	Thu 9/21/17
14	Roof Accessories	3 days	Fri 9/22/17	Tue 9/26/17
15	Siding	3 days	Wed 9/27/17	Fri 9/29/17
16	Painting	2 days	Mon 10/2/17	Tue 10/3/17



Task	Inactive Summary	Inactive Task	External Tasks
Split	[Solid Bar]	[Dotted Bar]	[Diamond]
Milestone	[Diamond]	[Arrow]	[Down Arrow]
Summary	[Bracket]	[Rollup Bar]	[Progress Bar]
Project Summary	[Bracket]	[Manual Summary]	[Manual Progress]
Inactive Task	[Start-only]	[Finish-only]	
Inactive Milestone	[Bracket]		

Project: Aster Ave Schedule
Date: Mon 7/31/17



**CORPORATE
DESIGN + DEVELOPMENT
GROUP, LLC**

2675 PRATUM AVENUE | HOFFMAN ESTATES, IL 60192
PH: (224) 293-6333 | WWW.CDG-LLC.COM

August 11, 2017

**Mr. Steve Spejcher
Hanover Township
240 S. Route 59
Barlett, IL 60103-1648**

Re: Hanover Township Astor Avenue Community Center Partial Roof Renovations Project

Dear Mr. Spejcher:

We have evaluated the bids, received on August 1, 2017, for the Hanover Township Astor Avenue Community Center Partial Roof Renovations Project. This project consists of the total tear off and replacement of approximately 3,200 sq.ft. of covered roof area above the existing office spaces and the food storage space at this facility. Additional work is removing of the existing roof shingle elements and roof sub-base on 3 sides of the existing mansard and replacing with a new metal clad weather-proof roofing system.

Two (2) bids were received as shown below.

Efraim Carlson & Son, Inc.	\$175,860.00
Prairie Forge Group	\$206,010.00

The low bid was submitted by Efraim Carlson & Son, Inc. in the amount of \$175,860.00. Our evaluation of the experience and reputation of Efraim Carlson & son, Inc., indicates that they are capable of completing the work required. Therefore, we recommend the award of a contract for construction of the Hanover Township Astor Avenue Community Center Partial Roof Renovations Project to Efraim Carlson & Son, Inc. in the amount of \$175,860.00.

Regards,

Corporate Design + Development Group, LLC

President, Corporate Design + Development Group, LLC

HANOVER TOWNSHIP ASTOR AVENUE COMMUNITY CENTER PROJECT

Section I. PROJECT AGREEMENT

This **Hanover Township Astor Avenue Community Center Project Agreement** (the "Agreement") is entered this ___ day of _____, 2017, between Hanover Township, an Illinois Township located in Cook County, Illinois, (the "Township" or "Owner") and _____ (the awarded "Roofing Contractor") (collectively, the "Parties").

IN CONSIDERATION of the covenants and conditions herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties hereby agree as follows:

1. **Project Work.**

A. Contractor shall submit preliminary shop drawings relative to the below described Project Work to the Architect in accordance with the Contract Documents. Following (i) approval by the Architect and Township of the shop drawings; (ii) Contractor's receipt of all licenses and permits required for the Project Work from any federal, state, and local governmental entities and/or agencies thereof having jurisdiction over the Project Work, which Contractor shall obtain at its sole cost; (iii) Contractor furnishing the Township with the Bond or irrevocable letter of credit in accordance with Section 2, Paragraph 7 below; and (iv) Contractor furnishing the Township with the certificates of insurance, additional insured endorsements, and other insurance documents in accordance with Section 2, Paragraph 6 below, Contractor shall commence the Project Work immediately following receipt of notice to proceed from the Architect or Township.

B. This is a complete, total tear off and replace, roof project of roughly 2,000 sq.ft. of covered roof area above the existing office spaces of the Hanover Township Community Center, along with an additional 1,160 sq.ft. roof covering above the food storage space just west of these same office areas. Due to the adopted State of Illinois energy codes, thicker roof insulation is to be applied, thus new taller roof curbs to be installed requiring the existing RTUs to be removed and re-installed. Note some drywall ceiling and wall work is to take place in order to disconnect existing RTUs from below. The same issue exists with the high roof's existing skylight units. Additional work to take place with this re-roof work is removing of the existing roof shingle elements and roof sub-base on 3 sides of the existing mansard designed exterior side wall elements. The existing wood structural framing elements need to be studied in place and then be corrected, adjusted and reinforced as detailed on these construction documents to support a new metal clad weather-proof roofing system with additional wall covering materials as stated and detailed within these same construction documents.

C. Contractor shall note that all roof materials shall be Carlisle Sure-White roofing system, metal mansard roof face material shall be PAC-Clad and copings shall be Peterson PAC-Loc as specified in the construction documents. These aspects of the project shall be installed by an approved roofing contractor with a minimum of 7 years installation experience of similar and like projects. All subcontractors who work on this project shall have a minimum of 7 years of experience in their trade of similar and like projects. LED soffit lights shall be LSI and Lithonia models as noted in the construction documents.

The Work shall be performed in strict compliance with the Contract Documents with the most stringent and demanding requirements controlling, and shall be conducted at once as follows:

Scope: Roof Replacement over the office spaces and food storage space as noted above.

The above work is collectively referred to hereinafter as the "Project Work".

D. The "Project Site" shall mean the Hanover Township Hanover Township Astor Avenue Community Center located at 7431 Astor Avenue, Hanover Park, Illinois, 60133 (the "Community Center").,

E. "Contract Documents" shall mean: (i) the attached General Conditions and Instructions to Bidders and General Requirements, (ii) the Hanover Township Hanover Township Astor Avenue Community Center Project Manual dated July 7, 2017 prepared by Architect, including but not limited to all Plans, Specifications, and Drawings referenced therein prepared by the Architect; (iii) the attached Contractor's Bid Proposal; (iv) the attached Affidavits, (v) the attached Certifications, (vi) any attached Addenda dated _____, (vii) this Hanover Township Astor Avenue Community Center Project Agreement; (viii) Performance Bond and Payment Bond or irrevocable letter of credit as hereinafter described in Section 2, Paragraph 7; (ix) the Community Development Block Grant Program Subrecipient Agreement and all Exhibits thereto, attached hereto and incorporated herein ("CDDG Agreement"); (x) and the attached Bid Notice. In the event of any conflict between the terms and conditions of any of the Contract Documents, the most stringent and demanding requirements shall control.

2. Completion Date.

Contractor shall complete the Project Work in strict compliance with the requirements herein on or before **October 27, 2017**, weather permitting. Time is of the essence of this Contract.

3. Contract Sum and Payment Terms.

A. The contract sum for the Project Work is \$_____ (the "Contract Sum"). The Contract Sum includes all costs attributable to the Project Work, Repair Work, and Warranty Work, including but not limited to, all materials, equipment, labor, permits, licenses, insurance, additional insured endorsements, testing, re-testing certifications, demonstrations, balancing, training, shop drawings, as built, removal and disposal of construction debris, payment of Prevailing Wages, Performance and Payment Bonds, Letters of Credit, fees, expenses, costs, profits, and overhead required under the Contract Documents.

B. Contractor shall provide monthly invoices to the Township throughout the Project Work. It shall be a condition precedent to the Township's obligation to make a monthly progress payment that the Contractor shall have submitted to the Architect, not less than seven (7) days prior to the month in which the Contractor is applying for a payment, the following documentation, which shall hereinafter collectively be referred to as the "Contractor's Progress Payment Documents":

- (i) An itemized Application of Payment for operations and Continuation Sheets using AIA G702 and G703 supported by such data to substantiate the Contractor's right to payment as the Township and/or the Architect may require, such as copies of requisitions from material suppliers, and reflecting a 10% retainage until after final acceptance has been made by the Township. Payments shall be further reduced by such additional amounts as Architect and/or Township determines for non-conforming work and unsettled claims.
- (ii) A general Contractor's Sworn Statement in form customarily used by Chicago Title and Trust Company.
- (iii) Current Partial Waivers of Lien from the Contractor and from all subcontractors of every tier that furnished labor, materials and/or equipment in connection with the Project Work and from all material suppliers that supplied material in connection with the Project covering such period.
- (iv) All of the Contractor's Progress Payment Documents shall be sworn to and notarized.
- (v) Such additional documentation and/or information requested by the Township and/or Architect relative to said payment.

C. No payments shall be made by the Township for any materials, goods, supplies, and/or equipment until said materials, goods, supplies, and/or equipment have been incorporated into the Project Work and are otherwise in strict compliance with the Contract Documents, and further subject to the requirements of this Section 1, Paragraph 3.

D. Upon completion of the Project Work and/or Repair Work required hereunder, Contractor shall submit the following documentation to the Township:

- (i) General Contractor's Sworn Statement in form customarily used by Chicago Title & Trust Company, and final lien waivers from: (a) Contractor; (b) all subcontractors of every tier that furnished labor and/or materials in connection with the Project Work; and (c) all suppliers that furnished materials and/or equipment in connection with the Project Work (collectively, "Final Payment Request Documentation").
- (ii) Contractor shall perform all testing, retesting, demonstrations, training, and submit all reports, certifications, and documentation required under the Contract Documents.
- (iii) Contractor shall provide all final shop drawings, as built drawings, operating instructions, equipment schedules, and all other submittals required under the Contract Documents.
- (iv) Contractor shall assign all manufacturers' warranties to Owner as required herein.
- (v) Following receipt of the Final Payment Request Documentation and all certifications, reports, guaranties, warranty assignments, shop drawings, as-built drawings, and all documents and submittals required under the Contract Documents, and following the Township and Architect's determination that the Project Work has been completed in strict compliance with the Contract Documents and is free from defects, the Township shall tender payment to the Contractor of the balance of the Contract Sum, subject to the conditions herein.

E. It shall be a condition precedent to any payment required by the Township hereunder, that the Township and the Architect have determined that the Project Work being invoiced is free from any defects and has been completed in accordance with the terms and conditions herein. The Township shall deduct from the final payment hereunder, amounts as determined for incomplete Work, including but not limited to 110% of the value of the punch list work, and for any unsettled claims, and further subject to the conditions herein.

F. Payments shall be further contingent upon the consent of the surety issuing the Performance and Payment Bonds and/or other bond hereunder to said payment. Any amounts required to be withheld from said payment by the surety shall be withheld without any liability to the Township.

G. In the event the Contractor, Township, and/or Architect is in receipt of any claim(s) for lien and/or other notice of any claim in connection with the Project, the

amount claimed shall be held out from payment for a period of at least 120 days to determine whether said claimant files a lawsuit to foreclose or otherwise adjudicate its lien claim. In the event a lawsuit is in fact filed within the statutory period, the Township, in its sole discretion, may elect to (a) file an interpleader action and/or intervene in the lawsuit and deposit the amount in question with the Clerk of the Court, (b) continue to hold said disputed sum until the lawsuit has been fully adjudicated or settled, or (c) elect to pay said disputed sum to the Contractor after having first received such additional indemnification agreement(s) and surety bond(s) as are acceptable to the Township. In the event the lien claimant fails to file a lawsuit within the applicable statutory period, the Contractor shall either furnish a release or final waiver from said lien claimant or furnish the Township with an indemnification agreement and an additional mechanic's lien bond in form approved by the Township issued by a surety company acceptable to the Township.

H. It shall also be a condition precedent to any payment hereunder that Contractor must complete and submit certified payrolls to the Township covering all payouts in strict compliance with the **Prevailing Wage Act (820 ILCS 130/01, et seq.)** or the Davis Bacon Act (as applicable under Section 2, Paragraph 8 below) (the "Certified Payrolls"). The Township will not process or release any payments prior to receiving the Certified Payrolls relative to each applicable pay application.

I. Notwithstanding the foregoing, in no event shall the Township's acceptance of the Project Work, Contractor's Payment Request Documentation and/or any Certification, and/or the Township's payments to Contractor be deemed a waiver, express or implied, of any warranties and/or guaranties required under the Contract Documents.

J. **Material and Equipment Inspection and Responsibility.** Materials and Equipment, the style, make or quality of which is specifically designated, shall be as specified. Should any substitution of material or item of equipment or apparatus be made, the Township's written approval must be obtained prior to installation which the Township may withhold in its sole and absolute discretion.

K. **Non-Discrimination.** Contractor shall not discriminate against any worker, employee, or applicant for employment because of religion, race, sex, sexual orientation, color, national origin, marital status, ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice.

L. **Compliance With Law.** All goods, equipment, materials, and all labor furnished by Contractor and subcontractors of every tier shall comply with all applicable federal, state, and local laws, regulations, rules, ordinances, statutes, and codes relative thereto including, but not limited to, the Federal Occupational Safety and Health Act (OSHA), the Americans with Disabilities Act of 1990 as amended, and all applicable law, regulations, rules, ordinances, statutes, and codes established and/or promulgated

by the Illinois and United States Department of Labor (IDOL and USDOL), the Illinois Human Rights Commission, the Illinois Department of Human Rights, and/or EEOC, and/or Environmental Laws (as defined in Section 2, Paragraph 12 below), and the applicable Village of Hanover Park and the Village of Streamwood Building Codes, with the most stringent standards governing (collectively, the "Laws"). To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the below defined Indemnified Parties from loss or damage, including but not limited to, attorney's fees, and other costs of defense by reason of actual or alleged violations of any Law(s) related to the Project Work, including but not limited to products liability claims. This obligation shall survive the expiration and/or termination of this Agreement.

M. Indemnification. To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless Hanover Township, Corporate Design & Development Group, LLC, the Village of Hanover Park, the Village of Streamwood, and their respective officials, officers, directors, employees, managers, volunteers, servants, agents, parent companies, affiliates, subsidiaries, successors, and assigns (collectively, the "Indemnified Parties"), against all injuries, deaths, damage to property, loss, damages, claims, suits, liens, lien rights, liabilities, judgments, costs and expenses, including but not limited to legal defense costs, attorney's fees, court costs, settlement judgments, prejudgment interest, post judgment interest, whether by direct suit or third parties which may in any way arise directly or indirectly from the Project Work, Repair Work, and/or Warranty Work provided hereunder; and/or any acts and/or omissions of or on behalf of the Contractor, its employees, contractors, subcontractors of any tier, suppliers, and/or agents and/or any person and/or entity acting on behalf of any of them; except to the extent caused by the negligence of any of the Indemnified Parties. In which case, Contractor shall at its own expense, appear, defend, and pay all charges of attorneys and costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the Indemnified Parties or any of them, in any such action, Contractor agrees that any bond or insurance protection required herein, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the Indemnified Parties as herein provided. Contractor shall similarly protect, indemnify, and hold harmless the Indemnified Parties against and from any and all claims, costs, causes, actions, and expenses including but not limited to attorney's fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Agreement. This obligation shall survive the expiration and/or termination of the Agreement.

N. Binding Obligation and Non-Assignability. Contractor shall not assign the whole or any part of this Agreement without the written consent of the Township. All subcontractors shall be approved by the Township. Any such assignment by Contractor without the Township's written approval shall be null and void.

O. Taxes. The Township is a Tax Exempt Organization and is not subject to sales, consumer, use, and other similar taxes required by law. This exemption does

not, however, apply to tools, machinery, equipment, or other property leased by the Contractor, or to suppliers and materials which, even though they are consumed are not incorporated into the completed Project Work. The Contractor shall be responsible for and pay any and all applicable taxes, including sales and use taxes, on such leased tools, machinery, equipment, or other property and upon such unincorporated supplies and materials. Notwithstanding the foregoing, it shall be Contractor's responsibility to determine and pay all applicable taxes attributable to the Project Work. All such taxes are included in the Contract Sum.

P. Investigations by Contractor. Contractor has made such investigations as it deems necessary to perform the Project Work, including but not limited to, Project Site inspection, and represents and warrants that the Specifications and depictions are adequate and the required result can be produced under the Specifications and requirements herein. No plea of ignorance of conditions that exist or of conditions or difficulties that may be encountered in the execution of the Project Work under this Agreement as a result of failure to make the necessary investigations will be accepted as an excuse for any failure or omission on the part of Contractor to fulfill in every detail all of the requirements of this Agreement, or will be accepted as a basis for any claims whatsoever, for extra compensation.

Q. Insurance. Contractor shall procure and maintain for the duration of the Project Work, Repair Work, and Warranty Work, insurance of the types and in amounts of not less than the coverages listed below. The cost of such insurance is included in the Contract Sum.

Section 2: INSURANCE and LIABILITY

1. Commercial General and Umbrella Liability Insurance.

Contractor shall maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL contains a general aggregate limit, it shall be in an amount of not less than \$2,000,000, or it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from: Liability arising out of the Project Work, Repair Work, and Warranty Work, including activities performed by or on behalf of Contractor; premises owned, leased, or used by Contractor; operations; administration of the work; independent contractors; subcontractors; vendors and suppliers; products-completed operations; personal injury and advertising injury; and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Any endorsement or policy provision which limits contractual liabilities shall be deleted in its entirety.

Hanover Township, the Village of Hanover Park, the Village of Streamwood, Corporate Design & Development Group, and each of their respective officers, officials, directors, employees, volunteers, managers, servants, agents, parent companies, subsidiaries, affiliates, successors and assigns (collectively, the "Additional Insured") shall be included as an insured under the CGL coverage, Business Auto Liability coverage, and any Commercial Umbrella Liability Coverage, using ISO additional insured endorsement CG 20 10 or substitute providing equivalent coverage.

These insurance coverages shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Additional Insured, and shall not require exhaustion of any other coverage or tender of any claim or action to any other insurer providing coverage to any of the Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured, or any of them. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

2. Continuing Completed Operations Liability Insurance.

Contractor shall maintain commercial general liability (CGL) coverage with a limit of not less than \$1,000,000 per each occurrence for at least three years following substantial completion of the Project Work and acceptance of the Project Work by the Township.

Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract.

Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit.

Any continuing commercial umbrella coverage shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

3. Business Auto Liability Insurance.

Contractor shall maintain business auto liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of "Any Auto" including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

4. Workers Compensation and Employees Liability Insurance.

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The employers liability limits shall not be less than \$500,000 per each accident for bodily injury by accident or \$500,000 per each employee for bodily injury by disease.

If the Additional Insured have not been included as an insured under the Commercial General Liability, Business Auto Liability, and Excess Umbrella Liability Insurance coverages required in the Contract, the Contractor waives all rights against each Additional Insured, for recovery of damages arising out of or incident to the Project Work.

5. Excess Umbrella Liability Insurance Coverage.

Contractor shall maintain Excess Umbrella Liability Insurance coverage of not less than \$1,000,000 each occurrence and \$1,000,000 aggregate. The minimum amount of Excess Umbrella Liability Insurance coverage may be reduced by the amount that Contractor's CGL coverage per occurrence exceeds \$1,000,000.

6. General Insurance Provisions.

i. Evidence of Insurance.

Prior to beginning work, Contractor shall furnish the Township with a certificate(s) of insurance and applicable policy endorsement(s), including but not limited to all additional insured endorsements required herein, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the Township prior to the cancellation or material change of any insurance referred to therein. Written notice to the Township shall be by certified mail, return receipt requested.

Failure of the Township to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of the Township to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

The Township shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor of any tier from entering the Project Site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Township.

Failure to maintain the required insurance may result in termination of this Contract at the Township's option.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to the Township whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of the Township's written request for said copies.

ii. Acceptability of Insurers.

Insurance shall be provided by insurance companies licensed to do business in the State of Illinois with a policy holder rating of not less than A and a financial rating of not less than VII in the latest edition of Best Insurance Guide.

iii. Cross-Liability Coverage.

If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

iv. Deductibles and Self-Insured Retentions.

Any deductibles or self-insured retentions must be declared to the Township. At the option of the Township, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Additional Insured, or any of them, or required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claim administration and defense expenses.

v. Township Shall Not Waive Any Rights of Subrogation.

The Township shall not, in any manner, be deemed or intended to have waived any right of subrogation which either it, and/or its insurance carrier and/or risk pool provider, Township Officials of Illinois Risk Management Agency ("TOIRMA") and/or insurance company providing excess coverage on behalf of the Township or TOIRMA may have against the Contractor, for any property injury, death, or other damage caused by any Contractor, or any of their respective employees, agents, consultants, officers, directors, limited or general partners, and/or otherwise arising out of the Project Work.

vi. Failure to Comply With Insurance Reporting Provisions.

All insurance required of the Contractor shall provide that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Additional Insured, or any of them.

vii. All Insurance Obtained Shall Apply Separately to Each Insured.

All insurance required of the Contractor shall provide that the insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

viii. Insurance Requirements Cannot be Waived by Township.

Under no circumstances shall the Township be deemed to have waived any of the insurance requirements of this Contract by any action or omission, including, but not limited to:

- a. allowing any work to commence by the Contractor before receipt of Certificates of Insurance;
- b. failing to review any Certificates of Insurance received;
- c. failing to advise the Contractor that any Certificate of Insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner; or
- d. issuing any payment without receipt of a sworn certification from the Contractor stating that all the required insurance is in force.

The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction, or omission by the Township and/or any of the other Additional Insured.

ix. Liability of Contractor is not Limited by Purchase Of Insurance.

Nothing herein contained in the insurance requirements of the Contract Documents is to be construed as limiting the liability of the Contractor, and/or their respective insurance carriers. The Township does not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Additional Insured, or any of them, the Contractor, or any subcontractor's interest or liabilities, but are merely minimums. Any obligation of the Contractor to purchase insurance shall not, in any way, limit their obligations to the Additional Insured in the event that the Additional Insured, or any of them should suffer an injury or loss in excess of the amount recovered through insurance, or any loss or portion of the loss which is not covered by either the Subcontractor's and/or Contractor's insurance.

x. Notice of Personal Injury or Property Damage.

Contractor shall notify the Township, in writing, of any actual or possible claim for personal injury or property damage relating to the work, or of any occurrence which might give rise to such a claim, promptly upon obtaining first knowledge of same.

xi. Subcontractors.

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the types of coverages and in not less than the amounts of coverages specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance, additional insured

endorsement, or such other insurance documentation evidencing coverage for each subcontractor.

7. Performance Bond, Labor and Material Payment Bond.

Prior to commencement of the Project Work, Contractor shall furnish the Township with (i) a performance bond, labor and material payment bond each in the amount of 110% of the Contract Sum in form otherwise acceptable to the Township (the "Bond"), co-signed by a surety authorized by the Illinois Department of Insurance to sell and issue sureties in the State of Illinois naming the Hanover Township, the Village of Hanover Park, and the Village of Streamwood, as primary co-obligees; or (ii) an irrevocable letter of credit in the amount of 110% of the Contract Sum issued by a financial institution with at least \$40,000,000 in assets and a capital to asset ratio of not less than 6% in form acceptable to the Township; to guaranty the performance of the Contractor's obligations herein and the payment of all labor and materials furnished for the Project Work, Warranty Work, and/or Repair Work including but not limited to the payment of the below defined Prevailing Wages. The cost of said Bond or letter of credit, as the case may be, is included in the Contract Sum set forth in Section 1, Paragraph 3.

8. Davis Bacon Act, Illinois Prevailing Wage Act, and Contract Work Hours and Safety Standards Act

i. All laborers and mechanics employed by Contractor and by any subcontractor(s) on Project Work, Repair Work, and Warranty Work shall be paid wages at rates not less than 1) those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, (40 U.S.C. Sections 276-276a-5), as amended, and shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327 et seq.), as amended, and 2) those required under the Illinois Prevailing Wage Act (820 ILCS 130/01 et seq.), which ever wages and requirements are greater and more stringent (hereinafter, "Prevailing Wages"). Contractor and all subcontractor(s) shall comply with all regulations issued pursuant to these Acts and other applicable federal, state, and local laws and regulations pertaining to labor standards with the most stringent laws and regulations controlling. The Secretary of Labor has, with respect to the labor standards specified in this Section, the authority and functions set forth in Reorganization Plan Number 14 of 1950 (5 U.S.C. Section 133z-15) and Section 2 of the Act of June 13, 1934, as amended, (40 U.S.C. Section 276c).

ii. The Contractor shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of Prevailing Wages. Contractor shall include in each of its subcontracts a written stipulation that not less than the Prevailing Wages shall be paid to all laborers, workers, and mechanics performing work under the Contract and shall require each of its sub-subcontractors of every tier to include said stipulation regarding payment of Prevailing Wages. Any increase in costs to the Contractor due to changes in the Prevailing Wages or labor law during the term of any contract and/or

sub-contract of any tier shall be at the expense of the Contractor and not at the expense of the Township. Any change orders shall be computed using the Prevailing Wages applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible to maintain accurate records as required by applicable federal and state law (with the most stringent requirements controlling), and shall be solely liable for paying the difference between Prevailing Wages and any wages actually received by laborers, workmen, and/or mechanics engaged in the work and for ensuring strict compliance with the requirements of the above mentioned Acts, including but not limited to providing certified payrolls to the Township in accordance with said applicable law (i.e., the most stringent requirements). Contractor shall similarly comply with all records and wage requirements imposed under the CDDG Agreement.

9. Warranty.

i. Contractor shall assign all manufacturers' warranties for the Project Work to the Township. Notwithstanding such assignments, Contractor expressly warrants to the Township that all materials, supplies, and all labor furnished on or for the Project Work will be free from defects, and Contractor shall repair and/or replace such defective supplies, materials and/or Project Work, at no cost to the Township for a period of one (1) year commencing upon the completion of the Project Work and acceptance of same by the Township. This warranty is in addition to, and not in lieu of the warranties set forth in the Project Manual and/or Drawings. Work performed under this warranty and/or those set forth in the Project Manual and/or Drawings is hereinafter referred to as "Warranty Work". All Warranty Work shall be completed within fourteen (14) days of Contractor's receipt of notice from the Township demanding the Warranty Work, weather permitting (the "Warranty Completion Date").

ii. If the Drawings and/or Specifications provide for methods of construction, installation, materials, etc., which the Contractor cannot warranty for the indicated period, it shall be the responsibility of the Contractor to so inform the Owner in writing before submitting its bid. Otherwise, the Contractor shall be held responsible to provide the method of construction, installation, materials, etc., which will be guaranteed for the indicated period of time.

iii. Default. In the event of default hereunder, the non-defaulting party shall be entitled to all remedies available at law and/or equity, including reasonable attorney's fees, subject to the limitations set forth in Section 1, Paragraph 3(m).

iv. Notice. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed served (a) when delivered by Federal Express or similar overnight courier service to that party's address set forth below during the hours of 9:00 a.m. and 5:00 p.m. local time Monday through Friday, excluding federal holidays; (b) when mailed to any other person designated by that party in writing herein to receive such notice, via

certified mail, return receipt requested, postage prepaid; or (c) via fax. Fax notice shall be effective as of date and time of facsimile 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 fax notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission. Notice shall be given to the following:

If to Contractor:

If to Architect:

Corporate Design & Development
Group, LLC
2675 Pratum Avenue
Hoffman Estates, Illinois, 60192
Attention: Chris Kalischefski, President
Fax: (224) 293-6966

If to the Township:
Hanover Township
250 S. Route 59
Bartlett, Illinois, 60103
Attention: James Barr,
Township Administrator
Fax: (630) 837-9064

With a copy to:
Michael A. Airdo
Kopon/Airdo Attorneys At Law
233 South Wacker Drive
Suite 4450
Chicago, Illinois, 60606
Fax: (312) 506-4460

Either party hereto may change the place of notice to it by sending written notice to the other party.

10. Repair Work.

Upon completion of the installation of the Project Work, and/or any Warranty Work, Contractor shall repair any damage to the Project Site and/or any other Township property attributable to acts and/or omissions of Contractor, its employees, subcontractors, or agents, or otherwise attributable to the Project Work and/or Warranty Work (the "Repair Work"). The Repair Work shall be completed within five (5) days of the respective completion of the Project Work and/or Warranty Work (the "Repair Completion Date").

11. Limitation on the Township's Liability.

The Contractor agrees to waive any right which it may have to punitive, consequential, special, indirect, incidental, and/or exemplary damages against the Township and other Indemnified Parties and agrees not to make any claim or demand for such damages against the Township and/or other Indemnified Parties.

12. Hazardous Substances.

Contractor shall not cause or permit any Hazardous Substances to be brought upon, kept, stored or used in or about the Project Site and/or any other property owned, leased or controlled by the Township, the Village of Hanover Park, and/or the Village of Streamwood (collectively, "Subject Property") by Contractor, its employees, subcontractors of any tier, suppliers, and anyone for whose acts and/or omissions for whom Contractor may be liable (collectively "Contractor's Agents"). If the presence of Hazardous Substances brought upon, kept, stored, or used in or about the Subject Property by or on behalf of Contractor or Contractor's Agents in violation of this paragraph, results in contamination of the said Property, Contractor shall pay for all actual costs of clean up and shall indemnify, hold harmless, and defend the above defined Indemnified Parties from and against any and all claims, demands, expenses (including reasonable attorneys' fees), costs, fines, penalties, and other liabilities of any and every kind and nature, including, but not limited to, costs and expenses incurred in connection with any clean-up, remediation, or removal required by any federal, state, or local governmental authority because of the presence of any such Hazardous Substances on or about said Property.

For purposes hereof, Hazardous Substances shall include, but not be limited to, substances defined as "hazardous substances" and/or "toxic substances" in the federal Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended; the federal Hazardous Materials Transportation Act, as amended; and the federal Resource Conservation and Recovery Act, as amended ("RCRA"); those substances defined as "hazardous substances," "materials," or "wastes" under any Federal law or the law of the State of Illinois; and as such substances are defined in any regulations adopted and publications promulgated pursuant to said laws (collectively, "Environmental Laws"). If Contractor's activities or the activities of any of Contractor's Agents violate or create a risk of violation of any Environmental Laws, Contractor shall cause such activities to cease immediately upon notice from the Township. Contractor shall immediately notify the Township both by telephone and in writing of any spill or unauthorized discharge of Hazardous Substances or of any condition constituting an "imminent hazard" under any Environmental Laws.

Contractor's indemnification obligations and duties hereunder shall survive the termination and/or expiration of this Contract.

13. Delays in Project Work.

Notwithstanding any provision herein to the contrary, the Contractor shall not be entitled to an increase in the Contract Sum as a result of any delays in the progress of the Work. The Contractor's sole remedy for delay shall be an extension of time.

If the Contractor, but for a delay not within the Contractor's control, would have completed the Work prior to the project completion date, the Contractor shall not be entitled to any recovery of damages arising out of any event of delay which prevented such early completion of the Work.

14. Change Orders.

Notwithstanding any provisions herein to the contrary, where proposed changes to the Project Work involve a modification to (i) the Contract Sum; (ii) the Contract Time, or (iii) material changes in the Work (i.e., other than minor field changes), a written Change Order shall be prepared by the Architect. It shall be a condition precedent to the acceptance of any Change Order or any Series of Change Orders which involves an increase or decrease in the Contract Sum of \$10,000 or more or changes the time of completion by a total of thirty (30) days or more, that the Township Board of Trustees (the "Board") shall have first approved such written Change Order(s) and made the requisite determinations and findings in writing as required by 720 ILCS 5/33 E-9 (as amended). Other changes involving modifications to the Contract Sum, Contract Time, or material change in the Work which will result in an increase or decrease of less than \$10,000 or extension of less than thirty (30) days to the Contract Time shall be made by the Township Administrator.

15. Relationship of the Parties.

- i. It is understood, acknowledged and agreed by the parties that the relationship of the Contractor to the Township arising out of this Agreement shall be that of an independent contractor. Neither Contractor, nor any employee or agent of Contractor, is an employee, partner, joint venturer, and/or agent of the Township, and therefore is not entitled to any benefits provided to employees of the Township. Contractor has no authority to employ/retain any person as an employee or agent for or on behalf of the Township for any purpose. Neither Contractor nor any person engaging in any work or services related to this Agreement at the request or with the actual or implied consent of the Contractor may represent himself to others as an employee of the Township. Should any person indicate to the Contractor or any employee or agent of Contractor by written or oral communication, course of dealing or otherwise, that such person believes Contractor to be an employee or agent of the Township, Contractor shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services, Contractor shall do so in Contractor's own business.
- ii. Contractor shall at all times have sole control over the manner, means and

methods of performing the services required by this Agreement according to its own independent judgment. Contractor acknowledges and agrees that it will devote such time and resources as necessary to produce the contracted for results. Neither the Township nor Architect shall have control over, charge of, nor be responsible for, the construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the Work since they are solely the Contractor's rights and responsibilities. The Contractor shall supervise and direct the Work efficiently with his, her, or its best skill and attention; and the Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work; and the Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to all employees on the Project Site and all other persons who may be affected thereby. The Architect shall not have any authority to stop the work of the Contractor or the work of any subcontractor on the Project.

16. Exhibits and Contract Documents.

All Exhibits and Contract Documents referred to herein are expressly incorporated herein and made a part hereof as though fully set forth herein.

17. Assumption of Liability.

To the fullest extent permitted by law, Contractor assumes liability for all injury to or death of any person or persons including employees of Contractor, any subcontractor of any tier, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this Contract.

18. No Waiver of Immunities and/or Privileges.

Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township, the Village of Streamwood, the Village of Hanover Park, the County of Cook, and/or any of their respective officials, officers, employees, volunteers, and/or agents as to any liability whatsoever, and all such immunities and privileges are expressly reserved.

19. Authorized Installer.

Contractor represents and warrants that it is an authorized contractor/installer of all equipment furnished hereunder, and that the performance of the Project Work hereunder by Contractor or any of its employees, subcontractors of any tier, and/or agents will not invalidate or void any manufacturer's warranty for any Project equipment furnished hereunder.

20. Illinois Human Rights Act.

The Contractor shall comply with all terms and procedures of the Illinois Human Rights Act, (775 ILCS 5 et seq.), and Contractor represents and warrants to the Township as follows:

- i. That it will not discriminate against any employees or applicant for employment because of race, color, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service, and further that it will examine all job classifications to determine if minority persons or women are under-utilized and will take appropriate affirmative action to rectify any such under-utilization.
- ii. That, if it hires employees in order to perform this Contract or any portion thereof, it will determine the availability, in accordance with the Illinois Department of Human Rights' ("Department") Rules and Regulations, of minorities and women in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not under-utilized
- iii. That in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- iv. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Acts and Rules and Regulations, the Contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- v. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- vi. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Department for purposes of

investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.

- vii. That it will include verbatim or by reference the provisions of these clauses in every subcontracting awards under which any portion of the Contract obligations are undertaken or assumed, so that each provision will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any Subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for Contracts or Subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

21. Restrictions on Lobbying

A. No federal appropriated funds have been paid or will be paid hereunder to any person for influencing or attempting to influence an officer or employee of a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

C. Contractor shall require that the language of this certification be included in the contracts and subcontracts at all tiers (including subcontracts and contracts under grants, loan, and cooperative agreements) and that all contractors and subcontractors of every tier shall certify and disclosure according.

This certification is a materials representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

22. Equal Opportunity Clause.

During the performance of this Agreement, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or natural origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting for the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employee placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and or the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of its Agreement or with any of such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with the procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the provisions of Section 2, Paragraphs (24)(1) through (24)(7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issues pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

23. Copeland Anti-Kickback

In accordance with this assurance, Contractor understands that it must comply with federal Executive Order 11246, the Copeland "Anti-Kickback Act" (18 USC 874), Section 306 of the federal Clean Air Act, Section 508 of the federal Clean Water Act, and that it has certified that neither it nor its principals are debarred or suspended from federal financial assistance programs and activities and to complete and return in pursuit of such certification any appropriate form required by Hanover Township (see Federal Executive Order 11549 and 7 CFR Part 3017).

24. Architectural Barriers Act, American with Disabilities Act, and Illinois Accessibility Code

Contractor shall comply with the Architectural Barrier Act of 1968, as amended (42 U.S.C. § 4151 *et seq.*), the Americans with Disabilities Act of 1990 (ADA), as amended, including but not limited to changes made by the ADA Amendments Act of 2008 (P.L. 110-325), the Illinois Accessibility Code, as amended, and any and all applicable federal, state, and local laws pertaining to accessibility with the most stringent requirements controlling.

25. Clean Air Act, Federal Water Pollution Control Act, and Illinois Energy Conservation Code

Contractor shall comply with the Clean Air Act of 1970, as amended, the Federal Water Pollution Control Act, as amended, the Illinois Energy Conservation Code, as amended, and all Environmental Laws (as defined in Section 2, Paragraph 12 above) with the most stringent laws controlling.

26. Removal and Disposal

The Contractor must remove and dispose of all construction or demolition debris materials, waste, and soils at licensed facilities in accordance with applicable federal, state

and local laws, including but not limited to the NEPA Act and Illinois Public Act 96-1416, with the most stringent and demanding requirements controlling.

27. Miscellaneous

A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both Parties.

B. This Agreement may be executed in any number of counterparts, and by the Township and Contractor on different counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

C. Changes in the number, gender, and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed, and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the parties shall be the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision, or portion of this Agreement or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair, or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision, or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. **Survival of Obligations.** Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

J. In the event of any conflict between the terms and conditions of any of the Contract Documents, the most stringent and demanding requirements shall control.

K. Facsimile signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Agreement.

Hanover Township:

By: _____
Brian P. McGuire,
Township Supervisor

Attest:

By: _____
Katy Dolan Baumer,
Township Clerk

Contractor:

By: _____
President: _____

Attest:

By: _____
Title: _____

Hanover Township External Facility Use

August 11, 2017

Izaak Walton Center

Boy Scout Troop 10 – Weekly

Cub Scout Pack 1855 – Weekly

Elgin Gamers Club – Weekly

Izaak Walton League (Elgin Chapter) 1st & 3rd Tuesday

Woodland Meadows East HOA Meeting - Quarterly

Prairie State Canoe Club (IWL affiliated) – Quarterly

Upcoming

West Ridge Community Church Spanish Speaking Financial Literacy Classes (Seven Sundays in October & November and open to neighborhood residents/public)

Past Groups/Events

Fox Valley Young Marine Corps League (weekend retreat)

A birthday party over the summer for a resident

Town Hall – Downey Hall

DuPage County VA Group Counseling - Weekly

Needle Works Club - Weekly

Girl Scout Troup 1561 - 2 times a Month

United Networking - Monthly

Countryfield Estates	HOA	(These groups meet once a month but not consistently)
Woodland Meadows	HOA	
Heron's Landing	HOA	
Oak Ridge Comm.	HOA	
Ponds of Sarasota	HOA	

Streamwood High School AP Testing - 2 weeks annually in May

Senior Center

Streamwood High School AP Testing – 2 weeks annually in May

Streamwood Kiwanis Faire – one Saturday Annually March or April

Veterans Memorial Foundation – meeting scheduled monthly through 2017

Cook County Elections: as scheduled

**HANOVER TOWNSHIP POLICY REGARDING
USE OF TOWNSHIP FACILITIES EXCLUDING THE SENIOR CENTER
AMENDED AUGUST 9, 2005**

It is the intent of Hanover Township ("Township") to make its facilities available to other units of government and not-for-profit entities that will use the facilities for charitable and/or beneficent purposes on a fair and equitable basis subject to the provisions herein (hereinafter, "Licensee" or "Licensees"). The following procedures, guidelines and fee schedule will outline the procedures in regard to usage of Township facilities and resources.

1. Facility requests must be made in writing and submitted to the Township Administrator or his/her designee, at the Hanover Township Offices at 250 South Route 59, Bartlett, Illinois, 60103.

2. Requests shall be made at least two weeks in advance of the proposed use of the facility. Requests shall be signed by an adult who assumes responsibility for the activity who shall execute the Use Agreement attached hereto as Exhibit A ("Use Agreement"), and who has the authority to bind the organization to the terms and conditions therein.

3. A security deposit in the amount of \$50.00 is required for use of any Township facility, excluding use of any kitchen located in any Township facility ("Kitchen"). In the event use of any Township facility includes use of the Kitchen, the security deposit shall be \$75.00. Said deposit is to be made in cash or cashier's check, and will be refunded within five (5) business days following the expiration of the license period, provided Licensee is not in default under the Use Agreement and delivers possession of the facilities to the Township in a timely manner and in good repair and clean condition.

4. Cancellation. Seven calendar day's cancellation notice must be received by the Township Administrator or his/her designee to have the security deposit returned. If said notice is not received, the security deposit will be kept by the Township.

5. A certificate of insurance, naming Hanover Township as an additional insured and evidencing the types and amounts of coverages required under the Use Agreement, must be received by the Township Administrator or his/her designee at least two business days prior to the use period from: (i) any organization that uses Township facilities more than once in any thirty (30) consecutive day period; (ii) any organization that will have fifty (50) or more persons using any Township facility regardless of frequency of use; and/or (iii) any organization using the Kitchen.

6. No alcoholic beverages are allowed on Township property.

7. No smoking is allowed within Township indoor facilities.
8. Facilities are assigned in the following priority order:
 - a. Township programs.
 - b. Township sponsored programs.
 - c. Use by Township committees.
 - d. Charitable, beneficent or governmental programs offered by units of government other than Hanover Township, or not-for-profit entities that have provided charitable and/or beneficent services to residents of Hanover Township.
 - e. Other not-for-profit organizations.

9. User Fee: Licensees will pay \$15.00 per room per hour during the license period. An additional fee of \$10.00 per hour will be charged to Licensee for use of the Kitchen. The user fee will be waived for organizations set forth in paragraphs 8a through 8d above.

10. Use of any food preparation equipment and/or appliances including but not limited to any food warming equipment, shall be limited to the Township's equipment and appliances located within the Township Kitchen. Use of the Township Kitchen shall require compliance with the insurance requirements set forth in Section 5 herein and in the Use Agreement, and a security deposit of \$75.00.

11. All licensees must furnish the following to the Township Administrator or his/her designee prior to use or occupancy of Township facilities:

- a. Pre-paid user fee (if applicable).
- b. Security Deposit.
- c. Executed Use Agreement.
- d. Evidence of insurance meeting the minimum types and amounts of coverages set forth in the Use Agreement if insurance is required under Section 5 herein.

12. The number of persons permitted in any room within any Township facility shall not exceed the lesser of the maximum number established by the Bartlett Fire Protection District or the maximum number permitted by the Township Board.

13. Hours of Use: Township facilities shall only be available to Licensees during the following days and hours, excluding holidays, subject to the provisions herein:

Monday through Thursday: 9:00a.m. to 9:00p.m.
Friday: 9:00a.m. to 4:00p.m.

Township facilities shall not be available to Licensees during periods when the facilities are closed to the public. Use of Township facilities may be scheduled for only three (3) months at a time. Hours of use shall not exceed eight (8) consecutive hours, unless approved by the Board.

14. Excessive noise and/or use of hazardous materials is prohibited.

15. All organizations of persons under the age of eighteen (18) must also include an adult chaperone that is responsible for the organization's activities. For each four (4) children there must be at least one (1) adult responsible for supervising said children. No child may be left unattended by an adult at any time while using the Township facilities.

16. In the event the Township facilities are required for any Township activity, program, and/or service or needed by another unit of government for emergency services, the Township may cancel Licensee's use of the Township facilities and rescind the Use Agreement between the Township and Licensee, in which case the sole and exclusive remedy to the Licensee and its officers, officials, members, employees, agents, guests, invitees and customers shall be a refund of the security deposit and any prepaid user fee to the Licensee.

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HANOVER TOWNSHIP POLICY REGARDING USE OF SENIOR CENTER

It is the intent of Hanover Township (the "Township") to make its facilities available to other units of government, not-for-profit entities that will use the facilities for charitable and/or beneficent purposes, and Township Volunteers ("Licensee"), on a fair and equitable basis as herein provided. The following procedures, guidelines and fee schedule will outline the procedures in regard to usage of the Township's Senior Center (the "Facility" or "Senior Center").

1. Facility requests must be made in writing and submitted to the Director of Senior Services or his/her designee, at the Senior Center, 240 South Route 59, Bartlett, Illinois, 60103.
2. Requests shall be made at least two weeks in advance of the proposed use of the Facility. Requests shall be signed by an adult who assumes responsibility for the activity who shall execute the Use Agreement attached hereto as Exhibit A (the "Use Agreement"), and who has the authority to bind the organization to the terms and conditions therein.
3. A security deposit in the amount of \$100 is required for use of the Facility, excluding use of the Senior Center kitchen (the "Kitchen"). In the event use of the Facility includes use of the Kitchen, the security deposit shall be \$300.00. Said deposit is to be made in cash or cashier's check, and will be refunded within five (5) business days following the expiration of the license period, provided Licensee is not in default under the Use Agreement and delivers possession of the Facility to the Township in a timely manner and in good repair and clean condition.
4. Cancellation. Seven calendar day's cancellation notice must be received by the Director of Senior Services or his/her designee to have the security deposit returned for groups of fifty (50) or more. If said notice is not received, the security deposit will be kept by the Township.
5. A certificate of insurance, naming Hanover Township as an additional insured and evidencing the types and amounts of coverages required under the Use Agreement, must be received by the Director of Senior Services, or his/her designee at least two (2) business days prior to the use period from: (i) any organization that uses the Facility more than once in any thirty (30) consecutive day period; (ii) any organization that will have fifty (50) or more persons using the Facility regardless of frequency of use; and/or (iii) any organization using the Kitchen.
6. No alcoholic beverages are allowed on Township property.

7. No smoking is allowed within any Township indoor facility.
8. The Facility will be assigned in the following priority order:
 - a. Township programs.
 - b. Township sponsored programs.
 - c. Use by Township committees and/or Township volunteers who have donated not less than twenty (20) hours of service to the Township during the preceding twelve (12) month period.
 - d. Governmental programs offered by units of government other than Hanover Township, or not-for-profit entities that provide charitable and/or beneficent services to residents of Hanover Township.
 - e. Other not-for-profit organizations.
9. User Fee: Licensees will pay \$35.00 per room per hour during the license period. An additional fee of \$25.00 per hour will be charged to Licensee for use of the Kitchen. The user fee will be waived for organizations set forth in paragraphs 8a through 8d above.
10. The Facility will be available for use only on the 1st and 3rd Wednesdays of each month, excluding holidays. Use of the Facility may be scheduled for only 3 months at a time.
11. Use of any food preparation equipment and/or appliances including but not limited to any food warming equipment, shall be limited to the Senior Center's equipment and appliances located within the Kitchen. Use of the Kitchen shall require compliance with the insurance requirements set forth in Section 5 herein and in the Use Agreement, and a security deposit of \$300.00.
12. All licensees must furnish the following to the Director of Senior Services or his/her designee prior to use or occupancy of Senior Center:
 - a. Pre-paid user fee (if applicable).
 - b. Security Deposit.
 - c. Executed Use Agreement.
 - d. Evidence of insurance meeting the minimum types and amounts of coverages set forth in the Use Agreement if insurance is required under Section 5 herein.
13. The number of persons permitted in any room within any Senior Center shall not exceed the lesser of the maximum number established by the Bartlett Fire Protection District or the maximum number permitted by the Township Board.

14. Hours of Use: The Senior Center shall not be used or occupied prior to 8:00 a.m. or after 10:00 p.m. and said use shall not exceed eight (8) consecutive hours, unless approved by the Board.

15. Excessive noise and/or use of hazardous materials are prohibited.

16. All organizations of persons under the age of eighteen (18) must also include an adult chaperone that is responsible for the organization's activities. For each two (2) children there must be at least one (1) adult responsible for supervising said children. No child may be left unattended by an adult at any time while using the Facility.

17. In the event the Facility is required for any Township activity, program, and/or service or needed by another unit of government for emergency services, the Township may cancel the Licensee's use of the Facility and rescind the Use Agreement, in which case the sole and exclusive remedy to Licensee and its officers, officials, members, employees, agents, guests, invitees and customers shall be a refund of the security deposit and any prepaid user fee to Licensee.