



Village of Gilberts

Village Hall: 87 Galligan Road, Gilberts, Illinois 60136

Ph. 847-428-2861 Fax: 847-428-2955

www.villageofgilberts.com

VILLAGE BOARD MEETING AGENDA

Tuesday, November 2, 2021 - 7:00 p.m. - Village Hall Board Room

Whereas there is currently a statewide disaster declaration related to the ongoing COVID pandemic, the Village President has determined that it is not prudent or practical to conduct an in-person meeting for all members of the Board and the public due to increasing COVID-19 cases in Kane County. Therefore, some of the Village Board members may attend this meeting by electronic means, in compliance with the amended OMA.

Members of the public are encouraged to attend the meeting remotely via video or audio as follows:

Zoom (video and/or audio): <https://us06web.zoom.us/j/84270895446>

Meeting ID: 842 7089 5446

Dial-In (audio): (312) 626-6799

Members of the public can also submit written comments via email at info@villageofgilberts.com. Any comments received by 5:00 p.m. on November 2, 2021 will be submitted into the record of the meeting.

ORDER OF BUSINESS

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

2. ROLL CALL / ESTABLISH QUORUM

3. PUBLIC COMMENT*

4. CONSENT AGENDA

A. A Motion to Minutes from the October 19, 2021 Village Board Meeting

B. A Motion to approve Bills and Payroll dated November 2, 2021

C. A Motion to approve Resolution 28-2021, a Resolution Authorizing an Agreement with Compass Minerals for the Purchase of Salt for the 2021-2022 Winter Season in an amount not-to-exceed \$70,000

5. ITEMS FOR APPROVAL

6. ITEMS FOR DISCUSSION

A. Discussion Regarding Building Department Inspections and Permit Review Beginning January 2022

7. STAFF REPORTS

8. TRUSTEE REPORTS

9. PRESIDENT'S REPORT

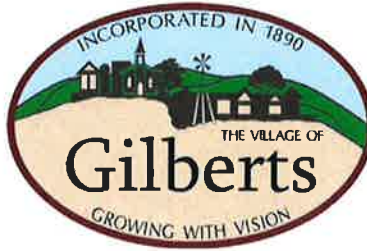
10. ADJOURNMENT

***Executive Session Information**

A portion of the meeting will be closed to the Public, effective immediately as Permitted by 5 ILCS 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village, and as permitted by 5 ILCS 120/2(c)(11) to discuss litigation against, affecting, or on behalf of the Village which has been filed and is pending in a court or administrative tribunal of which is imminent and as permitted by 5 ILCS 120/2(c)(21) to review and approve closed session minutes and as permitted by 5 ILCS 120/2(c) 2 Collective negotiating matters.

***Public Comment Policy**

Anyone indicating a desire to speak during Public Comments portion of the Village Board Meeting will be acknowledged by the Village President. All remarks are to be addressed to the Village President and Board of Trustees as a whole, not to any specific person(s). To ensure that everyone who wishes to speak has the opportunity to do so, please limit your comments to five minutes. Additional time may be granted at the discretion of the Village President. If you have written comments, please provide a copy to the Village President. If there are a number of individuals present to speak on the same topic, please designate a spokesperson that can summarize the issue. During Public Comments, the Village President, Trustees and Staff will listen to comments and will not engage in discussion. The Village President or Trustees may ask questions to better understand your concern, suggestion or request. Please direct any personnel concerns to the Village Administrator before or after the meeting. The Village of Gilberts complies with the Americans Disabilities Act (ADA). For accessibility Assistance, please contact the Village Clerk at the Village Hall, telephone number is 847-428-2861. Assistive services will be provided upon request.



**MINUTES FOR VILLAGE OF GILBERTS
BOARD OF TRUSTEES MEETING
Village Hall: 87 Galligan Road, Gilberts, IL 60136
Meeting Minutes
Tuesday, October 19, 2021**

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

President Zambetti called the meeting to order at 7:00 p.m. He proceeded to lead those present in the Pledge of Allegiance.

2. ROLL CALL / ESTABLISH QUORUM

Village Clerk Courtney Baker called the roll. Roll call: Members present: Trustees LeClercq, Corbett, Allen, Coats, and Redfield. Trustee Hacker was absent. Others present: Village Administrator Brian Bourdeau, Public Works Director Aaron Grosskopf, Finance Director Taunya Fischer, and Management Analyst Riley Lynch.

3. PUBLIC COMMENT

There were no public comments at this time.

4. PRESENTATION OF THE FY2021 AUDIT

Jamie Wilkey from Lauterbach & Amen, LLP provided a brief presentation of the FY2021 Audit. The Board was advised that the Village was issued a clean audit opinion once again.

5. CONSENT AGENDA

- A. A Motion to Minutes from the October 5, 2021 Village Board Meeting
- B. A Motion to approve Bills and Payroll dated October 19, 2021
- C. A Motion to approve the September 2021 Treasurer's Report
- D. A Motion to approve Resolution 24-2021, a Resolution Authorizing an Agreement with Rubbercycle for the Purchase of Mulch in an Amount Not to Exceed \$19,625
- E. A Motion to approve Resolution 25-2021, a Resolution Authorizing an Agreement with Cunningham Recreation and All Surface Installers for the Purchase and Installation of Park Equipment at Waitcus Park in an Aggregate Amount Not to Exceed \$52,867
- F. A Motion to approve Resolution 26-2021, a Resolution for General Maintenance Under the Illinois Highway Code (Motor Fuel Tax) for the Timber Trails and Timber Glen Road Paving Project

G. A Motion to Receive and Accept the Comprehensive Annual Financial Report from Lauterbach & Amen, LLP for the Fiscal Year Ending April 30, 2021

President Zambetti asked if any of the board members had any consent agenda items they wished to remove for separate consideration. After hearing none, asked for a motion to approve.

A Motion was made by Trustee Redfield and seconded by Trustee Corbett to Approve Consent Agenda items A-G as Presented. Roll call vote: Trustees LeClercq, Corbett, Allen, Coats, and Redfield voted Aye. 0-nays, 0-abstained. Motion carried.

6. ITEMS FOR APPROVAL

A. A Resolution Authorizing Approval of an Agreement with B&B Networks for the Purchase and Installation of a Mitel MiVoice Business VoIP Solution in an Amount Not-to-Exceed \$26,400, and for Monthly Service Provision – Analyst Lynch advised the Board that the Village’s phone system is currently outdated and deteriorating in terms of service capability. The current system has no ability to transfer calls between department phones, cannot redirect calls to other buildings or numbers, and calls frequently include static feedback coming from the Village’s end. Call quality to and from the Police Department is especially plagued with static that makes conversations difficult to understand. A new village-wide phone system was budgeted for this fiscal year. To find a contractor for new phones, the Village went out to bid on September 3rd and accepted bids until October 1st. In the morning on October 1st, the Village hosted a public opening which included 2 bids for a new phone system. Village staff analyzed both bids in relation to the type of solution presented, the system and equipment proposed, and the total cost of the solution after the first year and subsequent years. Based on this analysis, staff recommends moving forward with the proposal from B&B Networks for a premise-based Mitel MiVoice solution.

Trustee Allen asked how long the warranty for the phones would be and how long the system will last. Analyst Lynch stated that the equipment should last at least 10 years and the standard warranty is for one year. Trustee Allen asked what would happen if the internet goes down. Analyst Lynch stated that if the internet goes down, the phone will not work, however the calls could get re-routed to Village issued cell phones. Trustee Corbett asked if the phone numbers would change. Analyst Lynch stated that all of the phone numbers will be consolidated to the main Village phone number with automated attendant that will re-direct callers to the department that they want to speak with. However, the existing phone numbers will still be in service for a period of time. Trustee LeClercq asked if the Board members could have their own voicemail box. Analyst Lynch said that this is possible. The general consensus of the rest of the Board was to not have voicemail boxes for the Trustees.

A Motion was made by Trustee Allen and seconded by Trustee Redfield to Approve Resolution 27-2021, a Resolution Authorizing Approval of an Agreement with B&B Networks for the Purchase and Installation of a Mitel MiVoice Business VoIP Solution in an Amount Not-to-

Exceed \$26,400, and for Monthly Service Provision Roll call vote: Trustees Allen, Coats, Redfield, Corbett, and LeClercq voted Aye. 0-nays, 0-abstained. Motion carried.

7. STAFF REPORTS

Analyst Lynch

- Still waiting on a response from DCEO for the Community Days grant.

Administrator Bourdeau

- Staff is looking to modify the hours of operation for Village Hall to say that Village Hall will only be open until 6:30 p.m. on the Tuesdays when there is a Board meeting.
- Possibly cancelling the second Board meeting in December as it is the week of Christmas.
- Still following up with the toll way. Brian from the tollway is currently working on a formal memo that should be sent to Staff by the end of the month.

Director Grosskopf

- The new Public Works Streets worker started this past Monday.
- Bison's Baseball has reached out requesting a change over for Town Center infield to have a full limestone infield that would allow more of an age-range of kids that can play. The price for that increase would be \$1,000. The Board had no objections to this change.

Clerk Baker

- Showed the Board the Halloween House Decorating contest sign that the winner will receive tomorrow. Since this contest was so well received, there will be Holiday Light competition announced in the Winter newsletter.

8. TRUSTEES' REPORTS

There were no trustee reports at this time.

9. PRESIDENTS' REPORT

President Zambetti did not have a report at this time.

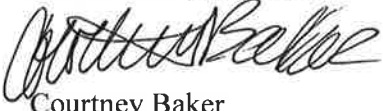
10. EXECUTIVE SESSION

An executive session did not take place.

11. ADJOURNMENT

There being no further public business to discuss, a **Motion was made by Trustee Allen and seconded by Trustee Redfield to adjourn from the public meeting at 7:34 pm.** Voice vote carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Courtney Baker". The signature is written in a cursive, flowing style with some overlapping letters.

Courtney Baker
Village Clerk

Department: 00 GENERAL FUND

AMALGAMATED BANK OF CHICAGO	GO BOND PRINCIPAL	225,000.00
AMALGAMATED BANK OF CHICAGO	GO BOND INTEREST	4,500.00
IPBC - INTERGOVERNMENTAL PERSONN	EMPLOYEE DENTAL CONTRIBUTION	1,824.59
IPBC - INTERGOVERNMENTAL PERSONN	EMPLOYEE HEALTH INS. CONTRIBUT	24,726.65
IPBC - INTERGOVERNMENTAL PERSONN	EMPLOYEE LIFE INSURANCE	80.50
Total: 00 GENERAL FUND		256,131.74

Department: 01 ADMINISTRATIVE

AT&T U-VERSE	COMMUNICATIONS	57.59
B&B NETWORKS	CAPITAL EQUIPMENT	12,548.73
BELLEFEUIL SZUR & ASSOCIATES	CONTRACTUAL SERVICES	7,261.00
BENEFIT PLANNING CONSULTANTS,	GROUP HEALTH INS	100.00
CARDUNAL OFFICE SUPPLY	OFFICE SUPPLIES	107.16
CURRENT TECHNOLOGIES, INC.	CONTRACTUAL SERVICES	271.25
FOX VALLEY FIRE AND SAFETY	MAINTENANCE BUILDING	246.00
MUNICODE	CONTRACTUAL SERVICES	395.00
PITNEY BOWES	CONTRACTUAL SERVICES	162.60
RICHARD SANDERS	COMMUNITY RELATIONS	240.00
RICHARD SPINKER	CONTRACTUAL SERVICES	140.00
SUNSHINE FARM II	COMMUNITY RELATIONS	100.00
UNION NATIONAL BANK OF ELGIN	73 INDUSTRIAL PRINCIPAL	2,166.83
UNION NATIONAL BANK OF ELGIN	73 INDUSTRIAL INTEREST	1,343.71
Total: 01 ADMINISTRATIVE		25,139.87

Department: 02 POLICE

ACTION AUTO WORKS INC	MAINTENANCE VEHICLES	882.26
CARDUNAL OFFICE SUPPLY	OFFICE SUPPLIES	387.14
CENTRAL SQUARE TECHNOLOGIES	CONTRACTUAL SERVICES	1,638.43
FOX VALLEY FIRE AND SAFETY	MAINTENANCE BUILDING	246.00
HEARTLAND BUSINESS SYSTEMS	MAINTENANCE EQUIPMENT	849.00
MENARDS - CARPENTERSVILLE	SMALL TOOLS AND EQUIPMENT	28.35
MOTOROLA INC.	CAPITAL EQUIPMENT	13,186.74
RICHARD SPINKER	CONTRACTUAL SERVICES	315.00
ULTRA STROBE COMMUNICATIONS	MAINTENANCE VEHICLES	4,437.39
ULTRA STROBE COMMUNICATIONS	MAINTENANCE EQUIPMENT	85.00
VERIZON WIRELESS	COMMUNICATIONS	245.07
Total: 02 POLICE		22,300.38

Department: 03 PUBLIC WORKS

AEP ENERGY	STREETLIGHTING	518.29
B&K POWER EQUIPMENT INC	MAINTENANCE EQUIPMENT	178.65
CARDUNAL OFFICE SUPPLY	OPERATING EXPENSE	61.98
COMMONWEALTH EDISON	STREETLIGHTING	125.82
ED'S RENTAL AND SALES INC.	RENTAL-EQUIPMENT	1,217.00
HUNTLEY FORD	MAINTENANCE VEHICLES	105.88
RICHARD SPINKER	CONTRACTUAL SERVICES	140.00
SARGENTS EQUIPMENT	MAINTENANCE VEHICLES	399.29
Total: 03 PUBLIC WORKS		2,746.91

Department: 04 BUILDING

CARDUNAL OFFICE SUPPLY	OFFICE SUPPLIES	58.88
Total: 04 BUILDING		58.88

Department: 06 PARKS

AEP ENERGY	UTILITIES	242.43
CLARKE AQUATIC SERVICES	CONTRACTUAL SERVICES	723.00

COMMONWEALTH EDISON	UTILITIES	145.98
PLAYCORE WI, INC DBA GAMETIME	CAPITAL EQUIPMENT	36,226.20
Total: 06 PARKS		<u>37,337.61</u>

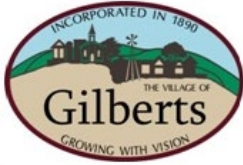
Department: 10 WATER SYSTEMS

CARDUNAL OFFICE SUPPLY	OFFICE SUPPLIES	34.08
CONSTELLATION NEWENERGY, INC	UTILITIES	7,447.94
FERGUSON WATERWORKS	WATER METERS	1,129.39
MARTY'S AUTOMOTIVE	MAINTENANCE VEHICLES	199.68
NICOR	UTILITIES	53.38
PDC LABORATORIES, INC	LABORATORY TESTING	125.00
THIRD MILLENNIUM ASSOCIATES	PRINTING	56.09
USA BLUEBOOK	LAB SUPPLIES & EQUIPMENT	470.88
Total: 10 WATER SYSTEMS		<u>9,516.44</u>

Department: 20 WASTEWATER SYSTEMS

CARDUNAL OFFICE SUPPLY	OFFICE SUPPLIES	34.08
CONSTELLATION NEWENERGY, INC	UTILITIES	9,819.76
ENVIRONMENTAL RESOURCE ASSOC	LABORATORY TESTING	178.47
MARTY'S AUTOMOTIVE	MAINTENANCE VEHICLES	199.67
MENARDS - CARPENTERSVILLE	MAINTENANCE PARTS & MATERIALS	39.42
NICOR	UTILITIES	364.63
THIRD MILLENNIUM ASSOCIATES	PRINTING	56.09
USA BLUEBOOK	LAB SUPPLIES & EQUIPMENT	74.13
Total: 20 WASTEWATER SYSTEMS		<u>10,766.25</u>

*** GRAND TOTAL *** 363,998.08



Village of Gilberts

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To: President Zambetti and the Board of Trustees
From: Brian Bourdeau, Village Administrator
Aaron Grosskopf, Public Works Director
Date: November 2, 2021 Village Board Meeting
Re: Item 5.C: Approval of Resolution 28-2021 to Purchase 900 Tons of Bulk Rock Salt Through Illinois State Purchasing Contract

Every year the Village makes an acquisition of salt in order to provide quality snow and ice maintenance over the winter months. Even after a heavier snow season that took place last year the Village has a full barn of salt ready to be used in the upcoming months. As winter is unpredictable, we always recommend having a purchase contract ready to keep our supplies built up and ensure we do not run out of salt during the winter months.

This seasons the Village was able to join the State bid for Bulk Rock Salt with an amount of 900 tons. The awarded bidder was Compass Minerals with an extended price to the Village of \$63.58 per ton which is roughly \$13.00 per ton under last season. The contract is considered to be an 80%/120% purchasing limit, which means the Village must purchase a minimum of 80% of the contract quantities up to a maximum of 120% of the quantities. For example, please see the chart below.

Contract Price	729 Tons-80%	900 Tons-100%	1080 Tons-120%
\$63.58	\$45,777.60	\$57,222.00	68,666.40

Attached you will find the contract arrangement by the State of Illinois for the purchase of Bulk Rock Salt with Compass Minerals.

Village staff is recommending the Village Board of Trustees utilize funds from account 30-00-5462 (MFT Resolution) in a not-to-exceed amount of \$70,000.00 to Compass Minerals for the purchase of bulk rock salt under the Illinois State Purchasing Contract.

VILLAGE OF GILBERTS

RESOLUTION 28-2020

A RESOLUTION AUTHORIZING APPROVAL OF AGREEMENT WITH COMPASS MINERALS AMERICA, INC FOR THE PURCHASE OF BULK ROCK SALT IN AN AMOUNT NOT-TO-EXCEED \$70,000

WHEREAS, the Village of Gilberts (“Village”) has a Public Works Department, which maintains Village streets and other Village infrastructure, which activities include snow removal operations; and

WHEREAS, the Village annually budgets for the purchase of bulk rock salt for winter snow operations via the Motor Fuel Tax Fund; and

WHEREAS, the Village has filed an MFT Resolution with IDOT for the purchase of bulk rock salt utilizing MFT funds in the amount of \$70,000; and

WHEREAS, Public Works participated in the State of Illinois JPMC Rock Salt Bulk, FY2022 bid (Contract # 22-416CMS-BOSS4-P30920) for the purchase of bulk rock salt on a per ton basis, with the low quote being provided by Compass Minerals America, Inc.

THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GILBERTS, ILLINOIS, as follows:

Section 1. Recitals. The recitals set forth above are hereby incorporated into and made a part of this Resolution as though set forth in this Section 1.

Section 2. Approval; Authorization. The Village Board of Trustees hereby authorizes the Village Administrator to execute any necessary documents with Compass Minerals America, Inc. for the purchase of bulk rock salt during the 2021/2022 snow season under State of Illinois Contract #22-416CMS-BOSS4-P30920 in an amount not-to-exceed \$70,000.

Section 3. Effective Date. This Resolution shall be in full force and effect after its approval in the manner provided by law.

PASSED BY VOTE OF THE BOARD OF TRUSTEES of the Village of Gilberts, Kane County, Illinois, this ____ day of _____ 2020.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee David LeClercq	_____	_____	_____	_____
Trustee Daniel Corbett	_____	_____	_____	_____
Trustee Brandon Coats	_____	_____	_____	_____

Trustee Jeanne Allen	_____	_____	_____	_____
Trustee Lou Hacker	_____	_____	_____	_____
Trustee Justin Redfield	_____	_____	_____	_____
President Guy Zambetti	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2021

Village President, Guy Zambetti

(SEAL)

ATTEST: _____
Courtney Baker, Village Clerk

**STATE OF ILLINOIS
CONTRACT**

Central Management Services
JPMC Rock Salt Bulk, FY22
22-416CMS-BOSS4-P-30920

The Parties to this contract are the State of Illinois acting through the undersigned Agency (collectively the State) and the Vendor. This contract, consisting of the signature page and numbered sections listed below and any attachments referenced in this contract, constitute the entire contract between the Parties concerning the subject matter of the contract, and in signing the contract, the Vendor affirms that the Certifications and Financial Disclosures and Conflicts of Interest attached hereto are true and accurate as of the date of the Vendor’s execution of the contract. This contract supersedes all prior proposals, contracts and understandings between the Parties concerning the subject matter of the contract. This contract can be signed in multiple counterparts upon agreement of the Parties.

Contract includes BidBuy Purchase Order? (The Agency answers this question prior to contract filing.)

- Yes
- No

Contract uses Illinois Procurement Gateway Certifications and Disclosures?

- Yes (IPG Certifications and Disclosures including FORMS B)
- No

- 1. DESCRIPTION OF SUPPLIES AND SERVICES**
- 2. PRICING**
- 3. TERM AND TERMINATION**
- 4. STANDARD BUSINESS TERMS AND CONDITIONS**
- 5. STATE SUPPLEMENTAL PROVISIONS**
- 6. STANDARD CERTIFICATIONS**
- 7. FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST**
- 8. CONTRACT SPECIFIC CERTIFICATIONS AND DISCLOSURES – “FORMS B” (IF APPLICABLE)**
- 9. PURCHASE ORDER FROM BIDBUY (IF APPLICABLE)**

In consideration of the mutual covenants and agreements contained in this contract, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the terms and conditions set forth herein and have caused this contract to be executed by their duly authorized representatives on the dates shown on the following CONTRACT SIGNATURES page

**STATE OF ILLINOIS
CONTRACT**

Central Management Services
JPMC Rock Salt Bulk, FY22
22-416CMS-BOSS4-P-30920

VENDOR

Vendor Name: Compass Minerals America Inc.	Address (City/State/Zip): 9900 W. 109 th St., Overland Park, KS 66210
Signature: 	Phone: 800-323-1641
Printed Name: Sean Lierz	Fax: 913-338-7945
Title: Sr. Manager Highway Sales	Email: highwaygroup@compassminerals.com
Date: September 20, 2021	Orders email: highwayorders@compassminerals.com

STATE OF ILLINOIS

Procuring Agency: Central Management Services	Phone: 866-455-2897
Street Address: 1000 E Converse St	
City, State ZIP: Springfield, IL 62702	
Official Signature: 	Date: 10/22/21
Printed Name: Janél L. Forde, Director	
Official's Title: by Krysti Rinaldi, Agency Purchasing Officer	

AGENCY USE ONLY

NOT PART OF CONTRACTUAL PROVISIONS

- Agency Reference #: 21-416CMS-BOSS4-R-89309
- Project Title: JPMC Rock Salt Bulk, FY22
- Contract #: 22-416CMS-BOSS4-P-30920
- Procurement Method (IFB, RFP, Small Purchase, etc.): IFB
- BidBuy Reference #: 22-416CMS-BOSS4-B-24795
- BidBuy Publication Date: 9/9/21
- Award Code: A
- Subcontractor Utilization? Yes No Subcontractor Disclosure? Yes No
- Funding Source:
- Obligation #:
- Small Business Set-Aside? Yes No Percentage:
- Minority Owned Business? Yes No Percentage:
- Women Owned Business? Yes No Percentage:
- Persons with Disabilities Owned Business? Yes No Percentage:
- Veteran Owned Small Business? Yes No Percentage:
- Other Preferences?

1. DESCRIPTION OF SUPPLIES AND SERVICES

- 1.1. **GOAL:** It is the intent of the State of Illinois to establish a Joint Purchase Master Contract for bulk rock salt on an as-needed basis during the contract period.

This Joint Purchase Master Contract (JPMC) may be utilized by all Governmental Units as defined in Section 5 of this Contract.

Note: Participation in this contract is based upon an annual survey that defines the BidBuy line items and additional participation in the resultant contract is not allowed.

1.2. SUPPLIES AND/OR SERVICES REQUIRED:

1.2.1. Rock Salt Specification Requirements:

1.2.1.1 Rock Salt shall comply with the requirements of The American Association of State Highway and Transportation Officials (AASHTO) SPECIFICATION M143, SODIUM CHLORIDE TYPE 1, GRADE 1.

1.2.1.2 Rock Salt shall be free flowing fresh stock, reclaimed or re-crushed rock salt will not be accepted and shall be rejected by delivery site.

1.2.2. Quantity Commitments: All participants who complete the annual survey will have the option to choose between a minimum of 80% or 100% purchase commitment and will be allowed a maximum of 120% purchase commitment as defined below. All minimum purchase commitments will be defined in the line item description within BidBuy.

1.2.2.1 Minimum 80% Commitment: Some participants identified from the annual survey have chosen a minimum purchase commitment of 80%. That means that if the participant estimates a quantity of 100 ton, the participant is only obligated to order 80 ton. That is 80% of the estimated quantity. The participant shall have no further liability to the Vendor for further remaining quantities.

1.2.2.2 Minimum 100% Commitment: Some participants identified from the annual survey have chosen a minimum purchase commitment of 100%. That means that if the participant estimates a quantity of 100 ton, the participant is obligated to order 100 ton. That is 100% of the estimated quantity.

1.2.2.3 Maximum 120% Commitment: The Vendor shall agree to provide up to 120% of the bid quantity estimated tonnage at the same contract price.

That means that all participants who estimate a quantity of 100 ton can order up to 120 ton at the same contract price.

1.2.2.4 Quantities Exceeding 120% Maximum: In some instances, a participant may require quantities that would exceed the maximum commitment of the Vendor; in such instances, any delivery shall be made upon the mutual agreement of all parties.

1.2.2.5 Purchase Percentages for IDOT: The Illinois Department of Transportation (IDOT) has provided estimated quantities for individual locations. Quantities purchased from each Vendor shall be computed on a District by District basis (not by location). For example, if a Vendor has 2 locations in a District with estimated quantities of 100 and 200 tons with a minimum 80% commitment. Then the 80% commitment will be met once the $300(0.8) = 240$ tons has been purchased between the two locations. This may include all 240 tons purchased from one location.

1.2.3. Weights and Measures Requirements and Adjustments:

1.2.3.1 Weights and Measures: All measurements for weight shall be from scales meeting the requirements of The Weights and Measures Act of the State of Illinois. The Vendor shall provide accurate weights of materials delivered to governmental units. These weights shall be documented on delivery tickets which shall identify the source of the material, type of material, the date and time the material was loaded, the release number, the net weight, the tare weight, and the identification of the transporting vehicle.

The State reserves the right to conduct random, independent vehicle weight checks for salt deliveries. This will require that trucks occasionally be directed to a scale near the delivery point.

Should the vehicle weight check result in the net weight of material on the vehicle to exceed the net weight of material shown on the delivery ticket by 600 pounds or more, the State will document the independent vehicle weight check and immediately furnish a copy of the results to the Vendor. No adjustment in pay quantity will be made.

Should the vehicle weight check result in the net weight of material shown on the delivery ticket to exceed the net weight of material on the vehicle by the tolerance of 600 pounds or more, the State will document the independent vehicle weight check (IWC1), immediately furnish a copy of the results to the Vendor, and immediately perform a second

independent weight check (IWC2). If the second independent weight check is within the 600-pound tolerance, then a third independent weight check (IWC3) will be performed. If the third independent weight check is within tolerance, no pay adjustments will be made, and random independent weight checks will resume. If the second or third independent weight check confirms the net weight of the material shown on the delivery ticket exceeds the net weight of material on the vehicle by 600 pounds or more, the State will adjust the net weight shown on the delivery ticket for IWC1 to the checked delivered net weight as determined by the independent vehicle weight checks.

1.2.3.2 Method of Measurement: The State will also adjust the method of measurement for IWC2, IWC3 (when applicable) and subsequent truck loads using the same scale based on the out-of-tolerance independent weight checks. The net weight of rock salt delivered to the State from this source, will be adjusted by applying a correction factor "A" as determined by the following formula:

$$A = 1.0 - (B - C) / B; \text{ Where } A < 1.0 \text{ and } B - C > 600$$

Where: A = Adjustment factor
 B = Net weight shown on the delivery ticket from IWC1
 C = Net weight on the vehicle determined from
 independent weight check from IWC1

The adjustment factor will be applied as follows:
Adjusted Net Weight = A x Delivery Ticket Net Weight

The adjustment factor will be imposed until the cause of the deficient weight is identified and corrected by the Vendor to the satisfaction of the State. If the cause of the deficient weight is not identified and corrected within seven calendar days, the State reserves the right to immediately, and without notice to Vendor, take action to remedy Vendor failure. This action may include the termination of the order and purchase of salt from other sources, or other action to ensure ice control availability for public safety purposes. Note that any or all additional costs may be collected from the original Vendor, in addition to the applied weight adjustments.

At the Vendor's option, the vehicle may be weighed on a second independent Department of Agriculture certified scale to verify accuracy of the scale used for the independent weight check. The freight for this

additional weigh will be charged to the party that is proven to be negligent.

1.2.3.3 Deductions: The State reserves the right to assess, and apply if applicable, invoice deductions for the following:

Moisture Content: Deductions by percentage for moisture content based on total weight shall be determined by the following ranges:

Moisture Content (%)	Deduction in Price (Per Truckload)
0.00 TO 2.00	NO DEDUCTION
2.01 TO 2.50	10% DEDUCTION
2.51 TO 3.00	15% DEDUCTION
3.01 TO 3.50	20% DEDUCTION
3.51 TO 4.00	25% DEDUCTION
GREATER THAN 4.01	REJECTION OF LOAD

Sodium Chloride (NACL) Content: The State reserves the right to accept delivery of rock salt which, according to the analysis by The Illinois Department of Transportation, has a Sodium Chloride (NACL) content of less than 95.0 percent, but not less than 90.0 percent. When such reservation is applied, final payment will be made on the following basis:

- 1) When NACL content is between 94.0 and 94.9 percent, the price to be paid shall be the contract price less \$5.00 per ton.
- 2) When NACL content is between 90.0 and 93.9 percent, the price paid shall be contract price less \$10.00 per ton.
- 3) When the NACL content is less than 90.0 percent, the load will be rejected.

1.2.4 Ordering

1.2.4.1 Order Placement: Orders may be placed with the Vendor (Monday-Friday) via telephone, with a written electronic communication (e-mail) or fax confirmation to follow. All State agency orders will contain a purchase order generated from BidBuy in addition to an electronic communication (e-mail). Vendors shall arrange for immediate shipment upon receipt of order from an authorized participating agency representative.

All other governmental units will use their own purchase order system.

- 1.2.4.2 **Order Quantities:** Orders shall be scheduled in amounts that make up full (22-25 ton) truckloads, orders for less than truckload will not be accepted.
- 1.2.4.3 **Initial Orders:** The Illinois Department of Transportation requires Vendors to ship initial fill-up orders prior to October 31st of the current year. If this date has passed prior to execution, we ask that the Vendor(s) start shipping as soon as contract has been executed. Please see the attached file within BidBuy titled "Initial Orders". Vendor(s) shall notify each destination entity when initial shipments are to begin.
- 1.2.4.4 **Seasonal Orders:** Non-State agencies reserve the right to purchase up to 50% of the estimated order requirements prior to November 30th of the current year. Vendor shall notify each delivery point of when shipment is to begin.
- 1.2.4.5 **Order Timeline:** For an order placed prior to 9:00 a.m. on a given day, that day would be considered as the first calendar day of the seven (7) day delivery period. For an order placed after 9:00 a.m. on a given day, the day following would be considered as the first calendar day of the seven (7) day delivery period, or as amended by order guidelines in Section 1.2.4.6.
- 1.2.4.6 **Order Guidelines:** An agency may order up to 20% of their 100% contracted tonnage in any given week and Vendor shall deliver within 7 working days after receipt of order. Quantities ordered above the 20 percent threshold shall have an extended delivery time of one-working-day for each one percentage-point above the 20% guideline. For example, if an agency orders 25% of their awarded total 100 tons, delivery of the first 20 tons (20%) shall be within 7 working days after receipt of order and the remaining 5 tons shall be delivered within 12 working days after receipt of the order.
- 1.2.4.7 **Peak Season Orders:** After hours and weekend delivery arrangements are encouraged during severe seasonal weather events to provide Vendor additional ability to maintain a prompt order delivery schedule. Orders placed during peak season should be in accordance with projected requirements and not in excess of the order guidelines, thereby hindering a Vendor's ability to maintain a prompt order delivery schedule.
- 1.2.4.8 **Post Season Orders:** All orders for Rock Salt shall be placed by the end of July for the previous season's estimated usage. If the location does not

have adequate capacity to hold the rock salt, the Vendor may elect to add a storage charge per ton/day.

Storage Charge: \$ _____/ton/day

1.2.5. The Districts are defined as follows:

District 1: Counties of Cook, DuPage, Kane, Lake, McHenry, and Will.

District 2: Counties of Boone, Carroll, Henry, JoDavies, Lee, Ogle, Rock Island, Stephenson, Whiteside, and Winnebago.

District 3: Counties of Bureau, DeKalb, Ford, Grundy, Iroquois, Kankakee, Kendall, LaSalle, and Livingston.

District 4: Counties of Fulton, Henderson, Knox, Marshall, McDonough, Mercer, Peoria, Putnam, Stark, Tazewell, Warren, and Woodford.

District 5: Counties of Champaign, DeWitt, Douglas, Edgar, McLean, Piatt, and Vermilion.

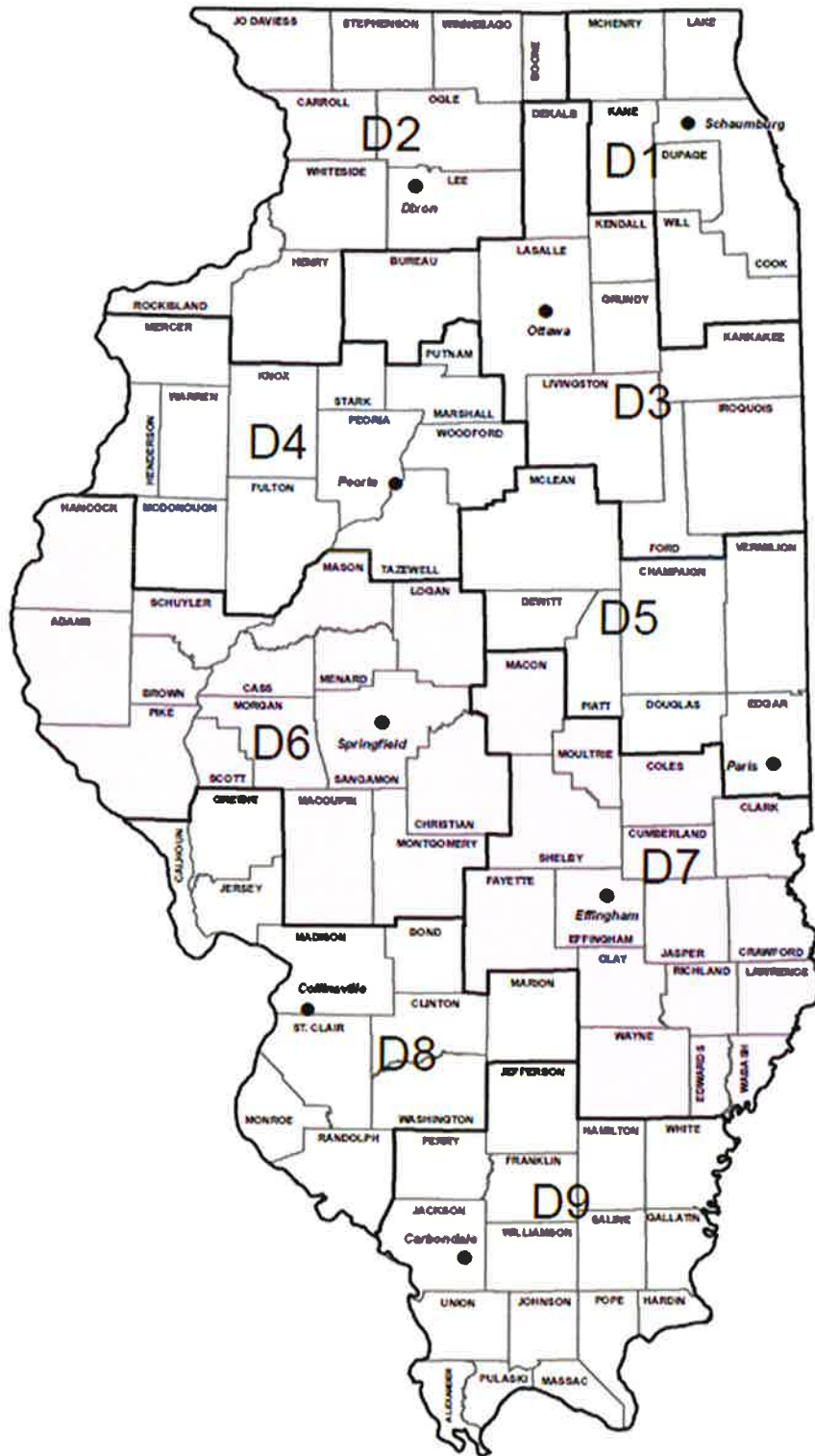
District 6: Counties of Adams, Brown, Cass, Christian, Hancock, Logan, Macoupin, Mason, Menard, Montgomery, Morgan, Pike, Sangamon, Schuyler, and Scott.

District 7: Counties of Clark, Clay, Coles, Crawford, Cumberland, Edwards, Effingham, Fayette, Jasper, Lawrence, Macon, Moultrie, Richland, Shelby, Wabash and Wayne.

District 8: Counties of Bond, Calhoun, Clinton, Greene, Jersey, Madison, Marion, Monroe, Randolph, St. Clair and Washington.

District 9: Counties of Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Johnson, Massac, Perry, Pope, Pulaski, Saline, Union, White and Williamson.

1.2.6. Map



For procurements conducted in BidBuy, the State may include in this contract the BidBuy Purchase Order as it contains the agreed Supplies and/or Services.

1.3. MILESTONES AND DELIVERABLES:

1.3.1. The Vendor will report to the Department of Central Management Services Bureau of Strategic Sourcing (BOSS) an annual Contract Usage Report. This report shall be in a tab-delimited text file or an Excel spreadsheet that references the BidBuy Purchase Order (PO) number, time period being reported, and must include the following:

PO Line Number, Quantity, Unit of Measure, and Delivery Address.

The report will be sent to the following email address:
CMS.BOSS.Sourcing@illinois.gov.

1.3.2. Stockpile and Order Status Reports: Vendor shall provide stockpile and order status reports upon request and as requested to CMS Bureau of Strategic Sourcing for use in its contract administration effort. Failure to comply in timely manner may be considered a breach of contract.

1.3.3. Delivery Invoices: Vendor invoices shall show the date orders were placed with the Vendor and the dates and amounts of salt delivered.

1.4. VENDOR / STAFF SPECIFICATIONS:

1.4.1. Vendor Meetings:

1.4.1.1 The Vendor shall participate in a pre-season meeting with IDOT Central Bureau of Operations. This meeting will be scheduled after the execution of the contract(s).

1.4.1.2 The Vendor shall participate in weekly calls with IDOT Central Bureau of Operations throughout the winter season.

1.4.1.3 The Vendor shall participate in a post-season meeting with IDOT Central Bureau of Operations that will be scheduled between April to June.

1.4.2. Stockpile and Delivery Performance:

1.4.2.1 Delivery Performance: Freezing of waterways and the impact on delivery must be reasonably anticipated by the Vendor and is not a cause to claim Force Majeure.

1.4.2.2 STOCKPILE AVAILABILITY: Successful Vendors shall have stockpiles of Rock Salt in Illinois or near its boundaries in quantities that are sufficient to satisfy the State of Illinois contractual requirements and stockpile staging requirements shall be as follows:

- a. 100% at upper MISSISSIPPI RIVER STOCKPILE locations, DISTRICT-1, DISTRICT-2, DISTRICT-3, and DISTRICT-4 by December 1st.
- b. 50% at all other Downstate Stockpile locations by December 1st and 100% by January 1st.

Such stockpiles must be near enough to delivery points to allow for timely delivery as required by the State of Illinois contractual requirements.

Vendors may also be required to furnish a list of rock salt commitments against these stockpiles as a result of other contractual agreements.

1.4.2.3 STOCKPILE INSPECTIONS: The State reserves the right to inspect and/or test the rock salt provided at the Vendor's stockpile points or at the salt storage facility destination, whichever is most convenient to the State.

1.4.2.4 VENDOR NOTIFICATION – Illinois Waterway Consolidated Lock Closures: Various lock closures will be occurring on the Illinois waterway over the next few years. Vendors should prepare accordingly and thereby such is not a cause to claim Force Majeure. Information on the lock closures including scheduling can be found at:

<https://www.mvr.usace.army.mil/Missions/Navigation/Navigation-Status/>

1.4.3. Vendor must be registered in BidBuy before entering into the resulting Contract with the State of Illinois.

1.5. TRANSPORTATION AND DELIVERY:

1.5.1. Delivery Time: Deliveries are to be made within seven (7) working days, or as extended by order guidelines in Section 1.2.4.6. For all orders placed by contract participants on or after December 1 and prior to May 1st of any year, order delivery performance shall be subject to application of Liquidated Damages as stated in Section 1.5.10 below.

1.5.2. Delivery Schedule: Salt order deliveries will be accepted only during regular workdays (Monday thru Friday) and work hours (7:30 a.m. - 3:30 p.m.) excluding

state holidays, except where special arrangements are made in advance with an appropriate representative at the delivery site.

- 1.5.3. Delivery Locations: All delivery locations are listed within each line item in BidBuy. Specific delivery notes for other governmental units will be given at the time of order.
- 1.5.4. Payment of Tolls: The Vendor shall be required to pay the full amount of tolls, if any, incurred during the duration of the contract. Said tolls will not be refunded by the ordering agency.
- 1.5.5. Delivery Tickets: Each delivery ticket shall be a direct entry (no manual entries) certified scale ticket indicating gross, tare, and net weight of each truckload of rock salt. Unless otherwise directed, delivery ticket must also be signed by an authorized agency representative at the delivery location point to verify that agency has accepted the material. The Vendor shall include the release order number and the date of delivery on each delivery ticket. The Vendor shall ensure all weights and measures shown on all tickets are correct.
- 1.5.6. Delivery Requirements: All truck loads shall be covered with approved weatherproof material. Vendor shall ensure the delivery person inspects the inside of the trailer and all salt is removed from the trailer before leaving a delivery point. Pre-loading trucks prior to the date of delivery is not allowed and may be rejected at the delivery site. In the event any agency discovers preloaded rock salt already dumped at its location, the salt may be reloaded onto the cartage hauler's truck by the agency and returned for credit and the Vendor shall immediately ship a conforming load of replacement Rock Salt, or at agencies' option to issue a refund consistent with the dollar amount of the original order
- 1.5.7. Delivery Method: All deliveries will be on the basis of the "End-Dumping" method. Vendors shall be governed by the specific delivery instructions, as to unloading point, issued by an applicable agency when they place their order for a particular location.
- 1.5.8. Weights and Measures: Governmental units reserve the right to require that trucks may occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads. The governmental units reserve the right to take action to remedy Vendor's failure to provide accurate weights and measures.
- 1.5.9. Foreign Materials: All truck loads shall be free of any foreign material such as mud, rocks, grader teeth, wood, tarpaulins, etc. or the load may be rejected. In the event any agency discovers foreign material in truckloads of rock salt already

dumped at its location, the salt and foreign matter may be reloaded onto the cartage hauler's truck by the agency and returned for credit and the Vendor shall immediately ship a conforming load of replacement Rock Salt, or at agencies' option to issue a refund consistent with the dollar amount of original order.

1.5.10. Damages: Governmental units reserve the right to take action against Vendor delivery failure as follows:

Liquidated Damages: From December 1 through May 1 of the current season, if the Vendor is unable to make delivery within the authorized delivery time, the governmental units shall assess and have the right to retain as Liquidated Damages, and not as a penalty, 5 percent per working day on the undelivered portion of the order, but not to exceed 50 percent of the total order. Governmental units and Vendor agree that at the time of contracting, the amount of actual damages is uncertain. Governmental units and Vendor further agree that the amount of Liquidated Damages in this Section is reasonable and bears relation to the damages which may be sustained in the event of a breach.

Delivery Failure Damages: If after seven (7) days' assessment of Liquidated Damage claims, a Vendor has still failed to deliver as required, governmental units reserve the right to immediately, and without notice to Vendor, take action to remedy Vendor failure. This may include the termination of the order and purchase of salt from other sources, or other action to ensure ice control availability for public safety purposes. Note that any or all additional costs may be collected from the original Vendor, in addition to the applied Liquidated Damages.

For procurements conducted in BidBuy, the State may include in this contract the BidBuy Purchase Order as it contains the agreed Supplies and/or Services.

1.6. SUBCONTRACTING

Subcontractors are allowed.

1.6.1. Will subcontractors be utilized? Yes No

A subcontractor is a person or entity that enters into a contractual agreement with a total value of \$50,000 or more with a person or entity who has a contract subject to the Illinois Procurement Code pursuant to which the person or entity provides some or all of the goods, services, real property, remuneration, or other monetary forms of consideration that are the subject of the primary State contract, including subleases from a lessee of a State contract.

All contracts with subcontractors must include Standard Certifications completed and signed by the subcontractor.

1.6.2. Please identify below subcontracts with an annual value of \$50,000 or more that will be utilized in the performance of the contract, the names and addresses of the subcontractors, and a description of the work to be performed by each.

- Subcontractor Name: Please see Attached list.

Amount to Be Paid:

Address:

Description of Work:

- Subcontractor Name:

Amount to Be Paid:

Address:

Description of Work:

If additional space is necessary to provide subcontractor information, please attach an additional page.

1.6.3. All contracts with the subcontractors identified above must include the Standard Certifications completed and signed by the subcontractor.

1.6.4. If the annual value of any the subcontracts is more than \$50,000, then the Vendor must provide to the State the Financial Disclosures and Conflicts of Interest for that subcontractor.

1.6.5. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, Vendor is required to promptly notify, in writing, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each new or replaced subcontractor will receive pursuant to this Contract. Any subcontracts entered into prior to award of this Contract are done at the sole risk of the Vendor and subcontractor(s).

1.7. SUCCESSOR VENDOR

Yes No This contract is for services subject to 30 ILCS 500/25-80. Heating and air conditioning service contracts, plumbing service contracts, and electrical service contracts are not subject to this requirement. Non-service

contracts, construction contracts, qualification-based selection contracts, and professional and artistic services contracts are not subject to this requirement.

- 1.8. WHERE SERVICES ARE TO BE PERFORMED:** Unless otherwise disclosed in this section all services shall be performed in the United States. If the Vendor performs the services purchased hereunder in another country in violation of this provision, such action may be deemed by the State as a breach of the contract by Vendor.

Vendor shall disclose the locations where the services required shall be performed and the known or anticipated value of the services to be performed at each location. If the Vendor received additional consideration in the evaluation based on work being performed in the United States, it shall be a breach of contract if the Vendor shifts any such work outside the United States.

- Location where services will be performed: Please see attached list.

Value of services performed at this location: Please see attached list.

2. PRICING

2.1 FORMAT OF PRICING:

2.1.1 Vendor shall submit pricing in the format shown below, based on the terms and conditions set forth in section 1 of this Contract.

2.1.2 Pricing shall be submitted in the following format: Enter the cost per unit of measurement on the line items in BidBuy.

2.2 TYPE OF PRICING: The Illinois Office of the Comptroller requires the State to indicate whether the contract price is firm or estimated at the time it is submitted for obligation. The total price of this contract is estimated.

2.3 EXPENSES ALLOWED: Expenses are not allowed.

2.4 DISCOUNT: The State may receive a 0 % discount for payment within 0 days of receipt of correct invoice. This discount will not be a factor in making the award.

2.5 VENDOR'S PRICING: For procurements conducted in BidBuy, the State may include in this Contract the BidBuy Purchase Order as it contains the agreed pricing.

2.6 MAXIMUM AMOUNT: This Joint Purchase Master Contract is an indefinite quantity contract.

3. TERM AND TERMINATION

3.1 TERM OF THIS CONTRACT: This contract has an initial term of up to one (1) year commencing upon the last dated signature of the Parties to September 30, 2022.

For procurements conducted in BidBuy, the State may include in this contract the BidBuy Purchase Order as it contains the agreed term.

3.1.1 In no event will the total term of the contract, including the initial term, any renewal terms and any extensions, exceed ten (10) years. 30 ILCS 500/20-60

3.1.2 Vendor shall not commence billable work in furtherance of the contract prior to final execution of the contract except when permitted pursuant to 30 ILCS 500/20-80.

3.2 RENEWAL: N/A

3.3 TERMINATION FOR CAUSE: The State may terminate this contract, in whole or in part, immediately upon notice to the Vendor if: (a) the State determines that the actions or inactions of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property, or (b) the Vendor has notified the State that it is unable or unwilling to perform the contract.

If Vendor fails to perform to the State’s satisfaction any material requirement of this contract, is in violation of a material provision of this contract, or the State determines that the Vendor lacks the financial resources to perform the contract, the State shall provide written notice to the Vendor to cure the problem identified within the period of time specified in the State’s written notice. If not cured by that date the State may either: (a) immediately terminate the contract without additional written notice or (b) enforce the terms and conditions of the contract.

For termination due to any of the causes contained in this Section, the State retains its rights to seek any available legal or equitable remedies and damages.

3.4 TERMINATION FOR CONVENIENCE: The State may, for its convenience and with thirty (30) days prior written notice to Vendor, terminate this contract in whole or in part and without payment of any penalty or incurring any further obligation to the Vendor.

Upon submission of invoices and proof of claim, the Vendor shall be entitled to compensation for supplies and services provided in compliance with this contract up to and including the date of termination.

3.5 AVAILABILITY OF APPROPRIATION: This contract is contingent upon and subject to the availability of funds. The State, at its sole option, may terminate or suspend this contract,

in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases the Agency's funding by reserving some or all of the Agency's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) the Agency determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. Contractor will be notified in writing of the failure of appropriation or of a reduction or decrease.

4. STANDARD BUSINESS TERMS AND CONDITIONS

4.1 PAYMENT TERMS AND CONDITIONS:

- 4.1.1 Late Payment: Payments, including late payment charges, will be paid in accordance with the State Prompt Payment Act and rules when applicable. 30 ILCS 540; 74 Ill. Adm. Code 900. This shall be Vendor's sole remedy for late payments by the State. Payment terms contained in Vendor's invoices shall have no force or effect.
- 4.1.2 Minority Contractor Initiative: Any Vendor awarded a contract of \$1,000 or more under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30 ILCS 500) is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller's Administrative Fund. 15 ILCS 405/23.9.
- 4.1.3 Expenses: The State will not pay for supplies provided or services rendered, including related expenses, incurred prior to the execution of this contract by the Parties even if the effective date of the contract is prior to execution.
- 4.1.4 Prevailing Wage: As a condition of receiving payment Vendor must (i) be in compliance with the contract, (ii) pay its employees prevailing wages when required by law, (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the State upon request. Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The prevailing wages are revised by the Illinois Department of Labor (DOL) and are available on DOL's official website, which shall be deemed proper notification of any rate changes under this subsection. Vendor is responsible for contacting DOL at 217-782-6206 or (<http://www.state.il.us/agency/idol/index.htm>) to ensure understanding of prevailing wage requirements.
- 4.1.5 Federal Funding: This contract may be partially or totally funded with Federal funds. If Federal funds are expected to be used, then the percentage of the good/service paid using Federal funds and the total Federal funds expected to be used will be provided to the awarded Vendor in the notice of intent to award.

4.1.6 Invoicing: By submitting an invoice, Vendor certifies that the supplies or services provided meet all requirements of this contract, and the amount billed and expenses incurred are as allowed in this contract. Invoices for supplies purchased, services performed, and expenses incurred through June 30 of any year must be submitted to the State no later than July 31 of that year; otherwise Vendor may have to seek payment through the Illinois Court of Claims. 30 ILCS 105/25. All invoices are subject to statutory offset. 30 ILCS 210.

4.1.6.1 Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. If necessary, Vendor may request the applicable Agency's Illinois tax exemption number and Federal tax exemption information.

4.1.6.2 Vendor shall invoice at this completion of the contract unless invoicing is tied in this contract to milestones, deliverables, or other invoicing requirements agreed to in the contract.

Send invoices to:

Agency:	Requesting Agency/Entity
Attn:	Requesting Agency/Entity
Address:	Requesting Agency/Entity
City, State Zip	Requesting Agency/Entity

For procurements conducted in BidBuy, the Agency may include in this contract the BidBuy Purchase Order as it contains the Bill To address.

4.2 **ASSIGNMENT:** This contract may not be assigned or transferred in whole or in part by Vendor without the prior written consent of the State.

4.3 **SUBCONTRACTING:** For purposes of this section, subcontractors are those specifically hired to perform all, or part of the work covered by this contract. Vendor must receive prior written approval before use of any subcontractors in the performance of this contract. Vendor shall describe, in an attachment if not already provided, the names and addresses of all authorized subcontractors to be utilized by Vendor in the performance of this contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this contract. If required, Vendor shall provide a copy of any subcontracts within fifteen (15) days after execution of this contract. All subcontracts must include the same certifications that Vendor must make as a condition of this contract. Vendor shall include in each subcontract the subcontractor certifications as shown on the Standard Certification form available from the State. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, then Vendor must promptly notify, by written amendment to the Contract, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of

money that each new or replaced subcontractor will receive pursuant to the Contract. 30 ILCS 500/20-120.

- 4.4 AUDIT/RETENTION OF RECORDS:** Vendor and its subcontractors shall maintain books and records relating to the performance of this contract and any subcontract necessary to support amounts charged to the State pursuant this contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of three (3) years from the later of the date of final payment under the contract or completion of the contract, and by the subcontractor for a period of three (3) years from the later of final payment under the term or completion of the subcontract. If Federal funds are used to pay contract costs, the Vendor and its subcontractors must retain their respective records for five (5) years. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the procuring Agency, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this contract or any subcontract for which adequate books and records are not available to support the purported disbursement. The Vendor or subcontractors shall not impose a charge for audit or examination of the Vendor's or subcontractor's books and records. 30 ILCS 500/20-65.
- 4.5 TIME IS OF THE ESSENCE:** Time is of the essence with respect to Vendor's performance of this contract. Vendor shall continue to perform its obligations while any dispute concerning this contract is being resolved unless otherwise directed by the State.
- 4.6 NO WAIVER OF RIGHTS:** Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.
- 4.7 FORCE MAJEURE:** Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence, including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel this contract without penalty if performance does not resume within thirty (30) days of the declaration.
- 4.8 CONFIDENTIAL INFORMATION:** Each Party to this contract, including its agents and subcontractors, may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this contract. Vendor shall presume all information received from the State or to which it gains access pursuant to this contract is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of

Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of this contract shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of this contract or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of this contract, in whatever form it is maintained, promptly at the end of this contract, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third Party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or that is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

- 4.9 USE AND OWNERSHIP:** All work performed or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work for hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Vendor hereby assigns to the State all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Vendor may have to such work including any so-called "moral rights" in connection with the work. Vendor acknowledges the State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to the confidentiality provisions of this contract.
- 4.10 INDEMNIFICATION AND LIABILITY:** The Vendor shall indemnify and hold harmless the State of Illinois, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any real or personal property, or any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; (c) any act, activity or omission of Vendor or any of its employees, representatives, subcontractors or agents; or (d) any actual or alleged claim that the services or goods provided under this contract infringe, misappropriate, or otherwise violate any intellectual property (patent, copyright, trade secret, or trademark) rights of a third party. In accordance with Article VIII, Section 1(a),(b) of the Constitution of the State of Illinois, the State may not indemnify private parties absent express statutory authority permitting the indemnification. Neither Party shall be liable for incidental, special, consequential, or punitive damages.

- 4.11 INSURANCE:** Vendor shall, at all times during the term of this contract and any renewals or extensions, maintain and provide a Certificate of Insurance naming the State as an additionally insured for all required bonds and insurance. Certificates may not be modified or canceled until at least thirty (30) days' notice has been provided to the State. Vendor shall provide: (a) General Commercial Liability insurance in the amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto (Combined Single Limit Bodily Injury and Property Damage), in amount of \$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in the amount required by law. Insurance shall not limit Vendor's obligation to indemnify, defend, or settle any claims.
- 4.12 INDEPENDENT CONTRACTOR:** Vendor shall act as an independent contractor and not an agent or employee of, or joint venturer with the State. All payments by the State shall be made on that basis.
- 4.13 SOLICITATION AND EMPLOYMENT:** Vendor shall not employ any person employed by the State during the term of this contract to perform any work under this contract. Vendor shall give notice immediately to the Agency's director if Vendor solicits or intends to solicit State employees to perform any work under this contract.
- 4.14 COMPLIANCE WITH THE LAW:** The Vendor, its employees, agents, and subcontractors shall comply with all applicable Federal, State, and local laws, rules, ordinances, regulations, orders, Federal circulars and all license and permit requirements in the performance of this contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of this contract.
- 4.15 BACKGROUND CHECK:** Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Vendor's and subcontractor's officers, employees or agents. Vendor or subcontractor shall immediately reassign any individual who, in the opinion of the State, does not pass the background check.
- 4.16 APPLICABLE LAW:**
- 4.16.1 PREVAILING LAW:** This contract shall be construed in accordance with and is subject to the laws and rules of the State of Illinois.
- 4.16.2 EQUAL OPPORTUNITY:** The Department of Human Rights' Equal Opportunity requirements are incorporated by reference. 44 Ill. Adm. Code 750.
- 4.16.3 COURT OF CLAIMS; ARBITRATION; SOVEREIGN IMMUNITY:** Any claim against the State arising out of this contract must be filed exclusively with the Illinois Court of

Claims. 705 ILCS 505/1. The State shall not enter into binding arbitration to resolve any dispute arising out of this contract. The State of Illinois does not waive sovereign immunity by entering into this contract.

4.16.4 **OFFICIAL TEXT:** The official text of the statutes cited herein is incorporated by reference. An unofficial version can be viewed at (www.ilga.gov/legislation/ilcs/ilcs.asp).

- 4.17 ANTI-TRUST ASSIGNMENT:** If Vendor does not pursue any claim or cause of action it has arising under Federal or State antitrust laws relating to the subject matter of this contract, then upon request of the Illinois Attorney General, Vendor shall assign to the State all of Vendor's rights, title and interest to the claim or cause of action.
- 4.18 CONTRACTUAL AUTHORITY:** The Agency that signs this contract on behalf of the State of Illinois shall be the only State entity responsible for performance and payment under this contract. When the Chief Procurement Officer or authorized designee or State Purchasing Officer signs in addition to an Agency, he/she does so as approving officer and shall have no liability to Vendor. When the Chief Procurement Officer or authorized designee or State Purchasing Officer signs a master contract on behalf of State agencies, only the Agency that places an order or orders with the Vendor shall have any liability to the Vendor for that order or orders.
- 4.19 EXPATRIATED ENTITIES:** Except in limited circumstances, no business or member of a unitary business group, as defined in the Illinois Income Tax Act, shall submit a bid for or enter into a contract with a State agency if that business or any member of the unitary business group is an expatriated entity.
- 4.20 NOTICES:** Notices and other communications provided for herein shall be given in writing via electronic mail whenever possible. If transmission via electronic mail is not possible, then notices and other communications shall be given in writing via registered or certified mail with return receipt requested, via receipted hand delivery, via courier (UPS, Federal Express or other similar and reliable carrier), or via facsimile showing the date and time of successful receipt. Notices shall be sent to the individuals who signed this contract using the contact information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change its contact information.
- 4.21 MODIFICATIONS AND SURVIVAL:** Amendments, modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this contract officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the State's and the Vendor's terms, conditions and attachments, the State's terms, conditions and attachments shall prevail.

4.22 PERFORMANCE RECORD / SUSPENSION: Upon request of the State, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of this contract. The State may consider Vendor's performance under this contract and compliance with law and rule to determine whether to continue this contract, suspend Vendor from doing future business with the State for a specified period of time, or whether Vendor can be considered responsible on specific future contract opportunities.

4.23 FREEDOM OF INFORMATION ACT: This contract and all related public records maintained by, provided to, or required to be provided to the State are subject to the Illinois Freedom of Information Act (FOIA) notwithstanding any provision to the contrary that may be found in this contract. 5 ILCS 140.

4.24 SCHEDULE OF WORK: Any work performed on State premises shall be performed during the hours designated by the State and performed in a manner that does not interfere with the State and its personnel.

4.25 WARRANTIES FOR SUPPLIES AND SERVICES:

4.25.1. Vendor warrants that the supplies furnished under this contract will: (a) conform to the standards, specifications, drawing, samples or descriptions furnished by the State or furnished by the Vendor and agreed to by the State, including but not limited to all specifications attached as exhibits hereto; (b) be merchantable, of good quality and workmanship, and free from defects for a period of twelve months or longer if so specified in writing, and fit and sufficient for the intended use; (c) comply with all federal and state laws, regulations and ordinances pertaining to the manufacturing, packing, labeling, sale and delivery of the supplies; (d) be of good title and be free and clear of all liens and encumbrances and; (e) not infringe any patent, copyright or other intellectual property rights of any third party. Vendor agrees to reimburse the State for any losses, costs, damages or expenses, including without limitations, reasonable attorney's fees and expenses, arising from failure of the supplies to meet such warranties.

4.25.2. Vendor shall ensure that all manufacturers' warranties are transferred to the State and shall provide to the State copies of such warranties. These warranties shall be in addition to all other warranties, express, implied or statutory, and shall survive the State's payment, acceptance, inspection or failure to inspect the supplies.

4.25.3. Vendor warrants that all services will be performed to meet the requirements of this contract in an efficient and effective manner by trained and competent personnel. Vendor shall monitor performances of each individual and shall immediately reassign any individual who does not perform in accordance with

this contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the contract or State policies.

4.26 REPORTING, STATUS AND MONITORING SPECIFICATIONS: Vendor shall immediately notify the State of any event that may have a material impact on Vendor's ability to perform this contract.

4.27 EMPLOYMENT TAX CREDIT: Vendors who hire qualified veterans and certain ex-offenders may be eligible for tax credits. 35 ILCS 5/216, 5/217. Please contact the Illinois Department of Revenue (telephone #: 217-524-4772) for information about tax credits.

The Vendor is required to report to Central Management Services – Bureau of Strategic Sourcing (BOSS) an annual report on the hiring of Veterans and Ex-Offenders, this report must be sent by September 30th of every year. The report shall be attached and sent to the following email address: CMS.BOSS.Sourcing@illinois.gov.

5. STATE SUPPLEMENTAL PROVISIONS

Agency Definitions

5.1. "Chief Procurement Officer" means the chief procurement officer appointed pursuant to 30 ILCS 500/10-20(a)(4).

5.2. "Governmental unit" means State of Illinois, any State agency as defined in Section 1-15.100 of the Illinois Procurement Code, officers of the State of Illinois, any public authority which has the power to tax, or any other public entity created by statute.

Required Federal Clauses, Certifications and Assurances

Public Works Requirements (construction and maintenance of a public work) 820 ILCS 130/4.

Prevailing Wage (janitorial cleaning, window cleaning, building and grounds, site technician, natural resources, food services, security services, and printing, if valued at more than \$200 per month or \$2,000 per year) 30 ILCS 500/25-60.

Agency Specific Terms and Conditions

5.3. The Chief Procurement Officer for General Services makes this Joint Purchase Master Contract available to all governmental units.

5.4. Vendor agrees to extend all terms and conditions, specifications, and pricing or discounts specified in this Joint Purchase Master Contract for the items in this Joint Purchase Master Contract to all governmental units.

5.5. The supplies or services subject to this Joint Purchase Master Contract shall be distributed or rendered directly to each governmental unit.

5.6. Vendor shall bill each governmental unit separately for its actual share of the costs of the supplies or services purchased.

5.7. The credit or liability of each governmental unit shall remain separate and distinct.

5.8. Disputes between vendors and governmental units shall be resolved between the affected parties.

5.9. All terms and conditions in this Joint Purchase Master Contract apply with full force and effect to all purchase orders.

Other (describe)

5.10. COVID-19 PROTECTIONS: In response to the COVID-19 pandemic, Governor J.B. Pritzker issued Executive Order 2021-22 and 2021-23. These Executive Orders mandate certain contractors shall use face coverings, have COVID-19 vaccinations, or undergo testing for

COVID-19 when in indoor public places, Health Care Facilities, Schools, Institutions of Higher Education, and State-owned and operated congregate facilities. Vendor shall adhere to the requirements of these Executive Orders as applied by the Agency. The Agency may also implement vaccination or testing requirements that exceed those in the Executive Orders.

Illinois State Bid Subcontractors Totals for Handling and Hauling

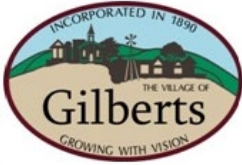
Solicitation

21-416CMS-BOSS4-B-24795

CMP - Form 1.6.2

Service Depot	Depot Spend	Freight & Fuel Spend	Vendor Addresses	Forms
Chicago, IL				
Calumet Transload	\$1,722,000		10730 Burley Avenue, Chicago, IL 60617	B
5 Star Hauling		\$800,000	14210 Kenton Ave, Crestwood, IL 60418	B
5366 Logistics		\$640,000	4501 US-12, Richmond, IL 60071	B
Sunset		\$175,000	1320 S Virginia, Crystal Lake, IL 60014	A
Truck King Hauling Contractors, Inc.		\$3,200,000	4600 W 48th St, Chicago. IL 60632	B
Keokuk, IA				
Roquette American Services Inc.	\$110,000		2301 Twin Rivers Road, Keokuk, IA 52632	A
97 Grain and Trucking- dba Midwest Express		\$56,000	10060 E 350 Macomb, IL 61455	B
Commanche, IA				
ADM	\$270,000		1419 N Washington Blvd, Comanche, IA 52730	A
ADM- Transport		\$370,000	4666 Faries Parkway Decatur, IL 62526	A
Louisiana, MO				
Wayne B Smith	\$148,000		10415 Hwy 79, Louisiana, MO 63353	B
George Potterfield Trucking		\$338,000	207 County Line Road, Monroe City, MO 63456	B
Metropolis, IL				
Kotter Ready Mix	\$95,000		1200 E 2nd Street, Metropolis, IL 62960	B
Kotter Ready Mix		\$183,000	1200 E 2nd Street, Metropolis, IL 62960	B
Milwaukee, WI				
Compass Minerals	\$404,000		2001 S Lincoln Memorial, Milwaukee, WI 53207	Compass Form B
CLK Systems Inc		\$261,000	39882 N Mauser Dr Wadsworth, IL 60083	B
Portland		\$104,000	98 E Shore Drive, Random Lake, WI 53075	A
PJ's Trucking		\$104,000	W125S9861 N Cape Road, Muskego, WI 53150	B
Zizzo's		\$104,000	3000 Sheridan Rd., Kenosha, WI 53140	B
Mt. Vernon, IN				
Mulzer Crushed Stone	\$61,000		10700 Hwy 69 S, Mt. Vernon, IN 47620	B
Mulzer Crushed Stone		\$74,900	10700 Hwy 69 S, Mt. Vernon, IN 47620	B
St. Louis, MO (Beelman)				
Beelman Terminal	\$472,000		210 Bremen Ave., Venice, IL 62090	B
Beelman Logistics		\$478,000	#1 Racehorse Drive, E. St. Louis, MO 62205	B
St. Louis, MO (Oakley)				
Bruce Oakley	\$13,000		1 Angelica St. St. Louis, Mo 63353	B
George Potterfield Trucking		\$13,698	207 County Line Road, Monroe City, MO 63456	B
Dubuque, Ia				
Peavey Co, Gavilon Grain	\$25,000		505 East 7th St, Dubuque, IA 52001	Less than \$50K
All Seasons Trucking		\$35,000	7750 Windy Ridge Dubuque, IA 52003	Less than \$50K
Rock Island, Il				
Alter- Rock Island River Terminal	\$291,000		7th Ave MILI Street Rock Island, IL 61201	Subcontractor will submit Forms post bid
Overland Systems		\$368,000	13631 110th Ave Davenport, IA 52804	Subcontractor will submit Forms post bid
Henry - Middle River Marine				
Henry - Middle River Marine	\$268,000		1440 County Road 1500 E, Henry, IL 61537	A
Ozinga Transportation, Inc.		\$485,000	1440 County Road 1500 E, Henry, IL 61537	A
Lemont - Middle River Marine				
Lemont - Middle River Marine	\$309,000		11400 Old Lemont Road, Lemont, IL 60439	A
Ozinga Transportation, Inc.		\$293,600	11400 Old Lemont Road, Lemont, IL 60439	A
Ottawa - Ottawa Barge Terminal				
Ottawa - Ottawa Barge Terminal	\$205,000		1365 N 2803 RD OTTAWA, IL 61350	A
Wiesbrock Trucking		\$296,000	1748 E. 950th Road (PO Box 197) Leonore, IL 61335	A

*All \$'s are subject to change based on contract award



Village of Gilberts
Village Hall
87 Galligan Road, Gilberts, Illinois 60136
Ph. 847-428-2861 Fax: 847-428-2955
www.villageofgilberts.com

To: Village President and Board of Trustees
From: Brian Bourdeau, Village Administrator
Date: November 2, 2021 Village Board Meeting
Re: Item 6.A: Discussion Regarding Building Department Inspections and Permit Review Beginning January 2022

Background

Due to an upcoming retirement, the Village's building inspection and code enforcement position will be vacant. Village staff has been assessing the options for streamlining and increasing the efficiency of the building department.

Currently, the Village employs a part-time building inspector who conducts plan reviews and provides inspection services for all plan reviews and inspections not otherwise requiring a specific state license. Supplementing the building inspector position are three third-party contracted firms, one which provides building plan reviews and plumbing/sewer inspections, a second which provides review of fire systems, and a third providing grading and topographical/foundation review against approved engineering plans. The Village also employs a full-time building permit clerk who performs all building administrative functions, coordinates with contractors and residents for inspection scheduling and issues a limited number of building permits over the counter (e.g., water heaters, roofing, residential HVAC).

Having taken certain steps to streamline processes within the building department, Village staff is continuing to explore ways to further enhance the building permit process for residents and businesses. An exploration of alternatives and conversations with fellow municipalities led the Village to consider the potential of utilizing an outside service for comprehensive building department services, specifically SAFEbuilt. [SAFEbuilt](#) is a third-party community development services provider of full-service building department services, building officials, inspection services, plan review and code compliance. The Village would utilize SAFEbuilt to consolidate all current third-party provided building services under one provider and conduct all building and permit plan reviews as well as all required inspection services. Please note, the full-time building permit clerk position would be retained and continue to perform the same functions while also serving as the primary link between the Village, SAFEbuilt and the community. Contractors and permit applicants would also have access to the primary Building Official and inspectors for technical or project specific questions.

With SAFEbuilt, the Village would be assigned a primary building official who would have established weekly office hours as well as reachable via cell phone at other times. The inspector team serving Gilberts would also remain the same. This stability in staffing will allow the Village and community to develop a working relationship with the core team serving the Village. SAFEbuilt staff are credentialed within their respective areas of expertise by the International Code Council and/or respective professional licensing organization. Additionally, many of the SAFEbuilt staff have prior local government experience.

SAFEbuilt currently provides building department services for about 50 communities in Illinois, including Hampshire, Barrington, Schaumburg and Glenview. Having a larger presence and workforce also means SAFEbuilt has an ability to be scalable to meet building service demand while maintaining high levels of service provision.

With respect to service provision, SAFEbuilt will uphold high standards of timely and professional customer service. In some instances, SAFEbuilt will be able to provide same-day or next-day turnaround for simple permits. More intensive permit applications, such as new residential, commercial or industrial construction would be completed within 5 to 20 business days depending on the scope of the project. By continuing to serve as the primary point of contact for permit applicants the Village will be able to accurately track performance to ensure high standards of customer service are upheld. With weekly office hours by the primary building official, staff will have regular contact and the ability to address any concerns in an efficient manner.

SAFEbuilt would also be able to provide next-day inspection services if the request is submitted to the Village by 4:00 p.m. the day prior. One option that the Village offers currently that SAFEbuilt has can accommodate is specific inspection times. However, similar to current service provision, the request may or may not be able to be accommodated depending on pre-existing inspection schedules. SAFEbuilt is also able to provide code enforcement services at an hourly rate with a minimum per week hour commitment. Currently under discussion with SAFEbuilt is the ability to utilize economies of scale and share code enforcement hours with neighboring communities who also use SAFEbuilt to reduce the minimum hour per week threshold.

The Village is currently in ongoing negotiations with SAFEbuilt regarding the final costs of the proposed service provision. The common approach is a revenue sharing approach wherein SAFEbuilt receives a percentage of all permit fee revenue and the Village retains the balance. A switch to SAFEbuilt would also see an expense savings with the elimination of the part-time building inspector salary as well as some pass-through expenses for certain inspections (e.g., grading, topographical). Included in the negotiations at present are some specific targeted adjustments to the building permit fee schedule, which has not had an adjustment in over 11 years. However, please note the adjustments under consideration would not place the Village at a competitive disadvantage relative to neighboring communities. Rather, the adjustments would ensure the Village is more on par with our neighbors and the Village would always retain the ability during Annexation Agreement discussions to set building permit fees at negotiated rates with the Developer. Furthermore, any potential agreement with SAFEbuilt will be based on a term of one-year with one-year renewals. This allows both parties regular intervals at which to reassess the business relationship.

Feedback and Discussion

SAFEbuilt does offer the Village several advantages including service provision consolidation, scalability and economies of scale, and Village staff would recommend continuing discussions with SAFEbuilt. However, staff is also looking for general Board feedback on utilizing SAFEbuilt in the manner outlined above. Should the Village continue forward, staff would look to finalize contract specifics and begin transitional meetings between the SAFEbuilt team and the current part-time building inspector and permit clerk over the next 2 months. The Village would also provide SAFEbuilt access to the Village's BS&A building module and field inspection module which is where all permit application information is stored by the Village.

LIST OF SERVICES

1. LIST OF SERVICES

Building Official Services

- ✓ Be a resource for Consultant team members, Municipal staff, and applicants
- ✓ Help guide citizens through the complexities of the codes in order to obtain compliance
- ✓ Monitor changes to the codes including state or local requirements and determine how they may impact projects in the area and make recommendations regarding local amendments
- ✓ Provide Building Code interpretations for final approval
- ✓ Provide training for our inspectors on Municipality adopted codes and local amendments as needed
- ✓ Oversee certificate of occupancy issuance to prevent issuance without compliance of all departments
- ✓ Attend staff and council meetings as mutually agreed upon
- ✓ Responsible for reporting for Municipality – frequency and content to be mutually agreed upon
- ✓ Responsible for client and applicant satisfaction
- ✓ Issue stop-work notices for non-conforming activities related to provided services – as needed

Building, Electrical, Plumbing, Mechanical Inspection Services

- ✓ Consultant utilizes an educational, informative approach to improve the customer's experience.
- ✓ Perform code compliant inspections to determine that construction complies with approved plans
- ✓ Meet or exceed agreed upon performance metrics regarding inspections
- ✓ Provide onsite inspection consultations to citizens and contractors while performing inspections
- ✓ Return calls and emails from permit holders in reference to code and inspection concerns
- ✓ Identify and document any areas of non-compliance
- ✓ Leave a copy of the inspection ticket and discuss inspection results with site personnel

Plan Review Services

- ✓ Provide plan review services electronically or in the traditional paper format
- ✓ Review plans for compliance with adopted building codes, local amendments or ordinances
- ✓ Be available for pre-submittal meetings by appointment
- ✓ Coordinate plan review tracking, reporting, and interaction with applicable departments
- ✓ Provide feedback to keep plan review process on schedule
- ✓ Communicate plan review findings and recommendations in writing
- ✓ Return a set of finalized plans and all supporting documentation
- ✓ Provide review of plan revisions and remain available to applicant after the review is complete

Code Enforcement Services

- ✓ Customize services in compliance with applicable Municipal code and ordinance requirements
- ✓ Proactively work with Municipality and its citizens to maintain a safe and desirable community
- ✓ Respond to and investigate code violations as provided/requested in writing by a municipal official
- ✓ Post violation notices and provide initial citizen notifications and follow-up inspections
- ✓ Address specific code enforcement issues at the direction of Municipality
- ✓ Provide monthly written reports
- ✓ Assist in the preparation of cases for court appearances and attend meetings as requested
- ✓ Provide professional recommendations for code revisions – as needed
- ✓ Make presentations to Municipal boards as requested
- ✓ Provide agreed upon reports to demonstrate our performance against set measurements

Reporting Services

- ✓ Consultant will work with Municipality to develop a mutually agreeable reporting schedule and format

November 2, 2021 Village Board Meeting
 Building Department Inspections and Permit Review Beginning January 2022 - 4

2. COMMUNITY CORE SOLUTIONS TERMS AND CONDITIONS

- ✓ Provide Community Core in accordance with the terms and conditions of Exhibit C.

3. MUNICIPAL OBLIGATIONS

- ✓ Municipality will provide Consultant with a list of requested inspections and supporting documents
- ✓ Municipality will intake plans and related documents for pick up by Consultant or submit electronically

4. TIME OF PERFORMANCE

- ✓ Consultant will perform Services during normal business hours excluding Municipal holidays
- ✓ Building Official will be on-site at the Municipal offices as mutually agreed upon
- ✓ Inspectors will be dispatched daily
- ✓ Consultant representative(s) will be available by cell phone and email

Deliverables			
INSPECTION SERVICES	Inspections requested before 4:00 p.m. completed the following business day		
PRE-SUBMITTAL MEETINGS	Provide pre-submittal meetings to applicants by appointment		
PLAN REVIEW TURNAROUND TIMES	Provide comments within the following timeframes: Day 1 = first full business day after receipt of plans and all supporting documents		
	<u>Project Type:</u>	<u>First Comments</u>	<u>Second Comments</u>
	✓ Single-family within	5 business days	5 business days or less
	✓ Multi-family within	10 business days	5 business days or less
	✓ Small commercial within (under \$2M in valuation)	10 business days	5 business days or less
	✓ Large commercial within	20 business days	10 business days or less

5. FEE SCHEDULE

- ✓ Beginning January 01, 2023 and annually thereafter, the hourly rates listed shall be increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the “CPI”) for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.
- ✓ Consultant fees for Services provided pursuant to this Agreement will be as follows:

Service Fee Schedule:	
Inspection Services • Permits issued prior to service start date	Under Discussion
Inspection Services • Permits issued after service start date • Building, Mechanical, Plumbing, Electrical	Under Discussion
Plan Review Services • Residential and Commercial	Under Discussion
Code Enforcement Inspector	Under Discussion
As-Needed Code Enforcement Supervisor	Under Discussion
Building Official Services	Under Discussion
After Hours/Emergency Inspection Services	Under Discussion
Non-Permitted Activity (by request only)	Under Discussion
Hourly time tracked will start when Consultant checks in at Municipality or first inspection site.	

PERCENTAGE OF FEE MODEL

HOW IT WORKS

SAFEbuilt collects a percentage of the fee it costs to perform the service, with the remaining percentage collected by the municipality. As an example, we would collect 95% of a fee charged for the service performed, while the Village collects the other 5% of the fee.

**Note that these percentages will vary from contract to contract and will be dependent on the service.*

BENEFITS

By allowing SAFEbuilt to perform services outside of the constraints of a traditional flat rate model, your municipality can see numerous benefits including risk mitigation, flexibility in services, and mutually invested interests.

✓ Risk Mitigation

Building Departments naturally fluctuate in from high-to-low periods of activity. By using a Percentage of Fee model, SAFEbuilt takes on the risk of managing these fluctuations that would normally fall to the municipality. The municipality becomes insulated from the consequences of these fluctuations, whether they be economic or situational, such as a sudden increase or decrease in building activity.

✓ Shared Benefits of Efficiency

SAFEbuilt and the municipality see improvements to service speed and efficiency. In this fee model, SAFEbuilt is incentivized to increase service speed while the municipality experiences a reduction in backlogs on permits and other services.

✓ Flexibility

SAFEbuilt doesn't just provide staffing. We act as an extension of the community while pooling from our own resources. In case of a surge of activity, we can float resources to meet circumstantial demands.

✓ Community Investment

SAFEbuilt is naturally invested in all the communities we serve, but a Percentage of Fee model allows us to be placed on the same side of the table as the community. Investments in training, technology and personnel both become mutual benefits to both parties. We become an integrated partner in the community, invested in your infrastructure, economy, and welfare.

COSTS SAVINGS

Under a Flat Rate Fee or In-House model, Building Department revenue goes to the contractor. With a Percentage of Fee model, municipalities will retain a percentage of the costs paid for services, assuring that your costs never exceed your revenue. Why? Because a Percentage of Fee model eliminates expenses from the equation, resulting in revenue always being retained.

Hampshire, IL

SAFEbuilt Implements a Digital Solution and Enables Next-Day Inspections



GOAL

Streamline the permitting process with a flexible team and scalable cloud platform.



RESULTS-AT-A-GLANCE

- ✓ Next-day inspections within a two-hour window
- ✓ Cloud platform with real-time visibility
- ✓ Scalable, flexible staffing
- ✓ Remote inspections and CDC-approved practices



SERVICE LINES USED

- ✓ [Full-service building department services](#)
- ✓ [Building officials](#)
- ✓ [Inspection services](#)
- ✓ [Plan review](#)
- ✓ [Code compliance](#)

COMMUNITY SPOTLIGHT

Hampshire, Illinois is a village in Kane County with a population of more than 8,000. Located about an hour from Chicago, Hampshire's affordability and charm make it an increasingly desirable destination for families to move and developers to build.

Challenge

Prior to enlisting SAFEbuilt's help, Hampshire's permitting and inspection process entirely relied on manual processes, requiring paper applications and in-person drop-offs.

As Hampshire's permit volume grew, this paper-based approach – along with inconsistent staffing coverage – created scheduling delays and complaints. The COVID-19 pandemic compounded these challenges.

To streamline permitting and enable growth, Hampshire sought a partner to help gain more digital solutions and overhaul their approach.

Solution

SAFEbuilt, a community development services provider with a national reach, started by modernizing Hampshire's approach to permitting with outside-the-box solutions.

SAFEbuilt's ability to supply a full-time team of experts enabled Hampshire to reduce approval times and quickly scale. Hampshire went from experiencing scheduling delays and staffing inconsistencies to offering next-day inspections within a two-hour window.

In addition, SAFEbuilt set up CommunityCore Solutions, a cloud platform specifically designed for building department services. With SAFEbuilt's training and support, Hampshire started providing electronic plan reviews while increasing visibility with real-time status updates.

SAFEbuilt also ensured that Hampshire could meet the demands of the pandemic. This included conducting remote inspections and supplying approved personal protective equipment (PPE), as well as complying with CDC guidelines.

Above all, SAFEbuilt emphasized flexibility and collaboration to quickly help Hampshire get projects moving again.

Results

Thanks to SAFEbuilt's flexible team and effective cloud solution, Hampshire streamlined its permitting process while gaining the scalability needed for growth.

By approving projects more efficiently, Hampshire can realize tax revenue sooner. Eliminating scheduling delays also reduces complaints from developers and the community. Plus, CommunityCore's features add transparency and oversight to Hampshire's process.

All of these benefits add up to a powerful advantage. With the continued support of SAFEbuilt's expert team, Hampshire is poised to keep providing the community with a superior experience.



Everything we set out to accomplish, we have. I'm confident SAFEbuilt will continue to bring forward-thinking solutions to the table as our relationship grows."

– JAY HEDGES, HAMPSHIRE'S VILLAGE MANAGER

Together We Can Build So Much More

Learn how the right building services partner
can deliver experienced and scalable support.

[SCHEDULE MY CONSULTATION](#)

SAFEbuilt[✓]®

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3755 Precision Drive, Suite 140

Loveland, CO 80538

1.866.977.4111

safebuilt.com



Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY



MTCI
PRIVATE PROVIDER SERVICES, LLC
A SAFEbuilt COMPANY



M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY



winston services, inc.
A SAFEbuilt COMPANY