

LINCOLNWOOD PARKS & RECREATION BOARD MEETING
Tuesday, May 8, 2012, 7:30 pm
Lincolnwood Village Hall – Council Chambers

AGENDA

- I. Call to Order
- II. Approval of Minutes of April 11, 2012
- III. Audience Participation/Communication with the Public
 - a. Letter from LiPoni Foundation Re: Auction Donation
- IV. Old Business
 - a. HIAS Signage
 - b. Renaming of Channel Runne Park
- V. New Business
 - a. Consideration of the 2012 Summer Bus Bid Recommendation
- VI. Committee Reports – Multicultural Task Force
- VII. Director’s Report – Jan Hincapie
- VIII. Recreation Staff Reports
 - a. Supt. of Recreation – Jan Springer
 - b. Supt. of Parks & Facilities – Andy Thurman
 - c. Community Ctr. Program Supervisor – Katie Smith
 - d. Community Outreach Coordinator – Genelle Iocca
 - e. Youth Program Coordinator – Melanie Unterfranz
- VI. Adjournment

Posted: May 4, 2012



Lincolnwood Parks and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers

April 10, 2012

Draft Minutes

CALL TO ORDER

The meeting was called to order at 7:33 P.M.

PRESENT AT MEETING

Park Board Members: Demerise Gratch, Gail Ito, Art Lovering, Judith Snyder, Laura Tomacic, Barbra Pabst (Pabst and Tomacic arrived at 8:15 pm.)

Parks and Recreation Department Staff: Jan Hincapie, Jan Springer, Andrew Thurman, Katie Smith

Village Board Liaison: John Swanson

Audience: David Spector, 3924 W. Arthur Avenue, Suzanne Franklin, HIAS Chicago, 216 W. Jackson Blvd, Suite 700, Chicago

APPROVAL OF MINUTES

On motion, Snyder/Lovering to approve the regular meeting minutes of March 13, 2012 meeting. 4-0, motion passed.

AUDIENCE PARTICIPATION

Suzanne Franklin thanked staff for their efforts on the tree planting at Channel Runne and support of the June 21 celebration. Working with Village staff on signage for the Freedom Grove, which will be made of natural stone and contain a non-denominational quote. Ms. Franklin shared the two possible quotes and the Park Board really liked the quotes.

Lovering – need to make sure the new trees are properly watered once they are planted.

OLD BUSINESS

A. Review of the Draft Park Renaming Policy

Lovering reviewed policy, providing comments to make the document clearer.

Snyder – Under E, does renaming of an existing park mean removing a name? Perhaps add the word “removing” for clarity.

Ito – Suggest using numbers under the purpose and letters under policy for clarity.

Lovering – Date needs to be changed at the top of the page and the term park should be “park land” at the top and throughout the document.

Thurman – Shared attorney review comments which will be incorporated into the revised document.

- Under policy A, what is a concept? This term is vague. Will add examples including unity, independence and centennial to help clarify.
- Under policy E, will make changes per attorney review.
- Under policy F, will add “by Park Board” after discussion; the word “should” will be replaced with “will” in the first sentence.

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Lovering – 60 days was a reflection period, a communication period; time to let things settle.

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Hincapie – An item can also be tabled.

Reese – Will keep in the 60 day waiting period.

On motion, Ito/Pabst to recommend approval of park renaming policy as amended. 6-0, motion passed.

B. Review of the 2012-2015 Draft Strategic Plan

Hincapie presented the revised document. Will change the date on page 5.

Ito – 2.2 should read, “Identify and develop programs addressing needs from Multicultural Task Force.”

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NEW BUSINESS

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Hincapie explained that the money for this portion of the project is not included in the grant. The total amount was negotiated down by staff.

Lovering – Will this project interfere with the HIAS event?

Hincapie – No, the work will be taking place on the other end of Channel Runne and we have notified the engineer and construction company that they cannot access the site at the other end.

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On motion, Tomacic/Lovering to recommend approval of an ordinance renaming Channel Runne Park to Lincolnwood Centennial Park. 6-0, motion passed.

DIRECTOR'S REPORT

Thanked staff for covering over her vacation and unexpected absence.

- ITEP Grants – Village Board recommended the overpass over Lincoln Avenue at the Union Pacific Railway and Phase III of Channel Runne Park for grant applications. The Village Board has shown great support for the Parks and Recreation Department projects.
- Bike Paths – We continue to move forward with both projects. A public hearing will be held at the May 8, 2012 Parks and Recreation Board Meeting. Residents around each path will receive notification of the public hearing so the board can hear feedback about the projects.
- Multicultural Task Force – Chairperson Beryl Herman has approximately six committee members. First meeting will be at 6pm on May 8, 2012.

RECREATION STAFF REPORTS

A. SUPERINTENDENT OF RECREATION – JAN SPRINGER

Constant Contact emails have been generated for the brick campaign. Participated in a webinar focused on customer service. Presenter was a former Disney employee with extensive customer service background. This is very timely with the summer season right around the corner.

B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN

Have two pool managers this summer. Attended an IRMA round table covering independent contractor agreements. Electrical engineer has been on site preparing for the field lighting project.

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Spring break programs were successful despite parents registering their children late for the program. Several new field trip locations were enjoyed which will be revisited by our campers this summer.

D. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA

As noted in report.

E. YOUTH PROGRAMS COORDINATOR, MELANIE UNTERFRANZ

As noted in report.

ADJOURNMENT

On motion, Snyder/Ito to adjourn the meeting at 8:38 P.M.

Park Board Minutes prepared by: Jan Springer, Superintendent of Recreation

Parks and Recreation Board President:

Signature

Date



The Liponi Foundation for Special Recreation
6820 W. Dempster Street, Morton Grove, IL 60053

Officers

President

Ron Lundin

President Emeritus

Tom Vitello

Vice President

Ron Stein

Treasurer

Stella LiPomi

Secretary

Suzanne Bear

Telephone: 847/966-5522

Fax: 847/966-8340

April 2, 2012

Ms. Jan Hincapie
Lincolnwood Parks & Recreation
6900 N. Lincoln avenue
Lincolnwood, IL. 60712

Trustees

Suzanne Betts

Joseph Guzzardo

Fred Minelli

Amy Przybylo

Larry Sorensen

Dolores Stanton

Dean Strzelecki

Fred Tokowitz

Christopher Worthley

Dear Jan,

I would like to thank you for your very generous donation of the Lincolnwood Summer Pool Pass, to the Liponi Foundation Dinner Dance and Silent Auction fundraiser.

It is with the help of the M-NASR park boards that will make it possible for the Liponi Foundation to purchase a new wheelchair accessible vehicle in 2012 and also to provide sponsorship of the end of the summer party, Halloween Dance, and much needed scholarships.

We also wish to thank the park board commissioners who attend this fun evening, they also contribute to the success of the event which netted \$30,000

Jan, our continued success is built on relationships with our participating park districts. We want you to know how much we appreciate your contribution.

Sincerely,

Ronald E. Lundin, President
Liponi Foundation

Memo

To: Members of the Parks and Recreation Board
From: Andy Thurman, Superintendent of Parks and Facilities
Date: 5/4/2012
Re: HIAS signage in Channel Runne

Since mid-2010 staff has been working with the Hebrew Immigration Aid Society (HIAS) to coordinate the Village-HIAS partnership and define the details of their donation. The partnership celebrates the 100th anniversary of HIAS and the Village with the donation of approximately 100 trees in connection with a fundraising campaign for the HIAS organization. The Village will benefit from many lovely trees and HIAS will benefit by having a beautiful park in which to thank and recognize their donors. One of the final details of the process is to confirm the signage to accompany the trees and amenities that will be placed in Channel Runne Park.

The Village will be planting the first 25 donated trees on or around May 15. The event celebrating this first planting will be on Thursday, June 21 in the park. In addition to the donation of approximately 100 trees over the next three years, HIAS is also establishing an endowment fund to cover future maintenance and/or replacement of trees and any other donated amenities.

The size of the signage in the Freedom Grove will be approximately 2' x 3' and the plaque will be 20" x 28". The plaque regulation in the donation policy states nothing larger than 5" by 7" or 2" by 18" in size, which is why we are bringing this to you for approval. Though this sign and plaque are outside of the regulations of the Parks and Recreation Donation Policy, staff feels that the contribution that HIAS is making to the Village is large enough to warrant special consideration. The tree groves will serve as peaceful havens for those utilizing the park and will provide a place to sit and enjoy the park.

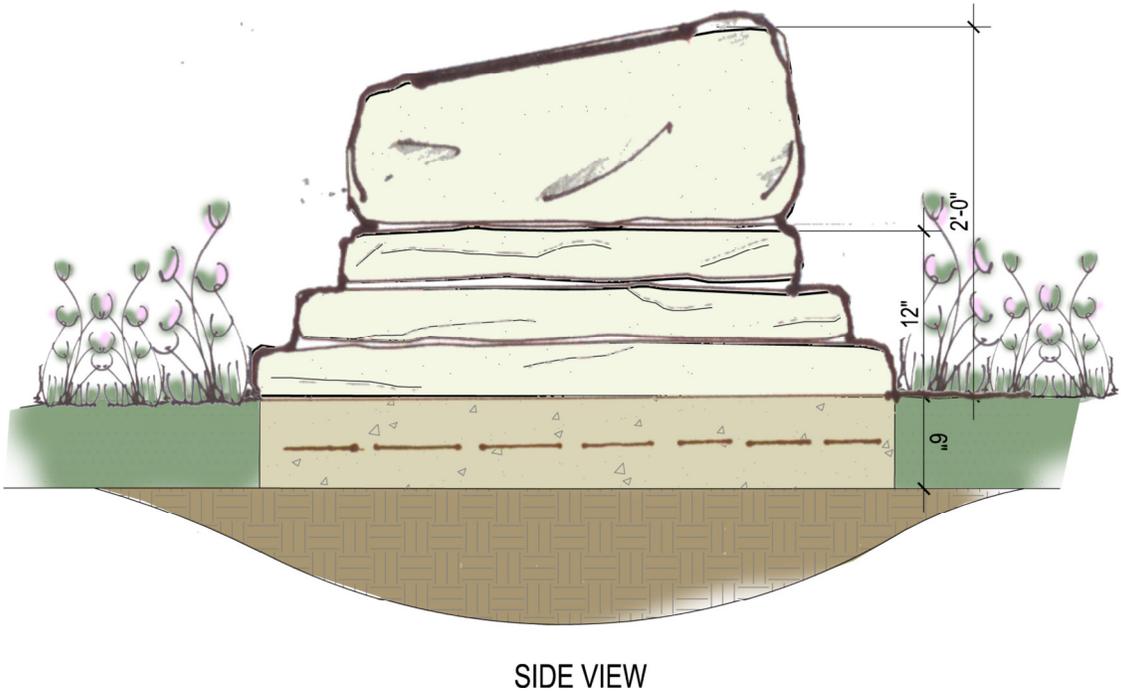
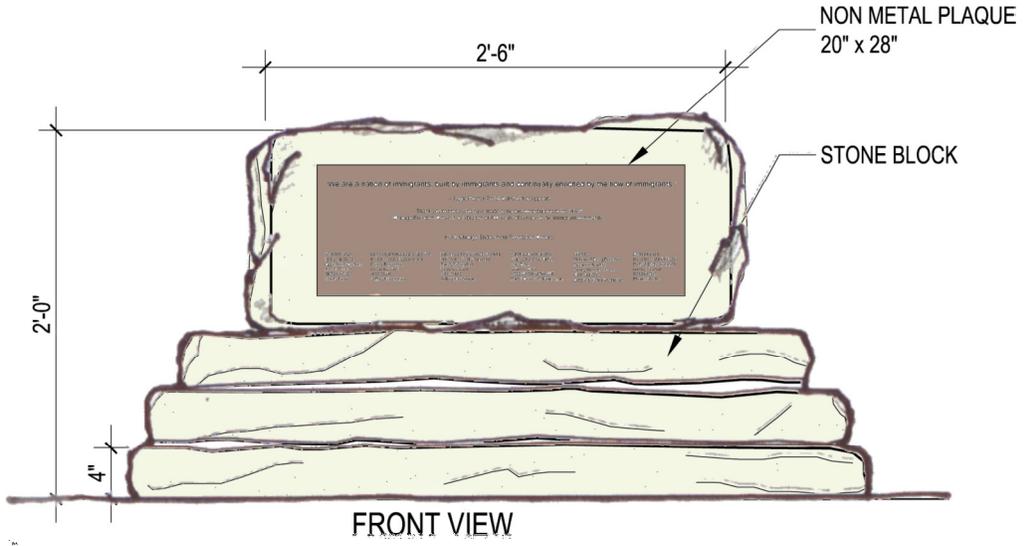
Suzanne Franklin, HIAS Executive Director, attended the April 10 Park Board meeting to explain the goals of HIAS and to give an update of the sign, tree planting and the June 21 event. The signage will include donors' names and a quote that will read: "We are a nation of immigrants, built by immigrants and continually enriched by the flow of immigrants."

The proposed sign will be placed in the Freedom Grove which will consist of 12 Horse Chestnut trees at McCormick Boulevard and Pratt Ave. A rendering of the sign, designed by Village landscape architect, Jim Gamble is attached.

The donation is in line with our department's vision which reads;

“It is the vision of the Parks and Recreation Department of the Village of Lincolnwood to promote a feeling of community among all the diverse residents with a wide range of quality recreational programs and facilities to meet their needs”.

Partnering with HIAS showcases our pride in the diversity represented in our community; it shows our support of the immigration process and recognizes the many valuable contributions made by immigrants in our community and our society.



Request For Board Action

REFERRED TO BOARD: May 15, 2012

AGENDA ITEM NO:

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Consideration of a Recommendation by the Parks and Recreation Board to Adopt an Ordinance Changing the Name of "Channel Runne Park" to "Lincolnwood Centennial Park"

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Channel Runne Park is the elongated piece of land running along the channel on McCormack Avenue, between Touhy and Devon Avenue. The park land is utilized through a lease with the Metropolitan Water Reclamation District (MWRD). The lease is secured through 2048 and adds 19 acres to the Lincolnwood park system.

A Master Plan for Channel Runne Park was approved by the Village Board in October of 2006. The Master Plan includes a development plan in phases for improvements that will allow for both active and passive recreation, utilizing the natural landscape whenever possible and being attentive to issues of safety and accessibility.

The park offers great opportunities for nature and conservation education, as well as drop-in and organized recreation. One of the goals of the development is to be able to offer in-house programming and to provide field trip opportunities to other agencies and schools to study the numerous ecosystems in the park.

The Village has completed phase I of the plan, which included the renovation and realignment of the existing bike path. The bike path is heavily used by residents of the region. This project was 50% funded by a State of Illinois Bike Path grant.

The next phase of construction, referred to as phase II, is currently underway and will be completed on or around August 1, 2012. This phase includes the development of the outdoor amphitheatre, stage area and accessible pathway, a disc golf course, fishing area/channel access/stage combination, a bike and pedestrian entrance, vehicular access off McCormick Boulevard and a parking lot. This phase will be 50% funded by a State of Illinois Open Space Land Acquisition and Development (OSLAD) grant.

Phase III, which is being submitted for an Illinois Transportation Enhancement Program (ITEP) grant in 2012, will include a restroom/shelter facility, a nature path and a lookout over the channel.

As a remembrance of the Village's Centennial year in 2011, it is recommended that Channel Runne Park be renamed "Lincolnwood Centennial Park". Not only will this name commemorate a special year in the history of Lincolnwood, it will also showcase the newly renovated park as part of the Lincolnwood park system.

FINANCIAL IMPACT:

Signage at Touhy Avenue is included in the cost of the Phase II construction project, which was approved at the January 17, 2012 meeting of the Village Board.

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. Current Park Naming Policy
3. Minutes of the April 10, 2012 and May 8, 2012 Parks and Recreation Board meetings

RECOMMENDED MOTION:

Move to Approve an Ordinance to rename "Channel Runne Park" as "Lincolnwood Centennial Park".

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2012-____

**AN ORDINANCE AMENDING ARTICLE 3 OF CHAPTER 6
OF THE MUNICIPAL CODE OF LINCOLNWOOD
TO RENAME "CHANNEL RUNNE PARK" AS
"LINCOLNWOOD CENTENNIAL PARK"**

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF MARCH, 2012.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois
this ____ day of _____, 2012

ORDINANCE NO. 2012-_____

**AN ORDINANCE AMENDING ARTICLE 3 OF CHAPTER 6
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TO RENAME "CHANNEL RUNNE PARK" AS
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WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, the President and the Board of Trustees desire to amend Article 3 of Chapter 6 of the Municipal Code of Lincolnwood, as amended ("*Village Code*") to rename "Channel Runne Park" as "Lincolnwood Centennial Park"; and

WHEREAS, the President and the Board of Trustees have determined that it will serve and be in the best interests of the Village to amend the Village Code pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. RENAMING OF "CHANNEL RUNNE PARK" TO "LINCOLNWOOD CENTENNIAL PARK". The public park commonly known as "Channel Runne Park", and located adjacent to McCormick Boulevard and extending from Touhy Avenue south to Devon Avenue along the North Shore Channel, shall be, and is hereby, renamed as "Lincolnwood Centennial Park".

SECTION 3. PUBLIC PARKS - RULES AND REGULATIONS. Section 1 of Article 3 of Chapter 6 of the Village Code shall be amended further, and shall read as follows:

"6-3-1. APPLICABLE RULES AND REGULATIONS.

All rules and regulations governing the conduct of persons and operation of the public parks either contained within or authorized by the ordinances of the Village are applicable to all public parks within the Village, including, without limitation, the following parks, but specifically excluding parks that are not operated by the Village.

Additions are bold and double-underlined; deletions are struck through.

* * *

- (M) ~~Channel-Runne~~ **Lincolnwood Centennial** Park located adjacent to McCormick Boulevard and extending from Touhy Avenue south to Devon Avenue along the north shore channel."

SECTION 4. PUBLIC PARKS - HOURS. Section 2 of Article 3 of Chapter 6 of the Village Code shall be amended further, and shall read as follows:

"6-3-2. HOURS.

- (A) No person shall be or remain in G.G. Rowell Park, Goebelt Park, Flowers Park, Kenneth Park, Kildare Park, Drake Park, Central Park, O'Brien Park, Springfield Park, Rossi Park, Columbia Park, or ~~Channel-Runne~~ **Lincolnwood Centennial** Park between the hours of 9:00 p.m. and 6:00 a.m. on the following day, except as to ice skating or activities for which permits are issued.
- (B) No person shall be or remain in Henry A. Proesel Park between the hours of 11:00 p.m. and 6:00 a.m. on the following day, each and every day of the year.
- (C) Picnic hours. No picnic may be held in the parks of the Village except during the following times or upon the prior written approval of the Department of Parks and Recreation:
 - (1) Proesel Park and ~~Channel-Runne~~ **Lincolnwood Centennial** Park: 9:00 a.m. to 10:00 p.m.
 - (2) All other parks: 10:00 a.m. to 6:00 p.m."

SECTION 5. PARK PERMIT REQUIRED. Section 4 of Article 3 of Chapter 6 of the Village Code shall be amended further, and shall read as follows:

"6-3-4. PARK PERMIT REQUIRED.

A permit shall be obtained from the Village Department of Parks and Recreation by any group wishing to reserve all or any portion of Proesel Park or ~~Channel-Runne~~ **Lincolnwood Centennial** Park for an activity or picnic. The maximum number of persons allowed on park permits issued by the Department of Parks and Recreation on any given day shall not exceed 150. Groups exceeding 150 persons, other than those sponsored by the Department of Parks and Recreation, must obtain a permit to use Proesel Park from the Village Park and Recreation Board. Permits are available for other parks in the community and will be evaluated on a per-request basis. Not more than 50 persons shall be permitted at

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any event in any other park for which a permit is granted pursuant to this Section 6-3-4. Picnic hours for events in other parks are 10:00 a.m. to 6:00 p.m., unless special permission is granted by the Department of Parks and Recreation."

SECTION 6. PARK RULES AND REGULATIONS. Section 9 of Article 3 of Chapter 6 of the Village Code shall be amended further, and shall read as follows:

"6-3-9. RULES AND REGULATIONS.

The following rules and regulations shall apply to every person in and upon the public parks of the Village:

* * *

(B) Animals. No person shall permit a dog, cat, horse or other domestic, agricultural or wild animal to enter into any portion of a public park, including the playground area, except that:

(1) Animals may be allowed in a public park in connection with an amusement license specifically granted pursuant to Chapter 9, Article 2, of this Code.

(2) Dogs may be allowed in ~~the Channel Runne~~ **Lincolnwood Centennial** Park: (1) as part of any program or event operated by the Department of Parks and Recreation; and (2) at all other times, but only if the dog is kept on a leash of sufficient size and strength for the dog."

* * *

SECTION 7. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by law.

SECTION 8. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

Additions are bold and double-underlined; deletions are struck through.

PASSED this ____ day of March, 2012.

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this ____ day of March, 2012

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office the
____ day of March, 2012.

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

	<p>Village of Lincolnwood Policy</p> <p>Park Land, Building, & Facility Naming</p>	<p>Effective Date: 1994</p> <p>Revision Dates: 1999, 2012</p>
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Purpose:

To establish a systematic and consistent approach for the official naming or renaming of park land, buildings, and facilities. Examples of park land include, but are not limited to: mini-parks, neighborhood parks, community parks and bikeways. .

It is the objective of the Village of Lincolnwood:

1. To ensure that park land, buildings, and facilities are easily identified and located.
2. To ensure that names of park land, buildings and facilities will engender a strong public image and have public support.

Policy:

It is the responsibility of the Park Board to recommend to the Village Board names for park land, buildings, and facilities, or when appropriate, to change the existing name of park land, buildings, and facilities of the Village

It is the policy of the Village of Lincolnwood to reserve the right to name or rename park land, buildings, and facilities in a manner that best serves the interest of the community and ensures a worthy and enduring legacy for the Village’s parks and recreation system.

- A. Park land may be named after streets, geographical locations, events, or concepts (e.g. Peace, Unity, Diversity).
- B. Park land may not be named after individuals.
- C. The Park Board may solicit public input on park land, building and facility names through public meetings or other means.
- D. The Park Board may hold public contests for the naming of park land, buildings and facilities. Such contests shall also be subject to the policies outlined above and are advisory, and are not binding.
- E. Renaming of existing park land, buildings and facilities is discouraged, except to rename park land, buildings, and facilities that are named after an individual whose character is or was such that continued use of the individual’s name for park land, buildings and facilities is not in the best interest of the Village.
- F. Park land, buildings and facilities will be named only after discussion by the Park Board and then a waiting period of not less than sixty days. A supermajority vote is required of the Park Board and Village Board to name park land, buildings and facilities or to change the name of park land, buildings and facilities of the Village.



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ADJOURNMENT

On motion, Snyder/Ito to adjourn the meeting at 8:38 P.M.

Park Board Minutes prepared by: Jan Springer, Superintendent of Recreation

Parks and Recreation Board President:

Signature

Date

Request For Board Action

REFERRED TO BOARD:

AGENDA ITEM NO:

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Consideration of a Recommendation by the Parks and Recreation Board to Adopt a Resolution Awarding a Bid and Authorizing the Village Manager to Execute an Agreement with Alltown Bus Service, Inc. to Provide the 2012 Summer Program Transportation Services in the Amount Not to Exceed \$25,000

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Parks and Recreation Department performs a bid process for bus transportation for day camp field trips, daily shuttle service, and swim meets. On April 19, 2012 the bus bid specifications were advertised in the Pioneer Press Newspaper. The bid was advertised on the Village website from April 16, 2012 – April 27, 2012.

Bid specifications were also mailed out on April 16, 2012 to the following bus service providers: Alltown Bus Service, Inc., Illinois Central School Bus, First Student, AM Bus Company and Positive Connections, Inc. The bid opening was held at 10:00 AM on May 2, 2012. Bids were supplied by Alltown Bus Services, Inc. and Illinois Central School Bus with the following breakdown of pricing.

2012 Department of Parks and Recreation Bus Service Pricing		
Description of Service	Alltown	IL Central
Field trip service within 30 mile radius	\$ 215.00	\$ 215.00
Field trip service outside of 30 mile radius	\$ 235.00	\$ 229.00
Daily shuttle service within Lincolnwood	\$ 199.00	\$ 225.00
Swim meet service within 30 mile radius	\$ 235.00	\$ 215.00
Swim meet service outside of 30 mile radius	\$ 350.00	\$ 245.00
Cancellation fee for field trip busing	\$ 65.00	\$ 95.00

Alltown Bus Service has provided summer bus transportation since 2009 and in numerous years prior to 2008. The total amount paid to Alltown Bus Service, Inc. for services in 2011 was \$23,935. Changing three camp locations to Proesel Park and the Community Center, staff anticipates the total cost for 2012 to be \$20,000.

Staff's experience working with Alltown Bus Service, Inc. has been favorable. They provide timely service and clean buses. The drivers are professional, safe and courteous. Headquartered in

Skokie at 7300 N. St. Louis Avenue, they are very knowledgeable of Lincolnwood and the surrounding area.

The Park Board discussed this at their May 8, 2012 meeting. The vote to recommend the awarding of the bid to Alltown Bus Service, Inc. was _____.

FINANCIAL IMPACT:

All transportation costs are included in the camp and swim team budgets, and are recovered through fees charged to the participants.

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Approved Minutes of the May 8, 2012 meeting of the Parks and Recreation Board

RECOMMENDED MOTION:

Move to Approve the Recommendation of the Parks and Recreation Board to Approve a Resolution to Authorize the Village Manager to Execute an Agreement with Alltown Bus Service, Inc. for Summer Bus Transportation in an amount not to exceed \$25,000

RESOLUTION NO. R2012-_____

**A RESOLUTION APPROVING THE AWARD
OF THE SUMMER TRANSPORTATION BID
TO ALLTOWN BUS SERVICE, INC. OF SKOKIE, ILLINOIS**

WHEREAS, the Village sought bids for the award of bus transportation services for summer transportation for day camp and swim meets; and

WHEREAS, Alltown Bus Service, Inc., of Skokie, Illinois (Alltown Bus Service, Inc.), was the lowest responsible bidder of the firms that submitted bid packages to the Village; and

WHEREAS, the Village President and Board of Trustees have determined that entering into a contract with Alltown Bus Service, Inc. will serve and be in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF CONTRACT. The Contract by and between the Village and Alltown Bus Service, Inc. shall be, and is hereby, approved in substantially the form attached to this Resolution as **Exhibit A (the "Contract")**.

SECTION 3. EXECUTION OF CONTRACT. The Village President and the Village Clerk shall be, and they are hereby, authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by Alltown Bus Service, Inc.; provided, however, that if the executed copy of the Contract is not received by the Village Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest shall, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 2012.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this ____ day of _____, 2012.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
____ day of _____, 2012

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

EXHIBIT A

CONTRACT

VILLAGE OF LINCOLNWOOD

**REQUEST FOR PROPOSALS
FOR DEPARTMENT OF PARKS AND RECREATION BUS SERVICES**

VILLAGE: Village of Lincolnwood
Department of Parks and Recreation
Village Hall
6900 N. Lincoln Avenue
Lincolnwood, IL 60712

Village will receive sealed proposals for the Services generally described as follows: bus services for the Village's Department of Parks and Recreation ("Village" or "Department of Parks and Recreation"), including without limitation day camp field trips, daily bus service, and travel to and from swim meets, beginning June 18, 2012 (the "Services").

TO BE SUBMITTED TO the Village of Lincolnwood Department of Parks and Recreation, Village Hall, 6900 N. Lincoln Avenue, Lincolnwood, Illinois, 60712, attention Jan Springer, Superintendent of Recreation, BEFORE 10:00 A.M April 27, 2012.

INSTRUCTIONS TO BIDDERS

Preparation of Proposals

All proposals for the Services shall be made only on the blank Contract/Proposal form attached to this Request for Proposals and shall be complete with a price for each and every item named in the Schedule of Prices section of the Contract/Proposal form. All items required as part of Bidder Information, Bidder Background, and Bidder Facilities shall be completed. All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected.

Clarifications

Village reserves the right to make clarifications, corrections, or changes in this Request for Proposals at any time prior to the time proposals are opened. All bidders or prospective bidders will be informed of said clarifications, corrections, or changes.

Bid Security

All proposals shall be accompanied by a cashier's or certified check, or bid bond in form and from a surety satisfactory to the Village, in amount equal to at least ten percent of the total bid amount. Bid securities will be returned to the Bidders after a contract with a Bidder is fully executed or, if no contract is executed, after all proposals are rejected.

Delivery of Proposals

Each proposal shall be submitted in a sealed envelope plainly marked with the title of the contract and bidder's full legal name and shall be addressed and delivered to the place and before the time set forth above. Proposals may be delivered by mail or in person. Proposals received after the time specified above will be returned unopened.

Opening of Proposals

Proposals will be publicly opened and read at the time and place specified above. Bidders, their authorized agents, and interested parties are invited to be present.

Withdrawal of Proposals

No proposal shall be withdrawn for a period of 60 days after the opening of any proposal.

Rejection of Proposals

Proposals that are not submitted on the Contract/Proposal form or that are not prepared in accordance with these Instructions to Bidders may be rejected. If not rejected, Village may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Bidders.

Acceptance of Proposals

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the bidders. Award will be made on the basis of the combination of price, quality and compliance with the objectives of the Lincolnwood Department of Parks and Recreation.

Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of Village and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Bidders should not rely upon, or anticipate, such waivers in submitting their proposal. Village also reserves the right to accept the proposal of a bidder whose principal place of business is located within Village limits over the low price proposal where quality, reliability, capability, customer service, responsiveness, expertise and other aspects that bidder's proposal are at least equivalent to the low price proposal.

Upon acceptance of the successful Bidder's proposal by Village, the successful Bidder's proposal, together with Village's notification of acceptance in the form attached to this Request for Proposals, shall become the contract for the Services.

Communications with Village

All communications about this Request for Proposals must be in writing and addressed to:

Village of Lincolnwood
Department of Parks and Recreation
Village Hall
6900 N. Lincoln Avenue
Lincolnwood, IL 60712

DATED this 16th day of April, 2012.

VILLAGE OF LINCOLNWOOD

By: Timothy C. Wiberg
Village Manager

VILLAGE OF LINCOLNWOOD
CONTRACT/PROPOSAL FOR
DEPARTMENT OF PARKS AND RECREATION BUS SERVICES

Full Name of Bidder _____ ("**Bidder**")

Principal Office Address _____

Local Office Address _____

Contact Person _____

Telephone _____ Fax _____

TO: **VILLAGE OF LINCOLNWOOD**
DEPARTMENT OF PARKS AND RECREATION
VILLAGE HALL
6900 N. LINCOLN AVENUE
LINCOLNWOOD, IL 60712

Bidder warrants and represents that Bidder has carefully examined this Request for Proposals and Contract and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. _____ [**if none, write "NONE"**], which are securely stapled to the end of this Contract/Proposal.

1. Services Proposal

A. Contract and Services. If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall, at its sole cost and expense, provide, perform, and complete, in the manner specified and described, and upon the terms and conditions set forth, in this Contract/Proposal and Village's written notification of acceptance in the form included in this bound set of documents, all of the following, all of which is herein referred to as the "Services":

1. Labor, Equipment, Materials, and Supplies. Provide, perform, and complete, in the manner specified and described in this Contract/Proposal, all necessary work, labor, services, transportation, equipment, materials, supplies, information, data, and other means and items necessary for Department of Parks and Recreation bus services in and around Lincolnwood, Illinois ("**Services Site**");
2. Permits. Procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith;
3. Bonds and Insurance. Procure and furnish all bonds and all insurance specified in this Contract/Proposal;
4. Taxes. Pay all applicable federal, state, and local taxes;
5. Miscellaneous. Do all other things required of Bidder by this Contract/Proposal; and
6. Quality. Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with highest standards of professional practices, in full compliance with, and as required by or pursuant, to this Contract/Proposal, and with the greatest economy, efficiency, and

expedition consistent therewith, with only new, undamaged, and first quality equipment, materials, and supplies.

B. Performance Standards. If this Contract/Proposal is accepted, Bidder proposes and agrees that all Services shall be fully provided, performed, and completed in accordance with the specifications outlined in and attached to this Contract/Proposal.

C. Responsibility for Damage or Loss. If this Contract/Proposal is accepted, Bidder proposes, and agrees that Bidder shall be responsible and liable for, and shall promptly and without charge to Village repair or replace, damage done to, and any loss or injury suffered by, Village, the Services, the Services Site, or other property or persons as a result of the Services.

D. Inspection/Testing/Rejection. Village shall have the right to inspect all or any part of the Services and to reject all or any part of the Services that is, in Village's judgment, defective or damaged or that in any way fails to conform strictly to the requirements of this Contract/Proposal and Village, without limiting its other rights or remedies, may require correction or replacement at Bidder's cost, perform or have performed all Services necessary to complete or correct all or any part of the Services that is defective, damaged, or nonconforming and charge Bidder with any excess cost incurred thereby, or cancel all or any part of any order or this Contract/Proposal. Services so rejected may be returned or held at Bidder's expense and risk.

2. Contract Price Proposal

If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall take in full payment for all Services and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth in the maximum fee schedule ("**Fee Schedule**") below:

A. Schedule of Prices.

For providing, performing, and completing each of these items of the Services (which are described more fully in Exhibit A), the following amounts per item:

Service	Price
Cost per bus, per field trip for service within a 30 Mile radius from departure of camp site to return to camp site	\$ _____ per bus per field trip
Cost per bus, per field trip for service outside of a 30 mile radius from departure of camp site to return to camp site	\$ _____ per bus per field trip
Cost per bus, per day for daily shuttle service within Lincolnwood; bus may also be used for field trips within a 30 mile radius from departure at camp site to return to camp site when not needed in shuttle capacity	\$ _____ per bus per day
Cost per bus, per swim meet, within a 30 mile radius for swim team	\$ _____ per bus per meet
Cost per bus, per swim meet outside of a 30 mile radius for swim team	\$ _____ per bus per meet
Cancellation fee, if any , for field trip busing	\$ _____ per bus per field trip

No other fees or charges are allowed.

B. Basis For Determining Prices.

It is expressly understood and agreed that:

1. All prices stated in the Fee Schedule are firm and shall not be subject to escalation or change;
2. Village is not subject to state or local sales, use, and excise taxes, that no such taxes are included in the Fee Schedule, and that all claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released;
3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Services are included in the Fee Schedule and;
4. Bidder has thoroughly examined this Contract/Proposal prior to submission of its bid.

C. Time Of Payment. It is expressly understood and agreed that all payments shall be made in accordance with the following schedule: Net 30 days from date of invoice following receipt of services. All payments may be subject to deduction or setoff by reason of any failure of Bidder to perform under this Contract/Proposal.

3. Contract Time Proposal

Time is of the essence of this Contract/Proposal and, except where stated otherwise, references in this Contract/Proposal to days shall be construed to refer to calendar days. If this Contract/Proposal is accepted, Bidder proposes and agrees that Bidder shall commence the Services within 10 days following Village's acceptance of this Contract/Proposal provided Bidder shall have furnished to Village all insurance certificates and policies of insurance specified in this Contract/Proposal ("**Commencement Date**"). If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall perform the Services diligently and continuously throughout the term of the Contract/Proposal.

The term of this Contract shall be one year, and may be renewed at one year intervals upon the mutual agreement of the parties.

4. Financial Assurance

A. Insurance. If this Contract/Proposal is accepted, Bidder proposes and agrees, that Bidder shall provide certificates of insurance evidencing the minimum insurance coverages and limits set forth below within 10 days following Village's acceptance of this Contract/Proposal. For good cause shown, the Village may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the Village may impose in the exercise of its sole discretion. Such policies shall be in a form acceptable to the Village and from companies with a general rating of A-, and a financial size category of Class V or better, in Best's Insurance Guide and otherwise acceptable to the Village. Such policies shall be for terms not less than six months and shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to the Village. Such policies shall be in a form, and from companies, acceptable to the Village. The Village shall be named as an additional insured on these certificates and policies of insurance. The insurance coverages and limits set forth below shall be deemed to be minimum coverages and limits and shall not be construed in any way as a limitation on Bidder's duty to carry adequate insurance or on Bidder's liability for losses or damages under this Contract/Proposal. The minimum insurance coverages and limits that shall be maintained at all times while providing, performing, or completing the Services are as follows:

1. Workers' Compensation and Employer's Liability. Limits shall not be less than:

Workers' Compensation: Statutory

Employer's Liability: \$500,000 ea. accident-injury
\$500,000 ea. employee-disease
\$500,000 disease-policy

Such insurance shall evidence that coverage applies to the State of Illinois.

2. Comprehensive Motor Vehicle Liability. Limits for vehicles owned, non-owned or rented shall not be less than:

\$1,000,000 Bodily Injury and Property Damage Combined Single Limit

3. Comprehensive General Liability. Limits shall not be less than:

\$2,000,000 Bodily Injury and Property Damage Combined Single Limit.

Coverage is to be written on an "occurrence" basis.

Coverage to include:

- Garage Keeper's Liability
- Premises Operations
- Products/Completed Operations
- Independent Contractors
- Personal Injury (with Employment Exclusion deleted)
- Broad Form Property Damage Endorsement
- "X," "C," and "U"
- Contractual Liability

Contractual Liability coverage shall specifically include the indemnification set forth below.

4. Umbrella Liability. Limits shall not be less than:

\$5,000,000 Bodily Injury and Property Damage Combined Single Limit.

This Policy shall apply in excess of the limits stated in 1, 2 and 3 above.

B. Indemnification. If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall indemnify, save harmless, and defend Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with Bidder's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of the Bidder, except to the extent caused by the sole negligence of or the intentional willful or wanton act of the Village or its employees, or any failure of the Village to meet the representations and warranties set forth in Section 6 of this Contract/Proposal.

C. Penalties. If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Bidder's performance of, or failure to perform, the Services or any part thereof.

D. Bonds. If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall provide a Performance Bond, on forms provided by, or otherwise acceptable to, the Village, from a surety company acceptable to the Village, in the penal sum of the greater of the Contract Price but in no event less than \$50,000, within seven business days following the Village's acceptance of this Contract/Proposal. Such amount shall be maintained during the term of the Contract/Proposal and shall be restored by Bidder within 10 days if drawn upon by the Village. Such amount shall also be amended from time to time during the term of this Contract/Proposal when the number of intersections at which Services are provided is amended.

5. Firm Proposal

All prices and other terms stated in this Contract/Proposal are firm and shall not be subject to withdrawal, escalation, or change provided Village accepts this Contract/Proposal within 45 days after the date this sealed Contract/Proposal is opened.

6. Bidder's Representations and Warranties

In order to induce Village to accept this Contract/Proposal, Bidder hereby represents and warrants as follows:

A. The Services. The Services, and all of its components, shall be of merchantable quality; shall be performed in accordance with the highest standards of professional practice, care, and diligence practiced by recognized firms in performing services of a similar nature in existence at the time of performance of the Services, shall strictly conform to the requirements of this Contract/Proposal, including without limitation, the performance standards set forth in Subsection 1B of this Contract/Proposal; and shall be fit, sufficient, and suitable for the purposes expressed in, or reasonably inferred from, this Contract/Proposal and the warranties expressed herein shall be in addition to any other warranties expressed or implied by law, which are hereby reserved unto the Village.

B. Compliance with Laws. The Services, and all of its components, shall be provided, performed, and completed in compliance with, and Bidder agrees to be bound by, all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time. The Bidder shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services is provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*

Bidder shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Bidder's, or its subcontractors', performance of the Services or any part thereof.

Every provision of law required by law to be inserted into this Contract/Proposal shall be deemed to be inserted herein.

C. Not Barred; No Collusion. Bidder is not barred by law from contracting with Village or with any other unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Bidder is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax as set forth in 65 ILCS 5/11-42.1-1; or (ii) a violation of either Sec. 33E-3 or Sec. 33E-4 of Art. 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.*

Bidder hereby represents that the only persons, firms, or corporations interested in this Contract/Proposal as principals are those disclosed to the Village prior to the execution of this Contract/Proposal, and that this Contract/Proposal is made without collusion with any other person, firm, or corporation if at any time it shall be found that the Bidder has, in procuring this Contract/Proposal, colluded with any other person, firm, or corporation, then Bidder shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Contract/Proposal shall, at the Village's option, be null and void.

D. Qualified. Bidder has the requisite experience, ability, capital, facilities, plant, organization, and staff to enable Bidder to perform the Services successfully and promptly and to commence and complete the Services within the Contract Price and Contract Time Proposals set forth above.

E. Patriot Act Compliance. Bidder represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. Bidder further represents and warrants to the Village that Bidder and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. Bidder hereby agrees to defend, indemnify and hold harmless the Village, its corporate authorities, and all Village appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representations and warranties.

7. Specifications

Bidder has thoroughly examined this Contract/Proposal, including the specifications for the Services attached hereto as Exhibit A.

8. Acknowledgments

In submitting this Contract/Proposal, Bidder acknowledges and agrees that:

A. Reliance. The Village is relying on all warranties, representations, and statements made by Bidder in this Contract/Proposal.

B. Reservations of Rights. The Village reserves the right to reject any and all proposals, reserves the right to reject the low price proposal, and reserves such other rights as are set forth in the instructions to Bidders.

C. Acceptance. If this Contract/Proposal is accepted, Bidder shall be bound by each and every term, condition, or provision contained in this Contract/Proposal and in Village's written notification of acceptance in the form included in this bound set of documents.

D. Remedies. Each of the rights and remedies reserved to Village in this Contract/Proposal shall be cumulative and additional to any other or further remedies provided in law or equity or in this Contract/Proposal.

If it should appear at any time that Bidder has failed or refused to prosecute, or has delayed in the prosecution of, the Services in full compliance with the requirements of this Contract/Proposal, or has attempted to assign this Contract/Proposal or Bidder's rights under this Contract/Proposal, either in whole or in part, or has falsely made any representation or warranty in this Contract/Proposal, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract/Proposal ("**Event of Default**"), and has failed to cure any such Event of Default within five business days after Bidder's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. The Village may require Bidder within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Bidder and the Services into strict compliance with this Contract/Proposal.
2. The Village may terminate this Contract/Proposal immediately without liability for further payment of amounts due, if any, or to become due under this Contract/Proposal.
3. The Village may recover from Bidder any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default.
4. The Village may recover any damages suffered by the Village.

E. No Waiver. No examination, inspection, investigation, test, measurements, review, determination, decision, certificate, or approval by the Village, whether before or after the Village's acceptance of this Contract/Proposal; nor any information or data supplied by the Village, whether before or after the Village's acceptance of this Contract/Proposal; nor any order by the Village for the payment of money; nor any payment for, or use, possession, or acceptance of, the whole or any part of the Services by the Village; nor any extension of time granted by the Village; nor any delay by the Village in exercising any right under this Contract/Proposal; nor any other act or omission of the Village shall constitute or be deemed to be an acceptance of any defective, damaged, or nonconforming Services, nor operate to waive or otherwise diminish the effect of any representation or warranty made by the Bidder; or of any requirement of provision of this Contract/Proposal; or of any remedy, power, or right of the Village.

F. Severability. The provisions of this Contract/Proposal shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract/Proposal shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract/Proposal shall be in any way affected thereby.

G. Amendments. No modification, addition, deletion, revision, alternation, or other change in this Contract/Proposal shall be effective unless and until such change is reduced to writing and executed and delivered by the Village and the Bidder.

H. Assignment. Neither this Contract/Proposal, nor any interest herein, shall be assigned or subcontracted, in whole or in part, by the Bidder except upon the prior written consent of the Village, which consent may be withheld in the sole and unfettered discretion of the Village; provided however, that the Village's prior written approval shall not be required for assignments of accounts, as defined in the Illinois Commercial Code, if to do so would violate Section 9-318 of the Illinois Commercial Code, 810 ILCS 5/9-318. The Village may assign this Contract, in whole or in part, or any or all of its rights or obligations under this Contract, without the consent of Bidder.

I. Entire Agreement. This Contract/Proposal sets forth the entire agreement of the Village and the Bidder with respect to the accomplishment of the Services, and there are no other understandings or agreements, oral or written, between the Village and the Bidder with respect to the Services and the compensation therefor.

J. Governing Law; Changes in Laws. This Contract/Proposal, and the rights of the parties under this Contract/Proposal shall be interpreted according to the internal laws, but not the conflict of law rules, of the State of Illinois. Unless otherwise explicitly provided in this Contract/Proposal, any reference to laws shall include such laws as they may be amended or modified from time to time.

K. Contract not Exclusive. This Contract/Proposal is not exclusive. If determined by the Village to be appropriate or necessary to the Village or its residents, then the Village, in the exercise of its sole discretion,

may select additional firms to perform the Services, may acquire services from time to time as necessary from a company not under contract with the Village, and may terminate this Contract/Proposal or any other contract as to the Bidder or any one or more other firms in accordance with the terms of this Contract/Proposal.

L. No Third Party Beneficiaries. No claim as a third party beneficiary under this Contract/Proposal by any person, firm, or corporation other than the Bidder shall be made or be valid against the Village.

M. Binding Effect. This Contract/Proposal shall be binding on the Village and Bidder and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract/Proposal to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

N. Relationship of the Parties. Bidder shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Contract/Proposal shall be construed (1) to create the relationship of principal and agent, partners, or joint venturers between the Village and Bidder or (2) to create any relationship between the Village and any subcontractor of the Bidder.

O. Village's Right To Terminate or Suspend Services for Convenience. The Village shall have the right, for its convenience, to terminate or suspend the Services in whole or in part at any time upon 30 day written notice to Bidder. Each such notice shall state the extent and effective date of such termination or suspension. On such effective date, Bidder shall, as and to the extent directed, stop Services under this Contract. In the event of any termination pursuant to this Section, the Village shall pay Bidder such fees for Services for which the Village is responsible for payment, if any, as Bidder may have reasonably and necessarily incurred prior to the date of such termination. Any immediate termination or suspension of Bidder's rights under this Contract/Proposal for an alleged default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension for the convenience of the Village under of this Contract.

P. Termination for Cause. The failure of the Bidder to properly perform any of the Services under this Contract/Proposal shall be cause for the immediate termination of the Contract/Proposal without 30 day written notice.

Q. Bidder's Right To Terminate. Bidder shall have the right to terminate this Contract/Proposal at any time upon 30 day written notice to the Village. Termination of this Contract/Proposal by Bidder shall not relieve Bidder of any liability to the Village existing as of the date of such termination or accruing at any time as the result of, or related to, any act or failure to act on the part of Bidder prior to such termination.

R. Notices. All notices required or permitted to be given under this Contract/Proposal shall be in writing and shall be deemed received by the addressee thereof when delivered in person on a business day at the address set forth below or on the third business day after being deposited in any main or branch United States post office, for delivery at the address set forth below by properly addressed, postage prepaid, certified or registered mail, return receipt requested. Notices and communications directed to the Village shall be addressed and delivered as follows:

Village of Lincolnwood
Department of Parks and Recreation
Village Hall
6900 N. Lincoln Avenue
Lincolnwood, IL 60062

with a copy to:

Steven M. Elrod
Holland & Knight LLP
131 South Dearborn, 30th Floor
Chicago, IL 60603

Notices and communications directed to the Bidder shall be addressed and delivered as follows:

With a copy to:

BIDDER INFORMATION (Bidder shall complete all of the following items prior to execution and submission of this Contract/Proposal to the Village)

- Bidder's Status: _____ (State) Corporation
- _____ (State) Limited Liability Company
- _____ (State) Partnership
- _____ Joint Venture
- _____ Individual Proprietor

Bidder's Name: _____

D/B/A (if different): _____

Bidder's Business Address: _____

Bidder's Business Telephone Number: _____ Facsimile Number: _____

If a Corporation, Limited Liability Company, or Partnership, list all Officers, Members, or Partners, respectively, and all persons who own ten percent or more of the Bidder:

<u>Name</u>	<u>Date of Birth</u>	<u>Title</u>	<u>Address</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BIDDER BACKGROUND

Has the applicant, business, or member of the business ever had a business license or contract revoked, suspended or cancelled?

_____ Yes _____ No If yes, explain in full detail on a separate sheet of paper and attach.

Does the business currently hold a license or have a contract with any other municipality for bus services, including any of the Services described in this Contract/Proposal?

_____ Yes _____ No If yes, explain in full detail on a separate sheet of paper and attach.

Bidder must have a minimum of three years experience in providing bus services for school-age children. Attach copies of at least three current contracts the Bidder holds for the provision of bus services similar to the Services, and for each contract, provide an address and telephone number for the representative of that customer.

Contract 1:

Contract 2:

Contract 3:

BIDDER FACILITIES (See Specifications in Exhibit A for additional details)

BUSES

Make: _____ Model: _____ Year: _____

Number of Cylinders: _____

License Plate Number: _____ Number of Axles: _____

GVW: _____ Date of Last Inspection: _____

Make: _____ Model: _____ Year: _____

Number of Cylinders: _____

License Plate Number: _____ Number of Axles: _____

GVW: _____ Date of Last Inspection: _____

Make: _____ Model: _____ Year: _____

Number of Cylinders: _____

License Plate Number: _____ Number of Axles: _____

GVW: _____ Date of Last Inspection: _____

Make: _____ Model: _____ Year: _____

Number of Cylinders: _____

License Plate Number: _____ Number of Axles: _____

GVW: _____ Date of Last Inspection: _____

Make: _____ Model: _____ Year: _____

Number of Cylinders: _____

License Plate Number: _____ Number of Axles: _____

GVW: _____ Date of Last Inspection: _____

Make: _____ Model: _____ Year: _____

Number of Cylinders: _____

License Plate Number: _____ Number of Axles: _____

GVW: _____ Date of Last Inspection: _____

Make: _____ Model: _____ Year: _____

Number of Cylinders: _____

License Plate Number: _____ Number of Axles: _____

GVW: _____ Date of Last Inspection: _____

Make: _____ Model: _____ Year: _____

Number of Cylinders: _____

License Plate Number: _____ Number of Axles: _____

GVW: _____ Date of Last Inspection: _____

Make: _____ Model: _____ Year: _____

Number of Cylinders: _____

License Plate Number: _____ Number of Axles: _____

GVW: _____ Date of Last Inspection: _____

Make: _____ Model: _____ Year: _____

Number of Cylinders: _____

License Plate Number: _____ Number of Axles: _____

GVW: _____ Date of Last Inspection: _____

Make: _____ Model: _____ Year: _____

Number of Cylinders: _____

License Plate Number: _____ Number of Axles: _____

GVW: _____ Date of Last Inspection: _____

Signature of Bidder or Authorized Agent: _____

(corporate seal)

Printed Name: _____

Title/Position: _____

Subscribed and Sworn to
Before me this _____ day of
_____, 2012

Notary Public

(SEAL)

EXHIBIT A

SPECIFICATIONS FOR PARKS AND RECREATION BUS SERVICES

1. Scope of Services. Bidder shall furnish all services, labor, equipment, facilities, and materials for bus, as requested by the Village of Lincolnwood Department of Parks and Recreation ("**Department of Parks and Recreation**"), for bus services, including without limitation day camp field trips, daily shuttle service, and swim meets, as provided in this Contract/Proposal. The duration of the bus services will be from June 18, 2012 through August 17, 2012, and including without limitation a five day camp scheduled for August 13-17, 2012 and up to four swim meets, but excluding July 4, 2012, on which day there will be no day camp. Prior to June 18, 2012, the Bidder must familiarize all drivers, operators, or other persons providing the services with information, that the Village will provide, concerning all camp locations and the routes for daily shuttle runs within the Village. The Services must commence on June 18, 2012 and must be provided pursuant to the following specifications:

A. Day Camp Bid Specifications

1. Prairie Dogs:
 - One field trip bus needed once every other week for a maximum of four field trips during each such week within Lincolnwood and the Chicago Metropolitan Area.
 - Camp is located at the Lincolnwood Community Center, 6900 N. Lincoln Avenue (corner of Morse and Lincoln Avenues), Lincolnwood, Illinois. Camp hours are 8:45 am - 1 pm Monday, Wednesday and Friday (no camp on July 4).
 - Approximately 40 campers (3 – 4 years old) plus 8-10 staff.
2. Little Lincolns:
 - One or two field trip bus(es) needed once every other week for a maximum of four field trips during each such week within Lincolnwood and the Chicago Metropolitan Area.
 - The Village will notify the selected Bidder not less than five business days before each field trip of the number of busses that will be required for that trip.
 - Camp is located at Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois. Camp hours are 8:45 am – 2:45 pm Monday, Wednesday and Friday (no camp on July 4).
 - Approximately 70 campers (Grades K-2nd) plus 14 staff.
3. Camp Potawatomie:
 - One field trip bus will be needed once per week for a maximum of eight field trips during each week within Lincolnwood and the Chicago Metropolitan Area.
 - Camp is located at Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois. Camp hours are 8:45 am – 2:45 pm Monday – Friday (no camp on July 4).
 - Approximately 50 campers (Grades K-2nd) plus 10 staff.
4. Superstar Sports Camp:
 - One field trip bus will be needed once per week for a maximum of eight field trips during each week within Lincolnwood and the Chicago Metropolitan Area.
 - Camp is located at Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois. Camp hours are 8:45 am – 2:45 pm Monday – Friday (no camp on July 4).
 - Approximately 40 campers (Grades 3rd-5th) plus 6 staff.
5. Rutledge Rockets:
 - One field trip bus will be needed once per week for a maximum of eight field trips during each week within Lincolnwood and the Chicago Metropolitan Area.
 - Camp is located at Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois. Camp hours are 8:45 am – 2:45 pm Monday – Friday (no camp on July 4).

- Approximately 50 campers (Grades 3rd-5th) plus 8 staff.
6. Jr. & Senior Adventure Camp:
 - One or two field trip bus(es) will be needed twice per week for a maximum of 16 field trips during each week within Lincolnwood and the Chicago Metropolitan Area.
 - The Village will notify the selected Bidder not less than five business days before each field trip of the number of busses that will be required for that trip.
 - Camp is located at Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois. Camp hours are 8:45 am – 2:45 pm Monday – Friday (no camp on July 4).
 - Approximately 50 campers (Grades 6th – 9th) plus 9 staff.
 7. Camp 74:
 - One field trip bus will be needed once per week for a maximum of four field trips during each week within Lincolnwood and the Chicago Metropolitan Area.
 - Camp is located at Rutledge Hall (6850 N. East Prairie Road), Lincolnwood, Illinois. Camp hours are 12:30 - 4:30 pm Monday – Friday (no camp on July 4) June 18 – July 13, 2012 only (4 weeks only).
 - Approximately 60 campers (Grades K-8th) plus 11 staff.
 8. The Last Hurrah:
 - One field trip bus will be needed for a maximum of three field trips during the one week camp within Lincolnwood and the Chicago Metropolitan Area.
 - Camp is located at Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois. Camp hours are 8:45 am-2:45 pm Monday – Friday, August 13-17, 2012
 - Approximately 40 campers (Grades K-5th) plus 7 staff.
 9. Daily Bus Service:
 - One daily bus will be needed for shuttle services within Lincolnwood
 - Routes will be determined by camp management staff and communicated to driver on an ongoing basis.
 - Bus will report to Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois, on every Monday through Friday at 9:00 am (no camp on July 4)
 - Bus will shuttle campers as directed by camp management staff throughout the day, concluding no later than 4:30 pm.
 - Daily bus may be used as a field trip bus as needed. The Village will notify the selected Bidder not less than three business days before the field trip of the change and location of the field trip.

B. Swim Team Bid Specifications

1. Swim Meets:
 - One bus needed to service up to four swim meets within the Chicago Metropolitan Area; some trips may be out of state.
 - Swim team is located at the Proesel Park Family Aquatic Center (7155 N. Kostner Avenue), Lincolnwood, Illinois.
 - Hours and dates will vary; approximately 45 participants plus staff.

The Village reserves the right to change the schedule of Services as it deems necessary in the best interest of the programs listed above. Actual time will depend on the weather, daily attendance and trip schedule. There may be days when the buses are dismissed earlier than anticipated or later depending on trips. There is no guarantee that the hours stated above will remain consistent, however all attempts will be made to adhere to the above stated schedules.

2. Calls for Services. Services under this Contract/Proposal shall be rendered only upon the request of the Department of Parks and Recreation. Bidder, upon notification by the Department of Parks and Recreation, shall send the requested number and type of buses to the designated location. The Bidder shall consider calls from the Department of Parks and Recreation as having first priority over requests for service from other parties. Bidder shall maintain the equipment and labor force needed to supply the Services on a full twenty-four hour per day basis every day of the year.

3. Responsibility for Property. Bidder expressly assumes full responsibility and liability for all property entrusted to its care, including all equipment and contents thereof.

4. Responsibility for Personnel and Subcontractors.

A. General. Bidder assumes full responsibility for its employees, agents and drivers to all acts performed pursuant to this Contract/Proposal. Bidder shall assign only competent, courteous, trustworthy, sober employees and drivers who comply with all applicable legal requirements to provide the Services required under the provisions of this Contract/Proposal. Bidder shall not employ any person who has been convicted of any felony related to the performance of the Services or any person who has been convicted, within the immediately preceding five years, of any misdemeanor violation relating to the performance of the Services.

B. Annual Disclosure. Bidder, annually during the term of this Contract/Proposal, shall provide to the Village a sworn list including the name, address, and telephone number of each owner, officer, and holder of more than ten percent of shares of Bidder.

C. Approval and Use of Subcontractors. Bidder shall cause the Services to be performed under the management, supervision, and control of its own organization unless otherwise approved by the Village in writing. All subcontractors used by Bidder shall be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor shall not relieve the Bidder of full responsibility and liability for the provision, performance, and completion of the Services in full compliance with, and as required by or pursuant to, this Contract/Proposal. All Services performed by any subcontractor shall be subject to all of the provisions of this Contract/Proposal in the same manner as if performed by employees of Bidder. Every reference in this Contract/Proposal to "Bidder" shall be deemed also to refer to all subcontractors of the Bidder.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the part of the Services undertaken by it in a manner satisfactory to the Village, the Bidder, immediately on notice from the Village, shall remove and replace such personnel or subcontractor. Bidder shall have no claim for damages as a result of any such removal or replacement.

5. Licensing and Background Information.

A. All of the Bidder's drivers and operators shall have and maintain all required federal and Illinois driver's licenses, including, without limitation, current valid Illinois Commercial Driver's License(s). The Bidder shall file verification of proper licenses for each driver and operator with the Village.

B. Prior to the effective date of this Contract/Proposal, Bidder shall provide the Department of Parks and Recreation with the following information for each bus operator, driver and person that will be engaged in the performance of the Services and is employed on the effective date of the Contract/Proposal; provided that this information may be provided for each operator, driver and person engaged in the performance of the Services hired during the term of the Contract within ten days after the date of hire; and for all operators,

drivers and persons engaged in the performance of the Services employed at the time that Bidder submits a request to renew this Contract:

- i. Name;
 - ii. Address;
 - iii. Date of birth;
 - iv. Driver's license number, state of issuance, date of expiration, licensed classifications, and license restrictions, including copies of such license(s).
 - v. Evidence that each operator, driver, or person engaged in the performance of the Services has received a minimum of 10 hours of training in school bus safety during the previous 12 months.
 - vi. Verification of completed criminal background checks for each operator, driver, or person engaged in the performance of the Services; and
 - vii. An acknowledgement that each operator, driver, or person engaged in the performance of the Services has received and reviewed the Village of Lincolnwood Child Protection Management Policy, which the Village will furnish to the Bidder, prior to the effective date of this Contract/Proposal.
- C. Bidder must have a minimum of three years relevant experience in providing bus services that include the transportation of school-age children.

6. Hours of Service/Local Office. Bidder shall maintain hours of operation consistent with normal business hours (9:00 am to 5:00 pm) Monday through Friday and for at least three hours (from approximately 9:00 a.m. to 12:00 p.m.) on Saturday. Bidder must maintain a local office within Niles Township or within a 15-mile radius of the Village in order to facilitate access to the Services on rain days and to ensure efficient delivery of the Services. The local office must be staffed by a manager and at least one dispatcher at all times when the Services are being provided, and the dispatcher must maintain radio or telephone access to all buses during all times that Services are provided.

7. Equipment. Bidder shall provide and maintain all equipment and labor needed to supply the Services during the term of this Contract/Proposal. Bidder must ensure that all buses used to provide the Services are in good working order, are equipped with properly functioning seat belts for each occupant, and are equipped with either radio or telephone equipment that allow the Bidder to maintain 24 hour communication capability between the bus operator and the Bidder's radio operator/dispatchers to ensure that the Bidder can provide an immediate response in the event of an emergency, mechanical failure, or any other disruption of the Services. Bidder shall be responsible for inspecting buses daily, both internally and externally, to maintain high standards in safety and cleanliness. Bidder shall ensure that the operation and equipment of all buses used to perform the Services are in full compliance with all applicable federal and state statutory and regulatory requirements concerning the operation and equipment of school buses.

8. Minimum Capacity. All busses used for the provision of the Services must have a minimum capacity of 71 passengers.

9. Compliance with Standards. All Services must be provided in compliance with the applicable standards promulgated by the American Camp Association.

ACCEPTANCE

The Contract/Proposal attached hereto and by this reference incorporated herein and made a part hereof is hereby accepted by the order of **Village of Lincolnwood** ("Village") this _____ day of _____, 2012.

This Acceptance, together with the Contract/Proposal attached hereto, constitutes the entire and only agreement between the parties relating to the accomplishment of the Services and the compensation therefor and supersedes and merges any other prior or contemporaneous discussions, agreements, or understandings, whether written or oral, and shall prevail over any contradictory or inconsistent terms or conditions contained in any purchase order, acceptance, acknowledgement, invoice, or other standard form used by the parties in the performance of the Contract/Proposal. Any such contradictory or inconsistent terms or conditions shall be deemed objected to by Village without further notice of objection and shall be of no effect nor in any circumstances binding upon Village unless accepted by Village in a written document plainly labeled "Amendment to Contract/Proposal." Acceptance or rejection by Village or any such contradictory or inconsistent terms or conditions shall not constitute acceptance of any other contradictory or inconsistent terms or conditions.

VILLAGE OF LINCOLNWOOD

By: _____
Village Manager



DIRECTOR'S REPORT

May, 2012

Jan Hincapie, Director of Parks and Recreation

jphincapie@lwd.org

Memorial Day Activities

The invitation to participate in Memorial Day activities went out to dignitaries, community groups and local government entities in March. Katie Smith is coordinating this year's event. We would love to have representation from the Park Board in the parade if anyone is interested!

Channel Runne Park Phase II Construction

After three years of lobbying, the Channel Runne Park Phase II Construction project began on April 30. Continental Construction is the general contractor on the project. We have had one glitch that occurred just prior to the big rain on the night of May 3.

Apparently, the contractor broke the drain pipe that runs from the middle of McCormick to the channel which resulted in heavy flooding of the street and adjacent mall parking lot. We communicated this to the contractor first thing this morning and he is repairing the pipe. Due to this issue, we also got a complaint about the signage on the bike path. We had to shut down both sides of the path to address this issue. We will make sure that signage is accurate and that at least one side of the path remains open whenever possible. Estimated completion is on or around August 1, 2012. We hope to do a grand opening celebration in August involving the camp kids. Check it out, but wear your boots!

Promenade Construction

Another project that took considerable time to make it through the process has begun. So far over 60 bricks have been sold for placement in the seating area. We are working with Public Works to make sure the Proesel Park walking path is available and that cones are placed along Lincoln Avenue for the safety of the users. This project is being managed by Ashley Engelmann of Public Works. Our Department is in charge of coordinating the community naming contest for the space and for the grand opening celebration, which will be held sometime in July.

Change in Delivery of Village Newsletter

In an effort to make better use of Village resources the Village *Connections* Newsletter will be delivered with the parks and recreation brochure four times per year. Due to many issues with the Post Office our department is planning to utilize a delivery service to hand deliver our brochures. The *Connections* Newsletter will be mailed independently two times per year.

Lincolnwood Fest

Barb Faermark of the Friends of the Community Center organization and I had a very productive meeting to talk about Lincolnwood Fest. We are planning to call Thursday "Celebrate Lincolnwood" night. A portion of the proceeds from the hospitality tent will go to our department's scholarship fund and our camp kids will take the stage from 5:30-6:30 pm to "perform". The Meteors will perform following the kids, so families are encouraged to stay and enjoy the music. Our staff will help to provide kids' activities again this year.



Superintendent of Recreation's Report

Jan Springer, CPRP

May 2012

jspringer@lwd.org

Website Updates & Enhancements

I am currently working on a dedicated page for Pedal the Parks, similar to Turkey Trot. There is so much information regarding the event (registration information, course map, schedule of the day, sponsors, raffles, etc.) that it is proving difficult to fit everything on a flyer or postcard. Instead, we will start directing interested individuals to the website for complete, up to date information.

The day camp calendars and parent handbook will be posted on the day camp page on or before June 1. The necessary forms (camper data form, allergy form, permission to dispense medication) are currently online. The 2011 calendars are still available allowing parents to see what types of field trips and themes each camp did the previous summer. They will be removed once the 2012 information is available.

Social Club

The June/July Social Club newsletter will be mailed out this week. Activities planned to kick off the summer include trips to Arlington Park Racetrack (June 13), Spirit of Chicago History Lunch Tour (June 20) and Lake Geneva Boat Tour and Lunch (July 18). The popular Twilight Dining Series will be back with dinner at Libertad in Skokie (June 6) and Myron and Phil's in Lincolnwood (July 25). Several in-house activities are planned including monthly Mix 'n Mingles, movies and lunch and drop-in bridge, Mah Jongg and exercise. We are also pleased to announce the Friday morning Walking Club will be back! Starting Friday, June 1, the group will gather at the Community Center for a healthy walk around Proesel Park followed by coffee, tea and light refreshments. Please consider joining on any given Friday!

Programming

Midwest Tennis Programs, LLC (formerly Frank Sacks Tennis Camps, Inc.) has fulfilled all requirements of an independent contractor providing services through the Parks and Recreation Department through December 31, 2012. This includes providing a certificate of insurance naming the Village additionally insured, a sexual harassment policy and a signed independent contractor agreement. Programs were postponed until all requirements were met. Make-up classes have been scheduled through Midwest Tennis Programs, LLC.

Continuing Education

I attended a Fred Pryor Institute "Managing Multiple Priorities" training on April 26 with Jan Hincapie and Katie Smith. The workshop was very eye-opening and provided several easy tactics for making the most of each and every work day.

Training for Office 2010 took place on April 25. Many shortcuts and pointers were given for working in Excel, Outlook and Word.

On April 20, I attended the IPRA Education Institute highlighting principles from the book *The Oz Principal-Getting Results through Individual and Organizational Accountability*.



Superintendent's Report

May 2012

Andy Thurman, Superintendent of Parks and Facilities athurman@lwd.org

Pool Opening

- I am pleased to report that the pool is full and operating. Thanks for the Public Works staff for all their work getting the facility ready for opening.
- Our IT consultant has been working on the computer system and we hope to have a new fiber wire connecting Village Hall to the Pool by the beginning of the season. This will help back up anything on our system and we won't have to rely on a wireless system as we do now. This was part of the Village's IT Strategic Plan.
- On Saturday, April 21, our non-resident pool pass online registration took place. All 2,000 passes were pulled from the queue in less than 45 seconds. The process took about an hour with minimal problems.
- The management team is finishing up their hiring procedures and ordering suits and uniforms in the next week.
- Our swim team will start at the end of May with the stroke clinic and start their work towards their eighth straight "A" division championship this summer. We purchased new 50m lane lines for the team this year too.

Soccer Rentals

Proesel Park has four different groups renting two different areas on six days for soccer. Soccer is growing increasingly more popular in Lincolnwood; with one group have 37 teams in their league. One group has had enough interest to start two different youth age divisions. Staff is talking to these groups about the possibility of offering a soccer league for Lincolnwood residents through a cooperative agreement.

Legislative Conference

On Tuesday, May 1 and Wednesday, May 2, I attended the IAPD Legislative Conference in Springfield, Illinois. This conference was very informative for me and helped me understand more of what is going on in Springfield regarding park-related legislation. We had a general session and breakout sessions with other Parks and Recreation

representatives. I was able to spend some time with State Representative Lou Lang and staff from the Skokie Park District.

One breakout session covered ways to discuss legislation and talking with your Legislators about upcoming events. It is difficult for Legislators to come to events all of the time. Sometimes it works to invite them to very important special events or a grand opening of a facility. We know they cannot make it to everything and we cannot get frustrated or over invite to everything event we have.

One Park District mentioned they send a gift basket to their Legislator including passes to their facilities and a calendar of upcoming events. This way they can attend when available and you do not feel that you are calling all of the time.

Overall, it was a great conference and I took away a lot of information. It is also a great networking event that provides great opportunities to talk to other professionals in the field.

Softball

The summer softball season will officially begin on May 2 with our 16" softball league and 12" leagues will start on May 4 and May 6. We have a total of 23 teams playing in our leagues this year, including two new teams. Once the lights are in on field #2 we will adjust our schedule and use the new lights.

Park Patrol

- Park Patrol had their orientation on Saturday, April 28 including CPR, AED and writing and processing Park Ordinances. We spent several hours with members of the Police Department and Fire Department learning about the various ordinances and how to fill out the tickets.
- Park Patrol officially starts on May 1 and their season ends at the end of October. Park Patrol will assist with the Memorial Day Parade, Softball, checking permits, and visiting all parks while on the bike this summer.
- Park Patrol is a very important asset to our department. Vic Kast, the leader of the group will submit a report during the summer months to the board.



Community Center Program Supervisor's Report

May 2012

Katie Smith

ksmith@lwd.org

Summer Camp

Summer camp is just around the corner! Supervisor training will be held May 23, May 30 and June 6. On Saturday, June 9, our staff will join Morton Grove and Skokie for a joint training at Oakton Community Center. This is the second year we will join forces with Skokie and look forward to having Morton Grove involved as well.

Memorial Day

Memorial Day plans are underway. There are many returning groups participating in this year's event. As long as the weather cooperates we are looking forward to another great parade. We are working on finalizing this year's program, determining the parade order and getting Madeleine's Garden ready for the ceremony. We hope you can join us!

Community Center

The Community Center has recently undergone several improvements. The tables and chairs stored in the back of the large room have been hidden! With help from Public Works, curtains were hung to camouflage the storage area and make the room look more finished. A fresh coat of paint is scheduled for late August.

New kitchen appliances will be installed mid-May including a new microwave and range. The install should happen within the next two weeks with the assistance of Public Works. The range will be a nice feature for rentals as well as in-house senior activities and general programs. We look forward moving from a kitchenette to a fully functioning kitchen! Please stop by to see the updates!



Community Outreach Coordinator's Report

May 2012

Genelle Iocca

giocca@lwd.org

Pedal the Parks

Hosted by Mayor Turry, Pedal the Parks will be held on May 19, 2012 from 10am to 3pm. Packet pick-up will begin at 9am at Proesel Park. We are very excited about this new event, so please invite your friends and family and join us for a fun day exploring Lincolnwood parks! The planning committee consists of Village employees that are working together to bring you a spectacular event. The interest in this event by the business community has been wonderful. We are working with 12 sponsors involved in many different capacities.

REI is working with the Bike Patrol Unit of the Lincolnwood Police Department to conduct bike safety and maintenance clinics in the morning. Chicago Parent Magazine gave us a quarter page ad in their May issue that reaches over 170,000 readers. Corner Bakery Cafe is donating 200 bagged lunches; Lifeway is donating 400 bottles of Kefir. Natural Path Urban Forestry Consultants is helping with the Arbor Day tree planting at Flowers Park at 11am. They are also coordinating the bike recycling event with Working Bikes Cooperative that sends bikes to those in need in this country and to third world countries. Natural Path is also conducting a tree climbing activity at one of our parks that day. Airoom, MB Financial, Accelerated Rehab, Peak Performance and Lincolnwood Summer Day Camp are conducting fun activities/challenges at parks. To complete the event, there will be a bike decorating contest and bike raffle at the finale celebration. You don't want to miss this event that highlights our parks!

Summer Market and Music

We continue to accept applications from vendors for the Summer Market and Music Series. The vendors we have secured to date include:

Food Vendors

Geneva Lakes Produce (nice selection of produce from their farm) *verbal commitment*

Geneva Lakes Roasting Corn (hot corn on the cob) *verbal commitment*

Spencer's Jolly Posh Foods (sausage and bacon sandwiches made on the grill, meats sold to take home) *application received*

Sweet Whimsy Bakery (breads, bars, cookies, breakfast pastries) *application received*

Ruth and Phil's Gourmet Ice Cream (unique seasonal flavors) *application received*

Journey to Greendome (hand-made chemical free soaps, bug repellent, products for pets and general household plus hand-made custom aprons) *application received*

Stiver's Coffee (iced coffee, espresso and smoothies) *verbal agreement*

Chef Patrick Williams (BBQ sauce) *verbal agreement*

Arts and Crafts Vendors

Several (including kids) have inquired but don't have business licenses or insurance.

Non-Profit Organizations

CARE –Evanston Animal Shelter (information about pet adoption, bring a cat in cage)

North Shore Senior Center (senior center information) *application received for one week*

The Cook County Health Department called and will be sending their application for vendors to complete. Let's hope this group of food vendors can pass their scrutiny.

A request for activity sponsors has been sent out to potential sponsors. We would like to have additional activities available each Thursday night to draw more people and make their experience more enjoyable. We will be having bingo under the big tent prior to the concerts and are looking for a sponsor. We would like to have a kids' craft area or bounce house one evening. We would like to provide dance lessons before the Flat Cats play on June 28. We would also like to have laser tag available for older kids on the night of the Shy Violet concert on July 12. Other ideas are welcome and sponsors are encouraged to customize their activity.

Fridays for the Family

On April 13 summer day camp was promoted at the Lincolnwood Town Center. The summer camp banner was displayed and a "minute to win it" challenge was set up for kids to try. Camp brochures were distributed and many questions were answered. On May 11 the Pedal the Parks event will be promoted.

Themed Birthday Parties

A carnival themed birthday party was held on April 22 from 2 to 4pm. It went well, but we lost money on the event due to increased paid staff hours to plan this new theme and facilitate the event.



Youth Program Coordinator's Report

May 2012

Melanie Unterfranz

munterfranz@lwd.org

Summer Day Camp

Monica Kim, current Club Kid Supervisor, has been hired as the day camp coordinator for this summer. She is starting this month on preparing for camp.

The majority of supervisors and counselors have been hired. The last group interview is scheduled for May 16.

We are currently finalizing staff training which is scheduled for the week of June 11 – 15. All-camp training has been overhauled! This year's training will be held in a conference format with supervisors taking a leadership role in areas of leading games, rainy day activities, transition games, keeping a positive attitude in stressful situations and keeping a count of your campers. We will also have breakout sessions about preventing risky situations, pool safety, field trip procedures and allergy safety. Additionally, all staff will be certified in CPR/AED, first aid and blood borne pathogens.

Our first visit from a representative from the American Camp Association is May 4. Our goal is to start the accreditation process this summer, which will include completing the necessary paperwork and following their recommended guidelines this summer with the official visitation process taking place in 2013.

Field trips are being finalized and will be completed by the middle of May. Camp calendars are being finalized for posting on the website later this month.

Youth Classes

Basketball at Todd Hall is full. There are 11 children registered for Basketball at Rutledge Hall and ten children registered for Lil' Cubbies for the last spring session.