



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
6:45 P.M. DECEMBER 4, 2018**

AGENDA

- I) Call to Order**
- II) Roll Call**
- III) Regular Business**
 - 1) Status Report by the Traffic Commission (6:45-7:15 p.m.)
- IV) Closed Session**
 - 1) Closed Session to Discuss Minutes of Closed Session for Approval and Semi-Annual Review Per Section 2 (c) (29) (7:15-7:30 p.m.)
- V) Public Comment**
- VI) Adjournment**

DATE POSTED: November 30, 2018



MEMORANDUM

TO: President Bass and Members of the Village Board

FROM: Charles Meyer, Acting Assistant Village Manager

DATE: November 30, 2018

SUBJECT: **December 4 Committee of the Whole Meeting**

As a reminder, the Committee of the Whole (COTW) meeting is scheduled for **6:45 p.m.** on Tuesday evening. Dinner will be available in the Village Hall Board Conference Room starting at 6:00 p.m. Please find below a summary of the items for discussion:

1) Status Report by the Traffic Commission (6:45-7:15 p.m.)

Traffic Commission Chairperson, Scott Troiani, will be present to discuss the [attached](#) status report and PowerPoint with the Village Board.

2) Closed Session (7:15-7:30 p.m.)

Closed Session to Discuss Minutes of Closed Session for Approval and Semi-Annual Review Per Section 2 (c)(29)

If you should have any questions concerning this matter, please feel free to contact me.

Village of Lincolnwood
Village Board Committee of the Whole
December 4, 2018

Commission: Traffic Commission

Chairperson: Scott Troiani
Mark Bonner
Antonio Costantino
John Ernst
James Lee
Victor Stojanoff
Stanley Wilk
Trustee Jesal Patel, Village Board Liaison

Summary of Significant Activities:

- 7300 Block Cicero – Designated Parkway Parking Request
- 3700 Pratt Avenue – Extension of the No Parking Zone
- Pratt and East Prairie – Intersection Review
- Psistaria Restaurant – Traffic Plan Review / Engineering Study Recommendations
- Public Safety Concerns –
 - No Sidewalks / Crosswalk
 - Touhy and Cicero Avenues
 - Cicero from Pratt to Lunt
 - Pratt and Hamlin Avenues
 - Line of Sight Issues
 - Kenneth Avenue and Kostner Avenue
 - UP Trail and North Shore Avenue
 - Lincoln Avenue and Springfield Avenue
 - Lincoln Avenue and Albion Avenue
- 6400 Block Drake Avenue – Alley Vacation Request
- 3900 Block Devon Avenue – Designated Parkway Parking Request
- Vacation of Unimproved Alleys (Request by Village Public Work's Dept.) –
 - N/S Alley between 7300 Block of Kedvale and Karlov Avenues
 - N/S Alley between 7300 Block of Karlov and Keystone Avenues
 - N/S Alley between 7300 Block of Keystone and Crawford Avenues
 - N/S Alley between 6700 Block of Lawndale and Monticello
- No Parking Requests –
 - 4100 Pratt Avenue
 - 4700 Pratt Avenue
 - 6700 Lincoln Avenue
- 4400 Block Estes Avenue – Traffic Control Signage Request
- 6600 Block Lincoln Avenue – Parking Restriction Request
- Edens Expressway – Accident Review and Discussion
- Yield Sign Pilot Program

FY 2019-20 Anticipated Activities/Goals:

- Removal/Retention of Speed Humps During Village wide Street Resurfacing Project

- Address Concerns Regarding Non-Resident Parking in the 6400-6500 Block of Trumbull, Christiana, Kimball and St. Louis Avenues
- Safe Routes to Schools Grant if approved by IDOT

Specific Questions or Comments for the Village Board:

- Direction from the Village Board

Village of Lincolnwood
Traffic Commission
Report to the Village Board



Committee of the Whole
December 4, 2018

Traffic Commission Board

- ❖ Mr. Scott Troiani, Chair
- ❖ Mr. Mark Bonner
- ❖ Mr. Antonio Costantino
- ❖ Mr. John Ernst
- ❖ Mr. James Lee
- ❖ Mr. Victor Stojanoff
- ❖ Mr. Stanley Wilk
- ❖ Trustee Jesal Patel, Village Board Liaison

Traffic Commission - Mission

Addressing Transportation Challenges
with Innovation, Engineering &
Community Feedback



Common Community Concerns

- Traffic Speed and Volume
- Stop Sign Requests
- Cut-Through Traffic
- Parking Congestion and Mitigation
- Commercial and Recreational Vehicle Parking
- Traffic Safety

Summary of Significant Activities

- 7300 Block Cicero – Designated Parkway Parking Request
- 3700 Pratt Avenue – Extension of the No Parking Zone
- Pratt and East Prairie – Intersection Review
- Psistaria Restaurant – Traffic Plan Review / Engineering Study Recommendations
- Public Safety Concerns –
 - No Sidewalks
 - Touhy and Cicero Avenues
 - Cicero from Pratt to Lunt
 - Pratt and Hamlin Avenues
 - Line of Sight Issues
 - Kenneth Avenue and Kostner Avenue
 - UP Trail and North Shore Avenue
 - Lincoln Avenue and Springfield Avenue
 - Lincoln Avenue and Albion Avenue
- 6400 Block Drake Avenue – Alley Vacation Request
- 3900 Block Devon Avenue – Designated Parkway Parking Request

Summary of Significant Activities (cont'd)

- Vacation of Unimproved Alleys (Request by Village Public Work's Dept.) –
 - N/S Alley between 7300 Block of Kedvale and Karlov Avenues
 - N/S Alley between 7300 Block of Karlov and Keystone Avenues
 - N/S Alley between 7300 Block of Keystone and Crawford Avenues
 - N/S Alley between 6700 Block of Lawndale and Monticello
- No Parking Requests –
 - 4100 Pratt Avenue
 - 4700 Pratt Avenue
 - 6700 Lincoln Avenue
- 4400 Block Estes Avenue – Traffic Control Signage Request
- 6600 Block Lincoln Avenue – Parking Restriction Request
- Edens Expressway – Accident Review and Discussion
- Yield Sign Pilot Program

7300 Block Cicero Avenue – Designated Parkway Parking Request



3700 Pratt Avenue –

Request for Extension of No Parking Zone



Pratt and East Prairie – Intersection Review



Psistaria Restaurant – Traffic Plan Review

DRAFT



EAST SIDE OF PSISTARIA PARKING	
PROPOSED STALLS	10
EXISTING STALLS	14
NET	-4



CB CHRISTOPHER B. BURKE ENGINEERING, L.T.D.
 9575 W. Higgins Road, Suite 600
 Rosemont, Illinois 60018
 (847) 823-0500

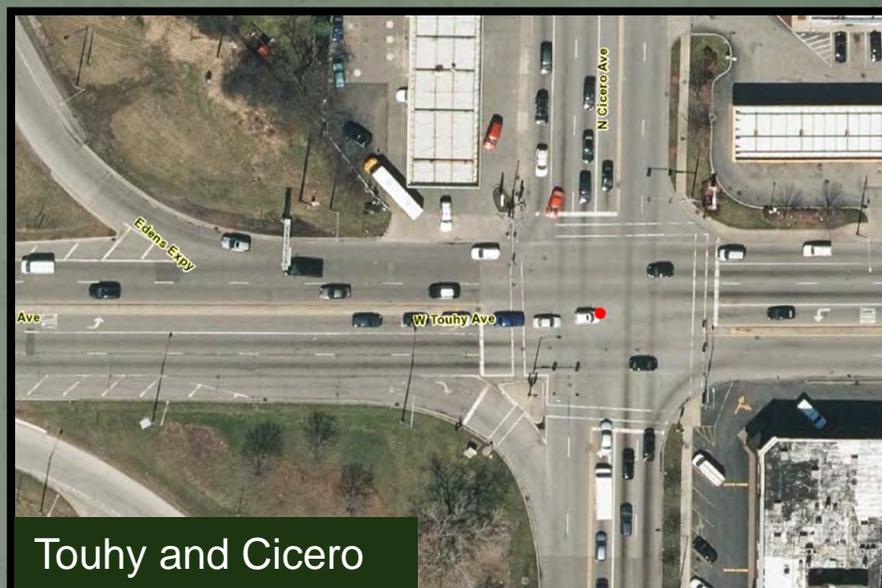
CLIENT:  **Village of Lincolnwood**
 6800 N. Lincoln Ave.
 Lincolnwood, IL 60112

DESIGNER	JMA	TITLE	
DRAWN	DAD		
CHECKED	JMA		
SCALE	1" = 20'		
PLLOT DATE	03/15/2018		
DATE OF REV	03/15/2018		
BY	JMA		
DATE	03/15/2018		
REVISION			
NO.	DATE	DESCRIPTION	BY
1	03/15/2018	INITIALS	JMA

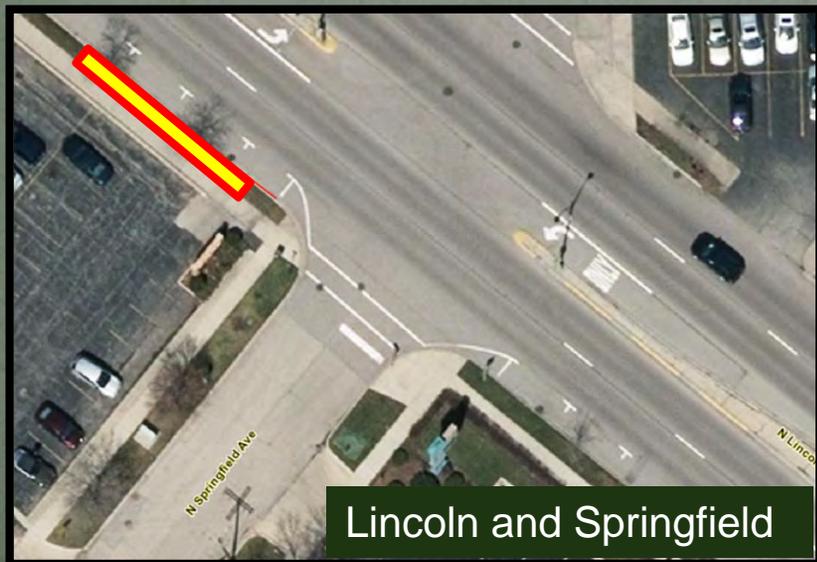
VILLAGE OF LINCOLNWOOD
PSISTARIA ROADWAY MODIFICATIONS
N. KILPATRICK AVE.

PROJ. NO. LMO-GEN
 DATE: 03/15/2018
 SHEET 01 OF 01
 DRAWING NO.
EXH3

Public Safety Concerns – No Sidewalks / Crosswalk



Public Safety Concerns – Line of Sight



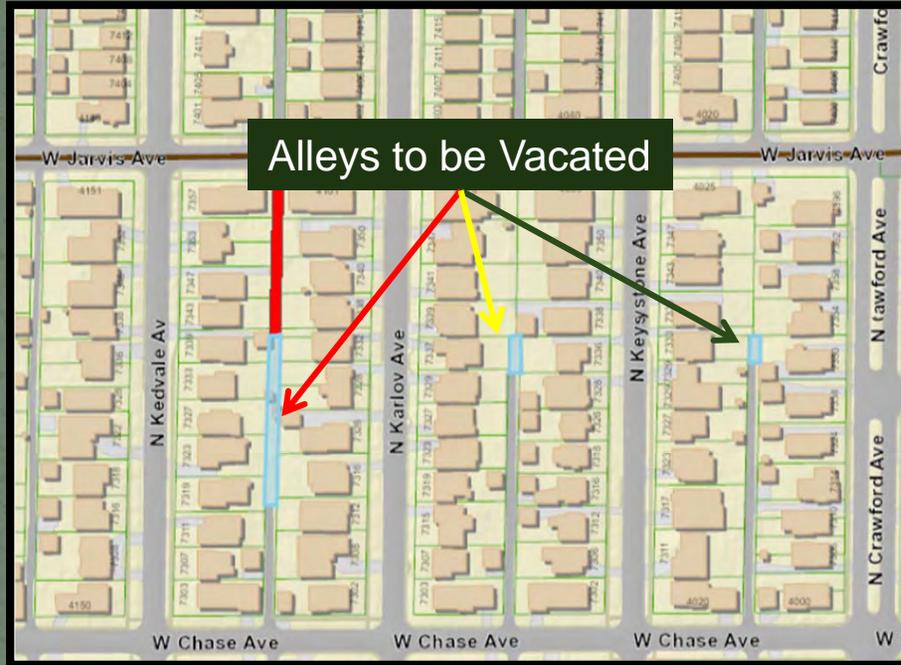
6400 Block Drake Avenue – Alley Vacation Request



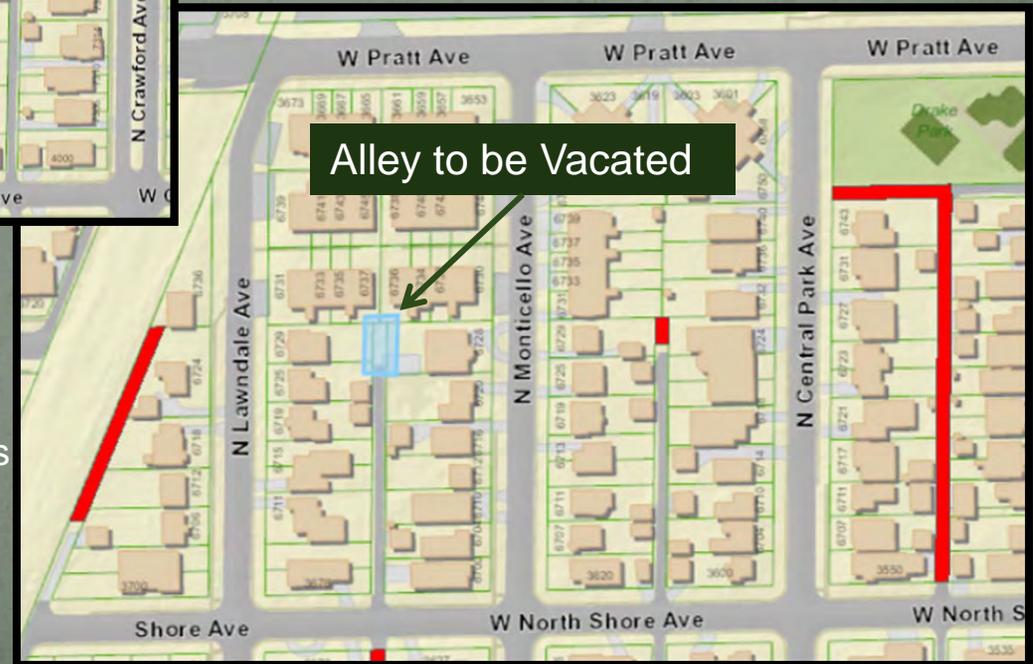
3900 Block Devon Avenue – Maintain Proesel Avenue Designated Parkway Parking for 3900 – 3910 Devon Avenue



Vacation of Unimproved Alleys – Request Submitted by Village Public Work's Dept.



- N/S Alley Between 7300 Block of Kedvale and Karlov Avenues
- N/S Alley Between 7300 Block of Karlov and Keystone Avenues
- N/S Alley Between 7300 Block of Keystone and Crawford Avenues



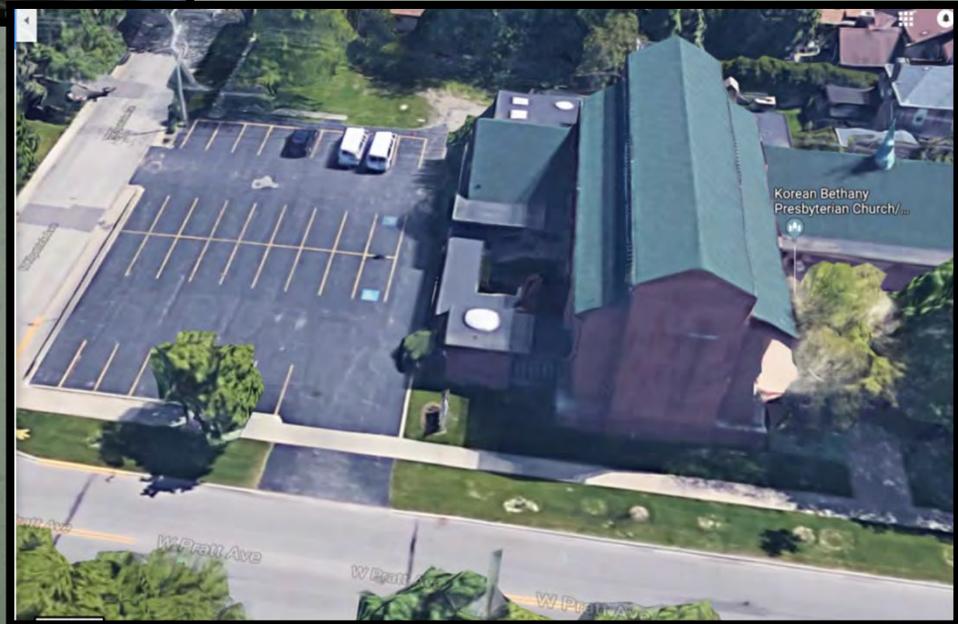
- N/S Alley Between 6700 Block of Lawndale and Monticello Avenues

No Parking Requests



4100 Block Pratt Avenue

4700 Pratt Avenue



No Parking Requests (cont'd)



6700 block Lincoln Avenue

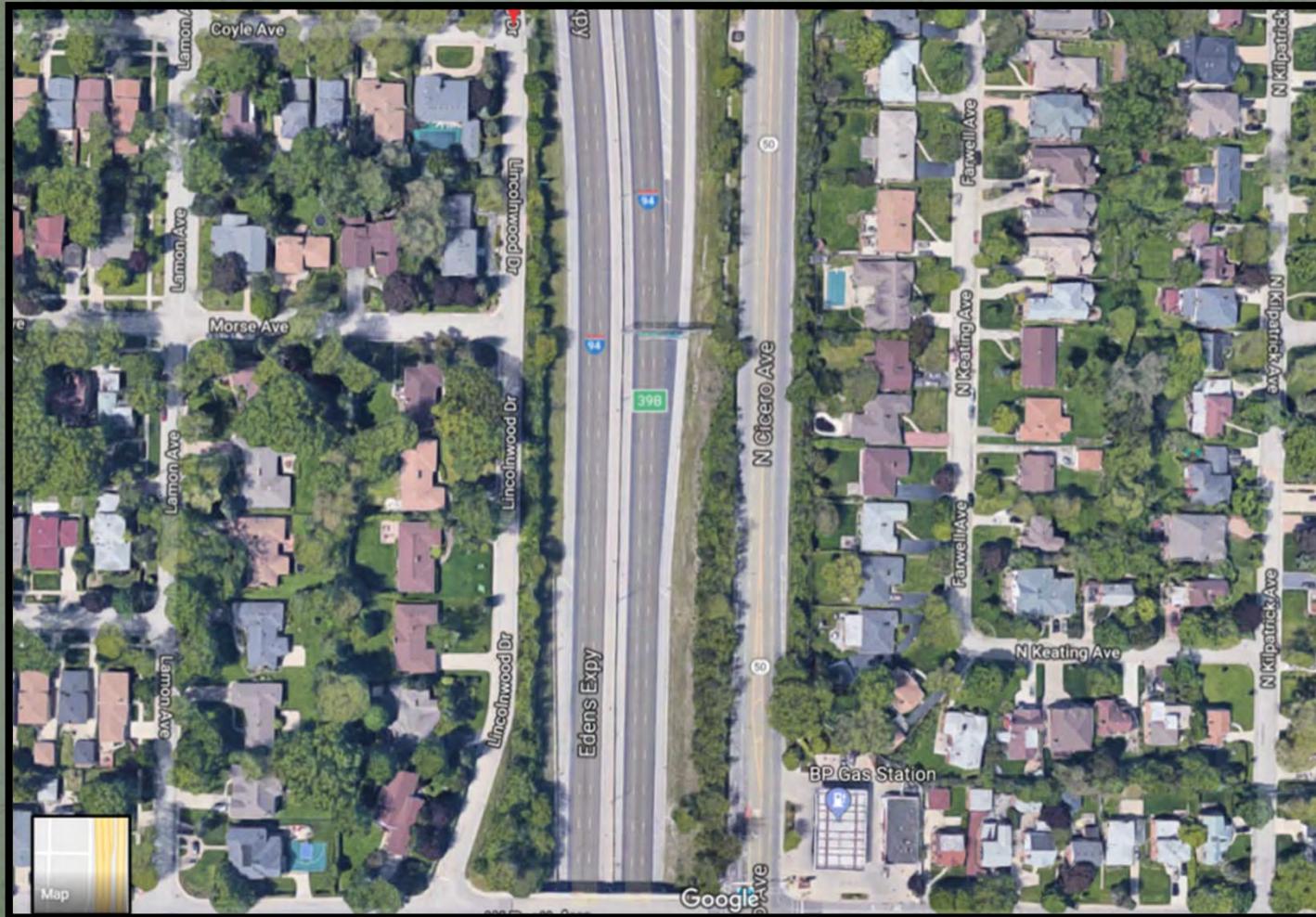
4400 Block of Estes Avenue – Traffic Control Signage



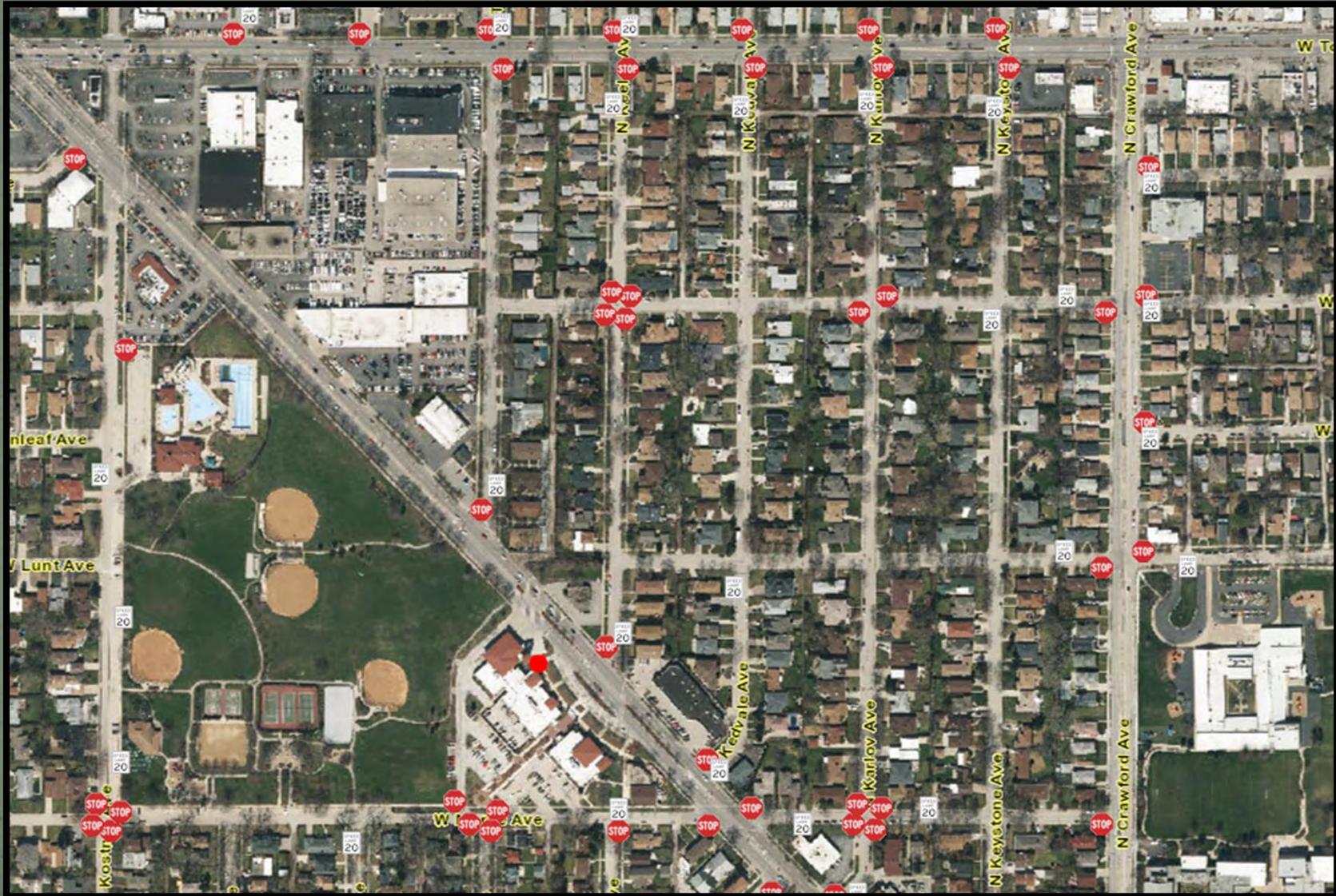
6600 Block Lincoln Avenue – Parking Restriction Request



Edens Expressway – Accident Review and Discussion



Yield Sign Pilot Program



2019-20 Goals

- ❖ Removal/Retention of Speed Humps During Street Resurfacing Project
- ❖ Address Concerns Regarding Non-Resident Parking in the 6400 block of Trumbull Avenue
- ❖ Safe Routes to Schools Grant if Approved by IDOT

Questions, Concerns Direction





**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
VILLAGE HALL COUNCIL CHAMBERS
7:30 P.M., DECEMBER 4, 2018**

AGENDA

- I. Call to Order**
- II. Pledge to the Flag**
- III. Roll Call**
- IV. Warrant Approval**
- V. Village President's Report**
 1. Lincolnwood in Bloom Contest Winner
 2. Proclamation Regarding Niles Township Food Pantry Awareness Month
- VI. Consent Agenda** (If anyone wishes to speak to any matter on the Consent Agenda, a Speaker's Request Form must be completed, presented to the Interim Village Manager, and the matter will be removed from the Consent Agenda and added to Regular Business.)
 1. Approval of an Ordinance Levying Property Taxes in the Amount of \$5,701,897 for All Corporate Purposes for the Village of Lincolnwood, Cook County, Illinois for the Real Estate Tax Year 2018, Payable to the Village in the Calendar Year 2019 (Appears on Consent Agenda Because it is a Routine Function of Government)
- VII. Regular Business**
 2. Consideration of a Resolution Authorizing the Execution of a Contract with SAFEbuilt Illinois, LLC, to Provide Building Inspection and Plan Review Services to the Community Development Department
- VIII. Manager's Report**
- IX. Board, Commission, and Committee Reports**
- X. Village Clerk's Report**
- XI. Trustee Report**
- XII. Public Forum**
- XIII. Adjournment**

DATE POSTED: November 30, 2018

All Village Board meetings are broadcast live to residents on Comcast Cable Channel 6, AT&T U-VERSE Channel 99, RCN Channel 49, and online at Lincolnwood.tv at 7:30 p.m. Rebroadcasts of Village Board meetings can be viewed one week following the live broadcast at 1:00 p.m. and 7:30 p.m. on cable television or online at lwdtv.org or on the Lincolnwood Mobile App.

TO: President and the Board of Trustees
FROM: Robert J. Merkel, Interim Village Manager
SUBJECT: Warrant Approval
DATE: November 30, 2018

The following are the totals for the List of Bills being presented at the December 4th Village Board meeting.

12/04/2018	198,738.48
12/04/2018	28,792.56
12/04/2018	34,089.74
12/04/2018	51,776.89
12/04/2018	104,479.77
Total	<hr/> <u>\$ 417,877.44</u>

Accounts Payable

To Be Paid Proof List

User: jmazzeffi
Printed: 11/20/2018 - 12:06PM
Batch: 00100.12.2018



Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
City of Chicago Dept of Water				
CTYOFCHI				
430883-430883	11/20/2018	95,164.23	0.00	12/04/2018
660-620-519-5790				Water - 9/12/18-10/12/18
430883-430883 Total:		95,164.23		
430884-430884	11/20/2018	85,226.10	0.00	12/04/2018
660-620-519-5790				Water - 9/12/18-10/12/18
430884-430884 Total:		85,226.10		
City of Chicago Dept of W		180,390.33		
Commonwealth Edison				
COMED				
1011026306	11/12/2018	2,042.28	0.00	12/04/2018
101-440-513-5785				Metered Street Lights
1011026306 Total:		2,042.28		
2028043041	11/5/2018	4,120.85	0.00	12/04/2018
101-440-513-5785				Master Account Street Lighting
2028043041 Total:		4,120.85		
2873043051	11/5/2018	155.68	0.00	12/04/2018
101-440-513-5785				6471 N Lincoln
2873043051 Total:		155.68		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
300071087	11/2/2018	144.14	0.00	12/04/2018	7157 Keeler
101-440-513-5785 Utilities - public way					
300071087 Total:		144.14			
381169268	11/2/2018	168.37	0.00	12/04/2018	7002 N Tripp
101-440-513-5785 Utilities - public way					
381169268 Total:		168.37			
4357072009	11/1/2018	148.65	0.00	12/04/2018	6401 McCormick Blvd
101-440-513-5785 Utilities - public way					
4357072009 Total:		148.65			
4847019018	11/5/2018	138.72	0.00	12/04/2018	6668 N Lincoln Ave
101-440-513-5785 Utilities - public way					
4847019018 Total:		138.72			
5103171049	11/12/2018	4,956.28	0.00	12/04/2018	Master Account Street Lighting
101-440-513-5785 Utilities - public way					
5103171049	11/12/2018	214.59	0.00	12/04/2018	Master Account Street Lighting
660-620-519-5785 Utilities - public way					
5103171049 Total:		5,170.87			
57221-35010	11/5/2018	176.46	0.00	12/04/2018	Master Account Street Lighting
101-440-513-5785 Utilities - public way					
57221-35010 Total:		176.46			
592075011	10/25/2018	1,667.67	0.00	12/04/2018	Master Account Street Lighting
101-440-513-5785 Utilities - public way					
592075011 Total:		1,667.67			
Commonwealth Edison To		13,933.69			

Lowe's Business Acc/GECF
LOWES

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
2064	10/30/2018	56.91	0.00	12/04/2018	
205-504-515-5730					Program supplies
					Trunk or Treat supplies
	2064 Total:	56.91			
2146	10/18/2018	21.96	0.00	12/04/2018	
205-509-515-5730					Program supplies
					Turkey Trot - rope, tape, paint
	2146 Total:	21.96			
2157	10/18/2018	13.86	0.00	12/04/2018	
205-509-515-5730					Program supplies
					Turkey Trot - sign posts
	2157 Total:	13.86			
2420	10/22/2018	126.16	0.00	12/04/2018	
205-509-515-5730					Program supplies
					Turkey Trot - tape
	2420 Total:	126.16			
8667	10/30/2018	7.42	0.00	12/04/2018	
205-504-515-5730					Program supplies
					Trunk or Treat supplies
	8667 Total:	7.42			
	Lowe's Business Acc/GEC	226.31			
Neofunds					
NEOFUNDS					
NEO110218	11/2/2018	35.50	0.00	12/04/2018	
101-210-511-5720					Postage
					Neopost postage
NEO110218	11/2/2018	21.20	0.00	12/04/2018	
101-210-511-5720					Postage
					Neopost postage
NEO110218	11/2/2018	276.84	0.00	12/04/2018	
101-210-511-5720					Postage
					Neopost postage
NEO110218	11/2/2018	28.15	0.00	12/04/2018	
101-210-511-5720					Postage
					Neopost postage
NEO110218	11/2/2018	341.84	0.00	12/04/2018	
205-500-515-5720					Postage
					Neopost postage
NEO110218	11/2/2018	95.53	0.00	12/04/2018	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-210-511-5720 Postage NEO110218	11/2/2018	16.99	0.00	12/04/2018	Neopost postage
101-210-511-5720 Postage NEO110218	11/2/2018	1,260.26	0.00	12/04/2018	Neopost postage
660-610-519-5720 Postage					Neopost postage
	NEO110218 Total:	2,076.31			
	Neofunds Total:	2,076.31			
Nicor Gas NICOR					
21-46-84-00003	11/15/2018	643.43	0.00	12/04/2018	
205-560-515-5780 Utilities - government buildin					Pool
	21-46-84-00003 Total:	643.43			
21-84-84-00004	11/7/2018	225.01	0.00	12/04/2018	
660-620-519-5780 Utilities - government buildin					Pump Station
	21-84-84-00004 Total:	225.01			
31-46-84-00002	11/15/2018	1,198.74	0.00	12/04/2018	
205-560-515-5780 Utilities - government buildin					Parks & Rec
	31-46-84-00002 Total:	1,198.74			
70-61-47-04487	11/7/2018	44.66	0.00	12/04/2018	
205-560-515-5780 Utilities - government buildin					7055 Kostner
	70-61-47-04487 Total:	44.66			
	Nicor Gas Total:	2,111.84			
	Report Total:	198,738.48			

Accounts Payable

To Be Paid Proof List

User: jmazzeffi
Printed: 11/26/2018 - 11:36AM
Batch: 00101.12.2018



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
Ace Hardware Skokie ACEHRDS 219066	11/6/2018	26.25	0.00	12/04/2018	
205-509-515-5730 Program supplies					Turkey Trot sign supplies
219066 Total:		26.25			
Ace Hardware Skokie Tota		26.25			
Amazon AMAZON 433339566373	11/8/2018	74.38	0.00	12/04/2018	
660-620-519-5730 Program supplies					Calculator
433339566373 Total:		74.38			
437784643745	10/23/2018	657.44	0.00	12/04/2018	
101-300-512-5730 Program supplies					Computer supplies
437784643745 Total:		657.44			
439349463765	10/16/2018	118.99	0.00	12/04/2018	
101-210-511-5700 Office supplies					Monitor
439349463765 Total:		118.99			
459558765746	10/13/2018	13.99	0.00	12/04/2018	
101-200-511-5799 Other materials & supplies					Batteries for Council Chambers
459558765746 Total:		13.99			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
533944736838	10/22/2018	39.73	0.00	12/04/2018	
101-200-511-5700 Office supplies					Stapler
	533944736838 Total:	39.73			
854665694699	10/17/2018	39.63	0.00	12/04/2018	
660-620-519-5730 Program supplies					Directional windstock
	854665694699 Total:	39.63			
877576537464	10/11/2018	52.70	0.00	12/04/2018	
660-620-519-5730 Program supplies					Grease tube
	877576537464 Total:	52.70			
889544448863	10/10/2018	6.99	0.00	12/04/2018	
101-210-511-5700 Office supplies					Cable for credit card machine
	889544448863 Total:	6.99			
	Amazon Total:	1,003.85			
Antosz, Olivia					
ANTOSZ					
REIM111118OAM	11/11/2018	158.88	0.00	12/04/2018	
205-500-515-5820 Local mileage, parking & tolls					Reimbursement/Mileage/Conference
	REIM111118OAM Total:	158.88			
	Antosz, Olivia Total:	158.88			
Bornschlegl, Susan					
BORNSCHL					
110918	11/9/2018	90.00	0.00	12/04/2018	
205-000-210-2430 Parks and Recs Control Deposi					Refund/Class
	110918 Total:	90.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Bornschlegl, Susan Total:		90.00			
Classic Design Awards					
CLASSICD					
181454	11/12/2018	28.85	0.00	12/04/2018	
101-100-511-5799 Other materials & supplies					Name plate for employee
181454 Total:		28.85			
Classic Design Awards Tot		28.85			
Fast Signs					
FASTSIGN					
80-53247	11/13/2018	426.00	0.00	12/04/2018	
205-509-515-5730 Program supplies					Turkey Trot Signs
80-53247 Total:		426.00			
Fast Signs Total:		426.00			
Forte					
FORT					
31092	3/22/2018	319.00	0.00	12/04/2018	
101-210-511-5725 Bank & Credit Card Fees					Credit card machine/Finance
31092 Total:		319.00			
Forte Total:		319.00			
Great Lakes Coca Cola Distribution					
GREATLAC					
720207869	11/15/2018	234.24	0.00	12/04/2018	
101-210-511-5700 Office supplies					Pop for Village Hall pop machine

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
	720207869 Total:	234.24			
	Great Lakes Coca Cola Dis	234.24			
Impact Networking, LLC					
IMPACT					
1265390	11/8/2018	232.67	0.00	12/04/2018	
	660-610-519-5340 Maintenance Agreement Expen				Copier - PW
1265390	11/8/2018	232.67	0.00	12/04/2018	
	205-500-515-5440 R&M - office equipment				Copier - Parks
1265390	11/8/2018	232.67	0.00	12/04/2018	
	101-000-210-2650 Contractor Permits Payable				Copier - Fire
1265390	11/8/2018	622.99	0.00	12/04/2018	
	101-210-511-5440 R&M - office equipment				Copier - Police, Finance, Admin
	1265390 Total:	1,321.00			
	Impact Networking, LLC T	1,321.00			
Leal, Mauricio					
LEALM					
14450	10/1/2018	679.00	0.00	12/04/2018	
	102-000-210-2027 Health insurance premium with				Refund - Insurance Premiums
14450	10/1/2018	60.00	0.00	12/04/2018	
	102-000-210-2027 Health insurance premium with				Refund - Insurance Premiums
	14450 Total:	739.00			
66545	11/1/2018	679.00	0.00	12/04/2018	
	102-000-210-2027 Health insurance premium with				Refund - Insurance Premiums
66545	11/1/2018	60.00	0.00	12/04/2018	
	102-000-210-2027 Health insurance premium with				Refund - Insurance Premiums
	66545 Total:	739.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Leal, Mauricio Total:		1,478.00			
Marc Printing					
MARCP					
112150	11/9/2018	748.55	0.00	12/04/2018	Laser water bill paper
660-610-519-5700 Office supplies					
112150 Total:		748.55			
Marc Printing Total:		748.55			
National Government Services, Inc.					
NATLGOV					
955550-16391740	11/14/2018	313.15	0.00	12/04/2018	Medicare reimbursement
101-000-410-4315 Ambulance & EMS fees					
955550-16391740 Total:		313.15			
National Government Serv		313.15			
Nicor Gas					
NICOR					
1436840000	11/7/2018	275.98	0.00	12/04/2018	Community Center
205-430-515-5780 Utilities - government buildin					
1436840000 Total:		275.98			
3017240000	11/8/2018	1,037.38	0.00	12/04/2018	Public Services
101-420-511-5780 Utilities - government buildin					
3017240000 Total:		1,037.38			
5202340000	11/8/2018	560.03	0.00	12/04/2018	Village Hall
101-420-511-5780 Utilities - government buildin					
5202340000 Total:		560.03			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
6202340000	11/8/2018	1,027.76	0.00	12/04/2018
101-420-511-5780	Utilities - government buildin			Public Safety
	6202340000 Total:	1,027.76		
	Nicor Gas Total:	2,901.15		
Trivedi, Ropal				
TRIVEDRO				
110918	11/9/2018	26.00	0.00	12/04/2018
205-000-210-2430	Parks and Recs Control Deposi			Refund/Household Credit
	110918 Total:	26.00		
	Trivedi, Ropal Total:	26.00		
Upland Design Ltd.				
UPLAND				
18-679-01	11/9/2018	3,994.44	0.00	12/04/2018
205-430-515-6350	Park Construction & Improvem			Proesel Park Consulting expenses/Phase One
	18-679-01 Total:	3,994.44		
	Upland Design Ltd. Total:	3,994.44		
Warehouse Direct				
WAREHOUS				
3995755-1	9/19/2018	13.90	0.00	12/04/2018
101-210-511-5700	Office supplies			Office supplies
	3995755-1 Total:	13.90		
	Warehouse Direct Total:	13.90		

Will Enterprises

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description

WILLEN				
267622	11/1/2018	15,709.30	0.00	12/04/2018
205-509-515-5730	Program supplies			Turkey Trot shirts
	267622 Total:	<u>15,709.30</u>		
	Will Enterprises Total:	<u>15,709.30</u>		
	Report Total:	<u><u>28,792.56</u></u>		

Accounts Payable

To Be Paid Proof List

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
American Express AMEREXP					
31182110118	11/1/2018	99.99	0.00	12/04/2018	
101-250-511-5340 Maintenance Agreement Expen					Adobe Sparks program
31182110118	11/1/2018	1.99	0.00	12/04/2018	
101-250-511-5340 Maintenance Agreement Expen					Domain name
	31182110118 Total:	101.98			
31190101218	10/12/2018	28.34	0.00	12/04/2018	
205-509-515-5730 Program supplies					Amazon - Turkey Trot items
	31190101218 Total:	28.34			
31190101418	10/14/2018	100.00	0.00	12/04/2018	
205-530-515-5730 Program supplies					Care.com-Day camp
	31190101418 Total:	100.00			
31190101918	10/19/2018	11.20	0.00	12/04/2018	
205-509-515-5510 Advertising					Facebook - Turkey Trot advertising
31190101918	10/19/2018	1.74	0.00	12/04/2018	
205-520-515-5270 Purchased program services					Facebook - School's out advertising
	31190101918 Total:	12.94			
31190102218	10/22/2018	160.00	0.00	12/04/2018	
205-509-515-5615 Awards					Plaquemaster - Turkey Trot Awards
	31190102218 Total:	160.00			
31190102318	10/23/2018	76.56	0.00	12/04/2018	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
205-500-515-5510 Advertising					Sam's Club - Proesel Park playground meeting
31190102318	10/23/2018	635.40	0.00	12/04/2018	
205-509-515-5645 Concessions & food					Sam's Club - Turkey Trot water
31190102318 Total:		711.96			
31190102618	10/26/2018	318.77	0.00	12/04/2018	
205-570-515-5270 Purchased program services					Ticketmaster - Senior theater trip
31190102618 Total:		318.77			
31190103018	10/30/2018	19.96	0.00	12/04/2018	
205-509-515-5730 Program supplies					Walmart - Turkey Trot supplies
31190103018	10/30/2018	5.00	0.00	12/04/2018	
205-504-515-5730 Program supplies					Dollar Tree - Trunk or Treat supplies
31190103018	10/30/2018	22.00	0.00	12/04/2018	
205-509-515-5730 Program supplies					Dollar Tree - Turkey Trot supplies
31190103018	10/30/2018	9.00	0.00	12/04/2018	
205-504-515-5730 Program supplies					Dollar Tree - Gingerbread house making event
31190103018 Total:		55.96			
31190110118	11/1/2018	10.00	0.00	12/04/2018	
205-530-515-5730 Program supplies					Google - Day camp account
31190110118 Total:		10.00			
31190110218	11/2/2018	10.00	0.00	12/04/2018	
205-560-515-5640 Computer supplies					Google - Pool account
31190110218 Total:		10.00			
31190110318	11/3/2018	15.00	0.00	12/04/2018	
205-500-515-5725 Credit card charges					Plug n Play - Monthly billing
31190110318 Total:		15.00			
31190110718	11/7/2018	279.98	0.00	12/04/2018	
205-509-515-5730 Program supplies					Wayfair - Turkey Trot fire pits
31190110718 Total:		279.98			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
31190110818	11/8/2018	294.00	0.00	12/04/2018	
205-509-515-5730					Program supplies Signs.com - Turkey Trot signs
	31190110818 Total:	294.00			
31216101118	10/11/2018	125.94	0.00	12/04/2018	
205-430-515-5730					Program supplies Coffee for Touhy Ave ribbon cutting ceremony
31216101118	10/11/2018	33.97	0.00	12/04/2018	
205-430-515-5730					Program supplies Refreshments for Ribbon cutting
	31216101118 Total:	159.91			
31216101918	10/19/2018	23.90	0.00	12/04/2018	
101-400-511-5730					Program supplies Shipping titles for Vehicle auction
	31216101918 Total:	23.90			
31216102518	10/25/2018	20.00	0.00	12/04/2018	
205-430-515-5730					Program supplies Decorations for Trunk or Treat
	31216102518 Total:	20.00			
31216103018	10/30/2018	110.60	0.00	12/04/2018	
205-430-515-5730					Program supplies Supplies for Trunk or Treat
	31216103018 Total:	110.60			
31216110218	11/2/2018	121.50	0.00	12/04/2018	
101-200-511-5840					Meals Professional Development lunch
	31216110218 Total:	121.50			
32008110218	11/2/2018	40.00	0.00	12/04/2018	
101-200-511-5599					Other contractual Annual Program fee
	32008110218 Total:	40.00			
32008110818	11/8/2018	119.00	0.00	12/04/2018	
101-200-511-5700					Office supplies Annual Program fee
	32008110818 Total:	119.00			
32081100418	10/4/2018	681.36	0.00	12/04/2018	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-350-512-5730 Program supplies					4 Imprint - Magnetic clips
32081100418	10/4/2018	195.00	0.00	12/04/2018	
101-350-512-5570 Professional associations					NEMSMA Membership
32081100418	10/4/2018	207.09	0.00	12/04/2018	
101-350-512-5770 Training supplies					Chief supply decontamination wipes
32081100418	10/4/2018	24.95	0.00	12/04/2018	
101-350-512-5570 Professional associations					FireHouse Magazine renewal
32081100418 Total:		1,108.40			
American Express Total:		3,802.24			
Bank of America, Business Card					
BANKOFAM					
1957111618	11/16/2018	81.16	0.00	12/04/2018	
205-570-515-5645 Concessions & food					Drury Lane
1957111618	11/16/2018	54.90	0.00	12/04/2018	
205-504-515-5730 Program supplies					Party City
1957111618	11/16/2018	28.00	0.00	12/04/2018	
205-504-515-5730 Program supplies					Dollar Tree
1957111618	11/16/2018	51.86	0.00	12/04/2018	
205-504-515-5730 Program supplies					Jewel Osco
1957111618	11/16/2018	80.43	0.00	12/04/2018	
205-504-515-5730 Program supplies					Gordon Food Service, Inc.
1957111618	11/16/2018	236.41	0.00	12/04/2018	
205-504-515-5730 Program supplies					Meinke Garden Center
1957111618	11/16/2018	31.75	0.00	12/04/2018	
205-504-515-5730 Program supplies					Crown Trophy of Skokie
1957111618	11/16/2018	14.40	0.00	12/04/2018	
205-504-515-5730 Program supplies					Michaels
1957111618	11/16/2018	42.48	0.00	12/04/2018	
205-504-515-5730 Program supplies					Michaels
1957111618	11/16/2018	-3.30	0.00	12/04/2018	
205-504-515-5730 Program supplies					Michael- return
1957111618	11/16/2018	138.37	0.00	12/04/2018	
205-504-515-5645 Concessions & food					Fun Express
1957111618	11/16/2018	342.85	0.00	12/04/2018	
205-504-515-5730 Program supplies					Michaels

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
	1957111618 Total:	1,099.31			
5742100818	10/8/2018	182.26	0.00	12/04/2018	
101-240-517-5799	Other materials & supplies				ICSC Giveaway
	5742100818 Total:	182.26			
5742101618	10/16/2018	33.57	0.00	12/04/2018	
101-100-511-5840	Meals				Dinner Trustees/Board mtg
5742101618	10/16/2018	33.43	0.00	12/04/2018	
101-100-511-5840	Meals				Dinner Trustees/Board mtg
	5742101618 Total:	67.00			
5742102718	10/27/2018	19.99	0.00	12/04/2018	
101-250-511-5340	Maintenance Agreement Expen				Adobe in Design
	5742102718 Total:	19.99			
5742110618	11/6/2018	259.45	0.00	12/04/2018	
101-250-511-5340	Maintenance Agreement Expen				Amazon Server storage
	5742110618 Total:	259.45			
6958110818	11/8/2018	179.93	0.00	12/04/2018	
101-300-512-5700	Office supplies				Office supplies-Shoplet
6958110818	11/8/2018	158.00	0.00	12/04/2018	
101-300-512-5590	Training				Training- Publice Safety
	6958110818 Total:	337.93			
7670102018	10/20/2018	47.48	0.00	12/04/2018	
205-504-515-5645	Concessions & food				GFS - Pumpskins in Proesel popcorn
	7670102018 Total:	47.48			
7670102318	10/23/2018	89.99	0.00	12/04/2018	
205-500-515-5599	Other contractual				FreePik - Annual subscription
	7670102318 Total:	89.99			
7670102418	10/24/2018	2.70	0.00	12/04/2018	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
205-500-515-5599 Other contractual					International transaction fee
	7670102418 Total:	2.70			
8334101218	10/12/2018	120.00	0.00	12/04/2018	Ipass replenishment
	101-210-511-5820 Local mileage, parking & tolls				
	8334101218 Total:	120.00			
8334101918	10/19/2018	147.85	0.00	12/04/2018	Comcast/Internet/PW
	660-610-519-5580 Telephone				
8334101918	10/19/2018	274.49	0.00	12/04/2018	Comcast/Internet/Village Hall
	101-250-511-5580 Telephone				
	8334101918 Total:	422.34			
8334102218	10/22/2018	199.00	0.00	12/04/2018	Registration/Training
	101-210-511-5590 Training				
	8334102218 Total:	199.00			
8334103018	10/30/2018	59.00	0.00	12/04/2018	Ashland/Addison-Flowers
	101-100-511-5799 Other materials & supplies				
	8334103018 Total:	59.00			
8334110618	11/6/2018	15.97	0.00	12/04/2018	Marianos/Board meeting
	101-100-511-5840 Meals				
8334110618	11/6/2018	32.52	0.00	12/04/2018	The Lincoln Cafe/Board mtg
	101-100-511-5840 Meals				
	8334110618 Total:	48.49			
9025101018	10/10/2018	35.10	0.00	12/04/2018	The Gage - Senior chaperone lunch
	205-570-515-5645 Concessions & food				
	9025101018 Total:	35.10			
9025102218	10/22/2018	57.25	0.00	12/04/2018	Michaels - Club Kid crafts
	205-520-515-5730 Program supplies				
	9025102218 Total:	57.25			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
9025102418	10/24/2018	46.00	0.00	12/04/2018
205-520-515-5730 Program supplies				Dollar Tree - Club Kid crafts
9025102418	10/24/2018	19.24	0.00	12/04/2018
205-504-515-5730 Program supplies				Walmart - Gingerbread House supplies
	9025102418 Total:	65.24		
9025102518	10/25/2018	42.44	0.00	12/04/2018
205-530-515-5730 Program supplies				Walmart - Day camp rainy day movies
	9025102518 Total:	42.44		
9025103018	10/30/2018	48.70	0.00	12/04/2018
205-570-515-5645 Concessions & food				Fogo De Chao- Senior chaperone lunch
9025103018	10/30/2018	19.90	0.00	12/04/2018
205-520-515-5730 Program supplies				Mariano's - Club Kid craft supplies
	9025103018 Total:	68.60		
9025103118	10/31/2018	7.41	0.00	12/04/2018
205-520-515-5730 Program supplies				Walmart - School's Out supplies
9025103118	10/31/2018	31.00	0.00	12/04/2018
205-520-515-5645 Concessions & food				Little Caesar's - Club Kid 1/2 day pizza
	9025103118 Total:	38.41		
	Bank of America, Business	3,261.98		
Chicago Tribune CHGOTRIB 5930541	10/18/2018	43.49	0.00	12/04/2018
101-240-517-5510 Advertising				Classified Ads/Community Development
	5930541 Total:	43.49		
5973793	11/8/2018	312.87	0.00	12/04/2018
101-240-517-5510 Advertising				Classified Ads/Community Development
	5973793 Total:	312.87		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	Chicago Tribune Total:	356.36			
Double Tree By Hilton DOUBLETR DDD1116	11/16/2018	625.00	0.00	12/04/2018	
205-504-515-5270	Purchased program services				Daddy Daughter Dance Venue Deposit/25%
	DDD1116 Total:	625.00			
	Double Tree By Hilton Tot	625.00			
EarthChannel EARTH 7265	6/18/2018	4,995.00	0.00	12/04/2018	
101-250-511-5340	Maintenance Agreement Expen				Annual maintenance
	7265 Total:	4,995.00			
	EarthChannel Total:	4,995.00			
Fast Signs FASTSIGN 80-53083	11/13/2018	30.00	0.00	12/04/2018	
101-420-511-5405	R&M - buildings				"No Gun" signs for Buildings
	80-53083 Total:	30.00			
	Fast Signs Total:	30.00			
HMO Healthcare Service Corporation HMO December, 2018	11/16/2018	1,462.11	0.00	12/04/2018	
102-000-210-2027	Health insurance premium with				Employee Health Insurance HMO/December 2018

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	December, 2018 Total:	1,462.11			
	HMO Healthcare Service C	1,462.11			
JCK Contractors					
JCKCONT					
23303	11/10/2018	355.00	0.00	12/04/2018	
101-440-513-5599	Other Contractual				1 load of top soil
	23303 Total:	355.00			
	JCK Contractors Total:	355.00			
Johnson Controls Security Solutions					
JOHNCONT					
31378444	11/7/2018	2,044.97	0.00	12/04/2018	
660-620-519-5405	R&M - buildings				Repair wiring and replaced door contact
	31378444 Total:	2,044.97			
31470862	11/10/2018	373.62	0.00	12/04/2018	
660-610-519-5340	Maintenance Agreement Expen				Alarm system service annual fee/Pump House
	31470862 Total:	373.62			
	Johnson Controls Security	2,418.59			
Kelly Services, Inc.					
KELLYSER					
44066692	11/5/2018	576.00	0.00	12/04/2018	
101-400-511-5039	Other contract labor				Temporary support for PW
	44066692 Total:	576.00			
	Kelly Services, Inc. Total:	576.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Lowe's Business Acc/GECF					
LOWES					
2131	11/13/2018	466.81	0.00	12/04/2018	Trukey Trot - Patio heater, landscape stakes, quick grip clan
205-509-515-5730 Program supplies					
2131 Total:		466.81			
2132	11/13/2018	142.41	0.00	12/04/2018	Trukey Trot - propane
205-509-515-5730 Program supplies					
2132 Total:		142.41			
2140	11/13/2018	47.26	0.00	12/04/2018	Trukey Trot - orange fencing
205-509-515-5730 Program supplies					
2140 Total:		47.26			
Lowe's Business Acc/GEC		656.48			
Miller, Justin					
MILLERJU					
WSG-11-18	11/11/2018	1,000.00	0.00	12/04/2018	Winter/Spring 2019 guide
205-500-515-5599 Other contractual					
WSG-11-18 Total:		1,000.00			
Miller, Justin Total:		1,000.00			
North Suburban Employee Benefit					
NSEBENEF					
December, 2018	11/14/2018	10,159.00	0.00	12/04/2018	Dental - December 2018
102-000-210-2028 Dental insurance premium with					
December, 2018 Total:		10,159.00			
North Suburban Employee		10,159.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
Robbins, Salomon & Patt, LTD					
RS&PLTD					
229306	10/9/2018	1,662.50	0.00	12/04/2018	
101-230-511-5399	Other professional services				August - Municipal Prosecution/traffic violations
	229306 Total:	1,662.50			
229308	10/9/2018	2,590.00	0.00	12/04/2018	
101-230-511-5399	Other professional services				August - Adjudicative hearings
	229308 Total:	2,590.00			
	Robbins, Salomon & Patt,	4,252.50			
Sam's Club					
SAMSCCL					
815	11/10/2018	11.38	0.00	12/04/2018	
205-520-515-5645	Concessions & food				Club Kid snack cups
	815 Total:	11.38			
	Sam's Club Total:	11.38			
Thompson Elevator Inspection Service, Inc.					
THOMPSON					
18-3326	11/6/2018	38.00	0.00	12/04/2018	
101-240-517-5399	Other professional services				Semi annual inspection
	18-3326 Total:	38.00			
	Thompson Elevator Inspec	38.00			
Verizon Wireless					
VERIZON					
9817462696	11/1/2018	90.10	0.00	12/04/2018	
101-000-210-2650	Contractor Permits Payable				Machine to machine charges

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description

9817462696 Total:		90.10		
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Verizon Wireless Total:		90.10		
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Report Total:		34,089.74		
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Accounts Payable

To Be Paid Proof List

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Aftermath Inc.					
AFTERMAT					
18-272	11/10/2018	315.00	0.00	12/04/2018	Cell decontamination
101-300-512-5405 R&M - buildings					
18-272 Total:		315.00			
Aftermath Inc. Total:		315.00			
Altorfer Industries, Inc.					
ALTORFER					
PM6002770196	10/19/2018	3,918.58	0.00	12/04/2018	Inspections and maintenance of PW Generators
101-420-511-5405 R&M - buildings					
PM6002770196 Total:		3,918.58			
Altorfer Industries, Inc. To		3,918.58			
Canon Solutions America					
CANN					
486772	11/1/2018	53.15	0.00	12/04/2018	Copier - Maintenance/Nov
101-210-511-5440 R&M - office equipment					
486772	11/1/2018	8.03	0.00	12/04/2018	Copier - Usage/Oct
101-210-511-5440 R&M - office equipment					
486772 Total:		61.18			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
Canon Solutions America T		61.18			
Cassidy Tire CASSIDYT 708005068	11/9/2018	355.00	0.00	12/04/2018	Tires for Squad 215
101-300-512-5480 R&M - vehicles					
708005068 Total:		355.00			
Cassidy Tire Total:		355.00			
Chicago Communications, LLC CHGOCOMM 306586	11/5/2018	50.00	0.00	12/04/2018	Portable radio maintenance/Dec
101-300-512-5410 R&M - communications equipm					
306586 Total:		50.00			
Chicago Communications,		50.00			
Fastenal FASTENAL ILNIL59497	4/4/2018	199.42	0.00	12/04/2018	Ear plugs for PW Shop
101-410-511-5730 Program supplies					
ILNIL59497 Total:		199.42			
Fastenal Total:		199.42			
FSCI Corporate Office FSCI 2018-1707	9/20/2018	440.00	0.00	12/04/2018	7225 N Cicero
101-240-517-5399 Other professional services					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description

	2018-1707 Total:	440.00		
2018-1746	9/26/2018	190.00	0.00	12/04/2018
101-240-517-5399	Other professional services			3731 W Wallen
	2018-1746 Total:	190.00		
2018-1767	9/27/2018	440.00	0.00	12/04/2018
101-240-517-5399	Other professional services			6430 N Hamlin
	2018-1767 Total:	440.00		
2018-1904	10/12/2018	235.00	0.00	12/04/2018
101-240-517-5399	Other professional services			6640 N Leroy
	2018-1904 Total:	235.00		
2018-2172	11/15/2018	985.00	0.00	12/04/2018
101-240-517-5399	Other professional services			7225 N Cicero
	2018-2172 Total:	985.00		
	FSCI Corporate Office Tot	2,290.00		
Gasaway Distributors, Inc.				
GASAWAY				
1058401	11/12/2018	2,610.00	0.00	12/04/2018
101-440-513-5766	Street materials - salt & sand			4,500 gallons of salt brine plus
	1058401 Total:	2,610.00		
	Gasaway Distributors, Inc.	2,610.00		
Illinois Association of Property & Evidence Mgrs				
ILLASSN				
56850	11/12/2018	35.00	0.00	12/04/2018
101-300-512-5570	Professional associations			Membership

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	56850 Total:	35.00			
56851	11/12/2018	35.00	0.00	12/04/2018	
101-300-512-5570	Professional associations				Membership
	56851 Total:	35.00			
56852	11/12/2018	35.00	0.00	12/04/2018	
101-300-512-5570	Professional associations				Membership
	56852 Total:	35.00			
	Illinois Association of Prop	105.00			
Jake the Striper					
JAKETHES					
16255	10/24/2018	2,800.00	0.00	12/04/2018	
101-300-561-6580	Equipment - vehicles				Squad set up - graphics
	16255 Total:	2,800.00			
	Jake the Striper Total:	2,800.00			
JG Uniforms Inc					
JGUNIFOR					
45278	11/8/2018	224.00	0.00	12/04/2018	
101-300-512-5070	Uniform allowance				Misc uinform items
	45278 Total:	224.00			
45282	11/8/2018	87.80	0.00	12/04/2018	
101-300-512-5070	Uniform allowance				Misc uinform items
	45282 Total:	87.80			
45286	11/8/2018	685.00	0.00	12/04/2018	
101-300-512-5730	Program supplies				Misc uinform items

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
		45286 Total:			
		685.00			
45295	11/8/2018	295.00	0.00	12/04/2018	
101-300-512-5070					Misc uinform items
		45295 Total:			
		295.00			
45297	11/8/2018	685.00	0.00	12/04/2018	
101-300-512-5730					Misc uinform items
		45297 Total:			
		685.00			
45337	11/9/2018	251.50	0.00	12/04/2018	
101-300-512-5730					Misc uinform items
		45337 Total:			
		251.50			
		JG Uniforms Inc Total:			
		2,228.30			
Lawson Products Inc					
LAWSNPRO					
9306250794	11/5/2018	94.72	0.00	12/04/2018	
101-410-511-5730					Shop supplies
		9306250794 Total:			
		94.72			
		Lawson Products Inc Total			
		94.72			
Lowe's Business Acc/GECF					
LOWES					
02299	11/2/2018	23.49	0.00	12/04/2018	
101-410-511-5730					Cabinet hinge, clock, air freshener
		02299 Total:			
		23.49			
02415	10/22/2018	104.19	0.00	12/04/2018	
660-620-519-5730					Pipes

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
	02415 Total:	104.19			
02695	11/17/2018	2.93	0.00	12/04/2018	Long lag shield with bolts
	101-420-511-5405 R&M - buildings				
	02695 Total:	2.93			
02709	11/7/2018	35.87	0.00	12/04/2018	Extension cord, cablehidiers
	101-420-511-5405 R&M - buildings				
	02709 Total:	35.87			
02800	11/8/2018	150.50	0.00	12/04/2018	Top soil
	101-440-513-5680 Landscaping supplies				
	02800 Total:	150.50			
02854	11/9/2018	62.78	0.00	12/04/2018	Surge protector, screws, weatherstrip
	101-420-511-5405 R&M - buildings				
	02854 Total:	62.78			
02881	11/9/2018	33.94	0.00	12/04/2018	Cablehider, latex caulk, roll fastener
	101-420-511-5405 R&M - buildings				
	02881 Total:	33.94			
07209	11/9/2018	4.28	0.00	12/04/2018	Padlock key
	101-420-511-5405 R&M - buildings				
	07209 Total:	4.28			
17527	11/7/2018	-15.01	0.00	12/04/2018	Return
	101-420-511-5405 R&M - buildings				
	17527 Total:	-15.01			
87950	11/13/2018	969.99	0.00	12/04/2018	Shelves
	660-620-519-5730 Program supplies				
	87950 Total:	969.99			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
	Lowe's Business Acc/GEC	1,372.96			
Midwest Industrial Lighting					
MIDWESTL					
125644	11/15/2018	980.39	0.00	12/04/2018	
101-420-511-5730 Program supplies					LED lights for Building
	125644 Total:	980.39			
	Midwest Industrial Lightin	980.39			
Motorola					
MOTOROLA					
390459282018	11/1/2018	1,434.00	0.00	12/04/2018	
101-300-512-5410 R&M - communications equipm					Maintenance/STARCOM/November
	390459282018 Total:	1,434.00			
41258850	11/9/2018	9,586.53	0.00	12/04/2018	
101-300-512-5730 Program supplies					APX 8000 All Band portable radios
	41258850 Total:	9,586.53			
	Motorola Total:	11,020.53			
Patel, Pravin					
PATELPR					
18-9125	9/24/2018	72.50	0.00	12/04/2018	
101-400-511-5210 Animal control					Animal control services
	18-9125 Total:	72.50			
	Patel, Pravin Total:	72.50			

Rainbow Farm

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
RAINBOWF					
36752	11/12/2018	1,300.00	0.00	12/04/2018	Woodchips hauled out
101-440-513-5599 Other Contractual					
	36752 Total:	1,300.00			
	Rainbow Farm Total:	1,300.00			
Sirchie Fingerprint Lab					
SIRCHIEF					
0368453-IN	10/12/2018	733.05	0.00	12/04/2018	Misc ET supplies
101-300-512-5730 Program supplies					
0368453-IN	10/12/2018	33.96	0.00	12/04/2018	Shipping
101-210-511-5720 Postage					
	0368453-IN Total:	767.01			
0373299-IN	11/15/2018	50.80	0.00	12/04/2018	Misc ET supplies
101-300-512-5730 Program supplies					
	0373299-IN Total:	50.80			
	Sirchie Fingerprint Lab To	817.81			
Solid Waste Agency of Northern Cook County					
SOLIDWA					
6058	12/1/2018	18,646.29	0.00	12/04/2018	FY 2019 O & M Costs - January
101-440-514-5230 Garbage & recycling					
6058	12/1/2018	866.95	0.00	12/04/2018	FY 2019 O & M Costs True-up
101-440-514-5230 Garbage & recycling					
	6058 Total:	19,513.24			
	Solid Waste Agency of Nor	19,513.24			

Thompson Elevator Inspection Service, Inc.
THOMPSON

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
18-3056	10/15/2018	456.00	0.00	12/04/2018	
101-240-517-5399					Other professional services
					12 Elevator re-inspections
	18-3056 Total:	456.00			
18-3106	10/16/2018	300.00	0.00	12/04/2018	
101-240-517-5399					Other professional services
					2 New construction permit re-inspection
	18-3106 Total:	300.00			
18-3156	10/19/2018	150.00	0.00	12/04/2018	
101-240-517-5399					Other professional services
					1 New construction elevator re-inspection
	18-3156 Total:	150.00			
	Thompson Elevator Inspec	906.00			
VCG Uniform					
VCGUNIFO					
21861	11/10/2018	209.85	0.00	12/04/2018	
101-300-512-5070					Uniform allowance
	21861 Total:	209.85			
	VCG Uniform Total:	209.85			
Vollmar Clay Products Company					
VOLLMER					
178958	11/13/2018	114.00	0.00	12/04/2018	
660-620-519-5730					Program supplies
					Pipes for Water Dept
	178958 Total:	114.00			
	Vollmar Clay Products Com	114.00			
West, Katya					
WESTKAT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
110818	11/8/2018	174.57	0.00	12/04/2018	
101-000-210-2625					Zoning Case Deposits
					Public Hearing deposit refund
	110818 Total:	174.57			
	West, Katya Total:	174.57			
Westmont Auto Parts					
WESTMONT					
20593	8/24/2018	267.84	0.00	12/04/2018	
101-300-512-5480					R&M - vehicles
					Air filters for Police Dept
	20593 Total:	267.84			
	Westmont Auto Parts Total	267.84			
	Report Total:	51,776.89			

Accounts Payable

To Be Paid Proof List

User: jmazzeffi
Printed: 11/26/2018 - 11:37AM
Batch: 00104.12.2018



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
<hr/>					
Airgas USA LLC					
AIRGAS					
9957050428	11/30/2018	366.89	0.00	12/04/2018	
101-350-512-5660 EMS supplies					Oxygen cylinders for ambulances
		<hr/>			
9957050428 Total:		366.89			
		<hr/>			
Airgas USA LLC Total:		366.89			
Averus					
AVERIS					
991290	11/13/2018	33.00	0.00	12/04/2018	
101-350-512-5499 R&M - other					Baffles for kitchen suppression
		<hr/>			
991290 Total:		33.00			
		<hr/>			
Averus Total:		33.00			
Bell Fuels, Inc.					
BELLFUEL					
278849	11/9/2018	803.43	0.00	12/04/2018	
101-350-512-5670 Fuel					Fuel for generator
		<hr/>			
278849 Total:		803.43			
		<hr/>			
Bell Fuels, Inc. Total:		803.43			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
Bound Tree Medical, LLC BOUND 62668468	8/7/2018	232.20	0.00	12/04/2018	Oxygen cylinder toggle
101-350-512-5660 EMS supplies					
62668468 Total:		232.20			
82927111	7/18/2018	702.71	0.00	12/04/2018	Oxygen cylinder toggle, regulator
101-350-512-5660 EMS supplies					
82927111 Total:		702.71			
82928506	7/19/2018	259.99	0.00	12/04/2018	Blood pressure cuff
101-350-512-5660 EMS supplies					
82928506 Total:		259.99			
82934023	7/25/2018	65.25	0.00	12/04/2018	Regulator gauges
101-350-512-5660 EMS supplies					
82934023 Total:		65.25			
82998849	10/2/2018	113.77	0.00	12/04/2018	Latex gloves
101-350-512-5660 EMS supplies					
82998849 Total:		113.77			
Bound Tree Medical, LLC		1,373.92			
Chicago Metropolitan Fire Prevention Co. CHGOMETR 198953	10/31/2018	85.00	0.00	12/04/2018	Service call at 6776 Laporte
101-420-511-5405 R&M - buildings					
198953 Total:		85.00			
199191	11/14/2018	182.00	0.00	12/04/2018	Service call at 4721 Touhy
101-420-511-5405 R&M - buildings					
199191 Total:		182.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
	Chicago Metropolitan Fire	267.00			
Cook County Recorder of Deeds COOKCOUN					
35110312018	10/31/2018	300.00	0.00	12/04/2018	Recording fees
101-230-511-5399	Other professional services				
	35110312018 Total:	300.00			
	Cook County Recorder of D	300.00			
Econocare Inc. ECONOCAR					
EDC-6990	11/19/2018	50,000.00	0.00	12/04/2018	Pep/Gift Grants for 6980/6990 Central Park Ave
217-000-517-5520	Community Development Gran				
	EDC-6990 Total:	50,000.00			
	Econocare Inc. Total:	50,000.00			
Holland & Knight LLP HOLLAND					
103118	10/31/2018	14,070.00	0.00	12/04/2018	General Counsel retainer
101-230-511-5350	Legal - retainer				
	103118 Total:	14,070.00			
5746687	11/9/2018	1,802.00	0.00	12/04/2018	Touhy & Lincoln Development
101-230-511-5370	Legal - review				
	5746687 Total:	1,802.00			
5746690	11/9/2018	2,310.00	0.00	12/04/2018	Telecommunications Ordinance
101-230-511-5370	Legal - review				
	5746690 Total:	2,310.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
5746698	11/9/2018	100.00	0.00	12/04/2018	Misc. Private Dockets
101-230-511-5370 Legal - review					
5746698 Total:		100.00			
5746702	11/9/2018	990.00	0.00	12/04/2018	Sacred Learning Center
101-230-511-5370 Legal - review					
5746702 Total:		990.00			
5746704	11/9/2018	4,810.50	0.00	12/04/2018	6850 N McCormick
101-230-511-5370 Legal - review					
5746704 Total:		4,810.50			
5746710	11/9/2018	1,966.50	0.00	12/04/2018	Evanston Water Agreement negotiations
101-230-511-5370 Legal - review					
5746710 Total:		1,966.50			
5746713	11/9/2018	20,098.89	0.00	12/04/2018	Purple Hotel - Tucker Development
101-230-511-5370 Legal - review					
5746713 Total:		20,098.89			
5746752	11/9/2018	2,830.50	0.00	12/04/2018	Ziegler Auto Group
101-230-511-5370 Legal - review					
5746752 Total:		2,830.50			
Holland & Knight LLP Tot		48,978.39			
Lowe's Business Acc/GECE					
LOWES					
02329	11/15/2018	116.98	0.00	12/04/2018	Light bulbs
101-420-511-5730 Program supplies					
02329	11/15/2018	-74.24	0.00	12/04/2018	Light bulbs
101-420-511-5730 Program supplies					
02329 Total:		42.74			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
02331	11/15/2018	91.00	0.00	12/04/2018
101-420-511-5730	Program supplies			Light bulbs
	02331 Total:	91.00		
02605	11/19/2018	44.56	0.00	12/04/2018
101-420-511-5405	R&M - buildings			Gatehouse gate, shop vac, spray paint
	02605 Total:	44.56		
08475	11/20/2018	15.15	0.00	12/04/2018
101-350-512-5799	Other materials & supplies			Meat thermometer, turkey stand for deep fryer
	08475 Total:	15.15		
08878	11/9/2018	208.62	0.00	12/04/2018
101-350-512-5799	Other materials & supplies			Garbage can, soldering fun, solder
	08878 Total:	208.62		
09018	11/16/2018	71.03	0.00	12/04/2018
101-350-512-5799	Other materials & supplies			Snow blankets, stringed lights
	09018 Total:	71.03		
	Lowe's Business Acc/GEC	473.10		
Pomp's Tire Services				
POMPTIRE				
280082221	4/16/2018	1,471.82	0.00	12/04/2018
101-350-512-5480	R&M - vehicles			Tire repairs for T15
	280082221 Total:	1,471.82		
	Pomp's Tire Services Total:	1,471.82		
Trizetto Provider Solutions				
TRIZETTO				
7108111800	11/1/2018	412.22	0.00	12/04/2018

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-000-410-4315					Ambulance & EMS fees
					Claims transaction fee for ambulances
		7108111800 Total:			412.22
		Trizetto Provider Solutions			412.22
		Report Total:			104,479.77



Proclamation

WHEREAS, the number of American households facing food insecurity in the U.S. continues to be more prevalent than it was before the Great Recession; and

WHEREAS, in Niles Township, residents may be surprised to learn that nearly 1 in 3 District 219 high school students are going to bed hungry, and going to school without enough food in their bellies; and

WHEREAS, the Niles Township Food Pantry is here to help, providing assistance to roughly 1,800 households and distributing 100,000 lbs. of food each month; and

WHEREAS, right now, there are residents in Lincolnwood, and throughout Niles Township, facing this life-threatening dilemma each and every day. As Americans, we call our network of food pantries and soup kitchens the last line of defense against hunger. We are here doing everything we can every day, but we need the help of the community now more than ever.

NOW, THEREFORE, BE IT RESOLVED that I, Barry Bass, President of the Village of Lincolnwood, along with the Village Board of Trustees do hereby proclaim the month of December, 2018 as:

Niles Township Food Pantry Awareness Month

In Lincolnwood and call upon citizens, to donate food and time to create a better, brighter, and more hopeful future for those less fortunate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of Lincolnwood to be affixed:

DATED this 4th day of December, 2018

ATTEST:

Caroline Dick
Deputy Village Clerk

Barry Bass
Village President

Request For Board Action

REFERRED TO BOARD: December 4, 2018

AGENDA ITEM NO: 1

ORIGINATING DEPARTMENT: Finance

SUBJECT: Approval of an Ordinance Levying Property Taxes in the Amount of \$5,701,897 for All Corporate Purposes for the Village of Lincolnwood, Cook County, Illinois for the Real Estate Tax Year 2018, Payable to the Village in the Calendar Year 2019

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Each year the Village Board is asked to adopt a Tax Levy Ordinance. This tax levy must be adopted at this meeting in order for the levy to be filed with the County Clerk before December 25, 2018. Per current Village financial policy, the tax levy increase is limited to the maximum allowed under the State Statute in regards to tax capped communities which was 2.1% for the 2018 tax levy. This equates to an increase in the 2018 tax levy of \$117,277. At the October 16, 2018 Committee of the Whole meeting, the Village Board agreed by consensus to increase the 2018 tax levy by the maximum allowable increase for tax capped communities.

Please refer to the appended tax levy computation schedule to review the Year 2018 calculation. The appended real estate tax levy worksheet has been updated to reflect the Village's actual distribution of the 2018 tax levy and compares the distribution with the 2017 tax levy. As can be seen from the comparison, there is an increase to the Police Pension portion of the tax levy from the prior year. As discussed in previous years, the State Legislature made key changes impacting the actuarial calculation stating that the amortization payment will be based on attaining a 90% funded ratio by the end of fiscal year 2040. The previous requirement was for 100% funding by the end of fiscal year 2033.

FINANCIAL IMPACT:

Receipt of General Fund, Parks & Recreation, Special Recreation, and Police Pension Fund 2018 Tax Levy Revenue of \$5,701,897.

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. The Clerk's Certification
3. The 2018 Tax Levy Worksheet
4. October 16, 2018 Committee of the Whole Minutes

RECOMMENDED MOTION:

Move to approve an Ordinance levying property taxes for all corporate purposes for the Village of Lincolnwood, Cook County, Illinois for the real estate tax year 2018.

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2018-

**AN ORDINANCE LEVYING PROPERTY TAXES FOR ALL CORPORATE PURPOSES
FOR THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS
FOR THE REAL ESTATE TAX YEAR 2018**

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS 4th DAY OF DECEMBER, 2018

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

4th Day of December, 2018

Village Clerk

ORDINANCE NO. 2018-

**AN ORDINANCE LEVYING PROPERTY TAXES FOR ALL CORPORATE PURPOSES
FOR THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS
FOR THE REAL ESTATE TAX YEAR 2018**

BE IT ORDAINED by the President and Board of Trustees of the Village of Lincolnwood, Cook County, Illinois:

SECTION 1: That the amounts hereinafter set forth, or so much thereof as may be authorized by law, and the same are hereby levied upon all property subject to taxation within the municipality as that property is assessed and equalized for the current year, and for such purposes for the Village of Lincolnwood, Cook County, Illinois for the fiscal year beginning May 1, 2019 and ending April 30, 2020.

SECTION 2: That the Village Clerk shall make and file with the County Clerk of said County of Cook, on or before the last Tuesday in December, a duly certified copy of this ordinance.

SECTION 3: That the amount levied for each object is placed in a separate column under the heading "Amount to be Raised by Property Taxes", which appears over same being as follows, to wit:

PROPERTY TAX LEVY SUMMARY

<u>Purpose of Levy</u>	<u>Amount to be Raised by Property Taxes</u>
General Corporate	\$ 2,648,518
Playgrounds & Recreation	890,000
Special Recreation	110,000
Police Pension	<u>2,053,379</u>
TOTAL	<u>\$ 5,701,897</u>

SECTION 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

SECTION 5: That this ordinance shall be in full force and effect after its adoption, as provided by law.

PASSED this 4th day of December, 2018.

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this 4th day of December, 2018.

Barry I. Bass, President
Village of Lincolnwood, Cook County,
Illinois

ATTESTED and FILED in my office the
4th day of December, 2018.

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



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

Fund / Department / Account	Amount Appropriated	Amount To Be Raised By	
		Other Sources	Property Taxes
General Fund			
Village President and Board of Trustees			
Personnel Services			
Compensation			
Salary- Elected and Appointed Officials	\$ 42,000	0 \$	42,000
Wages- Full Time Hourly	16,000	16,000	0
Total Compensation	\$ 58,000	\$ 16,000	42,000
Benefits			
Employer FICA	\$ 3,600	100	3,500
Employer Medicare	840	150	690
Employer IMRF	3,800	3,800	0
Insurance- Group Life and AD&D	50	50	0
Insurance - Opt Out	2,400	2,400	0
Insurance- Group Medical	1,540	1,000	540
Insurance- Group Dental	130	116	14
Insurance- Worker's Compensation	480	433	47
Total Benefits	\$ 12,840	\$ 8,049	4,791
Total Personnel Services	\$ 70,840	\$ 24,049	46,791
Contractual Services			
Professional Services			
Purchased Program Services	\$ 7,500	7,500	0
Consulting	5,000	5,000	0
Other Professional Services	5,000	5,000	0
Total Contractual Services	\$ 17,500	\$ 17,500	0
Commodities			
Intergovernmental Fees and Dues	10,000	10,000	0
Printing and Copying Services	14,000	14,000	0
Other Contractual	1,000	1,000	0
Books and Publications	50	50	0
Office Supplies	500	500	0
Other Materials and Supplies	2,500	2,500	0
Total Commodities	\$ 28,050	\$ 28,050	0



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Village President and Board of Trustees (cont.)			
Meetings and Travel			
Conference and Meeting Registration	700	700	0
Local Mileage, Parking and Tolls	400	400	0
Lodging	500	500	0
Meals	7,000	7,000	0
Purchased Transportation	200	200	0
Total Meetings and Travel	<u>\$ 8,800</u>	<u>\$ 8,800</u>	<u>0</u>
Village President and Board of Trustees Total	<u>\$ 125,190</u>	<u>\$ 78,399</u>	<u>46,791</u>



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

Fund / Department / Account	Amount Appropriated	Amount To Be Raised By	
		Other Sources	Property Taxes
General Fund			
Village Clerk			
Personnel Services			
Compensation			
Salary- Elected and Appointed	\$ 8,000	\$ -	\$ 8,000
Total Compensation	\$ 8,000	\$ -	\$ 8,000
Benefits			
Employer FICA	\$ 496	\$ 0	\$ 496
Employer Medicare	116	0	116
Insurance- Workers Compensation	240	0	240
Total Benefits	\$ 852	\$ 0	\$ 852
Total Personnel Services	\$ 8,852	\$ 0	\$ 8,852
Commodities			
Ordinance Codification	\$ 9,000	\$ 9,000	\$ 0
Printing and Copying Services	50	50	0
Total Commodities	\$ 9,050	\$ 9,050	\$ 0
Meetings and Travel			
Conference and Meeting Registration	\$ 150	\$ 150	\$ 0
Local Mileage, Parking and Tolls	50	50	0
Meals	100	100	0
Total Meetings and Travel	\$ 300	\$ 300	\$ 0
Village Clerk Total	\$ 18,202	\$ 9,350	\$ 8,852



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Village Manager			
Personnel Services			
Compensation			
Wages- Full Time Salaried	\$ 480,000	\$ 480,000	\$ 0
Wages- Full Time Hourly	63,000	63,000	0
Wages- Part Time Hourly	2,400	2,400	0
Deferred Compensation	13,300	13,300	0
Educational Stipend	4,800	4,800	0
Total Compensation	\$ 563,500	\$ 563,500	\$ 0
Benefits			
Employer FICA	\$ 30,000	\$ 30,000	\$ 0
Employer Medicare	8,200	8,200	0
Employer IMRF	60,000	60,000	0
Insurance- Group Life and AD&D	1,430	1,430	0
Insurance- Group Medical	71,000	71,000	0
Insurance- Group Dental	5,000	5,000	0
Insurance- Worker's Compensation	14,000	14,000	0
Total Benefits	\$ 189,630	\$ 189,630	\$ 0
Total Personnel Services	\$ 753,130	\$ 753,130	\$ 0
Contractual Services			
Other Professional Services	18,000	18,000	0
Total Contractual Services	\$ 18,000	\$ 18,000	\$ 0
Commodities			
Advertising	\$ 4,000	4,000	\$ 0
Printing and Copying Services	1,500	1,500	0
Professional Associations	5,200	5,200	0
Training	4,000	4,000	0
Other Contractual	14,000	14,000	0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Village Manager (cont.)			
Commodities (continued)			
Books and Publications	\$ 1,200	\$ 1,200	\$ 0
Office Supplies	2,000	2,000	0
Other Materials and Supplies	5,000	5,000	0
Total Commodities	\$ 36,900	\$ 36,900	0
Meetings and Travel			
Conference and Meeting Registration	\$ 4,000	\$ 4,000	\$ 0
Local Mileage, Parking and Tolls	9,500	9,500	0
Lodging	3,400	3,400	0
Meals	2,000	2,000	0
Purchased Transportation	600	600	0
Total Meetings and Travel	\$ 19,500	\$ 19,500	0
Village Manager Total	\$ 827,530	\$ 827,530	0



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

Fund / Department / Account	Amount Appropriated	Amount To Be Raised By	
		Other Sources	Property Taxes
General Fund			
Finance Department			
Personnel Services			
Compensation			
Wages- Full Time Salaried	\$ 220,000	\$ 220,000	\$ 0
Wages- Full Time Hourly	163,000	163,000	0
Wages- Seasonal Hourly	5,000	5,000	0
Wages- Overtime 1.5X	450	450	0
Educational Stipend	3,000	3,000	0
Total Compensation	\$ 391,450	\$ 391,450	\$ 0
Benefits			
Employer FICA	\$ 23,800	\$ 23,800	\$ 0
Employer Medicare	5,700	5,700	0
Employer IMRF	40,500	40,500	0
Insurance- Group Life and AD&D	1,200	1,200	0
Insurance- Group Medical	82,500	82,500	0
Insurance- Group Dental	7,000	7,000	0
Insurance- Worker's Compensation	11,000	11,000	0
Employee Benefit Plan Expenses	110,000	110,000	0
Total Benefits	\$ 281,700	\$ 281,700	\$ 0
Total Personnel Services	\$ 673,150	\$ 673,150	\$ 0
Contractual Services			
Liability Insurance	\$ 140,000	\$ 10,000	\$ 130,000
Audit	29,500	29,500	0
Consulting	4,000	4,000	0
Other Professional Services	2,500	2,500	0
Total Contractual Services	\$ 176,000	\$ 46,000	\$ 130,000
Commodities			
R & M- Communication Equipment	\$ 4,100	\$ 4,100	\$ 0
R & M- Office Equipment	23,000	23,000	0
Advertising	1,000	1,000	0
Printing and Copying Services	9,500	9,500	0
Professional Associations	1,100	1,100	0
Telephone	44,000	44,000	0
Training	1,000	1,000	0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Finance Department (continued)			
Commodities (continued)			
Books and Publications	400	400	0
Office Supplies	2,100	2,100	0
Postage	16,000	16,000	0
Bank & Credit Card Fees	11,000	11,000	0
Program Supplies	4,200	4,200	0
Total Commodities	\$ 117,400	\$ 117,400	0
Meetings and Travel			
Conference and registration	325	325	0
Local Mileage, Parking and Tolls	800	800	0
Lodging and meals	800	800	0
Purchased Transportation	700	700	0
Total Meetings and Travel	\$ 2,625	\$ 2,625	0
Finance Department Total	\$ 969,175	\$ 839,175	130,000



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Legal Department			
Contractual			
Legal- Litigation	\$ 35,000	\$ 30,000	\$ 5,000
Legal-Retainer	165,000	53,000	112,000
Legal- Review	125,000	100,000	25,000
Other Professional Services	55,000	37,000	18,000
Contractual Total	<u>\$ 380,000</u>	<u>\$ 220,000</u>	<u>\$ 160,000</u>
Legal Department Total	<u>\$ 380,000</u>	<u>\$ 220,000</u>	<u>\$ 160,000</u>



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

Fund / Department / Account	Amount Appropriated	Amount To Be Raised By	
		Other Sources	Property Taxes
General Fund			
Community Development Department			
Personnel Services			
Compensation			
Wages- Full Time Salaried	\$ 254,000	\$ 254,000	\$ 0
Wages-Full Time Hourly	114,000	114,000	0
Wages-Part Time Hourly	45,000	45,000	0
Educational Stipend	2,540	2,540	0
Total Compensation	\$ 415,540	\$ 415,540	0
Benefits			
Employer FICA	\$ 26,000	\$ 26,000	\$ 0
Employer Medicare	6,100	6,100	0
Employer IMRF	41,500	41,500	0
Insurance- Group Life and AD&D	1,200	1,200	0
Insurance- Group Medical	70,000	70,000	0
Insurance- Group Dental	5,200	5,200	0
Insurance- Worker's Compensation	9,100	9,100	0
Total Benefits	\$ 159,100	\$ 159,100	0
Total Personnel Services	\$ 574,640	\$ 574,640	0
Contractual Services			
Other Professional Services	280,000	240,000	40,000
Total Contractual Services	\$ 280,000	\$ 240,000	40,000
Commodities			
R&M- Office Equipment	200	200	0
R&M- Vehicles	1,000	1,000	0
Advertising	1,000	1,000	0
Printing & Copying Services	1,800	1,800	0
Professional Associations	1,700	1,700	0
Training	500	500	0



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Community Development Department (continued)			
Commodities (continued)			
Books and Publications	\$ 1,300	\$ 1,300	\$ 0
Fuel	300	300	0
Office Supplies	1,800	1,800	0
Other Materials and Supplies	4,000	4,000	0
Total Commodities	<u>\$ 13,600</u>	<u>\$ 13,600</u>	<u>\$ 0</u>
Meetings and Travel			
Conference and Meeting Registration	\$ 3,000	\$ 3,000	\$ 0
Local Mileage, Parking and Tolls	150	150	0
Lodging	2,600	2,600	0
Meals	600	600	0
Purchased Transportation	900	900	0
Total Meetings and Travel	<u>\$ 7,250</u>	<u>\$ 7,250</u>	<u>\$ 0</u>
Revenue Sharing			
Revenue Sharing Agreements	\$ 300,000	\$ 300,000	\$ 0
Revenue Sharing Total	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ 0</u>
Community Development Department Total	<u>\$ 1,025,490</u>	<u>\$ 985,490</u>	<u>\$ 40,000</u>



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Information Systems Department			
Contractual Services			
Consulting	\$ 84,000	\$ 84,000	\$ 0
Maintenance agreements	155,000	155,000	0
Data Processing	63,000	63,000	0
Total Contractual Services	\$ 302,000	\$ 302,000	0
Commodities			
Telephone	\$ 58,000	\$ 58,000	\$ 0
Training	6,000	6,000	0
Other Contractual	14,000	14,000	0
Computer Supplies	1,000	1,000	0
Total Commodities	\$ 79,000	\$ 79,000	0
Capital Outlays			
Equipment- Data Processing	\$ 150,000	\$ 150,000	\$ 0
Capital Outlays Total	\$ 150,000	\$ 150,000	0
Information Systems Department Total	\$ 531,000	\$ 531,000	0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Engineering Department			
Contractual			
Administration Engineer Costs	\$ 56,000	\$ 56,000	\$ 0
Building Engineering Costs	54,000	54,000	0
PW Admin Engineering Costs	55,000	55,000	0
Contractual Total	<u>\$ 165,000</u>	<u>\$ 165,000</u>	<u>\$ 0</u>
Engineering Department Total	<u>\$ 165,000</u>	<u>\$ 165,000</u>	<u>\$ 0</u>



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Police Department			
Personnel Services			
Compensation			
Wages- Full Time Salaried	\$ 280,000	\$ 280,000	\$ 0
Wages- Full Time Hourly	3,350,000	3,350,000	0
Wages- Part Time Hourly	103,000	103,000	0
Wages- Seasonal Hourly	21,000	21,000	0
Wages- Overtime 1.5X	37,000	37,000	0
Grant- Overtime	15,000	15,000	0
Educational Stipend	27,000	27,000	0
Uniform Allowance	23,000	23,000	0
Total Compensation	\$ 3,856,000	\$ 3,856,000	\$ 0
Benefits			
Employer FICA	\$ 28,000	\$ 28,000	\$ 0
Employer Medicare	57,000	57,000	0
Employer IMRF	44,000	44,000	0
Employer Police Pension (A)	2,330,000	276,621	2,053,379
Insurance- Group Life and AD&D	5,600	5,600	0
Insurance- Group Medical	570,000	570,000	0
Insurance- Group Dental	48,500	48,500	0
Insurance- Worker's Compensation	125,000	125,000	0
Total Benefits	\$ 3,208,100	\$ 1,154,721	\$ 2,053,379
Total Personnel Services	\$ 7,064,100	\$ 5,010,721	\$ 2,053,379
Contractual Services			
Animal Control	\$ 750	\$ 750	\$ 0
Other Professional Services	819,000	819,000	0
Total Contractual Services	\$ 819,750	\$ 819,750	\$ 0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Police Department (continued)			
Commodities			
R&M- Buildings	\$ 2,100	\$ 2,100	\$ 0
R&M- Communications Equipment	31,000	31,000	0
R&M- Vehicles	26,000	26,000	0
Advertising	250	250	0
Equipment Rental	200	200	0
Intergovernmental Fees & Dues	33,000	33,000	0
Printing and Copying Services	2,600	2,600	0
Professional Associations	1,800	1,800	0
Telephone	2,500	2,500	0
Training	36,000	36,000	0
Other Contractual	84,000	84,000	0
Ammunition and Range Supplies	13,000	13,000	0
Books and Publications	2,200	2,200	0
Computer Supplies	2,200	2,200	0
Fuel	50,000	50,000	0
Lubricants and Fluids	2,000	2,000	0
Office Supplies	2,000	2,000	0
Program Supplies	49,000	49,000	0
Total Commodities	\$ 339,850	\$ 339,850	\$ 0
Meetings and Travel			
Conference and Meeting Registration	\$ 5,600	\$ 5,600	0
Local Mileage, Parking and Tolls	3,400	3,400	0
Lodging	1,600	1,600	0
Meals	5,300	5,300	0
Total Meetings and Travel	\$ 15,900	\$ 15,900	\$ 0
Small Equipment and Vehicles			
Equipment- Vehicles	\$ 75,000	\$ 75,000	0
Small Equipment and Vehicles Total	\$ 75,000	\$ 75,000	\$ 0
Police Department Total	\$ 8,314,600	\$ 6,261,221	\$ 2,053,379

Note (A) Police Pension Levy



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By</u>	
		<u>Other Sources</u>	<u>Property Taxes</u>
General Fund			
Fire Department			
Personnel Services			
Compensation			
Wages- Full Time Hourly	\$ 68,000	\$ 68,000	\$ 0
Total Compensation	\$ 68,000	\$ 68,000	\$ 0
Benefits			
Employer FICA	\$ 4,200	\$ 4,200	\$ 0
Employer Medicare	1,000	1,000	0
Employer IMRF	7,100	7,100	0
Insurance- Group Life and AD&D	200	200	0
Insurance- Group Medical	7,700	7,700	0
Insurance- Group Dental	650	650	0
Insurance- Worker's Compensation	2,100	2,100	0
Total Benefits	\$ 22,950	\$ 22,950	\$ 0
Total Personnel Services	\$ 90,950	\$ 90,950	\$ 0
Contractual Services			
Fire Protection	\$ 2,918,000	\$ 1,541,125	\$ 1,376,875
Data Processing	2,000	2,000	0
Total Contractual Services	\$ 2,920,000	\$ 1,543,125	\$ 1,376,875
Commodities			
R&M- Buildings	\$ 4,000	\$ 4,000	\$ 0
R&M- Communications Equipment	18,000	18,000	0
R&M Fire and EMS Equipment	20,000	20,000	0
R&M- Vehicles	19,000	19,000	0
R&M- Other	1,000	1,000	0
Intergovernmental Fees & Dues	12,200	12,200	0
Printing and Copying Services	1,800	1,800	0
Professional Associations	2,630	2,630	0



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund (cont.)			
Fire Department (continued)			
Commodities (continued)			
Books and Publications	1,800	1,800	0
EMS Supplies	13,000	13,000	0
Firefighting Supplies	12,000	12,000	0
Fuel	16,000	16,000	0
Lubricants and Fluids	500	500	0
Office Supplies	2,000	2,000	0
Program Supplies	15,000	15,000	0
Repair Parts	10,000	10,000	0
Small Tools	1,000	1,000	0
Training Supplies	7,600	7,600	0
Other Materials and Supplies	8,000	8,000	0
Total Commodities	\$ 165,530	\$ 165,530	0
Capital Outlays			
Equipment- Other	240,000	240,000	0
Capital Outlays Total	\$ 240,000	\$ 240,000	0
Fire Department Total	\$ 3,416,480	\$ 2,039,605	1,376,875



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Public Works Administration			
Personnel Services			
Compensation			
Wages- Full Time Salaried	\$ 160,000	\$ 160,000	\$ 0
Wages- Full Time Hourly	61,000	61,000	0
Wages- Part Time Hourly	28,500	28,500	0
Wages- Overtime 1.5X	500	500	0
Educational Stipend	1,600	1,600	0
Total Compensation	\$ 251,600	\$ 251,600	0
Benefits			
Employer FICA	\$ 15,600	\$ 15,600	\$ 0
Employer Medicare	3,650	3,650	0
Employer IMRF	26,000	26,000	0
Insurance- Group Life and AD&D	660	660	0
Insurance- Group Medical	50,000	50,000	0
Insurance- Group Dental	4,200	4,200	0
Insurance- Worker's Compensation	7,600	7,600	0
Total Benefits	\$ 107,710	\$ 107,710	0
Total Personnel Services	\$ 359,310	\$ 359,310	0
Contractual Services			
Other Contract Labor	\$ 17,000	\$ 17,000	\$ 0
Animal Control	8,000	8,000	0
Total Contractual Services	\$ 25,000	\$ 25,000	0
Commodities			
R&M- Communications Equipment	\$ 730	\$ 730	\$ 0
R&M- Office Equipment	800	800	0
Advertising	230	230	0
Intergovernmental fees & dues	2,200	2,200	0
Printing and Copying Services	75	75	0
Professional Associations	800	800	0
Telephone	1,500	1,500	0
Training	1,000	1,000	0



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Public Works Administration (continued)			
Commodities (continued)			
Books and Publications	100	100	0
Fuel	250	250	0
Office Supplies	3,500	3,500	0
Program Supplies	5,800	5,800	0
Repair Parts	200	200	0
Green Initiatives	600	600	0
Total Commodities	\$ 17,785	\$ 17,785	0
Meetings and Travel			
Conference and meetings	300	300	0
Lodging and transportation	80	80	0
Meals	200	200	0
Total Meetings and Travel	\$ 580	\$ 580	0
Public Works Administration Total	\$ 402,675	\$ 402,675	0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Public Works Vehicle Division			
Personnel Services			
Compensation			
Wages- Full Time Hourly	\$ 160,000	\$ 160,000	\$ 0
Wages- Seasonal Hourly	25,000	25,000	0
Wages- Overtime 1.5X	2,000	2,000	0
Wages- Overtime 2X	1,000	1,000	0
Uniform Allowance	1,300	1,300	0
Total Compensation	\$ 189,300	\$ 189,300	\$ 0
Benefits			
Employer FICA	\$ 11,800	\$ 11,800	\$ 0
Employer Medicare	2,700	2,700	0
Employer IMRF	21,000	21,000	0
Insurance- Group Life and AD&D	500	500	0
Insurance- Group Medical	21,000	21,000	0
Insurance- Group Dental	1,900	1,900	0
Insurance- Worker's Compensation	5,700	5,700	0
Total Benefits	\$ 64,600	\$ 64,600	\$ 0
Total Personnel Services	\$ 253,900	\$ 253,900	\$ 0
Commodities			
R&M- Public Works Equipment	8,000	8,000	0
R&M- Vehicles	700	700	0
Professional Associations	100	100	0
Training	500	500	0
Books and Publications	200	200	0
Fuel	800	800	0
Lubricants and Fluids	1,300	1,300	0
Program Supplies	15,000	15,000	0



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Public Works Vehicle Division (continued)			
Commodities (continued)			
Total Commodities	\$ 26,600	\$ 26,600	\$ 0
Meetings and Travel			
Local Mileage, Parking and Tolls	200	200	0
Meals	150	150	0
Total Meetings and Travel	\$ 350	\$ 350	0
Public Works Vehicle Division Total	\$ 280,850	\$ 280,850	0



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

Fund / Department / Account	Amount Appropriated	Amount To Be Raised By	
		Other Sources	Property Taxes
General Fund			
Public Works Building Maintenance Division			
Personnel Services			
Compensation			
Wages- Full Time Hourly	\$ 95,000	\$ 95,000	\$ 0
Wages- Seasonal Hourly	22,000	22,000	0
Wages- Overtime 1.5X	7,500	7,500	0
Wages-Overtime 2X	2,000	2,000	0
Total Compensation	\$ 126,500	\$ 126,500	\$ 0
Benefits			
Employer FICA	\$ 8,900	\$ 8,900	\$ 0
Employer Medicare	1,850	1,850	0
Employer IMRF	13,000	13,000	0
Insurance- Group Life and AD&D	270	270	0
Insurance- Group Medical	28,000	28,000	0
Insurance- Group Dental	2,500	2,500	0
Insurance- Worker's Compensation	3,795	3,795	0
Total Benefits	\$ 58,315	\$ 58,315	\$ 0
Total Personnel Services	\$ 184,815	\$ 184,815	\$ 0
Contractual			
Janitorial	\$ 34,400	\$ 34,400	\$ 0
Total Contractual	\$ 34,400	\$ 34,400	\$ 0
Commodities			
R&M- Buildings	\$ 200,000	\$ 200,000	\$ 0
R&M- Vehicles	500	500	0
Equipment Rental	300	300	0
Fuel	500	500	0
Training	1,400	1,400	0
Landscaping Supplies	5,500	5,500	0
Program Supplies	22,000	22,000	0
Small Tools	1,100	1,100	0
Utilities- Government Buildings	24,000	24,000	0
Total Commodities	\$ 255,300	\$ 255,300	\$ 0
Public Works Building Maintenance Total	\$ 474,515	\$ 474,515	\$ 0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Public Works Street Maintenance Division			
Personnel Services			
Compensation			
Wages- Full Time Hourly	\$ 535,000	\$ 535,000	0
Wages- Seasonal Hourly	26,000	26,000	0
Wages- Overtime 1.5X	33,000	33,000	0
Wages- Overtime 2X	11,500	11,500	0
Uniform Allowance	3,600	3,600	0
Longevity Stipend	400	400	0
Total Compensation	\$ 609,500	\$ 609,500	0
Benefits			
Employer FICA	\$ 37,800	\$ 37,800	0
Employer Medicare	8,300	8,300	0
Employer IMRF	61,000	61,000	0
Insurance- Group Life and AD&D	900	900	0
Insurance- Group Medical	106,000	106,000	0
Insurance- Group Dental	8,600	8,600	0
Insurance- Worker's Compensation	18,200	18,200	0
Total Benefits	\$ 240,800	\$ 240,800	0
Total Personnel Services	\$ 850,300	\$ 850,300	0
Contractual			
Landscaping Services	\$ 61,000	\$ 61,000	0
Street Lights and Traffic Signals	30,000	30,000	0
Total Contractual	\$ 91,000	\$ 91,000	0
Refuse Services			
Garbage and Recycling	\$ 1,130,000	\$ 244,000	886,000
Total Refuse Services	\$ 1,130,000	\$ 244,000	886,000
Commodities			
R&M- Public Works Equipment	1,500	1,500	0
R&M- Vehicles	4,500	4,500	0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
General Fund			
Public Works Street Maintenance (continued)			
Commodities (continued)			
Training	\$ 3,150	\$ 3,150	0
Other Contractual	8,000	8,000	0
Fuel	24,000	24,000	0
Lubricants and Fluids	2,500	2,500	0
Landscaping Supplies	11,000	11,000	0
Program Supplies	21,000	21,000	0
Small Tools	19,000	19,000	0
Street Materials- Aggregate	16,000	16,000	0
Street Materials- Salt & Sand	63,000	63,000	0
Street Materials- Signs & Bar	8,000	8,000	0
Street Materials- Other	3,700	3,700	0
Utilities- Public Way	128,000	128,000	0
Total Commodities	\$ 313,350	\$ 313,350	0
Meetings and Travel			
Local Mileage, Parking and Tolls	100	100	0
Meals	100	100	0
Total Meetings and Travel	\$ 200	\$ 200	0
Capital Outlays			
Street System Construction/Imp	\$ 80,000	\$ 80,000	0
Total Capital Outlays	\$ 80,000	\$ 80,000	0
Public Works Street Maintenance Total	\$ 2,464,850	\$ 1,578,850	886,000
Total Corporate Purposes	\$ 19,395,557	14,693,660	<u>4,701,897</u>
Less: Amount for Police Pension Levy			<u>2,053,379</u>
Total Corporate Purposes			<u>2,648,518</u>



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

Fund / Department / Account	Amount Appropriated	Amount To Be Raised By	
		Other Sources	Property Taxes
Parks and Recreation Fund			
Parks and Recreation Administration			
Personnel Services			
Compensation			
Wages- Full Time Salaried	\$ 179,000	\$ 14,000	\$ 165,000
Wages-Full Time Hourly	25,000	5,000	20,000
Wages- Part Time Hourly	51,000	9,000	42,000
Educational Stipend	1,850	1,000	850
Total Compensation	\$ 256,850	\$ 29,000	\$ 227,850
Benefits			
Employer FICA	\$ 16,000	\$ 8,000	\$ 8,000
Employer Medicare	3,700	1,500	2,200
Employer IMRF	24,000	12,000	12,000
Insurance- Group Life and AD&D	715	600	115
Insurance- Group Medical	14,500	3,500	11,000
Insurance- Group Dental	1,150	900	250
Insurance- Worker's Compensation	7,700	2,300	5,400
Total Benefits	\$ 67,765	\$ 28,800	\$ 38,965
Total Personnel Services	\$ 324,615	\$ 57,800	\$ 266,815
Commodities			
R&M- Office Equipment	7,000	2,500	4,500
Advertising	2,500	1,000	1,500
Printing and Copying Services	11,500	3,000	8,500
Professional Associations	2,850	1,000	1,850
Telephone	1,100	1,000	100
Training	500	250	250
Other Contractual	7,200	6,200	1,000



Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Administration (continued)			
Commodities (continued)			
Office Supplies	5,000	4,000	1,000
Credit Card Charges	9,000	6,500	2,500
Stationery	1,500	1,500	0
Total Commodities	\$ 48,150	\$ 26,950	\$ 21,200
Meetings and Travel			
Conference and Meeting Registrations	\$ 7,200	\$ 4,000	\$ 3,200
Local Mileage, Parking and Tolls	1,000	1,000	0
Lodging	800	800	0
Meals	1,500	1,500	0
Total Meetings and Travel	\$ 10,500	\$ 7,300	\$ 3,200
Parks and Recreation Administration Total	\$ 383,265	\$ 92,050	\$ 291,215



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

Fund / Department / Account	Amount Appropriated	Amount To Be Raised By Other Sources	Amount To Be Raised By Property Taxes
Parks and Recreation Fund			
Parks and Recreation Park Maintenance Division			
Personnel Services			
Compensation			
Wages- Full Time Hourly	\$ 232,000	\$ 28,000	\$ 204,000
Wages- Seasonal Hourly	36,000	12,000	24,000
Wages- Overtime 1.5X	8,800	5,000	3,800
Wages- Overtime 2X	6,000	5,000	1,000
Uniform Allowance	2,150	2,000	150
Total Compensation	\$ 284,950	\$ 52,000	\$ 232,950
Benefits			
Employer FICA	\$ 17,600	\$ 4,895	\$ 12,705
Employer Medicare	4,100	1,200	2,900
Employer IMRF	25,000	7,000	18,000
Insurance- Group Life and AD&D	450	200	250
Insurance- Group Medical	62,363	25,000	37,363
Insurance- Group Dental	6,300	1,000	5,300
Insurance- Worker's Compensation	8,550	2,700	5,850
Total Benefits	\$ 124,363	\$ 41,995	\$ 82,368
Total Personnel Services	\$ 409,313	\$ 93,995	\$ 315,318
Contractual			
Contract Maintenance	\$ 23,000	\$ 10,000	\$ 13,000
Total Contractual	\$ 23,000	\$ 10,000	\$ 13,000
Commodities			
R&M- Buildings	\$ 2,500	\$ 1,000	\$ 1,500
R&M- Recreation Equipment	15,000	5,000	10,000
R&M- Vehicles	15,000	1,000	14,000
R&M- Other Equipment	500	500	0
Equipment Rental	600	100	500
Training	1,000	600	400
Fuel	14,000	3,000	11,000
Lubricants and Fluids	1,300	900	400
Landscaping Supplies	7,500	200	7,300
Program Supplies	52,000	28,000	24,000
Small Tools	5,200	2,843	2,357
Utilities- Government Building	4,000	3,000	1,000
Utilities- Public Way	500	200	300
Total Commodities	\$ 119,100	\$ 46,343	\$ 72,757
Capital Outlays			
Park Construction and Improvement	\$ 100,000	\$ 100,000	\$ 0
Total Capital Outlays	\$ 100,000	\$ 100,000	\$ 0
 Parks and Recreation Park Maintenance Total	 \$ 651,413	 \$ 250,338	 \$ 401,075



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Youth/Tot Program			
Personnel Services			
Compensation			
Wages- Part Time Hourly	\$ 5,000	\$ 5,000	0
Total Compensation	\$ 5,000	\$ 5,000	0
Benefits			
Employer FICA	\$ 320	\$ 320	0
Employer Medicare	80	80	0
Insurance- Workers Compensation	160	160	0
Total Benefits	\$ 560	\$ 560	0
Total Personnel Services	\$ 5,560	\$ 5,560	0
Commodities			
Purchased Program Services	\$ 6,400	\$ 6,400	0
Program Supplies	1,300	1,300	0
Total Commodities	\$ 7,700	\$ 7,700	0
Parks and Recreation Youth/Tot Program Total	\$ 13,260	\$ 13,260	0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Adult/Family Program			
Commodities			
Purchased Program Services	\$ 37,000	\$ 37,000	\$ 0
Advertising	100	100	0
Program Supplies	350	350	0
Total Commodities	<u>\$ 37,450</u>	<u>\$ 37,450</u>	<u>\$ 0</u>
Parks and Recreation Adult/Family Total	<u>\$ 37,450</u>	<u>\$ 37,450</u>	<u>\$ 0</u>



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Special Events			
Personnel Services			
Compensation			
Wages- Seasonal Hourly	\$ 1,000	\$ 1,000	\$ 0
Total Compensation	\$ 1,000	\$ 1,000	\$ 0
Benefits			
Employer FICA	\$ 65	\$ 65	\$ 0
Employer Medicare	15	15	0
Insurance- Workers Compensation	30	30	0
Total Benefits	\$ 110	\$ 110	\$ 0
Total Personnel Services	\$ 1,110	\$ 1,110	\$ 0
Commodities			
Purchased Program Services	\$ 22,000	\$ 22,000	\$ 0
Advertising	3,000	3,000	0
Printing and Copying Services	1,500	1,500	0
Concessions and Food	5,500	5,500	0
Program Supplies	6,300	6,300	0
Other materials & supplies	600	600	0
Total Commodities	\$ 38,900	\$ 38,900	\$ 0
Parks and Recreation Special Events Total	\$ 40,010	\$ 40,010	\$ 0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Athletic Program			
Personnel Services			
Compensation			
Wages- Seasonal Hourly	\$ 900	\$ 900	\$ 0
Total Compensation	\$ 900	\$ 900	\$ 0
Benefits			
Employer FICA	\$ 56	\$ 56	\$ 0
Employer Medicare	18	18	0
Insurance- Workers Compensation	28	28	0
Total Benefits	\$ 102	\$ 102	\$ 0
Total Personnel Services	\$ 1,002	\$ 1,002	\$ 0
Commodities			
Purchased Program Services	\$ 4,000	\$ 4,000	\$ 0
Program Supplies	100	100	0
Total Commodities	\$ 4,100	\$ 4,100	\$ 0
Parks and Recreation Athletic Total	\$ 5,102	\$ 5,102	\$ 0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Community Outreach			
Commodities			
Purchased Program Services	\$ 1,500	\$ 1,500	\$ 0
Program Supplies	500	500	0
Total Commodities	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>0</u>
Parks and Recreation Community Outreach Total	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>0</u>



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Park Patrol Security			
Personnel Services			
Compensation			
Wages- Seasonal Hourly	\$ 55,000	\$ 55,000	\$ 0
Total Compensation	\$ 55,000	\$ 55,000	\$ 0
Benefits			
Employer FICA	\$ 3,410	\$ 3,410	\$ 0
Employer Medicare	800	800	0
Insurance- Workers Compensation	1,650	1,650	0
Total Benefits	\$ 5,860	\$ 5,860	\$ 0
Total Personnel Services	\$ 60,860	\$ 60,860	\$ 0
Commodities			
Program Supplies	\$ 950	\$ 950	\$ 0
Total Commodities	\$ 950	\$ 950	\$ 0
Parks and Recreation Park Patrol Program Total	\$ 61,810	\$ 61,810	\$ 0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Turkey Trot			
Personnel Services			
Compensation			
Wages- Full Time Salaried	\$ 7,200	\$ 7,200	\$ 0
Wages-Seasonal Hourly	8,100	8,100	0
Total Compensation	\$ 15,300	\$ 15,300	\$ 0
Benefits			
Employer FICA	950	950	0
Employer Medicare	220	220	0
Employer IMRF	1,600	1,600	0
Insurance- Group Life and AD&D	45	45	0
Insurance- Group Medical	2,400	2,400	0
Insurance- Group Dental	190	190	0
Insurance- Worker's Compensation	460	460	0
Total Benefits	\$ 5,865	\$ 5,865	\$ 0
Total Personnel Services	21,165	21,165	0
Purchased Program Services	\$ 9,600	\$ 9,600	\$ 0
Advertising	1,000	1,000	0
Equipment Rental	6,400	6,400	0
Printing and Copying Services	900	900	0
Awards	5,200	5,200	0
Concessions and Food	1,125	1,125	0
Program Supplies	24,000	24,000	0
Total Commodities	\$ 48,225	\$ 48,225	\$ 0
Parks and Recreation Turkey Trot Total	\$ 69,390	\$ 69,390	\$ 0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Club Kid Program			
Personnel Services			
Compensation			
Wages- Part Time Hourly	6,400	3,400	3,000
Wages- Seasonal Hourly	\$ 37,000	\$ 27,000	\$ 10,000
Total Compensation	\$ 43,400	\$ 30,400	\$ 13,000
Benefits			
Employer FICA	\$ 2,700	\$ 220	\$ 2,480
Employer Medicare	630	60	570
Insurance- Workers Compensation	1,380	170	1,210
Total Benefits	\$ 4,710	\$ 450	\$ 4,260
Total Personnel Services	\$ 48,110	\$ 30,850	\$ 17,260
Commodities			
Purchased Program Services	\$ 5,800	\$ 5,000	\$ 800
Telephone	750	500	250
Concessions and Food	4,100	3,000	1,100
Program Supplies	850	900	-50
Other Materials and Supplies	500	200	300
Total Commodities	\$ 12,000	\$ 9,600	\$ 2,400
Parks and Recreation Club Kid Program Total	\$ 60,110	\$ 40,450	\$ 19,660



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By</u>	
		<u>Other Sources</u>	<u>Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Day Camp Program			
Personnel Services			
Compensation			
Wages- Full-time	\$ 65,000	\$ 61,000	\$ 4,000
Wages-Part Time Hourly	8,000	5,000	3,000
Wages- Seasonal Hourly	176,000	158,000	18,000
Total Compensation	\$ 249,000	\$ 224,000	\$ 25,000
Benefits			
Employer FICA	\$ 15,430	\$ 14,700	\$ 730
Employer Medicare	3,600	3,000	600
Employer- IMRF	7,900	7,800	100
Insurance-group medical	13,710	6,500	7,210
Insurance-group dental	600	500	100
Insurance- Workers Compensation	7,600	6,000	1,600
Total Benefits	\$ 48,840	\$ 38,500	\$ 10,340
Total Personnel Services	\$ 297,840	\$ 262,500	\$ 35,340
Commodities			
Purchased Program Services	\$ 27,000	\$ 27,000	0
Facility Rental	1,300	1,300	0
Telephone	1,000	1,000	0
Training	1,000	1,000	0
Other Contractual	2,000	2,000	0
Concessions and Food	5,500	5,500	0
Credit Card Charges	1,500	1,500	0
Transportation	25,000	25,000	0
Program Supplies	15,000	15,000	0
Total Commodities	\$ 79,300	\$ 79,300	0
Parks and Recreation Day Camp Program Total	\$ 377,140	\$ 341,800	\$ 35,340



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Softball Program			
Commodities			
Awards	\$ 1,200	1,200 \$	0
Program Supplies	7,000	7,000	0
Total Commodities	<u>\$ 8,200</u>	<u>\$ 8,200 \$</u>	<u>0</u>
Parks and Recreation Softball Program Total	<u>\$ 8,200</u>	<u>\$ 8,200 \$</u>	<u>0</u>



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Tennis Program			
Commodities			
Purchased Program Services	\$ 7,200	\$ 7,200	0
Total Commodities	<u>\$ 7,200</u>	<u>\$ 7,200</u>	<u>0</u>
Parks and Recreation Tennis Program Total	<u>\$ 7,200</u>	<u>\$ 7,200</u>	<u>0</u>



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Pool Program			
Personnel Services			
Compensation			
Wages- full-time	\$ 51,000	\$ 5,000	\$ 46,000
Wages- Seasonal Hourly	245,000	183,000	62,000
Total Compensation	\$ 296,000	\$ 188,000	\$ 108,000
Benefits			
Employer FICA	\$ 18,300	\$ 17,000	\$ 1,300
Employer Medicare	4,300	3,600	700
Employer IMRF	6,100	5,000	1,100
Insurance- group medical	24,300	17,484	6,816
Insurance- group dental	1,330	300	1,030
Insurance- Worker's Compensation	8,850	8,000	850
Total Benefits	\$ 63,180	\$ 51,384	\$ 11,796
Total Personnel Services	\$ 359,180	\$ 239,384	\$ 119,796
Commodities			
Purchased Program Services	\$ 16,000	\$ 16,000	0
R&M- Buildings	30,000	30,000	0
Printing and Copying Services	500	500	0
Telephone	500	500	0
Training	2,400	2,400	0
Awards	100	100	0
Chemicals- Swimming Pool	42,000	42,000	0
Computer Supplies	8,000	8,000	0
Concessions and Food	375	375	0
Merchandise for Resale	1,000	1,000	0
Office Supplies	375	375	0
Postage	50	50	0
Credit Card Charges	9,000	9,000	0
Program Supplies	12,000	12,000	0
Repair Parts	500	500	0
Training Supplies	750	750	0
Utilities- Government Building	12,000	12,000	0
Total Commodities	\$ 135,550	\$ 135,550	\$ 0
Metings and Travel			
Conference and meetings registration	\$ 600	\$ 600	\$ 0
Lodging, meals and transportation	700	700	0
Purchahsed transportation	700	700	0
Total Meetings and Travel	\$ 2,000	\$ 2,000	\$ 0
Parks and Recreation Pool Program Total	\$ 496,730	\$ 376,934	\$ 119,796



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Swim Lesson Program			
Personnel Services			
Compensation			
Wages- Seasonal Hourly	\$ 14,000	\$ 13,000	\$ 1,000
Total Compensation	\$ 14,000	\$ 13,000	\$ 1,000
Benefits			
Employer FICA	\$ 868	\$ 800	68
Employer Medicare	200	130	70
Insurance- Workers Compensation	420	350	70
Total Benefits	\$ 1,488	\$ 1,280	208
Total Personnel Services	\$ 15,488	\$ 14,280	1,208
Commodities			
Program Supplies	200	200	0
Training Supplies	200	200	0
Total Commodities	\$ 400	\$ 400	0
Parks and Recreation Swimming Lessons Total	\$ 15,888	\$ 14,680	1,208



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Swim Team Program			
Personnel Services			
Compensation			
Wages- Seasonal Hourly	\$ 19,000	\$ 18,000	\$ 1,000
Total Compensation	\$ 19,000	\$ 18,000	\$ 1,000
Benefits			
Employer FICA	\$ 1,178	\$ 940	238
Employer Medicare	276	220	56
Insurance- Workers Compensation	570	470	100
Total Benefits	\$ 2,024	\$ 1,630	\$ 394
Total Personnel Services	\$ 21,024	\$ 19,630	\$ 1,394
Commodities			
Purchased Program Services	\$ 1,400	\$ 1,400	0
Concessions and Food	300	300	0
Program Supplies	6,000	6,000	0
Total Commodities	\$ 7,700	\$ 7,700	\$ 0
Parks and Recreation Swim Team Total	\$ 28,724	\$ 27,330	\$ 1,394



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Pool Concessions			
Personnel Services			
Compensation			
Wages- Seasonal Hourly	\$ 34,000	\$ 22,500	\$ 11,500
Total Compensation	\$ 34,000	\$ 22,500	\$ 11,500
Benefits			
Employer FICA	\$ 2,100	\$ 1,300	\$ 800
Employer Medicare	495	350	145
Insurance- Workers Compensation	1,020	700	320
Total Benefits	\$ 3,615	\$ 2,350	\$ 1,265
Total Personnel Services	\$ 37,615	\$ 24,850	\$ 12,765
Commodities			
Beverages	\$ 2,000	\$ 2,000	\$ 0
Supplies	750	750	0
Concessions & food	32,000	32,000	0
Total Commodities	\$ 34,750	\$ 34,750	\$ 0
Parks and Recreation Concessions Total	\$ 72,365	\$ 59,600	\$ 12,765



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Seniors Program			
Personnel Services			
Compensation			
Wages- Part-time	7,500	3,000	4,500
Total Compensation	\$ 7,500	\$ 3,000	\$ 4,500
Benefits			
Employer FICA	\$ 465	\$ 220	\$ 245
Employer Medicare	109	50	59
Insurance- Workers Compensation	225	160	65
Total Benefits	\$ 799	\$ 430	\$ 369
Total Personnel Services	\$ 8,299	\$ 3,430	\$ 4,869
Commodities			
Purchased Programs Services	\$ 10,000	\$ 10,000	0
Subsidized Taxi Program	2,000	2,000	0
Concessions and Food	2,200	2,200	0
Program Supplies	3,000	3,000	0
Total Commodities	\$ 17,200	\$ 17,200	0
Parks and Recreation Seniors Program Total	\$ 25,499	\$ 20,630	\$ 4,869



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Community Center Program			
Personnel Services			
Compensation			
Wages- Part Time Hourly	\$ 15,000	\$ 13,000	\$ 2,000
Total Compensation	\$ 15,000	\$ 13,000	\$ 2,000
Benefits			
Employer FICA	\$ 930	\$ 500	\$ 430
Employer Medicare	218	100	118
Insurance- Worker's Compensation	450	320	130
Total Benefits	\$ 1,598	\$ 920	\$ 678
Total Personnel Services	\$ 16,598	\$ 13,920	\$ 2,678
Contractual			
Janitorial	\$ 5,200	\$ 5,200	0
Total Contractual	\$ 5,200	\$ 5,200	0
Commodities			
Advertising	\$ 200	\$ 200	0
Facility rental	14,000	14,000	0
Program Supplies	3,600	3,600	0
Total Commodities	\$ 17,800	\$ 17,800	0
Parks and Recreation Community Center Total	\$ 39,598	\$ 36,920	2,678
Total Parks and Recreation	\$ 2,395,154	\$ 1,505,154	890,000



Village of Lincolnwood
Property Tax Levy Ordinance
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<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Parks and Recreation Fund			
Parks and Recreation Special Recreation			
Commodities			
Purchased Program Services	\$ 140,000	\$ 30,000	\$ 110,000
Total Commodities	<u>\$ 140,000</u>	<u>\$ 30,000</u>	<u>\$ 110,000</u>
Parks and Recreation Special Recreation	<u>\$ 140,000</u>	<u>\$ 30,000</u>	<u>\$ 110,000</u>
Total Special Recreation Total	<u>\$ 140,000</u>	<u>\$ 30,000</u>	<u>\$ 110,000</u>



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Motor Fuel Tax Fund			
Consulting	\$ 50,000	50,000 \$	0
Street System Construction/Improvements	910,000	910,000	0
Street Lights and Traffic Signals	24,000	24,000	0
Motor Fuel Tax Fund Total	\$ 984,000	\$ 984,000	0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Transportation Improvement Fund			
Engineering	\$ 50,000	\$ 50,000	0
Street lights' improvements	35,000	35,000	0
Transportation Improvement Fund Total	\$ 85,000	\$ 85,000	0



Village of Lincolnwood
Property Tax Levy Ordinance
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<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
NEID TIF Fund			
Contractual			
Audit	\$ 1,500	\$ 1,500	\$ 0
Other Professional Services	17,000	17,000	0
Total Compensation	<u>\$ 18,500</u>	<u>\$ 18,500</u>	<u>0</u>
Capital Overlay			
Engineering	\$ 150,000	\$ 150,000	\$ 0
Land Acquisition and Improvement	1,500,000	1,500,000	0
Total Capital Overlay	<u>\$ 1,650,000</u>	<u>\$ 1,650,000</u>	<u>0</u>
NEID TIF Fund Total	<u>\$ 1,668,500</u>	<u>\$ 1,668,500</u>	<u>0</u>



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Devon-Lincoln TIF Fund			
Land Acquisition and Improvement	350,000	350,000	0
Devon-Lincoln TIF Fund Total	\$ 350,000	\$ 350,000	0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Lincoln-Touhy TIF Fund			
Consulting	5,000	5,000	0
Lincoln-Touhy TIF Fund Total	\$ 5,000	\$ 5,000	0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Debt Service Fund			
Fiscal Charges	\$ 600	\$ 600	\$ 0
Principal and Interest Bonds	150,000	150,000	0
Principal-Illinois Finance Authority	12,500	12,500	0
Debt Service Fund Total	\$ 163,100	\$ 163,100	0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount to Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
PEP Fund			
PEP Grants	\$ 25,000	\$ 25,000	\$ 0
PEP Fund Total	\$ 25,000	\$ 25,000	\$ 0



Village of Lincolnwood
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<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Private Water Line Assistance Fund			
Assistance Grants	\$ 25,000	\$ 25,000	\$ 0
Private Water Line Assistance Fund	\$ 25,000	\$ 25,000	\$ 0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By</u>	
		<u>Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Water and Sewer Fund			
Contractual Services			
Data Processing	\$ 50,000	\$ 50,000	\$ 0
Total Contractual Services	\$ 50,000	\$ 50,000	\$ 0
Commodities			
Printing and Copying Services	\$ 650	\$ 650	\$ 0
Professional Associations	500	500	0
Telephone	9,000	9,000	0
Training	600	600	0
Books and Publications	100	100	0
Postage	21,000	21,000	0
Total Commodities	\$ 31,850	\$ 31,850	\$ 0
Personnel Services			
Compensation			
Wages- Full Time Hourly	\$ 580,000	\$ 580,000	\$ 0
Wages- Seasonal Hourly	26,000	26,000	0
Wages- Overtime 1.5X	24,500	24,500	0
Wages- Overtime 2X	16,000	16,000	0
Educational Stipend	400	400	0
Uniform Allowance	3,400	3,400	0
Longevity Stipend	1,350	1,350	0
Total Compensation	\$ 651,650	\$ 651,650	\$ 0
Benefits			
Employer FICA	\$ 40,400	\$ 40,400	\$ 0
Employer Medicare	9,400	9,400	0
Employer IMRF	64,000	64,000	0
Insurance- Group Life & AD & D	1,300	1,300	0
Insurance- Group Medical	132,000	132,000	0
Insurance- Group Dental	10,500	10,500	0
Insurance- Workers Compensation	19,500	19,500	0
Total Benefits	\$ 277,100	\$ 277,100	\$ 0
Total Personnel Services	\$ 928,750	\$ 928,750	\$ 0
Commodities			
Consulting	\$ 700,000	\$ 700,000	\$ 0
Other Professional Services	100,000	100,000	0
R&M- Buildings	20,000	20,000	0
R&M- Communications Equipment	500	500	0



**Village of Lincolnwood
Property Tax Levy Ordinance
Tax Year 2018**

<u>Fund / Department / Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Other Sources</u>	<u>Amount To Be Raised By Property Taxes</u>
Water and Sewer Fund			
Commodities (continued)			
R&M- Vehicles	30,000	30,000	0
R&M- Water System Equipment	85,000	85,000	0
Equipment Rental	1,200	1,200	0
Training	1,500	1,500	0
Other Contractual	50,000	50,000	0
Chemicals- Water System	3,000	3,000	0
Fuel	16,000	16,000	0
Lubricants and Fluids	2,500	2,500	0
Landscaping and Supplies	1,000	1,000	0
Program Supplies	12,000	12,000	0
Small Tools	20,000	20,000	0
Street Materials- Aggregate	16,000	16,000	0
Street Materials- Other	5,000	5,000	0
Utilities- Government Building	2,500	2,500	0
Utilities- Public Way	21,000	21,000	0
Water Purchases	2,200,000	2,200,000	0
Water System Supplies	10,500	10,500	0
Water System Repair Parts	50,000	50,000	0
Green Initiatives	500	500	0
Total Commodities	\$ 3,348,200	\$ 3,348,200	\$ 0
Debt Service			
Principal & interest payments	\$ 940,000	\$ 940,000	\$ 0
Total Debt Service	\$ 940,000	\$ 940,000	\$ 0
Capital Outlays			
Building Acquisitions/Construction	\$ 10,000,000	\$ 10,000,000	\$ 0
Total Capital Outlays	\$ 10,000,000	\$ 10,000,000	\$ 0
Water and Sewer Fund Total	\$ 15,298,800	\$ 15,298,800	\$ 0



CERTIFICATION

I, Beryl Herman, do hereby certify that I am the duly elected Village Clerk for the Village of Lincolnwood. I am the keeper of the records and seal of the Village of Lincolnwood.

I further certify that the attached Ordinance 2018-_____adopting the tax levy for the Village of Lincolnwood for the Village for Tax Year 2018 ("Ordinance"), is a true, correct and complete copy of the Ordinance as adopted and entered upon the Village records by the Village of Lincolnwood Board of Trustees at its duly constituted meeting on the fourth day of December, 2018.

Given under my hand and the seal of the Village of Lincolnwood at Lincolnwood, Illinois on this 4th day of December, 2018.

(Seal)

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

Village of Lincolnwood

Real Estate Tax Levy
Tax Year 2018

Cook County
CPI Tax Cap
for 2017
2.10%

Cook County
CPI Tax Cap
for 2018
2.10%

	Actual Tax Year 2016 Tax Levy	% Increase	Computed Tax Year 2017 Tax Levy	% Increase	Tax Year 2018 Tax Levy	Increase/ (Decrease)
<u>EAV</u>	<u>566,183,876</u>		<u>658,065,848</u>		<u>670,106,010</u>	
<u>Tax Levy</u>						
Corporate	2,731,115	103.98%	2,839,726	93.21%	2,648,518	(191,208)
Police Pension	1,738,640	1.0036%	1,744,894		2,053,379	308,485
Special Recreation	110,000	100.00%	110,000	100.00%	110,000	-
Play Grounds & Rec	890,000	100.00%	890,000	100.00%	890,000	-
Total Levy	<u>5,469,755</u>	100.21%	<u>5,584,620</u>	102.10%	<u>5,701,897</u>	117,277
Add: Loss Amount Added by County	<u>164,093</u>	102.10%	<u>167,539</u>	102.10%	<u>171,057</u>	
Total Tax Extension	<u>5,633,848</u>	102.10%	<u>5,752,159</u>	102.10%	<u>5,872,954</u>	

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
OCTOBER 16, 2018**

Draft

Call to Order

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:06 PM, Wednesday, October 16, 2018, in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

On roll call by Deputy Village Clerk Charles Meyer the following were:

PRESENT: President Bass, Trustees Patel, Ikezoe-Halevi, Hlepas Nickell, Spino, Sugarman (6:21 PM)

ABSENT: Trustee Cope

A quorum was present.

Also present: Interim Village Manager, Robert Merkel; Acting Assistant Village Manager Chuck Meyer; Public Works Director, Andrew Letson; Assistant to the Public Works Director Nadim Badran, Development Manager Doug Hammel, Management Analyst Heather McFarland, Accountant Ben Harris, and Village Attorney Hart Passman.

Approval of Minutes

Minutes of the October 3, 2018 Committee of the Whole were distributed in advance of the meeting and were examined.

Trustee Ikezoe-Halevi moved to approve the minutes as presented, Trustee Patel seconded the motion.

The motion passed with a Voice Vote.

Regular Business

1. Discussion Concerning 2018 Property Tax Levy

This item was presented by Mr. Merkel using PowerPoint.

Current Village Financial Policy:

- Tax levy increase is limited to the State of Illinois CPI
 - 2018 CPI is **2.1%** - for a total levy increase of \$117,277
 - Average property tax percent increase is 1.2% per year over the last three years (Village portion only)

Utilization of Property Tax Levy in the General Fund

Tax Levy	2017 (Actual)	2018 (Proposed)	Difference
General	\$2,839,726	\$2,648,518	\$(191,208)
Police Pension	1,744,894	2,053,379	308,485
Special Recreation	110,000	110,000	-
Parks and Recreation	890,000	890,000	-
Totals	\$5,584,620	\$5,701,897	\$ 117,277

The Village Board then discussed the matter regarding the Tax Levy. The Mayor requested a consensus from the Village Board and it was determined by consensus that the Village would proceed with the tax levy as proposed.

2. Discussion Concerning Stormwater Funding Project

This item was presented by Mr. Letson using PowerPoint.

Background:

- Sep. 4, 2018 Committee of the Whole
 - North Shore Avenue Sewer Update
 - Discussed funding street storage and North Shore Avenue Outfall Sewer Projects
 - Directed staff to return with more information about the impact of proposed fees on water customers

Stormwater Projects:

Project	Const. Year	Estimated Total Cost	Grant Funds	Existing Funds	Bond Amount	Annual Debt Service
North Shore Outfall Sewer	2019	\$3,410,000	\$1,391,763	\$160,000	\$1,858,237	\$150,000
Street Storage - Stage II	2020	\$4,475,000		\$300,000	\$4,175,000	\$310,000
Street Storage - Stage III	2021	\$3,560,000			\$3,560,000	\$265,000

Request For Board Action

REFERRED TO BOARD: December 4, 2018

AGENDA ITEM NO: 2

ORIGINATING DEPARTMENT: Community Development

SUBJECT: Consideration of a Resolution Authorizing the Execution of a Contract with SAFEbuilt Illinois, LLC, to Provide Building Inspection and Plan Review Services to the Community Development Department

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

On November 6, 2018, staff presented SAFEbuilt Illinois, LLC (“SAFEbuilt”) as the preferred vendor for the provision of building inspection and plan review services for the Community Development Department. That staff recommendation was based on a multi-municipal Request for Proposals (RFP) process that was led by the Village of Glenview and undertaken with the cooperation of a total of thirteen north suburban communities. The process that led to staff’s recommendation included the following:

- A determination among staff that, after nine years with the same vendor, it was appropriate to participate in a RFP process to ensure the Village is getting the highest possible level of service for building inspections and plan review;
- An internal assessment of possible ways of providing those services;
- An invitation from the Village of Glenview to participate in a multi-municipal RFP process with the goal of realizing high-quality services at a competitive cost;
- Issuance of the RFP on July 20, 2018;
- Receipt of six proposals at the August 31, 2018 RFP deadline;
- An internal staff evaluation and interview process in September 2018;
- Notification to the Village of Glenview on October 5, 2018 that SAFEbuilt was identified as staff’s preferred vendor;
- Discussions with SAFEbuilt staff regarding general terms of an agreement and specific performance measures; and
- November 6, 2018 presentation by staff to the Village Board of SAFEbuilt as its preferred vendor.

November 6, 2018 Village Board Discussion

During the November 6, 2018 Village Board meeting, staff presented SAFEbuilt as its preferred vendor, as well as the overall goals for participating in the RFP process, the timeline for the evaluation of vendors, and the anticipated benefits of SAFEbuilt. Trustees inquired about the transition from the Village’s current vendor to SAFEbuilt, specific ways that SAFEbuilt would delegate plan reviews among its local staff, and other ways that SAFEbuilt will help the Village achieve its goals for these services. At the end of the discussion, the Village Board approved staff’s recommendation of SAFEbuilt for these services and directed the Village Attorney to draft a contract and Resolution authorizing execution of that contract.

FINANCIAL IMPACT:

The anticipated annual contract value for the length of the initial two-year contract term, based on SAFEbuilt's proposal, is approximately \$130,000. This represents an annual anticipated reduction of \$20,000-\$40,000 compared to the costs incurred under the Village's current contract for these services. Since the November 6, 2018 discussion with the Village Board, SAFEbuilt has clarified that during each of the potential one-year extensions, hourly rates may be adjusted based on the Consumer Price Index, with a maximum increase of three percent per year. It should be noted that the costs incurred and savings experienced may vary depending on the level of actual permit activity in a given fiscal year, and the consultant fees are generally offset by Building Permit fees collected by the Community Development Department.

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Proposed Contract
3. SAFEbuilt Proposal

RECOMMENDED MOTION:

Move to approve a Resolution authorizing the execution of a contract with SAFEbuilt Illinois, LLC, to provide building inspection and plan review services to the Community Development Department.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2018-_____

**A RESOLUTION APPROVING AN AGREEMENT WITH
SAFEUILT ILLINOIS, LLC OF LOVELAND, COLORADO
FOR BUILDING INSPECTION AND PLAN REVIEW SERVICES**

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize and encourage intergovernmental cooperation; and

WHEREAS, the Village desires to retain a consultant to perform (i) building, mechanical, plumbing, and electrical inspections, (ii) commercial, multi-family, single-family, and MEP plan reviews, and (iii) Development Center plan reviews (collectively, the “*Services*”); and

WHEREAS, on behalf of the Village and the Cities of Evanston and Highland Park and the Villages Kenilworth, Lincolnshire, Morton Grove, Nilas, Palatine, Wheeling, Wilmette, and Winnetka, the Village of Glenview issued a joint bid for the Services; and

WHEREAS, the Village of Glenview received six bids for the Services and opened the bids on August 31, 2018; and

WHEREAS, SAFEbuilt Illinois, LLC, of Loveland, Colorado (“*Consultant*”), was the low responsible and responsive bidder of the firms that submitted bid packages; and

WHEREAS, the Village desires to enter into an agreement with Consultant for the performance of the Services (“*Agreement*”); and

WHEREAS, the President and Board of Trustees has determined that it will serve and be in the best interests of the Village to enter into the Agreement with the Consultant for the Services;

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 AGREEMENT. The Agreement by and between the Village and Consultant is hereby approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3. EXECUTION OF AGREEMENT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Agreement upon receipt by the Village Clerk of at least one original copy of the Agreement

executed by Consultant; provided, however, that if the executed copy of the Agreement is not received by the Village Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and in the manner provided by law.

PASSED this ___ day of December, 2018.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this ___ day of December, 2018.

Barry I. Bass, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of December, 2018

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

EXHIBIT A
AGREEMENT

**VILLAGE OF LINCOLNWOOD
PROFESSIONAL SERVICES AGREEMENT**

This **PROFESSIONAL SERVICES AGREEMENT** ("**Agreement**") is dated as of the ____ day of _____, 2018, and is by and between the **VILLAGE OF LINCOLNWOOD**, an Illinois home rule municipal corporation ("**Village**"), and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the Village's statutory and home rule powers, the parties agree as follows:

SECTION 1. **CONSULTANT.**

A. Engagement of Consultant. The Village desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Consultant Name ("*Consultant*"): **SAFEbuilt Illinois, LLC**

Address: **3755 Precision Drive, Suite 140, Loveland, Colorado 80538**

Telephone No.: **877-977-4111**

Email: **snero@safebuilt.com**

Project Name/Description: **Inspection and Plan Review Services**

Agreement Amount: **See Exhibit C for the Fee Schedule**

B. Project Description. Consultant will perform (i) building, mechanical, plumbing, structural, and electrical inspections, and (ii) commercial, multi-family, single-family, structural, and MEP plan reviews all as more fully described in the general performance expectations attached to this Agreement as **Exhibit A ("*Performance Expectations*")** and the Service Level Agreement attached to this Agreement as **Exhibit B ("*Service Level Agreement*")**.

C. Representations of Consultant. The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the Scope of Work, the Performance Expectations, and the Service Level Agreement (collectively, the "**Services**") in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The Village retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. Commencement; Term. The Consultant shall commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties ("**Commencement Date**"). The Consultant shall diligently and continuously prosecute the Services until December 31, 2020 ("**Time of Performance**" or "**Initial Term**").

D. Renewal. This Agreement may be renewed for up to three additional one-year terms upon mutual written agreement of the Parties (individually, a "**Renewal Term**"). The Consultant shall notify the Village at least 90 days before the end of the then-current Initial Term or Renewal Term if it does not want to renew this Agreement. At the end of the Initial Term or any applicable Renewal Term, the Village reserves the right to extend this agreement for a period of up to 90 days for the purpose of entering into a new agreement.

E. Reporting. The Consultant shall regularly report to the Village Manager, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount paid by the Village for the Services pursuant to this Agreement shall not exceed the amount identified as the Agreement Amount in Section 1.A of this Agreement. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D or 3.E of this Agreement.

B. Invoices and Payment. The Consultant shall submit invoices to the Village, in a standard format to be mutually agreed upon by the Consultant and the Village, for costs incurred by the Consultant in performing the Services. For the duration of the Initial Term and any of the three Renewal Terms contemplated by this Agreement, the amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Fee Schedule attached to this Agreement as **Exhibit C ("Fee Schedule")**. The Village shall only pay for services rendered. Payment shall be made in accordance with the Local Government Prompt Payment Act.

C. Escalation Clause. During the first three months of the first year of the Initial Term, the Village and the Consultant will work together to review the compliance and tools used to measure compliance. After the first three months, the Village and the Consultant will review compliance on a quarterly basis. Consultant will conduct an internal service level audit utilizing Contractors Quality Assurance Program for the position category as set forth in Exhibit B Service Level Agreement. Consultant will communicate results of the internal audit to the Village of discussion and mutual

agreement on compliance levels. If Consultant is found to be non-compliant, Consultant will take appropriate corrective action to cure the default within 10 days from the date of default determination. If it is mutually determined that Consultant has not cured the default within the 10-day period, Consultant will provide a detailed written plan to cure the default within 30 days. If Consultant fails to meet the service level for each position category within the initial 10-day cure period, the Village is entitled to a 5% credit of the subsequent month's invoice amount for that position. If the Consultant fails to meet the service level for a given position category within the 30- day cure period, the Village is entitled to a 7.5% credit of the subsequent month's invoice for that position category. Consultant will not be held responsible for system of records reporting limitations.

Beginning January 1, 2021 and annually thereafter, the hourly rates listed shall be increased in the lesser amount of: (i) the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "**CPI**") for the Chicago-Naperville-Elgin, IL-IN-WI Core Based Statistical Area; and (ii) 3% per annum. The increase will become effective upon publication of the applicable CPI data. If the CPI decreases, the rates applicable at that time shall remain unchanged.

D. Records; Audit; Access to Records. The Consultant shall maintain records showing actual time devoted and costs incurred and shall permit the Village or its authorized representative to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the Village at reasonable times during the term of this Agreement, and for three years after the termination of the Agreement.

E. Claim In Addition To Agreement Amount.

1. The Consultant shall provide written notice to the Village of any claim for additional compensation as a result of action taken by the Village, within 15 days after the occurrence of such action.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.E.1 of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

3. Regardless of the decision of the Village relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the Village, without interruption.

F. Additional Services. The Consultant acknowledges and agrees that the Village shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement

("Additional Services"), regardless of whether such Additional Services are requested or directed by the Village, except upon the prior written consent of the Village.

G. Taxes, Benefits, and Royalties. Each payment by the Village to the Consultant includes all applicable federal, state, and Village taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

H. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the Village of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The Key Project Personnel shall be identified by Consultant to the Village and shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the Village's prior written approval.

B. Availability of Personnel. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the Village as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. To the greatest extent possible, the Consultant shall maintain consistency among key staff and, where possible, provide that consistency on certain projects while the transition to another key staff takes place. The Consultant shall have no claim for damages and shall not bill the Village for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the Village in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to

all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the Village and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the Village remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

E. Solicitation/Hiring of Consultant's Employees. During the term of this Agreement and for one year thereafter, the Village shall not solicit, recruit or hire, or attempt to solicit, recruit or hire, any employee or former employee of Consultant who provided services to the Village pursuant to this Agreement ("*Service Providers*"), or who interacted with the Village in connection with the provision of such services (including but not limited to supervisors or managers of Service Providers, customer relations personnel, accounting personnel, and other support personnel of Consultant). The Parties agree that this provision is reasonable and necessary in order to preserve and protect Consultant's trade secrets and other confidential information, its investment in the training of its employees, the stability of its workforce, and its ability to provide competitive building department programs in this market. If any provision of this section is found by a court or arbitrator to be overly broad, unreasonable in scope or otherwise unenforceable, Parties agree that such court or arbitrator shall modify such provision to the minimum extent necessary to render this section enforceable. In the event that the Village hires any such employee during the specified period, the Village shall pay to Consultant a placement fee equal to 25% of the employee's annual salary including bonus.

SECTION 5. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term "***Confidential Information***" shall mean information in the possession or under the control of the Village relating to the technical, business, or corporate affairs of the Village; Village property; user information, including, without limitation, any information pertaining to usage of the Village's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. Village Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the Village prior to the time of disclosure of such information to the Consultant pursuant to this Agreement ("***Time of Disclosure***"); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the Village; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the Village to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the Village under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the Village. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the Village.

B. Indemnification. The Consultant shall, without regard to the availability or unavailability of any insurance, either of the Village or the Consultant, indemnify, save harmless, and defend the Village, and its officials, employees, agents, and attorneys against any and all third-party lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that arise, or may be alleged to have arisen, out of or in connection with, the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications pursuant to Subsection 6.A of this Agreement (but not the performance or failure of a contractor not retained by Consultant), 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 Consultant, except to the extent caused by the sole negligence of the Village.

C. Insurance.

1. The Consultant shall maintain for the duration of this Agreement, and any extensions thereof, insurance issued by a company or companies qualified to do business in the State of Illinois and that meet the requirements set forth in **Exhibit D**. The Consultant shall provide the Village with a certificate of insurance indicating that such insurance coverage meets the requirements contained in Exhibit D.

2. Insurance premiums shall be paid by the Consultant and shall be without cost to the Village.

D. No Personal Liability. No elected or appointed official or employee of the Village shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and Consultant; or (2) to create any relationship between the Village and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed Village official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Consultant nor any person employed or associated with Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Consultant nor any person employed by or associated with Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant 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 Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement shall, at the Village's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the Village and Consultant may terminate this Agreement at any time upon 30 days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred or reasonable expenses that Consultant is legally obligated to pay, if any, prior to termination, not exceeding the value of the Services completed, as determined as provided in Exhibit C.

E. Compliance With Laws and Grants.

1. Compliance with Laws. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are 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: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; 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.* including any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A). The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

2. Liability for Noncompliance. The Consultant 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 the Consultant's, or any of its subcontractors, performance of, or failure to perform, the Services or any part thereof.

3. Required Provisions. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement ("***Event of Default***"), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the Village, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. Termination of Agreement by Village. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination. In the event that this Agreement is terminated due to an Event of Default, the Village shall be entitled to procure the Services elsewhere and charge the Consultant with any or all losses incurred, including attorney's fees and expenses.

3. Withholding of Payment by Village. The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the Village is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. Village Board Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to, vendors shall be subject to the approval of the Village Board of Trustees. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the Village. The Village shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the Village Board of Trustees.

I. Mutual Cooperation. The Village agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance and completion of the Services and with any other consultants engaged by the Village.

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the Village Manager.

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, findings and any other documents, data, or information, in any form, prepared, collected, or received from the Village by the Consultant in connection with any or all of the Services to be performed under this Agreement ("**Documents**") shall be and remain the exclusive property of the Village. At the Village's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the Village. Except as expressly provided in this Agreement, the Village shall retain ownership of all work product and deliverables created by Consultant pursuant to this Agreement and all records, documents, notes, data and other materials required for or resulting from the

performance of Services hereunder shall not be used by Consultant for any purpose other than the performance of Services hereunder without the express prior written consent of the Village. All such records, documents, notes, data and other materials shall become the exclusive property of the Village when Consultant has been compensated for the same as set forth herein, and the Village shall thereafter retain sole and exclusive rights to receive and use such materials in such manner and for such purposes as determined by it. Notwithstanding the preceding, Consultant may use the work product, deliverables, applications, records, documents and other materials required for or resulting from the Services, all solely in anonymized form, for purposes of: (i) benchmarking of the Village's and others performance relative to that of other groups of customers served by Consultant; (ii) sales and marketing of existing and future Consultant services; and (iii) monitoring Service performance and making improvements to the Services. For the avoidance of doubt: (1) the Village data will be provided to third parties only on an anonymized basis and only as part of a larger body of anonymized data; (2) Consultant may not use the Village's name or logo in any type of endorsement of the work of Consultant, or any marketing materials, without the express written consent of the Village; and (3) Consultant may not use any plans obtained pursuant to this Agreement for any purpose other than for completion of the Services, except upon the express written consent of the Village. If this Agreement expires or is terminated for any reason, all records, documents, notes, data and other materials maintained or stored in Consultant's secure proprietary software pertaining to the Village will be exported into a CSV file and become property of the Village. Notwithstanding the preceding, Consultant shall own all rights and title to any Consultant provided software and any improvements or derivative works thereof. The Parties acknowledge that Consultant requires access to Records in order for Consultant to perform its obligations under this Agreement. Accordingly, the Village will either provide to Consultant on a daily basis such data from the Records as Consultant may reasonably request (in an agreed electronic format) or grant Consultant access to its Records and Record management system so that Consultant may download such data. Data provided to or downloaded by Consultant pursuant to this Section 7.K shall be used by Consultant solely in accordance with the terms of this Agreement.

L. GIS Data. The Village has developed digital map information through Geographic Information Systems Technology ("**GIS Data**") concerning the real property located within the Village. If requested to do so by the Consultant, the Village agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. Limited Access to GIS Data. The GIS Data provided by the Village shall be limited to the scope of the Services that the Consultant is to provide for the Village;

2. Purpose of GIS Data. The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and

3. Agreement with Respect to GIS Data. The Consultant does hereby acknowledge and agree that:

a. Trade Secrets of the Village. The GIS Data constitutes proprietary materials and trade secrets of the Village, and shall remain the property of the Village;

b. Consent of Village Required. The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the Village Manager;

c. Supply to Village. At the request of the Village, the Consultant shall supply the Village with any and all information that may have been developed by the Consultant based on the GIS Data;

d. No Guarantee of Accuracy. The Village makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and

e. Discontinuation of Use. At such time as the Services have been completed to the satisfaction of the Village, the Consultant shall cease its use of the GIS Data for any purpose whatsoever, and remove the GIS Data from all of the Consultant's databases, files, and records; and, upon request, an authorized representative of the Village shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify compliance by the Consultant with this Section 7.L.3.e.

SECTION 8. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the Village and the Consultant in accordance with all applicable statutory procedures.

B. Assignment. This Agreement may not be assigned by the Village or by the Consultant without the prior written consent of the other party.

C. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the Village, the Consultant, and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village of Lincolnwood
6900 N. Lincoln Avenue
Lincolnwood, Illinois 60712
Attention: Village Manager

With a copy to:

Holland & Knight LLP
131 S. Dearborn, 30th Floor
Chicago, Illinois 60603
Attention: Hart M. Passman

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

SAFEbuilt Illinois, LLC
3755 Precision Drive, Suite 140
Loveland, Colorado 80538
Attention: Tom T. Klein, CRO

With a copy to:

Gary Amato, Chief Compliance and Legal Officer
3755 Precision Drive, Suite 140
Loveland, CO 80538

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the Village.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Laws; Jurisdiction; Venue. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois. Jurisdiction and venue shall be exclusively found in the Circuit Court of Cook County, State of Illinois

J. Authority to Execute.

1. The Village. The Village hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Consultant. The Consultant hereby warrants and represents to the Village that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

L. Waiver. Neither the Village nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the Village or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the Village's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. Exhibits. Exhibits A through D attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

R. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this Agreement this _____ day of _____, 2018.

ATTEST:

VILLAGE OF LINCOLNWOOD

By: _____ By: _____
Village Clerk Village Manager

ATTEST:

CONSULTANT

By: _____ By: _____

Title Its:

EXHIBIT A

PERFORMANCE EXPECTATIONS

	Expectation
1	Voice messages and emails shall be returned within 24 hours of receipt.
2	Employees of the Consultant who will be working in the field shall provide their own transportation, insurance and required transportation costs.
3	The Village shall provide Consultant's employees with desktop/laptop computers, office supplies, desk phone, work station per position.
4	Consultant's employees must dress appropriately and display a Village-approved photo identification badge while working on behalf of the Village, including protective boots, clothing, eyewear, gloves, and other safety equipment, as required.
5	Consultant's employees must provide tools necessary to complete review (e.g. scales, rulers, calculators, code books, cell phones, plan meters, possible vehicles, etc.).
6	All work shall be conducted in accordance with federal, state, county and Village requirements.
7	Consultant's employees must work well with the public, including communicating effectively with diverse and sometimes demanding people at the counter and on the telephone.
8	Consultant's employees must handle incoming calls providing information, answering routine inquiries and providing general information, refer callers to appropriate department or agency, and take messages when necessary.
9	Consultant shall analyze data to determine answers to questions from customers or members of the public.
10	Consultant's employees must be proficient in Microsoft Office suite and other permitting software.
11	Prior to initial new work, Consultant's employees are expected to familiarize themselves with prior inspection and plan review actions from documentation associated with the site in the file, and in local permitting software, Laserfiche and GIS.
12	All work shall comply with the procedures outlined in the Village's ordinances, handbooks and protocols.
13	Consultant shall coordinate with Village staff upon identification of any life safety or property maintenance violations in the field.
14	In accordance with Exhibit B, Consultant must allow for time each day for meetings with Village staff, builders, contractors, homeowners, etc., coordination with staff & other stakeholders, and other administrative functions.
15	To the greatest extent possible, the Consultant shall maintain consistency among key staff and, where possible, provide that consistency on certain projects while the transition to another key staff takes place.

EXHIBIT B

SERVICE LEVEL AGREEMENT

Position	Task	Service Level	Compliance	Monitoring Tool	Review Frequency
Building, Mechanical and Electrical Inspector & Plumbing Inspector	Perform all scheduled inspections on the day they are scheduled and , to the greatest extent possible, by a consistent key staff throughout the life of a Building Permit	Inspectors complete AM inspections and PM inspections within the defined timeframes on the day they are scheduled	99.75% (399 out of 400) of scheduled inspections will be performed within the specified timeframe	Daily confirmation	Quarterly
	Inspections that extend beyond target timeframes will be "not approved" and reported to Development Manager	To ensure inspectors get to all scheduled inspections, inspections which exceed scheduled time slots due to insufficient compliance will be "not approved"	97% (32 out of 33) of "not approved" inspections will be terminated within the specified timeframe		
Development Center Plan Reviewer & Commercial, Multi-Family, Single-Family & MEP Plan Reviewer	Plan Reviews that extend beyond target timeframes will be "not approved" and reported to Development Manager	To ensure plan reviewers complete all scheduled plan reviews, plan reviews which exceed scheduled time slots due to insufficient compliance will be "not approved"	97% (32 out of 33) of "not approved" plan reviews will be terminated within the specified timeframe	Daily confirmation	Quarterly

Development Center Plan Reviewer & Commercial, Multi-Family, Single-Family & MEP Plan Reviewer	Initial Review of including but not limited to SFR additions and remodels, detached garages, and commercial remodel permits, driveway, patio, deck, shed, fence, and other accessory structure permits	For Development Center Plan Reviews, first reviews will be completed in 1 business day, subsequent re-reviews completed in 1 business day. For contractor office reviews, first reviews will be completed in 5 business days, subsequent re-reviews completed in 3 business days	95% of plan reviews completed in 1 business day	Municipal permitting software reporting	Quarterly
	Re-review of including but not limited to SFR additions and remodels, detached garages, and commercial remodel permits, driveway, patio, deck, shed, fence, and other accessory structure permit		95% of plan reviews completed in 1 business day	Municipal permitting software reporting	
	Permit fees, municipal permitting software field entry, dates, attachments and comment fields shall be completed accurately	All required fields shall be completed with accurate information, fees shall be entered accurately to reflect scope of work, and other plan review tasks shall be completed in accordance with procedural requirements	97% (32 out of 33) of plan reviews completed in accordance with procedural requirements	Audit of 10 random permits	Quarterly
	Holds the appropriate ICC certification or state of Illinois license for the work they are performing	Plan reviewers will maintain active certifications or appropriate licenses	Documentation shall be submitted once annually	Proof of certification or licensure	Annual

EXHIBIT C

FEE SCHEDULE

Task	Hourly Rate*
Building, Mechanical, Electrical and Structural Inspections	\$73.00 – one (1) hour minimum
Plumbing Inspections	\$73.00 – one (1) hour minimum
Development Center Plan Reviews	\$62.50 – one (1) hour minimum
Commercial, Multi-Family, Single-Family, MEP, and Structural Plan Reviews	\$74.00 – one (1) hour minimum
On-call emergencies, after hours inspections, or weekend/holiday inspections	\$80.00**
Special meetings, on-site, as requested by Village staff	\$80.00**
Adjudication or court appearances	\$80.00**
<p>Notes:</p> <p>* Beginning January 1, 2021 and annually thereafter, the hourly rates listed shall be increased in the lesser amount of: (i) the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the “CPI”) for the Chicago-Naperville-Elgin, IL-IN-WI Core Based Statistical Area; and (ii) 3% per annum. The increase will become effective upon publication of the applicable CPI data. If the CPI decreases, the rates applicable at that time shall remain unchanged.</p> <p>** On-call emergencies, after hours or weekend/holiday inspections, special meetings, or adjudication/court appearances will incur a minimum of one hour of billing at the specified hourly rate.</p>	

EXHIBIT D

INSURANCE PROVISIONS

The Consultant must procure and maintain the following insurance during the entire term of the Agreement:

A. Scope of Coverage. The Consultant must provide, at its sole cost and expense, the minimum coverage limits set forth in Section B below, which insurance coverage shall include, without limitation, protection for all activities associated with the Services. The Insurance coverages and limits set forth in Section B below will be deemed to be minimum coverages and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

B. Minimum Limits of Coverage.

1. Commercial General Liability. \$1,000,000 combined single limit per occurrence for bodily injury and for property damage and \$1,000,000 per occurrence for personal injury. The general aggregate must be twice the required occurrence limit. Minimum General Aggregate must be no less than \$2,000,000 or a project-contract specific aggregate of \$1,000,000.

2. Business Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.

3. Workers' Compensation and Employers' Liability. Workers' Compensation Coverage with statutory limits and Employers' Liability limits of \$1,000,000 per accident, \$1,000,000 each employee disease/\$1,000,000 disease policy limit

4. Professional Liability. \$1,000,000 each claim with respect to negligent acts, errors, and omissions in connection with all professional services to be provided under this Agreement. The professional liability aggregate must be \$2,000,000.

5. Umbrella Excess Liability. Umbrella excess liability coverage with limits as follows including commercial general liability, business auto liability, and employers liability:

a. \$5,000,000 combined single limit – each occurrence;

b. \$5,000,000 combined single limit – aggregate other than products/completed operations and auto liability; and

c. \$5,000,000 combined single – products/completed operations aggregate.

C. Deductibles and Self-Insured Retentions. Any deductibles in excess of \$5,000 (\$10,000 for umbrella excess liability) or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either the insurer must reduce or eliminate such deductibles or self-insured retentions with respect to the Village and its officials,

employees, agents, and representatives or the Consultant must procure a bond guaranteeing payment of losses and related investigation, claim administration, and defense expenses. This provision does not apply to professional liability.

D. Additional Requirements. The insurance policies must contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverage. The Village and its officials, employees, agents, and representatives must be covered as additional insured as respects: liability arising out of the Consultant's work, including without limitation activities performed by or on behalf of the Consultant and automobiles owned, leased, hired, or borrowed by the Consultant. Coverage must contain no special limitations on the scope of protection afforded to the Village or its officials, employees, agents, and representatives.

2. Primary Coverage. The insurance coverage must be primary with respect to the Village and its officials, employees, agents, and representatives. Any insurance or self-insurance maintained by the Village and its officials, employees, agents, and representatives will be excess of the Consultant's insurance and will not contribute with it.

3. Reporting Failures. Any failure to comply with reporting provisions of any policy must not affect coverage provided to the Village and its officials, employees, agents, and representatives.

4. Severability of Interests/Cross Liability. The insurance must contain a Severability of Interests/Cross Liability clause or language stating that the insurance will apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's ability.

5. Occurrence Form. All general liability coverage must be provided on an occurrence policy form. Claims-made general liability policies are not acceptable.

6. Workers' Compensation and Employers' Liability Coverage. The insurer must agree to waive all rights of subrogation against the Village and its officials, employees, agents, and representatives for losses arising from work performed by the Consultant.

7. Professional Liability. If the policy is written on a claims-made form, the retroactive date must be equal to or preceding the effective date of this Agreement. If the policy is cancelled, non-renewed, or switched to an occurrence form, then the Consultant must purchase supplemental extending reporting period coverage for a period of not less than three years.

8. All Coverage. Each insurance policy required by this clause must be endorsed to state that coverage will not be suspended, voided, cancelled, or reduced in coverage or in limits except after 30 days prior written notice to the Village by certified mail, return receipt requested.

9. Acceptability of Insurers. Unless specifically approved in writing in advance by the Village, all insurance must be placed with insurers with a Best's rating of

no less than A-, VII. All insurers must be licensed to do business in the State of Illinois.

10. Verification of Coverage. The Consultant must furnish the Village with certificates of insurance naming the Village and its officials, employees, agents, and representatives as additional insureds and with original endorsements affecting coverage required by this Agreement. The certificates and endorsements for each insurance policy must be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the Village and in any event must be received and approved by the Village before any work commences. Other additional-insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the ISO Additional Insured Endorsements CG 2010 or CG 2026. The Village reserves the right to request a full certified copy of each insurance policy and endorsement.

11. Subcontractors and Suppliers. The Consultant must include all subcontractors as insureds under its policies or must furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors are subject to all of the requirements stated in this Agreement, except its professional liability policy.

AUGUST 31, 2018
RFP #218023
COPY

Inspectional & Plan Review Services

For the Municipalities of: Glenview, Evanston,
Highland Park, Kenilworth, Lincolnshire,
Lincolnwood, Morton Grove, Niles, Palatine,
Wheeling, Wilmette, and Winnetka



SAFEbuilt[✓]

SAFEbuilt Illinois, LLC

Steve Nero | Director of Business Development
312.339.0436 | snero@safebuilt.com

Reese Menard | Regional Operations Manager
224.301.3015 | rmenard@safebuilt.com

August 29, 2018

Margaret Leonard, Strategic Service Manager
Village of Glenview – Administrative Services Department
2500 East Lake Avenue
Glenview, IL 60026

RE: Request for Proposals for Inspection & Plan Review Services for the Municipalities of: Glenview, Evanston, Highland Park, Kenilworth, Lincolnshire, Lincolnwood, Morton Grove, Niles, Palatine, Wheeling, Wilmette and Winnetka

Due: August 31, 2018 by 2:00 PM CDT

Dear Ms. Leonard,

Please accept SAFEbuilt Illinois, LLC's (SAFEbuilt) response to the Village of Glenview's (hereinafter referred to as the Village) *Request for Proposals (RFP)* on behalf of multiple Illinois municipalities for *Inspection & Plan Review Services*. We are highly qualified to support the municipalities listed in this RFP. In fact, we are the incumbent contractor for six of the municipalities.

SAFEbuilt's proposed services meet the RFP's requirements for permit technician, code enforcement, inspection, and plan review. Our qualified staff are trained in plan review and inspection disciplines, including building, mechanical, electrical, plumbing, structural, fire, electrical, plumbing, mechanical, and health. By offering these areas of expertise, we provide flexibility and economies of scale at the lowest possible fee for service.

Our team can rapidly respond to each municipality's needs by utilizing our statewide team of personnel, management, and executive oversight that lends an invaluable depth and breadth of knowledge and resources.

Throughout our response, we differentiate ourselves as the company that provides the highest quality services and most enhanced value to the Village through our experience and dedication to customer service and establishing partnerships with the communities we serve.

Thank you for your time and consideration in reviewing our qualifications. If you have any questions about our proposal, please contact Steve Neró, Director of Business Development, at 312.339.0436 or snero@safebuilt.com.

Best Regards,



Matt Royer | Chief Operations Officer
SAFEbuilt



Purchasing Division

Village of Glenview
2500 East Lake Ave
Glenview, IL 60026

August 20, 2018

ADDENDUM #1 (1 of 1 Pages)

RFP #218023

RFP ON: INSPECTION AND PLAN REVIEW SERVICES FOR THE MUNICIPALITIES OF: GLENVIEW, EVANSTON, HIGHLAND PARK, KENILWORTH, LINCOLNSHIRE, LINCOLNWOOD, MORTON GROVE, NILES, PALATINE, WHEELING, WILMETTE AND WINNETKA

RFP Due Date: August 31, 2018, 2:00 p.m. CST

Please note the following clarifications, revisions, and additions to the bid documents.

Please see the excel spreadsheet named "RFP 218023 Inspection and Plan Review Addendum 1 Spreadsheet" for answers to all questions submitted at the pre-proposal meeting and by email.

Please include a copy of this document in your proposal submittal.

Sincerely,

Acknowledged and Accepted 218023-1:

Margaret Leonard, CPPB
Village of Glenview
Strategic Services Manager

Signature:
Company:

SAFEbuilt Illinois, LLC

END ADDENDUM #1

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SUBMISSION INFORMATION

Village of Glenview
2500 East Lake Avenue
Glenview, IL 60026

PROPOSAL # 218023
BID OPENING DATE: August 31, 2018
TIME: 2:00 P.M. Local Time
LOCATION: Administrative Services

Department

One (1) original & twelve (12) copies, one
(1) electronic copy (NO EMAIL, USB or CD only)

REQUEST FOR PROPOSALS CONTRACTOR INFORMATION

Company Name: SAFEbuilt Illinois, LLC
Address: 3755 Precision Dr., Ste. 140
City, State, Zip Code: Loveland, CO 80538

INSPECTION SERVICES

per the specifications identified herein
Pricing will be provided in Exhibit C.

**The Grand Total listed is not a final number due to the "as needed" nature of some of the work included in the RFP. The final total may vary from this number based on workloads, scheduling and individual with each municipality.*

Grand Total

\$ 2,880,601.04 *

Any and all exceptions to these specifications MUST be clearly and completely indicated on the proposal sheet. Attach additional pages if necessary. **NOTE TO OFFERORS:** Please be advised that any exceptions to these specifications may cause your proposal to be disqualified. Submit bids by SEALED PROPOSALS ONLY. Fax and e-mail proposals are not acceptable and will not be considered.

THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting agreement or to accept any request for additional compensation. By signing this proposal document, the offeror hereby certifies that they are not barred from submitting an offer on this RFP as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Authorized Signature:  Company: SAFEbuilt Illinois, LLC
Name: Matt Royer Typed/Printed Name: Matt Royer
Date 8/28/2018 Title: Chief Operations Officer
Telephone Number: 866-977-4111 E-mail mroyer@safebuilt.com

FIRM OVERVIEW

Firm Overview

SAFEbuilt was founded in 1992 for the sole purpose of providing exceptional Building Department services to local governments. Today, SAFEbuilt is a national leader performing value-added professional, technical and consulting services. We partner with over 800 communities of all sizes in 18 states and the District of Columbia for the efficient delivery of third-party solutions.

SAFEBUILT RÉSUMÉ

Our teams—more than 1,100 employees throughout the country—currently manage clients nationwide. Through a personalized approach, SAFEbuilt offers personnel expertise, innovative technology, and unparalleled commitment to deliverables and customer service.

Services

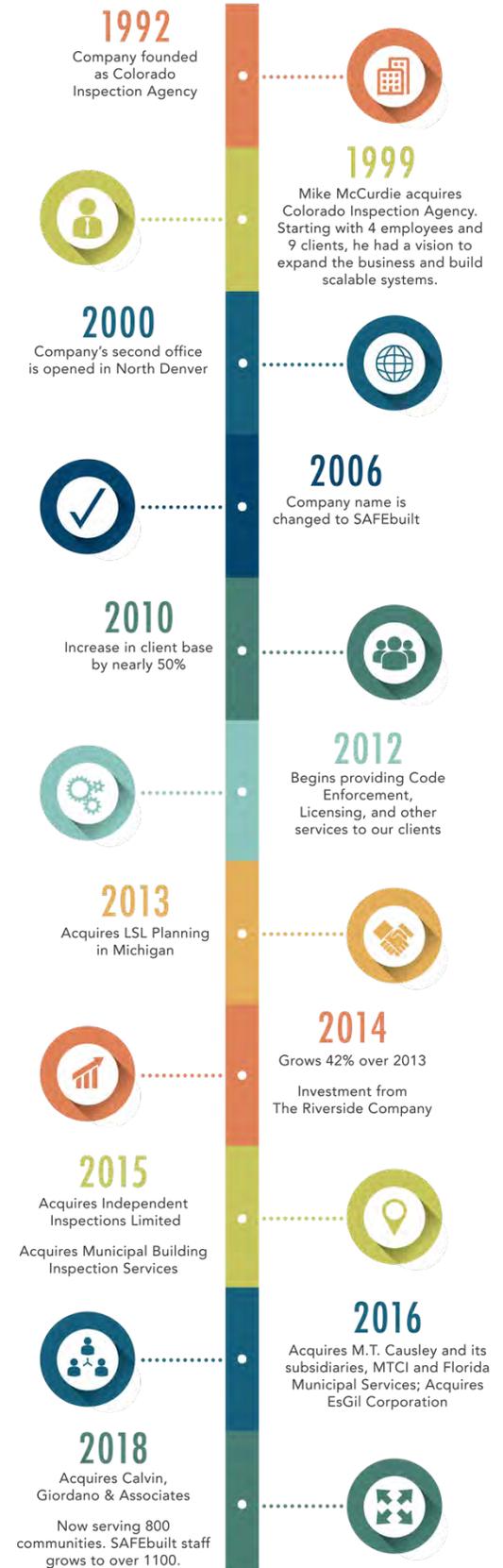
While we started by simply providing construction inspections for a few towns in Colorado, our areas of service have expanded over the past 26 years to include:

- ✓ Full Service and Supplemental Building Department Operations
- ✓ Residential, Commercial and Industrial Plan Review
- ✓ Building, Mechanical, Electrical, and Plumbing Inspection
- ✓ Fire Plan Review
- ✓ Code Enforcement
- ✓ Permit Technician
- ✓ Certified Building Official
- ✓ Community Development Automation Software
- ✓ Expedited Plan Review, Inspections, and Engineering for Special Projects
- ✓ Housing Authority Inspections
- ✓ Planning and Zoning
- ✓ Disaster Recovery
- ✓ Arborist and Landscape Design

Employees

Our employees hold licensures and certifications in many industry disciplines. Additionally, they are members of industry organizations and sought after speakers, and serve on committees to help define industry best practices.

- ✓ Structural and Civil Engineers
- ✓ Registered Architects
- ✓ Master Code Professionals
- ✓ International Code Council (ICC) Certified Building Officials



1. SERVICES

1. Services

The SAFEbuilt team understands that every public agency has a unique culture and service requirements specific to their community. The quality and training of our staff, combined with our robust business systems and core commitment to customer satisfaction, ensures each community receives the highest levels of contract performance, professionalism and responsiveness in the industry.

The SAFEbuilt Team Advantage

By working with us, each municipality included in the *Request for Proposals* (RFP) will benefit from the following cost efficiencies, service improvements, and benefits:



- ✓ **Concentrated Focus on Cost-Saving Approaches and Methods.** Because we serve many municipalities and agencies, we are constantly improving and adapting to provide our clients with the most cost-effective services. We share a wealth of recommendations from our varied experience with other communities to help keep our clients' budgets on track.
- ✓ **Swift Turnarounds and Expedited Services.** With extensive experience in the digital plan review process, our staff excels at providing prompt turnarounds. We easily match, and more often beat, any required turnaround deadlines.
- ✓ **Effective Coordination with other Village/City Departments.** Our people are trained in promoting collaboration and cooperation with other departments and agencies. Effective communication is a key component and we have multiple communication solutions available which will be flexible to the unique needs of the municipality.
- ✓ **A Wealth of Code Knowledge and Building Industry Experience.** We maintain staff fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's cutting edge, many serve as popular educational instructors and lecturers, as well as sit on leading boards and committees for organizations developing and implementing important code regulations. We also keep up with the latest in procedure and use of products (e.g., green building, accessibility).
- ✓ **Ability to Adjust Service Levels to Meet Your Needs.** We quickly fine-tune staff or staffing levels to match changes in activity to ensure a high level of customer services is maintained. We have picked staff uniquely qualified and experienced to deliver the exact services requested. In addition, we are skilled at assessing time commitments, developing an accurate work plan, and applying dedicated, professional personnel.
- ✓ **Leading-Edge Technology with Cost-Saving Solutions.** We deliver a suite of digital options for municipalities – prompt digital plan reviews including electronic versions of plan comments, and optional, easy-to-use online web application/portal for submittal, tracking and approval of digital plans; and available full scanning and archival services.

- ✓ **Environmentally Friendly Practices.** Our corporate policy on sustainability supports a healthy environment, reduces our carbon footprint, and promotes environmental stewardship through environmentally preferable purchasing and other sustainability actions. Our digital plan review system encourages the bypass of paper use, and all possible documents at SAFEbuilt are printed double-sided on recycled, post-consumer content paper.

APPROACH TO THE SCOPE OF WORK

With our range of Community Development Services, SAFEbuilt empowers communities to envision, plan and execute innovative solutions for nearly all municipal operational services. Our team brings the skills and experience necessary to meet each municipality’s needs as outlined in the RFP.

We propose fulfillment of all services other than engineering inspections and engineering plan review.

	INSPECTIONS					PLAN REVIEW				SUPPORT			
	Bldg., Mech., Elec. Inspections	Plumbing Inspections	Fire Inspections	Structural Inspections	Engineering Inspections (Private)	Health Inspections	Comm., M-Fam., Single-Fam. Plan Review	Fire Plan Review	Structural Plan Review	Engineering Plan Review	Small Permit (Same-day) Plan Review	Code Enforcement Officer	Permit Technician
Village of Glenview	●	●					●					●	●
City of Evanston	●	●					●					●	●
City of Highland Park	●		●	●			●	●	●				
Village of Kenilworth	●	●					●						
Village of Lincolnshire	●	●					●						
Village of Lincolnwood	●	●					●				●		
Village of Morton Grove	●	●					●				●	●	●
Village of Niles						●							
Village of Palatine	●	●					●				●	●	
Village of Wheeling	●					●							
Village of Wilmette	●	●											
Village of Winnetka	●	●					●						

Inspection Services

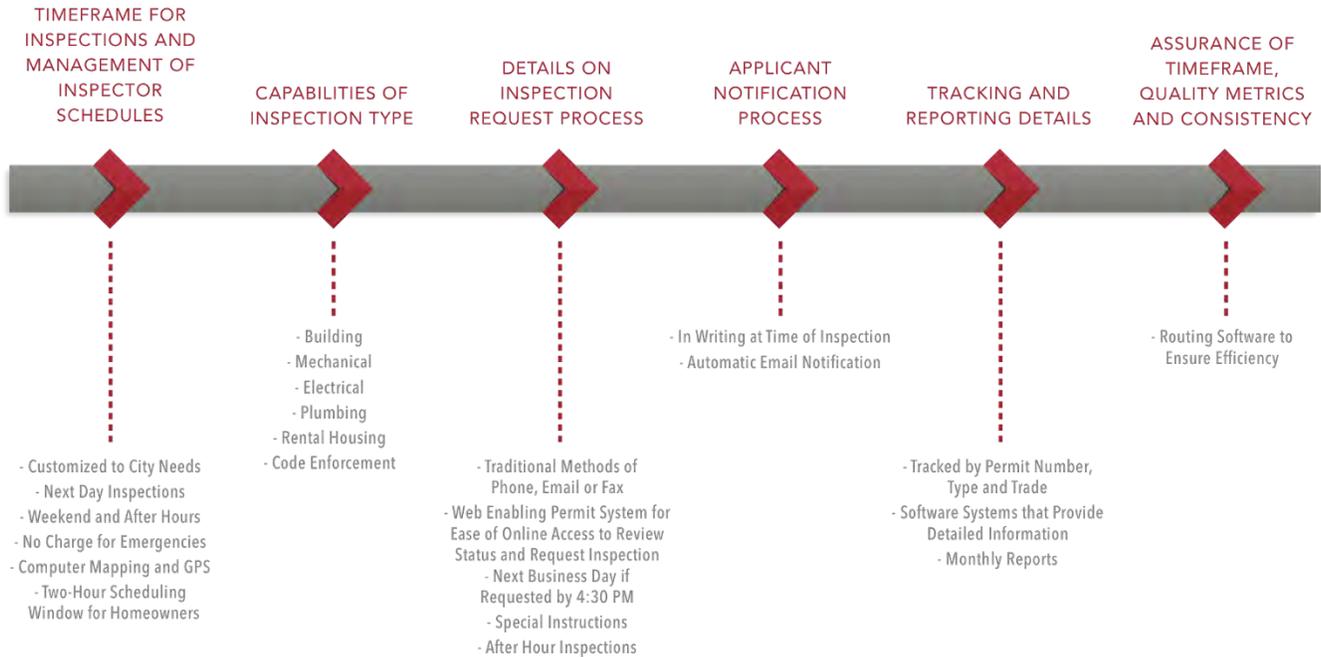
Our inspection staff recognizes that an educational, informative approach is the most effective way to improve the building community’s experience.

Building, Mechanical, Electrical, and Plumbing Inspections

SAFEbuilt operations conducts building, mechanical, electrical, and plumbing inspections for building-related permits both on a full-time and a supplemental basis. Our inspections are based on your adopted codes, adopted amendments, as well as specific additional requirements from each municipality, throughout the various stages of construction. If selected, SAFEbuilt can provide a standard code transition to bring a municipality’s codes current.

Inspection Request Process and Applicant Notification

Requests for inspection may be submitted to us via telephone or email. We offer next-day inspection for requests received by 4:30 PM. Our inspection staff utilize the municipality's current software to result inspections in the field, as



well as notify applicants in writing at the time of inspection. As a value-added option, SAFEbuilt's software—CommunityCore—is available free of charge, see the *Appendix, p. 89*, for more information. For as needed inspections, we mobilize staff within 48 hours.

Tracking and Reporting

All SAFEbuilt inspections are tracked by permit number, type, and trade. Each trade inspector enters his or her own results into the reporting software at the time of inspection with the option to attach external reports, pictures, or documents.

Assurance of Time Frame, Quality Metric, and Consistency

SAFEbuilt uses the municipality's routing software to help ensure that inspections are conducted efficiently and within the allotted time. Inspection checklists and building guides are accessible from the Inspector's iPad to assist with customers in the field. Electronic versions of code books are also available on the iPad.

To assure quality, SAFEbuilt has implemented a quality control (QC) program where our building officials and operations managers in Illinois perform random quality inspection evaluations of our staff throughout the year. They also perform a ride-along with staff as a mentoring and training exercise. In addition, SAFEbuilt conducts an annual training day which includes all state personnel. Consistency is forged through our QC program and by training, as well as constant communication between all operations.

We work with you to develop a reporting schedule and format to meet your needs. Formats may include monthly, quarterly and annual reports summarizing activity levels, adherence to performance metrics, and other items of special interest to the municipality.

Health Inspections

When transitioning health inspections for a municipality, we review current operations to determine whether any improvements should be made. For example, changes to applications, forms, and inspection sheets may be in order. More importantly, a review of current codes, federal, state and local environmental and public health laws is crucial for implementation of a compliant program.



Conducting Routine Inspections

An annual inspection schedule to meet and/or exceed the number of required routine inspections is set at the beginning of the contract year: These routine inspections take place over the course of the year.

- ✓ New and existing commercial properties
- ✓ Catering trucks – twice a year
- ✓ Ice cream trucks – once a year
- ✓ Stores selling packaged food items
- ✓ School cafeterias
- ✓ Day cares

In general, high risk facilities receive three annual inspections, mid-level risk receive two inspections, and low risk receive one. Follow up inspections vary, depending on the reason for the follow up.

The average inspection time is two hours, although times vary depending on the size and type of facility. The time required and frequency for follow-up inspections also varies according to the reason for the follow up. Critical violation follow-up inspections occur within one week.

Emergencies, Complaints, and Temporary Permits

Response to food-borne illness emergencies ensues within the municipality's required timeframe. Our health inspectors conduct investigations of food handling practices, food handlers, and other potentially harm-causing factors. Results are available for epidemiologists, environmental health, and other public health officials for ongoing risk mitigation.

Complaints receive a response within the municipality's required timeframe as well, and the establishment and/or incident is fully investigated.

Reviews for permits and inspections for temporary food providers at events such as carnivals and festivals are conducted as needed.

Performing Inspections

We perform inspections in accordance with all applicable codes, mandates, and regulations to maintain public health and safety. Our process includes:

- ✓ Follow municipality's approved checklist
- ✓ Perform all measurement procedures, as required

- ✓ Issue written notices of code violations
- ✓ Conduct follow-up inspections, as needed/required

Health Plan Review, Business Licensing, and Other Duties

In addition to the services described above, our health inspectors conduct plan reviews, occupancy inspections, and consultations for food-related businesses and establishments. Plan reviews are performed within five days of the receipt of plans. Other duties include:

- ✓ Review and approve forms
- ✓ Issue business licenses and check existing licenses
- ✓ Perform plan review and inspections for new, remodel and change of ownership for food service establishments
- ✓ Answer routine questions and provide general information
- ✓ Return phone calls within 24 hours
- ✓ Use municipality's routing software and Microsoft Office
- ✓ Appear in court on the municipality's behalf

Fire Inspections

The SAFEbuilt team performs fire and life safety inspections for all occupancies on a full-time or as needed basis. During inspections, all fire protection systems are checked for compliance with current codes, regulations and local amendments, as applicable. Inspections are resulted and reported within 24 hours to both the customer and the municipality, including non-conformance notices. Fire Safety Inspectors have iPads in the field with access to inspection checklists, Illinois fire code, National Fire Protection Association (NFPA) standards and codes, and other code books.

Structural Inspections

For structural inspections, we follow the same process used for Building, Mechanical, Electrical, and Plumbing Inspections, described above, *p. 11*. Where the inspections differ applies to the "type" of inspection, in this case structural. To determine the structural integrity and the soundness of a building, we inspect portions of the structure such as:

- ✓ Accessible/visible portions of the foundation
- ✓ Basement/crawl space
- ✓ Framing



Plan Review Services

Our plan review professionals use the below best practices to meet each municipality's service requirements, managing projects effectively and efficiently, completing all deliverables on-time and within budget.

We manage projects according to the comprehensive process described below. After plans are logged, the lead planner assigns plans to the appropriate examiner, he/she completes the review, and the completed review is returned to the municipality.

Examples of previous projects include high-rise buildings, casinos, regional shopping centers, hotels, resorts, hospitals, sports arenas, detention facilities, police stations, fire stations, city halls, libraries, schools, industrial facilities, hazardous occupancies, trash recycling, essential facilities, unreinforced masonry seismic upgrades, residential projects, tenant improvements, and remodels.

Development Center Plan Review – Same-Day Reviews

We easily handle same-day plan reviews for small construction projects such as driveways, patios, fences, sheds, additions and remodels, and detached garages. **Our** process includes tracking, verification, corrections, communication.

- ✓ **Tracking.** Plans are logged into our database and tracked through our review process. Once entered, the plans are sent to the appropriate plans examiner.
- ✓ **Verification.** All information on each submittal is checked against the permit application for accuracy.
- ✓ **Corrections.** Plans are reviewed for compliance with all applicable federal, state, and local regulations. Corrections are noted directly on the plans. Preliminary consultation with applicants is available upon request.
- ✓ **Communication.** Results are communicated to the applicant the same day. Any needed corrections are explained to the applicant in detail.

Commercial, Multi-Family, Single-Family and MEP Plan Review

SAFEbuilt ensures submittals are properly coordinated and tracked by following an established internal plan check process in which each plan is entered into our database, processed and returned to the client on time. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal. To accomplish this, we:

- ✓ Screen and log each application to ensure timely routing to all plan reviewers.
- ✓ Submittals are reviewed for compliance with all relevant federal, state and local requirements. The log serves as a tracking device to assure turnaround times and completeness of the review.
- ✓ Plan reviews are performed in accordance with local, state and federal regulations with which local municipalities are mandated to enforce, as well as all codes and ordinances in



effect. Preliminary consultations are provided to the applicant upon request to assist and guide them in the design and plans preparation process.

- ✓ Information shown on each permit applications is verified. Construction valuation is based on information provided by the municipality and compared to estimates provided by the applicant.
- ✓ Provide a thorough architectural and structural review of design drawings and details for compliance with the Illinois Building Code architectural provisions, including safety glazing, building security, and noise insulation performance standards.
- ✓ Plan review management.
- ✓ We assure that corrections are handled within established timeframes and as succinctly and clearly as possible. We will help each applicant through the plan review process. All corrections are identified based on compliance with specified codes and regulations.
- ✓ Written corrections are issued.
- ✓ Provide oral and written communications with project representatives, as needed.

The City approves the development of any customized correction sheets. Correction sheets for specific projects shall be forwarded to the County along with a cover memo containing at a minimum, the following:

- ✓ The date(s) plans were received and reviewed by SAFEbuilt.
- ✓ The date(s) the applicant was notified of completed plan reviews.
- ✓ The name and telephone number of the applicant.

We can receive plans from the municipality or directly from the applicant by mail, FedEx, or via electronic transmission. Our process is designed to not only be convenient for our client municipalities, but also highly convenient for the designers and permit applicants being served.



Meeting Deadlines

Our management and tracking processes ensure that we meet client deadlines. Once a plan is submitted to SAFEbuilt for review, our tracking system follows the plan through our entire process ensuring timely review. Further, our management process ensures comprehensive accurate review of each plan and serves as another method to maintain schedules and meet deadlines.

Fire Plan Review

SAFEbuilt offers specialized fire plan review. Staff review plans for a variety of structures, including new, existing, and altered buildings. Our experts also provide an additional level of oversight for projects involving occupancies or uses that traditionally pose a high risk for occupants:

- ✓ Assembly occupancies where large numbers of occupants gather.
- ✓ Educational occupancies where children receive instruction or care.
- ✓ Hazardous occupancies which involve a manufacturing or research process working with either toxic, flammable, combustible or explosive chemicals.
- ✓ High rise buildings which pose a risk to both the occupants and first responders due to height above the level of egress.
- ✓ Institutional occupancies which may include those facilities where the occupant may not be capable of self-preservation. These occupancies may include jails, prisons, and medical facilities.
- ✓ Storage occupancies with high pile storage which may cause a problem with the fire protection systems for the building.

These types of reviews include compliance checks for fire safety systems, such as automatic sprinkler systems, fire alarm systems, and fire extinguishing systems for restaurant kitchens. Fire site plans, however, review compliance for fire site access and fire department operation/suppression needs.

Structural Plan Review

Following the same process as Commercial, Multi-Family, Single-Family and MEP Plan Review, *p. 15*, Structural Plan Review checks for compliance on the soundness and structural integrity of the building. Our previous Structural Plan Reviews include seismic retrofits for multi-residential and commercial projects, new tilt-up buildings, retrofits for changes of occupancy, and lateral system review for new construction.



Permit Technician Services

The permitting process involves collaboration between local municipalities, other agencies such as health departments, and the applicant. SAFEbuilt aligns the comprehensive permit issuance process, including both internal and external agencies, with the municipality's permit issuance goals. Our staff are highly trained and have experience issuing residential permits and a host of trade permits.

SAFEbuilt provides experienced individuals to perform Permit Technician services, including the following:

- ✓ Facilitate the permitting process from initial permit intake to final issuance of permit.
- ✓ Provide front counter customer service for the City during established working hours, Monday through Friday, as needed.
- ✓ Answer questions at the counter or over the phone, as needed.
- ✓ Ensure that submittal documents are complete.
- ✓ Provide inspection scheduling and tracking to ensure code compliance.
- ✓ Provide input, tracking and reporting.

Code Enforcement Services

Our Code Enforcement Officers implement a collaborative approach to code compliance, working as part of your team to deliver proactive, educational and respectful solutions to make your community the best it can be.

SAFEbuilt helps municipalities achieve improved public safety, better quality of life, and higher property values through proven best practices, including:

- ✓ Proactively work with the municipality and its citizens to maintain a safe and desirable community.
- ✓ Respond to, and investigate code violations – typically within 48 hours, no matter the severity of the complaint.
- ✓ Post violation notices and provide initial citizen notifications and follow-up inspections.
- ✓ Respond to general inquiries about code enforcement and related requirements.
- ✓ Provide code interpretation in consultation with municipality staff and officials.
- ✓ Provide written reports, including digital photos of violations and actions taken.
- ✓ Prepare cases for court appearances, provide presentations and attend meetings, as needed.
- ✓ Participate in educational activities and customer service surveys related to code enforcement.
- ✓ Provide statistical, narrative information and detailed reports within agreed upon frequencies.

WORK PLAN

WORK PLAN/PROJECT TASK SCHEDULE

Working together with each of the 12 municipalities listed in the RFP, SAFEbuilt's commitment is to deliver services efficiently, accurately, on-time, and within budget. We have the flexibility, staff depth and ability to adjust with changing seasonal and economic demands of building development in each community. SAFEbuilt is prepared to provide both full-time and as needed services.

The SAFEbuilt work plan consists of **Transition, Management and Communication, Service Delivery, Quality Control, and Assessment**. Our overall approach is applicable to each municipality and has been placed in its entirety at the beginning of this section. During plan development, we considered each service requirement, each community, project schedule, and resources. Task schedules for each municipality follow this work plan and are separated by tabs.



Transition

When transitioning new team members into existing building departments, we have discovered that clients can sometimes be concerned with the impact on their team and the community they serve. Current employees, additional departments, permit holders, applicants, and other municipalities can all be affected by new service providers.

Our team of professionals works on program transitions with other clients and has direct experience working for municipal governments. They have expertise in the use of technology, process flow, customer care, and the technical aspects of operating a Community Building Department. SAFEbuilt works to support your community during the transition period and remains available until you are satisfied that the process is complete.

The keys to successful transition include the following:

- ✓ Understanding current systems, processes, and interactions
- ✓ Involving the right team at the right time
- ✓ Involving the appropriate stakeholders in the process
- ✓ Communicating effectively throughout the process

During the transition period, we review current processes and systems to identify efficiency gaps and determine opportunities for improvement. After review and information gathering, we make recommendations to optimize efficiencies and then move to implementation.

Management and Communication

The next piece of our work plan involves both effective management and clear communication.

Management

SAFEbuilt's comprehensive approach to the *Scope of Work* begins with the application of our management philosophy. We utilize a Project Management Institute (PMI) framework of Plan, Execute, Control, and Optimize (PECO). The PECO system has been proven by PMI, as well as corporate best practices and our experience. At contract start, we use this method to calibrate our framework and adjust as necessary. This process is not common throughout the industry—and sets SAFEbuilt apart.

Our organizational approach applies to the management of all operations, ensuring all aspects of the program are thoroughly covered. Not only does the system organize routine tasks, but also tracks budget and optimizes efficiencies. Our Regional Operations Manager, Mr. Reese Menard, see *Qualifications and Experience of Staff Proposed*, p. 60, assigns tasks and supervises each contract, including the *Quality Control*, p. 23. The bottom line – all project requirements are managed systematically and cost effectively, resulting in significant savings for our clients.

Communication

One of the keys to successful flow of information is clear, detailed communication. It is important that everyone involved on a contract of this size and scope be aware of changes, progress, and challenges. We commit to work with you to determine the best ways to communicate the right information to the right people at the right time.

Face-to-face meetings are an integral part of the plan, especially at contract start-up, and involve all applicable staff from the municipality and SAFEbuilt. It is important that everyone involved be aware of progress and changes they can expect going forward. We prepare communications that can be shared with all municipal staff, detailing what to expect during contract transition and moving forward.

We believe that clear consistent communication is key to a successful working relationship between SAFEbuilt and municipal staff. Our main point of contact—which will differ at each municipality—is available to discuss projects, schedules, and concerns. He/she provides regular interface to keep municipal staff aware of progress and any suggested changes moving forward. Monthly meetings give the municipality a chance to provide feedback to us and determine other efforts to make certain the right information is getting to the right people.



Monthly meetings serve as project status updates to share information on tasks, schedule, budget, quality and scope, current or anticipated issues, and next steps. The meetings are a useful way to communicate up-to-date information to appropriate municipal staff and to share information, benefitting the entire team.

Partnership and cooperation are also key. By partnering with you, we can better understand and meet your unique needs. Once the partnership is established, our aim is to serve as a seamless extension of your staff.

We treat everyone with respect, whether municipal staff, applicants, or community members. It is one of SAFEbuilt's core values. In fact, SAFEbuilt's core values embody our approach to our working relationship with your staff, as well as our philosophy in providing the requested services.

The SAFEbuilt team stands apart from others by remaining dedicated to a client-centered philosophy based on our core values:

- ✓ **Integrity** – We choose to do the right thing every time.
- ✓ **Improvement** – We strive to continuously improve and understand how we can do better tomorrow.
- ✓ **Service** – We always provide unequalled service levels to our customers, external and internal.
- ✓ **Teamwork** – We have an environment where everyone is able to contribute ideas. We encourage and reward creativity and initiative.
- ✓ **Respect** – We are respectful in the way we interact with everyone.

Service Delivery

SAFEbuilt's service delivery methods are described in detail in the earlier pages of this section. We are committed to delivering services on-time and within budget, empowering your community to envision, plan and execute innovative solutions. As your partner, we are dedicated to helping your community maintain safety and livability, and to provide a place where people thrive.

Services are delivered according to the Task Schedules included for each municipality below.



Quality Control

SAFEbuilt prides itself in meeting the needs of its clients while maintaining a high level of quality control. We hire experienced staff with all required certifications and licenses. Staff receive training on a regular basis to stay up-to-date on current codes, ordinances, amendments and regulations. Plan reviews are periodically peer-reviewed with supervisors to resolve ambiguities or to address client/applicant concerns.

To ensure quality, SAFEbuilt has implemented a Quality Control (QC) program where our Regional Operations Manager, Mr. Reese Menard, performs random quality inspection evaluations of our staff throughout the year. They also perform a ride-along with staff as a mentoring and training exercise.

Other examples of SAFEbuilt's QC activities include:

- ✓ Usage of standardized processes for intake, completion of returned work, email correspondence, review comment letters and other items to ensure consistency and satisfaction of client experience for work conducted (i.e., logging permit review data into each municipality's system).
- ✓ Our Operations Manager conducts periodic reviews to ensure completeness, accuracy, and consistency of work performed.
- ✓ Period peer review of others' plan reviews.
- ✓ Staff feedback as necessary for any discrepancies or improvements needed.
- ✓ Staff receive both internal and external training, including through SAFEbuilt Academy, to grow professionally and improve skill sets.
- ✓ Staff is paid to attend internal and external training opportunities.
- ✓ Inspection staff receive periodic peer reviews and "ride-alongs" to ensure consistency and satisfaction of client experience for work performed.
- ✓ Regional Operations Manager conducts periodic check-ins with clients to receive feedback regarding satisfaction with work performed and services provided.
- ✓ SAFEbuilt sends out periodic customer satisfaction surveys to receive feedback on satisfaction with work performed and services provided.
- ✓ SAFEbuilt uses both check-ins and surveys to find possible opportunities to improve client satisfaction, work performed, and services provided, as necessary.

Assessment

SAFEbuilt conducts an annual customer satisfaction survey and collects comment cards on a regular basis from clients. We coordinate use of the survey with our municipal clients before administering it to the agency's customers and coordinate survey tracking as well. Surveys are also given to municipal staff to gauge our work. These quick surveys are ideal for gauging the customer's experience.

We also establish and track metrics with our clients to determine our performance on our contracts. The performance metrics help to guide our ongoing and continuous improvement, while regular meetings with the municipality keep performance on track.



Village of Glenview

As the Village of Glenview's (the Village) current provider, you lose no time transitioning to a new contractor. We already know the Village's processes and operations, giving you assurance that services will continue without interruption. Because SAFEbuilt's team is already in place, we can initiate work immediately upon receiving Notice to Proceed from the Village. There are no major risks or challenges that would potentially impact SAFEbuilt's ability to meet the contract start date. Unlike other firms, SAFEbuilt has a team in place that is ready and prepared to continue to deliver the services outlined in the *Scope of Work*.

Our work will continue in accordance with the Inspectional Services handbook and other established procedures and requirements.

See *Work Plan* at the beginning of this section, p. 20.

VILLAGE OF GLENVIEW – 12-MONTH PROJECT TASK SCHEDULE

SERVICES	TASKS	SCHEDULE
Permit Technician January-December, 40 hours per week	<ul style="list-style-type: none"> ▪ Answer routine inquiries, provide general information, and refer customers to the appropriate staff member at the Village 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Provide basic information on permit application requirements, general procedures for process, and permit fees 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Review and issue over-the-counter permits 	Within 2 business days
	<ul style="list-style-type: none"> ▪ Review of general contractor status and notification of permit contact for non-Development Center permits 	Reviews completed and applicant contacted within 2 business days
	<ul style="list-style-type: none"> ▪ Confirm all required documentation has been submitted prior to routing plan reviews to other staff 	Within 1 business day
	<ul style="list-style-type: none"> ▪ Use Munis, Microsoft Office, and related permitting software <ul style="list-style-type: none"> » Enter hard copy and electronic non-Development Center submittals 	Within 1 business day
	<ul style="list-style-type: none"> ▪ Assign and route permits for inspection and plan review 	Within 1 business day
	<ul style="list-style-type: none"> ▪ Cover breaks and leave 	As needed

Building, Mechanical, and Electrical Inspections January-March, 48 hours per week April-November, 64 hours per week December, 48 hours per week	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding building, mechanical, and electrical inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform building, accessibility, and electrical system inspections on new and existing commercial and residential construction projects <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour on the day scheduled
	<ul style="list-style-type: none"> ▪ Perform pre-construction site development inspections, including a construction fence, tree protection, haul road, and signage 	2 inspections per hour on the day schedules
	<ul style="list-style-type: none"> ▪ Inspect HVAC mechanical systems <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour on the day schedules
	<ul style="list-style-type: none"> ▪ Perform any other inspection necessary to confirm compliance with adopted Village building codes or other codes as necessary for a Certificate of Occupancy, Special Event Inspections, and Temporary Occupancy Inspections 	Best effort to complete within 4 days during weeks with fewer than 5 business days
	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding plumbing inspections and related requirements 	Within 24 hours
Plumbing Inspections January-March, 24 hours per week April-November, 32 hours per week December, 24 hours per week	<ul style="list-style-type: none"> ▪ Inspect new installations and alterations of plumbing and drainage systems in public and private buildings <ul style="list-style-type: none"> » Check piping size, connections, trap seals, cleanouts, and the use of approved materials, devices, fixtures, and equipment » Issue written notices of code violations 	2 inspections per hour on the day scheduled
	<ul style="list-style-type: none"> ▪ Inspect approved plans, specifications, and permits issued for proposed work projects 	1-3 Business days typical adhering to state code compliance
	<ul style="list-style-type: none"> ▪ Provide consulting plan review services to other staff, as needed 	As needed

Development Center Reviews Plan Review Volume – April-November, 149 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform plan review to ensure compliance with all building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements to plans <ul style="list-style-type: none"> » Apply all applicable zoning ordinance regulations to plans » Compare building permit submittals to approved Exhibits from Planning approval ordinances 	Within 1 business day
	<ul style="list-style-type: none"> ▪ Re-review plans, as needed 	Within 1 business day
	<ul style="list-style-type: none"> ▪ Calculate permit fees 	Within 1 business day
Commercial, Multi-Family, Single-Family, & MEP Reviews Plan Review Volume – January, 35 per month February-October, 45 per month November -December, 35 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding commercial, multi-family, single-family, & MEP plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform plan review to ensure compliance with all building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements to plans <ul style="list-style-type: none"> » Apply all applicable zoning ordinance regulations to plans » Compare building permit submittals to approved Exhibits from Planning approval ordinances 	Within 10 business days
	<ul style="list-style-type: none"> ▪ Re-review plans, as needed 	Within 5 business days
	<ul style="list-style-type: none"> ▪ Calculate permit fees 	Within 10 business days
Code Enforcement Inspection Action Volume – January-March, 139 per month April-October, 346 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding code enforcement and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform inspections to ensure compliance with the Village’s property maintenance, zoning, and other miscellaneous codes, and local amendments 	Within 2 business days

November -December, 139 per month	<ul style="list-style-type: none"> Perform inspections in response to complaints 	<ul style="list-style-type: none"> Severity 1 – within 2 business days Severity 2 – within 3 business days Severity 3 – within 4 business days Severity 4 – within 5 business days
	<ul style="list-style-type: none"> Enter all inspection actions into Munis 	Within 3 business days
	<ul style="list-style-type: none"> Close compliant violations (or citation issuance) 	Closed or legal notices issued within 90 days
	<ul style="list-style-type: none"> Consultations with Inspectional Services manager and other staff regarding interpretations to the code 	As needed
Engineering Plan Review – Single-Family Plan Review Volume – January-December, 58.3 per month	<ul style="list-style-type: none"> Respond to general customer inquiries regarding plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Conduct initial review of submittal to determine if the submission is complete, identify deficiencies, and/or review deadlines 	Within 24 hours of receipt
	<ul style="list-style-type: none"> Perform engineering plan review to ensure compliance with local ordinances, the Village’s Engineering Standards and typical engineering practices/principles to plans <ul style="list-style-type: none"> » Compare building permit submittals to approved Exhibits from Planning approval ordinances 	Within 5 business days
	<ul style="list-style-type: none"> Re-review plans, as needed 	Within 5 business days
	<ul style="list-style-type: none"> Calculate permit fees 	Within 5 business days
Engineering Plan Review – Commercial, Multi-Family Plan Review Volume – January-December, 8.3 per month	<ul style="list-style-type: none"> Respond to general customer inquiries regarding plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Attend and provide engineering review comments related to preliminary site plan review and final site plan review processes 	As needed

	<ul style="list-style-type: none"> ▪ Perform engineering plan review to ensure compliance with local ordinances, the Village’s Engineering Standards and typical engineering practices/principles to plans ▪ Compare building permit submittals to approved Exhibits from Planning approval ordinances 	<p>Within 10 business days</p>
	<ul style="list-style-type: none"> ▪ Re-review plans, as needed 	<p>Within 5 business days</p>
	<ul style="list-style-type: none"> ▪ Calculate permit fees 	<p>Within 10 business days</p>
<p>Engineering Inspections – Private Engineering Inspections Inspection Volume – January-December, 83 per month</p>	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding engineering inspections and related requirements 	<p>Within 24 hours</p>
	<ul style="list-style-type: none"> ▪ Perform engineering inspections on new and existing commercial and residential construction projects, including utility installation, pavement installation and grading 	<p>On-time as scheduled</p>
	<ul style="list-style-type: none"> ▪ Inspect approved plans, specifications and permits issued for proposed work projects 	<p>On-time as scheduled</p>
	<ul style="list-style-type: none"> ▪ Support the code enforcement professionals in investigation of drainage complaints 	<p>On-time as scheduled</p>
	<ul style="list-style-type: none"> ▪ Issue written notices of code violations 	<p>As needed</p>
	<ul style="list-style-type: none"> ▪ Provide consulting plan review services to other staff, as needed 	<p>As needed</p>

City of Evanston

As the City of Evanston's (the City) current provider, you lose no time transitioning to a new contractor. We already know the City's processes and operations, giving you assurance that services will continue without interruption. Because SAFEbuilt's team is already in place, we can initiate work immediately upon receiving Notice to Proceed from the City. There are no major risks or challenges that would potentially impact SAFEbuilt's ability to meet the contract start date. Unlike other firms, SAFEbuilt has a team in place that is ready and prepared to continue to deliver the services outlined in the *Scope of Work*.

Our work will continue in accordance with the City's established procedures and requirements.

See *Work Plan* at the beginning of this section, p. 20.

CITY OF EVANSTON – 12-MONTH PROJECT TASK SCHEDULE		
SERVICES	TASKS	SCHEDULE
Permit Technician January-October, As Needed	<ul style="list-style-type: none"> Answer routine inquiries, provide general information, and refer customers to the appropriate staff member at the Village 	Within 24 hours
	<ul style="list-style-type: none"> Provide basic information on permit application requirements, general procedures for process, and permit fees 	Within 24 hours
	<ul style="list-style-type: none"> Review and issue over-the-counter permits 	Within 2 business days
	<ul style="list-style-type: none"> Review of general contractor status and notification of permit contact for non-Development Center permits 	Reviews completed and applicant contacted within 2 business days
	<ul style="list-style-type: none"> Confirm all required documentation has been submitted prior to routing plan reviews to other staff 	Within 1 business day
	<ul style="list-style-type: none"> Use Microsoft Office, and related permitting software <ul style="list-style-type: none"> » Enter hard copy and electronic non-Development Center submittals 	Within 1 business day
	<ul style="list-style-type: none"> Assign and route permits for inspection and plan review 	Within 1 business day
	<ul style="list-style-type: none"> Cover breaks and leave 	As needed

Building, Mechanical, and Electrical Inspections January, 4.6 hours per week May, 4.6 hours every other week June-July, 4.6 hours per week August-November, 4.6 hours every other week December, 9.2 hours per week	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding building, mechanical, and electrical inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform building, accessibility, and electrical system inspections on new and existing commercial and residential construction projects <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour on the day schedules
	<ul style="list-style-type: none"> ▪ Perform pre-construction site development inspections, including a construction fence, tree protection, haul road, and signage 	2 inspections per hour on the day schedules
	<ul style="list-style-type: none"> ▪ Inspect HVAC mechanical systems <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour on the day schedules
	<ul style="list-style-type: none"> ▪ Perform any other inspection necessary to confirm compliance with adopted City building codes or other codes as necessary for a Certificate of Occupancy, Special Event Inspections, and Temporary Occupancy Inspections 	Best effort to complete within 4 days during weeks with fewer than 5 business days
Plumbing Inspections (included in the annual schedule above per Exhibit C)	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding plumbing inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Inspect new installations and alterations of plumbing and drainage systems in public and private buildings <ul style="list-style-type: none"> » Check piping size, connections, trap seals, cleanouts, and the use of approved materials, devices, fixtures, and equipment » Issue written notices of code violations 	2 inspections per hour on the day scheduled
	<ul style="list-style-type: none"> ▪ Inspect approved plans, specifications, and permits issued for proposed work projects 	1-3 business days typical ensuring state code requirements are compliant

	<ul style="list-style-type: none"> Provide consulting plan review services to other staff, as needed 	As needed
<p>Commercial, Multi-Family, Single-Family, & MEP Reviews</p> <p><<NOTE: this is the same description as for Development Center plan review for other agencies – SFR additions and remodels, detached garages, etc.>></p> <p>Plan Review Volume –</p> <p>January, 40 per month</p> <p>February-May, 30 per month</p> <p>June -August, 50 per month</p> <p>September-October, 45 per month</p> <p>November, 35 per month</p> <p>December, 50 per month</p>	<ul style="list-style-type: none"> Respond to general customer inquiries regarding commercial, multi-family, single-family, & MEP plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Perform plan review to ensure compliance with building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements to plans <ul style="list-style-type: none"> » Apply all applicable zoning ordinance regulations to plans » Compare building permit submittals to approved Exhibits from Planning approval ordinances 	Within 1 business day
	<ul style="list-style-type: none"> Re-review plans, as needed 	Within 1 business day
	<ul style="list-style-type: none"> Calculate permit fees 	Within 1 business day
<p>Code Enforcement</p> <p>As Needed</p>	<ul style="list-style-type: none"> Respond to general customer inquiries regarding code enforcement and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Perform inspections to ensure compliance with the Village’s property maintenance, zoning, and other miscellaneous codes, and local amendments 	Within 2 business days
	<ul style="list-style-type: none"> Perform inspections in response to complaints 	<ul style="list-style-type: none"> Severity 1 – within 2 business days Severity 2 – within 3 business days Severity 3 – within 4 business days Severity 4 – within 5 business days
	<ul style="list-style-type: none"> Enter all inspection actions into Munis 	Within 3 business days

	▪ Close compliant violations (or citation issuance)	Closed or legal notices issued within 90 days
	▪ Consultations with Inspectional Services manager and other staff regarding interpretations to the code	As needed

City of Highland Park

Our priority is to ensure the best possible experience working with our team—with minimum impact on the City of Highland Park (the City) and its citizens. Current employees, additional departments, permit holders, applicants, and other municipalities can all be affected by new service providers. From the start, we work hard to build trust with City staff and establish strong working relationships.

Given our decades of experience working in Illinois, transitioning work to SAFEbuilt is smooth and efficient. We have the experience and tools necessary to establish successful services for the City—required licenses and certifications, dedication to customer satisfaction, and commitment to cost efficiency.

See *Work Plan* at the beginning of this section, p. 20.

CITY OF HIGHLAND PARK – 12-MONTH PROJECT TASK SCHEDULE		
SERVICES	TASKS	SCHEDULE
Building, Mechanical, and Electrical Inspections As Needed	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding building, mechanical, and electrical inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform building, accessibility, and electrical system inspections on new and existing commercial and residential construction projects <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour on the day scheduled
	<ul style="list-style-type: none"> ▪ Perform pre-construction site development inspections, including a construction fence, tree protection, haul road, and signage 	2 inspections per hour on the day scheduled
	<ul style="list-style-type: none"> ▪ Inspect HVAC mechanical systems <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour on the day scheduled
	<ul style="list-style-type: none"> ▪ Perform any other inspection necessary to confirm compliance with adopted City building codes or other 	Best effort to complete within 4 days during weeks with fewer than 5 business days

	codes as necessary for a Certificate of Occupancy, Special Event Inspections, and Temporary Occupancy Inspections	
Commercial, Multi-Family, Single-Family, & MEP Reviews Plan Review Volume – January-February, 5 per month March, 6 per month April-September, 25 per month October, 20 per month November- December, 20 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding commercial, multi-family, single-family, & MEP plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform plan review to ensure compliance with all building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements to plans <ul style="list-style-type: none"> » Apply all applicable zoning ordinance regulations to plans » Compare building permit submittals to approved Exhibits from Planning approval ordinances 	Within 10 business days
	<ul style="list-style-type: none"> ▪ Re-review plans, as needed 	Within 7 business days
	<ul style="list-style-type: none"> ▪ Calculate permit fees 	
Fire Plan Review Plan Review Volume – January, 3 per month February, 5 per month March-May, 13 per month June-July, 15 per month August-October, 13 per month November, 5 per month December, 4 per month	<ul style="list-style-type: none"> ▪ Review building plans for fire code compliance within 10 business days (if attached to COM/MF/single-family house or 5 business days if a misc. or minor project) 	Within 7 business days/5 business days if a misc. or minor projects
	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding fire plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Consult with City staff and other departments, as needed 	As needed
Fire Inspections	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding fire inspections and related requirements, as needed 	Within 24 hours

<p>As Needed</p>	<ul style="list-style-type: none"> Perform fire inspections to ensure compliance with fire codes within 1-2 business days and same-day emergencies, as needed 	<p>Within 1-2 business days Emergencies – Same day</p>
<p>Structural Plan Review Plan Review Volume – January-March, 3 per month April, 8 per month May-September, 10 per month October, 8 per month November-December, 3 per month</p>	<ul style="list-style-type: none"> Review building plans for structural code compliance within 10 business days (if attached to COM/MF/single-family house or 5 business days if a misc. or minor project) 	<p>Within 10 business days/5 business days if a misc. or minor projects</p>
	<ul style="list-style-type: none"> Respond to general customer inquiries regarding plan reviews and related requirements 	<p>Within 24 hours</p>
	<ul style="list-style-type: none"> Consult with City staff and other departments, as needed 	<p>As needed</p>
<p>Structural Inspections As Needed</p>	<ul style="list-style-type: none"> Respond to general customer inquiries regarding structural inspections and related requirements, as needed 	<p>Within 24 hours</p>
	<ul style="list-style-type: none"> Perform structural inspections to ensure compliance with fire codes within 1-2 business days and same-day emergencies, as needed 	<p>Within 1-2 business days Emergencies – Same day</p>
<p>Engineering Plan Review Plan Review Volume – January-October, 10 per month November-December, 5 per month</p>	<ul style="list-style-type: none"> Respond to general customer inquiries regarding residential drainage and grading plan reviews and related requirements 	<p>Within 24 hours</p>
	<ul style="list-style-type: none"> Perform plan review to ensure compliance with all local ordinances, ensure the Highland Park Building Code and typical engineering practices/principles <ul style="list-style-type: none"> » Review drainage and grading plans, calculations, details, topographical maps, and other pertinent information as required to determine code compliance. 	<p>Within 5 business days</p>
	<ul style="list-style-type: none"> Re-review plans, as needed 	<p>Within 5 business days</p>

Village of Kenilworth

As the Village of Kenilworth's (the Village) current provider, you lose no time transitioning to a new contractor. We already know the Village's processes and operations, giving you assurance that services will continue without interruption. Because SAFEbuilt's team is already in place, we can initiate work immediately upon receiving Notice to Proceed from the Village. There are no major risks or challenges that would potentially impact SAFEbuilt's ability to meet the contract start date. Unlike other firms, SAFEbuilt has a team in place that is ready and prepared to continue to deliver the services outlined in the *Scope of Work*.

Our work will continue in accordance with the Village's established procedures and requirements.

See *Work Plan* at the beginning of this section, p. 20.

VILLAGE OF KENILWORTH – 12-MONTH PROJECT TASK SCHEDULE

SERVICES	TASKS	SCHEDULE
Building, Mechanical, and Electrical Inspections Inspection Volume – January, 30 per month February-April, 35 per month May-August, 50 per month September-November, 45 per month December, 40 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding building, mechanical, and electrical inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform building, accessibility, and electrical system inspections on new and existing commercial and residential construction projects <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour on the day scheduled
	<ul style="list-style-type: none"> ▪ Perform pre-construction site development inspections, including a construction fence, tree protections, haul road, and signage 	2 inspections per hour on the day scheduled
	<ul style="list-style-type: none"> ▪ Inspect HVAC mechanical systems <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour on the day scheduled
	<ul style="list-style-type: none"> ▪ Perform any other inspection necessary to confirm compliance with adopted Village building codes or other 	Best effort to complete within 4 days during weeks with fewer than 5 business days

	codes as necessary for a Certificate of Occupancy, Special Event Inspections, and Temporary Occupancy Inspections	
Plumbing Inspections Inspection Volume – January-February, 10 per month March-June, 15 per month July-August, 20 per month September- December, 15 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding plumbing inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Inspects new installations and alterations of plumbing and drainage systems in public and private buildings <ul style="list-style-type: none"> » Checks piping size, connections, trap seals, cleanouts, and the use of approved materials, devices, fixtures, and equipment » Issues written notices of code violations 	2 inspections per hour on the day scheduled
	<ul style="list-style-type: none"> ▪ Inspects approved plans, specifications, and permits issued for proposed work projects 	1-3 business days typical ensuring state code requirements are compliant
Commercial, Multi-Family, Single-Family, & MEP Reviews Plan Review Volume – January-March, 2 per month April-October, 4 per month November, 1 per month December, 0 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform plan review to ensure compliance with all building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements to plans 	Within 10 business days
	<ul style="list-style-type: none"> ▪ Re-review plans, as needed 	Within 5 business days

Village of Lincolnshire

Our priority is to ensure the best possible experience working with our team—with minimum impact on the Village of Lincolnshire (the Village) and its citizens. Current employees, additional departments, permit holders, applicants, and other municipalities can all be affected by new service providers. From the start, we work hard to build trust with Village staff and establish strong working relationships.

Given our decades of experience working in Illinois, transitioning work to SAFEbuilt is smooth and efficient. We have the experience and tools necessary to establish successful services for the Village—required licenses and certifications, dedication to customer satisfaction, and commitment to cost efficiency.

See *Work Plan* at the beginning of this section, p. 20.

VILLAGE OF LINCOLNSHIRE – 12-MONTH PROJECT TASK SCHEDULE

SERVICES	TASKS	SCHEDULE
Building, Mechanical, and Electrical Inspections Inspection Volume – January-December, 85 per month	<ul style="list-style-type: none"> Respond to general customer inquiries regarding building, mechanical, and electrical inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Perform building, accessibility, and electrical system inspections on new and existing commercial and residential construction projects <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour
	<ul style="list-style-type: none"> Perform pre-construction site development inspections, including a construction fence, tree protection, haul road, and signage 	2 inspections per hour
	<ul style="list-style-type: none"> Inspect HVAC mechanical systems <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour
	<ul style="list-style-type: none"> Perform any other inspection necessary to confirm compliance with adopted Village building codes or other 	Best effort to complete within 4 days during weeks with fewer than 5 business days

	codes as necessary for a Certificate of Occupancy, Special Event Inspections, and Temporary Occupancy Inspections	
Plumbing Inspections Inspection Volume – January-December, 28 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding plumbing inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Inspect new installations and alterations of plumbing and drainage systems in public and private buildings <ul style="list-style-type: none"> » Check piping size, connections, trap seals, cleanouts, and the use of approved materials, devices, fixtures, and equipment » Issue written notices of code violations 	2 inspections per hour
	<ul style="list-style-type: none"> ▪ Inspect approved plans, specifications, and permits issued for proposed work projects 	1-3 business days typical ensuring state code requirements are compliant
	<ul style="list-style-type: none"> ▪ Provide consulting plan review services to other staff, as needed 	As needed
Commercial, Multi-Family, Single-Family, & MEP Reviews <<NOTE: this is the same description as for Development Center plan review for other agencies – SFR additions and remodels, detached garages, etc.>> Plan Review Volume – January-December, 35 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding commercial, multi-family, single-family, & MEP plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform plan review to ensure compliance with all building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements to plans <ul style="list-style-type: none"> » Apply all applicable zoning ordinance regulations to plans » Compare building permit submittals to approved Exhibits from Planning approval ordinances 	Within 1 business day
	<ul style="list-style-type: none"> ▪ Re-review plans, as needed 	Within 1 business day
	<ul style="list-style-type: none"> ▪ Calculate permit fees 	Within 1 business day

Village of Lincolnwood

Our priority is to ensure the best possible experience working with our team—with minimum impact on the Village of Lincolnwood (the Village) and its citizens. Current employees, additional departments, permit holders, applicants, and other municipalities can all be affected by new service providers. From the start, we work hard to build trust with Village staff and establish strong working relationships.

Given our decades of experience working in Illinois, transitioning work to SAFEbuilt is smooth and efficient. We have the experience and tools necessary to establish successful services for the Village—required licenses and certifications, dedication to customer satisfaction, and commitment to cost efficiency.

See *Work Plan* at the beginning of this section, p. 20.

VILLAGE OF LINCOLNWOOD – 12-MONTH WORK PLAN/PROJECT TASK SCHEDULE

SERVICES	TASKS	SCHEDULE
Building, Mechanical, and Electrical Inspections Inspection Volume – January-February, 67 per month March, 80 per month April, 93 per month May, 120 per month June-August, 133 per month September, 120 per month October, 107 per month November, 80 per month December, 67 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding building, mechanical, and electrical inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform building, accessibility, and electrical system inspections on new and existing commercial and residential construction projects <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour
	<ul style="list-style-type: none"> ▪ Perform pre-construction site development inspections, including a construction fence, tree protection, haul road, and signage 	2 inspections per hour
	<ul style="list-style-type: none"> ▪ Inspect HVAC mechanical systems <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour
	<ul style="list-style-type: none"> ▪ Perform any other inspection necessary to confirm compliance with adopted Village building codes or other 	Best effort to complete within 4 days during weeks with fewer than 5 business days

	codes as necessary for a Certificate of Occupancy, Special Event Inspections, and Temporary Occupancy Inspections	
Plumbing Inspections Inspection Volume – January-February, 33 per month March, 40 per month April, 47 per month May, 60 per month June-August, 67 per month September, 60 per month October, 53 per month November, 40 per month December, 33 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding plumbing inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Inspect new installations and alterations of plumbing and drainage systems in public and private buildings <ul style="list-style-type: none"> » Check piping size, connections, trap seals, cleanouts, and the use of approved materials, devices, fixtures, and equipment » Issue written notices of code violations 	2 inspections per hour
	<ul style="list-style-type: none"> ▪ Inspect approved plans, specifications, and permits issued for proposed work projects 	1-3 business days typical ensuring state code requirements are compliant
	<ul style="list-style-type: none"> ▪ Provide consulting plan review services to other staff, as needed 	As needed
Development Center Reviews Plan Review Volume – January, 7 per month February, 9 per month March-May, 15 per month June-October, 12 per month November- December, 10 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform plan review to ensure compliance with all building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements to plans <ul style="list-style-type: none"> » Apply all applicable zoning ordinance regulations to plans » Compare building permit submittals to approved Exhibits from Planning approval ordinances 	Within 1 business day
	<ul style="list-style-type: none"> ▪ Re-review plans, as needed 	Within 1 business day
	<ul style="list-style-type: none"> ▪ Calculate permit fees 	Within 1 business day

Commercial, Multi-Family, Single-Family, & MEP Reviews Plan Review Volume – January, 10 per month February, 15 per month March-May, 25 per month June-October, 20 per month November- December, 15 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding commercial, multi-family, single-family, & MEP plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform plan review to ensure compliance with all building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements <ul style="list-style-type: none"> » Apply all applicable zoning ordinance regulations to plans » Compare building permit submittals to approved Exhibits from Planning approval ordinances 	Within 5 business days Contractor reviews – within 10 business days
	<ul style="list-style-type: none"> ▪ Re-review plans, as needed 	Within 3 business days Contractor reviews – within 6-8 business days
	<ul style="list-style-type: none"> ▪ Calculate permit fees 	Within 5 business days

Village of Morton Grove

As the Village of Morton Grove's (the Village) current provider, you lose no time transitioning to a new contractor. We already know the Village's processes and operations, giving you assurance that services will continue without interruption. Because SAFEbuilt's team is already in place, we can initiate work immediately upon receiving Notice to Proceed from the Village. There are no major risks or challenges that would potentially impact SAFEbuilt's ability to meet the contract start date. Unlike other firms, SAFEbuilt has a team in place that is ready and prepared to continue to deliver the services outlined in the *Scope of Work*.

Our work will continue in accordance with Village's established procedures and requirements.

See *Work Plan* at the beginning of this section, p. 20.

VILLAGE OF MORTON GROVE – 12-MONTH WORK PLAN/PROJECT TASK SCHEDULE

SERVICES	TASKS	SCHEDULE
Permit Technician January-March, 20 hours per week April-November, 40 hours per week December, 20 hours per week	<ul style="list-style-type: none"> Answer routine inquiries, provide general information, and refer customers to the appropriate staff member at the Village 	Within 24 hours
	<ul style="list-style-type: none"> Provide basic information on permit application requirements, general procedures for process, and permit fees 	Within 24 hours
	<ul style="list-style-type: none"> Review and issue over-the-counter permits 	Within 2 business days
	<ul style="list-style-type: none"> Confirm all required documentation has been submitted prior to routing plan reviews to other staff 	Within 1 business day
	<ul style="list-style-type: none"> Use Munis, Microsoft Office, and related permitting software <ul style="list-style-type: none"> » Enter hard copy and electronic non-Development Center submittals 	Within 1 business day
	<ul style="list-style-type: none"> Assign and route permits for inspection and plan review 	Within 1 business day
	<ul style="list-style-type: none"> Cover breaks and leave 	As needed

Building, Mechanical, and Electrical Inspections Inspection Volume – January-March, 416 per month April-November, 554 per month December, 416 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding building, mechanical, and electrical inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform building, accessibility, and electrical system inspections on new and existing commercial and residential construction projects <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour
	<ul style="list-style-type: none"> ▪ Perform pre-construction site development inspections, including a construction fence, tree protection, haul road, and signage 	2 inspections per hour
	<ul style="list-style-type: none"> ▪ Inspect HVAC mechanical systems <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour
	<ul style="list-style-type: none"> ▪ Perform any other inspection necessary to confirm compliance with adopted Village building codes or other codes as necessary for a Certificate of Occupancy, Special Event Inspections, and Temporary Occupancy Inspections 	Best effort to complete within 4 days during weeks with fewer than 5 business days
	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding plumbing inspections and related requirements 	Within 24 hours
Plumbing Inspections Inspection Volume – January-March, 208 per month April-November, 277 per month December, 208 per month	<ul style="list-style-type: none"> ▪ Inspect new installations and alterations of plumbing and drainage systems in public and private buildings <ul style="list-style-type: none"> » Check piping size, connections, trap seals, cleanouts, and the use of approved materials, devices, fixtures, and equipment » Issue written notices of code violations 	2 inspections per hour on the day scheduled
	<ul style="list-style-type: none"> ▪ Inspect approved plans, specifications, and permits issued for proposed work projects 	1-3 business days typical ensuring state code requirements are compliant
	<ul style="list-style-type: none"> ▪ Provide consulting plan review services to other staff, as needed 	As needed

Development Center Reviews Plan Review Volume – April-October, 80 per month	<ul style="list-style-type: none"> Respond to general customer inquiries regarding plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Perform plan review in compliance with all building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements <ul style="list-style-type: none"> » Apply all applicable zoning ordinance regulations to plans » Compare building permit submittals to approved Exhibits from Planning approval ordinances 	Within 1 business day
	<ul style="list-style-type: none"> Re-review plans, as needed 	Within 1 business day
	<ul style="list-style-type: none"> Calculate permit fees 	Within 1 business day
Commercial, Multi-Family, Single-Family, & MEP Reviews Plan Review Volume – January, 40 per month February-November, 50 per month December, 40 per month	<ul style="list-style-type: none"> Respond to general customer inquiries regarding commercial, multi-family, single-family, & MEP plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Perform plan review in compliance with all building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements <ul style="list-style-type: none"> » Apply all applicable zoning ordinance regulations to plans » Compare building permit submittals to approved Exhibits from Planning approval ordinances 	Within 10 business days
	<ul style="list-style-type: none"> Re-review plans, as needed 	Within 5 business days
	<ul style="list-style-type: none"> Calculate permit fees 	Within 10 business days
Code Enforcement Inspection Action Volume – January-March, 160 per month April-October, 400 per month	<ul style="list-style-type: none"> Respond to general customer inquiries regarding code enforcement and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Perform inspections to ensure compliance with the Village’s property maintenance, zoning, and other miscellaneous codes, and local amendments 	Within 2 business days

November-December, 160 per month	<ul style="list-style-type: none"> Perform inspections in response to complaints 	<ul style="list-style-type: none"> Severity 1 – within 2 business days Severity 2 – within 3 business days Severity 3 – within 4 business days Severity 4 – within 5 business days
	<ul style="list-style-type: none"> Enter all inspection actions into Munis 	Within 3 business days
	<ul style="list-style-type: none"> Close compliant violations (or citation issuance) 	Closed or legal notices issued within 90 days
	<ul style="list-style-type: none"> Consultations with Inspectional Services manager and other staff regarding interpretations to the code 	As needed

Village of Niles

Our priority is to ensure the best possible experience working with our team—with minimum impact on the Village of Niles (the Village) and its citizens. Current employees, additional departments, permit holders, applicants, and other municipalities can all be affected by new service providers. From the start, we work hard to build trust with Village staff and establish strong working relationships.

Given our decades of experience working in Illinois, transitioning work to SAFEbuilt is smooth and efficient. We have the experience and tools necessary to establish successful services for the Village—required licenses and certifications, dedication to customer satisfaction, and commitment to cost efficiency.

See *Work Plan* at the beginning of this section, p. 20.

VILLAGE OF NILES – 12-MONTH PROJECT TASK SCHEDULE

SERVICES	TASKS	SCHEDULE
Health Inspections January-December, 37.5 hours per week	<ul style="list-style-type: none"> ▪ Perform health inspections on new and existing commercial properties, including regular health inspections, restaurant plan reviews, and responses to food-borne illness emergencies <ul style="list-style-type: none"> » Issue written notices of code violations 	Following a schedule to meet/exceed the number of State-mandated inspections based on risk category: <ul style="list-style-type: none"> ▪ High risk – 3 per year ▪ Mid risk – 2 per year ▪ Low risk – 1 per year
	<ul style="list-style-type: none"> ▪ Inspect catering trucks bi-annually and ice cream trucks annually <ul style="list-style-type: none"> » Issue written notices of code violations 	Catering trucks – every 6 months Ice cream trucks – once per year
	<ul style="list-style-type: none"> ▪ Review and/or inspect temporary food, including carnivals and festivals <ul style="list-style-type: none"> » Issue written notices of code violations 	As required
	<ul style="list-style-type: none"> ▪ Perform all plan review and inspectional services for new, remodel, or change of ownership food service establishments <ul style="list-style-type: none"> » Issue written notices of code violations 	Within 5 business days
	<ul style="list-style-type: none"> ▪ Issues business licenses for all new establishments and check existing business licenses 	Within 5 business days or sooner, depending on Village’s procedure

	<ul style="list-style-type: none"> ▪ Answer routine inquiries, provide general information, and refer customers to the appropriate staff member at the Village 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Provide basic information on health inspection requirements, general procedure for process, and fees/fines 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Use Munis, Tyler Engergov, Microsoft Office, and related permitting software 	Daily
	<ul style="list-style-type: none"> ▪ As necessary, perform all follow-up inspections to ensure compliance 	Critical violation follow-ups occur within one week Others, as required
	<ul style="list-style-type: none"> ▪ As necessary, complete emergency and complaint inspections 	As necessary
	<ul style="list-style-type: none"> ▪ As necessary, appear in court on the Village's behalf 	As necessary
	<ul style="list-style-type: none"> ▪ Cover breaks and leave 	As necessary

Village of Palatine

As the Village of Palatine's (the Village) current provider, you lose no time transitioning to a new contractor. We already know the Village's processes and operations, giving you assurance that services will continue without interruption. Because SAFEbuilt's team is already in place, we can initiate work immediately upon receiving Notice to Proceed from the Village. There are no major risks or challenges that would potentially impact SAFEbuilt's ability to meet the contract start date. Unlike other firms, SAFEbuilt has a team in place that is ready and prepared to continue to deliver the services outlined in the *Scope of Work*.

Our work will continue in accordance with the Village's established procedures and requirements.

See *Work Plan* at the beginning of this section, p. 20.

VILLAGE OF PALATINE – 12-MONTH PROJECT TASK SCHEDULE		
SERVICES	TASKS	SCHEDULE
Building, Mechanical, and Electrical Inspections Inspection Volume – January-March, 500 per month April-June, 800 per month July-September, 1000 per month October-December, 800 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding building, mechanical, and electrical inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform building, accessibility, and electrical system inspections on new and existing commercial and residential construction projects <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour
	<ul style="list-style-type: none"> ▪ Perform pre-construction site development inspections, including a construction fence, tree protection, haul road, and signage 	2 inspections per hour
	<ul style="list-style-type: none"> ▪ Inspect HVAC mechanical systems <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour
	<ul style="list-style-type: none"> ▪ Perform any other inspection necessary to confirm compliance with adopted Village building codes or other 	Best effort to complete within 4 days during weeks with fewer than 5 business days

	codes as necessary for a Certificate of Occupancy, Special Event Inspections, and Temporary Occupancy Inspections	
Plumbing Inspections Inspection Volume – January-March, 100 per month April-June, 125 per month July-September, 145 per month October-December, 100 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding plumbing inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Inspect new installations and alterations of plumbing and drainage systems in public and private buildings <ul style="list-style-type: none"> » Check piping size, connections, trap seals, cleanouts, and the use of approved materials, devices, fixtures, and equipment » Issue written notices of code violations 	2 inspections per hour, as scheduled
	<ul style="list-style-type: none"> ▪ Inspect approved plans, specifications, and permits issued for proposed work projects 	1-3 business days typical ensuring state code requirements are compliant
	<ul style="list-style-type: none"> ▪ Provide consulting plan review services to other staff, as needed 	As needed
Development Center Reviews Plan Review Volume – January-February, 50 per month March, 120 per month April, 150 per month May, 160 per month June, 180 per month July, 200 per month August-September, 140 per month October, 120 per month November, 80 per month December, 60 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform plan review to ensure compliance with all building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements to plans <ul style="list-style-type: none"> » Apply all applicable zoning ordinance regulations to plans » Compare building permit submittals to approved Exhibits from Planning approval ordinances 	Within 3 business days
	<ul style="list-style-type: none"> ▪ Re-review plans, as needed 	Within 1 business day
	<ul style="list-style-type: none"> ▪ Calculate permit fees 	Within 3 business days

<p>Commercial, Multi-Family, Single-Family, & MEP Reviews</p> <p>Plan Review Volume –</p> <p>January, 35 per month</p> <p>February-October, 45 per month</p> <p>November-December, 35 per month</p>	<ul style="list-style-type: none"> Respond to general customer inquiries regarding commercial, multi-family, single-family, & MEP plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Perform plan review to ensure compliance with all building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements to plans <ul style="list-style-type: none"> Apply all applicable zoning ordinance regulations to plans Compare building permit submittals to approved Exhibits from Planning approval ordinances 	Within 3 business days
	<ul style="list-style-type: none"> Re-review plans, as needed 	Within 1 business day
	<ul style="list-style-type: none"> Calculate permit fees 	Within 3 business days
<p>Code Enforcement</p> <p>Inspection Action Volume –</p> <p>January-March, 70 per month</p> <p>April-June, 145 per month</p> <p>July -September, 125 per month</p> <p>October -December, 50 per month</p>	<ul style="list-style-type: none"> Respond to general customer inquiries regarding code enforcement and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Perform inspections to ensure compliance with the Village’s property maintenance, zoning, and other miscellaneous codes, and local amendments 	Within 2 business days
	<ul style="list-style-type: none"> Perform inspections in response to complaints 	<ul style="list-style-type: none"> Severity 1 – within 2 business days Severity 2 – within 3 business days Severity 3 – within 4 business days Severity 4 – within 5 business days
	<ul style="list-style-type: none"> Enter all inspection actions into Munis 	Within 3 business days
	<ul style="list-style-type: none"> Close compliant violations (or citation issuance) 	Closed or legal notices issued within 90 days
	<ul style="list-style-type: none"> Consultations with Inspectional Services manager and other staff regarding interpretations to the code 	As needed

Village of Wheeling

Our priority is to ensure the best possible experience working with our team—with minimum impact on the Village of Wheeling (the Village) and its citizens. Current employees, additional departments, permit holders, applicants, and other municipalities can all be affected by new service providers. From the start, we work hard to build trust with Village staff and establish strong working relationships.

Given our decades of experience working in Illinois, transitioning work to SAFEbuilt is smooth and efficient. We have the experience and tools necessary to establish successful services for the Village—required licenses and certifications, dedication to customer satisfaction, and commitment to cost efficiency.

See *Work Plan* at the beginning of this section, p. 20.

VILLAGE OF WHEELING – 12-MONTH PROJECT TASK SCHEDULE

SERVICES	TASKS	SCHEDULE
Building, Mechanical, and Electrical Inspections Inspection Volume – January-December, 28 hours per week	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding building, mechanical, and electrical inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform building, accessibility, and electrical system inspections on new and existing commercial and residential construction projects <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	Inspections as scheduled
	<ul style="list-style-type: none"> ▪ Perform pre-construction site development inspections, including a construction fence, tree protection, haul road, and signage 	Inspections as scheduled
	<ul style="list-style-type: none"> ▪ Inspect HVAC mechanical systems <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	Inspections as scheduled
	<ul style="list-style-type: none"> ▪ Coordinate with Building Inspector, Plumbing Inspector, Permit Specialist, Fire Inspector and Community Development Director 	Check-in at least weekly; more often if needed

<p>Health Inspections</p> <p>Inspection Volume – January-December, 28 per month</p>	<ul style="list-style-type: none"> ▪ Conduct regular health inspections for facilities such as restaurants, stores selling packaged food items, school cafeterias, and day cares <ul style="list-style-type: none"> » Perform routine inspections and follow-up inspections » Issue written notices of code violations 	<p>Following a schedule to meet/exceed the number of State-mandated inspections based on risk category:</p> <ul style="list-style-type: none"> ▪ High risk – 3 per year ▪ Mid risk – 2 per year ▪ Low risk – 1 per year <p>Follow-ups</p> <ul style="list-style-type: none"> ▪ Critical violation follow-ups occur within one week ▪ Others, as required
	<ul style="list-style-type: none"> ▪ Coordinate with Health Officer and Community Development Director 	<p>Check-in at least weekly; more often if needed</p>

Village of Wilmette

Our priority is to ensure the best possible experience working with our team—with minimum impact on the Village of Wilmette (the Village) and its citizens. Current employees, additional departments, permit holders, applicants, and other municipalities can all be affected by new service providers. From the start, we work hard to build trust with Village staff and establish strong working relationships.

Given our decades of experience working in Illinois, transitioning work to SAFEbuilt is smooth and efficient. We have the experience and tools necessary to establish successful services for the Village—required licenses and certifications, dedication to customer satisfaction, and commitment to cost efficiency.

See *Work Plan* at the beginning of this section, p. 20.

VILLAGE OF WILMETTE – 12-MONTH PROJECT TASK SCHEDULE

SERVICES	TASKS	TIMEFRAME
Building, Mechanical, and Electrical Inspections Inspection Volume – January-December, As needed	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding building, mechanical, and electrical inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Perform building, accessibility, and electrical system inspections on new and existing commercial and residential construction projects <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour, as scheduled
	<ul style="list-style-type: none"> ▪ Perform pre-construction site development inspections, including a construction fence, tree protection, haul road, and signage 	2 inspections per hour, as scheduled
	<ul style="list-style-type: none"> ▪ Inspect HVAC mechanical systems <ul style="list-style-type: none"> » Ensure compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour, as scheduled
	<ul style="list-style-type: none"> ▪ Perform any other inspection necessary to confirm compliance with adopted Village building codes or other 	Best effort to complete within 4 days during weeks with fewer than 5 business days

	codes as necessary for a Certificate of Occupancy, Special Event Inspections, and Temporary Occupancy Inspections	
Plumbing Inspections Inspection Volume – January-December, 125 per month	<ul style="list-style-type: none"> ▪ Respond to general customer inquiries regarding plumbing inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> ▪ Inspect new installations and alterations of plumbing and drainage systems in public and private buildings <ul style="list-style-type: none"> » Check piping size, connections, trap seals, cleanouts, and the use of approved materials, devices, fixtures, and equipment » Issue written notices of code violations 	2 inspections per hour, as scheduled
	<ul style="list-style-type: none"> ▪ Inspect approved plans, specifications, and permits issued for proposed work projects 	1-3 business days typical ensuring state code requirements are compliant
	<ul style="list-style-type: none"> ▪ Provide consulting plan review services to other staff, as needed 	As needed

Village of Winnetka

As the Village of Winnetka's (the Village) current provider, you lose no time transitioning to a new contractor. We already know the Village's processes and operations, giving you assurance that services will continue without interruption. Because SAFEbuilt's team is already in place, we can initiate work immediately upon receiving Notice to Proceed from the Village. There are no major risks or challenges that would potentially impact SAFEbuilt's ability to meet the contract start date. Unlike other firms, SAFEbuilt has a team in place that is ready and prepared to continue to deliver the services outlined in the *Scope of Work*.

Our work will continue in accordance with the Village's established procedures and requirements.

See *Work Plan* at the beginning of this section, p. 20.

VILLAGE OF WINNETKA – 12-MONTH PROJECT TASK SCHEDULE

SERVICES	TASKS	TIMEFRAME
Building, Mechanical, and Electrical Inspections Inspection Volume – January, 205 per month February, 211 per month March, 250 per month April, 227 per month May, 244 per month June, 238 per month July, 230 per month August, 223 per month September, 239 per month October, 206 per month November, 185 per month December, 193 per month	<ul style="list-style-type: none"> Respond to general customer inquiries regarding building, mechanical, and electrical inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Participate in pre-occupancy inspections with commercial tenants and their design professionals 	2 inspections per hour as scheduled
	<ul style="list-style-type: none"> Perform building, accessibility, and electrical system inspections on new and existing commercial and residential construction projects 	2 inspections per hour as scheduled
	<ul style="list-style-type: none"> Perform pre-construction site development inspections, including a construction fence, tree protection, haul road, and signage 	2 inspections per hour as scheduled
	<ul style="list-style-type: none"> Perform electrical and mechanical (including HVAC) inspections in compliance to the approved plans, applicable codes, state of Illinois standards, and local amendments 	2 inspections per hour as scheduled
	<ul style="list-style-type: none"> Perform any other inspection necessary to confirm compliance with adopted Village building codes or other codes as necessary for a Certificate of Occupancy, Special Event Inspections, and Temporary Occupancy Inspections 	Best effort to complete within 4 days during weeks with fewer than 5 business days

<p>Plumbing Inspections</p> <p>Inspection Volume –</p> <p>January, 58 per month</p> <p>February, 60 per month</p> <p>March, 71 per month</p> <p>April, 64 per month</p> <p>May, 69 per month</p> <p>June, 67 per month</p> <p>July, 65 per month</p> <p>August, 63 per month</p> <p>September, 67 per month</p> <p>October, 58 per month</p> <p>November, 52 per month</p> <p>December, 54 per month</p>	<ul style="list-style-type: none"> Respond to general customer inquiries regarding plumbing inspections and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Inspect new installations and alterations of plumbing and drainage systems in public and private buildings <ul style="list-style-type: none"> Check piping size, connections, trap seals, cleanouts, and the use of approved materials, devices, fixtures, and equipment Issue written notices of code violations 	2 inspections per hour as scheduled
	<ul style="list-style-type: none"> Inspect approved plans, specifications, and permits issued for proposed work projects 	1-3 business days typical ensuring state code requirements are compliant
	<ul style="list-style-type: none"> Provide consulting plan review services to other staff, as needed 	As needed
<p>Commercial, Multi-Family, Single-Family, & MEP Reviews</p> <p>Plan Review Volume –</p> <p>January, 67 per month</p> <p>February, 57 per month</p> <p>March, 82 per month</p> <p>April, 87 per month</p> <p>May, 88 per month</p> <p>June, 79 per month</p> <p>July, 69 per month</p> <p>August, 87 per month</p> <p>September, 67 per month</p>	<ul style="list-style-type: none"> Respond to general customer inquiries regarding commercial, multi-family, single-family, & MEP plan reviews and related requirements 	Within 24 hours
	<ul style="list-style-type: none"> Perform plan review to ensure compliance with all building, safety, electrical, plumbing, mechanical and energy code and code amendments, Illinois Accessibility Code, and ADA requirements to plans <ul style="list-style-type: none"> Apply all applicable zoning ordinance regulations to plans Compare building permit submittals to approved Exhibits from Planning approval ordinances With assistance of planning staff, compare building permit submittals to approved Exhibits from Planning approval ordinances 	<p>Within 5 business days</p> <p>(MINOR PERMITS – new SFR, SFR additions and remodels, new MFR, MFR additions and remodels, new commercial, commercial additions and remodel permits)</p> <p>Within 10 business days</p> <p>(MAJOR PERMITS – new SFR, SFR additions and remodels, new MFR, MFR additions and remodels, new commercial, commercial additions and remodel permits)</p>

<p>October, 62 per month November, 60 per month December, 50 per month</p>	<ul style="list-style-type: none"> ▪ Re-review plans, as needed 	<p>MINOR PERMITS Within 3 business days MAJOR PERMITS Within 5 business days</p>
	<ul style="list-style-type: none"> ▪ Communicate with applicants, designers, architects, and contractors as needed to assure timely issuance of all permits 	<p>As needed</p>
	<ul style="list-style-type: none"> ▪ Calculate permit fees 	<p>Within 5-10 business days</p>

2. QUALIFICATIONS AND EXPERIENCE OF STAFF PROPOSED

2. Qualifications and Experience of Staff Proposed

With our team's decades of experience, SAFEbuilt has experienced staff with the necessary licenses and certifications to meet each municipality's needs. We have completed a wide variety of permitting, inspection, and plan review projects in Illinois and are staffed to accommodate all requirements. With more than 40 staff in the state, we have the capability to respond to fluctuating demand for services in every municipality.

Our team consists of industry professionals who provide communities with consistent and responsive customer service every day. We approach our work with pride and professionalism, getting the job done the right way, day in and day out.



Rounding out our team, we are pleased to partner with Health Inspection Professionals for health inspections in the Village of Niles and the Village of Wheeling. Both Villages will contract with SAFEbuilt for these services.

REGIONAL OPERATIONS MANAGER

Reese Menard – Mr. Menard has more than 30 years of experience in the construction industry, including 18 years in a management role. His work with SAFEbuilt has been two-fold—from 2014-2015 he worked as a plumbing inspector for the City of Park Ridge, Illinois, then returned to SAFEbuilt in 2016 for his current role as Regional Operations Manager. In times of high demand, he is also available to perform plumbing and building inspections, and plan review. His work for public agencies in Illinois is of similar scope to the services requested in the RFP—building and plumbing inspections in compliance with federal, state and local codes, complaint resolution, follow-up inspections, plan review in compliance with federal, state and local codes, and operations management.

PERMIT TECHNICIAN

Arnold Ibardaloza – Mr. Ibardaloza assists the SAFEbuilt team, ensuring efficient and precise plan reviews and inspections. He has a strong understanding of building and municipal operations and is adept at handling multiple responsibilities simultaneously. With SAFEbuilt since 2016, he performs the same duties required by municipalities in the RFP for the City of Northlake, Illinois—fulfills residential, commercial and industrial permit submittals, calculates and processes permits and various inspectional invoices, analyzes and explains city ordinances and zoning requirements, and manages daily building operations.

PLANS EXAMINER/STRUCTURAL PLANS EXAMINER

Salvatore Gaeta, RA –A Licensed Architect in the State of Illinois, Mr. Gaeta has more than 35 years of experience in the building industry. He has worked on a variety of projects including commercial, industrial, residential, and Housing and Urban Development (HUD) structures throughout his career. With SAFEbuilt, he utilizes his ICC Residential Plans Examiner Certification to work with municipalities in Illinois to perform structural and building plans examination. Mr. Gaeta has been with SAFEbuilt since 2015, performing the same duties required by municipalities in the RFP— structural and building plan review in compliance with federal, state and local codes, and re-review.

FIRE PLANS EXAMINER/STRUCTURAL PLANS EXAMINER

Sally Guregian, RA – Ms. Guregian is a Licensed Architect in the State of Illinois with more than 30 years of experience. Her experience includes everything from life safety inspections to code reviews and fire plans examination. Her work with SAFEbuilt includes the same duties required by municipalities in the RFP—fire plan review in compliance with federal, state and local codes, and re-review, and structural plan review in compliance with federal, state and local codes, and re-review.

PLANS EXAMINER AND FIRE PLANS EXAMINER/BUILDING INSPECTOR AND FIRE INSPECTOR

Gerald Keys – A 30-year veteran of the construction industry, Mr. Keys has more than 13 years of experience in Community Development Services. He is a Master Code Professional and holds 39 ICC Certificates, including plans examination, inspection, accessibility, energy and green construction, fire plans examination, and fire inspection. His work for SAFEbuilt in Illinois includes the same duties required by municipalities in the RFP—building, mechanical, electrical and building plan review in compliance with federal, state and local codes, and re-review, building plan review in compliance with federal, state and local codes, and re-review, fire plan review in compliance with federal, state and local codes, and re-review, and fire inspection in compliance with federal, state and local codes, and follow-up inspection.

PLANS EXAMINER/BUILDING INSPECTOR

Keith Rooney – With 25 years of overall experience in residential and commercial construction, Mr. Rooney’s collective experience also includes 16 years of municipal inspection and plan review, including 11 years as a Building Official. He currently holds 23 ICC Certifications including Master Code Professional. At SAFEbuilt he performs the same duties required by municipalities in the RFP—building, mechanical and electrical inspections in compliance with federal, state and local codes, complaint resolution, follow-up inspections, and residential building plan review in compliance with federal, state and local codes, and re-review.



RESIDENTIAL COMBINATION INSPECTOR

David DeLeon – An ICC Certified Residential Building, Electrical, Mechanical, and Property Maintenance inspector, Mr. DeLeon has more than five years of experience in the trade. He is also an ICC Certified Residential Plans Examiner. He has been with SAFEbuilt since 2013, performing the same duties required by municipalities in the RFP—building, mechanical and electrical inspections in compliance with federal, state and local codes, complaint resolution, follow-up inspections, and residential building plan review in compliance with federal, state and local codes, and re-review.

BUILDING INSPECTOR/CODE ENFORCEMENT

Jeffrey Weiss – Prior to his employment with SAFEbuilt, Mr. Weiss provided administration and enforcement of building and zoning codes, and property maintenance codes and ordinances for the Village of Woodridge. In addition to code enforcement, he has direct experience with installation and maintenance of HVAC, electrical and plumbing

system. He currently performs the same duties required by municipalities in the RFP—residential building inspections in compliance with federal, state and local codes, follow-up inspections, and code enforcement in compliance with federal, state and local codes.

BUILDING INSPECTOR/CODE ENFORCEMENT

Jasmine Hernandez – Ms. Hernandez has more than 15 years of housing and code enforcement experience working with a variety of federal, state, and local community improvement and fair housing programs. In addition to certifications for building inspection and code enforcement, she is a certified HUD inspector. She currently performs the same duties required by municipalities in the RFP—residential building inspections in compliance with federal, state and local codes, follow-up inspections, and code enforcement in compliance with federal, state and local codes.

BUILDING INSPECTOR

Anthony Westbrook –Prior to his employment with SAFEbuilt, Mr. Weiss provided administration and enforcement of building and zoning codes, and property maintenance codes and ordinances for the Village of Woodridge. In addition to code enforcement, he has direct experience with installation and maintenance of HVAC, electrical and plumbing system. He currently performs the same duties required by municipalities in the RFP—



residential building inspections in compliance with federal, state and local codes, follow-up inspections, and code enforcement in compliance with federal, state and local codes.

CODE ENFORCEMENT

Rosario DeLeon – Mr. Rosario DeLeon has worked for municipal governments in Illinois for the past 20 years and is well-versed in the workings of city government. With SAFEbuilt since 2018, he works not only in code enforcement, but is also ICC Certified for property maintenance and housing and zoning inspections. He currently performs the same

duties required by municipalities in the RFP— responding to general customer inquiries regarding code enforcement and related requirements, and performing inspections to ensure compliance with the municipality’s property maintenance, zoning, and other miscellaneous codes, and local amendments.

HEALTH INSPECTOR

Lynn Hoette – A licensed Environmental Health Practitioner, Ms. Hoette’s health inspection career in Illinois began in 2008. She currently performs health inspection duties for 10 municipalities, including the Villages of Wilmette, Western Springs, and Glencoe. Her work for these municipalities is of similar scope to the services requested in the RFP—routine food establishment inspections, complaint resolution, follow-up inspections, review and inspection for temporary food events, plan review of new food establishments/ existing remodel/changes of ownership, investigate foodborne illness, consultation with potential new facility owners, and providing general information and answering questions. Ms. Hoette is the President of Health Inspection Professionals.

HEALTH INSPECTOR

Leonard Morelli – Beginning in 2010, Mr. Morelli performed health inspection throughout the Midwest for two years. During that time he conducted food inspection audits for clients, teaching and coaching them to create safer

and healthier environments. He now works for Health Inspection Professionals and performs health inspection duties for municipalities in Illinois. His work for these municipalities is of similar scope to the services requested in the RFP—routine food establishment inspections, complaint resolution, follow-up inspections, review and inspection for temporary food events, investigate foodborne illness, providing food safety training, and providing general information and answering questions.

HEALTH INSPECTOR

Ramesh Patel – Mr. Patel is a health inspector with Health Inspection Professionals. He has worked in food sanitation for more than four decades. The first half of his career focused on quality control and sanitation in the food manufacturing industry in Illinois. In the early 2000s, his work shifted to the public health sector and he currently performs health inspection duties for municipalities in Illinois. His work for these municipalities is of similar scope to the services requested in the RFP—routine food establishment inspections, complaint resolution, follow-up inspections, review and inspection for temporary food events, investigate foodborne illness, providing food safety training, and providing general information and answering questions.

3. REFERENCES

3. References

The municipalities listed in the RFP each need a provider with relevant project experience on contracts of similar size, scope, and complexity. References for five relevant and recent projects immediately follow this page.

Please list below five (5) references for which your firm has performed similar work for Municipalities as identified in the Proposal Qualifications.

Municipality:	Village of Schaumburg
Address:	101 Schaumburg Court
City, State, Zip Code:	Schaumburg, IL 60293-1878
Contact Person/ Telephone Number:	Deborah Parran 847-923-3970
Dates of Service/Award Amount:	3/2018 - 3/2019 \$36,000
Municipality:	Village of Bensenville
Address:	12 S. Center Street
City, State, Zip Code:	Bensenville, IL 60106
Contact Person/Telephone Number:	Dean Lawrentz 630-350-3410
Dates of Service/Award Amount:	10/2015 - 10/2018 \$600,000
Agency:	Cook County Housing Authority
Address:	118 N. Clark Street, Room 1018
City, State, Zip Code:	Chicago, IL 60602
Contact Person/ Telephone Number:	Deborah O'Donnell
Dates of Service/Award Amount:	4/2018 - 3/2019 \$50,000
Agency:	Village of Gurnee
Address:	325 N. O'Plaine Road
City, State, Zip Code:	Gurnee, IL 60031
Contact Person/ Telephone Number:	David Ziegler 847-599-7581
Dates of Service/Award Amount:	4/2018 - 3/2019 \$125,000
Agency:	Village of Wilmette (for Health Inspection Professionals)
Address:	1200 Wilmette Ave
City, State, Zip Code:	Wilmette, IL 60091
Contact Person/ Telephone Number:	Michael Braiman 847-853-7506
Dates of Service/Award Amount:	7/2017 - 7/2020 \$45,000 per year

4. FEES

4. Fees

SAFEbuilt's pricing is tailored to each contract. We work with our community partners to establish quality rates for the services we provide. *Exhibit C – Pricing Sheet* for each municipality immediately follows this page.

EXHIBIT C - PRICING - VILLAGE OF GLENVIEW

* Vendors are required to enter their hourly rate in each gray-shaded area that is applicable to their proposal.														
A	Permit Technician	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
	Days per Week	5	5	5	5	5	5	5	5	5	5	5	5	
	Projected Weekly Hours Needed (8 am - 5 pm)	40	40	40	40	40	40	40	40	40	40	40	40	
	Proposed Hourly Rate	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	
	Total Cost	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 83,040.00
"Hourly Rate" Pricing Structure														
B1	Building, Mechanical and Electrical Inspections	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
	Minutes expected to complete the inspection	30	30	30	30	30	30	30	30	30	30	30	30	
	Inspections per Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
	Monthly Inspection Volume	416	416	416	554	554	554	554	554	554	554	554	416	
	Days per Week (M,W,F)	3 full (or 5 Halves)	3 full (or 5 Halves)	3 full (or 5 Halves)	4 full	3 full (or 5 Halves)								
	Projected Weekly Hours Needed	48	48	48	64	64	64	64	64	64	64	64	48	
	Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	
	Total Cost	\$ 14,016.00	\$ 14,016.00	\$ 14,016.00	\$ 18,688.00	\$ 18,688.00	\$ 18,688.00	\$ 18,688.00	\$ 18,688.00	\$ 18,688.00	\$ 18,688.00	\$ 18,688.00	\$ 14,016.00	\$ 205,568.00
C1	Plumbing Inspections	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
	Minutes expected to complete the inspection	30	30	30	30	30	30	30	30	30	30	30	30	
	Inspections per Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
	Monthly Inspection Volume	208	208	208	277	277	277	277	277	277	277	277	208	
	Days per Week (M,W,F)	3 full (or 5 Halves)	3 full (or 5 Halves)	3 full (or 5 Halves)	4 full	3 full (or 5 Halves)								
	Projected Weekly Hours Needed	24	24	24	32	32	32	32	32	32	32	32	24	
	Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	
	Total Cost	\$ 7,008.00	\$ 7,008.00	\$ 7,008.00	\$ 9,344.00	\$ 9,344.00	\$ 9,344.00	\$ 9,344.00	\$ 9,344.00	\$ 9,344.00	\$ 9,344.00	\$ 9,344.00	\$ 7,008.00	\$ 102,784.00
"Unit Cost" Pricing Structure														
B2	Building, Mechanical and Electrical Inspections	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
	Projected quantity of inspections	416	416	416	554	554	554	554	554	554	554	554	416	
	Proposed Unit Cost	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	
	Total Cost	\$ 15,392.00	\$ 15,392.00	\$ 15,392.00	\$ 20,498.00	\$ 20,498.00	\$ 20,498.00	\$ 20,498.00	\$ 20,498.00	\$ 20,498.00	\$ 20,498.00	\$ 20,498.00	\$ 15,392.00	\$ 225,552.00
C2	Plumbing Inspections	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
	Projected quantity of inspections	208	208	208	277	277	277	277	277	277	277	277	208	
	Proposed Unit Cost	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00	
	Total Cost	\$ 7,696.00	\$ 7,696.00	\$ 7,696.00	\$ 10,249.00	\$ 10,249.00	\$ 10,249.00	\$ 10,249.00	\$ 10,249.00	\$ 10,249.00	\$ 10,249.00	\$ 10,249.00	\$ 7,696.00	\$ 112,776.00
D	Development Center Plan Review	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
	Minutes expected to complete the plan review	-	-	-	52	52	52	52	52	52	52	-	-	
	Plan Reviews Per Reviewer per Hour ²	-	-	-	1.15	1.15	1.15	1.15	1.15	1.15	1.15	-	-	
	Monthly Plan Review Volume	-	-	-	149	149	149	149	149	149	149	-	-	
	Projected Billable Hours Per 4.33-Week Month ³	-	-	-	173.33	173.33	173.33	173.33	173.33	173.33	173.33	-	-	
	Proposed Hourly Rate				\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50			
	Total cost	\$ -	\$ -	\$ -	\$ 10,833.25	\$ 8,115.75	\$ 8,115.75	\$ 8,115.75	\$ 8,115.75	\$ 8,115.75	\$ 8,115.75	\$ -	\$ -	\$ 59,527.73
E	Commercial, Multi-Family, Single-Family, & MEP Plan Review	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
	Minutes expected to complete the plan review	173	173	173	173	173	173	173	173	173	173	173	173	
	Plan Reviews Per Reviewer per Hour ⁴	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	
	Monthly Plan Review Volume	35	45	45	45	45	45	45	45	45	45	35	35	
	Projected Billable Hours Per 4.33-Week Month ⁵	101.15	173.33	173.33	173.33	173.33	173.33	173.33	173.33	173.33	173.33	101.15	101.15	
	Proposed Hourly Rate	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	
	Total cost	\$ 7,485.10	\$ 12,826.57	\$ 12,826.57	\$ 12,826.57	\$ 12,826.57	\$ 12,826.57	\$ 12,826.57	\$ 12,826.57	\$ 12,826.57	\$ 12,826.57	\$ 7,485.10	\$ 7,485.10	\$ 137,894.41
F	Code Enforcement	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
	Minutes expected to complete the inspection action	30	30	30	30	30	30	30	30	30	30	30	30	
	Inspection Actions per Code Enforcement Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
	Monthly Volume of Inspections Actions	139	139	139	346	346	346	346	346	346	346	139	139	
	Projected Billable Hours Per 4.33-Week Month	69.33	69.33	69.33	173.33	173.33	173.33	173.33	173.33	173.33	173.33	69.33	69.33	
	Proposed Hourly Rate	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	
	Total Cost	\$ 3,813.15	\$ 3,813.15	\$ 3,813.15	\$ 9,533.15	\$ 9,533.15	\$ 9,533.15	\$ 9,533.15	\$ 9,533.15	\$ 9,533.15	\$ 9,533.15	\$ 3,813.15	\$ 3,813.15	\$ 85,797.80
L	Engineering Plan Review - Single Family	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
	Minutes expected to complete the plan review	60	60	60	60	60	60	60	60	60	60	60	60	
	Monthly Plan Review Volume	58.3	58.3	58.3	58.3	58.3	58.3	58.3	58.3	58.3	58.3	58.3	58.3	
	Projected Billable Hours Per 4.33-Week Month ⁵	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33	
	Proposed Hourly Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Total cost													\$ -
M	Engineering Plan Review - Commercial, Multi-Family	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
	Minutes expected to complete the plan review	120	120	120	120	120	120	120	120	120	120	120	120	
	Monthly Plan Review Volume	8.3	8.3	8.3	8.3	8.3	8.3	8.3	8.3	8.3	8.3	8.3	8.3	
	Projected Billable Hours Per 4.33-Week Month ⁵	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	16.67	
	Proposed Hourly Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Total cost													\$ -
N	Engineering Inspections	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
	Projected quantity of inspections	83	83	83	83	83	83	83	83	83	83	83	83	
	Minutes expected to complete the inspection	45	45	45	45	45	45	45	45	45	45	45	45	
	Projected Billable Hours Per 4.33-Week Month ⁵	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	
	Proposed Hourly Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Total cost													

Peak	
Core	

Notes:

- ¹ Includes coordination meetings, returning of calls, property owner consultations, and other associated tasks.
- ² Although actual time may vary in the short term, a Development Center plan review takes 0.87 hours to complete on average (based upon statistics from 2015-2018).
- ³ Development Center Plan Reviewer has tasks in addition to plan reviews (general inquiries, staff meetings, correspondence, etc.) estimated to account for approximately 25% of their billable hours.
- ⁴ Although actual time may vary in the short term, a MEP plan review takes 2.89 hours to complete on average (based upon statistics from 2015-2018).
- ⁵ MEP Plan Reviewer has tasks in addition to plan reviews (general inquiries, staff meetings, correspondence, etc.) estimated to account for approximately 25% of their billable hours.

EXHIBIT C - PRICING - CITY OF EVANSTON

* Vendors are required to enter their hourly rate in each gray-shaded area that is applicable to their proposal.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
A Permit Technician													
Days per Week	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed			
Projected Weekly Hours Needed (8 am - 5 pm)													
Proposed Hourly Rate	\$ 46.25	\$ 46.25	\$ 46.25	\$ 46.25	\$ 46.25	\$ 46.25	\$ 46.25	\$ 46.25	\$ 46.25	\$ 46.25	\$ 46.25	\$ 46.25	
Total Cost	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$ -
B Building, Mechanical, Plumbing and Electrical Inspections													
Minutes expected to complete the inspection	30	-	-	-	30	30	30	30	30	30	30	30	
Inspections per Inspector per Hour	2.00	-	-	-	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Inspection Volume	20	-	-	-	10	20	20	10	10	10	10	40	
Days per Week (M,W,F)	1 Half day/Week	-	-	0	2 Half days/month	1Half day/Week	1Half day/Week	2 Half days/month	2 Half days/month	2 Half days/month	2 Half days/month	1-1.5 days/week	
Projected Weekly Hours Needed	4.6	-	-	0	4.6/every other week	4.6	4.6	4.6/every other week	4.6/every other week	4.6/every other week	4.6/every other week	9.2	
Proposed Hourly Rate	\$ 73.00				\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	
Total Cost	\$ 1,343.20			\$ -	\$ 671.60	\$ 1,343.20	\$ 1,343.20	\$ 671.60	\$ 671.60	\$ 671.60	\$ 671.60	\$ 2,686.40	\$ 10,074.00
D Commercial, Multi-Family, Single-Family, & MEP Plan Reviewer													
Minutes expected to complete the plan review	173	173	173	173	173	173	173	173	173	173	173	173	
Plan Reviews Per Reviewer per Hour ³	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	
Monthly Plan Review Volume	40	30	30	30	30	50	50	50	45	45	35	50	
Projected Billable Hours Per 4.33-Week Month ⁴	115.33	86.5	86.5	86.5	86.5	144.17	144.17	144.17	129.75	129.75	100.9	144.17	
Proposed Hourly Rate	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	
Total cost	\$ 8,534.42	\$ 6,401.00	\$ 6,401.00	\$ 6,401.00	\$ 6,401.00	\$ 10,668.58	\$ 10,668.58	\$ 10,668.58	\$ 9,601.50	\$ 9,601.50	\$ 7,466.60	\$ 10,668.58	\$ 103,482.34
E Code Enforcement													
Minutes expected to complete the inspection action	30	30	30	30	30	30	30	30	30	30	30	30	
Inspection Actions per Code Enforcement Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Volume of Inspections Actions	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	
Projected Billable Hours Per 4.33-Week Month													
Proposed Hourly Rate	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	
Total Cost	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$ -

Peak	
Core	

Notes: * All services will be provided on an as needed basis. Volume is estimated based on billing for services in 2017. Code Enforcement and Permit Technician services are not currently under contract. Please provide a standard rate for services.

EXHIBIT C - PRICING - CITY OF HIGHLAND PARK ¹

* Vendors are required to enter their hourly rate in each gray-shaded area that is applicable to their proposal.													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
B Building, Mechanical and Electrical Inspections	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	
Projected Weekly Hours Needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	
Proposed Hourly Rate	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	
E Commercial, Multi-Family, Single-Family, & MEP Plan Review ⁴	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
Days allowed to complete the plan review ²	10	10	10	10	10	10	10	10	10	10	10	10	
Days allowed to complete revised plan comments ²	7	7	7	7	7	7	7	7	7	7	7	7	
Monthly Plan Review Volume	5	5	6	25	25	25	25	25	25	20	5	5	
Proposed Flat-fee Rate ³	\$ 185.00	\$ 185.00	\$ 185.00	\$ 185.00	\$ 185.00	\$ 185.00	\$ 185.00	\$ 185.00	\$ 185.00	\$ 185.00	\$ 185.00	\$ 185.00	
Total cost	\$ 925.00	\$ 925.00	\$ 1,110.00	\$ 4,625.00	\$ 4,625.00	\$ 4,625.00	\$ 4,625.00	\$ 4,625.00	\$ 4,625.00	\$ 3,700.00	\$ 925.00	\$ 925.00	\$ 36,260.00
H Fire Plan Review	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
Days allowed to complete the plan review ²	10	10	10	10	10	10	10	10	10	10	10	10	
Days allowed to complete revised plan comments ²	7	7	7	7	7	7	7	7	7	7	7	7	
Monthly Plan Review Volume	3	5	13	13	13	15	15	13	13	13	5	4	
Proposed Flat-fee Rate ³	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	
Total Cost	\$ 600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 62,200.00
I Fire Inspections	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
Projected Weekly Hours Needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	
Proposed Hourly Rate	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	
J Structural Plan Review	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
Days allowed to complete the plan review ²	10	10	10	10	10	10	10	10	10	10	10	10	
Days allowed to complete revised plan comments ²	7	7	7	7	7	7	7	7	7	7	7	7	
Monthly Plan Review Volume	3	3	3	8	10	10	10	10	10	8	3	3	
Proposed Flat-fee Rate ³	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00	
Total cost	\$ 615.00	\$ 615.00	\$ 615.00	\$ 1,640.00	\$ 2,050.00	\$ 2,050.00	\$ 2,050.00	\$ 2,050.00	\$ 2,050.00	\$ 1,640.00	\$ 615.00	\$ 615.00	\$ 16,605.00
K Structural Inspections	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
Projected Weekly Hours Needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	
Proposed Hourly Rate	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	
L Engineering Plan Review	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
Days allowed to complete the plan review ²	10	10	10	10	10	10	10	10	10	10	10	10	
Days allowed to complete revised plan comments ²	7	7	7	7	7	7	7	7	7	7	7	7	
Monthly Plan Review Volume	10	10	10	10	10	10	10	10	10	10	5	5	
Proposed Flat-fee Rate ³	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Total cost													\$ -

Notes:

- ¹ All Inspection services for the City of Highland Park are auxiliary to City personnel; the need for these services is therefore infrequent and as-needed basis. Additional information is available upon request but no monthly breakdown is available.
- ² The City of Highland Park does not track billable hours per individual plan review in a performance management system. Existing consultant contracts establishes a performance standard of 10 business days to first comment/approval for a new application submittal, and 7 business days for review/approval of revised plans.
- ³ The City of Highland Park has used a flat-fee rate billing structure with prior/existing consultants, and prefers to maintain this approach.
- ⁴ The City of Highland Park can provide additional information on residential plan review and commercial/multi-family plan review breakdown upon request. Historically, it is approximately a 50%/50% ratio.

EXHIBIT C - VILLAGE OF KENILWORTH

* Vendors are required to enter their hourly rate in each gray-shaded area that is applicable to their proposal.													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
A Building, Mechanical and Electrical Inspections													
Minutes expected to complete the inspection	30	30	30	30	30	30	30	30	30	30	30	30	
Inspections per Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Inspection Volume	30	35	35	35	50	50	50	50	45	45	45	40	
Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	
Total Cost	\$1,095.00	\$1,277.50	\$1,277.50	\$1,277.50	\$1,825.00	\$1,825.00	\$1,825.00	\$1,825.00	\$1,642.50	\$1,642.50	\$1,642.50	\$1,460.00	\$ 18,615.00
B Plumbing Inspections													
Minutes expected to complete the inspection	30	30	30	30	30	30	30	30	30	30	30	30	
Inspections per Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Inspection Volume	10	10	15	15	15	15	20	20	15	15	15	15	
Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	
Total Cost	\$ 365.00	\$ 365.00	\$ 547.50	\$ 547.50	\$ 547.50	\$ 547.50	\$ 730.00	\$ 730.00	\$ 547.50	\$ 547.50	\$ 547.50	\$ 547.50	\$ 6,570.00
C Commercial, Multi-Family, Single-Family, & MEP Plan Reviewer													
Minutes expected to complete the plan review	150	150	150	150	150	150	150	150	150	150	150	150	
Plan Reviews Per Reviewer per Hour ³	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	
Monthly Plan Review Volume	2	2	2	4	4	4	4	4	4	4	1	0	
Proposed Hourly Rate	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	
Total cost	\$ 370.00	\$ 370.00	\$ 370.00	\$ 740.00	\$ 185.00	\$ -	\$ 6,475.00						

Core
 Peak

Notes:

³ Although actual time may vary in the short term, a MEP plan review takes 2.50 hours to complete on average (based upon statistics from 2017-2018).

EXHIBIT C - PRICING - VILLAGE OF LINCOLNSHIRE

* Vendors are required to enter their hourly rate in each gray-shaded area that is applicable to their proposal.													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
B Building, Mechanical and Electrical Inspections													
Monthly Inspection Volume	85	85	85	85	85	85	85	85	85	85	85	85	
Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00
Total Cost	\$ 3,102.50	\$ 3,102.50	\$ 3,102.50	\$ 3,102.50	\$ 3,102.50	\$ 3,102.50	\$ 3,102.50	\$ 3,102.50	\$ 3,102.50	\$ 3,102.50	\$ 3,102.50	\$ 3,102.50	\$ 37,230.00
C Plumbing Inspections													
Monthly Inspection Volume	28	28	28	28	28	28	28	28	28	28	28	28	
Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00
Total Cost	\$ 1,022.00	\$ 1,022.00	\$ 1,022.00	\$ 1,022.00	\$ 1,022.00	\$ 1,022.00	\$ 1,022.00	\$ 1,022.00	\$ 1,022.00	\$ 1,022.00	\$ 1,022.00	\$ 1,022.00	\$ 12,264.00
E Commercial, Multi-Family, Single-Family, & MEP Plan Reviews													
Monthly Plan Review Volume	35	35	35	35	35	35	35	35	35	35	35	35	
Proposed Hourly Rate	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00
Total Cost	\$ 7,485.10	\$ 7,485.10	\$ 7,485.10	\$ 7,485.10	\$ 7,485.10	\$ 7,485.10	\$ 7,485.10	\$ 7,485.10	\$ 7,485.10	\$ 7,485.10	\$ 7,485.10	\$ 7,485.10	\$ 89,821.20

Notes:

- ¹ Although actual time may vary in the short term, a MEP plan review takes 2.89 hours to complete on average (based upon statistics from 2015-2018).
- ² MEP Plan Reviewer has tasks in addition to plan reviews (general inquiries, staff meetings, correspondence, etc.) estimated to account for approximately 25% of their billable hours.

EXHIBIT C - PRICING - VILLAGE OF LINCOLNWOOD

* Vendors are required to enter their hourly rate in each gray-shaded area that is applicable to their proposal.													
B Building, Mechanical and Electrical Inspections	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
Minutes expected to complete the inspection	30	30	30	30	30	30	30	30	30	30	30	30	
Inspections per Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Inspection Volume	67	67	80	93	120	133	133	133	120	107	80	67	
Days per Week (M,W,F)	3 halves	3 halves	3 halves	1 full, 2 halves	2 fulls, 1 half	1 full, 2 halves	3 halves	3 halves					
Projected Weekly Hours Needed	8	8	10	12	15	17	17	17	15	13	10	8	
Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	
Total Cost	\$ 2,445.50	\$ 2,445.50	\$ 2,920.00	\$ 3,394.50	\$ 4,380.00	\$ 4,854.50	\$ 4,854.50	\$ 4,854.50	\$ 4,380.00	\$ 3,905.50	\$ 2,920.00	\$ 2,445.50	\$ 43,800.00
C Plumbing Inspections	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
Minutes expected to complete the inspection	30	30	30	30	30	30	30	30	30	30	30	30	
Inspections per Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Inspection Volume	33	33	40	47	60	67	67	67	60	53	40	33	
Days per Week (M,W,F)	2 halves	2 halves	2 halves	2 halves	3 halves	2 halves	2 halves	2 halves					
Projected Weekly Hours Needed	5	5	6	7	9	10	10	10	9	8	6	5	
Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	
Total Cost	\$ 1,505.63	\$ 1,505.63	\$ 1,825.00	\$ 2,144.38	\$ 2,737.50	\$ 3,056.88	\$ 3,056.88	\$ 3,056.88	\$ 2,737.50	\$ 2,418.13	\$ 1,825.00	\$ 1,505.63	\$ 27,375.00
D Development Center Plan Reviews	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
Minutes expected to complete the plan review	52	52	52	52	52	52	52	52	52	52	52	52	
Plan Reviews Per Reviewer per Hour ¹	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	
Monthly Plan Review Volume	7	9	15	15	15	12	12	12	12	12	9	9	
Projected Billable Hours Per 4.33-Week Month ²	8	10	16	16	16	13	13	13	13	13	10	10	
Proposed Hourly Rate	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	
Total cost	\$ 379.17	\$ 487.50	\$ 812.50	\$ 812.50	\$ 812.50	\$ 650.00	\$ 487.50	\$ 487.50	\$ 7,529.17				
E Commercial, Multi-Family, Single-Family, & MEP Plan Reviews	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
Minutes expected to complete the plan review	180	180	180	180	180	180	180	180	180	180	180	180	
Plan Reviews Per Reviewer per Hour ³	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	
Monthly Plan Review Volume	10	15	25	25	25	20	20	20	20	20	15	15	
Projected Billable Hours Per 4.33-Week Month ⁴	30	45	75	75	75	60	60	60	60	60	45	45	
Proposed Hourly Rate	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	
Total cost	\$ 2,220.00	\$ 3,330.00	\$ 5,550.00	\$ 5,550.00	\$ 5,550.00	\$ 4,440.00	\$ 3,330.00	\$ 3,330.00	\$ 51,060.00				

Total on-site hours per week	15	16	20	23	28	30	30	30	27	25	19	16
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EXHIBIT C - PRICING - VILLAGE OF MORTON GROVE

* Vendors are required to enter their hourly rate in each gray-shaded area that is applicable to their proposal.													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
A Permit Technician													
Days per Week	2.5	2.5	2.5	5	5	5	5	5	5	5	5	2.5	
Projected Weekly Hours Needed (8 am - 5 pm)	20	20	20	40	40	40	40	40	40	40	40	20	
Proposed Hourly Rate	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25	\$ 43.25
Total Cost	\$ 3,460.00	\$ 3,460.00	\$ 3,460.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 6,920.00	\$ 3,460.00	\$ 69,200.00
B Building, Mechanical and Electrical Inspections													
Minutes expected to complete the inspection	30	30	30	30	30	30	30	30	30	30	30	30	
Inspections per Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Inspection Volume	416	416	416	554	554	554	554	554	554	554	554	416	
Days per Week (M,W,F)	3 full	3 full	3 full	4 full	3 full								
Projected Weekly Hours Needed	24	24	24	32	32	32	32	32	32	32	32	24	
Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00
Total Cost	\$ 7,008.00	\$ 7,008.00	\$ 7,008.00	\$ 9,344.00	\$ 9,344.00	\$ 9,344.00	\$ 9,344.00	\$ 9,344.00	\$ 9,344.00	\$ 9,344.00	\$ 9,344.00	\$ 7,008.00	\$ 102,784.00
C Plumbing Inspections													
Minutes expected to complete the inspection	30	30	30	30	30	30	30	30	30	30	30	30	
Inspections per Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Inspection Volume	208	208	208	277	277	277	277	277	277	277	277	208	
Days per Week (M,W,F)	3 full	3 full	3 full	3 full	3 full	3 full	3 full	3 full	3 full	3 full	3 full	3 full	
Projected Weekly Hours Needed	24	24	24	24	24	24	24	24	24	24	24	24	
Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00
Total Cost	\$ 7,008.00	\$ 7,008.00	\$ 7,008.00	\$ 7,008.00	\$ 7,008.00	\$ 7,008.00	\$ 7,008.00	\$ 7,008.00	\$ 7,008.00	\$ 7,008.00	\$ 7,008.00	\$ 7,008.00	\$ 84,096.00
D Development Center Plan Reviews													
Minutes expected to complete the plan review	-	-	-	52	52	52	52	52	52	52	-	-	
Plan Reviews Per Reviewer per Hour ¹	-	-	-	1.15	1.15	1.15	1.15	1.15	1.15	1.15	-	-	
Monthly Plan Review Volume	-	-	-	80	80	80	80	80	80	80	-	-	
Projected Billable Hours Per 4.33-Week Month ²	-	-	-	92.00	92.00	92.00	92.00	92.00	92.00	92.00	-	-	
Proposed Hourly Rate	\$ -	\$ -	\$ -	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ -	\$ -	\$ -
Total cost	\$ -	\$ -	\$ -	\$ 5,750.00	\$ 4,350.00	\$ 4,350.00	\$ 4,350.00	\$ 4,350.00	\$ 4,350.00	\$ 4,350.00	\$ -	\$ -	\$ 31,850.00
E Commercial, Multi-Family, Single-Family, & MEP Plan Reviews													
Minutes expected to complete the plan review	173	173	173	173	173	173	173	173	173	173	173	173	
Plan Reviews Per Reviewer per Hour ³	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	
Monthly Plan Review Volume	40	50	50	50	50	50	50	50	50	50	50	40	
Projected Billable Hours Per 4.33-Week Month ⁴	115.6	144.50	144.50	144.50	144.50	144.50	144.50	144.50	144.50	144.50	144.50	115.6	
Proposed Hourly Rate	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00
Total cost	\$ 8,554.40	\$ 10,693.00	\$ 10,693.00	\$ 10,693.00	\$ 10,693.00	\$ 10,693.00	\$ 10,693.00	\$ 10,693.00	\$ 10,693.00	\$ 10,693.00	\$ 10,693.00	\$ 8,554.40	\$ 124,038.80
F Code Enforcement													
Minutes expected to complete the inspection action	30	30	30	30	30	30	30	30	30	30	30	30	
Inspection Actions per Code Enforcement Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Volume of Inspections Actions	160	160	160	400	400	400	400	400	400	400	160	160	
Projected Billable Hours Per 4.33-Week Month	80	80	80	200	200	200	200	200	200	200	80	80	
Proposed Hourly Rate	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
Total Cost	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 4,400.00	\$ 4,400.00	\$ 99,000.00

Peak	
Core	

Notes:

- ¹ Although actual time may vary in the short term, a Development Center plan review takes 0.87 hours to complete on average (based upon statistics from 2015-2018).
- ² Development Center Plan Reviewer has tasks in addition to plan reviews (general inquiries, staff meetings, correspondence, etc.) estimated to account for approximately 25% of their billable hours.
- ³ Although actual time may vary in the short term, a MEP plan review takes 2.89 hours to complete on average (based upon statistics from 2015-2018).
- ⁴ MEP Plan Reviewer has tasks in addition to plan reviews (general inquiries, staff meetings, correspondence, etc.) estimated to account for approximately 25% of their billable hours.

EXHIBIT C - PRICING - VILLAGE OF PALATINE

* Vendors are required to enter their hourly rate in each gray-shaded area that is applicable to their proposal.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
B Building, Mechanical and Electrical Inspections													
Minutes expected to complete the inspection	20 avg												
Inspections per Inspector per Hour	3 avg												
Monthly Inspection Volume	500	500	500	800	800	800	1000	1000	1000	800	800	800	
Days per Week (M,W,F)	5 full												
Projected Weekly Hours Needed	40	40	40	70	70	70	80	80	80	70	70	70	
Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	
Total Cost	\$ 11,680.00	\$ 11,680.00	\$ 11,680.00	\$ 20,440.00	\$ 20,440.00	\$ 20,440.00	\$ 23,360.00	\$ 23,360.00	\$ 23,360.00	\$ 20,440.00	\$ 20,440.00	\$ 20,440.00	\$ 227,760.00
C Plumbing Inspections													
Minutes expected to complete the inspection	30 avg												
Inspections per Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Inspection Volume	100	100	100	125	125	125	145	145	145	100	100	100	
Days per Week (M,W,F)	3 Halves	3 Halves	3 Halves	4 Halves (2 full)	4 Halves (2 full)	4 Halves (2 full)	5 Halves	5 Halves	5 Halves	3 Halves	3 Halves	3 Halves	
Projected Weekly Hours Needed	12	12	12	16	16	16	18	18	18	12	12	12	
Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	
Total Cost	\$ 3,504.00	\$ 3,504.00	\$ 3,504.00	\$ 4,672.00	\$ 4,672.00	\$ 4,672.00	\$ 5,256.00	\$ 5,256.00	\$ 5,256.00	\$ 3,504.00	\$ 3,504.00	\$ 3,504.00	\$ 50,808.00
D Development Center Plan Review													
Minutes expected to complete the plan review	45	45	45	45	45	45	45	45	45	45	45	45	
Plan Reviews Per Reviewer per Hour	1.33	1.33	1.33	1.33	1.33	1.33	1.33	1.33	1.33	1.33	1.33	1.33	
Monthly Plan Review Volume	50	50	120	150	160	180	200	140	140	120	80	60	
Projected Billable Hours Per Month	37.5	37.5	90	112.5	120	135	150	105	105	90	60	45	
Proposed Hourly Rate	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	\$ 62.50	
Total cost	\$ 2,343.75	\$ 2,343.75	\$ 5,625.00	\$ 7,031.25	\$ 7,500.00	\$ 8,437.50	\$ 9,375.00	\$ 6,562.50	\$ 6,562.50	\$ 5,625.00	\$ 3,750.00	\$ 2,812.50	\$ 67,968.75
E Commercial, Multi-Family, Single-Family, & MEP Plan Review													
Minutes expected to complete the plan review	150	150	150	150	150	150	150	150	150	150	150	150	
Plan Reviews Per Reviewer per Hour	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	
Monthly Plan Review Volume	35	45	45	45	45	45	45	45	45	45	35	35	
Projected Billable Hours Per Month	87.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	87.5	87.5	
Proposed Hourly Rate	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	
Total cost	\$ 6,475.00	\$ 8,325.00	\$ 6,475.00	\$ 6,475.00	\$ 94,350.00								
F Code Enforcement													
Minutes expected to complete the inspection action	30	30	30	30	30	30	30	30	30	30	30	30	
Inspection Actions per Code Enforcement Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Volume of Inspections Actions	70	70	70	145	145	145	125	125	125	50	50	50	
Projected Billable Hours Per Month	40	40	40	80	80	80	65	65	65	30	30	30	
Proposed Hourly Rate	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	
Total Cost	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 3,575.00	\$ 3,575.00	\$ 3,575.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00	\$ 35,475.00

Peak	
Core	

EXHIBIT C - PRICING - VILLAGE OF WILMETTE

* Vendors are required to enter their hourly rate in each gray-shaded area that is applicable to their proposal.													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
B Building, Mechanical and Electrical Inspections													
Minutes expected to complete the inspection	30	30	30	30	30	30	30	30	30	30	30	30	
Inspections per Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Inspection Volume ¹	As Needed												
Days per Week (M,W,F)	As Needed												
Projected Weekly Hours Needed													
Proposed Hourly Rate	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	
Total Cost	N/A	\$ -											
C Plumbing Inspections													
Minutes expected to complete the inspection	30	30	30	30	30	30	30	30	30	30	30	30	
Inspections per Inspector per Hour	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Inspection Volume ²	125	125	125	125	125	125	125	125	125	125	125	125	
Days per Week (M,W,F)	5 Halves												
Projected Weekly Hours Needed	20	20	20	20	20	20	20	20	20	20	20	20	
Proposed Hourly Rate	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	\$ 76.00	
Total Cost	\$ 6,080.00	\$ 6,080.00	\$ 6,080.00	\$ 6,080.00	\$ 6,080.00	\$ 6,080.00	\$ 6,080.00	\$ 6,080.00	\$ 6,080.00	\$ 6,080.00	\$ 6,080.00	\$ 6,080.00	\$ 72,960.00

Notes:

¹ Building and electrical inspections on as-needed, such as when an inspector is on vacation or out on medical leave or as overflow during busy season.

² Monthly volume of plumbing inspection varies. On average, 1,500 inspections per year or 125 per month.

EXHIBIT C - PRICING - VILLAGE OF WINNETKA

* Vendors are required to enter their hourly rate in each gray-shaded area that is applicable to their proposal.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Cost
B Building, Mechanical, Electrical Inspection Visit													
Minutes expected to complete the inspection visit(1)	30	30	30	30	30	30	30	30	30	30	30	30	
Inspections per Inspector per Hour (2)	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Building, Mechanical, Plumbing Electrical Inspections	205	211	250	227	244	238	230	223	239	206	185	193	
Projected Monthly Hours Needed (3)	128.2	132.1	156.5	141.9	152.6	148.7	143.8	139.4	149.2	128.7	115.5	120.4	
Projected Weekly Hours Needed Per 4.33-Week Month	29.6	30.5	36.1	32.8	35.2	34.3	33.2	32.2	34.5	29.7	26.7	27.8	
Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	
Total Cost	\$ 9,359.51	\$ 9,644.21	\$ 11,423.59	\$ 10,355.96	\$ 11,138.89	\$ 10,854.19	\$ 10,498.31	\$ 10,178.03	\$ 10,889.78	\$ 9,395.10	\$ 8,434.24	\$ 8,790.11	\$ 120,961.91
C Plumbing Inspections													
Minutes expected to complete the inspection (1)	30	30	30	30	30	30	30	30	30	30	30	30	
Inspections per Inspector per Hour (2)	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Monthly Plumbing Inspections	58	60	71	64	69	67	65	63	67	58	52	54	
Project Monthly Hours Needed (3)	36.2	37.3	44.1	40.0	43.0	41.9	40.6	39.3	42.1	36.3	32.6	34.0	
Projected Weekly Hours Needed Per 4.33-Week Month	8.4	8.6	10.2	9.2	9.9	9.7	9.4	9.1	9.7	8.4	7.5	7.8	
Proposed Hourly Rate	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	
Total Cost	\$ 2,639.86	\$ 2,512.85	\$ 2,976.48	\$ 2,698.30	\$ 2,902.30	\$ 2,828.12	\$ 2,735.39	\$ 2,651.94	\$ 2,837.39	\$ 2,447.94	\$ 2,197.59	\$ 2,290.31	\$ 31,718.48
E Commercial, Multi-Family, Single-Family, & MEP Plan Reviews													
Minutes expected to complete the plan review (1)	50	50	50	50	50	50	50	50	50	50	50	50	
Plan Reviews Per Reviewer per Hour (2)	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	
Monthly Plan Review Volume	67	57	82	87	88	79	69	87	67	62	60	50	
Project Monthly Hours Needed (3)	69.8	59.4	85.4	90.6	91.7	82.3	71.9	90.6	69.8	64.6	62.5	52.1	
Projected Billable Hours Per 4.33-Week Month	16.12	13.71	19.73	20.93	21.17	19.01	16.60	20.93	16.12	14.92	14.43	12.03	
Proposed Hourly Rate	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	\$ 74.00	
Total cost	\$ 5,164.58	\$ 4,393.75	\$ 6,320.83	\$ 6,706.25	\$ 6,783.33	\$ 6,089.58	\$ 5,318.75	\$ 6,706.25	\$ 5,164.58	\$ 4,779.17	\$ 4,625.00	\$ 3,854.17	\$ 65,906.25

Notes:

¹ Minutes expected to complete plan reviews and inspections are based upon averages for 2016 and 2017.

² Number of plan reviews and inspections are based upon a monthly averages for 2016 and 2017.

³ Plan Reviewers/Inspectors have tasks in addition to plan reviews/inspections (general inquiries, staff meetings, correspondence, etc.) estimated to account for approximately 25% of their billable hours. This is factored into the spreadsheet formula.

5. ADDITIONAL REQUESTED FORMS

5. Additional Requested Forms

The below documents begin on the following page.

- ✓ Anti-Collusion Affidavit and Certification
- ✓ Conflict of Interest
- ✓ Tax Compliance Affidavit
- ✓ Exhibit E – City of Evanston

DISQUALIFICATION OF CERTAIN OFFERORS

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded an agreement or sub agreement, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity:

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any State in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or attempting to rig bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

By signing this document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.



(Signature of Offeror if the Offeror is an Individual)
(Signature of Partner if the Offeror is a Partnership)
(Signature of Officer if the Offeror is a Corporation)

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

Subscribed and Sworn to this 28 day of August, 2018

AMANDA GILLIAM
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20154016455
MY COMMISSION EXPIRES 04-27-2019



Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

ANTI COLLUSION AFFIDAVIT AND CERTIFICATION

CONFLICT OF INTEREST

SAFEbuilt Illinois, LLC, hereby certifies that

It has conducted an investigation into whether an actual or potential conflict of interest exists between the offeror, its owners and employees and any official or employee of a Municipality identified herein.

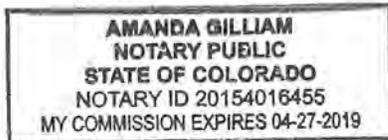
Offeror further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if offeror has not disclosed any actual or potential conflict of interest, the Municipality may disqualify the proposal or the affected Municipality may void any award and acceptance that the Municipality has made.

Matt Royer

(Name of Offeror if the Offeror is an Individual)
(Name of Partner if the Offeror is a Partnership)
(Name of Officer if the Offeror is a Corporation)

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

Subscribed and Sworn to this 28 day of August, 2018



Amanda Gilliam
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

Exhibit E

Professional Services Agreement Acknowledgement Page

The City has attached its standard professional services agreement as an exhibit to this RFP. Identify all exceptions to the agreement that would prevent your firm from executing it. **The City shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer's response.** *Please check one of the following statements:*

X I have read the professional services agreement and plan on executing the agreement without any exceptions.

 My firm cannot execute the City's standard professional service agreement unless the exceptions noted below or in the attached sample professional services agreement are made.

*****Please be aware that submitting exceptions to the contract may impact the likelihood of your firm being selected to perform this work.**

List exceptions in the area below:

SAFEbuilt Illinois, LLC has no exceptions.

**Authorized
Signature:**



**Company
Name:**

SAFEbuilt Illinois, LLC

**Typed/Printed
Name and Title:**

Matt Royer, Chief Operations Officer

Date: 8/28/2018

APPENDIX

Appendix

COMMUNITYCORE SOLUTIONS

As stated earlier in the proposal, our software, CommunityCore Solutions, is available free of charge as an optional added value.

CommunityCore Solutions is our comprehensive permitting and inspection software designed to streamline and automate building department processes, helping to ensure compliance, increase efficiency, and improve customer satisfaction. **SAFEbuilt will provide the software as an optional, added benefit free of charge should the community express an interest.**

PermitCore

Our **PermitCore** web application features fully configurable settings and encompasses a full suite of tools for community development projects.

- ✓ Permitting—Customize your permitting system to fit specific permit types, workflows, fee structures, and documents
- ✓ Planning—Manage the plan review process within your municipality
- ✓ Licensing—Enable issuance, tracking, and renewal of any recurring contractor or business license
 - » GIS/County Assessor's Office Connection
 - » Robust report library
 - » Fee estimator
 - » Scheduling tool
 - » Fee estimator
 - » Scheduling tool
 - » Fee assessment, payment, and financial reporting
 - » Customized workflows
 - » Simple document upload tool
 - » Automatic parcel lookup
 - » Reporting and tracking of local contractor and business licenses

PermitCore is supported by user-friendly mobile applications for added convenience and efficiency. Built for iOS and Android, and designed for simple integration with the **PermitCore** system, our mobile applications give access to critical information, communicate effectively, and work efficiently.

InspectorConnect

Simplifies the process of capturing inspection results with access to critical information from a smartphone or tablet.

- ✓ Permit viewing
- ✓ Google Maps routing
- ✓ Attach photos to an inspection from your phone or tablet
- ✓ Automatic inspection results
- ✓ Voice notes tool
- ✓ Photo/document uploader
- ✓ Tap to call/email a contractor or property owner

ContractorConnect

Saves time, reduces call volume and walk-in traffic, and boosts overall productivity on any project.

- ✓ Online permit application and management
- ✓ Secure online payment
- ✓ Plan uploader
- ✓ Request and schedule inspections

Benefits of Utilizing CommunityCore Solutions

CommunityCore Solutions was created by people who use the software on a daily basis – Permit Technicians, Inspectors, and Plans Examiners. Unlike many companies in the market, Meritage Systems continuously invests in improvements to building department management solutions. Currently used by more than 100 municipalities, the software has proven to be a reliable and effective tool for local governments.



TRAINING AND SUPPORT

Meritage Systems is committed to training and support. Our team of former Building Department professionals is ready to assist in your everyday operations and challenges.



PROVEN, SECURE, AND EASY-TO-USE

With automatic back-ups and built-in redundancy, your data is secure and always accessible. Intuitive navigation makes using the software easy for those in the field and the office.



MOBILE FRIENDLY

You can access data from anywhere with a connection to the internet. Building Inspectors, Code Compliance Officers, and Contractors can use iOS and Android apps to track their work and communicate efficiently with the permitting office.

ADDITIONAL REFERENCES

Village of Downers Grove, IL

Village of Skokie, IL

Village of Barrington, IL

Village of LaGrange, IL

Village of North Chicago, IL

Village of Palatine, IL

City of Streeter, IL

Village of Oak Lawn, IL

Village of Grayslake, IL

City of Troy, MI

City of Denver, CO

City Toledo, OH

City of Indianapolis, IN

City Milwaukee, WI

City of Fort Lauderdale, FL

ILLINOIS CLIENTS

Aurora	La Grange	Prospect Heights
Beecher	Lake Bluff	Sauk Village
Bensenville	Lake in the Hills	Sheridan
Bull Valley	Lake Zurich	Skokie
Dekalb	Lasalle County	Streator
Downers Grove	Lily Lake	Timberlane
Evanston	Marseilles	Villa Park
Glencoe	Monee	Volo
Glenview	Morton Grove	Waterman
Grayslake	Northlake	Wilmette
Hanover Park	North Chicago	Winnetka
Hinckley	Oak Lawn	Wonder Lake
Itasca	Peotone	

FOIA Requests November 14, 2018 to November 30, 2018

Date of Request*	Request Made By	Public Record Requested
11/14/2018	Marc Cushman	Copy of 9-1-1 call in regards to a crash report #18-16335 that occurred on 10-22-18
11/15/2018	Lorraine Weinberg	Citation issued and a court date
11/19/2018	Valentina Stanke	Bid results regarding Village Hall Boiler
11/19/2018	Bender and Beatty	Crash reports type B from November 12, 2018 to November 18, 2018.
11/19/2018	Matt Carpenter	comprehensive list of new commercial construction projects that have been aproved by the board of Trustees or Planning Commission between 7-1-18 to present
11/19/2018	William Vincent	any and all reports, photographs, witness statements, video regarding case #2018-17504
11/20/2018	Jennifer Stepina	6865 Lincoln: Fire Dept. records of fires, leaks/spills/storage of hazardous materials, hazardous material response, asts/usts/ outstanding fire code violations, or any other environmental concerns.
11/20/2018	Michelle Dooley	please post/provide link for video, for the Village of Lincolnwood, Special Meeting,President and Board of Trustees, Plan Commission, Village Hall Council Chambers June 28, 2018. On June 28, 2018, Mayor Bass organized a Special Meeting of the Village Board and Plan Commission with Tucker Development that was also attended by members of the Economic Development Commission to discuss design ideas.
11/21/2018	James Caustafio	any and all records you have in your possession including but not limited to reports, supplement reports, photos, videotapes, interviews,witness interviews, anything else in your possession regarding the accident that occurred on 11-14-18 at 6712 Keating
11/26/2018	Bender and Beatty	Crash reports type B from November 19, 2018 to November 25, 2018.
11/28/2018	Andrea Bucanic	Break-in/vandalized property at 8157-8159 S Exchange Ave. on 11-19-18. Plumbing, electrical and sheet metal ductwork were stolen
11/13/2018	Michelle Dooley	Emails from and between Village and Michael Sieman, Lake Forest Real Estate Capital, Lake Forest Real Estate Investors, ZS Development between the dates of March 22, 2018 and Arpil 11, 2018
*In addition, 13 police reports were requested during this period.		