



**AGENDA PACKET**  
**VILLAGE OF LAKE ZURICH**  
**Village Board of Trustees Meeting**

**April 1, 2024**  
**07:00 pm**



# VILLAGE OF LAKE ZURICH

## VILLAGE BOARD OF TRUSTEES MEETING

**APRIL 1, 2024**  
**07:00 PM**  
**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

Mayor Thomas Poynton, Trustee Dan Bobrowski, Trustee Mary Beth Euker, Trustee William Riley, Trustee Marc Spacone, Trustee Roger Sugrue, Trustee Greg Weider.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

This is an opportunity for residents to comment briefly on matters included on the agenda and otherwise of interest to the Board of Trustees. Public Comment is limited to 30 minutes total and up to 5 minutes per speaker.

**5. PRESIDENT'S REPORT / COMMUNITY UPDATE**

**A. Mayoral Proclamations**

- Proclamation Honoring Lake Zurich Resident Allan Titov on Being a Top Ranked Judo Champion
- Proclamation Declaring April 14 -- 20, 2024 as National Telecommunicator Week
- Proclamation Recognizing Arbor Day in Lake Zurich on April 27, 2024

**B. 100% Green Power Electricity Aggregation Update**

- Presentation by the Northern Illinois Municipal Electric Collaborative NIMEC

**6. CONSENT AGENDA**

These titles will be read by the Village Clerk and approved by a single Roll Call Vote. Any item may be pulled from the Consent Agenda for discussion by any Village Trustee.

**A. Approval of Minutes from the Village Board Meeting of March 18, 2024**

Attachment: [6a.pdf](#)

**B. Approval of Executive Session Minutes from the Village Board Meeting of March 4, 2024**

**C. Approval of Semi-Monthly Warrant Register Dated April 1, 2024, Totaling \$632,581.67**

Attachment: [6c.pdf](#)

**D. Intergovernmental Agreement among the Member Agencies of the Northeastern Illinois Regional Crime Laboratory**

**Summary:** The Lake Zurich Police Department has been a member of the NIRCL for over 25 years as a way to efficiently provide forensic services to member law enforcement agencies.

Attachment: [6d.pdf](#)

**E. Intergovernmental Agreements between the Village of Lake Zurich and the Village of Island Lake for Dispatch Services and Detainee Housing**

**Summary:** Lake Zurich has provided public safety radio dispatch services to Island Lake since 2013. The current agreement expires April 30, 2024 and both parties seek to extend the agreement for two more years or until all parties agree to transition dispatch operations to a regional 911 system.

State law requires that facilities housing detainees be staffed and monitored. Since the Island Lake Police station is not staffed 24 hours a day, they are unable to house detainees when staff is not in the building. The Lake Zurich police station is currently staffed 24 hours a day, 7 days a week and thus have developed an agreement that would enable Island Lake to house their detainees at the Lake Zurich Police Department.

Attachment: [6e.pdf](#)



**F. Ordinance Authorizing the Disposal of Surplus Property Owned by the Village of Lake Zurich (Assign Ord. #2024-04-565)**

**Summary:** Staff has identified pieces of equipment that are not in working order, would require repairs in excess of present market value, or are obsolete.

Attachment: [6f.pdf](#)

**G. Agreement with Pavement Systems Inc. for 2024 Seal Coating Program in the Amount Not-to-Exceed \$48,784.41**

**Summary:** The 2024 budget includes \$50,000 in the Capital Projects Fund for pavement maintenance of parking facilities and pathways. This year the Village will be investing in 21 locations around Lake Zurich. A competitive bid opening on March 14, 2024, resulted in five bids received, with the most competitive bid received from Pavement Systems of Blue Island, Illinois.

Attachment: [6g.pdf](#)

**H. Agreement with Metropolitan Pump Company for Replacement Control Panel at Mionske Sanitary Sewer Lift Station in the Amount Not-to-Exceed \$71,751**

**Summary:** The 2024 budget includes \$90,000 in the Water and Sewer Fund for this planned improvement to the Mionske lift station, which was installed in 1996. Metropolitan Pump Company is the Village's designated lift station manufacturer at 13 of the 14 lift stations in Lake Zurich and also the sole source vendor for the specific controls the Village has been utilizing in recent lift station upgrades that facilitates equipment standardization.

Attachment: [6h.pdf](#)

**I. Authorization to Waive the Competitive Bid Process and Approve Change Order #1 with Layne Christensen Company for Well Number 12 Repairs in the Total Amount Not-to-Exceed \$344,725**

**Summary:** On September 6, 2022, the Village Board approved a five-year professional services agreement with Layne Christensen Company, a sole-source provider of Byron Jackson parts and service in Illinois. All five Village wells utilize Byron Jackson pumping equipment.

On December 4, 2023, the Village Board authorized \$131,481 to Layne Christensen to remove equipment from well 12 after an electrical fault left the well inoperable. Evaluation of this equipment was completed in mid-February 2024 and necessitates a change order and increased expenditure amount. The requested not-to-exceed amount includes the original 2023 authorization of \$131,481, the change order increase of \$193,244 and a \$10,000 project contingency.

Attachment: [6i.pdf](#)

**7. NEW BUSINESS**

This agenda item includes matters coming to the Board of Trustees for discussion and possible action.

**A. Authorization to Waive the Competitive Bid Process and Proceed with Agreements with AquaPro Plumbing, Paint Platoon USA Company, and All Partitions to Complete Emergency Repairs at the Paulus Park Chalet in the Amount Not-to-Exceed \$55,291 (Trustee Weider)**

**Summary:** The Paulus Park Chalet has been closed since mid-February for program use due to extensive repairs to the sanitary service. The repair requires partial demolition and replacement of interior plumbing, flooring, walls, and the replacement of the sanitary lift station servicing the facility. The facility will continue to be unavailable until the completion of this work, creating the potential for interruption of scheduled summer programs, activities, and camp.

Proposals were solicited from vendors capable of performing the necessary repairs and replacements. On-site visits were conducted with vendors and Village Staff received proposals for both the plumbing and restoration. Due to the high use of this facility, especially heading into summer camp activities, Staff is recommending the competitive bid process be waived in an effort to expedite the repairs and return it to service as quickly as possible.

**Recommended Action:** A motion to approve agreements with AquaPro Plumbing, Paint Platoon USA Company, and All Partitions for emergency repairs at the Paulus Park Chalet in the amount not-to-exceed \$55,291.

Attachment: [7a.pdf](#)

**B. Agreement with Vicarious Multimedia - St. Steven Public Relations for Referendum Communications in the Amount Not-to-Exceed \$30,000 (Mayor Poynton)**

**Summary:** On March 18, 2024, the Village Board approved the wording for a referendum question to appear before Lake Zurich voters on the November 2024 General Election ballot. If approved by Lake Zurich voters, this referendum would increase the local



non-home rule sales tax by 0.5%, or half-a-penny on the dollar.

This new revenue would mitigate the 5-Year water rate increases that are necessary to fund the transition to Lake Michigan water. Residents will get the choice to decide if the approximately 40% of non-residents that contribute to Lake Zurich's sales tax should assist in paying for the Lake Michigan water transition or if the cost of this should transition should be funded by increased water rates over the next five years.

After reviewing proposals for referendum educational communications, Village staff is recommending Vicarious Multimedia to enhance internal efforts in a multi-channel, multi-media public information and community engagement campaign starting on April 15 and running through November 5, 2024.

**Recommended Action:** A motion to an agreement with Vicarious Multimedia - St. Steven Public Relations for referendum communications in the amount not-to-exceed \$30,000.

Attachment: [7b.pdf](#)

## 8. TRUSTEE REPORTS

## 9. VILLAGE STAFF REPORTS

## 10. ADJOURNMENT

The next regularly scheduled Village Board meeting is on Monday, April 15, 2024.



UNAPPROVED MINUTES  
VILLAGE OF LAKE ZURICH  
Board of Trustees  
70 East Main Street



AGENDA ITEM

6A

Monday, March 18, 2024 7:00 p.m.

1. **CALL TO ORDER** by Mayor Thomas M. Poynton at 7:00 pm.
2. **ROLL CALL:** Mayor Thomas Poynton, Trustee Dan Bobrowski, Trustee Mary Beth Euker, Trustee William Riley, Trustee Marc Spacone, Trustee Roger Sugrue, Trustee Greg Weider. Also in attendance: Village Manager Keller, Asst. Village Manager Duebner, Village Atty. Uhler, Management Services Dir. Kordell, Police Chief Husak, Finance Dir. Sparkowski, and Public Works Dir. Brown.
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**  
Chris Stachowiak of 2 Newgate Court, Lake Zurich, spoke in favor of Lake Zurich's plan to transition to Lake Michigan water.  
Paul Smith of 1167 O'Malley Drive, Lake Zurich, spoke in opposition of the Village transitioning to Lake Michigan water and thanked the board for its transparency.
5. **CONSENT AGENDA** village clerk reads all in red
  - A. **Approval of Minutes from the Village Board Meeting of March 4, 2024**
  - B. **Approval of Executive Session Minutes from the Village Board Meeting of February 20, 2024**
  - C. **Approval of Semi-Monthly Warrant Register Dated March 18, 2024 Totaling \$669,518.09**
  - D. **Ordinance Approving the Annual Official Zoning Map of the Village of Lake Zurich (Assign Ord. #2024-03-562)**  
**Summary:** Illinois statutes require all municipalities annually publish an updated zoning map by March 31 of each year. The 2024 zoning map has been updated to include rezoned parcels for the new School District Transition Program Center at 315 Surryse Road, a re-subdivision at 154 Oak Street to create two single-family lots, and a re-subdivision of the lot at 629 Rose Road to create two industrial lots.
  - E. **Agreement with Suburban Concrete for 2024 Concrete Flatwork Program in the Amount Not-to-Exceed \$175,000**  
**Summary:** The 2024 budget includes \$175,000 in the Non-Home Rule Sales Tax Fund for concrete curb and sidewalk repairs. This years' investments will focus on the Wicklow subdivision and move into the industrial park. A competitive bid opening on February 28, 2024 resulted in six bids received, with the most competitive bid received from Suburban Concrete of Mundelein.
  - F. **Ratification of Change Order #1 from the WT Group to Add the Paulus Park Chalet Facility to ADA Access Audits in the Amount Not-to-Exceed \$1,500**



**Summary:** In January 2024, the Village Board approved an agreement with the WT Group to conduct access audits and an American with Disabilities Act transition plan in compliance with Title 2 of the ADA in the amount not-to-exceed \$52,042.58. A change order is requested in order to add one more public facility to the scope of work, the Paulus Park Chalet, for an additional \$1,500, bringing the total not-to-exceed amount to \$53,542.58.

**G. Resolution Requesting State Permission for Detours Related to Memorial Day Parade on May 27, 2024 (Assign Reso. #2024-03-084)**

**Summary:** The proposed resolution authorizes a request to the Illinois Department of Transportation to close State Route 22 to facilitate the American Legion Memorial Day parade between the hours of 9:00 am to 12:00 pm on May 27, 2024.

**Actions:** A motion was made by Mayor Poynton, seconded by Trustee Spacone, to approve the Consent Agenda as presented.

AYES: 6 Trustees Euker, Riley, Spacone, Sugrue, Weider, Bobrowski

NAYS: 0

ABSENT:

**MOTION CARRIED.**

**6. NEW BUSINESS**

**A. Ordinance of the Village of Lake Zurich, Lake County, Illinois, Approving a Development Agreement between the Village of Lake Zurich and the Greenhill Company and Smalley Steel Ring Company (Assign Ord. #2024-03-563) (Trustee Bobrowski)**

**Summary:** The Greenhill Company, doing business as Smalley Steel Ring at 555 Oakwood Road, is requesting tax increment financing assistance from the Village to support a multi-phased, multi-year expansion effort that will not be complete until 2040. Smalley Steel Ring has been operating in Lake Zurich for over 20 years and is a global supplier of wave springs, retaining rings, and section rings that are used in precision manufacturing for multiple industry segments. The company currently employs about 600 full-time positions in the industrial park and plans to continue hiring 30-40 employees each year as new square footage comes online. The company intends to expand its operations in Lake Zurich with an added 200,000 square feet of new building space, including 86,000 square feet of office, 100,000 square feet of warehouse, and 13,420 square feet of manufacturing/production space. This development will cost at least \$51 million over the next ten years.

The proposed TIF redevelopment agreement is intended to help offset this significant investment in Lake Zurich with a rebate of up to \$15.3 million of TIF revenue over the next 22 years. This equates to approximately 30% of the overall costs of this massive industrial expansion. The performance-based rebates are tied to the completion of five project phases set forth in the agreement. Seventy-five percent of the TIF increment generated annually by the project will be directed toward the rebates, up to the cap limits assigned to each completed project phase.



The remaining 25% of the increment generated annually by the project, and all TIF increment after the Developer has reached the maximum reimbursement amount, will go to the fund balance for the Industrial TIF District. This balance will then be available for future funding of industrial park infrastructure, such as stormwater management, water and sanitary sewer main replacements, and road resurfacing.

Management Services Director Kordell discussed the long-range plans of Smalley Steel Ring Company and the long-term TIF package agreement between the village and the company. He explained the company is set to grow through a five-phase plan increasing the size of the facility, operations, and hiring more staff in the future while staying in Illinois.

Joe Lukas, Senior Vice President with Smalley Steel Ring, gave a presentation on Smalley's future plans, explaining its five-phase approach for expansion. Trustees and the Mayor thanked Smalley for investing in Lake Zurich and for the plans for future growth.

**Actions:** A motion was made by Trustee Bobrowski, seconded by Trustee Euker, to approve Ordinance #2024-03-563 of the Village of Lake Zurich, Lake County, Illinois, Approving a Development Agreement between the Village of Lake Zurich and the Greenhill Company and Smalley Steel Ring Company.

AYES: 6 Trustees Euker, Riley, Spacone, Sugrue, Weider, Bobrowski

NAYS:

ABSENT:

**MOTION CARRIED.**

- B. **Ordinance Determining to Become a Member of the Central Lake County Joint Action Water Agency, Approving the Admissions Agreement to the Central Lake County Joint Action Water Agency, and Authorizing All Necessary Acts (Assign Ord. #2024-03-564) (Trustee Spacone)**

**Summary:** The decision to transition to Lake Michigan water has been analyzed and discussed in Lake Zurich since at least 2011 when the Village was granted a conditional Lake Michigan water supply allocation from the State of Illinois. In May 2023, the Village Board adopted a resolution expressing the intent of Lake Zurich to work towards full membership into the Central Lake County Joint Action Water Agency (CLCJAWA) to bring Lake Michigan water to Lake Zurich.

The next step in the Lake Michigan water initiative is for the Village to adopt the CLCJAWA admissions agreement, which will legally bind the Village to the CLCJAWA amended agency agreement from 2013, its amended by-laws from 2020 and its water purchase and sale contract from 2013. Upon approval of the proposed Ordinance and admissions agreement, the Village becomes a full member of the CLCJAWA Board of Directors with full voting rights into future CLCJAWA decisions.

The agreement commits the Village to paying 100% of CLCJAWA's costs of extending water infrastructure to bring Lake Michigan water to Lake Zurich. The agreement also establishes the capital contribution of \$21,857,496 based



on CLCJAWA's established formula and the 7,352 housing units currently on the Village's water system. The agreement also specifies that CLCJAWA is offering the Village a thirty-year, no-interest payment plan to fulfill the capital connection obligation.

After lengthy, careful and exhaustive consideration of the long-term potable water supply options available to the Village, including the costs and complications of remaining reliant on the deep water aquifer, Staff recommend approval of this agreement committing Lake Zurich to join CLCJAWA and to take the next steps toward bringing Lake Michigan water to the community.

Public Works Director Brown discussed how the Village has researched extensively on the transition to Lake Michigan water and that multiple meetings have been presented to the public over years on the transition plan.

Trustee Riley asked for a brief summary and explanation of why the Village needs to change water sources. Director Brown explained that environmental, regulatory, and sustainability challenges are the main factors to transition to Lake Michigan water, as the main regulatory cost comes from radium removal and disposal.

Village Manager Keller discussed that regulatory compliance and cost effectiveness were studied and moving to Lake Michigan water is a more viable, sustainable long-term potable water source versus relying on deep aquifer wells. Mayor Poynton and Trustees agreed that no other viable options were available other than transitioning to Lake Michigan water. The Board and Staff discussed how other towns were waiting next in line to obtain State IDNR water allocation permits to connect to Lake Michigan water and Lake Zurich is currently in the use-it-or-lose-it phase for its State permit.

**Actions:** A motion was by Trustee Spacone, seconded by Trustee Weider, to approve Ordinance #2024-03-564 Determining to Become a Member of the Central Lake County Joint Action Water Agency, Approving the Admissions Agreement to the Central Lake County Joint Action Water Agency, and Authorizing All Necessary Acts.

AYES: 6 Trustees Euker, Riley, Spacone, Sugrue, Weider, Bobrowski

NAYS:

ABSENT:

**MOTION CARRIED.**

**C. Agreement with CDM Smith for Lake Michigan Water Source Route Study in the Amount Not-to-Exceed \$300,000 (Trustee Spacone)**

**Summary:** As the Village continues its transition to Lake Michigan Water, a detailed route study is necessary to provide project engineering and design details. A preferred route will be identified and up to two additional corridors for inclusion as potential routes. Alternatives will be developed to address known issues, provide an initial attempt at optimizing the route, and adjust



the terminus point to Oakwood Park. The study will be funded through the Village's water and sewer enterprise fund.

Amrou Atassi, Senior VP of CDM Smith, discussed the feasibility study for routes to connect at the Vernon Hills connection point at Route 83 to bring Lake Michigan water to Lake Zurich. Trustees and CDM Smith discussed potential hurdles to the route study. CDM Smith identified routes that would be studied for the most efficient route and addressed concerns from the Trustees about obtaining permits and easements with outside stakeholders. CDM Smith discussed the study would likely take four months to complete and meetings will be scheduled with outside stakeholders immediately in order to discuss potential permits and easement allocations.

**Actions:** A motion was made by Trustee Spacone, seconded by Trustee Euker, to approve an Agreement with CDM Smith for Lake Michigan Water Source Route Study in the Amount Not-to-Exceed \$300,000.

AYES: 6 Trustees Euker, Riley, Spacone, Sugrue, Weider, Bobrowski

NAYS:

ABSENT:

**MOTION CARRIED.**

- D. **Resolution Providing for the Submission of the Proposition at Referendum of Whether the Village of Lake Zurich shall Increase its Current Local Sales Tax of One-Half Percent to a Rate of One-Percent (Assign Reso. #2024-03-565) (Mayor Poynton)**

**Summary:** The proposed Resolution formalizes the exact language to appear on the November 5, 2024 General Election ballot asking Lake Zurich voters to increase the local Non-Home Rule Sales Tax from 0.5% to 1%, with the increased revenue to be used to fund the costs of transitioning to Lake Michigan as the community's potable water supply.

The Village estimates that the transition to Lake Michigan water may cost up to \$150 million, corresponding to a financing cost of approximately \$7.4 million annually over 30 years. If voters decide to approve a referendum increasing the local Non-Home Rule Sales Tax to 1%, the Village would be substantially less reliant on increasing water usage rates for Lake Zurich households, as the annual sales tax revenue generated would cover \$2.5 - \$2.7 million each year of the annual financing costs. Approximately 40% of current sales taxes are generated by nonresidents, contributing toward infrastructure investments that benefit the entire community.

As previously recommended, the increase in sales taxes would allow the Village to significantly reduce future water rates, while still having adequate resources to complete and finance the Lake Michigan water project.

Manager Keller explained how Lake Zurich's phased-in rate increase for the next five years are based on usage amounts and said that about one-third of funding cost for the Lake Michigan water project could be funded by non-



6

residents, as research has shown that 40% of Lake Zurich sales tax revenue is produced by non-residents. If residents were to vote yes on a referendum in November to raise the sales tax by 0.5%, this would go to fund the Lake Michigan water project. If residents voted yes to raise the sales tax amount, then the Village would prepare an amended ordinance to change the 5-year rate structure for user rates of the water-rate schedule.

**Actions:** A motion was made by Trustee Weider, seconded by Trustee Riley, to approve Resolution #2024-03-565 Providing for the Submission of the Proposition at Referendum of Whether the Village of Lake Zurich shall Increase its Current Local Sales Tax of One-Half Percent to a Rate of One-Percent.

AYES: 6 Trustees Euker, Riley, Spacone, Sugrue, Weider, Bobrowski.

NAYS:

ABSENT:

**MOTION CARRIED.**

7. **PRESIDENT'S REPORT / COMMUNITY UPDATE**
8. **TRUSTEE REPORTS**
9. **VILLAGE STAFF REPORTS**
  - A. **Monthly Data Metric Reports**
10. **ADJOURNMENT**

A motion was made by Trustee Euker, seconded by Trustee Spacone, to adjourn the meeting.

AYES: 6 Trustees Euker, Riley, Spacone, Sugrue, Weider, Bobrowski.

NAYS: 0

ABSENT:

**MOTION CARRIED.**

The meeting adjourned at 8:03 pm

Respectfully submitted by:-

Erin Rauscher, Assistant to the Village Manager

Approved by:

/s/Mayor Thomas M. Poynton

3/20/2024



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 1 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
<b>Fund 101 GENERAL</b>				
Dept 00000				
1	101-00000-21202	AMBULANCE FEES PAYABLE	AMB REF - SASULSKI, M 08/21/23	1,212.78
2	101-00000-21203	RECREATION CREDIT PAYABLE	REF PGR CXL - JAZZ V	14.94
3	101-00000-21203	RECREATION CREDIT PAYABLE	REF PRG CXL - TERRIFIC 2S	248.00
4	101-00000-22501	ER - UNDISTRIBUTED LIFE INS	IPBC INSURANCE COVERAGE - MAR 2024	453.94
5	101-00000-25201	BUILDING PERMIT DEPOSITS	442 S RAND - CHIPOTLE	1,200.50
6	101-00000-25201	BUILDING PERMIT DEPOSITS	900 WINNETKA	2,704.50
Total For Dept 00000				5,834.66
Dept 11006 LEGISLATIVE MAYOR & BOARD				
1	101-11006-52111	OTHER PROFESSIONAL SVCS	LIQUOR COMMISSION ILL11543L A/C #01671	141.25
2	101-11006-54302	PUBLIC RELATIONS	GREEN BUSINESS AWARD	90.20
Total For Dept 11006 LEGISLATIVE MAYOR & BOARD				231.45
Dept 12001 VILLAGE ADMIN ADMINISTRATION				
1	101-12001-51652	TRAINING AND MEETINGS	ICLMA CONFERENCE	356.16
2	101-12001-51652	TRAINING AND MEETINGS	FOIA TRAINING ELK GROVE - RAUSCHER	25.00
3	101-12001-51652	TRAINING AND MEETINGS	PW BREAKFAST W/RAY	126.69
4	101-12001-51652	TRAINING AND MEETINGS	GIS MEETING - SANDWICHES	400.79
5	101-12001-51652	TRAINING AND MEETINGS	STRATEGIC PLANNING WEBINAR-RAUSCHER	33.00
6	101-12001-51652	TRAINING AND MEETINGS	GIS MEETING - WATER	7.10
Total For Dept 12001 VILLAGE ADMIN ADMINISTRATION				948.74
Dept 12120 VILLAGE ADMIN HUMAN RESOURCES				
1	101-12120-53211	OTHER SUPPLIES	REQUIRED EMPLOYEE POSTERS	369.30
2	101-12120-54305	EMPLOYEE EXAMS	EMPLOYEE HEALTH SCREENINGS	1,131.00
Total For Dept 12120 VILLAGE ADMIN HUMAN RESOURCES				1,500.30
Dept 12180 VILLAGE ADMIN ECONOMIC DEVELOPMENT				
1	101-12180-51654	MEMBERSHIPS & SUBSCRIP	SUBSCRIPTION	169.00
Total For Dept 12180 VILLAGE ADMIN ECONOMIC DEVELOPMENT				169.00



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 2 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
Dept 13001 FINANCE ADMINISTRATION				
1	101-13001-51652	TRAINING AND MEETINGS	ANNUAL CONFERENCE - SPARKOWSKI	515.00
2	101-13001-52704	MAINT-EQUIPMENT	METER LEASE - JAN 29, 24 - APR 28, 24	173.04
3	101-13001-53208	OFFICE SUPPLIES	STAPLES	13.99
4	101-13001-53208	OFFICE SUPPLIES	RETURN - STAPLES	(13.99)
5	101-13001-53208	OFFICE SUPPLIES	EXPANSION FOLDER	16.99
Total For Dept 13001 FINANCE ADMINISTRATION				705.03
Dept 17001 TECHNOLOGY ADMINISTRATION				
1	101-17001-52111	OTHER PROFESSIONAL SVCS	SUPPORT AGMT 2024 - APR	2,095.60
2	101-17001-52111	OTHER PROFESSIONAL SVCS	DOCUWARE SUPPORT - MAR	435.01
3	101-17001-53205	COMPUTER SUPPLIES	CARD PRINTER RIBBON	157.98
4	101-17001-53407	EQUIP MAINT PART&SUPPLIE	12V BATTERIES	345.00
5	101-17001-56601	CAPITAL LEASE	FIRE & CS - COPIER LEASE	119.50
Total For Dept 17001 TECHNOLOGY ADMINISTRATION				3,153.09
Dept 24001 POLICE ADMINISTRATION				
1	101-24001-51652	TRAINING AND MEETINGS	CALEA CONFERENCE REGISTRATIONS	600.00
2	101-24001-51652	TRAINING AND MEETINGS	CHIEFS TRAINING	56.00
3	101-24001-51652	TRAINING AND MEETINGS	SCHOOL OF POLICE STAFF & COMMAND - WITT	4,100.00
4	101-24001-51655	EMPLOYEE RECOGNITION	OFFICER REESE RECEPTION CAKE	59.05
5	101-24001-53207	PRINTING-STATIONERY/FORM	BUSINESS CARDS - REESE, CASCIO, ROSENBAUM	119.74
6	101-24001-53207	PRINTING-STATIONERY/FORM	ENVELOPES	300.00
7	101-24001-53208	OFFICE SUPPLIES	2 HOLE PUNCH	23.50
8	101-24001-53208	OFFICE SUPPLIES	WALL ORGANIZER	27.73
9	101-24001-53208	OFFICE SUPPLIES	VACUUM	112.80
10	101-24001-53211	OTHER SUPPLIES	VACUUM	116.46
11	101-24001-53401	CUSTODIAL SUPPLIES	FEBREZE	25.14
12	101-24001-53401	CUSTODIAL SUPPLIES	WALL ORGANIZER	14.89
13	101-24001-54305	EMPLOYEE EXAMS	F & P INTERVIEWS - DINNER	51.75
14	101-24001-54305	EMPLOYEE EXAMS	HEARING TESTING	1,580.00
15	101-24001-54305	EMPLOYEE EXAMS	F & P INTERVIEWS - PIZZA, SALAD	62.01
Total For Dept 24001 POLICE ADMINISTRATION				7,249.07



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 3 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
Dept 24210 POLICE OPERATIONS				
1	101-24210-51652	TRAINING AND MEETINGS	CAR SEAT CERTIFICATION	95.00
2	101-24210-53209	UNIFORMS	COMMENDATION BARS	402.95
3	101-24210-53209	UNIFORMS	CID BADGES - EBBING	312.00
4	101-24210-53209	UNIFORMS	REIMB: WEAPON OPTIC	339.41
5	101-24210-53209	UNIFORMS	SHIRT - DUDEK	63.64
6	101-24210-53209	UNIFORMS	POLOS - MAHANNA	115.40
7	101-24210-53209	UNIFORMS	VEST - ROSEMBAUM	760.00
8	101-24210-53209	UNIFORMS	5 STAR HAT - REESE	13.39
9	101-24210-53211	OTHER SUPPLIES	INTOXIMETER GAS TANK	234.75
10	101-24210-53211	OTHER SUPPLIES	RADIO BATTERIES	1,067.93
Total For Dept 24210 POLICE OPERATIONS				3,404.47
Dept 24230 POLICE CRIME PREVENTION				
1	101-24230-53211	OTHER SUPPLIES	PROMO GIVEAWAYS - STRESS RELIEVERS	767.60
2	101-24230-53211	OTHER SUPPLIES	DRUG TESTING KITS	184.12
Total For Dept 24230 POLICE CRIME PREVENTION				951.72
Dept 25001 FIRE ADMINISTRATION				
1	101-25001-51655	EMPLOYEE RECOGNITION	OPEN HOUSE - CAKE, COOKIES	83.91
2	101-25001-52111	OTHER PROFESSIONAL SVCS	SUPPORT AGMT 2024 - APR	1,128.40
3	101-25001-53208	OFFICE SUPPLIES	BUBBLE WRAP	12.82
4	101-25001-53208	OFFICE SUPPLIES	SHIPPING FEE	9.99
5	101-25001-53209	UNIFORMS	SOCKET ORGANIZER	25.99
6	101-25001-53211	OTHER SUPPLIES	GLASS BOWLS, PLATES, SILVERWARE	306.77
7	101-25001-53211	OTHER SUPPLIES	CAN OPENER, CUTTING BOARD, PARCHMENT	43.86
8	101-25001-53211	OTHER SUPPLIES	BBQ GLOVES, BAKING SHEET, TOASTER	231.38
9	101-25001-53211	OTHER SUPPLIES	KNIVES SETS	14.99
10	101-25001-53211	OTHER SUPPLIES	SOAP DISPENSER	22.99
11	101-25001-53211	OTHER SUPPLIES	COFFEE FILTERS, LEGAL PADS, COFFEE CUPS	135.22
12	101-25001-53211	OTHER SUPPLIES	REHAB SUPPLIES	36.99
13	101-25001-53211	OTHER SUPPLIES	TOWELS, DETERGENT, TISSUE, DRYER SHEETS - STA 1	489.26



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 4 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
14	101-25001-53211	OTHER SUPPLIES	DETERGENT, TISSUE, LINERS - STA 2	140.35
15	101-25001-53211	OTHER SUPPLIES	TISSUE, CLEANER, DETERGENT, CLEANSER - STA 3	170.79
16	101-25001-53211	OTHER SUPPLIES	CLEANER - STA 4	15.96
17	101-25001-53405	BLDG & GROUND MAINT SUPP	EVERPURE REPLACEMENT CARTIRDGE	265.36
18	101-25001-53405	BLDG & GROUND MAINT SUPP	WASHER SEAL	174.86
19	101-25001-56601	CAPITAL LEASE	FIRE & CS - COPIER LEASE	119.50
		Total For Dept 25001 FIRE ADMINISTRATION		3,429.39
		Dept 25320 FIRE FIRE SUPPRESSION		
1	101-25320-51652	TRAINING AND MEETINGS	FDIC REGISTRATION - YEE, BOOTH, SPATA	3,525.00
2	101-25320-51652	TRAINING AND MEETINGS	KAMMIN-HEALTH & SAFETY OFFICER	500.00
3	101-25320-52707	MAINT-OTHER	HOSE	607.75
4	101-25320-53209	UNIFORMS	PPE TURNOUT BOOTS - KELLY	510.35
5	101-25320-53210	SMALL TOOLS & EQUIP	BATTERY OPERATED GENESIS EXTRICATION EQUIPMENT	22,032.00
6	101-25320-53210	SMALL TOOLS & EQUIP	ELECTRIC PLUG FOR NEW BRUSH TRK	13.70
7	101-25320-53211	OTHER SUPPLIES	HAMMER	105.99
8	101-25320-53407	EQUIP MAINT PART&SUPPLIE	LOCTITE FOR SCBA MAINTENANCE	81.06
9	101-25320-55254	MACHINERY & EQUIPMENT	RESCUE MANIKIN TODDLER, ADULTS	3,298.30
		Total For Dept 25320 FIRE FIRE SUPPRESSION		30,674.15
		Dept 25330 FIRE EMS		
1	101-25330-52111	OTHER PROFESSIONAL SVCS	AMBULANCE FEES - FEB 2024	2,693.96
2	101-25330-53211	OTHER SUPPLIES	OXYGEN RENTAL	86.94
3	101-25330-53211	OTHER SUPPLIES	HYFIN CHEST SEALS	161.52
		Total For Dept 25330 FIRE EMS		2,942.42
		Dept 25340 FIRE SPECIAL RESCUE		
1	101-25340-51652	TRAINING AND MEETINGS	HAZ-MAT CONF REGISTRATION - PENKAVA	360.00
2	101-25340-51652	TRAINING AND MEETINGS	HAZ MAT CONF - WASCOW, BOOTH	720.00
3	101-25340-53211	OTHER SUPPLIES	FUEL CANS	175.21
4	101-25340-53211	OTHER SUPPLIES	MONITOR LABELS	80.00
5	101-25340-53407	EQUIP MAINT PART&SUPPLIE	VRS 101 VICTIM RECOVERY SYSTEM	519.00
6	101-25340-55254	MACHINERY & EQUIPMENT	SOCKET ORGANIZER	135.98



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 5 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
7	101-25340-55254	MACHINERY & EQUIPMENT	PROSPAN FINN FORM FOR TRENCH SHORING	1,113.00
		Total For Dept 25340 FIRE SPECIAL RESCUE		3,103.19
		Dept 25350 FIRE FIRE PREVENTION BUREAU		
1	101-25350-51654	MEMBERSHIPS & SUBSCRIP	NIPET DUES - 2024 - WIECEK	150.00
2	101-25350-53211	OTHER SUPPLIES	RETIREMENT - CAKE	71.21
		Total For Dept 25350 FIRE FIRE PREVENTION BUREAU		221.21
		Dept 28001 COMMUNITY DEVELOPMENT ADMINISTRATION		
1	101-28001-51651	LICENSING/CERTIFICATIONS	NOTARY BOND - GERLING, N	30.00
2	101-28001-52111	OTHER PROFESSIONAL SVCS	FEBRUARY 2024 BUILDING SERVICES	9,035.19
3	101-28001-52111	OTHER PROFESSIONAL SVCS	GERLING NOTARY RENEWAL	15.00
4	101-28001-52113	ENGR/ARCHITECTURAL	255 QUENTIN RD - HERITAGE CHURCH	3,088.25
5	101-28001-52113	ENGR/ARCHITECTURAL	BUILDING PERMIT REVIEWS - 2024	2,176.00
6	101-28001-52113	ENGR/ARCHITECTURAL	1275 ENSELL	596.75
7	101-28001-52113	ENGR/ARCHITECTURAL	455 S RAND RD	893.75
8	101-28001-52113	ENGR/ARCHITECTURAL	629 ROSE RD	1,274.75
9	101-28001-52113	ENGR/ARCHITECTURAL	1186 SYCAMORE	708.00
10	101-28001-52113	ENGR/ARCHITECTURAL	45 LAKEVIEW PLACE	360.00
11	101-28001-52113	ENGR/ARCHITECTURAL	41 LAKEVIEW	1,464.25
12	101-28001-52113	ENGR/ARCHITECTURAL	504 N OLD RAND RD	1,038.00
13	101-28001-52113	ENGR/ARCHITECTURAL	CANTERBURY ESTATES - BLOCK G	570.25
14	101-28001-52113	ENGR/ARCHITECTURAL	SEC US 12 & N OLD RAND DEVELOPMENT	398.75
15	101-28001-52113	ENGR/ARCHITECTURAL	SANCTUARY OF LZ EXTRA SERVICES	396.00
16	101-28001-52113	ENGR/ARCHITECTURAL	WILDWOOD ESTATES	1,425.00
17	101-28001-53209	UNIFORMS	CARHARTT BEANIE	20.00
18	101-28001-53209	UNIFORMS	JACKET	124.00
		Total For Dept 28001 COMMUNITY DEVELOPMENT ADMINISTRATION		23,613.94
		Dept 36001 PUBLIC WORKS ADMINISTRATION		
1	101-36001-51652	TRAINING AND MEETINGS	OSHA FALL PROTECTION TRAIN	20.00
2	101-36001-51652	TRAINING AND MEETINGS	OSHA FALL PROTECTION TRAIN	20.00
3	101-36001-51652	TRAINING AND MEETINGS	OSHA FALL PROTECTION TRAIN	40.00



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 6 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
4	101-36001-51652	TRAINING AND MEETINGS	TREE ORDINANCE WORKSHOP	36.00
5	101-36001-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 03/14	34.68
6	101-36001-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 03/21	34.68
7	101-36001-52113	ENGR/ARCHITECTURAL	2024 LZ GENERAL ENGINEERING	1,473.75
8	101-36001-52603	LAKE/WATER QUALITY MGMT	2024 POND TREATMENTS VISTA	2,600.00
9	101-36001-52603	LAKE/WATER QUALITY MGMT	2024 POND TREATMENTS CEDAR CREEK	3,300.00
10	101-36001-52603	LAKE/WATER QUALITY MGMT	2024 POND TREATMENTS BEECH	2,600.00
11	101-36001-52603	LAKE/WATER QUALITY MGMT	2024 POND TREATMENTS LOT 42	2,800.00
12	101-36001-52603	LAKE/WATER QUALITY MGMT	2024 LZ MS4 PROGRAM	3,948.00
13	101-36001-52701	MAINT-BLDGS & GROUNDS	VILLAGE HALL PEST CONTROL - MAR	75.00
14	101-36001-52701	MAINT-BLDGS & GROUNDS	UNIFORMS/MATS 03/14	57.44
15	101-36001-52701	MAINT-BLDGS & GROUNDS	UNIFORMS/MATS 03/21	96.25
16	101-36001-52701	MAINT-BLDGS & GROUNDS	STRIP/WAX PD LUNCHROOM	995.00
17	101-36001-52701	MAINT-BLDGS & GROUNDS	CLEANING SERVICES - MAR	5,716.85
18	101-36001-52701	MAINT-BLDGS & GROUNDS	505 BATTERY	199.62
19	101-36001-52701	MAINT-BLDGS & GROUNDS	505 HVAC RADIANT DIAGNOSTIC	366.75
20	101-36001-52701	MAINT-BLDGS & GROUNDS	PD PEST CONTROL - MAR	93.00
21	101-36001-52704	MAINT-EQUIPMENT	BOLLARD BULBS	178.00
22	101-36001-53208	OFFICE SUPPLIES	COFFEE URN	44.44
23	101-36001-53208	OFFICE SUPPLIES	PENS, PAPER, SHARPIES	96.89
24	101-36001-53209	UNIFORMS	PPE GLOVES	17.09
25	101-36001-53404	RIGHT OF WAY SUPPLIES	6 INCH PIPE	18.48
26	101-36001-53405	BLDG & GROUNDS SUPPLIES	BOLLARD BULBS	26.02
27	101-36001-53405	BLDG & GROUNDS SUPPLIES	SOCKETS	14.69
28	101-36001-53405	BLDG & GROUNDS SUPPLIES	BOLLARD BULBS	39.10
29	101-36001-53405	BLDG & GROUNDS SUPPLIES	2032 BATTERY	151.11
30	101-36001-53405	BLDG & GROUNDS SUPPLIES	BOLLARD BULBS	14.26
31	101-36001-53405	BLDG & GROUNDS SUPPLIES	BOLLARD BULBS	168.29
32	101-36001-53405	BLDG & GROUNDS SUPPLIES	MIX VALVE REBUILD KIT	230.42
33	101-36001-53405	BLDG & GROUNDS SUPPLIES	POST	127.97
34	101-36001-53405	BLDG & GROUNDS SUPPLIES	FD HANDLE	31.97
35	101-36001-54305	EMPLOYEE EXAMS	EMPLOYEE TESTING	90.00



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 7 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
36	101-36001-55254	MACHINERY & EQUIPMENT	GROUND PROTECTION MATS	3,773.75
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		29,529.50
		Dept 36420 PUBLIC WORKS PARK MAINTENANCE		
1	101-36420-52701	MAINT-BLDGS & GROUNDS	PEST CONTROL - PARK & REC	462.50
2	101-36420-52701	MAINT-BLDGS & GROUNDS	PEST CONTROL - PARK & REC	462.50
3	101-36420-52701	MAINT-BLDGS & GROUNDS	PPE GLOVES	329.48
4	101-36420-52701	MAINT-BLDGS & GROUNDS	BUFFALO CREEK PEST CONTROL - MAR	70.20
5	101-36420-52701	MAINT-BLDGS & GROUNDS	PAULUS PK PEST CONTROL - MAR	73.05
6	101-36420-52701	MAINT-BLDGS & GROUNDS	UNIFORMS/MATS 03/21	125.36
7	101-36420-52701	MAINT-BLDGS & GROUNDS	CLEANING SERVICES - MAR	4,837.86
8	101-36420-52701	MAINT-BLDGS & GROUNDS	BLINDS	471.46
9	101-36420-52701	MAINT-BLDGS & GROUNDS	BLINDS	903.84
10	101-36420-52701	MAINT-BLDGS & GROUNDS	BCA A/C DISCONNECT	1,190.75
11	101-36420-52702	MAINT-LAWN & LANDSCAPING	PAULUS PARK INJECTIONS	533.00
12	101-36420-52702	MAINT-LAWN & LANDSCAPING	BREEZEWALD PARK INJECTIONS	1,360.00
13	101-36420-52702	MAINT-LAWN & LANDSCAPING	505 TELSER INJECTIONS	1,395.00
14	101-36420-53201	ELECTRICITY	972 MARCH ST	44.41
15	101-36420-53202	NATURAL GAS	125 N OLD RAND RD	42.12
16	101-36420-53210	SMALL TOOLS & EQUIP	PRUNER SHOVEL	90.98
17	101-36420-53210	SMALL TOOLS & EQUIP	BOW RAKES	178.48
18	101-36420-53210	SMALL TOOLS & EQUIP	BITS, PAINT	40.28
19	101-36420-53405	BLDG & GROUND MAINT SUPP	KAYAK PIER DAMPENER	62.11
20	101-36420-53405	BLDG & GROUND MAINT SUPP	BALLAST	41.95
21	101-36420-53405	BLDG & GROUND MAINT SUPP	LEVER, AERATOR	25.12
22	101-36420-53405	BLDG & GROUND MAINT SUPP	BULBS	94.98
23	101-36420-53405	BLDG & GROUND MAINT SUPP	HEX WASHERS	12.71
24	101-36420-53405	BLDG & GROUND MAINT SUPP	BITS, PAINT	27.42
25	101-36420-53405	BLDG & GROUND MAINT SUPP	COUPLINGS	8.98
		Total For Dept 36420 PUBLIC WORKS PARK MAINTENANCE		12,884.54
		Dept 36471 PUBLIC WORKS FLEET SERVICES		
1	101-36471-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 03/14	44.96



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 8 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
2	101-36471-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 03/21	34.40
3	101-36471-52118	SOFTWARE MAINTENANCE	QUICK SERVE SOFTWARE	750.00
4	101-36471-53209	UNIFORMS	EAR PLUGS	53.00
5	101-36471-53209	UNIFORMS	GLOVES	104.95
6	101-36471-53211	OTHER SUPPLIES	WELDING GAS	213.46
7	101-36471-53211	OTHER SUPPLIES	GLOVES	41.34
8	101-36471-53211	OTHER SUPPLIES	SPLIT LOOM	39.50
9	101-36471-53211	OTHER SUPPLIES	SHRINK TUBE	65.91
10	101-36471-53211	OTHER SUPPLIES	CONNECTORS	128.21
11	101-36471-53406	AUTO PARTS & SUPPLIES	PUMP PANEL LIGHT	149.97
12	101-36471-53406	AUTO PARTS & SUPPLIES	TRAILER CONNECTOR	28.70
13	101-36471-53406	AUTO PARTS & SUPPLIES	WING MARKERS	39.74
14	101-36471-53406	AUTO PARTS & SUPPLIES	HEADSET REPAIR 210	35.25
15	101-36471-53406	AUTO PARTS & SUPPLIES	SIREN SPEAKER	592.23
16	101-36471-53406	AUTO PARTS & SUPPLIES	LIGHT 214	70.95
17	101-36471-53406	AUTO PARTS & SUPPLIES	FILTERS	47.25
18	101-36471-53406	AUTO PARTS & SUPPLIES	TOW CONNECTOR 431	58.00
19	101-36471-53406	AUTO PARTS & SUPPLIES	FILTERS	320.21
20	101-36471-53406	AUTO PARTS & SUPPLIES	FILTER	5.33
21	101-36471-53406	AUTO PARTS & SUPPLIES	WIPER BLADES	24.98
22	101-36471-53406	AUTO PARTS & SUPPLIES	DEF/FILTERS	138.09
23	101-36471-53406	AUTO PARTS & SUPPLIES	BULBS	50.60
24	101-36471-53406	AUTO PARTS & SUPPLIES	DOMELIGHTS 247	668.00
25	101-36471-53406	AUTO PARTS & SUPPLIES	SURGE TANK	466.58
26	101-36471-53406	AUTO PARTS & SUPPLIES	PRE EMPTION STROBE	232.04
27	101-36471-53406	AUTO PARTS & SUPPLIES	BUMPER 248	723.74
28	101-36471-53406	AUTO PARTS & SUPPLIES	WHEEL COVER 120	95.50
29	101-36471-53406	AUTO PARTS & SUPPLIES	BUMPER 248	1,150.61
30	101-36471-53407	EQUIP MAINT PART&SUPPLIE	AIR DRYER-SHOP	2,699.99
31	101-36471-53407	EQUIP MAINT PART&SUPPLIE	WING MARKERS	68.76
32	101-36471-53407	EQUIP MAINT PART&SUPPLIE	GLASS DOOR	332.44
33	101-36471-53407	EQUIP MAINT PART&SUPPLIE	SWITCH	13.32
34	101-36471-53407	EQUIP MAINT PART&SUPPLIE	BELTS	66.28



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 9 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
35	101-36471-53407	EQUIP MAINT PART&SUPPLIE	CONNECTOR	12.99
36	101-36471-53407	EQUIP MAINT PART&SUPPLIE	SEALER	40.05
37	101-36471-53407	EQUIP MAINT PART&SUPPLIE	BREAK AWAY	74.37
38	101-36471-53407	EQUIP MAINT PART&SUPPLIE	REFLECTOR	28.44
39	101-36471-53407	EQUIP MAINT PART&SUPPLIE	MOUNT	11.38
40	101-36471-53407	EQUIP MAINT PART&SUPPLIE	DUST CAP	6.75
41	101-36471-53407	EQUIP MAINT PART&SUPPLIE	FILTER	78.89
42	101-36471-53407	EQUIP MAINT PART&SUPPLIE	BRACKET	7.62
43	101-36471-53407	EQUIP MAINT PART&SUPPLIE	TRAILER TIRES	547.12
44	101-36471-53407	EQUIP MAINT PART&SUPPLIE	CYLINDER STAND	519.80
45	101-36471-53415	FUELS	DIESEL & FUEL #1817457 3/8/24	8,500.14
46	101-36471-53418	LUBRICANTS & FLUIDS	DEF/FILTERS	107.89
		Total For Dept 36471 PUBLIC WORKS FLEET SERVICES		19,489.73
		Dept 67001 RECREATION ADMINISTRATION		
1	101-67001-51652	TRAINING AND MEETINGS	CREDIT - CPRE CLASS	(175.00)
2	101-67001-51654	MEMBERSHIPS & SUBSCRIP	EVENT SIGNUP FOR PARKS	107.89
3	101-67001-51654	MEMBERSHIPS & SUBSCRIP	REMOTE DANCE CLASSES	319.80
4	101-67001-53208	OFFICE SUPPLIES	GIVEAWAYS FOR SHOWS - SUNGLASSES	464.02
5	101-67001-53208	OFFICE SUPPLIES	STAND-UP DESK	279.98
6	101-67001-53208	OFFICE SUPPLIES	STAND-UP DESK	179.99
7	101-67001-53208	OFFICE SUPPLIES	BC PHOTOS	19.19
8	101-67001-53211	OTHER SUPPLIES	RUBBING ALCOHOL	45.17
		Total For Dept 67001 RECREATION ADMINISTRATION		1,241.04
		Dept 67920 RECREATION SPECIAL RECREATION		
1	101-67920-52116	SRA PROGRAMS	BANNERS	1,112.06
2	101-67920-52116	SRA PROGRAMS	PARK SIGNAGE	589.47
		Total For Dept 67920 RECREATION SPECIAL RECREATION		1,701.53
		Dept 67935 RECREATION DANCE		
1	101-67935-52115	RECREATION PROGRAM SERVICE	LESSON PLANS	75.00
2	101-67935-53211	OTHER SUPPLIES	RECITAL COSTUMES	606.89



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 10 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
3	101-67935-53211	OTHER SUPPLIES	RECITAL COSTUMES - BIKETARDS	276.25
4	101-67935-53211	OTHER SUPPLIES	REIMB: APA PARENT GIFTS - ETSY	117.19
		Total For Dept 67935 RECREATION DANCE		1,075.33
		Dept 67940 RECREATION PRESCHOOL		
1	101-67940-53211	OTHER SUPPLIES	CLASSROOM RUG	378.35
2	101-67940-53212	PROGRAM SUPPLIES	JUMBO TWEEZERS	12.99
3	101-67940-53212	PROGRAM SUPPLIES	VALENTINE'S DAY STICKERS	15.99
4	101-67940-53212	PROGRAM SUPPLIES	HAND SANITIZER	101.55
5	101-67940-53212	PROGRAM SUPPLIES	VALENTINE'S CRAFT DOLLIES, FOAM HEARTS, STICKERS	33.32
6	101-67940-53212	PROGRAM SUPPLIES	TAPE DISPENSERS	24.57
7	101-67940-53212	PROGRAM SUPPLIES	MASKING TAPE	19.12
8	101-67940-53212	PROGRAM SUPPLIES	PICTURES	6.31
		Total For Dept 67940 RECREATION PRESCHOOL		592.20
		Dept 67945 RECREATION YOUTH PROGRAMS		
1	101-67945-52115	RECREATION PROGRAM SERVICE	PAINTING PROGRAM 3 PARTICIPANTS	112.00
		Total For Dept 67945 RECREATION YOUTH PROGRAMS		112.00
		Dept 67960 RECREATION CAMPS		
1	101-67960-52115	RECREATION PROGRAM SERVICE	CAMPDOCS SUBSCRIPTION - APR	275.00
2	101-67960-52115	RECREATION PROGRAM SERVICE	CAMP CEDAR FIELD TRIP DEPOSIT- MISH MASH ADVENTURES	400.00
3	101-67960-52115	RECREATION PROGRAM SERVICE	CAMP CEDAR FIELD TRIP DEPOSIT- INDEPENDENCE GROVE	145.00
4	101-67960-52115	RECREATION PROGRAM SERVICE	CAMP CEDAR FIELD TRIP DEPOSIT SAFARI LAND	100.00
		Total For Dept 67960 RECREATION CAMPS		920.00
		Dept 67970 RECREATION AQUATICS		
1	101-67970-51651	LICENSING/CERTIFICATIONS	BEACH LICENSE #133-28807-1	249.00
2	101-67970-51651	LICENSING/CERTIFICATIONS	BEACH LICENSES #134-28476	249.00
3	101-67970-51651	LICENSING/CERTIFICATIONS	BEACH LICENSES #134-28205	249.00
4	101-67970-52115	RECREATION PROGRAM SERVICE	ICE MACHINE	750.00
		Total For Dept 67970 RECREATION AQUATICS		1,497.00



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 11 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
<b>Total For Fund 101 GENERAL</b>				<b>157,174.70</b>
<b>Fund 202 MOTOR FUEL TAX</b>				
Dept 36001 PUBLIC WORKS ADMINISTRATION				
1	202-36001-53201	ELECTRICITY	STREETLIGHT ELECTRIC	13,665.29
2	202-36001-55253	INFRASTRUCTURE IMPROVEMT	2024 SIGN PROGRAM	649.30
Total For Dept 36001 PUBLIC WORKS ADMINISTRATION				14,314.59
<b>Total For Fund 202 MOTOR FUEL TAX</b>				<b>14,314.59</b>
<b>Fund 207 SPECIAL EVENTS FUND</b>				
Dept 00000				
1	207-00000-22501	ER - UNDISTRIBUTED LIFE INS	IPBC INSURANCE COVERAGE - MAR 2024	2.61
Total For Dept 00000				2.61
Dept 67600 RECREATION SPECIAL EVENTS ADMIN				
1	207-67600-53212	PROGRAM SUPPLIES	UMBRELLAS	74.73
2	207-67600-53212	PROGRAM SUPPLIES	CHAIRS	127.45
Total For Dept 67600 RECREATION SPECIAL EVENTS ADMIN				202.18
Dept 67603 RECREATION FARMERS MARKET				
1	207-67603-53212	PROGRAM SUPPLIES	UMBRELLAS	74.73
2	207-67603-53212	PROGRAM SUPPLIES	CHAIRS	127.45
Total For Dept 67603 RECREATION FARMERS MARKET				202.18
Dept 67604 RECREATION FOURTH OF JULY FESTIVAL				
1	207-67604-52115	RECREATION PROGRAM SERV	ICE MACHINE	1,648.00
Total For Dept 67604 RECREATION FOURTH OF JULY FESTIVAL				1,648.00
Dept 67605 RECREATION WINTER FESTIVAL				
1	207-67605-52115	RECREATION PROGRAM SERV	TABLES, CHAIRS, BURNERS, PROPANE	634.04
Total For Dept 67605 RECREATION WINTER FESTIVAL				634.04



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
\$632,581.67

Page 12 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
Dept 67699 RECREATION MISC SPECIAL EVENTS				
1	207-67699-53212	PROGRAM SUPPLIES	SCREWS, FOAM KIT	16.95
2	207-67699-54302	PUBLIC RELATIONS	LIVE AT THE LAKE PUBLIC RELATIONS FLYER	14.00
Total For Dept 67699 RECREATION MISC SPECIAL EVENTS				30.95
<b>Total For Fund 207 SPECIAL EVENTS FUND</b>				<b>2,719.96</b>
<b>Fund 214 TIF #2 DOWNTOWN</b>				
Dept 10490 GENERAL GOVERNMENT TIF				
1	214-10490-52201	VILLAGE ATTORNEY	MAIN ST TIF DISTRICT LEGAL SERVICES	1,092.50
2	214-10490-52201	VILLAGE ATTORNEY	INDUSTRIAL TIF DISTRICT LEGAL SERVICES	103.50
3	214-10490-55253	INFRASTRUCTURE IMPROVEMT	MAIN ST DISTRICT INFRASTRUCTURE IMPROVEMENTS	337.25
4	214-10490-55253	INFRASTRUCTURE IMPROVEMT	S OLD RAND UTILITY RELOCATION	596.75
Total For Dept 10490 GENERAL GOVERNMENT TIF				2,130.00
<b>Total For Fund 214 TIF #2 DOWNTOWN</b>				<b>2,130.00</b>
<b>Fund 227 DISPATCH CENTER</b>				
Dept 00000				
1	227-00000-22501	ER - UNDISTRIBUTED LIFE INS	IPBC INSURANCE COVERAGE - MAR 2024	46.50
Total For Dept 00000				46.50
Dept 24220 POLICE DISPATCH				
1	227-24220-51651	LICENSING/CERTIFICATIONS	EFD EMD RECERTIFICATIONS	511.50
2	227-24220-53209	UNIFORMS	PANTS - PARADES	82.50
3	227-24220-53209	UNIFORMS	PANTS - TORRES	62.10
4	227-24220-53209	UNIFORMS	FLEECE - PARLBERG	162.44
5	227-24220-53209	UNIFORMS	CREDIT - PANTS - PARADES	(79.98)
6	227-24220-53210	SMALL TOOLS & EQUIP	DISPATCH CHAIR	243.98
Total For Dept 24220 POLICE DISPATCH				982.54
<b>Total For Fund 227 DISPATCH CENTER</b>				<b>1,029.04</b>



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
\$632,581.67

Page 13 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
<b>Fund 401 VILLAGE CAPITAL PROJECTS</b>				
Dept 36001 PUBLIC WORKS ADMINISTRATION				
1	401-36001-55251	LAND IMPROVEMENTS	SIDING MATLS FOR BREEZEWALD BLDG	321.00
2	401-36001-55251	LAND IMPROVEMENTS	SIDING MATLS FOR BREEZEWALD BLDG	10,332.45
3	401-36001-55251	LAND IMPROVEMENTS	PVC PIPE, ADAPTER - BREEZEWALD	135.80
4	401-36001-55251	LAND IMPROVEMENTS	HEATERS	319.96
5	401-36001-55251	LAND IMPROVEMENTS	RETURN - WRONG MATERIALS	(939.93)
6	401-36001-55251	LAND IMPROVEMENTS	WALL INSULATION FOR BREEZEWALD	863.36
7	401-36001-55251	LAND IMPROVEMENTS	CERAMIC TILE SAMPLES BREEZEWALD	27.72
8	401-36001-55251	LAND IMPROVEMENTS	SCREWS BREEZEWALD	35.94
9	401-36001-55251	LAND IMPROVEMENTS	CEMENT BACKER BOARD FOR TILE	744.98
10	401-36001-55251	LAND IMPROVEMENTS	DRYWALL/BREEZEWALD	496.24
11	401-36001-55251	LAND IMPROVEMENTS	ELECTRICAL IMPROVEMENTS - BREEZEWALD	10,815.00
12	401-36001-55251	LAND IMPROVEMENTS	ELECTRIC PAULUS PARK SIGN	1,400.00
13	401-36001-55251	LAND IMPROVEMENTS	2023 PARKING LOT MAINTENANCE	435.00
14	401-36001-55251	LAND IMPROVEMENTS	2024 PARKING LOT AND PATH DESIGN, SURVEY	4,815.75
15	401-36001-55251	LAND IMPROVEMENTS	PROMENADE LANDSCAPE DESIGN, PRELIM ENG	2,829.50
16	401-36001-55251	LAND IMPROVEMENTS	CAPS, STAPLER, CEILING DIFFUSER - BREEZEWALD	338.46
17	401-36001-55251	LAND IMPROVEMENTS	BREEZEWALD PLUMBING SUPPLIES	267.55
Total For Dept 36001 PUBLIC WORKS ADMINISTRATION				33,238.78
Dept 36470 PUBLIC WORKS STORM WATER CONTROL				
1	401-36470-55253	INFRASTRUCTURE IMPROVEMT	BUFFALO CREEK IMPROVEMENTS	3,816.25
Total For Dept 36470 PUBLIC WORKS STORM WATER CONTROL				3,816.25
<b>Total For Fund 401 VILLAGE CAPITAL PROJECTS</b>				<b>37,055.03</b>
<b>Fund 405 NHR CAPITAL PROJECTS</b>				
Dept 36001 PUBLIC WORKS ADMINISTRATION				
1	405-36001-53416	CONCRETE & ASPHALT	CONCRETE #122212	1,973.00
2	405-36001-53416	CONCRETE & ASPHALT	CONCRETE #122253	2,206.50
3	405-36001-55253	INFRASTRUCTURE IMPROVEMT	2023 LZ ROAD PROGRAM	1,299.00



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 14 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
4	405-36001-55253	INFRASTRUCTURE IMPROVEMT	2024 LZ ROAD PROGRAM	4,219.75
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		9,698.25
<b>Total For Fund 405 NHR CAPITAL PROJECTS</b>				<b>9,698.25</b>
<b>Fund 501 WATER &amp; SEWER</b>				
Dept 00000				
1	501-00000-21204	LC CONNECTION FEES PAYABLE	LC CONNECTION FEE - 940 TELSER RD	31,979.10
2	501-00000-21204	LC CONNECTION FEES PAYABLE	LC CONNECTION FEE - 1200 ENSELL RD	3,667.30
3	501-00000-21206	WATER BILLING REFUNDS	UB REFUND - A/C #003608-01 FINAL	91.22
4	501-00000-22501	ER - UNDISTRIBUTED LIFE INS	IPBC INSURANCE COVERAGE - MAR 2024	50.28
		Total For Dept 00000		35,787.90
Dept 36001 PUBLIC WORKS ADMINISTRATION				
1	501-36001-51652	TRAINING AND MEETINGS	MULTI-METER TRAIN CLASS-ABBOTT, WIERER	144.00
2	501-36001-51652	TRAINING AND MEETINGS	VRTL SCADA-PEARSON	48.00
3	501-36001-51652	TRAINING AND MEETINGS	LOCATOR TRAIN - STEFKA, FITCH	1,590.00
4	501-36001-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 03/14	157.49
5	501-36001-52111	OTHER PROFESSIONAL SVCS	UNIFORMS/MATS 03/21	27.49
6	501-36001-53209	UNIFORMS	JULIE LOCATE MARKING PAINT & SAFETY GLASSES	36.00
7	501-36001-54305	EMPLOYEE EXAMS	EMPLOYEE TESTING	90.00
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		2,092.98
Dept 36550 PUBLIC WORKS WATER SERVICE				
1	501-36550-52704	MAINT-EQUIPMENT	SCADA SUPPORT SERVICES	175.00
2	501-36550-52708	MAINT-PUMPS	WELL 12 REPAIRS	3,547.87
3	501-36550-53202	NATURAL GAS	NATURAL GAS - WELL #7	406.18
4	501-36550-53202	NATURAL GAS	NATURAL GAS - WELL #8	421.63
5	501-36550-53202	NATURAL GAS	NATURAL GAS - WELL #9	269.24
6	501-36550-53202	NATURAL GAS	NATURAL GAS - WELL #12	248.16
7	501-36550-53210	SMALL TOOLS & EQUIP	TRASH PUMP DISCHARGE HOSE	165.56
8	501-36550-53211	OTHER SUPPLIES	JULIE LOCATE MARKING FLAGS	545.58
9	501-36550-53211	OTHER SUPPLIES	JULIE LOCATE MARKING PAINT & SAFETY GLASSES	510.00



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 15 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
10	501-36550-53414	CHEMICALS	BULK WTR COND SALT - WELL #10	2,768.77
11	501-36550-55253	INFRASTRUCTURE IMPROVEMT	2020 RT 12 WM - LA FITNESS TO STARBUCKS	936.25
12	501-36550-55253	INFRASTRUCTURE IMPROVEMT	CEDAR CREEK WATER MAIN	3,761.75
13	501-36550-55253	INFRASTRUCTURE IMPROVEMT	RT 22 WATER MAIN SURVEY, DESIGN, BIDDING	1,134.25
14	501-36550-55256	VEHICLES	TRAILER HITCH NEW 431	164.97
15	501-36550-55256	VEHICLES	TRAILER CON. NEW 431	29.74
16	501-36550-55256	VEHICLES	PLOW DEFLECTOR NEW 431	535.50
17	501-36550-55256	VEHICLES	TITLE/PLATES NEW 431	173.00
Total For Dept 36550 PUBLIC WORKS WATER SERVICE				15,793.45
Dept 36560 PUBLIC WORKS SEWER SERVICE				
1	501-36560-52607	WATER SAMPLE ANALYSIS	QUENTIN EFFLUENT SAMPLE ANALYSIS	438.00
2	501-36560-52708	MAINT-PUMPS	CHASEWOOD LIFT STATION PUMP REPAIR	4,853.00
3	501-36560-53211	OTHER SUPPLIES	JULIE LOCATE MARKING FLAGS	294.00
4	501-36560-53211	OTHER SUPPLIES	CONFINED SPACE GAS MONITOR REPAIR	716.80
5	501-36560-53211	OTHER SUPPLIES	JULIE LOCATE MARKING PAINT & SAFETY GLASSES	255.00
6	501-36560-53408	LIFT STATION PARTS & SUP	NW AIR RELIEF VALVES PIPING	2,417.36
Total For Dept 36560 PUBLIC WORKS SEWER SERVICE				8,974.16
<b>Total For Fund 501 WATER &amp; SEWER</b>				<b>62,648.49</b>
<b>Fund 601 MEDICAL INSURANCE</b>				
Dept 10001 GENERAL GOVERNMENT ADMINISTRATION				
1	601-10001-52340	MEDICAL ADMIN FEE	FSA PLAN - MAR	120.98
2	601-10001-52340	MEDICAL ADMIN FEE	COBRA PLAN - MAR	108.80
3	601-10001-52341	HEALTH INS. FIXED COSTS	IPBC INSURANCE COVERAGE - MAR	256,532.72
Total For Dept 10001 GENERAL GOVERNMENT ADMINISTRATION				256,762.50
<b>Total For Fund 601 MEDICAL INSURANCE</b>				<b>256,762.50</b>
<b>Fund 603 RISK MANAGEMENT</b>				
Dept 00000				



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 16 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
1	603-00000-22501	ER - UNDISTRIBUTED LIFE INS	IPBC INSURANCE COVERAGE - MAR	1.61
		Total For Dept 00000		1.61
	Dept 10001 GENERAL GOVERNMENT ADMINISTRATION			
1	603-10001-52114	LIABILITY INSURANCE CLAIMS	CHALET CLAIM SEWER CLEANUP	5,133.06
		Total For Dept 10001 GENERAL GOVERNMENT ADMINISTRATION		5,133.06
	Dept 12125 RISK EVENT MANAGEMENT			
1	603-12125-53212	PROGRAM SUPPLIES	REPLACEMENT OF DANCE FLOOR IN CHALET	4,588.96
		Total For Dept 12125 RISK EVENT MANAGEMENT		4,588.96
<b>Total For Fund 603 RISK MANAGEMENT</b>				<b>9,723.63</b>
<b>Fund 615 EQUIPMENT REPLACEMENT</b>				
	Dept 10001 GENERAL GOVERNMENT ADMINISTRATION			
1	615-10001-55254	MACHINERY & EQUIPMENT	UBIQUITI UNIFI 6 MESH - WIRELESS ACCESS PT	355.32
		Total For Dept 10001 GENERAL GOVERNMENT ADMINISTRATION		355.32
	Dept 36001 PUBLIC WORKS ADMINISTRATION			
1	615-36001-55254	MACHINERY & EQUIPMENT	HARNESS NEW UTV	277.12
2	615-36001-55254	MACHINERY & EQUIPMENT	WIRE HARNESS	602.00
3	615-36001-55254	MACHINERY & EQUIPMENT	BOBCAT UV34 GAS UTILITY CART	19,218.77
4	615-36001-55254	MACHINERY & EQUIPMENT	LT313 TRENCHER	9,508.70
5	615-36001-55254	MACHINERY & EQUIPMENT	SNOW BLOWER	7,566.88
6	615-36001-55254	MACHINERY & EQUIPMENT	COMMERCIAL CLOUD, ASSURE	5,680.00
7	615-36001-55254	MACHINERY & EQUIPMENT	DECALS	35.00
8	615-36001-55261	VEHICLES - POLICE	CHARGE GUARD 121	78.41
		Total For Dept 36001 PUBLIC WORKS ADMINISTRATION		42,966.88
<b>Total For Fund 615 EQUIPMENT REPLACEMENT</b>				<b>43,322.20</b>



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
\$632,581.67

Page 17 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
<b>Fund 710 PERFORMANCE ESCROW</b>				
Dept 00000				
1	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0003 - 65 S RAND RD	105.00
2	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD23-0466 - 1300 COUNTRY CLUB	105.00
3	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD22-0533 - 1231 ERIC LN	105.00
4	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0023 - 78 S OLD RAND RD	1,000.00
5	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD23-0314 - 670 PHEASANT RIDG	105.00
6	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD23-0419 - 1262 THORNDALE	105.00
7	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0077 - 906 HOLLY CIR	500.00
8	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD23-0356 - 1115 WESTBERRY	105.00
9	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0089 - 801 W RT 22	1,000.00
10	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD22-0678 - 20 CRESCENT RD	105.00
11	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0049 - 10 HOLLYCOURT TER	500.00
12	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD23-0370 - 1143 WILKES LN	105.00
13	710-00000-25201	BUILDING PERMIT DEPOSITS	BOND REF #BBD24-0051 - 1274 LEXINGTON	500.00
14	710-00000-25502	PEG CABLE FEES	PEG CHANNEL CONFIGURATION FILES	2.99
15	710-00000-25502	PEG CABLE FEES	MEDIA CREW - MAR 2024	90.00
Total For Dept 00000				4,432.99
<b>Total For Fund 710 PERFORMANCE ESCROW</b>				<b>4,432.99</b>
<b>Fund 720 PAYROLL CLEARING</b>				
Dept 00000				
1	720-00000-22301	DENTAL / VISION BENEFITS	VISION INSURANCE - MAR	2,199.12
2	720-00000-22301	DENTAL / VISION BENEFITS	DENTAL INSURANCE - MAR	12,671.04
3	720-00000-22403	AFLAC PLANS PAYABLE	AFLAC INSURANCE PREMIUM - FEB	6,079.70
4	720-00000-22404	SUPPLEMENTAL LIFE INS PAYABLE	IPBC INSURANCE COVERAGE - MAR	2,120.43
Total For Dept 00000				23,070.29
<b>Total For Fund 720 PAYROLL CLEARING</b>				<b>23,070.29</b>



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 18 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
<b>Fund 731 SSA #8 HEATHERLEIGH SUBDV</b>				
Dept 10099 GENERAL GOVERNMENT SSA ACTIVITY				
1	731-10099-52603	LAKE/WATER QUALITY MGMT	2024 HEATHERLEIGH POND TREATMENT	8,500.00
Total For Dept 10099 GENERAL GOVERNMENT SSA ACTIVITY				8,500.00
<b>Total For Fund 731 SSA #8 HEATHERLEIGH SUBDV</b>				<b>8,500.00</b>



**VILLAGE OF LAKE ZURICH**  
WARRANT REPORT - 04/01/2024  
**\$632,581.67**

Page 19 of 19

<i>Item #</i>	<i>GL Number</i>	<i>GL Desc</i>	<i>Invoice Description</i>	<i>Amount</i>
			Fund 101 GENERAL	157,174.70
			Fund 202 MOTOR FUEL TAX	14,314.59
			Fund 207 SPECIAL EVENTS FUND	2,719.96
			Fund 214 TIF #2 DOWNTOWN	2,130.00
			Fund 227 DISPATCH CENTER	1,029.04
			Fund 401 VILLAGE CAPITAL PROJECTS	37,055.03
			Fund 405 NHR CAPITAL PROJECTS	9,698.25
			Fund 501 WATER & SEWER	62,648.49
			Fund 601 MEDICAL INSURANCE	256,762.50
			Fund 603 RISK MANAGEMENT	9,723.63
			Fund 615 EQUIPMENT REPLACEMENT	43,322.20
			Fund 710 PERFORMANCE ESCROW	4,432.99
			Fund 720 PAYROLL CLEARING	23,070.29
			Fund 731 SSA #8 HEATHERLEIGH SUBDV	8,500.00
				<u>632,581.67</u>





*At the Heart of Community*

POLICE DEPARTMENT

200 Mohawk Trail  
Lake Zurich, Illinois 60047

(847) 719-1690  
LakeZurich.org

AGENDA ITEM

6D

MEMORANDUM

Date: March 25, 2024

To: Ray Keller, Village Manager *PK*

From: Steven D. Husak, Police Chief

Subject: **Northeastern Illinois Regional Crime Laboratory IGA**

**Issue:** The Lake Zurich Police Department has been a member of the Northeastern Illinois Regional Crime Laboratory (NIRCL) for over 25 years. NIRCL is asking all members to sign an updated intergovernmental agreement so that all of the agreements are consistent.

**Analysis:** Founded in 1968, the Northeastern Illinois Regional Crime Laboratory provides forensic services to member law enforcement agencies which govern and fund its operations. Located in Mundelein, Illinois NIRCL provides forensic services for suburbs and collar communities of Chicago, having an estimated population of over 1.6 million citizens.

The mission of the laboratory is to provide accurate, objective and timely forensic services. NIRCL employs more than a dozen forensic scientists to meet the mission's objectives. NIRCL is accredited in DNA, latent prints, firearms/tool marks, controlled substances and toxicology analysis. Other services provided include drug and firearm destruction, community outreach in the form of educational presentations, and training for member agency staff.

First accredited in 1997, NIRCL is now accredited to the ISO/IEC 17025:2017 international standards by the ANSI-ASQ National Accreditation Board (ANAB) for Forensic Testing. Accreditation requires the documentation and implementation of international standards regarding technical procedures, quality assurance standards and managerial operations.

The Northeastern Illinois Regional Crime Laboratory provides high quality forensic services and timely responses to major case evidence when it is needed the most. I served on the NIRCL Executive Board for many years including as Board President from 2019-2022.

**Recommendation:** Approve the proposed Intergovernmental Agreement with the Northeastern Illinois Regional Crime Laboratory.



Member Agency: Lake Zurich Police Department

**INTERGOVERNMENTAL AGREEMENT AMONG THE MEMBER  
AGENCIES OF THE NORTHEASTERN ILLINOIS REGIONAL CRIME  
LABORATORY**

**THIS AGREEMENT** made and entered into by and among the member agencies or units of local government (hereinafter called Members) of the Northeastern Illinois Regional Crime Laboratory (hereinafter called the Crime Lab):

**WITNESSETH:**

**WHEREAS**, the Members recognize that the enforcement of laws, statutes, and ordinances and the investigation of criminal and quasi-criminal activity requires the use of certain forensic services for the analysis and identification of physical evidence; and

**WHEREAS**, the Members desire to utilize such forensic services and resources during the enforcement of laws, statutes, and ordinances and the investigation of criminal and quasi-criminal activity; and

**WHEREAS**, the Members are entering into this Intergovernmental Cooperative Agreement (the "Agreement") pursuant to Article VII, Section 10 of the Illinois Constitution of 1970; the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.); Article 5, Sections 1-4-6 and 11-1-2.1 of the Illinois Municipal Code (65 ILCS 5/1-4-6 and 5/11-1-2.1); and other applicable authority;

**NOW, THEREFORE, the Members agree as follows:**

**SECTION 1 – PURPOSE OF AGREEMENT; RECITALS**

This agreement is made in recognition of the fact that criminal investigations and other law enforcement efforts are greatly enhanced when agencies have access to the resources and the support of a specialized forensic organization. It is the purpose of this Agreement to provide the means whereby assistance is provided to the Member by the Crime Lab pursuant to the conditions of this agreement. The foregoing recitals are hereby incorporated into this Agreement as findings of the Members and the Crime Lab.

**SECTION 2 – DEFINITIONS**

For the purposes of this Agreement, the following terms shall be defined as set forth in this Section.

1. **Forensic Services:** Those services provided by the Crime Lab to a Member pursuant to this Agreement that pertain to the identification, and analysis of physical evidence pursuant to the investigation or prosecution of a crime.
2. **Annual Assessment:** The fee provided for by this agreement to serve as compensation to the Crime Lab to offset the cost of operation. Costs of

April 2024



Member Agency: Lake Zurich Police Department

operation include any costs incurred by the Crime Lab in the furtherance of its operation including costs for personnel, training, facilities, fixtures, equipment, supplies, and utilities.

An annual assessment shall be levied against all Members in accordance with the duly adopted Constitution and Bylaws of the Crime Lab.

A basic requirement of continued membership under this Agreement is the timely payment of the Annual Assessment and other established fees by the Member.

### **SECTION 3 – TERM**

The initial term of this Agreement shall be for a period commencing on the date of execution of the Agreement by the Chief Executive Officer of the Member and concluding on the Member agency's fiscal year end immediately following such date of execution.

### **SECTION 4 – ADMINISTRATION AND OPERATIONS**

The administration and operation of the Crime Lab shall be in conformance with the precepts set forth in the Constitution and Bylaws of the Crime Lab and any Standard Operating Guidelines established under the authority of those bylaws.

### **SECTION 5 – SCOPE OF RESPONSE**

The Crime Lab shall provide for forensic services as outlined in the current scope of accreditation for any official investigation conducted by the law enforcement department of a Member initiated within its corporate boundaries.

In addition to the Scope of Services, the Crime Lab will also aid agencies with the destruction of drugs and firearms. Such destruction will be completed with compliance the policies set by the Crime Lab.

### **SECTION 6 – DIRECTION OF PERSONNEL AND EQUIPMENT**

The Crime Lab Executive Director shall be responsible for supervising and directing the actions of all Crime Lab personnel and for determining the use of all equipment and resources of the Crime Lab.

### **SECTION 7 – AUTHORITY OF CRIME LAB PERSONNEL**

Each employee of the Crime Lab shall be fully authorized by the Member to perform their official duties pursuant to any official investigation conducted under the terms of this Agreement.

### **SECTION 8 – REIMBURSEMENT TO CRIME LAB**

Members shall be responsible for paying such annual fees, facility occupation and maintenance fees, capital improvement fees, and service fees as may be established from time to time pursuant to the Constitution and Bylaws of the Northeast Illinois Regional Crime Lab.

April 2024



Member Agency: Lake Zurich Police Department

**SECTION 9 – INDEMNIFICATION**

To the greatest extent permissible by law, the Crime Lab shall assume full and complete responsibility for the actions of its employees acting pursuant to this Agreement, including without limitation, insurance, indemnification and protection of such personnel.

**SECTION 10 – EFFECTIVENESS; TERM**

This agreement shall be in full force and effect and legally binding on the Crime Lab and the Member as of the date written below. This Agreement shall automatically renew for a period of twelve (12) months on the first day of the subsequent fiscal year of the member agency immediately following such effective date, and each first day of the subsequent fiscal year of the member agency thereafter for a like period of twelve (12) months.

**SECTION 11 – AMENDMENTS**

This Agreement may be amended from time to time in writing approved by resolution of the corporate authorities of each Member. Any proposed amendment shall not be effective until adopted and approved by the corporate authorities of each Member.

**SECTION 12 – TERMINATION**

The Member may terminate this Agreement by resolution of its corporate authorities. Certified copies of any such terminating resolution shall be filed with the Executive Director of the Crime Lab and the President of its Executive Board within thirty (30) days after its passage. In the event of termination as to one Member, this Agreement shall remain binding as to the remaining Members.

Termination shall not be effective, however, until ninety (90) days after filing of certified copies to the Executive Director and President of the Executive Board. Moreover, notwithstanding such termination, a terminating Member shall remain liable and responsible for paying all fees for services provided by the Crime Lab prior to the effective date of such termination.

Further, a terminating Member shall not be entitled to any refund or return, in whole or in part, of fees or assessments paid by such Member prior to the effective date of such termination nor shall the terminating Member be entitled to receive or hold any interest in any equipment or other assets or interests of the Crime Lab.

April 2024



Member Agency: Lake Zurich Police Department

IN WITNESS THEREOF, this Agreement has been duly executed this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

**For the Northeastern Illinois Regional Crime Laboratory**

By: \_\_\_\_\_  
NIRCL President

By: \_\_\_\_\_  
Chief Executive Officer of Member Agency

Village of Lake Zurich  
Member Agency Name

January 1  
Date Fiscal Year Begins for Member Agency

April 2024





Always our Best

POLICE DEPARTMENT

200 Mohawk Trail  
Lake Zurich, Illinois 60047  
(847) 719-1690  
[www.lakezurich.org](http://www.lakezurich.org)

AGENDA ITEM

6E

MEMORANDUM

Date: March 26, 2024

To: Ray Keller – Village Manager *PK*

From: Steven D. Husak – Chief of Police

Subject: **Agreement to Provide Public Safety Dispatch and Detainee Housing Services to the Village of Island Lake**

**Issue:** The Village of Lake Zurich has provided public safety radio dispatch services to the Village of Island Lake since 2013. The current agreement expires April 30, 2024 and both parties would like to extend the agreement.

Due to staffing shortages in the Lake County Jail, the Lake County Sheriff's Office has notified smaller law enforcement agencies that do not have detainee housing facilities that they may not be able to house detainees in some cases. Island Lake has asked if Lake Zurich can assist them in the event a housing request is denied.

**Strategic Plan:** This agenda item is consistent with the following goals and objectives of the Strategic Plan.

- Financial Sustainability
  - Identify opportunities to provide services to other agencies
  - Maximize existing and identify potential new revenue sources
  - Identify areas where Lake Zurich services may overlap with other organizations, both public and private, within a defined region
- Service Sustainability
  - Identify methods of alternative service

**Analysis:** The parties to the current dispatch services agreement desire to continue the provision of services as revised by the attached intergovernmental agreement. The proposed agreement is for a two-year period, or until all parties agree to transition dispatch operations to a regional 9-1-1 system in which all parties become a member.

State law requires that facilities housing detainees be staffed and monitored. Since the Island Lake Police station is not staffed 24 hours a day, they are unable to house detainees when staff is not in the building. The Lake Zurich police station is currently staffed 24 hours a day, 7 days a week. We have developed an agreement that would enable Island Lake to house their detainees at the



Lake Zurich Police Department as needed at the cost of \$250.00 per day. We do not believe that the frequency of Island Lake detainees being housed at Lake Zurich will place any undue burden on our staff. We have a similar agreement with the Wauconda Police Department.

If/when dispatch consolidation takes place, it is likely that the Lake Zurich police station will not be staffed 24 hours a day. At that point, it is expected the agreement would be null and void.

The Village of Island Lake approved the dispatch services and detainee housing agreements on March 14, 2024.

**Recommendation:** Enter into agreements with the Village of Island Lake to provide public safety dispatch and detainee housing services.

w/Attachments: Village of Island Lake Dispatch Services Agreement  
Village of Island Lake Detainee Housing Agreement



***Dispatch Services Agreement Between the Village of Lake Zurich  
and the Village of Island Lake***

This Agreement is made and entered into as of this 14<sup>th</sup> day of March, 2024, by and between the Village of Lake Zurich, Lake County, Illinois an Illinois municipal corporation (“Lake Zurich”), and the Village of Island Lake, Lake County, Illinois, McHenry County, Illinois, an Illinois municipal corporation (“Island Lake”) (Lake Zurich and Island Lake shall be referred to collectively as the “Parties”),

**WITNESSTH**

WHEREAS, Lake Zurich and Island Lake desire to enter into an agreement on or about May 1, 2024, under which Lake Zurich agrees to provide Island Lake with certain public safety radio dispatch services utilizing personnel and equipment maintained and operated by Lake Zurich; and

WHEREAS, Island Lake ( the “Recipient”) desires to enter into this Agreement with Lake Zurich to continue the mutually beneficial arrangement regarding public safety radio dispatch services provided by Lake Zurich; and

WHEREAS, the Parties have the power and authority to enter into this Agreement pursuant to the provisions of Article VII, section 10 of the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act, as amended, 5 ILCS 220/1 et. Seq., and other applicable authority;

NOW, THEREFORE, for and in consideration of the mutual covenants herein made and pursuant to all applicable statutes and local ordinances, and for other good and valuable consideration the receipt and sufficiency of which are hereby mutually acknowledged, the Parties do hereby agree as follows:

**Section 1. Recitals.**

The foregoing recitals are by this reference incorporated herein and made a part hereof.



**Section 2. Dispatch Services Provided by Lake Zurich.**

Lake Zurich hereby agrees that its radio dispatchers/telecommunicators shall accept and monitor the emergency telephone numbers of Island Lake in order to obtain information to assign calls-for-service and monitor traffic on police and fire radio frequencies, maintain a log of all such communications (electronic or written), relay information received by such means to Island Lake's on-duty police personnel by means of voice radio and mobile data communications, monitor communications from and between Island Lake's police personnel and relay messages as necessary, and accurately input and update call-for-service information into the computer aided dispatch (CAD) system.

Lake Zurich shall provide dispatch services continuously, 24 hours a day, seven days a week, including all State of Illinois and Federal holidays; provided, however, that dispatch services shall be provided to Island Lake only to the extent possible utilizing Lake Zurich's dispatch personnel and equipment. In the event of immediate, overlapping needs for dispatch services, the calls, when possible, shall have priority in accordance with the seriousness of the service requested. The term "priority" shall have the meaning determined therefore by the Joint Operations Committee and the Lake County ETSB, as the Joint Operations Committee is defined in Section 8 of this Agreement, and approved by the Lake Zurich Board of Trustees.

**Section 3. Dispatch Services Disruption or Failure; Waiver.**

If dispatch services are disrupted or fail for any reason, due to an event, condition or circumstance beyond the reasonable control of Lake Zurich, Lake Zurich shall notify Island Lake of such disruption as soon as practicable and shall inform Island Lake of the nature of the disruption or failure, if known, as well as the expected length of time before dispatch services are restored. Lake Zurich also shall notify Island Lake as soon as dispatch services are restored. Island Lake hereby waives and releases any and all claims or causes of action against Lake Zurich for costs, fees, claims, or expenses incurred by Island Lake that arise out of or relate in any way to any such disruption or failure of dispatch services.



**Section 4. Determination and Payment of Costs.**

Pursuant to this Agreement, Island Lake agrees to pay Lake Zurich an annual fee for dispatch services as follows:

May 1, 2024 to April 30, 2025 - \$167,548.88

May 1, 2025 to April 30, 2026 - \$174,250.83

The annual fees reflect a 4% increase.

- A. Time for Payment: Island Lake shall pay to Lake Zurich the dispatch service fee for each year during the term of this Agreement. Payment options include monthly, quarterly, or annual payments if mutually acceptable by both Island Lake and Lake Zurich. For purposes of this Agreement, a year will begin May 1<sup>st</sup> and end April 30<sup>th</sup>. There shall be no discount for any lump-sum pre-payment of annual dispatch service fees.
- B. Conditional Right to Deny Services: Lake Zurich shall have the right, in the exercise of its sole and absolute discretion based on factors such as system capacity, personnel, costs, payments, location, and similar factors, to deny dispatch services for any extraterritorial area (any area proposed to be added to this agreement that is not currently within the municipal boundaries of the Village of Island Lake) unless such area is reviewed and recommended by Lake Zurich in advance of the commencement of police services or dispatch services to such area.

**Section 5. Effective Date, Term and Termination:**

This Agreement shall commence on May 1, 2024 and shall remain in full force and effect until April 30, 2026, unless dispatch consolidation occurs before this date. It is understood that the Lake Zurich is not incurring any additional dispatch expenses by executing this agreement and, for that reason, either party hereto may, without penalty, and for any reason or no reason at all, cancel this Agreement prior to its natural termination on April 30, 2026, unless dispatch consolidation occurs before this date. In the event of such occurrence, the Village of Lake Zurich reserves the right to terminate



this Agreement. At any time during the term of the Agreement, if there are any additional costs being proposed which are based in whole or part on Island Lake's membership, use or continued use of the system, prior to incurring such costs, Island Lake will be notified and provide its written consent/agreement to the expenditure and assume responsibility for its pro rata share of such costs. The parties may mutually agree to cancel this agreement upon all parties entering into an agreement to transition dispatch operations to a regional 9-1-1 system in which all parties become a member. During any transition periods, the parties shall remain contractually obligated to perform the required services under this Agreement.

**Section 6. Maintenance of the Radio System.**

The Village of Lake Zurich agrees to maintain the current radio systems as the systems exist at the initiation of this Agreement. Island Lake shall be responsible for procuring, programming, and maintaining their Lake Zurich compatible mobile and portable radio equipment for use by their personnel on this system. However, any upgrade to the Lake Zurich radio system due to Island Lake's expansion of public safety services or Island Lake's provision of public safety services to another unit of local government will be the sole responsibility of Island Lake. All equipment necessitated by any expansion of the public safety services must be compatible with the radio system used by the Lake Zurich 9-1-1 Dispatch Center. Any modification of the radio system used by the Lake Zurich 9-1-1 Dispatch Center required by this expansion will be performed by a radio service provider chosen by Lake Zurich. All costs associated with the expansion of public safety services will be paid by the agency responsible for the expansion.

The base radio stations, dispatch radio stations, antennas, satellite receivers, and other related radio equipment remain the property of Lake Zurich. With obsolescence and changing regulatory requirements Lake Zurich may from time-to-time upgrade the radio infrastructure. Changes will be communicated to all partner agencies well in advance in implementation.

**Section 7. Upgrade of Telephone System.**



Island Lake agrees that any changes in their service area that requires installation of additional, or an upgrade to, existing telephone equipment to the Village of Lake Zurich Public Safety Answering Point, 9-1-1 Dispatch Center shall be the sole expense of Island Lake.

**Section 8. Joint Operations Committee.**

The Joint Operations Committee comprised of a single representative from each Lake Zurich dispatch partner, may convene from time-to-time to discuss issues that mutually affect all partners. A representative from the Village of Lake Zurich shall serve as chairperson of the Joint Operations Committee. Unless prohibited by law from doing so, all dispatch partners agree to operate under a standardized operational procedure as prescribed by Lake Zurich and the Lake County Emergency Systems Telephone Board (ETSB). Procedural issues and day-to-day operations will be addressed by the Lake Zurich Police Department. It is expressly understood that Lake Zurich is responsible for the management of dispatch personnel.

**Section 9. Enforcement.**

The Parties hereto may, in law or in equity, by suit, action, mandamus, or any other proceeding including without limitation specific performance, enforce or compel the performance of this Agreement; provided, however, that each Recipient agrees that is shall not seek, and does not under any circumstances have the right to seek, to recover any judgment for monetary damages against Lake Zurich or any Lake Zurich elected or appointed officials, agents, representatives, attorneys, or employees on account of the negotiation, execution, performance, or breach of any of the terms or conditions of this Agreement, except only against Lake Zurich in the event of a willful and malicious failure and refusal by Lake Zurich to provide dispatch services in accordance with the terms of this Agreement. In the event of a judicial proceeding brought by any of the Parties to this Agreement against another Party for enforcement or for breach of any provision of this Agreement, the prevailing party in such judicial proceeding shall be entitled to reimbursement from the unsuccessful Party of all costs and expenses, including reasonable attorney's fees, incurred in connection with such judicial proceeding.



**Section 10. Indemnity.**

Island Lake shall defend, indemnify and hold harmless Lake Zurich, and its officers, agents and employees, from any and all liability, losses, costs, damage or expense, or injury to person or property, including reasonable attorneys' fees, arising out of the execution of this Agreement, the performance of any act pursuant to this Agreement, or the termination of this Agreement in accordance with its terms, with the exception of any liability, losses, costs, damage or expense, or injury to person or property arising out of or resulting from either: (1) the sole action, or malfeasance of Lake Zurich, or its officers, agents and employees in the performance or non-performance of any act pursuant to the Agreement; or (2) except as otherwise provided in Section 2 and 3 of this Agreement from Lake Zurich's inability or failure to perform its obligations under this Agreement.

Lake Zurich shall defend, indemnify and hold harmless Island Lake, and its officers, agents and employees, from all and any liability, losses, costs, damage or expense, or injury to person or property, including reasonable attorneys' fees, arising out of or resulting from the sole action, or malfeasance of Lake Zurich or its officers, agents or employees in the performance or non-performance of an act pursuant to this Agreement or except as otherwise provided in Section 2 and 3 of this Agreement Lake Zurich's inability or failure to perform any provisions of this Agreement.

The above indemnities are for the performance or omission of any act pursuant to this Agreement or the termination of this Agreement according to its terms. Any liability of one Party to the other incurred during the term of this Agreement, or any extensions hereof, shall not be extinguished.

**Section 11. Appropriations.**

To the extent permitted by applicable law, Lake Zurich agrees to appropriate annually such funds as may be reasonably necessary to provide dispatch services pursuant to this Agreement. Island Lake agrees to appropriate annually all funds necessary to make payments to Lake Zurich pursuant to this Agreement.



**Section 12. Amendments; Waivers.**

This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly validly authorized, executed, and delivered by all of the Parties hereto.

**Section 13. Tort Immunity.**

Nothing in this Agreement shall express or imply any limitation to or waiver of the tort immunities provided to Lake Zurich or Island Lake and their respective employees, as provided by the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1, et seq.).

**Section 14. Notices.**

All notices and other communications in connection with this Agreement shall be in writing and shall be deemed delivered to the addressee thereof when delivered in person at the address set forth below or three business days after deposit thereof in any main or branch United States post office, certified or registered mail, return receipt requested, postage prepaid, properly addressed to the Parties, respectively, as follows:

For notices and communications to Lake Zurich:

Village Manager  
Village of Lake Zurich  
70 East Main Street  
Lake Zurich, Illinois 60047

For notices and communications to Island Lake:

Village Administrator  
Village of Island Lake  
3720 Greenleaf Ave.  
Island Lake, Illinois 60042

By notice complying with the foregoing requirements of this Section 14, each Party shall have the right to change the address or addressee or both for all future notices and



communications to such party, but no notice of such change of address shall be effective until actually received.

In Witness Whereof, the Parties have set their hands and affixed their seals on the date first above written.

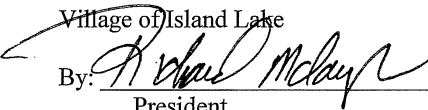
Village of Lake Zurich

By: \_\_\_\_\_  
President

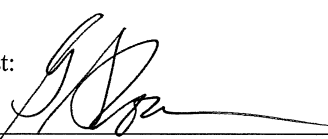
Attest:

\_\_\_\_\_  
Village Clerk

Village of Island Lake

By:  \_\_\_\_\_  
President

Attest:

 \_\_\_\_\_  
Village Clerk



**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE VILLAGE OF ISLAND LAKE AND THE  
VILLAGE OF LAKE ZURICH REGARDING THE USE  
OF THE VILLAGE OF LAKE ZURICH  
POLICE HOLDING FACILITY**

**THIS AGREEMENT** (the “Agreement”) is entered into on this 14<sup>th</sup> day of March 2024, by and between the Village of Lake Zurich, Lake County, Illinois, an Illinois municipal corporation (“Lake Zurich”), and the Village of Island Lake, Lake and McHenry Counties, Illinois, an Illinois municipal corporation (“Island Lake”).

**WITNESSETH:**

**WHEREAS**, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize and encourage intergovernmental cooperation; and

**WHEREAS**, Lake Zurich and Island Lake are municipalities or units of government as provided in Article VII of the 1970 Illinois Constitution; and

**WHEREAS**, Lake Zurich maintains an active and equipped police department, including police officers, vehicles and equipment, and is willing and able to provide the use of the Lake Zurich Police Holding Facility, located at 200 Mohawk Trail, Lake Zurich, Illinois, to the Village of Island Lake for the purpose of temporarily holding detainees of the Island Lake Police Department; and

**WHEREAS**, the Village of Island Lake does maintain an active and equipped police department, however it is not in a position to hold its detainees due to cuts in personnel; and

**WHEREAS**, Lake Zurich is willing and able to provide use of the Lake Zurich Police Holding Facility in order to house Island Lake’s detainees, and the parties wish to associate, cooperate and enter into an intergovernmental agreement that so provides; and

**WHEREAS**, Section 11-1-2.1 of the Illinois Municipal Code, 65 ILCS 5/11-1-2.1 provides authority for agreements between municipalities for police assistance; and

**WHEREAS**, it is in the best interest of Lake Zurich and Island Lake to enter into this Agreement;

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained within this Agreement, Lake Zurich and Island Lake agree as follows:

**SECTION 1 – RIGHTS AND RESPONSIBILITIES**

- 1.1 - The above recitals to this Agreement are hereby incorporated as if fully set forth herein.



- 1.2 Lake Zurich shall, in accordance with the terms and conditions set forth in this Agreement, and in accordance with commonly accepted law enforcement practices, allow Island Lake to use the Lake Zurich Police Holding Facility for the purpose of housing detainees arrested by the Island Lake Police Department on a twenty four (24) hours a day, seven (7) days a week basis.
- 1.3 Island Lake agrees to be responsible for the meals, transportation of its detainees to and from court, the transportation of its detainees for medical purposes and for the reimbursement for the cost of transportation of its detainees in the case of an emergency.
- 1.4 Island Lake agrees to be responsible for damages caused by its detainees to Lake Zurich property, and for the medical or hospital costs of its detainees to be paid on behalf of its detainees as mandated by State and Federal law.
- 1.5 Island Lake shall provide and be responsible for the processing, bonding, and authorization of the release of all detainees transported to the Lake Zurich Police Holding Facility by Island Lake. Lake Zurich shall be responsible for the maintenance and operation of the Holding Facility and for the supervision of detainees.
- 1.6 Island Lake Police Officers shall inform themselves of and abide by the following Lake Zurich Police Department General Orders which are attached hereto as Exhibit A and incorporated by reference.
  - 1.6.1 200.250 "*Prisoners - Booking, Housing, Transfer, and Release*"
  - 1.6.2 200.250(M)(1) "*Instructions for the Completion of the IDOC Report of Extraordinary or Unusual Occurrence*"
  - 1.6.3 200.255 "*Prisoners – Transportation and Restraint*"
- 1.7 A detainee brought to the Lake Zurich Police Department Holding Facility by Island Lake that exhibits strange or suicidal behavior, threatens to harm themselves or anyone else, has the potential to harm themselves, has a known mental condition, or has not had detention authorized by the Lake County State's Attorney's Office will not be housed in the Lake Zurich Holding Facility. Such determination shall be made by Lake Zurich Police personnel, within their sole discretion.
- 1.8 Island Lake agrees to write into its action plans contingency efforts in regards to capacity issues if the Lake Zurich Police Holding Facility becomes full or emergency circumstances dictate not accepting detainees from Island Lake.
- 1.9 Island Lake shall, in accordance with the terms and conditions of this Agreement, pay to Lake Zurich the fees and costs for the provision of such services as set forth in section 5 of this Agreement.
- 1.10 Lake Zurich Police personnel shall have the authority to refuse to hold a detainee for Island Lake in the event the Lake Zurich Police Holding Facility is at capacity or close to capacity,

## SECTION 2 – TERM and TERMINATION



2.1 Unless otherwise terminated by either party pursuant to this Section, this Agreement shall remain in full force and effect for the period from April 1, 2024, through April 1, 2026 or until the Lake Zurich Police Department Public Safety Answering Point (PSAP) closes or consolidates its dispatch operations with other jurisdictions. If neither party terminates the agreement in writing at least thirty (30) days prior to April 1, 2026, and the Lake Zurich Police Department PSAP continues to operate, the Agreement shall automatically renew for additional one year periods subject to the termination rights set forth in Paragraph 2.2.

2.2 This Agreement may be terminated by either party at any time, without cause upon thirty (30) days written notice.

2.3 In the event of any substantive breach of the terms and conditions of this Agreement, the aggrieved signatory shall notify the signatory alleged to be in breach of the nature of the breach. The signatory alleged to be in breach shall have thirty (30) days to cure the default; if the nature of the default is such that a cure cannot reasonably be affected within thirty (30) days, the signatory alleged to be in breach shall not be held in default so long as it commences a cure in the thirty (30) day period and diligently pursues completion thereof. Upon default of this Agreement, the non-defaulting party may terminate this Agreement without prejudice and shall have all legal and equitable remedies arising from the breach.

### SECTION 3 – DUTIES AND AUTHORITY OF POLICE OFFICERS

3.1 Lake Zurich police officers shall be authorized at all times to enforce the laws, ordinances, and regulations of Lake Zurich, the State of Illinois, and the United States of America upon any person arrested in Island Lake and transferred to Lake Zurich to be temporarily housed in the Lake Zurich Police Holding Facility.

3.2 All Lake Zurich police officers, vehicles, and equipment shall at all times remain under the sole and exclusive control and command of the Lake Zurich Chief of Police.

3.3 This Agreement shall not be construed so as to limit or decrease in any way the authority or ability of Lake Zurich police officers to enforce the laws, ordinances and regulations of Lake Zurich, the State of Illinois, or the United States of America within the corporate limits of Lake Zurich.

3.4 All Lake Zurich police officers and employees providing services under this Agreement shall remain solely under the command structure of the Village of Lake Zurich at all times.

### SECTION 4 – LIABILITY AND INDEMNIFICATION

4.1 Island Lake shall defend, protect, indemnify, save and forever hold harmless Lake Zurich and/or any of its officers, officials, employees, agents, and/or representatives from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including but not limited to court costs, litigation expenses, insurance deductibles, and attorneys' fees and expenses, which Lake Zurich and/or its officers, officials, employees, agents, and/or representatives may incur, suffer, or sustain, or for which Lake Zurich and/or its officers, officials, employees, agents, and/or representatives may become



obligated by reasons of any accident, injury to, or death of any persons, or loss of, or damage to, any property, or civil and/or constitutional infringement of civil rights or liberties (specifically including violations of any and all federal civil rights statutes, regulations, and constitutional provisions) arising directly or indirectly from, in connection with, under, or as a result of the Agreement by virtue of any act or omission of any of Island Lake's officers, officials, employees, agents, and/or representatives. This provision is entered into pursuant to Sections 5/1-4-6 and 5/1-1-2.1 of the Illinois Municipal Code, 65 ILCS 5/1-4-6; 65 ILCS 5/1-1-2.1.

4.2 Lake Zurich shall defend, protect, indemnify, save and forever hold harmless Island Lake and/or any of its officers, officials, employees, agents, and/or representatives from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including but not limited to court costs, litigation expenses, insurance deductibles and attorneys' fees and expenses, which Island Lake and/or its officers, officials, employees, agents, and/or representatives may incur, suffer, or sustain, or for which Island Lake and/or its officers, officials, employees, agents, and/or representatives may become obligated by reasons of any accident, injury to, or death of any persons, or loss of, or damages to, any property, or civil and/or constitutional infringement of civil rights or liberties (specifically including violations of any and all federal civil rights statutes, regulations, and constitutional provisions) arising directly or indirectly from, in connection with, under, or as a result of this Agreement by virtue of any act or omission of any of Lake Zurich officers, officials, employees, agents, and/or representatives. This provision is entered into pursuant to Sections 5/1-4-6 and 5/1-1-2.1 of the Illinois Municipal Code, 65 ILCS 5/1-4-6; 65 ILCS 5/1-1-2.1.

4.3 Island Lake shall carry and maintain comprehensive general public liability insurance, which shall include coverage for personal liability, contractual liability, automobile coverage, bodily injury, death and property damage, in a minimum amount of \$5,000,000 combined single limit, which insurance shall include Lake Zurich as a named additional insured. Island Lake shall present evidence of the required insurance coverage to Lake Zurich prior to the commencement of the term of this Agreement.

#### SECTION 5 – FEES

5.1 Island Lake shall pay Lake Zurich two hundred fifty dollars (\$250.00) per calendar day per detainee housed in the Lake Zurich Police Holding Facility. A calendar day shall be defined as any component of a calendar day, up to 24 hours, spent by a detainee in the Lake Zurich Police Holding Facility. Lake Zurich also reserves the right to charge Island Lake for actual personnel costs incurred by Lake Zurich Police to staff the Police Holding Facility.

#### SECTION 6 – PAYMENT

6.1 Lake Zurich shall provide Island Lake with an invoice for housing services on a quarterly basis. Payment shall be made within thirty (30) days of mailing of the invoice.

#### SECTION 7 – FINANCING CONTINGENCY



7.1 Lake Zurich and Island Lake expressly agree to comply with all legal and administrative requirements that govern the acceptance and use of the federal grant funds received for law enforcement purposes, as such requirements may be amended from time to time.

#### SECTION 8 – ACCOUNTABILITY

8.1 The Lake Zurich Chief of Police and the Village Manager shall administer this Agreement on behalf of Lake Zurich. The Island Lake Chief of Police and the Village Mayor shall administer this Agreement on behalf of Island Lake. The respective Chiefs of Police shall establish reasonable protocols for the admittance and discharge of prisoners.

8.2 Notice or other writings which any party desires or is required to serve upon the other party in connection with this Agreement shall be in writing and shall be delivered electronically or certified mail return receipt requested, postage prepaid, addressed to the respective Chief of Police.

For notices and communications to Lake Zurich:

Chief of Police  
Village of Lake Zurich  
200 Mohawk Trail  
Lake Zurich, Illinois 60047

For notices and communications to Island Lake:

Chief of Police  
Village of Island Lake  
3720 Greenleaf Avenue  
Island Lake, IL 60042

#### SECTION 9 – GENERAL TERMS AND CONDITIONS

9.1 If any provision of this Agreement is held to be invalid for any reason, such invalidation shall not render invalid other provisions of this Agreement which can be given effect in the absence of the invalid provision, provided that the invalidation of such provision does not materially impact the purpose for which this Agreement was entered.

9.2 Any other agreements, understandings, representations, and/or promises between the parties hereto concerning the subject matter hereof, whether written, oral or otherwise, are hereby canceled and superseded by the Agreement upon its approval and acceptance by the parties. This Agreement encompasses the full and complete understanding of the parties with respect to the subject matter contained herein.



9.3 This Agreement shall be construed in accordance with the laws and Constitution of the State of Illinois.

9.4 All of the terms and conditions of this Agreement are hereby made binding, on the respective successors and assigns of both parties hereto.

9.5 Nothing contained in the Agreement is intended to constitute, nor shall constitute a waiver of the defenses available to either of the Parties under the Illinois Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 *et seq.*) with respect to claims by third parties.

IN WITNESS WHEREOF, the undersigned municipal governments have caused this Agreement to be duly executed on this 19th of March 2021.

VILLAGE OF LAKE ZURICH

By: \_\_\_\_\_  
Village President

ATTEST:

By: \_\_\_\_\_  
Village Clerk

VILLAGE OF Island Lake

By: [Signature]  
Village Mayor

ATTEST:

By: [Signature]  
Village Clerk





*At the Heart of Community*

OFFICE OF THE VILLAGE MANAGER

70 East Main Street  
Lake Zurich, Illinois 60047

(847) 438-5141  
LakeZurich.org

AGENDA ITEM

6F

MEMORANDUM

Date: March 25, 2024  
To: Ray Keller, Village Manager *PK*  
From: Kyle Kordell, Management Services Director  
Subject: **Disposal of Surplus Property**

**Issue:** Staff has identified various pieces of equipment that are not in working order, would require repairs in excess of present market value, or are obsolete. This equipment is therefore no longer useful and should be disposed of in accordance with Illinois Municipal Code 65 ILCS5/11-76.4

**Analysis:** The surplus equipment listed in Exhibit A has been stripped of any useful value, is of no further use to the Village and will be disposed of as indicated.

**Recommendation:** Staff recommends that the Village Board approve the Ordinance declaring the listed equipment no longer necessary.

w/Attachments: Ordinance Authorizing Disposal of Village Property



VILLAGE OF LAKE ZURICH  
ORDINANCE NO. 2024-04-\_\_\_\_\_



AN ORDINANCE AUTHORIZING DISPOSAL OF SURPLUS PROPERTY OWNED BY  
THE VILLAGE OF LAKE ZURICH

WHEREAS, pursuant to 65 ILCS 5/11-76.4 and in the opinion of a simple majority of the corporate authorities holding office in the Village of Lake Zurich Lake County, Illinois, ("Village") it is no longer necessary, useful, or for the best interests of the Village to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the President and the Board of Trustees of the Village of Lake Zurich to dispose of said personal property in the manner described in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lake Zurich, Lake County and the State of Illinois, as follows:

**Section 1. Recitals.** The foregoing recitals are hereby incorporated into this Ordinance as findings of the President and Board of Trustees.

**Section 2. Disposal of Surplus Property.** The President and Board of Trustees find that the personal property described as follows in **Exhibit A** by this reference incorporated into this Ordinance (the "Property") is no longer necessary or useful to the Village, and thus the Village Manager for the Village of Lake Zurich is hereby authorized to direct the sale or disposal of the property in the manner most appropriate to the Village consistent with 65 ILCS 5/11-76.4. The property shall be sold "as is."

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

PASSED this 1<sup>st</sup> day of April, 2024.

AYES:

NAYS:

ABSENT:

APPROVED this \_\_\_\_\_ day of April, 2024.

By: \_\_\_\_\_  
Thomas Poynton, Village President

\_\_\_\_\_  
Kyle Kordell, Deputy Village Clerk





**EXHIBIT A**  
**Disposal of Surplus Equipment**  
**April 1, 2024**

<u>Quantity</u>	<u>Description</u>	<u>Estimated Value</u>
<b><u>Police Department</u></b>		
1	White Refrigerator	\$100
<b><u>Public Works Department</u></b>		
1	1993 Graco Line laser striper	\$0
1	1994 Ez-Go D2894 Golf cart	\$50
1	2011 Ford CVPI. #120120	\$500
1	2013 Ford Police Interceptor # 120110	\$500
1	2001 Chevy Express # 020360	\$100
2	Federal Signal Arrow Boards	\$0
1	Bulldog Light Tower	\$0
6	Pickup Truck Tailgates	\$0
7	Pickup Truck Rear Bumpers	\$0
1	Bobcat Snowblower	\$0
1	Water Tank	\$0
<b><u>Fire Department:</u></b>		
1	Porta tank door cover	\$0
10	SCBA MSA APR's -	\$0
12	Airshore mini waler shoring plates	\$0
6	Petzl harnesses from 2002	\$0
7	TRT Helmets4-White/3-Blue End	\$0
2	TRT PPE Gear bag (Red Duffle Bag)	\$0
18	Rope Bags	\$0
3	SCOTT PROFLOW 2 Model: 064083	\$0
1	Powered Air Purifying Respirator	\$0
6	Scott Filters Model: 045135 Serial: 486550	\$0
1	Scott Mask #013022	\$0
1	Air Purifying Cartridge #045123	\$0
2	AED trainers	\$0
8	Preston CPR manikins	\$0
1	Tridgate	\$0
1	Cord Reel	\$0
3	Vent fans	\$0



3	Portable scene lights	\$0
7	Mount 2-inch	\$0
1	Mount Storz	\$0
1	Mount Spanner	\$0
2	Mount LDH spanner	\$0
3	Fog tips	\$0
1	Fog nozzles	\$0
1	Gated Wye	\$0
1	2 ½ - 2 ½ male to male adapter	\$0
1	2 ½ - 2 ½ reducer	\$0
1	2 ½ NPT adapter	\$0
1	5 inch Storz to 2 ½ reducer	\$0
1	½ NPT adapter	\$0
1	Pick head axe	\$0
4	Flad head axe	\$0

####



*At the Heart of Community*

PUBLIC WORKS DEPARTMENT  
505 Telser Road  
Lake Zurich, Illinois 60047

(847) 540-1696  
Fax (847) 726-2182  
LakeZurich.org

AGENDA ITEM

66

**MEMORANDUM**

**Date:** March 25, 2024  
**To:** Ray Keller, Village Manager *PK*  
**From:** Michael J. Brown, Public Works Director  
**Subject:** **2024 Seal Coating and Striping Award Recommendation**

**Issue:** The FY 2024 budget includes \$50,000.00 for pavement maintenance of Village owned parking facilities and pathways.

**Background:** In order for the Village to achieve the maximum life on its parking lots and walking paths, a pavement maintenance program consisting of patching, seal coating, and crack filling is necessary to preserve the structural integrity of the Villages assets. Sites are inspected on an annual basis and recommended for maintenance on a three-year rotation.

**Village Strategic Plan:** This agenda item is consistent with the following Goals and Objectives of the Strategic Plan.

- Goal: Infrastructure Investment
  - Prepare a Formalized Municipal Property Maintenance program.
  - Identify and Resolve Outstanding Concerns with Village Owned Property.

**Analysis:** This year's program includes 21 locations consisting of municipal parking facilities and walking paths throughout the Village. Staff solicited bids for the 2024 Crack Sealing Program on February 5, 2024. The bid opening occurred on March 14, 2024. The Village received five (5) bids. The bid results are shown below. A full reference list was made available to Village staff for review. The results of the reference inquiries were found to be favorable. Staff has also confirmed with Pavement Systems Inc. that all operations, installation practices, and documentation shall comply with the specifications set forth in the bid documentation.

<i>Bidder</i>	<i>Total</i>
<i>Pavement Systems, Inc (Blue Island, IL)</i>	<i>\$48,784.41</i>
<i>Hastings Asphalt Services, Inc (Harvard, IL)</i>	<i>\$55,785.00</i>
<i>Patriot Pavement Maintenance (DesPlaines, IL)</i>	<i>\$56,263.03</i>
<i>Patriot Maintenance, Inc (Mundelein, IL)</i>	<i>\$58,700.00</i>
<i>Tiles In Style, LLC (South Holland, IL)</i>	<i>\$99,386.00</i>

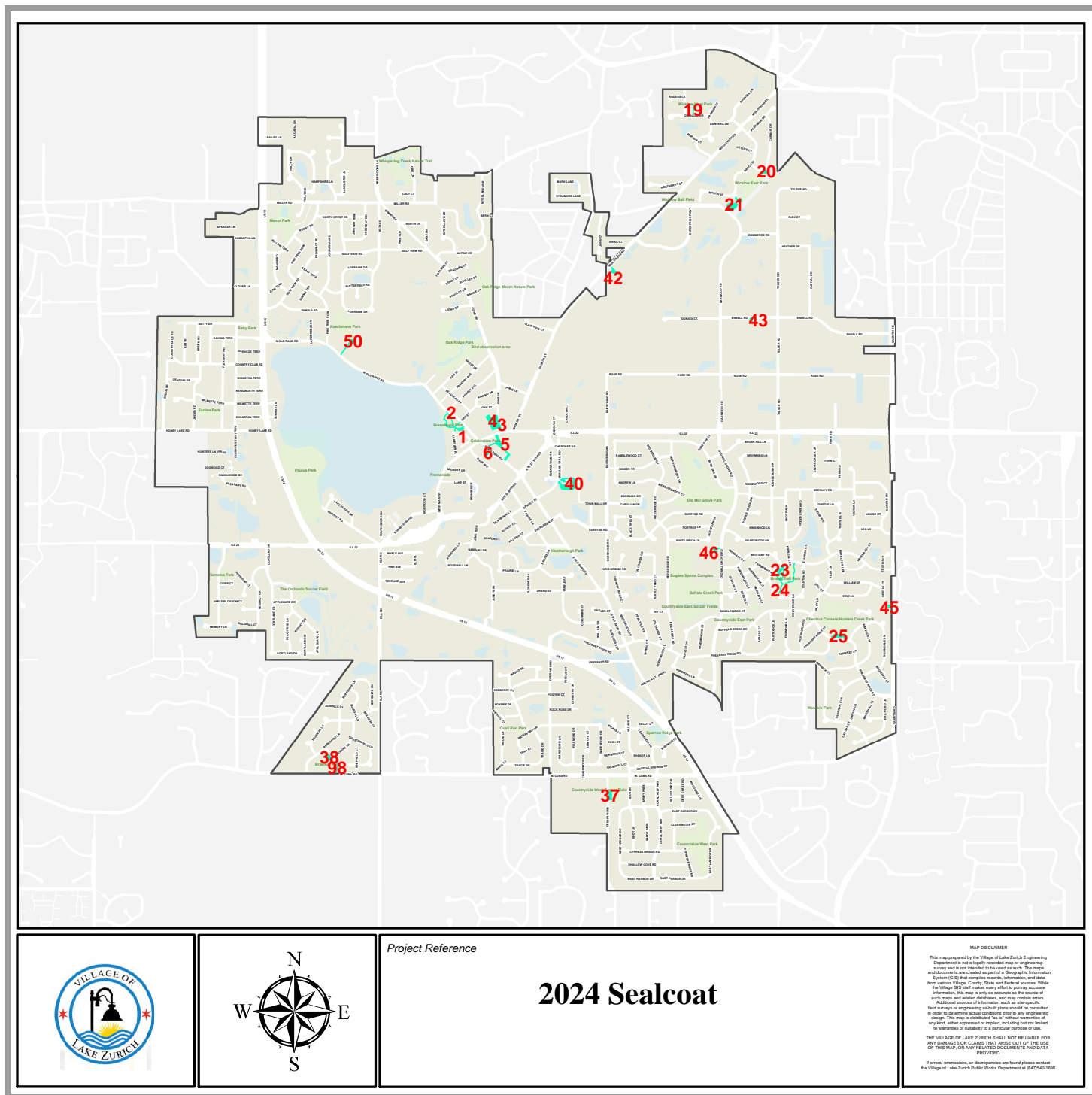


**Recommendation:** Award a contract for the 2024 Seal Coating program to Pavement Systems, Inc. of Blue Island, IL for a total not to exceed \$48,784.41.

W/Attachments:

1. Project Location Map
2. Bid Results
3. Bid Submittal – Pavement Systems, Inc. Blue Island, IL







**BID: 2024 Sealcoating and Striping**

Due: March 14, 2024 10:00 a.m.

<b>Bidder</b>	<b>Bid Amount</b>	<b>Total</b>
<b>Tiles In Style LLC</b> 16940 Vincennes Ave South Holland, IL 60473	Bond - Yes  03/13/2024 8:58 a.m.	<b>\$99,386.00</b>
<b>Hastings Asphalt Services Inc</b> PO Box 87 Harvard, IL 60033	Bond - Yes  03/13/2024 2:14 p.m.	<b>\$55,785.59</b>
<b>Patriot Pavement Maintenance</b> 165 W. Hintz Rd Wheeling, IL 60090	Bond - Yes  03/14/2024 8:21 a.m.	<b>\$56,263.03</b>
<b>Patriot Maintenance Inc</b> 405 Washington Blvd Mundelein, IL 60060	Bond - Yes  03/14/2024 9:11 a.m.	<b>\$58,700.00</b>
<b>Pavement Systems Inc</b> 13820 S. California Ave Blue Island, IL 60406	Bond - Yes  03/14/2024 9:53 a.m.	<b>\$48,784.41</b>

Mike Cernock, Gen Svcs Supervisor  
Laura Berg, Accounts Payable  
Jason Schuler, Gen Svcs Supervisor

3/14/2024 10:01a.m.  
Village Hall 1st Floor Conference Room



Village of Lake Zurich  
Sealcoating and Striping Program

## Notice to Bidders Village of Lake Zurich 2024 Sealcoating and Striping

### NOTICE TO BIDDERS

All bidders with any interest in being provided any information about this bid or in potentially submitting a bid regarding this 2024 sealcoating and striping project **must register** their company's name and contact information with the Director of Public Works immediately upon review or receipt of this Notice to allow the Village to provide continuing information about this bid and the bid process, as may be needed.

#### **Intent:**

It is the intent of the Village of Lake Zurich ("Lake Zurich") to bid sealcoating and striping and award the bid to a primary contractor ("Contractor"), as further provided herein.

#### **Time and Place for opening bids:**

Sealed proposals for the Work and related procedures described in Exhibit "A" will be received at the offices of:

Village of Lake Zurich  
Village Hall  
70 East Main Street  
Lake Zurich, IL.  
60047

no later than 10:00 am on **Thursday March 14, 2024**. Bids arriving after that time will not be accepted. Mailed bids, which are delivered after the specified hour, will not be accepted regardless of postmarked time on the envelope. Electronic mail (email) and/or facsimile transmitted bids will not be accepted. All bids will be publicly opened and read aloud at that time, and may be acted upon at said time and place or at such later time and place as may then be fixed: but in no case more than sixty (60) calendar days from bid opening.

If a bid was timely submitted but delayed beyond the 10:00 am submittal deadline due to no fault of bidder, and the delay does not afford the bidder any advantage, the Village of Lake Zurich (the "Village") may, in its discretion reject all bids, as determined on a case-by-case basis. However, the Village shall have no responsibility to consider such bid, nor to reject all bids on such basis.

#### **Availability of Bidding Documents:**

Packets are available for download on the Village's website starting **Monday, February 5, 2024**. Please follow the link below:

<https://www.lakezurich.org/296/Requests-Bids>

#### **Affidavit of Experience:**

Bidders will submit a resume of similar projects performed, enumerated as to location, type of work, approximate completion date, together with a list of equipment owned by or available to the, for efficient pursuance of this project.



Village of Lake Zurich  
Sealcoating and Striping Program

**Waiver of Technical Deficiency/Rejection of Bids:**

The Village of Lake Zurich reserves the right to reject any or all bids, or any part of a bid, and/or to accept any bid or any part of a bid, or to waive any information or technical problems with or failure to strictly comply with the submittal requirements herein, when, in its discretion, the best interests of the Village will be served by such decision.

**Location of the Work:**

Various sites within the boundaries of the Village of Lake Zurich. as listed with this document See Exhibit "D" attached.

**Description of Work:**

Furnish all necessary labor, materials, and equipment for the preparation, sealcoating, and striping of walking paths and parking lot sites listed with this document (the "Work") set forth in Exhibit "A" attached hereto.

**Bid Security:**

A Bidder's bond, Cashier's check, Certified check, or Bank draft in the amount of 10% of the total base bid will be accepted as bid security and must accompany the bid, payable to the Village as a guarantee that the successful bidder will perform the Work or supply services as specified. The proceeds of any bid guarantee shall become the property of the Village if the successful bidder, within 30 days after the opening of bids, withdraws his bid or if on notice of award refuses or is unable to comply with the contract requirements. As soon as determined, the Village will return the bonds of all except the three lowest responsive, responsible bidders. When the Contract is executed the bonds of the two remaining unsuccessful bidders will be returned. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. The bid will remain open and binding on all bidders for acceptance by the Village for no less than sixty (60) calendar days from bid opening.

**Entry into Contract:**

The successful Bidder shall be bound by and within 15 calendar days of the mailing of written notice of selection as the successful contractor shall execute the Contract attached hereto as Exhibit "C" with the Village, including completion of those forms and certifications included herewith for the performance of the Work awarded the Contractor (the "Contract") and shall simultaneously provide the appropriate payment and performance bonds, indemnities, and insurance.

**Work Schedule:**

The Work shall be substantially completed by **Monday, September 30, 2024.**



Village of Lake Zurich  
Sealcoating and Striping Program

### **INSTRUCTIONS TO BIDDERS**

#### **Bidders' Representations:**

Bidder has examined and carefully studied the bidding documents, and all other related data identified in these bidding documents. Bidder has visited the Work sites listed with this document Exhibit "D" attached and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, and performance of the Work. Submission of bid constitutes representation by Bidder that these bidding documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the Work described herein and which is the subject of this bid and to formulate an appropriate and accurate bid amount to complete the Work. Bidder is not allowed to withdraw any bid due to any failure to request additional information, review these bid provisions or alleged misunderstanding of the terms and conditions herein.

#### **Type of Bid:**

Type of bid: Prices for specific locations and the total cost of all work.

#### **Review of Bid Notice:**

Bidders shall be responsible for their prompt and complete review of this invitation to bid, and to notify the Village promptly of any ambiguity, inconsistency or error which they may discover upon examination of the bidding documents no later than **Monday, March 11, 2024**. Following any such notice, any needed interpretations, corrections and changes will be made by the Village by written addendum as may be deemed necessary.

#### **Complete Bid Submittal:**

Any addenda or contract interpretations or clarifications made by the Village subsequent to the issuance of this Notice to Bidders will be provided to all Bidders that have registered in writing with the Village as an interested bidder. Each Bidder shall then ascertain from the Village, prior to submitting a bid, that the Bidder has checked with the Village for any and all addenda or written interpretations which may have been issued by the Village up to **Monday, March 11, 2024** and acknowledge that there were none or that if any were issued, they have been received and reviewed by the Bidder and are included and acknowledged in the bid being submitted.

#### **Submission of Bids:**

All pages of the **Form of Proposal and Bid Proposal** must be delivered or received by Village in a sealed envelope. The sealed envelope shall be marked with Bidder's return address, and shall be addressed on the outside of the sealed envelope, as follows:

**SEALED BID  
2024 SEALCOATING AND STRIPING  
ATTENTION: Public Works Director  
Village Hall  
70 East Main Street Lake Zurich, Illinois 60047**



Village of Lake Zurich  
Sealcoating and Striping Program

No proposal will be considered unless it is submitted on the bid proposal form at Exhibit "B", included in this bid packet. The bid proposal must be typewritten or legibly completed in ink. Any erasures or revisions in the bid proposal must be initialed by the person signing the proposal. It will be the sole responsibility of the bidder to ensure that his or her bid is properly delivered at the address above on or before the deadline for bid submissions set forth above. Any bid that is not sealed or marked as specified in the requirements for submitting a bid is subject to disqualification from the bidding process. Retain duplicate copy for Bidder. Legally authorized representative of Bidder shall initial Bid Proposal on bid sheet and sign bid proposal on last page. Business entity: indicate on Proposal whether Bidder is an individual, partnership, corporation, or other business entity.

**Bid Withdrawal:**

Bidders may withdraw or cancel their bid, by submitting a written withdrawal, at any time prior to the bid opening time set forth herein.

**Bid Price:**

The Contractor shall provide pricing on the Bid Proposal Form included in this Notice to Bidders per the specifications identified herein. The Bidders shall offer pricing for all of the items included on the Bid Proposal Form. The Bid Proposal Form includes base bid items and supplemental items for which the Village is requesting supplemental unit prices. As of this date, the Village cannot offer estimated quantities for the supplemental items. The supplemental unit prices will be utilized if the Village later determines items are needed.

**BID AWARD**

Base Bid is the sum stated in the Bid for which the Bidder offers to perform the work described in the bidding documents as the base, to which work may be added or from which work may be deleted for sums stated in Option Bids/Alternate Bids or Unit prices.

Contract Award shall mean the successful Bidder is bound by all of the terms and conditions of the Contract attached hereto as Exhibit "C" and includes the provisions herein of the Notice to Bidders, Instruction to Bidders, Bid Award, General Conditions and certifications and forms referenced therein.

The Village of Lake Zurich will be the sole interpreter of all bid documents, and reserves the right to make its own assessment of bids received; to reject any and all bids; to waive irregularities and technicalities in the bids; to further negotiate details of the contract with the successful bidder after award of the contract; and to award the contract to the lowest, responsive and responsible bidder for the performance of the Work as set forth herein. The lowest responsive and responsible bidder shall mean that Bidder who best meets the requirements herein, including, but not limited to, financial capacity to perform, the experience, qualifications and reliability performing similar work that will reasonably assure good faith performance, and scheduling based upon the evaluation criteria specified herein.

Bidders are hereby notified that any exceptions to or variations from the requirements of this bid may be cause for rejection of a bid.

**Contract:**

The specifications and terms for award of this contract include all of those set forth in this Notice to Bidders, the Instructions to Bidder, the Bid Award and Terms, the Bid Proposal Form, the Bid Security Form and the contract attached hereto as Exhibit "C" (the "Contract"). The successful bidder will be required to execute the

Contract for the term specified in that contract and the successful bidder's submitted Bid Proposal Form will be attached to and incorporated into that Contract.



Village of Lake Zurich  
Sealcoating and Striping Program

**Contractor Registration/Licenses:**

Prior to commencing the Work, the Contractor, (including subcontractors), must have a valid Contractor's License or other required license on file with the Village. Contractors shall register with the Village of Lake Zurich. Construction contractors and sub- contractors include any person, company, or other entity that undertakes construction at any building or any appurtenance thereto..., including but not limited to parking lots, driveways, pools, decks, porches, garages, fences, and other accessory structures or uses. Completed registration forms and signed bonds should be emailed to [permits@LakeZurich.org](mailto:permits@LakeZurich.org).

**A \$110.00 annual fee can be paid by check, payable to the Village of Lake Zurich or online at:**

<http://LakeZurich.org/Epav>

**Discrepancies:**

In all cases of discrepancies between the drawings and specifications, the Village of Lake Zurich's Public Works Department shall be immediately notified by the Bidder. The specifications shall govern over the drawings. If work proceeds without obtaining proper interpretations of the conflicting drawings and specifications by the Contractor, from the Village the installed work that is not in accordance with the design and best practices must be replaced at no additional cost. This obligation shall continue at all times leading up to the bid, as provided hereinabove and thereafter during the performance of the Work.

**Alternate and Multiple Bids:**

Unless otherwise indicated in these documents, the Bidder may not submit alternate or multiple bids as part of this package. The submission of more than one bid within a single package may be cause for rejection of any or all of the bids of that Bidder.

**Deviations from Bid Terms:**

If a bid deviates in any respect from the terms and conditions herein, then each such deviation shall be stated and the substitution (including technical data when applicable) described in a letter attached to the bid. The Village reserves the right to determine whether such substitutions or deviations are within the intent of the specifications and will reasonably meet the service requirements of the Village.

**Competency of Bidder:**

The Contractor, and its employees and its subcontractors, shall be fully qualified, licensed, trained and capable within their respective disciplines in accordance with applicable laws, regulations and industry standards. That equipment being utilized in the performance of the Work, the Contractor, and its employees and its subcontractors, shall be their own equipment and tools of the trade, or under their control and Contractor and its employees and subcontractors shall be qualified and authorized to operate same.

If requested in writing by the Village, the Bidder must present within three (3) working days, satisfactory evidence of its ability and possession of the necessary facilities, experience, financial resources and adequate insurance to comply with the terms of its bid and this Notice to Bidders



Village of Lake Zurich  
Sealcoating and Striping Program

**Additional Information:**

Should the bidder require additional information about this bid, please submit questions via email, (with delivery & read receipt), to:

[Mike.Cernock@LakeZurich.org](mailto:Mike.Cernock@LakeZurich.org)

**Questions should be submitted no later than 3:00pm on Monday, February 26, 2024.**

Any and all changes to these specifications are valid only if they are included by written addendum from the Village of Lake Zurich to all Bidders. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any Bidder to receive any such addendum or interpretation shall not relieve the Bidder from obligation under this bid as submitted. As indicated above, prior to submitting its bid, any Bidder must check with Village, up to the timeline set forth above, to determine if any addenda of interpretation have been issued.

All addenda or interpretation so issued shall become part of these bid documents. Failure to request an interpretation from the Village constitutes a waiver to any later claim that ambiguities or misunderstandings caused a Bidder to improperly submit a bid.

**Contact with Village personnel:**

All Bidders are prohibited from making any contact with the Village Mayor, Trustees, or any other official or employee of the Municipality (collectively, "Village Personnel") with regard to the project, other than in the manner and to the person(s) designated herein. The Village Manager reserves the right to disqualify any Bidder found to have contacted Village Personnel in any manner with regard to the project. Additionally, if the Village Manager determines that the contact with Village Personnel was in violation of any provision of 720 ILCS 5/33EE, the matter will be turned over to the Lake County State's Attorney for review and prosecution.

**GENERAL CONDITIONS**

**Performance:**

Upon the Village's receipt of the executed contract, required bonds and certificate of insurance, the Village will issue and send to the contractor a Notice to Proceed, that will start the performance period.

**Certifications:**

All bid submittals must include a signed Bid Certification Form (**copy attached, page 23**) certifying non-collusion in the bid, and that the bidder is in compliance with Sections 33E-3 and 33E-4 of the Illinois Criminal Code regarding bid rotating and bid rigging (720 ILCS 5/33E-3 and 5/33E-4); compliance with the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*; that it is not delinquent in the payment of taxes (65 ILCS 5/11-42.1); and that it has a written sexual harassment policy in place in full with the Illinois Human Rights Act (775 ILCS 5/2-105, as amended).

**References:**

Bidders shall provide references that demonstrate their ability to perform services identified herein. Please include on the reference sheet current and/or previous municipalities you have provided services for within the last five (5) years. Submissions shall include, at a minimum, five (5) references that indicate the bidder's ability to successfully perform similar work within the last five (5) years.



Village of Lake Zurich  
Sealcoating and Striping Program

**Protest Procedure:**

Any bidder wishing to file a protest regarding the bidding process may do so by giving written notice to the Director of Public Works of the Village no later than seven (7) calendar days after the closing time and date. This notice should include a description or explanation of the requirement, the closing date and the nature of the protest.

**EXHIBIT A**

**DESCRIPTION OF WORK  
AND WORK PROCEDURES**

**Scope of work:**

The Work consists of furnishing all labor, materials, equipment, and other incidentals necessary for the preparation, sealcoating, and striping of walking paths and parking lot sites listed with this Notice to Bidders. Contractor shall record all pavement markings by photograph or drawing to maintain painting layout following seal coating. Standard parking stall width shall be divided equally. ADA parking stalls shall meet Federal ADA compliance regulations.

Clean all asphalt perimeters to expose edges, removing overgrown grass and debris. Contractor is responsible for debris removal.

Surface and hairline cracks less than one-eighth (1/8) inch in width do not require repair. Rout all cracks greater than one-eighth (1/8) inch with a wire brush wheel machine or by means of a hot compressed air lance. To assure adhesion, cracks shall be dry and clean of all foreign debris, loose dirt and vegetation prior to applying crack sealant.

All cracks will be filled with WR Meadows #164 Hot Tar crack sealant (or like product). While crack filler is still hot, it will be struck off with a V-squeegee. Finished sealed cracks and joints will be uniformly level and all "sinkers" will be refilled to achieve one-eighth (1/8) inch concave surface appearance.

Thoroughly clean the pavement of all dirt, dust loose debris, and foreign material, using high-speed power blowers, wire brooms, and scrapers.

Surfaces shall be dry a minimum of eight (8) hours before seal coat application. Sealer shall not be applied when weather is foggy, rainy or when ambient temperature is below 50 degrees Fahrenheit or if temperature is expected to drop below 50 degrees Fahrenheit at any time within a 24-hour period after application.

All petroleum spills and stains shall be cleaned by scraping or scrubbing with a detergent, then rinse thoroughly with clean water. After cleaning, treat areas with a latex oil spot primer. Bad oil spots will have the oil spot primer worked in with a stiff bristle brush.

Asphalt sealer must be used at all locations. The Village does not allow the use of Coal-Tar products. Sealer must maintain 2 (two) pounds of aggregate per gallon of raw sealer and E.L.A. (enhanced latex additive). A fast-drying agent must be added at all times when sealer is at the 35% cut rate. Sealer application procedures will vary with pavement conditions at each location.

Pavement sealer must cure a minimum of twenty-four (24) hours or eight (8) daylight hours prior to applying traffic marking paint.



Village of Lake Zurich  
Sealcoating and Striping Program

Parking lot markings shall be placed in existing configurations and locations as confirmed by the Superintendent of General Services or his agent prior to seal coating.

Paint shall not be applied when air temperatures are below 50 degrees Fahrenheit.  
All parking stall lines shall be yellow in color. Handicap designations to be international symbols using yellow paint.  
White paint is used for any and all stop lines. All colors of marking paint shall be formulated especially for striping bituminous paving in one coat, free of bleed-through. Use acrylic latex paint over new seal coating. The use of aerosol cans will not be permitted.

**Contractor Submittals:**

Prior to beginning the Work, the Contractor shall provide a list of contacts including the name and phone number of the Project Manager, each crew leader, and an emergency contact who shall be available 24-hours a day, 7 days a week. Following the award of this bid and contract and prior to starting work, the Contractor shall furnish to the Village a construction progress schedule or critical path schedule satisfactory to the Director of Public Works which shall show the proposed sequence of work and how the Contractor proposes to complete the work prior to the completion date(s) specified herein.

**Field Modifications:**

A field modification is written by the Village to the Contractor for purposes of clarification of the specifications or plans. A field modification is limited to items that do not change the scope of the Work.  
Field modifications do not affect either the project cost or completion date.  
Field modifications become part of the contract agreement and become binding upon the Contractor if he fails to object within three (3) working days after receiving the modification. A field modification may be used as the basis of a project cost change or contract extension if all parties agree on the field modification form to a potential future claim of either party, or that the field modification will be compiled with, but under protest.

**Technical Specification:**

The Contractor shall complete the work in accordance with the Standard Specifications, the latest edition of the "Manual on Uniform Traffic Control Devices for Streets and Highways", and the "Manual of Test Procedures for Materials" in effect on the date of invitation for bids, and the Supplemental Specifications and Recurring Special Provisions which apply to and govern the construction of the Work. The Contractor shall comply with all other applicable ordinances and requirements of State, County, local and other agencies having jurisdictional authority over the Work. Where there is a conflict between these Specifications, the Standard Specifications and other applicable requirements, the most restrictive requirement shall prevail. The Contractor shall provide all necessary labor, tools, equipment, materials and other appurtenances necessary to complete the work unless otherwise noted in these Specifications.

**Material Testing:**

QC Testing is not required for materials used associated with this project. The Village may contract with a separate material testing firm to perform materials testing if it is in the best interest of the Village. If testing performed by the Village results in unsatisfactory results, the Contractor shall take corrective action to ensure the materials meet the Standard Specifications. The corrective action must be approved by the Director of Public Works. The Village, at its own discretion, may require unsatisfactory material to be removed and replaced at no additional cost to the Municipality.



Village of Lake Zurich  
Sealcoating and Striping Program

**Protection of Work:**

The Contractor shall be responsible to provide personnel to protect their work from third party damage. Should any of the new work be damaged, it shall be removed and replaced at the Contractor's expense. Claims of darkness shall not be reason to relieve the Contractor from responsibility.

**Restoration:**

Restoration of areas adjacent to the proposed improvements, not identified for additional work, shall be incidental to all pay Items.

Restoration includes all the landscape, driveway pavements, sidewalk, or pavement restoration within 2 feet of improved areas, unless otherwise determined by the Village. Any damage due to negligence of the Contractor or deemed necessary by the Village will be restored at no additional cost to the Village. Restoration must be completed to the satisfaction of the Director of Public Works. The Director of Public Works may request restoration not satisfactorily completed to be removed and replaced at no additional cost to the Village.

Restoration shall meet the Specifications as listed herein.

Asphalt surface restoration shall consist of new HMA pavement to match the existing pavement thickness or 4- inches minimum, whichever is greater.

Landscape restoration shall consist of 4-inches of topsoil, seed, and blanket.

**Construction Work Schedule:**

The Contractor shall coordinate directly with the Director of Public Works (or his/her designee) for the Village to schedule the Work. The Contractor shall notify the Village no less than 72 hours prior to the start of any construction. The Contractor shall also notify the Illinois Department of Transportation, County Highway Department or any other affected agency prior to the start of any work within their respective rights-of-way. The Contractor shall notify residents in writing 48 hours in advance of any work which will affect their driveway access. The duration of driveway closures shall not exceed 96 hours unless agreed to by the property owner and the Director of Public Works (or his/her designee).

**Special note must be taken to the location maps in Appendix "D". Multiple sites require daily or 24-hour accessibility.**

**Traffic Control and Protection:**

This work shall be done in accordance with the applicable portions of Section 701 of the Standard Specifications, the Supplemental Specifications, the "Illinois Manual on Uniform Traffic Control Devices for Streets and Highways", and any details and Highway Standards contained in the Plans and Special Provisions, and the Special Provisions contained herein, except as modified herein. Special Attention is called to Article 107.09 of the Standard Specifications and the following Highway Standards, Details, Recurring Local Roads and Streets Special Provisions, and Special Provisions contained herein, relating to traffic control.

**Highway Standards: 701301, 701311, 701501, 701801, 701901**

**District One Details: Traffic Control and Protection for Side Roads, Intersections, and Driveways.**

**Recurring Local Roads and Streets Special Provisions: Work Zone Traffic, Control Surveillance, Flaggers in Work Zones.**

This Work includes furnishing, installing and maintaining of all temporary signs, barricades, warning lights, fences, flagmen, and other devices which are to be used for purposes of regulating, warning or guiding vehicular or pedestrian traffic during performance of the Work.

All barricades shall have working lights or flashers attached and be operational during night time hours.



Village of Lake Zurich  
Sealcoating and Striping Program

The Contractor shall maintain one lane open to traffic at all times. Two lanes of traffic shall be maintained at all times during nonworking hours. Type II barricades (State of Illinois Standard 2299-9) with lights shall be

maintained, whenever one lane of traffic is to be closed, at 25-foot intervals, except wherever there is a vertical grade difference of six inches or more; barricades shall be spaced at ten-foot intervals, throughout the improvement.

When it becomes necessary to close a street due to work through an intersection or street crossing, the Contractor shall provide traffic control devices in accordance with State of Illinois Standard "701501-02".

No excavation shall be left open overnight. All traffic control devices shall remain in place until specific authorization for their removal is received from the Director of Public Works.

No work shall proceed unless all traffic control devices are in place as specified herein or as determined by the Director of Public Works.

All traffic control devices shall be kept clean and neat appearing, and shall be replaced immediately if they become ineffective due to damage or defacement.

The Contractor shall contact the Director of Public Works at least 72 hours in advance of beginning work. Construction operations shall be conducted in a manner such that streets will be open to emergency traffic and accessible as required to local traffic. Advanced notice shall be provided to residents, police, fire, school districts and trash haulers when access to any street will be temporarily closed or limited. Removal and replacement of curb and gutter and driveways shall be planned so as to cause a minimum of inconvenience to the abutting property owners. The Work shall be accomplished such that the streets will be left open to local traffic at the end of each working day.

**This work will not be paid for separately, but will be included in the items for which this work applies.**

The Work includes all labor, materials, installation, transportation, maintenance, handling, flagmen and incidental expenses or work necessary to furnish, install, maintain and remove all traffic control devices indicated herein and as determined by the Director of Public Works to complete the work as specified. Additional flaggers, fencing, signs, or barricades as may be required by the Director of Public Works for safe movement of traffic and pedestrians will not be paid for separately, but will be included in the items for which this work applies.

**Work Site Precautions and Safety:**

Contractor shall be responsible for and take all necessary and proper safety precautions to protect from accident or injury, all persons, including its employees and its subcontractors' employees, who may be at or on the premises where the Work is being performed.



Village of Lake Zurich  
Sealcoating and Striping Program

**EXHIBIT B**

**BID PROPOSAL FORM**

**To:** Office of the Village Manager  
Village of Lake Zurich  
70 E. Main Street  
Lake Zurich, IL 60047

**From:** Pavement Systems  
Bidder  
708-396-8888  
Phone Number  
Ismael Alvarez  
Bidder's Contact for Bid

13820 S. California Ave Blue Island IL  
Address (City, State, Zip)  
Ismael @ pavement systems . com  
Email  
Alex Espinoza -  
Additional Contact information

Having carefully examined the terms set forth in the Notice to Bidders, Instructions to Bidders, Bid Award, General Conditions, Contract and Description of the Work and Procedures and having thoroughly examined the probable work conditions at the work sites/locations and pertinent areas adjacent thereto, the undersigned Bidder acknowledges the same to be accurate and complete insofar as the Work to be performed and related work details are concerned, the undersigned Bidder agrees to furnish all labor, materials, equipment, tools and services or whatever else is required for the Work as set forth in the 2024 Contract Documents for Seal Coating and Striping documents referenced above.

The undersigned Bidder acknowledges that he/they understands that where quantities are mentioned, they are approximate only, subject to increase or decrease and that in such cases, Bidder will take in full payment therefore the amount of the summation of the actual quantities, as finally determined, multiplied by the Unit Price shown on the Schedule of Prices contained herein.

The undersigned Bidder further agrees that if the Village decides to increase or decrease the improvements or otherwise alter it by extras, additions or deductions, including the elimination of any one or more of the items by the amount not to exceed twenty-five percent (25%) of the total money value of the original Contract prices, Bidder will perform the work as altered, increased, or decreased at the contract unit prices. Furthermore, all such work and materials as do not appear in the Proposal or Contract as a specific item accompanied by a Unit Price, and which are not included under the bid price for other items in this Contract, shall be performed as extra work. Bidder will accept as full compensation therefore a fixed price negotiated with the Village prior to performing extra work or at a Unit Price determined in the same manner.

The undersigned Bidder further agrees to execute a Contract for this Work and present the same to the Village within ten (10) calendar days after the date of written notice of the award of the Contract to Bidder.

Upon award of the Contract, the Village will send a Notice of Award to the successful Bidder and the Bidder must then execute the Contract and provide the required bonds or letter of credit and certificate of insurance to the Village within ten (10) business days. The Village will then issue a written Notice to Proceed and Bidder will thereafter shall commence Work not later than ten (10) calendar days thereafter and, unless otherwise provided,

will diligently prosecute the Work in such manner and with such materials, equipment, and labor as will insure its completion within the time limit specified herein, it being understood and agreed that the completion within the time limit is an essential part of the Contract. In case of failure to complete the Work within the time stated herein, the undersigned agrees that the



Village of Lake Zurich  
Sealcoating and Striping Program

Village shall withhold from such sums as may be due him under the terms of this Contract the costs of additional engineering and observation, maintenance of detours, interest, and other items incurred by the Village resulting from the failure of the Bidder to complete the Work within the time specified in the Contract.

The undersigned Bidder agrees to complete the Work by **Monday, September 30, 2024** unless granted additional time in writing by the Village.

Included with this bid Proposal is a bank cashier's check, certified check or bid bond in the amount of \$ 50,000.00, being ten percent (10%) of the total amount bid by \$ 5,000.00, the Bidder, in favor of the Village of Lake Zurich.

It is hereby agreed that, should Bidder be awarded the Contract for services contemplated under this bid and fail or refuse to execute a Contract for the performance of said Work, or to provide the required payment and performance bonds, or letter of credit, and certificate of insurance, then this security, in the amount stipulated above, shall be forfeited and may be retained by the Village of Lake Zurich as liquidated damages and not as a penalty. All bids to remain firm for a period of ninety (90) days after bid opening date.

If this Proposal is accepted and the undersigned Bidder fails to execute a Contract as required herein, it is hereby agreed that the amount of the check or draft shall become the property of the Village and shall be considered as payment of damages due to delay and other causes suffered by the Village because of failure to execute said Contract or Contract Bond; upon the undersigned Bidder properly executing a Contract and furnishing a Contract Bond, said check or draft shall be returned to the undersigned.

The undersigned Bidder submits herewith his schedule of prices covering the work to be performed under the Contract; Bidder understands that it must show in the schedule the unit prices, where applicable, for which Bidder proposes to perform each item of work; that the extension must be made by Bidder and that if not so done, his Proposal may be rejected as irregular.

**Bidder hereby bids on all items and has provided a price for all requested services.** The Bidder acknowledges it understands all the requested services for which it has submitted a bid. The undersigned proposes to furnish all labor, materials, tools, equipment and perform all necessary requirements for the Work for the crack sealing, seal coating, and striping of the parking lots and walking paths with the attached conditions and specifications, and at the terms and schedule prices herein given:

**Area square footages (Approximations)**

**Bidders are responsible for their own measurements and quantities. Some locations require multiple day applications due to access needs.**

**Location Maps are located in Exhibit "D"**



Exhibit "1"

**RECEIVED**  
MAR 14 2024

Village of Lake Zurich  
Sealing and Striping Program

<u>Location Number</u>	<u>Name</u>	<u>Address</u>	<u>BY:.....Striping</u>	<u>Area</u>	<u>Price</u>
1	Breezewald Parking Lot	125 North Old Rand Rd	x	7872	\$1205.79
2	Breezewald Path	125 North Old Rand Rd		358	\$84.11
2	Breezewald Path	125 North Old Rand Rd		2318	\$319.71
2	Breezewald Path	125 North Old Rand Rd		1433	\$213.11
2	Breezewald Path	125 North Old Rand Rd		983	\$159.11
2	Breezewald Path	125 North Old Rand Rd		2336	\$321.47
2	Breezewald Path	125 North Old Rand Rd		1316	\$199.07
3	Village Hall Parking Lot	70 E Main St	x	26116	\$4985.59
4	Legion Parking Lot	51 Lions Dr	x	39761	\$7721.39
5	Municipal Lot	81 East Main St	x	36630	\$5232.25
6	37 SOR Lot	37 South Old Rand	x	6652	\$984.39
19	Wicklow West Path	1154 O'Malley Dr		995	\$160.55
20	Wicklow East Park Lot	910 March St	x	8683	\$1228.11
21	Wicklow East Overflow Lot		x	37792	\$5201.19
23	Bristol Trails Park Lot	1130 Bristol Trail Rd	x	9236	\$1249.50
24	Bristol Trails Path	1130 Bristol Trail Rd		2136	\$297.47
24	Bristol Trails Path	1130 Bristol Trail Rd		692	\$124.19
24	Bristol Trails Path	1130 Bristol Trail Rd		738	\$129.71
24	Bristol Trails Path	1130 Bristol Trail Rd		518	\$103.31
24	Bristol Trails Path	1130 Bristol Trail Rd		2152	\$299.39
24	Bristol Trails Path	1130 Bristol Trail Rd		1569	\$229.43
24	Bristol Trails Path	1130 Bristol Trail Rd		8839	\$1001.83
25	Chestnut Corners Lot	1234 Pheasant Ridge Rd	x	15111	\$2174.47
37	Countryside West Soccer	1200 Deerpath	x	12733	\$1994.11
38	Braemar Parking Lot	608 Chesterfield	x	8758	\$1362.11
98	Braemar Path	608 Chesterfield		933	\$153.11
40	Police Parking Lot	200 Mohawk Tr	x	52399	\$7413.94
50	Kuechmann	626 North Old Rand Rd	x	3737	\$524.59
50	Kuechmann	626 North Old Rand Rd	x	5245	\$715.55
42	Well 12 Lot	640 Church St		9906	\$1235.72
43	Well 8 West Lot	1015 Ensell Rd		4416	\$571.67
43	Well 8 East Lot	1015 Ensell Rd		1801	\$257.27
45	Quentin Pump Sta. Lot	100 Quentin Rd		3064	\$408.83
46	Well 7 Drive	455 Old Mill Grove Rd		917	\$151.19
46	Well 7 Lot	455 Old Mill Grove Rd		3358	\$444.11

Total Base Bid: \$48,784.41



Village of Lake Zurich  
Sealcoating and Striping Program

Pavement Systems

Company Name

13820 S. California Ave Blue Island IL

Address (City, State, Zip)

708-396-8888

Phone Number

Business Address

Ismael@pavementsystems.com

Email

**Submitted**

3-13-24

Date

**Bidder**

Pavement Systems

Corporate Name

13820 S. California Ave Blue Island IL

Business Address

708-396-8888

Phone Number

Corporate Seal

Signed By

Maxim G. [Signature]

Attest: Secretary

Ismael Alvarez Jr.

President



Village of Lake Zurich  
Sealcoating and Striping Program

### **EXHIBIT C**

### **CONTRACT**

THIS AGREEMENT (the "Contract") is hereby entered into by and between the Village of Lake Zurich, an Illinois municipality (the "Village"), and \_\_\_\_\_, an \_\_\_\_\_, located at \_\_\_\_\_ Illinois, (the "Contractor").

#### **1. Contract**

- a. The Agreement between the Village and the Contractor shall include all of the following shall be bound by the terms and conditions of this Contract, the bid documents and exhibits:
  - i. This Contract document
  - ii. The Notice to Bidders
  - iii. The Instructions to Bidders
  - iv. The Bid Award
  - v. The General Conditions
  - vi. The Description of Work and Procedures (**Exhibit A** hereto)
  - vii. The Bid Proposal Form (**Exhibit B** hereto)

#### **2. Performance of the Work**

- a. A description of the work to be performed, and related procedures, are attached hereto as Exhibit A (the "Work").
- b. The Contractor is solely responsible for safety at its Work sites and shall exercise every precaution at all times for the protection and safety of persons and properties, including its employees and subcontractors. The safety provisions of all applicable laws and regulations shall be strictly observed. Any hazardous practice, in the opinion of the Director of Public Works or his authorized representative, shall be immediately discontinued by the Contractor upon receipt of instructions from the Director of Public works or an authorized representative to discontinue such practice.
- c. The performance of services under the Contract includes the furnishing of all supervision, labor, materials, tools, equipment and incidentals of every kind and description necessary to fulfill the Contract.
- d. The performance of services shall be subject at all times to inspection by the Village or its inspectors, and the Contractor will be held strictly to the diligent execution of the Contract. The Village or its inspectors shall be furnished with such information and assistance by the Contractor as may be required to make a complete and detailed inspection. Work, services or materials not in compliance with the Contract may be rejected by the Village, and even if the Contractor deems them complete, shall be performed again by the Contractor at no expense to the Village.
- e. The Contractor shall provide an adequate number of competently trained personnel with sufficient supervision to perform the services required, and the Contractor shall provide identification of its personnel if requested by the Village. Any Contractor's employee or representative whose employment is reasonably detrimental or objectionable to the Village shall be transferred immediately from the work site upon the Village's request. The exercise of this option shall not be construed as placing the Village in charge of the performance of the services required under the Contract, or as making the Village responsible for safety. All tools or equipment required to carry out the operations within the scope of the Contract shall be provided by the Contractor, and shall meet the standards of OSHA and the State of Illinois safety codes as may be applicable and required by law. The Village reserves the right to inspect the equipment that will be used prior to the award of the bid or during the execution of the Work.



Village of Lake Zurich  
Sealcoating and Striping Program

- f. The Contractor shall, prior to commencement of services, provide in writing to the Village, the names of all job supervisors. At least one such supervisor to whom the Village representative may issue directives shall, at all times, be at the job site. Such person shall be fluent in the English language.

### 3. Quality of Work

- a. The Contractor represents and certifies that the Work shall be performed in accordance with the generally accepted industry standards and standards of professional practice, care and diligence practiced by recognized firms in performing services of a similar nature in existence at the time of performance. All Work shall be performed in a reasonably prompt manner.
- b. The Contractor represents that its employees, agents and subcontractors currently hold, and shall maintain throughout the term of this Contract, all required licenses, permits and certificates, and have duly registered and otherwise complied in all respects with any applicable federal, state and local laws, regulations and ordinances applicable to their performance of the Work required by the Contract.
- c. The Contractor shall provide adequate personnel necessary to complete the Work. The Contractor 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 Work which must be duplicated or redone due to staff or employee termination or loss or for any delay or extension of time in performing the Work as a result of any such termination or loss.
- d. All Work performed under any subcontract shall be subject to all terms of this Agreement in the same manner as if performed by employees of the Contractor. Every subcontract that the Contractor enters into in regard to the performance of the Work under this Agreement shall include a provision binding the subcontractor to all of the terms of this Agreement.
- e. Contractor warrants to the Village that all materials furnished under this Contract shall be new and of the most suitable grade for the purpose intended and that all work shall be of good quality, free from faults and defects and in conformance with the Contract and bid documents. Prior to final completion, Contractor shall deliver to the Village all warranties required under the Contract and bid documents, or to which Contractor is entitled from manufacturers, suppliers, and Subcontractors. Unless otherwise provided, all warranties for products and materials incorporated into the work shall begin on the date of substantial completion and remain in effect for a period of one (1) year. No payment under this Contract by the Village shall constitute an acceptance of work not done in accordance with contract documents or relieve the Contractor or its sureties of liability with respect to any warranties or responsibilities for faulty or defective materials and workmanship.
- f. Contractor warrants that the work shall be done in a workmanlike manner in strict accordance with the Contract documents and guarantees that the labor and material will be free of defects for the period stated in the Contract documents, but in no event less than one (1) year from the date of substantial completion.

### 4. Quantity of Work

- a. The quantities identified herein are estimated quantities. The Village does not guarantee any specific amount and shall not be held responsible for any deviation. This Contract shall cover the Village's requirements whether more or less than the estimated amount.



Village of Lake Zurich  
Sealcoating and Striping Program

- b. The Village reserves the right to increase and/or decrease quantities, add or delete locations during the term of the Contract, whatever is deemed to be in the best interest of the Village.
- c. Upon request by the Village, the Contractor shall provide either/both written and verbal reports to the Community Development Director of Public Works, regarding the progress of the Work.
- d. The Contractor shall maintain books, records, documents and other evidence directly pertinent to performance of the Work under this Contract. The Contractor shall also maintain the financial information and data used by the contractor in the preparation or support of any cost submissions required under this subsection. In the case of all other subcontracts, the Contractor also agrees to include access to records as specified above in all his contracts. In addition, those records which relate to any dispute or litigation or the settlement of claims arising out of the performance of the Work, costs or items to which an audit exception has been taken, shall be maintained and made available for three years after the date of resolution of such dispute, appeal, litigation or claim. Contractor shall allow the Village to inspect and audit all data and records of the Contractor for work done pursuant to this Contract. The records shall be maintained and made available to the Village at reasonable times.

#### 5. Correction of Work

- a. If any errors, omissions or acts, intentional or negligent, are made by the Contractor, and its employees and its subcontractors, in performing the Work, the correction of which requires additional Work, the Contractor shall be required to perform such additional Work as may be necessary to remedy same without undue delay and without any cost to the Village.
- b. In case of default by the Contractor, the Village may procure the services from other sources and may collect against the bond or surety for excess costs so paid or take any other action at law or equity in order to be made whole.

#### 6. Contractor Representative

- a. The Contractor shall designate a person who shall be available during normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.) and who shall serve as the Contractor's primary authorized representative during the performance of the Work. This "Representative" shall be readily available to respond to communications from the Village and shall be primarily responsible for performing the Work under the Contract.
- b. The Representative shall receive requests from the Village to perform the Work and shall have full authority to execute the directions of the Village, without delay, and promptly supply any necessary labor, equipment or incidentals to do so.
- c. The Contractor also shall provide the Village with the name and phone number of the Representative who, in the case of an off-hour's emergency, shall be readily accessible and available for quick response to perform an inspection request or a plan review. The Contractor shall immediately notify the Village in writing of any change in the identity and telephone number of the Representative. If the Representative fails to perform the Services to the satisfaction of the Director of Public Works, or his/her designee, then the Contractor shall immediately replace the Representative with a new person with comparable experience and knowledge.

#### 7. Compensation and Method of Payment

- a. The Village agrees to pay for any requested, fully completed and accepted Work rendered by Contractor in accordance with the Schedule of Prices (**Exhibit "1"**) attached to this Agreement.



Village of Lake Zurich  
Sealcoating and Striping Program

- i. The Contractor shall submit invoices to the Village upon project completion.
  - ii. The Village agrees to make payments to Contractor in compliance with the Local Government Prompt Payment Act (50 ILCS 505).
  - iii. The Schedule of Prices shall remain firm/fixed throughout the term of the Contract.
- b. Contractor shall, at its sole cost, pay all other expenses related to the performance of this Contract and the Work, including, but not limited to, out-of-pocket expenses such as travel, printing, reproduction, mailing, insurance premiums, licensing fees, fuel, overhead, administrative costs, delivery charges, and all costs associated with the acquisition and maintenance of vehicles and equipment.
  - c. The amounts set forth in the Fee Schedule include all applicable federal, state and Village taxes of every kind and nature applicable to the Work, as well as all taxes, contributions and premiums for unemployment insurance, employment benefits or similar benefits, and all costs, royalties and fees arising from the use on, or the incorporation into, the Work, 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 by Contractor of any such tax, contribution, premium, cost, royalty or fee are the sole responsibility of the Contractor, and any claim or demand from any person that the Village pay such taxes, contributions, premiums, costs, royalties or fees are waived and released and shall be indemnified by the Contractor.

#### 8. Claims in Addition to Contract Amount

- a. The Contractor is required to provide written notice to the Village of any claim for additional compensation as a result of action taken by the Village, within fifteen (15) calendar days after the occurrence of such action.
  - i. The Contractor acknowledges and agrees that such written notice shall not be deemed or interpreted as entitling the Contractor to any additional compensation. Any changes to the compensation fixed in this Contract shall be valid only upon written amendment signed by both the Village and Contractor.
- b. Regardless of the decision of the Village relative to a claim submitted by the Contractor, the Contractor shall proceed with all of the Work required to complete the Work under the Contract, as determined by the Village, without interruption or delay.
- c. The Contractor acknowledges and agrees that in no event shall the Village be liable for any fees or costs incurred by the Contractor in connection with any Work provided by the Contractor that are outside of, or exceed, the scope of this Contract, regardless of whether such fees or costs are requested or directed by the Village, except upon the prior written consent of the Village.
- d. When a change order is required, such an order must be approved by the Village prior to execution and comply with the requirements of Illinois law, including Section 33E-9 of the Criminal Code regulating change orders. 720 ILCS 5/33E-9 A written change order must be formally issued by the Village prior to commencing any additional work covered by such order. Work performed without proper authorization shall be at the Contractor's sole risk and expense.

#### 9. Insurance Requirements

- a. Contractor shall provide, for the duration of the Contract, insurance against claims for injuries to persons or property damage which may arise from or related to the performance of the Work by the Contractor, his agents, representatives, employees, or subcontractors.



Village of Lake Zurich  
Sealcoating and Striping Program

- b. The Contractor shall not commence work until the Contractor has provided all insurance required by the Contract. The Contractor shall purchase and maintain, throughout the duration of the contract, insurance as is appropriate for the work being performed and furnished and shall provide protection from claims which
- c. may arise out of or result from the Contractor's performance and furnishing of the Work and the Contractor's other obligations under the Contract documents, whether it is to be performed or furnished by the Contractor, by any subcontractor, by anyone directly or indirectly employed by them or by anyone for whose acts any of them may be liable.
- d. Insurance required by this Section shall be written with a company having at least an "A" Property-Casualty Rating, as listed in the most recent published A. M. Best's Insurance Guide.
- e. The Village shall be named as additional insured except for Workmen's Compensation insurance. The coverage afforded shall be primary and non-contributory for the additional insured with respect to claims arising out of operations performed by or on behalf on the Contractor. If the additional insured has other insurance which is applicable to the loss, such as other insurance shall be on an excess or contingent basis. The amount of the Contractor's insurance company's liability under this insurance policy shall not be reduced by the existence of such other insurance.
- f. As a minimum, the Contractor shall secure and maintain the types of insurance as specified and herein, and shall submit evidence to the Village on an annual basis that the insurance coverages are in force. The form and limits of such insurance, together with the underwriter thereof in each case, shall be acceptable to the Village, but regardless of such acceptance it shall be the responsibility of the Contractor to maintain adequate insurance coverage until final payment and at all times thereafter when the Contractor may be correcting, removing, or replacing defective work in accordance with this Contract. Failure of the Contractor to maintain adequate coverage shall not relieve him of any contractual responsibility or obligation.
- g. The Contractor shall include with its bid, copies of the Certificates of Insurance with the coverages and limits specified.
- h. Insurance certificates and policies delivered to the Village shall recite that 45 days prior written notice will be given to the Village by certified mail, return receipt required, or by verified personal delivery, before any policy is materially changed, canceled, or not renewed.
- i. The Contractor shall include all subcontractors as a covered insured party under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- j. Any deductible amounts/requirements or any self-insured retention amounts of any of Contractor's policies or insurance must be disclosed to and approved by the Village in order to meet the insurance requirements herein. At the Village's direction, the Contractor's insurer must either reduce or eliminate the deductible or self-insured retention or Contractor must provide an appropriate bond securing payment of losses and related investigation, claim administration, and defense expenses of the Village.

#### 10. Insurance Coverages

- a. This insurance shall be written in Commercial General Liability form and shall protect the Contractor against all claims arising from injuries to persons or damages to property caused by any act or omission of the Contractor or his agents, employees or subcontractors. The Broad Form General Liability Endorsement shall be included.



Village of Lake Zurich  
Sealcoating and Striping Program

- b. Satisfactory certificates of insurance shall be filed with the Village upon execution of the contract. The certificates shall state that thirty (30) days advance written notice will be given to the Village before any policy is changed or canceled.

Insurance coverage shall be in the following minimum amounts:

<u>Type of Insurance</u>	<u>Limit/ Ea. Occurrence</u>	<u>Limit/ Aggregate</u>
<b>General Liability</b>		
Bodily Injury	\$1,000,000	\$3,000,000
Property Damage	\$1,000,000	\$3,000,000
Contractual Ins.	\$1,000,000	\$3,000,000
<b>Automobile Liability</b>		
Bodily Injury	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000
<b>Workers Compensation</b>		
Employee Claims	Statutory for Illinois	
Employers Liability	\$1,000,000 per accident	

- c. To the fullest extent permitted by law, he Contractor shall indemnify and save harmless the Village, its officers, employees and agents from any and all liability, losses or damages, including attorneys' fees and costs of defense, the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including workers' compensation claims, in any way resulting from or arising out of the operations of the contractor under the contract. This shall include operations of subcontractors. The Contractor shall, at its own expense, appear, defend and pay all attorneys' fees and all costs and other expenses arising from or incurred in connection with such defense. If any judgments shall be rendered against the Village in any such action, the Contractor shall, at its own expense, satisfy and discharge same. The Contractor expressly understands and agrees that any bonds, letters of credit or insurance protection required by the Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village. This indemnification does not apply to liability caused by the Village's own negligence, provided this does not serve to waive or adversely impact any of the Village's available protections or immunities under Illinois common or statutory law.
- d. The Contractor agrees to assume the entire liability for all personal injury claims suffered by its own employees and waives any limitation of liability defense based upon the Worker's Compensation Act and cases decided there under. The Contractor agrees to indemnify and defend the Village and its Affiliates from and against all such loss, expense, damage or injury, including reasonable attorney fees, which the Village may sustain as a result of personal injury claims by the Contractor's employees, except to the extent those claims arise as a result of the Village's own negligence.
- e. The Contractor agrees to defend and hold harmless the Village from and against all demands, claims, suits, costs, expenses, damages and adjustments based upon any infringement of any patent relating to goods specified in the contract, and on account of the Village's use of any copyrighted or uncopyrighted, composition, trade secrets, secret process, proprietary rights, patented or unpatented invention, article or appliance furnished or used in the performance of the Work.



**11. Payment and Performance Bonds**

- a. Contractors shall furnish a performance bond and a payment bond, (or a non-diminishing irrevocable bank letter of credit for contracts under \$100,000) within ten (10) calendar days after being notified that they are the successful bidder. The payment and performance bond shall secure the successful contractor obligations to complete this Contract and pay its labor and material suppliers as provide at 30 ILCS 550/1 and 2,
- b. A performance bond and payment bond satisfactory to the Village, executed by a surety company authorized to do business in the State of Illinois, in an amount equal to one-hundred percent (100%) of the contract price as security for the faithful performance of the contract;
- c. The surety on the bond shall be a company that is licensed by the Department of Insurance authorizing it to execute surety bonds and the company shall have a financial strength rating of at least A- as rated by A.M. Best Company, Inc., Moody's Investors Service, Standard & Poor's Corporation, or a similar rating agency. The bond shall be in that full amount to cover the cost of the completion of the Work, for the payment of material, apparatus, fixtures, and machinery used in the Work and for all labor performed in the Work, whether by subcontractor or otherwise.
- d. Documents required by this section must be received and approved by the Village before a written contract will be issued.

**12. Prevailing Wage**

- a. The Contractor shall pay prevailing wages to all workers, laborers and mechanics performing services required by the Contract, as required and in accordance with the Illinois Prevailing Wage Act, as amended, including any changes in the prevailing wage during the term of the Contract. The Village has adopted the prevailing wages as determined by the Illinois Department of Labor ("IDOL") for Lake County, effective during this Contract, as revised. The prevailing rate of wages are revised by the IDOL and are available on the IDOL website, [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol). In the event that the

IDOL should revise the prevailing rate of wages, then the revised rates shall apply to the Contract. In no case shall any revision in the rates of prevailing wages result in an increase in the total contract price. The Contractor shall also be fully responsible for meeting all requirements under the Prevailing Wage Act, including the requirement to provide a certified payroll. ***It is the obligation of the bidder to confirm with IDOL if the work to be performed requires the payment of prevailing wages.***

**13. Independent Contractor Status**

- a. The Contractor's duties, role and responsibilities, and those of its employees or subcontractors, shall be solely those of an independent contractor for all purposes and no employee or agent of the Contractor shall be deemed for any reason to be an employee or agent of the Village. The Contractor is responsible for directing and controlling the performance and completion of the Work in a timely manner that meets the Village's requested schedule or completion date. No provision of this Bid Notice or subsequent conduct between the Village and Contractor shall be construed to create an "employer-employee," "principal and agent," "partners" or "participants in a joint venture" relationship or status. The Contractor, and its employees and its subcontractors, are responsible, pursuant to applicable law, for their own business operations, and for payment of any benefits, retirement plans, insurance, health plans, income and employment taxes or any other taxes of any kind arising from their receipt of compensation under this Contract.



**14. Contract Termination**

- a. The term of this Contract shall be for one (1) year from the date of award.
- b. In the event that this Contract is terminated, and provided that there is no dispute over the performance of any of the Work, the Contractor shall be paid for Work actually performed, if any, prior to the date of the notice of termination, not exceeding the value of the Work completed, which shall be determined on the basis of the rates set forth in the Fee Schedule.
- c. Costs incurred by the Contractor subsequent to the receipt of any notice of termination and before the termination date will be reimbursed by the Village only if, prior to the effective termination date, the Village receives from the Contractor a list of actions that are necessary to perform and the Village agrees in writing that those actions be taken. The Contractor shall not be entitled to any claim for lost profits due to the termination of the Work by the Village.

**15. Termination/Default**

- a. Any immediate threat to the public health or safety, or any repeated or multiple failures to complete the duties required by the Contract, or for violations of the Contract, whether for similar or differing issues, shall constitute the basis for immediate termination of the Contract.
- b. If it should appear at any time that the Contractor has failed or refused to timely perform, or has delayed in the performance of the Work with diligence at a rate that assures completion of the Work in

full compliance with the requirements of this Contract, or has otherwise failed, refused or delayed to

perform the Work or any other requirement of this Contract ("Event of Default"), and fails to cure any such Event of Default within ten (10) business days after the Contractor's (and if required, the Surety) 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:

- i. The Village may require the Contractor, within a reasonable time, to complete or correct all or any part of the Work that are the subject of the Event of Default; and to take any or all other action necessary to bring the Contractor and the Work into compliance with this Contract. Any costs and charges incurred by the Village, together with the cost of performing the required services shall be deducted from any monies due or which may become due to the Contractor under the Contract. When such Contractor default costs incurred by the Village exceeds the sum paid to the Village for the performance of the required Work under the Contract, the Contractor and the surety shall be jointly and severally liable and shall pay to the Village the full cost of such additional expenses.
- ii. The Village may terminate this Contract without liability for further payment of amounts due or to become due under this Contract after the effective date of termination.
- iii. The Village may withhold from any payment of, whether or not previously approved, or may recover from the Contractor, any and all costs, including attorney fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Contractor or as a result of actions taken by the Village in response to any Event of Default by the Contractor.



Village of Lake Zurich  
Sealcoating and Striping Program

#### 16. Contractor Representations and Commitments

- a. The Contractor will comply with all applicable federal, state and local laws, promulgated by any federal, state, local, or other governmental authority or regulatory body pertaining to all aspects of the Work, now in effect, or which may become in effect during the performance of the Work.
- b. The Contractor will comply with the Preference to Veterans Act, 330 ILCS 55, *et seq.*
- c. The Contractor will comply with the Illinois Human Rights Act, 775 ILCS 5/1.101, *et seq* including, but not limited to establishment of sexual harassment policies and program and with the Fair Employment Commission's Rules and Regulations for Public Contracts, including requiring the provisions in any subcontracts. Contractor will comply with the provisions of the Equal Employment Opportunity Clause of the Illinois Department of Human Rights at Appendix A of Title 44, Part 750, Section 750 of the Illinois Administrative Code and the applicable Rules and Regulations for Public Contracts, and will include the provisions of this clause in every subcontract it awards as part of this Contract.
- d. The Contractor will comply with the requirements of the Drug Free Workplace Act if the Contract is \$5,000 or more, and it has more than 24 employees at the time of entering into the Contract pursuant to 30 ILCS 580, *et seq.* and applicable provisions of the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265).
- e. The Contractor will comply with the Illinois Public Works Employment Discrimination Act, 775 ILCS 10/1, *et seq.*
- f. The Contractor acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village for public records (as that term is defined by Section 2(c) of FOIA) in the Contractor's possession.

#### 17. Contractor Certifications

- a. By executing this Contract, the Contractor certifies neither it, nor any owner or officer, is 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 or any fee required by the Village, (unless lawfully contesting), 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 (bid rigging) or Section 33E-4 (bid rotating) of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1. The Contractor represents this Agreement is made without collusion with any other person, firm or corporation.

##### b. ADA Certification

The Contractor shall comply with the applicable provisions of the American Disabilities Act and its accompanying regulations (28 CFR 35.130) which prohibit discrimination against qualified individuals with disabilities by a local government, whether directly or through contractual arrangements, in the provision of any benefit, service, program or activity of the public entity. The Contractor certifies that by signing this Contract, that any services, programs and activities provided under this Contract are now and will continue to be in compliance with the Americans with Disabilities Act.



Village of Lake Zurich  
Sealcoating and Striping Program

**c. Sexual Harassment Certificate**

Contractor hereby certifies that it has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A)(4) including the following information: 1. An acknowledgment of the illegality of sexual harassment. 2. The definition of sexual harassment under State law. 3. A description of sexual harassment, utilizing examples. 4. The Contractor's internal complaint process including penalties. 5. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission. 6. Directions on how to contact the Department of the Commission. 7. An acknowledgment of protection of a complaint against retaliation as provided in Section 6-101 of the Human Rights Act. The Contractor must provide a copy of such written policy to the Illinois Department of Human Rights upon request.

**Contractor**

By: \_\_\_\_\_  
Authorized Agent

**18. General Provisions**

- a. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by both the Village and the Contractor.
- b. The Contractor shall give all notices, pay all fees and take all other action that may be necessary to ensure that the Work is provided, performed and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing and completing the Work.
- c. The Contractor shall not assign or transfer this Contract or any portion thereof without the prior approval of the Village.
- d. The terms of this Contract shall bind and inure to the benefit of the Village, the Contractor, and their agents, successors and assigns.
- e. No claim as a third-party beneficiary under this Contract by any person, firm or corporation shall be made or be valid against the Village.
- f. If any term, covenant, condition or provision of this Contract 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. For any legal action between the Parties concerning the interpretation, construction and enforcement of this Contract, or subject matter thereof, venue shall be in Lake County, Illinois and the laws of the State of Illinois shall govern the cause of action.
- h. The Contractor warrants and represents to the Village that the persons executing this Contract on its behalf have the full and complete right, power and authority to enter into this Contract and to agree to the terms, provisions and conditions set forth in this Contract, and that all legal actions needed to authorize the execution, delivery and performance of this Contract have been taken.



Village of Lake Zurich  
Sealcoating and Striping Program

- i. The failure of the Village to enforce any term, condition or covenant (herein referred to as "provision") of this Contract shall not be deemed a waiver or limitation of the Village's right to subsequently enforce such provision.
- j. This Contract may be executed in 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.

**IN WITNESS WHEREOF**, the Village and Contractor have made and executed this Contract on the dates and year written below, and this Contract shall be valid as of the date of the last signatory.

**Village of Lake Zurich**

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

**Contractor**

By: \_\_\_\_\_  
Authorized Agent

Date: \_\_\_\_\_





**PHILADELPHIA**  
INSURANCE COMPANIES

### BID OR PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, That we,

Pavement Systems Inc

of 13820 California Avenue, Blue Island, IL 60406

(hereinafter called the Principal) as Principal, and PHILADELPHIA INDEMNITY INSURANCE COMPANY, with its principal office at One Bala Plaza, Suite 100 in the City of Bala Cynwyd, Pennsylvania (hereinafter called the Surety), as Surety, are held and firmly bound unto

The Village of Lake Zurich

of 70 East Main Street, Lake Zurich, IL 60047

(hereinafter called the Obligor) in the penal sum of

Ten Percent (10%) of the total amount bid

Dollars\$ \_\_\_\_\_ lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas, the Principal has submitted the accompanying bid dated March 14, 2024 for

2024 Sealcoating and Striping

NOW, THEREFORE, if the Obligor shall make any award according to the terms of said bid and the Principal shall enter into a contract with said Obligor in accordance with the terms of said bid and give bond for the faithful performance thereof within the time specified; or if no time is specified within thirty days after the date of said award; or if the Principal shall, in the case of failure so to do, indemnify the Obligor against any loss the Obligor may suffer directly arising by reason of such failure, not exceeding the penalty of this bond, then this obligation shall be null and void: otherwise to remain in full force and virtue.

Signed, sealed and dated: March 13, 2023

Pavement Systems Inc

(Principal)

By: \_\_\_\_\_

PHILADELPHIA INDEMNITY INSURANCE COMPANY

By: \_\_\_\_\_

Heidi R. Brutko

Attorney-in-Fact

S-137-Rev.



**PHILADELPHIA INDEMNITY INSURANCE COMPANY**

One Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004-0950

**Power of Attorney**

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint, **Nathan Miller, Sandra Hartzell, Michelle Bennett, Brandy Prinz, Heidi R. Brutko, Tabatha Kepner or Chris Papke of Philadelphia Indemnity Insurance Company** its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$50,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14<sup>th</sup> of November, 2016.

**RESOLVED:** That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER RESOLVED:** That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

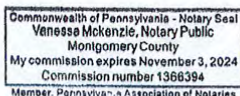
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 5<sup>TH</sup> DAY OF MARCH, 2021.



(Seal)

John Glomb, President & CEO  
Philadelphia Indemnity Insurance Company

On this 5<sup>th</sup> day of March, 2021 before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



Notary Public:

*Vanessa McKenzie*

residing at:

Bala Cynwyd, PA

My commission expires:

November 3, 2024

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 5<sup>th</sup> day March, 2021 are true and correct and are still in full force and effect. I do further certify that John Glomb, who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 13<sup>th</sup> day of March, 2024



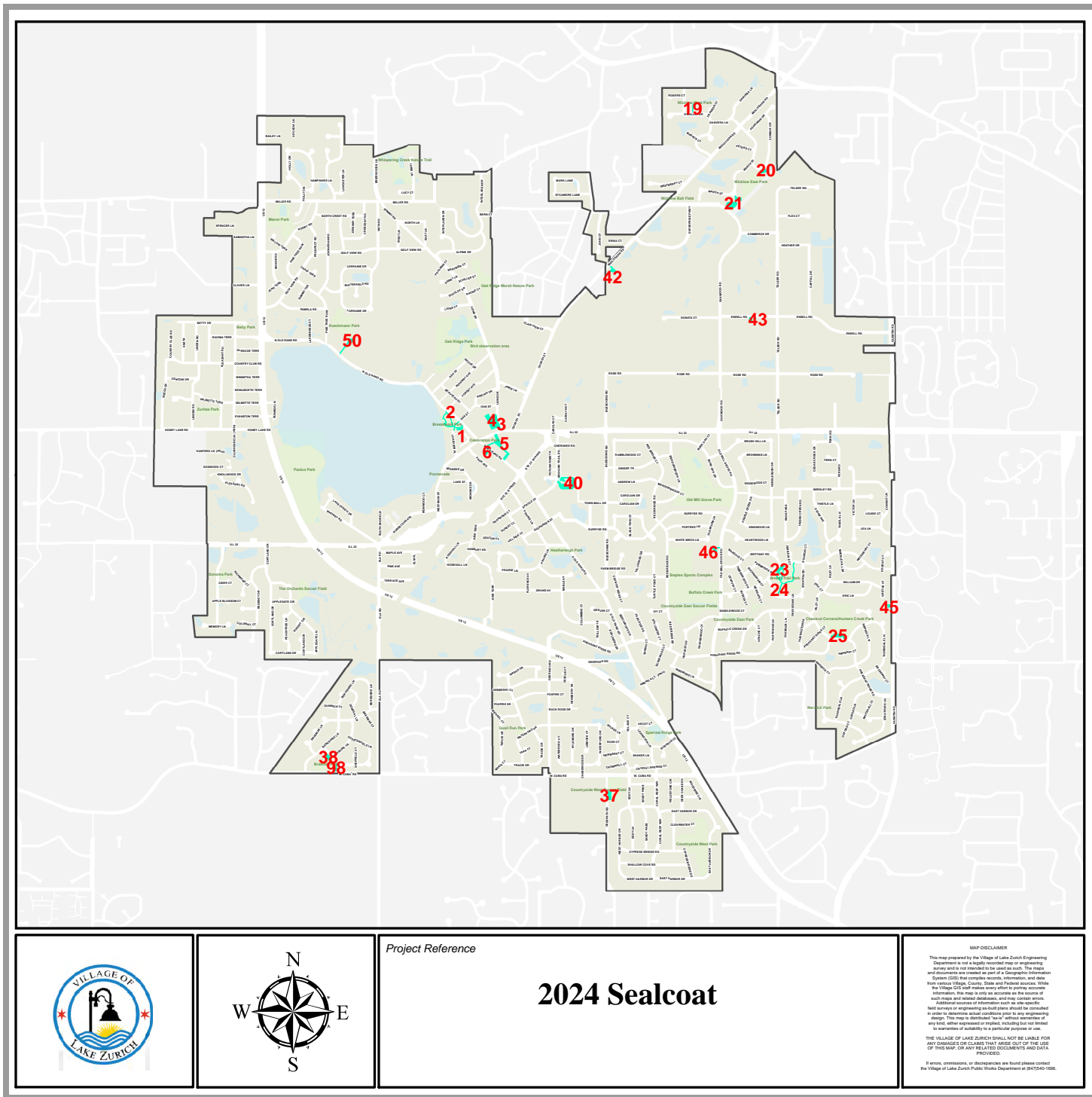
Edward Sayago, Corporate Secretary  
PHILADELPHIA INDEMNITY INSURANCE COMPANY



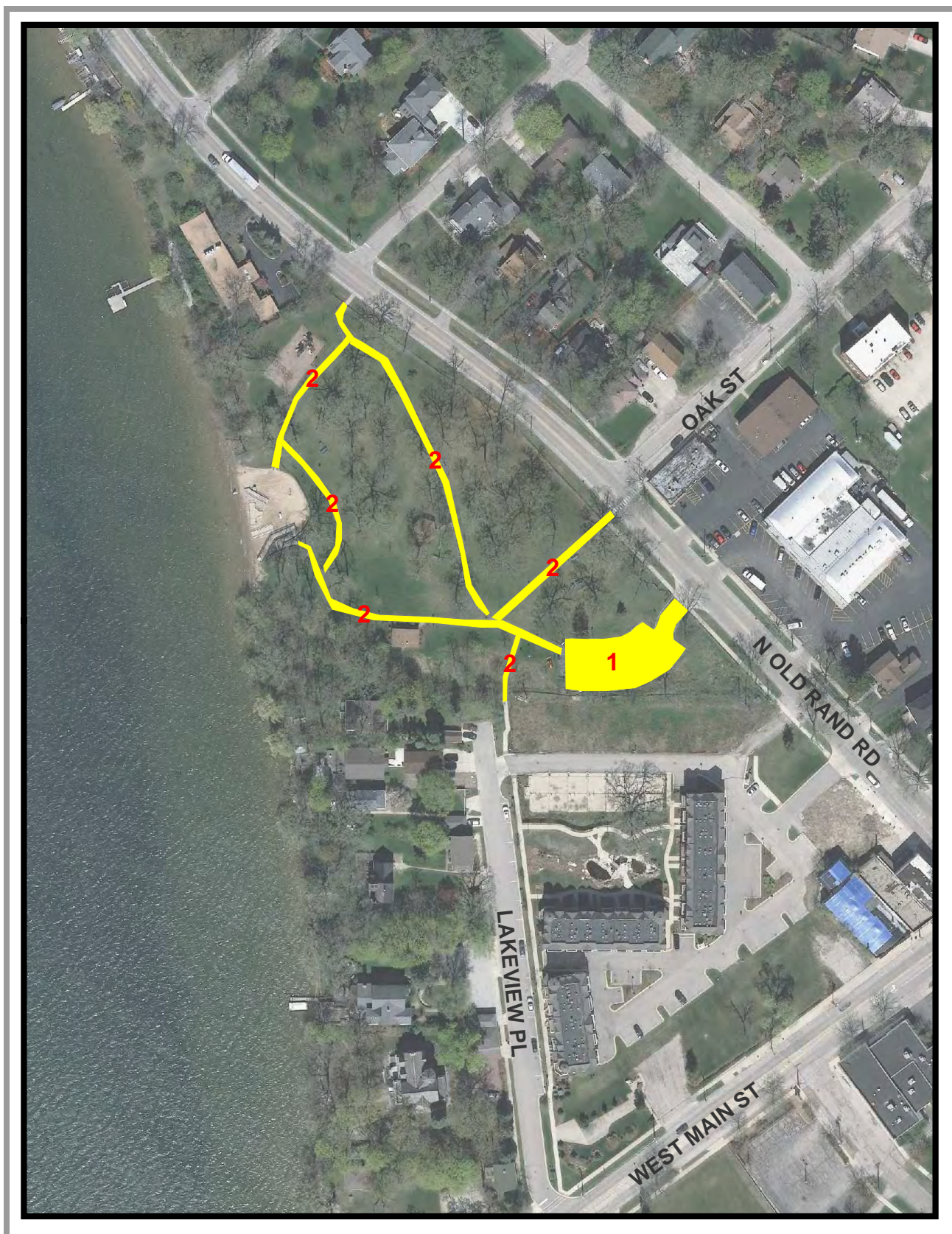
Village of Lake Zurich  
Sealcoating and Striping Program

**EXHIBIT D**  
**WORK SITES**









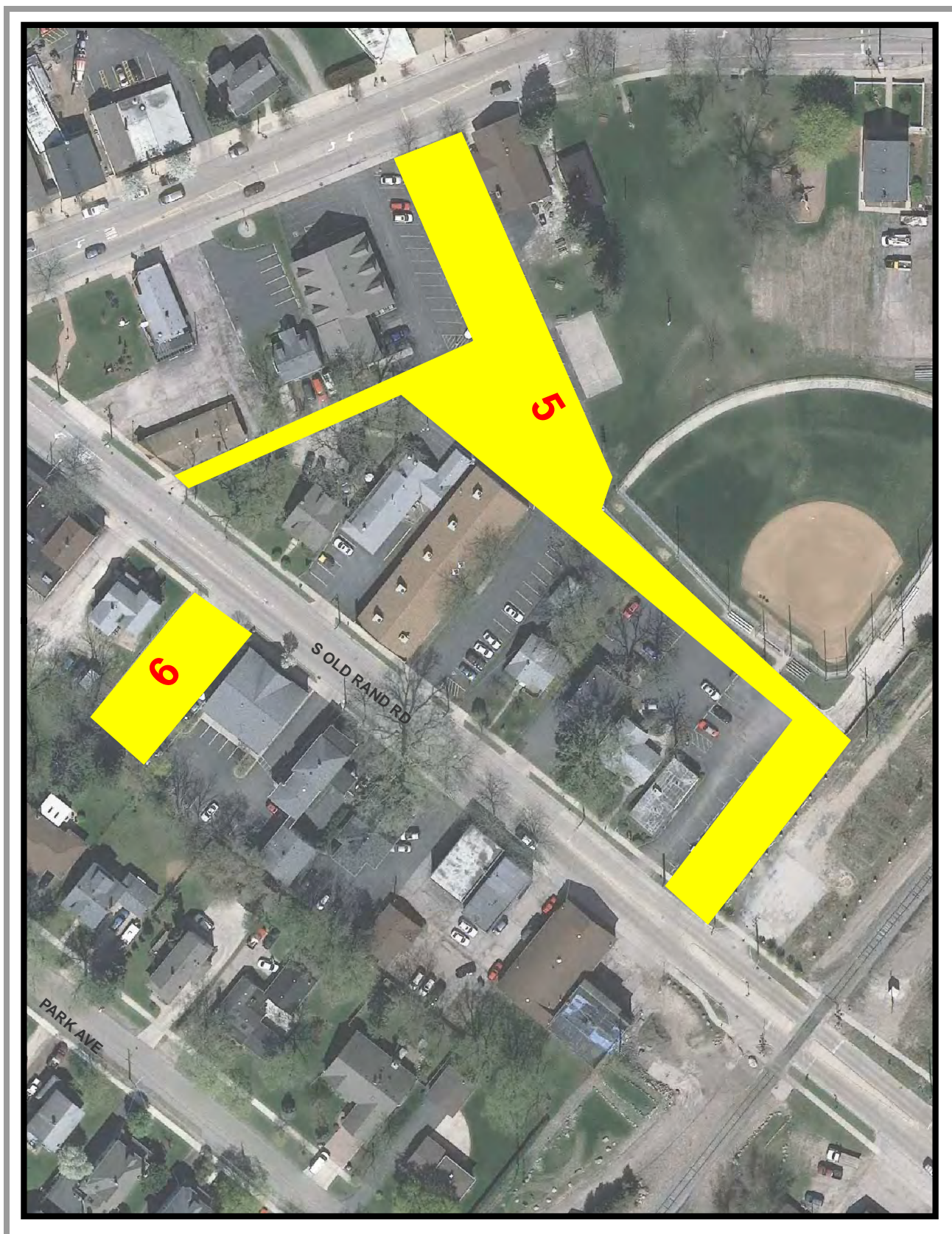




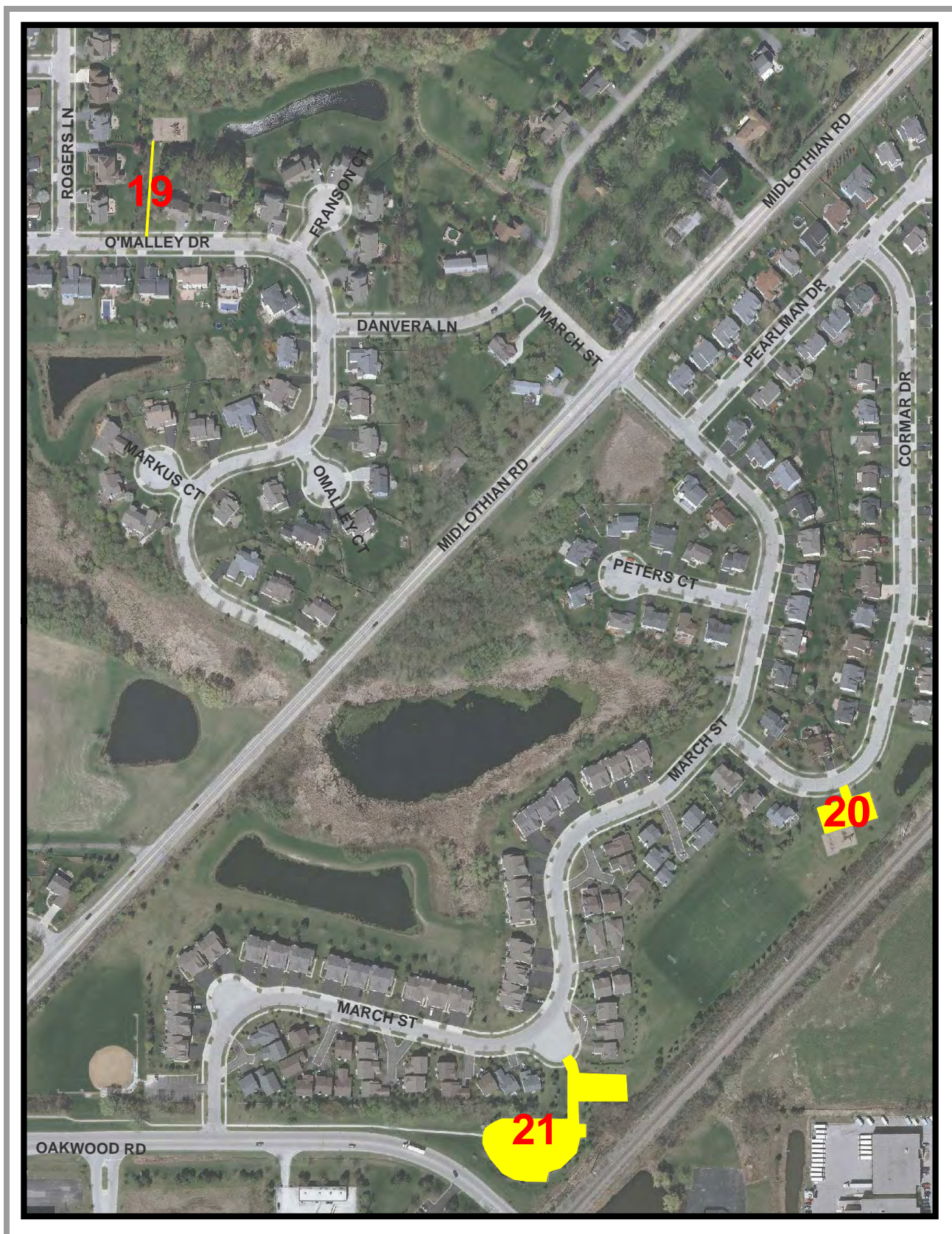




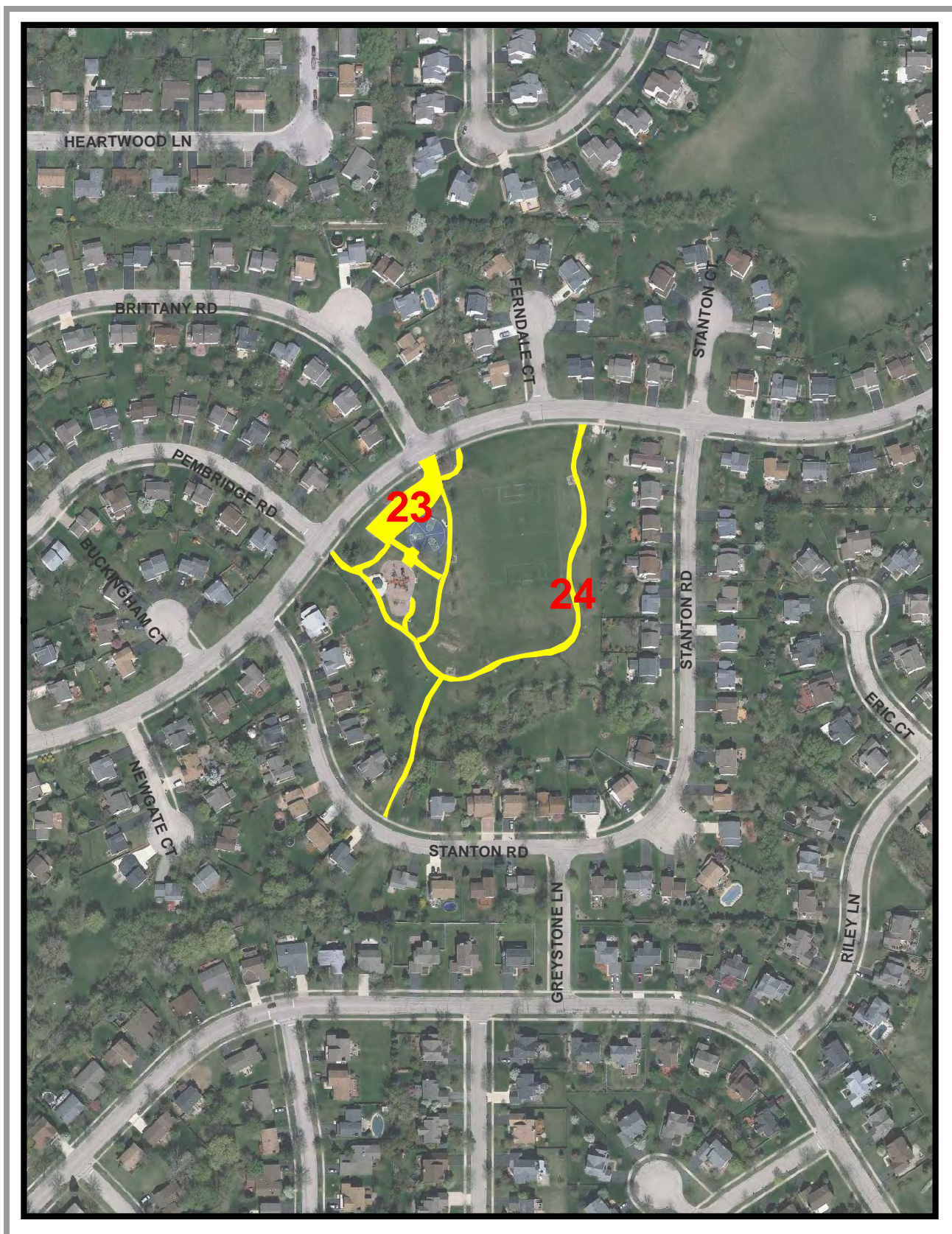








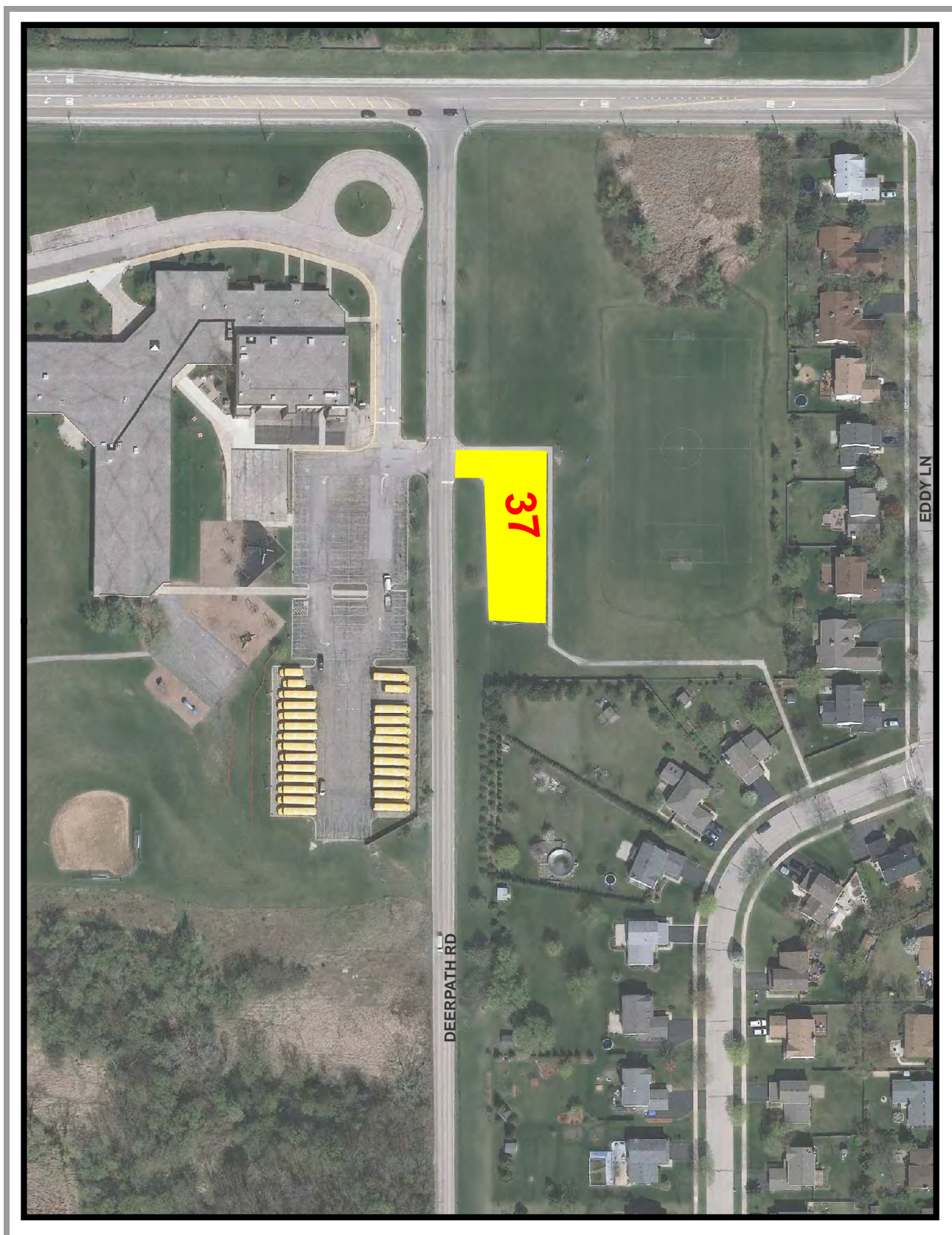








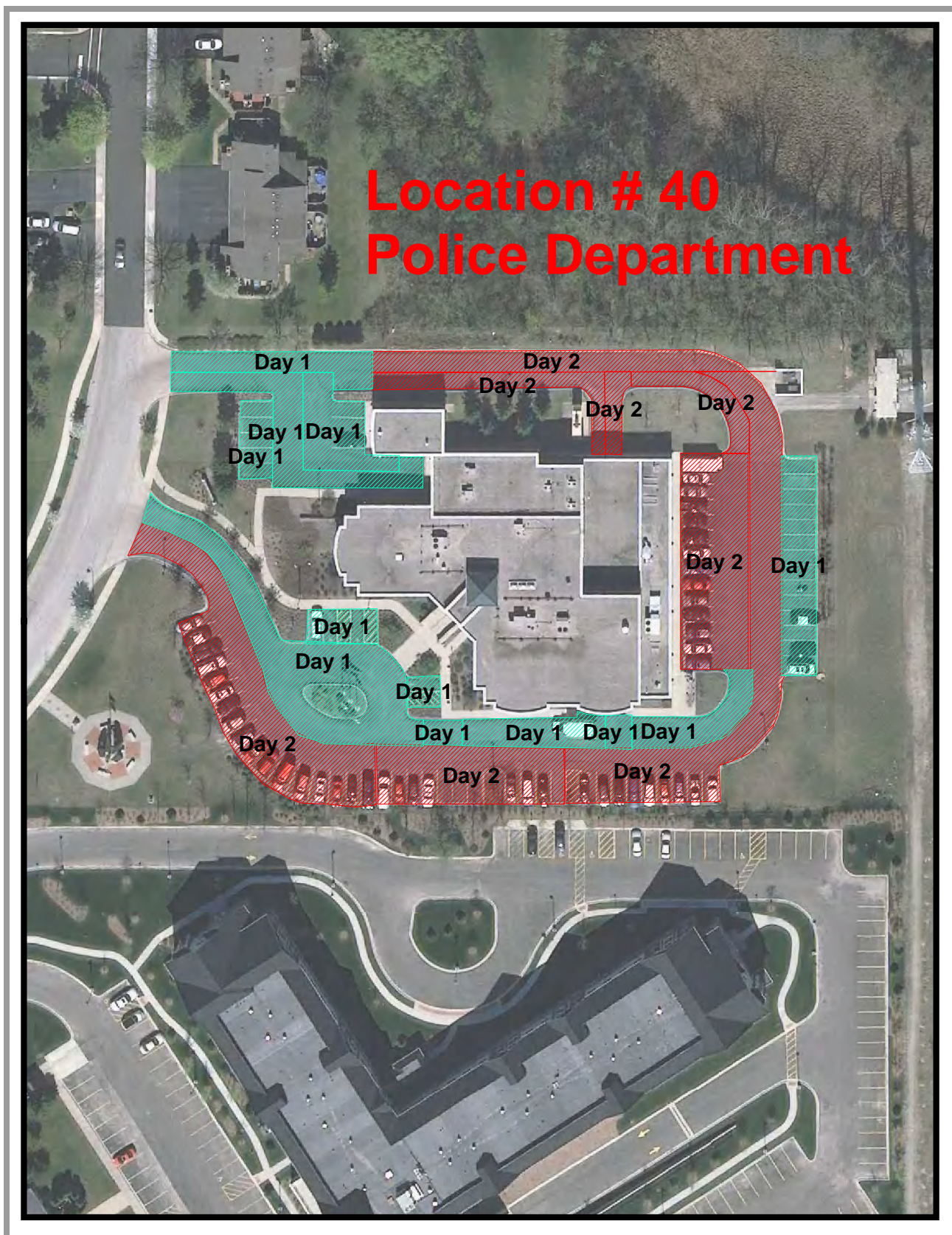








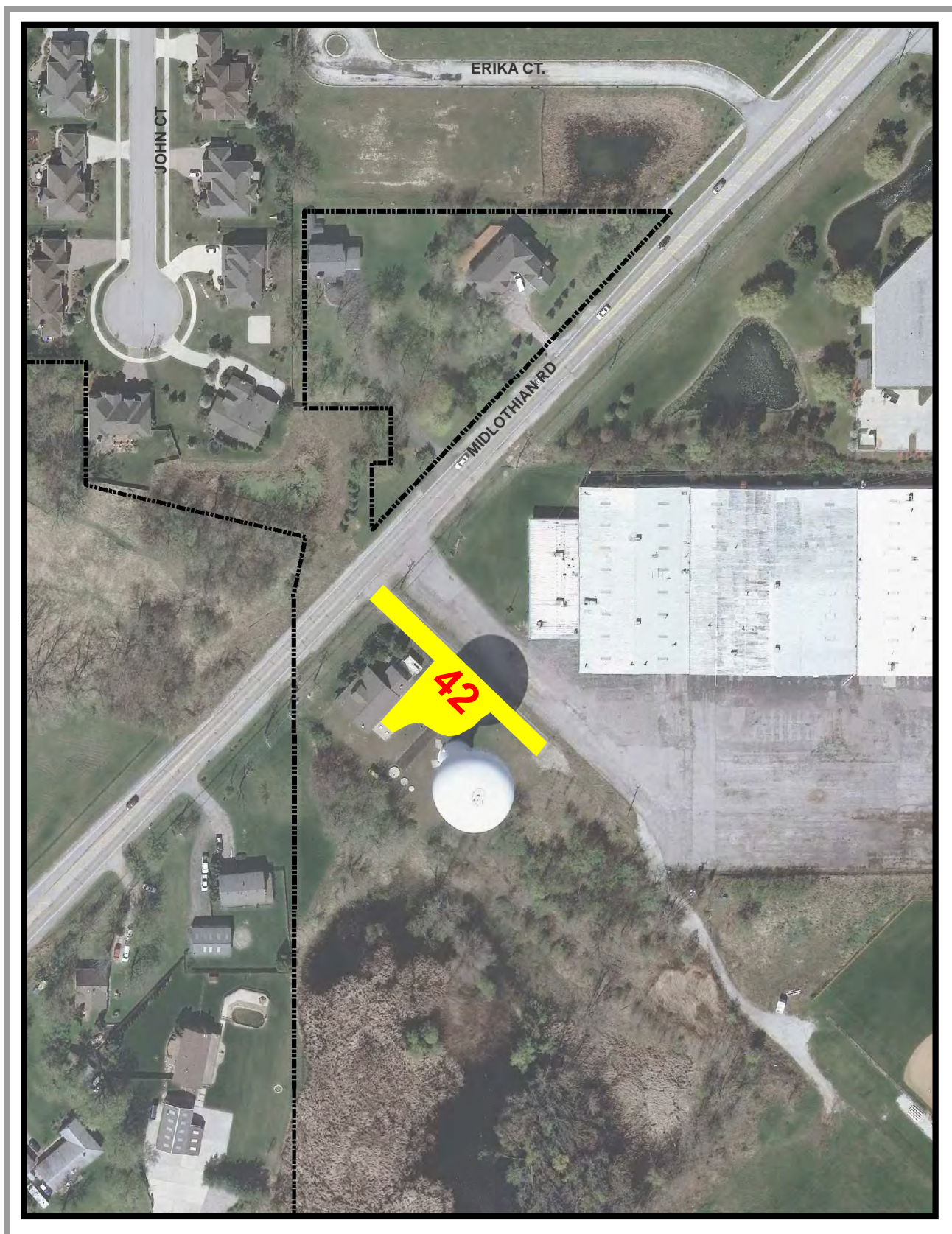




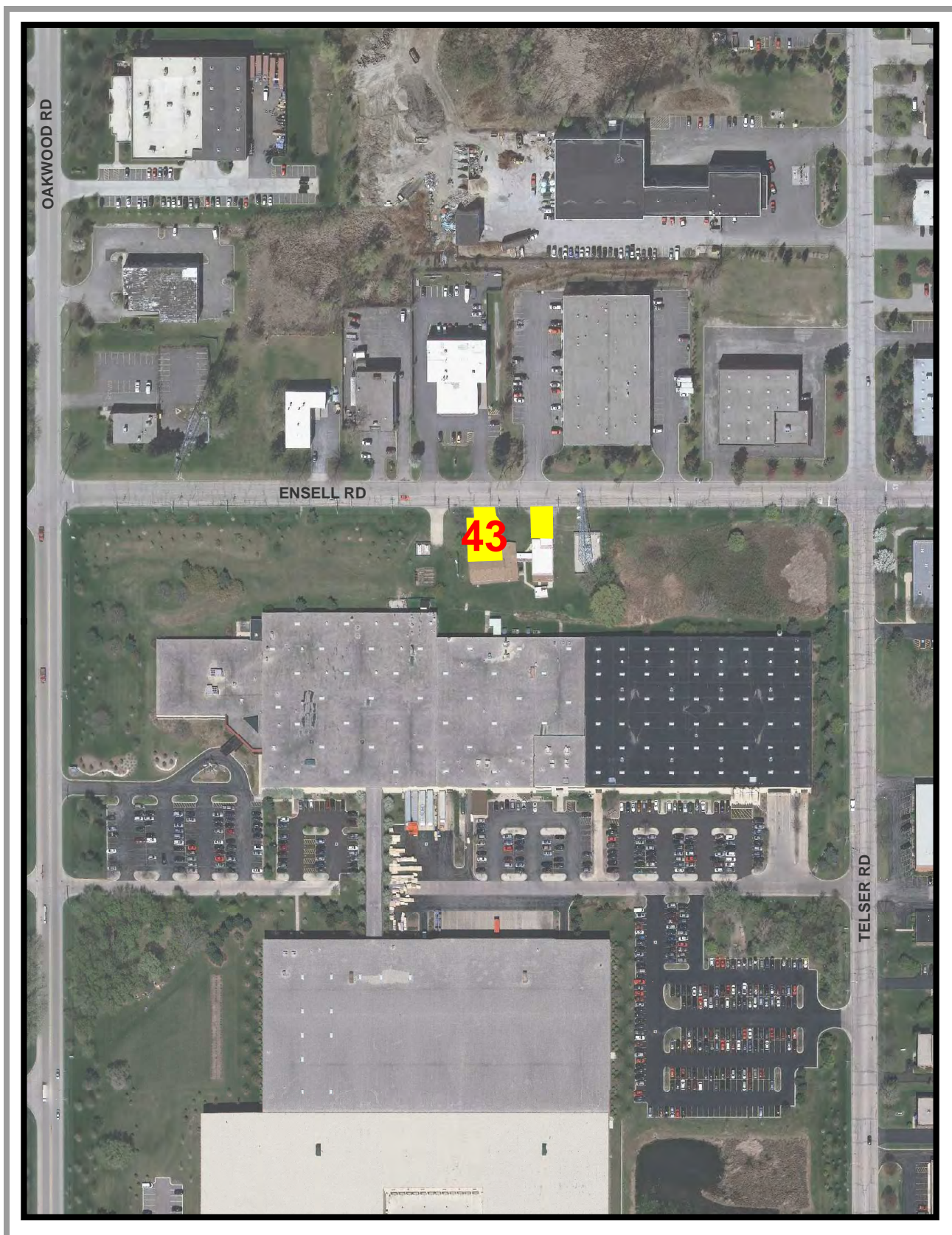




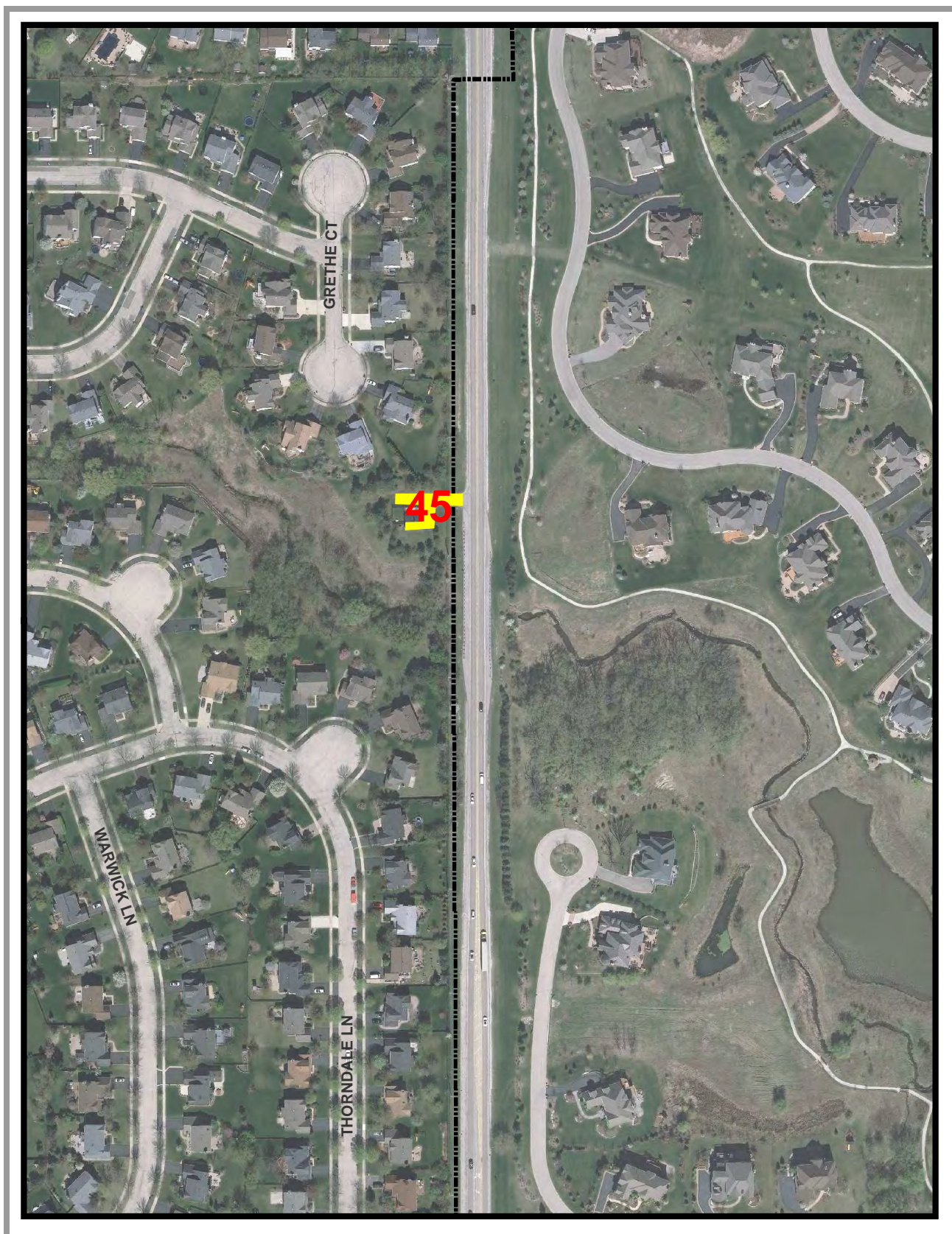




















*At the Heart of Community*

PUBLIC WORKS DEPARTMENT

505 Telser Road  
Lake Zurich, Illinois 60047

(847) 540-1696  
Fax (847) 726-2182  
LakeZurich.org

AGENDA ITEM

6H

MEMORANDUM

**Date:** March 25, 2024  
**To:** Ray Keller, Village Manager *PK*  
**From:** Steve Schmitt, Utilities Superintendent  
**Copy:** Michael J. Brown, Public Works Director  
**Subject:** **Replacement of Mionske Lift Station Control Panel**

**Issue:** Replacement of the Mionske Sanitary Sewer Lift Station Control Panel

**Background:** The existing Mionske Lift Station was installed in 1996 replacing the original 1940's era lift station. The traffic enclosure has deteriorated and the controls are obsolete (reducing operational reliability) and are at the end of their useful life. To ensure lift station reliability, replacement of the traffic enclosure and control system is needed.

The Metropolitan Pump Company is the designated manufacturer for the Village's Duplex Sanitary Sewer Lift Station control systems and is the sole source vendor for the LMS-II PLC Logic controls that the Village has utilized in all of the previous lift station upgrades for standardization and to access the internet-based supervisory control and data acquisition (SCADA) monitoring and alarm system. This is the final location needing to upgrade the control system and will complete the standardization of all the Village Sanitary Sewer Lift Station control systems.

**Analysis:** Metropolitan Pump Company has provided a proposal for \$71,751 for manufacturing & installation of a replacement traffic cabinet and control system. Staff has been very satisfied with the quality of their previous work. This project is included in our Community Investment Plan and the FY 2024 Budget includes \$90,000 for improvements to the Mionske Lift station.

**Village Strategic Plan:** This agenda item is consistent with the following Goals and Objectives of the Strategic Plan.

- Infrastructure Investment
  - Develop a formalized, long-range sanitary sewer system improvement plan.

**Recommendation:** Acceptance of proposal from Metropolitan Pump Company for a replacement control panel at the Mionske Sanitary Sewer Lift Station for an amount not to exceed \$71,751.



**METROPOLITAN****PUMP COMPANY**

A Division of METROPOLITAN INDUSTRIES, INC.

37 FORESTWOOD DRIVE • ROMEOVILLE, IL • 60446-1343

(815) 886-9200 • FAX (815) 886-4573

www.metropolitanind.com

TO: Mr. Steve Schmitt  
 Village of Lake Zurich  
 505 Telser Rd  
 Lake Zurich, Illinois 60047  
 Phone: 847-276-0698

Page 1 of 2

**QUOTATION**

PROJECT: Main & Mionske L.S.  
 Lake Zurich, Illinois  
 BIDS DUE: ASAP  
 ENGINEER: N/A

We are pleased to provide a QUOTE on the following equipment for the subject project.

**Control Panel Replacement With Stainless Steel Traffic Box Enclosure  
 and Accessories**

(Based on existing 230 volt, 3 phase, 10HP pumps)

Qty (1) UL approval type 508 for Industrial Control Panels

Qty (1) Weather Protected pad Mounted Freestanding Traffic Enclosure, 304 Stainless Steel  
 (60x70x21 (Special Width))

Qty (1) Enclosure Lighting, and Reel light

Qty (1) GFCI Convenience Outlet

Qty (1) Standby Generator Receptacle, 100 Amp Maximum

Qty (1) Heater

Qty (1) Fan &amp; Filter Kit

Pump Control Panel To Include The Following:

Qty (1) Control Panel Enclosure Nema 1 with subpanel

Qty (1) Micrologix 1400 PLC

Qty (1) Memory Module for PLC

Qty (1) Necessary Cloud SCADA programming is included.

Qty (1) Serial Null Modem cable

Qty (1) 7 inch Touch Screen

Qty (1) Power Supply, 120V for Operator Interface

Qty (1) 5 Port Ethernet Switch, Unmanaged

Qty (1) Ethernet Patch Cable , 3' (PLC to Cell) and 7' (HMI)

Qty (2) Seal Fail &amp; Overtemp Sensors for Hydromatic Pumps

Qty (1) Intrinsically Safe Relay For floats

Qty (1) Intrinsically Barrier For Transducer

Qty (1) Phase Monitor

Qty (1) Circuit Breaker ABB XT1 125 Frame, Terminals on Line / Load, 600V 100A 3p

Qty (1) Disconnect Transfer Switch

Qty (1) Pistol Handle for Disconnect

Qty (1) Shaft, 290 mm for Disconnect

Qty (2) Contact Blocks

Qty (2) Motor Starter Contactor, IEC, 10 HP, 240 volt,

Qty (2) Thermal Overload Relays

Qty (2) Circuit Breaker, TM, Recessed Panel Din Rail Mount, 240V, 25A

Qty (1) Equipment bar

**TERMS: Net 30 days from date of invoice. All invoices are payable in full when due, with no retainage allowed.**

THIS QUOTATION, SUBJECT TO THE CONDITIONS ON THE REVERSE SIDE HEREOF, MAY BE ACCEPTED ONLY BY SIGNING ONE COPY OF THIS QUOTATION AND RETURNING IT TO METROPOLITAN PUMP CO. NOT LATER THAN THE DATE INDICATED ON THE FACE HEREOF AFTER WHICH THIS QUOTATION IS VOID. THIS QUOTATION AFTER ACCEPTANCE BY BUYER MAY BE CANCELLED BY EITHER PARTY WITH NO PENALTY ONLY IF ENGINEER FAILS TO APPROVE SELLERS APPROVAL BROCHURE

Accepted:	_____	Quotation No:	KT22524MN
Firm:	_____	Submitted:	3/05/2024
By:	_____	Void after:	30 days
Title:	_____	Prepared By:	Ken Turnquist



**METROPOLITAN**

**PUMP COMPANY**  
 A Division of METROPOLITAN INDUSTRIES, INC.  
 37 FORESTWOOD DRIVE • ROMEOVILLE, IL • 60446-1343  
 (815) 886-9200 • FAX (815) 886-4573  
 www.metropolitanind.com

**QUOTATION**

Page 2 of 2

PROJECT: Main &amp; Mionske L.S.

Lake Zurich, Illinois

## Controls Continued:

Qty (1) Lot: Circuit breakers, fuses and fuse block,  
 Qty (1) Lot: Distribution Block or lugs  
 Qty (1) Lot: Relays, Timers and Sockets  
 Qty (1) Lot: Operator Controls  
 Qty (1) DC Power supply  
 Qty (1) UPS Control unit, battery module and battery  
 Qty (1) Sierra Wireless Airlink Raven RV50 Cellular Gateway, (2) Antennas, filter cable & connectors  
 Qty (2) Surge Protector for Dual WMMG Ant.  
 Qty (4) Primus SMA Male Crimp Plug Conn/RG-58U  
 Qty (1) 8240 Belden Coaxial Cable  
 Qty (1) Slim Line Relay, DPDT, 5A, 24V (Cell Modem Reset)  
 Qty (1) Relay Base, 8 Blade, Screw Terminal, 8A (Cell Modem Reset)  
 Qty (1) Retainer & Eject Level For Slim Line Relay  
 Qty (1) Submersible Transducer for primary control and (4) Mechanical floats for back up control.  
 Qty (1) Chain and anchor float mounting system for transducer and back up floats will be included.  
 SCOPE - Furnish and Install a new lift station control panel

Total amount for new controls as mentioned in this proposal is:

**\$71,751.00**

(Taxes Not Included)

Total Monthly Cost For Verizon Cellular Service based on 250 Tags at 5 minute polling is:

**\$50.00/Mo.**

(Taxes Not Included)

**\*\*Messages Sent via SMS text and voice via Twilio\*\*****Inclusions**

- Removal of existing control panel, set aside, and temp existing control panel.
- Maintain existing lift station for duration.
- Furnish and install seal-off conduit on existing conduits..
- Installation and termination of the new control panel.
- Above pricing includes start up of system, on site training and freight.
- Verizon Cellular Service is priced separately.
- Only the items mentioned above are included in this proposal. This proposal is to replace the existing traffic box enclosure controls and devices mentioned.

**Exclusions:**

- Permits, fees, utility fees, premium time, taxes, utilities fees, allowances and bonding is not included.
- Temporary power and bypass pumping and ComEd Coordination Not Included.
- Repairs to, replacement, or relation of new or existing utilities damaged or discovered during construction.
- Generator plug not included. Existing plug and cable to remain.
- Alarm light is not included in this proposal.
- Existing pumps remain and new pumps are not included.

**TERMS: Net 30 days from date of invoice. All invoices are payable in full when due, with no retainage allowed.**

THIS QUOTATION, SUBJECT TO THE CONDITIONS ON THE REVERSE SIDE HEREOF, MAY BE ACCEPTED ONLY BY SIGNING ONE COPY OF THIS QUOTATION AND RETURNING IT TO METROPOLITAN PUMP CO. NOT LATER THAN THE DATE INDICATED ON THE FACE HEREOF AFTER WHICH THIS QUOTATION IS VOID. THIS QUOTATION AFTER ACCEPTANCE BY BUYER MAY BE CANCELLED BY EITHER PARTY WITH NO PENALTY ONLY IF ENGINEER FAILS TO APPROVE SELLERS APPROVAL BROCHURE

Accepted:	_____	Quotation No:	KT22524MN
Firm:	_____	Submitted:	3/05/2024
By:	_____	Void after:	30 Days
Title:	_____	Prepared By:	Ken Turnquist





*At the Heart of Community*

PUBLIC WORKS DEPARTMENT

505 Telser Road  
Lake Zurich, Illinois 60047

(847) 540-1696  
Fax (847) 726-2182  
LakeZurich.org

AGENDA ITEM

61

MEMORANDUM

Date: March 25, 2024  
To: Ray Keller, Village Manager *PK*  
From: Steve Schmitt, Utilities Superintendent  
Copy: Michael J. Brown, Public Works Director  
Subject: **Well No. 12 Repair Update**

**Issue:** On December 4, 2023, the Village Board authorized an expenditure of \$131,481 for Layne Christensen Company to remove the pumping equipment from Well No. 12 for diagnosis after an electrical fault left the well inoperable. Evaluation of the pumping equipment was completed on February 15, 2024 which revealed the pump motor has failed and requires replacement. Staff has received a revised cost estimate from Layne Christensen Company which includes repairs, a replacement Byron Jackson pump motor and replacement submersible power cable for Well No. 12 and recommends approval of the proposal.

**Village Strategic Plan:** This agenda item is consistent with the following Goals and Objectives of the Strategic Plan.

- Goal: Infrastructure Investment:
  - Ensure a sustainable, healthy and economical water source for current and future Lake Zurich residents.

**Background:** Well No. 12 is one of five wells utilized to reliably meet daily water demand. Annually, one of the five wells are scheduled for preventative maintenance. In July 2023, scheduled routine maintenance was completed on the Well No. 12 pumping equipment by the Village's designated deep well contractor, Layne Christensen Company. Prior to this scheduled maintenance, the Well No. 12 pump motor had been operating normally and did not exhibit loss of performance or distress. During the scheduled maintenance, the pump motor was inspected, tested, serviced (no warranty for service), was considered suitable for reuse and returned to



service. Late in October 2023, Well No. 12 experienced an electrical fault leaving it inoperable and out of service.

On September 6, 2022, the Village Board approved a renewal of our five-year professional services agreement with Layne Christensen Company, a sole-source provider of Byron Jackson parts and service in Illinois. All five Village wells utilize Byron Jackson pumping equipment.

**Analysis:** The Village's designated deep well contractor, Layne Christensen Company, has determined the Well No. 12 pump motor to be non-repairable requiring replacement and has provided a revised cost estimate to include removal and inspection of the pumping assembly from the well (already completed), a Type M Byron Jackson exchange motor for the Byron Jackson pump assembly utilized at Well No. 12, repair of the pump (damaged by the motor failure), televising the well, column pipe rehabilitation (from the disassembly), removal of down-hole obstructions, reinstallation and pump testing for \$292,925. Replacement of the original 28-year-old submersible power cable is an additional \$31,800 totaling \$324,725. An increase of \$193,244 from what was previously authorized. To date, \$48,703 has been spent to remove the pumping equipment from the well and diagnose the extent of the failure. The cost estimate does include a labor & specialty service discount as defined in our five-year professional services agreement with Layne Christensen Company.

Currently, Well No. 12 is one of our facilities necessary to reliably meet daily water demand and will remain necessary for back-up purposes after our water supply change to Lake Michigan from CLCJAWA.

**Recommendation:** Accept the revised cost estimate from Layne Christensen Company and authorize a change order not to exceed an additional \$203,244 (\$193,244 + \$10,000 contingency) for the purchase of a Byron Jackson Type M exchange motor to replace the failed well pump motor, complete the necessary repairs to the Well No. 12 pumping equipment, removal of down-hole obstructions, replacement of the submersible power cable and reinstallation.

**W/Attachments:**

Well No. 12 revised project estimate dated 3/20/24, pump inspection report dated 2/15/24 and down-hole video inspection report dated 2/28/24 (11 pages).





Layne Christensen Company  
721 W. Illinois Avenue  
Aurora, IL 60506

630/897-8941  
graniteconstruction.com

March 20, 2024

Mr. Steve Schmitt  
Village of Lake Zurich  
505 Telser Road  
Lake Zurich, IL 60047

Re: Well 12 Pump Inspection Report and Repair Estimate, revised

Mr. Schmitt:

The Lake Zurich Well 12 Byron Jackson submersible pump has been removed due to a dead short in the motor windings. The motor, bowl, pipe, cable, and pitless adapter have been inspected.

Estimated project cost is as follows:

1. Labor and equipment to remove pump, inspect bowl and motor, HyPot test cable, including PSA Labor discount	\$ 49,970
2. Byron Jackson 400 HP, 17", 2300V, Type M exchange motor, 12 weeks lead time	\$183,150
3. Rebuild bowl with new impeller shaft and collets, estimate	\$ 7,000
4. Pipe Rehabilitation, estimate	\$ 3,790
5. Televis Well	\$ 1,575
6. Miscellaneous consumables (airline, banding, etc.) estimate	\$ 1,500
7. Remobilize, run rail, set and test pump, estimate	\$ 49,000
8. PSA Labor Discount, estimate	(\$ 2,900)
9. PSA Specialty Service Discount	(\$ 160)
Total Project Estimate	\$292,925

If this Village wishes to replace the submersible cable, add \$31,800.

The Village has been invoiced \$48,703.05 to date on this project. Consequently, the remaining anticipated billing to complete this project is \$244,222 or \$276,022 if the new cable is added.

If you have any questions or comments, please do not hesitate to contact me.

Layne Christensen Company


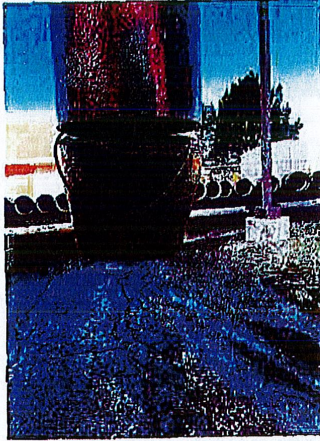
William Balluff, P.E.  
WRD Account Manager III





721 WEST ILLINOIS AVE  
AURORA, IL 60506  
630.897.6941 PHONE  
630.897.6976 FAX

VILLAGE OF LAKE ZURICH  
WELL NO. 12 PUMP  
INSPECTION REPORT

JOB NAME	LAKE ZURICH	WELL NO.	12	DATE	2/15/2024 rev
JOB NO.	1365438	INSPECTED BY	J. KOPP, J. IVERSON		
		BOWL ASSEMBLY	Byron Jackson 13 stage 13MQ/12MQH		
		COLUMN ASSEMBLY	1054' of 10" T&C Line Pipe		
		MOTOR	Byron Jackson 400 HP, 16", 2300V, Type H		
<b>MOTOR</b>					
					
Separation between stator and middle can		Separation between middle can and lower can			
<b>Motor Observations</b>					
Motor serial number 16-477-4-2RB. This motor was serviced and reinstalled in 2023. The motor experienced excessive heat/pressure that separated the segmented outer shells at their joints.					
<b>Motor Recommendations</b>					
Ship motor to Flowserve for inspection, decommissioning, and Type M exchange motor.					





721 WEST ILLINOIS AVE.  
AURORA, IL 60506  
630.897.6941 PHONE  
630.897.6976 FAX

# VILLAGE OF LAKE ZURICH WELL NO. 12 PUMP INSPECTION REPORT

## BOWL ASSEMBLY



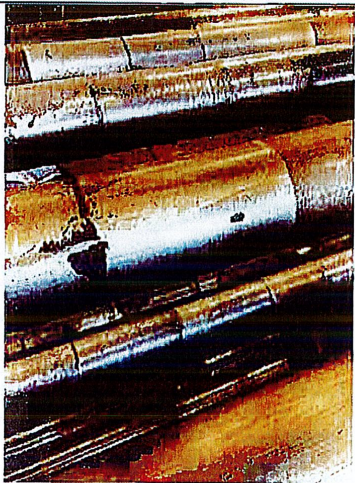
Impellers in good condition.



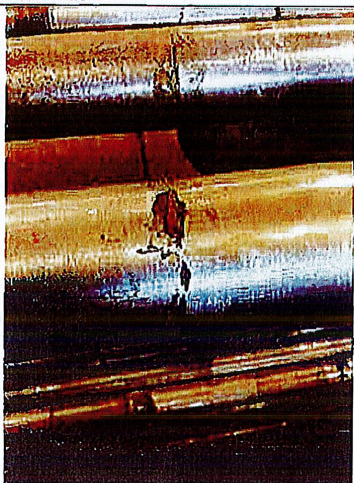
Castings in good condition inside and out



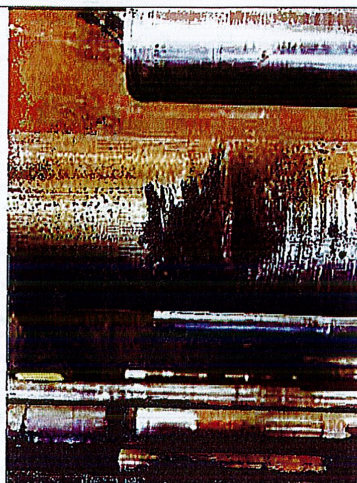
Collets are pitted



Impeller Shaft has deep pitting throughout



Impeller shaft pitting



Impeller shaft pitting





721 WEST ILLINOIS AVE.  
AURORA, IL 60506  
630.897.6941 PHONE  
630.897.6976 FAX

VILLAGE OF LAKE ZURICH  
WELL NO. 12 PUMP  
INSPECTION REPORT

**Bowl Assembly Observations**

This bowl assembly was rebuilt and reinstalled in 2023. The motor failed from what appeared to be a massive electrical surge. This theory is further substantiated by the deep pitting found on the stainless shaft and stainless collets and are in poor condition. The cast iron castings are in great condition. One bushing exceeds acceptable tolerance. Wear ring clearances exceed normal tolerance but are very similar to 2023 rebuild when it was decided not to install new wear rings due to the pump's history of heavy iron build up. Reference attached Bowl Assembly Inspection Report.

**Bowl Assembly Recommendations**

Replace impeller shaft, collets, and one intermediate bushing.





## BOWL ASSEMBLY INSPECTION REPORT

Project	Lake Zurich, IL		Well No.	12	Date	2-9-2024
Project No.	1365438		Inspected by	John Kopp		
Serial No.	Byron Jackson All Bronze, 95NR1258		Bowl Assembly	13/12MQH – 13 Stage (all trimmed to 8.625")		
Stage No.	Wear Ring	Impeller Skirt	Clearance	Bearing ID	Impeller Shaft	Clearance
1 (suction)	6.413	6.369	.044	1.946/1.945	1.937	.008/.009
2	6.422	6.370	.052	1.946	1.937	.009
3	6.424	6.371	.053	1.948	1.937	.011
4	6.426	6.371	.055	1.947	1.937	.010
5	6.428	6.371	.057	1.950	1.937	.013
6	6.427	6.371	.056	1.948	1.937	.011
7	6.430	6.371	.059	1.949	1.937	.012
8	6.435	6.372	.063	1.948	1.937	.011
9	6.436	6.372	.064	1.948	1.937	.011
10	6.435	6.371	.064	1.948	1.937	.011
11	6.427	6.371	.056	1.949	1.937	.012
12	6.429	6.371	.058	1.947	1.937	.010
13	6.426	6.371	.055	1.948	1.937	.011
			Top Case	1.947	1.937	.010
Impeller Shaft	1-15/16" X 192-9/16", deep pitting throughout (a lot more than previous time), replace					
Fasteners	Stainless Steel, good/used options available with new lock-washers					
Strainer	Stainless Steel, ok for reuse					
Collets	Stainless Steel, good/used options available due to pitting in collets					

**COMMENTS:** All Impellers are in good condition. All cases have great exterior condition. Interior of all cases are in great condition. Impeller shaft is in poor condition with pitting throughout. Pump contains bronze wear rings. Note that this pump is set up for use with 17" motor and 10" discharge. There is a 4' stainless steel pup installed and the pipe coupling is ok for reuse as is. We recommend replacement of the one intermediate bushing that is .013" clearance (all other bushings ok as is with polish). The clearances of the impellers to wear rings are very similar to the last time we rebuilt this pump (2022) and the customer elected not to have us true impellers and replace rings due to the large amount of Iron we found in the pump.

### WATER RESOURCES

721 W. Illinois Avenue; Aurora, IL 60506 | Office: 630-897-6941 | Fax: 630-897-6976 | layne.com





721 WEST ILLINOIS AVE.  
AURORA, IL 60506  
630.897.6941 PHONE  
630.897.6976 FAX

VILLAGE OF LAKE ZURICH  
WELL NO. 12 PUMP  
INSPECTION REPORT

**COLUMN ASSEMBLY**

**Pipe Observations**

The 10" T&C Line Pipe was racked on site and inspected with API calibrated gauges. Ten male end threads and one coupling thread were determined to be questionable and brought to the Layne yard for further examination and possible repairs.

**Pipe Recommendations**

Repair threads as necessary, i.e. possible Cut and Thread, Chase, replace coupling

**CABLE** – The 1/0, 5kV cable and Byron Jackson flat cable assembly were Hypot tested and passed as good for reinstallation. Please reference attached Cable High Potential Test sheet.





## CABLE HIGH POTENTIAL TEST

Customer: Lake Zurich, IL

Date 2/6/2024

Job No 1365438

Well No.: 12 Location: Aurora, IL – Layne Shop

Cable Description: 5kv/ 1/0 /grd Length: 1,100' Installed By:

Type of Test: Proof Max. Test Voltage: 5,000 Duration: 5 min. Motor Voltage: 2300

Weather: Indoors Temperature: 60 ° Humidity:

Test Equipment: 6KV Test Set Test Engineer: J. Geltz Time:

### READINGS ON VOLTAGE RISE

Test Voltage	Leakage I in Micro - Amps			
	AØ	BØ	CØ	
	Red	Blue	Yellow	
1,000	.9	.8	.9	
2,000	.8	.9	.7	
3,000	.9	.9	.8	
4,000	.7	.8	.9	
5,000	.8	.9	.9	
			1	

### READINGS WITH VOLTAGE CONSTANT

Time in Min.	Leakage I in Micro - Amps			
	AØ	BØ	CØ	
	Red	Blue	Yellow	
0	.8	.9	.9	
1	.9	1.8	1.1	
2	.8	1.0	1.1	
3	1.1	1.2	1.2	
4	1.0	1.1	.9	
5	.9	1.2	.9	

### DISCHARGE TIME

#### Comments:

Hypot test power cable with Byron Jackson Flat-Cable attached. Leakage values are quite low and cable appears suitable for reuse. However, note that reinstallation means cable as tested on spool above ground will be flexed over cable sheaves, squeezed against pipe by stainless steel banding and will be subject to possible down-hole damage, as well as significant hydrostatic pressure. Hypot testing may not detect leakage to atmosphere. (i.e. external holes in cable insulation).

Witness:

Signature:

John Geltz

### WATER RESOURCES

721 W. Illinois Avenue; Aurora, IL 60506 | Office: 630-897-6941 | Fax: 630-897-6976 | layne.com





721 WEST ILLINOIS AVE.  
AURORA, IL 60506  
630.897.6941 PHONE  
630.897.6976 FAX

VILLAGE OF LAKE ZURICH  
WELL NO. 12 PUMP  
INSPECTION REPORT

## WELL

### Well Observations

The well's total depth was measured at 1354' with a weighted wire line. This compares with the original total depth of 1359' and a wire line measurement of 1354' in 2017. As the well has a history of loose formation and bridging in the 1130' area, the well is scheduled for a TV survey.

The well was televised on 2/28/2024.

Static water level was recorded at 620'.

The bottom of the casing was recorded at 553'.

As had been noted in previous TV surveys of this well, there are large caverns, with loose formation from 1078' to 1084'. A rock is protruding into the well at 1081'. At this point, the camera's centralizing guides could not proceed beyond the protruding rock. The camera was retrieved to the surface, the centralizer diameter was reduced, and the survey was continued.

The top of the 18" liner was recorded at 1128'.

Rock debris is obstructing the 18" liner at 1275', just above the bottom of the liner.

During the 2022 repair, an obstruction was observed at 1084'. The obstruction was removed by running a steel rail and knocking it down hole. This latest survey indicates that there is more loose material, in the cavern zone from 1078' to 1084', capable of caving into the well. This zone is also where the bowl assembly sits. It is speculation, but the most recent collapse through this area may have contributed to the motor's failure.

Reference attached Downhole Video Survey Report

### Well Recommendations

Run rail to attempt to knock obstruction to bottom of well.

Set pump 20' shorter to remove bowl and motor from caving zone.



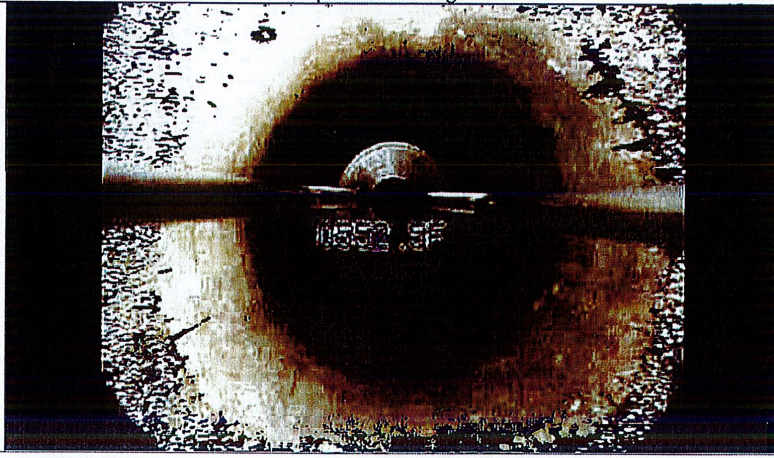


## DOWNHOLE VIDEO SURVEY REPORT

Client: Village of Lake Zurich, IL Date: 02/28/2024  
 Project Number: 1365438 Well No: 12 S.W.L. 620  
 Location: 640 Church St, Lake Zurich, IL 60047  
 County: Lake City: Lake Zurich State: IL  
 Copy Made: Yes ☒ No ☐ Was Well Backflushed ☐ No

### Well Driller's Report:

22" Cemented Casing to 562', 21 1/4" hole 562' to 1137', 18" liner 1137' to 1286', 17" hole 1286' to original TD of 1359'.

Depth		Description
		Measurements recorded from top of 22" casing
	553' Bottom of 22" casing	
1076	1084	
		Large caverns with loose material

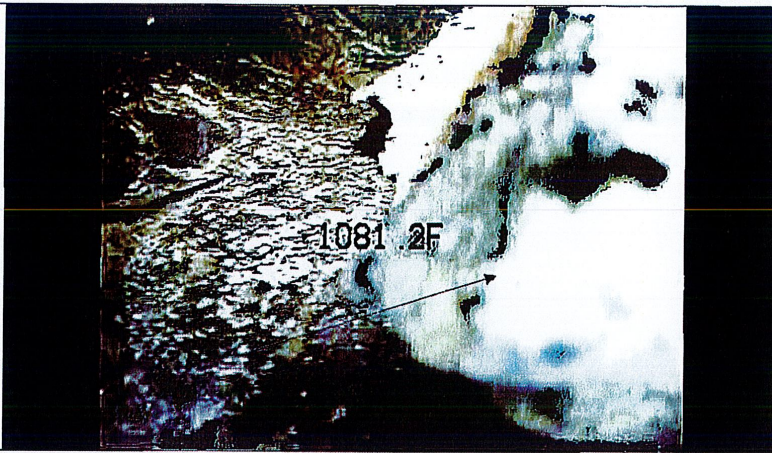
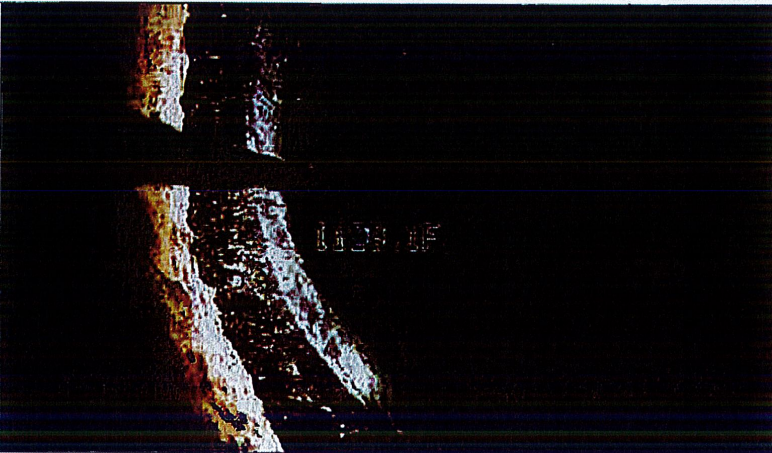
### WATER RESOURCES

721 W. Illinois Avenue, Aurora, IL 60506 | Office: 630-897-6941 | Fax: 630-897-6976 | layne.com

1





	1081' Rock protruding into bore hole	
	1089'	Camera guide could not get past rock protruding into bore hole. Brought camera to surface to reduce guide diameter.
	1128' Top of 18" liner	

#### WATER RESOURCES

721 W. Illinois Avenue; Aurora, IL 60506 | Office: 630-897-6941 | Fax: 630-897-6976 | layne.com

2





	1275' Debris obstruction near bottom of 18" liner	
--	--	--

<b>Technician</b>	J. Rumple	<b>Account Manager</b>	W. Balluff, P.E.
<b>Project Manager</b>	W. Balluff, P.E.	<b>Operations Review</b>	W. Balluff, P.E.

#### WATER RESOURCES

721 W. Illinois Avenue, Aurora, IL 60506 | Office: 630-897-6941 | Fax: 630-897-6976 | layne.com





*At the Heart of Community*

PUBLIC WORKS DEPARTMENT

505 Telser Road  
Lake Zurich, Illinois 60047

(847) 540-1696  
Fax (847) 726-2182  
LakeZurich.org

AGENDA ITEM

74

MEMORANDUM

**Date:** March 26, 2024  
**To:** Ray Keller, Village Manager *RK*  
**From:** Michael J. Brown, Director of Public Works  
**Copy:** Michael T. Cernock, Public Works Superintendent  
Adam Hartmann, Public Works Project Manager  
**Subject:** Chalet Park Facility Emergency Repairs

**Issue:** The Paulus Park Chalet has been closed for program use due to extensive repairs to the sanitary service. The repair requires partial demolition and replacement of interior plumbing, flooring, walls, and the replacement of the sanitary lift station servicing the facility. The facility will continue to be unavailable until the completion of this work creating the potential for interruption of scheduled summer programs, activities, and camp.

**Background:** The Chalet was originally intended as a seasonal amenity for winter event events taking place on and around the lake. The facility is now home to multiple recreation programs offered by the Village including summer camp activities. The plumbing is original to the building construction including a single pump lift station used to transfer waste to the south end of the park. On February 12, 2024, the Chalet experienced a sewer back-up inside the building causing significant damage. Staff began an extensive investigation into the potential cause of the incident. Power rodding, mapping, and televising of the entire system revealed that fittings used to connect the infrastructure are causing an improper flow rate and direction of waste within the system.

**Analysis:** Staff prepared a comprehensive scope to include the following.

1. Removal and replacement of all existing underground infrastructure located within the concrete flooring.
2. Removal and replacement of all supply lines located within the floor, ceiling, and walls.
3. Removal and replacement of the existing lift station including the addition of a dual pump system with remote notification capabilities.
4. Removal and replacement of the bathroom partitions.
5. Restoration, including the painting of the interior of the facility.



Proposals were solicited from vendors capable of performing the repairs/replacements. On-site visits were conducted with vendors and staff received proposals for both the plumbing and restoration. The flooring restoration will be proposed as an allowance as the final restoration is unknown at this time.

**A summary of the proposed project costs is provided below:**

<b><u>Chalet Emergency Repairs</u></b>	
Plumbing (including lift station)	\$33,500.00
Flooring Restoration (allowance)	\$5,000.00
Facility Painting	\$9,949.00
Bathroom Partitions	\$4,342.00
Trim/Soffit (allowance-repairs to be completed by Public Works)	\$2,500.00
Project Total	\$55,291.00

**Recommendation:** Due to the facilities high use levels, staff is recommending the competitive bid process be waived in an effort to expedite the repairs and return it to service as quickly as possible. Authorize the project total to complete the necessary repairs in an amount not to exceed \$55,291.00.

**W/Attachments:**

1. Proposal - AquaPro Plumbing Inc. Lake Zurich, IL
2. Proposal – Paint Platoon USA Co. Cary, IL
3. Proposal – All Partitions





ESTIMATE	#605
TOTAL	\$33,550.00

200 South Rand Road  
Lake Zurich, IL 60047

☎ (224) 602-3415  
✉ Adam.hartmann@lakezurich.org

#### CONTACT US

1116 Wilkes Ln  
Lake Zurich, IL 60047

☎ (224) 500-5773  
✉ info@aquaproplumbing.us

#### ESTIMATE

Services	qty	unit price	amount
<b>Inside Excavation</b> -Break up concrete floor inside the building; -Perform excavation in order to remove existing underground cast iron pipe and fittings for all plumbing fixtures inside the building; -Provide and install new sch40 PVC pipe and fittings; -Provide and install new toilet flanges; -Reconnect to the existing vent lines inside the wall; -Backfill excavated area with gravel; -Restore concrete floor to a rough finish; -Check for flow and proper operation; -AquaPro Plumbing is not responsible for the floor or walls repairs.	1.0	\$15,700.00	\$15,700.00
<b>Outside excavation</b> - Perform outside excavation; - Cut and remove section of the sewer line; - Provided and installed new 4" pvc section of sewer line towards the building; -Provide and install new concrete basin lift station -Provide and install 2 new 1 hp Liberty ejector pumps PRG 101 -Provide and install new 3 float simplex pump control system with build in alarm by Zoeller or similar brand; - Provided and installed full size clean out; - Backfill with gravel around the basin; - Passed necessary village inspection; - Backfilled excavated area; - Checked for flow and proper operation; - AquaPro Plumbing is not responsible for landscaping repairs/restorations;	1.0	\$12,850.00	\$12,850.00
<b>Water lines</b> -Cut and remove drywall as needed	1.0	\$5,000.00	\$5,000.00

AquaPro Plumbing INC

<http://aquaproplumbing.us>

1 of 3



- Provide and install new 3/4" and 1/2" hot and cold copper L type water lines to all the plumbing fixtures inside the building;
- Provide and install new angle stops;
- Reconnect existing fixtures;
- Properly support lines to the wall;
- Check for leaks and proper operation;
- AquaPro Plumbing is not responsible for drywall repairs

Prevailing Wages were used for the cost of the project.

---

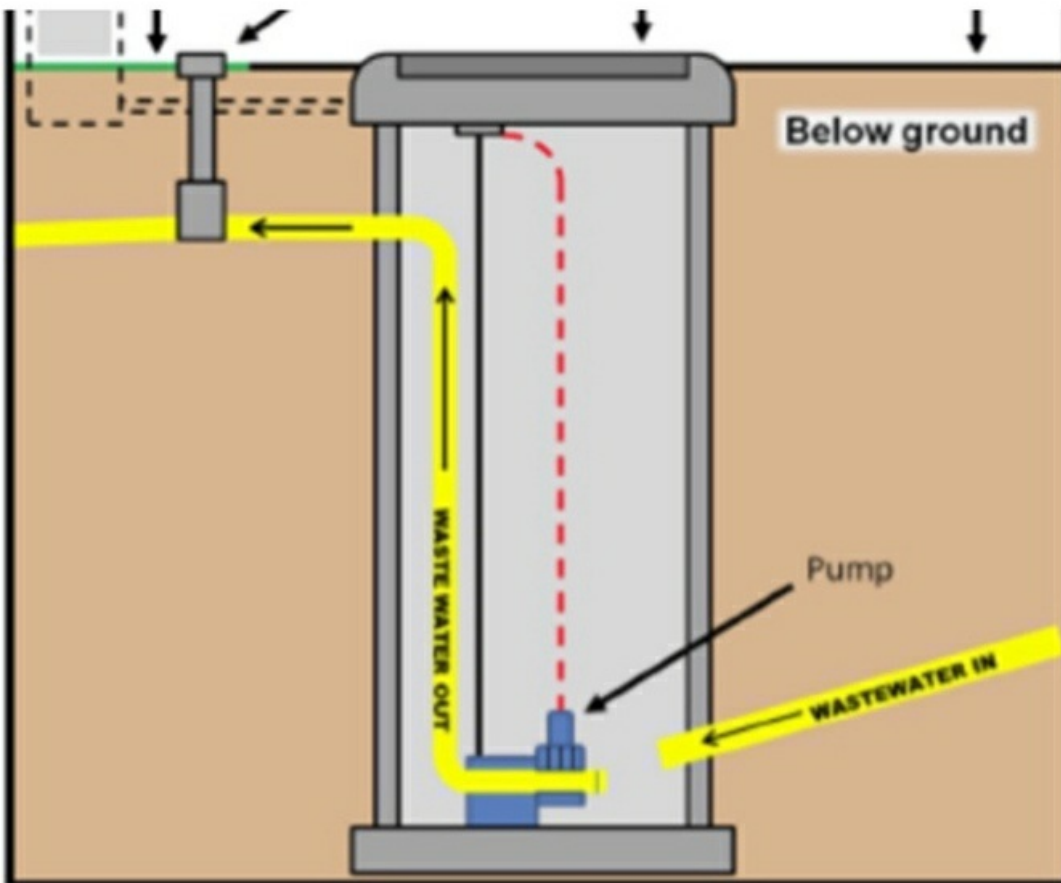
Services subtotal: \$33,550.00

Subtotal	\$33,550.00
----------	-------------

---

<b>Total</b>	<b>\$33,550.00</b>
--------------	--------------------







**DATE PREPARED: 03/19/2024****Source:**

- ☒ Previous Customer      ☐ Referral: \_\_\_\_\_  
☐ Mailer/Door Hanger      ☐ Telemarketer: \_\_\_\_\_  
☐ Flyer      ☐ Canvas: \_\_\_\_\_  
☐ Newsletter      ☐ Internet: \_\_\_\_\_  
☐ Truck Sign      ☐ Newspaper: \_\_\_\_\_  
☐ Lawn Sign      ☐ Other: \_\_\_\_\_  
☐ Yellow Pages



**7307 Swan Way • Cary, IL 60013 • Phone/Fax: (847) 639-8800**  
**COMMERCIAL / INDUSTRIAL INTERIOR**

**Client Information**

Contact: <u>Steve Paulus</u>	Company: <u>Village of Lake Zurich</u>	Address: <u>505 Telser Rd</u>
City: <u>Lake Zurich</u>	State: <u>IL</u>	Zip: <u>60047</u>
Primary Ph: <u>847-540-1751</u>	Cell Ph: <u>847-815-6318</u>	

**Project Name and Location**

Project: <u>VLZINT031424</u>	Contact: <u>Steve Paulus</u>	Address: <u>200 S Rand Rd</u>
City: <u>Lake Zurich</u>	State: <u>IL</u>	Zip: <u>60047</u>
Primary Ph: <u>847-540-1751</u>	Cell Ph: <u>847-815-6318</u>	

**STANDARD SURFACE PREPARATION**

Standard preparation will include the following unless otherwise specified. Scrape loose paint. Repair cracks and holes with patching compound and sand (surface imperfections will remain). Caulk cracks around windows and doorframes, baseboards, ceiling moldings, etc. Apply primer over any bare drywall, wood, plaster, cinder block, metal or other surfaces. Remove loose dirt and contaminants from surfaces to be painted. Protect floors and furniture with drop cloths or plastic. Clean up to be performed daily.

*Preparation Note: Where any surface exists in a deteriorated condition due to age, failure to undertake necessary repairs, surface preparation done in the past, many previous coats of paint, alligatoring, and overall poor condition of substrates, customer is aware that there will be a large number of surface imperfections and crater like appearances upon completion of the project. Paint Platoon USA Co. will gladly perform more extensive surface preparation, such as; hand or power sanding, or chemical paint removal on a time and material basis, after a separate agreement is reached. We will also gladly perform any necessary carpentry or substrate repair upon reaching separate agreement.*

**Scope of Work**

Interior MAIN ROOM, 2 BATHROOMS, CLOSET, & KITCHEN:  
We will sand down all previously varnished wood and revarnish to match existing as close as possible.  
Prep and paint all drywall walls, doors, door frames, ceilings and misc trims of Auxiliary rooms  
PRICE : \$9,949.00

OPTIONAL MAIN ROOM CEILING: Per Steves request I included the main rooms ceiling as a separate item. We would still be sanding down the previously varnished wood and revarnish to match existing as close as possible  
OPTIONAL CEILING PRICE: \$7,176.00

*Exclusions Note: This bid does not include painting or staining any surfaces with a factory finish such as: aluminum or vinyl siding, gutters, shutters, doors, or other miscellaneous substrates, that were not previously painted. This bid does not include water sealing, staining or painting decks or stairs, or painting the interior section of any exterior porches, hallways, or vestibules unless specified above. This bid does not include painting any closet interiors, or surfaces that are currently stained or varnished, or painting doors on both sides, unless leading into an area that is also being painted, or removing any wall covering, unless specified above. Paint Platoon USA Co. will determine whether substrates are pressure washed, garden hosed washed or hand cleaned where applicable. If start or completion date appears on this contract, it is a tentative date only*

**Application**

**Check one of the following:**    ☐ Apply 1 finish coat    ☒ Apply 2 finish coats    ☒ Apply until full coverage is achieved

**Brand of finish coats** PPG, Sherwin Williams, Behr, Ben Moore, or Equal. Contractor will choose primers, if applicable.

Apply all materials evenly and free from defects, by brush, roller or spray. Contractor will choose base (latex, epoxy, or alkyd/oil) unless otherwise specified.

**Colors: Initial one or more of the following:**

10 Colors to be the same or substantially similar to existing colors.

\_\_\_\_\_ Owner/Customer will choose from stock colors.

\_\_\_\_\_ Owner/Customer will choose custom colors.

Paint Platoon USA Co. proposes to furnish material and labor – complete in accordance with above specifications, for the sum of:

**To be Determined based on what items are chosen. DOLLARS (\$ \_\_\_\_\_)**

**Down Payment (if any) \$ \_\_\_\_\_**

**Payment Due when**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Amount**

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Payments to be made in installments as follows:**

Check upon Completion

No proposal will be considered accepted without the payment of a deposit unless job has been financed through Paint Platoon USA Co.. This proposal may be withdrawn by contractor if not accepted within 24 hours.

**Approximate Start Date** TBD

**Approximate Completion Date:** TBD

**ACCEPTANCE OF PROPOSAL:** I have read and understand pages 2 and 3 of this proposal. The above prices, specifications and conditions are satisfactory and I accept them. You are authorized to do the work as specified. Payment will be made as outlined above. Customer agrees to complete Authorization for File Disclosure. Contractor may, but is not obliged to obtain a consumer credit and/or investigative report.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

Page \_\_\_\_\_ of \_\_\_\_\_

**Paint Platoon USA Co. Representative:**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**ADDITIONAL SURFACE PREPARATION**Owner/Customer **Village of Lake Zurich** Job Name/#: **VLZ031424**

- ☒ Yes ☐ No Remove electrical plates, hardware, light fixture trim, and fittings prior to preparing surfaces or finishing. Mask in place items that cannot be removed.
- ☒ Yes ☐ No Surfaces are to be clean and dry, free of dirt, dust, grease, and contaminants.
- ☒ Yes ☐ No Existing painted surfaces: Remove loose and peeling paint. De-gloss surface if recommended by manufacturer. Sand and clean entire surface prior to painting.
- ☒ Yes ☐ No Remove mildew by scrubbing with solution of bleach and water. Rinse with clean water and allow surface to thoroughly dry.
- ☐ Yes ☒ No Aluminum: Remove surface contamination by steam, high pressure detergent wash or solvent washing. Apply etching primer or acid etch. Apply paint immediately following cleaning and etching.
- ☐ Yes ☒ No Asphalt, creosote, or bituminous surfaces: Remove foreign substances to permit adhesion of finishing materials. Apply compatible sealer or primer.
- ☐ Yes ☒ No Cotton and canvas coverings: Remove dirt, grease, oil and surface contaminants.
- ☐ Yes ☒ No Concrete floors: Remove dirt and surface contamination, acid etch and rinse floors with clear water. Allow to thoroughly dry.
- ☐ Yes ☒ No Copper surfaces: Remove surface contamination by steam, high pressure detergent wash or solvent washing. Apply etching primer or acid etch. Apply paint immediately following cleaning and etching.
- ☒ Yes ☐ No Gypsum board: Fill minor defects with patching / filling compound and spot prime.
- ☒ Yes ☐ No Galvanized surfaces: Remove surface contamination and oils and wash with solvent (SSPC-SP1), rinse and allow to thoroughly dry. Pre-treat and apply an acid etch if required.
- ☒ Yes ☐ No Concrete and concrete block: Remove stains, dirt, loose mortar, scale, salt or alkali powder and other contaminants. Remove oil and grease with a solution of trisodium phosphate; rinse with clean water and allow to thoroughly dry.
- ☐ Yes ☒ No Allow concrete, mortar and plaster to cure a minimum of 30 days before painting.
- ☒ Yes ☐ No Plaster surfaces: Fill hairline cracks, small holes and imperfections with patching compound. Sand and flush with adjacent surfaces. Clean area and allow it to dry if possible. Surface imperfection will remain.
- ☐ Yes ☒ No Uncoated steel and Iron surfaces: Remove grease, rust, scale, dirt and dust from steel and iron surfaces in accordance with SSPC-1. Where heavy coatings of scale are evident, remove by wire brushing (SSPC-SP2) or any other approved SSPC-SP method.
- ☒ Yes ☐ No Ensure steel surfaces are satisfactory before paint finishing.
- ☒ Yes ☐ No Shop primed steel surfaces: Sand and scrape to remove loose primer and rust. Sand and feather the edges. Clean areas with solvent and spot prime bare metal areas.
- ☒ Yes ☐ No Interior wood surfaces: Wipe off dust and dirt prior to priming. Seal knots, pitch streaks, and sappy sections with sealer. Fill nail holes and cracks after primer has dried and sand between coats.
- ☐ Yes ☒ No Exterior wood surfaces: Remove dust, dirt and surface contaminants prior to priming. Seal knots, pitch streaks, and sappy sections. Apply prime coat and fill nail holes with tinted exterior caulking compound. Back prime exterior woodwork.
- ☐ Yes ☒ No Glue Laminated Beams: Prior to finishing, wash surfaces with solvent, remove grease, dirt, and surface contaminants. Remove any residue of solvent remaining on surface.

**STEEL STRUCTURES PAINTING COUNCIL (SSPC) SURFACE PREPARATION STANDARDS**

- ☒ Yes ☐ No (SP-1) Solvent Cleaning: Removal of oil, grease, dirt, soil, salts, and contaminants by cleaning with solvent, vapor, alkali, emulsion, or steam.
- ☒ Yes ☐ No (SP-2) Hand Tool Cleaning: Removal of loose rust, loose mill scale, and loose paint to degree specified by hand chipping, scraping, sanding, and wire brushing.
- ☒ Yes ☐ No (SP-3) Power Tool Cleaning: Removal of loose rust, loose mill scale, and loose paint to a degree specified by tool chipping, scraping, sanding, and wire brushing.
- ☐ Yes ☒ No (SP-5) White Metal Blast Cleaning: Removal of all visible rust, mill scale, paint and foreign matter by blast cleaning by wheel or nozzle (dry or wet) using sand, grit, or shot for very corrosive atmospheres where high cost of cleaning is warranted.
- ☐ Yes ☒ No (SP-6) Commercial Blast Cleaning: Blast cleaning until at least two-thirds of the surface area is free of all visible residues or rather severe conditions of exposure.
- ☐ Yes ☒ No (SP-7) Brush Off Blast Cleaning: Blast cleaning of all surface area except tightly adhering residues of mill scale, rust, and coatings, exposing numerous, evenly distributed flecks of underlying metal.
- ☐ Yes ☒ No (SP-10) Near White Blast Cleaning: Blast cleaning nearly to White Metal cleanliness, until at least 95% of the surface area is free of all visible residues for high humidity, chemical atmosphere, marine, or other corrosive environments.
- ☐ Yes ☒ No (SP-11) Power Cleaning to Bare Metal: Complete removal of all rust, scale, and paint by power tools with resultant surface profile.

Page \_\_\_\_\_ of \_\_\_\_\_

Customer Initials \_\_\_\_\_



## TERMS AND CONDITIONS

1. Contractor shall commence work under this agreement and continue work until completed within a reasonable time, subject to delays as permissible under this contract and subject to the contractor's availability and schedule. Any start dates appearing in this contract are tentative and estimated, and failure of contractor to meet such estimated dates is not a valid basis for cancellation of this contract or deductions of any kind from the agreed upon price. Further, contractor shall not be responsible for any actual or consequential damage resulting from its failure to meet any estimated start or completion dates.
2. If owner/customer requests cancellation of this contract after expiration of owner/customer right of cancellation, and if contractor accepts such late cancellation, owner/customer agrees to pay a late cancellation and processing fee equivalent to 10% of the total contract price and agrees to a fee deduction from the owner/customer's initial deposit. Contractor shall obtain a valid building permit from the appropriate public authority if such is required. The owner/customer will pay any fee or charge for such a permit, in addition to the contract price herein.
3. Upon receipt of full payment from owner/customer, contractor shall pay all valid bills and charges for materials and labor arising out of the work herein and shall hold owner/customer free and harmless against all liens and claims for labor and materials filed against the property because of work herein.
4. No payment, except final payment from owner/customer, under this contract shall be construed as an acceptance of any work done up to the time of payment, except as to such items are plainly evident to anyone not experienced in construction work.
5. Unless otherwise specified, contract price is based upon the owner/customer's representation that there are no conditions preventing contractor from proceeding with usual installation procedures for the materials required under this contract. The owner/customer agrees to provide contractor with access to a safe worksite and to refrain from interfering with the work.
6. The price quoted for completion of the work is the subject to change to the extent of any difference in cost of labor or materials on acceptance date and the actual cost to the contractor at the time materials are purchased and labor is provided.
7. Owner/customer agrees to relocate machinery, tools, furniture, draperies, clothing, personal effects and all personal property, plants, trees, bushes, grass seedlings, and vines prior to beginning work. The contractor has free access to all portions of building or structure where work is performed, in order to prevent damage to such items of personal, corporate or government property while performing work hereunder. Owner/customer should refrain from doing any new landscaping until paint project is completed. In the event the owner/customer fails to relocate the above items, the contractor may but is not obligated to relocate such items to perform work. Contractor is not responsible for any damage done to personal, corporate or government property located on the premises, which may result during the prosecution of work. Contractor shall make every reasonable effort to protect over spray and paint splatter, but is not responsible for any damage personal, corporate or government property resulting of over spray and paint splatter.
8. Contractor shall not be responsible for any damage to existing walls, curbs, driveways, cesspool, septic tanks, sewer lines, water and gas lines, arches, shrubs, lawn, trees, clotheslines, telephone and electric lines, personal, corporate or government property, by contractor, subcontractor or supplier incurred during performance of work hereunder.
9. Certain paint drips and splatters will occur during the course of painting work. Contractor will use drop-cloths and other appropriate coverings to guard against paint drips and splatters incurred during the course of painting work, but are not responsible for ordinary and routine paint drips and splatters incurred during the performance of work. Additionally, contractor is not responsible for the removal of any paint drips or splatters present at the property before commencement of contractor's work. Contractor is not responsible for repairing any broken or cracked glass that existed prior to our arrival.
10. Where any surface exists in a deteriorated condition due to age and/or undertake necessary repairs, surface preparation done in the past, many previous coats of paint, alligating, and overall poor condition of substrates, customer is aware that there will be a large number of surface imperfections and crater like appearances upon completion of the project. Paint Platoon USA Co. will gladly perform more extensive surface preparation, such as; hand or power sanding, or chemical paint removal on a time and material basis, after a separate agreement is reached. We will also gladly perform any necessary carpentry or substrate repair upon reaching agreed upon price.
11. This bid does not include any storm windows, doors or other miscellaneous items or parts found in warehouses, factory plants, machines shops, garage, basement or other location not inspected by estimator during original estimate, unless specifically included within contract. All items mentioned refer to those items attached to house, building or structure during original estimate. An extra charge will be incurred for any addition work outside the scope of this contract.
12. This bid does not include painting or staining any surfaces with a factory finish such as: aluminum or vinyl siding, gutters, shutters, doors, or other miscellaneous substrates, that were not previously painted. This bid does not include water sealing, staining or painting decks or stairs, or painting the interior section of any exterior porches, hallways, or vestibules unless specified above. This bid does not include painting any closet interiors, or surfaces that are currently stained or varnished, or painting doors on both sides, unless leading into an area that is also being painted, or removing any wall covering; unless specified above. Paint Platoon USA Co. will determine whether substrates are pressure washed, garden hose washed or hand cleaned where applicable. If start or completion date appears on this contract, it is a tentative date only.
13. Owner/customer agrees to pay contractor his regular price for all additions, alterations or deviation from the contract work. No additional work shall be performed without the prior written authorization of the owner. Any such authorization shall be on a change order form approved by both parties, which shall become a part of this contract, and all terms and conditions of this contract shall apply equally to any such additional work orders.
14. Contractor is not responsible for any damage occasioned by the owner/customer's agents, or from rain, wind or act of God or other causes beyond the control of the contractor. Unless otherwise specified herein, or unless he is obligated by the terms hereof to provide insurance for such hazards, and contractor is not liable for any damages or losses sustained by the owner/customer, in the event of any fire, theft, or other loss or access through adjacent properties for contractor's use during the work, owner/customer is required to obtain permission from owners of adjacent properties for such access. Owner/customer agrees to be responsible for and to hold contractor hold harmless for any damages resulting from access through adjacent properties.
15. The work to be performed under the terms of this contract does not include paint removal by chemical, hand sanding or power sanding, unless specifically set forth herein. Any agreement for paint removal by chemical, hand sanding or power sanding will be billed to the owner/customer on a time and materials basis.
16. Any window glazing work to be performed hereunder includes only the removal or loose or unsound glazing and the reglazing of those areas. Additionally, this agreement does not include the painting or repairing of any areas surface, or trim, which has previously had a factory baked finish applied. In addition, customer is responsible for removal and replacement of storm windows. Includes triple track storm windows/screens/inserts.
17. When painting of a room is included hereunder, such work does not include painting or other services to the side of the door of such a room, which faces the outside of the room, unless otherwise specified herein. Additionally, the work hereunder does not include painting or any other services to the interior of closets, unless specifically set forth herein.
18. Unless otherwise specified in the contract, one finish coat of paint will be applied to all surfaces. Two or more coats are sometimes required to provide even coverage, and such facts are not always evident prior to commencement of the work. Contractor assumes no responsibility for such instances, but will upon request of the owner/customer, apply additional coats for an additional agreed upon price. If contract reads, apply materials "until full coverage is achieved," this means one coat of full coverage was achieved in one coat, or up to, two, but not to exceed two finish coats at no additional charge if one coat did not cover.
19. Upon declaration of completion of the work by the contractor, the owner/customer may request a "walk through" of the job. The walk through shall take place within 24 hours of the declaration. At the walk through, a punch list shall be prepared of all touch up work to be completed. The owner/customer and the contractor or their authorized agents must sign the punch list prior to the commencement of the work on the list. All work, other than that included on the punch list, shall be deemed completed and accepted as satisfactory to the owner/customer. The contractor will not be obligated to perform any other services to complete the work contracted for hereunder, other than that work set forth on the punch list.
20. Contractor shall have the right to cancel his contract and immediately cease work hereunder, or collect payment in full from customer prior to continuing work. If he determines that there is uncertainty that all payments due under the contract will be made when due, or should determine that an error has been made in computing the cost of completing the work.
21. The parties agree that no material representations of any kind, other than those, which encompass the written terms of this contract, have been made to them. This written agreement constitutes the entire agreement between the parties and neither party is bound to, or by any oral representations made by any party or the agent of any party.
22. The contractor is not responsible for labor or materials furnished by the owner/customer or anyone working under the direction of the owner/customer, and any loss or additional work that results shall be the responsibility of the owner/customer.
23. The parties agree that no action arising from, or related to the contract, or to the performance shall commence by either party against the other more than two years after the termination or cessation of the work hereunder. This limitation applies to all action of any character, whether at law or in equity, and whether sounding in contract, tort or otherwise, except actions by the contractor to enforce any mechanic's lien. In addition, owner/customer hereby waives his rights to all notices under existing Mechanic Lien.
24. Owner/customer agrees to indemnify contractor against any and all costs and attorney's fees incurred by contractor for any collection process commenced to recover any portion of any amounts owed to the contractor under the terms of this contract. If contractor sues to enforce any of the terms of this agreement, owner/customer agrees that any judgment rendered in favor of the contractor shall include court costs, attorney's fees, and interest at the legal rate from the date of owner/customer's breach. The parties further agree that the contractor's liability for any breach of this contract, or for any negligence or for any other cause of action arising out of the contractor. Obligation or work performed or actions taken hereunder shall be limited to the fees paid to the contractor hereunder. Owner/customer further agrees to indemnify and hold contractor hold harmless against any claims or causes of actions brought on or by third parties relation to the work encompassed hereunder.
25. Preparation of the surfaces includes priming of bare surfaces only, including wood, metal, plastic, and drywall and patching compound surfaces where such surfaces are bare. Furthermore, such priming of bare surfaces will only be performed if required by the finish coat manufacturer's recommendations.
26. The work specified in the contract does not include painting of any surfaces that are varnished or stained or have a natural wood finish unless otherwise specified herein.
27. The owner/customer assumes responsibility for choice of color to be applied. At the owner/customer's request, contractor will provide color sheets, samples, or charts of any color, texture, shade or hue to be used under this contract for approval or disapproval of the owner/customer. If the owner/customer does not so request, contractor is authorized to apply manufacturer's standard colors, textures, shades, and hues as identified in this contract, and shall not be responsible for any error in mismatch of colors if owner/customer has not previously identified his choice of color in writing by name, number, and manufacturer. Additionally, the contractor is not responsible for illusory variation between color chart and the actual paint material. If owner desires to change the color during the course of the work upon proper execution of a change order and written agreement to pay the additional charges for such work, including the additional labor and material charges.
28. The type (latex, epoxy or alkyl/diol based), color, sheen and brand of the paint shall be chosen by the contractor unless otherwise agreed herein.
29. The parties agree that the contractor makes, and the owner/customer receives from contractor, no warranties, either express or implied, or merchantability, fitness for a particular purpose or otherwise. The only warranties to owner/customer are those, which may be provided by the manufacturer of the products and materials used in completion of the work, unless otherwise specified herein.
30. The time during which the contractor is delayed in his work by (a) the acts of the owner/customer or his agents or employees or those claiming under agreement with or grant from owner/customer, or by (b) the acts of God which the contractor could not have reasonably foreseen and provided against; or by (c) stormy or inclement weather which necessarily delays the work, or by (d) any strikes, boycotts or like obstructive actions by employees or labor organizations and which are beyond the control of the contractor and which he cannot reasonably overcome, or by (e) extra work requested by the owner/customer, or by (f) failure of the owner/customer to promptly pay for any extra work as authorized or arranged payment schedule based on progress, shall be added to the time for completion by a fair and reasonable allowance.
31. Contractor shall, at his own expense carry all workers' compensation insurance and public liability insurance, and necessary for full protection of the contractor and owner/customer during the progress of the work. Certificates of insurance shall be filed with the owner/customer if owner/customer so requires. Owner/customer agrees to procure at own expense, prior to commencement of the work, fire insurance with coverage of construction materials, loss and vandalism and malicious mischief clauses attached in sum equal to the total cost of improvements.
32. Owner/customer grants contractor and contractor's employees and subcontractors the right to enter premises during all daylight hours from Monday through Saturday during the course of the work hereunder, unless otherwise specified.
33. The owner/customer is solely responsible for providing contractor, prior to commencement of work, with water, electricity and refuse removal at the job site as may be required by the contractor to carry out this contract. Owner/customer shall provide a toilet during the course of the work. Contractor shall leave living areas "broom clean" at the completion of the work. Equipment may be stored by the contractor on the premises in an acceptable storage location for the duration of the work. Owner/customer is responsible for the disposal of all empty paint cans, rubbish and building materials and the contractor is not responsible for the removal of those items.
34. Contractor shall be entitled to immediate payment in full when work described in this contract has been performed. Contractor is not obligated to do any extra work or perform any service except as expressly provided in this agreement. If, after the contract has declared the work completed, owner/customer claims that work remains to be done, owner/customer agrees to make immediate payment of the full contract price less only that amount needed by the contractor to complete the work. Contractor is not obligated to complete the work claimed yet to be done. Upon completion of any corrective work claimed by the owner/customer, contractor shall be entitled to payment of the remaining contract price.
35. Owner/customer has the right to subcontract any part or all, of the work herein agreed to be performed.
36. Owner/customer grants to contractor the right to display signs and advertising at the building site when all work is completed, and the owner/customer has made payment of the full contract price.
37. Contractor shall have the right to stop work and keep the job site if payments are not made to him when due. If any payments are not made when due, owner/customer shall pay contractor an additional charge of 10% of the amount of any such overdue payment.
38. Contractor agrees to perform work hereunder in a work like manner. However, contractor is not responsible for failures or defects that result from previous or subsequent work done by others. Contractor is not responsible for failures or defects that result from owner/customer failing to keep gutters, downspouts and valleys clear of leaves or obstructions; or owner/customer failing to undertake needed repairs or replacement of water damaged, blistered, peeling or otherwise deteriorating surfaces. Contractor is not liable for any act of negligence, misuse or deferred maintenance by the owner/customer or any other party. Contractor shall have no liability for correcting any existing defect, which is recognized during the course of the work.
39. Owner/customer agrees to install and connect at owner/customer's cost, such utilities and make such improvements in addition to the work covered by this contract as may be required by public authority prior to completion of the work by the contractor.
40. Contract makes no promise concerning reductions in fuel costs or durability of materials as a result of work performed.
41. If, in term of this contract is found to be unenforceable, the remaining terms and conditions hereof shall remain in full force and effect.
42. Any owner/customer or agent of owner/customer, who solicits a contractor's employee or subcontractor for work that is beyond the scope of this contract, and subsequently for a six month period following completion of the project, owner/customer agrees that any direct or indirect solicitation or attempt to hire one of our employees or subcontractors to perform work on an individual basis will cause owner/customer to be liable to contractor due damages of at least \$1,000.00.
43. Contractor cannot be held responsible for any damages that are reported to contractor more than 30 days after contractor has declared the project completed. In the event contractor is found to be responsible for any damages, then contractor has the first right to rectify the damages or hire competent tradesmen to do so. Otherwise, contractor will not be held liable for any losses.
44. Interior exterior window cleaning or cleaning of any surface other than those described in this contract is the responsibility of the owner/customer, unless such surfaces are specified in the contract. If contractor is performing any washing on interior, exterior or structural surfaces, as may be required as part of the terms in this contract, then adjacent surfaces may be splashed with water during the course of work. This is especially probable, when contractor washing exterior surfaces. Owner/customer agrees to be responsible for cleaning any windows or other surfaces not specified within this contract, or owner/customer may pay an additional charge to the contractor for this additional work.
45. Shutter painting includes the painting of one side only, in place, unless otherwise specified in writing. If owner/customer requests contractor will remove shutters, paint backside, and attempt to reinstall the shutters for an additional charge. However, contractor is not responsible for damaged shutters, which are performed, or in a deteriorated condition, or for failure to reinstall shutters in a deteriorated substrate.
46. Owner/customer is responsible for keeping the window sashes from sticking after painting.
47. Owner/customer agrees to move windows up and down several times a day for one week after painting.
48. Owner/customer hereby authorizes contractor to obtain a consumer credit and/or investigative report on owner/customer. Owner/customer understands that such information may be derived in whole or in part from TRW, Equifax, Transunion, and/or C.I.C. If owner/customer entity is a corporation or other type of company, contractor may obtain credit and/or investigative report from Dun & Bradstreet. Owner/customer agrees to provide contractor with a completed Authorization for File Disclosure form which includes the owner/customer's Social Security number, or a corporation or other type of company's federal identification number. If the owner/customer does not complete the Authorization for File Disclosure form at the request of the contractor, then contractor may stop work and keep job site until such information is forthcoming from the owner/customer.
49. Any surplus materials left over after this contract has been completed are the property of the contractor and will be removed by same. No credit is due to owner/customer on returns for any surplus materials, all because this contract is based upon a complete job. All salvage resulting from work under this contract is the property of the contractor.
50. Contractor and contractor agree to abide by the standards set forth by the Painting and Decorating Contractors of America (PDCA).
51. Owner/customer agrees to allow contractor to provide owner/customer's name, address and phone number to potential prospects who might wish to check contractor's references.
52. This contract supercedes any specification that may have been provided by the owner/customer, even if this contract states the contract will be performed as per owner/customer's specification herein. Any specification provided by the customer will be used for the purpose of establishing a general guideline only for working procedures and conditions between contractor and customer. If any terms and conditions from the specifications provided by the customer disagree or contradict the terms and conditions of this contract, then the terms and conditions of this contract will predominate. Arising out of contractor obligation or work performed or actions taken hereunder shall be limited to the fees paid to the contractor hereunder. Owner/customer further agrees to indemnify and hold contractor hold harmless against any claims or causes of action brought by third party relating to the work.
53. Paint Platoon USA Co. guarantees that if any paint job should fail due to improper workmanship within a 2-year period from the date of completion, then Paint Platoon USA Co. shall repair those failing areas at no charge to the customer. This includes all surfaces, with the exception of metal surfaces, brick, or porch decks and stairs. These surfaces will be guaranteed against paint failure for a period of 1 year from date of completion. Paint Platoon USA Co. does no guarantee that paint will fail on areas where damage was caused by water, rotted wood or rusted metal. Furthermore, Paint Platoon USA Co. does not consider normal wear and tear paint failure.
54. This contract is subject to approval by Paint Platoon USA Co. management. If contract not approved by Paint Platoon USA Co. management, then contractor is not obligated to perform any work contained herein.

Page \_\_\_\_\_ of \_\_\_\_\_

Customer Initials \_\_\_\_\_





CALL US: 866-255-8645

Fax: 1-866-255-8640

help@allpartitions.com

**SECURE CHECKOUT | 256 BIT Encryption**
[GET A FREE QUOTE!](#)

## Important Order Information

Many of our products are custom made or occasionally may be temporarily out of stock; call if you need fast delivery or to confirm if your order is custom products.

Because most items are custom and non-returnable, we process your charge card at the time of order.

## SHOPPING CART

Item	Options	Unit Price	Qty.	Cost
<b>412 Between-2-Walls - Floor Mounted / Overhead Braced - Solid Plastic / Polymer Partitions</b>	<ul style="list-style-type: none"> <li>Number of Stalls : 2 (+\$1280)</li> <li>Width of 1st Stall : 60 inches (+\$406)</li> <li>Width of 2nd Stall : 60 inches (+\$406)</li> <li>Width of 3rd Stall : none</li> <li>Width of 4th Stall : none</li> <li>Color : 9200 Gray</li> <li>Trim Shoe and Stall Bracket Material : stainless steel trim shoes and stainless steel full height brackets(+\$165)</li> </ul>	\$3,014.00	<div> <div>-</div> <div>1</div> <div>+</div> </div> <div>[remove]</div>	\$3,014.00
<b>412 Between-2-Walls - Floor Mounted / Overhead Braced - Solid Plastic / Polymer Partitions</b>	<ul style="list-style-type: none"> <li>Number of Stalls : 1</li> <li>Width of 1st Stall : 60 inches (+\$406)</li> <li>Width of 2nd Stall : none</li> <li>Width of 3rd Stall : none</li> <li>Width of 4th Stall : none</li> <li>Color : 9200 Gray</li> <li>Trim Shoe and Stall Bracket Material : stainless steel trim shoes and stainless steel full height brackets(+\$165)</li> </ul>	\$1,328.00	<div> <div>-</div> <div>1</div> <div>+</div> </div> <div>[remove]</div>	\$1,328.00
Subtotal:				\$4,342.00
Total:				\$4,342.00

[< KEEP SHOPPING](#)

Get Shipping and Billing information from PayPal



Pay with your bank account, credit card or balance without sharing your financial information.

[Get PayPal Info](#)

## EMAIL NOTIFICATION

Email Address: 
☒ E-mail me a copy of my order

## SHIPPING ADDRESS

Purchase Order: 

Enter a Purchase Order number here or your name below.

Name:



Company: Street Address 1: Street Address 2: City: State: Zip Code: Phone: Country: 

## SHIPPING OPTIONS

Shipping Method: 

*Must choose "motorfreight" as a shipping option whenever buying any items greater than 26" wide.*

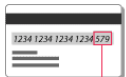
Please note that some carriers like UPS do not ship to PO Boxes.

## BILLING ADDRESS

☒ Same as Shipping

☐ Other

## PAYMENT METHOD

☒ Pay using Credit Card
Credit Card: Card or Account Number: Expiration month: Expiration year: Card Verification Number: 
[What's This?](#)


card verification number

☐ Pay using PayPal


Pay with your bank account,  
credit card or balance without  
sharing your financial  
information.

Click "Continue" to use PayPal to pay for your order.

## PAYMENT AUTHORIZATION



Payment Authorization: *Enter your initials.**Every order is manually reviewed and if payment is not authorized, we will reach out for a new payment method.*

## TAX EXEMPTION

Tax Exempt Number: *(optional)**Please email copy of certificate to help@allpartitions.com unless previously sent.*

## COUPON CODE / PROMOTIONAL CODE (OPTIONAL)

If you have a Coupon / Promotional code that can be redeemed from this store, please enter the offer code in the box below.

**Apply**

## COMMENTS (OPTIONAL)

Comments:

[CONTINUE](#) [Follow Us On Facebook](#)

Copyright © 2023 All Partitions and Parts - [www.allpartitions.com](http://www.allpartitions.com).  
All rights reserved. No part of this site can be reproduced without written permission.  
Employment Application

[Privacy Policy](#) - [Merchant's Privacy Policy](#)





*At the Heart of Community*

OFFICE OF THE VILLAGE MANAGER

70 East Main Street  
Lake Zurich, Illinois 60047

(847) 438-5141  
LakeZurich.org

7B

Date: March 27, 2023  
To: Ray Keller, Village Manager *RK*  
From: Michael Duebner, Assistant Village Manager  
Subject: **Referendum & Lake Michigan Project Communications**

**Issue:** Village staff is seeking outside assistance in reaching stakeholders (residents, businesses and property owners) in the creation of informative communications on the referendum to increase the non-home rule sales tax rate by 0.5% that will appear on the November 5<sup>th</sup> ballot.

**Analysis:** The upcoming non-home rule sales tax referendum provides an opportunity to mitigate the authorized 5-year utility rate increases necessary to fund the conversion to Lake Michigan Water. Residents will decide if the 40% of non-resident shoppers that frequent Lake Zurich retailers should assist in paying for this essential and necessary quality-of-life change to the Village's water supply.

Staff will be using our existing digital communication tools, website, Benchmarks, Facebook, Instagram, Nextdoor and Twitter to provide information to the community. Staff has also solicited proposals from CDM Smith, Vicarious Multimedia and Teska Associates for assistance in crafting uniform messaging to strengthen connections to the community. Proposals were received from CDM Smith and Vicarious Multimedia along with a decline to propose from Teska Associates.

After carefully considering each proposal, staff is recommending Vicarious Multimedia to enhance internal efforts in a multichannel, multimedia public information and community engagement campaign. Their deliverables include content & strategy planning, digital content creation, printed mailing materials, public meeting materials and video scripting that leverage the Village's existing communication channels.

**Recommendation:** Staff is seeking approval to engage Vicarious Multimedia and their sister company St. Steven Public Relations for referendum communications starting on April 15<sup>th</sup> through November 5<sup>th</sup> for an amount not to exceed \$30,000.

Attachment: VM Proposal



# Vicarious Multimedia Village of Lake Zurich Proposal



## PUBLIC INFORMATION/COMMUNITY ENGAGEMENT CAMPAIGN STRATEGY & EXECUTION

November 5, 2024 Referendum: Proposed Non-Home Rule Sales Tax Increase

### Prepared for:

Ray Keller, Village Manager

J. Michael Duebner, Assistant Village Manager

March 25, 2024



### PREPARED BY:

Melanie Santostefano  
Vicarious Multimedia

### ADDRESS:

3400 W. Stonegate Blvd. Ste. 101  
Arlington Heights, Illinois 60005

### CONTACT:

224-633-3120  
Melanie@VicariousMM.com  
VicariousMM.com



# Table of CONTENTS

OUR PHILOSOPHY	3
ABOUT / WHY CHOOSE US? OUR SERVICES	3
OUR CLIENTS	4
OUR SERVICES	5
VILLAGE OF LAKE ZURICH PROPOSAL	6
FROM THE VM PRESIDENT	7







## OUR PHILOSOPHY

Vicarious Multimedia (VM) is a partner and trusted advisor to our clients; the way we see it, this is the only way 'it' can be done right. We need to intimately understand who the client is, including their history and their course moving forward. **It's how we develop our strategy.** VM is highly consultative; if we feel strongly changing course is in the best interest of our clients, we will have that conversation. It's about doing the right thing, and being a fiduciary – no matter what.

**The imagery in the VM logo provides insight into our core philosophy;** the **Eye of Horus** is from Egyptian mythology. This eye is a symbol of protection, power and health. VM patterns our work after these themes, by protecting our clients, ensuring that together, we are executing a stealth strategy for growth, and that the communications we provide are strong and decisive to maintain and strengthen the health of the business or organization. **Vicarious means to 'experience in the imagination through the feelings or actions of another'....and that's what we do, every day.**

VM works intently to deeply understand the client and their goals so that we can adeptly and competently communicate on their behalf. Our vision is to play an integral role in driving the continued success of our clients. Our promise is simple: **Vision.....Delivered.**

## ABOUT VM

VM is a multi-faceted, boutique communications firm based in Arlington Heights, Illinois that specializes in marketing communications, public relations and video production. VM's singular goal is to partner with and assist in communications to reach the clients' target demographics through a comprehensive, multimedia approach. Clients included local government/public organizations, professional associations, nonprofits and businesses.

## WHY CHOOSE US?

VM has a diverse team with a wide range of skill sets. The approach taken for every client is custom-tailored based on their unique needs and goals. VM works diligently to 'vicariously' see through the eyes of our clients. The VM team is made up of public relations specialists, professional writers and editors, photographers and videographers, graphic designers, social media managers and website managers/developers. We utilize these skills to holistically serve our clients.





## In the end...**QUALITY IS WHAT MATTERS**

## Our **SERVICES**

### **VICARIOUS MARKETING COMMUNICATIONS**

- **Writing, Editing & Copywriting** Information gathering, writing and editing for communications including (not limited to) E- and print newsletters, blogs, articles, advertorials, speeches, website content, social media, and collateral marketing materials.
- **Graphic Design** Logos, infographics, letterhead, brochures, trade show display materials and any/all other collateral marketing communications that establish and/or represent the client.
- **Social Media Management** Content creation, management and monitoring of social media pages, including (not limited to) Facebook, Twitter, LinkedIn, Instagram, Nextdoor, YouTube and Tik Tok.



### **VICARIOUS PUBLIC RELATIONS**

- **Public Relations (PR)** We develop and fortify the public image of our clients, and position them in the news and with the greater the public as the information source -through telling their story through multiple media/communication channels.
- **Public Information Campaigns** Reaching and communicating to the masses in order to assist in the understanding of value propositions and services (including changes/additions to offerings). Campaigns can be handled through in-person events, the news media, digital and print media or a customized combination of media and channels.
- **Crisis Communications** Consulting/support at the start, during, and post crisis - including media outreach/relations press releases and other communications to control narrative development/management and monitoring. We ensure the image and reputation of our clients is protected/managed through crisis. PR 101, and 102 training are also available to educate elected officials and/or staff how to lead through crisis.



### **VICARIOUS PRODUCTIONS**

**Video Production** Strategic storytelling through full-scale video production services, customized for brand introduction or re-introduction, public information campaigns, nonprofit or professional organizations, as well as company overviews. Both videos and shorts can be found on the Vicarious Multimedia/Vicarious Productions YouTube Channel at [youtube.com/wervicarious](https://www.youtube.com/wervicarious).



# Valued CLIENTS

## Public Organizations

City of Edwardsville  
 City of Marseilles  
 City of Rochelle  
 City of Rolling Meadows  
 Village of Buffalo Grove  
 Village of Campton Hills  
 Village of Carpentersville  
 Village of Deerfield  
 Village of Glencoe  
 Village of Glenview  
 Village of Long Grove  
 Village of Peotone  
 Village of River Forest

Elk Grove Township  
 Vernon Township  
 Wheeling Township  
 Winnetka Park District  
 North West Housing Partnership  
 (quasi-government organization)  
 German International School Chicago  
 (private school)

## Professional Associations

ILCMA - Illinois City/County Management Association  
 Downtown Palatine Business Association  
 Schaumburg Business Association  
 GMIS Illinois

## Businesses

10-40-10 Fitness  
 A Closer Bond  
 Adrenaline Special Events  
 Dirty Nellie's  
 Metropolis Performing Arts Centre  
 P4 Companies  
 Santa Hustle Race Series, LLC  
 Virtual Time Capsule



CITY OF *Marseilles*





# Village of Lake Zurich

## PROPOSAL

Vicarious Multimedia (VM) will provide the following services/deliverables to the Village of Lake Zurich through a multi-channel, multimedia **Public Information/Community Engagement Campaign** related to the proposed sales tax increase question on the November 5, 2024 ballot. The overarching goal of this project is to engage and educate all stakeholders to assist in their understanding of why a 0.5% sales increase is needed to sustain, and continually improve, quality of life in Lake Zurich. The proposed start date for this project would be April 15 - to run through November 5, 2024.

### Statement of Work

**Content Planning Meetings and Strategy/Plan Development:** Total of approximately 20 hours for information gathering with Village staff and Communications Plan creation.

**Content Creation:** Customized marketing and communications copy designed for all mediums/media owned or executed by the Village (website FAQ, digital newsletter articles, social media and mailing pieces) related to referendum education and engagement.

**Graphic Design:** Development of infographics, flyers, mailing pieces and all other communications for digital or physical use.

**Video Production:** Up to five (up to 2:00), including script development "resident on the street" interviews. One informational video up to 2:30 (additional \$2,500 over and above project investment-*this pricing is only available if this proposal is accepted*).

**Public Meeting Materials:** Creation of informational signage and other materials/takeaways for attendees of open houses or other public meetings and opportunities to engage and educate the public.

#### Project Investment

**\$30,000**

#### Additional Services not Included in this Proposal:

- Informational video (added to the **Video Production** section above).
- Public meeting facilitation; presence and planning assistance.
- Focus Group facilitation and information gathering.
- Collaboration and planning with local PIOs to assist in carrying messages.
- Press Releases/media story pitching.

**\*\*All printing and mailing costs would be assumed by the Village of Lake Zurich. A deposit payment is due for all project work to begin. Payments are requested through ACH.**

**This proposal is valid through April 15, 2024.**





## From the **VM PRESIDENT**

**Melanie Santostefano**

Thank you for requesting this proposal from Vicarious Multimedia to provide communications assistance and support for the Village of Lake Zurich to comprehensively communicate to its stakeholders, regarding the proposed sales tax increase on the November 5 ballot, to better meet the community's overall needs.

When I look back on my original goals for Vicarious Multimedia when I founded it in 2004, they were to create a firm truly centered around the client. The name **Vicarious** really says it all; we are working **vicariously** through our clients to see, and deeply understand their vision and goals through their eyes, so we can expertly communicate on their behalf. It is our standard practice to take the time necessary to understand our client's unique histories, along with who they are, who their target market/demographic is - and the unique messages they want to send to the people and groups they seek to reach. It's truly valuable work and extremely gratifying to see how our partnerships achieve positive and meaningful results through strengthening connections. In this case, those would be with all stakeholders for the Village of Lake Zurich.

While our engagements are of course "business" in nature, I take the relationships we have with our clients, personally. This is because their successes are deeply connected to ours, and their challenges are what we are challenged with - and what we diligently work towards addressing and fortifying on a perpetual basis.

My team and I would be honored to be able to help the Village achieve its goals to ensure your community members are kept abreast of the information you seek to share, and any/all updates, so they believe you are doing all you can to keep them informed - which will continue to build trust (an absolute necessity when it comes to these types of requests, i.e. referendums/sales tax increases. This work is absolutely within our area of expertise, as we have been handling similar and related projects over the last eight years for municipalities throughout Illinois.

Please feel free to contact me at 312-719-2332 or email [melanie@vicariousmm.com](mailto:melanie@vicariousmm.com) with any questions/clarifications regarding this proposal.

Thank you and my very best,

*Melanie*

Melanie Santostefano  
President, Vicarious Multimedia