



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

**December 1, 2025**  
**07:00 pm**

# **VILLAGE OF LAKE ZURICH**

## **VILLAGE BOARD OF TRUSTEES MEETING**

**DECEMBER 1, 2025**  
**07:00 PM**  
**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

Mayor Thomas Poynton, Trustee Sujatha Bharadwaj, Trustee Jake Marx, 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**

**6. PUBLIC HEARING ON CONSIDERATION OF PROPOSED VILLAGE OF LAKE ZURICH ANNUAL BUDGET FOR FISCAL YEAR 2026 (Mayor Poynton)**

**Summary:** This is a public hearing for the proposed annual budget for the Village of Lake Zurich's 2026 fiscal year, which will run January 1 through December 31, 2026. This public hearing was noticed in the Daily Herald on November 24, 2025, on the Village website and in the Benchmarks newsletter. The proposed 2026 budget totals \$90.2 million to fund a full-service municipality with 156 full-time employees.

The Village enjoys a stable financial position. This FY 2026 budget is presented as a balanced operational plan to allocate \$90.2 million toward municipal operations and infrastructure investment. The budget includes \$5.5 million in funding for road and related infrastructure improvements, along with another \$6.8 million in land and building capital improvements and \$6.3 million in water and sewer related improvements.

General Fund expenditures and other financing uses total \$38.8 million, an increase of 5.3% over the current fiscal year's budget. Revenues for FY 2026 are expected to total \$38.8 million, with a projected surplus of \$371 for the fiscal year.

A copy of the proposed budget has been available for public review at Village Hall, Ela Area Public Library, and on the Village website since November 12, 2025. All interested persons are invited to attend this public hearing and provide feedback to the Village Board on the proposed budget.

**Recommended Action #1:** A motion to open the Public Hearing on the Fiscal Year 2026 Village Budget and receive into the record public comments. Voice Vote.

**Recommended Action #2:** A motion to close the Public Hearing on the Fiscal Year 2026 Village Budget. Voice Vote.

Attachment: [6.pdf](#)

**7. 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 November 17, 2025**

Attachment: [7a.pdf](#)

**B. Approval of Semi-Monthly Warrant Register Dated December 1, 2025 Totaling \$3,285,197.82**

Attachment: [7b.pdf](#)

**C. Annual Village of Lake Zurich Meeting Schedule for 2026**

**Summary:** Each year the Village Board approves the annual schedule of meetings for the following calendar year. Upon approval, the schedule for Lake Zurich public bodies and advisory commissions will be published accordingly to fulfil the State of Illinois Open Meetings Act requirements.

Attachment: [7c.pdf](#)

**D. Agreement with Emcee Building Services for Janitorial Services in the Amount Not-to-Exceed \$145,141.08**

**Summary:** The current janitorial services contract approved by the Village Board in February 2023 expires on December 31, 2025. Emcee Building Services has provided quality services to Village owned buildings throughout their contract. The current contract has a set annual cost with no provisions to increase and includes a provision for three one-year renewals with a maximum 2% increase each year. Staff recommends approving the Janitorial Services Contract renewal with Emcee Building Services for 2026 in the amount not-to-exceed \$145,141.08.

Attachment: [7d.pdf](#)

**E. Agreement with Municipal GIS Partners (MGP) for the 2026 GIS Consortium Service Provider Contract Renewal in the Amount Not-to-Exceed \$124,705.44**

**Summary:** In 2024, the Village Board approved the membership agreement for the Village to become a member of the Geographic Information System Consortium (GISC). The Village joined the Consortium to benefit from their expertise and resources, avoiding the duplication of effort and sharing staffing support and resource management.

Each GISC member must enter into an updated annual agreement with Municipal GIS Partners (MGP) to provide the staffing hours needed to manage, develop, operate, and maintain the Village's GIS. The agreement with MGP for 2026 includes a 3.75% service cost increase for a total of \$124,705.44. Staff recommends approval of an agreement with Municipal GIS Partners for the 2026 GIS Consortium Service Provider Contract in the amount of \$124,705.44.

Attachment: [7e.pdf](#)

**F. Agreement with Currie Motors for Purchase of Two 2026 Ford Police Interceptor Utility Vehicles in the Amount Not-to-Exceed \$128,000**

**Summary:** The FY 2026 budget includes \$128,000 to replace and equip two police vehicles. Two vehicles scheduled to be replaced have met the replacement criteria and planned for replacement in the Community Investment Plan. The proposed replacement vehicles will be 2026 Ford Police Interceptor Utility vehicles, which have been purchased in the past and have performed well for the Village.

Staff recommends approval of the purchase of two 2026 Ford Police Interceptor Utility vehicles in the amount of \$93,040 from Currie Motors under the Suburban Purchasing Cooperative Contract #204, with the total purchase in the amount not-to-exceed \$128,000.

Attachment: [7f.pdf](#)

**G. Agreement with BS&A Software for Cloud Hosting Contract in the Amount Not-to-Exceed \$120,265**

**Summary:** The Village has been using BS&A Enterprise Resource Planning (ERP) Software since 2018 throughout all Village departments for on-premises software applications. In the past three years, BS&A software has moved its core software platform to the cloud, replacing its old on-premises solutions with a Software-as-a-Service (SaaS) model called BS&A Cloud. This platform offers improved scalability, security, and remote access to manage operations across all modules.

The proposed contract move to Cloud includes the following one-time and annual fees: upgrade to existing modules (annual fee) \$59,755; Cloud new purchase (annual fee) \$4,405; data conversion and database setup \$5,290; implementation and training \$50,815. Staff recommends the approval of an agreement with BS&A Software of Bath, MI in the amount not-to-exceed \$120,265 inclusive of annual fees with BS&A Cloud.

Attachment: [7g.pdf](#)

**8. NEW BUSINESS**

**A. Ordinance Adopting the Annual Budget of the Village of Lake Zurich for All Corporate Purposes for the Fiscal Year Commencing January 1, 2026 and Ending December 31, 2026 (Assign Ord.#2025-12-640)(Trustee Riley)**

**Summary:** The proposed Fiscal Year 2026 budget is presented as a balanced operational plan, totaling \$90.2 million across all funds, to allocate the Village's financial resources toward its priorities and commitments over the next year. The proposed budget authorizes \$55.3 million for operations and \$21.8 million for capital outlays across all funds. The budget includes \$5.5 million in funding for road improvements, \$6.8 million in land and building capital projects, and \$6.3 million in water and sewer infrastructure.

The General Fund is the Village's main operating fund and accounts for the major revenues and expenditures associated with the Village's operations. Both the revenues and expenditures for FY 2026 total \$38.8 million, with a projected surplus of \$371 for the year. The proposed Water/Sewer Enterprise Fund expenses total \$23.6 million, with a projected deficit of \$8.3 million for the year. This anticipated deficit is primarily due to Lake Michigan-related expenses that were budgeted in FY 2025 but carried over into the next year. The water/sewer fund maintains a healthy fund balance to support the operation of the current system and infrastructure as the Village transitions toward Lake Michigan as its future water supply.

Staff recommends approval of the proposed FY 2026 Annual Budget.

**Recommended Action:** A motion to approved Ordinance #2025-12-640 Adopting the Annual Budget of the Village of Lake Zurich for All Corporate Purposes for the Fiscal Year Commencing January 1, 2026 and ending December 31, 2026.

Attachment: [8a.pdf](#)

**B. Ordinance Amending Title 13 "Comprehensive Fee Schedule" of the Village of Lake Zurich Municipal Code to Amend Fees Related to the Costs of Municipal Services (Assign Ord. #2025-12-641)(Trustee Riley)**

**Summary:** In 2018, Title 13 was added to the Lake Zurich Village Code as a Comprehensive Fee Schedule to provide a single convenient location for a list of all fees and fines that have been codified into the Village Code over several decades. The amended schedule will update certain fees and fines for public ways and property, building regulations, and land development fees. The new fees will take effect January 1, 2026.

**Recommended Action:** A motion to approved Ordinance #2025-12-641 Amending Title 13 "Comprehensive Fee Schedule" of the Village of Lake Zurich Municipal Code to Amend Fees Related to the Costs of Municipal Services.

Attachment: [8b.pdf](#)

**9. TRUSTEE REPORTS**

**10. VILLAGE STAFF REPORTS**

**11. ADJOURNMENT**

The next regularly scheduled Village Board meeting is on Monday, December 15, 2025.



*At the Heart of Community*

Village Clerk's Office

70 East Main Street  
Lake Zurich, Illinois 60047

(847) 438-5141  
LakeZurich.org

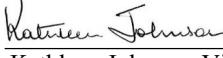
### **NOTICE OF PUBLIC HEARING ON TENTATIVE ANNUAL BUDGET**

Notice is hereby given that there will be a public hearing on the Village's tentative annual budget for fiscal year January 1, 2026 through December 31, 2026 on December 1, 2025. This public hearing will be held at 7 pm at Village Hall, 70 East Main Street, Lake Zurich, IL, in accordance with the Illinois Statutes for the purpose of obtaining public comment.

#### AGENDA

1. Call to Order and Roll Call
2. Public Comment
3. Public hearing on proposed annual budget FY 26
4. Consideration of proposed annual budget FY 26
5. Adjournment

A copy of the tentative annual budget is on file with the Village Clerk and may be viewed via the village website at [LakeZurich.org](http://LakeZurich.org) or inspected by interested persons in the office of the Village Clerk at Village Hall during regular business hours. All persons are invited to attend the public hearing and be heard.

  
\_\_\_\_\_  
Kathleen Johnson, Village Clerk

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



**Monday, November 17, 2025 7:00 p.m.**

- 1. CALL TO ORDER** by Mayor Tom Poynton at 7.00pm.
- 2. ROLL CALL:** Mayor Thomas Poynton, Trustee Sujatha Bharadwaj, Trustee Jake Marx, Trustee William Riley, Trustee Roger Sugrue, Trustee Greg Weider. Trustee Marc Spacone was absent and excused. Also in attendance: Village Manager Ray Keller, Asst. Village Manager Michael Duebner, Village Atty. Scott Uhler, Finance Dir. Rita Kruse, Police Chief Steve Husak, Fire Chief Dave Pilgard, Dir. of Community Development Sarosh Saher.
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENT**  
Christina Mesker, 201 Alpine Dr., Lake Zurich, addressed the Board against the development of the Regal Theatre property and concern for the overcrowding of the schools.  
Roni Binder, 2197 N. Farthingdale Ct, Deer Park, addressed the Board on her opposition to the Regal Theatre development on the grounds of school bus traffic, planned privacy fence removal, sidewalks and crosswalk.  
Craig Dannegger, 21975 Mayfield Lane, Deer Park, addressed the Board on the density of the Regal Theatre development, trees, 6ft wall to the south and the company should follow the Village's Ordinances.  
Mary Kozub, 280 Pebblecreek Dr., Lake Zurich, Ancient Oaks Foundation chairperson, addressed the Board on the trees in the proposed development and volunteered the Foundation's resources to the company.  
Matt Spiekhour, 306 Whitney Rd, Lake Zurich, addressed the Board on agenda Item 6C and his opposition to the variance for a driveway. He, also, was opposed to the Regal Theatre development.  
Jill Wetter, 360 Whitney Rd., Lake Zurich, addressed the Board on her opposition to the Regal Theatre development citing school overcrowding. And she is opposed the driveway variance for 225 Whitney Rd .  
Vicki Rodrigo, 21980 Mayfield Lane, Deer Park, addressed the Board on the Regal Theatre development because of overcrowding in the classrooms and the density of the plans.

Village of Lake Zurich Board of Trustees Regular Meeting. Monday, November 17<sup>th</sup> 2025. 2

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

Mayor Poynton introduced Mr. Doug Goldberg, Vice President of the District 95 School Board, Dr. Kelly Gault, Superintendent of Dist. #95, Dr. Julia Becich, Exec. Dir. Of Human Services and Dr. Dean Romano, Asst. Superintendent of Business/Operations. Dr. Gault gave a PowerPoint presentation of each school over the last few years. Dr. Becich and Dr. Romano added information on the overall capacity of each school and stated the charts were available on their website. Dr. Gault said that the District is committed to educating all students. The Board members questioned the team from Dist. #95 on redistricting, density of the proposed development, staffing, 30% of residents in Dist. #95 have students in school.

**6. CONSENT AGENDA**

- A. Approval of Minutes from the Village Board Meeting of November 3, 2025**
- B. Approval of Semi-Monthly Warrant Register Dated November 17, 2025, Totaling \$614,083.51**
- C. Ordinance Granting a Driveway Variation at 255 Whitney Road ORD #2025-11-635**

**Summary:** Applicant Mr. Michael Quagliano has filed an application for a driveway variation for his property at 255 Whitney Road. The subject property is located within the R-5 single-family residential district. In this district, driveways may not exceed twenty feet (20') at the street lot line. The applicant had previously expanded the driveway with gravel to a width of over forty feet (40'), without zoning or permit approval.

The requested variance, if approved, would result in a thirty-foot (30') wide driveway to align with the detached garage. As a condition of this variation, the previously expanded areas of the driveway will be restored with grass and all gravel will be removed, thereby reducing the overall amount of impervious surface area on the property. The applicant will also pay the required zoning and building permit violation fines as a condition of approval.

- D. Ordinance Amending Title 3 of Chapter 3 of the Village of Lake Zurich Municipal Code to cancel a Class-W Liquor License issued to Akhando Hum, Inc. and to issue a Class-W Liquor License to Olsen Hospitality, LLC located at 64 North Old Rand Road ORD. #2025-11-636**

**Summary:** Olsen Hospitality, LLC has acquired Stompin' Grounds from Akhando Hum, Inc. and is requesting a Boutique Restaurant/Wine Class-W Liquor License, with the intent to operate the business in the same manner as the previous owner. They have completed the application and passed the background check.

Trustee Riley requested further information from Community Development Dir. Saher on commercial parking in residential areas which Dir. Saher provided.

Recommended Action: A motion was made by Trustee Weider, seconded by Trustee Marx, to approve the Consent Agenda as presented.

AYES: 5 Trustees Bharadwaj, Marx, Riley, Sugrue, Weider.

NAYS: 0

ABSENT: 1 Trustee Spacone.

MOTION CARRIED.

Village of Lake Zurich Board of Trustees Regular Meeting. Monday, November 17<sup>th</sup> 2025. 3

**7. A. Continuation for an Annexation Agreement, and Consideration of Annexation, Zoning, Development Concept and Final Plan Approval at 2500 North Rand Road**

**Summary:** This item is a continuation of Luxe Corsa, LLC requesting consideration of an annexation agreement, annexation, zoning and concurrent development concept and final plan for the development of a 20-acre property with a new subdivision to be known as "Luxe Corsa Auto Suites."

Petitioner, Romeo Kapudija, addressed the Board that he and his Architect and Landscaping Architect were available to answer any questions. Mr. Kapudija showed a brief video of the project.

**Recommended Action #1:** A motion was made by Trustee Riley, seconded by Trustee Marx, to Approve a Resolution Approving and Authorizing the Execution and Attestation of an Annexation Agreement with Luxe Corsa, LLC, an Illinois Limited Liability Company Res. #2025-11-105

AYES: 5 Trustees Bharadwaj, Marx, Riley, Sugrue, Weider.

NAYS: 0

ABSENT: 1 Trustee Spacone.

MOTION CARRIED.

**Recommended Action #2:** A motion was made by Trustee Sugrue, seconded by Trustee Bharadwaj, to Approve an Ordinance Annexing Certain Territory to the Village of Lake Zurich at 2500 North Rand Road ORD. #2025-11-633

AYES: 5 Trustees Bharadwaj, Marx, Riley, Sugrue, Weider

NAYS: 0

ABSENT: 1 Trustee Spacone.

MOTION CARRIED.

**Recommended Action #3:** A motion was made by Trustee Sugrue, seconded by Trustee Riley, to Approve an Ordinance Rezoning Newly Annexed Property Within a B-1 Local And Community Business District and I Industrial District, and Granting Approval of a Planned Unit Development, Development Concept and Final Plan and Modifications to the Zoning and Land Development Code for a Commercial Subdivision. ORD. #2025-11-63).

AYES: 5 Trustees Bharadwaj, Marx, Riley, Sugrue, Weider

NAYS: 0

ABSENT: 1 Trustee Spacone.

MOTION CARRIED.

**8. NEW BUSINESS**

**A. Ordinance Granting Approval of a Planned Unit Development, Amendment to the Official Zoning Map, Preliminary Plat, Development Concept Plan, Special Use Permits and Modifications to the Zoning and Land Development Code for a Mixed-Use Subdivision at 755 South Rand Road ORD#2025-11-637**

**Summary:** Continental 904 Fund, LLC and Continental Properties Company, Inc. requests approval of an ordinance granting a Planned Unit Development, Zoning Map Amendment and Preliminary Plat of Subdivision with a new development proposal for the property at 755 South Rand Road, site of the former Regal Lake Zurich Cinema.

The Developer proposes to redevelop the subject property with a 213-unit multifamily residential community known as "*Springs at Lake Zurich*." The

Village of Lake Zurich Board of Trustees Regular Meeting. Monday, November 17<sup>th</sup> 2025. 4

property would be rezoned to the R-6 Multiple-Family Residential District and will include nine (9) residential buildings with attached and detached garages, a club house, parking areas and stormwater detention facilities. The preliminary plat for the proposed Planned Unit Development (PUD) identifies a quick-serve restaurant site to be operated as a Portillo's, which is reflected on the plan but will be the subject of a separate future special use permit petition.

The Planning and Zoning Commission (PZC) considered the application at public hearings held on October 15 and 22, 2025. In response to comments and questions provided by the PZC and interested persons at hearings, the applicant reduced the number of proposed units from 246 in ten buildings to 213 in nine buildings. They also reconfigured the overall site plan to improve traffic circulation, stormwater management and the parking ratio, as well as increase the setbacks from the residences across from the south property line. Following the close of the hearing the PZC voted 7-0 to recommend approval of the project with one additional change presented by staff – the requirement of the fence along the south lot line be removed as the current configuration of the development proposes a distance of no less than 100 feet from the south lot line.

Community Development Dir. Saher introduced Ms. Jennifer Patton, of Continental Properties, who gave an update on the proposal including garages on the south side of the property. These would help to be a buffer to nearby residences. The Board then questioned Ms. Patton on property managers, sidewalks, right in right out traffic, privacy fence, number of school children. Staff also answered the Board's questions.

**Recommended Action:** A motion was made by Trustee Marx, seconded by Trustee Riley, to approve Ordinance #2025-11-637 approving the Planned Unit Development, Amendment, Preliminary Plat, Development Concept Plan, Special Use Permits, and Modifications to the Zoning and Land Development Codes for a Mixed-Use Development at 755 South Rand Road.

AYES 4 Trustees Bharadwaj, Riley, Weider. Mayor Poynton.

NAYS: 2 Trustees Marx, Sugrue.

ABSENT: 1 Trustee Spacone.

MOTION CARRIED.

**B. Resolution Approving Purchase of Property and Authorizing Execution of Sale Contract of 135 South Old Rand Road RES. #2025-11-106**

**Summary:** The 2024-25 Fire Station Location Analysis evaluated the current and anticipated call volumes for four fire stations that serve the Village and the Lake Zurich Rural Fire Protection District. Advanced Selections, LLC was contracted for the Fire Station Location Analysis and their study identified a new location for Fire Station 1 at a 4-acre vacant site located at 135 South Old Rand Road, commonly known as the Breslow property.

Given the age of the existing station, the lack of interior space for personnel and equipment, constructing a new station 1 in a more advantageous location would be a strategic step forward in meeting the desirable 4-minute response coverage model.

The Breslow property comprises three parcels and is located within TIF District #1. The property has a diverse history of uses that necessitated

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remediation by the current owners due to contaminated soil 10-years ago. Village staff negotiated a purchase price of \$2,100,000 given the environmental conditions. Staff recommend making this purchase through TIF #1, with funds advanced from the FY 2025 General Fund (\$2,100,000). The General Fund would be eligible for potential reimbursement from TIF #1, as future TIF increment revenue becomes available.

Asst. Village Manager Michael Duebner addressed the Board meeting on the proposed purchase as the current station #1 cannot manage the workload and response time of four minutes. Asst. V.M. Duebner answered questions from the Board.

**Recommend Action:** A motion was made by Mayor Poynton, seconded by Trustee Weider, to approve a Resolution approving the purchase of property and authorizing the execution of sale contract of 135 South Old Rand Road RES #2025-11-106

AYES: 5 Trustees Bharadwaj, Marx, Riley, Sugrue, Weider

NAYS: 0

ABSENT: 1 Trustee Spacone.

MOTION CARRIED.

**C. Ordinance Proposing the Establishment of a Special Service Area Number 23 in the Village of Lake Zurich and Providing for a Public Hearing for 850 Old Mill Grove ORD. #2025-11-638**

**Summary:** Staff proposes an Ordinance and Public Hearing proposing the establishment of a Special Service Area No 23 (“SSA No. 23”) to cover certain costs of repairing, reconstructing and/or replacing the sanitary sewer and surrounding street, parkway and sidewalk at the property commonly known as 850 Old Mill Grove Road (the “Subject Property”) owned by Mr. Thomas Radtke.

SSA No. 23 will allow the Village to assess a tax on the property owner of the single-family home at 850 Old Mill Grove Road to finance the cost of repairs to the sanitary sewer service to the home and the surrounding street, parkway and sidewalk.

Since Mr. Thomas Radtke is the sole Owner of the Subject Property, he has voluntarily waived and relinquished any and all rights granted under Section 27-55 of the Illinois Property Tax Code (35 ILCS 200/27-55) to file an objection petition opposing the establishment of the proposed SSA No. 23. He has further provided his consent to the creation of the SSA and to the levy of taxes or special service charges upon his property that will be authorized by the passage of the SSA.

The Village will therefore not be required to provide for the comment period of 60 days and may approve an ordinance establishing the SSA immediately following close of the public hearing.

Comm. Dev. Dir. Saher stated that the resident was unable to attend the meeting and he had no issues with the proposal.

**Recommended Action #1:** A motion was made by Trustee Marx, seconded by Trustee Riley, to approve Ordinance #2025-11-638 proposing the establishment of a Special Service Area Number 23 and providing for a public hearing at 850 Old Mill Grove in the Village of Lake Zurich.

Village of Lake Zurich Board of Trustees Regular Meeting. Monday, November 17<sup>th</sup> 2025. 6

AYES: 5 Trustees Bharadwaj, Marx, Riley, Sugrue, Weider  
 NAYS: 0  
 ABSENT: 1 Trustee Spacone.  
 MOTION CARRIED.

**Recommended Action #2:** A motion was made by Trustee Marx, seconded by Trustee Riley, to open the public hearing for the establishment of Special Service Area Number 23 at 850 Old Mill Grove in the Village of Lake Zurich.  
 AYES: 5 Trustees Bharadwaj, Marx, Riley, Sugrue, Weider  
 NAYS: 0  
 ABSENT: 1 Trustee Spacone.  
 MOTION CARRIED.

The Public Hearing opened at 9.18pm

**PUBLIC COMMENT.**

There were none.

**Recommended Action #3:** A motion was made by Trustee Marx, seconded by Trustee Riley, to close the public hearing for the establishment of Special Service Area Number 23 at 850 Old Mill Grove in the Village of Lake Zurich.  
 AYES: 5 Trustees Bharadwaj, Marx, Riley, Sugrue, Weider  
 NAYS: 0  
 ABSENT: 1 Trustee Spacone.  
 MOTION CARRIED.

The Public Hearing closed at 9.18pm

**D. Ordinance Establishing Village of Lake Zurich Special Service Area Number 23 at 850 Old Mill Grove ORD. #2025-11-639**

**Summary:** The intent of establishing Special Services Area Number 23 is to finance certain costs of repairing, reconstructing and/or replacing the sanitary sewer and surrounding street, parkway and sidewalk at the property commonly known as 850 Old Mill Grove Road.

The proposed SSA will generate \$52,200.00 to finance the required repairs. This amount will be levied in the first year and increased at a rate of 4.5% per annum for a total amount not to exceed \$65,030.71, to be retired over a ten (10) year period. The annual payment on the Owner's tax bill will amount to approximately \$6,503.08 per year.

**Recommended Action:** A motion was made by Trustee Marx, seconded by Trustee Bharadwaj, to approve Ordinance #2025-11-639 approving the establishment of Special Service Area, Number 23 at 850 Old Mill Grove in the Village of Lake Zurich.

AYES: 5 Trustees Bharadwaj, Marx, Riley, Sugrue, Weider  
 NAYS: 0  
 ABSENT: 1 Trustee Spacone.  
 MOTION CARRIED.

**9. TRUSTEE REPORTS**

Trustee Weider reminded residents of Miracle on Main event on December 6<sup>th</sup> from 3 to 6.30pm.

**10. VILLAGE STAFF REPORTS**

**A. Monthly Data Metric Reports**

Village of Lake Zurich Board of Trustees Regular Meeting. Monday, November 17<sup>th</sup> 2025. 7

Village Manager Ray Keller thanked the Board members and staff for attending the recent Budget workshop. The Budget will be on the December 1<sup>st</sup> meeting Board meeting.

**11. ADJOURNMENT**

A motion to adjourn the meeting was made by Trustee Weider, seconded by Trustee Marx.

AYES: 5 Trustees Bharadwaj, Marx, Riley, Sugrue, Weider

NAYS: 0

ABSENT: 1 Trustee Spacone.

MOTION CARRIED.

The meeting adjourned at 9.20pm

Respectfully submitted:

Kathleen Johnson, Village Clerk.

Approved by:

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Mayor Thomas M. Poynton

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Date



*At the Heart of Community*

FINANCE DEPARTMENT

70 East Main Street  
Lake Zurich, Illinois 60047

(847) 438-5141  
LakeZurich.org

November 21, 2025

The warrant report for the December 1, 2025 Village Board meeting totals \$3,285,197.82.  
Details of the report is available upon request.

Sincerely,

/s/ Rita Kruse  
Finance Director/Treasurer



## VILLAGE MANAGER'S OFFICE

Lake Zurich Village Hall  
70 East Main Street  
Lake Zurich, Illinois 60047

(847) 438-5141  
LakeZurich.org

*At the Heart of Community*

## MEMORANDUM

Date: November 24, 2025

To: Ray Keller, Village Manager *PK*

From: Erin Rauscher, Assistant to the Village Manager

Subject: 2026 Annual Schedule of Meetings

AGENDA ITEM  
7C

**Issue:** Attached is the annual schedule of meetings for calendar year 2026 for all Village of Lake Zurich commissions, advisory panels, and pension boards.

**Analysis:** Approval and subsequent notification of the proposed meeting schedule for calendar year 2026 fulfills the State of Illinois Open Meetings Act requirement that all public bodies give notice of the dates, times, and places of regularly scheduled meetings.

**Recommendation:** Staff recommends the Village Board approve the attached annual schedule of meetings for 2026.

*w/ Attachments:* Schedule of meetings for 2026

Approved on \_\_\_\_\_

**VILLAGE OF LAKE ZURICH, ILLINOIS**  
**Annual Schedule of Meetings for 2026**

All meetings are held at the **Village of Lake Zurich, 70 East Main Street** unless otherwise noted below. Village Board and Planning & Zoning Commission meetings are webcast live at [LakeZurich.org](http://LakeZurich.org) and [Facebook Live](#).

**BOARD OF TRUSTEES** meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday each month at **7:00 PM** at Village Hall except for Tuesdays on: February 17, 2026 and September 8, 2026.

**COMMUNITY & POLICE ADVISORY COMMITTEE** meets the 3<sup>rd</sup> Wednesday of every 3<sup>rd</sup> month at **6:30 pm** (Training Room at Police Station).

March 18	June 17	September 16	December 16
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**FIRE & POLICE COMMISSION** meets the 3<sup>rd</sup> Tuesday each month at **5:30 pm** at the Police Dept, 200 Mohawk Trail.

January 20	February 17	March 17	April 21	May 19	June 16
July 21	August 18	September 15	October 20	November 17	December 15

**FIRE PENSION BOARD** meets once every quarter at **8:00 a.m.** at Village Hall.

January 14	April 15	July 15	October 14
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**PARK & RECREATION ADVISORY BOARD** meets the 2<sup>nd</sup> Tuesday of every 2<sup>nd</sup> month at **6:30 pm** at Village Hall.

February 10	April 14	June 9	August 11	October 13	December 8
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**PLANNING & ZONING COMMISSION** meets the 3<sup>rd</sup> Wednesday each month at **7:00 pm** at Village Hall.

January 21	February 18	March 18	April 15	May 20	June 17
July 15	August 19	September 16	October 21	November 18	December 16

**POLICE PENSION BOARD** meets the 2<sup>nd</sup> Tuesday of every 3<sup>rd</sup> month at **8:00 am** at the Police Dept., 200 Mohawk Trail.

January 13	April 14	July 14	October 13
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**TREE COMMISSION** meets the first Tuesday of every month at **6:30 pm** at Community Services, 505 Telser Road.

January 6	February 3	March 3	April 7	May 5	June 2
July 7	August 4	September 1	October 6	November 3	December 1

**ADMINISTRATIVE ADJUDICATION** meets the fourth Friday of every month, except for December at **9:00 am** at Village Hall.

January 23	February 27	March 27	April 24	May 22	June 24
July 24	August 28	September 25	October 23	November 12	December 11

**FOREIGN FIRE TAX BOARD** meets the following dates at Fire Station #1, 321 South Buesching Road.

January 21 at 7:30 am	April 15 at 7:30 am	July 15 at 7:30 am	October 21 at 7:30 am
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*At the Heart of Community*

PUBLIC WORKS DEPARTMENT

505 Telser Road  
Lake Zurich, Illinois 60047

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

**MEMORANDUM**

**Date:** November 7, 2025  
**To:** Ray Keller, Village Manager *PK*  
**From:** Steven J. Paulus, Assistant Director of Public Works  
**Copy:** Michael J. Brown, Director of Public Works  
**Subject:** Janitorial Services Contract Extension

AGENDA ITEM  
*PK*

**Issue:** Janitorial services one-year contract extension with Emcee Building Services.

**Background:** The current contract was Village Board approved in February 2023, expires December 31, 2025. The current service provides cleaning at several municipal buildings that include the Police Department, Village Hall, Community Services, and Park and Recreation facilities. Several of the facilities serve as classrooms for the Village's early childhood and camp programs, public amenities, as well as work areas for Village employees.

**Strategic Plan** – *The requested agreement approval is consistent with the following Goals and Objectives of the Strategic Plan.*

**GOAL # 1 – FINANCIAL SUSTAINABILITY**

**Objective F:** *Continue to conduct organizational analyses to determine if further efficiencies are obtainable*

**Analysis:** Emcee Building Services is a family owned and operated building maintenance company. The owners are former Lake Zurich residents and graduates of Lake Zurich Schools. The staff that service Village facilities are current full-time employees that live local to Lake Zurich.

The current Janitorial Services contract began March 1, 2023 with Emcee Building Services providing the current service to the Village. Emcee has provided quality service throughout the contract and has been very responsive to the Village's needs. The current contract has a set annual cost with no provision to increase. The contract also includes a provision for three one-year renewals at the discretion of the Village with a maximum 2% increase each year.

The Village has expressed to Emcee Building Services the desire to extend the contract for 2026. Emcee has agreed to the 2% increase.

2023-2025: \$142,295.22  
2026: \$145,141.08

**Recommendation:** Approve the Janitorial Services Contract renewal with Emcee Building Services for the calendar year 2026, in the amount of \$145,141.08.

**W/Attachments:**

1. Proposal Submittal – Emcee Building Services

## **EMCEE BUILDING SERVICES LLC**

September 18, 2025

Village of Lake Zurich  
505 Tesler Road  
Lake Zurich, IL 60047  
Attn: Steve Paulus, Assistant Public Works Director

Dear Steve,

**Subject: New Pricing 2026**

Current Pricing 2023-2025:

(November thru April) – \$10,554.71 per month  
(May thru October) – \$13,161.16 per month

Total Annual Cost – \$142,295.22

**New Pricing 2026:**

(November thru April) increase of (2 %) \$211.09 – **\$10,765.80 per month**  
(May thru October) increase of (2%) \$263.22 – **\$13,424.38 per month**

**Total Annual Cost – \$145,141.08**

Best regards,

Bob Caramusa  
EMCEE Building Services

**1925 N. Harlem Avenue, Suite 104, Chicago, IL. 60707**

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## **EMCEE Building Services LLC**

January 10th, 2023

Steve Paulus  
Public Works Assistant Director  
Lake Zurich Public Works  
505 Telser Road  
Lake Zurich, IL 60047

EMCEE Building Services is more than capable of facilitating great long lasting services to The Village of Lake Zurich's specific needs and doing so with unmatched class. We would be honored if awarded the opportunity to help in keeping The Village of Lake Zurich the high end community it is.

### **What makes EMCEE different from the rest?**

- EMCEE is readied to fully man the Village of Lake Zurich with full time technicians and a full time supervisor whose sole responsibilities will be cleaning the villages (8) Buildings.
- We'll provide 7 days a week supervisor coverage by Sherri Wooley (Account Supervisor), Mike Caramusa (Vice President) and Bob Caramusa (Vice President). 24/7 365 emergency contact with all (3) supervisors.
- Sherri Wooley will be a full time supervisor for all village buildings. She'll be responsible for quality assurance, daily operations, scheduling, maintaining supply inventory and will be cleaning nightly.
- Mike Caramusa will also be providing daily supervision of all builds and quality assurance, among any back end office work needing to be completed for the village (Monthly reports, checklists, time charts, payroll, communication with the village via email)
- EMCEE would like to provide FREE window cleaning of all buildings interior and exterior windows completely free of charge once a year.

Sincerely,

Michael Caramusa  
Vice President/ Owner  
[Mike@mcbuildingservices.co](mailto:Mike@mcbuildingservices.co)  
847.721.7724

**4205 Barreville Road, Crystal Lake, IL. 60012**

**Contract Documents and Specifications  
For  
Janitorial Services at Village Facilities**



**Dated: November 1, 2022**

Village of Lake Zurich  
2023 Janitorial Services

**Required for use by:**

Lake Zurich Public Works Department

**Mandatory pre-proposal meeting:**

November 17, 2022, 0800am @Community Services, 505 Telser Rd. Lake Zurich, Il. 60047

**Date and time all proposals are due:**

December 15, 2022 11:00am.

**Contact:**

Steve Paulus-Assistant Director of Public Works

Available Monday through Friday, 7am-3pm, at 847-541-1751. [steve.paulus@lakezurich.org](mailto:steve.paulus@lakezurich.org)

*He or his designee, shall represent and act for the Village in all matters pertaining to the RFP documents, proposal, and contracts in conjunction hereto.*

**Target Date**

November 17, 2022

December 15, 2022

February 1, 2023

**Event**

Mandatory pre-proposal meeting

Submittals due to the PW Director

Start of contract

**Background**

The Village of Lake Zurich is seeking proposals from qualified custodial service providers for cleaning of multiple municipal facilities.

Proposals will be evaluated through each firm's qualifications to provide janitorial services for eight (8) Village owned facilities.

Proposals will be evaluated for their thoroughness, totals hours of cleaning time per location, total employees required per location, total cost, relevant staff training, and favorable references including overall satisfaction and responsiveness.

**Village Operations**

The Facility operates twenty-four (24) hours a day, 365 days a night. These buildings may have constant activity during the day, limited activity at night. The large public meeting rooms at the Village Hall and Police Department accommodates up to 100 guests each for training and meetings. The Village staff includes about one hundred (100) employees full-time.

Village of Lake Zurich  
2023 Janitorial Services

**Conditions**

Bidders are advised to become familiar with all conditions, instructions and specifications governing their proposal. Once the award has been made, failure to have read all the conditions, instructions and specifications of their contract shall not be cause to alter the original contract or to request additional compensation.

**Scope of work**

**Village Hall, 70 East Main Street**

Cleaning frequency- 5 days per week-Monday through Friday  
Entry hours- 9pm-7am

*Please Note: Schedule is subject to change due to Public Meeting Events. Staff will provide Monthly Event Calendar.*

**Police Department, 200 Mohawk Trail**

Cleaning frequency- 6 days per week-Monday through Saturday  
Entry hours- 5pm-10pm or 12am-6am

**Community Services Facility, 505 Telser Road**

Cleaning frequency- 5 days per week-Monday through Friday  
Entry hours- 5pm-6am

**Buffalo Creek Park-Buildings A & B, 675 Old Mill Grove Road**

Cleaning frequency- 6 days per week-Monday through Saturday  
Entry hours- 10pm-7am

**Paulus Park (Barn), 200 S Rand Road**

Cleaning frequency- 7 days per week-Monday through Sunday  
Entry hours- 9pm-6am

**Paulus Park (Chalet), 160 S Rand Road**

Cleaning frequency- 6 days per week-Monday through Saturday  
Entry hours- 10pm-6am

**Paulus Park (Concession Restrooms), 180 S Rand Road (Seasonal-May 1st thru October 31<sup>st</sup>)**

**Schedule subject to change as facilities/seasonal activities are weather dependent.**

Cleaning frequency- 7 days per week-Monday through Sunday  
Entry hours- 9pm-7am

**Breezewald Park (Restrooms), 125 North Old Rand Road (Seasonal-May 1st thru October 31<sup>st</sup>)**

**Schedule subject to change as facilities/seasonal activities are weather dependent.**

Cleaning frequency- 7 days per week-Monday through Sunday  
Entry hours- 11pm-9am

Village of Lake Zurich  
2023 Janitorial Services

**Contact Information**

Steve Paulus, Assistant Director of Public Works, or his designee, shall represent and act for the Village in all matters pertaining to the RFP documents, proposal, and contracts in conjunction hereto. He may be contacted Monday through Friday, from 7:00 am to 3:00 pm, at (847) 540-1751 or steve.paulus@lakezurich.org.

**Mandatory Pre-proposal Meeting**

All interested Contractors must attend this meeting and location tour on November 17, 2022, @ 8:00 am, starting at the Community Services Facility-505 Telser Road. The purpose of the tour is to familiarize themselves with the locations, and to pose questions or request additional information. Contractors are expected to familiarize themselves with the locations, scope and nature of the work and to clarify any terms or conditions of the work prior to making their proposal. The Village assumes no responsibility for any misunderstanding or representations concerning conditions made by its officers and employees prior to the execution of this contract, unless such understanding or representations made are specifically incorporated into the contract. No additional allowance will be granted because of lack of knowledge or such conditions.

Attendance at the Pre-Proposal Meeting is mandatory. Failure to attend the pre-proposal meeting and tour all locations can be grounds for proposal rejection.

**RFP Submittal Requirements**

Proposals will be rated on substantial compliance with the following items:

1. • Furnish information about and history of the company, the size of the organization, length of time the company has been in business, and mission statement. List the name of the owners and/or officers.
2. • List a minimum of four references on the attached form including any municipal facilities experience, and type of services provided starting from the most recent date. Provide an overview statement of how your company monitors work in progress and the reporting system used. Include examples of actual progress reports, and controls utilized on other contracts.
3. • List the average experience level of each person with the company for the last five years that would be assigned to work in the Municipal facilities. List the length of time they will be scheduled at each location during each service period. List any services that will be sub-contracted in order to meet the demands of the contract including, but not limited to all sub-contractor State licenses and insurance requirements.
4. • Provide a resume of the site supervisor with attention to their qualifications and past references. List the frequency and amount of time he/she will be on each site or otherwise engaged in monitoring service levels and staff performance.
5. • List all equipment types which shall be used to deliver services locations. The equipment list shall earmark power equipment which the contractor intends to store at each jobsite, as opposed to equipment that shall be removed from each jobsite between periods of use.

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Village of Lake Zurich  
2023 Janitorial Services

**Note:** Only industrial type materials and equipment are to be used. All materials, power tools machines, and equipment necessary to perform the specified work is to be approved by the Village prior to use.

6. • Provide a written copy of your quality assurance plan.
7. • State if your company has, in the last five years, been involved in any litigation or arbitration with any past client.
8. • Provide a statement demonstrating that your company is qualified, sufficiently staffed, and capable to perform the required services. Please clarify if you will be utilizing existing staff or hiring new staff for these locations and if they will be full-time employees.
9. • Outline the frequency and type of training provided by your company to your staff inclusive of cleaning technology, regulatory compliance, bloodborne pathogens, and work safety.
10. • Outline any deviations or recommended enhancements to the requested scope of services listed and provide clear explanation of the benefits of doing so.
11. • Furnish monthly cost/fee for each facility for cleaning services rendered on the attached proposal page, including labor and materials for the three years of the contract. Provide a separate list of extra services offered, including cost. These extras should include window, carpet, and special floor cleaning, or any other services deemed appropriate.
12. • Before the deadline for Contractor, the Village reserves the right to issue changes or revisions to the RFP up to 7 calendar days submittals or to reissue this RFP altogether.

**Competency of Contractor**

The contractor shall provide satisfactory evidence of their ability to provide services specified. Evidence must be offered in writing and shall include, but not be limited to, the following information:

13. • A statement shall be made as to the number of years your company has conducted business within the State of Illinois.
14. • The Contractor will indicate the total number of workers that their company employs within the state of Illinois, and shall differentiate between the number of office support and administrative staff personnel and the number of custodial staff employed.
15. • The Contractor must state the total number of custodians who shall perform services at each facility specified under terms of this RFP. The Contractor must also indicate the approximate total number of man-hours to be expended delivering the called for services each day for each location.

Village of Lake Zurich  
2023 Janitorial Services

**Contractor Workforce**

Contractor agrees it will have at least one supervisor readily available by phone at all times that work is being performed or is to be performed under the contract, to communicate with the Village and address any work performance issues. Contractor will appropriately train all staff regarding equipment use and cleaning protocols. When at any Village work site, all Contractor employees will possess company photo IDs and wear Contractor uniforms/clothing with the company logo/name thereon. If any of Contractor's employees engage in any conduct that the Village determines to be problematic or objectionable, such person shall be prohibited from continuing to perform Village work.

**Proposal Acceptance**

The Village will review and assess each proposal to determine which, among other relevant factors, presents the best combination of pricing, reliability and past performance and is most responsive to the overall needs and operation of the Village of Lake Zurich. The Village reserves the right to reject any and all proposals.

**Bonding Requirements**

*Waived Vol2* *BBM MJD PW VLZ*  
Z/13/2023

(A) Performance and payment bond 100% of annual total. All bonds must comply with all laws including, but not limited to 820 ILCS 130/4(c). The Contractor will provide both a Performance and Payment Bond each for 100% of the contract price with a minimum "A" rating as defined in Best's Key Rating Guide and be conditioned on the faithful performance of the requirements of the contract, and will have as surety a corporate surety authorized to act as such in Illinois and that the Contractor will be responsible for all claims for injuries to persons or damages to property or premises arising out of or in connection with his or her operations prior to the acceptance of the finished work or supplies, and that he or she will promptly make payments to all persons supplying them with labor or materials in the prosecution of the work provided for in the Contract; and will guarantee to indemnify and hold harmless the Village and its officers and employees for all costs, damages and expenses arising out of or by reason of the Contractor's failure to comply and perform the work and to complete the contract in accordance with the specifications.

(B) Failure on the part of the contractor to obtain and deliver a Performance Bond acceptable to the Village, within fifteen (15) calendar days from the date of Notice of Award of contract will be considered just cause for the annulment of the Award and the forfeiture of the Proposal security to the Village.

**Assumption of Liability**

The Contractor assumes liability for all injury to or death of any person or persons including employees of the Contractor, any sub-contractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to the contract and these specifications.

Village of Lake Zurich  
2023 Janitorial Services

**Insurance Requirements**

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.

(a) The Contractor shall not commence work until the Contractor has obtained all insurance required in these documents. 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 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.

(b) Insurance required by this Section shall be written with a company having at least an "A" Property-Casualty Rating, and financial size of at least Class 7 as listed in the most recent published A. M. Best's Insurance Guide.

(c) 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 of 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.

(d) As a minimum, the Contractor shall secure and maintain the types of insurance as specified, 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 the General Conditions and Instruction to Bidders. Failure of the Contractor to maintain adequate coverage shall not relieve him of any contractual responsibility or obligation.

(e) The Contractor shall include original with the RFP, copies of the Certificates of Insurance with the coverages and limits specified.

(f) Insurance Certificates and Policies delivered to the Village shall recite that 30 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.

(g) 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.

**Workman's Compensation and Employment Liability**

The insurance shall protect the Contractor against all claims under applicable State or Federal Worker's Compensation Laws. The Contractor shall also be protected against claims for injury, disease or death of employees which for any reason may not fall within the provisions of the Worker's Compensation Law. The policy shall include "broad form all states" endorsement coverage extended to cover all states except the monopolistic fund states.

Village of Lake Zurich  
2023 Janitorial Services

The liability limits shall not be less than:

Type of Insurance	Statutory
Employer Liability Coverage	\$1,000,000 per occurrence

**Business Auto Liability**

The insurance shall be written in automobile liability form and shall protect the Contractor against all claims for injuries to persons and damages to property arising from the ownership, maintenance or use of any motor vehicles and shall cover operation on or off the site of all motor vehicles, whether they are owned, non-owned or hired.

The liability limits shall not be less than:

Type of Insurance	Occurrence
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000

**Commercial, General Liability, Including Premises and Operation, Contractual, Personal Injury, Product Liability, Completed Operations, and Broad Form Property 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 Contractors General Aggregate shall apply on a per Project basis.** The Broad Form General Liability Endorsement shall be included.

(b) In addition, this policy shall contain a Contractual Liability Endorsement covering any Contractual Liability assumed in the Contract and all changes and modifications thereto, whether in writing or oral.

(c) The scope of the coverage shall also include the Personal Injury Hazards including "a", "b", and "c". "a" includes false arrest, malicious prosecution, and willful detention or imprisonment. "b" includes libel, slander, and defamation of character. "c" includes wrongful eviction, invasion of privacy, and wrongful entry. Fellow Employee exclusion shall be removed.

(d) The Policy shall also include Broad Form Property Damage Protection.

(e) The Contractor shall include all the Contractor's employees as additional insured's under the policy.

(f) Commercial General Liability Coverage shall contain no exclusions for explosion, collapse or underground work (X, C, U).

(g) The liability limits shall not be less than:

Type of Insurance	Occurrence	Aggregate
Bodily Injury	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000
Personal Injury Liability	BFGL aggregate	

(h) The Contractor may furnish coverage for bodily injury and property damage for Business Auto Liability and Commercial General Liability through the use of a combined limit as indicated above or through separate single limits acceptable to the Village.

Village of Lake Zurich  
2023 Janitorial Services

**Umbrella Excess Liability**

Special coverage shall be \$2,000,000 over primary insurance.

All underlying coverage needs to be included in the Umbrella or Excess Liability policy. Any exclusions or exceptions must be noted on the certificate of insurance.

**Deductibles and Self-Insurance**

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.

**Indemnity Hold Harmless Agreement**

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Village of Lake Zurich, its Board of Trustees, officers, agents and employees from any and all liability, losses or damages the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature in any way resulting from or arising out of any action on the part of the Contractor or any Subcontractor. The Contractor shall, at its own expense; appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Lake Zurich, its Board of Trustees, officers, agents and employees, in any such action, the contractor shall, at its own expense, satisfy and discharge the same. 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.

**Execution of Contract**

The successful contractor shall, within 15 calendar days of the mailing of written notice of selection as the successful contractor, enter into contract with the Village on forms as included within the proposal documents for the performance of work awarded the contractor and shall simultaneously provide the appropriate bonds, indemnities, and insurance required hereunder. The successful contractor shall also list all traditional cleaning products; provide copies of Safety Data Sheets (SDS) for all cleaning products used and maintain an SDS directory, and detail cleaning methods to be used in the listed facilities.

The contractual agreement between Contractor and the Village shall include the provisions of this "Contract Documents and Specifications for Janitorial Services at Village Facilities" and the contract to be entered into with the Village.

Village of Lake Zurich  
2023 Janitorial Services

### Contract Period

The services referenced within this RFP shall commence February 1, 2023 and the contract period shall terminate on December 31, 2025, with options to renew an annual yearly contract for three additional years solely at the Village's discretion.

Prices throughout the initial term of the contract shall remain firm/fixed. For subsequent terms, requests for increases of monthly pricing shall be limited to two percent (2%). Written requests for price revisions after the initial term shall be submitted sixty (60) days in advance.

*- Put 2% monthly increase (Accelerator)*

### Contract Adjustments

With at least 30 days' prior written notice, the Village reserves the right to adjust the quantities of work to be accomplished, either up or down, provided that no new location or site will be added to the contract without the prior, written agreement of Contractor. Payment will be consistent with the established pricing and wages existing under the contract.

### Examination of Documents and Location

The custodial services Contractors shall completely familiarize themselves with the documents and job location referenced within this RFP. The Contractor shall take whatever steps are necessary to thoroughly investigate the scope of work, facility and/or services to be furnished in accordance with this proposal. No plea of ignorance by the Contractors regarding conditions that exist or may hereafter exist as a result of failure or omission on the part of the Contractors to make the necessary examinations will be accepted as a basis for varying the requirements of the Village of the compensation paid to the Contractor.

### Advertising

In addition, the successful Contractor is specifically denied the right of using, in any form or medium, the name of the Village for public advertising unless express permission is granted by the Village.

### Security, Safety, and Access

The Contractor will supply the Village with the necessary information for the Lake Zurich Police Department to run a security and background check on all personnel assigned to work as a result of contract(s). Any changes in personnel will be immediately forwarded to the Village and shall not take effect until background checks have been completed. The Village shall hold the option to require that Contractor's employees submit to having a check of their fingerprints made. All employees must be covered by a blanket fidelity bond, a copy of which must be given to the Village. Employees must be at least 18 years of age.

Any employee who has a criminal record, fails the background check, or in the Village's sole discretion poses a risk to the Village, as indicated by security check or other means, shall not be placed for these services or will be replaced upon request of the Village.

Village of Lake Zurich  
2023 Janitorial Services

All Contractor employees are responsible for consistently following routine safety practices. They shall not place mops, brooms, or equipment in traffic aisles or other locations in such a manner as to create a hazard. Warning signs will be placed on wet or freshly waxed floors as needed.

All Contractor supplies, equipment, and machinery will be kept out of traffic aisles or other areas where they might be hazardous, and will be secured, at the end of each work period, in storage areas provided for this purpose.

Cloths, mops, or brushes containing residues of wax or other combustible material and subject to spontaneous ignition will be discarded nightly. All dirt and debris resulting from work under this contract will be disposed of daily. Other debris will be deposited into designated refuse collection containers.

Equipment and storage areas will be kept orderly and clean. Storage areas will be kept free of hazardous materials of a combustible nature. Removal of empty containers will be performed on a nightly basis.

Employees of the Village may inspect the buildings at any time. Occasionally, Village employees may engage in work within sections of the buildings while a custodial crew is performing specified work. Village employees will not interfere with custodial tasks.

The Contractor will ensure that lights are on only in areas where cleaning is in progress. All windows and doors shall be secured at all times (No Exceptions). When crews are working in a Department at Village Hall, the main door leading to hallways shall remain closed at all times.

At times, specific meetings may occur that delay cleaning activities. The Contractor will consult the meeting schedule on the Village website for up to date meeting schedule.

**Custodial Service Representatives**

Cleaning personnel shall be neat and clean in appearance, and exhibit proper personal hygiene while on Village premises.

The services of not less than one working supervisor (fluent in the English language) experienced in all custodial services to be provided shall be on the job nightly. The Contractor supervisor is responsible for the instruction and training of personnel in the proper work methods and procedures. The supervisor will schedule and coordinate all services and functions as required by the Contract and as called for in the specifications. The supervisor shall have a cell phone on at all times for immediate contact.

The Contractor and/or his designated supervisor, or others within the company, will be available weekly for reviews, complaints, etc. All areas receiving complaints will be rectified within one scheduled workday. The Contractor must supply a phone number for the purpose of registering complaints or special requests.

**Contract Termination**

Notwithstanding any other rights of cancellation or notice contained hereinbelow accruing either to the Contractor or to the Village, either party to this contract shall have the right of cancellation, with or without cause, by serving

Village of Lake Zurich  
2023 Janitorial Services

notice on the other party, by certified mail, return receipt requested, of such intent to cancel this entire contract at least 30 days prior to any such proposed cancellation date, such cancellation to be without recourse except for any sums owing to either party at the time of cancellation. The Contractor shall continue to faithfully perform all required work until the date of cancellation of the contract unless otherwise directed by the Director of Public Works.

Should Contractor commit any breach of the contract that constitutes a threat to public health or safety, the Village reserves the right to terminate the contract immediately. For other failure to complete the duties required under the contract, or for any violations of the contract, the Village agrees to provide a written notice to Contractor setting forth the failure(s) and allowing Contractor to remedy the failure or violation within 5 calendar days. 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.

Should the Village find it necessary to employ additional or supplemental services to address performance issues under the contract that are not remedied by Contractor shall be responsible to the Village for any additional costs for such substitute services. The contractor shall remain responsible for the performance of the contract for all other services under the contract.

**Legal Authority**

The Director of Public Works or his designee, shall constitute the Village authority relative to the interpretation of any of the sections comprising this RFP.

**Fair Employment Practices**

In addition to all other labor requirements set forth in this document, the Contractor for himself/herself, his/her assignees, and successors in interest agree as follows:

- **Compliance with All Laws:** All work under the contract must be executed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations.
- **Selection of Labor:** The Contractor shall comply with all Illinois and Federal statutes pertaining to the selection of labor.
- **Other Requirements:** The Contractor shall determine the number of work-hours and supervisory hours necessary to provide the service specified and shall include the cost of equipment, materials and all other items necessary to provide the specified service and include the sum total of these things in the monthly proposal price for each location. When the Contractor tenders a proposal for the services outlined within the requirements for this RFP, the Contractor agrees to enter into the Village's prepared agreement for said service contract, which is contained therein. The Contractor's proposal constitutes their total adherence to all terms and conditions in complete accordance with the entire RFP document package, without exception.

Village of Lake Zurich  
2023 Janitorial Services

- **Extras to Contract:** Present the Village with extra cost to: wash interior and exterior building windows at each location; and clean/strip and re-wax flooring at each location: bio-hazard clean up.
- **Deviation:** Any and all deviations from the Village's specifications for this proposal must be fully noted and explained by interested firms. The Village also must acknowledge the acceptance of all tendered proposal deviations prior to said deviations becoming allowable under the terms of the contract.
- **Tools and Equipment Requirements:** The Contractor shall furnish the tools and equipment necessary for the proper performance of the custodial services. Tools and equipment include, but are not limited to, brooms, brushes, dust cloths, wet and dry mops, sponges, squeegees, mop buckets and wringers, portable trash containers, floor tools and buffers, and vacuum cleaners. All vacuum machines shall contain HEPA filters.

**In support of this contract, the Village will supply the following at no cost to the contract:**

All paper products including toilet paper, paper towels and garbage can liners.

All liquid soaps and creams used in hand dispensers.

Locations for storage of contractor's equipment and supplies.

**Cleaning Standards and Workmanship**

This article describes the various tasks and frequency of accomplishment which is required under the terms of this contract. The described tasks indicate the minimum amount of work which must be accomplished to maintain the premises in an acceptable condition. In extremely high traffic areas, it may become necessary to accomplish some of the tasks on a more frequent basis.

**Meetings**

Contractor shall meet with the Director of Public Works or his designee(s), after entry into a contract with the Village but before starting work to review work details, provide employee and supervision contact information and to discuss the commencement and conduct of the work pursuant to these specifications and the contract. Contractor also agrees to meet with the Director of Public Works or his designee(s), at the Director's request, to discuss work performance matters.

**Detailed Scope of Services**

These are the tasks and approximate completion frequency required. Following commencement of the contract, Contractor may find that it may be necessary to do some of the tasks on a more or less frequent basis to achieve the results of the cleaning standards. The tasks and frequencies are general estimates. This

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task schedule shall not limit Contractor's responsibility to maintain facility to a proper level of cleanliness level by service consistent with these standards.

**Tasks to be Accomplished Daily (Per Site Task List will be provided)**

**• General Housekeeping**

- Gather all waste and liners, insert new liners, and remove waste to proper disposal area. Nothing shall be removed from desks and/or tables unless specifically marked to be thrown out. Spot clean any adjacent walls to remove stains.
- Dust exposed area of desks, tables, counter tops, file cabinets, bookcases and shelves, and any other office equipment such as TVs.
- Spray and wipe clean of fingerprints and beverage rings, working area of desks, tables, file cabinets, chairs, etc. Papers on these surfaces will not be disturbed.
- Clean and sanitize drinking fountains.
- Clean and sanitize door handle/levers/push pads.
- Clean and sanitize handrails in all stairways.
- Spot clean all entrance glass in all doors (Special attention to be paid to glassed areas in the Main Entrances at all buildings).
- Spot clean interior door glass and glass partitions.
- Spot clean interior of elevators. Clean and sanitize push buttons.
- Vacuum door track of elevator doors using proper crevice tool.
- Thoroughly clean tops of all conference room tables. Remove all fingerprints with cleaner appropriate for surface.
- Spot clean the interior of prisoner cells when they are unoccupied.
- Spot clean break room counter(s) clean and free from "cooked on" food

**• Washrooms, Sinks, Fixtures**

- Clean, sanitize and polish all counter tops and vitreous fixtures including toilet bowls, urinals and hand basins, free from stains and rings, and associated faucets, fittings, handles, push buttons, etc. using appropriate cleaners for materials being cleaned.

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- Clean all chrome fittings.
- Clean and sanitize toilet seats (both sides) and all counter areas.
- Clean mirrors.
- Empty all containers and insert liners.
- Damp clean exterior of waste containers.
- Dust tops of metal partitions.
- Spot clean metal partition doors.
- Spot clean walls around sinks and walls around and under towel cabinets, urinals, and stalls.
- Clean and refill all dispensers. Report any malfunctioning units.
- Showers - men's and women's - spot clean chrome fittings and floors with quaternary disinfectant appropriate for surface. Spray down shower curtains with appropriate disinfectant.
- Clean urinal screens, replace urinal deodorizers and room deodorizers, as needed.
- Restrooms free of objectionable odors.
- **Floor Care (Resilient and Hard)**
- Dust mop with treated mop or vacuum all hard floor surfaces including stairways and elevators.
- Totally damp mop all hard floor surfaces and stairways (mats to be picked up. Change water frequently to maintain a non-hazy film over dried floors).
- Totally mop all entrance floors (mats to be picked up).
- Detergent mop and rinse all washroom floors and locker room floors.
- All mop buckets must contain salt neutralizer during the winter months in order to prevent hazing.
- Spray buff floors where needed (Bi-Annually).
- Temporary signs shall be placed in appropriate areas while Village staff are present denoting any "wet floor".

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- **Floor Care (Carpets)**

- Remove floor mats during resilient and hard floor care. Replace and vacuum when floor care tasks are complete.
- Remove any spots with cleaner as needed (per manufacturer's specifications).
- Vacuum all open carpeted areas - open areas are those areas that can be reached with an upright vacuum or 12" wand type vacuum without moving objects except chairs (includes elevator and elevator guide tracks), including, but not limited to, corners, under furniture and behind doors.
- Vacuum to maintain a dirt-free appearance.

- **Tasks to be Accomplished Weekly**

- **General Housekeeping**

- Clean and sanitize all telephones.
- Low dust all horizontal surfaces to hand height (70").
- Dust all common area sills and unobstructed horizontal surfaces including sills, ledges, moldings, picture frames, wall hangings, and radiators (including washrooms and lunchrooms).
- Dust tops of all office divider partitions.
- Dust all vertical and horizontal blinds.
- Clean and polish all railings and the interior and exterior of elevators with approved cleaner.
- Totally clean all entrance (exterior) door glass (transom areas not included).
- Totally clean all glass in entry ways to offices and hallways.
- Remove fingerprints from doors, moldings and from around light switch plates (including washrooms and lunchrooms).

**Tasks to be Accomplished Monthly**

- **General Housekeeping**

- High dust above hand height all horizontal surfaces (moldings, ledges, pipes, ducts, heating outlets, picture frames, wall hangings, etc.), including washrooms and lunchrooms.
- Vacuum dust from all window blinds.

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- Vacuum or dust diffuser outlets, walls and ceiling for cobwebs.
- Dust tops of lockers.
- Vacuum all upholstered chairs and furniture.
- Dust exterior of all lighting fixtures and diffusers.
- Clean all non-upholstery chairs with cleaner appropriate for material.

**Washrooms, Sinks and Fixtures**

- Scour clean all drinking fountains, sinks, and fixtures, using appropriate cleaners for materials being cleaned
- 

**Bio-Hazard Cleaning**

At times, the Village may need to call for specialized Bio-Hazard services. These Bio-Hazards are any human bodily fluid such as blood borne pathogens, vomit, excrement, and any other bodily fluid that require special cleanup. This service will be provided as need for an extra per hour charge.

**Performance and Payment**

The Contractor shall faithfully perform all work as set forth in these specifications. If the Contractor fails to faithfully perform in accordance with the specifications or if a dispute arises as to the quality and/or quantity of work completed, the Director of Public Works reserves the right to withhold authorization for payment of completed work until such time that performance has been improved or the dispute resolved. In those instances when a dispute cannot be resolved between the Contractor and the Director of Public Works, the dispute shall be resolved by the Village Manager whose decision shall be final.

**Scheduled Completion of Work**

The Contractor shall perform the work in accordance with the schedules submitted to and approved by the Director of Public Works. The schedule will indicate the day or date by which the scheduled task will be completed.

**Acceptance of Completed Work**

All deviations and discrepancies noted will be brought to the attention of the Contractor. To the extent possible, all discrepancies and unacceptable work will be corrected on the following working day. When all noted discrepancies and unacceptable work have been corrected, the completed work shall be considered acceptable for payment unless similar discrepancies occur on a repeating basis. Failure to correct discrepancies shall result in non-payment for the work.

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**Work Completion**

The Contractor understands that time is of the essence regarding all scheduled times for work completion. For those periods that Contractor fails to timely complete work within the requisite timeline, or such timeline as may be extended by the Village, the Contractor agrees to be liable for, and the Village reserves the right, to the amount of Two Hundred Fifty dollars (\$250.00), as liquidated damages, for any day that Contractor fails to perform its designated responsibilities pursuant to these specifications and the contract with the Village. This liquidated damage amount owed the Village may be deducted by the Village from any payments otherwise owed to the Contractor. The Village and Contractor agree that this liquidated damage amount reasonably represents the minimum damage the Village will sustain for any day that work is not performed or delayed.

**Inspections**

The Village may conduct inspections to assess Contractor's performance and compliance with the contract requirements, work specifications and cleaning standards, as it deems proper. Performance concerns will be shared with Contractor's designated supervisor and the concerns will be formally inspected jointly by the Village representative, and the Contractor's designated supervisor, if requested by the Village. Contractor agrees to address any deficiencies within three hours, or become subject to a \$50 fine per occurrence. The three-hour grace period may be extended by the Director of Public Works or designee.

**Taxes**

The Village is tax exempt. All taxes should be excluded from this proposal.

**Payment**

The Village shall issue monthly payments for services, based upon contract confirming service delivery, within 30 days of the receipt of invoice. Incomplete work shall result in appropriate deduction from pay

**Laws, Permits, and Regulations**

- (a) The contractor shall at all times comply with all federal, state and local laws, regulations, and ordinances. Any complaint, claim or action brought against the contractor for failing to observe or comply with any law, ordinance, or regulation shall be the sole responsibility of the contractor and shall in no way extend to or expose the Village to liability. The contractor shall indemnify and hold harmless the Village from any and all such complaints, claims or actions. In addition, the contractor agrees to comply with all applicable statutes regarding prevailing wage laws.
- (b) Unless otherwise provided in the contract documents, the contractor shall secure and pay for the construction permit and all other permits and governmental fees, licenses, and inspections necessary for the proper execution and completion of the work.
- (c) If the contractor performs any work knowing it violates any laws, ordinances, rules and regulations, the contractor shall assume full responsibility and shall bear all attributable costs.
- (d) All work done under the contract shall be done to the satisfaction of the Village. The Village will determine the amount of completed work which is to be paid for under the contract. The Village will decide all questions that may arise regarding the measurements of quantities and fulfillment of this contract, and will determine all

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questions concerning the true intent or meaning of the plans and specifications. This determination and decision will be final.

(e) The contractor and all subcontractors shall be licensed with the Village of Lake Zurich and the State of Illinois where applicable and shall provide indemnity bonds as may be required by the Village Code.

**Employment Preference**

The contractor shall comply with "AN ACT to give preference to the veterans of the United States military and naval service in appointments and employment upon public works, by, or for the use of, the State or its political subdivisions, passed by the 59th General Assembly and approved on June 12, 1935, "(330 ILCS 55/1)".

**Illinois Human Rights Act**

The contractor shall 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.

**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. A contractor must provide a copy of such written policy to the Illinois Department of Human Rights upon request.

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

Authorized Agent of Contractor

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

**Equal Employment Opportunity**

During the performance of this contract the contractor agrees as follows:

(a) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex national origin or ancestry and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

(b) That if it hires additional employees in order to perform this contract or any portion hereof it will determine the availability (in accordance with the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire

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for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

(c) That in all solicitations or advertisements for employees placed by it or on its behalf it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.

(d) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.

(e) That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public contracts. Furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

(f) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

(g) That it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10(b) of the Commission's Rules and Regulations for Public Contracts. So that such provision will be binding upon every such subcontractor and that it will also include the provisions of paragraphs 1, 5, 6 and 7. In every supply subcontract as defined in Section 2.10 (a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract. The contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors: and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

(h) The Village of Lake Zurich does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in its programs and activities.

**The Americans with Disabilities Act (42USC121-1ET SEQ.)**

This Act and its accompanying regulations (28 CFR 35.130) 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. As a condition of receiving this contract, the contractor certifies by signing the bid proposal form, 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.

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**Submittal of Proposals**

All proposals must be submitted to the Village of Lake Zurich Public Works Department no later than 11:00 A.M. on December 15, 2022.

**Submissions by Mail:**

**Village of Lake Zurich, Department of Public Works**  
**Attention: Steve Paulus, Assistant Director of Public Works,**  
**505 Telser Rd.**  
**Lake Zurich, Il. 60047**

**In Person Submissions:**

**Village of Lake Zurich**  
**Attention: Steve Paulus, Assistant Director of Public Works**  
**505 Telser Rd.**  
**Lake Zurich, Il. 60047**

Proposals must be signed by an authorized official of the organization submitting such proposal.

The Village reserves the right to review proposals and execute contracts based on the Contractor's ability, thoroughness of the proposal, and cost. The proposal may not be evaluated solely on the basis of cost.

The Village reserves the right to reject any and all proposals. All proposals will be analyzed for completeness and effectiveness. The Village may seek additional information regarding proposals during the review process.

**Inquires**

Any inquiries regarding this RFP must be received by 11:00A.M. on December 13, 2022.

Steve Paulus, Assistant Director of Public Works, [steve.paulus@lakezurich.org](mailto:steve.paulus@lakezurich.org), 847-540-1751

Should it be necessary to revise any portion of this RFP after it has been released, an addendum will be provided to each Contractor that the RFP was originally provided

**Proposal**

After becoming familiar with the general conditions, special conditions, specifications and addenda attached hereto, the undersigned offers the following prices including all supervision, labor, materials and equipment for providing cleaning and custodial services at the locations described below:

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Location	Supervisors/Employees/Hours Required	Cost Per Month
Village Hall	Mike + Sherrri / Kyle / 3.5 hrs / Supplies	\$ # 1,319.62
Police Department	Mike + Sherrri / Sherrri / 4 hrs / Supplies	\$ # 2,763.68
Community Services	Mike + Sherrri / Maya / 4 hrs / Supplies	\$ # 1,633.55
Buffalo Creek	Mike + Sherrri / Kyle / 3.5 hrs / Supplies	\$ # 2010.26
Paulus Park Barn	Mike + Sherrri / Maya / 3 hrs / Supplies	\$ # 1,947.47
Paulus Park Chalet	Mike + Sherrri / Sherrri / 2 hrs / Supplies	\$ # 850.13
Paulus Concession	Mike + Sherrri / AL / 2.5 hrs / Supplies	\$ # 1,727.72
Breezewald Park	Mike + Sherrri / AL / 2 hrs / Supplies	\$ # 848.73

Full Time Supervisors: Bob, Mike, Sherrri **TOTAL MONTHLY COST** \$ # 13,132.10 *Summer*  
*Bob*  
*\$ 10,554.71 Winter*

Attached to this proposal is a bid proposal guarantee in the form of a cashier's check, certified check, or bid bond in the amount equal to 10% of the total annual cost. It is hereby agreed that should a contract be awarded for the work contemplated under this proposal, and I (we) fail or refuse to execute a contract for said work or to provide the required service, this bid proposal 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.

The undersigned hereby certifies that the contractor is not barred from proposing a bid as a result of a conviction for violation of state laws prohibiting bid rigging or bid rotating or any similar offense of any state of the United States.

The above proposal is submitted this 11<sup>th</sup> day of January, 2022. 2023

Company Name EMCEE Building Services  
 Address 4265 Barreville Rd. Crystal Lake IL 60012  
 Signature Mike Giaramusa  
 Title Vice President / Account Manager  
 Telephone 847-721-7724

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**Facility: Village Hall 70 E. Main St, Lake Zurich, IL 60047**

**All areas 5 days per week-Cleaning Hours: 5pm-7am- Please Note: Schedule is subject to change due to Public Meeting Events. Staff will provide Monthly Event Calendar.**

- Vacuum all carpeting and mats, including elevator.
- Empty trash/recyclables and disinfect receptacles.
- Dust window sills and window treatment.
- Clean and disinfect microwaves interiors.
- Dust large office equipment.
- Sanitize all door handles/telephones.
- Clean all glass doors.
- Clean and polish mirrors.
- Clean and disinfect all bathroom dispensers and receptacles.
- Refill all dispensers as needed.
- Clean and disinfect in & around all toilets/urinals.
- Wipe and disinfect all sinks.
- Clean and dust all partitions and frames.
- Remove cobwebs from floor to ceiling.
- Damp mop all hard surface floors (removing floor mats).
- Dust all HVAC registers and returns.
- Dust and clean desk tops.
- Vacuum all carpeting and mats.
- Clean lunch room tables and chairs.
- Spray buff floors (bi-annually).

**Facility: Community Services, 505 Telser Rd.**

**All areas 5 days per week-Cleaning Hours: 5pm-6am**

- Vacuum all carpeting and mats, including elevator.
- Empty trash/recyclables and disinfect receptacles.
- Dust window sills and window treatment.
- Clean and disinfect microwaves interiors.
- Dust large office equipment.
- Sanitize all door handles/telephones.
- Clean and polish mirrors.
- Clean all glass doors.
- Clean and disinfect all bathroom dispensers and receptacles.
- Refill all dispensers as needed.
- Clean and disinfect in & around all toilets/urinals.
- Wipe and disinfect all sinks.
- Clean and dust all partitions and frames.
- Remove cobwebs from floor to ceiling.

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- Damp mop all hard surface floors (removing floor mats).
- Dust all HVAC registers and returns.
- Dust and clean desk tops.
- Vacuum all carpeting and mats.
- Clean lunch room tables and chairs.

**Facility: Police Department, 200 Mohawk Trail**

**Cleaning Hours: 5pm-10pm OR 12am-6am**

**Areas: Entire Building excluding Administrative Area**

**Frequency: 6 days per week, Monday-Saturday. - Please Note: Schedule is subject to change due to Public**

**Meeting Events. Staff will provide Monthly Event Calendar.**

**Areas 1 day per week: Media Room; Fitness Room; Bond Posting; Gun Range Work Area; Soft Room and Interview Room.**

- Vacuum all carpeting and mats, including elevator.
- Empty trash/recyclables and disinfect receptacles.
- Dust window sills and window treatment.
- Clean and disinfect microwaves interiors.
- Dust large office equipment.
- Sanitize all door handles/telephones.
- Clean all glass doors as.
- Clean and polish mirrors.
- Clean and disinfect all bathroom dispensers and receptacles.
- Refill all dispensers as needed.
- Clean and disinfect in & around all toilets/urinals.
- Wipe and disinfect all sinks.
- Clean and dust all partitions and frames.
- Remove cobwebs from floor to ceiling.
- Damp mop all hard surfaces floors (removing floor mats).
- Dust all HVAC registers and returns.
- Dust and clean desk tops.
- Vacuum all carpeting and mats.
- Clean lunch room tables and chairs.
- Spray buff floors (bi-annually).

**Booking, Detention and Jail Cell Area (twice a week, Mondays and Thursdays)**

- Stock towels (c-fold and/or roll towels) and hand soap.
- Stock Toilet paper in cabinet below sink.
- Empty trash receptacle, trash to be placed in trash bin behind building, replace liner.
- Wipe Down the three booking stations and the two interview rooms.
- Wipe trash receptacle and cabinets/counters.

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- Sanitize all telephones.
- Toilets and urinals to be cleaned and sanitized inside and outside, per instructions below.
- Wipe and disinfect all sinks, per instructions below.
- Wipe splash marks around basins as needed.
- Wet mop and rinse floors, disinfect.
- Clean and disinfect shower, per the instructions below.
- Spray buff floors (bi-annually).

**Cleaning Instructions for Booking, Detention and Jail Cell area:**

- Routine cleaning, to remove residue from the stainless-steel fixtures should be done weekly.
- Clean with ordinary soap and water.
- Apply with a cloth sponge.
- Rinse thoroughly and wipe dry.
- Apply a thin film of stainless-steel cleaner and wipe dry.
- For tougher stain, residue and deposits.  
Use a Scotch-Brite™ scouring pad along with a stainless-steel cleaner to remove tough stains, residues and deposits.
- Damp wipe lockers as needed.
- Wipe and disinfect cells, booking area shower, bathroom with 10% bleach solution (monthly as needed).
- Cells to be disinfected as directed, requires call or email for notification).
- Rinse thoroughly and wipe dry.
- Apply a thin film of stainless-steel cleaner and wipe dry.
- Never allow bleach to stand in the toilet bowl. This is a practice used to disinfect toilet bowls and if left standing, where there the activity is limited. The bleach will attack the stainless-steel welds, which results in leaks and damage to the fixture. Bleach should be the last item you use on these fixtures.

**Facility: Buffalo Creek A & B, 675 Old Mill Grove Road**

**Cleaning Hours: 10pm-7am Monday thru Saturday**

- Empty trash/recyclables and disinfect cans.
- Vacuum all carpeting/mats.
- Clean and sanitize all water fountains.
- Damp wipe horizontal surfaces.
- Sanitize all telephones.
- Damp mop all hard surface floors (removing floor mats).
- Wash glass windows, sills and doors.
- Inspect entrance stoop for debris.
- Sanitize all door handles.
- Remove cobwebs from floor to ceiling.
- Dust all HVAC registers and returns.

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- Wipe and disinfect all sinks.
- Dust all vertical and horizontal surfaces including cubbies, files, tables, and all furnishings.
- Clean and disinfect microwave interiors.
- Clean exterior of refrigerators.
- Clean and disinfect napkin receptacles.
- Clean and disinfect toilet paper roll/towel dispenser/soap dispensers, Refill as needed.
- Clean and polish mirrors.
- Clean and disinfect all toilets and urinals.
- Spot clean kick plates.
- Sweep then we mop and rinse restroom floors.
- Spray buff floors (bi-annually).

**Facility: Paulus Park Barn, 200 S. Rand Road**

**Cleaning Hours: 9pm-6pm**

**Main level: Main Area, kitchen, and bathrooms 7 days per week**

**Lower level: Main Area Monday thru Friday**

- Dust and clean desk tops.
- Vacuum all carpeting and mats.
- Empty trash/recyclables and disinfect receptacles.
- Dust window, sills, and window treatments.
- Clean and disinfect microwave interiors.
- Dust large office equipment.
- Sanitize all door handles and telephones.
- Clean and disinfect all napkin dispensers.
- Clean all glass doors.
- Clean and polish mirrors.
- Clean and disinfect all bathroom dispensers.
- Refill all dispensers as needed.
- Clean and disinfect all toilets and urinals.
- Wipe and disinfect all sinks.
- Clean and dust all partitions and frames.
- Remove cobwebs from floor to ceiling.
- Damp mop all hard surface floors (removing floor mats).
- Dust all HVAC registers and returns.
- Dust all horizontal and vertical surfaces including cubbies, files, window sills, tables, and all furnishings.
- Clean and disinfect microwaves inside and out.
- Clean exterior of refrigerators.

**Facility: Chalet, 160 S Rand Road**

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**Cleaning Hours: 10pm-6am Monday thru Friday**

- Empty trash/recyclables and disinfect receptacles.
- Vacuum all carpeting and mats.
- Damp wipe all horizontal and vertical surfaces.
- Sanitize all door handles and telephones.
- Dust window, sills, and window treatments.
- Clean and polish mirrors.
- Clean and disinfect all bathroom dispensers.
- Refill all dispensers as needed.
- Clean and disinfect all toilets and urinals.
- Wipe and disinfect all sinks.
- Clean and dust all partitions and frames.
- Remove cobwebs from floor to ceiling.
- Damp mop all hard surfaces.
- Dust all HVAC registers and returns.
- Dust all horizontal and vertical surfaces including cubbies, files, window sills, tables, and all furnishings.
- Clean and disinfect microwaves inside and out.
- Clean exterior of refrigerators.
- Spray buff floors (bi-annually).

**Facility: Paulus Park Concession Restrooms, 180 S Rand Road**

**Cleaning Hours: 9pm-7am 7 days per week**

**Seasonal: May 1<sup>st</sup> thru October 31<sup>st</sup>**

- To be performed 7 times per week (May 1-October 31).
- Empty sanitary napkin receptacles and damp wipe and disinfectant.
- Empty trash, recyclables, and disinfect receptacles.
- Clean and polish mirrors.
- Clean and disinfect toilet paper/soap dispensers. Refill as needed.
- Toilets and urinals to be cleaned and disinfected inside and outside.
- Wipe and disinfect all sinks.
- Clean and dust all partitions, windows/frames, tops of mirrors.
- Remove cobwebs from floor to ceiling.
- Clean and disinfect showers.
- Damp mop hard surface floors.
- Dust all HVAC registers and returns.

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**Facility: Breezewald Park Restrooms, 125 North Old Rand Road**

**11pm-9am 7 days per week**

**Seasonal: May 1<sup>st</sup> thru October 31<sup>st</sup>**

- Empty sanitary napkin receptacles and damp wipe and disinfectant.
- Empty trash, recyclables, and disinfect receptacles.
- Clean and polish mirrors.
- Clean and disinfect toilet paper/soap dispensers. Refill as needed. (Product provided by Village)
- Toilets and urinals to be cleaned and disinfected inside and outside.
- Wipe and disinfect all sinks.
- Clean and dust all partitions, windows/frames, tops of mirrors.
- Remove cobwebs from floor to ceiling.
- Damp mop hard surface floors.
- Dust all HVAC registers and returns.

**Contractual Janitorial Services-Group A Extras to Contract**

After becoming familiar with the general conditions, special conditions, specifications and addenda attached hereto, the undersigned offers the following prices including all supervision, labor, materials and equipment for providing cleaning and custodial services at the locations described below:

**Work Extras for Strip and Re-wax Flooring**

Village Hall	\$ 2500 . <sup>00</sup>
Police Department	\$ 2900 . <sup>00</sup>
Buffalo Creek	\$ 1,500 . <sup>00</sup>
Paulus Park Chalet	\$ 1,200 . <sup>00</sup>

**Work Extras for All Locations**

Emergency Bio-Hazard Cleanup: Any cell containing human bodily fluid such as blood borne pathogens, vomit, excrement, or any other bodily fluid	\$ 150 /hour
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**Work Extras for Window Cleaning Inside/Outside**

Village Hall	\$ 1,000 . <sup>00</sup>
Police Department	\$ 1,400 . <sup>00</sup>

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Public Works	\$ 1,500 .00
Paulus Park/Paulus Park Chalet / Buffalo Creek	\$ 2000 .00

**References**

List below the names of customers/clients where similar types of work have been completed within the last three years:

Name of Company ElectriFlex  
 Address 222 W. Central Ave Roselle, IL  
 Person in Charge Jay Kinander - CEO  
 Telephone 800-323-6174

Name of Company LED LLC  
 Address 188 S. Northwest Hwy Cary, IL  
 Person in Charge Tim Taylor - CEO  
 Telephone 847-380-3540

Name of Company Baef Colony Condo assoc.  
 Address 9501 Baef Colony Dr.  
 Person in Charge Larry Bennett - Prop manager  
 Telephone 224-735-1129

Name of Company Arbors of Barrington  
 Address 590 W. Russell Ave Barrington  
 Person in Charge Leeren Pfeifer - President  
 Telephone 224-612-0608

Village of Lake Zurich  
2023 Janitorial Services

**Affidavit of Compliance**

Applicant Name

Michael Caramusa

Address

4205 Barnerville Rd Crystal Lake IL 60012

As a condition of entering into a contract with the Village of Lake Zurich, and under oath and penalty of perjury and possible termination of contract right and debarment, the undersigned, Mike Caramusa, being first duly sworn on oath, deposes and states that he or she is (sole  owner, partner, joint ventured,  President, Secretary, etc.) of EMCFE Building Services   
(Name of Company) and has the authority to make all certifications required by this affidavit.

**Section I**

**Non-Collusion**

The undersigned certifies that this proposal is genuine and not collusive or sham, that said contractor has not colluded, conspired, connived or agreed, directly or indirectly, with any contractor or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the proposal price element, or of that of any other contractor, or to secure any advantage against any other contractor or any person interested in the proposed contract.

**Section II**

**Proposal Rigging and Rotating**

The undersigned hereby certifies that it is not barred from proposing a bid or contracting as a result of a conviction for violations of state laws prohibiting proposal rigging or proposal rotating or any similar offense of any state of the United States.

**Section III**

**Illinois Drug Free Workplace Act**

The undersigned further states that EMCFE Building Services provides a  
(Name of Company)

drug free workplace pursuant to Illinois Statutes, 30 ILCS 580/1, et seq and provides compliance with necessary requirements.

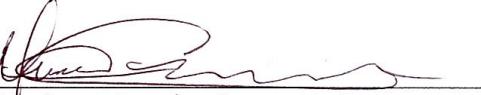
Village of Lake Zurich  
2023 Janitorial Services

**Section IV**  
**Tax Payment**

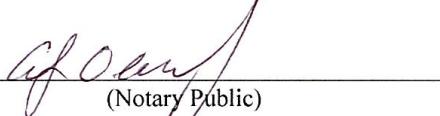
The undersigned further states that EMCEE Building Services is not  
(Name of Company)  
delinquent in payment of any taxes to the Illinois Department of Revenue, in accordance with Illinois Compiled Statutes, 65 ILCS 5/11-42.1. The undersigned understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

It is expressly understood the foregoing statements and representations and promises are made as a condition to the right of the contractor to receive payment under any award made under the terms and provisions of this proposal.

The undersigned certifies that all the information contained in the Affidavit is true and correct.

Signed by:   
(Name) Michael Cowans  
(Title) Owner / Vice President

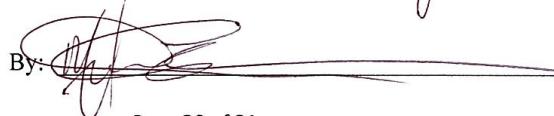
Subscribed and sworn to before me this 15<sup>th</sup> day of December 2022,  
AD.

By:   
(Notary Public)  
  
-Seal-



The Contractor expressly understands and agrees that any insurance policies or bonds required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village of Lake Zurich, its Board of Trustees, officers, agents and employees as herein provided.

CONTRACTOR: EMCEE Building Services

By: 

Page 30 of 31

Village of Lake Zurich  
2023 Janitorial Services

**Form of Contract**

1. This Agreement made and concluded this 10 day of February 2023, between the Village of Lake Zurich, acting by and through its President and Board of Trustees, known as the party of the first part and Lake Zurich Janitorial Services, his/their executors, administrators, successors, or assigns, known as the party of the second part.
2. WITNESSETH: That for and in consideration of the payment and agreements mentioned in the Proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the Bond referring to these presents, the party of the second part agrees with said party of the first part at his/their own proper cost and expense to furnish all labor, equipment, supplies and materials necessary to complete the work in accordance with the Plans and Specifications hereinafter described and in full compliance with all the terms and conditions of this Agreement.
3. And it is also understood and agreed that the Notice to Bidder, Instructions to Bidder, Form of Proposal and Contract Bond hereto attached and the Plans and Specifications titled:

CONTRACT DOCUMENTS AND SPECIFICATIONS  
FOR

JANITORIAL SERVICES AT VILLAGE FACILITIES

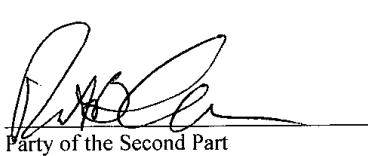
and DATED: November 1, 2022

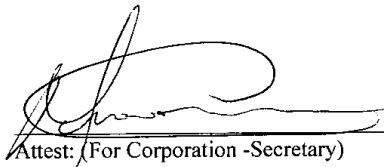
Are all essential documents of this Contract and are a part thereof.

4. IN WITNESS THEREOF, the said parties have executed these presents on the date above mentioned.

  
Jim Paynter, Mayor  
Party of the First Part

  
Village Clerk Deputy  
Attest:

  
David Clark  
Party of the Second Part

  
Attest: (For Corporation -Secretary)

## **EMCEE BUILDING SERVICES LLC**

Mike Caramusa  
847-721-7724  
Mike.caramu@mcbuildingservices.co  
4205 Barreville Rd  
Crystal Lake, IL 60012

### **“Why EMCEE Building Services?”**

EMCEE Building Services has been family owned and operated for over ten years in the Northwest suburbs. Lake Zurich is where our family has called home since 1993. We pride ourselves on servicing the local community we were raised in.

Our company of experts specialize in reputable janitorial cleaning methods, processes, providing hospital grade supplies and facilitating skilled qualified employees for each account.

We supply cleaning services to a mix of commercial clients, from daily cleaning for large corporations to smaller businesses requiring less frequent cleaning.

Our services include but not limited to:

- Daily Office cleaning
- Carpet deep cleaning
- Hard Floors (Tile, Vinyl, Stone, Brick)
- Strip and Waxing maintenance
- Exterior Window cleaning
- Move In/Out cleaning
- Project cleaning
- 24/7 Emergency cleaning services

### **The EMCEE Difference**

- We conduct a complete ongoing training program for all technicians, inspectors and managers.
- We only use Hospital/Professional grade equipment and products.
- GBAC certified for infectious disease control, and we're also a mitigation and disinfecting remediation trained company.
- Conduct monthly formal review meetings with all accounts to evaluate, inspect, determine corrective action plans, assist customers in taking care of any additional needs or seasonal challenges.
- 24/7 emergency contact with owners for immediate action on any issues needing addressed.

**4205 Barreville Road, Crystal Lake, IL. 60012**

## EMCEE BUILDING SERVICES LLC

### Employee Biographies

**Michael Caramusa**  
Account Manager

Working in the business for almost 10 years has given me a lot of industry knowledge and the skill set to be successful in this business. I've always been a strong communicator, leader and highly creative when it comes to finding solutions to execute as quickly as possible. When I'm not working and helping run the family business I enjoy the outdoors, time with friends and family, live music and heading to my families cottage for the weekend. I am also a huge Chicago Cubs fan and a die hard Chicago Bears fan.

**Maya Kaser**  
Technician

Maya has been working for us the last 5 years. From the start Maya has quickly become one of our most trusted and experienced employees. She is terrific with heady work, painting, janitorial solutions, time management and organization. Through hard work and dedication Maya has earned her role as manager. She is talented in people management, communication, delegating daily tasks and shows wonderful patience with new trainees. Maya is an inspiring freelance oil painter and artist with many commissioned pieces sold, But her favorite thing to do is spend time with her 2 children.

**Kyle Woodley**  
Technician

Kyle has been a major part of this company's success going on 4 years now. Kyle started as a janitorial technician but learned quickly and efficiently, soon after Kyle became a trusted maintenance technician. His knowledge in all areas of building services has made him a Swiss Army knife if you will. Kyle is well trained in handyman work, painting, snow removal, landscaping, fast problem solving and is a real nuts and bolts guy. When Kyle isn't hard at work he enjoys being with his family, the outdoors in the summer and watching Chicago Bears games with his friends.

**Sherry Woodley**  
Supervisor / Technician

For over 5 years Sherry has been a key part to EMCEE Building Services success. With over 20 years experience in the industry Sherry is one of our best technicians trained in every area of maintenance work and janitorial. Her years of experience has also made Sherry a master at organizing work schedules, maintenance operations and fast turnover with on-site problem solving. Sherry has been happily married for over 25 years and enjoys her off time with her husband, 2 boys and their 3 dogs.

**4205 Barreville Road, Crystal Lake, IL. 60012**

## **EMCEE BUILDING SERVICES LLC**

### **Quality Assurance Plan:**

Our supervisors will be performing all quality assurance plans.

- Daily quality checks before and after all cleans by either Mike or Sherry
- If any technician calls in sick or is a no show: Mike, Sherri or bob will be subbing in for that tech.
- Weekly meeting with the team to update building schedules and to address any issues we may face.
- Weekly walkthroughs with mike, sherri and team
- Monthly walkthroughs with Steve and Mike from LZ or whenever called upon.
- Constant communication between supervisors and technicians on when builds are started and completed.
- Never missing a shift or a building, more employees may be hired to sub for technicians on, EMCEE prides itself on never missing shifts or cleans, so subs come in handy very often and we have great subs.
- Transparency with the village and constant communication between Emcee and LZ about any and all issues.
- 24/7 365 day emergency coverage by Mike, Bob or Sherry. that 2 owners are ready to clean and work for techs that are sick or on vacation so no shift is ever missed.

### **Why EMCEE?**

- I. We only use EPA listed professional hospital grade disinfectants to ensure best quality and safety.
  - Procter & Gamble disinfectants
  - Betco Chemical solutions
- II. Our vacuums have HEPA certified vacuuming filtration systems.
  - 99.6% of all dust particles are captured within the filtration system.
- III. We provide 24 hour emergency services for cleanups- 24/7
  - We will provide owners' cell phone numbers for office use anytime day or night for emergency clean up.
- IV. A manager will be on site for all cleans to ensure quality of work.
- V. We will meet with an office manager 1x per month to review work, make any changes or modifications. Correct mistakes and provide any school updates to workers to keep them informed and prepared.

**4205 Barreville Road, Crystal Lake, IL. 60012**

## **EMCEE BUILDING SERVICES LLC**

1. EMCEE Building Services has been family owned and operated for over ten years in the Northwest suburbs. Lake Zurich is where our family has called home since 1993. We pride ourselves on servicing the local community we were raised in. Our company of experts specialize in reputable janitorial cleaning methods, processes, providing hospital grade supplies and facilitating skilled qualified employees for each account. We supply cleaning services to a mix of commercial clients, from daily cleaning for large corporations to smaller businesses requiring less frequent cleaning.

**Mission Statement:** To serve our customers satisfactory and safety assisting them in running their businesses, institutions and buildings today and into the future.

2. Four references further in the packet.

**Lake Zurich Team**

3. Cathy Caramusa - President - over 10 years in the industry  
Mike Caramusa - Vice President - Cleaning technician over 10 years in industry  
Bob Caramusa - Vice President - Cleaning technician over 15 years in industry  
Sherry Wooley - Supervisor - Cleaning technician over 5 years with Emcee  
Kyle Wooley - Cleaning technician - over 5 years with Emcee  
Maya Kaser - Cleaning technician - over 4 years with Emcee  
Al Perez - Cleaning technician- sub for LZ - over 5 years with Emcee
4. Sherry Wooley - Account Supervisor and Operations Manager
  - 7 years in Janitorial Business
  - Image One Cleaning 5 years ( cleaning tech, supervisor, ops manager )
  - EMCEE Building Services 7 years ( Ops manager, supervisor)
  - Currently manages 4 properties we do business at (Bay colony, Park Ridge, The Meadows, Elmwood park)
  - Daily checks of every building from 5-7pm, making sure all techs are in and subbing anywhere someone isn't.
  - Daily building clean will be the police department. 7pm until finished.
5. List all equipment: Each site will have vacuums, mops, mop buckets, brooms, rags, cleaning supplies. We have swing arms for buffering, carpet cleaning machines, and floor scrubbers. Our warehouse is located in wauconda if we don't have room at locations to store some of the bigger equipment. We will equip all buildings with their own daily equipment.
6. Assurance Plan further in packet.
7. Our company has NOT been in litigation with any customers ever.

**4205 Barreville Road, Crystal Lake, IL 60012**

## **EMCEE BUILDING SERVICES LLC**

8. All our staff for LZ has worked for our company for over 4 years and all are local less than 15 minutes from village buildings.
9. Training happens twice a year, we conduct staff meetings to rework and deep clean all accounts to refresh tactics and update any certificates our workers need. New employees get very hands-on training and work with another tech for a week to learn. We consider our weekly walkthroughs with employees as a form of training and refreshing if anything is looked over or missed.
10. No Deviations
11. Monthly costs further in packet.
12. RFP revisions
13. EMCEE has been doing business in Illinois since 2016.
14. We have 23 total employees
  - 3 supervisors and managers
  - 1 ops manager
  - 2 office administrators
  - 1 accountant
  - 13 field technicians
15. The employee and hourly breakdown for each building is further in the packet.

**4205 Barreville Road, Crystal Lake, IL. 60012**

## EMCEE BUILDING SERVICES LLC

### EMCEE Janitorial Report

Month of March

- Clinton Basement - Last month we conducted an in-depth deep clean of all the basement rooms in the Clinton building. This project took several weeks to finish. Some of these rooms haven't been cleaned in over two years. The dust build up in some of these utility rooms and storage rooms required a lot of cleaning with a shop-vac and mop. All equipment and pumps in these rooms were disinfected and whipped down. We helped throw out a lot of old debris from the basement. We feel very confident in the cleanliness of all these rooms and now our goal is to always maintain this state of cleanliness in each room.

- Bike Removal - At the beginning of the month while cleaning the Clinton basement we also removed old broken bikes from an unused room that they had been sitting in for years. There were maybe 15 plus bikes dusty, broken and unclaimed by any residents. I had one of our EMCEE work pick up truck to come and take them away to be disposed completely free of charge to the association.

- Spring Cleaning Walk-thru - Now that it's mid April we're gearing up to do some spring cleaning in and outside of the buildings. With the weather warmer we'll be doing all high exterior window washing regularly including windows by Clinton mailroom. Exterior garbage pick up is a must during these warmer months, the wind consistently blows trash in the lots and on the property. Also garbage collects most of all on the outside of the lot fences in the bushes, these are the hotspots we will be focusing on daily. Another clean we'll be performing once a bit warmer will be power washing of the courtyard stairs and walkways to try and get that rust out. We're looking forward to our first spring/summer here at GL and want to make the outside property as clean as possible for the residents to enjoy this summer.

- Door Cleaning - There are a lot of white doors in both building on the property. I've been stressing to my team the importance of always walking around the property to clean dirty doors. It's a pet peeve of mine. A new daily task we'll be adding to our daily clean will be to check and whip down every door and door handle on each floor in each building. We've been doing so the last few weeks with walk-thus only concentrating on door cleaning. I think we've been making some serious progress with more consistent cleaner doors. Some doors are in rough shape that may need to be repainted to hid scraps and stains we can't buffer out.

- Move Ins and Outs/ Deliveries - This past month we did an in-depth walk-thru on the proper procedures for move-ins and deliveries for Saturday's when EMCEE employee is the only people on site. This was extremely helpful to me and my team on where trucks can park, what doors movers can come in and out of and what to do with the elevators. We must also each out to all movers and units to have communication with delivery times and any help the resident might need with moves. We must always check the elevators, doors and hallways after a move for any damages. Lastly is to always check the garbage and Chute rooms on the repeated floor so no one is dumping last night items before or after they move out.

**4205 Barreville Road, Crystal Lake, IL. 60012**

## **EMCEE BUILDING SERVICES LLC**

### **7:00 - 9:00 AM**

- Seasonal Watering of Bushes (setup sprinklers) \*\*Summer only\*\*
- Clean Gym (clean restroom completely and restock all supplies) Dust \_\_\_\_\_  
Disinfectant \_\_\_\_\_ Vacuum \_\_\_\_\_ Mop \_\_\_\_\_
- Dumpster room clean up Clinton: \_\_\_\_\_ Jefferson: \_\_\_\_\_
- Organize Packages (mark unit numbers) Clinton: \_\_\_\_\_ Jefferson: \_\_\_\_\_

### **9:00 - 9:15 AM- BREAK**

### **9:15 - 11:00 AM**

- Clean Jefferson Lobby Entrances & 1st Floor: Dust \_\_\_\_\_ Cobwebs \_\_\_\_\_ Chair rails \_\_\_\_\_ Windows \_\_\_\_\_ Elevators \_\_\_\_\_ Vacuum/Sweep \_\_\_\_\_ Mop \_\_\_\_\_
- Clean stairwell (1) NW \_\_\_\_\_ NE \_\_\_\_\_

### **11:00 - 11:30 AM- LUNCH**

### **11:30 - 1:00 PM**

- Clean Jefferson Floors 2-5 (including chute rooms): Dust \_\_\_\_\_ Cobwebs \_\_\_\_\_ Chair rails \_\_\_\_\_ Chute Rooms \_\_\_\_\_ Vacuum \_\_\_\_\_ Mop \_\_\_\_\_ Disinfect handles \_\_\_\_\_

### **1:00 – 1:15 PM- BREAK**

### **1:15 - 2:00 PM**

- Perform a Monthly Checklist Task (reference list) Task  
Performed: \_\_\_\_\_

### **2:00 - 2:30 PM**

- Exterior Property walk (garbage pickup)Parking Lots \_\_\_\_\_ Garages \_\_\_\_\_ Courtyard \_\_\_\_\_ Perimeter walk \_\_\_\_\_

### **2:30 - 3:00 PM**

- Check elevators and buildings for damage after moves
- Check packages again before leaving Clinton: \_\_\_\_\_ Jefferson: \_\_\_\_\_
- Check gym and restroom before leaving Gym: \_\_\_\_\_

**4205 Barreville Road, Crystal Lake, IL. 60012**

## EMCEE BUILDING SERVICES LLC

### EMCEE Janitorial Report

Month of April

Clinton Flood - A few weeks ago there was a major plumbing flood in the Clinton building. At this point I'm sure everyone living on the property is aware of the situation so no need for details. I was on site during the accident that day, which was a high anxiety situation for all parties involved. I just want to personally thank the residents for acting together quickly to get on top of the situation and assisting me until Terra got on site. I also want to thank Mike for helping me over the phone while on vacation with his family to guide me to the shut off valve to the water. It was very impressive to see a community come together to solve an issue and we're very happy to be a part of that community.

Bad Weather - More bad weather in the month of April has caused delays in our spring cleaning schedule. We have a window cleaning project and a power washing project ready to execute once this weather turns. The wet weather makes it hard to do really anything outside, but the month of May weather should be promising. The Power washing of the courtyard steps and upper level to remove stains, rust and debris will happen in the second week of May.

Unit Clean Out - We conducted a complete deep clean of unit 106B in the Jefferson building. We made the unit move in ready for the next tenets. Our deep cleans consist of ceiling to floor dusting, disinfecting, vacuuming and mopping. We also cleaned ceiling to floor in all bathrooms, rooms, kitchen and appliances. Joe, Kyle and Mike C performed the deep clean out.

Cleaned Area Rugs - The area rugs in both buildings have been getting pretty beat up recently with spills and stains. There's a few rugs that had major stains on them, so bad that we pulled them away to the maintenance office. I took both area rugs to our EMCEE warehouse where we have a heavy duty industrial carpet extractor to have them cleaned completely free of charge as a courtesy to the residents of Gotham Lofts. There's a lot of area rugs throughout both buildings that can really use a deep steam clean.

We're here to work for you!

Best Regards,

Mike Caramusa  
Account Manager

4205 Barreville Road, Crystal Lake, IL. 60012

## EMCEE BUILDING SERVICES LLC

### EMCEE Janitorial Report

Month of May

Transitional Period - This month has been a big transitional period for Gotham with Mike leaving the building engineer position. Joe and Mike C. have been picking up the slack until a new engineer is hired. Joe has really come into his own here at Gotham and has been taking responsibility for more and more each week. Joe has been assisting on everything that's going on with and at Gotham. Joe has actively taken on more responsibilities and has really helped GL keep moving forward during this transitional time.

Clinton Gym Reopening - Joe did a fantastic job organizing and cleaning the gym after the plumbing issues we experienced. Joe put all machines and weights back in their proper spots and cleaned everything. The gym looks great! Joe and with the help of Mike really helped open the gym in a timely manner.

Vendors and Inspections - We saw a lot of vendors and inspectors this month from lighting vendors, movers, city inspectors and plumbers. Joe has been doing a great job of assisting them and letting them into the building and whatever area of the property they need access to. Joe has done a great job of managing and staying on top of all vendors, movers and inspectors.

Systems Check - Another responsibility Joe has taken head on is the systems check in both buildings. Joe once again has done a great job walking the property and checking each system's box and recording times and temps for the building systems. Some of the systems are the hot water, water pumps, electrical meters, air conditioning on roof, and others. This is a new daily responsibility for Joe.

Outside Cleaning - Finally the weather feels like summer and the rains have stopped. We've started doing more and more outside cleaning with the weather finally nice. Joe has been doing outside trash pick up in the parking lot and power washing of the Clinton courtyard. We've got a lot more outdoor cleaning scheduled for the month of June.

We're here to work for you!

Best Regards,

Mike Caramusa  
Account Manager

4205 Barreville Road, Crystal Lake, IL. 60012

## EMCEE BUILDING SERVICES LLC

### EMCEE Janitorial & Building Engineer Report

Month of June

Thank you Joe! - I just want to personally thank Joe for all his hard work. EMCEE Building Services is beyond proud with the dedication and hard work Joe's put forth at Gotham Lofts during this transitional month without Mike. We relied and asked a lot from Joe this month, from early morning city inspections to checking HVAC units on the roof. Joe's been an exemplary employee and I just wanted to take this moment to thank him for all his hard work.

Power Washing Projects - This past month Joe's been very busy with power washing projects. Joe's had a different project each week. Joe has power washed both dumpster rooms, courtyard patio, courtyard ramp, rust stains and sidewalks. We will continue to do power washing projects and maintain these areas monthly throughout the rest of the summer.

Weed Removal - We've been having Joe remove all weeds on the property. Main areas with weeds are the sidewalks around the perimeter and along the fences. Most weeds have been removed with a spray but Joe's pulled and dug up the bigger weeds on the property. Weed removal will be a monthly task Joe will perform to maintain the fast growing pests.

Watering and Trimming Bushes - Joe has been trimming and watering bushes as part of his summer seasonal daily task. They're multiple bushes on both corners of the fence in the north lot that need watering attention daily. We've equipped Joe with hoses in order to reach and water them daily. Joe has also been trimming bushes when needed along the fences and in the courtyard. Watering is a daily task for Joe and trimming bushes will be a monthly task moving forward.

Introducing John - EMCEE Building Services is excited to introduce our new Gotham Lofts building engineer, John Matos. John's been with us for over five years and he's a great man with tons of experience. Since John is new to the property, he has been dedicated to learning the building's system and operation. John has ideas already to make preventative maintenance in order to help improve the property in a cost efficient manner. We understand the massive shoes we have to fill, however John is more than willing to take on the challenges Gotham throws his way. I hope you all say hello to John and have a great experience meeting him.

We're here to work for you!

Best Regards,

Mike Caramusa  
Account Manager

4205 Barreville Road, Crystal Lake, IL. 60012

MONTHLY BUDGET

Jeep Latitude - \$500

Jeep Compass - \$600

Nicor Gas - \$150 approx.

ComEd - \$150 approx.

Home Rent - \$2540

WiFi/Internet - \$203

Cell Phones - \$385

Payroll - \$28,000 approx. (this includes taxes that get paid out to IL and IR)

Buisness Insurances - \$3000 approx.

Audit Payment - \$590

Health Insurances - \$650 approx.

There are other incidentals like gas for cars, supplies, etc.



## Application

66480635

For Single Bonds or Aggregate Programs up to  
\$500,000, complete page 1.For Aggregate Programs in excess of \$500,000,  
up to \$800,000, complete page 1 and page 2.**APPLICANT DATA**

Type of Business:  Partnership  (S) Corporation  (C) Corporation  Sole Proprietorship  LLC  LLP  
 Company Name EMCEE Building Services LLC Phone 60012  
 Company Address 4205 Barreville Rd City Crystal Lake State IL Zip   
 Type of Trade Janitorial Date started in Business 11/2018

Has the applicant been in claim, and/or, denied bonding by another surety? Yes  No  Explain (if yes) \_\_\_\_\_**OWNER DATA / INDEMNITORS** (Provide the information below on all owners; including spouses, if owners; use additional sheet if necessary)

Name Catherine Caramusa Name Robert Caramusa  
 Address 4205 Barreville Rd Address 4205 Barreville Rd  
 City/State/Zip Crystal Lake IL 60012 City/State/Zip Crystal Lake IL 60012  
 SS# 347-54-5583 DOB 09/03/1957 SS# 332-50-6841 DOB 10/08/1961  
 % of Business Ownership 100 Married  Yes  No % of Business Ownership \_\_\_\_\_ Married  Yes  No  
 Spouse Name Robert Caramusa Spouse Name Catherine Caramusa

CNA Surety may obtain a personal credit report about the Applicant and its Owners in order to confirm the information provided in this Application and for underwriting purposes. For new applicants, complete and sign the General Indemnity Agreement.

**BOND REQUEST DATA** If no bond is needed at this time, but only prequalification for future bonding, check here 

Anticipated Start Date 02/01/2023 Time for Completion 02/01/2024 Maintenance Period 1 Year (s)  
 Obligee (Who is requiring the contractor get a bond?) Village of Lake Zurich  
 Obligee Address 70 E Main Street City Lake Zurich State IL Zip 60047  
 Job Legal Description (Project Name) Janitorial Services  
 Job Physical Address 70 E Main Street City Lake Zurich State IL Zip 60047  
 Scope of Work Cleaning 9 village buildings

\*This application is not intended for use in connection with Design-Build Contracts, Subdivision or Site Improvement over \$100,000, Asbestos Abatement, Completion, Hazardous Materials, or Multi-Year Contracts where term of contract is over 5 years.

**Check and Complete:** (For private jobs or subcontracts, please enclose a copy of the contract and bond form for projects over \$150,000.)  
 (check one only) (For service type contracts, provide a copy of the contract.)

 **Bid Bond:**Bid date 12/15/2022Estimated total amount of bid: \$ 195,500Engineers Estimate: \$ \_\_\_\_\_  NoneBid Bond %, or flat amount 10% of the yearly contract**OR**Contract Price \$ 195,500.00

Contract Date (Date when contract is signed) \_\_\_\_\_

 **Performance & Payment Bond**  **Supply Bond** **Subcontractor Performance & Payment Bond** **Stand Alone Maintenance Bond** \$ \_\_\_\_\_**Status of Outstanding Bid Bonds:**Bond No. \_\_\_\_\_ Bid Awarded:  Yes  NoBond No. \_\_\_\_\_ Bid Awarded:  Yes  NoBid secured by: Check  Bond  Negotiated 

Next two lowest bidders

\$ \_\_\_\_\_ \$ \_\_\_\_\_  No other bidders**BOND FORM DATA**

Name of Agent signing as Power of Attorney

(Name here) Cara Grapenthien Sparks CNA Form State Form (Send copy) AIA Form Obligee Form (Send copy) Federal Contract # \_\_\_\_\_

State of Incorporation \_\_\_\_\_

**AGENCY DATA**Agency Name A\_F\_B Cara Grapenthien Sparks Agency Code 1 2 - 2 0 4 6 8

Any person who knowingly and with intent to defraud any insurance company or person files an application containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime under applicable law. The applicants and indemnitors certify the truth of all statements in the application and authorize the Company to verify this information and to obtain additional information from any source including obtaining a credit report.

Phone: 1-800-331-6053 / Fax 605-335-0357

Form F6673-8-2021

Page 1 of 2



**Complete this page for Aggregate Programs in excess of \$500,000, up to \$800,000.**

Contractor's Company Name EMCEE Building Services LLC File Number(s) Reference 66480635  
 Contractor's Company Address 4205 Barreville Rd City Crystal Lake State IL Zip 60012

**FINANCIAL DATA Please submit the following:**

**Company Financial Requirements** Provide the company's last 2 years fiscal year-end financial statement or tax return. If the latest fiscal year financial statement or tax return is more than 6 months old, then also provide a current interim financial statement.  
 for (C) Corporations, (S) Corporations, and LLCs:  
 or

**Business Financial Requirement** Provide the last 2 years fiscal year-end financial statement on the business. If the fiscal year-end statement on the business is more than 6 months old, then also provide us with a current interim financial statement.  
 for Sole Proprietorships and Partnerships:  
 and

**Personal Financial Statements** Provide a copy of each owner's latest personal financial statement. If the personal financial statement is more than 6 months old then provide us with a current statement.

Does the contractor have a formal bank line of credit?  Yes  No

If "Yes" amount of Line of Credit? \_\_\_\_\_ Amount currently borrowed? \_\_\_\_\_

**EXPERIENCE DATA**

List the three largest contracts completed in the last five years:

Bond Number (if applicable)	Kind of Work	Location (City/County, State)	Contract Price	Year Completed	Final Gross Profit

List the two largest jobs you presently have underway, giving the following information:

Bond Number (if applicable)	Kind of Work	Location (City/County, State)	Contract Price	% of Completion	Estimated Gross Profit	Date to be Completed

**OPERATIONS DATA**

Liability Insurance Company and Limits \_\_\_\_\_ Expiration Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- Type of trades you perform: \_\_\_\_\_
- Territory in which you perform work (present and planned) \_\_\_\_\_
- Trades subcontracted: \_\_\_\_\_

**GENERAL DATA**

Disputes, Financial Difficulties, Problems, Etc.	Company	Any officer, owner or partner
a. Failed in business or declared bankruptcy? .....	Yes _____ No _____	Yes _____ No _____
b. Failed to complete a job or been assessed with delay damages?... Yes _____ No _____	Yes _____ No _____	
c. Been involved in any lawsuits or disputes in the last 5 years? .... Yes _____ No _____	Yes _____ No _____	
d. Do you have any corporate or personal assets held in trust or escrow accounts?..... Yes _____ No _____	Yes _____ No _____	
e. Are any business or personal assets restricted or pledged for any purpose (i.e. collateral for a loan, etc.)?..... Yes _____ No _____	Yes _____ No _____	
f. Were you bonded in the past - By whom? ..... Yes _____ No _____	Yes _____ No _____	

Explain all "yes" answers fully below or attach explanation

**AGENCY DATA**

Agency Name A\_F\_B Cara Grapenthien Sparks Agency Code 1 2 - 2 0 4 6 8

Phone: 1-800-331-6053 / Fax 605-335-0357

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## GENERAL INDEMNITY AGREEMENT

**THIS AGREEMENT** is made by the undersigned Indemnitors ("Indemnitors") for the benefit of Surety in connection with any Bond, as defined below, which may have been or may hereafter be provided for the benefit of or at the request of any one or more Indemnitors. If any Indemnitors have previously executed an indemnity agreement in favor of Surety, this Agreement shall be in addition to and not in lieu of or in replacement of such other agreement.

**I. DEFINITIONS.** The following terms shall be defined as follows for purposes of this Agreement:

**A. Bond:** Any surety bond, undertaking, or other obligation in the nature of a guaranty or suretship, as well as alterations, amendments, extensions, substitutions, and renewals issued or procured by the Surety on, before, or after the date of this Agreement for (a) any Indemnitor or any of their respective parent companies, subsidiaries, and affiliates; (b) any joint venture, partnership, association, limited liability company, or other legal entity in which one or more of the persons and entities identified above in sub-paragraph (a) have a direct or indirect interest; or (c) at the request of any Indemnitor.

**B. Contract:** Any contract or obligation whose performance is covered or guaranteed under a Bond.

**C. Event of Default:** Any one or more of the following: (a) any breach of the terms and conditions of this Agreement; (b) Principal's breach, abandonment or forfeiture of a Contract; (c) any bankruptcy, insolvency, assignment for the benefit of creditors, appointment of a receiver or conservator, or similar proceeding concerning the Principal or any Indemnitor, whether voluntary or involuntary.

**D. Loss:** Any (a) claim, demand, liability, charge, suit, fee, or expense, including but not limited to attorney (both outside and in-house) and consultant fees, incurred by the Surety as a result of issuing or procuring a Bond; (b) cost incurred by Surety in procuring or attempting to procure a release from liability under a Bond; (c) cost incurred in investigation or adjustment of any claim or potential claim under a Bond; (d) costs incurred by Surety in enforcing the Indemnitors' obligations under this Agreement; and (e) any other cost incurred by Surety arising from the issuance or procurement of a Bond. The term **Loss** shall also include any advances or loans to any Principal or Indemnitor that are not repaid to the Surety as required by the terms of such advances or loans.

**E. Principal:** The person(s) and entity (ies) whose Contract obligations the Surety is requested to guarantee by issuing or procuring a Bond. Principal includes any person or entity identified on a Bond as "Principal" or "Contractor."

**F. Surety:** "CNA Surety" is a business brand for CNA's marketing of surety business written through Continental Casualty Company and its insurance subsidiaries including Western Surety Company, Surety Bonding Company of America, and their respective parent and subsidiary companies, affiliates, predecessors, successors, assigns and reinsurers. The term **Surety** shall also include any other person or entity which, at the request of the above, may act as surety or co-surety on any Bond.

**II. INDEMNITY.** The Indemnitors agree:

**A. To defend, indemnify, and save harmless Surety from and against any and all Loss Indemnitor which the Surety may pay or incur.**

**B. To pay Surety all premium due on Bonds at the rates and times specified by the Surety.** The Indemnitors specifically acknowledge and agree that the Surety's right to charge and collect premiums continues until the Surety is provided written evidence, satisfactory to the Surety that (i) its liability on such Bond has been discharged or (ii) its termination of liability as a matter of law.

**C. That in any claim or suit arising out of or related to any Bond or this Agreement, an itemized statement of Surety's loss and expense, sworn to by a representative of Surety, or other evidence of disbursement by Surety, shall be prima facie evidence of the fact and extent of Indemnitor's liability under this Agreement.**

**D. To deposit collateral security with the Surety upon demand in an amount that Surety shall reasonably determine is necessary to protect it from Loss whether or not Surety has made any payment.**

**E. That in the Event of Default:** (a) the Surety shall have the right, but not the obligation, to take possession of the work under any Contract, to complete such Contract, or cause or consent to the completion thereof, with any cost thereof being **Loss**; (b) the Indemnitors hereby assign, transfer, and set over to the Surety all of their rights under the Contracts, including: (i) their right, title and interest in and to all subcontracts let in connection therewith; (ii) all machinery, plant, equipment, tools and materials upon the site of the work or elsewhere for the purposes of the Contracts, including all material ordered for the Contracts; (iii) all patents, licenses, permits and computer software used for the performance of any Contract and/or financial record keeping of the same; (iv) all actions, causes of action, claims and demands whatsoever relating to the Contracts; and (v) any and all sums due under the Contracts at the time of the Event of Default or which may thereafter become due; (c) the Indemnitors hereby authorized the Surety to endorse in the name of the payee, and to receive and collect any check, draft, warrant or other instrument made or issued in payment of any such sum, and to disburse the proceeds thereof; and (d) the Indemnitors hereby irrevocably nominate, designate and appoint the Surety and its designees as their attorney-in-fact with all the powers necessary to exercise any right granted in this Agreement, including but not limited to the power to make, endorse, execute, sign, and deliver any and all additional or other instruments, checks, drafts, deposits, ACH and wire transfer directives and orders, change of address notices, liens and releases thereof, applications, certificates, draw requests, orders, releases, and papers deemed necessary or desirable by the Surety in order to give full effect to the obligations assumed and the agreements made by Indemnitors hereunder, the assignments and conveyances made herein, and the full protection intended to be herein given to the Surety under all the provisions of this Agreement. The Indemnitors ratify and confirm all acts undertaken by the Surety and/or its designees as such attorney-in-fact.

**F. That all payments earned on any Contract shall be held in trust as trust funds for the completion of the Contract and the payment of Indemnitors' obligations for labor, material, equipment, supplies or services rendered in the performance of the Contract.** Upon an Event of Default and the Surety's request, Indemnitors shall open an account with a bank acceptable to the Surety for the deposit of such trust funds.

**G. That upon an Event of Default, the Indemnitors grant the Surety a security interest in all property, rights, and assets of the Indemnitors, including, but not limited to, all inventory, equipment, instruments, investments, contracts rights and proceeds, insurance, accounts, and deposits ("Collateral").** This Agreement shall constitute a Security Agreement and a Financing Statement for the benefit of the Surety in accordance with the Uniform Commercial Code and any similar statute and may be so used by the Surety without in any way abrogating, restricting or limiting the rights of the Surety. Indemnitors authorize the Surety upon an Event of Default to file this Agreement or a photocopy thereof and any schedules or statements necessary to describe the Collateral covered by such filing.

**III. GENERAL PROVISIONS.** The Indemnitors further agrees as follows:

**A. Books and Records; Credit Reports.** Upon demand and reasonable notice, the Surety shall be provided access to the books and record of the Indemnitors which includes but is not limited to papers, books, records, contracts, reports financial information and electronically stored information for the purpose of review and copying. The Surety is authorized to obtain a credit report on any Indemnitor at any time while the Surety may be liable under any Bond.

**B. Joint and Several Liability.** Indemnitors' obligations under this Agreement are joint and several. Surety's release of any one Indemnitor shall not release any other Indemnitor. No action or inaction of Surety with respect to anyone other than Indemnitor shall relieve the Indemnitor of any obligation owned under this Agreement. Indemnitor shall not be released from liability under this Agreement because of the status, condition, or situation of any party to this Agreement or any Principal.

**C. Defects in Execution.** If the execution of this Agreement by any Indemnitor is defective or invalid for any reason, such defect or invalidity shall not affect the validity hereof as to any other Indemnitor. Should any provision of this Agreement be held invalid, the remaining provisions shall retain their full force and effect.

**D. Prior Bonds.** Indemnitors waive any defense related to the date of this Agreement's execution and acknowledge that any and all Bonds executed pursuant to any Indemnitor's request before the date of this Agreement were executed by the Surety in reliance on this Agreement. Indemnitors understand and agree that this Agreement is a continuing agreement to indemnify over an indefinite period.

**E. Claim Notices.** Immediately upon becoming aware of any claim, demand, or proceeding concerning a Bond, the Indemnitors shall send notice of same to the Surety at:

CNA Surety Corporation, Claim Department  
151 North Franklin, 17th Floor  
Chicago, Illinois 60606

**F. Claim Settlement.** Surety shall have the right in its sole discretion to decide whether any claims arising out of or related to any Bond shall be paid, compromised, defended, prosecuted, or appealed regardless of whether or not suit is actually filed or commenced against Surety upon such claim. Absent Surety's intentional wrongdoing, Indemnitor agrees to be conclusively bound by Surety's resolution of any and all claims and to accept Surety's determination of liability in regard to any and all claims.

G. **Bond Declination.** Surety may decline to execute any Bond for any reason and shall not be liable to Indemnitor, or any person or entity, as a result of such declination.

H. **Termination.** An Indemnitor may terminate liability to Surety under this Agreement by sending written notice by registered mail of intent to terminate to Surety, in care of Western Surety Company, P.O. Box 5077, Sioux Falls, South Dakota 57117-5077. Termination will be effective twenty days after actual receipt of such notice by Surety, only for Bonds signed or committed to by Surety after the effective date of termination.

I. **Issuing Surety.** Indemnitors understand and agree that other than for the entity issuing a Bond, no other entity included within definition of the "Surety" in this Agreement assumes any obligation whatsoever with respect to either this Agreement or such Bond.

J. **Electronic Image.** An electronic image, printout, copy, or facsimile of this Agreement shall be considered an original and shall be admissible in a court of law to the same extent as an original copy.

K. **Bond Changes.** The Indemnitors' obligations to the Surety shall remain unchanged in the event of any changes in any Bond without regard to notice or consent by any Indemnitor. The Surety shall have no obligation to give the Indemnitors notice of the execution, renewal, or modification of a Bond.

L. **Other Agreements.** Indemnitors agree that this Agreement is not a replacement, release, or alteration of any other agreement between any Indemnitor and the Surety but shall be in addition to such other agreement unless expressly stated otherwise herein.

M. **Amendment; Assignment.** This Agreement may not be altered or amended except by a writing executed by the Indemnitors and the Surety. This Agreement and the Indemnitors' obligations hereunder may not be assigned without the prior written consent of the Surety.

N. **Date of Agreement.** The date of this Agreement shall be the earliest date that any Indemnitors executes this Agreement.

**PLEASE NOTE: Indemnity is required of the entity AND all owners and spouses personally. (1) Applicant must provide the indemnity of the entity by dating and signing with authorized title below. (2) All owners and their spouses must sign as personal indemnitors. Refer to the boxes at the right for examples of proper indemnity by indemnitor type. BY SIGNING (WHETHER ELECTRONICALLY OR TRADITIONALLY) THIS GENERAL INDEMNITY AGREEMENT, INDEMNITORS ARE ACKNOWLEDGING THEY HAVE READ AND AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS ON PAGES ONE AND TWO OF THIS DOCUMENT.**

(1) Dated: December 14, 2022

Company Name (Print): EMCEE Building Services LLC  
(As listed on questionnaire)

Entity Type:	Proper Indemnity:
Sole Proprietor	John Doe, Owner
Partnership	Jane Doe, Partner
Corporation	John Doe, President
LLC	Jane Doe, Managing Member

Authorized  
Signature X Catherine S. Caramusa  
Printed) Catherine Caramusa

Title: Managing Manager  
Title: Managing Member

Indemnitor Type:	Proper Indemnity:
Personal	John Doe, Indemnitor
Spouse	Jane Doe, Indemnitor

(2)

Indemnitors: Signature X Catherine S. Caramusa  
(Printed) Catherine Caramusa

Indemnitors: Signature X Robert Caramusa  
Spouse: (Printed) Robert Caramusa

Indemnitors: Signature X  
(Printed)

Indemnitors: Signature X  
Spouse: (Printed)

Indemnitors: Signature X  
(Printed)

Indemnitors: Signature X  
Spouse: (Printed)

Indemnitors: Signature X  
(Printed)

Indemnitors: Signature X  
Spouse: (Printed)

All business submitted on this Indemnity Agreement shall be reviewed and underwritten by Western Surety Company,  
P.O. Box 5077, Sioux Falls, SD 57117-5077



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Cara Grapenthien Sparks 4811 EMERSON AVE STE 103 PALATINE, IL 60067 (847) 885-2043 (105/809)	CONTACT NAME: Cara Grapenthien Sparks PHONE: (847) 885-2043   FAX: (844) 285-1811 [AC No. Ext]: (847) 885-2043   [AC No]: (844) 285-1811 E-MAIL: teamsparks@amfm.com ADDRESS:
INSURER(S) AFFORDING COVERAGE	
INSURER A: American Family Mutual Insurance Company, S.I.   19275	
INSURER B: Midvale Indemnity Company   27138	
INSURER C: Hiscox Insurance Company	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	AUTOMOBILE LIABILITY  □ ANY AUTO □ ALL OWNED AUTOS ☒ HIRED AUTOS □ NON-OWNED AUTOS			CA00002645	08/17/2022	08/17/2023	BODILY INJURY (Per person)	\$ 1,000,000
B	□ COMMERCIAL GENERAL LIABILITY  □ CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  □ _____  GEN'LAGGREGATE LIMIT APPLIES PER: ☒ POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			GLP1076636	07/02/2022	07/02/2023	BODILY INJURY (Per accident)	\$ 1,000,000
A	☒ UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR  □ EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  □ DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			910018567891	06/01/2022	06/01/2023	PROPERTY DAMAGE (Per accident)	\$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A	WCP1014372	06/01/2022	06/01/2023	BODILY INJURY	\$
C	Professional Liability			MPL485569021	06/23/2022	06/23/2023	EACH OCCURRENCE	\$ 2,000,000
							AGGREGATE	\$ 2,000,000
							\$	
							<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Village of Lake Zurich 505 Tesler Road Lake Zurich, IL 60047	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Cara Sparks

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ACORD 25 (2014/01)

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REMARKS

CRIME POLICY - UC24860389.22 HISCOX 6/23/2022-6/23/2023

ACORD 25 (2014/01)

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# CERTIFICATE OF TRAINING

This certificate has been awarded to

**Michael Caramusa**

for the successful completion of  
the following online training program:

## Workplace Sexual Harassment Awareness and Prevention

*Illinois Worker*



Trainee Signature

2022-12-13  
Issue Date

2023-12-13  
Expiration Date

043257-105  
Certificate ID #

<https://workplaceharassment.com>

		January	February	March	April	May	June	July	August	September	October	November	December
General Facilities	101-36-001-52701	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	
Park Facilities	101-36-420-52701	\$4,837.86	\$4,837.86	\$4,837.86	\$4,837.86	\$7,414.31	\$7,414.31	\$7,414.31	\$7,414.31	\$7,414.31	\$7,414.31	\$7,414.31	
		\$10,554.71	\$10,554.71	\$10,554.71	\$10,554.71	\$13,131.16	\$13,131.16	\$13,131.16	\$13,131.16	\$13,131.16	\$13,131.16	\$13,131.16	
		<u>New</u>	<u>Yearly</u>	<u>Daily</u>									
BC		\$24,123.12											
Barn		\$23,369.64											
Chalet		\$64.03											
Conc Restroom		\$10,561.56											
Breeze Restroom		\$28.94											
		\$10,366.32											
		\$28.40											
		\$5,092.38											
		\$13.95											
VH		\$15,835.44											
PD		\$43.38											
505		\$33,164.16											
		\$90.86											
		\$19,602.60											
		\$53.71											
		<b>\$13,131.16</b>											
		<b>\$117,992.10</b>											
		<b>\$323.27</b>											
General Facilities	101-36-001-52701	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	\$5,716.85	
Park Facilities	101-36-420-52701	\$7,414.31	\$7,414.31	\$7,414.31	\$7,414.31	\$7,414.31	\$7,414.31	\$7,414.31	\$7,414.31	\$7,414.31	\$7,414.31	\$7,414.31	
		\$13,131.16	\$13,131.16	\$13,131.16	\$13,131.16	\$13,131.16	\$13,131.16	\$13,131.16	\$13,131.16	\$13,131.16	\$13,131.16	\$13,131.16	

Village of Lake Zurich  
2023 Janitorial Services

Location	Supervisors/Employees/Hours Required	Cost Per Month
Village Hall	Mike / Kyle / 3 hours	\$ 1,569 . 62
Police Department	Sherry / Sherry / 4 hours	\$ 3,013 . 68
Community Services	Mike / Maya / 3.5 hours	\$ 1,883 . 55
Buffalo Creek	Sherry / Kyle / 3 hours	\$ 2,260 . 26
Paulus Park Barn	Mike / Maya / 3 hours	\$ 2,197 . 47
Paulus Park Chalet	Sherry / Sherry / 1.5 hours	\$ 1,130 . 13
Paulus Concession	Sherry / AL / 2.25 hours	\$ 1,977 . 72
Breezewald Park	Sherry / AL / 1.25 hours	\$ 1,098 . 73

**TOTAL MONTHLY COST** \$ 15,132 . 16

*- 2% Accelerator each added year*

Attached to this proposal is a bid proposal guarantee in the form of a cashier's check, certified check, or bid bond in the amount equal to 10% of the total annual cost. It is hereby agreed that should a contract be awarded for the work contemplated under this proposal, and I (we) fail or refuse to execute a contract for said work or to provide the required service, this bid proposal 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.

The undersigned hereby certifies that the contractor is not barred from proposing a bid as a result of a conviction for violation of state laws prohibiting bid rigging or bid rotating or any similar offense of any state of the United States.

The above proposal is submitted this 15 day of December, 2022.

Company Name EMCEE Building Services  
 Address 4205 Barnevile Rd. Crystal Lake, IL 60012  
 Signature   
 Title Vice President  
 Telephone 847-721-7724



*At the Heart of Community*

PUBLIC WORKS DEPARTMENT

505 Telser Road  
Lake Zurich, Illinois 60047

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

MEMORANDUM

**Date:** November 19, 2025

**To:** Ray Keller, Village Manager *PK*

**From:** Michael J. Brown, Director of Public Works

**Subject:** **GIS Consortium Service Provider Contract Renewal Municipal GIS Partners.**

AGENDA ITEM  
7e

**Issue:** Municipal GIS Partners (MGP) is the Service Provider to the Geographic Information System Consortium (GISC). Each GISC member must enter into an annual agreement with the Consultant (GISC Service Provider) to maintain their standing as a GISC member.

**Analysis:** In 2024, the Village Board approved the membership agreement for the Village of Lake Zurich to become a member of the GISC. Rather than hire and/or reallocate staff toward Geographic Information System (GIS) development, Village staff investigated joining the GIS Consortium (GISC) to benefit from their expertise and resources without duplicating their efforts. Established in 2000, the Consortium currently includes 46 members, including the Village of Lake Zurich.

The Consortium contracts with Municipal GIS Partners (MGP), headquartered in Des Plaines, Illinois, to provide shared staffing support and resource management. Through this contract, MGP provides on-site GIS staffing two days each week, with some additional time devoted as Lake Zurich continues to build its internal GIS platform.

Per the agreement, each GISC member must enter into an annual agreement with the Consultant (MGP) to maintain their standing as a GISC member. Pursuant to the GISC membership agreement and bylaws, all members must contract for a service level consistent with the allocation practices as prescribed by the GISC. The general purpose of the agreement is to provide program staffing hours specifically to manage, develop, operate, and maintain all or part of the Village of Lake Zurich's GIS program, as directed by the Village. Additionally, the Consultant will identify opportunities for continued program development and enhancement.

The direct program staffing allocation for the Village of Lake Zurich for this agreement period is: January 1, 2026, through December 31, 2026, which proposes a 3.75% increase in service cost for MGP services for a total of \$124,705.44.

**Recommendation:** Staff recommends approval of the 2026 contract renewal with Municipal GIS Partners for a total of \$124,705.44.



## Attachment 1 – Tradition Statement of Work

To GIS Consortium Service Provider Contract

### About Municipal GIS Partners (MGP)

MGP (the Consultant) is the Service Provider to the GIS Consortium (GISC). It is necessary that each GISC member enter into an annual agreement with the Consultant (GISC Service Provider) to maintain their standing as a GISC member.

GISC Membership includes:

- Complete Geographic Information System (GIS) program staffing with technology cost distribution across GISC members
- Access to all membership solutions and products
- Participation in collaborative opportunities to share ideas and solutions

The Included Services section below expands on services provided by this agreement.

### General Purpose

The Consultant will manage, develop, operate, and maintain all or part of the Village of Lake Zurich (the Municipality) GIS program, as directed by the Municipality. Additionally, the Consultant will identify opportunities for continued program development and enhancement.

### Program Staffing

The Consultant provides all the requisite staffing and skillsets required to manage the Municipality program, including:

- Technical professionals supporting the Municipality's program needs
- Advanced technical support staff for analysis, system integration, and escalation
- Systems analysts for ensuring product, solution, and infrastructure performance
- Professional program managers for ensuring service levels

#### Direct Program Hours

Services related to the fulfillment of Municipality requests, execution of planned projects, and maintenance of the Municipality program required to support the system.

**Team Access During Normal Working Hours**

The Consultant typically works Monday through Friday 8:00AM to 5:00PM. The Municipality has direct access to the staff assigned to the Municipality. Alternatively, the Municipality can call the Consultant's general telephone number or submit an email to Consultant's service desk for service.

**Emergency Event Support**

The Consultant will support Municipality emergency events within a reasonable timeframe of notification and work to staff the event for its duration. These services are not limited to normal business hours.

The Service Level section below expands on the program staffing services included in this agreement.

**Direct Program Hours**

Pursuant to the GISC membership agreement and bylaws all members must contract for a service level consistent with the allocation practices as prescribed by the GISC. The direct program staffing allocation for the Municipality for this agreement period is:

**Agreement Period: January 1, 2026, through December 31, 2026**

**Direct Program Hours: 824.00**

{Onsite presence: Average of 7.73 days per month; estimated based upon 90 percent of the direct program hours, provided the Municipality and Consultant shall consult with each other in good faith from time to time on the advisability of flexible work arrangements whereby the program hours may be completed off-site, particularly in circumstances where the assigned staff and program are meeting or exceeding expectations.}

**Fees and Expenses**

The fee for the direct program hours set forth above is **\$10,392.12** per month. The total contract value for the agreement period is **\$124,705.44**. Such fee does not include taxes or any reimbursable out-of-pocket expenses that may be incurred by the Consultant.

**Included Services**

This section identifies the professional staffing, products and solutions, and business structures included in this service agreement. The Municipality is responsible for identifying and prioritizing the aspects of the services that are most important. The Consultant is responsible for implementing those priorities and communicating progress.

**Program Management**

The Consultant provides the required staffing and organization with the skills and expertise to manage, develop, and maintain the system per the Municipality's priorities which includes GISC shared infrastructure, platforms, products, and solutions. Services include:

1. Consulting and reporting with all Municipality departments
2. Project identification, management, and delivery
3. User training and onboarding
4. Resource management and scheduling

## **Data Management**

The Consultant is responsible for the GIS and related data based on priorities as directed by the Municipality, including data creation, management, and delivery.

### **Primary Layers:**

Addresses, parcels, buildings, streets, railroads, water utilities, sewer utilities, municipal boundary, zoning districts, planned unit developments, variances, TIF districts, special use permits, annexations, signs, trees, recreation areas, bike paths, water features, school districts, emergency response boundaries, refuse collection, and legislative districts.

### **Municipality Priority Layers**

The Consultant's local government data model has over 260 standard layers. Included in this service is the identification, creation, and management of layers as directed by the Municipality.

### **Data Quality**

One of the primary accountabilities of the Consultant is to ensure that Primary and Municipality Priority layers are of high-quality. Practices employed include:

1. Daily data quality reporting and alerting
2. Mistake proofing databases, processes, and productivity tools
3. Address Verification to identify discrepancies between Municipality ERP and department systems
4. Formation and support of key data stakeholder teams
5. Data management documentation for Municipality layers

### **Products and Solutions**

GISC Membership includes unlimited access to the products and solutions developed by the Consultant for the GISC and its members. The Consultant is accountable for:

1. Collaboration with third party vendors and partners
2. Deploying shared solutions for the Municipality
3. Integration with ERP and department systems
4. Identifying and communicating new solution opportunities
5. Managing existing solutions to agreed service levels
6. Infrastructure monitoring, alerting, and mitigation
7. Patching, updating, and securing shared infrastructure
8. Researching and evaluating opportunities for development
9. Resource planning and scheduling
10. Scalability planning and right sizing
11. Technical documentation
12. Testing and quality certification

### **Solution List**

The following are the primary products and solutions provided by the Consultant through membership in the GISC:

1. **Address Pre-Check:** A tool to standardize address data in Municipality systems and workflows

2. **Address Verification**: A product to assess and score community address quality across department systems
3. **Asset Management and Manager Dashboards**: A solution that enables the Municipality to manage and visualize infrastructure data and maintenance
4. **Community Map Viewer**: A publicly accessible map viewer designed for residents and businesses
5. **Community-Portal**: An address-based portal that integrates and organizes department data for staff, residents, and local businesses
6. **Local Government Data Model**: A database standard developed for, and in partnership with, members of the GISC
7. **myGIS**: A secure staff accessible mapping system to discover and analyze all Municipality GIS data
8. **Project Sharing Catalog**: A resource that showcases available projects and solutions for collaboration, visibility, and reuse across teams
9. **Real-Time Solutions**: A resource that showcases available projects and solutions for collaboration, visibility, and reuse across teams
10. **Story Maps**: A tool to consume and visualize data from real-time sensors and assets

**Service Level Agreement**

The Consultant is responsible for managing the quality and availability of GISC infrastructure and solutions. These parameters are determined by GISC Board policy and included in these services.



## Attachment 2 - Insurance

### To GIS Consortium Service Provider Contract

#### Consultant's Insurance

Consultant shall procure and maintain, for the duration of this Contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance: Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Municipality named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement CG 2010 and CG 2026.
2. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto" with the Municipality named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement.
3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance (the policy shall include a 'waiver of subrogation').

B. Minimum Limits of Insurance: Consultant shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
2. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.

C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Municipality. At the option of the Municipality, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as it respects the Municipality, its officials, agents, employees and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions: The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages: The Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, leased or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Municipality, its officials, agents, employees and volunteers.
2. The Consultant's insurance coverage shall be primary as respects the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers. Any insurance or self-insurance maintained by the Municipality, its officials, agents, employees and volunteers shall be excess of Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers.
4. The Consultant's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Consultant shall be required to name the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers as additional insureds
6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
7. The Consultant and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by the Municipality. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as *Kotecki v. Cyclops Welding*. Consultant agrees to indemnify and defend the Municipality from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, which the Municipality may sustain as a result of personal injury claims by Consultant's employees, except to the extent those claims arise as a result of the Municipality's own negligence.

E. All Coverages: Each insurance policy required by this paragraph shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Municipality.

- F. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.
- G. Verification of Coverage: Consultant shall furnish the Municipality with certificates of insurance naming the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers as additional insured's and with original endorsements, affecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Municipality before any work commences. The Municipality reserves the right to request full certified copies of the insurance policies and endorsements.

## GIS CONSORTIUM SERVICE PROVIDER CONTRACT

This contract (this “***Contract***”) made and entered into this 1st day of January, 2026 (the “***Effective Date***”), by and between the Village of Lake Zurich, an Illinois municipal corporation (hereinafter referred to as the “***Municipality***”), and Municipal GIS Partners, Incorporated, 701 Lee Street, Suite 1020, Des Plaines, Illinois 60016 (hereinafter referred to as the “***Consultant***”).

**WHEREAS**, the Municipality is a member of the Geographic Information System Consortium (“***GISC***”);

**WHEREAS**, the Consultant is a designated service provider for the members of GISC and is responsible for providing the necessary professional staffing resource support services as more fully described herein (the “***Services***”) in connection with the Municipality’s geographical information system (“***GIS***”);

**WHEREAS**, the Municipality desires to engage the Consultant to provide the Services on the terms set forth herein; and

**WHEREAS**, the Consultant hereby represents itself to be in compliance with Illinois statutes relating to professional registration applicable to individuals performing the Services hereunder and has the necessary expertise and experience to furnish the Services upon the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the foregoing and of the promises hereinafter set forth, it is hereby agreed by and between the Municipality and the Consultant that:

### SECTION 1 SCOPE OF SERVICES

1.1 **Statement of Work.** This Contract contains the basic terms and conditions that will govern the overall relationship between the Consultant and the Municipality. The Consultant will provide the Services described in the statement of work attached hereto as ***Attachment 1*** (“***Statement of Work***”), which shall become a part of and subject to this Contract.

1.2 **Supplemental Statements of Work.** Any additional services to be performed by the Consultant may be added to this Contract after the Effective Date by the mutual agreement of the parties, which agreement will be evidenced by mutual execution of a Supplemental Statement of Work which shall also be subject to the terms and conditions set forth in this Contract.

1.3 **Additional Compensation.** If the Consultant wishes to make a claim for additional compensation as a result of action taken by the Municipality, the Consultant shall give written notice of its claim within fifteen (15) days after occurrence of such action. Regardless of the decision of the Municipality Manager relative to a claim submitted by the Consultant, all work required under this Contract as determined by the Municipality Manager shall proceed without interruption.

1.4 Contract Governs. If there is a conflict between the terms of this Contract and the Statement of Work or any Supplemental Statement of Work, unless otherwise specified in such Statement of Work, the terms of this Contract shall supersede the conflicting provisions contained in such Statement of Work.

## **SECTION 2 PERFORMANCE OF WORK**

2.1 All work hereunder shall be performed under the direction of the Village Manager or their designee (hereinafter referred to as the "***Municipality Manager***") in accordance with the terms set forth in this Contract and each relevant Statement of Work.

## **SECTION 3 RELATIONSHIP OF PARTIES**

3.1 Independent Contractor. The Consultant shall at all times be an independent contractor, engaged by the Municipality to perform the Services. Nothing contained herein shall be construed to constitute a partnership, joint venture or agency relationship between the parties.

3.2 Consultant and Employees. Neither the Consultant nor any of its employees shall be considered to be employees of the Municipality for any reason, including but not limited to for purposes of workers' compensation law, Social Security, or any other applicable statute or regulation.

3.3 No Authority to Bind. Unless otherwise agreed to in writing, neither party hereto has the authority to bind the other to any third party or to otherwise act in any way as the representative of the other.

## **SECTION 4 PAYMENT TO THE CONSULTANT**

4.1 Payment Terms. The Municipality agrees to pay the Consultant in accordance with the terms and amounts set forth in the applicable Statement of Work, provided that:

(a) The Consultant shall submit invoices in a format approved by the Municipality.

(b) The Consultant shall maintain records showing actual time devoted to each aspect of the Services performed and cost incurred. The Consultant shall permit the authorized representative of the Municipality to inspect and audit all data and records of the Consultant for work done under this Contract. The Consultant shall make these records available at reasonable times during this Contract period, and for a year after termination of this Contract.

(c) The service rates and projected utilization set forth in the applicable Statement of Work shall adjust each calendar year in accordance with the annual rates approved by the Board of Directors of GISC which shall be reflected in a Supplemental Statement of Work.

(d) Payments to the Consultant shall be made pursuant to the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

(e) The Municipality is a tax-exempt municipality and will provide Consultant with a copy of the Municipality's current sales tax exemption certificate. Consultant shall not charge the Municipality any tax incurred by the Consultant for these Services.

4.2 Service Rates. The fees and/or service rates set forth in the Statement of Work and Supplemental Statement of Work include all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use of, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

## SECTION 5 TERM

5.1 Initial Term. Subject to earlier termination pursuant to the terms of this Contract, the initial term of this Contract shall commence on the Effective Date and remain in effect for one (1) year (the "**Initial Term**").

5.2 Renewal Terms. The Initial Term may be extended for successive one (1) year periods or for any other period as mutually agreed to in writing and set forth in a Supplemental Statement of Work executed by both parties (each, a "**Renewal Term**").

5.3 Status of this Contract. The expiration of the Initial Term or a Renewal Term shall not terminate or affect the obligations of the Parties to each other under any existing Statement of Work or Supplemental Statement of Work issued pursuant to this Contract, and such Statement of Work or Supplemental Statement of Work shall continue in full force and effect and shall continue to be governed by the terms of this Contract until the expiration or completion of such Statement of Work or Supplement Statement of Work or until such Statement of Work or Supplemental Statement of Work is itself terminated pursuant to this Contract.

## SECTION 6 TERMINATION OF CONTRACT

6.1 Voluntary Termination. Notwithstanding any other provision hereof, (a) the Municipality may terminate this Contract, any Statement of Work, or any Supplemental Statement of Work during the Initial Term or any Renewal Term, with or without cause, at any time upon ninety (90) calendar days prior written notice to the Consultant.; (b) the Consultant may terminate this Contract, any Statement of Work, or any Supplemental Statement of Work, with or without cause, at any time upon one hundred eighty (180) calendar days prior written notice to the Municipality; or (c) following the expiration of the Term of this Agreement, and notwithstanding Section 5.3 of this Agreement, either Party may terminate any Statement of Work or any

Supplemental Statement of Work, with or without cause, upon thirty (30) calendar days prior written notice to the other Party.

6.2 Termination for Breach. Either party may terminate this Contract upon written notice to the other party following a material breach of a material provision of this Contract by the other party if the breaching party does not cure such breach within fifteen (15) days of receipt of written notice of such breach from the non-breaching party.

6.3 Payment for Services Rendered. In the event that this Contract is terminated in accordance with this Section 6, the Consultant shall be paid for services actually performed and reimbursable expenses actually incurred.

6.4 Effect of Termination. Termination of any Statement of Work or Supplemental Statement of Work will have no effect on this Contract. Termination of this Contract will serve to immediately terminate all open Statements of Work and Supplemental Statements of Work, absent a written agreement between the parties otherwise. Termination or expiration of this Contract, any Statement of Work, or any Supplemental Statement of Work will not affect any right or obligation of a party that comes into effect before, upon, or after such termination or expiration, or otherwise survives such termination or expiration, which was incurred by such party prior to such termination or expiration.

## SECTION 7 CONSULTANT PERSONNEL AND SUBCONTRACTORS

7.1 Adequate Staffing. The Consultant must assign and maintain during the term of this Contract and any renewal thereof, an adequate staff of competent employees, agents, or subcontractors ("Consultant Personnel") that is fully equipped, licensed as appropriate and qualified to perform the Services as required by the Statement of Work or Supplemental Statement of Work.

7.2 Availability of Personnel. The Consultant shall notify the Municipality as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Consultant Personnel assigned to provide the Municipality with the Services. The Consultant shall have no claim for damages and shall not bill the Municipality for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the time of performance as a result of any such termination, reassigning, or resignation.

7.3 Use of Subcontractors. The Consultant's use of any subcontractor or subcontract to perform the Services shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Contract. All Services performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of the Consultant. Consultant shall be fully responsible and assumes liability for the acts and omissions of all subcontractors directly or indirectly employed by, or working at the direction of, the Consultant in the performance of the Services.

7.4 Removal of Personnel and Subcontractors. Municipality may, upon written notice to Consultant, request that any Consultant Personnel be removed or replaced. Consultant shall

promptly endeavor to replace such Consultant Personnel and Municipality shall have no claim for damages for a delay or extension of the applicable Statement of Work as a result of any such removal or replacement.

7.5 Non-Solicitation of Consultant Employees. The Municipality agrees that during the term of this Contract and for a period of one (1) year thereafter, it shall not, directly or indirectly, through any other person, firm, corporation or other entity, solicit, induce, encourage or attempt to induce or encourage any employee of the Consultant to terminate his or her employment with the Consultant or to breach any other obligation to the Consultant. The Municipality acknowledges that the aforementioned restrictive covenant contained in this Section is reasonable and properly required for the adequate protection of the Consultant's business.

## **SECTION 8** **ACCOMMODATION OF CONSULTANT PERSONNEL; MUNICIPAL FACILITIES**

8.1 Facilities, Equipment, and Records. The Municipality shall provide the Consultant with adequate and safe office space, furnishings, records, hardware, software and connectivity to fulfill the objectives of the GIS program including, without limitation, the following:

- (a) Office space for the Consultant's Personnel. This space should effectively and securely house all required GIS systems, peripherals and support tools. This space must be available during normal business hours;
- (b) Furnishings including adequate desk(s), shelving, and seating for the Consultant's Personnel;
- (c) Hardware, software, peripherals, internet access, and network connectivity meeting current minimum technical standards, as determined by Consultant from time to time, to perform the program objectives efficiently; and
- (d) Any Municipality data or record which is necessary for carrying out the work as outlined in the Contract, Statement of Work or Supplemental Statement of Work.

8.2 Backup and Recovery Systems. The Municipality shall be responsible for installing, operating and monitoring the backup and recovery systems for all the Municipality's GIS assets that permit the Consultant to continue Services within a reasonable period of time following a disaster or outage. The Consultant shall be responsible for installing, operating and monitoring the backup and recovery systems for all Consultant's assets that permit the Municipality to continue accessing the GISC Materials and Services within a reasonable period of time following a disaster or outage.

8.3 Right of Entry; Limited Access. Consultant's Personnel performing Services shall be permitted to enter upon the Municipality's property in connection with the performance of the Services, subject to those rules established by the Municipality. Consent to enter upon a Municipality's facility given by the Municipality shall not create, nor be deemed to imply, the creation of any additional responsibilities on the part of the Municipality. Consultant's Personnel shall have the right to use only those facilities of the Municipality that are necessary to perform the Services and shall have no right to access any other facilities of the Municipality.

8.4 Compliance with Law. The Municipality shall comply with all applicable local, state, and federal laws including those pertaining to safety, harassment, and discrimination.

## SECTION 9 CONFIDENTIAL INFORMATION; INTELLECTUAL PROPERTY; FOIA

9.1 Municipal Materials. The Consultant acknowledges and agrees that all trademarks, service marks, logos, tradenames and images provided by or on behalf of the Municipality to the Consultant for use in performing the Services and the GIS database (including files created from the database) created by Consultant hereunder (the "***Municipal Materials***") are the sole and exclusive property of the Municipality. The Consultant acknowledges that this Contract is not a license to use the Municipal Materials except as needed to perform the Services hereunder.

9.2 Third-Party Materials. If applicable, to the extent the Consultant has agreed to obtain and/or license Third-Party Materials on behalf of Municipality, the Consultant shall obtain a license for Municipality to use the Third-Party Materials as part of the Services for the purpose specified in the applicable Statement of Work. "***Third-Party Materials***" shall include, but are not limited to, computer software, script or programming code or other materials owned by third parties and/or any software available from third parties, that is licensed by Consultant for the benefit of the Municipality.

9.3 GISC Materials. It is expressly understood that, excluding the Municipal Materials and Third-Party Materials, all members of GISC and the Consultant may use or share in any improvements or modifications incorporated into any computer software (in object code and source code form), script or programming code used or developed by the Consultant in providing Services hereunder (the "***GISC Materials***").

(a) The Consultant hereby grants the Municipality a limited, personal, nontransferable, non-exclusive license to use the GISC Materials solely for the purpose of and in connection with the Municipality's GIS. Upon expiration or termination of this Contract, or at such time the Municipality is no longer a member of GISC or in breach of its obligations hereunder, the Municipality shall not be entitled to or granted a license in future enhancements, improvements or modifications in the GISC Materials. The Municipality may grant a sublicense to a third party that the Municipality engages to maintain or update the GISC Materials in connection with the Municipality's GIS; provided that such third party agrees in writing to be bound by the license restrictions set forth in this Contract.

(b) The Municipality acknowledges that the Consultant is in the business of providing staffing resource support services and that the Consultant shall have the right to provide services and deliverables to third parties that are the same or similar to the services that are to be rendered under this Contract, and to use or otherwise exploit any GISC Materials in providing such services.

9.4 Confidential Information. In the performance of this Contract, the Consultant may have access to or receive certain information in the possession of the Municipality that is not generally known to members of the public ("***Confidential Information***"). The Consultant acknowledges that Confidential Information includes, but is not limited to, proprietary

information, copyrighted material, educational records, employee data, financial information, information relating to health records, resident account information, and other information of a personal nature. Consultant shall not use or disclose any Confidential Information without the prior written consent of the Municipality. Consultant will use appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of any Confidential Information received from or on behalf of the Municipality. Upon the expiration or termination of this Contract, Consultant shall promptly cease using and shall return or destroy (and certify in writing destruction of) all Confidential Information furnished by the Municipality along with all copies thereof in its possession including copies stored in any computer memory or storage medium. The term "Confidential Information" does not include information that (a) is or becomes generally available to the public other than as a result of a breach of this Contract by the Consultant; (b) was in the Consultant's or Consultant Personnel's possession on a non-confidential basis from any source other than the Municipality, which source, to the knowledge of the Consultant, is entitled to disclose such information without breach of any obligation of confidentiality; (c) is independently developed by the Consultant without the use of or reference to, in whole or in part, any Confidential Information; (d) required to be disclosed pursuant to a court order issued by a court having jurisdiction thereof (subject to Section 9.5); or (e) information subject to disclosure under FOIA (as defined below in Section 9.6). For avoidance of doubt, it is agreed that the GISC Materials shall not be considered Confidential Information.

**9.5 Dissemination of Confidential Information.** Unless directed by the Municipality, Consultant shall not disseminate any Confidential Information. If Consultant is presented with a request for documents by any administrative agency or with a subpoena *duces tecum* regarding any Confidential Information which may be in Consultant's possession as a result of Services provided under this Contract, unless prohibited by law, Consultant shall immediately give notice to the Municipality with the understanding that the Municipality shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. Consultant shall not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production or subpoena is quashed or withdrawn, or the time to produce is otherwise extended. Consultant shall cause its personnel, staff and subcontractors, if any, to undertake the same obligations regarding confidentiality and dissemination of information as agreed to by Consultant under this Contract.

**9.6 Freedom of Information Act Requests.** Within four (4) business days after the Municipality's Notice to the Consultant of the Municipality's receipt of a request made pursuant to the Illinois Freedom of Information Act (ILCS 140/1 et seq. – herein "FOIA"), the Consultant shall furnish all requested records in the Consultant's possession which are in any manner related to this Contract or the Consultant's performance of the Services, including but not limited to any documentation related to the Municipality and associated therewith. The Consultant shall not apply any costs or charge any fees to the Municipality or any other person, firm or corporation for its procurement and retrieval of such records in the Consultant's possession which are sought to be copied or reviewed in accordance with such FOIA request or requests. The Consultant shall defend, indemnify and hold harmless the Municipality including its several departments and including its officers and employees and shall pay all of the Consultant's Costs associated with such FOIA request or requests including Costs arising from the Consultant's failure or alleged failure to timely furnish such documentation and/or arising from the Consultant's failure or alleged failure otherwise to comply with the FOIA, whether or not associated with the Consultant's and/or

the Municipality's defense of any litigation associated therewith. In addition, if the Consultant requests the Municipality to deny the FOIA request or any portion thereof by utilizing one or more of the lawful exemptions provided for in the FOIA, the Consultant shall pay all Costs in connection therewith. As used herein, "in the Consultant's possession" includes documents in the possession of any of the Consultant's officers, agents, employees and/or independent contractors; and "Costs" includes but is not limited to attorneys' fees, witness fees, filing fees and any and all other expenses — whether incurred by the Municipality or the Consultant.

9.7 News Releases. The Consultant may not issue any news releases without prior approval from the Municipality Manager nor will the Consultant make public proposals developed under this Contract without prior written approval from the Municipality Manager.

9.8 Survive Termination. The provisions of Section 9.1 and 9.4 through and including 9.8 shall survive the termination of this Contract.

## **SECTION 10 LIMITATION OF LIABILITY**

10.1 THE REPRESENTATIONS SET FORTH IN THIS CONTRACT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, ARISING BY LAW OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ANY FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTIES ARISING FROM TRADE USAGE, COURSE OF DEALING OR COURSE OF PERFORMANCE. UNDER NO CIRCUMSTANCES SHALL EITHER THE CONSULTANT OR THE MUNICIPALITY BE LIABLE TO THE OTHER FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL OR INCIDENTAL DAMAGES, INCLUDING LOST SALES OR PROFITS, IN CONNECTION WITH THIS CONTRACT, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

## **SECTION 11 CONSULTANT WARRANTY; INDEMNIFICATION; INSURANCE**

11.1 Warranty of Services. The Consultant warrants that the Services shall be performed in accordance with industry standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the time of the Effective Date.

11.2 Indemnification. The Consultant shall indemnify and save harmless the Municipality and its officers, employees, and agents from and against any and all loss, liability and damages of whatever nature, including Workmen's Compensation claims by Consultant's employees, in any way resulting from or arising out of the intentional, willful and wanton, negligent and/or gross negligent actions or omissions of the Consultant, the Consultant's employees and agents.

11.3 Insurance. The Consultant must procure and maintain, for the duration of this Contract, insurance as provided in *Attachment 2* to this Contract.

11.4 No Personal Liability No official, director, officer, agent, or employee of any party shall be charged personally or held contractually liable by or to the other party under any term or provision of this Contract or because of its or their execution, approval or attempted execution of this Contract.

## SECTION 12 GENERAL PROVISIONS

12.1 Equal Employment Opportunity Clause. In the event of the Consultant's non-compliance with the provisions of this Section 12.1 or the Illinois Human Rights Act, 775 ILCS 5/1-101, *et seq.*, as it may be amended from time to time, and any successor thereto (the "Act"), the Consultant may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Consultant agrees as follows:

- (a) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and, further, the Consultant will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.
- (b) That, if the Consultant hires additional employees in order to perform this Contract or any portion of this Contract, the Consultant will determine the availability (in accordance with 44 Ill. Admin. C. 750.5, *et seq.*, as it may be amended from time to time, and any successor thereto (the "Applicable Regulations")) of minorities and women in the areas from which the Consultant may reasonably recruit and the Consultant will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
- (c) That, in all solicitations or advertisements for employees placed by the Consultant or on the Consultant's behalf, the Consultant will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service.
- (d) That the Consultant will send to each labor organization or representative of workers with which the Consultant has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the Consultant's obligations under the Act and the Applicable Regulations. If any labor organization or representative fails or refuses to cooperate with the Consultant in the Consultant's efforts to comply with the Act and the Applicable Regulations, the Consultant will promptly notify the Illinois Department of Human Rights (the "Department") and the Municipality and will recruit employees from other sources when necessary to fulfill its obligations under the Contract.

(e) That the Consultant will submit reports as required by the Applicable Regulations, furnish all relevant information as may from time to time be requested by the Department or the Municipality, and in all respects comply with the Act and the Applicable Regulations.

(f) That the Consultant will permit access to all relevant books, records, accounts and work sites by personnel of the Municipality and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.

(g) That the Consultant will include verbatim or by reference the provisions of this Section 12.1 in every subcontract awarded under which any portion of the Contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this Contract, the Consultant will be liable for compliance with applicable provisions of this Section 12.1 by subcontractors; and further the Consultant will promptly notify the Municipality and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Consultant will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

12.2 No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.*

12.3 Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

12.4 Compliance with Laws and Grants. Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Consultant shall also comply with all conditions of any federal, state, or local grant received by Municipality or Consultant with respect to this Contract or the Services.

12.5 Assignments and Successors. This Contract and each and every portion thereof shall be binding upon the successors and the assigns of the parties hereto; provided, however, that

no assignment, delegation or subcontracting shall be made without the prior written consent of the Municipality.

12.6 Severability. The parties intend and agree that, if any paragraph, subparagraph, phrase, clause, or other provision of this Contract, or any portion thereof, shall be held to be void or otherwise unenforceable, all other portions of this Contract shall remain in full force and effect.

12.7 Third Party Beneficiary. No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than the Consultant shall be made or be valid against the Municipality.

12.8 Waiver. No waiver of any provision of this Contract shall be deemed to or constitute a waiver of any other provision of this Contract (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Contract.

12.9 Governing Laws. This Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois. Venue shall reside in Cook County, Illinois.

12.10 Headings. The headings of the several paragraphs of this Contract are inserted only as a matter of convenience and for reference and in no way are they intended to define, limit, or describe the scope of intent of any provision of this Contract, nor shall they be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

12.11 Modification or Amendment. This Contract constitutes the entire Contract of the parties on the subject matter hereof and may not be changed, modified, discharged, or extended except by written amendment or Supplemental Statement of Work duly executed by the parties. Each party agrees that no representations or warranties shall be binding upon the other party unless expressed in writing herein or in a duly executed amendment hereof.

12.12 Attachments. Attachments 1 and 2 are attached hereto, and by this reference incorporated in and made a part of this Contract. In the event of a conflict between any Attachment and the text of this Contract, the text of this Contract shall control.

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

12.14 Good Faith Negotiation. Before commencing any legal action, the parties agree to enter into good faith negotiations to resolve any controversy, claim, or dispute ("Dispute"). Such good faith negotiations shall commence promptly upon a party's receipt of notice of any Dispute from the other party and continue for a period of fourteen (14) days or any period of time as mutually agreed upon.

12.15 Notices. All notices, reports and documents required under this Contract shall be in writing (including prepaid overnight courier, electronic transmission or similar writing) and shall

be given to such party at its address or e-mail address set forth below, or at such other address or e-mail address as such party may hereafter specify from time to time. Each such notice shall be effective (i) if given by first class mail or prepaid overnight courier, when received, or (ii) if sent to an e-mail address, upon the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return e-mail or other written acknowledgment).

If to Municipality:      Village of Lake Zurich  
                                   70 E Main St  
                                   Lake Zurich, IL 60047  
                                   Attention: Mike Brown  
                                   E-mail: mike.brown@lakezurich.org

If to Consultant:      Municipal GIS Partners, Incorporated  
                                   701 Lee Street, Suite 1020  
                                   Des Plaines, IL 60016  
                                   Attention: Thomas Thomey  
                                   E-mail: tthomey@mgpinc.com

**12.16 Force Majeure.** No party to this Contract shall be responsible or liable for, or deemed in breach hereof because of, any delay in the performance of its respective obligations under this Contract to the extent that such delay is due substantially to circumstances beyond the party's reasonable control and without the fault or negligence of the party experiencing such delay. Such circumstances may include, but are not limited to, any act of God, fire or other casualty, epidemic, quarantine, "stay home" or similar order, strike or labor dispute, embargo, war or violence, act of terrorism, or any law, order, proclamation, ordinance, demand, requirement, action or inaction of any national, state, provincial, local, or other government or governmental agency (each, a "**Force Majeure**"). Upon the occurrence of a Force Majeure, the party experiencing the Force Majeure shall notify the other party in writing immediately following such Force Majeure, but in no case later than three (3) business days after such party becomes aware of the occurrence of the Force Majeure. The written notification shall provide a reasonably detailed explanation of the Force Majeure.

**12.17 Counterpart Execution.** This Contract, Statement of Work or any Supplemental Statement of Work may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**12.18 Tort Immunity Defenses.** Nothing contained in the Contract is intended to constitute, and nothing in the Contract will constitute, a waiver of the rights, defenses, and immunities provided or available to the Municipality under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10 et seq. or any other applicable State law.

**[REMAINDER INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF**, the undersigned have placed their hands and seals hereto as of the date first above written.

ATTEST:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

**VILLAGE OF LAKE ZURICH**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

ATTEST:

By:   
Name: Brian Dieker  
Its: Business Operations Manager

**CONSULTANT: MUNICIPAL GIS  
PARTNERS, INCORPORATED**

By:   
Name: Thomas A. Thomey  
Its: President

**Attachment 1**

**Statement of Work  
to  
GIS Consortium Service Provider Contract**

(see attached)

**Attachment 2**

**Insurance  
to  
GIS Consortium Service Provider Contract**

(see attached)



*At the Heart of Community*

PUBLIC WORKS DEPARTMENT

505 Telser Road  
Lake Zurich, Illinois 60047

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

MEMORANDUM

AGENDA ITEM

7f

Date: November 25, 2025  
To: Ray Keller, Village Manager *PK*  
From: Steven J. Paulus, Public Works Assistant Director  
CC: Steven D. Husak, Police Chief  
Michael J. Brown, Public Works Director  
Subject: Vehicle Replacement

**Issue:** As is the case with most modern municipal public safety agencies, the Lake Zurich Police Department largely deliver services to the public via its fleet of vehicles. This fleet represents a substantial investment of tax payer money, and the Police Department is committed to working with Public Works in managing its fleet as efficiently and effectively as possible. I work closely with police personnel to ensure that a reasonable plan is developed and carried out. The purchase of two replacement police vehicles has been recommended.

**Strategic Plan** – *The requested vehicle purchases are consistent with the following Goals and Objectives of the Strategic Plan.*

**GOAL #1 – FINANCIAL SUSTAINABILITY**

*Objective F: Continue to conduct organizational analyses to determine if further efficiencies are obtainable*

**GOAL #3 – INFRASTRUCTURE**

*Objective B: Explore the feasibility of the development of a Fixed Asset Analysis and Inventory (to include the preparation of a schedule for asset replacement and maintenance)*

**Analysis:** The FY2026 budget contains \$128,000.00 to replace and equip two police vehicles. One vehicle scheduled to be replaced is a 2017 Ford Police Interceptor Utility with 106,000 miles and the other is a 2017 Ford Police Interceptor Utility with 94,000 miles, both currently used by the Traffic Safety Division. In order to standardize and increase efficiencies within the fleet, these vehicles will be reassigned either to the Criminal Investigation Division (CID) or to a different department within the Village if needed. Once it is determined in which vehicles in need of replacement, those vehicles will be sent to auction.

These vehicles have met the replacement criteria and have been planned for replacement in the Community Investment Plan.

Ford's order window will be closing between the middle of December and the middle of January. The next order window is not expected until late fall.

The proposed replacement vehicles will be 2026 Ford Police Interceptor Utility vehicles. The Village has purchased similar police patrol vehicles over the past several years and they have performed very well. The cost of the Police vehicle will be \$46,520.00 each. Delivery is expected three to six months upon approval.

The balance of funds will be utilized to equip the vehicle with specific gear and safety features intended for emergency response vehicles.

**Recommendation:** Approval of the purchase of two 2026 Ford Police Interceptor Utility vehicles in the amount of \$93,040.00 from Currie Motors under the Suburban Purchasing Cooperative Contract #204, with the total purchase not to exceed the budgeted amount of \$128,000.00.



**2026 Ford Utility  
Interceptor Contract #204**

**\$44,954.00**



**Currie Motors Fleet**

*Nice People to do Business With*

Good Thru 11/15/25  
Order Cut-Off 12/25



## 2026 Ford Utility Interceptor

**\$44,954.00**

### Standard Features

**MECHANICAL** • 3.3L V-6 TI-VCT Motor Gasoline –Standard • AWD Drivetrain Transmission – 10-speed automatic, police calibrated • Brakes – Police calibrated high-performance • 4- Wheel heavy-duty disc w/heavy-duty front and rear calipers • Brake Rotors – large mass for high thermal capacity and calipers with large swept area. • Electric Power-Assist Steering (EPAS) – Heavy-Duty • DC/DC converter – 220-Amp • Cooling System – Heavy-duty, Engine oil cooler and transmission oil cooler • Engine Idle Hour Meter • Powertrain mounts – Heavy-Duty • Class III Trailer Hitch Receiver and (2) recovery hooks • Class III Trailer Tow Lighting Package • Wheels – Heavy-duty steel, vented with center cap— Full size spare tire w/TPMS • 50-State Emissions System • H8 AGM Battery • **Engine Idle Control** • Manual Police Pursuit Mode

**EXTERIOR** • Antenna, Roof-mounted • Cladding – Lower body-side cladding • Door Handles – Black • Exhaust, True Dual • **Daytime Running Lamps – Configurable ON/OFF through instrument cluster** • Door-Lock Cylinders (Front Driver / Passenger / Lift-gate) • Glass – 2nd Row, Rear Quarter and Lift-gate Privacy Glass • Grille – Black • Headlamps – Automatic, LED Low-and-High-Beam • Lift-gate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder • Mirrors – Black Caps Power Electric Remote Heated Manual Folding with Integrated Spotter • Spare – Full size 18" Tire w/TPMS • Spoiler – Painted Black • Lift-gate Handle • Tail lamps – LED • Tires – 255/60R18 A/S BSW • Wheel-Lip Molding – Black • Wheels – 18" x 8.0 painted black steel with polished stainless steel hub cover • Windshield – Acoustic Laminated • **Rear Tail Light Housing**

**INTERIOR/COMFORT** • Cargo Hooks in cargo area • Climate Control – Dual-Zone Electronic Automatic Temperature Control • Door-Locks – Power • Fixed Pedals (Driver Dead Pedal) • Floor – Heavy-Duty Thermoplastic Elastomer • Glove Box – Locking/non-illuminated • Grab Handles • Heated Sanitization Solution • **Lift gate Release Switch located in overhead console (45 second timeout feature)** • Lighting – Overhead Console – Red/White Task Lighting in Overhead Console – 3rd row overhead map light • Mirror – Day/night Rear View • Particulate Air Filter • Power points – (1) First Row • Rear-door closeout panels • Rear-window Defrost • Scuff Plates – Front & Rear • Seats – 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters – 1st Row – Driver 6-way lower track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar) – 1st Row – passenger 2-way manual track (fore/aft. with manual recline) – Built-in steel intrusion plates in both driver/passenger seatbacks – 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) • Speed (Cruise) Control • Speedometer –

Calibrated (includes digital readout) • Steering Wheel – Manual / Tilt / Telescoping, Speed Controls and 4 user – configurable latching switches Sun visors, color-keyed, non-illuminated • Universal Top Tray – Center of I/P for mounting aftermarket equipment • Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature • **Power Passenger Seat** • **Courtesy Lights Disabled** • **Rear Dome Light** • **Aux. Rear A/C**

**SAFETY/SECURITY** • Advance Trac® w/RSC® • Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Curtain Airbags and Safety Canopy® • Anti-Lock Brakes (ABS) with Traction Control • Brakes – Police calibrated high-performance regenerative braking system • Belt-Minder® (Front Driver / Passenger) • Child-Safety Locks • Individual Tire Pressure Monitoring System (TPMS) • LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations • **Rearview Camera viewable on 8" Center Stack** • **Seat Belts, Pretensioner /Energy-Management System w/adjustable height in 1st Row** • SOS Post-Crash Alert System™ • Perimeter Alert • **Remote Keyless Fob** • **BLIS** • **Cross Traffic Brake Assist** • **Pre-Collision Mitigation System** • **Reverse Sensing System**

**Police Up-fit Friendly** • Consistent 11-inch space between driver and passenger seats for aftermarket consoles (9-inch center console mounting plate) • Console mounting plate • Dash pass-thru opening for aftermarket wiring • Headliner- easy to service • Two (2) 50 amp battery ground circuits – power distribution junction block (repositioned behind 2nd row seat floorboard). • **Grill Wiring** • **100 Watt siren/Speaker Prep Kit**

**Functional** • Audio— AM/FM / MP3 Capable / Clock / 4-speakers— SYNC® interface — Includes hands-free voice command support — USB Port — (1) — 8" Color LCD Screen Center- Stack "Smart Display" • Easy Fuel® Capless Fuel-Filler • Fleet Telematics Modem to support Ford Pro™ Telematics • Front door tether straps (driver/passenger) • Power pigtail harness • Simple Fleet Key; 4-keys • Two-way radio pre-wire • Two (2) 50 amp battery power circuits – power distribution junction block (behind 2nd row passenger seat floorboard) • Wipers – Front Speed- Sensitive Intermittent; Rear Dual Speed Wiper • Up fitter Interface System • PAITRO output tied to lift gate release switch • 3 Year 36,000 Mile Warranty-5 Year 100,000 mile Powertrain Warranty • **Delivery under 75 miles**



## Models

## OPTIONS-Mechanical/Functional

99W-3.3L V-6 Direct Injected Hybrid System	2661.00
99C-3.0L Eco boost-NA w/ 65U	2,679.00
76D-Deflector Plate (engine and transmission shield)	320.00
41H-Block Heater	179.00
18X-100 Watt Siren Speaker (includes bracket and pig tail)	329.00
60R-Noise Suppression	94.00
67U-Ultimate Wiring Kit	602.00
67V-Connector Kit	188.00
85D-Front Console Mounting Plate Delete (NA with 67H, 67U, 85R)	NC
85R-Rear Mounting Plate (NA with 65U, 85D)	56.00
67H Ready For the Road Package-OEM Lighting and Wiring Package	3,807.00
18D-Global Lock/Unlock- <b>Deletes 45 second Lift Gate Lock Release</b>	N/C

## Options-Exterior

16P Rear Bumper Step Pad	94.00
65L 18" Wheel Covers	65.00
Keyed Alike CODE	47.00
942-Daytime Running Light-Cannot be Reprogrammed	47.00
68G- Rear Door Locks Inoperable	N/C
52P-Hidden Door Lock Plunger Includes 68G	150.00
43A-Rear Auxiliary Lights	376.00
96T-Rear Spoiler Traffic Light-Compatible with Interior Upgrade Package	1,410.00
51P-Drivers Side Spot Light Prep	132.00
51S-Dual Spot Lights-Unity	743.00
51T-Drivers Spot Light-Whelen	394.00
51V-Dual Spot Lights-Whelen	828.00
51W-Dual Spot Prep	282.00
51R-Drivers Side Unity Spot Light- <b>PLEASE SELECT IF DESIRED</b>	N/C
63B-Side Marker Lights	461.00
63L-Quarter Glass Lights	546.00
66A-Front Headlamp Package	846.00
66B-Tail Lamp Package	405.00
66C-Rear Light Package	432.00
16D-Badge Delete	N/C
21L Front Auxiliary Light	546.00

## Options-Interior

47E 12.1" Integrated Computer Screen	3,478.00
63V Cargo Vault (Lockable Small Compartment)	253.00
65U Interior Upgrade Package-Includes Civilian-Style Console /Carpet- <b>NA w/99C</b>	573.00
92R Solar Tint 2 <sup>nd</sup> Row (Deletes Privacy Glass)	85.00
92G Solar Tint 2 <sup>nd</sup> Row and Cargo Area (Deletes Privacy Glass)	112.00
87M 4" Rear Camera (1/4 size Picture in Picture in Upper Left Quadrant of Display)	N/C

	16C Carpet Floor Covering	141.00
	FW Ebony Cloth Seating	65.00
	90D Ballistic Door Panels (Level III +)-Driver Front Door Only	1495.00
	90E Ballistic Door Panels (Level III+)- Driver and Passenger Front Doors Only	2979.00
	90F Ballistic Door Panels (Level IV+)- Driver Front Door Only	2274.00
	90G Ballistic Door Panels (Level IV +)- Driver and Passenger Front Doors Only	4541.00

### Exterior Colors

	E4-Vermillion Red	
	YZ-Oxford White	
	LK-Dark Blue	
	LM-Royal Blue	
	M7-Carbonized Gray	
	TN-Silver Grey Metallic-Replaces Silver	
	UJ-Sterling Gray	
	UM-Agate Black	
	F1-Police Green	

### Miscellaneous Options

	4-Corner LED Amber Strobes	1,595.00
	Rustproofing (Does Not Include Undercoating)	395.00
	Delivery Over 75 Miles	250.00
	Certificate of Origin (Customer to Complete Licensing)	N/C
	License and Title- Municipal	Municipal Police
	Passenger Title and Plates	351.00



**Title Name:** \_\_\_\_\_

**Title Address:** \_\_\_\_\_

**Title City:** \_\_\_\_\_

**Title Zip Code:** \_\_\_\_\_

**License Plate Desired:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**PO Number:** \_\_\_\_\_

**FIN Code:** \_\_\_\_\_

**Tax Exempt Number:** \_\_\_\_\_

**Total Dollar Amount:** \$ \_\_\_\_\_

**Delivery Address:** \_\_\_\_\_

**Additional Information / Notes:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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



**IMPORTANT ORDERING INFORMATION**

*Orders require a signed original Purchase Order and Tax-Exempt Letter.*

*Stock Units Available*

**Submit documents to:**

**Currie Motors Commercial Center**

10125 W Laraway  
Frankfort, IL 60423

**Main Phone:** (815)464-9200

**Contacts:**

**Tom Sullivan**

Email: [tsullivan@curriemotors.com](mailto:tsullivan@curriemotors.com)

Phone: (815) 464-9200

**Nic Cortellini**

Email: [ncortellini@curriemotors.com](mailto:ncortellini@curriemotors.com)

Phone: (815) 464-9200

**Note: Production is based upon plant scheduling and commodity restrictions and is subject to cancellation.**

**Payment is due at the time of delivery.**



*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

7g

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Date: November 21, 2025  
To: Ray Keller, Village Manager *PK*  
From: Michael Duebner, Assistant Village Manager  
Subject: BS&A Upgrade and Cloud Hosting Contract

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**Issue:** The Village has been using BS&A Enterprise Resource Planning (ERP) Software since 2018 in an on-premises solution. As we have seen with many applications, BS&A is following the industry trend, ending innovation for the on-premises solution and concentrating on their cloud applications.

**Analysis:** BS&A Software is utilized throughout all Village departments to manage financial transactions, building permits, fire department operational permits, business licenses, work orders, and including several online interactions with residents and business. In short, it is the electronic backbone that supports Village operations.

When the applications were purchased and implemented in 2018 it exclusively available as on-premises solution. Over the years, significant enhancements and bug fixes were made to provide new functionality that staff has used to streamline operations. In 2021, an integration with InvoiceCloud was implemented, enabling 24/7 online bill payment.

In the 3 years, BS&A Software has moved its core software platform to the cloud, replacing its older on-premises solutions with a Software-as-a-Service (SaaS) model called BS&A Cloud. This cloud platform, built on Microsoft Azure, offers enhanced features like improved scalability, security, and remote access for municipal governments to manage operations across all modules. The older on-premises solution is being phased out with new functionality limited to the cloud.

The proposed contract to move to BS&A Cloud includes the following one-time and annual fees:

• Upgrade to existing modules (annual fee)	\$59,755
• Cloud new purchase (annual fee)	4,405
• Data conversion & database setup	5,290
• Implementation and training	50,815
Total	\$120,265

Staff successfully negotiated a \$10,000 discount contingent upon the execution of the contract before December 31, 2025.

**Recommendation:** Staff is requesting consideration and approval of the proposed contract with BS&A Software of Bath, MI in the amount of \$120,265 inclusive of annual fees associated with BS&A Cloud.

**Proposal for:  
Village of Lake Zurich, Lake County IL  
October 3, 2025  
Quoted by: Nathan Holder**

**Software and Services for BS&A Cloud Upgrade**



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software  
14965 Abbey Lane Bath MI 48808  
(855) BSA-SOFT  
bsasoftware.com

## Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

### Upgrade - Cloud Modules – Annual Fee

#### Financial Management

GL-General Ledger	\$5,900.00
AP-Account Payable	\$4,825.00
PO-Purchase Order	\$4,720.00
CR-Cash Receipting	\$5,350.00
AR-Account Receivables	\$4,510.00
Total	\$25,305.00

#### Community Development

BD-Building Department	\$9,610.00
BL-Business License	\$4,615.00
Total	\$14,225.00

#### BS&A Online

Fees for BS&A Online subscription services will be charged at the next renewal period.

CD-Building	\$4,090.00
Total	\$4,090.00

#### Utility Billing

WO-Work Orders	\$4,825.00
SR-Service Request (To be implemented when available)	\$3,750.00
UB-Utility Billing	\$7,560.00
Total	\$16,135.00

**Subtotal** **\$59,755.00**



Page 2 of 6

Village of Lake Zurich, Lake County IL  
Q-02411 | October 3, 2025  
Prices good through December 31, 2025

### New Purchase - Cloud Modules - Annual Fee

#### Financial Management

FA-Fixed Assets		\$4,405.00
	Total	\$4,405.00
	<b>Subtotal</b>	<b>\$4,405.00</b>

### Data Conversions/Database Setup

FA-Manual Database Setup + Import		\$5,290.00
Import of Assets, Setup of Assets, Entry of Value, Accumulated Depreciation		
	<b>Total</b>	<b>\$5,290.00</b>

### Upgrade Implementation

#### Services include:

- Management of your upgrade by our dedicated upgrade team for a smooth shift from .NET to cloud-based software, minimizing disruption
- Project schedule aligned with your processes and needs, ensuring a seamless transition timeline
- Expedited upgrade to cloud capturing existing process to minimize demands required of client teams
- Onboarding planned around critical process dates, ensuring your team is well-prepared for effective cloud software utilization
- Central contact for streamlined communication between project leaders, developers, IT staff, and conversion resources
- Testing and implementation of existing municipal customizations prior to go-live, preserving functionality and ensuring critical components are converted
- Preliminary data conversion with attachments, mirroring final conversion for a smooth transition
- Thorough data verification for all modules, ensuring accuracy and reliability of converted data, including automated balancing
- Key module validation managed by dedicated upgrade team (vs. customer in previous methodology), including testing of parallel processes
- Migration of key custom user-based designed reports handled out-the-box, enabling seamless access to critical insights.
- As needed, transition from .NET Online Payments to cloud architecture configuration for uninterrupted payment processing.
- Automated scaffolding of users and security roles based on your previous configurations
- Conversion of approval workflows based on role-based security, maintaining established processes
- As needed, configuration of existing hardware (barcode scanners, etc.) for seamless integration with cloud environment
- Documentation of our standard processes, facilitating easy access to essential information
- Upgrade training
- Prioritized response post go-live for 2 weeks from the upgrade team
- 3 post go-live survey touch points to check-in on post-go live experience
- Remote go-live assistance and remote office hours for a successful transition to the cloud-based software
- Travel not expected, but any necessary travel would be billed at a per trip and/or per day cost

**\$57,500.00**



Page 3 of 6

Village of Lake Zurich, Lake County IL  
Q-02411 | October 3, 2025  
Prices good through December 31, 2025

### New Module Project Management and Implementation Planning

**Services include:**

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

Total	\$665.00
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### New Module Implementation and Training

- \$1,325/day
- Days quoted are estimates; you are billed for actual days used
- Training days quoted/billed in full day increments only

**Services include:**

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

#### Setup Days

ITS Setup - FM	Setup Days: 1	\$1,325.00
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Total Setup Days: 1	Subtotal: \$1,325.00
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#### Implementation and Training Days

ITS Training - FM	Training Days: 1	\$1,325.00
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Total Training Days: 1	Subtotal: \$1,325.00
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<b>Total Days: 2</b>	<b>Total: \$2,650.00</b>
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Village of Lake Zurich, Lake County IL  
Q-02411 | October 3, 2025  
Prices good through December 31, 2025

## Cost Totals

Upgrade Modules – Annual Fee	Subtotal	\$59,755.00
Cloud New Purchase – Annual Fee	Subtotal	\$4,405.00
Data Conversions/Database Setup	Subtotal	\$5,290.00
Upgrade Implementation	Subtotal	\$57,500.00
Project Management and Implementation Planning	Subtotal	\$665.00
Implementation and Training	Subtotal	\$2,650.00
<i>Courtesy Discount if executed before 12/31/2025</i>	Subtotal	-\$10,000.00

<b>Total Proposed</b>	<b>\$120,265.00</b>
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**The final invoice will reflect actual expenses following the completion of training activities based on the guidelines described below.**

\$160/\$185/\$225 per day hotel, varies by state  
 \$90 per day car rental  
 \$70 per day meals  
 \$730 per trip airfare/related expenses  
 \$0.70/mile round trip for drive distance

## Payment Schedule

- 1<sup>st</sup> Payment: **\$24,705** to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: **\$59,755** to be invoiced upon the subscription start date for upgrade modules.
- 3<sup>rd</sup> Payment: **\$28,750** to be invoiced upon completion of upgrade implementation.
- 4<sup>th</sup> Payment: **\$4,405** to be invoiced upon the subscription start date of new modules.
- 5<sup>th</sup> Payment: **\$2,650** to be invoiced upon completion of new module training.

## Addendum

### Conversion Scope Definition

*The successful conversion of data from a customer's legacy system(s) is contingent upon the Customer's ability to provide complete and accurate data exports. When possible, BS&A will assist with or perform the data extraction from the Customer's legacy system(s). To complete this project successfully, the Customer shall:*

- *Provide access to all required data exports from legacy systems in a mutually agreed-upon format and according to the project timeline.*
- *Ensure the completeness and accuracy of all exported data.*
- *Provide documentation regarding data structures, relationships, and business rules associated with the legacy data.*
- *Designate a knowledgeable representative familiar with the legacy system to address questions or issues that may arise during the conversion process.*

*BS&A's ability to complete the data conversion is dependent upon the fulfillment of these Customer responsibilities.*

*In addition:*

- *The scope of this conversion is based on the information provided by the customer regarding their legacy system(s). If additional data sources are introduced or if the scope of the legacy system(s) changes, this may result in additional charge or changes to the project schedules.*
- *The following outlines the data points that can be converted into BS&A. Any data point that is not used or not available in the legacy system will not be included in the conversion process.*

### Financial Management Suite

#### Fixed Assets

- *FA Import*
  - *All assets and asset values imported to retain full asset listing*



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Village of Lake Zurich, Lake County IL  
Q-02411 | October 3, 2025  
Prices good through December 31, 2025

**VILLAGE OF LAKE ZURICH****ORDINANCE NO. 2025-12-640****AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE VILLAGE OF LAKE ZURICH FOR ALL CORPORATE PURPOSES FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2026 AND ENDING DECEMBER 31, 2026**

**WHEREAS**, the Village of Lake Zurich previously adopted Sections 8-2-9.1 through 8-2-9.10 of the Illinois Municipal Code, 65 ILCS 5/8-2-9.1 through 8-2-9.10, ("State Budget Law") by a two-thirds majority vote of the Board of Trustees then holding office, in accordance with Section 8-2-9.1 of the State Budget Law; and

**WHEREAS**, the Village Manager, as the duly appointed Budget Officer of the Village of Lake Zurich, has compiled a budget containing estimates of revenues available to the Village, and expenditure recommendations, for the Village's fiscal year commencing January 1, 2026, and ending December 31, 2026 (the "2026 Fiscal Year"), in accordance with the State Budget Law; and

**WHEREAS**, the Board of Trustees of the Village of Lake Zurich made a tentative annual budget for the 2026 Fiscal Year conveniently available to public inspection for at least 10 days prior to the passage of this Ordinance, in accordance with the State Budget Law; and

**WHEREAS**, not less than one week after publication of the tentative annual budget, and prior to final action of the Board of Trustees on the budget, the Board of Trustees held a public hearing on the tentative annual budget pursuant to notice of that public hearing given at least one week in advance of the time of the public hearing by publication in a newspaper having a general circulation in the Village, all in accordance with the State Budget Law; and

**WHEREAS**, the Board of Trustees have determined that all required and necessary processes and steps have been completed in accordance with applicable law for consideration and passage of an annual budget for the 2026 Fiscal Year;

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

**SECTION 1. RECEITALS.** The foregoing recitals are incorporated herein as findings of the Board of Trustees.

**SECTION 2. APPROVAL OF ANNUAL BUDGET FOR 2026 FISCAL YEAR.** The Board of Trustees hereby approves an annual budget for the fiscal year commencing January 1, 2026 and ending December 31, 2026, in the form attached to and by this reference incorporated into this Ordinance as Exhibit A (the "2026 Budget").

**SECTION 3. AUTHORITY OF BUDGET OFFICER.** The Board of Trustees hereby delegates authority to the Village Manager, as the Village's Budget Officer, to delete, add to,

change, or create sub-classes within object classes budgeted previously to any department, board, or commission.

**SECTION 4. EFFECTIVE DATE.** This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law. The Village Clerk is authorized and directed to file a certified copy of this Ordinance, together with a full and complete copy of the 2026 Budget adopted by this Ordinance, with the Lake County Clerk within 30 days after the adoption of this Ordinance.

PASSED this \_\_\_\_\_ day of December, 2025.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED this \_\_\_\_\_ day of December, 2025.

ATTEST:

\_\_\_\_\_  
Thomas Poynton, Village President

\_\_\_\_\_  
Kathleen Johnson, Village Clerk



*At the Heart of Community*

VILLAGE MANAGER'S OFFICE

70 East Main Street  
Lake Zurich, Illinois 60047

(847) 438-5141  
LakeZurich.org

AGENDA ITEM

*Sp*

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Date: November 24, 2025  
To: Ray Keller, Village Manager *PK*  
From: Erin Rauscher, Assistant to the Village Manager  
Subject: **Comprehensive Schedule Fee Updates**

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**Issue:** The proposed Ordinance amends various fees to offset increases to the Village's costs of administering building codes, general operations and utilities. New fees will be in effect January 1, 2026.

**Village Strategic Plan:** This agenda item is consistent with a goal from the Lake Zurich Strategic Plan, which is to ensure Financial Sustainability and continue to conduct organizational analysis to ensure efficiencies.

**Analysis:** The following sections are scheduled for revision in this year's Title 13 update:

- Updated fees for permits and plan reviews.
- Updated fees for annexation, zoning reviews, text & map amendments, variations, site plan reviews, planned unit developments, plat amendments and fines for zoning code violations.
- Updated fees for water and sewer operations and Lake Michigan Capital

**Recommendation:** Staff is recommending consideration and approval attached Ordinance Amending Title 13 of the Village Code - Comprehensive Fee Schedule effective January 1, 2026.

w/ attachments: Ordinance 2025-12-641

## VILLAGE OF LAKE ZURICH



ORDINANCE NO. 2025-12-641

**AN ORDINANCE AMENDING TITLE 13 ENTITLED “COMPREHENSIVE FEE SCHEDULE” OF THE VILLAGE OF LAKE ZURICH MUNICIPAL CODE TO AMEND FEES RELATED TO THE COSTS OF MUNICIPAL SERVICES**

**WHEREAS**, a Comprehensive Fee Schedule has been prepared and presented to the Lake Zurich Village Board, listing all fees and fines that are assessed by the Village of Lake Zurich to cover the costs associated with municipal operations and enforcing local laws; and

**WHEREAS**, Title 13 of the Village Code was adopted in December 2018 via Ordinance #2018-12-279 to create a unified fee schedule to increase transparency of municipal fees and make it easier to amend fees as part of the annual budget cycle as necessary; and

**WHEREAS**, Title 13 was last updated in December 2024 through Ordinance #2024-12-598 in keeping with the recommendations of the annual budget cycle to amend fees and fines of the Village; and

**WHEREAS**, periodic reviews and updated to fees and fines allow the Village to equitably distribute costs, align with best practices, and continue providing high-quality municipal services; and

**WHEREAS**, the attached fees are directly related to the cost reasonably necessary to provide municipal services.

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

**Section 2.** That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**Section 3.** If any paragraph, section, clause or provision of this Ordinance is held invalid, the remainder shall continue in full force and effect without affecting the validity of the remaining portions of the Ordinance.

**Section 4.** This Ordinance shall become effective upon its passage and approval, and shall be published in pamphlet form as required by law.

**Section 5.** That Title 13 entitled “Comprehensive Fee Schedule” shall be, and is hereby amended, by deleting those provisions shown below as stricken through and by adding those provisions shown in bold red font and underscored.

## PUBLIC WAYS AND PROPERTY

Code Section	Subject	Fee/Fine
7-5-21	Service charges for residents:	Eff. 1-1-2026
	Water - operations and maintenance per 1,000 gallons	<u>\$8.38</u> <del>\$8.63</del>
	Water – Lake Michigan Water per 1,000 gallons	<u>\$4.50</u> <del>\$6.00</del>
	Water - capital improvements per 1,000 gallons (Infrastructure)	<u>\$7.69</u> <del>\$7.92</del>
	Water - Lake County treatment	<u>\$5.06</u> <del>\$5.26</del>
	Irrigation only - operations and maintenance per 1,000 gallons	<u>\$5.94</u> <del>\$6.12</del>
	Irrigation only- capital improvements per 1,000 gallons	<u>\$4.33</u> <del>\$4.46</del>
	Irrigation only – Lake Michigan Water per 1,000 gallons	<u>\$4.50</u> <del>\$6.00</del>
	Minimum basic charge based upon 2,000 gallons per month	<u>\$51.26</u> <del>\$55.62</del>
	Sanitary sewer service only flat charge per month	<u>\$75.00</u> <del>\$76.50</del>
	Combined water/sewer rate per 1,000 gallons	<u>\$25.63</u> <del>\$27.81</del>
7-5-21	Service charges for non-residents:	
	Water - operations and maintenance per 1,000 gallons	<u>\$16.76</u> <del>\$17.26</del>
	Water – debt service per 1,000 gallons	
	Water - capital improvements per 1,000 gallons	<u>\$7.69</u> <del>\$7.92</del>
	Water - Lake Michigan water per 1,000 gallons	<u>\$4.50</u> <del>\$6.00</del>
	Water - Lake County treatment per 1,000 gallons	<u>\$5.06</u> <del>\$5.26</del>
	Irrigation only - operations and maintenance per 1,000 gallons	<u>\$11.88</u> <del>\$12.24</del>
	Irrigation only - capital improvements per 1,000 gallons (Infrastructure)	<u>\$4.33</u> <del>\$4.46</del>
	Irrigation only - Lake Michigan water per 1,000 gallons	<u>\$4.50</u> <del>\$6.00</del>

	Sewer - operations and maintenance per 1,000 gallons	\$9.55 <del>\$9.84</del>	
	Sewer - debt service per 1,000 gallons		
	Sewer - capital improvements per 1,000 gallons	\$6.31 <del>\$6.50</del>	
	Sewer - Lake County treatment per 1,000 gallons	\$5.06 <del>\$5.26</del>	
	Minimum basic charge based upon 2,000 gallons per month	\$68.02 <del>\$72.88</del>	
	Sanitary sewer only flat charge per month	\$115.00 <del>\$116.50</del>	
	Irrigation services only base fee	\$20.71 <del>\$21.60</del>	
	Combined water/sewer rate per 1,000 gallons	\$34.01 <del>\$36.44</del>	
7-5-21	Miscellaneous utility fees:		
	Residential senior/disabled discount	\$14.24	
	Utility tag fee	\$25.00 <del>\$35.00</del>	
	Hydrant use fee	Subject to Public Works	
7-5-21	Lake Zurich and outside of Lake Zurich water accounts		
	Lake Michigan water per 1,000 gallons		
		Effective 1-1-2026	\$6
		Effective 1-1-2027	\$8
		Effective 1-1-2028	\$10

## BUILDING REGULATIONS

Code Section	Subject		Fee/Fine
<a href="#">8-1-21</a>	General Building Code violation		\$250.00 - \$750.00
<a href="#">8-1-22</a>	Failure to obtain permit required under title 8, "Building Regulations", of this Code		≥ 3 times the full cost of the building or other permit for such work
<a href="#">8-2-2B</a>	Building permit administration fee		<del>\$55</del> <b>\$58.00</b>
<a href="#">8-2-4, 8-2-5</a>	Plan review and permit fees:		
	Residential (per unit):		
	New building construction:		
		Base fee (plan review)	<del>\$315</del> <b>\$330.00</b>
		Principal building permit fee:	
		0 to 1,200 square feet	<del>\$1,375</del> <b>\$1443.00</b>
		1,201 to 2,600 square feet	<del>\$1,750</del> <b>\$1,837.00</b>
		2,601 to 5,500 square feet	<del>\$2,750</del> <b>\$2,887.00</b>
		5,501 to 10,000 square feet	<del>\$3,750.00</del> <b>\$3,937.00</b>
		10,001 to 50,000 square feet	<del>\$6,250</del> <b>\$6,562.00</b> plus <del>\$11</del> <b>\$12.00</b> for each 100 square feet in excess of 25,000 square feet
		50,001 to 100,000 square feet	<del>\$9,370</del> <b>\$9,838.00</b> plus <del>\$5</del> <b>\$5.25</b> for each 100 square feet in excess of 65,000 square feet
		More than 100,000 square feet	<del>\$11,870</del> <b>\$12,463.00</b> plus <del>\$2.50</del> <b>\$2.60</b> for each 100 square feet in excess of 100,000 square feet
	Electrical (plan review):		<del>\$95.00</del> <b>\$100.00</b>
	1,001 to 2,000 square feet		<del>\$120.00</del> <b>\$125.00</b>
	2,001 to 3,000 square feet		<del>\$155.00</del> <b>\$160.00</b>
	3,001 or more square feet		<del>\$190.00</del> <b>\$195.00</b>
	Electric service permit fees		
	Up to 200 amps		<del>\$125</del> <b>\$131.00</b>
	201 to 400 amps		<del>\$170</del> <b>\$178.00</b>
	401 to 1,000 amps		<del>\$265</del> <b>\$278.00</b>
	More than 1,000 amps		<del>\$515</del> <b>\$540.00</b>
	Plumbing (permit):		
	Single-family		<del>\$95</del> <b>\$100.00</b> plus <del>\$30</del> <b>\$32.00</b> per fixture
	Multiple-family		<del>\$125</del> <b>\$131.00</b> plus <del>\$30</del> <b>\$32.00</b> per fixture
	Mechanical (plan review)		<del>\$95</del> <b>\$100.00</b>
	Heating (permit):		

			Single-family:	
			0 to 1,000 square feet	<del>\$80</del> <ins>\$84.00</ins> plus <del>\$60</del> <ins>\$63.00</ins> per appliance
			1,001 to 2,000 square feet	<del>\$125</del> <ins>\$131.00</ins> plus <del>\$60</del> <ins>\$63.00</ins> per appliance
			2,001 square feet or more	<del>\$165.00</del> <ins>\$173.00</ins> plus <del>\$60.00</del> <ins>\$63.00</ins> per appliance
			Multiple-family for each 1,000 square feet or portion thereof	<del>\$95</del> <ins>\$100.00</ins>
			Air conditioning:	
			Single-family:	
			0 to 1,000 square feet	<del>\$80.00</del> <ins>\$84.00</ins> plus <del>\$60.00</del> <ins>\$63.00</ins> per appliance
			1,001 to 2,000 square feet	<del>\$125.00</del> <ins>\$131.00</ins> plus <del>\$60.00</del> <ins>\$63.00</ins> per appliance
			2,001 square feet or more	<del>\$165.00</del> <ins>\$173.00</ins> plus <del>\$60.00</del> <ins>\$63.00</ins> per appliance
			Multiple-family for each 1,000 square feet or portion thereof	<del>\$95.00</del> <ins>\$100.00</ins>
			Fireplace:	
			Prefabricated	<del>\$190.00</del> <ins>\$200.00</ins>
			Masonry	<del>\$255.00</del> <ins>\$268.00</ins>
			Engineering review of permit plat and houseline review, per residential unit.	<del>\$1,000.00</del> <ins>\$2,500.00</ins>
			Special Project Plan review	\$40.00
			Room additions, porches, in-ground pools, interior remodeling:	
			Base permit fee:	
			0 to 400 square feet	<del>\$85.00</del> <ins>\$89.00</ins>
			401 to 1,000 square feet	<del>\$120.00</del> <ins>\$126.00</ins>
			More than 1,001 square feet	<del>\$165.00</del> <ins>\$173.00</ins>
			Project size - permit fee:	
			0 to 600 square feet	<del>\$60.00</del> <ins>\$63.00</ins>
			601 to 1,000 square feet	<del>\$80.00</del> <ins>\$84.00</ins>
			More than 1,000 square feet	<del>\$105.00</del> <ins>\$110.00</ins> plus <del>\$16</del> for each 500 square feet or any fraction over 1,000 square feet
			Electric plan review:	
			0 to 400 square feet	<del>\$30.00</del> <ins>\$32.00</ins>
			401 to 1,000 square feet	<del>\$35.00</del> <ins>\$37.00</ins>
			More than 1,001 square feet	<del>\$40.00</del> <ins>\$42.00</ins>

		Electric permit fees:	
		0 to 1,000 square feet	<u>\$85.00</u> <b>\$90.00</b>
		1,001 to 2,000 square feet	<u>\$115.00</u> <b>\$120.00</b>
		2,001 or more square feet	<u>\$150.00</u> <b>\$157.00</b>
		Electric service permit:	
		Up to 200 amps	<u>\$125.00</u> <b>\$131.00</b>
		201 to 400 amps	<u>\$170.00</u> <b>\$178.00</b>
		401 to 1,000 amps	<u>\$265.00</u> <b>\$278.00</b>
		More than 1,000 amps	<u>\$515.00</u> <b>\$540.00</b>
		Plumbing plan review:	
		0 to 400 square feet	<u>\$30.00</u> <b>\$32.00</b>
		401 to 1,000 square feet	<u>\$35.00</u> <b>\$37.00</b>
		More than 1,001 square feet	<u>\$40.00</u> <b>\$42.00</b>
		Plumbing permit fees:	
		Single-family	<u>\$60.00</u> <b>\$63.00</b> plus <u>\$17.00</u> <b>\$18.00</b> per fixture
		Multiple-family	<u>\$95.00</u> <b>\$100.00</b> plus <b>\$21.00</b> per fixture
		Mechanical plan review:	
		0 to 400 square feet	<u>\$30.00</u> <b>\$32.00</b>
		401 to 1,000 square feet	<u>\$35.00</u> <b>\$37.00</b>
		1,001 to 3,000 square feet	<u>\$70.00</u> <b>\$74.00</b>
		More than 3,001 square feet	<u>\$95.00</u> <b>\$100.00</b>
		Accessory structures plan review	<u>\$60.00</u> <b>\$63.00</b>
		All others	<u>\$35.00</u> <b>\$37.00</b>
		Heating permit:	
		Single-family	<u>\$70.00</u> <b>\$74.00</b> per appliance; <u>\$70.00</u> & <b>\$74.00</b> ductwork only
		Multiple-family for each 1,000 square feet or portion thereof	<u>\$95.00</u> <b>\$100.00</b>
		Air conditioning:	
		Single-family	<u>\$70.00</u> <b>\$74.00</b> per appliance; <u>\$70.00</u> & <b>\$74.00</b> ductwork only
		Multiple-family for each 1,500 square feet or portion thereof	<u>\$95.00</u> <b>\$100.00</b>
		Fireplace:	
		Prefabricated	<u>\$190.00</u> <b>\$199.00</b>
		Masonry	<u>\$250.00</u> <b>\$265.00</b>

Code Section	Subject		Fee/Fine
	Residential special projects - permit fees:		
	Patios and service walks		<u>\$50.00</u> <b>\$52.00</b>
	Decks, gazebos, porches, and sheds		<u>\$85.00</u> <b>\$89.00</b>
	Roofing, siding, windows and other:		
		Siding, windows, and other	<u>\$85.00</u> <b>\$89.00</b>
		Roofing	<u>\$55.00</u> <b>\$58.00</b>
	Swimming pools, hot tubs, and spas:		
		Aboveground	<u>\$85.00</u> <b>\$90.00</b>
		Inground	<u>\$165.00</u> <b>\$175.00</b>
	Driveways (single-family residential)		<u>\$95.00</u> <b>\$100.00</b> per approach
	Demolition:		
		Interior	<u>\$230.00</u> <b>\$241.00</b>
		Entire structure	<u>\$1,150.00</u> <b>\$1,207.00</b>
	Moving of building		<u>\$250.00</u> <b>\$263.00</b>
	Fences		<u>\$55.00</u> <b>\$58.00</b>
	Temporary signs		<u>\$55.00</u> <b>\$58.00</b>
	Water service inspections		<u>\$50.00</u> <b>\$52.00</b>

	Water meter installation	\$50.00 <del>\$52.00</del> plus cost of meter
	Sewer tap inspection	\$50.00 <del>\$52.00</del>
	RPZ removal/installation	<del>\$63.00</del>
	Water for construction (single-family residential)	\$50.00 <del>\$52.00</del>
	Lawn sprinklers	\$40.00 <del>\$42.00</del> plus \$17.00 <del>\$18.00</del> per fixture plus \$6.00 <del>\$7.00</del> per sprinkler head
	Lawn sprinkler engineering review when required	\$190.00 <del>\$200.00</del> plus <del>\$105.00</del> <del>\$150.00</del> per inspection
	Retaining walls 2' or more in height	\$105.00 <del>\$110.00</del> per inspection plus <del>\$1.15</del> <del>\$1.20</del> per square foot
	Parking lots:	
	Sealing, restriping, and resurfacing:	\$200.00
	0 to 2,000 square feet	\$70.00
	Over 2,001 square feet	\$125.00
	Paving, new lots or portions thereof	\$0.08 <del>\$0.09</del> per square foot
	Exterior underground electric/site wiring	\$55.00 <del>\$58.00</del>
	Excavations in the right-of-way:	
	Involving pavement	\$20.00 <del>\$32.00</del> per square foot
	Sewer repairs or water service repairs	\$95.00 <del>\$165.00</del>
	Foundation only permit	25% of permit fee
	Administrative fee	\$50.00 <del>\$52.00</del> per permit
	Commercial, industrial, and all other:	
	New building construction including additions (plan reviews):	
	0 to 3,000 square feet	\$440.00 <del>\$462.00</del>
	3,001 to 10,000 square feet	\$880.00 <del>\$926.00</del>
	10,001 to 30,000 square feet	\$1,630.00 <del>\$1,711.00</del>
	30,001 to 50,000 square feet	\$2,395.00 <del>\$2,514.00</del>
	50,001 to 100,000 square feet	\$4,505.00 <del>\$4,730.00</del>
	100,001 to 300,000 square feet	\$7,510.00 <del>\$7,885.00</del>
	More than 300,000 square feet	\$11,245.00 <del>\$11,807.00</del>

Code Section	Subject	Fee/Fine
	Construction of new buildings and additions to existing buildings - permit fees:	
	Principal building permit fees for new construction:	
	0 to 2,000 square feet	\$880.00 <del>\$924.00</del>
	2,001 to 4,000 square feet	\$1,250.00 <del>\$1,312.00</del>
	4,001 to 8,000 square feet	\$2,250.00 <del>\$2,362.00</del>

		8,001 to 20,000 square feet	<u>\$3,120.00</u> <u>\$3,276.00</u> plus <u>\$17.00</u> for each 100 square feet in excess of 10,000 square feet
		20,001 to 40,000 square feet	<u>\$6,240.00</u> <u>\$6,552.00</u> plus <u>\$12.00</u> for each 100 square feet in excess of 25,000 square feet
		40,001 to 80,000 square feet	<u>\$9,370.00</u> <u>\$9,839.00</u> plus <u>\$6.00</u> for each 100 square feet in excess of 50,000 square feet
		More than 80,000 square feet	<u>\$11,865.00</u> <u>\$12,458.00</u> plus <u>\$3.00</u> for each 100 square feet in excess of 100,000 square feet
		Electrical plan reviews	25% of fee
		Electrical permit fees	<u>\$70</u> <u>\$74.00</u> for each 1,000 square feet or fraction thereof
		Electric service:	
		Up to 200 amps	<u>\$190.00</u> <u>\$200.00</u>
		201 to 400 amps	<u>\$285.00</u> <u>\$300.00</u>
		401 to 1,000 amps	<u>\$380.00</u> <u>\$399.00</u>
		More than 1,000 amps	<u>\$695.00</u> <u>\$730.00</u>
		Plumbing	25% of fee
		Plumbing permit fees	<u>\$125.00</u> <u>\$131.00</u> plus <u>\$32.00</u> <u>\$34.00</u> per fixture
		Mechanical	25% of fee
		Heating	<u>\$70.00</u> <u>\$74.00</u> for each 1,000 square feet or fraction thereof, plus <u>\$60.00</u> <u>\$63.00</u> per appliance
		Air conditioning	<u>\$70.00</u> <u>\$74.00</u> for each 1,000 square feet or fraction thereof, plus <u>\$60.00</u> <u>\$63.00</u> per appliance
		Footing and foundation review (for separate permit)	25% of the full building review fee
		Alterations, build-outs and remodeling including new spaces in new buildings and existing spaces in existing buildings:	
		0 to 3,000 square feet	<u>\$80.00</u> <u>\$84.00</u> per 1,000 square feet or fraction
		3,001 to 10,000 square feet	<u>\$90.00</u> <u>\$94.00</u> per 1,000 square feet or fraction
		10,001 to 50,000 square feet	<u>\$100.00</u> <u>\$105.00</u> per 1,000 square feet or fraction

		More than 50,000 square feet	<u>\$125.00</u> <b>\$131.00</b> per 1,000 square feet or fraction
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Code Section	Subject	Fee/Fine
	Remodels, tenant build-outs, etc., of commercial and industrial uses:	
	Principal building fee:	
	0 to 1,000 square feet	<u>\$190.00</u> <b>\$199.00</b>
	1,001 to 2,000 square feet	<u>\$315.00</u> <b>\$330.00</b>
	2,001 to 5,000 square feet	<u>\$505.00</u> <b>\$530.00</b>
	5,001 to 10,000 square feet	<u>\$880.00</u> <b>\$924.00</b>
	10,001 to 25,000 square feet	<u>\$1,250.00</u> <b>\$1,312.00</b>
	25,001 to 50,000 square feet	<u>\$1,500.00</u> <b>\$1,575.00</b>
	50,001 to 100,000 square feet	<u>\$1,880.00</u> <b>\$1,974.00</b>
	More than 100,000 square feet	<u>\$2,500.00</u> <b>\$2,626.00</b>
	Electrical	30% of fee
	Electrical permit fees	<u>\$70.00</u> <b>\$74.00</b> for each 1,000 square feet or fraction thereof
	Electric service:	
	0 to 100 amps	<u>\$95.00</u> <b>\$100.00</b>
	101 to 200 amps	<u>\$190.00</u> <b>\$200.00</b>
	201 to 400 amps	<u>\$385.00</u> <b>\$404.00</b>
	401 to 1,000 amps	<u>\$380.00</u> <b>\$505.00</b>
	More than 1,000 amps	<u>\$690.00</u> <b>\$724.00</b>
	Plumbing	30% of fee
	Plumbing permit fees	<u>\$125.00</u> <b>\$131.00</b> plus <u>\$26.00</u> <b>\$27.00</b> per fixture
	Mechanical	30% of fee
	Heating	<u>\$70.00</u> <b>\$74.00</b> for each 1,000 square feet or fraction thereof plus <u>\$60.00</u> <b>\$63.00</b> per appliance
	Air conditioning	<u>\$70.00</u> <b>\$74.00</b> for each 1,000 square feet or fraction thereof plus <u>\$60.00</u> <b>\$63.00</b> per appliance
	All other reviews: All other reviews not related to other construction, including, but not limited to:	
	Electric services, parking lots: sealing, restriping, resurfacing, paving, new lots, underground and site wiring, permanent signs/awnings, lawn sprinkler systems, retaining walls, temporary signs, construction trailers, hood and duct systems, accessory structures (fences, sheds, trash enclosures, etc.)	<u>\$70</u> <b>\$74.00</b>

	Flat rate permit fees for special projects (commercial):	
	Patios and service walks	<u>\$90.00</u> <del>\$94.00</del>
	Decks, gazebos, porches, and sheds	<u>\$160.00</u> <del>\$168.00</del>
	Roofing	<u>\$190.00</u> <del>\$199.00</del>
	Driveways	<u>\$95.00</u> <del>\$100.00</del> per approach
	Demolition:	
	Underground tanks	<u>\$175.00</u> <del>\$184.00</del>
	"White box"	<u>\$400.00</u> <del>\$420.00</del>
	Structure	<u>\$2,835.00</u> <del>\$2,976.00</del>
	Moving of building	<u>\$625.00</u> <del>\$657.00</del>
	Fences and trash enclosures	<u>\$125.00</u> <del>\$131.00</del>
	Signs, canopies or awnings:	<u>\$70.00</u> <del>\$74.00</del>
	Nonilluminated	<u>\$1.10</u> <del>\$1.15</del> per square foot
	Illuminated	<u>\$1.20</u> <del>\$1.26</del> per square foot
	Temporary signs	<u>\$70</u> <del>\$74.00</del>
	Water main/Sanitary Repair	Engineering plan review \$240 plus \$150 per required inspection
	Water service inspections	<u>\$70</u> <del>\$74.00</del>
	Water meter installation	<u>\$65</u> <del>\$70.00</del> plus cost of meter
	Sewer tap inspection	<u>\$70</u> <del>\$74.00</del>
	Water for construction	<u>\$125</u> plus meter rates
	Temporary use permit	\$125
	RPZ removal/install	\$168.00
	Lawn Sprinklers	\$120.00 plus \$22.00 per fixture plus \$3.25 per sprinkler head
	Lawn sprinkler engineering review when required	\$200.00 plus \$150.00 per inspection
	Retaining walls	<u>\$1.15 per square foot</u> Engineering plan review <u>\$200</u> plus <del>\$150</del> per required inspection
	Outside Sales	\$125
	Parking lots:	
	Sealing, restriping	<u>\$190.00</u> <del>\$200.00</del>
	Resurfacing	<u>\$380.00</u> <del>\$399.00</del>
	Paving, new lots, or portions thereof	<u>\$0.08</u> <del>\$0.09</del> per square foot
	Exterior underground electric/site wiring	<u>\$80.00</u> plus \$5.00 per fixture
	Solar Installation	Plan review 15% of \$131.00 per 1,000 sq ft, permit fee \$84.00 per 1,000 sq ft
	Elevators	\$80.00 plus actual cost of consultant and administrative fees
	Fire Department plan review and permit fees:	
	Fire alarm system:	
	Fire Department plan review and permit/inspection fee	\$340.00 plus \$10.00 per device

	Automatic fire sprinkler system:	
	Single-family residential fee (13 D)	\$225.00 flat rate
	Commercial and multi-family	\$260 plus \$10.00 per head
	Other fire suppression systems (H&D, FM200, etc.)	\$350.00 flat rate
	Preliminary fire plan review	\$175.00
	Fire Department operational permits as described in section 8-9-2 of this Code	\$160.00
<u>8-9-</u> <u>2</u> (109.4.1)	Fire Code re-inspection fees - third and subsequent re-inspections	\$250.00 - \$750.00 each
<u>8-13-</u> <u>2</u> (108.5)	Fuel Gas Code stop work order violation	\$250.00 - \$750.00

	Professional plan review	Consultant fees including administrative fees
	Occupancy permits:	
	A. Final residential new construction additions, alterations, and single-family attached and detached	<u>\$95.00</u> <b>\$100.00</b>
	B. Temporary residential	<u>\$190.00</u> <b>3% of construction cost</b>
	C. All others:	
	1. 0 to 5,000 square feet	<u>\$190.00</u> <b>\$200.00</b>
	2. 5,001 to 10,000 square feet	<u>\$285.00</u> <b>\$300.00</b>
	3. 10,001 to 50,000 square feet	<u>\$410.00</u> <b>\$430.00</b>
	4. More than 50,001 square feet	<u>\$560.00</u> <b>\$590.00</b>
	5. Temporary	2 times fee for subsections C1 through C4 of this fee schedule
	D. Reinspections:	
	Residential	<u>\$95.00</u> <b>\$100.00</b>
	All other	<u>\$190.00</u> <b>\$200.00</b>
8-2-6A	Site performance cash deposit:	
	All building construction when temporary certificate of occupancy is required:	
	0 to 2,500 square feet and single-family residence	\$1,600.00
	2,501 to 5,000 square feet	\$3,300.00
	5,001 to 75,000 square feet	\$5,400.00
	75,001 and larger square feet	\$10,800.00
	All building construction when a final occupancy is required:	
	Residential (detached)	\$500.00
	All others	\$1,000.00
	Construction deposits:	
	Residential (detached)	\$500.00
	All others	\$1,000.00
	All work within any public right-of-way. Deposit returned after approval by Public Works	\$3,600.00
	All work in a paved roadway (deposit returned 1 year after completion) and approval by Public Works	\$3,600.00 or 10% of evaluation of work whichever is higher
	Permanent sign	\$250.00
	Doors	No deposit required
<u>8-6-2 (108.5)</u>	Mechanical Code stop work order violation	\$250.00 - \$750.00

**ZONING**

<b>Code Section</b>	<b>Subject</b>	<b>Fee/Fine</b>
<u>9-9-1C4d(3)</u>	Zoning violations - vehicles:	
	First, second and third citations:	
	Within 10 days	\$55.00
	Between 10 and 20 days	\$105.00
	Fourth, fifth and sixth citations:	
	Within 10 days	\$105.00
	Between 10 and 20 days	\$210.00
	Seventh, eighth, and ninth citation:	
	Within 10 days	\$210.00
	Between 10 and 20 days	\$420.00
	10th and subsequent citations:	
	Within 10 days	\$315.00
	Between 10 and 20 days	\$750.00
<u>9-10-1</u>	Parking of oversize vehicles in residential districts	\$50.00 - \$500.00
<u>9-23C-3</u>	General zoning violation	\$250.00 - \$750.00
	Summons by certified mail	Not to exceed \$750.00

**LAND DEVELOPMENT CODE**

<b>Code Section</b>	<b>Subject</b>	<b>Fee/Fine</b>
<u>10-6-1F1</u>	Construction hours violations	\$250.00 - \$750.00
<u>10-7-9</u>	Land development violation	\$250.00 - \$750.00
<u>10-7-10B</u>	Subdivision plat review:	
	Number of lots:	
	1 to 25	\$65.00
	26 to 50	\$65.00 plus \$2.00 for each lot in excess of 25
	51 to 100	\$65.00 plus \$2.00 for each lot in excess of 50

	101 to 200	\$65.00 plus \$2.00 for each lot in excess of 100
	Over 200	\$65.00 plus \$2.00 for each lot in excess of 200
<u>10-7-11B</u>	Engineer plan review:	
	Minimum fee	\$1,000.00
	Estimated construction cost of improvement	3%
10-7-11C	Engineering inspections	Minimum of \$1,000.00 or 3% certified estimated construction cost
<u>10-9-1</u>	Village staff application fee:	
	Annexation:	
	Pre-annexation	<u>\$285.00</u> <del>\$300.00</del>
	Annexation	<u>\$1,200.00</u> <del>\$1,260.00</del> per acre or fraction thereof
	Preliminary zoning reviews:	
	Residential	<u>\$105</u> <del>\$110.00</del>
	Non-residential	<u>\$115</u> <del>\$120.00</del>
	Inspector	\$75.00/hour
<u>10-9-1</u>	Planning and Zoning Commission application fee:	
	Variations	
	Residential (existing)	<u>\$145.00</u> <del>\$150.00</del> plus <u>\$145.00</u> <del>\$150.00</del> if any work commenced prior to issuance of permit
	Residential (new development)	<u>\$210.00</u> <del>\$220.00</del> plus <u>\$160.00</u> <del>\$270.00</del> if any work commenced prior to issuance of permit
	Non-residential	<u>\$580.00</u> <del>\$610.00</del> plus consultants' fees and <u>\$780.00</u> <del>\$840.00</del> if any work commenced prior to issuance of permit
	Appeal or Variation not otherwise specified	\$1,000.00 <del>\$1050.00</del>
<u>10-9-1</u>	Zoning Code application:	
	Text amendment	<u>\$515.00</u> <del>\$540.00</del> plus consultants' fees
	Map amendment	<u>\$630.00</u> <del>\$660.00</del> plus consultants' fees
	Special use permits:	
	Residential	<u>\$350.00</u> <del>\$550.00</del>
	Non-residential	<u>\$1,000.00</u> plus consultants' fees
	Special use permit amendments:	
	Residential	<u>\$350</u> <del>\$550.00</del>
	Non-residential	<u>\$630</u> <del>\$1,050.00</del> plus consultant fees
	Site plan reviews:	
	Residential (existing)	<u>\$145</u> <del>\$160.00</del>

	Residential (new development)	<u>\$200.00</u> <del>\$210.00</del>
	Non-residential	<u>\$525.00</u> <del>\$550.00</del> , plus <u>\$160.00</u> <del>\$170.00</del> per acre or fraction thereof and plus consultants' fees
	Exterior appearance reviews:	
	0 - 50' of structure frontage	<u>\$350.00</u> <del>\$370.00</del>
	50 - 200' of structure frontage	<u>\$525.00</u> <del>\$550.00</del>
	Non-residential	<u>\$700.00</u> <del>\$735.00</del>
	Planned unit developments:	
	Residential	<u>\$350.00</u> <del>\$370.00</del> per lot or dwelling, whichever greater, plus consultants' fees
	Non-residential	<u>\$2,270.00</u> <del>\$2,380.00</del> plus <u>\$320.00</u> <del>\$335.00</del> per lot, plus consultants' fees
	Subdivision plan applications:	
	Subdivision applications:	
	Preliminary plan approvals:	
	Residential	<u>\$340.00</u> <del>\$357.00</del> per lot or dwelling, whichever greater, plus consultants' fees
	Non-residential	<u>\$525.00</u> <del>\$550.00</del> per lot or dwelling, plus consultants' fees
	Final plat approvals	<u>\$315.00</u> <del>\$330.00</del>
	Plat amendments:	
	Residential	<u>\$525.00</u> <del>\$550.00</del> per lot or dwelling, plus consultants' fees
	Non-residential	<u>\$840.00</u> <del>\$882.00</del> per lot or dwelling, plus consultants' fees
	Consultants Fees (Escrow Account deposit), including review by Village Engineer, Village Attorney, and consultants as determined by the Community Development Department.	
	1 to 5 lot developments; required to be replenished upon request	\$1,000.00-\$5,000.00 as determined by the Community Development Department
	Greater than 5 lot developments; required to be replenished upon request	\$5,000.00-\$20,000.00 as determined by the Community Development Department
<b>Code Section</b>	<b>Subject</b>	<b>Fee/Fine</b>
<b>Engineering, Planning, and Public Works Review and inspection Fees (Flat Fee)</b>		
<u>10-9-1B</u>	Subdivision plans, subdivision plats, and planned unit	1.5% of estimated costs of site development for plan review and 2% of estimated costs of site development for inspection services

<u>10-9-1B</u>	Other projects, multiple-family and non-residential review fees:	
	Under \$50,000.00	6.5% of estimated costs of site development
	\$50,000.00 to \$250,000.00	5.0% of estimated costs of site development (no less than \$3,250)
	\$250,001.00 to \$750,000.00	4.0% of estimated costs of site development (no less than \$12,500)
	More than \$750,000.00	3.0% of estimated costs of site development (no less than \$30,000)
<u>10-9-1B</u>	Other projects, single-family residential (subdivided prior to May	\$1,000.00 per site
<u>11-1-16</u>	Flood control violations	\$250.00 - \$750.00 plus all legal and engineering costs and expenses involved in litigation

PASSED this \_\_\_\_\_ day of December, 2025.

AYES:

NAYS:

ABSENT:

APPROVED this \_\_\_\_\_ day of December, 2025.

ATTEST:

\_\_\_\_\_  
Thomas Poynton, Village President

\_\_\_\_\_  
Kathleen Johnson, Village Clerk