



AGENDA
President and Board of Trustees
Village of Arlington Heights
Board Room

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
March 16, 2026
7:30 PM

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL OF MEMBERS
- IV. APPROVAL OF MINUTES
 - A. 3/2/26 Meeting Minutes
 - B. 02/12/2026 Joint Village Library Meeting Minutes
- V. APPROVAL OF ACCOUNTS PAYABLE
 - A. 3/15/26 Warrant Register
- VI. RECOGNITIONS AND COMMUNICATIONS
 - A. AHYAA 5th Grade Cheer Team
 - B. Arlington Heights Police Department Award of Valor
- VII. PUBLIC HEARINGS
- VIII. CITIZENS TO BE HEARD

Anyone wishing to speak on a subject not on the Agenda should fill out a card, located in the back of the room, and hand it to the Village Clerk. Please limit your comments to three minutes.

IX. CONSENT AGENDA

This Agenda consists of proposals and recommendations that, in the opinion of the Village Manager, will be acceptable to all members of the Board of Trustees. The purpose of this Agenda is to save time by taking only one roll call vote instead of separate votes on each item. Consideration of this Consent Agenda will be governed by the following rules and procedures prior to roll call vote:

1. Any Trustee who wishes to vote "no" or "pass" on any Consent Agenda items should so indicate.
2. Upon the request of any one Trustee, any item will be removed from the Consent Agenda and considered separately after adoption of the Consent Agenda.
3. Citizens in the audience may request that the Board remove any item from this Consent Agenda for separate consideration after adoption of the Consent Agenda.
4. One roll call vote will be taken and will cover all remaining Consent Agenda items.
 - A. Resolution Declaring a Surplus of Tax Increment Financing Funds from the TIF #5 Special Tax Allocation Fund
 - B. Resolution Approving a Contract for High Profile Landscape Maintenance Services
 - C. Resolution Approving a Contract for Secondary Landscape Maintenance Services
 - D. Resolution Approving a Contract for Public Properties Turf Mowing
 - E. Resolution Approving a Contract for Paver Brick Leveling and Replacement
 - F. Resolution Approving a Contract for Hydraulic Water Modeling
 - G. Resolution Approving Authorization for Purchasing Salt
 - H. Resolution Authorizing Maintenance in State Rights-of-Way for Years 2026 and 2027
 - I. Resolution Approving AT&T Complete Link Renewal Master Discount Agreement
 - J. Recommendation to Amend Article X (Raffles) Regarding Bond Requirements
 - K. Resolution Approving a Contract for Sounds of Summer 2026 Production
- X. NEW BUSINESS
- XI. CLOSED SESSION
5 ILCS 120/2(c)(21): discussion of minutes lawfully closed, whether for purposes of approval of the minutes or the semi-annual review of the minutes
- XII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact the Health & Human Services Department, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005, healthmail@vah.com or 847/368-5760.



MINUTES
President and Board of Trustees
Village of Arlington Heights
Board Room

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
March 2, 2026
7:30 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

President Tinaglia and the following Trustees responded to roll: James Bertucci, Wendy Dunnington, Colin Gilbert, Robin LaBedz, Bill Manganaro, Carina Santa Maria, Tom Schwingbeck, Greg Zyck.

Also present were: Randy Recklaus, Diana Mikula, Chief Nick Pecora, Deputy Chief Greg Czernecki, Cris Papierniak, Jack Cascone, Hart Passman, and Maggie Mattio.

IV. APPROVAL OF MINUTES

A. 2/17/26 Meeting Minutes

Trustee LaBedz moved to Approve. Trustee Santa Maria Seconded the Motion.

The Motion: Passed

Ayes: Trustee Bertucci, Trustee Dunnington, Trustee Gilbert, Trustee LaBedz, Trustee Manganaro, Trustee Santa Maria, President Tinaglia, Trustee Zyck

Nays: None

Abstain: Trustee Tom Schwingbeck

V. APPROVAL OF ACCOUNTS PAYABLE

A. 2/28/26 Warrant Register

Trustee Bertucci moved to Approve the Warrant Register dated February 15, 2026, in the amount of \$3,347,867.49. Trustee Schwingbeck Seconded the Motion.

The Motion: Passed

Ayes: Trustee Bertucci, Trustee Dunnington, Trustee Gilbert, Trustee LaBedz, Trustee Manganaro, Trustee Santa Maria, Trustee Schwingbeck, President Tinaglia, Trustee Zyck

Nays: None
Abstain: None

VI. RECOGNITIONS AND COMMUNICATIONS

A. Age-Friendly Community Certification Plaque Presentation

Senior Citizens Commissioner, Dr. George Motto, presented the Village Board with the AARP's Age Friendly Certification Plaque. The certification recognized the Village for its age-friendly leadership achievements and continued commitment towards being a livable community for people of all ages.

VII. PUBLIC HEARINGS

VIII. CITIZENS TO BE HEARD

Anyone wishing to speak on a subject not on the Agenda should fill out a card, located in the back of the room, and hand it to the Village Clerk. Please limit your comments to three minutes.

Resident Henry Beardsley expressed concern over the aesthetics of video gaming terminal signage should it be allowed in the Village. He mentioned that said signage could affect the character of the Village as a whole, and focused on the curated, charming, and vibrant downtown district.

Resident Martin Bauer raised concern over the "Mega Projects" Bill and asked if there would be a large increase in equalized assessed value that could raise the property tax cap and shift additional tax burden onto the surrounding property owners. Mr. Recklaus said the legislation was not intended to increase the equalized assessed value or tax capacity of school districts. Rather, the goal was to provide additional revenue for school districts and municipalities through special payments associated with these large developments. He mentioned the bill continues to be refined.

IX. CONSENT AGENDA

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3. Citizens in the audience may request that the Board remove any item from this Consent Agenda for separate consideration after adoption of the Consent Agenda.
4. One roll call vote will be taken and will cover all remaining Consent Agenda items.

Trustee Schwingbeck moved to Approve items on the Consent Agenda except for item A.
Trustee LaBedz Seconded the Motion.

The Motion: Passed

Ayes: Trustee Bertucci, Trustee Dunnington, Trustee Gilbert, Trustee LaBedz, Trustee

Manganaro, Trustee Santa Maria, Trustee Schwingbeck, President Tinaglia, Trustee Zyck
Nays: None
Abstain: None

- A. Resolution to Approve a Final Balancing Change Order 1 for the Forrest Avenue Stormwater Improvements Project

R2026-15

Trustee Zyck asked to remove this item from the Consent Agenda to highlight the Staff's continued effort for fiscal responsibility with taxpayer dollars. The cost of this project increased due to certain issues and staff proactively researched other solutions and secured additional grant funding from the Illinois Department of Commerce and Economic Opportunity to cover the increased cost.

Trustee Zyck moved to Approve. Trustee Manganaro Seconded the Motion.

The Motion: Passed

Ayes: Trustee Bertucci, Trustee Dunnington, Trustee Gilbert, Trustee LaBedz, Trustee Manganaro, Trustee Santa Maria, Trustee Schwingbeck, President Tinaglia, Trustee Zyck
Nays: None
Abstain: None

- B. Resolution To Approve Agreement for Professional Engineering Services for Municipal Parking Garage Design, Construction Document Preparation and Construction Inspection

R2026-16

A2026-11

Resident Rob Brodecki questioned the investment versus the return of the Village's owned parking garages. He suggested adding more bike racks in the downtown area as they are cheaper to install and maintain.

- C. Resolution Approving a Contract for Furnishing of Water Service Materials

R2026-17

A2026-12

- D. Resolution Authorizing the Purchase of a Hydroseeder

R2026-18

- E. Resolution Approving the Purchase of a CNC Plasma Cutting Table

R2026-19

- F. Resolution Approving an Intergovernmental Agreement with the Village of Mount Prospect for the 2026 Waterman Avenue Resurfacing Project and Related Roadway Improvements

R2026-20

A2026-13

- G. Resolution Approving Motor Fuel Tax Expenditures (\$3.8 Million) for the 2026 Reconstruction Project

R2026-21

- H. Resolution Approving Sidewalk Saw Cutting Program Contract

R2026-23

A2024-14

- I. Approval of a Resolution Required by the Illinois Department of Transportation for 2026 Motor Fuel Tax (MFT) Fund Allocation for Traffic Signal Maintenance

R2026-22

- J. Ordinance Amending the Annual Budget of the Village to approve the 2025 to 2026 Budget Encumbrance Carryover

2026-06

X. NEW BUSINESS

- A. Resolution Waiving the Formal Bidding Requirement and Approving an Agreement with Flock Group, Inc. for the Purchase of a Fixed License Plate Recognition Camera System

At the direction of the Board, following the December 15, 2025, Village Board meeting and the February 9, 2026, Committee-of-the-Whole meeting, the Police Department established internal protocols on the usage of Automated License Plate Reader (ALPR) and successfully negotiated certain aspects of the agreement with Flock, Inc.

Deputy Chief Czernecki provided an overview of the changes being made to ensure that the ALPR system is being used properly. Internally, the Police Department will conduct monthly audits of internal and external users and all security configurations. Additionally, a transparency portal is being developed to facilitate public information with an anticipated release at the end of the first quarter.

With regard to the agreement and at the direction of the Board, penalties were added for unauthorized sharing of data and updates to certain language within the agreement were made for clarification. The Flock agreement states that they shall not disclose, enable access to, or otherwise make available, any footage of customer data to any unauthorized person or entity except for when required by law, in response to an emergency request consistent with Flock's evidence policy and applicable by law, and/or with customer's prior written consent. Should Flock violate those terms, a penalty of \$2,000 per camera would apply. The Village would have two different agreements with Flock, one for 11 cameras and the other for 24 cameras.

Revisions within the agreement include clarification on the handling and ownership of customer-generated data and clarified 'footage' to include any data generated therefrom. Any footage and data generated by the system remains in the possession of Flock and may not be disclosed without the customer's prior written consent. Only the footage and data downloaded by the customer becomes their property. Any data not downloaded or tagged would be automatically purged by Flock after 30 days.

Trustee Dunnington thanked the Police Department for their work on making the contract stronger than initially presented and asked what would happen if misuse was discovered. Mr. Passman said if the agreement was violated, the Village could impose the damages' clause stated within the provisions of the agreement.

Trustee Manganaro asked if penalties were per violation. Mr. Passman confirmed it was.

Resident Viola Kaeseberg asked if the use of Flock had helped with the arrest of perpetrators stealing catalytic converters, committing car burglaries, and retail thefts in

town, and what audit measures will be taken to ensure that police officers within the department are not misusing LPR data. Deputy Chief Czernecki said that the use of LPR systems was one of many resources used by the police department. It has helped investigate and apprehend criminals and build strong cases. As for auditing measures against police officers, Deputy Chief Czernecki said the department abides by state law and their reporting requirements. He also mentioned the Police Department's recent CALEA accreditation, which consists of many different internal audits.

Trustee Bertucci moved to Waive the Formal Bidding Requirement and Approve an Agreement with Flock Group, Inc. for the Purchase of a Fixed License Plate Recognition Camera System. Trustee Schwingbeck Seconded the Motion.

The Motion: Passed

Ayes: Trustee Bertucci, Trustee Dunnington, Trustee Gilbert, Trustee LaBedz, Trustee Manganaro, Trustee Santa Maria, Trustee Schwingbeck, President Tinaglia, Trustee Zyck

Nays: None

Abstain: None

R2026-24

A2026-15

A2026-16

B. Approval of an Ordinance Amending Chapter 19 of the Arlington Heights Municipal Code to Prohibit Short-Term Rentals

At the January 12, 2026 Committee-of-the-Whole meeting, it was the consensus of the Board to regulate short-term rentals. Mr. Cascone provided a brief overview of his research and findings and presented an Ordinance Amending Chapter 19 of the Village's Municipal Code.

The Ordinance Amending Chapter 19 of the Municipal Code would define short-term rentals as a nuisance, prohibit overnight dwelling units from being rented for a period shorter than 30 consecutive days, provides exceptions for hotels, motels, lodging rooms, and rental agreements in conjunction with a contract to sell the dwelling unit, and would be effective as of August 1, 2026.

Resident Cheryl Brown thanked the Board for moving forward with regulation of short-term rentals, and asked if the effective date could be moved up and what penalties would apply to homes that continue to operate as short-term rentals. Mr. Recklaus said that violators would be subject to fines and/or the Village's administrative adjudication process. As for the effective date, it could be sooner if it was the will of the Board.

Resident Devin Gray expressed concern over the regulation of short-term rentals, as they are often used by families who prefer more space at a home over a noisy hotel, a homeowner looking to stay elsewhere during home renovations, or people returning to Arlington Heights for various reasons. He mentioned there are not many hotel options in Arlington Heights. He asked the Board to come up with regulations to ban bad actors rather than banning short-term rentals all together.

It was the consensus of the Board to move forward with a ban on short-term rentals at this time, but with the understanding that the issue would be revisited when the redevelopment of Arlington Park was more clear.

Trustee Bertucci moved to Amend the effective date to July 1, 2026 from the August 1, 2026 date in the initial draft. Trustee Schwingbeck Seconded the Motion.

The Motion: Passed

Ayes: Trustee Bertucci, Trustee Dunnington, Trustee LaBedz, Trustee Schwingbeck, President Tinaglia

Nays: Trustee Gilbert, Trustee Manganaro, Trustee Santa Maria, Trustee Zyck

Abstain: None

Trustee Dunnington moved for Approval of an Ordinance Amending Chapter 19 of the Arlington Heights Municipal Code to Prohibit Short-Term Rentals. Trustee Schwingbeck Seconded the Motion.

The Motion: Passed

Ayes: Trustee Bertucci, Trustee Dunnington, Trustee Gilbert, Trustee LaBedz, Trustee Manganaro, Trustee Santa Maria, Trustee Schwingbeck, Trustee Zyck, President Tinaglia

Nays: None

Abstain: None

2026-07

XI. ADJOURNMENT

Trustee LaBedz moved to Adjourn at 9:09PM. Trustee Santa Maria Seconded the Motion.

The Motion: Passed

Ayes: Trustee Bertucci, Trustee Dunnington, Trustee Gilbert, Trustee LaBedz, Trustee Manganaro, Trustee Santa Maria, Trustee Schwingbeck, President Tinaglia, Trustee Zyck

Nays: None

Abstain: None

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**JOINT VILLAGE-LIBRARY MEETING
MINUTES OF THE MEETING OF THE MAYOR AND THE BOARD OF
TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
CARDINAL ROOM**

THURSDAY, FEBRUARY 12, 2026 7:00 P.M.

VILLAGE BOARD MEMBERS PRESENT: President Tinaglia; Trustees:
Bertucci, Dunnington, Gilbert,
LaBedz, Manganaro, Santa Maria,
Zyck

VILLAGE BOARD MEMBERS ABSENT: Schwingbeck

VILLAGE STAFF MEMBERS PRESENT: Randy Recklaus, Village Manager

LIBRARY TRUSTEES PRESENT: President Somary; Trustees: Borrell,
Galla, Kelly, Medal, McClaney, Watt

LIBRARY STAFF PRESENT: Mike Driskell, Executive Director;
Sasha Vasilic, Library Director of
Communications and Marketing;
Janet Moravec, Library Executive
Administrative Assistant; Megan
Maier, Library Administrative
Assistant

SUBJECTS:

Public Comment

Update from the Arlington Heights Memorial Library

Update from the Village of Arlington Heights

Other Business

Adjournment

Board of Library Trustees President Amy Somary called the meeting to order at 7:01 PM. The Pledge of Allegiance was led by Library Board President Somary.

Public Comment

No members of the public provided comment.

Library Topics of Interest

Executive Director Driskell highlighted the upcoming Centennial Celebration and tentative plans which include a call for community submissions (items, photos, stories), a themed bookmark contest, special events and exhibit, themed programming, summer reading, Fourth of July Parade and promotions and displays. He also discussed the new Bookmobile, the launch of a new brand and logo, and partnerships.

Village Topics of Interest

Village Manager Recklaus further highlighted joint efforts between the agencies and partnerships, recent leadership changes, public safety updates, the E bike and E scooter Ordinance, Village Strategic Priorities, development projects, and updates on the Arlington Racetrack site / tentative Bears site.

Other Business

Village Trustee Zyck commented on ongoing growth and collaboration between the Village and library.

Mr. Recklaus provided an update regarding the tentative Saint Viator proposal.

Adjournment

President Somary adjourned the meeting at 8:23 pm.



**VILLAGE OF ARLINGTON
HEIGHTS
WARRANT REGISTER FOR
CHECK DATE: 3/15/2026**

Fund	Fund Description	Total Transaction Amount
101	GENERAL FUND	\$562,622.72
211	MOTOR FUEL TAX FUND	\$31,605.24
215	CDBG FUND	\$41,656.00
227	FOREIGN FIRE INS TAX FUND	\$19,819.90
231	CRIMINAL INVESTIGATION FD	\$373.58
235	MUNICIPAL PARKG OPR FUND	\$14,069.44
263	TIF IV	\$300.00
267	SOUTH ARL HTS RD TIF	\$3,843.75
401	CAPITAL PROJECTS FUND	\$392,353.14
426	STORM WATER CONTROL FUND	\$68,146.05
505	WATER AND SEWER FUND	\$123,726.95
506	LEAD SERVICE LINE REPL FUND	\$5,759.80
511	SOLID WASTE FUND SWANCC	\$48,559.51
515	ARTS ENTERT & EVENTS FUND	\$16,494.15
605	HEALTH INSURANCE FUND	\$752,241.52
611	GENERAL LIABILITY INS FND	\$39,571.29
615	WORKERS COMPENSATION INS	\$55,969.92
621	FLEET OPERATIONS FUND	\$15,499.47
625	TECHNOLOGY FUND	\$900.00
715	GUARANTY DEPOSITS FUND	\$2,800.00
721	ESCROW DEPOSITS FUND	\$4,000.00
TOTAL ALL FUNDS		\$2,200,312.43

Department 0000 **NON DEPARTMENTAL**

					\$1,000.00
316049	721-0000-231008-	DUNNET BAY CONSTRUCTION	WATER METER DEPOSIT REFUND	\$1,000.00	
					\$229,441.91
316065	101-0000-240090-	HFS BUREAU OF FISCAL OPERATIONS - GEMT	GEMT FY 2026, Q2	\$229,441.91	
					\$1,000.00
316082	721-0000-231008-	LINDAHL BROTHERS INC	WATER METER DEPOSIT REFUND	\$1,000.00	
					\$200.00
316112	715-0000-220930-	Creative Concrete Company	BOND REFUND-REC-015083-2025	\$200.00	
					\$200.00
316113	715-0000-220930-	Kaplan Paving	BOND REFUND-REC-017500-2026	\$200.00	
					\$200.00
316114	715-0000-220930-	MELISSA ALBRECHT	BOND REFUND-REC-017497-2026	\$200.00	
					\$600.00
316115	715-0000-220930-	SHAUNAK AHUJA	BOND REFUND-REC-017502-2026	\$200.00	
316115	715-0000-220930-	SHAUNAK AHUJA	BOND REFUND-REC-017502-2026	\$200.00	
316115	715-0000-220930-	SHAUNAK AHUJA	BOND REFUND-REC-017502-2026	\$200.00	
					\$200.00
316116	715-0000-220930-	Smartgreen Landscaping	BOND REFUND-REC-017493-2026	\$200.00	
					\$200.00
316117	715-0000-220930-	Tom Bassett-Dilley Architects	BOND REFUND-REC-017492-2026	\$200.00	
					\$1,200.00
316118	715-0000-220930-	XM Construction & Service Inc	BOND REFUND-REC-017490-2026	\$200.00	
316118	715-0000-220930-	XM Construction & Service Inc	BOND REFUND-REC-017490-2026	\$500.00	
316118	715-0000-220930-	XM Construction & Service Inc	BOND REFUND-REC-017490-2026	\$500.00	
					\$264.00
316119	101-0000-421990-	ALDONA STEFANCZYK	BUSINESS LICENSE REFUND	\$264.00	
					\$1,000.00

316128	721-0000-231008-	R.W. DUNTEMAN COMPANY	WATER METER DEPOSIT REFUND	\$1,000.00	
					\$1,000.00
316134	721-0000-231008-	SCHROEDER ASPHALT SERVICES, INC.	WATER METER DEPOSIT REFUND	\$1,000.00	
					\$709.04
902797	101-0000-210820-	SONTIQ	ID PROTECTION	\$709.04	
					\$6,974.74
902798	101-0000-211060-	VISION SERVICE PLAN	VISION INSURANCE	\$1,629.66	
902798	101-0000-211060-	VISION SERVICE PLAN	VISION INSURANCE	\$5,345.08	
					(\$102,562.49)
902800	511-0000-489900-	SOLID WASTE AGENCY	TIPPING FEES APR 2026	(\$93,561.65)	
902800	511-0000-489900-	SOLID WASTE AGENCY	TIPPING FEES APR 2026	(\$9,000.84)	
					\$12,278.62
902801	101-0000-210910-	EMPLOYEE BENEFITS CORP	HEALTH/DEPENDENT CARE FSA	\$10,692.09	
902801	101-0000-210930-	EMPLOYEE BENEFITS CORP	HEALTH/DEPENDENT CARE FSA	\$1,586.53	
			DEPARTMENT 0000 TOTAL:	\$153,905.82	

BOARD OF TRUSTEES ADMIN

					\$318.00
316030	101-0101-521650-	CAPTION FIRST INC	PROFESSIONAL SERVICES	\$318.00	
					\$4,500.00
316084	101-0101-521650-	LORELLE COMMUNICATIONS, INC	PROFESSIONAL SERVICES	\$4,500.00	
					\$100.00
316108	101-0101-522030-	NORTHWEST MUNICIPAL CONFERENCE	TRAVEL & TRAINING	\$100.00	
DEPARTMENT 0101 TOTAL:				\$4,918.00	

INTEGRATED SERVICES ADMIN

				\$25.00
316055	101-0201-530050-	FASTSIGNS	OFFICE SUPPLIES	\$25.00
				\$82.97
316110	101-0201-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$27.99
316110	101-0201-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$54.98
DEPARTMENT 0201 TOTAL:				\$107.97

HUMAN RESOURCES ADMIN

					\$37.97
316015	101-0301-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$37.97	
					\$55,969.92
316069	615-0301-542810-	INTERGOVERNMENTAL RISK MGMT AGENCY	IRMA JANUARY 2026	\$850.00	
316069	615-0301-542810-	INTERGOVERNMENTAL RISK MGMT AGENCY	IRMA JANUARY 2026	\$55,119.92	
					\$16,247.50
316150	605-0301-520500-	UNITED DIAGNOSTIC SERVICES LLC	DIAGNOSTIC SERVICES	\$16,247.50	
					\$348,617.97
902795	605-0301-542750-	BLUE CROSS BLUE SHIELD OF ILLINOIS	MEDICAL/DENTAL 02/01-02/15	\$318,025.02	
902795	605-0301-542770-	BLUE CROSS BLUE SHIELD OF ILLINOIS	MEDICAL/DENTAL 02/01-02/15	\$30,592.95	
					\$8,498.72
902799	605-0301-520450-	BENISTAR/HARTFORD - 6795	RETIREE INSURANCE	\$221.00	
902799	605-0301-542750-	BENISTAR/HARTFORD - 6795	RETIREE INSURANCE	\$8,277.72	
					\$378,877.33
902802	605-0301-520600-	HMO ILLINOIS	MARCH PREMIUM	\$378,877.33	
			DEPARTMENT 0301 TOTAL:	\$808,249.41	

FINANCE ADMIN

					\$377.14
316015	101-0501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$5.80	
316015	101-0501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$41.35	
316015	101-0501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$329.99	
					\$32.06
316029	101-0501-522150-	CANON U.S.A. INC	OFFICE MACHINES & ACCESS	\$32.06	
					\$885.60
316045	101-0501-522010-	DAILY HERALD MEDIA GROUP	ADVERTISING	\$278.10	
316045	101-0501-522010-	DAILY HERALD MEDIA GROUP	ADVERTISING	\$607.50	
					\$39,571.29
316069	611-0501-542610-	INTERGOVERNMENTAL RISK MGMT AGENCY	IRMA JANUARY 2026	\$5,775.12	
316069	611-0501-542610-	INTERGOVERNMENTAL RISK MGMT AGENCY	IRMA JANUARY 2026	\$33,796.17	
					\$100.00
316147	101-0501-520230-	TYLER TECHNOLOGIES INC	SERVICE FEES	\$20.00	
316147	101-0501-520230-	TYLER TECHNOLOGIES INC	SERVICE FEES	\$80.00	
					\$39.39
316157	101-0501-522700-	VERIZON WIRELESS	ACCT 38508581800001	\$39.39	
			DEPARTMENT 0501 TOTAL:	\$41,005.48	

INFORMATION TECHNOLOGY ADMIN

					\$900.00
316147	625-0601-550100-	TYLER TECHNOLOGIES INC	PROFESSIONAL SERVICES	\$900.00	
DEPARTMENT 0601 TOTAL:				\$900.00	

Department 1014 **BOARDS & COMM YOUTH**

					\$33.18
316015	101-1014-533050-	AMAZON COM CAPITAL SERVICES	MISCELLANEOUS SUPPLIES	\$33.18	
DEPARTMENT 1014 TOTAL:				\$33.18	

BOARDS & COMM SPECIAL EVENTS

					\$536.00
316140	101-1018-540550-	STATE GRAPHICS	PRINTING SERVICES	\$536.00	
DEPARTMENT 1018 TOTAL:				\$536.00	

SPECIAL EVENTS METROPOLIS THTR

					\$362.65
316103	515-2005-521650-	MUNCH'S SUPPLY, LLC	METROPOLIS	\$362.65	
DEPARTMENT 2005 TOTAL:				\$362.65	

POLICE DEPT ADMIN

					\$358.83
316010	101-3001-521650-	ACCURATE DOCUMENT DESTRUCTION	SHREDDING SERVICES	\$358.83	
					\$75.23
316013	101-3001-533250-	AIRGAS USA LLC	OPERATIONAL SUPPLIES	\$75.23	
					\$355.42
316015	101-3001-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$14.20	
316015	101-3001-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$140.33	
316015	101-3001-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$194.90	
316015	101-3001-530350-	AMAZON COM CAPITAL SERVICES	UNIFORMS	\$5.99	
					\$120.00
316021	101-3001-521650-	AT&T	PROFESSIONAL SERVICES	\$120.00	
					\$527.44
316031	101-3001-530050-	CDW GOVERNMENT INC	EQUIPMENT	\$527.44	
					\$1,500.00
316034	101-3001-522030-	CLARKE, BRIAN	TUITION REIMBURSEMENT	\$1,500.00	
					\$5,602.00
316044	101-3001-521652-	DACRA TECH LLC	SERVICE FEES	\$2,233.00	
316044	101-3001-521652-	DACRA TECH LLC	SERVICE FEES	\$3,369.00	
					\$4,170.00
316053	101-3001-520150-	ERNEST R BLOMQUIST PC	LEGAL SERVICES	\$4,170.00	
					\$54.16
316054	101-3001-521650-	EXPERIAN	PROFESSIONAL SERVICES	\$54.16	
					\$650.65
316059	101-3001-521650-	GOLF ROSE PET LODGE	PROFESSIONAL SERVICES	\$650.65	
					\$4,698.25
316073	101-3001-521651-	JG UNIFORMS	UNIFORMS	\$94.00	
316073	101-3001-521651-	JG UNIFORMS	UNIFORMS	\$367.00	

316073	101-3001-521651-	JG UNIFORMS	UNIFORMS	\$497.50	
316073	101-3001-521651-	JG UNIFORMS	UNIFORMS	\$497.50	
316073	101-3001-530350-	JG UNIFORMS	UNIFORMS	\$51.75	
316073	101-3001-530350-	JG UNIFORMS	UNIFORMS	\$66.95	
316073	101-3001-530350-	JG UNIFORMS	UNIFORMS	\$104.00	
316073	101-3001-530350-	JG UNIFORMS	UNIFORMS	\$108.00	
316073	101-3001-530350-	JG UNIFORMS	UNIFORMS	\$139.90	
316073	101-3001-530350-	JG UNIFORMS	UNIFORMS	\$183.00	
316073	101-3001-530350-	JG UNIFORMS	UNIFORMS	\$231.00	
316073	101-3001-530350-	JG UNIFORMS	UNIFORMS	\$277.40	
316073	101-3001-530350-	JG UNIFORMS	UNIFORMS	\$303.00	
316073	101-3001-530350-	JG UNIFORMS	UNIFORMS	\$782.25	
316073	101-3001-533250-	JG UNIFORMS	UNIFORMS	\$497.50	
316073	101-3001-533250-	JG UNIFORMS	UNIFORMS	\$497.50	
					\$704.01
316110	101-3001-522150-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$77.83	
316110	101-3001-522150-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$569.78	
316110	101-3001-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$56.40	
					\$205.03
316122	101-3001-522030-	PETTY CASH/POLICE	POLICE PETTY CASH	\$61.58	
316122	101-3001-533050-	PETTY CASH/POLICE	POLICE PETTY CASH	\$143.45	
					\$2,083.75
316129	101-3001-530350-	RAY O'HERRON	UNIFORMS	\$119.95	
316129	101-3001-530350-	RAY O'HERRON	UNIFORMS	\$288.90	
316129	101-3001-533250-	RAY O'HERRON	POLICE SUPPLY	\$1,674.90	
					\$108.00
316137	101-3001-530350-	SEFTON, CHRISTOPHER	UNIFORM REIMBURSEMENT	\$108.00	
					\$79.71

316148	101-3001-530050-	ULINE INC	OFFICE SUPPLIES	\$79.71	
					\$262.03
316158	101-3001-522700-	VERIZON WIRELESS	ACCT 68682493000001	\$262.03	
					\$200.00
316163	101-3001-522030-	WILL COOK GRUNDY COUNTY FIRE INVEST. TASK FORCE	TRAINING	\$200.00	
				DEPARTMENT 3001 TOTAL:	\$21,754.51

POLICE DEPT CRIMINAL INVEST

						\$373.58
316121	231-3003-540010-	PET PROS	K9 SUPPLIES	\$169.18		
316121	231-3003-540010-	PET PROS	K9 SUPPLIES	\$204.40		
			DEPARTMENT 3003 TOTAL:	\$373.58		

FIRE ADMIN

					\$819.36
316015	101-3501-521110-	AMAZON COM CAPITAL SERVICES	BUILDING MAINTENANCE SUPPLIES	\$93.36	
316015	101-3501-521110-	AMAZON COM CAPITAL SERVICES	BUILDING MAINTENANCE SUPPLIES	\$71.00	
316015	101-3501-521110-	AMAZON COM CAPITAL SERVICES	JANITORIAL SUPPLIES	\$100.39	
316015	101-3501-521110-	AMAZON COM CAPITAL SERVICES	KITCHEN SUPPLIES	\$107.71	
316015	101-3501-530050-	AMAZON COM CAPITAL SERVICES	FIRE SUPPLIES	(\$9.49)	
316015	101-3501-530050-	AMAZON COM CAPITAL SERVICES	FIRE SUPPLIES	\$14.99	
316015	101-3501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	(\$21.99)	
316015	101-3501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$25.03	
316015	101-3501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$28.78	
316015	101-3501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$40.48	
316015	101-3501-531650-	AMAZON COM CAPITAL SERVICES	FIRE SUPPLIES	(\$12.99)	
316015	101-3501-531650-	AMAZON COM CAPITAL SERVICES	FIRE SUPPLIES	\$26.55	
316015	101-3501-531650-	AMAZON COM CAPITAL SERVICES	FIRE SUPPLIES	\$58.99	
316015	101-3501-532800-	AMAZON COM CAPITAL SERVICES	BOOKS	\$296.55	
					\$102.04
316029	101-3501-522150-	CANON U.S.A. INC	OFFICE MACHINES & ACCESS	\$12.31	
316029	101-3501-522150-	CANON U.S.A. INC	OFFICE MACHINES & ACCESS	\$30.03	
316029	101-3501-522150-	CANON U.S.A. INC	OFFICE MACHINES & ACCESS	\$59.70	
					\$12,823.35
316102	401-3501-550150-	MPC COMMUNICATIONS & LIGHTING INC	TRAINING VEHICLE BUILD	\$12,823.35	
					\$376.63
316110	101-3501-530050-	ODP BUSINESS SOLUTIONS	BOOKS	\$4.02	
316110	101-3501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$202.99	
316110	101-3501-532800-	ODP BUSINESS SOLUTIONS	BOOKS	\$169.62	
					\$192.50
316127	101-3501-521160-	R H MEDICAL	MEDICAL OXYGEN	\$192.50	

					\$450.00
316131	101-3501-522030-	ROMEDEVILLE FIRE DEPARTMENT	TRAVEL AND TRAINING	\$450.00	
					\$96.00
316144	101-3501-522100-	SUMMIT PRINT SOLUTIONS	PRINTING SERVICES	\$96.00	
					\$299.55
316161	101-3501-531850-	W.S. DARLEY & CO	FIRE SUPPLIES	\$299.55	
					\$200.00
316163	101-3501-522030-	WILL COOK GRUNDY COUNTY FIRE INVEST. TASK FORCE	TRAVEL AND TRAINING	\$200.00	
			DEPARTMENT 3501 TOTAL:	\$15,359.43	

FOREIGN FIRE INSURANCE ADMIN

					\$3,297.00
316009	227-3701-550150-	ABT ELECTRONICS	FITNESS EQUIPMENT	\$3,297.00	
					\$2,150.12
316080	227-3701-550150-	LIFE FITNESS	FITNESS EQUIPMENT	\$2,150.12	
					\$133.62
316081	227-3701-522030-	LIMBERS, SCOTT	TUITION REIMBURSEMENT	\$133.62	
					\$395.00
316083	227-3701-522030-	LINDGREN, BRADLEY	TUITION REIMBURSEMENT	\$395.00	
					(\$294.83)
316085	227-3701-550150-	LOWES COMMERCIAL SERVICES	FIRE SUPPLIES	(\$11.89)	
316085	227-3701-550150-	LOWES COMMERCIAL SERVICES	TOOLS	(\$264.78)	
316085	227-3701-550150-	LOWES COMMERCIAL SERVICES	TOOLS	(\$18.16)	
					\$236.49
316089	227-3701-522030-	MC LEAN, SAMANTHA	TUITION REIMBURSEMENT	\$236.49	
					\$13,902.50
316150	227-3701-521650-	UNITED DIAGNOSTIC SERVICES LLC	DIAGNOSTIC SERVICES	\$13,902.50	
			DEPARTMENT 3701 TOTAL:	\$19,819.90	

PLANNING PLANNING

					\$3,782.50
316045	101-4001-540410-	DAILY HERALD MEDIA GROUP	HOLIDAY ADVERTISING	\$3,782.50	
					\$1,199.43
316097	101-4001-520050-	MICROSYSTEMS	PROFESSIONAL SERVICES	\$1,199.43	
					\$300.00
316125	263-4001-550250-	PROPERTY INSIGHT, LLC	PROFESSIONAL SERVICES	\$300.00	
					\$3,843.75
316130	267-4001-550250-	RJN GROUP INC	PROFESSIONAL SERVICES	\$3,843.75	
					\$50.00
316144	101-4001-530050-	SUMMIT PRINT SOLUTIONS	PRINTING SERVICES	\$50.00	
			DEPARTMENT 4001 TOTAL:	\$9,175.68	

COMMUNITY DEVL BLK GRNTADMIN

					\$41,656.00
316035	215-4101-541030-	CLEARBROOK	CDBG PROGRAM	\$41,656.00	
DEPARTMENT 4101 TOTAL:				\$41,656.00	

BUILDING ADMIN

					\$179.11
316015	101-4501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$13.99	
316015	101-4501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$7.99	
316015	101-4501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$157.13	
					\$27.26
316029	101-4501-522150-	CANON U.S.A. INC	OFFICE MACHINES & ACCESS	\$27.26	
					\$165.70
316155	101-4501-522700-	VERIZON WIRELESS	ACCT 54209747800002	\$165.70	
					\$512.07
316156	101-4501-522700-	VERIZON WIRELESS	ACCT 54209747800001	\$512.07	
			DEPARTMENT 4501 TOTAL:	\$884.14	

HEALTH ADMIN

					\$178.29
316015	101-7001-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	\$76.71	
316015	101-7001-533100-	AMAZON COM CAPITAL SERVICES	CLINIC SUPPLIES	\$72.24	
316015	101-7001-533100-	AMAZON COM CAPITAL SERVICES	NURSING SUPPLIES	\$29.34	
					\$24.70
316029	101-7001-522150-	CANON U.S.A. INC	OFFICE MACHINES & ACCESS	\$24.70	
					\$297.34
316041	101-7001-521655-	CUSTOM DATA PROCESSING	NURSING SOFTWARE	\$297.34	
					\$400.00
316066	101-7001-522030-	IL DEPT OF PUBLIC HEALTH	TRAINING	\$400.00	
					\$225.00
316068	101-7001-522030-	ILLINOIS ENVIRONMENTAL HEALTH ASSOCIATION	TRAVEL & TRAINING	\$225.00	
					\$100.00
316079	101-7001-520250-	LEMKE, SHERRY	COUNSELING SUBSIDY	\$100.00	
					\$158.52
316159	101-7001-522700-	VERIZON WIRELESS	ACCT 88556712200001	\$158.52	
					\$1,383.85
			DEPARTMENT 7001 TOTAL:	\$1,383.85	

HEALTH SENIOR SERVICES

					\$220.00
316057	101-7007-540160-	GARY E MIDKIFF & COMPANY	PROGRAM INSTRUCTIONAL FEE	\$220.00	
					\$325.00
316062	101-7007-540160-	HAZELGROVE, WILLIAM	PROGRAM INSTRUCTIONAL FEE	\$325.00	
			DEPARTMENT 7007 TOTAL:	\$545.00	

PUBLIC WORKS ADMIN

					\$1,756.00
316009	101-7101-521020-	ABT ELECTRONICS	EQUIPMENT MAINTENANCE	\$1,424.00	
316009	401-7101-550200-	ABT ELECTRONICS	BUILDING MAINTENANCE SUPPLY	\$332.00	
					\$146.20
316011	101-7101-531750-	ADDISON BUILDING MATERIAL CO	STREET LIGHT SUPPLIES	\$146.20	
					\$3,197.50
316012	101-7101-521020-	AFFILIATED CUSTOMER SERVICE INC	EQUIPMENT MAINTENANCE	\$484.00	
316012	101-7101-521020-	AFFILIATED CUSTOMER SERVICE INC	EQUIPMENT MAINTENANCE	\$878.00	
316012	101-7101-521020-	AFFILIATED CUSTOMER SERVICE INC	EQUIPMENT MAINTENANCE	\$1,835.50	
					\$516.10
316016	101-7101-531550-	ANDERSON LOCK	BUILDING MAINTENANCE SUPPLY	\$246.10	
316016	101-7101-531550-	ANDERSON LOCK	BUILDING MAINTENANCE SUPPLY	\$270.00	
					\$285.00
316017	101-7101-521020-	AQUALAB WATER TREATMENT INC	EQUIPMENT MAINTENANCE	\$285.00	
					\$2,151.00
316019	101-7101-522700-	AT & T	ACCT 217S667106106	\$2,151.00	
					\$787.19
316022	101-7101-522700-	AT&T	ACCT 8310010146347	\$787.19	
					\$1,286.75
316023	101-7101-522700-	AT&T	ACCT 8310010134261	\$1,286.75	
					\$1,124.00
316025	515-7101-533050-	B & R INNOVATIONS	ARLINGTON ALFRESCO	\$1,124.00	
					\$4,072.43
316027	101-7101-531850-	BERLANDS HOUSE OF TOOLS	SMALL TOOLS & EQUIPMENT	\$399.99	
316027	101-7101-531850-	BERLANDS HOUSE OF TOOLS	SMALL TOOLS & EQUIPMENT	\$517.49	
316027	401-7101-550200-	BERLANDS HOUSE OF TOOLS	BUILDING MAINTENANCE SUPPLY	\$957.97	

316027	401-7101-550200-	BERLANDS HOUSE OF TOOLS	BUILDING MAINTENANCE SUPPLY	\$2,196.98	
					\$64.35
316029	101-7101-522150-	CANON U.S.A. INC	OFFICE MACHINES & ACCESS	\$7.40	
316029	101-7101-522150-	CANON U.S.A. INC	OFFICE MACHINES & ACCESS	\$56.95	
					\$3,414.00
316033	426-7101-550250-	CIORBA GROUP, INC	PROFESSIONAL SERVICES	\$3,414.00	
					\$42.80
316036	101-7101-522700-	COMCAST CABLE	ACCT 8771100720049004	\$42.80	
					\$77.16
316038	101-7101-522700-	COMCAST CABLE	ACCT 8771100720901436	\$77.16	
					\$141,203.73
316039	101-7101-531900-	COMPASS MINERALS AMERICA	STREET SUPPLIES	\$15,051.69	
316039	101-7101-531900-	COMPASS MINERALS AMERICA	STREET SUPPLIES	\$18,515.44	
316039	101-7101-531900-	COMPASS MINERALS AMERICA	STREET SUPPLIES	\$21,475.63	
316039	101-7101-531900-	COMPASS MINERALS AMERICA	STREET SUPPLIES	\$38,592.79	
316039	101-7101-531900-	COMPASS MINERALS AMERICA	STREET SUPPLIES	\$47,568.18	
					\$2,390.00
316040	101-7101-521110-	CRYSTAL MAINTENANCE & MGMT SRVS	SERVICE BUILDING MAINTENANCE	\$590.00	
316040	101-7101-521110-	CRYSTAL MAINTENANCE & MGMT SRVS	SERVICE BUILDING MAINTENANCE	\$1,800.00	
					\$64,732.05
316043	426-7101-550250-	D'LAND CONSTRUCTION LLC	CONSTRUCTION SERVICES	\$64,732.05	
					\$671.04
316048	101-7101-531550-	DREISILKER ELECTRIC MOTORS INC	BUILDING MAINTENANCE SUPPLY	\$198.31	
316048	101-7101-531550-	DREISILKER ELECTRIC MOTORS INC	BUILDING MAINTENANCE SUPPLY	\$472.73	
					\$190.00
316051	101-7101-531650-	EDDIES RESTAURANT AND LOUNGE	MEETING SUPPLIES	\$65.00	
316051	101-7101-531650-	EDDIES RESTAURANT AND LOUNGE	MEETING SUPPLIES	\$125.00	
					\$25.00

316055	101-7101-522100-	FASTSIGNS	PRINTING SERVICES	\$25.00	
					\$1,130.91
316058	101-7101-531450-	GLOBAL INDUSTRIAL EQUIPMENT CO	JANITORIAL SUPPLIES	\$1,130.91	
					\$542.14
316060	101-7101-531550-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$9.82	
316060	101-7101-531550-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$17.02	
316060	101-7101-531550-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$34.04	
316060	101-7101-531550-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$64.61	
316060	101-7101-531550-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$115.00	
316060	101-7101-531550-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$163.81	
316060	101-7101-531550-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$1,173.41	
316060	101-7101-531650-	GRAINGER W W INC	MISCELLANEOUS SUPPLIES	\$347.04	
316060	401-7101-550200-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	(\$1,617.59)	
316060	401-7101-550200-	GRAINGER W W INC	BUILDING MAINTENANCE SUPPLY	\$234.98	
					\$2,879.90
316061	101-7101-521020-	HASTINGS AIR ENERGY CONTROL	EQUIPMENT MAINTENANCE	\$953.00	
316061	101-7101-521020-	HASTINGS AIR ENERGY CONTROL	EQUIPMENT MAINTENANCE	\$1,926.90	
					\$30.48
316064	101-7101-531900-	HELLER LUMBER CO	STREET SUPPLIES	\$30.48	
					\$1,147.00
316070	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$60.00	
316070	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$60.00	
316070	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$65.00	
316070	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$88.00	
316070	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$88.00	
316070	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$104.00	
316070	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$120.00	
316070	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$275.00	

316070	101-7101-521110-	INTL EXTERMINATORS INC	SERVICE BUILDING MAINTENANCE	\$287.00	
					\$134.31
316072	101-7101-531550-	JC LICHT	BUILDING MAINTENANCE SUPPLY	\$134.31	
					\$78.00
316074	101-7101-521020-	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	EQUIPMENT MAINTENANCE	\$78.00	
					\$250.00
316077	101-7101-530350-	DYLAN KUTZER	REIMBURSEMENT	\$250.00	
					\$824.29
316085	101-7101-531550-	LOWES COMMERCIAL SERVICES	BUILDING MAINTENANCE SUPPLY	\$17.62	
316085	101-7101-531550-	LOWES COMMERCIAL SERVICES	BUILDING MAINTENANCE SUPPLY	\$53.18	
316085	101-7101-531550-	LOWES COMMERCIAL SERVICES	BUILDING MAINTENANCE SUPPLY	\$56.99	
316085	101-7101-531550-	LOWES COMMERCIAL SERVICES	BUILDING MAINTENANCE SUPPLY	\$112.92	
316085	101-7101-531850-	LOWES COMMERCIAL SERVICES	SMALL TOOLS & EQUIPMENT	\$108.80	
316085	101-7101-531850-	LOWES COMMERCIAL SERVICES	SMALL TOOLS & EQUIPMENT	\$174.78	
316085	401-7101-550200-	LOWES COMMERCIAL SERVICES	BUILDING MAINTENANCE SUPPLY	\$300.00	
					\$200.44
316088	101-7101-531550-	MATTS ACE HARDWARE	BUILDING MAINTENANCE SUPPLY	\$51.97	
316088	101-7101-531850-	MATTS ACE HARDWARE	SMALL TOOLS & EQUIPMENT	\$9.99	
316088	101-7101-531850-	MATTS ACE HARDWARE	SMALL TOOLS & EQUIPMENT	\$13.96	
316088	101-7101-531850-	MATTS ACE HARDWARE	SMALL TOOLS & EQUIPMENT	\$113.96	
316088	401-7101-550200-	MATTS ACE HARDWARE	BUILDING MAINTENANCE SUPPLY	\$3.99	
316088	401-7101-550200-	MATTS ACE HARDWARE	BUILDING MAINTENANCE SUPPLY	\$6.57	
					\$554.19
316091	101-7101-521010-	MEADE INC	TRAFFIC SIGNAL MAINTENANCE	\$184.73	
316091	101-7101-521010-	MEADE INC	TRAFFIC SIGNAL MAINTENANCE	\$184.73	
316091	101-7101-521010-	MEADE INC	TRAFFIC SIGNAL MAINTENANCE	\$184.73	
					\$112.63
316092	101-7101-531550-	MENARDS-LONG GROVE	BUILDING MAINTENANCE SUPPLY	\$27.55	

316092	101-7101-531550-	MENARDS-LONG GROVE	BUILDING MAINTENANCE SUPPLY	\$34.43	
316092	101-7101-531550-	MENARDS-LONG GROVE	BUILDING MAINTENANCE SUPPLY	\$50.65	
					\$5,504.99
316093	101-7101-521020-	METRO DOOR AND DOCK	EQUIPMENT MAINTENANCE	\$450.00	
316093	401-7101-550200-	METRO DOOR AND DOCK	SERVICE BUILDING MAINTENANCE	\$469.49	
316093	401-7101-550200-	METRO DOOR AND DOCK	SERVICE BUILDING MAINTENANCE	\$450.00	
316093	401-7101-550200-	METRO DOOR AND DOCK	SERVICE BUILDING MAINTENANCE	\$577.89	
316093	401-7101-550200-	METRO DOOR AND DOCK	SERVICE BUILDING MAINTENANCE	\$706.80	
316093	401-7101-550200-	METRO DOOR AND DOCK	SERVICE BUILDING MAINTENANCE	\$873.84	
316093	401-7101-550200-	METRO DOOR AND DOCK	SERVICE BUILDING MAINTENANCE	\$1,976.97	
					\$482.94
316095	101-7101-531550-	MICHAEL WAGNER & SONS	BUILDING MAINTENANCE SUPPLY	\$482.94	
					\$3,348.00
316098	101-7101-521020-	MID AMERICAN ELEVATOR CO INC	EQUIPMENT MAINTENANCE	\$3,348.00	
					\$2,166.00
316100	101-7101-531550-	MIDWEST ENVIRONMENTAL SALES, INC	BUILDING MAINTENANCE SUPPLY	\$2,166.00	
					\$4,847.01
316106	101-7101-521500-	NICOR	ACCT 01701843946	\$4,847.01	
					\$691.75
316107	101-7101-531550-	NORTHWEST ELECTRICAL SUPPLY CO	BUILDING MAINTENANCE SUPPLY	\$36.97	
316107	101-7101-531550-	NORTHWEST ELECTRICAL SUPPLY CO	BUILDING MAINTENANCE SUPPLY	\$159.38	
316107	101-7101-531550-	NORTHWEST ELECTRICAL SUPPLY CO	BUILDING MAINTENANCE SUPPLY	\$318.75	
316107	101-7101-531650-	NORTHWEST ELECTRICAL SUPPLY CO	BUILDING MAINTENANCE SUPPLY	\$176.65	
					\$110.31
316110	101-7101-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$40.91	
316110	101-7101-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$69.40	
					\$18,650.74

316111	101-7101-530390-	OFFEN PETROLEUM LLC	FUEL	\$18,650.74	
					\$1,147.08
316120	101-7101-521110-	PAUL DAVIS RESTORATION OF SE WI, INC	SERVICE BUILDING MAINTENANCE	\$541.34	
316120	101-7101-521110-	PAUL DAVIS RESTORATION OF SE WI, INC	SERVICE BUILDING MAINTENANCE	\$605.74	
					\$636.50
316123	101-7101-522700-	PRECISE MRM LLC	PHONE SERVICES	\$636.50	
					\$491.40
316124	101-7101-531650-	PRO SAFETY INC	MISCELLANEOUS SUPPLIES	\$491.40	
					\$75.00
316126	101-7101-522700-	PTS COMMUNICATIONS INC	PHONE SERVICES	\$75.00	
					\$4,199.34
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$93.54	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$93.54	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$94.56	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$102.62	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$102.62	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$105.60	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$146.28	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$146.28	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$149.25	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$169.34	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$169.34	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$171.57	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$253.44	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$253.44	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$259.52	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$260.03	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$269.00	

316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$278.88	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$349.28	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$361.46	
316132	101-7101-521110-	ROSCOE COMPANY	SERVICE BUILDING MAINTENANCE	\$369.75	
					\$2,488.08
316138	101-7101-531550-	SOUTH SIDE CONTROL SUPPLY CO.	BUILDING MAINTENANCE SUPPLY	\$354.35	
316138	101-7101-531550-	SOUTH SIDE CONTROL SUPPLY CO.	BUILDING MAINTENANCE SUPPLY	\$609.84	
316138	101-7101-531550-	SOUTH SIDE CONTROL SUPPLY CO.	BUILDING MAINTENANCE SUPPLY	\$1,523.89	
					\$526.60
316139	101-7101-531550-	STANDARD PIPE & SUPPLY INC	BUILDING MAINTENANCE SUPPLY	\$11.32	
316139	401-7101-550200-	STANDARD PIPE & SUPPLY INC	BUILDING MAINTENANCE SUPPLY	\$50.14	
316139	401-7101-550200-	STANDARD PIPE & SUPPLY INC	BUILDING MAINTENANCE SUPPLY	\$465.14	
					\$1,050.00
316141	101-7101-521020-	STATE OF IL FIRE MARSHALL	EQUIPMENT MAINTENANCE	\$70.00	
316141	101-7101-521020-	STATE OF IL FIRE MARSHALL	EQUIPMENT MAINTENANCE	\$980.00	
					\$31,605.24
316142	211-7101-550400-	STATE OF IL TREASURER	TRAFFIC SIGNAL MAINTENANCE	\$31,605.24	
					\$11,913.62
316143	401-7101-550300-	STRAND ASSOCIATES, INC.	PROFESSIONAL SERVICES	\$11,913.62	
					\$9,331.96
316146	101-7101-521020-	TOTAL ELEVATOR SERVICE	EQUIPMENT MAINTENANCE	\$352.96	
316146	101-7101-521020-	TOTAL ELEVATOR SERVICE	EQUIPMENT MAINTENANCE	\$827.00	
316146	101-7101-521020-	TOTAL ELEVATOR SERVICE	EQUIPMENT MAINTENANCE	\$3,900.00	
316146	101-7101-521020-	TOTAL ELEVATOR SERVICE	EQUIPMENT MAINTENANCE	\$4,252.00	
					\$10,711.54
316148	101-7101-530350-	ULINE INC	CLOTHING	\$212.12	
316148	101-7101-531450-	ULINE INC	JANITORIAL SUPPLIES	\$10,499.42	
					\$359,631.00

316152	401-7101-550200-	VERDE SOLUTIONS LLC	SERVICE BUILDING MAINTENANCE	\$359,631.00	
					\$2,332.13
316153	101-7101-522700-	VERIZON WIRELESS	ACCT 58675303500001	\$2,332.13	
					\$678.25
316162	101-7101-521110-	WAUKEGAN ROOFING CO INC	SERVICE BUILDING MAINTENANCE	\$678.25	
					\$164.95
316165	101-7101-531450-	ZEP MANUFACTURING CO	JANITORIAL SUPPLIES	\$164.95	
					\$5,838.43
316166	101-7101-531450-	ZORO TOOLS INC	JANITORIAL SUPPLIES	\$975.27	
316166	101-7101-531450-	ZORO TOOLS INC	JANITORIAL SUPPLIES	\$1,154.80	
316166	101-7101-531450-	ZORO TOOLS INC	JANITORIAL SUPPLIES	\$1,300.40	
316166	101-7101-531450-	ZORO TOOLS INC	JANITORIAL SUPPLIES	\$1,982.52	
316166	101-7101-531650-	ZORO TOOLS INC	MISCELLANEOUS SUPPLIES	\$425.44	
					\$670.48
802573	101-7101-522700-	AT&T	ACCT 84779713213488	\$60.09	
802573	101-7101-522700-	AT&T	ACCT 84739443682112	\$60.16	
802573	101-7101-522700-	AT&T	ACCT 84739271083278	\$60.46	
802573	101-7101-522700-	AT&T	ACCT 84739208661733	\$62.45	
802573	101-7101-522700-	AT&T	ACCT 84757754536603	\$90.41	
802573	101-7101-522700-	AT&T	ACCT 84757757951551	\$336.91	
					\$10,187.18
802574	101-7101-521500-	COMMONWEALTH EDISON COMPANY	ACCT 6437571222	\$562.83	
802574	101-7101-521500-	COMMONWEALTH EDISON COMPANY	ACCT 4410867000	\$9,624.35	
					\$16,033.12
802575	101-7101-521500-	CONSTELLATION NEW ENERGY INC	ACCT 8063218	\$1,056.17	
802575	101-7101-521500-	CONSTELLATION NEW ENERGY INC	ACCT 8063214	\$14,976.95	
					\$12,626.44
802576	101-7101-521500-	NICOR	ACCT 06802945268	\$64.10	

802576	101-7101-521500-	NICOR	ACCT 19426400008	\$178.76
802576	101-7101-521500-	NICOR	ACCT 40178600009	\$321.48
802576	101-7101-521500-	NICOR	ACCT 72489260108	\$327.84
802576	101-7101-521500-	NICOR	ACCT 38178600003	\$673.42
802576	101-7101-521500-	NICOR	ACCT 28178600004	\$674.85
802576	101-7101-521500-	NICOR	ACCT 94830700004	\$844.64
802576	101-7101-521500-	NICOR	ACCT 38096400007	\$1,531.17
802576	101-7101-521500-	NICOR	ACCT 97034457784	\$2,730.85
802576	101-7101-521500-	NICOR	ACCT 25422686599	\$5,279.33
			DEPARTMENT 7101 TOTAL:	\$754,156.67



WATER AND SEWER ADMIN

					\$3,183.44
316026	505-7201-531550-	BERKHEIMER CO INC	BUILDING MAINTENANCE SUPPLY	\$63.74	
316026	505-7201-531550-	BERKHEIMER CO INC	BUILDING MAINTENANCE SUPPLY	(\$2,778.87)	
316026	505-7201-531550-	BERKHEIMER CO INC	BUILDING MAINTENANCE SUPPLY	\$2,778.87	
316026	505-7201-531550-	BERKHEIMER CO INC	BUILDING MAINTENANCE SUPPLY	\$3,119.70	
					\$219.60
316037	505-7201-522700-	COMCAST CABLE	ACCT 8771100720175502	\$219.60	
					\$540.74
316046	505-7201-521500-	DIRECT ENERGY BUSINESS MARKETING LLC	ACCT 1806640	\$540.74	
					\$5,922.99
316047	505-7201-521500-	DIRECT ENERGY BUSINESS MARKETING LLC	ACCT 1806638	\$5,922.99	
					\$125.00
316051	505-7201-531650-	EDDIES RESTAURANT AND LOUNGE	MEETING SUPPLIES	\$125.00	
					\$20,720.93
316063	505-7201-521350-	HBK WATER METER SERVICE INC	METER SERVICES	\$2,659.18	
316063	505-7201-521350-	HBK WATER METER SERVICE INC	METER SERVICES	\$18,061.75	
					\$205.15
316075	505-7201-530350-	KINDLE, RYAN	REIMBURSEMENT	\$205.15	
					\$3,765.00
316078	505-7201-550150-	LEE JENSEN SALES CO INC	EQUIPMENT	\$325.00	
316078	505-7201-550150-	LEE JENSEN SALES CO INC	EQUIPMENT	\$1,040.00	
316078	505-7201-550150-	LEE JENSEN SALES CO INC	EQUIPMENT	\$2,400.00	
					\$15.18
316085	505-7201-531850-	LOWES COMMERCIAL SERVICES	SMALL TOOLS & EQUIPMENT	\$15.18	
					\$339.95
316088	505-7201-531550-	MATTS ACE HARDWARE	BUILDING MAINTENANCE SUPPLY	\$2.99	
316088	505-7201-531850-	MATTS ACE HARDWARE	SMALL TOOLS & EQUIPMENT	\$336.96	

					\$163.00
316092	505-7201-531550-	MENARDS-LONG GROVE	BUILDING MAINTENANCE SUPPLY	\$34.05	
316092	505-7201-531850-	MENARDS-LONG GROVE	SMALL TOOLS & EQUIPMENT	\$128.95	
					\$308.47
316096	505-7201-531650-	MICROBIOLOGICS	LAB SUPPLIES	\$308.47	
					\$23,695.88
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$176.60	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$208.04	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$292.50	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$298.15	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$385.00	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$385.00	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$454.20	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$883.00	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$1,059.60	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$1,155.00	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$1,199.80	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$1,199.80	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$1,220.42	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$1,340.00	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$1,402.80	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$1,431.60	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$1,491.00	

316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$2,010.00	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$2,863.20	
316099	505-7201-531010-	MID AMERICAN WATER OF WAUCONDA, INC.	WATER SYSTEM SUPPLIES	\$2,941.95	
316099	505-7201-531550-	MID AMERICAN WATER OF WAUCONDA, INC.	BUILDING MAINTENANCE SUPPLY	\$1,298.22	
					\$14,399.79
316101	505-7201-531020-	MIDWEST METER INC	METER SUPPLIES	\$14,399.79	
					\$636.50
316123	505-7201-522700-	PRECISE MRM LLC	PHONE SERVICES	\$636.50	
					\$94.34
316135	505-7201-522030-	SCOTT SCHWEDA	TRAVEL AND TRAINING	\$94.34	
					\$1,146.60
316145	505-7201-531020-	TEST GAUGE INC	METER SUPPLIES	\$1,146.60	
					\$1,554.76
316153	505-7201-522700-	VERIZON WIRELESS	ACCT 58675303500001	\$1,554.76	
					\$376.13
316154	505-7201-522700-	VERIZON WIRELESS	ACCT 78635116200001	\$376.13	
					\$21,021.00
316160	505-7201-520050-	VODA INC	EQUIPMENT	\$21,021.00	
					\$166.39
316166	505-7201-530350-	ZORO TOOLS INC	CLOTHING	\$65.61	
316166	505-7201-530350-	ZORO TOOLS INC	CLOTHING	\$100.78	
					\$243.34
802573	505-7201-522700-	AT&T	ACCT 84743746858567	\$60.10	
802573	505-7201-522700-	AT&T	ACCT 84743746842777	\$60.10	
802573	505-7201-522700-	AT&T	ACCT 84759080850047	\$123.14	
					\$2,811.47
802575	505-7201-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1050214	\$1,349.31	

802575	505-7201-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1050216	\$1,462.16	
					\$711.89
802576	505-7201-521500-	NICOR	ACCT 42567835683	\$66.64	
802576	505-7201-521500-	NICOR	ACCT 05850400002	\$123.14	
802576	505-7201-521500-	NICOR	ACCT 16797600000	\$185.79	
802576	505-7201-521500-	NICOR	ACCT 76830700001	\$336.32	
DEPARTMENT 7201 TOTAL:				\$102,367.54	

PARKING ADMIN

					\$242.84
316020	235-7301-521500-	AT&T	ACCT 847R0608437214	\$242.84	
					\$426.08
316050	235-7301-521110-	ECO CLEAN MAINTENANCE INC	SERVICE BUILDING MAINTENANCE	\$426.08	
DEPARTMENT 7301 TOTAL:				\$668.92	

PARKING VAIL ST. GARAGE OPER

					\$1,349.24
316050	235-7302-521110-	ECO CLEAN MAINTENANCE INC	SERVICE BUILDING MAINTENANCE	\$1,349.24	
					\$951.40
316076	235-7302-521020-	KINGS III OF AMERICA, LLC	EQUIPMENT MAINTENANCE	\$70.00	
316076	235-7302-521020-	KINGS III OF AMERICA, LLC	EQUIPMENT MAINTENANCE	\$252.90	
316076	235-7302-521020-	KINGS III OF AMERICA, LLC	EQUIPMENT MAINTENANCE	\$628.50	
					\$417.00
316146	235-7302-521020-	TOTAL ELEVATOR SERVICE	EQUIPMENT MAINTENANCE	\$417.00	
					\$3,027.49
802575	235-7302-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1050215	\$3,027.49	
			DEPARTMENT 7302 TOTAL:	\$5,745.13	

PARKING NORTH GARAGE OPER

					\$1,349.24
316050	235-7303-521110-	ECO CLEAN MAINTENANCE INC	SERVICE BUILDING MAINTENANCE	\$1,349.24	
					\$696.00
316076	235-7303-521020-	KINGS III OF AMERICA, LLC	EQUIPMENT MAINTENANCE	\$696.00	
					\$28.75
316107	235-7303-531650-	NORTHWEST ELECTRICAL SUPPLY CO	MISCELLANEOUS SUPPLIES	\$28.75	
					\$1,907.66
802575	235-7303-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1060231	\$1,907.66	
					\$64.80
802576	235-7303-521500-	NICOR	ACCT 12690400002	\$64.80	
			DEPARTMENT 7303 TOTAL:	\$4,046.45	

PARKING EVERGREEN ST GAR OPER

					\$799.00
316042	235-7304-521020-	CYBOR FIRE PROTECTION CO	EQUIPMENT MAINTENANCE	\$799.00	
					\$426.07
316050	235-7304-521110-	ECO CLEAN MAINTENANCE INC	SERVICE BUILDING MAINTENANCE	\$426.07	
					\$2,199.42
802575	235-7304-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1050222	\$2,199.42	
					\$184.45
802576	235-7304-521500-	NICOR	ACCT 92296400002	\$184.45	
					\$184.45
			DEPARTMENT 7304 TOTAL:	\$3,608.94	

SOLID WASTE DISPSL SWANCCADMIN

				\$151,122.00
902800	511-7401-521540-	SOLID WASTE AGENCY	TIPPING FEES APR 2026	\$1,667.00
902800	511-7401-521540-	SOLID WASTE AGENCY	TIPPING FEES APR 2026	\$149,455.00
DEPARTMENT 7401 TOTAL:				\$151,122.00

MUNICIPAL FLEET SVCS ADMIN

					\$4,124.63
316014	621-7501-521070-	ALTORFER INDUSTRIES	EQUIPMENT MAINTENANCE	\$977.60	
316014	621-7501-521070-	ALTORFER INDUSTRIES	VEH EQUIPMENT MAINTENANCE	\$4,095.65	
316014	621-7501-531510-	ALTORFER INDUSTRIES	VEH MAINTENANCE SUPPLY	(\$948.62)	
					\$75.04
316018	621-7501-531510-	ARLINGTON HTS FORD	VEH MAINTENANCE SUPPLY	\$75.04	
					\$1,011.50
316024	621-7501-531510-	AUTO TECH CENTERS INC	VEH MAINTENANCE SUPPLY	\$1,011.50	
					\$318.74
316028	621-7501-531510-	BUMPER TO BUMPER	VEH MAINTENANCE SUPPLY	\$16.00	
316028	621-7501-531510-	BUMPER TO BUMPER	VEH MAINTENANCE SUPPLY	\$57.19	
316028	621-7501-531510-	BUMPER TO BUMPER	VEH MAINTENANCE SUPPLY	\$63.72	
316028	621-7501-531510-	BUMPER TO BUMPER	VEH MAINTENANCE SUPPLY	\$181.83	
					\$1,369.23
316032	621-7501-531510-	CHICAGO PARTS & SOUND ENTERPRISES	VEH MAINTENANCE SUPPLY	(\$77.00)	
316032	621-7501-531510-	CHICAGO PARTS & SOUND ENTERPRISES	VEH MAINTENANCE SUPPLY	\$70.23	
316032	621-7501-531510-	CHICAGO PARTS & SOUND ENTERPRISES	VEH MAINTENANCE SUPPLY	\$273.92	
316032	621-7501-531510-	CHICAGO PARTS & SOUND ENTERPRISES	VEH MAINTENANCE SUPPLY	\$387.76	
316032	621-7501-531510-	CHICAGO PARTS & SOUND ENTERPRISES	VEH MAINTENANCE SUPPLY	\$714.32	
					\$449.32
316056	621-7501-531510-	FORCE AMERICA DISTRIBUTING LLC	VEH MAINTENNACE SUPPLY	\$449.32	
					\$346.00
316067	621-7501-521070-	ILLINOIS SECRETARY OF STATE	EQUIPMENT MAINTENANCE	\$173.00	
316067	621-7501-521070-	ILLINOIS SECRETARY OF STATE	EQUIPMENT MAINTENANCE	\$173.00	
					\$220.00
316071	621-7501-530350-	JAXON URBAN	REIMBURSEMENT	\$220.00	

					\$1,345.00
316086	621-7501-531510-	MACQUEEN EMERGENCY GROUP	VEH MAINTENANCE SUPPLY	\$52.10	
316086	621-7501-531510-	MACQUEEN EMERGENCY GROUP	VEH MAINTENANCE SUPPLY	\$460.67	
316086	621-7501-531510-	MACQUEEN EMERGENCY GROUP	VEH MAINTENANCE SUPPLY	\$832.23	
					\$147.75
316087	621-7501-531510-	MASTER HITCH INC	VEH MAINTENANCE SUPPLY	\$147.75	
					\$338.05
316090	621-7501-531510-	MC MASTER CARR SUPPLY CO	VEH MAINTENANCE SUPPLY	\$56.02	
316090	621-7501-531510-	MC MASTER CARR SUPPLY CO	VEH MAINTENANCE SUPPLY	\$282.03	
					\$50.00
316104	621-7501-522020-	MUNICIPAL FLEET MANAGERS ASSOC	DUES	\$50.00	
					\$1,806.30
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$1.92	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$10.99	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$13.72	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$21.96	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$27.00	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$28.67	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$28.67	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$34.44	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$42.05	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$43.80	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$53.66	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$103.11	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$104.92	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$116.63	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$139.97	
316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$422.34	

316105	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	\$612.45	
					\$785.00
316109	621-7501-522020-	NTEA	DUES	\$785.00	
					\$607.80
316133	621-7501-531510-	RUSH TRUCK CENTER-CAROL STREAM	VEH MAINTENANCE SUPPLY	\$225.00	
316133	621-7501-531510-	RUSH TRUCK CENTER-CAROL STREAM	VEH MAINTENANCE SUPPLY	\$382.80	
					\$83.75
316136	621-7501-531510-	SCRUBBER CITY INC	VEH MAINTENANCE SUPPLY	\$83.75	
					\$96.00
316144	621-7501-522100-	SUMMIT PRINT SOLUTIONS	PRINTING SERVICES	\$96.00	
					\$118.75
316149	621-7501-530350-	UNIFIRST CORPORATION	CLOTHING	\$118.75	
					\$1,687.88
316151	621-7501-531510-	US AUTOFORCE	VEH MAINTENANCE SUPPLY	\$207.52	
316151	621-7501-531510-	US AUTOFORCE	VEH MAINTENANCE SUPPLY	\$425.80	
316151	621-7501-531510-	US AUTOFORCE	VEH MAINTENANCE SUPPLY	\$432.00	
316151	621-7501-531510-	US AUTOFORCE	VEH MAINTENANCE SUPPLY	\$622.56	
					\$90.00
316164	621-7501-521070-	WILMETTE TRUCK & BUS SALES & SVC	EQUIPMENT MAINTENANCE	\$90.00	
					\$428.73
316166	621-7501-531510-	ZORO TOOLS INC	VEH MAINTENANCE SUPPLY	\$163.45	
316166	621-7501-531510-	ZORO TOOLS INC	VEH MAINTENANCE SUPPLY	\$265.28	
			DEPARTMENT 7501 TOTAL:	\$15,499.47	

CAPITAL ADMIN

					\$5,759.80
316052	506-9001-550250-	ENGINEERING ENTERPRISES INC	PROFESSIONAL SERVICES	\$5,759.80	
					\$17,515.66
316063	505-9001-550250-	HBK WATER METER SERVICE INC	COMMERCIAL METER REPLACEMENT	\$606.41	
316063	505-9001-550250-	HBK WATER METER SERVICE INC	COMMERCIAL METER REPLACEMENT	\$1,518.00	
316063	505-9001-550250-	HBK WATER METER SERVICE INC	COMMERCIAL METER REPLACEMENT	\$3,346.84	
316063	505-9001-550250-	HBK WATER METER SERVICE INC	COMMERCIAL METER REPLACEMENT	\$3,964.41	
316063	505-9001-550250-	HBK WATER METER SERVICE INC	COMMERCIAL METER REPLACEMENT	\$4,000.27	
316063	505-9001-550250-	HBK WATER METER SERVICE INC	COMMERCIAL METER REPLACEMENT	\$4,079.73	
					\$3,843.75
316130	505-9001-550250-	RJN GROUP INC	PROFESSIONAL SERVICES	\$3,843.75	
			DEPARTMENT 9001 TOTAL:	\$27,119.21	

Department 9901 **NON-OPERATING**

					\$15,007.50
316094	515-9901-540830-	METROPOLIS COMMERCIAL CONDO ASSN	BUILDING RESERVE CHARGE	\$10,584.50	
316094	515-9901-540910-	METROPOLIS COMMERCIAL CONDO ASSN	CAM CHARGE	\$4,423.00	
DEPARTMENT 9901 TOTAL:				\$15,007.50	
WARRANT TOTAL:				\$2,200,312.43	



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: AHYAA 5th Grade Cheer Team

Department: Integrated Services

Item Description:

The Arlington Heights Youth Athletic Association cheerleaders recently competed in the Illinois Cheer Association State Competition at Northern Illinois University. All three Arlington Cowboys teams got a bid to compete this year and did a fantastic job! The Silver Storm/5th grade team got their highest scores of the season and brought home the third place trophy. This is the first time in the history of the Cowboys program that one of the cheer teams brought home a trophy.

ATTACHMENTS:

None



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: Arlington Heights Police Department Award of Valor
Department: Police

Item Description:

The Village and Police Department are proud and honored to recognize several sworn members of the Arlington Heights Police Department with the Award of Valor for their selfless actions and bravery during a recent response to a Home Invasion.

The Award of Valor, as recommended by the Arlington Heights Police Department Awards Committee and upon concurrence by the Chief of Police, is presented to sworn officers of the Police Department for acts of bravery or heroism in which the officer has demonstrated a great degree of personal courage and devotion to duty.

On Thursday, February 19th, 2026, officers responded to a residential burglary in progress in the 800 Block of North Chestnut. Homeowners quickly locked themselves in an upstairs bedroom and called 9-1-1. Without hesitation and demonstrating exceptional courage, Officers Kevin Sullivan and Christopher Macko entered the residence in an attempt to rescue the homeowners and apprehend the offender. Upon entry, officers were immediately met with active gunfire. Demonstrating tactical expertise, the officers assumed tactical positions, restricted the offender's movements, and maintained containment. Commander Andrew Flentge, Sergeant James Kryca, and Officers Kevin Sullivan, Daniel Savas, Matthew Boucek, and Anthony Padiyara, then executed a dynamic and tactical entry into the home, locating the homeowners on the second floor and escorted them safely out of the residence. The homeowners did not sustain any injuries as a result of the incident. The responding officers are credited with saving the lives of the homeowners and preventing the armed offender from escaping into the surrounding neighborhood.

The Award of Valor is the highest honor presented by the Arlington Heights Police Department. The award is reserved for only those rare moments when an officer chooses the welfare of others over their own personal safety, courageous action over hesitation, and service above self. The Village and the Arlington Heights Police Department are proud to present

the following sworn police staff with the Award of Valor:

Commander Andrew Flentge
Sergeant James Kryca
Officer Kevin Sullivan
Officer Christopher Macko
Officer Daniel Savas
Officer Matthew Boucek
Officer Anthony Padiyara

The Award of Valor will be presented by Mayor Jim Tinaglia. Please join us in congratulating and celebrating the heroic actions and bravery exhibited by these officers.

ATTACHMENTS:

None



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: Resolution Declaring a Surplus of Tax Increment Financing Funds from the TIF #5 Special Tax Allocation Fund

Department: Planning & Community Development

Item Description:

Tax Increment Financing District V was created to assist in the redevelopment of Town & Country and Southpoint Shopping Centers. Early on TIF increment was provided to the ownership of Town & Country to assist in renovating and de-malling the former interior mall. TIF V was created in February 2005 and expires in 2028.

In 2020, the Village negotiated a redevelopment agreement with Visconsi Companies, owners of Town & Country Mall for \$1.4M for assistance with infrastructure, sitework, and facade improvements to attract Raising Canes and renovate the former vacant Dominick's grocery store space. The agreement had a true-up provision and in 2022, TIF reimbursement was provided in the amount of \$1,354,511. Property tax increment received in TIF V increased from \$805,182 in 2021, to \$1,235,647 in 2022.

In 2021, the Village negotiated a redevelopment agreement with Southpoint Shopping Center ownership to attract At Home. The assistance was \$1.3M, and At Home opened in the formerly underutilized 100,000 square foot retail space. The Village also negotiated a redevelopment agreement for \$170,000 for storm water detention to facilitate the new outlot developments currently under construction.

After payments and Rand Road enhancement projects, TIF V has a positive fund balance. Declaring surplus funds in a TIF District allows the taxing districts that are under a tax cap to utilize these funds outside the tax cap. The surplus would be distributed proportionately among the taxing districts based upon current tax levy rates and formulas. For example, the share of tax bills in 2021 for School District 214 was approximately 26.6%, for School District 25 it was approximately 37%, and for the Village of Arlington Heights it was approximately 12%.

Recommendation:

It is recommended that the Village Board adopt the resolution declaring and authorizing a \$1 Million surplus from TIF V.

ATTACHMENTS:

1. Resolution - TIF #5 Surplus Funds Distribution

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION DECLARING A SURPLUS OF TAX INCREMENT FINANCING FUNDS
FROM THE TIF #5 SPECIAL TAX ALLOCATION FUND

WHEREAS, on February 7, 2005, pursuant to the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1 *et seq.* ("*TIF Act*"), the President and the Board of Trustees of the Village adopted Ordinances No. 05-007, 05-008, and 05-009, approving a redevelopment plan and project for an area known as TIF #5 in the vicinity of Palatine and Rand Roads in the Village ("*Redevelopment Project Area*"), designating the Redevelopment Project Area as a redevelopment project area under the TIF Act, and adopting tax increment allocation financing for the Redevelopment Project Area; and

WHEREAS, pursuant to the TIF Act, the Village has determined that some of the funds deposited into the special tax allocation fund for the Redevelopment Project Area are not required, pledged, earmarked, or otherwise designated for payment of or securing of obligations or anticipated redevelopment project costs; and

WHEREAS, pursuant to the TIF Act, the President and the Board of Trustees desire to designate those funds as "surplus" funds, and to cause the distribution of the surplus funds to the Cook County Treasurer for distribution to the taxing districts with territory within the Redevelopment Project Area; and

WHEREAS, the President and the Board of Trustees now desire to cause the designation and distribution of surplus funds for the Redevelopment Project Area in accordance with the TIF Act;

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

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

SECTION 2. DECLARATION OF SURPLUS FUNDS. In accordance with and pursuant to the TIF Act, the President and the Board of Trustees find, determine, and declare that the amount of funds deposited in the special tax allocation fund for the Redevelopment Project Area that is not required, pledged, earmarked or otherwise designated for payment of or securing of obligations or anticipated redevelopment project costs is \$ 1,000,000.

SECTION 3. PAYMENT AND DISTRIBUTION OF SURPLUS FUNDS. The Village Finance Director is hereby authorized and directed to cause the payment and distribution of the surplus funds designated in Section 2 of this Resolution to the Cook County Treasurer in the manner specified in the TIF Act.

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

AYES:

NAYS:

PASSED AND APPROVED THIS _____ day of _____

Village President

ATTEST:

Village Clerk



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: Resolution Approving a Contract for High Profile Landscape Maintenance Services

Department: Public Works & Engineering

Item Description:

The 2026 Operating Budget includes \$59,400 for contractual landscape maintenance services. The High-Profile Landscape Maintenance contract provides comprehensive landscaping services at 20 highly profile locations throughout the Village. These areas are maintained to the Village’s highest aesthetic and performance standards.

The scope of work includes turf maintenance, seasonal flower installation and maintenance, mowing, fertilization, edging, aeration, and general litter removal.

A public bid opening was held on March 4, 2026. The following bids were received and publicly read aloud as follows:

Bidder	Location	Total Annual Bid Price
Stanley Landscapes	Grayslake, IL	\$59,990.00
Apex Landscaping, Inc	Hawthorn Woods, IL	\$65,368.02
Yellowstone Landscape	Wauconda, IL	\$67,526.00
Fleck’s Landscaping	Wheeling, IL	\$94,203.00
Uno Mas Landscaping	Elgin, IL	\$104,760.00
Langton Group	Woodstock, IL	\$195,895.00

The bid pricing is based on weekly maintenance services, which staff anticipates approximately 39 service cycles per year. The contract is for a three-year term with the option to extend up to an additional three, one-year extensions.

Stanley Landscapes of Grayslake, Illinois, was determined to be the lowest responsible bidder. Staff has not previously worked with Stanley Landscapes but has thoroughly checked all references and has found them to be satisfactory.

Funding for these services is available in Account No. 101-7101-521550.

Although the contract is slightly higher than budgeted, savings from other contracts within the account will cover the overage.

RECOMMENDATION

It is recommended that the Village Board award the three-year High Profile Landscape Maintenance Services contract to Stanley Landscapes of Grayslake, Illinois, as the lowest responsible bidder, for a total annual amount of \$59,990.00, as outlined in the attached Resolution.

ATTACHMENTS:

1. 20260316_Forestry_HighProfileLandscaping

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION APPROVING THE AWARD OF A CONTRACT
FOR HIGH PROFILE LANDSCAPE MAINTENANCE SERVICES
TO STANLEY LANDSCAPES OF GRAYSLAKE, ILLINOIS

WHEREAS, the Village sought bids for the award of a contract for High Profile Landscape Maintenance Services ("*Contract*"); and

WHEREAS, Stanley Landscapes of Grayslake, IL ("*Contractor*"), was the lowest responsible and responsive bidder of the firms that submitted bid packages to the Village for the Contract; and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Contract with Contractor will serve and be in the best interest of the Village and its residents;

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

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

SECTION 2. APPROVAL OF CONTRACT. The Board of Trustees hereby approves the Contract by and between the Village and Contractor, in substantially the form attached to this Resolution as Exhibit A, and in a final form and substance acceptable to the Village Administrator and Village Attorney.

SECTION 3. EXECUTION OF CONTRACT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by Contractor; provided, however, that if the executed copy of the Contract is not received by the Village Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

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

AYES:

NAYS:

PASSED AND APPROVED THIS ___ day of _____, 20__.

Village President

ATTEST:

Village Clerk

EXHIBIT A
CONTRACT



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005
847-368-5000
www.vah.com

NOTICE OF AWARD

Stanley Landscapes
30955 N Fairfield Road
Grayslake, IL 60030

March 16, 2026

Project Description: High-Profile Landscape Maintenance Services

The Village of Arlington Heights has considered the proposal submitted by your Company for the above-described work in response to its INVITATION FOR BIDS opened March 4, 2026.

YOU ARE HEAREBY NOTIFIED that your proposal/bid has been accepted by the Village Board on March 16, 2026 for items and services for the amount of: **Fifty-Nine Thousand, Nine Hundred Ninety Dollars and 00/100ths** (\$59,990.00) annually for 3 years with a 3% increase for years 2 and 3 and with the option to extend with three one-year extensions thereafter.

You are required to execute the Contract Documents and provide necessary Insurance documentation within Fifteen (15) days from the date of this Notice to you.

If you fail to execute said Contract within Fifteen (15) days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your proposal as abandoned and the Owner will be entitled to such other rights as may be granted by law. Please return signed contracts to Lisa Subrin.

You are required to return an acknowledged copy of this Notice of award to the Village, with two signed copies of the contract.

Dated this 16th day of _____, 2026
Village of Arlington Heights

By: _____

Lisa Subrin, Purchasing Coordinator

Acceptance of Notice

Receipt of the above Notice of Award is acknowledged by Stanley Landscapes this _____ of _____ (month), 2026.

By: _____

Title: _____

**VILLAGE OF ARLINGTON HEIGHTS
CONTRACT**

This Agreement is made and entered into this 16th day of March, 2026, between the Village of Arlington Heights "Village" and Stanley Landscapes, "Vendor."

In consideration of the mutual benefits that will result to the parties in carrying out the terms of this Agreement, the parties agree as follows:

1. The Vendor agrees to do all the work, furnish all materials and all labor necessary to complete the work in full compliance with all of the terms of this agreement and the proposed specifications and the requirements of the Director under it;
2. The Village agrees to pay the Vendor based on unit prices for completion of the work in accordance with the bid documents;
3. It is understood and agreed that the Bid Documents, Specifications, Addenda, and the Bidder's response are all essential documents for the High-Profile Landscape Maintenance Services Project. They are attached and hereby made part of this agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated above.

Attest: Village of Arlington Heights

Clerk
(Seal) By: _____
Title: _____
Date: _____

Attest: Bidder:

By: _____
Title: _____

Notary
(Seal) Date: _____

Subscribed & sworn before me this _____ day of _____ 2026.

**VILLAGE OF ARLINGTON HEIGHTS
FINANCE DEPARTMENT, PURCHASING DIVISION
33 S. ARLINGTON HEIGHTS ROAD**

BID SPECIFICATIONS AND CONTRACT DOCUMENTS

High Profile Landscape Maintenance Services

Required for Use by: Village of Arlington Heights- Public Works

Bid Deposit: 10% of bid

Performance Bond: 100% of bid

Pre-Bid Meeting: Mandatory- Thursday February 26, 2026 at 10:00 AM

Date and Time Bids Due: Submit electronically by Wednesday March 4, 2026 at 10:00AM

Date and Time of Bid Opening: Wednesday March 4, 2026 at 10:00AM

Project Contact: Brian Crawford, bcrawford@vah.com, 847-368-5800

Purchasing Coordinator: Lisa Subrin, lsubrin@vah.com, 847-368-5509

This bid is utilizing our Electronic Bid Management System:

- * Please see the Bid Notice for the link to access the bid documents and instructions.
- * **If you have ever done business with the Village of Arlington Heights or if your company has reviewed a bid electronically with us, you ALREADY have a vendor number assigned to you. Please follow the instructions to LINK to your vendor # and do NOT create a new vendor #.** Please contact Lisa Subrin if you do not know your vendor number. Your vendor number can also be found on our POs and checks.
- * It is imperative that you register as a vendor and be logged in **PRIOR TO VIEWING** the Bid Documents. **This is the only way to connect you to the bid and allow us to send you updates, such as addendums.**
- * Required documents to be submitted with this bid are: Bid Bond, Bid Proposal Submission including Summary of Locations, Competency of Contractor and references, Vendor Application Form, and signed addendum, if applicable
- * Please allow yourself enough time to submit your bid before the bid closes.

In the event bidder cannot submit a bid on the requirements as set forth in the bid documents, he or she should return the bid documents with an explanation as to why he or she is unable to bid on these requirements. Because of the large number of firms listed on the Village's qualified bidder's list, it is necessary to delete from these lists the names of those persons, firms or corporations who fail to respond after having been invited to bid on a commodity or commodities.

BID NOTICE

High Profile Landscape Maintenance Services Bid # 260005

The Village of Arlington Heights will accept sealed bids electronically for the High Profile Landscape Maintenance Services Bid until 10:00 AM local time on Wednesday March 4, 2026, at which time they will be publicly opened and read.

A Mandatory Pre-Bid Conference will be held on Thursday February 26, 2026 at 10:00 AM in the Training Room, Village of Arlington Heights Public Works, 222 North Ridge Road, Arlington Heights, IL 60005.

All proposals or bids offered must be accompanied by a bid security in the amount of 10% of the total bid in the form of a certified check, bid bond or cashier's check made payable to the Village of Arlington Heights. No bids shall be considered unless accompanied by such security.

Bidders shall comply with the Prevailing Wage Rate Act (820 ILCS 130). Bidders will also be required to comply with the applicable equal employment opportunity provisions.

The Village of Arlington Heights reserves the right to reject any or all proposals, to waive informalities in bidding and to accept the proposal deemed by the Board of Trustees to be the most favorable to the interests of the Village.

This bid is utilizing our Electronic Bid Management System and specifications/bid documents may be obtained with the following link and instructions. This information and link can also be found at www.vah.com

<https://vilofarlingtonheightsil.munisselfservice.com/vss/Vendors/VBids/Default.aspx>

Type in the bid # and click search. Next click on the bid #, and then click on the attachments on the right-hand side to find instructions on How to Register and Submit a Bid.

*** If you have ever done business with the Village of Arlington Heights or if your company has reviewed a bid electronically with us, you ALREADY have a vendor number assigned to you. Please follow the instructions to LINK to your vendor # and do NOT create a new vendor #.** Please contact Lisa Subrin if you do not know your vendor number. Your vendor number can also be found on our POs and checks.

*** It is imperative that you register as a vendor and be logged in PRIOR TO VIEWING the Bid Documents. This is the only way to connect you to the bid and allow us to send you updates, such as addendums.**

Contact Lisa Subrin, Purchasing Coordinator, at lsubrin@vah.com, if you have issues accessing the bid.

For a list of our current bids, visit our website at www.vah.com.

PRE-BID CONFERENCE

High Profile Landscape Maintenance Services

A Mandatory Pre-Bid Conference will be held on Thursday February 26, 2026 at 10:00 AM in the Training Room, Village of Arlington Heights Public Works, 222 North Ridge Road, Arlington Heights, IL 60005.

Bidder's questions will be responded to at that time only. It is suggested, but not required, that any questions regarding the bid documents be submitted to Brian Crawford, prior to the Pre-Bid Conference in order to allow the Village sufficient time to adequately research and prepare a response for the conference.

Brian Crawford
bcrawford@vah.com
(847) 368- 5800

**VILLAGE OF ARLINGTON HEIGHTS
GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS
PUBLIC IMPROVEMENT/SERVICES**

THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES AND SERVICES AND BECOME A DEFINITE PART OF EACH FORMAL INVITATION TO BID, PURCHASE ORDER, OR CONTRACT ISSUED BY THE VILLAGE OF ARLINGTON HEIGHTS ("VILLAGE"), UNLESS OTHERWISE SPECIFIED. BY SUBMITTING A BID, THE BIDDER AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS. BIDDERS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES OF THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING BIDS, FAILURE TO DO SO WILL BE AT THE BIDDER'S OWN RISK AND WILL NOT SECURE RELIEF ON THE PLEA OF ERROR.

1.01 PREPARATION OF PROPOSALS:

The bidder shall submit their sealed bid proposal on the proposal forms provided and shall be submitted electronically through the Bid Management System. The bidder shall specify in figures, in the places provided, a price for each of the separate items called for in the proposal forms. All information required by the bidding documents must be supplied to constitute a responsive bid.

All bid/proposals should be submitted electronically through the Bid Management System prior to the time specified for opening the bid. If a bid cannot be submitted electronically, please contact the Purchasing Coordinator.

If the bidder is a corporation, the legal name of the corporation, the state of incorporation and the business address shall be set forth together with signature of the officer or officers authorized to sign contracts on behalf of the corporation and attested by the secretary of the corporation. If the bidder is partnership, the true name should be listed. If the bidder is a partnership the true name and address of the firm shall be set forth together with the signatures of authorized partners. If the bidder is an individual, the signature and address shall be inscribed. If the signature is by an agent other than an officer of the corporation or member of the partnership, a power of attorney must be submitted with the bid, otherwise, the bid may be regarded as irregular. All names must be printed below the signature.

1.02 BID SECURITY:

No bid will be considered unless accompanied by a bid security as defined in the Invitation to Bid as a guarantee that if the bid is accepted the bidder will execute the agreement and file bonds and insurance's required by the contract documents. Bid securities shall be made payment to the Village of Arlington Heights. In the event that the bidder fails to furnish the required bonds and insurance within ten (10) calendar days after notice of acceptance of the bid by the Village, then the bid deposit of the bidder shall be retained by the Village as liquidated damages, it being now agreed that said sum is a fair estimate of the amount of damages that said Village will sustain due to the bidder's failure to furnish said bond.

1.03 BID SUBMITTAL:

Each sealed bid properly signed together with the bid security and all documents bound herewith shall submitted electronically through the Bid Management System prior to the time specified for opening the bid. If a bid cannot be submitted electronically, please contact the Purchasing Coordinator.

1.04 WITHDRAWAL OF BID:

No bid shall be withdrawn after the opening of any bid without the consent of the Village. Any bid may be withdrawn at any time prior to the hour fixed in the Invitation for Bids for the opening of bids provided that a request in writing executed by the bidder or duly authorized representative for the withdrawal of such bid is filed with the owner prior to the time specified for the opening of bids.

1.05 AWARDING THE BID:

The contract will be awarded to the lowest responsible bidder, or any other bidder determined by the Village Board to be in the best interest of the Village, who complies with all the provisions of the invitation to bid. The Village reserves the right to reject any or all bids or to waive any non-conformity in bids received whenever such rejection or waiver is in the best interests of the Village. The Village also reserves the right to reject the bid of a bidder who has previously failed to satisfactorily perform a contract, has not completed contracts on time, or whom an investigation shows is not in a position to perform the contract.

In determining responsibility, the following qualifications will be considered by the Village:

- (a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- (b) Whether the bidder can perform the contract or provide service promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (d) The quality of performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- (g) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;

Except as otherwise provided by law, the Village Mayor and Board of Trustees reserves the right to reject any or all bids and to waive any informality in the bids received.

2.00 WORK COVERED BY CONTRACT DOCUMENTS:

The work comprises the completed Public Improvement/Services required by the contract documents and includes all labor necessary to produce such Public Improvement/Services and all materials and equipment incorporated or to be incorporated in such Public Improvement/Service.

3.00 AWARD:

The decision of the Village to accept the proposal of a responsible bidder for the work, subject to the execution and approval of the contract and contract bond to secure the performance thereof, and to such other conditions as may be specified or otherwise required by law.

3.01 BIDDER:

Any individual, firm or corporation submitting a proposal for the work contemplated, acting directly or through a duly authorized representative.

3.02 BID PROPOSAL SECURITY (PROPOSAL GUARANTEE):

The security furnished with the bid to guarantee that the bidder will enter into the contract for the work.

3.03 CONTRACT /AGREEMENT:

The contract represents the entire and integrated agreement between the Village and contractor and supersedes all prior negotiations, representations or agreements either written or oral. The contract may be amended, or modified in writing signed by both parties.

3.04 CONTRACT BOND:

The form of security approved by the Village and furnished by the contractor and a surety as a guarantee of good faith and ability on the part of the contractor to execute the work in accordance with the terms of the contract.

3.05 CONTRACT DOCUMENTS:

The Village/contractor agreement, the conditions of the contract (general), supplementary or special and other conditions), the plans, specifications, addenda and all modifications (written amendments, change orders, written interpretations or other written orders), and the contract bond when required.

3.06 CONTRACTOR:

The contractor is the person or entity identified in the Village-contractor agreement and is referred to throughout the contract documents as if singular in number. The term contractor means the contractor or an authorized representative.

3.07 CORPORATION:

A corporate body authorized or licensed to do business in Illinois.

3.08 ENGINEER:

When the word "Engineer" appears in the specifications it shall mean the Village Engineer of the Village of Arlington Heights, Illinois or those designated by the Village Engineer.

3.09 OBSERVER:

The Village's authorized representative assigned to observe any or all portions of the work and materials being used for the project.

3.10 OWNER/VILLAGE:

When the word "Owner" or "Village" appears in the specifications they shall mean the Village of Arlington Heights, Illinois, a municipal corporation of the State of Illinois, 33 South Arlington Heights Road, Arlington Heights, Illinois 60005.

3.11 PLANS:

All official drawings or reproductions of drawings pertaining to the work provided for in the contract.

3.12 PROJECT MANUAL:

The booklet (manual) which includes the bidding requirements, conditions of the contract, the proposal, specifications.

3.13 BID PROPOSAL:

The written offer of the bidder to perform the work proposed and presented to the Village.

3.14 SPECIAL CONDITIONS:

Special conditions when included in these contract documents shall supplement the general conditions, the attached specifications and the plans on particular portions of the project. They shall govern the contract documents wherever they conflict therewith; but shall not operate to annul those portions of the contract documents with which they are not in conflict.

3.15 SPECIFICATIONS:

The body of descriptions, conditions and requirements contained in the contract, together with written agreements and all documents of any description made or to be made pertaining to the method or manner of performing the work, the quantities, or the quality of materials to be furnished under the contract.

3.16 SURETY:

The corporate body, acceptable to the Village, bound with and for the contractor to insure the contractor's performance of the contract and for payment of all obligations pertaining to the work.

3.17 MISCELLANEOUS DEFINITIONS:

- (a) "Shall" means mandatory.
- (b) "As Required" means as prescribed by the contract documents.
- (c) "As Necessary" means essential to the completion of the work.
- (d) "Or Equal" means a substitute meeting the exact specification of those items so stated on the drawings, details, and/or the specifications and approved by the Village before bids are submitted.

4.00 CONTRACT DOCUMENTS

4.01 OWNERSHIP OF PLANS AND SPECIFICATIONS:

All plans and specifications and copies thereof furnished by the Village are Village property. They are not to be used on other work and with the exception of one complete set, are to be returned to the Village on request, at the completion of the contract work.

4.02 EXAMINATION OF CONTRACT DOCUMENTS AND THE SITE OF PROPOSED WORK:

The bidder shall, before submitting a bid, carefully examine the contract, including the proposal, specifications, general and special conditions. The bidder shall inspect the site of the proposed work and become familiar with all the local conditions affecting the contract and the detailed requirements of the public improvement/service. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to comply with these instructions. The Village will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

4.03 INTENTION OF CONTRACT DOCUMENTS:

The contract documents are complementary; what is called for by one is as binding as if called for by all. The contractor shall bring any conflict, errors, or discrepancies in the contract documents to the attention of the Village in writing before proceeding with the work affected.

4.04 BID PROPOSAL SECURITY (PROPOSAL GUARANTEE):

Each proposal shall be accompanied by a bid proposal security (see invitation or instructions to bidders). A bid proposal security shall be a properly certified check, bank draft, bank cashier's check or bid bond for the amount of 10% of the total bid, made payable to the Village or Arlington Heights. The proposal guarantee will be returned within five (5) working days after the bid opening date to all but the successful bidder, and one alternate bidder to be designated by the Village. The proposal guarantee of the successful bidder and the alternate bidder will be returned as soon as the contract bond, insurance policies and certificates are in proper order, delivered to the Village and the contract has been fully executed by the bidder to whom the contract is awarded.

4.05 BONDING REQUIREMENTS:

(a) Performance and Payment Bond. 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 Surety, Performance, and Payment Bonds, 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 bid proposal security to the Village.

4.06 CONFLICTS:

Where conflict exists within or between parts of the contract documents and applicable standards, codes or ordinances, the more stringent or higher quality requirements shall apply. Large scale drawings take precedence over smaller scaled drawings, figured dimensions on the drawings over scaled dimensions, and noted materials over graphic representations.

4.07 BID PROPOSAL:

The bidder shall submit a sealed bid proposal on the proposal forms provided. Proposals that contain omissions, erasures, alterations, irregularities of any kind, or not accompanied by the proper proposal guaranty shall be rejected. However, the Village reserves the right to reject or accept any and all proposals and to waive technical error as may be deemed in the best interest of the Village.

4.08 LATE BIDS:

Late bids shall not be considered and will be returned unopened.

5.00 PROPOSAL FORM

5.01 UNIT PRICE BID PROPOSAL FORM

(a) Bidders will be furnished with a unit price bid proposal form, attached to the project manual, stating the items of work contemplated and the approximate

estimated quantities. It is the result of careful calculations and is believed to be correct, but it is given only as a basis for comparison of proposals and the award of the contract. The Village does not expressly or by implication agree that the actual quantities involved will correspond exactly with the estimated quantities. The bidder shall verify these quantities before bidding.

(b) Payment will be based on the actual quantities of work performed in accordance with the contract, as the contract unit prices specify. No allowance will be made for any change in anticipated profits due to an increase or decrease in the original estimate of quantities. The Village reserves the right to omit any item entirely, or to increase or decrease any or all items.

5.02 LUMP SUM BID PROPOSAL FORM:

Bidders will be furnished with a lump sum bid proposal form, attached to the project manual, for the work to be performed.

6.00 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 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 Arlington Heights and the State of Illinois where applicable and shall provide indemnity bonds required by the Village Code.

6.01 EMPLOYMENT OF ILLINOIS WORKERS DURING PERIODS OF EXCESSIVE UNEMPLOYMENT

(a) Whenever there is a period of excessive unemployment in Illinois which is defined as any month immediately following two (2) consecutive calendar months during which the level of unemployment in the State of Illinois has exceeded five (5%) percent as measured in the United States Bureau of Labor Statistics in its monthly publication of employment and unemployment figures, the contractor shall employ only Illinois laborers. "Illinois laborers" means any person who has resided in Illinois

for at least thirty (30) days and intends to become or remain an Illinois resident.

(b) Other laborers may be used when Illinois laborers, as defined herein, are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the Village. The contractor may replace no more than three (3) regularly employed non-resident executive and technical experts, who do not qualify as Illinois laborers, to do work encompassed by this contract during periods of excessive unemployment.

(c) This provision applies to all labor whether skilled, semi-skilled, whether manual or non-manual.

6.02 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)".

6.03 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.

6.04 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 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 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 Arlington Heights does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in its programs and activities.

6.05 THE AMERICANS WITH DISABILITIES ACT:

(42 USC 121-1 et seq.) 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.

7.00 CONTRACTOR

7.01 COMPETENCY OF CONTRACTOR:

The contractor shall, when requested by owner, furnish signed statements, showing responsibility, financial ability, experience, amount and condition of equipment and the value of all uncompleted work under contract.

7.02 SUPERINTENDENT OR FOREMAN:

The contractor shall supervise and direct the work efficiently, and with the contractor's best skill and attention. The contractor shall be solely responsible for the negligence of others in the means, method, techniques, sequence or procedure of Public Improvement / Services which is indicated in and required by the contract documents. Contractor shall be responsible to see that the finished work complies accurately with the contract documents.

7.03 WORKMANSHIP:

The contractor shall be responsible for high quality workmanship on all items of

work.

7.04 RESPONSIBILITY:

The contractor and subcontractor shall be responsible for maintaining of safe equipment and using proper methods and procedures. The Village reserves the right to ascertain and to require that the contractor's work and the subcontractor's work complies with the contract.

7.05 HOLD HARMLESS AND INDEMNIFICATION:

To the fullest extent permitted by law, the contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless the Village, it's officers, employees, servants, and agents, from and against all claims, actions, suits, judgments, costs, losses, expenses including but not limited to fees and charges of attorneys, engineers and architects, court and arbitration costs, and liabilities of whatsoever kind or nature arising out of:

(a) Any infringement (actual or claimed) on any patents, copyrights or trade names by reason of any work performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

(b) Bodily injury, including death, "sickness or disease", to any person or persons (including contractor's officers, employees, agents, and servants) or damage to or destruction of any property including the loss of use thereof:
(1) caused by whole or in part by any act, error or omission by the contractor or any subcontractor or anyone directly or indirectly employed by any of them;
(2) arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks, and property adjacent hereto;
(3) arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of the contract.

(c) In any and all claims against the Village or it's agents or employees by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, the indemnification obligation under this section 1.06, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under worker's compensation acts, disability benefit acts or other employee benefit acts. This indemnification does not apply to any liability caused by the Village's own negligence.

7.06 ADANDONMENT:

If the contractor abandons or neglects the work or if the Village at any time is convinced that the work is unreasonably delayed, or that the conditions of the contract are being willfully violated, executed carelessly, or in bad faith, the Village may notify the contractor in writing, and if this notification is without effect within twenty-four (24) hours after the delivery thereof, then, and in that case, the contractor shall discontinue all work under the contract and the Village shall have full authority to make arrangements for the completion of the contract at the expense of the contractor.

7.07 CLEAN UP AND SITE MAINTENANCE:

The contractor shall at all times keep the site and adjoining premises free from accumulation of waste material or rubbish caused by its employees or work, and at the completion of the work, shall remove all rubbish, tools, and surplus materials from the site and adjoining premises, leaving the area in a neat and workmanlike condition. In case of dispute, the Village may remove the rubbish and charge the cost to the contractor.

8.00 CHANGES/ALTERATIONS OF CONTRACT WORK AND EXTRA WORK:

The Village reserves the right to alter the specifications by adding or subtracting from the original quantities as bid without invalidating the contract. All such work shall be executed under the same conditions as the original contract, except for an extension in time when any such change/alteration results in additional work. All changes/alterations shall be made only when ordered in writing from the Village as follows:

(a) The Village Manager must approve an increase in the contract price of not more than \$10,000.00 by written change order.

(b) The Village Board must approve an increase in the contract price in all other instances or an extension in the contract completion time by written change order.

(c) The value of any change shall be determined by one or more of the following methods:

(1) An approved Lump Sum.

(2) Unit Prices given in the Contract or subsequently agreed upon.

9.00 PROTECTION OF PERSONS AND PROPERTY

9.01 SAFETY PRECAUTIONS AND PROGRAMS:

The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

9.02 SAFETY OF PERSONS AND PROPERTY

(a) The contractor shall take all reasonable precautions for safety, and all reasonable protections to prevent damage, injury or loss to:

(1) all employees on the site and all other persons who may be affected hereby;

(2) all the work and all materials and equipment to be incorporated therein, whether in storage on or off site, under the care, custody, or control of the contractor or any subcontractors; and

(3) other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation, or replacement in the course of Public Improvement/Service.

(b) The contractor shall give all notices and comply with all applicable laws, ordinances, rules and regulation and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.

(c) The contractor shall erect and maintain, as required by existing condition and progress of the work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent utilities.

(d) The contractor shall use proper warning guards and safety devices with respect to the construction area.

(e) No trees, fire hydrants, utility poles, shrubs or hedges, traffic signs, or other public structure shall be removed, replaced, damage or destroyed unless and until approval for such removal, replacement, damage or destruction has been given in writing from the Village.

(f) Notwithstanding the foregoing requirements, the contractor shall be responsible

for taking immediate steps to correct any damage or injury to public structures, utility services, roadways or public buildings as well as any damage or injury occasioned to private property as a result of the contractor's activities.

(g) The contractor should keep a daily record of all injuries or incidents or damage occurring in, on or near the construction site as a result of the contractor's construction activities. This information shall be given to the Village within twenty-four (24) hours after the day of occurrence.

10.00 INSURANCE REQUIREMENTS:

(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 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 on all policies required by the contract except for Workmen's Compensation Insurance. The coverage afforded shall be primary and non-contributory for the additional insured with respect to claims arising out of operations performed by or on behalf on the Contractor. Additional insured: Village Of Arlington Heights, its Officials, Employees, Agents and Volunteers. 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. Additional insured status shall be provided by original endorsement as least as broad as CG 20 10 04 13 or CG 20 26 04 13.

(d) As a minimum, the contractor shall secure and maintain the types of insurance as hereinafter specified, and shall submit evidence to the Village on an annual basis that the insurance coverage's 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 main 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 forward original copies of the Certificates of Insurance with the coverage's and limits specified annually during the contract period to the Purchasing Division, Finance Department, 33 S. Arlington Heights Road, Arlington Heights, IL 60005.

(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 before any policy is materially changed, canceled, or not renewed.

10.01 WORKER’S COMPENSATION AND EMPLOYERS 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.

The liability limits shall not be less than:

- 1. Worker’s Compensation.....Statutory
- 2. Employer’s Liability.....\$1,000,000 per occurrence

10.02 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:

- 1. Bodily Injury and Property Damage Combined...\$1,000,000 per occurrence

10.03 COMMERCIAL GENERAL LIABILITY, INCLUDING PREMISES AND OPERATIONS, 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 unwillful 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 insureds 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:
 - 1. Bodily Injury and Property Damage, Combined single limit, per occurrence including, Contractual Liability – Broad Form Products and

Completed Operations.....	\$2,000,000
2. Premises/Operations Personal Injury.....	\$1,000,000
3. General Aggregate.....	\$4,000,000

Products/Completed Operations coverage is to remain in force for a period of two (2) years after the completion of the project.

(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.

10.04 UMBRELLA EXCESS LIABILITY:

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

The required coverages may be in combination of primary, excess and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy excess the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

Policy should be written on an occurrence basis.

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.

11.00 PAYMENTS

11.01 TAXES:

No charges will be allowed for taxes from which the Village is exempt. The Village is not liable for the Illinois Retailer's Occupation Tax, the Service Occupation Tax, nor the Service Use Tax. The Village is also exempt from Federal Excise Transportation Tax.

12.00 TERMINATION OF THE CONTRACT:

The Village may terminate the contract upon the occurrence of any one or more of the following events:

- (a) The contractor files under any chapter of the Bankruptcy Code (Title 11, United States Code) takes any equivalent or similar action by filing a petition or otherwise under any federal or state law in effect at the time relating to bankruptcy or insolvency.
- (b) If a petition is filed against the contractor under any chapter of the Bankruptcy Code as now or hereinafter in effect or if a petition is filed seeking any equivalent or similar relief against the Contractor under any other federal or state law in effect at the time relating to bankruptcy or insolvency.
- (c) If the contractor makes a general assignment for the benefit of creditors.
- (d) If a trustee, receiver, custodian or agent of the contractor is appointed to take charge of the contractor's property for the purpose of enforcing a lien against the property or for the purpose of general administration of the property for the benefit of the contractor's creditors.

- (e) If the contractor admits in writing an inability to pay its debts generally as they become due.
- (f) If the contractor persistently fails to perform the work in accordance with the contract documents, including but not limited to failure to supply sufficient skilled workers or suitable materials or equipment or failure to adhere to the progress schedule established herein.
- (g) If the contractor disregards laws and regulations of any public body.
- (h) If the contractor disregards the authority of the Village.
- (i) If the contractor violates any provisions of the contract documents.

**VILLAGE OF ARLINGTON HEIGHTS
AFFIDAVIT OF COMPLIANCE**

Applicant _____
Name

Address

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

Section I

Non Collusion

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

Section II

Bid Rigging and Rotating

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

Section III

Illinois Drug Free Workplace Act

The undersigned further states that _____ provides
(Name of Company)

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

Section IV

Tax Payment

The undersigned further states that _____ is not
(Name of Company)

delinquent in payment of any taxes to the Illinois Department of Revenue, in accordance with Illinois Compiled Statues, 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 bidder to receive payment under any award made under the terms and provisions of this bid.

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

Signed by: _____
(Name)
(Title)

Subscribed and sworn to before me this _____ day of _____ 20____,AD.

By: _____
(Notary Public)

-Seal-

**VILLAGE OF ARLINGTON HEIGHTS
INDEMNITY HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Village of Arlington Heights, 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 therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Arlington Heights, 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.

The Contractor expressly understands and agrees that any insurance policies 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 Arlington Heights, its Board of Trustees, officers, agents and employees as herein provided.

CONTRACTOR: _____

By: _____



VENDOR APPLICATION

A W-9 must be submitted with this application.

Company Name: _____

Remit To Address: Include if different than W-9 Address.

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Information:

Name: _____ PH#: _____ Email: _____

Vendor Classification:

In accordance with Illinois Public Act 102-0265, the Village of Arlington Heights is required to make a good faith effort to collect and publish certain demographic information provided by our vendors and subcontractors doing business with us. We are required to report whether they are a minority, woman or veteran-owned business as defined by Illinois Law. In addition, we are required to report whether the vendor is a small business under the Small Business Administration standards (SBA).

Please indicate any applicable classification below or check NA, and check if self-certified or if certified. **Submit the appropriate certification documentation with this form.**

- Small Business: Meets certification requirements as a small business under SBA standards (more information available at SBA.gov)
Avg # of Employees: _____ Avg Annual Receipts less than \$7.5M Yes No
Self-Certified _____ Holds Certification _____
- Minority-Owned Business Enterprise (MBE): A business that is at least 51 percent owned by one or more minorities. A person who is a U.S. citizen or lawful permanent resident of the United States and is African American, Hispanic American, Asian American, Native American or Native Hawaiian.
Self-Certified _____ Holds Certification _____
- Women-Owned Business Enterprise (WBE): A business that is at least 51 percent owned by a woman or women who are U. S. Citizens or lawful permanent residents of the U.S.
Self-Certified _____ Holds Certification _____
- Disability-Owned Business Enterprise (DOBE): A business that is at least 51 percent owned by a person or group of persons with a disability (per the definition in 30 ILCS 575) and who is a U.S. citizen or lawful permanent resident of the United States.
Self-Certified _____ Holds Certification _____
- Veteran-Owned Small Business (VOSB): A small business that is at least 51 percent owned, operated & controlled by a qualified veteran living in IL and its home office in IL.
Self-Certified _____ Holds Certification _____
- Not Applicable

Name of Person Completing this form: _____ Date: _____

VILLAGE OF ARLINGTON HEIGHTS
Department of Public Works
Forestry Unit

High Profile Landscape Maintenance Services

INTENT

The intent of this request is to solicit bids from reputable contractors who can provide the specified high profile landscape maintenance services during calendar years 2026-2028, with possible extensions through 2031.

This proposal request is open to all Contractors actively engaged in supplying landscape maintenance services as specified herein. Bidders will be required to demonstrate their capability through references or by means acceptable to the Village of Arlington Heights.

SCOPE OF SERVICES

This work will consist of a spring cleanup, shrub bed maintenance, tree grate maintenance, tree ring maintenance, water management, mowing and edging, fertilizing, flower planting, flowerbed maintenance and fall cleanup.

PART 1 - GENERAL CONDITIONS

1.1 ADMINISTRATION AND ADDITIONAL WORK

This contract will be under the direct administration of the DIRECTOR OF PUBLIC WORKS (DIRECTOR) and detailed administration of the contract shall be provided by the VILLAGE FORESTER (FORESTER) or their authorized representatives. Any alterations or modifications of the work performed under this contract shall be made only by written agreement between the CONTRACTOR and the DIRECTOR and shall be made prior to commencement of the altered or modified work. No claims for any extra work or materials shall be allowed unless authorized by written agreement.

1.2 WORK CREW/SUPERVISION

The CONTRACTOR shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor must be able to converse in the English language and shall be authorized by the CONTRACTOR to accept and act upon all directives issued by the FORESTER. Failure for the Supervisor to act on said directives shall be sufficient cause to give notice that the CONTRACTOR is in default of this contract unless such directives would create potential personal injury, property damage or safety hazards.

Two contact phone numbers must be given for the supervisor. A one-hour call back is required at all times. The Contractor shall employ competent foremen and laborers, and shall discharge, at the request of the Director of Public Works, any incompetent, unfaithful, abusive or disorderly workers in his employ. No one but workers, expert in their respective branches of work, shall be employed where special skill is required. The Village reserves the right to provide an Automatic Vehicle Location - Global Positioning System (AVL - GPS) device to the contractor's vehicles or equipment. This device shall be installed and working for all billable hours of the contract. The purpose of the device will be to assist the Village in tracking maintenance locations, location of the CONTRACTOR, and production of CONTRACTOR.

1.3 CREW APPEARANCE

Crews performing these services shall wear identifiable uniforms at all times while on Village property and look neat and presentable in appearance, as they represent the Village of Arlington Heights.

1.4 PROTECTION OF PUBLIC AND PRIVATE PROPERTY

The Contractor shall exercise all necessary caution to protect vehicular and pedestrian traffic and to protect all public and private property from injury or damage caused by the operations of the Contractor. Any practice obviously hazardous in the opinion of the Director or Forester shall be immediately discontinued by the Contractor upon receipt of either written or oral notice to discontinue such practice. The Contractor shall comply with all OSHA, EPA, and other Federal and State safety standards.

Blocking of a public street, except under extreme emergency conditions, shall not be permitted unless prior arrangements have been made with the Director and other agencies having jurisdiction over the street to be closed. Barricading and detouring of traffic shall be accomplished in conformance with the State of Illinois Manual of Uniform Traffic Control Devices for Highway Construction and Maintenance Operations, latest edition.

When on-street parking is required, proper procedures shall be used including traffic cones, arrow boards and barricades.

1.5 PROTECTION OF UTILITIES

It is recognized that the proposed landscape maintenance may conflict with existing underground electric, telephone, cable television, sewer, water, streetlight, traffic signal and other facilities. It shall be the Contractor's responsibility to contact JULIE 1-800-892-0123 to arrange for locations of all underground facilities as may be necessary to perform the required work. The Contractor should take special note that the Village is a member of JULIE.

The Contractor shall protect all utilities from damage including underground sprinkler systems, and shall immediately contact the appropriate utility if damage should occur and shall be responsible for all claims for damage resulting from the contractor's operations.

1.6 CONCURRENT OPERATIONS

This contract is a non-exclusive contract with the Village. The Village reserves the right to use other contractors or its own employees to perform work similar to that being performed under the terms of this contract. Performance of work by others shall be construed as being consistent with the terms of this contract and shall not be cause for the Contractor to cease performance of work as directed.

1.7 WORKING HOURS

The Contractor will be allowed to schedule his normal work hours between the hours of 7:00 A.M. and 7:00 P.M. Monday through Friday and 8:00 A.M. and 7:00 P.M. on Saturday. Work during other hours will be allowed only as authorized by the Director or authorized representative. Procedures needing to take place after normal working hours shall be approved by the Forester or authorized representative.

1.8 CLEANUP

All debris from the maintenance operations shall be cleaned up before the work crew leaves the site. All lawn areas shall be raked clean, all streets and sidewalks shall be swept, and all debris shall be removed from the site.

1.9 LICENSES AND PERMITS

The Contractor shall, at his expense, procure all necessary contractor licenses and permits needed to conduct the work required under the terms of this contract. The Village will waive the cost of all permits needed for this project. The Vendor is responsible for obtaining and paying for the required contractor licenses and or a business license. Some maintenance will occur on rights-of-way under

the jurisdiction of the Illinois Department of Transportation and Cook County Highway Department. It shall be the responsibility of the Contractor to obtain all necessary permits, lane closure permits, and other needed authorizations to conduct his operations on these rights-of-way. The Contractor will not be included under the general maintenance permits issued to the Village; however, the Village will lend assistance if necessary to the Contractor in obtaining required permits. The Contractor shall give any and all necessary formal notices required in conjunction with the lawful prosecution of the work of this contract.

1.10 SUBCONTRACTS

The Contractor will not be allowed to subcontract work under this contract unless written approval is granted by the Director. The Subcontractor, if approved, shall be bound by the conditions of the contract between the Village and the Contractor and shall perform in accordance with all terms of the contract and specifications. All required notices, work orders, directives, and requests for emergency services will be directed to the Contractor. All directions given to the Subcontractor in the field shall bind the Contractor as if the notice had been given directly to the Contractor.

1.11 SEPARABILITY

If any portion of this contract is found to be unenforceable by a competent court of law having jurisdiction, the remaining portions of the contract shall remain in full force and effect.

1.12 LEGAL RESPONSIBILITY

The Contractor shall not commence work under this contract until a meeting with the Public Works Department has been completed.

A. Accident Notification

In the event of accidents of any kind which involve the general public and/or private or public property, the Contractor shall immediately notify the Director and shall provide a full accounting of all details of the accident. The Contractor shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.

1.13 MANDATORY PRE-BID MEETING

For the purpose of familiarizing BIDDERS with the project, answering questions and issuing addenda as needed for clarification of the bidding documents, a **MANDATORY pre-bid meeting** will be held at the L.A. Hanson Public Works Center, 222 N. Ridge Avenue at the time and date indicated on the front of the BIDDING documents.

1.14 LOCATION OF WORK

This work will involve the high profile landscape maintenance at the specific sites located within the Village of Arlington Heights as shown on the attached Summary of Locations sheet. **Aerial maps for each site will be distributed at the mandatory pre-bid meeting.**

1.15 GENERAL NOTES

Bidders must completely familiarize themselves with the specifications and job sites as listed in the Detailed Specifications. The Contractor shall furnish all equipment and manpower necessary to handle the high profile landscaping maintenance services in a timely and safe manner, at the bid prices as stated on the BID PROPOSAL.

The Contractor will be responsible for any work that is not acceptable to the Village of Arlington Heights and will be responsible for the correction of the condition within 48 hours of notification, at no additional cost to the Village.

Any and all damage either observed or caused by the Contractor shall be reported immediately to the Forester or authorized representative.

The Contractor shall be responsible for costs of repair or replacement of plant materials, irrigation systems or Village property or utilities that are damaged by chemicals, equipment or the contractor's employees, due to the contractor's negligence during the execution of this contract.

1.16 PESTICIDES/HERBICIDES

The Contractor shall minimize pesticide exposure to humans and non-target areas by using low pressure applications and the use of spray adjuvants (tackifiers). Late night or early morning applications will be utilized to reduce pesticide drift and volatilization when weather conditions dictate. Pesticide label recommendations will be followed to reduce over application, herbicide drift, volatilization, and leaching. Any damage will be sole responsibility of the contractor. Markers shall be placed and picked up within 24 to 48 hours post application.

Safety Data Sheets (SDS) will be filed with the Forester. The Contractor, before any pesticide applications, shall notify the Forester of his intentions to spray; what pesticides will be used, and pest to be controlled. Operators will carry product labels in their trucks at all times. Valid operator's and applicator's licenses are required by law in this state, and as a condition of this contract. Submit evidence of current licensing compliance to Village of Arlington Heights before performing spray operations.

1.17 QUESTIONS TO THE FORESTER

All questions in regard to this Contract will be directed to the Forester or authorized representative who is responsible for the monitoring and verifying of work completed for payment under this Contract. This will include the directions as to the way in which the work is to be carried out. The Forester or authorized representative shall receive on a weekly basis, services rendered for previous week.

1.18 RIGHT TO CHANGE SCOPE OF WORK

Due to budget restrictions, the Village of Arlington Heights reserves the right to change or delete from the Contract as required. No adjustments in Contract unit prices or additional compensation will be made for estimates in the quantities of areas or services from the Contract. Contractor is responsible for viewing all areas in order to provide accurate bid prices. Cycles for each activity are **estimates** only and may be altered depending on weather conditions, site conditions, etc. Cancellations of work will be made no later than the Friday before the scheduled work.

1.19 SODDED AREAS

No vehicles of any kind shall be placed, parked, or operated upon or over any sodded areas at any time except as authorized by the Public Works Director or authorized representative.

1.20 VEHICLE MARKINGS

All vehicles and equipment shall be clearly marked with company name. Equipment owned by a subcontractor must be identified with the name of the general contractor.

1.21 REPORTING

Contractor shall submit a weekly maintenance report for each site, on the form provided by the Village, detailing the work that was accomplished. Contractor shall also list on this report any dead, diseased or insect infested trees, shrubs, perennials, or groundcover observed at each site as well as any watering needs / problems. Weekly reports shall be faxed, emailed, or dropped off to the Forester no later than 3:30pm on the Monday following each workweek (or Tuesday, if

Monday is a holiday). Backdated reports will not be accepted, nor will payment be authorized for weeks for which the required reports were not received.

1.232YARD AREA

The Contractor shall locate a branch office/yard **area within twenty (20) miles of 222 N. Ridge Avenue, Arlington Heights, IL 60005**. The Contractor is responsible for having all the necessary equipment readily available for daily work.

PART 2 – REQUIRED WORK

HIGH PROFILE MAINTENANCE OF VILLAGE OWNED COMPLEX SITES

The following specifications are minimum acceptable standards.

2.1 SPRING CLEANUP

Before regular seasonal maintenance begins, a complete and thorough spring cleanup of the sites shall be completed by April 1st (weather permitting). The purpose of the spring cleanup is to prepare the grounds for regular mowing and to remove debris that has accumulated over the winter from the turf areas, shrub and flowerbeds, tree rings, and building borders, etc. This work is to include the raking of any leaves on the grounds and picking up such items as branches, bottles, cigarette butts, cans, etc. Also at this time, the Contractor shall cut down any foliage remaining on perennials.

All debris generated from the spring cleanup is to be collected and disposed of offsite by the Contractor at the Contractor's expense.

2.2 LITTER PICKUP AND CLEAN UP

Beginning March 1st of each year, dependent on weather, litter cleanup shall begin. All litter shall be removed at least weekly from each site. Litter shall include all debris including, but not limited to cigarette butts, paper, cans, bottles etc. All litter shall be removed and legally disposed offsite, including litter on turf, in planting beds, in tree grates, in paved areas and caught within plants. Curbs will be swept as needed to ensure that there are no accumulations of grass clippings or other landscape refuse.

2.3 TURF MOWING

Turf at all assigned sites shall be mowed at least once every seven days unless otherwise directed by the Director of Public Works or authorized representative, starting the week of April 1st, or whenever the grass reaches 4" in height. During drought periods when turf is not actively growing, the Village reserves the right to direct contractor to decrease mowing frequency.

The mowing will be performed in such a way as to establish a cutting pattern consistent throughout the lawn areas. The direction of the cutting pattern will be altered weekly to avoid compaction of the soil. **All clippings will be bagged and properly disposed of off-site.**

All improved turf areas shall be cut 3" – 3 ½" high in cool weather, and 3 ½" – 4" high during drought periods; however the Village reserves the right to adjust the preferred mowing height if desired. All mowing equipment should be kept in good condition with blades and cutting edges kept sharp, in order to prevent tears to grass blades. When cutting mounds or uneven areas, exercise caution to avoid scalping of turf.

The edges of lawns around plant beds, circular tree rings and along curbing will be cut to the same height as open lawn areas and be kept neatly trimmed. Where lawns are adjacent to sidewalks and curb, the grass will be neatly edged by hand or mechanical means once a month.

Trimming around all structures, trees, shrubs, and flower beds is to be completed during every visit to the site and shall be at the same height as adjacent mower cut. Extreme care must be taken to avoid hitting trees or shrubs with mowers. If any plants show damage, as observed by the Forester, the Contractor shall replace the damaged plants with those of equal size and quality, at no additional cost to the Village.

Scrub trees that grow at the edge of the ballast rock along the Railroad right-of-way, within 3' of turf, shall be removed or trimmed before they are 6" high. Use caution when trimming or mowing this area to avoid throwing rocks.

2.4 HARDSCAPE AREAS

Sidewalks or any paved areas shall be kept weed free either by spraying with a herbicide (approved in advance by the Forester or authorized representative) or by hand pulling, making sure to get the root of the plant. Any leaves or other debris shall be picked up and disposed of offsite.

Any tree grates shall be kept weed free by either hand pulling or by use of herbicides (approved by the Forester or his authorized representative). Litter and other debris shall be removed from tree grates weekly.

2.5 PLANTING BED AND TREE RING MAINTENANCE (INCLUDING MULCHING)

The Contractor shall maintain a weed-free environment in all shrub beds, flower beds, groundcover beds, flower beds, and tree ring areas. Except for the required pre-emergent treatments, the Contractor may use hand-pulling or chemicals (spray or dry, as approved by the Forester or authorized representative) to achieve a weed free bed environment.

Pre-Emergent Herbicide: Two applications shall be required in all shrub beds/tree rings. (However, note that pre-emergent herbicides shall not be applied in spring to beds scheduled for annual flower plantings as depicted in seasonal flower maps). The first application shall be made in late winter / early spring before summer annual weeds germinate. The second application shall be in August before winter annual weeds germinate.

All pre-emergent herbicides shall be labeled as appropriate for existing plant materials. The herbicide shall be watered in within the time period specified on the label, unless sufficient rainfall occurs in that time period to properly incorporate the herbicide.

The bed edge shall be cut and maintained as many times as necessary during the season to maintain a neat appearance. All edge faces are to be cut vertical to the turf edge. All cuttings and excess soil must be removed from the site, and are **not allowed to be incorporated into the existing soil**. Tree ring sizes will vary depending on the space in which they are located and the diameter at breast height (dbh) of the tree. Tree rings should be circular in shape to the drip line where possible.

Between March 15 and May 15, existing mulch should be raked or forked to loosen mulch, pre-emergent should then be applied, and finally additional mulch shall be added as needed, so that the final mulch layer is 3 inches in depth. Mulch shall be kept at least 6" from the trunks of trees, and shall not contact the base of shrub, perennial, or groundcover plants. At no time shall mulch be added over perennial plants that have started growing or are fully grown, but if perennials have not yet emerged, a light coating of mulch may be applied. Mulch shall be placed so as not to cover irrigation or other utility boxes in the ground. Any stones or debris brought to the surface will be removed prior to mulch application. All mulch shall be maintained so as to keep a fresh appearance.

The **mulch shall be provided at no cost by the Village**, to be picked up by the Contractor at a facility to be determined. A Village employee will load the Contractor with mulch.

2.6 TURF AERATION

This item shall consist of the aeration of all fine turf areas and will be done once during the month of September. Core aeration shall have a minimum core depth of three (3) inches, or deeper depending on the ground conditions at the time of the aeration.

2.7 PRUNING

Shrub & Groundcover

This item shall consist of the complete pruning and trimming of all shrubs and ground covers. This is to be done in such a manner as to encourage proper natural form and healthy growth of all plant material. Pruning shall be performed once annually and/or as directed by the Forester or authorized representative. Objectives shall be to keep plants free of deadwood, rubbing branches and suckers, to keep plants from obstructing sidewalks or other paved areas, to maintain uniformity between plants of the same species, and in sight triangle areas, to keep plant height from exceeding 30 inches (or lower if requested by the Forester). Branches being pruned shall be selectively **hand-pruned** with sharp clean bypass pruners, back to appropriately-sized lateral branches. No stubs or flush cuts will be allowed. Pruning shall be performed in accordance with the most recent version of ANSI A300 Standards (Standard Practices for Tree, Shrub and Other Woody Plant Maintenance).

In general, major pruning operations should take place in early spring while plants are dormant, prior to the flush of new growth, with the following exceptions and modifications:

1. Susceptible shrubs (spirea and cotoneaster) which can be infested with fire blight should not be pruned during the fire blight's active season to avoid spreading the disease.
2. To maximize the beauty of spring-flowering lilac shrubs, schedule pruning operations immediately after the blossoms have faded.

Shearing of shrubs will not be allowed.

Groundcover beds shall be pruned of dead wood in early spring. Throughout summer, maintain at a height of no greater than 6".

Flowers – Perennials & Annuals

Flowers shall be deadheaded as needed to remove spent blossoms and promote new buds. Remove blossoms that have faded, once per week. Remove any leaves, which have yellowed or browned, once per week. Pinch back annuals which have become "leggy".

Contractor shall be required to remove any or all dead perennial foliage as directed by the Forester or authorized representative. Most perennial plants will likely need foliage removed only once, in late fall after foliage has turned brown. Some plants will be allowed to retain some or all foliage through the winter such as Ornamental Grasses, which shall be cut back in the spring to a height of 12 inches, and Russian Sage which shall be cut back in the spring to remove deadwood.

2.8 FERTILIZATION/WEED CONTROL APPLICATIONS

Turf

This item shall include fertilization and weed control in turf at all sites, according to the schedule listed below (exact timing to be determined by weather conditions and as directed by the Director of Public Works or authorized representative).

Early Spring Application (April / early May before crabgrass germinates)

- Fertilizer at 1 lb. N/1000 sq. ft. (19-0-0 NPK ratio or approved equal) slow-release Nitrogen
- Pre-emergent crabgrass control

Mid-Summer Application (mid-June, to be applied to all turf sites except for sites which are not irrigated.)

- Broadleaf Post-Emergent Selective Herbicide with grub control (combination product)
- Fertilizer at .75 lb. N/1000 sq. ft. (15-0-0 NPK ratio or approved equal)

Early Fall Application (Late September)

- Broadleaf Post Emergent Selective Herbicide (combination product)
- Fertilizer at 1 lb. N/1000 sq. ft. (25-0-2 NPK ratio or approved equal) slow release

Flowers

Summer annuals will be fertilized monthly, with a water-soluble fertilizer such as 20-20-20 (NPK ratio). The process may be done during watering, by means of hozon proportioner, or tank mixture not less than 5 lbs. per 100 gallons of water.

All fertilizer and herbicide products shall be approved in advance by Director of Public Works or authorized representative. All other things being equal between various products, the Village will generally give preference to the less toxic product. No products containing dicamba shall be used. During drought conditions, do not apply herbicides to un-irrigated sites without prior consultation with, and approval from, the Director of Public Works or authorized representative.

2.9 SEASONAL FLOWER INSTALLATION

The Contractor will furnish all labor and equipment necessary to provide and maintain seasonal flower rotations as specified in the flower rotation schedule below and as per agreement. **Flowers will be provided by the Village.** Aerial maps for seasonal flower planting areas and urns will be distributed at the mandatory pre-bid meeting.

1. Spring annuals (Location A) will be installed by April 1st (or when weather allows) and removed prior to planting summer annuals.
2. Summer annuals (Location B) will be installed by May 1st (or after last frost) and removed by September 1st
3. Fall flowers (Location B) will be installed by September 1st and removed when flowering cycle is finished.
4. Spring flowering bulbs (Location C) (top size – 4 per sq. ft.) will be installed in November after fall flowering annuals and removed prior to summer rotation. Mushroom compost (2”) will be added to all beds.

Location (A)	Location (B)	Location (C)
Village Hall Urns (4)	Village Hall Urns (4) & Bed	Village Hall Bed
Police Urns (2)	Police Urns (2)	
Harmony Park Urns (10)	Harmony Park Urns (10)	
	Egg Harbor Marquis Bed	Egg Harbor Marquis Bed
	Friendship Park Beds	Friendship Park Beds
	North Evergreen Garage Bed	North Evergreen Garage Bed
	Downtown Metra Raised Beds	Downtown Metra Raised Beds
	Public Works Sign Bed	Public Works Sign Bed
Downtown Planters (14)	Downtown Planters (14)	

2.10 FALL CLEANUP

A complete and thorough fall cleanup of the sites will be completed annually by November 30th. The purpose of the fall cleanup is to rid the sites of leaves and debris that have accumulated in order to minimize the chance of turf smothering or plant disease over the winter. Additionally, contractor shall be required to completely remove all annual flower plants (and rake soil smooth thereafter) and selected perennial foliage upon direction of the Forester or authorized representative. Contractor shall be responsible for removal and legal disposal of all debris, annual plants and leaves, at no additional cost to the Village. During leaf-drop, the Contractor will clean all fine turf areas of accumulated leaves before mowing.

PART 3 - PERFORMANCE AND PAYMENT

3.1 PERFORMANCE

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 reserves the right to immediately terminate this contract.

Weekly inspections of contract areas will be performed by Public Works personnel upon receipt of the weekly reports. In addition, equipment being used may be inspected at any time by the Director of Public Works or his authorized representative. All work must be completed to the satisfaction of the Director of Public Works or authorized representative, and any questions as to proper procedures or quality of workmanship will be resolved by same. Contractors should be aware that the Village will not sign off on any work until the detailed maintenance report is reviewed and invoice submitted. At that time, the invoice will be checked for accuracy and each individual site will be inspected for compliance with specifications. If deficiencies are found, Contractor will be given a list of such deficiencies and payment of the applicable invoice will be withheld until the deficiencies are corrected.

3.2 SCHEDULED COMPLETION OF WORK

This contract is expected to be awarded in early 2026 and work may begin after agreed upon start date determined at required preconstruction meeting, after all necessary documents are submitted, and materials are readily available, as determined by the Village. Work shall be completed in a timely manner. Failure to complete all the work identified in this contract shall be cause for cancellation of payment and subsequently the agreement.

3.3 PENALTIES

In the case that the contractor fails to meet the specifications and the Village needs to intervene to perform work that is required in the specifications, the Village will chargeback its time for service in accordance with the most current Equipment and Labor Rate Charges as set by the Village. The Village reserves the right to not pay for an area if work is not performed within 48 hours of notice or the quality of work does not meet the description within these specifications.

3.4 ACCEPTANCE OF COMPLETED WORK

Weekly inspections of contract areas will be performed by Public Works personnel upon receipt of weekly reports. In addition, equipment being used may be inspected at any time by the Forester or his authorized representative. All work must be completed to the satisfaction of the Forester or authorized representative, and any questions as to proper procedures or quality of workmanship will be resolved by same. Contractors should be aware that the Village will not sign off on any work until the detailed maintenance report is reviewed and invoice submitted. At that time, the invoice will be checked for accuracy and each individual site will be inspected for compliance with specifications. If deficiencies are found, Contractor will be given a list of such deficiencies and payment of the applicable invoice will be withheld until the deficiencies are corrected. The Director or the Forester reserves the right to reject any completed work which does not comply with these specifications. Areas that are rejected shall be corrected within 48 hours of notice.

3.5 PAYMENT

Billings for service will be accepted on a monthly basis after March 1, 2026, for all work performed under this contract. Payment will be determined in the following manner: For each site, the total quoted annual maintenance cost for all Pay Items assigned at that site will be divided into nine equal monthly payments. It should be noted that nine equal payments does not necessarily indicate the cost of services received for that time frame. **Invoices for work shall be submitted on a monthly or biweekly basis to accountspayable@vah.com.**

PART 4 - FORFEITURE

The Village retains the right to terminate this contract at any time for cause of unsatisfactory workmanship and/or performance, or the refusal for neglect of the Contractor to prosecute the work with the work force sufficient for its completion within the specified times or for failure of the Contractor to proceed with the work in accordance with the requirements and conditions of the specifications. At least ten (10) days prior to the date that the Contractor will be declared in default of the contract, the Village shall give written notice by certified mail to the Contractor. This notice shall state the reasons that the Contractor is being declared in default and may also include suggested steps that the Contractor should take to remedy the occurring problems and comply with the conditions of the contract. Failure by the Contractor to correct the stated deficiencies within the notice period shall result in the Contractor being declared in default of the contract. Issuance of the notice by the Village shall be indication of the intentions of the Village to take the work out of the control of the Contractor and to rebid the said work to other contractors.

The cost of fully completing all the work and all expense of every kind incurred by the Village in completing the contract shall be charged to the Contractor and shall be deducted and paid by the Village out of such monies as may be due or may become due to said Contractor. Any deficiencies of monies required to complete the contract by others shall be paid to the Village by the Contractor forthwith and the bondsman will be held liable for any such deficiency. Should it become necessary for the Village to declare the contract in default, such default shall in no case relieve the Contractor or his bondsman of any of the conditions of the contract.

PART 5 - TERM OF CONTRACT

The initial term of this contract shall be for approximately three years commencing at the date of execution of the contract and expiring December 31, 2028. The amount of work to be completed in each fiscal year of the contract is solely dependent upon the funds appropriated each fiscal year by the Village Board of Trustees for the purposes of contractual landscape work. This contract places no obligation on the Village to appropriate funds for said work. It is understood by the Contractor that the quantities of work listed in these specifications are an estimate of the work to be completed during each fiscal year and are only listed for the comparison of bids and use in preparing annual budgets. The Village reserves the right to add or delete quantities to this contract as it deems in the best interest of the Village. The term of the contract may be extended for up to three additional one-year periods if approved and accepted by both the Contractor and the Village. The initial contract places no obligation on the Village to approve any contract extensions.

PART 6 – ESCALATION ALLOWANCES

6.1 EFFECTIVE DATE OF ADJUSTMENT

This contract shall have a multiple year term as set forth in Part 5. The Contractor will be allowed to request to annually escalate the contract prices of each one-year extension beyond initial contract terms as set forth in the Proposal. This request must be made in writing to the Director 30 days in advance of the contract extension date. This escalation, if approved, may take place on January 1 in the first extension year.

6.2 PAYMENT ESCALATION

The allowable annual escalation of the contract unit prices shall be based on the annual percentage increase in the Chicago Consumer Price Index for all urban consumers for the previous twelve-month period. A copy of the CPI sheet shall be provided with any requested price increase. The total contract adjustment at any adjustment period may not exceed the increase in the Chicago Consumer Price Index.

Summary of Locations

High Profile Landscape Maintenance Services

Area #	Location	ANNUAL SITE TOTAL
1.	Village Hall, Including Rooftop Garden	\$
2.	Police Station	\$
3.	Fire Station One	\$
4.	Municipal Parking Lots on south side of Sigwalt	\$
5.	Public Works Building	\$
6.	Harmony Park	\$
7.	Vail Parking Garage	\$
8.	Friendship Park	\$
9.	Egg Harbor Parking Lot & Marquee Sign	\$
10.	Clock Tower Park	\$
11.	Old Train Station	\$
12.	Downtown Metra Station & Planter Boxes by Javier's	\$
13.	Arlington Park Metra Station	\$
14.	Senior Center	\$
15.	Historical Museum	\$
16.	Parking Lot S	\$
17.	North Evergreen Parking Garage	\$
18.	Parking Lot E	\$
19.	Northwest Hwy – Ridge to Vail (South Side)	\$
20.	Citco Triangle (Highland Ave & Northwest Hwy)	\$
TOTAL BID PRICE FOR 2026		\$

Bid Proposal

High Profile Landscape Maintenance Services

After becoming familiar with the General Conditions and Instructions to Bidders and the attached specifications, the undersigned offers the following prices for furnishing landscape maintenance services for the locations as listed in the Summary of Locations on the previous page of the specifications:

TOTAL BID PRICE 2026	\$
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PERCENTAGE INCREASE FROM 2026 FOR SECOND YEAR (2027)	%
PERCENTAGE INCREASE FROM 2027 FOR THIRD YEAR (2028)	%
Rate for one time visit to all sites to pick up debris during off season times	\$

Hourly Rate for Additional Work When Authorized (Could include but not limited to mowing, debris pickup, planting, watering, etc.)	\$ /Hr
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NOTE: A summary of locations pricing sheet must also be submitted along with this bid proposal.

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

Competency of Contractor
(Failure to compete will result in rejection of bid)

Submit along with the Bid Proposal responses to the following items:

- 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 names of the owners and/or officers.
- 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 this contract and if they will be full-time or part-time employees.
- State if your company has, in the past five years, been involved in any litigation or arbitration with any past client.
- Have you or any present partners or officers failed to complete a contract?
- Do you maintain a permanent commercial business office? Number of years at current location?

References

(To be submitted with proposal)

Failure to compete will result in rejection of bid

The contractor shall provide the Village with a list of municipalities where they have satisfactorily completed landscape work in the Chicago area.

Please submit at least three (3) references for similar type of services provided.

Municipality _____ Contact Person _____

Phone # _____ No. of years serviced _____

Value of Contract _____

Municipality _____ Contact Person _____

Phone # _____ No. of years serviced _____

Value of Contract _____

Municipality _____ Contact Person _____

Phone # _____ No. of years serviced _____

Value of Contract _____

Municipality _____ Contact Person _____

Phone # _____ No. of years serviced _____

Value of Contract _____

Municipality _____ Contact Person _____

Phone # _____ No. of years serviced _____

Value of Contract _____



Location - 1.

Village Hall Including Rooftop Garden

0 35 70 140 Feet

Page 1 of 20





Location - 2.
Police Station

0 30 60 120 Feet

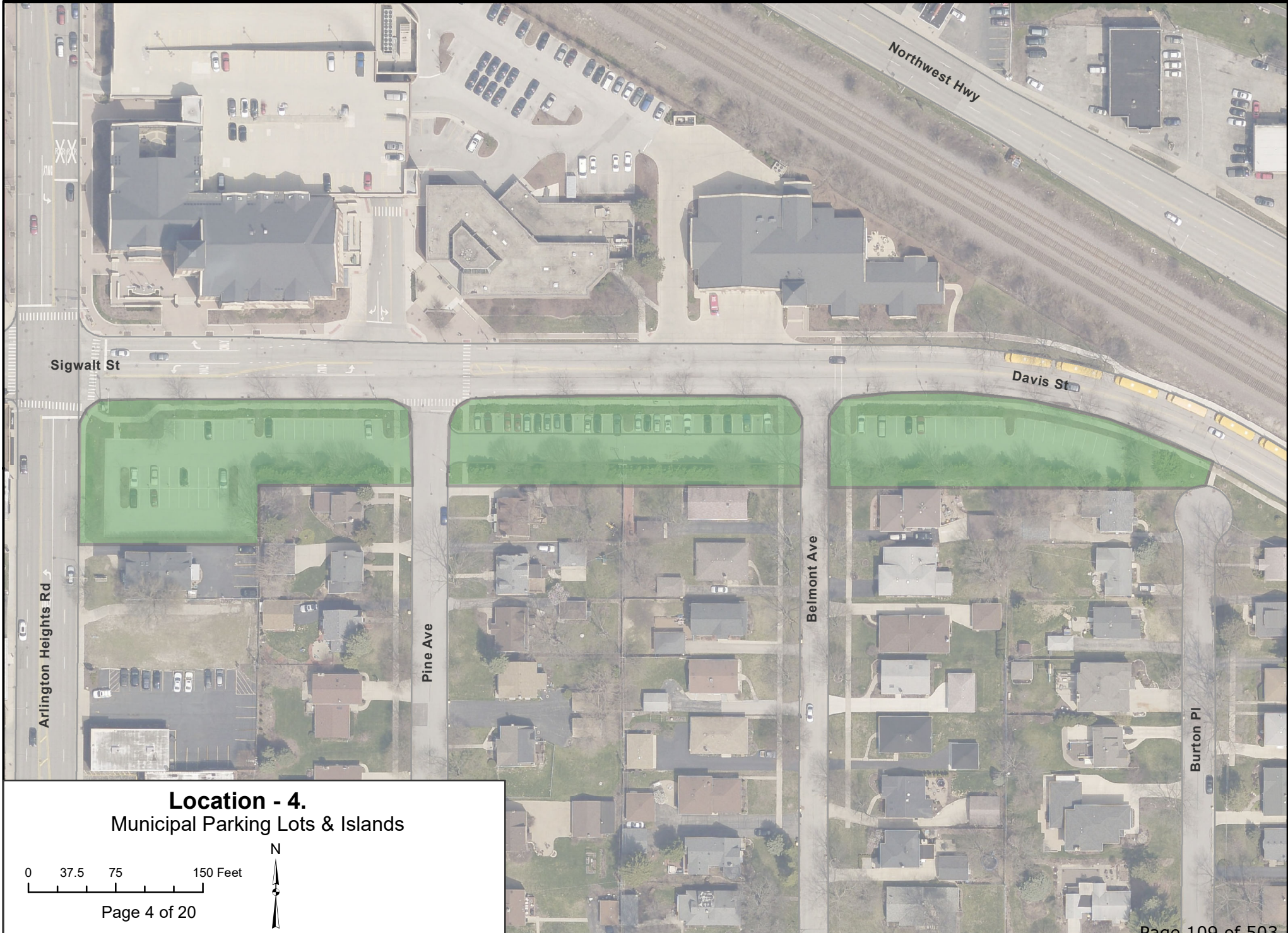




Location - 3.
Fire Station One

0 15 30 60 Feet





Location - 4.

Municipal Parking Lots & Islands

0 37.5 75 150 Feet





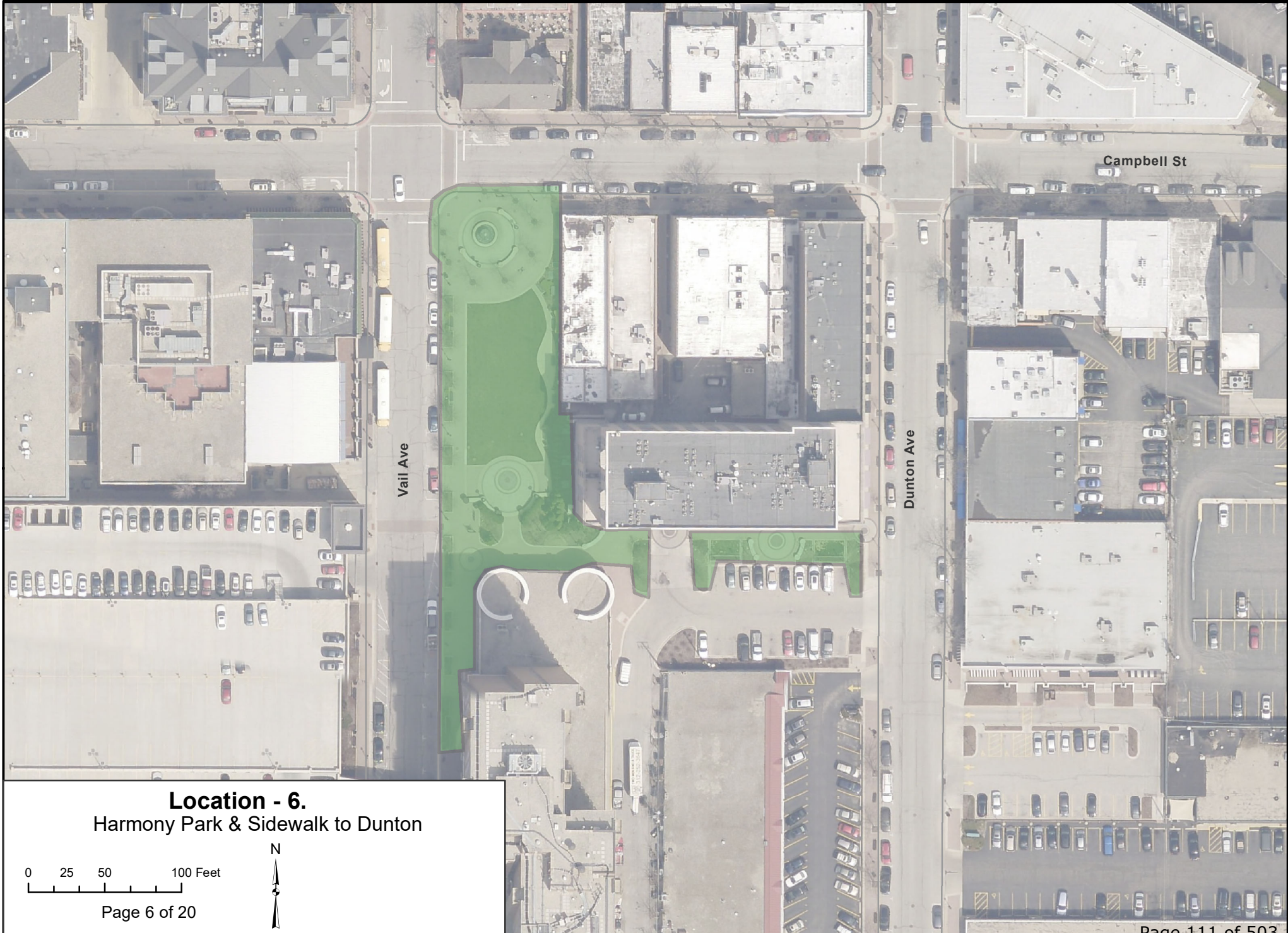
Location - 5.

Downtown Metra Station & Planter Boxes by Javier's

0 15 30 60 Feet

Page 5 of 20





Location - 6.

Harmony Park & Sidewalk to Dunton

0 25 50 100 Feet

Page 6 of 20





Location - 7.
Vail Parking Garage & Alley

0 20 40 80 Feet





Location - 8.
Historical Museum

0 20 40 80 Feet





Location - 9.
Friendship Park

0 15 30 60 Feet





Location - 10.

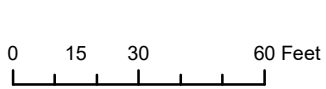
Egg Harbor Islands & Marquis Sign

0 15 30 60 Feet





Location - 11.
Clock Tower Park





Location - 12.
Old Train Station Lot

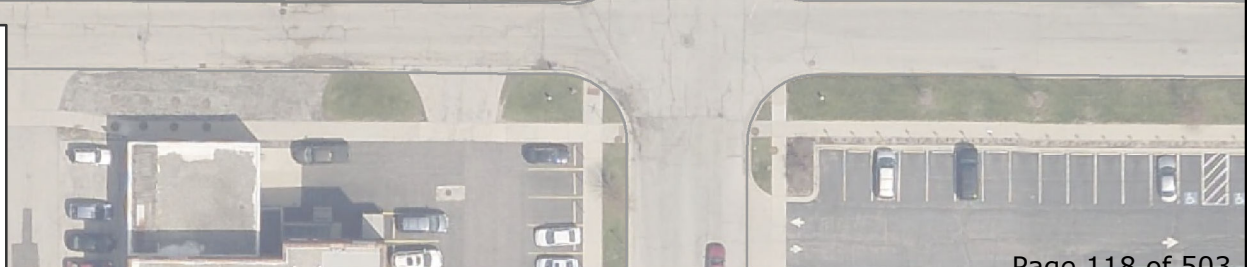
0 15 30 60 Feet





Location - 13.
Parking Lot S

0 20 40 80 Feet





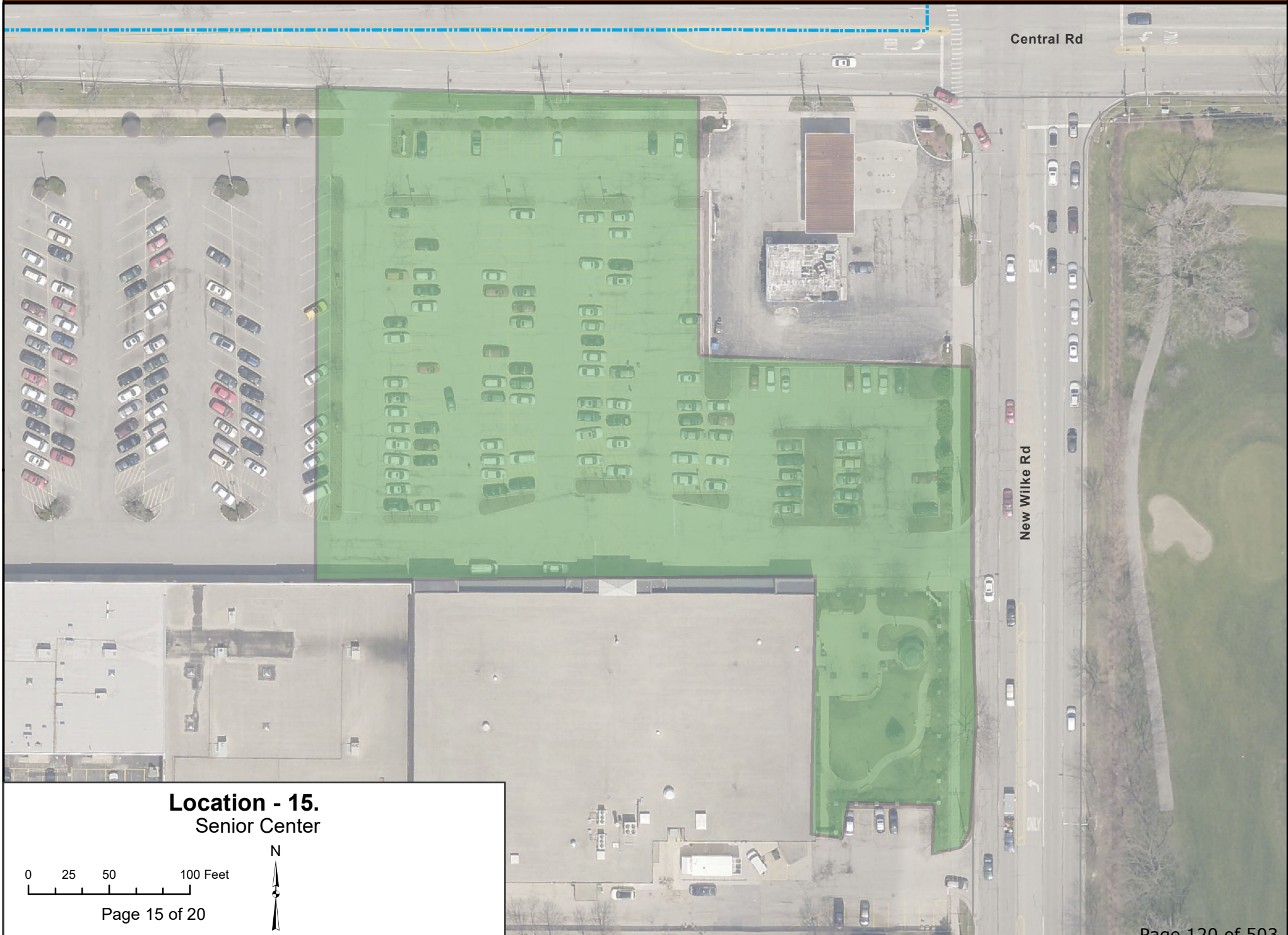
Location - 14.

North Evergreen Parking Garage

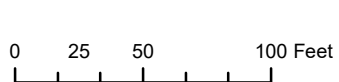
0 20 40 80 Feet

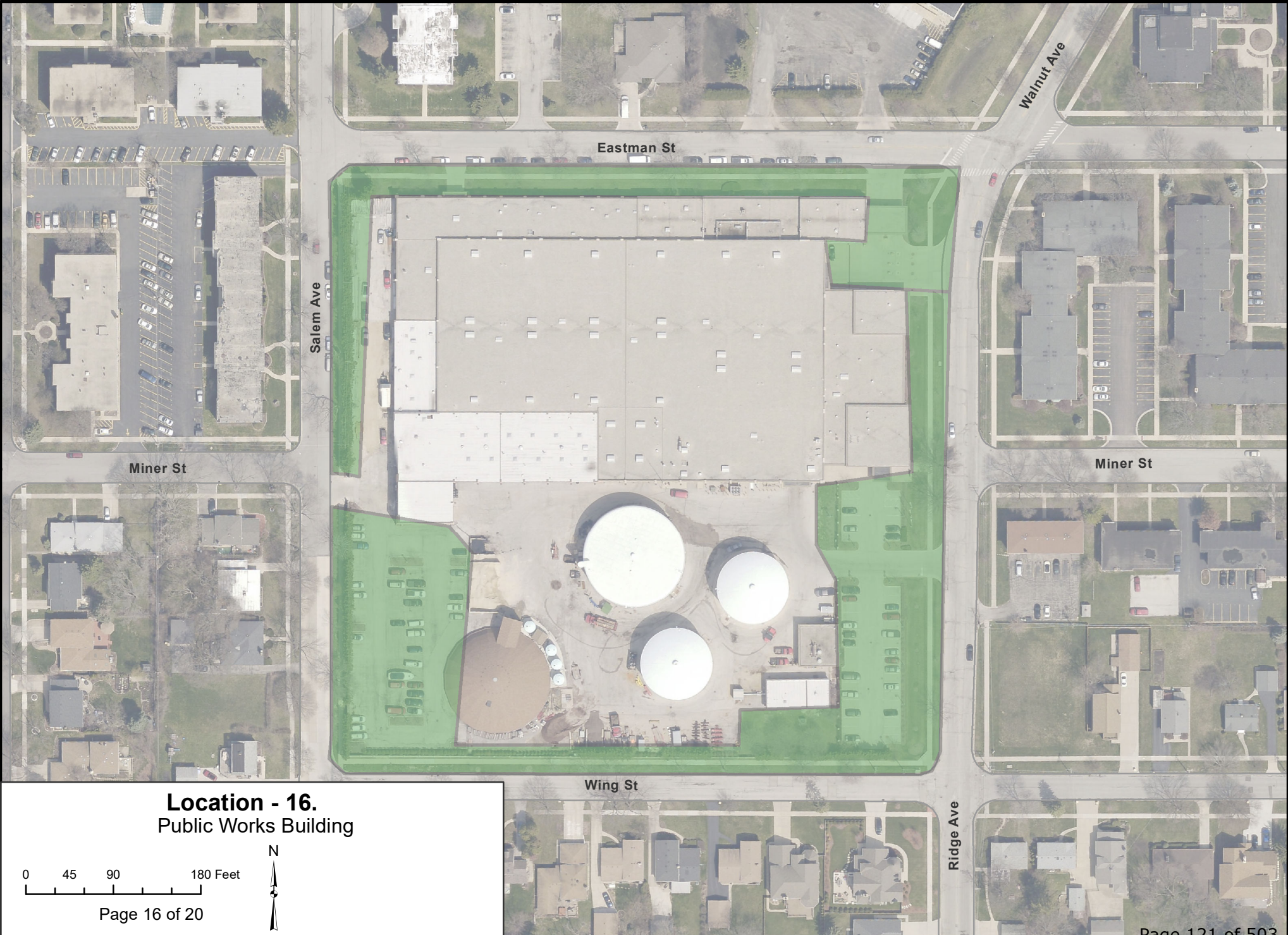
Page 14 of 20





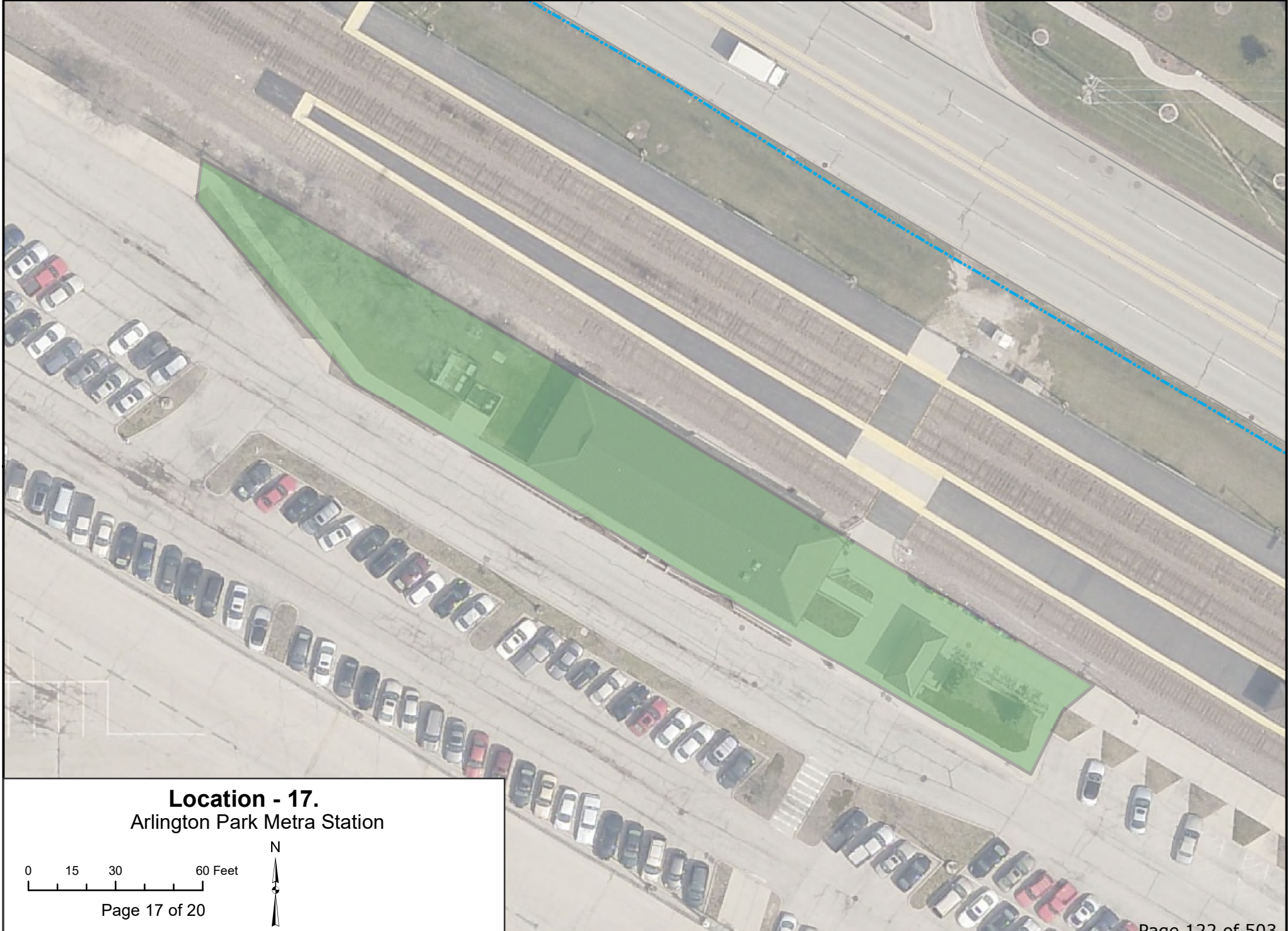
Location - 15.
Senior Center



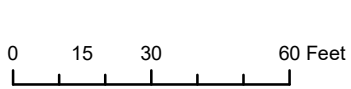


Location - 16.
Public Works Building

0 45 90 180 Feet



Location - 17.
Arlington Park Metra Station

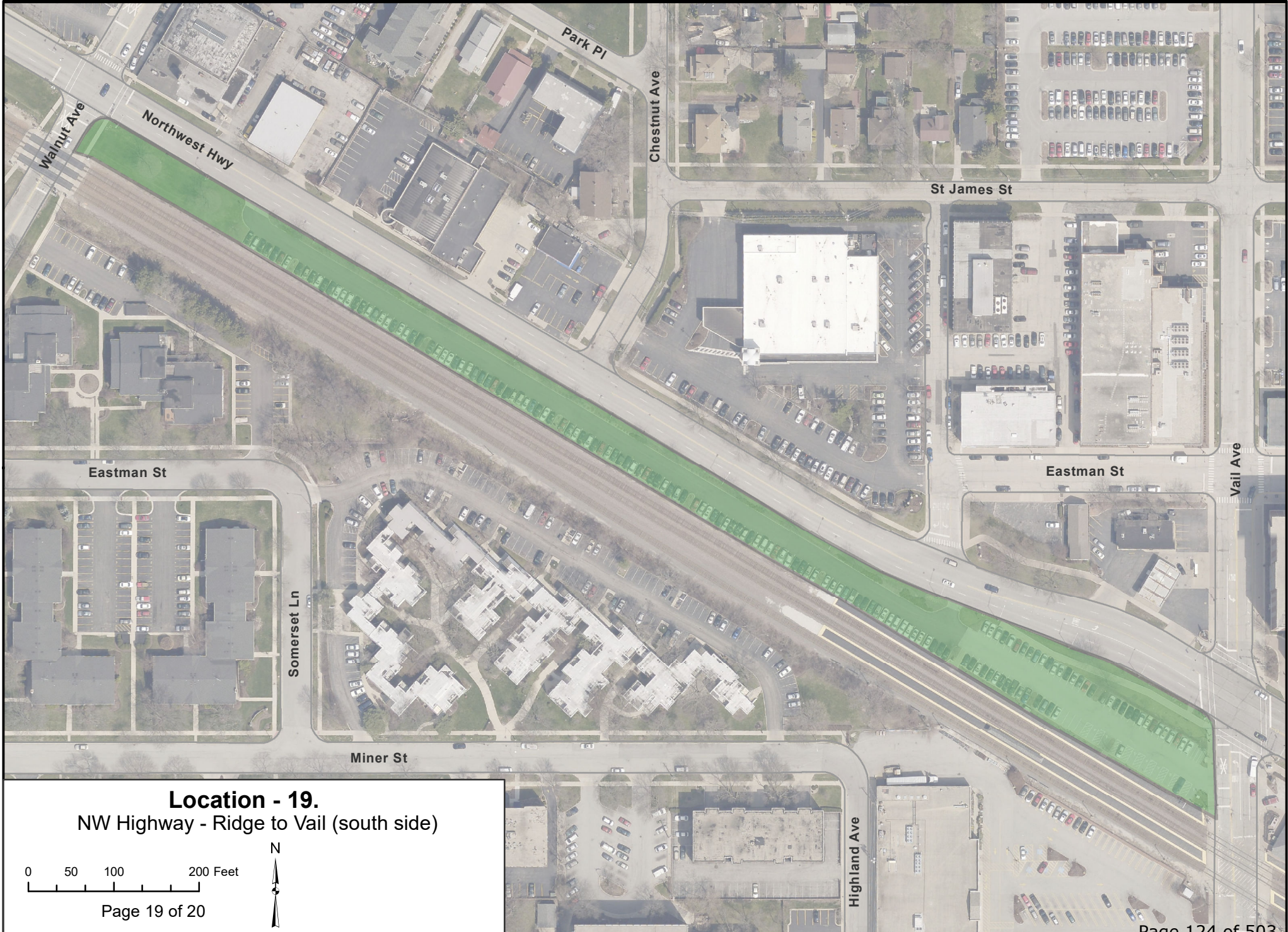




Location - 18.
Parking Lot E

0 15 30 60 Feet





Location - 19.

NW Highway - Ridge to Vail (south side)

0 50 100 200 Feet

Page 19 of 20





Location - 20.
Citco Triangle

0 12.5 25 50 Feet



Summary of Locations
High Profile Landscape Maintenance Services

Area #	Location	ANNUAL SITE TOTAL
1.	Village Hall, Including Rooftop Garden	\$ 5820
2.	Police Station	\$ 2985
3.	Fire Station One	\$ 2760
4.	Municipal Parking Lots on south side of Sigwalt	\$ 3545
5.	Public Works Building	\$ 4545
6.	Harmony Park	\$ 4300
7.	Vail Parking Garage	\$ 2080
8.	Friendship Park	\$ 3120
9.	Egg Harbor Parking Lot & Marquee Sign	\$ 4620
10.	Clock Tower Park	\$ 3460
11.	Old Train Station	\$ 2560
12.	Downtown Metra Station & Planter Boxes by Javier's	\$ 3670
13.	Arlington Park Metra Station	\$ 3520
14.	Senior Center	\$ 5280
15.	Historical Museum	\$ 3705
16.	Parking Lot S	\$ 5760
17.	North Evergreen Parking Garage	\$ 3310
18.	Parking Lot E	\$ 4180
19.	Northwest Hwy – Ridge to Vail (South Side)	\$ 3780
20.	Citco Triangle (Highland Ave & Northwest Hwy)	\$ 1990
	TOTAL BID PRICE FOR 2026	\$ 59,990

Bid Proposal

High Profile Landscape Maintenance Services

After becoming familiar with the General Conditions and Instructions to Bidders and the attached specifications, the undersigned offers the following prices for furnishing landscape maintenance services for the locations as listed in the Summary of Locations on the previous page of the specifications:

TOTAL BID PRICE 2026	\$ 59,990
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PERCENTAGE INCREASE FROM 2026 FOR SECOND YEAR (2027)	3 %
PERCENTAGE INCREASE FROM 2027 FOR THIRD YEAR (2028)	3 %
Rate for one time visit to all sites to pick up debris during off season times	\$ 925

Hourly Rate for Additional Work When Authorized (Could include but not limited to mowing, debris pickup, planting, watering, etc.)	\$ 57.50 /Hr
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NOTE: A summary of locations pricing sheet must also be submitted along with this bid proposal.

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

Bid Proposal (Continued)

Bidder's Company Name Stanley Landscapes

Address 30955 N Fairfield Rd

Signature  

Title Michael Stanley (agent) President (witness) Shane Stanley Vice President

Telephone Number 847 740 9332 Date 3/3/24

Email Contact - us e Stanleylandscapes.com

NOTE: If the bidder is a partnership, the proposal must be signed by at least two of the co-partners. If the bidder is a corporation, the proposal must be signed by an authorized officer of the corporation, attested and sealed by the secretary or other authorized officer.

State of Incorporation: IL

State licensed disposal site: CMDS

Name Michael Stanley

Address 30955 N Fairfield Rd

City, State, Zip Craystone, IL 60030

References

(To be submitted with proposal)

Failure to compete will result in rejection of bid

The contractor shall provide the Village with a list of municipalities where they have satisfactorily completed landscape work in the Chicago area.

Please submit at least three (3) references for similar type of services provided.

Municipality Deerfield Contact Person Terry Hernandez
Phone # 847 572 2670 _No. of years serviced 16
Value of Contract \$ 20,000

Municipality Highland Park Contact Person Mike Evans
Phone # 847 579 4085 _No. of years serviced 6
Value of Contract \$ 40,000

Municipality Deerfield Contact Person Paul Rogus
Phone # 847 572 2670 _No. of years serviced 8
Value of Contract Construction \$15-30,000

Municipality _____ Contact Person _____
Phone # _____ _No. of years serviced _____
Value of Contract _____

Municipality _____ Contact Person _____
Phone # _____ _No. of years serviced _____
Value of Contract _____



VILLAGE OF ARLINGTON HEIGHTS INC. 1887

Addendum # 1

Date: February 25, 2026

To: All Bidders on the following Project

Project: **High Profile Landscape Maintenance Services- Bid # 260005**


Bid Opening: Wednesday March 4, 2026 at 10:00 AM

The following addendum shall be included and is considered part of the bid documents. The Bidder shall acknowledge receipt of this addendum and inclusion in the bid by including a signed copy with the sealed bid submitted. Failure to return this form may result in disqualification of the Bidder.

1. Public Works has issued maps outlining the locations for this bid and it has been added to the "Complete Bid Document- High Profile Landscape Maintenance Services"
2. The updated file is available through Vendor Self Service in the Attachments Section in the Information Tab.
 - a. "Complete Bid Document- High Profile Landscape Maintenance Services- Updated 2-25-26"
3. There are no changes to the Summary of Locations for this bid.

Bidder's Acknowledgment of Receipt:

Company Name: Stanley Landscapes

Signature: 

Print Name Michael Stanley

Title: President

Date: 03/03/2026

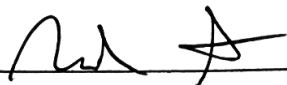
Failure to return this form may result in disqualification of the Bidder

**VILLAGE OF ARLINGTON HEIGHTS
INDEMNITY HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Village of Arlington Heights, 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 therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Arlington Heights, 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.

The Contractor expressly understands and agrees that any insurance policies 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 Arlington Heights, its Board of Trustees, officers, agents and employees as herein provided.

CONTRACTOR: Stanley Landscapes

By: 
Michael Stanley

VILLAGE OF ARLINGTON HEIGHTS
AFFIDAVIT OF COMPLIANCE

Applicant Stanley Land Sales
Name _____
30955 N Fairfield Rd Caryville, IL
Address _____

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

Section I

Non Collusion

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

Section II

Bid Rigging and Rotating

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

Section III

Illinois Drug Free Workplace Act

The undersigned further states that MSL/Stany Landscapes provides
(Name of Company)

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

Section IV

Tax Payment

The undersigned further states that Stany Landscapes is not
(Name of Company)

delinquent in payment of any taxes to the Illinois Department of Revenue, in accordance with Illinois Compiled Statues, 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 bidder to receive payment under any award made under the terms and provisions of this bid.

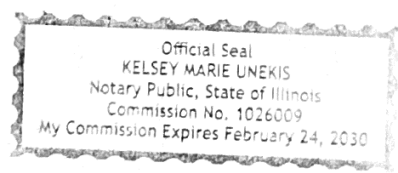
The undersigned certifies that all the information contained in the Affidavit is true and correct.

X Signed by: Michael Stany
President [Signature]
(Name)
(Title)

Subscribed and sworn to before me this 3 day of March 2020, AD.

By: Kelsey Marie Unekis
(Notary Public)

-Seal-





Company Information and History

Stanley Landscapes is a locally owned and operated landscape maintenance company based in Lake County, Illinois. Established in 1985, the company provides commercial and municipal landscape maintenance services including mowing, landscape maintenance, seasonal cleanups, plantings, and related grounds services.

Stanley Landscapes was founded to provide reliable, detail-oriented landscape services with direct ownership involvement in daily operations. The company focuses on maintaining long-term relationships with clients by providing consistent service quality, responsive communication, and dependable scheduling.

Since its founding, Stanley Landscapes has continued to expand its commercial and municipal client base while maintaining a manageable service portfolio that allows for hands-on oversight and quality control on every property.

Company Officers:

Michael Stanley — President

Shane Stanley — Vice President

Mission Statement

The mission of Stanley Landscapes is to provide dependable, high-quality landscape maintenance services that enhance the appearance, safety, and usability of the properties we serve. We strive to build long-term relationships with our clients through consistent service, attention to detail, and responsive communication while maintaining professionalism and accountability in every project we undertake.

Company Size and Staffing

Stanley Landscapes maintains a trained field staff capable of performing all services required under this contract. Our crews are experienced in servicing commercial and municipal properties and operate commercial-grade equipment necessary to maintain properties of varying sizes and complexity.

For this contract, services will be performed primarily by existing trained staff members currently employed by Stanley Landscapes. If needed to support seasonal workload such as spring cleanups, seasonal plantings, or fall leaf removal, the company may supplement operations with additional seasonal employees on a part-time basis.



Stanley Landscapes maintains the personnel, equipment, and operational capacity required to perform the services outlined in the bid documents in a reliable and timely manner.

Equipment & Operational Capacity

Stanley Landscapes maintains a fleet of commercial landscape maintenance equipment necessary to perform municipal and commercial grounds maintenance services efficiently and reliably. Equipment includes commercial zero-turn mowers, walk-behind mowers, trimmers, blowers, hedge trimmers, trucks, and trailers required for daily operations.

All equipment is maintained on a regular service schedule to ensure safe and dependable operation throughout the season. The company also maintains backup equipment to minimize service disruptions in the event of mechanical issues.

With an established operations yard and equipment storage facility located at 30955 N. Fairfield Rd., Grayslake, Illinois, Stanley Landscapes is positioned to efficiently service municipal and commercial properties throughout Lake County and surrounding communities.

Litigation History

Stanley Landscapes has not been involved in any litigation or arbitration with any past client within the past five (5) years.

Contract Completion

Neither Stanley Landscapes nor any of its partners or officers has ever failed to complete a contract.

Business Office

Stanley Landscapes maintains a permanent commercial business office and operations yard located at:

30955 N. Fairfield Rd.
Grayslake, Illinois

The company has operated from this location for multiple years, allowing efficient service to municipalities and commercial properties throughout Lake County and surrounding communities.

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>	
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	6	City, state, and ZIP code		
	7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
				-					
or									
Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Michael Stanley			Date	02/23/2026
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

- **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

- **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

- **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

- **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

- **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.



VENDOR APPLICATION

A W-9 must be emailed with this application.

Company Name: _____

Remit To Address: Include if different than W-9 Address.

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Information:

Name: _____ PH#: _____ Email: contact-us@stanleylandscapes.com

Vendor Classification:

In accordance with Illinois Public Act 102-0265, the Village of Arlington Heights is required to make a good faith effort to collect and publish certain demographic information provided by our vendors and subcontractors doing business with us. We are required to report whether they are a minority, woman or veteran-owned business as defined by Illinois Law. In addition, we are required to report whether the vendor is a small business under the Small Business Administration standards (SBA).

Please indicate any applicable classification below or check NA, and check if self-certified or if certified. **Submit the appropriate certification documentation with this form.**

- Small Business: Meets certification requirements as a small business under SBA standards (more information available at SBA.gov)
Avg # of Employees: _____ Avg Annual Receipts _____
Self-Certified Holds Certification
- Minority-Owned Business Enterprise (MBE): A business that is at least 51 percent owned by one or more minorities. A person who is a U.S. citizen or lawful permanent resident of the United States and is African American, Hispanic American, Asian American, Native American or Native Hawaiian.
Self-Certified Holds Certification
- Women-Owned Business Enterprise (WBE): A business that is at least 51 percent owned by a woman or women who are U. S. Citizens or lawful permanent residents of the U.S.
Self-Certified Holds Certification
- Disability-Owned Business Enterprise (DOBE): A business that is at least 51 percent owned by a person or group of persons with a disability (per the definition in 30 ILCS 575) and who is a U.S. citizen or lawful permanent resident of the United States.
Self-Certified Holds Certification
- Veteran-Owned Small Business (VOSB): A small business that is at least 51 percent owned, operated & controlled by a qualified veteran living in IL and its home office in IL.
Self-Certified Holds Certification
- Not Applicable

Name of Person Completing this form: _____ **Date:** _____

M/DD/YY



700 BUSSE RD.
ELK GROVE VILLAGE IL 60007
847-952-3700

70-2277
719

0001598216

We Do More For Your Money

OFFICIAL CHECK

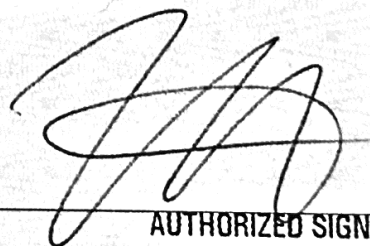
REMITTER: MICHAEL STANLEY LANDSCAPES INC

DATE: 3/03/26

EXACTLY **6,000 AND 00/100 DOLLARS

AMOUNT: \$6,000.00

Pay To The Order Of: VILLAGE OF ARLINGTON HEIGHTS


BRIL
AUTHORIZED SIGNATURE

⑈0001598216⑈

⑆07192277⑆

00020039501⑈

Summary of Locations
High Profile Landscape Maintenance Services

Area #	Location	ANNUAL SITE TOTAL
1.	Village Hall, Including Rooftop Garden	\$ 5820
2.	Police Station	\$ 2985
3.	Fire Station One	\$ 2760
4.	Municipal Parking Lots on south side of Sigwalt	\$ 3545
5.	Public Works Building	\$ 4545
6.	Harmony Park	\$ 4300
7.	Vail Parking Garage	\$ 2080
8.	Friendship Park	\$ 3120
9.	Egg Harbor Parking Lot & Marquee Sign	\$ 4620
10.	Clock Tower Park	\$ 3460
11.	Old Train Station	\$ 2560
12.	Downtown Metra Station & Planter Boxes by Javier's	\$ 3670
13.	Arlington Park Metra Station	\$ 3520
14.	Senior Center	\$ 5280
15.	Historical Museum	\$ 3705
16.	Parking Lot S	\$ 5760
17.	North Evergreen Parking Garage	\$ 3310
18.	Parking Lot E	\$ 4180
19.	Northwest Hwy – Ridge to Vail (South Side)	\$ 3780
20.	Citco Triangle (Highland Ave & Northwest Hwy)	\$ 1990
	TOTAL BID PRICE FOR 2026	\$ 59,990

Bid Proposal

High Profile Landscape Maintenance Services

After becoming familiar with the General Conditions and Instructions to Bidders and the attached specifications, the undersigned offers the following prices for furnishing landscape maintenance services for the locations as listed in the Summary of Locations on the previous page of the specifications:

TOTAL BID PRICE 2026	\$ 59,990
----------------------	-----------

PERCENTAGE INCREASE FROM 2026 FOR SECOND YEAR (2027)	3 %
PERCENTAGE INCREASE FROM 2027 FOR THIRD YEAR (2028)	3 %
Rate for one time visit to all sites to pick up debris during off season times	\$ 925

Hourly Rate for Additional Work When Authorized (Could include but not limited to mowing, debris pickup, planting, watering, etc.)	\$ 57.50 /Hr
---	-----------------



NOTE: A summary of locations pricing sheet must also be submitted along with this bid proposal.

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

Bid Proposal (Continued)

Bidder's Company Name Stanley Landscapes

Address 30955 N Fairfield Rd

Signature  

Title Michael Stanley (agent) (witness) Shane Stanley
President Vice President

Telephone Number 847 740 9332 Date 3/3/24

Email Contact - us e Stanleylandscapes.com

NOTE: If the bidder is a partnership, the proposal must be signed by at least two of the co-partners. If the bidder is a corporation, the proposal must be signed by an authorized officer of the corporation, attested and sealed by the secretary or other authorized officer.

State of Incorporation: IL

State licensed disposal site: CMDS

Name Michael Stanley

Address 30955 N Fairfield Rd

City, State, Zip Craystone, IL 60030

References

(To be submitted with proposal)

Failure to compete will result in rejection of bid

The contractor shall provide the Village with a list of municipalities where they have satisfactorily completed landscape work in the Chicago area.

Please submit at least three (3) references for similar type of services provided.

Municipality Deerfield Contact Person Terry Hernandez
Phone # 847 572 2670 _No. of years serviced 16
Value of Contract \$ 20,000

Municipality Highland Park Contact Person Mike Evans
Phone # 847 579 4085 _No. of years serviced 6
Value of Contract \$ 40,000

Municipality Deerfield Contact Person Paul Rogus
Phone # 847 572 2670 _No. of years serviced 8
Value of Contract Construction \$15-30,000

Municipality _____ Contact Person _____
Phone # _____ _No. of years serviced _____
Value of Contract _____

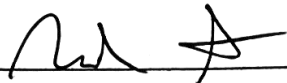
Municipality _____ Contact Person _____
Phone # _____ _No. of years serviced _____
Value of Contract _____

**VILLAGE OF ARLINGTON HEIGHTS
INDEMNITY HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Village of Arlington Heights, 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 therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Arlington Heights, 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.

The Contractor expressly understands and agrees that any insurance policies 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 Arlington Heights, its Board of Trustees, officers, agents and employees as herein provided.

CONTRACTOR: Stanley Landscapes

By: 
Michael Stanley

VILLAGE OF ARLINGTON HEIGHTS
AFFIDAVIT OF COMPLIANCE

Applicant Stanley Land Sales
Name _____
30955 N Fairfield Rd Caryville, IL
Address _____

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

Section I

Non Collusion

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

Section II

Bid Rigging and Rotating

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

Section III

Illinois Drug Free Workplace Act

The undersigned further states that MSL/Stany Landscapes provides
(Name of Company)

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

Section IV

Tax Payment

The undersigned further states that Stany Landscapes is not
(Name of Company)

delinquent in payment of any taxes to the Illinois Department of Revenue, in accordance with Illinois Compiled Statues, 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 bidder to receive payment under any award made under the terms and provisions of this bid.

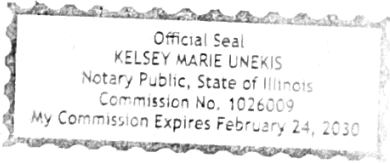
The undersigned certifies that all the information contained in the Affidavit is true and correct.

X Signed by: Michael Stany
President [Signature]
(Name)
(Title)

Subscribed and sworn to before me this 3 day of March 2020, AD.

By: Kelsey Marie Unekis
(Notary Public)

-Seal-





Company Information and History

Stanley Landscapes is a locally owned and operated landscape maintenance company based in Lake County, Illinois. Established in 1985, the company provides commercial and municipal landscape maintenance services including mowing, landscape maintenance, seasonal cleanups, plantings, and related grounds services.

Stanley Landscapes was founded to provide reliable, detail-oriented landscape services with direct ownership involvement in daily operations. The company focuses on maintaining long-term relationships with clients by providing consistent service quality, responsive communication, and dependable scheduling.

Since its founding, Stanley Landscapes has continued to expand its commercial and municipal client base while maintaining a manageable service portfolio that allows for hands-on oversight and quality control on every property.

Company Officers:

Michael Stanley — President

Shane Stanley — Vice President

Mission Statement

The mission of Stanley Landscapes is to provide dependable, high-quality landscape maintenance services that enhance the appearance, safety, and usability of the properties we serve. We strive to build long-term relationships with our clients through consistent service, attention to detail, and responsive communication while maintaining professionalism and accountability in every project we undertake.

Company Size and Staffing

Stanley Landscapes maintains a trained field staff capable of performing all services required under this contract. Our crews are experienced in servicing commercial and municipal properties and operate commercial-grade equipment necessary to maintain properties of varying sizes and complexity.

For this contract, services will be performed primarily by existing trained staff members currently employed by Stanley Landscapes. If needed to support seasonal workload such as spring cleanups, seasonal plantings, or fall leaf removal, the company may supplement operations with additional seasonal employees on a part-time basis.



Stanley Landscapes P.O. Box 472 Deerfield, IL 60015 - 847.740.9332

Stanley Landscapes maintains the personnel, equipment, and operational capacity required to perform the services outlined in the bid documents in a reliable and timely manner.

Equipment & Operational Capacity

Stanley Landscapes maintains a fleet of commercial landscape maintenance equipment necessary to perform municipal and commercial grounds maintenance services efficiently and reliably. Equipment includes commercial zero-turn mowers, walk-behind mowers, trimmers, blowers, hedge trimmers, trucks, and trailers required for daily operations.

All equipment is maintained on a regular service schedule to ensure safe and dependable operation throughout the season. The company also maintains backup equipment to minimize service disruptions in the event of mechanical issues.

With an established operations yard and equipment storage facility located at 30955 N. Fairfield Rd., Grayslake, Illinois, Stanley Landscapes is positioned to efficiently service municipal and commercial properties throughout Lake County and surrounding communities.

Litigation History

Stanley Landscapes has not been involved in any litigation or arbitration with any past client within the past five (5) years.

Contract Completion

Neither Stanley Landscapes nor any of its partners or officers has ever failed to complete a contract.

Business Office

Stanley Landscapes maintains a permanent commercial business office and operations yard located at:

30955 N. Fairfield Rd.
Grayslake, Illinois

The company has operated from this location for multiple years, allowing efficient service to municipalities and commercial properties throughout Lake County and surrounding communities.



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: Resolution Approving a Contract for Secondary Landscape Maintenance Services

Department: Public Works & Engineering

Item Description:

The 2026 Public Works Operating Budget includes \$131,200 for secondary contractual landscape maintenance services. The Secondary Landscape Maintenance contract provides weekly flower and shrub bed maintenance, tree grate and tree ring maintenance, and litter pickup at 52 public areas and Village facilities throughout the community. A public bid opening was held on March 4, 2026. The following bids were received and publicly read aloud as follows:

Bidder	Location	Total 2026 Cost
Apex Landscaping, Inc.	Hawthorn Woods, IL	\$64,171.38
Fleck’s Landscaping	Wheeling, IL	\$71,253.00
Stanley Landscapes	Grayslake, IL	\$73,710.00
Langton Group	Woodstock, IL	\$142,272.00

The bid pricing is based on weekly maintenance services, which staff anticipates at approximately 39 service cycles per year. The contract is for a three-year term with the option to extend up to an additional three, one-year extensions.

Apex Landscaping, Inc. of Hawthorn Woods, Illinois, was the lowest responsible bidder. Based on prior satisfactory performance, staff recommends awarding the contract to Apex Landscaping, Inc.

Funding for these services is available in Account No. 101-7101-521550. The remaining budget will be used for additional landscape projects and maintenance efforts throughout the year.

RECOMMENDATION

It is recommended that the Village Board award the three-year Secondary Landscape Maintenance Services contract to Apex Landscaping, Inc. of Hawthorne Woods, Illinois, as the lowest responsible bidder, for a total annual amount of \$64,171.38, as outlined in the attached Resolution.

ATTACHMENTS:

1. 20260316_Forestry_SecondaryLandscape

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION APPROVING THE AWARD OF A CONTRACT FOR SECONDARY LANDSCAPE MAINTENANCE SERVICES TO APEX LANDSCAPING OF HAWTHORN WOODS, ILLINOIS

WHEREAS, the Village sought bids for the award of a contract for Secondary Landscape Maintenance Services ("*Contract*"); and

WHEREAS, Apex Landscaping, Inc. of Hawthorne Woods, IL ("*Contractor*"), was the lowest responsible and responsive bidder of the firms that submitted bid packages to the Village for the Contract; and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Contract with Contractor will serve and be in the best interest of the Village and its residents;

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

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

SECTION 2. APPROVAL OF CONTRACT. The Board of Trustees hereby approves the Contract by and between the Village and Contractor, in substantially the form attached to this Resolution as Exhibit A, and in a final form and substance acceptable to the Village Administrator and Village Attorney.

SECTION 3. EXECUTION OF CONTRACT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by Contractor; provided, however, that if the executed copy of the Contract is not received by the Village Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

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

AYES:

NAYS:

PASSED AND APPROVED THIS ___ day of _____, 20__.

Village President

ATTEST:

Village Clerk

EXHIBIT A
CONTRACT



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005
847-368-5000
www.vah.com

NOTICE OF AWARD

Apex Landscaping, Inc.
24414 N. Old McHenry Road
Hawthorne Woods, IL. 60047

March 16, 2026

Project Description: Secondary Landscape Maintenance Services

The Village of Arlington Heights has considered the proposal submitted by your Company for the above-described work in response to its INVITATION FOR BIDS opened March 4, 2026.

YOU ARE HEAREBY NOTIFIED that your proposal/bid has been accepted by the Village Board on March 16, 2026 for items and services up to the amount of: **Sixty-Four Thousand, One Hundred Seventy-One Dollars and 38/100ths** (\$64,171.38) in year 1 of a three-year contract with the option to extend with three one-year extensions thereafter. The amounts for years 2 and 3 shall be determined in the next fiscal year.

You are required to execute the Contract Documents and provide necessary Insurance documentation within Fifteen (15) days from the date of this Notice to you.

If you fail to execute said Contract within Fifteen (15) days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your proposal as abandoned and the Owner will be entitled to such other rights as may be granted by law. Please return signed contracts to Lisa Subrin.

You are required to return an acknowledged copy of this Notice of award to the Village, with two signed copies of the contract.

Dated this 16th day of March, 2026
Village of Arlington Heights

By: _____

Lisa Subrin, Purchasing Coordinator

Acceptance of Notice

Receipt of the above Notice of Award is acknowledged by Apex Landscaping, Inc. this _____ of _____ (month), 2026.

By: _____

Title: _____

**VILLAGE OF ARLINGTON HEIGHTS
CONTRACT**

This Agreement is made and entered into this 16th day of March, 2026, between the Village of Arlington Heights "Village" and Apex Landscaping, Inc., "Vendor."

In consideration of the mutual benefits that will result to the parties in carrying out the terms of this Agreement, the parties agree as follows:

1. The Vendor agrees to do all the work, furnish all materials and all labor necessary to complete the work in full compliance with all of the terms of this agreement and the proposed specifications and the requirements of the Director under it;
2. The Village agrees to pay the Vendor based on unit prices for completion of the work in accordance with the bid documents;
3. It is understood and agreed that the Bid Documents, Specifications, Addenda, and the Bidder's response are all essential documents for the Secondary Landscape Maintenance Services Project. They are attached and hereby made part of this agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated above.

Attest: Village of Arlington Heights

Clerk
(Seal) By: _____
Title: _____
Date: _____

Attest: Bidder:
By: _____

Notary Title: _____
(Seal) Date: _____

Subscribed & sworn before me this _____ day of _____ 2026.

**VILLAGE OF ARLINGTON HEIGHTS
FINANCE DEPARTMENT, PURCHASING DIVISION
33 S. ARLINGTON HEIGHTS ROAD**

BID SPECIFICATIONS AND CONTRACT DOCUMENTS

Secondary Landscape Maintenance Services

Required for Use by: Village of Arlington Heights- Public Works

Bid Deposit: 10% of bid

Performance Bond: 100% of bid

Pre-Bid Meeting: Mandatory- Thursday February 26, 2026 at 10:15 AM

Date and Time Bids Due: Submit electronically by Wednesday March 4, 2026 at 10:15 AM

Date and Time of Bid Opening: Wednesday March 4, 2026 at 10:15 AM

Project Contact: Brian Crawford, bcrawford@vah.com, 847-368-5800

Purchasing Coordinator: Lisa Subrin, lsubrin@vah.com, 847-368-5509

This bid is utilizing our Electronic Bid Management System:

- * Please see the Bid Notice for the link to access the bid documents and instructions.
- * **If you have ever done business with the Village of Arlington Heights or if your company has reviewed a bid electronically with us, you ALREADY have a vendor number assigned to you. Please follow the instructions to LINK to your vendor # and do NOT create a new vendor #.** Please contact Lisa Subrin if you do not know your vendor number. Your vendor number can also be found on our POs and checks.
- * It is imperative that you register as a vendor and be logged in **PRIOR TO VIEWING** the Bid Documents. **This is the only way to connect you to the bid and allow us to send you updates, such as addendums.**
- * Required documents to be submitted with this bid are: Bid Bond, Bid Proposal Submission, including Summary of Locations, Competency of Contractor and references, Vendor Application Form, and signed addendum, if applicable
- * Please allow yourself enough time to submit your bid before the bid closes.

In the event bidder cannot submit a bid on the requirements as set forth in the bid documents, he or she should return the bid documents with an explanation as to why he or she is unable to bid on these requirements. Because of the large number of firms listed on the Village's qualified bidder's list, it is necessary to delete from these lists the names of those persons, firms or corporations who fail to respond after having been invited to bid on a commodity or commodities.

BID NOTICE

Secondary Landscape Maintenance Services Bid # 260006

The Village of Arlington Heights will accept sealed bids electronically for the Secondary Landscape Maintenance Services Bid until 10:15 AM local time on Wednesday March 4, 2026, at which time they will be publicly opened and read.

A Mandatory Pre-Bid Conference will be held on Thursday February 26, 2026 at 10:15 AM in the Training Room, Village of Arlington Heights Public Works, 222 North Ridge Road, Arlington Heights, IL 60005.

All proposals or bids offered must be accompanied by a bid security in the amount of 10% of the total bid in the form of a certified check, bid bond or cashier's check made payable to the Village of Arlington Heights. No bids shall be considered unless accompanied by such security.

Bidders shall comply with the Prevailing Wage Rate Act (820 ILCS 130). Bidders will also be required to comply with the applicable equal employment opportunity provisions.

The Village of Arlington Heights reserves the right to reject any or all proposals, to waive informalities in bidding and to accept the proposal deemed by the Board of Trustees to be the most favorable to the interests of the Village.

This bid is utilizing our Electronic Bid Management System and specifications/bid documents may be obtained with the following link and instructions. This information and link can also be found at www.vah.com

<https://vilofarlingtonheightsil.munisselfservice.com/vss/Vendors/VBids/Default.aspx>

Type in the bid # and click search. Next click on the bid #, and then click on the attachments on the right-hand side to find instructions on How to Register and Submit a Bid.

*** If you have ever done business with the Village of Arlington Heights or if your company has reviewed a bid electronically with us, you ALREADY have a vendor number assigned to you. Please follow the instructions to LINK to your vendor # and do NOT create a new vendor #.** Please contact Lisa Subrin if you do not know your vendor number. Your vendor number can also be found on our POs and checks.

*** It is imperative that you register as a vendor and be logged in PRIOR TO VIEWING the Bid Documents. This is the only way to connect you to the bid and allow us to send you updates, such as addendums.**

Contact Lisa Subrin, Purchasing Coordinator, at lsubrin@vah.com, if you have issues accessing the bid.

For a list of our current bids, visit our website at www.vah.com.

PRE-BID CONFERENCE

Secondary Landscape Maintenance Services

A Mandatory Pre-Bid Conference will be held on Thursday February 26, 2026 at 10:15 AM in the Training Room, Village of Arlington Heights Public Works, 222 North Ridge Road, Arlington Heights, IL 60005.

Bidder's questions will be responded to at that time only. It is suggested, but not required, that any questions regarding the bid documents be submitted to Brian Crawford, prior to the Pre-Bid Conference in order to allow the Village sufficient time to adequately research and prepare a response for the conference.

Brian Crawford
bcrawford@vah.com
(847) 368- 5800

**VILLAGE OF ARLINGTON HEIGHTS
GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS
PUBLIC IMPROVEMENT/SERVICES**

THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES AND SERVICES AND BECOME A DEFINITE PART OF EACH FORMAL INVITATION TO BID, PURCHASE ORDER, OR CONTRACT ISSUED BY THE VILLAGE OF ARLINGTON HEIGHTS ("VILLAGE"), UNLESS OTHERWISE SPECIFIED. BY SUBMITTING A BID, THE BIDDER AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS. BIDDERS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES OF THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING BIDS, FAILURE TO DO SO WILL BE AT THE BIDDER'S OWN RISK AND WILL NOT SECURE RELIEF ON THE PLEA OF ERROR.

1.01 PREPARATION OF PROPOSALS:

The bidder shall submit their sealed bid proposal on the proposal forms provided and shall be submitted electronically through the Bid Management System. The bidder shall specify in figures, in the places provided, a price for each of the separate items called for in the proposal forms. All information required by the bidding documents must be supplied to constitute a responsive bid.

All bid/proposals should be submitted electronically through the Bid Management System prior to the time specified for opening the bid. If a bid cannot be submitted electronically, please contact the Purchasing Coordinator.

If the bidder is a corporation, the legal name of the corporation, the state of incorporation and the business address shall be set forth together with signature of the officer or officers authorized to sign contracts on behalf of the corporation and attested by the secretary of the corporation. If the bidder is partnership, the true name should be listed. If the bidder is a partnership the true name and address of the firm shall be set forth together with the signatures of authorized partners. If the bidder is an individual, the signature and address shall be inscribed. If the signature is by an agent other than an officer of the corporation or member of the partnership, a power of attorney must be submitted with the bid, otherwise, the bid may be regarded as irregular. All names must be printed below the signature.

1.02 BID SECURITY:

No bid will be considered unless accompanied by a bid security as defined in the Invitation to Bid as a guarantee that if the bid is accepted the bidder will execute the agreement and file bonds and insurance's required by the contract documents. Bid securities shall be made payment to the Village of Arlington Heights. In the event that the bidder fails to furnish the required bonds and insurance within ten (10) calendar days after notice of acceptance of the bid by the Village, then the bid deposit of the bidder shall be retained by the Village as liquidated damages, it being now agreed that said sum is a fair estimate of the amount of damages that said Village will sustain due to the bidder's failure to furnish said bond.

1.03 BID SUBMITTAL:

Each sealed bid properly signed together with the bid security and all documents bound herewith shall submitted electronically through the Bid Management System prior to the time specified for opening the bid. If a bid cannot be submitted electronically, please contact the Purchasing Coordinator.

1.04 WITHDRAWAL OF BID:

No bid shall be withdrawn after the opening of any bid without the consent of the Village. Any bid may be withdrawn at any time prior to the hour fixed in the Invitation for Bids for the opening of bids provided that a request in writing executed by the bidder or duly authorized representative for the withdrawal of such bid is filed with the owner prior to the time specified for the opening of bids.

1.05 AWARDING THE BID:

The contract will be awarded to the lowest responsible bidder, or any other bidder determined by the Village Board to be in the best interest of the Village, who complies with all the provisions of the invitation to bid. The Village reserves the right to reject any or all bids or to waive any non-conformity in bids received whenever such rejection or waiver is in the best interests of the Village. The Village also reserves the right to reject the bid of a bidder who has previously failed to satisfactorily perform a contract, has not completed contracts on time, or whom an investigation shows is not in a position to perform the contract.

In determining responsibility, the following qualifications will be considered by the Village:

- (a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- (b) Whether the bidder can perform the contract or provide service promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (d) The quality of performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- (g) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;

Except as otherwise provided by law, the Village Mayor and Board of Trustees reserves the right to reject any or all bids and to waive any informality in the bids received.

2.00 WORK COVERED BY CONTRACT DOCUMENTS:

The work comprises the completed Public Improvement/Services required by the contract documents and includes all labor necessary to produce such Public Improvement/Services and all materials and equipment incorporated or to be incorporated in such Public Improvement/Service.

3.00 AWARD:

The decision of the Village to accept the proposal of a responsible bidder for the work, subject to the execution and approval of the contract and contract bond to secure the performance thereof, and to such other conditions as may be specified or otherwise required by law.

3.01 BIDDER:

Any individual, firm or corporation submitting a proposal for the work contemplated, acting directly or through a duly authorized representative.

3.02 BID PROPOSAL SECURITY (PROPOSAL GUARANTEE):

The security furnished with the bid to guarantee that the bidder will enter into the contract for the work.

3.03 CONTRACT /AGREEMENT:

The contract represents the entire and integrated agreement between the Village and contractor and supersedes all prior negotiations, representations or agreements either written or oral. The contract may be amended, or modified in writing signed by both parties.

3.04 CONTRACT BOND:

The form of security approved by the Village and furnished by the contractor and a surety as a guarantee of good faith and ability on the part of the contractor to execute the work in accordance with the terms of the contract.

3.05 CONTRACT DOCUMENTS:

The Village/contractor agreement, the conditions of the contract (general), supplementary or special and other conditions), the plans, specifications, addenda and all modifications (written amendments, change orders, written interpretations or other written orders), and the contract bond when required.

3.06 CONTRACTOR:

The contractor is the person or entity identified in the Village-contractor agreement and is referred to throughout the contract documents as if singular in number. The term contractor means the contractor or an authorized representative.

3.07 CORPORATION:

A corporate body authorized or licensed to do business in Illinois.

3.08 ENGINEER:

When the word "Engineer" appears in the specifications it shall mean the Village Engineer of the Village of Arlington Heights, Illinois or those designated by the Village Engineer.

3.09 OBSERVER:

The Village's authorized representative assigned to observe any or all portions of the work and materials being used for the project.

3.10 OWNER/VILLAGE:

When the word "Owner" or "Village" appears in the specifications they shall mean the Village of Arlington Heights, Illinois, a municipal corporation of the State of Illinois, 33 South Arlington Heights Road, Arlington Heights, Illinois 60005.

3.11 PLANS:

All official drawings or reproductions of drawings pertaining to the work provided for in the contract.

3.12 PROJECT MANUAL:

The booklet (manual) which includes the bidding requirements, conditions of the contract, the proposal, specifications.

3.13 BID PROPOSAL:

The written offer of the bidder to perform the work proposed and presented to the Village.

3.14 SPECIAL CONDITIONS:

Special conditions when included in these contract documents shall supplement the general conditions, the attached specifications and the plans on particular portions of the project. They shall govern the contract documents wherever they conflict therewith; but shall not operate to annul those portions of the contract documents with which they are not in conflict.

3.15 SPECIFICATIONS:

The body of descriptions, conditions and requirements contained in the contract, together with written agreements and all documents of any description made or to be made pertaining to the method or manner of performing the work, the quantities, or the quality of materials to be furnished under the contract.

3.16 SURETY:

The corporate body, acceptable to the Village, bound with and for the contractor to insure the contractor's performance of the contract and for payment of all obligations pertaining to the work.

3.17 MISCELLANEOUS DEFINITIONS:

- (a) "Shall" means mandatory.
- (b) "As Required" means as prescribed by the contract documents.
- (c) "As Necessary" means essential to the completion of the work.
- (d) "Or Equal" means a substitute meeting the exact specification of those items so stated on the drawings, details, and/or the specifications and approved by the Village before bids are submitted.

4.00 CONTRACT DOCUMENTS

4.01 OWNERSHIP OF PLANS AND SPECIFICATIONS:

All plans and specifications and copies thereof furnished by the Village are Village property. They are not to be used on other work and with the exception of one complete set, are to be returned to the Village on request, at the completion of the contract work.

4.02 EXAMINATION OF CONTRACT DOCUMENTS AND THE SITE OF PROPOSED WORK:

The bidder shall, before submitting a bid, carefully examine the contract, including the proposal, specifications, general and special conditions. The bidder shall inspect the site of the proposed work and become familiar with all the local conditions affecting the contract and the detailed requirements of the public improvement/service. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to comply with these instructions. The Village will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

4.03 INTENTION OF CONTRACT DOCUMENTS:

The contract documents are complementary; what is called for by one is as binding as if called for by all. The contractor shall bring any conflict, errors, or discrepancies in the contract documents to the attention of the Village in writing before proceeding with the work affected.

4.04 BID PROPOSAL SECURITY (PROPOSAL GUARANTEE):

Each proposal shall be accompanied by a bid proposal security (see invitation or instructions to bidders). A bid proposal security shall be a properly certified check, bank draft, bank cashier's check or bid bond for the amount of 10% of the total bid, made payable to the Village or Arlington Heights. The proposal guarantee will be returned within five (5) working days after the bid opening date to all but the successful bidder, and one alternate bidder to be designated by the Village. The proposal guarantee of the successful bidder and the alternate bidder will be returned as soon as the contract bond, insurance policies and certificates are in proper order, delivered to the Village and the contract has been fully executed by the bidder to whom the contract is awarded.

4.05 BONDING REQUIREMENTS:

(a) Performance and Payment Bond. 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 Surety, Performance, and Payment Bonds, 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 bid proposal security to the Village.

4.06 CONFLICTS:

Where conflict exists within or between parts of the contract documents and applicable standards, codes or ordinances, the more stringent or higher quality requirements shall apply. Large scale drawings take precedence over smaller scaled drawings, figured dimensions on the drawings over scaled dimensions, and noted materials over graphic representations.

4.07 BID PROPOSAL:

The bidder shall submit a sealed bid proposal on the proposal forms provided. Proposals that contain omissions, erasures, alterations, irregularities of any kind, or not accompanied by the proper proposal guaranty shall be rejected. However, the Village reserves the right to reject or accept any and all proposals and to waive technical error as may be deemed in the best interest of the Village.

4.08 LATE BIDS:

Late bids shall not be considered and will be returned unopened.

5.00 PROPOSAL FORM

5.01 UNIT PRICE BID PROPOSAL FORM

(a) Bidders will be furnished with a unit price bid proposal form, attached to the project manual, stating the items of work contemplated and the approximate

estimated quantities. It is the result of careful calculations and is believed to be correct, but it is given only as a basis for comparison of proposals and the award of the contract. The Village does not expressly or by implication agree that the actual quantities involved will correspond exactly with the estimated quantities. The bidder shall verify these quantities before bidding.

(b) Payment will be based on the actual quantities of work performed in accordance with the contract, as the contract unit prices specify. No allowance will be made for any change in anticipated profits due to an increase or decrease in the original estimate of quantities. The Village reserves the right to omit any item entirely, or to increase or decrease any or all items.

5.02 LUMP SUM BID PROPOSAL FORM:

Bidders will be furnished with a lump sum bid proposal form, attached to the project manual, for the work to be performed.

6.00 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 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 Arlington Heights and the State of Illinois where applicable and shall provide indemnity bonds required by the Village Code.

6.01 EMPLOYMENT OF ILLINOIS WORKERS DURING PERIODS OF EXCESSIVE UNEMPLOYMENT

(a) Whenever there is a period of excessive unemployment in Illinois which is defined as any month immediately following two (2) consecutive calendar months during which the level of unemployment in the State of Illinois has exceeded five (5%) percent as measured in the United States Bureau of Labor Statistics in its monthly publication of employment and unemployment figures, the contractor shall employ only Illinois laborers. "Illinois laborers" means any person who has resided in Illinois

for at least thirty (30) days and intends to become or remain an Illinois resident.

(b) Other laborers may be used when Illinois laborers, as defined herein, are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the Village. The contractor may replace no more than three (3) regularly employed non-resident executive and technical experts, who do not qualify as Illinois laborers, to do work encompassed by this contract during periods of excessive unemployment.

(c) This provision applies to all labor whether skilled, semi-skilled, whether manual or non-manual.

6.02 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)".

6.03 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.

6.04 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 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 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 Arlington Heights does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in its programs and activities.

6.05 THE AMERICANS WITH DISABILITIES ACT:

(42 USC 121-1 et seq.) 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.

7.00 CONTRACTOR

7.01 COMPETENCY OF CONTRACTOR:

The contractor shall, when requested by owner, furnish signed statements, showing responsibility, financial ability, experience, amount and condition of equipment and the value of all uncompleted work under contract.

7.02 SUPERINTENDENT OR FOREMAN:

The contractor shall supervise and direct the work efficiently, and with the contractor's best skill and attention. The contractor shall be solely responsible for the negligence of others in the means, method, techniques, sequence or procedure of Public Improvement / Services which is indicated in and required by the contract documents. Contractor shall be responsible to see that the finished work complies accurately with the contract documents.

7.03 WORKMANSHIP:

The contractor shall be responsible for high quality workmanship on all items of

work.

7.04 RESPONSIBILITY:

The contractor and subcontractor shall be responsible for maintaining of safe equipment and using proper methods and procedures. The Village reserves the right to ascertain and to require that the contractor's work and the subcontractor's work complies with the contract.

7.05 HOLD HARMLESS AND INDEMNIFICATION:

To the fullest extent permitted by law, the contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless the Village, it's officers, employees, servants, and agents, from and against all claims, actions, suits, judgments, costs, losses, expenses including but not limited to fees and charges of attorneys, engineers and architects, court and arbitration costs, and liabilities of whatsoever kind or nature arising out of:

(a) Any infringement (actual or claimed) on any patents, copyrights or trade names by reason of any work performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

(b) Bodily injury, including death, "sickness or disease", to any person or persons (including contractor's officers, employees, agents, and servants) or damage to or destruction of any property including the loss of use thereof:

(1) caused by whole or in part by any act, error or omission by the contractor or any subcontractor or anyone directly or indirectly employed by any of them;

(2) arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks, and property adjacent hereto;

(3) arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of the contract.

(c) In any and all claims against the Village or it's agents or employees by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, the indemnification obligation under this section 1.06, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under worker's compensation acts, disability benefit acts or other employee benefit acts. This indemnification does not apply to any liability caused by the Village's own negligence.

7.06 ADANDONMENT:

If the contractor abandons or neglects the work or if the Village at any time is convinced that the work is unreasonably delayed, or that the conditions of the contract are being willfully violated, executed carelessly, or in bad faith, the Village may notify the contractor in writing, and if this notification is without effect within twenty-four (24) hours after the delivery thereof, then, and in that case, the contractor shall discontinue all work under the contract and the Village shall have full authority to make arrangements for the completion of the contract at the expense of the contractor.

7.07 CLEAN UP AND SITE MAINTENANCE:

The contractor shall at all times keep the site and adjoining premises free from accumulation of waste material or rubbish caused by its employees or work, and at the completion of the work, shall remove all rubbish, tools, and surplus materials from the site and adjoining premises, leaving the area in a neat and workmanlike condition. In case of dispute, the Village may remove the rubbish and charge the cost to the contractor.

8.00 CHANGES/ALTERATIONS OF CONTRACT WORK AND EXTRA WORK:

The Village reserves the right to alter the specifications by adding or subtracting from the original quantities as bid without invalidating the contract. All such work shall be executed under the same conditions as the original contract, except for an extension in time when any such change/alteration results in additional work. All changes/alterations shall be made only when ordered in writing from the Village as follows:

(a) The Village Manager must approve an increase in the contract price of not more than \$10,000.00 by written change order.

(b) The Village Board must approve an increase in the contract price in all other instances or an extension in the contract completion time by written change order.

(c) The value of any change shall be determined by one or more of the following methods:

(1) An approved Lump Sum.

(2) Unit Prices given in the Contract or subsequently agreed upon.

9.00 PROTECTION OF PERSONS AND PROPERTY

9.01 SAFETY PRECAUTIONS AND PROGRAMS:

The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

9.02 SAFETY OF PERSONS AND PROPERTY

(a) The contractor shall take all reasonable precautions for safety, and all reasonable protections to prevent damage, injury or loss to:

(1) all employees on the site and all other persons who may be affected hereby;

(2) all the work and all materials and equipment to be incorporated therein, whether in storage on or off site, under the care, custody, or control of the contractor or any subcontractors; and

(3) other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation, or replacement in the course of Public Improvement/Service.

(b) The contractor shall give all notices and comply with all applicable laws, ordinances, rules and regulation and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.

(c) The contractor shall erect and maintain, as required by existing condition and progress of the work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent utilities.

(d) The contractor shall use proper warning guards and safety devices with respect to the construction area.

(e) No trees, fire hydrants, utility poles, shrubs or hedges, traffic signs, or other public structure shall be removed, replaced, damage or destroyed unless and until approval for such removal, replacement, damage or destruction has been given in writing from the Village.

(f) Notwithstanding the foregoing requirements, the contractor shall be responsible

for taking immediate steps to correct any damage or injury to public structures, utility services, roadways or public buildings as well as any damage or injury occasioned to private property as a result of the contractor's activities.

(g) The contractor should keep a daily record of all injuries or incidents or damage occurring in, on or near the construction site as a result of the contractor's construction activities. This information shall be given to the Village within twenty-four (24) hours after the day of occurrence.

10.00 INSURANCE REQUIREMENTS:

(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 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 on all policies required by the contract except for Workmen's Compensation Insurance. The coverage afforded shall be primary and non-contributory for the additional insured with respect to claims arising out of operations performed by or on behalf on the Contractor. Additional insured: Village Of Arlington Heights, its Officials, Employees, Agents and Volunteers. 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. Additional insured status shall be provided by original endorsement as least as broad as CG 20 10 04 13 or CG 20 26 04 13.

(d) As a minimum, the contractor shall secure and maintain the types of insurance as hereinafter specified, and shall submit evidence to the Village on an annual basis that the insurance coverage's 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 main 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 forward original copies of the Certificates of Insurance with the coverage's and limits specified annually during the contract period to the Purchasing Division, Finance Department, 33 S. Arlington Heights Road, Arlington Heights, IL 60005.

(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 before any policy is materially changed, canceled, or not renewed.

10.01 WORKER’S COMPENSATION AND EMPLOYERS 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.

The liability limits shall not be less than:

- 1. Worker’s Compensation.....Statutory
- 2. Employer’s Liability.....\$1,000,000 per occurrence

10.02 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:

- 1. Bodily Injury and Property Damage Combined...\$1,000,000 per occurrence

10.03 COMMERCIAL GENERAL LIABILITY, INCLUDING PREMISES AND OPERATIONS, 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 unwillful 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 insureds 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:
 - 1. Bodily Injury and Property Damage, Combined single limit, per occurrence including, Contractual Liability – Broad Form Products and

Completed Operations.....\$2,000,000

2. Premises/Operations

Personal Injury.....\$1,000,000

3. General Aggregate.....\$4,000,000

Products/Completed Operations coverage is to remain in force for a period of two (2) years after the completion of the project.

(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.

10.04 UMBRELLA EXCESS LIABILITY:

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

The required coverages may be in combination of primary, excess and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy excess the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

Policy should be written on an occurrence basis.

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.

11.00 PAYMENTS

11.01 TAXES:

No charges will be allowed for taxes from which the Village is exempt. The Village is not liable for the Illinois Retailer's Occupation Tax, the Service Occupation Tax, nor the Service Use Tax. The Village is also exempt from Federal Excise Transportation Tax.

12.00 TERMINATION OF THE CONTRACT:

The Village may terminate the contract upon the occurrence of any one or more of the following events:

(a) The contractor files under any chapter of the Bankruptcy Code (Title 11, United States Code) takes any equivalent or similar action by filing a petition or otherwise under any federal or state law in effect at the time relating to bankruptcy or insolvency.

(b) If a petition is filed against the contractor under any chapter of the Bankruptcy Code as now or hereinafter in effect or if a petition is filed seeking any equivalent or similar relief against the Contractor under any other federal or state law in effect at the time relating to bankruptcy or insolvency.

(c) If the contractor makes a general assignment for the benefit of creditors.

(d) If a trustee, receiver, custodian or agent of the contractor is appointed to take charge of the contractor's property for the purpose of enforcing a lien against the property or for the purpose of general administration of the property for the benefit of the contractor's creditors.

- (e) If the contractor admits in writing an inability to pay its debts generally as they become due.
- (f) If the contractor persistently fails to perform the work in accordance with the contract documents, including but not limited to failure to supply sufficient skilled workers or suitable materials or equipment or failure to adhere to the progress schedule established herein.
- (g) If the contractor disregards laws and regulations of any public body.
- (h) If the contractor disregards the authority of the Village.
- (i) If the contractor violates any provisions of the contract documents.

**VILLAGE OF ARLINGTON HEIGHTS
AFFIDAVIT OF COMPLIANCE**

Applicant _____
Name

Address

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

Section I

Non Collusion

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

Section II

Bid Rigging and Rotating

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

Section III

Illinois Drug Free Workplace Act

The undersigned further states that _____ provides
(Name of Company)

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

Section IV

Tax Payment

The undersigned further states that _____ is not
(Name of Company)

delinquent in payment of any taxes to the Illinois Department of Revenue, in accordance with Illinois Compiled Statues, 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 bidder to receive payment under any award made under the terms and provisions of this bid.

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

Signed by: _____
(Name)
(Title)

Subscribed and sworn to before me this _____ day of _____ 20____,AD.

By: _____
(Notary Public)

-Seal-

**VILLAGE OF ARLINGTON HEIGHTS
INDEMNITY HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Village of Arlington Heights, 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 therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Arlington Heights, 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.

The Contractor expressly understands and agrees that any insurance policies 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 Arlington Heights, its Board of Trustees, officers, agents and employees as herein provided.

CONTRACTOR: _____

By: _____



VENDOR APPLICATION

A W-9 must be submitted with this application.

Company Name: _____

Remit To Address: Include if different than W-9 Address.

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Information:

Name: _____ PH#: _____ Email: _____

Vendor Classification:

In accordance with Illinois Public Act 102-0265, the Village of Arlington Heights is required to make a good faith effort to collect and publish certain demographic information provided by our vendors and subcontractors doing business with us. We are required to report whether they are a minority, woman or veteran-owned business as defined by Illinois Law. In addition, we are required to report whether the vendor is a small business under the Small Business Administration standards (SBA).

Please indicate any applicable classification below or check NA, and check if self-certified or if certified. **Submit the appropriate certification documentation with this form.**

- Small Business: Meets certification requirements as a small business under SBA standards (more information available at SBA.gov)
Avg # of Employees: _____ Avg Annual Receipts less than \$7.5M Yes No
Self-Certified _____ Holds Certification _____
- Minority-Owned Business Enterprise (MBE): A business that is at least 51 percent owned by one or more minorities. A person who is a U.S. citizen or lawful permanent resident of the United States and is African American, Hispanic American, Asian American, Native American or Native Hawaiian.
Self-Certified _____ Holds Certification _____
- Women-Owned Business Enterprise (WBE): A business that is at least 51 percent owned by a woman or women who are U. S. Citizens or lawful permanent residents of the U.S.
Self-Certified _____ Holds Certification _____
- Disability-Owned Business Enterprise (DOBE): A business that is at least 51 percent owned by a person or group of persons with a disability (per the definition in 30 ILCS 575) and who is a U.S. citizen or lawful permanent resident of the United States.
Self-Certified _____ Holds Certification _____
- Veteran-Owned Small Business (VOSB): A small business that is at least 51 percent owned, operated & controlled by a qualified veteran living in IL and its home office in IL.
Self-Certified _____ Holds Certification _____
- Not Applicable

Name of Person Completing this form: _____ Date: _____

VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING

Secondary Landscape Maintenance Services

INTENT

The intent of this request for sealed proposal is to solicit firm quotes from reputable contractors who can provide the specified landscape maintenance services. This proposal request is open to all Contractors actively engaged in supplying landscape maintenance services as specified herein. Bidders will be required to demonstrate their capability through references or by means acceptable to the Village of Arlington Heights.

SCOPE OF WORK

This work will consist of a spring cleanup, shrub bed maintenance, tree grate maintenance, tree ring maintenance, flowerbed maintenance and fall cleanup including collection and disposal of litter and leaves.

PART 1 - GENERAL CONDITIONS

1.1 SUPERVISION

This contract will be under the direct supervision of the DIRECTOR OF PUBLIC WORKS AND ENGINEERING (DIRECTOR) and detailed supervision of the contract shall be provided by the VILLAGE FORESTER (FORESTER) or their authorized representatives. Any alterations or modifications of the work performed under this contract shall be made prior to commencement of the altered or modified work. No claims for any extra work or materials shall be allowed unless covered by written agreement.

1.2 WORK CREW SUPERVISION

The CONTRACTOR shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor must be able to converse in the English language. He shall be authorized by the CONTRACTOR to accept and act upon all directives issued by the FORESTER or authorized representative. Failure for the Supervisor to act on said directives shall be sufficient cause to give notice that the CONTRACTOR is in default of the contract unless such directives would create potential personal injury or safety hazards.

Two contact phone numbers must be given. A one-hour call back is required at all times.

1.3 PROTECTION OF PUBLIC AND PRIVATE PROPERTY

The CONTRACTOR shall exercise all necessary caution to protect vehicular and pedestrian traffic and to protect all public and private property from injury or damage caused by the operations of the CONTRACTOR. Any practice obviously hazardous in the opinion of the DIRECTOR or FORESTER shall be immediately discontinued by the CONTRACTOR upon receipt of either written or oral notice to discontinue such practice. The CONTRACTOR shall comply with all OSHA and other Federal and State safety standards.

Blocking of a public street, except under extreme emergency conditions, shall not be permitted unless prior arrangements have been made with the DIRECTOR and the VILLAGE POLICE AND FIRE DEPARTMENTS and other agencies having jurisdiction over the street to be closed. Barricading and detouring of traffic shall be accomplished in conformance with the State of Illinois Manual of Uniform Traffic Control Devices for Highway Construction and Maintenance Operations, latest edition.

When on street parking is required, proper procedures shall be used including traffic cones, arrow boards and barricades.

1.4 PROTECTION OF UTILITIES

It is recognized that the proposed lawn maintenance may conflict with existing underground electric, telephone, cable television, sewer, water, streetlights, traffic signal and other facilities. It shall be the CONTRACTOR'S responsibility to contact JULIE 1-800-892-0123 to arrange for locations of all underground facilities as may be necessary to perform the required work. The CONTRACTOR should take special note that the VILLAGE is a member of JULIE.

The CONTRACTOR shall protect all utilities from damage including underground sprinkler systems and shall immediately contact the appropriate utility if damage should occur and shall be responsible for all claims for damage resulting from the contractor's operations.

1.5 CONCURRENT OPERATIONS

This contract is a non-exclusive contract with the VILLAGE. The VILLAGE reserves the right to use other contractors or its own employees to perform work similar to that being performed under the terms of this contract. Performance of work by others shall be construed as being consistent with the terms of this contract and shall not be cause for the CONTRACTOR to cease performance of work as directed.

1.6 WORKING HOURS

The CONTRACTOR will be allowed to schedule his normal work hours between the hours of 7:00 A.M. and 5:00 P.M. Monday through Friday and 8:00 A.M. and 6:00 P.M. on Saturday. Work during other hours will be allowed only as authorized by the DIRECTOR.

1.7 CLEANUP

All debris from the maintenance operations shall be cleaned up before the work crew leaves the site. All lawn areas shall be raked clean, all streets and sidewalks shall be swept, and all debris shall be removed from the site. Areas are to be left in a condition better than that which existed prior to the time the work began.

1.8 SUBCONTRACTS

The CONTRACTOR will not be allowed to subcontract work under this contract unless written approval is granted by the DIRECTOR. The SUBCONTRACTOR, if approved, shall be bound by the conditions of the contract between the VILLAGE and the CONTRACTOR and shall perform in accordance with all terms of the contract and specifications. All required notices, work orders, directives, and requests for emergency services will be directed to the CONTRACTOR. All directions given to the SUBCONTRACTOR in the field shall bind the CONTRACTOR as if the notice had been given directly to the CONTRACTOR.

1.9 ACCIDENT NOTIFICATION

In the event of accidents of any kind which involve the general public and/or private or public property, the CONTRACTOR shall immediately notify the DIRECTOR and shall provide a full accounting of all details of the accident. The CONTRACTOR shall furnish the VILLAGE with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.

1.10 MANDATORY PRE-BID MEETING

For the purpose of familiarizing BIDDERS with the project, answering questions and issuing addenda as needed for clarification of the bidding documents, a **MANDATORY** pre-bid meeting will be held at the L.A. Hanson Public Works Center, 222 N. Ridge Avenue at the time and date indicated on the front of the BIDDING documents.

1.11 LOCATION OF WORK

This work will involve the landscape maintenance at various sites located throughout the Village of Arlington Heights as shown on the Summary of Locations.

1.12 GENERAL NOTES

Bidders must completely familiarize themselves with the specifications and job sites as listed in the Detailed Specifications. The Contractor shall furnish all equipment and manpower necessary to handle the landscaping maintenance services in a timely and safe manner, at the bid prices as stated on the BID SHEET.

The Contractor will be responsible for any work that is not acceptable to the Village of Arlington Heights and will be responsible for the correction of the condition within two working days of notification, at no additional cost to the Village.

Contractor shall submit a weekly maintenance report for each site, detailing the work that was accomplished. Contractor shall also list on this report any dead, diseased or insect infested trees, shrubs, perennials, or groundcover observed at each site as well as any watering needs / problems. Weekly reports shall be faxed, emailed, or dropped off to the Forester no later than 3:00pm on the Monday following each work week (or Tuesday, if Monday is a holiday). Backdated reports will not be accepted, nor will payment be authorized for weeks for which the required reports were not received.

The Contractor shall be responsible for costs of repair or replacement of plant materials, irrigation systems or Village property or utilities that are damaged by chemicals, equipment or the contractor's employees, due to the contractor's negligence during the execution of this contract.

1.13 CONTRACT MONITORING

All questions in regard to this Contract will be directed to the FORESTER or authorized representative who is responsible for the monitoring and verifying of work completed for payment under this Contract. This will include the directions as to the way in which the work is to be carried out, i.e. edging, trimming, etc. The Director shall receive on a weekly and/or monthly basis, services rendered for previous work or month.

1.14 RIGHT TO CHANGE SCOPE OF WORK

Due to budget restrictions, the Village of Arlington Heights reserves the right to change or delete from the Contract as required. No adjustments in Contract unit prices or additional compensation will be made for estimates in the quantities of areas or services from the Contract. Contractor is responsible for viewing all areas in order to supply accurate bid prices. Cycles for each activity are **estimates** only and may be altered depending on weather conditions, site conditions, etc. Cancellations of work will be made no later than the Friday before the scheduled work.

1.1 PAYMENT FOR SERVICES

Payments will be made on a monthly basis as invoices are verified by the Department of Public Works and Engineering review of the "Record of Landscape Maintenance" forms submitted weekly by the Contractor. To qualify for payment, all work must be completed in a satisfactory manner as determined by the Director. All invoices submitted shall be segmented by group, category and locations as listed in the Bid Sheets.

1.16 YARD AREA

The Contractor shall locate a branch office/yard **area within twenty (20) miles of 222 N. Ridge Avenue, Arlington Heights, IL 60005**. The Contractor is responsible for having all the necessary equipment readily available for daily work.

PART 2 – REQUIRED WORK FULL MAINTENANCE OF VILLAGE OWNED COMPLEX SITES

The following specifications are minimum acceptable standards.

2.1 LITTER PICKUP

Beginning March 1st of each year, litter clean-up shall begin. All litter shall be removed at least weekly from each site. Litter shall include all debris including, but not limited to cigarette butts, paper, cans, bottles etc. All litter shall be removed and legally disposed off-site, including litter on turf, in planting beds, in tree grates, in paved areas and caught within plants.

2.2 SPRING CLEANUP

Before regular seasonal maintenance begins, a complete and thorough spring cleanup of the sites shall be completed by April 15th of each year. The purpose of the spring cleanup is to prepare the grounds and to remove debris that has accumulated over the winter from the turf areas, shrub beds and tree rings, building borders, etc. This work is to include the raking of any leaves on the grounds including tree rings, and flower and shrub beds, etc. and the picking up of branches, bottles, cans, etc.

All debris generated from the spring cleanup is to be collected and disposed of offsite by the Contractor at the Contractor's expense.

2.3 TURF MOWING

Turf at all assigned sites shall be kept at a height no taller than 4 inches starting the week of April 1, 2026, or whenever the grass reaches 4" in height; whichever comes first. All improved turf areas shall be cut 3" – 3 ½" high in cool weather, and 3 ½" – 4" high during drought periods; however the Village reserves the right to adjust the preferred mowing height if desired.

2.4 SHRUB & BED MAINTENANCE

The Contractor shall maintain a weed-free environment of all shrub bed and tree ring areas. The bed edge shall be cut and maintained two (2) times during the season to maintain a neat appearance. All edge faces are to be cut vertical to the turf edge. All cuttings and excess soil must be removed from the site, **and are not allowed to be incorporated into the existing soil.**

Between March 15 and May 15, existing mulch should be raked or forked to loosen mulch, pre-emergent should then be applied, and finally additional mulch shall be added as needed, so that the final mulch layer is at least 3 inches in depth. Mulch shall be kept at least 6" from the trunks of trees, and shall not contact the base of shrub, perennial, or groundcover plants. The Contractor may use chemicals (spray or dry) to achieve a weed-free bed environment. Mulch will be provided at no cost by the Village, to be picked up by the Contractor, at the Public Works Materials Yard located at 2102 E Davis Street. Mulch may be picked up Monday through Friday, 7am – 3pm.

Shrub maintenance shall consist of the complete pruning and trimming of all shrubs and ground covers. This is to be done in such a manner as to encourage proper form and healthy growth of all plant materials. Pruning shall be performed as needed and as directed by the Village. Objectives shall be to keep plants free of deadwood, rubbing branches and suckers, to keep plants from obstructing sidewalks or other paved areas, to maintain uniformity between plants of the same species, and in sight triangle areas, to keep plant height from exceeding 30 inches. Branches being pruned shall be hand selectively hand-pruned with sharp clean bypass pruners, back to appropriately sized laterals. No stubs or flush cuts will be allowed. Pruning shall be performed in accordance with the most recent version of ANSI A300 Standards (Standard Practices for Tree, Shrub and Other Woody Plant Maintenance).

2.5 TREE GRATE MAINTENANCE

There are approximately 196 tree grates that need to be maintained weed and debris free on a weekly basis. These grates are geographically located in the area bounded by Sigwalt to the south, Eastman to the north, Arlington Heights Road to the east and Highland to the west. There are also additional tree grates surrounding the Village Hall at 33 N Arlington Heights Rd.

2.6 TREE RING MAINTENANCE

Tree ring sizes will vary depending on the space in which they are located and the diameter at breast height (dbh) of the tree. Despite adjacent limitation the tree rings should be circular and to the dripline wherever possible.

2.7 FLOWER BED MAINTENANCE

Maintenance of flowerbeds includes keeping the beds weed free, deadheading and cultivating on a weekly basis.

2.8 FALL CLEANUP MAINTENANCE

The purpose of fall cleanup is to keep sites free of all debris including leaf litter and removal of expired annual flowers. This shall be completed by November 30th each year. When mowing in the Fall, the contractor is allowed to mulch leaves, as long as the result is still a clean site. If the leaf drop is heavy, the Village reserves the right to require that the leaves be removed before or after mowing.

2.9 PAVED AREAS

All weeds growing up through the sidewalks or any paved areas shall be removed weekly by either spraying with a herbicide, (approved in advance by the Director of Public Works and Engineering or authorized representative) or by hand pulling making sure to get the root of the plant.

PART 3 - PERFORMANCE AND PAYMENT

3.1 PERFORMANCE

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 reserves the right to immediately terminate this contract.

Contractor shall submit a weekly maintenance report (provided by the Village) for each site, detailing the work that was accomplished. Weekly reports shall be faxed, emailed, or dropped off to the Forestry Crew Chief no later than 3:30pm on the Monday following each work week (or Tuesday, if Monday is a holiday). Backdated reports will not be accepted, nor will payment be authorized for weeks for which the required reports were not received.

3.2 SCHEDULED COMPLETION OF WORK

This contract is expected to be awarded in early 2026 and work may begin after agreed upon start date determined at required preconstruction meeting, after all necessary documents are submitted, and materials are readily available, as determined by the Village. Work shall be completed in a timely manner. Failure to complete all the work identified in this contract shall be cause for cancellation of payment and subsequently the agreement.

3.3 PENALTIES

In the case that the contractor fails to meet the specifications and the Village needs to intervene to perform work that is required in the specifications, the Village will chargeback its time for service in accordance with the most current Equipment and Labor Rate Charges as set by the Village. The Village reserves the right to not pay for an area if work is not performed

within 48 hours of notice or the quality of work does not meet the description within these specifications.

3.4 ACCEPTANCE OF COMPLETED WORK

Weekly inspections of contract areas will be performed by Public Works personnel upon receipt of weekly reports. In addition, equipment being used may be inspected at any time by the Forester or his authorized representative. All work must be completed to the satisfaction of the Forester or authorized representative, and any questions as to proper procedures or quality of workmanship will be resolved by same. Contractors should be aware that the Village will not sign off on any work until the weekly maintenance report is reviewed and invoice submitted. At that time, the invoice will be checked for accuracy and each individual site will be inspected for compliance with specifications. If deficiencies are found, Contractor will be given a list of such deficiencies and payment of the applicable invoice will be withheld until the deficiencies are corrected. The Director or the Forester reserves the right to reject any completed work which does not comply with these specifications. Areas that are rejected shall be re-mowed within 48 hours of notice.

3.5 PAYMENT

The Contractor shall be paid for the accepted work in accord with the unit prices submitted and subsequent to the approval of the Forester. **Invoices for work shall be submitted on a monthly or biweekly basis to accountspayable@vah.com.**

PART 4 - FORFEITURE

The Village retains the right to terminate this contract at any time for cause of unsatisfactory workmanship and/or performance, or the refusal for neglect of the Contractor to prosecute the work with the work force sufficient for its completion within the specified times or for failure of the Contractor to proceed with the work in accordance with the requirements and conditions of the specifications. At least ten (10) days prior to the date that the Contractor will be declared in default of the contract, the Village shall give written notice by certified mail to the Contractor. This notice shall state the reasons that the Contractor is being declared in default and may also include suggested steps that the Contractor should take to remedy the occurring problems and comply with the conditions of the contract. Failure by the Contractor to correct the stated deficiencies within the notice period shall result in the Contractor being declared in default of the contract. Issuance of the notice by the Village shall be indication of the intentions of the Village to take the work out of the control of the Contractor and to relet the said work to other contractors.

The cost of fully completing all the work and all expense of every kind incurred by the Village in completing the contract shall be charged to the Contractor and shall be deducted and paid by the Village out of such monies as may be due or may become due to said Contractor. Any deficiencies of monies required to complete the contract by others shall be paid to the Village by the Contractor forthwith and the bondsman will be held liable for any such deficiency. Should it become necessary for the Village to declare the contract in default, such default shall in no case relieve the Contractor or his bondsman of any of the conditions of the contract.

PART 5 - TERM OF CONTRACT

The initial term of this contract shall be for approximately three years commencing at the date of execution of the contract and expiring December 31, 2028. The amount of work to be completed in each fiscal year of the contract is solely dependent upon the funds appropriated each fiscal year by the Village Board of Trustees for the purposes of contractual landscape work. This contract places no obligation on the Village to appropriate funds for said work. It is understood by the Contractor that the quantities of work listed in these specifications are an estimate of the work to be completed during each fiscal year and are only listed for the comparison of bids and use in preparing annual budgets. The Village reserves the right to

add or delete quantities to this contract as it deems in the best interest of the Village. The term of the contract may be extended for up to three additional one-year periods if approved and accepted by both the Contractor and the Village. The initial contract places no obligation on the Village to approve any contract extensions.

PART 6 – ESCALATION ALLOWANCES

6.1 EFFECTIVE DATE OF ADJUSTMENT

This contract shall have a multiple year term as set forth in Part 5. The Contractor will be allowed to request to annually escalate the contract prices of each one-year extension beyond initial contract terms as set forth in the Proposal. This request must be made in writing to the Director 30 days in advance of the contract extension date. This escalation, if approved, may take place on January 1 in the first extension year.

6.2 PAYMENT ESCALATION

The allowable annual escalation of the contract unit prices shall be based on the annual percentage increase in the Chicago Consumer Price Index for all urban consumers for the previous twelve-month period. A copy of the CPI sheet shall be provided with any requested price increase. The total contract adjustment at any adjustment period may not exceed the total increase in the Chicago Consumer Price Index for the prior year.

Summary of Locations- Secondary Landscape Maintenance- Updated 2-25-26

Area #	Location	Approximate Address	Turf	Weekly Cost
1	Harvard Lift Station	4128 N Harvard Ave	Y	\$
2	Fire Station #4	3030 N Arlington Heights Rd	Y	\$
3	Arlington Heights Rd Median South of Hintz			\$
4	Hintz Rd Island West of Arlington Heights Rd	115 E Hintz Rd		\$
5	Hintz Well Station	2700 N Windsor Rd		\$
6	Appletree Well Station	2302 N Arlington Heights Rd		\$
7	Ladd Retention Basin	N Walnut Ave & W Ladd St		\$
8	Hickory Lift Station	1518 N Hickory Ave		\$
9	Palatine Road Medians	Between Hwy 53 & N Brighton Pl		\$
10	Howard Ct Detention basin	1503 N Howard Ct	Y	\$
11	Somerset Court	Between E Marion St & E Jules St		\$
12	Fire Station #2	1150 N Arlington Heights Rd	Y	\$
13	Windsor Cul-de-Sac			\$
14	Northwest Hwy Beds – North of Tracks	Between S. Williams Ave. & Waterman		\$
15	E Kensington Rd & S Douglas Ave Medians		Y	\$
16	S Dryden Pl & E Northwest Hwy Median		Y	\$
17	Northwest Hwy & Arthur Ave Median	Across from 1324 E Northwest Hwy		\$
18	E. Davis St Pedestrian Underpass	500 E Davis St		\$
19	Northwest Hwy & E Gregory St Median	2000 E Northwest Hwy		\$
20	E Davis St Beds – South of Tracks	Between S. Bristol Ln & Arthur Ave		\$
21	Downtown Tree Grates			\$
22	Public Alleys in Downtown (2)	East of Cortlands; East of Salsa 17		\$
23	Fire Station #3	2000 S Arlington Heights Rd		\$
24	Algonquin Rd Medians (2)	Across from Lowe's – 990 W Algonquin Rd		\$
25	Wilke Rd Island N of Kirchoff			\$
26	New Wilke Island South of Kirchoff			\$
27	New Wilke Island North of Orchard			\$
28	New Wilke Island South of Orchard			\$
29	New Wilke Island S. Of Central			\$
	Gateway Signs			
30	Lake Cook Rd & Hwy 53			\$
31	Arlington Heights Rd & Lake Cook Rd			\$
32	Dundee Rd & Hwy 53			\$
33	Rand Rd & Hwy 53		Y	\$
34	Palatine Rd & Kennicott Ave			\$
35	Palatine Rd & Schoenbeck		Y	\$
36	Northwest Hwy & Wilke Rd			\$
37	Euclid Ave & Rohlwing Rd		Y	\$
38	Euclid Ave & Rand Rd		Y	\$
39	Northwest Hwy & Waterman Ave			\$
40	Wilke Rd & Kirchoff Rd			\$

Summary of Locations- Secondary Landscape Maintenance- Updated 2-25-26

41	Central Rd & Old Wilke Rd		\$
42	Central Rd & Arthur Ave		\$
43	Golf Rd & Algonquin Rd		\$
44	Golf Rd & Goebbert Rd		\$
45	Arlington Heights Rd & I-90		\$
46	Algonquin Rd & Cedar Glen Dr		\$
	Uptown Gateway Signs		
47	Techny Rd & Rand Rd		\$
48	1655 N Arlington Hts Rd	Between 1655 & Walgreens	\$
49	Appletree Well Station	2302 N Arlington Heights Rd	\$
50	1350 E Rand Rd	At Windsor Drive	\$
51	Approx 1216 E Palatine Rd	Eastbound Palatine Rd Frontage between N Derbyshire and N Carlyle Pl.	\$
		TOTAL WEEKLY COST	\$

BID PROPOSAL
Secondary Landscape Maintenance

After becoming familiar with the General Conditions and Instructions to Bidders and the attached specifications, the undersigned offers the following prices for furnishing the following:

TOTAL WEEKLY PROPERTIES BID PRICE \$_____ per week x 39 weeks =

TOTAL ANNUAL BID PRICE: \$_____

FIRST YEAR TOTAL BID PRICE 2026- FROM ABOVE	\$
SECOND YEAR (2027) TOTAL ANNUAL BID PRICE	\$
THIRD YEAR (2028) TOTAL ANNUAL BID PRICE	\$

Rate for one time visit to all sites to pick up debris during the off season	\$
Hourly Rate for Additional Work When Authorized (Could include but not limited to mowing, debris pickup, planting, watering, etc.)	\$ /Hr

NOTE: The summary of locations pricing sheet must also be submitted along with this bid proposal.

Bid Proposal (Continued)

Bidder's Company Name

Address

Signature

(agent)

(witness)

Title

Telephone Number

Date

Email

NOTE: If the bidder is a partnership, the proposal must be signed by at least two of the co-partners. If the bidder is a corporation, the proposal must be signed by an authorized officer of the corporation, attested and sealed by the secretary or other authorized officer.

State of Incorporation:

State licensed disposal site:

Name

Address

City, State, Zip

Competency of Contractor
(Failure to compete will result in rejection of bid)

Submit along with the Bid Proposal responses to the following items:

- 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 names of the owners and/or officers.
- 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 this contract and if they will be full-time or part-time employees.
- State if your company has, in the past five years, been involved in any litigation or arbitration with any past client.
- Have you or any present partners or officers failed to complete a contract?
- Do you maintain a permanent commercial business office? Number of years at current location?

References

(To be submitted with proposal)

Failure to compete will result in rejection of bid

The contractor shall provide the Village with a list of municipalities where they have satisfactorily completed landscape work in the Chicago area.

Please submit at least three (3) references for similar type of services provided.

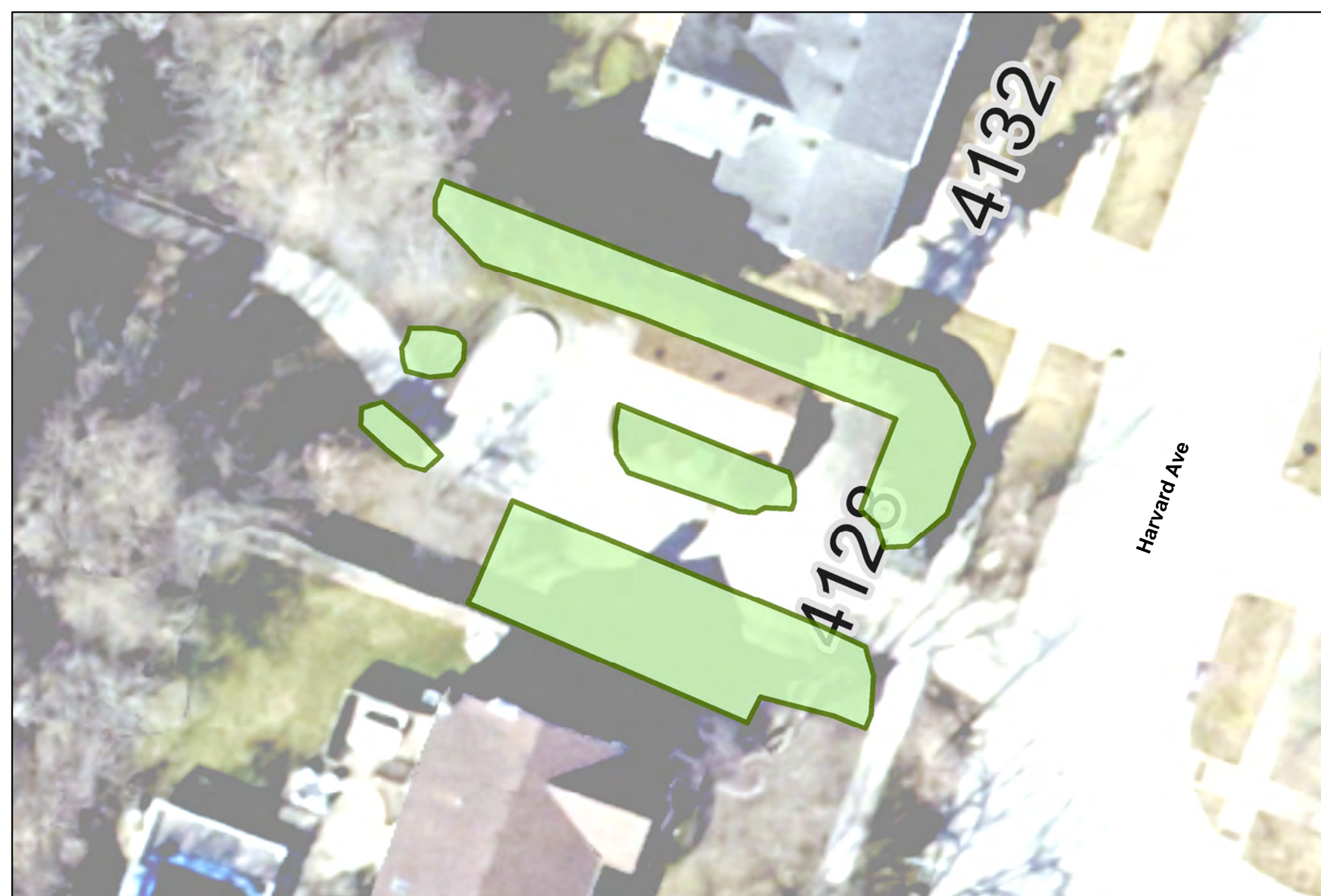
Municipality _____ Contact Person _____
Phone # _____ _No. of years serviced _____
Value of Contract _____

Municipality _____ Contact Person _____
Phone # _____ _No. of years serviced _____
Value of Contract _____

Municipality _____ Contact Person _____
Phone # _____ _No. of years serviced _____
Value of Contract _____

Municipality _____ Contact Person _____
Phone # _____ _No. of years serviced _____
Value of Contract _____

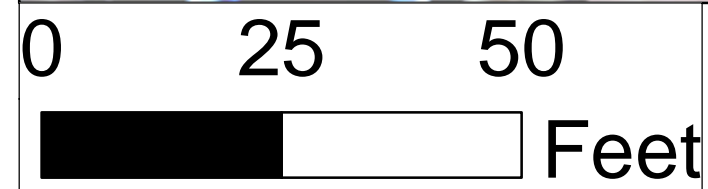
Municipality _____ Contact Person _____
Phone # _____ _No. of years serviced _____
Value of Contract _____



4132

4128

Harvard Ave



PAGE 1

Harvard Lift Station (4128 N Harvard Ave) GRASS

Page 193 of 203



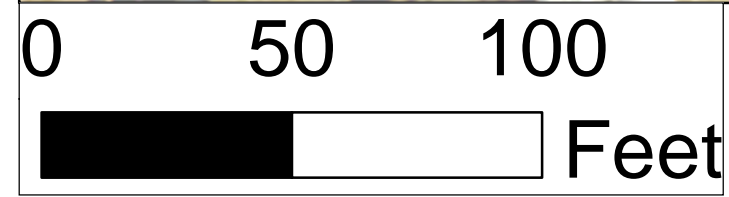


106

3030

Arlington Heights Rd

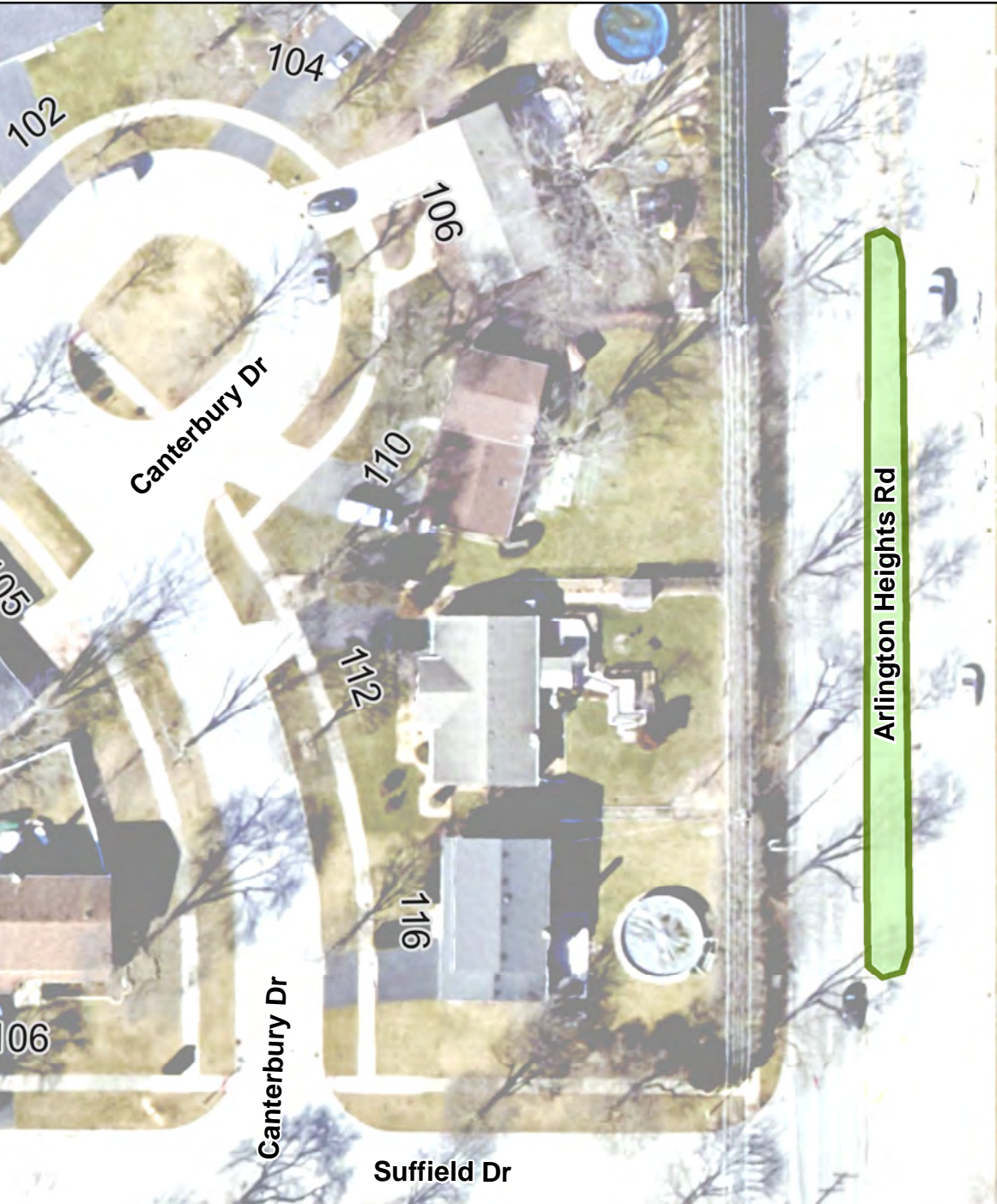
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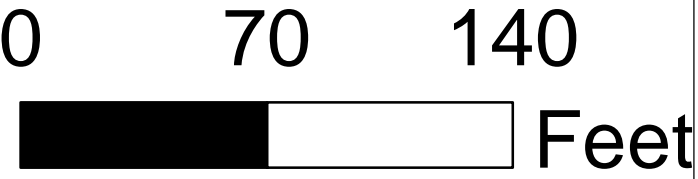
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Fire Station #4, 3030 N Arlington Heights Rd





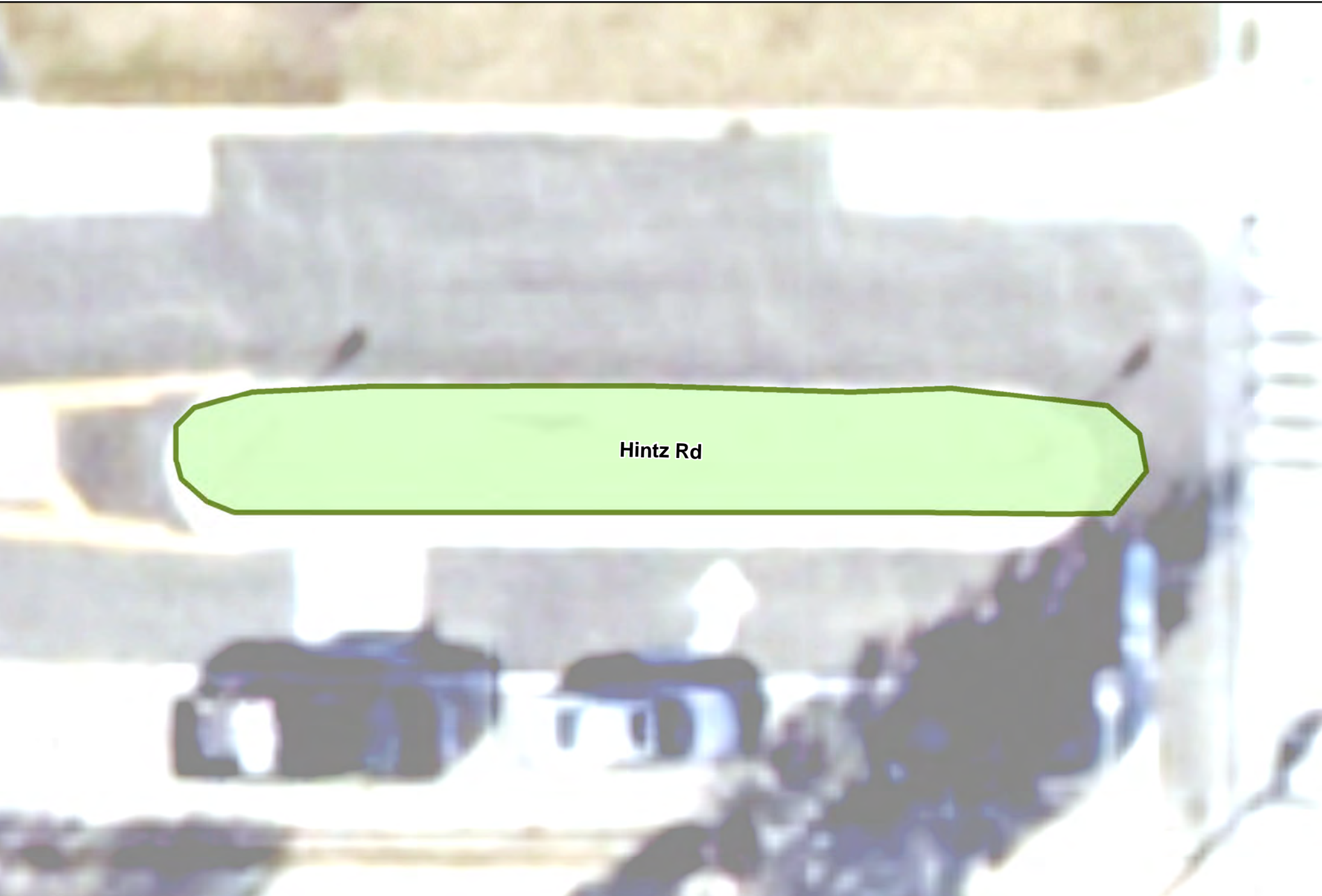
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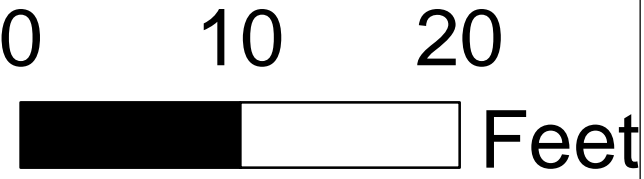
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Arlington Heights Rd Median South of Hintz





Hintz Rd





2719

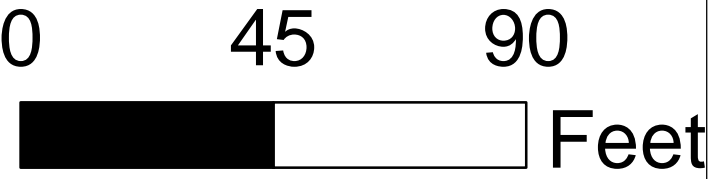
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2700

2705

2701

Windsor Dr



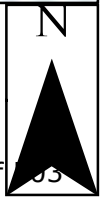
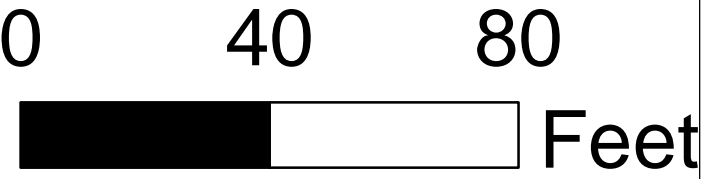
Appletree Ln

Arlington Heights Rd

21

23

2302



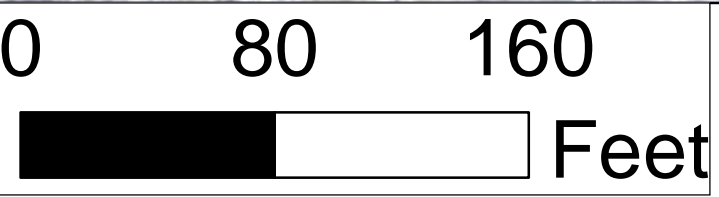


Ladd St

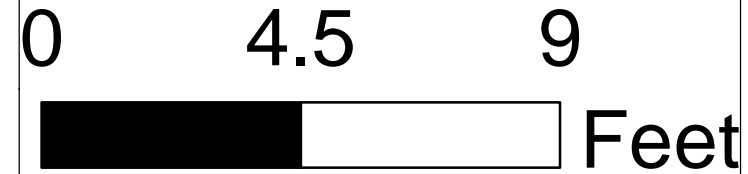
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2



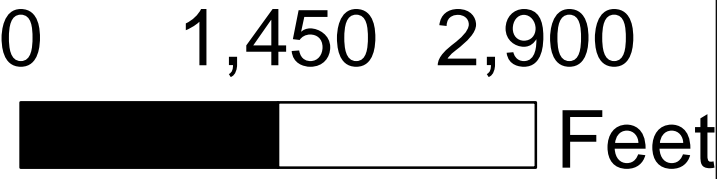
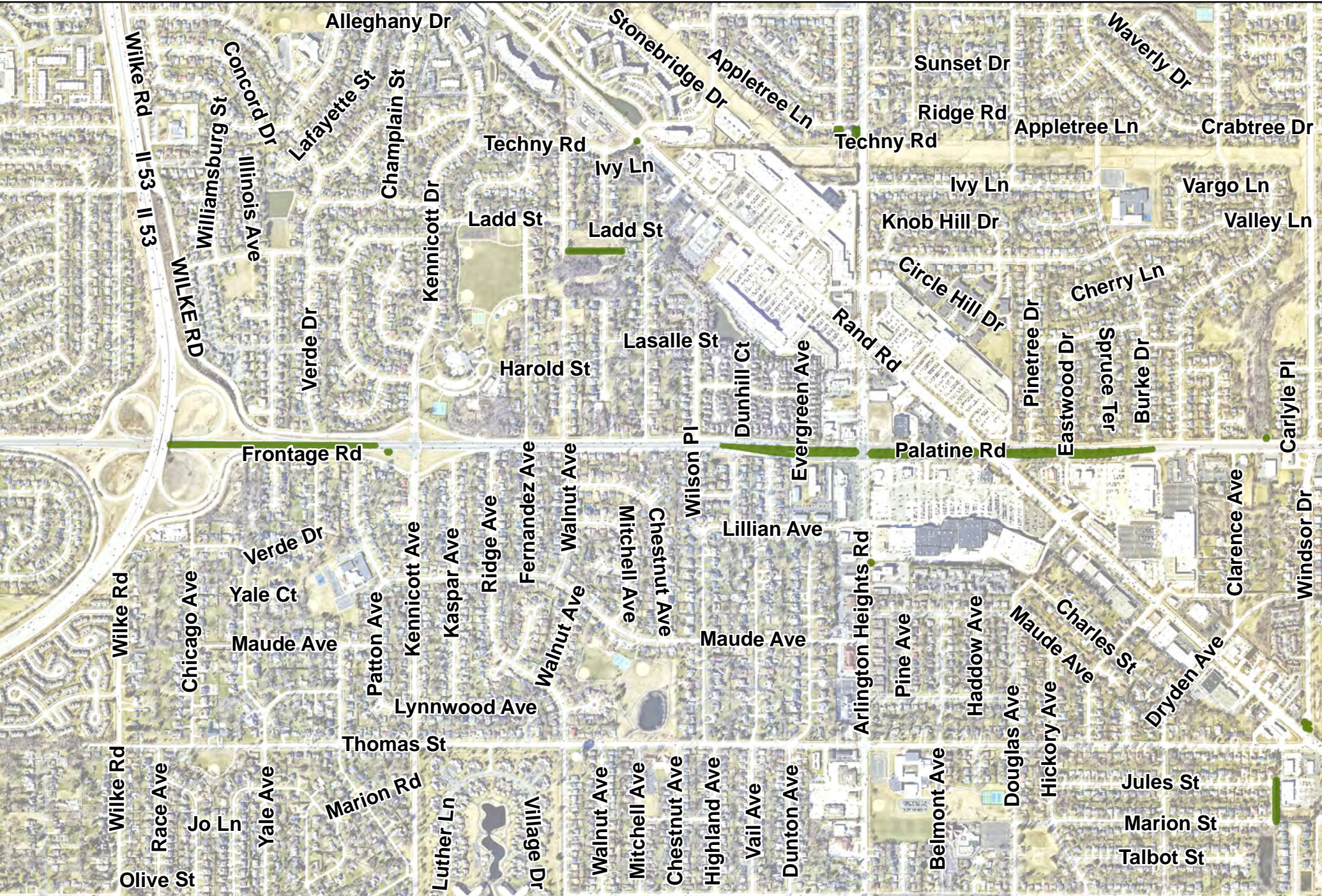
PAGE 7
Ladd Retention Basin



PAGE 8

Hickory Lift Station (1518 N Hickory Ave)

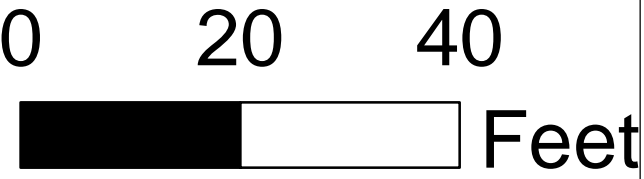


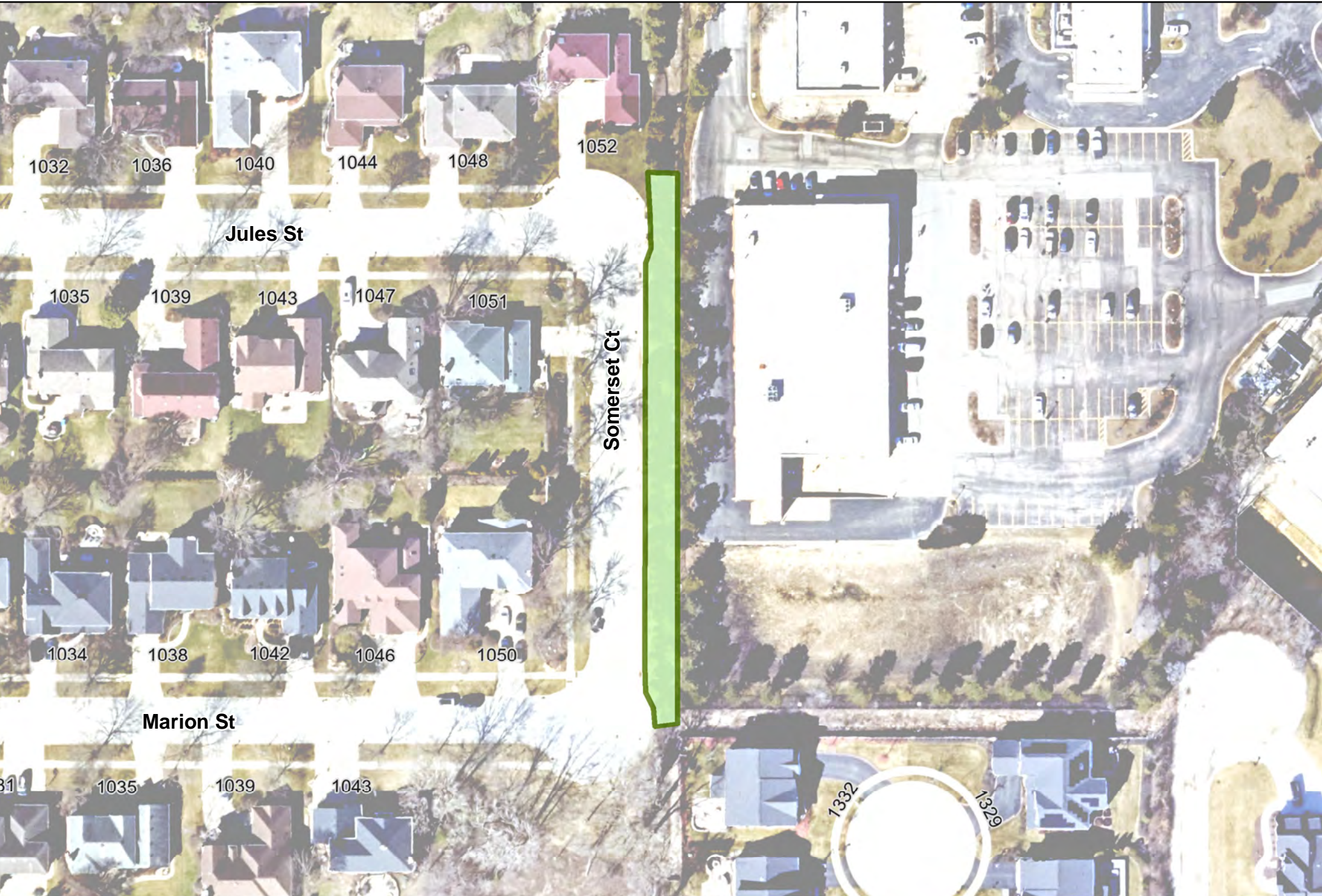


PAGE 9
Palatine Road Medians



1503





1032

1036

1040

1044

1048

1052

Jules St

1035

1039

1043

1047

1051

Somerset Ct

1034

1038

1042

1046

1050

Marion St

1031

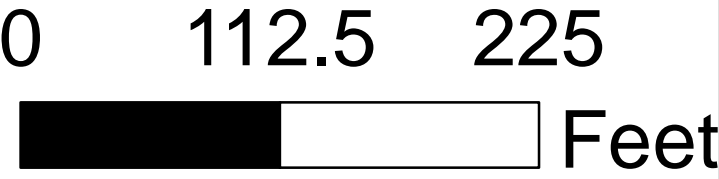
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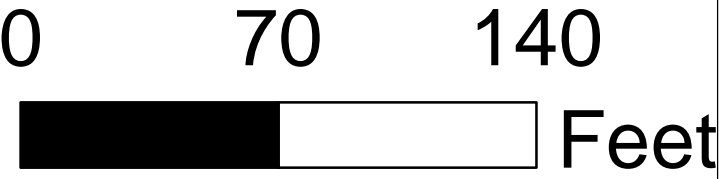
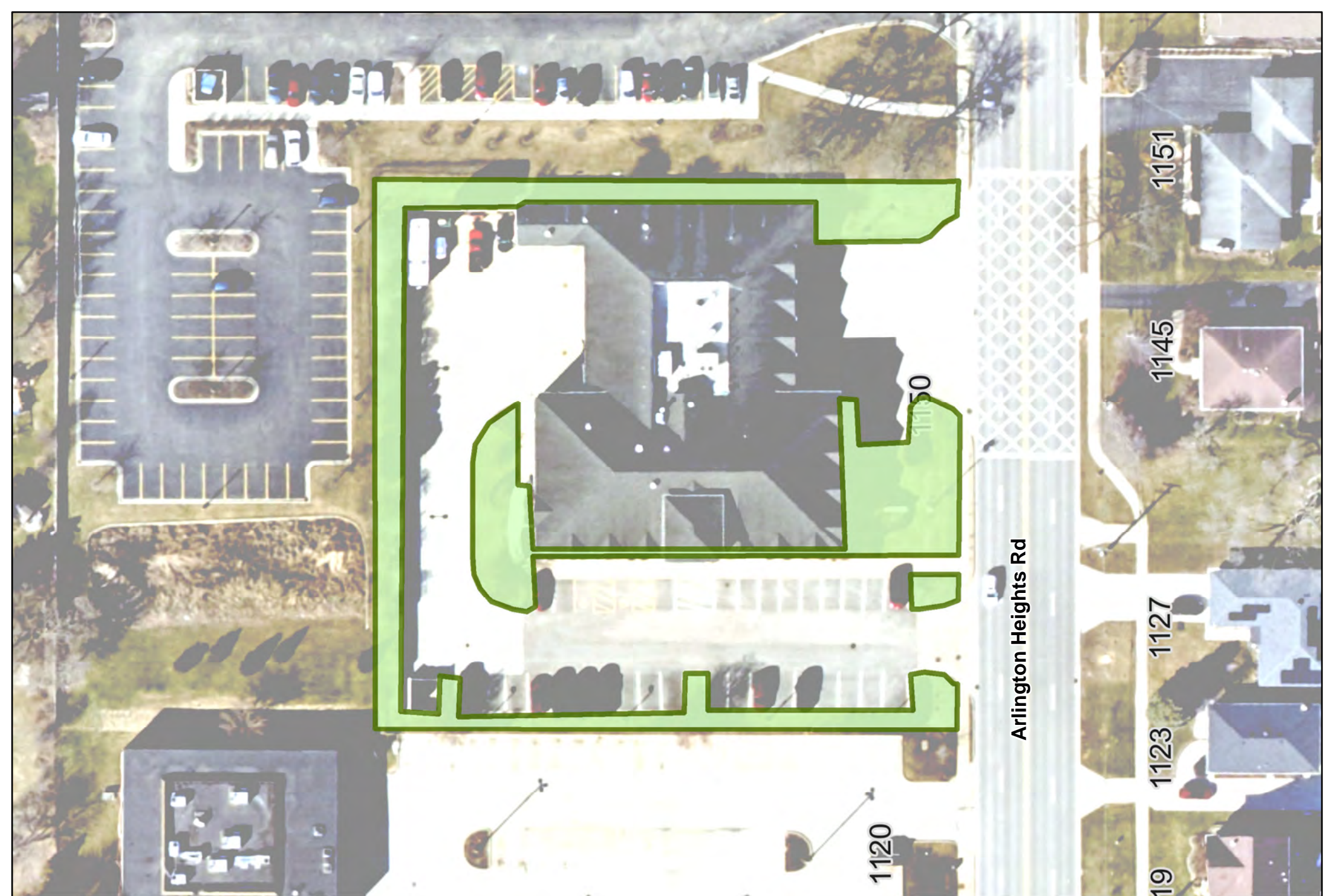
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1329



PAGE 11
Somerset Ct (Marion to Jules)



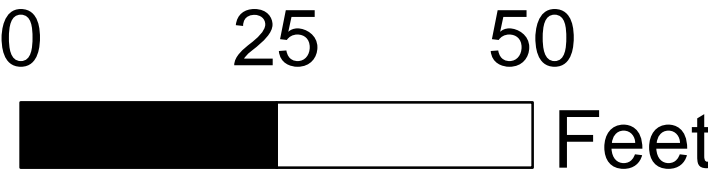


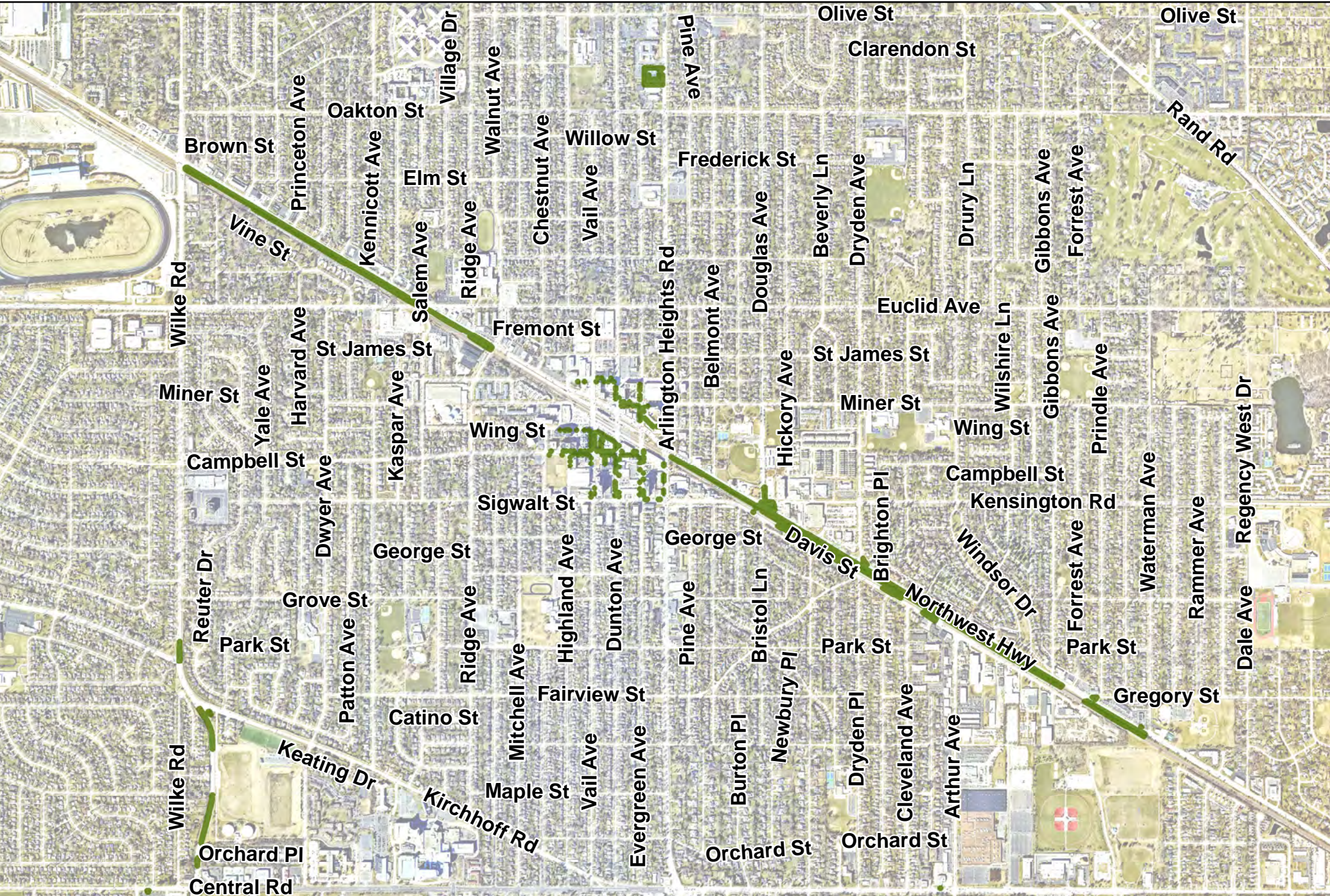
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Fire Station #2 GRASS

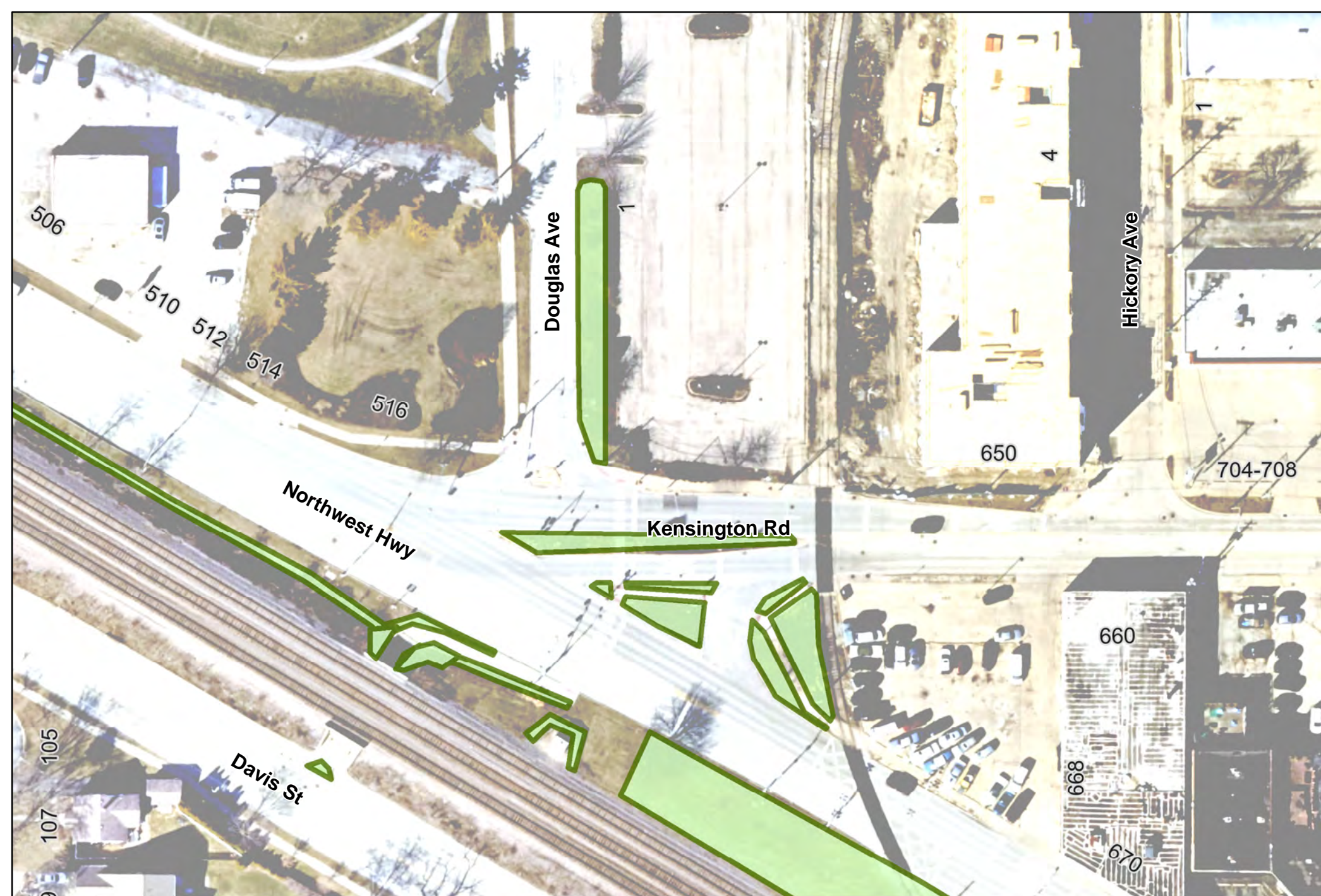




Rand Rd







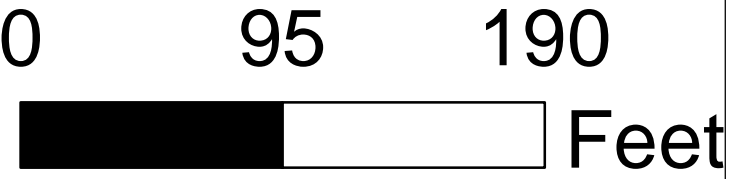
Douglas Ave

Hickory Ave

Northwest Hwy

Kensington Rd

Davis St





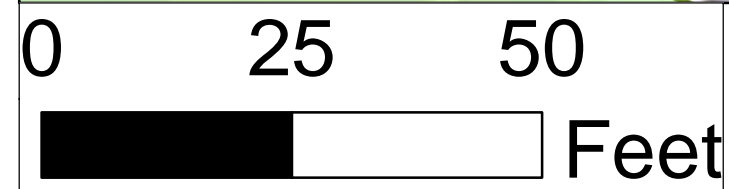
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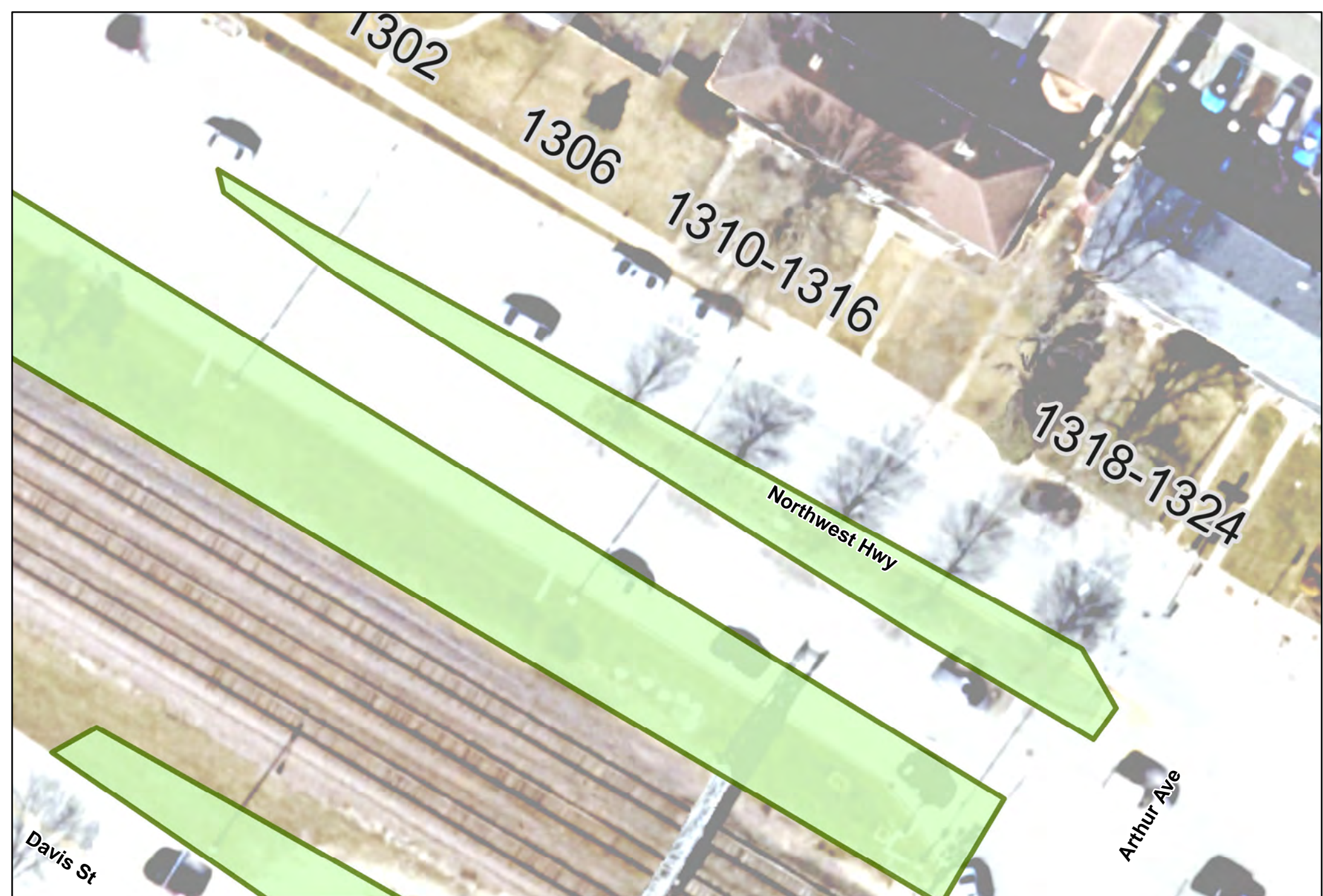
Mayfair Rd

1000

Northwest Hwy

Dryden Pl





1302

1306

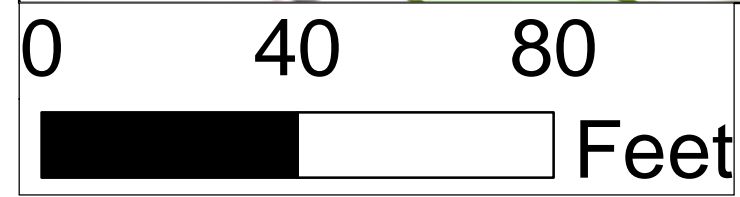
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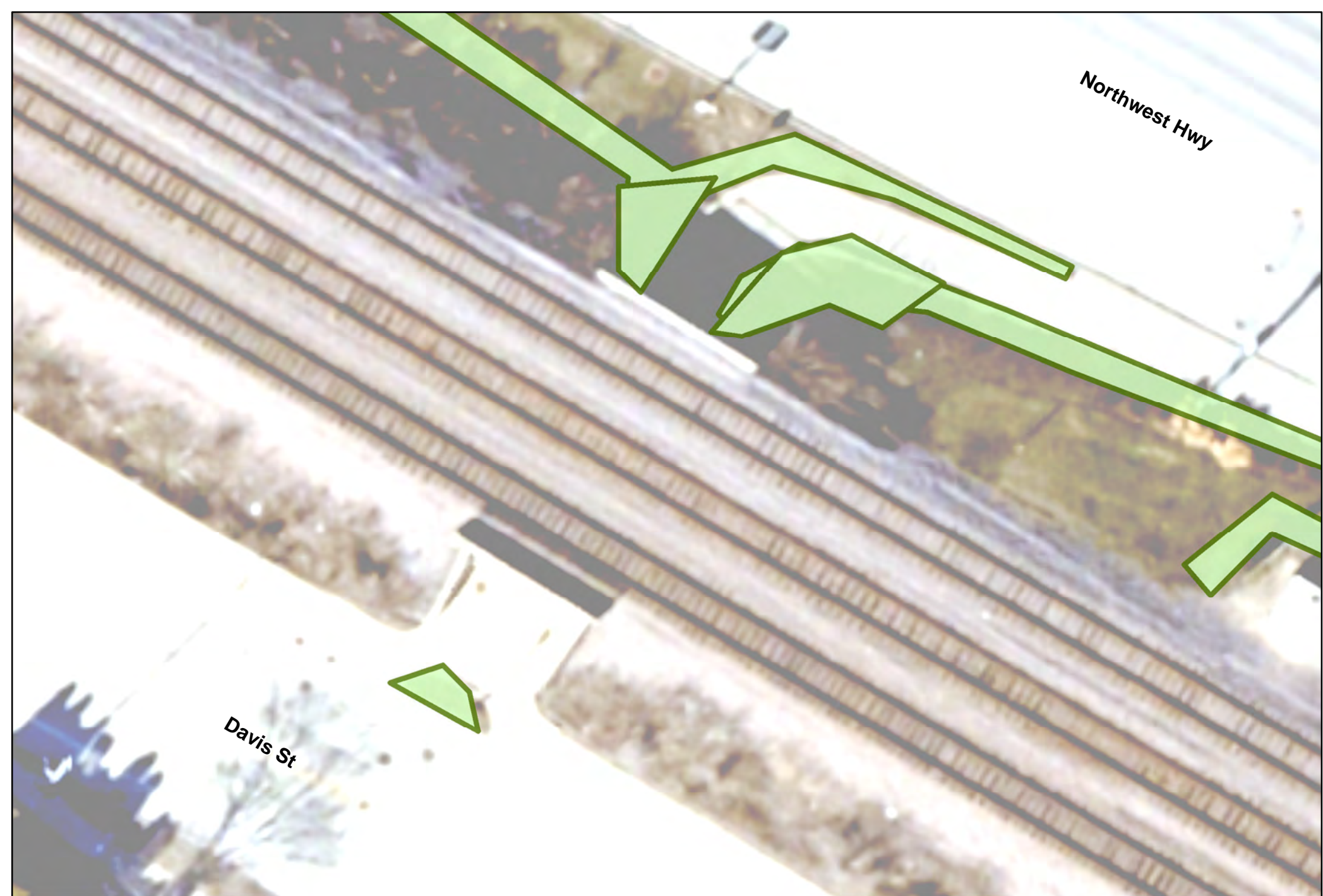
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Northwest Hwy

Arthur Ave

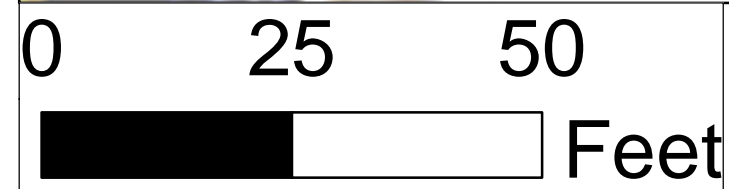
Davis St





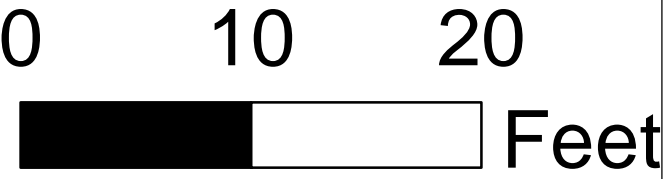
Northwest Hwy

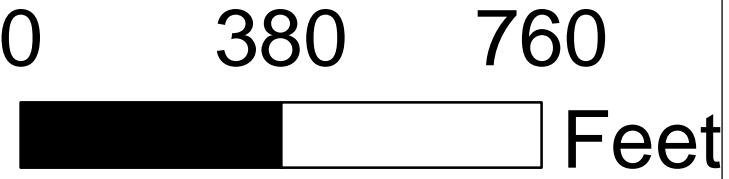
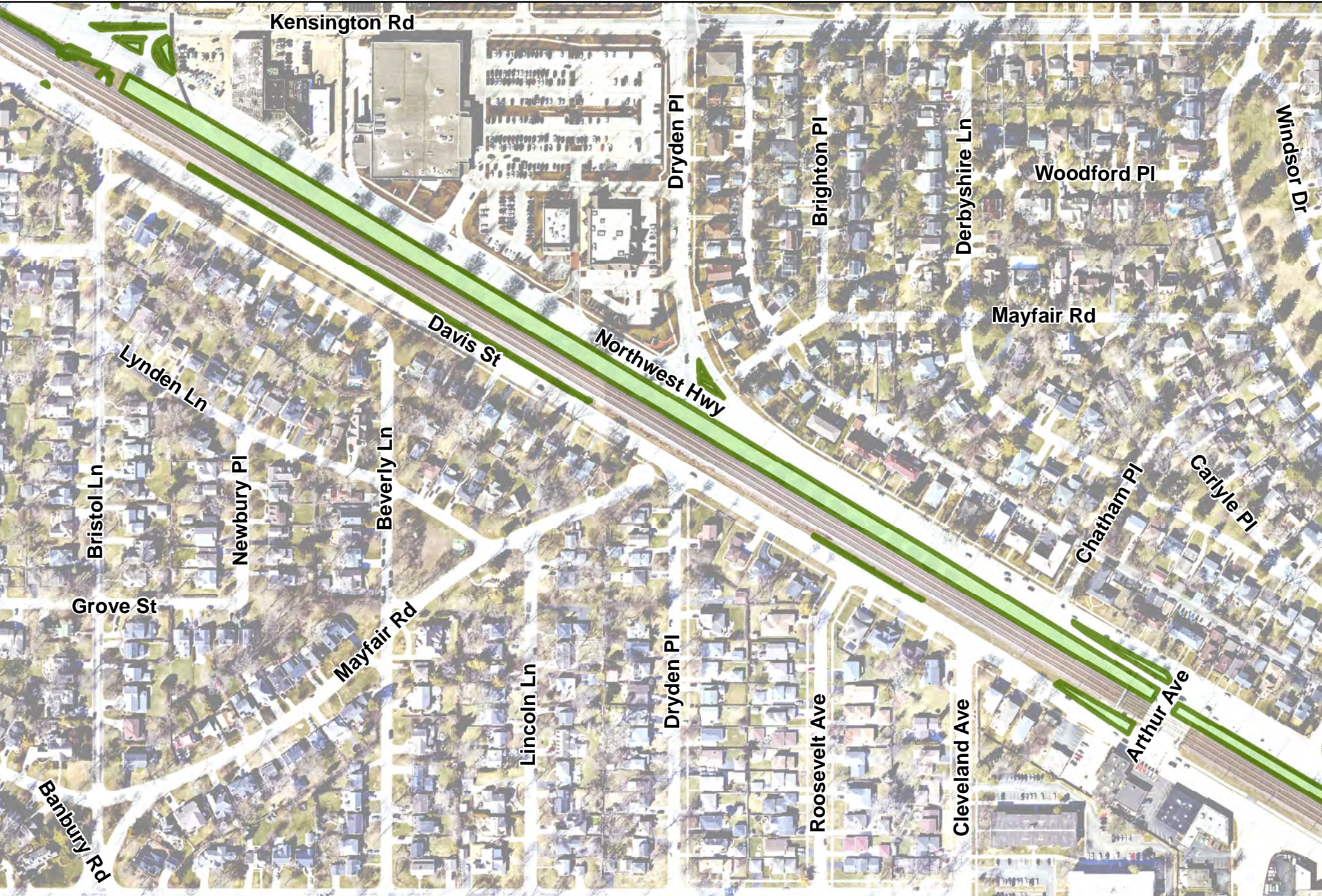
Davis St





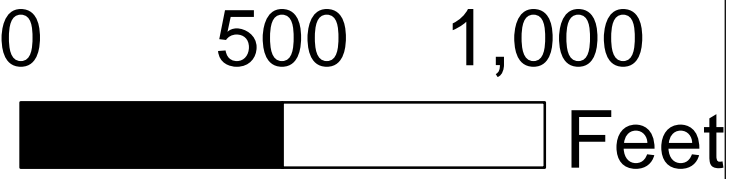
Gregory St



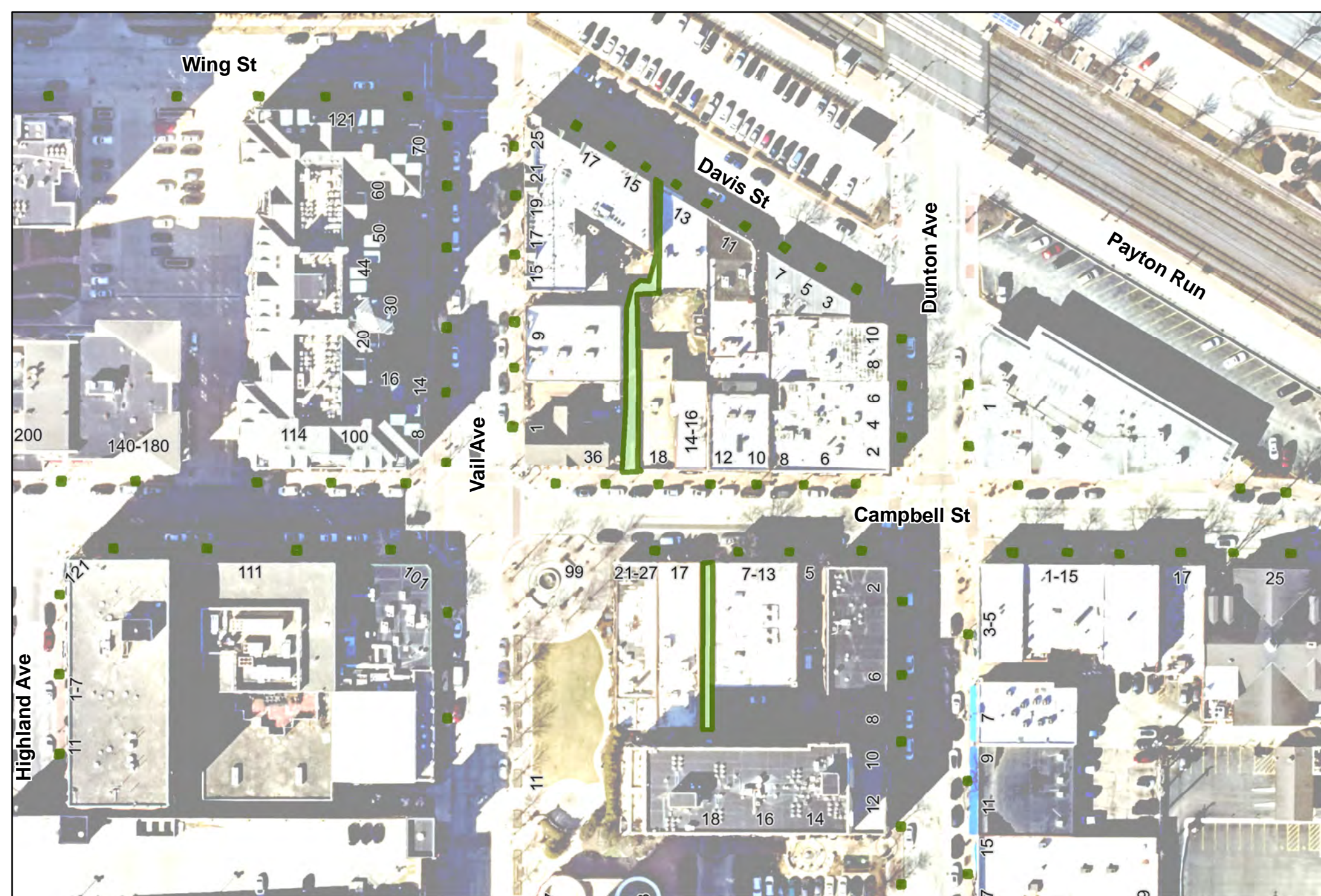


PAGE 20
E. Davis St Beds - South of Tracks





PAGE 21
Tree Grates in DBD (176)



Wing St

Davis St

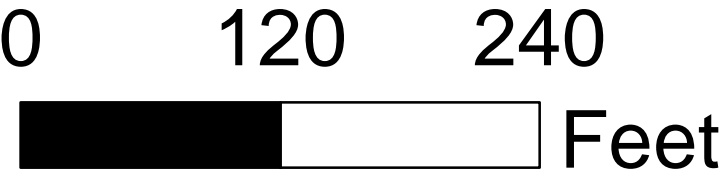
Dunton Ave

Payton Run

Vail Ave

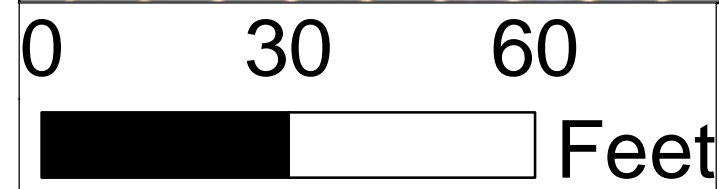
Campbell St

Highland Ave





2000



PAGE 23

Fire Station #3 (2000 S Arlington Hts Rd)





Kennicott Ave

Algonquin Rd

1635-1649

1501

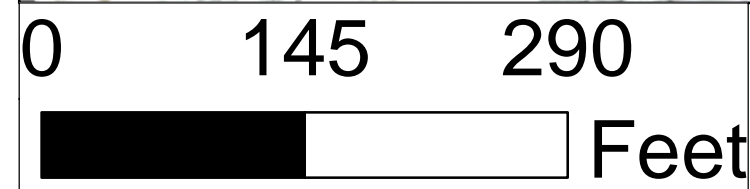
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1551

1415

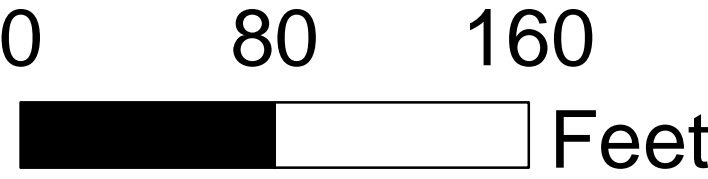
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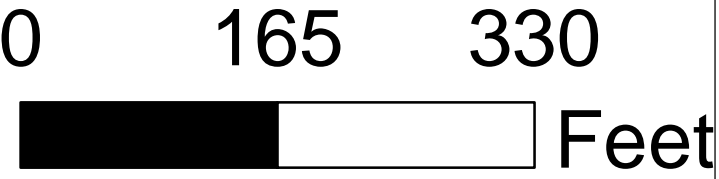
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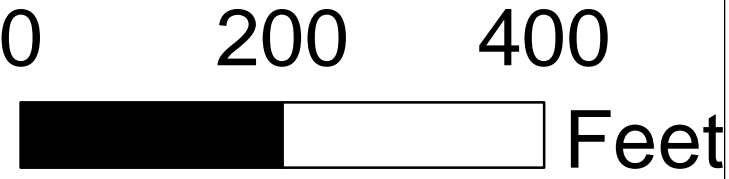
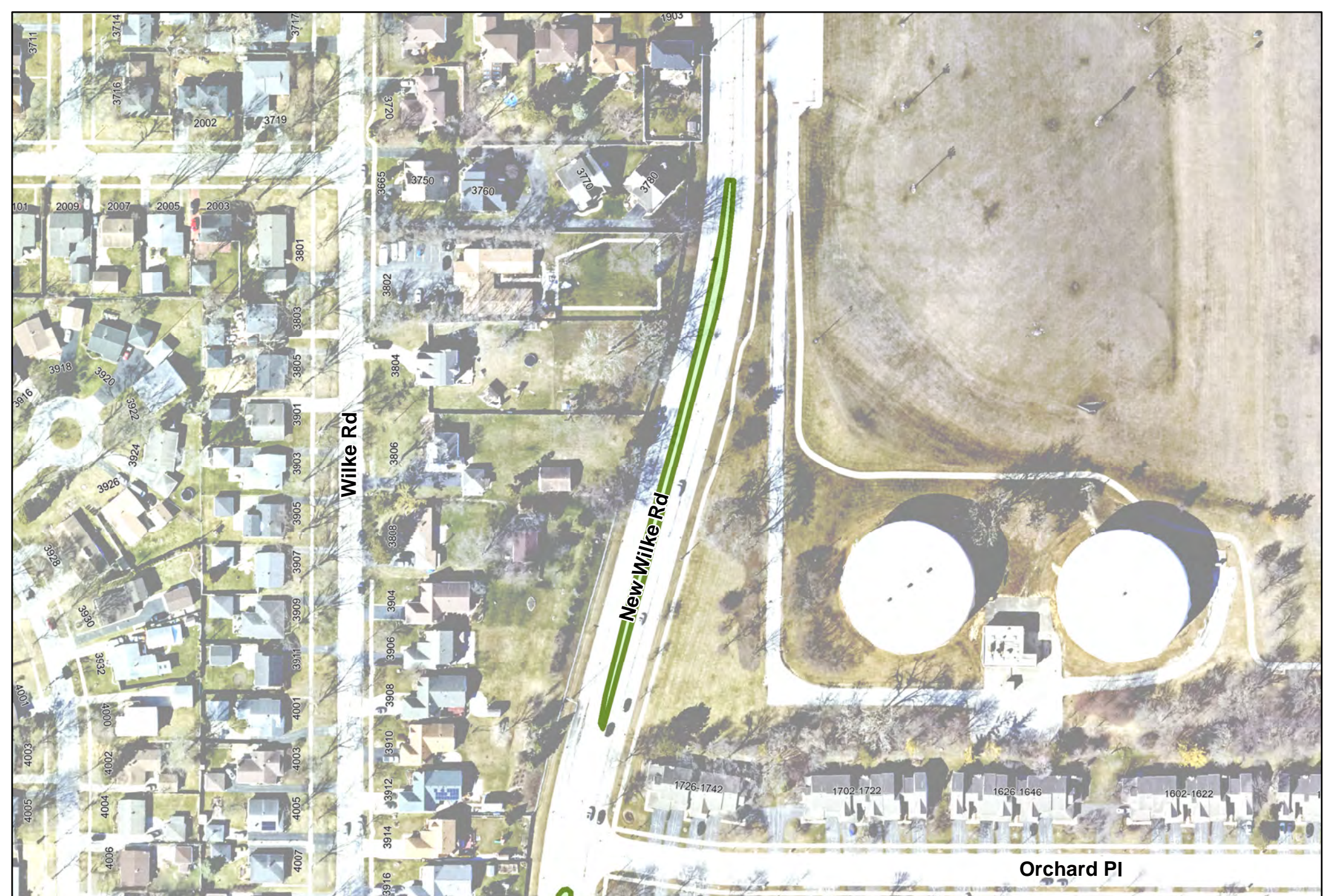




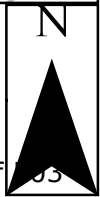
Wilke Rd



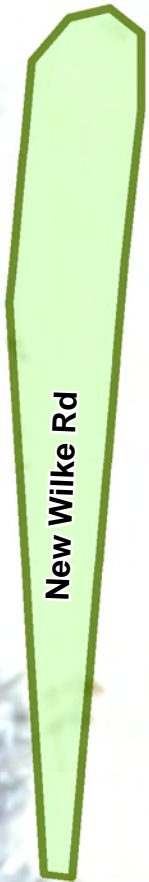




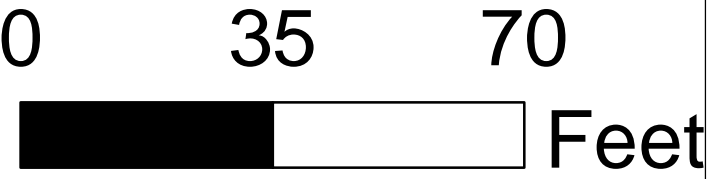
PAGE 27
Wilke Rd Island N of Orchard



1725-17



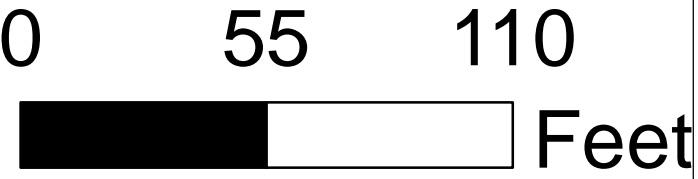
New Wilke Rd

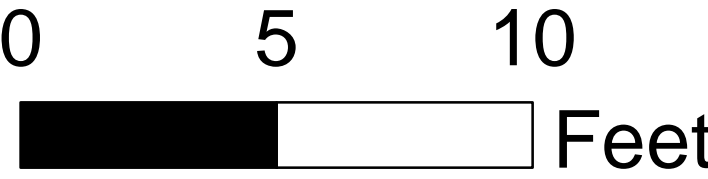


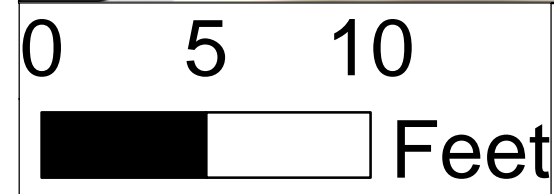


New Wilke Rd

1116



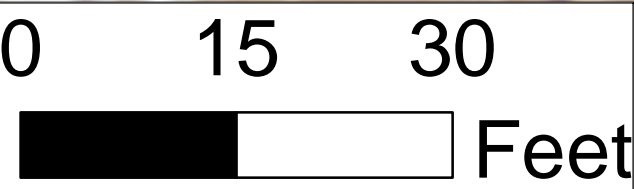




PAGE 31

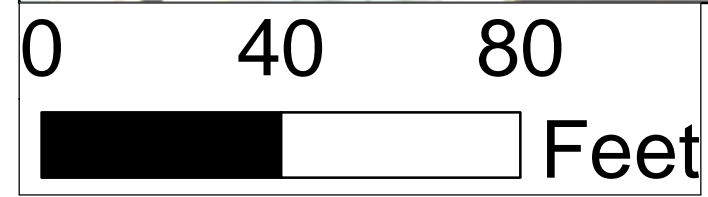
Gateway Signs - b. AH Road and Lake Cook







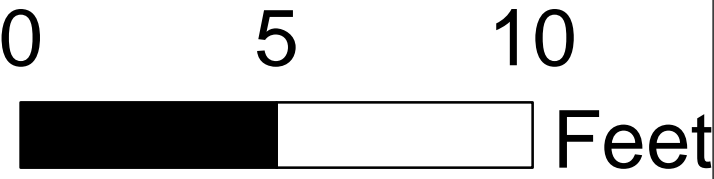
Rand Rd



PAGE 33

Gateway Signs - d. Rand and Route 53 GRASS





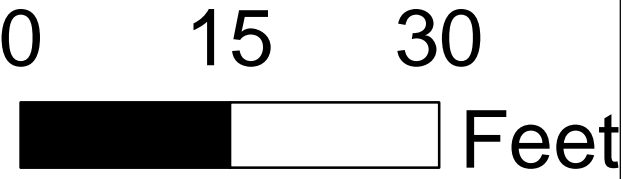
PAGE 34

Gateway Signs - e. Palatine and Kennicott





Schoenbeck Rd

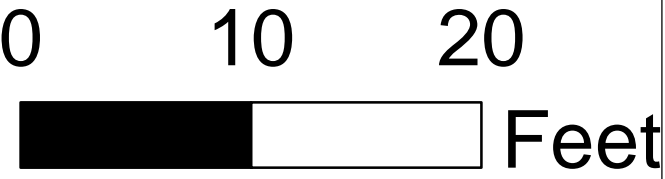


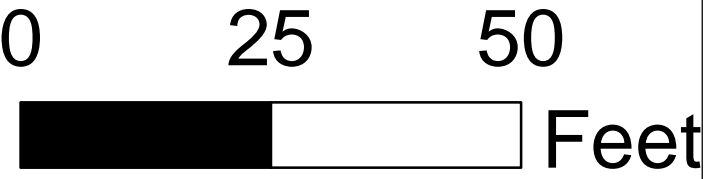
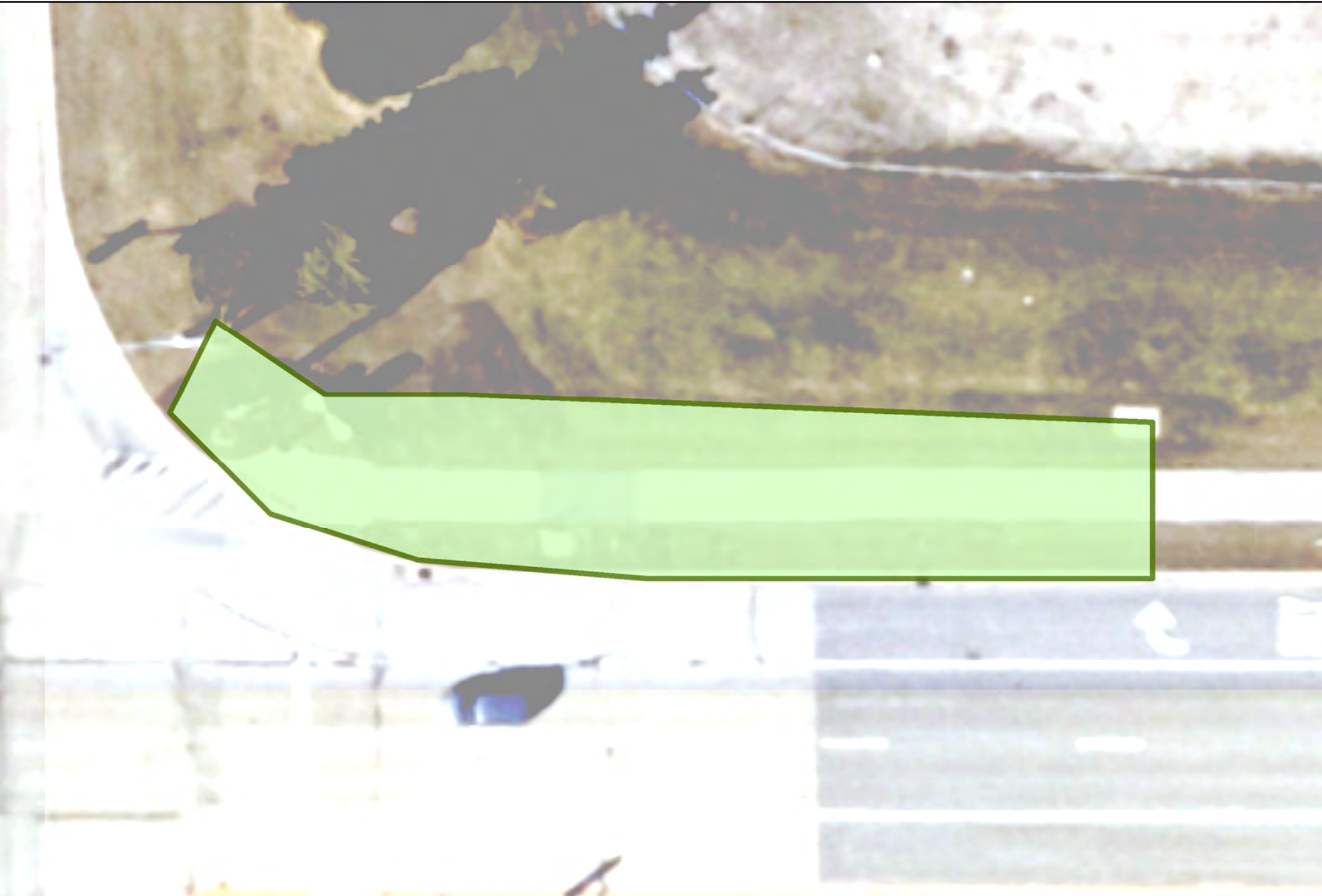
PAGE 35

Gateway Signs - f. Palatine and Schoenbeck GRASS Page 227 of 253



Northwest Hwy





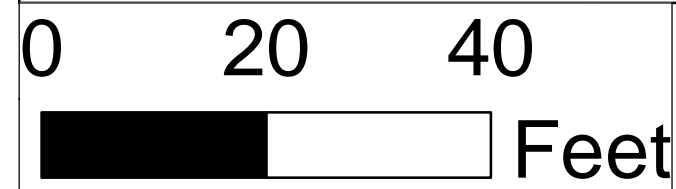
PAGE 37

Gateway Signs - h. Euclid and Rohlwing GRASS



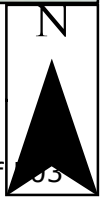


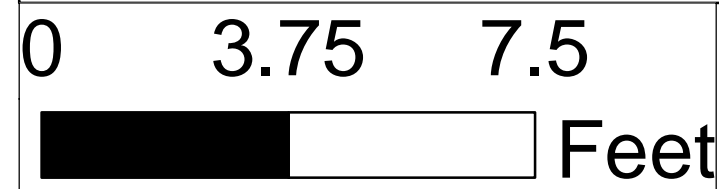
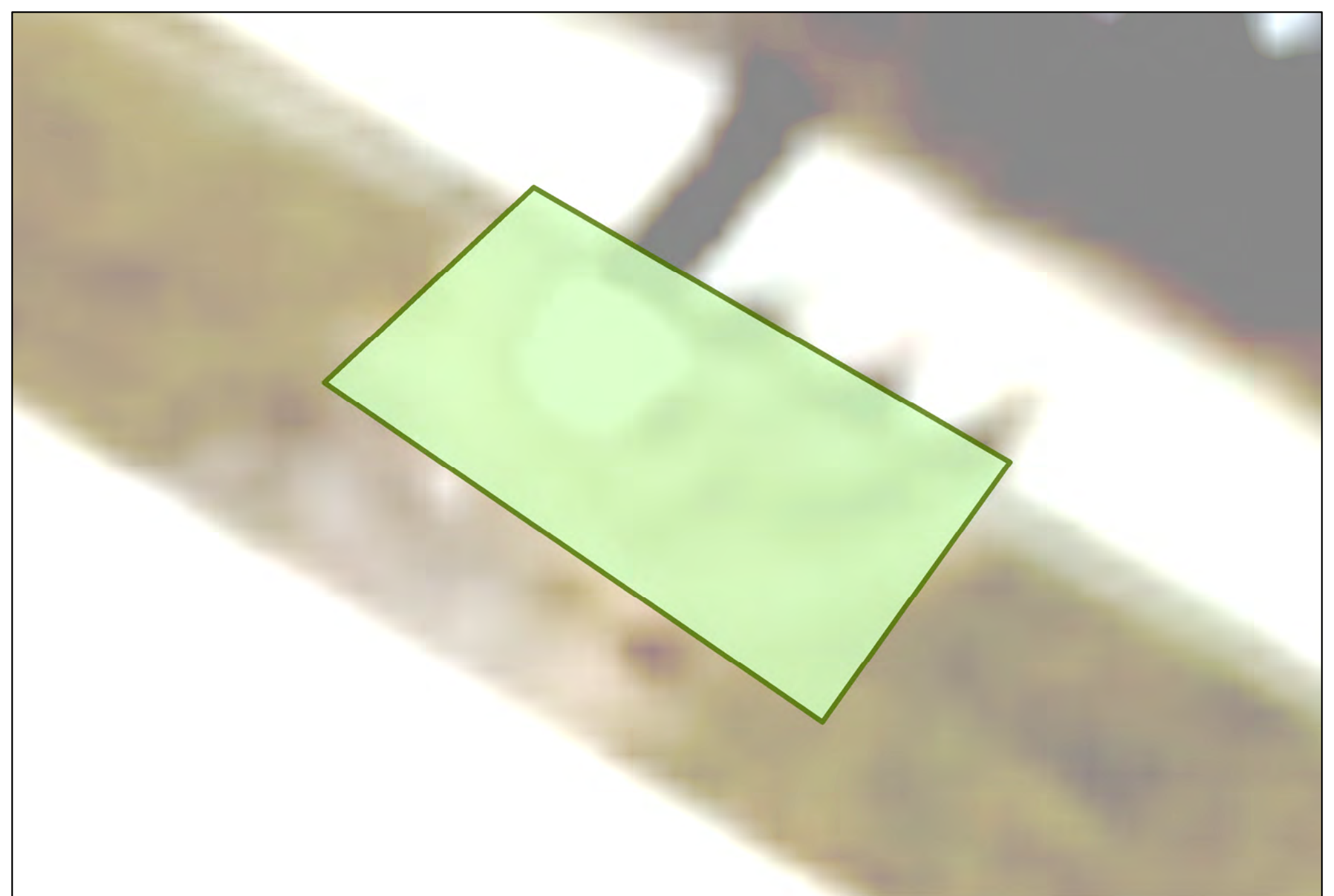
Rand Rd



PAGE 38

Gateway Signs - i. Euclid and Rand GRASS

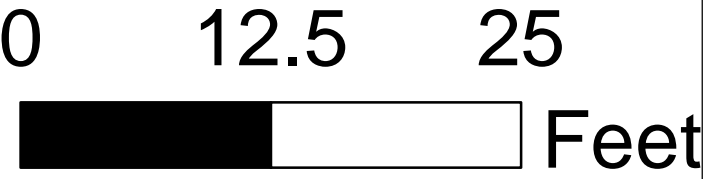


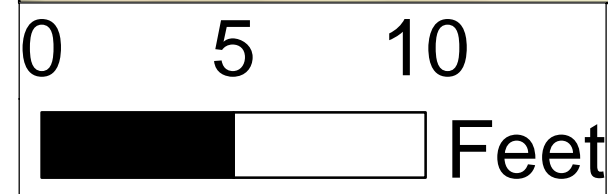


PAGE 39

Gateway Signs - j. NW Hwy and Waterman



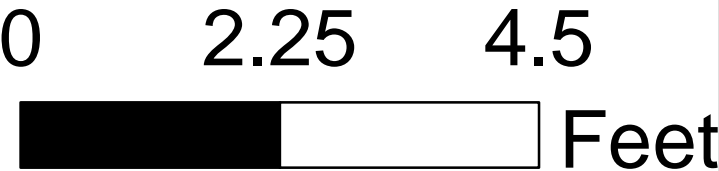
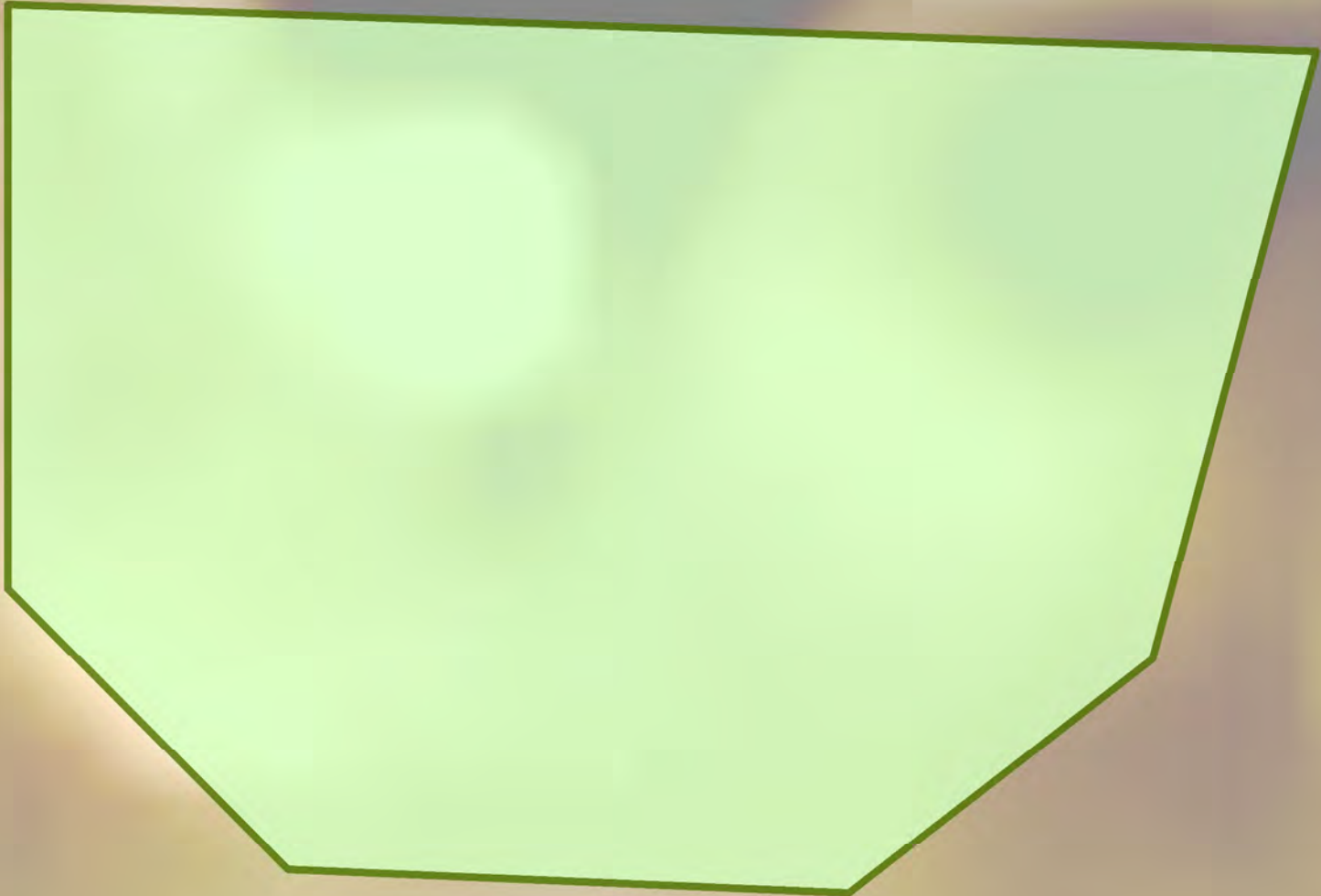


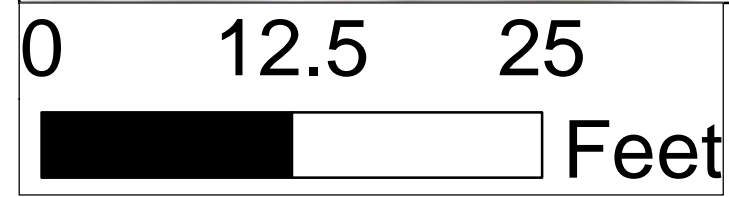


PAGE 41

Gateway Signs - I. Central and Wilke



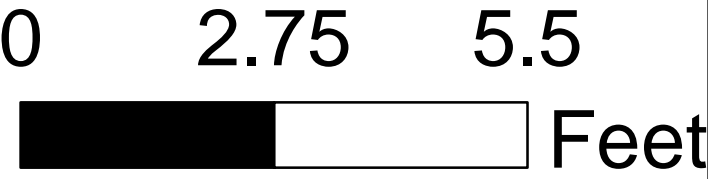
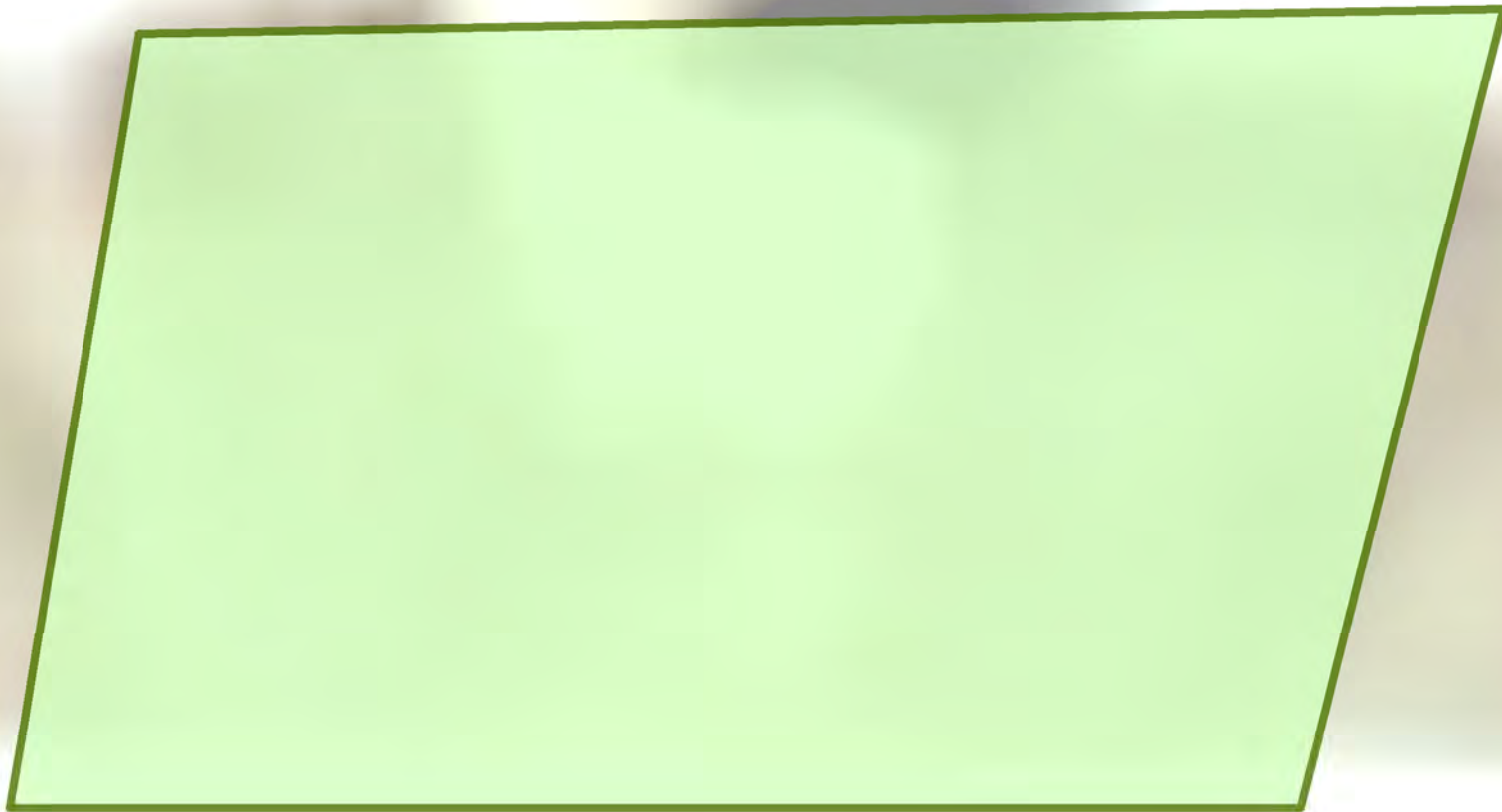


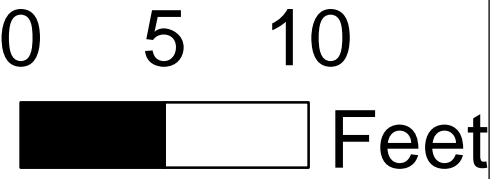


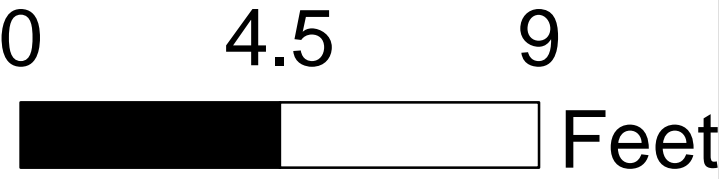
PAGE 43

Gateway Signs - n. Golf and Algonquin Road





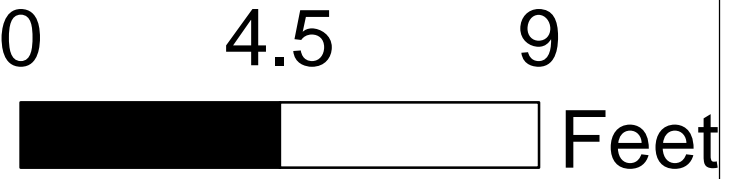


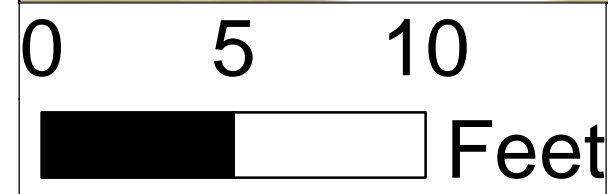
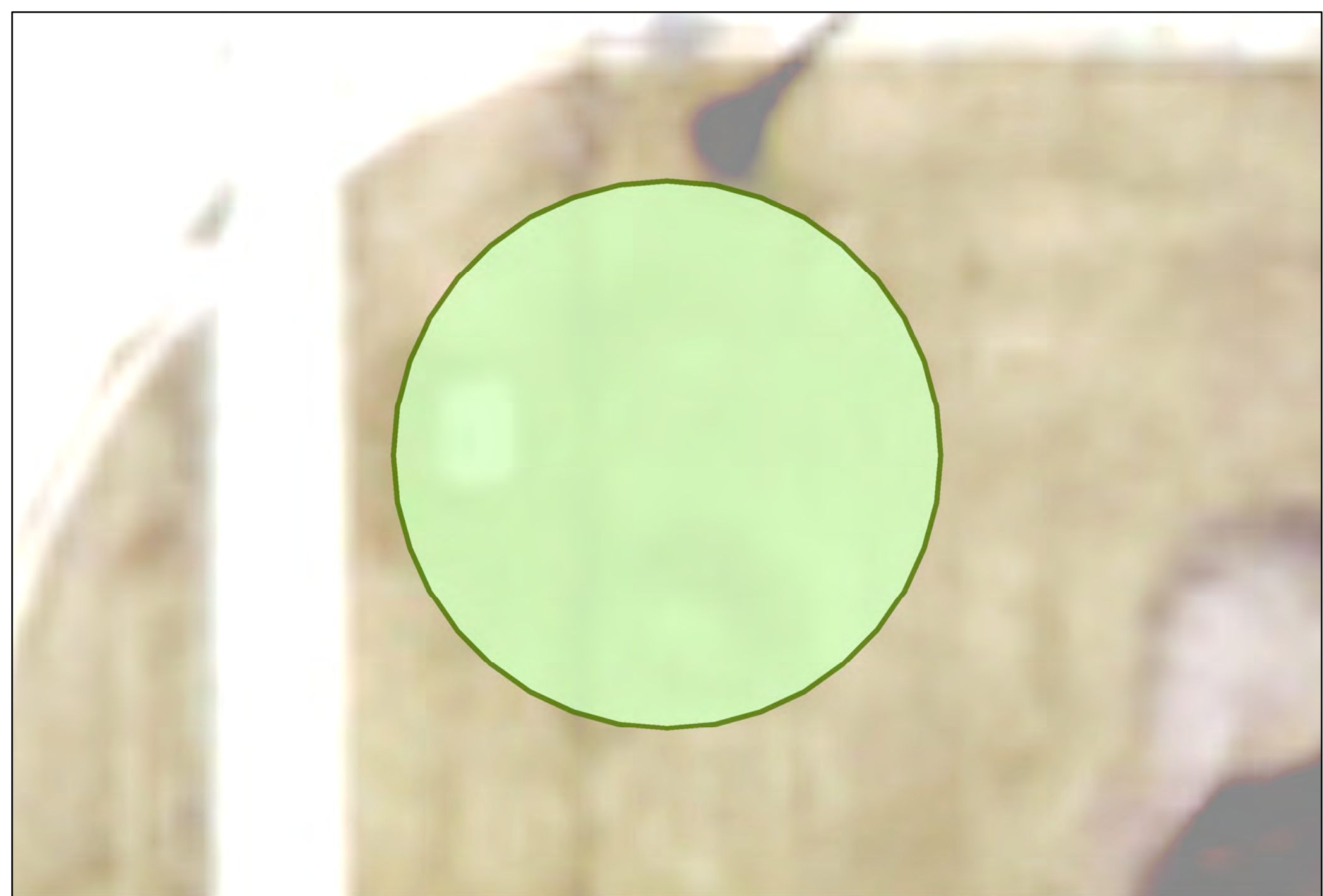


PAGE 46

Gateway Signs - n. Algonquin Rd and Cedar Glen Dr



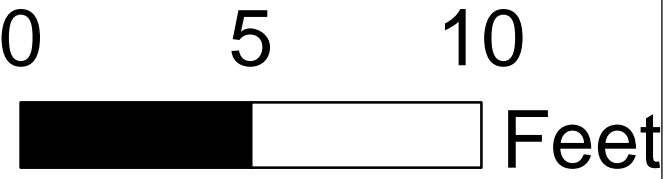
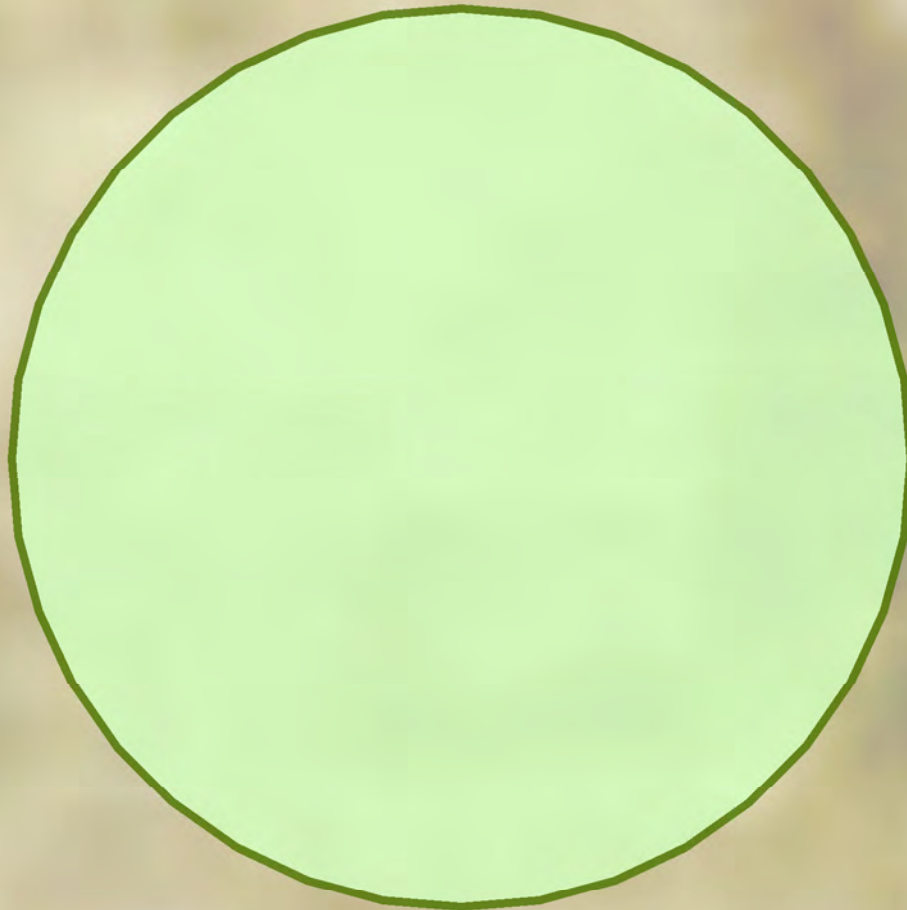




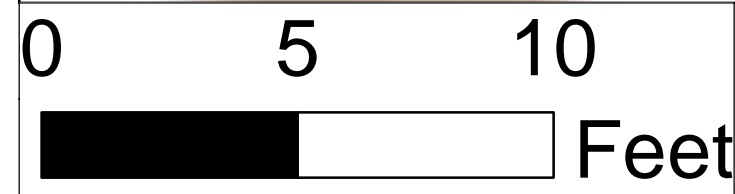
PAGE 48

Uptown Gateway 1655 N Arlington Height Rd





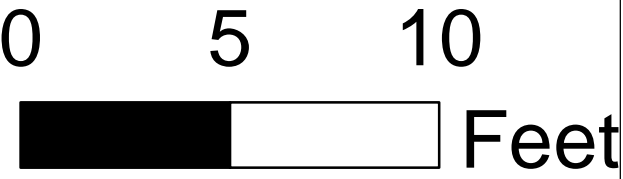
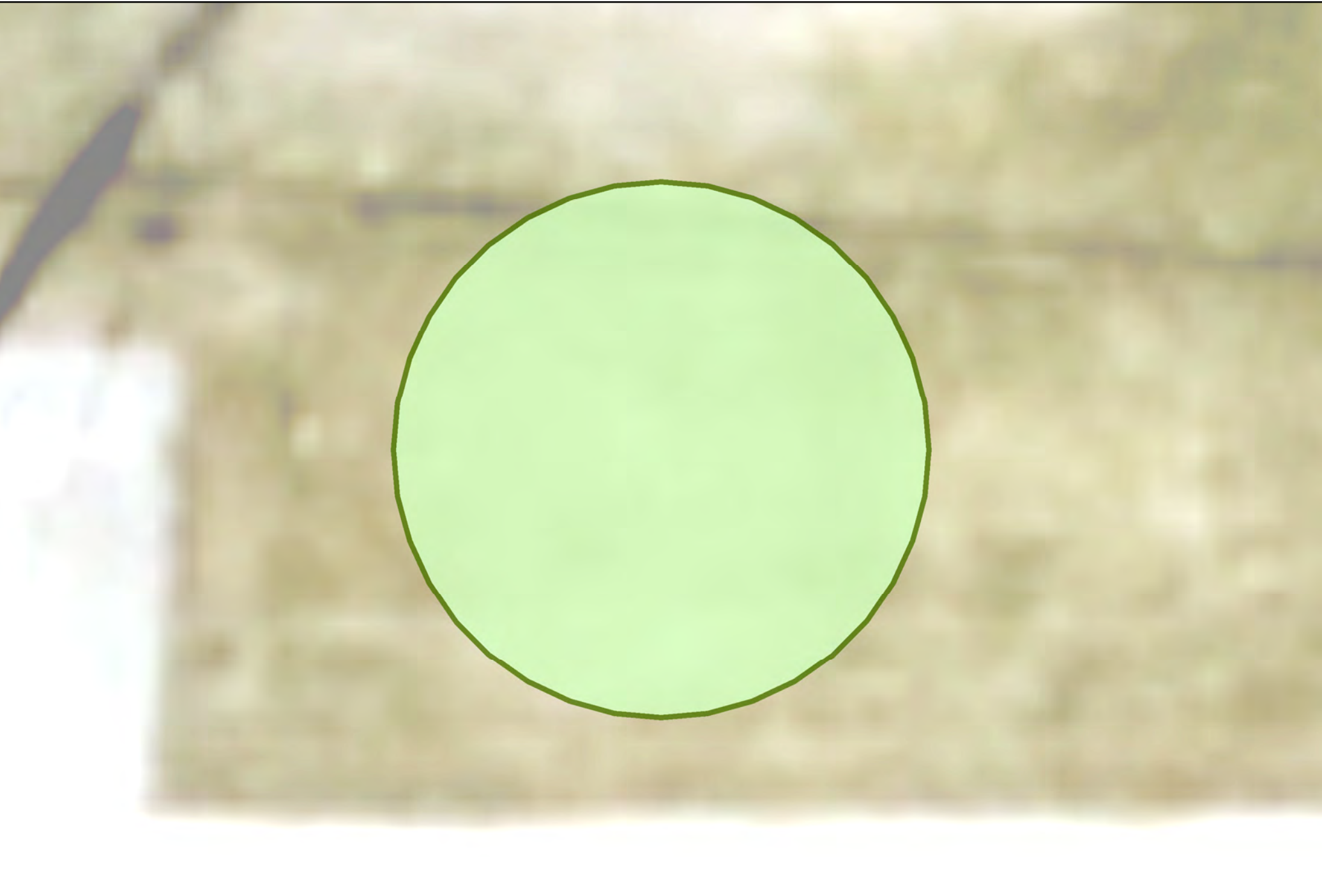
PAGE 49
Uptown Gateway Appletree Well



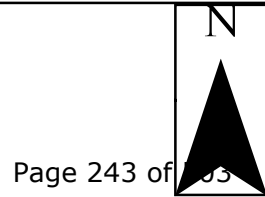
PAGE 50

Uptown Gateway 1350 Rand Rd





PAGE 51
Uptown Gateway 1216 E Palatine Rd



Summary of Locations- Secondary Landscape Maintenance- Updated 2-25-26

Area #	Location	Approximate Address	Turf	Weekly Cost
1	Harvard Lift Station	4128 N Harvard Ave	Y	\$62.76
2	Fire Station #4	3030 N Arlington Heights Rd	Y	\$61.57
3	Arlington Heights Rd Median South of Hintz			\$16.89
4	Hintz Rd Island West of Arlington Heights Rd	115 E Hintz Rd		\$21.40
5	Hintz Well Station	2700 N Windsor Rd		\$21.88
6	Appletree Well Station	2302 N Arlington Heights Rd		\$21.88
7	Ladd Retention Basin	N Walnut Ave & W Ladd St		\$16.89
8	Hickory Lift Station	1518 N Hickory Ave		\$16.89
9	Palatine Road Medians	Between Hwy 53 & N Brighton Pl		\$85.90
10	Howard Ct Detention basin	1503 N Howard Ct	Y	\$77.71
11	Somerset Court	Between E Marion St & E Jules St		\$16.89
12	Fire Station #2	1150 N Arlington Heights Rd	Y	\$113.69
13	Windsor Cul-de-Sac			\$16.89
14	Northwest Hwy Beds - North of Tracks	Between S. Williams Ave. & Waterman		\$48.48
15	E Kensington Rd & S Douglas Ave Medians		Y	\$77.92
16	S Dryden Pl & E Northwest Hwy Median		Y	\$43.25
17	Northwest Hwy & Arthur Ave Median	Across from 1324 E Northwest Hwy		\$16.89
18	E. Davis St Pedestrian Underpass	500 E Davis St		\$16.89
19	Northwest Hwy & E Gregory St Median	2000 E Northwest Hwy		\$16.89
20	E Davis St Beds - South of Tracks	Between S. Bristol Ln & Arthur Ave		\$16.89
21	Downtown Tree Grates			\$135.00
22	Public Alleys in Downtown (2)	East of Cortlands; East of Salsa 17		\$25.42
23	Fire Station #3	2000 S Arlington Heights Rd		\$29.56
24	Algonquin Rd Medians (2)	Across from Lowe's - 990 W Algonquin Rd		\$29.28
25	Wilke Rd Island N of Kirchoff			\$29.28
26	New Wilke Island South of Kirchoff			\$29.28
27	New Wilke Island North of Orchard			\$29.28
28	New Wilke Island South of Orchard			\$29.28
29	New Wilke Island S. Of Central			\$29.28
	Gateway Signs			
30	Lake Cook Rd & Hwy 53			\$16.89
31	Arlington Heights Rd & Lake Cook Rd			\$16.89
32	Dundee Rd & Hwy 53			\$16.89
33	Rand Rd & Hwy 53		Y	\$46.20
34	Palatine Rd & Kennicott Ave			\$16.89
35	Palatine Rd & Schoenbeck		Y	\$46.20
36	Northwest Hwy & Wilke Rd			\$16.89
37	Euclid Ave & Rohlwing Rd		Y	\$46.20
38	Euclid Ave & Rand Rd		Y	\$46.20
39	Northwest Hwy & Waterman Ave			\$16.89
40	Wilke Rd & Kirchoff Rd			\$16.89

Summary of Locations- Secondary Landscape Maintenance- Updated 2-25-26

41	Central Rd & Old Wilke Rd		\$16.89
42	Central Rd & Arthur Ave		\$16.89
43	Golf Rd & Algonquin Rd		\$16.89
44	Golf Rd & Goebbert Rd		\$16.89
45	Arlington Heights Rd & I-90		\$16.89
46	Algonquin Rd & Cedar Glen Dr		\$16.89
	Uptown Gateway Signs		
47	Techny Rd & Rand Rd		\$16.89
48	1655 N Arlington Hts Rd	Between 1655 & Walgreens	\$16.89
49	Appletree Well Station	2302 N Arlington Heights Rd	\$16.89
50	1350 E Rand Rd	At Windsor Drive	\$16.89
51	Approx 1216 E Palatine Rd	Eastbound Palatine Rd Frontage between N Derbyshire and N Carlyle Pl.	\$16.89
		TOTAL WEEKLY COST	\$1,645.42

BID PROPOSAL
Secondary Landscape Maintenance

After becoming familiar with the General Conditions and Instructions to Bidders and the attached specifications, the undersigned offers the following prices for furnishing the following:

TOTAL WEEKLY PROPERTIES BID PRICE \$1,645.42 per week x 39 weeks =

TOTAL ANNUAL BID PRICE: \$64,171.38

FIRST YEAR TOTAL BID PRICE 2026- FROM ABOVE	\$64,171.38
SECOND YEAR (2027) TOTAL ANNUAL BID PRICE	\$66,096.52
THIRD YEAR (2028) TOTAL ANNUAL BID PRICE	\$67,379.95

3 YEAR CONTRACT: 197,647.85

Rate for one time visit to all sites to pick up debris during the off season	\$1,645.42
Hourly Rate for Additional Work When Authorized (Could include but not limited to mowing, debris pickup, planting, watering, etc.)	\$65.00 /Hr

NOTE: The summary of locations pricing sheet must also be submitted along with this bid proposal.

Bid Proposal (Continued)

Bidder's Company Name Apex Landscaping, Inc.

Address 24414 N. Old McHenry Road, Hawthorn Woods IL, 60047

Signature *Matt Menoni* (agent) _____ *Evan Hertz* (witness)

Title V.P. Sales _____ Financial Controller

Telephone Number 847.847.1505 Date 03/02/2026

Email mmenoni@apexlandscaping.com

NOTE: If the bidder is a partnership, the proposal must be signed by at least two of the co-partners. If the bidder is a corporation, the proposal must be signed by an authorized officer of the corporation, attested and sealed by the secretary or other authorized officer.

State of Incorporation: Illinois

State licensed disposal site:

Name Apex Landscaping

Address 24414 N. Old McHenry Road

City, State, Zip Hawthorn Woods, IL 60047

**Competency of Contractor
(Failure to compete will result in rejection of bid)**

Submit along with the Bid Proposal responses to the following items:

- 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 names of the owners and/or officers. *We have been in business for 35 years, the ownership has not changed and is Robert Atwater.*
- 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 this contract and if they will be full-time or part-time employees. *We will be using all in house employees. We have worked for VAH for the past 15-20 yrs with a proven track record*
- State if your company has, in the past five years, been involved in any litigation or arbitration with any past client. *We have not*
- Have you or any present partners or officers failed to complete a contract? *We have not*
- Do you maintain a permanent commercial business office? Number of years at current location? *Yes - we have been at this address since 2012*

References

(To be submitted with proposal)

Failure to compete will result in rejection of bid

The contractor shall provide the Village with a list of municipalities where they have satisfactorily completed landscape work in the Chicago area.

Please submit at least three (3) references for similar type of services provided.

Municipality Village of Arlington Heights Contact Person Brian Crawford

Phone # 847.368.5849 _No. of years serviced 10-15

Value of Contract Varies based on contract

Municipality Addison Park District Contact Person Jason Faust

Phone # 630.607.5265 _No. of years serviced 10

Value of Contract \$140,000.00

Municipality Village of Hawthorn Woods Contact Person Amy Mason

Phone # 847.438.5500 _No. of years serviced 12

Value of Contract \$25,000.00

Municipality Buffalo Grove Park District Contact Person Danielle Hoefle

Phone # 847.850.2163 _No. of years serviced 5

Value of Contract \$245,000.00

Municipality Village of Deer Park Contact Person Karen Kasregis

Phone # 847.726.1648 _No. of years serviced 6

Value of Contract \$50,000.00



VILLAGE OF ARLINGTON HEIGHTS

INC. 1887

Addendum # 1

Date: February 25, 2026

To: All Bidders on the following Project

Project: **Secondary Landscape Maintenance Services- Bid # 260006**

Bid Opening: Wednesday March 4, 2026 at 10:15 AM

The following addendum shall be included and is considered part of the bid documents. The Bidder shall acknowledge receipt of this addendum and inclusion in the bid by including a signed copy with the sealed bid submitted. Failure to return this form may result in disqualification of the Bidder.

1. The Summary of Locations Sheets have been updated in two documents:
 - a. "Complete Bid Document- Secondary Landscape Maintenance Services"
 - b. "Bid Proposal Submission- Secondary Landscape Maintenance Services"
2. Public Works has issued a map outlining the locations for this bid and it has been added to the "Complete Bid Document- Secondary Landscape Maintenance Services"
3. Both of the updated files are available through Vendor Self Service in the Attachments Section in the Information Tab.
 - a. "Complete Bid Document- Secondary Landscape Maintenance Services- Updated 2-25-26"
 - b. "Bid Proposal Submission- Secondary Landscape Maintenance Services- Updated 2-25-26"

Bidder's Acknowledgment of Receipt:

Company Name: Apex Landscaping, Inc.

Signature: 

Print Name: Matt Menoni

Title: Vice President, Sales

Date: 3/2/2026

Failure to return this form may result in disqualification of the Bidder

Selective Insurance Company of America
40 Wantage Avenue
Branchville, New Jersey 07890
973-948-3000

BID BOND

The American Institute of Architects,
AIA® Document A310™ (2010 Edition)

BondNo.B 1347418

ADDITIONS AND DELETIONS:

CONTRACTOR:

(Name, legal status and address)

Apex Landscaping, Inc.
24414 North Old McHenry Road
Hawthorn Woods, IL 60047

SURETY:

(Name, legal status and principal place of business)

Selective Insurance Company of America
40 Wantage Avenue
Branchville, NJ 07890

The author of this document has added information needed for its completion. The author may also have revised the original text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Village of Arlington Heights
33 S Arlington Heights Rd
Arlington Heights, IL 60005

BOND AMOUNT: 10 % Percent of the Total Bid Amount

PROJECT:

(Name, location or address, and Project number, if any)

Maintenance of various locations throughout the village.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 4th day of March, 2026

Matt Menon
(Witness)

Apex Landscaping, Inc.
(Contractor as Principal) (Seal)

VP SALES
(Title)

Andrew Brachner
(Witness)

Selective Insurance Company of America
(Surety)

Veronica O'Connor
(Title) **Veronica O'Connor, Attorney-in-Fact**



SURETY DISCLOSURE STATEMENT AND CERTIFICATION

Selective Insurance Company of America, surety on the attached bond, hereby certifies the following:

(1) The surety meets the applicable capital and surplus requirements of R.S.17:17-6 or R.S.17:17-7 as of the surety's most current annual filing with the New Jersey Department of Banking and Insurance.

(2) The capital and surplus, as determined in accordance with the applicable laws of the State of New Jersey, of the surety issuing the attached bond are in the following amounts as of the calendar year ended December 31, 2024, which amounts have been certified by certified public accountants:

<u>Company</u>	<u>Capital</u>	<u>Surplus</u>	<u>CPA</u>
Selective Insurance Company of America	\$4,400,000	\$997,472,396	KPMG LLP 345 Park Avenue New York, NY 10154

(3) With respect to the surety issuing the attached bond that has received from the United States Secretary of the Treasury a certificate of authority pursuant to 31 U.S.C. sec 9305, the underwriting limitation established therein and the date as of which the limitation was effective is as follows:

<u>Company</u>	<u>Underwriting Limitation</u>	<u>Effective Date</u>
Selective Insurance Company of America	\$99,747,000	July 1, 2025

(4) The amount of the bond to which this statement and certification is attached is \$ 3,000,000.00

CERTIFICATE

(To be completed by an authorized certifying agent/officer for each surety on the bond)

I, **Hans Buvary**, as AVP, Bond Underwriting Manager, for Selective Insurance Company of America, a corporation domiciled in New Jersey, DO HEREBY CERTIFY that, to the best of my knowledge, the foregoing statements made by me are true, and ACKNOWLEDGE that, if any of those statements are false, this bond is VOIDABLE.

Hans Buvary
(Signature of certifying agent/officer)



Hans Buvary
(Printed name of certifying agent/officer)

AVP, Bond Underwriting Manager
(Title of certifying agent/officer)

Dated: 03/03/2026
(month, day, year)

POWER OF ATTORNEY

SELECTIVE INSURANCE COMPANY OF AMERICA, a New Jersey corporation having its principal office at 40 Wantage Avenue, in Branchville, State of New Jersey ("SICA"), pursuant to Article VII, Section 1 of its By-Laws, which state in pertinent part:

The Chairman of the Board, President, Chief Executive Officer, any Executive Vice President, any Senior Vice President or any Corporate Secretary may, from time to time, appoint attorneys in fact, and agents to act for and on behalf of the Corporation and they may give such appointee such authority, as his/her certificate of authority may prescribe, to sign with the Corporation's name and seal with the Corporation's seal, bonds, recognizances, contracts of indemnity and other writings obligatory in the nature of a bond, recognizance or conditional undertaking, and any of said Officers may, at any time, remove any such appointee and revoke the power and authority given him/her.

does hereby appoint: **Veronica O'Connor**

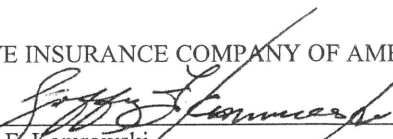
, its true and lawful attorney(s)-in-fact, full authority to execute on SICA's behalf fidelity and surety bonds or undertakings and other documents of a similar character, including but not limited to Proposal Bonds, Letters of Surety, and Consents of Surety, issued by SICA in the course of its business, and to bind SICA thereby as fully as if such instruments had been duly executed by SICA's regularly elected officers at its principal office, in amounts or penalties not exceeding the sum of:

Three Million Dollars (\$3,000,000.00)

This certifies that this Power of Attorney is in full force and effect as of the date of said fidelity and surety bonds or undertakings and other documents of a similar character, including but not limited to Proposal Bonds, Letters of Surety, and Consents of Surety.

Signed this 4th day of March, 2026

SELECTIVE INSURANCE COMPANY OF AMERICA

By: 
Jeffrey F. Kamrowski
Executive Vice President



STATE OF NEW JERSEY :
 :ss. Branchville
COUNTY OF SUSSEX :

On this 4th day of March, 2026 before me, the undersigned officer, personally appeared Jeffrey F. Kamrowski, who acknowledged himself to be the Sr. Vice President of SICA, and that he, as such Executive Vice President, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Executive Vice President and that the same was his free act and deed and the free act and deed of SICA.

LINDA G. MROZINSKI
NOTARY PUBLIC
STATE OF NEW JERSEY
MY COMMISSION EXPIRES MAY 16, 2028


Notary Public



The power of attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of SICA at a meeting duly called and held on the 6th of February 1987, to wit:

"RESOLVED, the Board of Directors of Selective Insurance Company of America authorizes and approves the use of a facsimile corporate seal, facsimile signatures of corporate officers and notarial acknowledgements thereof on powers of attorney for the execution of bonds, recognizances, contracts of indemnity and other writing obligatory in the nature of a bond, recognizance or conditional undertaking."

CERTIFICATION

I do hereby certify as SICA's Corporate Secretary that the foregoing extract of SICA's By-Laws and Resolution are still in force and effect and this Power of Attorney issued pursuant to and in accordance with the By-Laws is valid.

Signed this 4th day of March, 2026.


Michael H. Lanza, SICA Corporate Secretary



Important Notice: If the bond number embedded within the Notary Seal does not match the number in the upper right-hand corner of this Power of Attorney, contact us at 973-948-3000.

CERTIFIED COPY



VENDOR APPLICATION

A W-9 must be emailed with this application.

Company Name: Apex Landscaping, Inc.

Remit To Address: Include if different than W-9 Address.

Company Name: Apex Landscaping, Inc.

Street Address: 24414 N. Old McHenry Road

City: Hawthorn Woods

State: IL

Zip: 60041

Contact Information:

Name: Matt Menoni

PH#: 847.847.1505

Email: mmenoni@apexlandscaping.com

Vendor Classification:

In accordance with Illinois Public Act 102-0265, the Village of Arlington Heights is required to make a good faith effort to collect and publish certain demographic information provided by our vendors and subcontractors doing business with us. We are required to report whether they are a minority, woman or veteran-owned business as defined by Illinois Law. In addition, we are required to report whether the vendor is a small business under the Small Business Administration standards (SBA).

Please indicate any applicable classification below or check NA, and check if self-certified or if certified. **Submit the appropriate certification documentation with this form.**

Small Business: Meets certification requirements as a small business under SBA standards (more information available at SBA.gov)

Avg # of Employees: _____ Avg Annual Receipts _____

Self-Certified Holds Certification

Minority-Owned Business Enterprise (MBE): A business that is at least 51 percent owned by one or more minorities. A person who is a U.S. citizen or lawful permanent resident of the United States and is African American, Hispanic American, Asian American, Native American or Native Hawaiian.

Self-Certified Holds Certification

Women-Owned Business Enterprise (WBE): A business that is at least 51 percent owned by a woman or women who are U. S. Citizens or lawful permanent residents of the U.S.

Self-Certified Holds Certification

Disability-Owned Business Enterprise (DOBE): A business that is at least 51 percent owned by a person or group of persons with a disability (per the definition in 30 ILCS 575) and who is a U.S. citizen or lawful permanent resident of the United States.

Self-Certified Holds Certification

Veteran-Owned Small Business (VOSB): A small business that is at least 51 percent owned, operated & controlled by a qualified veteran living in IL and its home office in IL.

Self-Certified Holds Certification

Not Applicable

Name of Person Completing this form: Matt Menoni

Date: 03/02/2026

M/DD/YY

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.

1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) APEX Landscaping, Inc.
2	Business name/disregarded entity name, if different from above.
3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)
4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>
5	Address (number, street, and apt. or suite no.). See instructions. 24414 N. Old McHenry Rd.
6	City, state, and ZIP code Dawthorn Woods, IL 60047
7	List account number(s) here (optional)
Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
OR									
Employer identification number									
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 01/01/2026
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Summary of Locations- Secondary Landscape Maintenance- Updated 2-25-26

Area #	Location	Approximate Address	Turf	Weekly Cost
1	Harvard Lift Station	4128 N Harvard Ave	Y	\$62.76
2	Fire Station #4	3030 N Arlington Heights Rd	Y	\$61.57
3	Arlington Heights Rd Median South of Hintz			\$16.89
4	Hintz Rd Island West of Arlington Heights Rd	115 E Hintz Rd		\$21.40
5	Hintz Well Station	2700 N Windsor Rd		\$21.88
6	Appletree Well Station	2302 N Arlington Heights Rd		\$21.88
7	Ladd Retention Basin	N Walnut Ave & W Ladd St		\$16.89
8	Hickory Lift Station	1518 N Hickory Ave		\$16.89
9	Palatine Road Medians	Between Hwy 53 & N Brighton Pl		\$85.90
10	Howard Ct Detention basin	1503 N Howard Ct	Y	\$77.71
11	Somerset Court	Between E Marion St & E Jules St		\$16.89
12	Fire Station #2	1150 N Arlington Heights Rd	Y	\$113.69
13	Windsor Cul-de-Sac			\$16.89
14	Northwest Hwy Beds - North of Tracks	Between S. Williams Ave. & Waterman		\$48.48
15	E Kensington Rd & S Douglas Ave Medians		Y	\$77.92
16	S Dryden Pl & E Northwest Hwy Median		Y	\$43.25
17	Northwest Hwy & Arthur Ave Median	Across from 1324 E Northwest Hwy		\$16.89
18	E. Davis St Pedestrian Underpass	500 E Davis St		\$16.89
19	Northwest Hwy & E Gregory St Median	2000 E Northwest Hwy		\$16.89
20	E Davis St Beds - South of Tracks	Between S. Bristol Ln & Arthur Ave		\$16.89
21	Downtown Tree Grates			\$135.00
22	Public Alleys in Downtown (2)	East of Cortlands; East of Salsa 17		\$25.42
23	Fire Station #3	2000 S Arlington Heights Rd		\$29.56
24	Algonquin Rd Medians (2)	Across from Lowe's - 990 W Algonquin Rd		\$29.28
25	Wilke Rd Island N of Kirchoff			\$29.28
26	New Wilke Island South of Kirchoff			\$29.28
27	New Wilke Island North of Orchard			\$29.28
28	New Wilke Island South of Orchard			\$29.28
29	New Wilke Island S. Of Central			\$29.28
	Gateway Signs			
30	Lake Cook Rd & Hwy 53			\$16.89
31	Arlington Heights Rd & Lake Cook Rd			\$16.89
32	Dundee Rd & Hwy 53			\$16.89
33	Rand Rd & Hwy 53		Y	\$46.20
34	Palatine Rd & Kennicott Ave			\$16.89
35	Palatine Rd & Schoenbeck		Y	\$46.20
36	Northwest Hwy & Wilke Rd			\$16.89
37	Euclid Ave & Rohlwing Rd		Y	\$46.20
38	Euclid Ave & Rand Rd		Y	\$46.20
39	Northwest Hwy & Waterman Ave			\$16.89
40	Wilke Rd & Kirchoff Rd			\$16.89

Summary of Locations- Secondary Landscape Maintenance- Updated 2-25-26

41	Central Rd & Old Wilke Rd		\$16.89
42	Central Rd & Arthur Ave		\$16.89
43	Golf Rd & Algonquin Rd		\$16.89
44	Golf Rd & Goebbert Rd		\$16.89
45	Arlington Heights Rd & I-90		\$16.89
46	Algonquin Rd & Cedar Glen Dr		\$16.89
	Uptown Gateway Signs		
47	Techny Rd & Rand Rd		\$16.89
48	1655 N Arlington Hts Rd	Between 1655 & Walgreens	\$16.89
49	Appletree Well Station	2302 N Arlington Heights Rd	\$16.89
50	1350 E Rand Rd	At Windsor Drive	\$16.89
51	Approx 1216 E Palatine Rd	Eastbound Palatine Rd Frontage between N Derbyshire and N Carlyle Pl.	\$16.89
		TOTAL WEEKLY COST	\$1,645.42

BID PROPOSAL
Secondary Landscape Maintenance

After becoming familiar with the General Conditions and Instructions to Bidders and the attached specifications, the undersigned offers the following prices for furnishing the following:

TOTAL WEEKLY PROPERTIES BID PRICE \$1,645.42 per week x 39 weeks =

TOTAL ANNUAL BID PRICE: \$64,171.38

FIRST YEAR TOTAL BID PRICE 2026- FROM ABOVE	\$64,171.38
SECOND YEAR (2027) TOTAL ANNUAL BID PRICE	\$66,096.52
THIRD YEAR (2028) TOTAL ANNUAL BID PRICE	\$67,379.95

3 YEAR CONTRACT: 197,647.85

Rate for one time visit to all sites to pick up debris during the off season	\$1,645.42
Hourly Rate for Additional Work When Authorized (Could include but not limited to mowing, debris pickup, planting, watering, etc.)	\$65.00 /Hr

NOTE: The summary of locations pricing sheet must also be submitted along with this bid proposal.

Bid Proposal (Continued)

Bidder's Company Name Apex Landscaping, Inc.

Address 24414 N. Old McHenry Road, Hawthorn Woods IL, 60047

Signature *Mark Menoni* (agent) _____ *Evan Hertz* (witness)

Title V.P. Sales _____ Financial Controller

Telephone Number 847.847.1505 Date 03/02/2026

Email mmenoni@apexlandscaping.com

NOTE: If the bidder is a partnership, the proposal must be signed by at least two of the co-partners. If the bidder is a corporation, the proposal must be signed by an authorized officer of the corporation, attested and sealed by the secretary or other authorized officer.

State of Incorporation: Illinois

State licensed disposal site:

Name Apex Landscaping

Address 24414 N. Old McHenry Road

City, State, Zip Hawthorn Woods, IL 60047

**Competency of Contractor
(Failure to compete will result in rejection of bid)**

Submit along with the Bid Proposal responses to the following items:

- 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 names of the owners and/or officers. *We have been in business for 35 years, the ownership has not changed and is Robert Atwater.*
- 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 this contract and if they will be full-time or part-time employees. *We will be using all in house employees. We have worked for VAH for the past 15-20 yrs with a proven track record*
- State if your company has, in the past five years, been involved in any litigation or arbitration with any past client. *We have not*
- Have you or any present partners or officers failed to complete a contract? *We have not*
- Do you maintain a permanent commercial business office? Number of years at current location? *Yes - we have been at this address since 2012*

References

(To be submitted with proposal)

Failure to compete will result in rejection of bid

The contractor shall provide the Village with a list of municipalities where they have satisfactorily completed landscape work in the Chicago area.

Please submit at least three (3) references for similar type of services provided.

Municipality Village of Arlington Heights Contact Person Brian Crawford

Phone # 847.368.5849 _No. of years serviced 10-15

Value of Contract Varies based on contract

Municipality Addison Park District Contact Person Jason Faust

Phone # 630.607.5265 _No. of years serviced 10

Value of Contract \$140,000.00

Municipality Village of Hawthorn Woods Contact Person Amy Mason

Phone # 847.438.5500 _No. of years serviced 12

Value of Contract \$25,000.00

Municipality Buffalo Grove Park District Contact Person Danielle Hoefle

Phone # 847.850.2163 _No. of years serviced 5

Value of Contract \$245,000.00

Municipality Village of Deer Park Contact Person Karen Kasregis

Phone # 847.726.1648 _No. of years serviced 6

Value of Contract \$50,000.00



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: Resolution Approving a Contract for Public Properties Turf Mowing

Department: Public Works & Engineering

Item Description:

The Public Works Operating Budget includes \$161,300 for contractual turf mowing maintenance. The Village’s turf mowing contract covers approximately 86 acres of property across 97 public sites throughout the community. The Village is responsible for maintaining these areas, including mowing, edging, aeration, and general litter removal.

A bid opening for these services was held on March 4, 2026. The following five bids were received and publicly read aloud:

Bidder	Location	Total 2026 Cost
Langton Group	Woodstock, IL	\$141,453.00
Apex Landscaping, Inc.	Hawthorne Woods, IL	\$154,672.08
Fleck’s Landscaping	Wheeling, IL	\$170,742.00
Gilio	Arlington Heights, IL	\$183,300.00
Yellowstone Landscape	Wauconda, IL	\$187,161.00

The contract provides for weekly mowing services during the growing season (approximately April through November). The contract is for a three-year term with the option to extend up to an additional three, one-year extensions.

Langton Group of Woodstock, Illinois, submitted the lowest bid. Staff has verified the company’s references, which were favorable. Based on reference review, staff believes Langton Group is capable of successfully performing the contract.

Funds for these services are available in Account No. 101-7101-521550.

The remaining budget will be used for additional mowings and services as needed throughout the year.

RECOMMENDATION

It is recommended that the Village Board award a three-year contract for Public Properties Turf Mowing Services to Langton Group of Woodstock, Illinois, the

lowest responsible bidder, for a total amount not to exceed the budgeted amount of \$161,300, as outlined in the attached Resolution.

ATTACHMENTS:

- 1. 20260316_Forestry_TurfMowing

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION APPROVING THE AWARD OF A CONTRACT
FOR PUBLIC PROPERTIES TURF MOWING SERVICES
TO LANGTON GROUP OF WOODSTOCK, ILLINOIS

WHEREAS, the Village sought bids for the award of a contract for Public Properties Turf Mowing Services ("*Contract*"); and

WHEREAS, Langton Group of Woodstock, IL ("*Contractor*"), was the lowest responsible and responsive bidder of the firms that submitted bid packages to the Village for the Contract; and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Contract with Contractor will serve and be in the best interest of the Village and its residents;

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

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

SECTION 2. APPROVAL OF CONTRACT. The Board of Trustees hereby approves the Contract by and between the Village and Contractor, in substantially the form attached to this Resolution as Exhibit A, and in a final form and substance acceptable to the Village Administrator and Village Attorney.

SECTION 3. EXECUTION OF CONTRACT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by Contractor; provided, however, that if the executed copy of the Contract is not received by the Village Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

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

AYES:

NAYS:

PASSED AND APPROVED THIS ___ day of _____, 20__.

Village President

ATTEST:

Village Clerk

EXHIBIT A
CONTRACT



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005
847-368-5000
www.vah.com

NOTICE OF AWARD

Langton Group
4510 Dean Street
Woodstock, IL 60098

March 16, 2026

Project Description: Public Properties Turf Mowing

The Village of Arlington Heights has considered the proposal submitted by your Company for the above-described work in response to its INVITATION FOR BIDS opened March 4, 2026.

YOU ARE HEAREBY NOTIFIED that your proposal/bid has been accepted by the Village Board on March 16, 2026 for items and services up to the budgeted amount of: **One Hundred Sixty-One Thousand, Three Hundred Dollars and 00/100ths** (\$161,300.00) in year 1 of a three-year contract with the option to extend with three one-year extensions thereafter. The amounts for years 2 and 3 shall be determined in the next fiscal year.

You are required to execute the Contract Documents and provide necessary Insurance documentation within Fifteen (15) days from the date of this Notice to you.

If you fail to execute said Contract within Fifteen (15) days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your proposal as abandoned and the Owner will be entitled to such other rights as may be granted by law. Please return signed contracts to Lisa Subrin.

You are required to return an acknowledged copy of this Notice of award to the Village, with two signed copies of the contract.

Dated this 16th day of March, 2026
Village of Arlington Heights

By: _____

Lisa Subrin, Purchasing Coordinator

Acceptance of Notice

Receipt of the above Notice of Award is acknowledged by Langton Group this _____ of _____ (month), 2026.

By: _____

Title: _____

**VILLAGE OF ARLINGTON HEIGHTS
CONTRACT**

This Agreement is made and entered into this 16th day of March, 2026, between the Village of Arlington Heights "Village" and Langton Group, "Vendor."

In consideration of the mutual benefits that will result to the parties in carrying out the terms of this Agreement, the parties agree as follows:

1. The Vendor agrees to do all the work, furnish all materials and all labor necessary to complete the work in full compliance with all of the terms of this agreement and the proposed specifications and the requirements of the Director under it;
2. The Village agrees to pay the Vendor based on unit prices for completion of the work in accordance with the bid documents;
3. It is understood and agreed that the Bid Documents, Specifications, Addenda, and the Bidder's response are all essential documents for the Public Properties Turf Mowing Project. They are attached and hereby made part of this agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated above.

Attest: Village of Arlington Heights

Clerk
(Seal) By: _____
Title: _____
Date: _____

Attest: Bidder:
By: _____

Notary Title: _____
(Seal) Date: _____

Subscribed & sworn before me this _____ day of _____ 2026.

VILLAGE OF ARLINGTON HEIGHTS
FINANCE DEPARTMENT, PURCHASING DIVISION
33 S. ARLINGTON HEIGHTS ROAD

BID SPECIFICATIONS AND CONTRACT DOCUMENTS

Public Properties Turf Mowing

Required for Use by: Village of Arlington Heights- Public Works
Bid Deposit: 10% of bid
Performance Bond: 100% of bid
Pre-Bid Meeting: Mandatory- Thursday February 26, 2026 at 10:30 AM
Date and Time Bids Due: Submit electronically by Wednesday March 4, 2026 at 10:30 AM
Date and Time of Bid Opening: Wednesday March 4, 2026 at 10:30 AM
Project Contact: Brian Crawford, bcrawford@vah.com, 847-368-5800
Purchasing Coordinator: Lisa Subrin, lsubrin@vah.com, 847-368-5509

This bid is utilizing our Electronic Bid Management System:

- * Please see the Bid Notice for the link to access the bid documents and instructions.
- * **If you have ever done business with the Village of Arlington Heights or if your company has reviewed a bid electronically with us, you ALREADY have a vendor number assigned to you. Please follow the instructions to LINK to your vendor # and do NOT create a new vendor #.** Please contact Lisa Subrin if you do not know your vendor number. Your vendor number can also be found on our POs and checks.
- * It is imperative that you register as a vendor and be logged in **PRIOR TO VIEWING** the Bid Documents. **This is the only way to connect you to the bid and allow us to send you updates, such as addendums.**
- * Required documents to be submitted with this bid are: Bid Bond, Bid Proposal Page including Summary of Locations, Competency of Contractor and references, Vendor Application Form, and signed addendum, if applicable
- * Please allow yourself enough time to submit your bid before the bid closes.

In the event bidder cannot submit a bid on the requirements as set forth in the bid documents, he or she should return the bid documents with an explanation as to why he or she is unable to bid on these requirements. Because of the large number of firms listed on the Village's qualified bidder's list, it is necessary to delete from these lists the names of those persons, firms or corporations who fail to respond after having been invited to bid on a commodity or commodities.

BID NOTICE

Public Properties Turf Mowing
Bid # 260007

The Village of Arlington Heights will accept sealed bids electronically for the Public Properties Turf Moving Bid until 10:30 AM local time on Wednesday March 4, 2026, at which time they will be publicly opened and read.

A Mandatory Pre-Bid Conference will be held on Thursday February 26, 2026 at 10:30 AM in the Training Room, Village of Arlington Heights Public Works, 222 North Ridge Road, Arlington Heights, IL 60005.

All proposals or bids offered must be accompanied by a bid security in the amount of 10% of the total bid in the form of a certified check, bid bond or cashier's check made payable to the Village of Arlington Heights. No bids shall be considered unless accompanied by such security.

Bidders shall comply with the Prevailing Wage Rate Act (820 ILCS 130). Bidders will also be required to comply with the applicable equal employment opportunity provisions.

The Village of Arlington Heights reserves the right to reject any or all proposals, to waive informalities in bidding and to accept the proposal deemed by the Board of Trustees to be the most favorable to the interests of the Village.

This bid is utilizing our Electronic Bid Management System and specifications/bid documents may be obtained with the following link and instructions. This information and link can also be found at www.vah.com

<https://vilofarlingtonheightsil.munisselfservice.com/vss/Vendors/VBids/Default.aspx>

Type in the bid # and click search. Next click on the bid #, and then click on the attachments on the right-hand side to find instructions on How to Register and Submit a Bid.

*** If you have ever done business with the Village of Arlington Heights or if your company has reviewed a bid electronically with us, you ALREADY have a vendor number assigned to you. Please follow the instructions to LINK to your vendor # and do NOT create a new vendor #.** Please contact Lisa Subrin if you do not know your vendor number. Your vendor number can also be found on our POs and checks.

*** It is imperative that you register as a vendor and be logged in PRIOR TO VIEWING the Bid Documents. This is the only way to connect you to the bid and allow us to send you updates, such as addendums.**

Contact Lisa Subrin, Purchasing Coordinator, at lsubrin@vah.com, if you have issues accessing the bid.

For a list of our current bids, visit our website at www.vah.com.

PRE-BID CONFERENCE

Public Properties Turf Mowing

A Mandatory Pre-Bid Conference will be held on Thursday February 26, 2026 at 10:30 AM in the Training Room, Village of Arlington Heights Public Works, 222 North Ridge Road, Arlington Heights, IL 60005.

Bidder's questions will be responded to at that time only. It is suggested, but not required, that any questions regarding the bid documents be submitted to Brian Crawford, prior to the Pre-Bid Conference in order to allow the Village sufficient time to adequately research and prepare a response for the conference.

Brian Crawford
bcrawford@vah.com
(847) 368- 5800

**VILLAGE OF ARLINGTON HEIGHTS
GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS
PUBLIC IMPROVEMENT/SERVICES**

THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES AND SERVICES AND BECOME A DEFINITE PART OF EACH FORMAL INVITATION TO BID, PURCHASE ORDER, OR CONTRACT ISSUED BY THE VILLAGE OF ARLINGTON HEIGHTS ("VILLAGE"), UNLESS OTHERWISE SPECIFIED. BY SUBMITTING A BID, THE BIDDER AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS. BIDDERS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES OF THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING BIDS, FAILURE TO DO SO WILL BE AT THE BIDDER'S OWN RISK AND WILL NOT SECURE RELIEF ON THE PLEA OF ERROR.

1.01 PREPARATION OF PROPOSALS:

The bidder shall submit their sealed bid proposal on the proposal forms provided and shall be submitted electronically through the Bid Management System. The bidder shall specify in figures, in the places provided, a price for each of the separate items called for in the proposal forms. All information required by the bidding documents must be supplied to constitute a responsive bid.

All bid/proposals should be submitted electronically through the Bid Management System prior to the time specified for opening the bid. If a bid cannot be submitted electronically, please contact the Purchasing Coordinator.

If the bidder is a corporation, the legal name of the corporation, the state of incorporation and the business address shall be set forth together with signature of the officer or officers authorized to sign contracts on behalf of the corporation and attested by the secretary of the corporation. If the bidder is partnership, the true name should be listed. If the bidder is a partnership the true name and address of the firm shall be set forth together with the signatures of authorized partners. If the bidder is an individual, the signature and address shall be inscribed. If the signature is by an agent other than an officer of the corporation or member of the partnership, a power of attorney must be submitted with the bid, otherwise, the bid may be regarded as irregular. All names must be printed below the signature.

1.02 BID SECURITY:

No bid will be considered unless accompanied by a bid security as defined in the Invitation to Bid as a guarantee that if the bid is accepted the bidder will execute the agreement and file bonds and insurance's required by the contract documents. Bid securities shall be made payment to the Village of Arlington Heights. In the event that the bidder fails to furnish the required bonds and insurance within ten (10) calendar days after notice of acceptance of the bid by the Village, then the bid deposit of the bidder shall be retained by the Village as liquidated damages, it being now agreed that said sum is a fair estimate of the amount of damages that said Village will sustain due to the bidder's failure to furnish said bond.

1.03 BID SUBMITTAL:

Each sealed bid properly signed together with the bid security and all documents bound herewith shall submitted electronically through the Bid Management System prior to the time specified for opening the bid. If a bid cannot be submitted electronically, please contact the Purchasing Coordinator.

1.04 WITHDRAWAL OF BID:

No bid shall be withdrawn after the opening of any bid without the consent of the Village. Any bid may be withdrawn at any time prior to the hour fixed in the

Invitation for Bids for the opening of bids provided that a request in writing executed by the bidder or duly authorized representative for the withdrawal of such bid is filed with the owner prior to the time specified for the opening of bids.

1.05 AWARDING THE BID:

The contract will be awarded to the lowest responsible bidder, or any other bidder determined by the Village Board to be in the best interest of the Village, who complies with all the provisions of the invitation to bid. The Village reserves the right to reject any or all bids or to waive any non-conformity in bids received whenever such rejection or waiver is in the best interests of the Village. The Village also reserves the right to reject the bid of a bidder who has previously failed to satisfactorily perform a contract, has not completed contracts on time, or whom an investigation shows is not in a position to perform the contract.

In determining responsibility, the following qualifications will be considered by the Village:

- (a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- (b) Whether the bidder can perform the contract or provide service promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (d) The quality of performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- (g) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;

Except as otherwise provided by law, the Village Mayor and Board of Trustees reserves the right to reject any or all bids and to waive any informality in the bids received.

2.00 WORK COVERED BY CONTRACT DOCUMENTS:

The work comprises the completed Public Improvement/Services required by the contract documents and includes all labor necessary to produce such Public Improvement/Services and all materials and equipment incorporated or to be incorporated in such Public Improvement/Service.

3.00 AWARD:

The decision of the Village to accept the proposal of a responsible bidder for the work, subject to the execution and approval of the contract and contract bond to secure the performance thereof, and to such other conditions as may be specified or otherwise required by law.

3.01 BIDDER:

Any individual, firm or corporation submitting a proposal for the work contemplated, acting directly or through a duly authorized representative.

3.02 BID PROPOSAL SECURITY (PROPOSAL GUARANTEE):

The security furnished with the bid to guarantee that the bidder will enter into the

contract for the work.

3.03 CONTRACT /AGREEMENT:

The contract represents the entire and integrated agreement between the Village and contractor and supersedes all prior negotiations, representations or agreements either written or oral. The contract may be amended, or modified in writing signed by both parties.

3.04 CONTRACT BOND:

The form of security approved by the Village and furnished by the contractor and a surety as a guarantee of good faith and ability on the part of the contractor to execute the work in accordance with the terms of the contract.

3.05 CONTRACT DOCUMENTS:

The Village/contractor agreement, the conditions of the contract (general), supplementary or special and other conditions), the plans, specifications, addenda and all modifications (written amendments, change orders, written interpretations or other written orders), and the contract bond when required.

3.06 CONTRACTOR:

The contractor is the person or entity identified in the Village-contractor agreement and is referred to throughout the contract documents as if singular in number. The term contractor means the contractor or an authorized representative.

3.07 CORPORATION:

A corporate body authorized or licensed to do business in Illinois.

3.08 ENGINEER:

When the word "Engineer" appears in the specifications it shall mean the Village Engineer of the Village of Arlington Heights, Illinois or those designated by the Village Engineer.

3.09 OBSERVER:

The Village's authorized representative assigned to observe any or all portions of the work and materials being used for the project.

3.10 OWNER/VILLAGE:

When the word "Owner" or "Village" appears in the specifications they shall mean the Village of Arlington Heights, Illinois, a municipal corporation of the State of Illinois, 33 South Arlington Heights Road, Arlington Heights, Illinois 60005.

3.11 PLANS:

All official drawings or reproductions of drawings pertaining to the work provided for in the contract.

3.12 PROJECT MANUAL:

The booklet (manual) which includes the bidding requirements, conditions of the contract, the proposal, specifications.

3.13 BID PROPOSAL:

The written offer of the bidder to perform the work proposed and presented to the Village.

3.14 SPECIAL CONDITIONS:

Special conditions when included in these contract documents shall supplement the general conditions, the attached specifications and the plans on particular portions of the project. They shall govern the contract documents wherever they conflict therewith; but shall not operate to annul those portions of the contract documents with which they are not in conflict.

3.15 SPECIFICATIONS:

The body of descriptions, conditions and requirements contained in the contract, together with written agreements and all documents of any description made or to be made pertaining to the method or manner of performing the work, the quantities, or the quality of materials to be furnished under the contract.

3.16 SURETY:

The corporate body, acceptable to the Village, bound with and for the contractor to insure the contractor's performance of the contract and for payment of all obligations pertaining to the work.

3.17 MISCELLANEOUS DEFINITIONS:

- (a) "Shall" means mandatory.
- (b) "As Required" means as prescribed by the contract documents.
- (c) "As Necessary" means essential to the completion of the work.
- (d) "Or Equal" means a substitute meeting the exact specification of those items so stated on the drawings, details, and/or the specifications and approved by the Village before bids are submitted.

4.00 CONTRACT DOCUMENTS

4.01 OWNERSHIP OF PLANS AND SPECIFICATIONS:

All plans and specifications and copies thereof furnished by the Village are Village property. They are not to be used on other work and with the exception of one complete set, are to be returned to the Village on request, at the completion of the contract work.

4.02 EXAMINATION OF CONTRACT DOCUMENTS AND THE SITE OF PROPOSED WORK:

The bidder shall, before submitting a bid, carefully examine the contract, including the proposal, specifications, general and special conditions. The bidder shall inspect the site of the proposed work and become familiar with all the local conditions affecting the contract and the detailed requirements of the public improvement/service. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to comply with these instructions. The Village will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

4.03 INTENTION OF CONTRACT DOCUMENTS:

The contract documents are complementary; what is called for by one is as binding as if called for by all. The contractor shall bring any conflict, errors, or discrepancies in the contract documents to the attention of the Village in writing before proceeding with the work affected.

4.04 BID PROPOSAL SECURITY (PROPOSAL GUARANTEE):

Each proposal shall be accompanied by a bid proposal security (see invitation or instructions to bidders). A bid proposal security shall be a properly certified check, bank draft, bank cashier's check or bid bond for the amount of 10% of the total bid, made payable to the Village or Arlington Heights. The proposal guarantee will be returned within five (5) working days after the bid opening date to all but the successful bidder, and one alternate bidder to be designated by the Village. The proposal guarantee of the successful bidder and the alternate bidder will be returned as soon as the contract bond, insurance policies and certificates are in proper order, delivered to the Village and the contract has been fully executed by the bidder to whom the contract is awarded.

4.05 BONDING REQUIREMENTS:

(a) Performance and Payment Bond. 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 Surety, Performance, and Payment Bonds, 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 bid proposal security to the Village.

4.06 CONFLICTS:

Where conflict exists within or between parts of the contract documents and applicable standards, codes or ordinances, the more stringent or higher quality requirements shall apply. Large scale drawings take precedence over smaller scaled drawings, figured dimensions on the drawings over scaled dimensions, and noted materials over graphic representations.

4.07 BID PROPOSAL:

The bidder shall submit a sealed bid proposal on the proposal forms provided. Proposals that contain omissions, erasures, alterations, irregularities of any kind, or not accompanied by the proper proposal guaranty shall be rejected. However, the Village reserves the right to reject or accept any and all proposals and to waive technical error as may be deemed in the best interest of the Village.

4.08 LATE BIDS:

Late bids shall not be considered and will be returned unopened.

5.00 PROPOSAL FORM

5.01 UNIT PRICE BID PROPOSAL FORM

(a) Bidders will be furnished with a unit price bid proposal form, attached to the project manual, stating the items of work contemplated and the approximate estimated quantities. It is the result of careful calculations and is believed to be correct, but it is given only as a basis for comparison of proposals and the award of the contract. The Village does not expressly or by implication agree that the actual quantities involved will correspond exactly with the estimated quantities. The bidder shall verify these quantities before bidding.

(b) Payment will be based on the actual quantities of work performed in accordance with the contract, as the contract unit prices specify. No allowance will be made for any change in anticipated profits due to an increase or decrease in the original estimate of quantities. The Village reserves the right to omit any item entirely, or to increase or decrease any or all items.

5.02 LUMP SUM BID PROPOSAL FORM:

Bidders will be furnished with a lump sum bid proposal form, attached to the project manual, for the work to be performed.

6.00 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 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 Arlington Heights and the State of Illinois where applicable and shall provide indemnity bonds required by the Village Code.

6.01 EMPLOYMENT OF ILLINOIS WORKERS DURING PERIODS OF EXCESSIVE UNEMPLOYMENT

(a) Whenever there is a period of excessive unemployment in Illinois which is defined as any month immediately following two (2) consecutive calendar months during which the level of unemployment in the State of Illinois has exceeded five (5%) percent as measured in the United States Bureau of Labor Statistics in its monthly publication of employment and unemployment figures, the contractor shall employ only Illinois laborers. "Illinois laborers" means any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

(b) Other laborers may be used when Illinois laborers, as defined herein, are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the Village. The contractor may replace no more than three (3) regularly employed non-resident executive and technical experts, who do not qualify as Illinois laborers, to do work encompassed by this contract during periods of excessive unemployment.

(c) This provision applies to all labor whether skilled, semi-skilled, whether manual or non-manual.

6.02 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)".

6.03 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.

6.04 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 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 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 Arlington Heights does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in its programs and activities.

6.05 THE AMERICANS WITH DISABILITIES ACT:

(42 USC 121-1 et seq.) 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.

7.00 CONTRACTOR

7.01 COMPETENCY OF CONTRACTOR:

The contractor shall, when requested by owner, furnish signed statements, showing responsibility, financial ability, experience, amount and condition of equipment and the value of all uncompleted work under contract.

7.02 SUPERINTENDENT OR FOREMAN:

The contractor shall supervise and direct the work efficiently, and with the contractor's best skill and attention. The contractor shall be solely responsible for the negligence of others in the means, method, techniques, sequence or procedure of Public Improvement / Services which is indicated in and required by the contract documents. Contractor shall be responsible to see that the finished work complies accurately with the contract documents.

7.03 WORKMANSHIP:

The contractor shall be responsible for high quality workmanship on all items of work.

7.04 RESPONSIBILITY:

The contractor and subcontractor shall be responsible for maintaining of safe equipment and using proper methods and procedures. The Village reserves the right to ascertain and to require that the contractor's work and the subcontractor's work complies with the contract.

7.05 HOLD HARMLESS AND INDEMNIFICATION:

To the fullest extent permitted by law, the contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless the Village, it's officers, employees, servants, and agents, from and against all claims, actions, suits, judgments, costs, losses, expenses including but not limited to fees and charges of attorneys, engineers and architects, court and arbitration costs, and liabilities of whatsoever kind or nature arising out of:

(a) Any infringement (actual or claimed) on any patents, copyrights or trade names by reason of any work performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

(b) Bodily injury, including death, "sickness or disease", to any person or persons (including contractor's officers, employees, agents, and servants) or damage to or destruction of any property including the loss of use thereof:

(1) caused by whole or in part by any act, error or omission by the contractor or any

subcontractor or anyone directly or indirectly employed by any of them;
(2) arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks, and property adjacent hereto;
(3) arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of the contract.

(c) In any and all claims against the Village or it's agents or employees by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, the indemnification obligation under this section 1.06, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under worker's compensation acts, disability benefit acts or other employee benefit acts. This indemnification does not apply to any liability caused by the Village's own negligence.

7.06 ADANDONMENT:

If the contractor abandons or neglects the work or if the Village at any time is convinced that the work is unreasonably delayed, or that the conditions of the contract are being willfully violated, executed carelessly, or in bad faith, the Village may notify the contractor in writing, and if this notification is without effect within twenty-four (24) hours after the delivery thereof, then, and in that case, the contractor shall discontinue all work under the contract and the Village shall have full authority to make arrangements for the completion of the contract at the expense of the contractor.

7.07 CLEAN UP AND SITE MAINTENANCE:

The contractor shall at all times keep the site and adjoining premises free from accumulation of waste material or rubbish caused by its employees or work, and at the completion of the work, shall remove all rubbish, tools, and surplus materials from the site and adjoining premises, leaving the area in a neat and workmanlike condition. In case of dispute, the Village may remove the rubbish and charge the cost to the contractor.

8.00 CHANGES/ALTERATIONS OF CONTRACT WORK AND EXTRA WORK:

The Village reserves the right to alter the specifications by adding or subtracting from the original quantities as bid without invalidating the contract. All such work shall be executed under the same conditions as the original contract, except for an extension in time when any such change/alteration results in additional work. All changes/alterations shall be made only when ordered in writing from the Village as follows:

(a) The Village Manager must approve an increase in the contract price of not more than \$10,000.00 by written change order.

(b) The Village Board must approve an increase in the contract price in all other instances or an extension in the contract completion time by written change order.

(c) The value of any change shall be determined by one or more of the following methods:

(1) An approved Lump Sum.

(2) Unit Prices given in the Contract or subsequently agreed upon.

9.00 PROTECTION OF PERSONS AND PROPERTY

9.01 SAFETY PRECAUTIONS AND PROGRAMS:

The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

9.02 SAFETY OF PERSONS AND PROPERTY

(a) The contractor shall take all reasonable precautions for safety, and all reasonable protections to prevent damage, injury or loss to:

- (1) all employees on the site and all other persons who may be affected hereby;
- (2) all the work and all materials and equipment to be incorporated therein, whether in storage on or off site, under the care, custody, or control of the contractor or any subcontractors; and
- (3) other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation, or replacement in the course of Public Improvement/Service.

(b) The contractor shall give all notices and comply with all applicable laws, ordinances, rules and regulation and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.

(c) The contractor shall erect and maintain, as required by existing condition and progress of the work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent utilities.

(d) The contractor shall use proper warning guards and safety devices with respect to the construction area.

(e) No trees, fire hydrants, utility poles, shrubs or hedges, traffic signs, or other public structure shall be removed, replaced, damage or destroyed unless and until approval for such removal, replacement, damage or destruction has been given in writing from the Village.

(f) Notwithstanding the foregoing requirements, the contractor shall be responsible for taking immediate steps to correct any damage or injury to public structures, utility services, roadways or public buildings as well as any damage or injury occasioned to private property as a result of the contractor's activities.

(g) The contractor should keep a daily record of all injuries or incidents or damage occurring in, on or near the construction site as a result of the contractor's construction activities. This information shall be given to the Village within twenty-four (24) hours after the day of occurrence.

10.00 INSURANCE REQUIREMENTS:

(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 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 on all policies required by the contract except for Workmen's Compensation Insurance. The coverage afforded shall be primary and non-contributory for the additional insured with respect to claims arising out of operations performed by or on behalf on the Contractor.

Additional insured: Village Of Arlington Heights, its Officials, Employees, Agents and Volunteers. 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. Additional insured status shall be provided by original endorsement as least as broad as CG 20 10 04 13 or CG 20 26 04 13.

(d) As a minimum, the contractor shall secure and maintain the types of insurance as herinafter specified, and shall submit evidence to the Village on an annual basis that the insurance coverage's 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 main 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 forward original copies of the Certificates of Insurance with the coverage's and limits specified annually during the contract period to the Purchasing Division, Finance Department, 33 S. Arlington Heights Road, Arlington Heights, IL 60005.

(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 before any policy is materially changed, canceled, or not renewed.

10.01 WORKER'S COMPENSATION AND EMPLOYERS 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.

The liability limits shall not be less than:

- 1. Worker's Compensation.....Statutory
- 2. Employer's Liability.....\$1,000,000 per occurrence

10.02 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:

- 1. Bodily Injury and Property Damage Combined...\$1,000,000 per occurrence

10.03 COMMERCIAL GENERAL LIABILITY, INCLUDING PREMISES AND OPERATIONS, 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 unwillful 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 insureds 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:

1. Bodily Injury and Property Damage, Combined single limit, per occurrence including, Contractual Liability – Broad Form Products and Completed Operations.....\$2,000,000
2. Premises/Operations
Personal Injury.....\$1,000,000
3. General Aggregate.....\$4,000,000

Products/Completed Operations coverage is to remain in force for a period of two (2) years after the completion of the project.

(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.

10.04 UMBRELLA EXCESS LIABILITY:

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

The required coverages may be in combination of primary, excess and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy excess the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

Policy should be written on an occurrence basis.

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.

11.00 PAYMENTS

11.01 TAXES:

No charges will be allowed for taxes from which the Village is exempt. The Village is

not liable for the Illinois Retailer's Occupation Tax, the Service Occupation Tax, nor the Service Use Tax. The Village is also exempt from Federal Excise Transportation Tax.

12.00 TERMINATION OF THE CONTRACT:

The Village may terminate the contract upon the occurrence of any one or more of the following events:

- (a) The contractor files under any chapter of the Bankruptcy Code (Title 11, United States Code) takes any equivalent or similar action by filing a petition or otherwise under any federal or state law in effect at the time relating to bankruptcy or insolvency.
- (b) If a petition is filed against the contractor under any chapter of the Bankruptcy Code as now or hereinafter in effect or if a petition is filed seeking any equivalent or similar relief against the Contractor under any other federal or state law in effect at the time relating to bankruptcy or insolvency.
- (c) If the contractor makes a general assignment for the benefit of creditors.
- (d) If a trustee, receiver, custodian or agent of the contractor is appointed to take charge of the contractor's property for the purpose of enforcing a lien against the property or for the purpose of general administration of the property for the benefit of the contractor's creditors.
- (e) If the contractor admits in writing an inability to pay its debts generally as they become due.
- (f) If the contractor persistently fails to perform the work in accordance with the contract documents, including but not limited to failure to supply sufficient skilled workers or suitable materials or equipment or failure to adhere to the progress schedule established herein.
- (g) If the contractor disregards laws and regulations of any public body.
- (h) If the contractor disregards the authority of the Village.
- (i) If the contractor violates any provisions of the contract documents.

**VILLAGE OF ARLINGTON HEIGHTS
AFFIDAVIT OF COMPLIANCE**

Applicant _____
Name

Address

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

Section I

Non Collusion

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

Section II

Bid Rigging and Rotating

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

Section III

Illinois Drug Free Workplace Act

The undersigned further states that _____ provides
(Name of Company)

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

Section IV

Tax Payment

The undersigned further states that _____ is not
(Name of Company)

delinquent in payment of any taxes to the Illinois Department of Revenue, in accordance with Illinois Compiled Statues, 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 bidder to receive payment under any award made under the terms and provisions of this bid.

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

Signed by: _____
(Name)
(Title)

Subscribed and sworn to before me this _____ day of _____ 20____,AD.

By: _____
(Notary Public)

-Seal-

**VILLAGE OF ARLINGTON HEIGHTS
INDEMNITY HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Village of Arlington Heights, 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 therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Arlington Heights, 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.

The Contractor expressly understands and agrees that any insurance policies 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 Arlington Heights, its Board of Trustees, officers, agents and employees as herein provided.

CONTRACTOR: _____

By: _____



VENDOR APPLICATION

A W-9 must be submitted with this application.

Company Name: _____

Remit To Address: Include if different than W-9 Address.

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Information:

Name: _____ PH#: _____ Email: _____

Vendor Classification:

In accordance with Illinois Public Act 102-0265, the Village of Arlington Heights is required to make a good faith effort to collect and publish certain demographic information provided by our vendors and subcontractors doing business with us. We are required to report whether they are a minority, woman or veteran-owned business as defined by Illinois Law. In addition, we are required to report whether the vendor is a small business under the Small Business Administration standards (SBA).

Please indicate any applicable classification below or check NA, and check if self-certified or if certified. **Submit the appropriate certification documentation with this form.**

- Small Business: Meets certification requirements as a small business under SBA standards (more information available at SBA.gov)
Avg # of Employees: _____ Avg Annual Receipts less than \$7.5M Yes No
Self-Certified Holds Certification
- Minority-Owned Business Enterprise (MBE): A business that is at least 51 percent owned by one or more minorities. A person who is a U.S. citizen or lawful permanent resident of the United States and is African American, Hispanic American, Asian American, Native American or Native Hawaiian.
Self-Certified Holds Certification
- Women-Owned Business Enterprise (WBE): A business that is at least 51 percent owned by a woman or women who are U. S. Citizens or lawful permanent residents of the U.S.
Self-Certified Holds Certification
- Disability-Owned Business Enterprise (DOBE): A business that is at least 51 percent owned by a person or group of persons with a disability (per the definition in 30 ILCS 575) and who is a U.S. citizen or lawful permanent resident of the United States.
Self-Certified Holds Certification
- Veteran-Owned Small Business (VOSB): A small business that is at least 51 percent owned, operated & controlled by a qualified veteran living in IL and its home office in IL.
Self-Certified Holds Certification
- Not Applicable

Name of Person Completing this form: _____ Date: _____

VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
Forestry Unit

Public Properties Turf Mowing

GENERAL OBJECTIVE

The objective of these specifications is to define the conditions under which specified lawn areas are to be maintained in certain identified public areas. The services provided under this contract will be provided in accordance with this specification.

SCOPE OF SERVICES

The BIDDER shall become fully acquainted with the nature of the work, typical sites at which work is to be accomplished and the conditions affecting the cost and performance of the work. The proposal shall include all efforts associated with furnishing supervision, labor, materials, tools and equipment necessary to complete this maintenance in a workmanlike and acceptable manner.

PART 1 - GENERAL CONDITIONS

1.1 ADMINISTRATION

This contract will be under the direct supervision of the DIRECTOR OF PUBLIC WORKS AND ENGINEERING (Director) and detailed supervision of the contract shall be provided by the VILLAGE FORESTER (Forester) or their authorized representative. Any alterations or modifications of the work performed under this contract shall be made prior to commencement of the altered or modified work. No claims for any extra work or materials shall be allowed unless covered by written agreement.

1.2 WORK CREW/SUPERVISION

The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor must be able to converse in the English language. He/she shall be authorized by the Contractor to accept and act upon all directives issued by the Forester or authorized representative. Failure for the Supervisor to act on said directives shall be sufficient cause to give notice that the Contractor is in default of the contract unless such directives would create potential personal injury or safety hazards. Crews shall have at a minimum one English speaking foreman at each work location.

Two contact phone numbers must be given. A one-hour call back is required at all times.

The Village reserves the right to provide an Automatic Vehicle Location - Global Positioning System (AVL – GPS) device to the contractor's vehicles or equipment. This device shall be installed and working for all billable hours of the contract. The purpose of the device will be to assist the Village in tracking maintenance locations, location of the CONTRACTOR, and production of CONTRACTOR.

1.3 CREW APPEARANCE

Crews performing these services shall wear identifiable uniforms at all times while on Village property.

1.4 PROTECTION OF PUBLIC AND PRIVATE PROPERTY

The Contractor shall exercise all necessary caution to protect vehicular and pedestrian traffic and to protect all public and private property from injury or damage caused by the operations of the Contractor. Any practice obviously hazardous in the opinion of the Director or Forester shall be immediately discontinued by the Contractor upon receipt of either written or oral notice to discontinue such practice. The Contractor shall comply with all OSHA, EPA, and other Federal and State safety standards.

Blocking of a public street, except under extreme emergency conditions, shall not be permitted unless prior arrangements have been made with the Director and other agencies having jurisdiction over the street to be closed. Barricading and detouring of traffic shall be accomplished in conformance with the State of Illinois Manual of Uniform Traffic Control Devices for Highway Construction and Maintenance Operations, latest edition.

When on-street parking is required, proper procedures shall be used including traffic cones, arrow boards and barricades.

1.5 PROTECTION OF UTILITIES

It is recognized that the proposed landscape maintenance may conflict with existing underground electric, telephone, cable television, sewer, water, street light, traffic signal and other facilities. It shall be the Contractor's responsibility to contact JULIE 1-800-892-0123 to arrange for locations of all underground facilities as may be necessary to perform the required work. The Contractor should take special note that the Village is a member of JULIE.

The Contractor shall protect all utilities from damage including underground sprinkler systems, and shall immediately contact the appropriate utility if damage should occur and shall be responsible for all claims for damage resulting from the contractor's operations.

1.6 CONCURRENT OPERATIONS

This contract is a non-exclusive contract with the Village. The Village reserves the right to use other contractors or its own employees to perform work similar to that being performed under the terms of this contract. Performance of work by others shall be construed as being consistent with the terms of this contract and shall not be cause for the Contractor to cease performance of work as directed.

1.7 WORKING HOURS

The Contractor will be allowed to schedule his normal work hours between the hours of 7:00 A.M. and 7:00 P.M. Monday through Friday and 8:00 A.M. and 7:00 P.M. on Saturday. Work during other hours will be allowed only as authorized by the Director or authorized representative.

The town (contractual areas) should remain/be clean at all times. Procedures needing to take place after normal working hours shall be approved by the Forester or authorized representative.

1.8 CLEANUP

All debris from the maintenance operations shall be cleaned up before the work crew leaves the site. All streets and sidewalks shall be swept, and all debris shall be removed from the site.

1.9 LICENSES AND PERMITS

The Contractor shall, at his expense, procure all necessary licenses and permits needed to conduct

the work required under the terms of this contract. The Village will waive the cost of all required licenses and fees with the exception of those fees associated with securing a business license to conduct business within the Village. Some maintenance will occur on rights-of-way under the jurisdiction of the Illinois Department of Transportation and Cook County Highway Department. It shall be the responsibility of the Contractor to obtain all necessary permits, lane closure permits, and other needed authorizations to conduct his operations on these rights-of-way. The Contractor will not be included under the general maintenance permits issued to the Village; however, the Village will lend assistance to the Contractor in obtaining required permits. The Contractor shall give any and all necessary formal notices required in conjunction with the lawful prosecution of the work of this contract.

1.10 SUBCONTRACTS

The Contractor will not be allowed to subcontract work under this contract unless written approval is granted by the Director. The Subcontractor, if approved, shall be bound by the conditions of the contract between the Village and the Contractor and shall perform in accordance with all terms of the contract and specifications. All required notices, work orders, directives, and requests for emergency services will be directed to the Contractor. All directions given to the Subcontractor in the field shall bind the Contractor as if the notice had been given directly to the Contractor.

1.11 SEPARABILITY

If any portion of this contract is found to be unenforceable by a competent court of law having jurisdiction, the remaining portions of the contract shall remain in full force and effect.

1.12 LEGAL RESPONSIBILITY

The Contractor and Subcontractor shall not commence work under this contract until a meeting with the Public Works Department has been completed.

Accident Notification

In the event of accidents of any kind which involve the general public and/or private or public property, the Contractor shall immediately notify the Director and shall provide a full accounting of all details of the accident. The Contractor shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.

1.12 MANDATORY PRE-BID MEETING

For the purpose of familiarizing BIDDERS with the project, answering questions and issuing addenda as needed for clarification of the bidding documents, a **MANDATORY** pre-bid meeting will be held at the L.A. Hanson Public Works Center, 222 N. Ridge Avenue at the time and date indicated on the front of the BIDDING documents.

1.13 LOCATION OF WORK

This work will involve the mowing of turf at specific sites located within the Village of Arlington Heights as shown on the attached Summary of Locations sheets. **Aerial maps for each site will be distributed at the mandatory pre-bid meeting.**

1.14 GENERAL NOTES

Bidders must completely familiarize themselves with the specifications and job sites as listed in the

Detailed Specifications. The Contractor shall furnish all equipment and manpower necessary to handle the public properties grass cutting services in a timely and safe manner, at the bid prices as stated on the BID PROPOSAL.

The Contractor will be responsible for any work that is not acceptable to the Village of Arlington Heights and will be responsible for the correction of the condition within 48 hours of notification, at no additional cost to the Village.

Any and all damage either observed or caused by the Contractor shall be reported immediately to the Forester or authorized representative.

The Contractor shall be responsible for costs of repair or replacement of plant materials, irrigation systems or Village property or utilities that are damaged by chemicals, equipment or the contractor's employees, due to the contractor's negligence during the execution of this contract.

1.15 BID EVALUATION AND AWARD

Bids will be compared and awarded on the basis of the total price bid for Public Properties Turf Mowing for a three (3) year Contract, as listed on the Bid Proposal with a not-to-exceed amount as approved in each fiscal year budget dependent on budget approval. The Village reserves the right to accept or reject any or all bids and make the award(s) it deems in the best interest of the Village.

1.16 QUESTIONS TO THE FORESTER

All questions in regard to this Contract will be directed to the Forester or authorized representative who is responsible for the monitoring and verifying of work completed for payment under this Contract. This will include the directions as to the way in which the work is to be carried out. The Forester or authorized representative shall receive on a weekly basis, services rendered for previous week.

1.17 RIGHT TO CHANGE SCOPE OF WORK

Due to budget restrictions, the Village of Arlington Heights reserves the right to change or delete from the Contract as required. No adjustments in Contract unit prices or additional compensation will be made for estimates in the quantities of areas or services from the Contract. Contractor is responsible for viewing all areas in order to supply accurate bid prices. Cycles for each activity are **estimates** only and may be altered depending on weather conditions, site conditions, etc. Cancellations of work will be made no later than the Friday before the scheduled work.

1.18 SODDED AREAS

No vehicles of any kind shall be placed, parked, or operated upon or over any sodded areas at any time except as authorized by the Public Works Director or authorized representative.

1.19 VEHICLE MARKINGS

All vehicles and equipment shall be clearly marked with company name. Equipment owned by a subcontractor must be identified with the name of the general contractor.

1.20 REPORTING

Contractor shall submit a weekly maintenance report for each site, on the form provided by the Village, detailing the work that was accomplished. Weekly reports shall be emailed or dropped off to the Crew Chief no later than 3:30pm on the Monday following each workweek (or Tuesday, if

Monday is a holiday). Backdated reports will not be accepted, nor will payment be authorized for weeks for which the required reports were not received.

1.21 YARD AREA

The Contractor shall locate a branch office/yard **area within twenty (20) miles of 222 N. Ridge Avenue, Arlington Heights, IL 60005**. The Contractor is responsible for having all the necessary equipment readily available for daily work.

PART 2 – REQUIRED WORK

2.1 TURF MOWING

At least once each week, from March 15th or the award of this contract until November 30th each year, unless otherwise approved by the Forester or authorized representative, the Contractor shall cut the grass in all areas detailed in this contract. During drought periods when turf is not actively growing, the Village reserves the right to direct Contractor to decrease mowing frequency.

2.2 MOWING HEIGHT

Grass shall be cut to a height between 3" – 3 ½" in cool weather, and 3 ½" – 4" during drought periods; however, the Village reserves the right to adjust the preferred mowing height if desired. In no case, shall more than 1/3 of the total grass blade length be cut at one time. When cutting mounds or uneven areas, exercise caution to avoid scalping of turf. The final mowing of the season shall be cut at 3" height.

2.3 EDGING

A power edger shall be used along all walks, curbs or other solid surfaces. This edging shall be completed at least once every three weeks or as needed.

2.4 CLIPPINGS

Clippings may remain at all locations, as long as there are **NO clumps or piles** left on the turf area. If clumps occur, the Contractor will be required to either re-mow to disperse the clumps, or to hand rake the clumps out of the grass. Mow all areas so clippings are blown away from streets, adjacent buildings, beds, and additional structures such as fences, walls, site furniture.

2.5 LEAVES

Mulching of leaves will be allowed in grass cutting areas. Pickup of any leaves/debris left after mulching shall begin as soon as leaves begin to fall and continue until all leaves have fallen from the trees on the site.

2.6 DEBRIS PICKUP AND DISPOSAL

All debris to include, but not limited to paper, cans, bottles, twigs, sticks, rocks, concrete chunks, and limbs plus any foreign material that would interfere with mowing, shall be removed by the successful Contractor prior to any work starting on each visit to the site, including shrub beds. All materials collected during this maintenance work shall be disposed of in compliance with State of Illinois landscape waste laws. The Contractor shall identify at time of bidding the state permitted facility being used in this disposal.

Weekly site visits to every location are still required for litter policing and string trimming even if the Village has suspended mowing.

2.7 CORE AERATION

The Contractor shall core aerate all areas at least once during the year. Additional aeration may be necessary due to turf compaction, as listed on bid proposal.

2.8 TREES AND SHRUBS

If the Contractor encounters large downed limbs or trees in turf areas, they shall be required to notify the Public Works Department so that a crew can be dispatched to remove them.

Trimming around all structures, trees, shrubs, and flower beds is to be completed during every visit to the site and shall be at the same height as adjacent mower cut.

Extreme care must be taken to avoid hitting trees or shrubs with mowers. The Contractor should in no way cut, break, or damage any tree or shrub either private or public. The Contractor shall take extra care to mow AROUND mulch rings and not drive directly through them.

2.9 RAILROAD ROW

Scrub trees that grow at the edge of the ballast rock, within 3' of the turf, along the Railroad right-of-way shall be removed or trimmed before they are 6" high. Use caution when trimming or mowing this area to avoid throwing rocks.

2.10 EQUIPMENT

All equipment used shall meet all applicable safety regulations. Flotation tires are to be used on all mowers, aerators, spreaders, etc. All mowing equipment should be kept in good condition with blades and cutting edges kept sharp, in order to prevent tears to grass blades. Additionally, all equipment shall be available for inspection upon the Forester's request.

2.11 IRRIGATION SYSTEMS

The Contractor shall be liable for all damage these activities may cause, whether to public or private properties. Special care shall be taken to prevent rocks or other items from being projected from mowers or other equipment. The Contractor is notified that in Zone D #3 there are underground sprinklers which **MUST** be protected from damage.

PART 3 – PERFORMANCE AND PAYMENT

3.1 PERFORMANCE

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 reserves the right to immediately terminate this contract.

Contractor shall submit a weekly maintenance report (provided by the Village) for each site, detailing the work that was accomplished. Weekly reports shall be faxed, emailed, or dropped off to the Grounds Crew Chief no later than 3:30pm on the Monday following each work week (or Tuesday, if Monday is a holiday). Backdated reports will not be accepted, nor will payment be authorized for weeks for which the required reports were not received.

3.2 SCHEDULED COMPLETION OF WORK

This contract is expected to be awarded in early 2026 and work may begin after agreed upon start date determined at required preconstruction meeting, after all necessary documents are submitted, and materials are readily available, as determined by the Village. Work shall be completed in a timely manner. Failure to complete all the work identified in this contract shall be cause for cancellation of payment and subsequently the agreement.

3.3 PENALTIES

In the case that the contractor fails to meet the specifications and the Village needs to intervene to perform work that is required in the specifications, the Village will chargeback its time for service in accordance with the most current Equipment and Labor Rate Charges as set by the Village. The Village reserves the right to not pay for an area if work is not performed within 48 hours of notice or the quality of work does not meet the description within these specifications.

3.4 ACCEPTANCE OF COMPLETED WORK

Weekly inspections of contract areas will be performed by Public Works personnel upon receipt of weekly reports. In addition, equipment being used may be inspected at any time by the Forester or his authorized representative. All work must be completed to the satisfaction of the Forester or authorized representative, and any questions as to proper procedures or quality of workmanship will be resolved by same. Contractors should be aware that the Village will not sign off on any work until the weekly maintenance report is reviewed and invoice submitted. At that time, the invoice will be checked for accuracy and each individual site will be inspected for compliance with specifications. If deficiencies are found, Contractor will be given a list of such deficiencies and payment of the applicable invoice will be withheld until the deficiencies are corrected. The Director or the Forester reserves the right to reject any completed work which does not comply with these specifications. Areas that are rejected shall be re-mowed within 48 hours of notice.

3.5 PAYMENT

The Contractor shall be paid for the accepted work in accord with the unit prices submitted and subsequent to the approval of the Forester. **Invoices for work shall be submitted on a monthly or biweekly basis to accountspayable@vah.com.**

PART 4 - FORFEITURE

The Village retains the right to terminate this contract at any time for cause of unsatisfactory workmanship and/or performance, or the refusal for neglect of the Contractor to prosecute the work with the work force sufficient for its completion within the specified times or for failure of the Contractor to proceed with the work in accordance with the requirements and conditions of the specifications. At least ten (10) days prior to the date that the Contractor will be declared in default of the contract, the Village shall give written notice by certified mail to the Contractor. This notice shall state the reasons that the Contractor is being declared in default and may also include suggested steps that the Contractor should take to remedy the occurring problems and comply with the conditions of the contract. Failure by the Contractor to correct the stated deficiencies within the notice period shall result in the Contractor being declared in default of the contract. Issuance of the notice by the Village shall be indication of the intentions of the Village to take the work out of the control of the Contractor and to relet the said work to other contractors.

The cost of fully completing all the work and all expense of every kind incurred by the Village in completing the contract shall be charged to the Contractor and shall be deducted and paid by the

Village out of such monies as may be due or may become due to said Contractor. Any deficiencies of monies required to complete the contract by others shall be paid to the Village by the Contractor forthwith and the bondsman will be held liable for any such deficiency. Should it become necessary for the Village to declare the contract in default, such default shall in no case relieve the Contractor or his bondsman of any of the conditions of the contact.

PART 5 - TERM OF CONTRACT

The initial term of this contract shall be for approximately three years commencing at the date of execution of the contract and expiring December 31, 2028. The amount of work to be completed in each fiscal year of the contract is solely dependent upon the funds appropriated each fiscal year by the Village Board of Trustees for the purposes of contractual landscape work. This contract places no obligation on the Village to appropriate funds for said work. It is understood by the Contractor that the quantities of work listed in these specifications are an estimate of the work to be completed during each fiscal year and are only listed for the comparison of bids and use in preparing annual budgets. The Village reserves the right to add or delete quantities to this contract as it deems in the best interest of the Village. The term of the contract may be extended for up to three additional one-year periods if approved and accepted by both the Contractor and the Village. The initial contract places no obligation on the Village to approve any contract extensions.

PART 6 – ESCALATION ALLOWANCES

6.1 EFFECTIVE DATE OF ADJUSTMENT

This contract shall have a multiple year term as set forth in Part 5. The Contractor will be allowed to request to annually escalate the contract prices of each one-year extension beyond initial contract terms as set forth in the Proposal. This request must be made in writing to the Director 30 days in advance of the contract extension date. This escalation, if approved, may take place on January 1 in the first extension year.

6.2 PAYMENT ESCALATION

The allowable annual escalation of the contract unit prices shall be based on the annual percentage increase in the Chicago Consumer Price Index for all urban consumers for the previous twelve-month period. A copy of the CPI sheet shall be provided with any requested price increase. The total contract adjustment at any adjustment period may not exceed the total increase in the Chicago Consumer Price Index for the prior year.

BID PROPOSAL

PUBLIC PROPERTIES TURF MOWING

After becoming familiar with the General Conditions, Special Conditions, Specifications and Addenda attached hereto, the undersigned agrees to provide to the Village the services described including all supervision, labor, materials and equipment for lawn maintenance at the identified locations. Annual costs are for one mowing per week from approximately March 15th through November 30th.

Zone	Number of Sites	Est. Square Footage	Year One Weekly Cost
A	24	759,607	\$
B	39	1,248,306	\$
C	23	893,988	\$
D	14	841,441	\$
Total	100	3,743,342	\$

Total Weekly Properties Bid Price \$_____ x 39 weeks =

TOTAL ANNUAL BID PRICE: \$_____

FIRST YEAR TOTAL ANNUAL BID PRICE 2026 – FROM ABOVE	\$
SECOND YEAR TOTAL ANNUAL BID PRICE 2027	\$
THIRD YEAR TOTAL ANNUAL BID PRICE 2028	\$

ADDITIONAL WORK WHEN AUTHORIZED

Turf Mowing	\$	/Sq. Ft.
Core Aeration	\$	/Sq. Ft.
Debris Pickup	\$	/Sq. Ft.

NOTE: A Summary of Locations pricing sheet must be submitted along with this bid proposal.

Summary of Locations 2026- Updated 2-25-26

Turf Mowing Areas - Zone "A"			
#	Description	Est. Square Footage	Weekly Mowing Cost (\$)
1	Lake Cook Rd. between Arlington Heights Rd. and Schaefer Rd.	75,120	
2	Arlington Heights Rd. between Whitehall Dr. and Nichols Rd. (West side)	15,934	
3	Nichols Rd. between Arlington Heights Rd. and Highland Ave. (North side) including area	10,366	
4	South side of Nichols Rd. at Schaefer Rd., and Nichols Road parkway of Ventura Drive vacant lot	13,334	
5	Southwest corner of Wilke Road and Nichols Road – 500’ south from corner between curb and fence.	6,998	
6	Parkways of vacant lots (2) on Ventura Dr.	5,275	
7	Wilke Rd. – North of Dundee Rd.	34,171	
8	Trench Rescue Facility (Gated)	61,698	
9	Kennicott R.O.W. – Nichols Rd. to Happfield Dr.	77,234	
10	Frenchman’s Cove Islands and Retention Basin	60,553	
11	Island on Arlington Heights Rd. between University Dr. and Dundee Rd.	4,476	
12	Island on University Dr. at Arlington Heights Rd.	1,971	
13	Island on College Dr.	5,780	
14	University Dr. Retention Basin	79,896	
15	Arlington Heights Rd. – Rand Rd. to Milcreek (multiple sites – East and West sides	63,545	
16	Hintz Rd. – Stuart to 100’ east of Brighton Pl. (South side)	4,446	
17	Well #11 – 1200 E. Hintz Rd. and Parkway on Hintz Rd. between Windsor and Dryden (North side)	20,474	
18	Hintz Rd. – Windsor Dr. to Buffalo Grove Rd. (North side)	3,485	
19	Buffalo Grove Rd. – Hintz Rd. to Flentie Ln. (West side)	32,020	
20	Hintz Rd. – Windsor Dr. to Waterman Ave. (South side)	14,347	
21	Windsor Dr. – Suffield Dr. to Hintz Rd. (East side)	17,330	
22	Suffield Retention Basin – NE corner of Suffield and Drury Ln.	120,327	
23	Waterman Ave. and Crabtree Ln. – South of apartment complex	5,070	
24	Well #9 – 2300 N. Arlington Heights Rd.	25,757	
TOTALS FOR ZONE "A"		759,607	

Summary of Locations 2026- Updated 2-25-26

Turf Mowing Areas - Zone "B"			
#	Description	Est. Square Footage	Weekly Mowing Cost (\$)
1	Retention Basin at Wilke Rd, North of Raleigh St	46,110	
2	Parkway along East side of Rt. 53 Frontage Rd. Yale Ave. to Raleigh St.	48,741	
3	Cambridge Retention Basin	80,031	
4	Happiness Pond Basin - Cambridge/Yale (Added 5.9.22)	51,157	
5	NE corner of Verde Dr. and Palatine Rd. Frontage – Parkways on and east to Kennicott on North side of Palatine Rd. Frontage	17,406	
6	James Ct. Retention Basin	19,377	
7	Ridge Ave. – Unimproved R.O.W. including Norman St. Unimproved R.O.W. and Retention Basin bordered by Chestnut Ave., Ladd St. and Ridge Ave.	114,363	
8	Chestnut Retention Basin and Island at Rand Rd. and Chestnut Ave.	33,864	
9	Unimproved R.O.W. at SE corner of Walnut Ave. and LaSalle St. and Unimproved R.O.W. on East side of Walnut Ave. Cul-de-sac	23,249	
10	204 W Palatine Rd Detention Basin	14,900	
11	Retention Basin at NW corner of Ridge Ave. and Palatine Rd. Frontage	25,653	
12	"4" corners of Kennicott Ave. and Palatine Rd. Island from 53 to Kennicott	143,998	
13	Parkway along East Bound Palatine Rd. Frontage between Verde Dr. and 100' east of Patton Ave.	10,882	
14	Kaspar Ave. and Palatine Rd. Frontage – SE corner	4,267	
15	Retention Basin at SW corner of Highland Ave. and Palatine Rd. Frontage	18,829	
16	Palatine Frontage South Parkway, Highland Ave to Apartment Driveway	3,238	
17	Islands and parkways along Palatine Rd. between Highland Ave. and Derbyshire Ln. – including area inside of walk at NW corner of Burke Dr. and Palatine Rd. Frontage	176,124	
18	ROW East of 1007 E Palatine Rd Car Wash	11,168	
19	Windsor Dr. at Palatine Rd. - Palatine Rd. to Carlyle (West side)	8,880	
20	Palatine Rd. – Windsor Dr. to Dale Ave. (North and South sides) b) Rosehill Dr. to Old Well	47,668	
21	Two Village-owned lots at Clarence Ave. and Dryden Ave.	85,041	
22	Vacant lot parkways and parkway along retention basin on Clarence Ave. between Palatine Rd. and Dryden Ave	10,240	
23	Lillian R.O.W. b/w Clarence Ave. and Windsor Dr. including Creekbank	28,277	
24	Rand and Windsor cul-de-sac	26,630	
25	Dorothy R.O.W. between Rand Rd. and Charles Street	18,628	
26	S/E corner of Somerset Ln. and Marion St. along Retention Basin	3,739	
27	Olive St. Parkway along Retention Basin	13,966	
28	S/E corner of Oakton St. and Forrest Ave.	8,669	
29	Unimproved Frederick R.O.W. between Forrest Ave. and Gibbons Ave.	16,591	
30	Abandoned Well #7 – 650 E. Frederick St.	23,344	
31	Thomas Hydropillar – SE corner of Ridge Ave. and Thomas St. (Gated)	35,158	
32	Lillian R.O.W. and Lift Station – Chicago to Wilke	24,917	
33	Perimeter and Parkways of Wetland @ Christina & Olive	18,576	
34	Oakton South side, Just E. of 1925 Oakton to Waterman (garbage only)	15,368	
35	Hawthorne ROW	7,896	
36	6 N Hickory Ave - vacant lot	11,361	
TOTALS FOR ZONE "B"		1,248,306	

Summary of Locations 2026- Updated 2-25-26

Turf Mowing Areas - Zone "C"			
#	Description	Est. Square Footage	Weekly Mowing Cost (\$)
1	Kirchoff Rd. – Kennicott Ave. to Wilke Rd. (North side) and Wilke Rd. – Kirchoff Rd. to Grove St. (East side)	59,554	
2	Wilke Rd. – Kirchoff Rd. to Orchard Pl. (East & West sides)	115,514	
3	Kirchoff Rd. – Dwyer Ave. to Patton Circle (South side)	17,440	
4	Islands and parkways at Kirchoff Rd. and Central Rd.	46,703	
5	Magnolia St. R.O.W. – Ridge Ave. to Highland Ave.	73,020	
6	Cypress Retention Basin	240,374	
7	Vacant lot owned by Village on West side of Arlington Heights Rd. – North of White Oak St.	9,733	
8	Unimproved Evergreen Ave. R.O.W. – North of White Oak St.	8,605	
9	Retention Basin at NW corner of Highland Ave. and Noyes St.	22,534	
10	Golf Rd. – Highland Ave. to Fernandez Ave. (North side)	5,211	
11	Village-owned vacant lot at NE corner of Golf Rd. and Milbrook Ln.	14,713	
12	Algonquin Rd. – Kennicott Ave. to 500' East of Wilke Rd. (North side)	9,523	
13	Fire Station #3 – 2000 S. Arlington Heights Rd.	21,515	
14	Well #12 Retention Basin – Behind Fire Station #3	46,639	
15	Algonquin Rd. – Embers Ln. to Cedar Glen Dr. (North side)	6,780	
16	Golf Terrace and Arlington Heights Road	68,389	
17	Village-owned vacant lot at 1665 S. Arlington Heights Rd	13,068	
18	Lincoln St. and Pine Ave. R.O.W.	3,685	
19	Retention Basin – South of White Oak St. and Pine Ave.	36,912	
20	Arlington Heights Rd. – White Oak St. to Noyes St. (East side)	6,689	
21	Arlington Heights Rd. – Cedar St. and Emerson St. (West side)	2,534	
22	Scarsdale Ct. Retention Basin	20,486	
23	139 E Golf Terrace	44,367	
TOTALS FOR ZONE "C"		893,988	
Turf Mowing Areas - Zone "D"			
#	Description	Est. Square Footage	Weekly Mowing Cost (\$)
1	Arlington Park Commuter Drive, Train Station to Overpass (Both Sides)	34,824	
2	Northwest Hwy. – Wilke Rd. to 600' west (South side)	38,420	
3	Chicago Alley - Behind 1604 W. Northwest Hwy	2,190	
4	Northwest Hwy. – Wilke Rd. to Euclid Ave. (South side)	90,185	
5	Davis St. and Euclid Ave.	13,193	
6	Abandoned Well #4 on Kennicott Ave. South of Miner St.	9,774	
7	Perimeter of Wetland and Parkways at Kennicott Ave and Sigwalt St	23,086	
8	Parkways of vacant lot at NE corner of Ridge Ave. and Wing St.	2,340	
9	Davis St. – Burton Pl. to Beverly Ln. (South side)	25,095	
10	Mayfair Rd./Davis St. Cul-de-sac	2,362	
11	Davis St. – Burton Pl. to Arthur Ave. (North side)	15,490	
12	Davis St. – Arthur Ave. to underpass (North side) and truck turnaround (north side)	30,048	
13	Northwest Hwy. – Arlington Heights Rd. to Waterman Ave. (South side)	233,271	
14	Windsor Boulevard & Two Stonegate Triangles	321,163	
TOTALS FOR ZONE "D"		841,441	

Summary of Locations 2026- Updated 2-25-26

Totals for Zones A, B, C, and D		

Bid Proposal (Continued)

Bidder's Company Name _____

Address _____

Signature _____

(agent)

(witness)

Title _____

Telephone Number _____ Date _____

Email _____

NOTE: If the bidder is a partnership, the proposal must be signed by at least two of the co-partners. If the bidder is a corporation, the proposal must be signed by an authorized officer of the corporation, attested and sealed by the secretary or other authorized officer.

State of Incorporation: _____

State licensed disposal site:

Name _____

Address _____

City, State, Zip _____

**Competency of Contractor
(Failure to compete will result in rejection of bid)**

Submit along with the Bid Proposal responses to the following items:

- 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 names of the owners and/or officers.
- 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 this contract and if they will be full-time or part-time employees.
- State if your company has, in the past five years, been involved in any litigation or arbitration with any past client.
- Have you or any present partners or officers failed to complete a contract?
- Do you maintain a permanent commercial business office? Number of years at current location?

References

(Failure to compete will result in rejection of bid)

The contractor shall provide the Village with a list of municipalities where they have satisfactorily completed landscape work in the Chicago area.

Please submit at least three (3) references for similar type of services provided.

Municipality _____ Contact Person _____

Phone # _____ No. of years serviced _____

Value of Contract _____

Municipality _____ Contact Person _____

Phone # _____ No. of years serviced _____

Value of Contract _____

Municipality _____ Contact Person _____

Phone # _____ No. of years serviced _____

Value of Contract _____

Municipality _____ Contact Person _____

Phone # _____ No. of years serviced _____

Value of Contract _____

Municipality _____ Contact Person _____

Phone # _____ No. of years serviced _____

Value of Contract _____



Lake Cook Rd

Arlington Heights Rd

Meade Ln

Yale Ave

Partridge Ln

Schaefer Rd

Salen Dr

Ashford Ln

Terramere Ave

Burkitt Pl

Foxdale Ln

Highland Ave

Whitehall Dr

Thurston Pl

Harvard Ave

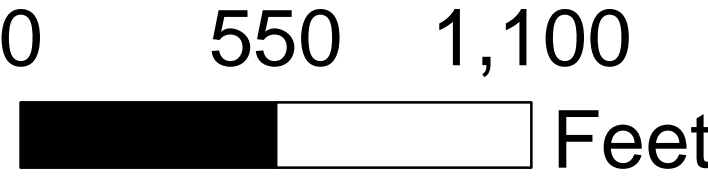
Kennicott Ave

Ridge Ave

Walnut Ave

Brampton Ln

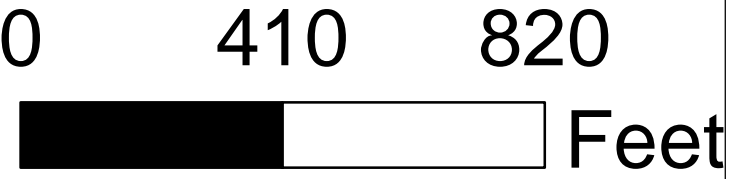
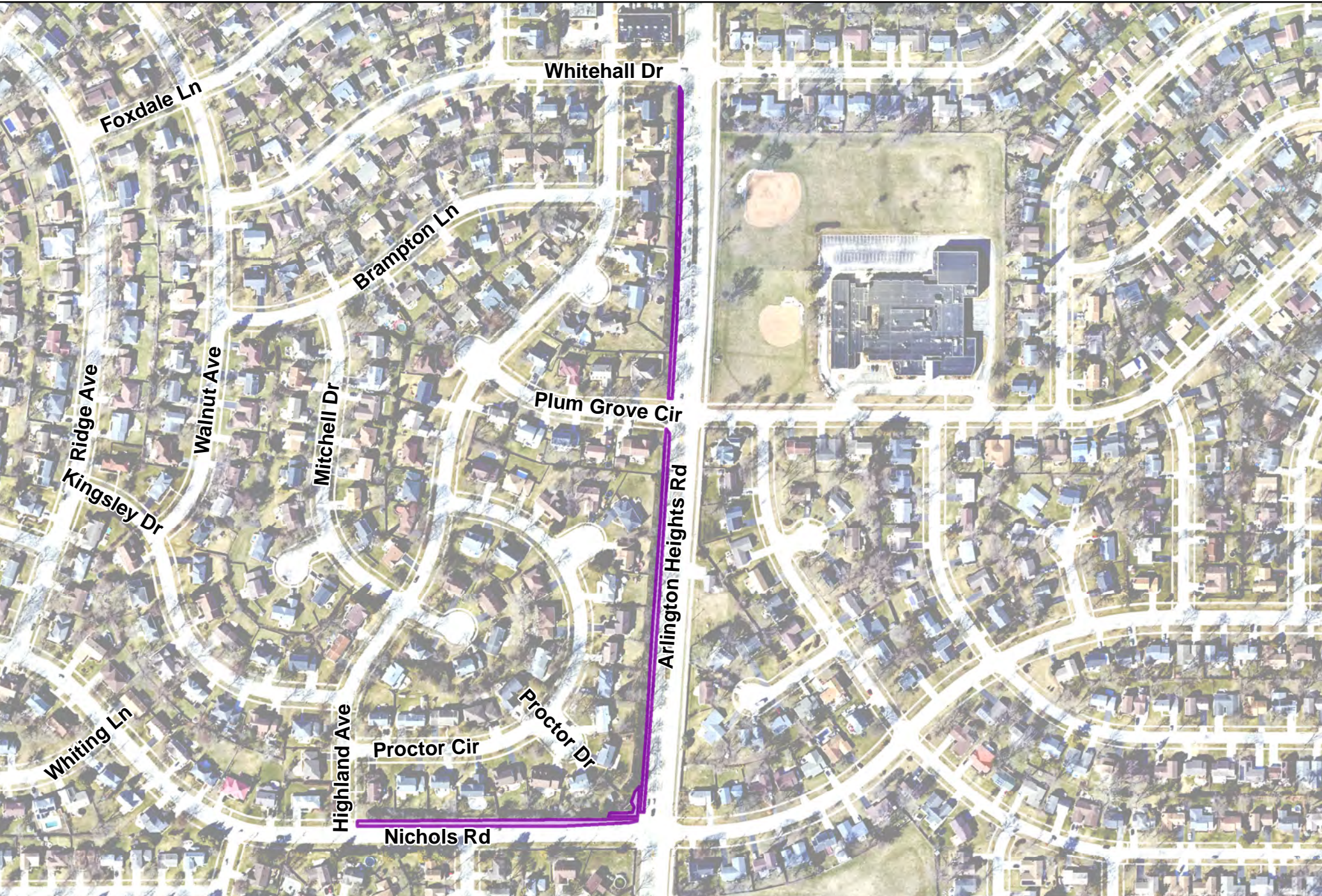
Highland Ave



PAGE 1

Lake Cook Rd, Arlington Heights Rd-Schaefer





PAGE 2

Arlington Heights Rd, Whitehall-Nichols





3902

3906

3910

3916

3922

3933

Proctor Dr

Proctor Cir

3929

3903

3905

3909

3913

3917

3921

3925

Highland Ave

Nichols Rd

1316

1314

1300

1301

1307

1309

1302

1303

1305

0 100 200



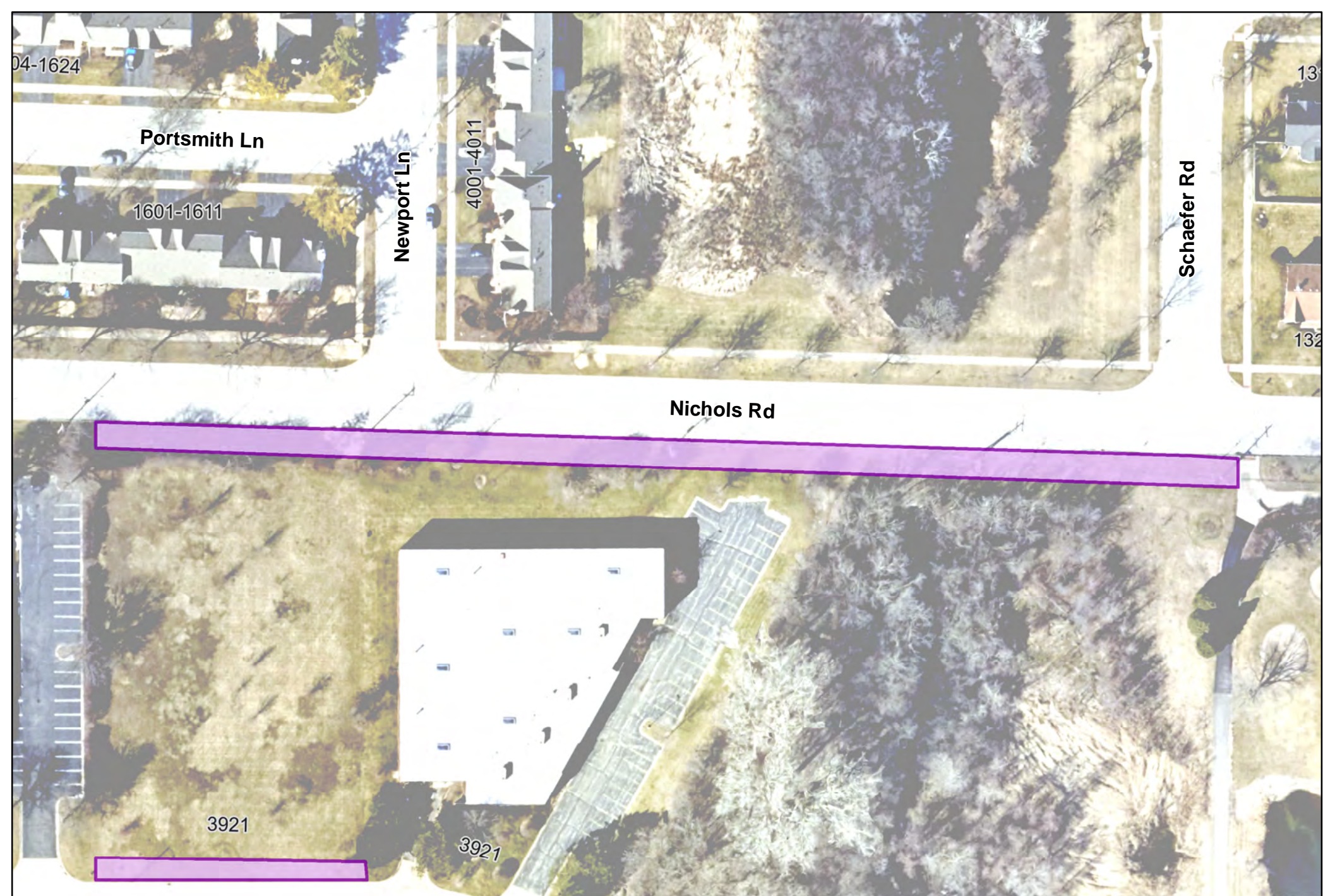
Feet

PAGE 3

Nichols Rd, Arlington Heights Rd-Highland Ave

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04-1624

Portsmouth Ln

1601-1611

Newport Ln

4001-4011

Schaefer Rd

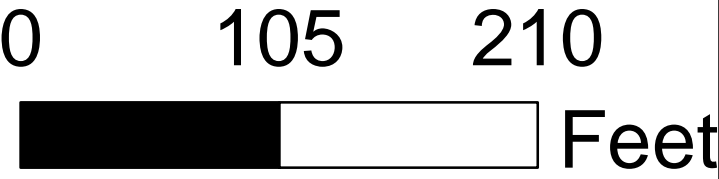
13

132

Nichols Rd

3921

3921

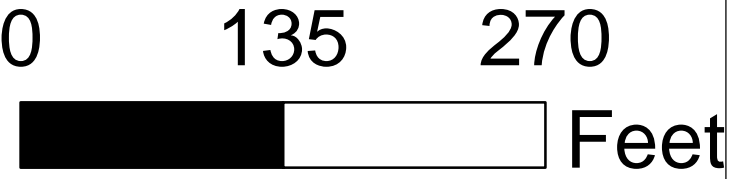
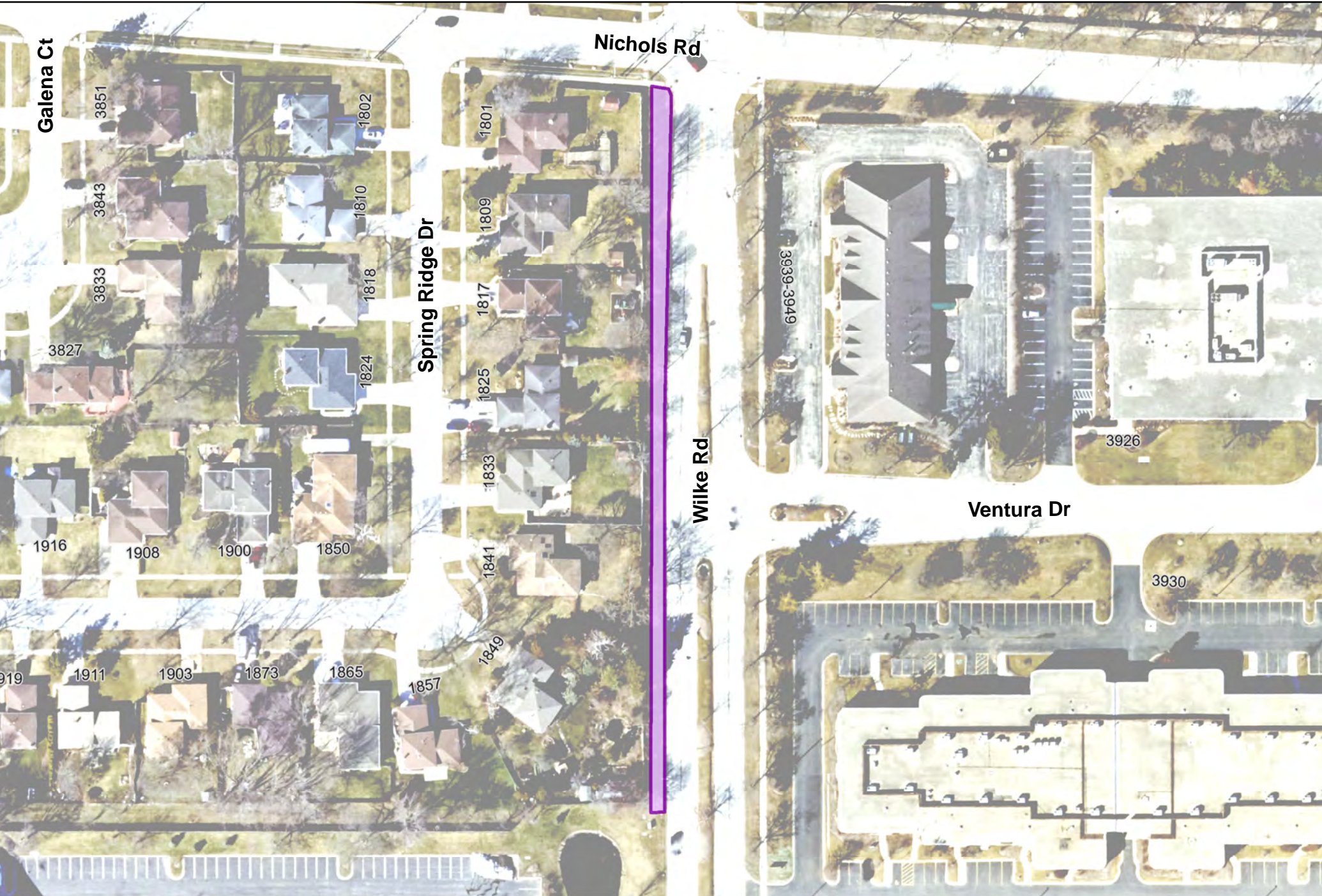


PAGE 4

South side of Nichols Rd @ Schaefer Rd

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PAGE 5

SW Corner of Wilke Rd @ Nichols



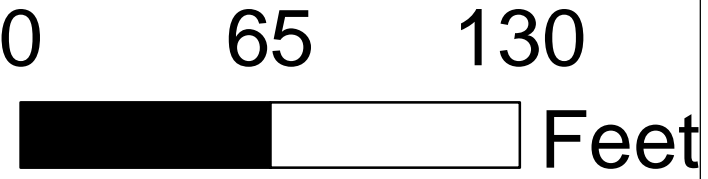
3921

3921

Ventura Dr

3860

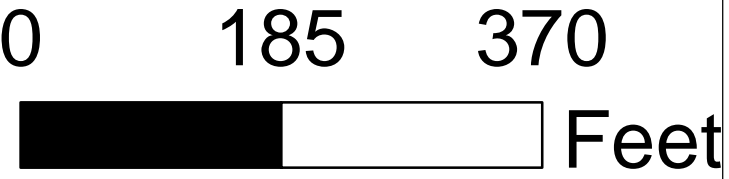
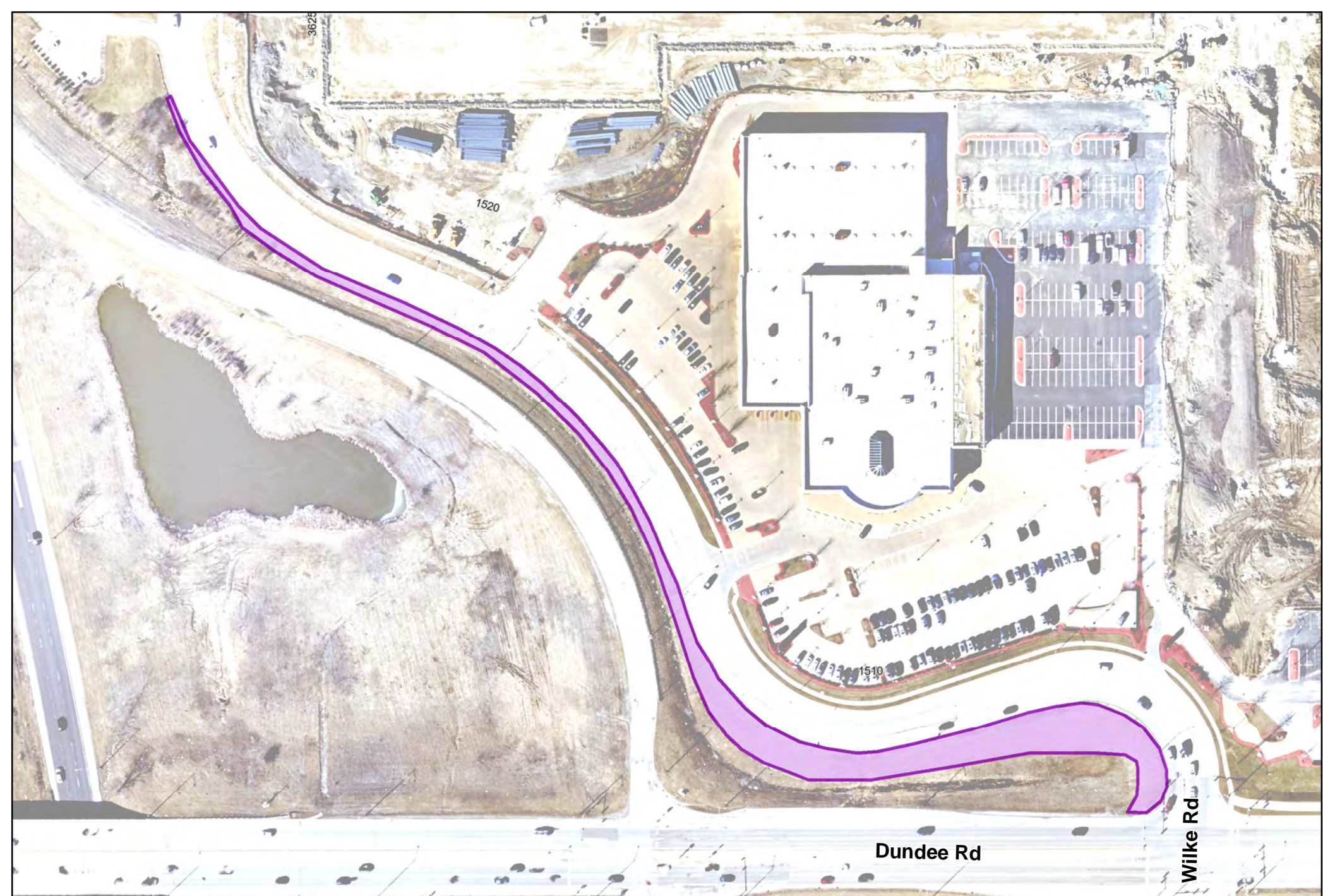
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PAGE 6

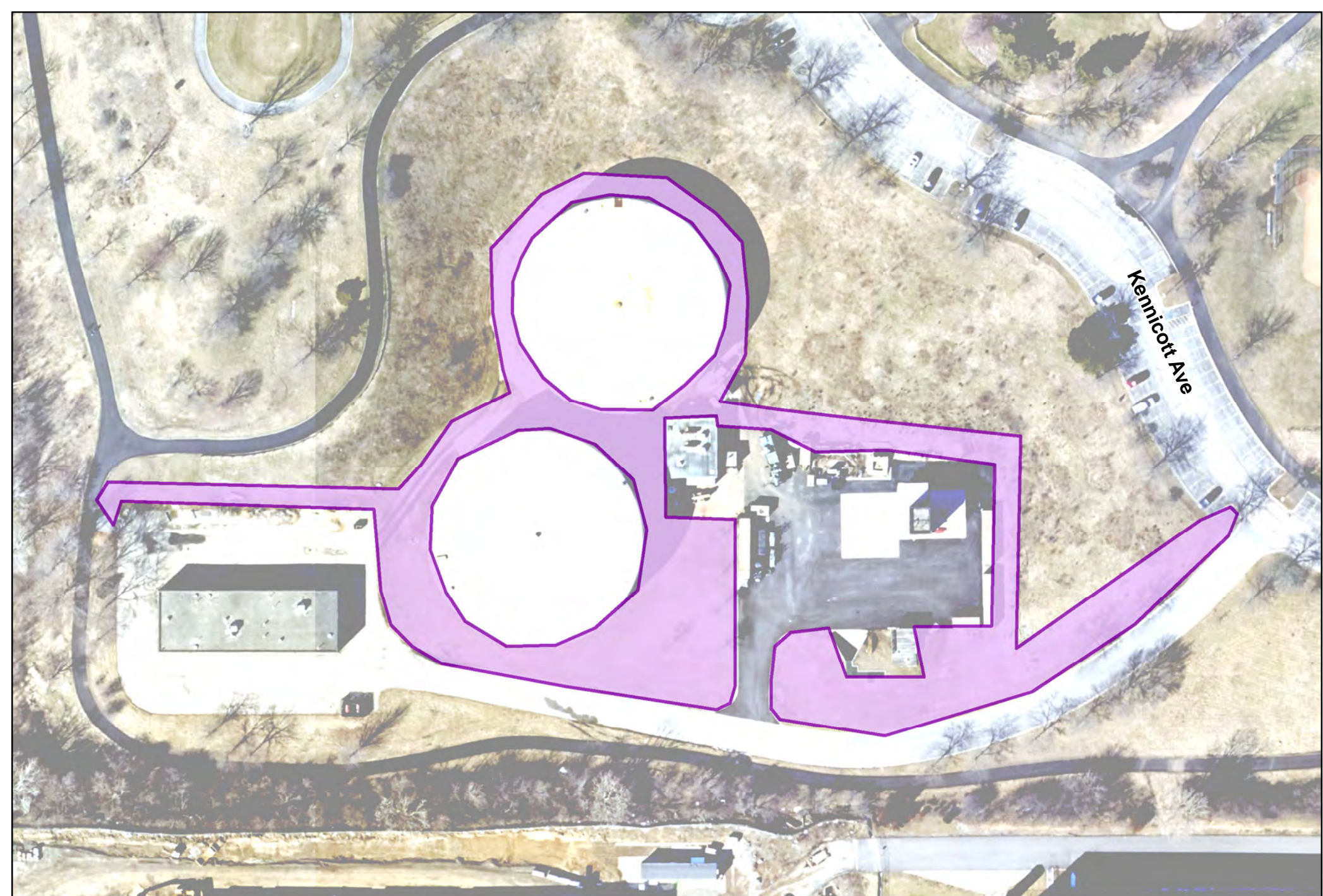
Parkways of Vacant Lots on Ventura Dr



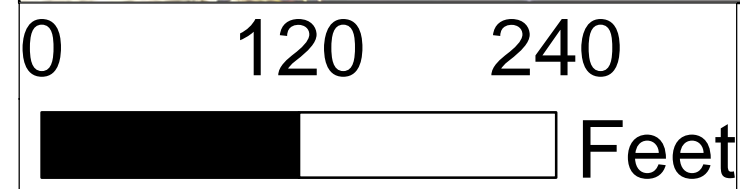


PAGE 7

Wilke Rd, N of Dundee Rd



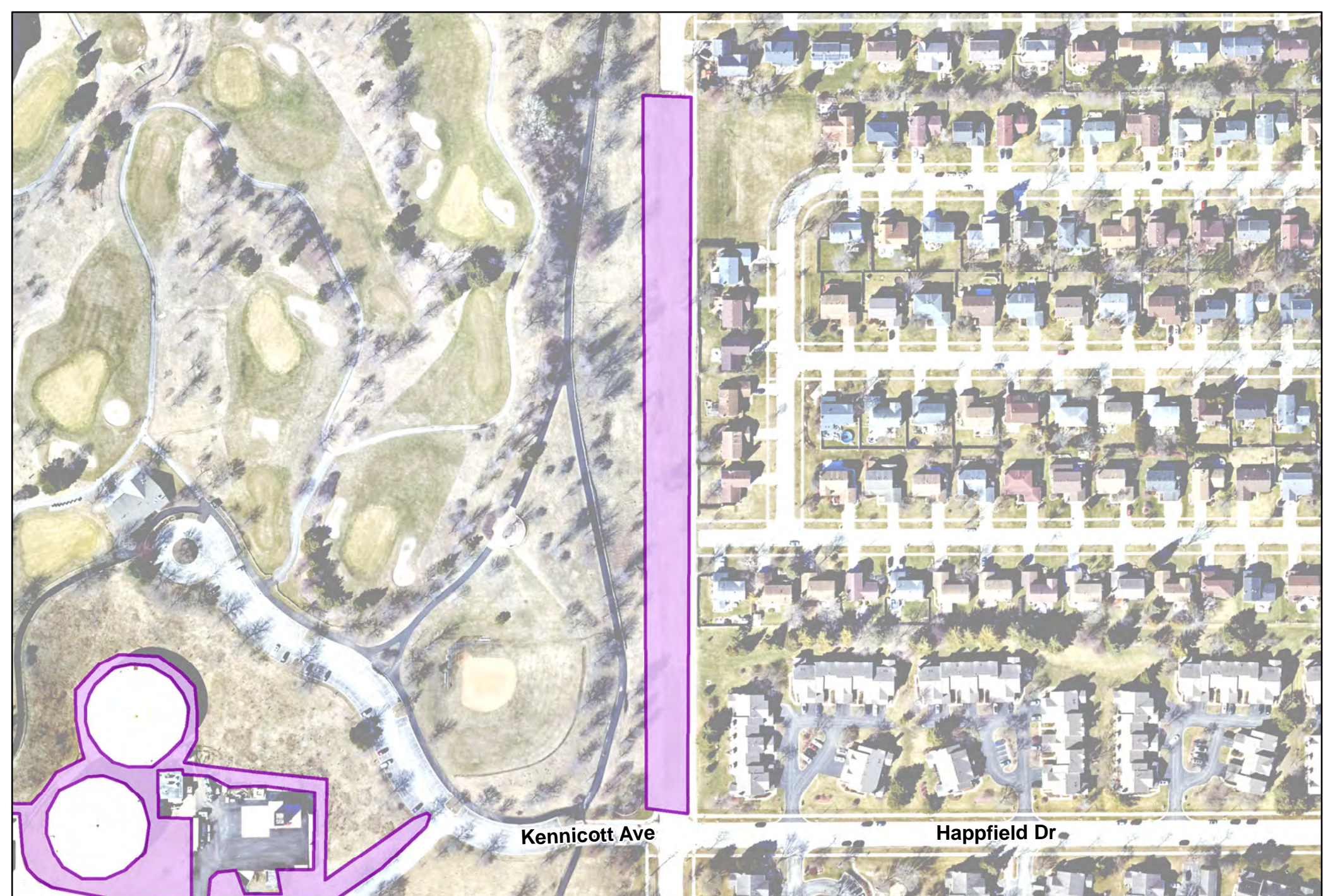
Kennicott Ave



PAGE 8

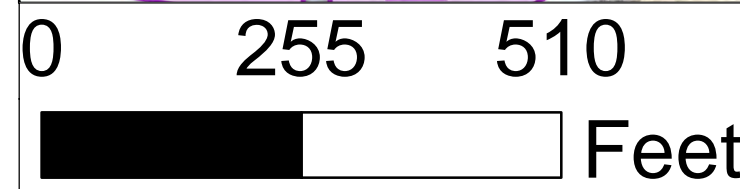
Trench Rescue Facility





Kennicott Ave

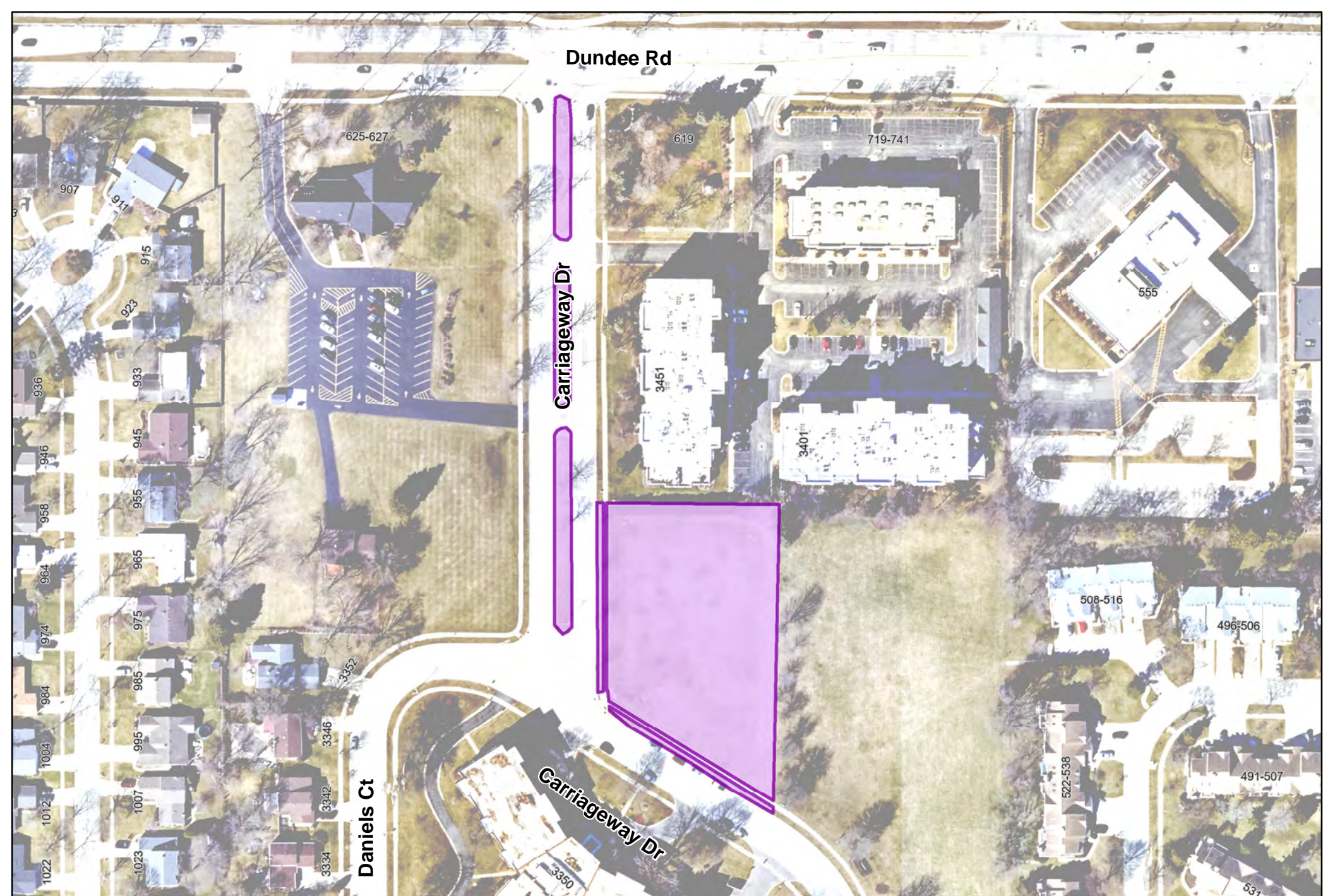
Happfield Dr



PAGE 9

Kennicott ROW, Nichols-Happfield



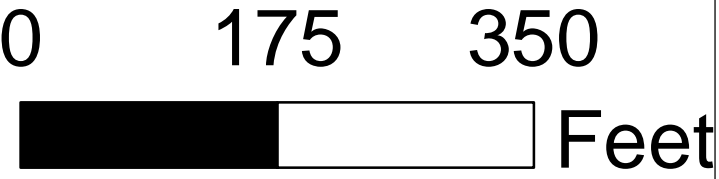


Dundee Rd

Carriageway Dr

Daniels Ct

Carriageway Dr

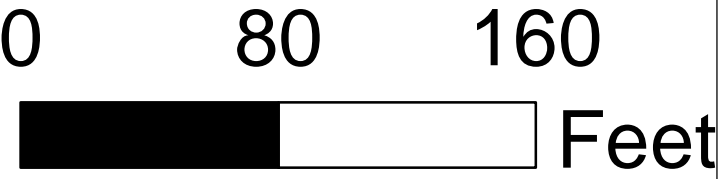
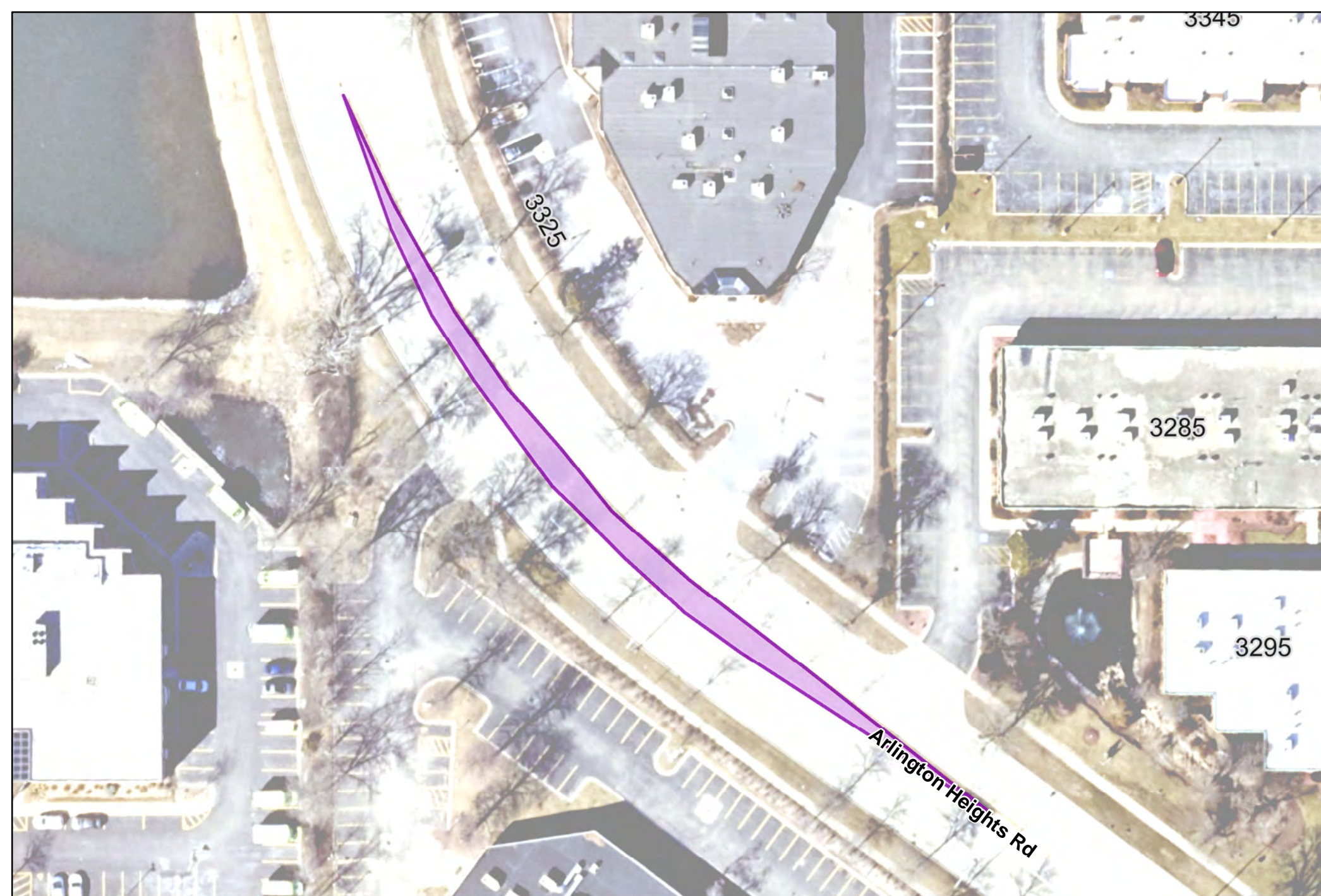


PAGE 10

Frenchman's Cove Islands and Retention Basin

Page 314 of 33

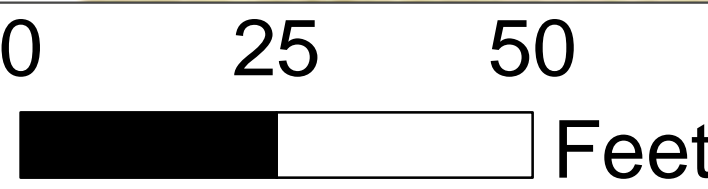




PAGE 11

Island on Arlington Heights Rd, University-Dundee Page 315 of 33





PAGE 12

Island on University Dr @ Arlington Heights Rd

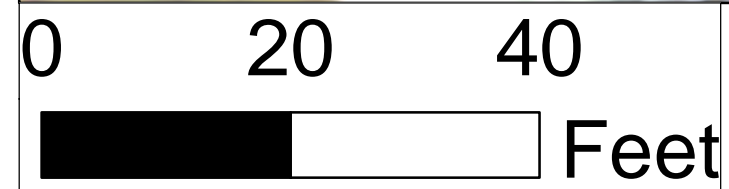
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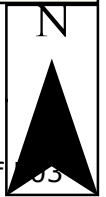
College Dr

College Dr



PAGE 13

Island on College Dr

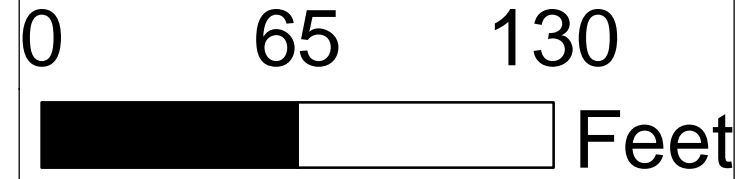
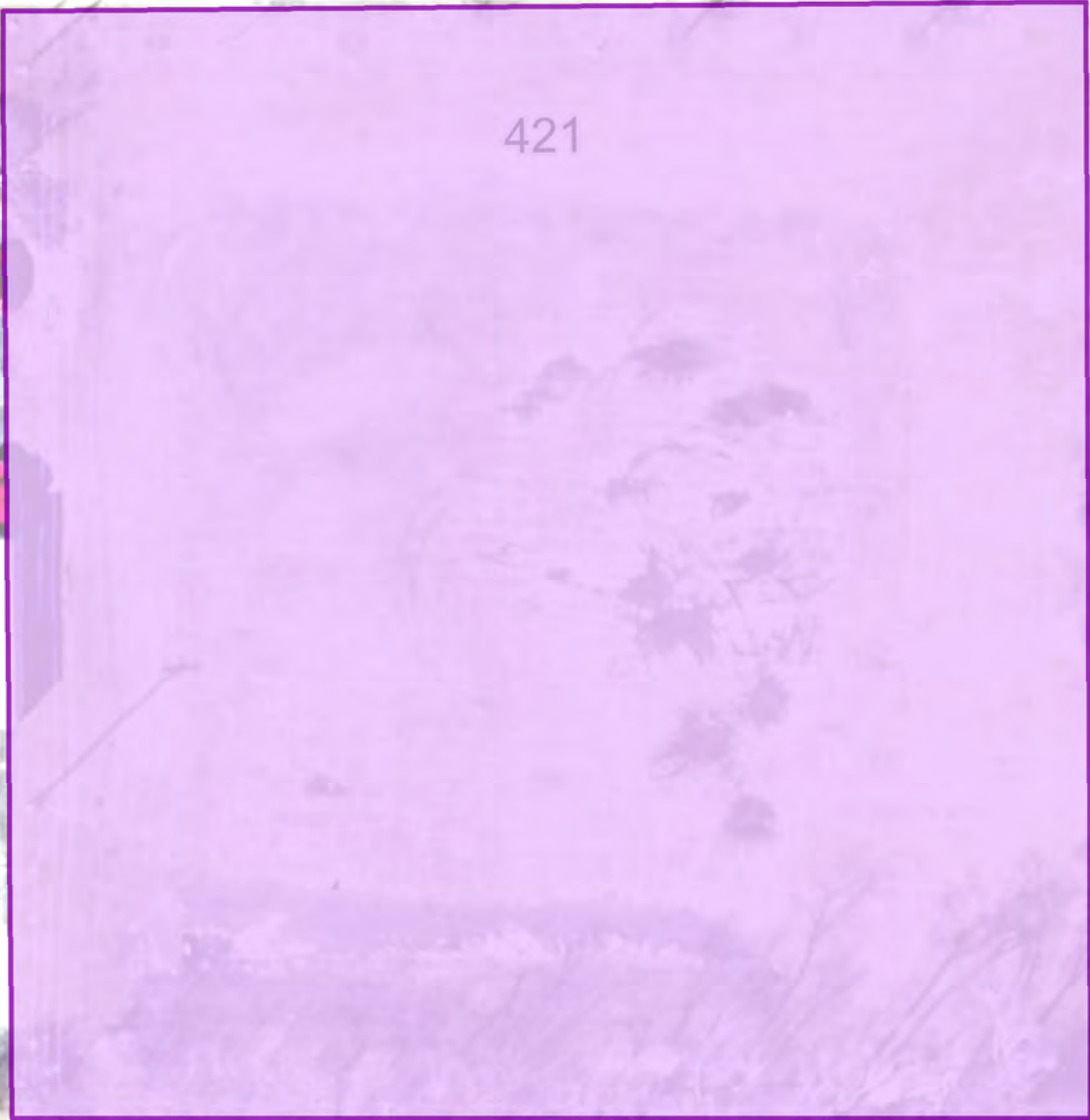


University Dr

525

421

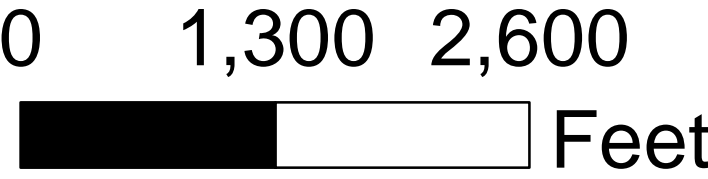
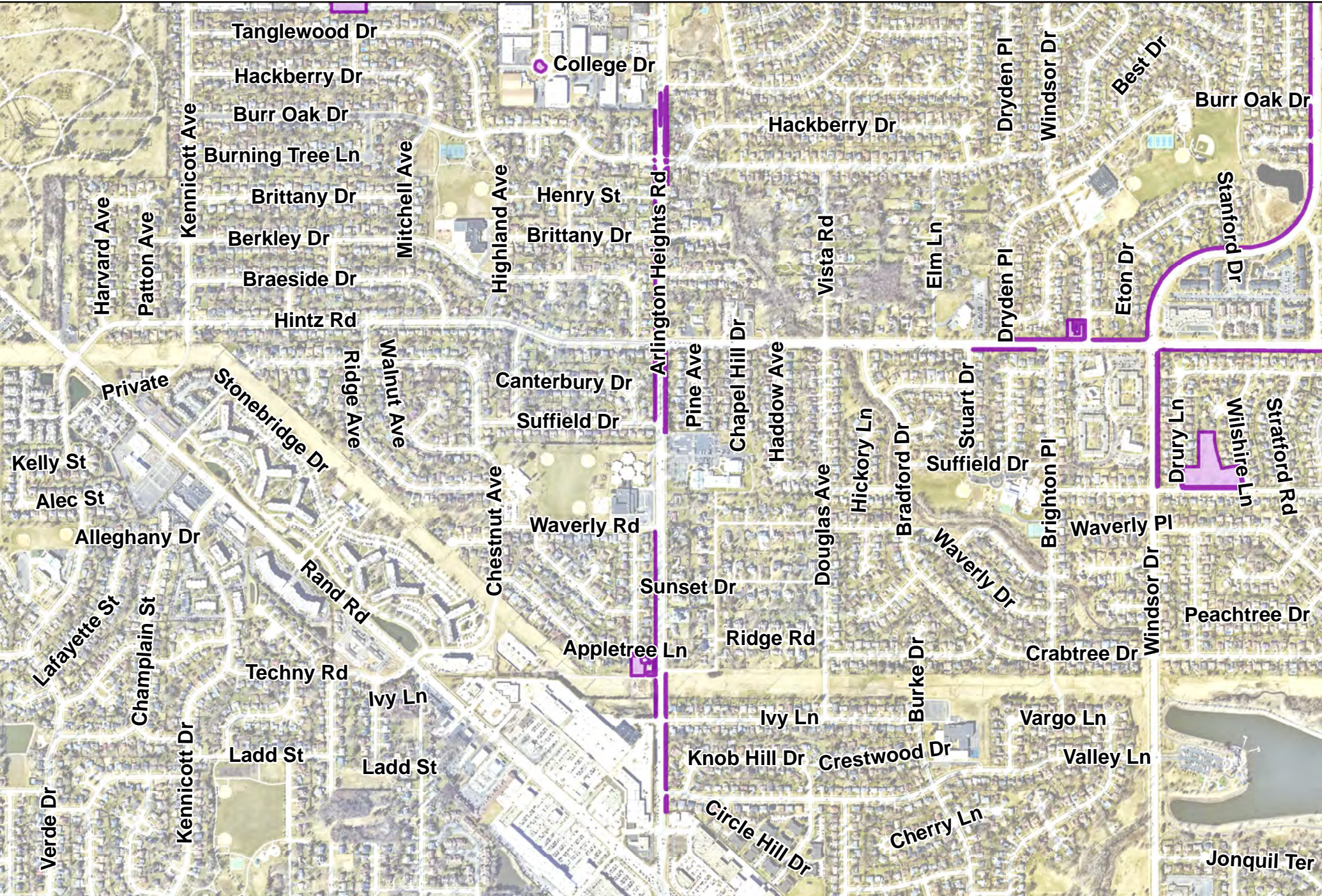
413



PAGE 14

University Drive Retention Basin

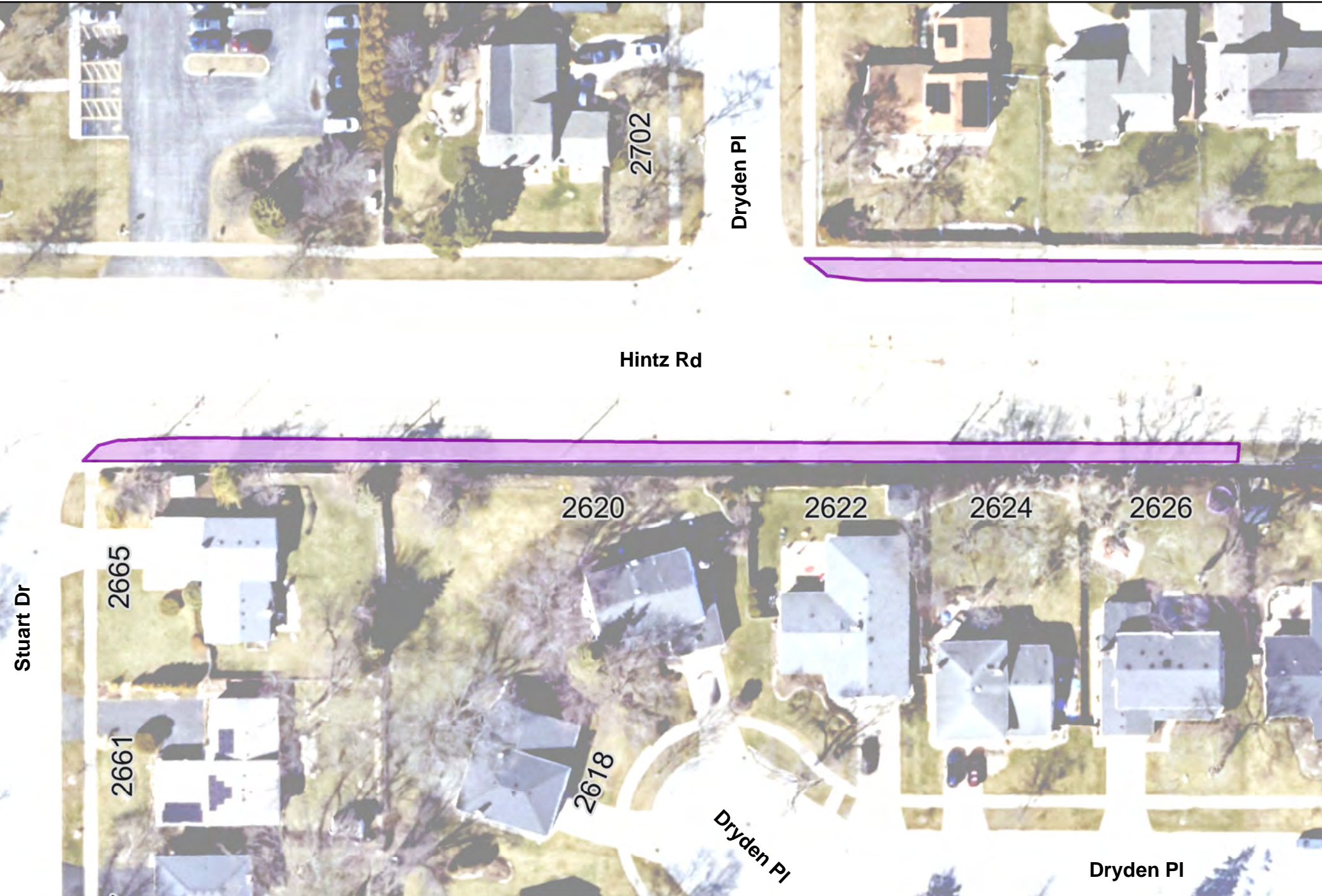




PAGE 15

Arlington Heights Rd, Rand Rd-Milcreek





Stuart Dr

Dryden Pl

Hintz Rd

2620

2622

2624

2626

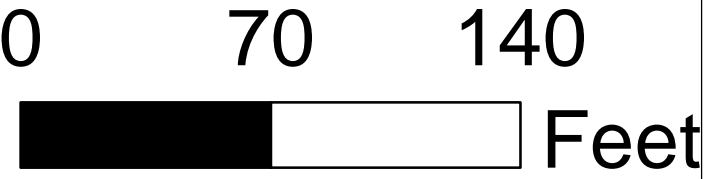
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2661

2618

Dryden Pl

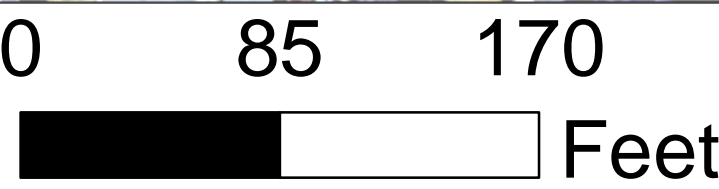
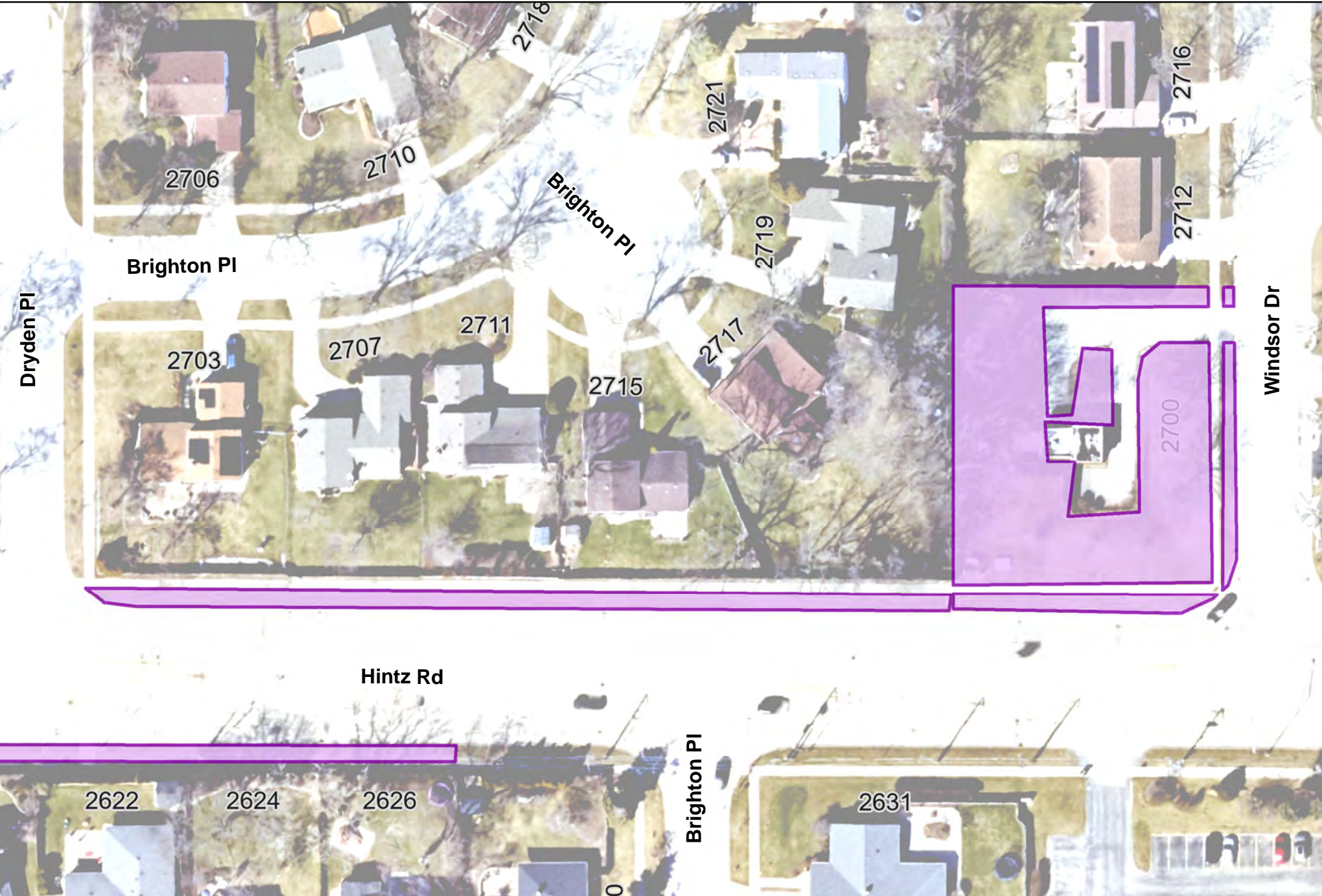
Dryden Pl



PAGE 16

Hintz Rd, Stuart-100' east of Brighton Pl





PAGE 17

Well #11, 1200 E Hintz Rd





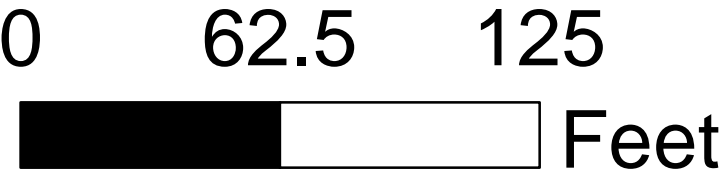
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1307

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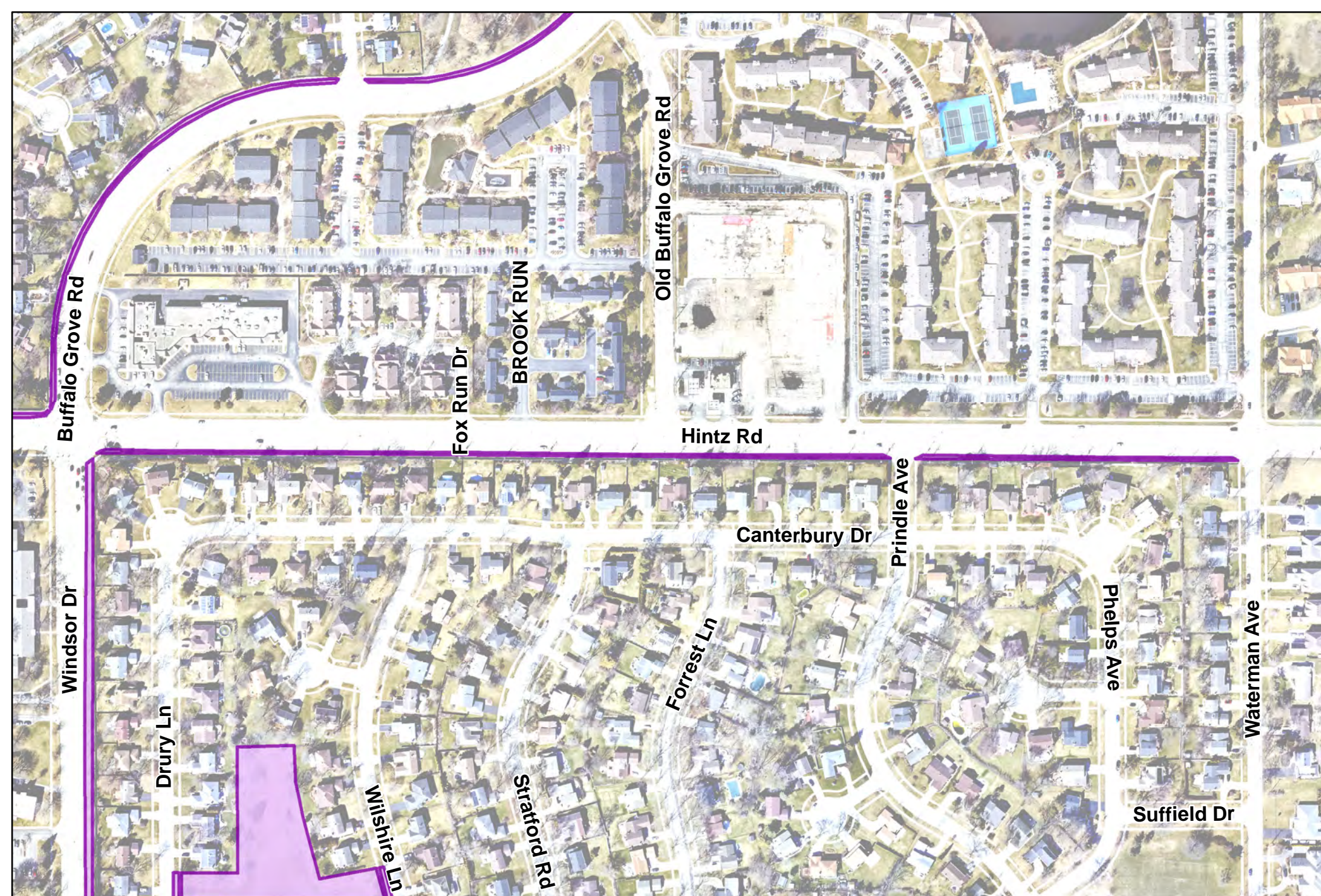
Hintz Rd



PAGE 18

Hintz Rd, Windsor Dr-Buffalo Grove Rd





Buffalo Grove Rd

Fox Run Dr

BROOK RUN

Old Buffalo Grove Rd

Hintz Rd

Windsor Dr

Drury Ln

Wilshire Ln

Stratford Rd

Forrest Ln

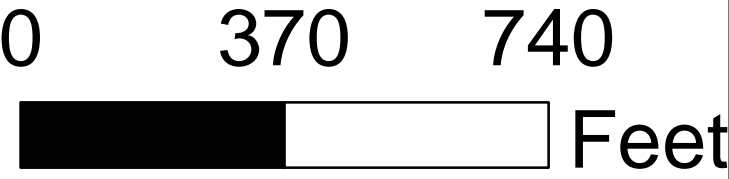
Canterbury Dr

Prindle Ave

Phelps Ave

Suffield Dr

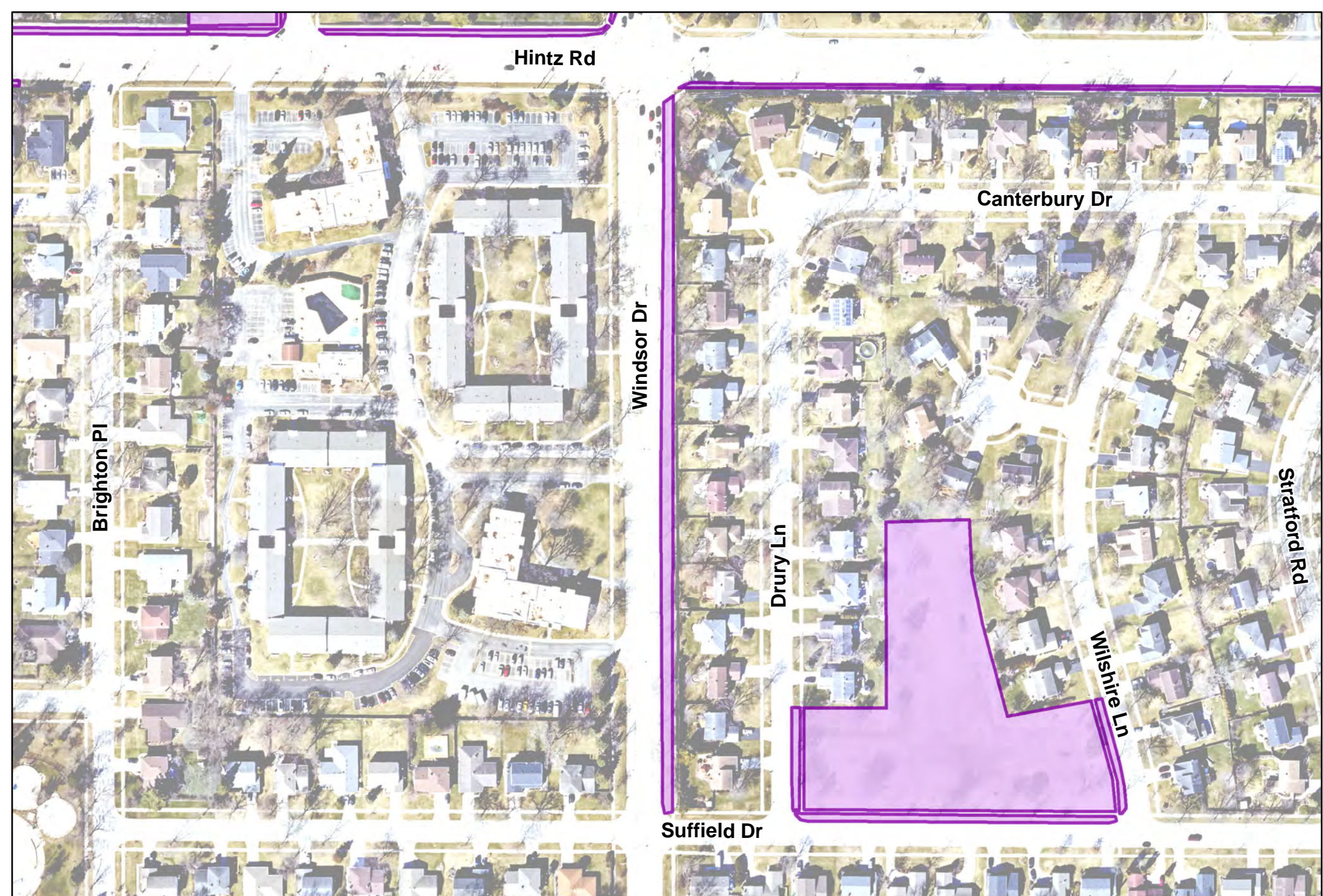
Waterman Ave



PAGE 20

Hintz Rd, Windsor Dr-Waterman Ave





Hintz Rd

Canterbury Dr

Brighton Pl

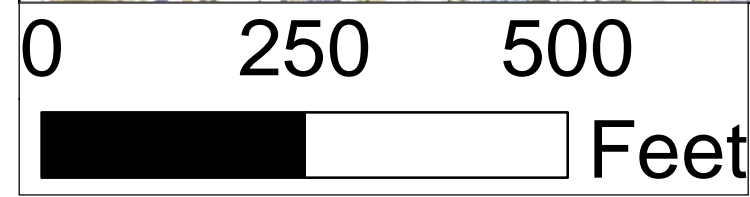
Windsor Dr

Drury Ln

Stratford Rd

Wilshire Ln

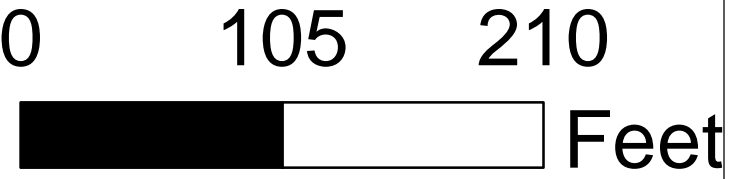
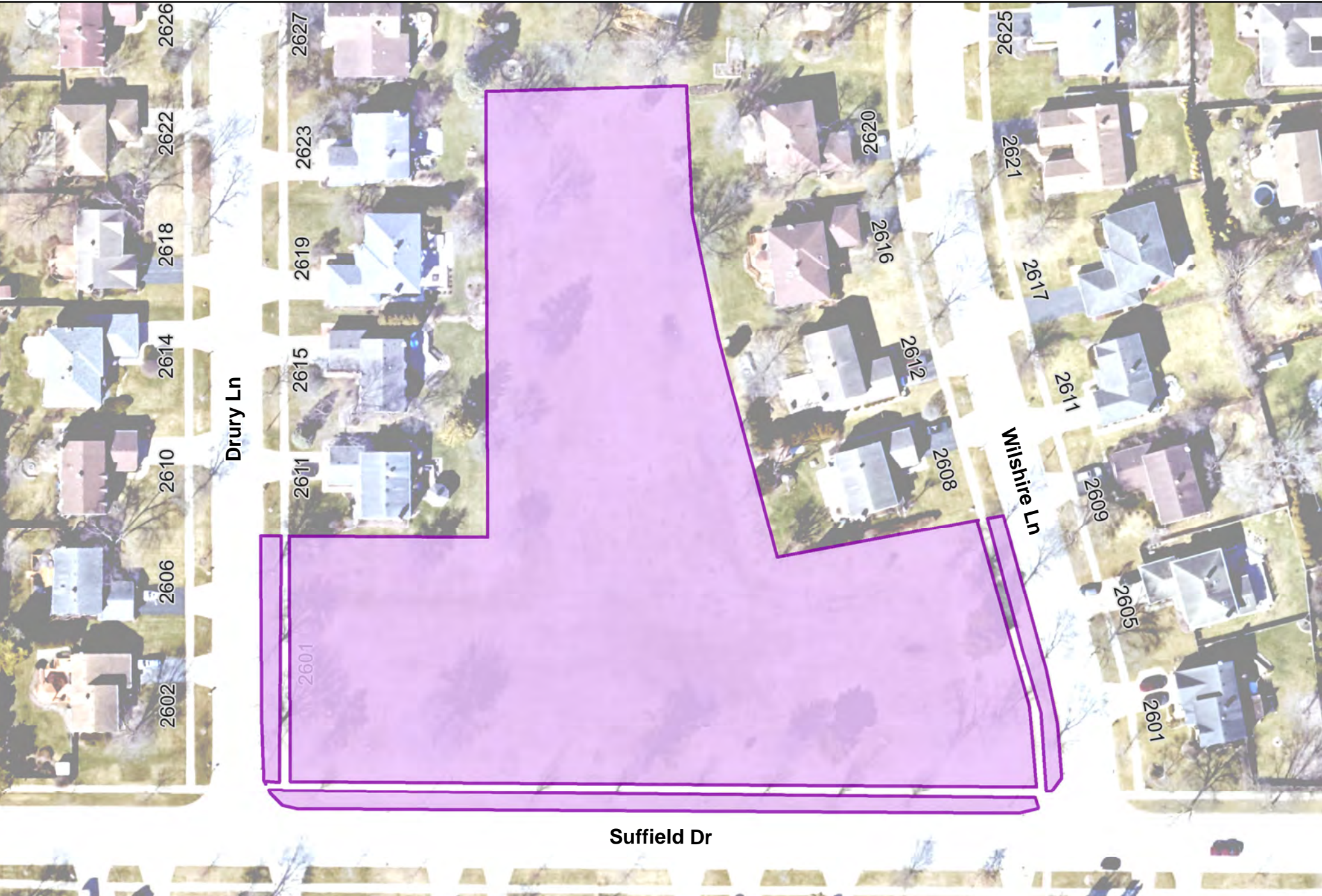
Suffield Dr



PAGE 21

Windsor Dr, Suffield Dr-Hintz Rd





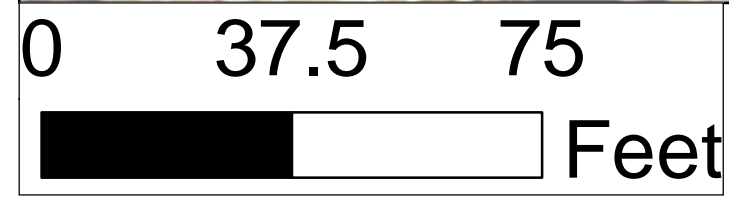
PAGE 22
Suffield Retention Basin



Waterman Ave

2136

Crabtree Dr



PAGE 23

Waterman Ave and Crabtree Ln

Appletree Ln

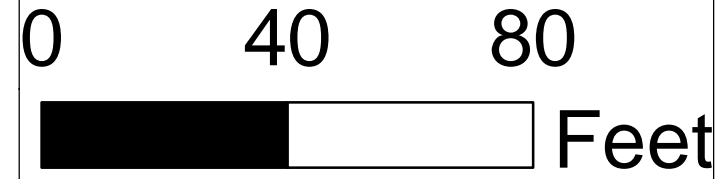
21

23

2302

Arlington Heights Rd

Techny Rd



PAGE 24

Well #9, 2300 N Arlington Heights Rd



Wilke Rd



1628

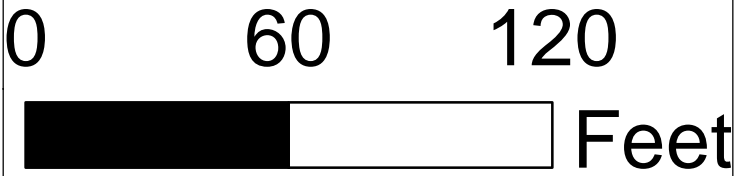
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1616

Canterbury Ct

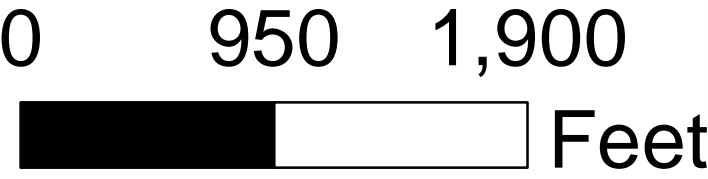
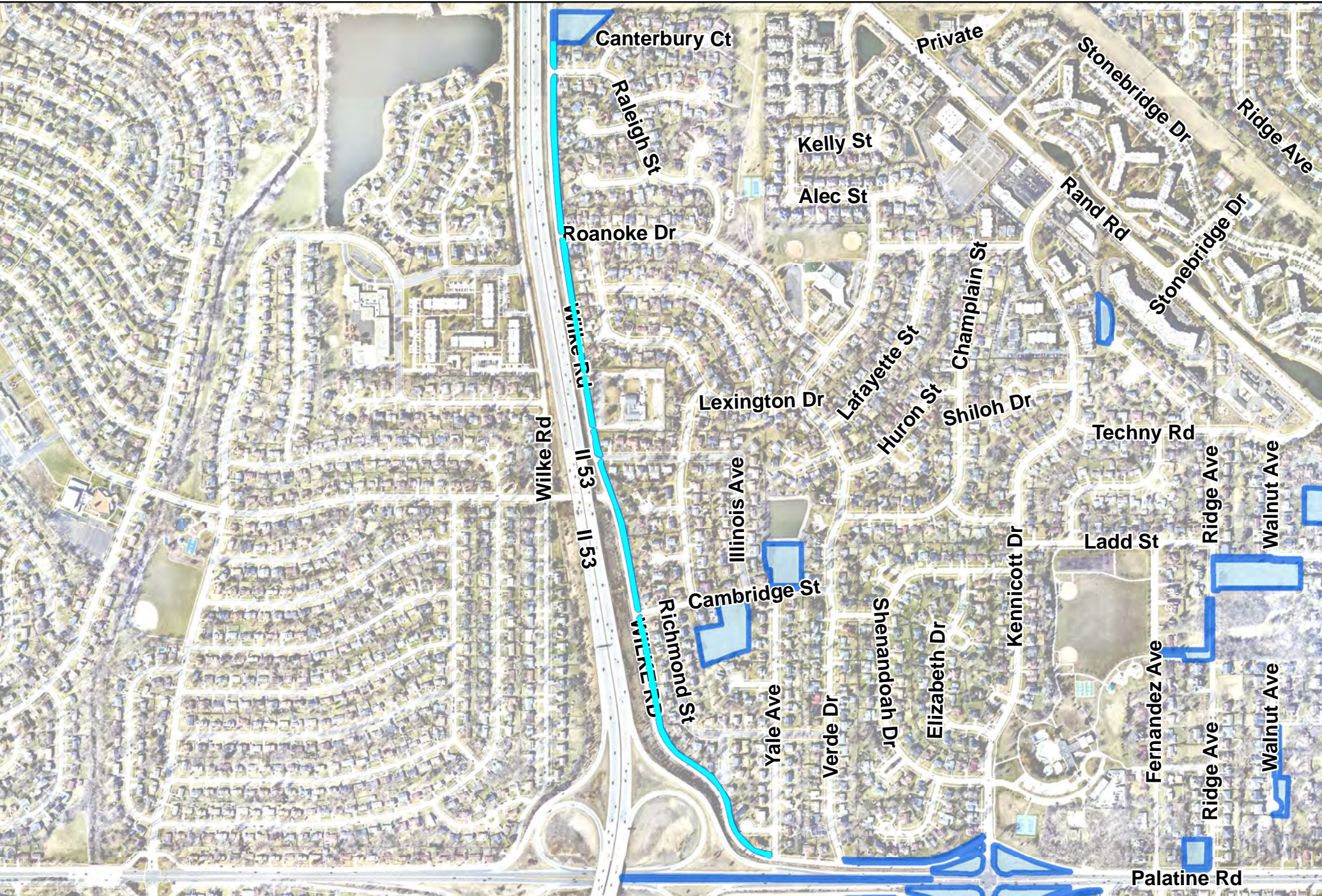
1617

N



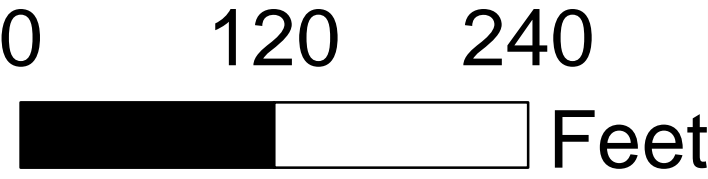
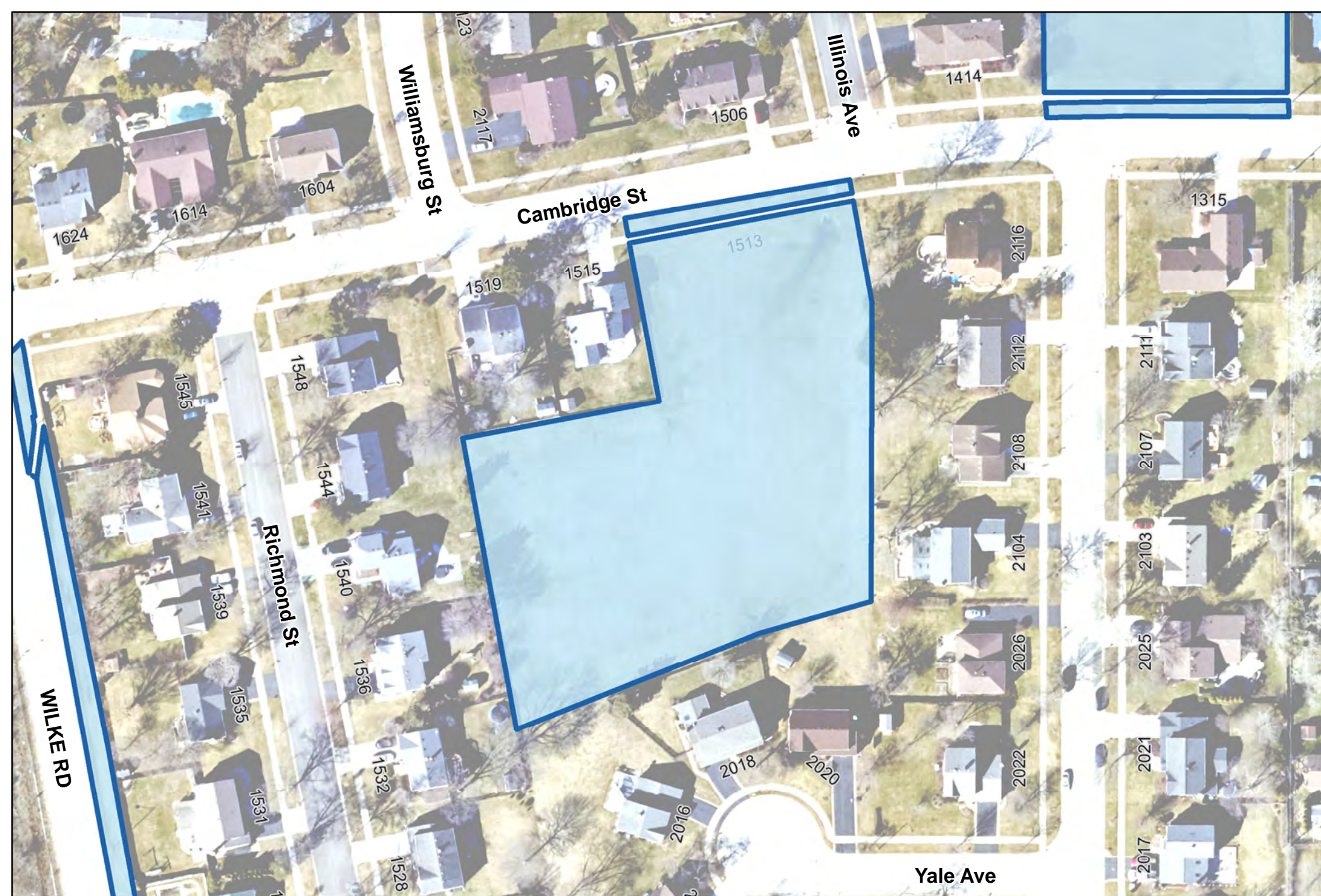
PAGE 1

53 Frontage/ComEd ROW Retention Basin



PAGE 2

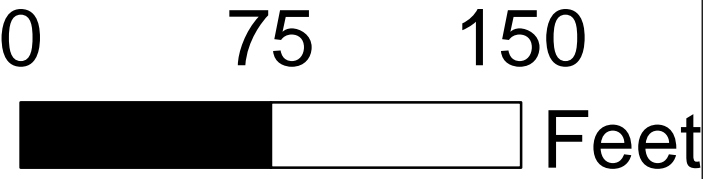
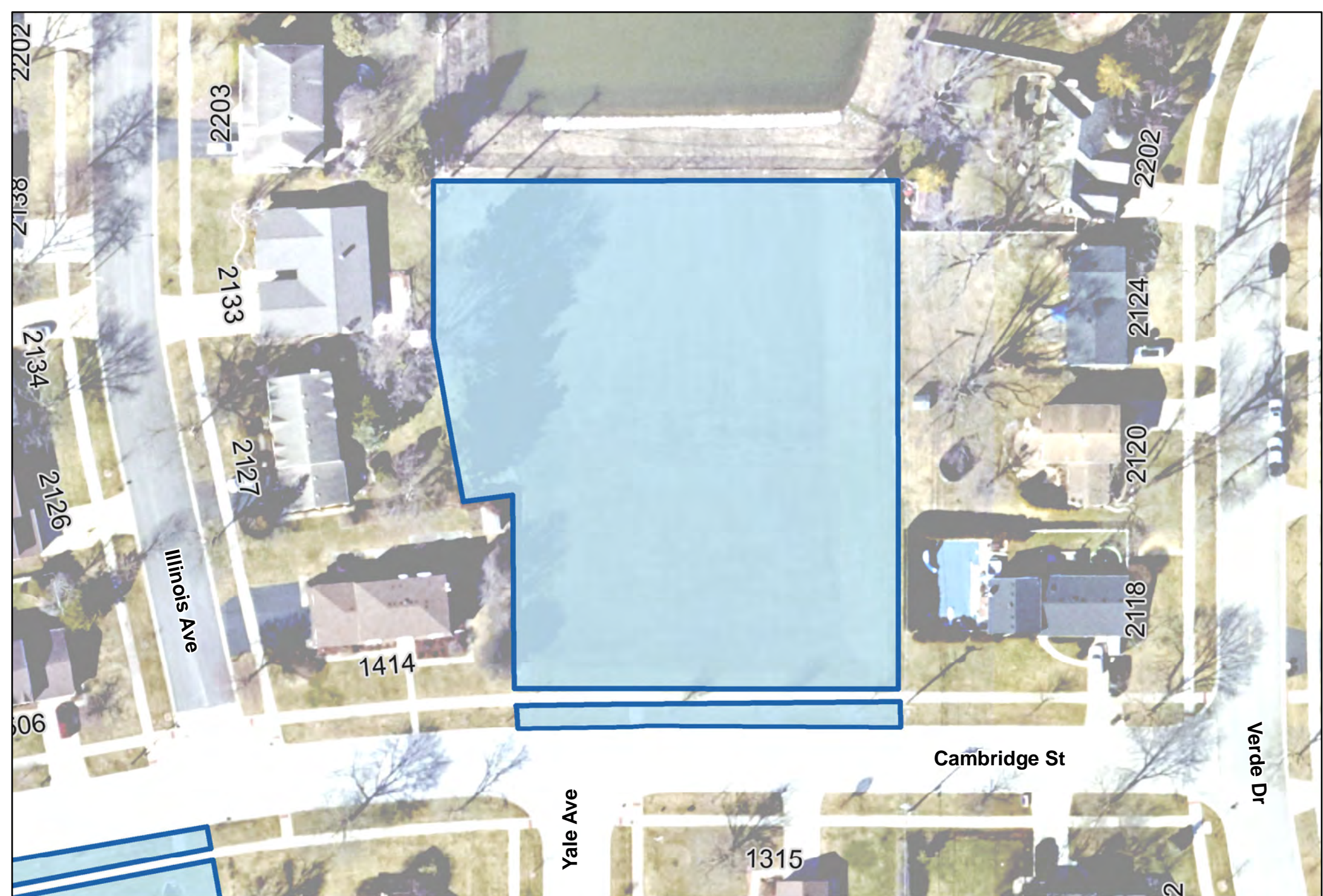
Parkway along East side of Rt. 53 Frontage Rd



PAGE 3

Cambridge Retention Basin

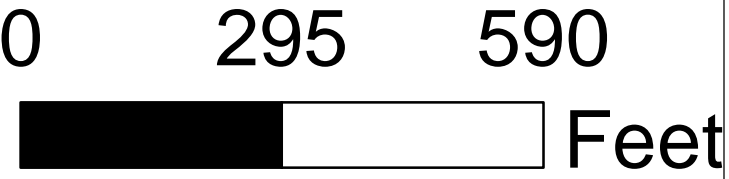
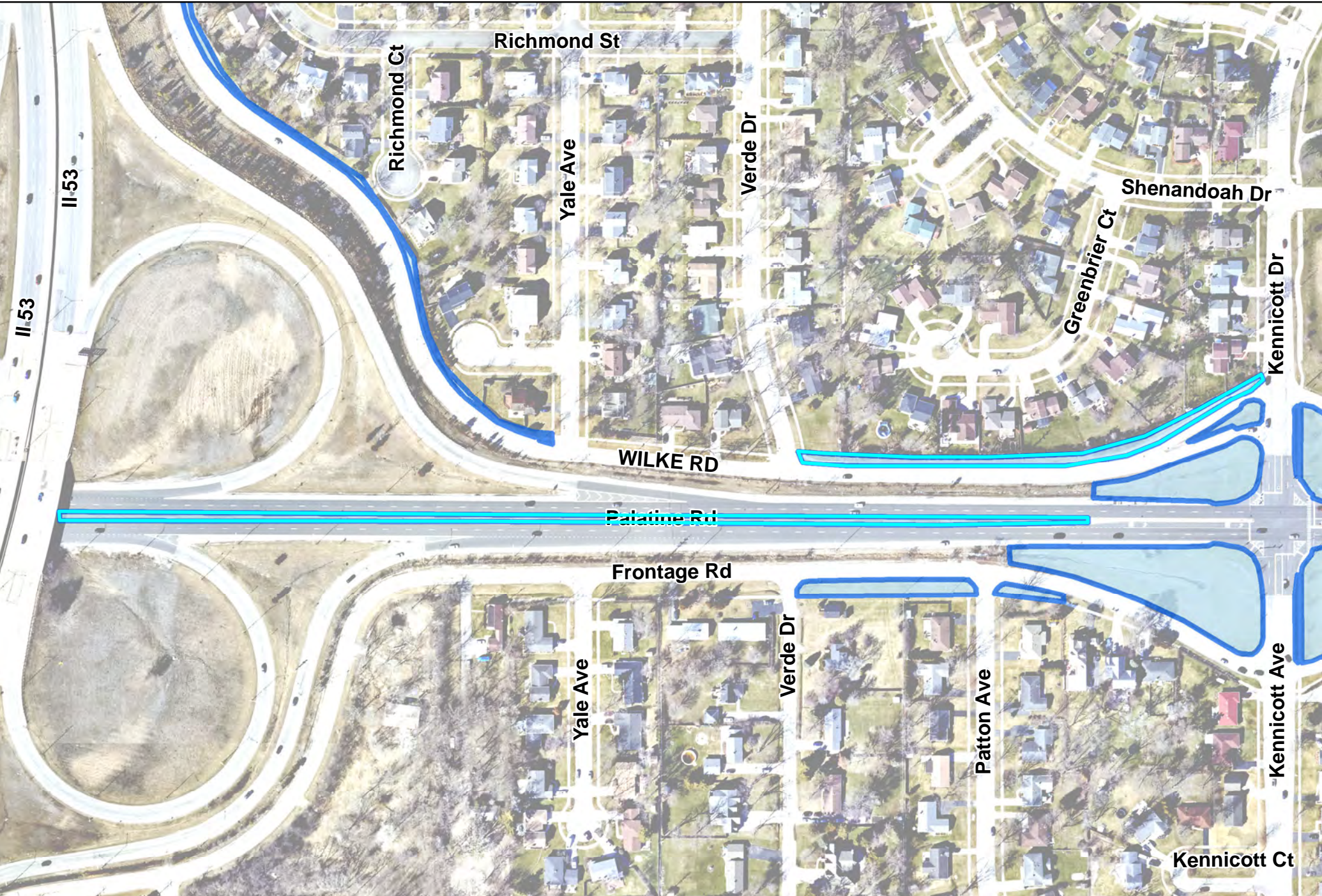




PAGE 4

Happiness Pond Basin

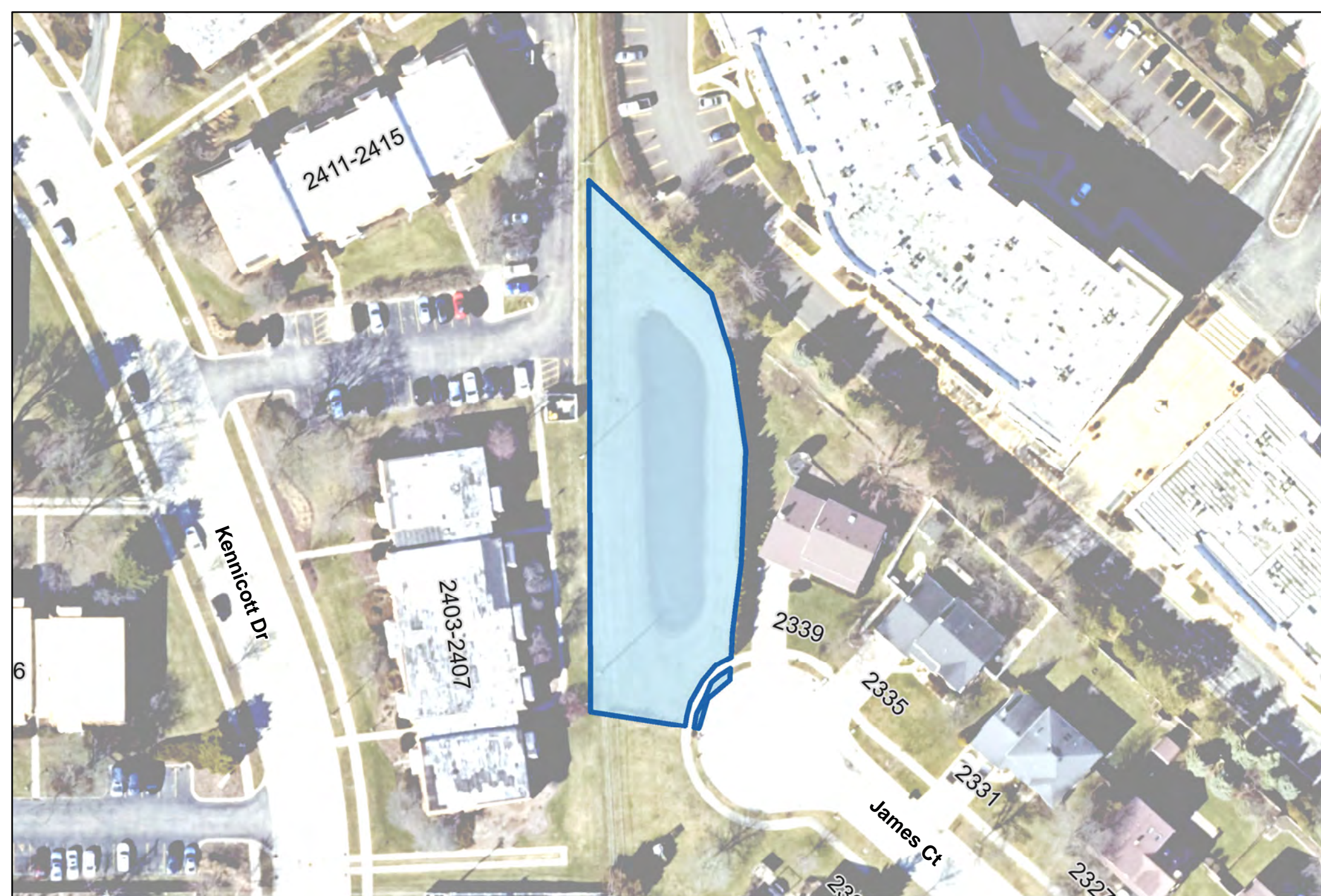




PAGE 5

Parkway NE Corner of Verde/Palatine Rd Frontage





2411-2415

Kennicott Dr

2403-2407

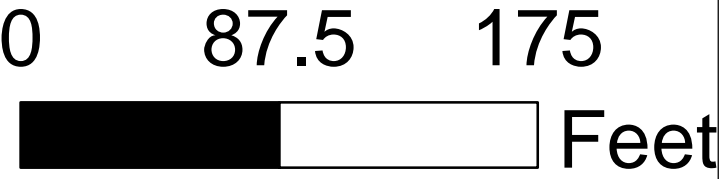
2339

2335

2331

James Ct

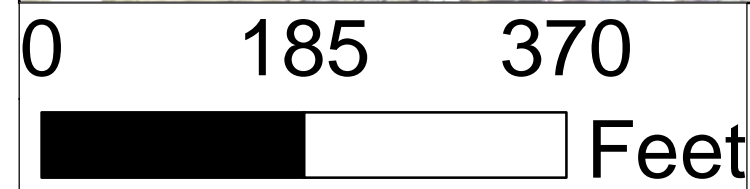
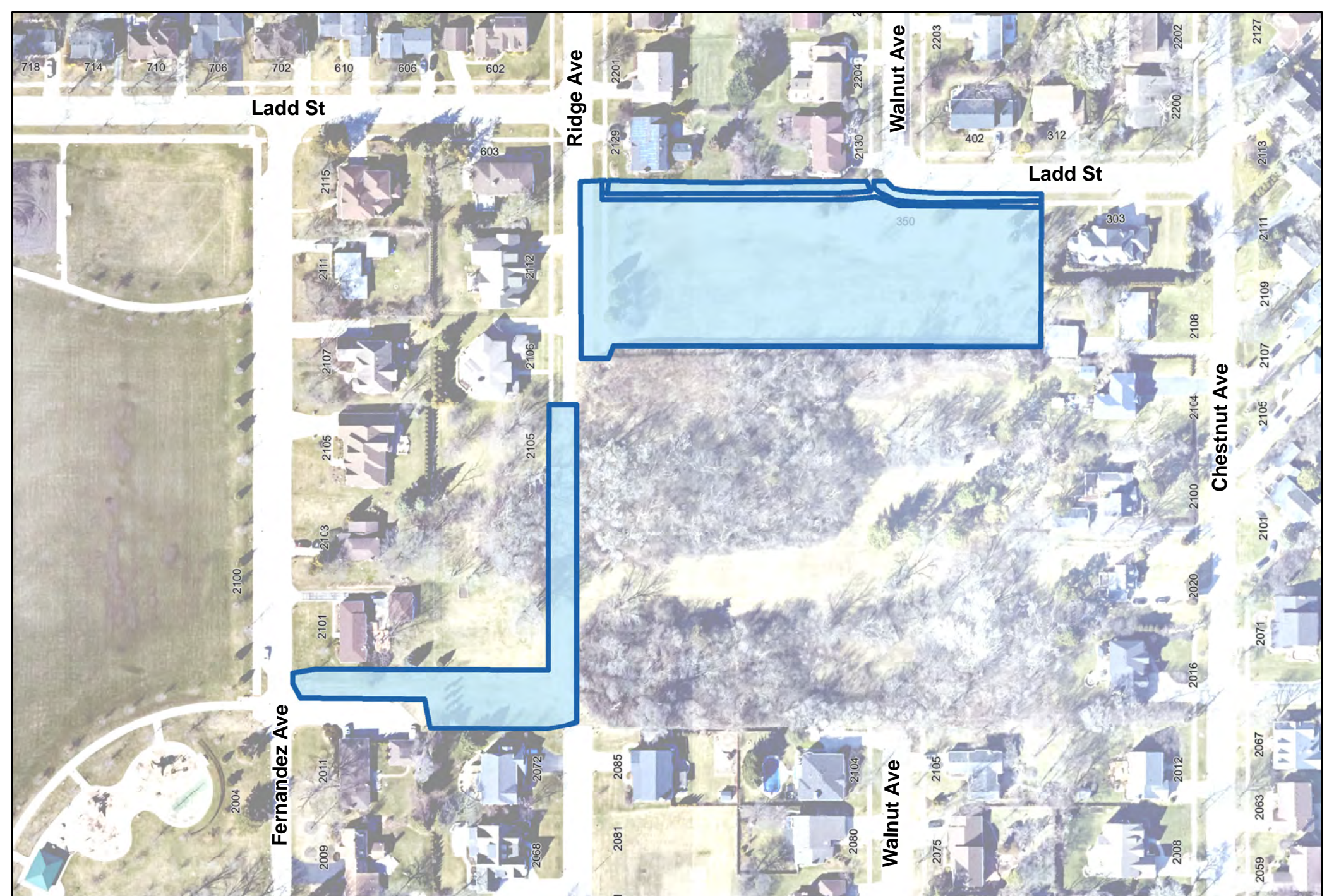
2327



PAGE 6

James Ct Retention Basin







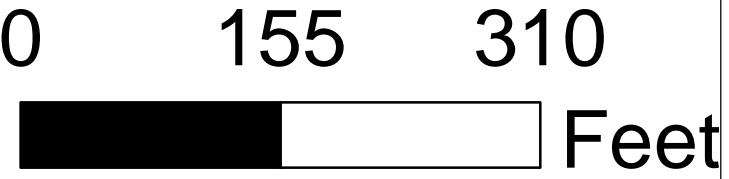
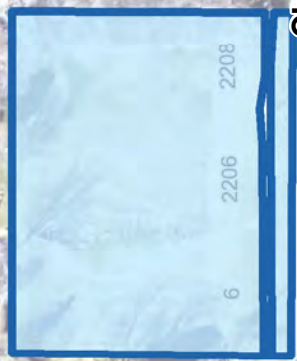
Techny Rd

Walnut Ave

Chestnut Ave

Ivy Ln

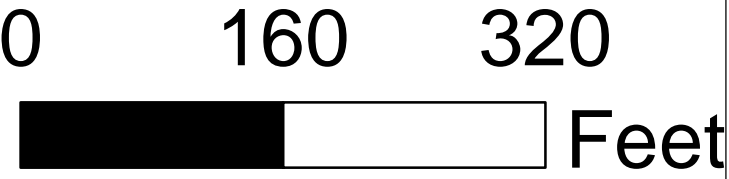
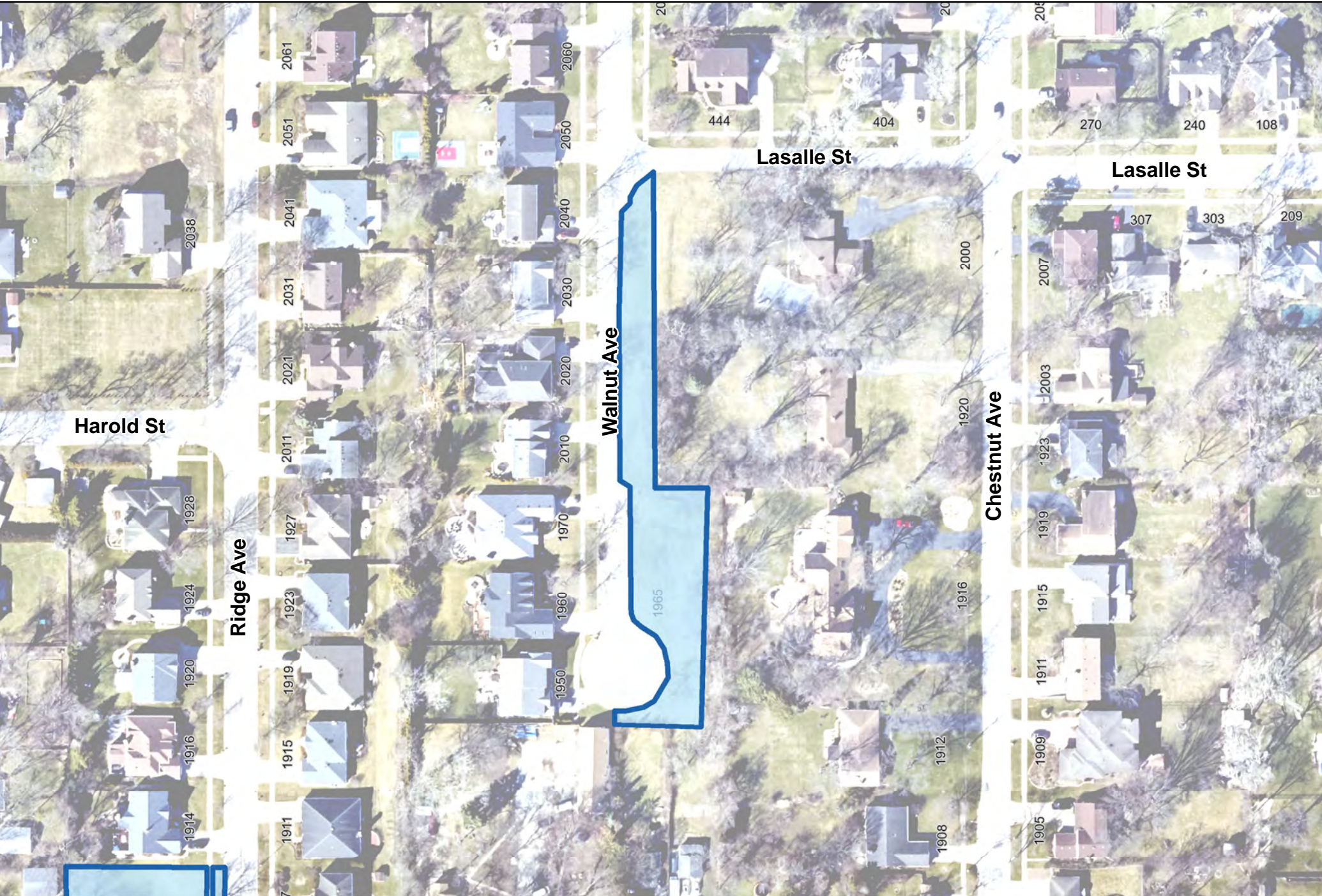
Rand Rd



PAGE 8

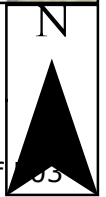
Chestnut Retention Basin & Island @ Palatine

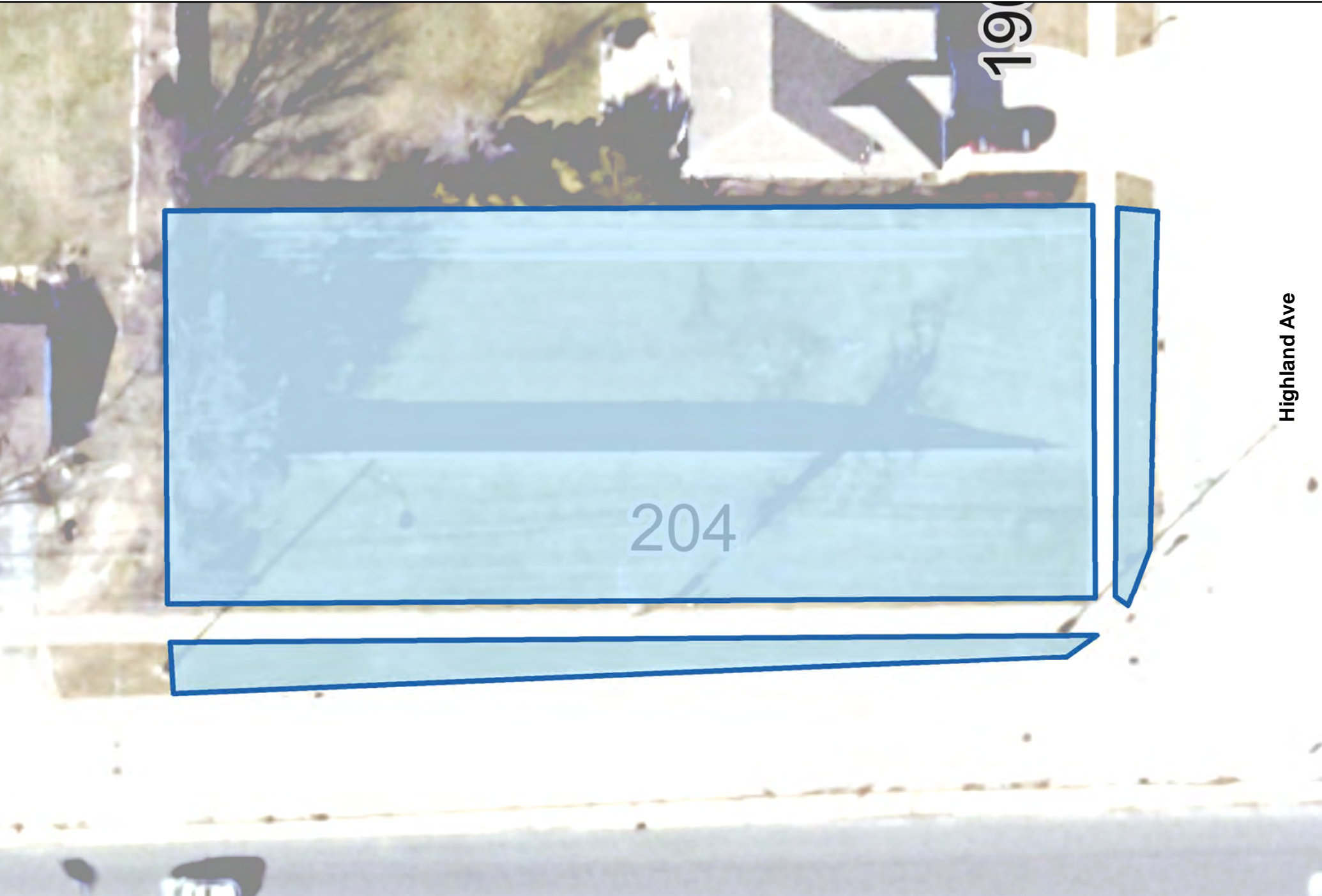




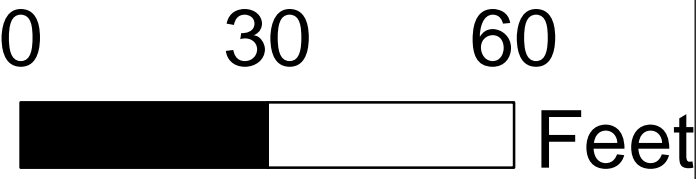
PAGE 9

Unimproved ROW @ Walnut Ave/LaSalle





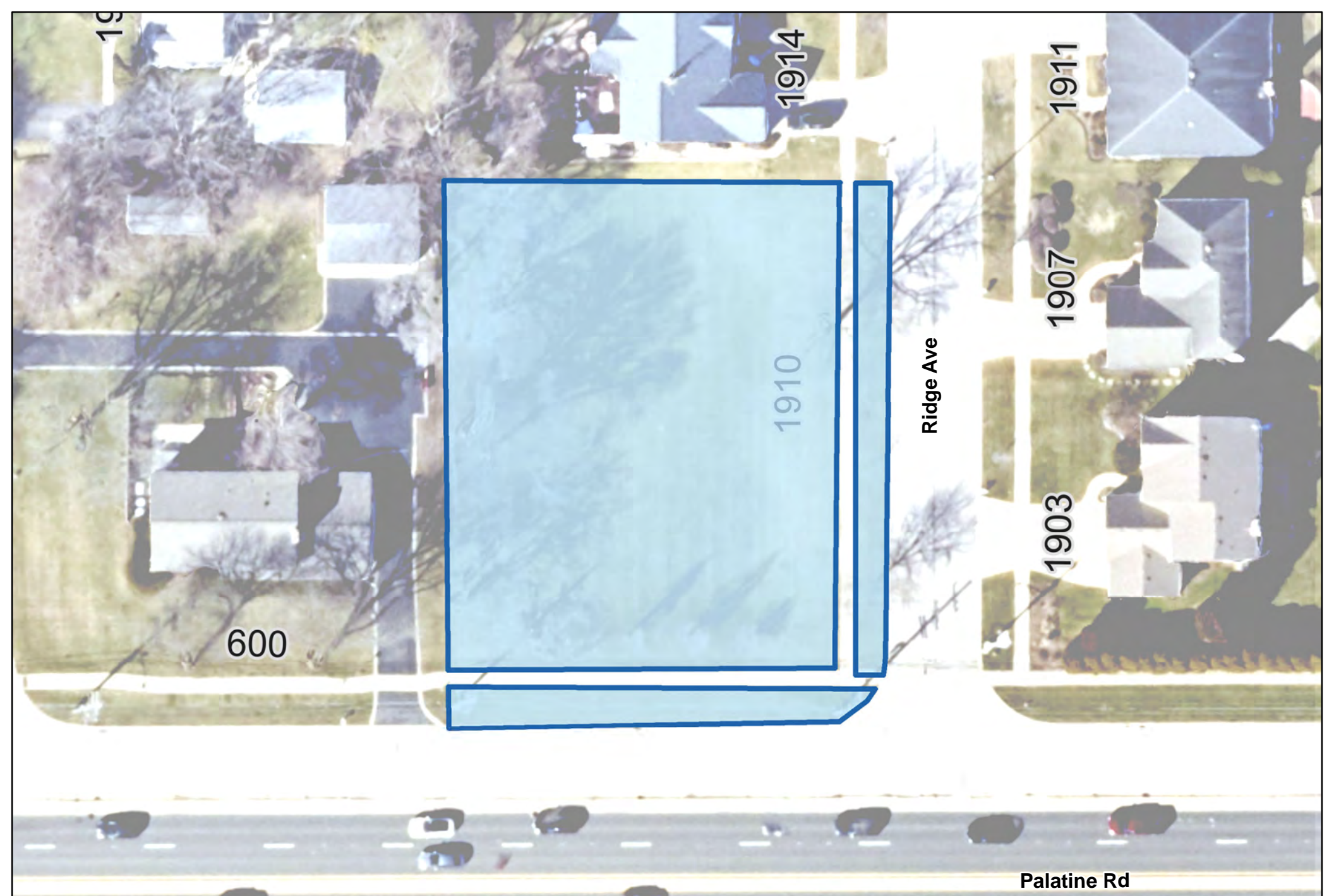
Highland Ave



PAGE 10

204 W Palatine Rd Retention Basin





600

1910

Ridge Ave

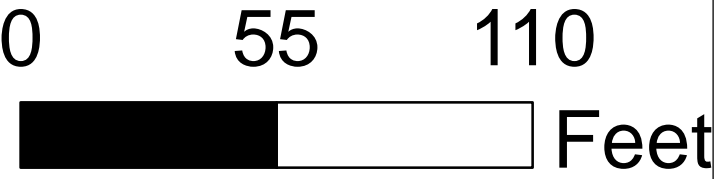
1903

1907

1911

1914

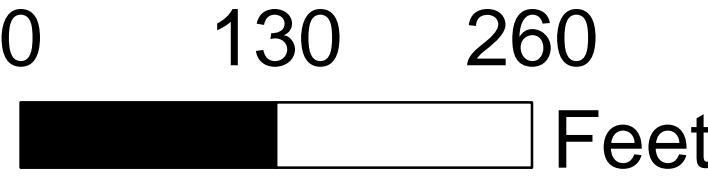
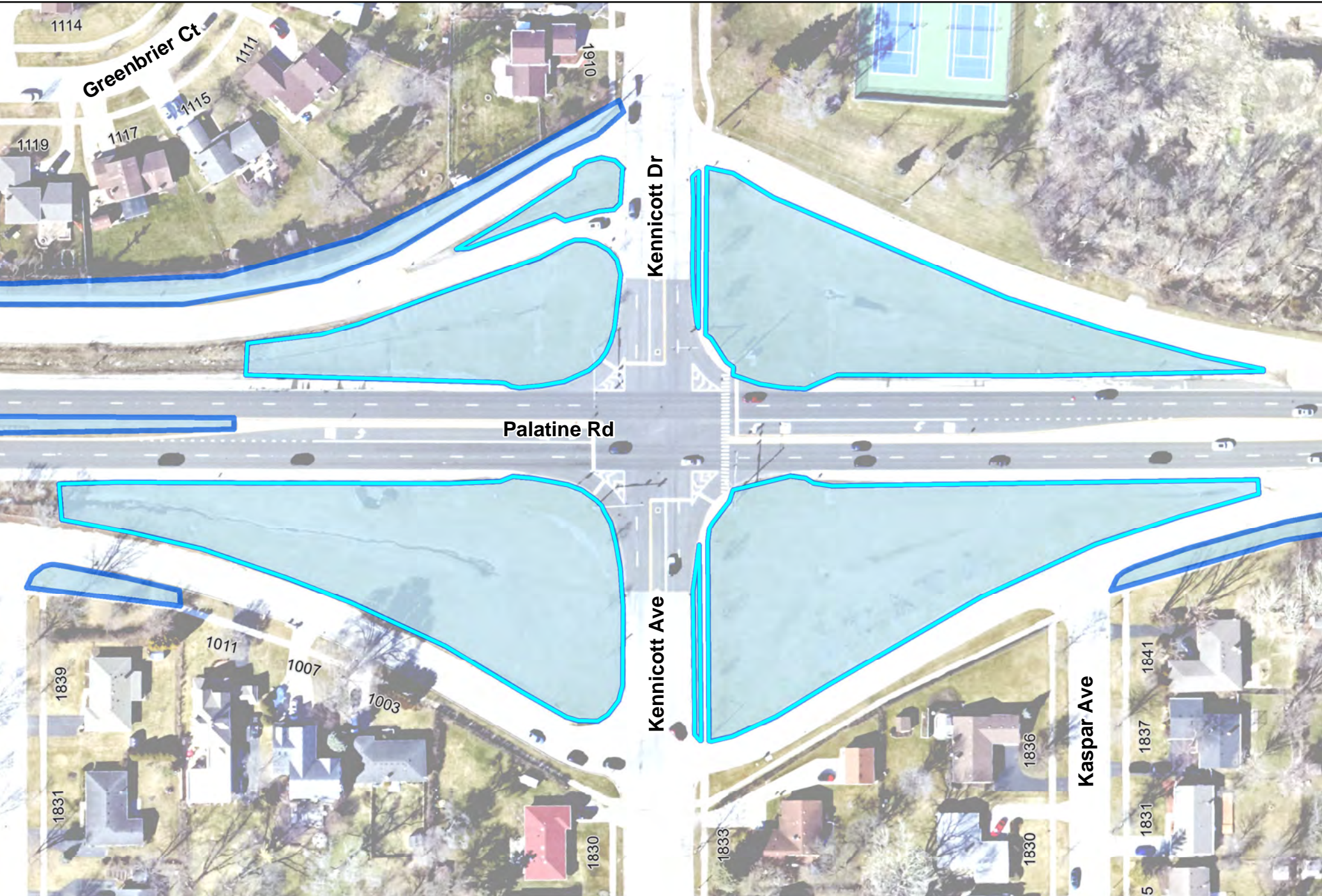
Palatine Rd



PAGE 11

Ridge/Palatine Retention Basin

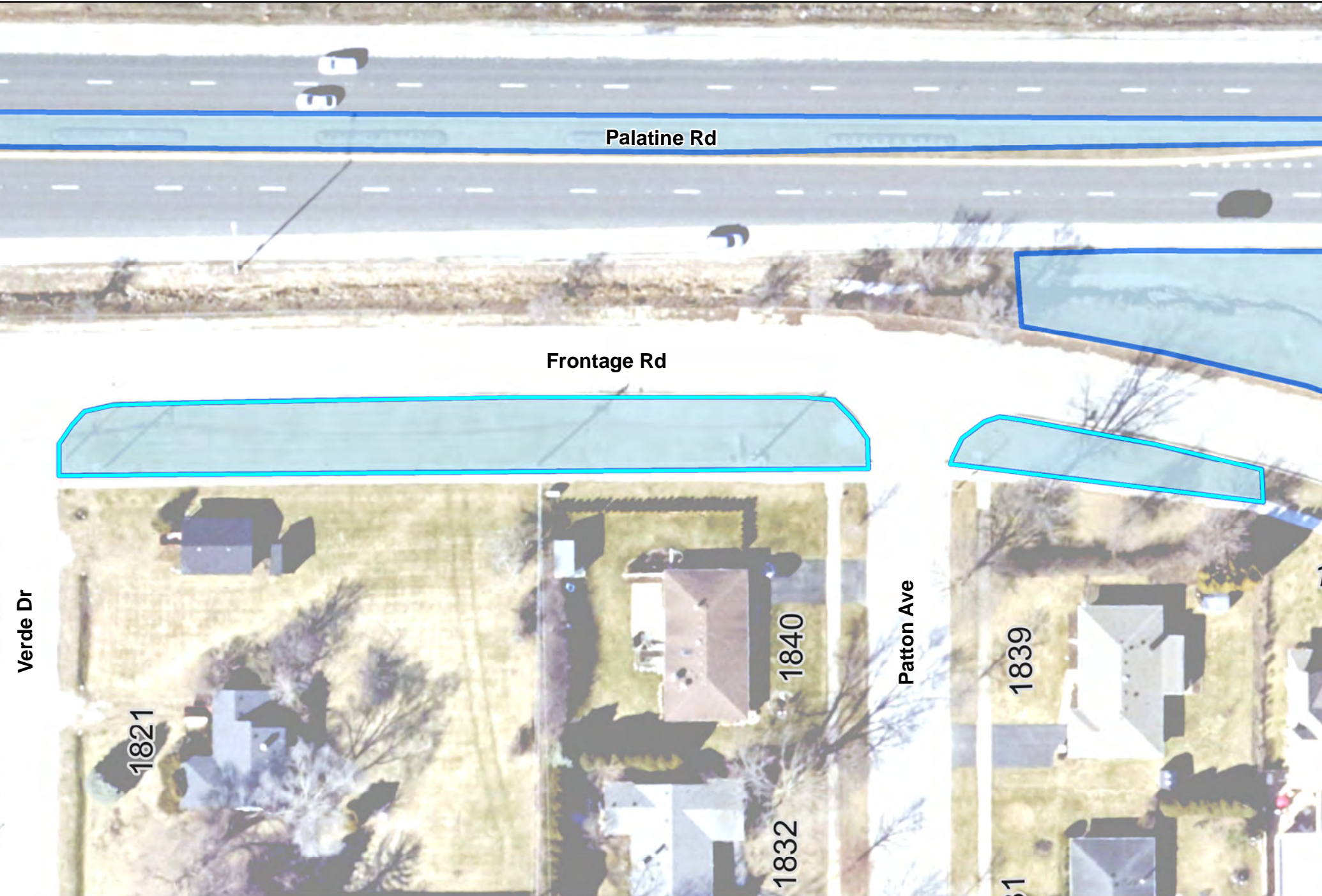




PAGE 12

4 Corners of Kennicott & Palatine





Palatine Rd

Frontage Rd

Verde Dr

Patton Ave

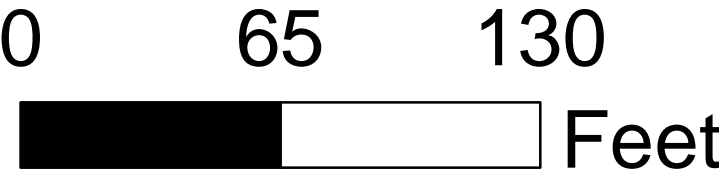
1821

1840

1839

1832

1831



PAGE 13

Parkway along S. Palatine Frontage, Verde- Patton





Palatine Rd

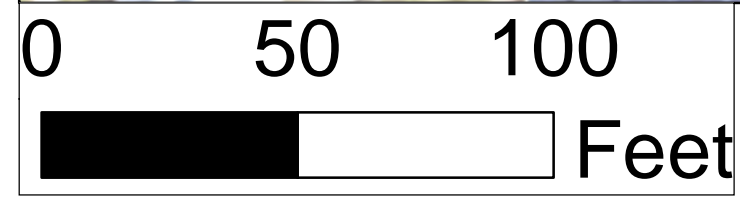
Kaspar Ave

1841

1840

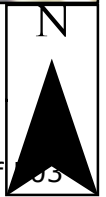
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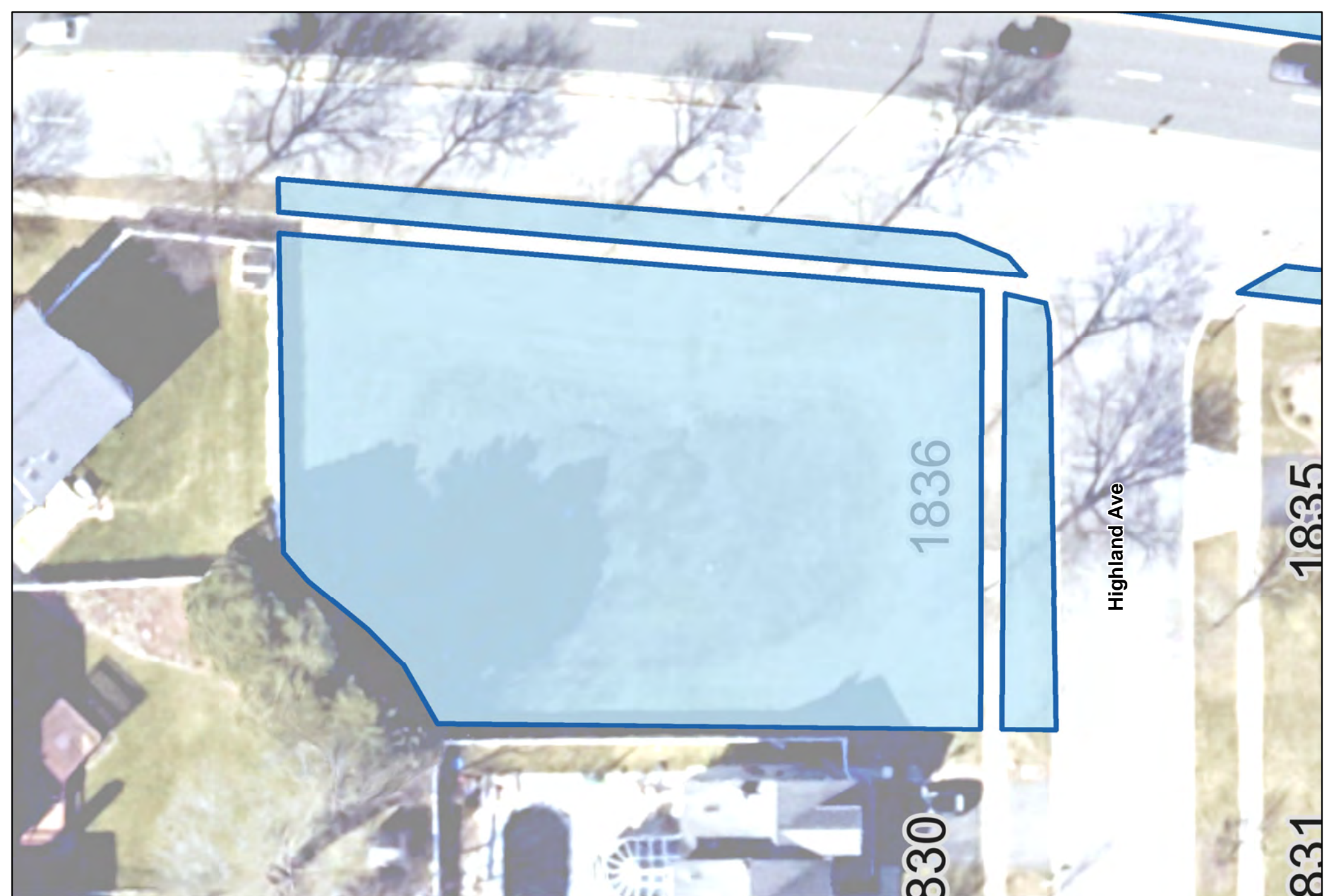
Ridge Ave



PAGE 14

SE corner of Kaspar/Palatine Frontage





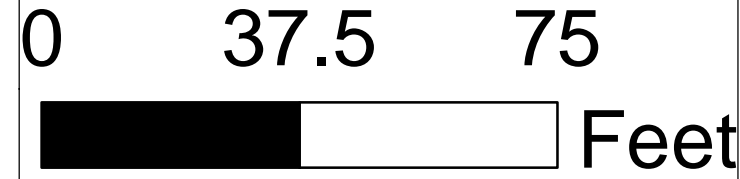
1836

1835

Highland Ave

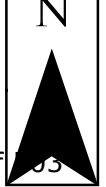
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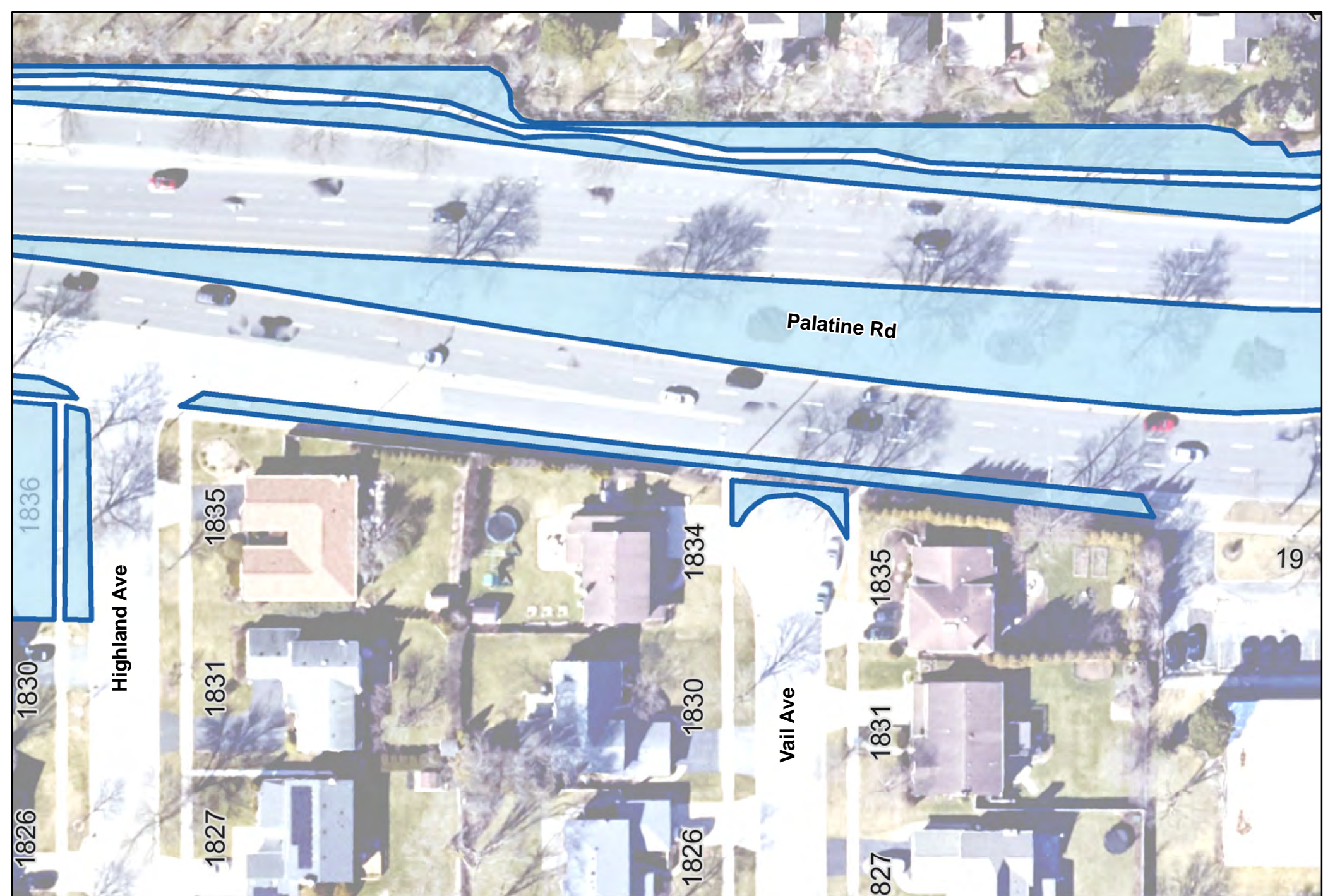
1831



PAGE 15

Retention basin @ SW Corner of Highland/Palatine Page 343 of 35





Palatine Rd

Highland Ave

Vail Ave

1836

1830

1826

1835

1831

1827

1834

1830

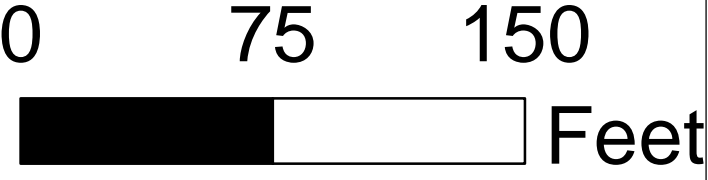
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1835

1831

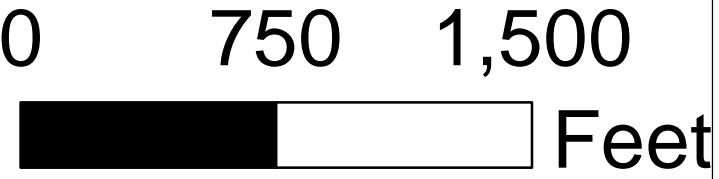
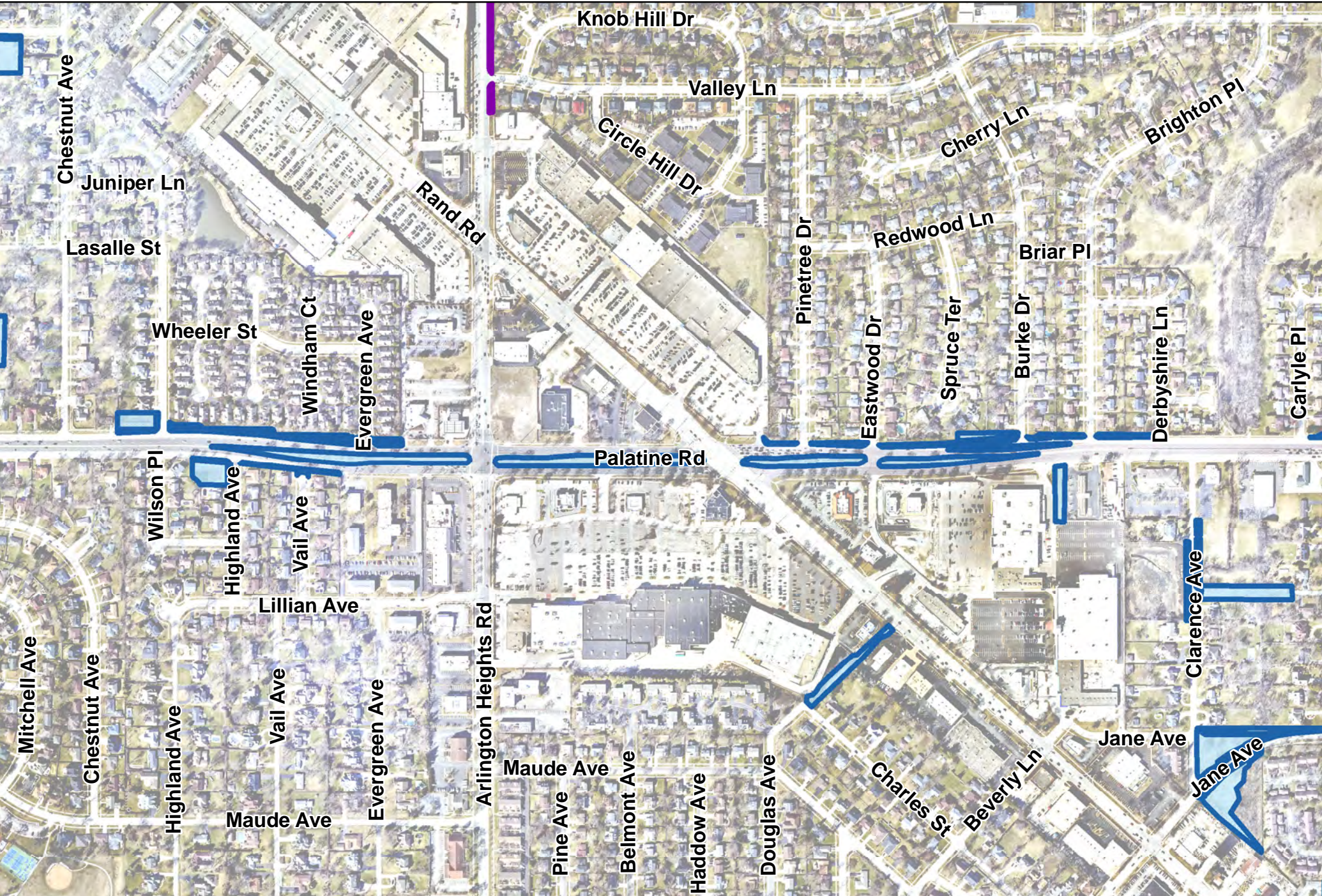
827

19



PAGE 16





PAGE 17

Islands/pkwys along Palatine, Highland-Derbyshire

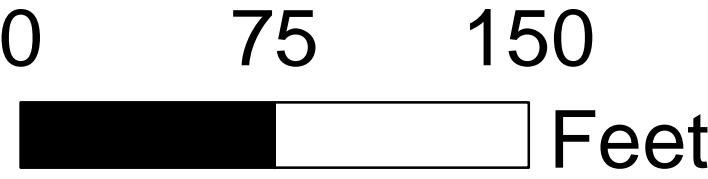
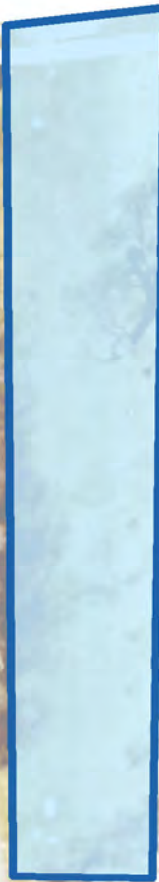


Palatine Rd

1007

1015

600

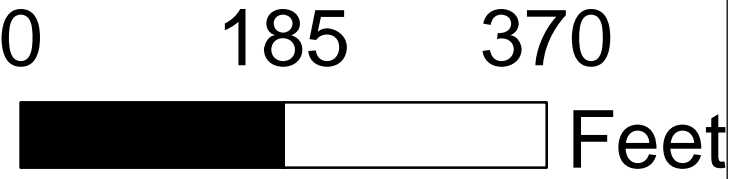
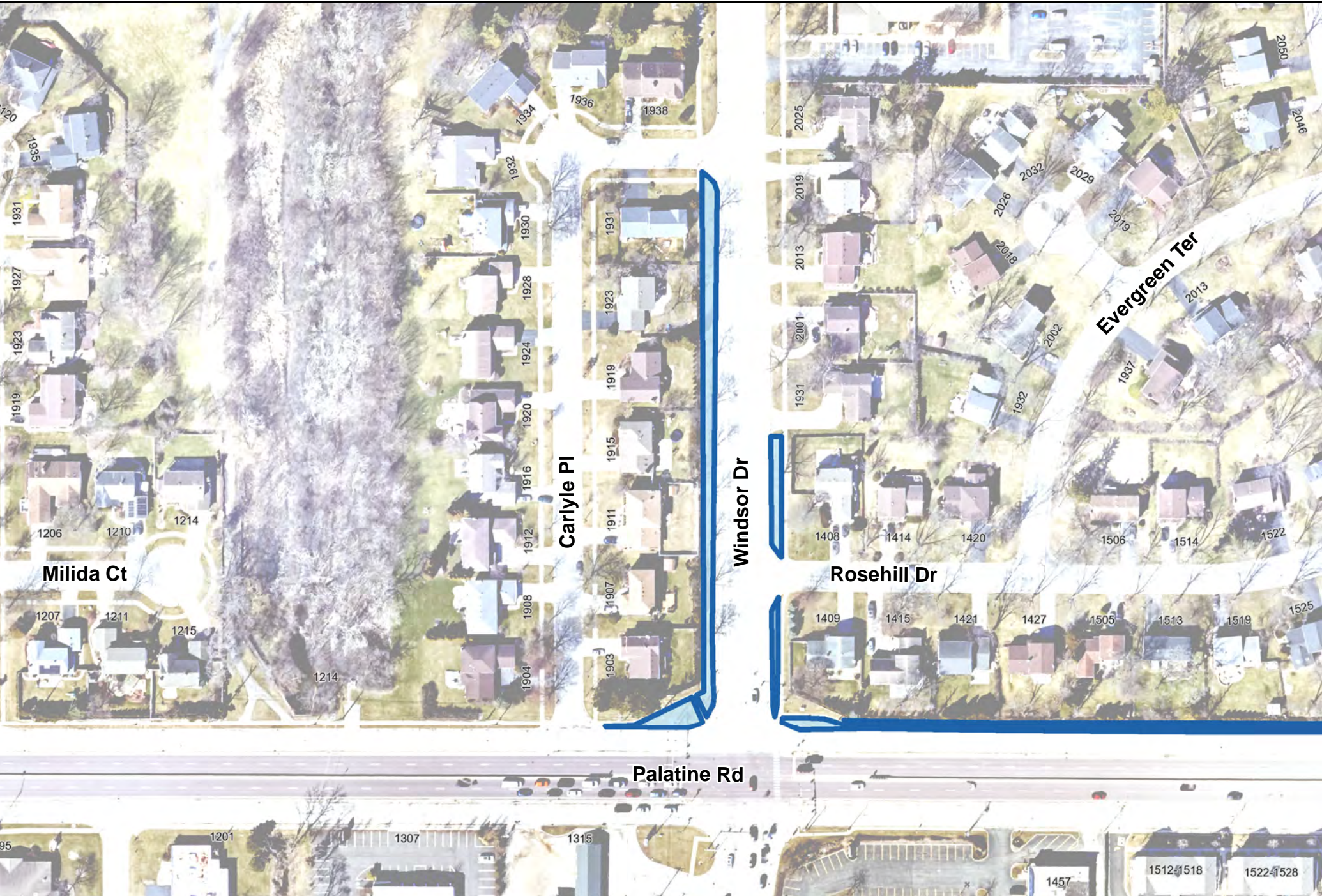


PAGE 18

ROW East of 1007 E Palatine Rd Car Wash

Page 346 of 353

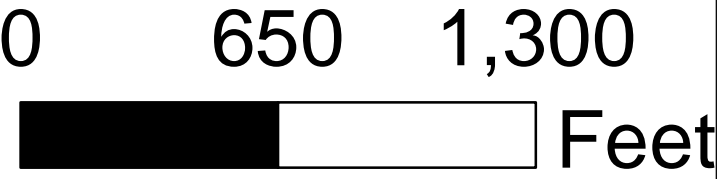
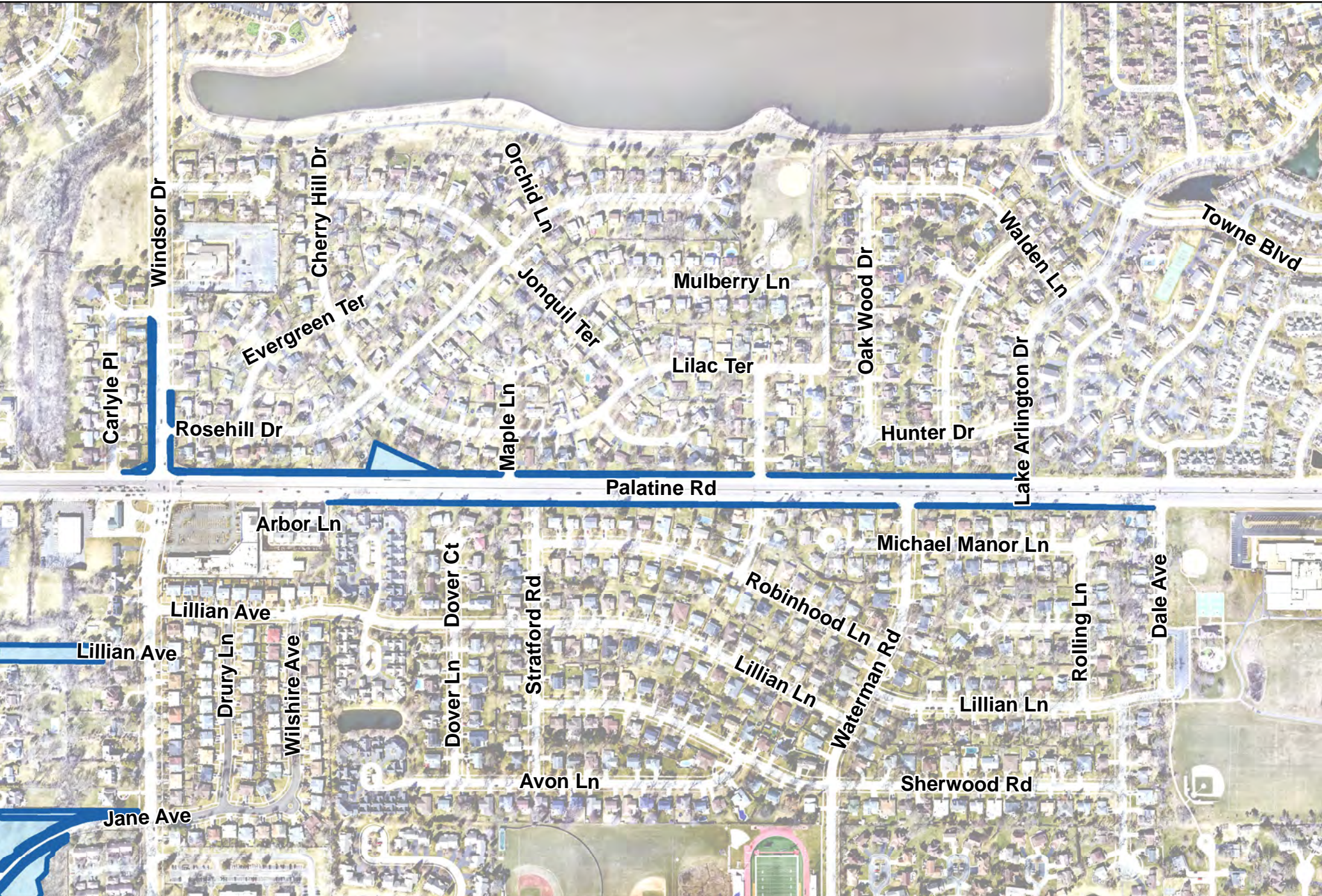




PAGE 19

Windsor Dr at Palatine Rd







Clarence Ave

Lillian Ave

1810

1811

1805

1801

1800

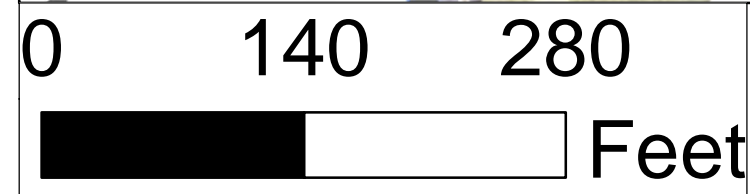
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1715

1712

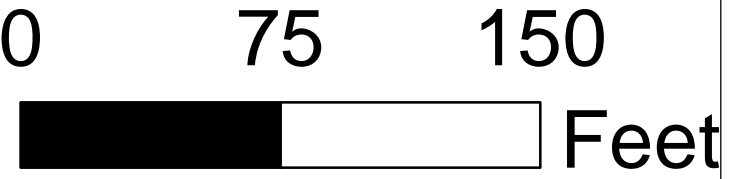
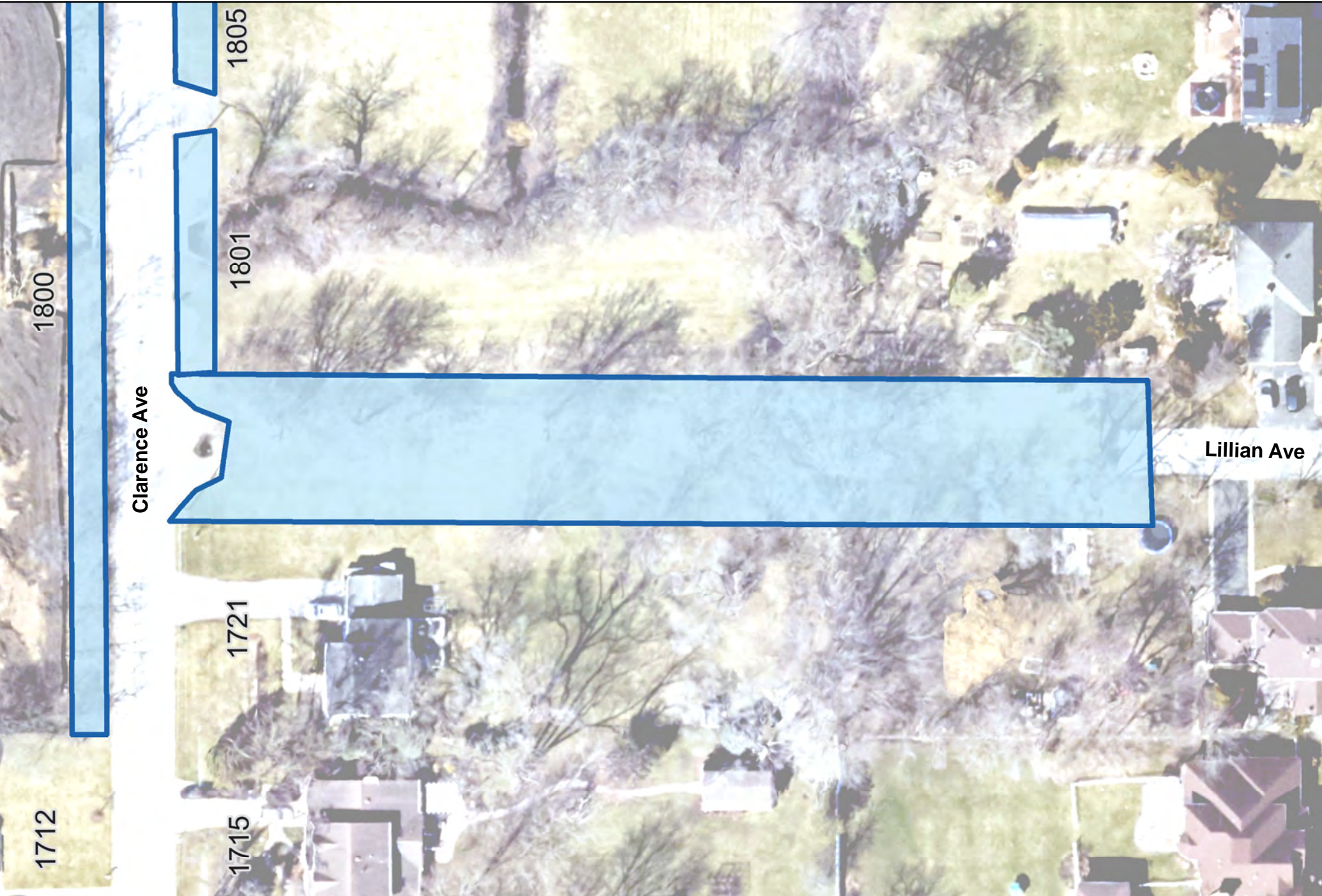
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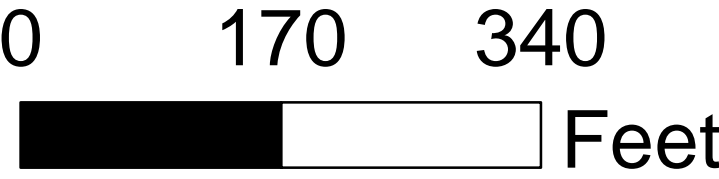
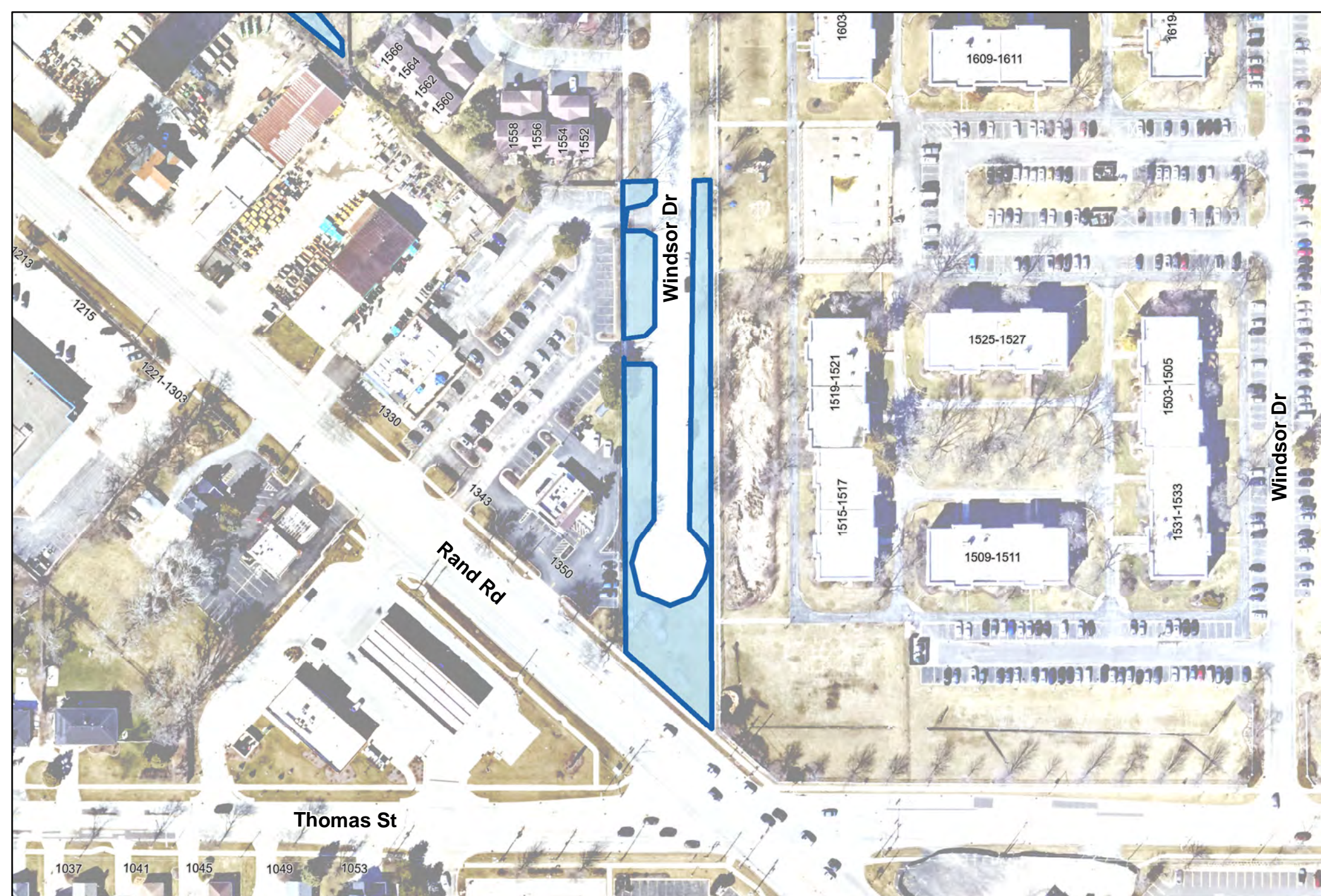


PAGE 22





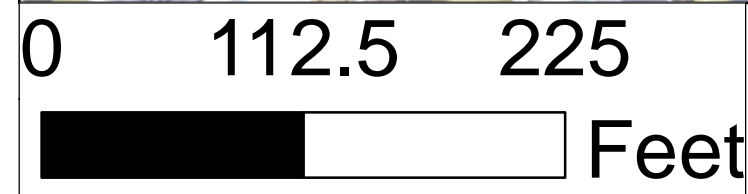
PAGE 23
Lillian ROW



PAGE 24

Rand and Windsor cul-de-sac

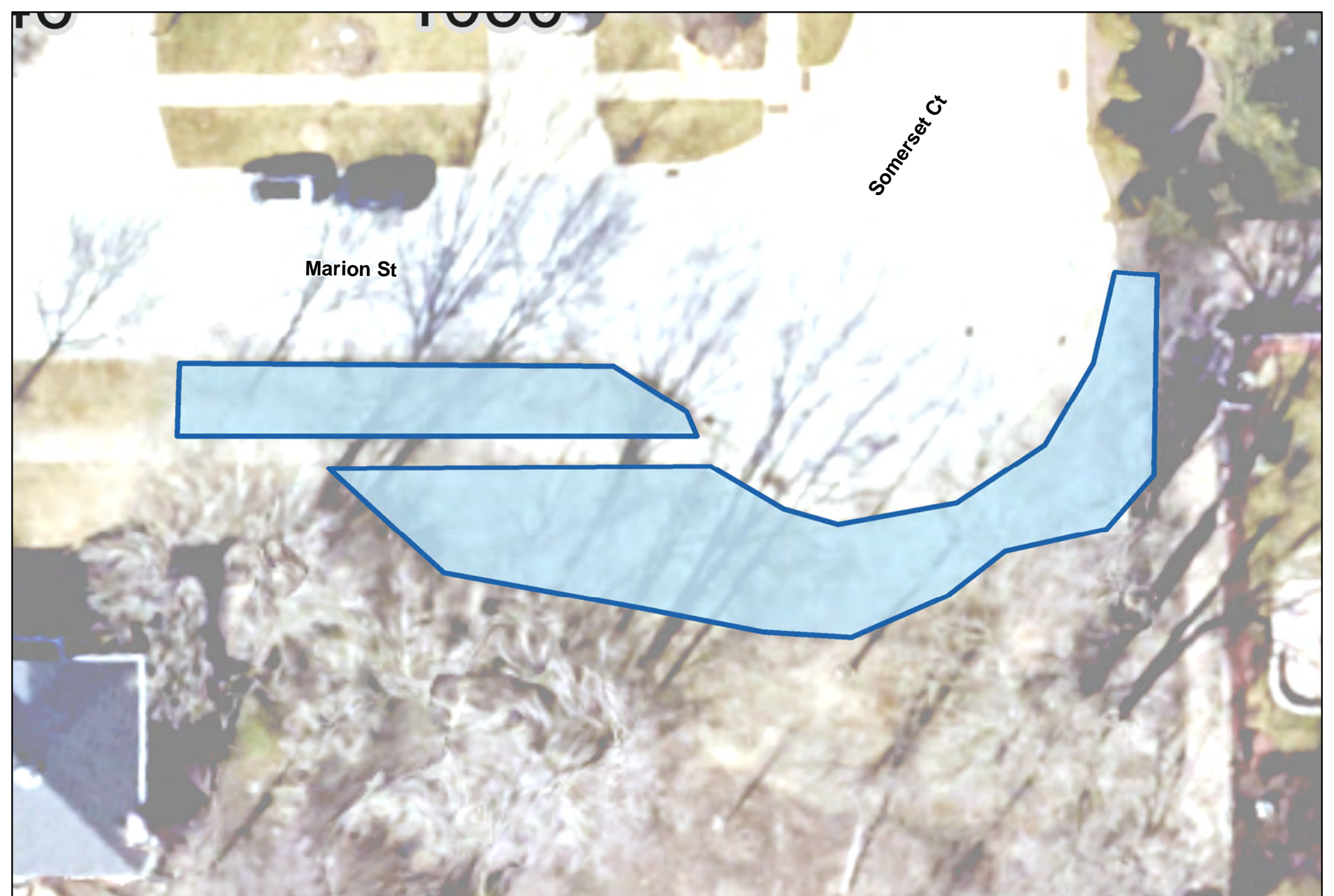




PAGE 25

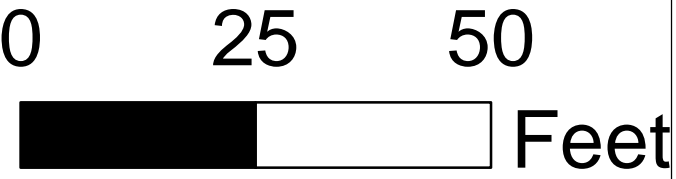
Dorothy ROW





Somerset Ct

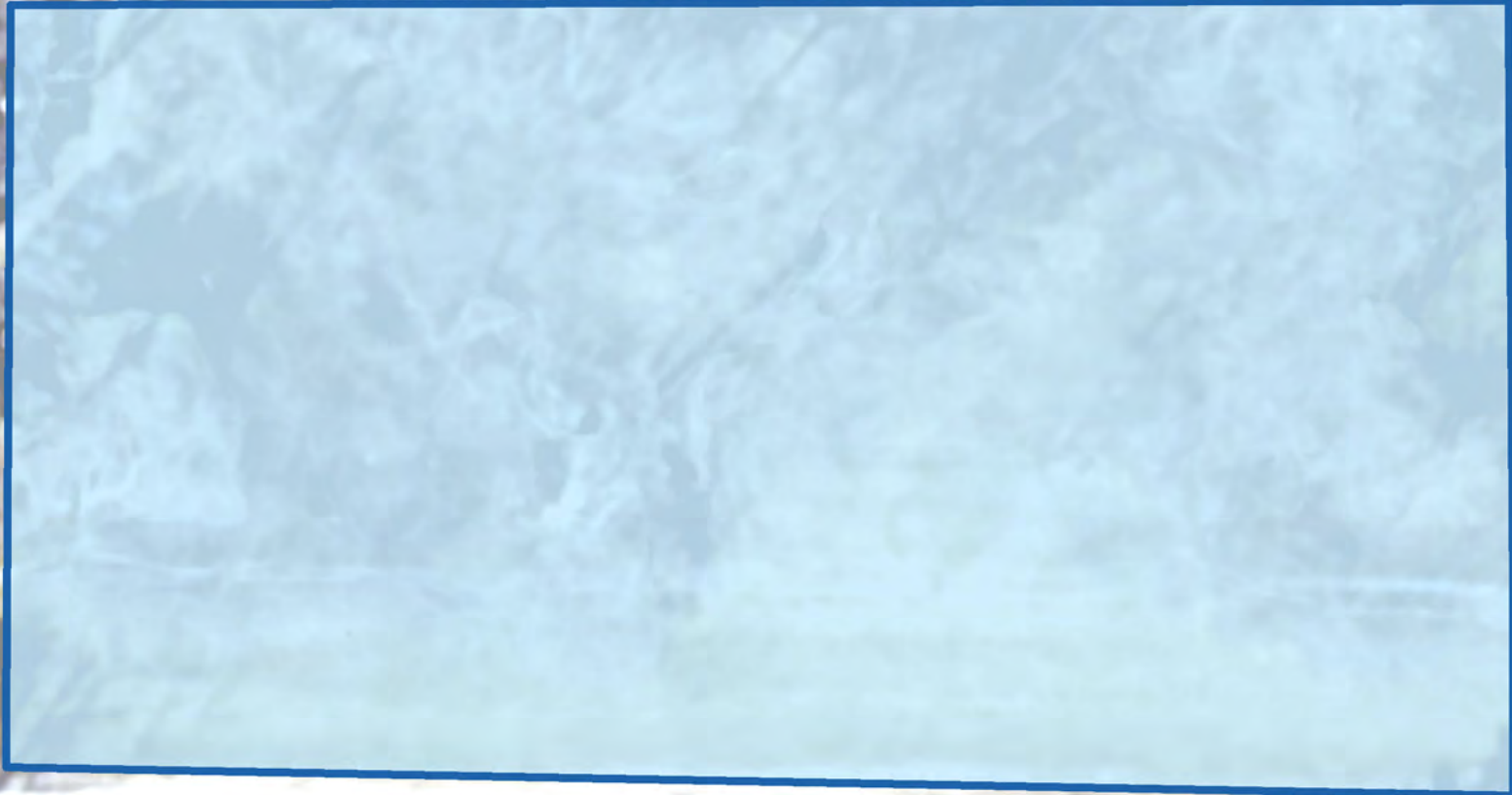
Marion St



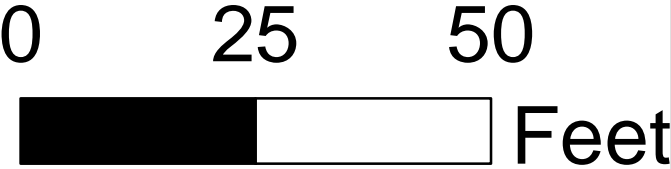
PAGE 26

SE Corner Marion/Somerset





Olive St



PAGE 27

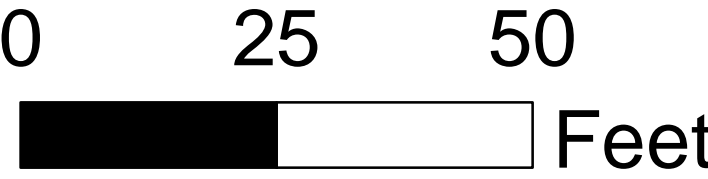
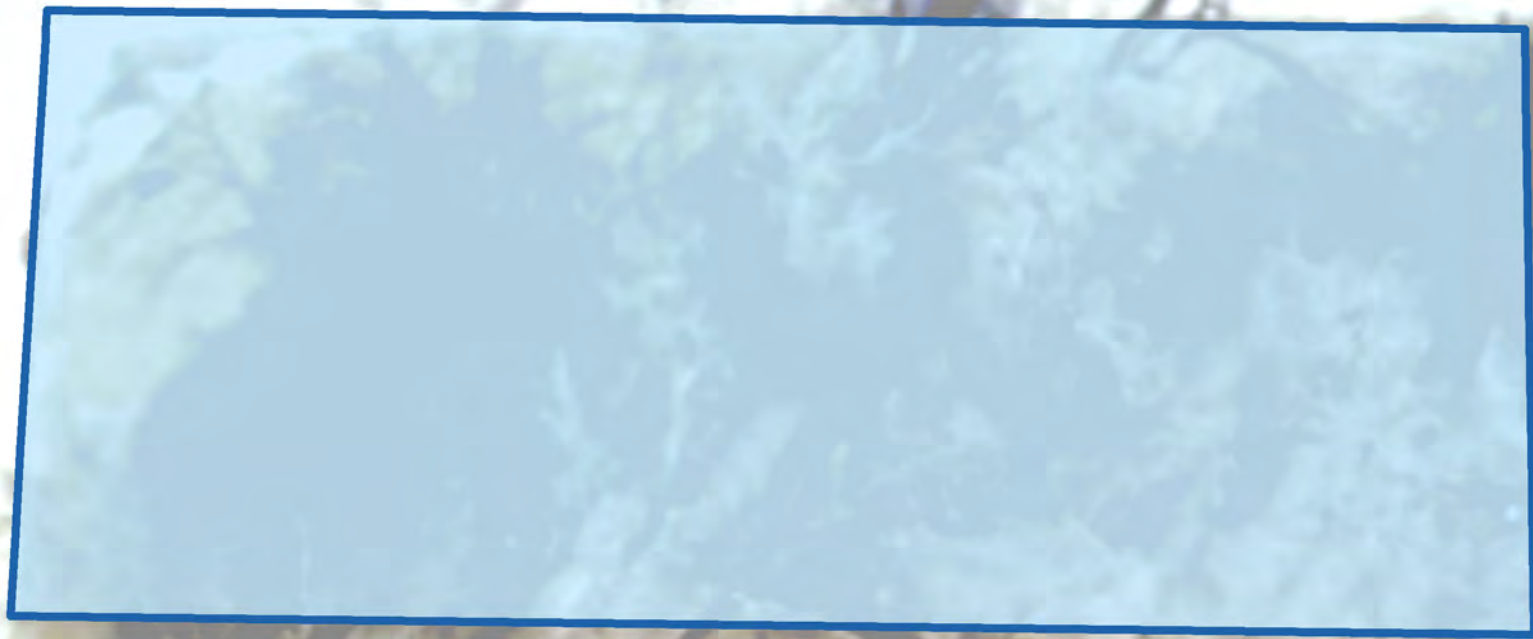
Olive St Parkway along Retention Basin





Oakton St

Forrest Ave



PAGE 28

SE Corner of Oakton St. and Forrest Ave



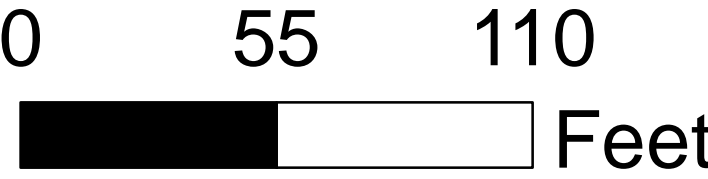


Frederick St

1002

930

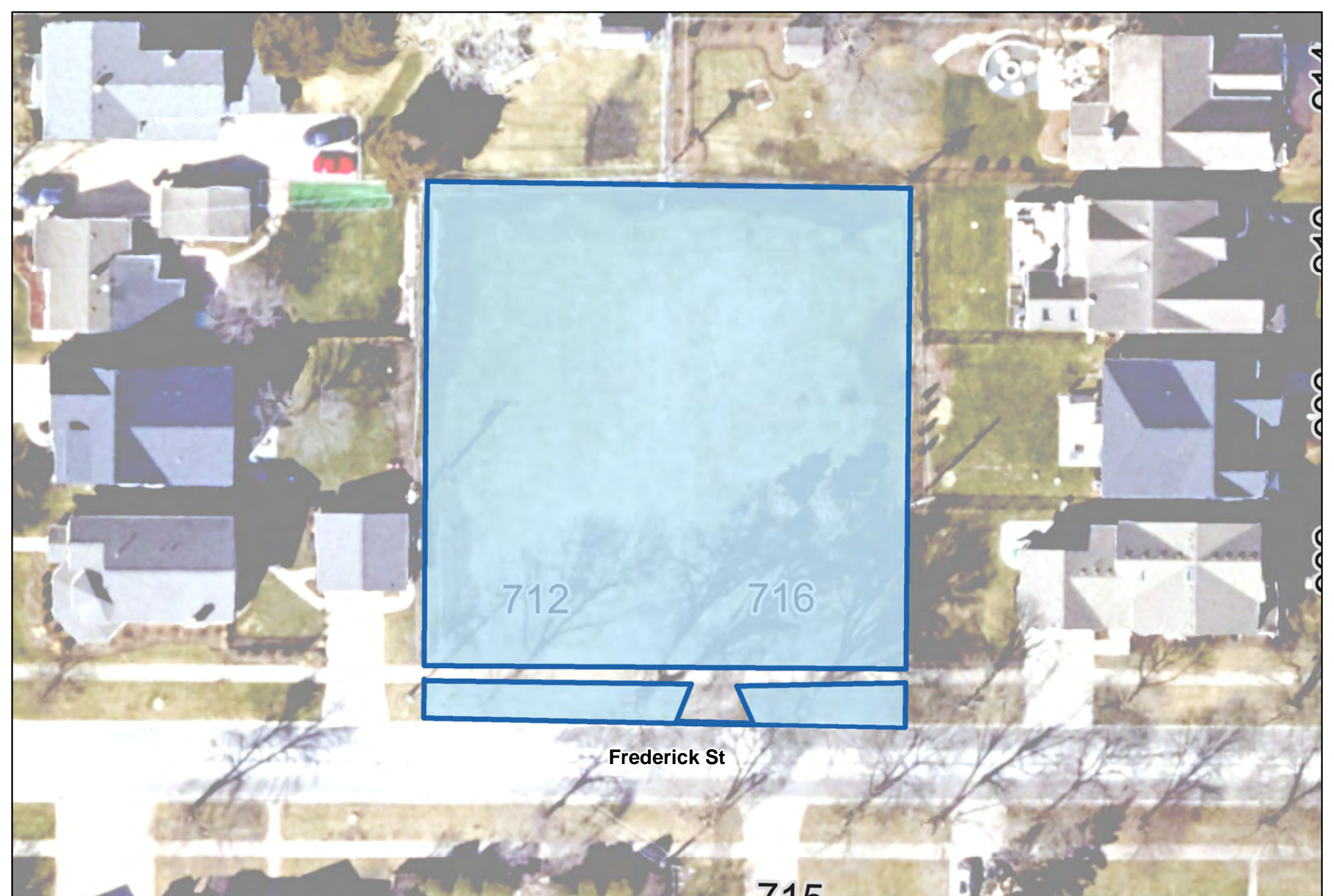
Forrest Ave



PAGE 29

Frederick ROW, Forrest-Gibbons



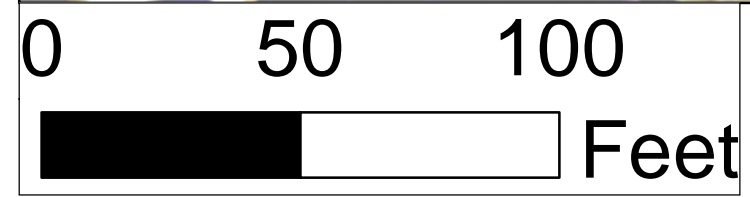


712

716

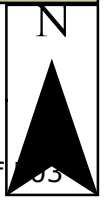
Frederick St

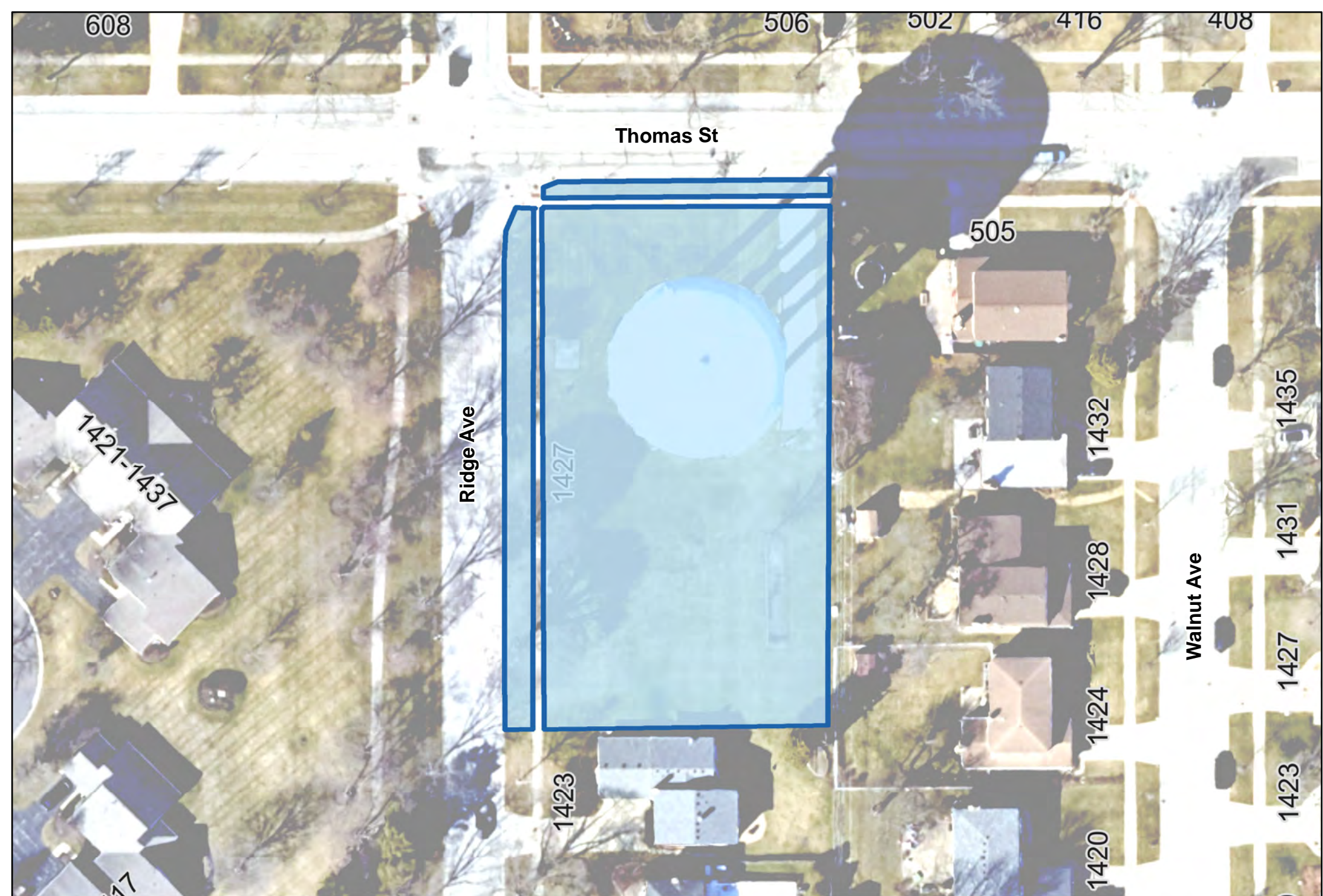
715



PAGE 30

Abandoned Well #7, 650 E Frederick St





608

506

502

416

408

Thomas St

505

1421-1437

Ridge Ave

1427

1432

1428

Walnut Ave

1435

1431

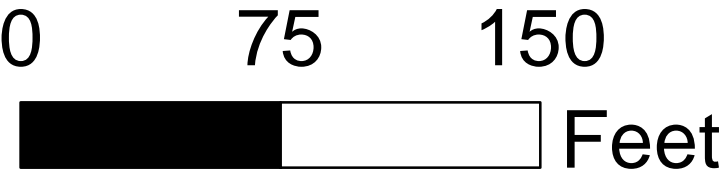
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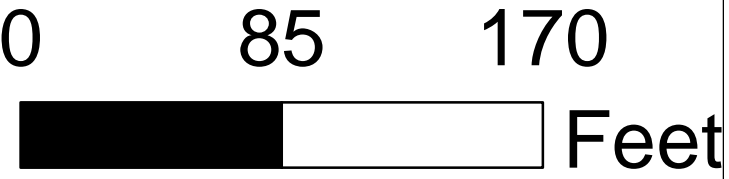
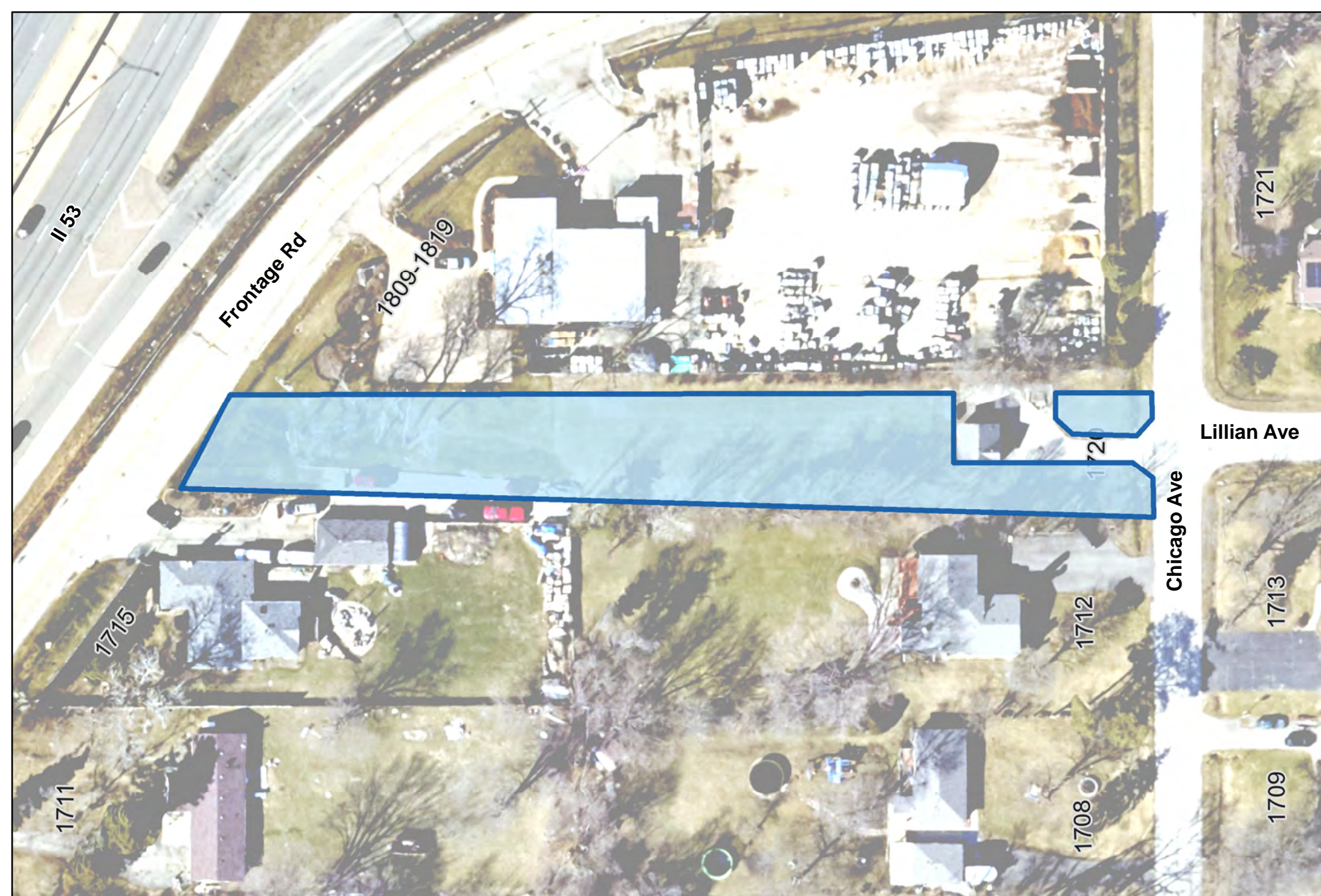
1420



PAGE 31

Thomas Hydropillar, SE Corner of Ridge/Thomas





PAGE 32

Lillian ROW & Lift Station, Chicago-Wilke





1316

1312

1308

1304

1313

1313

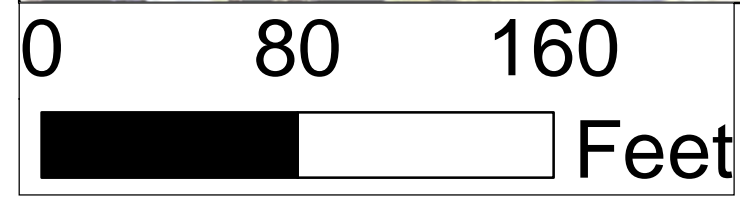
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Olive St

1303

1313

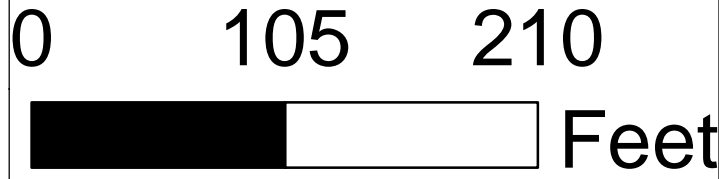
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PAGE 33

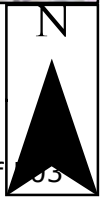
Perimeter of Wetland and Parkways at Christina Ct Page 361 of 33





PAGE 34

Oakton - South side to Waterman Ave

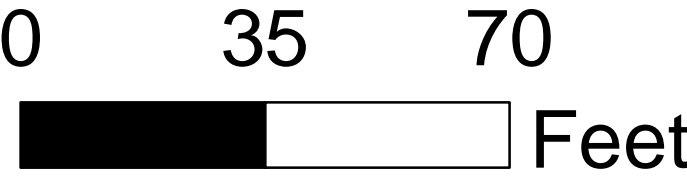




1815

702

642



PAGE 35
 Hawthorne St ROW

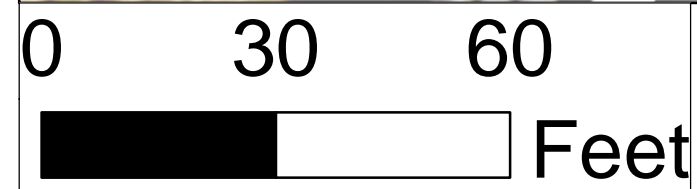


9

Hickory Ave

6

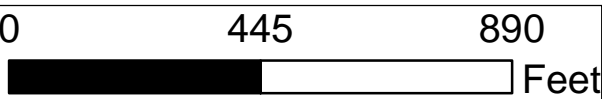
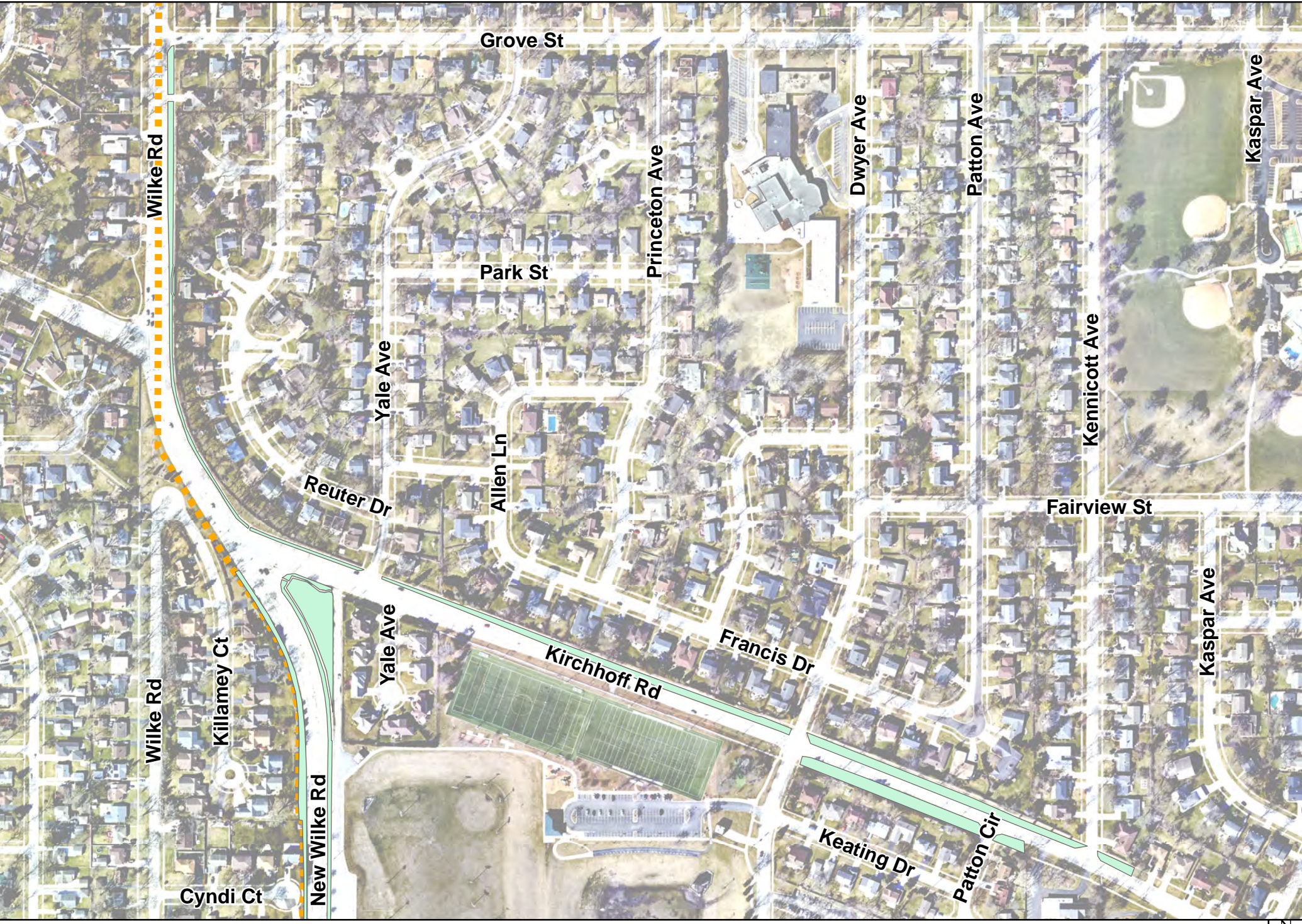
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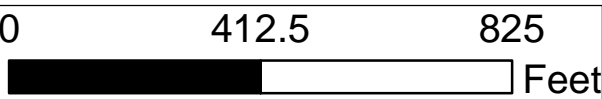
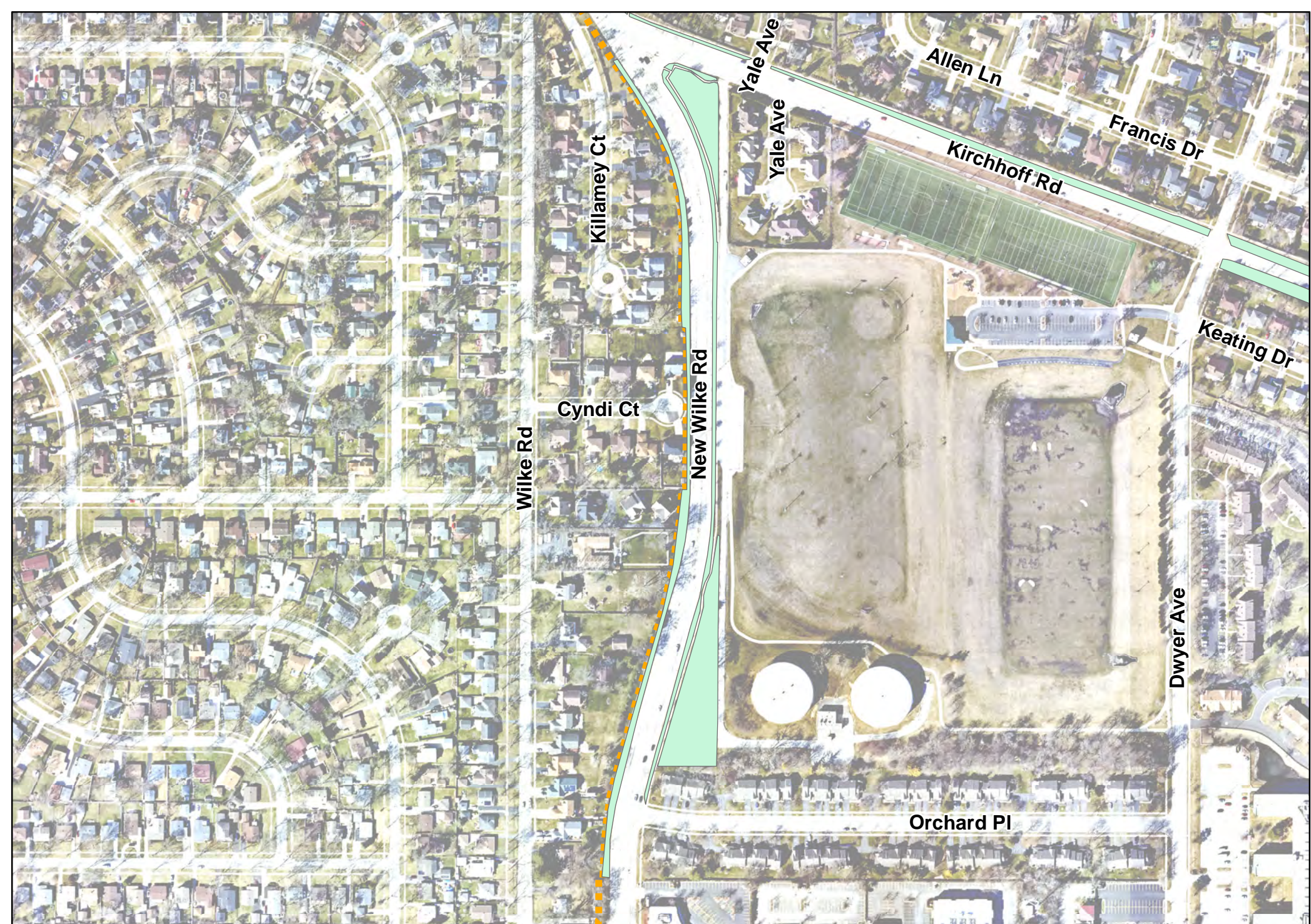


PAGE 36

6 N Hickory









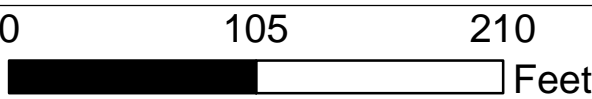
Dwyer Ave

Francis Dr

Kirchhoff Rd

Keating Dr

Patton Cir





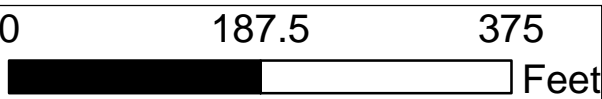
Ridge Ave

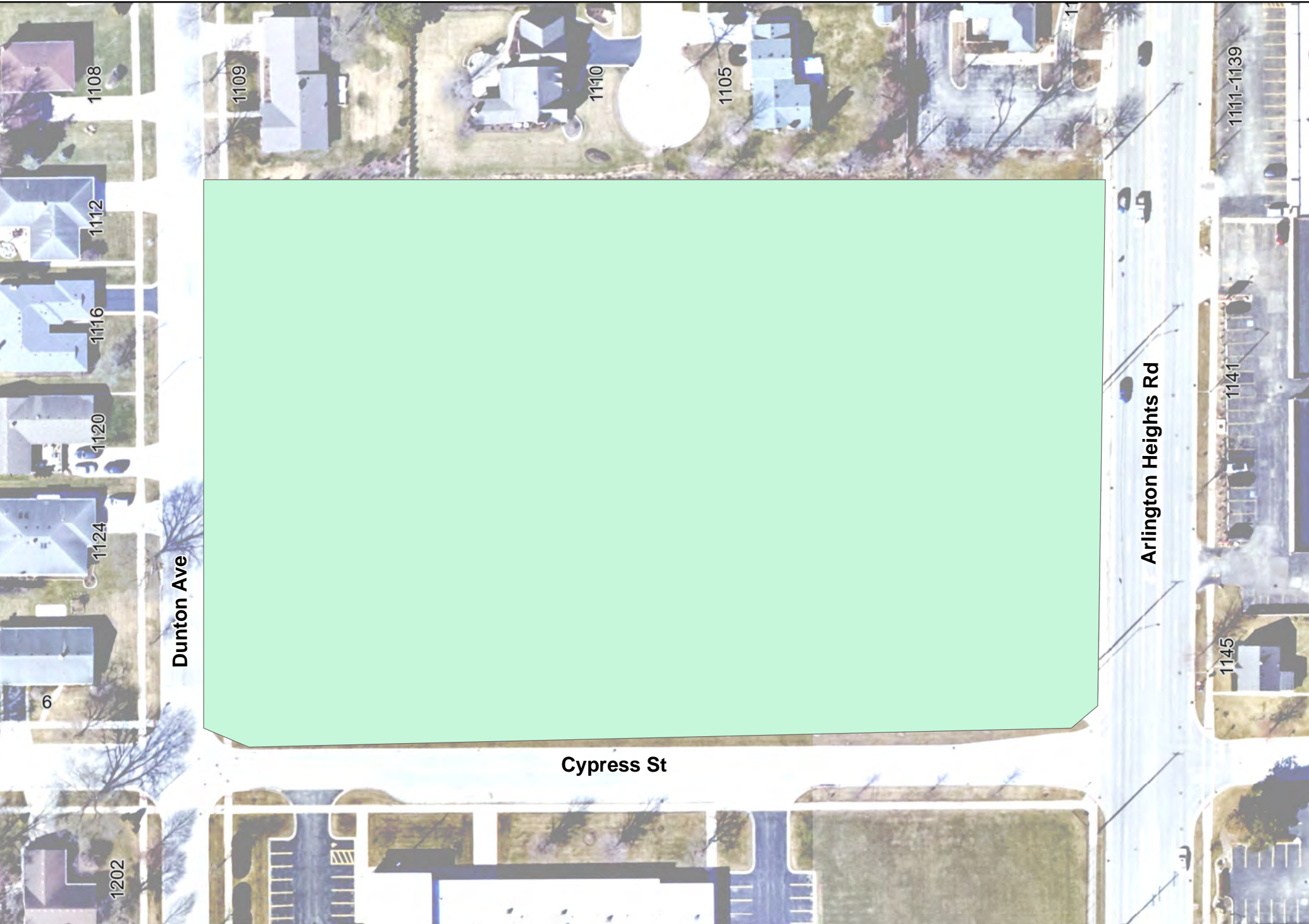
Walnut Ave

Mitchell Ave

Chestnut Ave

Highland Ave

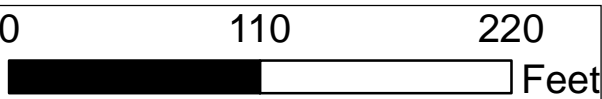




Dunton Ave

Cypress St

Arlington Heights Rd





Arlington Heights Rd

White Oak St

102

1258

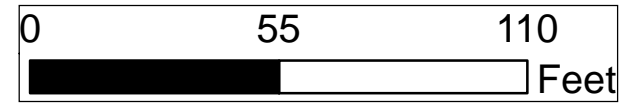
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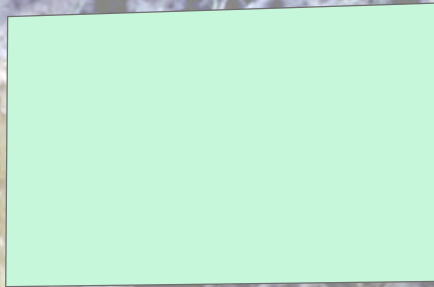
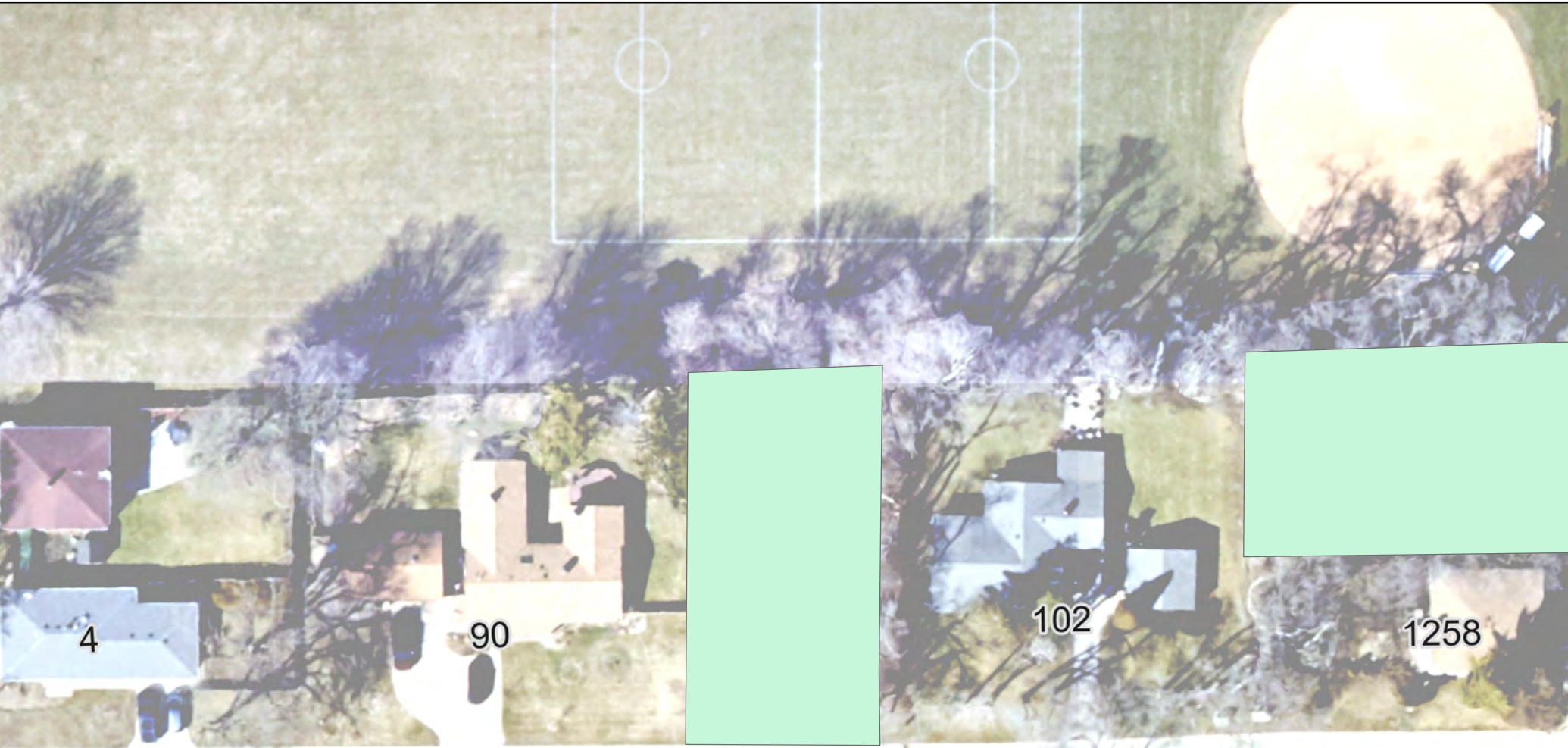
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1249

109

201

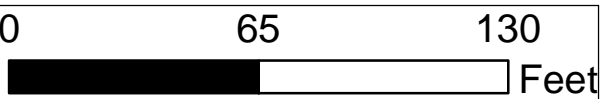


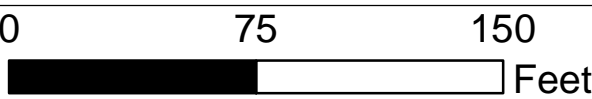
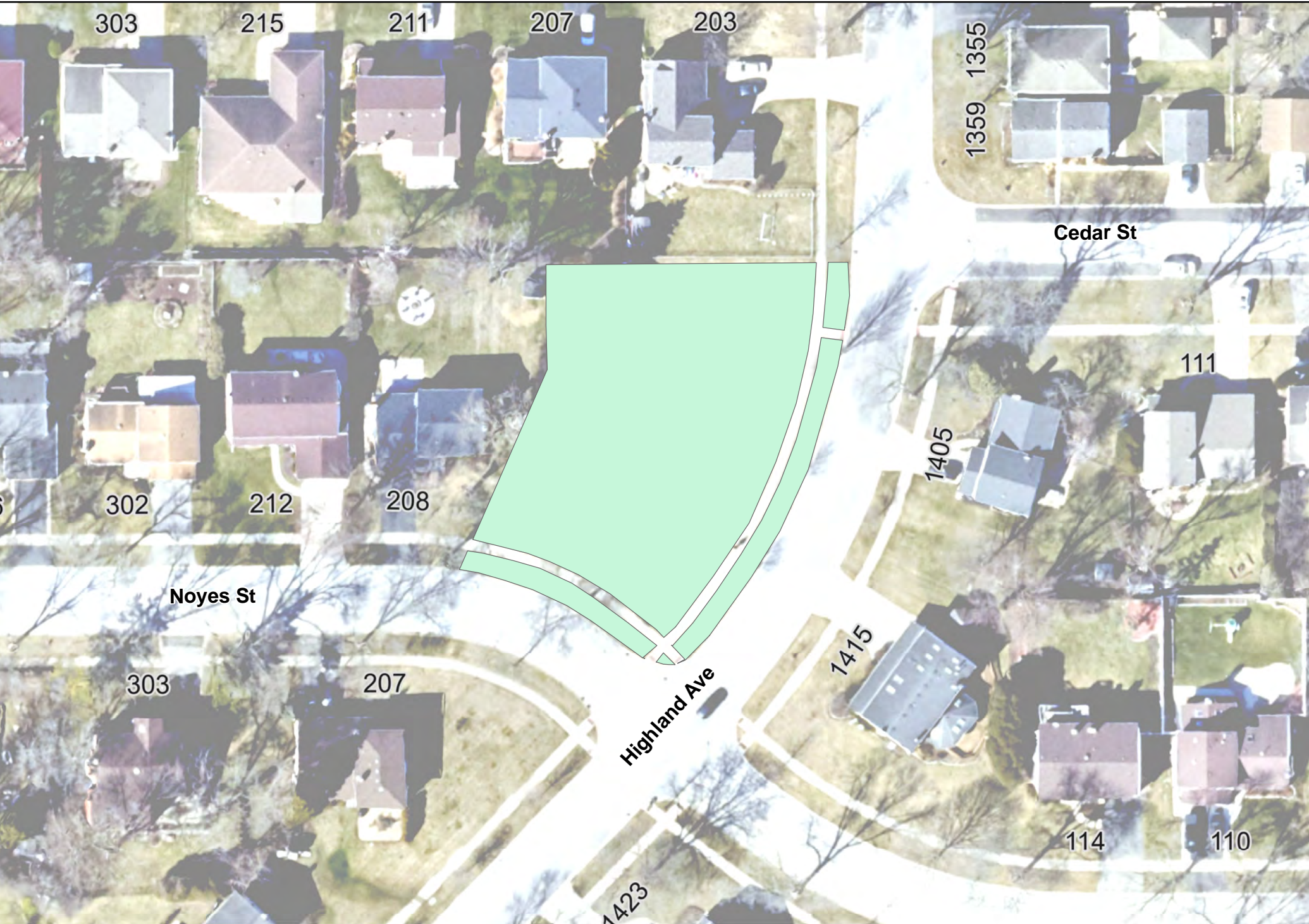


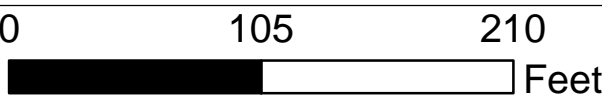
White Oak St



Evergreen Ave









Milbrook Ln

Golf Rd

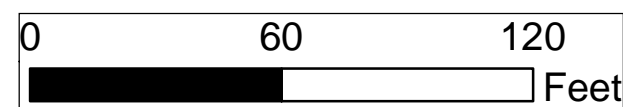
Golf Rd

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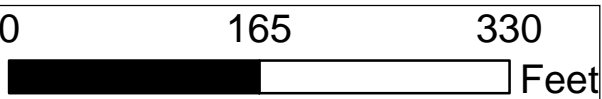
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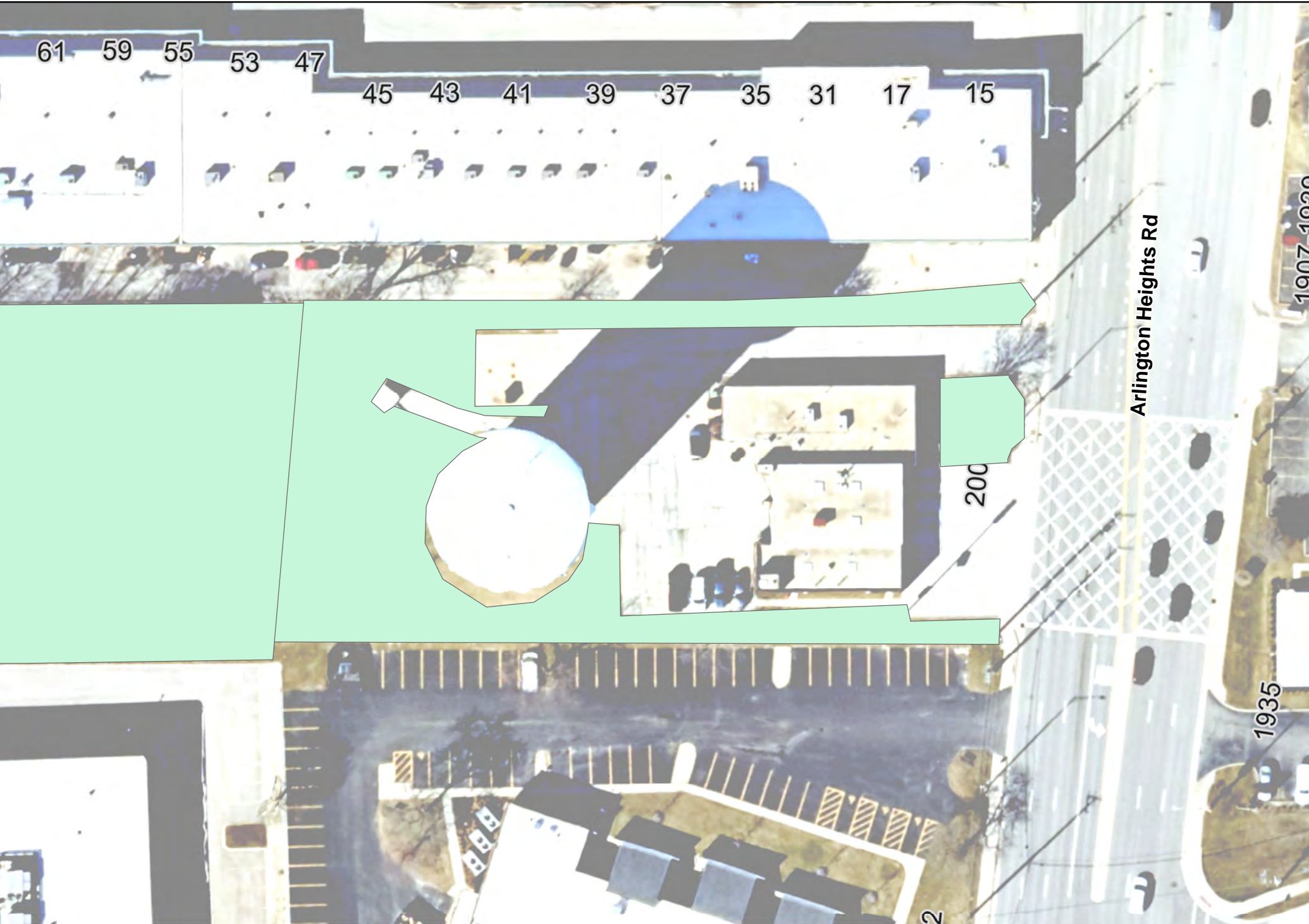


PAGE 11

Village owned Lot @ NE Corner of Golf/Milbrook





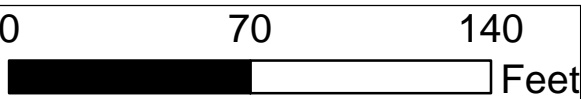


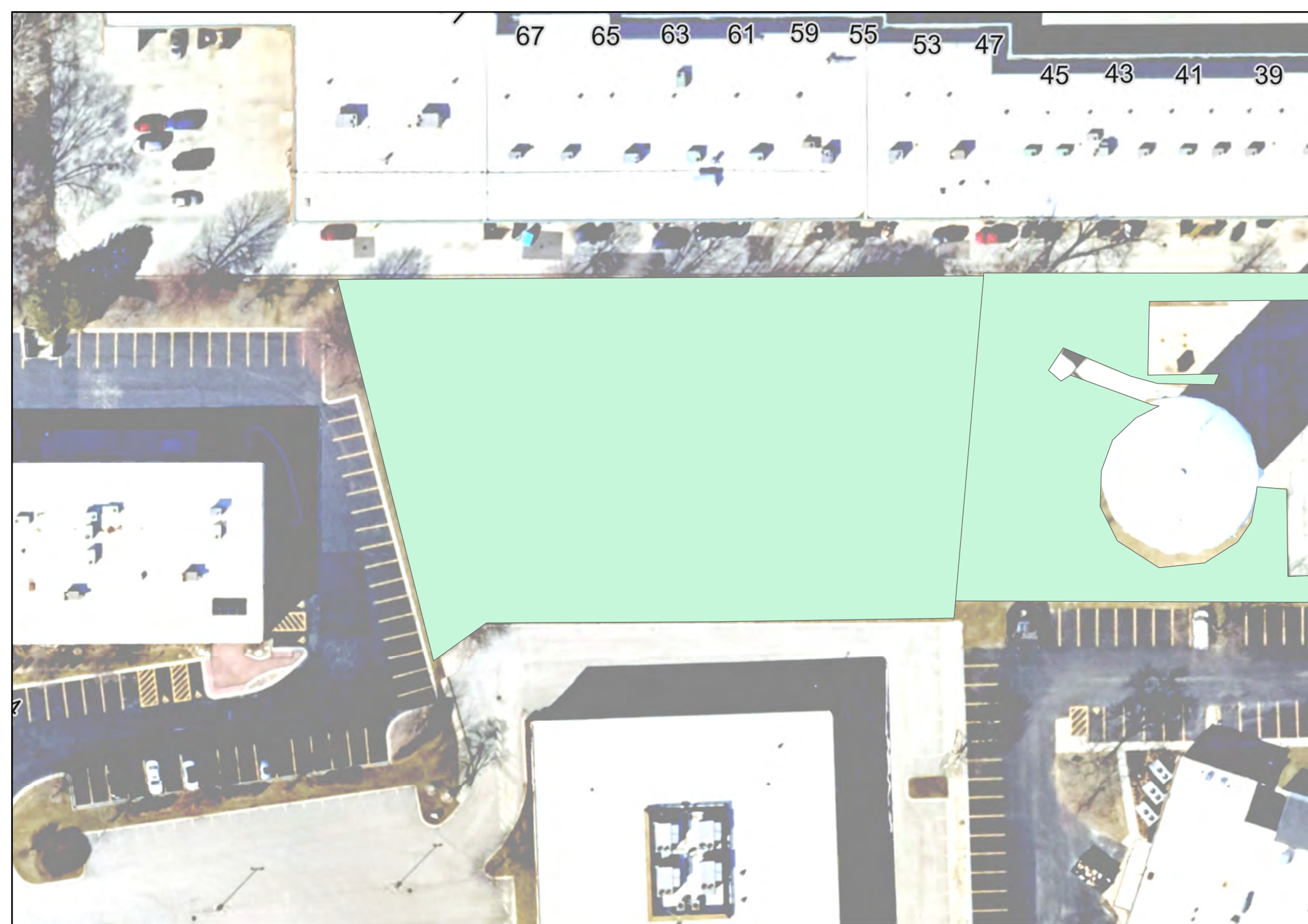
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Arlington Heights Rd

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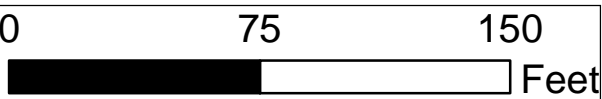
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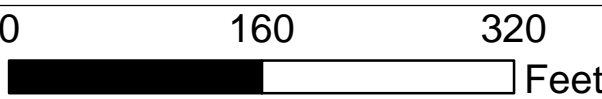
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Arlington Heights Rd

Golf Ter

Golf Rd

Golf Rd

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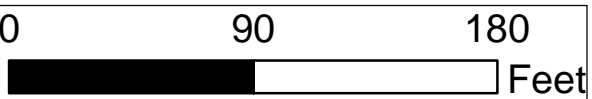
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Arlington Heights Rd

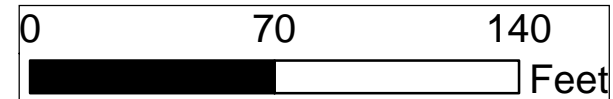
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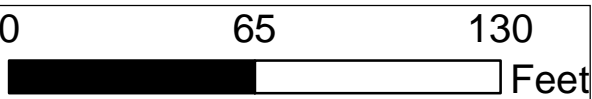
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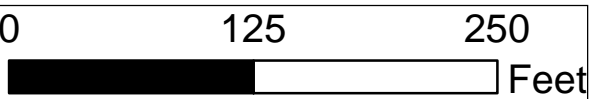


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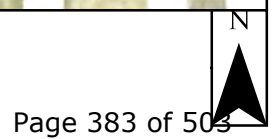
Ryan Ct

Brett Ct

Pine Ave



PAGE 19
Retention Basin, S of White Oak/Pine





Dunton Ave

Cedar St

Evergreen Ave

Noyes St

Arlington Heights Rd

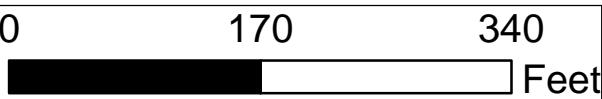
White Oak St

Ryan Ct

Brett Ct

Pine Ave

Lincoln St





Cedar St

Noyes St

Emerson St

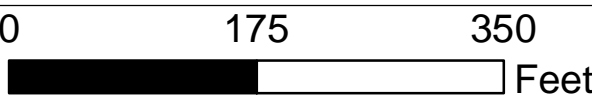
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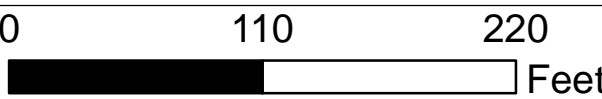
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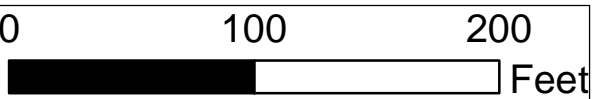
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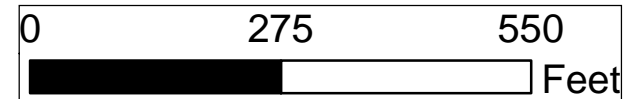
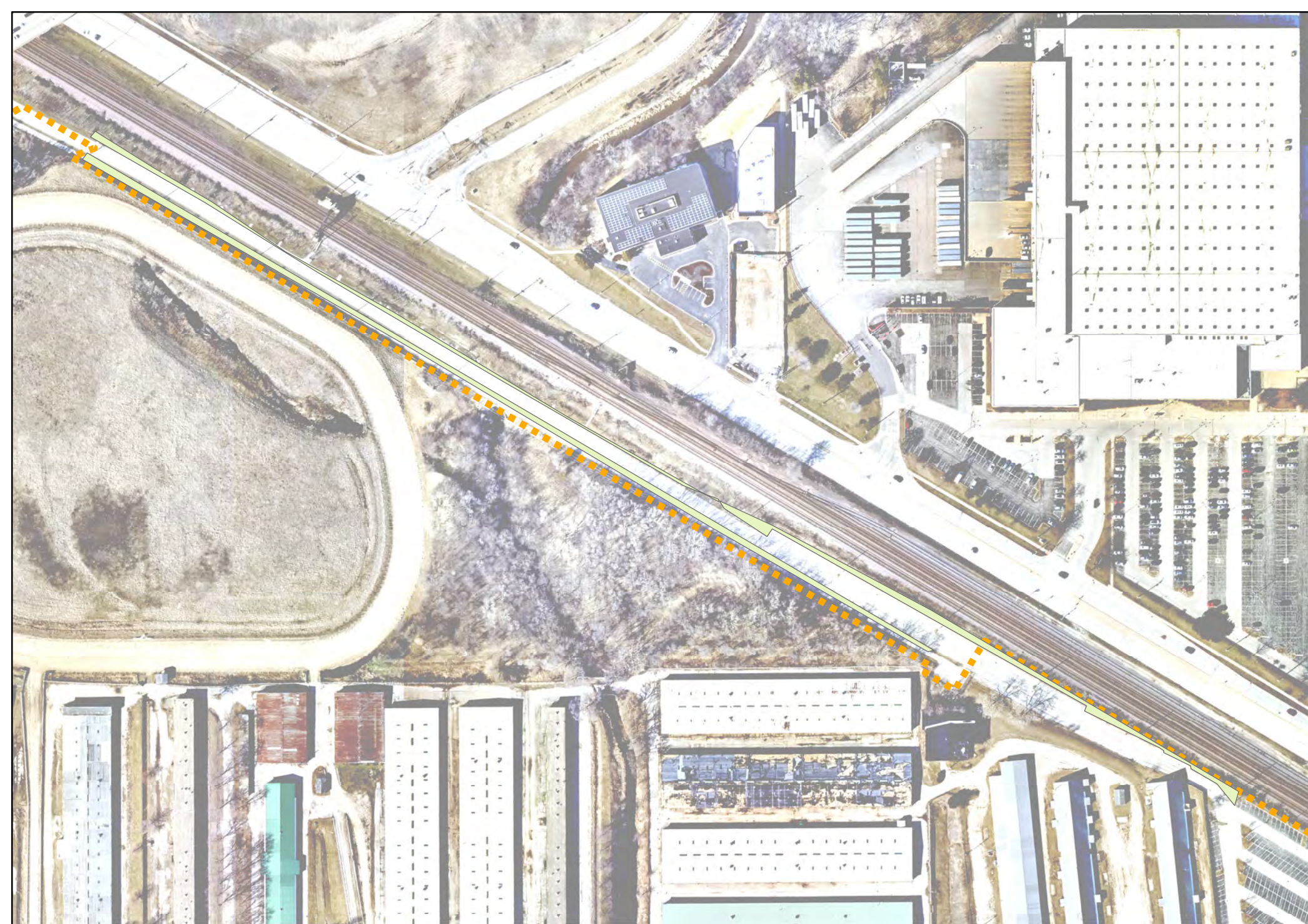
Noyes St

Haven St





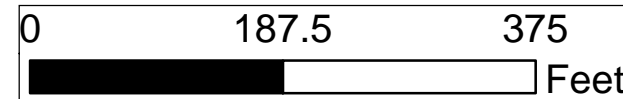






Wilke Rd

Northwest Hwy





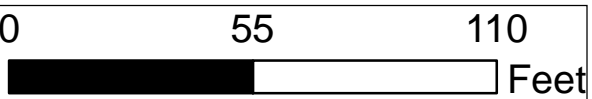
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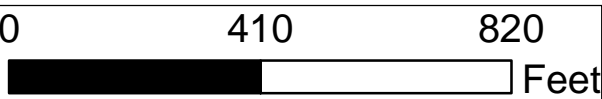
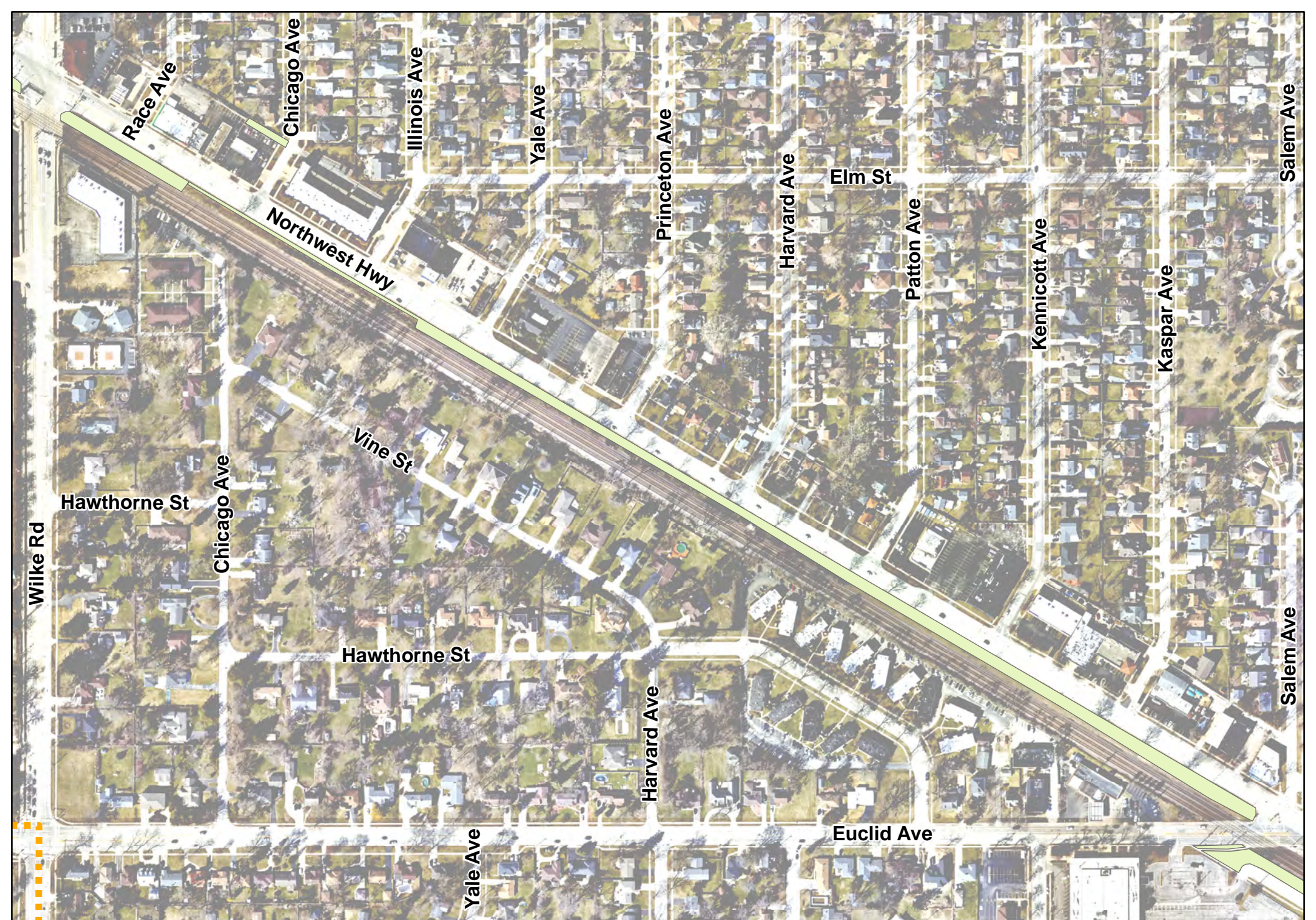
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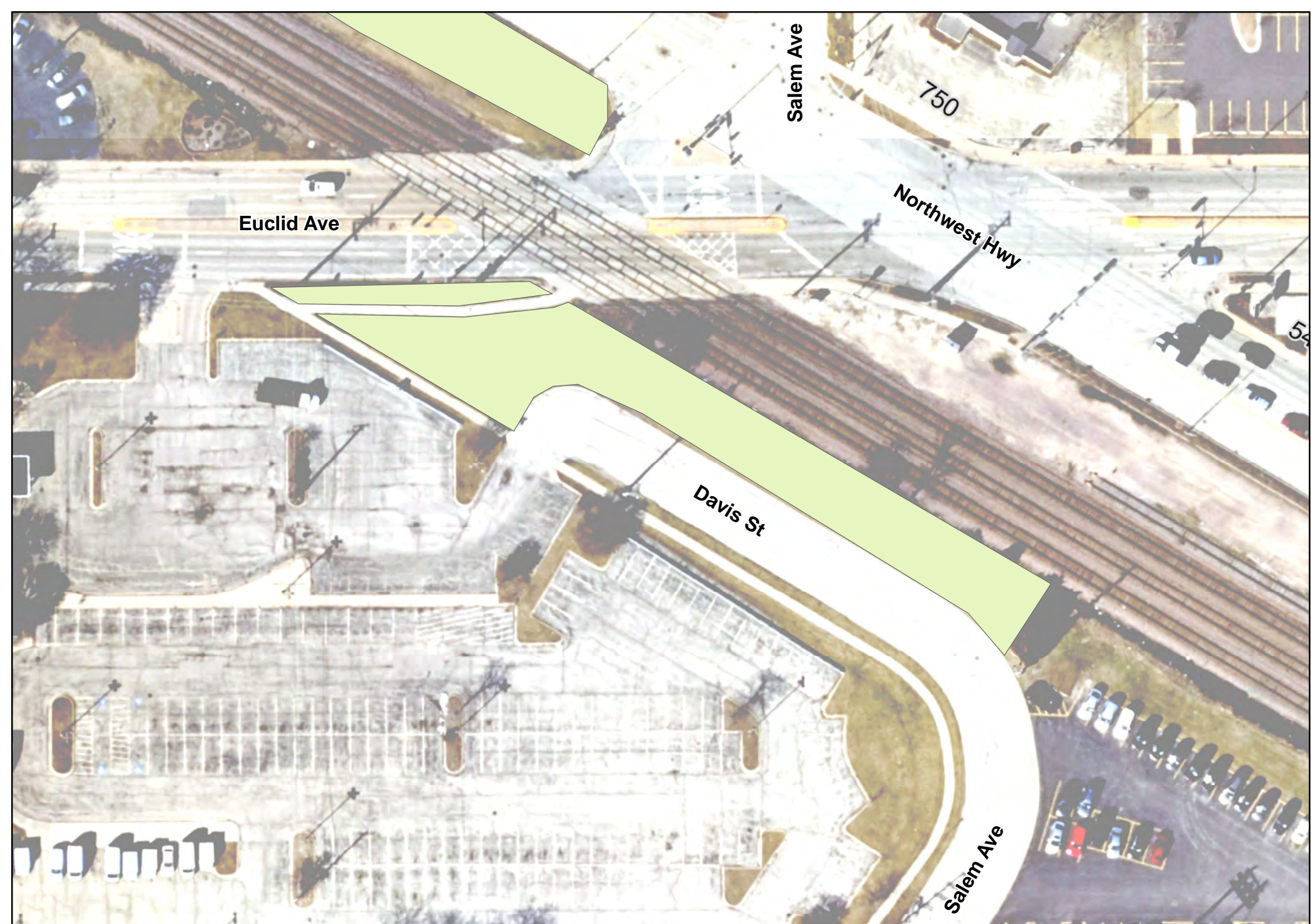
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Euclid Ave

Salem Ave

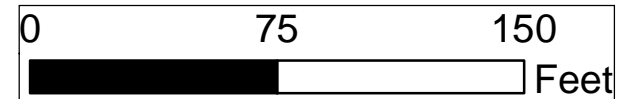
Northwest Hwy

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Davis St

Salem Ave

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Kennicott Ave

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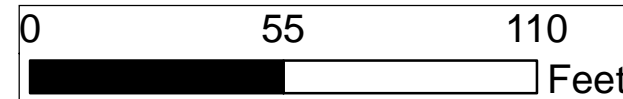
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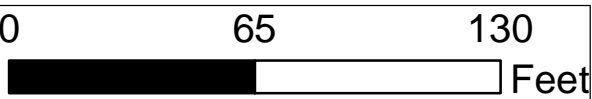
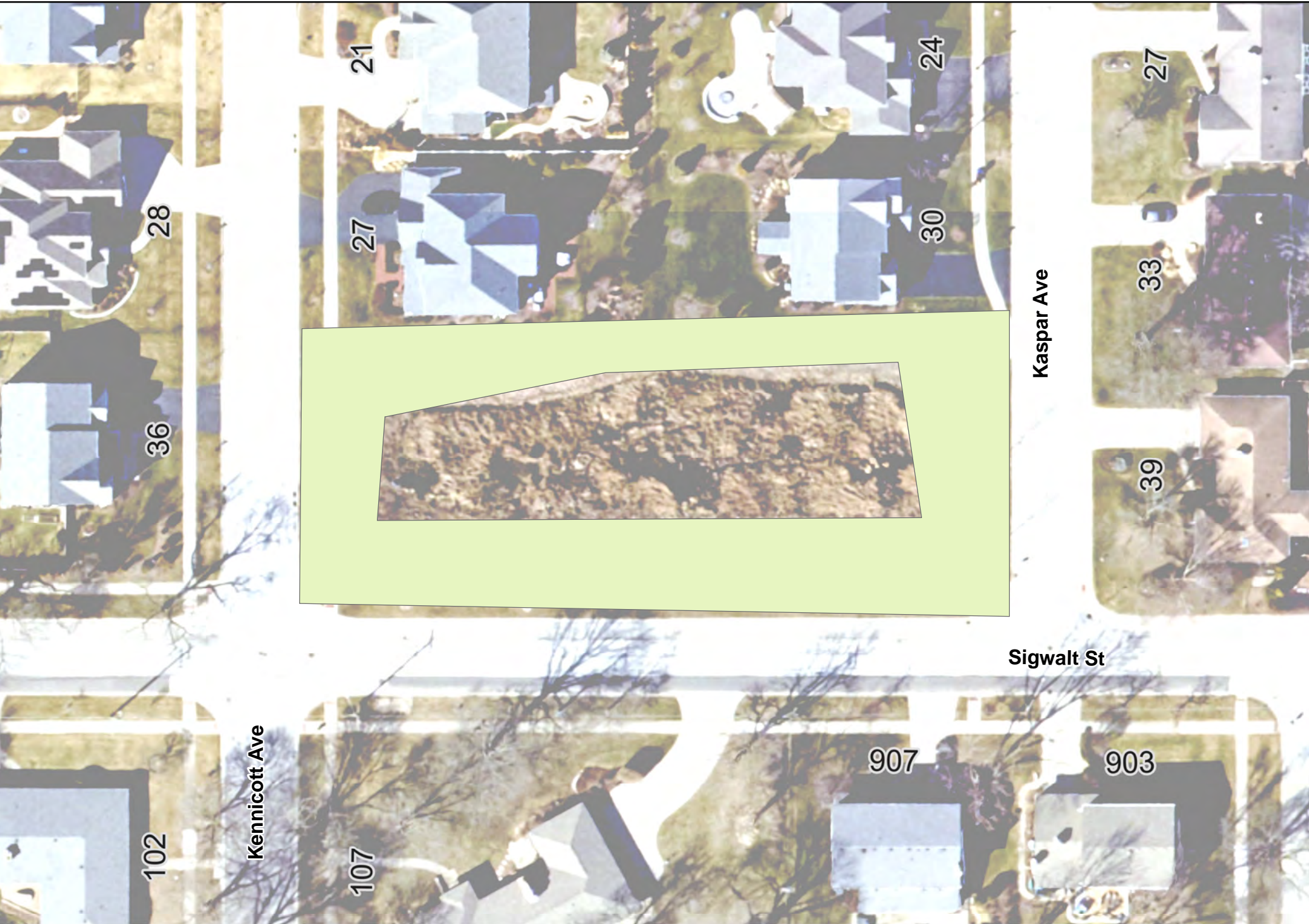
Wing St



PAGE 6

Abandoned Well #4, on Kennicott S of Miner

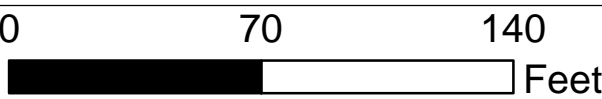


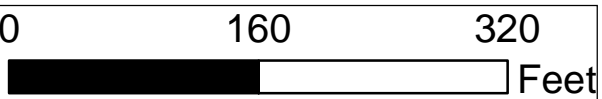
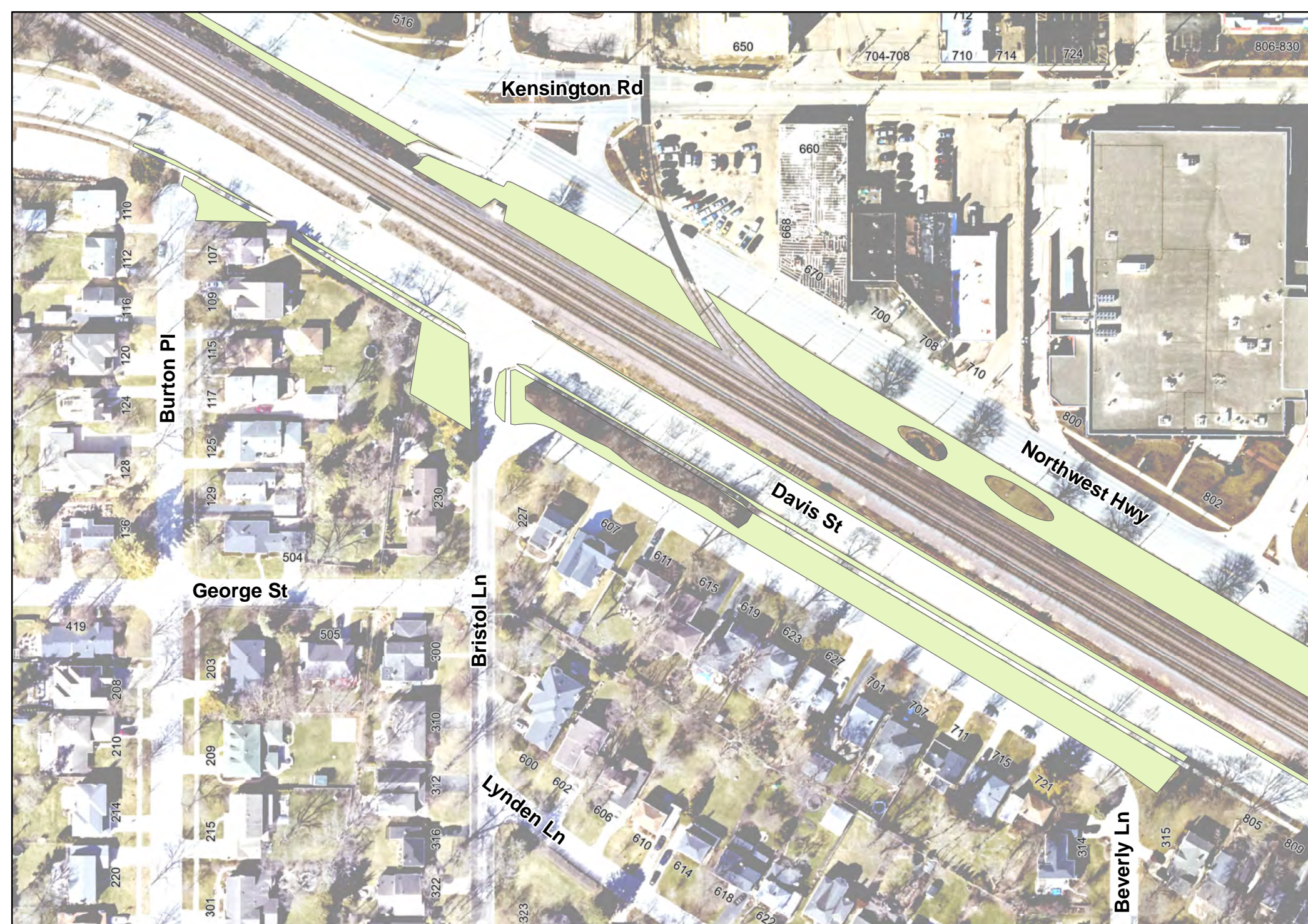


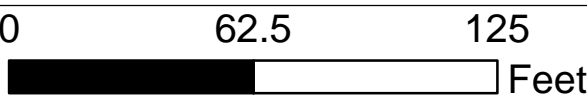


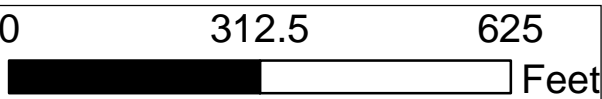
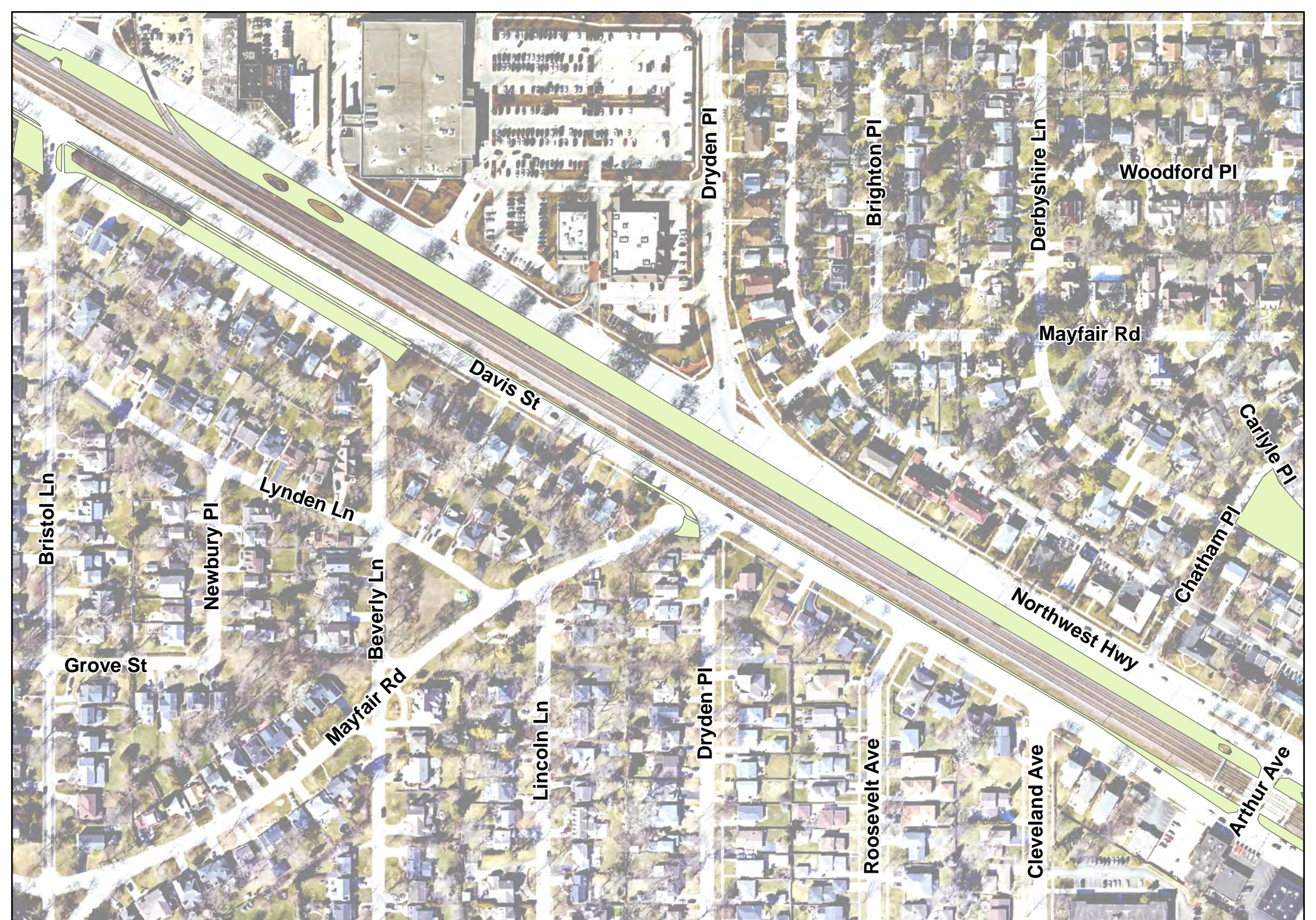
Wing St

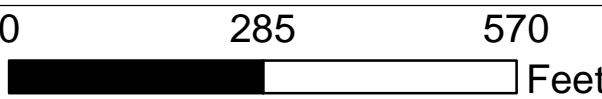
Ridge Ave

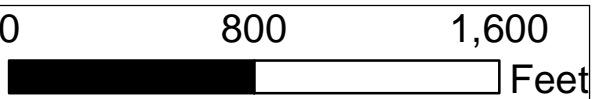
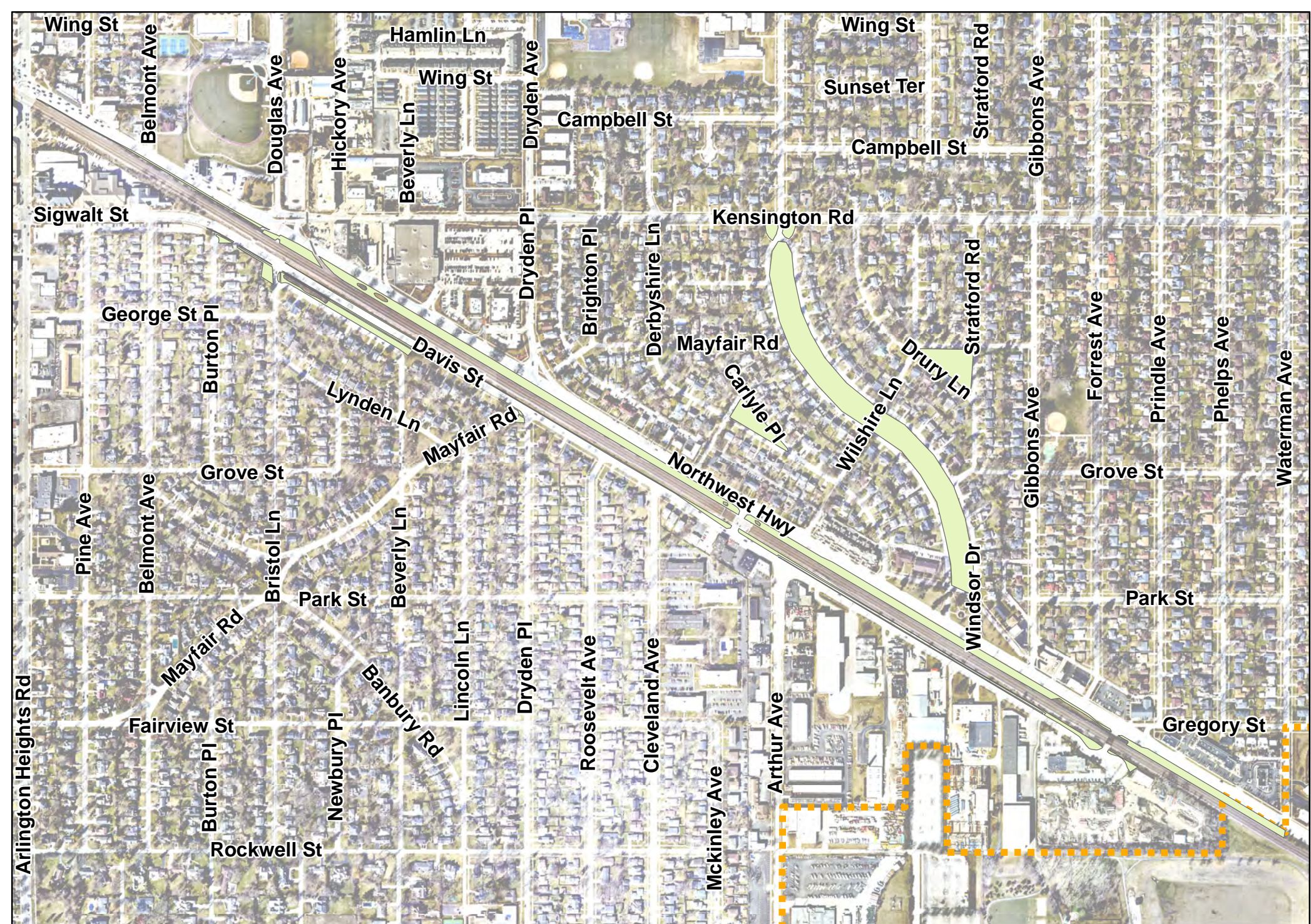


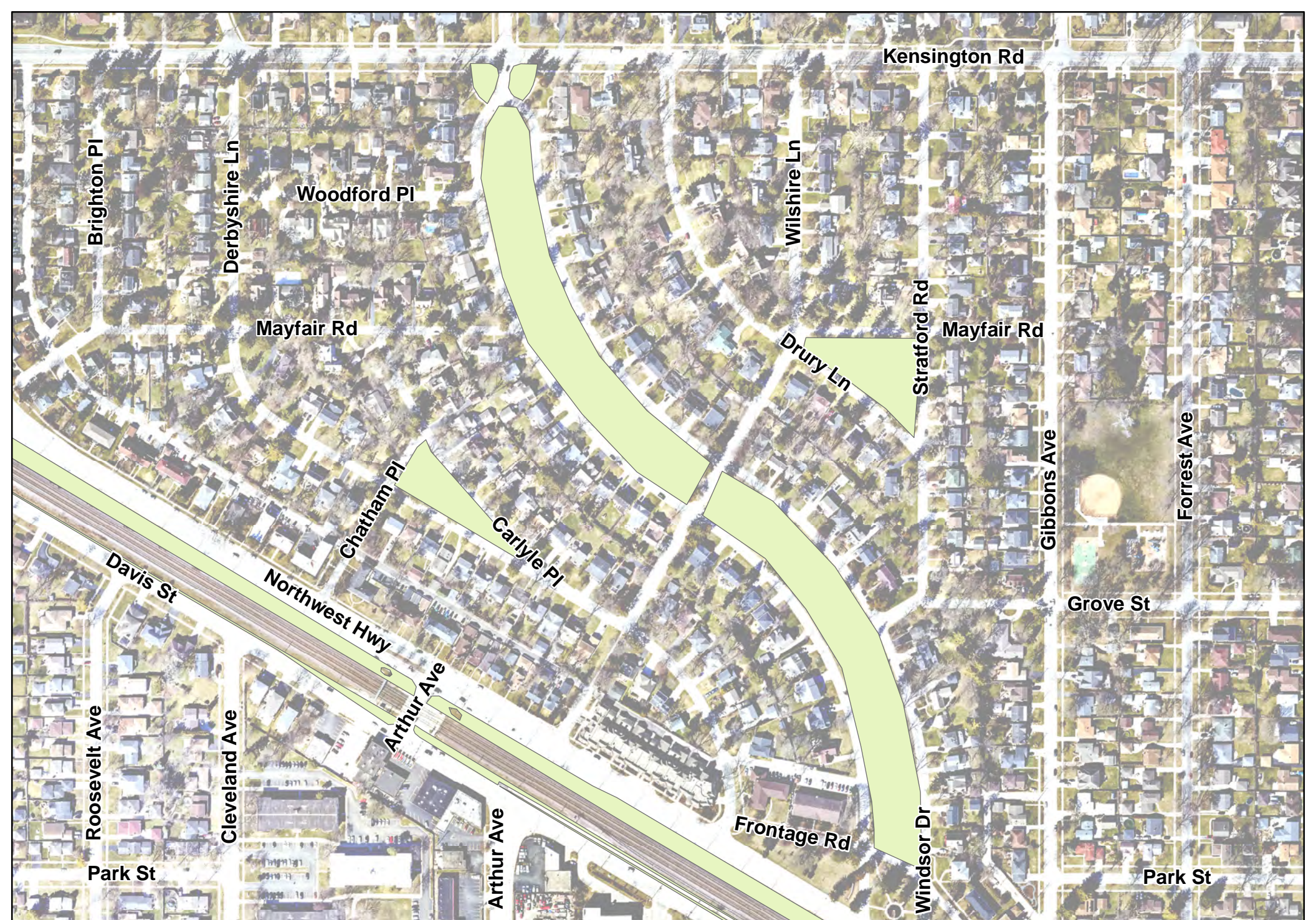




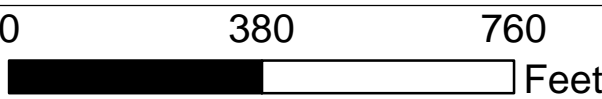








Kensington Rd
 Woodford Pl
 Wilshire Ln
 Brighton Pl
 Derbyshire Ln
 Mayfair Rd
 Stratford Rd
 Drury Ln
 Chatham Pl
 Carlyle Pl
 Gibbons Ave
 Forrest Ave
 Davis St
 Northwest Hwy
 Arthur Ave
 Windsor Dr
 Frontage Rd
 Roosevelt Ave
 Cleveland Ave
 Park St
 Arthur Ave
 Grove St
 Park St



Summary of Locations - 2020

Turf Mowing Areas - Zone "A"			
#	Description	Est. Square Footage	Weekly Mowing Cost (\$)
1	Lake Cook Rd. between Arlington Heights Rd. and Schaefer Rd.	75,120	68.80
2	Arlington Heights Rd. between Whitehall Dr. and Nichols Rd. (West side)	15,934	14.80
3	Nichols Rd. between Arlington Heights Rd. and Highland Ave. (North side) including area	10,366	12
4	South side of Nichols Rd. at Schaefer Rd., and Nichols Road parkway of Ventura Drive vacant lot	13,334	12.40
5	Southwest corner of Wilke Road and Nichols Road – 500' south from corner between curb and fence.	6,998	12
6	Parkways of vacant lots (2) on Ventura Dr.	5,275	12
7	Wilke Rd. – North of Dundee Rd.	34,171	31.20
8	Trench Rescue Facility (Gated)	61,698	56.80
9	Kennicott R.O.W. – Nichols Rd. to Happfield Dr.	77,234	70.80
10	Frenchman's Cove Islands and Retention Basin	60,553	55.60
11	Island on Arlington Heights Rd. between University Dr. and Dundee Rd.	4,476	12
12	Island on University Dr. at Arlington Heights Rd.	1,971	12
13	Island on College Dr.	5,780	12
14	University Dr. Retention Basin	79,896	73.20
15	Arlington Heights Rd. – Rand Rd. to Milcreek (multiple sites – East and West sides)	63,545	58.40
16	Hintz Rd. – Stuart to 100' east of Brighton Pl. (South side)	4,446	12
17	Well #11 – 1200 E. Hintz Rd. and Parkway on Hintz Rd. between Windsor and Dryden (North side)	20,474	18.80
18	Hintz Rd. – Windsor Dr. to Buffalo Grove Rd. (North side)	3,485	12
19	Buffalo Grove Rd. – Hintz Rd. to Flentie Ln. (West side)	32,020	29.60
20	Hintz Rd. – Windsor Dr. to Waterman Ave. (South side)	14,347	13.20
21	Windsor Dr. – Suffield Dr. to Hintz Rd. (East side)	17,330	16
22	Suffield Retention Basin – NE corner of Suffield and Drury Ln.	120,327	110.40
23	Waterman Ave. and Crabtree Ln. – South of apartment complex	5,070	12
24	Well #9 – 2300 N. Arlington Heights Rd.	25,757	23.40
TOTALS FOR ZONE "A"		759,607	761.60

Summary of Locations - 2020

Turf Mowing Areas - Zone "B"			
#	Description	Est. Square Footage	Weekly Mowing Cost (\$)
1	Retention Basin at Wilke Rd, North of Raleigh St	46,110	42.40
2	Parkway along East side of Rt. 53 Frontage Rd. Yale Ave. to Raleigh St.	48,741	44.80
3	Cambridge Retention Basin	80,031	73.60
4	Happiness Pond Basin - Cambridge/Yale (Added 5.9.22)	51,157	46.80
5	NE corner of Verde Dr. and Palatine Rd. Frontage – Parkways on and east to Kennicott on North side of Palatine Rd. Frontage	12,879	14
6	James Ct. Retention Basin	19,377	17.60
7	Ridge Ave. – Unimproved R.O.W. including Norman St. Unimproved R.O.W. and Retention Basin bordered by Chestnut Ave., Ladd St. and Ridge Ave.	114,363	105.20
8	Chestnut Retention Basin and Island at Rand Rd. and Chestnut Ave.	33,864	31.20
9	Unimproved R.O.W. at SE corner of Walnut Ave. and LaSalle St. and Unimproved R.O.W. on East side of Walnut Ave. Cul-de-sac	23,249	21.20
10	204 W Palatine Rd Detention Basin	14,900	13.60
11	Retention Basin at NW corner of Ridge Ave. and Palatine Rd. Frontage	25,653	23.60
12	"4" corners of Kennicott Ave. and Palatine Rd.	143,998	132.40
13	Parkway along East Bound Palatine Rd. Frontage between Verde Dr. and 100' east of Patton Ave.	10,882	12
14	Kaspar Ave. and Palatine Rd. Frontage – SE corner	4,267	12
15	Retention Basin at SW corner of Highland Ave. and Palatine Rd. Frontage	18,829	17.20
16	Palatine Frontage South Parkway, Highland Ave to Apartment Driveway	3,238	12
17	Islands and parkways along Palatine Rd. between Highland Ave. and Derbyshire Ln. – including area inside of walk at NW corner of Burke Dr. and Palatine Rd. Frontage	176,124	161.60
18	ROW East of 1007 E Palatine Rd Car Wash	11,168	12
19	Windsor Dr. at Palatine Rd. - Palatine Rd. to Carlyle (West side)	8,880	12
20	Palatine Rd. – Windsor Dr. to Dale Ave. (North and South sides) b) Rosehill Dr. to Old Well	47,668	43.60
21	Two Village-owned lots at Clarence Ave. and Dryden Ave.	78,545	78
22	Vacant lot parkways and parkway along retention basin on Clarence Ave. between Palatine Rd. and Dryden Ave	10,240	9.60
23	Lillian R.O.W. b/w Clarence Ave. and Windsor Dr. including Creekbank	28,277	24
24	Rand and Windsor cul-de-sac	26,630	24.40
25	Dorothy R.O.W. between Rand Rd. and Charles Street	18,628	17.20
26	S/E corner of Somerset Ln. and Marion St. along Retention Basin	3,920	12.
27	Olive St. Parkway along Retention Basin	13,966	12.80
28	S/E corner of Oakton St. and Forrest Ave.	8,712	12
29	Unimproved Frederick R.O.W. between Forrest Ave. and Gibbons Ave.	16,476	15.20
30	Hawthorne ROW	10,154	21.60
31	Abandoned Well #7 – 650 E. Frederick St.	23,344	32.40
32	Thomas Hydropillar – SE corner of Ridge Ave. and Thomas St. (Gated)	35,158	22.80
33	Lillian R.O.W. and Lift Station – Chicago to Wilke	24,917	17.20
34	Perimeter and Parkways of Wetland @ Christina & Olive	18,576	14
35	Oakton South side, Just E. of 1925 Oakton to Waterman (garbage only)	15,368	12
36	6 N Hickory Ave - vacant lot	15,277	12
TOTALS FOR ZONE "B"		1,243,566	1190

Summary of Locations - 2020

Turf Mowing Areas - Zone "C"			
#	Description	Est. Square Footage	Weekly Mowing Cost (\$)
1	Kirchoff Rd. – Kennicott Ave. to Wilke Rd. (North side) and Wilke Rd. – Kirchoff Rd. to Grove St. (East side)	59,554	54.80 54.80
2	Wilke Rd. – Kirchoff Rd. to Orchard Pl. (East & West sides)	115,514	10.00
3	Kirchoff Rd. – Dwyer Ave. to Patton Circle (South side)	17,440	1.00
4	Islands and parkways at Kirchoff Rd. and Central Rd.	46,703	42.80
5	Magnolia St. R.O.W. – Ridge Ave. to Highland Ave.	73,020	67.20
6	Cypress Retention Basin	240,374	220.80
7	Vacant lot owned by Village on West side of Arlington Heights Rd. – North of White Oak St.	9,733	12
8	Unimproved Evergreen Ave. R.O.W. – North of White Oak St.	8,605	12
9	Retention Basin at NW corner of Highland Ave. and Noyes St.	22,534	20.80
10	Golf Rd. – Highland Ave. to Fernandez Ave. (North side)	5,211	12
11	Village-owned vacant lot at NE corner of Golf Rd. and Millbrook Ln.	14,713	13.60
12	Algonquin Rd. – Kennicott Ave. to 500' East of Wilke Rd. (North side)	9,523	12
13	Fire Station #3 – 2000 S. Arlington Heights Rd.	21,515	19.60
14	Well #12 Retention Basin – Behind Fire Station #3	46,639	42.80
15	Algonquin Rd. – Embers Ln. to Cedar Glen Dr. (North side)	6,780	12
16	Golf Terrace and Arlington Heights Road	68,389	62.80
17	Village-owned vacant lot at 1665 S. Arlington Heights Rd	13,068	12
18	Lincoln St. and Pine Ave. R.O.W.	3,685	12
19	Retention Basin – South of White Oak St. and Pine Ave.	36,912	34
20	Arlington Heights Rd. – White Oak St. to Noyes St. (East side)	6,689	12
21	Arlington Heights Rd. – Cedar St. and Emerson St. (West side)	2,534	12
22	Scarsdale Ct. Retention Basin	20,486	18.80
23	139 E Golf Terrace	44,367	40.80
TOTALS FOR ZONE "C"		893,988	868.80
Turf Mowing Areas - Zone "D"			
#	Description	Est. Square Footage	Weekly Mowing Cost (\$)
1	Arlington Park Commuter Drive, Train Station to Overpass (Both Sides)	34,824	32
2	Northwest Hwy. – Wilke Rd. to 600' west (South side)	38,420	35.20
3	Chicago Alley – Behind 1604 W. Northwest Hwy	2,190	12
4	Northwest Hwy. – Wilke Rd. to Euclid Ave. (South side)	90,185	82.80
5	Davis St. and Euclid Ave.	13,193	12
6	Abandoned Well #4 on Kennicott Ave. South of Miner St.	9,774	12
7	Parkways of vacant lot at NE corner of Ridge Ave. and Wing St.	2,340	21.20
8	Perimeter of Wetland and Parkways at Kennicott Ave and Sigwalt St	23,086	12
9	Davis St. – Burton Pl. to Beverly Ln. (South side)	25,095	23.20
10	Mayfair Rd./Davis St. Cul-de-sac	2,362	12
11	Davis St. – Burton Pl. to Arthur Ave. (North side)	15,490	14.40
12	Davis St. – Arthur Ave. to underpass (North side) and truck turnaround (north side)	30,048	27.60
13	Northwest Hwy. – Arlington Heights Rd. to Waterman Ave. (South side)	233,271	214.40
14	Windsor Boulevard & Two Stonegate Triangles	321,163	294.80
TOTALS FOR ZONE "D"		841,441	805.60

BID PROPOSAL

PUBLIC PROPERTIES TURF MOWING

After becoming familiar with the General Conditions, Special Conditions, Specifications and Addenda attached hereto, the undersigned agrees to provide to the Village the services described including all supervision, labor, materials and equipment for lawn maintenance at the identified locations. Annual costs are for one mowing per week from approximately March 15th through November 30th.

Zone	Number of Sites	Est. Square Footage	Year One Weekly Cost
A	24	759,607	\$ 761.60
B	39	1,243,566	\$ 1190.00
C	23	893,988	\$ 868.80
D	14	841,441	\$ 806.60
Total	100	3,738,602	\$ 3627.00

Total Weekly Properties Bid Price \$ 3627.00 x 39 weeks =

TOTAL ANNUAL BID PRICE: \$ 141,453

FIRST YEAR TOTAL ANNUAL BID PRICE 2026 – FROM ABOVE	\$ 141,453
SECOND YEAR TOTAL ANNUAL BID PRICE 2027	\$ 145,696.59
THIRD YEAR TOTAL ANNUAL BID PRICE 2028	\$ 150,007.48

3 YEAR PRICE = 437,217.07

ADDITIONAL WORK WHEN AUTHORIZED

Turf Mowing	\$ 0.02	/Sq. Ft.
Core Aeration	\$ 0.04	/Sq. Ft.
Debris Pickup	\$ 0.04	/Sq. Ft.

NOTE: A Summary of Locations pricing sheet must be submitted along with this bid proposal.

References

(Failure to compete will result in rejection of bid)

The contractor shall provide the Village with a list of municipalities where they have satisfactorily completed landscape work in the Chicago area.

Please submit at least three (3) references for similar type of services provided.

Municipality ELK GROVE VILLAGE Contact Person BILL BOLICH
Phone # 224-277-0332 No. of years serviced 3-current
Value of Contract \$200,000+

Municipality HIGHLAND PARK DISTRICT Contact Person DAN VOSS
Phone # 847-~~579~~-3130 No. of years serviced 3
Value of Contract \$200,000+

Municipality VILLAGE OF NORRIDGE Contact Person JOE ANNUNZIO
Phone # 708-779-2030 No. of years serviced 2-current
Value of Contract \$100,000+

Municipality ELK GROVE PARK DISTRICT Contact Person ELISEO VENCES
Phone # 847-690-1432 No. of years serviced 2-current
Value of Contract \$105,000+

Municipality MUNDELEIN PARK DISTRICT Contact Person ROB FOSTER
Phone # 847-388-5463 No. of years serviced 2-current
Value of Contract \$70,000+

Competency of Contractor

Langton Group

1. Company Information, History, Size & Mission

Langton Group was established in 2005 and has grown into a full-service commercial landscaping and snow management company serving municipalities, commercial properties, and institutional clients throughout the region.

Since its founding, the company has built a strong reputation for reliability, quality workmanship, and responsive service. Today, Langton Group employs over 135 team members, including dedicated maintenance crews, construction crews, project managers, supervisors, and support staff.

Langton Group provides comprehensive commercial services including:

- Turf maintenance and mowing
- Landscape construction and enhancements
- Irrigation services
- Seasonal clean-ups
- Snow removal and ice management

Owners / Officers:

- Joe Langton, President
- John Langton, Vice President

Mission Statement:

Our mission is to provide dependable, high-quality landscape and snow services through professional crews, safe work practices, and a commitment to long-term client relationships.

2. Qualification, Staffing & Capability

Langton Group is fully qualified, properly staffed, and equipped to perform the services outlined in this proposal. With over 135 employees and established maintenance and construction divisions, the company has the operational capacity, equipment fleet, and management structure necessary to support municipal contracts of this size and scope.

If awarded the contract for Arlington Heights, Langton Group will utilize experienced, full-time maintenance staff currently employed by the company. These crews are trained professionals with municipal maintenance experience and will be assigned specifically to ensure consistent service quality and scheduling compliance.

No additional part-time staffing will be required for this contract.

3. Litigation or Arbitration History

Langton Group has not been involved in any litigation or arbitration with any past client within the past five (5) years.

4. Contract Completion History

Neither Langton Group nor any present partners or officers have failed to complete a contract.

5. Permanent Commercial Business Office

Langton Group maintains a permanent commercial business office and yard facility located at:

4510 Dean Street
Woodstock, Illinois 60098

The company has operated from this location since its inception in 2005.



VILLAGE OF ARLINGTON HEIGHTS INC. 1887

Addendum # 1

Date: February 25, 2026

To: All Bidders on the following Project

Project: **Public Properties Turf Mowing- Bid # 260007**

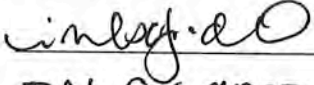
Bid Opening: Wednesday March 4, 2026 at 10:30 AM

The following addendum shall be included and is considered part of the bid documents. The Bidder shall acknowledge receipt of this addendum and inclusion in the bid by including a signed copy with the sealed bid submitted. Failure to return this form may result in disqualification of the Bidder.

1. The Summary of Locations Sheets and the Estimate Square Footage have been updated in two documents:
 - a. "Complete Bid Document- Public Properties Turf Mowing"
 - b. "Bid Proposal Submission- Public Properties Turf Mowing"
2. Public Works has issued maps outlining the locations for this bid and they have been added to the "Complete Bid Document- Public Properties Turf Mowing"
3. Both of the updated files are available through Vendor Self Service in the Attachments Section in the Information Tab.
 - a. "Complete Bid Document- Public Properties Turf Mowing- Updated 2-25-26"
 - b. "Bid Proposal Submission- Public Properties Turf Mowing- Updated 2-25-26"

Bidder's Acknowledgment of Receipt:

Company Name: LANGTON GROUP

Signature: 

Print Name: IVAN SAGARIDO

Title: ACCOUNT MANAGER

Date: 02-2-2026

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, LANGTON SNOW SOLUTIONS DBA LANGTON GROUP. 4510 DEAN ST WOODSTOCK, IL 60098-7503 as Principal, hereinafter called the Principal, and Auto-Owners Insurance Company as Surety, hereinafter called the Surety, are held and firmly bound unto VILLAGE OF ARLINGTON HEIGHTS 222 N RIDGE AVE, ARLINGTON HEIGHTS IL 60005-1313 as Obligee, hereinafter called the Obligee, in the penal sum of Ten percent of bid dollars (10% of attached bid) for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that WHEREAS, the Principal has submitted or is about to submit a proposal to the Obligee on a contract for PUBLIC PROPERTIES TURF MOWING

NOW, THEREFORE, if the said contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the contract in writing, and give bond, if bond is required, with surety acceptable to the Obligee for the faithful performance of the said contract, then this obligation shall be void; otherwise to remain in full force and effect.

SIGNED AND SEALED this 3RD day of MARCH, 2026.

[Signature]

Witness

LANGTON SNOW SOLUTIONS
Principal

By [Signature]

Auto-Owners Insurance Company
Surety



[Signature]

Susan E. Theisen
Witness

By [Signature]

Niki Conway
Attorney-in-Fact



VENDOR APPLICATION

A W-9 must be submitted with this application.

Company Name: LANGTON Group

Remit To Address: Include if different than W-9 Address.

Company Name: LANGTON Group

Street Address: 4510 DEAN ST

City: WOODSTOCK

State: IL

Zip: 60098

Contact Information:

Name: IVY SAGRADO

PH#: 815-276-9809

Email: IVY@LANGTONGROUP.COM

Vendor Classification:

In accordance with Illinois Public Act 102-0265, the Village of Arlington Heights is required to make a good faith effort to collect and publish certain demographic information provided by our vendors and subcontractors doing business with us. We are required to report whether they are a minority, woman or veteran-owned business as defined by Illinois Law. In addition, we are required to report whether the vendor is a small business under the Small Business Administration standards (SBA).

Please indicate any applicable classification below or check NA, and check if self-certified or if certified. **Submit the appropriate certification documentation with this form.**

- Small Business: Meets certification requirements as a small business under SBA standards (more information available at SBA.gov)

Avg # of Employees: _____ Avg Annual Receipts less than \$7.5M Yes No
Self-Certified Holds Certification

- Minority-Owned Business Enterprise (MBE): A business that is at least 51 percent owned by one or more minorities. A person who is a U.S. citizen or lawful permanent resident of the United States and is African American, Hispanic American, Asian American, Native American or Native Hawaiian.

Self-Certified Holds Certification

- Women-Owned Business Enterprise (WBE): A business that is at least 51 percent owned by a woman or women who are U. S. Citizens or lawful permanent residents of the U.S.

Self-Certified Holds Certification

- Disability-Owned Business Enterprise (DOBE): A business that is at least 51 percent owned by a person or group of persons with a disability (per the definition in 30 ILCS 575) and who is a U.S. citizen or lawful permanent resident of the United States.

Self-Certified Holds Certification

- Veteran-Owned Small Business (VOSB): A small business that is at least 51 percent owned, operated & controlled by a qualified veteran living in IL and its home office in IL.

Self-Certified Holds Certification

- Not Applicable

Name of Person Completing this form: IVY SAGRADO

Date: 03/03/26

Summary of Locations - 2020

Turf Mowing Areas - Zone "A"			
#	Description	Est. Square Footage	Weekly Mowing Cost (\$)
1	Lake Cook Rd. between Arlington Heights Rd. and Schaefer Rd.	75,120	68.80
2	Arlington Heights Rd. between Whitehall Dr. and Nichols Rd. (West side)	15,934	14.80
3	Nichols Rd. between Arlington Heights Rd. and Highland Ave. (North side) including area	10,366	12
4	South side of Nichols Rd. at Schaefer Rd., and Nichols Road parkway of Ventura Drive vacant lot	13,334	12.40
5	Southwest corner of Wilke Road and Nichols Road – 500' south from corner between curb and fence.	6,998	12
6	Parkways of vacant lots (2) on Ventura Dr.	5,275	12
7	Wilke Rd. – North of Dundee Rd.	34,171	31.20
8	Trench Rescue Facility (Gated)	61,698	56.80
9	Kennicott R.O.W. – Nichols Rd. to Happfield Dr.	77,234	70.80
10	Frenchman's Cove Islands and Retention Basin	60,553	55.60
11	Island on Arlington Heights Rd. between University Dr. and Dundee Rd.	4,476	12
12	Island on University Dr. at Arlington Heights Rd.	1,971	12
13	Island on College Dr.	5,780	12
14	University Dr. Retention Basin	79,896	73.20
15	Arlington Heights Rd. – Rand Rd. to Milcreek (multiple sites – East and West sides)	63,545	58.40
16	Hintz Rd. – Stuart to 100' east of Brighton Pl. (South side)	4,446	12
17	Well #11 – 1200 E. Hintz Rd. and Parkway on Hintz Rd. between Windsor and Dryden (North side)	20,474	18.80
18	Hintz Rd. – Windsor Dr. to Buffalo Grove Rd. (North side)	3,485	12
19	Buffalo Grove Rd. – Hintz Rd. to Flentie Ln. (West side)	32,020	29.60
20	Hintz Rd. – Windsor Dr. to Waterman Ave. (South side)	14,347	13.20
21	Windsor Dr. – Suffield Dr. to Hintz Rd. (East side)	17,330	16
22	Suffield Retention Basin – NE corner of Suffield and Drury Ln.	120,327	110.40
23	Waterman Ave. and Crabtree Ln. – South of apartment complex	5,070	12
24	Well #9 – 2300 N. Arlington Heights Rd.	25,757	23.40
TOTALS FOR ZONE "A"		759,607	761.60

Summary of Locations - 2020

Turf Mowing Areas - Zone "B"			
#	Description	Est. Square Footage	Weekly Mowing Cost (\$)
1	Retention Basin at Wilke Rd, North of Raleigh St	46,110	42.40
2	Parkway along East side of Rt. 53 Frontage Rd. Yale Ave. to Raleigh St.	48,741	44.80
3	Cambridge Retention Basin	80,031	73.60
4	Happiness Pond Basin - Cambridge/Yale (Added 5.9.22)	51,157	46.80
5	NE corner of Verde Dr. and Palatine Rd. Frontage – Parkways on and east to Kennicott on North side of Palatine Rd. Frontage	12,879	14
6	James Ct. Retention Basin	19,377	17.60
7	Ridge Ave. – Unimproved R.O.W. including Norman St. Unimproved R.O.W. and Retention Basin bordered by Chestnut Ave., Ladd St. and Ridge Ave.	114,363	105.20
8	Chestnut Retention Basin and Island at Rand Rd. and Chestnut Ave.	33,864	31.20
9	Unimproved R.O.W. at SE corner of Walnut Ave. and LaSalle St. and Unimproved R.O.W. on East side of Walnut Ave. Cul-de-sac	23,249	21.20
10	204 W Palatine Rd Detention Basin	14,900	13.60
11	Retention Basin at NW corner of Ridge Ave. and Palatine Rd. Frontage	25,653	23.60
12	"4" corners of Kennicott Ave. and Palatine Rd.	143,998	132.40
13	Parkway along East Bound Palatine Rd. Frontage between Verde Dr. and 100' east of Patton Ave.	10,882	12
14	Kaspar Ave. and Palatine Rd. Frontage – SE corner	4,267	12
15	Retention Basin at SW corner of Highland Ave. and Palatine Rd. Frontage	18,829	17.20
16	Palatine Frontage South Parkway, Highland Ave to Apartment Driveway	3,238	12
17	Islands and parkways along Palatine Rd. between Highland Ave. and Derbyshire Ln. – including area inside of walk at NW corner of Burke Dr. and Palatine Rd. Frontage	176,124	161.60
18	ROW East of 1007 E Palatine Rd Car Wash	11,168	12
19	Windsor Dr. at Palatine Rd. - Palatine Rd. to Carlyle (West side)	8,880	12
20	Palatine Rd. – Windsor Dr. to Dale Ave. (North and South sides) b) Rosehill Dr. to Old Well	47,668	43.60
21	Two Village-owned lots at Clarence Ave. and Dryden Ave.	78,545	78
22	Vacant lot parkways and parkway along retention basin on Clarence Ave. between Palatine Rd. and Dryden Ave	10,240	9.60
23	Lillian R.O.W. b/w Clarence Ave. and Windsor Dr. including Creekbank	28,277	24
24	Rand and Windsor cul-de-sac	26,630	24.40
25	Dorothy R.O.W. between Rand Rd. and Charles Street	18,628	17.20
26	S/E corner of Somerset Ln. and Marion St. along Retention Basin	3,920	12.
27	Olive St. Parkway along Retention Basin	13,966	12.80
28	S/E corner of Oakton St. and Forrest Ave.	8,712	12
29	Unimproved Frederick R.O.W. between Forrest Ave. and Gibbons Ave.	16,476	15.20
30	Hawthorne ROW	10,154	21.60
31	Abandoned Well #7 – 650 E. Frederick St.	23,344	32.40
32	Thomas Hydropillar – SE corner of Ridge Ave. and Thomas St. (Gated)	35,158	22.80
33	Lillian R.O.W. and Lift Station – Chicago to Wilke	24,917	17.20
34	Perimeter and Parkways of Wetland @ Christina & Olive	18,576	14
35	Oakton South side, Just E. of 1925 Oakton to Waterman (garbage only)	15,368	12
36	6 N Hickory Ave - vacant lot	15,277	12
TOTALS FOR ZONE "B"		1,243,566	1190

Summary of Locations - 2020

Turf Mowing Areas - Zone "C"			
#	Description	Est. Square Footage	Weekly Mowing Cost (\$)
1	Kirchoff Rd. – Kennicott Ave. to Wilke Rd. (North side) and Wilke Rd. – Kirchoff Rd. to Grove St. (East side)	59,554	54.80 54.80
2	Wilke Rd. – Kirchoff Rd. to Orchard Pl. (East & West sides)	115,514	107
3	Kirchoff Rd. – Dwyer Ave. to Patton Circle (South side)	17,440	16
4	Islands and parkways at Kirchoff Rd. and Central Rd.	46,703	42.80
5	Magnolia St. R.O.W. – Ridge Ave. to Highland Ave.	73,020	67.20
6	Cypress Retention Basin	240,374	220.80
7	Vacant lot owned by Village on West side of Arlington Heights Rd. – North of White Oak St.	9,733	12
8	Unimproved Evergreen Ave. R.O.W. – North of White Oak St.	8,605	12
9	Retention Basin at NW corner of Highland Ave. and Noyes St.	22,534	20.80
10	Golf Rd. – Highland Ave. to Fernandez Ave. (North side)	5,211	12
11	Village-owned vacant lot at NE corner of Golf Rd. and Millbrook Ln.	14,713	13.60
12	Algonquin Rd. – Kennicott Ave. to 500' East of Wilke Rd. (North side)	9,523	12
13	Fire Station #3 – 2000 S. Arlington Heights Rd.	21,515	19.60
14	Well #12 Retention Basin – Behind Fire Station #3	46,639	42.80
15	Algonquin Rd. – Embers Ln. to Cedar Glen Dr. (North side)	6,780	12
16	Golf Terrace and Arlington Heights Road	68,389	62.80
17	Village-owned vacant lot at 1665 S. Arlington Heights Rd	13,068	12
18	Lincoln St. and Pine Ave. R.O.W.	3,685	12
19	Retention Basin – South of White Oak St. and Pine Ave.	36,912	34
20	Arlington Heights Rd. – White Oak St. to Noyes St. (East side)	6,689	12
21	Arlington Heights Rd. – Cedar St. and Emerson St. (West side)	2,534	12
22	Scarsdale Ct. Retention Basin	20,486	18.80
23	139 E Golf Terrace	44,367	40.80
TOTALS FOR ZONE "C"		893,988	868.80
Turf Mowing Areas - Zone "D"			
#	Description	Est. Square Footage	Weekly Mowing Cost (\$)
1	Arlington Park Commuter Drive, Train Station to Overpass (Both Sides)	34,824	32
2	Northwest Hwy. – Wilke Rd. to 600' west (South side)	38,420	35.20
3	Chicago Alley - Behind 1604 W. Northwest Hwy	2,190	12
4	Northwest Hwy. – Wilke Rd. to Euclid Ave. (South side)	90,185	82.80
5	Davis St. and Euclid Ave.	13,193	12
6	Abandoned Well #4 on Kennicott Ave. South of Miner St.	9,774	12
7	Parkways of vacant lot at NE corner of Ridge Ave. and Wing St.	2,340	21.20
8	Perimeter of Wetland and Parkways at Kennicott Ave and Sigwalt St	23,086	12
9	Davis St. – Burton Pl. to Beverly Ln. (South side)	25,095	23.20
10	Mayfair Rd./Davis St. Cul-de-sac	2,362	12
11	Davis St. – Burton Pl. to Arthur Ave. (North side)	15,490	14.40
12	Davis St. – Arthur Ave. to underpass (North side) and truck turnaround (north side)	30,048	27.60
13	Northwest Hwy. – Arlington Heights Rd. to Waterman Ave. (South side)	233,271	214.40
14	Windsor Boulevard & Two Stonegate Triangles	321,163	294.80
TOTALS FOR ZONE "D"		841,441	805.60

BID PROPOSAL

PUBLIC PROPERTIES TURF MOWING

After becoming familiar with the General Conditions, Special Conditions, Specifications and Addenda attached hereto, the undersigned agrees to provide to the Village the services described including all supervision, labor, materials and equipment for lawn maintenance at the identified locations. Annual costs are for one mowing per week from approximately March 15th through November 30th.

Zone	Number of Sites	Est. Square Footage	Year One Weekly Cost
A	24	759,607	\$ 761.60
B	39	1,243,566	\$ 1190.00
C	23	893,988	\$ 868.80
D	14	841,441	\$ 806.60
Total	100	3,738,602	\$ 3627.00

Total Weekly Properties Bid Price \$ 3627.00 x 39 weeks =

TOTAL ANNUAL BID PRICE: \$ 141,453

FIRST YEAR TOTAL ANNUAL BID PRICE 2026 – FROM ABOVE	\$ 141,453
SECOND YEAR TOTAL ANNUAL BID PRICE 2027	\$ 145,696.59
THIRD YEAR TOTAL ANNUAL BID PRICE 2028	\$ 150,007.48

3 YEAR PRICE = 437,217.07

ADDITIONAL WORK WHEN AUTHORIZED

Turf Mowing	\$ 0.02	/Sq. Ft.
Core Aeration	\$ 0.04	/Sq. Ft.
Debris Pickup	\$ 0.04	/Sq. Ft.

NOTE: A Summary of Locations pricing sheet must be submitted along with this bid proposal.

References

(Failure to compete will result in rejection of bid)

The contractor shall provide the Village with a list of municipalities where they have satisfactorily completed landscape work in the Chicago area.

Please submit at least three (3) references for similar type of services provided.

Municipality ELK GROVE VILLAGE Contact Person BILL BOLICH
Phone # 224-277-0332 No. of years serviced 3-current
Value of Contract \$200,000+

Municipality HIGHLAND PARK DISTRICT Contact Person DAN VOSS
Phone # 847-~~579~~-3130 No. of years serviced 3
Value of Contract \$200,000+

Municipality VILLAGE OF NORRIDGE Contact Person JOE ANNUNZIO
Phone # 708-779-2030 No. of years serviced 2-current
Value of Contract \$100,000+

Municipality ELK GROVE PARK DISTRICT Contact Person ELISED VENCES
Phone # 847-690-1432 No. of years serviced 2-current
Value of Contract \$105,000+

Municipality MUNDELEIN PARK DISTRICT Contact Person ROB FOSTER
Phone # 847-388-5463 No. of years serviced 2-current
Value of Contract \$70,000+

Competency of Contractor

Langton Group

1. Company Information, History, Size & Mission

Langton Group was established in 2005 and has grown into a full-service commercial landscaping and snow management company serving municipalities, commercial properties, and institutional clients throughout the region.

Since its founding, the company has built a strong reputation for reliability, quality workmanship, and responsive service. Today, Langton Group employs over 135 team members, including dedicated maintenance crews, construction crews, project managers, supervisors, and support staff.

Langton Group provides comprehensive commercial services including:

- Turf maintenance and mowing
- Landscape construction and enhancements
- Irrigation services
- Seasonal clean-ups
- Snow removal and ice management

Owners / Officers:

- Joe Langton, President
- John Langton, Vice President

Mission Statement:

Our mission is to provide dependable, high-quality landscape and snow services through professional crews, safe work practices, and a commitment to long-term client relationships.

2. Qualification, Staffing & Capability

Langton Group is fully qualified, properly staffed, and equipped to perform the services outlined in this proposal. With over 135 employees and established maintenance and construction divisions, the company has the operational capacity, equipment fleet, and management structure necessary to support municipal contracts of this size and scope.

If awarded the contract for Arlington Heights, Langton Group will utilize experienced, full-time maintenance staff currently employed by the company. These crews are trained professionals with municipal maintenance experience and will be assigned specifically to ensure consistent service quality and scheduling compliance.

No additional part-time staffing will be required for this contract.

3. Litigation or Arbitration History

Langton Group has not been involved in any litigation or arbitration with any past client within the past five (5) years.

4. Contract Completion History

Neither Langton Group nor any present partners or officers have failed to complete a contract.

5. Permanent Commercial Business Office

Langton Group maintains a permanent commercial business office and yard facility located at:

4510 Dean Street
Woodstock, Illinois 60098

The company has operated from this location since its inception in 2005.



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: Resolution Approving a Contract for Paver Brick Leveling and Replacement

Department: Public Works & Engineering

Item Description:

The 2026 Capital Improvement Budget and Maintenance Operating Budget include a combined total of \$149,800 for Downtown Area Brick Paver Leveling and Replacement. This annual program consists of contractual services to remove, reset, and replace existing brick pavers in designated areas of the Downtown Area (DtA). The work is intended to correct settled and uneven pavers, eliminate trip hazards, and preserve the aesthetic appearance and walkability of the Downtown streetscape.

The scope of this year's program includes:

1. Removal and resetting of approximately 2,000 square feet of existing brick pavers to address low or uneven areas (Bid Item A).
2. Removal of existing pavers and installation of approximately 4,800 square feet of new brick pavers, supplied by the Village (Bid Item B), including work at Lot H and replacement of pavers at Lot O. Please see exhibit one for reference.

All work will be completed in accordance with the contract documents and project specifications.

Due to the locations selected for this year's work, minor and temporary parking disruptions are anticipated. Construction activities may require the temporary relocation of hourly parking to alternative public lots. Public Works and Engineering staff will coordinate closely with the contractor to minimize disruptions and will provide timely communication to residents, businesses, and commuters regarding construction schedules and impacts.

A public bid opening was held on February 12, 2026. Six (6) bids were received and publicly opened and read aloud. The bids are summarized below:

Fleck's Landscaping — \$45,900
GC Designs, Inc. — \$115,000
Milieu Design, LLC — \$126,000
Copenhaver Construction, Inc. — \$150,400
DayBreaker Landscapes — \$402,400
Tiles in Style, LLC — \$598,792

Fleck’s Landscaping of Wheeling, Illinois, was determined to be the lowest responsible bidder. References were reviewed and found to be favorable. Fleck’s has previously completed similar work for the Village, and staff found their workmanship to be satisfactory. The contract is for a three-year term with the option to extend up to an additional three, one-year extensions.

Funding for this project is available in the following accounts:

401-7101-550300 (ST0501) — \$100,000

101-7101-521150 — \$49,800

It should be noted that once the new installation component of this bid is completed, the remaining funds will be used to abate trip hazards within the DtA area.

RECOMMENDATION

It is recommended that the Village Board award a three-year contract for Paver Brick Leveling and Replacement to Fleck’s Landscaping of Wheeling, Illinois, as the lowest responsible bidder, for a total amount not to exceed the budgeted amount of \$149,800, as outlined in the attached Resolution.

ATTACHMENTS:

- 1. 20260316_Street_PaverBrickLevelingReplacement

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION APPROVING THE AWARD OF A CONTRACT
FOR THE PAVER BRICK LEVELING AND REPLACEMENT
TO FLECK’S LANDSCAPING OF WHEELING, ILLINOIS

WHEREAS, the Village sought bids for the award of a contract for Paver Brick Leveling and Replacement (“Contract”); and

WHEREAS, Fleck’s Landscaping of Wheeling, IL (“Contractor”), was the lowest responsible and responsive bidder of the firms that submitted bid packages to the Village for the Contract; and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Contract with Contractor will serve and be in the best interest of the Village and its residents;

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

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

SECTION 2. APPROVAL OF CONTRACT. The Board of Trustees hereby approves the Contract by and between the Village and Contractor, in substantially the form attached to this Resolution as Exhibit A, and in a final form and substance acceptable to the Village Administrator and Village Attorney.

SECTION 3. EXECUTION OF CONTRACT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by Contractor; provided, however, that if the executed copy of the Contract is not received by the Village Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

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

AYES:

NAYS:

PASSED AND APPROVED THIS ___ day of _____, 20__.

Village President

ATTEST:

Village Clerk

EXHIBIT A
CONTRACT



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005
847-368-5000
www.vah.com

NOTICE OF AWARD

Fleck's Landscaping
222 Industrial Lane
Wheeling, IL 60090

March 16, 2026

Project Description: Paver Brick Leveling and Replacement

The Village of Arlington Heights has considered the proposal submitted by your Company for the above-described work in response to its INVITATION FOR BIDS opened February 12, 2026.

YOU ARE HEAREBY NOTIFIED that your proposal/bid has been accepted by the Village Board on March 16, 2026 for items and services up to the budgeted amount of: **One Hundred Forty-Nine Thousand, Eight Hundred Dollars and 00/100ths** (\$149,800.00) in year 1 of a three-year contract with the option to extend with three one-year extensions thereafter. The amounts for year 2 and 3 shall be determined in the next fiscal year.

You are required to execute the Contract Documents and provide necessary Insurance documentation within Fifteen (15) days from the date of this Notice to you.

If you fail to execute said Contract within Fifteen (15) days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your proposal as abandoned and the Owner will be entitled to such other rights as may be granted by law. Please return signed contracts to Lisa Subrin.

You are required to return an acknowledged copy of this Notice of award to the Village, with two signed copies of the contract.

Dated this 16th day of March, 2026

Village of Arlington Heights

By: _____

Lisa Subrin, Purchasing Coordinator

Acceptance of Notice

Receipt of the above Notice of Award is acknowledged by Fleck's Landscaping this _____ of _____ (month), 2026.

By: _____

Title: _____

**VILLAGE OF ARLINGTON HEIGHTS
CONTRACT**

This Agreement is made and entered into this 16th day of March, 2026, between the Village of Arlington Heights "Village" and Fleck's Landscaping, "Vendor."

In consideration of the mutual benefits that will result to the parties in carrying out the terms of this Agreement, the parties agree as follows:

1. The Vendor agrees to do all the work, furnish all materials and all labor necessary to complete the work in full compliance with all of the terms of this agreement and the proposed specifications and the requirements of the Director under it;
2. The Village agrees to pay the Vendor based on unit prices for completion of the work in accordance with the bid documents;
3. It is understood and agreed that the Bid Documents, Specifications, Addenda, and the Bidder's response are all essential documents for the Paver Brick Leveling and Replacement Project. They are attached and hereby made part of this agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated above.

Attest: Village of Arlington Heights

Clerk
(Seal) By: _____
Title: _____
Date: _____

Attest: Bidder:
By: _____

Notary Title: _____
(Seal) Date: _____

Subscribed & sworn before me this _____ day of _____ 2026.

**VILLAGE OF ARLINGTON HEIGHTS
FINANCE DEPARTMENT, PURCHASING DIVISION
33 S. ARLINGTON HEIGHTS ROAD**

BID SPECIFICATIONS AND CONTRACT DOCUMENTS

Paver Brick Leveling and Replacement

Required for Use by: Village of Arlington Heights- Public Works
Bid Deposit: 10% of bid
Performance Bond: 100% of bid
Pre-Bid Meeting: N/A
Date and Time Bids Due: Submit electronically by Thurs. February 12, 2026 at 10:00 am
Date and Time of Bid Opening: Thursday February 12, 2026 at 10:00 am
Project Contact: Dave Scanlon, dscanlon@vah.com, 847-368-5800
Purchasing Coordinator: Lisa Subrin, lsubrin@vah.com, 847-368-5509

This bid is utilizing our Electronic Bid Management System:

- * Please see the Bid Notice for the link to access the bid documents and instructions.
- * **If you have ever done business with the Village of Arlington Heights or if your company has reviewed a bid electronically with us, you ALREADY have a vendor number assigned to you. Please follow the instructions to LINK to your vendor # and do NOT create a new vendor #.** Please contact Lisa Subrin if you do not know your vendor number. Your vendor number can also be found on our POs and checks.
- * It is imperative that you register as a vendor and be logged in **PRIOR TO VIEWING** the Bid Documents. **This is the only way to connect you to the bid and allow us to send you updates, such as addendums.**
- * Required documents to be submitted with this bid are: Bid Bond, Bid Proposal Page with references, Vendor Application Form, and signed addendum, if applicable
- * Please allow yourself enough time to submit your bid before the bid closes.

In the event bidder cannot submit a bid on the requirements as set forth in the bid documents, he or she should return the bid documents with an explanation as to why he or she is unable to bid on these requirements. Because of the large number of firms listed on the Village's qualified bidder's list, it is necessary to delete from these lists the names of those persons, firms or corporations who fail to respond after having been invited to bid on a commodity or commodities.

BID NOTICE

Paver Brick Leveling and Replacement Bid # 260003

The Village of Arlington Heights will accept sealed bids electronically for the Paver Brick Leveling and Replacement until 10:00 am local time on Thursday February 12, 2026, at which time they will be publicly opened and read.

All proposals or bids offered must be accompanied by a bid security in the amount of 10% of the total bid in the form of a certified check, bid bond or cashier's check made payable to the Village of Arlington Heights. No bids shall be considered unless accompanied by such security.

Bidders shall comply with the Prevailing Wage Rate Act (820 ILCS 130). Bidders will also be required to comply with the applicable equal employment opportunity provisions.

The Village of Arlington Heights reserves the right to reject any or all proposals, to waive informalities in bidding and to accept the proposal deemed by the Board of Trustees to be the most favorable to the interests of the Village.

This bid is utilizing our Electronic Bid Management System and specifications/bid documents may be obtained with the following link and instructions. This information and link can also be found at www.vah.com

<https://vilofarlingtonheightsil.munisselfservice.com/vss/Vendors/VBids/Default.aspx>

Type in the bid # and click search. Next click on the bid #, and then click on the attachments on the right-hand side to find instructions on How to Register and Submit a Bid.

*** If you have ever done business with the Village of Arlington Heights or if your company has reviewed a bid electronically with us, you ALREADY have a vendor number assigned to you. Please follow the instructions to LINK to your vendor # and do NOT create a new vendor #.** Please contact Lisa Subrin if you do not know your vendor number. Your vendor number can also be found on our POs and checks.

* It is imperative that you register as a vendor and be logged in **PRIOR TO VIEWING** the Bid Documents. **This is the only way to connect you to the bid and allow us to send you updates, such as addendums.**

Contact Lisa Subrin, Purchasing Coordinator, at lsubrin@vah.com, if you have issues accessing the bid.

For a list of our current bids, visit our website at www.vah.com.

**VILLAGE OF ARLINGTON HEIGHTS
GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS
PUBLIC IMPROVEMENT/SERVICES**

THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES AND SERVICES AND BECOME A DEFINITE PART OF EACH FORMAL INVITATION TO BID, PURCHASE ORDER, OR CONTRACT ISSUED BY THE VILLAGE OF ARLINGTON HEIGHTS ("VILLAGE"), UNLESS OTHERWISE SPECIFIED. BY SUBMITTING A BID, THE BIDDER AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS. BIDDERS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES OF THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING BIDS, FAILURE TO DO SO WILL BE AT THE BIDDER'S OWN RISK AND WILL NOT SECURE RELIEF ON THE PLEA OF ERROR.

1.01 PREPARATION OF PROPOSALS:

The bidder shall submit their sealed bid proposal on the proposal forms provided and shall be submitted electronically through the Bid Management System. The bidder shall specify in figures, in the places provided, a price for each of the separate items called for in the proposal forms. All information required by the bidding documents must be supplied to constitute a responsive bid.

All bid/proposals should be submitted electronically through the Bid Management System prior to the time specified for opening the bid. If a bid cannot be submitted electronically, please contact the Purchasing Coordinator.

If the bidder is a corporation, the legal name of the corporation, the state of incorporation and the business address shall be set forth together with signature of the officer or officers authorized to sign contracts on behalf of the corporation and attested by the secretary of the corporation. If the bidder is partnership, the true name should be listed. If the bidder is a partnership the true name and address of the firm shall be set forth together with the signatures of authorized partners. If the bidder is an individual, the signature and address shall be inscribed. If the signature is by an agent other than an officer of the corporation or member of the partnership, a power of attorney must be submitted with the bid, otherwise, the bid may be regarded as irregular. All names must be printed below the signature.

1.02 BID SECURITY:

No bid will be considered unless accompanied by a bid security as defined in the Invitation to Bid as a guarantee that if the bid is accepted the bidder will execute the agreement and file bonds and insurance's required by the contract documents. Bid securities shall be made payment to the Village of Arlington Heights. In the event that the bidder fails to furnish the required bonds and insurance within ten (10) calendar days after notice of acceptance of the bid by the Village, then the bid deposit of the bidder shall be retained by the Village as liquidated damages, it being now agreed that said sum is a fair estimate of the amount of damages that said Village will sustain due to the bidder's failure to furnish said bond.

1.03 BID SUBMITTAL:

Each sealed bid properly signed together with the bid security and all documents bound herewith shall submitted electronically through the Bid Management System prior to the time specified for opening the bid. If a bid cannot be submitted electronically, please contact the Purchasing Coordinator.

1.04 WITHDRAWAL OF BID:

No bid shall be withdrawn after the opening of any bid without the consent of the Village. Any bid may be withdrawn at any time prior to the hour fixed in the Invitation for Bids for the opening of bids provided that a request in writing executed by the bidder or duly authorized representative for the withdrawal of such bid is filed with the owner prior to the time specified for the opening of bids.

1.05 AWARDING THE BID:

The contract will be awarded to the lowest responsible bidder, or any other bidder determined by the Village Board to be in the best interest of the Village, who complies with all the provisions of the invitation to bid. The Village reserves the right to reject any or all bids or to waive any non-conformity in bids received whenever such rejection or waiver is in the best interests of the Village. The Village also reserves the right to reject the bid of a bidder who has previously failed to satisfactorily perform a contract, has not completed contracts on time, or whom an investigation shows is not in a position to perform the contract.

In determining responsibility, the following qualifications will be considered by the Village:

- (a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- (b) Whether the bidder can perform the contract or provide service promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (d) The quality of performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- (g) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;

Except as otherwise provided by law, the Village Mayor and Board of Trustees reserves the right to reject any or all bids and to waive any informality in the bids received.

2.00 WORK COVERED BY CONTRACT DOCUMENTS:

The work comprises the completed Public Improvement/Services required by the contract documents and includes all labor necessary to produce such Public Improvement/Services and all materials and equipment incorporated or to be incorporated in such Public Improvement/Service.

3.00 AWARD:

The decision of the Village to accept the proposal of a responsible bidder for the work, subject to the execution and approval of the contract and contract bond to secure the performance thereof, and to such other conditions as may be specified or otherwise required by law.

3.01 BIDDER:

Any individual, firm or corporation submitting a proposal for the work contemplated, acting directly or through a duly authorized representative.

3.02 BID PROPOSAL SECURITY (PROPOSAL GUARANTEE):

The security furnished with the bid to guarantee that the bidder will enter into the contract for the work.

3.03 CONTRACT /AGREEMENT:

The contract represents the entire and integrated agreement between the Village and contractor and supersedes all prior negotiations, representations or agreements either written or oral. The contract may be amended, or modified in writing signed by both parties.

3.04 CONTRACT BOND:

The form of security approved by the Village and furnished by the contractor and a surety as a guarantee of good faith and ability on the part of the contractor to execute the work in accordance with the terms of the contract.

3.05 CONTRACT DOCUMENTS:

The Village/contractor agreement, the conditions of the contract (general), supplementary or special and other conditions), the plans, specifications, addenda and all modifications (written amendments, change orders, written interpretations or other written orders), and the contract bond when required.

3.06 CONTRACTOR:

The contractor is the person or entity identified in the Village-contractor agreement and is referred to throughout the contract documents as if singular in number. The term contractor means the contractor or an authorized representative.

3.07 CORPORATION:

A corporate body authorized or licensed to do business in Illinois.

3.08 ENGINEER:

When the word "Engineer" appears in the specifications it shall mean the Village Engineer of the Village of Arlington Heights, Illinois or those designated by the Village Engineer.

3.09 OBSERVER:

The Village's authorized representative assigned to observe any or all portions of the work and materials being used for the project.

3.10 OWNER/VILLAGE:

When the word "Owner" or "Village" appears in the specifications they shall mean the Village of Arlington Heights, Illinois, a municipal corporation of the State of Illinois, 33 South Arlington Heights Road, Arlington Heights, Illinois 60005.

3.11 PLANS:

All official drawings or reproductions of drawings pertaining to the work provided for in the contract.

3.12 PROJECT MANUAL:

The booklet (manual) which includes the bidding requirements, conditions of the contract, the proposal, specifications.

3.13 BID PROPOSAL:

The written offer of the bidder to perform the work proposed and presented to the Village.

3.14 SPECIAL CONDITIONS:

Special conditions when included in these contract documents shall supplement the general conditions, the attached specifications and the plans on particular portions of the project. They shall govern the contract documents wherever they conflict therewith; but shall not operate to annul those portions of the contract documents with which they are not in conflict.

3.15 SPECIFICATIONS:

The body of descriptions, conditions and requirements contained in the contract, together with written agreements and all documents of any description made or to be made pertaining to the method or manner of performing the work, the quantities, or the quality of materials to be furnished under the contract.

3.16 SURETY:

The corporate body, acceptable to the Village, bound with and for the contractor to insure the contractor's performance of the contract and for payment of all obligations pertaining to the work.

3.17 MISCELLANEOUS DEFINITIONS:

- (a) "Shall" means mandatory.
- (b) "As Required" means as prescribed by the contract documents.
- (c) "As Necessary" means essential to the completion of the work.
- (d) "Or Equal" means a substitute meeting the exact specification of those items so stated on the drawings, details, and/or the specifications and approved by the Village before bids are submitted.

4.00 CONTRACT DOCUMENTS

4.01 OWNERSHIP OF PLANS AND SPECIFICATIONS:

All plans and specifications and copies thereof furnished by the Village are Village property. They are not to be used on other work and with the exception of one complete set, are to be returned to the Village on request, at the completion of the contract work.

4.02 EXAMINATION OF CONTRACT DOCUMENTS AND THE SITE OF PROPOSED WORK:

The bidder shall, before submitting a bid, carefully examine the contract, including the proposal, specifications, general and special conditions. The bidder shall inspect the site of the proposed work and become familiar with all the local conditions affecting the contract and the detailed requirements of the public improvement/service. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to comply with these instructions. The Village will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

4.03 INTENTION OF CONTRACT DOCUMENTS:

The contract documents are complementary; what is called for by one is as binding as if called for by all. The contractor shall bring any conflict, errors, or discrepancies in the contract documents to the attention of the Village in writing before proceeding with the work affected.

4.04 BID PROPOSAL SECURITY (PROPOSAL GUARANTEE):

Each proposal shall be accompanied by a bid proposal security (see invitation or instructions to bidders). A bid proposal security shall be a properly certified check, bank draft, bank cashier's check or bid bond for the amount of 10% of the total bid, made payable to the Village or Arlington Heights. The proposal guarantee will be returned within five (5) working days after the bid opening date to all but the successful bidder, and one alternate bidder to be designated by the Village. The proposal guarantee of the successful bidder and the alternate bidder will be returned as soon as the contract bond, insurance policies and certificates are in proper order, delivered to the Village and the contract has been fully executed by the bidder to whom the contract is awarded.

4.05 BONDING REQUIREMENTS:

(a) Performance and Payment Bond. 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 Surety, Performance, and Payment Bonds, 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 bid proposal security to the Village.

4.06 CONFLICTS:

Where conflict exists within or between parts of the contract documents and applicable standards, codes or ordinances, the more stringent or higher quality requirements shall apply. Large scale drawings take precedence over smaller scaled drawings, figured dimensions on the drawings over scaled dimensions, and noted materials over graphic representations.

4.07 BID PROPOSAL:

The bidder shall submit a sealed bid proposal on the proposal forms provided. Proposals that contain omissions, erasures, alterations, irregularities of any kind, or not accompanied by the proper proposal guaranty shall be rejected. However, the Village reserves the right to reject or accept any and all proposals and to waive technical error as may be deemed in the best interest of the Village.

4.08 LATE BIDS:

Late bids shall not be considered and will be returned unopened.

5.00 PROPOSAL FORM

5.01 UNIT PRICE BID PROPOSAL FORM

(a) Bidders will be furnished with a unit price bid proposal form, attached to the project manual, stating the items of work contemplated and the approximate

estimated quantities. It is the result of careful calculations and is believed to be correct, but it is given only as a basis for comparison of proposals and the award of the contract. The Village does not expressly or by implication agree that the actual quantities involved will correspond exactly with the estimated quantities. The bidder shall verify these quantities before bidding.

(b) Payment will be based on the actual quantities of work performed in accordance with the contract, as the contract unit prices specify. No allowance will be made for any change in anticipated profits due to an increase or decrease in the original estimate of quantities. The Village reserves the right to omit any item entirely, or to increase or decrease any or all items.

5.02 LUMP SUM BID PROPOSAL FORM:

Bidders will be furnished with a lump sum bid proposal form, attached to the project manual, for the work to be performed.

6.00 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 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 Arlington Heights and the State of Illinois where applicable and shall provide indemnity bonds required by the Village Code.

6.01 EMPLOYMENT OF ILLINOIS WORKERS DURING PERIODS OF EXCESSIVE UNEMPLOYMENT

(a) Whenever there is a period of excessive unemployment in Illinois which is defined as any month immediately following two (2) consecutive calendar months during which the level of unemployment in the State of Illinois has exceeded five (5%) percent as measured in the United States Bureau of Labor Statistics in its monthly publication of employment and unemployment figures, the contractor shall employ only Illinois laborers. "Illinois laborers" means any person who has resided in Illinois

for at least thirty (30) days and intends to become or remain an Illinois resident.

(b) Other laborers may be used when Illinois laborers, as defined herein, are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the Village. The contractor may replace no more than three (3) regularly employed non-resident executive and technical experts, who do not qualify as Illinois laborers, to do work encompassed by this contract during periods of excessive unemployment.

(c) This provision applies to all labor whether skilled, semi-skilled, whether manual or non-manual.

6.02 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)".

6.03 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.

6.04 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 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 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 Arlington Heights does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in its programs and activities.

6.05 THE AMERICANS WITH DISABILITIES ACT:

(42 USC 121-1 et seq.) 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.

7.00 CONTRACTOR

7.01 COMPETENCY OF CONTRACTOR:

The contractor shall, when requested by owner, furnish signed statements, showing responsibility, financial ability, experience, amount and condition of equipment and the value of all uncompleted work under contract.

7.02 SUPERINTENDENT OR FOREMAN:

The contractor shall supervise and direct the work efficiently, and with the contractor's best skill and attention. The contractor shall be solely responsible for the negligence of others in the means, method, techniques, sequence or procedure of Public Improvement / Services which is indicated in and required by the contract documents. Contractor shall be responsible to see that the finished work complies accurately with the contract documents.

7.03 WORKMANSHIP:

The contractor shall be responsible for high quality workmanship on all items of

work.

7.04 RESPONSIBILITY:

The contractor and subcontractor shall be responsible for maintaining of safe equipment and using proper methods and procedures. The Village reserves the right to ascertain and to require that the contractor's work and the subcontractor's work complies with the contract.

7.05 HOLD HARMLESS AND INDEMNIFICATION:

To the fullest extent permitted by law, the contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless the Village, it's officers, employees, servants, and agents, from and against all claims, actions, suits, judgments, costs, losses, expenses including but not limited to fees and charges of attorneys, engineers and architects, court and arbitration costs, and liabilities of whatsoever kind or nature arising out of:

(a) Any infringement (actual or claimed) on any patents, copyrights or trade names by reason of any work performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

(b) Bodily injury, including death, "sickness or disease", to any person or persons (including contractor's officers, employees, agents, and servants) or damage to or destruction of any property including the loss of use thereof:

(1) caused by whole or in part by any act, error or omission by the contractor or any subcontractor or anyone directly or indirectly employed by any of them;

(2) arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks, and property adjacent hereto;

(3) arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of the contract.

(c) In any and all claims against the Village or it's agents or employees by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, the indemnification obligation under this section 1.06, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under worker's compensation acts, disability benefit acts or other employee benefit acts. This indemnification does not apply to any liability caused by the Village's own negligence.

7.06 ADANDONMENT:

If the contractor abandons or neglects the work or if the Village at any time is convinced that the work is unreasonably delayed, or that the conditions of the contract are being willfully violated, executed carelessly, or in bad faith, the Village may notify the contractor in writing, and if this notification is without effect within twenty-four (24) hours after the delivery thereof, then, and in that case, the contractor shall discontinue all work under the contract and the Village shall have full authority to make arrangements for the completion of the contract at the expense of the contractor.

7.07 CLEAN UP AND SITE MAINTENANCE:

The contractor shall at all times keep the site and adjoining premises free from accumulation of waste material or rubbish caused by its employees or work, and at the completion of the work, shall remove all rubbish, tools, and surplus materials from the site and adjoining premises, leaving the area in a neat and workmanlike condition. In case of dispute, the Village may remove the rubbish and charge the cost to the contractor.

8.00 CHANGES/ALTERATIONS OF CONTRACT WORK AND EXTRA WORK:

The Village reserves the right to alter the specifications by adding or subtracting from the original quantities as bid without invalidating the contract. All such work shall be executed under the same conditions as the original contract, except for an extension in time when any such change/alteration results in additional work. All changes/alterations shall be made only when ordered in writing from the Village as follows:

(a) The Village Manager must approve an increase in the contract price of not more than \$10,000.00 by written change order.

(b) The Village Board must approve an increase in the contract price in all other instances or an extension in the contract completion time by written change order.

(c) The value of any change shall be determined by one or more of the following methods:

(1) An approved Lump Sum.

(2) Unit Prices given in the Contract or subsequently agreed upon.

9.00 PROTECTION OF PERSONS AND PROPERTY

9.01 SAFETY PRECAUTIONS AND PROGRAMS:

The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

9.02 SAFETY OF PERSONS AND PROPERTY

(a) The contractor shall take all reasonable precautions for safety, and all reasonable protections to prevent damage, injury or loss to:

(1) all employees on the site and all other persons who may be affected hereby;

(2) all the work and all materials and equipment to be incorporated therein, whether in storage on or off site, under the care, custody, or control of the contractor or any subcontractors; and

(3) other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation, or replacement in the course of Public Improvement/Service.

(b) The contractor shall give all notices and comply with all applicable laws, ordinances, rules and regulation and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.

(c) The contractor shall erect and maintain, as required by existing condition and progress of the work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent utilities.

(d) The contractor shall use proper warning guards and safety devices with respect to the construction area.

(e) No trees, fire hydrants, utility poles, shrubs or hedges, traffic signs, or other public structure shall be removed, replaced, damage or destroyed unless and until approval for such removal, replacement, damage or destruction has been given in writing from the Village.

(f) Notwithstanding the foregoing requirements, the contractor shall be responsible

for taking immediate steps to correct any damage or injury to public structures, utility services, roadways or public buildings as well as any damage or injury occasioned to private property as a result of the contractor's activities.

(g) The contractor should keep a daily record of all injuries or incidents or damage occurring in, on or near the construction site as a result of the contractor's construction activities. This information shall be given to the Village within twenty-four (24) hours after the day of occurrence.

10.00 INSURANCE REQUIREMENTS:

(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 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 on all policies required by the contract except for Workmen's Compensation Insurance. The coverage afforded shall be primary and non-contributory for the additional insured with respect to claims arising out of operations performed by or on behalf on the Contractor. Additional insured: Village Of Arlington Heights, its Officials, Employees, Agents and Volunteers. 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. Additional insured status shall be provided by original endorsement as least as broad as CG 20 10 04 13 or CG 20 26 04 13.

(d) As a minimum, the contractor shall secure and maintain the types of insurance as hereinafter specified, and shall submit evidence to the Village on an annual basis that the insurance coverage's 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 main 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 forward original copies of the Certificates of Insurance with the coverage's and limits specified annually during the contract period to the Purchasing Division, Finance Department, 33 S. Arlington Heights Road, Arlington Heights, IL 60005.

(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 before any policy is materially changed, canceled, or not renewed.

10.01 WORKER’S COMPENSATION AND EMPLOYERS 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.

The liability limits shall not be less than:

- 1. Worker’s Compensation.....Statutory
- 2. Employer’s Liability.....\$1,000,000 per occurrence

10.02 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:

- 1. Bodily Injury and Property Damage Combined...\$1,000,000 per occurrence

10.03 COMMERCIAL GENERAL LIABILITY, INCLUDING PREMISES AND OPERATIONS, 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 unwillful 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 insureds 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:
- 1. Bodily Injury and Property Damage, Combined single limit, per occurrence including, Contractual Liability – Broad Form Products and

Completed Operations.....\$2,000,000

2. Premises/Operations

Personal Injury.....\$1,000,000

3. General Aggregate.....\$4,000,000

Products/Completed Operations coverage is to remain in force for a period of two (2) years after the completion of the project.

(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.

10.04 UMBRELLA EXCESS LIABILITY:

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

The required coverages may be in combination of primary, excess and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy excess the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

Policy should be written on an occurrence basis.

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.

11.00 PAYMENTS

11.01 TAXES:

No charges will be allowed for taxes from which the Village is exempt. The Village is not liable for the Illinois Retailer's Occupation Tax, the Service Occupation Tax, nor the Service Use Tax. The Village is also exempt from Federal Excise Transportation Tax.

12.00 TERMINATION OF THE CONTRACT:

The Village may terminate the contract upon the occurrence of any one or more of the following events:

(a) The contractor files under any chapter of the Bankruptcy Code (Title 11, United States Code) takes any equivalent or similar action by filing a petition or otherwise under any federal or state law in effect at the time relating to bankruptcy or insolvency.

(b) If a petition is filed against the contractor under any chapter of the Bankruptcy Code as now or hereinafter in effect or if a petition is filed seeking any equivalent or similar relief against the Contractor under any other federal or state law in effect at the time relating to bankruptcy or insolvency.

(c) If the contractor makes a general assignment for the benefit of creditors.

(d) If a trustee, receiver, custodian or agent of the contractor is appointed to take charge of the contractor's property for the purpose of enforcing a lien against the property or for the purpose of general administration of the property for the benefit of the contractor's creditors.

- (e) If the contractor admits in writing an inability to pay its debts generally as they become due.
- (f) If the contractor persistently fails to perform the work in accordance with the contract documents, including but not limited to failure to supply sufficient skilled workers or suitable materials or equipment or failure to adhere to the progress schedule established herein.
- (g) If the contractor disregards laws and regulations of any public body.
- (h) If the contractor disregards the authority of the Village.
- (i) If the contractor violates any provisions of the contract documents.

**VILLAGE OF ARLINGTON HEIGHTS
AFFIDAVIT OF COMPLIANCE**

Applicant _____
Name

Address

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

Section I

Non Collusion

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

Section II

Bid Rigging and Rotating

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

Section III

Illinois Drug Free Workplace Act

The undersigned further states that _____ provides
(Name of Company)

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

Section IV

Tax Payment

The undersigned further states that _____ is not
(Name of Company)

delinquent in payment of any taxes to the Illinois Department of Revenue, in accordance with Illinois Compiled Statues, 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 bidder to receive payment under any award made under the terms and provisions of this bid.

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

Signed by: _____
(Name)
(Title)

Subscribed and sworn to before me this _____ day of _____ 20____,AD.

By: _____
(Notary Public)

-Seal-

**VILLAGE OF ARLINGTON HEIGHTS
INDEMNITY HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Village of Arlington Heights, 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 therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Arlington Heights, 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.

The Contractor expressly understands and agrees that any insurance policies 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 Arlington Heights, its Board of Trustees, officers, agents and employees as herein provided.

CONTRACTOR: _____

By: _____



VENDOR APPLICATION

A W-9 must be submitted with this application.

Company Name: _____

Remit To Address: Include if different than W-9 Address.

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Information:

Name: _____ PH#: _____ Email: _____

Vendor Classification:

In accordance with Illinois Public Act 102-0265, the Village of Arlington Heights is required to make a good faith effort to collect and publish certain demographic information provided by our vendors and subcontractors doing business with us. We are required to report whether they are a minority, woman or veteran-owned business as defined by Illinois Law. In addition, we are required to report whether the vendor is a small business under the Small Business Administration standards (SBA).

Please indicate any applicable classification below or check NA, and check if self-certified or if certified. **Submit the appropriate certification documentation with this form.**

- Small Business: Meets certification requirements as a small business under SBA standards (more information available at SBA.gov)
Avg # of Employees: _____ Avg Annual Receipts less than \$7.5M Yes No
Self-Certified Holds Certification
- Minority-Owned Business Enterprise (MBE): A business that is at least 51 percent owned by one or more minorities. A person who is a U.S. citizen or lawful permanent resident of the United States and is African American, Hispanic American, Asian American, Native American or Native Hawaiian.
Self-Certified Holds Certification
- Women-Owned Business Enterprise (WBE): A business that is at least 51 percent owned by a woman or women who are U. S. Citizens or lawful permanent residents of the U.S.
Self-Certified Holds Certification
- Disability-Owned Business Enterprise (DOBE): A business that is at least 51 percent owned by a person or group of persons with a disability (per the definition in 30 ILCS 575) and who is a U.S. citizen or lawful permanent resident of the United States.
Self-Certified Holds Certification
- Veteran-Owned Small Business (VOSB): A small business that is at least 51 percent owned, operated & controlled by a qualified veteran living in IL and its home office in IL.
Self-Certified Holds Certification
- Not Applicable

Name of Person Completing this form: _____ Date: _____

VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF PUBLIC WORKS & ENGINEERING

SPECIFICATIONS

Paver Brick Leveling and Replacement

1. INTENT

The Village of Arlington Heights is seeking a reputable contractor to provide Brick Paver Leveling and Replacement in the downtown area of Arlington Heights.

1.1 BASE BID ITEM

Item No.	Description	EACH	Estimated Quantity
A.	Remove and reset existing pavers	Per sq. ft.	2,000 sq. ft.
B.	Remove and replace with Village-Supplied new pavers.	Per sq. ft.	4,800 sq. ft.

-Regarding Item B, the contractor is responsible for coordinating with the assigned Village representative to arrange the pickup of any required brick or materials.

2. BID PRICE

Please provide pricing for Base Bid Items A/B for the Services listed. All pricing shall include all labor, transportation costs, and equipment necessary to perform the Services. No allowances shall be made for transportation or mobilization costs and routine/standard equipment.

3. AWARD

Award shall be made to the lowest responsive and responsible bidder who best meets the specifications including financial capacity to perform, experience and qualifications performing similar work, and scheduling based upon the evaluation criteria specified herein. Award shall be made on a total lump sum of the base bid.

The Municipality reserves the right to award the Bid in part or in whole or not award any portion of the bid, whatever is deemed to be in the best interest of the Municipality. The Municipality further reserve the right to award to multiple contractors and to reject any or all bids.

4. TERM

The initial term of the contract shall be for three (3) year from the date of award. The Municipality reserves the right to renew this contract for three (3) additional one (1) year periods or an additional three (3) year period, subject to acceptable performance by the Contractor. At the end of any contract term, the Municipality reserve the right to extend this contract for a period of up to sixty (60) days for the purpose of getting a new contract in place.

For any year beyond the initial year, this contract is contingent upon the appropriation of sufficient funds by the Municipality; no charges shall be assessed for failure of the Municipality to appropriate funds in future contract years. Written requests for price revisions after the

first year period shall be submitted at least ninety (90) days in advance of the annual contract period. Requests must be based upon and include documentation of the actual change in the cost of the components involved in the contract and shall not include overhead, or profit.

5. ESCALATION

In the event this contract is extended in accordance with Section 4, the Contractor may, within 30 days prior to or during the extended contract term, raise the price for services to be performed under the contract by giving written notice to the Village. The increase shall not exceed the annual percentage increase in the Chicago Consumer Price Index for all urban consumers for the twelve-month period ending the previous month. The increase in contract price shall be effective thirty (30) days after the written notice is given. Only one increase shall be allowed in any one-year contract extension period.

The Municipality reserves the right to reject a proposed price increase and terminate the agreement.

6. SCOPE OF WORK

- 6.1 The Contractor hereby proposes to furnish all necessary labor, equipment, and supervision required to level pavers and replace pavers at various locations within the Downtown Area.
- 6.2 All materials will be provided by the Village. The Contractor shall perform the work in a professional manner consistent with industry standards and all applicable local codes and ordinances.
- 6.3 Work Orders will be issued to the Contractor by the Municipality. The work orders must be completed by the Contractor within 30 days of issuance of each work order. The Municipality has the right to delete from or add to the contract quantities without placing penalty to the contract unit costs for construction.
- 6.4 The Municipality reserve the right to reject any and all bids or parts thereof, to waive any irregularities or informalities in bidding procedures and to award the contract in a manner best serving the interest of the municipality.
- 6.5 Debris and concrete dust shall be cleaned from the paver surface as well as the surrounding area of work. At no time shall paver dust, or debris be allowed to enter the Municipal storm system. Paver must be cut using a wet cut saw or dustless system with a vacuum to mitigate dust.

The work under this item shall be paid for at the contract unit price per for Base Bid Items A/B.

- 6.6 **Completion Dates and Interim Completion Dates**
The Contractor shall execute the contract within fifteen working days after contract award by each Municipality. The Contractor shall start the work to be performed under the contract not later than ten calendar days after the execution of the contract by the municipality.

The Contractor shall coordinate directly with the designee of each Municipality's Public Works Director for scheduling of the work. Unless expressly noted in writing otherwise, the interim dates listed below shall be used.

Deliverables – all deliverables and reports shall be submitted within two (2) calendar weeks of completion.

7. Work Quality Inspection

The Contractor shall provide and maintain all traffic control and protection including but not limited to: arrow boards, signs, barricades, and lights as necessary to provide safety to the public, and to comply with IDOT requirements, or of the Municipality having jurisdiction over the right-of-way.

Regular bi-weekly meetings between the Contractor project manager and the Municipal representative are required. The proposed Contractor's working schedule for the next two (2) weeks shall be submitted to the Municipality during each meeting. If any modifications to the proposed schedule are requested by the Municipality, the Contractor shall adjust their schedule accordingly.

8. Protection of Trees and Environment

Every effort shall be made by the Contractor when working near trees and shrubs to preserve them from harm. No trees or shrubs shall be removed unless so indicated by the Municipality. The contractor shall be responsible for damage to or loss of any tree or shrub not specifically designated to be removed.

Damage to tree limbs shall be held to a minimum. Shrubs and tree limbs shall be tied back wherever necessary to prevent their loss or damage. Wherever damage by construction equipment to limbs and branches is unavoidable, they shall be pruned by the Municipality before starting work and sealed in accordance with best forestry practices.

No pruning of tree limbs or branches will be allowed without the written permission from the Municipal representative. If pruning is necessary and approved, it will be done by an approved individual by the Municipality. The Contractor shall contact the Municipality at least 24 hours to their need to prune. Tree protection shall be incidental to the Contract.

9. INVOICES AND PAYMENTS

The Contractor shall submit invoices to the Village detailing the services provided monthly. All services shall be invoiced based on unit pricing and quantities used. The Village shall only pay for quantities used or ordered. Quantities may be adjusted up or down based on the needs of the Village. Payment shall be made in accordance with the Local Government Prompt Payment Act. All invoices should be submitted to the Village by emailing to accountspayable@vah.com.

10. SCHEDULE

- Target Start Date: TBD
- Work Hours: Monday- Friday 7am-5pm
- Purchase Order: To be issued by the Village of Arlington Heights prior to mobilization.

11. JOINT PURCHASING/PURCHASING EXTENSION

The purchase of goods and services pursuant to the terms of this Agreement shall also be offered for purchases to be made by the Municipalities, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, *et seq.* (the "Act"). All purchases and payments made under

the Act shall be made directly by and between each Municipality and the successful bidder. The bidder agrees that the Village of Arlington Heights shall not be responsible in any way for purchase orders or payments made by the other Municipalities. The bidder further agrees that all terms and conditions of this Agreement shall continue in full force and effect as to the other Municipalities during the extended term of this Agreement.

Bidder and the other Municipalities may negotiate such other and further terms and conditions to this Agreement ("Other Terms") as individual projects may require. In order to be effective, Other Terms shall be reduced to writing and signed by a duly authorized representative of both the successful bidder and the other Municipality.

The bidder shall provide the other Municipalities with all documentation as required in the RFB, and as otherwise required by the Village of Arlington Heights including, but not limited to:

- 100% performance and payment bonds in the amount awarded by the respective municipality
- Certificate of insurance naming each additional Municipality as an additional insured
- Certified payrolls to each Municipality for work performed

BID PROPOSAL

VILLAGE OF ARLINGTON HEIGHTS
PUBLIC WORKS AND ENGINEERING DEPARTMENT

PAVER BRICK LEVELING AND REPLACEMENT

The undersigned bidder, having examined the specifications contained herein, hereby proposes to provide the required labor, materials, equipment, service, etc. to complete the following:

Item No.	Description	EACH	Estimated Quantity	Unit Price	Total
A.	Remove and reset existing pavers	Per sq. ft.	2000 sq. ft.	\$_____	\$_____
B.	Remove and replace with Village new pavers.	Per sq. ft.	4800 sq. ft.	\$_____	\$_____

Contractor: _____

Contact Person: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Website: _____

REFERENCES

List below the names of customers/clients where similar types of work have been completed within the last three (3) years:

NAME OF COMPANY: _____

ADDRESS: _____

PERSON IN CHARGE: _____

PHONE NUMBER: _____

NAME OF COMPANY: _____

ADDRESS: _____

PERSON IN CHARGE: _____

PHONE NUMBER: _____

NAME OF COMPANY: _____

ADDRESS: _____

PERSON IN CHARGE: _____

PHONE NUMBER: _____

BID PROPOSAL

VILLAGE OF ARLINGTON HEIGHTS
PUBLIC WORKS AND ENGINEERING DEPARTMENT

PAVER BRICK LEVELING AND REPLACEMENT

The undersigned bidder, having examined the specifications contained herein, hereby proposes to provide the required labor, materials, equipment, service, etc. to complete the following:

Item No.	Description	EACH	Estimated Quantity	Unit Price	Total
A.	Remove and reset existing pavers	Per sq. ft.	2000 sq. ft.	\$ <u>6.75</u>	\$ <u>13,500</u>
B.	Remove and replace with Village new pavers.	Per sq. ft.	4800 sq. ft.	\$ <u>6.75</u>	\$ <u>32,400</u>

Contractor: FLECK'S LANDSCAPING

Contact Person: JIM TAIT

Title: ACCOUNT REPRESENTATIVE

Address: 222 INDUSTRIAL LANE, WHEELING, IL 60090

Phone: 847-588-2100

Email: jim@flecks lawn.com

Website: FLECKSLANDSCAPING.COM

REFERENCES

List below the names of customers/clients where similar types of work have been completed within the last three (3) years:

NAME OF COMPANY: VILLAGE OF GLENCOE

ADDRESS: 675 VILLAGE COURT

PERSON IN CHARGE: DON KIRK

PHONE NUMBER: 847-835-4111

NAME OF COMPANY: VILLAGE OF LINCOLNSHIRE

ADDRESS: 1 OLDE HALF DAY ROAD

PERSON IN CHARGE: MARC FACCHINI

PHONE NUMBER: 847-913-2356

NAME OF COMPANY: VILLAGE OF WINNETKA

ADDRESS: 1390 WILLOW ROAD

PERSON IN CHARGE: MATT HAVLIK

PHONE NUMBER: 847-716-3550



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Bid Bond

CONTRACTOR:

(Name, legal status and address)
Fleck's Landscaping, Inc.

222 Industrial Lane
Wheeling, IL 60090

SURETY:

(Name, legal status and principal place of business)
Swiss Re Corporate Solutions Premier Insurance Corporation
1200 Main Street Suite 800
Kansas City, MO 64105

OWNER:

(Name, legal status and address)
Village of Arlington Heights
33 South Arlington Heights Road
Arlington Heights, IL 60005

BOND AMOUNT: Ten Percent of Total Amount Bid (10%)

PROJECT:

(Name, location or address, and Project number, if any)
Paver Brick Leveling & Replacement Bid#260003

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this February 12, 2026

(Witness)

See Attached Jurat
(Witness)

Fleck's Landscaping, Inc.

(Principal)

(Seal)

(Title)

Swiss Re Corporate Solutions Premier Insurance Corporation

(Surety)

(Seal)

(Title)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.



Init.

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Surety Company Acknowledgement

STATE OF ILLINOIS
COUNTY OF COOK

SS:

On this 12th day of February, 2026 before me personally appeared Christine Eitel, to me known, who, being by me duly sworn, did depose and say: that (s)he resides at Schaumburg, Illinois, that (s)he is the **Attorney in Fact** of Swiss Re Corporate Solutions Premier Insurance Corporation, the corporation described in and which executed the annexed instrument; that (s)he knows the corporate seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that (s)he signed his/her name thereto by like order; and that the liabilities of said corporation do not exceed its assets as ascertained in the manner provided by law.

Courtney A Flaska
Notary Public in and for the above County and State

My Commission Expires: 04/11/2029



SWISS RE CORPORATE SOLUTIONS

SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION ("SRCSAIC")
SWISS RE CORPORATE SOLUTIONS PREMIER INSURANCE CORPORATION ("SRCSPIC")
WESTPORT INSURANCE CORPORATION ("WIC")

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT SRCSAIC, a corporation duly organized and existing under laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, and SRCSPIC, a corporation organized and existing under the laws of the State of Missouri and having its principal office in the City of Kansas City, Missouri, and WIC, organized under the laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint:

ROBERT B. SCHUTZ, JAMES L. SULKOWSKI, CAROL A. DOUGHERTY, SHERENE L. HEMLER, MIKE POHL, JOHN E. ADAMS, GERALD C. OLSON, KIRK LISKIEWITZ, COURNEY A. FLASKA, SAMAMTHA BRADTKE, LUCIANNE BISCHOFF, and CHRISTINE EITEL

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both SRCSAIC and SRCSPIC at meetings duly called and held on the 18th of November 2021 and WIC by written consent of its Executive Committee dated July 18, 2011.

"RESOLVED, that any two of the President, any Managing Director, any Senior Vice President, any Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is, authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Corporation bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Corporation; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Corporation may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By Erik Janssens, Senior Vice President of SRCSAIC & Senior Vice President of SRCSPIC & Senior Vice President of WIC

Gerald Jagrowski

By Gerald Jagrowski, Vice President of SRCSAIC & Vice President of SRCSPIC & Vice President of WIC



IN WITNESS WHEREOF, SRCSAIC, SRCSPIC, and WIC have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers

this 10 day of NOVEMBER, 20 22

State of Illinois
County of Cook

SS

Swiss Re Corporate Solutions America Insurance Corporation
Swiss Re Corporate Solutions Premier Insurance Corporation
Westport Insurance Corporation

On this 10 day of NOVEMBER, 20 22, before me, a Notary Public personally appeared Erik Janssens, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Senior Vice President of WIC and Gerald Jagrowski, Vice President of SRCSAIC and Vice President of SRCSPIC and Vice President of WIC, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



Christina Manisco, Notary

I, Jeffrey Goldberg, the duly elected Senior Vice President and Assistant Secretary of SRCSAIC and SRCSPIC and WIC, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said SRCSAIC and SRCSPIC and WIC, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 12th day of February, 20 26.

Jeffrey Goldberg, Senior Vice President & Assistant Secretary of SRCSAIC and SRCSPIC and WIC



VENDOR APPLICATION

A W-9 must be emailed with this application.

Company Name: FLECKS LANDSCAPING

Remit To Address: Include if different than W-9 Address.

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Information:

Name: JIM TAIT PH#: 847-588-2100 Email: jim@fleckslawn.com

Vendor Classification:

In accordance with Illinois Public Act 102-0265, the Village of Arlington Heights is required to make a good faith effort to collect and publish certain demographic information provided by our vendors and subcontractors doing business with us. We are required to report whether they are a minority, woman or veteran-owned business as defined by Illinois Law. In addition, we are required to report whether the vendor is a small business under the Small Business Administration standards (SBA).

Please indicate any applicable classification below or check NA, and check if self-certified or if certified. **Submit the appropriate certification documentation with this form.**

- Small Business: Meets certification requirements as a small business under SBA standards (more information available at SBA.gov)
Avg # of Employees: _____ Avg Annual Receipts _____
Self-Certified Holds Certification
- Minority-Owned Business Enterprise (MBE): A business that is at least 51 percent owned by one or more minorities. A person who is a U.S. citizen or lawful permanent resident of the United States and is African American, Hispanic American, Asian American, Native American or Native Hawaiian.
Self-Certified Holds Certification
- Women-Owned Business Enterprise (WBE): A business that is at least 51 percent owned by a woman or women who are U. S. Citizens or lawful permanent residents of the U.S.
Self-Certified Holds Certification
- Disability-Owned Business Enterprise (DOBE): A business that is at least 51 percent owned by a person or group of persons with a disability (per the definition in 30 ILCS 575) and who is a U.S. citizen or lawful permanent resident of the United States.
Self-Certified Holds Certification
- Veteran-Owned Small Business (VOSB): A small business that is at least 51 percent owned, operated & controlled by a qualified veteran living in IL and its home office in IL.
Self-Certified Holds Certification

XXX Not Applicable

Name of Person Completing this form: JIM TAIT **Date:** 2/3/26

M/DD/YY

BID PROPOSAL

VILLAGE OF ARLINGTON HEIGHTS
PUBLIC WORKS AND ENGINEERING DEPARTMENT

PAVER BRICK LEVELING AND REPLACEMENT

The undersigned bidder, having examined the specifications contained herein, hereby proposes to provide the required labor, materials, equipment, service, etc. to complete the following:

Item No.	Description	EACH	Estimated Quantity	Unit Price	Total
A.	Remove and reset existing pavers	Per sq. ft.	2000 sq. ft.	\$ <u>6.75</u>	\$ <u>13,500</u>
B.	Remove and replace with Village new pavers.	Per sq. ft.	4800 sq. ft.	\$ <u>6.75</u>	\$ <u>32,400</u>

Contractor: FLECK'S LANDSCAPING

Contact Person: JIM TAIT

Title: ACCOUNT REPRESENTATIVE

Address: 222 INDUSTRIAL LANE, WHEELING, IL 60090

Phone: 847-588-2100

Email: jim@flecks lawn.com

Website: FLECKSLANDSCAPING.COM



Arlington Heights

N Dunton Ave

E Northwest Hwy

E Northwest Hwy

N Evergreen Ave

N Vail Ave

W Davis St

N Dunton Ave

Payton Run



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: Resolution Approving a Contract for Hydraulic Water Modeling
Department: Public Works & Engineering

Item Description:

The approved 2026 Capital Improvement Program (CIP) includes \$230,000 in funding for improvements necessary as part of the Risk and Resiliency Plan.

As a community water supplier, the Village of Arlington Heights is required to comply with numerous different mandated programs to ensure safe drinking water. The "America's Water Infrastructure Act" (AWIA) states that community water systems serving more than 3,300 people must develop and update the security assessments of their facilities, also known as a Risk and Resiliency Plan. As part of this plan, it has been determined that an updated hydraulic water model study to assure that we have antiquate water supply during emergency situations.

In 2019 the Village had a hydraulic water model created for the water system. The model is used to assist in the development of replacement locations and water flow improvements in the system. This proposal aims to update the existing model to reflect recent system improvements, targeted system investigations, and development demands on the system.

Recalibrating this water model will ensure that existing conditions and future demands are accurately reflected against current system conditions. Regularly updating the water model is an important exercise in the successful development of short and long-range system improvements, reflected in the Capital Improvement Plan (CIP). Akin to a pavement condition assessment that is typically performed every five to seven years, this exercise should be performed at regular intervals. As such, the update to the 5-Year CIP this year will reflect funding to complete a model of the entire system.

Staff is requesting approval of a proposal submitted by Burns & McDonnell of Chicago, Illinois, in an amount not to exceed \$51,000, to provide this supplemental update to the Village's 2019 hydraulic water model. Village Staff has worked with this engineering firm in the past, including the completion of the 2019 water model, and are confident with their ability to complete the proposed work, as required.

The 2026 Water and Sewer Capital Fund Account 505-9001-550250 (WA2101), includes \$230,000 for the implementation of various phases of the Risk & Resiliency Plan. The remaining funds will be used for the installation of security cameras and a door alarm system at all of our water infrastructure locations.

RECOMMENDATION

It is recommended that the Village Board approve the Resolution for professional engineering services required to update the Village’s 2019 hydraulic water model, to Burns& McDonnell of Chicago, Illinois, in an amount not-to-exceed \$51,000 and authorize the execution of the necessary documents.

ATTACHMENTS:

- 1. 20260316_Uilities_WaterModel

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AGREEMENT
WITH BURNS AND McDONNELL OF CHICAGO, ILLINOIS
FOR A CONTRACT TO UPDATE THE VILLAGES WATER SYSTEM MODEL

WHEREAS, the Village desires to retain a qualified firm to provide Engineering Services to update the Villages water system model ("*Services*"); and

WHEREAS, the Village has determined that the proposal submitted by Burns and McDonnell of Chicago, Illinois ("*Consultant*"), is the most appropriate for the provision of the Services; and

WHEREAS, the Village and Consultant desire to enter into an agreement for the provision of the Services by Consultant ("*Agreement*"); and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Agreement with Consultant will serve and be in the best interest of the Village;

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

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

SECTION 2. APPROVAL OF AGREEMENT. The Board of Trustees hereby approves the Agreement by and between the Village and Consultant, in substantially the form attached to this Resolution as Exhibit A, and in a final form to be approved by the Village Manager and the Village Attorney.

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

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

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

PASSED AND APPROVED THIS ___ day of _____, 20__

Village President

ATTEST:

Village Clerk

EXHIBIT A
AGREEMENT

February 13, 2026

Matt Berkowitz
Water Production Foreman
Village of Arlington Heights
222 N. Ridge Avenue
Village of Arlington Heights, IL

Re: Proposal for Hydraulic Modeling

Dear Mr. Berkowitz:

Burns & McDonnell Engineering Co., Inc. (BMcD) has prepared a Scope of Services (Scope) per your request for engineering services regarding hydraulic modeling of the Village of Arlington Heights' (Village) distribution system. The Village is projected to have significant development in the next five (5) years.

The projected water demand forecast needs to be confirmed by the Village, but based on currently available information, is anticipated to be approximately 3 million gallons per day (MGD). In addition, the Village would like consider modifications to its Hydropillar elevated tank, which consist of adding a small booster pump at the base of the tank and a pressure reducing valve on the tank outlet. Planned, future improvements at the Hydropillar tank include maintenance (painting) in 2027, as well as the possible addition of a proposed altitude valve vault. The Village would also like to better understand the operation of their system if only some of their existing booster pump stations are available for operation. This could happen in the event of a major water transmission main break within the Northwest Water Commission distribution system, which supplies potable water to four (4) existing Village reservoirs and associated Pump Stations (PS) #9, #13, #16, and #17. The Village's existing hydraulic model (previously developed by others) will be provided to BMcD and used to perform hydraulic simulations of various scenarios to better understand the impacts of the proposed improvements.

SCOPE OF SERVICES

Task 1: Demand Forecast Update

The Village will provide population equivalence (PE) based on information received from the Village's planning department.

BMcD will utilize the PE estimate to develop future average day and maximum day demand projections based on an assumed water usage of 100 gallons per capita per day.

Task 2: Hydraulic Modeling

BMcD will update the demands in the Village's hydraulic model by incorporating the results of Task 1. BMcD will use the existing hydraulic model to simulate how the Village's water distribution reacts under varying water demand conditions. Existing average day and maximum day demands reflected in the existing hydraulic model will be used as the basis for water demands under existing conditions. Future average day and maximum day demands will be

Matt Berkowitz
 Village of Arlington Heights
 February 13, 2026
 Page 2

developed based on the projected water demands associated with developments listed under Task 1. The projected us will be consolidated and evaluated collectively, rather than on an individual or incremental basis. The model simulations will consider modifications to the Hydropillar tank, and BMcD will also utilize the Village’s existing hydraulic model and historical SCADA data to identify the proposed Tank Capacity Level (TCL) of the Hydropillar elevated tank. The geometry and theoretical volume of Hydropillar elevated tank will remain the same. This task will include the following modeling simulations:

Hydraulic Modeling Scenarios

Modeling Simulation No.	Demand	Hydropillar Conditions
1	Existing Average Day	Existing Baseline
2		Existing Baseline with Fireflow
3		Water Age (tanks modeled as “Complete Mixing”)
4		New pump at base and outlet PRV
5		Fire flow with new pump at base and outlet PRV
6		Fire flow with Hydropillar removed from service
7		Existing with water main break ¹
8		Only PS #16 and #17 Operating
9		Only PS #9 and #13 Operating
10	Existing Maximum Day	Existing Baseline
11		Existing Baseline with Fireflow
12		New pump at base and outlet PRV
13		Fire flow with new pump at base and outlet PRV
14		Fire flow with Hydropillar removed from service
15		Existing with water main break ¹
16		Only PS #16 and #17 Operating
17		Only PS #9 and #13 Operating
18	Future Average Day	Future Baseline
19		Water Age (tanks modeled as “Complete Mixing”)
20		New pump at base and outlet PRV
21		Fire flow with new pump at base and outlet PRV
22		Existing with water main break ¹

Matt Berkowitz
 Village of Arlington Heights
 February 13, 2026
 Page 3

Modeling Simulation No.	Demand	Hydropillar Conditions
23	Future Maximum Day	Future Baseline
24		New pump at base and outlet PRV
25		Fire flow with new pump at base and outlet PRV
26		Existing with water main break ¹
27		Only PS #16 and #17 Operating
28		Only PS #9 and #13 Operating
<p>1. The sole purpose of this simulation is to estimate how much additional time the Village has to respond to a water main failure due to the increase in effective Hydropillar storage, even though the theoretical storage will remain the same. A single, water main break location will be selected by the Village.</p>		

Task 3: Opinion of Probable Cost

BMcD will prepare an Association for the Advancement of Cost Engineering (AACE) Level 5 Opinion of Probable Cost (OPCC) for the adding a pump to the Hydropillar base with a pressure reducing valve on the elevated tank outlet.

Task 4: Reports

BMcD will prepare draft and final letter report summarizing the results of the hydraulic modeling analysis and OPCC. The results will primarily be presented by developing graphs and figures that show the following:

1. Compare water age at the Hydropillar tank during existing and proposed conditions. If the water age simulated during the proposed conditions are lower than water age at all points in the distribution system during existing conditions, any water age increase at the Hydropillar tank will be determined to be acceptable.
2. Water main break simulations will used to estimate how much additional time the Village has to respond to a water main failure due to the increase in Hydropillar storage.
3. In order to evaluate the scenarios with the Hydropillar removed from service, the Level of Service will be evaluated by comparing the system pressure maps and available fire flow of existing and proposed conditions.

Task 5: Project Management and Meetings

1. Establish project communications, controls, and procedures.
2. Provide project financial tracking, reporting and invoicing.
3. Conduct scheduling and tracking of task completion.
4. Implement BMcD’s standard quality review program.
5. Schedule and conduct meetings, including the following:

Matt Berkowitz
Village of Arlington Heights
February 13, 2026
Page 4

- a. Virtual Project Kickoff Meeting, including a discussion on the following items:
 - i. Project scope review.
 - ii. Discuss key project issues and goals.
 - iii. Review the project schedule and milestones.
- b. Results workshop virtual progress meetings (1, in-person)
- c. Review Meeting (1, virtual)

Assumptions and Clarifications

1. The Village's existing average day demand is 7.4 MGD and maximum day demand is 11.2 MGD.
2. Evaluation of separating the distribution system into two (2) pressures zones is not included.
3. Report results will be presented primarily through the use of tables and figures.
4. Unless otherwise noted, no fire flow analysis is included.
5. No model calibration is included.
6. Pump controls will not be updated or revised.
7. Unless otherwise noted, all meetings will be conducted virtually.
8. The Village is considering adding mixers to Hydropillar and Thomas elevated tanks. Unless otherwise noted, an evaluation of these proposed improvements is not included.
9. Unless otherwise stated in this proposal, no improvements to the distribution system will be hydraulically modeled.
10. The Village will provide information on a recent 10-inch diameter water main break on Algonquin Road.

COMPENSATION

Burns & McDonnell proposes to perform the proposed scope of services for a lump sum fee of \$51,00. We will not exceed this fee without receiving prior written authorization from the Village.

SCHEDULE

We anticipate completing this work within sixteen (16) weeks of receiving the notice-to-proceed (NTP).

Matt Berkowitz
Village of Arlington Heights
February 13, 2026
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GENERAL CONSIDERATIONS

If this proposal is satisfactory, please sign and date this document and return one signed copy to us to affect an Agreement. The attached Terms and Conditions for Professional Services are incorporated in and made a part of the Agreement. We appreciate the opportunity to serve the City. If you have any questions regarding this proposal, please feel free to contact us.

Sincerely,



Paul St. Aubyn, PE
Project Manager



Patrick Clifford
Regional Water Manager

Village of Arlington Heights, Illinois

(Signature)

(Title)

(Date)

Project: Hydraulic Modeling	Date of Letter, Proposal, or Agreement: February 13, 2026
Client: Village of Arlington Heights, IL	Client Signature:

1. SCOPE OF SERVICES

For the above-referenced Project, Burns & McDonnell Engineering Company, Inc. (BMcD) will perform the services set forth in the above-referenced Letter, Proposal, or Agreement, in accordance with these Terms and Conditions. BMcD has relied upon the information provided by Client in the preparation of the Proposal, and shall rely on the information provided by or through Client during the execution of this Project as complete and accurate without independent verification.

2. PAYMENTS TO BMCD

A. Compensation will be as stated in the above-referenced Letter, Proposal, or Agreement. Statements will be in BMcD's standard format and are payable upon receipt. Time is of the essence in payment of statements, and timely payment is a material part of the consideration of this Agreement. A late payment charge will be added to all amounts not paid within 30 days of statement date and shall be calculated at 1.5 percent per month from statement date. Client shall reimburse any costs incurred by BMcD in collecting any delinquent amount, including reasonable attorney's fees. If a portion of BMcD's statement is disputed, Client shall pay the undisputed portion by the due date. Client shall advise BMcD in writing of the basis for any disputed portion of any statement.

B. Taxes as may be imposed on professional consulting services by state or local authorities shall be in addition to the payment stated in the above-referenced Letter, Proposal, or Agreement.

3. INSURANCE

A. During the course of performance of its services, BMcD will maintain Worker's Compensation insurance with limits as required by statute, Employer's Liability insurance with limits of \$1,000,000, Commercial General Liability with limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate, and Automobile Liability insurance with combined single limit of \$1,000,000 per accident.

B. If the Project involves on-site construction, construction contractors shall be required to provide (or Client may provide) Owner's Protective Liability Insurance naming Client as a Named Insured and BMcD as an Additional Insured or to endorse Client and BMcD using ISO forms CG 20 10 0704 & CG 20 37 0704 endorsements or their equivalents as Additional Insureds on all construction contractor's liability insurance policies covering claims for personal injuries and property damage in at least the amounts required of BMcD in 3A above. Construction contractors shall be required to provide certificates evidencing such insurance to Client and BMcD. Contractor's compensation shall include the cost of such insurance including coverage for contractual and indemnification obligations herein.

C. Client and BMcD release each other and waive all rights of subrogation against each other and their officers, directors, agents, or employees for damage covered by property insurance and self-insurance during and after the completion of BMcD's services. A provision similar to this shall be incorporated into all construction contracts entered into by Client, and all construction contractors shall be required to provide additional insured coverage and waivers of subrogation in favor of Client and BMcD for damage covered by any construction contractor's policies of insurance.

4. INDEMNIFICATION

A. To the extent allowed by law, Client will require all construction contractors to indemnify, defend, and hold harmless Client and BMcD from any and all loss where loss is caused or alleged to be caused in whole or in part by the construction contractors, their employees, agents, subcontractors or suppliers.

B. If this Project involves construction and BMcD does not provide consulting services during construction including, but not limited to, on-site monitoring, site visits, site observation, shop drawing review, and/or design clarifications, Client agrees to indemnify and hold harmless BMcD from any liability arising from this Project or Agreement, except to the extent caused by BMcD's negligence.

C. OWNER agrees to indemnify ENGINEER for damages, costs and expenses (including reasonable attorney's fees) but only to the extent caused by the negligent acts, errors or omissions of OWNER, its officers, directors, shareholders, Contractors, employees, agents, and consultants, and any of them.

5. PROFESSIONAL RESPONSIBILITY- LIMITATION OF REMEDIES

A. BMcD will exercise reasonable skill, care, and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted professional practices. If BMcD fails to meet the foregoing standard, BMcD will perform at its own cost, the professional services necessary to correct errors and omissions reported to BMcD in writing within one year from the completion of BMcD's services for the Project. No warranty, express or implied, is included in this Agreement or regarding any drawing, specification, or other work product or instrument of service.

B. In no event will BMcD be liable for any special, indirect, or consequential damages including, without limitation, damages or losses in the nature of increased Project costs, loss of revenue or profit, lost production, claims by customers of Client, and/or governmental fines or penalties.

C. BMcD's aggregate liability for all damages connected with its services for the Project not excluded by the preceding subparagraph, whether or not covered by BMcD's insurance, will not exceed \$100,000.

D. These mutually negotiated obligations and remedies stated in this Paragraph 5, Professional Responsibility – Limitation of Remedies, are the sole and exclusive obligations of BMcD and remedies of Client, whether liability of BMcD is based on contract, warranty, strict liability, tort (including negligence), indemnity, or otherwise.

6. PERIOD OF SERVICE AND SCHEDULE

The provisions of this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion of the services stated in the Proposal. BMcD's obligation to render services hereunder will extend for a period that may reasonably be required for the completion of said services. BMcD shall make reasonable efforts to comply with deliverable schedules (if any) and consistent with BMcD's professional responsibility.

7. COMPUTER PROGRAMS OR MODELS

Any use, development, modification, or integration by BMcD of computer models or programs does not constitute ownership or a license to Client to use or modify such computer models or programs.

8. ELECTRONIC MEDIA AND DATA TRANSMISSIONS

A. Any electronic media (computer disks, tapes, etc.) or data transmissions furnished (including Project Web Sites or CAD file transmissions) are for Client information and convenience only. Such media or transmissions are not to be considered part of BMcD's instruments of service. BMcD, at its option, may remove all indicia of its ownership and involvement from each electronic display.

B. BMcD shall not be liable for loss or damage directly or indirectly, arising out of Client's use of electronic media or data transmissions.

9. DOCUMENTS

A. All documents prepared by BMcD pursuant to this Agreement are instruments of service in respect of the Project specified herein. They are not intended or represented to be suitable for reuse by Client or others in extensions of the Project beyond that now contemplated or on any other Project. Any reuse, extension, or completion by Client or others without written verification, adaptation, and permission by BMcD for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to BMcD.

B. In the event that BMcD is to reuse, copy or adapt all or portions of reports, plans, or specifications prepared by others, Client represents that Client either possesses or will obtain permission and necessary rights in copyright, patents, or other proprietary rights and will be responsible for any infringement claims by others. Client warrants the completeness, accuracy, and efficacy of the information, data, and design provided by or through Client (including prepared for Client by others), for which BMcD shall rely on to perform and complete its services.

10. ESTIMATES, SCHEDULES, FORECASTS, AND PROJECTIONS

Estimates, schedules, forecasts, and projections prepared by BMcD relating to loads, interest rates and other financial analysis parameters, construction costs and schedules, operation and maintenance costs, equipment characteristics and performance, and operating results are opinions based on BMcD's experience, qualifications, and judgment as a professional. Since BMcD has no control over weather, cost and availability of labor, cost and availability of material and equipment, cost of fuel or other utilities, labor productivity, construction contractor's procedures and methods, unavoidable delays, construction contractor's methods of determining prices, economic conditions, government regulations and laws (including the interpretation thereof), competitive bidding or market conditions, and other factors affecting such estimates or projections, BMcD does not guarantee that actual rates, costs, quantities, performance, schedules, etc., will not vary significantly from estimates and projections prepared by BMcD.

11. POLLUTION

In view of the uncertainty involved in investigating and recommending solutions to environmental problems and the abnormal degree of risk of claims imposed upon BMcD in performing such services, notwithstanding the responsibility of BMcD set forth in Paragraph 5A to the maximum extent allowed by law, Client agrees to release, defend, indemnify and hold harmless BMcD and its officers, directors, employees, agents, consultants and subcontractors from all liability, claims, demands, damages, losses, and expenses including, but not limited to, claims of Client and other persons and organizations, reasonable fees and expenses of attorneys and consultants, and court costs, except where there has been a final adjudication that the damages were caused by BMcD's willful disregard of its obligations under this Agreement. Such indemnification includes claims arising out of, or in any way relating to, the actual, alleged, or threatened dispersal, escape, or release of, or failure to detect or contain, chemicals, wastes, liquids, gases, or any other material, irritant, contaminant, or pollutant.

12. ON-SITE SERVICES

A. Project site visits by BMcD during investigation, observation, construction or equipment installation, or the furnishing of Project representatives shall not make BMcD responsible for construction means, methods, techniques, sequences, or procedures; for construction safety precautions or programs; or for any construction contractor(s)' failure to perform its work in accordance with the contract documents.

B. Client shall disclose to BMcD the location and types of any known or suspected toxic, hazardous, or chemical materials or wastes existing on or near the premises upon which work is to be performed by BMcD's employees or subcontractors. If any hazardous wastes not identified by Client are discovered after a Project is undertaken, Client and BMcD agree that the scope of services, schedule, and compensation may be adjusted accordingly. Client agrees to release BMcD from all damages related to any pre-existing pollutant, contaminant, toxic, or hazardous substance at the site.

13. CHANGES

Client shall have the right to make changes within the general scope of BMcD's services, with an appropriate change in compensation and schedule, upon execution of a mutually acceptable amendment or

change order signed by authorized representatives of Client and BMcD.

14. TERMINATION

Services may be terminated by Client or BMcD by seven (7) days' written notice in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. If so terminated, Client shall pay BMcD all amounts due BMcD for all services properly rendered and expenses incurred to the date of receipt of notice of termination, plus reasonable costs incurred by BMcD in terminating the services. In addition, Client may terminate the services for Client's convenience upon payment of twenty percent of the yet unearned and unpaid estimated, lump sum, or not-to-exceed fee, as applicable.

15. DISPUTES, NEGOTIATIONS, MEDIATION

A. If a dispute arises relating to the performance of the services to be provided and, should that dispute result in litigation, it is agreed that the substantially prevailing party (as determined in equity by the court) shall be entitled to recover all reasonable costs of litigation, including staff time, court costs, attorney's fees and other related expenses.

B. The parties shall participate in good faith negotiations to resolve any and all disputes. Should negotiations fail, the parties agree to submit to and participate in a third party-facilitated mediation as a condition precedent to resolution by litigation. Unless otherwise agreed to, mediation shall be conducted under the rules of the American Arbitration Association.

C. Causes of action between the parties shall accrue, and applicable statutes of limitation shall commence to run the date BMcD's services are substantially complete.

16. WITNESS FEES

A. BMcD's employees shall not be retained as expert witnesses, except by separate written agreement.

B. Client agrees to pay BMcD pursuant to BMcD's then current schedule of hourly labor billing rates for time spent by any employee of BMcD responding to any subpoena by any party in any dispute as an occurrence witness or to assemble and produce documents resulting from BMcD's services under this Agreement.

17. CONTROLLING LAW

This Agreement shall be subject to, interpreted and enforced according to the laws of the State of Illinois, without regard to any conflicts of law provisions. Parties agree to submit to the exclusive venue and jurisdiction of the 18th Judicial Circuit Court, County of DuPage, Wheaton, Illinois, or the United States District Court, Northern District of Illinois.

18. RIGHTS AND BENEFITS – NO ASSIGNMENT

BMcD's services will be performed solely for the benefit of Client and not for the benefit of any other persons or entities. Neither Client nor BMcD shall assign or transfer interest in this Agreement without the written consent of the other.

19. ENTIRE CONTRACT

These Terms and Conditions and the above-referenced Letter, Proposal, or Agreement contain the entire agreement between BMcD and Client relative to BMcD's services for the Project herein. All previous or contemporaneous agreements, representations, promises, and conditions relating to BMcD's services for the Project are superseded. Since terms contained in purchase orders do not generally apply to professional services, in the event Client issues to BMcD a purchase order, no preprinted terms thereon shall become part of this Agreement. Said purchase order documents, whether or not signed by BMcD, shall be considered only as an internal document of Client to facilitate administrative requirements of Client's operations.

20. SEVERABILITY

Any unenforceable provision herein shall be amended to the extent necessary to make it enforceable; if not possible, it shall be deleted and all other provisions shall remain in full force and affect.

- END -



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: Resolution Approving Authorization for Purchasing Salt
Department: Public Works & Engineering

Item Description:

As part of the procedures for purchasing salt through the Illinois Department of Central Management Services (ID-CMS), an agreement is required that must be approved through resolution by the Village Board, in order to complete the ordering process for road salt. The ID-CMS manages bulk State contracts, including rock salt purchases that are bid out and awarded annually on behalf of Municipalities.

The agreement identifies specific staff members who, through this approval, will have the authority to bind the Village into the joint salt bid on behalf of the Village of Arlington Heights. This authorization does not give the identified Village staff authority to enter into State contracts without Village Board approval, as outlined in the Village Code and Village Purchasing Procedures.

The 2026 Budget identifies expenditures for the purchase of rock salt, and Staff will still bring a recommendation for actual salt purchases to the Village Board for approval at a later date. This document simply clarifies for the State what staff is authorized to submit a road salt order on behalf of the Village. Several staff members are listed as an assurance that the process of ordering salt is not subject to a single individual.

RECOMMENDATION

It is recommended that the Village Board adopt the Resolution to allow those staff members listed to enter into contracts and joint participation agreements on behalf of the Village. No funding is needed for this approval.

ATTACHMENTS:

1. 20260316_AuthorizingSaltPurchase

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING CERTAIN VILLAGE OFFICIALS AND OFFICERS TO EXECUTE APPROVED CONTRACTS WITH THE STATE OF ILLINOIS AND DIRECTING THE VILLAGE CLERK TO COMPLETE AND EXECUTE A CERTIFICATE OF AUTHORITY FOR STATE CONTRACTS

WHEREAS, the Village is a home rule municipal corporation pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the Village to contract with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, from time to time the Village enters into agreements and contracts with the State of Illinois and its subsidiary agencies for the procurement of work, services, equipment, and supplies necessary to the business and affairs of the Village (“*State Contracts*”); and

WHEREAS, participating in State Contracts reduces costs to the Village, strengthens the Village’s buying power, increases efficiency, and provides access to vendors and services that the Village may not otherwise have access to; and

WHEREAS, as a precondition of allowing the Village to participate in State Contracts, the State of Illinois requires that the Village designate and authorize certain officers or officials to execute State Contracts on behalf of the Village; and

WHEREAS, the designation and authorization of these officers or officials must be evidenced by a “*Certificate of Authority*” approved by the Village Council on a form provided by the State; and

WHEREAS, the Village Council has determined that it would be in the best interest of the Village and its residents to (i) designate and authorize the Village President and the Village Manager to execute State Contracts that have otherwise been approved in accordance with the ordinances and procedures of the Village of Arlington Heights and the laws of the State of Illinois; and (ii) to authorize the Village Clerk to complete the Certificate of Authority to reflect this designation and authorization; and

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

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

SECTION 2. DESIGNATION AND AUTHORIZATION. The Village Board of Trustees hereby designates and authorizes Village President James Tinaglia, Village Clerk Magdalena Mattio, and Village Manager Randall Recklaus to execute State Contracts that have otherwise been approved in accordance with the ordinances and procedures of the Village of Arlington Heights and the laws of the State of Illinois.

SECTION: CERTIFICATE OF AUTHORITY. The Village Clerk is hereby authorized and directed to complete and execute the Certificate of Authority, in the form attached to this Resolution as Exhibit A, to reflect the designation and authorization set forth in Section 2 of this Resolution.

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

AYES:

NAYS:

PASSED AND APPROVED THIS ___ day of _____, 2026

Village President

ATTEST:

Village Clerk

EXHIBIT A

CERTIFICATE OF AUTHORITY TO VOTE

**VILLAGE OF ARLINGTON HEIGHTS
CERTIFICATE OF AUTHORITY TO EXECUTE CERTAIN
CONTRACTS WITH THE STATE OF ILLINOIS**

I, **MAGDALENA MATTIO**, **HEREBY CERTIFY** that I am the duly appointed Clerk of the Village of Arlington Heights, an Illinois home rule municipal corporation (“*Governmental Unit*”). I hereby certify that the attached is a true copy of Resolution No. [REDACTED], adopted at a meeting of the Village Board of Trustees of the Village of Arlington Heights, duly called and held on March 16, 2026, at which a quorum of the members of the Village Board of Trustees were present and voting.

Voted: That Village President James Tinaglia, Village Manager Randall Recklaus, and Village Clerk Magdalena Mattio are duly authorized to enter into contracts, to include joint participation agreements, on behalf of the Village of Arlington Heights with the State of Illinois and any of its agencies or departments (“*State Contracts*”) which have been otherwise duly approved in accordance with the ordinances and procedures of the Village of Arlington Heights and the laws of the State of Illinois and further are authorized to execute any documents which may in their judgment be desirable or necessary to affect the purpose of this vote.

I HEREBY CERTIFY that said vote has not been amended or repealed and remains in full force and effect as of the State Contract to which this certificate is attached. I further certify that it is understood that the State of Illinois will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the Village of Arlington Heights. To the extent that there are any limits on the authority of any listed individual to bind the Governmental Unit in contracts with the State of Illinois, all such limitations are expressly stated in Resolution No. [REDACTED],

Dated: _____, 2026

Magdalena Mattio, Village Clerk

COPY OF VILLAGE OF ARLINGTON HEIGHTS RESOLUTION NO. _____



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: Resolution Authorizing Maintenance in State Rights-of-Way for Years 2026 and 2027

Department: Public Works & Engineering

Item Description:

The Illinois Department of Transportation (IDOT) requires that anyone using IDOT rights-of-way (R.O.W.) obtain a permit for all work. This includes scheduled work and emergency repair work. IDOT also requires that a surety bond be submitted with each permit application to ensure that all work is completed in accordance with State specifications and that the right-of-way is properly restored.

For this type of work to be performed by employees of a municipality, a resolution is acceptable in lieu of the permit and surety bond, allowing the necessary approvals to be obtained with a telephone call and follow-up application after the emergency work has been completed.

The attached resolution, which guarantees that all work will be performed in accordance with the conditions of the permit granted by IDOT, and holds the State of Illinois harmless during the execution of such work, will be valid for the calendar years 2026 and 2027.

Staff recommends approval of this resolution to simplify emergency work in State rights-of-way, but also the numerous maintenance activities that are performed the same throughout the community.

RECOMMENDATION

It is recommended that the Village Board approve the attached Resolution for maintenance work by Village employees on all Illinois Department of Transportation rights-of-way.

ATTACHMENTS:

1. 20260316_IDOT_Permit for Maintenance on ROW_Resolution

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE ADOPTION OF PERMIT FOR MAINTENANCE WORK BY VILLAGE EMPLOYEES ON ALL ILLINOIS DEPARTMENT OF TRANSPORTATION RIGHTS OF WAY 2026 AND 2027

WHEREAS, THE Village of Arlington Heights, hereinafter referred to as MUNICIPALITY, located in the County of Cook, State of Illinois, desires to undertake, in the years 2026 and 2027, the location, construction, operation and maintenance of driveways and street returns, water mains, sanitary and storm sewers, street lights, traffic signals, sidewalk, landscaping, etc., on State highways, withing said MUNICIPALITY, which by law and/or agreement come under the jurisdiction and control of the Department of Transportation of the State of Illinois, hereinafter referred to as DEPARTMENT, and

WHEREAS, an individual working permit must be obtained from the DEPARTMENT prior to any of the aforesaid installations, not maintenance, being constructed either by the MUNICIPALITY or by a private person or firm under contract and supervision of the MUNICIPALITY,

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

SECTION ONE: That the MUNICIPALITY herby pledges its good faith and guarantees that all work shall be performed in accordance with the conditions of the permit to be granted by the DEPARTMENT and to hold the State of Illinois harmless during the prosecution of such work and assume all liability for damages to persons or property due to accidents or otherwise by reason of the work which is to be performed under the provision of said permit.

SECTION TWO: That all authorized officials of the MUNICIPALITY are hereby instructed and authorized to sign said working permit on behalf of the MUNICIPALITY/

SECTION THREE: This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

AYES:

NAYS:

PASSED AND APPROVED THIS ___ day of _____, 20__.

Village President

ATTEST:

Village Clerk



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: Resolution Approving AT&T Complete Link Renewal Master Discount Agreement

Department: Public Works & Engineering

Item Description:

The Village of Arlington Heights presently utilizes numerous Plain Old Telephone Services (POTS) or copper telephone lines. These lines act as backups to our numerous critical facilities and offer continuous communication in the event of power outages and other related computer infrastructure problems.

AT&T Complete Link is a Master Discount Agreement with AT&T. The Village's current Master Discount expires in March of 2025. The monthly costs for these backup lines are roughly \$7,000 per month. Without the Master Agreement in place, these phone circuits would not revert to tariffed listed rate, and could exceed \$19,000 per month without the Master Agreement. This Agreement is for 12 months. Staff is currently working with AT&T to review and reduce the number of copper lines the Village utilizes in an effort to lower annual operating costs.

Funding for the Telecommunications expenditures are provided within the Public Works Account No. 101-7101-522700.

RECOMMENDATION

It is recommended that the Village Board approve the AT&T Complete Link Renewal - Master Discount Agreement with AT&T for a 12-month term and approve the attached related Resolution and authorize the Village Manager to execute all necessary documents for such commitment.

ATTACHMENTS:

1. 20260316_AT&TContract Renewal 2026

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AGREEMENT
WITH AT&T OF DALLAS, TEXAS,
FOR AT&T COMPLETE LINK RENEWAL – MASTER DISCOUNT AGREEMENT

WHEREAS, the Village desires to enter into an agreement with AT&T, of Dallas, Texas (“*Utility*”) for the provision of plain old telephone service (POTS) (“*Agreement*”); and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Agreement with Utility will serve and be in the best interest of the Village;

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

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

SECTION 2. APPROVAL OF AGREEMENT. The Board of Trustees hereby approves the Agreement by and between the Village and AT&T, in substantially the form attached to this Resolution as Exhibit A, and in a final form to be approved by the Village Manager and the Village Attorney.

SECTION 3. EXECUTION OF AGREEMENT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Agreement upon receipt by the Village Clerk of at least one original copy of the Agreement executed by AT&T; provided, however, that if the executed copy of the Agreement is not received by the Village Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

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

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

PASSED AND APPROVED THIS ___ day of _____, 20__

Village President

ATTEST:

Village Clerk

EXHIBIT A
AGREEMENT



COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

Customer	AT&T
Village of Arlington Heights Street Address: 33 S. Arlington Heights Rd City: Arlington Heights State/Province: IL Zip Code: 60005 Country: USA	The applicable AT&T ILEC Service-Providing Affiliate
Customer Contact (for Notices)	AT&T Contact (for Notices)
Name: Randall Recklaus Title: Village Manager Street Address: 222 N. Ridge City: Arlington Heights State/Province: IL Zip Code: 60005 Country: USA Telephone: 847-368-5100 Fax: Email: JGood@vah.com	Name: Jennifer Curbelo Street Address: City: State/Province: Zip Code: Country: USA Telephone: 904-370-1417 Fax: Email: jo960n@att.com Sales/Branch Manager: Sharon Knichel SCVP Name: Sales Strata: GEM Sales Region: EAST With a copy (for Notices) to: AT&T 208 S. Akard Street, Dallas, TX 75202 ATTN: Master Agreement Support Team Email: mast@att.com
AT&T Solution Provider or Representative Information (if applicable) <input type="checkbox"/>	
Name: Company Name: Agent Street Address: City: State: Zip Code: Telephone: Fax: Email: Agent Code	

Customer agrees to subscribe to the CompleteLink® 2.0 discount program, in accordance with this Confirmation of Service Order (“CSO”) subject to the following, which are incorporated by reference: (a) THE TERMS OF THE APPLICABLE TARIFF, IF THE SERVICE IS OFFERED PURSUANT TO TARIFF; OR (b) THE AT&T BUSINESS SERVICES AGREEMENT (BSA) FOUND AT <http://www.corp.att.com/agreement/> IF THE SERVICE IS NOT OFFERED PURSUANT TO TARIFF. The applicable AT&T Service Publication(s) are identified in Section 1. The terms and conditions provided in this CSO are provided herein for convenience only and do not supersede or modify any applicable Service Publication. In the event of a change to the applicable Service Publication, such change shall be incorporated by reference herein.

The Effective Date of this CSO is the date signed by the last party.

AT&T California currently provides billing and collections services to third parties, which may place charges that Customer authorizes on its bill. To the extent that AT&T California makes blocking of such charges available, Customer may block third-party charges from its bill at no cost.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Printed or Typed Name:	Printed or Typed Name:
Title:	Title:
Date:	Date:

For AT&T internal use only	
Is this CompleteLink 2.0 associated with ABN Complete?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sales must submit to Contract Management (CM): 1) Customer executed CSO, and 2) a duplicate of this CSO as a Word document, not a PDF file, OR an Excel list of the BTNs.	

COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

1. DISCOUNT PROGRAM, SERVICE PROVIDER AND SERVICE PUBLICATION

Discount Program	CompleteLink® 2.0*
Customer must separately order services to which CompleteLink 2.0 applies.	

Service Provider (Select all that apply.)	Service Publication (incorporated by reference)	Service Publication Location
<input type="checkbox"/> AT&T Arkansas	AT&T Arkansas Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/ar/index.html
<input type="checkbox"/> AT&T California	AT&T California Guidebook, including Part 9, Section 3	http://cpr.att.com/guidebook/ca/index.html
<input checked="" type="checkbox"/> AT&T Illinois	AT&T Illinois Guidebook, including Part 4 Section 5	http://cpr.att.com/guidebook/il/index.html
<input type="checkbox"/> AT&T Indiana	AT&T Indiana Guidebook, including Part 4, Section 2	http://cpr.att.com/guidebook/in/index.html
<input type="checkbox"/> AT&T Kansas	AT&T Kansas Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/ks/index.html
<input type="checkbox"/> AT&T Michigan	AT&T Michigan Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/mu/index.html
<input type="checkbox"/> AT&T Missouri	AT&T Missouri Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/mo/index.html
<input type="checkbox"/> AT&T Ohio	AT&T Ohio Guidebook, including Part 4, Section 2	http://cpr.att.com/guidebook/oh/index.html
<input type="checkbox"/> AT&T Oklahoma	AT&T Oklahoma Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/ok/index.html
<input type="checkbox"/> AT&T Texas	AT&T Texas Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/tx/index.html
<input type="checkbox"/> AT&T Wisconsin	AT&T Wisconsin Guidebook, including Part 4, Section 2	http://cpr.att.com/guidebook/wg/index.html

2. TERM and EFFECTIVE DATES

Term:	1 years
Start Date of Term:	Upon initial implementation of Discount Program in the applicable AT&T systems
Effective Date of Rates and Discounts:	Start Date of Term
Rates Following Termination or Expiration of the Term:	Service Publication rates for Eligible services (as described in the applicable Service Publication) in effect at time of termination or expiration of the Term

3. MINIMUM ANNUAL REVENUE COMMITMENT (MARC) / MAXIMUM ANNUAL DISCOUNT

MARC* / Maximum Annual Discount	\$ 1,200 / \$ 240
* Contributory Services, as described in the applicable Service Publication, billed under BTNs in section 7 <u>before</u> the application of discounts and credits.	

4. RATES and DISCOUNTS

The rates and discounts below are listed for convenience only. If there is conflict between any rate or discount below and the corresponding Service Publication rate or discount in effect on the Effective Date, the Service Publication will control.

MARC Volume Discount (applies to Eligible services and may not exceed the Maximum Annual Discount)			
1 Year Term	1 Year Term	2 Year Term	2 Year Term
2% – MARC \$1,200	6% – MARC \$50,000	3% – MARC \$1,200	7% – MARC \$50,000
2% – MARC \$3,000	7% – MARC \$75,000	3% – MARC \$3,000	8% – MARC \$75,000
3% – MARC \$7,000	8% – MARC \$100,000	4% – MARC \$7,000	9% – MARC \$100,000
4% – MARC \$12,000	8% – MARC \$125,000	5% – MARC \$12,000	9% – MARC \$125,000
4% – MARC \$18,000	9% – MARC \$150,000	5% – MARC \$18,000	10% – MARC \$150,000
5% – MARC \$25,000	10% – MARC \$200,000	6% – MARC \$25,000	11% – MARC \$200,000
5% – MARC \$35,000		6% – MARC \$35,000	

COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

Business Access Line Rates:

State	Monthly Recurring Rate, per Line
AR, IN, KS, MO, OK, TX	\$44.00
KS - EAS	\$51.00
CA, IL, MI, OH, WI	\$33.00

PBX Analog Trunk Discounts:

State	1 Year	2 Year
AR, KS, MO, OK, TX	10%	10%

Optional Features:Optional Features Discount (applies to Central Office Optional Features as described in the applicable Service Publication)	Discount
	40%

Local Usage Rates/Discounts:

State	Per Minute Rate	
	1 Year	2 Year
CA - Zone 1	\$0.019	\$0.019
CA - Zone 2	\$0.019	\$0.019
CA - Zone 3	\$0.024	\$0.024
IL - Band A	\$0.016	\$0.016
IL - Band B	\$0.034	\$0.034
IL - Band C	\$0.055	\$0.051

State	Per Message Rate	
	1 Year	2 Year
MI	\$0.090	\$0.090
OH	\$0.070	\$0.070
WI	\$0.110	\$0.110

Local Usage Service Level Discount: For BTNs listed in section 7 that include a combination of Exchange Access Lines and/or Centrex with ISDN PRI and PBX Trunks. (Does not apply to per message rate listed above.)

State	Discount
MI	35%
OH	15%
WI	30%

Rates – IntraLATA/Local Toll Per Minutes of Use (MOU) - Intrastate:

State	1 Year	2 Year
IL, IN, MI, OH, WI	\$0.055	\$0.054
AR, KS, MO, OK, TX	\$0.100	\$0.100
CA	\$0.060	\$0.060

Rates – IntraLATA Long Distance Usage Per Minutes of Use (MOU) - Interstate:

State	1 Year	2 Year
IL, IN, MI, OH, WI	\$0.120	\$0.115

COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

5. SHORTFALL CHARGE

Shortfall Charge:	if Customer fails to meet the MARC in any completed year of the Term, the difference between the MARC and the actual billings for Contributory Services
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6. EARLY TERMINATION CHARGE

Main BTN State	Early Termination Charge
AR, CA, KS, IN, MI, MO, OH, OK, TX, WI	<p>With No IL BTNs</p> <ul style="list-style-type: none"> • 50% of the unsatisfied MARC (after application of any Shortfall Charges) for the balance of the Term <p>With IL BTNs</p> <ul style="list-style-type: none"> • MARC is prorated for amount of MARC Eligible Charges in IL and outside IL <ul style="list-style-type: none"> ○ For IL BTNs, IL MARC Termination Charge; plus ○ For non-IL BTNs, 50% of the unsatisfied MARC (prorated after application of any Shortfall Charges) for the balance of the Term
IL	<ul style="list-style-type: none"> • the amount of unearned discounts for the 12-month period immediately preceding Customer's early termination ("IL MARC Termination Charge"). Unearned discounts are calculated by subtracting the discounted charges for Eligible services actually incurred during the twelve months immediately preceding termination from the discounted charges for those Eligible services that Customer would have incurred during that period under the longest CompleteLink 2.0 term for which the Customer would have actually qualified based upon the actual term of service (or Service Publication month-to-month rates for those Eligible services if the Customer would not have qualified for any CompleteLink 2.0 term)

7. BILLING TELEPHONE NUMBER (BTN) LIST

Eligibility: (max. of 1,000 BTNs)	<p>All BTNs listed below or in an attachment:</p> <ul style="list-style-type: none"> • must be valid business lines; • may not be Consolidated or Special Bill Numbers; • may not include Bill-Under, Working Telephone Numbers (WTNs), Account Telephone Numbers (ATNs), Cross Reference, Pager, Cell Phone, Pay Phone, Directory Advertising, Toll Free (800, 866, etc.) or Residential Numbers • are all of the BTNs intended by Customer to be included on Effective Date <p>To qualify as an Eligible or Contributory Service, a service must be billed under one of the listed BTNs or under a BTN added by Customer through Customer's AT&T Sales Contact.</p>
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BTN List follows



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: Recommendation to Amend Article X (Raffles) Regarding Bond Requirements

Department: Building & Life Safety

Item Description:

Background

Under the current Municipal Code, Section 10-1007 requires raffle licensees to appoint a manager who must provide a fidelity bond in an amount equal to the aggregate retail value of all prizes. Currently, this bond can only be waived by a unanimous vote of the Village Board. This creates a significant administrative bottleneck, requiring Village Board intervention for routine non-profit fundraising activities which appear to be unnecessary tasks and procedures by multiple Village staff members when all of these are waived that are submitted to the Village Board.

Research

A review of current operations reveals that the bond requirement and the subsequent Board-level waiver process are frequently bypassed or seen as overly burdensome for local non-profits. Many modern municipal codes have moved toward exempting bona fide non-profit organizations from such bonding requirements to encourage community engagement and reduce the red tape associated with small-to-medium scale charitable raffles.

Level of Service Impact

The proposed changes will significantly streamline the licensing process. By removing the mandatory bond or allowing for administrative waivers, the approval authority stays within the Permitting and Licensing Team. This eliminates the need for items to be placed on the Village Manager's or Village Board's agenda, reducing the turnaround time for applicants from weeks to days.

Budget Impact

There is no direct negative impact on the Village budget. While the bond acts as a financial safeguard for the raffle participants, the Village itself does not collect revenue from the bond. Streamlining the process will, however, reduce staff hours currently spent coordinating Board approvals and managing complex filings for low-risk charitable events.

Options to Consider

Option 1: Waive Bond Requirements for All Qualified Non-Profits (Preferred)

- Amend the ordinance to completely exempt all organizations defined in Section 10-1002 (Charitable, Educational, Fraternal, etc.) from the fidelity bond requirement. This provides the highest level of efficiency and support for local organizations.

Option 2: Amend Ordinance for Specific Entity Exemptions

- Update the code to exempt only specific "low-risk" categories, such as Religious or Educational institutions, while maintaining the bond requirement for others. This is less efficient than Option 1 but maintains oversight for certain groups.

Option 3: Administrative Waiver Authority

- Amend the ordinance to transfer the power to waive the bond from the Village Board to the Village Manager or their designee. This keeps the bond on the books but removes the requirement for a unanimous Board vote.

Recommendation

It is recommended that the Village Board proceed with Option 1. By striking the language in Section 10-1007 as indicated in the provided draft, the Village will modernize its code to reflect actual practice and support the mission of local non-profits.

Thank you for your consideration of this recommendation.

ATTACHMENTS:

1. Redlines to chapter 10 Article X

Article X Raffles

Section 10-1001 Licensing Raffles.

A system is hereby established for the licensing of organizations to operate raffles within the boundaries of Arlington Heights, pursuant to 230 ILCS 15/1 et seq. as amended, the provisions of which are hereby incorporated herein by reference.

Section 10-1002 Definitions.

For the purpose of this Article, the following definitions apply:

- a. Charitable. An organization or institution organized and operated to benefit an indefinite number of the public. The service rendered to those eligible for benefits must also confer some benefit on the public.
- b. Educational. An organization or institution organized and operated to provide systematic instruction in useful branches of learning by methods common to schools and institutions of learning which compare favorable in their scope and intensity with the course of study presented in tax-supported schools.
- c. Fraternal. An organization of persons having a common interest, the primary interest of which is to both promote the welfare of its members and to provide assistance to the general public in such a way as to lessen the burdens of government by caring for those that otherwise would be cared for by the government.
- d. Labor. An organization composed of workers organized with the objective of betterment of the conditions of those engaged in such pursuit and the development of a higher degree of efficiency in their respective occupations.
- e. Non-profit. An organization or institution organized and conducted on a not-for-profit basis with no personal profit inuring to any one as a result of the operation.
- f. Religious. Any church, congregation, society, or organization founded for the purpose of religious worship.
- g. Veterans. An organization or association comprised of members of which substantially are all individuals who are veterans or spouses, widows, or widowers of veterans, the primary purpose of which is to promote the welfare of its members and to provide assistance to the general public in such a way as to confer a public benefit.

Section 10-1003 Application.

An application for license to operate a raffle shall be made in conformity with the general requirements of this Code relating to applications for licenses. The Village Manager shall cause a license to be issued upon compliance with the provisions of this Article. The applicant may appeal a decision of the Village Manager in the manner provided by this Code. The application shall be in a form provided by the Village and shall contain such pertinent information as the Village Manager shall require in order to determine compliance with the provisions of this Code and the Statutes of the State of Illinois.

(Ord. #02-018)

Section 10-1004 Restrictions on Operations.

Any raffle license issued pursuant to the provisions of this Article shall be subject to the following restrictions:

- a. The aggregate retail value of all prizes and merchandise awarded by a licensee in a single raffle shall not exceed \$100,000.00;
- b. The maximum retail value of each prize awarded by a licensee in a single raffle shall not exceed \$50,000.00;
- c. The maximum price which may be charged for each raffle chance issued or sold shall not exceed \$100.00;
- d. The maximum number of days during which chances may be issued or sold shall not exceed 180 days.

The restrictions set forth above may be varied by the Village Board upon showing of unusual circumstances or hardship. Licenses to operate raffles shall be granted only to bona fide religious, charitable, labor, fraternal, educational or veteran's organizations that operate without profit to their members, and which have been in existence continuously for a period of five years immediately before making application for a license and which have had during the entire five year period, a bona fide membership engaged in carrying out their objects or to a non-profit fundraising organization that the licensing authority determines is organized for the sole purpose of providing financial assistance to an identified individual or group of individuals suffering extreme financial hardship as the result of an illness, disability, accident, or disaster.

Section 10-1005 Restrictions on Licensees.

The following further restrictions apply with respect to the issuance of licenses:

- a. The license and application for license must specify the area or areas within the Village where the raffle chances will be sold or issued, the time period during which raffle chances will be sold or issued, the time of determination of winning chances and the locations at which winning chances will be determined;
- b. The license application must contain a sworn statement attesting to the not-for-profit character of the prospective licensee organization, signed by the presiding officer and the secretary of that organization;
- c. The application for license shall be prepared in accordance with applicable provisions of this Code;
- d. A license authorizes the licensee to conduct raffles as defined in this Article.
- e. The following are ineligible for any license under this Article:
 1. Any person who has been convicted of a felony;
 2. Any person who is or has been a professional gambler or gambling promoter;
 3. Any person who is not of good moral character;
 4. Any firm or corporation in which a person defined in 1, 2, or 3 has a proprietary, equitable or credit interest, or in which such a person is active or employed;
 5. Any organization in which a person defined in 1, 2 or 3 is an officer, director, or employee, whether compensated or not;
 6. Any organization in which a person defined in 1, 2 or 3 is to participate in the management or operation of a raffle as defined in this Article.

Section 10-1006 Conduct of Raffles.

The conducting of raffles is subject to the following restrictions:

- a. The entire net proceeds of any raffle must be exclusively devoted to the lawful purposes of the organization permitted to conduct that game;
- b. No person except a bona fide member of the sponsoring organization may participate in the management or operation of the raffle;
- c. No person may receive any remuneration or profit for participating in the management or operation of the raffle;
- d. A licensee may rent premises on which to determine the winning chance or chances in a raffle only from an organization which is also licensed under this Chapter, or a non-profit corporation or organization approved in the license, or a commercial entity approved in the license, but only if no rent or other charge is made or to be made for the renting of the premises above the lowest rates that are being charged by the entity for use of the same space.
- e. Raffle chances may be sold or issued only within the area specified on the license and winning chances may be determined only at those locations specified on the license;
- f. No person under the age of 18 years may participate in the conducting of raffles or chances. A person under the age of 18 years may be within the area where winning chances are being determined only when accompanied by his parent or guardian.

~~Section 10-1007 Raffles—Manager—Bond.~~

~~The operation and conduct of raffles shall be under the supervision of a single raffles manager designated by the organization. The manager shall give a fidelity bond in the sum of an amount equal to the total value of prizes to be awarded in favor of the organization conditioned upon honesty in the performance of duties. Terms of the bond shall provide that notice shall be given in writing to the Village not less than 30 days prior to its cancellation. The Village may waive this bond requirement by including a waiver provision in the license issued to an organization under this Article, provided that a license containing such waiver provision shall be granted only by unanimous vote of the numbers of the Village Board.~~

~~Section 10-1008 Records.~~

~~Each organization licensed to conduct raffles shall keep records of its gross receipts, expenses and net proceeds for each single gathering or occasion at which winning chances are determined. All deductions from gross receipts for each single gathering or occasion shall be documented with receipts or other records indicating the amount, a description of the purchased item or service or other reason for the deduction, and the recipient. The distribution of net proceeds shall be itemized as to payee, purpose, amount and date of payment.~~

~~Gross receipts from the operation of raffles shall be segregated from other revenues of the organization, including bingo gross receipts, if bingo games are also conducted by the same non-profit organization pursuant to license therefor issued by the Department of Revenue of the State of Illinois, and placed in a separate account. Each organization shall have separate records of its raffles. The person who accounts for gross receipts, expenses and net proceeds from the operation of raffles shall not be the same person who accounts for other revenues of the organization.~~

~~Each organization licensed to conduct raffles shall report promptly after the conclusion of each raffle to its membership, and to the Village, its gross receipts, expenses and net proceeds from raffles, and the distribution of net proceeds itemized as required in this Section.~~

~~Records required by this Section shall be preserved for three years, and organizations shall make available their records relating to operation of raffles for public inspection at reasonable times and places.~~

Section 10-10091007 Liability of Village.

The issuance of license hereunder shall not constitute an endorsement by the Village of any raffle. The Village shall not be liable to any person, firm or organization for any claim, damage or liability arising from holding of raffle pursuant to license. The licensee by account of the license agrees to indemnify and hold harmless the Village for such claims.



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

Village Board of Trustees
3/16/2026

Item: Resolution Approving a Contract for Sounds of Summer 2026 Production

Department: Integrated Services

Item Description:

Background

Sounds of Summer concerts are hosted and managed by the Village of Arlington Heights, on Thursday evenings in Harmony Park, June through August.

The Village of Arlington Heights recently issued a Request for Proposals for qualified companies to provide bids for stage, sound, and lighting production for the Arlington Heights Sounds of Summer Concert Series 2026, including 12 outdoor, live-music concerts in Harmony Park, 7 – 8:30 p.m. The 2026 lineup of events will include concerts on June 4, 11, 18, 25; July 2, 9, 16, 23, 30; and August 6, 13, 20 & 27.

Budget Impact

Sound Company	Total for 2026	Per Concert
Ayre Productions	\$42,000	\$3,500
HRP Chicago	\$47,700	\$3,975
Stage Art Chicago LLC	\$109,440	\$9,120
Accutrack - Recording & Sound Inc	\$109,517	\$9,126
Kinasthetics	\$137,952	\$11,496

Options to Consider

The lowest quote provided was for Ayre Productions at \$42,000. However, their submitted quote did not include the specified categories and was missing the cost of a TV screen. Additionally, Ayre Productions would staff events with one on-site technician.

The second lowest quote was from HRP Chicago at \$47,700. Their fully responsive quote included all components of the Village’s RFP, including a 60” TV display onstage. Additionally, HRP Productions would staff events with two dedicated technicians. HRP further provided quotes for potential

schedule change options for 2027, as requested in the RFP, which allows staff to explore future options.

HRP Chicago has worked with the Village in the past and staff has expressed feedback that HRP Chicago has provided the Village with a high level of quality services, and have been professional, responsive, and easy to work with. Additionally, bands have expressed confidence in HRP Chicago's services and their reputation.

Recommendation

It is recommended that the Village Board award the 2026 Sounds of Summer Production contract to HRP Chicago as the lowest responsible bidder for \$47,700. Funds for this contract are available and budgeted in the Arts and Entertainment account #515-7101-525.33-05.

ATTACHMENTS:

1. AH Resolution Approving Agreement with HRP Chicago 2026
2. HRP Terms

VILLAGE OF ARLINGTON HEIGHTS

RESOLUTION NO. _____

A RESOLUTION APPROVING THE AWARD OF A CONTRACT
FOR SOUNDS OF SUMMER 2026 PRODUCTION
TO HRP CHICAGO

WHEREAS, the Village sought bids for the award of a contract for stage, sound and lighting production (“*Contract*”); and

WHEREAS, HRP Chicago (“*Production Company*”) was the lowest fully responsive bidder of the firms that submitted bid packages to the Village for the Contract; and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Contract with Production Company will serve and be in the best interest of the Village and its residents;

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

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

SECTION 2. APPROVAL OF CONTRACT. The Board of Trustees hereby approves the Contract by and between the Village and Production Company, in substantially the form attached to this Resolution as Exhibit A, and in final form and substance acceptable to the Village Administrator and Village Attorney.

SECTION 3. EXECUTION OF CONTRACT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by Production Company; provided, however, that if the executed copy of the Contract is not received by the Village Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

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

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

PASSED AND APPROVED THIS ____ day of _____, 2026

Village President

ATTEST:

Village Clerk

EXHIBIT A
CONTRACT



Terms and Conditions

The Terms and Conditions herein are a part of the Rental Agreement (collectively the “**Agreement**”) and is made and entered into by and between HRP Chicago, LLC, an Illinois limited liability company (the “**Company**”), and the billable contact listed on the Rental Agreement (the “**Client**”).

RECITALS

WHEREAS, Company is engaged in the business of leasing various types of concert equipment and/or systems (collectively referred to as “**Equipment**”) to its clients and providing labor services in relation to the delivery, set-up, tear-down, and collection of same;

WHEREAS, Company desires to provide to Client certain Equipment and Services described herein, for use by the Client to meet the Client’s event requirements.

NOW, THEREFORE, in consideration of the foregoing, and of the covenants and agreements hereinafter contained, the parties agree:

1. Equipment. Company agrees to provide to Client the equipment set forth in the Rental Agreement. In the event any supplemental equipment is necessary to meet the Client’s service or event requirements, Company shall provide forty-eight (48) hours advance written notice to Client and shall provide and include any supplemental equipment at an additional cost to Client.

2. Services. Company agrees to provide to Client the services, as defined in the Rental Agreement (“**Services**”).

3. Term. The term of this Agreement shall commence upon the delivery of the Equipment to Client (“**Delivery Date**”) and terminate on the collection of the Equipment from Client (“**Collection Date**”), as outlined in the Rental Agreement. In the event the parties mutually agree upon an early delivery or late pickup of the Equipment, all terms and conditions contained in herein and the Rental Agreement shall readjust and be in full force to include those additional dates.

4. Compensation. Client agrees to compensate Company at the rates listed in the Rental Agreement. The prices provided are estimates based on the initial scope of work. Any additional equipment or labor required beyond what is outlined in the Rental Agreement or due to unforeseen circumstances will incur additional costs, which will be communicated to Client in advance. Client shall make a non-refundable deposit payment at the time of execution of this Agreement to Company in the amount of Fifty Percent (50%) of the full amount due under this Agreement (“**Service Price**”). No Equipment shall be considered reserved until this Agreement is signed by Client and received by Company with the deposit amount. Any deposit returned NSF will void this Agreement. The final payment for services shall be made at the conclusion of each event, unless otherwise stated in the Rental Agreement or invoice.

5. Additional Labor Compensation. To the extent that Company’s employees and/or technicians are available, Company shall charge and Client agrees to compensate Company a premium of 1.5 times the standard labor rate per event day for the following holidays: 4th of July, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Memorial Day, and Labor Day.

6. Late Charges. Any unpaid balance will be assessed a 1.5% monthly (18% annually) service charge after the 30th day after due date and continuing until paid in full. Client acknowledges and agrees that it shall be liable to Company for all cost of such legal action, including attorneys’ fees, costs, and expenses of suit or bringing suit.

7. Cancellations. Client agrees to provide at least forty-eight (48) hours written notice for all cancellations. Company will be entitled to One-Hundred Percent (100%) of the Service Price for cancellations made less than forty-eight (48) hours before the scheduled load-in start time of the event.

8. Additional Labor Costs. Client acknowledges and agrees that all costs associated with additional labor, including but not limited to union labor, security, or venue-required labor, whether required by the venue, local regulations, or requested by Client, shall be the sole responsibility of Client. Company will use reasonable efforts to notify Client in advance of any such additional labor requirements and the related costs as soon as they become known.

9. Relationship of the Parties. It is the express intent of the parties hereto that Company is an independent contractor, and not an employee, lessee, agent, joint venture, or partner of Client for any purpose whatsoever. Client shall have no right to, and shall not, control the manner or prescribe the method of accomplishing Company's Services.

10. Location and Identification of the Equipment. Client shall not remove, nor permit the removal of, the Equipment from the address of delivery set forth herein without the prior express written consent of Company. Client shall not cause nor permit the Equipment to be affixed or attached to real estate so as to cause the Equipment to be deemed a fixture. In the event that Company provides Client with any tags or other markers identifying Company as the owner or Company of the Equipment, Client shall properly and promptly affix such tags or markers and prominently display them on the Equipment during the term of this Agreement. Client shall not cover or remove any serial numbers, insignia, or other identification markings existing on the Equipment.

11. Client's Care of the Equipment. Client agrees to (i) use the Equipment in a careful and prudent manner in the regular course of its business; and (ii) comply with all rules, regulations, laws, and ordinances and any and all insurance provisions applicable to Client's use, maintenance, or possession of the Equipment. Client, without the prior written consent of Company, shall not make any modifications, additions, or alterations to the Equipment. Any and all such modifications, additions, and alterations shall belong to and become Company's property and be subject to the provisions of this Agreement.

12. Maintenance; Repair. Client, at its own cost and expense, shall (i) maintain the Equipment in good condition and working order as when delivered; and (ii) furnish any and all mechanisms and parts needed to maintain the Equipment in good working order. Any and all manuals and operating instructions provided by Company shall be carefully maintained by Client and returned to Company upon expiration or termination of this Agreement.

13. Client Obligations. Client shall:

(a) Designate one of its employees to serve as its primary contact with respect to this Agreement and to act as its authorized representative with respect to matters pertaining to this Agreement (the "**Client Contract Manager**"), with such designation to remain in force unless and until a successor Client Contract Manager is appointed. The Client Contract Manager, at the time of booking of services, shall promptly forward to Company, via email at info@hrpchicago.com, any and all contact information, names, addresses, phone and fax numbers, as well as any contractual obligations, riders, or special needs, received by Client for the purposes of organizing performance services;

(b) Require that the Client Contract Manager respond promptly to any reasonable requests from Company for instructions, information, or approvals required by Company to provide the Services, including taking any and all such steps as are necessary and appropriate to execute, acknowledge, and deliver to Company further instruments necessary to effectuate the purpose and intent of this Agreement;

(c) Require that the Client Contract Manager provide all required media files to be used during the event to the Company no later than Seventy-Two (72) hours prior to the event or service start time, whichever is earlier. In the event that the Client fails to provide required media files as stated herein, the Company, at the Company's sole and absolute discretion, shall be permitted to terminate this Agreement. Client shall be liable for the Services performed by the Company through the date of such termination;

(d) Cooperate with Company in its performance of the Services and provide access to Client's service location as required to enable Company to provide the Services; and

(e) Take all steps necessary, including obtaining any required licenses, permits, or consents, to prevent Client-caused delays in Company's provision of the Services. It shall be the Client's sole responsibility to obtain all required licenses and permits under state, county, and municipal laws and ordinances, including for the performance of Services by the Company.

14. Delivery and Return of Equipment and Security. Client shall:

(a) Provide adequate parking immediately adjacent to the staging area for the loading and unloading of the Equipment. It shall be Client's sole responsibility to retain access to and secure Company's parking during the time of performance of the Services under this Agreement, including but not limited to providing any necessary parking/vehicle access or permits to Company's designated vehicles;

(b) Provide adequate security to protect Company's personnel and Equipment;

(c) Provide any and all banners, backdrops, advertisements, decorations, *etc.*, including any supplies required to hang, adhere, or attach said items.

(d) Install a solid surface, such as plywood, to ensure safe delivery and pickup of Equipment.

Upon expiration or termination of this Agreement, Company shall tear down and collect its Equipment from the service location. The Equipment shall be returned in good repair. Said Equipment shall not be moved by Client without Company's consent.

15. Loss and Damages. Client hereby assumes all risk of loss, theft, damage, or destruction to the Equipment from any cause whatsoever, including, but not limited to the damage of any surface as a result of delivery or pickup. No such loss, theft, damage, or destruction shall affect any obligation of Client under the Agreement, which will continue in full force and effect, except as expressly provided below. In the event of any such loss, theft, damage, or destruction of the Equipment, Client shall immediately give Company written notice thereof and the facts relative thereto, and shall, at the sole option of Company, do the following:

- (a) promptly repair such Equipment;
- (b) promptly replace such Equipment with like equipment in good repair and working order, which equipment shall become subject to the provisions of this Agreement; or
- (c) promptly pay to Company the value of the Equipment to the full extent of Company's interest in the Equipment, including any residual interest of Company in the Equipment.

The value to be paid to Company pursuant to Subsection (c) above shall be the value of such Equipment as is reasonably established by Company from time to time. Upon Company's receipt of indemnification from Client pursuant to Subsection (c) above, this Agreement shall terminate with respect to the Equipment for which Company has received indemnification. Company may, at its option, terminate this Agreement with respect to any remaining Equipment. Client agrees to provide Company with prompt written notice of the loss, theft, damage, or destruction of any Equipment, including, without limitation, all of the facts relevant thereto, and shall provide assistance to Company in investigating such loss, theft, damage, or destruction and in recovering damages from any and all third parties who may have any liability with respect thereto.

16. Insurance. Client, at its own cost and expense, shall maintain insurance for the Equipment in such amounts and to protect against such risks as Company shall from time to time require. Such insurance shall be maintained with a carrier or carriers acceptable to Company. All such insurance shall (i) name Company as an additional insured, (ii) contain a loss payable endorsement in favor of Company, (iii) be in a form acceptable to Company, and (iv) provide that it cannot be canceled or modified without at least ten (10) days' prior written notice to Company. All such Insurance shall provide that Company may at its option, but shall not be obligated to, pay any premium not paid by Client, and that the coverage with respect to Company shall not be forfeited or suspended as a result of any default or breach by Client with respect thereto. From time to time as requested by Company, Client shall deliver to Company evidence, satisfactory to Company, of the insurance required to be maintained hereunder. In the event that Client fails to maintain the insurance required hereunder, Client shall not be entitled to use or possess the Equipment. The Client shall further maintain comprehensive commercial general liability insurance in an amount not less than One Million Dollars (\$1,000,000.00), for any one occurrence for bodily injury, including death, property damage and contractual liability, and shall name Company as an additional insured. Client shall provide proof of insurance prior to the Delivery Date.

17. Taxes and Fees. Client shall be responsible for payment of all sales, use, occupation, income, property, and other taxes, license fees, and other assessments imposed with respect to the Equipment, except for any taxes imposed with respect to the net income of Company. Client agrees that, without the prior express written consent of Company, it will not claim on behalf of Client or Company any immunity from taxation predicated on the tax-exempt status, if any, of Client.

18. Ownership and Status of Equipment. The Equipment is, and shall at all times remain, the sole personal property of Company. Client shall hold or possess no right, title, or interest in, to, or under the Equipment except as specifically described in this Agreement. Client shall have no right to withhold the Equipment from Company for any reason whatsoever.

19. Intellectual Property. All intellectual property rights, including copyrights, patents, patent disclosures, and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how, and other confidential information, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, derivative works, and all other rights (collectively, "**Intellectual Property Rights**") in and to all documents, work product, and other materials that are delivered to Client under this Agreement or prepared by or on behalf of the Company in the course of or in relation to performing the Services under this Agreement, including any items identified as such in the Rental Agreement, shall be owned by and the property of the Company. Client acknowledges and agrees that any and all Intellectual Property Rights may be used by the Company for any purpose whatsoever without any claim on the part of the Client for additional compensation.

20. Liens. Client hereby agrees to keep the Equipment free and clear of any and all liens, claims, and encumbrances.

21. Limitation of Liability. IN NO EVENT SHALL:

- (a) COMPANY BE LIABLE TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE, OR PROFIT, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES

WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

(b) COMPANY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED TWICE THE AGGREGATE AMOUNTS PAID OR PAYABLE TO COMPANY PURSUANT TO THIS AGREEMENT.

22. Indemnification by Client. Each Party agrees to indemnify, defend and hold harmless the other party and each of its directors, officers, employees, operator and agents (collectively, the "Indemnitees" and individually, an "Indemnitee") from and against all liabilities, losses, claims, demands, damages, costs and expenses (including but not limited to reasonable legal fees and disbursements) suffered or incurred by an Indemnitee and arising as a direct result of any claim, proceeding, civil, criminal or administrative action, inquiry, suit or legal action instituted against an Indemnitee in respect of the Event and arising as a direct result of the negligence, fraud or willful misconduct of the Party or any of its directors, officers, employees, operator and agents. Such indemnity shall not apply to the extent that an Indemnitee is claiming indemnity for its own negligence, fraud or willful misconduct.

23. Limitation of Warranties. Company has not made and does not make any representation or warranty, express or implied, with respect to the condition, quality, durability, suitability, or merchantability of the Equipment. Company shall not be liable for any liability, loss, or damage caused or alleged to be caused by the Equipment or any defect or inadequacy thereof.

24. Cumulative Remedies. All rights and remedies are cumulative, and the exercise of any right or remedy provided hereunder shall be without prejudice to the right to exercise any other right or remedy provided herein, by law or equity.

25. Force Majeure: Company shall not be liable or be deemed to be in default for any delay or failure in performance or interruption of Services resulting directly or indirectly from any cause beyond its reasonable control. Events that shall be deemed to be beyond the control of Company shall include, but not limited to: acts of God or the public enemy, changes in laws, shortages in equipment or labor, war, sabotage, riots, unusually severe weather, explosions, other catastrophes, strikes, boycotts, other acts of workers, or other similar occurrences. In such instance, the Company will refund or credit back to Client an amount equal to the amount received for labor compensation for each Service or event Company was not able to execute and Company will have no further liability to Client.

26. Waiver. No waiver of any default hereunder by a party shall operate as a waiver of any continuing or subsequent default. Any forbearance to act shall not be construed as a waiver of any right or remedy hereunder. To be effective, any and all waivers shall be in writing and specifically state what is being waived thereby.

27. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect, impair, or render unenforceable any other provision hereof. It is intended that each provision herein that is invalid or unenforceable as written be valid and enforceable to the fullest extent possible.

28. Assignment. Client, without the prior written consent of Company, shall not do any of the following: (i) sell, transfer, assign, pledge, or hypothecate the Agreement or any of the Equipment; (ii) allow any of the Equipment to be used by any person or entity other than Client or any of Client's employees; or (iii) sublet any of the Equipment. Company may, without notice to Client, at any time assign this Agreement or grant a security interest in this Agreement or the Equipment. In such event, Company's assignee or secured party shall have all of Company's rights under this Agreement and may reassign this Agreement or its security interest without prior notice to Client. Subject to the above terms, the provisions of this Agreement shall be binding on and inure to the benefit of the respective successors, assigns, and personal representatives of the parties hereto.

29. Notices. Each notice, consent, request, or other communication required or permitted by this Agreement shall be in writing (unless otherwise specifically provided herein) and shall be deemed "given" to a party (i) when delivered by hand to such party; (ii) on the THIRD day after deposit in the U.S. mail, postage prepaid and certified (return receipt requested), addressed to the party to which it is to be given at the address set forth below; (iii) on the date sent, if sent by telegram, telex, or facsimile transmission, provided confirmatory notice is sent by first-class mail, postage prepaid, to such party at the address set forth below; or (iv) on the FIRST day after proper and timely deposit, freight prepaid, with a nationally recognized next-day delivery service providing next-day service to the location of the recipient, if sent to such party at the address set forth in the Rental Agreement. Any party at any time may change the address at which such party is to be given notice by giving notice of such party's new address to the other party in the foregoing manner.

30. Captions. Captions are for convenience only and are not to be construed as substantive parts of this Agreement.

31. Governing Law. This Agreement shall be construed and governed in accordance with the laws of the State of Illinois, without regard to conflicts of laws principles. In case of a dispute or litigation between the parties, it is hereby agreed that the jurisdiction and venue shall vest in Cook County, Illinois. All other venues are hereby expressly waived.

32. Arbitration. Any dispute, claim, or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation, or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by binding arbitration in Cook County, Illinois, before one arbitrator. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures and in accordance with the Expedited Procedures in those Rules. Judgment on the award may be entered in any court having jurisdiction. The foregoing shall not preclude the parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction.

33. Attorneys' Fees and Other Expenses. In the event that Company shall bring any action, proceeding, or suit to enforce any of its rights under this Agreement and shall be entitled to judgment, then in such action, proceeding or suit, Company may recover reasonable expenses, including attorneys' fees, and the amount shall be included in such judgment. In the event that Company has incurred any expenses and attorneys' fees in the enforcement, in good faith and in just cause, of any of its rights under this Agreement without having brought any action, proceeding or suit to so enforce any such right, then Company may recover from Client any reasonable expenses so incurred, including attorneys' fees.

34. Entire Agreement. This Agreement, which includes the Rental Agreement and the Terms and Conditions executed contemporaneously herewith, sets forth the entire agreement and understanding between the parties hereto with respect to the subject matter hereof. No party shall be bound by any amendment to this Agreement unless any such amendment shall be signed by the party to be bound.

35. Counterparts: Electronic Transmission. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which shall together constitute but one and the same document. Receipt of an executed signature page by facsimile, digital imaging, or other electronic transmission shall constitute effective delivery thereof and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person.

AGREED AND EXECUTED ON THE DATE SET FORTH ON THE FIRST PAGE OF THE RENTAL AGREEMENT. THE UNDERSIGNED ATTEST THAT THEY ARE DULY AUTHORIZED OFFICERS OF THEIR RESPECTIVE COMPANIES AND HAVE FULL AUTHORITY TO EXECUTE THIS AGREEMENT.

X _____
Company

X _____
Client

