



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of the Township Board**  
*October 1<sup>st</sup>, 2019*  
**7:00 PM**

**A G E N D A**

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
  - A. Veterans Honor Roll – COL Samuel E. Santo
- V. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Assessor’s Report
  - D. Trustees’ Committee Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Regular Meeting Minutes of September 3, 2019
  - B. Resolution to Approve the Award of the Contract for the Senior Center Carpeting Replacement Project
  - C. Authorization to Purchase a Replacement Road Maintenance Vehicle
- IX. Executive Session
- X. Other Business
- XI. Adjournment

**Mission Statement**

**Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.**



# HANOVER TOWNSHIP

## VETERANS HONOR ROLL

WE ARE PROUD TO HONOR THOSE WHO  
HAVE SERVED US SO VALIANTLY

NAME: SAM MANTO

ADDRESS: 690 CASTLEWOOD DRIVE

CITY/ZIP CODE: STREAMWOOD, IL 60107

PHONE #: 847 214 1991

EMAIL ADDRESS: mantocdr17@aol.com

DATE OF BIRTH: 25 DEC 55

BRANCH OF SERVICE: ARMY RANK AT DISCHARGE: COL  
AIR FORCE

YEARS OF SERVICE: FROM 1973 TO 2006

MEDALS AWARDED OR OTHER CITATIONS: NUMEROUS

INJURIES: \_\_\_\_\_

**Comments:** Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

*Brian P. McGuire*

Supervisor

# DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for August 2019

SERVICE PROVIDED	AUGUST 2019	AUGUST 2018	FYTD 2020	FYTD 2019
<i>Passports</i>	373	367	2,100	2,071
Photo fees	\$2,840	\$2,480	\$14,980	\$14,990
Fee deposits	\$9,020	\$8,815	\$52,130	\$51,160
<i>Fishing/Hunting licenses</i>	3	2	48	66
<i>Handicap Placards</i>	13	28	93	118
<i>Cook County vehicle stickers</i>	0*	2	4	266
<i>Human Resources Requests</i>	157	154	580	725
<i>New Employee Orientations</i>	2	2	8	11
<i>Technology work orders</i>	67	58	331	254
<i>Resident Contacts</i>	1,596	1,441	7,941	6,647
<i>Percent of Budget Expended (25% of year)</i>	6.9%	12%	23.5%	35.4%

\*Cook County vehicle sticker program ended July 1.

## Department Highlights

- The Annual All Staff Picnic was held on August 20 from 12:00 pm to 1:30 pm at the Senior Center. Approximately 50 employees attended the annual employee appreciation event.
- Assistant Administrator Vana completed 2 new hire orientations with Youth and Family Services Program Coordinator, Michael Miguel, and with Senior Services Bus Driver, Myra Wilkins.
- Administrative Services welcomed part-time Receptionist, Marla Van Durme, on August 21. Receptionist Van Durme will assist with front desk duties for Administrative Services during lunch time hours, Monday through Friday.
- Administrative Services Coordinator Callahan and Administrator Barr participated in first and second round interviews with Senior Services for the full-time Bus Driver position.
- Assistant Administrator Vana and Administrative Services Coordinator attended the Diversity and Engagement Task Force meeting on August 22 at the Izaak Walton Center and Reserve. Director Kuttenberg presented to the Task Force regarding Hanover Township's communications and community engagement efforts. The next Task Force meeting will take place on September 19 at 7:00 PM at the Senior Center.
- Administrator Barr, Assistant Administrator Vana and Graduate Intern Peschek conducted 14 first round phone interviews for the Director of Emergency Services on August 28 and 29.
- Administrative Services hosted a staff informational meeting on August 22 to review the program offerings with Aflac and New York Life Insurance. Representative Scott Lyden discussed short term disability coverage and life insurance policies available to Hanover Township employees.
- Assistant Administrator Vana met with Insurance Program Managers Group representative, Mark Bell, to discuss potential Manager Training opportunities. The next Manager's Training on worker's compensation will take place on October 23.
- Administrative Services Coordinator Callahan participated in first round interviews for Youth and Family Services Open Gym Assistant positions.

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# OFFICE OF THE ASSESSOR

Report for August 2019

SERVICE PROVIDED	AUGUST 2019	AUGUST 2018	FYTD 2020	FYTD 2019
<i>Administration</i>				
Office visits	404	200	967	1,217
Building permits processed	947	544	3,089	2,746
Change of Name	9	7	45	30
Property tax appeals	0	0	0	0
Certificate of Errors	66	90	728	453
Property location updates	0	1	1	3
Sales Recording	487	0	1,689	400
New owner mailing	175	0	1,306	0
<i>Exemptions</i>				
Homeowner exemptions	29	30	256	117
Senior homeowner exemptions	20	25	340	219
Senior Freeze exemptions	12	16	164	145
Disabled Veteran exemptions	1	10	33	31
Disabled person exemptions	4	9	74	36
Miscellaneous exemptions	5	0	23	17

## Department Highlights

- Extended Tuesday hours provided assistance to 7 visitors after 4:30 pm in August.
- The total number of emails on the Assessor's office contact list is 2,850. No new email contacts were added in August.
- The Cook County 2018 second installment real estate tax bills were due August 1.
- Chief Deputy Assessor Glascott and Deputy Assessor Deyne attended a continuing education class "Preferential Assessments" on August 7 & 8.

*Office of the Assessor Mission Statement:*

*The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.*

# OFFICE OF COMMUNITY HEALTH

Report for August 2019

SERVICE PROVIDED	AUGUST 2019	AUGUST 2018	FYTD 2020	FYTD 2019
<i>Appointments</i>				
ProTimes	8	11	46	55
TB skin test	11	13	47	38
Cholesterol	1	3	14	12
Pharmaceutical Assistance Programs	0	0	3	10
Miscellaneous labs	7	10	55	56
Wellness Screening (BP, diabetes, anemia)	28	53	290	193
Other	53	29	228	140
<i>Clinic Clients</i>				
Senior Center/ home visits	96	79	536	400
Astor Avenue	13	2	46	18
Elgin, Izaak Walton Center	1	0	15	4
Offsite clinics	15	10	57	61
Total clients (unduplicated)	41	31	324	233
<i>Public Education &amp; Health Promotion</i>				
Media coverage	4	4	20	20
Informational seminars/Program	8	1	32	27
Program Participants	154	15	851	810
<i>Primary Care Provider Support</i>	5	6	14	31

## Department Highlights

- Director Smith and Community Health Nurse Court provided 2 home visits for residents in the month of August.
- Director Smith co-facilitated the Customer Service Working Group with consultant Scott Chovanec on August 5 and 23. The working group is focusing on implementing best practices for ensuring excellent customer service.
- Director Smith attended Bartlett's National Night out on August 6.
- Director Smith attended Bartlett Summer Fest on August 9.
- The Office of Community Health hosted Life Line Screening on August 13 to provide cardiovascular health screenings for 72 participants in the community.
- The Office of Community Health partnered with AccuQuest Hearing to offer free screenings for 13 residents on August 16.
- Director Smith and Community Health Assistant Daccardo certified 12 staff members in Heartsaver CPR on August 19.
- Community Health Nurse Court held a viewing of the documentary Super Size Me at the Izaak Walton Center with a Q&A session following the movie on healthy eating on August 20.
- Community Health Nurse Court provided Bloodborne Pathogen and Epipen training for 5 Youth and Family Services employees on August 29.

*Office of Community Health Mission Statement:  
 Our mission is to provide education and health promotion,  
 prevent the spread of disease and illness, and to assist residents in accessing quality health services.*

# OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for August 2019

SERVICE PROVIDED	AUGUST 2019	AUGUST 2018	FYTD 2020	FYTD 2019
<i>Website Visits (total)</i>	4,590	4,607	23,240	24,463
<i>Website Visits (unique)</i>	4,015	3,973	19,109	20,437
<i>Facebook Likes</i>	45	86	250	345
<i>Facebook Reach</i>	70,070	74,158	323,453	182,268
<i>Twitter Followers (new)</i>	0	0	18	44
<i>YouTube Views</i>	125	272	937	1,324
<i>Media Releases</i>	3	4	14	15
<i>Veteran Contacts</i>	80	60	253	345
<i>Total Veterans served</i>	64	59	181	332
<i>Total Resident Contacts (Elgin office)</i>	924	793	3,788	2,504

## Department Highlights

- Veterans Specialist Wollack attended AMVETS Post 202’s monthly meeting on August 5 at American Legion Post 57.
- The Office of Community and Veterans Affairs hosted the annual National Night Out event at the Izaak Walton Center on August 6.
- The Office of Community and Veterans Affairs hosted an end of the year pizza party on August 9 for the Summer Lunch participants at the Izaak Walton Center.
- Veterans Specialist Wollack attended the American Legion Rider’s monthly meeting on August 5 at American Legion Post 57.
- Director Kутtenberg attended the Human Services Coordinating Council meeting on August 14 at the Town Hall and coordinated Rep. Michelle Mussman’s participation.
- Director Kутtenberg met with Senator Castro and her staff on August 16 to brief her on Canadian National’s proposed railroad expansion. Director Kутtenberg also attended and coordinated a meeting with Senator Castro and residents on August 17 at the Starbucks in Hoffman Estates to brief her on the residents’ efforts and solicit support from her office.
- Director Kутtenberg presented at the Township’s Task Force on Diversity and Engagement on August 22 on the Township’s communications efforts.
- Director Kутtenberg coordinated and participated in hosting a tour and meeting for Rep. Dianne Pappas and her staff on August 23. The representative toured the Senior Center and Emergency Services station.
- The Izaak Walton Center hosted the quarterly meeting of the Woodland Meadows East Home Owner’s Association on August 27.
- Director Kутtenberg submitted nominations on August 30 for Township Officials of Illinois’s Mighty Message contest.

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# DEPARTMENT OF EMERGENCY SERVICES

Report for August 2019

SERVICE PROVIDED	AUGUST 2019	AUGUST 2018	FYTD 2020	FYTD 2019
<i>Volunteers</i>				
Total volunteers	28	32	28	32
New volunteers	0	2	1	9
<i>Hours</i>				
Volunteer Detail Hours	370	635.5	2,645	1,924.5
Volunteer Work Hours	108.5	432	1,173.5	2,120
Volunteer Training Hours	147	240	1,141	1,486
<i>Total Volunteer Hours</i>	<i>625.5</i>	<i>1,307.5</i>	<i>4,959.5</i>	<i>5,530.5</i>
<i>Details</i>				
Emergency Call Outs	5	6	35	30
Safety Patrols	5	4	18	17
Township Sponsored Events	3	4	10	8
Other Community Events	6	5	40	38
Miscellaneous	1	0	5	0
<i>Total Details</i>	<i>20</i>	<i>19</i>	<i>108</i>	<i>93</i>

## Department Highlights

- HTES assisted Hanover Park Police on August 4, with traffic control and display of equipment at the “Touch a Truck” event at 1975 W Lake Street.
- HTES responded to the Hanover Park Fire Department General Alarm on August 4 to a reported structure fire at 8297 Dartmouth Lane.
- HTES participated in two “Touch a Truck” events on August 6 at Bartlett’s National Night Out and Hanover Township’s National Night Out at Izaak Walton Center.
- HTES responded to a Mutual Aid request from Fox River and Countryside Fire District on August 12, for traffic control and road closure for a fire/hazardous material call out at 3 N Herman Mellville Lane in St Charles, Illinois.
- HTES responded to a Mutual Aid request from Fox River and Countryside Fire District on August 13, for traffic control and road closure at Dunham and Fletcher to assist with a gas leak.
- HTES conducted weather spotting on August 18, due to severe weather affecting Hanover Township.
- HTES assisted Streamwood Police on August 20, with traffic control and road closure at Route 59 and Irving Park Road for a serious automobile accident.
- HTES assisted Streamwood Police on August 27, with traffic control at Schaumburg Road and Moraine Drive for electrical wires down.
- Safety patrols were conducted on August 2, 9, 16, 23, and 30.

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# DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for August 2019

SERVICE PROVIDED	AUGUST 2019	AUGUST 2018	FYTD 2020	FYTD 2019
<i>Administration</i>				
Vehicle service calls	7	9	34	43
Work orders	109	66	413	196
Event set-ups/tear downs	175	190	764	801
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	5,820	5,317	20,064	19,399
Town Hall	10,620	10,560	35,880	33,060
Senior Center	39,970	43,214	131,425	136,446
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	5.20	0	373.7	456.86
Town Hall	7.28	4.14	2,118.53	1,203.82
Senior Center	795.61	634.12	4,287.45	4,554.58
<i>Road Maintenance</i>				
Salt Usage (Tons)	0	0	42	71

## Department Highlights

- The 2019 Brush Pick-Up program continues with the monthly clean up in August. Road Maintenance Associate Crane and Facilities Associate Marcinek completed the brush pickup throughout the township, processing approximately 11 truckloads of chips at 2 tons each, for a total of 22 tons of wood chips, bringing the season total to 110 tons of wood chips.
- The Izaak Walton and East Sherwood Oaks resurfacing projects were awarded to Schroeder Asphalt in August. Road Manager Santangelo has been assigned to oversee the East Sherwood Oaks project, and Operations Manager Nelson has been assigned to oversee the Izaak Walton Project. Both projects are scheduled to begin in late September.
- 2019 Summer Seasonal Staff, Jesse Rico, Jose Aguilar, Justin Callahan, and Britney Hyder completed their summer duties at the end of the month. Their assistance was invaluable to the Facilities and Road Maintenance Department in the completion of multiple culvert replacements, additional landscaping projects throughout the Township, and the completion of the additional Senior Transportation bus parking space on the Township campus.
- Road Manager Santangelo, with the assistance of Road Associate Crane and Seasonal Associates Callahan and Hyder, completed the restriping of all unincorporated Township roadways.
- All full time Facilities and Road Maintenance staff completed a CPR certification class offered by Hanover Township Office of Community Health.

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# OFFICE OF THE MENTAL HEALTH BOARD

Report for August 2019

SERVICE PROVIDED	JULY 2019	JULY 2018	FYTD 2020	FYTD 2019
<i>Grant Funding</i>				
New clients	220	258	1,098	1,541
Ongoing clients	662	613	2,374	1,665
Closed cases	56	0	330	326
Prevention programming presentations	24	99	215	702
Number in audience	308	235	653	1,002
<i>TIDE</i>				
Participants	20	18	20	18
Rides	118	100	218	458
<i>Resource Center</i>				
Organizations providing services	6	6	6	6
Clients served	142	51	278	185

## Department Highlights

- The Mental Health Board met on August 27 and awarded the following:
  - Little City received \$2,962 in Staff Development funds to certify a staff member in dementia care.
  - Clearbrook received capital funding in the amount of \$5,500 to repair the driveway in the group home for adults with developmental disabilities.
  - Greater Elgin Family Care Center received capital funding in the amount of \$10,000 to renovate an existing space to open a Medically Assisted Treatment Center.
  - Renz Addiction Counseling Center received capital funding in the amount of \$5,000 to renovate their reception area and provide new carpet throughout the building.
- Began receiving FY21 funding applications and continue to be in regular communication with agencies seeking funding to answer questions and remind them of upcoming due date.
- The Human Services Coordinating Council met on August 14. State Representative Mussman spoke to the group about changes in Springfield and answered questions about how to advocate for mental health, substance abuse, and developmental disabilities.
- Submitted old records for record destruction.
- Troubleshooted remaining telephone problems with ProxIT at the Resource Center.
- Manager Teachout toured Ecker Center for Mental Health and met with CEO, Daphne Sandouka, to learn more about the agency and additional partnership opportunities.
- Manager Teachout met with Sarah Ponitz, Executive Director of PADS of Elgin, to discuss potential collaborations and support as PADS approaches a location change and expansion in the near future.
- Troubleshooted with agencies regarding the Mental Health Board reporting website.
- Completed monthly meeting with Facilities and Road Maintenance staff to walk through the Community Resource Center.

*Mental Health Board Mission Statement:*

*The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.*

# DEPARTMENT OF SENIOR SERVICES



Report for August 2019

SERVICE PROVIDED	AUGUST 2019	AUGUST 2018	FYTD 2020	FYTD 2019
<i>Programming Division</i>				
Planned programs	273	261	1,314	1,253
Participants	3,650	3,343	18,088	16,313
Participants (unduplicated)	644	698	1,296	1,306
Wait listed (unduplicated)	29	45	184	230
Art & Computer classes	71	63	370	303
Art & Computer class participants	345	329	1,930	1,694
New volunteers	3	5	27	27
Total volunteers (unduplicated)	154	150	216	226
Volunteer hours reported	2,436	2,213	12,539	10,851
Meals Served	1,484	1,403	7,406	6,550
Meals delivered by volunteers	2,482	2,075	11,418	9,667
<i>Social Services Division</i>				
Clients served (unduplicated)	166	192	557	575
Clients served (duplicated)	240	273	1,221	1,166
Energy Assistance	17	25	65	71
Prescription drugs & health insurance assistance	118	93	532	456
Social Service programs	11	13	63	61
Social Service program participants	115	78	835	627
Lending Closet transactions	109	122	626	580
<i>Transportation Division</i>				
One way rides given	1,347	1,711	7,045	8,401
Individuals served (unduplicated)	144	245	288	469
New riders	14	60	288	469
Unmet requests for rides	124	57	569	230

## Department Highlights

- Popular out trips included Lunch Bunch at Bonefish Grill, Big Shot Piano Lounge, Spirit of Chicago Cruise, and Starved Rock Land and Water Cruise.
- The Transportation Division provided a shuttle for the Manufacturing Job Fair.
- Myra Wilkins joined the Transportation Division as a full-time bus driver.
- Pace conducted their annual audit on August 23.
- Social Services Specialist Robles attended Senior Health Insurance Program (SHIP) training and became a SHIP certified counselor.
- Social Services Division staff attended a training on Emotional Intelligence and Generational Differences at Artis Senior Living in Bartlett.
- Social Services Manager Gomez and Specialist Domingo represented Hanover Township Senior Services at State Representative Anna Moeller's Senior Fair on August 17. Staff provided information about Hanover Township services.
- On August 27, Director Colagrossi and Social Services Manager Gomez attended the Hanover Park Cultural Inclusion and Diversity Committee meeting. The purpose of the meeting was to meet with stakeholders and determine the need and existing services.
- Nutrition Services Division served 258 meals when barbeque ribs were featured on the menu – 176 served in the Café and 82 delivered to Home Delivered Meal clients.

### Senior Services Mission Statement:

*With respect, innovation and a dedication to excellence, Senior Services is committed to facilitating programs and services that promote independence, a sense of community, and well being for mature adults in Hanover Township.*

# DEPARTMENT OF WELFARE SERVICES

Report for August 2019

SERVICE PROVIDED	AUGUST 2019	AUGUST 2018	FYTD 2020	FYTD 2019
<i>General Assistance</i>				
General Assistance clients	11	12	52	61
General Assistance appointments	24	20	118	118
Emergency Assistance appointments	26	42	118	117
Emergency Assistance approved	4	9	15	25
Crisis intake clients	157	138	721	558
Access to Care	0	0	1	0
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	4	5	72	68
Circuit Breaker	0	0	0	1
<i>Social Services</i>				
ComEd Hardships	4	22	16	68
Weatherization	0	0*	0	0*
<i>Food Pantry</i>				
Served (Households)	599	607	3,307	3,066
New applications	35	37	166	113
Food Donations	45	76	205	264
<i>Community Center Walk-Ins</i>	180	196	899	906

\* Program Closed

## Department Highlights

- Manufacturing Job Fair took place on August 28, 38 employers were present with 50 job seekers and 10 positions offered to potential candidates.
- Bill Burke joined the Welfare Services team as the new Outreach Coordinator and has spent his first month meeting with PADS of Elgin, Hanover Park Community Education Center and the Housing Authority of Elgin. He has also attended Weatherization Training at CEDA and continues training in all areas in Welfare Services.
- Salvation Army continues to be a valuable resource with 7 applications submitted in August. Salvation Army continues to replenish our funds as we utilize this valuable resource.
- Nicor Sharing, a program offered through the Salvation Army, is another valuable resource for residents with 2 applications submitted in August to assist income qualifying residents with large Nicor balances.
- Employment Specialist Karen Flaxman completed 5 applications with residents in August, as well as participated in the Manufacturing Job Fair on August 28 at the Senior Center.
- In August, 93 free summer lunches were distributed. The Astor Avenue Community Center distributed a total of 991 summer lunches this year.
- The Backpack Distribution took place on August 7. 1,330 backpacks full of school supplies were distributed.
- Community and Economic Development Association (CEDA) is onsite at Astor Avenue Community Center every Wednesday from 8:30 am-4:30 pm.
- Senator Castro's office is onsite at Astor Avenue Community Center every Tuesday from 1:30 pm-6:00 pm.

### *Welfare Services Mission Statement:*

*Hanover Township Welfare Services is committed to improving the welfare of Hanover Township residents experiencing hardships. Providing resources and support to empower residents in achieving self-sustainability; to serve promptly with dignity and respect.*

# DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for August 2019

SERVICE PROVIDED	AUGUST 2019	AUGUST 2018	FYTD 2020	FYTD 2019
<i>Outreach &amp; Prevention</i>				
Open Gym participants	334	467	4,971	6,502
Open Gym participants (unduplicated)	84	151	693	901
Alternative to Suspension referrals	30	16	30	18
Alternative to Suspension participants	0	34	269	808
Alternative to Suspension participants (unduplicated)	0	22	92	124
<i>Clinical</i>				
Therapy clients	305	325	1,962	1,898
Therapy clients (unduplicated)	132	141	819	748
New clients (unduplicated)	0	5	19	41
Clinical hours	316	259	1,435	1,348
Group session participants	0	279	639	790
<i>Tutoring Participants</i>				
Total	0	0	321	504
Unduplicated	0	0	116	120

## Department Highlights:

- Youth and Family Services partnered with the Office of Community and Veterans Affairs in hosting the Hanover Township Izaak Walton Center and Reserve's National Night Out on August 6.
- Youth and Family Services Summer Open Gym Program concluded their programming and hosted its Annual Family Fun Night at the Hanover Township Izaak Walton Center and Reserve on August 7, with over 100 participants. Welfare Services generously donated 75 backpacks for participants.
- Michael Miguel was hired as the Open Gym Program Coordinator and joined Youth and Family Services on August 5.
- ThermoFisher partnered with Youth and Family Services and provided STEM (Science, Technology, Engineering and Math) activities to our Summer Open Gym Program.
- Prevention Services staff participated in Bartlett High School "Kick-Off Meeting" on August 14.
- Prevention Specialist Trujillo and Administrative Assistant Avilla represented the Department on August 8 at the Centro de Informacion's Annual Mental Health and Back to School Fair in collaboration with Ontarioville Elementary School.
- Interim Director Houdek attended and represented the Department at the Bartlett Summer Festival on August 10.
- Staff from the Department attended an AITCOY (Association of Illinois Township Committees on Youth) workshop titled "Adolescent Substance Use/Misuse: A clinical overview of working with today's youth" at Warren Township on August 23.
- Prevention Services staff participated in Sunnydale Elementary School Ice Cream Social on August 29 and provided teambuilding activities.
- Prevention Specialist Trujillo and Therapist Loera attended Tefft Middle School Curriculum Night on August 29.

*The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. We strengthen families, provide outreach to youth at risk of school failure and contribute to the building of a healthier Township community.*

**Hanover Township**

Board Audit Report

From 9/3/19 - 9/30/19

	<u>Total</u>
Total Town Fund	172,829.97
Total Senior Center Fund	49,521.54
Total General Assistance Fund	10,632.64
Total Road Maintenance Fund	69,938.01
Total Mental Health Board Fund	138,704.01
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	
Total Capital Fund	3,726.68
 Total All Funds	 <u><u>445,352.85</u></u>

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Town Clerk

Attest

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
<b>1013 · Town Fund - Revenue</b>					
<b>1013300 · Other Income</b>					
Check	09/24/2019	133369	Metropolitan Township Association	MTA Summer Symposium Collected Registration Fees	30.00
Check	09/24/2019	133413	Metropolitan Township Association	MTA Summer Symposium Collected Registration Fees	758.81
Total 1013300 · Other Income					788.81
Total 1013 · Town Fund - Revenue					788.81
<b>1014 · Town Fund - Expenditures</b>					
<b>101CAP · Capital Expenditures</b>					
<b>1014430 · Computer Equipment &amp; Software</b>					
Check	09/17/2019	133321	Access 1 Source	Inv# 74779 Time and Attendance Software Monthly Fee	306.00
Check	09/17/2019	133331	ProxIT Technology Solutions	Inv# 20523 Cloud Services - Sept 19	325.00
Check	09/25/2019	133427	ProxIT Technology Solutions	Inv# 20542 Cloud Services	1,164.94
Check	09/25/2019	133427	ProxIT Technology Solutions	Computer Replacement 5	4,615.00
Total 1014430 · Computer Equipment & Software					6,410.94
<b>1014540 · Facility Lease</b>					
Check	09/17/2019	133336	Village of Hanover Park	Inv# 2019-1762 Astor Ave Off-Street Parking Rental 9/19-8/20	1,030.00
Check	09/24/2019	133411	Bartlett Volunteer Fire Association	Annual Emergency Services Station Lease - 50%	10,000.00
Total 1014540 · Facility Lease					11,030.00
Total 101CAP · Capital Expenditures					17,440.94
<b>101CHN · Community Health</b>					
<b>1014453 · Printing</b>					
Check	09/24/2019	133382	Braden Interact Business Products (SS)	Inv# 588857 Copy Charges	2.97
Total 1014453 · Printing					2.97
<b>1014456 · Community Affairs</b>					
Check	09/10/2019	133160	The Monster Mural LLC	Inv# 7001 Food Truck Festival Art Mural Sheets	183.00
Check	09/17/2019	133309	Court, Ariel K.	Health Expo Supplies	43.28
Check	09/17/2019	133310	Creative Promotional Apparel, Inc.	Inv# 16921 Health Expo Bags (120)	593.67
Check	09/17/2019	133314	Service Sanitation, Inc.	Inv# 7728864 Health Expo Handwash Station	160.00
Total 1014456 · Community Affairs					979.95
<b>1014457 · Furniture and Computer Equip</b>					
Check	09/10/2019	133185	Leaf (618-008)	Inv# 9792790 Lower Level Copier Lease	60.00
Check	09/17/2019	133319	McKesson Medical Surgical	Inv# 62708924 Cholesterol Machine	2,344.99
Total 1014457 · Furniture and Computer Equip					2,404.99
<b>1014459 · Professional Services</b>					
Check	09/17/2019	133308	Alexian Brothers Health System	Inv# 680096 Patient Lab Work	95.11
Total 1014459 · Professional Services					95.11

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
<b>1014465 · Medical Supplies</b>					
Check	09/17/2019	133319	McKesson Medical Surgical	Inv# 60988905 Glucose Test Strips	289.85
Total 1014465 · Medical Supplies					289.85
<b>1014491 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	2,242.78
Total 1014491 · Health Insurance					2,242.78
<b>1014492 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	86.38
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	5.30
Total 1014492 · Dental, Vision & Life Insurance					91.68
Total 101CHN · Community Health					6,107.33
<b>101CVA · Community &amp; Veteran Affairs</b>					
<b>101CMA · Community Relations</b>					
<b>1014614 · Printing</b>					
Check	09/25/2019	133416	Braden Interact Business (Jay St)	Inv# 588859 Copy Charges	10.77
Total 1014614 · Printing					10.77
<b>1014617 · Equipment &amp; Furniture</b>					
Check	09/10/2019	133171	Canteen Refreshment Services	Inv# 05256-245643 Water Machine Rental 8/16-9/15	37.95
Check	09/25/2019	133417	Canteen Refreshment Services	Inv# 05256-254178 Water Machine Rental 9/16-10/13	37.95
Check	09/25/2019	133424	Leaf (618-009)	Inv# 9751902 Kyocera Copier Lease	97.44
Check	09/25/2019	133427	ProxIT Technology Solutions	Computer Replacement 1	110.00
Total 1014617 · Equipment & Furniture					283.34
<b>1014619 · Office Supplies</b>					
Check	09/25/2019	133429	Staples	Inv# 3424574554 Desk Organizer	54.28
Total 1014619 · Office Supplies					54.28
<b>1014620 · Satellite Office Programs</b>					
Check	09/25/2019	133428	Signs by Tomorrow	Inv# 26433 Veteran Ride Banner	140.03
Total 1014620 · Satellite Office Programs					140.03
<b>1014621 · Satellite Office Utilities</b>					
Check	09/03/2019	133148	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 07/26/19-08/24/19	42.11
Check	09/10/2019	133175	City of Elgin	Acct# 413720-6423 Water Monthly Charges 07/09/19-08/08/19	44.35
Check	09/25/2019	133419	Com Ed 010	Acct# 6997418010 Monthly Charges 7/10-9/10	1,129.85
Total 1014621 · Satellite Office Utilities					1,216.31
<b>1014623 · Satellite Office Phone &amp; Intrnt</b>					
Check	09/10/2019	133170	AT&T 697	Acct# 847 742-8953 697 Monthly Charge 8/22/19-9/21/19	146.24

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
Check	09/25/2019	133418	Comcast (6276 IWC Internet)	Acct# 8771 20 032 0786276 Monthly Charges 9/4-10/3	191.85
			Total 1014623 · Satellite Office Phone & Intrnt		338.09
			<b>1014624 · Travel</b>		
Check	09/25/2019	133414	Smith, Celeste	Mileage Reimbursement September	82.65
			Total 1014624 · Travel		82.65
			<b>1014625 · Communications</b>		
Check	09/24/2019	133383	Breese Journal & Publishing Company	Inv# 125619 Fall Newsletter Printing	7,636.73
			Total 1014625 · Communications		7,636.73
			<b>1014626 · Community Service Award</b>		
Check	09/25/2019	133422	A1 Trophies & Awards	Inv# 13677 Community Service Awards (12)	696.00
			Total 1014626 · Community Service Award		696.00
			<b>1014627 · Community Affairs</b>		
Check	09/25/2019	133428	Signs by Tomorrow	Inv# 26433 International Expo Banner	325.60
Check	09/25/2019	133428	Signs by Tomorrow	Inv# 26433 Food Truck Banner	40.39
			Total 1014627 · Community Affairs		365.99
			<b>1014629 · Dues and Subscriptions</b>		
Check	09/25/2019	133421	Izaak Walton League	Member Renewal 2019 - T. Kuttenberg	62.00
			Total 1014629 · Dues and Subscriptions		62.00
			<b>1014691 · Health Insurance</b>		
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	547.02
			Total 1014691 · Health Insurance		547.02
			<b>1014692 · Dental, Vision &amp; Life Insurance</b>		
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	170.63
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	-11.66
			Total 1014692 · Dental, Vision & Life Insurance		158.97
			Total 101CMA · Community Relations		11,592.18
			<b>101VET · Veteran Affairs</b>		
			<b>1014701 · Veterans Honor Roll</b>		
Check	09/17/2019	133323	A1 Trophies & Awards	Inv# 14428 Veteran Plate	4.00
Check	09/25/2019	133422	A1 Trophies & Awards	Inv# 14031 Veteran Plate	4.00
			Total 1014701 · Veterans Honor Roll		8.00
			<b>1014792 · Dental, Vision &amp; Life Insurance</b>		

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	8.48
			Total 1014792 · Dental, Vision & Life Insurance		8.48
			Total 101VET · Veteran Affairs		16.48
			Total 101CVA · Community & Veteran Affairs		11,608.66
<b>101ES · ES - Expenditures</b>					
<b>1014802 · Equipment</b>					
Check	09/25/2019	133427	ProxIT Technology Solutions	Computer Replacement 1	203.00
			Total 1014802 · Equipment		203.00
<b>1014803 · Uniforms</b>					
Check	09/10/2019	133192	Ray O'herron Co., Inc.	Inv# 1935796 Streetgear (2)/Shirt/Belt	314.61
Check	09/10/2019	133192	Ray O'herron Co., Inc.	Inv# 1935798 Coat	164.90
Check	09/10/2019	133192	Ray O'herron Co., Inc.	Inv# 1948510 Gold Braid	14.95
Check	09/10/2019	133192	Ray O'herron Co., Inc.	Inv# 1948511 Shirt (2)/Nameplates (5)	189.58
Check	09/10/2019	133192	Ray O'herron Co., Inc.	Inv# 1948512 Long Sleeve Shirt/Streetgear	133.93
			Total 1014803 · Uniforms		817.97
<b>1014807 · Miscellaneous</b>					
Check	09/17/2019	133326	Comcast (Town 207)	Acct# 8771 10 083 0234207 Monthly Cable Charges	10.49
			Total 1014807 · Miscellaneous		10.49
<b>1014809 · Pre-Volunteer Screening</b>					
Check	09/10/2019	133197	Verify (XHANEM)	Inv# 1313963 Background Checks July 2019	26.00
Check	09/17/2019	133338	Alexian Bros Corporate Health Services	Inv#687558 Drug/Alcohol Screen	79.00
			Total 1014809 · Pre-Volunteer Screening		105.00
<b>1014813 · Vehicle Fuel &amp; Maintenance</b>					
Check	09/17/2019	133339	Friendly Ford, Inc	Inv# C48904 Oil Change	53.95
			Total 1014813 · Vehicle Fuel & Maintenance		53.95
<b>1014814 · Communications</b>					
Check	09/17/2019	133301	Motorola Solutions, Inc.	Inv# 446827312019 Monthly Radio Service Sept 2019	374.00
Check	09/24/2019	133386	Comcast (ES 773)	Acct# 8771 10 083 0226773 Monthly Internet Charges 09/18/19-10/17/19	144.01
			Total 1014814 · Communications		518.01
<b>1014891 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	1,652.01
			Total 1014891 · Health Insurance		1,652.01
<b>1014892 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	158.37

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	13.95
	Total 1014892 · Dental, Vision & Life Insurance				172.32
	Total 101ES · ES - Expenditures				3,532.75
<b>101ISE · Insurance &amp; Employee Benefits</b>					
<b>1014503 · General Insurance</b>					
Check	09/24/2019	133397	Illinois Counties Risk Management Trust	Member# 1000462 Workers Comp/Property/Liability Ins. (50%)	65,618.50
	Total 1014503 · General Insurance				65,618.50
<b>1014507 · Flex Plan &amp; 457 Plan</b>					
Check	09/25/2019	133430	TASC (AP)	Inv# 1589767 Admin Fees/Claim Card Fees Nov 19	88.22
	Total 1014507 · Flex Plan & 457 Plan				88.22
<b>1014513 · Employee Wellness</b>					
Check	09/17/2019	133329	McKesson Medical Surgical	Inv# 62468150 Employee Flu Shots	668.87
	Total 1014513 · Employee Wellness				668.87
	Total 101ISE · Insurance & Employee Benefits				66,375.59
<b>101LEA · Legal &amp; Auditing</b>					
<b>1014502 · Legal Services</b>					
Check	09/24/2019	133400	Kopon Airdo, LLC	Inv# 190-0001-28277 Legal Services - August 2019	13,347.24
	Total 1014502 · Legal Services				13,347.24
	Total 101LEA · Legal & Auditing				13,347.24
<b>101MAIN · Facilities Maintenance</b>					
<b>1014202 · Office Supplies</b>					
Check	09/03/2019	133150	Accurate Office Supply Co	O# 196937 Toner	49.99
Check	09/25/2019	133427	ProxIT Technology Solutions	Computer Replacement 1	1,015.00
	Total 1014202 · Office Supplies				1,064.99
<b>1014205 · Janitorial Supplies</b>					
Check	09/24/2019	133381	Bade Supply	Inv# 29518 Toilet Tissue/Can Liners/Windex/Towels	701.98
	Total 1014205 · Janitorial Supplies				701.98
<b>1014208 · Housekeeping Contract</b>					
Check	09/10/2019	133174	Custodius Chicago	Inv# 495 August Janitorial Service - IWC	865.00
Check	09/24/2019	133398	Imperial Service Systems, Inc	Inv# 127142 Cleaning Services - Town Hall	1,069.00
Check	09/24/2019	133398	Imperial Service Systems, Inc	Inv# 127175 Cleaning Services - Senior Center	1,666.00
	Total 1014208 · Housekeeping Contract				3,600.00
<b>1014209 · Building Contracts</b>					

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
Check	09/10/2019	133189	Orkin Pest Control 029 (Senior)	Acct# 28412029 Annual Pest Control - Senior	1,065.95
Check	09/10/2019	133190	Orkin Pest Control 579 (Astor)	Acct# 2843079 Annual Payment - Astor	692.12
Check	09/10/2019	133195	Thyssenkrupp Elevator Corp	Inv# 3004805051 Annual IWC Elevator Maintenance Contract	2,648.34
Check	09/24/2019	133399	Johnson Controls Security Solutions	Inv# 33132676 Quarterly Alarm Monitoring - YFS	334.21
Check	09/24/2019	133399	Johnson Controls Security Solutions	Inv# 32966477 QuarterAlarm Monitoring - Astor	258.83
Total 1014209 · Building Contracts					4,999.45
<b>1014210 · Building Maintenance - Town</b>					
Check	09/10/2019	133194	The Home Depot F&M	Inv# 1102639 Carpet Spot Remover/Moving Pads/JB Weld	41.49
Check	09/10/2019	133194	The Home Depot F&M	Inv# 2090033 Printer Cord Cover	24.98
Check	09/24/2019	133392	Elgin Key & Lock Co., Inc.	Inv# 191083 Repairs to YFS Entry Door	202.50
Total 1014210 · Building Maintenance - Town					268.97
<b>1014211 · Building Maintenance - Senior</b>					
Check	09/10/2019	133194	The Home Depot F&M	Inv# 2101712 Ballast/Drain Opener	58.63
Check	09/10/2019	133194	The Home Depot F&M	Inv# 8094776 Super Glue	14.64
Check	09/24/2019	133384	Charles Environmental LLC	Inv# 2098 Senior Ctr Grease Trap Cleaning	150.00
Check	09/24/2019	133405	Road Safe Traffic Systems	Inv# 101614 Speed Bump Signs (2)	113.00
Total 1014211 · Building Maintenance - Senior					336.27
<b>1014213 · Equipment Maintenance - Town</b>					
Check	09/24/2019	133389	Cummins Sales and Service	Inv# F2-15767 Town Hall Generator Inspection/Test/Maintenance	366.44
Total 1014213 · Equipment Maintenance - Town					366.44
<b>1014214 · Equipment Maintenance - Senior</b>					
Check	09/10/2019	133172	Climatemp Service Group, LLC	Inv# S15074 Chiller Repair	1,021.84
Total 1014214 · Equipment Maintenance - Senior					1,021.84
<b>1014218 · Vehicle Maintenance - Town</b>					
Check	09/10/2019	133188	O'Reilly Auto Parts	Trans# SC03421203 Account Charges	4.37
Check	09/24/2019	133388	Central Parts Warehouse	Inv# 563693A Truck Safety Steps (2)	398.00
Check	09/24/2019	133408	Suburban Tire Auto Care Centers	Inv# 0501813 New Battery for #136	151.18
Total 1014218 · Vehicle Maintenance - Town					553.55
<b>1014221 · Cell Phone/Communications</b>					
Check	09/17/2019	133301	Motorola Solutions, Inc.	Inv# 446827312019 Monthly Radio Service Sept 2019	176.00
Total 1014221 · Cell Phone/Communications					176.00
<b>1014222 · Trash Removal - Town</b>					
Check	09/10/2019	133181	Groot, Inc.	Acct# 3107-68246 Inv# 3837926 Sept	224.35
Total 1014222 · Trash Removal - Town					224.35
<b>1014223 · Trash Removal - Senior</b>					

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Type	Date	Num	Name	Memo	Amount
Check	09/10/2019	133181	Groot, Inc.	Acct# 3107-61390 Inv# 3837752 Sept	287.62
Total 1014223 · Trash Removal - Senior					287.62
<b>1014224 · Trash Removal - Astor</b>					
Check	09/10/2019	133181	Groot, Inc.	Acct# 3107-69323 Inv# 3837927 Sept	385.95
Total 1014224 · Trash Removal - Astor					385.95
<b>1014225 · Grounds/Reserve Maintenance</b>					
Check	09/10/2019	133194	The Home Depot F&M	Inv# 2101712 Planter	24.98
Check	09/10/2019	133194	The Home Depot F&M	Inv# 9102760 Drill Bit/Socket Driver	22.94
Check	09/24/2019	133391	Earth, Inc	Inv# 21548 Top Soil for New Bus Parking Installation	100.00
Total 1014225 · Grounds/Reserve Maintenance					147.92
<b>1014226 · Uniforms</b>					
Check	09/10/2019	133176	Fullife Safety Center	Inv# 50396 Rain Jackets (2)	221.00
Total 1014226 · Uniforms					221.00
<b>1014227 · Miscellaneous</b>					
Check	09/10/2019	133199	Village of Hanover Park	Inv# 2019-1682 Police False Alarm Fees (2) - Astor Ave	250.00
Total 1014227 · Miscellaneous					250.00
<b>1014228 · Building Maintenance - Izaak</b>					
Check	09/24/2019	133380	Amperage Electrical Supply Inc	Inv# 0956619 Replacement Bulbs IWC Garage	79.60
Check	09/24/2019	133402	Menards - West Chicago	Inv# 87992 IWC Canopy Weights	191.73
Total 1014228 · Building Maintenance - Izaak					271.33
<b>1014230 · Trash Removal - Izaak</b>					
Check	09/10/2019	133181	Groot, Inc.	Acct# 3107-54379 Inv# 3838730 Sept	54.00
Total 1014230 · Trash Removal - Izaak					54.00
<b>1014291 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	2,199.03
Total 1014291 · Health Insurance					2,199.03
<b>1014292 · Dental, Vision &amp; Life Insurance</b>					
Check	09/17/2019	133330	NCPERS	Billing# 5785102019 Monthly Premium Oct 2019	16.00
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	272.52
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	-9.54
Total 1014292 · Dental, Vision & Life Insurance					278.98
Total 101MAIN · Facilities Maintenance					17,409.67
<b>101PAN · Pantry</b>					

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
<b>1014161 · Utilities</b>					
Check	09/24/2019	133385	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges 08/02/19-09/03/19	550.92
Check	09/24/2019	133403	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges 08/16/19-09/14/19	5.82
Total 1014161 · Utilities					556.74
<b>1014191 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	1,652.01
Total 1014191 · Health Insurance					1,652.01
<b>1014192 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	182.91
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	13.95
Total 1014192 · Dental, Vision & Life Insurance					196.86
Total 101PAN · Pantry					2,405.61
<b>101THE · Town Hall Expense</b>					
<b>1014402 · Telephone - Town</b>					
Check	09/17/2019	133324	Call One	Acct# 1211556-1130965 Monthly Charges 9/15/19-10/14/19	2,359.84
Total 1014402 · Telephone - Town					2,359.84
<b>1014403 · Utilities - Town</b>					
Check	09/10/2019	133198	Village of Bartlett	Bill# 355190 Acct# 51470 Water/Sewer Township	11.80
Check	09/10/2019	133198	Village of Bartlett	Bill# 361170 Acct# 63818 Water/Sewer Runzel	32.34
Check	09/17/2019	133297	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges 8/1/19 - 8/30/19	1,209.53
Total 1014403 · Utilities - Town					1,253.67
<b>1014405 · Internet Access - Town</b>					
Check	09/17/2019	133337	AT&T 824	Acct 253810824 Back-up Internet 07/28/19-09/29/19	122.05
Total 1014405 · Internet Access - Town					122.05
<b>1014416 · Equipment Rental - Town</b>					
Check	09/17/2019	133325	Canteen Refreshment Services	Inv# 05256-245644 Water Machine Rental	37.95
Check	09/25/2019	133424	Leaf (618-009)	Inv# 9751902 Kyocera Copier Lease - Main	306.01
Check	09/25/2019	133424	Leaf (618-009)	Inv# 9751902 Kyocera Copier Lease - Passports	23.10
Total 1014416 · Equipment Rental - Town					367.06
Total 101THE · Town Hall Expense					4,102.62
<b>101TOE · Town Office Expense</b>					
<b>1014401 · Postage</b>					
Check	09/25/2019	133525	Easy Permit Postage	Acct 8000-9090-0585-2392 Postage Refil	4,992.37
Total 1014401 · Postage					4,992.37

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
<b>1014404 · Office Supplies</b>					
Check	09/17/2019	133334	Staples	Inv# 3422479712 Spiral Receipt Book (10)	143.90
Check	09/17/2019	133334	Staples	Inv# 3423863565 Coffee/Batteries/Tape Dispenser	200.63
Check	09/25/2019	133429	Staples	Inv# 3424574496 Vinyl Horizontal Badge (4)	83.96
Check	09/25/2019	133429	Staples	Inv# 3424574495 Ink/Correction Tape	119.77
Total 1014404 · Office Supplies					548.26
<b>1014406 · Printing</b>					
Check	09/17/2019	133328	Kwik Print	Inv# 65486 Business Cards - Double Sided	76.50
Check	09/17/2019	133332	Rydin Decal	Inv# 361900 Handicap Placards (300)	409.82
Check	09/17/2019	133333	Signs by Tomorrow	Inv# 26399 Trustee Magnetic Signage (2)	120.34
Check	09/25/2019	133423	Kwik Print	Inv# 65462 Business Cards - Moinuddin	42.90
Check	09/25/2019	133423	Kwik Print	Inv# 65590 Passport Services Brochure (1,000)	298.00
Total 1014406 · Printing					947.56
<b>1014412 · Travel Expenses</b>					
Check	09/25/2019	133415	Steven Thime	Emergency Services Director Candidate Travel Reimbursement	374.60
Total 1014412 · Travel Expenses					374.60
<b>1014414 · Memberships, Subs &amp; Publication</b>					
Check	09/10/2019	133206	Township Clerks Assoc of Cook County	Annual Dues - K. Dolan Baumer	250.00
Total 1014414 · Memberships, Subs & Publication					250.00
<b>1014420 · Pre-Employment Charges</b>					
Check	09/17/2019	133335	Verify (XHANOV)	Inv# 1321469 Background Check Aug 2019	18.00
Total 1014420 · Pre-Employment Charges					18.00
<b>1014424 · Education &amp; Training</b>					
Check	09/17/2019	133322	Scott Chovenec & Associates Inc	Inv# 322 Customer Service Audits/Training/Workshops	1,475.00
Check	09/25/2019	133425	Metropolitan Township Association	MTA Summer Symposium (17)	525.00
Total 1014424 · Education & Training					2,000.00
<b>1014530 · Financial Administration</b>					
Check	09/24/2019	133395	Governmental Accounting, Inc	Inv# 58654 Monthly Contract Billing Sept 2019	5,400.00
Total 1014530 · Financial Administration					5,400.00
<b>1014535 · Legal Notices</b>					
Check	09/25/2019	133426	Paddock Publications, Inc	Inv# 27170 Bid Notice	147.20
Total 1014535 · Legal Notices					147.20
<b>1014591 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	3,139.91

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
Total 1014591 · Health Insurance					3,139.91
<b>1014592 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	285.81
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	20.31
Total 1014592 · Dental, Vision & Life Insurance					306.12
Total 101TOE · Town Office Expense					18,124.02
<b>104ASR · Assessor's Division</b>					
<b>1044405 · Office Supplies</b>					
Check	09/03/2019	133149	Staples	Inv# 3422479713 Color Toner Yellow	279.99
Check	09/10/2019	133193	Staples	Inv# 3422995666 Color Toner Red	279.99
Total 1044405 · Office Supplies					559.98
<b>1044491 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	2,199.03
Total 1044491 · Health Insurance					2,199.03
<b>1044492 · Dental, Vision &amp; Life Insurance</b>					
Check	09/17/2019	133330	NCPERS	Billing# 5785102019 Monthly Premium Oct 2019	16.00
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	371.63
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	19.08
Total 1044492 · Dental, Vision & Life Insurance					406.71
Total 104ASR · Assessor's Division					3,165.72
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094614 · Printing</b>					
Check	09/24/2019	133409	TTSG Leasing	Inv# 41960 Copier Overage Charges Aug	72.86
Total 1094614 · Printing					72.86
<b>1094617 · Equipment Maintenance</b>					
Check	09/17/2019	133299	De Lage Landen Financial Services	Inv# 64876327 Copier Lease 9/15/19-10/14/19	188.02
Total 1094617 · Equipment Maintenance					188.02
<b>1094619 · Office Supplies</b>					
Check	09/24/2019	133404	Quill Corporation	Inv# 9513855 Stapler	11.21
Total 1094619 · Office Supplies					11.21
<b>1094621 · Recruitment and Pre Employment</b>					
Check	09/10/2019	133205	Verify (XHANYF)	Inv# 1321470 Background Checks August 2019	18.00
Check	09/24/2019	133378	Alexian Bros Corporate Health Services	Inv# 686773 DOT Drug Screens, Physicals	96.00
Check	09/24/2019	133378	Alexian Bros Corporate Health Services	Inv# 688633 DOT Drug Screens, Physicals	96.00

# Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	09/24/2019	133378	Alexian Bros Corporate Health Services	Inv# 686831 DOT Drug Screens, Physicals	124.00
	Total 1094621 · Recruitment and Pre Employment				334.00
<b>1094626 · Equipment &amp; Furniture</b>					
Check	09/25/2019	133427	ProxIT Technology Solutions	Computer Replacement 1	638.33
	Total 1094626 · Equipment & Furniture				638.33
<b>1094629 · Dues &amp; Subscriptions</b>					
Check	09/25/2019	133524	Township Officials of Illinois	Associate Membership Renewal	50.00
	Total 1094629 · Dues & Subscriptions				50.00
<b>1094691 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	3,926.63
	Total 1094691 · Health Insurance				3,926.63
<b>1094692 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	302.33
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	29.85
	Total 1094692 · Dental, Vision & Life Insurance				332.18
	Total 109ADM · Administration & Clinical				5,553.23
<b>109OUT · Outreach &amp; Prevention</b>					
<b>1094627 · Open Gym Program.</b>					
Check	09/24/2019	133371	Next Generation Screen Printing & Embroid	Inv# 16720C Open Gym Staff Shirts (101)	611.50
	Total 1094627 · Open Gym Program.				611.50
<b>1094644 · Travel</b>					
Check	09/24/2019	133368	Litz, Danielle	Mileage Reimbursement August 2019	55.10
Check	09/24/2019	133370	Miguel, Michael	Mileage Reimbursement 8/22/19-8/29/19	61.48
Check	09/24/2019	133375	Trujillo, Gisel	Mileage Reimbursement 7/26/19	5.80
Check	09/24/2019	133375	Trujillo, Gisel	Mileage Reimbursement 8/6/19-8/30/19	96.86
Check	09/24/2019	133412	McSheffrey, Ryan K	Mileage Reimbursement August 2019	81.78
	Total 1094644 · Travel				301.02
<b>1094645 · Printing</b>					
Check	09/03/2019	133147	Kwik Print	Inv# 65430 Business Cards - Miguel	42.90
	Total 1094645 · Printing				42.90
<b>1094791 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	1,738.55
	Total 1094791 · Health Insurance				1,738.55

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Type	Date	Num	Name	Memo	Amount
<b>1094792 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	170.63
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	3.18
Total 1094792 · Dental, Vision & Life Insurance					173.81
Total 109OUT · Outreach & Prevention					2,867.78
Total 109YFS · Youth & Family Services					8,421.01
Total 1014 · Town Fund - Expenditures					172,041.16
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104524 · Utilities</b>					
Check	09/10/2019	133198	Village of Bartlett	Bill# 360758 Acct# 62447 Water/Sewer Senior Center	344.69
Check	09/10/2019	133201	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges 8/1/19-8/30/19	4,431.71
Total 1104524 · Utilities					4,776.40
<b>1104527 · Equipment</b>					
Check	09/10/2019	133184	Leaf (618-003)	Inv# 9803792 Postage Machine Lease	87.00
Check	09/10/2019	133185	Leaf (618-008)	Inv# 9792790 Lower Level Copier Lease	60.00
Check	09/17/2019	133318	Leaf (618-007)	Inv# 9832440 Color Copier Lease	312.68
Check	09/25/2019	133427	ProxIT Technology Solutions	Computer Replacement 1	36.67
Total 1104527 · Equipment					496.35
<b>1104533 · Printing</b>					
Check	09/10/2019	133183	Kwik Print	Inv# 65455 Tri Fold Annual Report (200)	617.40
Check	09/10/2019	133183	Kwik Print	Inv# 65472 Business Cards - Krall	42.90
Check	09/10/2019	133183	Kwik Print	Inv# 65481 Poster - Food Truck Festival	99.90
Check	09/10/2019	133183	Kwik Print	Inv# 65502 Business Cards - Kampfranz	42.90
Check	09/24/2019	133382	Braden Interact Business Products (SS)	Inv# 588857 Copy Charges	355.77
Check	09/24/2019	133401	Kwik Print	Inv# 65573 Letterhead (500)/Envelopes(2,500)/Business Cards (8 Sets)	1,220.40
Total 1104533 · Printing					2,379.27
<b>1104536 · Education &amp; Training</b>					
Check	09/24/2019	133406	Sposito, Florence M	Basset Certification Fee	14.75
Total 1104536 · Education & Training					14.75
<b>1104591 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	3,851.04
Total 1104591 · Health Insurance					3,851.04
<b>1104592 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	166.28
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	19.25

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Type	Date	Num	Name	Memo	Amount
Total 1104592 · Dental, Vision & Life Insurance					185.53
Total 1104ADM · Administration					11,703.34
<b>1104NUT · Nutrition</b>					
<b>1105551 · Congregate Food</b>					
Check	09/10/2019	133159	Perri {1}, Marilyn	Congregate Food	46.35
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3297969 Congregate Food	144.26
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3300350 Congregate Food	75.88
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3301429 Congregate Food	108.57
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3301445 Congregate Food	31.65
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3302668 Congregate Food	79.83
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3303033 Congregate Food	3.15
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3304863 Congregate Food	224.46
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3307730 Congregate Food	89.20
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3309407 Congregate Food	137.35
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3310650 Congregate Food	12.85
Check	09/10/2019	133177	Get Fresh Produce, Inc	Credit# 416092 and 416764 Congregate Food	-8.78
Check	09/10/2019	133180	Gordon Food Service	Inv# 934075262 Congregate Food	92.72
Check	09/10/2019	133180	Gordon Food Service	Inv# 196574631 Congregate Food	853.87
Check	09/10/2019	133182	Highland Baking Company	Inv# 2103096 Congregate Food	83.65
Check	09/10/2019	133182	Highland Baking Company	Inv# 2103590 Congregate Food	61.45
Check	09/10/2019	133182	Highland Baking Company	Inv# 2103591 Congregate Food	38.25
Check	09/10/2019	133182	Highland Baking Company	Inv# 2105760 Congregate Food	38.40
Check	09/10/2019	133182	Highland Baking Company	Inv# 2109109 Congregate Food	64.69
Check	09/10/2019	133182	Highland Baking Company	Inv# 2111024 Congregate Food	39.12
Check	09/10/2019	133182	Highland Baking Company	Credit# 2103219 and 2103222 Congregate Food	-52.23
Check	09/17/2019	133300	Get Fresh Produce, Inc	Inv# 3313019 Congregate Food	169.80
Check	09/17/2019	133315	Get Fresh Produce, Inc	Inv# 3317087 Congregate Food	153.40
Check	09/17/2019	133315	Get Fresh Produce, Inc	Inv# 3318177 Congregate Food	190.71
Check	09/17/2019	133315	Get Fresh Produce, Inc	Inv# 3320072 Congregate Food	23.85
Check	09/17/2019	133316	Gordon Food Service	Inv# 196738569 Congregate Food	812.14
Check	09/17/2019	133316	Gordon Food Service	Inv# 196919484 Congregate Food	686.81
Check	09/17/2019	133317	Highland Baking Company	Inv# 2117256 Congregate Food	38.45
Check	09/24/2019	133393	Get Fresh Produce, Inc	Inv# 3320518 Congregate Food	55.50
Check	09/24/2019	133393	Get Fresh Produce, Inc	Inv# 3320836 Congregate Food	115.80
Check	09/24/2019	133393	Get Fresh Produce, Inc	Inv# 3322475 Congregate Food	97.85
Check	09/24/2019	133394	Gordon Food Service	Inv# 197095498 Congregate Food	842.54
Check	09/24/2019	133396	Highland Baking Company	Inv# 2120799 Congregate Food	43.72
Check	09/24/2019	133396	Highland Baking Company	Inv# 2122406 Congregate Food	42.77
Total 1105551 · Congregate Food					5,438.03
<b>1105552 · Congregate Equipment</b>					
Check	09/10/2019	133159	Perri {1}, Marilyn	Outdoor Storage Container	54.01
Total 1105552 · Congregate Equipment					54.01
<b>1105553 · Congregate Supplies</b>					
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3300350 Congregate Supplies	11.20

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Type	Date	Num	Name	Memo	Amount
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3301429 Congregate Supplies	11.20
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3304863 Congregate Supplies	11.20
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3307730 Congregate Supplies	11.20
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3309407 Congregate Supplies	19.20
Check	09/10/2019	133180	Gordon Food Service	Inv# 934075262 Congregate Supplies	36.67
Check	09/10/2019	133180	Gordon Food Service	Inv# 196574631 Congregate Supplies	54.09
Check	09/10/2019	133180	Gordon Food Service	Inv# 196632159 Congregate Supplies	28.91
Check	09/10/2019	133200	West Pier Laundry Streamwood	Inv# 2464 Laundry Service Dish Towels/Tablecloths	36.15
Check	09/17/2019	133315	Get Fresh Produce, Inc	Inv# 3317087 Congregate Supplies	22.40
Check	09/17/2019	133315	Get Fresh Produce, Inc	Inv# 3318177 Congregate Supplies	17.95
Check	09/17/2019	133316	Gordon Food Service	Inv# 196738569 Congregate Supplies	16.36
Check	09/17/2019	133316	Gordon Food Service	Inv# 196919484 Congregate Supplies	89.50
Check	09/24/2019	133393	Get Fresh Produce, Inc	Inv# 3320518 Congregate Supplies	24.93
Check	09/24/2019	133394	Gordon Food Service	Inv# 197095498 Congregate Supplies	74.70
Total 1105553 · Congregate Supplies					465.66
<b>1105558 · Home Delivered Meals Food</b>					
Check	09/10/2019	133159	Perri {1}, Marilyn	HDM Food	46.36
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3297969 HDM Food	144.26
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3300350 HDM Food	75.87
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3301429 HDM Food	108.57
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3301445 HDM Food	31.65
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3302668 HDM Food	79.82
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3304863 HDM Food	224.45
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3307730 HDM Food	89.20
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3309407 HDM Food	137.34
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3310650 HDM Food	12.85
Check	09/10/2019	133177	Get Fresh Produce, Inc	Credit# 416092 and 416764 HDM Food	-8.78
Check	09/10/2019	133180	Gordon Food Service	Inv# 934075262 HDM Food	92.71
Check	09/10/2019	133180	Gordon Food Service	Inv# 196574631 HDM Supplies	853.87
Check	09/10/2019	133182	Highland Baking Company	Inv# 2103096 HDM Food	83.64
Check	09/10/2019	133182	Highland Baking Company	Inv# 2103590 HDM Food	61.44
Check	09/10/2019	133182	Highland Baking Company	Inv# 2103591 HDM Food	38.25
Check	09/10/2019	133182	Highland Baking Company	Inv# 2105760 HDM Food	38.40
Check	09/10/2019	133182	Highland Baking Company	Inv# 2109109 HDM Food	64.69
Check	09/10/2019	133182	Highland Baking Company	Inv# 2111024 HDM Food	39.12
Check	09/10/2019	133182	Highland Baking Company	Credit# 2103219 and 2103222 Congregate Food	-52.22
Check	09/10/2019	133191	Pur Foods LLC dba Mom's Meals	Inv# MM08312019 Special Dietary Meals (112)	812.00
Check	09/17/2019	133300	Get Fresh Produce, Inc	Inv# 3313019 HDM Food	169.80
Check	09/17/2019	133315	Get Fresh Produce, Inc	Inv# 3317087 HDM Food	153.40
Check	09/17/2019	133315	Get Fresh Produce, Inc	Inv# 3318177 HDM Food	190.71
Check	09/17/2019	133315	Get Fresh Produce, Inc	Inv# 3320072 HDM Food	23.85
Check	09/17/2019	133316	Gordon Food Service	Inv# 196738569 HDM Food	812.13
Check	09/17/2019	133316	Gordon Food Service	Inv# 196919484 HDM Food	686.81
Check	09/17/2019	133317	Highland Baking Company	Inv# 2117256 HDM Food	38.45
Check	09/24/2019	133393	Get Fresh Produce, Inc	Inv# 3320518 HDM Food	55.50
Check	09/24/2019	133393	Get Fresh Produce, Inc	Inv# 3320836 HDM Food	115.79
Check	09/24/2019	133393	Get Fresh Produce, Inc	Inv# 3322475 HDM Food	97.85

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Type	Date	Num	Name	Memo	Amount
Check	09/24/2019	133394	Gordon Food Service	Inv# 197095498 HDM Food	842.53
Check	09/24/2019	133396	Highland Baking Company	Inv# 2120799 HDM Food	43.71
Check	09/24/2019	133396	Highland Baking Company	Inv# 2122406 HDM Food	42.77
Total 1105558 · Home Delivered Meals Food					6,246.79
<b>1105559 · Home Delivered Meals Equipment</b>					
Check	09/10/2019	133159	Perri {1}, Marilyn	Outdoor Storage Container	54.01
Total 1105559 · Home Delivered Meals Equipment					54.01
<b>1105560 · Home Delivered Meals Supplies</b>					
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3300350 HDM Supplies	11.20
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3301429 HDM Supplies	11.20
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3304863 HDM Supplies	11.20
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3307730 HDM Supplies	11.20
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3309407 HDM Supplies	19.20
Check	09/10/2019	133180	Gordon Food Service	Inv# 934075262 HDM Supplies	36.66
Check	09/10/2019	133180	Gordon Food Service	Inv# 196574631 HDM Supplies	54.09
Check	09/10/2019	133180	Gordon Food Service	Inv# 196632159 HDM Supplies	28.91
Check	09/10/2019	133200	West Pier Laundry Streamwood	Inv# 2464 Laundry Service Dish Towels/Tablecloths	36.15
Check	09/17/2019	133315	Get Fresh Produce, Inc	Inv# 3317087 HDM Supplies	22.40
Check	09/17/2019	133315	Get Fresh Produce, Inc	Inv# 3318177 HDM Supplies	17.95
Check	09/17/2019	133316	Gordon Food Service	Inv# 196738569 HDM Supplies	16.36
Check	09/17/2019	133316	Gordon Food Service	Inv# 196919484 HDM Supplies	89.49
Check	09/24/2019	133393	Get Fresh Produce, Inc	Inv# 3320518 HDM Supplies	24.92
Check	09/24/2019	133394	Gordon Food Service	Inv# 197095498 HDM Supplies	74.69
Total 1105560 · Home Delivered Meals Supplies					465.62
<b>1105561 · Event Catering</b>					
Check	09/10/2019	133177	Get Fresh Produce, Inc	Inv# 3301543 Summer Symposium	194.35
Total 1105561 · Event Catering					194.35
<b>1105792 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	40.30
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	5.30
Total 1105792 · Dental, Vision & Life Insurance					45.60
Total 1104NUT · Nutrition					12,964.07
<b>1104PRO · Programs</b>					
<b>1104510 · Satellite Programming</b>					
Check	09/24/2019	133372	Pilgrim Productions Inc	Inv# HTSC - 01092020 Music Entertainment - IWC 1/9/20	150.00
Check	09/24/2019	133373	Jennifer Silk	Music Entertainment at IWC 11/21/19	200.00
Total 1104510 · Satellite Programming					350.00
<b>1104514 · Weekend Programming</b>					

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Type	Date	Num	Name	Memo	Amount
Check	09/24/2019	133361	Chuck Billington	Inv# 92219 Senior Presentation - 1959 White Sox 11/02/19	125.00
Check	09/24/2019	133362	Ralph Burin	Inv# 92019 Senior Presentation - Chile, Easter Island, & Patagonia 11/16/19	150.00
Total 1104514 · Weekend Programming					275.00
<b>1104515 · Programming</b>					
Check	09/10/2019	133163	Drury Lane Events	Senior Trip - The Color Purple 10/24/19	1,458.49
Check	09/10/2019	133203	Colagrossi, Tracey N	Bus Driver Lunch	5.19
Check	09/10/2019	133203	Colagrossi, Tracey N	Village of Bartlett Liquor Application	5.00
Check	09/11/2019	133295	Euclid Beverage	Inv# W-2382397 Fall Food Truck Festival Beverage Trailer/Supplies	4,365.24
Check	09/17/2019	133320	School District U-46	Inv# 5238 Food Truck Festival Parking Lot Rental - Liberty School	173.00
Check	09/24/2019	133363	Crestline Entertainment, Inc.	Final Payment Halloween Party DJ 10/31/19	295.00
Check	09/24/2019	133364	Ralph Danielsen	Inv# 92119 Senior Presentation - Beautiful Bavaria 11/14/19	125.00
Check	09/24/2019	133365	Gibraltar Historical Association	Inv# 91919 Senior Door Country Trip- Noble House Tour (33)	165.00
Check	09/24/2019	133366	Drury Lane Events	Event# G01738 Mary Poppins Tickets/Lunch (32)	1,880.00
Check	09/24/2019	133374	Marti Spenk	Inv# 22 Exercise Instructor Fee 08/27/19-09/19/19	420.00
Check	09/24/2019	133377	Abdul Gafoor	Inv# 09212019 Int'l Expo Sound System & Monitoring	500.00
Check	09/24/2019	133390	Dance Alternatives, Inc.	Inv# HP082019 Line Dance Classes August 2019	220.00
Total 1104515 · Programming					9,611.92
<b>1104520 · Volunteer Services</b>					
Check	09/10/2019	133161	Steven Maly	Home Delivered Meals Mileage Reimbursement 8/2/19-8/30/19	22.62
Check	09/10/2019	133162	Lawrence Boquist	Home Delivered Meals Mileage Reimbursement 7/5/19-8/30/19	84.80
Check	09/10/2019	133164	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement 8/6/19-8/29/19	44.08
Check	09/10/2019	133165	James Mattson	Home Delivered Meals Mileage Reimbursement 05/02/19-08/23/19	87.00
Check	09/10/2019	133166	Larry Piemonte	Home Delivered Meals Mileage Reimbursement 8/1/19-8/30/19	63.22
Check	09/10/2019	133167	Charles Valerio	Home Delivered Meals Mileage Reimbursement 8/8/19-8/29/19	31.32
Check	09/10/2019	133168	Joanne Watson	Home Delivered Meals Mileage Reimbursement 8/6/19-9/3/19	67.28
Check	09/10/2019	133178	Steve Gibson	Home Delivered Meals Mileage Reimbursement August 2019	56.26
Check	09/10/2019	133204	Verify (XHTSSE)	Inv #1321483-IN Background Checks	54.00
Check	09/17/2019	133302	Phil Roth	Home Delivered Meals Mileage Reimbursement 7/29/19-8/26/19	41.76
Check	09/17/2019	133313	Steven Maly	Home Delivered Meals Mileage Reimbursement 9/16/19-9/13/19	15.08
Check	09/24/2019	133376	Charles Valerio	Home Delivered Meals Mileage Reimbursement 9/19/19	8.70
Total 1104520 · Volunteer Services					576.12
<b>1104526 · Senior Newsletter</b>					
Check	09/20/2019	133340	USPS	Club 59 Newsletter Postage Nov/Dec 2019	1,176.74
Total 1104526 · Senior Newsletter					1,176.74
<b>1104532 · Visual Arts</b>					
Check	09/03/2019	133151	Krall, Marianne	Art Class Watercolor Glaze/Glue	107.39
Check	09/10/2019	133202	Blick Art Materials	Inv# 2120402 Art Supplies	77.04
Check	09/24/2019	133367	Denise Laurin-Donatelle	Inv# 92319 Oil Painting Open Studio Sept 2019	240.00
Total 1104532 · Visual Arts					424.43
<b>1104545 · Program Staff Travel</b>					
Check	09/17/2019	133312	Kay, Linda	Mileage Reimbursement July 2019	26.91

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September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
Check	09/17/2019	133312	Kay, Linda	Mileage Reimbursement Aug 2019	35.73
Total 1104545 · Program Staff Travel					62.64
<b>1104891 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	5,940.66
Total 1104891 · Health Insurance					5,940.66
<b>1104892 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	334.78
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	24.38
Total 1104892 · Dental, Vision & Life Insurance					359.16
Total 1104PRO · Programs					18,776.67
<b>1104SOC · Social Services</b>					
<b>1104516 · Social Services</b>					
Check	09/17/2019	133311	Domingo, Frances	Memory/Caregiver Support Group Refreshments	82.41
Total 1104516 · Social Services					82.41
<b>1104991 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	644.51
Total 1104991 · Health Insurance					644.51
<b>1104992 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	43.19
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	10.60
Total 1104992 · Dental, Vision & Life Insurance					53.79
Total 1104SOC · Social Services					780.71
<b>1104TRN · Transportation</b>					
<b>1104518 · Vehicle Maintenance</b>					
Check	09/24/2019	133379	Airstream Pressure Washing Inc	Inv# 2829 On Site Bus Washing (9)	225.00
Check	09/24/2019	133387	Complete Fleet Services Inc.	Inv# 22708 Bus#143 Oil Change/Safety Inspection	381.93
Check	09/24/2019	133410	Valvoline	Inv# 16991 Oil Change Vehicle# 124	48.42
Total 1104518 · Vehicle Maintenance					655.35
<b>1104549 · Recruitment</b>					
Check	09/10/2019	133204	Verify (XHTSSE)	Inv #1321483-IN Background Checks	44.00
Total 1104549 · Recruitment					44.00
<b>1104550 · Telephone</b>					
Check	09/03/2019	133152	Verizon Wireless	Acct# 742025529 Monthly Charges 8/19/19-9/18/19	493.25

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September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
Total 1104550 · Telephone					493.25
<b>1104551 · Training</b>					
Check	09/24/2019	133378	Alexian Bros Corporate Health Services	Inv# 686773 DOT Drug Screens, Physicals	211.00
Check	09/24/2019	133378	Alexian Bros Corporate Health Services	Inv# 688633 DOT Drug Screens, Physicals	197.00
Check	09/24/2019	133407	Steininger, Linda	IPTA Conference Mileage Reimbursement	58.00
Total 1104551 · Training					466.00
<b>1104691 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	3,128.96
Total 1104691 · Health Insurance					3,128.96
<b>1104692 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	475.99
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	33.20
Total 1104692 · Dental, Vision & Life Insurance					509.19
Total 1104TRN · Transportation					5,296.75
Total 1104 · Senior Center - Expenditures					49,521.54
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024202 · Office Supplies</b>					
Check	09/10/2019	133193	Staples	Inv# 3421377151 Linen Certificate Holder	61.96
Check	09/10/2019	133193	Staples	Inv# 3422995667 Business Cards	53.99
Total 2024202 · Office Supplies					115.95
<b>2024205 · Travel &amp; Training</b>					
Check	09/03/2019	133146	Dewey, Corey J	Mileage Reimbursement 08/14/19-08/30/19	73.40
Check	09/10/2019	133158	Cook County Social Workers Assoc.	Township Officials Caseworkers Division Mtg	24.00
Total 2024205 · Travel & Training					97.40
<b>2024591 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	547.02
Total 2024591 · Health Insurance					547.02
<b>2024592 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	162.66
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	-7.42
Total 2024592 · Dental, Vision & Life Insurance					155.24
Total 2024ADM · Administration					915.61
<b>2024HOM · Home Relief</b>					

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
<b>2024102 · Rent</b>					
Check	09/04/2019	5283	Hanover Homes LLC	August 2019 Rent	700.00
Check	09/04/2019	5283	Hanover Homes LLC	September 2019 Rent	700.00
Total 2024102 · Rent					1,400.00
<b>2024103 · Utilities</b>					
Check	09/18/2019	5291	NICOR	Utilities Assistance	140.90
Total 2024103 · Utilities					140.90
<b>2024119 · Emergency Assistance</b>					
Check	09/04/2019	5284	Elgin Properties Management	Emergency Assistance	1,000.00
Check	09/04/2019	5285	Com Ed	Emergency Assistance	419.01
Check	09/11/2019	5286	Ping Hu	Emergency Assistance	1,500.00
Check	09/11/2019	5287	Spring Lakes Estates	Emergency Assistance	1,250.00
Check	09/18/2019	5288	Samuel Smith	Emergency Assistance	1,000.00
Check	09/18/2019	5289	NICOR	Emergency Assistance	831.05
Check	09/18/2019	5290	Com Ed	Emergency Assitance	474.30
Check	09/25/2019	5292	Village of Streamwood	Emergency Assistance	964.27
Check	09/25/2019	5293	NICOR	Emergency Assistance	523.15
Check	09/25/2019	5294	Com Ed	Emergency Assistance	214.35
Total 2024119 · Emergency Assistance					8,176.13
Total 2024HOM · Home Relief					9,717.03
Total 2024 · Welfare Services - Expenditures					10,632.64
<b>3034 · Road Maintenance - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034701 · Legal</b>					
Check	09/24/2019	133400	Kopon Airdo, LLC	Inv# 190-0007-28278 Road Division Legal Services - August 2019	5,659.00
Total 3034701 · Legal					5,659.00
<b>3034702 · Insurance</b>					
Check	09/24/2019	133397	Illinois Counties Risk Management Trust	Member# 1000462 Workers Comp/Property/Liability Ins. (50%)	15,000.00
Total 3034702 · Insurance					15,000.00
<b>3034711 · Utilities</b>					
Check	09/10/2019	133173	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges 8/1/19-8/30/19	264.82
Total 3034711 · Utilities					264.82
<b>3034791 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	1,094.04
Total 3034791 · Health Insurance					1,094.04
<b>3034792 · Dental, Vision &amp; Life Insurance</b>					

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	86.38
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	10.60
Total 3034792 · Dental, Vision & Life Insurance					96.98
Total 3034ADM · Administration					22,114.84
<b>3034BLD · Buildings</b>					
<b>3034613 · Building Maintenance</b>					
Check	09/10/2019	133179	Global Equipment Company Inc	Inv# 114810233 Fuel Storage Cabinet	569.95
Check	09/10/2019	133187	MG Mechanical Service	Inv# 3034613 Maintenance Garage AC Repair	1,131.75
Total 3034613 · Building Maintenance					1,701.70
Total 3034BLD · Buildings					1,701.70
<b>3034ROD · Road Maintenance</b>					
<b>3034606 · Engineering</b>					
Check	09/10/2019	133169	2IM Group LLC	Inv# 2 Road Assessment Project - Engineering	45,757.50
Total 3034606 · Engineering					45,757.50
<b>3034610 · Street Lighting</b>					
Check	09/17/2019	133298	Com Ed 152	Acct# 0045120152 Monthly Charges 8/8/19 - 9/9/19	363.97
Total 3034610 · Street Lighting					363.97
Total 3034ROD · Road Maintenance					46,121.47
Total 3034 · Road Maintenance - Expenditures					69,938.01
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					
<b>5054014 · Equip / Database</b>					
Check	09/10/2019	133156	Launch Digital Marketing	Inv# L40292 Website Hosting Sept 2019	50.00
Total 5054014 · Equip / Database					50.00
<b>5054538 · Miscellaneous</b>					
Check	09/10/2019	133154	A1 Trophies & Awards	Inv# 14354 Name badge - Rahim	20.45
Total 5054538 · Miscellaneous					20.45
<b>5054591 · Health Insurance</b>					
Check	09/25/2019	133431	United Healthcare	Major Medical Premiums October	1,652.01
Total 5054591 · Health Insurance					1,652.01
<b>5054592 · Dental, Vision &amp; Life Insurance</b>					
Check	09/25/2019	133420	Euclid Managers	Cust# 5641581 Dental & Life Premium	158.37
Check	09/25/2019	133432	Vision Service Plan	Vision Insurance Monthly Premium	8.48

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
Total 5054592 · Dental, Vision & Life Insurance					166.85
Total 5054ADM · Administration					1,889.31
<b>5054COM · Community Resource Center</b>					
<b>5054210 · Utilities</b>					
Check	09/10/2019	133155	Groot, Inc (114943)	Inv# 3838792 Monthly Charges - Sept 2019	202.92
Check	09/10/2019	133157	Village of Streamwood Water Billing Dept.	Acct# 105006200-1000053 Monthly Charges 8/31/19	54.10
Check	09/24/2019	133348	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges 08/06/19-09/05/19	387.80
Total 5054210 · Utilities					644.82
<b>5054213 · Janitorial</b>					
Check	09/17/2019	133306	JaniKing	Inv# CHC09190225 Monthly Billing September 2019	414.00
Total 5054213 · Janitorial					414.00
<b>5054286 · Agency Support Services</b>					
Check	09/17/2019	133304	Comcast (MHB 823)	Acct 8771 10 084 0485823 Monthly Cable/Internet 9/2/19-10/1/19	170.65
Check	09/24/2019	133360	Windstream	Inv# 71729391 Monthly Phone Charges	800.02
Total 5054286 · Agency Support Services					970.67
Total 5054COM · Community Resource Center					2,029.49
<b>5054SVC · Service Contracts</b>					
<b>5054100 · CAC CASI</b>					
Check	09/24/2019	133346	Childrens Advocacy Ctr of Nwst Co County	CASI	5,000.00
Total 5054100 · CAC CASI					5,000.00
<b>5054103 · CAC Safe from the Start</b>					
Check	09/24/2019	133346	Childrens Advocacy Ctr of Nwst Co County	Safe From the Start	5,000.00
Total 5054103 · CAC Safe from the Start					5,000.00
<b>5054104 · CCC Domestic Violence Shelter</b>					
Check	09/24/2019	133349	Community Crisis Center	Domestic Violence Shelter	7,500.00
Total 5054104 · CCC Domestic Violence Shelter					7,500.00
<b>5054105 · CCC Domestic Violence Counsel</b>					
Check	09/24/2019	133349	Community Crisis Center	Domestic Violence Counsel	7,500.00
Total 5054105 · CCC Domestic Violence Counsel					7,500.00
<b>5054107 · Open Door Clinic</b>					
Check	09/24/2019	133357	Open Door Clinic	Open Door Clinic	1,250.00
Total 5054107 · Open Door Clinic					1,250.00
<b>5054108 · Aid Supportive Employment</b>					

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
Check	09/24/2019	133342	Association for Individual Development	Employment/Community Integration Services	10,250.00
			Total 5054108 · Aid Supportive Employment		10,250.00
			<b>5054109 · Aid Case Management</b>		
Check	09/24/2019	133342	Association for Individual Development	Case Management	1,500.00
			Total 5054109 · Aid Case Management		1,500.00
			<b>5054112 · Clearbrook Children's Program</b>		
Check	09/24/2019	133347	Clearbrook	Children Services	2,000.00
			Total 5054112 · Clearbrook Children's Program		2,000.00
			<b>5054113 · Clearbrook Day Services</b>		
Check	09/24/2019	133347	Clearbrook	Day Services	1,750.00
			Total 5054113 · Clearbrook Day Services		1,750.00
			<b>5054123 · Easter Seals</b>		
Check	09/17/2019	133305	Easter Seals DuPage & Fox Valley Region	Medical Rehabilitative Services August 2019	12,032.50
			Total 5054123 · Easter Seals		12,032.50
			<b>5054130 · Northwest Casa</b>		
Check	09/17/2019	133307	Northwest CASA	Sexual Assault Intervention August 2019	824.00
			Total 5054130 · Northwest Casa		824.00
			<b>5054132 · Ecker Therapy Services</b>		
Check	09/24/2019	133350	Ecker Center for Mental Health.	Therapy Services	22,000.00
			Total 5054132 · Ecker Therapy Services		22,000.00
			<b>5054135 · Ecker Center / PEP</b>		
Check	09/24/2019	133350	Ecker Center for Mental Health.	Crisis Services	2,625.00
			Total 5054135 · Ecker Center / PEP		2,625.00
			<b>5054142 · Centro De Informacion</b>		
Check	09/24/2019	133345	Centro de Informacion	Family Centered Mental Health Services	6,825.00
			Total 5054142 · Centro De Informacion		6,825.00
			<b>5054148 · FSA Youth</b>		
Check	09/24/2019	133351	Family Svc Assoc of Greater Elgin Area	Youth Mental Health Services	9,250.00
			Total 5054148 · FSA Youth		9,250.00
			<b>5054158 · Summitt Center</b>		
Check	09/24/2019	133359	Summit School Early Learning Center	Summit Early Learning Center	3,000.00

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
			Total 5054158 · Summitt Center		3,000.00
			<b>5054162 · Tide Transportation</b>		
Check	09/10/2019	133153	A#1 Cab Dispatch Inc	Tide Transportation Services August 2019	1,083.75
			Total 5054162 · Tide Transportation		1,083.75
			<b>5054165 · Alexian Bros - Outpatient Psych</b>		
Check	09/17/2019	133303	Alexian Mental Health Center	Outpatient Psychiatric Services - August 2019	1,302.72
			Total 5054165 · Alexian Bros - Outpatient Psych		1,302.72
			<b>5054166 · PADS of Elgin</b>		
Check	09/24/2019	133358	PADS of Elgin	Emergency Shelter Program	6,250.00
			Total 5054166 · PADS of Elgin		6,250.00
			<b>5054183 · CCC SA Counseling</b>		
Check	09/24/2019	133349	Community Crisis Center	Sexual Assault Counseling & Advocacy	3,750.00
			Total 5054183 · CCC SA Counseling		3,750.00
			<b>5054190 · Maryville Academy</b>		
Check	09/24/2019	133355	Maryville Academy	Casa Salama Music Therapy Program	5,000.00
			Total 5054190 · Maryville Academy		5,000.00
			<b>5054193 · Boys and Girls Club</b>		
Check	09/24/2019	133343	Boys & Girls Club of Elgin	SMART Moves Program	1,250.00
			Total 5054193 · Boys and Girls Club		1,250.00
			<b>5054196 · Catholic Charities Caregivers</b>		
Check	09/24/2019	133344	Catholic Charities	Caregiver Support	1,125.00
			Total 5054196 · Catholic Charities Caregivers		1,125.00
			<b>5054201 · Journeys Hope Center</b>		
Check	09/24/2019	133354	Journey from PADS to HOPE	Hope Counseling Center - August 2019	231.00
			Total 5054201 · Journeys Hope Center		231.00
			<b>5054203 · Clearbrook - Residential</b>		
Check	09/24/2019	133347	Clearbrook	Residential Services	1,875.00
			Total 5054203 · Clearbrook - Residential		1,875.00
			<b>5054204 · Easter Seals Family Support</b>		
Check	09/17/2019	133305	Easter Seals DuPage & Fox Valley Region	Family Support Services Elgin August 2019	312.24
			Total 5054204 · Easter Seals Family Support		312.24
			<b>5054206 · Administer Justice - Legal Aid</b>		

# Hanover Township Board Audit Report

September 3 - 30, 2019

Type	Date	Num	Name	Memo	Amount
Check	09/24/2019	133341	Administer Justice	Legal Aid	2,000.00
Total 5054206 · Administer Justice - Legal Aid					2,000.00
<b>5054207 · Girl Scouts of N. IL - Outreach</b>					
Check	09/24/2019	133353	Girl Scouts of Northern Illinois	Girl Scouts Project Opportunity	2,500.00
Total 5054207 · Girl Scouts of N. IL - Outreach					2,500.00
<b>5054208 · Easter Seals Nutrition</b>					
Check	09/17/2019	133305	Easter Seals DuPage & Fox Valley Region	Nutrition Services August 2019	1,049.00
Total 5054208 · Easter Seals Nutrition					1,049.00
<b>5054220 · Gigis Playhouse</b>					
Check	09/24/2019	133352	Gigi's Playhouse	Gigi's Studiio	3,750.00
Total 5054220 · Gigis Playhouse					3,750.00
<b>5054223 · Marklund</b>					
Check	09/24/2019	133356	Marklund Children's Home	Wasmond Center Residential Program	5,000.00
Total 5054223 · Marklund					5,000.00
Total 5054SVC · Service Contracts					134,785.21
Total 5054 · Mental Health - Expenditures					138,704.01
<b>8084 · Capital Projects - Expenditures</b>					
<b>8084420 · Izaak Walton Ctr Parking Lot</b>					
Check	09/10/2019	133186	Material Service Testing Inc	Inv# 20197557 IWC Connecting Road Project Soil Tests	2,200.00
Total 8084420 · Izaak Walton Ctr Parking Lot					2,200.00
<b>8084425 · Building &amp; Perm Improvements</b>					
Check	09/17/2019	133327	Hitchcock Design Group	Inv# 23493 Runzel Reserve Ph II Preliminary Design	1,526.68
Total 8084425 · Building & Perm Improvements					1,526.68
Total 8084 · Capital Projects - Expenditures					3,726.68
<b>TOTAL</b>					<b>445,352.85</b>



- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Also present was Assessor Tom Smogolski.  
  
Others present Senior Services Director Tracey Colagrossi, Welfare Services Director Mary Jo Imperato, Administrator James Barr, Attorney Mike Airdo, Ms Tori Beattie of Elgin, Mr. Edward Gray and friend of Bartlett, Mr. Gary Pappin and representatives from the Knights of Columbus Mary's Millennium Council #12801, Ms Lauri Pope from Mack & Associates, and students from the Streamwood High School Civics class.
- II. Supervisor McGuire invited everyone to stand and join in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. Hearing none, Mr. McGuire closed the TownHall.
- IV. Presentations:
  - A. Veterans Honor Roll: The Board welcomed SP4 Edward J. Gray Jr. of Bartlett to the Hanover Township Veterans Honor Roll. He served in the U.S. Army from 1959 to 1962. His name will be added to the VHR plaque, posted on the website and recorded in the Clerks office. Mr. Gray will be invited to the biannual VHR dinners.
  - B. Knights of Columbus Mary's Millennium Council #12801: The Board recognized the representatives of the Mary's Millennium Council and they presented a check to the Board of \$2,700 to the Hanover Township food pantry.
- V. Reports
  - A. Supervisor McGuire reported that he met with the Village of Streamwood and the principals and social workers from U46 at an event this morning at Village Hall. Thanks to Director Imperato for coordinating the event on behalf of Hanover Township. Thank you to President Billie Roth for hosting the event. Representative Papas sent a thank you for the recent Township facility tour she received. The Elgin Historic House Walk is this weekend. The Executive Director search has continued with 14 phone interviews, which narrowed the field to six candidates; thanks to Hanover Park Police Chief Haig and Federal Reserve Police Chief Shipman and to Mr. Barr and Ms Vana for their support in this process. The Village of Bartlett had concerns regarding not having a mutual aid agreement with Hanover Township. The Attorney discussed the intent of a mutual aid agreement and noted when one would be necessary. In his opinion, it is not necessary to have an agreement with a political subdivision within close proximity, but only outside the township boundaries. Ms Vana and Director Hanson are representing the Township at the Village Board meeting in the event there are questions from that Board. Bottom line is that if the Village would like a mutual aid agreement, there would be no harm in issuing one. He reminded the Board of the MTA/TOCC/TODC Symposium this Saturday.
  - B. Clerk Dolan Baumer offered no report.
  - C. Assessor Smogolski reported that there will be two appeals workshops, October 2 at Hanover Township and October 8 at Park Place (Streamwood) both 6-8 p.m.. He received a "kudos" from a resident regarding the Hanover Happenings and his staff that he shared with the Board.
  - D. Trustee Liaison Committee Reports: Trustee Moinuddin reported that the Diversity Task

Force met and the next meeting would be held on September 19. Trustee Beattie reported that COY met and Clerk Dolan Baumer administered the oath of office to a new member; she also noted that she has invited students to come to observe the meeting in hopes she can convert them to Committee members. Trustee Essick reported that the GenNext2030 symposium would be held on September 30 and the Senior Committee is offering Donuts and Taffy Apples for sale on September 9.

VI. Bill Paying: Mr. Barr presented the bills for payment from August 19, 2019 through September 2, 2019 as follows:

a.	Town	\$80,548.86
b.	Senior Center	48,202.01
c.	General Assistance	10,440.75
d.	Road Maintenance	6,421.04
e.	Mental Health Board	87,147.18
f.	Vehicle Fund	200.00
g.	Capital	<u>47,539.95</u>
	Total:	<u>\$280,499.79</u>

Trustee Moinuddin moved and Trustee Martinez seconded the motion to approve payment the bills for payment from August 20, 2019 through September 2, 2019 as presented. Roll call: Ayes: Trustees Beattie, Martinez, Essick and Moinuddin and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid

VII. Unfinished Business: No unfinished business was discussed.

VIII. New Business

- A. Meeting Minutes of August 20 2019: Clerk Dolan Baumer presented the meeting minutes of August 20, 2019 for review and approval. A motion was made by Trustee Essick to approve the meeting minutes of August 20, 2019 as presented, with a second by Trustee Beattie. Roll call: Trustees Beattie, Essick, Martinez, and Moinuddin and Supervisor McGuire. Nays: None. Motion carried.
- B. Resolution to Approve a Change Order to the Walters Lenoci Reserve Path Project: Trustee Beattie moved that the Board approve the resolution #090319 to approve a change order to the Walters Lenoci Reserve Path Project due to soil conditions, with a second by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Moinuddin and Supervisor McGuire. Nays: None. Motion carried.
- C. Approval of the Fiscal Year 2019 Audit: Trustee Martinez moved to approve the Fiscal Year 2019 Audit; motion seconded by Trustee Beattie. Ms Pope of Mack & Associates walked the Board through the report, in the end recommending that some items need to be adjusted for the year. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Moinuddin and Supervisor McGuire. Nays: None. Motion carried.
- D. Appointment to the Hanover Township Committee on Youth: Trustee Beattie moved to concur with the Supervisor's reappointment of Committee on Youth members Mr. Robert Wojtowicz and Mr. Ray Alvarez; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Moinuddin and Supervisor McGuire. Nays: None. Motion carried.

IX. Executive Session: No motion was made to go into Executive Session.

X. Other Business: Upcoming Events include:

September 6-8: Bartlett Days  
September 7: TOCC/MTA/TODC Symposium

September 7: Elgin House Tour with VIP Docents  
September 9: Senior Committee Donuts & Taffy Apple Sales  
September 12: Just of the Health of It Health Fair  
September 14: Ride for Vets  
September 19: Diversity Task Force Meeting  
September 18: SOS Mobile Drivers Facility  
September 21: International Expo  
September 26: Illinois Township Day - Fall Food Truck Festival at Hanover Township  
September 30: GenNext 2030 Symposium  
October 2: Appeals Workshop  
October 3: Hanover Township Foundation Octoberfest  
October 3: TOCC Clerks Meeting  
October 8: Appeals Workshop

Due to the number of events scheduled in September, and due to the projected light agenda for the September 17 meeting, Trustee Essick moved that the Board cancel the September 17, 2019 scheduled meeting; motion seconded by Trustee Moinuddin and followed by a roll call vote: Ayes: Supervisor McGuire and Trustees Beattie, Martinez, Essick, and Moinuddin. Motion carried. Clerk Dolan Baumer would post the cancellation.

- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:45 p.m. was made by Trustee Beattie and seconded by Trustee Martinez followed by a roll call vote. Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,

  
Katy Dolan Baumer  
Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor, Senior and Welfare Services, Y&F Services, Community & Veterans Affairs



## Memorandum

Date: September 27, 2019

To: Hanover Township Board

From: James Barr, Township Administrator

Re: Award of Contract for the Senior Center Carpet Replacement Project

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The carpeting on the main floor of the Senior Center was installed before the building opened to the public in 2005. The Senior Center has thousands of visitors and hundreds of events that have worn the 10,004 square feet of carpeting which includes Veterans' Hall, Game Rooms, Computer Lab, Library, Lobby, and office areas. There are various areas that are stained, worn down and frayed especially near entrances.

At the June 18, 2019 Township Board meeting the board approved proceeding with the purchase and installation of replacement carpet through a bidding process. Five companies submitted bids that were opened on Monday, September 23, 2019. The lowest responsive and responsible bid was from Douglas Floor Covering in the amount of \$72,500. One lower bid was submitted, however this company did not meet the minimum insurance requirements detailed in the bid packet. Three higher bids were also received. Attached is the Record of Bid Opening prepared by Clerk Dolan Baumer with the specific bids amounts.

Staff recommends awarding the Senior Center main floor carpet replacement project contract to Douglas Floor Covering in the amount of \$72,500. Please let me know if I can provide any additional information.

Thank you for your consideration.



**Katy Dolan Baumer**  
Office of the Clerk  
250 S. Route 59, Bartlett, IL 60103-1648  
630-372-3794  
[kdolanbaumer@hanover-township.org](mailto:kdolanbaumer@hanover-township.org)  
[hanover-township.org](http://hanover-township.org)

Record of a Bid Opening - **revised**  
For the Hanover Township  
Senior Center Main Floor Carpeting Replacement Project  
Held at Hanover Township, 250 S. Route 59, Bartlett, IL 60103  
Monday, September 23, 2019 – 9:00 a.m.

Clerk Katy Dolan Baumer called the session to order at 9:030 a.m. Also present were Mario Dior from Reef Contractors, and from Hanover Township Senior Services Director Tracey Colagrossi.

In no particular order, the bids were announced as follows.

<i>Bidder</i>	<i>Sr. Ctr. Main Floor Carpeting</i>	<i>Bond</i>
Bee Liner Lean Services	\$109,000.00	X
Universal Carpet Inc.	\$67,579.88	X
Douglas Floor Covering	\$72,500.00	X
TSI Commercial Floor Covering	\$91,688.00	X
Reef Contractors	\$90,715.00	X

After the bids are reviewed for accuracy and qualifications, the bid review will be forwarded to the Board for final assignment or decision to award the project on or about October 4, 2019.

Copy of the name of the selected vendor will be posted on the website and available from the Clerk's office. The session adjourned at 9:15 a.m.

Respectfully submitted,

Katy Dolan Baumer, Clerk  
Hanover Township

cc: Clerk's File

**Brian P. McGuire**  
Supervisor

**Katy Dolan Baumer**  
Clerk

**Thomas S. Smogolski**  
Assessor

**James Barr**  
Administrator

**Craig Essick**  
Trustee

**Khaja Moinuddin**  
Trustee

**Eugene "Gino" Martinez**  
Trustee

**Alisa "Lee" Beattie**  
Trustee

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION  
TO APPROVE THE AWARD OF THE CONTRACT FOR  
THE HANOVER TOWNSHIP SENIOR CENTER MAIN FLOOR  
CARPETING REPLACEMENT PROJECT**

**BE IT RESOLVED** by the Supervisor and Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

**SECTION ONE:** That the following total bid for the Hanover Township Senior Center Main Floor Carpeting Replacement Project (the "Project"), as more fully described in the bid proposal attached hereto as Exhibit "1" and expressly incorporated herein, is hereby approved, and a contract is hereby awarded to the following contractor as the lowest responsible and responsive bidder meeting specifications:

Douglas Floor Covering, Inc. (the "Contractor") for the Hanover Township Senior Center Main Floor Carpeting Replacement Project for the sum of \$72,500.00 (the "Bid Sum").

**SECTION TWO:** That the Hanover Senior Center Main Floor Carpeting Replacement Project Agreement, between Hanover Township and the Contractor for performance of the Project for the Bid Sum listed on the bid proposal (the "Agreement"), a copy of which is attached hereto as Exhibit "2" and expressly incorporated herein by this reference, is hereby approved.

**SECTION THREE:** The Supervisor and Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement on behalf of the Township.

**SECTION FOUR: SEVERABILITY.** If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason,

the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

**SECTION FIVE: REPEALER.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION SIX: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: October 1, 2019

APPROVED: October 1, 2019

ATTEST:

\_\_\_\_\_  
Brian P. McGuire, Supervisor

\_\_\_\_\_  
Katy Dolan Baumer, Clerk

## CERTIFICATION

I, the undersigned, do hereby certify that I am the Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on October 1, 2019, and approved on October 1, 2019, as the same appears from the official records of the Hanover Township.

---

Katy Dolan Baumer, Clerk

# **EXHIBIT 1**


**AIA** Document A310™ – 2010
**Bid Bond****CONTRACTOR:***(Name, legal status and address)*

Douglas Floor Covering, Inc.

200 Alder Dr

North Aurora, IL 60542-1400

**OWNER:***(Name, legal status and address)*

Hanover Township

250 S II Route 59

Bartlett, IL 60103-1648

**SURETY:***(Name, legal status and principal place of business)*

West Bend Mutual Insurance Company

PO Box 620976

Middleton, WI 53562

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the 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. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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.

**BOND AMOUNT: \$**

Ten Percent of the Amount Bid

**PROJECT:***(Name, location or address, and Project number, if any)*

Demo existing carpet, Furnish and install carpet tile vinyl base

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.

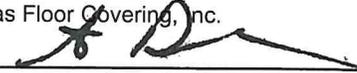
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

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.

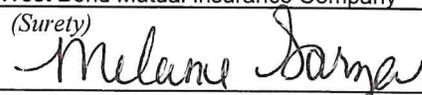
Signed and sealed this 23 day of September , 2019

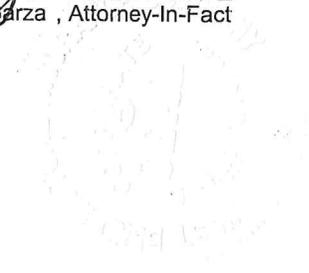
  
\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

Douglas Floor Covering, Inc.  
  
\_\_\_\_\_  
(Contractor as Principal) (Seal)

Michael Douglas President  
\_\_\_\_\_  
(Title)

West Bend Mutual Insurance Company  
(Surety) (Seal)  
  
\_\_\_\_\_  
(Title) Melanie Garza , Attorney-In-Fact





**POWER OF ATTORNEY**

Know all men by these Presents, That West Bend Mutual Insurance Company, a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Melanie Garza

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Seven Million Five Hundred Thousand Dollars (\$7,500,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Mutual Insurance Company at a meeting duly called and held on the 21<sup>st</sup> day of December, 1999.

*Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Mutual Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.*

In witness whereof, the West Bend Mutual Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 22nd day of September, 2017.

Attest Christopher C. Zwygart  
**Christopher C. Zwygart**  
Secretary



Kevin A. Steiner  
**Kevin A. Steiner**  
Chief Executive Officer/President

State of Wisconsin  
County of Washington

On the 22nd day of September, 2017, before me personally came Kevin A. Steiner, to me known being by duly sworn, did depose and say that he resides in the County of Washington, State of Wisconsin; that he is the President of West Bend Mutual Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that is was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Juli A. Benedum  
**Juli A. Benedum**  
Senior Corporate Attorney  
Notary Public, Washington Co., WI  
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Mutual Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 23rd day of September, 2019.



Heather A. Dunn  
**Heather Dunn**  
Vice President – Chief Financial Officer

**Notice:** Any questions concerning this Power of Attorney may be directed to the Bond Manager at NSI, a division of West Bend Mutual Insurance Company.



200 Alder Drive  
North Aurora, IL 60542

Phone: (630) 892-8620 Fax: (630) 630-897-8387

Date: 9/22/2019

**Billing Name:** Hanover Township  
**Address:** 250 S. IL Route 59  
**City,State,Zip:** Bartlett, IL  
**Phone# :**  
**Attn:**

**Job Name:** Hanover Township Senior Center  
240 S. IL Route 59  
**City,State,Zip:** Bartlett, IL  
**Phone#:**  
**Job Number:**

**Proposal**

We Propose hereby to furnish material and labor - complete in accordance with specifications below, for the sum of: \$72,500.00  
Note: This proposal may be withdrawn if not accepted within 20 days.

Salesperson: Ryan Nolan

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specification below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

**Pricing per Plans Dated 8-7-19.**

**Carpet Tile & Resilient Base**

Demo existing glue down broadloom carpet and resilient base. Material to be hauled to on-site dumpster supplied by Douglas Floor Covering.

Move all furniture for demo and installation of carpet. Furniture to be replaced back to the original locations once installation is complete.

Prep all existing floors as required for new carpet tile. Existing broadloom adhesive to be scraped and patched as required. Sealer/Encapsulator included if required.

Furnish and install Shaw Veil Tile and Sketch Tile in locations and pattern indicated. Johnsonite 4 1/2" Rubber Cove base at all walls where old vinyl base was removed.

Work to be performed in 4 phases. Included in Phase 1 scope is demo/prep work being done on a Friday night after hours with installation of new carpet tile occurring on Saturday during the day. All other work to be performed during normal working.

Furniture Moving: \$3,500.00  
Carpet Tile & Resilient Base: \$67,400.00  
Ph.1 Nights and Saturday Premium Time. \$1,600.00

**No addenda received.**

**All labor self-performed. No sub-contractors being used.**

**Suppliers:** Shaw Industries, 616 E. Walnut Ave., Dalton, GA 30720, 800-720-7429  
EJ Welch Co., 2601 Lively Blvd., Elk Grove Village, IL 60007, 847-238-0100

Contact Info: Ryan Nolan  
[ryan@douglasflooring.com](mailto:ryan@douglasflooring.com)  
630-880-4644 cell

Unless otherwise stated, this bid does not include moving any furniture, prep time, cleanup to start the job, or removal of existing flooring. Any additional work that is necessary to complete the job, but not specified in the contract will incur a charge that will be added to the final bill.

Proposal Total: \$72,500.00

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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

Signature: \_\_\_\_\_



2570 Beverly Drive  
Suite 100  
Aurora IL 60502  
630.897.4239  
FAX 630.897.2385

September 23, 2019

RE: Hanover Township Senior Center

To Whom It May Concern:

Douglas Flooring has been an excellent client of ours and we are proud of our partnership with Douglas through the years. We will be happy to furnish the necessary bonds if Douglas is awarded the contract.

Our consideration and issuance of bonds is a matter solely between Douglas Flooring and ourselves, and we assume no liability to third parties or to you by the issuance of this letter. We trust that this information meets with your satisfaction. If there are further questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian V. Konen", with a long horizontal flourish extending to the right.

Brian V. Konen, CIC, CWCA, CRIS  
Konen Insurance, Inc.  
630 897-4239

**CERTIFICATE OF LIABILITY INSURANCE**

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

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

<b>PRODUCER</b> Konen Insurance Agency, Inc. 2570 Beverly Drive Suite 100 Aurora, IL 60502	CONTACT NAME: <b>Melanie Garza</b>
	PHONE (A/C, No, Ext): <b>630 897-4239</b>
	FAX (A/C, No):
	E-MAIL ADDRESS: <b>melanie@konen.com</b>
	INSURER(S) AFFORDING COVERAGE
	INSURER A : Auto-Owners Insurance
	INSURER B : The Hartford
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :
<b>INSURED</b> Douglas Floor Covering, Inc. P.O. Box 221 North Aurora, IL 60542	NAIC # <b>18988</b> <b>37478</b>

**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<b>X</b>	<b>X</b>	<b>07132273</b>	<b>03/31/2019</b>	<b>03/31/2020</b>	EACH OCCURRENCE \$ <b>2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>2,000,000</b> GENERAL AGGREGATE \$ <b>4,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>4,000,000</b> \$
<b>A</b>	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	<b>X</b>		<b>5113230100</b>	<b>03/31/2019</b>	<b>03/31/2020</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<b>A</b>	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>0</b>			<b>5113230101</b>	<b>03/31/2019</b>	<b>03/31/2020</b>	EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b> \$
<b>B</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<b>X</b>	<b>83WECCD6315</b>	<b>03/31/2019</b>	<b>03/31/2020</b>	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

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

**CERTIFICATE HOLDER**

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Brian V Konen*

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Douglas Floor Covering, Inc.</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>  <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 FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. <b>200 Alder Drive</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>North Aurora, IL 60542</b>	
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.

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

Social security number										
OR										
Employer identification number										
3	6		-	3	3	4	3	4	6	2

### 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 ▶

Date ▶ 9-17-19

### 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](http://www.irs.gov/FormW9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS 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-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), 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.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**CRIMINAL CODE CERTIFICATION  
AS REQUIRED BY:  
STATE OF ILLINOIS CRIMINAL CODE OF 1961  
PURSUANT TO PA 85-1295**

I, Mike Douglas, the individual whose signature appears below on this bid for the Hanover Township Senior Center Main Floor Carpeting Replacement Project, hereby certify that the bidding party is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Ch. 720, Article 5, 2002, Ill. Compiled Stat, as amended. I further certify that no officers or employees of the bidding party have been so convicted and that the bidding party is not the successor company or a new company created by the officers or owners of one so convicted. I certify that any such conviction occurring after the date of this certification will be reported to Hanover Township immediately, in writing, if it occurs during the bidding process or otherwise prior to entering into the Contract therewith.

Douglas Floor Covering  
Print Name of Bidder/Company

  
Signature of Authorized Officer

Mike Douglas  
Printed Name of Signatory

President  
Title of Signatory

9-23-19  
Date

**TAX COMPLIANCE AFFIDAVIT**

I, the individual whose signature appears below on this bid for the Hanover Township Senior Center Main Floor Carpeting Replacement Project, being the duly appointed official of the bidding party and duly sworn and under oath, hereby certifies that the bidding party is not delinquent in payment of any taxes to the Illinois Department of Revenue, and/or the Internal Revenue Service, or, if it is, it:

- A. Is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or
- B. Has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

Douglas Floor Covering  
\_\_\_\_\_  
Print Name of Bidder/Company

  
\_\_\_\_\_  
Signature of Authorized Officer

Mike Douglas  
\_\_\_\_\_  
Printed Name of Signatory

President  
\_\_\_\_\_  
Title of Signatory

9-23-19  
\_\_\_\_\_  
Date

**SEXUAL HARASSMENT POLICY CERTIFICATION**

The undersigned hereby certifies that Douglas Floor Covering (Name of Company) ("Bidder") has in full force and effect a written sexual harassment policy in accordance with the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including at least the following, and that such policy shall remain in full force and effect throughout the term of the Hanover Township Senior Center Main Floor Carpeting Replacement Project.

Douglas Floor Covering  
Print Name of Bidder/Company

  
Signature of Authorized Officer

Mike Douglas  
Printed Name of Signatory

President  
Title of Signatory

9-23-19  
Date

**SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS**

The undersigned further certifies that it has or will have in place prior to commencement of the Project Work, a written substance abuse prevention program which meets or exceeds the requirements set forth in the Substance Abuse Prevention on Public Works Projects Acts (PA 95-0635) (the "Act") to the extent required under said Act.

Douglas Floor Covering  
\_\_\_\_\_  
Print Name of Bidder/Company

  
\_\_\_\_\_  
Signature of Authorized Officer

Mike Douglas  
\_\_\_\_\_  
Printed Name of Signatory

President  
\_\_\_\_\_  
Title of Signatory

9-23-19  
\_\_\_\_\_  
Date

**BID FORM**

See separate sheet for details.



200 Alder Drive  
North Aurora, IL 60542

Phone: (630) 892-8620 Fax: (630) 630-897-8387

**Billing Name:** Hanover Township  
**Address:** 250 S. IL Route 59  
**City,State,Zip:** Bartlett, IL  
**Phone# :**  
**Attn:**

**Job Name:** Hanover Township Senior Center  
240 S. IL Route 59  
**City,State,Zip:** Bartlett, IL  
**Phone#:**  
**Job Number:**

Date: 9/22/2019

### Proposal

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#### Pricing per Plans Dated 8-7-19.

##### Carpet Tile & Resilient Base

Demo existing glue down broadloom carpet and resilient base. Material to be hauled to on-site dumpster supplied by Douglas Floor Covering.

Move all furniture for demo and installation of carpet. Furniture to be replaced back to the original locations once installation is complete.

Prep all existing floors as required for new carpet tile. Existing broadloom adhesive to be scraped and patched as required. Sealer/Encapsulator included if required.

Furnish and install Shaw Veil Tile and Sketch Tile in locations and pattern indicated. Johnsonite 4 1/2" Rubber Cove base at all walls where old vinyl base was removed.

Work to be performed in 4 phases. Included in Phase 1 scope is demo/prep work being done on a Friday night after hours with installation of new carpet tile occurring on Saturday during the day. All other work to be performed during normal working.

Furniture Moving:	\$3,500.00
Carpet Tile & Resilient Base:	\$67,400.00
Ph.1 Nights and Saturday Premium Time.	\$1,600.00

No addenda received.

All labor self-performed. No sub-contractors being used.

**Suppliers:** Shaw Industries, 616 E. Walnut Ave., Dalton, GA 30720, 800-720-7429  
EJ Welch Co., 2601 Lively Blvd., Elk Grove Village, IL 60007, 847-238-0100

Contact Info: Ryan Nolan  
[ryan@douglasflooring.com](mailto:ryan@douglasflooring.com)  
630-880-4644 cell

Unless otherwise stated, this bid does not include moving any furniture, prep time, cleanup to start the job, or removal of existing flooring. Any additional work that is necessary to complete the job, but not specified in the contract will incur a charge that will be added to the final bill.

Proposal Total: **\$72,500.00**

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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

Signature: \_\_\_\_\_

# AIA Document A310™ – 2010

## **Bid Bond**

**CONTRACTOR:**

*(Name, legal status and address)*

Douglas Floor Covering, Inc.

200 Alder Dr

North Aurora, IL 60542-1400

**OWNER:**

*(Name, legal status and address)*

Hanover Township

250 S II Route 59

Bartlett, IL 60103-1648

**SURETY:**

*(Name, legal status and principal place of business)*

West Bend Mutual Insurance Company

PO Box 620976

Middleton, WI 53562

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the 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. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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.

**BOND AMOUNT: \$**

Ten Percent of the Amount Bid

**PROJECT:**

*(Name, location or address, and Project number, if any)*

Demo existing carpet, Furnish and install carpet tile vinyl base

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.

Init.

Signed and sealed this 23 day of September , 2019

  
\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

Douglas Floor Covering, Inc.

  
\_\_\_\_\_  
(Contractor as Principal)

\_\_\_\_\_  
(Seal)

Michael Douglas President

\_\_\_\_\_  
(Title)

West Bend Mutual Insurance Company

(Surety)



\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Title)

Melanie Garza , Attorney-In-Fact



Init.



THE SILVER LINING®

Bond No. 2421299

**POWER OF ATTORNEY**

Know all men by these Presents, That West Bend Mutual Insurance Company, a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Melanie Garza

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Seven Million Five Hundred Thousand Dollars (\$7,500,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Mutual Insurance Company at a meeting duly called and held on the 21<sup>st</sup> day of December, 1999.

*Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Mutual Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.*

In witness whereof, the West Bend Mutual Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 22nd day of September, 2017.

Attest Christopher C. Zwygart  
Christopher C. Zwygart  
Secretary



Kevin A. Steiner  
Kevin A. Steiner  
Chief Executive Officer/President

State of Wisconsin  
County of Washington

On the 22nd day of September, 2017, before me personally came Kevin A. Steiner, to me known being by duly sworn, did depose and say that he resides in the County of Washington, State of Wisconsin; that he is the President of West Bend Mutual Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the 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 and that he signed his name thereto by like order.



Juli A. Benedum  
Juli A. Benedum  
Senior Corporate Attorney  
Notary Public, Washington Co., WI  
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Mutual Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 23rd day of September, 2019



Heather A. Dunn  
Heather Dunn  
Vice President – Chief Financial Officer

**Notice:** Any questions concerning this Power of Attorney may be directed to the Bond Manager at NSI, a division of West Bend Mutual Insurance Company.

Client#: 14865

DOUFL

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/08/2019

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

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

PRODUCER: Konen Insurance Agency, Inc. 2570 Beverly Drive Suite 100 Aurora, IL 60502. CONTACT NAME: Melanie Garza. PHONE: 630 897-4239. FAX: (A/C, No):. E-MAIL ADDRESS: melanie@konen.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Auto-Owners Insurance (NAIC #: 18988), INSURER B: The Hartford (NAIC #: 37478), INSURER C, D, E, F.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include: A GENERAL LIABILITY (07132273), A AUTOMOBILE LIABILITY (5113230100), A UMBRELLA LIAB (5113230101), B WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (83WECCD6315).

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

CERTIFICATE HOLDER and CANCELLATION sections. CANCELLATION text: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

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## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Douglas Floor Covering, Inc.</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>  <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 FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. <b>200 Alder Drive</b>	Requester's name and address (optional)
5 City, state, and ZIP code <b>North Aurora, IL 60542</b>	
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.

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

Social security number											
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3	6	-	3	3	4	3	4	6	2		

### 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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>9-17-19</b>
------------------	----------------------------	-----------------------

### 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](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS 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-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), 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.  
*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**CRIMINAL CODE CERTIFICATION  
AS REQUIRED BY:  
STATE OF ILLINOIS CRIMINAL CODE OF 1961  
PURSUANT TO PA 85-1295**

I, Mike Douglas, the individual whose signature appears below on this bid for the Hanover Township Senior Center Main Floor Carpeting Replacement Project, hereby certify that the bidding party is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Ch. 720, Article 5, 2002, Ill. Compiled Stat, as amended. I further certify that no officers or employees of the bidding party have been so convicted and that the bidding party is not the successor company or a new company created by the officers or owners of one so convicted. I certify that any such conviction occurring after the date of this certification will be reported to Hanover Township immediately, in writing, if it occurs during the bidding process or otherwise prior to entering into the Contract therewith.

Douglas Floor Covering  
Print Name of Bidder/Company

  
Signature of Authorized Officer

Mike Douglas  
Printed Name of Signatory

President  
Title of Signatory

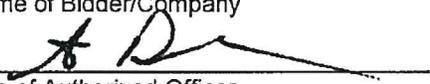
9-23-19  
Date

**TAX COMPLIANCE AFFIDAVIT**

I, the individual whose signature appears below on this bid for the Hanover Township Senior Center Main Floor Carpeting Replacement Project, being the duly appointed official of the bidding party and duly sworn and under oath, hereby certifies that the bidding party is not delinquent in payment of any taxes to the Illinois Department of Revenue, and/or the Internal Revenue Service, or, if it is, it:

- A. Is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or
- B. Has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

Douglas Floor Covering  
\_\_\_\_\_  
Print Name of Bidder/Company

  
\_\_\_\_\_  
Signature of Authorized Officer

Mike Douglas  
\_\_\_\_\_  
Printed Name of Signatory

President  
\_\_\_\_\_  
Title of Signatory

9-23-19  
\_\_\_\_\_  
Date

**SEXUAL HARASSMENT POLICY CERTIFICATION**

The undersigned hereby certifies that Douglas Floor Covering (Name of Company) ("Bidder") has in full force and effect a written sexual harassment policy in accordance with the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including at least the following, and that such policy shall remain in full force and effect throughout the term of the Hanover Township Senior Center Main Floor Carpeting Replacement Project.

Douglas Floor Covering  
Print Name of Bidder/Company

  
Signature of Authorized Officer

Mike Douglas  
Printed Name of Signatory

President  
Title of Signatory

9-23-19  
Date

**SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS**

The undersigned further certifies that it has or will have in place prior to commencement of the Project Work, a written substance abuse prevention program which meets or exceeds the requirements set forth in the Substance Abuse Prevention on Public Works Projects Acts (PA 95-0635) (the "Act") to the extent required under said Act.

Douglas Floor Covering

Print Name of Bidder/Company

Signature of Authorized Officer

Mike Douglas

Printed Name of Signatory

President

Title of Signatory

9-23-19

Date

**BID FORM**

See separate sheet for details.



2570 Beverly Drive  
Suite 100  
Aurora IL 60502  
630.897.4239  
FAX 630.897.2385

September 23, 2019

RE: Hanover Township Senior Center

To Whom It May Concern:

Douglas Flooring has been an excellent client of ours and we are proud of our partnership with Douglas through the years. We will be happy to furnish the necessary bonds if Douglas is awarded the contract.

Our consideration and issuance of bonds is a matter solely between Douglas Flooring and ourselves, and we assume no liability to third parties or to you by the issuance of this letter. We trust that this information meets with your satisfaction. If there are further questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian V. Konen", written over a horizontal line.

Brian V. Konen, CIC, CWCA, CRIS  
Konen Insurance, Inc.  
630 897-4239

# **EXHIBIT 2**

**HANOVER TOWNSHIP**  
**SENIOR CENTER MAIN FLOOR CARPETING REPLACEMENT**  
**PROJECT AGREEMENT**

**IN CONSIDERATION** of the mutual covenants and conditions contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Hanover Township, an Illinois Township located in Cook County, Illinois (hereinafter, the “Township” or “Owner”) and Douglas Floor Covering, Inc., an Illinois corporation (hereinafter, “Douglas” or “Contractor”) (collectively, the “Parties”), enter into this Hanover Township Senior Center Main Floor Carpeting Replacement Project Agreement (hereinafter, the “Agreement”), this 1<sup>st</sup> day of October, 2019, and hereby agree as follows:

**1. Project Work.** Contractor shall perform services and work (hereinafter, the “Project Work”) necessary for the improvements at the Hanover Township Senior Center located at 240 S. IL Route 59, Bartlett, IL 60103 (hereinafter, the “Project Site”), as set forth in: (a) this Agreement; (b) Township’s Request for Proposals and all addenda thereto, attached hereto as Exhibit “A,” including, but not limited to, all plans, specifications, and drawings referenced therein; and (c) Contractor’s Bid Proposal, attached hereto as Exhibit “B” (hereinafter, collectively, the “Contract Documents”). In the event of any conflict between the terms and conditions of any of the Contract Documents, the requirements which are the most stringent and demanding of Contractor shall control.

**2. Completion Date.** Contractor shall commence the Project Work on or about October 28, 2019, and shall diligently prosecute the work in such a manner and with such materials, equipment, and labor to ensure the completion of the Project Work within the time limit specified herein, it being understood and agreed that completion within the time limit is an essential part of the Agreement. Time is of the essence of this Agreement. Once started, work shall continue without extended interruption. The Project Work shall be completed in strict compliance with the Contract Documents on or before November 22, 2019 (hereinafter, the “Completion Date”).

**3. Contract Sum.** Contractor shall furnish all supervision, labor, materials, and equipment, and perform all work named and described in the Contract Documents, for the sum of *seventy-two thousand, five hundred dollars, and zero cents (\$72,500.00)* (hereinafter, the “Contract Sum”). The Contract Sum includes all costs attributable to the Project Work, Repair Work, and Warranty Work, including, but not limited to, all materials, equipment, labor, permits, licenses, insurance, additional insured endorsements, testing, re-testing certifications, demonstrations, balancing, training, shop drawings, as built drawings, removal and disposal of construction debris, payment of Prevailing Wages, Performance and Payment Bonds, Letters of Credit, fees, expenses, costs, profits, and overhead. It is understood and agreed that Township reserves the right to cancel this Agreement or any part thereof, if conditions over which Township has no control force the halting or cancelling of this Agreement by Township.

**4. Payment Terms.**

A. Following completion of the Project Work and/or Repair Work, Contractor shall: (a) submit to Township an itemized Application for Payment for work completed, including unit quantities supplied and installed/constructed, supported by such data to substantiate Contractor’s right to payment as may be required by Township, along with the following documentation (hereinafter, collectively, the “Contractor’s Payment Documents”), which shall be sworn to and notarized: (i) General Contractor’s Sworn Statement in the form customarily used by Chicago Title & Trust Company; (ii) final lien waivers from Contractor, all subcontractors of every tier that furnished labor and/or materials in connection with the Project Work, and all suppliers that furnished materials and/or equipment in

connection with the Project Work; and (iii) such additional documentation and/or information requested by Township relative to said payment; (b) perform all testing, retesting, demonstrations, training, and submit all reports, certifications, and documentation required under the Contract Documents; (c) provide all final shop drawings, as built drawings, operating instructions, equipment schedules, and all other submittals required under the Contract Documents; and (d) assign all manufacturers' warranties to Owner as **required** by Paragraph 19 of this Agreement.

B. Township shall tender payment to the Contractor the balance of the Contract Sum, subject to the conditions herein, within thirty (30) days following receipt of the Application for Payment and Contractor's Payment Documents and all certifications, reports, guaranties, warranty assignments, shop drawings, as-built drawings, and all documents and submittals required under the Contract Documents, and following the Township determination that the Project Work has been completed in strict compliance with the Contract Documents and is free from defects.

C. It shall be a condition precedent to payment required by Township hereunder, that Township has determined that the Project Work and/or Repair Work has been completed in strict compliance with the Contract Documents and is free from any defects. Township shall deduct, from the final payment hereunder, amounts as determined for incomplete work, including, but not limited to, 110% of the value of the punch list work, and for any unsettled claims, and further subject to the conditions herein. Payments shall be further contingent upon the consent of the surety issuing the Performance and Payment Bonds and/or other bond hereunder to said payment. Any amounts required to be withheld from said payment by the surety shall be withheld without any liability to Township. It shall also be a condition precedent to any payment hereunder that Contractor must complete and submit certified payrolls to Township covering all payouts in strict compliance with the Illinois Prevailing Wage Act, 820 ILCS 130/01, *et seq.* Township will not process or release any payments prior to receiving such certified payrolls.

D. In the event Contractor and/or Township is in receipt of any claim(s) for lien and/or other notice of any claim in connection with the Project Work and/or Repair Work, the amount claimed shall be held out from payment for a period of at least one-hundred and twenty (120) days to determine whether said claimant files a lawsuit to foreclose or otherwise adjudicate its lien claim. In the event a lawsuit is in fact filed within the statutory period, Township, in its sole discretion, may elect to: (a) file an interpleader action and/or intervene in the lawsuit and deposit the amount in question with the Clerk of the Court; (b) continue to hold said disputed sum until the lawsuit has been full adjudicated or settled; or (c) elect to pay said disputed sum to Contractor after having first received such additional indemnification agreement(s) and surety bond(s) as are acceptable to Township. In the event the lien claimant fails to file a lawsuit within the applicable statutory period, Contractor shall either furnish a release or final waiver from said lien claimant or furnish Township with an indemnification agreement and an additional mechanic's lien bond in a form approved by Township issued by a surety company acceptable to Township.

E. Notwithstanding the foregoing, in no event shall Township's acceptance of the Project Work and/or Repair Work, Contractor's Payment Documentation, and/or any Certification, and/or Township's payment to Contractor be deemed a waiver, express or implied, of any warranties and/or guaranties required under this Agreement.

**5. Material and Equipment Inspection and Responsibility.** Materials and Equipment, the style, make, or quality of which is specifically designated, shall be as specified. Should any substitution of material or item of equipment or apparatus be made, Township's written approval must be obtained prior to installation, which Township may withhold in its sole and absolute discretion. If any material is rejected for failure to meet the requirements of the Contract Documents, and a retest is

requested, Contractor shall pay the cost of the demurrage, if any, resulting from delay caused by such retest. Further, nothing in this Agreement shall restrict the access to Township properties by the employees, officers, officials, and/or agents of Township who have a legitimate need for such access, including access required to determine whether or not Contractor is in compliance with the terms and conditions of this Agreement. No person other than a Township employee, officer, official, and/or agent shall disturb or interfere with Contractor occupying the Project Site under the authority of this Agreement.

**6. Change Orders.** Notwithstanding any provisions herein to the contrary, where proposed changes to the Project Work involve a modification to (a) the Contract Sum; (b) the Completion Date, or (b) material changes in the Project Work (*i.e.*, other than minor field changes), a written Change Order shall be prepared by Township. It shall be a condition precedent to the acceptance of any Change Order or any Series of Change Orders which involves an increase or decrease in the Contract Sum of \$10,000 or more or changes the Completion Date by a total of thirty (30) days or more that Township shall have first approved such written Change Order(s) and made the requisite determinations and findings in writing as required by 720 ILCS 5/33 E-9 (as amended). Other changes involving modifications to the Contract Sum, Completion Date, or material change in the Project Work, which will result in an increase or decrease of less than \$10,000 or extension of less than thirty (30) days to the Completion Date, shall be made by the Township Supervisor. Changes to the Project Work shall be performed under applicable portions of the Contract Documents. The Contractor shall proceed promptly with change in the Project Work, unless otherwise provided in the Change Order.

**7. Bonds and/or Letter of Credit.** Prior to commencement of the Project Work, Contractor must submit to Township: (a) Labor & Material Payment Bond and Performance Bonds, each in the amount of one hundred ten percent (110%) of the accepted Bid Sum, naming Hanover Township as primary obligee, in a form deemed acceptable to Township, co-signed by a surety company authorized by the Illinois Department of Insurance to sell and issue sureties in the State of Illinois; or (b) an Irrevocable Letter of Credit in the amount of one hundred ten percent (110%) of the accepted Bid Sum, guarantying Contractor's obligations under the Bid and this Agreement issued by a financial institution with at least \$40,000,000 in assets and a capital to asset ratio of not less than six percent (6%) in a form deemed acceptable to Township, to guaranty the performance of Contractor's obligations under the Contract Documents and the payment of all labor and materials furnished for the Project Work, Repair Work, and/or Warranty Work, including but not limited to, compliance with the Illinois Prevailing Wage Act. The cost of said Bonds and/or Letter of Credit shall be included in the Contract Sum. Failure to comply with the conditions set forth in the Contract Documents may result in the termination of this Agreement or may result in Default, in accordance with Paragraph 29 below.

**8. Insurance.**

A. Required Coverages. Contractor shall procure and maintain for the duration of the Project Work, Repair Work, and/or Warranty Work, insurance of the types and in amounts of not less than the coverages listed below. The cost of such insurance is included in the Contract Sum.

(i) *Workers Compensation and Employees Liability Insurance.* Contractor shall maintain workers compensation insurance as required by statute and employer's liability insurance, which shall include the following provisions and not less than the following limits:

Bodily Injury by accident:	\$500,000 each accident
Bodily injury by disease:	\$500,000 policy limit
Bodily injury by disease:	\$500,000 each employee

- (ii) *Commercial General Liability Insurance.* Contractor shall maintain commercial general liability (“CGL”) insurance with limits not less than the following:

Each occurrence:	\$1,000,000
General Aggregate per Project:	\$2,000,000
Products – Completed Operations Aggregate:	\$2,000,000

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from: the Project Work, Repair Work, and Warranty Work, including activities performed by or on behalf of Contractor; premises owned, leased, or used by Contractor; operations; administration of the work; independent contractors; subcontractors; vendors and suppliers; products-completed operations; personal injury and advertising injury; and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage. The products and completed operations coverage (including ISO Endorsement CG 2037 or equivalent) must be maintained for a period of two (2) years after final acceptance of the Project.

- (iii) *Commercial Automobile Liability Insurance.* Contractor shall maintain commercial auto liability insurance with a limit of not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of “Any Auto” including owned, hired, and non-owned autos. Commercial auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

- (iv) *Excess Umbrella Liability Insurance Coverage.* Contractor shall maintain Excess Umbrella Liability Insurance coverage over CGL, Commercial Auto, and Employer’s Liability with limits not less than the following:

Each Occurrence:	\$2,000,000
General Aggregate per Project:	\$2,000,000

The minimum amount of Excess Umbrella Liability Insurance coverage may be reduced by the amount that Contractor’s CGL coverage per occurrence exceeds \$1,000,000.

B. Additional Insured. The required insurance coverages, with the exception of Workers Compensation, shall name Hanover Township and each of its respective officers, officials, directors, employees, volunteers, managers, servants, agents, parent companies, subsidiaries, affiliates, successors, and assigns (hereinafter, collectively, the “Additional Insured”) as insured, using ISO additional insured endorsement CG 20 10 or substitute providing equivalent coverage. These insurance

coverages shall be primary and non-contributory with respect to any other insurance or self-insurance afforded to the Additional Insured and shall not require exhaustion of any other coverage or tender of any claim or action to any other insurer providing coverage to any of the Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured, or any of them. If Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Additional Insured requires and should be entitled to the broader coverage and/or higher limits maintained by Contractor. Any endorsement or policy provision which limits contractual liabilities shall be deleted in its entirety. As part of the provisions and requirement for this project, other entities may be required to be added as an "additional insured" on the liability insurance of Contractor. Contractor shall assure these entities are included as additional insured. If the Additional Insured have not been included as an insured under the Commercial General Liability, Business Auto Liability, and Excess Umbrella Liability Insurance coverages required herein, Contractor waives all rights against each Additional Insured, for recovery of damages arising out of or incident to the Project Work.

C. Acceptability of Insurers. Insurance shall be provided by insurance companies licensed to do business in the State of Illinois with a policy holder rating of not less than A and a financial rating of not less than VII in the latest edition of Best Insurance Guide. Upon written request from the Township Administrator, Contractor must supply certified copies of the requested insurance policies within ten (10) days.

D. Evidence of Insurance. Prior to beginning work, Contractor shall furnish Township with a certificate(s) of insurance and applicable policy endorsement(s), including, but not limited to, all additional insured endorsements required herein, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for thirty (30) days' written notice to Township prior to the cancellation or material change of any insurance referred to therein. Written notice to Township shall be by certified mail, return receipt requested. Failure of Township to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of Township to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Township shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor of any tier from entering the Project Site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Township. Failure to maintain the required insurance may result in termination of this Agreement at the option of Township. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Township whenever requested.

E. Cross-Liability Coverage. If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to Township. At the option of Township, Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Additional Insured or required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claim administration, and defense expenses.

G. Hanover Township Shall Not Waive Any Rights of Subrogation. Township shall not, in any manner, be deemed or intended to have waived any right of subrogation which either it and/or its insurance carrier and/or risk pool provider, Illinois Counties Risk Management Trust ("ICRMT"), risk management agency, and/or insurance company providing excess coverage on behalf of the any of them

may have against any Contractor, for any property injury, death, or other damage caused by Contractor and/or any of its subcontractors of any tier, or any of their respective employees, agents, consultants, officers, directors, limited or general partners, and/or otherwise arising out of the Project Work.

H. Failure to Comply with Insurance Reporting Provisions. All insurance required of Contractor shall provide that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Additional Insured, or any of them.

I. All Insurance Obtained Shall Apply Separately to Each Insured. All insurance required of Contractor shall provide that the insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability.

J. Insurance Requirements Cannot Be Waived. Under no circumstances shall Township and/or any of the Additional Insured be deemed to have waived any of the insurance requirements herein by any action or omission, including, but not limited to: (i) allowing any work to commence by Contractor before receipt of Certificates of Insurance; (ii) failing to review any Certificates of Insurance received; (iii) failing to advise Contractor that any Certificate of Insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner; and/or (iv) issuing any payment without receipt of a sworn certification from Contractor stating that all the required insurance is in force. Contractor agrees that the obligation to provide the insurance required herein is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by Township and/or any of the other Additional Insured.

K. Liability of Contractor is not Limited by Purchase of Insurance. Nothing herein contained in these insurance requirements is to be construed as limiting the liability of Contractor and/or its respective insurance carriers. Township and the Additional Insureds do not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Additional Insured, or any of them, Contractor, or any subcontractor's interest or liabilities, but are merely minimums. Any obligation of Contractor to purchase insurance shall not, in any way, limit their obligations to the Additional Insured in the event that the Additional Insured, or any of them, should suffer an injury or loss in excess of the amount recovered through insurance, or any loss or portion of the loss which is not covered by Contractor's insurance.

L. Notice of Personal Injury or Property Damage. Contractor shall notify Township, in writing, of any actual or possible claim for personal injury or property damage relating to the work, or of any occurrence which might give rise to such a claim, promptly upon obtaining first knowledge of same.

M. Subcontractors. Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of not less than the types and amounts specified above. When requested by Township, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

**9. Investigations by Contractor.** Contractor has made such investigations as it deems necessary to perform the Project Work, including but not limited to, Project Site inspections, and represents and warrants that the Contract Documents are adequate, and the required result can be produced thereunder. No plea of ignorance of conditions that exist or of conditions or difficulties that may be encountered in the execution of the Project Work under this Agreement as a result of failure to make the necessary investigations will be accepted as an excuse for any failure or omission on the part of Contractor to fulfill in every detail all of the requirements of this Agreement, nor will be accepted as a basis for any claims whatsoever for extra compensation. Further, Contractor expressly acknowledges that

Township makes no representations or warranties, express or implied, as to the adequacy, fitness, or condition of the Project site for the purposes set forth herein, or for any other purpose or use, express or implied, by Contractor. ALL IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, AND HABITABILITY ARE HEREBY EXCLUDED BY TOWNSHIP. Contractor accepts use of the Project Site and the improvements thereon, "AS-IS" and "WITH ALL FAULTS." Contractor acknowledges that Contractor has inspected the Project Site to Contractor's satisfaction as to the adequacy, fitness, and condition thereof.

**10. Assumption of Liability.** To the fullest extent permitted by law, Contractor, any and all Subcontractor(s), and their respective licensees, invitees, suppliers, agents, employees, and/or anyone acting on behalf of any of them, assume all liability for claims, lawsuits, actions, injuries, losses, damages, costs, and fees (including reasonable attorney fees and expenses) of every nature or description, arising out of or in any way related to the performance of this Agreement and/or the Project Work, Repair Work, or Warranty Work. Contractor is aware of the risks associated with the Project, and Contractor voluntarily assumes those risks in consideration of this Agreement. Township shall not be liable for any damage occasioned by failure to keep the Project Site in repair and shall not be liable for any damage caused to any part of the Project Site, property, or premises. Contractor agrees to indemnify, defend, and hold harmless Township from any damages and causes of action of any kind that might occur as a result from any and all use, supervision, or work associated with or related to Contractor, its Bid, this Agreement, or any fulfillment of the Project Work. Furthermore, Township shall not be liable for any damages of any kind in the event the Project Site becomes unusable to Contractor for whatever reason.

**11. Indemnification.** To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless Hanover Township and each of its respective officials, officers, employees, volunteers, agents, invitees, and representatives (hereinafter, collectively, the "Indemnified Parties"), from any and all claims, lawsuits, actions, injuries, losses, damages, costs, and fees, including reasonable attorneys' fees and expenses, of every nature or description, arising out of or in any way related to: (a) the Project Work, Repair Work, and/or Warranty Work, or on account of or in consequence of any neglect in safeguarding such work or using unacceptable materials in constructing such work; (b) any act or omission, neglect, or misconduct of Contractor, its officers, employees, agents, its subcontractor, or subcontractors licensees, invitees, or anyone directly or indirectly employed by them, and/or anyone for whose acts they may be liable; (c) Contractor's breach of any of its obligations under, or Contractor's default of, any provision of this Agreement; (d) any claims or amount recovered by reason of any infringement of any patent, trademark, or copyright or by reason of the violation of any law, ordinance, order or decree (hereinafter, collectively, the "Claims"). This obligation is binding on Contractor without regard to whether or not such claim, lawsuit, action, cost, and fee is caused in part by the act, omission, or negligence of the Indemnified Parties. In Claims against the Indemnified Parties by an employee of Contractor, its officers, employees, agents, its subcontractor, or subcontractors licensees, invitees, or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification herein shall not be limited by a limitation on amount or type of damages payable by or for Contractor or subcontractor under any employee benefits act including but not limited to the Workers Compensation Act. In the event any such Claim is asserted, Contractor shall, at its own expense, appear, defend, pay all charges of attorneys' and costs and other expenses arising therefrom or incurred, and satisfy any judgment rendered against the Indemnified Parties or any of them in connection therewith. Further, any money due Contractor under and by virtue of this Agreement as shall be deemed necessary by the Township for the payment thereof, may be retained by the Township for said purpose, or in case no money or insufficient money is due to satisfy such claim, lawsuit, or action, Contractor's surety shall remain liable for any payment therefore until any such lawsuit, action, or claim has been settled or has been fully judicially determined and satisfied. No inspection by the Township or its employees or agents shall be deemed a waiver by the Township of full compliance with the requirements of this Agreement. The indemnification obligations in this Agreement shall not be limited by any Performance Bond or

insurance protection required of Contractor herein, and shall survive the expiration and/or termination of this Agreement.

**12. Limitation on Township's Liability.** Notwithstanding all provisions herein to the contrary, Contractor shall not be entitled to an increase in the Contract Sum as a result of any delays in the progress of the Project Work. Contractor's sole remedy for delay shall be an extension of time. If Contractor, but for a delay not within Contractor's control, would have completed the Project Work prior to the Completion Date, Contractor shall not be entitled to any recovery of damages arising out of any event of delay which prevented such early completion of the Project Work. Contractor further agrees to waive any right which it may have to punitive, consequential, special, indirect, incidental, and/or exemplary damages against Township and the Indemnified Parties and agrees not to make any claim or demand for such damages against Township and/or the Indemnified Parties.

**13. Compliance with Law.** All goods, equipment, materials, and all labor furnished by Contractor and subcontractors of every tier shall comply with all applicable federal, state and local laws, regulations, rules, ordinances, statutes and codes relative thereto including, but not limited to, all safety related regulations as required by the Federal Occupational Safety and Health Act (OSHA), the Americans with Disabilities Act of 1990 as amended, Illinois Department of Labor (IDOL), United States Department of Labor (USDOL), the Human Rights Commission, the Illinois Department of Human Rights, EEOC, Environmental Laws (defined below), and all applicable building codes (hereinafter, collectively, the "Laws"). To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the Indemnified Parties from loss or damage, including, but not limited to, attorneys' fees, and other costs of defense by reason of actual or alleged violations of any of the Laws, including, but not limited to, products liability claims. In the event of any conflict and/or inconsistencies between any of the Laws, the most stringent Laws shall be controlling and applicable to the Project Work. This obligation shall survive the expiration and/or termination of this Agreement.

**14. Permits and Bonds.** Contractor shall obtain at its sole cost any and all other bonds, permits, and approvals from any federal, state, and/or local government and/or agency or body thereof that has jurisdiction over the Project Site and/or Project Work. The cost of such bonds, permits, and approvals is included in the Contract Sum.

**15. Certifications and Affidavits.** Contractor shall furnish any affidavit or Certificate in connection with the work covered by this Agreement as required by law.

**16. Hazardous Substances.** Contractor shall not cause Hazardous Substances to be brought upon or used in or about the Project Site and/or any other property owned, leased, controlled or under the jurisdiction of Township (hereinafter, the "Owner's Property") by Contractor, its employees, subcontractors of any tier, suppliers, and anyone for whose acts and/or omissions for whom Contractor may be liable (hereinafter, collectively, the "Contractor's Agents"). If the presence of Hazardous Substances brought upon or used in or about any of the Owner's Property by or on behalf of Contractor or Contractor's Agents in violation of this Paragraph, results in contamination of the said property, Contractor shall pay for all actual costs of clean up and shall indemnify, hold harmless, and defend the Indemnified Parties (described above) and against any and all claims, demands, expenses, including, but not limited to, reasonable attorneys' fees, costs, fines, penalties, and other liabilities of any and every kind and nature, including, but not limited to, costs and expenses incurred in connection with any clean-up, remediation, removal, or restoration work required by any federal, state or local governmental authority because of the presence of any such Hazardous Substances on or about said property. Contractor's indemnification obligations and duties hereunder shall survive the termination and/or expiration of this Agreement. For purposes hereof, Hazardous Substances shall include, but not be limited to, substances defined as "hazardous substances" and/or "toxic substances" in the federal Comprehensive Environmental

Response, Compensation, and Liability Act of 1980, as amended; the federal Hazardous Materials Transportation Act, as amended; and the federal Resource Conservation and Recovery Act, as amended (“RCRA”); those substances defined as “hazardous substances,” “materials,” or “wastes” under any Federal law or the law of the State of Illinois; and as such substances are defined in any regulations adopted and publications promulgated pursuant to said laws (hereinafter, collectively, the “Environmental Laws”). If Contractor’s activities or the activities of any of Contractor’s Agents violate or create a risk of violation of any Environmental Laws, Contractor shall cause such activities to cease immediately upon notice from Township. Contractor shall immediately notify Township both by telephone and in writing of any spill or unauthorized discharge of Hazardous Substances or of any condition constituting an “imminent hazard” under any Environmental Laws.

**17. Removal and Disposal.** Contractor must remove and dispose of all construction or demolition debris materials, waste, and soils at licensed facilities in accordance with applicable federal, state, and local laws, including, but not limited to, the National Environmental Policy Act and Illinois Public Act 96-1416, with the most stringent and demanding requirements controlling.

**18. Repair Work.** Upon completion of the Project Work, and/or any Warranty Work, Contractor shall repair any damage to Township property attributable to acts and/or omissions of Contractor, its employees, subcontractors, or agents, or otherwise attributable to the Project Work and/or Warranty Work (the “Repair Work”). The Repair Work shall be completed within five (5) days of the respective completion of the Project Work and/or Warranty Work, weather permitting (the “Repair Completion Date”).

**19. Warranty.** Contractor shall assign all manufacturers’ warranties for the Project Work to Township. Notwithstanding such assignments, Contractor expressly warrants to Township that all materials, supplies, and all labor furnished on or for the Project Work will be free from defects, and Contractor shall repair and/or replace such defective supplies, materials and/or Project Work, at no cost to Township for a period of one (1) year commencing upon the completion of the Project Work and acceptance of same by Township. This warranty is in addition to, and not in lieu of the warranties set forth in the Contract Documents. Work performed under this warranty and/or those set forth in the Contract Documents is hereinafter referred to as “Warranty Work.” All Warranty Work shall be completed within fourteen (14) days of Contractor’s receipt of notice from Township demanding the Warranty Work, weather permitting (the “Warranty Completion Date”). If the Contract Documents provide for methods of construction, installation, materials, etc., which Contractor cannot warranty for the indicated period, it shall be the responsibility of Contractor to so inform Township, in writing, before submitting its bid. Otherwise, Contractor shall be held responsible to provide the method of construction, installation, materials, etc., which will be guaranteed for the indicated time period.

**20. Authorized Installer.** Contractor represents and warrants that it is an authorized contractor/installer of all equipment furnished hereunder and that the performance of the Project Work hereunder by Contractor or any of its employees, subcontractors of any tier, and/or agents will not invalidate or void any manufacturer’s warranty for any equipment furnished in connection with the Project Work.

**21. Illinois Prevailing Wage Act.** All laborers and mechanics employed by Contractor and by any subcontractor(s) on Project Work, Repair Work, Restoration Work, and Warranty Work shall be paid wages (hourly cash wages plus fringe benefits) at rates not less than those required under the Illinois Prevailing Wage Act, 820 ILCS 130/01 et seq., (hereinafter, the “Act”) (hereinafter “Prevailing Wages”). Contractor and all subcontractor(s) shall comply with all regulations issued pursuant to the Act and other applicable federal, state, and local laws and regulations pertaining to labor standards with the most stringent laws and regulations controlling. Contractor agrees and stipulates that the prevailing rate of

wages are revised by the Illinois Department of Labor and are available on the Illinois Department of Labor's official website. Contractor shall notify immediately in writing all of its subcontractors of all changes in the schedule of Prevailing Wages. Contractor shall include in each of its subcontracts a written stipulation that not less than the Prevailing Wages shall be paid to all laborers, workers, and mechanics performing work under this Agreement and shall require each of its sub-subcontractors of every tier to include said stipulation regarding payment of Prevailing Wages. Any increase in costs to Contractor due to changes in the Prevailing Wages or labor law during the term of any contract and/or sub-contract of any tier shall be at the expense of Contractor and not at the expense of Township. Any change orders shall be computed using the Prevailing Wages applicable at the time the change order work is scheduled to be performed. Contractor shall be solely responsible to maintain accurate records as required by applicable federal and state law, with the most stringent requirements controlling, and shall be solely liable for paying the difference between Prevailing Wages and any wages actually received by laborers, workmen, and/or mechanics engaged in the Project Work and for ensuring strict compliance with the requirements of the above mentioned Acts, including, but not limited to, providing certified payrolls to Township in accordance with said applicable laws.

**22. Non-Discrimination.** Contractor agrees to comply fully with the Federal Equal Employment Opportunities Act, the Civil Rights Act of 1974, the State Human Rights Act, the Americans with Disabilities Act, and all applicable rules and regulations promulgated thereunder, and all amendments made thereto, and Contractor agrees not to deny services or use of the Project Site on the basis of race, creed, color, religion, sex, national origin, ancestry, age, disability, sexual orientation, marital status, or unfavorable discharge from military service or otherwise in violation of any applicable Local, State, or Federal Laws or Statutes.

**23. Illinois Freedom of Information Act.** Contractor agrees to maintain, without charge to the Owner, all records and documents for projects of the Owner in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce records which are responsive to a request received by the Owner under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Owner and if possible, the Owner shall request an extension so as to comply with the Act. In the event that the Owner is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Owner harmless, and pay all amounts determined to be due, including, but not limited to, fines, costs, attorneys' fees and penalties.

**24. Relationship of the Parties.** It is understood, acknowledged and agreed by the Parties that the relationship of Contractor to Township arising out of this Agreement shall be that of an independent contractor. Neither Contractor, nor any employee or agent of Contractor, is an employee, partner, joint venturer, and/or agent of Township, and, therefore, is not entitled to any benefits provided to employees of Township. Contractor has no authority to employ/retain any person as an employee or agent for or on behalf of Township for any purpose. Neither Contractor nor any person engaging in any work or services related to this Agreement at the request or with the actual or implied consent of Contractor may represent himself to others as an employee of Township. Should any person indicate to Contractor or any employee or agent of Contractor by written or oral communication, course of dealing or otherwise, that such person believes Contractor to be an employee or agent of Township, Contractor shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services, Contractor shall do so in Contractor's own business. Contractor shall at all times have sole control over the manner, means, and methods of performing the services required by this Agreement according to its own independent judgment. Contractor acknowledges and agrees that it will devote such time and resources as necessary to produce the contracted for results. Township shall not have any

control over, change of, nor be responsible for, the construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the Project Work since they are solely Contractor's rights and responsibilities. Contractor shall supervise and direct the Project Work efficiently with his, her, or its best skill and attention; be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Project Work; and take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the Project Site and all other persons who may be affected thereby.

**25. Protection of the Project and the Public.** Contractor shall be responsible for adequately protecting its work from vandalism, weather, accidental damage, and access by unauthorized persons, for the general protection of the public, until the Project Work and/or Repair Work is accepted by the Township. Contractor shall bear the cost of repairing or replacing any damaged work. Contractor shall erect and maintain barricades, canopies, guards, warning lights, and signs to the extent required by the Township for the protection of the public.

**26. Subcontractors.** All Sub-contractors are subject to approval by the Township and in accordance with the requirements of the Contract Documents. If any sub-contractor is not approved, Contractor will be obligated to submit an acceptable alternate at no increase to the Contract Sum.

**27. Taxes.** Township is a Tax-Exempt Organization and is not subject to sales, consumer, use, and other similar taxes required by law. This exemption does not, however, apply to tools, machinery, equipment, or other property leased by Contractor, or to suppliers and materials, which, even though they are consumed, are not incorporated into the completed Project Work. Contractor shall be responsible for and pay any and all applicable taxes, including sales and use taxes, on such leased tools, machinery, equipment, or other property and upon such unincorporated supplies and materials. Notwithstanding the foregoing, it shall be Contractor's responsibility to determine and pay all applicable taxes attributable to the Project Work. All such taxes are included in the Contract Sum.

**28. Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Township and Contractor and their respective successors and assigns. Notwithstanding the foregoing, Contractor shall not assign, lease, or sub-lease this Agreement without the express written consent of the Township, which the Township may withhold in its sole and absolute discretion. Any such assignment shall be null and void.

**29. Default.** In the event of default hereunder, the non-defaulting party shall be entitled to all remedies available at law and/or equity, including reasonable attorneys' fees, subject to Paragraph 12 herein.

**30. No Waiver of Immunities and/or Privileges.** Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of Township or the Indemnified Parties, or any of them, as to any liability whatsoever, and all such immunities and privileges are expressly reserved.

**31. Notice.** Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed served: (a) when delivered by Federal Express or similar overnight courier service to that party's address set forth below during the hours of 9:00 a.m. and 5:00 p.m. local time Monday through Friday, excluding federal holidays; (b) when mailed to any other person designated by that party in writing herein to receive such notice, via certified mail, return receipt requested, postage prepaid; or (c) via fax. Fax notice shall be effective as of date and time of facsimile transmission, provided that the notice transmitted shall be sent on business days during business hours (*i.e.*, 9:00 A.M. to 5:00 P.M. Central Standard Time). In the event fax notice is transmitted during non-

business hours, the effective date and time of notice is the first hour of the first business day after transmission. Notice shall be given to the following:

*If to Contractor:*

Douglas Floor Coverings, Inc.  
200 Alder Drive  
North Aurora, IL 60542  
Attention: Ryan Nolan

*If to Township:*

Hanover Township  
250 S. IL Route 59  
Bartlett, Illinois 60103  
Attention: James Barr, Township Administrator

With a copy to:

Kopon Airdo, LLC  
233 S. Wacker Drive, Suite 4450  
Chicago, IL 60606  
Attention: Michael A. Airdo

Either party hereto may change the place of notice to it by sending written notice to the other party.

**32. Exhibits and Contract Documents.** All Exhibits and Contract Documents referred to herein are expressly incorporated herein and made a part hereof as though fully set forth herein.

**33. Severability.** If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

**34. Miscellaneous.**

A. This Agreement shall be deemed effective as of the date first above written upon the execution and delivery hereof by all the Parties.

B. This Agreement supersedes all prior agreements and understandings, both written and oral, of the Parties to the subject matter hereof. Any amendments to this Agreement must be in writing and executed by both Parties.

C. This Agreement may be executed in any number of counterparts, and by Township and Contractor on different counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

D. This Agreement is entered into solely for the benefit of the Parties, and nothing herein is intended, either expressly or impliedly, to provide any right or benefit of any kind

whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish, or impose any legal duty or obligation to any third party.

E. This Agreement shall be construed, governed, and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the parties shall be the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, Paragraph headings shall be disregarded. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

F. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

G. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Paragraphs pertaining to Indemnity, shall survive the expiration of this Agreement.

H. In the event of any conflict between the terms and conditions of any of the Contract Documents, the most stringent and demanding requirements shall control.

I. Facsimile signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Agreement.

**HANOVER TOWNSHIP**

By: \_\_\_\_\_  
Brian P. McGuire, Township Supervisor

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_  
Katy Dolan Baumer, Township Clerk

**DOUGLAS FLOOR COVERING, INC.**

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

Dated: \_\_\_\_\_

Its: \_\_\_\_\_

# **EXHIBIT A**

**PROPOSAL FOR:  
HANOVER TOWNSHIP SENIOR CENTER  
MAIN FLOOR CARPETING REPLACEMENT PROJECT**



**HANOVER TOWNSHIP SENIOR CENTER  
240 S. IL ROUTE 59  
BARTLETT, IL 60103**

**September 3, 2019**

**BIDS DUE: 9 AM  
Monday, September 23, 2019  
AT HANOVER TOWNSHIP TOWN  
HALL  
250 S IL ROUTE 59  
BARTLETT, IL 60103  
BID OPENING @ 9 AM**

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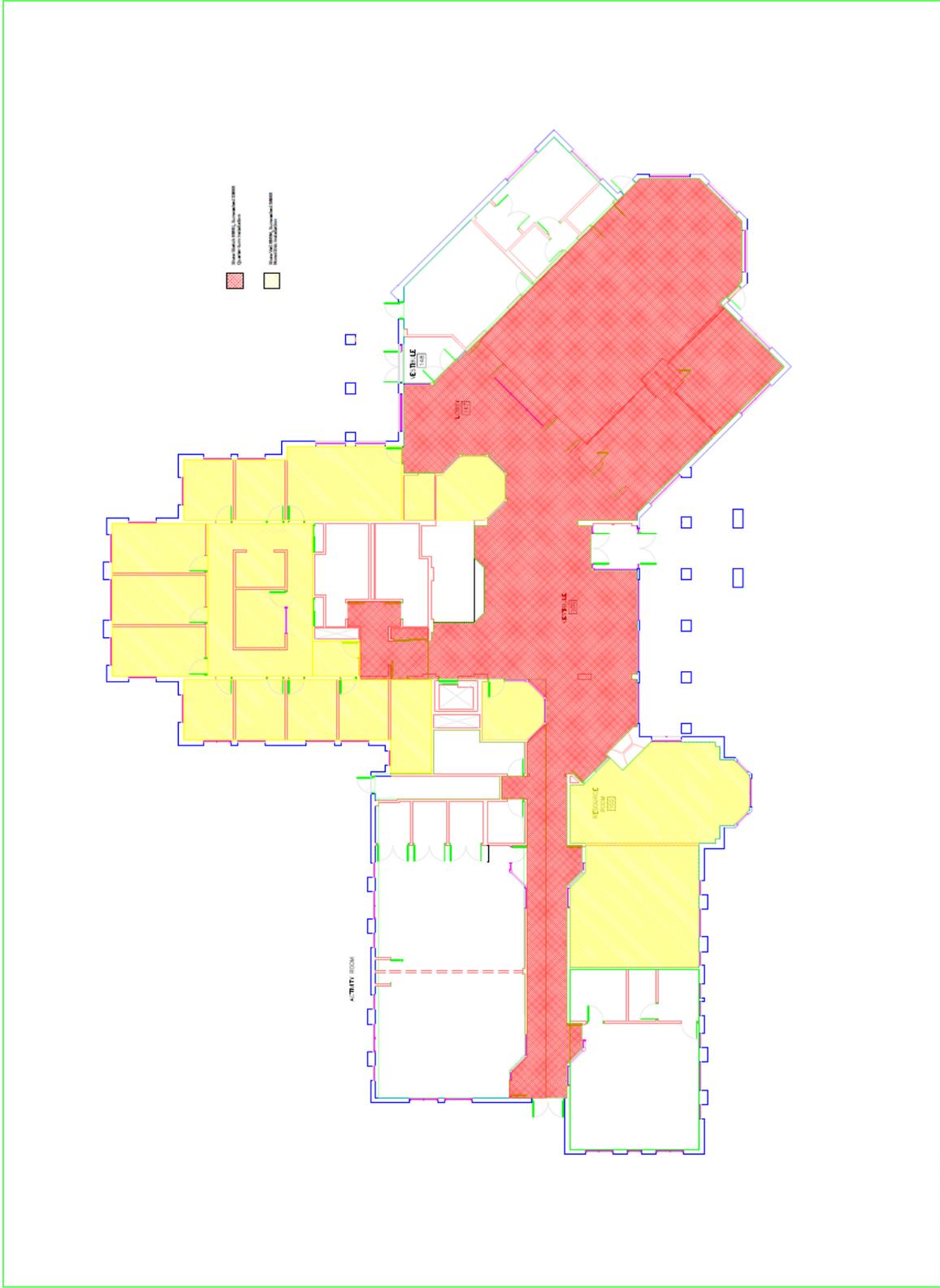
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**FLOORING PLAN**

DATE: 03/14/18

**THOMAS INTERIORS**  
1875 WILSON DR., STE 400, CHICAGO, IL 60604  
430.880.0100 | WWW.THOMASINTERIORS.COM

- Red Hardwood Plank, 3/4" x 5 1/4" x 1/2"
- Clear Coat Laminate
- Red Hardwood Plank, 3/4" x 5 1/4" x 1/2"
- Clear Coat Laminate



NOTES  
NOTE 1  
NOTE 2

SCALE: 1/8" = 1'-0"  
DESIGNER: NC  
PROJ. MANAGER: LB  
SHEET: 1 of 1

**Shaw Veil 59594, Sunwashed 36665  
Monolithic Installation**

Room	L x W	Square Feet
Computer Lab	25 x 25	125
Library	37 x 18	666
Volunteer Office	12 x 12	144
Gift shop	12 x 12	144
Staff Conference Room	15 x 23	345
Right side offices	12 x 40	480
Center/hallway and copier area	47 x 30	1,410
Left offices	12 x 20	240
		3,554

**Shaw Sketch, 59591, Sunwashed 33665  
Quarter Turn Installation**

Room	L x W	Square Feet
Hallway	63 x 11	693
Main Lobby	41 x 86	3,526
Veterans Hall	30 x 51	1,530
Game Rooms 1 and 2	18 x 39	702
		6451

**Total Square Feet**

10,005
--------

## SCOPE OF WORK & SPECIFICATIONS

### **I. SUMMARY OF PROJECT**

The official name of this project shall henceforth be known as the Hanover Township Senior Center Main Floor Carpeting Replacement Project ("Project"). The Project consists of providing carpeting and installation services for the main level of the Hanover Township Senior Center, 240 South IL Route 59, Bartlett, IL 60103, including Veteran's Hall, Game Rooms 1 and 2, Lobby, Volunteer Office, Staff Conference Room, Main Lobby, Hallway, Computer Lab, Library, 9 Offices, and Office Hallway, as shown and specified in these Bid Documents.

### **II. SCOPE OF WORK**

The scope of work of the Project consists of providing all materials, labor, tools, and related services for the Project, including, but not limited to, the following:

- A. Move furniture as need to complete the project. Details will be discussed during the Pre-Bid Meeting.
- B. Carefully field-measure and check all areas designated to receive carpeting. Requests for extra compensations will not be approved for measurement or take off errors by the Contractor.
- C. Protect existing and new finishes to remain.
- D. Layout and control for the execution of the scope of work.
- E. Remove and dispose of existing carpeting and cove base.
- F. Prepare substrate for application of new carpeting and cove base.
- G. Furnish and install new carpeting and cove base in compliance with the manufacturer's instructions and recommendations.
- H. Meet with Township staff as often as required for the purpose of reviewing progress and providing necessary guidance.

### **III. SPECIFICATIONS**

The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from the successful contractor.

- I. Performance:
  - a. The Contractor shall provide all materials, labor, tools and related services required for the performance of the contract. The contractor will provide the floor coverings at the direction of Hanover Township.
- J. Site Visits
  - a. The Contractor shall carefully field measure and check all areas designated to receive floor coverings and vinyl base. Requests for extra compensations will not be approved for measurement or take off errors by the contractor.
  - b. The Contractor's project manager will meet with Facilities staff as often as required for the purpose of reviewing progress and providing necessary guidance.

K. General Installation Requirements

- a. Comply with the manufacturer's instructions and recommendations for all flooring products and installation materials.
- b. Proposers to include a separate quote pricing for furniture moving.
- c. Install flooring under open bottom obstructions and under removable flanges and furnishings, into alcoves and closets of each space.
- d. Run flooring under open bottom items such as heating convectors and install tight against wall, columns and cabinets to the entire floor area is covered with flooring material. Install edging guard at all openings and doors wherever flooring terminates, unless indicated otherwise. Prior to installation, the Contractor shall notify the Project Manager about all other obstructions which may occur.
- e. Cutting shall be done in accordance with the manufacturer's recommendations, using the tools designed for the flooring being installed. Remove all debris and carpet remnants from the job site and dispose of properly. Carpet remnants in excess of one yard shall be returned to Project Manager.
- f. Edges shall be butted together with the proper pressure to produce the tightest joint possible without distortion.
- g. All carpet shall be installed with pile-lay-in the same direction, except when directed by Project Manager to use a quarter turn method.
- h. Use leveling compound where necessary.
- i. Metal-nosing strips shall be used as required. Substitutions must be approved by the Project Manager. Installation of metal -nosing strips on concrete or stone surfaces shall be by drilling, inserting plastic plugs and using non-corrosive drive screws. All screws shall have shallow head profile.
- j. Carpet tile shall be adhered direct to existing floor surfaces in accordance with manufacturer's printed instructions.
- k. Vinyl base shall be adhered direct to the designated surfaces after flooring is installed in accordance with the manufacturer's printed instructions.
- l. Surface Preparations:
  - i. Contractor shall prepare existing floors to receive carpet. Prior to filling, the floor must be swept clean of all loose debris. After filling, allow filler to dry. Damp mop floor and allow drying. Vacuum after mopping to ensure all debris is removed for proper substrate to install flooring. All cracks, holes, unevenness and rough areas will be leveled and smoothed with material that complies with carpet manufacturer's recommendations to ensure warranty terms.

- ii. Removal of the old vinyl base is required. If damage to wall surface occurs during removal, it is the responsibility of the contractor to patch and prepare the surface for paint.
- m. Installation:
  - i. Check the plan against the available dye-lot number to ensure all are the same dye-lot. Using more than one dye-lot in the same room or open area is not permitted.
- n. Installation:
  - i. Install carpet according to manufacturer's printed instructions
  - ii. Apply adhesives as per manufacturer's printed instructions.
  - iii. In open perimeter designs, use a fixed reducer strip to secure the area.
- o. Installation: Vinyl Base
  - i. All vinyl base shall be "cove-cut" on inside corners.
  - ii. Plan seam locations so that no seams end on outside corners.
  - iii. Check each carton of base for dye-lot numbers to assure there is no mixing of dye lots during installation.
- p. Adhesive Application:
  - i. Adhesives shall be compatible with product being installed. Contractor shall follow manufacture's recommendations to apply as directed for proper adhesion and to ensure compliance with warranty terms and conditions.
- q. Attic Stock: 2% of each material used (carpet tiles and cove base) will be added for the purpose of future use in replacement or repairs.
- r. Cleanup: Immediately after completing installation:
  - i. Remove Visible adhesive, seam sealer and other surface blemishes using cleaner recommended by manufacturer.
  - ii. Remove protruding yarns from carpet surface.
  - iii. Remove all debris and carpet remnants less than one yard from job site and dispose of properly. Carpet remnants in excess of one yard shall be returned to the Facilities Director.
- s. The Contractor shall use care in protecting building, equipment and furnishings when performing the work. The Contractor shall repair or be responsible for the cost to repair damage incurred in the process of performing required services.

## NOTICE TO BIDDERS

Hanover Township ("Township") is accepting sealed bids from qualified contractors for the Hanover Township Senior Center Main Floor Carpeting Replacement Project ("Project") located in Cook County, Illinois. For more information regarding the Project, please contact Tracey Colagrossi, Director of Senior Services, at 630-483-5600 or Caleb Hanson, Director of Facilities and Road Maintenance.

Copies of the Bid Documents may be obtained from the Township website ([www.hanover-township.org](http://www.hanover-township.org)) beginning September 3, 2019. There will be a mandatory Pre-Bid Meeting for all contractors interested for bidding on the Project. The meeting shall be at the Hanover Township Senior Center located at 240 S. IL Route 59, Bartlett, Illinois 60103 on September 17, 2019 at 1 PM.

Sealed bids shall be submitted to the Township, and shall only be accepted by the Township, on forms furnished by the Township, and will be accepted by Katy Dolan Baumer, Hanover Township Clerk, at the Township Town Hall, Downey Hall, 250 South IL Route 59, Bartlett, Illinois 60103. All bids shall be submitted before 9:00 A.M. on September 23, 2019, at which time said Bids will be publicly opened and read aloud. Each Bid shall be accompanied by a Bid Bond, Certified Check, Cashier's Check, or Bank Draft, in an amount equal to ten percent (10%) of the Bid amount made payable to Hanover Township.

The Prevailing Wage Act (820 ILCS 130/01, *et seq.*) shall apply to the Project.

The successful Bidder for the Project, upon being given a written "Notice to Proceed" (Contract Award), shall be required to submit the following: (a) Labor & Material Payment Bond and Performance Bonds, each in the amount of one hundred ten percent (110%) of the accepted bid amount, naming Hanover Township as primary obligee, in a form deemed acceptable to the Township, co-signed by a surety company authorized by the Illinois Department of Insurance to sell and issue sureties in the State of Illinois; or (b) an Irrevocable Letter of Credit in the amount of one hundred ten percent (110%) of the accepted bid amount, guarantying successful Bidder's obligations under the Bid Documents issued by a financial institution with at least \$40,000,000 in assets and a capital to asset ratio of not less than six percent (6%) in a form deemed acceptable to the Township, to guaranty the performance of successful Bidder's obligations under the Bid Documents and the payment of all labor and materials furnished for the Project, including but not limited to, compliance with the Illinois Prevailing Wage Act. The cost of said Bonds and/or Letter of Credit shall be included in the total bid amount set forth in the Bid Proposal.

It is anticipated that Hanover Township will award the Contract to the successful Bidder on or about October 4, 2019. The Project must be performed in strict compliance with the Bid Documents and subsequent Contract and shall begin on or about October 28, 2019 and be completed no later than November 22, 2019. The Township reserves the right to reject any and all bids, accept all or part of any bid, and to waive minor irregularities and nonconformities in any bid when it is in the best interest of the Township.

Published in the Daily herald on September 3, 2019.

## **BID AND PROJECT SCHEDULE**

Bid Notice Posted:	September 3, 2019
Pre-Bid Meeting:	September 17, at 1 PM
Bid Due Date and Opening:	September 23, 2019 at 9 AM
Bid Award:	October 1, 2019
Award Notification:	October 4, 2019
Begin Construction:	October 28, 2019
Completion Deadline:	November 22, 2019

**X**

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

1. **Definitions.** The following words and phrases, used herein, shall have the meaning ascribed to them as follows:
  - A. "Township" or "Owner" shall mean the Township of Hanover, Cook County, Illinois.
  - B. "Project" shall mean this Hanover Township Senior Center Main Floor Carpeting Replacement Project.
  - C. "Project Work" shall mean the providing all materials, labor, tools, and related services for the Project, in strict compliance with the Bid Documents and subsequent Contract, with the most stringent and demanding requirements controlling.
  - D. "Project Site" shall mean the Hanover Township Senior Center, 240 S. IL Route 59, Bartlett, Cook County, Illinois 60103.
  - E. "Bid Documents" shall mean (i) these General Conditions and Instructions; (ii) the attached Bid Notice; (iii) the attached drawings; (iv) the attached Scope of Work and Specifications; (v) the attached Affidavits and Certifications; (vi) all addenda issued prior to bid opening; (vii) the Bid Proposal submitted by Bidder; and the (viii) Performance Bond, Payment Bond, Permit Bond, and/or Irrevocable Letter of Credit.
  - F. "Bidder" shall mean each contractor bidding on this Hanover Township Senior Center Main Floor Carpeting Replacement Project
  - C. "Successful Bidder" or "Contractor" shall mean the Bidder that receives the award of contract for the Project.
  
2. **Preparation and Submission of Bid.**
  - A. The Bidder must submit its bid on the forms furnished by the Township. The bid form is contained in these Bid Documents. All blank spaces on the bid form must be filled in if applicable. Authorized signature must be the individual owner of a sole proprietorship, a general partner of a partnership, a duly authorized officer, attested to by the corporate secretary of a corporation, or the manager of a limited liability company. All signatures and spaces to be completed in ink or typewritten, when applicable. Prices/Costs shall be in United States dollars. Incorrect completion, execution, or submission of bids shall be sufficient grounds for rejection of a bid. Upon request, the Bidder will provide proof to the Township that the signature on the bid form has the authority to bind the Bidder to the prices quoted and to the terms and conditions of a contract.
  - B. The Bidder shall submit, at minimum, the following items as part of its bid:
    - Proposal;
    - Any and all Addenda, correctly followed and included in the submitted Bid;
    - Bid Bond;
    - Certification Letter for obtaining the Performance and Payment Bonds;
    - Certificate of Liability Insurance
    - Additional required items, typewritten and on Bidder's letterhead:
      - Name, address, and phone number for one contact person responsible for implementation of the bid;
      - Name(s) and Address(es) of Subcontractor(s);
      - Name(s) and Address(es) of Material Supplier(s); and

- Federal Employer Identification Number (FEIN) of Bidder and all subcontractor(s).
- C. The bid amount submitted by Bidder shall include all costs of labor, material, equipment, allowance, fees, taxes, testing, inspections, permits, licenses, guarantees, warranties, insurance and bonds and/or letters of credit, contingencies, and all other fees, expenses, costs, profits, and overhead of Bidder to complete the Project in strict compliance with the Bid Documents and subsequent Contract. Carelessness in quoting prices or in preparation of bid will not relieve Bidder. If the bid is accepted, the Bidder will be responsible for all errors in its bid resulting from its failure or neglect to comply with the Bid Documents. The Township will not, in any case, be responsible for any change in anticipated profits or any unanticipated losses resulting from such failure or neglect
- D. Bidders must attend the Pre-Bid Meeting at the Project Site onsite on September 17, 2019 at 1 PM in accordance with the Notice to Bidders. Bidders who wish to visit the Project Site after the Pre-Bid Meeting may do so, through appointment only, by contracting the Tracey Colagrossi, Director of Senior Services, at 630-483-5600 or Caleb Hanson, Director of Facilities and Road Maintenance, at 630-483-5678.
- E. Bidder shall, before submitting a bid, carefully examine the Bid Documents and visit and inspect the Project Site. Failure to do so will not relieve the successful Bidder from the responsibility of properly estimating the difficulty or cost of successfully performing the work. Submission of a bid will be presumptive evidence that Bidder has carefully examined the Bid Documents, visited and inspected the Project Site, and is conversant with the facilities and difficulties, the requirements of pertinent State or Local laws, and the current Labor and Material Markets, and has made due allowance in his, her, or its Bid for all contingencies. No plea of ignorance of conditions that exist, or of conditions or difficulties that may be encountered in the execution of the Project Work, as a result of the failure to make necessary investigations will be accepted as an excuse for any failure or omission on the part of the Bidder to fulfill in every detail all of the requirements of the Bid Documents, nor will be accepted as a basis for any claims whatsoever, for extra compensation
- F. Any explanation desired by a Bidder regarding the meaning or interpretation of any section, portion, term, etc., of the Bid Documents shall be requested in writing and with sufficient time allowed for a reply to reach each Bidder before the bid due date. Any interpretation made by Township will be in the form of an Addendum to the Bid Documents and will be made available to prospective Bidders on the Township website ([www.hanover-township.org](http://www.hanover-township.org)). Addendum receipt by the Bidder shall be acknowledged in the space provide on the bid form or by letter received before the bid due date. Oral explanations or instructions given before the award of the successful Bid shall not be binding on the Township.
- G. All bids shall be submitted in a sealed envelope stating the following information on the face of the envelope: Bidder's Name, Address, and shall be marked "Hanover Township Senior Center Main Floor Carpeting Replacement Project." Bids must be received by the Township Clerk no later than 9:00 a.m. on September 23, 2019. Bidders shall be responsible for the actual delivery of bids during business hours to the address indicated. It shall not be sufficient to show that the bid was mailed in time to be received before scheduled closing time for bids.
- H. Any Bidder may withdraw or modify his, her, or its bid at any time prior to the scheduled closing time for receipt of bids. However, only telegrams, letters, or other written requests for modifications or corrections of a previously submitted bid which are addressed in the same manner as the bid, and are received by the Township prior to the scheduled closing time for receipt of bids, will be accepted. The bid, when opened, will then be corrected in accordance with such written request, provided that the written request is contained in a sealed envelope which is plainly marked "Modification of Bid on the Hanover Township Senior Center Main Floor Carpeting Replacement Project."

### 3. Basis of Award

- A. Award of a successful Bid will be made to the lowest responsible and responsive Bidder whose bid complies with the Bid Documents, as determined by the Township; provided, the Bid price is reasonable and it is in the interest of the Township to accept it. Conditional or qualified bids are subject to rejection in whole or in part. The Township reserves the right to reject any or all bids, to accept any proposal in its entirety or part thereof, and to waive minor irregularities, nonconformities, or variances in any bid, if in the judgment of the Township, the interests of the Township will be promoted thereby. The Township may reject any or all Bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful Bidder against the Township, its Administrator, Supervisor, Board of Trustees, officials, directors, officers, employees, volunteers, agents, or representatives.
- B. The Township reserves the right to review all bids submitted for a period of sixty (60) days after the bid due date, and by submitting a bid, the Bidder agrees that the amount specified in his/her bid shall remain in full force and effect for such sixty (60) day period. No Bidder shall modify, withdraw, or cancel his/her bid, or any part thereof, for sixty (60) days after said bid due date, and no attempted modification, withdrawal, or cancellation shall be valid. The Township reserves the right to postpone the date of presentation and opening of bids, and will give written notice of any such postponement to each interested party who previously submitted a bid.
- C. The Township may make such investigations as are deemed necessary to determine the ability of the Bidder to perform the Project, and the Bidder shall furnish all such information and data for this purpose as the Township may request. The Township reserves the right to reject any Bid if the evidence submitted by, or investigation of such Bidder, fails to satisfy the Township that such Bidder is properly qualified to carry out the obligations of the Bid Documents and subsequent Contract and to complete the work contemplated therein
- D. An approved contract executed by the Township Supervisor is required before the Township is bound. An award may be canceled any time by the Township prior to execution in order to protect the public interest and integrity of the bidding process or for any other reason if, in the judgment of the Township, the best interests of the Township will be promoted. In the event of such award cancellation, bidder/contractor's sole remedy shall be a refund of his/her/its bid bond.

**4. Binding Obligation and Non-Assignability.** By submitting a bid, Bidder agrees that if awarded the contract for the Project, Bidder shall be contractually bound to perform the Project Work in compliance with the Bid Documents and subsequent Contract. The successful Bid and subsequent Contract shall be binding upon and inure to the benefit of the Township and Bidder and their respective successors and assigns. Notwithstanding the foregoing, Bidder shall not assign, lease, or sub-lease the successful Bid or subsequent Contract without the express written consent of the Township, which the Township may withhold in its sole and absolute discretion. Any such assignment without the Township's written approval shall be null and void. All sub-contractors shall be approved by the Township.

**5. Bid Bond.** Each Bid shall be accompanied by a Bid Bond, Certified Check, Cashier's Check, or Bank Draft, in an amount equal to ten percent (10%) of the Bid amount made payable to Hanover Township to guarantee that if the bid is accepted, the Bidder will furnish a Performance Bond and Labor & Material Payment Bonds, or Irrevocable Letter of Credit of not less than 110% of the Contract Sum, and shall execute the Contract within ten (10) days of the award of the contract. In the event the bidder fails to furnish such bonds or irrevocable letter of credit and/or execute the Contract within said ten (10) days, the amount of the bond or irrevocable letter of credit shall be forfeited to the Township as liquidated damages.

**6. Payment and Performance Bonds.** Prior to commencing the Project Work, Bidder shall submit the following: (a) Labor & Material Payment and Performance Bonds, each in the amount of one hundred ten percent (110%) of the accepted bid amount, naming Hanover Township as primary obligee, in a

form deemed acceptable to the Township, co-signed by a surety company authorized by the Illinois Department of Insurance to sell and issue sureties in the State of Illinois; or (b) an Irrevocable Letter of Credit in the amount of one hundred ten percent (110%) of the accepted bid amount, guarantying successful Bidder's obligations under the Bid and/or Contract Documents issued by a financial institution with at least \$40,000,000 in assets and a capital to asset ratio of not less than six percent (6%) in a form deemed acceptable to the Township, to guaranty the proper and faithful performance of successful Bidder's obligations under the Bid Documents and subsequent Contract and the payment of all debts incurred by Bidder in the execution of the Project Work, Repair Work, and/or Warranty Work, including those for labor and materials furnished, including, but not limited to, compliance with the Illinois Prevailing Wage Act. The cost of said Bonds and/or Letter of Credit shall be included in the total bid amount set forth in the Bidder's bid. Failure to comply with the conditions set forth in the Bid Documents or subsequent Contract may result in the termination of a successful Bid and subsequent Contract or may result in default. In such event, Bidder may be liable for any costs of performing the Project Work, Repair Work, and/or Warranty Work which exceed the amount of his/her Bid, and the Bid guarantee shall be available toward offsetting such difference, if not previously returned to Bidder. All differences after exhaustion of the bid guarantee shall be charged to Bidder.

- 7. Commencement and Completion Dates.** The Successful Bidder shall commence the Project Work no later than ten (10) days after receiving a written "Notice to Proceed," and shall complete the Project Work in strict compliance with the Contract Documents on or before November 22, 2019. Time is of the essence of the Contract.
- 8. Delays in Project Work.** Notwithstanding any provision herein to the contrary, Bidder shall not be entitled to an increase in the contract sum as a result of any delays in the progress of the Work. Bidder's sole remedy for delay shall be an extension of time. If Bidder, but for a delay not within Bidder's control, would have completed the Project Work prior to the project completion date, Bidder shall not be entitled to any recovery of damages arising out of any event of delay which prevented such early completion of the Project Work.
- 9. Material Inspection and Responsibility.** Materials, the style, make, or quality of which is specifically designated, shall be as specified. Should any substitution of material, item of equipment, or apparatus be made, the Township's written approval must be obtained prior to installation.
- 10. Change Orders.** Minor field changes to facilitate ease of construction in the best interest of the Township may be made in the field by the Township, with the understanding of both parties that no change in contract price is involved. Where proposed changes involve a modification to (i) the contract sum; (ii) the contract time, or (iii) material change in the Project Work, a written change order shall be prepared Project Manager. It shall be a condition precedent to the acceptance of any change order which involves an increase or decrease in the contract sum of \$10,000 or more or extends the time of completion by more than thirty (30) days, that the Township Board of Trustees shall have first approved of such written change order and made the requisite determinations and findings in writing required by 720 ILCS 5/33E-9. Other changes involving modifications to the contract sum, contract time or material change in the Work which will result in an increase or decrease of less than \$10,000 or extension of less than thirty (30) days to the contract time must be approved by the Township Administrator.
- 11. Investigations by Contractor.** Bidder acknowledges and agrees that he, she, or it has made such investigations as deemed necessary to perform the Project Work, including but not limited to, Project Site inspections, and represents and warrants that the Bid Documents are adequate and the required result can be produced thereunder. No plea of ignorance of conditions that exist or of conditions or difficulties that may be encountered in the execution of the Project Work as a result of failure to make the necessary investigations will be accepted as an excuse for any failure or omission on the part of Contractor to fulfill in every detail all of the requirements of this Agreement, or will be accepted as a basis for any claims whatsoever, for extra compensation.
- 12. Assumption of Liability.** To the fullest extent permitted by law, Bidder, its employees, agents, or anyone acting on behalf of any of them, assume all liability for claims, causes of action, and damages

from any personal injury, personal loss, or damages to property arising out of or attributable the Project, by Bidder, its employees, agents, and/or anyone acting on behalf of any of them. Bidder is aware of the risks associated with the Project and Bidder voluntarily assumes those risks in consideration of the Project herein. The Township shall not be liable for any damage occasioned by failure to keep the Project property in repair and shall not be liable for any damage caused to any part of the Project site, property, or premises. Bidder agrees to indemnify and hold harmless the Indemnified Parties from any damages and causes of action of any kind that might occur as a result from any and all use, supervision, or work associated with or related to the Bidder, its Bid, the subsequent Contract, or any fulfillment of the Project. Furthermore, the Township shall not be liable for any damages of any kind in the event the Project Site becomes unusable to Bidder for whatever reason.

**13. Indemnification.** To the fullest extent permitted by law, the Bidder shall be responsible for any and all injuries to persons or damages to property due to the activities of the Bidder, subcontractors, licensees, invitees, suppliers, agents, or employees arising out of, incident to, or resulting from performance of the contract, or any activity in connection therewith. The Bidder agrees to waive any and all rights of contribution against and shall indemnify, defend, and hold harmless Hanover Township and its Administrator, Supervisor, Board of Trustees, officials, directors, officers, employees, volunteers, agents, and representatives, and their respective heirs, successors, and assigns (the "Indemnified Parties") from any and all claims, lawsuits, actions, costs, and fees (including reasonable attorney fees and expenses) of every nature or description, arising from, growing out of, or connected with: (a) the Project Work, Repair Work, and/or Warranty Work, or on account of or in consequence of any neglect in safeguarding such work or using unacceptable materials in constructing such work; (b) any act or omission, neglect, or misconduct of the Bidder, its officers, employees, agents, its subcontractor, or subcontractors licensees, invitees, or anyone directly or indirectly employed by them, and/or anyone for whose acts they may be liable; (c) Bidder's breach of any of its obligations under, or Bidder's default of, any provision of these Bid Documents or the subsequent Contract; (d) any claims or amount recovered by reason of any infringement of any patent, trademark, or copyright or by reason of the violation of any law, ordinance, order or decree. In such case, Bidder shall at its own expense, appear, defend, and pay all charges of attorneys and costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Indemnified Parties or any of them in any such action. This obligation is binding on the Bidder without regard to whether or not such claim, lawsuit, action, cost, and fee is caused in part by the act, omission, or negligence of the Indemnified Parties. This obligation shall survive the expiration and/or termination of the Project. In claims against the Indemnified Parties by an employee of the Bidder, its officers, employees, agents, its subcontractor, or subcontractors licensees, invitees, or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification herein shall not be limited by a limitation on amount or type of damages payable by or for the Bidder or subcontractor under any employee benefits act including but not limited to the Workers Compensation Act. In the event any such claim, lawsuit, or action is asserted, any such money due the Bidder under and by virtue of the Contract as shall be deemed necessary by the Township for the payment thereof, may be retained by the Township for said purpose, or in case no money or insufficient money is due to satisfy such claim, lawsuit, or action, the Bidder's surety shall remain liable for any payment therefore until any such lawsuit, action, or claim has been settled or has been fully judicially determined and satisfied. No inspection by the Township or its employees or agents shall be deemed a waiver by the Township of full compliance with the requirements of the Bid Documents and subsequent Contract. This indemnification shall not be limited by any Performance Bond or insurance protection required of the Bidder herein. The obligations in this Paragraph 14 shall survive the completion of the Project.

**14. Limitation on Township's Liability.** Bidder shall waive any right which it may have to punitive, consequential, special, indirect, incidental, and/or exemplary damages against the Indemnified Parties and agrees not to make any claim or demand for such damages against the Indemnified Parties.

**15. Disclaimer.** Bidder expressly acknowledges that the Township makes no representations or warranties, express or implied, as to the adequacy, fitness, or condition of the Project Site for the purposes set forth herein, or for any other purpose or use, express or implied, by the Bidder. ALL IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, AND HABITABILITY ARE

HEREBY EXCLUDED. Bidder accepts use of the Project Site and the improvements thereon, "AS-IS" and "WITH ALL FAULTS." Bidder acknowledges that Bidder has inspected the Project Site to Bidder's satisfaction as to the adequacy, fitness, and condition thereof.

**16. Insurance.**

A. Required Coverages. The Bidder shall procure and maintain for the duration of the Project Work, Repair Work, and/or Warranty Work, insurance of the types and in amounts of not less than the coverages listed below. The cost of such insurance is included in total bid amount set forth in the Bid Proposal.

i. *Workers Compensation and Employees Liability Insurance.* The Bidder shall maintain workers compensation insurance as required by statute and employer's liability insurance, which shall include the following provisions and not less than the following limits:

Bodily Injury by accident	\$500,000 each accident
Bodily injury by disease	\$500,000 each employee

ii. *Commercial General Liability Insurance.* The Bidder shall maintain commercial general liability ("CGL") insurance with limits not less than the following:

Each occurrence	\$1,000,000
General Aggregate per Project	\$2,000,000
Products – Completed Operations Aggregate	\$2,000,000

CGL insurance shall be written on Insurance Services Office (ISO) occurrence from CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from: the Project Work, Repair Work, and/or Warranty Work, including activities performed by or on behalf of Bidder; premises owned, leased, or used by Bidder; operations; administration of the work; independent contractors; subcontractors; vendors and suppliers; products-completed operations; personal injury and advertising injury; and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage. The products and completed operations coverage (including ISO Endorsement CG 2037 or equivalent) must be maintained for a period of two (2) years after final acceptance of the Project.

iii. *Commercial Automobile Liability Insurance.* Bidder shall maintain commercial auto liability insurance with a limit of not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of "Any Auto" including owned, hired, and non-owned autos. Commercial auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

iv. *Excess Umbrella Liability Insurance Coverage.* Bidder shall maintain Excess Umbrella Liability Insurance coverage over CGL, Commercial Auto, and Employer's Liability with limits not less than the following:

Each Occurrence:	\$2,000,000
General Aggregate per Project:	\$2,000,000

The minimum amount of Excess Umbrella Liability Insurance coverage may be reduced by the amount that Bidder's CGL coverage per occurrence exceeds \$1,000,000.

- B. Additional Insured. The required insurance coverages, with the exception of Workers Compensation, shall name Hanover Township and its respective officers, officials, directors, employees, volunteers, managers, servants, agents, parent companies, subsidiaries, affiliates, successors, and assigns (hereinafter, collectively, the "Additional Insured") as insured, using ISO additional insured endorsement CG 20 10 or substitute providing equivalent coverage. These insurance coverages shall be primary and non-contributory with respect to any other insurance or self-insurance afforded to the Additional Insured and shall not require exhaustion of any other coverage or tender of any claim or action to any other insurer providing coverage to any of the Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured, or any of them. If Bidder maintains broader coverage and/or higher limits than the minimums shown above, the Additional Insured requires and should be entitled to the broader coverage and/or higher limits maintained by Bidder. Any endorsement or policy provision which limits contractual liabilities shall be deleted in its entirety.

As part of the provisions and requirement for this project, other entities may be required to be added as an "additional insured" on the liability insurance of the Bidder. The Bidder shall assure these entities are included as additional insured.

If the Additional Insured have not been included as an insured under the Commercial General Liability, Business Auto Liability, and Excess Umbrella Liability Insurance coverages required herein, Bidder waives all rights against each Additional Insured, for recovery of damages arising out of or incident to the Project Work.

- C. Acceptability of Insurers. Insurance shall be provided by insurance companies licensed to do business in the State of Illinois with a policy holder rating of not less than A and a financial rating of not less than VII in the latest edition of Best Insurance Guide. Upon written request from the Township Administrator, Bidder must supply certified copies of the requested insurance policies within ten (10) days.
- D. Evidence of Insurance. Prior to beginning work, Bidder shall furnish Township with a certificate(s) of insurance and applicable policy endorsement(s), including, but not limited to, all additional insured endorsements required herein, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for thirty (30) days' written notice to Township prior to the cancellation or material change of any insurance referred to therein. Written notice to Township shall be by certified mail, return receipt requested. Failure of Township to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of Township to identify a deficiency from evidence that is provided shall not be construed as a waiver of Bidder's obligation to maintain such insurance. Township shall have the right, but not the obligation, of prohibiting Bidder or any subcontractor of any tier from entering the Project Site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Township. Failure to maintain the required insurance may result in termination of a successful Bid of subsequent Contract at the option of Township. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Township whenever requested.
- E. Cross-Liability Coverage. If Bidder's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
- F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to Township. At the option of Township, Bidder may be asked to eliminate such deductibles or self-insured retentions as respects the Additional Insured or required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claim administration, and defense expenses.

- G. Hanover Township Shall Not Waive Any Rights of Subrogation. Township shall not, in any manner, be deemed or intended to have waived any right of subrogation which either it and/or its insurance carrier and/or risk pool provider, Illinois Counties Risk Management Trust ("ICRMT"), risk management agency, and/or insurance company providing excess coverage on behalf of the any of them may have against any Bidder, for any property injury, death, or other damage caused by Bidder and/or any of its subcontractors of any tier, or any of their respective employees, agents, consultants, officers, directors, limited or general partners, and/or otherwise arising out of the Project Work.
- H. Failure to Comply with Insurance Reporting Provisions. All insurance required of Bidder shall provide that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Additional Insured, or any of them.
- I. All Insurance Obtained Shall Apply Separately to Each Insured. All insurance required of Bidder shall provide that the insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability.
- J. Insurance Requirements Cannot Be Waived. Under no circumstances shall Township and/or any of the Additional Insured be deemed to have waived any of the insurance requirements herein by any action or omission, including, but not limited to:
  - i. Allowing any work to commence by Bidder before receipt of Certificates of Insurance;
  - ii. Failing to review any Certificates of Insurance received;
  - iii. Failing to advise Bidder that any Certificate of Insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner; and/or
  - iv. Issuing any payment without receipt of a sworn certification from Bidder stating that all the required insurance is in force.

Bidder agrees that the obligation to provide the insurance required herein is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by Township and/or any of the other Additional Insured.

- K. Liability of Bidder is not Limited by Purchase of Insurance. Nothing herein contained in these insurance requirements is to be construed as limiting the liability of Bidder and/or its respective insurance carriers. Township and the Additional Insureds do not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Additional Insured, or any of them, Bidder, or any subcontractor's interest or liabilities, but are merely minimums. Any obligation of Bidder to purchase insurance shall not, in any way, limit their obligations to the Additional Insured in the event that the Additional Insured, or any of them, should suffer an injury or loss in excess of the amount recovered through insurance, or any loss or portion of the loss which is not covered by Bidder's insurance.
- A. Notice of Personal Injury or Property Damage. Bidder shall notify Township and Engineer, in writing, of any actual or possible claim for personal injury or property damage relating to the work, or of any occurrence which might give rise to such a claim, promptly upon obtaining first knowledge of same.
- B. Subcontractors. Bidder shall cause each subcontractor employed by Bidder to purchase and maintain insurance of not less than the types and amounts specified above. When requested by Township, Bidder shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

**17. Warranty.** Bidder shall assign all manufacturers' warranties for the Project Work to Township.

Notwithstanding such assignments, Bidder expressly warrants to Township that all materials, supplies, and all labor furnished on or for the Project Work will be free from defects, and Bidder shall repair and/or replace such defective supplies, materials and/or Project Work, at no cost to Township for a period of one (1) year commencing upon the completion of the Project Work and acceptance of same by Township. This warranty is in addition to, and not in lieu of the warranties set forth in the Bid Documents and subsequent Contract. Work performed under this warranty and/or those set forth in the Bid Documents or subsequent Contract shall be referred to as "Warranty Work". All Warranty Work shall be completed within fourteen (14) days of Bidder's receipt of notice from Township demanding the Warranty Work, weather permitting. If the Bid Documents or subsequent Contract provide for methods of construction, installation, materials, etc., which Bidder cannot warranty for the indicated period, it shall be the responsibility of Bidder to so inform Township in writing before submitting its bid. Otherwise, Bidder shall be held responsible to provide the method of construction, installation, materials, etc., which will be guaranteed for the indicated period of time.

**18. Repair Work.** Upon completion of the Project Work, and/or any Warranty Work, Bidder shall repair any damage to Township property attributable to acts and/or omissions of Bidder, its employees, subcontractors, or agents, or otherwise attributable to the Project Work and/or Warranty Work (the "Repair Work"). The Repair Work shall be completed within five (5) days of the respective completion of the Project Work and/or Warranty Work, weather permitting

**19. Relationship of the Parties.**

A. Bidder understands, acknowledges, and agrees that the relationship of the Bidder to the Township arising out of any contract awarded in connection with the Project shall be that of an independent contractor. Neither Bidder, nor any employee or agent of Bidder, is an employee, partner, joint venturer, and/or agent of the Township, and therefore is not entitled to any benefits provided to employees of the Township. Bidder has no authority to employ/retain any person as an employee or agent for or on behalf of the Township for any purpose. Neither Bidder nor any person engaging in any work or services related to the Project at the request or with the actual or implied consent of the Bidder may represent himself to others as an employee of the Township. Should any person indicate to the Bidder or any employee or agent of Bidder by written or oral communication, course of dealing or otherwise, that such person believes Bidder to be an employee or agent of the Township, Bidder shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services, Bidder shall do so in Bidder's own business.

B. Bidder shall at all times have sole control over the manner, means and methods of performing the services required by the Bid Documents or subsequent Contract according to its own independent judgment. Bidder acknowledges and agrees that it will devote such time and resources as necessary to produce the contracted for results. The Township shall not have any control over, change of, nor be responsible for, the construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the Project Work, Repair Work, or Warranty Work since they are solely the Contractor's rights and responsibilities. The Bidder shall supervise and direct the Project Work efficiently with his, her or its best skill and attention; and the Bidder shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work; and the Bidder shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to all employees on the Project Site and all other persons who may be affected thereby.

**20. Protection of the Work.** It is the responsibility of the Bidder to adequately protect his work from vandalism, accidental damage, and access by unauthorized persons, for the general protection of the public, until the Project Work is accepted by the Township. The Bidder shall bear the cost of repairing or replacing any damaged work.

**21. Access.** Nothing in these Bid Documents or subsequent Contract shall restrict the access to Township properties by the employees, officers, officials, and/or agents of Township who have a legitimate needs for such access, including access required to determine whether or not Bidder is in compliance with the

terms and conditions of the successful Bid or subsequent Contract. No person other than a Township employee, officer, official, and/or agent shall disturb or interfere with Bidder occupying the Project Site under the authority of any Bid Documents or subsequent Contract.

- 22. Removal and Disposal.** Bidder must remove and dispose of all construction or demolition debris materials, waste, and soils at licensed facilities in accordance with applicable federal, state, and local laws, including but not limited to the National Environmental Policy Act and Illinois Public Act 96-1416, with the most stringent and demanding requirements controlling.
- 23. Hazardous Substances.** Bidder shall not cause Hazardous Substances to be brought upon or used in or about the Project Site and/or any other property owned, leased, controlled or under the jurisdiction of Township (hereinafter, the "Owner's Property") by Bidder, its employees, subcontractors of any tier, suppliers, and anyone for whose acts and/or omissions for whom Bidder may be liable (hereinafter, collectively, the "Bidder's Agents"). If the presence of Hazardous Substances brought upon or used in or about any of the Owner's Property by or on behalf of Bidder or Bidder 's Agents in violation of this Paragraph, results in contamination of the said property, Bidder shall pay for all actual costs of clean up and shall indemnify, hold harmless, and defend the Indemnified Parties and against any and all claims, demands, expenses (including, but not limited to, reasonable attorneys' fees), costs, fines, penalties, and other liabilities of any and every kind and nature, including, but not limited to, costs and expenses incurred in connection with any clean-up, remediation, removal, or restoration work required by any federal, state or local governmental authority because of the presence of any such Hazardous Substances on or about said property. Bidder 's indemnification obligations and duties hereunder shall survive the termination and/or expiration of the Project.

For purposes hereof, Hazardous Substances shall include, but not be limited to, substances defined as "hazardous substances," "toxic substances" in the federal Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended; the federal Hazardous Materials Transportation Act, as amended; and the federal Resource Conservation and Recovery Act, as amended ("RCRA"); those substances defined as "hazardous substances," "materials," or "wastes" under any Federal law or the law of the State of Illinois; and as such substances are defined in any regulations adopted and publications promulgated pursuant to said laws (collectively, "Environmental Laws"). If Contractor's activities or the activities of any of Contractor's Agents violate or create a risk of violation of any Environmental Laws, Contractor shall cause such activities to cease immediately upon notice from the Township. Contractor shall immediately the Township both by telephone and in writing of any spill or unauthorized discharge of Hazardous Substances or of any condition constituting an "imminent hazard" under any Environmental Laws.

- 24. Taxes.** The Township is a Tax Exempt Organization and is not subject to sales, consumer, use, and other similar taxes required by law. This exemption does not, however, apply to tools, machinery, equipment, or other property leased by the Successful Bidder, or its subcontractors, or to suppliers and materials which, even though they are consumed are not incorporated into the completed Project. The Successful Bidder and its subcontractors shall be responsible for and pay any and all applicable taxes, including sales and use taxes, on such leased tools, machinery, equipment, or other property and upon such unincorporated supplies and materials, and the cost of any such tax shall be included in the Bid Amount submitted by the Bidder.
- 25. Certifications and Affidavits.** Bidder shall furnish any affidavit or Certificate in connection with the work covered by these Bid Documents and/or the subsequent Contract, as required by law. Failure to do so may result in disqualification of the Bidder.
- 26. Permits and Bonds.** In addition to the above-mentioned bonds, Bidder shall obtain at its sole cost any and all other bonds, permits, and approvals from any federal, state and/or local government and/or agency or body thereof that has jurisdiction over the Project Site and/or Project Work. The cost of such bonds, permits, and approvals is included in the contract sum.

**27. Compliance With Law.** All goods, equipment, materials, and all labor furnished by Contractor and subcontractors of every tier shall comply with all applicable federal, state and local laws, regulations, rules, ordinances, statutes and codes relative thereto including, but not limited to, all safety related regulations as required by the Federal Occupational Safety and Health Act (OSHA), the Americans with Disabilities Act of 1990 as amended, Illinois Department of Labor (IDOL), United States Department of Labor (USDOL), the Human Rights Commission, the Illinois Department of Human Rights, EEOC, Environmental Laws (defined below), and all applicable Cook County, Illinois Building Codes (collectively, the "Laws"). To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Indemnified Parties (as defined herein) from loss or damage, including but not limited to, attorney's fees, and other costs of defense by reason of actual or alleged violations of any of the Laws. In the event of any conflict and/or inconsistencies between any of the Laws, the most stringent Laws shall be controlling and applicable to the Project Work. This obligation shall survive the expiration and/or termination of this Agreement.

**28. Collusive Bidding.** Bidder represents and warrants that his, her, or its bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same project; without prior knowledge of competitive prices; and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

**29. Assurances.** The Bidder and any and all subcontractor(s) to this Bid represent and warrant that, by submitting a Bid and by the signature(s) in said Bid, have been complying with and will continue to comply with all Federal, State, County, and local laws, ordinances, rules, and regulations that which may in any manner affect the performance of the Project if awarded to Bidder. Said laws, ordinances, rules, and regulations shall include, but not limited to, those in relation to employment; discrimination; labor; contracting; flood hazard and environmental laws and regulations; the Illinois Drug Free Workplace Act and the Federal Drug Free Workplace Act; hazardous substances regulations; and lead-based paint regulations. In addition, the Bidder and any and all Subcontractor(s) specifically state and assure that:

- A. The Bidder and any and all Subcontractor(s) have legal authority to submit the proposal and to execute a contract with Township.
- B. The Bidder and any and all Subcontractor(s) are authorized and consent on behalf of the Township, the Engineer, and himself/herself to accept the jurisdiction of the United States District Court, Northern District of Illinois, Eastern Division, for the purpose of enforcement of the requirements of such Federal statutes, rules, and regulations. Further, any provision to these Bid Documents and subsequent Contract, not subject to Federal law, shall be construed, governed, and enforced according to the laws of the State of Illinois and any action to enforce the Bid Documents and subsequent Contract shall take place in the Circuit Court of Cook County, Illinois.
- C. The Bidder and any and all Subcontractor(s) represent and warrant, to the best of their knowledge and belief, that:
  - i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder and any and all subcontractor(s), to any person for influencing or attempting to influence an officer or employee of any agency; Member of Congress; an officer or employee of Congress; or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency; Member of Congress; an officer or employee of Congress; or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement,

the Bidder and any and all subcontractor(s) shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

- iii. The Bidder shall require that the language of this certification is included in the Bid Documents and subsequent Contract for all sub-awards with any and all Subcontractor(s) at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-receipts shall certify and disclosed accordingly.

This certification is a material representation of fact upon which reliance was placed when this Bid was made and any subsequent contract entered into in accordance with the requirements set forth in this Bid and subsequent Contract. Acceptance of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code.

**30. Non-Discrimination.** The Bidder agrees to comply fully with the Federal Equal Employment Opportunities Act, the Civil Rights Act of 1974, the State Human Rights Act, the Americans with Disabilities Act, and all applicable rules and regulations promulgated thereunder, and all amendments made thereto, and Bidder agrees not to deny services or use of the Project Site on the basis of race, creed, color, religion, sex, national origin, ancestry, age, disability, sexual orientation, marital status, or unfavorable discharge from military service or otherwise in violation of any applicable Local, State, or Federal Laws or Statutes.

**31. Illinois Human Rights Act.** The Bidder shall comply with all terms and procedures of the Illinois Human Rights Act, 775 ILCS 5 *et seq.*, and actor represents and warrants to Township as follows:

- C. That it will not discriminate against any employees or applicant for employment because of race, color, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service, and further that it will examine all job classifications to determine if minority persons or women are under-utilized and will take appropriate affirmative action to rectify any such under-utilization.
- D. That, if it hires employees in order to perform this Project or any portion thereof, it will determine the availability, in accordance with the Illinois Department of Human Rights' (hereinafter, the "Department") Rules and Regulations, of minorities and women in the areas 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 under-utilized.
- E. 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, sexual orientation, marital status, national origin, ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- F. 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 Bidder's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with Bidder in its efforts to comply with such Acts and Rules and Regulations, Bidder will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- G. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.

- H. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- I. That it will include verbatim or by reference the provisions of these clauses in every subcontracting awards under which any portion of the obligations herein are undertaken or assumed, so that each provision will be binding upon such subcontractor. Bidder will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any Subcontractor fails or refuses to comply therewith. In addition, Bidder will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for Contracts or Subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

**32. Prevailing Wage.** All laborers and mechanics employed by Bidder and by any subcontractor(s) on Project Work, Repair Work, and Warranty Work shall be paid wages (hourly cash wages plus fringe benefits) at rates not less than those required under the Illinois Prevailing Wage Act, 820 ILCS 130/01 *et seq.*, (hereinafter, the "Act") (hereinafter "Prevailing Wages"). Bidder and all subcontractor(s) shall comply with all regulations issued pursuant to the Act and other applicable federal, state, and local laws and regulations pertaining to labor standards with the most stringent laws and regulations controlling. Bidder agrees and stipulates that the prevailing rate of wages are revised by the Illinois Department of Labor and are available on the Illinois Department of Labor's official website. Bidder shall notify immediately in writing all of its subcontractors of all changes in the schedule of Prevailing Wages. Bidder shall include in each of its subcontracts a written stipulation that not less than the Prevailing Wages shall be paid to all laborers, workers, and mechanics performing work on the Project and shall require each of its sub-subcontractors of every tier to include said stipulation regarding payment of Prevailing Wages. Any increase in costs to Bidder due to changes in the Prevailing Wages or labor law during the term of any contract and/or sub-contract of any tier shall be at the expense of Bidder and not at the expense of Township. Any change orders shall be computed using the Prevailing Wages applicable at the time the change order work is scheduled to be performed. Bidder shall be solely responsible to maintain accurate records as required by applicable federal and state law, with the most stringent requirements controlling, and shall be solely liable for paying the difference between Prevailing Wages and any wages actually received by laborers, workmen, and/or mechanics engaged in the Project Work and for ensuring strict compliance with the requirements of the above mentioned Acts, including, but not limited to, providing certified payrolls to Township in accordance with said applicable laws.

**33. Illinois Freedom of Information Act.** The Bidder will maintain, without charge to the Township, all records and documents for projects of the Township in compliance with the Freedom of Information Act, 5 ILCS 140/1 *et seq.* In addition, Bidder shall produce records which are responsive to a request received by the Township under the Freedom of Information Act so that the Township may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Bidder shall so notify the Township and if possible, the Township shall request an extension so as to comply with the Act. In the event that the Township is found to have not complied with the Freedom of Information Act due to Bidder's failure to produce documents or otherwise appropriately respond to a request under the Act, then Bidder shall indemnify and hold the Township harmless, and pay all amounts determined to be due, including, but not limited to, fines, costs, attorneys' fees and penalties.

**34. Default.** In the event of default hereunder, the non-defaulting party shall be entitled to all remedies available at law and/or equity, including reasonable attorney's fees, subject to the limitations set forth in Paragraph 15 below.

**35. Miscellaneous.** The terms of these Bid Documents set forth the entire understanding of the Township and Bidder. The Township and Bidder agree that the titles of the items in these Bid Documents, hereinabove set forth, are for convenience of identification only and shall not be considered for any other purpose. These Bid Documents are submitted solely for the benefit of the contracting parties,

and nothing in these Bid Documents are intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to these Bid Documents, or to acknowledge, establish, or impose any legal duty or obligation to any third party. Nothing in these Bid Documents shall be construed or interpreted in any way as a waiver, express or implied, of any common law and/or statutory privilege and/or immunities of the Township, its Administrator, Supervisor, Board of Trustees, officials, directors, officers, employees, volunteers, agents, and representatives as to any claim, cause, and/or cause of action of any kind or nature whatsoever. If any clause, phrase, provision, or portion of these Bid Documents, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair, or render invalid or unenforceable the remainder of these Bid Documents, nor shall it affect the application of any other clause, phrase, provision, or portion hereof to other persons or circumstances. In the event of any conflict between the terms and conditions of any of the Bid Documents, the most stringent requirements shall control. Bidder warrants that Bidder is authorized to execute and effectuate these Bid Documents and that the Bidder does so voluntarily.

**36. Addenda.** The undersigned hereby acknowledges receipt of the following addenda:

ADDENDUM NUMBER	DATED
_____	_____
_____	_____
_____	_____

**AFFIDAVITS AND CERTIFICATIONS**

**CRIMINAL CODE CERTIFICATION  
AS REQUIRED BY:  
STATE OF ILLINOIS CRIMINAL CODE OF 1961  
PURSUANT TO PA 85-1295**

I, \_\_\_\_\_, the individual whose signature appears below on this bid for the Hanover Township Senior Center Main Floor Carpeting Replacement Project, hereby certify that the bidding party is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Ch. 720, Article 5, 2002, Ill. Compiled Stat, as amended. I further certify that no officers or employees of the bidding party have been so convicted and that the bidding party is not the successor company or a new company created by the officers or owners of one so convicted. I certify that any such conviction occurring after the date of this certification will be reported to Hanover Township immediately, in writing, if it occurs during the bidding process or otherwise prior to entering into the Contract therewith.

\_\_\_\_\_  
Print Name of Bidder/Company

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Title of Signatory

\_\_\_\_\_  
Date

**TAX COMPLIANCE AFFIDAVIT**

I, the individual whose signature appears below on this bid for the Hanover Township Senior Center Main Floor Carpeting Replacement Project, being the duly appointed official of the bidding party and duly sworn and under oath, hereby certifies that the bidding party is not delinquent in payment of any taxes to the Illinois Department of Revenue, and/or the Internal Revenue Service, or, if it is, it:

- A. Is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or
- B. Has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

\_\_\_\_\_  
Print Name of Bidder/Company

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Title of Signatory

\_\_\_\_\_  
Date

**SEXUAL HARASSMENT POLICY CERTIFICATION**

The undersigned hereby certifies that \_\_\_\_\_(Name of Company) (“Bidder”) has in full force and effect a written sexual harassment policy in accordance with the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including at least the following, and that such policy shall remain in full force and effect throughout the term of the Hanover Township Senior Center Main Floor Carpeting Replacement Project.

\_\_\_\_\_  
Print Name of Bidder/Company

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Title of Signatory

\_\_\_\_\_  
Date

**SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS**

The undersigned further certifies that it has or will have in place prior to commencement of the Project Work, a written substance abuse prevention program which meets or exceeds the requirements set forth in the Substance Abuse Prevention on Public Works Projects Acts (PA 95-0635) (the "Act") to the extent required under said Act.

\_\_\_\_\_  
Print Name of Bidder/Company

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Title of Signatory

\_\_\_\_\_  
Date

**BID FORM**

# **EXHIBIT B**


**AIA<sup>®</sup> Document A310™ – 2010**
**Bid Bond****CONTRACTOR:***(Name, legal status and address)*

Douglas Floor Covering, Inc.

200 Alder Dr

North Aurora, IL 60542-1400

**OWNER:***(Name, legal status and address)*

Hanover Township

250 S II Route 59

Bartlett, IL 60103-1648

**SURETY:***(Name, legal status and principal place of business)*

West Bend Mutual Insurance Company

PO Box 620976

Middleton, WI 53562

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the 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. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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.

**BOND AMOUNT: \$**

Ten Percent of the Amount Bid

**PROJECT:***(Name, location or address, and Project number, if any)*

Demo existing carpet, Furnish and install carpet tile vinyl base

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.

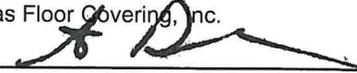
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

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 23 day of September , 2019

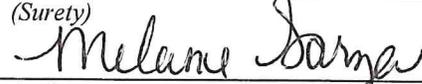
  
\_\_\_\_\_  
(Witness)

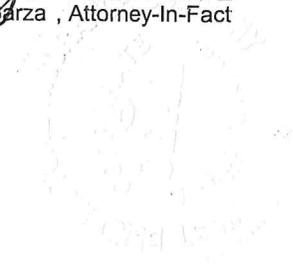
\_\_\_\_\_  
(Witness)

Douglas Floor Covering, Inc.  
  
\_\_\_\_\_  
(Contractor as Principal) (Seal)

Michael Douglas President  
\_\_\_\_\_  
(Title)

West Bend Mutual Insurance Company  
(Surety) (Seal)

  
\_\_\_\_\_  
(Title) Melanie Garza , Attorney-In-Fact





**POWER OF ATTORNEY**

Know all men by these Presents, That West Bend Mutual Insurance Company, a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Melanie Garza

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Seven Million Five Hundred Thousand Dollars (\$7,500,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Mutual Insurance Company at a meeting duly called and held on the 21<sup>st</sup> day of December, 1999.

*Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Mutual Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.*

In witness whereof, the West Bend Mutual Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 22nd day of September, 2017.

Attest Christopher C. Zwygart  
**Christopher C. Zwygart**  
Secretary



Kevin A. Steiner  
**Kevin A. Steiner**  
Chief Executive Officer/President

State of Wisconsin  
County of Washington

On the 22nd day of September, 2017, before me personally came Kevin A. Steiner, to me known being by duly sworn, did depose and say that he resides in the County of Washington, State of Wisconsin; that he is the President of West Bend Mutual Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that is was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Juli A. Benedum  
**Juli A. Benedum**  
Senior Corporate Attorney  
Notary Public, Washington Co., WI  
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Mutual Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 23rd day of September, 2019.



Heather A. Dunn  
**Heather Dunn**  
Vice President – Chief Financial Officer

**Notice:** Any questions concerning this Power of Attorney may be directed to the Bond Manager at NSI, a division of West Bend Mutual Insurance Company.



200 Alder Drive  
North Aurora, IL 60542

Phone: (630) 892-8620 Fax: (630) 630-897-8387

Date: 9/22/2019

**Billing Name:** Hanover Township  
**Address:** 250 S. IL Route 59  
**City,State,Zip:** Bartlett, IL  
**Phone# :**  
**Attn:**

**Job Name:** Hanover Township Senior Center  
240 S. IL Route 59  
**City,State,Zip:** Bartlett, IL  
**Phone#:**  
**Job Number:**

**Proposal**

We Propose hereby to furnish material and labor - complete in accordance with specifications below, for the sum of: \$72,500.00  
Note: This proposal may be withdrawn if not accepted within 20 days.

Salesperson: Ryan Nolan

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specification below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

**Pricing per Plans Dated 8-7-19.**

**Carpet Tile & Resilient Base**

Demo existing glue down broadloom carpet and resilient base. Material to be hauled to on-site dumpster supplied by Douglas Floor Covering.

Move all furniture for demo and installation of carpet. Furniture to be replaced back to the original locations once installation is complete.

Prep all existing floors as required for new carpet tile. Existing broadloom adhesive to be scraped and patched as required. Sealer/Encapsulator included if required.

Furnish and install Shaw Veil Tile and Sketch Tile in locations and pattern indicated. Johnsonite 4 1/2" Rubber Cove base at all walls where old vinyl base was removed.

Work to be performed in 4 phases. Included in Phase 1 scope is demo/prep work being done on a Friday night after hours with installation of new carpet tile occurring on Saturday during the day. All other work to be performed during normal working.

Furniture Moving: \$3,500.00  
Carpet Tile & Resilient Base: \$67,400.00  
Ph.1 Nights and Saturday Premium Time. \$1,600.00

**No addenda received.**

**All labor self-performed. No sub-contractors being used.**

**Suppliers:** Shaw Industries, 616 E. Walnut Ave., Dalton, GA 30720, 800-720-7429  
EJ Welch Co., 2601 Lively Blvd., Elk Grove Village, IL 60007, 847-238-0100

Contact Info: Ryan Nolan  
[ryan@douglasflooring.com](mailto:ryan@douglasflooring.com)  
630-880-4644 cell

Unless otherwise stated, this bid does not include moving any furniture, prep time, cleanup to start the job, or removal of existing flooring. Any additional work that is necessary to complete the job, but not specified in the contract will incur a charge that will be added to the final bill.

Proposal Total: \$72,500.00

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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

Signature: \_\_\_\_\_



2570 Beverly Drive  
Suite 100  
Aurora IL 60502  
630.897.4239  
FAX 630.897.2385

September 23, 2019

RE: Hanover Township Senior Center

To Whom It May Concern:

Douglas Flooring has been an excellent client of ours and we are proud of our partnership with Douglas through the years. We will be happy to furnish the necessary bonds if Douglas is awarded the contract.

Our consideration and issuance of bonds is a matter solely between Douglas Flooring and ourselves, and we assume no liability to third parties or to you by the issuance of this letter. We trust that this information meets with your satisfaction. If there are further questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian V. Konen", with a long horizontal flourish extending to the right.

Brian V. Konen, CIC, CWCA, CRIS  
Konen Insurance, Inc.  
630 897-4239

**CERTIFICATE OF LIABILITY INSURANCE**

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

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

<b>PRODUCER</b> Konen Insurance Agency, Inc. 2570 Beverly Drive Suite 100 Aurora, IL 60502	CONTACT NAME: <b>Melanie Garza</b>
	PHONE (A/C, No, Ext): <b>630 897-4239</b>
	FAX (A/C, No):
	E-MAIL ADDRESS: <b>melanie@konen.com</b>
	INSURER(S) AFFORDING COVERAGE
	INSURER A : Auto-Owners Insurance
	INSURER B : The Hartford
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :
<b>INSURED</b> Douglas Floor Covering, Inc. P.O. Box 221 North Aurora, IL 60542	NAIC # <b>18988</b> <b>37478</b>

**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<b>X</b>	<b>X</b>	<b>07132273</b>	<b>03/31/2019</b>	<b>03/31/2020</b>	EACH OCCURRENCE \$ <b>2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>2,000,000</b> GENERAL AGGREGATE \$ <b>4,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>4,000,000</b> \$
<b>A</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	<b>X</b>		<b>5113230100</b>	<b>03/31/2019</b>	<b>03/31/2020</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<b>A</b>	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>0</b>			<b>5113230101</b>	<b>03/31/2019</b>	<b>03/31/2020</b>	EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b> \$
<b>B</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<b>X</b>	<b>83WECCD6315</b>	<b>03/31/2019</b>	<b>03/31/2020</b>	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

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

**CERTIFICATE HOLDER**

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Brian V Konen*

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Douglas Floor Covering, Inc.</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <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 FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. <b>200 Alder Drive</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>North Aurora, IL 60542</b>	
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.

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

Social security number													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>													
OR													
Employer identification number													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">4</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">4</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">2</td> </tr> </table>	3	6	-	3	3	4	3	4	6	2			
3	6	-	3	3	4	3	4	6	2				

### 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 ▶

Date ▶ 9-17-19

### 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](http://www.irs.gov/FormW9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS 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-B (stock or mutual fund sales and certain other transactions by brokers)
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  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
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*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**CRIMINAL CODE CERTIFICATION  
AS REQUIRED BY:  
STATE OF ILLINOIS CRIMINAL CODE OF 1961  
PURSUANT TO PA 85-1295**

I, Mike Douglas, the individual whose signature appears below on this bid for the Hanover Township Senior Center Main Floor Carpeting Replacement Project, hereby certify that the bidding party is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Ch. 720, Article 5, 2002, Ill. Compiled Stat, as amended. I further certify that no officers or employees of the bidding party have been so convicted and that the bidding party is not the successor company or a new company created by the officers or owners of one so convicted. I certify that any such conviction occurring after the date of this certification will be reported to Hanover Township immediately, in writing, if it occurs during the bidding process or otherwise prior to entering into the Contract therewith.

Douglas Floor Covering  
Print Name of Bidder/Company

  
Signature of Authorized Officer

Mike Douglas  
Printed Name of Signatory

President  
Title of Signatory

9-23-19  
Date

**TAX COMPLIANCE AFFIDAVIT**

I, the individual whose signature appears below on this bid for the Hanover Township Senior Center Main Floor Carpeting Replacement Project, being the duly appointed official of the bidding party and duly sworn and under oath, hereby certifies that the bidding party is not delinquent in payment of any taxes to the Illinois Department of Revenue, and/or the Internal Revenue Service, or, if it is, it:

- A. Is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or
- B. Has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

Douglas Floor Covering  
\_\_\_\_\_  
Print Name of Bidder/Company

  
\_\_\_\_\_  
Signature of Authorized Officer

Mike Douglas  
\_\_\_\_\_  
Printed Name of Signatory

President  
\_\_\_\_\_  
Title of Signatory

9-23-19  
\_\_\_\_\_  
Date

**SEXUAL HARASSMENT POLICY CERTIFICATION**

The undersigned hereby certifies that Douglas Floor Covering (Name of Company) ("Bidder") has in full force and effect a written sexual harassment policy in accordance with the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including at least the following, and that such policy shall remain in full force and effect throughout the term of the Hanover Township Senior Center Main Floor Carpeting Replacement Project.

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Mike Douglas  
Printed Name of Signatory

President  
Title of Signatory

9-23-19  
Date

**SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS**

The undersigned further certifies that it has or will have in place prior to commencement of the Project Work, a written substance abuse prevention program which meets or exceeds the requirements set forth in the Substance Abuse Prevention on Public Works Projects Acts (PA 95-0635) (the "Act") to the extent required under said Act.

Douglas Floor Covering

Print Name of Bidder/Company

  
Signature of Authorized Officer

Mike Douglas

Printed Name of Signatory

President

Title of Signatory

9-23-19

Date

**BID FORM**

See separate sheet for details.



200 Alder Drive  
North Aurora, IL 60542

Phone: (630) 892-8620 Fax: (630) 630-897-8387

**Billing Name:** Hanover Township  
**Address:** 250 S. IL Route 59  
**City,State,Zip:** Bartlett, IL  
**Phone# :**  
**Attn:**

**Job Name:** Hanover Township Senior Center  
240 S. IL Route 59  
**City,State,Zip:** Bartlett, IL  
**Phone#:**  
**Job Number:**

Date: 9/22/2019

### Proposal

We Propose hereby to furnish material and labor - complete in accordance with specifications below, for the sum of: **\$72,500.00**  
Note: This proposal may be withdrawn if not accepted within 20 days.

Salesperson: Ryan Nolan

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specification below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

#### Pricing per Plans Dated 8-7-19.

##### Carpet Tile & Resilient Base

Demo existing glue down broadloom carpet and resilient base. Material to be hauled to on-site dumpster supplied by Douglas Floor Covering.

Move all furniture for demo and installation of carpet. Furniture to be replaced back to the original locations once installation is complete.

Prep all existing floors as required for new carpet tile. Existing broadloom adhesive to be scraped and patched as required. Sealer/Encapsulator included if required.

Furnish and install Shaw Veil Tile and Sketch Tile in locations and pattern indicated. Johnsonite 4 1/2" Rubber Cove base at all walls where old vinyl base was removed.

Work to be performed in 4 phases. Included in Phase 1 scope is demo/prep work being done on a Friday night after hours with installation of new carpet tile occurring on Saturday during the day. All other work to be performed during normal working.

Furniture Moving:	\$3,500.00
Carpet Tile & Resilient Base:	\$67,400.00
Ph.1 Nights and Saturday Premium Time.	\$1,600.00

No addenda received.

All labor self-performed. No sub-contractors being used.

**Suppliers:** Shaw Industries, 616 E. Walnut Ave., Dalton, GA 30720, 800-720-7429  
EJ Welch Co., 2601 Lively Blvd., Elk Grove Village, IL 60007, 847-238-0100

Contact Info: Ryan Nolan  
[ryan@douglasflooring.com](mailto:ryan@douglasflooring.com)  
630-880-4644 cell

Unless otherwise stated, this bid does not include moving any furniture, prep time, cleanup to start the job, or removal of existing flooring. Any additional work that is necessary to complete the job, but not specified in the contract will incur a charge that will be added to the final bill.

Proposal Total: **\$72,500.00**

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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

Signature: \_\_\_\_\_

# AIA<sup>®</sup> Document A310<sup>™</sup> – 2010

## **Bid Bond**

**CONTRACTOR:**

*(Name, legal status and address)*

Douglas Floor Covering, Inc.

200 Alder Dr

North Aurora, IL 60542-1400

**OWNER:**

*(Name, legal status and address)*

Hanover Township

250 S II Route 59

Bartlett, IL 60103-1648

**SURETY:**

*(Name, legal status and principal place of business)*

West Bend Mutual Insurance Company

PO Box 620976

Middleton, WI 53562

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the 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. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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.

**BOND AMOUNT: \$**

Ten Percent of the Amount Bid

**PROJECT:**

*(Name, location or address, and Project number, if any)*

Demo existing carpet, Furnish and install carpet tile vinyl base

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.

Init.

Signed and sealed this 23 day of September , 2019

  
\_\_\_\_\_  
(Witness)

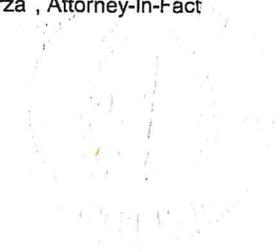
\_\_\_\_\_  
(Witness)

Douglas Floor Covering, Inc.  
  
\_\_\_\_\_  
(Contractor as Principal) (Seal)

Michael Douglas President  
\_\_\_\_\_  
(Title)

West Bend Mutual Insurance Company  
(Surety) (Seal)

  
\_\_\_\_\_  
(Title) Melanie Garza , Attorney-In-Fact



Init.



THE SILVER LINING®

Bond No. 2421299

**POWER OF ATTORNEY**

Know all men by these Presents, That West Bend Mutual Insurance Company, a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Melanie Garza

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Seven Million Five Hundred Thousand Dollars (\$7,500,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Mutual Insurance Company at a meeting duly called and held on the 21<sup>st</sup> day of December, 1999.

*Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Mutual Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.*

In witness whereof, the West Bend Mutual Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 22nd day of September, 2017.

Attest Christopher C. Zwygart  
Christopher C. Zwygart  
Secretary



Kevin A. Steiner  
Kevin A. Steiner  
Chief Executive Officer/President

State of Wisconsin  
County of Washington

On the 22nd day of September, 2017, before me personally came Kevin A. Steiner, to me known being by duly sworn, did depose and say that he resides in the County of Washington, State of Wisconsin; that he is the President of West Bend Mutual Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the 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 and that he signed his name thereto by like order.



Juli A. Benedum  
Juli A. Benedum  
Senior Corporate Attorney  
Notary Public, Washington Co., WI  
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Mutual Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 23rd day of September, 2019



Heather A. Dunn  
Heather Dunn  
Vice President – Chief Financial Officer

**Notice:** Any questions concerning this Power of Attorney may be directed to the Bond Manager at NSI, a division of West Bend Mutual Insurance Company.



## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Douglas Floor Covering, Inc.</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>  <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 FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. <b>200 Alder Drive</b>	Requester's name and address (optional)
5 City, state, and ZIP code <b>North Aurora, IL 60542</b>	
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.

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

Social security number												
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Employer identification number												
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3	6		-	3	3	4	3	4	6	2		

### 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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>9-17-19</b>
------------------	----------------------------	-----------------------

### General Instructions

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

\_\_\_\_\_  
Print Name of Bidder/Company

  
\_\_\_\_\_  
Signature of Authorized Officer

Mike Douglas

\_\_\_\_\_  
Printed Name of Signatory

President

\_\_\_\_\_  
Title of Signatory

9-23-19

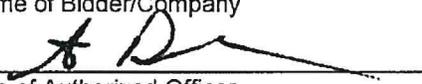
\_\_\_\_\_  
Date

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Douglas Floor Covering  
\_\_\_\_\_  
Print Name of Bidder/Company

  
\_\_\_\_\_  
Signature of Authorized Officer

Mike Douglas  
\_\_\_\_\_  
Printed Name of Signatory

President  
\_\_\_\_\_  
Title of Signatory

9-23-19  
\_\_\_\_\_  
Date

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Douglas Floor Covering  
Print Name of Bidder/Company

  
Signature of Authorized Officer

Mike Douglas  
Printed Name of Signatory

President  
Title of Signatory

9-23-19  
Date

**SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS**

The undersigned further certifies that it has or will have in place prior to commencement of the Project Work, a written substance abuse prevention program which meets or exceeds the requirements set forth in the Substance Abuse Prevention on Public Works Projects Acts (PA 95-0635) (the "Act") to the extent required under said Act.

Douglas Floor Covering

\_\_\_\_\_  
Print Name of Bidder/Company

  
\_\_\_\_\_  
Signature of Authorized Officer

Mike Douglas

\_\_\_\_\_  
Printed Name of Signatory

President

\_\_\_\_\_  
Title of Signatory

9-23-19

\_\_\_\_\_  
Date

**BID FORM**

See separate sheet for details.



2570 Beverly Drive  
Suite 100  
Aurora IL 60502  
630.897.4239  
FAX 630.897.2385

September 23, 2019

RE: Hanover Township Senior Center

To Whom It May Concern:

Douglas Flooring has been an excellent client of ours and we are proud of our partnership with Douglas through the years. We will be happy to furnish the necessary bonds if Douglas is awarded the contract.

Our consideration and issuance of bonds is a matter solely between Douglas Flooring and ourselves, and we assume no liability to third parties or to you by the issuance of this letter. We trust that this information meets with your satisfaction. If there are further questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian V. Konen", written over a horizontal line.

Brian V. Konen, CIC, CWCA, CRIS  
Konen Insurance, Inc.  
630 897-4239



## Memorandum

Date: September 25, 2019

To: Hanover Township Board

Cc: James Barr, Township Administrator

From: Caleb Hanson, Director of Facilities and Road Maintenance

Re: Road Maintenance Vehicle Replacement

---

The Road Maintenance Division maintenance vehicle #504 is scheduled for replacement during the current fiscal year as part of the Township's annual vehicle replacement program. The Road Division vehicle is primarily used by Road Maintenance staff to haul topsoil and gravel for culvert repairs and soil restoration projects, tow vehicle for mowing and striping equipment, and snow removal tasks.

The new vehicle will be a replacement for two current vehicles. The first is a 2000 International single axel dump with 84,499 miles with significant damage to the body including rust from salt and being outdoors for many years, as well as significant mechanical repair expenses in FY19 and FY20. The vehicle was originally purchased for the former Road District as part of the vehicle fleet. The second vehicle is a 2006 Ford 550 with dump bed and plow attachments. This vehicle was also purchased by the former Road District as both a plow vehicle and general use vehicle for mowing, towing and soil/gravel hauling tasks. Staff requested a quote with the joint purchasing partner contract through the Suburban Purchasing Cooperative with Sutton Ford on a 2020 Ford F-550 Chassis 4x4 SD Super Cab. The total cost for the F-550 with options, including LED warning lighting, 9 foot dump bed painted red to match existing fleet, plow and spreader package, less the trade-in of the 2000 International and 2006 Ford F-550 of \$8,500, is \$66,796.00 Staff estimates that lettering on the vehicle will cost an additional \$150 - \$200.

Attached is the quote from Sutton Ford, Inc. of Matteson, Illinois. Staff recommends the Township Board authorize the purchase of the 2020 Ford F-550 Chassis 4x4 SD Super Cab from the Suburban Purchasing Cooperative contract from Sutton Ford in the net amount of \$66,796.00. Please let me know if I can provide any additional information. Thank you for your consideration.

Prepared for: Sam Santangelo, Hanover Township

---

2020 F-550 Chassis 4x4 SD Super Cab 192" WB DRW XL (X5H)

Price Level: 15

---



**Client Proposal**

Prepared by:  
Kyle Mohrbach  
Office: 708-720-8013  
Quote ID: HnverX5H84  
Date: 09/26/2019



**Prepared for: Sam Santangelo**

Hanover Township

Prepared by: Kyle Mohrbach

09/26/2019



Sutton Ford, Inc. | 21315 Central Avenue Matteson Illinois | 604432893

2020 F-550 Chassis 4x4 SD Super Cab 192" WB DRW XL (X5H)

Price Level: 15 | Quote ID: HnverX5H84

## As Configured Vehicle

Code	Description
X5H	Base Vehicle Price (X5H)
660A	Order Code 660A
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20
44G	Transmission: TorqShift 10-Speed Automatic
X8L	Limited Slip w/4.88 Axle Ratio
68M	GVWR: 19,500 lb Payload Plus Upgrade Package
TGM	Tires: 225/70Rx19.5G BSW Traction
64Z	Wheels: 19.5" Argent Painted Steel
512	Spare Tire, Wheel & Jack
A	HD Vinyl 40/20/40 Split Bench Seat
PAINT	Monotone Paint Application
192WB	192" Wheelbase
STDRD	Radio: AM/FM Stereo/MP3 Player
90L	Power Equipment Group
473	Snow Plow Prep Package
41H	Engine Block Heater
61J	6-Ton Hydraulic Jack
67A	332 Amp Alternators
52B	Trailer Brake Controller
18B	Platform Running Boards
43C	110V/400W Outlet
76C	Exterior Backup Alarm (Pre-Installed)
425	50-State Emissions System
AS_01	Medium Earth Gray
PQ_01	Race Red

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Sam Santangelo

Hanover Township

Prepared by: Kyle Mohrbach

09/26/2019



Sutton Ford, Inc. | 21315 Central Avenue Matteson Illinois | 604432893

2020 F-550 Chassis 4x4 SD Super Cab 192" WB DRW XL (X5H)

Price Level: 15 | Quote ID: HnverX5H84

## Pricing Summary - Single Vehicle

**MSRP**

### Vehicle Pricing

Base Vehicle Price	\$46,330.00
Options & Colors	\$13,675.00
Upfitting	\$0.00
Destination Charge	\$1,595.00
<b>Subtotal</b>	<b>\$61,600.00</b>

### Pre-Tax Adjustments

Code	Description	
DEL	SPC Delivery	\$150.00
Plates	M-Plates and Title	\$255.00
SPC Htich	Hitch Plate w/ Pin/Receiver & Plug	\$595.00
BuyerSalt	Buyers 12V Stainless Under Tailgate Salt Spreader	\$5,566.00
Bed Paint	Paint Bed Red	\$0.00
Trade In	Trade Credit INTERNATIONAL YH256596 & FORD 6EA99320	-\$8,500.00
Utl Light Pckge	Light Bar and 4 Corner Stobes	\$2,175.00
CurbBox	Curb Side Frame Mounted Toolbox 18"x18"x36"	\$1,300.00
SPC8.5Plow	SPC 9' Western Plow w/Controller & Deflector	\$6,204.00
Gov Discount	Government/Municipal Discount	-\$11,058.00
SPC Dump	11' Mild Steel Dump Body	\$8,509.00
<b>Total</b>		<b>\$66,796.00</b>

Customer Signature

Acceptance Date

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