

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
May 5, 2014
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of April 21, 2014

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
 - 2014 Audit Engagement Letter
 - 2015 Fiscal Year End Salary Ordinance
- Public Works, Facilities and Capital Assets, and Engineering
 - 2014-2015 CDBG/MFT/Water/Sewer Lakewood Terrace Water Main & Road Improvements – Final Phase
 - Valley Lakes Subdivision Rehabilitation of Selected Roads
 - Cured In Place Pipe Liner (CIPP) for 18” Sanitary Sewer Interceptor
 - Sanitary Sewer Lift Station Upgrades
 - Purchase of Lifting Forks
- Special Events
- Building and Zoning
 - HP Designjet T1100 Scanner Maintenance/Repairs
- Police
- Administration
 - Beautification Committee

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
April 21, 2014
442 N. Cedar Lake Road
To Follow the Regular Board Meeting
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

THE COMMITTEE OF THE WHOLE MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 7:51 P.M

1. ROLL CALL

Present: Trustees Clements, Frye, Simoncelli, Wicinski

Absent: Trustees Newby, Triphahn

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of April 7, 2014

Trustee Clements moved, Seconded by Trustee Frye to approve the Minutes of the Committee of the Whole Meeting of April 7, 2014. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

None

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
 - Audit Proposals/Auditors Selection
Trustee Clements stated that Finance Director Steve Shields, through the Auditor Rotation Policy, sent proposals to 8 different audit firms on March 26, 2014. The Village received 5 proposals with Sikich, the current Village Auditor being the lowest proposal amount. FD Shields recommends that the Village Board approve Sikich LLP to be retained by the Village to perform audit services for the five fiscal years ending 2014 through 2018 at a proposed cost of \$135,385, including the single audit, if necessary.

The Mayor and the Board agreed to move forward with this

- Public Works, Facilities and Capital Assets, and Engineering
- Special Events
 - Meeting to be held at 6 PM on Board Meeting Nights
Special events meetings will now be held at 6PM on the Board Meeting Nights
- Building and Zoning
- Police
- Administration

5. SUGGESTED NEW TOPICS
6. EXECUTIVE SESSION
7. ADJOURN

Motion by Trustee Clements, Seconded by Trustee Wicinski to adjourn the Committee of the Whole meeting at 7:55 P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED:

Patricia C. Blauvelt
Village Clerk

Daniel MacGillis
Village President



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: FISCAL YEAR END 2014 AUDIT ENGAGEMENT LETTER Agenda Item No. COTW

Executive Summary:

At the May 5, 2014 Village Board meeting an audit proposal by Sikich, LLP to be retained by the Village to perform audit services for five fiscal years ending 2018 was presented for approval. Sikich, LLP, have been our auditors since 2008, the last time a proposal was sent out. Prior to 2008, the Village's previous auditors had been auditing the financial records of the village for at least the previous 24 years.

The fiscal year end 2013 audit, which was performed in a satisfactory manner, was the last fiscal year audit completed by Sikich, LLP prior to sending out an audit proposal. Attached is an engagement letter for the fiscal year end 2014 audit. The fee in the attached engagement letter of \$23,000 for the village audit and \$2,500 for the single audit, if required, was verified to the original proposal.

The engagement letter essentially confirms the auditors understanding of the services they will provide to the village and by signing the letter the village sets forth our understanding. Staff has reviewed the engagement letter and it accurately summarizes our understanding of the terms of the audit engagement.

Recommended Action:

Adopt a Resolution for 2014 Audit Engagement Services with Sikich, LLP.

Committee: Human Resources & Finance		Meeting Date: May 5, 2014		
Lead Department: Administration		Presenter: Steve Shields		
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail. Note: No single audit is required. The \$23,000 is for audit services only.	Account No(s):	Budget:	Actual Request:	
	xx-xx-73-77301	Auditing Expense		
	General Fund	\$20,625.00	\$15,938.00	
	Water/Sewer	\$6,875.00	\$5,312.00	
	Police Pension	\$2,250.00	\$1,750.00	
		Total:	\$29,750.00	\$23,000.00
	Request is over/under budget:			
	Under		\$6,750.00	
	Over	-		

Resolution No. 14-R-XX

Resolution for 2014 Audit Engagement Services

WHEREAS, per the Governmental Account Audit Act, 50 ILCS 310/2 the governing body of each governmental unit shall cause an audit of the accounts of the unit to be made by a licensed public accountant; and

WHEREAS, such audit shall be made annually and shall cover the immediately preceding fiscal year of the governmental unit; and

WHEREAS, on May 5, 2014 the Village Board approved an audit proposal by Sikich LLP to be retained by the Village to perform audit services for five fiscal years ending 2018; and

WHEREAS, on an annual basis an audit engagement letter for the fiscal year end to be audited confirms the auditors understanding of the services they will provide to the Village and the letter accurately summarizes the Village's understanding of the terms of the audit engagement.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ROUND LAKE, LAKE COUNTY, ILLINOIS, as follows:

The Village Board approves the audit engagement letter with Sikich LLP for the fiscal year end 2014 audit and authorizes the Mayor, or his designee, to sign the engagement letter.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

**PUBLISHED IN
PAMPHLET FORM:**

AYES:

NAYS:

ABSENT:



1415 W. Diehl Road, Suite 400
Naperville, Illinois 60563

Certified Public Accountants & Advisors
Members of American Institute of Certified Public Accountants

April 29, 2014

Mr. Steve Shields
Finance Director
Village of Round Lake
442 N. Cedar Lake Road
Round Lake, IL, 60073

Dear Steve:

We are pleased to confirm our understanding of the services we are to provide the Village of Round Lake (the Village) for the year ended April 30, 2014. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the cash basis and modified cash basis basic financial statements, of the Village of Round Lake as of and for the year ended April 30, 2014.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village of Round Lake's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village of Round Lake's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual, for the General Fund and any major special revenue funds.
3. Schedule of Funding Progress and Schedule of Employer Contributions for the Illinois Municipal Retirement Fund, Police Pension Fund, and Other Post-Employment Benefit Plan.
4. Notes to Required Supplementary Information.

We have also been engaged to report on supplementary information other than RSI that accompanies the Village of Round Lake's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining and individual fund financial statements

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Other Supplemental Information

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles on a cash and modified cash basis and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified (unmodified), we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

The nonattest services expected to be performed during our audit of the financial statements as of and for the year ended April 30, 2014 as specified in the Village's 2014 *Request for Proposal* are as follows:

1. Prepare five (5) copies and one electronic copy (.pdf) of the annual financial report (AFR) of the Village (report covers, binders, dividers, introductory section, Management's Discussion and Analysis, other supplemental information, and statistical section information, if any, to be provided by Village).
2. Prepare twelve (12) copies of the management letter.
3. Prepare two (2) copies and electronic filing of the Police Pension Funds' Annual Report to the Department of Insurance (interrogatories and census data completed by the Village).
4. Prepare six (6) copies and electronic filing of the Illinois Comptroller Annual Financial Report.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are

responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village of Round Lake's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

In accordance with professional standards, any discussions during the period of the engagement between your Village and a member of the Sikich engagement team regarding potential employment or association with your Village creates an impairment of independence for the Sikich employee and possibly the firm. Such a situation could require us to temporarily or permanently remove that person from your engagement or to perform additional procedures or re-perform procedures, which would increase our fees. Should we not become aware of the impairment until after the conclusion of the engagement, the firm's independence would be deemed to have been impaired. Please inform appropriate personnel in your Village to refrain from any such discussions with any Sikich staff while the engagement is ongoing and notify Dan Berg immediately if you or anyone else in your village becomes aware that any such discussions may have occurred.

In the event that you desire to hire a member of the Sikich LLP staff within one year of the completion of this engagement, a recruiting fee will be assessed at 30% of the first year salary per hire and paid to Sikich LLP upon our notification of such hiring.

It is our policy to keep audit records related to this engagement for seven years (from report release date for the audit). However, Sikich LLP does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. The audit documentation for this engagement is the property of Sikich LLP.

All information obtained in the course of performing our agreed professional services, including but not limited to, statements, records, schedules, working papers, memorandums, reports, and all other documents and work product prepared by Sikich LLP, will be considered confidential matters not to be disclosed to any other person or persons without your prior written permission, unless otherwise required pursuant to professional standards, statutory or regulatory authority, or court order. The foregoing obligation of confidentiality shall not apply to any information that was in the public domain at the time of the communication thereof to Sikich LLP.

We understand that the Village will provide us with the basic information required for our audit, including information specified in the *Client Assist Workpaper Listing*, Preliminary Fieldwork and in the *Client Assist Workpaper Listing*, Final Fieldwork (to be developed and delivered to the Village at the conclusion of preliminary fieldwork), and that the Village is responsible for the accuracy and completeness of that information.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, regulatory inquiry or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

We expect to begin our preliminary fieldwork in June with final fieldwork to begin in October or when the client assist workpapers are prepared, and to issue our reports in preliminary form no later than October. Final reports will be issued upon your approval of the preliminary drafts. Daniel A. Berg is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will not exceed \$20,500 for the Village, \$750 for the Comptroller's Annual Financial Report, \$1,750 for the Police Pension Department of Insurance Annual Financial Report, and \$2,500 for the single audit report, if required, which includes out-of-pocket costs such as report reproduction, postage, etc. This fee is based upon anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Services will be invoiced to you from time to time as work progresses. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty days of receipt of an invoice. Invoices not paid within sixty days are subject to finance charges of 1% per month (12% annually).

We reserve the right to suspend or terminate services for reasonable cause, such as failure to pay our invoices on a timely basis or failure to provide the information or cooperation necessary for successful performance of our services. Our engagement will be deemed to be completed upon written notification of termination, even if we have not completed (specify expected deliverable). You will be obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to one times the amount of our fees for this engagement, except to the extent determined to result from our gross negligence or willful misconduct. You agree that this limitation apply to any and all liability or cause of action against us, however alleged or arising, unless otherwise prohibited by law or professional standards.

If any dispute, controversy or claim arises in connection with the performance or breach of the agreement, either party may, on written notice to the other party, request that the matter be mediated. Such mediation will be conducted by a mediator appointed by and pursuant to the Mediation Rules of the American Arbitration Association. Both parties will exert their best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy.

Each party may disclose any facts to the other party or the mediator which it, in good faith, considers necessary to resolve the matter. All such discussions, however, will be for the purpose of assisting in settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed by both parties, the mediator will keep confidential all information disclosed during negotiations.

The mediation proceedings will conclude within sixty days from receipt of the written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

We appreciate the opportunity to be of service to the Village of Round Lake and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Sikich LLP
By Daniel A. Berg, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Village of Round Lake.

By: _____

Title: _____

Date: _____



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: FISCAL YEAR END APRIL 30, 2015 SALARY ORDINANCE

Agenda Item No. COTW

Executive Summary:

In conjunction with a resolution previously passed representing the guidelines for employee compensation an annual ordinance should be prepared to reflect a compensation pay plan for employees. As such, attached is an ordinance reflecting such compensation pay plan with a cost of living adjustment at 2.2% for fiscal year end 2014/15. Additional comments are attached.

Recommended Action:

Adopt an Ordinance Adopting the Fiscal Year End April 30, 2015 Employee Compensation Plan.

Committee: Human Resources & Finance		Meeting Date: May 5, 2014	
Lead Department: Administration		Presenter: Steve Shields	
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p>	Account(s)	Budget	Expenditure
	Various	-	
	Item Requested		
	All Other Items		
	Y-T-D Actual		
	Encumbered		
	Total:	\$0.00	\$0.00
	Request is over/under budget:		
Under	-		
Over	-		

Salary Ordinance Notes

- Included in the 2014/15 budget is a 2.2% cost of living increase (COLA) and a 3.5% step increase for non-union employees. The 2.2% cost of living increase is based on the cost of living increase for the Public works union employees.
- Both Police and Public Works union employees are not included in the compensation plan schedule. There are 31 union employees in the budget (including new positions).
- If the Ordinance is approved May 19th, the COLA increase would be effective the payroll ending June 1, 2014 (pay period May 19th – June 1st) and forward. It is suggested that no retro cost of living adjustment be made to the beginning of the fiscal year.
- For those that should have received a step increase between May 1st and the effective date of the compensation ordinance, it is recommended that retro pay be given. There is only one employee impacted, the Executive Support Assistant. The retro pay amount would be based on the salary schedule prior to the 2.2% COLA increase reflected in the attached compensation plan.
- Below is the history of salary adjustments over the previous five (5) fiscal years:

Fiscal Year-End	Approval Date	Ordinance No.	COLA	Step	Total
2009/10	1/4/2010	10-O-03	0.00%	3.50%	3.50%
2010/11	4/19/2010	10-O-20	0.00%	0.00%	0.00%
2011/12	3/5/2012	12-O-02	2.00%	0.00%	2.00%
2012/13	N/A - None	-	0.00%	0.00%	0.00%
2013/14	7/15/2013	13-O-07	2.00%	3.50%	5.50%
		5-Year Ave.	0.80%	1.40%	2.20%

- o The step increase recommended in fiscal year end 2015 would be only the third step increase in six years.
- o The 2.2% COLA increase would also be only the third adjustment to the salary schedule in the last six years. COLA adjustments are typically done to the salary schedule to remain competitive with surrounding communities.
- The number of employees impacted includes 18 full-time employees and 1 permanent part-time. Of the 18 full-time employees, 9 employee (50%) are at the highest step (capped) and will only receive the 2.2% COLA. The employees at top of range performance rates section of the compensation plan schedule are at zero percent (past schedules had a 2.0% through 4.0% range).
- The attached Compensation Plan schedule includes:
 - o A part-time General Clerk was move from Grade 1, Step F at \$17.43 (\$36,254 annual) to Grade 5, Step B at \$36,950 annual.
 - o The Finance Director position was moved from Grade 20, Step K (\$93,336 annual) to Grade 23A, Step H (\$94,963) to be in-line with the other Department Heads.

ORDINANCE NO. 14-O-___

FISCAL YEAR END APRIL 30, 2015 EMPLOYEE COMPENSATION PLAN

WHEREAS, the Board of Trustees has previously implemented Employee Compensation Plan Guidelines; and

WHEREAS, the Board of Trustees deems it appropriate to confirm that these guidelines shall continue as the compensation guidelines applicable to Village employees as from time to time confirmed by the yearly budget approved by the Board of Trustees and further conditioned in this ordinance; and

WHEREAS, the Metropolitan Alliance of Police bargaining unit employees have an agreement which specifies a compensation plan for such members; and

WHEREAS, the International Union of Operating Engineers, Local 150, AFL-CIO bargaining unit employees have an agreement which specifies a compensation plan for such members.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ROUND LAKE, LAKE COUNTY, ILLINOIS as follows:

SECTION 1: The foregoing findings and recitals, and each of them, are hereby adopted as Section 1 of this Ordinance and are incorporated by reference as if set forth verbatim herein.

SECTION 2: That the Guidelines for Employee Compensation are hereby confirmed as the applicable guidelines to be confirmed yearly by approval of the Village Budget, or as set forth in a duly approved collective bargaining agreement.

SECTION 3: That in conjunction with such guidelines, the Mayor, or his designee, is authorized to hire the number of positions provided for in Exhibit 1, except where Village Board approval is required by law.

SECTION 4: All Ordinances in conflict with this Ordinance, to the extent of such conflict are hereby repealed.

SECTION 5: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

**PUBLISHED IN
PAMPHLET FORM:**

AYES:

NAYS:

ABSENT:

**Village of Round Lake, Illinois - Compensation Plan
For the Fiscal Year Ended April 30, 2015
Cost of Living Adjustment: 2.2%**

Grade	Steps										
	A	B	C	D	E	F	G	H	I	J	K
001	<u>General Clerk (Part-Time):</u>										
	\$14.67	\$15.19	\$15.72	\$16.27	\$16.84	\$17.43	\$18.04	\$18.67	\$19.32	\$20.00	\$20.70
002	<u>No Positions Classified in this Grade</u>										
	\$31,737	\$32,848	\$33,998	\$35,187	\$36,419	\$37,694	\$39,013	\$40,378	\$41,792	\$43,254	\$44,768
003	<u>Community Service Officer: 1</u>										
	\$33,008	\$34,163	\$35,359	\$36,596	\$37,877	\$39,203	\$40,575	\$41,995	\$43,465	\$44,986	\$46,561
004	<u>Records Clerk: 1, Part-Time Records Clerk: 1</u>										
	\$34,328	\$35,529	\$36,773	\$38,060	\$39,392	\$40,770	\$42,197	\$43,674	\$45,203	\$46,785	\$48,422
005	<u>Administrative Support Assistant: 5, Administrative Support Assistant Part-Time: 1, Records Manager: 1</u>										
	\$35,700	\$36,950	\$38,243	\$39,582	\$40,967	\$42,401	\$43,885	\$45,421	\$47,011	\$48,656	\$50,359
006	<u>Facility and Fleet Manager: 1</u>										
	\$37,128	\$38,427	\$39,772	\$41,164	\$42,605	\$44,096	\$45,639	\$47,237	\$48,890	\$50,601	\$52,372
007	<u>Executive Support Assistant: 1</u>										
	\$38,614	\$39,966	\$41,364	\$42,812	\$44,311	\$45,861	\$47,467	\$49,128	\$50,847	\$52,627	\$54,469
008	<u>No Positions Classified in this Grade</u>										
	\$40,158	\$41,563	\$43,018	\$44,524	\$46,082	\$47,695	\$49,364	\$51,092	\$52,880	\$54,731	\$56,647
009	<u>Code Enforcement Officer: 2</u>										
	\$41,765	\$43,227	\$44,740	\$46,306	\$47,927	\$49,604	\$51,340	\$53,137	\$54,997	\$56,922	\$58,914
010	<u>No Positions Classified in this Grade</u>										
	\$43,435	\$44,956	\$46,529	\$48,158	\$49,843	\$51,588	\$53,393	\$55,262	\$57,196	\$59,198	\$61,270
011	<u>No Positions Classified in this Grade</u>										
	\$45,172	\$46,753	\$48,389	\$50,083	\$51,836	\$53,650	\$55,528	\$57,471	\$59,483	\$61,565	\$63,720
012	<u>No Positions Classified in this Grade</u>										
	\$46,980	\$48,624	\$50,326	\$52,087	\$53,910	\$55,797	\$57,750	\$59,771	\$61,863	\$64,028	\$66,269
013	<u>No Positions Classified in this Grade</u>										
	\$48,858	\$50,568	\$52,338	\$54,170	\$56,066	\$58,028	\$60,059	\$62,161	\$64,337	\$66,589	\$68,919
014	<u>No Positions Classified in this Grade</u>										
	\$50,813	\$52,591	\$54,432	\$56,337	\$58,309	\$60,350	\$62,462	\$64,648	\$66,911	\$69,252	\$71,676
015	<u>No Positions Classified in this Grade</u>										
	\$52,845	\$54,695	\$56,609	\$58,591	\$60,641	\$62,764	\$64,961	\$67,234	\$69,587	\$72,023	\$74,544
016	<u>Human Resource Coordinator/Accountant: 1</u>										
	\$54,960	\$56,883	\$58,874	\$60,935	\$63,067	\$65,275	\$67,559	\$69,924	\$72,371	\$74,904	\$77,526
017	<u>No Positions Classified in this Grade</u>										
	\$57,158	\$59,159	\$61,229	\$63,372	\$65,590	\$67,886	\$70,262	\$72,721	\$75,266	\$77,901	\$80,627
018	<u>No Positions Classified in this Grade</u>										
	\$59,444	\$61,524	\$63,677	\$65,906	\$68,213	\$70,600	\$73,071	\$75,629	\$78,276	\$81,016	\$83,851

Village of Round Lake, Illinois - Compensation Plan
 For the Fiscal Year Ended April 30, 2015
 Cost of Living Adjustment: 2.2%

Grade	Steps										
	A	B	C	D	E	F	G	H	I	J	K
019	<u>No Positions Classified in this Grade</u>										
	\$61,821	\$63,985	\$66,224	\$68,542	\$70,941	\$73,424	\$75,994	\$78,653	\$81,406	\$84,255	\$87,204
019A	<u>Commanders: 2</u>										
	\$64,918	\$67,191	\$69,542	\$71,976	\$74,495	\$77,103	\$79,801	\$82,594	\$85,485	\$88,477	\$91,574
020	<u>No Positions Classified in this Grade</u>										
	\$66,167	\$68,483	\$70,880	\$73,361	\$75,929	\$78,586	\$81,337	\$84,183	\$87,130	\$90,179	\$93,336
021	<u>No Positions Classified in this Grade</u>										
	\$66,866	\$69,207	\$71,629	\$74,136	\$76,731	\$79,416	\$82,196	\$85,073	\$88,050	\$91,132	\$94,322
022	<u>No Positions Classified in this Grade</u>										
	\$69,541	\$71,975	\$74,494	\$77,101	\$79,800	\$82,593	\$85,484	\$88,476	\$91,572	\$94,777	\$98,094
023	<u>No Positions Classified in this Grade</u>										
	\$72,322	\$74,853	\$77,473	\$80,185	\$82,991	\$85,896	\$88,902	\$92,014	\$95,234	\$98,567	\$102,017
023A	<u>Finance Director: 1 & Director Public Works: 1</u>										
	\$74,640	\$77,252	\$79,956	\$82,754	\$85,651	\$88,649	\$91,751	\$94,963	\$98,286	\$101,726	\$105,287
024	<u>Police Chief: 1</u>										
	\$75,215	\$77,848	\$80,572	\$83,392	\$86,311	\$89,332	\$92,459	\$95,695	\$99,044	\$102,510	\$106,098
025	<u>Village Administrator:</u>										
	\$78,224	\$80,962	\$83,795	\$86,728	\$89,764	\$92,905	\$96,157	\$99,523	\$103,006	\$106,611	\$110,343

Employees At Top of Range
 Performance Rates - Range of Percentage to Use
 For Exemplary Performance

0.00%

Performance pay is annual salary times a percentage above to arrive at a one time amount for those that are at the maximum step.

Other Part-Time Employee Rates

Position Description	Hourly Rate	Authorized
Police Officer	\$20.03	4
Public Works Employee	\$10.72	2 (including seasonal workers)
Community Service Officer	\$14.67	-
Accountant	\$23.49	-
Interns	\$15.61	-
Snow Plow Operators	\$15.64	5

Note: The number after the position description represents positions authorized in the budget document.



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

**TITLE: 2014-2015 CDBG/MFT/WATER/SEWER LAKEWOOD
 TERRACE WATER MAIN & ROAD IMPROVEMENTS – FINAL PHASE**

Agenda Item No. COTW

Executive Summary

This project includes roadway reconstruction, storm sewer installation and curb & gutter. It also includes replacement of approximately 1000 linear feet of outdated water main. The project location includes the segment from Spankey Court to Washington Street at the north end, and from Cedar Lake Road to the beginning of Phase 1 improvements at the south end.

The project will benefit from an \$85,000 CDBG grant from Lake County, for construction.

Recommended Action

Approve the Village’s Consulting Engineer’s Work Order 140457.40 in the amount not to exceed \$60,000 to provide Design Engineering Services for Phase 3 of the Lakewood Terrace Water Main and Road Improvements project.

Committee: PW/FCA/Eng		Meeting Date(s): May 5																												
Lead Department: Engineering & PW		Presenter: Ron Kroop																												
<p>Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account(s)</th> <th style="text-align: right;">Budget</th> <th style="text-align: right;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>50-60-81-88101</td> <td style="text-align: right;">\$1,991,325.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$60,000.00</td> <td style="text-align: right;">\$60,000.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$2,051,325.00</td> <td style="text-align: right;">\$60,000.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td style="text-align: right;">\$1,991,325.00</td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	50-60-81-88101	\$1,991,325.00		Item Requested	\$60,000.00	\$60,000.00	YTD Actual		\$0.00	Amount Encumbered		\$0.00	Total:	\$2,051,325.00	\$60,000.00	Request is over/under budget:			Under		\$1,991,325.00	Over	-		
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Under		\$1,991,325.00																												
Over	-																													

**VILLAGE OF ROUND LAKE, ILLINOIS
LAKEWOOD TERRACE PHASE III - DESIGN ENGINEERING SERVICES**

WORK ORDER

ENGINEERS' PROJECT NO. 140457.40

Project Description:

The Project consists of design engineering for roadway reconstruction and water main replacement on the remainder of Lakewood Terrace. The limits of the Project are more specifically described in Attachment A of this Work Order and the tasks are more specifically described in Attachment B.

Engineering Services:

The general provisions of this contract are enumerated in the Village Engineering Services Agreement between the Village and the Engineers dated March 18, 1998. The scope of services for this Project is listed in Attachment B.

Compensation:

Compensation for the services will be in accordance with the Village Engineering Services Agreement dated March 18, 1998. The Engineers' fee for items as described will not exceed **\$60,000.00** for Design Engineering without prior written approval of the Village.

Submitted by: **Baxter & Woodman, Inc.**

By: _____

Louis D. Haussmann, PE, PTOE

Title: Vice President/COO

Date: April 24, 2014

Approved: **Village of Round Lake, Illinois**

By: _____

Daniel A. MacGillis

Title: Mayor

Date: _____

Additional Comments and Conditions:

SCHEDULE

Notice to Proceed	May 5, 2014
Topographic Survey Completed	May 15, 2014
Prefinal PS&E to IDOT and Village for Review	June 23, 2014
Final PS&E Approved by IDOT & Village	July 7, 2014
Advertise for Bidding	July 10, 2014
Open Bids	July 24, 2014
Award Contract	August 4, 2014
Begin Construction	September 2, 2014

Project Description

The limits of the Project are described as follows:

Street

Limits

Lakewood Terrace
Lakewood Terrace

Cedar Lake Road to 400 ft. east
Spankey Court to Washington Street

The anticipated work includes hot-mix asphalt pavement reconstruction; curb and gutter and storm sewer installation; water main replacement, including fire hydrants, water services, and valve vaults; utility structure adjustments; driveway replacements; and parkway restoration. Project length is approximately 1100 linear feet.

Scope of Services

The standard of care for all professional engineering and related services performed or furnished by the ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality on similar projects. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

The following scope of services details the anticipated tasks necessary to successfully complete this Project.

1. EARLY COORDINATION AND DATA COLLECTION

- **DATA COLLECTION** – Obtain, review and evaluate the following information for use in design:
 - Utility Atlases
 - Aerial Photography
 - National Wetland Inventory & Lake County Wetland Maps
 - FEMA Flood Insurance Rate Maps
 - Lake County GIS data
 - Lake County Tax Maps
 - Existing plans of previous adjacent improvements (including LCDOT Washington Street plans)
 - Round Lake Village Standards & Ordinances
 - Existing survey data

- **FIELD VISITS** – Project Engineer to conduct one field review of existing conditions on the site to identify drainage patterns, identify potential design challenges, verify topographic survey, take photographs, and take additional measurements.

- **AGENCY & UTILITY COORDINATION** – Coordinate with IDOT and permitting agencies to identify and define requirements. Contact J.U.L.I.E. for potentially impacted utility companies and obtain available data of records indicating locations of underground utilities. If required, contact the Illinois Historic Preservation Agency (IHPA) and submit an IEPA EcoCAT request for Cultural and Biological clearance. Any fees required to conduct an EcoCAT or for IHPA review are not included in this agreement.

- **GEOTECHNICAL REPORT** - Hire a geotechnical subconsultant to take 6-foot pavement borings at 300-foot spacing on alternating sides of the pavement centerline and obtain topsoil thicknesses at select locations within the project

limits. Provide analysis and recommendations, including subgrade, in a soils report in accordance with IDOT guidelines.

2. TOPOGRAPHIC SURVEY

- **TOPOGRAPHIC SURVEY** – Perform topographic survey within the project limits and cross section existing roadway at 50-foot intervals. The limits of the survey will be from the west right-of-way (ROW) of Cedar Lake Road to end of the previous improvements on Lakewood Terrace Phase I (450-feet total) and from the intersection with Spankey Court to the Centerline of Washington Street (815-feet total). State plane coordinates and NAVD 88 will be used for horizontal and vertical controls. Collect photographs along the project route to assist with design drawings and exhibits. Field locate existing property corners to verify property boundaries and limits of existing ROW.
- **TERRAIN MODEL** – Download survey data; develop digital terrain model for use in design and plan preparation; draw in underground utilities from survey structure investigations, and available utility atlases from the Village and utility companies.

3. PLAN PREPARATION

- **ESTIMATE OF COST AND TIME** – Prepare summary of quantities, estimate of time, schedules of materials, and an engineer's estimate of cost.
- **SPECIFICATIONS** – Prepare special provisions and bidding forms in accordance with IDOT MFT guidelines and adding the latest CDBG compliance package as required by Lake County.
- **ROADWAY DESIGN** - Prepare the pavement design and geometric plan and profile sheets for the roadway design including improvement limits, curb and gutter, driveway replacements, utility structure adjustments, and pavement markings.
- **DRAINAGE DESIGN** – Prepare inlet and storm sewer design for the proposed improvements. It is assumed that project outfalls will be maintained and not modified as part of this project.
- **WATER MAIN DESIGN** - Design the proposed water main in compliance with Illinois Environmental Protection Agency (IEPA) rules and to avoid existing utilities obtain IEPA permit for construction. The water main plans will include existing and proposed alignments, and locations of fire hydrants, typical service connections, valves, vaults, and connections to existing mains.

-
- DETAILED DRAWINGS - Complete plan sheets required for bidding including: Cover, General Notes, Summary of Quantities, Schedule of Quantities, Typical Sections, Erosion Control, Geometric Plan and Profile, Drainage and Utilities, Details, and Cross Sections.
 - CROSS SECTION DESIGN - Design roadway cross sections at 50-foot intervals and at all cross streets, driveways and cross-road culverts. Compute earthwork calculations. Stage construction earthwork calculations are not anticipated.
 - QC/QA - Perform an in-house peer and constructability review of the pre-final plans, specifications, and estimates of cost.
4. PERMITTING
- IEPA WATER MAIN PERMIT – Prepare and submit an application with plans and specifications to the IEPA Division of Public Water Supplies to secure a permit to construct the proposed water main. No fee is anticipated for this permit and is not included in this agreement.
 - LAKE COUNTY D.O.T. PERMIT - Prepare and submit an application with plans and specifications to the Lake County Division of Transportation Permit Section to secure a permit to construct improvements at Cedar Lake Road. Work is not anticipated at Washington Street due to ongoing improvements. All permit fees required by LCDOT are not included in this agreement and shall be paid for separately by the Village.
5. MEETINGS – Attend meetings with Village staff to discuss the Project. The following meetings are anticipated:
- 1 kick-off meeting.
 - 2 progress meetings.
- No public involvement is anticipated for this Project.
6. ASSIST BIDDING - Provide design assistance and clarification for bid documents. Assist the Village with coordination and scheduling during the bid process. Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible, attend bid opening to receive and evaluate bids, tabulate bids, and make a recommendation to the Village for an award of contract.
7. MANAGE PROJECT – Plan, schedule, and control the activities that must be performed to complete the project including budget, schedule, and scope.

Coordinate with Village and project team to incorporate Village goals into the final project. Prepare and submit monthly invoices and coordinate invoices from sub-consultants.



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

**TITLE: VALLEY LAKES SUBDIVISION REHABILITATION OF
 SELECTED ROADS**

Agenda Item No. COTW

Executive Summary

This project includes reconstruction of failed road sections of the pavement system along the curb/gutter edge at various locations. Reconstruction of the failed areas will be followed by resurfacing the full pavement width through the reconstructed area.

Reconstruction will restore the structural capacity of the pavement system and provide a smooth riding surface. Resurfacing will also seal the roadway from infiltration of stormwater, which contributes to accelerated deterioration.

This is part of a multi-year project of pavement rehabilitation in Valley Lakes Subdivision. Locations to be addressed under this phase include Spring Valley Drive (two locations), Prairie Spring Drive, Waterford Drive and Spring Lake Drive.

Recommended Action

Approve the Village's Consulting Engineer's Work Order 140454.40 in the amount not to exceed \$5,000 to provide Design Engineering Services for the Valley Lakes Subdivision Rehabilitation of Selected Roads project.

Committee: PW/FCA/Eng	Meeting Date(s): May 5																																					
Lead Department: Engineering & PW	Presenter: Ron Kroop																																					
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Account(s)</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>35-20-73-77307</td> <td style="text-align: right;">\$373,000.00</td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$5,000.00</td> <td style="text-align: right;">\$5,000.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$378,000.00</td> <td style="text-align: right;">\$5,000.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td style="text-align: right;">\$373,000.00</td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>		Account(s)	Budget	Expenditure	35-20-73-77307	\$373,000.00					Item Requested	\$5,000.00	\$5,000.00	YTD Actual		\$0.00	Amount Encumbered		\$0.00							Total:	\$378,000.00	\$5,000.00	Request is over/under budget:			Under		\$373,000.00	Over	-	
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**VILLAGE OF ROUND LAKE, ILLINOIS
VALLEY LAKES SUBDIVISION PATCHING 2014**

WORK ORDER

ENGINEERS' PROJECT NO. 140454.40 (DESIGN) & 140454.60 (CONSTRUCTION)

Project Description:

The Project consists of design and construction-related engineering for patching and resurfacing of parts of Spring Valley Drive, Prairie Spring Drive, Waterford Drive, and Spring Lake Drive, all located within the Valley Lakes Subdivision. The limits of the Project are more specifically described in Attachment A of this Work Order and the tasks are more specifically described in Attachment B.

Engineering Services:

The general provisions of this contract are enumerated in the Village Engineering Services Agreement between the Village and the Engineers dated March 18, 1998. The scope of services for this Project is listed in Attachment B.

Compensation:

Compensation for the services will be in accordance with the Village Engineering Services Agreement dated March 18, 1998. The Engineers' fee for items as described will not exceed **\$5,000.00** for Design Engineering and **\$10,000.00** for Construction Engineering without prior written approval of the Village.

Submitted by: **Baxter & Woodman, Inc.**

By: _____

Louis D. Haussmann, PE, PTOE

Title: Vice President/COO

Date: April 24, 2014

Approved: **Village of Round Lake, Illinois**

By: _____

Daniel A. MacGillis

Title: Mayor

Date: _____

Additional Comments and Conditions:

SCHEDULE

Notice to Proceed	May 6, 2014
Preliminary PS&E to Village for Review	June 2, 2014
Final PS&E Approved by Village	June 20, 2014
Advertise for Bidding	June 26, 2014
Open Bids	July 17, 2014
Award Contract	July 21, 2014
Begin Construction	July 28, 2014
Complete Construction	September 28, 2014

Project Description

The proposed work, as described by the Village, shall entail reconstruction of failed sections of pavement systems along the curb & gutter edge and resurface the entire section of the roadway at the area of patching. This work is to provide adequate structural capacity to the selected roads to prevent complete failure and resurface the entire road section to provide a smooth riding surface.

Pavement patching and resurfacing shall occur at various locations, as determined by field investigations with the Village's staff, up to the Village's budgeted amount for construction costs.

The limits of the Project are described as follows:

Street

Limits

Spring Valley Drive	Various locations
Prairie Spring Drive	Various locations
Waterford Drive	Various locations
Spring Lake Drive	Various locations

The anticipated work may include the following:

- milling the existing pavement
- removal of existing pavement (approximately 4' in width) along edge of pavement
- undercutting of subgrade (as necessary)
- installation of underdrain (as necessary and possible)
- constructing hot-mix asphalt patch
- hot-mix asphalt pavement resurfacing
- any necessary pavement markings

Design Engineering Scope of Services (140454.40)

The standard of care for all professional engineering and related services performed or furnished by the ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality on similar projects. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

1. PROJECT MANAGEMENT AND MEETINGS

- Plan, schedule, and control the activities that must be performed to complete the Project. Confer with Village staff, from time to time, to clarify and define the general scope, extent, and character of the Project.
- Attend one kick-off meeting with the Village to review the Project and establish Project criteria and clear lines of communication, and one progress meeting to review the Bid Spec Package, Contract Proposal, and Estimate of Cost prior to final preparation.

2. PRELIMINARY DESIGN

- **AGENCY COORDINATION** – Notify and coordinate the proposed improvements with utility companies.
- **FIELD EVALUATION** – Perform a field evaluation of the condition of existing pavements and measure and calculate quantities of pavement repair. Take photographs of existing conditions and prepare notes to assist with preparation of bid spec package.

3. FINAL DESIGN

- **FINAL CONTRACT PLANS AND CONTRACT PROPOSAL** – Prepare contract documents consisting of Bid Spec Package, Special Provisions, Contract Proposals, and Engineer's Estimate of Probable Construction Cost for the Village to receive construction bids on the Project. Make any necessary changes to the documents as required by the Village. Provide the Village with electronic documents of the Bid Spec Package, Specifications, and Estimate of Cost, if requested.
- **PROJECT DETAILS AND STANDARDS** – Prepare a bid spec package which will include, Typical Sections, General Notes, Location Map Design Details, Summary of Quantities, IDOT Standard Detail sheets and Special Provisions in accordance with IDOT MFT guidelines. Full-Size plan sheets are not included with this scope of services.
- **SPECIAL PROVISIONS** – Prepare Project special provisions and bidding forms in accordance with IDOT MFT guidelines.

- ESTIMATE OF COST – Prepare summary of quantities and an engineer’s estimate of cost.
- QC/QA – Perform an in-house peer review and constructability review of the final plans, specifications, and estimates of cost for the Project.

4. ASSIST BIDDING

- Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible for the Project, receive and evaluate bids, tabulate bids, and make a recommendation to the Village for an award of contract.

Construction-Related Engineering Scope of Services (140454.60)

5. Act as the Owner’s representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.

6. PROJECT INITIATION

- Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Review Contractor insurance documents.
- Attend and prepare minutes for the preconstruction conference, and review the Contractor’s proposed construction schedule and list of subcontractors.

7. CONSTRUCTION ADMINISTRATION

- Attend periodic construction progress meetings.
- Shop drawing and submittal review by ENGINEER shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. OWNER agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. OWNER further agrees that the ENGINEER’s review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs and precautions. ENGINEER’s consideration of a component does not constitute acceptance of the assembled item.
- Prepare construction contract change orders and work directives when authorized by the Owner.
- Review the Contractor’s requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.

8. FIELD OBSERVATION

- ENGINEER's site observation shall be at the times agreed upon with the Owner. ENGINEER will provide Resident Project Representatives at the construction site on a periodic part-time basis from the ENGINEER's office of not more than eight (8) hours per regular weekday, not including legal holidays (for up to 75 hours) as deemed necessary by the ENGINEER, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. Through standard, reasonable means, ENGINEER will become generally familiar with observable completed work. If ENGINEER observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and OWNER to address. ENGINEER shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the ENGINEER have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. ENGINEER neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. ENGINEER shall not be responsible for the acts of omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except ENGINEER's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the ENGINEER.
- Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- Keep a daily record of the Contractor's work on those days that the ENGINEERS are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.

9. COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.

-
- Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.

10. PROJECT CLOSEOUT

- Provide construction-related engineering services including, but not limited to, General Construction Administration and Resident Project Representative Services.



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: CURED IN PLACE PIPE LINER (CIPP) FOR 18" SANITARY SEWER INTERCEPTOR

Agenda Item No. COTW

Executive Summary

This project includes lining of a segment of 8" sanitary sewer in Cedar Lake Road immediately southeast of Dorothy Lane and the portions of the 18" interceptor from Dorothy Lane to Long Lake Drive. Portions of the sewer have recently been rodded (to control root intrusion) and televised.

Lining of the sewers will halt further root intrusion, thereby improving sewer capacity and reducing the potential of sewer backups and overflows. Lining also eliminates potential infiltration, which can be problematic in the low-lying areas that are to be addressed as part of this project.

The 8" sanitary sewer in Cedar Lake Road was recently rodded and televised. The results raised concerns about the structural integrity of the sewer. In addition to reducing infiltration, Cured In Place Pipe Liner will restore the structural integrity of the sewer, reducing the potential for structural failure of the sewer.

Recommended Action

Approve the Village's Consulting Engineer's Work Order 140445.40 in the amount not to exceed \$14,300 to provide Design Engineering Services for the Cured In Place Pipe Liner (CIPP) for 18" Sanitary Sewer Interceptor.

Committee: PW/FCA/Eng	Meeting Date(s): May 5																																	
Lead Department: Engineering & PW	Presenter: Ron Kroop																																	
<p>Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Account(s)</th> <th style="width: 20%;">Budget</th> <th style="width: 40%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>50-60-81-88101</td> <td></td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td style="text-align: right;">\$14,300.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$14,300.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td style="text-align: right;">Over</td> <td></td> <td style="text-align: right;">\$14,300.00</td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	50-60-81-88101			Item Requested		\$14,300.00	YTD Actual		\$0.00	Amount Encumbered		\$0.00							Total:	\$0.00	\$14,300.00	Request is over/under budget:			Under	-		Over		\$14,300.00
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Under	-																																	
Over		\$14,300.00																																

**VILLAGE OF ROUND LAKE, ILLINOIS
2014 SANITARY SEWER REHABILITATION
ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 140445.40

Project Description:

The Project consists of design engineering for rehabilitation of approximately 1,000 lineal feet of existing sanitary sewers between Cedar Lake Road and Sunset Drive.

Engineering Services:

The general provisions of this contract are enumerated in the Village Engineering Services Agreement between the Village and Engineers dated March, 18, 1998. The scope of services for this Project is listed in Attachment A of this Work Order.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Village Engineering Services Agreement dated March 18, 1998. The Engineers' fee for items as described will not exceed **\$14,300** without prior written approval of the Village.

Submitted by: **Baxter & Woodman, Inc.**

By: _____

Louis D. Haussmann, PE, PTOE

Title: Vice President/COO

Date: April 24, 2014

Approved: **Village of Round Lake, Illinois**

By: _____

Daniel A. MacGillis

Title: Mayor

Date: _____

Additional Comments and Conditions: None

Project Description

The Project includes installation of cured-in-place pipe in existing 18-inch sanitary sewers along Dorothy Lane and the High School property between Cedar Lake Road and Sunset Drive. The Project also includes installation of cured-in-place pipe in an existing 8-inch sanitary sewer along Cedar Lake Road, extending south of the intersection with Dorothy Lane. The Village will identify each of the sanitary sewers to be lined in the above areas totaling approximately 1,000 lineal feet in length.

Scope of Services

The standard of care for all professional engineering and related services performed or furnished by the ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality on similar projects. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

The following scope of services details the anticipated tasks necessary to successfully complete this Project.

1. **PROJECT MANAGEMENT** - Plan, schedule, and control the activities that must be performed to complete the Project. These activities include, but are not limited to, budget, schedule, and scope.
2. **REVIEW SANITARY SEWER INSPECTION VIDEOS** - Review Village supplied internal closed circuit television video inspections of sanitary sewer segments scheduled for lining to verify existing conditions and suitability for installation of cured-in-place pipe. The Village will identify the sanitary sewer rehabilitation segments.
3. **MEETINGS WITH VILLAGE STAFF** - Conduct one meeting with staff to review the findings of the sanitary sewer inspection videos, and to answer design questions and/or discuss construction methods. Invite Lake County Department of Transportation (DOT) to the Village staff meeting.
4. **EXHIBIT DRAWINGS** - Prepare exhibit drawings showing the general location, scope, extent, and character of construction work to be furnished and performed by the Contractor.
5. **TRAFFIC CONTROL PLAN** - Prepare a traffic control plan for review by the Lake County DOT.
6. **PROJECT MANUAL** - Prepare for review and approval by the Village and its legal counsel the forms of Construction Contract Documents consisting of Advertisement for Bids, Bidder Instructions, Bid Form, Agreement, Performance Bond Form, Payment Bond Form, General Conditions, and Supplementary Conditions based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC). Prepare technical specifications in the format of the Construction Specification Institute.

7. **PERMITS** - Submit the design documents, traffic control plan, and permit application to the Lake County DOT for a permit to construct the sanitary sewer rehabilitation Project.
8. **QUALITY CONTROL REVIEWS** - Conduct internal design and constructability reviews of Drawings and Project Manual.
9. **ENGINEER'S OPINION OF PROBABLE COST** - Prepare a final opinion of the probable construction cost.
10. **ASSIST BIDDING** - Set bid dates with the Village, create Advertisement for Bids and provide to Village for publication. Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible. Attend bid opening with Village personnel and assist in reviewing and checking of bid package submittals as required. Tabulate all bids received and make a recommendation to the Village for Award of Contract.

Note: The scope of design services does not include prioritizing and identifying sanitary sewer segments to be lined; topography or legal surveys; access agreements or easement descriptions; sanitary manhole rehabilitation; excavation repairs; or application fees.

I:\Burlington\ROULK\140445-2014 Sewer Rehab\Contract\140445.40 WO.docx



VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: SANITARY SEWER LIFT STATION UPGRADES Item COTW

Executive Summary:

1. The FY 14/15 Public Works Water & Sewer CIP Budget includes \$78,000 for upgrade of three (3) Sanitary Sewer Lift Station to provide improve operational control, information access,, warnings (SCADA) safe access to the controls and physical appearance. The three Lift Stations are: Lakewood Terrace, Nippersink, and Cambridge Court. The work will be accomplished In-House except for Fence Installation.
2. The first Lift Station that will be upgraded is Lakewood Terrace. The material items needed total 45; only one of which exceeds \$1,500. ("MultiTrode" Controller (\$6,920.)). Refer to the attached Sketch and Material List. NOTE: A Back Up Power Generator was purchased last FY and will be installed as part of this upgrade.. ALSO NOTE: The FY 14/15 Budget includes purchasing two additional Generators to continue our efforts to have back up power for all critical facilities.
3. Design, material list development for Nippersink LS and Cambridge Court LS will begin in May with the intention to purchase the material to have available for starting those Lift Stations upon completion of Lakewood Terrace.

Recommended Action:

Concur with proceeding to upgrade our Sanitary Sewer Lift Stations, purchasing the necessary material in the most prudent manner.

Committee: PW/FAC/ENGR

Meeting Date: May 5, 2014

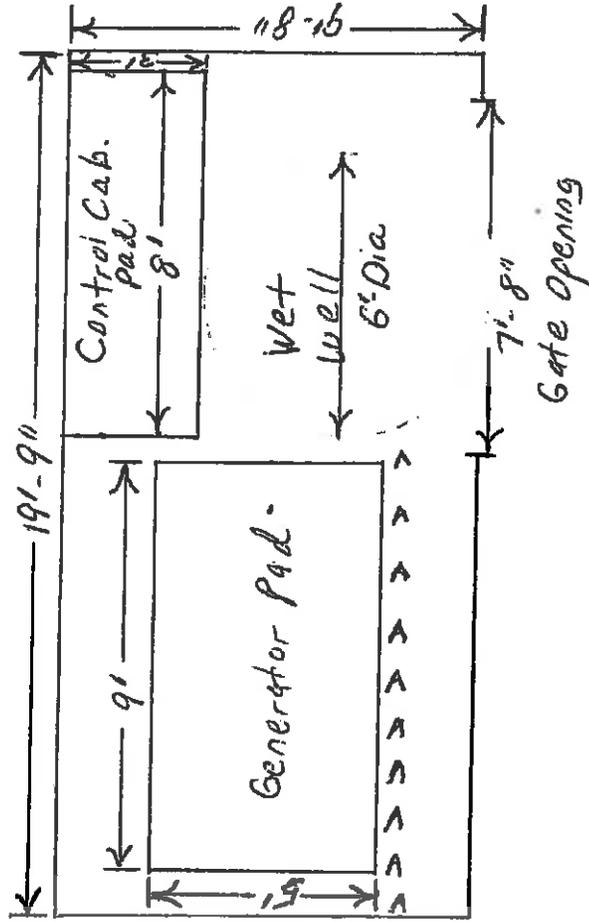
Lead Department: Public Works

Presenter: Ron Kroop

Item Budgeted: Yes No NA

If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.

Account No(s):	Budget:	Expenditures
50-60-81-88101	\$78,000.00	
This Request		\$75,000.00
Total:	\$78,000.00	\$75,000.00
Request is over/under budget:		
Under		\$3,000.00
Over	-	



Scale: 1/4" = 1ft
 N A 4-22-14

Lakewood lift Station
 layout Design

Lakewood Terrace
 Lift Station Material list

1 - 7' x 5' x 22" Steel/painted forest green enclosure	\$ 2,600.00
1 - 36 x 36 x 12 steel interior control panel	\$ 875.00
30' 2" Hw Galvanized conduit	\$ 450.00
10' 1 1/4" Hw Galvanized conduit	\$ 90.00
10' 1" Hw Galvanized conduit	\$ 75.00
8 - 2" Grounding Bushings	\$ 770.00
2 - 1 1/4" " "	\$ 46.00
2 - 1" " "	\$ 36.00
1 - 5/8" x 8" copper bond ground rod	\$ 785.00 \$ 335.00
1 - 5/8" ground rod clamp	\$ 38.00
2 - 2" x 2" Hw nipple	\$ 28.00
8 - 2" lock nuts	\$ 28.00
1 - 2-KVA 240/480 SP Transformer - bronze #	4WUA7 \$ 573.00

2 - Motor Starters w/Aux contacts & overloads	\$ 1,324.00
2 - 3P Pump Motor Circuit Breaker	\$ 479.33
1 - 3P 1/0 Dist Block	\$ 209.25
1 - 1P 1/0 " "	\$ 89.90
1 - 3P-600V Fuse Holder	\$ 91.50
3 - ATDR 1/2 Fuse	\$ 50.40
7 - SQD SP Lug to Lug Breakers 7-20A-5-15A	\$ 506.03 \$ 209.25
1 - 3 phase Monitor Relay w/ socket	\$ 106.10
1 - IDFC Timer 120V # RTE-P11	\$ 52.31
8 - 8-Pin Relay sockets	\$ 51.60
4 - 11-Pin Relay sockets	\$ 43.72
1 - Flasher Relay ABB F.S.540 120V	\$ 58.24
6 DP DT Relays	\$ 150.30
4 - 3P DT Relays	\$ 112.80

4' Din Rail	\$ 17.92
8' - 1 1/2" x 2" wire way	\$ 86.05
2' - 2" x 2" wire way	\$ 88.35
46 - position terminal strip w/ mounting rails	\$ 152.32
1 - rail mount SP fuse holder w/ fuse	\$ 17.17
1 - Strip heater	\$ 33.20
1 - Thermo stat	\$ 102.40
100 - Sticky back wire tie mounts	\$ 17.94
2 - Number Books	\$ 214.50
	\$ 214.50
5' - plastic wire wrap	\$ 277.25
100 - wire ties	\$ 4.73
500' #14 Str control wires	\$ 200.00
500' #12 Str " "	\$ 300.00
1 - 3-Phase UG Meter Socket	\$ 475.00

~~(1 - 7' x 5')~~

1 - Multi Smart w/ Probe & RT-S- \$6,980.50
Sub Total \$17,285.17

1 - 8' x 3' x 10" - Concrete Pad \$800.00

1 - 80' x 10' x 8" Fence Around Station \$4,500.00

Misc. Materials & Equipment \$1,500.00

Estimate Total \$24,085.17



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: PURCHASE OF LIFTING FORKS

Item COTW

Executive Summary:

1. The "Home Made" Lifting Forks that were made more than 10 years ago have recently failed due to corrosion, fatigue and questionable design. Please see attached photos. Without suitable and safe Lifting Forks for our Front End Loader, we are limited to the "BobCat" Lifting Forks which is limited to under 2000lbs lifting capacity. Recent lifting work with the Bobcat Forks on solid, level ground caused the Rear Wheels to come off the ground as we approached 2000 lbs.
2. Our efforts to find a used, appropriately sized Lifting Forks for our Front End Loader (with a 20,000 lb lifting capacity) have not provided anything promising. A new set of Lifting Forks from the John Deere Dealer (where we purchased the Front End Loader, West Side Tractor) is \$4,950.00. See attached quote.
3. This Item was not an intended purchase in our FY 14/15 Budget but is a necessary item for our safe and efficient work. Funding to cover this unanticipated purchase is sufficient from our General Fund and Water Sewer Fund.

Recommended Action:

Concur with the Purchase of a New, properly designed, sufficient lifting capacity Lifting Forks.

Committee: PW/FAC/ENGR

Meeting Date: May 5, 2014

Lead Department: Public Works

Presenter: Ron Kroop

Item Budgeted: Yes No NA

If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.

Account No(s):	Budget:	Expenditures
01-60-80-88024	\$21,000.00	
50-60-80-88024	\$2,500.00	
This Request		\$4,950.00
Total:	\$23,500.00	\$4,950.00
Request is over/under budget:		
Under		\$18,550.00
Over	-	









1560 N Old Rand Rd. • Wauconda, IL 60084

(847) 526-7700

NAPERVILLE • ROCKFORD • SOUTH HOLLAND • WAUCONDA

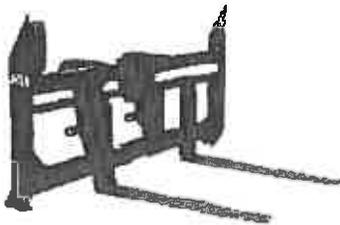
Page 1 of 1

Village of Round Lake
751 W. Town Line Rd.
Round Lake, IL 600073
Attn: Ron Kroop,
FX (847) 740-3576

05-01-14

Thank you for allowing West Side Tractor Sales the opportunity to offer a quote on:

(1) Set of JRB 60" X 60" construction forks to fit existing JRB coupler \$4,950



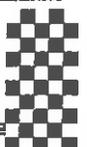
This price is valid for 30 days from the above date.
Thank you

Chris Mazzoni
West Side Tractor Sales
Cell: (630) 816-5001
Office: (847) 526-7700
Office Fax: (847) 526-3565
Home Fax: (224) 678-9137
cmazzoni@westsidetractorsales.com
www.westsidetractorsales.com



JOHN DEERE

West Side Tractor Sales
1560 N Old Rand Rd.
Wauconda, IL 60084
(847) 526-7700





VILLAGE OF ROUND LAKE
AGENDA ITEM SUMMARY

TITLE: HP DESIGNJET T1100 SCANNER MAINTENANCE

Agenda Item No. COTW

Executive Summary

The HP Designjet T1100 MFP Scanner is in need of its first round of maintenance. The scanner cannot be used for scanning and large document copying until the required maintenance is done. Per the current messages on the scanner, the required maintenance is as follows:

1. Scanner lamp needs replacement.
2. Scanner air filters need replacement.
3. Maintenance Kit #1 required.

Staff attempted to get 3 quotes for the required work with the 3rd from CDW being unable to accommodate our machine. Our first contact was to BHFX who we purchased the scanner from originally and the second contact was to HP Services.

The quote from BHFX is the highest but most comprehensive, leaving no doubt as to the total price. HP gave us a quote for the maintenance kit and labor but we must purchase the lamp/filters separately and do our own installation. We can ask HP to install the lamp/air filters along with the maintenance kit, so the labor costs may or may not change. The following quotes are attached:

1. BHFX quote: \$2,321.00.
2. HP quote: \$1,599 for maintenance kit and labor.
3. HP quote: \$514.75 separate purchase for lamp/air filter, no labor included to install.

My recommendation is the BHFX quote due to the uncertainty of the extra HP labor costs to install the lamp/filters that we have to purchase separately from HP.

Recommended Action

Adopt a Resolution Authorizing HP Designjet T1100 maintenance.

Committee: Building & Zoning

Meeting Date(s): 5/5/14

Lead Department: Building

Presenter: R. Kraly

Item Budgeted: Yes No N/A

If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.

Account(s)	Budget	Expenditure
01-70-80-88018		
Item Requested	\$2,500.00	\$2,321.00
YTD Actual		\$0.00
Amount Encumbered		\$0.00
Total:	\$2,500.00	\$2,321.00
Request is over/under budget:		
Under		\$179.00
Over	-	



Service Estimate

BHFx, LLC

80 West Seegers
 Arlington Heights, IL 60005
 Phone: 800-540-5048 option 4

CUSTOMER ID: 10146
 VILLAGE OF ROUND LAKE
 442 N. CEDAR LAKE RD
 ROUND LAKE, IL 60073 USA
 (847) 546-0963
 (847) 546-1872

Work Order# 12991
Request Date 3/10/2014 8:17:16 A

Task # 12991-1
Scheduled Date 3/10/2014 12:17:16 PM

Requester: MARSHA SWENSEN
Requester Phone: (847) 546-0963

Service Call Type: Mechancial

Equipment Serviced: HP Designjet T1100 MFP Unit: HP5C036

Serial #: SMY85R5C036

Location:

Model: 310-HP PLOTTERS/Q6713A

Contract Type:

Contract Desc:

Description:

ERROR: SCANNER LAMP NEEDS REPLACEMENT. SCANNER AIR FILTERS NEED REPLACEMENT. MAINTENANCE KIT #1 REQUIRED

Charges:

Item	Description	Quantity	Price	Amount
Labor	2 Labor Hours	1	\$487.50	\$487.50
Q1277-60013	LAMP	1	\$843.60	\$843.60
Q6687-67011	MAINTENANCE KIT	1	\$990.00	\$990.00

Comments:

SUBTOTAL: \$2,321.10

TAX: \$0.00

Total Amount \$2,321.10



Time and Materials Service Pricing:

BHFX, LLC service technicians are trained and certified by Hewlett Packard, Xerox Engineering Systems and Océ USA-Inc.

Time and Material Service Rates:

Customers not covered by a Comprehensive Maintenance Agreement are invoiced at the prices shown below, which are subject to change without notice. Charges **do not include** replacement parts used in repair. Replacement parts used in repair will be invoiced in addition to the labor charge.

Call Charge (Includes the first 30 minutes of labor)	Labor Rate Per Hour or Any Portion Thereof
\$195.00	\$195.00

1. **Service Call Charge:** A call charge is assessed per machine service call. Call charges includes travel to machine site and 30 minutes minimum labor at the customer site.

Service Hours:

Customer service support is available Monday through Friday from 8:00 am to 5:00 pm local time, excluding BHFX, LLC holidays.

Geographic Coverage:

Fifty (50) mile radius of BHFX, LLC support offices. A \$35.00 travel fee is charged for service outside the 50-mile radius.

Getting support if you have a problem:

1. Call BHFX Customer Support at **800-540-5048 Ext 4**
2. The BHFX, LLC support or service representative will ask a customer for information that will help accurately diagnose the problem and fix it as quickly as possible. Customers may be required to run system self-test programs or to correct reported faults while on the telephone.
3. Based on this discussion, the BHFX, LLC support or service representative will help you fix the problem over the telephone or determine whether to schedule an on-site repair. For on-site services, customer is responsible for providing access to products and for ensuring that a representative is present while service is being performed.

Parts:

Parts used in repair of Customer owned equipment will be invoiced at the prices on BHFX, LLC then current Commercial Parts Price List. This Price List is subject to change without notice. Replacement parts may be new, remanufactured, or used at BHFX, LLC option. All parts used in association with a service call are billable. BHFX, LLC will take title to all parts removed.

Swensen, Marsha

From: Mora, Oscar (PPS CR PCL30 Technical Support Agent) <omora@hp.com>
Sent: Friday, March 14, 2014 1:29 PM
To: Swensen, Marsha
Subject: HP service Maintenance Kit # 1

Hello Marsha,

This is regarding your HP Designjet T1100. The cost of the Maintenance Kit #1 is \$1599. This includes parts (Carriage assembly, Ink Supply Tubes, Belt assembly, Scan Axis Motor and Lubrication kit) and labor. Reply my email if you want to have the printer serviced.

Regards,

Oscar Mora
Designjet Support
omora@hp.com
T +508 2508 6000
AFZ



Swensen, Marsha

From: HP Parts Gallery <HPpartsgallery@hp.com>
Sent: Friday, March 14, 2014 3:36 PM
To: Swensen, Marsha
Subject: HPPS Quote
Attachments: US Quote.doc

Dear Mr. / Ms

Thank you for using HP products; this will be the quote form for the part(s) requested. Please see the quote document on the attached file.

Please remember we are not accepting Purchase Orders unless they come along with a valid HP Parts Store Net 30 Terms account Number. You may still place your order with a credit card at our website www.hp.com/buy/parts, or contact one of our support specialists at 1-800-227-8164 Opt 3 to assist you in the ordering process or to help you in the process of setting up an account.

Please be aware that if you are going to fax a PO number is a mandatory requirement to include a valid Net 30 account number (Our net 30 accounts formats are either 013xxxxxxx or 05xxxxxxx), the omission of this paramount information may cause your order request to be rejected.

Regards,
GBS Parts Sales Center



"Please do not reply to this e mail, for help please call us to: 1-800-227-8164 Opt. 3 or send an email to partstore@hp.com "



HP Parts Ordering Quote sheet

Customer information

Contact name

Marsha Swensen

Company name

-

Phone number

8475460963

Fax number

-

Date

-

10Customer
account number

-

Quote Information

Part	List Price (USD)	Defective Core Charge (USD)	Net Price (USD)	Qty	Select
Q1277-60013 In stock Fluorescent lamp - To illuminate documents for scanning	503.50	0.00	503.50	1	<input type="checkbox"/>

plus minimum \$11.25 S/H

Where do I go to place future orders with HP Parts Business Sales Center?

- To place orders online or to view updated parts, pricing, and availability, visit us at www.hp.com/buy/parts.

***Applicable only for both public sector institutions and companies that possess a HP Parts Store Net 30 terms account number. This requirement is mandatory.**

* Please remember that we are not accepting Purchase Orders unless they come along with a valid HP Parts Store Net 30 Terms account Number. You may still place your order with a credit card at our website www.hp.com/buy/parts, or contact one of our support specialists at 1-800-227-8164 opt 3 to assist you in the ordering process or to help you in the process of setting up an account.

Hewlett Packard Company accepts the following forms of payment: pre-paid account, credit card. Hewlett Packard Company does not accept CODs. Accounts exist solely to maintain addresses and tax information within the order placement system. Accounts not used quarterly will be discontinued. Accounts for Net 30 terms are available for qualified customers. Part availability subject to change daily. Shipping for HP Parts orders are limited to the assigned carriers, shipping options, and pricing per HP Parts Business practice. HP does not ship "Freight Collect" or offer to use an alternate carrier

Swensen, Marsha

From: Paul Reetz <paulree@cdwg.com>
Sent: Friday, March 21, 2014 7:12 AM
To: Swensen, Marsha
Subject: RE: HP services

Marsha,

I appreciate your patience on this. Unfortunately, I just found out that we cannot source these HP service contracts. This is honestly surprising to me as I thought, of all vendors, we carried everything HP had to offer. That said, enterprise printer services are always hit-or-miss.

It looks like you'll have to go with one of your current quotes/vendors.

Thanks,

Paul Reetz
Account Manager | CDW•G
Phone: 312.547.2335 | Toll-Free: 877.525.1587 | Fax: 847.371.3241



From: Swensen, Marsha [mailto:m~~sw~~ensen@eroundlake.com]
Sent: Friday, March 14, 2014 3:53 PM
To: Paul Reetz
Subject: RE: HP services

Paul,

Next week is fine for getting the quote to me.

Thanks,
Marsha

Marsha Swensen
Administrative Assistant
Village of Round Lake, Building Department
Office: 847-546-0963
Fax: 847-546-1872
[m~~sw~~ensen@eroundlake.com](mailto:mswensen@eroundlake.com)

From: Paul Reetz [mailto:paulree@cdwg.com]
Sent: Friday, March 14, 2014 3:52 PM
To: Swensen, Marsha
Subject: RE: HP services

Marsha,

It looks like we can help you out but I will need to get this part SKUed by our purchasing department so I can quote and sell it. I won't be able to produce a quote for you until sometime next week. Is this acceptable?