

AGENDA
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
June 20, 2016
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 June 6, 2016

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Clerk's Office
- Human Resources and Finance
- Public Works, Facilities and Capital Assets, and Engineering
 - Sanitary Sewer Cleaning and Televising Construction Contract
 - Sanitary Sewer Cleaning and Televising Contract Management
 - 700 Railroad Avenue Drainage Improvements Design
 - MacGillis Drive Pavement Resurfacing
 - Salt Barn Repairs
 - Sidewalk Trip Hazard Mitigation
- Special Events
 - National Night Out
- Building and Zoning
- Police
 - Surplus Property
 - VuLink In-Car Video Connectivity Solution
 - Teen Court
- Administration

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

7. ADJOURN

MINUTES
VILLAGE OF ROUND LAKE
COMMITTEE OF THE WHOLE MEETING
June 6, 2016
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 7:35 P.M.

1. ROLL CALL

Present: Trustees Foy, Frye, Newby, Rodriguez, Triphahn

Absent: Trustee Kraly

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of May 16, 2016

Trustee Rodriguez moved, Seconded by Trustee Newby, to approve the Minutes of the Committee of the Whole Meeting of May 16, 2016. Upon a unanimous voice vote; the Mayor declared the motion carried

3. PUBLIC COMMENT

Aavik Patel thanked the board for allowing him, and his father, to ride on the float during the Memorial Day parade. Aavik also thanked the Mayor for attending his graduation ceremonies on May 31st

4. COMMITTEE OF THE WHOLE

- Community Development
- Clerk's Office
- Human Resources and Finance

- Prevailing Wage Ordinance

Finance Director Frerichs spoke on the subject of the Prevailing Wage Act citing the purpose of the act and that in the month of July; each public body shall file a certified copy of an ordinance regarding the prevailing rate of wages as defined in the act.

The Mayor and Board agreed to move to the next Consent Agenda

- Public Works, Facilities and Capital Assets, and Engineering

- Bobcat Skid Steer Purchase

Public Works Director Adam Wedoff requested permission to purchase a \$70 Bobcat Skid Steer, which is 36" wide and comes with a 44" wide bucket, 48" wide snow blower and 48" wide angle broom. The smaller machine will allow staff to efficiently work in tight areas during the snow season. He also stated that the broom and snow blower will be utilized for snow removal on sidewalks during the winter. The Village currently has a 72" machine, which works fine, but is too large to clear snow on some sidewalks which can be as narrow as 48". He stated that Bobcat is the only company

that makes a skid steer small enough to fit down a 48" wide sidewalk and Atlas Bobcat is the only dealer in our area, therefore, he recommends purchasing the machine sole source from Atlas Bobcat. Under discussion it was asked about the machines use with uneven sidewalks whereas PWD Wedoff stated that the broom attachment can be used for those areas.

The Mayor and Board agreed to move to the next Consent Agenda

- Door Replacements at Well #3
PW Director Wedoff recommended accepting a proposal from Overhead Door of Lake and McHenry Counties to replace the steel doors at the Well#3 building. The doors are rusting and are difficult to open and close.

The Mayor and Board agreed to move to the next Consent Agenda

- Fence Installation at Public Works Facility
PWD Wedoff recommended hiring Shogren Fence Inc. to install a chain link fence around the back property of the PW facility. The area contains the salt barn, anti-ice liquids tank & pump, piles of debris, woodchips and miscellaneous brick and block. Staff feels this area should be fenced in to protect Village assets, limit liability of injury should someone walk into the area.

The Mayor and Board agreed to move to the next Consent Agenda

- Special Events
 - National Night Out - Discussed at the Regular Board
- Building and Zoning
- Police
- Administration
 - Elected Official Salary
Village Administrator Shields discussed the reason for review of the salaries, the survey that had been completed and the general analysis of the survey results. Also discussed had been the position salary changes and overall budget status. The salary of the Clerk had been discussed verses the duties. It was mentioned that over the years the clerks responsibilities have moved to others in the office, whereas that role had been responsible for conducting reviews of office staff amongst other things. The Clerk mentioned that she currently puts in between 12-15 hours a week sometimes more depending on the week and with the new structure the hourly pay would be between \$5.38 & \$6.73 respectively and named off a few of the items her position currently is responsible for. It was mentioned by VA Shields that the roll of the Clerk would be that of taking minutes and making sure Ordinances & Resolutions are completed properly and not be responsible for some items she currently does, such as ordering supplies. It was asked if there is a job description currently in place, it was stated there was not, but it would be in the ordinance.

The Mayor and Board agreed to move to the next Consent Agenda

- Mosquito Management Program

Village Administrator Shields stated that he received several proposals from Clarke Environmental; two were way over our budget and two were not enough to service our needs. The one in the middle came in under budget and is the same as last year. If needed additional tablets could be purchased, depending on the need. The Mayor also stated that information will be placed on the website encouraging residents to also do their part to help combat the mosquito's, such as removing standing water or perhaps spraying their yard.

The Mayor and Board agreed to move to the next Consent Agenda

- 57 Acres & Land Use Agreement

VA Shields provided a rough draft of the proposed Land Development agreement for the 57 acre site between the Village and DA Development LLC. He reiterated that the agreement had been done by staff based on examples and both the Village Attorney and Mr. Powell have yet to review. A review of the draft will be done with possible additions such as berms, tree locations etc. After review of the agreement it will be brought back to the board, either at the COTW level or Regular Board for consideration.

- BYOB Ordinance

VA Shields stated that the Village needs an ordinance and create a new classification of liquor licenses, for BYO "Bring Your Own" establishments. He stated that one of the stipulations in the ordinance is that it must be a restaurant that is served by waiters/waitresses. Under discussion it was asked about a cork fee, which was stated it would be the holder of the licenses discretion as to what to charge. It was also asked about any unused beverage, how is that transported in a vehicle. It was mentioned that it would need to be recorked and then sealed in a tamperproof bag which is then placed in a trunk or back of a vehicle to transport back to their home. Discussion was held regarding the licensees shall not rent or lease the premises to a for profit vendor, so no entry, cover or access ticket charges are permitted at Class E licensed establishments.

The Mayor and Board agreed to move to the next Consent Agenda

5. SUGGESTED NEW TOPICS

Trustee Frye inquired about the dead trees within the Village and the progress of the removal of them. Public Works Director Wedoff stated that work is being done in the Bright Meadows area of the Village whereas Trustee Frye inquired about the Parkview neighborhood. PWD Wedoff stated that neighborhood has been awarded a grant for the removal of the trees, however the state budget needs to pass first in order to proceed.

6. EXECUTIVE SESSION

None

7. ADJOURN

Motion by Trustee Triphahn, Seconded by Trustee Frye to adjourn the Committee of the Whole meeting at 8:14 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: SAN SEWER CLEAN & TELEWISE CONTRACT

Agenda Item No. COTW

Executive Summary

Staff recommends accepting a bid from Pipe-View America LLC for sanitary sewer cleaning and televising work. The bid amount is \$252,353.30 and the budgeted amount is \$300,000. The contractor will clean and televise sections of sanitary sewer lines in the Village. This will allow staff to identify locations that may need to be repaired or lined. It is also required in the sanitary sewer agreement with Lake County.

Bids are available for review in the Village Hall. Bidding documents are available for review at Public Works.

The Bid Tab generated by Robinson Engineering is attached.

Recommended Action

Accept a bid from Pipe-View America LLC for sanitary sewer cleaning and televising work.

Committee: PW/F&CA and Engineering		Meeting Date(s): 06/20/16		
Lead Department: Public Works		Presenter: Adam Wedoff, Director of Public Works		
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.	Account(s)	Budget	Expenditure	
	Other Items	\$2,643,581.00		
	Item Requested	\$300,000.00	\$252,353.30	
	YTD Actual		\$0.00	
	Amount Encumbered		\$0.00	
	50-60-81-88101	\$2,943,581.00	\$252,353.30	
	Request is over/under budget:			
	Under		\$2,691,227.70	
Over	-			



Municipal Expertise. Community Commitment.

Thomas E. Nagle, P.E.
Direct Line: (708) 210-5690
Email: tnagle@reltd.com

June 13, 2016

Project #16-R0350

Village of Round Lake
Public Works Department
751 W. Townline Road
Round Lake, IL 60073

Attention: Adam Wedoff, Director of Public Works

RE: Sewer Cleaning and Televising
Award Recommendation

Dear Mr. Wedoff:

Bids were received June 8, 2016 and June 10, 2016 for the above referenced project, and the results are as follows:

<u>Contractor</u>	<u>Bid Amount</u>
Pipe-View America LLC.....	\$252,353.30
National Power Rodding Corp.....	\$284,117.50
Visu-Sewer of Illinois LLC.....	\$307,194.32
Michels Corporation.....	\$372,649.62

The engineers estimate for the project is \$460,000. The bids were reviewed and found to be competitive and in order. Therefore, we recommend award of the contract to the low bidder, Pipe-View America LLC in the amount of \$252,353.30. An itemized bid tabulation including our detailed cost estimate is enclosed for your review.

Should you have any questions or require any further information, please feel free to contact me.

Sincerely,

ROBINSON ENGINEERING, LTD.

Thomas E. Nagle, PE
Senior Project Manager
TEN/pc

R:\2015-2019\2016\16-R0350.RL\Award Recommendation Round Lake Sewer TV & Clean.doc

Encl.

Xc: Steven G. Zehner, Managing Director of the Volo Office



Tabulation of Bids

16-R0350

Local Public Agency: Round Lake, Village of Date: 8-Jun-16
 County: Lake County Time: 10:01 AM
 Section: _____ Appropriation: _____
 Estimate: \$461,647.79

Attended By: Zehner, Steve

	Name of Bidder:	Pipe-View America, LLC	National Power Rodding Corp.	Visu-Sewer of Illinois LLC
	Address of Bidder:	900 National Parkway, Suite 260	2500 W. Arthington Street	9014 S. Thomas Avenue
		Schaumburg, IL 60173	Chicago, IL 60612	Bridgeview, IL 60455
	Approved Engineer's Estimate			

Item No.	Item Description	Unit	QTY	Unit Price	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
R3001005	SANITARY SEWER TO BE CLEANED, 6"	FOOT	336	\$1.55	\$520.80	\$0.58	\$194.88	\$0.50	\$168.00	\$0.20	\$67.20
R3001010	SANITARY SEWER TO BE CLEANED, 8"	FOOT	150,567	\$1.60	\$240,907.20	\$0.58	\$87,328.86	\$0.50	\$75,283.50	\$0.20	\$30,113.40
R3001015	SANITARY SEWER TO BE CLEANED, 10"	FOOT	3,158	\$1.65	\$5,210.70	\$0.58	\$1,831.64	\$0.50	\$1,579.00	\$0.44	\$1,389.52
R3001020	SANITARY SEWER TO BE CLEANED, 12"	FOOT	8,742	\$1.75	\$15,298.50	\$0.58	\$5,070.36	\$0.50	\$4,371.00	\$0.44	\$3,846.48
R3001025	SANITARY SEWER TO BE CLEANED, 15"	FOOT	7,519	\$1.80	\$13,534.20	\$0.58	\$4,361.02	\$0.50	\$3,759.50	\$0.87	\$6,541.53
R3001030	SANITARY SEWER TO BE CLEANED, 18"	FOOT	7,919	\$2.16	\$17,105.04	\$0.58	\$4,593.02	\$0.50	\$3,959.50	\$1.33	\$10,532.27
R3001035	SANITARY SEWER TO BE CLEANED, 21"	FOOT	997	\$2.52	\$2,512.44	\$0.58	\$578.26	\$0.50	\$498.50	\$1.33	\$1,326.01
R3001040	SANITARY SEWER TO BE CLEANED, 24"	FOOT	8,507	\$2.88	\$24,500.16	\$0.58	\$4,934.06	\$0.50	\$4,253.50	\$1.33	\$11,314.31
R3001080	INTERNAL TELEVISION INSPECTION OF SEWER	FOOT	187,745	\$0.75	\$140,808.75	\$0.76	\$142,686.20	\$1.00	\$187,745.00	\$1.28	\$240,313.60
R3001085	CUT PROTRUDING TAPS	EACH	5	\$250.00	\$1,250.00	\$155.00	\$775.00	\$500.00	\$2,500.00	\$350.00	\$1,750.00
				TOTAL:	\$461,647.79		\$252,353.30		\$284,117.50		\$307,194.32



Local Public Agency: Round Lake, Village of
 County: Lake County
 Section: _____
 Estimate: \$461,647.79

Date: 8-Jun-16
 Time: 10:01 AM
 Appropriation: _____

Attended By: Zehner, Steve

Name of Bidder: Michels Corporation	
Address of Bidder: 817 West Main Street	
Brownsville, WI 53006	
Approved Engineer's Estimate	

Item No.	Item Description	Unit	QTY	Unit Price	Total	Unit Cost	Total
R3001005	SANITARY SEWER TO BE CLEANED, 6"	FOOT	336	\$1.55	\$520.80	\$1.15	\$386.40
R3001010	SANITARY SEWER TO BE CLEANED, 8"	FOOT	150,567	\$1.60	\$240,907.20	\$0.96	\$144,544.32
R3001015	SANITARY SEWER TO BE CLEANED, 10"	FOOT	3,158	\$1.65	\$5,210.70	\$1.05	\$3,315.90
R3001020	SANITARY SEWER TO BE CLEANED, 12"	FOOT	8,742	\$1.75	\$15,298.50	\$0.95	\$8,304.90
R3001025	SANITARY SEWER TO BE CLEANED, 15"	FOOT	7,519	\$1.80	\$13,534.20	\$1.00	\$7,519.00
R3001030	SANITARY SEWER TO BE CLEANED, 18"	FOOT	7,919	\$2.16	\$17,105.04	\$1.10	\$8,710.90
R3001035	SANITARY SEWER TO BE CLEANED, 21"	FOOT	997	\$2.52	\$2,512.44	\$3.00	\$2,991.00
R3001040	SANITARY SEWER TO BE CLEANED, 24"	FOOT	8,507	\$2.88	\$24,500.16	\$3.10	\$26,371.70
R3001080	INTERNAL TELEVISION INSPECTION OF SEWER	FOOT	187,745	\$0.75	\$140,808.75	\$0.90	\$168,970.50
R3001085	CUT PROTRUDING TAPS	EACH	5	\$250.00	\$1,250.00	\$307.00	\$1,535.00
				TOTAL:	\$461,647.79		\$372,649.62



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: SAN SEWER CLEAN & TELEWISE PROJECT MANAGEMENT

Agenda Item No. COTW

Executive Summary

Staff recommends accepting a proposal from Baxter & Woodman, Inc. for project management services for the sanitary sewer cleaning and televising contract. The proposal has listed a cost not to exceed of \$14,497.96. The project management consists of construction administration, field observations and project close out. Review of the videos is not included in this scope and will be solicited at a later date.

Proposals received:

Baxter & Woodman, Inc. \$14,497.96
 Robinson Engineering, LLC \$19,159.00

The RFP and proposal sheets are attached.

Recommended Action

Accept a proposal from Baxter & Woodman, Inc. for project management services for the sanitary sewer cleaning and televising contract.

Committee: PW/F&CA and Engineering		Meeting Date(s): 06/20/16																												
Lead Department: Public Works		Presenter: Adam Wedoff, Director of Public Works																												
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="width: 30%;">Account(s)</th> <th style="width: 30%;">Budget</th> <th style="width: 40%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Other Items</td> <td style="text-align: right;">\$2,913,581.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$30,000.00</td> <td style="text-align: right;">\$14,497.96</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$5,040.00</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>50-60-81-88101</td> <td style="text-align: right;">\$2,943,581.00</td> <td style="text-align: right;">\$19,537.96</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: center;">Under</td> <td></td> <td style="text-align: right;">\$2,924,043.04</td> </tr> <tr> <td style="text-align: center;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	Other Items	\$2,913,581.00		Item Requested	\$30,000.00	\$14,497.96	YTD Actual		\$5,040.00	Amount Encumbered		\$0.00	50-60-81-88101	\$2,943,581.00	\$19,537.96	Request is over/under budget:			Under		\$2,924,043.04	Over	-		
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Over	-																													

COST AND PRICE ANALYSIS

Village of Round Lake
Project Management Services for Cleaning and Televising Sanitary Sewers

EXHIBIT A BASE PROPOSAL

Proposers shall submit a summary of manpower requirements and costs for the project in the format shown below.

Deliverable	Employee Class	Hourly Rate	Estimated Hours	Labor Cost
Construction Admin.	Sr. Engineer II	\$ 123.54	14	\$ 1,729.56
Construction Admin.	Engineer Tech. II	\$ 81.89	28	\$ 2,292.92
Field Observation	Engineer Tech. II	\$ 81.89	108	\$ 8,844.12
Completion of Project	Sr. Engineer II	\$ 123.54	6	\$ 741.24
Completion of Project	Engineer Tech. II	81.89	8	655.12

Expenses \$ 235.00

Total Fee \$ 14,497.96

The Engineer's fee to successfully complete all items described in the General Requirements shall not exceed the Total Fee as shown on the Engineer's proposal regardless of the hours required. Any increase in cost must comply with the terms of this Request for Proposal as described in the section Change in Scope.

Proposers will be awarded this procurement not necessarily based on least cost, but rather to the consultant whose proposal best meets the requirements of this RFP. It is understood that the consultant will be required to perform and complete the proposed work in a thorough and professional manner. The consultant shall provide all necessary labor, tools, implements, equipment, materials, and supplies to complete the contracted work.

All questions on the overall project and/or requests for interpretation of any part of the submittal should be directed to Adam Wedoff (847-546-0962) Email: awedoff@eroundlake.com

ROBINSON Engineering

Fee

We have estimated our fee for the project to be billed on a time and material basis with a not to exceed amount of \$19,159. A breakdown of the task, employee classification, hourly rate, estimated hours and Labor cost are as follows:

Village of Round Lake

Project Management Engineering Services for Cleaning and Televising Sanitary Sewers

Employee Classification	Employee Rate	Preconstruction Meeting	Project Administration	Payout Recommendations	Monthly Progress Meetings	Construction Observation	First Tape Submittal Review	Punch List	Project Close Out Report	Total Hours	Cost
		16	14	23	18	60	12	12	14		
Senior Project Engineer 2	\$ 165	4	4	5	4	4	4	2	6	33	\$ 5,445
Senior Project Engineer 1	\$ 145	4	8		8	8	8	2		38	\$ 5,510
I/I Resident Engineer	\$ 86	8		12		48		8	8	84	\$ 7,224
Administration	\$ 70		2	6	6					14	\$ 980
										169	\$19,159

We trust the information provided meets your needs. Please do not hesitate to contact Steve Zehner or myself if you have any questions.

Very truly yours,

ROBINSON ENGINEERING, LTD.

Tom Nagle
 Thomas E. Nagle, PE

Vice President

TEN:pc

Encl (Resumes)

Xc: Steven G. Zehner, Managing Director of the Volo Office

Village of Round Lake



Request for Proposals

To Provide:

**Project Management Services for Cleaning and
Televising Sanitary Sewers**

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INVITATION TO SUBMIT PROPOSAL

NOTICE IS HEREBY GIVEN that Request for Proposals (RFP's) are invited by the Village of Round Lake, Illinois to provide Project Management Services for Cleaning and Televising Sanitary Sewers. Engineering firms with experience and interest are encouraged to present their qualifications and capabilities.

Proposal forms will be sent via mail and email by invitation only.

Proposals will be accepted until **12:00 P.M. on June 10, 2016** with the following provisions:

1. Submit two (2) complete copies of the RFP
2. Proposals may be submitted by email, mail or in person
3. Faxed proposals will NOT be accepted

Proposals shall be submitted to: Village of Round Lake
751 West Townline Rd.
Round Lake, IL 60073
Attn: Adam Wedoff
awedoff@eroundlake.com

Any Proposal submitted unsigned, received via fax transmissions or received subsequent to the aforementioned date and time, may be disqualified.

The Village of Round Lake reserves the right to reject any and all proposals or parts thereof, to waive any irregularities or informalities in proposal procedures and to award the contract in a manner best serving the interest of the Village.

Proposals will not be opened in a public forum.

REQUEST FOR PROPOSALS

Engineering Services for Cleaning and Televising Sanitary Sewers

Services Summary

The Village of Round Lake is seeking proposals from interested companies to provide project management services to oversee a cleaning and televising of sanitary sewers contract within the Village.

Project Summary

The project consists of internal sewer cleaning and televising inspection of approximately 187,000 lineal feet of existing sanitary sewers.

A. GENERAL PROCESSING

Unless otherwise directed by the Village, the following general procedures are used in the selection of vendors to provide professional services:

1. The Village prepares a project description, criteria for selection and requirements for the specific contract. A proposal package is mailed to interested offerors and notice of the intent to contract for services is established.
2. The Village receives written proposals. The proposals should include a resume of the firm, references from past and present clients, similar experience.
3. The Village reviews and evaluates proposals based on established selection criteria and a comparison of all proposals. If necessary, the Village may request a meeting with one or more offerors to clarify and/or expand on the proposal in accordance with the requirements of the proposal, the Village may negotiate terms, conditions, and fees with one or more offerors.
4. The Village selects the proposal which, based on the ability to meet the criteria, appears to be the most advantageous selection for the Village.
5. The following table outlines the anticipated timeline for RFP proposal submission and selection:

Activity	Target Dates	Locations
RFP Issued	05/27/2016	VIA Email
Submission of Proposal	06/10/2016	Village of Round Lake
Final selection made	06/20/2016	Village of Round Lake
Contract awarded	07/05/2016	Village of Round Lake
Professional Services Start	07/06/2016	Village of Round Lake
Contractor Completion	11/02/2016	Village of Round Lake

B. SELECTION PROCEDURES

Definition:

Request for proposals (RFP) is a method of procurement permitting discussions with responsible offerors and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

Familiarity with Conditions:

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

Discussion of Proposals:

All offerors are advised that in the event of receipt of an adequate number of proposals, which in the opinion of the Village require no clarification and/or supplementary information, such proposals, may be evaluated without discussion. Hence, proposals should be initially submitted on the most complete and favorable terms which offerors are capable of offering the Village.

The Village may conduct discussions with any offerors who submits an acceptable or potentially acceptable proposal. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Village shall not disclose any information derived from one proposal to any other offeror. The Village reserves the right to request the offeror to provide additional information during this process.

During discussions, the offeror shall be prepared to cover the following topics.

1. The specific services to be provided
2. Qualifications of the offeror, including work on similar projects, experience of personnel, etc.;
3. The working relationship to be established between the Village and the offeror, including, but not limited to what each party should expect from the other

Negotiations:

The Village of Round Lake reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The Village may require the RFP and the offeror's entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the offeror during discussions or negotiations will be held by the Village of Round Lake as contractually binding on the successful offeror.

Notice of Unacceptable Proposal:

When the Village determines an offeror's proposal to be unacceptable, such offeror shall not be afforded an additional opportunity to supplement its proposal.

Confidentiality:

The Village shall examine the proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials by the offeror pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Village. All data, documentation and innovations developed as a result of these contractual services shall become the property of the Village. Based upon the public nature of these RFP's, an offeror must inform the Village, in writing, of the exact materials in the offer, which cannot be made a part of the public record in accordance with the Illinois Freedom of information Act (5ILCS 140/1 *et seq*; hereinafter, the "Act").

Once a contract is awarded, the Contractor shall maintain full compliance with all provisions of the Act, including, but not limited to, providing any requested records subject to the Act within the deadlines provided by the Act. Failure by the Contractor to maintain compliance with any provisions shall result in the assessment of any and all penalties, damages, and/or costs incurred by the Village to the Contractor that shall be paid immediately by the Contractor upon demand of the same by the Village.

C. TERMS AND CONDITIONS

Authority:

This Request for Proposals is issued pursuant to applicable provisions of the Village of Round Lake. Responses to this RFP shall be opened in private, by Village officials, to avoid disclosure of contents that may contain confidential or proprietary information to competing Respondents.

Error in Proposals:

Offerors are cautioned to verify their proposals prior to submission. Negligence on the part of the offeror in preparing the proposal confers no right for withdrawal or modification of the proposal.

Reserved Rights:

The Village reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFP, or derived by further investigation thereof. The Village further reserves the right at any time and for any reason to cancel this solicitation, to reject any or all proposals, to supplement, add to, delete from, or otherwise change this RFP if conditions dictate. The Village may seek clarifications from a Respondent at any time and failure to respond promptly may be cause for rejection. The Village also reserves the right to interview only those firms it determines shall provide the most advantageous services to the Village, and to negotiate with one or more Respondents acceptable to the Village.

Reserved Rights:

The Village of Round Lake will not be liable in any way for any costs incurred by respondents in replying to this RFP

Award:

Award shall be made by the Village of Round Lake to the responsible offeror whose proposal is determined to be the most advantageous to the Village, taking into consideration the evaluation criteria set forth herein. The Village of Round Lake reserves the right to accept the Proposal as a whole, or any component thereof, if it appears to be in the best interests of the Village.

Evaluation Considerations:

Selection criteria refer to the qualifications that the Village requires in order to award a contract for services, or qualifications that the Village intends on using to evaluate respondents in order to select the most qualified respondent for the project. At a minimum, respondents must provide all requested information in this request for proposal.

Evaluation Criteria is shown below. The Village of Round Lake shall consider the following when judging the ability of offerors to meet the requirements of this proposal

1. Compliance with Request for Proposals
This refers to the adherence to all conditions and requirements of the Request for Proposals
2. Quality of Responses
Clearly demonstrates an understanding of the work to be performed, project staff experience and ability to successfully work with other project team members.
3. Completeness
Completeness and reasonableness of the offeror's proposal for accomplishing the tasks.
4. Capability
Level of capability demonstrated by the offeror's proposed resources for meeting the requirements of this proposal; a demonstrated ability to complete projects on schedule and within budget.
5. Competence
Level of competence in managing sensitive construction projects
6. Services to be provided
Exact type and nature of offeror's proposed services and how it will accomplish the objectives of the project, as well as the ability to rapidly respond to the Village's needs, as defined in the Evaluation Criteria set forth.
7. Qualifications of the Company
This refers to the offeror's capability in all respects to fully perform the contract requirements, including the tenacity, perseverance, experience, integrity and reliability, which will assure good faith performance, as well as satisfactory reference verification. This criterion includes:
 - a. The experience of the firm and its record on engagements of a similar nature, including the ability to serve in a similar capacity for other units of government or organizations: and,
 - b. Personnel to be assigned to the project, their education, capabilities, qualifications and experience with similar projects.
 - c. Amount of proposed contract fees.

Taxes:

The Village is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax.

Hold Harmless Clause:

To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the Village, its officials, agents, architects, contractors, and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgements, costs and expenses, which may in any way accrue against the Village, its officials, agents and employees, arising in whole or in part or in consequence of the performance of the work by the Contractor, its employees, or subcontractors, or which may in any way result therefore, except that arising out of sole legal cause of the Village, its agents or employees, The Contractor shall also be required, at its own expense arising therefore or incurred in connection therewith, and, if any judgement shall be rendered against the Village, its officials, agents and employees, in any such action, the Contractor will, at its own expense, satisfy and discharge the same.

Contractor shall acknowledge that it expressly understands and agrees that any performance bond or insurance policies required by contract, or otherwise provided by the Contractor, shall in no way limit the Contractor's responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents and employees as provided by contract.

Contractor shall also agree to be solely liable for any fines or civil penalties that are imposed by any government or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Contractor's, or its subcontractors' or suppliers', performance of, or failure to perform, the work or any part thereof.

Contractor shall be permitted to contest any such fines or penalties in administrative or court proceedings; however, Contractor shall pay such fines or civil penalties prior to such protest if payment is required prior to making such protest. Contractor shall be held solely responsible for all costs, including attorney's fees and administrative expenses, of protesting any such fines or civil penalties.

Insurance Requirements:

Contractor shall maintain, for the duration of this contract and any extensions thereof, insurance as noted in Appendix I – Insurance Requirements.

Meetings:

Engineer will be required to meet with various Village staff and outside officials as needed throughout the project. A set schedule shall be defined by the respondent.

Equal Employment Opportunity:

Engineer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference, Furthermore, the Consulting Engineer shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

Responsibility & Default:

The awarded offeror shall be required to assume responsibility for all times listed in this Request for Proposals. The successful offeror shall be considered the sole point of contact for purposes of this contract.

Time is of the essence and shall be considered in awarding this contract. If delivery of acceptable items or rendering of services is not completed by the time promised, the Village reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by written notice effective when received by the Consulting Engineer, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere in such a manner as the Village of Round Lake may deem appropriate, and charge the Consulting Engineer with any or all losses incurred. The Village shall be entitled to recover its attorney's fees and expenses in any successful action by the Village to enforce this contract.

Payments:

The Consulting Engineer shall furnish the Village with itemized invoices as required for the project.

All payments to be made in accordance with applicable provisions of the Local Government Prompt Payment Act.

Consulting Engineer Responsibilities:

The selected Consulting Engineer will be required to assume responsibility for all services offered in this proposal. The Village will consider the selected Consulting Engineer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. Sub contracts will be permitted only upon specific, written permission of the Village of Round Lake.

Interpretation or Correction of Request for Proposals:

Offerors shall promptly notify the Village of any ambiguity, inconsistency or error, which they may discover upon examination of the Request for Proposals. Requests for interpretation of specifications may be in writing, and directed to the Village. All such requests must be delivered in a timely fashion.

Interpretations, corrections and changes to the Request for Proposals will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding.

Governing Law:

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois.

Compliance with Laws:

The Consulting Engineer shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and Village governments, which may in any manner affect the contract.

Termination for the Lack of Funding:

The Village reserves the right to terminate the whole or any part of this contract, upon written notice to the Consulting Engineer, in the event that sufficient funds to complete the contract are not appropriated by the Village of Round Lake; provided that in the event of such termination, the Consulting Engineer shall be paid promptly for all services rendered by the Consulting Engineer through the effective date of termination.

Addenda:

Addenda are written instruments issued by the Village prior to the date of receipt of proposals, which modify or interpret the RFP by addition, deletions, clarifications or corrections. Prior to the receipt of proposals, addenda shall be distributed to all who are known to have a complete RFP.

After receipt of proposals, addenda shall be distributed only to applicants who submitted proposals, and those offerors shall be permitted to submit new or amended proposals as detailed within the addenda.

Each offeror shall ascertain, prior to submitting a proposal, that all addenda issued have been received and, by submission of a proposal, such act shall be taken to mean that such offeror has received all addenda and that the offeror is familiar with the terms thereof and understands fully the content of the addenda. Offerors shall acknowledge receipt and understanding of the addenda in the area provided herein on the *Form of Proposal* page.

Regulatory Compliance:

Seller represents and warrants that the goods and services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules, and regulations as applicable including the Occupational Safety and Health Act as amended with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Consulting Engineer shall ensure all designs and operation will adhere to all applicable Village of Round Lake, Lake County, IDOT, USEPA, IEPA and Clean Water Act guidelines and regulatory requirements.

Guarantees and Warranties:

All guarantees and warranties required shall be furnished by the Consulting Engineer and shall be delivered to the Village of Round Lake before final voucher on the contract is issued.

Changes in Scope:

Unless otherwise agreed by the Village in the original contract for professional services, any change in scope of services that increases the agreed contract price for professional or the aggregate of services and / or costs to be expended by the professional in an amount in excess of \$1,500 must be approved by the Village of Round Lake Board of Trustees. Any change in the scope of services that increases the agreed contract price for professional services and/or for costs to be expended by the professional in the amount of \$1,500 or less or the aggregate of, may be approved by the Village Administrator.

Invoicing Requirements:

Unless otherwise agreed to by the Village in the original contract for professional services, all invoices for professional services rendered must be itemized by the name of the individual doing the work, the date of the work, the time expended by the individual broken down into hour, with a description of the work. In addition, all costs must be itemized with a description of the purpose for which the cost was incurred. Unless otherwise agreed by the Village in the original contract for professional services, fee and cost invoices must be provided to the Village of Round Lake on a monthly basis.

D. PROPOSAL FORMS AND CONTENT

Submission of Proposals:

To be considered, proposal should be mailed or emailed to the address below or delivered to the Public Works window, 751 West Townline Rd. on or before the date and time specified in the Request for Proposals. Each respondent shall submit the number of proposals as enumerated on the cover page herein, one of which shall be the original.

Proposals should be submitted in a sealed envelope or via email, addressed as follows:

Village of Round Lake
Public Works Department
751 W. Townline Rd.
Round Lake, IL 60073
Attn: Adam Wedoff
awedoff@eroundlake.com

Late proposals may be rejected and returned to sender

Form of Proposal:

The proposal forms shall be signed by an officer, partner or principal with authority to execute contracts. Items to be submitted:

Work Overview: state your understanding of the proposed project.

Work Plan: Describe in narrative and/or outline from your detailed work plan which indicates your firm's methodology for execution of this contract including a summary of the methodology to be used to perform the work specified, and a synopsis and review of other areas or considerations not addressed in the Statement of Work herein, which the offeror believes to be essential to the effective execution of the project.

Cost and Price Analysis: Contract shall be for services on an hourly basis with a cost not to exceed amount and as prescribed in "Exhibit A." An agreement or contract resulting from the acceptance of a proposal shall be on forms approved by the Village's legal counsel and shall contain, at a minimum, the applicable provisions of this request for proposal and the proposal itself. The Village reserves the right to reject any agreement

Village of Round Lake
Project Management Services for Cleaning and Televising Sanitary Sewers

or contract which does not conform to the request for proposal, the proposal of the firm concerned, or the Village's requirements for agreements and contracts.

Terms and Conditions: List any terms and conditions, which may apply to this contract that are not included in this RFP.

Implementation Schedule: Provide a complete schedule for implementation of the services, including all significant milestones.

Additional Information and Comments: Include any other information which may be requested in the "Statement of Work" herein, or which you believe to be pertinent to the Village's requirements.

GENERAL REQUIREMENTS

1. INTENT

The Village of Round Lake desires to enter into an agreement with a single Engineering firm to provide project management services for cleaning and televising sanitary sewers within the Village as specified in the Scope of Services.

2. SCOPE OF SERVICES

The following Scope of Services details the anticipated tasks necessary to successfully complete this project.

- A. Plan, schedule, and control the activities that must be performed to complete the project. Confer with Village staff to ensure that the goals of the project are achieved.
- B. Conduct meetings with staff to discuss the project and review various items and contractor performance. At a minimum, the fee should include the following meetings:
 - a. Preconstruction meeting
 - b. Monthly progress meetings
 - c. Project completion recap meeting
- C. Act as the Village's representative with duties, responsibilities and limitation of authority as assigned in the construction contract documents.
- D. Construction Administration Duties:
 - a. Attend and prepare minutes for the preconstruction meeting and review the Contractor's proposed construction schedule and list of subcontractors.
 - b. Prepare construction contract change orders and work directives when authorized by the Village
 - c. Review the Contractor's requests for payments as construction work progresses, and advise the Village of amounts due and payable to the Contractor in accordance with terms of the construction contract documents.
 - d. Research and prepare written response by Engineer to request for information from the Village and Contractor.
 - e. Review Contractor televising report submittals for completeness and correct format.
 - f. Project manager or other office staff site visits as needed.
- E. Field Observation Duties:
 - a. Engineer's site observation shall be at the times agreed upon with the Village. Engineer will provide Resident Project Representatives at the construction site on a periodic part-time basis as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specification, 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 Village to address.

- b. 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 Village of the construction progress.
- F. Completion of Project:
- a. Provide construction inspection services when notified by the Contractor that the project is complete. Prepare written punch lists during completion inspections including but not limited to any sections of televising that were missed and any restoration work that needs to be completed.
 - b. Review Contractor's televising report submittals for compliance with the construction contract documents.
 - c. Issue a Notice of Acceptability for the project by the Village.
 - d. Review the Contractor's requests for final payment and advise the Village of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.

DISQUALIFICATION OF CERTAIN PROPOSER

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity has:

- A. been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- B. been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- C. been convicted of bid rigging or attempting to rig bids under the laws of the State of Illinois, or any state in the United States;
- D. been convicted of an act committed, within the State of Illinois or any state within the United States, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1, etc.;
- E. been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- F. been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or any state in the United States;
- G. made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- H. entered a plea of nolo contendere of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, limited liability company, trust, association, sole proprietorship, unincorporated business or individually owned business.

Appendix 1 – Insurance Requirements

Village of Round Lake

Certificate of Insurance Requirements

Contractor shall carry all insurance coverage required by law. In addition, the Contractor shall carry, at its own expense, at least the following insurance coverage with a duly licensed and registered insurance company in the State of Illinois having a minimum A.M. Best rating of A-VI:

- a. Worker’s Compensation & Occupational Diseases Insurance – Statutory amount for Illinois
- b. General Liability Insurance:
 - i. Bodily injury, with limits of not less than \$1,000,000 each occurrence/ \$2,000,000 aggregate;
 - ii. Property damage, with limits of not less than \$1,000,000 each occurrence/ \$2,000,000 aggregate;
 - iii. Contractual insurance – broad form, with limits of not less than \$1,000,000 each occurrence/ \$2,000,000 aggregate;
- c. Automotive Liability Insurance:
 - i. Bodily injury, with limits of not less than \$1,000,000 each occurrence/ \$2,000,000 aggregate;
 - ii. Property damage, with limits of not less than \$1,000,000 each occurrence/ \$2,000,000 aggregate. Property damage insurance coverage shall include non-owned, hired, leased, or rented vehicles, as well as owned vehicles.
- d. Umbrella or excess liability coverage of \$5,000,000.
- e. Contractor’s insurance policy shall name Village as an additional insured on the General Liability, Automotive Liability and Excess Liability insurance policies. The insurance coverage shall be written with insurance companies acceptable to Village. All insurance premiums shall be paid without cost to Village. The contractor shall furnish to Village a Certificate of Insurance attesting to the respective insurance coverage for the full contract term. Contractor shall submit satisfactory proof of insurance simultaneously with the execution of the contract.
- f. All insurance policies shall provide that the Village shall receive written notice of cancellation or reduction in coverage of any insurance policy thirty (30) days prior to the effective date of cancellation.

EXHIBIT A
BASE PROPOSAL

Proposers shall submit a summary of manpower requirements and costs for the project in the format shown below.

Deliverable	Employee Class	Hourly Rate	Estimated Hours	Labor Cost
		\$		\$
		\$		\$
		\$		\$
		\$		\$

Expenses \$

Total Fee \$

The Engineer’s fee to successfully complete all items described in the General Requirements shall not exceed the Total Fee as shown on the Engineer’s proposal regardless of the hours required. Any increase in cost must comply with the terms of this Request for Proposal as described in the section Change in Scope.

Proposers will be awarded this procurement not necessarily based on least cost, but rather to the consultant whose proposal best meets the requirements of this RFP. It is understood that the consultant will be required to perform and complete the proposed work in a thorough and professional manner. The consultant shall provide all necessary labor, tools, implements, equipment, materials, and supplies to complete the contracted work.

All questions on the overall project and/or requests for interpretation of any part of the submittal should be directed to Adam Wedoff (847-546-0962) Email: awedoff@eroundlake.com



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: 700 RAILROAD AVE DRAINAGE IMPROVEMENTS DESIGN

Agenda Item No. COTW

Executive Summary

Staff recommends accepting a proposal from Baxter & Woodman, Inc. to design drainage improvements for Village owned property at 700 Railroad Avenue. The proposal has listed a cost not to exceed of \$25,000. The design will include fixing and re-grading the area to restore the original drainage and will establish an ongoing maintenance plan. Baxter & Woodman will also assist in preparing necessary permits and bidding documents for the construction work.

Staff recommends Baxter & Woodman complete the work because they have completed studies of the area in the past and already have knowledge of the drainage issues. They are familiar with staff and the Village standards and have done quality work for the Village in the past.

The work order is attached for your review.

Recommended Action

Accept a proposal from Baxter & Woodman, Inc. to design drainage improvements for Village owned property at 700 Railroad Avenue.

Committee: PW/F&CA and Engineering	Meeting Date(s): 06/20/16																																		
Lead Department: Public Works	Presenter: Adam Wedoff, Director of Public Works																																		
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="width: 40%;">Account(s)</th> <th style="width: 30%;">Budget</th> <th style="width: 30%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Other Items</td> <td style="text-align: right;">\$305,800.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$25,000.00</td> <td style="text-align: right;">\$25,000.00</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>35-20-88-88801</td> <td style="text-align: right;">\$330,800.00</td> <td style="text-align: right;">\$25,000.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: center;">Under</td> <td></td> <td style="text-align: right;">\$305,800.00</td> </tr> <tr> <td style="text-align: center;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	Other Items	\$305,800.00		Item Requested	\$25,000.00	\$25,000.00	YTD Actual		\$0.00	Amount Encumbered		\$0.00							35-20-88-88801	\$330,800.00	\$25,000.00	Request is over/under budget:			Under		\$305,800.00	Over	-		
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**VILLAGE OF ROUND LAKE, ILLINOIS
DRAINAGE IMPROVEMENTS AND WETLAND MAINTENANCE
AT 700 RAILROAD AVENUE
ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 160470.40

Project Description:

The Project consists of design engineering for drainage improvements and wetland maintenance at 700 Railroad Avenue.

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 **\$25,000** without prior written approval of the Village.

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

By:  _____

Title: Vice President/COO

Date: June 9, 2016 _____

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

By: _____
Daniel A. MacGillis

Title: Mayor

Date: _____

Additional Comments and Conditions: The scope of services does not include preparation of easement documentation if required. It does not include payment of regulatory review fees. Estimated review fees from Illinois Department of Natural Resources and Lake County Stormwater Management Commission are \$3,000.

Project Description

The Project includes drainage improvements and wetland maintenance at 700 Railroad Avenue to reduce flooding impacts and improve aesthetics in a commercial district.

Scope of 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. Coordinate with the Village and project team to ensure that the goals of the Project are achieved.
2. **MEETINGS WITH VILLAGE STAFF** – Conduct one meeting with Village staff to review the final project documents.
3. **DATA COLLECTION AND REVIEW** - Obtain previously completed studies, models, development plans and reports, and property owner reports relevant to the Project. This information will be reviewed and utilized as appropriate to complete the Project. Obtain all available aerial contour mapping, storm sewer system data, water and sanitary sewer system data, aerial photography, parcel lines, street names and addresses from the Village's GIS.
4. **SITE VISITS** – Conduct site visits to verify existing conditions and review the location of proposed improvements.
5. **TOPOGRAPHIC SURVEY** – Perform a topographic survey within the project limits around the storm basin/wetland site to develop Project drawings.
6. **UTILITY COORDINATION** – Complete a Design Locate with JULIE, which consists of obtaining names and phone numbers of utilities located within the work area. Contact utilities, obtain atlases where available, and provide preliminary drawing sheets to utility companies for their markup and return.
7. **DRAINAGE ANALYSIS** - Perform a hydrologic analysis of the subject watershed to define runoff rates. Perform a hydraulic analysis to determine capacity of the existing and proposed drainage improvements (basins, sewers, culverts, ditches etc.). Previously developed hydrologic modeling will be used to complete the analysis in the most efficient manner.
8. **WETLAND DETERMINATION REPORT** - Field locate the limits of wetlands and waters within the project area. Prepare a Wetland Determination Report showing the location and extent of all wetlands and waters within the project area.

9. WETLAND JURISDICTION DETERMINATION – Submit a wetland jurisdictional determination request to LCSMC to determine the regulatory jurisdiction of the subject wetland(s).
10. ENGINEERING DESIGN – Provide a detailed improvement plan, including grading and any drainage structures. Prepare a vegetation management plan, including short-term and long-term actions.
11. FINAL PLANS, SPECIFICATIONS, AND ENGINEER'S OPINION OF PROBABLE COST – Prepare contract documents consisting of Plans, Specifications, Bid Forms and an opinion of the probable construction cost.
12. PERMITS AND AGENCY COORDINATION
 - Submit the design documents to obtain permits from LCSMC and USACE for stormwater management and wetland alterations.
 - Submit a Notice of Intent and the Stormwater Pollution Prevention Plan to the IEPA for a General NPDES Permit No. ILR10.
 - Obtain an endangered species consultation from IDNR and USFWS.
 - Obtain a historic preservation consultation from IHPA.
 - Apply for an Owner site work permit, building permit, and/or tree removal and preservation permit, if required.
13. BIDDING ASSISTANCE – Assist the Village in soliciting construction bids from as many qualified bidders as possible. Attend the bid opening and tabulate bid proposals. Make an analysis of the bids, and submit recommendations for the award of construction contract.

I:\Burlington\ROULK\160470-700 Railroad Ave\Contract\160470.40 Work Order.docx



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: MACGILLIS DRIVE PAVEMENT RESURFACING

Agenda Item No. COTW

Executive Summary

Staff recommends hiring Lorig Construction Company to mill and resurface approximately eighty (80) feet of MacGillis Drive at Route 134. Due to the construction of MacGillis Bridge, the contractor will be on-site with the necessary equipment to complete the requested work.

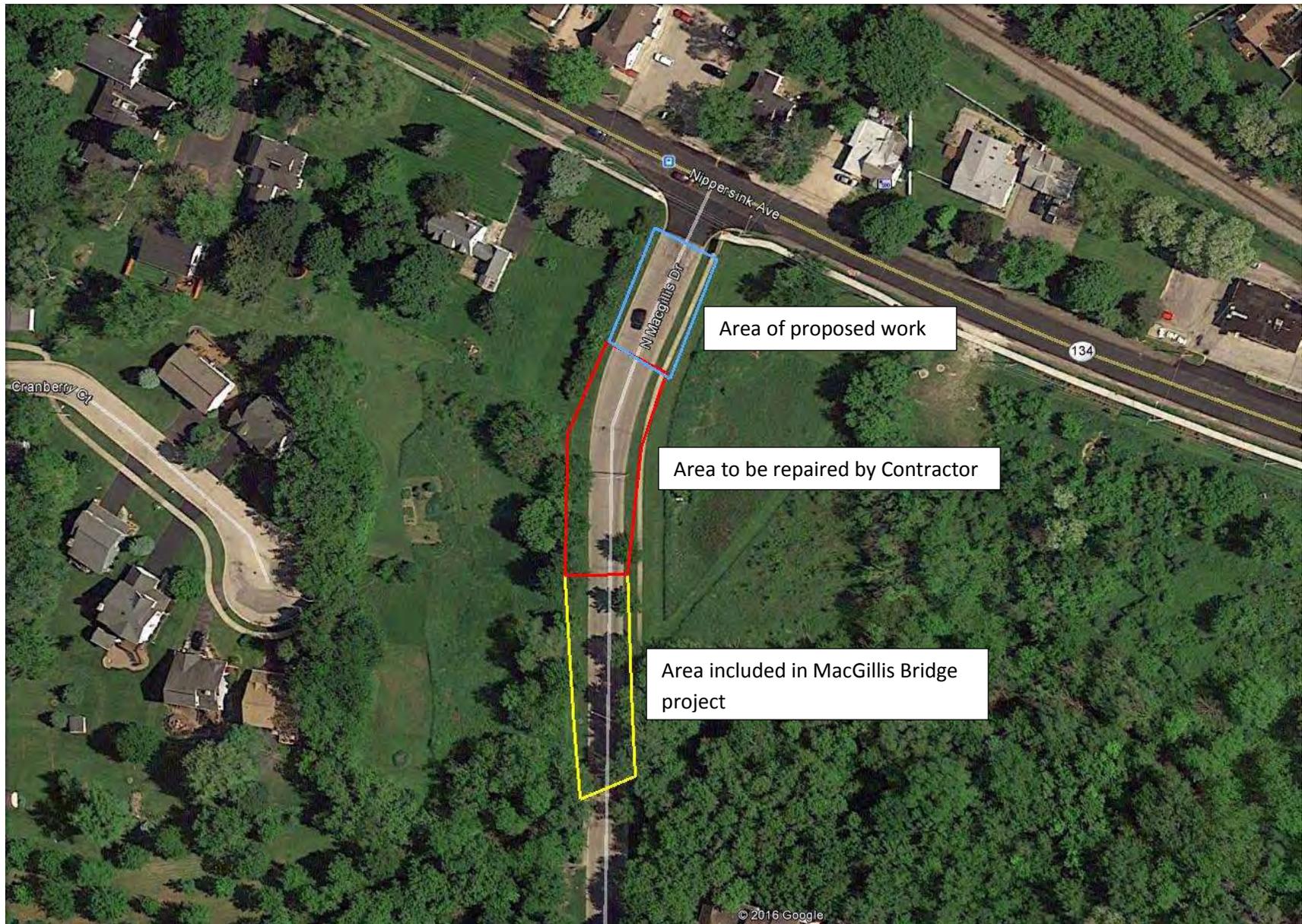
Lorig will be repairing a portion of the roadway because they damaged it. Therefore, there will only be approximately 80 feet of old pavement left between the bridge and Route 134. Staff feels it is in the best interest of the Village to mill two inches off the existing surface and resurface that section along with the rest of the road.

The contractor has agreed to complete for the unit prices given in the bridge reconstruction project. The estimated cost is \$8,120. There is \$16,000 left from the storage racking item in the Capital Projects fund that will be used to pay for the work.

Recommended Action

Hire Lorig Construction Company to mill and resurface approximately eighty (80) feet of MacGillis Drive at Route 134.

Committee: PW/F&CA and Engineering		Meeting Date(s): 06/20/16		
Lead Department: Public Works		Presenter: Adam Wedoff, Director of Public Works		
Item Budgeted: <input type="checkbox"/> Yes <input checked="" 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.	Account(s)	Budget	Expenditure	
	Other Items	\$330,800.00		
	Item Requested	\$0.00	\$8,120.00	
	YTD Actual		\$0.00	
	Amount Encumbered		\$3,903.50	
	35-20-88-88801	\$330,800.00	\$12,023.50	
	Request is over/under budget:			
	Under		\$318,776.50	
	Over	-		



Area of proposed work

Area to be repaired by Contractor

Area included in MacGillis Bridge project



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: REPAIRS TO SALT BARN

Agenda Item No. COTW

Executive Summary

Staff is requesting permission to contract Midwest Seamless Gutters & Siding to complete repairs to the salt barn that were caused by wind damage. The Village insurance company was contacted and has processed the claim, the adjuster estimate is attached.

Staff received the following quotes for the work:

- Midwest Seamless Gutters & Siding - \$4,735.00
- All American Exterior Solutions - \$6,114.00
- Bulk Storage Inc - \$18,280.00

Village insurance will cover up \$5,142.11 not including the \$2,500 deductible.

Recommended Action

Approve a proposal from Midwest Seamless Gutters & Siding to complete repairs to the salt barn that were caused by wind damage.

Committee: PW/F&CA and Engineering	Meeting Date(s): 06/20/16																																	
Lead Department: Public Works	Presenter: Adam Wedoff, Director of Public Works																																	
Item Budgeted: <input type="checkbox"/> Yes <input checked="" 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="width: 40%;">Account(s)</th> <th style="width: 20%;">Budget</th> <th style="width: 40%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Other Items</td> <td style="text-align: right;">\$95,775.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$4,735.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$15,767.28</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$11,350.00</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>01-60-79-77905</td> <td style="text-align: right;">\$95,775.00</td> <td style="text-align: right;">\$31,852.28</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: center;">Under</td> <td></td> <td style="text-align: right;">\$63,922.72</td> </tr> <tr> <td style="text-align: center;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	Other Items	\$95,775.00		Item Requested	\$0.00	\$4,735.00	YTD Actual		\$15,767.28	Amount Encumbered		\$11,350.00							01-60-79-77905	\$95,775.00	\$31,852.28	Request is over/under budget:			Under		\$63,922.72	Over	-	
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MIDWEST

Seamless Gutters & Siding

Gutters * Siding * Windows & Doors * Leaf Protection * Copper * Commercial Work
Office (815) 708.8113 * Fax (779) 774-4633
929 South Alpine Road, Suite #201- Rockford, IL, 61108

4/20/2016

PROPOSAL SUBMITTED TO:

Adam

JOBSITE:

Village of Round Lake

Proposal Includes:

Re-hang and fix salt bin building, top section.

Replace any pieces that came off and make it close to new as possible.

Fasten both sides of building, top section, with screws.

Per Adam we can use the old boards and pieces that came off of the building.

Total: \$4,060.00

If any roofing issues on the one side where the section fell off is damaged should not exceed \$675.00.

Midwest Seamless insures the finest quality in material and installation and guarantees all work for life. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Midwest Seamless workers are fully covered by workers compensation insurance.

We propose to furnish labor and materials-complete in accordance with the above specifications for the sum of **\$TBD** Terms: Payment in full upon completion. Interest charges of 15% per month or 18% Annual percentage rate will be paid on any past due amounts. The proposal is good for 30 days.

Authorized Signature: _____
Randy Horner - 815-601-5522

Acceptance of proposal- The above prices, specifications, and conditions are hereby accepted. Midwest Seamless Gutters is authorized to complete the work and payments will be made as outlined above.

Signature: _____

Thank you for considering Midwest!



ALL AMERICAN
EXTERIOR SOLUTIONS

License # 104.002762
105.000548

PROPOSAL

March 25, 2016

Proposal Number: 29702S

Proposal Sent To:
Village of Round Lake
751 W. Townline
Round Lake, IL 60073
Attn: Adam Wedoff

Phone: (847) 546-0962

All American Exterior Solutions proposes to furnish materials and labor necessary for the completion of the following: **Siding**

1. We will remove remains of blown off wall on east elevation on salt barn.
2. We will inspect existing wall components.
3. We will rebuild wall on east elevation using existing materials without damage.
4. We will replace damage material with closest match as possible, exterior replaced material will be primed, painting to be done by others.
5. We will inspect and secure existing wall on west elevation

Base bid as described above \$ 6,114.00

All coupons and discounts have been applied.

EXTRA WORK

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the contract price. Any wood trim or fascia found to be rotten upon owner's approval would be replaced with same material at a time and material rate of \$4.00 per lineal foot. If deck replacement is found to be necessary, reasonable attempts to verbally notify the homeowner will be made prior to proceeding. In the event homeowner is unable to be reached, acceptance of this contract will be considered authorization for All American Exterior Solutions to proceed with the necessary deck replacement.

Initial: _____

All American Exterior Solutions will take all reasonable precautions to prevent damage to plants, bushes and decks. Drywall and plaster are brittle in nature. Vibrations could cause cracking of the plaster or drywall and movement of wall hanging items. Small debris/dust will fall into the attic. As we cannot control this we will not be responsible for any clean up. We suggest the owner spread plastic or tarps before work starts. Homeowner assumes all of the above described risks and is responsible for removing wall hangings and other items.

Initial: _____

All American Exterior Solutions will not be liable for damage or injury resulting from infestation of insects, animals, plants, fungi, molds, and gasses or any damage or injuries directly or indirectly resulting from the same before, during, or after construction.

Initial: _____

Homeowner will allow dumpster on driveway and will assume responsibility for any resulting cracking of concrete or asphalt.

Initial: _____

All required licenses or permits shall be provided by Homeowner.

Initial: _____

All material is guaranteed to be as specified. All work shall be completed in a professional manner according to standard industry practices. All American Exterior Solutions guarantees its workmanship for a period of 5 years. This guarantee is limited to repair or



ALL AMERICAN EXTERIOR SOLUTIONS

replacement of damaged shingles, underlayment and roof decking. All liability for consequential damages is expressly disclaimed. THIS GUARANTEE DOES NOT COVER LIABILITY FOR INTERIOR DAMAGE AND IS NOT TRANSFERABLE.

Upon receipt of final payment, the manufacturer's siding warranty shall be issued to Homeowner.

All agreements contingent upon strikes, accidents or delays beyond our control. All American Exterior Solutions shall carry worker's compensation and public liability insurance.

Payment terms are as follows: One third at signing of contract, one third at delivery of material, and balance upon completion. Special Order materials may require 50% down payment. Your representative will discuss this with you. For your convenience we accept most major credit cards (2% convenience fee added for credit card transactions). We also accept personal checks or cash. Ask our representative for information concerning financing by a third party. Balances unpaid 30 days after completion will be charged a 1.5-% finance charge per month. All guarantees are dependent upon full payment within 30 days of completion. In the event that Homeowner fails to make payment as required, Homeowner shall be liable to All American Exterior Solutions for all costs and expenses incurred in the collection of sums due to All American Exterior Solutions, including but not limited to attorneys fees and court costs.

In compliance with State Law, All American Exterior Solutions has enclosed an explanation of your consumer rights with your bid package. If you choose to contract with All American Exterior Solutions, we will need this form signed along with the work authorization.

I have been advised that this clause requires binding arbitration and understand by right to accept or reject binding arbitration

I (we) accept binding arbitration

I (we) reject binding arbitration

(Signature)

(Signature)

Date

Date

Estimated completion date will be approximately, _____ days from the date of receipt of a signed contract, weather permitting.

This proposal may be withdrawn by us if not accepted within 30 days

Thank you for your consideration of our proposal. Hoping we will be favored with your valued order, we remain.

Very truly yours,

Contract number: 29702S

Date accepted _____

Andrew Iwaniuk

Signature _____

ef

Daytime phone _____

*The above prices, specifications and conditions
Are satisfactory and are hereby accepted.
You are authorized to do the work as specified*



BULKSTORAGEinc.

28101 South Yates Ave., Beecher, Illinois 60401-3603
708-946-9595 Fax: 708-946-7898 • info@bulkstorageinc.com

March 30, 2016
Adam Wedoff
Village of Round Lake
751 W. Townline Road
Round Lake, IL 60073

Re: Salt Storage Barn Structural repair

On March 25th we inspected of the wind damage to your 40'x40' Salt Storage Building located behind the public works facility on Townline Road in Round Lake, IL. At that time we determined that the North window wall had been completely torn apart from the building and the South wall was beginning to show signs to separation from the building.

We originally constructed your Dome in the '94 and are very familiar with techniques and products used in the original construction.

Our scope of repair includes:

North Window Wall-

- Demolition and removal of remaining window wall panels.
- Reframe window wall as per original specifications, which includes 2'x4' framing, 5/8" T1-11 exterior plywood siding, cedar trim to match existing, 30" Corrugated Polycarbonate windows, and all necessary caulking and flashing.
- Stain new siding, Beige Gray to match existing
- Repair to damaged roof shingle, color to match existing.

South Window Wall-

- Stabilization and reattachment of window walls on South side.
- Stain new siding, Beige Gray to match existing

Price includes clean up and dumpster. All wages shall be paid at prevailing wages.

Total Repair Cost.....\$18,280.00

Price is good for 45 days. Not included are permits, fees, or inspections.

Please call with questions and to determine how to proceed.



Syndicate Claim Services, Inc

PO Box 6151
Fishers, IN 46038
317-576-1315-Phone
317-576-1318-Fax

Insured: Village of Round Lake
Property: 751 Townline Rd
Round Lake, IL 60073

Business: (847) 546-0962

Claim Rep.: Nicola Sold

Business: (503) 833-1627

Estimator: Matt Wickersham
Company: Syndicate Claim Services

Business: (815) 262-8256

Reference:
Company: Trident Insurance Company
Business: PO Box 460729
San Antonio, TX 78246

Business: (210) 342-8808

Claim Number: TNT-0135754

Policy Number: PE462078-04

Type of Loss: Wind Damage

Date Contacted: 5/17/2016

Date of Loss: 3/16/2016

Date Inspected: 5/18/2016

Date Received: 5/13/2016

Date Entered: 5/19/2016 4:01 PM

Price List: ILCC8X_MAY16
Restoration/Service/Remodel

Estimate: ROUND_LAKE

This is not an authorization to repair. Authorization to repair must come from the property owner. An authorized Insurance representative must approve any supplemental charge or it will not be honored. This estimate must be presented to the repair contractor before authorizing repairs. Failure to do so may result in additional expense to you. You should be aware that your policy contains a condition requiring you to protect your property from further damage, make reasonable and necessary repairs to protect the property and keep a record of necessary expenditures. Under this policy condition, it is your responsibility to take immediate, affirmative steps to prevent any growth or accumulation of mold on your property. Should you fail to comply with this policy condition, we will not be able to provide coverage for any loss or damage, which results from the growth or accumulation of mold on your property due to your failure to take such immediate, affirmative steps.



Syndicate Claim Services, Inc

PO Box 6151
 Fishers, IN 46038
 317-576-1315-Phone
 317-576-1318-Fax

ROUND_LAKE

Building
Exterior
Roof

Left Slope

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
1. R&R Drip edge	40.50 LF	2.09	1.59	86.24	(37.25)	48.99
2. Remove 3 tab - 20-yr. - composition shingle roofing (per SHINGLE)	14.00 EA	5.35	0.00	74.90	(0.00)	74.90
Shingle allowance to allow access for replacement of the drip edge.						
3. 3 tab - 20 yr. - composition shingle roofing (per SHINGLE)	14.00 EA	12.16	1.50	171.74	(0.00)	171.74
Totals: Left Slope			3.09	332.88	37.25	295.63
Total: Roof			3.09	332.88	37.25	295.63

Elevations

Right Elevation

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
4. Detach & Reset Trim board - 1" x 6" - installed (cedar)	91.00 LF	2.39	0.06	217.55	(0.00)	217.55
5. Detach & Reset Siding - hardboard panel - paint grade	80.00 SF	2.41	0.45	193.25	(0.00)	193.25
6. Carpenter - General Framer - per hour	3.00 HR	63.29	0.00	189.87	(0.00)	189.87
Allowance to reset and refasten any loose framing members.						
Totals: Right Elevation			0.51	600.67	0.00	600.67

Left Elevation

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
7. R&R Stud wall - 2" x 4" - 24" oc	202.50 SF	1.76	6.95	363.35	(49.64)	313.71
8. R&R Siding - hardboard panel - paint grade	121.25 SF	2.99	9.59	372.13	(51.09)	321.04
9. R&R Corrugated fiberglass roofing (greenhouse type)	81.25 SF	2.92	7.05	244.30	(32.26)	212.04
10. R&R Trim board - 1" x 6" - installed (cedar)	91.00 LF	5.83	23.38	553.91	(78.18)	475.73
11. R&R Fascia - 1" x 8" - #3 cedar	40.50 LF	7.56	4.82	311.00	(44.82)	266.18
12. R&R Trim board - 1" x 4" - installed (cedar)	40.50 LF	3.96	5.30	165.68	(22.78)	142.90
13. R&R Wrap wood garage door frame & trim with aluminum (PER LF)	50.50 LF	12.85	6.58	655.51	(168.62)	486.89



Syndicate Claim Services, Inc

PO Box 6151
 Fishers, IN 46038
 317-576-1315-Phone
 317-576-1318-Fax

CONTINUED - Left Elevation

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
Aluminum trim around window opening.						
14. Seal & paint wood siding	121.25 SF	1.21	3.31	150.02	(0.00)	150.02
Allowance for new siding on the upper wall area.						
15. Paint wood siding - 1 coat	459.00 SF	0.75	6.75	351.00	(0.00)	351.00
Allowance for lower wall area for matching.						
16. Prime & paint exterior fascia - wood, 6"- 8" wide	40.50 LP	1.87	0.60	76.34	(22.90)	53.44
17. Boom lift - 30'-45' reach	3.00 DA	275.00	0.00	825.00	(0.00)	825.00
Totals: Left Elevation			74.33	4,068.24	470.29	3,597.95
Total: Elevations			74.84	4,668.91	470.29	4,198.62
Total: Exterior			77.93	5,001.79	507.54	4,494.25
Total: Building			77.93	5,001.79	507.54	4,494.25

Debris Removal

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
18. Haul debris - per pickup truck load - including dump fees	1.00 EA	137.70	0.00	137.70	(0.00)	137.70
Totals: Debris Removal			0.00	137.70	0.00	137.70

Labor Minimums Applied

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
19. Roofing labor minimum*	1.00 EA	2.62	0.00	2.62	(0.00)	2.62
Totals: Labor Minimums Applied			0.00	2.62	0.00	2.62
Line Item Totals: ROUND_LAKE			77.93	5,142.11	507.54	4,634.57



Syndicate Claim Services, Inc

PO Box 6151
Fishers, IN 46038
317-576-1315-Phone
317-576-1318-Fax

Summary for Building

Line Item Total	5,064.18
Material Sales Tax	77.93
Replacement Cost Value	\$5,142.11
Less Depreciation	(507.54)
Actual Cash Value	\$4,634.57
Less Deductible	(2,500.00)
Net Claim	\$2,134.57
Total Recoverable Depreciation	507.54
Net Claim if Depreciation is Recovered	\$2,642.11

Matt Wickersham



Syndicate Claim Services, Inc

PO Box 6151
Fishers, IN 46038
317-576-1315-Phone
317-576-1318-Fax

Recap of Taxes

	Material Sales Tax (7%)	Food & Med State Tax (1%)	Food & Med Local Tax (1.25%)
Line Items	77.93	0.00	0.00
Total	77.93	0.00	0.00



Syndicate Claim Services, Inc

PO Box 6151
Fishers, IN 46038
317-576-1315-Phone
317-576-1318-Fax

Recap by Room

Estimate: ROUND_LAKE

Area: Building

Area: Exterior

Area: Roof

Left Slope

329.79 6.51%

Area Subtotal: Roof

329.79 6.51%

Area: Elevations

Right Elevation

600.16 11.85%

Left Elevation

3,993.91 78.87%

Area Subtotal: Elevations

4,594.07 90.72%

Area Subtotal: Exterior

4,923.86 97.23%

Area Subtotal: Building

4,923.86 97.23%

Debris Removal

137.70 2.72%

Labor Minimums Applied

2.62 0.05%

Subtotal of Areas

5,064.18 100.00%

Total

5,064.18 100.00%



Syndicate Claim Services, Inc

PO Box 6151
Fishers, IN 46038
317-576-1315-Phone
317-576-1318-Fax

Recap by Category with Depreciation

Items	RCV	Deprec.	ACV
GENERAL DEMOLITION	469.64		469.64
HEAVY EQUIPMENT	825.00		825.00
FINISH CARPENTRY / TRIMWORK	861.87	96.66	765.21
FRAMING & ROUGH CARPENTRY	513.87	48.60	465.27
PAINTING	566.70	22.72	543.98
ROOFING	453.76	67.65	386.11
SIDING	1,079.31	216.30	863.01
SOFFIT, FASCIA, & GUTTER	294.03	44.10	249.93
Subtotal	5,064.18	496.03	4,568.15
Material Sales Tax	77.93	11.51	66.42
Total	5,142.11	507.54	4,634.57



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: SIDEWALK TRIP HAZARD MITIGATION

Agenda Item No. COTW

Executive Summary

Staff has recently begun placing asphalt patches on sidewalk trip hazards in an effort to improve safety for Village residents and reduce liability for the Village. The asphalt is intended to be a short term solution. Staff intends to go through the entire Village to determine how many trip hazards exist and where they are. Until that information can be collected it is difficult to speculate on a best method for addressing the hazards. Options that staff will investigate will include, at a minimum, removal and replacement, grinding, and mud jacking.

The Village has budgeted \$50,000 for sidewalk and curb and gutter repair this fiscal year. That work has been bid out and bids will be brought to the Board at the next meeting. The funds allotted will be enough to fix trip hazards in roughly one neighborhood. The work will be completed by removing and replacing the sidewalk panel(s) that are causing the hazard.

Recommended Action

Committee: PW/F&CA and Engineering	Meeting Date(s): 06/20/16																																	
Lead Department: Public Works	Presenter: Adam Wedoff, Director of Public Works																																	
<p>Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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: 60%;">Account(s)</th> <th style="width: 20%;">Budget</th> <th style="width: 20%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Other Items</td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</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> </td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td colspan="2">-</td> </tr> <tr> <td style="text-align: right;">Over</td> <td colspan="2">-</td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	Other Items	\$0.00		Item Requested	\$0.00	\$0.00	YTD Actual		\$0.00	Amount Encumbered		\$0.00									\$0.00	Request is over/under budget:			Under	-		Over	-	
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VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: DISPOSAL OF SURPLUS PROPERTY

Agenda Item No. C.O.T.W.

Executive Summary:

The Police Department seeks permission to dispose of Village owned surplus/seized property through public on-line auction.

The Police Department would like to send THE FOLLOWING SURPLUS / SEIZED PROPERTY to auction:

- | | |
|---------------------------------|-------------------------|
| 1.) 2004 Volkswagon Jetta Sedan | Vin # 3VWSE69M44M057577 |
| 2.) 2000 Nissan Altima | Vin #1N4DL01D7YC119917 |

Our recommended auction service is:

OBENAUF AUCTION SERVICE, Inc.
 810 Magna Drive, Round Lake, IL 60073
 847-546-2095
obenaufauctions@comcast.net
www.obenaufauctions.com
 IL Licensed Auction Firm #444.000105

Recommended Action:

Approve the disposal through public on-line auction of the above captioned surplus property.

Committee: Police		Meeting Date: 06/20/2015																										
Lead Department: Police		Presenter: Michael Gillette																										
Item Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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"> <thead> <tr> <th>Account No(s):</th> <th>Budget:</th> <th>Actual Request:</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>YTD Actual</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Encumbered</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Request</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Total:</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td>Under</td> <td>-</td> <td></td> </tr> <tr> <td>Over</td> <td>-</td> <td></td> </tr> </tbody> </table>	Account No(s):	Budget:	Actual Request:	N/A			YTD Actual		\$0.00	Encumbered		\$0.00	Request		\$0.00	Total:	\$0.00	\$0.00	Request is over/under budget:			Under	-		Over	-	
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N/A																												
YTD Actual		\$0.00																										
Encumbered		\$0.00																										
Request		\$0.00																										
Total:	\$0.00	\$0.00																										
Request is over/under budget:																												
Under	-																											
Over	-																											

Ordinance 16-ORD-__

A Ordinance Authorizing the Police Department to Dispose of Village Owned Surplus / Seized Property Through Public On-Line Auction.

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Round

Lake authorizes as follows:

The disposal of Village Owned Surplus property including

- 1.) 2004 Volkswagon Jetta Sedan Vin # 3VWSE69M44M057577
- 2.) 2000 Nissan Altima Vin #1N4DL01D7YC119917

and

Acceptance of the recommended auction service for this disposal of:

OBENAUF AUCTION SERVICE, Inc.

810 Magna Drive, Round Lake, IL 60073

847-546-2095

obenaufauctions@comcast.net

www.obenaufauctions.com

IL Licensed Auction Firm #444.000105 is hereby approved.

and

1. The Mayor, or his designee, is authorized to execute all necessary documents to carry out the purposes of this Ordinance.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:

IN THE CIRCUIT COURT OF THE NINETEENTH
JUDICIAL CIRCUIT, LAKE COUNTY, ILLINOIS

FILED

MAY 18 2016

Keith Brin
CIRCUIT CLERK

GENERAL NO: 16 MR 369

IN THE MATTER OF THE PEOPLE OF THE)
STATE OF ILLINOIS, ex. rel. MICHAEL)
NERHEIM, STATE'S ATTORNEY OF LAKE)
COUNTY, ILLINOIS)
vs.)
2004 Volkswagen Jetta)
VIN: 3VWSE69M44M057577)
(Hugo F. Becerril))

ORDER FOR DEFAULT JUDGEMENT

This matter coming on for hearing and notice having been given to the defendant pursuant to 735 ILCS 5/2-1301 and 720 ILCS 5/36-2, and the people having moved for a default judgment, and

1. That the subject property is forfeitable under 720 Illinois Compiled Statutes 5-36-1,
2. That the court has jurisdiction of the parties and the subject matter herein,
3. That none of the claimants, nor anyone else, has filed an Answer to the People's Complaint for Forfeiture.
4. That more than 20 days have transpired since each was served.

IT IS HEREBY ORDERED THAT:

A default judgment is entered against the 2004 Volkswagen Jetta, vehicle identification number 3VWSE69M44M057577 and that it shall be delivered to the Round Lake who shall have the option of retaining it for official use, selling it, or taking any other appropriate action as specified under 720 ILCS 5/36-2(a).

That the Secretary of State is directed to indicate that all right, title and interest in the 2004 Volkswagen Jetta, vehicle identification number 3VWSE69M44M057577 is terminated immediately against the parties listed on the official title records of the Secretary of State and to accept the application for a Certificate of Title from the Round Lake.

ENTERED this 16 day of May, 2016.

Christine Bay
JUDGE

COPY

CERTIFICATE OF TITLE OF A VEHICLE

VEHICLE IDENTIFICATION NO
3VWSE68M44M057577

YEAR MAKE
2004 VOLKSWAGEN

MODEL
JETTA

BODY STYLE
SEDAN

TITLE NO
16154754002

DATE ISSUED
06/02/16

ODOMETER

CCM

MOBILE HOME SQ. FT

PURCHASED
05/16/16
USED

TYPE TITLE
ORIGINAL

MAILING ADDRESS

ROUND LAKE POLICE DEPARTMENT
741 W TOWNLINE RD
ROUND LAKE IL 60073-5709

LEGEND(S)

MILEAGE NOT REQUIRED

COPY

OWNER(S) NAME AND ADDRESS
ROUND LAKE POLICE DEPARTMENT
741 W TOWNLINE RD
ROUND LAKE IL 60073-5709



FIRST LIENHOLDER NAME AND ADDRESS

SECOND LIENHOLDER NAME AND ADDRESS

COPY

RELEASE OF LIEN

The Lienholder on the vehicle described in this Certificate does hereby state that the lien is released and discharged

By _____ Date _____
Firm Name Signature of Authorized Agent
By _____ Date _____
Firm Name Signature of Authorized Agent

NEW LIEN ASSIGNMENT: The information below must be on an application for title and presented to the Secretary of State
Secured Party Address:

Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF TITLE

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following printed name and address

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked

- 1. The mileage stated is in excess of its mechanical limits
 - 2. The odometer reading is not the actual mileage
- WARNING-ODOMETER DISCREPANCY

*If this vehicle is one of more than 5 commercial vehicles owned by me, I certify also that the vehicle is not damaged in excess of 33 1/3% of its fair-market value unless this document is accompanied by a salvage application *

Signature(s) of Seller(s)

NO TENTHS

Printed Name(s) of Seller(s)

DATE OF SALE

I am aware of the above odometer certification made by seller

Signature(s) of Buyer(s)

Printed Name

I Jesse White, Secretary of State of the State of Illinois, do hereby certify that according to the records on file with my Office, the person or entity named hereon is the owner of the vehicle described hereon, which is subject to the above named liens and encumbrances, if any IN WITNESS WHEREOF, I HAVE AFFIXED MY SIGNATURE AND THE GREAT SEAL OF THE STATE OF ILLINOIS AT SPRINGFIELD

CONTROL NO

M15889649



Jesse White

JESSE WHITE, Secretary of State



IN THE CIRCUIT COURT OF THE NINETEENTH
JUDICIAL CIRCUIT, LAKE COUNTY, ILLINOIS

IN THE MATTER OF THE PEOPLE OF THE)
STATE OF ILLINOIS, ex. rel. MICHAEL)
NERHEIM, STATE'S ATTORNEY OF LAKE)
COUNTY, ILLINOIS)

vs.)

2000 Nissan Altima)
VIN: 1N4DL01D7YC119917)
(Cristina Huerta))

GENERAL NO: 16 MR 624

FILED

JUN 06 2016

ORDER FOR DEFAULT JUDGEMENT

This matter coming on for hearing and notice having been given to the defendant pursuant to 735 ILCS 5/2-1301 and 720 ILCS 5/36-2, and the people having moved for a default judgment, and

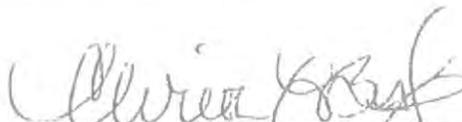
1. That the subject property is forfeitable under 720 Illinois Compiled Statutes 5-36-1,
2. That the court has jurisdiction of the parties and the subject matter herein,
3. That none of the claimants, nor anyone else, has filed an Answer to the People's Complaint for Forfeiture.
4. That more than 20 days have transpired since each was served.

IT IS HEREBY ORDERED THAT:

A default judgment is entered against the 2000 Nissan Altima, vehicle identification number 1N4DL01D7YC119917 and that it shall be delivered to the Round Lake Police Department who shall have the option of retaining it for official use, selling it, or taking any other appropriate action as specified under 720 ILCS 5/36-2(a).

That the Secretary of State is directed to indicate that all right, title and interest in the 2000 Nissan Altima, vehicle identification number 1N4DL01D7YC119917 is terminated immediately against the parties listed on the official title records of the Secretary of State and to accept the application for a Certificate of Title from the Round Lake Police Department.

ENTERED this 6 day of June, 2016


JUDGE

COPY



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: Authorization to purchase 11 Digital-Ally VuLink Devices

Agenda Item No. COTW

Executive Summary:

Attached a price quote for the purchase of 11 Digital-Ally VuLink Standard Kit squad car camera linking systems. The VuLink device automatically links Digital Ally HD chest camera and in-car video systems as it will automatically activate these cameras on sudden stops (traffic crashes), light bar activations, and preset speed sensors. This hardware will work to activate all system cameras that are in the vicinity of an activated camera in an effort to reduce user error and the need to continuously record. Our in-car camera system and eventual chest cameras are intended to record police interactions with citizens when appropriate and according to constitutional laws and department rules. The Round Lake Police Department seeks approval to purchase the components as described in the attached sales quote from Digital-Ally. The cost is \$5,090.00 This is a budgeted expense. Digital-Ally is the manufacturer of our in-car, chest camera and camera server systems.

Recommended Action:

Staff recommends authorization to purchase 11 Digital-Ally VuLink camera linking systems. The project cost is \$5,090.00.

Committee: Police	Meeting Date: June 20, 2016																														
Lead Department: Police	Presenter: Michael Gillette; Chief of Police																														
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>01-40-80-88024</td> <td style="text-align: right;">\$35,000.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td></td> <td style="text-align: right;">\$5,090.00</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 style="text-align: right;">Total:</td> <td style="text-align: right;">\$35,000.00</td> <td style="text-align: right;">\$5,090.00</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;">\$29,910.00</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	01-40-80-88024	\$35,000.00		Item Requested		\$5,090.00	YTD Actual		\$0.00	Amount Encumbered		\$0.00				Total:	\$35,000.00	\$5,090.00	Request is over/under budget:			Under		\$29,910.00	Over	-	
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Over	-																														



VuLink™

Patented Connection Technology

Hands Free
Automatically activates
body camera and in-car
video systems.

Eliminate Distractions
Reduce incidents of
user-error and the need
to continuously record

Link Recordings
Seamless integration through
VuVault™ & VuVault.com™



Features & Specifications

Warranty	2 year Advance Exchange, May be extended up to 5 years
Automatic Trigger(s)	G-Force, Lightbar, Vehicle speed/sensors
Transmit Range	Up to 300 ft line of sight
Linked Devices	In-Car video system and Body Worn Camera
Central Management	VuVault™ Back Office Software



digitalallyinc.com

1-800-440-4947



sales@digitalallyinc.com



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9705 Loiret Blvd.
 Lenexa, KS 66219
 1-800-440-4947 www.digitalallyinc.com

Customer:

Round Lake Police Department Troy Akey 741 W. Town Line Road Round Lake, IL 60073
--

Customer ID	Salesperson	Shipping Method	Payment Terms	Created By	Quote Valid
ROUIL1	DA	FEDERAL EXPRESS	Net 30	Natalie Mitchell	90 Days

Ordered	Item Number	Description	Retail Price	Item Discount	Discount	Ext. Price
11	001-0950-00	VuLink, Standard Kit	\$495.00	\$35.00	\$385.00	\$5,060.00

Notes:

(11) VuLinks

- Honoring Pricing that Jim Hendrickson gave

Total Discount	\$385.00
Subtotal	\$5,060.00
Misc	
Tax	\$0.00
Freight	\$30.00
Total	\$5,090.00

Thank you for your interest in Digital Ally products. If you would like to place an order, please contact the Digital Ally Sales Team at 1-800-440-4947.

TERMS OF SALE

Your purchase of goods from Digital Ally, Inc., a Nevada corporation ("Digital Ally") will be governed by the following terms of sale ("Terms"). You will be referred to throughout these Terms as "you".

1. Exclusion of Other Terms; Entire Agreement. Additional or different terms or conditions proposed by you (including any additional or different terms provided in a purchase order) will be void and of no effect unless specifically accepted in writing by Digital Ally. Digital Ally's sales invoice, these Terms, the warranty and any special conditions executed by you and Digital Ally (collectively, the "Order") supersedes and cancels all prior communications between us, whether verbal or written, and constitutes the entire agreement between us unless modified in writing and signed by each of us.

2. Payment. Payment terms are cash on delivery, except where credit has been established and maintained to Digital Ally's satisfaction. If you have established credit, payment terms are net 30 days from date of shipment. Any invoice that you fail to pay when due will bear interest at the rate of 1-1/2% per month or the highest rate then permitted by law, whichever is less. You must also reimburse Digital Ally for its costs incurred (including internal administrative expenses and reasonable attorneys' fees) in the collection of your past due invoices.



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3. Security Interest. Digital Ally retains a security interest in all goods delivered to you and all proceeds until paid in full. You agree, without further consideration, at any time to do or cause to be done, all acts, and to execute and deliver, all such documents as Digital Ally may reasonably request in order to protect Digital Ally's security interest in the goods, including the filing of financing statements that Digital Ally may deem necessary to perfect its security interest.

4. Taxes. In addition to the purchase price, you must pay any sales, excise or similar taxes applicable to the transaction, unless you provide Digital Ally with a valid tax exemption certificate. You must pay use taxes, if applicable to the transaction, directly to the appropriate taxing authority.

5. Shipment. Digital Ally will use commercially reasonable efforts to comply with your shipping instructions. You must prepay all transportation and insurance charges prior to shipment. Unless otherwise stated by Digital Ally, all shipments will be F.O.B. (free on board) Digital Ally's manufacturing facility in Lenexa, KS.

6. Force Majeure. Digital Ally will not be liable to you for any loss, damage, delay, or failure of delivery resulting from causes that are beyond Digital Ally's reasonable control. DIGITAL ALLY WILL NOT BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES FROM ANY DELAY WHATSOEVER.

7. Limitation of Liability. You assume all risk from your purchase and use of the goods. Neither you nor Digital Ally will be liable to the other for any consequential damages, punitive damages, special, incidental or exemplary damages suffered by the other in connection with its performance of its obligations under this Order. DIGITAL ALLY'S AGGREGATE LIABILITY UNDER THIS ORDER WILL NOT EXCEED AMOUNTS PAID BY YOU TO DIGITAL ALLY UNDER THIS ORDER.

8. Warranty; Limitations on Remedies. Digital Ally's warranty on the goods provided under the Order is set out in a separate statement, which sets forth the only warranty applicable to the goods sold under this Order. THAT WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES. THERE ARE NO WARRANTIES THAT EXTEND BEYOND DIGITAL ALLY'S WARRANTY STATEMENT. ALL IMPLIED WARRANTIES ARE DISCLAIMED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, FITNESS FOR A PARTICULAR PURPOSE, AND WARRANTIES IMPLIED FROM A COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE. YOUR SOLE AND EXCLUSIVE REMEDY FOR A WARRANTY CLAIM WILL BE THE REPAIR OR REPLACEMENT OF THE GOODS.

9. Indemnity. You will defend Digital Ally, its managers, agents, employees, successors and assigns, (collectively, the "Indemnified Parties"), and will pay all damages, losses, costs and expenses, including reasonable attorney's fees, incurred by the indemnified party arising out of, or incidental to, your selection, purchase and use of the goods under this Order. This indemnification will survive the expiration or termination of this Order.

10. Risk of Loss. Risk of loss to goods purchased will pass to you at the earlier of the time the goods are (a) duly delivered to the carrier, or (b) duly tendered to you for delivery.

11. Acceptance; Claims for Shortage or Error. Delivered goods will be deemed accepted upon the earlier of your formal acceptance of the goods or the expiration of 30 days from receipt. If you discover upon Initial Inspection that (a) some or all of the goods are defective or (b) do not conform to Digital Ally's warranty, they may be returned to Digital Ally for replacement or a refund of the purchase price. Digital Ally is not responsible for goods lost or damaged in transit. You are solely responsible for filing claims against the carrier for any loss or damage. Digital Ally will furnish all available information and give any other reasonable assistance requested to assist you in filing a claim for delivery damage. Claims for shortages in shipment not chargeable against the carrier will not be considered



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unless notice is given within 10 days from date of receipt of goods.

12. Compliance with Laws. Compliance with Laws. You will comply with all laws and regulations applicable to you, including those dealing with the purchase and distribution of the products purchased under these Terms ("Products"). You will further keep Digital Ally informed of any laws, regulations, governmental orders, or requirements, which affect the ordering, shipment, importation, sale, marketing, or distribution of the Products within your jurisdiction and will, in all cases, refrain from engaging in any activities or conduct, which would cause Digital Ally to be in violation of the laws of any jurisdiction. You agree at all times to comply with all United States laws or regulations, as they may exist from time to time, regarding export licenses or the control or regulation of exportation or re-exportation of products or technical data sold or supplied to you. Without limiting the generality of the foregoing, you specifically agree not to resell any Products purchased under these Terms to any party, if such a sale would constitute a violation of any laws or regulations of the United States. In conformity with the FCPA, you represent and warrant that neither you, nor any of your directors or any of your members, managers, officers, employees, or agents is an official agent, or employee of any foreign government or governmental agency or political party. You agree to promptly notify Digital Ally of the occurrence of any event, which would render the foregoing representation and warranty incorrect or misleading. In addition, you will at all times comply with all applicable laws of the United States concerning foreign corrupt practices or which in any manner prohibits the giving of anything of value to any official, agents or employee of any government, governmental agency, political party or any officer, employee, or agent thereof.

13. Governing Law; Jurisdiction and Venue. This Order and all disputes arising under this Order are exclusively subject to, governed by, and construed in accordance with the law of the State of Kansas, without regard to rules of conflicts of law. Any action relating to this Order must be brought in state or federal courts located in Johnson County, Kansas, and the parties hereby irrevocably consent to the exclusive jurisdiction of, and venue in such courts.

14. Prevailing Party's Attorneys' Fees. In the event of any litigation or arbitration related to this Order, the prevailing party will be entitled to recover from the non-prevailing party, the costs and expenses (including attorneys' fees) reasonably incurred by the prevailing party in connection therewith.

15. Cancelled Orders and/or Returns. All cancelled orders and/or product returns may be subject to a 20% restocking fee.

VuVault System Requirements

This is a quick reference guide to qualify on site machines for VuVault compatibility. These include specifications for minimum requirements and recommended machines. Our minimum requirements are higher on VuVault versus VideoManager to avoid issues for now and future released features to the program. **Computers that do not meet these requirements in many cases will work however we cannot guarantee stability or performance and will not support related issues.**

Standalone Software (with or without wireless software)

Minimum Requirements

- Intel® I-Series Dual Core Processor (2.0Ghz or higher)
- 4GB RAM
- Windows 7 Professional Operating System (32 or 64-bit)
- 40GB Free Space (Boot Drive)
- Storage Drive (Qualify customer)
- DVD+/- RW Drive
- Intel® HD4000 chipset or comparable video card
- 100Mb Network Connection



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- USB 2.0 CF/SD Card Reader
- Recommended Specifications**
- Intel® I-Series Quad Core Processor (2.0Ghz or higher)
- 8GB RAM
- Windows 7 Professional Operating System (64-bit)
- 40GB Free Space (Boot Drive)
- Storage Drive (Qualify Customer)
- DVD +/- RW Drive
- Nvidia® GeForce 8800GS or comparable video card
- Gigabit Network Connection
- SanDisk USB 2.0 CF/SD Card Reader

Server Software (with or without wireless software)

- Minimum Requirements**
- Intel® I-Series Dual Core Processor (2.4Ghz or higher)
- 4GB RAM
- Windows 7 Professional Operating System (32 or 64-bit) or Windows Server 2008
- 40GB Free Space (Boot Drive)
- Storage Drive (Qualify Customer) Local NTFS (no FAT32 removable drives or network drives)
- 100Mb Network Connection
- Recommended Specifications**
- Intel® i-Series Quad Core Processor (3.00Ghz or higher)
- 8GB RAM
- Windows Server 2008 R2
- 250GB Free Space (Boot Drive)
- Storage Drive (Qualify Customer) Local NTFS (no FAT32 removable drives or network drives)
- Gigabit Network Connection

Client/Viewer Software

- Minimum Requirements**
- Intel® I-Series Dual Core Processor (2.0Ghz or higher)
- 2GB RAM
- Windows XP Service Pack 3 or Windows 7 Pro (32 or 64-bit)
- 40GB Free Space (Boot Drive)
- DVD +/- RW
- Intel® HD4000 chipset or comparable video card
- USB 2.0 CF/SD Card Reader
- 100Mb Network Connection
- Recommended Specifications**
- Intel® I-Series Dual Core Processor (3.0Ghz or higher)
- 4GB RAM
- Windows 7 Professional (64-bit)
- 40GB Free Space (Boot Drive)
- DVD +/- RW
- Nvidia® GeForce 8800GS or comparable video card
- SanDisk USB 2.0 CF/SD Card Reader
- Gigabit Network Connection

Wireless Requirements and Recommendations

Minimum Requirements

Dedicated Outdoor Business Class Wireless Access Point (802.11n & 2.4Ghz)



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- 5 cars transferring simultaneously per Access Point
- WPA-PSK w/TKIP Encryption (WPA2-PSK w/AES preferred)
- DHCP Component (Can be integrated to AP or external)

Recommended Model Access Points

- DLINK DAP-3520
- Ubiquiti UniFi Outdoor
- Cisco Aironet 1300 Outdoor

Resolution 2016-R-___

A Resolution Authorizing the Village of Round Lake Police Department's to Purchase 11 Digital-Ally VuLink camera linking systems.

WHEREAS, the Village of Round Lake has determined that recording interactions our Police Department has with citizens is a viable tool that is beneficial to the citizenry and police officers; and

WHEREAS, the Village President and Board of Trustees find that making this purchase is fiscally prudent and in the interest of public health, safety and welfare; and

NOW THEREFORE BE IT RESOLVED by the Village President and Board of Trustees of the Village of Round Lake as follows:

1. Purchasing 11 Digital-Ally VuLink camera linking systems \$5,090.00 from Digital-Ally of Lenexa, KS is hereby authorized.
2. Quote price sheet #QUO-16047-K5Q7D9 is attached hereto as Exhibit A is hereby approved.
3. The Mayor, or his designee, is authorized to perform such other actions required to carry out the Village's purchase, and to otherwise implement this resolution.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:



VILLAGE OF ROUND LAKE

AGENDA ITEM SUMMARY

TITLE: 2016 TEEN COURT PROGRAM PARTICIPATION AGREEMENT AND FEE

Agenda Item No. **C.O.T.W.**

Executive Summary:

Each year, Nicasa requests the Police Department pay a fee to help off-set the cost of operating the Teen Court Program. This year that fee request is \$5,000.00. However, there are considerations that the Board of Trustees should know prior to making a decision concerning this agreement and accompanying invoice, which includes the following elements:

- 2011/12 the program had not been used by our Police Department for at least 12-months.
- 2012/13 referrals increased significantly to 9 individuals.
- 2013/14 we made 20 referrals to teen court.
- 2014/15 we made 9 referrals.
- 2015/16 the police department made 15 referrals.
- Currently, we provide an officer to oversee bailiff and security at Round Lake Teen Court monthly.
- Our fee was invoiced at \$1,000 as our annual fee. That fee was reduced to \$500. Now increased to \$5,000.00, though Nicasa has always sought \$5,000 annually from each member through donations or deferred prosecution donations.

Recommended Action:

Staff recommends the continued use of Nicasa Teen Court, payment of the \$5,000 fee, and renewal of our Teen Court Agreement which is attached.

Committee: Police

Meeting Date: June 20, 2016

Lead Department: Police

Presenter: Gillette

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 No(s):	Budget:	Actual Request:
01-40-72-67204	\$5,000.00	\$5,000.00
YTD Actual	\$0.00	
Encumbered	\$0.00	
Total:	\$5,000.00	\$5,000.00
Request is over/under budget:		
Under	-	
Over	-	

Resolution 2016-R-___

**A Resolution Authorizing the Village of Round Lake Police
Department's Participation in the Lake County Teen Court Program**

WHEREAS, the Lake County Teen Court Program is a NICASA Social Service program associated with the Lake County Court System and is used by multiple law enforcement departments of Lake County. Teen Court is comprised of a peer jury system available to law enforcement agencies in Lake County, which concentrate on the intervention of less serious infractions of law committed by teenage minors in an attempt to adjudicate these infractions in manner that sets examples, teaches alternatives and reduces the long-term impact of breaking minor laws; and

WHEREAS, the Village President and Board of Trustees find that participation in the Lake County Teen Court is fiscally prudent and in the interest of public health, safety and welfare; and

NOW THEREFORE BE IT RESOLVED by the Village President and Board of Trustees of the Village of Round Lake as follows:

1. Participation in the Lake County Teen Court Program is hereby authorized.
2. An ongoing annual donation of \$5,000 to Nicasa Teen Court is hereby approved.
3. The Mayor, or his designee, is authorized to perform such other actions required to carry out the Village's participation in the Lake County Teen Court Program and to otherwise implement this resolution.

APPROVED:

Daniel A. MacGillis, Village President

ATTEST:

Patricia C. Blauvelt, Village Clerk

PASSED:

APPROVED:

AYES:

NAYS:

ABSENT:



October 23, 2015

Chief Michael Gillette
Round Lake Police Department
741 Town Line Rd.
Round Lake, IL 60073

Dear Chief Gillette,

This letter is a follow-up to the recent Teen Court Advisory Board Meeting. At that meeting, I was directed by the Advisory Board to contact each chief and explain the current financial situation that Teen Court faces. The Teen Court federal grant has ended and there is absolutely no state funding slated for Teen Court. Because of this, Nicasa's Teen Court program is in extremely challenging financial straits.

In an attempt to keep the program going, we have eliminated 1.5 staff positions, restructured the courts geographically, and streamlined procedures as much as possible. While these efforts have helped, they are not enough. In order to ensure the future sustainability of Teen Court, we must rely on the police departments that use and depend on this balanced and restorative justice program that our long partnership has forged together. The Round Lake Police Department was one of the founding departments that created Teen Court. I know that you value the benefits that this program offers to offenders, their families, and to the many volunteers who act as jurors, attorneys, and bailiffs. The program's recidivism rate is 1/5th that of the traditional criminal justice system and the success stories that the program has made possible are truly moving and life-changing.

We have historically asked participating departments for either a donation or deferred prosecution funding level of \$5,000. It is with heartfelt sincerity that I ask you to consider a donation in this amount at this time in order to ensure that Round Lake youth can continue to participate in Nicasa's Teen Court Program. If a larger donation is possible, it would go a long way to fund this vital Program. I know that our mutual objectives are the positive behavior change in our youthful offenders, increased public safety, and the reinforcement of positive values for our teen jurors. With your support, Teen Court will continue to be the best example of a program that achieves these goals.

Thank you in advance for your consideration.

Sincerely,

Bruce Johnson
Chief Executive Officer

31979 N. Fish Lake Rd.
Round Lake, IL 60073
(847) 546-6450

1113 Greenwood Ave.
Waukegan, IL 60085
(847) 244-4434

1724 First St.
Highland Park, IL 60035
(847) 433-1303

2900 Main St.
Buffalo Grove, IL 60089
(847) 634-6422

Bridge House
3016 Grand Ave.
Waukegan, IL 60085
(847) 662-4124

Judy H. Fried Center
2031 Dugdale Ave.
North Chicago, IL 60064
(847) 785-8660

1632 23rd St.
Zion, IL 60099
(847) 872-2830



**NICASA TEEN COURT
Police Department Agreement**

The purpose of this agreement is to formalize the relationship between:

NICASA BEHAVIORAL HEALTH SERVICES

AND

ROUND LAKE POLICE DEPARTMENT

In order to provide better continuity of programs/services to Teen Court Program participants and maximize cooperation with the least inconvenience and linkage problems.

Therefore, it is mutually agreed as follows:

- The Teen Court operates under the jurisdiction of the Round Lake Police Department through their station adjustment process per the Juvenile Court Act 705 ILCS 405/5-301.
- Nicasa Behavioral Health Services administers, coordinates and facilitates the Teen Court Program.
- Implementation and operation of the Round Lake Police Department's Teen Court is contingent upon each party accomplishing the following:

Round Lake Police Department agrees to:

1. Refer youth to Teen Court as an alternative to Juvenile, Branch or Municipal Court.
2. Assist in recruiting Teen Court jurors and attorneys from Round Lake High School, with assistance from Nicasa Behavioral Health Services, through the application process.
3. Assist in recruiting and receiving commitment from community service sites, which must be non-profit or governmental agencies.
4. Provide a juvenile officer to serve as the primary liaison between the police department and Nicasa Behavioral Health Services.
5. Provide and confirm dates for use of the Village Hall, or other designated court meeting place, on scheduled dates of Teen Court hearings, *if applicable*.
6. Provide at least one officer to be present at Teen Court hearings according to your department's scheduled dates, *if applicable*.
7. Have the police chief or a designated officer, sit on the Teen Court Advisory Board and attend advisory board meetings three times per year.
8. Assist in training of jurors/attorneys by running background checks on applicants and, *if needed*.
9. Provide dates and times for Nicasa staff to train officers on procedures and referrals to Teen Court.
10. Provide data for annual recidivism report.

**NICASA TEEN COURT
Police Department Agreement**

11. Contribute annually to defray program costs:

- A minimum of \$5,000 annual donation made on behalf of the police department by any business, corporation, individual, service club etc... (due upon renewal of annual agreement on Jan 15th of each year).

Or

- Through a minimum of \$5,000 in deferred prosecution contributions from the city, village, county.

Nicasa Behavioral Health Services agrees to:

1. Process youth applications and provide orientation and ongoing supervision and training to all teen court youth volunteers.
2. Recruit and train volunteer Teen Court judges.
3. Provide police department officer training on the Teen Court referral process, procedure and forms.
4. Facilitate community service site meetings and training sessions; and secure a signed community site agreement from all participating community service sites.
5. Assist in the provision of a contracted community service site for youth referred to the Teen Court Program, if necessary.
6. Coordinate and administer Teen Court as necessary by being responsible for:
 - All communication with the defendant and family.
 - Processing and case managing defendant files.
 - Preparing for and facilitating monthly court hearings.
 - Facilitating services to the defendant and their family to include, but not limited to, youth assessments, decision-making and prevention programs, drug and alcohol education and parenting services.
 - Monitoring defendant's progress throughout the program.
 - Providing completion/non-completion status updates to referring police department.
 - Providing program statistics, in the form of post-test measures, once per year to all police departments.
 - Providing monthly referral, release, completion and non-completion information to all police departments.
 - Provide an annual three-year recidivism report using data provided by police departments.
7. Prepare and facilitate Teen Court Youth Advisory Board Meetings three times per year, or as necessary, any other meetings related to Teen Court.

**NICASA TEEN COURT
Police Department Agreement**

Only the signatories of this Agreement shall have the power to change or terminate the Agreement. If termination is intended by one party, that party shall notify the other in writing of the intent and reason for doing so one month prior to the termination date.

Chief Executive Officer
Nicasa Behavioral Health Services

Date

Police Chief
Round Lake Police Department

Date