

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, OCTOBER 24, 2011, AT 6:30 P.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITOR'S BUSINESS - - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - October 10, 2011 - (APPROVE)
 - c. Warrants - \$133,368.97, October 24, 2011 - (APPROVE)
 - d. Motion to Approve - 2011 MFT Roadway Maintenance Program: Payout #2 - Final, James D. Fiala Paving Co (APPROVE)

NEW BUSINESS

6. DELINQUENT WATER BILLS
7. A MOTION TO APPROVE FISCAL YEAR 2010/11 COMPREHENSIVE ANNUAL FINANCIAL REPORT, TIF COMPLIANCE REPORT AND MANAGEMENT LETTER
8. RESOLUTION - A RESOLUTION AWARDING THE FISCAL YEAR 2011/12 WATER VALVE LOCATION, EXERCISING, AND COMPUTER MAPPING PROJECT TO R&M SERVICE SOLUTIONS, LLC

PRIOR BUSINESS

9. COMMITTEE REPORTS
10. ATTORNEY'S REPORT
11. CLERK'S REPORT
12. ADMINISTRATOR'S REPORT
13. MAYOR'S REPORT

14. EXECUTIVE SESSION

- a. REVIEW 2011 MINUTES - Pursuant to 5ILCS 120/2(c)(21) Regarding the Minutes of Executive Session Meetings That Were Lawfully Closed Under the Open Meetings Act
- b. Discuss Collective Negotiating Matters Between the Village and Its Employees and Their Representatives Pursuant to Chapter 5 ILCS 120/1(c)(2)

15. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 10, 2011 AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Mayor Robert Napoli.

2. ROLL CALL

Those present at roll call were Mayor Robert Napoli, Clerk Leroy Hansen, Trustees Dennis Baker, Terrence Kelly, Sue Berglund, Umberto Davi, and Frank Trilla.

ABSENT: Trustee Michael Mistele.

Also present were Village Administrator Timothy Halik, Village Attorney William Hennessy, Chief Mark Shelton, Deputy Chief Paul Oggerino, Superintendent of Parks and Recreation Kristin Violante, and Management Analyst Garrett Hummel.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

President Napoli asked Administrator Halik to lead everyone in saying the Pledge of Allegiance.

4. VISITOR'S BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Regular Board Meeting - September 26, 2011 (APPROVE)
- c. Warrants - \$114,988.95 - October 10, 2011 (APPROVE)
- d. Monthly Financial Report - September 30, 2011 - (APPROVE)

Mayor Napoli asked the Board if there was any item to be removed from the Omnibus Vote Agenda.

MOTION: Made by Trustee Baker, seconded by Trustee Davi to approve the Omnibus Vote Agenda, as presented.

ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Berglund, Davi and Trilla. Nays: None. ABSENT: Trustee Mistele.

MOTION DECLARED CARRIED

NEW BUSINESS

6. RESOLUTION - A RESOLUTION WAIVING THE COMPETITIVE BIDDING PROCESS AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR COMMUNITY PARK BALL FIELD BACKSTOP REPLACEMENT PROJECT - PEERLESS FENCE

Superintendent Violante advised that recently the Village of Willowbrook received the Illinois Department of Commerce and Economic Opportunity (DCEO) grant in the amount of \$46,000 for a ball field backstop replacement project at Borse Community Park. Superintendent Violante has received proposals from various contractors for this project. Originally, the Village budgeted \$25,500 in the 2011/12 budget to complete a similar project. However, with the grant approval, the Parks & Recreation Commission are reviewing the installation of dugout canopies in a second phase of this project. The backstop project (phase I) will include the removal and replacement of all three (3) ball field backstops. The design for the new backstops is a sixteen foot (16') high galvanized backstop with a six foot (6') overhang section. In addition, new footings would be installed at the recommendation of Parks Commissioner Kanaverskis. The new footings would be dug fifty-four inches (54") deep, to allow support of the new structure. A proposal has been received for this, as well.

Peerless Fence's proposal was the lowest qualified proposal received at \$33,200 and has done quality work for the Village in the past. An amount of \$12,800 will be left from the grant, and Staff would like to use this money for Phase II of the project and purchase new canopies for the dugouts.

MOTION: Made by Trustee Kelly, seconded by Trustee Berglund to adopt Resolution No. 11-R-43, as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Berglund, Davi and Trilla. Nays: None. ABSENT: Trustee Mistele.

MOTION DECLARED CARRIED

7. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK TITLE 4, CHAPTER 4, SECTION 4-4-3 - HOURS OF OPERATION

Superintendent Violante advised that during the process of reviewing the park sign project, the Park Commission wanted to place the park hours on the new signs. Currently, the village

ordinance states that the parks are open from 6:00 a.m. to 9:00 p.m. The Park Commission would like to recommend amending the first sentence of the ordinance to read the parks are open from dawn to dusk. This would also enable easier police enforcement of individuals in the park during the winter months when it gets dark earlier.

MOTION: Made by Trustee Baker, seconded by Trustee Kelly to adopt Ordinance No. 11-0-16, as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Berglund, Davi and Trilla. Nays: None. ABSENT: Trustee Mistele.

MOTION DECLARED CARRIED

8. ORDINANCE - AN ORDINANCE AMENDING WILLOWBROOK MUNICIPAL CODE SECTION 1-5-3 BY ESTABLISHING AND RECORDING RULES GOVERNING PUBLIC COMMENT AT ALL OPEN MEETINGS OF THE VILLAGE IN CONFORMANCE WITH THE REQUIREMENTS OF THE ILLINOIS OPEN MEETINGS ACT

Administrator Halik advised that although the Village of Willowbrook has always allowed public comment at open meetings, a recent amendment in the Illinois Open Meetings Act established a need for the Village to review procedural rules regarding public participation. The proposed Ordinance was drafted by Attorney Hennessy and represents a culmination of Staff's review of other communities' current procedures, research provided by the Illinois Municipal League, input by the Village Clerk, and legal review by our village attorney. Section 2 of the Ordinance provides 15 rules governing public comment at all open meetings. This is not to inhibit comments but to afford all individuals the opportunity to address the public body on matters regarding the affairs and activities of village government while ensuring an orderly and productive meeting. With the passage of this Ordinance, it will be in effect at the next regularly scheduled meeting of the Board.

Attorney Hennessy advised that the rules are designed to be applied on a case to case basis as the Board sees fit. In the future, matters may arise where the Board may feel the need to suspend the rules for the purpose of eliciting any further comment from individuals as otherwise would not be permitted. These rules are guidelines for the Board to utilize, especially with emotional and irrational subjects. Relevancy is built into the rules and the public comment should have some relevancy of the affairs or activities of the village.

MOTION: Made by Trustee Kelly, seconded by Trustee Davi to approve Ordinance No. 11-O-17, as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Berglund, Davi and Trilla. Nays: None. ABSENT: Trustee Mistele.

MOTION DECLARED CARRIED

PRIOR BUSINESS

9. COMMITTEE REPORTS

Trustee Baker had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi reported the Village has had a quiet month and all matters are proceeding as they should.

Trustee Trilla had no report.

10. ATTORNEY'S REPORT

Attorney Hennessy advised that a question on when the comprehensive amendment to the Ethics Ordinance will be conducted and completed. Attorney Hennessy has asked Trustee Kelly, who is a graduate of a distinguished law school to assist him in this project. Once completed, Attorney Hennessy will provide a copy to each Board member to review prior to approval. The amended rules and regulations of the Illinois Open Meetings Act will be included in this amendment

11. CLERK'S REPORT

Clerk Hansen had no report.

12. ADMINISTRATOR'S REPORT

Administrator Halik advised that several news articles have been placed at each Board members seat regarding some relevant topics the village may soon be faced with.

13. MAYOR'S REPORT

Mayor Napoli advised that the veto session for the State of Illinois is the last week in October and 1st week in November. Mayor Napoli will be going down to Springfield to try and ensure that the Village does not lose any share of the state income tax that is provided to the Village along with pension reform.

14. EXECUTIVE SESSION

- a. DISCUSSION - To Discuss Collective Negotiating Matters Between the Village and Its Employees and Their Representatives Pursuant to Chapter 5 ILCS 120/1(c) (2)

ADJOURN INTO EXECUTIVE SESSION

MOTION: Made by Trustee Davi, seconded by Trustee Baker to adjourn into Executive Session at the hour of 6:45 p.m.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Berglund, Davi and Trilla. Nays: None. ABSENT: Trustee Mistele.

MOTION DECLARED CARRIED

The Board reconvened the Regular Meeting at the hour of 6:53 p.m.

15. ADJOURNMENT

MOTION: Made by Trustee Baker, seconded by Trustee Berglund, to adjourn the meeting at the hour of 6:53 p.m.

ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Berglund, Davi and Trilla. Nays: None. ABSENT: Trustee Mistele.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

_____, 2011.

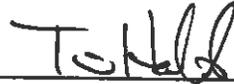
Mayor

Minutes transcribed by Debbie Hahn.

WARRANTS

October 24, 2011

GENERAL CORPORATE FUND	-----	\$50,629.62
WATER FUND	-----	79,693.85
HOTEL/MOTEL TAX FUND	-----	3,045.50
TOTAL WARRANTS	-----	\$133,368.97



Tim Halik, Village Administrator

APPROVED:

Robert A. Napoli, Mayor

VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ACCURINT (21)	10/25 CK# 78563	\$176.65
1009686/SEP 11 FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	176.65
ACE STORE NO. 11 (17)	10/25 CK# 78564	\$25.94
318215/3 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	25.94
AL WARREN OIL CO (2205)	10/25 CK# 78565	\$4,619.14
10687831 GASOLINE INVENTORY 01-190-126	01-190-126	4,619.14
ARROWHEAD SCIENTIFIC INC (123)	10/25 CK# 78566	\$219.76
52011 OPERATING EQUIPMENT 01-451-401	01-30-630-401	219.76
BLACK GOLD SEPTIC (208)	10/25 CK# 78567	\$310.00
51143 MAINTENANCE - PW BUILDING	01-35-725-418	310.00
CHARIOT AUTOMOTIVE (2419)	10/25 CK# 78568	\$160.00
53301 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	160.00
COMMONWEALTH EDISON (370)	10/25 CK# 78569	\$753.08
0423085170OCT11 RED LIGHT - COM ED	01-30-630-248	62.53
0791026027OCT11 RED LIGHT - COM ED	01-30-630-248	47.11
4215105154OCT11 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	502.53
4403140110OCT11 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	70.13
6863089003OCT11 RED LIGHT - COM ED	01-30-630-248	70.78
D & D BUSINESS, INC (2128)	10/25 CK# 78570	\$480.00
2612 OFFICE SUPPLIES 01-420-301	01-10-455-301	480.00
DD INDUSTRIES INC (2246)	10/25 CK# 78571	\$104.40
27879 OPERATING EQUIPMENT 01-451-401	01-30-630-401	104.40
DUPAGE COUNTY E.T.S.B. 911 (513)	10/25 CK# 78573	\$468.37
79/SEPT 11 PHONE - TELEPHONES 01-451-201	01-30-630-201	468.37
DUPAGE COUNTY RECORDER (518)	10/25 CK# 78574	\$70.00
2011110120188 FEES DUES SUBSCRIPTIONS 01-15-510-307	01-15-510-307	70.00
ECO CLEAN MAINTENANCE INC (2385)	10/25 CK# 78576	\$1,449.00
1976/SEPT 11 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	1,449.00
EUGENIJA PAULAUSKIENE (1862)	10/25 CK# 78578	\$25.00
WL72920 TRAFFIC FINES 01-310-502	01-310-502	25.00
FIRESTONE TIRE & SERVICE (603)	10/25 CK# 78579	\$380.00
176356 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	380.00
FLAGSUSA INC (607)	10/25 CK# 78580	\$253.00
50778 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	50.00
50778 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	203.00
FOREST AWARDS & ENGRAVING (623)	10/25 CK# 78581	\$15.25
74556 OFFICE SUPPLIES 01-05-410-301	01-05-410-301	15.25
FUND RAISERS LTD (2282)	10/25 CK# 78582	\$58.75
34278 REIMB. EXPENSES - MEMORIAL PROGRAM 01-610-352	01-20-565-352	58.75
GOVT FINANCE OFCRS ASSN (705)	10/25 CK# 78583	\$435.00
2011 CAFR FEE FEES DUES SUBSCRIPTIONS 01-25-610-307	01-25-610-307	435.00
HERTZ RENT A CAR (1862)	10/25 CK# 78584	\$100.00
2841100127898 RED LIGHT FINES 01-310-503	01-310-503	100.00
HINSDALE HUMANE SOCIETY (792)	10/25 CK# 78585	\$575.00
JAN-AUG11 ANIMAL CONTROL 01-465-268	01-30-650-268	575.00

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
HOME DEPOT COMMERCIAL (808)	10/25 CK# 78587	\$71.64
21465 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	47.42
3032416 OPERATING SUPPLIES & EQUIPMENT 01-503-401	01-35-715-401	24.22
HOVING PIT STOP (816)	10/25 CK# 78588	\$686.00
5262 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	686.00
HR SIMPLIFIED (744)	10/25 CK# 78589	\$25.00
31183 EMPLOYEE BENEFIT - MEDICAL INSURANC	01-10-455-141	25.00
ILL. FIRE & POLICE COMM. ASSN. (879)	10/25 CK# 78590	\$375.00
12 DUES FEES DUES SUBSCRIPTIONS 01-740-307	01-07-435-307	375.00
IND. ELEC. SUPPLY OF HINSDALE (929)	10/25 CK# 78591	\$24.40
201453 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	24.40
KAREN CRONIN (1862)	10/25 CK# 78592	\$1.00
2841100123459 RED LIGHT FINES 01-310-503	01-310-503	1.00
KING CAR WASH (1057)	10/25 CK# 78593	\$488.50
60/SEPT 11 GAS-OIL-WASH-MILEAGE 01-451-303	01-30-630-303	488.50
KONICA MINOLTA BUSINESS SOLUTIONS (2319)	10/25 CK# 78594	\$231.34
219141399 COPY SERVICE 01-420-315	01-10-455-315	231.34
LARON JOHNSON (1862)	10/25 CK# 78595	\$100.00
284100008290 RED LIGHT FINES 01-310-503	01-310-503	100.00
LEMONT PAVING (1862)	10/25 CK# 78596	\$25.00
WL72915 TRAFFIC FINES 01-310-502	01-310-502	25.00
MARIO MOLLO (1862)	10/25 CK# 78598	\$100.00
2841100128102 RED LIGHT FINES 01-310-503	01-310-503	100.00
MARK SIPICH (1862)	10/25 CK# 78599	\$100.00
2841100001150 RED LIGHT FINES 01-310-503	01-310-503	100.00
MARQUARDT & BELMONTE P.C. (2259)	10/25 CK# 78600	\$442.50
4478/SEPT 11 RED LIGHT ADJUDICATOR 01-30-630-246	01-30-630-246	442.50
MEADE ELECTRIC COMPANY (1236)	10/25 CK# 78601	\$2,815.69
651651 MAINTENANCE SUPPLIES 01-615-331	01-20-570-331	273.00
651652 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	600.96
652300 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	1,504.78
652321 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	229.68
652323 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	207.27
NUTOYS LEISURE PRODUCTS (1400)	10/25 CK# 78602	\$606.00
36760 REIMB. EXPENSES - MEMORIAL PROGRAM 01-610-352	01-20-565-352	606.00
OCCUPATIONAL HEALTH CENTERS (2413)	10/25 CK# 78603	\$100.00
1006360181 WELLNESS 01-440-276	01-10-480-276	75.00
1006384292 WELLNESS 01-440-276	01-10-480-276	25.00
ORKIN EXTERMINATING (1439)	10/25 CK# 78604	\$70.53
OCT 11 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	70.53
PAK MAIL CENTER (1459)	10/25 CK# 78605	\$22.15
5207 POSTAGE & METER RENT 01-25-610-311	01-25-610-311	22.15
PATTEN TRACTOR & EQUIPMENT CO (1475)	10/25 CK# 78606	\$520.46
TM500282970 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	520.46
PETTY CASH C/O TIM HALIK (1492)	10/25 CK# 78608	\$58.91
10/18/11 SCHOOLS-CONFERENCE TRAVEL 01-05-410-304	01-05-410-304	10.60
10/18/11 GAS-OIL-WASH-MILEAGE 01-15-510-303	01-15-510-303	23.31

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
10/18/11 OPERATING EQUIPMENT 01-451-401	01-30-630-401	25.00
PIECZYNSKI LINDA S. (1503)	10/25 CK# 78609	\$1,030.00
5288/SEPT 11 FEES - SPECIAL ATTORNEY 01-451-241	01-30-630-241	1,030.00
PUBLIC SAFETY DIRECT INC (2309)	10/25 CK# 78610	\$313.99
22389 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	116.49
22406 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	197.50
RATHS, RATHS & JOHNSON, INC. (1591)	10/25 CK# 78611	\$1,590.00
11052-109 PLAN REVIEW - STRUCTURAL 01-555-255	01-40-820-255	1,590.00
RIGHTON WALTER (1623)	10/25 CK# 78612	\$8.00
MAY 2011 EMP DED SUPPLEMENATAL LIFE INS	01-210-213	8.00
SCHWAAB, INC. (1672)	10/25 CK# 78613	\$138.09
B57124 OFFICE SUPPLIES 01-451-301	01-30-630-301	138.09
SCOTT CONTRACTING INC (1682)	10/25 CK# 78614	\$4,237.50
2066 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	1,535.00
2067 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	1,292.50
2068 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	1,410.00
SEASON COMFORT, CORP. (1687)	10/25 CK# 78615	\$488.00
151805 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	488.00
SERVICE SANITATION INC (1697)	10/25 CK# 78616	\$136.00
50-1224-4 RENT - EQUIPMENT 01-615-234	01-20-570-234	136.00
SIKICH LLP (1722)	10/25 CK# 78617	\$6,497.50
132596/SEPT 11 FINANCIAL SERVICES 01-25-620-252	01-25-620-252	6,497.50
JOHN SKIBA (1728)	10/25 CK# 78618	\$6.75
11 UNIFORMS UNIFORMS 01-451-345	01-30-630-345	6.75
SPRING-GREEN (1755)	10/25 CK# 78619	\$1,554.30
4195565 LANDSCAPE - VILLAGE HALL 01-405-293	01-10-466-293	18.70
4195566 ROUTE 83 BEAUTIFICATION 01-540-281	01-35-755-281	1,535.60
T.P.I. (1886)	10/25 CK# 78622	\$2,795.40
6054/SEPT 11 REIMB.	01-40-820-258	1,076.40
6054/SEPT 11 PART TIME INSPECTOR 01-565-109	01-40-830-109	1,134.00
6054/SEPT 11 PLUMBING INSPECTION 01-565-115	01-40-830-115	585.00
TAMELING GRADING (1836)	10/25 CK# 78623	\$4,940.00
TG5/SEPT 11 SITE IMPROVEMENTS 01-535-289	01-35-750-289	4,940.00
TAMELING INDUSTRIES (1844)	10/25 CK# 78624	\$281.88
75742 STORM WATER IMPROVEMENTS MAT 01-535-381	01-35-750-381	278.28
76093 ST & ROW MAINTENANCE OTHER 01-540-328	01-35-755-328	3.60
TIMOTHY MORUZZI (1862)	10/25 CK# 78625	\$10.00
2841100124432 RED LIGHT FINES 01-310-503	01-310-503	10.00
TOM & JERRY'S SHELL SERVICES (1883)	10/25 CK# 78626	\$1,655.42
44842 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	20.00
44887 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	59.95
44900 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
44903 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
44904 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
44907 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.90
44918 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	416.88
44927 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
44934 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	263.94

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GENERAL CORPORATE FUND

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TOM & JERRY'S SHELL SERVICES (1883) CONTINUED ...		
44943 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
44959 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	24.99
44984 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	20.00
44985 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	492.68
45001 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
45002 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
45028 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	50.93
UNIFIRST (1926)	10/25 CK# 78627	\$217.38
0610630619 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	166.95
0610630738 MAINTENANCE - PW BUILDING	01-35-725-418	50.43
WAREHOUSE DIRECT (2002)	10/25 CK# 78628	\$542.63
1279985-0 OFFICE SUPPLIES 01-420-301	01-10-455-301	48.80
1279985-0 OFFICE SUPPLIES 01-25-610-301	01-25-610-301	96.09
1279985-0 OFFICE SUPPLIES 01-551-301	01-40-810-301	6.14
1294293-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	120.01
1294293-1 OFFICE SUPPLIES 01-451-301	01-30-630-301	27.19
1295231-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	63.48
1306121-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	180.92
WESTMONT SHELL (2231)	10/25 CK# 78629	\$450.00
34665/11-02509 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	150.00
34708/11-02429 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	150.00
34718/11-01998 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	150.00
WESTOWN AUTO SUPPLY COMPANY (2026)	10/25 CK# 78630	\$50.46
39793 MAINTENANCE - EQUIPMENT 01-525-411	01-35-740-411	20.46
39930 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	30.00
WILD GOOSE CHASE INC (2047)	10/25 CK# 78631	\$1,050.00
16190 LANDSCAPE MAINTENANCE SERVICES 01-610-342	01-20-565-342	1,050.00
WILL COUNTY CLERK (2049)	10/25 CK# 78632	\$10.00
GADDIS FEES-DUES-SUBSCRIPTIONS 01-451-307	01-30-630-307	10.00
WILLOWBROOK POLICE CADETS (2065)	10/25 CK# 78633	\$4,000.00
YRLY CONTRIB SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	4,000.00
THE YOGA TEACHERS' GROUP INC (2109)	10/25 CK# 78634	\$665.00
9/15-10/20/11 FALL PROGRAM MATERIALS & SERVICES 01-622-118	01-20-580-118	665.00
Z-ROSE PRODUCTIONS (2125)	10/25 CK# 78635	\$418.86
9569 COMMODITIES 01-482-331	01-30-670-331	418.86
TOTAL GENERAL CORPORATE FUND		\$50,629.62

VILLAGE OF WILLOWBROOK
 BILLS PAID REPORT FOR OCTOBER, 2011

RUN DATE: 10/18/11

RUN TIME: 02:55PM

WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
COMMONWEALTH EDISON (370)	10/25 CK# 78569	\$797.06
4651111049SPT11 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	360.36
5071072051SPT11 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	436.70
DUPAGE WATER COMMISSION (521)	10/25 CK# 78575	\$73,241.31
9337/SEP 11 PURCHASE OF WATER 02-420-575	02-50-420-575	73,241.31
ENVIRO TEST INC (555)	10/25 CK# 78577	\$87.50
11-125623/SEP11 SAMPLING ANALYSIS 02-420-362	02-50-420-362	87.50
M.E. SIMPSON COMPANY INC (1235)	10/25 CK# 78597	\$715.00
21670 LEAK SURVEYS 02-430-276	02-50-430-276	715.00
PDC LABORATORIES INC (1477)	10/25 CK# 78607	\$150.00
695889S SAMPLING ANALYSIS 02-420-362	02-50-420-362	150.00
CHICAGO SUN-TIMES, INC (338)	10/25 CK# 78620	\$30.40
100149519/13225 PRINTING & PUBLISHING 02-401-302	02-50-401-302	30.40
SUNSET SEWER & WATER (2276)	10/25 CK# 78621	\$4,091.38
2011-216 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	3,168.00
2011-220 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	923.38
TAMELING GRADING (1836)	10/25 CK# 78623	\$443.00
TG5/SEPT 11 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	443.00
WAREHOUSE DIRECT (2002)	10/25 CK# 78628	\$138.20
1279985-0 OFFICE SUPPLIES 02-401-301	02-50-401-301	138.20
TOTAL WATER FUND		\$79,693.85

RUN DATE: 10/18/11

VILLAGE OF WILLOWBROOK
BILLS PAID REPORT FOR OCTOBER, 2011

PAGE: 6

RUN TIME: 02:55PM

HOTEL/MOTEL TAX FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DUPAGE CONVENTION (494)	10/25 CK# 78572	\$3,000.00
460/ADVTSG ADVERTISING 03-435-317	03-53-435-317	1,000.00
OCTOBER 2011 FEES-DUES-SUBSCRIPTIONS 03-401-307	03-53-401-307	1,000.00
SEPTEMBER 11 FEES-DUES-SUBSCRIPTIONS 03-401-307	03-53-401-307	1,000.00
HINSDALE NURSERIES, INC. (793)	10/25 CK# 78586	\$45.50
661585 LANDSCAPE BEAUTIFICATION 03-435-316	03-53-435-316	45.50
TOTAL HOTEL/MOTEL TAX FUND		\$3,045.50

VILLAGE OF WILLOWBROOK

BILLS PAID REPORT FOR OCTOBER, 2011

RUN DATE: 10/18/11

SUMMARY ALL FUNDS

RUN TIME: 02:55PM

BANK ACCOUNT	DESCRIPTION	AMOUNT	
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	50,629.62	*
02-110-105	WATER FUND-CHECKING 0010330283	79,693.85	*
03-110-105	HOTEL/MOTEL TAX FUND-CHECKING 0010330283	3,045.50	*
TOTAL ALL FUNDS		133,368.97	**

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: MOTION TO APPROVE – 2011 MFT ROADWAY MAINTENANCE PROGRAM: PAYOUT #2 – FINAL, JAMES D. FIALA PAVING CO.	AGENDA NO. 5d AGENDA DATE: 10/24/11
---	--

STAFF REVIEW: Tim Halik, Village Administrator	SIGNATURE: <u>Tim Halik</u>
LEGAL REVIEW: N/A	SIGNATURE: <u>N/A</u>
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: <u>Tim Halik</u>
REVIEWED & APPROVED BY COMMITTEE:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

At its regular meeting on May 9, 2011, the Village Board approved a contract with James D. Fiala Paving Company to complete the 2011 MFT Roadway Maintenance Program. This year's program consisted of repaving 2.03 miles of streets in 15 separate locations throughout the Village. After IDOT approval was received and all required paperwork, insurance and bond certificates were submitted, a notice to proceed with the project was issued by the Village and the work commenced.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

All work is now completed, and a request for the release of the final payment was received by the contractor. The request was forwarded to the Village Engineering Consultant for review and approval. The final paperwork was submitted to IDOT and approved. The following is a breakdown of the project costs:

TOTAL INVOICED AMOUNT:	\$267,524.49
Payout #1:	\$254,148.27 (authorized at the August 22, 2011 Board meeting)

Payout #2 (Final) Request:	\$13,376.22

Staff would recommend that the Village President and Board of Trustees authorize Payout #2 – Final Payment to James D. Fiala Paving Company in the amount of \$13,376.22. The payment check will be withheld until the contractor has submitted the final waiver of lien and an executed prevailing wage certification. The authorized payment amount would be expended from the following fund:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>UNEXPENDED</u>
MFT	04-56-430-684	Street Maintenance Contract	\$70,851.73

ACTION PROPOSED:

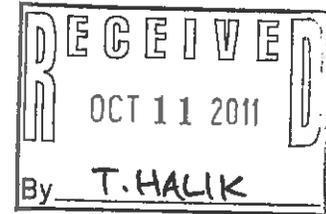
Approve motion.



Illinois Department of Transportation

Division of Highways/Region One / District One
201 West Center Court/Schaumburg, Illinois 60196-1096

LOCAL ROADS AND STREETS
Motor Fuel Tax – Final Payment Estimate
Village of Willowbrook
Section No.: 11-00000-01-GM
DuPage County



September 29, 2011

Mr. Leroy R. Hansen
Village Clerk
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527

Dear Mr. Hansen:

The Engineer's Final Payment Estimate in the amount of \$267,524.49 and the Request for Approval of Change in Plans for the above-referenced section were approved as of September 23, 2011.

Enclosed is one copy for your records. If you have any questions or need additional information, please contact Marilyn Solomon, Field Engineer, at (847) 705-4407 or via email at Marilyn.Solomon@illinois.gov.

Very truly yours,

Diane M. O'Keefe, P.E.
Deputy Director of Highways,
Region One Engineer

By: 
Christopher J. Holt, P.E.
Bureau Chief of Local Roads and Streets

Enclosures

cc: Timothy J. Halik, Director of Public Works w/encl.
Martin Bojovic, Christopher B. Burke Engineering, Ltd. w/encl.

Total Net Change: \$ (1,793.26)

Amount of Original Contract: \$ 269,317.75

Amount of Previous Change Orders: _____

Amount of adjusted/final contract: \$ 267,524.49

Total net deduction to date \$ (1,793.26) which is -0.006659 % of the contract price.
(addition, deduction)

State fully the nature and reason for the change. The final quantities were less than estimated.

When the net increase or decrease in the cost of the contract is \$10,000.00 or more, or the time of completion is increased or decreased by 30 days or more, one of the following statements must be checked:

- The undersigned has determined that the circumstances which necessitate this change were not reasonably foreseeable at the time the contract was signed.
- The undersigned has determined that the change is germane to the original contract as signed.
- The undersigned has determined that this change is in the best interest of the Local Agency and is authorized by law.

Prepared by: Martin Bojovic
Resident Engineer
Title of Preparer

For County and Road District Projects

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

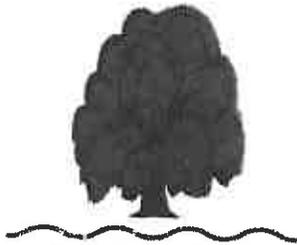
Date

For Municipal Projects

Ted J. Hall
Municipal Officer
Village Administrator
Title of Municipal Officer
9-12-11
Date

Approved
Dennis M. O'Keefe MS
Regional Engineer
Date 9-23-11

Note: Make out separate form for change in length quantities.
Give net quantities
Submit 6 Originals
If plans are required attached 3 sets.



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 • Fax: (630) 323-0787 • www.willowbrookil.org

September 27, 2011

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. Ted Bart
532 Ridgemoor Dr
Willowbrook IL 60527

Re: Account No. 253365.003
Delinquent Water Bill

Dear Mr. Bart:

Please be advised that your water bill is now delinquent in the amount of \$74.58. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 24, 2011, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"



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September 27, 2011

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. & Mrs. Allan Cameron
6415 Bentwood Ln
Willowbrook Il 60527

Re: Account No. 251045.000
Delinquent Water Bill

Dear Mr. & Mrs. Cameron:

Please be advised that your water bill is now delinquent in the amount of \$329.31. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 24, 2011, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

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If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



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September 27, 2011

Mayor

Robert A. Napoll

Village Clerk

Leroy R. Hansen

Mr. & Mrs. Esperanza Guzman
617 68th St
Willowbrook II 60527

Re: Account No. 213420.000
Delinquent Water Bill

Dear Mr. & Mrs. Guzman:

Please be advised that your water bill is now delinquent in the amount of \$178.14. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 24, 2011, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

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If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"



Village of Willowbrook

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Willowbrook, IL 60527-5594

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September 27, 2011

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Ms. Sonia Hook
212 Somerset Rd
Willowbrook Il 60527

Re: Account No. 250630.002
Delinquent Water Bill

Dear Ms. Hook:

Please be advised that your water bill is now delinquent in the amount of \$145.64. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 24, 2011, will result in the immediate termination of your water service.

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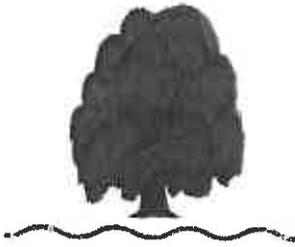
Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



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Village of Willowbrook

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September 27, 2011

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. Donald W. Johnson
543 67th Pl
Willowbrook Il 60527

Re: Account No. 212650.000
Delinquent Water Bill

Dear Mr. Johnson:

Please be advised that your water bill is now delinquent in the amount of \$104.33. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 24, 2011, will result in the immediate termination of your water service.

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If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



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September 27, 2011

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. Thomas Kafkes
6512 Cambridge Rd
Willowbrook Il 60527

Re: Account No. 251620.003
Delinquent Water Bill

Dear Mr. Kafkes:

Please be advised that your water bill is now delinquent in the amount of \$121.40. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 24, 2011, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

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If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



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September 27, 2011

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. Daniel Loose
Ms. Darci Brasseur
549 Ridgemoor Dr
Willowbrook II 60527

Re: Account No. 252060.008
Delinquent Water Bill

Dear Mr. Loose/Ms. Brasseur:

Please be advised that your water bill is now delinquent in the amount of \$188.05. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 24, 2011, will result in the immediate termination of your water service.

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Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



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September 27, 2011

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. George Schwertfeger
6306 Martin Dr
Willowbrook II 60527

Re: Account No. 250075.000
Delinquent Water Bill

Dear Mr. Schwertfeger:

Please be advised that your water bill is now delinquent in the amount of \$191.36. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 24, 2011, will result in the immediate termination of your water service.

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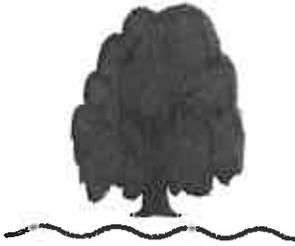
Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



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September 27, 2011

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. & Mrs. Brian Stiller
528 Ridgemoor Dr
Willowbrook IL 60527

Re: Account No. 253390.004
Delinquent Water Bill

Dear Mr. & Mrs. Stiller:

Please be advised that your water bill is now delinquent in the amount of \$165.50. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 24, 2011, will result in the immediate termination of your water service.

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If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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September 27, 2011

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Mr. & Mrs. Richard Zenner
125 Waterford Dr
Willowbrook Il 60527

Re: Account No. 250850.001
Delinquent Water Bill

Dear Mr. & Mrs. Zenner:

Please be advised that your water bill is now delinquent in the amount of \$415.01. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before October 24, 2011, will result in the immediate termination of your water service.

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If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



"A Place of American History"

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: MOTION TO APPROVE FISCAL YEAR 2010-11
COMPREHENSIVE ANNUAL FINANCIAL REPORT, TIF
COMPLIANCE REPORT AND MANAGEMENT LETTER

AGENDA NO. 7

AGENDA DATE: 10/24/11

STAFF REVIEW:

SIGNATURE: Carrie Ditt

LEGAL REVIEW:

SIGNATURE: N/A

RECOMMENDED BY VILLAGE ADMIN.:

SIGNATURE: T. J. Hadd

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)

Included in your agenda packet are the following:

- Comprehensive Annual Financial Report (CAFR) for the Village of Willowbrook for the Year Ended April 30, 2011.
- Tax Increment Financing District Fund Report on Public Compliance with Public Act 85-1142 For the Year Ended April 30, 2011.
- Management Letter (Report on Internal Controls) presented by the Village's audit firm, Wolf & Company LLP, with responses from the Village staff.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.)

The Village's financial statements present two kinds of statements, each with a different snapshot of the Village's finances. The financial statements' focus is on the Village as a whole (government-wide) and on the major individual funds. Both perspectives (government-wide and major fund) allow the user to address relevant questions, broaden a basis for comparison (year to year or government to government) and enhance the Village's accountability.

Village staff has prepared a financial summary of the year end operating results.

ACTION PROPOSED: APPROVAL OF FISCAL YEAR 2010-11 COMPREHENSIVE ANNUAL FINANCIAL REPORT, TIF COMPLIANCE REPORT AND MANAGEMENT LETTER

October 20, 2011

MEMO TO: Mayor and Board of Trustees

FROM: Carrie Dittman, Interim Director of Finance

SUBJECT: April 30, 2011 Comprehensive Annual Financial Report Results

GENERAL FUND REVENUES

General Fund Revenues were above the budgeted amount by \$650,175 or 9.16%. The table below provides a summary of the dollar and percent differences from budget to actual revenues.

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	
Sales Tax	\$ 3,121,250	\$ 3,401,417	\$ 280,167	8.98%
Income Tax	686,000	699,127	13,127	1.91%
Amusement Tax	90,000	91,636	1,636	1.82%
Utility Tax	1,150,000	1,188,217	38,217	3.32%
Places of Eating Tax	404,500	418,981	14,481	3.58%
Special Rec Property Tax	65,300	66,452	1,152	1.76%
Road & Bridge Tax	88,900	91,229	2,329	2.62%
Other Taxes	126,485	121,121	(5,364)	-4.24%
Licenses	99,770	111,453	11,683	11.71%
Permit Fees	103,500	224,042	120,542	116.47%
Fines - Red Light	484,400	619,243	134,843	27.84%
Fines - Other	200,000	186,143	(13,857)	-6.93%
Cable Fees	140,760	166,251	25,491	18.11%
Investment Income	30,000	28,462	(1,538)	-5.13%
Grants/Drug Forfeiture	124,131	123,354	(777)	-0.63%
Charges for Services	50,200	49,460	(740)	-1.47%
Parks & Recreation	41,539	57,947	16,408	39.50%
Other	89,900	102,275	12,375	13.77%
Total	<u>\$ 7,096,635</u>	<u>\$ 7,746,810</u>	<u>\$ 650,175</u>	<u>9.16%</u>

GENERAL FUND EXPENDITURES

Total General Fund Expenditures came in below the budgeted amount by \$73,426. Expenditures were budgeted at \$6,897,915 compared to actual expenditures of \$6,824,489. Highlights by department of expenditures are as follows:

<u>Department</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	
Village Board & Clerk	\$ 39,804	\$ 41,496	\$ 1,692	4.25%
Board of Police Comm.	23,250	12,304	(10,946)	-47.08%
Administration	794,627	840,172	45,545	5.73%
Planning & Econ. Dev	115,061	122,733	7,672	6.67%
Finance	250,696	240,113	(10,583)	-4.22%
Building and Zoning	224,960	245,569	20,609	9.16%
Police	4,397,772	4,237,025	(160,747)	-3.66%
Public Works	699,052	756,311	57,259	8.19%
Parks	352,693	328,766	(23,927)	-6.78%
 Total	 <u>\$ 6,897,915</u>	 <u>\$ 6,824,489</u>	 <u>\$ (73,426)</u>	 -1.06%

Village Board & Clerk

- Salaries & benefits \$3,500 under budget
- Village Anniversary Celebration expense \$8,580 not budgeted

Board of Police Commissioners

- Attorney fees \$9,800 under budget

Administration

- Clerical salaries over budget by \$40,800 – due to vacation/sick payouts of retiring employees
- Sales tax sharing (Town Center) over budget by \$72,000 - offset by increased sales tax revenues
- Consulting fees under budget by \$51,900
- Building maintenance over budget by \$8,400
- Legal fees under budget by \$38,000

Planning & Economic Development

- Plan review fees \$12,800 over budget

Finance

- Clerical salaries \$7,000 under budget
- Benefits \$7,600 under budget
- Consulting fees \$10,000 over budget

Building & Zoning

- Overtime \$3,000 over budget
- Various plan review fees \$20,400 over budget
- Inspection services \$3,900 over budget

Police

- Overtime \$120,400 under budget
- Clerical salaries \$51,900 under budget
- IMRF retirement \$10,000 under budget
- No DUMEG contributions made (budgeted at \$13,520)
- Red light camera fees \$21,200 under budget
- Drug forfeiture expense \$7,900 over budget (using existing restricted DEA revenues)
- New vehicles \$22,000 over budget (replace totaled squad car)

Public Works

- Overtime \$15,000 over budget
- Part-time labor \$7,600 under budget
- Gas/oil/wash/mileage \$6,200 over budget
- New building gas, sanitary user fee and maintenance were \$9,100 (not budgeted)
- Vehicle maintenance \$6,500 over budget
- Snow removal about \$21,000 over budget (received 75% reimbursement of eligible blizzard costs from FEMA grant)
- Street light energy costs \$8,600 over budget
- Storm water site improvements \$8,900 under budget
- Street, ROW and tree maintenance \$20,900 under budget
- Storm water maintenance \$12,200 over budget
- Operating supplies \$23,300 over budget

Parks & Recreation

- Landscaping about \$10,500 under budget
- ADA accommodations \$8,500 under budget

Summary

A net surplus of \$926,431 resulted after all year-end adjustments were made. The Village budgeted a net surplus of \$206,720. The ending fund balance at April 30, 2011 is \$4,753,972.

HOTEL/MOTEL TAX FUND

Revenues in the Hotel/Motel tax fund came in about \$10,500 less than the budgeted amount of \$72,010.

Expenditures were \$14,100 below the budgeted amount of \$72,000.

The net impact is a surplus in the fund of about \$3,600 and an ending fund balance of \$20,009. As in the past year advertising programs will be put on hold until enough cash accumulates in the fund.

MOTOR FUEL TAX FUND

Motor fuel tax revenues came in about \$60,000 above the budgeted amount of \$214,900, due in part to the first of two IL Capital Bill payments of about \$39,000.

Expenditures were \$21,700 lower than the budgeted amount of \$218,000.

The Village achieved a net increase in fund balance of \$78,639, and the ending fund balance is \$198,332.

2008 BOND FUND

Budgeted principal and interest of \$159,744 was equal to the actual amount spent on the 2008 General Obligation Alternate Revenue Source bonds. Transfers from the Capital Projects Fund and Water Fund were used to fund the payments.

CAPITAL PROJECTS FUND

A portion of fund balance was used (\$108,626) to transfer to the 2008 Bond Fund to make the bond payment, in lieu of levying property taxes. The remaining fund balance is \$200,229.

WATER FUND & WATER CAPITAL IMPROVEMENTS FUND

Revenues for the sale of water totaled \$1,835,799 and came in \$103,700 or 5.4% under the budgeted amount. Not including depreciation expense, net income of about \$199,300 was generated. After including depreciation expense and the transfer to the 2008 Bond Fund, total net assets decreased by \$85,743.

The working capital ratio (current assets/current liabilities) is 7.7:1 (current assets of \$912,865/current liabilities of \$119,088). This measures the liquidity of the fund. This exceeds the goal set in 2001 to achieve a working capital ratio of 2:1. For FY 09/10, the ratio was 3.7:1. The positive increase in FY 10/11 is due to the payoff of the 2000 General Obligation ARS bonds, meaning there is no longer any current portion of bonds included in the current liabilities.

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AWARDING THE FISCAL YEAR 2011/12 WATER VALVE LOCATION, EXERCISING, AND COMPUTER MAPPING PROJECT TO R&M SERVICE SOLUTIONS, LLC

AGENDA NO. 8

AGENDA DATE: 10/24/11

STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE: _____



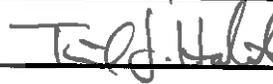
LEGAL REVIEW: N/A

SIGNATURE: _____

N/A

RECOMMENDED BY: Tim Halik
Village Administrator

SIGNATURE: _____



REVIEWED & APPROVED BY COMMITTEE: YES on 10/10/11 NO N/A

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

The FY 2011/12 Budget includes funding for a water valve location and exercising project. On September 12, 2011, after a second-round review of the proposed bid document, the Municipal Services Committee authorized a public bid process be conducted for this project. The bid notice for the project was released on September 14, 2011. The legal notice was published in the Suburban Life newspaper on September 16th and in The Doings newspaper on September 22nd. In addition, both the legal notice and a link to the project bid document were added to the Village website on September 16th. The public bid opening was scheduled to occur on Thursday, October 6, 2011 at 10:30 AM at the Village Hall. Three (3) sealed bids were submitted prior to the deadline. Attached is a copy of the final bid tabulation. The low bid for the project was received from R&M Service Solutions, LLC, Trilby, Florida.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

Staff estimates that there are currently approximately 440 water valves within the Village water distribution system (not including hydrant auxiliary valves). Therefore, the total cost of the project if all valves are done, and including the GPS component, would be \$18,480. The FY 2011/12 Budget provides the following funding for this project:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>UNEXPENDED</u>
Water Capital – Capital Expend.	09-65-440-600	Water System Improve.	\$15,000
Water Capital – Capital Expend.	09-65-440-603	Valve Insertion Program	\$12,000

R&M Service Solutions, LLC submitted a professional bid listing multiple communities in both Florida and Pennsylvania as references where they have completed similar projects. Staff has discussed our project details with Mr. David Mills, Managing Partner of R&M Service Solutions. Mr. Mills believes that after crews have mobilized, the project could be completed in 3 to 4 weeks time. Payment would be due after the project is completed and accepted by the Village.

ACTION PROPOSED:

Adopt Resolution

RESOLUTION NO. 11-R-_____

A RESOLUTION AWARDING THE FISCAL YEAR 2011/12 WATER VALVE LOCATION, EXERCISING, AND COMPUTER MAPPING PROJECT TO R&M SERVICE SOLUTIONS, LLC

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, to accept the low bid received from R&M Service Solutions, LLC to complete the Village of Willowbrook's Fiscal Year 2011/12 Water Valve Location, Exercising, and Computer Mapping Project and that the Mayor and Village Clerk be authorized to sign the appropriate documents authorizing this work.

ADOPTED and APPROVED this 24th day of October, 2011

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Village of Willowbrook
Valve Location, Exercising and Computer Mapping Project

Public Bid Opening: Thursday, October 6, 2011 at 10:30 AM

BID TABULATIONS

ITEM	QUANTITY	R&M Service Solutions, LLC Trilby, FL 33593		M.E. Simpson Co., Inc. Valparaiso, IN 46383		Engineering Resource Assoc., Inc. Warrenville, IL 60555	
		Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
Water Valve Inspections	0 - 200	\$35.00/ea.	\$7,000	\$45.00/ea.	\$9,000	\$47.50/ea.	\$9,500
Water Valve Inspections	0 - 400	\$35.00/ea.	\$14,000	\$45.00/ea.	\$18,000	\$47.50/ea.	\$19,000
Water Valve Inspections	0 - 600	\$35.00/ea.	\$21,000	\$45.00/ea.	\$27,000	\$47.50/ea.	\$28,500
Water Valve Inspections	600 +	\$35.00/ea.	\$21,000 +	\$45.00/ea.	\$27,000 +	\$47.50/ea.	\$28,500 +
GPS Location in GIS Format	0 - 200	\$7.00/ea.	\$1,400	\$4.00/ea.	\$800	\$15.00/ea.	\$3,000
GPS Location in GIS Format	0 - 400	\$7.00/ea.	\$2,800	\$4.00/ea.	\$1,600	\$15.00/ea.	\$6,000
GPS Location in GIS Format	0 - 600	\$7.00/ea.	\$4,200	\$4.00/ea.	\$2,400	\$15.00/ea.	\$9,000
GPS Location in GIS Format	600 +	\$7.00/ea.	\$4,200 +	\$4.00/ea.	\$2,400 +	\$15.00/ea.	\$9,000 +

CONTRACTOR'S CERTIFICATION - BID PROPOSAL

R&M Service Solutions, LLC, as part of its bid on a
(Name of Contractor)

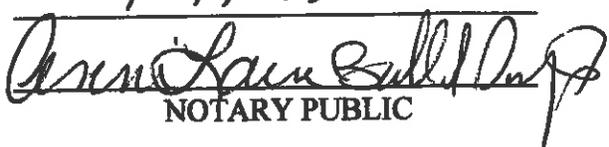
contract for Valve Location, Exercising and Computer Mapping Project to The Village of Willowbrook, Illinois, hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4.

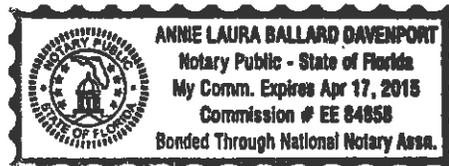
By: 
Authorized Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

This 4 day of
Oct, 2011.

MY COMMISSION EXPIRES:

4-17-15

NOTARY PUBLIC



SCHEDULE OF PRICES

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Amount</u>
Water Valve Inspections	Each	0-200	\$ <u>35.00</u>	\$ <u>0-7,000</u>
Water Valve Inspections	Each	0-400	\$ <u>35.00</u>	\$ <u>0 - 14,000</u>
Water Valve Inspections	Each	0-600	\$ <u>35.00</u>	\$ <u>0 - 21,000</u>
Water Valve Inspections	Each	600 +	\$ <u>35.00</u>	\$ <u>21,000+</u>
GPS Location in GIS Format	Each	0-200	\$ <u>7.00</u>	\$ <u>0 - 1,400</u>
GPS Location in GIS Format	Each	0-400	\$ <u>7.00</u>	\$ <u>0 - 2,800</u>
GPS Location in GIS Format	Each	0-600	\$ <u>7.00</u>	\$ <u>0 - 4,200</u>
GPS Location in GIS Format	Each	600 +	\$ <u>7.00</u>	\$ <u>4,200+</u>

NOTE: Prices shall remain firm from October 6, 2011 to April 30, 2012.

Contactor: **R&M Service Solutions, LLC**

Address: **P.O. Box 737**
Trilby, FL 33593

Phone No. **(877) 847-8747** Fax No. **(352) 588-1047**

Signature/Title:  **Managing Partner**

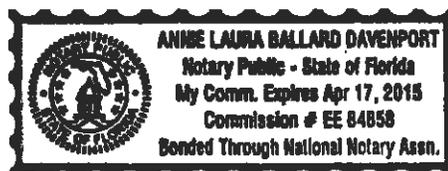
Date: **October 4, 2011**

Subscribed and sworn before me on this **4** day of **OCT**, 2011

MY COMMISSION EXPIRES:

4-12-15

 (NOTARY PUBLIC)



REFERENCE LIST

List 3 communities where you have completed similar work:

Village/City: City of Allentown, PA

Phone No. 610-437-7643 (x3011) Date: 2010

Contact: John Parsons, Manager of Program Development

Type & Date of Work Exercised @ 850 valves, tested @ 170 fire hydrants, provided GPS/GIS data and SHP files, worked closely with their IT dept. to ensure proper database integration.

Village/City: Polk County, FL

Phone No. (863) 298-4265 Date: 1995 - 2009 Work performed by Mueller Service Co.

Contact: Don Silvia, Utilities Underground Manager

Type & Date of Work Approx. 2,400 hydrants and 4,400 valves completed multiple times.

Additional services included, GPS mapping, line stops, valve and hydrant replacements.

Village/City: Broward County, FL

Phone No. (954) 813-0851 Date: 1995 - 2008 Work performed by Mueller Service Co.

Contact: Clive Hanes, Assistant Director

Type & Date of Work Exercised @ 7,000 valves and tested @ 3,500 hydrants multiple times.
Additional services included GPS/GIS mapping, line stops, valve and hydrant replacements
water meter replacements, water service line renewal and replacement, utility maintenance
services.

Please see attached sheet for full list of references.

R&M

SOLUTIONS
MADE SIMPLE

Service Solutions

Distribution System Specialist

Village of Willowbrook

October 6, 2011

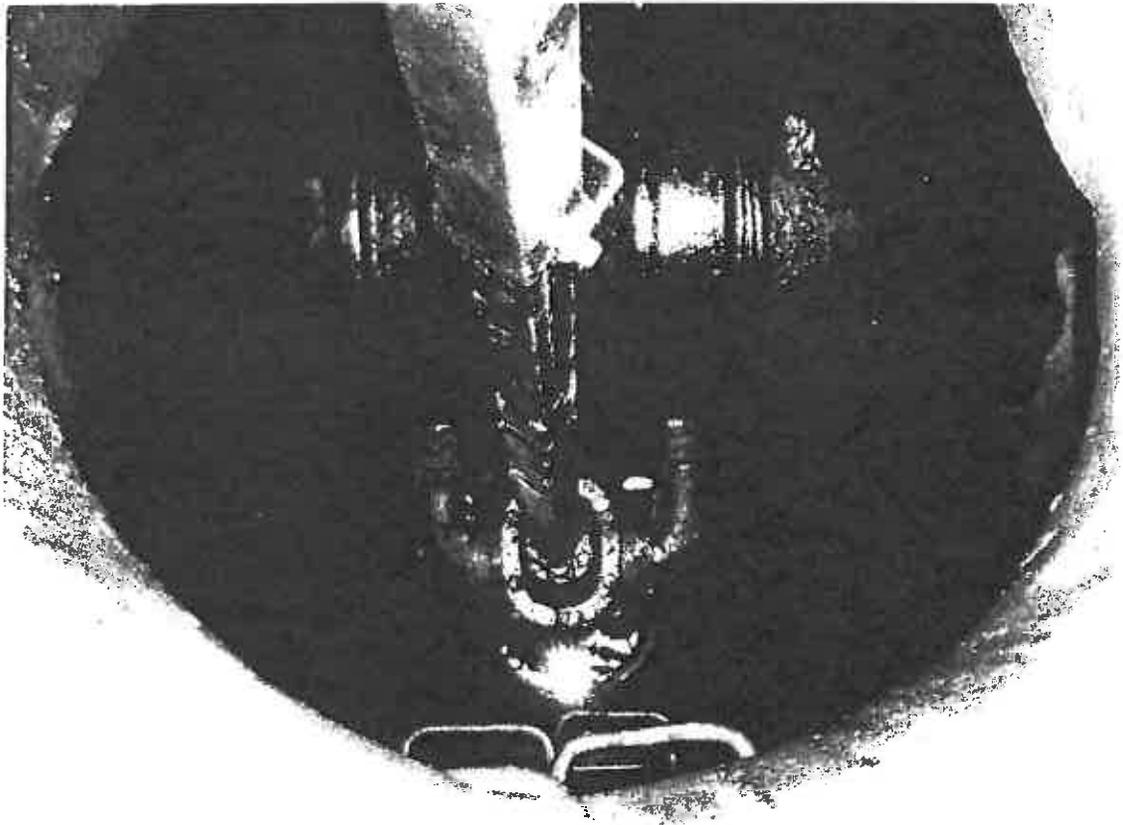


Technical P

Valve Location, Excavation and Computer Mapping

R&M SOLUTIONS
MADE SIMPLE
Service Solutions
Distribution System Specialist

INTRODUCTION AND EXPERIENCE



R&M SOLUTIONS
MADE SIMPLE
Service Solutions
Distribution System Specialist

Willowbrook Village Hall
Administration Department
7760 Quincy Street
Willowbrook, Illinois 60527

Subject: **Valve Location, Exercising and Computer Mapping Project**

R&M Service Solutions is pleased to offer this bid response to the **Village of Willowbrook** for the **Valve Location, Exercising and Computer Mapping Project**.

Valve exercising is the single most important form of preventive maintenance for improving reliability for the water distribution system. Under normal operating conditions main line valves are fully opened and fully closed only when isolation of a portion of the system is needed. Valves that remain in either position for extended periods of time become difficult or even impossible to operate. Additionally, critical valves **MUST** be operable at any given moment when needed. Therefore, valves should be exercised yearly; and more often if the water is corrosive or dirty. The more frequent the valve exercising program, the greater the chance that valves will operate when needed.

Using our sophisticated GPS data collection and valve exercising equipment, **R&M** can collect both spatial and non-spatial data during the valve maintenance process and present the data to the **Village of Willowbrook** for integration into its database system.

Our Staff experience includes similar work for some of the most respected utilities in the United States including Ormond Beach, FL; Allentown, PA; Dania Beach, FL; Polk County, FL; City of Melbourne, FL; Volusia County, FL; Pasadena, CA; Phoenix, AZ; Broward County, FL; Hillsborough County, FL; Gilbert, AZ; City of Atlanta, GA; Dekalb County, GA; Fulton County, GA; Gwinnett County, GA. **R&M Service Solutions** is an Equal Opportunity Employer and has the expertise, experience, equipment and skill needed by the **Village of Willowbrook** for a successful completion of your program.

In September 2010, **R&M Service Solutions** began a Water Valve and Fire Hydrant Maintenance Pilot Program for the City of Allentown, PA. Many of the valves that were exercised were installed prior to 1900. Each valve was inspected and exercised, valve boxes were cleaned out, measurements from grade were obtained, the work zones were returned to their original conditions, all information was documented / checked against Allentown's existing data and discrepancies were recorded. Traffic management in this downtown urban setting was coordinated with city officials keeping the needs of the local businesses and residents in mind. Work times were scheduled to minimize the impact on residents and businesses in the work areas.

R&M worked directly with Allentown's IT Department to integrate GPS, valve and hydrant data into Allentown's existing Asset Management and GIS data systems through customization of database, spreadsheet and shapefiles. The officials in Allentown were very pleased with **R&M's** expertise and productivity; that despite the age of the valves and the length of time since the valves had last been exercised not a single valve was broken by **R&M**; and fire hydrants that were previously unknown to be

R&M SOLUTIONS
MADE SIMPLE
Service Solutions
Distribution System Specialist

out of service were found. Allentown's officials were impressed with **R&M's** enthusiasm, level of commitment and attention to detail.

For the **Village of Willowbrook's Valve Location, Exercising and Computer Mapping Project** David Mills, Managing Partner of **R&M Service Solutions** will act as Project Manager (dmills@r-mservice.net). With his outstanding commitment to quality and customer satisfaction, David has developed long standing relationships with customers through his ability to assume complete ownership of all aspects of a project, understanding the needs of his customers and achieving goals with honesty and integrity. He has been consistently recognized for successfully developing and implementing profitable business advance initiatives ensuring that projects are completed up to and beyond his customer's expectations.

Since 1986 David has worked in the Construction and Underground Utilities industries. He has hands on experience in every aspect of a project, and the ability to transform strategic objectives into viable business solutions; he is known in the industry as one who leads by example with the highest level of integrity. David is an outstanding communicator skilled at motivating team members to deliver success to the task force, the organization, and especially, his customers.

As the sole qualifier for Mueller Service Company from 1991 to 2009, David rose from Service Manager to President. He led and transformed Mueller Service Company from a strictly fire hydrant testing, repair and maintenance operation with one location, to an enterprise with offices in Florida, Texas, Arizona and California performing fire hydrant testing, repair, maintenance and replacement; valve insertion and exercising; GIS integration; line stopping / tapping services; water service line installation, repair and renewal; water meter installation / replacement; water main repair and point repair specialties.

Now, as Managing Partner of **R&M Service Solutions**, David continues his 25 year legacy of integrity and customer satisfaction and is excited to offer his experience and expertise to the **Village of Willowbrook**. The following pages offer a synopsis of David's projects and experience. Please feel free to contact any of the clients listed on the Experience Synopsis for references.

David and the team at **R&M Service Solutions** look forward to partnering with the **Village of Willowbrook** for a successful **Valve Location, Exercising and Computer Mapping Project**.



EXPERIENCE SYNOPSIS AND REFERENCES

Client	Project Description	Year(s)	Scope	Water Meter Replacement	Line Stopping	Water Service Line Renewal & Installation	Valve Replacement	VMA Program	Fire Hydrant Replacement or New Installation	FHM&A Program	Utility Maintenance Services
Broward County, FL	Broward County Water & Waste Water Services 2555 W. Copans Road Pompano Beach, FL 33069-1233 Clive Hanes, Assistant Director (954) 813-0851, (954) 831-0842 FAX	1995 - 2008	Approx. 7,000 Valves and 3,500 hydrants completed multiple times	●	●	●	●	●	●	●	●
City of Sunrise, FL	City of Sunrise 10770 West Oakland Park Blvd Sunrise, FL 33351 Joe Mazzella, Distribution Superintendent (954) 888-6042, (954) 846-7404 FAX	1997 - 2008	Approx. 13,000 Valves and 4,300 Hydrants completed multiple times	●	●	●	●	●	●	●	●
Gilbert, AZ	Town of Gilbert Public Works 525 North Lindsay Road Gilbert, AZ 85234 Mike Ames, Water Dist. Field Sup. (480) 266-6337, (480) 497-0584 FAX	2006	Approx. 1,100 Hydrants completed							●	
Hillsborough County, FL	Hillsborough County Water Dept. 9811 Sheldon Road Tampa FL 33635 Gil Gardner, Utilities Manager - Line Maintenance (813) 554-5010, (813) 554-5066 FAX	1999 - 2007	Approx. 40,000 Valves and 9,600 Hydrants completed multiple times					●	●	●	
Dekalb County, GA	Dekalb County Ben Thornton, P.E. (retired)	1993-1997	Approx. 9000 Meters	●							

TECHNICAL APPROACH / IMPLEMENTATION



R&M'S STANDARD VALVE MAINTENANCE AND ASSESSMENT (VM&A) PROGRAM

Valve exercising and assessment is the single most important form of preventive maintenance for improving valve reliability. Under normal operating conditions main line valves are fully opened and fully closed only when isolation of a portion of the system is needed. Valves that remain in either position for

extended periods of time become difficult or even impossible to operate. Therefore, they should be exercised at least once a year or more often if the water is corrosive or dirty. The more frequent the valve exercising program, the greater the chance that they will operate when needed. Regular valve exercising and maintenance is vital for the Village's valves.

R&M Service Solutions' Standard VM&A Program

R&M's Valve program is designed to maintain, exercise and assess all valves within a distribution system. The Customer designates the valves to be assessed / exercised.

R&M's standard program includes:

- ◆ Perform trial shut downs
- ◆ Locate designated valves using City maps
- ◆ Document location with GPS coordinates at sub-meter accuracy using State Plane System
- ◆ Exercise valve w/ "down line" hydrant opened, record water loss, clean valve box as needed
- ◆ Flush area line through hydrants to maintain water quality, record water loss
- ◆ Document / report inoperable valves
- ◆ Confirm / update Customer's valve inventory
- ◆ Make corrections to GIS viewer, include updated maps

As an integral part of Distribution System management VM&A can help to locate malfunctioning, closed or frozen valves which, if not located, make isolating a specific area of a distribution system time consuming at best, and in some instances - impossible. Routine or emergency repairs must be made in a timely manner to limit costly overtime, prevent excessive water loss and to maintain superior public relations. A VM&A Program will extend the usable life of valves in a distribution system,

Table 1: VM&A Programs can be customized to suit the client's specific needs

ensure valves can be located, make sure valves can be assessed / operated as needed and it allows a Utility to more effectively plan time and costs for scheduled system repairs or improvements.

R&M Service Solutions' VM&A Program is designed to meet the requirements of environmental oversight agencies and complies with AWWA standards (including publication M44 – Distribution Valves; Selection, Installation, Field Testing and Maintenance).

R&M's technicians are trained to expertly operate water distribution valves either manually or with valve operators. The size, condition of the valve and Utility requirements determine which method is used on a case by case basis.

R&M's Standard Implementation Guidelines

Unless otherwise directed by the *Village of Willowbrook*, all 4" and smaller valves will be manually operated to avoid damage.

4" and Smaller Gate Valve Maintenance Process

- ◆ Locate the valve
- ◆ Position valve operator accurately for minimum interference with vehicular and / or pedestrian traffic
- ◆ Establish and set-up M.O.T. when needed
- ◆ Remove valve box lid
- ◆ Clean out valve box to access valve
- ◆ Verify location, size and operational direction of valve (left or right)
- ◆ Cross reference data supplied by Utility
- ◆ Identify type of valve if possible (older valves may be bronze disc plumbing style valves such as NIBCO or bronze ball valves of the corporation stop style - neither type will have a standard operating nut - a pronged or slotted valve wrench will need to be utilized)
- ◆ With great care, move the valve from the open position to the closed position, then back to the open position until the appropriate number of turns is accomplished.
- ◆ Unless otherwise directed by the Utility, carefully operate the valve through two (2) full cycles leaving the valve in the full open position

6" to 12" Gate Valve Maintenance Process

- ◆ Locate the valve
- ◆ Position valve operator accurately for minimum interference with vehicular and / or pedestrian traffic
- ◆ Establish and set-up M.O.T. when needed
- ◆ Verify location, size and operational direction (left or right) of valve
- ◆ Cross reference data supplied by Utility
- ◆ Identify manufacturer of valve if possible
- ◆ Verify torque requirements, actuator requirements and the number of turns from full open to full closed position with the manufacturers specifications
- ◆ Set the hydraulic valve operator to the desired minimum torque and the appropriate number of turns for a butterfly valve not a gate valve
- ◆ Verify the operational direction of the valve (left or right)
- ◆ Move the valve from the open position to the closed position until the minimum torque limit or appropriate number of turns is achieved (if torque limit is reached prior to obtaining the appropriate number of turns, continue to operate the valve by repeating the process and slowly increasing the torque limit up to the maximum torque limit of 300 ft. lb., on actuators with wrench nut or 200 ft. lb. on actuators with hand / chain wheel until the appropriate number of turns are obtained - DO NOT EXCEED THE MAXIMUM TORQUE LIMIT
- ◆ Unless otherwise directed by the Utility, cycle the valve through two (2) full cycles leaving the valve in the full open position

16" and Larger Non-Geared Gate Valve Maintenance Process

- ◆ Locate main line valve (and by-pass valve, if applicable)
- ◆ Position valve operator accurately for minimum interference with vehicular and / or pedestrian traffic
- ◆ Position valve operator accurately for minimum interference with vehicular and / or pedestrian traffic
- ◆ Establish and set-up M.O.T. when needed
- ◆ Remove valve box lid and / or open valve vault hatch covers
- ◆ Clean out valve box or vault to access valve
- ◆ Verify location, size and operational direction of main line valve (left or right) and by-pass valve if applicable
- ◆ Cross reference data supplied by Utility
- ◆ Identify size and type of main line valve and by-pass valve, if applicable
- ◆ Determine if valve is geared
- ◆ Identify type of valve if possible
- ◆ Verify torque requirements and the number of turns from full open to full closed position, for both the by-pass valve (if applicable) and main valve, with the manufacturers specifications
- ◆ Set the hydraulic valve operator (first for by-pass valve, if applicable) to the desired minimum torque and the appropriate number of turns
- ◆ Move the valve from the open position to the closed position until the minimum torque limit or appropriate number of turns is achieved (if torque limit is reached prior to obtaining the appropriate number of turns, continue to operate the valve by repeating the process and slowly increasing the torque limit up to the maximum torque limit until the appropriate number of turns are obtained - DO NOT EXCEED THE MAXIMUM TORQUE LIMIT
- ◆ Unless otherwise directed by the Utility, cycle the main line valve, and by-pass valve if applicable, through two (2) full cycles leaving the valve in the full open position

16" and Larger Geared Gate Valve Maintenance Process

- ◆ Locate main line valve and the by-pass valve, if applicable
- ◆ Position valve operator accurately for minimum interference with vehicular and / or pedestrian traffic
- ◆ Establish and set-up M.O.T. when needed
- ◆ Remove valve box lid and / or open valve vault hatch covers
- ◆ Clean out valve box or vault to access valve
- ◆ Verify location, size and operational direction (left or right) of main line valve (and by-pass valve if applicable)
- ◆ Cross reference data supplied by Utility
- ◆ Identify size and type of main line valve and by-pass valve, if applicable
- ◆ Determine if valve is geared
- ◆ Identify manufacturer of valve if possible
- ◆ Verify torque requirements and the number of turns from full open to full closed position, for both the by-pass valve (if applicable) and main valve, with the manufacturers specifications
- ◆ If valve is geared, activate gear reduction mode on hydraulic valve operator and enter appropriate torque range
- ◆ Set the hydraulic valve operator (first for by-pass valve, if applicable) to the desired minimum torque and the appropriate number of turns
- ◆ Move the valve from the open position to the closed position until the minimum torque limit or appropriate number of turns is achieved (if torque limit is reached prior to obtaining the appropriate number of turns, continue to operate the valve by repeating the process and slowly increasing the

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torque limit up to the maximum torque limit until the appropriate number of turns are obtained - DO NOT EXCEED THE MAXIMUM TORQUE LIMIT

- ◆ Unless otherwise directed by the Utility, cycle the main line valve and by-pass valve if applicable, through two (2) full cycles leaving the valve in the full open position

Butterfly Valve Maintenance Process

- ◆ Locate the valve
- ◆ Position valve operator accurately for minimum interference with vehicular and / or pedestrian traffic
- ◆ Establish and set-up M.O.T. when needed
- ◆ Verify location, size and operational direction (left or right) of valve
- ◆ Cross reference data supplied by Utility
- ◆ Identify manufacturer of valve if possible
- ◆ Verify torque requirements, actuator requirements and the number of turns from full open to full closed position with the manufacturers specifications
- ◆ Set the hydraulic valve operator to the desired minimum torque and the appropriate number of turns for a butterfly valve not a gate valve
- ◆ Verify the operational direction of the valve (left or right)
- ◆ Move the valve from the open position to the closed position until the minimum torque limit or appropriate number of turns is achieved (if torque limit is reached prior to obtaining the appropriate number of turns, continue to operate the valve by repeating the process and slowly increasing the torque limit up to the maximum torque limit of 300 ft. lb., on actuators with wrench nut or 200 ft. lb. on actuators with hand / chain wheel until the appropriate number of turns are obtained - DO NOT EXCEED THE MAXIMUM TORQUE LIMIT
- ◆ When the butterfly valve is operational, unless otherwise directed by the Utility, cycle the valve through two (2) full cycles leaving the valve in the full open position
- ◆ If the valve remains fixed between the open and closed position, contact the Utility seeking permission to access the actuator
- ◆ If permission is obtained, access the actuator and check for jamming (if nothing is found, the interference may be in the valve)
- ◆ If, after accessing the actuator, no reason for jamming is found – STOP and contact the Utility – DO NOT ATTEMPT TO FORCE THE DISC OPEN OR CLOSED - excessive torque can severely damage internal valve and / or actuator components

Valves Found In Closed Position

If a valve is found in the closed position, *R&M's* technicians will immediately contact the Utility. If instructed to leave the valve in the closed position, *R&M's* technicians will document the appropriate data and proceed to the next valve. If our technician is instructed to operate the valve to the full open position, the technician will proceed accordingly for the type of valve.

Non Operating Valves

If a technician has been unable to manipulate a valve into completing full cycle, while not exceeding the manufacturer's maximum torque limit, the technician will verify the valve is in the maximum obtainable open position, document all pertinent data and contact the Utility. *R&M's* technician will not proceed to operate the valve past the maximum recommended torque limits unless directed in person and by an on-site Utility representative.

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Torque Limits for Resilient Wedge – RW or Double Disc – DD Valves

The information below has been compiled from AWWA and manufacturer specifications. Specific manufacturer requirements supersede the information in this table. 6" through 12" valves have an opening torque of approximately 30% of the closing torque; where 14" through 60" valves have an opening torque that is equal to or less than the closing torque during normal operation.

- ◆ 6" non-geared RW or DD gate valve -50 to 110 ft #
- ◆ 6" bevel geared RW or DD gate valve -30 to 64.7 ft # (Rotork) or 25 to 56.3 ft # (MasterGear)
- ◆ 6" spur gear RW or DD gate valve -50 to 60.1 ft # (Rotork)
- ◆ 8" non-geared RW or DD gate valve -75 to 150 ft #
- ◆ 8" bevel geared RW or DD gate valve -45 to 88.2 ft # (Rotork) or 40 to 76.7 ft # (MasterGear)
- ◆ 8" spur geared RW or DD gate valve -40 to 82 ft # (Rotork)
- ◆ 10" non-geared RW or DD gate valve -90 to 185 ft #
- ◆ 10" bevel geared RW or DD gate valve -50 to 108.8 ft # (Rotork) or 45 to 94.6 ft # (MasterGear)
- ◆ 10" spur geared RW or DD gate valve -50 to 101.1 ft # (Rotork)
- ◆ 12" non-geared RW or DD gate valve -100 to 225 ft #
- ◆ 12" bevel geared RW or DD gate valve -115 to 132.4 ft # (Rotork) or 105 to 115.1 ft # (MasterGear)
- ◆ 12" spur geared RW or DD gate valve -60 to 123 ft # (Rotork)
- ◆ 14" non-geared RW or DD gate valve -110 to 225 ft #
- ◆ 14" bevel geared RW or DD gate valve -30 to 75 ft # (Rotork) or 25 to 58.8 ft # (MasterGear)
- ◆ 14" spur geared RW or DD gate valve -25 to 61 ft # (Rotork 4.1:1), or 55 to 117.9 ft # (Rotork)
- ◆ 16" non-geared RW or DD gate valve -110 to 225 ft #
- ◆ 16" bevel geared RW or DD gate valve -130 to 161.8 ft # (Rotork 2:1) or 45 to 91.7 ft # (Rotork 4:1), or 35 to 71.9 ft # (MasterGear)
- ◆ 16" spur geared RW or DD gate valve -30 to 61 ft # (Rotork 4.1:1), or 55 to 117.9 ft # (Rotork 2.12:1)
- ◆ 18" non-geared RW or DD gate valve -110 to 225 ft #
- ◆ 18" bevel geared RW or DD gate valve -80 to 161.8 ft # (Rotork 2:1) or 90 to 91.7 ft # (Rotork 4:1), or 35 to 71.9 ft # (MasterGear 4.5:1)
- ◆ 18" spur geared RW or DD gate valve -35 to 74.5 ft # (Rotork 4.1:1), or 70 to 144.1 ft # (Rotork 2.12:1)
- ◆ 20" non-geared RW or DD gate valve -100 to 300 ft #
- ◆ 20" bevel geared RW or DD gate valve -65 to 176.5 ft # (Rotork 2:1) or 50 to 100 ft # (Rotork 4:1), or 35 to 78.4 ft # (MasterGear 4.5:1)
- ◆ 20" spur geared RW or DD gate valve -40 to 81.3 ft # (Rotork 4.1:1), or 75 to 157.2 ft # (Rotork 2.12:1)
- ◆ 20" butterfly valve -100 to 300 ft #
- ◆ 24" non-geared RW or DD gate valve -160 to 325 ft #
- ◆ 24" bevel geared RW or DD gate valve -60 to 127.5 ft # (Rotork 3:1) or 50 to 108.3 ft # (Rotork 4:1), or 40 to 85 ft # (MasterGear 4.5:1)
- ◆ 24" spur geared RW or DD gate valve -40 to 88.1 ft # (Rotork 4.1:1), or 60 to 120.4 ft # (Rotork 3:1)
- ◆ 24" butterfly valve -100 to 300 ft #
- ◆ 30" non-geared RW or DD gate valve -150 to 450 ft #
- ◆ 30" bevel geared RW or DD gate valve -80 to 176.5 ft # (Rotork 3:1) or 65 to 132.4 ft # (Rotork 4:1), or 60 to 125 ft # (Limitorque 4:1)
- ◆ 30" spur geared RW or DD gate valve -60 to 127.8 ft # (Rotork 4:1), or 80 to 166.7 ft # (Rotork 3:1)
- ◆ 30" butterfly valve -100 to 300 ft #
- ◆ 36" non-geared RW or DD gate valve -200 to 550 ft #
- ◆ 36" bevel geared RW or DD gate valve -80 to 161.8 ft # (Rotork 4:1) or 75 to 152.8 ft # (Limitorque 4:1)
- ◆ 36" spur geared RW or DD gate valve -75 to 156.3 ft # (Rotork 4:1)
- ◆ 36" butterfly valve -100 to 300 ft #
- ◆ 42" non-geared RW or DD gate valve -200 to 700 ft #

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- ◆ 42" bevel geared RW or DD gate valve -100 to 205.9 ft # (Rotork 4:1) or 90 to 194.4 ft # (Limatorque 4:1)
- ◆ 42" spur geared RW or DD gate valve -90 to 198.9 ft # (Rotork 4:1)
- ◆ 42" butterfly valve -100 to 300 ft #
- ◆ 48" non-geared RW or DD gate valve -300 to 800 ft #
- ◆ 48" bevel geared RW or DD gate valve -115 to 235.3 ft # (Rotork 4:1) or 110 to 222.2 ft # (Limatorque 4:1)
- ◆ 48" spur geared RW or DD gate valve -110 to 227.3 ft # (Rotork 4:1)
- ◆ 48" butterfly valve -100 to 300 ft #
- ◆ 54" non-geared RW or DD gate valve -300 to 850 ft #
- ◆ 54" bevel geared RW or DD gate valve -120 to 240 ft #
- ◆ 54" spur geared RW or DD gate valve -110 to 227 ft #
- ◆ 54" butterfly valve -100 to 300 ft #
- ◆ 60" non-geared RW or DD gate valve -350 to 900 ft #
- ◆ 60" bevel geared RW or DD gate valve -125 to 250 ft #
- ◆ 60" butterfly valve -100 to 300 ft #

GEOSPATIAL DATA CREATION, MANAGEMENT, ANALYSIS, AND DISTRIBUTION

For more effective management in both the day-to-day and the long range operations, GIS is helping Utilities unify by integrating information from many sources, both internal and external, into a common framework. As Utilities merge and the workforce shrinks, sharing workflows in an automated and systematic way is crucial. Better information and a framework for understanding and collaboration are needed.

The enterprise GIS platform facilitates collaboration by unifying the underlying data infrastructure and workflows with other key utility information system (IS) platforms such as SCADA; enterprise resource planning (ERP); asset, work, and outage management; and field force automation. By using this common geographic language, Utility managers discover new insights that they can transform into tangible business results such as lower costs, improved asset utilization, and quicker customer hookup.

New technology such as Web services, location-based services, geoprocessing, loosely connected distributed spatial databases, smart clients, and intelligent GIS unifies information for Utility executives, managers, and operators. Decision making, communication, and asset management can be based on the same information throughout the organization.

Using GPS for GIS data collection and data maintenance is essential for timely decision-making and wise use of resources. Any organization or agency that requires accurate location information can benefit from the efficiency and productivity provided by GPS technology. All over the world, government agencies, scientific organizations, and utility companies use GIS data collection and data maintenance systems to stay up-to-date and competitive.

The Utility Industry is at the forefront when it comes to the use of GPS and GIS technologies. From electric, gas and water utilities to telecommunications companies, geospatial technologies are making it easier for utility workers to manage their complex field assets.

Data Collection

R&M uses Trimble's GeoXH™ handheld. The Trimble® GeoXH™ handheld is the ultimate integrated solution for high-accuracy GIS data collection and asset relocation. Engineered with Trimble H-Star™ technology, the GeoXH handheld delivers the accuracy you need when you need it. It is ideal for electric and gas utilities, water and wastewater services, land reform projects, and other applications where on-the-spot positioning is crucial. The GeoXH handheld provides real-time subfoot (<30 cm) accuracy with the internal antenna, or decimeter (10 cm / 4 inch) accuracy after postprocessing. Decimeter accuracy can be achieved in real-time with the optional Tornado™ external antenna.



Trimble® GeoXH Key Features:

- ◆ Real-time H-Star technology for decimeter (10 cm / 4 inch) to subfoot (<30 cm) accuracy in the field
- ◆ High-resolution VGA display for crisp and clear map viewing
- ◆ Bluetooth and wireless LAN connectivity options
- ◆ 1 GB onboard storage plus SD slot for removable storage cards
- ◆ Windows Mobile version 6 operating system
- ◆ Rugged handheld with all-day battery

For additional precision, data can be collected with Trimble's TerraSync software or the Trimble GPScorrect extension for ESRI ArcPad software. The data can then be postprocessed back in the office with Trimble GPS Pathfinder Office software or the GPS Analyst extension for ESRI ArcGIS Desktop software. These office processing suites use the new Trimble DeltaPhase technology to achieve 50 cm accuracy for GPS code measurements after postprocessing, and even higher levels of postprocessed accuracy are possible when you log GPS carrier data for extended periods.

Urban Canyons

The Problem

Urban areas provide unique problems for Global Positioning Systems. With satellites in orbits 12,000 miles up, GPS has limitations. Known as the Urban Canyon problem, GPS signals can be obstructed by foliage and blocked or reflected by high-rise buildings. Satellite signals become limited in their availability to estimate the positioning information of a fix. Additionally, the signal may bounce off various local obstructions before it gets to the receiver. A multipath error or cycle slip can occur when tracking is interrupted due to blockage of the signals. Changes in elevation are yet another source of GPS errors.

The Solution

By combining high-accuracy handheld GIS data collection devices powered by Windows Mobile 6 software with external antennas and laser rangefinders, the problem of urban canyons can all but be eliminated. For projects with urban canyon problems *R&M* uses Trimble's GeoXH handhelds, Tornado Antennas and TruPulse 360 Laser Rangefinders to fight the urban canyon problem.



The Trimble Tornado external dual frequency antenna contains advanced technology for extremely low multipath, outstanding low elevation satellite tracking, and high phase center accuracy. Using the Tornado antenna together with the GeoXH handheld provides high-accuracy mapping and GIS data collection. The Tornado antenna can be mounted on a range pole along with the GeoXH handheld to give a convenient all-on-the pole solution. Ideal for all mapping applications, it is especially useful in difficult environments such as under canopy and in urban canyons.

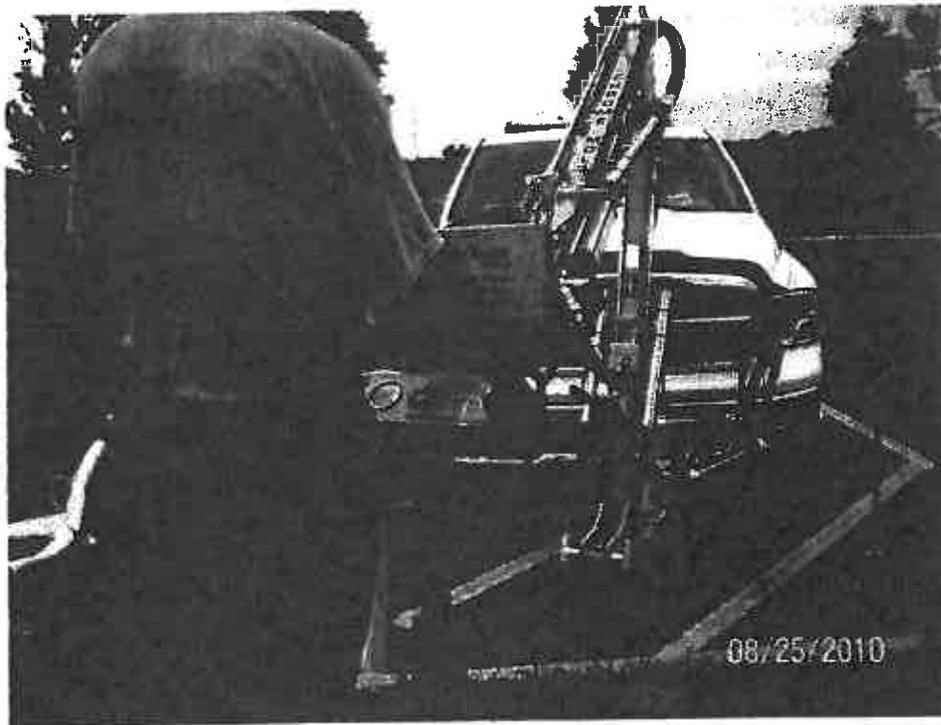
TECHNICAL PROPOSAL

EQUIPMENT

The following equipment will be used for the *Village of Willowbrook's Valve Location, Exercising and Computer Mapping Project*:

Valve Maintenance

- ◆ *Spin Doctor 800 Chrome Moly* by Hurco
- ◆ ValveSTAR® Data Collection and Management System by Hurco
- ◆ High power vacuum for valve box / vault clean outs
- ◆ Extendable valve keys for manual operation
- ◆ Miscellaneous hand tools
- ◆ Warning lights on trucks
- ◆ Traffic Control equipment including properly sized traffic cones with reflective stripes, as needed
- ◆ Valve information tracking and logging system



QUALITY MANAGEMENT SYSTEM

Principles

R&M Service Solutions is committed to exceeding customer expectations through implementation and continuous improvement of our Quality Management System. Absolute customer satisfaction is the expectation and is achieved through supplying superior products and services, on-time, at a competitive price.

R&M's Quality Management System is based on two simple principles: *fit for purpose* and *right first time*.

**** Fit For Purpose ****

The products and services we provide should be suitable for the intended purpose and meet the customer's needs.

**** Right First Time ****

R&M places a strong focus on performing the right process for the job at hand. Our motto is *"mistakes should be eliminated – period"*.

Company Quality

R&M Service Solutions has developed and implemented *Company Quality* to demonstrate its ability to consistently provide products and services that meets customer, statutory and regulatory requirements; and to address customer satisfaction through the effective application of the system, including continual improvement and the prevention of nonconformity.

The company-wide quality approach places an emphasis on four aspects:

1. Elements such as controls, job management, adequate processes, performance and integrity criteria and identification of records
2. Competence such as knowledge, skills, experience, qualifications
3. Soft elements, such as personnel integrity, confidence, organizational culture, motivation, team spirit and quality relationships
4. Infrastructure (as it enhances or limits functionality)

Quality Assurance

Quality Assurance is another aspect of our Quality Management System. Quality Assurance is more than just testing the quality or aspects of a product, service or facility, it analyzes the quality to make sure it conforms to specific requirements, complies with established plans and suits the customer's needs. We are constantly checking our processes to find areas that need improvement and acting on those accordingly to ensure we provide the best products and services to our customers.

Quality System Management Commitment

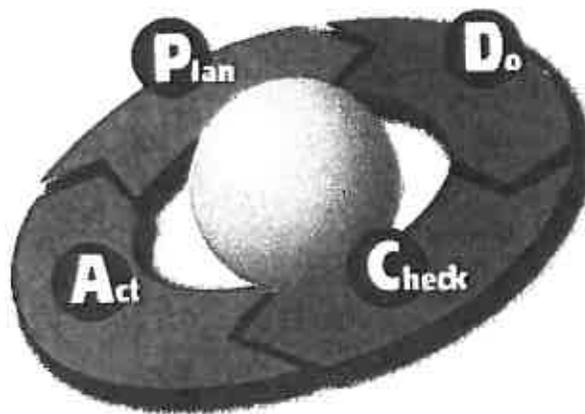
R&M's management is committed to the development and implementation of the quality management system and continually improves its effectiveness by:

TECHNICAL PROPOSAL

- ◆ Communicating the importance of meeting customer as well as statutory and regulatory requirements
- ◆ Establishing a quality policy
- ◆ Establishing quality objectives
- ◆ Conducting management reviews
- ◆ Ensuring the availability of resources

Quality Model

R&M has adopted the *PDCA* model of quality management:



- PLAN** Plan to improve operations first by finding out what problems are faced; determine ideas for solving these problems. Establish objectives and processes necessary to deliver results in accordance with expected outcomes. By making the expected outcome the focus, this quality method differs from other techniques in that the completeness and accuracy of the specification is also part of the improvement.
- DO** Do changes designed to solve the problems. Implement new processes to find resolution to problems and better methods or procedures.
- CHECK** Check whether changes are achieving full desired result. Continuously check activities to ensure quality of output is known at all times to identify new problems if they occur.
- ACT** Act to implement changes. Make changes a routine part of the activity. Act to involve other persons (other partners, suppliers, or customers) affected by these changes and whose cooperation is needed to implement on a larger scale. Identify those who may benefit from what has been learned. Measure new processes and compare actual results against expected results to ascertain any differences. Analyze the differences to determine their cause.

SPECIFICATIONS AND CONTRACT DOCUMENTS
for
Valve Location, Exercising and Computer Mapping Project

Required For Use By:

VILLAGE OF WILLOWBROOK
Willowbrook, Illinois 60527

- **CONTRACTOR'S CERTIFICATION - BID PROPOSAL –
(Page 16)**
- ** MUST BE EXECUTED AND NOTARIZED ****
- **BIDS TO BE EXECUTED IN DUPLICATE**
- **ALL SIGNATURES TO BE SWORN BEFORE A NOTARY PUBLIC**
- **ALL INSURANCE REQUIREMENTS MUST BE MET**

CONTRACT PERIOD: _____ N/A

ACCOUNT NUMBER: _____ N/A

BID DEPOSIT: _____ 5% of Bid Amount (See Page 4, Item 5)
(Certified Check, Bank Cashier's Check or Bid Bond)

BOND(S) REQUIRED: _____ NONE (See Page 4, Item 6)

DRAWINGS: _____ N/A

BID OPENING - DATE/TIME/LOCATION: _____ Thursday, October 6, 2011 at 10:30 AM

WILLOWBROOK VILLAGE HALL
7760 Quincy Street
Willowbrook, Illinois 60527

Issued by: Village of Willowbrook, Illinois
7760 Quincy Street
Willowbrook, Illinois 60527
(630) 323-8215

BID NOTICE

The Village of Willowbrook will be accepting sealed bids for the item(s) listed. Bids will be accepted at the Willowbrook Village Hall, 7760 Quincy Street, Willowbrook, until Thursday, October 6, 2011 at the time(s) shown below, at which time they will be opened and publicly read aloud.

<u>Contract #</u>	<u>Bid Item</u>	<u>Bid Opening</u>
N/A	Valve Location, Exercising and Mapping Project	10:30 AM

Specifications may be obtained at the Village Hall, weekdays, between 8:30 a.m. and 4:30 p.m. Questions may be directed to the Administration Department at (630) 323-8215.

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this contract.

The Village of Willowbrook reserves the right to reject any or all bids, to waive technicalities, and to accept any bid which is deemed to be in the best interest of the Village of Willowbrook.

The Village of Willowbrook, Illinois, does not discriminate on the basis of disability in the admission or access to, treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all Village of Willowbrook services, programs, and activities. The Village has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulation, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.5 of the U.S. Department of Housing and Urban Development regulations. For information, contact the Tim Halik, Village of Willowbrook, 7760 Quincy Street, Willowbrook, Illinois, 60527; (630) 323-8215, TDD (630)920-2259.

Upon request, this information can be made available in large print, audio tape, and/or computer disk.

I. GENERAL CONDITIONS

1. DEFINITIONS

The following words and phrases, as used herein, shall have the meaning ascribed to them, as follows:

A. **BIDDER** shall mean:

B. **VILLAGE** shall mean the Village of Willowbrook, DuPage County Illinois, an Illinois Municipal Corporation.

2. PREPARATION AND SUBMISSION OF PROPOSAL

The Bidder must submit his/her proposal in duplicate on the forms furnished by the Village of Willowbrook. All blank spaces on the proposal form must be filled in if applicable. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership or a duly authorized officer, attested to by the Corporate Secretary, of a Corporation. The proposal is contained in these documents and must remain attached thereto when submitted. All signatures and spaces are to be completed in ink or typewritten, where applicable. Prices/costs shall be in United States dollars. Incorrect completion, execution or submission of bids shall be sufficient grounds for rejection of a bid. The following documents shall be executed at the time of submission of a bid:

- **CONTRACTOR'S CERTIFICATION BID PROPOSAL – PAGE #16 OF CONTRACT DOCUMENTS**
- **SCHEDULE OF PRICES – PAGE #6 OF PROJECT SPECIFICATIONS**
- **REFERENCE LIST – PAGE #7 OF PROJECT SPECIFICATIONS**

ALL PROPOSALS SHALL BE SUBMITTED IN SEALED ENVELOPES CARRYING THE FOLLOWING INFORMATION ON THE FACE:

BIDDER'S NAME, ADDRESS, SUBJECT MATTER OF BID, DESIGNATED DATE OF BID OPENING AND HOUR DESIGNATED FOR BID OPENING.

3. WITHDRAWAL OF PROPOSAL

Bidders may withdraw their bids at any time prior to the time specified in the Bid Notice as the closing time for the receipt of bids.

However, no bid shall be withdrawn or cancelled for a period of sixty (60) calendar days after said advertised closing time for the receipt of bids, nor shall the successful bid be withdrawn, cancelled, or modified after having been accepted by the Village.

4. SUBMISSION OF ALTERNATE BIDS

Bidder may submit alternate bids provided that:

- Cash bid proposals meet Village Specifications and are submitted separately.
- The Village shall not consider an alternate bid which fails to meet specifications.

5. BID DEPOSIT

When required on Page 1 of these Specifications, all bids shall be accompanied by a bid deposit in the amount specified. Bid deposits shall be in the form of a certified check, a bank cashier's check drawn on a responsible bank doing business in the United States and shall be made payable to the Village of Willowbrook, or bid bond.

The bid deposit of all except the three lowest bidders on each contract will be returned within twenty (20) calendar days after the opening of the bids. The remaining bid deposits on each contract will be returned, with the exception of the accepted Bidder, after the contract is awarded. The bid deposit of the accepted Bidder will be returned after acceptance by the Village of satisfactory performance bond where such bond is required or completion of contract where no performance bond is required.

6. SECURITY FOR PERFORMANCE

When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, within thirteen (13) calendar days after acceptance of the bid by the Village, furnish a performance bond in the full amount of the contract, in a form acceptable to the Village.

In the event that the successful Bidder(s) fails to furnish the performance bond within thirteen (13) calendar days after acceptance of the bid by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said bond.

7. EQUIVALENT PRODUCTS

In cases where a specified item is identified by a manufacturer's name, trade name or other reference, it is understood that the Bidder proposes to furnish the item as identified. If the Bidder proposes to furnish an "equal" item, the proposed "equal" item must be so indicated in the bid proposal. The Village shall be the sole determiner of the equalness of the substitute offered.

8. BASIS OF AWARD

The Village reserves the right to accept or reject any and all bids, in whole or in part, and to waive technicalities.

9. ACCEPTANCE OF BID

The Village shall make its determination with respect to bids within sixty (60) days, or within ninety (90) days where approval by other agencies is required, from the date of opening of bids. Should the Village fail to act within the times herein specified, all bids shall be rendered null and void.

10. CATALOGS

Each Bidder shall submit catalogs, descriptive literature and detailed drawings, fully detailing features, designs, construction, appointments, finishes and the like, in order to fully describe the material or work proposed to be furnished.

11. DELIVERY

All materials shipped to the Village of Willowbrook must be shipped F.O.B. freight prepaid, designated location Willowbrook, Illinois. The materials must then be delivered where directed, and unloaded by the successful Bidder, or his/her agent. All deliveries shall be deemed to be "inside delivery". Truck deliveries shall be accepted before 2:30 p.m. on weekdays only. No deliveries shall be accepted on Saturdays, Sundays or holidays. The quantity of material delivered by truck shall be ascertained from a weight certificate issued by a duly licensed public weight-master. In the case of delivery by rail, weight will be ascertained from bill of lading from originating line, but the Village reserves the right to re-weigh at the nearest available railroad scale.

12. GUARANTEES AND WARRANTEES

All guarantees and warrantees required shall be furnished by the successful Bidder and shall be delivered to the Village before the final payment voucher is issued.

13. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

No contract awarded by the Village of Willowbrook shall be assigned, in whole or in part, or any part of the same sub-contracted without the written consent of the Village Administrator. In no case shall such consent relieve the successful Bidder from his/her obligations or change the terms of the contract.

Any and all subcontractors shall be bound by contract to the same terms as the successful Bidder. Prior to commencing any work, subcontractors must place on file with the Village a certificate of insurance as outlined under "insurance".

The successful Bidder shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Village Administrator having first been obtained.

14. COMPETENCY OF BIDDER

No bid shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears or is in default to the Village of Willowbrook upon any debt contract, or other obligation or who has failed to perform faithfully any previous contract with the Village.

The Bidder, if required, must present within forty-eight (48) hours evidence satisfactory to the Village of performance ability, possession of necessary facilities, equipment, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents. The Village hereby reserves the right to reject any bid submitted by a Bidder who, in the sole and exclusive discretion of the Village, cannot completely perform the services or deliver the goods specified in these specifications.

15. COMPLIANCE WITH OSHA STANDARDS, THE AMERICANS WITH DISABILITIES ACT, VILLAGE ORDINANCES AND STATE LAWS

The equipment supplied to the Village of Willowbrook must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting any OSHA specifications will be refused. Bidder may be required at his/her expense to provide training to Village employees in the operation of equipment and its maintenance at the convenience of the Village.

Each contracting agency shall ensure that every contract to which it is a party shall comply with all relevant aspects of the Americans with Disabilities Act.

The Bidder will strictly comply with all ordinances of the Village of Willowbrook, the laws of the State of Illinois and United States Government.

16. SPECIAL HANDLING

Prior to delivery of any product which is caustic, corrosive, flammable or dangerous to handle, the successful Bidder will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for first aid.

17. MATERIAL INSPECTION AND RESPONSIBILITY

The Village shall have a right to inspect any material to be used in carrying out this contract. The Village does not assume any responsibility for the availability of any materials and equipment required under this contract.

18. TOXIC SUBSTANCES

Successful Bidder shall notify the Village of, and provide material safety data sheets for all substances used or supplied in connection with this contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

Materials, components, or completed work not complying therewith, may be rejected by the Village and shall be replaced by the successful Bidder at no cost to the Village. Any materials or components rejected shall be removed within a reasonable time from the premises of the Village at the expense of the successful Bidder.

19. PRICE REDUCTIONS

If at any time after a contract is awarded the successful Bidder(s) makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to successful Bidder's customers generally, or (2) in the successful Bidder's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The successful Bidder shall invoice the Village at such reduced prices indicating on the invoice that the reduction is pursuant to the "price reduction" provision of this contract. The successful Bidder, in addition, shall within ten (10) days of any general price reduction, notify the Village Administrator of such reduction by letter. Failure to do so may result in termination of the contract.

20. TERMINATION OF CONTRACT

- A. The Village may, by written notice of default to the successful Bidder, terminate the whole or part of this contract in any one of the following circumstances:
1. If the successful Bidder fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or fails to provide the supplies or to perform the service at the exact price accepted by the Village (and any charges for contract changes mutually agreed to by the Village and the successful Bidder); or
 2. If the successful Bidder fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within such period of time as the Village Administrator may direct in writing.
 3. If it is determined that successful Bidder knowingly falsified information provided to the Village.
 4. If it is determined that successful Bidder offered substantial gifts or gratuities to a Village official, employee, or agent whether in their official capacity or not.
 5. Any order is entered in any proceeding against the successful Bidder decreeing the dissolution of the successful Bidder and such order remains in effect for sixty (60) days.

6. The successful Bidder shall apply to any tribunal for the appointment of a trustee or receiver of any part of the assets of the successful Bidder, or commence any proceedings relating to the successful Bidder under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or other liquidation law of any jurisdiction, or any such application shall be filed, or any such proceedings shall be commenced, against the successful Bidder, and the successful Bidder indicates its approval, consent or acquiescence, or an order shall be entered appointing such trustee or receiver or adjudicating the successful Bidder bankrupt or insolvent, or approving the petition in any such proceeding, and such order remains in effect for sixty (60) days.

B. In the event the Village terminates this contract in whole or in part as provided in Paragraph (A) of this clause, the Village may procure, upon such terms in such manner as the Village Administrator may deem appropriate, supplies or services similar to those so terminated, and the successful Bidder shall be liable to the Village for any excess costs for such similar supplies or service, provided that the successful Bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

21. EQUAL EMPLOYMENT OPPORTUNITY

Each contracting agency shall ensure every contract to which it is a party shall contain the following clause.

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provisions of this equal employment opportunity clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of the Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin, or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from the military service; and further that it will examine all job classifications to determine if minority persons or women are under utilized and will take appropriate affirmative action to rectify any such under utilization.
2. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the department's rules and regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not under utilized.

3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations.

If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such act and rules and regulations, the contractor will promptly so notify the department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. That it will submit reports as required by the department's rules and regulations, furnish all relevant information as may from time to time be requested by the department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's rules and regulations.
6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's rules and regulations.
7. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

SUBCONTRACTS

Each public subcontractor shall in turn include the equal employment opportunity clause set forth within these rules and regulations in each of its subcontracts under which any portion of the contract obligations are undertaken or assumed, said inclusion to be either verbatim or by reference so that the provisions of the clause will be binding upon such subcontractors.

CONTRACTS OR SUBCONTRACTS WITH RELIGIOUS ENTITIES

The requirements of the equal employment clause set forth above with respect to non-discrimination because of religion shall not apply to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion for the carrying on by such corporation, association, educational institution or society of its activities.

22. INSURANCE SPECIFICATIONS

- A. The successful Bidder **shall not commence work** under the contract until he/she has obtained all insurance required herein and such insurance has been approved by the Village.
- B. The successful Bidder shall maintain limits no less than:

<u>TYPE OF INSURANCE</u>	<u>MINIMUM INSURANCE COVERAGE</u>
<u>COMMERCIAL GENERAL LIABILITY</u>	
1. Comprehensive Form	COMBINED SINGLE LIMIT PER OCCURRENCE FOR BODILY INJURY AND PROPERTY DAMAGE \$1,000,000
2. Premises - Operations	
3. Explosion & Collapse Hazard	
4. Underground Hazard	
5. Products/Completed Operations Hazard	PERSONAL INJURY PER OCCURRENCE \$1,000,000
6. Contractual Liability Coverage Included	
7. Broad Form Property Damage - construction projects only.	GENERAL AGGREGATE \$2,000,000
8. Independent contractors	
9. Personal Injury	
Business Automobile Liability Any Auto, Owned, Non-Owned Rented/Borrowed	COMBINED SINGLE LIMIT PER OCCURRENCE FOR BODILY INJURY AND PROPERTY DAMAGE \$1,000,000
Worker's Compensation and Occupational Diseases	STATUTORY LIMIT
Employer's Liability Insurance per Occurrence	\$500,000

Coverage shall be at least as broad as (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village named as additional insured on a form at least as broad as the attached sample endorsement including ISO Additional Insured Endorsement (Exhibit A); (2) if requested, Owners and Contractors Protective Liability policy with the Village named as insured; (3) Insurance Services Office Business Auto Liability form number CA 0001, Symbol 01 "Any Auto"; and (4) Workers Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

- C. In the event of accidents of any kind, the successful Bidder shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.
- D. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Village, its officials, agents, employees, and volunteers; or the successful Bidder shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

23. INSURANCE POLICY(S) ENDORSEMENT

SHALL BE PROVIDED PRIOR TO THE COMMENCEMENT OF WORK.

VILLAGE OF WILLOWBROOK ("The Village")
Attention: Administration Department
7760 Quincy Street
Willowbrook, Illinois 60527

A. POLICY INFORMATION.

- 1. Insurance Company _____
- 2. Policy Number _____
- 3. Policy Term: (From) _____ (To) _____
- 4. Endorsement Effective Date _____
- 5. Named Insured _____
- 6. Address of Named Insured _____
- 7. Limit of Liability Any One Occurrence/
Aggregate \$ _____
- 8. Deductible or Self-Insured Retention (Nil unless otherwise specified)
\$ _____

B. VERIFICATION OF COVERAGE

When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, **within fourteen (14) calendar days** after acceptance of the bid by the Village, furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insured's, and with original endorsements affecting coverage required. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

In the event that the successful Bidder(s) fails to furnish the insurance coverage within thirteen (13) calendar days after acceptance of the bid by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said insurance.

The attached Additional Insured Endorsement (Exhibit A) shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement (Exhibit A). The Village reserves the right to request full certified copies of the insurance policies and endorsements.

C. POLICY AMENDMENTS.

Each policy shall contain, or be endorsed to contain, the following provisions:

1. INSURED.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)

The Village, its officials, agents, employees, and volunteers are to be included as additional insured's with regard to liability and defense of claims arising from: (a) activities performed by or on behalf of the successful Bidder, (b) products and completed operations of the successful Bidder, (c) premises owned, leased or used by the successful Bidder, and (d) automobiles owned, leased, hired or borrowed by the successful Bidder. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees, and volunteers.

2. CONTRIBUTION NOT REQUIRED.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)

The insurance afforded by the policy shall be primary insurance as respects the Village, its officials, agents, employees, and volunteers; or stand in an unbroken chain of coverage excess of the successful Bidder's scheduled underlying primary coverage. In either event, any other insurance or self-insurance maintained by the Village, its officials, agents, employees, and volunteers shall be excess of this insurance and shall not contribute with it.

3. SEVERABILITY OF INTEREST.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)

The insurance afforded by the policy applies separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the Company's limit of liability.

4. SUBCONTRACTORS.

(ALL COVERAGES)

The successful Bidder shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in these General Conditions.

5. PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)

Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Village, its officials, agents, employees, and volunteers.

6. CANCELLATION NOTICE.

(ALL COVERAGES)

The insurance afforded by the policy shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail return receipt requested has been given to the Village. Such notice shall be addressed as shown in the heading of the endorsement.

7. SUBROGATION.

(WORKERS COMPENSATION AND EMPLOYERS' LIABILITY)

The insurer shall agree to waive all rights of subrogation against the Village, its officials, agents, employees, and volunteers for losses arising from work performed by the successful Bidder for the Village.

8. ACCEPTABILITY OF INSURERS.

(ALL COVERAGES)

Insurance is to be placed with insurers with a Best's rating of no less than A-,VII and licensed to do business in the State of Illinois.

9. ASSUMPTION OF LIABILITY.

(ALL COVERAGES)

The successful Bidder assumes liability for all injury to or death of any person or persons including employees of the successful Bidder, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in anyway arising out of any work performed pursuant to the contract.

D. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER.

I, _____ (print/type name),
warrant, and by my signature hereon do so certify, that the required coverage is
in place.

Signature of: _____
Authorized Representative (Original signature required on endorsement
furnished to the Village).

Title: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

24. INDEMNITY HOLD HARMLESS PROVISION

To the fullest extent permitted by law, the successful Bidder hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents, employees, and volunteers, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the Village, its officials, agents, employees, and volunteers; arising in whole or in part or in consequence of the performance of the work by the successful Bidder, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village, its officials, agents, employees, and volunteers, and the successful Bidder shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its officials, agents, employees, and volunteers, in any such action, the successful Bidder shall, at its own expense, satisfy and discharge same.

The successful Bidder expressly understands and agrees that any performance bond or insurance policies required by the contract, or otherwise provided by the successful Bidder, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents, employees, and volunteers, as herein provided.

The successful Bidder further agrees that to the extent that money is due the successful Bidder by virtue of the contract, an amount of said money as shall be considered necessary in the judgment of the Village, may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.

ADDITIONAL INSURED ENDORSEMENT - EXHIBIT A

Name of Insurer: _____

Name of Insured: _____

Policy Number: _____

Policy Period: _____

Endorsement Effective Date: _____

This endorsement modifies coverage provided under the following:

Commercial General Liability Coverage Part

Name of Individuals or Organization:

WHO IS AN INSURED section of the policy / coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability "arising out of your work".

For purposes of this endorsement, "arising out of your work" shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named Insured Contractors work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.

CONTRACTOR'S CERTIFICATION - BID PROPOSAL

_____, as part of its bid on a
(Name of Contractor)

contract for _____ to The Village of Willowbrook,
Illinois, hereby certifies that said contractor is not barred from bidding on the aforementioned
contract as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4.

By: _____
Authorized Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of
_____, 2011.

MY COMMISSION EXPIRES:

NOTARY PUBLIC

CONTRACT – Page One of Two

1. This agreement, made and entered into this _____ day of _____, 20____, between the Village of Willowbrook, acting by and through its President and Board of Trustees and _____.
2. That for and in consideration of the payments and agreements mentioned in the Specifications and Contract Document attached hereto, _____ agrees with the Village of Willowbrook at his/her own proper cost and expense to furnish the equipment, material, labor, supplies and/or services as provided therein in full compliance with all of the terms of such specifications and contract documents attached hereto.
3. It is understood and agreed that the specifications and contract documents hereto attached, prepared by the Village of Willowbrook, are all essential documents of this contract and are a part hereof.
4. In witness whereof, the said parties have executed these presents on the date above mentioned.

(Village Seal)

VILLAGE OF WILLOWBROOK

Attest:

By: _____
Village Clerk

By: _____
Village Administrator

IF A CORPORATION

(Corporate Seal)

CORPORATE NAME

Attest:

By: _____
Secretary

By: _____
President

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 2011.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

IF A PARTNERSHIP

_____ (Seal)

PARTNERS DOING BUSINESS UNDER THE NAME OF

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 20_____.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

IF AN INDIVIDUAL

_____ (Seal)

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 2011.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

II. ADDITIONAL REQUIREMENTS FOR PUBLIC WORKS PROJECTS

A. INTENT

It is the intent of these specifications and contract that a complete working improvement be constructed. All necessary work and materials shall be included; whether specifically called for or implied.

B. LOCATION OF UTILITIES

The successful Bidder shall contact the Village of Willowbrook Department of Municipal Services at least seventy-two (72) hours before beginning work. Where required, electric, gas, telephone and cable utilities must be located in the field prior to construction. The Village bears no responsibility for damage done to existing utilities during construction.

C. TRAFFIC CONTROL AND PROTECTION

Traffic control and protection - the successful Bidder's manner of prosecuting the work or revisions in the phasing of operations may require temporary traffic control devices to be installed. In such cases, all but not limited to, signs, signals, markings, traffic codes, barricades, warning lights, flagmen and other traffic control devices must conform with all provisions of the appropriate standards. The Village shall be the sole judge as to the acceptability of placement and maintenance of the traffic control devices prescribed in the appropriate standards. Said temporary traffic control devices shall be considered incidental to the contract and no compensation will be allowed.

D. EXAMINATION OF SITE

The successful Bidder shall carefully examine the site and become familiar with the conditions under which he/she will have to execute the work required under this contract. Failure to do so will in no way relieve the successful Bidder of his/her responsibility under this contract.

E. ADDITIONAL WORK

The Village reserves the right to order additional work during the course of construction. Prior to commencing any additional work, the successful Bidder shall submit his/her charges for performing the work and shall not proceed until the Village has approved the charges.

F. PREVAILING WAGES

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this contract.

F. PREVAILING WAGES (CONTINUED)

Prospective Bidders shall thoroughly familiarize themselves with the provisions of the above mentioned act and shall prepare any and all bids in strict compliance therewith. Copies of the prevailing rate of wages for this Village are on file in the office of the Village Clerk of the Village of Willowbrook.

G. PROTECTION OF EXISTING FACILITIES

Existing facilities, including grounds, structures, landscaping, and so forth, shall be protected by the successful Bidder. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the successful Bidder when ordered to do so by the Village. All repairs of damage to existing facilities shall be made to the satisfaction of the Village. Failure to repair damage shall be just cause for withholding payment for work that becomes due.

H. BIDDER'S RESPONSIBILITY

The successful Bidder shall be responsible for constructing the improvements in accordance with the specifications. The successful Bidder shall have available on the job site at all times during construction, a complete set of specifications with all revisions thereto. The successful Bidder shall employ only workmen skilled in their trade and shall furnish full-time supervision of all construction. An English-speaking superintendent shall be at the site whenever construction is in progress. The superintendent shall have authority to receive and carry out instructions from the Village. The lack of a competent superintendent on the site during construction shall be just cause for the Village to order the work to cease.

I. SITE CONDITION AND CLEAN-UP

The successful Bidder shall store materials and equipment where directed by the Village and shall move same, if and when it becomes necessary at his/her own expense.

The successful Bidder shall have control over his/her employees' parking of automobiles on the site, and shall provide portable toilet facilities and receptacles for depositing waste paper and garbage. The successful Bidder shall keep the site neat and shall clean up any debris when directed to do so by the Village. Upon completion of the improvement, the site shall be left in a condition acceptable to the Village. Failure to keep the site neat, or clean-up debris when directed to do so shall be just cause for withholding payment due the successful Bidder and final acceptance will not be made until the site is in a condition acceptable to the Village.

J. TRESPASS ON LAND

The successful Bidder shall confine his/her operations and storage of materials and equipment to the job site, public right-of-way or easements. The successful Bidder shall exercise extreme caution so as not to trespass upon property of third parties not involved in the contract. In the event that the successful Bidder is to enter upon the property of third parties in the execution of the work, he/she shall obtain written permission prior to doing so, and submit evidence of said written permission to the Village.

K. COPIES OF DRAWINGS AND SPECIFICATIONS

The Village shall furnish to the Bidder, without charge, three (3) sets of specifications for that portion of the work to be performed by the Bidder. If the Bidder desires additional copies of the specifications, they may be secured from the Village at Bidder's expense.

L. PROTECTION OF PUBLIC

The Bidder shall erect and maintain sufficient signs, barricades, lights and fences and shall employ competent flagmen and watchmen to warn and guard the public against the hazards created by the construction of the work. The Bidder shall not allow hazardous conditions to remain without affording adequate protection to the public. If, in the opinion of the Village, a hazardous condition exists and the Bidder fails to correct the condition, or to protect the public, the Village may order the necessary precautions to safeguard the public, the cost of which will be deducted from payments due the Bidder. Flagrant disregard for the safety of the public shall constitute just reason for the Village to order cessation of work.

M. GUARANTEE

All work and materials furnished under this contract shall be guaranteed by the Bidder against defects, failure, improper performance and non-compliance with the contract documents for a period of one (1) year after completion and acceptance of the work under this contract. During the guarantee period, the Bidder shall repair and replace, at his/her own expense, when so ordered by the Village, all work that develops defects whether these defects may be inherent in the functioning of the piece of operating equipment, materials furnished or workmanship performed. Any equipment or material that is repaired or replaced shall have the guarantee period extended one (1) year from the date of the last repair or replacement.

N. PAYMENT

Final payment will be made when the work is accepted by the Village. The Bidder shall submit final waivers-of-lien covering all labor, material, equipment, services and so forth, prior to receiving final payments.

O. ACCEPTANCE

The work shall not be accepted by the Village until the Village has determined that all work is complete and in accordance with the specifications.

VALVE LOCATION, EXERCISING AND COMPUTER MAPPING SPECIFICATIONS

GENERAL PROVISIONS

The Contractor shall furnish all labor, material, transportation, tools and equipment necessary to perform a valve location, exercising and mapping program. The Contractor shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. These personnel are required to have field experience in valve location and exercising.

The "Standard Specifications for Road and Bridge Construction", latest edition, as published by the Illinois Department of Transportation, shall apply to this contract for any requirements not otherwise covered by the general provisions and Special Provisions of this document.

DEFINITION OF TERMS

In addition to the definitions included in Section 101 of the "Standard Specifications for Road and Bridge Construction", the following should be added:

Village: shall be the Village of Willowbrook

Bidder: shall be any person or firm submitting a bid to the Village or its appointed Village representative.

Contractor: shall be any person or firm having a contract with the Village for the work specified or its appointed representative.

QUALITY OF WORK

The work shall be done in a thorough and workman like manner and to the satisfaction of the Village. The Contractor shall provide only materials and tools of the best quality for the work. No secondhand material can be used in any case. Should anything be brought to the work site that is improper to be used on the work, the same shall be removed at the direction of the Village. All labor will be furnished by the Contractor in an efficient and skilled manner. All work must pass inspection by the Village.

INSPECTIONS

The Village shall have the right to inspect the work, material, component equipment, supplies, services, or completed work herein before acceptance. Any of said items not complying with these specifications are subject to reinspection at the option of the Village and/or replaced or reworked at the entire expense of the Contractor. The Contractor will make every effort and means available to facilitate the Village's inspection of the work. Any work or material which the Village may determine to be defective must be rebuilt, replaced, or removed at the Contractor's own expense at the direction of the Village. Any omission to reject or condemn any work or material at the time of its construction or arrival at the work site shall not be construed to mean an acceptance of the work.

SAFETY STANDARDS

Safety is a major part of any project. The Contractor will always provide a safe work environment for its employees. While in the field, the Contractor's employees will follow all necessary safety procedures to protect themselves, Village Employees, and the general public.

The Contractor shall read and comply with all Occupational Safety and Health Act (OSHA) standards. Special attention is directed to Congressional Federal Register, Volume 58, Number 9, Thursday, January 14, 1993, Part 1910 (Permit Required Confined Spaces for General Industry), as may be amended. The Contractor shall be solely responsible for ensuring that all construction and equipment meets OSHA standards. The Village shall not assume any responsibility associated with construction safety.

The Contractor shall follow the Department of Labor, OSHA and the Department of Transportation standards for traffic safety rules.

LOCATES

The locations of all main line water valves shall be done in such a manner that allows their positions to be known and readily identifiable by the Village of Willowbrook personnel.

- Verification of the existence of all water valves shown on the water maps by visual inspection. Search for water valves shown, but not identified by visual inspection, using a magnetic locator. Trace existing water mains by means of radio-detection equipment to establish the configuration of existing water mains and probable location of water valves should a search by magnetic locator fail. Employment of a combination of recorded information, manual and technical testing techniques as is needed to establish the location of remaining water valves.
- The Contractor shall identify locations where a water valve is expected, but not shown on the water map.
- Once located, the valve boxes or valve vault covers shall be painted with an environmentally formulated precautionary blue paint. The adjacent curb shall also be painted and etched with a "W" mark for future identification.
- All located water valves shall be operated or exercised as per the following section entitled "Exercising".

EXERCISING

- The Contractor shall notify the Superintendent of Operations or his designee of his intent to exercise a certain group of water valves. The Contractor shall obtain permission to perform the work at least twenty-four (24) hours or one (1) workingday in advance of the intended start of that work.
- The Contractor will first attempt to operate each of the valves manually.
- A portable hydraulic valve machine shall exercise valves requiring a higher operating torque than manufacturer specifications. Village required final operating torque shall be discussed and agreed upon at the pre-construction meeting.
- During initial valve closure, the valve will be turned no more than five (5) turns before turn direction is reversed to two (2) turns, thus allowing the thread of the stem and gate to free themselves.

- The valves shall be exercised from full open to full closure until such time as this can be done without further turn range improvements or no further reduction in the required operating torque is noted, through a minimum of two (2) consecutive range of operations.
- Minor cleaning shall be considered incidental and part of the contract.

MAPPING

- The Contractor will provide a valve mapping and exercise report for each valve located and compiles that information in a valve book. A sketch of each intersection or valve location identifying the valve and/or valves placement(s) and if applicable hydrant placement shall be provided. This sketch is to be a visual representation drawn not necessarily to scale but proportional. The drawing will include the curb or street edges and other landmarks necessary for valve location. The report shall include, but not be limited to, the following water valve information:
 - a) Identifying number consistent and compatible with the system presently employed by the Village
 - b) Location referenced by coordinates in a landmark system approved by Village
 - c) Location by street, cross-street names and address if applicable
 - d) Sizes & Type
 - e) Operating nut depth
 - f) Enclosure type
 - g) Number of turns to achieve full closure
 - h) Direction of closure
 - i) Present valve position
 - j) Date exercised
 - k) A graphic drawing of each location with measurements from existing landmarks
 - l) The individual water valve report, which includes the graphic representation of the valve location
 - m) A summary listing of water valves in need of repair and their identified defects
 - n) A complete listing of all water valves by numerical or indexed order
 - o) A complete listing of all water valves by alphabetical reference to street and cross street names
 - p) Location by measurement from existing landmarks shall be part of each valve record

The Contractor shall also provide the Village with an Access database. The database shall reference the valve book, page number and drawing of the locates. The Access database shall also keep all the information about the valve that normally does not change year to year including:

- a) Valve number
- b) Map page number
- c) Street name
- d) Street address (if applicable)
- e) Cross street name (if applicable)
- f) Size
- g) Turn Direction
- h) Type
- i) Operation nut depth
- j) Position
- k) Box style

- l) Site
- m) XY coordinates of the valve

The Contractor shall also provide an exercising history, in an Access database. As the valves are turned year to year some of the information shall change. This information is to be kept in ascending order by date so that the most recent information for the valve is always on top. The most important piece of history information is the valve code. The valve code shall be used to organize the valves into groups. For example: a valve with no problems is coded "Valve OK". A valve that cannot be exercised because of debris in the box shall be coded "Box full of debris". Valve Codes shall be provided by and agreed upon by the Village and contractor during the pre-construction meeting. The history section shall include:

- a) Turn date
- b) Number of turns
- c) Machine torque rating
- d) Valve Codes
- e) Comments

Using the above mapping data collected, the contractor shall also create a layer for the Village's GIS database of all Village owned water valves. The Access database referenced above is to be merged into the GIS database. The intent is that by merging the Access spreadsheet into the database, the current data can be obtained by clicking on a valve in the GIS system. Therefore, each valve must have a unique ID in the GPS and the ID must also be in the data set so that the two can be linked.

All digital mapping data must be delivered in the Illinois State Plane-East Zone-U.S. Survey Foot Coordinate system with a horizontal datum of NAD83, units of U.S. survey feet and a vertical datum of NAVD 88. All digital files must be submitted on CD / DVD or e-mailed to the Village. The digital submission of the plans shall be provided to the Village in one of the following formats:

1. SHP (ESRI ArcView format)
2. ESRI Geodatabase

With regard to GPS data collection, using a mapping grade (sub-foot accuracy) Trimble GeoXH Handheld data collector, GPS data shall be collected using the following coordinate system:

Illinois State Plane-East Zone-U.S. Survey Foot
Horizontal Control NAD 83
Vertical Control NAVD 88 (2003 Geoid)

WATER VALVE INSPECTION SHEETS

This work shall consist of a field recording of water valves as specified herein and as directed by the Village.

The inspection shall consist of, but is not limited to, identifying and recording the type, location and condition of the water valve. All required information and observation is to be recorded on a Water Valve Inspection Sheet that is contained in this document. All inspection reports shall be kept in a 3-ring binder as they are completed. The final product shall be four (4) sets of all inspection sheets typed and bound.

The inspections will be paid for at the contract unit price for each WATER VALVE INSPECTION, which shall include all necessary labor and materials.

**VILLAGE OF WILLOWBROOK
WATER VALVE INSPECTIONS**

Date: _____ Name of Inspector: _____

Address or Location: _____

Structure Condition: Good ____ Fair ____ Poor ____

Comments: _____

Operation Condition: Good ____ Fair ____ Poor ____

Comments: _____

Does Valve Close: Yes ____ No ____ Number or Turns: _____

Turned to the Right or Left? Right ____ Left ____

Paint Rim, Street and Etch Curb _____ (Check)

Measure to Two Permanent Coordinates (E.G. back of curb, drive, walk) North-South Coordinate:

East-West Tie: _____

Water Vault or Box? Vault ____ Box ____ Is Lid Labeled "Water"? Yes ____ No ____

Does Lid Need Adjustment? Yes ____ No ____ Up or Down _____

How much? _____

Was Valve Left in Open Position? Yes ____ No ____

Were Leaks Observed While Operating? Yes ____ No ____

Additional Notes or Observations: _____

Inspection reports MUST be submitted to the Village of Willowbrook Municipal Services Department

SCHEDULE OF PRICES

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Amount</u>
Water Valve Inspections	Each	0-200	\$ _____	\$ _____
Water Valve Inspections	Each	0-400	\$ _____	\$ _____
Water Valve Inspections	Each	0-600	\$ _____	\$ _____
Water Valve Inspections	Each	600 +	\$ _____	\$ _____
GPS Location in GIS Format	Each	0-200	\$ _____	\$ _____
GPS Location in GIS Format	Each	0-400	\$ _____	\$ _____
GPS Location in GIS Format	Each	0-600	\$ _____	\$ _____
GPS Location in GIS Format	Each	600 +	\$ _____	\$ _____

NOTE: Prices shall remain firm from October 6, 2011 to April 30, 2012.

Contactor: _____

Address: _____

Phone No. _____ Fax No. _____

Signature/Title: _____

Date: _____

Subscribed and sworn before me on this ____ day of _____, 2011

MY COMMISSION EXPIRES:

(NOTARY PUBLIC)

REFERENCE LIST

List 3 communities where you have completed similar work:

Village/City: _____

Phone No. _____ Date: _____

Contact: _____

Type & Date of Work _____

Village/City: _____

Phone No. _____ Date: _____

Contact: _____

Type & Date of Work _____

Village/City: _____

Phone No. _____ Date: _____

Contact: _____

Type & Date of Work _____
