

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## Mayor

Frank A. Trilla

## Village Clerk

Leroy R. Hansen

## Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

## Village Administrator

Tim Halik

## Chief of Police

Robert Schaller

## Director of Finance

Carrie Dittman

## A G E N D A

REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE TO BE HELD ON MONDAY, APRIL 9, 2018, AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
  - a) March 12, 2018 Regular Meeting of the Municipal Services Committee
4. DISCUSSION – Village-Wide Spring Brush Collection Program: May 14<sup>th</sup> through May 18<sup>th</sup>
5. DISCUSSION – 2018 Landscape Maintenance Contract: Public Bid Results
6. REPORT – Kingery & 63<sup>rd</sup> Street STP Lighting Project: Status Update
7. REPORTS – Municipal Services Department:
  - a) March 2018 Monthly Permit Activity Report
  - b) February 2018 Water System Pumpage Report
  - c) February 2018 Scavenger Report
8. VISITOR'S BUSINESS  
(Public comment is limited to three minutes per person)
9. COMMUNICATIONS:
  - a) IEPA PWS Inspection/Sanitary Survey, March 27, 2018
10. ADJOURNMENT



Proud Member of the  
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 12, 2018 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. CALL TO ORDER

Chairman Paul Oggerino called the meeting to order at 5:30 PM.

2. ROLL CALL

Those present at roll call were Chairman Paul Oggerino, Trustee Terrence Kelly, and Village Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the February 12, 2018 regular meeting of the Municipal Services Committee, Chairman Paul Oggerino made a motion to approve the minutes as presented. Trustee Terry Kelly seconded the motion. Motion Carried
- b) After review of the draft minutes from the February 19, 2018 special meeting of the Municipal Services Committee, Finance & Administration Committee, and the Public Safety Committee, Trustee Kelly noted that the minutes should reflect that he arrived slightly late at that meeting. He recalled that he arrived at approximately 5:35 PM – about 4 minutes after the start of the meeting. Administrator Halik advised that he would amend the minutes as requested. Trustee Terry Kelly then made a motion to approve the minutes as amended. Chairman Paul Oggerino seconded the motion. Motion Carried

4. REPORT – Video Surveillance Systems: Village Hall Building and Public Works Facility

Administrator Halik advised that Chairman Oggerino had previously requested that staff consider costs associated with installing video surveillance systems in both the Village Hall building and the public works facility. The designed systems would include video surveillance of outside premises as well as inside areas. Halik advised that staff responded that we currently have video surveillance equipment remaining from the former temporary police station building that could be used at the Village Hall. A review of that equipment along with discussions with our IT consultant, PCS International, revealed that that camera system could be installed with minimal labor costs for wiring, etc. and the necessary purchase of an appropriate central monitor. With regard to the system to be installed at the public works facility, a local vendor, Cervantes Design, has provided a proposal for a new system. Halik advised that the proposal submitted by Cervantes Design includes a system of seven high resolution cameras to provide both live and recorded views of select areas, a network recording device, and a 20" widescreen monitor. The proposal includes all equipment, installation, and programming costs for a total fee of \$4,787.00. Halik advised that staff has not received any additional proposals at this time, but the proposal received from Cervantes Design seems to indicate that such a system at both Village facilities could be purchased and installed for a relatively low cost. Halik asked the Committee whether additional proposals should be sought, or whether, since the system seemed to be a relatively inexpensive item, that the proposal from Cervantes Design be accepted. Halik

advised that if the latter, the item could be placed on the consent agenda of the next Village Board meeting for acceptance. The Committee did not object to the item being placed on the consent agenda for the next Board meeting.

5. DISCUSSION – HVAC Maintenance, Village Facilities

Administrator Halik advised the Committee that this was a continuation of the discussion from last month's meeting. Halik reminded the Committee that since we are now in need of a HVAC service agreement to cover all four Village owned buildings, staff solicited proposals from various HVAC vendors to request a service agreement proposal. A summary of the proposal amounts received for a one-year HVAC service agreement, which includes operating inspections four times a year, along with pre-season maintenance, from four separate HVAC vendors, was included in the packet. Halik advised that the base proposal requested was for quarterly maintenance service. However, each of the four vendors also provided an optional cost for condenser cleaning. Halik advised the Committee that prior to tonight's meeting he had talked to Trustee Mistele, who recommended that condenser cleaning be included in the scope of work. The cleaning helps ensure that the units remain operationally efficient. Therefore, Halik advised that low proposal, when including the condenser cleaning option, was Temperature Engineering, Inc. in Willowbrook at a total annual cost of \$9,545. Trustee Kelly mentioned that the proposal from Temperature Engineering, Inc. seemed very simple when compared to the detail that some of the other vendors provided. Halik agreed, but advised that staff had ensured that each vendor had provided a price on the same scope of work so the proposals could be compared apples-to-apples. Halik did mention that some vendors had included extra work, but each proposal met the base proposal work requested. Staff recommends the acceptance of the low proposal submitted by Temperature Engineering, Inc. in Willowbrook. The Committee concurred. Halik advised that this item will appear on the consent agenda for the next Village Board meeting and the work will begin after May 1, 2018.

6. REPORT – Kingery & 63<sup>rd</sup> Street STP Lighting Project: Status Update

Administrator Halik advised the Committee that the helix foundations for the lighting project were completed on January 31st and all pole setting was completed on February 2nd. Splicing is now complete and we are awaiting the installation of the lighting controller, which will then be energized by ComEd, at which point the lights can be turned on. Halik anticipates that the new poles would be energized perhaps late March or early April.

7. REPORTS – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of February 2018. Halik advised that the Village received about \$28,000 in permit revenue for the month. Halik advised that for the first ten months of the 2017/18 fiscal year, the department has brought in a total of 182% of the budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for January 2018. The reports indicate that the Village pumped 26,040,000 gallons of water in the month. The total amount of water pumped so far in the 2017/18 fiscal year is about .74% below the amount of water pumped in the same time period of the previous fiscal year. However, we are still on track to meet the 350,000,000 pumpage projection for the year, which is currently tracking at 76.65% at 9 months through the year.
- c. Administrator Halik shared the January 2018 scavenger report, and advised the report is for informational purposes only.

8. VISITOR'S BUSINESS

(None)

9. COMMUNICATIONS

Trustee Terry Kelly shared that after the recent budget discussions, he is very concerned about the Village's future ability to fund both the annual street maintenance program and the annual police pension fund contribution. Halik agreed, advising that our monthly Motor Fuel Tax distributions from the state continue to decline, and our police pension fund payments will greatly increase in the future.

Halik advised the Committee that he had recently met with the owner of the landscaping company that performed our 2017 mowing contract work. The owner advised that due to increasing business expenses he would need to greatly increase the cost of the contract in order to renew for 2018. Halik advised that the owner was seeking an approximate 54% increase over last year's contract cost. As a result, Halik recommend that the Village quickly put the 2018 contract out for public bid in an effort to obtain a more competitive cost for the work. The Committee agreed. Halik advised that he would put a contract together quickly as part of a public bid notice and discuss further with the Committee at their next meeting on April 9, 2018.

10. ADJOURNMENT

Motion to adjourn was made by Chairman Oggerino, seconded by Trustee Kelly. The meeting was adjourned at 6:21 PM.

(Minutes transcribed by: Tim Halik, 4/3/18)

## MUNICIPAL SERVICES COMMITTEE MEETING

### AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION	COMMITTEE REVIEW
<b>DISCUSSION – VILLAGE-WIDE SPRING COLLECTION PROGRAM</b>	<input type="checkbox"/> Finance/Administration <input checked="" type="checkbox"/> Municipal Services <input type="checkbox"/> Public Safety  <u>Meeting Date:</u> April 9, 2018

<input type="checkbox"/> Discussion Only	<input checked="" type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date)
<input type="checkbox"/> Seeking Feedback	<input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board)
<input type="checkbox"/> Regular Report	<input type="checkbox"/> Report/documents requested by Committee

#### BACKGROUND

This past year, the Village's EAB abatement tree contractor, NJ Ryan Tree & Landscape, LLC, completed the Village-wide brush collection program – both in the Spring and in the Fall. The program included curb-side collection of piled brush throughout town with the resulting chipped hauled away. The program was completed on-time and without incident, and the Village also received several compliments from residents commenting on the good site clean-up practices of the contractor.

The Spring 2018 program will also consist of a curb-side chipping program. NJ Ryan Tree & Landscape, LLC. has offered a proposal to complete the program with a meager \$200 price increase over last year. Staff has attempted to solicit proposals from other local landscape maintenance contractors, however, they have been largely unresponsive, likely due to the fact that in the past they have been unable to come in lower than NJ Ryan's price. Therefore, the Village-wide collection program can be completed by NJ Ryan for \$9,800.

As part of the Spring program, in the past we have also tried to tub grind some of the collected brush to make a quality mulch available to residents for yard beautification purposes. However, between equipment rental and labor costs, this practice has become cost prohibitive. After review, staff has determined that it would be more cost effective to separately purchase a large quantity of ground mulch rather than to rent the required equipment to attempt to produce it ourselves using the collected brush. Therefore, staff would recommend that a quantity of ground mulch be purchased and delivered to the PW garage for resident use.

#### STAFF RECOMMENDATION

The cost of the Spring collection program would be \$9,800. This includes two (2) chipping crews working 40 hours each to complete the collection. The F.Y. 2018/19 Budget includes the following funding to conduct both the Spring and Fall Brush Collection Programs:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
PW – Street Maint.	01-35-755-284	Reimb. Exp. – Brush Pick-Up	\$20,000

NJ RYAN TREE & LANDSCAPE LLC

17271 IL ROUTE 23  
DEKALB, IL 60115

# Estimate

Date	Estimate #
4/2/2018	128

Name / Address
Village of Willowbrook



Project

Description	Qty	Cost	Total
Spring brush pickup - 2018		9,800.00	9,800.00
		<b>Total</b>	\$9,800.00

Customer Signature \_\_\_\_\_

## MUNICIPAL SERVICES COMMITTEE MEETING

### AGENDA ITEM SUMMARY SHEET

#### AGENDA ITEM DESCRIPTION

DISCUSSION -  
**2018 LANDSCAPE MAINTENANCE CONTRACT:**  
**PUBLIC BID RESULTS**

#### COMMITTEE REVIEW

Finance/Administration  
 Municipal Services  
 Public Safety

Meeting Date:  
April 9, 2018

Discussion Only       Approval of Staff Recommendation (for consideration by Village Board at a later date)  
 Seeking Feedback       Approval of Staff Recommendation (for immediate consideration by Village Board)  
 Regular Report       Report/documents requested by Committee

#### BACKGROUND

Our current Landscape Maintenance Contractor, Falco's Landscaping, has provided quality services for the Village for ten (10) years. They have held our mowing contract since 2007. Although staff had again offered a renewal contract to Falco's for the 2018 season, they are seeking an approximate 54% increase in the cost of services due to business expense increases (labor costs and equipment replacement costs). As a result, staff decided to offer the contract through a public bidding process to seek competitive prices for the work. (Note: The 2017 Landscape Maintenance Contract included a total cost to the Village of \$78,277.50)

The Municipal Services Department and the Parks & Recreation Division will hold a public bid opening for the annual landscape maintenance services contract on Monday, April 9, 2018 at 10:00 AM. The legal notice advertising for the bid opening was published in the March 22, 2018 edition of *The Doings* newspaper. In addition, the public bid notice and bid document was posted on the Village website and sent directly to several local landscape maintenance contractors. Attached is a copy of the public bid notice, publication certification, and bid document.

#### REQUEST FOR FEEDBACK

Staff will review the bid results with the Committee on April 9, 2018.

The FY 2018/19 Budget includes the following funding for this program:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>FY 2018/19 BUDGET</u>
Pub. Serv.	01-35-755-281	Rt. 83 Beautification	\$52,500
Parks & Rec.	01-20-570-281	Contracted Maintenance	\$42,000

#### STAFF RECOMMENDATION

Pending.....

# CHICAGO TRIBUNE

media group

Sold To:  
VILLAGE OF WILLOWBROOK - CU00410472  
835 Midway Dr  
Willowbrook, IL 60527-5549

Bill To:  
VILLAGE OF WILLOWBROOK - CU00410472  
835 Midway Dr  
Willowbrook, IL 60527-5549

## Certificate of Publication:

Order Number: 5513458  
Purchase Order: Cindy Stuchl

State of Illinois - DuPage

**Chicago Tribune Media Group** does hereby certify that it is the publisher of the **The Doings Weekly**. The **The Doings Weekly** is a secular newspaper, has been continuously published Weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Clarendon Hills, Township of Downers Grove, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 IL CS 5/5.

This is to certify that a notice, a true copy of which is attached, was published 1 time(s) in the **The Doings Weekly**, namely one time per week or on 1 successive weeks. The first publication of the notice was made in the newspaper, dated and published on 3/22/2018, and the last publication of the notice was made in the newspaper dated and published on 3/22/2018.

This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

**PUBLICATION DATES: Mar 22, 2018.**

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The Doings Weekly

In witness, an authorized agent of The Chicago Tribune Media Group has signed this certificate executed in Chicago, Illinois on this

22nd Day of March, 2018, by

**Chicago Tribune Media Group**

Stefanie Sobie

**VILLAGE OF WILLOWBROOK**

**NOTICE TO BIDDERS**

FOR: Landscape Maintenance Services for Parks, Roadside Rights-of-Way, Medians, and Specified Facilities

DATE: March 16, 2018

OWNER: Village of Willowbrook  
835 Midway Drive (Village hall)  
Willowbrook, IL 60527

Notice is hereby given that the Village of Willowbrook will be receiving sealed bids for Landscape Maintenance Services for Parks, Roadside Rights-of-Way, Medians, and Specified Facilities within the village of Willowbrook, DuPage County, IL 60527.

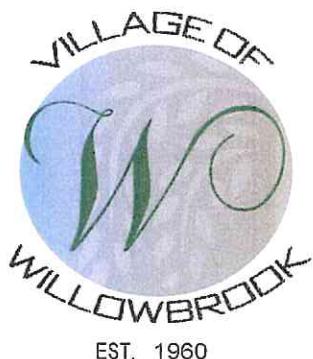
Bid proposals for this project will be considered not only on the basis of cost, but also on past performance, experience and ability to perform the work. Contract documents may be obtained from the Village of Willowbrook Village Hall located at 835 Midway Drive, Willowbrook, IL 60527, between the hours of 8:30 AM and 4:30 PM, Monday through Friday, or may be downloaded from the Village's website at [www.willowbrookil.org](http://www.willowbrookil.org) starting March 16, 2018.

Each bid must be in a sealed envelope marked "Willowbrook Landscape Maintenance Services - DO NOT OPEN" and addressed to the Village of Willowbrook located at 835 Midway Drive, Willowbrook, IL 60527 Attn: Director of Municipal Services, Tim Halik. Bids will be received until 10:00 AM, Monday, April 9, 2018, at which time the bids will be publicly opened and read.

The Village of Willowbrook reserves the right to reject any or all proposals or to accept any proposals which, in its judgment, will be to the best interest of the public. Only bids in compliance with the provisions of the specifications will be considered. All Bids shall remain subject to acceptance for 45 days after the time set for receiving Bids.

Published upon the authority of Leroy Hansen, Village Clerk of Willowbrook.

Dated at Willowbrook, Illinois,  
March 16, 2018  
3/22/2018 5513458



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## Mayor

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Umberto Davi

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Michael Mistele

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**VILLAGE OF WILLOWBROOK  
NOTICE TO BIDDERS**

**FOR:** Landscape Maintenance Services for Parks, Roadside Rights-of-Way, Medians, and Specified Facilities

**DATE:** March 16, 2018

**OWNER:** Village of Willowbrook  
835 Midway Drive (Village hall)  
Willowbrook, IL 60527

Notice is hereby given that the **Village of Willowbrook** will be receiving sealed bids for Landscape Maintenance Services for Parks, Roadside Rights-of-Way, Medians, and Specified Facilities within the **Village of Willowbrook, DuPage County, IL 60527**.

Bid proposals for this project will be considered not only on the basis of cost, but also on past performance, experience and ability to perform the work. Contract documents may be obtained from the **Village of Willowbrook Village Hall** located at **835 Midway Drive, Willowbrook, IL 60527**, between the hours of 8:30 AM and 4:30 PM, Monday through Friday, or may be downloaded from the Village's website at [www.willowbrookil.org](http://www.willowbrookil.org) starting March 16, 2018.

Each bid must be in a sealed envelope marked "**Willowbrook Landscape Maintenance Services - DO NOT OPEN**" and addressed to the **Village of Willowbrook** located at **835 Midway Drive, Willowbrook, IL 60527**, Attn.: Director of Municipal Services, Tim Halik. Bids will be received until **10:00 AM, Monday, April 9, 2018**, at which time the bids will be publicly opened and read.

The **Village of Willowbrook** reserves the right to reject any or all proposals or to accept any proposals which, in its judgment, will be to the best interest of the public. Only bids in compliance with the provisions of the specifications will be considered. All Bids shall remain subject to acceptance for 45 days after the time set for receiving Bids.

Published upon the authority of Leroy Hansen, Village Clerk of Willowbrook.

Dated at Willowbrook, Illinois, March 16, 2018



Proud Member of the  
Illinois Route 66 Scenic Byway

**SPECIFICATIONS AND CONTRACT DOCUMENTS  
for  
LANDSCAPE MAINTENANCE SERVICES FOR PARKS, ROADSIDE RIGHTS OF  
WAY, MEDIANs, AND SPECIFIED FACILITIES**

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:	MAY 1, 2018 – APRIL 30, 2019	
ACCOUNT NUMBER:	_____	
BID DEPOSIT: <i>(Certified Check, Bank Cashier's Check or Bid Bond)</i>	5% of Bid Amount	(See Page 4)
PERFORMANCE BOND(S) REQUIRED:	Yes	(See Page 4)
DRAWINGS:	None	
BID OPENING –		
DATE/TIME/LOCATION:	<b>10:00 AM CST April 9, 2018</b> WILLOWBROOK VILLAGE HALL 835 Midway Drive Willowbrook, Illinois 60527	

Issued by:      Administration Department  
                    Village of Willowbrook, Illinois  
                    835 Midway Drive  
                    Willowbrook, Illinois 60527  
                    (630) 323-8215

Timothy J. Halik  
Village Administrator

Carrie Dittman  
Director of Finance

## **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, 835 Midway Drive, Willowbrook, until at the time(s) shown below, at which time they will be opened and publicly read aloud.

**Bid Item:**                   **Landscape Maintenance Services for Parks, Roadside Rights of Way, Medians, and Specified Facilities**

**Bid Opening:**                   **10:00 AM CST April 9, 2018**

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, 835 Midway Drive, Willowbrook, Illinois, 60527; (630) 323-8215, TDD (630)920-2259.

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

## I. GENERAL CONDITIONS

### A. DEFINITIONS

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

A. BIDDER shall mean:

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

### B. 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  
**BID PROPOSAL PAGE**

**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.**

### C. 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 forty-five (45) 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.

**D. SUBMISSION OF ALTERNATE BIDS**

Bidder may submit alternate bids provided that:

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

**E. 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.

**F. 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.

**G. 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.

**H. 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.

**I. ACCEPTANCE OF BID**

The Village shall make its determination with respect to bids within forty-five (45) days, or within sixty (60) 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.

**J. 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.

**K. 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.

**L. GUARANTEES AND WARRANTIES**

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

**M. 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.

**N. 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.

**O. 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.

**P. 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.

**Q. 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.

**R. 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.

**S. 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.

**T. TERMINATION OF CONTRACT**

1. 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:
  - a) 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

- b) 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.
- c) If it is determined that successful Bidder knowingly falsified information provided to the Village.
- d) 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.
- e) 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.
- f) 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.
- g) 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.

#### **U. 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.

## V. INSURANCE SPECIFICATIONS (“Insurance Section”)

1. The successful Bidder shall not commence work under the contract until all insurance required herein and such insurance has been approved by both the Village of Willowbrook and the County of DuPage.
2. The successful Bidder shall maintain limits no less than:

<u>TYPE OF INSURANCE</u>	<u>MINIMUM INSURANCE COVERAGE</u>
<b>Commercial (Comprehensive) General Liability</b> <div style="border: 1px solid black; padding: 5px; margin-left: 20px;"><ul style="list-style-type: none"><li>1. Comprehensive Form</li><li>2. Premises Operations</li><li>3. Explosion &amp; Collapse Hazard</li><li>4. Underground Hazard</li><li>5. Products/Completed Operations Hazard</li><li>6. Contractual Liability Coverage Included</li><li>7. Broad Form Property Damage</li></ul></div>	Insurance with a limit of not less than three million dollars (\$3,000,000) total; including limits of not less than two million dollars (\$2,000,000) per occurrence and one million dollars (\$1,000,000) excess liability in the annual aggregate injury/property damage.
<b>Worker's Compensation Insurance</b>	In the statutory amounts
<b>Employer's Liability Insurance</b>	In an amount not less than one million dollars (\$1,000,000) each accident/injury and one million dollars (\$1,000,000) each employee/disease.
<b>Commercial (Comprehensive) Automobile Liability Insurance</b>	With minimum limits of at least one million (\$1,000,000) dollars Combined Single Limit (Each Accident).

The coverage limits required for **Commercial (Comprehensive) General Liability** and **Commercial (Comprehensive) Automobile Liability Insurance** may be satisfied through a combination of primary and excess coverage. No work is allowed to commence until all of the insurance coverage(s) required under this insurance section have been obtained. Satisfactory evidence of contractors; insurance including endorsements shall be provided prior to the

commencement of any work. In addition, DuPage County shall be named as a third-party beneficiary of the insurance requirements provided for in this insurance section.

The insurance required to be purchased and maintained shall be provided by an insurance company acceptable to both the Village and County of DuPage, and licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the limits of the liability specified herein or required by law or regulation whichever is greater; and shall be so endorsed that the coverage afforded will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to both the Village and County of DuPage except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to both the Village and County of DuPage. If the insurance required is satisfied through a combination of primary and excess coverage, said excess/umbrella liability policy shall include in the "Who is Insured" pages of the excess/umbrella policy wording such as "Any other person or organization you have agreed in a written contract to provide additional insurance" or wording to that effect. A copy of said section of the excess/umbrella liability policy shall be provided upon request by the Village and/or County of DuPage.

**The Commercial (Comprehensive) General Liability and Commercial (Comprehensive) Automobile Liability Insurance** shall name the Village, the County of DuPage, its officers, and employees as additional insured parties. The Certificate of Insurance/endorsements shall state: "The Village of Willowbrook, the County of DuPage, its officers, and employees are named as additional insured(s) as defined in the Commercial (Comprehensive) General Liability and Commercial (Comprehensive) Automobile Liability Insurance policies with respect to claims arising from the contractor's performance under this contract. The Endorsements must also be provided naming both the Village and County of DuPage c/o DuPage County Division of Transportation, 421 N. County Farm Road, Wheaton, IL 60187, as an additional insured. This additional insured is to be on a primary and non-contributory basis."

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.

3. 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.
4. 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.

**W. INSURANCE POLICY(S) ENDORSEMENT**

*SHALL BE PROVIDED PRIOR TO THE COMMENCEMENT OF WORK.*

VILLAGE OF WILLOWBROOK ("The Village")

Attention: Administration Department

835 Midway Drive

Willowbrook, Illinois 60527

COUNTY OF DuPAGE ("The County")

Attention: DuPage County Division of Transportation

421 N. County Farm Road

Wheaton, IL 60187

**1. POLICY INFORMATION.**

- A. Insurance Company \_\_\_\_\_
- B. Policy Number \_\_\_\_\_
- C. Policy Term: (From) \_\_\_\_\_ (To) \_\_\_\_\_
- D. Endorsement Effective Date \_\_\_\_\_
- E. Named Insured \_\_\_\_\_
- F. Address of Named Insured \_\_\_\_\_
- G. Limit of Liability Any One Occurrence/  
Aggregate      \$ \_\_\_\_\_
- H. Deductible or Self-Insured Retention (Nil unless otherwise specified)  
\$ \_\_\_\_\_

**2. 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 both the Village and the County of DuPage with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, 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 fourteen (14) 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.

### **3. POLICY AMENDMENTS**

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

#### **A. INSURED.**

(COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE) The Village, County of DuPage, its officials, agents, employees, and volunteers are to be included as additional insureds 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 or County of DuPage, its officials, agents, employees, and volunteers.

#### **B. CONTRIBUTION NOT REQUIRED.**

(COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE) The insurance afforded by the policy shall be primary insurance as respects the Village, County of DuPage, 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 or DuPage County, its officials, agents, employees, and volunteers shall be excess of this insurance and shall not contribute with it.

#### **C. SEVERABILITY OF INTEREST.**

(COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE) 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.

#### **D. 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.

#### **E. PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS. (COMMERCIAL (COMPREHENSIVE) GENERAL LIABILITY AND COMMERCIAL (COMPREHENSIVE) AUTOMOBILE LIABILITY INSURANCE)** Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Village, County of DuPage, its officials, agents, employees, and volunteers.

#### **F. CANCELLATION NOTICE. (ALL COVERAGES)**

The insurance coverage afforded will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to both the Village and County of DuPage except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to both the Village and County of DuPage. Such notice shall be addressed as shown in the heading of the endorsement.

**G. SUBROGATION (WORKERS COMPENSATION AND EMPLOYER'S LIABILITY)**

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

**H. ACCEPTABILITY OF INSURERS. (ALL COVERAGES)**

The insurance required to be purchased and maintained shall be provided by an insurance company acceptable to both the Village and County of DuPage and licensed to do business in the State of Illinois.

**I. 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.

**4. 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: \_\_\_\_\_

**X. INDEMNITY HOLD HARMLESS PROVISION**

To the fullest extent permitted by law, the successful Bidder hereby agrees to defend, indemnify and hold harmless the Village, County of DuPage 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:

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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.

*[EXHIBIT A IRMA - Section 4:06, Page 13]*

**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  
\_\_\_\_\_, 20 \_\_\_\_\_.  
\_\_\_\_\_  
\_\_\_\_\_

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 Mayor 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 \_\_\_\_\_, 20\_\_\_\_\_.

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
**NOTARY PUBLIC**

**CONTRACT - *Page Two of Two***

**IF A PARTNERSHIP**

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

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

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

(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 \_\_\_\_\_, 20\_\_\_\_\_.

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 820 ILCS 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. 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.

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### **III. TERMS AND CONDITIONS OF THE SPECIFIC PROJECT**

#### **A. EXAMINATION OF SITE**

Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles that may be encountered, and all other relevant matters concerning the work to be performed under this contract.

The Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any such matters of things concerning which the Contractor did not inform himself prior to bidding. The successful Contractor must employ, so far as reasonably possible as determined by the Village, such methods and means in the carrying out of his work as will not cause any interruption or interference with any other contractor.

#### **B. MEETING BEFORE WORK BEGINS**

It is mandatory that the Contractor meets with the Superintendent of Parks & Recreation and the Director of Municipal Services and/or their designee(s) prior to the start of work in order to review the contract specifications, designate the appropriate project contacts, and discuss the manner in which work will be proceeding, among other items.

#### **C. DAMAGE TO PUBLIC OR PRIVATE PROPERTY**

Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the Village. The Contractor shall inform the Village of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Village, the Village reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damaged caused by the Contractor and deduct these costs from any payment due the Contractor.

#### **D. PREVAILING WAGES**

In accordance with the law and the provisions of 820 ILCS 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. 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

#### **E. SUBLetting CONTRACT**

It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of the Village of Willowbrook; but in no case shall consent relieve the Contractor from his obligations or change the terms of the contract.

## **F. DEFAULT**

The contract may be canceled or annulled by the Village in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Village of Willowbrook, shall constitute contract default.

## **G. SAFETY**

The Contractor shall insure that all its employees or agents shall abide by all safety rules or regulations set by the Village of Willowbrook as well as by general regulations and standards of the industry and in accordance with all applicable federal, state, and local regulations.

## **H. WORKMANSHIP**

Workmanship shall be of the highest caliber in every respect. Workers must take care to insure the least amount of disturbance to the sites, Village staff members, and the general public.

## **I. PENALTY FOR NON-COMPLETION**

Time is of the essence to the contract. Should the Contractor fail to complete the work within the timelines stipulated in the contract or within such extended time as may have been allowed, the Contractor shall be liable and shall pay the Village two hundred fifty dollars (\$250.00) per calendar day not as a penalty but as liquidated damages, for each day of overrun in the contract time or such extended time as may have been allowed. The liquidated damages for failure to complete the contract on time are approximate, due to the impracticality of calculating and proving actual delay costs. This penalty established is to cover the cost of delay to account for administration, engineering, inspection, and supervision during periods of extended and delayed performance. The costs of delay represented by this schedule are understood to be a fair and reasonable estimate borne by the Village during extended and delayed performance by the Contractor of the work, remaining incidental work, correction of work improperly completed, or repair of work damaged as a result of the Contractor. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract even though the work may be substantially complete. The Village will deduct these liquidated damages from any monies due or to become due to the Contractor from the Village.

The other provisions of the Contract have been established to allow for the efficient completion of this project, without creating additional burden or hardship on the Village or additional administration and/or operating expenses for the Village. The failure to adhere to the specifications of the contract, including but not limited to the following examples, shall result in the assessment of liquidated damages of one hundred dollars (\$100.00) per incident per day. Some examples include:

- failing to complete work in a manner or sequence as required;
- damaging landscaping (i.e. debarking plants by running into them with equipment);
- failure of the contractor to be accessible to the Village or respond to requests to complete work;
- improperly applying mulch;
- not completing and/or maintaining the removal of weeds; and
- failing to clean-up garbage or debris.

**J. SUPERVISION AND TRAINING**

Competent English speaking supervisory personnel shall be present at each facility on a regular basis. The Contractor shall properly schedule and train all of its personnel. It is required that the supervisor visit the facilities being cleaned on a weekly basis to be sure that it has been completed in a satisfactory manner. The Village reserves the right to have the contractor assign a new contact, supervisor, and/or staff, for the Village's account if the current representative(s) are deemed unacceptable.

**K. WORKING HOURS**

The Contractor shall work the same hours as the Municipal Services Department unless other arrangements are agreed upon ahead of time. The Contractor must inform the Director of Municipal Services, or his designee, when the Contractor will be working outside of the normal working hours for Municipal Services.

**L. TRESPASS ON LAND**

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

**M. COSTS**

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent, overhead expense, inspection costs, all profits and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered severally and collectively.

**N. TRAFFIC CONTROL**

The Contractor shall provide adequate traffic control for work area protection in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, the State of Illinois Vehicle Code, the Illinois Department of Transportation Highway Standards, and the Illinois Department of Transportation Handbook of Traffic Engineering Practice for Small Cities.

**O. PROTECTION OF EXISTING FACILITIES**

Existing facilities, including grounds, structures, landscaping and so forth shall be protected by the vendor. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the vendor when ordered to do so by the Village at no cost to 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, which becomes due.

**P. ACCESSIBILITY OF CONTRACTOR**

Contractor shall supply cell phone numbers, daytime office numbers, fax numbers, and pager numbers of supervisors handling this contract. The Contractor shall return all calls or pages within one hour of the Village placing the call. On-site response time for complaints must be made within 24 hours of the initial call being made by the Village.

The Contractor must assign an English-speaking crew leader to monitor all work being performed within the Village. The Contractor shall update the Director of Municipal Services or his designee on work progress no less than once per week. Failure to comply with the accessibility requirements shall be deemed as substandard work and will be subject to the same penalties.

**Q. REFERENCES**

A reference list (attached) must also be submitted with the bid documents. The references must be municipal accounts or accounts similar in size but shall include at least one (1) municipal client at a minimum.

**R. BILLING & PAYMENT**

Payment shall be made in eight (8) equal payments, once all work has been completed in a satisfactory manner and the specifications stated herein have been met, for the following months: May, June, July, August, September, October, November, and April following receipt of an invoice from the Contractor for the month in question.

**S. RENEWAL AND EXTENSION**

This Contract shall be in full force and effect from May 1, 2018 to and including April 30, 2019. At the sole discretion of the Village, this contract may be extended for an additional twelve (12) month period under the same terms and conditions.

**T. SPECIFIC CONDITIONS FOR LANDSCAPE MAINTENANCE TRASH AND DEBRIS**

The entire site will be inspected and cleared of all trash, debris, glass, rocks, etc. before mowing begins. Mowing over paper, cups, cans and other litter shall not be accepted. Should this occur the Contractor shall immediately pick-up and properly dispose of all debris.

**U. EQUIPMENT CONDITION**

All equipment will be kept in good, safe operating condition. All mowing equipment will have sharp blades so that the grass is cut properly. All equipment will be kept in such a condition so that the gas/oil is not leaking.

**V. FUEL/OILING**

Spilling gasoline and oil kills the grass. Mowers will not be fueled or oiled in grass areas. They should be moved to a paved area to perform this function. If any spill should occur the Contractor shall immediately commence the appropriate clean up in conformance with any and all applicable regulations. The Contractor shall be responsible for all costs associated with such a clean up and restoration and/or reimbursement for any damages that may occur.

**W. FINAL APPEARANCE**

Mowing patterns shall be such that the clippings and mulch are evenly distributed, not wind rowed into noticeable deposits. Grass clippings will not be allowed to accumulate on hard surface areas, sidewalks or roadways and must be removed by the Contractor in an appropriate manner. If windrows are present, raking and properly disposing of the material by the Contractor must remove the clippings. The Contractor shall immediately pick up any debris that is mowed over.

## **Y. ADDITIONS OR DELETIONS**

The Village reserves the right to increase or decrease quantities and number of mowings/weedings based on actual field conditions and requirements. The Contractor will be asked to provide a list of hourly manpower and equipment rates used to calculate the proposal prices for this section of the contract. These rates shall be used when the quantities of work must be increased or decreased for any reason such as adding sites, deleting sites, or failure of the Contractor to complete required work. Using these rates, the Village and the Contractor shall meet and shall mutually agree upon the dollar amounts to be added to or deleted from the contract.

## **Z. OPTIONAL WORK**

At the Village's option, the Contractor may be asked to provide additional lawn mowing in the event that such services become necessary. The cost of such service will be provided on a per acre basis as stated on the proposal page.

### **AA. REPORT OF WORK PERFORMED AND SCHEDULED**

The Contractor shall, at a minimum of once per month during the period of providing services, submit a written report to the Director of Municipal Services in detailing the weekly progress that has been performed by the Contractor during the previous month. At the same time, the Contractor shall also provide a schedule of work that is anticipated to be completed in the subsequent month.

### **BB. MOWING AND TRIMMING OF PARKS, ROADSIDE RIGHTS OF WAY, MEDIAN, AND SPECIFIED FACILITIES**

Lawn mowing equipment must be mulching type, and the die shoots must be blocked or, if not mulching, a bag must be used. Mowing should be done so as to spread clippings evenly over the area. Otherwise grass clippings should be removed. Each mowing area should be completed in one day.

This mowing rotation schedule can be adjusted to a less frequent mowing schedule with the approval of the Director of Municipal Services during those times of the season when heat and/or lack of rain would cause weekly mowing to stress the grass.

From the last week in August until the final mowing of the season, mowing at the Community Park shall be done on either Thursdays or Fridays, to coincide with prevalent events at the park, as so advised by the Superintendent of Parks & Recreation

Mowing equipment shall be set at 2½" at all times. Community Park game fields should be cut to a height of 2" when fields are in use. In all mowed areas included in this contract, care should be taken to lower the height of the cut so as not to put the turf under stress.

The Director of Municipal Services, or his designee, shall have the right to inspect all equipment and height of cut immediately after mowing for compliance.

#### **1. Village Parks**

##### **A. To be mowed at least one (1) time each week**

Grass should be mowed as provided in these specifications with the additional specification for game fields at Borse Memorial Community Park (defined as the softball fields and soccer field with an approximate area of 6.18 acres). Those game fields should be cut to a height of 2" when fields are in use (April through October),

but taking care during times of extreme heat and/or lack of rain. It should be noted that this entire area is equipped with an underground sprinkler system and that care must be used to prevent damage to that system. Estimated acreage areas included for mowing and trimming are as follows:

<u>PARKS</u>	<u>ACRES</u>
Borse Memorial Community Park	8.8
Midway Park	2.1
Creekside Park	5.1
Lake Hinsdale Park	1.0
Ridgemoor Park	5.4

<u>PARKS (continued)</u>	<u>ACRES</u>
Waterford Park	4.3
Farmingdale Terrace Park	3.0
Willow Pond	3.0
Prairie Trail Park	5.0
Roger's Glen Park *	<u>1.5</u>

(\* includes both parkways on Rogers Farm Rd.)

Total: 39.2 acres

## 2. Roadside Rights of Way, Medians, and Specified Facilities

### A. To be mowed and trimmed at least one (1) time each week:

1. DuPage County right-of-ways (Grand Total: 23.6 acres):

#### 63<sup>rd</sup> Street (Total: 4.42 acres):

North Side: From Western to Madison	2.23 ac.
South Side: From Western to Madison	1.99 ac.
Median: From IL Route 83 to 550 feet E. of IL Route 83:	.20 ac.

#### 75<sup>th</sup> Street (Total: 8.51 acres):

North Side: From W. of Sheridan Drive to IL Route 83:	2.61 ac.
South Side: From W. of Sheridan Drive to IL Route 83:	3.50 ac.
Median: From W. of Sheridan Drive to IL Route 83:	2.40 ac.

#### Madison Street (Total: 7.44 acres):

West Side: From 63 <sup>rd</sup> Street to Joliet Road:	3.61 ac.
East Side: From 63rd Street to Joliet Road:	3.83 ac.

#### Plainfield Road (Total: 3.23 acres):

South Side: From IL Route 83 to Garfield Avenue:	1.59 ac.
North Side: From IL Route 83 to Garfield Avenue:	1.64 ac.

2. State of Illinois right-of-ways (Grand Total: 24.67 acres)

#### Illinois Route 83 (Kingery Hwy.):

Median areas and road side right-of-way from approximately the 5900 block of Route 83 to Route 83 south 79<sup>th</sup> St., including the bermed area at Midway Drive, (south of Midway Drive: 24.67 acres

3. Specified Facilities (Grand Total: 3.87 acres)

Public Works site:  
700/710 Willowbrook Cntr. Pkwy.      Approx. 3.37 acres

Village Municipal Complex:  
Village Hall, 835 Midway Drive  
Police Station, 7760 Quincy Street  
Community Resource Center, 825 Midway Drive  
Approx. 0.5 acres

**B. To be mowed and trimmed at least one (1) time in each two-week period:**

**73<sup>rd</sup> Court & Quincy Street** in a southerly direction for approximately 500 feet on the east side of Quincy, and from 73<sup>rd</sup> Court and Quincy in an easterly direction on the north and south right of way for 600 feet a total of .50 acres.

**72<sup>nd</sup> Street** east of Route 83 within northern right of way for 612 feet. The mowing width will incorporate from the curb and gutter to three feet north of the sidewalk.

**79<sup>th</sup> Street** – southern right of way from Eleanor to Route 83; northern right of way from Sawmill Creek west 1,000 feet; southern right of way from Sawmill Creek west 400 feet (adjacent to guardrail)

**75<sup>th</sup> Street & Clarendon Hills Road** – eastern right of way of Clarendon Hills Rd. south of 75<sup>th</sup> Street (area is 150' x 25'); western right of way Clarendon Hills Rd. south of 75<sup>th</sup> St (area is 150' x 25')

**61<sup>st</sup> Street & Bentley Ave.** – 650 feet east from Bentley Ave. on 61<sup>st</sup> St.; northern right of way and 150 feet north from 61<sup>st</sup> eastern right of way.

**59<sup>th</sup> Street & Clarendon Hills Road** – 75 feet north from 59<sup>th</sup> St on Clarendon Hills Rd. western right of way; 75 feet west from Clarendon Hills Rd northern right of way 59<sup>th</sup> St; 75 feet south from Clarendon Hills Rd. western right of way of Clarendon Hill Rd; 75 feet west from Clarendon Hills Rd. on 59<sup>th</sup> St. southern right of way of 59<sup>th</sup> St.

**59<sup>th</sup> Street & Western Ave.** - 100 feet east from Western Ave on 59<sup>th</sup> St. southern right of way; 75 feet south from 59<sup>th</sup> St. on Western Ave. in the eastern right of way of Western Ave.; 75 feet south from 59<sup>th</sup> St on the western right of way of Western Ave.

**Executive Drive & Quincy** – 500 feet north from Executive Drive on the eastern right of way of Quincy; 205 feet east from Quincy on Frontage Rd on the northern right of way of Frontage Rd.

**Quincy & Frontage (Joliet Road)** 150 feet north of Joliet Road on the eastern right of way of Quincy; 205 feet east from Quincy on Frontage Rd. on the northern right of way of Frontage Rd.

**Sawmill Creek** – this creek bed tributary consists of a dry creek bed beginning at 75<sup>th</sup> Place and terminating at 79<sup>th</sup> St. shall be completed once every two (2) weeks or as directed by the Director of Municipal Services or his designee. The creek bed is approximately twenty feet (20) wide by 2,600 feet long. The creek bed will require weed whip maintenance.

**Garfield Road** – West Right-of Way from Plainfield Rd to Rodgers Farm Rd. = 1,770 x 10'

**79<sup>th</sup> Street** – North Right-of Way -- addresses 228 and 234 = 400' x 20'

**73<sup>rd</sup> Court** - North Right-of Way of 73<sup>rd</sup> Ct. -- 920' x 15'. South Right-of-Way of 73<sup>rd</sup> Court – 600' x 15'

**65<sup>th</sup> Street** - North Right-of Way of 65<sup>th</sup> St -- addresses 364-368-372 = 320' x 15'

**Adams Street** – Right-of Way at 7052 Adams St and 7263 Adams St. = 700' x 15'

#### General Trimming

Trimming will be done along with the mowing and will be accomplished with suitable mechanical equipment, at the same cutting height as the rest of the area and before that specific site is to be considered completed. This work is incidental to and included with the weekly mowing. It shall be the responsibility of the contractor to restore any mulch rings that are disturbed during mowing and/or trimming. Mowing and trimming shall be done as to spread clippings over the entire area. All grass must be neatly mowed and trimmed around and along all concrete, screenings paths and asphalt paths, playground surfaces, building structures, signs, shrub beds, tree rings, fence lines and backstops. Trees, shrubs and other plants must not be “debarred” by running into them with mowing or trimming equipment. All grass clippings from mowing and/or trimming which fall anywhere but on the grass (curb, gutter, parking lot, sidewalk, etc.) shall be swept up and removed. If the grass clippings fall into clumps or piles onto the mowed lawn, the piles shall be raked up and removed.

#### Median & Right-of-Way Trimming at Concrete Area and Curbs

Grasses and weeds at concrete median areas and in front of curbs (i.e., the flag of the curb – between the curb and pavement) and at joints shall be removed in their entirety. This can be accomplished by manual weeding or by trimming with suitable mechanical equipment. This work is incidental to and included with the weekly mowing.

### **CC. AERATION OF PARKS, ROADSIDE RIGHTS OF WAY, MEDIANES, AND SPECIFIED FACILITIES**

Aeration shall be performed once in the fall and shall be scheduled with the Director of Municipal Services or his designee, at least one week prior to work being done. Aeration shall be done using a mechanical core aerator with hollow tines that produce cores (soil debris). Aeration shall not be done when the soil is dry or very wet (saturated with water). It shall be done only when there is

optimum moisture in the soil to produce good penetration. Penetration of the soil shall be a minimum of three inches.

<u>1. PARKS</u>	<u>ACRES</u>
Borse Memorial Community Park #	8.3
Midway Park	2.1
Creekside Park (all grass areas except sides of basin)	4.0
Lake Hinsdale Park	1.0
Ridgemoor Park	5.4
Waterford Park (all grass areas except sides of basin)	3.0
Farmingdale Terrace Park	3.0
Willow Pond	1.5
Prairie Trail Park (all grass areas except sides of pond)	5.0
Roger's Glen Park *	<u>1.5</u>

(\* includes both parkways on Roger's Farm Rd.)

Total: 34.80 acres

# - Note that the Community Park softball and football fields are equipped with an underground sprinkler system. Care must be used to prevent damage to the sprinkler system. The Contractor shall be responsible for all costs incurred related to repairing any damage to the underground sprinkler system from or caused by the Contractor's operations. Also note that at the Community Park the area east of the creek is not included in the aeration schedule.

2. ROADSIDE RIGHTS OF WAY, MEDIANs, AND SPECIFIED FACILITIES

Village Hall 0.5 acres

**DD. PLANTING BED MAINTENANCE**

All planting beds must be spaded. As part of this work tilled dirt and grass must be removed and properly disposed of and not incorporated in plant beds. Dirt, rocks and grass found in plant beds shall be removed the same day and failure to do so will be deemed as substandard work. Spring clean up includes removing debris and cutting back dead shrub plant materials in beds, perennial beds, tilling, cultivating and additional mulch shall be completed by May 15. *Planting beds must remain weed free at all times throughout the contract season.* Regular weeding and cultivating shall be carried out along with the lawn mowing cycle. Manual weed pulling will be necessary in most cases. Plant materials in plant beds are to be trimmed and thinned including shrubs and trees of dead material and pruned throughout the contract, in addition to trimming any overgrowth of plant materials.

As part of this contract, one (1) fertilizer/weed control application shall be made to all shrubs in planting beds included in this schedule. Application shall take place between May 15 and May 30, but after the spring clean up. Contractor shall water shrubs to dissolve the fertilizer application, in the event sufficient rain is not experienced. Apply at an application of 25-2-15 product at 5 lbs. nutrients per 1000 square feet of land area. Product to be used is Arthur Clesen Inc. or approved equal and is to be a granular material. Contractor shall provide the name of the material on the bid proposal form. The Contractor shall periodically

inspect plant material in the planting beds for insect and disease damage. Recommendations should be brought to the attention of the Director of Municipal Services. Treatments will be made on an hourly rate as specified on the bid proposal form. The product must be pre-approved by the Director of Municipal Services. Mulch/Compost shall be added or removed at the Village's request. Labor shall be provided at the contractor's expense and there will be no additional charges to the Village for adding and tilling mulch. Mulch and/or compost will be provided by the Village and delivered on site. Mulch in plant beds shall be a minimum of 3" to 4" in depth and turned at minimum of three times in May, July, and September. All mulch beds shall be tilled and mulch added, if needed, no later than May 30 of each year of the contract.

<u>1. PARKS</u>	<u>Number of Planting Beds</u>	<u>Est. Total Square Yards</u>
Community Park	2	130
Midway Park	1	10
Creekside Park	1	10
Lake Hinsdale Park	3	44
Ridgemoor Park	2	36
Waterford Park	2	33
Farmingdale Terrace Park	5	100
Willow Pond	2	40
Prairie Trail Park (south entrance sign bed only)	1	8
Roger's Glen Park	1	6
<b>Total</b>	<b>20</b>	<b>417</b>

#### 2. ROADSIDE RIGHTS OF WAY, MEDIANs, AND SPECIFIED FACILITIES

	<u>Number of Planting Beds</u>	<u>Est. Total Square Yards</u>
Village Hall	7	414
Village entrance signs on Rte 83	2	52
<b>Total</b>	<b>9</b>	<b>466</b>

### **EE. REQUIREMENTS FOR ALTERNATE BIDS**

#### **1. Additional Mowing**

Specifications for any additional mowing selected by the Village shall be the same as those specifications for the contracted mowing.

#### **2. Additional Aeration**

Specifications for any additional aeration selected by the Village shall be the same as those specifications for the contracted aeration.

#### **3. Tree Ring Maintenance**

Tree rings trees that are selected by the Village shall be spaded. As part of this work tilled dirt and grass must be removed and properly disposed of and not incorporated in plant beds and mulch rings. Dirt and grass found in the tree rings shall be removed the same day by the Contractor.

#### **4. Tree Fertilization**

Trees that are selected by the Village for fertilization. Contractor specify product and method of Fertilization in the bid form

## Village of Willowbrook

### LANDSCAPE SERVICES SPECIFICATIONS BID FORM – PAGE 1 OF 2

Bidder, in submitting this proposal, hereby agrees to comply with all provisions and requirements of the specifications and contract documents attached hereto for the prices as specified below. This proposal shall remain in force and full effect for a twelve (12) month period, from May 1, 2018 through April 30, 2018.

#### **Mowing and Trimming**

A.	Parks (Section III-BB-1)	\$ _____
B.	Roadside Rights of Way, Medians, and Specified Facilities (Section III-B-2)	\$ _____

#### **Aeration**

A.	Parks (Section III-CC-1)	\$ _____
B.	Roadside Rights of Way, Medians and Specified Facilities - Village Hall only (Section III-CC-2)	\$ _____

#### **Planting Bed Maintenance**

A.	Parks (Section III- DD-1)	\$ _____
B.	Roadside Rights of Way, Medians, and Specified Facilities (Section III-DD-2)	\$ _____

**TOTAL -- Mowing/Trimming, Aeration, Planting Bed Maintenance (Sections BB, CC and DD)** \$ \_\_\_\_\_

**Alternate #1 - Tree Ring Maintenance- Parks, Roadside Rights of Way, Medians and Other Facilities - Per Tree Unit Price** \$ \_\_\_\_\_

**Alternate #2 - Additional Mowing – Per Acre/ Per Occurrence Unit Price** \$ \_\_\_\_\_

**Alternate #3 - Tree Fertilization - Per Tree Unit Price - Parks, Roadside Rights of Way, Medians and Other Facilities** \$ \_\_\_\_\_

**Village of Willowbrook**

**LANDSCAPE SERVICES SPECIFICATIONS BID FORM – PAGE 2 of 2**

**(CONTRACT EXTENTION)**

Rates for services listed for 2018/19 contract period will not increase more than \_\_\_\_\_ % for the 2019/20 contract period. At its sole discretion, the Village of Willowbrook may extend the contract for a one-year term beginning on May 1, 2019 and concluding April 30, 2020.

Also, as noted in the Additions or Deletions section, the Contractor shall provide a list of hourly manpower and equipment rates used to calculate the proposal prices for this section of the contract. Attach list marked as “Contractor’s Exhibit” and write “attached” in the following blank: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

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

Name and Title: *(Please Print)* \_\_\_\_\_

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

## REFERENCES

The Contractor must list at least four (4) references, including at least one (1) municipality, listing the firm name, address, telephone number and contact person, for whom the Contractor has supplied landscaping services similar to those provided in these specifications, for a period no less than six (6) months.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # / Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service (from – to): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # / Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service (from – to): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # / Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service (from – to): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # / Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service (from – to): \_\_\_\_\_

**CONTRACTOR'S EXHIBIT – ADDITIONS OR DELETIONS**

## LABOR RATES

Employee Title/Classification	Hourly Rate

## EQUIPMENT RATES

## MUNICIPAL SERVICES COMMITTEE MEETING

### AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION	COMMITTEE REVIEW
<b>REPORT – Kingery &amp; 63<sup>rd</sup> Street STP Lighting Project Status Update</b>	<input checked="" type="checkbox"/> Finance/Administration <input checked="" type="checkbox"/> Municipal Services <input type="checkbox"/> Public Safety  <u>Meeting Date:</u> April 9, 2018

<input checked="" type="checkbox"/> Discussion Only	<input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date)
<input type="checkbox"/> Seeking Feedback	<input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board)
<input type="checkbox"/> Regular Report	<input type="checkbox"/> Report/documents requested by Committee

#### BACKGROUND

The Village previously applied for and was awarded grant funding through the Federal Surface Transportation Program (STP) to install both intersection and approach lighting at the Illinois Route 83 (Kingery Highway) and 63<sup>rd</sup> Street intersection. Kingery Highway is a state road, and the intersection does not currently meet warrant requirements for lighting. Therefore, our requests over the years for IDOT to install lighting have been denied. Ultimately, it was decided that available grant opportunities to install the improvement would be considered.

The engineer's total estimated cost of this project was \$521,730. Therefore, the grant will cover 70% of the eligible costs of the project not to exceed \$365,211, with the Village's local share amount being \$156,519. The project was included on IDOT's March 3, 2017 bid letting. The low bidder at that time was H&H Electric Company in the amount of \$345,048.10. Project bids came in significantly lower than expected. The contract was awarded on April 14, 2017 and the contract signed on April 27, 2017. A preconstruction meeting was held on May 16, 2017. It was expected that the project would commence in June of 2017 and be substantially completed by September of 2017. However, at the pre-con meeting, H&H Electric submitted a request for a 120-day time extension for delay of start, which is permissible under IDOT regulations (Article 801.08). Therefore, the start of construction on this project was delayed until October 2017, with a new expected completion date of Spring 2018. However, work did not commence in October. As a result, working days are being charged to the project as of October 10, 2017. On November 1, 2017, we received notification from H&H that they will try to begin the project the week of November 13th.

The contract for this project includes a total of ninety (90) work days. Thirty-one (31) work days have been charged so far. However, IDOT specifications preclude charging work days from December 1 until May 1 during the winter shutdown period. The project officially began on November 30, 2017 and H&H has made substantial progress since that time. The installation of the helix foundations were completed on January 31<sup>st</sup> and all pole setting was completed on February 2<sup>nd</sup>. Splicing is now complete and the lighting controller was installed on March 13<sup>th</sup>. The electric service installation has been installed and it was inspected and approved last week, so we are now waiting for the service to be energized by ComEd, at which point the lights can be turned on.

#### Documents attached:

- Weekly Progress Report No.'s 22 through 25
- Traffic Control Inspection Report No.'s 15 through 18



Illinois Department  
of Transportation

Weekly Report  
of Resident

County: DUPAGE  
Section: 16-00023-00-LT

Report No: 22 Week Ending: 3/10/2018 % Complete: 80.00  
Contract Price: \$345,048.10 Estimated Completion Date: 7/10/2018  
Contractor: H&H Electric Company  
Contract Completion Date: Contract Working Days: 90.00  
Time Limit Extended To: Average Number of Persons Working: 0  
District: 01  
Contract No. 61D67  
Job No. C-91-286-16  
Project: M-4003(743)

Execution 04/27/2017 Start 08/25/2017 Reports Suspended: Reports Resumed: Significant Completion:  
Resident Name: Thomas Brandstedt, P.E.

Day	Date	Hours Worked	Controlling Item	Working Days Charged	Provide summary of Contractor's and Subcontractor's operations each day. Workable Days Compare performance with Progress Schedule. A reason must be provided when less than a full working day is charged.		
Sun	3/4/2018	0.00	Controller	0.00	1.00	No work performed.	
Mon	3/5/2018	0.00	Controller	0.00	1.00	No work performed.	
Tue	3/6/2018	0.00	Controller	0.00	1.00	No work performed.	
Wed	3/7/2018	0.00	Controller	0.00	1.00	No work performed.	
Thu	3/8/2018	0.00	Controller	0.00	1.00	No work performed.	
Fri	3/9/2018	0.00	Controller	0.00	1.00	No work performed.	
Sat	3/10/2018	0.00	Controller	0.00	1.00	No work performed.	

Total This Week: 0.00 7.00

Previous Total: 31.00 99.00

Total To Date: 31.00 106.00

Will Contractor Complete project on time at present rate of progress? Yes

If no - Why?

Have you discussed rate of progress with Contractor this week? Yes

If no - Why?

Orig: Regional Engineer  
c.c : Contractor  
Bur. Construction  
Project File

Resident \_\_\_\_\_ (630) 878-1792

NOTE: If the Contractor disagrees with the working day charges, detailed reasons must be expressed in writing to the Regional Engineer within 7 days after receipt of report.



**Illinois Department  
of Transportation**

**Weekly Report  
of Resident**

County: DUPAGE  
Section: 16-00023-00-LT

Report No: 23 Week Ending: 3/17/2018 % Complete: 80.00  
Contract Price: \$345,048.10 Estimated Completion Date: 7/10/2018  
Contractor: H&H Electric Company  
Contract Completion Date: Contract Working Days: 90.00  
Time Limit Extended To: Average Number of Persons Working: 4  
District: 01  
Contract No. 61D67  
Job No. C-91-286-16  
Project: M-4003(743)

Execution 04/27/2017 Start 08/25/2017 Reports Suspended: Reports Resumed: Significant Completion:  
Resident Name: Thomas Brandstedt, P.E.

Day	Date	Hours Worked	Controlling Item	Working Days Charged	Provide summary of Contractor's and Subcontractor's operations each day.	
					Workable Days	Compare performance with Progress Schedule. A reason must be provided when less than a full working day is charged.
Sun	3/11/2018	0.00	Controller	0.00	1.00	No work performed.
Mon	3/12/2018	0.00	Controller	0.00	1.00	No work performed.
Tue	3/13/2018	8.00	Controller	0.00	1.00	H&H set the lighting controller.
Wed	3/14/2018	0.00	Controller	0.00	1.00	No work performed.
Thu	3/15/2018	0.00	Controller	0.00	1.00	No work performed.
Fri	3/16/2018	4.00	Controller	0.00	1.00	Clean Cut Tree Service trimmed trees on 63rd Street.
Sat	3/17/2018	0.00	Controller	0.00	1.00	No work performed.

Total This Week: 0.00 7.00  
Previous Total: 31.00 106.00  
Total To Date: 31.00 113.00

Will Contractor Complete project on time at present rate of progress? Yes

If no - Why?

Have you discussed rate of progress with Contractor this week? Yes

If no - Why?

Orig: Regional Engineer  
c.c.: Contractor  
Bur. Construction  
Project File

Resident \_\_\_\_\_ (630) 878-1792

NOTE: If the Contractor disagrees with the working day charges, detailed reasons must be expressed in writing to the Regional Engineer within 7 days after receipt of report.



Illinois Department  
of Transportation

Weekly Report  
of Resident

County: DUPAGE  
Section: 16-00023-00-LT

Report No: 24 Week Ending: 3/24/2018 % Complete: 80.00 Route: FAP 344  
Contract Price: \$345,048.10 Estimated Completion Date: 7/10/2018  
Contractor: H&H Electric Company District: 01  
Contract Completion Date: Contract Working Days: 90.00 Contract No. 61D67  
Time Limit Extended To: Average Number of Persons Working: 0 Job No. C-91-286-16  
Project: M-4003(743)

Execution 04/27/2017 Start 08/25/2017 Reports Suspended: Reports Resumed: Significant Completion:  
Resident Name: Thomas Brandstedt, P.E.

Day	Date	Hours Worked	Controlling Item	Working Days Charged	Provide summary of Contractor's and Subcontractor's operations each day. Workable Days Compare performance with Progress Schedule. A reason must be provided when less than a full working day is charged.		
Sun	3/18/2018	0.00	Controller	0.00	1.00	No work performed.	
Mon	3/19/2018	0.00	Controller	0.00	1.00	H&H installed grounding field.	
Tue	3/20/2018	0.00	Controller	0.00	1.00	No work performed.	
Wed	3/21/2018	0.00	Controller	0.00	1.00	No work performed.	
Thu	3/22/2018	0.00	Controller	0.00	1.00	No work performed.	
Fri	3/23/2018	0.00	Controller	0.00	1.00	No work performed.	
Sat	3/24/2018	0.00	Controller	0.00	1.00	No work performed.	

Total This Week: 0.00 7.00  
Previous Total: 31.00 113.00  
Total To Date: 31.00 120.00

Will Contractor Complete project on time at present rate of progress? Yes

If no - Why?

Have you discussed rate of progress with Contractor this week? Yes

If no - Why?

Orig: Regional Engineer  
c.c.: Contractor  
Bur. Construction  
Project File

Resident \_\_\_\_\_ (630) 878-1792

NOTE: If the Contractor disagrees with the working day charges, detailed reasons must be expressed in writing to the Regional Engineer within 7 days after receipt of report.



**Illinois Department  
of Transportation**

**Weekly Report  
of Resident**

County: DUPAGE  
Section: 16-00023-00-LT

Report No: 25 Week Ending: 3/31/2018 % Complete: 80.00 Route: FAP 344  
Contract Price: \$345,048.10 Estimated Completion Date: 7/10/2018  
Contractor: H&H Electric Company District: 01  
Contract Completion Date: Contract Working Days: 90.00 Contract No. 61D67  
Time Limit Extended To: Average Number of Persons Working: 0 Job No. C-91-286-16  
Project: M-4003(743)

Execution 04/27/2017 Start 08/25/2017 Reports Suspended: Reports Resumed: Significant Completion:  
Resident Name: Thomas Brandstedt, P.E.

Day	Date	Hours Worked	Controlling Item	Working Days Charged	Provide summary of Contractor's and Subcontractor's operations each day. Workable Days Compare performance with Progress Schedule. A reason must be provided when less than a full working day is charged.		
					Days	Charged	Comments
Sun	3/25/2018	0.00	Controller	0.00	1.00	No work performed,	
Mon	3/26/2018	0.00	Controller	0.00	0.00	No work performed.	
Tue	3/27/2018	0.00	Controller	0.00	1.00	No work performed.	
Wed	3/28/2018	0.00	Controller	0.00	1.00	No work performed.	
Thu	3/29/2018	0.00	Controller	0.00	1.00	No work performed.	
Fri	3/30/2018	0.00	Controller	0.00	1.00	No work performed.	
Sat	3/31/2018	0.00	Controller	0.00	1.00	No work performed.	

Total This Week: 0.00 6.00  
Previous Total: 31.00 120.00  
Total To Date: 31.00 126.00

Will Contractor Complete project on time at present rate of progress? Yes

If no - Why?

Have you discussed rate of progress with Contractor this week? Yes

If no - Why?

Orig: Regional Engineer  
c.c : Contractor  
Bur. Construction  
Project File

Resident \_\_\_\_\_ (630) 878-1792

NOTE: If the Contractor disagrees with the working day charges, detailed reasons must be expressed in writing to the Regional Engineer within 7 days after receipt of report.



Traffic Control  
Inspection Report

Inspection Report

BSE 725 on File?	Yes	Est. Completion Date	7/10/18	County	DuPage	District	1	Date	3/9/18	Time	8:00 AM	Contract	61D67	Report No.	15
Job	C-91-286-16	Section	16-00023-00-LT					Route	FAP344						
Type of Work	Street Lighting					Location	63rd Street & Route 83								
RE/RT	Thomas Brandstedt, P.E.					Contractor	H&H Electric								

Evaluate: (G) Good, (F) Fair, (D) Deficient, (X) Does Not Apply					Description, Comments or Corrective Measures Recommended								
Traffic Control	Condition	Location/ Placement	Night Visibility	General Effectiveness									
Signs	F	G	G	G	Please check the sign at the west end of 63rd Street. The corner of the sign is bent. Please check the sign at the east end of 63rd Street. The corner of the sign is bent.								
Sign and Device Lights	G	G	G	G									
Channelizing or Hazard Marking Devices	X	X	X	X									
Pavement Markings	X	X	X	X									
Arrow Board(s) and Changeable Message Signs	G	G	G	G									
Temporary Traffic Signals	X	X	X	X									
Temporary Barrier Wall	X	X	X	X									
Flagger(s)	X	X	X	X									
										Comments on other items:		Standard(s) Utilized:	

Do any previously reported discrepancies still exist?  Yes  No   
 If yes, describe:

cc:  RE or RT  Field Engineer   
 Office  Operations/Traffic Engineer   
 Field  Subcontractor   
 Contractor

Submitted by: *Thomas L. Brandstedt*   
Reviewed by: *John L. Brandstedt*



Traffic Control  
Inspection Report

Inspection Report

BSE 725 on File? Yes Est. Completion Date 7/10/18 County DuPage 1 District 1 Date 3/16/18 Contract 61D67 Time 9:00 AM Report No. 16  
Job C-91-286-16 Section 16-00023-00-LT Route FAP344

Type of Work Street Lighting  
RE/RT Thomas Brandstedt, P.E.

Evaluate: (G) Good, (F) Fair, (D) Deficient, (X) Does Not Apply					Description, Comments or Corrective Measures Recommended	
Traffic Control	Condition	Location Placement	Night Visibility	General Effectiveness		
Signs	F	G	G	G	Please check the sign at the west end of 63rd Street. The corner of the sign is bent.	
Sign and Device Lights	G	G	G	G	Please check the sign at the east end of 63rd Street. The corner of the sign is bent.	
Channelizing or Hazard Marking Devices	X	X	X	X		
Pavement Markings	X	X	X	X		
Arrow Board(s) and Changeable Message Signs	G	G	G	G		
Temporary Traffic Signals	X	X	X	X		
Temporary Barrier Wall	X	X	X	X		
Flagger(s)	X	X	X	X		
Comments on other items:					Standard(s) Utilized:	
Do any previously reported discrepancies still exist? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					If yes, describe:	
cc: <input checked="" type="checkbox"/> File <input type="checkbox"/> RE or RT <input type="checkbox"/> Field <input type="checkbox"/> Office <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor					<input type="checkbox"/> Field Engineer <input type="checkbox"/> Operations/Traffic Engineer	
					Submitted by: <i>James P. Brandstedt</i>	
					Reviewed by:	

Comments on other items:

Do any previously reported discrepancies still exist?  Yes  No  
cc:  File  RE or RT  
 Field  Office  
 Contractor  Subcontractor

Field Engineer  
 Operations/Traffic Engineer

Submitted by: *James P. Brandstedt*

Reviewed by:



**Traffic Control  
Inspection Report**

**Inspection Report**

BSE 725 on File?	Yes	Est. Completion Date	7/10/18	County	District 1	Date	3/22/18	Time	9:00 AM	Contract	61D67	Report No.	17
Job	C-91-286-16	Section	16-00023-00-LT		DuPage			Route	FAP344				
Type of Work	Street Lighting												
RE/RT	Thomas Brandstedt, P.E.												
Evaluate: (G) Good, (F) Fair, (D) Deficient, (X) Does Not Apply													
Traffic Control	Condition	Location/ Placement	Night Visibility	General Effectiveness	Description, Comments or Corrective Measures Recommended								
Signs	F	G	G	G	Please check the sign at the west end of 63 <sup>rd</sup> Street. The corner of the sign is bent. Please check the sign at the east end of 63 <sup>rd</sup> Street. The corner of the sign is bent.								
Sign and Device Lights	G	G	G	G									
Channelizing or Hazard Marking Devices	X	X	X	X									
Pavement Markings	X	X	X	X									
Arrow Board(s) and Changeable Message Signs	G	G	G	G									
Temporary Traffic Signals	X	X	X	X									
Temporary Barrier Wall	X	X	X	X									
Flagger(s)	X	X	X	X									
										Standard(s) Utilized:			
Comments on other items:													
Do any previously reported discrepancies still exist? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										If yes, describe:			
cc:	<input checked="" type="checkbox"/> File	<input checked="" type="checkbox"/> RE or RT	<input type="checkbox"/> Field Engineer	<input type="checkbox"/> Operations/Traffic Engineer	Submitted by: <i>Thomas R. Brandstedt</i>								
	<input type="checkbox"/> Field	<input type="checkbox"/> Office	<input type="checkbox"/> Subcontractor				Reviewed by:						
	<input checked="" type="checkbox"/> Contractor												



Traffic Control  
Inspection Report

Inspection Report

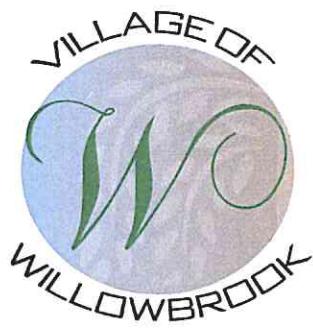
Job C-91-286-16  
Section 16-00023-00-LT  
Type of Work Street Lighting  
RE/RT Thomas Brandstdt, P.E.

Yes Est. Completion Date 7/10/18  
County DuPage  
Contract 61D67  
Route FAP344  
Location 63rd Street & Route 83  
Contractor H&H Electric

Traffic Control	Condition	Location/Placement	Night Visibility	General Effectiveness	Description, Comments or Corrective Measures Recommended
Signs	F	G	G	G	Please check the sign at the west end of 63rd Street. The corner of the sign is bent. Please check the sign at the east end of 63rd Street. The corner of the sign is bent.
Sign and Device Lights	G	G	G	G	
Channelizing or Hazard Marking Devices	X	X	X	X	
Pavement Markings	X	X	X	X	
Arrow Board(s) and Changeable Message Signs	G	G	G	G	
Temporary Traffic Signals	X	X	X	X	
Temporary Barrier Wall	X	X	X	X	
Flagger(s)	X	X	X	X	

Comments on other items:  
Do any previously reported discrepancies still exist?  Yes  No  
If yes, describe:  
cc:  File  RE or RT  
 Field  Office  
 Contractor  Subcontractor

Submitted by: *James R. Brandstdt*  
Reviewed by: *James R. Brandstdt*



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## Mayor

Frank A. Trilla

MONTHLY REPORT  
MUNICIPAL SERVICES DEPARTMENT  
March, 2018

## Village Clerk

Leroy R. Hansen

Permits Issued:

## Village Trustees

Sue Berglund

Awning	1
Concrete, misc.	1
Demolition, Interior	1
Driveway	2
Emergency Shoring	1
Emergency Repairs	1
Fence	3
New Single Family Residence	2
Remodel, Interior	1
Re-occupancy	2
Roof	9
Water Heater	1
Window/Door	3
Sign	3
Sign, Temporary	1
<b>TOTAL</b>	<b>32</b>

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

## Village Administrator

Tim Halik

Plan Review Deposit Fee	0
Permit Revenue for March, 2018	<u>\$29,264.69</u>

## Chief of Police

Robert J. Pavelchik, Jr.

Total Revenue Collected for Fiscal YTD	\$476,633.67
Total Budgeted Revenue for Fiscal Year 2017/18	\$245,500.00
Total Percentage of Budgeted Revenue Collected to Date	194.15%

## Director of Finance

Carrie Dittman

Certificate of Occupancy, Final	3
Certificate of Occupancy, Temporary	3

Respectfully submitted,

Timothy Halik  
Village Administrator

TH/mk



Proud Member of the  
Illinois Route 66 Scenic Byway

MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

Fiscal Year 2017/18

MONTH	CURRENT FISCAL YEAR 2017/18	PRIOR FISCAL YEAR 2016/17
MAY	\$ 74,721.15	\$ 28,379.31
JUNE	\$ 18,289.54	\$ 13,426.64
JULY	\$ 35,679.59	\$ 19,166.25
AUGUST	\$ 65,281.45	\$ 59,753.64
SEPTEMBER	\$ 47,252.63	\$ 62,997.75
OCTOBER	\$ 60,248.25	\$ 132,950.27
NOVEMBER	\$ 43,329.42	\$ 74,028.63
DECEMBER	\$ 12,100.70	\$ 9,337.62
JANUARY	\$ 62,793.69	\$ 40,260.12
FEBRUARY	\$ 27,672.56	\$ 25,544.07
MARCH	\$ 29,264.69	\$ 16,810.28
APRIL		\$ 16,072.18
COLLECTED REVENUE	\$ 476,633.67	\$ 498,726.76
BUDGETED REVENUE	\$ 245,500.00	\$ 232,500.00
REVENUES COLLECTED- (OVER)/UNDER BUDGET	\$ (231,133.67)	\$ (266,226.76)
PERCENTAGE OF BUDGETED REVENUE COLLECTED	194.15%	214.51%

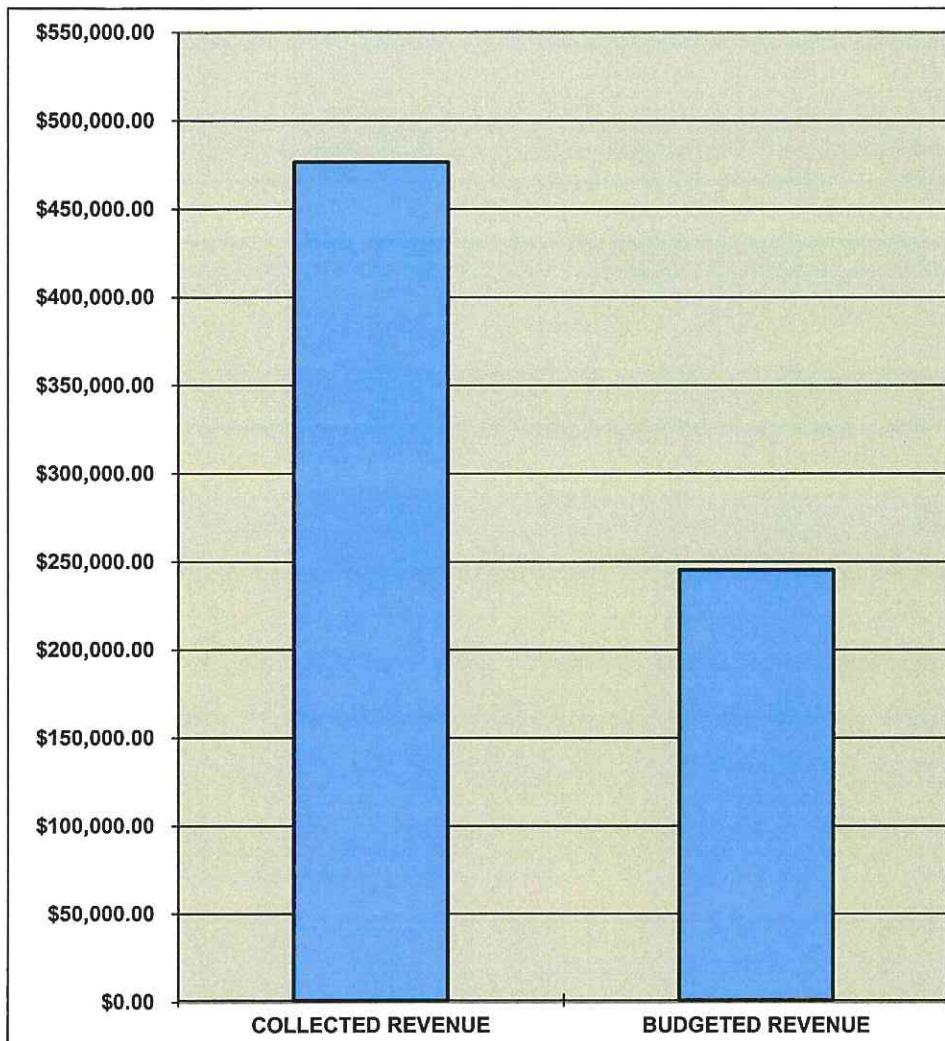
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

	Fiscal Year 17/18	Fiscal Year 16/17
COLLECTED REVENUE	\$ 476,633.67	\$ 498,726.76
BUDGETED REVENUE	\$ 245,500.00	\$ 232,500.00

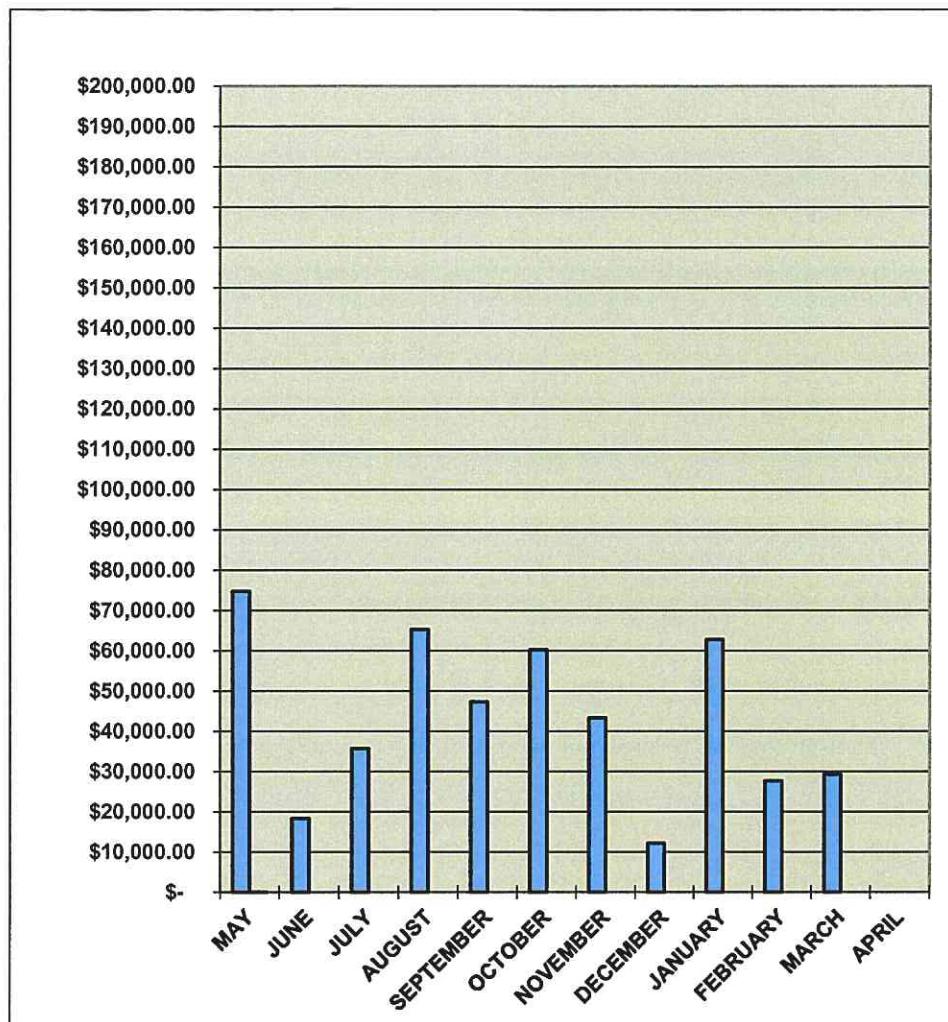
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



## MUNICIPAL SERVICES DEPARTMENT

### PERMIT REVENUE



Permit	Date Issued:	Date Released:	Date Permit Expires:	Name:	Address:	Permit Purpose:	Business Name:	Fee:	RES / COMM:	Valuation:
18-040	02/26/18	03/01/18	08/30/19	Parvin-Clauss	830 Midway Drive	Sign	Sterigenics	\$ 99.75	C	\$ 698.00
18-041	02/26/16	03/01/18	08/30/19	Parvin-Clauss	7775 S. Quincy	Sign	Sterigenics	\$ 99.00	C	\$ 698.00
18-044	03/01/18	03/01/18	08/30/19	David Friedman	625 Plainfield Rd #330	Re-occupancy	BizStrat Technology	\$ 200.00	C	
17-417	11/16/18	03/07/18	09/05/19	Donna Nuger	6607 Stough	Cement Driveway		\$ 125.00	R	
18-045	02/15/18	03/08/18	09/06/19	Peter McGroarty	6620 S. Madison	Fence		\$ 50.00	R	\$ 3,388.00
18-047	03/07/18	03/08/18	09/06/19	Robert Ames	224 Gull Island DR	Windows/Door		\$ 75.00	R	\$ 27,060.00
18-043	02/26/18	03/08/18	09/06/19	Denise Karp	501 Lake Hinsdale Drive	Roof		\$ 50.00	R	\$ 62,150.00
18-050	03/08/18	03/09/18	09/07/19	Saule Trainys	6115 Knollwood Ct #204	Windows/Door		\$ 75.00	R	\$ 6,598.00
18-025	01/26/18	03/12/18	09/01/19	Alica Jara	6165.6167.6169 Knollwo	Emergency Shoring		\$ 500.00	R	
18-026	01/26/18	03/12/18	09/01/19	Alica Jara	6165.6167.6169 Knollwo	Emergency Repairs		\$ 2,300.00	R	
18-054	03/13/18	03/13/18	09/11/19	Tom Economou	201 63rd Street	Interior Demolition	JKC Rink LLC	\$ 500.00	C	\$ 25,000.00
18-052	03/12/18	03/14/18	09/12/19	Karen Chido	7608 Blackberry Lane	Window		\$ 75.00	C	
18-048	03/08/18	03/15/18	09/13/19	Mike Meyer	742 73rd Ct	Fence		\$ 50.00	R	\$ 13,710.00
18-049	03/08/18	03/15/18	09/13/19	Elicia Meyer	531 Ridgemoor	Fence		\$ 50.00	R	\$ 7,452.00
18-053	03/15/18	03/15/18	09/13/19	Dave Froberg	82 W. 63rd Street	Sign	Kumon	\$ 215.25	C	
17-402	03/16/18	03/19/18	09/17/19	Tony & Lisa Wong	10 Midway Drive	New SFR		\$ 12,817.13	R	
18-056	03/16/18	03/19/18	09/17/19	Paulius Joneills	6435 Meadow Lane	Paver Driveway		\$ 75.00	R	\$ 4,250.00
18-030	02/21/18	03/19/18	09/17/19	Matt Coomes	800 Plainfield Rd	Awnings	ULTA	\$ 200.00	C	\$ 4,921.00
18-051	03/12/18	03/19/18	09/17/19	Anne Kuehne	735 Plainfield Rd.	Temporary Sign	Clovers Greenhouses	\$ 200.00	C	
17-422	03/19/18	03/20/18	09/18/19	Grzegorz Bien	7701 Clarendon Hills Rd	New SFR		\$ 12,340.49	R	\$ 420,000.00
18-046	03/02/18	03/20/18	09/18/19	Lisa Harvey	267 Snug Harbor Drive	Water Heater		\$ 50.00	R	\$ 1,425.91
18-066	03/21/18	03/21/18	09/19/19	Jill Bonfiglio	614 Executive Drive	Re-occupancy	Those Funny Little Pet	\$ 200.00	C	N/A
18-065	03/21/18	03/22/18	09/20/19	Don Krubl	7201 Kingery	Misc. Concrete	Willowbrook Shopping	\$ 100.00	C	\$ 2,500.00
18-057	03/19/18	03/22/18	09/20/19	Denise Karp	11-15-17 Windward Circle	Roof		\$ 50.00	R	\$ 13,960.00
18-058	03/19/18	03/22/18	09/20/19	Denise Karp	Multiple Lake Hinsdale Villa	Roof		\$ 50.00	R	\$ 29,353.00
18-059	03/19/18	03/22/18	09/20/19	Denise Karp	Multiple Lake Hinsdale Villa	Roof		\$ 50.00	R	\$ 31,203.00
18-060	03/19/18	03/22/18	09/20/19	Denise Karp	Multiple Lake Hinsdale Villa	Roof		\$ 50.00	R	\$ 28,888.00
18-061	03/19/18	03/22/18	09/20/19	Denise Karp	Multiple Lake Hinsdale Villa	Roof		\$ 50.00	R	\$ 10,220.00
18-062	03/19/18	03/22/18	09/20/19	Denise Karp	Multiple Lake Hinsdale Villa	Roof		\$ 50.00	R	\$ 40,964.00
18-063	03/19/18	03/22/18	09/20/19	Denise Karp	Multiple Lake Hinsdale Villa	Roof		\$ 50.00	R	\$ 31,203.00
18-071	03/29/18	03/30/18	09/28/19	Grzegorz Bien	726 73rd Court	Interior Remodel		\$ 1,759.92	R	\$ 18,000.00
18-073	03/30/18	03/30/18	09/28/19	Samantha Simmons	637 67th Place	Roof		\$ 35.00	R	\$ 7,500.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>Fund 01 GENERAL FUND</b>							
03/01/2018			<b>01-00-310-401 BUILDING PERMITS</b>				
03/01/2018	BD	TRX	SUMMARY BD 03/01/2018				
03/07/2018	CR	RCPT	Building Dept. Invoice 03/07/2018		200.00		(433,016.53)
03/08/2018	CR	RCPT	Building Dept. Invoice 03/08/2018		200.00		(433,216.53)
03/09/2018	CR	RCPT	Building Dept. Invoice 03/09/2018		100.00		(433,316.53)
03/12/2018	CR	RCPT	Building Dept. Invoice 03/12/2018		75.00		(433,391.53)
03/13/2018	CR	RCPT	Building Dept. Invoice 03/13/2018		2,800.00		(436,191.53)
03/14/2018	CR	RCPT	Building Dept. Invoice 03/14/2018		500.00		(436,691.53)
03/15/2018	CR	RCPT	Building Dept. Invoice 03/15/2018		4,820.00		(441,511.53)
03/16/2018	BD	TRX	SUMMARY BD 03/16/2018		100.00		(441,611.53)
03/19/2018	CR	RCPT	Building Dept. Invoice 03/19/2018		200.00		(441,811.53)
03/20/2018	CR	RCPT	Building Dept. Invoice 03/20/2018		7,815.95		(449,627.48)
03/21/2018	CR	RCPT	Building Dept. Invoice 03/21/2018		9,229.82		(458,857.30)
03/22/2018	CR	RCPT	Building Dept. Invoice 03/22/2018		300.00		(459,157.30)
03/26/2018	CR	RCPT	Building Dept. Invoice 03/26/2018		450.00		(459,607.30)
03/30/2018	CR	RCPT	Building Dept. Invoice 03/30/2018		100.00		(459,707.30)
03/31/2018			01-00-310-401	END BALANCE	0.00	28,650.69	(461,467.22)

04/02/2018 12:11 PM  
User: JKufrin  
DB: Willowbrook

GL ACTIVITY REPORT FOR WILLOWBROOK  
FROM 01-00-310-402 TO 01-00-310-402  
TRANSACTIONS FROM 03/01/2018 TO 03/31/2018

Page:

1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			Fund 01 GENERAL FUND				
03/01/2018			01-00-310-402 SIGN PERMITS				BEG. BALANCE (13,938.45)
03/01/2018	CR	RCPT	Building Dept. Invoice 03/01/2018		198.75		(14,137.20)
03/13/2018	BD	TRX	SUMMARY BD 03/13/2018			215.25	(14,352.45)
03/19/2018	CR	RCPT	Building Dept. Invoice 03/19/2018			200.00	(14,552.45)
03/31/2018			01-00-310-402	END BALANCE	0.00	614.00	(14,552.45)

**VILLAGE OF WILLOWBROOK - PUMPAGE REPORT**  
**TOTAL GALLONS PUMPED**  
**FY 2002/03 - FY 2017/18**

Month	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
May	32,267,000	33,518,000	35,018,000	35,919,000	35,162,000	36,696,000	33,890,000	31,322,000	31,715,000	30,725,000	34,220,000	30,860,000	29,547,000	29,213,000	31,048,000	28,681,000
June	38,911,000	38,691,000	35,447,000	48,511,000	42,471,000	43,700,000	33,817,000	32,087,000	31,799,000	32,620,000	44,635,000	31,512,000	32,193,000	29,447,000	34,451,000	33,573,000
July	52,100,000	39,116,000	41,248,000	52,479,000	43,279,000	44,574,000	41,463,000	36,819,000	38,513,000	41,371,000	49,498,000	39,106,000	33,122,000	32,813,000	34,898,000	34,333,000
August	44,167,000	40,433,000	41,059,000	47,861,000	41,114,000	38,778,000	43,017,000	38,516,000	38,745,000	35,639,000	40,272,000	41,448,000	32,796,000	36,985,000	32,739,000	33,061,000
September	40,838,000	36,275,000	39,658,000	43,906,000	32,998,000	42,013,000	33,418,000	34,331,000	33,992,000	32,273,000	33,657,000	35,737,000	31,869,000	32,623,000	30,853,000	33,220,000
October	33,128,000	31,667,000	33,765,000	35,009,000	31,937,000	34,612,000	30,203,000	28,919,000	33,789,000	29,892,000	30,283,000	29,226,000	28,728,000	30,690,000	27,589,000	27,807,000
November	28,560,000	28,260,000	30,106,000	29,515,000	29,153,000	29,847,000	28,054,000	26,857,000	28,125,000	27,138,000	27,535,000	28,446,000	25,364,000	26,585,000	25,929,000	25,066,000
December	30,503,000	29,133,000	32,786,000	31,086,000	30,102,000	31,435,000	29,568,000	28,931,000	29,257,000	28,643,000	27,863,000	29,847,000	26,710,000	27,194,000	26,581,000	26,480,000
January	30,343,000	29,602,000	31,223,000	29,411,000	30,340,000	32,444,000	29,383,000	28,123,000	28,401,000	28,846,000	28,427,000	31,265,000	28,505,000	27,915,000	26,165,000	26,040,000
February	27,216,000	28,755,000	26,768,000	27,510,000	29,078,000	29,470,000	26,629,000	25,005,000	24,988,000	26,635,000	24,308,000	29,230,000	25,484,000	26,048,000	22,962,000	22,950,000
March	29,488,000	30,315,000	30,025,000	29,905,000	30,362,000	31,094,000	28,408,000	27,945,000	27,909,000	28,911,000	27,862,000	29,917,000	28,779,000	26,552,000	25,855,000	
April	29,845,000	29,350,000	29,478,000	30,452,000	29,468,000	30,239,000	27,193,000	27,793,000	27,145,000	34,220,000	27,514,000	28,101,000	25,255,000	26,791,000	24,720,000	
<b>TOTAL</b>	<b>417,366,000</b>	<b>395,115,000</b>	<b>406,581,000</b>	<b>441,564,000</b>	<b>405,464,000</b>	<b>424,902,000</b>	<b>385,043,000</b>	<b>366,648,000</b>	<b>374,378,000</b>	<b>376,913,000</b>	<b>396,074,000</b>	<b>384,695,000</b>	<b>348,352,000</b>	<b>352,856,000</b>	<b>343,790,000</b>	<b>291,211,000</b>

YEAR TO DATE LAST YEAR (gallons): 293,215,000  
YEAR TO DATE THIS YEAR (gallons): 291,211,000  
DIFFERENCE (gallons): -2,004,000

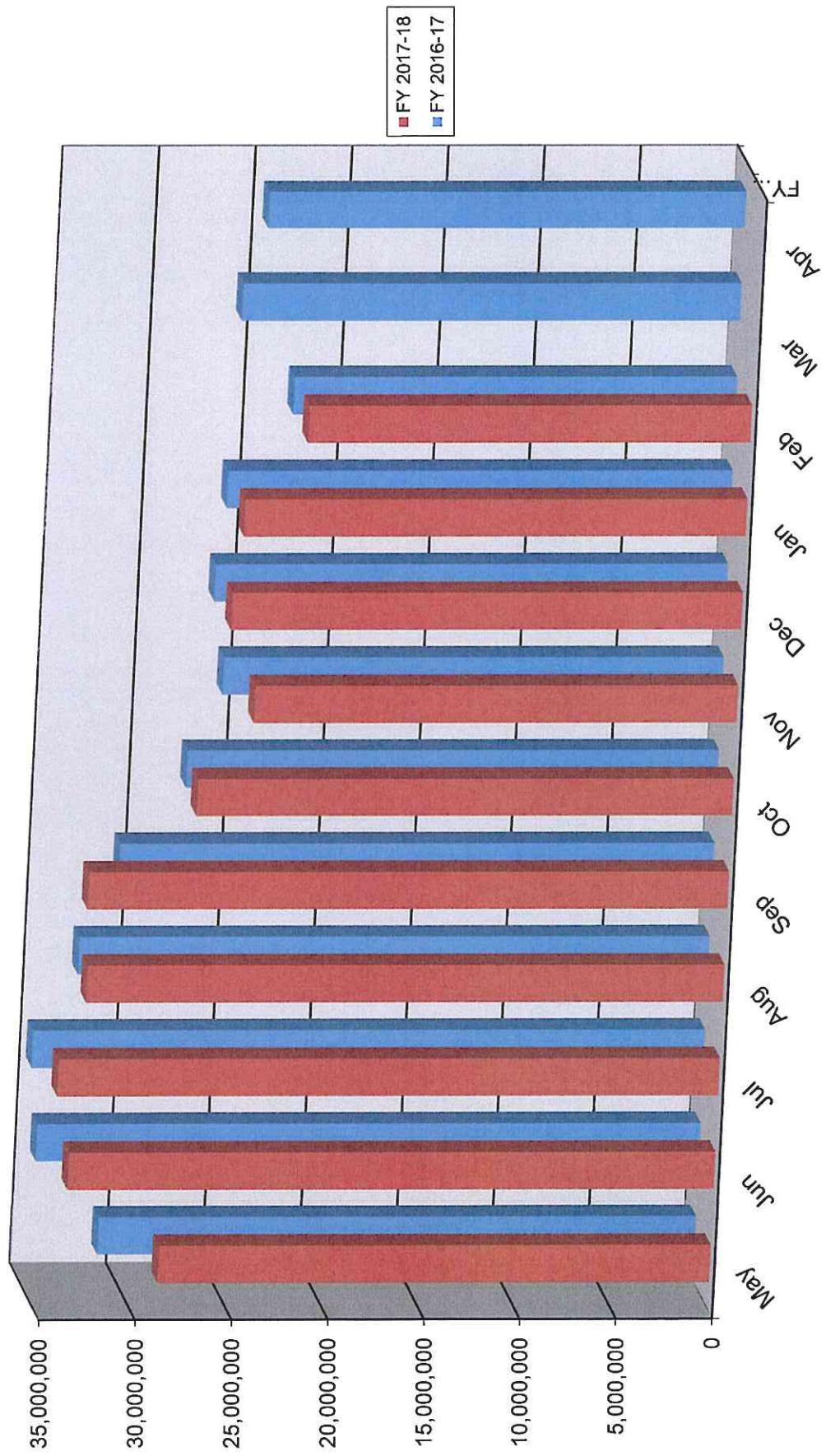
PERCENTAGE DIFFERENCE (+/-): -0.68%

FY17/18 PUMPAGE PROJECTION (gallons): 350,000,000  
FY17/18 GALLONS PUMPED TO DATE: 291,211,000

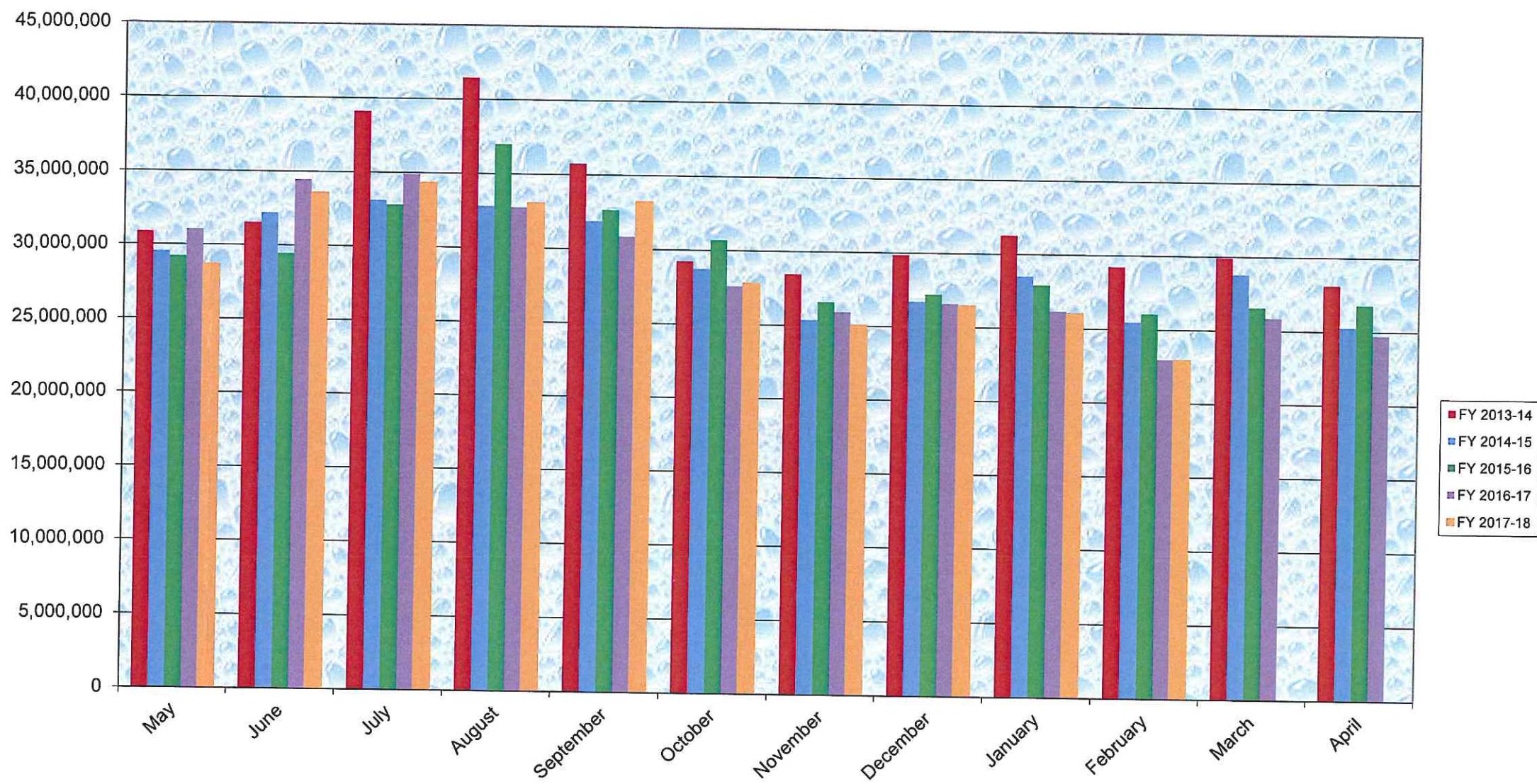
All table figures  
are in millions  
of gallons sold  
on a monthly  
basis per fiscal  
year.

CURRENT PERCENTAGE  
PUMPED COMPARED TO 83.20%

## Monthly Pumpage Chart



**Village of Willowbrook**  
**Pumpage Report**

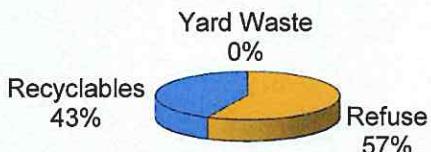


# CITY OF Willowbrook

## MONTHLY DATA REPORT

	Tons Collected by Month			Recycling Detail		Email To: <a href="mailto:ghummel@willowbrook.il.us">ghummel@willowbrook.il.us</a>
	Refuse	Recyclables	Yard Waste	Paper Fiber	Commingled Containers	
January-18	79.76	63.25	0.38	44.03	19.22	
February-18	55.40	37.03		25.78	11.25	
March-18	62.16	47.49		33.06	14.43	
April-18				0.00	0.00	
May-18				0.00	0.00	
June-18				0.00	0.00	
July-18				0.00	0.00	
August-18				0.00	0.00	
September-18				0.00	0.00	
October-18				0.00	0.00	
November-18				0.00	0.00	
December-18				0.00	0.00	
<b>Totals</b>	<b>197.32</b>	<b>147.77</b>	<b>0.38</b>	<b>102.86</b>	<b>44.91</b>	
<b>Monthly Average</b>	<b>65.77</b>	<b>49.26</b>	<b>0.38</b>	<b>8.57</b>	<b>3.74</b>	
<b>Weekly Average</b>	<b>15.18</b>	<b>11.37</b>	<b>0.09</b>	<b>1.98</b>	<b>0.86</b>	

### Percentage of Materials Collected



**From:** Tim Halik  
**Sent:** Tuesday, March 27, 2018 12:14 PM  
**To:** Hopkins, Grover  
**Cc:** Andrew Passero  
**Subject:** Willowbrook IL 0431100 - PWS Inspection/Sanitary Survey, 3/27/18  
**Attachments:** WB Cross Connection Survey Form.pdf

**Categories:** Red category

Mr. Hopkins:

Thank you for your inspection this morning of the Willowbrook public water supply system. According to my notes from the inspection, the following corrective action is required on our part:

- 1) **Outstanding IEPA Construction Permit Paperwork:** According to the list you provided, two (2) permits are outstanding:

Recd dt	LogPmNum	Title Plans	Status	Issue Date
1/15/2016	C 2016-0608 0	3 MG Standpipe Painting and Rehabilitation Project	G	2/16/2016
8/19/2015	F 2016-0187 0	Upgrades to 75 <sup>th</sup> St. 3.0 mg Standpipe & Executive 0.5 mg Elevated Tank	N	8/31/2015

Both of these permits pertain to water tank repair projects performed by the Village. The work on Permit No. F 2016-0187 0 is complete and our consultant engineer (David Sulkowski from Christopher B. Burke Engineering, Ltd. 847-823-0500) will submit the necessary final paperwork ASAP to obtain the Operating Permit. The work on Permit No. C 2016-0608 0 was completed and recently inspected by Mr. Dwayne L. Booker of the IEPA on 2/19/18. Therefore, we can now send in the final paperwork to obtain the Operating Permit.

- 2) **Bi-Annual Cross Connection Control Survey:** Attached, please find a copy of the Willowbrook Cross Connection Control Survey form which will be sent to all water customers on a bi-annual basis.
- 3) **Replacement of Damaged Chlorine Vent Screen at Pumphouse:** This part was ordered today from our supplier and will be installed immediately upon receipt. Afterwards, a picture of the installed part will be taken and sent to you.
- 4) **Installation of Screen on Overflow at 67<sup>th</sup> Street Spheroid Tank:** We will order this part through a tank repair contractor (Tecorp, Inc.), have it installed, and afterwards take a picture of it to send to you.
- 5) **Installation of Concrete Splash Pads at Executive Tank & 67<sup>th</sup> Street Tank:** As you recall from our inspection, the splashpad for the overflow pipe at the Executive Tank consists of large broken concrete pieces. At the 67<sup>th</sup> Street Tank, no splashpad was present. You indicated that you needed to confirm whether a poured concrete splashpad is required at both locations, or whether large stone (i.e., rip-rap)

can be used as a splashpad. Once we receive your response, we will make the necessary alterations ASAP, take pictures, and send them to you.

Regardless, we will complete all above-mentioned items within the 30-day correction period allotted. If you have any questions or comments, please do not hesitate to contact me.

Thank you.

**Tim Halik**  
Village Administrator  
Village of Willowbrook  
835 Midway Drive  
Willowbrook, IL 60527

Office (direct): 630.920.2261  
Fax: 630.920.2427  
E-mail: [thalik@willowbrook.il.us](mailto:thalik@willowbrook.il.us)  
Web: [www.willowbrookil.org](http://www.willowbrookil.org)



**From:** Hopkins, Grover <[Grover.Hopkins@Illinois.gov](mailto:Grover.Hopkins@Illinois.gov)>  
**Sent:** Thursday, March 01, 2018 1:57 PM  
**To:** Tim Halik <[thalik@willowbrook.il.us](mailto:thalik@willowbrook.il.us)>  
**Subject:** pre inspec

State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately by return e-mail and destroy this communication and all copies thereof, including all attachments. Receipt by an unintended recipient does not waive attorney-client privilege, attorney work product privilege, or any other exemption from disclosure.

# Village of Willowbrook Cross-Connection Control Survey



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

Facility Number: IL0431100

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

This Bi-Annual Survey form **MUST** be completed by **ALL** services connected to our water utility and submitted to the Willowbrook Public Works Department. The form may be emailed to [vstoltz@willowbrook.il.us](mailto:vstoltz@willowbrook.il.us) or mailed to the Willowbrook Village Hall at 835 Midway Drive, Willowbrook IL, 60527. Please contact Virginia Stoltz at (630) 920-2238 with questions.

Please check **ALL** boxes that best describe your plumbing installation.

**1. Is your location heated by a boiler/radiant heater? .....** Yes  No

*1.1. Does this boiler/heater utilize chemical additives to control scale? .....* Yes  No

*1.2. Does this boiler/heater have a backflow prevention device installed? .....* Yes  No

*1.3. Device: \_\_\_\_\_*

**2. Is an underground sprinkler system installed? .....** Yes  No

*2.1. Does this underground sprinkler use a water source other than Village water? Yes  No*

*2.2. Does this underground sprinkler have a backflow prevention device installed? Yes  No*

*2.3. Device: \_\_\_\_\_*

**3. Is a fire sprinkler system connected to our water supply at this location? .....** Yes  No

*3.1. Does this fire sprinkler system use a water source other than Village water? .. Yes  No*

*3.2. Does this fire sprinkler have a backflow prevention device installed? .....* Yes  No

*3.3. Are chemicals added to the fire sprinkler system? .....* Yes  No

*3.4. Device: \_\_\_\_\_*

**4. What type of pool/hot tub is at this location? None Above Ground Below Ground**

*4.1. Is a backflow prevention device installed on the piping used for filling? .....* Yes  No

*4.2 Device: \_\_\_\_\_*

**5. Are any industrial ice makers being used at this location? .....** Yes  No

*5.1. Do the industrial ice makers have a backflow prevention device installed? .. Yes  No*

*5.2. Device: \_\_\_\_\_*

**6. Is a gravity feed type air conditioning cooling tower connected to this service? Yes  No**

*6.1. Does this equipment have a backflow prevention device installed? .....* Yes  No

*6.2. Device: \_\_\_\_\_*

**7. Is there any type of laboratory at his location? (Dental, Mortuary, etc.). .....** Yes  No

*7.1. Is there a backflow prevention device installed for these activities? .....* Yes  No

*7.2. Device: \_\_\_\_\_*

**8. Does this location use any Industrial applications? .....** Yes  No

*8.1. Is there a backflow prevention device installed for these activities? .....* Yes  No

*8.2. Device: \_\_\_\_\_*

## **Cross Connection Control Program FAQ**

The Village of Willowbrook Cross Connection Control Program is designed to safeguard public health by protecting the municipal drinking water supply. Your cooperation is essential. Following are a list of the most frequently asked questions and answers related to surveys of all residential water customers in Willowbrook.

### **Why did I receive a water survey from the Village of Willowbrook?**

The Illinois Environmental Protection Agency (IEPA) requires every water supply provider to develop and implement a backflow prevention control program. The program mandates surveying all residential water customers every two years to identify and eliminate connections that could allow contaminants to accidentally flow back into the drinking water from sources such as fire protection sprinkler systems, boilers, lawn sprinklers and swimming pools.

### **How should I respond to the survey?**

You have a couple options. You also can complete and return the survey letter you received in the mail to the Willowbrook Village Hall attention Virginia Stoltz, 835 Midway Drive, Willowbrook, IL 60527. In addition, the survey can be faxed to (630) 323-0787, scanned and emailed to [vstoltz@willowbrook.il.us](mailto:vstoltz@willowbrook.il.us), or dropped off at the Willowbrook Village Hall.

### **What is a cross connection?**

A cross connection is a connection between a potable water supply and a non-potable source, where a contaminant potentially could enter the drinking water supply. Cross connections should be protected by a valve called a backflow preventer.

### **What is a backflow preventer?**

A backflow preventer is a device that allows the water to flow only in one direction and prevent a pipe or device connected to the water supply line to allow water to flow back into the municipal supply system.

### **Who has responsibility for installing backflow preventers?**

Property owners are responsible for installing, testing and maintaining backflow preventers. Water customers must contract with a licensed professional to perform the required annual tests and make any necessary repairs. Most plumbing contractors can install and repair backflow preventers and are certified to test them.

### **Where would a backflow preventer be installed?**

Residential backflow preventers typically are found on systems such as those for irrigating lawns, filling swimming pools and water features, and fire sprinkler systems. If your heat is supplied by radiators, the hot water boiler should have a preventer, as should a water softener. Toilets, bathtubs, sinks, hot water heaters and other standard plumbing fixtures do not require backflow preventers.

### **What should I do if I don't know the answer to any of the questions on the survey?**

If you don't know the answer to any of the questions, contact Virginia Stoltz at (630) 920-2238 with any questions.

**Will anyone contact me after I complete and submit the survey?**

If you have or require backflow protection, you may be contacted for compliance testing, repairs, installations, inspections or additional surveys.

**What happens if I do not fill out the survey?**

All water customers are required to complete and return this survey. While there are no penalties or fines for not completing the survey, everyone is encouraged to complete the survey to ensure the Village is in compliance with IEPA regulations and can assess the potential risks to our drinking water supply.

**Who can I contact for more information?**

You may contact the Village of Willowbrook Public Works Department at (630) 920-2238 for additional information.

**Tim Halik**

---

**From:** Tim Halik  
**Sent:** Thursday, March 08, 2018 10:52 AM  
**To:** 'Hopkins, Grover'  
**Cc:** Andrew Passero  
**Subject:** RE: pre inspec  
**Attachments:** doc00842920180308104225.pdf

Mr. Hopkins –

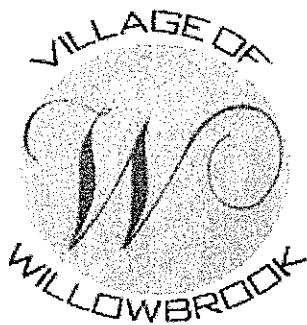
Attached, please find the completed pre-inspection survey documents pertaining to the Village of Willowbrook public water supply system (IL0431100). We look forward to the scheduled inspection which will occur on Tuesday, March 27, 2018 at 10:00 AM.

If you have any questions or comments, please do not hesitate to contact me directly.

Thank you.

**Tim Halik**  
Village Administrator  
Village of Willowbrook  
835 Midway Drive  
Willowbrook, IL 60527

Office (direct): 630.920.2261  
Fax: 630.920.2427  
E-mail: [thalik@willowbrook.il.us](mailto:thalik@willowbrook.il.us)  
Web: [www.willowbrookil.org](http://www.willowbrookil.org)



**From:** Hopkins, Grover <[Grover.Hopkins@illinois.gov](mailto:Grover.Hopkins@illinois.gov)>  
**Sent:** Thursday, March 01, 2018 1:57 PM  
**To:** Tim Halik <[thalik@willowbrook.il.us](mailto:thalik@willowbrook.il.us)>  
**Subject:** pre inspec



# ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-2829  
**BRUCE RAUNER, GOVERNOR**      **ALEC MESSINA, DIRECTOR**

**ALEC MESSINA, DIRECTOR**

847-608-3131

FAX: 847-608-3139

February 23, 2018

Village of Willowbrook Public Water Supply  
c/o Mr. Timothy Halik, Village Administrator  
7760 South Quincy Street  
Willowbrook, Illinois 60527

RE: **Willowbrook – IL0431100**  
Public Water Supply Inspection/Sanitary Survey  
Last Inspection Completed on March 27, 2014



Dear Mr Halik:

The Illinois Environmental Protection Agency will be conducting an inspection of your Public Water Supply. The purpose of these periodic inspections is to identify deficiencies that may cause your water system to violate drinking water standards. We will be reviewing our copies of operating reports, monitoring results, previous inspection reports, compliance data and general correspondence to prepare for an on-site inspection of the water system facilities which will be scheduled within the next 30 days.

Public Water Supply regulations are much more complex than they used to be, and the general public continues to want even more assurance that their water systems will be reliable and safe. Our goal is to do what we can to assist you in providing this assurance.

Some of the items we need to evaluate are not available in our files, and may require input from several people within your organization. The following items are enclosed in this letter:

1. **A Schematic / Diagram** of your public water system showing water sources, treatment application points, storage tanks, pumping stations, and other major facilities as they are shown in our records. This needs to be reviewed for accuracy.
2. **A Pre-Survey Questionnaire.** This is a request for information regarding the water system facilities that could not be found in our files, or information that we suspect is inaccurate.
3. **Capacity Assessment Worksheet** to help assess your organization's ability to accommodate current requirements and the long term operation of the water system.

4302 N. Main St., Rockford, IL 61103 (815) 987-7760  
595 S. State, Elgin, IL 60123 (847) 608-3131  
2125 S. First St., Champaign, IL 61820 (217) 278-5800  
2009 Mall St., Collinsville, IL 62234 (618) 346-5120

9511 Harrison St., Des Plaines, IL 60016 (847) 294-4000  
5407 N. University St., Arbor 113, Peoria, IL 61614 (309) 693-5462  
2309 W. Main St., Suite 116, Marion, IL 62959 (618) 993-7200  
100 W. Randolph, Suite 10-300, Chicago, IL 60601 (312) 814-6026

Please have appropriate members of your organization complete the attached forms, and **return them to this office** within 15 days. I will be contacting you, or your certified public water supply operator to schedule the on-site inspection after we receive the completed forms. Please do not leave any questions blank. If there is(are) a(any) question(s) that do not apply to your facility provide a reason(s) why.

Please contact me at 847-608-3134 if there are questions regarding this request or the subject inspection.

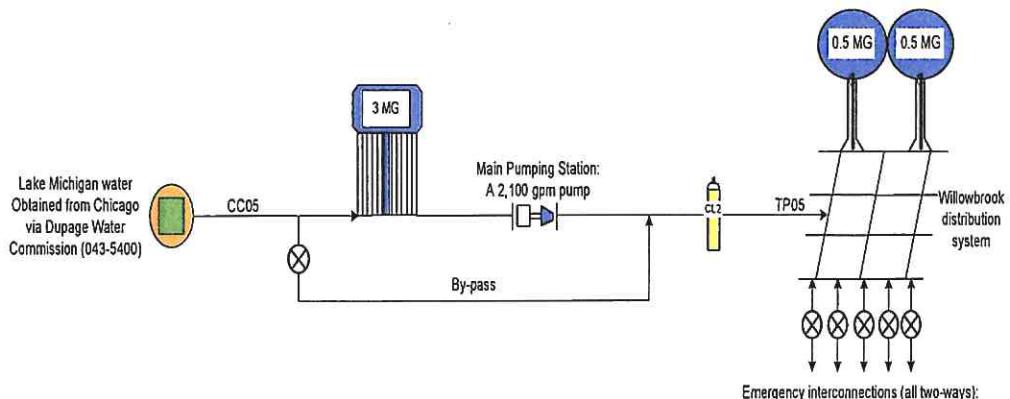
Thank you for your time and attention.

Sincerely,

Grover Hopkins  
Environmental Protection Engineer  
Elgin Regional Office

Public Water System Flow Chart  
Willowbrook 043-1100

Service connections: 2,136  
Population: 8,967



System facts:

- 1) There are continuous chlorine analyzers (HACH) at TP05 and at one of the two 0.5 MG elevated tanks.
- 2) The facility has no emergency power at TP05 but has Lake water emergency interconnections with five neighboring public water supplies and also has three days in reserve elevated storage.

Emergency interconnections (all two-ways):  
 Burr Ridge - 043-4190  
 Clarendon Hills - 043-0250  
 Darien - 043-0270  
 DuPage County (SERWF) - 043-0060  
 Westmont - 043-0950

ACCURATE.

T. H. [Signature]

3-8-18

Please answer all questions to the best of your knowledge

1. Please list the contacts we can call if we want to do an inspection or need information? :

Name	Title	Phone #
TIM HALIK	VILLAGE ADMIN. / DIR. OF M.S.	630-920-2261 OFFICE
ANDREW PASSERO	P.W. FOREMAN	630-514-3329 CELL

2. What is the direct population that the facility serves?

8,540

3. How many total connections do you service at the facility? 2124

How many residential connections do you service at the facility? 1883

How many commercial connections do you service at the facility?   

How many industrial connections do you service at the facility?   

} COMBINED 241

4. What is the maximum system pressure and the location of where it was measured?

MAX. 62 PSI @ MAIN PUMPHOUSE.

5. What is the minimum system pressure and the location of where it was measured?

MIN. 46 PSI @ RT. 83 + 67 FT. SPHEROID.

6. Does your distribution system provide adequate pressure for fire protection?

YES

7. Is a current map available of the distribution system? If there is, please have copy ready to give at the inspection? If not, please explain why

YES, WE WILL PROVIDE A WATER DISTRIBUTION MAP AT INSPECTION.

8. Please list Well name/ID#, Pump Capacity, Well Depth, Casing Length, Well Diameter and Casing Diameter

NO WELLS

9. Please list all forms of storage capacity at the facility. (Include type and capacity in gallons)

3 MG ELEVATED STANDPIPE

.5 MG ELEVATED SPHEROID - EXECUTIVE PLAZA

.5 MG ELEVATED SPHEROID - ROUTE 83 + 67TH ST.

10. Are there other sources of income to maintain the water system? If you answered yes, please list the sources.

NO - ALL FROM WATER FUND.

11. Is there a fund to cover major repairs to the system?

WATER FUND & WATER CAPITAL FUND

12. What is the name and number of the person responsible for system repairs?

ANDREW "AJ" PASSERO 630-514-3329 CELL

13. What is the name and phone number of the person responsible for financial management of the water system?

CARRIE DITTMAN, DIR. OF FINANCE, 630-920-2235

14. What was the most recent repair or improvement involving this water system (include dates)?

COMPLETE BLASTING AND RE-COATING OF EXECUTIVE PLAZA .5 MG SPHEROID. APRIL 2017 THROUGH AUGUST 2017.

15. Do you have any planned, anticipated, or needed upgrades and improvements? If so, please list them.

REPLACEMENT OF DATA COLLECTION UNITS (DCUs) X3 AS PART OF WIRELESS WATER METER READING SYSTEM IN FY 2018/19.

16. Do you have emergency power? If so, what kind and what does it provide power to?

NO B/V POWER AT PUMPHOUSE, BUT INCLUDES HUBBLE PLUGS TO CONNECT AN OUTSIDE GENERATOR

17. Are there any private wells in your area? If so, are these private wells interconnected with your distribution system?

PRIVATE WELLS WITHIN CORPORATE LIMITS. NO INTERCONNECTIONS

18. What is the name, phone number, and fax number of your primary lab and secondary lab?

ETP LABS, INC., 630.891.3392, 630.891.3394 FAX  
SVBVRBAN LABS, 708.544.3260

19. Do you charge a service fee or minimum charge per month? If so, please list the amount charged and the amount of water included.

RESIDENTIAL MIN. CHARGE \$78.56 / QUARTER (UP TO 9,000 GAL.)

20. Is there a direct charge to your customers per 1,000 gallons? If so, please list the amount charged.

\$9.67 PER 1,000 GALLONS.

21. Is your billing frequency on a monthly basis? If not, please list the billing frequency.

QUARTERLY FOR RESIDENTIAL / MONTHLY FOR COMMERCIAL

22. When was the date of the last rate increase?

JANVARY 1, 2015

23. How does your water utility handle customers who fail to pay water bills?

IF NOT PAID WITHIN 30 DAYS → 10% PENALTY → IF NOT PAID WITHIN 45 DAYS → \$25.00 FINE → IF NOT PAID WITHIN 60 DAYS → DISCONNECT SERVICE.

24. What are the major water supply concerns expressed by your customers?

COST OF WATER.

25. Please list all satellite water systems and interconnects that supply water or obtains water to and from the facility. Include the facility number and state rather the facility is a source of water or is purchasing water from your facility?

EMERGENCY INTERCONNECTS: BURR RIDGE (# 0434190, SOURCE)  
DARIEN (# 0430270, SOURCE)  
WESTMONT (# 0430950, SOURCE)  
DUPAGE CO. (# 0430060, SOURCE)  
CLARENDOON HILLS (# 0430250, SOURCE)

26. Are there any septic tanks within 75 feet of the wells or sanitary sewers within 10 feet of the wells?

NO WELLS.

27. Is your water utility ICC (Illinois Commerce Commission) regulated?

NO.

28. Please list the Class and Certification number of the Certified Operator on file for the facility.

TIMOTHY J. HALIK, CLASS "C" OPERATOR, # 168370068

29. Please send in 3 to 5 copies of completed cross connection bi-annual surveys submitted by your costumers. Please be sure to use random dates and different costumers.

NOT REQUIRED TO BE SUBMITTED BY CURRENT ORDINANCE.

30. Please send in 3 to 5 test results from the backflow prevention equipment (RPZ) submitted by your costumers. Please be sure to use random dates and different costumers.

FIVE (5) COMMERCIAL / RESIDENTIAL RESULTS ATTACHED

31. Please be prepared to show the location and test rest results of the backflow prevention equipment that the facility is responsible for. OKAY.

32. Please provide information on the following construction permits. We do not have operating permits for any of the construction permits listed. If you do have operating permits for the projects listed below, please have a copy of the operating permits on hand during the inspection.

WE HAVE QUESTIONS. WILL DISCUSS AT INSPECTION.

OUTSTANDING / CURRENT CONSTRUCTION / OPERATING PERMITS					
PERMIT NO.	PROJECT NAME	IN PROGRESS	ABANDONED	COMPLETION DATE	OPERATING PERMIT SUBMITTED?
<b>"See attached"</b>					
SYSTEM MODIFICATIONS MADE WITHOUT APPROVED CONSTRUCTION PERMIT?					

## TECHNICAL CAPACITY

TECHNICAL CAPACITY ASSESSMENT	YES	NO	Does not apply
Record your systems total annual pumpage for the past year: <u>343,790,000</u> ( <u> </u> MG) ( <u>X</u> gal)			
Record your systems peak day pumpage: <u>JULY '16 1,641,000</u> ( <u> </u> MGD) ( <u>X</u> gpd)			
List amount of water billed or sold to customers <u>343,790,000</u> ( <u> </u> MG) ( <u>X</u> gal)			
Number of customers / population served <u>2124</u> / <u>8540</u>			
List plant capacity <u>1,267 ( ALLOCATION )</u> ( <u>X</u> MGD) ( <u> </u> gpd)			
List total well capacity <u>0</u> ( <u> </u> MGD) ( <u> </u> gpd)			
List plant capacity with largest well or treatment unit out of service <u>0</u> ( <u> </u> MGD) ( <u> </u> gpd)			
Is standby/emergency power equipment exercised?			<u>X</u>
Check frequency equipment exercised ( <u> </u> weekly) ( <u> </u> monthly) ( <u> </u> quarterly) ( <u> </u> annual) ( <u> </u> other)			
Can your water system provide uninterrupted water service for 24 hours without electrical power?	<u>X</u>		
Are hydrants routinely flushed and maintained? Flushing frequency: <u>X annual X spring fall</u> as needed	<u>X</u>		
Are the locations of all valves in the distribution system precisely known? <u>GPS LOCATED</u>	<u>X</u>		
Are all valves periodically exercised and maintained? List exercising frequency <u>3 YEARS</u>	<u>X</u>		
Are locations, size and type of mains and valves detailed on records or maps kept in a secure area?	<u>X</u>		
Are meter pits and curb stops located, unobstructed and accessible?	<u>X</u>		
Is the unaccounted-for water less than 15% of the total water delivered to the mains?	<u>X</u>		
List amount of water unaccounted for: <u>3</u> % ( <u> </u> check if information is not available)	<u>X</u>		
Are all customers, water sources and treatment plants metered?	<u>X</u>		
List frequency of meters changed/calibrated <u>TESTED + CHANGED AS REQUIRED</u>	<u>X</u>		
Is your treatment equipment adequate to provide drinking water that meets all drinking water standards?			

## MANAGERIAL CAPACITY

MANAGERIAL CAPACITY ASSESSMENT	YES	NO	N/A
Is there a clear plan of organization and control among the people responsible for management and operation of the water system?	<u>X</u>		
Are contingency plans in place for unanticipated loss of key personnel?	<u>X</u>		
Is a written emergency response plan in place and up to date?	<u>X</u>		
Are employees and water system officials encouraged to attend conferences and seminars to stay current with Public Water Supply requirements and technology?	<u>X</u>		
Does the utility perform inspections of work performed on the system by outside contractors?	<u>X</u>		
Are construction permits obtained prior to starting water supply projects that require a permit, and are operating permits obtained before placing those improvements into service?	<u>X</u>		
Do you maintain copies of all water sample results, operating reports and inspection reports?	<u>X</u>		
Do you have a cross connection control program?	<u>X</u>		
Where are cross connection control survey results and record kept? <u>VILLAGE HALL</u>			

## FINANCIAL CAPACITY

FINANCIAL CAPACITY ASSESSMENT	YES	NO	N/A
Does your organization have an annual budget for operating and maintaining the water system?	<u>X</u>		
Are water rates regularly reviewed? <u>YES</u> Date of last rate increase <u>JANUARY 1, 2015</u>			
Does your water system generate sufficient revenue to meet estimated expenses during the current and forecasted budget years?	<u>X</u>		
Are adequate reserve funds in place to provide for emergency repairs?	<u>X</u>		
Can your organization cover the costs of an emergency or failure of its most vulnerable system component? (source / storage / treatment etc?)	<u>X</u>		
Does your organization have a written 5-year Capital Improvement Plan for major water system improvements?	<u>X</u>		
Are rates sufficient to meet the costs of the 5-year Capital Improvement Plan?	<u>X</u>		
Does your organization have adopted procedures for selecting outside contractors and suppliers?	<u>X</u>		

Public Water Supply Name: Willowbrook

ID: IL043-1100

Date: 3/8/18

Prepared by:

*T.J. Halik*

TIMOTHY J. HALIK

Phone: 312-638-9878

Fax: 312-724-8775

www.municipalbackflow.com

Email: info@municipalbackflow.com

Address: 121 Hickory Terrace, Island Lake, IL 60042



Backflow prevention assembly test and certification report					
Site	Willowbrook Post Office			Test date	Re-Test date
Address	7140 S Monroe St Sent to Greg for repair quote on Feb 6th.			02/06/2017	02/06/2018
City	Willowbrook				
Contact	Tiffany Lewis			PASS <input checked="" type="checkbox"/>	FAIL <input type="checkbox"/>
Phone	630-990-4224				
Location	SPRINKLER Room LEFT By LUNCHROOM				
Application	Fire By-Pass			Line PSI: 50	
Device	Size 3/4"	Make Ames	Model 4000 B	Serial # 02167	
Type	DC <input checked="" type="checkbox"/>	DCDA <input type="checkbox"/>	RP <input checked="" type="checkbox"/>	RPDA <input type="checkbox"/>	Unapproved <input type="checkbox"/>
Initial test	1st check		2nd check		Relief Valve
	BP	<input type="checkbox"/>	DOF	<input type="checkbox"/>	Didn't Open <input type="checkbox"/>
	Leaked	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Leaking <input type="checkbox"/>
	Closed	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Opened <input checked="" type="checkbox"/>
PSID	8.3		8.3		PSID 2.2
Repair Comments	Left device as found, off <input type="checkbox"/>				
Final Test	Closed <input checked="" type="checkbox"/> PSID 8.3	Closed <input checked="" type="checkbox"/> PSID 8.3	Opened <input checked="" type="checkbox"/> PSID 2.2		
Misc	Strainer <input type="checkbox"/> Air Gap <input checked="" type="checkbox"/> Drain Line <input type="checkbox"/>	Test Kit <input type="checkbox"/> Calibrated <input checked="" type="checkbox"/> Serial <input type="checkbox"/>	Watts TK 99E 1/18/17 117201	Last repair date 02/02/2017	
Attest	XC 3078	Mike Harbut	058161845	<input checked="" type="checkbox"/> M	
	CCCDI #	NAME	IL LIC #	<input type="checkbox"/>	INITIALS

## MASTERS IRRIGATION COMPANY

lawn sprinkler systems

9866 DERBY LANE • WESTCHESTER, ILLINOIS 60154 • (708) 343-8500 • FAX (708) 343-8526

FAIL PASS REDUCED PRESSURE PRINCIPLE BACKFLOW DEVICE  
TEST & CERTIFICATION REPORT

Name: Bretton Lakes  
 Address: 855 Bretton Lakes Dr  
Willowbrook  
 Service: Irrigation  
 Location: S+E side of house

Make & Model: Feico 8254  
 Size: 2"  
 Serial Number: A176727  
 Date Tested: 6-10-17  
 Retest Date: 6-10-18

Check Valve 1	Check Valve 2	Relief Valve
Leaked ( ) Closed Tight <input checked="" type="checkbox"/> <u>7.2</u>	Leaked ( ) Closed Tight <input checked="" type="checkbox"/> <u>6.8</u>	Opened at <u>2.8</u> psi differential Did not open ( )
Cleaned ( ) <i>Replaced</i>	Cleaned ( ) <i>Replaced</i>	Cleaned ( ) <i>Replaced</i>
Disc ( )	Disc ( )	Disc Assy. ( )
Disc Holder ( )	Disc Holder ( )	O-Rings ( )
Stem ( )	Stem ( )	Stem ( )
Retainer ( )	Retainer ( )	Spring ( )
O-Rings ( )	O-Rings ( )	Diaphragm ( )
Seat ( )	Seat ( )	Seat ( )
Spring ( )	Spring ( )	Spacer ( )
Guide ( )	Guide ( )	
Bushings ( )	Bushings ( )	
Other ( )	Other ( )	Other ( )
FINAL TEST Closed Tight <input checked="" type="checkbox"/> <u>7.2</u>	Closed Tight <input checked="" type="checkbox"/> <u>6.8</u>	Opened at <u>2.8</u> psi differential

Special Comments: \_\_\_\_\_

THE ABOVE INFORMATION IS CORRECT

JAMES LEWIS

CCCDI Approval #058-15655C-XC1300

6-10-17

**Carefree Lawn Sprinklers, Inc.**

22049 S. Howell Drive  
New Lenox, IL 60451  
(815) 462-3300  
(815) 462-4570 fax

FAIL PASS **REDUCED PRESSURE PRINCIPLE BACKFLOW DEVICE  
TEST & CERTIFICATION REPORT**

Name: Mr. Ruffalo RUF108 Make &amp; Model: Febco 825Y

Address: 6803 Adams Street Size:  $\frac{3}{4}$ "

Willowbrook, IL 60514 Serial Number: 022275

Service: Lawn Sprinkler Date Tested: 8-4-17

Location: Outside Calibration Date: 2-6-17

Check Valve 1	Check Valve 2	Relief Valve
Leaked ( )	Leaked ( )	Opened at 2.5 psi differential
Closed Tight (X) 8.5	Closed Tight (X) 8.25	Did not open ( )
Cleaned ( )	Cleaned ( )	Cleaned ( )
Replaced ( )	Replaced ( )	Replaced ( )
Disc ( )	Disc ( )	Disc Assy ( )
Disc Holder ( )	Disc Holder ( )	O-Ring ( )
Stem ( )	Stem ( )	Stem ( )
Retainer ( )	Retainer ( )	Spring ( )
O-Rings ( )	O-Rings ( )	Diaphragm ( )
Seat ( )	Seat ( )	Seat ( )
Spring ( )	Spring ( )	Spacer ( )
Guide ( )	Guide ( )	Other ( )
Bushings ( )	Bushings ( )	
Other ( )	Other ( )	
<b>Final Test</b> Closed Tight (X) 8.5	Closed Tight (X) 8.25	Opened at <u>2.5</u> psi differential

Buffer 6; Tagged

CF

Special Comments:



THE ABOVE INFORMATION IS CORRECT

Michael P. Strick  
CCDI Approval #058-17229C - XC2375

**Carefree Lawn Sprinklers, Inc.**

22049 S. Howell Drive  
New Lenox, IL 60451  
(815) 462-3300  
(815) 462-4570 fax

FAIL PASS **REDUCED PRESSURE PRINCIPLE BACKFLOW DEVICE  
TEST & CERTIFICATION REPORT**

Name: Mr. &amp; Mrs. Carnicom CAR231 Make &amp; Model: Febco 825Y

Address: 6425 Bentley Avenue Size:  $\frac{3}{4}$ "

Willowbrook, IL 60514 Serial Number: 38898

Service: Lawn Sprinkler Date Tested: 9-5-17

Location: Outside Calibration Date: 2-7-17

Check Valve 1	Check Valve 2	Relief Valve
Leaked ( )	Leaked ( )	Opened at 2.5 psi differential
Closed Tight (X) 7.5	Closed Tight ( ) 7.25	Did not open ( )
Cleaned ( )	Cleaned ( )	Cleaned ( )
Replaced ( )	Replaced ( )	Replaced ( )
Disc ( )	Disc ( )	Disc Assy ( )
Disc Holder ( )	Disc Holder ( )	O-Ring ( )
Stem ( )	Stem ( )	Stem ( )
Retainer ( )	Retainer ( )	Spring ( )
O-Rings ( )	O-Rings ( )	Diaphragm ( )
Seat ( )	Seat ( )	Seat ( )
Spring ( )	Spring ( )	Spacer ( )
Guide ( )	Guide ( )	
Bushings ( )	Bushings ( )	
Other ( )	Other ( )	Other ( )
<b>Final Test</b>		Opened at <u>2.5</u> psi
Closed Tight (X) 7.5	Closed Tight (X) 7.25	differential

Special Comments: Buffer 5; Tagged

CF

THE ABOVE INFORMATION IS CORRECT



Michael P. Strick  
CCDI Approval #058-17229C - XC2375

B&amp;A Plumbing, Inc

619 Estes Avenue. Schaumburg, IL 60193

Phone: 847-985-2444 Fax: 847-985-7677



### Cross Connection Control Device Testing & Certification Report

Manufacturer: Ames Model: 5000SS Size: 6" Serial #: 100132

Name of Owner: Prologis Phone:

Address (Street, City, Zip): 625 Willowbrook Centre Pkwy Willowbrook, IL

Location of Device In Building: Riser Room

Piping System: Fire RPZ: X DBC: DBDC

	Check Valve # 1	Check Valve # 2	Relief Valve
Initial Test	Leaked <input type="checkbox"/> Closed Tight <input checked="" type="checkbox"/>	Leaked <input type="checkbox"/> Closed Tight <input checked="" type="checkbox"/>	Opened @ _____ PSI <input type="checkbox"/>
Differential Pressure	7.4 DPSI <input checked="" type="checkbox"/>	7.2 DPSI <input checked="" type="checkbox"/>	Reduced Pressure <input type="checkbox"/>
Final Test	Closed Tight <input checked="" type="checkbox"/>	Closed Tight <input checked="" type="checkbox"/>	Did Not Open <input type="checkbox"/>
Alarm #:	974951	Operator #: ERIN	Opened @ 2.5 PSI <input checked="" type="checkbox"/>
			Reduced Pressure <input checked="" type="checkbox"/>

#### Description of Repairs:

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#### Special Comments:

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#### Final Test By:

James Hermann - Plumbing Lic# 058-190695 CCCDI# XC4255 - Michael J. Freier - Plumbing Lic# 058-175837 CCCDI# XC4045 - Donald Medlin - Plumbing Lic# 058157447 CCCDI# XC2951 - 

Date: 10-02-2017 Time: 11:30

This report is certified to be true: (Name) PASS - FAIL-