

## AGENDA

### SPECIAL RULES MEETING OF THE BOARD OF TRUSTEES VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS COOK AND WILL COUNTIES

**Village Hall - Boardroom**

**7:00 p.m.**

**July 21, 2025**

Roll Call

1. Extraction Tools Purchase for Fire Department
2. Purchase of one 2024 Jeep Grand Cherokee for Police Department
3. A Resolution Authorizing the Execution of a Transit Shelter Advertising agreement between the Village of Park Forest and PACE
4. Purchase of two Ford F250 Pick Up Trucks for Public Works
5. Purchase of a 2026 Ford F550 Dump Truck and Dump Box for Public Works
6. Approval of a Local Agency Agreement and Funding Resolution for Federal participation for road improvements to Blackhawk Drive
7. Approval of a Phase 1/Phase 2 Engineering Services Agreement for road improvements to Blackhawk Drive
8. Approval of a MFT Resolution to appropriate \$324,621 in Motor Fuel Tax Funds for Phase 1/Phase 2 Engineering costs associated with road improvement to Blackhawk Drive
9. A Resolution to Accept Funding Award from and Participating in the Illinois Housing Development Authority Home Repair and Accessibility Program Round 2
10. A Resolution to Adopt Rebuilding Together Metro Chicago as HRAP Rd 2 Third Party Administrator for the Village of Park Forest
11. Urban Forestry Maintenance Contract Renewal 2025/26
12. Keyless Entry Phase II- Village Hall / Fire Department

Mayor's Comments

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

Adjournment

Agenda Items are Available in the Lobby of Village Hall and on the Village website [www.villageofparkforest.com](http://www.villageofparkforest.com) Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Village Manager's Office at least 48 hours in advance of the scheduled meeting. The Village Manager's Office can be reached via telephone at (708) 283-5605 or (708)748-1129 or via e-mail at [athurston@vopf.com](mailto:athurston@vopf.com). Every effort will be made to allow for meeting participation.

## **AGENDA BRIEFING**

**DATE:** July 21, 2025

**TO:** Mayor Joseph Woods  
Board of Trustees

**FROM:** Mark Cotrano, Deputy Fire Chief

**RE:** Extrication Tool Purchase

### **BACKGROUND/DISCUSSION:**

The Fire Departments complement of extrication tools is at the end of their useful life. Most of the department's current extrication tools are corded hydraulic units that are aging and require extensive maintenance. After a recent visit by our vendor to complete routine maintenance, we have found several wear and tear issues with them. To remain in-service, replacement of hydraulic lines, batteries, and a rebuild of some major components of the tools will be needed. This would come at a minimum cost of \$10,000 to bring them up to a safe, operable status. In discussing further options with our vendor, they recommended a trade-in option for \$12,000. The complement of tools the Fire Department is trading in is a full set of hydraulic powered tools from 2007 including spreaders, cutters, ram, and the power unit, a full set of hydraulic power tools from 2016 including spreaders, cutters, ram, and power unit, and a set of battery powered tools from 2016 including spreaders, cutters, and ram.

Advancements in battery technology have made battery-powered tools the new industry standard, offering superior power, faster deployment, and increased operational safety and operability. The Fire Department will purchase the latest version of their battery-operated tools, Genesis SLI 18-volt option. These tools will also come with a new warranty. After researching, Fire Department staff found this to be the best option.

### **RECOMMENDATION:**

The Fire Department recommends moving forward with the purchase of the Genesis SLI 18-volt option and trading in our old complement of hydraulic and battery powered equipment. The total cost is \$39,453.60 which includes the reduction for trading in the older equipment.

### **SCHEDULE FOR DISCUSSION:**

This item will appear on the July 21, 2025 Special Rules agenda for discussion.



**Equipment Management Company**

22824 West Winchester Drive  
 Channahon, IL 60410  
 US  
 815-467-8762  
 Fax: 815-467-8763

# Pending

## Quote 11849

Order Date: 06/30/2025  
 Printed Date: 07/03/2025  
 Page: 1

**Bill To:**

**Park Forest Fire Dept.**  
**156 Indianwood Blvd**  
**Park Forest, IL 60466**  
**US**

**Ship To:**

**Park Forest Fire Dept.**  
**156 Indianwood Blvd**  
**Park Forest, IL 60466**  
**US**

Customer ID	Purchase Order	Valid Until	Ship Via	F.O.B.	Sales Rep	Ship From	
PARFOR		/ /	Best Way		BJOH	DIRECT	
Ord Qty		U.O.M. Description	Item Number	Item Status	Unit Price	Discount Tax Est Ship Date	Extended Price
1		EACH	1101469GRS	Sale	18,964.00000	0.000N	18,964.00
			S49 SLi 28" Spreader 18V			07/03/2025	
1		EACH	1101551GRS	Sale	18,928.80000	0.000N	18,928.80
			SC385 SLi Smooth Cut Blades 18V			07/03/2025	
1		EACH	1100145GRS	Sale	13,560.80000	0.000N	13,560.80
			22-54 SLi Tele Ram 18V			07/03/2025	
3		EA	ART.205.180.6	Sale	0.00000	0.000N	0.00
			M18 6 Amp Forged Battery			07/03/2025	
1		EACH	ART.205.410.9	Sale	0.00000	0.000N	0.00
			Genesis 3 Bay Charger w/M18 Rapid Chargers 18V			07/03/2025	
1		EACH	FREIGHT	Freight	0.00000	0.000N	0.00
			Freight will be billed once order has shipped			07/03/2025	
1		EACH	TRADE-INS	Credit	-12,000.00000	0.000N	-12,000.00
						07/03/2025	
Customer will trade in all hydraulic tools, pumps, hoses and battery tools minus SL3 17C					Non Taxable Subtotal		39,453.60
					Taxable Subtotal		0.00
					Order Discount		0.00
					Tax		0.00
					Order Total		39,453.60

## **AGENDA BRIEFING**

**DATE:** July 11<sup>th</sup>, 2025

**TO:** Mayor Joseph Woods  
Board of Trustees

**FROM:** Brian Rzyski, Chief of Police

**RE:** Acquisition of One (1) 2024 Jeep Grand Cherokee

### **BACKGROUND/DISCUSSION:**

The 2025/2026 Police Department budget (Vehicle Services Fund) includes \$159,000.00 for the replacement of three police-use vehicles. The three newly purchased vehicles will replace one administrative vehicle and two detective vehicles, all of which have the highest mileage. The Police Department is seeking to purchase from CarMax a 2024 Jeep Grand Cherokee as an administrative vehicle for the total price of \$40,694 to replace a 2015 Jeep Cherokee with approx. 118,000 miles.

Staff made the comparison of different replacement vehicle options below.

State Bid Ford Explorer: \$ 47,031 – 49,044

Non-State Bid MSRP (New): \$43,635 - \$54,965 (2025 Jeep Grand Cherokee: South Oak Dodge and Jeep-Matteson, IL)

Non-State Bid MSRP (Used): \$43,881 (a 2023 Jeep Grand Cherokee- the only used Jeep Cherokee in stock: South Oak Dodge and Jeep-Matteson, IL )

The amount to be approved is:

One (1) 2024 Jeep Grand Cherokee vehicle @ \$40,694.00.

Total: **\$40,694.00**

There are many advantages to replacing a fleet vehicles with the same type of vehicle. Staff recommends purchasing this used vehicle with less than 4,000 miles on it. Purchasing this vehicle opposed to buying new will save the Village a minimum of \$3000-5000, plus the factory warranty is still active. This price leaves funds for purchasing 2 additional vehicles as well as converting, upfitting and detailing the vehicle within the total budget.

### **SCHEDULE FOR CONSIDERATION:**

This item will appear on the July 21, 2025 Special Rules Meeting Agenda for discussion and the Regular Meeting for approval.



# USED VEHICLE BILL OF SALE

In this Used Vehicle Bill of Sale ("Contract"), the words "you" and "your" means anyone signing this Contract as a Buyer or Co-Buyer. The words "CarMax," "we," "us," and "our" means the Seller, CarMax Auto Superstores, Inc.

18800 S OAK PARK AVE  
TINLEY PARK, IL 60477

Buyer <u>VILLAGE OF PARK FOREST</u>	<u>350 VICTORY DR</u>	<u>PARK FOREST, IL 60466</u>
Name	Address	Zip Code
Co-Buyer <u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Name	Address	Zip Code

You are purchasing this used vehicle (the "Vehicle"):

Year: 2024 Make: JEEP  
 Model: GRAND CHEROKEE Body Style: 4D SPORT UTILITY  
 Color: WHITE Stock No.: 27596948  
 Mileage: 3,770 VIN: 1C4RJHAG4RC238959

Under penalties as provided by Illinois law, the undersigned CarMax authorized representative certifies, upon information and belief, that all identifying numbers on the Vehicle agree with those on the Certificate of Title, and that he believes the same to be true.

Liability insurance is not included. You attest that you currently maintain or have arranged for at least the minimum motor vehicle liability insurance required by state law with this insurance company:

Insurance Co. N/A  
 Policy No. N/A Eff. Date N/A  
 Agent Name N/A Phone (N/A)  
 Address N/A  
 City/State/Zip N/A

A Trade-In Credit is being credited for the following vehicles ("Trade-In"):

Year: N/A Make: N/A  
 Model: N/A Body Style: N/A  
 VIN: N/A Mileage: N/A

Year: N/A Make: N/A  
 Model: N/A Body Style: N/A  
 VIN: N/A Mileage: N/A

**Limited Warranty:** The Vehicle is covered by CarMax's Limited Warranty for 90 days or 4,000 miles, whichever comes first. The Limited Warranty is part of this Contract. Please read the Limited Warranty for important details.

**Limitation of Warranties:** CARMAX MAKES NO EXPRESS WARRANTIES OTHER THAN THE LIMITED WARRANTY. TO THE EXTENT PERMITTED BY LAW, ANY AND ALL IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS, APPLICABLE TO THE VEHICLE AND PRODUCTS SOLD HEREUNDER ARE LIMITED TO THE DURATION OF THE LIMITED WARRANTY. To the extent permitted by law, CarMax shall not be liable for any damages relating to the loss of use of the Vehicle or products, loss of time, inconvenience or commercial loss, or any other incidental or consequential damages. Any and all warranties are extended only to the original purchaser(s). SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

SOME STATES DO NOT ALLOW FOR THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

**Illinois Implied Warranty of Merchantability:** Illinois law requires that this vehicle will be free of a defect in a power train component for 15 days or 500 miles after delivery, whichever is earlier, except with regard to particular defects disclosed on the first page of this agreement. "Power train component" means the engine block, head, all internal engine parts, oil pan and gaskets, water pump, intake manifold, transmission, and all internal transmission parts, torque converter, drive shaft, universal joints, rear axle and all rear axle internal parts, and rear wheel bearings. You (the consumer) will have to pay up to \$100 for each of the first 2 repairs if the warranty is violated.

**SAFETY RECALLS:** YOU ACKNOWLEDGE THAT YOU HAVE REVIEWED THE SAFETY RECALL STATUS BEFORE PURCHASE OF THE

## ITEMIZATION OF PURCHASE

1. Base Price of Vehicle	\$ 39,998.00
2. Accessories	\$ 0.00
3. Additional Charges	
a. Documentary Fee*	\$ 345.00
b. N/A	\$ 0.00
c. N/A	\$ 0.00
d. N/A	\$ 0.00
e. IL Title Fees	\$ 165.00
f. N/A	\$ 0.00
g. Optional ERT Fee	\$ 35.00
h. IL Standard Plate Fee	\$ 151.00
i. N/A	\$ 0.00
j. N/A	\$ 0.00
k. N/A	\$ 0.00
l. N/A	\$ 0.00
m. N/A	\$ 0.00
n. N/A	\$ 0.00
o. N/A	\$ 0.00
Total Additional Charges	\$ 696.00
4. Total Contract Price (1 + 2 + 3)	\$ 40,694.00
5. Trade-In Allowance	
a. Total Trade-In Credit Amount	\$ 0.00
b. Amount of Trade-In to Buyer	\$ 0.00
c. Discharge of Lien on Trade-In	\$ 0.00
To: N/A	\$ 0.00
To: N/A	\$ 0.00
d. Applied Equity to Purchase (5a - 5b - 5c)	\$ 0.00
e. Remaining Liability for Trade-In to CarMax where 5c is greater than 5a	\$ 0.00
6. Total Contract Amount Due ((4 + 5e) - 5d)	\$ 40,694.00
7. Payments Made Toward Purchase	
a. Down Payment	\$ 0.00
b. N/A	\$ 0.00
c. N/A	\$ 0.00
Total Payments Made Toward Purchase (a + b - c)	\$ 0.00
8. Other Credits	
a. N/A	\$ 0.00
9. Net Balance Due from the Buyer (6 - (7 + 8a))	\$ 40,694.00

Cash  Financed  Finance Co. N/A

\*DOCUMENTARY FEE. A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO BUYERS FOR HANDLING DOCUMENTS AND PERFORMING SERVICES RELATED TO CLOSING OF A SALE. THE BASE DOCUMENTARY FEE BEGINNING JANUARY 1, 2020, WAS \$300. THE MAXIMUM AMOUNT THAT MAY BE CHARGED FOR A DOCUMENTARY FEE IS THE BASE DOCUMENTARY FEE OF \$300 WHICH SHALL BE SUBJECT TO AN ANNUAL RATE ADJUSTMENT EQUAL TO THE PERCENTAGE OF CHANGE IN THE BUREAU OF LABOR STATISTICS CONSUMER PRICE INDEX. THIS NOTICE IS REQUIRED BY LAW.

within 24 hours or written or oral notice to you, you agree that CarMax may choose to exercise one or two options: (1) CarMax may now you immediately liable for the full unpaid amount or (2) CarMax may cancel this Contract, immediately retake possession of the Vehicle, and collect from you any and all reasonable costs and expenses incurred by CarMax in retaking the Vehicle. Upon return or retaking the Vehicle, you agree to pay for any damage to the Vehicle that occurred while it was in your possession or control. You also agree to pay a use fee of \$0.20 per mile based on the difference between the mileage on the Vehicle as stated on the first page of this Contract and the mileage shown on the Vehicle at the time of return or retaking.

**DRIVER'S LICENSE / ID AUTHORIZATION:** You expressly consent to CarMax copying, retaining and using information from your driver's license or government identification card, including personal information, by means of photocopy, scan, swipe, accessing machine-readable information, or otherwise.

**PRIVACY POLICY:** By purchasing the Vehicle you acknowledge and agree to the terms of CarMax's privacy policy found at <https://www.carmax.com/privacy-policy>, as it may be revised by CarMax from time to time. You acknowledge you have access to and an opportunity to read the privacy policy.

**CARMAX LOGOS AND INSIGNIAS:** By signing this Contract, you consent to CarMax's placement of a CarMax insignia, logo, license plate frame, and/or plate on the Vehicle. If you do not consent, please inform a CarMax representative and any and all insignias, logos, license plate frames, and/or plates will be removed and the Vehicle will be restored to its original appearance at no cost to you.

**COMMUNICATIONS:** You agree that we may monitor and record telephone calls between you and CarMax. You expressly consent that we may contact you (by calls, emails, text messages, or other electronic messages) by any means, including but not limited to the use of prerecorded/artificial voice messages or automatic telephone dialing devices. Your express consent applies to any email addresses or telephone numbers we obtain or you provide in any manner and at any time, including email addresses, residential or cellular telephone numbers for which you may incur voice, data, or other charges.

**USED CAR BUYERS GUIDE:** THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

**SPANISH TRANSLATION:** GUÍA PARA COMPRADORES DE VEHÍCULOS USADOS. LA INFORMACIÓN QUE VE EN EL FORMULARIO DE LA VENTANILLA PARA ESTE VEHÍCULO FORMA PARTE DEL PRESENTE CONTRATO. LA INFORMACIÓN DEL FORMULARIO DE LA VENTANILLA DEJA SIN EFECTO TODA DISPOSICIÓN EN CONTRARIO CONTENIDA EN EL CONTRATO DE VENTA.

**ARBITRATION PROVISION:** This Arbitration Provision describes when and how a Claim (defined below) shall be arbitrated. Arbitration is a way of resolving disputes before one or more neutral persons, instead of having a trial in court before a judge and/or jury. **By signing this Contract, you and we agree to be bound by the terms of this Arbitration Provision.**

For purposes of this Arbitration Provision, references to "we," "us" and "our" mean the Seller, including its respective subsidiaries, affiliates, agents, employees and officers, or anyone to whom the Seller transfers its rights under the Contract.

**IF YOU OR WE CHOOSE ARBITRATION, THEN ARBITRATION SHALL BE MANDATORY, AND:**

- ANY CLAIM WILL BE DECIDED BY ARBITRATION AND NOT IN COURT OR BY A JURY TRIAL.
- DISCOVERY AND RIGHTS TO APPEAL ARE LIMITED BY THE ARBITRATION RULES OF THE ARBITRATION ADMINISTRATOR.
- YOU GIVE UP YOUR RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF A CLASS IN A CLASS ACTION ("CLASS ACTION WAIVER").
- OTHER RIGHTS THAT YOU OR WE WOULD HAVE IN COURT MAY NOT BE AVAILABLE IN ARBITRATION.

**a. What Claims are Covered.** A "Claim" is any claim, dispute or controversy between you and us that in any way arises from or relates to this sale and/or this Contract or the Vehicle and related goods and services that are the subject of the purchase and this Contract or the collection or servicing of this Contract, including but not limited to:

- Initial claims, counterclaims, cross-claims and third-party claims;
- Disputes based on contract, tort, consumer rights, fraud and other intentional torts (at law or in equity, including any claim for injunctive or declaratory relief);
- Disputes based on constitutional grounds or on laws, regulations, ordinances or similar provisions; and
- Disputes about the validity, enforceability, arbitrability or scope of this Arbitration Provision or this Contract, subject to paragraph (f) of this Arbitration Provision.

**b. Commencing Arbitration.** Either you or we may require any Claim to be arbitrated by first sending to the other party, by certified mail, a written notice of dispute ("Notice"). This Notice shall (1) describe the nature and basis of the Claim and (2) set forth the specific relief sought. If we do not reach an agreement to resolve the Claim within 30 days after the Notice is received, you or we may commence an arbitration proceeding.

Arbitration of a Claim must comply with this Arbitration Provision and the applicable rules and procedures of the arbitration Administrator. Arbitration is not mandatory for an individual Claim that you or we may choose to bring in small claims court or the state's equivalent court, if any. If that Claim is transferred, removed or appealed to a different court, you or we then may choose arbitration.

## USED VEHICLE BILL OF SALE

**c. Choosing the Administrator.** If you initiate the arbitration proceeding, you may choose either of the following arbitration Administrators: (1) American Arbitration Association, 120 Broadway, New York, NY 10271, www.adr.org, (800) 778-7879 or (2) JAMS, 18881 Von Karman Ave., Suite 350, Irvine, CA 92612, www.jamsadr.com, (800) 352-5267. The Administrator you choose will have rules that apply to the proceeding. Important information regarding the arbitration process and more complete information regarding arbitration procedures may be found at either Administrator's website. If the Administrator you choose is unable or unwilling or ceases to serve as the Administrator, you or we may choose the other Administrator. If both Administrators are unable or unwilling or cease to serve as the Administrator, you or we may choose another Administrator, subject to the other's approval. In all cases, any arbitrator must be a lawyer or a retired judge with at least 10 years of legal experience. If we initiate the arbitration proceeding, we will give you 20 days to choose the Administrator. If you do not choose the Administrator within that time, we will choose one for you. No matter which Administrator is chosen, you shall have the right to be represented by an attorney of your own choosing, subject to any limitations in the Administrator's rules.

**d. Choosing the Location.** Any arbitration hearing that you attend must take place at a location reasonably convenient to your residence.

**e. Paying for Arbitration.** Each Administrator charges fees to administer an arbitration proceeding. This may include fees not charged by a court. When you choose an Administrator, you should carefully review the fees charged by the Administrator. The fees and costs of any arbitration, including any initial filing fees, shall be paid in accordance with the rules and procedures of the Administrator. Each party must pay the expense of that party's attorneys, experts, and witnesses, regardless of which party prevails in the arbitration, unless applicable law or the Administrator's rules, procedures or standards provide otherwise.

**f. Class Action Waiver.** You give up your right to participate in a class action. This means that you may not be a representative or member of any class of claimants or act as a private attorney general in court or in arbitration with respect to any Claim. Further, unless both you and we agree otherwise, the arbitrator may not consolidate more than one person's Claim or Claims. Notwithstanding any other part of this Arbitration Provision, the validity and effect of the Class Action Waiver must be determined only by a court and not by an arbitrator. If a court limits or voids the Class Action Waiver, then this entire Arbitration Provision (except for this paragraph) will be null and void.

**g. Right to Discovery.** The parties shall have the right to discovery of non-privileged information and documents relevant to the Claim, subject to the rules and procedures of the Administrator.

**h. Arbitration Result and Right of Appeal.** Judgment upon the award given by the arbitrator may be entered in any court having jurisdiction. In response to a timely request from either party, the arbitrator must provide a brief written explanation of the basis for any award. The arbitrator's decision is final and binding, except for any right of appeal provided by the Federal Arbitration Act. Any party can appeal the award to a three-arbitrator panel administered by the Administrator, which must reconsider any aspect of the initial award requested by the appealing party. Reference in this Arbitration Provision to the "arbitrator" means the panel of arbitrators if an appeal of the arbitrator's decision has been taken. Subject to applicable law, costs of such an appeal will be borne by the appealing party regardless of the outcome of the appeal, unless applicable law or the Administrator's rules provide otherwise. However, we will consider any good faith, reasonable request for us to pay all or any part of those fees if you are the appealing party.

**i. Governing Law.** This Arbitration Provision is governed by the Federal Arbitration Act and not by any state arbitration law. The arbitrator must apply applicable statutes of limitations and claims of privilege recognized at law, and applicable substantive law consistent with the Federal Arbitration Act. The arbitrator is authorized to award all individual remedies permitted by the substantive law that would apply if the action were pending in court.

**j. Rules of Interpretation.** This Arbitration Provision survives the repayment of all amounts owed to us, the transfer of the Contract, and any bankruptcy by you, to the extent not inconsistent with applicable bankruptcy law. Except as provided in paragraph (f), if any part of this Arbitration Provision is determined to be invalid or unenforceable, this Arbitration Provision and the Contract will remain enforceable. In the event of a conflict or inconsistency between this Arbitration Provision and the applicable arbitration rules or the other provisions of this Contract or any other contract between you and us, this Arbitration Provision will govern. However, in the event that you finance this purchase with or through us, the Arbitration Provision in your Retail Installment Contract is controlling and supersedes the terms of this Arbitration Provision.

**ENTIRE AGREEMENT:** This Contract along with the privacy policy, any Vehicle Purchase/Trade-In Agreement, any Retail Installment Contract, and any Accessories Voucher contains the entire agreement between you and CarMax relating to this Contract. Any other change to this Contract must be in a writing signed by CarMax. No oral modifications to this Contract are binding. Prior written or oral statements, negotiations, communications, or representations about the Vehicle or other products you purchased with this Contract are merged into or superseded by this Contract. Prior written or oral statements, negotiations, communications, or representations about the Vehicle or other products you purchased with this Contract are not binding, unless they are included in this Contract. You acknowledge that CarMax, including its officers, employees, and agents acting on its behalf, has made no promises or representations concerning this Contract other than those that are written in this Contract.

**APPLICABLE LAW:** The Federal Arbitration Act governs the Arbitration Provision of this Contract. Federal law and the law of the State of Illinois apply to the rest of this Contract. Except as provided in the Arbitration Provision, if any provision of this Contract is held invalid, such invalidity shall not invalidate the entire contract.

CarMax Store #: 7123

END OF CONTRACT

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## **AGENDA BRIEFING**

**DATE:** July 15, 2025

**TO:** Mayor Joseph A. Woods  
Board of Trustees

**FROM:** Roderick Ysaguirre, Director of Public Works/Village Engineer

**RE:** A Resolution Authorizing the Execution of an Advertising Transit Shelter Agreement between the Village of Park Forest and PACE.

### **BACKGROUND/DISCUSSION:**

In 2013 the Village entered into an Advertising Transit Shelter Agreement between the Village, PACE and Titan Advertising. That agreement allowed for the installation and maintenance of PACE-owned advertising transit shelters within the Village. The 2013 agreement has expired and PACE desires to enter into a new Advertising Transit Shelter Agreement to set forth respective rights and obligations for any existing shelters within the Village and any new shelters to be installed in the future. Below are some of the main highlights of the new agreement.

1. The Village will grant a non-exclusive license to PACE to use the village rights of way to install, maintain, and remove bus shelters that include advertising displays.
2. There is an Initial Term of 10 years and will continue in full force and effect unless terminated by either party.
3. PACE bus shelters would be installed and owned by PACE, at locations determined by PACE to have the highest ridership, at no cost to the Village.
4. The Village will be allowed to choose a style of bus shelters from a predetermined selection.
5. PACE will be allowed to sell advertising spaces on all shelters and allow the Village to limit specific product advertising such as alcohol, tobacco, and vaping products.
6. If there is any unsold ad space, the Village may advertise public service ads and information, at its own costs, but will be replaced immediately if the ad space is sold.
7. Every March, the Village will receive a pro rata share of ½ of PACE's share of total net income for paid advertising of the preceding year. This will not include net income from alcohol/prohibited ads.
8. PACE will maintain the bus shelters weekly consisting of, cleanup and removal of debris and garbage, graffiti removal, snow removal, and shelter removal, replacement and/or repair if damaged.
9. Before any installation, PACE will be subject to the Village Permit Process so that applicable Departments can review and comment on any shelter installation plans and locations.

10. PACE's priority for power supply to each shelter's ad space, lighting and Bus Tracker Systems (BTS) will be electrified by solar panel units installed at each shelter. A provision to connect to a nearby power source, such as a Traffic Signal Control Box or Street Light System, is included if needed, and will be determined on a case-by-case basis during Permit Review.

Exhibits A and B list the current bus shelters at the following intersections:

1. Forest Blvd. & Lakewood Blvd.
2. Western Ave. & Sycamore Drive.
3. Lincoln Hwy. and Orchard Drive.
4. Main Street and Victory Drive - Downtown

This Agreement may enhance the experience and encourage the use of public transportation within the Village and local businesses will be encouraged to utilize this advertising opportunity.

**RECOMMENDATION:** Approve this Resolution to enter into this Advertising Transit Shelter Agreement with PACE and authorize the Village Manager to enter into this agreement.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Special Rules Meeting of July 21, 2025, for your discussion.

**RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN ADVERTISING  
TRANSIT SHELTER AGREEMENT BETWEEN THE VILLAGE OF PARK  
FOREST AND PACE.**

**WHEREAS** the Village of Park Forest seeks to enter into an agreement which would allow for the construction of new PACE bus shelters in the Village of Park Forest through an agreement with PACE; and

**WHEREAS,** said bus shelters and the agreement would be in the mutual best interests of PACE, the Village of Park Forest and its residents; and

**WHEREAS,** said agreement would provide other ancillary benefits to the Village of Park Forest.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, that an Advertising Transit Shelter Agreement between the Village of Park Forest and PACE be approved.

**BE IT FURTHER RESOLVED** that the Village Manager is authorized to execute said agreement and any related documents.

**ADOPTED** this \_\_\_\_\_ day of August 2025.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Mayor – Joseph A Woods

\_\_\_\_\_  
Village Clerk – Sheila McGann

## ADVERTISING TRANSIT SHELTER AGREEMENT

This advertising transit shelter agreement (“Agreement”) is between Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation (“Pace”), and the Village of Park Forest, an Illinois municipal corporation (“Municipality”).

Pace was established under the Regional Transportation Authority Act (70 ILCS 3615/1.01 et seq.) to aid and assist public transportation in the six-county northeastern Illinois area.

Article VII, section 10 of the Constitution of the State of Illinois (Ill. Const. art. VII, § 10) authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance.

The Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) authorizes and encourages intergovernmental cooperation.

The parties are units of local government within the meaning of article VII, section 10 of the Constitution of the State of Illinois (Ill. Const. art. VII, § 10) and have the power and authority to enter into this Agreement.

Pace, Municipality, and Titan Outdoor LLC (“Titan”), successor in interest to CBS Outdoor Incorporated (“CBS”) and now known as Intersection Media, LLC (“Intersection”), entered into an advertising transit shelter agreement dated September 16, 2013 for the installation and maintenance of Pace-owned advertising transit shelters within Municipality (“2013 Agreement”).

Municipality is the sole titleholder of the real property located at the southeast corner of Main Street and Victory Drive and commonly known as 351 Main Street, Park Forest, IL 60466 (P.I.N. 31-36-204-006-0000) (“Property”).

The location of three existing Pace advertising transit shelters installed completely on various rights-of-way within Municipality (“ROWS”) with no part being installed on privately owned property (“Existing ROW Shelters”) is identified in Exhibit A.

The location of one existing Pace advertising transit shelter installed partially on a ROW and partially on the Property (“Existing Partial ROW Shelter”) is identified and depicted in Exhibit B. The terms “Existing ROW Shelters” and “Existing Partial ROW Shelter” are sometimes individually referred to as an “Existing Shelter” and collectively referred to as the “Existing Shelters” in this Agreement.

Titan is a party to the 2013 Agreement by virtue of a 2001 contract between Pace and CBS for the acquisition, installation, and maintenance of transit shelters within Pace’s service region and for the sale of advertising space on those shelters (“2001 Contract”).

Neither CBS, Titan, nor Intersection is providing transit shelter-related services to Pace under the 2001 Contract as the 2001 Contract has expired.

The 2013 Agreement was terminated effective April 7, 2025.

The parties want to enter into a new agreement to set forth their respective rights and obligations regarding Existing Shelters and any new advertising transit shelters installed completely on various ROWs with no part being installed on privately owned property (“New Shelters”). The terms “Existing Shelters” and “New Shelters” are sometimes individually referred to as a “Shelter” and collectively referred to as the “Shelters” in this Agreement.

Each Shelter may, in Pace’s sole discretion, include such Shelter-related amenities as bus stop sign(s), a bench, trash receptacle(s), solar panel(s), an electronic bus tracker sign (“BTS”), and lighting, all of which will be considered part of the Shelter.

The parties agree as follows:

1. **Grant and Scope of License.** Municipality grants a non-exclusive license to Pace and its directors, officers, agents, employees, contractors, and subcontractors (collectively, “Licensees”) to use the ROWs for Shelter-related construction, installation, maintenance, repair, replacement, relocation, and/or removal, including the display of advertising on and the removal of advertising from the Shelters, ROW restoration, the affixation of Pace static bus route information and/or detour notices to the Shelters, electrical wiring and conduit installation, maintenance, and repair pursuant to paragraph 11 and/or paragraph 12, and any ROW power source maintenance and repair that Licensees may perform, in Pace’s sole discretion, pursuant to paragraph 11 and/or paragraph 12 (“License 1”).

Municipality grants a non-exclusive license to Licensees to use those portions of the Property, as depicted in Exhibit B, for Existing Partial ROW Shelter-related construction, installation, maintenance, repair, replacement, relocation, and/or removal, including the display of advertising on and the removal of advertising from the Existing Partial ROW Shelter, Property restoration, the affixation of Pace static bus route information and/or detour notices to the Existing Partial ROW Shelter, and electrical wiring and conduit installation, maintenance, and repair pursuant to paragraph 11 and/or paragraph 12 (“License 2”).

Municipality shall: (a) allow the public to use the Shelters in connection with boarding and alighting from Pace buses and to use such other portions of the ROWs and the Property as may reasonably be required for access to and from the Shelters; (b) allow Licensees to use such other portions of the ROWs and the Property as may reasonably be required for access to and from the Shelters; (c) prevent obstruction of or interference with access to and from the Shelters; and (d) prevent the Shelters from being used for any purpose other than as Pace advertising transit shelters.

License 1 and License 2 are sometimes individually referred to as a “License” and collectively referred to as the “Licenses” in this Agreement. Municipality will not be entitled to any payment for the Licenses.

2. **Effective Date.** This Agreement is effective beginning on the date on which Pace signs this Agreement (“Effective Date”). If a party signs this Agreement but fails to date its signature, the date that the other party receives the signing party’s signature on this Agreement will be deemed to be the date that the signing party signed this Agreement.

3. **Term.** This Agreement will remain in effect for an initial term of 10 years following the Effective Date (“Initial Term”) and will thereafter continue in full force and effect unless terminated in accordance with this Agreement.

4. **License Revocation.** Municipality may revoke the Licenses only after expiration of the Initial Term and upon 90 days' advance written notice to Pace.

5. **New Shelter Style and Location.** Prior to the purchase of a New Shelter, Pace shall notify Municipality of the New Shelter design options currently available, and Municipality shall select one of those options and notify Pace of the selection. The parties shall mutually agree upon each New Shelter location and shall identify that location in Exhibit C through amendment to this Agreement.

6. **New Shelter Purchase.** Pace, at no cost to Municipality, shall purchase each New Shelter.

7. **Shelter Ownership.** Each Shelter is and will be the sole property of Pace. Municipality shall not assert any claim to or otherwise affect Pace's ownership of any Shelter.

8. **Permits.** Pace shall obtain or cause to have obtained any necessary permits for Shelter-related work that Licensees perform under this Agreement and for any ROW power source maintenance and repair that Licensees may perform, in Pace's sole discretion, pursuant to paragraph 11 and/or paragraph 12.

Municipality shall obtain or cause to have obtained any necessary permits for ROW power source maintenance and repair pursuant to paragraph 11 and/or paragraph 12.

9. **Shelter Concrete Pad.** For each New Shelter, Pace, in its sole discretion, may install or cause to have installed the concrete pad for the New Shelter at no cost to Municipality, may use an existing concrete pad for the New Shelter, or may use a concrete pad that Municipality or a third party installs or causes to have installed for the New Shelter at no cost to Pace.

Each Shelter concrete pad will be in accordance with Pace's specifications and applicable building codes and provisions of the Americans with Disabilities Act and its implementing regulations. Each Existing ROW Shelter concrete pad is, and each New Shelter concrete pad will be, part of the ROW on which that concrete pad is installed. The portion of the Existing Partial ROW Shelter concrete pad located on the ROW is part of the ROW. The portion of the Existing Partial ROW Shelter concrete pad located on the Property is part of the Property. Municipality, at no cost or expense to Pace, will be solely responsible for the administration, control, reconstruction, and maintenance of each Shelter concrete pad. The term "concrete pad" as used in this Agreement may include any sidewalk, shared-use path, or such other paved area that may be required under the Americans with Disabilities Act and its implementing regulations in connection with a Shelter.

10. **New Shelter Construction and Installation.** Pace, at no cost to Municipality, shall construct and install or cause to have constructed and installed each New Shelter in accordance with applicable building codes.

11. **Shelter Lighting.** Municipality acknowledges that Pace, in its sole discretion, may install or cause to have installed a solar-powered lighting unit on a Shelter or may hardwire or cause to have hardwired the lighting unit of a Shelter to the nearest ROW power source (e.g., streetlight or traffic signal control box).

In the event of such hardwire, Pace shall secure a licensed electrical contractor to perform maintenance and repair of the electrical wiring and conduit connecting the Shelter lighting unit to the ROW power source and to cover or otherwise protect the wiring from tampering upon Shelter removal pursuant to paragraph 14, paragraph 15, and/or paragraph 16, and Municipality shall secure a licensed electrical contractor to perform maintenance and repair of the ROW power source to which that electrical wiring and conduit are connected and shall timely pay all charges for electrical service to the Shelter lighting unit.

In the event Municipality fails to secure a licensed electrical contractor to perform the ROW power source maintenance and/or repair work specified in this paragraph 11, Pace may, upon 10 days' prior written notice to Municipality, secure a licensed electrical contractor to perform that ROW power source maintenance and/or repair work; provided, however, Municipality will have the opportunity to cure its failure within that 10-day period. Municipality shall reimburse Pace for the actual, reasonable cost of that ROW power source maintenance and/or repair work within 30 days after receipt of a written invoice and documentation substantiating the invoice from Pace.

12. **Shelter BTS.** Municipality acknowledges that Pace, in its sole discretion, may install or cause to have installed a BTS on a Shelter and may connect or cause to have connected the BTS to the Shelter's solar panel or to a freestanding solar panel installed adjacent to the Shelter or may hardwire or cause to have hardwired the BTS to the nearest ROW power source (e.g., streetlight or traffic signal control box).

In the event of such hardwire, Pace shall secure a licensed electrical contractor to perform maintenance and repair of the electrical wiring and conduit connecting the BTS to the ROW power source and to cover or otherwise protect the wiring from tampering upon Shelter removal pursuant to paragraph 14, paragraph 15, and/or paragraph 16, and Municipality shall secure a licensed electrical contractor to perform maintenance and repair of the ROW power source to which that electrical wiring and conduit are connected and shall timely pay all charges for electrical service to the BTS.

In the event Municipality fails to secure a licensed electrical contractor to perform the ROW power source maintenance and/or repair work specified in this paragraph 12, Pace may, upon 10 days' prior written notice to Municipality, secure a licensed electrical contractor to perform that ROW power source maintenance and/or repair work; provided, however, Municipality will have the opportunity to cure its failure within that 10-day period. Municipality shall reimburse Pace for the actual, reasonable cost of that ROW power source maintenance and/or repair work within 30 days after receipt of a written invoice and documentation substantiating the invoice from Pace.

13. **BTS Information and Shelter Graphics.** Pace will have exclusive control of the content displayed on any BTS. Such content includes but is not limited to Pace bus arrival and departure information, service alerts, emergency messages, other passenger information, and commercial advertising.

Pace, at no cost to Municipality, may affix or cause to have affixed Pace static bus route information graphics and/or detour notices to any Shelter.

14. **Shelter Repair and Maintenance.** Pace, at no cost or expense to Municipality, shall perform or cause to have performed: (a) Shelter repair and/or removal within two business days after notification from Municipality that a Shelter is damaged if Pace, in its sole discretion, determines that the Shelter's condition presents a threat to public safety or as soon as practicable after such notification if Pace, in its sole discretion, determines that the Shelter's condition does not present a threat to public safety; (b) Shelter replacement in the event of Shelter removal pursuant to this paragraph 14; (c) Shelter maintenance, including cleaning and removal of debris, garbage, and graffiti no less than once per week; and (d) Shelter snow removal within seven days after any snowfall of more than two inches.

15. **Shelter Relocation.** Notwithstanding anything to the contrary in paragraph 5, Pace, in its sole discretion and at no cost to Municipality, may relocate an installed Existing ROW Shelter or New Shelter to another location on the same ROW or to a different ROW upon prior notice to Municipality. Within 90 days after that relocation, Pace, at no cost to Municipality, shall restore or cause to have restored the area upon which that Shelter was located to the same condition as existed prior to that Shelter's installation, excluding ordinary wear and tear, Shelter concrete pad, and electrical conduit and wiring installed pursuant to paragraph 11 and/or paragraph 12. In the absence of Pace's restoration as specified in this paragraph 15, Municipality may perform or cause to have performed that restoration in which event Pace will be obligated to reimburse Municipality for the actual, reasonable cost of that restoration within 30 days after receipt of an invoice and documentation substantiating the invoice from Municipality.

16. **Shelter Removal.**

(a) Pace, in its sole discretion and at no cost to Municipality, may temporarily or permanently remove or cause to have temporarily or permanently removed an installed Shelter upon prior notice to Municipality. If an installed Shelter is temporarily removed, Pace shall reinstall or cause to have reinstalled the Shelter as soon as practicable at no cost to Municipality.

(b) Within 90 days after termination of this Agreement, Pace shall remove or cause to have removed the Shelters and shall restore or cause to have restored the area upon which each Shelter was located to the same condition as existed prior to Shelter installation, excluding ordinary wear and tear, Shelter concrete pads, and electrical conduit and wiring installed pursuant to paragraph 11 and/or paragraph 12. Municipality shall allow Licensees to continue to use the ROWs and the Property for purposes of performing that removal and restoration. In the absence of Pace's removal and restoration as specified in this paragraph 16(b), Municipality may perform or cause to have performed that removal and restoration. Pace will be responsible for the actual, reasonable cost of that removal and restoration in the event Pace terminates this Agreement. Municipality will be responsible for the actual, reasonable cost of that removal and restoration in the event Municipality revokes the Licenses or otherwise terminates this Agreement.

17. **Shelter Advertising and Revenue.** Advertising on a Shelter must conform to Pace's Advertising Guidelines, which are incorporated into and made a part of this Agreement by this reference. Municipality does not approve of the following advertising on Shelters: alcoholic beverage product advertising and advertising that includes tobacco products, tobacco-related products, and products that simulate smoking or are modeled on tobacco products, including cigarettes, cigars, chewing tobacco, and electronic cigarettes. Pace shall install and remove or cause to have installed and removed all Shelter advertising.

Municipality will have the right to advertise community events or other public service notices (“Municipality’s Advertising”) on a Shelter if the advertising space on the Shelter is unsold. In such cases, Municipality shall obtain Pace’s prior written approval of Municipality’s Advertising and shall pay all costs associated with the design and production of Municipality’s Advertising. Further, Municipality, at its own cost, shall deliver or cause to have delivered to Pace, or such other person or entity designated by Pace, Municipality’s Advertising for display on the Shelter. Municipality shall ensure that Municipality Advertising is in a file type specified in Exhibit D.

Municipality will receive a pro rata share of one-half (1/2) of Pace’s share of total net income for paid advertising (not including net income for alcohol beverage product advertising) on all Pace advertising transit shelters whether such shelters are located within or outside of Municipality. If Municipality approves of alcohol beverage product advertising on Shelters, Municipality will receive a pro rata share of one-half (1/2) of Pace’s share of total net income for paid alcohol beverage product advertising on all Pace advertising transit shelters whether such shelters are within or outside of Municipality. Pace shall annually pay any advertising revenue due to Municipality pursuant to this paragraph 17. Such payments will be made to Municipality in March of the next succeeding year after any year in which Pace receives advertising revenue from the Shelter(s). “Net income” is defined as the revenue paid to Pace by Pace’s advertising contractor. “Pro rata share” is equal to the quotient obtained by dividing the number of Shelters by the number of all Pace advertising transit shelters.

Municipality shall complete IRS Form W-9 and provide it to Pace upon Municipality’s execution of this Agreement and at such other times as Pace may request in writing.

18. **Indemnification.** Municipality shall indemnify, defend, and hold harmless Pace, the Regional Transportation Authority, and their respective directors, officers, employees, agents, contractors, and subcontractors from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including attorneys’ fees, resulting from Municipality’s intentional or negligent acts or omissions concerning the ROWs and/or the Property, including Shelter concrete pads and any ROW power source to which a Shelter lighting unit and/or BTS may be connected, and/or the performance of any of Municipality’s obligations under this Agreement. Pace shall indemnify, defend, and hold harmless Municipality and Municipality’s directors, officers, employees, agents, contractors, and subcontractors from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including attorneys’ fees, resulting from Pace’s intentional or negligent acts or omissions concerning the performance of any of Pace’s obligations under this Agreement. No party will be liable for or be required to indemnify another party, entity, or person indemnified under this paragraph 18 for claims based upon the intentional or negligent acts or omissions of third persons. Upon written notice by a party, entity, or person claiming indemnification (“Claimant”) to the indemnifying party (“Indemnitor”) regarding any claim which Claimant believes to be covered under this paragraph 18, Indemnitor shall appear and defend all suits brought upon that claim and shall pay all costs and expenses related to that claim, but Claimant will have the right, at Claimant’s option and expense, to participate in the defense of any suit, without relieving Indemnitor of Indemnitor’s obligations under this paragraph 18.

19. **Insurance.** Throughout the term of this Agreement and for a period of one year thereafter:

- (a) Pace shall obtain and maintain: (i) Commercial General Liability Insurance (Broad Form) with an occurrence limit not less than \$1,000,000 and an aggregate limit not less than \$2,000,000 that also includes a Personal and Advertising Injury Limit of not less than \$1,000,000; (ii) Business Automobile Liability Insurance with a Combined Single Limit of not less than \$1,000,000 per accident for bodily injury and property damage combined; (iii) Workers' Compensation Insurance with limits of Coverage A – Statutory Benefits and Coverage B – Employers Liability of \$1,000,000 Each Accident, \$1,000,000 Disease-Each Employee, and \$1,000,000 Disease-Policy Limit, including a Workers' Compensation Waiver of Subrogation; and (iv) Umbrella Liability Insurance with limits of not less than \$4,000,000 each occurrence and \$4,000,000 aggregate coverage. Pace shall name Municipality as an Additional Insured on the Commercial General Liability and Business Automobile Liability Insurance policies.
- (b) Municipality shall obtain and maintain: (i) Commercial General Liability Insurance (Broad Form) with an occurrence limit not less than \$1,000,000 and an aggregate limit not less than \$2,000,000 that also includes a Personal and Advertising Injury Limit of not less than \$1,000,000; (ii) Business Automobile Liability Insurance with a Combined Single Limit of not less than \$1,000,000 per accident for bodily injury and property damage combined; (iii) Workers' Compensation Insurance with limits of Coverage A – Statutory Benefits and Coverage B – Employers Liability of \$1,000,000 Each Accident, \$1,000,000 Disease-Each Employee, and \$1,000,000 Disease-Policy Limit, including a Workers' Compensation Waiver of Subrogation; and (iv) Umbrella Liability Insurance with limits of not less than \$4,000,000 each occurrence and \$4,000,000 aggregate coverage. Municipality shall name Pace, the Suburban Bus Division of the Regional Transportation Authority, and the Regional Transportation Authority as Additional Insureds on the Commercial General Liability and Business Automobile Liability Insurance policies.

Any company writing insurance that the parties are required to maintain under this paragraph 19 must at all times have at least an A.M. Best's rating of A-VII. Upon written request, each party shall provide written proof of the insurance required of that party under this paragraph 19 to the requesting party.

20. **Termination.**

- (a) Pace may terminate this Agreement at any time, when in Pace's best interest, by providing Municipality with written notice of termination, including the effective date of the termination.
- (b) After expiration of the Initial Term, a party may terminate this Agreement upon 90 days' advance written notice to the other party. The termination will be effective on the 90th day following the date on which that notice is deemed effective pursuant to paragraph 32.
- (c) This Agreement will terminate in the event Municipality revokes the Licenses in accordance with paragraph 4. The termination will be effective on the 90th day following the date on which Municipality's written notice of revocation of the Licenses to Pace is deemed effective pursuant to paragraph 32.

21. **Compliance with Laws.** The parties shall comply with all local, state, and federal laws, statutes, ordinances, rules, and regulations applicable to this Agreement, including but not limited to section 2-105(A)(4) of the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4)).
22. **Headings.** The headings in this Agreement are for reference and convenience only and will not affect the meaning or interpretation of this Agreement.
23. **Waiver.** Failure of a party to exercise any right or pursue any remedy under this Agreement will not constitute a waiver of that right or remedy.
24. **Binding Effect.** This Agreement will be binding upon the parties and their respective directors, officers, employees, agents, representatives, successors, and approved assigns. This Agreement is also binding upon each and every person and/or entity acquiring an ownership interest in all or any portion of the Property but only during such person's and/or entity's ownership.
25. **Change in Ownership.** No later than two business days prior to a change in ownership in all or any portion of the Property, the then current owner(s) of the Property must provide Pace with written notice of the change. The notice must include the effective date of the change, the name of and contact information for each person and/or entity that will have an ownership interest in the Property after the change, the percentage of each person's and/or entity's ownership interest in the Property after the change, and any written documentation evidencing the change.
26. **Entire Agreement.** This Agreement, including the introductory recitals and any attached exhibits, which are hereby incorporated into and made a part of this Agreement, constitutes the entire agreement between the parties and supersedes any prior written or oral understandings, agreements, or representations between the parties that may have related in any way to the subject matter of this Agreement, and no other written or oral warranties, inducements, considerations, promises, or interpretations, which are not expressly addressed in this Agreement, will be implied or impressed upon this Agreement.
27. **Conflict.** In the event of a conflict or ambiguity between the terms and conditions of this Agreement and any exhibit to this Agreement, the terms and conditions of this Agreement will control.
28. **Survival.** Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement will be deemed to survive termination or expiration of this Agreement.
29. **Severability.** If any provision of this Agreement or amendment thereto is held invalid or unenforceable by an Illinois court of competent jurisdiction, that provision will be deemed severed therefrom, and the remaining provisions will remain in full force and effect.
30. **Assignment.** No party may assign, delegate, or otherwise transfer all or part of its rights and obligations under this Agreement without the prior written consent of the other party.
31. **Amendment.** No changes, amendments, or modifications to this Agreement will be valid unless they are in writing and signed by the duly authorized signatory of each party.

32. **Notice.** Any notice under this Agreement must be in writing and must be given in the following manner:

- (a) by personal delivery (deemed effective as of the date and time of delivery);
- (b) by commercial overnight delivery (deemed effective on the next business day following deposit of the notice with a commercial overnight delivery company);
- (c) by registered or certified mail, return receipt requested, with proper postage prepaid (deemed effective as of the third business day following deposit of the notice in the U.S. mail); or
- (d) by email (deemed effective as of the date and time sent if the email is sent during business hours or as of 8:00 a.m. Central Time on the following business day if the email is sent during non-business hours; provided, however, the email will not be deemed effective if the sender receives an automated delivery failure message within 24 hours after sending the email).

Business days are defined as Monday through Friday, excluding federal holidays. Business hours are defined as 8:00 a.m. to 5:00 p.m. Central Time on Monday through Friday, excluding federal holidays. The notice must be addressed as follows or to such other address as either party may specify in writing:

If to Pace:

Pace, the Suburban Bus Division of the Regional Transportation Authority  
550 W. Algonquin Road  
Arlington Heights, IL 60005  
Attention: Department Manager, Bus Operations

Email address: [cj.mikucki@pacebus.com](mailto:cj.mikucki@pacebus.com)

If to Municipality:

Village of Park Forest  
350 Victory Drive  
Park Forest, IL 60466  
Attention: Village Manager

Email address: [jkindseth@vopf.com](mailto:jkindseth@vopf.com)

33. **Force Majeure.** A party will not be held liable to another party for damages or be deemed to have breached this Agreement for failure or delay in performing any obligation under this Agreement if the failure or delay is caused by or results from causes beyond the reasonable control of and without the fault or negligence of the affected party, including war, fire, flood, other acts of God, civil disturbance, a terrorist act, pandemic, epidemic, or a labor strike or lockout. The affected party shall promptly notify the other party of those force majeure circumstances, specifying the cause and the expected duration of the delay, and shall promptly undertake all reasonable steps necessary to cure those force majeure circumstances. If a condition of force majeure continues for more than 30 consecutive days, a party, after written notice to the other party, may immediately terminate this Agreement for convenience. Where an event of force majeure occurs after a party's failure or delay in performance, the breaching party will not be released from liability.

34. **Governing Law, Jurisdiction, and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Illinois without regard to principles of conflicts of law, and the parties shall submit to the exclusive jurisdiction and venue of the state courts of Cook County, Illinois for any dispute arising out of or related to this Agreement.

35. **Counterparts.** This Agreement may be executed in counterparts, each of which when so executed and delivered will be deemed to be an original and all of which when taken together will constitute one and the same agreement.

36. **Electronic Signatures.** This Agreement may be executed through the use of electronic signatures. Electronic signatures and signatures scanned and transmitted via email will be deemed original signatures for purposes of this Agreement.

37. **Authorization.** The signatories to this Agreement represent and warrant that they have full authority to sign this Agreement on behalf of the party for whom they sign.

The parties have caused this Agreement to be executed by their respective duly authorized signatory on the dates below.

**PACE**

**MUNICIPALITY**

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

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

Print Name: Melinda J. Metzger

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

Title: Executive Director

Title: \_\_\_\_\_

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

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

**EXHIBIT A**

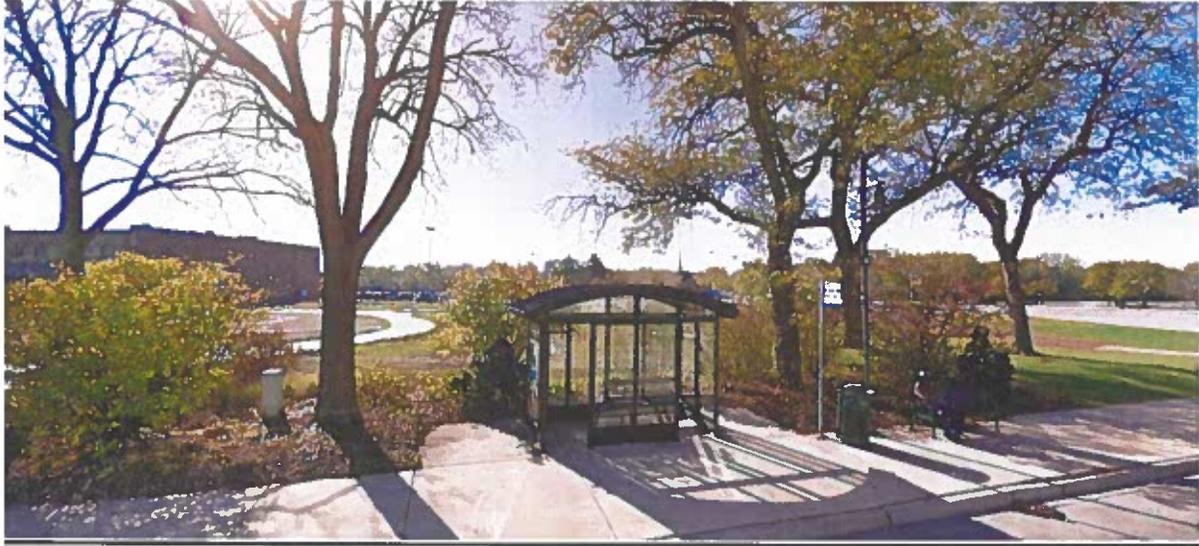
**Existing ROW Shelters**

<b>SHELTER LOCATION</b>	<b>ADDITIONAL SHELTER LOCATION INFORMATION</b>
Forest Boulevard and Lakewood Boulevard	Northeast corner (approximately 250' north of Lakewood Boulevard)
Lincoln Highway (U.S. Route 30) and Orchard Drive	Southwest corner (The Shelter at this location has been damaged. Pace has removed and is in the process of replacing the damaged Shelter.)
Western Avenue and Sycamore Drive	Southeast corner

**EXHIBIT B**

**Existing Partial ROW Shelter**

SHELTER LOCATION	ADDITIONAL SHELTER LOCATION INFORMATION
Main Street and Victory Drive	Southeast corner



**EXHIBIT C**

**New Shelters**

<b>SHELTER LOCATION</b>	<b>ADDITIONAL SHELTER LOCATION INFORMATION</b>

**EXHIBIT D**

**Adobe CC or earlier**

Illustrator

.AI | .EPS | .PDF

CMYK

InDesign

.INDD | .PDF (PDF/X-4)

CMYK

Photoshop

.PSD | .EPS

CMYK

**AGENDA BRIEFING**

**DATE:** July 15, 2025

**TO:** Mayor Joseph A. Woods  
Board of Trustees

**FROM:** Roderick Ysaguirre – Director of Public Works/Village Engineer

**RE:** Purchase of two Ford F250 Pick Up Trucks

**BACKGROUND/DISCUSSION:**

Regular village equipment replacement is budgeted annually and begins first in the 5 Year Capital Plan. Two pick-up trucks are designated for replacement this fiscal year. These vehicles will be purchased through the Suburban Purchasing Cooperative (SPC) Contract # 221. The SPC is a bulk/joint purchasing power program that multiple agencies can participate in and use by creating higher sales volumes, thus reducing the per unit cost per item purchased lower. By purchasing through this program, local governments can save a percentage per purchase and reduce the administration expenses associated with performing a competitive bidding process on their own. The SPC develops the vehicle specifications and options, conducts the bidding process, awards the contract, and publicly publishes the contracts for use. Local agencies then work directly with the awarded Vendor to purchase the equipment. The two vehicles to be purchased are two 2026 Ford F250 XL 4X4 Regular Cab Pick Ups along with basic upgrade options in the amount of \$49,156 dollars each.

The vehicles to be removed from the fleet are #652 (88,303 miles) and #661 (121,858 miles) which are used by DPW water billing staff for various daily operations and work related travel. #652 will be given to the Recreation and Parks Dept where it will continue to be utilized. #661 will be offered to any other department that is interested, otherwise it will be recommended for auction at a future date. These vehicles will be purchased through the FY 26 Vehicle Services Fund – Capital Outlays where \$110,000 has been budget for these purchases.

	Budgeted	Purchase Cost + Options, Delivery and Plates
2026 Ford F250 XL 4X4 Regular Cab	\$ 55,000	\$ 45,953 + \$3,203 = <b>\$ 49,156</b>
2026 Ford F250 XL 4X4 Regular Cab	\$ 55,000	\$ 45,953 + \$ 3,203 = <b>\$ 49,156</b>
<b>Total</b>	<b>\$ 110,000</b>	<b>\$ 98,312</b>
<b>Savings</b>	<b>\$11,688</b>	

**RECOMMENDATION:** Authorize the Village Manager to issue a purchase order in the amount of \$98,312 for the purchase of two Ford F250 pick up trucks through the Suburban Purchasing Cooperative.

**SCHEDULE FOR CONSIDERATION**: This item will appear on the Agenda of the Special Rules Meetings of July 21, 2025 for your discussion.



## 2026 FORD F250 PICK UP SRW CONTRACT #221



[WWW.SUTTONTRUCKS.COM](http://WWW.SUTTONTRUCKS.COM)

CONTACT: SCOTT OUREDNIK

PHONE: 708-720-8040

EMAIL: [sourednik@suttonford.com](mailto:sourednik@suttonford.com)

**26 FORD F250 REG CAB 4X2**

**BASE PRICE \$41,585**



**COMMERCIAL  
& FLEET**

Please enter the following information:

Agency Name & Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name \_\_\_\_\_

Contact phone number \_\_\_\_\_

Purchase order number \_\_\_\_\_

Total Dollar amount \_\_\_\_\_

Total number of units \_\_\_\_\_

Tax Exempt # \_\_\_\_\_

Delivery Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FIN CODE**

**PLEASE SUBMIT P.O. & TAX EXEMPT LETTER WITH VEHICLE ORDER**

**Sutton Ford Commercial Truck Center  
21315 Central Ave  
Matteson, IL 60443**

**CONTACT : SCOTT OUREDNIK**

**PHONE : 708-720-8040**

**CELL / TEXT : 219-670-9099**

**EMAIL : [sourednik@suttonford.com](mailto:sourednik@suttonford.com)**

# MAJOR PRODUCT CHANGES

## OVERVIEW

The 2026 Super Duty® builds on a simplified offering strategy while extending its long-established reputation for power, durability, and advanced technology. The SuperCab 148" Wheelbase is now available on XL. Ford Co-Pilot360® Technology and 360-Degree Cameras are available together across Trims. The 6.8L gas engine is standard on XL, XLT and Lariat. On King Ranch® trim and higher, the 7.3L gas becomes the standard engine. 6.7L Power Stroke® diesel remains an option for all Trims. Wheel upgrade options are associated with appearance packages. LED lamps are available to all Trims; included in STX and XLT Premium packages and standard Lariat/King Ranch/Platinum. 4x4 is standard beginning at XLT Trim.

To learn more about the features on this vehicle, go to [www.forduniversity.com](http://www.forduniversity.com)

## MODEL/SERIES/AVAILABILITY

- XL, XLT, Lariat King Ranch®, Platinum

## MECHANICAL

### ★ *New/Changed*

- SuperCab 148" WB
- 4x2 – standard on XLT and Lariat

### • *Deleted*

- None

## EXTERIOR

### ★ *New/Changed*

- Tire Pressure Monitor System (TPMS) – standard

### • *Deleted*

- None

### ★ *New Colors*

- Argon Blue Metallic (E9)
- Iconic Silver Metallic (JS) – Fleet Only
- Marsh Gray (T9)

### • *Deleted Paint Colors*

- Antimatter Blue Metallic
- Darkened Bronze Metallic

## INTERIOR/COMFORT

### ★ *New/Changed*

- None

### • *Deleted*

- None

## SAFETY/SECURITY

### ★ *New/Changed*

- None

### • *Deleted*

- None

## FORD CO-PILOT360® TECHNOLOGY

### ★ *New/Changed*

- None

## FUNCTIONAL

### ★ *New/Changed*

- SecuriCode® Keyless Entry Keypad, Driver's Side (63B) – optional w/ XLT Premium Package (17P) and Lariat, King Ranch® and Platinum
- SiriusXM with 360L (3-year plan) (52E)
- SecuriCode® Wireless Keyless Entry Keypad, Driver's Side (DIO) – now optional on XL
- Chrome Tubular Running Board (DIO)
- Black Tubular Running Board (DIO)
- Battery Jump Start System GB70 by NOCO w/ Case (DIO)
- Hard Rolling Truck Bed Cover by RealTruck Advantage® (DIO)
- Sport Roll Soft Roll-Up Truck Bed Cover by RealTruck Advantage® (DIO)
- Tailgate Lettering – Matte Black by Tufskinz (DIO)
- Tailgate Lettering – Carbon Fiber by Tufskinz (DIO)
- Windshield Sunshade by Covercraft (DIO)
- Super Duty Tool Kit – by AllTrade (DIO)
- Illuminated Front Emblem (DIO)
- Kicker Subwoofer (DIO)

### • *Deleted*

- None

## PACKAGES

### ★ *New/Changed*

- Ford Connectivity Package (1-year included) – standard<sup>1</sup>
- Ford Connectivity Package (One-time purchase – 7 years) – optional<sup>2</sup> (94D)
- STX Appearance Package (17S) – now available on F-350 DRW; updated package content
- XLT Premium Package (17P) – no longer requires Black Appearance Package (17L)
- Lariat Premium Package (96W)
- Tremor Off-Road Package (17Y) – Late Availability on XLT and Lariat unless ordered with Lariat Premium Package (96W) or Lariat Ultimate Package (96U). Now available on 6.7L Power Stroke® Diesel (99T)

### • *Deleted*

- Lane Departure Warning from Tremor Off-Road Package (17Y)

<sup>1</sup> Ford Connectivity Package included for one-year from warranty start date. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. To activate the one-year complimentary trial, retail modem authorization and credit card authorization for auto renewal is required; customer may cancel at any time.

<sup>2</sup> Select option for a one-time purchase of Ford Connectivity Package. Ford Connectivity Package will be active for 7 years on this vehicle (non-transferrable to another VIN) from warranty start date. Requires activation via FordPass® app. Not available for fleet orders. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.

## Product Changes and Features Availability

Features, options, and package content subject to change. Please check [www.fmcdealer.com](http://www.fmcdealer.com) for the most current information.

★ = New for this model year

# STANDARD EQUIPMENT

The following features are standard on every 2026 MY SUPER DUTY® F-SERIES vehicle:

**MECHANICAL**

- Brakes – Power four-wheel Disc Brakes with Anti-Lock Brake System (ABS)
- Engine
  - F-250/F-350: 6.8L 2V DEVCT NA PFI V8 Gas
  - F-450: 6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel B20
- Transmission
  - TorqShift®-G Ten-Speed Automatic with Selectable Drive Modes: Normal, Eco, Slippery Roads, Tow/Haul (6.8L Gas)
  - TorqShift® Ten-Speed Automatic with Selectable Drive Modes: Normal, Eco, Slippery Roads, Tow/Haul (6.7L Diesel)

**EXTERIOR**

- Doors
  - Two (Regular Cab only)
  - Four (SuperCab/Crew Cab only)
- Glass
  - Solar-Tinted, complete (Std. XL)
  - Privacy (Std. XLT, Lariat, King Ranch®, and Platinum; NA front-seat windows)
- Jack
  - Three ton mechanical (F-250/F-350 SRW)
  - Four ton hydraulic (F-350 DRW/F-450)
- Lamps – pickup box and cargo area
- Manual Locking Front Hub (4x4)
- Moldings – tailgate and box-rail
- Spare tire, wheel, & frame mounted carrier
- Tailgate – removable w/ power lock, black handle
- "Three-Blink" lane change signal
- Tie-down hooks – pickup box, four (4)
- Tow hooks – front, two (2)
- Trailer Tow Package – 7 wire harness w/relays and 7/4 pin connector

**INTERIOR/COMFORT**

- Convenience
  - Coat hooks – LH/RH color-coordinated
  - Dash top tray
  - Dome Lamp – LH/RH door activated & I/P switch operated w/delay
  - Handles, grab – driver & front-passenger
  - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
  - Map lights – dual (front and rear w/Crew Cab)
  - Powerpoint, auxiliary
  - Power Equipment Group – 1<sup>st</sup> row (front-seat) windows w/one-touch up/down, power 2<sup>nd</sup> row (rear-seat) windows; power door-locks w/backlit switches & accessory delay; power tailgate lock
- Door-Trim – color-coordinated, molded w/armrest/grab handle & reflector
- Headliner – color-coordinated cloth

**INTERIOR/COMFORT (continued)**

- Hood release
- Horn – dual electric
- Instrument panel – color-coordinated w/ glove box, 4 air registers w/positive shut off, powerpoint
- Scuff plates – front, color-coordinated;
- Steering – power
- Steering damper
- Windshield wipers – intermittent

**SAFETY/SECURITY**

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
  - Driver and Passenger frontal and side airbag/curtain
  - Passenger side airbag deactivation switch
- Center High-mounted Stop Lamp (CHMSL)
- Child tethers (Regular Cab, front-passenger and all rear-seating positions)
- Individual Tire Pressure Monitoring System (TPMS)
- Safety Belts
  - Belt-Minder® front safety belt reminder – chime and flashing warning light on instrument cluster if belts not buckled
  - Color-coordinated w/height adjustment (front-outboard seating positions only)
- SecurILock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control (SEIC)
- Ford Security Package (1-year included with activation)

**FUNCTIONAL**

- Alternator
  - 157 160 (Std. XL)
  - 190 Amp (Std. XLT and Lariat)
  - 410 Amp Dual Alternators (250 Amp +160 Amp) (Std. King Ranch®, and Platinum)
- Axle
  - Twin I-beam front axle w/coil spring suspension (narrow front track) – 4x2 (F-250 and F-350)
  - Mono-beam front axle w/coil spring suspension (narrow front track) – 4x4 (F-250 and F-350)
  - Mono-beam front axle w/coil spring suspension (wide front track) (F-450)
  - Rear – Non-Limited-Slip (F-250/F-350)
  - Rear – 4.30 Limited-Slip (F-450)
- Battery
  - Gas engine – Grp65 68AH 750-CCA, AGM
  - Diesel engine – 750-CCA, 68-AH, dual AGM (6.7L Power Stroke® Diesel engine)
- Oil minder system
- Shock absorbers – heavy-duty gas
- Stabilizer bar – front

The following features are standard on select 2026MY SUPER DUTY® vehicles:

MECHANICAL	XL	XLT	Lariat	King Ranch®	Platinum
Four-Wheel Disc Anti-Lock Brake System (ABS) – Roll Stability Control™ (RSC®)/Traction Control/Trailer Sway Control	●	●	●	●	●
2.5" Built Ford Tough® Trailer Hitch Receiver	●	●	●	●	●
<b>3" Built Ford Tough® Trailer Hitch Receiver</b>					
F-350 DRW Crew Cab (6.7L High Output Diesel w/ 4.10 Axle) and F-450 Crew Cab <b>Note:</b> To find the maximum trailer weight allowed for your vehicle, consult your authorized dealer (or the RV and Trailer Towing Guide provided by your authorized dealer)	●	●	●	●	●
<b>4x4 Only</b>					
Electronic-Shift-On-the-Fly (ESOF)	●	●	●	●	●
<b>Drivetrain</b>					
4x2	●	●	●		
4x4				●	●

1 = Regular Cab only, 2 = SuperCab only, 3 = Crew Cab only  
★ = New for this model year

● = Available

## STANDARD EQUIPMENT

MECHANICAL (continued)	XL	XLT	Lariat	King Ranch®	Platinum
<b>Fuel Tanks</b>					
29 Gallon (Diesel Engine) – 142" or 148" Wheelbase	•	•			
34 Gallon (Diesel Engine) – 160" or 164" Wheelbase	•	•	•	•	•
34 Gallon (Gas Engine) – NA 176" Wheelbase	•	•	•	•	•
48 Gallon (Gas Engine) – 176" Wheelbase	•	•	•	•	•
48 Gallon (Diesel Engine) – 176" Wheelbase	•	•	•	•	•
<b>KEY EXTERIOR FEATURES</b>					
<b>Bumper – Front &amp; Rear</b>					
Black painted	•				
Chrome		•	•		
Accent-color				•	
Body-color					•
<b>Grille</b>					
Black MIC	•				
Bright Chrome		•			
Bright Chrome w/ Chrome Inserts			•		
Chrome – w/Caribou Inserts				•	
Unique Painted Agate Black					•
<b>Rear Quarter Panel</b>					
Decal – 4x4 only	•	•	•	•	•
<b>Handles – Door</b>					
Black	•	•			
Body-color			•	•	•
<b>Headlamps/Taillamps/Lamps</b>					
Quad beam halogen jewel effect Headlamps	•	•			
Halogen Fog Lamps		•			
LED Reflector Headlamps			•	•	
LED Projector Headlamps					•
Halogen with LED Reverse Taillamps			•	•	
LED Taillamps					•
AutoLamp (Auto On/Off Headlamps)	•	•	•	•	•
Automatic High Beam		•	•	•	•
Center High-mounted Stop Lamp (LED on Lariat, King Ranch® and Platinum)	•	•	•	•	•
LED Fog lamps			•	•	•
LED Box Lighting (incl. LED Center High-Mounted Stop Lamp (CHMSL))			•	•	•
LED Roof Marker/Clearance Lamps (F-350 DRW/F-450)	•	•	•	•	•
Utility Lighting System (LED Side-mirror Spotlights) (see mirror descriptions below)			•	•	•
<b>Mirrors</b>					
BLIS® with Cross-traffic Alert with Trailer Coverage			•	•	•
Manually telescoping/folding trailer tow with power/heated glass, heated convex spotter mirror, integrated clearance lamps/turn signals	•	•			
Power-folding with Autofold, PowerScope® Telescoping, Power Glass Trailer Tow Mirrors with Heat, Turn Signal, Memory, High-Intensity LED Security Approach Lamps, Utility Lighting System (LED Side-mirror Spotlights) (Black skull caps on Lariat, King Ranch® and Platinum)			•	•	•
<b>Power Equipment</b>					
Remote Tailgate Release			•	•	•
<b>Wheels (SRW)</b>					
17" Argent Painted Steel w/Painted Hub Covers/Center Ornaments (F-250/F-350)	•				
18" Sparkle Silver Painted Cast Aluminum (F-250/F-350)		•			
18" Bright Machined and Carbonized Gray Painted Aluminum (F-250/F-350)			•		
20" Bright Machined Aluminum w/ Light Caribou Painted Pockets; Light Caribou Wheel Ornament with King Ranch Logo (F-250/F-350)				•	
20" Bright Machined and Ebony Black Painted Aluminum (F-250/F-350)					•
<b>Wheels (DRW)</b>					
17" Argent Painted Steel (hub covers/center ornaments not included) (F-350)	•	•			
17" Forged Polished Aluminum w/bright hub covers/center ornaments (F-350, front and rear outer; steel inner wheels)			•	•	•
19.5" Forged Polished Aluminum w/bright hub covers/center ornaments (F-450, front and rear outer; steel inner wheels)	•	•	•	•	•

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Ford Division

# STANDARD EQUIPMENT

KEY INTERIOR/COMFORT FEATURES (continued)	XL	XLT	Lariat	King Ranch®	Platinum
<b>Audio</b>					
AM/FM stereo MP3 player (speakers; four (4) with Regular Cab, six (6) with SuperCab and Crew Cab)	•	•			
B&O® Sound System by Bang & Olufsen® with HD Radio™ (8 speakers including subwoofer)			•		
B&O® Unleashed Sound System by Bang & Olufsen® with HD Radio™ (14 speakers including subwoofer)				•	•
SiriusXM with 360L <b>Note:</b> Trial Length: A 3-month trial subscription is included for all new SiriusXM-equipped Ford vehicles SiriusXM with 360L Trial Subscription: Service will automatically stop at the end of your trial subscription period unless you decide to continue service. Trial is non-transferable. If you do not wish to enjoy your trial, you can cancel by calling the number below. All SiriusXM services require a subscription, each sold separately by SiriusXM after the trial period. Service subject to the SiriusXM Customer Agreement and Privacy Policy, visit siriusxm.com for complete terms and how to cancel which includes online methods or calling 1-866-635-2349. Some services and features are subject to device capabilities and location availability. Satellite service not available in AK & HI. Certain features and/or content may not be available in vehicles with SiriusXM with 360L unless an active data connection is enabled in the vehicle. Content varies by SiriusXM subscription plan. All fees, content and features are subject to change. SiriusXM and related logos are trademarks of Sirius XM Radio Inc. and its respective subsidiaries.			•	•	•
★5G Modem <sup>1</sup>	•	•	•	•	•
★ Ford Connectivity Package (1-year included) <sup>2</sup> Ford Connectivity Package includes (features may vary by make and model)	•	•			
– Unlimited Wi-Fi Hotspot					
★ Ford Connectivity Package (1-year included) <sup>2</sup> Ford Connectivity Package includes (features may vary by make and model)					
– Unlimited Wi-Fi Hotspot			•	•	•
– Connected Navigation					
– Audio and Video Streaming					
– Voice Assistant					
– Entertainment					
SYNC® 4					
– 8" LCD Capacitive Touchscreen with Swipe Capability					
– Wireless Phone Connection					
– Cloud Connected					
– AppLink® w/App Catalog	•	•			
– 911 Assist®					
– Apple CarPlay® and Android Auto™ Compatibility					
– Digital Owner's Manual					
SYNC® 4 with Enhanced Voice Recognition					
– 12" LCD Capacitive Touchscreen with Swipe Capability					
– Information On Demand Panel					
– Wireless Phone Connection					
– Cloud Connected					
– AppLink w/ App Catalog			•	•	•
– 911 Assist®					
– Apple CarPlay® and Android Auto™ Compatibility					
– Digital Owner's Manual					
– Conversational Voice Command Recognition					
FordPass® app					
– Remotely start, lock and unlock vehicle					
– Schedule specific times to remotely start vehicle					
– Locate parked vehicle	•	•	•	•	•
– Check vehicle health status					
– Activate available Connected Services					

<sup>1</sup> Modem activation is required to enable FordPass app remote features and most Connected Services. Ford Telematics™ and Data Services Prep included for Fleet ONLY: 5G Wi-Fi Modem provides data to support telematics and data services including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts. Device enables telematics services through Ford or authorized providers. Activate at [www.fleet.ford.com](http://www.fleet.ford.com) or call 833-FCS-Ford (833-327-3673)

<sup>2</sup> Ford Connectivity Package included for one-year from warranty start date. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. To activate the one-year complimentary trial, retail modem authorization and credit card authorization for auto renewal is required; customer may cancel at any time.

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## STANDARD EQUIPMENT

KEY INTERIOR/COMFORT FEATURES (continued)	XL	XLT	Lariat	King Ranch®	Platinum
<b>Cupholders</b>					
Dual, instrument panel-mounted		•	•	•	•
Integrated w/armrest on rear-seat			•(3)	•	•
<b>Door-Trim</b>					
Armrest, grab handle and reflector, power window/lock switches	•				
Soft armrest, grab handle, power window/lock switches, molded upper appliqué, reflector (appliqué and armrest are accent-color); front map pockets on Regular Cab and SuperCab; front and rear map pockets on Crew Cab		•	•		
Soft armrest, grab handle, power window/lock switches, upper appliqué, reflector; front and rear map pockets on Crew Cab				•	•
<b>Floor Covering</b>					
Black vinyl	•				
Color-coordinated carpet and carpeted floor mats (includes rear mats on SuperCab & Crew Cab)		•	•	•	•
<b>Instrument Center</b>					
4.2" Productivity Screen display includes menus for Gauge Setup, Trip Computer, Fuel Economy and Towing/Off-Road applications; five (5) button message control on steering wheel	•	•			
12" Productivity Screen display includes menus for Gauge Setup, Trip Computer, Fuel Economy and Towing/Off-Road applications; five (5) button message control on steering wheel			•	•	•
Overhead Console – w/ storage bin and map lights	•	•	•	•	•
<b>Power Equipment</b>					
Accessory delay	•	•	•	•	•
Door-locks w/backlit switches	•	•	•	•	•
Windows w/backlit switches	•	•	•	•	•
<b>Powerpoint and Power Management</b>					
One (1) Powerpoint in front center under-seat storage		•			
Two (2) Powerpoints in instrument panel	•	•	•	•	•
Two (2) Powerpoints in rear side of Flow-through Console			•	•	•
120V/400W Outlet dash mounted		•	•	•	•
120V/400W Outlet in rear side of Flow-through Console		•	•	•	•
Rear Parking Sensors w/ Reverse Brake Assist			•	•	•
<b>Rear View Camera</b>					
Display in center-stack screen	•	•	•	•	•
<b>Rearview Mirror</b>					
11.5" Day/Night	•	•			
Electrochromic self-dimming			•	•	•
Remote Start System			•	•	•
<b>Seats (Front)</b>					
HD vinyl, 40/20/40 split bench w/center armrest and cupholder	•				
Cloth, 40/20/40 split bench, 20% center locking under-seat storage, w/center armrest, cupholder and storage; 8-way power driver seat		•			
ActiveX® Trimmed, 40/Console/40			•		
Unique King Ranch® Kingsville Antique Affect Leather Seats, 40/Console/40				•	
Unique Platinum Leather seating surfaces, 40/Console/40 with Multicontour Seats (Driver and Passenger)					•
Manual lumbar support, driver's side	•				
8-way power driver seat (four-way power-adjustable track, two-way power recline and two-way power lumbar)		•			
8-way power driver & passenger seat (four-way power-adjustable track, two-way power recline and two-way power lumbar)			•	•	•
Two-way adjustable driver/passenger headrests	•	•	•		
Four-way adjustable driver/passenger headrests				•	•
Easy Entry Driver's Seat w/ Memory			•	•	•
Front center-seat-integrated restraints (SIR)	•	•			
<b>Seats (Rear) SuperCab</b>					
Vinyl, 60/40 fold-up bench seat	•				
Cloth, 60/40 fold-up bench seat		•			

1 = Regular Cab only, 2 = SuperCab only, 3 = Crew Cab only  
 ★ = New for this model year

• = Available

## STANDARD EQUIPMENT

KEY INTERIOR/COMFORT FEATURES (continued)	XL	XLT	Lariat	King Ranch®	Platinum
<b>Seat (Rear) Crew Cab</b>					
60/40 bench w/flip-up/fold-down w/two (2) outboard head restraints and a center head restraint	•	•			
60/40 bench w/flip-up seats & fold-down backrests, w/under-seat lockable fold-flat storage, two (2) outboard head restraints and a center head restraint. Dual integrated cupholders in armrest			•	•	•
Vinyl	•				
Cloth		•			
ActiveX®			•		
King Ranch® Kingsville Antique Affect Leather seating surface				•	
Platinum Leather seating surface					•
<b>Steering Wheel</b>					
Urethane – Black w/redundant audio and SYNC® controls	•	•			
Wrapped Steering Wheel			•		
Leather-wrapped – (King Ranch®, Unique King Ranch® Kingsville Antique Affect; Platinum)				•	•
Heated Steering Wheel			•	•	•
Cruise Control (steering wheel-mounted)	•	•	•	•	•
Tilt and Telescoping steering wheel/column (Manual on XL, XLT and Lariat; Power with memory on King Ranch®, Platinum)	•	•	•	•	•
<b>Sun visors</b>					
Color-coordinated cloth, driver w/pocket, passenger w/uncovered mirror	•				
Color-coordinated cloth; both driver and passenger w/covered mirrors		•			
Color-coordinated cloth; both driver and passenger w/illuminated visor vanity mirrors			•	•	•
<b>SAFETY/SECURITY</b>					
AdvanceTrac® with RSC® (Roll Stability Control™)	•	•	•	•	•
Autolock, Auto unlock, Rainlamp Wiper Activated Headlamps	•	•	•	•	•
SecuriLock® Passive Anti-Theft System	•	•	•	•	•
Driver and Passenger frontal and side airbag/curtain	•	•	•	•	•
Intelligent Access with Push-button Start (PEPS)			•	•	•
Remote Keyless-Entry	•	•			
Trailer Sway Control and Hill Start Assist	•	•	•	•	•
Ford Security Package (1-year included with activation)	•	•	•	•	•

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• = Available

Ford Division

<u>SELECT</u>	<u>OPTION CODE</u>	<u>TRUCK MODEL</u>	<u>PRICE</u>
<b><i>F250 XL REGULAR CAB PICKUP SRW</i></b>			
<input type="checkbox"/>	F2A	4X2 REG CAB - 142" WB - 8' BED	\$41,585
<input type="checkbox"/>	F2B	4X4 REG CAB - 142" WB - 8' BED	\$45,953
<b><i>F250 XL SUPER CAB PICKUP SRW</i></b>			
<input type="checkbox"/>	X2A	4X2 SUPER CAB - 148" WB - 6.5' BED	\$45,534
<input type="checkbox"/>	X2A	4X2 SUPER CAB - 164" WB - 8' BED	\$45,724
<input type="checkbox"/>	X2B	4X4 SUPER CAB - 148" WB - 6.5' BED	\$48,051
<input type="checkbox"/>	X2B	4X4 SUPER CAB - 164" WB - 8' BED	\$48,251
<b><i>F250 XL CREW CAB PICKUP SRW</i></b>			
<input type="checkbox"/>	W2A	4X2 CREW CAB - 160" WB - 6.5' BED	\$46,868
<input type="checkbox"/>	W2A	4X2 CREW CAB - 176" WB - 8' BED	\$47,036
<input type="checkbox"/>	W2B	4X4 CREW CAB - 160" WB - 6.5' BED	\$49,384
<input type="checkbox"/>	W2B	4X4 CREW CAB - 176" WB - 8' BED	\$49,574
<b><u>POWERTRAINS &amp; AXLES</u></b>			
<input type="checkbox"/>	99N	7.3L - 2V DEVCT NA PFI V8 GAS (REQ 17S, 4x4)	\$1,365
<input type="checkbox"/>	99T	6.7L POWER STROKE V8 TURBO DIESEL	\$10,006
<input type="checkbox"/>	99M	6.7L HO POWER STROKE V8 TURBO DIESEL	\$12,281
<input type="checkbox"/>	X3H	AXLE, ELECTRONIC LOCKING RATIO 3.31 (DIESEL)	\$392
<input type="checkbox"/>	X3J	AXLE, ELECTRONIC LOCKING RATIO 3.55 (DIESEL)	\$392
<input type="checkbox"/>	X3E	AXLE, ELECTRONIC LOCKING RATIO 3.73 (GAS)	\$392
<input type="checkbox"/>	X4M	AXLE, ELECTRONIC LOCKING RATIO 4.30 (GAS)	\$392
<b><u>TIRES / WHEELS</u></b>			
<input type="checkbox"/>	TBM	LT245/75RX17E BSW AT	\$150
<input type="checkbox"/>	TDX	LT275/70RX18E BSW AT (REQ 17S)	\$241
<input type="checkbox"/>	TCW	LT275/65RX20E OWL AT (REQ 17S, N/A W/ 142" WB)	N/C
<input type="checkbox"/>	642	WHEELS, 20" PREMIUM POLISHED (REQ 4X4, 17S)	\$1,292

## SEATS

### REGULAR CAB

<input type="checkbox"/>	AS	VINYL 40/20/40	STD
<input type="checkbox"/>	LS	VINYL 40/CONSOLE/40	\$323
<input type="checkbox"/>	1S	CLOTH 40/20/40	\$91
<input type="checkbox"/>	4S	CLOTH 40/CONSOLE/40	\$468

### SUPER & CREW CAB

<input type="checkbox"/>	AS	VINYL 40/20/40	STD
<input type="checkbox"/>	LS	VINYL 40/CONSOLE/40	\$323
<input type="checkbox"/>	1S	CLOTH 40/20/40 - SUPER CAB	\$91
<input type="checkbox"/>	1S	CLOTH 40/20/40 - CREW CAB	\$286
<input type="checkbox"/>	4S	CLOTH 40/CONSOLE/40 - SUPER CAB	\$468
<input type="checkbox"/>	4S	CLOTH 40/CONSOLE/40 - CREW CAB	\$559

## OPTIONS

<input type="checkbox"/>	17X	FX4 OFF-ROAD PACKAGE (REQ 4X4, AT TIRES, ELEC LOCKING DIFFERENTIAL)	\$501
<input type="checkbox"/>	17Z	XL OFF-ROAD PACKAGE (REQ 4X4) (N/A W/ 66D,17S)	\$906
<input type="checkbox"/>	17S	STX APPEARANCE PACKAGE	\$2,834
<input type="checkbox"/>	96V	XL CHROME VALUE PACKAGE	\$296
<input type="checkbox"/>	96D	XL DRIVER ASSIST PACKAGE	\$665
<input type="checkbox"/>	473	SNOWPLOW PREP PACKAGE (N/A W/ 67H, 63R) (REQ 4X4)	\$228
<input type="checkbox"/>	471	CAMPER PACKAGE (N/A W/ 66D, 20" WHEELS)	\$145
<input type="checkbox"/>	47B	SNOWPLOW/CAMPER PACKAGE (N/A W/ 67H, 63R, 66D, 20" TIRES) (REQ 4X4)	\$277
<input type="checkbox"/>	67H	SUSPENSION PACKAGE, HEAVY SERVICE (N/A W/ 473 SNOWPLOW)	\$114
<input type="checkbox"/>	18B	PLATFORM RUNNING BOARDS (REG CAB)	\$291
<input type="checkbox"/>	18B	PLATFORM RUNNING BOARDS (SUPER/CREW CAB)	\$405
<input type="checkbox"/>	592	CLEARANCE LIGHTS, ROOF	\$87
<input type="checkbox"/>	41H	HEATER, ENGINE BLOCK	\$173
<input type="checkbox"/>	66S	UPFITTER SWITCHES - 6 (REQ UPGRADED ALTERNATOR)	\$210
<input type="checkbox"/>	62R	TRANSMISSION POWER TAKE-OFF PROVISION	\$255

<input type="checkbox"/>	435	WINDOW, POWER SLIDING REAR (REQ 924 PRIVACY GLASS) (N/A REG CAB)	\$368
<input type="checkbox"/>	924	PRIVACY GLASS (N/A REG CAB)	\$91
<input type="checkbox"/>	41A	RAPID-HEAT SUPPLEMENTAL CAB HEATER (DIESEL)	\$319
<input type="checkbox"/>	85S	TOUGH BED SPRAY-IN LINER	\$569
<input type="checkbox"/>	85L	DROP-IN BEDLINER	\$346
<input type="checkbox"/>	85M	BED MAT (N/A W/ 85L, 85S)	\$137
<input type="checkbox"/>	61L	FRONT WHEEL WELL LINERS	\$164
<input type="checkbox"/>	61M	REAR WHEEL WELL LINERS	\$164
<input type="checkbox"/>	61N	FRONT & REAR WHEEL WELL LINERS	\$296
<input type="checkbox"/>	52S	INTERIOR WORK SURFACE (REQ 40/20/40 SEATS)	\$128
<input type="checkbox"/>	43K	2kW PRO POWER (REQ 86M DUAL BATTERY)	\$897
<input type="checkbox"/>	874	360 CAMERA PACKAGE (REQ 96D XL DRIVER ASSIST)	\$1,047
<input type="checkbox"/>	68U	F250 > 10K GVWR PACKAGE	\$91
<input type="checkbox"/>	76S	REMOTE START SYSTEM	\$228
<input type="checkbox"/>	61S & 62S	SPLASH GUARDS/MUD FLAPS (FRONT & REAR)	\$119
<input type="checkbox"/>	15J	GOOSENECK HITCH KIT (REQ 53W)	\$228
<input type="checkbox"/>	15L	5TH WHEEL HITCH KIT - 20K (REQ 53W, 68U, 8' BED)	\$1,224
<input type="checkbox"/>	53W	5TH WHEEL/GOOSENECK HITCH PREP PACKAGE	\$592
<input type="checkbox"/>	52B	TOW COMMAND INTEGRATED BRAKE CONTROLLER	\$273
<input type="checkbox"/>	535	HIGH CAPACITY TRAILER TOW PACKAGE (DIESEL)	\$1,029
<input type="checkbox"/>	91D	ON-BOARD SCALES & SMART HITCH (N/A W/ 4X2)	\$592
<input type="checkbox"/>	76C	EXTERIOR BACK UP CHIME	\$210
<input type="checkbox"/>	43C	120V / 400W OUTLET	\$160
<input type="checkbox"/>	66L	BOX RAIL LIGHTING, LED LIGHTING SYSTEM	\$54
<input type="checkbox"/>	67E	EXTRA-EXTRA HEAVY DUTY ALTERNATOR - 250 AMP	\$78
<input type="checkbox"/>	67D	190 AMP ALT FOR GAS, 250 AMP ALT FOR DIESEL	N/C
<input type="checkbox"/>	67B	DUAL EXTRA HEAVY-DUTY ALTERNATOR	\$104
<input type="checkbox"/>	86M	DUAL BATTERIES	\$191
<input type="checkbox"/>	86K	PROGRAMMABLE ENGINE IDLE SHUTDOWN TIMER	\$228
<input type="checkbox"/>	98F	CNG/PROPANE GASEOUS ENGINE PREP (6.8L ONLY)	\$286
<input type="checkbox"/>	19J	ALUMINUM CROSS BED TOOL BOX - MATTE BLACK (WEATHER GUARD DEFENDER SERIES)	\$960
<input type="checkbox"/>	19K	ALUMINUM CROSS BED TOOL BOX - BRIGHT (WEATHER GUARD MODEL # 127-0-02)	\$960
<input type="checkbox"/>	19H	PICKUP BOX BED SIDE STORAGE (REQ 17S OR 96V)	\$1,543
<input type="checkbox"/>	66D	PICKUP BOX DELETE (REQ 8' BED) (N/A 7.3L 99N, 6.7L 99M, 17X, 17S, 874, 17Z, 68U)	-\$569

<input type="checkbox"/>	512	SPARE TIRE & WHEEL W/ 66D BOX DELETE	\$269
<input type="checkbox"/>	21D	TONNEAU PICK UP BOX COVER - SOFT FOLDING	\$546
<input type="checkbox"/>	21E	TONNEAU PICK UP BOX COVER - HARD FOLDING	\$1,165
<input type="checkbox"/>	21J	TONNEAU PICK UP BOX COVER - RETRACTABLE	\$2,048
<input type="checkbox"/>	85G	TAILGATE STEP	\$342
<input type="checkbox"/>	87B	RETRACTABLE BED STEP (CORNER)	\$355
<input type="checkbox"/>	87S	RETRACTABLE BED STEP (SIDE)	\$710

### **FLEET OPTIONS**

<input type="checkbox"/>	91G	360-DEGREE DUAL BEACON LED WARNING STROBES - AMBER-WHITE	\$600
<input type="checkbox"/>	91S	360-DEGREE DUAL BEACON LED WARNING STROBES - AMBER	\$600
<input type="checkbox"/>	18A	VEHICLE INTEGRATION SYSTEM 2.0 - UPFIT	\$364
<input type="checkbox"/>	63R	SUSPENSION PACKAGE, HEAVY SERVICE W/ 66D (REQ 67H, 66D) (N/A W/ 473, 20" WHEELS)	\$114

### **COLOR**

<input type="checkbox"/>	UM	AGATE BLACK METALLIC	N/C
<input type="checkbox"/>	E9	ARGON BLUE METALLIC	N/C
<input type="checkbox"/>	M7	CARBONZIED GRAY METALLIC	N/C
<input type="checkbox"/>	DR	AVALANCHE	N/C
<input type="checkbox"/>	Z1	OXFORD WHITE	N/C
<input type="checkbox"/>	PQ	RACE RED	N/C
<input type="checkbox"/>	GR	GREEN (FLEET )	\$600
<input type="checkbox"/>	W6	GREEN GEM (FLEET )	\$600
<input type="checkbox"/>	JS	ICONIC SILVER METALLIC (FLEET)	\$600
<input type="checkbox"/>	MB	ORANGE (FLEET)	\$600
<input type="checkbox"/>	BY	SCHOOL BUS YELLOW (FLEET)	\$600
<input type="checkbox"/>	E4	VERMILLION RED (FLEET)	\$600
<input type="checkbox"/>	AT	YELLOW (FLEET)	\$600

### **DELIVERY / REGISTRATION**

<input type="checkbox"/>	DELIVERY	DELIVERY TO CUSTOMER / UPFITTER - 1 WAY	\$175
<input type="checkbox"/>	PLATE	TITLE & "M" PLATES	\$173
<input type="checkbox"/>	WARRANTY	FORD PROTECT PREMIUMCARE SERVICE CONTRACT 5 YEAR/100K MILES	\$1,425 - GAS \$2,525 - DIESEL

## **AGENDA BRIEFING**

**DATE:** July 15, 2025

**TO:** Mayor Joseph A. Woods  
Board of Trustees

**FROM:** Roderick Ysaguirre – Director of Public Works/Village Engineer

**RE:** Purchase of a 2026 Ford F550 Dump Truck and Dump Bed

### **BACKGROUND/DISCUSSION:**

Regular village equipment replacement is budgeted annually and begins first in the 5 Year Capital Plan. One mid-size dump truck is designated for replacement this fiscal year. The vehicle chassis will be purchased through the Suburban Purchasing Cooperative (SPC) Contact #227 and the dump bed will be purchased through Source Well Contract 062222-AEB. The SPC and Source Well are both bulk/joint purchasing power programs that multiple agencies can participate in and use by creating higher sales volumes, thus reducing the per unit cost per item purchased lower. By purchasing through these programs, local governments can save a percentage per purchase and reduce the administration expenses associated with performing a competitive bidding process on their own. These programs develop vehicle specifications and options, conduct the bidding process, award the contract, and publicly publish the contracts for participation. Local agencies then work directly with the awarded Vendor to build and purchase the equipment.

The chassis to be purchased is a 2026 Ford F550 XL Regular Cab 4X4 along with some basic upgrade options in the amount of \$57,069 dollars. The dump bed will be purchased separately through Monroe and consists of an 11-foot steel bed, hoist, rear hitch for towing trailers, lighting, and a snowplow in the amount of \$42,324 dollars. The total cost for both items is \$99,393 dollars.

The vehicle to be replaced is vehicle #501, which is a 2004 Ford F450 1-1/2 Ton Dump Truck that is a similar sized truck that has been used by Public Works for water main breaks, manhole repairs, plowing, material hauling, and other various operations and work-related travel. In 2017 #501 was passed down to the Water Plant staff to haul lime grit to the lime lagoon. It currently has 46,941 miles and has served the Village for the last 21 years. This dump truck will be offered to any other village department that is interested, otherwise it will be recommended for auction at a future date.

This new vehicle and dump bed will be purchased through the FY 26 Vehicle Services Fund – Capital Outlays where \$92,000 has been budget for vehicle purchases. This purchase will be \$7,393 dollars over the budgeted amount, but this overage will be paid for from \$11,688 in purchase savings of two Public Works pickups also scheduled for purchase this fiscal year.

	Budgeted	Actual
2026 Ford F550 Dump Truck and Bed	\$ 92,000	\$99,393
Two Ford F250 Pick ups	\$110,000	\$98,312
<b>Total</b>	<b>\$ 202,000</b>	<b>\$ 197,705</b>
<b>Savings</b>		<b>\$4,295</b>

**RECOMMENDATION:** Authorize the Village Manager to issue 2 Purchase Orders in the total amount of \$99,393 dollars for the purchase of one Ford F550 XL 4X4 dump truck.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Rules meetings of July 21, 2025, for your discussion.



## 2026 FORD F550 DRW CHASSIS CONTRACT #227



COMMERCIAL  
& FLEET

[WWW.SUTTONTRUCKS.COM](http://WWW.SUTTONTRUCKS.COM)

CONTACT: SCOTT OUREDNIK

PHONE : 708-720-8040

EMAIL: [sourednik@suttonford.com](mailto:sourednik@suttonford.com)

**26 FORD F550 REG CAB 4X2 60 CA**

**BASE PRICE \$51,016**



**COMMERCIAL  
& FLEET**

Please enter the following information:

Agency Name & Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name \_\_\_\_\_

Contact phone number \_\_\_\_\_

Purchase order number \_\_\_\_\_

Total Dollar amount \_\_\_\_\_

Total number of units \_\_\_\_\_

Tax Exempt # \_\_\_\_\_

Delivery Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FIN CODE**

**PLEASE SUBMIT P.O. & TAX EXEMPT LETTER WITH VEHICLE ORDER**

**Sutton Ford Commercial Truck Center  
21315 Central Ave  
Matteson, IL 60443**

**CONTACT : SCOTT OUREDNIK**

**PHONE : 708-720-8040**

**CELL / TEXT : 219-670-9099**

**EMEMAIL: [sourednik@suttonford.com](mailto:sourednik@suttonford.com)**

# MAJOR PRODUCT CHANGES

## OVERVIEW

The 2026 Super Duty® Chassis Cab reinforces the long tradition of F-Series toughness and continues to meet the needs of a multitude of commercial vocations, as well as personal use towing customers. Trademark "Built Ford Tough®" attributes such as capability to get the job done, quality, reliability, power, breadth and depth of product choices are solidly behind Chassis Cab users.

To learn more about the features on this vehicle, go to [www.forduniversity.com](http://www.forduniversity.com)

## MODEL/SERIES/AVAILABILITY

- XL, XLT, Lariat

## MECHANICAL

- ★ **New/Changed**
- None
- **Deleted**
  - None

## EXTERIOR

- ★ **New/Changed**
  - Tire Pressure Monitor System (TPMS) – standard
- ★ **New Colors**
  - Argon Blue Metallic (E9)
  - Marsh Gray (T9)
- **Deleted Colors**
  - Antimatter Blue Metallic
  - Darkened Bronze Metallic

## INTERIOR/COMFORT

- ★ **New/Changed**
  - None

## SAFETY/SECURITY

- ★ **New/Changed**
  - None
- **Deleted**
  - None

## FORD CO-PILOT360® TECHNOLOGY

- ★ **New/Changed**
  - None

## FUNCTIONAL

- ★ **New/Changed**
  - Ford Connectivity Package (1-year included) – standard<sup>1</sup>
  - Ford Connectivity Package (One-time purchase – 7 years) (94D)– optional<sup>2</sup>
  - Individual Tire Pressure Monitoring System (TPMS) – standard
  - SecuriCode® Keyless Entry Keypad, Driver's Side (63B) – optional on Lariat
  - SiriusXM with 360L (3-year plan) (52E)
  - SecuriCode® Wireless Keyless Entry Keypad, Driver's Side (DIO) – now optional on XL
  - Battery Jump Start System GB70 by NOCO w/Case (DIO)
  - Windshield Sunshade by Covercraft (DIO)
  - Super Duty Tool Kit – by AllTrade (DIO)
  - Illuminated Front Emblem (DIO)
  - Kicker Subwoofer (DIO)
  - Vehicle Integration System 2.0 – now optional on XL

## PACKAGES

- ★ **New/Changed**
  - Payload Plus Upgrade Package 2 (68H)

**NOTE:** Ford is restricting sales of 6.7L Diesel (99T) on F-550 with Payload Plus Upgrade Package 2 (68H) and F-600 6.7L Diesel (99T) to customers for registration outside of California, Massachusetts, Oregon, New York, Vermont and Washington.

Additionally, Ford is restricting sales of F-550 6.7L Diesel (99T) with Payload Plus Upgrade Package 1 (68M) to customers for registration in California, Massachusetts, Oregon, New York, Vermont and Washington only.

<sup>1</sup> Ford Connectivity Package included for one-year from warranty start date. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. To activate the one-year complimentary trial, retail modem authorization and credit card authorization for auto renewal is required; customer may cancel at any time.

<sup>2</sup> Select option for a one-time purchase of Ford Connectivity Package. Ford Connectivity Package will be active for 7 years on this vehicle (non-transferrable to another VIN) from warranty start date. Requires activation via FordPass® app. Not available for fleet orders. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.

## Product Changes and Features Availability

Features, options, and package content subject to change. Please check [www.fmcdealer.com](http://www.fmcdealer.com) for the most current information.

★ = New for this model year

# 2026 SUPER DUTY® CHASSIS CAB (F-350CC / F-450CC / F-550 / F-600) STANDARD EQUIPMENT

The following features are standard on every 2026 SUPER DUTY® Chassis Cab vehicle:

<p><b>MECHANICAL</b></p> <ul style="list-style-type: none"> <li>● Brakes – Four-wheel Disc Brakes with Anti-Lock Brake System (ABS)</li> <li>● Operator Commanded Regeneration (OCR) (6.7L Power Stroke® Diesel Engine Only)</li> <li>● Transmission Power Take-Off Provision</li> </ul> <p><b>EXTERIOR</b></p> <ul style="list-style-type: none"> <li>● <u>Doors</u> <ul style="list-style-type: none"> <li>— Two (Regular Cab only)</li> <li>— Four (SuperCab/Crew Cab only)</li> </ul> </li> <li>● <u>Fuel Tank</u> <ul style="list-style-type: none"> <li>— 40 gallon aft axle</li> <li>— Diesel Exhaust Fluid (DEF) Tank Location:                             <ul style="list-style-type: none"> <li>○ Aft-of-axle fuel tank is paired with the DEF tank located in the mid ship location, between the frame rails.</li> <li>○ Mid ship fuel tank is paired with the DEF tank located outside of the frame rail</li> <li>○ Dual tanks are paired with the DEF tank located outside of the frame rail</li> </ul> </li> </ul> </li> <li>● <u>Glass</u> <ul style="list-style-type: none"> <li>— Solar-tinted complete (Std. on XL)</li> <li>— Privacy (Std. on XLT and Lariat; NA front-seat windows)</li> </ul> </li> <li>● Manual Locking Hub (4x4)</li> <li>● Scuff plates – front, color-coordinated</li> <li>● “Three-Blink” lane change signal</li> <li>● Tow hooks – front, (two) (2)</li> <li>● Trailer wiring – 7 wire harness w/relays, blunt cut and labeled</li> <li>● Windshield wipers – intermittent</li> </ul> <p><b>INTERIOR/COMFORT</b></p> <ul style="list-style-type: none"> <li>● <u>Convenience</u> <ul style="list-style-type: none"> <li>— Coat hooks, LH/RH color-coordinated</li> <li>— Dash top tray</li> <li>— Dome lamp – LH/RH door activated &amp; I/P switch operated w/delay</li> <li>— Handles, grab – driver &amp; front-passenger</li> <li>— Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)</li> <li>— Map lights – dual (front and rear w/Crew Cab)</li> <li>— 12V Powerpoint, auxiliary</li> </ul> </li> <li>● Door-trim – color-coordinated molded w/grab handle &amp; reflector</li> <li>● Gauges and Meters – Fuel, Transmission Temperature, Engine Coolant Temperature, Oil Pressure (Gas engine) and Turbo (Diesel engine) Gauges; Speedometer, Odometer and Tachometer</li> <li>● Headliner – color-coordinated cloth</li> <li>● Instrument panel – color-coordinated w/ glove box, four (4) air registers w/positive shut-off and powerpoint</li> </ul>	<p><b>INTERIOR/COMFORT (continued)</b></p> <ul style="list-style-type: none"> <li>● <u>Instrumentation Center</u> <ul style="list-style-type: none"> <li>— 4.2” LCD Productivity Screen in IP Cluster (standard on XL and XLT)</li> <li>— 12” LCD Productivity Screen in IP Cluster (Standard on Lariat)</li> </ul> </li> <li>● Power Equipment Group – 1<sup>st</sup> row (front-seat) windows w/ one-touch up/down, power 2<sup>nd</sup> row (rear-seat) windows (Super/Crew Cab); power/door-locks w/backlit switches &amp; accessory delay</li> <li>● Overhead Console with 6 Upfitter Switches</li> <li>● Steering – power</li> <li>● Steering damper</li> </ul> <p><b>SAFETY/SECURITY</b></p> <ul style="list-style-type: none"> <li>● AdvanceTrac® with RSC® (Roll Stability Control™)</li> <li>● <u>Airbags</u> <ul style="list-style-type: none"> <li>— Driver and Passenger frontal and side airbag/curtain</li> <li>— Passenger side airbag deactivation switch</li> </ul> </li> <li>● Child tethers (Regular Cab front-passenger and all rear-seating positions)</li> <li>● Lamps – LED Roof marker/clearance</li> <li>● <u>Safety Belts</u> <ul style="list-style-type: none"> <li>— Belt-Minder® (front safety belt reminder) – chime and flashing warning lights on I/P if belts not buckled</li> <li>— Color-coordinated safety belts w/height adjustment (front-outboard seating positions only)</li> </ul> </li> <li>● SecuriLock® Passive Anti-Theft System (PATS)</li> <li>● SOS Post-Crash Alert System™</li> <li>● Stationary Elevated Idle Control (SEIC)</li> <li>● Ford Security Package (1-year included with activation)</li> </ul> <p><b>FORD CO-PILOT360® TECHNOLOGY</b></p> <ul style="list-style-type: none"> <li>● AutoLamp – Auto On/Off Headlamps</li> <li>● Cruise Control (steering wheel-mounted)</li> </ul> <p><b>FUNCTIONAL</b></p> <ul style="list-style-type: none"> <li>● <u>Alternator</u> <ul style="list-style-type: none"> <li>— XL:                             <ul style="list-style-type: none"> <li>○ 7.3L 2 Valve Gas – 190 AMP</li> <li>○ 6.7L 4 Valve Diesel – 250 AMP</li> </ul> </li> <li>— XLT:                             <ul style="list-style-type: none"> <li>○ 7.3L 2 Valve Gas – 410 AMP Dual</li> <li>○ 6.7L 4 Valve Diesel – 350 AMP Dual</li> </ul> </li> <li>— Lariat:                             <ul style="list-style-type: none"> <li>○ 7.3L 2 Valve Gas – 410 AMP Dual</li> <li>○ 6.7L 4 Valve Diesel – 350 AMP Dual</li> </ul> </li> </ul> </li> <li>● Hood release</li> <li>● Horn – dual electric</li> <li>● Oil minder system</li> <li>● Shock absorbers – heavy-duty gas</li> <li>● Springs, rear auxiliary</li> <li>● Stabilizer bar – front and rear</li> </ul>
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The following features are standard on selected 2026MY SUPER DUTY® Chassis Cab vehicles:

MECHANICAL	XL	XLT	LARIAT
<b>Engine</b>			
7.3L 2V DEVCT NA PFI V8 Gas (F-350/F-450/F-550/F-600)	●	●	●
<b>Drivetrain</b>			
4x2	●	●	
4x4			●
<b>Transmission</b>			
Ten-Speed Automatic Transmission with Selectable Drive Modes: Normal, Tow/Haul, Eco, Slippery Roads, Tow/Haul, Trail (4x2), Off-Road (4x4)	●	●	●
<b>Base Alternator</b>			
190 Amp (F-350/F-450/F-550/F-600 Std. on 7.3L Gas Engine)	●		
250 Amp (F-350/F-450/F-550/F-600 w/ 6.7L Diesel Engine)	●		
350 Amp Dual (F-350/F-450/F-550/F-600 w/ 6.7L Diesel)		●	●
410 Amp (F-350/F-450/F-550/F-600 w/ 7.3L Engine)		●	●
<b>Axle</b>			
Monobeam front axle w/coil spring suspension (F-350 4x4, F-450, F-550 and F-600)	●	●	●
Independent Twin-I-beam front axle w/coil spring suspension (F-350 4x2)	●	●	

★ = New for this model year  
● = Available

1 = Regular Cab only, 2 = SuperCab only, 3 = Crew Cab only

**2026 SUPER DUTY® CHASSIS CAB**  
**(F-350CC / F-450CC / F-550 / F-600)**  
**STANDARD EQUIPMENT**

<b>MECHANICAL (continued)</b>	<b>XL</b>	<b>XLT</b>	<b>LARIAT</b>
<b>Battery</b>			
750 CCA, 68AH grp65 AGM Battery	•		
Dual 750 CCA, 68AH grp65 AGM Batteries		•	•
<b>Fuel Tanks</b>			
40 gallon aft axle	•	•	•
<b>KEY EXTERIOR FEATURES</b>			
<b>Bumper – Front</b>			
Black painted steel w/grained MIC top cover and black lower air dam	•		
Chrome w/grained MIC top cover and black lower air dam		•	•
<b>Grille</b>			
Black MIC	•		
Bright Chrome – two (2) bar		•	
Chrome – two (2) bar (includes additional chrome inserts)			•
<b>Handles – Door and Tailgate</b>			
Black	•	•	
Body-color			•
<b>Headlamps/Taillamps/Lamps</b>			
Quad-beam halogen jewel effect	•	•	
LED Reflector			•
Halogen Taillamps	•	•	•
Halogen Fog Lamps		•	
LED Fog lamps			•
LED Roof Marker/Clearance Lamps	•	•	•
Utility Lighting System (LED Side-mirror Spotlights) (see mirror descriptions below)			•
<b>Mirrors</b>			
Manually telescoping/folding trailer tow with power/heated glass, heated convex spotter mirror, Integrated Clearance Lamps/Turn Signals	•	•	
Power-folding with Autofold, PowerScope® Telescoping, Power Glass Trailer Tow Mirrors with Heat, Turn Signal, High-Intensity LED Security Approach Lamps, Utility Lighting System (LED Side-mirror Spotlights)			•
<b>Wheels (SRW)</b>			
18" Argent Painted Steel w/painted hub covers/center ornaments (F-350)	•		
18" Sparkle Silver Painted Cast Aluminum w/bright hub covers/center ornaments (F-350)		•	
18" Bright Machined Cast Aluminum w/Carbonized Gray Painted Pockets and bright hub covers/center ornaments (F-350)			•
<b>Wheels (DRW)</b>			
17" Argent Painted Steel (hub covers/center ornaments not included (F-350)	•	•	
17" Forged Polished Aluminum w/bright hub covers/center ornaments (F-350)			•
19.5" Argent Painted Steel (F-450/F-550/F-600)	•	•	
19.5" Forged Polished Aluminum w/bright hub covers/center ornaments (F-450/F-550)			•
<b>Windows and Glass</b>			
1 <sup>st</sup> Row (front-seat) – Power w/one-touch up/down	•	•	•
2 <sup>nd</sup> Row (rear-seat) – Power	•(2,3)	•(2,3)	•(2,3)
Rear (backlight) – Fixed	•	•	
Rear (backlight) – Fixed w/defrost			•
Solar-tinted glass (complete)	•		
Privacy glass, (rear backlight on all cabs; 2 <sup>nd</sup> Row (rear-seat) windows on SuperCab and Crew Cab. Other glass is solar-tinted.)		•	•
<b>KEY INTERIOR/COMFORT FEATURES</b>			
<b>Air Conditioning</b>			
Manual, Single Zone	•	•	
Dual-Zone Electronic Automatic Temperature Control (DEATC)			•

★ = New for this model year  
 ● = Available

1 = Regular Cab only, 2 = SuperCab only, 3 = Crew Cab only

**2026 SUPER DUTY® CHASSIS CAB**  
**(F-350CC / F-450CC / F-550 / F-600)**  
**STANDARD EQUIPMENT**

KEY INTERIOR/COMFORT FEATURES (continued)	XL	XLT	LARIAT
<b>Audio</b>			
AM/FM stereo MP3 player (speakers; four (4) with Regular Cab, six (6) with SuperCab and Crew Cab)	•	•	
SiriusXM with 360L <b>Note:</b> Trial Length: A 3-month trial subscription is included for all new SiriusXM-equipped Ford vehicles SiriusXM with 360L Trial Subscription: Service will automatically stop at the end of your trial subscription period unless you decide to continue service. Trial is non-transferable. If you do not wish to enjoy your trial, you can cancel by calling the number below. All SiriusXM services require a subscription, each sold separately by SiriusXM after the trial period. Service subject to the SiriusXM Customer Agreement and Privacy Policy, visit <a href="http://siriusxm.com">siriusxm.com</a> for complete terms and how to cancel which includes online methods or calling 1-866-635-2349. Some services and features are subject to device capabilities and location availability. Satellite service not available in AK & HI. Certain features and/or content may not be available in vehicles with SiriusXM with 360L unless an active data connection is enabled in the vehicle. Content varies by SiriusXM subscription plan. All fees, content and features are subject to change. SiriusXM and related logos are trademarks of Sirius XM Radio Inc. and its respective subsidiaries.			•
B&O® Sound System by Bang & Olufsen w/ HD Radio™ (eight (8) speakers including subwoofer)			•
★5G Modem <sup>1</sup>	•	•	•
★Ford Connectivity Package (1-year included <sup>2</sup> ) Ford Connectivity Package includes (features may vary by make and model): – Unlimited Wi-Fi Hotspot	•	•	
★Ford Connectivity Package (1-year included <sup>2</sup> ) Ford Connectivity Package includes (features may vary by make and model): – Unlimited Wi-Fi Hotspot – Connected Navigation – Audio and Video Streaming – Voice Assistant – Entertainment			•
SYNC® 4 – 8" LCD Capacitive Touchscreen with Swipe Capability – Wireless Phone Connection – Cloud Connected – AppLink® w/ App Catalog – 911 Assist® – Apple CarPlay™ and Android Auto™ Compatibility – Digital Owner's Manual	•	•	
SYNC® 4 with Enhanced Voice Recognition – 12" LCD Capacitive Touchscreen with Swipe Capability – Information On Demand Panel – Wireless Phone Connection – Cloud Connected – AppLink® w/ App Catalog – 911 Assist® – Apple CarPlay® and Android Auto™ Compatibility – Digital Owner's Manual – Conversational Voice Command Recognition			•
FordPass® app – Remotely start, lock and unlock vehicle – Schedule specific times to remotely start vehicle– Locate parked vehicle – Check vehicle health status – Activate available Connected Services	•	•	•
<b>Cupholders</b>			
Dual, instrument panel-mounted	•	•	•
Integrated w/armrest on rear-seat			•(3)
<b>Door-Trim</b>			
Armrest, grab handle and reflector	•		
Soft armrest, grab handle, power window/lock switches and reflector; front map pockets on Regular Cab and SuperCab; front and rear map pockets on Crew Cab		•	
Soft armrest, grab handle, power window/lock switches, upper applique, reflector; front and rear map pockets on Crew Cab			•

<sup>1</sup> Modem activation is required to enable FordPass app remote features and most Connected Services. Ford Telematics™ and Data Services Prep included for Fleet ONLY: 5G Wi-Fi Modem provides data to support telematics and data services including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts. Device enables telematics services through Ford or authorized providers. Activate at [www.fleet.ford.com](http://www.fleet.ford.com) or call 833-FCS-Ford (833-327-3673)

<sup>2</sup> Ford Connectivity Package included for one-year from warranty start date. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. To activate the one-year complimentary trial, retail modem authorization and credit card authorization for auto renewal is required; customer may cancel at any time.

★ = New for this model year  
 ● = Available

1 = Regular Cab only, 2 = SuperCab only, 3 = Crew Cab only

**2026 SUPER DUTY® CHASSIS CAB**  
**(F-350CC / F-450CC / F-550 / F-600)**  
**STANDARD EQUIPMENT**

<b>KEY INTERIOR/COMFORT FEATURES (continued)</b>	<b>XL</b>	<b>XLT</b>	<b>LARIAT</b>
<b>Floor Covering</b>			
Black vinyl	•		
Color-coordinated carpet and carpeted floor mats (includes rear mats on SuperCab & Crew Cab) (deleted when all-weather floor mats are ordered)		•	•
<b>Instrumentation Center</b>			
4.2' Productivity Screen display includes menus for Gauge Setup, Trip Computer, Fuel Economy and Towing/Off-Road applications five (5) button message control on steering wheel (included with the SYNC® and SYNC® Services)	•	•	
12" Productivity Screen display includes menus for Gauge Setup, Trip Computer, Fuel Economy and Towing/Off-Road applications; five (5) button message control on steering wheel			•
Overhead Console – with storage bin and map lights	•	•	•
<b>Power Equipment</b>			
Accessory delay	•	•	•
Door-locks w/backlit switches	•	•	•
Windows w/backlit switches	•	•	•
<b>Powerpoint and 120V/400W Outlet</b>			
One (1) Powerpoint in front center under-seat storage		•	
Two (2) Powerpoints in instrumentation center	•	•	•
Two (2) Powerpoints in rear side of Flow-through Console			•
120V/400W Outlet dash mounted		•	•
120V/400W Outlet in rear side of Flow-through Console			•
120V/400W Inverter outlet in IP		•	•
<b>Rearview Mirror</b>			
11.5" day/night	•	•	
Electrochromic self-dimming			•
Remote Start System			•
<b>Seats (Front)</b>			
HD vinyl, 40/20/40 split bench w/center armrest, cupholder and storage	•		
Cloth, 40/20/40 split bench, 20% center under-seat storage, w/center armrest, cupholder and storage		•	
ActiveX® Trimmed, 40/Console/40			•
Manual lumbar support, driver's side	•	•	
8-way power driver & power front-passenger seats (four-way power-adjustable track, two-way power recline and two-way power lumbar)			•
Two-way adjustable driver/passenger headrests	•	•	•
Easy Entry Driver's Seat w/ Memory			•
<b>Seats (Rear) SuperCab</b>			
Vinyl, 60/40 fold-up bench seat	•		
Cloth, 60/40 fold-up bench seat		•	
<b>Seats (Rear) Crew Cab</b>			
60/40 bench w/flip-up/fold-down w/2 outboard head restraints and a center head restraint	•		
60/40 bench w/flip-up seats & fold-down backrests, two (2) outboard head restraints and a center head restraint.		•	
60/40 bench w/flip-up seats & fold-down backrests w/under-seat lockable fold-flat storage, two (2) outboard head restraints and a center head restraint. Dual integrated cupholders in armrest			•
Vinyl	•		
Cloth		•	
Leather			•
<b>Steering Wheel</b>			
Urethane – Black – w/redundant audio and SYNC® controls	•	•	
Wrapped – w/redundant audio and SYNC® controls			•
Heated Steering Wheel			•
Cruise Control (steering wheel-mounted)	•	•	•
Tilt and Telescoping steering wheel/column (Manual)	•	•	•
<b>Sun Visors</b>			
Color-coordinated vinyl, driver w/pocket, passenger w/uncovered mirror	•		
Color-coordinated Cloth, both driver and passenger w/covered mirrors		•	
Color-coordinated Cloth; both driver and passenger w/covered illuminated visor vanity mirror			•
<b>SAFETY/SECURITY</b>	<b>XL</b>	<b>XLT</b>	<b>LARIAT</b>
AdvanceTrac® with RSC® (Roll Stability Control™)	•	•	•
AutoLamp (Auto On/Off Headlamps), Rainlamp Wiper Activated Headlamps	•	•	•
Autolock, Auto unlock	•	•	•
Ford Security Package (1-year included with activation)	•	•	•
Remote Keyless Entry	•	•	•
SecuriLock® Passive Anti-Theft System (PATS)	•	•	•
Trailer Sway Control and Hill Start Assist	•	•	•

★ = New for this model year  
 ● = Available

1 = Regular Cab only, 2 = SuperCab only, 3 = Crew Cab only

<b>SELECT</b>	<b>OPTION CODE</b>	<b>TRUCK MODEL</b>	<b>PRICE</b>
<b><i>F550 XL REGULAR CHASSIS CAB DRW</i></b>			
<input type="checkbox"/>	F5G	4X2 REG CAB 60" CA - 145" WB	\$51,016
<input type="checkbox"/>	F5G	4X2 REG CAB 84" CA - 169" WB	\$53,024
<input type="checkbox"/>	F5G	4X2 REG CAB 108" CA - 193" WB	\$53,182
<input type="checkbox"/>	F5G	4X2 REG CAB 120" CA - 205" WB	\$53,336
<input type="checkbox"/>	F5H	4X4 REG CAB 60" CA - 145" WB	\$55,488
<input type="checkbox"/>	F5H	4X4 REG CAB 84" CA - 169" WB	\$55,641
<input type="checkbox"/>	F5H	4X4 REG CAB 108" CA - 193" WB	\$55,796
<input type="checkbox"/>	F5H	4X4 REG CAB 120" CA - 205" WB	\$55,954
<b><i>F550 XL SUPER CHASSIS CAB DRW</i></b>			
<input type="checkbox"/>	X5G	4X2 SUPER CAB 60" CA - 168" WB	\$54,003
<input type="checkbox"/>	X5G	4X2 SUPER CAB 84" CA - 192" WB	\$54,157
<input type="checkbox"/>	X5H	4X4 SUPER CAB 60" CA - 168" WB	\$57,157
<input type="checkbox"/>	X5H	4X4 SUPER CAB 84" CA - 192" WB	\$57,316
<b><i>F550 XL CREW CHASSIS CAB DRW</i></b>			
<input type="checkbox"/>	W5G	4X2 CREW CAB 60" CA - 179" WB	\$54,956
<input type="checkbox"/>	W5G	4X2 CREW CAB 84" CA - 203" WB	\$55,114
<input type="checkbox"/>	W5H	4X4 CREW CAB 60" CA - 179" WB	\$58,114
<input type="checkbox"/>	W5H	4X4 CREW CAB 84" CA - 203" WB	\$58,277
<b><u>POWERTRAINS &amp; AXLES</u></b>			
<input type="checkbox"/>	99T	6.7L POWER STROKE V8 TURBO DIESEL	\$10,006
<input type="checkbox"/>	X4N	AXLE, LIMITED SLIP 4.10 RATIO (6.7L)	\$360
<input type="checkbox"/>	X4L	AXLE, LIMITED SLIP 4.30 RATIO (6.7L)	\$360
<input type="checkbox"/>	X8L	AXLE, LIMITED SLIP 4.88 RATIO (6.7L OR 7.3L)	\$360
<b><u>TIRES / WHEELS</u></b>			
<input type="checkbox"/>	TGM	LT225/70RX19.5G BSW TRACTION (4) A/P (2)	\$173
<input type="checkbox"/>	TGK	LT225/70RX19.5G BSW TRACTION (6) 4X4	\$195
<input type="checkbox"/>	945	STAINLESS STEEL WHEEL COVER, 19.5"	\$455
<input type="checkbox"/>	512	SPARE TIRE, JACK, & WHEEL	\$319

<b>SEATS</b>			
<b>REGULAR &amp; SUPER CAB</b>			
<input type="checkbox"/>	AS	VINYL 40/20/40	STD
<input type="checkbox"/>	LS	VINYL 40/CONSOLE/40	\$323
<input type="checkbox"/>	1S	CLOTH 40/20/40	\$91
<input type="checkbox"/>	4S	CLOTH 40/CONSOLE/40	\$468
<b>CREW CAB</b>			
<input type="checkbox"/>	AS	VINYL 40/20/40	STD
<input type="checkbox"/>	LS	VINYL 40/CONSOLE/40	\$323
<input type="checkbox"/>	1S	CLOTH 40/20/40	\$286
<input type="checkbox"/>	4S	CLOTH 40/CONSOLE/40	\$559
<b>OPTIONS</b>			
<input type="checkbox"/>	96V	XL CHROME VALUE PACKAGE	\$296
<input type="checkbox"/>	473	SNOWPLOW PACKAGE (N/A W/ 67X, 67H, 47A, 47L, 47J)	\$228
<input type="checkbox"/>	67X	SUSPENSION PACKAGE, EXTRA HEAVY SERVICE	\$114
<input type="checkbox"/>	67H	SUSPENSION PACKAGE, HEAVY SERVICE	\$114
<input type="checkbox"/>	67P	EXTRA HD FRONT END SUSPENSION - GAWR 7,500# (REQ 4.30 OR 4.88 AXLE) (N/A W/ 67H, 67X, 473)	\$260
<input type="checkbox"/>	68D	PAYLOAD DOWNGRADE PACKAGE - 17,500 GVWR	N/C
<input type="checkbox"/>	68U	PAYLOAD UPGRADE PACKAGE - 19,000 GVWR (ONLY ON 7.3L GAS W/ 145" WB) (REQ X8L)	\$741
<input type="checkbox"/>	68H	PAYLOAD PLUS UPGRADE PACKAGE 2 - 19,550 GVWR (N/A 145" WB, GAS)(REQUIRES 6.7L DIESEL-99T - 535)	\$1,051
<input type="checkbox"/>	98G	CNG/LPG FUEL CAPABLE ENGINE (7.3L GAS & REG CAB ONLY)	\$286
<input type="checkbox"/>	18B	PLATFORM RUNNING BOARDS (REG CAB)	\$291
<input type="checkbox"/>	18B	PLATFORM RUNNING BOARDS (SUPER/CREW CAB)	\$405
<input type="checkbox"/>	65M	FUEL TANK, 26.5 GAL MIDSHIP	\$114
<input type="checkbox"/>	65C	FUEL TANK, DUAL DIESEL (26.5 & 40 GAL)	\$569
<input type="checkbox"/>	41H	HEATER, ENGINE BLOCK	\$173

<input type="checkbox"/>	41P	SKID PLATE PACKAGE (4X4 ONLY)	\$91
<input type="checkbox"/>	86S	LOW DEFLECTION PACKAGE (N/A W/ 145" WB 4X4)	\$100
<input type="checkbox"/>	52B	TOW COMMAND INTEGRATED BRAKE CONTROLLER	\$273
<input type="checkbox"/>	61J	TIRE JACK, HYDRAULIC	\$50
<input type="checkbox"/>	535	HIGH CAPACITY DUTY TRAILER TOW (REQ DIESEL & 68H)	\$528
<input type="checkbox"/>	41A	RAPID-HEAT SUPPLEMENTAL CAB HEATER (DIESEL)	\$319
<input type="checkbox"/>	61L	FRONT WHEEL WELL LINERS	\$164
<input type="checkbox"/>	872	REAR VIEW CAMERA & PREP PACKAGE	\$468
<input type="checkbox"/>	59H	CENTER HIGH MOUNT STOP LAMP - CHMSL	\$91
<input type="checkbox"/>	76C	EXTERIOR BACK UP CHIME	\$210
<input type="checkbox"/>	52S	INTERIOR WORK SURFACE (REQ 40/20/40 SEATS)	\$128
<input type="checkbox"/>	43K	2kW PRO POWER (REQ 86M DUAL BATTERY)	\$897
<input type="checkbox"/>	60X	AUTOMATED EMERGENCY BRAKING (AEB) REMOVAL	N/C
<input type="checkbox"/>	86K	PROGRAMMABLE ENGINE IDLE SHUTDOWN TIMER	\$228
<input type="checkbox"/>	86M	DUAL BATTERIES	\$191
<input type="checkbox"/>	43C	110V / 400W OUTLET (REQ 86M DUAL BATTERIES W/ 7.3L GAS)	\$160
<input type="checkbox"/>	63C	AFT-AXLE FRAME EXTENSION (BEYOND WHEEL BASE) (REQ 145" OR 169" WHEEL BASE)	\$104
<input type="checkbox"/>	67B	DUAL EXTRA HEAVY-DUTY ALTERNATOR	\$104
<input type="checkbox"/>	47A	AMBULANCE PREP PACKAGE - LIMITED PRODUCTION	\$1,096
<input type="checkbox"/>	47L	AMBULANCE PREP PACKAGE (SPECIAL EMISSIONS) (REQ 6.7L DIESEL) - LIMITED PRODUCTION	\$1,096
<input type="checkbox"/>	47J	FIRE RESCUE PREP PACKAGE (SPECIAL EMISSIONS) (REQ 6.7L DIESEL) - LIMITED PRODUCTION	\$1,096

<b>FLEET OPTIONS</b>			
<input type="checkbox"/>	927	CUSTOMIZABLE SPEED LIMIT (75 MPH)	\$73
<input type="checkbox"/>	18A	VEHICLE INTEGRATION SYSTEM 2.0	\$364
<input type="checkbox"/>	91G	360-DEGREE DUAL BEACON LED WARNING STROBES - AMBER-WHITE (REQ 59H CHMSL)	\$600
<input type="checkbox"/>	91S	360-DEGREE DUAL BEACON LED WARNING STROBES - AMBER (REQ 59H CHMSL)	\$600
<b>COLOR</b>			
<input type="checkbox"/>	UM	AGATE BLACK METALLIC	N/C
<input type="checkbox"/>	E9	ARGON BLUE METALLIC	N/C
<input type="checkbox"/>	DR	AVALANCHE	N/C
<input type="checkbox"/>	M7	CARBONIZED GRAY METALLIC	N/C
<input type="checkbox"/>	Z1	OXFORD WHITE	N/C
<input type="checkbox"/>	PQ	RACE RED	N/C
<input type="checkbox"/>	GR	GREEN (FLEET)	\$600
<input type="checkbox"/>	W6	GREEN GEM (FLEET)	\$600
<input type="checkbox"/>	JS	ICONIC SILVER METALLIC	\$600
<input type="checkbox"/>	MB	ORANGE (FLEET)	\$600
<input type="checkbox"/>	BY	SCHOOL BUS YELLOW (FLEET)	\$600
<input type="checkbox"/>	E4	VERMILLION RED (FLEET)	\$600
<input type="checkbox"/>	AT	YELLOW (FLEET)	\$600
<input type="checkbox"/>	95K	SCHOOL BUS YELLOW W/ AGATE BLACK HOOD (FLEET)	\$150
<b>DELIVERY / REGISTRATION</b>			
<input type="checkbox"/>	DELIVERY	DELIVERY TO CUSTOMER / UPFIT- 1 WAY	\$175
<input type="checkbox"/>	PLATE	TITLE & "M" PLATES	\$173
<input type="checkbox"/>	WARRANTY	FORD PROTECT PREMIUMCARE SERVICE CONTRACT 5 YEAR/100K MILES	\$2,200 - GAS \$2,600 - DIESEL



a brand of aebe schmidt

812 Draper Avenue
Joliet, WI 60432
Sales Rep: Jerry LaCorte
Ph: (708) 968-8288
www.MonroeTruck.com

J.O. #

Quotation ID: 4JB1000515-1

Date: 5/5/2025

Valid thru: 6/4/2025

Terms: NET 30

Quoted by: Jerry LaCorte

Ph/Fax: 815-230-4731 / 815-230-4731

Quoted to:

PARK FOREST, VILLAGE OF (ATTN: )
350 VICTORY DR
PARK FOREST, IL 60466
Ph: 708-283-5630 / Fax: 708-503-8560

Email:

Chassis Information

Table with 6 columns: Year, Make, Model, Chassis Color, Cab Type, Single/Dual, CA, CT, Wheelbase, Engine, F.O. Number #, Vin.

Notes:

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

Table with 2 columns: Description, Amount

SOURCEWELL CONTRACT # 062222-AEB

DUMP:

- 11' CRYSTEEL "E" TIPPER MINI DUMP
- 16" RIGID SIDES
- 22" TAILGATE
- BUILT OF 7 GAUGE STEEL
- 3/16" AR400 FLOOR
- WESTERN UNDERSTRUCTURE
- 6" X 16" PATCHGATE IN CENTER OF TAILGATE
- 1/4 INTEGRATED CAB SHIELD W/REAR WINDOW CUTOUT
- (1) OVAL CUTOUT IN EACH REAR POST (TOTAL OF 2)
- LONGSILLS RUSTPROOFED
- RUBBER REAR FLAPS

HOIST:

- CRYSTEEL DOUBLE ACTING LBE15 HOIST
- SUBFRAME W/REAR HINGE

REAR HITCH:

- 2-1/2" RECEIVER IN 1/2" PLATE, GM/FORD CHASSIS CAB
- 1800 TONGUE CAPACITY / 18,000 TOWING CAPACITY

PLOW:

- 9' BOSS SUPER DUTY STEEL STRAIGHT BLADE SNOWPLOW
- SMARTHITCH 2
- BOSS JOYSTICK CONTROLLER
- REMOVABLE HEADREST MOUNT FOR BOSS JOYSTICK CONTROLLER
- SL3 L.E.D. LIGHTING W/ ICE SHIELD TECHNOLOGY
- SMARTSHIELD
- HIGH-PERFORMANCE HYDRAULIC PACKAGE
- ENCLOSED HYDRAULICS
- CHAINLESS HYDRAULIC CYLINDER LIFTING SYSTEM
- HEAVY-DUTY PUSH FRAME
- REINFORCED STEEL MOLDBOARD
- CAST-IRON PLOW SHOES
- RUBBER SNOW DEFLECTOR
- TWO-YEAR LIMITED WARRANTY

LIGHTS & ELECTRICAL:

- (1) ONE WHELEN RESPONDER L.E.D. MINI LIGHTBAR MOUNTED ON FRONT OF CAB SHIELD
- (2) TWO WHELEN 5G L.E.D. OVAL WARNING LIGHTS MOUNTE DIN REAR DUMP POSTS
- REINSTALL OEM STOP/TAIL/TURN ON SIDE OF FRAME IN REAR
- L.E.D. MARKER LIGHTS
- 7 WAY CONNECTOR, ROUND SOCKET, FLAT PIN, RV STYLE
- BACKUP ALARM

\*\*\*INSTALL FACTORY BACKUP CAMERA - GREATER THAN 10,000 GVW (MUST COME FROM FACTORY LOOSE)\*\*\*

Description	Amount
HYDRAULICS:	
- MTE/FORCE AMERICA HYDRAULICS PACKAGE	
- VALVE: 12V HOIST / BOSS PLOW FEED / 12V VALVE TURNER SECTION	
- MANIFOLD VALVE ASSEMBLY	
- 13 GALLON CAPACITY MILD STEEL HYDRAULIC RESERVOIR/ENCLOSURE WITH INTERNAL FILTER	
- FILLER/BREATHING CAP, LEVEL/TEMP SIGHT GLASS, 3/4" MAGNETIC PLUG	
- FILTER CONDITION INDICATOR	
- WEATHER TIGHT COVER	
- HYDRAULIC RESERVOIR/ENCLOSURE WILL BE MOUNTED ON FRAME RAIL, POWDER-COATED BLACK	
- OEM SWITCH TO ACTIVATE VALVE TURNER	
- MISCELLANEOUS HOSES & FITTINGS	
- SUCTION STRAINER	
- PTO/PUMP	
- MANIFOLD MOUNTED BELOW BUMPER IN REAR FOR VALVE TURNER	
	Quote Total: \$42,324.00

**\*\* NOTICE: We are closely monitoring the tariff situation very carefully. Aebi Schmidt North America and its Monroe brand manufacture products in the United States, so the direct impact of current tariffs will be moderate. Although we make significant efforts to source components domestically, this is not always feasible. At this time, we cannot predict the potential cost increases that may arise through our supply chain or from further tariffs. We understand that this may raise concerns, and we want to assure you that we are working hard to minimize any impact on our customers and if cost increases need to be applied to existing or future orders, we will discuss these changes with our customers upfront.**

**\*\*\*Due to current market conditions, pricing is subject to change at time of upfit.**

**Terms & Conditions**

- Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- State and Federal taxes will be added where applicable. **Out-of-state municipal entities may be subject to Wisconsin sales tax.**
- Restocking fees may be applicable for cancelled orders.
- MTE is not responsible or liable for equipment that does not meet local/state regulations if those laws are not made known at time of order.

By signing and accepting this quote, the customer agrees to the terms listed above and has confirmed that all chassis information listed above is accurate to chassis specs.

Re-Assign (Required for all pool units):	<input type="checkbox"/> Fleet	<input type="checkbox"/> Retail	Customer P.O. Number:	Dealer Code:	Sourcewell Member Number:
MSO/MCO (ONLY check if legally required):	<input type="checkbox"/> MCO	<input type="checkbox"/> MSO			
Customer Signature:				Date of Acceptance:	

**General Terms and Conditions for the Sale of Goods  
by Subsidiaries of ASH North America, Inc.**

## 1. SCOPE AND VALIDITY

- 1.1. These General Terms and Conditions for the Sale of Goods (these "Terms") govern the sale and delivery of all goods and products (the "Products"), and all transactions incidental thereto, by such subsidiary of ASH North America, Inc. identified on the respective Confirmed Order (as defined below) as the seller or supplier ("Seller") to any of its customers (each a "Customer"). The liability of each such subsidiary under these Terms or any Confirmed Order shall be several and not joint. Customer acknowledges and agrees that nothing in these Terms or any Confirmed Order shall be construed as implying joint liability in any case of ASH North America, Inc. or any of its subsidiaries. Each Seller shall be solely responsible for its own acts or omissions under the respective agreement with Customer.
- 1.2. No other terms or conditions shall be of any force or effect unless otherwise specifically agreed upon by Seller in a writing duly executed by an authorized officer of Seller. These Terms supersede any and all prior oral quotations, communications, agreements, or understandings of the parties in respect to the sale and delivery of the Products. The Seller may issue additional Terms and Conditions of Sale for certain products. These shall apply in addition to the present Terms. Any additional or different terms or conditions contained in Customer's Order (as defined below), response to Seller's confirmation, or any other form or document supplied by Customer are hereby expressly rejected and are rendered null, void, and of no effect. These Terms may not be modified, amended, waived, superseded, or rescinded, except by written agreement signed by an authorized officer of Seller. Delivery of the Products by Seller does not constitute acceptance of any of Customer's terms and conditions and do not serve to modify or amend these Terms.
- 1.3. The issuance of an Order (as defined below) by Customer to Seller or any communication or conduct of Customer which confirms an agreement for the delivery of Products by Seller, as well as acceptance in whole or in part by Customer of any delivery of Products by Seller, shall be construed as Customer's acceptance of these Terms.

## 2. OFFERS, ORDERS AND CONFIRMATION

- 2.1. Unless otherwise specified by Seller in writing, all offers made by Seller are not binding and may be revoked by Seller at any time without any liability to Customer.
- 2.2. Customer shall issue to Seller orders for the purchase of Products, in written form via the order process determined by Seller from time to time (each, an "Order"). By issuing an Order to Seller, Customer makes an offer to purchase the Products pursuant to these Terms and the terms set forth on such Order. Provided that the Order contains the same terms as in Seller's corresponding offer, the Order shall be binding on Customer for six (6) weeks after Seller's receipt of such Order.
- 2.3. Seller may refuse an Order for any or no reason. No Order is binding upon Seller until Seller's acceptance of the Order in writing, the issuance of any governmental permit, license, or authority to Seller, as may be required under applicable laws, rules and regulations, and the receipt by Seller of a resale license to be provided by Customer (a "Confirmed Order").
- 2.4. Specifications and other information on drawings, data sheets, pictures, plans, brochures, catalogs, or Seller's website shall not be binding on Seller unless such specifications and information have been agreed to in writing by Seller in a Confirmed Order. Notwithstanding a Confirmed Order, Seller shall have no obligation to deliver Products to Customer or otherwise fulfill any of its obligations set forth in a Confirmed Order if Customer is in breach of any of its obligations hereunder or any Confirmed Order.
- 2.5. Customer may submit to Seller written requests to change the terms of a Confirmed Order (each such request, a "Change Order Request"). Seller may, at its sole discretion, consider such Change Order Request, provided that Seller will have no obligation to perform any Change Order Request unless and until Seller has agreed in writing to adopt such Change Order Request. If Seller elects to consider such a Change Order Request, then Seller shall promptly notify Customer of any adjustment to the applicable purchase price for the Products.
- 2.6. In the event Customer cancels any Confirmed Order for any reason, Customer shall reimburse to Seller all of Seller's costs and expenses associated with or incurred due to such cancellation, including but not limited to the cost of raw materials, labor, and storage if cancellation occurs before Seller's commencement of production. In the event Customer cancels any Confirmed Order for any reason and Seller has started the production of the Product on the respective Confirmed Order, Customer shall pay to Seller the full purchase price.
- 2.7. Each Confirmed Order shall be considered a separate agreement between the parties, and any failure to deliver the Products under any Confirmed Order shall have no consequences for other deliveries of Products.

## 3. PRICES

- 3.1. Unless otherwise agreed to by the parties in the applicable Confirmed Order, the prices of the Products shall be FCA (agreed delivery location on the applicable Confirmed Order), Incoterms 2022.
- 3.2. Unless otherwise agreed to by the parties in a Confirmed Order, the price of the Products shall not include transportation, insurance, packaging, and Tooling (as defined below) and other materials used for the manufacturing and delivery, sales or use tax or any other similar applicable federal, state or foreign taxes, duties, levies, or charges in any jurisdiction in connection with the sale or delivery of the Products ("Taxes"). Such Taxes shall be payable by Customer, and if Seller is responsible for the collection thereof, such Taxes shall either be added to the price invoiced or be separately invoiced by Seller to Customer. Any special requests concerning shipping, transportation, and insurance shall be communicated to Seller in a timely manner and subject to Seller's prior written approval. Customer shall bear all costs resulting from such requests. In case of lead delivery times of more than two (2) months, Customer hereby acknowledges and agrees that Seller, may, at its sole discretion, increase or decrease the agreed prices on any Confirmed Order in the event of material price changes in wages, materials, energy or raw material after the date of the Confirmed Order.

## 4. PAYMENT TERMS

- 4.1. Except as set forth in Section 4.2 or unless otherwise agreed in writing by Seller, the purchase price for the Products and all other amounts due under a Confirmed Order shall be due and payable in US dollars within thirty (30) days following the date of Seller's invoice for such Products without any discount, deduction or offset whatsoever. In no event shall any loss, damage, injury or destruction, Force Majeure (as defined below), or any other event beyond Customer's control release Customer from its obligation to make the payments required herein. Payment of all amounts due hereunder shall be made by bank transfer or in any other manner set forth on Seller's invoice. Customer shall be solely responsible for any bank fees, or other fees, incurred due to the wire transfer or any other selected payment method. If Seller agrees to payment by credit card, Seller shall charge an appropriate transaction fee, which the Customer shall also pay.
- 4.2. In the event Seller becomes aware of circumstances or has reason to believe that there are circumstances that may have an adverse effect on Customer's financial condition, Seller may require the Customer to pay the total amount of the purchase price or fees, or a portion thereof prior to the delivery of the Products. Seller may, without any liability to Customer, refuse the delivery of any Product in the event the Customer fails to make the payment as required under this Section 4.2.
- 4.3. Time is of the essence for the payment of all amounts due to Seller under any Confirmed Order. If Customer fails to make payments of any amount when due, Customer shall pay interest to Seller at the rate of one percent (1%) per month or such lesser amount as may be permitted by applicable law starting from the due date until payment to Seller of such amount in full. In addition to the interest, Seller may, at its sole discretion, charge the Customer a flat fee of \$40 for each reminder notice issued to Customer due to late payments. If Customer fails to comply with these Terms or a Confirmed Order, or if Customer becomes insolvent, all balances then due and owing to Seller shall become due immediately, notwithstanding any payment terms agreed by the parties. All costs and expenses incurred by Seller with respect to the collection of overdue payments (including, without limitation, reasonable attorney's fees, expert fees, and other expenses of litigation) shall be borne by Customer. Every payment by Customer shall first be applied to pay for Seller's cost of collection, then interest owed by Customer, and then to the oldest outstanding claim.
- 4.4. Notwithstanding anything in the foregoing Section 4.3 or Section 5, if the parties agreed on installment payments in a Confirmed Order and Customer fails to make any installment payment when due, the remaining balance including accrued interest, and any expenses incurred by Seller shall be due and payable to Seller promptly upon Customer's receipt of written notice of delinquency from Seller.

## 5. SECURITY INTEREST

- 5.1. If Seller extends credit to Customer for the purchase price for any Products (including but not limited to pursuant to Section 4.1.), or any other amounts due to Seller, Customer hereby grants to Seller as security for the timely payment and performance of all Customer's payment obligations to Seller, a first priority security interest (the "Security Interest") in all Products heretofore or in the future delivered to Customer and in the proceeds thereof for as long as such Products shall not have been sold by Customer in the ordinary course of business (the "Collateral"). Seller shall be entitled to file any and all financing, continuation, or similar statements under the Uniform Commercial Code in any jurisdiction and take any and all other action necessary or desirable, in Seller's sole and absolute discretion, to perfect its Security Interest in the Collateral and to establish, continue, preserve, and protect Seller's Security Interest in the Collateral. Customer agrees to take any and all actions and provide Customer with all information necessary to enable Seller to perfect and enforce its Security Interest in all jurisdictions and vis-à-vis any of Customer's creditors, and hereby irrevocably grants to Seller a power of attorney to execute all necessary statements or documents in Customer's name for the perfection and enforcement of such Security Interest. The Security Interest shall remain in force until payment in full of the entire purchase price for such Products, and any other amounts due to Seller by Customer. Seller may, without notice, change or withdraw extensions of credit at any time.

## 6. OBLIGATIONS OF CUSTOMER



6.1. Customer shall use the Products solely for their intended purpose and pursuant to Seller's instructions, and agrees to use only qualified personnel for the handling of the Products. Customer shall ensure that its customers, employees, agents, and other representatives comply with this Section 6.1. and shall be responsible for their acts and omissions.

## 7. DELIVERY AND ACCEPTANCE

7.1. Unless otherwise agreed in writing by Seller, all deliveries of Products shall be made FCA (agreed delivery location) (Incoterms 2020) and title to and risk of loss for the Products shall pass to Customer upon delivery pursuant to this Section 7.1.

7.2. Any delivery and performance times or dates communicated by or on behalf of Seller are estimates and shall not be binding on Seller. Seller may make partial delivery of Products to be delivered under any Confirmed Order and invoice Customer separately for such partial deliveries or performance. If Customer has not received the Products after six (6) weeks from the estimated delivery date, Customer may make a written request to Seller for delivery. Customer hereby acknowledges and agrees that the actual delivery date of the Products is conditioned upon the complete, accurate and timely delivery of materials from Seller's vendors and suppliers. No delay in delivery of any Products shall relieve Customer of its obligation to accept the delivery or performance thereof and make payments of any amounts due in accordance with these Terms, including but not limited to delays caused governmental restrictions on exports or imports and similar measures.

7.3. Customer's failure to accept the delivery of Products pursuant to a Confirmed Order shall not release or excuse Customer from its obligation to timely pay all amounts due in connection with such Confirmed Order. The Products shall be deemed delivered at the time they have been made available to Customer. If Customer rejects or revokes acceptance of Products, or fails to pay any amounts when due, Seller, in its sole and absolute discretion, may extend the period of delivery of Products by such period as Seller may deem reasonable with such period not exceeding three (3) months from the agreed delivery date, or withhold or cancel delivery of any Products, or cancel any or all Confirmed Orders without any further obligations to Customer whatsoever. In such event, Customer shall be responsible for any and all costs and expenses incurred, or damages or losses suffered by Seller in connection with any such delay notwithstanding any action or inaction by Seller with regard to such delay. Any remaining Products that have not been accepted by Customer within the extended delivery period determined by Seller will be delivered and invoiced by Seller to Customer and Customer agrees to accept such delivery and pay for the purchase price and other amounts payable for the delivered Products.

## 8. EXAMINATION AND CONFORMITY TO ORDER

8.1. Promptly upon receipt of any Products, Customer shall conduct a full and complete inspection of such Products as to any defects and to confirm compliance with all requirements of the applicable Confirmed Order. Customer shall notify Seller in writing of any packaging defects, apparent defects, or non-compliance of such Products with the applicable Confirmed Order that Customer has or could reasonably have discovered during such inspection within seven (7) days from the date of receipt of such Products, and Customer shall notify Seller in writing within three (3) days of the date on which Customer shall first have become aware of any hidden defect or non-compliance which could not reasonably have been discovered during Customer's initial inspection of the Products. Such notification shall include reasonable details (including images) on the alleged defects including lot, batch, or Order numbers.

8.2. If Customer fails to timely notify Seller of any defects or other non-compliance of any Products delivered or Customer (or its customers, employees, agents, or representatives) uses, destroys, or modifies any Products that Customer knows or should have known to be defective or non-compliant without Seller's prior written consent, Customer shall be deemed to have unconditionally accepted such Products and waived all of its claims for breach of warranty or otherwise in respect of such Products.

8.3. Customer may only return the Products to Seller with Seller's prior written approval. If the return has been approved by Seller, Customer shall return the Products to Seller at Customer's sole risk and expense to the destination directed by Seller.

8.4. Complaints of Customer in connection with the shipping or transport shall be directed to the carrier promptly upon receipt of the delivery or the freight documents.

## 9. LIMITED PRODUCT WARRANTY

9.1. Seller warrants to Customer that the Products will be free of defects in material and workmanship and conform with the requirements set forth in the applicable Confirmed Order for a period of twelve (12) months from the date of delivery. (the "Limited Product Warranty").

9.2. Unless expressly agreed to in writing by Seller, Seller makes no warranty that the Products comply with applicable law, regulations, or specifications in any jurisdiction in which the Products may be used, integrated or incorporated. Any governmental or other approvals necessary in connection with the use, integration or incorporation of the Products shall be Customer's sole responsibility.

9.3. The Limited Product Warranty shall be void if the Defect (as defined below) resulted from (a) improper or inadequate use, storage, handling, operation, integration, incorporation, assembly, maintenance, or unauthorized alteration, modification, repair of the Products (including without limitation, the use storage, handling, operation, or integration of the Products contrary to written instructions and/or recommendations of Seller or inadequate training of personnel), (b) changes to construction and materials pursuant to Customer's requests, (c) use of improper tools, resources, or accessories including those but not limited to any third party tools, resources, or accessories that are not approved by Seller or not in accordance with Seller's recommendations, instructions, or directions, (d) acts or omissions of Customer or third parties following delivery of the Product, (e) Customer's failure to properly communicate Seller's instructions and warnings to users of the Products, (f) Customer's, its employees, agents, representatives, customers or any third party's non-compliance with applicable laws, rules and regulation, (g) Force Majeure, or (h) ordinary wear and tear of the Products (e.g., sweep bristles).

9.4. In the event of an alleged breach of the Limited Product Warranty (a "Defect"), Customer shall, at Customer's sole expense, send the Product to Seller. Seller shall conduct the necessary tests on such Product within a reasonable period. If Seller confirms the Defect, Seller shall, at its sole option and discretion, repair or replace the Defective Product. If the repair or replacement of the Defective Product is commercially unreasonable to Seller, Seller may, at its sole discretion, issue a refund to Customer in the amount Seller deems adequate. Such repair, replacement, or refund shall be the sole liability of Seller and the sole remedy of Customer with respect to a Defect. In no event shall any warranty claims for a Defect be made after twelve (12) months from the date of Customer's receipt of the Products. Any Products or parts returned to Seller for removal or repair under this Section 9.4 shall be the property of Seller. Any applicable Limited Product Warranty period shall not start anew with the repair or replacement of the Defective Product (or any portion thereof).

9.5. Except for Limited Product Warranty, SELLER HEREBY EXPRESSLY EXCLUDES AND DISCLAIMS ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT. Seller makes no other warranties with respect to the Products, and no person is authorized to make any warranties on behalf of Seller that are inconsistent with the warranties set forth under this Section 9.

## 10. LIMITATION OF LIABILITY

10.1. IN NO EVENT SHALL SELLER BE LIABLE TO CUSTOMER, ITS CUSTOMERS, EMPLOYEES, AGENTS, AND OTHER REPRESENTATIVES FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, REVENUE, GOODWILL, OR USE, WHETHER IN AN ACTION IN CONTRACT, TORT, STRICT LIABILITY, OR IMPOSED BY STATUTE, OR OTHERWISE, EVEN IF SELLER WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANY OF THE TERMS CONTAINED HEREIN, SELLER'S LIABILITY FOR ANY CLAIM – WHETHER BASED UPON CONTRACT, TORT, EQUITY, NEGLIGENCE, OR ANY OTHER LEGAL CONCEPT – SHALL IN NO EVENT EXCEED THE PURCHASE PRICE PAID BY THE CUSTOMER FOR THE PRODUCTS, GIVING RISE TO SUCH CLAIM. CUSTOMER HEREBY ACKNOWLEDGES AND AGREES THAT THE PROVISIONS OF THESE TERMS FAIRLY ALLOCATE THE RISKS BETWEEN SELLER AND CUSTOMER, THAT SELLER'S PRICING REFLECTS THIS ALLOCATION OF RISK, AND BUT FOR THIS ALLOCATION AND LIMITATION OF LIABILITY, SELLER WOULD NOT HAVE ENTERED INTO AN AGREEMENT WITH CUSTOMER FOR THE SALE OF THE PRODUCTS.

10.2. Seller shall not be liable for, and Customer assumes responsibility and shall indemnify, defend, and hold Seller harmless for any and all claims, including without limitation claims for personal injury or property damages, resulting from (a) the improper or inadequate use, storage, handling, operation, assembly, integration, incorporation, assembly, maintenance, or unauthorized alteration, modification, or repair of the Products (including without limitation, the use storage, handling, operation, or integration of the Products contrary to written instructions and/or recommendations of Seller or inadequate training of personnel), (b) changes to construction and materials pursuant to Customer's requests, (c) use of improper tools, resources, or accessories including those but not limited to any third party tools, resources, or accessories that are not approved by Seller or not in accordance with Seller's recommendations, instructions, or directions, (d) acts or omissions of Customer or third parties following the delivery of the Products, (e) Customer's failure to properly communicate Seller's instructions and warnings to users of the Products, or (f) Customer's, its employees, agents, representatives, customers or any third party's non-compliance with applicable laws, rules and regulation, (g) Force Majeure, or (h) ordinary wear and tear of the Products (e.g., sweep bristles).

10.3. In jurisdictions that limit or preclude limitations or exclusion of remedies, damages, or liability, such as liability for gross negligence or willful misconduct or do not allow implied warranties to be excluded, the limitation or exclusion of warranties, remedies, damages, or liability set forth in these Terms are intended to apply to the maximum extent permitted by applicable law, and these Terms shall be deemed amended to comply with such limitations or exclusions. Customer may also have other rights that vary by state, country or other jurisdiction.

## 11. CONFIDENTIALITY



**11.1. "Confidential Information"** means: (i) any know-how, trade secrets, and other business or technical information of Seller that is confidential or proprietary or due to its nature or under the circumstances of its disclosure the Customer knows or has reason to know should be treated as confidential or proprietary, including but not limited to quotations, drawings, project documentation, samples and models.

**11.2.** Confidential Information does not include information that: (i) is or becomes generally known to the public through no fault or breach of these Terms by the Customer; (ii) is rightfully known by the Customer at the time of disclosure without an obligation of confidentiality; (iii) is independently developed by the Customer without use of Seller's Confidential Information; (iv) is rightfully received by the Customer from a third party without restriction on use or disclosure; or (v) is disclosed with Seller's prior written approval.

**11.3.** Customer shall not use Seller's Confidential Information except as necessary to use the Products and will not disclose such Confidential Information to any third party except to those of its employees, agents, subcontractors, or representatives who have a bona fide need to know such Confidential Information to enable Customer to use the Products; provided that each such employee, agent, subcontractor, and/or representative is/are bound by a written agreement that contains use and nondisclosure restrictions not less stringent than the terms set forth in this Section 11.3. The Customer will employ all reasonable steps to protect Seller's Confidential Information from unauthorized use or disclosure, including, but not limited to, all steps that it takes to protect its own information of like importance. The foregoing obligations will not restrict the Customer from disclosing Seller's Confidential Information: (i) pursuant to the order or requirement of a court, administrative agency, or other governmental body, provided that the Customer gives reasonable notice to Seller to contest such order or requirement; (ii) to its legal or financial advisors; and (iii) as required under applicable securities regulations.

**11.4.** In the event of a violation or threatened violation of Customer's obligations under this Section 0, Seller shall be entitled to seek equitable relief, including in the form of a restraining order, orders for preliminary or permanent injunction, specific performance and any other relief that may be available from any court, without the requirement to secure or post any bond, or show actual monetary damages in connection with such relief. These remedies shall not be deemed to be exclusive but in addition to all other remedies available under these Terms, at law, or in equity.

## **12. INTELLECTUAL PROPERTY**

Seller reserves the sole and exclusive ownership of the intellectual property rights in the Products (including but not limited to the technology used to manufacture the Products) and any improvements thereof regardless of inventorship or authorship. Customer shall not (and shall cause its employees, agents, representatives and customers to not) reverse engineer, decompile, disassemble, or decode any of Seller's intellectual property embedded or used in any of the Product.

## **13. FORCE MAJEURE**

**13.1.** Seller shall not be responsible for any failure or delay in its performance under these Terms due to causes beyond its reasonable control, including, but not limited to, disruptions of the public power supply, communications, and transportation infrastructure, governmental measures, malware or hacker attacks, fire, extraordinary weather events, epidemics, pandemics (or any government restrictions implemented as a result thereof), nuclear and chemical accidents, earthquakes, war, terrorist attacks, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy, raw materials or supplies, or other acts of God.

## **14. MISCELLANEOUS**

**14.1.** If any provision contained in these Terms or any Confirmed Order is held by final judgment of a court of competent jurisdiction to be invalid, illegal, or unenforceable, such invalid, illegal, or unenforceable provision shall be severed from the remainder of these Terms or such Confirmed Order, and the remainder of these Terms or such Confirmed Order shall be enforced. In addition, the invalid, illegal, or unenforceable provision shall be deemed to be automatically modified, and, as so modified, to be included in these Terms, such modification being made to the minimum extent necessary to render such provision valid, legal, and enforceable.

**14.2.** Seller may assign its rights and/or delegate its liabilities under any Confirmed Order at any time. Customer may not assign its rights or delegate its responsibilities under a Confirmed Order without Seller's prior written consent.

**14.3.** Seller's waiver of any breach or violation of these Terms or the provisions of any Confirmed Order by Customer shall not be construed as a waiver of any other present or future breach or breaches by Customer.

**14.4.** The parties hereto are independent contractors and nothing in these Terms will be construed as creating a joint venture, partnership, employment, or agency relationship between the parties.

**14.5.** Notices by a party regarding the exercise of rights and obligations under these Terms must be signed by authorized representatives of such party, and delivered via courier, mail, or e-mail to the other party's address indicated in the applicable Confirmed Order, provided that a notice by e-mail shall only be validly given if receipt thereof is acknowledged in writing by the recipient.

## **15. ENTIRE AGREEMENT; CONFLICTS.**

**15.1.** These Terms, including the applicable Confirmed Order, constitute the entire and exclusive agreement of the parties regarding the subject matter hereof and supersede any and all prior or contemporaneous agreements, communications, and understandings (both written and oral) regarding such subject matter. In the event of a conflict between the provisions of these Terms and the provisions of a Confirmed Order, the provisions of the Confirmed Order will govern and control. Seller may amend or modify these Terms from time to time. Seller may, at its sole discretion, provide Customer with written notice of any such changes, revisions, amendments, or modifications, provided, however that any such changes, revisions, amendments, or modifications shall become effective without any further action by any party and that they shall not apply to any Confirmed Order prior to the effective date of such changes, revisions, amendments, or modifications.

## **16. APPLICABLE LAW AND JURISDICTION**

**16.1.** These Terms and the Confirmed Orders shall be governed by and construed in accordance with the laws of the State of Wisconsin without giving effect to any choice or conflict of law provision or rule that would defer to or cause the application of the substantive laws of any jurisdiction other than Wisconsin. The parties hereby expressly exclude the application of the 1980 United Nations Convention on Contracts for the International Sale of Goods.

**16.2.** Any dispute, controversy, or claim arising out of or relating to these Terms and any Confirmed Order, including but not limited to the execution, performance, or termination thereof or to any issue of liability arising out of the performance of these Terms or any Confirmed Order, which the parties have not been able to settle amicably shall be submitted to the exclusive jurisdiction of the state or federal courts with jurisdiction in the County of Calumet, Wisconsin, provided that notwithstanding the foregoing, Seller shall be entitled to seek specific performance and injunctive relief in any court of competent jurisdiction. Each party hereby waives any and all claims, pleas, or defenses (including without limitation a plea for *forum non conveniens*) that would permit such party to seek the jurisdiction of any courts or arbitration tribunals other than those set forth in the preceding sentence.

**16.3.** EACH PARTY HEREBY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THESE TERMS.



1051 W. 7th Street | Monroe, WI 53566  
608-328-8127 | 800-356-8134

## TRUCK EQUIPMENT INSTALLATION & MODIFICATIONS LIMITED WARRANTY

### Monroe Truck Equipment Warranty

- All components and products manufactured and installed by Monroe Truck Equipment (MTE) are warranted to be free from defects in material and workmanship for either (1) year from the date of purchase or (1) year from the date that the vehicle was put in service by its original operator, or 12,000 miles whichever occurs first.
- All MTE workmanship, whether installation of MTE products or purchased components, fabrication, or repair, is covered for the same 12 month/12,000 mile warranty.
- Selected MTE Manufactured truck bodies are covered by separate and specific warranties. Warranty documentation for these bodies is provided at the time of sale.
- Original owner must register the vehicle and installed product(s) with MTE within thirty (30) days of purchase. Registration can be completed online at [monroetruck.com](http://monroetruck.com) or by mail-in card.
- This limited warranty covers only components manufactured by MTE. Except for installation workmanship, this limited warranty does not pertain to components manufactured by non-MTE suppliers and purchased by MTE, regardless of whether these components were selected or recommended by MTE.
- This limited warranty is the sole and exclusive remedy for defective product manufactured and/or installed by MTE.

### Purchased Materials and Components Warranty

MTE sells and installs many components manufactured by and purchased from other suppliers. These components are covered by the warranty policies of the individual suppliers. MTE will, as a service to the buyer, pass on any warranties received from the manufacturer of these components and will process warranty claims related to supplier products. Unless the end user chooses to work directly with a non-MTE component supplier, MTE shall act as intermediary between the end user and the component supplier. Non-MTE supplier policies typically differ from the MTE limited warranty. MTE has no control over the warranty policies of other suppliers and shall not deviate from a supplier's warranty without express written permission from that supplier. Any and all claims concerning non-MTE components must be forwarded to MTE within 10 days of the discovered defect. All documentation of said claims must be accompanied with the identification number of the vehicle (VIN) and/or a copy of the invoice. MTE has, at their option, a choice of whether to repair or replace the defective part at a MTE repair center or a location approved by MTE unless otherwise specified by the manufacturer.

### Peripheral, Incidental, and Consequential Damages and Claims

The MTE limited warranty does not apply to damage and failure resulting from misuse, abuse, neglect, accident, improper customer/distributor installation, lack of maintenance, or natural events. Any modifications by the buyer or any third party, without the prior written consent of MTE, may void this warranty. Operating conditions, or applications not made known to or contemplated by MTE at the time of delivery to the buyer may also void this warranty. Damages resulting from any other abnormal operation will not be covered by this warranty. Normal maintenance, wear, and consumable items such as oils, coolants, fluids, tires, belts, hoses, filters, air cleaners, and light bulbs supplied in connection with goods or services provided by MTE are not covered under this warranty. MTE will not reimburse for lost time, business, or business opportunity, or for any loss of use related to warranty claims. MTE will not provide or pay for the use of a rental vehicle, equipment, or tools while warranty work is performed. MTE will not reimburse for equipment or tools that are damaged, lost, or missing in conjunction with a warranty claim.

### Warranty Repairs Performed by MTE or Authorized Agents

Whenever possible and feasible, warranty repairs shall be performed at an MTE facility or at an authorized distributor or dealer. In some instances, an MTE Field Service representative may repair the vehicle at the owner's selected location. MTE may, at its discretion, pick up and return the vehicle to the owner's location or may request that the owner deliver the vehicle to the repair site. MTE is not responsible for and will not reimburse for mileage, fuel, and wear incurred in the process of driving the vehicle to a repair site, road testing, or delivery to the end user location, nor for lost time incurred by an owner delivering and picking up a vehicle.

### Warranty Repairs Performed by Non-MTE Entities

In certain circumstances, MTE may authorize the vehicle owner, a dealer, a distributor, or another third party to perform warranty repairs. MTE will then reimburse the entity performing the work for components used and for labor to perform the repairs. Any such decision will be based on type of repair, distance to the nearest approved MTE repair site, and urgency of the repair. **Except for emergencies, MTE must grant authorization and pre-approval before a non-MTE entity begins repair or replacement of components. Warranty claims for unauthorized and unsubstantiated work may be denied.** If MTE authorizes the buyer or a third party to repair or replace the defective parts instead of MTE doing such work itself, the buyer shall be invoiced for the replacement parts. Credit will be given pending the return of the defective parts and warranty issued by manufacturer. Authorized warranty work not performed by MTE will be compensated at the current MTE Warranty rate, and invoices for authorized work will be paid net 30. In the event that MTE and the second party cannot come to an agreement, a binding third party arbitrator will be chosen with the mutual consent of both parties. Electrical and hydraulic components are not to be disassembled without the express written consent of MTE. All defective parts returned must be accompanied by the manufacturers' model, serial number, and date of installation. Any parts returned for warranty must be returned with freight prepaid.



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## How to Obtain Service From Monroe Truck Equipment

### Making An Appointment for Warranty Service at an MTE Facility or Authorized Repair Site

1. Obtain the following information:
  - Vehicle Identification Number (VIN)
  - Type, model, and serial number of component or product requiring service
  - Number of original MTE Sales Order, if available
  - Name of dealer that vehicle was purchased from, if known
  - Date of purchase/in-service date, if known
  - Detailed description of the problem and digital photographs if requested or helpful
2. Call the MTE warranty department where your truck was built. The build location will be marked on the MTE Certification label in or near the driver's door jamb.
  - Monroe, Wisconsin: 1-800-356-8134 (ask for Warranty Dept.)
  - Flint, Michigan: 1-800-356-8134 (ask for Warranty Dept.)
  - De Pere, Wisconsin: 1-800-848-5400 (ask for Service Dept.)
  - Marshfield, Wisconsin: 1-800-882-1900 (ask for Service Dept.)
  - Joliet, Illinois: 1-800-892-7052 (ask for Service Dept.)
  - Louisville, Kentucky: 1-800-356-8134 (ask for Warranty Dept.)
  - Litchfield, Minnesota: 1-800-462-4517

3. Discuss the problem with the Warranty representative to determine resolution and repair schedule.

### Requesting Authorization to Perform Warranty Work or Payment for Work Performed

1. Obtain the following information:
  - All of the information requested in item #1 above, plus:
  - Documented photographs of any physical damage (paint, dents, etc.)
  - Inspection notes by MTE personnel or a third party representing MTE if necessary.
2. Call the MTE warranty department where your truck was built. The build location will be marked on the yellow certification label in or near the driver's door jamb. See the location list in item #2 above.
3. Discuss the problem with the Warranty representative to determine resolution and repair schedule.
4. The representative will grant permission to perform repairs if approved.
5. The representative will issue a Returned Goods Authorization (RGA) number.
6. Defective parts must be returned freight prepaid to MTE within ten days.
7. If the affected component was purchased from a non-MTE supplier, please allow extra time for MTE to contact and work with the supplier.

***Monroe Truck Equipment reserves the right to deny any warranty if the procedures detailed above are not followed. Proper documentation, including photos, must be provided in order for MTE to validate and approve any claim submitted after repairs are done.***

**AGENDA BRIEFING**

**DATE:** July 16, 2025

**TO:** Mayor Joseph A. Woods  
Board of Trustees

**FROM:** Roderick Ysaguirre – Director of Public Works/Village Engineer

**RE:** Approval of a Local Agency Agreement and Funding Resolution for federal participation for road improvements to Blackhawk Drive (FAU 1057).

**BACKGROUND/DISCUSSION:**

Roadway improvements to Blackhawk Drive, from Sauk Trail to Monee Road, are eligible for federal aid funding through the Surface Transportation Program - Urban (STP-U) where Phase 1/Phase 2 funds are currently programmed for Federal Fiscal Year (FFY) 2026, which runs from Oct 1, 2025 to Sept. 30, 2026. STP funds are distributed through the South Suburban Mayors and Managers Association (SSMMA) and usually require an 80% Federal / 20% Local Agency cost participation for eligible project phases. For this project, eligible phases are Preliminary Engineering, Design Engineering, Construction and Construction Engineering. Since Park Forest is a Cohort 4 community, the Village’s 20% match was approved to be funded by Transportation Development Credits – Highway (TDCH), otherwise known as Tollway Credits. This will ultimately result in a net zero cost for the Village for all phases of this road improvement. In other words, the cost participation will be 80% Federal and 20% Federal (TDCH).

This item consists of the approval of a Local Agency Agreement (LAA) and Funding Resolution between the State of Illinois and the Village. This Agreement and Resolution are for a combined Phase1/Phase 2 Engineering scope of work and outlines the cost participation commitments for this part of the overall project.

The proposed improvements include milling and resurfacing the road, pavement patching, minimal curb and gutter replacement, ADA sidewalk improvements at intersections, pavement markings, lawn restoration, sewer structure adjustments, traffic control and potential traffic calming measures. Federal funding for construction is currently planned for FFY 2029 but may be programmed sooner if funding becomes available.

The total funding available for this combined Phase I/II is as follows:

	Federal Share 80%	Village/TDCH Share 20%	Estimated Total
Phase 1/Phase 2	\$ 259,697	\$ 64,924	\$ 324,621
<b>Total</b>	<b>\$ 259,697</b>	<b>\$ 64,924</b>	<b>\$ 324,621</b>

Since this project is moving along the Federal review process faster than expected, this work was not specifically budget for in FY 2026. Staff were able to confirm that sufficient MFT fund balance reserves are available to proceed with this work. This will require the Finance Dept. to include this work as a budget amendment for the current budget. Public Works will

use Motor Fuel Tax funds to pay all actual costs upfront to a maximum of \$324,621 dollars and then request 80% reimbursement through the STP program and the additional 20% in TDCH/Tollway Credits.

**RECOMMENDATION:** Approve the Local Agency Agreement and Funding Resolution for a combined Phase 1 and Phase 2 Agreement for road improvements to Blackhawk Drive from Sauk Trail to Monee Road and authorize the Village Mayor, Village Manager, and Village Clerk to enter into and execute all documents related to this project.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Special Rules meeting of July 21, 2025 for your discussion.

**RESOLUTION No. \_\_\_\_\_**

**A FUNDING RESOLUTION AUTHORIZING THE VILLAGE OF PARK FOREST TO APPROPRIATE \$324,621.00 IN MOTOR FUEL TAX FUNDS FOR A COMBINED PHASE 1 AND PHASE 2 ENGINEERING AGREEMENT FOR ROAD IMPROVEMENTS TO BLACKHAWK DRIVE (FAU 1057) FROM SAUK TRAIL TO MONEE ROAD.**

**WHEREAS**, VILLAGE of PARK FOREST desires to make road improvements to Blackhawk Drive (FAU 1057) from Sauk Trail to Monee Road, approximately 1.61 miles; and

**WHEREAS**, Blackhawk Drive is a federal aid eligible route and costs for said improvements will use federal funds distributed from the South Suburban Mayors and Managers Association (SSMMA) through the Surface Transportation Program (STP) - Urban; and

**WHEREAS**, A Joint Funding Agreement for Federally Funded PE/ROW needs to be approved and supplemented by a locally approved Funding Resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE BOARD OF TRUSTEES OF THE VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS, in the exercise of their home rule powers as follows:**

Three hundred, twenty-four thousand, six hundred and twenty-one dollars, (\$324,621) is authorized from its Motor Fuel Tax Fund for a combined Phase 1 and Phase 2 Engineering Agreement for road improvements on Blackhawk Drive (FAU 1057) from Sauk Trail to Monee Road, MFT Section Number 25-00112-00-RS.

BE IT FURTHER RESOLVED that the Village Mayor, Village Manager and Village Clerk are all hereby authorized to enter into and execute Joint Funding Agreements and any other such documents related to advancement and completion of said project; and

BE IT FURTHER RESOLVED that the Clerk is hereby authorized to transmit certified copies of this Resolution to the Illinois Department of Transportation through the Division of Transportation.

Enacted and approved this \_\_\_\_\_ day of July 2025.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Joseph A Woods, Mayor (Signature)

\_\_\_\_\_  
Sheila McGann, Village Clerk (Signature)

\_\_\_\_\_  
AYES  
\_\_\_\_\_  
NAYS  
\_\_\_\_\_  
ABSENT

SEAL



**LOCAL PUBLIC AGENCY**

Local Public Agency	County	Section Number
Village of Park Forest	Cook	25-00112-00-RS

Fund Type	ITEP, SRTS, HSIP Number(s)	MPO Name	MPO TIP Number
STU / TDCH	N/A	CMAP	07-24-0005

**Engineering**

**Right-of-Way**

State Job Number	Project Number	State Job Number	Project Number
P-91-026-25	3P28(565)		

Local Administered Engineering       Right-of-Way       Other

**LOCATION**

Local Street/Road Name	Key Route	Length	Stationing	
Blackhawk Drive	FAU 1057	1.61 MI	To	From
			00.00	01.61

Location Termini

Sauk Trail to Osage Road

Current Jurisdiction	Existing Structure Number(s)	
Village of Park Forest	n/a	<input type="button" value="Remove"/>

Local Street/Road Name	Key Route	Length	Stationing	
Blackhawk Drive	FAU 1057	0.05 MI	To	From
			00.00	00.05

Location Termini

Osage Road to Monee Road

Current Jurisdiction	Existing Structure Number(s)	
Village of Park Forest	n/a	<input type="button" value="Remove"/>

**PROJECT DESCRIPTION**

Agreement is for a combined Phase I/Phase II Engineering services-The construction work consists of milling/resurfacing the roadway, pavement patching, curb & gutter removal/replacement, ADA sidewalk improvements at intersections, pavement markings, structure adjustments, and potentially traffic calming measures. Agreement is for a combined Phase I/Phase II Engineering services.

Local Public Agency	Section Number	State Job Number	Project Number
Village of Park Forest	25-00112-00-RS		

This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "LPA" and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as the "STATE". The STATE and LPA jointly proposes to improve the designated location as described in the Location and Project Description sections of this agreement. The improvement shall be developed by, or on behalf of the LPA and approved by the STATE using the STATE's policies and procedures approved and/or required by the Federal Highway Administration, hereby referred to as "FHWA".

## I. GENERAL

- 1.1 Availability of Appropriation; Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. The STATE may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the LPA by the STATE or the federal funding source, (ii) the Governor or STATE reserves funds, or (iii) the Governor or STATE determines that funds will not or may not be available for payment. The STATE shall provide notice, in writing, to LPA of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.
- 1.2 Domestic Steel Requirement. The project plans and specifications will specify domestic steel as required by Section 106.01 of the current edition of the Standard Specifications for Road and Bridge Construction and comply with federal Build America-Buy America provisions.
- 1.3 Federal Authorization. That this Agreement and the covenants contained herein shall become null and void in the event that the FHWA does not approve the proposed improvement for Federal-aid participation within one (1) year of the date of execution of this agreement.
- 1.4 Severability. If any provision of this Agreement is declared invalid, its other provisions shall not be affected thereby.
- 1.5 Termination. This Agreement may be terminated, in whole or in part, by either Party for any or no reason upon thirty (30) calendar days' prior written notice to the other Party. If terminated by the STATE, the STATE must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If the STATE determines in the case of a partial termination that the reduced or modified portion of the funding award will not accomplish the purposes for which the funding award was made, the STATE may terminate the Agreement in its entirety.

This Agreement may be terminated, in whole or in part, by the STATE without advance notice:

- a. Pursuant to a funding failure as provided under Article 1.1.
- b. If LPA fails to comply with the terms and conditions of this funding award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any award.

## II. REQUIRED CERTIFICATIONS

This Agreement and the LPA's obligations and services hereunder are hereby made and must be performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules, and any and all license requirements or professional certification provisions.

- 2.1 Compliance with Uniform Grant Rules (2 CFR Part 200). The LPA certifies that it shall adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations, and are incorporated herein by reference.
- 2.2 Compliance with Registration Requirements. LPA certifies that it: (i) is registered with the federal SAM system; (ii) is in good standing with the Illinois Secretary of State, if applicable; (iii) have a valid DUNS Number; (iv) have a valid UEI, if applicable. It is LPA's responsibility to remain current with these registrations and requirements.
- 2.3 Bribery. The LPA certifies to the best of its knowledge that its officials have not been convicted of bribery or attempting to bribe an officer or employee of the state of Illinois, nor made an admission of guilt of such conduct which is a matter of record (30 ILCS 500/50-5).
- 2.4 Bid Rigging. LPA certifies that it has not been barred from contracting with a unit of state or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).
- 2.5 Debt to State. LPA certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because the LPA, or its affiliate(s), is/are delinquent in the payment of any debt to the STATE, unless the LPA, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt, and STATE acknowledges the LPA may declare the Agreement void if the certification is false (30 ILCS 500/50-11).
- 2.6 Debarment. The LPA certifies to the best of its knowledge and belief that its officials:
  - a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;

Local Public Agency	Section Number	State Job Number	Project Number
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- b. have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;
- c. are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local) with commission of any of the offenses enumerated in item (b) of this certification; and
- d. have not within a three-year period preceding the agreement had one or more public transactions (Federal, State, Local) terminated for cause or default.

- 2.7 **Criminal Convictions.** The **LPA** certifies that neither it nor any managerial agent of **LPA** has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction. The **LPA** further certifies that it is not barred from receiving an funding award under 30 ILCS 500/50-10.5 and acknowledges that **STATE** shall declare the Agreement void if this certification is false (30 ILCS 500/50-10.5).
- 2.8 **Improper Influence.** The **LPA** certifies that no funds have been paid or will be paid by or on behalf of the **LPA** to any person for influencing or attempting to influence an officer or employee of any government agency, a member of Congress or Illinois General Assembly, an officer or employee of Congress or Illinois General Assembly, or an employee of a member of Congress or Illinois General Assembly in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. 31 USC 1352. Additionally, the **LPA** certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.
- 2.9 **Telecom Prohibition.** The **LPA** certifies that it will comply with Section 889 of the FY 2019 National Defense Authorization Act (NDAA) that prohibits the use of telecommunications or video surveillance equipment or services produced provided by the following companies: Dahua Technology Company, Hangzhou Hikvision Digital Technology Company, Huawei Technologies Company, Hytera Communications Corporation, and ZTE Corporation. Covered equipment and services cannot be used as substantial or essential component or any system, or as critical technology as part of any system.
- 2.10 **Personal Conflict of Interest** - The **LPA** certifies that it shall maintain a written code or standard of conduct which shall govern the performance of its employees, officers, board members, or agents engaged in the award and administration of contracts supported by state or federal funds. Such code shall provide that no employee, officer, board member or agent of the **LPA** may participate in the selection, award, or administration of a contract supported by state or federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:
- a. the employee, officer, board member, or agent;
  - b. any member of his or her immediate family;
  - c. his or her partner; or
  - d. an organization which employs, or is about to employ, any of the above.

The conflict of interest restriction for former employees, officers, board members and agents shall apply for one year.

The code shall also provide that **LPA's** employees, officers, board members, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts. The **STATE** may waive the prohibition contained in this subsection, provided that any such present employee, officer, board member, or agent shall not participate in any action by the **LPA** relating to such contract, subcontract, or arrangement. The code shall also prohibit the officers, employees, board members, or agents of the **LPA** from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

- 2.11 **Organizational Conflict of Interest** - (50 ILCS 105/3, 65 ILCS 5/3.1-55-10, 65 ILCS 5/4-8-6) The **LPA** certifies that it will also prevent any real or apparent organizational conflict of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or subcontract may, without some restriction on future activities, result in an unfair competitive advantage to the third party contractor or **LPA** or impair the objectivity in performing the contract work.
- 2.12 **Accounting System.** The **LPA** certifies that it has an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state and federally-funded program. Accounting records must contain information pertaining to state and federal pass-through awards, authorizations, obligations, unobligated balances, assets, outlays, and income. To comply with 2 CFR 200.305(b)(7)(i), the **LPA** shall use reasonable efforts to ensure that funding streams are delineated within **LPA's** accounting system. See 2 CFR 200.302.

### III. AUDIT AND RECORD RETENTION

- 3.1 **Single Audits:** The **LPA** shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31

Local Public Agency	Section Number	State Job Number	Project Number
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USC 7501-7507) and Subpart F of 2 CFR Part 200.

If, during its fiscal year, **LPA** expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), **LPA** must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. A copy of the audit report must be submitted to the **STATE** (IDOT's Financial Review & Investigations Section, Room 126, 2300 South Dirksen Parkway, Springfield, Illinois, 62764) within 30 days after the completion of the audit, but no later than one year after the end of the **LPA's** fiscal year.

Assistance Listing number (formally known as the Catalog of Federal Domestic Assistance (CFDA) number) for all highway planning and construction activities is **20.205**.

- 3.2 **STATE Audits:** The **STATE** may, at its sole discretion and at its own expense, perform a final audit of the Project (30 ILCS 5, the Illinois State Auditing Act). Such audit may be used for settlement of the Project expenses and for Project closeout purposes. The **LPA** agrees to implement any audit findings contained in the **STATE's** authorized inspection or review, final audit, the **STATE's** independent audit, or as a result of any duly authorized inspection or review.
- 3.3 **Record Retention.** The **LPA** shall maintain for three (3) years from the date of final project closeout by the **STATE**, adequate books, records, and supporting documents to verify the amounts, recipient, and uses of all disbursements of funds passing in conjunction with this contract. adequate to comply with 2 CFR 200.334. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.
- 3.4 **Accessibility of Records.** The **LPA** shall permit, and shall require its contractors and auditors to permit, the **STATE**, and any authorized agent of the **STATE**, to inspect all work, materials, payrolls, audit working papers, and other data and records pertaining to the Project; and to audit the books, records, and accounts of the **LPA** with regard to the Project. The **LPA** in compliance with 2 CFR 200.337 shall make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized **STATE** representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, the **STATE's** Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person as may be authorized by the **STATE** (including auditors), by the state of Illinois or by federal statute. The **LPA** shall cooperate fully in any such audit or inquiry.
- 3.5 **Failure to maintain the books and records.** Failure to maintain the books, records and supporting documents required by this section shall establish presumption in favor of the **STATE** for recovery of any funds paid by the **STATE** under the terms of this contract.

#### IV. LPA FISCAL RESPONSIBILITIES

- 4.1 To provide all initial funding and payment for engineering or right of way work.
- 4.2 **LPA Appropriation Requirement.** By execution of this Agreement the **LPA** attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the **LPA** share of project costs. A copy of the authorizing resolution or ordinance is attached as Schedule 3.
- 4.3 **Reimbursement Requests:** For reimbursement requests the **LPA** will submit supporting documentation with each invoice. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fix fee invoice, progress report, personnel and direct cost summaries, and other documentation supporting the requested reimbursement amount (Form BLR 05621 should be used for consultant invoicing purposes). **LPA** invoice requests to the **STATE** will be submitted with sequential invoice numbers by project.
- 4.4 **Financial Integrity Review and Evaluation (FIRE) program:** **LPA's** and the **STATE** must justify continued federal funding on inactive projects. 23 CFR 630.106(a)(5) defines an inactive project as a project which no expenditures have been charged against Federal funds for the past twelve (12) months. To keep projects active, invoicing must occur a minimum of one time within any given twelve (12) month period. However, to ensure adequate processing time, the first invoice shall be submitted to the **STATE** within six (6) months of the federal authorization date. Subsequent invoices will be submitted in intervals not to exceed six (6) months.
- 4.5 **Final Invoice:** The **LPA** will submit to the **STATE** a complete and detailed final invoice with applicable supporting documentation of all incurred costs, less previous payments, no later than twelve (12) months from the date of completion of work or from the date of the previous invoice, whichever occurs first. If a final invoice is not received within this time frame, the most recent invoice may be considered the final invoice and the obligation of the funds closed. Form BLR 05613 (Engineering Payment Record) is required to be submitted with the final invoice for engineering projects.
- 4.6 **Project Closeout:** The **LPA** shall provide the final report to the appropriate **STATE** district office within twelve (12) months of the physical completion date of the project so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided to the district prior to the end of the twelve (12) months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, this process must be repeated until the project is closed. Failure to follow this process may result in the immediate close-out of the project and loss of further funding.
- 4.7 **Project End Date:** The period of performance (end date) for state and federal obligation purposes is five (5) years for projects

Local Public Agency	Section Number	State Job Number	Project Number
Village of Park Forest	25-00112-00-RS		

under \$1,000,000 or seven (7) years for projects over \$1,000,000 from the execution date of the agreement. Requests for time extensions and joint agreement amendments must be received and approved prior to expiration of the project end date. Failure to extend the end date may result in the immediate close-out of the project and loss of further funding.

**V. THE LPA AGREES**

- 5.1 To acquire in its name, or in the name of the **STATE** if on the **STATE** highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established State policies and procedures. Prior to advertising for bids, the **LPA** shall certify to the **STATE** that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the **LPA**, the **STATE**, and the **FHWA** if required.
- 5.2 To provide for all utility adjustments and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Public Agency Highway and Street Systems.
- 5.3 To retain jurisdiction of the completed improvement.
- 5.4 To maintain or cause to be maintained the completed improvement or that portion within its jurisdiction, in a manner satisfactory to the **STATE** and the **FHWA**.
- 5.5 To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.
- 5.6 To regulate parking and traffic in accordance with the approved project report.
- 5.7 To regulate encroachments on public rights-of-way in accordance with current Illinois Compiled Statutes.
- 5.8 To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with the current Illinois Compiled Statutes.
- 5.9 For contracts awarded by the **LPA**, the **LPA** shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT - assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The **LPA** shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT - assisted contracts. The **LPA's** DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this agreement. Upon notification to the recipient of its failure to carry out its approved program, the **STATE** may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S. C 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.). In the absence of a USDOT - approved **LPA** DBE Program or on **STATE** awarded contracts, this agreement shall be administered under the provisions of the **STATE'S** USDOT approved Disadvantaged Business Enterprise Program.

**VI. THE STATE AGREES**

- 6.1 To provide such guidance, assistance, and supervision to monitor and perform audits to the extent necessary to assure validity of the **LPA's** certification of compliance with Title II and III Requirements.
- 6.2 To reimburse the **LPA** for federal and/or state funds on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of expenditures by the **LPA**.

**SCHEDULES**

Additional information and/or stipulations are hereby attached and identified below as being a part of this agreement.

<input checked="" type="checkbox"/>	1.	Division of Cost
<input checked="" type="checkbox"/>	2.	Location Map
<input checked="" type="checkbox"/>	3.	Risk Assessment
<input checked="" type="checkbox"/>	4.	Attestations
<input type="checkbox"/>	5.	Resolution*
<input type="checkbox"/>		

\*Appropriation and signature authority resolution must be in effect on, or prior to, the execution date of the agreement.

Local Public Agency	Section Number	State Job Number	Project Number
Village of Park Forest	25-00112-00-RS		

**AGREEMENT SIGNATURES EXECUTION**

The **LPA** agrees to accept and comply with the applicable provision set forth in this agreement including attached schedules.

**APPROVED**

Local Public Agency

Name of Official (Print or Type Name)

Joseph A. Woods

Title of Official

Village Mayor

Signature

Date

The above signature certifies the agency's TIN number is

366006040 \_\_\_\_\_ conducting business as a Governmental Entity.

DUNS Number 079761573

UEI Q4KTA4FMGMM4

**APPROVED**

State of Illinois

Department of Transportation

Omer Osman, P.E., Secretary of Transportation

Date

By:

George A. Tapas, P.E., S.E., Engineer of Local Roads & Streets

Date

Stephen M. Travia, P.E., Director of Highways PI/Chief Engineer

Date

Michael Prater, Chief Counsel

Date

Vicki Wilson, Chief Fiscal Officer

Date

**NOTE:** If the LPA Signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.



**SCHEDULE NUMBER 3**

Local Public Agency	Section Number	County	State Job Number	Project Number
Village of Park Forest	25-00112-00-RS	Cook	P-91-026-25	3P28(565)

**LRS Federal Funds RISK ASSESSMENT**

Risk Factor	Description	Definition of Scale (time frames are based on LPA fiscal year)	Points
General History of Performance	Have there been any changes in key organizational staff or leadership, such as Fiscal and Administrative Management, Transportation Related Program/Project Management, and/or Elected Officials?	<b>0 points</b> - no significant changes in the last 4 or more years; <b>1 point</b> - minor changes, but majority of key staff and officials have not changed in the last 4 years; <b>2 points</b> - significant key staff or elected leadership changes within the last 3 years; <b>3 points</b> - significant key staff and elected leadership changes within the last 3 years	0
	What is the LPA's history with federal-aid funded transportation projects?	<b>0 points</b> - One or more federal-aid funded transportation projects initiated per year; <b>1 point</b> - At least one project initiated within the past three years; <b>2 points</b> - AT least one project initiated within the past 5 years; <b>3 points</b> - None or more than 5 years	1
	Does LPA have qualified technical staff with experience managing federal-aid funded transportations through IDOT?	<b>0 points</b> - Full-time employee with experience designated as being in "responsible charge"; <b>1 point</b> - LPA has qualified technical staff, but will be utilizing an engineering consultant to manage day-to-day with LPA technical staff oversight; <b>2 points</b> - LPA has no technical staff and all technical work will be completed by consultant, but LPA staff has prior experience with federal-aid projects; <b>3 points</b> - LPA staff have no prior experience or technical expertise and relying solely on consultant	1
	Has the LPA been untimely in submitting invoicing, reporting on federal-aid projects as required in 2 CFR 200, and or audits as required?	<b>0 points</b> - No; <b>1 point</b> - Delays of 6 or more months; <b>2 points</b> - Delays of up to 1 year; <b>3 points</b> - 1 year or more years of delay	0
Financial Controls	Are the annual financial statements prepared in accordance with Generally Accepted Accounting Principles or on a basis acceptable by the regulatory agency?	<b>0 points</b> - yes; <b>3 points</b> - no	0
	What is the LPA's accounting system?	<b>0 points</b> - Automated accounting software; <b>1 point</b> - Spreadsheets; <b>2 points</b> - paper only; <b>3 points</b> - none	0
	Does the organization have written policies and procedures regarding proper segregation of duties for fiscal activities that include but are not limited to: a) authorization of transactions; b) recordkeeping for receipts and payments; and c) cash management?	<b>0 points</b> - yes; <b>3 points</b> - no	0
Audits	When was the last time a financial statement audit was conducted?	<b>0 points</b> - in the past year; <b>1 point</b> - in the past two years; <b>2 points</b> - in the past three years; <b>3 points</b> - 4 years or more, or never	0
	What type of financial statement audit has the organization had conducted?	<b>0 points</b> - Single Audit/Program Specific Audit in accordance with 2 CFR 200.501 or Financial audit conducted in accordance with Generally Accepted Auditing Standards or Generally Accepted Government Auditing Standards; <b>1 point</b> - Financial review?; <b>2 points</b> Other type? or no audit required; <b>3 points</b> - none	0
	Did the most recent audit disclose findings considered to be significant deficiencies or material weaknesses?	<b>0 points</b> - no; <b>3 points</b> - yes, or no audits required	0
	Have the findings been resolved?	<b>0 points</b> - yes or no findings; <b>1 point</b> - in progress; <b>3 points</b> - no	0

Summary of Risk	
General History of Performance	2
Financial Controls	0
Audits	0
<b>Total</b>	<b>2</b>

District Review Signature & Date  
**Priscilla Soto-Vargas**  
 Digitally signed by Priscilla Soto-Vargas  
 Date: 2025.05.07 16:21:04 -05'00'

Central Office Review Signature & Date  
**Teresa Cline**  
 Digitally signed by Teresa Cline  
 Date: 2025.05.09 08:25:51 -05'00'

Additional Requirements?  Yes  No

Local Public Agency	Section Number	State Job Number	Project Number
Village of Park Forest	25-00112-00-RS		

**SCHEDULE NUMBER 4**  
**Attestation on Single Audit Compliance**

1. In the prior fiscal year, did Village of Park Forest LPA expend more than \$750,000 in federal funds in aggregate from all federal sources?

Yes    No

2. Does the Village of Park Forest LPA anticipate expending more than \$750,000 in federal funds in aggregate from all federal sources in the current Village of Park Forest LPA fiscal year?

Yes    No

If answers to question 1 and 2 are no, please proceed to the signature section.

If answer to question 1 is yes, please answer question 3a.

If answer to question 2 is yes, please answer question 3b.

3. A single audit must be conducted in accordance with Subpart F of 2 CFR 200 if \$750,000 or more in federal funds are expended in a single fiscal year.

a. Has the Village of Park Forest LPA performed a single audit for their previous fiscal year?

Yes    No

i. If yes, has the audit be filed with the Illinois Office of the Comptroller in accordance with 50 ILCS 310 (see also 55 ILCS 5 & 65 ILCS 5 & 60 ILCS 1/80)?

Yes    No

b. For the current fiscal year, does the Village of Park Forest LPA intend to comply with Subpart F of 2 CFR 200?

Yes    No

By completing this attestation, I certify that I have authority to sign this attestation on behalf of the LPA; and that the foregoing information is correct and complete to the best of my knowledge and belief.

Name	Title	LPA
Roderick Ysaguirre	Director of Public Works	Village of Park Forest

Signature & Date

<p><b>Roderick Ysaguirre</b></p> 	<p>Digitally signed by Roderick Ysaguirre Date: 2025.03.17 09:53:44 -05'00'</p>
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### Instructions for BLR 05310PE Page 1 of 3

NOTE: Form instructions should not be included when the form is submitted.

This form shall be used when a local public agency (LPA) project involves Federal-Aid, with or without state funds and this standard form is sufficient to describe all details of the agreement. For more information refer to the Bureau of Local Roads and Streets (BLRS) Manual, Chapter 5. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS manual. When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

#### Local Public Agency

Local Public Agency Insert the name of the LPA  
County Insert the name of the county in which the LPA is located  
Section Number Insert the section without dashes. The dashes are automatically inserted.  
Fund Type Insert the funding type(s) being used for this project (e.g. STU, STR, ITEP, etc.)  
ITEP, SRTS, HSIP, Number Insert the ITEP, SRTS, HSIP number assigned to this project  
MPO Name From the drop-down choose the MPO in which the project is located. If the project is not located within an MPO, select N/A. Types to choose from are:

Bi-State	Bi-State Regional Commission
CMAA	Chicago Metropolitan Planning Organization
CUUATS	Champaign/Urbana Urban Area Transportation Study
DATS	Danville Area Transportation Study
DMATS	Dubuque
DSATS	DeKalb/Sycamore Area Transportation Study
DUATS	Decatur Urbanized Area Transportation Study
EWGCG	East-West Gateway Council of Governments
KATS	Kankakee Area Transportation Study
MCRPC	McLean County Regional Planning Commission
PPUATS	Peoria/Pekin Urban Area Transportation Study
RPC	Region 1 Planning Council
SATS	Springfield Area Transportation Study
SEMPO	South East Metropolitan Planning Organization
SIMPO	Southern Illinois Metropolitan Planning Organization
SLATS	State Line Area Transportation Study

MPO Tip Number Insert MPO Tip Number assigned to this project, this is required for all projects located within the MPO planning boundaries if applicable. If not, insert "N/A"

#### Engineering

Job Number Insert the job number assigned for the engineering portion of this project.  
Project Number Insert the project number assigned to the engineering portion of the project.

#### Right-of-Way

Job Number Insert the job number assigned for Right-of-Way for the project, if applicable. The number with begin with an "R".  
Project Number Insert the project number assigned to the Right-of-Way for the project, if applicable.

Local Administered Engineering Check this box if the LPA is administering the engineering locally.

Right-of-Way Check this box if Right-of-Way is part of the project

Other Check this box if work is something other than preliminary Engineering or Right-of-Way. In the field following other, insert the type of other work.

#### Location

Local Street/Road Name Insert the local street/road name

Key Route Insert the key route of the street/road listed above

Length Insert the length in miles as it pertains to the location listed above. For a structure insert 0.01

Station  
From Insert the beginning station of the project as it pertains to the key route for this location for this project  
To Insert the ending station of the project as it pertains to the key route for this location for this project

Location Termini Insert the beginning and ending termini as it pertains to this location for this project

Existing Structure Number(s) Insert the existing structure number(s) for this project

Use the add location button to add additional locations if needed for up to a total of three locations. If there are more than three locations, use various.

## Instructions for BLR 05310PE Page 2 of 3

### Project Description

Project Description Insert a description of the work to be accomplished by this project.

### For Local Let Projects

#### Schedules

Within the schedule table, check the box as applicable. Insert the schedule number and a short schedule description / name.

1. Division of Cost - See separate instructions for completing this page.
2. Location Map - Attach a location map to this agreement showing all locations being improved by this project.
3. Risk Assessment - See separate instructions for completing these pages.
4. Attestations - See separate instructions for completing this page.
5. Resolution - The LPA must pass an appropriation resolution covering the local share of the project and must grant signature authority to the signee. Attach the resolution as Schedule 5. (check the box at the bottom of Agreement Signatures page) If BLR 09110 or BR 09120 are used to appropriate local fund, attach these forms to the signature authorization resolution.

Within the schedule table, check each box as applicable. Items prechecked are required to be attached to this document upon submittal. Additional lines are to be used to list additional items attached to this agreement.

### Agreement Signatures Execution

Local Public Agency The appropriate LPA official shall insert their name, sign, and date. Insert the LPA's TIN number, DUNS Number, and the UEI (note the UEI will be replacing the DUNS Number <https://sam.gov/content/duns-uei>).

Illinois Dept. of Transportation The appropriate IDOT official shall sign and date here.

### Division of Cost (Schedule 2) Instructions

When the LPA desires to use one or more lump-sum amounts before the federal percentage is calculated, specify the order in which it should be used and the "not to exceed" amount. The following provides an example of the wording that may be used:

- Lump-sum \$60,000 TARP funds not to exceed 50% of final cost of project credited to the project to be utilized first.
- Lump-sum to be utilized second not to exceed \$20,000 EDP funds.
- Lump-sum to be utilized third not to exceed \$40,000 SMA funds.

These specified amounts will be used in sequence, with the federal and local percentages calculated after they are deducted.

When the LPA desires to use a percent "not to exceed" commitment, the federal and state funds will be used concurrently at the specified percentages up to the "not to exceed" amount

Example:

Maximum STR participation 80% not to exceed \$100,000

Lump-sum SMA not to exceed \$20,000 to be used as a match to the federal funds

Be advised that the "not to exceed" amount specified under a percentage commitment will be tied up and unavailable for programming until the project is closed out and a documentation review has been completed by IDOT or FHWA, if required.

Use a separate line for each type of work as it relates to the fund type for federal, state and/or LPA funds.

Type of Work Choose the type of work from the drop-down list. Types to choose from are: Preliminary Engineering, Right-of-Way, Utilities. A blank field is provided for other types of work.

Federal Funds If federal funds are being used on this project complete the following for federal funds.

Fund Type Choose the type of federal fund type from the drop-down.

Amount Insert the amount of federal funds for the type of listed under fund type.

% Insert the percentage of federal funds for this type.

State Funds If state funds are being used on this project complete with following for state funds.

Fund Type Choose the type of state fund type from the drop-down.

Amount Insert the amount of state funds for the type of listed under fund type.

% Insert the percentage of state funds for this type.

Local Public Agency Funds

Fund Type Choose the type of LPA funds from the drop-down

Amount Insert the amount of LPA funds for the type of listed under fund type.

% Insert the percentage of LPA funds for this type.

Explanation Insert any necessary additional information as to how the funding is being applied for this project.

### LRS Federal Funds Risk Assessment (Schedule 3) Instructions

### Instructions for BLR 05310PE Page 3 of 3

The LPA shall complete the risk assessment to the best of their knowledge.

District staff will review the assessment and make recommendations for risk monitoring based on the results of the assessment. If monitoring is required above normal policy procedures, those requirements shall be itemized in the Additional Requirements box. Appropriate full-time district staff will approve the assessment by signing and dating in the box provided.

#### Attestation on Single Audit Compliance (Schedule 4) Instructions

The LPA shall complete the risk assessment to the best of their knowledge.

The appropriate local agency official shall certify the attestation by signing and dating in the box provided.

**A minimum of two (2) originals executed by the LPA must be submitted to the District through its Regional Engineer's Office. If the DocuSign process is used no physical copies are required to be submitted.**

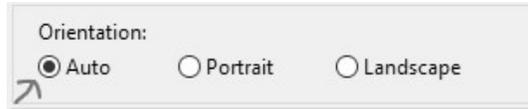
#### Upon execution distribution will be as follows:

LPA

Bureau of Local Roads & Streets

#### Printing Instructions

For the document to print properly, please make sure "Orientation" is set to "Auto" (see image below) within the print dialog window. If this setting is not chosen, then some pages may be cut off during the printing process.





BLACKHAWK DRIVE – MONEE ROAD TO SAUK TRAIL – PARK FOREST, ILLINOIS  
LOCATION MA

**AGENDA BRIEFING**

**DATE:** July 16, 2025

**TO:** Mayor Joseph A. Woods  
Board of Trustees

**FROM:** Roderick Ysaguirre – Director of Public Works/Village Engineer

**RE:** Approval of a Phase 1/Phase 2 Engineering Services Agreement for road improvements to Blackhawk Drive (FAU 1057) from Sauk Trail to Monee Road.

**BACKGROUND/DISCUSSION:**

Roadway improvements to Blackhawk Drive are eligible for federal aid funding through the Surface Transportation Program - Urban (STP-U) where Phase1/Phase 2 funds are currently programmed for Federal Fiscal Year (FFY) 2026, which runs from Oct 1, 2025 to Sept. 30, 2026. STP funds are distributed through the South Suburban Mayors and Managers Association (SSMMA) and usually requires an 80% Federal / 20% Local Agency cost participation for eligible project phases. For this project, eligible phases include Preliminary Engineering, Design Engineering, Construction and Construction Engineering. Since Park Forest is a Cohort 4 community, the Village’s 20% match was approved to be funded by Transportation Development Credits – Highway (TDCH), otherwise known as Tollway Credits. This will ultimately result in a net zero cost for the Village for all phases of this road improvement. In other words, the cost participation will be 80% Federal and 20% Federal (TDCH).

This item consists of approval of a combined Phase1/Phase 2 Engineering Services Agreement with Robinson Engineering from Frankfort, IL. A combined Phase1/Phase2 engineering services agreement includes, but are not limited to, pavement section investigation, field evaluation and surveys, data collection, ADA evaluation, review of traffic calming measures, and final Project Development Report, as well as development of construction plans, specifications, estimates, interagency coordination and meetings.

The proposed improvements include milling and resurfacing, pavement patching, minimal curb and gutter replacement, ADA sidewalk improvements at intersections, sewer structure adjustments, pavement markings, traffic control, lawn restoration, and potential traffic calming measures. Federal funding for construction is currently programed for FFY 2029, but may be programed sooner if funding becomes available.

The total estimated costs for this combined Phase I/II are as follows:

	Federal Share 80%	Federal/TDCH Share 20%	Total
Phase1/Phase 2	\$ 203,038	\$ 50,759	\$ 253,797
<b>Total</b>	<b>\$ 203,038</b>	<b>\$ 50,759</b>	<b>\$ 253,797</b>

Since this project is moving along the Federal review process faster than expected, this work was not specifically budget for in FY 2026. Staff was able to confirm that sufficient MFT fund balance reserves are available to proceed with this work. This will require the Finance Dept. to include this work as a budget amendment for the current budget. Public Works will use Motor Fuel Tax funds to pay all costs upfront and then request 80% reimbursement through the STP program and the additional 20% in TDCH/Tollway Credits.

**RECOMMENDATION:** Approve and enter into this Engineering Services Agreement with Robinson Engineering in the amount of \$253,797 for work associated with road improvements to Blackhawk Drive from Sauk Trail to Monee Road and authorize the Village Mayor to enter into said agreement.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Special Rules Meeting of July 21, 2025 for your discussion.



Local Public Agency Engineering Services Agreement

Using Federal Funds? [X] Yes [ ] No Agreement For: Federal PE Agreement Type: Original

LOCAL PUBLIC AGENCY

Local Public Agency: Park Forest County: Cook Section Number: 25-00112-00-RS Job Number: P-91-026-25 Project Number: 3P28(565) Contact Name: Roderick Ysaguirre Phone Number: (708) 503-7702 Email: rysaguirre@vopf.com

SECTION PROVISIONS

Local Street/Road Name: Blackhawk Drive Road Improvements Key Route: FAU 1057 Length: 1.7 miles Structure Number: N/A Location Termini: Sauk Trail (FAU 1632) to Monee Road (FAU 2830) Add Location Remove Location

Project Description: The construction work consists of milling/resurfacing the roadway, pavement patching, curb & gutter removal/replacement, ADA sidewalk improvements at intersections, pavement markings, structure adjustments, and potentially traffic calming measures.

Engineering Funding: [X] Federal [ ] MFT/TBP [ ] State [X] Other TDCH - Tollway Credits for Highway Anticipated Construction Funding: [X] Federal [ ] MFT/TBP [ ] State [X] Other TDCH - Tollway Credits for Highway

AGREEMENT FOR

[X] Phase I - Preliminary Engineering [ ] Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name: Robinson Engineering, Ltd. Contact Name: Harry L. Gilmore, Jr. Phone Number: (815) 412-2711 Email: hgilmore@reltd.com Address: 10045 W. Lincoln Highway City: Frankfort State: IL Zip Code: 60423

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

- Regional Engineer: Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor: Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge: A full time LPA employee authorized to administer inherently governmental PROJECT activities
Contractor: Company or Companies to which the construction contract was awarded

## AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (CESCS) Worksheet (BLR 05513 or BLR 05514 )
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of United States Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Preliminary Engineering Contracts:
  - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
  - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affix the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
  - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

### II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
  - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.

3. To pay the ENGINEER:
  - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

- Lump Sum  
 Specific Rate  
 Cost plus Fixed Fee:

Fixed

$$\text{Total Compensation} = \text{DL} + \text{DC} + \text{OH} + \text{FF}$$

Where:

DL is the total Direct Labor,  
 DC is the total Direct Cost,  
 OH is the firm's overhead rate applied to their DL and  
 FF is the Fixed Fee.

Where  $\text{FF} = (0.33 + R) \text{DL} + \% \text{SubDL}$ , where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

### III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT: the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purport disbursement.
3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.  
 The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result

of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.

6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
  - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
  - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
  - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph e and
  - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

10. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
  - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
  - (2) Specifying actions that will be taken against employees for violations of such prohibition.
  - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - (a) abide by the terms of the statement; and
    - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's or contractor's policy of maintain a drug free workplace;

- (3) Any available drug counseling, rehabilitation and employee assistance program; and
- (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future project. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 12. For Preliminary Engineering Contracts:
  - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
  - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

**AGREEMENT SUMMARY**

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Robinson Engineering, Ltd.	32-2407339	\$182,062.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Geocon Professional Services, LLC	45-0644817	\$10,365.00
The HOH Group, Inc.	36-4003526	\$61,370.00
Subconsultant Total		\$71,735.00
Prime Consultant Total		\$182,062.00
Total for all work		\$253,797.00

**AGREEMENT SIGNATURES**

Executed by the LPA:

The 

Local Public Agency Type
Village

 of 

Local Public Agency
Park Forest

Attest:

By (Signature & Date)

--

By (Signature & Date)

--

Name of Local Public Agency	Local Public Agency Type	
Park Forest	Village	Clerk

Title
Village Mayor

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name  
Attest: 

Robinson Engineering, Ltd.
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By (Signature & Date)

 07/03/2025
--

Title
Senior Project Manager

By (Signature & Date)

 7/3/2025
--

Title
Director of Engineering

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Park Forest	Robinson Engineering, Ltd.	Cook	25-00112-00-RS

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

**EXHIBIT A  
SCOPE OF SERVICES**

**FOR FEDERAL PARTICIPATION PROJECTS**

The Preliminary and Design Engineering Phases will proceed simultaneously and in accordance with the IDOT Local Roads and Streets Manual. We will initially participate in a joint Phase I/Phase II project kick-off meeting with IDOT/District 1/Local Roads & Streets. The Phase I Study would be processed through IDOT/FHWA and would involve integration of project data and engineering studies into a draft report. This will include the preparation of Plan exhibits for the preferred improvement, as well as preparing a location map and existing/proposed typical sections, plus submittal to IDOT seeking Design Approval. Sidewalks and ramps will be evaluated for ADA and PROWAG compliance, and this Blackhawk Drive corridor will be evaluated as to the feasibility of providing traffic calming measure to enhance safety.

The Phase II portion of the project will consist of the preparation of contract plans, specifications, and other supporting documentation in sufficient detail to secure competitive bids and accomplish the construction of the infrastructure improvements. Since the Village intends to use Federal STP funds for construction, the contract plans and supporting documents will be completed in accordance with appropriate policies and procedures developed by IDOT for federal-aid projects and their Local Roads and Streets Manual, as well as the guidelines of the CCDOTH, WCDOT, and the Village of Park Forest. Pavement cores will be collected to determine pavement thickness and the condition of the subgrade. We anticipate that the plans will be designed using single sheet, two-view "plan" drawings. Project-specific special provisions will also be created following the IDOT Guidelines based on the Standard Specifications for Road and Bridge Construction and district specific standards. An Estimate of Construction Cost and Estimate of Time will also be submitted with each subsequent plan submittal.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Park Forest	Robinson Engineering, Ltd.	Cook	25-00112-00-RS

**EXHIBIT B  
PROJECT SCHEDULE**

IDOT Approval of agreement: 10/01/2025  
 Design Approval: 06/27/2026  
 Pre-final plans: 09/04/2026  
 Final Plans: 11/23/2026  
 IDOT Letting (pending funding): 03/05/2027

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Park Forest	Robinson Engineering, Ltd.	Cook	25-00112-00-RS

**Exhibit C  
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

**Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.**

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

The RFQ was posted continuously on the Village website from 08/26/24 through 09/13/24.

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Criteria	Weighting
Project experience and qualifications of firm and personnel	20%
Project understanding and technical approach	20%
Experience with managing and procuring STP funds	20%
Experience working with IDOT, Cook County, and SSMMA	15%
Ability to meet Village's goals and timeline	15%
Southland local presence	10%

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Selection committee (titles) for this project

Director of Public Works/Village Engineer and Asst. Director of Public Works/Asst. Village Engineer

Top three consultants ranked for this project in order	
1	Robinson Engineering, Ltd.
2	V3 Companies
3	SE3, LLC

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number	
Park Forest	Robinson Engineering, Ltd.	Cook	25-00112-00-RS	
14 QBS according to State requirements used?			<input type="checkbox"/>	<input type="checkbox"/>
15 Existing relationship used in lieu of QBS process?			<input type="checkbox"/>	<input type="checkbox"/>
16 LPA is a home rule community (Exempt from QBS).			<input type="checkbox"/>	<input type="checkbox"/>



<b>Local Public Agency</b> Village of Park Forest	<b>County</b> Cook	<b>Section Number</b> 25-00112-00-RS
<b>Prime Consultant (Firm) Name</b> Robinson Engineering, Ltd.	<b>Prepared By</b> Harry L. Gilmore, Jr.	<b>Date</b> 10/17/2024
<b>Consultant / Subconsultant Name</b> Robinson Engineering, Ltd.	<b>Job Number</b> P-91-026-25/D-91-120-25	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**

**PAYROLL ESCALATION TABLE**

<b>CONTRACT TERM</b>	24	MONTHS	<b>OVERHEAD RATE</b>	170.38%
<b>START DATE</b>	10/1/2025		<b>COMPLEXITY FACTOR</b>	0
<b>RAISE DATE</b>	4/1/2026		<b>% OF RAISE</b>	3.00%
<b>END DATE</b>	9/30/2027			

**ESCALATION PER YEAR**

Year	First Date	Last Date	Months	% of Contract
0	10/1/2025	4/1/2026	6	25.00%
1	4/2/2026	4/1/2027	12	51.50%
2	4/2/2027	10/1/2027	6	26.52%

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**The total escalation = 3.02%**





**Local Public Agency**

Village of Park Forest

**County**

Cook

**Section Number**

25-00112-00-RS

**Consultant / Subconsultant Name**

Robinson Engineering, Ltd.

**Job Number**

P-91-026-25/D-91-120-25

**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)	20	\$25.00	\$500.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utlility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)	1	\$1,500.00	\$1,500.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>TOTAL DIRECT COSTS:</b>				<b>\$2,000.00</b>

BLR 05514 (Rev. 02/06/25)  
DIRECT COSTS

**Local Public Agency**

Village of Park Forest

**County**

Cook

**Section Number**

25-00112-00-RS

**Consultant / Subconsultant Name**

Robinson Engineering, Ltd.

**Job Number**

P-91-026-25/D-91-120-25

**AVERAGE HOURLY PROJECT RATES**  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Early Coordination & Data Collection			Preparation of Base Sheets			Phase I Documentation			Pre-Final Contract Plans			Special Provisions, Quantities & Estimates		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal Engineer	84.48	0.0																	
Senior Project Manager 1	71.82	156.0	13.47%	9.67	16	33.33%	23.94	2	0.73%	0.52	40	23.81%	17.10	24	6.52%	4.68	16	25.81%	18.53
Resident Engineer 2	46.76	0.0																	
Resident Engineer 1	35.56	0.0																	
Field Superintendent	62.44	4.0	0.35%	0.22															
Field Crew Chief	43.09	180.0	15.54%	6.70				176	64.23%	27.68									
Sr. Project Scientist	52.50	16.0	1.38%	0.73	16	33.33%	17.50												
CAD Manager	57.66	66.0	5.70%	3.29				16	5.84%	3.37	8	4.76%	2.75	16	4.35%	2.51			
CAD Technologist 2	42.97	252.0	21.76%	9.35	4	8.33%	3.58	40	14.60%	6.27	32	19.05%	8.18	144	39.13%	16.81			
Project Administration	51.02	36.0	3.11%	1.59	4	8.33%	4.25				4	2.38%	1.21	8	2.17%	1.11	4	6.45%	3.29
Project Engineer 2	44.84	360.0	31.09%	13.94	8	16.67%	7.47				80	47.62%	21.35	160	43.48%	19.49	40	64.52%	28.93
Senior Project Manager 2	84.33	24.0	2.07%	1.75							4	2.38%	2.01				2	3.23%	2.72
Chief Land Surveyor	71.27	8.0	0.69%	0.49				8	2.92%	2.08									
Assistant Field Superintend	59.67	40.0	3.45%	2.06				16	5.84%	3.48				16	4.35%	2.59			
Land Surveyor 3	53.67	16.0	1.38%	0.74				16	5.84%	3.13									
		0.0																	
		0.0																	
		0.0																	
		0.0																	
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		0.0																	
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		0.0																	
		0.0																	
<b>TOTALS</b>		1158.0	100%	\$50.52	48.0	100.00%	\$56.74	274.0	100%	\$46.55	168.0	100%	\$52.60	368.0	100%	\$47.20	62.0	100%	\$53.47

**Local Public Agency**

Village of Park Forest

**County**

Cook

**Section Number**

25-00112-00-RS

**Consultant / Subconsultant Name**

Robinson Engineering, Ltd.

**Job Number**

P-91-026-25/D-91-120-25

**AVERAGE HOURLY PROJECT RATES**

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Final Contract Plans			Administration, Public Involvement & QC/QA			Soils/Pavement Cores			HOH Group								
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal Engineer	84.48																		
Senior Project Manager 1	71.82	16	12.12%	8.71	24	30.00%	21.55	2	25.00%	17.95	16	88.89%	63.84						
Resident Engineer 2	46.76																		
Resident Engineer 1	35.56																		
Field Superintendent	62.44				4	5.00%	3.12												
Field Crew Chief	43.09							4	50.00%	21.55									
Sr. Project Scientist	52.50																		
CAD Manager	57.66	16	12.12%	6.99	8	10.00%	5.77	2	25.00%	14.42									
CAD Technologist 2	42.97	32	24.24%	10.42															
Project Administration	51.02	8	6.06%	3.09	8	10.00%	5.10												
Project Engineer 2	44.84	60	45.45%	20.38	12	15.00%	6.73												
Senior Project Manager 2	84.33				16	20.00%	16.87				2	11.11%	9.37						
Chief Land Surveyor	71.27																		
Assistant Field Superintendent	59.67				8	10.00%	5.97												
Land Surveyor 3	53.67																		
<b>TOTALS</b>		132.0	100%	\$49.58	80.0	100%	\$65.09	8.0	100%	\$53.92	18.0	100%	\$73.21	0.0	0%	\$0.00	0.0	0%	\$0.00



**GEOCON  
Estimate Worksheet**

Client: Harry Gilmore, Jr., PE  
 Robinson Engineering, Ltd.  
 Project: Blackhawk Drive Resurfacing - Monee Rd to Sauk Trl  
 Park Forest, Illinois  
 GEOCON Proposal No.: 24-P1077  
 Date: October 15, 2024

**SCOPE: 15 borings with pavement cores and one subgrade sample**  
*\*Per REL, IDOT report is not required. Deliverable will be a Summary Report.*

	<u>Quantity</u>	<u>Unit Fee</u>	<u>Total</u>
<b>I. Field Exploration Services</b>			
1. Soil drilling with cores, DCP, one subgrade sample	2 Days	\$3,500.00	\$7,000.00
2. Project Coordination	4 Hours	\$145.00	\$580.00
3. Thin Wall Tube (TWT) Sampling	0 Each	\$75.00	\$0.00
4. Pavement core with subbase thickness	Incl Each	\$100.00	\$0.00
5. DCP Testing	Incl Each	\$25.00	\$0.00
6. Traffic Control (not anticipated)	0 Days	\$2,900.00	<u>\$0.00</u>
	<b>Subtotal For Field Exploration Services:</b>		<b>\$7,580.00</b>
<b>II. Laboratory Soil Testing Services</b>			
1. Rimac compressive strength tests, calibrated hand penetrometer tests, visual engineering classification and moisture content tests	15 Tests	\$15.00	\$225.00
2. Extrude and classify TWT	0 Tests	\$40.00	\$0.00
3. Unconfined Compressive Strength Tests	0 Tests	\$100.00	\$0.00
4. Grain size analyses including hydrometer	0 Tests	\$240.00	\$0.00
5. Atterberg Limits Tests	0 Tests	\$125.00	\$0.00
6. Standard Proctor Tests	0 Tests	\$180.00	<u>\$0.00</u>
	<b>Subtotal for Laboratory Services:</b>		<b>\$225.00</b>
<b>III. Engineering Services for Summary Report</b>			
1. Senior Geotechnical Engineer	6 Hours	\$185.00	\$1,110.00
2. Project Engineer to prepare exhibits	10 Hours	\$145.00	<u>\$1,450.00</u>
	<b>Subtotal for Engineering Services:</b>		<b>\$2,560.00</b>
	<b>Total Estimated Fee:</b>		<b>\$10,365.00</b>



BLACKHAWK DRIVE – MONEE ROAD TO SAUK TRAIL – PARK FOREST, ILLINOIS  
LOCATION MAP

**Item 1. Scope of Services.** Geocon Professional Services, LLC, (GEOCON) shall perform services in accordance with an agreement made with the 'client.' The agreement consists of GEOCON's proposal, Standard Fee Schedule, and these General Conditions. The client is defined as the person or entity requesting and/or authorizing the work, and in doing so, client represents and warrants that he is duly authorized in this role, even if performed on behalf of another party or entity, in which case the other party or entity is also considered as the client. The acceptance of GEOCON's proposal signifies the acceptance of the terms of this agreement.

The fees for services rendered will be billed in accordance with the Standard Fee Schedule; unit rates for services not covered in the fee schedule or elsewhere in the agreement can be provided. The standard prices proposed for the work are predicated upon the client's acceptance of the conditions and allocations of risks and obligations described in the agreement. The client shall impart the terms of this agreement to any third party to whom client releases any part of GEOCON's work. GEOCON shall have no obligations to any party other than those expressed in this agreement. All fixed hourly labor rates included in GEOCON's proposal that are governed by the Collective Bargaining Agreement (CBA) with Local 150 are subject to automatically increase March 1<sup>st</sup> of every year based on the % increase included in the governing CBA.

**Item 2. Site Access.** The client will provide for the right-of-access to the work site. In the event the work site is not owned by the client, client represents to GEOCON that all necessary permissions for GEOCON to enter the site and conduct the work, have been obtained. While GEOCON shall exercise reasonable care to minimize damage to the property, the client understands that some damage may occur during the normal course of work, that GEOCON has not included in its fee the cost of restoration of damage, and that client will pay for such restoration costs.

**Item 3. Utilities.** In the performance of its work, GEOCON will take all reasonable precautions to avoid damage to underground structures or utilities, and will rely on utility locator services to correctly identify their buried service lines, and on plans, drawings or sketches made available and provided by the client. The client agrees to hold GEOCON harmless and indemnify GEOCON from any claims, expenses, or other liabilities, including reasonable attorney fees, incurred by GEOCON for any damages to underground structures and utilities that were not correctly and clearly shown on the plans provided to GEOCON or otherwise disclosed by the client utility locator service. GEOCON will be responsible for ordering the utility locator services only if expressly set forth in the scope of the proposal.

**Item 4. Hazardous Materials and Conditions.** Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the client or other involved or contacted parties, to advise GEOCON of any known or suspected undocumented fills, hazardous materials, by-products, or constituents, and any known environmental, geologic, and geotechnical conditions, which exist on or near any premises upon which work is to be performed by GEOCON employees or subcontractors or which in any other way may be pertinent to GEOCON's proposed services.

The discovery of unanticipated hazardous materials, or suspected hazardous materials, may require that special and immediate measures be exercised to protect the health and safety of GEOCON site personnel and/or the public. GEOCON may at its option and on the basis of its judgement and opinion, exercise such precautions to complete the project or terminate further work on the project. In either case, the client will be notified as soon as practically possible, and the client agrees to bear all reasonable and equitable cost adjustments, if any, associated with such measures taken.

GEOCON's work shall include visual observation and laboratory testing of subsurface water and soil samples obtained by intrusive sampling of the subsurface, for the purpose of evaluating the geotechnical characteristics of the subsoils relative to the project. As such, GEOCON does not create, generate, transport or at any time own or store hazardous materials in the performance of its work. The client will take possession of and be responsible for the proper disposal of all hazardous materials including, but not limited to samples, drilling fluids and cuttings, decontamination and well development fluids, and used disposable protective gear and equipment.

**Item 5. Confidentiality.** GEOCON's shall hold confidential the business and technical information obtained or generated in performance of services under this agreement and identified in writing by the client as "confidential." GEOCON shall not disclose such information except if such disclosure is required by governmental statute, ordinance, or regulation; for compliance with professional standards of conduct for public safety, health, and welfare concerns; or for protection of GEOCON against claims or liabilities arising from performance of its services.

The technical and pricing information contained in any report or proposal submitted by GEOCON. is to be considered confidential and proprietary and shall not be released or otherwise made available to any third party without the express written consent of GEOCON.

**Item 6. Standard of Care.** GEOCON will perform the services under this agreement in accordance with generally accepted practice, in a manner consistent with the level of care and skill ordinarily exercised by members of this profession under similar circumstances. No other warranties, implied or expressed, in fact or by law, are made or intended in this agreement. The client recognizes that subsurface soil and groundwater conditions can vary between sampling points and with time, and that the interpretation of data and opinions and recommendations made by GEOCON are based solely on obtained data. Such limitations can result in a redirection of conclusions and interpretations where new or changed information is obtained. GEOCON will not be responsible for the interpretations by others, of data obtained by GEOCON for the geotechnical study.

**Item 7. Technical Methodology and Protocol.** GEOCON will select generally accepted methods and procedures it considers appropriate to accomplish the intended and understood purpose of its services within the scope of this agreement, and the client signifies concurrence with these methods and procedures by acceptance of this agreement. In the event other methods or procedures are preferred by the client or considered more appropriate, a written description or designation of these must be provided prior to execution of this agreement.

**Item 8. Limitations of Liability.** The client agrees to limit GEOCON's liability to the client and all parties claiming through the client or otherwise claiming reliance on GEOCON's services, allegedly arising from GEOCON's professional acts or errors and omissions, to a sum not to exceed GEOCON's fees for the services performed on the project, provided that such claims are not attributable to GEOCON's gross negligence or intentional misconduct. In this latter event the limit of liability will be increased to \$25,000 less any applicable insurance amount covering alleged damages or claims. In no event shall GEOCON or any other party to this agreement, including parties which may have or claim to have a direct or indirect reliance on GEOCON's services, be liable to the other parties for incidental, indirect or consequential damages arising from any cause.

**Item 9. Insurance and Indemnity.** GEOCON represents that they now carry, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over their employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Additionally, insured on a primary and non-contributory basis with respect to the general liability and auto liability coverage only. Waivers of subrogation applies to the general liability, auto liability, and workers compensation in favor of the stated additional insureds. Certificates of insurance can be provided to the client upon written request. GEOCON shall not be responsible for any loss, damage, or liability beyond the insurance limits and conditions. GEOCON agrees to indemnify the client from and save client harmless against any loss, damage, or liability stemming from acts of gross negligence by GEOCON. Except as expressly set forth in Item Nos. 8 and 9, the client agrees to hold GEOCON, its officers, directors, agents, and employees, harmless from any claims, suits or liability including but not limited to attorney fees, costs of settlement and other incidental costs, for personal injury, death, illness, property damage or any other loss, allegedly arising from or related to GEOCON's performance of work.

**Item 10. Modifications.** This agreement and all attachments pursuant to this agreement represents the entire understanding between the parties, and neither the client nor GEOCON may amend or modify any aspect of this contract unless such alterations are reduced to writing and properly executed by the parties hereto. These terms and conditions shall supersede all prior or contemporaneous communications, representations, or agreements, and any provisions expressed or implied in the request for proposal, purchase order, authorization to proceed, or other contradictory provisions, whether written or oral.

**Item 11. Payment.** Invoices for performed work will be submitted monthly for services rendered the prior month, payable within 30 days of invoice date. The fees quoted are based upon an expected monthly payment. An interest charge of 1.5% per month will be added to delinquent charges; however, GEOCON, at its option, may terminate its services due to client's failure to pay when due. In the event of termination of services prior to completion, client shall compensate GEOCON for all services performed prior to and for such termination.

**Item 12. Third Party Reliance.** The Services provided are for GEOCON and Client's sole benefit and exclusive use with no third-party beneficiaries intended. Reliance upon the Services and any work product is limited to Client and is not intended for third parties. For a limited time period not to exceed three months from the date of the report, GEOCON will issue additional reports to others agreed upon with Client, however Client understands that such reliance will not be granted until those parties sign and return a reasonably acceptable reliance agreement and GEOCON receives the agreed-upon reliance fee.





<b>Local Public Agency</b> Village of Park Forest	<b>County</b> Cook	<b>Section Number</b> 25-00112-00-RS
<b>Prime Consultant (Firm) Name</b> Robinson Engineering, Ltd.	<b>Prepared By</b> Brent Porfilio, PE	<b>Date</b> 10.10.24
<b>Consultant / Subconsultant Name</b> The HOH Group, Inc.	<b>Job Number</b> P-91-026-24/D-91-120-25	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**

### PAYROLL ESCALATION TABLE

<b>CONTRACT TERM</b>	24	MONTHS	<b>OVERHEAD RATE</b>	106.86%
<b>START DATE</b>	10/1/2025		<b>COMPLEXITY FACTOR</b>	0
<b>RAISE DATE</b>	1/1/2026		<b>% OF RAISE</b>	3.00%
<b>END DATE</b>	9/30/2027			

### ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	10/1/2025	1/1/2026	3	12.50%
1	1/2/2026	1/1/2027	12	51.50%
2	1/2/2027	10/1/2027	9	39.78%

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**The total escalation = 3.78%**





**Local Public Agency**

Village of Park Forest

**County**

Cook

**Section Number**

25-00112-00-RS

**Consultant / Subconsultant Name**

The HOH Group, Inc.

**Job Number**

P-91-026-24/D-91-120-25

**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>TOTAL DIRECT COSTS:</b>				<b>\$0.00</b>

**Local Public Agency**

Village of Park Forest

**County**

Cook

**Section Number**

25-00112-00-RS

**Consultant / Subconsultant Name**

The HOH Group, Inc.

**Job Number**

P-91-026-24/D-91-120-25

**AVERAGE HOURLY PROJECT RATES  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			ADA Ramps and Details			Traffic Calming			Pavement Mkg and Signing Plans			Misc. Phase I and II Support			Admin/Management		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Manager	67.63	102.0	21.89%	14.80	20	17.54%	11.86	2	1.96%	1.33	20	16.67%	11.27	20	22.22%	15.03	40	100.00%	67.63
Sr. Staff Engineer	57.59	182.0	39.06%	22.49	47	41.23%	23.74	50	49.02%	28.23	50	41.67%	24.00	35	38.89%	22.40			
Staff Engineer	46.26	182.0	39.06%	18.07	47	41.23%	19.07	50	49.02%	22.67	50	41.67%	19.27	35	38.89%	17.99			
Engineer	41.14	0.0																	
EIT/Office	34.96	0.0																	
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<b>TOTALS</b>		466.0	100%	\$55.36	114.0	100.00%	\$54.68	102.0	100%	\$52.23	120.0	100%	\$54.54	90.0	100%	\$55.41	40.0	100%	\$67.63

**AGENDA BRIEFING**

**DATE:** July 16, 2025

**TO:** Mayor Joseph A. Woods  
Board of Trustees

**FROM:** Roderick Ysaguirre - Director of Public Works/Village Engineer

**RE:** Approval of a MFT Resolution to appropriate \$324,621 in Motor Fuel Tax Funds for Phase 1/Phase 2 Engineering costs associated with road improvements to Blackhawk Drive (FAU 1057) from Sauk Trail to Monee Road.

**BACKGROUND/DISCUSSION:**

Roadway improvements to Blackhawk Drive, from Sauk Trail to Monee Road, are eligible for federal aid funding through the Surface Transportation Program - Urban (STP-U) where Phase 1/Phase 2 funds are currently programmed for Federal Fiscal Year (FFY) 2026, which runs from Oct 1, 2025 to Sept. 30, 2026. STP funds are distributed through the South Suburban Mayors and Managers Association (SSMMA) and usually require an 80% Federal / 20% Local Agency cost participation for eligible project phases. For this project, eligible phases are Preliminary Engineering, Design Engineering, Construction and Construction Engineering. Since Park Forest is a Cohort 4 community, the Village’s 20% match was approved to be funded by Transportation Development Credits – Highway (TDCH), otherwise known as Tollway Credits. This will ultimately result in a net zero cost for the Village for all phases of this road improvement. In other words, the cost participation will be 80% Federal and 20% Federal (TDCH).

This item consists of the approval of an MFT Resolution appropriating MFT funds out of the Village’s Unobligated MFT Balance for this combined Phase 1/Phase 2 engineering services. The Village uses Motor Fuel Tax funds to meet its cost participation funding commitments. The funding procedures for this project phase requires the Village to fund 100% and then submit proof of payment for 100% reimbursement.

The proposed improvements include milling and resurfacing the road, pavement patching, minimal curb and gutter replacement, ADA sidewalk improvements at intersections, pavement markings, lawn restoration, sewer structure adjustments, traffic control and potential traffic calming measures. Federal funding for construction is currently planned for FFY 2029 but may be programmed sooner if funding becomes available.

The total funding available for this combined Phase I/II is as follows:

	Federal Share 80%	Village/TDCH Share 20%	Estimated Total
Phase 1/Phase 2	\$ 259,697	\$ 64,924	\$ 324,621
<b>Total</b>	<b>\$ 259,697</b>	<b>\$ 64,924</b>	<b>\$ 324,621</b>

Since this project is moving along the Federal review process faster than expected, this work was not specifically budget for in FY 2026. Staff were able to confirm that sufficient MFT fund balance reserves are available to proceed with this work. This will require the Finance Dept. to include this work as a budget amendment for the current budget. Public Works will use Motor Fuel Tax funds to pay all actual costs upfront to a maximum of \$324,621 dollars and then request 80% reimbursement through the STP program and the additional 20% in TDCH/Tollway Credits.

**RECOMMENDATION:** Approve this MFT Resolution to appropriate \$324,621 from the Village's Motor Fuel Tax fund for Phase 1/Phase 2 Engineering costs for road improvements to Blackhawk Drive from Sauk Trail to Monee Road.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Special Rules Meeting of July 21, 2025 for your discussion.



Is this project a bondable capital improvement?

Yes  No

Resolution Type	Resolution Number	Section Number
Original		25-00112-00-RS

BE IT RESOLVED, by the President and Board of Trustees of the Village of Park Forest Illinois that the following described street(s)/road(s)/structure be improved under the Illinois Highway Code. Work shall be done by Contract.

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
Blachhawk Drive	1.6	FAU 1057	Sauk Trail	Monee Road

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

A combined Phase I/Phase II Engineering services agreement - The construction work consists of milling/resurfacing the roadway, pavement patching, curb & gutter removal/replacement, ADA sidewalk improvements at intersections, pavement markings, structure adjustments, and potentially traffic calming measures. This Resolution is for a combined Phase I/Phase II Engineering services.

2. That there is hereby appropriated the sum of Three hundred, twenty four thousand, six hundred and twenty one Dollars ( \$324,621.00 ) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Sheila McGann Village Clerk in and for said Village

of Park Forest in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

President and Board of Trustees of Park Forest at a meeting held on \_\_\_\_\_ Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_

(SEAL, if required by the LPA)

Clerk Signature & Date

Approved  
Regional Engineer Signature & Date  
Department of Transportation

## Instructions for BLR 09110 - Page 1 of 2

NOTE: Form instructions should not be included when the form is submitted.

This form shall be used when a Local Public Agency (LPA) wants to construct an improvement using Motor Fuel Tax(MFT) funds. Refer to Chapter 9 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Is this project a bondable capital improvement?

Check Yes if the project was a bondable capital improvement, check no if it is not. An example of a bondable capital project may include, but is not limited to: project development, design, land acquisition, demolition when done in preparation for additional bondable construction, construction engineering, reconstruction of a roadway, designed overlay extension or new construction of roads, bridges, ramps, overpasses and underpasses, bridge replacement and/or major bridge rehabilitation. Permanent ADA sidewalk/ramp improvements and seeding/sodding are eligible expenditures if part of a larger capital bondable project. A bondable capital improvement project does not mean the LPA was required to sell bonds to fund the project, however the project did meet the criteria to be bondable.

Resolution Number

Enter the resolution number as assigned by the LPA, if applicable.

Resolution Type

From the drop down box choose the type of resolution:

- Original would be used when passing a resolution for the first time for this project.
- Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions.
- Amended would be used when a previously passed resolution is being amended.

Section Number

Insert the section number of the improvement the resolution covers.

Governing Body Type

From the drop down box choose the type of administrative body. Choose Board for County; Council for a City or Town; President and Board of Trustees for a Village or Town.

LPA Type

From the drop down box choose the LPA body type. Types to choose from are: County, City, Town or Village.

Name of LPA

Insert the name of the LPA.

Contract or Day Labor

From the drop down choose either Contract or Day Labor.

### Roadway/Street Improvements:

Name Street/Road

Insert the name of the Street/Road to be improved. For additional locations use the Add button.

Length

Insert the length of this segment of roadway being improved in miles.

Route

Insert the Route Number of the road/street to be improved if applicable.

From

Insert the beginning point of the improvement as it relates to the Street/Road listed to the left.

To

Insert the ending point of the improvement as it relates to the Street/Road listed to the left.

### Structures:

Name Street/Road

Insert the name of the Street/Road on which the structure is located. For additional locations use the Add button.

Existing Structure No.

Insert the existing structure number this resolution covers, if no current structure insert n/a.

Route

Insert the Route number on which the structure is located.

Location

Insert the location of the structure.

Feature Crossed

Insert the feature the structure crosses.

1

Insert a description of the major items of work of the proposed improvement.

2

Insert the dollar value of the resolution for the proposed improvement to be paid for with MFT funds in words followed by in the same amount in numerical format in the ().

**Instructions for BLR 09110 - Page 2 of 2**

Name of Clerk	Insert the name of the LPA clerk.
LPA Type	Insert the type of clerk based on the LPA type. Types to choose from are: County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	Insert the type of administrative body. choose Board for County; Council for a City or Town; President and Board of Trustees for a Village or Town
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.
Day	Insert the day Clerk is signing the document.
Month, Year	Insert the month and year of the Clerk's signature.
Seal	The Clerk shall seal the document here, if required. If a seal is required, electronic signatures should not be used.
Clerk Signature	Clerk shall sign here.
Approved	The Department of Transportation shall sign and date here once approved.

**A minimum of three (3) certified signed originals must be submitted to the Regional Engineer's District office OR email PDF completed form with electronic signatures to your local District LRS office.**

Following IDOT's approval, distribution will be as follows:

Local Public Agency Clerk  
Engineer (Municipal, Consultant or County)  
District

## AGENDA BRIEFING

**DATE:** July 16, 2025

**TO:** Village President / Mayor Woods  
Board of Trustees

**FROM:** Andrew Brown, AICP  
Assistant Director of Economic Development and Planning

Sandra Zoellner  
Director of Economic Development and Planning

**RE:** Resolution to Adopt Rebuilding Together Metro Chicago as HRAP Rd 2 Third Party Administrator for the Village of Park Forest

### **BACKGROUND/DISCUSSION:**

The Village of Park Forest has a long-standing commitment to promoting affordable housing and community development, as evidenced by our 2018 Comprehensive Housing Plan, which includes the aspirational goal of establishing a robust residential rehabilitation program. We have successfully partnered with the Illinois Housing Development Authority (IHDA) on various initiatives, including the initial Home Repair and Accessibility Program (HRAP) Round 1 and the Strong Communities Program, which have significantly benefited our residents, neighborhoods, and communities.

Recently, the Village received an award from IHDA for Round 2 of the Home Repair and Accessibility Program (HRAP R2), allocating an amount not to exceed \$600,000 to make forgivable mortgage loans from the state for home repairs and accessibility modifications to single-family homes in Park Forest. This funding will address critical health, safety, energy efficiency, and accessibility issues, as well as roof repairs, for low and very low-income households within our community.

To ensure the efficient and effective implementation of HRAP R2, it is crucial to establish a robust administrative framework. The HRAP Program Manual explicitly allows grantees to contract with outside agencies to supplement in-house knowledge and manage the complexities of such a program. Given the scope and requirements of HRAP R2, including detailed applicant intake, eligibility verification, contractor procurement, construction oversight, and stringent reporting to IHDA, leveraging an experienced third-party administrator (TPA) is a strategic approach.

Rebuilding Together Metro Chicago (RTMC) is a non-profit organization that has consistently demonstrated its alignment with the Village's values and goals, specializing in repairing homes, revitalizing communities, and rebuilding lives. The Board previously adopted a resolution in support of Rebuilding Together Metro Chicago in October 2023, acknowledging their mission and encouraging collaboration for National Rebuilding Day in April 2024. Their expertise and proven track record make them an ideal partner to serve as the Third-Party Administrator for HRAP R2.

By formally adopting RTMC as the TPA, the Village can ensure that the day-to-day administration of HRAP Round 2, including applicant outreach, detailed home evaluations, management of

contractor bidding processes, construction oversight, and meticulous compliance with IHDA's program requirements, is handled by a highly capable and dedicated organization. This partnership will allow the Village to maximize the impact of the grant funds and ensure that the program benefits as many eligible households as possible.

The attached Resolution formally adopts Rebuilding Together Metro Chicago as the Third-Party Administrator for HRAP Round 2 and provides the Village Manager with the necessary authority to execute a Professional Services Agreement with RTMC. This agreement, presented as Exhibit A, will clearly delineate the roles, responsibilities, scope of work, compensation structure (tied to grant administrative and project delivery funds), term, termination provisions, reporting requirements, audit rights, insurance, and independent contractor status, ensuring a transparent and accountable partnership.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the agenda of the Board's Special Rules Meeting for discussion on July 21, 2025.

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

**A RESOLUTION AUTHORIZING THE DESIGNATION OF REBUILDING TOGETHER METRO CHICAGO AS THIRD-PARTY ADMINISTRATOR FOR THE HOME REPAIR AND ACCESSIBILITY PROGRAM ROUND 2 PROGRAM**

**WHEREAS,** The Village of Park Forest has a longstanding commitment to promoting affordable housing, community development, and the well-being of its residents; and

**WHEREAS,** The Village's 2018 Comprehensive Housing Plan serves as the cornerstone for housing initiatives in Park Forest, including an aspirational goal to "develop a residential rehabilitation program," a vision that aligns well with the activities of Rebuilding Together Metro Chicago; and

**WHEREAS,** The Village has engaged in effective partnerships with the Illinois Housing Development Authority (IHDA), participating in programs such as the Home Repair and Accessibility Program (HRAP) and the Strong Communities Program, which have been instrumental in providing essential home repair services and fostering strong, vibrant communities; and

**WHEREAS,** The Village has received a Conditional Commitment Letter dated June 20, 2025, from the Illinois Housing Development Authority, allocating Six Hundred Thousand and 00/100 Dollars (\$600,000.00) for the Home Repair and Accessibility Program (HRAP) Round 2, to provide forgivable mortgage loans for home repairs and accessibility modifications to eligible low and very low-income households in Park Forest; and

**WHEREAS,** The efficient and compliant administration of the HRAP Round 2 necessitates specialized expertise in program management, applicant intake, comprehensive home evaluation, contractor procurement, construction oversight, and extensive reporting to IHDA, as outlined in the HRAP Program Manual; and

**WHEREAS,** Rebuilding Together Metro Chicago is a non-profit organization that is aligned with Park Forest's values and goals, specializing in repairing homes, revitalizing communities, and rebuilding lives, and whose mission the Village has previously supported through Resolution adopted in October 2023; and

**WHEREAS,** The Village desires to partner with Rebuilding Together Metro Chicago to leverage their expertise and resources to effectively implement and administer the HRAP Round 2, thereby maximizing the benefits to Village residents;

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE PRESIDENT/MAYOR AND THE BOARD OF TRUSTEES OF THE VILLAGE OF PARK FOREST, AS FOLLOWS:**

**Section 1:** The Village of Park Forest hereby formally adopts and designates Rebuilding Together Metro Chicago as the Third-Party Administrator for the Home Repair and Accessibility Program (HRAP) Round 2, to undertake the implementation and administration of the program in accordance with the terms of the Conditional Commitment Letter from IHDA and the HRAP Program Manual.

**Section 2:** The Village Manager is hereby authorized to execute a Professional Services Agreement with Rebuilding Together Metro Chicago, substantially in the form attached hereto as Exhibit A, with such minor modifications as the Village Manager, in consultation with the Village Attorney, deems necessary or appropriate to protect the best interests of the Village.

**Section 3:** The Village Manager and Village Clerk are hereby authorized and directed to take all necessary actions and execute all necessary documents to implement this Resolution and the Professional Services Agreement, and to ensure the successful administration of the HRAP Round 2.

**BE IT FURTHER RESOLVED,** That this resolution be spread upon the minutes of this Board and that a suitable copy be delivered to Rebuilding Together Metro Chicago as a testament to the Village's support and commitment to joint community development efforts.

**APPROVED** this \_\_\_\_ day of July, 2025, by the Village President/Mayor of the Village of Park Forest, and attested by the Village Clerk, on the same day.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Joseph A. Woods, Village President / Mayor

\_\_\_\_\_  
Sheila McGann, Village Clerk

## EXHIBIT A

### PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF PARK FOREST AND REBUILDING TOGETHER METRO CHICAGO FOR THE HOME REPAIR AND ACCESSIBILITY PROGRAM (HRAP) ROUND 2 ADMINISTRATION

This Professional Services Agreement (the "Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025 (the "Effective Date"), by and between:

**THE VILLAGE OF PARK FOREST**, an Illinois unit of local government, with its principal office at 350 Victory Drive, Park Forest, Illinois 60466 (hereinafter referred to as "Village");

AND

**REBUILDING TOGETHER METRO CHICAGO**, a non-profit organization, with its principal office at 2545 W. Diversey Avenue, Ste 238, Chicago, IL 60647 (hereinafter referred to as "TPA").

**WHEREAS**, the Village has received a Conditional Commitment Letter (the "CCL") dated June 20, 2025, from the Illinois Housing Development Authority ("IHDA") for the Home Repair and Accessibility Program ("HRAP") Round 2, allocating funds not to exceed Six Hundred Thousand and 00/100 Dollars (\$600,000.00) (the "Grant Funds") to provide forgivable mortgage loans for home repairs and accessibility modifications to eligible low and very low-income households within the Village; and

**WHEREAS**, the HRAP Program Manual (effective December 14, 2023, as may be amended from time to time, the "Program Manual") outlines the requirements and procedures for the administration of the HRAP, and permits grantees to contract with third-party agencies for program implementation; and

**WHEREAS**, the TPA possesses extensive experience and expertise in home rehabilitation, community revitalization, and the administration of housing assistance programs, aligning with the Village's goals for HRAP Round 2; and

**WHEREAS**, the Village desires to engage the TPA to provide professional services for the administration and implementation of HRAP Round 2, and the TPA is willing to provide such services in accordance with the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained herein, the Village and the TPA agree as follows:

#### 1. PARTIES AND PURPOSE

**1.1. Parties:** This Agreement is between the Village of Park Forest and Rebuilding Together Metro Chicago.

**1.2. Purpose:** The purpose of this Agreement is for the TPA to administer the HRAP Round 2 on behalf of the Village, utilizing the Grant Funds received from IHDA. The TPA shall manage all aspects of the program's implementation, ensuring compliance with the IHDA CCL, the HRAP Program Manual, and all applicable federal, state, and local laws and regulations. The primary objective is to facilitate the rehabilitation of single-family homes for eligible low and very low-income households in the Village of Park Forest.

**2. SCOPE OF WORK.** The TPA shall perform the following services (the "Services") in a professional, diligent, and competent manner, consistent with the standards of care in the industry and the specific requirements of the IHDA HRAP Program Manual and CCL:

**2.1. Program Management and Compliance:**

- a. Oversee the overall HRAP Round 2 program, ensuring full compliance with the IHDA CCL, the HRAP Program Manual, and all relevant federal, state, and local laws, including but not limited to environmental regulations (State Historic Preservation Office (SHPO), floodplain, mine, lead-based paint), accessibility codes, and procurement standards.
- b. Act as the primary point of contact for program participants and contractors regarding day-to-day program operations. This will include the establishment of a dedicated phoneline and/or voicemail to allow residents to call for information about the program.
- c. Maintain comprehensive and accurate program records and documentation as required by IHDA and the Village.

**2.2. Applicant Intake and Eligibility Determination:**

- a. Develop and implement a marketing strategy to outreach to eligible households within the Village, consistent with fair housing practices.
- b. Conduct thorough applicant intake, including assisting applicants with completing necessary forms and collecting required documentation.
- c. Verify household income eligibility (at or below 80% Area Median Income, with preference for 50% AMI) using the IHDA Income Calculator and acceptable third-party verification methods.
- d. Confirm property eligibility, including single-family status, clear title (fee simple), current mortgage payments, and property value limits as defined in the Program Manual.
- e. Manage homeowner expectations regarding the scope and limitations of the forgivable loan program, utilizing forms such as the Homeowner's Expectation Form.
- f. Maintain a complete file checklist for each project from start to finish, including homeowner eligibility, loan settlement, construction, and close-out documents.

**2.3. Home Evaluation and Contractor Bidding:**

- a. Conduct comprehensive home evaluations to assess existing health and safety issues, code violations, energy efficiency improvement opportunities, and accessibility needs.
- b. Prepare detailed Scopes of Work and in-house cost estimates for each project, utilizing cost estimating software as required by IHDA.
- c. Solicit bids from a pool of qualified, licensed, and insured contractors. A minimum of two (preferably three) bids shall be obtained for each project to ensure competitive and

reasonable pricing. Bids must be submitted to the Economic Development and Planning Department for purchase order development.

d. Perform bid tabulation analysis to compare bids against each other and the in-house cost estimate, ensuring costs are reasonable and within HRAP limits.

e. Ensure contractors adhere to IHDA's minimum quality standards for architectural planning and construction.

**2.4. Construction Management and Oversight:**

a. Moderate pre-construction conferences with homeowners, Village representatives, and contractors, reviewing the work write-up, communication procedures, and legal documents.

b. Obtain all necessary signatures on required legal documents prior to construction, including the Owner Agreement, Construction Contract, IHDA Promissory Note, IHDA Mortgage, and Special Notice About Your Forgivable Loan, ensuring homeowners fully understand their obligations.

c. Receive the Certificate of Exemption for each mortgage from the Illinois Anti-Predatory Lending Database.

d. Record each mortgage in with either the Cook County Clerk's Office or the Will County Recorder of Deeds, depending on the location of the property.

e. Verify that all necessary local permits are obtained before construction commences.

f. Issue Notices to Proceed to contractors.

g. Perform interim and final inspections of construction work to ensure adherence to the approved Scope of Work, quality standards, and compliance with all applicable codes and regulations.

h. Manage Change Orders, ensuring proper documentation and Village/IHDA approval for changes exceeding 10% of the original bid amount.

i. Ensure compliance with lead-based paint regulations for homes built before 1978, including adherence to EPA's RRP rules, use of certified contractors, and completion of cleaning verification or clearance tests.

j. Obtain Contractor Sworn Statements and Final Lien Waivers from all contractors and material suppliers upon project completion.

k. Obtain Project Completion Certificates and, if applicable, Certificates of Occupancy.

**2.5. Reporting and Payouts:**

a. Prepare and submit Pre-approval Payout Requests and Final Payout Requests to IHDA via MITAS or a system similar to MITAS should IHDA move to a different submittal and

## Exhibit A – Professional Services Agreement

review system, ensuring all required documentation is uploaded in the specified order and format.

**b.** Notify IHDA via email when payout packages are ready for review, using the prescribed subject line format.

**c.** Maintain accurate financial records for all project costs, including hard costs, soft costs, and project delivery costs.

**d.** Assist the Village in preparing for and participating in IHDA's quarterly check-in calls and financial audits, providing all requested documentation and information in a timely manner.

**e.** Ensure that project delivery costs do not exceed 15% of the total hard and soft construction costs for each project, as per the Program Manual. Any overage on project delivery costs for any project will be paid using the 5% Administrative

**f.** Provide the Village with a monthly update over Zoom or Microsoft Teams.

### **2.6. Environmental and State Administrative Requirements:**

**a.** Ensure compliance with State Historic Preservation Office (SHPO) approval requirements for all projects.

**b.** Document floodplain status for each property and ensure flood insurance is obtained if located in a 100-year floodplain, with IHDA listed as an additional insured.

**c.** Obtain and submit mine maps for each project and ensure mine insurance is obtained if within a proximity zone, with IHDA listed as an additional insured.

**d.** Ensure all other environmental due diligence and inspections (e.g., termite, radon) are performed as necessary to ensure safe and functional homes.

## **3. COMPENSATION AND PAYMENT**

**3.1. Compensation:** The TPA shall be compensated for the Services rendered under this Agreement from the Grant Funds allocated to the Village by IHDA for HRAP Round 2. Compensation shall be derived from two categories:

**a. Administrative Funds:** The TPA will receive all the administrative funds allocated to the Village by IHDA, 5% of the total grant amount, for general management, oversight, coordination, staff, and overhead costs related to administering the grant. These funds will be provided to the TPA as they become available to the Village through the disbursement schedule identified in the IHDA HRAP Round 2 Program Manual.

**b. Project Delivery Funds:** The TPA is eligible to receive project delivery funds for costs directly related to the rehabilitation of specific properties, in an amount not to exceed 15% of the total hard and soft construction costs for each respective loan, as detailed in the Program Manual.

**3.2. Payment Schedule:** Payments to the TPA shall be tied to the Village's receipt of Grant Funds from IHDA and the TPA's satisfactory performance of Services and submission of required documentation.

**a. Initial Administrative Payment:** Upon the Village's receipt of the initial administrative funds disbursement from IHDA (50% of total administrative funds), the Village shall disburse the TPA's proportionate share of these funds, upon receipt of a valid invoice from the TPA.

**b. Project-Based Payments:** For construction costs to contractors, the Village will pay the invoices directly to the contractors. All invoices for soft costs (i.e. title searches, exterminator services, recording services, etc) will be paid up front by the TPA with Administrative Funds. If the project is completed and final costs are submitted to IHDA on the behalf of the Village, these soft cost invoices will be paid via an invoice from the TPA to the Village. Project Delivery payments to the TPA shall be made upon the Village's receipt of final payout disbursements from IHDA for individual projects. The TPA shall submit invoices to the Village with supporting documentation (e.g., Project Delivery Worksheets, Contractor Sworn Statements, Lien Waivers) for services rendered and costs incurred, consistent with IHDA's payout requirements.

**c. Second Administrative Payment:** Upon the Village's receipt of the remaining administrative funds from IHDA (50% of total administrative funds), the Village shall disburse the TPA's proportionate share of these funds, upon receipt of a valid invoice from the TPA.

**d. Reconciliation:** In the event the Village is required to return administrative funds to IHDA due to unspent project funds at program closeout, the TPA's compensation from administrative funds may be proportionally adjusted, and the TPA agrees to reimburse the Village for any such recaptured amounts attributable to the TPA's share.

**3.3. Invoicing:** The TPA shall submit detailed invoices to the Village for Services rendered and eligible costs incurred, in a format acceptable to the Village, and supported by all necessary documentation required by IHDA and the Village. Village and TPA will agree on a acceptable invoice form that complies with Village audit requirements.

#### **4. TERM AND TERMINATION**

**4.1. Term:** This Agreement shall commence on the Effective Date and shall continue in full force and effect until September 15, 2027 (the "Termination Date"), which is twenty-four (24) months after the Closing Date of the HRAP Round 2 Funding Agreement with IHDA, unless sooner terminated as provided herein.

**4.2. Termination for Cause:** Either party may terminate this Agreement for cause upon thirty (30) days' written notice to the other party, if the other party materially breaches any term or condition of this Agreement and fails to cure such breach within the thirty (30) day notice period. Material breaches by the TPA include, but are not limited to, non-compliance with IHDA program rules, failure to perform Services as required, or misuse of Grant Funds.

## Exhibit A – Professional Services Agreement

**4.3. Termination for Convenience:** The Village may terminate this Agreement for its convenience, without cause, upon sixty (60) days' written notice to the TPA. In such an event, the Village shall pay the TPA for all Services satisfactorily performed and eligible costs incurred up to the date of termination.

**4.4. Effect of Termination:** Upon termination of this Agreement for any reason, the TPA shall cease all Services, provide the Village with all program records and documentation, and cooperate fully with the Village to ensure a smooth transition of program responsibilities. The TPA shall be compensated only for Services satisfactorily performed and eligible costs incurred up to the effective date of termination.

### 5. REPORTING AND COMPLIANCE

**5.1. Reporting:** The TPA shall provide the Village with all documentation, reports, and information required by the IHDA HRAP Program Manual, CCL, and Funding Agreement for submission to IHDA, including but not limited to:

- a. All documents required for Pre-approval and Final Payout Requests.
- b. Project Delivery Worksheets.
- c. Contractor Sworn Statements and Lien Waivers.
- d. Project Completion Certificates.
- e. Assistance Impact Statements.
- f. Pictures of completed work.
- g. Any other documentation as reasonably requested by the Village or IHDA.

**5.2. Progress Reports:** The TPA shall provide regular progress reports to the Village, at a minimum on a monthly basis, detailing program activities, progress on projects, funds expended, and any challenges encountered.

**5.3. Compliance:** The TPA shall strictly adhere to all terms and conditions of the IHDA CCL and the HRAP Program Manual, including all financial, programmatic, environmental, and administrative requirements. The TPA shall also comply with all applicable federal, state, and local laws, ordinances, rules, and regulations.

### 6. AUDIT AND RECORDS ACCESS

**6.1. Audit Rights:** The Village, IHDA, or their authorized representatives shall have the right to audit all books, records, accounts, and other documents of the TPA related to the HRAP Round 2 program and the use of Grant Funds. Such audits may be conducted during normal business hours upon reasonable notice.

**6.2. Records Maintenance:** The TPA shall maintain all program-related records, including financial records, project files, and compliance documentation, for a period of not less than seven (7) years following the final closeout of the HRAP Round 2 program or until all audits are completed and all claims are resolved, whichever is later.

## 7. INSURANCE AND LIABILITY

**7.1. Insurance:** The TPA shall, at its sole cost and expense, procure and maintain throughout the term of this Agreement, and any extensions thereof, the following insurance coverages:

**a. Commercial General Liability Insurance:** With limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, personal injury, and property damage. The Village of Park Forest shall be named as an additional insured on this policy.

**b. Professional Liability (Errors and Omissions) Insurance:** With limits of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate.

**c. Workers' Compensation Insurance:** As required by Illinois law, including Employer's Liability with limits of not less than \$500,000.

**d. Automobile Liability Insurance:** With a combined single limit of not less than \$1,000,000 for bodily injury and property damage, covering all owned, non-owned, and hired vehicles used in connection with the Services. The Village of Park Forest shall be named as an additional insured on this policy.

**7.2. Certificates of Insurance:** The TPA shall provide the Village with certificates of insurance evidencing the required coverages prior to commencing Services under this Agreement.

**7.3. Indemnification:** The TPA shall defend, indemnify, and hold harmless the Village of Park Forest, its officers, officials, employees, and agents from and against any and all claims, demands, losses, damages, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or in connection with the TPA's performance of Services under this Agreement, including but not limited to, any acts or omissions, negligence, or willful misconduct of the TPA, its employees, subcontractors, or agents.

## 8. INDEPENDENT CONTRACTOR STATUS

**8.1. Independent Contractor:** The TPA shall perform the Services as an independent contractor and not as an employee, agent, joint venture, or partner of the Village. The TPA shall have sole control over the means, methods, and details of performing the Services.

**8.2. Responsibility for Employees:** The TPA shall be solely responsible for the supervision, direction, and control of its employees, subcontractors, and agents, and for their compensation, benefits, and all applicable federal, state, and local taxes, including income tax withholding, social security, and unemployment insurance.

**8.3. No Authority to Bind Village:** The TPA shall have no authority to enter into contracts or agreements on behalf of the Village or to otherwise bind the Village in any manner, unless specifically authorized in writing by the Village.

## 9. DATA PRIVACY AND SECURITY

**9.1. Compliance with Privacy Legislation:** The TPA acknowledges and agrees that in performing the Services under this Agreement, it will collect, access, use, store, and process

## Exhibit A – Professional Services Agreement

Personally Identifiable Information (PII) and nonpublic personal information of HRAP applicants and participants. The TPA shall, at all times, comply with all applicable federal and state laws and regulations concerning data privacy and security, including but not limited to: a. The Gramm-Leach-Bliley Act (GLB Act) (15 U.S.C. §§ 6801-6809). b. The Federal Trade Commission's Safeguards Rule (16 CFR Part 314). c. The Disposal Rule (16 CFR Part 682, Subpart D). d. The Illinois Personal Information Protection Act (PIP Act) (815 ILCS 530/). (Collectively, the "Privacy Legislation").

**9.2. Information Security Policy and Privacy Policy:** The TPA shall adopt, implement, and enforce a comprehensive Information Security Policy and Privacy Policy (collectively, "Privacy Policies") that fully comply with the Privacy Legislation and any specific privacy requirements or notices issued by IHDA. These Privacy Policies shall include appropriate administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of all PII and nonpublic personal information.

**9.3. Privacy Notices:** The TPA shall:

- a. Create and utilize a privacy notice ("Privacy Notice") that is in full compliance with the Privacy Legislation.
- b. Deliver the Privacy Notice to all prospective HRAP applicants and participants prior to establishing a relationship and prior to the applicant disclosing any nonpublic personal information to the TPA, regardless of whether a loan is extended.
- c. Send the Privacy Notice by mail to the last known address or deliver in person to all existing HRAP participants annually for the duration of their relationship with the TPA under this program.
- d. Provide a new, revised Privacy Notice to participants if the TPA changes its Privacy Policies.

**9.4. Secure Disposal of Information:** The TPA shall implement and adhere to measures for the secure disposal of PII and nonpublic personal information in compliance with the Disposal Rule and other applicable laws, to prevent unauthorized access to or use of such information.

**9.5. Data Breach Notification:** In the event of any actual or suspected breach of security involving PII or nonpublic personal information, the TPA shall immediately notify the Village and cooperate fully with the Village and relevant authorities in investigating and responding to such breach, in accordance with the PIP Act and other applicable laws.

**9.6. Material Obligation:** The TPA acknowledges that compliance with this Data Privacy and Security section is a material obligation of this Agreement, and any failure to comply may constitute a material breach.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the Effective Date first written above.

VILLAGE OF PARK FOREST,

an Illinois unit of local government

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

Jon Kindseth, Village Manager

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

**REBUILDING TOGETHER METRO CHICAGO**

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

Wanda Ramirez, Chief Executive Officer

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

## AGENDA BRIEFING

**DATE:** July 16, 2025

**TO:** Village President / Mayor Woods  
Board of Trustees

**FROM:** Andrew Brown, AICP  
Assistant Director of Economic Development and Planning

Sandra Zoellner  
Director of Economic Development and Planning

**RE:** Resolution to Accept Funding Award From and Participating in the Illinois Housing Development Authority Home Repair and Accessibility Program Round 2

### **BACKGROUND/DISCUSSION:**

In March 2025, the Village of Park Forest applied to the Home Repair and Accessibility Program (“HRAP”) Round 2 (Rd 2) funded and operated by the Illinois Housing Development Authority (“IHDA”). This program is designed to assist low-income and very low-income homeowners with needed repairs that include health, safety, energy efficiency, and accessibility improvements. The goals of the program are to improve the health and well-being of occupants, help low-income and disabled or mobility impaired persons remain in their home, preserve existing affordable housing stock, and provide investment in disadvantaged communities.

The Village of Park Forest’s proposal was to utilize the funding to complete approximately three full rehab projects, three accessibility projects, and 16 roof only projects for qualified residents. In June 2025, the Village was notified about their award for \$600,000 from IHDA.

This resolution will authorize the Village to participate in the HRAP Rd 2 Program, which includes but is not limited to accepting the grant from IHDA, undertaking the obligations set forth in HRAP Rd 2, enter into agreements with IHDA, and complete required repairs, replacements, and rehabilitation as needed in the Village through this program. Additionally, this resolution will authorize the Village Manager to sign important documents related to the funding on the behalf of the Village.

The Resolution is substantially complete and currently under final review by the IHDA legal team, with approval anticipated prior to the next Regular Meeting.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the agenda of the July 21, 2025, Special Rules Meeting Agenda for discussion.

Resolution No. \_\_\_\_\_

**VILLAGE OF PARK FOREST  
WRITTEN CONSENT OF THE BOARD OF TRUSTEES  
RESOLUTION ACCEPTING A GRANT UNDER  
THE HOME REPAIR AND ACCESSIBILITY PROGRAM ROUND 2  
PID #52584**

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**WHEREAS**, the Village Board of Trustees of the Village of Park Forest, an Illinois unit of local government (the “ULG”) met on \_\_\_\_\_, 20\_\_ and adopted the following resolution all of which is in accordance with the laws of the State of Illinois, and the By-Laws of the ULG; and

**WHEREAS**, the Illinois Housing Development Authority (the “Authority”) has agreed to issue to the ULG a grant in an amount not to exceed Six hundred thousand and 0/100 Dollars (\$600,000.00) (the “Grant”) from the Home Repair and Accessibility Program Round 2 (the “Program”), and the ULG will use the Grant funds solely and exclusively for eligible activities in connection with the Program and for no other purpose; and

**WHEREAS**, the Village Board of Trustees deems it to be in the best interest of the Village of Park Forest to accept the Grant; and

**THEREFORE, BE IT RESOLVED**, the Village Board of Trustees of the ULG hereby authorizes the acceptance of the Grant; and

**FURTHER RESOLVED** that the ULG is authorized to enter into a grant agreement for the Program (the “Agreement”) with the Authority wherein the ULG agrees to perform Program services in return for the Grant; and

**FURTHER RESOLVED** that the ULG hereby accepts the Grant, agrees to deliver and/or execute the Agreement and any and all other instruments, certifications and agreements as may be necessary or desirable for the ULG to perform all of its obligations and duties under the Program (including any amendments, other agreements or supplements); and

**FURTHER RESOLVED** that the Village President/Mayor and the Village Manager of the Unit of local government, without the necessity or requirement for the signature of another person, is hereby authorized, empowered, and directed to execute on behalf of the Village of Park Forest the Agreement and all other documents and instruments relating to the Grant to be delivered to the Authority in connection with the closing of the Grant and take such further action on behalf of the Village of Park Forest as they deem necessary to effectuate the foregoing Resolutions; and

**FURTHER RESOLVED** that the Board of Trustees of the Village of Park Forest hereby ratifies, authorizes, confirms and approves any prior action of the Village of Park Forest taken in furtherance of the foregoing resolutions and any and all documents and instruments previously executed on behalf of the Village of Park Forest in connection with the Grant.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Joseph A. Woods,  
Mayor/Village President

\_\_\_\_\_  
Sheila McGann,  
Village Clerk

\_\_\_\_\_  
AYES  
\_\_\_\_\_  
NAYS  
\_\_\_\_\_  
ABSENT

SEAL

## **AGENDA BRIEFING**

**DATE:** July 1, 2025

**TO:** Mayor Joseph Woods  
Board of Trustees

**FROM:** Kevin Adams  
Director of Recreation, Parks & Community Health

**RE:** Urban Forestry Maintenance Contract Renewal- 2025/26

**BACKGROUND/DISCUSSION:**

Urban Forestry operations contracts approved by the Board in 2024 include the option to renew them annually for two additional years, per approval of both parties. Homer Tree Service was awarded contracts for pruning and tree removals. Staff has been satisfied with the performance of Homer during the 2024/25 season and has spoken with representatives who are willing to renew the original contracts, under the same terms and conditions.

Staff recommends continuing the tree removal contract with Homer Tree Service, Inc. for an average cost per tree of \$30.50/inch. Staff also recommends continuing the pruning maintenance contract with Homer Tree Service, Inc with an average cost per tree of \$3.63/inch. An average size tree in Park Forest is 19"DBH (diameter at breast height) costing \$579.50 to remove this tree or \$68.97 to prune it.

Attached is the letter from Homer agreeing to a contract renewal.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Special Rules Meeting of July 21, 2025 for your consideration.



PHONE 815-838-0320 • FAX 815-838-0375 • www.homertree.com

March 26, 2025

Todd Cann, Village Forester  
Village of Park Forest  
350 Victory Drive  
Park Forest, IL 60466

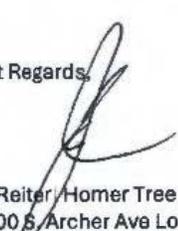
Subject: Tree Service Contract Pricing for 2025 - 2026

Dear Todd,

This letter is to notify you that Homer Tree Care, Inc. will continue to do the Tree Service Contract for the Village of Park Forest for 2025 – 2026 at current rates.

If you have any questions, please contact me.

Best Regards,



Jim Reiter, Homer Tree Care Inc.  
14000 S. Archer Ave Lockport, IL 60441  
Phone: 815-838-0320  
Fax: 815-838-0375

14000 S. ARCHER AVENUE, LOCKPORT, IL 60441

## AGENDA BRIEFING

**DATE:** July 1, 2025

**TO:** Mayor Joseph Woods  
Board of Trustees

**FROM:** Kevin Adams  
Director of Recreation, Parks & Community Health

**RE:** Keyless Entry Phase II – Village Hall/ Fire Department

**BACKGROUND/DISCUSSION:**

In FY 2022/2023, the Village initiated Phase I of a multi-phase Keyless Entry project designed to modernize facility access across high-use public buildings. Phase I included installation of Lenel OnGuard Access Control systems at various locations throughout Village Hall and the Police Department. Convergent Technologies served as the implementation partner and is a Sourcewell vendor.

Phase II expands upon that work and includes two components:

1. **Fire Department** – Replacement of outdated KeriSystems hardware with four Lenel BlueDiamond keypad readers. System will be integrated with the existing Village Hall OnGuard server. (Cost: \$11,767.14)

2. **Village Hall** – Addition of Lenel Access Control at five critical door locations:

- 1st Floor Corridor to Back Hallway
- 1st Floor Southwest Employee Entrance
- 1st Floor North Breakroom Exterior Door
- 1st Floor South Main Front Visitor Entrance
- 2nd Floor Rear Stairwell Door

Includes renewal of Lenel OnGuard software subscription. (Cost: \$33,058.42)

Funds for both upgrades are allocated within the FY 2025/2026 Capital Budget under the \$75,000 line item designated for Fire Department Front Entrance Security Replacement. Significant cost savings were secured for the Fire Department upgrade which allowed the expansion of the project to include Village Hall additions.

Staff recommends the Board authorize the Village Manager to contract with Convergent Technologies from Schaumburg, Illinois to provide and install keyless, access control systems as proposed, at the Park Forest Village Hall and the Park Forest Fire Station, as well as renewing the Lenel OnGuard software subscription for a total purchase price of \$44,825.56 with a 5% contingency of \$2,241.28 for a total not to exceed \$47,066.84.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Special Rules Meeting of July 21, 2025 for your consideration.



One Commerce Drive, Schaumburg, Illinois 60173  
Phone 847-358-5200 Mobile 224-234-3504  
pat.woods@convergint.com

May 7, 2025

Village of Park Forest (“Customer” or “You”)  
Village of Park Forest  
350 Victory Lane Park Forest, Illinois 60466  
Attention: Kevin Adams

Quotation: PW03810486P  
RFP#:  
License/Cert

Reference: Village of Park Forest VH Lenel Access Door  
Adds

On behalf of Convergint’s global network of colleagues, I would like to personally thank you for providing Convergint with the opportunity to present this proposal addressing your electronic security needs.

Convergint’s reputation for service excellence is backed by a foundational commitment to our core value of service, and we have been recognized as the #1 Systems Integrator by SDM Magazine. This recognition reflects the strong relationships Convergint has developed with the industry’s top technology manufacturers, and our history of success with providing exceptional service to our customers.

Our guiding principle has always been to be our customers’ best service provider. Our dedicated and certified team of professionals strives to uphold our customer-focused, service-based mission to make a daily difference for our customers. After achieving a successful on-time and on-budget project installation, Convergint will provide you with the industry’s best ongoing service, including our 24/7 customer portal iCare, designed to track service work orders, project progress, and provide you with detailed metric reporting for continuous improvement.

The following security proposal is specifically designed to meet your needs. As your single point of contact, please feel free to contact me with any additional questions you may have. Thank you again for trusting Convergint as your partner.





### Scope of Work

- Provide and Install additional Lenel Access Control Equipment and Materials for the additional Access Control Doors in the Village Hall.
- Get customer Lenel OnGuard Software Subscription up to date with a SUSP Renewal.
- New Access Control Door Locations:
  1. 1<sup>st</sup> Floor Corridor Door to Back Hallway.
  2. 1<sup>st</sup> Floor Southwest Exterior Employee Entrance.
  3. 1<sup>st</sup> Floor North Breakroom Exterior Door.
  4. 1<sup>st</sup> Floor South Main Front Visito Entrance.
  5. 2<sup>nd</sup> Floor Rear Stairwell Door.

**Convergint cannot guarantee the security of the devices it installs or of Customer's IT environment, no networked system is completely secure, and Customer remains ultimately responsible for its IT environment.**

### Materials

Line	Qty	Part	Description	Unit Price	Extended Price
1	Sourcewell Contract 121024-CTL				
2	1.00	SUSP-W-ES	32ES SUSP PLAN. Covers 32ES, 32ESI, IDES Systems, GO-ES systems. (Multiyear discount - \$600 per 3 years (\$200 per year) with no cost migration to Elements)	\$ 351.90	\$ 351.90
3	2.00	LNL-1320-S3	Dual Reader Interface Module (Series 3 Supports OSDP Readers) 12/24 VDC, 2 Reader interface, W/M, 8 inputs, 6 (5A) form C relays , RoHS, CE, C-Tick and UL294 certified	\$ 879.31	\$ 1,758.62
4	2.00	LNL-R11320-05TB	BlueDiamond Mobile Enabled: US Single Gang	\$ 355.50	\$ 711.00
5	3.00	LNL-R11330-05TB	BlueDiamond Mobile Enabled: Mini-Mullion Reader	\$ 243.00	\$ 729.00
6	1.00	AL600ULA CMCBJ	6A 12/24VDC P/S W ACM8CB J CAB	\$ 447.23	\$ 447.23
7	1.00	ALT-LC2	6 FT. 3-WIRE LINE CORD	\$ 7.50	\$ 7.50
8	2.00	ALT-MM4	Mounting Magnets, Four (4) Quantity per	\$ 25.51	\$ 51.02
9	2.00	ALT-BT126	BATTERY-12VDC/7AH; FOR USE W/POWER SUPPL	\$ 41.57	\$ 83.14
10	2.00	0023660	18-02 Unshielded Stranded Plenum Grn Jkt	\$ 304.20	\$ 608.40
11	2.00	444351	22-06 Overall-Shielded Stranded Plenum Wht Jkt	\$ 401.40	\$ 802.80
12	Electric Strikes & Locking Hardware				
13	1.00	9600-630	9600-63012/24VDC,US32D,RIM,SURFACE MT,FIELD SELECTABLE	\$ 531.90	\$ 531.90



Line	Qty	Part	Description	Unit Price	Extended Price
14	1.00	4500C-630	4500C ELECTRIC STRIKE KIT 12VAC/DC 24VAC/DC SELECTABLE	\$ 629.10	\$ 629.10
15	1.00	1500-630	1500 SERIES ELECTRIC STRIKE BODY ONLY	\$ 517.50	\$ 517.50
16	1.00	1500-104-630	1500-104-630 LIP EXTENSION TRIM ADAPTOR US32D	\$ 47.70	\$ 47.70
17	1.00	LR100VD K22	MOTOR LATCH RETRACTION KIT FITS VD 22 BEFORE 01/20/22	\$ 646.20	\$ 646.20
18	1.00	7410-313	7410 Series Electric Strike 1-1/4 X 7-15/16 Round Corners	\$ 289.80	\$ 289.80
19	1.00	4591-04-00-313	PADDLE PUSH RIGHT 1-3/4 313 DOOR THICKNESS 1 3/4 INCH	\$ 130.50	\$ 130.50
20	1.00	4510-35-201-313	DEADLATCH 1 1/8 LH FLT/ST 313 DARK BRONZE	\$ 90.00	\$ 90.00
21	1.00	4500-105:TRIM ENHANCE R	4500-105:TRIM ENHANCER GOOF PLATE 10580001	\$ 39.60	\$ 39.60
22	1.00	HES-TSBCXL	TSB - Door Cord with caps Gray/Black w/ 3	\$ 47.70	\$ 47.70
23	Off Contract				
24	3.00	CS-SUSP-STND	LENEL ONGUARD STANDARD SUPPORT - YEARLY STANDARD SUPPORT FOR CUSTOM SOLUTIONS INTEGRATIONS	\$ 900.00	\$ 2,700.00
25	Labor Quoted in Accordance with Sourcewell Contract 121024-CTL				

<b>Equipment Total</b>	\$	11,220.61
<b>Total Labor</b>	\$	21,220.12
<b>Other Costs</b>	\$	617.69
<b>Freight/Warranty</b>	\$	0.00
<b>Tax if applicable</b>	\$	0.00
<b>Total Project Price</b>	\$	33,058.42



## **Clarifications and Exclusion**

1. All work proposed herein, shall be performed during normal business hours Monday through Friday 8:00 am - 5:00 pm.
2. Low voltage wiring shall be installed via open air code approved methods.
3. Provision or installation of conduit, wire, boxes, fittings or other electrical installation materials unless specifically listed under Inclusions or Bill of Materials.
4. Permits, Licenses, Bids Bonds or associated fees are not included.
5. Customer to provide 120VAC Duplex Power Outlet by Panel Location in IT Server Room.
6. Customer to provide a secured staging & storage area for project related materials.
7. **Fifty percent (50%) of the proposed sell price shall be payable to Convergint for project mobilization. Mobilization shall be invoiced and due upon customer acceptance of this proposal.**
8. Proposal does not include sales tax unless otherwise noted.
9. Anything in the Contract Documents notwithstanding, in no event shall either Contractor or Subcontractor be liable for special, indirect, incidental or consequential damages, including commercial loss, loss of use, or lost profits, even if either party has been advised of the possibility of such damages.
10. Convergint reserves the right to negotiate mutually acceptable contract terms and conditions with customer by making mutually agreeable changes to the formal contract included in the Bid Documents.
11. Supply Chain Delays & Price Adjustments: Customer acknowledges that supply chain disruptions and shipping delays may occur for reasons beyond Convergint's reasonable control and agrees to grant reasonable extensions for such delays. Pricing is based on current market conditions and excludes increases due to tariffs, duties, manufacturer-imposed surcharges, or other cost increases arising from trade policy, regulatory actions, or external factors beyond Convergint's control. If such cost increases arise, Convergint will submit a formal change order, and Customer agrees to approve reasonable adjustments. Convergint will use commercially reasonable efforts to minimize such increases.

**REVIEW IMPORTANT PRODUCT SAFETY AND SERVICE INFORMATION PRIOR TO USING A CONVERGINT-INSTALLED SYSTEM:** See the "IMPORTANT PRODUCT SAFETY AND SERVICE INFORMATION" documentation, available at [convergint.com/terms](http://convergint.com/terms).

## IMPORTANT NOTICE

You requested that Convergent provide you with certain security and safety products and services. By using these products and services, you acknowledge that:

- **Under no circumstances should Convergent-provided products and services be your sole method of security or safety.** Effective security and safety require a multi-layered approach involving people, processes, and technologies. Convergent-provided products and services do not guarantee security or safety, will not detect or prevent all threats or risks all the time (including threats they are designed to detect), and will not ensure overall safety and security. You are ultimately responsible for your people, premises, and property, including for maintaining an effective response plan and promptly implementing your response plan in response to alarms or threats.
- **All security products and services have limitations.** No product or service can guarantee safety or security. It is your responsibility to ensure you are informed about product or service limitations and that you regularly test and validate the products and safety plans. Reach out to your Convergent account executive to learn how our support services can help. And if you have a service plan, you are responsible for promptly notifying Convergent in the event of any defect, malfunction, or performance issue with the products and services.
- **Various factors can impact product performance.** Selecting products and settings may involve tradeoffs between the level of security and safety on the one hand and speed, convenience, and cost on the other hand. Convergent can give you guidance, but you are ultimately responsible for selecting products and settings based on your organization's risk profile and tolerance.
- **The products are made by third-party manufacturers, not Convergent.** You are bound by and must use, test, and maintain the products in accordance with the manufacturer's terms and instructions. Convergent does not independently validate the accuracy of claims or statements made by manufacturers, and makes no assurances regarding their accuracy. You are responsible for using the products and services in compliance with laws and regulations applicable to you or as permitted in your jurisdiction.
- **All products and services are governed exclusively by a final agreement.** No advertisement, literature, brochure, website, or statements made during the sale process or otherwise (whether orally or in writing) should be interpreted as a promise, warranty, or other assurance.
- **You have reviewed the "IMPORTANT PRODUCT SAFETY AND SERVICE INFORMATION" documentation, available at [convergent.com/terms](https://convergent.com/terms).**

**Please Note: Pricing is based on current market conditions and does not include any potential tariffs, duties, or manufacturer-imposed surcharges that may arise during the course of the project. If such costs are incurred due to changes in trade policies, supply chain disruptions, or other external factors beyond Convergent's control, Convergent will assess their impact and submit a formal change order for review. These costs will be communicated transparently, and project continuation may require an adjustment to the budget accordingly. If these occur during the course of the project, we will submit these costs as a change order.**

## Performance Items

Items Included	
Cable	Electrified Door Locking Hardware
Fire Stopping (Excludes Existing Penetrations)	Freight (prepaid)
Installation of Bridle Rings	Installation of Control Equipment Enclosures
Installation of Control Panels	Installation of Low Voltage Wire
Installation of Network Cabling to Card Readers	Loading Software on Customer Provided Computer
Material (listed in the BOM)	One-Year Warranty on Labor
One-Year Warranty on Parts	Operations & Maintenance Manuals
Owner to Provide DHCP Lease Reservations for Network Connected Devices	Owner to Provide Static IP Addresses
Owner Training	Project Management
Servers by Others	System Programming
Termination of Control Equipment Enclosures	Testing of all Proposed Devices
Wire	Workstations by Others
Items Excluded	
120 VAC Power and Fused Disconnect Switch	120 VAC Power Receptacles
Additional Lighting Requirements for Cameras	Applicable Taxes
Attend General Contractor Project Meetings	Attend Owner Project Meetings
Authority having Jurisdiction permit drawing (requires customer CAD)	Ceiling Tiles and Ceiling Grid Repairs
Connection to Building Fire Alarm Panel	Correction of Wiring Faults Caused by Others
Door wiring typical connections	Electrical Installation Permit
Engineering and Drawings	Equipment rack layout drawing
FA Permit and Plan Review Fees	Fire Watch
Floor Coverings for Lifts	Floor plan with device placement and numbering (requires customer CAD)
Horizontal Core Drilling	Installation of CCTV Cameras
Installation of Conduit, Boxes and Fittings	Installation of Intercom Systems
Installation of Intrusion Panels	Installation of Network Cabling to IP Cameras
Installation of Network Cabling to IP Intercoms	Installation of Specialty Backboxes
Installation of Terminal Cabinets	Installation of Video Recorders (DVR/NVR)
Installation of Wire and Cable	Installation of Wire Hangars
Lifts	Low Voltage Permits
Mounting/Termination of Proposed Devices	On-Site Lockable Storage Facility
Panel Wall Elevation drawing (may require customer CAD)	Panel wiring with point to point connections
Patch and Paint	Payment & Performance Bonds
Record Documentation (As-Built)	Riser drawing with home run wiring
Servers by Convergent	Specialty Backboxes
Submittal Drawings	System Engineering
System is Design-Build	System Meets Plans/Drawings
Terminal Cabinets	Vertical Core Drilling
Workstations by Convergent	



**Total Project Investment:**

**\$ 33,058.42**

Thank you for considering Convergint for your Security needs. If you have any questions or would like additional information, please don't hesitate to contact me immediately. If you would like to proceed with the scope of work as outlined in this proposal, please sign below and return to my attention.

Sincerely,

**Patrick Woods**

Convergint  
Patrick Woods

By signing below or accepting the services described in this proposal, Customer accepts and agrees to this proposal, including the enclosed Terms and Conditions, along with any addendums or exhibits that may be attached or referenced therein. Any additional or contrary terms, including on a Customer PO, are expressly rejected. By signing, you represent and warrant that you have authority to accept this proposal on behalf of Customer.

Kevin Adams

May 7, 2025

Customer Name (Printed)

Date

Authorized Signature

Title



Throughout this Proposal, including these Terms and Conditions and any attachments, (together, "Agreement") the term "Convergent" refers to the Convergent Technologies affiliate operating in the state/province in which the Work is being performed and "Convergent Related Parties" means Convergent and its contractors, subcontractors, third party product manufacturers or providers.

**SECTION 1. THE WORK**

This Agreement takes precedence over and supersedes all prior proposals, correspondence, and oral or written agreements or representations relating to the work set forth in the attached scope of work ("Work"). This Work commences on the start date and will be performed pursuant to the schedule specified in the attached scope of work and, subject to any change orders or addendums, represents the entire agreement between Convergent and Customer. This Agreement applies to the exclusion of any other terms that the Customer seeks to impose or incorporate (such as Customer's purchase order form) which are in addition to or inconsistent with the terms and conditions of this Agreement, or which are implied by trade, custom, practice or course of dealing, all of which are deemed expressly rejected and will not be binding.

This Agreement is made without regard to compliance with any special sourcing and/or manufacturing requirements, minority or disadvantaged supplier requirements, or similar government procurement laws. Should such requirements be applicable to this Agreement, Convergent reserves the right to modify and/or withdraw its Agreement.

Customer understands that Convergent is an authorized distributor or reseller and not the manufacturer or developer ("OEM") of software, hardware and equipment (collectively, "Third Party Products") purchased by Customer and certain services are delivered to Customer by such OEM.

Convergent agrees in accordance with the mutually agreed project schedule:

- a. To submit shop drawings, product data, samples and similar submittals if required in performing the Work;
- b. To pay for all labor, materials, equipment, tools, supervision, programming, testing, startup and documentation required to perform the Work in accordance with the Agreement;
- c. Secure and pay for permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work, unless local regulations provide otherwise; and
- d. Hire subcontractors and order material to perform part of the Work, if necessary, while remaining responsible for the completion of the Work.

Customer agrees in accordance with the mutually agreed project schedule, and at no cost to Convergent:

- a. To promptly approve submittals provided by Convergent;
- b. To provide access to all areas of the site which are necessary to complete the Work;
- c. To supply suitable electrical service as required by Convergent;
- d. To remove site obstacles and job safety hazards;
- e. To promptly participate and approve acceptance testing, if applicable;
- f. Upon completion of commissioning or agreed to acceptance criteria, to promptly provide sign-off establishing job closeout; and
- g. That in the event of any emergency or systems failure, reasonable safety precautions will be taken by Customer to protect life and property during the period from when Convergent is first notified of the emergency or failure and until such time that Convergent notifies the Customer that the systems are operational or that the emergency has cleared.

THE WORK AND/OR THIRD PARTY PRODUCTS ARE DESIGNED TO HELP REDUCE, BUT NOT ELIMINATE RISKS OF LOSS RELATING TO PEOPLE, PREMISES, OR PROPERTY. THE AMOUNTS BEING CHARGED BY CONVERGENT ARE NOT SUFFICIENT TO GUARANTEE THAT LOSS OR DAMAGE WILL DECREASE OR BE ELIMINATED. Customer acknowledges that proper safety and security requires a multi-layered approach of people, processes, safety, and technologies. The Work, including Third Party Products, provided by Convergent is not sufficient to ensure overall safety and security. Customer acknowledges and agrees that it is responsible for its overall safety and security, including testing and maintenance of the Third Party Products (except to the extent contracted to Convergent by written agreement) and training of its personnel. Customer acknowledges and agrees that it has a duty of care and is solely responsible for its compliance with applicable laws, rules, and regulations, including but not limited to export and re-export restrictions and regulations, privacy and data protection regulations, applicable OEM instructions, terms and conditions, EULAs, and proper product usage.

Risk of loss, including any Third Party Product comprising the Work, shall pass to Customer as the Work is completed and the materials are incorporated into the Work at Customer's site subject to any end user license agreements. If or Third Party Products are earlier stored on Customer's site pursuant to agreement between Customer and Convergent, risk of loss with respect to such or Third Party Product shall pass to Customer upon delivery to Customer's site.

Applicable to Monitoring Services Only: If Monitoring Services are identified in the Proposal, the parties agree that (a) these Terms and Conditions are not applicable, and (b) Monitoring Services are governed by the Monitoring Services Terms and Conditions effective on the Effective Date of the Proposal and available at <https://www.convergent.com/terms>, which is incorporated by reference as if set forth herein in full. "Monitoring Services" is defined as "Services" in the Monitoring Services Terms and Conditions.

**SECTION 2. PRICING**

Pricing and amounts proposed shall remain valid for 30 days unless otherwise specified. Price includes only the Third Party Products listed based on Convergent's interpretation of plans and specifications unless noted otherwise. Additional Third Party Products, unless negotiated prior to order placement, will be billed accordingly. Sales taxes (or as applicable GST, PST, VAT or similar tax) and any other taxes assessed on Customer shall be added to the price upon invoice to Customer.

**SECTION 3. INVOICE REMITTANCE AND PAYMENT**

Customer agrees to pay Convergent fifty (50%) percent of the total price as a mobilization fee at the time of executing this Agreement.

If the Work is performed over more than one month, Convergent will invoice Customer each month for the Work performed during the previous month. Customer agrees to pay the amount due to Convergent as invoiced, within thirty (30) days of the date of such invoice. If the Work is

completed in less than one month, Customer agrees to pay Convergent in full after the Work has been completed within thirty (30) days of the date of invoice. Invoices shall not be subject to a project retention percentage and payment to Convergent shall not be conditioned on payment by an upstream party. If Customer is overdue in any payment, Convergent shall be entitled to suspend the Work without liability until paid, charge Customer an interest rate 1 and 1/2% percent per month (or the maximum rate permitted by law, whichever is less), and may avail itself of any other legal or equitable remedy. Customer shall reimburse Convergent costs incurred in collecting any amounts that become overdue, including attorney fees, court costs and any other reasonable expenditure.

**SECTION 4. WARRANTY**

Warranties for Convergent's services and Third Party Products are described in the Limited Warranty for Products and Services available at <https://www.convergent.com/terms/>, which is in effect as of the effective date of this Agreement and is incorporated by reference as if set forth herein in full.

**SECTION 5. CHANGES**

Without invalidating this Agreement or any bond given hereunder, Customer or Convergent may request changes in the Work with a change order signed by both parties. If Customer orders (i) any changes to the Work (e.g. change in objective, deliverables, tasks or hours), (ii) changes to schedule (extension or acceleration), or (iii) causes any material interference with Convergent's performance of the Work, Convergent shall be entitled to an equitable adjustment in the time for performance and in the Price, including a reasonable allowance for overhead and profit.

**SECTION 6. FORCE MAJEURE**

Neither Customer nor Convergent shall be liable for any delay or failure in the performance of their respective obligations pursuant to this Agreement due to circumstances beyond their reasonable control ("Force Majeure") and without the fault or negligence of the party experiencing such delay. A Force Majeure event shall include, but not be limited to: acts of God, pandemic or epidemic, diseases, quarantines, unavoidable casualties, concealed conditions, acts of any civil or military authority; riot, insurrections, and civil disturbances; war, invasion, act of foreign enemies, hostilities (regardless of whether or not war is declared), rebellion, revolution, terrorist activities; strikes, lockouts or other labor disputes; embargoes; shortage or unavailability of labor, supplies, materials, equipment or systems; accident, fire, storm, water, flooding, negligence of others, vandalism, power failure, installation of incompatible equipment, improper operating procedures, source current fluctuations or lighting, transportation contingencies; laws, statutes, regulations, and other legal requirements, orders or judgements; acts or order of any government or agency or official thereof, other catastrophes or any other similar occurrences. If performance by either party is delayed due to Force Majeure, the time for performance shall be extended for a period of time reasonably necessary to overcome the effect of the delay and Convergent shall be entitled to an equitable adjustment of the Price.

**SECTION 7. INSURANCE**

In lieu of any Customer insurance requirements, for Services performed in the United States, Convergent shall maintain the following insurance coverages during the term of this Agreement and upon request, shall provide certificates of insurance to the Customer:

Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000 per occurrence/aggregate
Commercial General Liability	\$1,000,000 per occurrence
	\$2,000,000 general aggregate
Automobile Liability	\$1,000,000 per occurrence/aggregate
Excess/Umbrella Liability	\$3,000,000 per occurrence/aggregate

Commercial General Liability policy shall name the Customer as "additional insured" on a primary/noncontributory basis with respect to liability arising out of the Services, as applicable, but only to the extent of liabilities falling within the indemnity obligations of Convergent pursuant to the terms of this Agreement. Convergent shall not provide loss runs or copies of its insurance policies. Convergent shall provide to the Customer no less than thirty (30) days' notice prior to the termination or cancellation of any such insurance policy. For services performed in Canada, Convergent shall maintain similar insurance coverage dependent upon the local requirements in Canada and upon the insurance available under Convergent's insurance program. All required insurance coverage shall be reasonable in the circumstances and compliant with local regulations.

**SECTION 8. INDEMNIFICATION**

To the fullest extent allowed by law, Convergent shall indemnify and hold Customer harmless from and against claims, damages, losses, and expenses (excluding loss of use) attributable to bodily injury, sickness, disease or death, or to destruction of tangible property, but only to the extent caused by the negligent acts or omissions of Convergent or Convergent's employees or subcontractors while on Customer's site.

If Convergent is providing products or services for intrusion detection, detection of specific threats to people or property (including gunshot, or drone detection), mass notification, ballistics or explosives protection, or processing of biometric, health, financial, or government identifier data (collectively, "Special Offerings"), then to the fullest extent allowed by law (i) Convergent's indemnification obligations under the Agreement do not apply whatsoever and Convergent Related Parties have no liability to Customer for any losses or damages caused by any Special Offerings; and (ii) Customer shall indemnify, defend, and hold harmless Convergent Related Parties, from and against all claims, demands, actions, liabilities, damages, and costs (including reasonable attorneys' fees) relating to Special Offerings provided by Convergent, except to the extent of Convergent's gross negligence installing such Special Offerings. Any waiver of damages or limitation of liability contained in the Agreement and as modified herein shall not apply to Customer's indemnification, hold harmless and defense obligations herein.

Applicable to Weapons Detection Only: If Convergent provides Weapons Detection Systems or Services, then such Systems and Services are further governed by the Weapons Detection Addendum effective on the Effective Date of this Proposal and available at <https://www.convergent.com/terms>, which is incorporated by reference as if set forth herein in full. "Weapons Detection Systems or Services" means any "Systems" and/or "Services" as each are defined in the Weapons Detection Addendum.

## SECTION 9. LIMITATION OF LIABILITY

EXCEPT AS PROVIDED HEREIN, TO THE FULLEST EXTENT ALLOWED BY LAW: (A) IN NO EVENT SHALL EITHER CONVERGINT RELATED PARTIES, OR CUSTOMER BE LIABLE UNDER OR IN CONNECTION WITH THIS PROPOSAL FOR SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, LIQUIDATED OR CONSEQUENTIAL DAMAGES, INCLUDING COMMERCIAL LOSS, LOSS OF USE OR LOST PROFITS, EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND (B) THE AGGREGATE LIABILITY OF CONVERGINT RELATED PARTIES ARISING OUT OF OR RELATED TO THIS AGREEMENT SHALL NOT EXCEED THE AMOUNTS PAID BY CUSTOMER TO CONVERGINT UNDER THIS AGREEMENT. THE EXISTENCE OF MORE THAN ONE CLAIM WILL NOT ENLARGE THIS LIMIT. THE LIMITATION SET FORTH IN THIS SECTION SHALL APPLY WHETHER THE CLAIM IS BASED ON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE) OR OTHER LEGAL THEORY.

## SECTION 10. COMPLIANCE WITH LAW, SAFETY, & SITE CONDITIONS

Convergent agrees to comply with all laws, rules, and regulations applicable to its provision of the Work. Customer will comply with all applicable laws and agreements applicable to its use and operation of the Work. Convergent shall comply with all safety related laws and regulations and with the safety program of the Customer, provided such program is supplied to Convergent prior to beginning Work.

If during the course of its Work, Convergent encounters conditions at the site that are subsurface, differ materially from what is represented in the contract documents, or otherwise concealed physical conditions, Convergent shall be entitled to an extension of time and additional costs for the performance of its work.

If Convergent discovers or suspects the presence of hazardous materials or unsafe working conditions at Customer's site where the Work is to be performed, Convergent is entitled to stop the Work at that site if such hazardous materials, or unsafe working conditions were not provided by or caused by Convergent. Convergent in its sole discretion shall determine when it is "safe" to return to perform the Work at Customer's site. Convergent shall have no responsibility for the discovery, presence, handling, removing or disposal of or exposure of persons to hazardous materials in any form at the Customer's site. To the fullest extent allowed by law, Customer shall indemnify and hold harmless Convergent from and against claims, damages, losses and expenses, including but not limited to, reasonable attorney's fees, arising out of or resulting from undisclosed hazardous materials or unsafe working conditions at Customer's site.

## SECTION 11. PERSONAL DATA & SECURITY

Convergent's obligations and liabilities regarding Processing of Personal Data and information security shall be limited solely to Processing performed by Convergent's personnel. Processing by OEMs or Third Party Products are governed by any applicable OEM end user licensing agreements or terms and conditions. Customer represents and warrants that it will comply with all applicable Data Protection Laws. Although certain products delivered by Convergent may be capable of processing Biometric Information, Personal Health Information, financial information, or government identifiers ("Sensitive Information"), Customer acknowledges that Convergent is not Processing Sensitive Information (or to the extent it is Processing Sensitive Information, it is doing so strictly in accordance with Customer's instructions) and Customer is solely responsible for compliance of all such Processing with Data Protection Laws. To the fullest extent allowed by law, Customer shall indemnify, defend and hold harmless Convergent from and against all claims, demands, actions, liabilities, damages, and costs (including reasonable attorneys' fees) asserted by a third party arising out of or relating to failure to comply with applicable Data Protection Laws including but not limited to those related to Sensitive Information. Convergent's obligations and liabilities regarding information security and Processing of customer information or data, including Personal Data, are limited to Processing performed by Convergent (if any). OEM and Third Party Product information security and Processing is governed by applicable OEM end user licensing agreements or terms. "Personal Data", "Process(ing)", "Biometric Information", and "Personal Health Information" shall be interpreted in accordance with, and shall include analogous terminology as used in, applicable laws and regulations relating to data privacy, information security, data protection, data breaches, cross-border data flows, and/or the rights and obligations of persons or entities regarding personal information ("Data Protection Laws").

To the extent Convergent accesses Customer's information systems, Convergent will not be responsible or liable for losses or harms caused by following Customer's instructions, caused by Third Party Products, caused by third party or Customer-specified remote access software, or that are otherwise not due to the fault of Convergent. Customer-authorized changes to Customer information systems are at Customer's own risk and Customer acknowledges it is responsible for the overall security of its information systems.

## SECTION 12. INTELLECTUAL PROPERTY

Convergent shall retain title and ownership of all intellectual property rights relating to the drawings, technical documentation, or other technical information ("Documentation") delivered under this Agreement. The OEMs shall retain title and ownership of all intellectual property rights relating to the Third Party Products and will grant any license and right to use in connection with the Third Party Product through the OEM's end user license agreement or other terms and conditions. Customer shall not use any Documentation supplied by Convergent for any purposes other than those directly related to this Agreement or for the use and/or maintenance of the Third Party Product.

## SECTION 13. PRICE ADJUSTMENT

Convergent may automatically adjust the price, with five (5) days prior written notice, if based on: (a) changes by its vendors to the cost of materials or Third Party Products to be delivered and/or labor costs related to personnel responsible for performing the Work, (b) macroeconomic conditions, such as taxes, tariffs or duties, natural disasters, labor shortages/strikes, etc., (c) market conditions such as price volatility or availability limitations, or (d) other events not within Convergent's control that impact the cost of performing the Work. The adjustment shall be consistent with applicable market indexes, where available, third-party sources or other evidence. Convergent reserves the right to add periodic surcharges, including without limitation, adjustments for the then current price of

fuel, such surcharges to be specified and invoiced by Convergent.

## SECTION 14. TERMINATION

If a party materially breaches this Agreement, the other party shall provide written notice of the breach and a reasonable time to cure the breach, but in no event less than 30 days. If the breaching party fails to cure the breach within the specified time period, the non-breaching party may terminate this Agreement upon 15 days written notice to the other party. If Convergent notifies Customer of a material breach pursuant to this paragraph, Convergent may temporarily suspend its work without liability until Customer cures the breach.

## SECTION 15. GOVERNING LAW AND DISPUTES

The parties agree that this Agreement shall be governed by the laws of the state/province where the Work is located, and venue for disputes shall be located in that state/province.

In the event of any dispute between Convergent and Customer, Convergent and Customer shall first attempt to resolve the dispute in the field, but if that is not successful, then in a meeting between authorized officers of each company. If settlement attempts are not successful, unless the dispute requires injunctive relief, then the dispute shall be decided exclusively by arbitration. Such arbitration shall be conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association (if the Services are performed in the United States) or Arbitration Rules of the ADR Institute of Canada, Inc. (if the Services are performed in Canada) currently in effect by a single arbitrator and shall be a final binding resolution of the issues presented between the parties. The prevailing party shall be entitled to recover its reasonable attorneys' fees and costs. Any award by the arbitrator may be entered as a judgment in any court having jurisdiction.

## SECTION 16. MISCELLANEOUS

The parties have required that this Agreement be written in English and have also agreed that all notices or other documents required by or contemplated in this Agreement be written in English. Les parties ont requis que cette convention soit rédigée en anglais et ont également convenu que tout avis ou autre document exigé aux termes des présentes ou découlant de l'une quelconque de ses dispositions sera préparé en anglais.

Any changes to this Agreement shall be in writing signed by both Customer and Convergent.

In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.

Customer waives all claims against Convergent arising from or related to suspension of work pursuant to this Agreement.

Customer and Convergent are independent contractors, and nothing in this Agreement creates any agency, joint venture, partnership, or other form of joint enterprise, employment, or fiduciary relationship between them. Nothing contained in this Agreement shall be deemed to create a relationship of employee or employer between the parties, and neither party shall be entitled to any benefits that the other party provides for its own employees, including workers compensation and unemployment insurance. Each party shall have exclusive control over its own employees, agents, and subcontractors, its labor and employee relations, and its policies relating to wages, hours, working conditions, or other conditions.

Neither party to this Agreement shall assign this Agreement without the prior written consent of the other party hereto. Notwithstanding the foregoing, Convergent may assign this Agreement without notice or consent (i) to any of its parents, subsidiaries or affiliated companies or any entity majority owned by Convergent; or (ii) in connection with a merger, acquisition, reorganization, sale of all of the equity interests of Convergent, or a sale of all or substantially all of the assets of Convergent to which this Agreement relates.

Notices shall be in writing and addressed to the other party, in accordance with the names and addresses of the parties as shown above. All notices shall be effective upon receipt by the party to whom the notice was sent.

In no event will Convergent be obligated to comply with any project labor agreements or other collective bargaining agreements.

A waiver of the terms hereunder by one party to the other party shall not be effective unless in writing and signed by a person with authority to commit the Customer and Convergent. No waiver by Customer or Convergent shall operate as a continuous waiver, unless the written waiver specifically states that it is a continuous waiver of the terms stated in that waiver.

The Sections regarding invoicing, warranty, indemnity, limitation of liability, confidentiality and disputes shall survive the termination of this Agreement.

Convergent provides additional product safety and service information at <https://www.convergent.com/terms/> (see "IMPORTANT PRODUCT SAFETY AND SERVICE INFORMATION"), which it encourages Customer to review prior to use.



One Commerce Drive, Schaumburg, Illinois 60173  
Phone 847-358-5200 Mobile 224-234-3504  
pat.woods@convergint.com

May 7, 2025

Village of Park Forest Fire Department (“Customer” or  
“You”)  
Village of Park Forest Fire Department  
156 Indianwood Boulevard Park Forest, Illinois 60466  
Attention: Kevin Adams

Quotation: PW03810493P  
RFP#:  
License/Cert

Reference: Village of Park Forest FD Lenel Access Control

On behalf of Convergint’s global network of colleagues, I would like to personally thank you for providing Convergint with the opportunity to present this proposal addressing your electronic security needs.

Convergint’s reputation for service excellence is backed by a foundational commitment to our core value of service, and we have been recognized as the #1 Systems Integrator by SDM Magazine. This recognition reflects the strong relationships Convergint has developed with the industry’s top technology manufacturers, and our history of success with providing exceptional service to our customers.

Our guiding principle has always been to be our customers’ best service provider. Our dedicated and certified team of professionals strives to uphold our customer-focused, service-based mission to make a daily difference for our customers. After achieving a successful on-time and on-budget project installation, Convergint will provide you with the industry’s best ongoing service, including our 24/7 customer portal iCare, designed to track service work orders, project progress, and provide you with detailed metric reporting for continuous improvement.

The following security proposal is specifically designed to meet your needs. As your single point of contact, please feel free to contact me with any additional questions you may have. Thank you again for trusting Convergint as your partner.





### Scope of Work

- Replace existing KeriSystems Access Control Equipment with Lenel Access Control Equipment.
- Replace the (4) existing Keypad Card Readers on the (4) Access Control Doors and install (4) Lenel BlueDiamond Switchplate Keypad Card Readers in their place.
- Connect to the existing Electric Door Strikes and Access Control Cable in the Fire Station.
- Please Note: Convergint Technologies does not warranty or guarantee any existing Access Control Cables or Electric Door Strikes that shall be reused with the new Lenel Access Control Equipment. If any of the existing Access Control Cables or Electric Door Strikes are found to be defective or damaged upon system upgrade, we shall repair or replace the damaged equipment or cabling on a time and materials basis.
- Connect the new Lenel Controller to the Village Halls Lenel OnGuard Server and Program same.
- Please Note: Your Lenel OnGuard Software Support Subscription must be up to date before you can add these additional access control doors at the Fire Department. Please see our Proposal for the additional Access Control doors at the Village Hall which includes renewing your Lenel OnGuard SUSP for another year.

**Convergint cannot guarantee the security of the devices it installs or of Customer's IT environment, no networked system is completely secure, and Customer remains ultimately responsible for its IT environment.**

### Materials

Line	Qty	Part	Description	Unit Price	Extended Price
1			Sourcewell Contract 121024-CTL		
2	1.00	LNL-M2220	Intelligent Dual Reader Controller size (6 (152mm) W x 8 (203mm) L x 1 (25mm)H); maximum of 32 devices, On-board Ethernet, Dual Path capability, on-board two door control, OSDP Secure Channel, Wiegand or F2	\$ 2,447.10	\$ 2,447.10
3	1.00	LNL-1320-S3	Dual Reader Interface Module (Series 3 Supports OSDP Readers) 12/24 VDC, 2 Reader interface, W/M, 8 inputs, 6 (5A) form C relays , RoHS, CE, C-Tick and UL294 certified	\$ 879.31	\$ 879.31
4	4.00	LNL-R11325-05TB	BlueDiamond Mobile Enabled: US Single Gang Reader with Keypad	\$ 535.50	\$ 2,142.00
5	1.00	AL600ULA CMJ	6A 12/24VDC P/S W ACM8 Gray J	\$ 447.23	\$ 447.23
6	1.00	ALT-LC2	6 FT. 3-WIRE LINE CORD	\$ 7.50	\$ 7.50
7	1.00	ALT-MM4	Mounting Magnets, Four (4) Quantity per	\$ 25.51	\$ 25.51
8	1.00	ALT-BT126	BATTERY-12VDC/7AH; FOR USE W/POWER SUPPL	\$ 41.57	\$ 41.57



Line	Qty	Part	Description	Unit Price	Extended Price
9			Labor Quoted in Accordance with Sourcewell Contract 121024-CTL		

<b>Equipment Total</b>	\$	5,990.22
<b>Total Labor</b>	\$	5,621.92
<b>Other Costs</b>	\$	155.00
<b>Freight/Warranty</b>	\$	0.00
<b>Tax if applicable</b>	\$	0.00
<b>Total Project Price</b>	\$	11,767.14





## **Clarifications and Exclusion**

1. All work proposed herein, shall be performed during normal business hours Monday through Friday 8:00 am - 5:00 pm.
2. Low voltage wiring shall be installed via open air code approved methods.
3. Provision or installation of conduit, wire, boxes, fittings or other electrical installation materials unless specifically listed under Inclusions or Bill of Materials.
4. Permits or associated fees are not included.
5. Customer to provide static IP addresses and network connections at panel locations.
6. Customer to provide a secured staging & storage area for project related materials.
7. Pricing assumes that electronic Auto CAD files are available from customer for our use in creating submittal drawings.
8. **Fifty percent (50%) of the proposed sell price shall be payable to Convergent for project mobilization. Mobilization shall be invoiced and due upon customer acceptance of this proposal.**
9. Proposal does not include sales tax unless otherwise noted.
10. Anything in the Contract Documents notwithstanding, in no event shall either Contractor or Subcontractor be liable for special, indirect, incidental or consequential damages, including commercial loss, loss of use, or lost profits, even if either party has been advised of the possibility of such damages.
11. Convergent reserves the right to negotiate mutually acceptable contract terms and conditions with customer by making mutually agreeable changes to the formal contract included in the Bid Documents.
12. Supply Chain Delays & Price Adjustments: Customer acknowledges that supply chain disruptions and shipping delays may occur for reasons beyond Convergent's reasonable control and agrees to grant reasonable extensions for such delays. Pricing is based on current market conditions and excludes increases due to tariffs, duties, manufacturer-imposed surcharges, or other cost increases arising from trade policy, regulatory actions, or external factors beyond Convergent's control. If such cost increases arise, Convergent will submit a formal change order, and Customer agrees to approve reasonable adjustments. Convergent will use commercially reasonable efforts to minimize such increases.

**REVIEW IMPORTANT PRODUCT SAFETY AND SERVICE INFORMATION PRIOR TO USING A CONVERGINT-INSTALLED SYSTEM:** See the "IMPORTANT PRODUCT SAFETY AND SERVICE INFORMATION" documentation, available at [convergent.com/terms](http://convergent.com/terms).

## IMPORTANT NOTICE

You requested that Convergent provide you with certain security and safety products and services. By using these products and services, you acknowledge that:

- **Under no circumstances should Convergent-provided products and services be your sole method of security or safety.** Effective security and safety require a multi-layered approach involving people, processes, and technologies. Convergent-provided products and services do not guarantee security or safety, will not detect or prevent all threats or risks all the time (including threats they are designed to detect), and will not ensure overall safety and security. You are ultimately responsible for your people, premises, and property, including for maintaining an effective response plan and promptly implementing your response plan in response to alarms or threats.
- **All security products and services have limitations.** No product or service can guarantee safety or security. It is your responsibility to ensure you are informed about product or service limitations and that you regularly test and validate the products and safety plans. Reach out to your Convergent account executive to learn how our support services can help. And if you have a service plan, you are responsible for promptly notifying Convergent in the event of any defect, malfunction, or performance issue with the products and services.
- **Various factors can impact product performance.** Selecting products and settings may involve tradeoffs between the level of security and safety on the one hand and speed, convenience, and cost on the other hand. Convergent can give you guidance, but you are ultimately responsible for selecting products and settings based on your organization's risk profile and tolerance.
- **The products are made by third-party manufacturers, not Convergent.** You are bound by and must use, test, and maintain the products in accordance with the manufacturer's terms and instructions. Convergent does not independently validate the accuracy of claims or statements made by manufacturers, and makes no assurances regarding their accuracy. You are responsible for using the products and services in compliance with laws and regulations applicable to you or as permitted in your jurisdiction.
- **All products and services are governed exclusively by a final agreement.** No advertisement, literature, brochure, website, or statements made during the sale process or otherwise (whether orally or in writing) should be interpreted as a promise, warranty, or other assurance.
- **You have reviewed the "IMPORTANT PRODUCT SAFETY AND SERVICE INFORMATION" documentation, available at [convergent.com/terms](https://convergent.com/terms).**

**Please Note: Pricing is based on current market conditions and does not include any potential tariffs, duties, or manufacturer-imposed surcharges that may arise during the course of the project. If such costs are incurred due to changes in trade policies, supply chain disruptions, or other external factors beyond Convergent's control, Convergent will assess their impact and submit a formal change order for review. These costs will be communicated transparently, and project continuation may require an adjustment to the budget accordingly. If these occur during the course of the project, we will submit these costs as a change order.**

## Performance Items

Items Included	
Freight (prepaid)	Installation of Control Equipment Enclosures
Loading Software on Customer Provided Computer	Material (listed in the BOM)
Mounting/Termination of Proposed Devices	One-Year Warranty on Labor
One-Year Warranty on Parts	Operations & Maintenance Manuals
Owner to Provide DHCP Lease Reservations for Network Connected Devices	Owner to Provide Static IP Addresses
Owner Training	Project Management
Servers by Others	System Programming
Termination of Control Equipment Enclosures	Testing of all Proposed Devices
Workstations by Others	
Items Excluded	
120 VAC Power and Fused Disconnect Switch	120 VAC Power Receptacles
Additional Lighting Requirements for Cameras	Applicable Taxes
Attend General Contractor Project Meetings	Attend Owner Project Meetings
Authority having Jurisdiction permit drawing (requires customer CAD)	Cable
Ceiling Tiles and Ceiling Grid Repairs	Connection to Building Fire Alarm Panel
Correction of Wiring Faults Caused by Others	Door wiring typical connections
Electrical Installation Permit	Electrified Door Locking Hardware
Engineering and Drawings	Equipment rack layout drawing
FA Permit and Plan Review Fees	Fire Stopping (Excludes Existing Penetrations)
Fire Watch	Floor Coverings for Lifts
Floor plan with device placement and numbering (requires customer CAD)	Horizontal Core Drilling
Installation of Bridle Rings	Installation of CCTV Cameras
Installation of Conduit, Boxes and Fittings	Installation of Control Panels
Installation of Intercom Systems	Installation of Intrusion Panels
Installation of Low Voltage Wire	Installation of Network Cabling to Card Readers
Installation of Network Cabling to IP Cameras	Installation of Network Cabling to IP Intercoms
Installation of Specialty Backboxes	Installation of Terminal Cabinets
Installation of Video Recorders (DVR/NVR)	Installation of Wire and Cable
Installation of Wire Hangars	Lifts
Low Voltage Permits	On-Site Lockable Storage Facility
Panel Wall Elevation drawing (may require customer CAD)	Panel wiring with point to point connections
Patch and Paint	Payment & Performance Bonds
Record Documentation (As-Built)	Riser drawing with home run wiring
Servers by Convergent	Specialty Backboxes
Submittal Drawings	System Engineering
System is Design-Build	System Meets Plans/Drawings
Terminal Cabinets	Vertical Core Drilling
Wire	Workstations by Convergent



**Total Project Investment:**

**\$ 11,767.14**

Thank you for considering Convergint for your Security needs. If you have any questions or would like additional information, please don't hesitate to contact me immediately. If you would like to proceed with the scope of work as outlined in this proposal, please sign below and return to my attention.

Sincerely,

**Patrick Woods**

Convergint  
Patrick Woods

By signing below or accepting the services described in this proposal, Customer accepts and agrees to this proposal, including the enclosed Terms and Conditions, along with any addendums or exhibits that may be attached or referenced therein. Any additional or contrary terms, including on a Customer PO, are expressly rejected. By signing, you represent and warrant that you have authority to accept this proposal on behalf of Customer.

Kevin Adams

May 7, 2025

Customer Name (Printed)

Date

Authorized Signature

Title



Throughout this Proposal, including these Terms and Conditions and any attachments, (together, "Agreement") the term "Convergent" refers to the Convergent Technologies affiliate operating in the state/province in which the Work is being performed and "Convergent Related Parties" means Convergent and its contractors, subcontractors, third party product manufacturers or providers.

**SECTION 1. THE WORK**

This Agreement takes precedence over and supersedes all prior proposals, correspondence, and oral or written agreements or representations relating to the work set forth in the attached scope of work ("Work"). This Work commences on the start date and will be performed pursuant to the schedule specified in the attached scope of work and, subject to any change orders or addendums, represents the entire agreement between Convergent and Customer. This Agreement applies to the exclusion of any other terms that the Customer seeks to impose or incorporate (such as Customer's purchase order form) which are in addition to or inconsistent with the terms and conditions of this Agreement, or which are implied by trade, custom, practice or course of dealing, all of which are deemed expressly rejected and will not be binding.

This Agreement is made without regard to compliance with any special sourcing and/or manufacturing requirements, minority or disadvantaged supplier requirements, or similar government procurement laws. Should such requirements be applicable to this Agreement, Convergent reserves the right to modify and/or withdraw its Agreement.

Customer understands that Convergent is an authorized distributor or reseller and not the manufacturer or developer ("OEM") of software, hardware and equipment (collectively, "Third Party Products") purchased by Customer and certain services are delivered to Customer by such OEM.

Convergent agrees in accordance with the mutually agreed project schedule:

- a. To submit shop drawings, product data, samples and similar submittals if required in performing the Work;
- b. To pay for all labor, materials, equipment, tools, supervision, programming, testing, startup and documentation required to perform the Work in accordance with the Agreement;
- c. Secure and pay for permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work, unless local regulations provide otherwise; and
- d. Hire subcontractors and order material to perform part of the Work, if necessary, while remaining responsible for the completion of the Work.

Customer agrees in accordance with the mutually agreed project schedule, and at no cost to Convergent:

- a. To promptly approve submittals provided by Convergent;
- b. To provide access to all areas of the site which are necessary to complete the Work;
- c. To supply suitable electrical service as required by Convergent;
- d. To remove site obstacles and job safety hazards;
- e. To promptly participate and approve acceptance testing, if applicable;
- f. Upon completion of commissioning or agreed to acceptance criteria, to promptly provide sign-off establishing job closeout; and
- g. That in the event of any emergency or systems failure, reasonable safety precautions will be taken by Customer to protect life and property during the period from when Convergent is first notified of the emergency or failure and until such time that Convergent notifies the Customer that the systems are operational or that the emergency has cleared.

THE WORK AND/OR THIRD PARTY PRODUCTS ARE DESIGNED TO HELP REDUCE, BUT NOT ELIMINATE RISKS OF LOSS RELATING TO PEOPLE, PREMISES, OR PROPERTY. THE AMOUNTS BEING CHARGED BY CONVERGENT ARE NOT SUFFICIENT TO GUARANTEE THAT LOSS OR DAMAGE WILL DECREASE OR BE ELIMINATED. Customer acknowledges that proper safety and security requires a multi-layered approach of people, processes, safety, and technologies. The Work, including Third Party Products, provided by Convergent is not sufficient to ensure overall safety and security. Customer acknowledges and agrees that it is responsible for its overall safety and security, including testing and maintenance of the Third Party Products (except to the extent contracted to Convergent by written agreement) and training of its personnel. Customer acknowledges and agrees that it has a duty of care and is solely responsible for its compliance with applicable laws, rules, and regulations, including but not limited to export and re-export restrictions and regulations, privacy and data protection regulations, applicable OEM instructions, terms and conditions, EULAs, and proper product usage.

Risk of loss, including any Third Party Product comprising the Work, shall pass to Customer as the Work is completed and the materials are incorporated into the Work at Customer's site subject to any end user license agreements. If or Third Party Products are earlier stored on Customer's site pursuant to agreement between Customer and Convergent, risk of loss with respect to such or Third Party Product shall pass to Customer upon delivery to Customer's site.

Applicable to Monitoring Services Only: If Monitoring Services are identified in the Proposal, the parties agree that (a) these Terms and Conditions are not applicable, and (b) Monitoring Services are governed by the Monitoring Services Terms and Conditions effective on the Effective Date of the Proposal and available at <https://www.convergent.com/terms>, which is incorporated by reference as if set forth herein in full. "Monitoring Services" is defined as "Services" in the Monitoring Services Terms and Conditions.

**SECTION 2. PRICING**

Pricing and amounts proposed shall remain valid for 30 days unless otherwise specified. Price includes only the Third Party Products listed based on Convergent's interpretation of plans and specifications unless noted otherwise. Additional Third Party Products, unless negotiated prior to order placement, will be billed accordingly. Sales taxes (or as applicable GST, PST, VAT or similar tax) and any other taxes assessed on Customer shall be added to the price upon invoice to Customer.

**SECTION 3. INVOICE REMITTANCE AND PAYMENT**

Customer agrees to pay Convergent fifty (50%) percent of the total price as a mobilization fee at the time of executing this Agreement.

If the Work is performed over more than one month, Convergent will invoice Customer each month for the Work performed during the previous month. Customer agrees to pay the amount due to Convergent as invoiced, within thirty (30) days of the date of such invoice. If the Work is

completed in less than one month, Customer agrees to pay Convergent in full after the Work has been completed within thirty (30) days of the date of invoice. Invoices shall not be subject to a project retention percentage and payment to Convergent shall not be conditioned on payment by an upstream party. If Customer is overdue in any payment, Convergent shall be entitled to suspend the Work without liability until paid, charge Customer an interest rate 1 and 1/2% percent per month (or the maximum rate permitted by law, whichever is less), and may avail itself of any other legal or equitable remedy. Customer shall reimburse Convergent costs incurred in collecting any amounts that become overdue, including attorney fees, court costs and any other reasonable expenditure.

**SECTION 4. WARRANTY**

Warranties for Convergent's services and Third Party Products are described in the Limited Warranty for Products and Services available at <https://www.convergent.com/terms/>, which is in effect as of the effective date of this Agreement and is incorporated by reference as if set forth herein in full.

**SECTION 5. CHANGES**

Without invalidating this Agreement or any bond given hereunder, Customer or Convergent may request changes in the Work with a change order signed by both parties. If Customer orders (i) any changes to the Work (e.g. change in objective, deliverables, tasks or hours), (ii) changes to schedule (extension or acceleration), or (iii) causes any material interference with Convergent's performance of the Work, Convergent shall be entitled to an equitable adjustment in the time for performance and in the Price, including a reasonable allowance for overhead and profit.

**SECTION 6. FORCE MAJEURE**

Neither Customer nor Convergent shall be liable for any delay or failure in the performance of their respective obligations pursuant to this Agreement due to circumstances beyond their reasonable control ("Force Majeure") and without the fault or negligence of the party experiencing such delay. A Force Majeure event shall include, but not be limited to: acts of God, pandemic or epidemic, diseases, quarantines, unavoidable casualties, concealed conditions, acts of any civil or military authority; riot, insurrections, and civil disturbances; war, invasion, act of foreign enemies, hostilities (regardless of whether or not war is declared), rebellion, revolution, terrorist activities; strikes, lockouts or other labor disputes; embargoes; shortage or unavailability of labor, supplies, materials, equipment or systems; accident, fire, storm, water, flooding, negligence of others, vandalism, power failure, installation of incompatible equipment, improper operating procedures, source current fluctuations or lighting, transportation contingencies; laws, statutes, regulations, and other legal requirements, orders or judgements; acts or order of any government or agency or official thereof, other catastrophes or any other similar occurrences. If performance by either party is delayed due to Force Majeure, the time for performance shall be extended for a period of time reasonably necessary to overcome the effect of the delay and Convergent shall be entitled to an equitable adjustment of the Price.

**SECTION 7. INSURANCE**

In lieu of any Customer insurance requirements, for Services performed in the United States, Convergent shall maintain the following insurance coverages during the term of this Agreement and upon request, shall provide certificates of insurance to the Customer:

Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000 per occurrence/aggregate
Commercial General Liability	\$1,000,000 per occurrence
	\$2,000,000 general aggregate
Automobile Liability	\$1,000,000 per occurrence/aggregate
Excess/Umbrella Liability	\$3,000,000 per occurrence/aggregate

Commercial General Liability policy shall name the Customer as "additional insured" on a primary/noncontributory basis with respect to liability arising out of the Services, as applicable, but only to the extent of liabilities falling within the indemnity obligations of Convergent pursuant to the terms of this Agreement. Convergent shall not provide loss runs or copies of its insurance policies. Convergent shall provide to the Customer no less than thirty (30) days' notice prior to the termination or cancellation of any such insurance policy. For services performed in Canada, Convergent shall maintain similar insurance coverage dependent upon the local requirements in Canada and upon the insurance available under Convergent's insurance program. All required insurance coverage shall be reasonable in the circumstances and compliant with local regulations.

**SECTION 8. INDEMNIFICATION**

To the fullest extent allowed by law, Convergent shall indemnify and hold Customer harmless from and against claims, damages, losses, and expenses (excluding loss of use) attributable to bodily injury, sickness, disease or death, or to destruction of tangible property, but only to the extent caused by the negligent acts or omissions of Convergent or Convergent's employees or subcontractors while on Customer's site.

If Convergent is providing products or services for intrusion detection, detection of specific threats to people or property (including gunshot, or drone detection), mass notification, ballistics or explosives protection, or processing of biometric, health, financial, or government identifier data (collectively, "Special Offerings"), then to the fullest extent allowed by law (i) Convergent's indemnification obligations under the Agreement do not apply whatsoever and Convergent Related Parties have no liability to Customer for any losses or damages caused by any Special Offerings; and (ii) Customer shall indemnify, defend, and hold harmless Convergent Related Parties, from and against all claims, demands, actions, liabilities, damages, and costs (including reasonable attorneys' fees) relating to Special Offerings provided by Convergent, except to the extent of Convergent's gross negligence installing such Special Offerings. Any waiver of damages or limitation of liability contained in the Agreement and as modified herein shall not apply to Customer's indemnification, hold harmless and defense obligations herein.

Applicable to Weapons Detection Only: If Convergent provides Weapons Detection Systems or Services, then such Systems and Services are further governed by the Weapons Detection Addendum effective on the Effective Date of this Proposal and available at <https://www.convergent.com/terms>, which is incorporated by reference as if set forth herein in full. "Weapons Detection Systems or Services" means any "Systems" and/or "Services" as each are defined in the Weapons Detection Addendum.

## SECTION 9. LIMITATION OF LIABILITY

EXCEPT AS PROVIDED HEREIN, TO THE FULLEST EXTENT ALLOWED BY LAW: (A) IN NO EVENT SHALL EITHER CONVERGINT RELATED PARTIES, OR CUSTOMER BE LIABLE UNDER OR IN CONNECTION WITH THIS PROPOSAL FOR SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, LIQUIDATED OR CONSEQUENTIAL DAMAGES, INCLUDING COMMERCIAL LOSS, LOSS OF USE OR LOST PROFITS, EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND (B) THE AGGREGATE LIABILITY OF CONVERGINT RELATED PARTIES ARISING OUT OF OR RELATED TO THIS AGREEMENT SHALL NOT EXCEED THE AMOUNTS PAID BY CUSTOMER TO CONVERGINT UNDER THIS AGREEMENT. THE EXISTENCE OF MORE THAN ONE CLAIM WILL NOT ENLARGE THIS LIMIT. THE LIMITATION SET FORTH IN THIS SECTION SHALL APPLY WHETHER THE CLAIM IS BASED ON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE) OR OTHER LEGAL THEORY.

## SECTION 10. COMPLIANCE WITH LAW, SAFETY, & SITE CONDITIONS

Convergent agrees to comply with all laws, rules, and regulations applicable to its provision of the Work. Customer will comply with all applicable laws and agreements applicable to its use and operation of the Work. Convergent shall comply with all safety related laws and regulations and with the safety program of the Customer, provided such program is supplied to Convergent prior to beginning Work.

If during the course of its Work, Convergent encounters conditions at the site that are subsurface, differ materially from what is represented in the contract documents, or otherwise concealed physical conditions, Convergent shall be entitled to an extension of time and additional costs for the performance of its work.

If Convergent discovers or suspects the presence of hazardous materials or unsafe working conditions at Customer's site where the Work is to be performed, Convergent is entitled to stop the Work at that site if such hazardous materials, or unsafe working conditions were not provided by or caused by Convergent. Convergent in its sole discretion shall determine when it is "safe" to return to perform the Work at Customer's site. Convergent shall have no responsibility for the discovery, presence, handling, removing or disposal of or exposure of persons to hazardous materials in any form at the Customer's site. To the fullest extent allowed by law, Customer shall indemnify and hold harmless Convergent from and against claims, damages, losses and expenses, including but not limited to, reasonable attorney's fees, arising out of or resulting from undisclosed hazardous materials or unsafe working conditions at Customer's site.

## SECTION 11. PERSONAL DATA & SECURITY

Convergent's obligations and liabilities regarding Processing of Personal Data and information security shall be limited solely to Processing performed by Convergent's personnel. Processing by OEMs or Third Party Products are governed by any applicable OEM end user licensing agreements or terms and conditions. Customer represents and warrants that it will comply with all applicable Data Protection Laws. Although certain products delivered by Convergent may be capable of processing Biometric Information, Personal Health Information, financial information, or government identifiers ("Sensitive Information"), Customer acknowledges that Convergent is not Processing Sensitive Information (or to the extent it is Processing Sensitive Information, it is doing so strictly in accordance with Customer's instructions) and Customer is solely responsible for compliance of all such Processing with Data Protection Laws. To the fullest extent allowed by law, Customer shall indemnify, defend and hold harmless Convergent from and against all claims, demands, actions, liabilities, damages, and costs (including reasonable attorneys' fees) asserted by a third party arising out of or relating to failure to comply with applicable Data Protection Laws including but not limited to those related to Sensitive Information. Convergent's obligations and liabilities regarding information security and Processing of customer information or data, including Personal Data, are limited to Processing performed by Convergent (if any). OEM and Third Party Product information security and Processing is governed by applicable OEM end user licensing agreements or terms. "Personal Data", "Process(ing)", "Biometric Information", and "Personal Health Information" shall be interpreted in accordance with, and shall include analogous terminology as used in, applicable laws and regulations relating to data privacy, information security, data protection, data breaches, cross-border data flows, and/or the rights and obligations of persons or entities regarding personal information ("Data Protection Laws").

To the extent Convergent accesses Customer's information systems, Convergent will not be responsible or liable for losses or harms caused by following Customer's instructions, caused by Third Party Products, caused by third party or Customer-specified remote access software, or that are otherwise not due to the fault of Convergent. Customer-authorized changes to Customer information systems are at Customer's own risk and Customer acknowledges it is responsible for the overall security of its information systems.

## SECTION 12. INTELLECTUAL PROPERTY

Convergent shall retain title and ownership of all intellectual property rights relating to the drawings, technical documentation, or other technical information ("Documentation") delivered under this Agreement. The OEMs shall retain title and ownership of all intellectual property rights relating to the Third Party Products and will grant any license and right to use in connection with the Third Party Product through the OEM's end user license agreement or other terms and conditions. Customer shall not use any Documentation supplied by Convergent for any purposes other than those directly related to this Agreement or for the use and/or maintenance of the Third Party Product.

## SECTION 13. PRICE ADJUSTMENT

Convergent may automatically adjust the price, with five (5) days prior written notice, if based on: (a) changes by its vendors to the cost of materials or Third Party Products to be delivered and/or labor costs related to personnel responsible for performing the Work, (b) macroeconomic conditions, such as taxes, tariffs or duties, natural disasters, labor shortages/strikes, etc., (c) market conditions such as price volatility or availability limitations, or (d) other events not within Convergent's control that impact the cost of performing the Work. The adjustment shall be consistent with applicable market indexes, where available, third-party sources or other evidence. Convergent reserves the right to add periodic surcharges, including without limitation, adjustments for the then current price of

fuel, such surcharges to be specified and invoiced by Convergent.

## SECTION 14. TERMINATION

If a party materially breaches this Agreement, the other party shall provide written notice of the breach and a reasonable time to cure the breach, but in no event less than 30 days. If the breaching party fails to cure the breach within the specified time period, the non-breaching party may terminate this Agreement upon 15 days written notice to the other party. If Convergent notifies Customer of a material breach pursuant to this paragraph, Convergent may temporarily suspend its work without liability until Customer cures the breach.

## SECTION 15. GOVERNING LAW AND DISPUTES

The parties agree that this Agreement shall be governed by the laws of the state/province where the Work is located, and venue for disputes shall be located in that state/province.

In the event of any dispute between Convergent and Customer, Convergent and Customer shall first attempt to resolve the dispute in the field, but if that is not successful, then in a meeting between authorized officers of each company. If settlement attempts are not successful, unless the dispute requires injunctive relief, then the dispute shall be decided exclusively by arbitration. Such arbitration shall be conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association (if the Services are performed in the United States) or Arbitration Rules of the ADR Institute of Canada, Inc. (if the Services are performed in Canada) currently in effect by a single arbitrator and shall be a final binding resolution of the issues presented between the parties. The prevailing party shall be entitled to recover its reasonable attorneys' fees and costs. Any award by the arbitrator may be entered as a judgment in any court having jurisdiction.

## SECTION 16. MISCELLANEOUS

The parties have required that this Agreement be written in English and have also agreed that all notices or other documents required by or contemplated in this Agreement be written in English. Les parties ont requis que cette convention soit rédigée en anglais et ont également convenu que tout avis ou autre document exigé aux termes des présentes ou découlant de l'une quelconque de ses dispositions sera préparé en anglais.

Any changes to this Agreement shall be in writing signed by both Customer and Convergent.

In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.

Customer waives all claims against Convergent arising from or related to suspension of work pursuant to this Agreement.

Customer and Convergent are independent contractors, and nothing in this Agreement creates any agency, joint venture, partnership, or other form of joint enterprise, employment, or fiduciary relationship between them. Nothing contained in this Agreement shall be deemed to create a relationship of employee or employer between the parties, and neither party shall be entitled to any benefits that the other party provides for its own employees, including workers compensation and unemployment insurance. Each party shall have exclusive control over its own employees, agents, and subcontractors, its labor and employee relations, and its policies relating to wages, hours, working conditions, or other conditions.

Neither party to this Agreement shall assign this Agreement without the prior written consent of the other party hereto. Notwithstanding the foregoing, Convergent may assign this Agreement without notice or consent (i) to any of its parents, subsidiaries or affiliated companies or any entity majority owned by Convergent; or (ii) in connection with a merger, acquisition, reorganization, sale of all of the equity interests of Convergent, or a sale of all or substantially all of the assets of Convergent to which this Agreement relates.

Notices shall be in writing and addressed to the other party, in accordance with the names and addresses of the parties as shown above. All notices shall be effective upon receipt by the party to whom the notice was sent.

In no event will Convergent be obligated to comply with any project labor agreements or other collective bargaining agreements.

A waiver of the terms hereunder by one party to the other party shall not be effective unless in writing and signed by a person with authority to commit the Customer and Convergent. No waiver by Customer or Convergent shall operate as a continuous waiver, unless the written waiver specifically states that it is a continuous waiver of the terms stated in that waiver.

The Sections regarding invoicing, warranty, indemnity, limitation of liability, confidentiality and disputes shall survive the termination of this Agreement.

Convergent provides additional product safety and service information at <https://www.convergent.com/terms/> (see "IMPORTANT PRODUCT SAFETY AND SERVICE INFORMATION"), which it encourages Customer to review prior to use.

**AGENDA**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**350 VICTORY DRIVE**  
**PARK FOREST, ILLINOIS**

**Village Hall - Board Room**

**7:00 p.m.**

**July 21, 2025**

Roll Call

Pledge of Allegiance

Reports of Village Officers

Mayor

Village Manager

Village Attorney

Village Clerk

Reports of Commission Liaisons and Committee Chairpersons

Citizens Comments, Observations, Petitions

Motion: Approval of Consent

CONSENT:

1. Motion: A Motion approving the minutes of the Rules meeting of July 7, 2025
2. Resolution: A Resolution Recognizing and Thanking Tracy Natyshok for his dedicated service to the Village of Park Forest
3. Resolution: A Resolution Recognizing and Thanking Patrick Hisel for his dedicated service to the Village of Park Forest
4. Resolution: A Resolution Recognizing and Thanking William Kennedy for his dedicated service to the Village of Park Forest
5. Resolution: A Resolution Recognizing and Thanking Terrie McAvoy for her dedicated service to the Village of Park Forest
6. Resolution: A Resolution Appointing a Representative and Alternate the ECOM/SOUTHCORP JETSB for the Village of Park Forest
7. Motion: Purchase of one 2024 Jeep Grand Cherokee

DEBATABLE:

8. Ordinance: An Ordinance Approving a Resubdivision Plat for the property commonly known as 97 North Orchard Drive in the Village of Park Forest, Cook and Will Counties, Illinois (First Reading)

Adjournment

NOTE: Copies of Agenda Items are Available in the Lobby of Village Hall and on the Village website  
[www.villageofparkforest.com](http://www.villageofparkforest.com)

Any individual with a disability requesting reasonable accommodation in order to participate in a public meeting should contact the Village Manager's Office at least 48 hours in advance of the scheduled meeting. The Village Manager's Office can be reached via telephone at (708) 283-5605 or (708) 748-1129 or via e-mail [athurston@vopf.com](mailto:athurston@vopf.com). Every effort will be made to allow for meeting participation.

## MOTIONS

MOVED that the Consent Agenda and each item contained therein be hereby approved:

1. MOVED, that the Mayor and Board of Trustees approve Rules meeting of May 7, 2025.
2. MOVED, that the Mayor and Board of Trustees approve a Resolution recognizing and thanking Tracy Natyshok for his dedicated service to the Village of Park Forest.
3. MOVED, that the Mayor and Board of Trustees approve a Resolution recognizing and thanking Patrick Hisel for his dedicated service to the Village of Park Forest.
4. MOVED, that the Mayor and Board of Trustees approve a Resolution recognizing and thanking William Kennedy for his dedicated service to the Village of Park Forest.
5. MOVED, that the Mayor and Board of Trustees approve a Resolution recognizing and thanking Terrie McAvoy for her dedicated service to the Village of Park Forest.
6. MOVED, that the Mayor and Board of Trustees appoint Village Manager Jon Kindseth and Police Chief Brian Rzycki as representatives to the ECom/SouthCom JETSB regional dispatch.
7. MOVED, that the Mayor and Board of Trustees approve the purchase of one 2024 Jeep Grand Cherokee from CarMax, in Tinley Park, IL, in the amount of \$40,694.

July 21, 2025

SATURDAY RULES MEETING OF THE BOARD OF TRUSTEES  
VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS  
COOK AND WILL COUNTIES ILLINOIS  
July 12, 2025

**PRESENT:** Mayor Joseph Woods; Trustee Theresa Settles, Erin Slone

**ABSENT:** Trustee Tiffani Graham, Maya Hardy, John Moore, Randall White

**STAFF PRESENT:** Village Manager Jon Kindseth; Director of Public Works Roderick Ysaguirre

Mayor Woods called the meeting to order at 10:00 am

The floor was turned over to the visitors

**AUDIENCE TO VISITORS:**

Resident, Claudia Zekas, inquired about the Forest Boulevard project. She wanted to know if the trees can be spared from being removed. Director Ysaguirre stated that unfortunately, the whole median area will be removed, including the trees. However, new trees will be replanted.

Ms. Zekas then inquired about the extra parking in area J and E. She wanted to know if there would be parallel or diagonal parking. Director Ysaguirre stated that it will be parallel parking on both sides of the street.

Ronald Myles, a new resident of Park Forest, stated that he just joined the tool lending library and is excited by the program. Trustee Slone thanked him for volunteering and explained that the tool lending library is a program that was started by the sustainability coordinator. It will be located in the nature center.

A resident inquired about the Aqua Center being closed. Mayor Woods stated that it is closed for a complete assessment and the planned renovations.

Another resident voiced concerns regarding the Mayor. She also stated that there are things that need to be addressed within the Village of Park Forest. Trustee Slone stated that the Saturday meetings are exactly the time to bring any issues that anyone has a question or concerns to the Mayor and the Board. The Mayor stated that he is an approachable person and if there were any specific issues she should share them. If at any time she or any other resident have any concerns about the Village, they can always contact him.

The Mayor turned the floor over to the Village Manager, Jon Kindseth.

**DEPARTMENT UPDATES:**

Manager Kindseth let the Board know of a number of projects and project updates that Director Ysaguirre will go over with the Board.

Director Ysaguirre gave an update on the road improvement project. The Village is currently improving another 2.6 miles of local roads in Park Forest. That is currently ongoing. In the Eastwood area, both sides of the street now have a new curb and gutter. And all of the residents should have new concrete aprons. The crew is now in the south part of the Village. The underground subcontractor has finished doing sewer improvements on Argon Street. So now the concrete crew are going to move down into the area. Those areas will start to see curb removal and replacement, driveway replacement. Road improvement will begin after that.

The preconstruction meetings have already happened for Forest Boulevard. Unfortunately, there's utility relocation that needs to be done, the contractor cannot start until that is done. The utility companies are working on their design, however, that may not be done until October which is the end of construction season.

Trustee Slone inquired if the cost of the utility relocation will be on the Village. Director Ysaguirre stated no, the cost will be to the utility company.

Trustee Slone then asked how any delay will impact the cost of the project. Director Ysaguirre stated that the Village have a contract with the contractor and that they are obligated to the unit price that they quoted in their bid. If prices go up significantly, they can ask for a higher price.

A resident inquired how much it will cost the residents for the infrastructure improvements. Manager Kindseth stated that the project is paid through grants. The Village seeks out outside resources as much as they can to alleviate the burden of cost from the residents.

Director Ysaguirre stated that at the next Board meeting on July 21<sup>st</sup>, there will be a couple of items from Public Works. One would be regarding the purchase of three new vehicles: two pick-up trucks and one small dump truck. They will be replacing older vehicles. All three vehicles were purchased through the suburban purchasing cooperative. The other item will be regarding an engineering service agreement for Black Hawk Drive. Manager Kindseth also mentioned that three cars with the Police Department will be replaced as well.

**ADJOURNMENT:** Mayor Woods adjourned the meeting at 11:01 am.

Respectfully submitted,  
Karla Dixon

## VILLAGE OF PARK FOREST

### MEMORANDUM

**TO: Joseph A. Woods, Mayor  
Village Board of Trustees**

**FROM: Mark Cotrano,  
Deputy Fire Chief**

**DATE: July 21, 2025**

**RE: A RESOLUTION RECOGNIZING CHIEF NATYSHOK, SHIFT  
COMMANDER HISEL, AND POC LIEUTENANT AND THANKING  
THEM FOR THEIR DEDICATED SERVICE TO THE VILLAGE OF  
PARK FOREST**

#### **BACKGROUND/DISCUSSION:**

After a long career of dedicated service to the Village of Park Forest, three members of the Fire Department, have announced their retirement. Fire Chief Tracy Natyshok will be retiring effective July 28, 2025. Shift Commander/Paramedic Patrick Hisel will be retiring effective July 30, 2025. POC Lieutenant/EMT William Kennedy has announced his retirement effective July 9, 2025. Attached are three (3) resolutions honoring Tracy's, Pat's, and William's tenure with the Village and highlighting their accomplishments.

#### **SCHEDULE FOR CONSIDERATION:**

This item will be on the agenda of the July 21, 2025 Regular Board Meeting consent agenda for Board consideration and approval.

**RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION THANKING TRACY NATYSHOK FOR HIS DEDICATED SERVICE TO THE VILLAGE OF PARK FOREST**

**WHEREAS,** Fire Chief Tracy Natyshok began his career with the Park Forest Fire Department on July 28, 1997 and has honorably served the Village of Park Forest with unwavering dedication and professionalism for 28 years, including almost 8 years as Fire Chief; and

**WHEREAS,** Chief Natyshok rose through the ranks due to his technical skills, outstanding leadership, and steadfast commitment to the safety and well-being of the community; and

**WHEREAS,** during his tenure as Fire Chief Natyshok led the department through significant achievements including modernization of the department's fleet/equipment, implementation of advanced training programs, successful grant acquisitions leading to improved safety and services, reenvisioned community outreach initiatives, and diligent guidance through the COVID-19 pandemic to name a few; and

**WHEREAS,** Chief Natyshok has served not only as a leader within the fire department but also as a mentor, role model, and trusted colleague to countless firefighters and staff members; and

**WHEREAS,** his tireless work, integrity, and dedication to public service have earned him the respect and admiration of fellow first responders, Village officials, and the Village of Park Forest community; and

**WHEREAS,** Chief Natyshok is a career-long member and supporter of the Park Forest Firefighters Association Local 1263, retiring in good standing; and

**WHEREAS,** After 28 years of service to the citizens of Park Forest, Fire Chief Tracy Natyshok recently announced his retirement from the Park Forest Fire Department; and

**WHEREAS,** Chief Natyshok will now have more time to spend teaching with the Illinois Fire Service Institute and vacationing with his wife, Lorie, and their children Nate and Taylor.

**NOW, THEREFORE, BE IT RESOLVED,** by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, the deepest appreciation of the Board of Trustees, Village Staff and citizens of Park Forest be expressed to Chief Tracy Natyshok upon his retirement for his years of dedicated service to the Village. **BE IT FURTHER RESOLVED** that the Village Board and Staff of Park Forest wish Chief Natyshok a long, happy, healthy retirement during which he enjoys his family, friends and other interests.

**ADOPTED** this 21<sup>st</sup> day of July, 2025.

**APPROVED:**

**ATTEST:**

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**Mayor/Village President**

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**Village Clerk**

**RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION THANKING PATRICK HISEL FOR HIS  
DEDICATED SERVICE TO THE VILLAGE OF PARK FOREST**

- WHEREAS,** Shift Commander/Paramedic Patrick Hisel began his time within the fire service on May 8, 1991 as a member of the Park Forest Fire Department’s Paid on Call Division; and
- WHEREAS,** Shift Commander/Paramedic Hisel began his full-time career as a Firefighter/Paramedic with the Park Forest Fire Department on January 30, 1995; and
- WHEREAS,** Shift Commander/Paramedic Hisel became certified as an EMT-Basic and then an EMT- Paramedic and has maintained these skills throughout his career; and
- WHEREAS,** during his career with the Fire Department, Shift Commander/Paramedic Hisel obtained numerous Illinois State Fire Marshal certifications including Advanced Technician Firefighter, Fire Apparatus Engineer, Fire Officer II, Fire Investigator, Fire Inspector and Vehicle/Machinery Operations; and
- WHEREAS,** Shift Commander/Paramedic Hisel was named Firefighter/Paramedic of the year in 2015 for his dedication and service to the department and the public, and
- WHEREAS,** Shift Commander/Paramedic Hisel has served numerous years as the village’s emergency management coordinator; and
- WHEREAS,** Shift Commander/Paramedic Hisel is a career-long member of the Park Forest Firefighter’s Association - International Association of Fire Fighters Local 1263, serving on the union’s board for 28 years, retiring as a well-respected member in good standing; and
- WHEREAS,** Shift Commander/Paramedic Hisel calls Park Forest his home town, growing up here, graduating from Rich East in June 1990, in which he “bleeds green and gold”, and
- WHEREAS,** Shift Commander/Paramedic Hisel has spent a long, honorable and distinguished career with the Park Forest Fire Department as a shining example, mentor and friend to its members; and
- WHEREAS,** after more than 30 years of service to the citizens of Park Forest, Shift Commander/Paramedic Patrick Hisel recently announced his retirement from the Department to become the Deputy Chief of the Richton Park Fire Department.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, the deepest appreciation of the Board of Trustees, Village Staff and citizens of Park Forest be expressed to Shift Commander/Paramedic Patrick Hisel upon his retirement for his years of dedicated service to the Village. **BE IT FURTHER RESOLVED** that the Village Board and Staff of Park Forest wish Pat a long, happy, healthy retirement during which he enjoys his family, friends and other interests.

**ADOPTED** this 21st day of July 2025.

**APPROVED:**

**ATTEST:**

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**Mayor/Village President**

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**Village Clerk**

**RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION THANKING BILL KENNEDY FOR HIS  
DEDICATED SERVICE TO THE VILLAGE OF PARK FOREST**

- WHEREAS,** POC Lieutenant/EMT William Kennedy began his firefighting career as a member of the Park Forest Fire Department's Paid-On-Call Division on June 27, 1986 and
- WHEREAS,** POC Lieutenant Kennedy climbed through the ranks of the Paid-On-Call Division from Firefighter, to 2<sup>nd</sup> Lieutenant, to his final position of Lieutenant/EMT, and
- WHEREAS,** POC Lieutenant Kennedy holds the current distinction of being the most senior member of our Paid-On-Call Division, and
- WHEREAS,** POC Lieutenant Kennedy, during his career with the Fire Department, obtained Illinois State Fire Marshal certifications as an Advanced Technician Firefighter, Fire Apparatus Engineer, Vehicle Machinery Operations and Fire Service Instructor I, and
- WHEREAS,** POC Lieutenant Kennedy has made it a point throughout his membership with the Fire Department to share his knowledge as an instructor within the Department and with the local fire academies, and
- WHEREAS,** POC Lieutenant Kennedy has given his own time and diligently assisted in the training of many of the members of the Paid-On-Call Division, particularly in fire suppression, and
- WHEREAS,** POC Lieutenant Kennedy has spent a long and distinguished career with the Park Forest Fire Department as a leader, mentor and friend to its members, and
- WHEREAS,** After more than 39 years of service to the citizens of Park Forest POC Lieutenant Kennedy recently announced his retirement from the Paid-On-Call Division of the Park Forest Fire Department to spend more time with family and friends.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, the deepest appreciation of the Board of Trustees, Village Staff and citizens of Park Forest be expressed to POC Lieutenant/EMT William Kennedy upon his retirement for his years of dedicated service to the Village. **BE IT FURTHER RESOLVED** that the Village Board and Staff of Park Forest wish Bill a long, happy, healthy retirement during which he enjoys his family, friends and other interests.

**ADOPTED** this 21st day of July, 2025.

**APPROVED:**

**ATTEST:**

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**Mayor/Village President**

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**Village Clerk**

## **AGENDA BRIEFING**

**DATE:** July 18, 2025

**TO:** Mayor Joseph Woods  
Board of Trustees

**FROM:** Mark Pries  
Finance Director

**RE:** A RESOLUTION RECOGNIZING AND THANKING TERRIE MCAVOY FOR HER  
DEDICATED SERVICE TO THE VILLAGE OF PARK FOREST

### **BACKGROUND/DISCUSSION:**

After many years of dedicated service to the residents of Park Forest since joining the Village in 2006, Accounting Manager Terrie McAvoy is retiring. The attached Resolution recognizes her career with the Village and wishes her well in her retirement.

### **SCHEDULE FOR CONSIDERATION:**

This item will appear on the agenda of the Regular Meeting of July 21, 2025 for your consideration.

**RESOLUTION: R-25-**

**A RESOLUTION RECOGNIZING AND THANKING TERRIE McAVOY FOR HER DEDICATED SERVICE TO THE VILLAGE OF PARK FOREST**

- WHEREAS** Terrie McAvoy earned her bachelor's degree from Governors State University in 1987, received her C.P.A. licensure, and built a distinguished accounting career at Seabury and Smith Co. and McGladrey & Pullen before beginning her service to the Park Forest community in 2006; and
- WHEREAS** Terrie has served her entire time with the Village in the Accounting Manager role; and
- WHEREAS** in 2015 and 2016, Terrie played a critical role in evaluating and implementing the Village's new Enterprise Resource Planning (ERP) software, BS&A, and assisted in training Village staff on the functions and capabilities of this new software; and
- WHEREAS** Terrie's collaborative approach and deep knowledge of accounting and auditing have contributed to the Village's achievement of receiving the GFOA Certificate of Achievement for Excellence in Financial Reporting during her 19 years of service; and
- WHEREAS** her commitment to detail and accuracy has also contributed to the Village's submission of budget documents of the highest quality in its efforts to achieve the GFOA Distinguished Budget Presentation Award during her 19 years of service; and
- WHEREAS** Terrie has helped many former Village employees plan for their retirements by providing excellent advice and feedback on matters such as pensions and deferred compensation; and
- WHEREAS** no one knows people, places, or payroll like Terrie; and
- WHEREAS** throughout her Village career, Terrie has consistently demonstrated her command of the accounting sciences and her dedication to reconciling all financial matters of the Village, down to the last penny; and
- WHEREAS** on July 18, 2025, Terrie McAvoy retired from the Village of Park Forest after nineteen years of loyal service to the community.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and the Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, that the deepest appreciation of the Board of Trustees and the citizens of Park Forest be expressed to Terrie McAvoy for her many years of dedicated service to the Village. **BE IT FURTHER RESOLVED THAT** the Village Board and Staff of Park Forest wish her great health and much happiness as she enjoys her well-earned retirement.

**ADOPTED** this 21<sup>st</sup> day of July 2025

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Mayor/Village President

\_\_\_\_\_  
Village Clerk

## **AGENDA BRIEFING**

**DATE:** July 18, 2025

**TO:** Mayor Joseph Woods  
Board of Trustees

**FROM:** Jon Kindseth  
Village Manager

**RE:** Appointments to the ECOM/SOUTHCOM JETSB

### **BACKGROUND/DISCUSSION:**

The Village of Park Forest is currently a member of SouthCom regional dispatch. A few years ago, SouthCom and ECom began the process of exploring and moving toward a consolidated dispatch center combining these two regional dispatch centers into one, to be known as Southland Communications Center. Park Forest, just as each member community gets one equal vote in determining proposed actions for this combined organization.

In January 2024 the Village Board appointed the then Village Manager, Tom Mick as the representative of this JETSB, with Fire Chief Tracy Natyshok as the alternative representative. With the retirement of Tom Mick and the pending retirement of Chief Natyshock this week it is in the best interest of the community to replace both these representatives. Without a Board appointed representative in place, Park Forest will not get a vote at future meetings.

Included in the Board materials is a Resolution to appoint two replacements to the JETSB. The two proposed replacements are Village Manager and the Police Chief Brian Rzycki as the senior most public safety chief serving the community. Soon to be Fire Chief, Mark Cotrano has also been serving alongside to ensure Park Forest's interests are best served in this larger regional entity.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Regular Meeting of July 21, 2025, for your consideration, in order to ensure Park Forest can continue to be represented in future meetings.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING AND APPROVING  
THE APPOINTMENT OF A REPRESENTATIVE TO THE  
ECOM/SOUTHCAM JOINT EMERGENCY TELEPHONE SYSTEM BOARD**

**WHEREAS** the Village of Park Forest, Cook County, Illinois is a member of the ECOM/SOUTHCAM Joint Emergency Telephone System Board (JETSAB); and,

**WHEREAS** the Illinois Emergency Telephone System Act, 50 ILCS 750/1 *et seq.* authorizes the appointment of members of the JETSAB; and,

**WHEREAS** the Intergovernmental Agreement (IGA) authorizing the formation of the JETSAB provides for the representation of each member community of the JETSAB and that each representative of the member community shall be appointed by the corporate authorities of that community; and,

**WHEREAS** the Village of Park Forest has determined to appoint the Village Manager Jon Kindseth as its duly authorized representative to the JETSAB.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE PRESIDENT/MAYOR AND THE BOARD OF TRUSTEES OF THE VILLAGE OF PARK FOREST, AS FOLLOWS:**

1. The Village of Park Forest, Cook County, Illinois hereby authorizes the appointment of the Village Manager as its duly authorized representative to the JETSAB.
2. That as the representative of the Village of Park Forest, the Village Manager shall have full authority to represent the Village of Park Forest as its representative to the JETSAB.
3. That this appointment shall be effective on the adoption of this Resolution and shall remain in effect until further action of the Village of Park Forest.
4. As further provided in the Intergovernmental Agreement Bylaws of the JETSAB, the Village of Park Forest hereby appoints Police Chief Brian Rzycki as an alternate delegate to represent Park Forest in the absence of the Village Manager.

**ADOPTED** this 21<sup>st</sup> day of July 2025.

## **AGENDA BRIEFING**

**DATE:** June 17, 2025

**TO:** Joseph Woods, Village President/Mayor  
Board of Trustees

**FROM:** Sandra Zoellner, Director of Economic Development and Planning  
Andrew Brown, Assistant Director of Economic Development and Planning

**RE:** Ordinance Approving Resubdivision Plat on Village Owned Property

### **BACKGROUND/DISCUSSION:**

In August 2024, the Village acquired property through the abandonment process commonly known at 97 N Orchard Drive. This property is adjacent to the Fire Training Area, which is used by the Village of Park Forest Fire Department and partner fire departments for training. Staff believe that it is in the best interest of the Village to subdivide the parcel to provide a buffer area from residential developments to the south of the training area. Village Staff have developed Exhibit A, which resubdivides the parcel and provides public utility easements for maintenance and repair of public utilities.

Outlot A of the School House Manor Planned Unit Development (recorded in 1998) currently exists as a single 5.50-acre common-ground parcel serving 48 surrounding residential developments. To prepare the property for future redevelopment opportunities along Orchard Drive and to clarify utility and maintenance responsibilities, staff directed Joseph A. Schudt & Associates to prepare the attached "School House Manor Outlot A Resubdivision" plat dated June 5, 2025 (Exhibit A).

The plat accomplishes four principal objectives. First, the resubdivision creates two new outlots. Outlot A1 is approximately 49,961 sq ft ( $\approx$  1.15 acres) and is a developable parcel with direct frontage on Orchard Drive, which will be used as a buffer area for the Fire Training Area, and Outlot A2 which is approximately 189,686 sq ft ( $\approx$  4.35 acres) which will remain common open space for the School House Manor Development.

The resubdivision plat also establishes updated easements. A ten-foot and a fifteen-foot Public Utility & Drainage Easement are proposed on both outlots to accommodate water, sanitary, storm, electric, gas, and communications infrastructure. An exclusive municipal easement is confirmed over the Village-owned water main and sanitary sewer within adjacent Outlot B. Finally, easement language reserves rights for franchise utilities (Nicor, ComEd, AT&T, Comcast) and permits the Village to maintain overland stormwater flow.

The third objective that this resubdivision plat achieves is the preservation of existing access rights. A non-exclusive ingress/egress easement benefiting Lots 1-7, 38-41, and 43-48 is carried forward, ensuring that current homeowners retain legal access across the common areas.

Lastly, this resubdivision plat will provide important buffer area for the Fire Training that occurs directly north of the School House Manor residential zoned and built area.

This resubdivision plat aligns with Village codes and review comments. The plat has been reviewed by the Village Engineer and Zoning Administrator and found to comply with the Unified Development Ordinance, the Village's subdivision checklist, and applicable utility standards. No changes to zoning or street alignments are proposed; rather, the resubdivision clarifies lot boundaries and codifies easements.

Approval of the accompanying ordinance will authorize the Village President and Clerk to sign and record the resubdivision plat, thereby completing the administrative steps necessary before the Village can market Outlot A1 or permit any improvements. Staff recommends adoption of the ordinance approving the "School House Manor Outlot A Resubdivision" plat as presented in Exhibit A.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Regular Meeting Agenda of July 21, 2025, for First Reading.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE APPROVING A RESUBDIVISION PLAT  
FOR THE PROPERTY COMMONLY KNOWN  
AS 97 NORTH ORCHARD DRIVE IN THE  
VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS**

**WHEREAS**, the Village is the owner of the property commonly known as 97 North Orchard Drive which is legally described as follows:

SCHOOL HOUSE MANOR OUTLOT A RESUBDIVISION, BEING A RESUBDIVISION OF SCHOOL HOUSE MANOR, BEING A PLANNED UNIT DEVELOPMENT OF PART OF THE WEST 1/2 OF THE SOUTHEAST 1/4 OF SECTION 25, TOWNSHIP 35 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PIN: 31-25-402-049-0000 – (OUTLOT A)

the parcel hereinafter referred to as the “Property”; and

**WHEREAS**, the Village has determined that the proposed resubdivision is consistent with the goals of the Comprehensive Plan and will not adversely impact public health, safety, or welfare; and

**WHEREAS**, the resubdivision is classified as a minor subdivision as defined in the Unified Development Ordinance, and does not require new public infrastructure or rights-of-way dedication; and

**WHEREAS**, the Village has determined that it would serve the public interest to establish multiple ten (10) foot public utility and drainage easements on the Property; and

**WHEREAS**, the Village has determined that it would serve the public interest to establish a fifteen (15) foot public utility and drainage easement on the Property.

**Now therefore**, be it ordained by the Village President/Mayor and Board of Trustees of the Village of Park Forest, Cook and Will County, Illinois, in the exercise of Park Forest’s home rule powers as follows:

**Section 1.** The recitals set forth above are incorporated herein by reference and made a part hereof.

**Section 2.** The resubdivision plat attached hereto as Exhibit A and incorporated herein by reference is hereby approved. The Village President/Mayor and Village Clerk are authorized to

execute the resubdivision plat on behalf of the Village. The Village Clerk is authorized to record the resubdivision plat with the Cook County Recorder of Deeds.

**Section 3.** If any section, paragraph, clause or provision of this ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this ordinance.

**Section 4.** All ordinances in conflict herewith are repealed to the extent of such conflict.

**Section 5.** This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Joseph A. Woods  
Village President/Mayor

\_\_\_\_\_  
Sheila McGann  
Village Clerk

**EXHIBIT A**  
**RESUBDIVISION PLAT**

