



REQUEST FOR PROPOSALS (RFP)

**21-22 Professional Engineering Services for
Temporary Staff Engineer**

Issued April 20, 2021

Due May 4, 2021

The Village of Oak Park (“the Village”) is requesting qualifications to identify consultants to assure that it is receiving the optimum level of services at a competitive price.

Responses shall be returned on or before May 4, 2021 at 10:00 AM to:

Village of Oak Park
Engineering Division of the Public Works Department
Attn: RFP for 21-22 Professional Engineering Services
For Temporary Staff Engineer
201 South Blvd
Oak Park, IL 60302

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Section I. General Requirements

A. Introduction and Mandatory Terms

The Village requests the services of a qualified Consultant for the purpose of providing a temporary Staff Engineer for professional engineering services. Please fill out the appropriate form(s) for all sections being submitted for consideration.

The Village will receive electronic pdf responses via email, paper submittals will not be accepted. Each Consultant shall *provide one (1) separate pdf copy of their proposal and one (1) separate pdf copy of their compensation schedule in a single email titled " RFP 21-22 Professional Engineering Services for Temporary Staff Engineer_ COMPANY NAME."* It is the responsibility of the consultant to notify the Village their intent of submitting a proposal so that they are on the plan-holder list in case of addenda being issued.

All questions must be submitted via email to bkutz@oak-park.us no later than 10:00 A.M. the week prior to proposals being due. Responses will be provided to the known list of RFP recipients.

Responses will be reviewed and evaluated, and all information regarding status will be kept confidential until a decision is made and a recommendation provided to the Village Manager for approval.

Inquiries regarding this RFP shall be directed to: Byron Kutz, Assistant Village Engineer, at bkutz@oak-park.us.

B. Presentation of Request for Qualifications

The Village reserves the right to select a short list of Consultants at its own discretion to present their qualifications, respond to questions, and supply supplemental information.

C. Consultant Notification

Consultants will be notified in writing of further questions and/or decisions.

D. Award of Agreement

An agreement or equivalent agreement may be executed once one or more respondents are found to be qualified, a selection of the most qualified is determined by the evaluation committee, and the Village Board or Village Manager approves of the award.

Any agreement with a selected Consultant or Consultants must be reviewed and approved by the Village Attorney, may be approved and authorized by the Village of Oak Park Board of Trustees, and executed by the Village Manager. The Consultants are advised that Village staff, other than the Village Manager, have no authority to sign agreements or modify existing agreements on behalf of the Village and that any such agreements are null and void.

E. Taxes Not Applicable

The Village as a municipality pays neither federal excise tax nor Illinois retailer's occupational tax.

F. Interpretation of the Request for Proposal Document

Any Consultant in doubt as to the true meaning of any part of this document may request an interpretation thereof from the Village or its representative. The person requesting the interpretation shall be responsible for its prompt delivery. At the request of the Consultant or in the event that Village management deems the interpretation to be substantive, the interpretation will be made by written addendum duly issued by the Village.

In the event that a written addendum is issued, either as a result of a request for interpretation or the result of a change in the requested RFP specifications initiated by the Village, a copy of such addendum will be provided to the known list of RFP recipients. The Village will not assume responsibility for receipt of such addendum. In all cases it will be the Consultants' responsibility to obtain all addenda issued.

G. Competency of Consultant

No submission will be accepted from, or agreement awarded to, any person, firm or corporation that is in arrears or is in default upon any debt or agreement. The Consultant, if requested, must present evidence of ability and possession of necessary facilities, and financial resources to comply with the terms of the scope of services.

H. Subletting of Contract

In order that the Village may be assured that only qualified and competent subcontractors and/or sub-consultants will be employed on the proposed project, each consultant shall submit with their proposal a list of subcontractors and/or sub-consultants who would be called upon to perform the work. The consultant shall have determined to their own satisfaction that a listed subcontractor and/or sub-consultant has been successfully engaged in this particular type of work for a reasonable length of time and is qualified both technically and financially to perform that pertinent phase of the work for which they are listed.

No contract awarded by the Village of Oak Park shall be assigned or any part subcontracted without the written consent of the Village of Oak Park. In no case shall such consent relieve the bidder selected from their obligations or change the terms of the contract.

I. Compliance with Applicable Laws

The Consultant will strictly comply with all Ordinances and codes of the Village of Oak Park and applicable federal and state law.

J. Term of Agreement

The initial agreement shall be on the earlier of May 10, 2021, or the last date signed by both parties, whichever is later, and shall continue until the completion of all work associated with providing a temporary Staff Engineer.

The Village retains the right to renew this initial agreement under the same terms and conditions upon mutual agreement with the Respondent. Renewals are to be done on a yearly basis for no more than two additional terms of approximately one year each. Price escalation will be allowed and subject to one (1) adjustment per period. The requested increase must be that of the general industry. In this event, written notification stating the requested increase and supporting document justification must be forwarded to the Village. The annual adjustment shall be based upon 100% of the percentage of change of the latest published Index (as defined below) as compared to the Index for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Statistics, Revised Consumer Price Index for all Urban Wage Earners for Chicago, Illinois - Gary, Indiana - Kenosha, Wisconsin (all items, 1982-84 = 100). Notwithstanding anything contained herein to the contrary, the annual adjustment shall not be greater than five percent (5%) of the previous year's cost for services provided under this agreement in any year. If the Respondent fails to justify the requested increase, the Village reserves the right to reject the request and cancel the balance of the agreement.

If any price reductions are announced during the agreement period, the Village shall receive benefit of such reductions. This request shall also be in the form of a written notification and shall become effective thirty (30) days from the date the notice was received by the Village.

K. Payments

The Village shall pay the consultant on a monthly basis based on the services provided during the month. Payment to the consultant shall be made within 30 days of the receipt of an invoice for services as outlined in the proposal. A detailed summary of costs will be submitted to the Village for review and approval. The

summary of costs shall be outlined on BCE 434 forms used by IDOT and include the work performed and corresponding hours, fees and out-of-pocket expenses. Total payments for each Phase shall not exceed the amount submitted on the Proposal Form, unless prior approval is received from the Village. Invoices shall be mailed to the Village Engineer located at the Village of Oak Park, 201 South Boulevard, Oak Park, Illinois 60302. All invoices will be paid within 30 days of approval. Charges for late payments must be in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1, requiring a maximum interest penalty of 1% per month or portion thereof.

L. Termination of Contract

The Village reserves the right to terminate any multi-year agreement if the Village's Board of Trustees fails to appropriate funds for this purpose in any subsequent fiscal year. All funds for payments after December 31st of the current fiscal year are subject to appropriation by the Village for this purpose.

The Village further reserves the right to terminate the whole or any part of this agreement, upon written notice to the consultant, in the event of default by the consultant. Default is defined as failure of the consultant to perform any of the agreement or failure to make sufficient progress so as to endanger performance of this agreement in accordance with its terms. In the event of default and termination, the Village will procure upon such terms and in such manner as may be deemed appropriate services similar to those so terminated. The consultant shall be liable for excess costs for such similar services unless acceptable evidence is submitted that failure to perform the agreement was due to causes beyond the control and without the fault of negligence of the consultant.

M. Consultant Personnel Assigned to the Village of Oak Park Account(s)

The Village reserves the right to accept or reject any staff designated by the Consultant. If no suitable replacement staff is provided, the Village reserves the right to terminate the agreement.

N. Confidentiality

The Consultant shall keep the Village's employee and all related data confidential.

O. Insurance Requirements

The selected Consultant must purchase and maintain for the length of the agreement, the lines of insurance described in this section. All insurance coverage shall be on an occurrence basis. The Consultant shall provide evidence of such insurance to the Village together with its proposal, and will provide evidence that the Village has been added as a named insured, where applicable, before commencement of the services and on an annual basis thereafter. Certificates of Insurance shall contain a clause stating that the coverage afforded by the policies

listed will not be canceled or materially altered, except after forty-five (45) days advance written notice to the Village. The Consultant shall secure the following endorsements to each of the required policies: "It is understood and agreed that the insurance company will give not less than forty-five (45) days advance written notice of any cancellation or material change under any of these policies to the Village of Oak Park. *"In the event that such notice is not given to the Village of Oak Park at least forty-five (45) days prior to cancellation or material change, the policy will continue in full force and effect for the benefit of the Village as if such change or cancellation had not occurred."* The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(a) **Commercial General Liability:**

- i. Coverage to include, Broad Form Property Damage, contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal Injury	\$ 1,000,000.00
- iii. Coverage for all claims arising out of the Proposer's operations or premises, anyone directly or indirectly employed by the Proposer.

(b) **Professional Liability:**

- i. Per Claim/Aggregate \$2,000,000.00
- ii. Coverage for all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant, and the Consultant's obligations under the indemnification provisions of this Agreement to the extent same are covered.

(c) **Workers' Compensation:**

- i. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who perform work pursuant to the agreement, and in case work is subcontracted, the Consultant shall require each subconsultant similarly to provide Workers' Compensation Insurance. In case employees engaged in hazardous work under this Agreement are not protected under said worker's compensation insurance, the Proposer shall provide, and shall cause each subconsultant to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(d) **Comprehensive Automobile Liability:**

- i. Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.
- ii. Limits:

Combined Single Limit	\$1,000,000.00
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- (e) **Umbrella:**
 i. Limits: Each Occurrence/Aggregate \$2,000,000.00

(f) The Village, its officers, officials, employees and agents shall be named as additional insureds on all insurance policies set forth herein except Workers' Compensation and Professional Liability. The Consultant shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees and agents.

The Consultant understands and agrees that any insurance protection required by the agreement or otherwise provided by the Consultant shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, employees and agents as herein provided.

P. Hold Harmless and Indemnity

Notwithstanding any limitations or restrictions applicable to any insurance or bonds required hereunder, the Consultant shall defend, indemnify and hold the Village of Oak Park and its officers, officials, employees, and agents harmless from and against any and all liability, loss, damage, claim, payment or expense, including attorney fees, which the Village or its officers, officials, employees, and agents may incur resulting from or arising out of any error or omission in the performance of the agreement by the Consultant, including, without limitation, errors or omissions in the handling, accounting for, or transferring of funds, or to work, services or systems or products provided in the performance of the agreement by the Consultant or its employees, agents, servants, associates, Consultants, subconsultants, or assignees.

Q. Tentative Schedule

Below is a tentative schedule for the request for proposal, evaluation of responses, selection and approval of a preferred Consultant(s), for the 21-22 Professional Engineering Services for Temporary Staff Engineer:

<i>VOP issues 21-22 RFP</i>	April 20 th , 2021
Questions due at 10:00 A.M. by	April 27 th , 2021
Proposals due to Engineering Division by 10:00A.M.	May 4 th , 2021
Proposals reviewed	May 4 th
Interview with preferred Consultant(s) if necessary	May 5 th and 6 th
Negotiation with preferred Consultant(s)	May 7 th
Recommend Agreement Approval	May 10 th , 2021
Service start date no later than	May 24 th or 31 st

R. Proposal Outline

Proposals are requested to cover the basic services related to providing a temporary Staff Engineer in accordance with any standards set forth by the Illinois Department of Transportation and as described in the scope of services starting in Section II. The Village reserves the right during the term of the agreement to request additional services in addition to those specified in the Proposal form with payment for those additional services to be mutually agreed upon between the Village and the consultant.

Proposals shall include the following information and shall be limited to a total of 5 pages excluding any forms:

- 1) A brief description of the Staff Engineer's capabilities, strengths and relevant experience for designing and managing projects in municipalities with infrastructure similar in character to Oak Park.
- 2) A resume of the proposed Staff Engineer's education and work experience; outlining personal experience on projects of a similar nature, including size of the project, role of the individual, areas of responsibility, level of involvement and time assigned to the project.
- 4) List other contracts awarded to consultant most comparable to the work described in the scope of services.
- 5) A statement of commitment that personnel named in the proposal will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the consultant.
- 6) A schedule of hourly salary rates and any overhead factors. A detailed cost proposal for the scope of work, all direct and indirect costs shall be factored into the Staff Engineer's hourly rate. The Consultant shall indicate the total number of days the Staff Engineer will be provided without exceeding the allocated budget.
- 7) Any objections to any terms of the request for proposal.

T. Reference Materials

There are no reference materials for this RFP.

Section II. Scope of Services

Background

The Village of Oak has \$25,000 available for a consultant to provide one temporary Staff Engineer to work in the Engineering Division this summer. The Staff Engineer shall have an engineering degree (this requirement can be waived with commensurate experience) with minimum of 5 years professional experience (minimum 1 year experience at current firm). The engineer shall have relevant municipal experience in both design engineering and construction engineering.

The temporary Staff Engineer position is intended to assist the Engineering division with their daily design and construction-engineering activities to supplement increased construction-season workloads and fluctuations in staffing. The Staff Engineer will receive general supervision from the Village Engineer or Assistant Village Engineer but is expected to have general understanding of, and experience in both design-engineering and construction-engineering of municipal projects. Most of the work is anticipated to be construction related, but there are still a few remaining projects requiring design assistance.

Typical in-house managed projects this summer consists of water and sewer design, development inspection in the public right-of-way, sidewalk construction, and other miscellaneous projects. It is not anticipated that the Staff Engineer will act as a liaison or provide direct oversight for any consultant-led construction or development projects. Typical in-house designs consist of water-sewer, resurfacing, and parking-lot designs.

Examples of Duties Essential and other important duties and responsibilities may include, but are not limited to, the following.

Essential duties and responsibilities:

1. Oversee and review plans of public works structures including streets, storm drains, and sewers; check plans for conformance with regulations regarding line, grade, size, elevation and location of structures; check calculations.
2. Oversee and review the plans of private contractors; recommend adjustments to engineering designs; ensures compliance with specifications; and applicable Village codes.
3. Develop and design municipal capital improvement projects relating to water mains, sewers, streets traffic signals, parking lots, pavement markings, etc.
4. Act as project engineer on capital improvement projects; ensure projects are built according to plans; modify projects on site as needed; measure and maintain records of project quantities.
5. Supervise field data collection crew; review data collection needs including surveys of cross sections, topography, sewer and related projects.
6. Coordinate assigned activities with developers, contractors, other Village departments and divisions, outside agencies, and the general public; provide consultation and advice on construction projects.

7. Prepare progress reports on projects under construction; maintain records of changes and field notes.
8. Conduct various engineering studies and prepare reports.
9. Calculate the quantity, quality and cost of materials for projects.

Other important responsibilities and duties:

1. Provide staff assistance to the Village Engineer and Assistant Village Engineer.
2. Shall be aware of new trends and innovations in the field of civil engineering.
3. Perform related duties and responsibilities as required.
4. Respond to public inquiries regarding issues related to the public right of way.

Qualifications

Knowledge of:

- Basic civil engineering principles and techniques.
- Applicable laws and regulatory codes relevant to assigned area of responsibility.
- Methods, materials and techniques used in the construction of public works projects.
- Modern developments, current literature and sources of information regarding engineering.
- Principles of advanced mathematics and their application to engineering work.
- Modern principles and practices of surveying.
- Village engineering policies, procedures, and issues.
- Complex civil engineering principles and techniques.
- Modern construction and maintenance methods, techniques and materials.

Ability to:

- Perform technical research and solve engineering problems.
- Establish and maintain cooperative working relationships with those contracted in the course of work. Prepare plans and drawings neatly and accurately.
- Make engineering design computations and check, design, and prepare engineering plans and studies.
- Apply Village engineering policies and procedures.
- Apply applicable laws and regulatory codes applicable to areas of assigned responsibility.

- Prepare, understand and interpret engineering construction plans, specifications and other contract documents.
- Communicate clearly and concisely, both orally and in writing. Deal tactfully with contractors, engineers and property owners. Solve and analyze complex engineering computations.
- Conduct comprehensive engineering studies and prepare reports with recommendations. Work independently in the absence of supervision.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Walking, standing or sitting for extended periods of time*
 - *Operating assigned equipment.*
- Maintain effective audio-visual discrimination and perception needed for
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment*

Experience and Training Guidelines

Experience: The Staff Engineer shall have an engineering degree (this requirement can be waived with commensurate experience) with minimum of 5 years professional experience (minimum 1 year experience at current firm). The engineer shall have relevant municipal experience in both design engineering and construction engineering. **AND**

Training: A Bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field (this requirement can be waived with commensurate experience). **AND**

License or Certificate: Possession of an appropriate, valid Illinois driver's license. Successful completion of the IDOT Documentation of Contract Quantities class is preferred.

Working Conditions

Work in an office environment; requires some sitting, standing and walking; some work at a construction site; exposure to dust, noise and vehicular traffic. The Staff Engineer is required to comply with all of the Village's HR policies, and would need to review and

acknowledge any of the Village's HR policies not already covered by the consultant's internal HR policies.

Work Hours:

- In general, the Staff Engineer will work and be paid for 8 hour days, Monday-Friday. The intent is to avoid overtime in an effort to extend days of coverage. The Staff Engineer is expected to work their 8 hours while the Public Works Center is open which is between 7am and 5pm. A typical day for the engineer would be 8:00 A.M to 5 P.M (8 hours work, 1 hour unpaid lunch). Work hours may need to start at 7:00 A.M. while overseeing construction activities. The Staff Engineer shall be only working on Oak Park related projects while working from village facilities, but can choose to check general email and correspondence related to other projects during their 1 hour unpaid lunch. It is the village's preference for the Staff Engineer to work full 8-hour days but the village would be open to occasional partial-day coverage based on the consultant's other commitments but this should be disclosed and explained in the proposal.

The following will be provided by the Village of Oak Park for use by the Staff Engineer:

- Desk space and access to a computer with microstation and GIS software, including use of internet for work-related activities. All files worked on by the consultant will be stored on the village servers and will be considered proprietary to the Village of Oak Park.
- Use of facilities including bathrooms, lunch area, copy machines, and general office supplies (such as pens/markers, staples, paper-clips).
- Parking-pass for employee parking across from public-works.
- Spray-paint for any field layout

The following shall be provided by the Consultant for use by the Staff Engineer:

- Smart-phone for work email and cell phone usage to communicate with residents and contractors
- Lap-top with AutoCAD software if consultant does not have microstation experience, internet will be provided by the village for work-related activities. All files worked on by the consultant will be stored on the village servers and will be considered proprietary to the Village of Oak Park.
- Vehicle for travel between the public works office and the various construction projects around the village. Vehicle shall be marked with the company-name and be equipped with vehicle strobe lights. Fuel, insurance, mileage, maintenance costs and any other costs associated with the vehicle shall be paid for by the consultant. Vehicle shall have space to haul general equipment and shall be equipped with a laser-level and rod, 25' measuring-tape, 100' nylon tape measure, flash light, smart-level, 5-pound hammer, manhole pick, chaining-pins, string and bubble-level, hand-held infrared thermometer, and personal protective equipment (such as safety-vest, hard-hat and steel-toe boots, as well as COVID-19 cloth-mask).

The Staff Engineer's main-office will be Public Works during their tenure; any trips back and forth to the consultant's main-office for any supplies or equipment will not be billable hours.

Proposal Submittal

Each consultant submitting a proposal is asked to consider the items as outlined in the Scope of Services listed above. Proposal shall be limited to a total of 5 pages excluding any forms.

Section III. Compensation Schedule

Please complete all forms and submit the information requested on the following pages and submit one (1) separate pdf copy of the proposal and one (1) separate pdf copy of the compensation schedule in a single email titled "RFP 21-22 Professional Engineering Services for Temporary Staff Engineer_COMPANY NAME."

Section IV. Proposal Evaluation

Proposals will be evaluated by Village staff. Evaluation will be based on criteria outlined herein which may be weighted by the Village in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria used will be:

- A. Responsiveness to RFP
The Village will consider all the material submitted to determine whether the Consultant's offering is in compliance with this RFP.

- B. Ability to Perform Current and Projected Required Services
The Village will consider all the material submitted by each Consultant, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of and has a history of successfully completing agreements of this type.

- C. Experience and Relevant Knowledge
The Village will assess the experience and relevant knowledge of the proposed Staff Engineer.

- D. References
The Village may contact references directly to inquire about the quality and type of services currently being provided to other customers.

- E. Cost Proposal
The Village will evaluate aggregate services based on the overall cost effective approach to providing the services requested in this RFP. The Consultant shall indicate the total number of days the Staff Engineer will be provided without exceeding the allocated budget.

- F. Optional Interviews and/or Site Visits
The Village may, at its sole option, conduct interviews and/or site visits as part of the final selection process. Teleconferencing is an acceptable option.



RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: _____
State of _____)
County of _____)

_____,
TYPE NAME OF SIGNEE

being first duly sworn on oath deposes and says that the Respondent on the above proposal is organized as indicated below and that all statements herein made on behalf of such Respondent and that this deponent is authorized to make them, and also deposes and says that he has examined and carefully prepared their bid proposal from the Contract Exhibits and Specifications and has checked the same in detail before submitting this proposal or bid; that the statements contained herein are true and correct.

Signature of Respondent authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Respondent shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated _____

Organization Name

(Seal - If Corporation)

By _____
Authorized Signature

Address

Telephone

Subscribed and sworn to before me this _____ day of _____, 2021.

In the state of _____ Notary Public

My Commission Expires: _____

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Respondent is a corporation, which operates under the legal name of

and is organized and existing under the laws of the State of _____.

The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

The corporation does have a corporate seal. (In the event that this bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Name, signature, and addresses of all Partner

The partnership does business under the legal name of _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

(c) Sole Proprietor

The Respondent is a Sole Proprietor whose full name is _____.
If the Respondent is operating under a trade name said trade name is _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

Signed _____

Sole Proprietor



Attachment I.

RESPONDENT CERTIFICATION

_____, as part of its bid on a contract for
(name of Respondent)

the 21-22 Professional Engineering Services for Temporary Staff Engineer, to the Village of Oak Park, hereby certifies that said Respondent is not barred from bidding on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Bidding Requirements".

By: _____
(Authorized Agent of Respondent)

Subscribed and sworn to
before me this ___ day
of _____, 2021

(Notary Public)



Attachment II.

TAX COMPLIANCE AFFIDAVIT

_____, being first duly sworn, deposes and says:

that he/she is _____ of
(partner, officer, owner, etc.)

(bidder selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

By:
Its:

(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this _____ day of _____, 2021.

Notary Public's Signature

- Notary Public Seal -



Attachment III.

ORGANIZATION OF BIDDING FIRM

Please fill out the applicable section:

A. Corporation:

The Consultant is a corporation, legally named _____ and is organized and existing in good standing under the laws of the State of _____. The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

Registered Agent Name and Address: _____

The corporation has a corporate seal. (In the event that this Bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor:

The Consultant is a Sole Proprietor. If the Consultant does business under an Assumed Name, the

Assumed Name is _____, which is registered with the Cook County Clerk. The Consultant is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The Consultant is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

Signature

Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a description of the affiliation: _____

Signature of Owner