



**REQUEST FOR PROPOSAL # 20012
FOR
BOND COUNSEL SERVICES**

<https://www.wilmette.com/purchasing/bids-rfps/>

Last Date/Time for Questions	02/25/2020 2:00 pm local time
Last Addendum Issued	03/05/2020 2:00 pm local time
Proposals Due 1200 Wilmette Ave, Wilmette, IL 60091	03/10/2020 2:00 pm local time
Interviews	March 23 rd to April 17 th
Expected Village Board Agenda	04/28/2020

Submit proposals to:

Cliff Ruemmler, Purchasing Manager
Village of Wilmette, 1200 Wilmette Ave, Wilmette, IL 60091
purchase@wilmette.com

Note: This cover sheet is an integral part of the proposal documents and is, as are all of the following documents, part of any contract executed between the Village of Wilmette and any successful Respondent.

Respondent Company Name *(please print)*

VILLAGE OF WILMETTE NOTICE OF REQUEST FOR PROPOSAL

Notice is hereby given that the Village of Wilmette (the "Village") will receive proposals at the Village Hall, 1200 Wilmette Avenue, Wilmette, IL 60091 until March 10, 2020 at 2:00 PM, local time for Bond Counsel Services ("Bond Counsel Services" or "Work") for general obligation bonds to be issued in one or more series.

Description of Work

The proposed work is officially known as Bond Counsel Services, as further described in the **Scope of Work** section of the RFP.

Interviews

Respondents must be prepared to attend an interview to discuss the Scope of Work with the Village prior to the awarding of the contract if requested by the Village. Interviews are expected to be conducted at a mutually agreeable time between March 23rd and April 17th.

Availability and Clarification of Documents

The RFP and any addendums will be posted on the Village's website at:
<https://www.wilmette.com/purchasing/bids-rfps/>.

Any questions related to the RFP should be submitted in writing to Cliff Ruemmler, Purchasing Manager, at Purchase@wilmette.com. Questions received by the Village, including the Village's responses will be consolidated and posted to the Village website.

The deadline for submitting questions is 2:00 pm central time February 25, 2020. Respondents will provide written acknowledgment of each addendum issued with their Proposal submission. Oral explanations will not be binding. No clarifications, interpretations or addenda shall be issued after 2:00 pm local time on March 05, 2020.

It is the sole responsibility of the Respondent to check the Village' website to determine if an addendum has been posted.

Confidentiality

Respondents response, in its entirety, is subject to the Illinois Freedom of Information Act and no part of the Respondent's proposal will be considered confidential by the Village.

PROPOSAL PREPARATION AND SUBMISSION

Preparation of Proposal Documents

The Respondent shall prepare the proposal on the attached proposal forms furnished by the Village and included herein.

All blank spaces on the proposal pages applicable to the subject specification must be correctly completed in ink or type written. All signatures must be completed in ink.

Conditions

Respondents are responsible for becoming familiar with all conditions, instructions, and contract documents governing this proposal, including the Contract terms attached in Appendix One (1). Submission of a proposal will be considered specific evidence of having performed the above. **Any exceptions to the contract document that you may have must be included on the Proposal Exception Sheet.** Once the award has been made, failure to have read all the conditions, instructions and specifications of this RFP shall not be cause to alter the original proposal or to request additional compensation.

Conflict with Existing Village Contracts

This Bond Counsel contract shall be treated as a separate contract and not performed in conjunction with any existing contracts as currently held by the Respondent. Any Respondent that currently performs work for the Village under an existing contract must agree to furnish additional staff (labor and equipment) to guarantee that timeliness, quality and services currently rendered do not suffer in any way due to additional work contained in this contract.

Submission of Proposals

All proposals must be delivered to the Purchasing Manager by the specified opening date and time of the RFP. Proposals arriving after the specified time will not be accepted. Mailed proposals arriving after the specified time will not be accepted regardless of post-marked time on the envelope.

Five (5) hard copies and one electronic copy of the complete proposal in Adobe Acrobat PDF format on a USB flash drive must be submitted in a sealed envelope. The envelope must be clearly marked with the project name, Respondent's name, address, proposal opening location, date and time.

Withdrawal of Proposals

Respondents may withdraw or cancel their proposal at any time prior to the proposal opening date and time by submitting a request in writing to the Purchasing Manager at purchase@wilmette.com or by mail at 1200 Wilmette Ave, Wilmette, IL 60091. Mailed requests to withdraw a proposal arriving after the specified time will not be accepted regardless of post-marked time on the envelope. After the proposal opening date and time, no proposal shall be withdrawn or canceled for a period of ninety (90) calendar days. The successful Respondent shall not withdraw or cancel its proposal after having been notified by the Purchasing Manager that said proposal has been accepted by the Village Board.

Qualifications of Respondent

In order to be considered as Bond Counsel for the Village, the Respondent must:

1. Have five (5) years' experience as a continuously operating entity engaged in the performance of similar services;
2. Be listed in the most recent edition of the Bond Buyer's Municipal Marketplace (the "Red Book"), at the time of the proposal opening; and,
3. Be available to participate in an interview to be conducted at a mutually agreeable time between March 23rd and April 17th if required by the Village.

Consideration of Proposals

The Work shall be awarded to the responsible Respondent who submits the responsive proposal that is most advantageous to the Village.

The Village reserves the right to waive any technicalities, irregularities or award in part or in whole or to not award at all, reject any and all proposals, and may order a re-advertisement for new proposals or whatever is in the best interest of the Village.

Failure on the part of the successful Respondent to execute a contract within thirty (30) calendar days of its receipt shall be considered just cause to withdraw the award.

If the proposal does not meet the entire Village specifications but does substantially meet the requirements, the Respondent should indicate in writing on the Proposal Exception Sheet, all deviations from the specifications. The specifications included in this RFP are to be considered as minimum.

Disqualification of Proposals

The following will be cause for disqualification of a proposal:

1. Prices excessively high and/or exceed monies available for the intended work;
2. Failure to submit proposal security or surety, if required;
3. Failure to offer to meet specified delivery or performance schedules;
4. Failure to price out the Work in conformance to the required format; or qualification of price to protect the Respondent from unknown future market conditions;
5. Rights of the Village limited under any contract clause;
6. Reasonable basis to suspect either conflict of interest or collusion among Respondents;
7. Respondent fails to submit required information, literature, or affidavits with proposal;
8. Late proposals;
9. Failure of any authorized person to sign any required forms or to sign the proposal;
10. Respondent is prohibited by local, state or federal law from entering into public contracts;
11. Respondent is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village;
12. Respondent has failed to perform faithfully any previous contract with the Village; and
13. Anything to be in violation of the procurement policies and procedures for the Village of Wilmette.

Competency of Respondent

The Respondent, if requested in writing, must present within five (5) business days, evidence satisfactory to the Village of ability and possession of the necessary facilities, equipment, personnel, prior experience, financial resources, and/or certificates of insurance.

**INSTRUCTIONS TO RESPONDENTS ON COMPLETING FORMS
BOND COUNSEL SERVICES**

The following Proposal Forms must be filled out completely, executed by an authorized agent, notarized and sealed, if applicable, and included in the proposal per the Submission of Proposal instructions.

SUBMISSION FORMS, in this order

<input type="checkbox"/> Proposal Cover (page 1)
<input type="checkbox"/> This Instructions Page
<input type="checkbox"/> Proposal Information
<input type="checkbox"/> Proposal Fees
<input type="checkbox"/> Background
<input type="checkbox"/> Scope of Work
<input type="checkbox"/> Qualifications & Experience and Respondent's Response
<input type="checkbox"/> References
<input type="checkbox"/> Proposal Exception(s)
<input type="checkbox"/> Conflict of Interest Certification (signed)
<input type="checkbox"/> Proposal Affirmation and Certification (signed)
<input type="checkbox"/> Certification of Compliance (signed)
<input type="checkbox"/> W-9

SUCCESSFUL RESPONDENT ONLY

The **successful** Respondent will be required to execute the Contract included in Appendix One to this RFP. This document **SHOULD NOT** be completed or returned with the Respondent's proposal submission.

**PROPOSAL INFORMATION
BOND COUNSEL SERVICES**

Company Name: _____

DBA: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Phone Numbers: _____

Email: _____

Website: _____

Federal Employer Identification # (FEIN): _____

IL Secretary of State File #: _____

IL Department of Employment Security #: _____

IL Department of Revenue Registration #: _____

IL Department of Professional Regulation #: _____

Please include an explanation for any blank or "n/a" responses above.

Please indicate below how your company heard about this RFP. Select all that apply.

- Email from the Village of Wilmette
- PublicPurchase.com
- DemandStar.com
- Other, _____

PROPOSAL FEES BOND COUNSEL SERVICES

The Village anticipates an initial contract term of three (3) years starting in 2020, with an option for two (2) additional one-year terms if requested by the Village and with Village Board approval.

The Village anticipates issuing approximately \$29 million in general obligation bonds in mid-2020. Subsequent issuances will be determined each year. There is no guarantee as to the timing, type or amount of debt issuance during the term of the contract.

For purposes of providing the Village with a quote for professional fees and out-of-pocket expenses to complete the Work as outlined in the Scope of Work, the respondent shall assume that the Village will issue \$29, \$17 and \$33 million par value in general obligation bonds in 2020, 2021 and 2022, respectively.

Expected issuance amounts do not include possible refunding of existing outstanding debt.

BACKGROUND BOND COUNSEL SERVICES

The Village of Wilmette is located approximately 16 miles from downtown Chicago, IL in the New Trier Township. It is one of eight Chicago suburban communities north of Chicago fronting Lake Michigan and collectively referred to as the “North Shore.” The Village occupies a land area of 5.1 square miles and has a population of approximately 27,000. The Village operates under the Council-Manager form of government and provides a full range of services to its residents, including police and fire, public works, refuse collection, water and sanitary sewer, and other government services.

The Village is a home-rule unit of government as defined by the Illinois constitution. As a home rule unit, the Village has no tax rate or debt limits, nor is it required to conduct a referendum to authorize the issuance of debt or to increase property taxes. In practice, the Village issues debt for its long-term capital project needs. The need for new debt issues are evaluated annually in conjunction with the preparation of the Village’s Ten Year Capital Improvements Program (“CIP”). Large capital improvements are evaluated based on need and the maintaining or enhancing of service levels. If the need is justified and an item cannot be funded from operating revenues, debt issuance will be considered.

The Village currently has approximately \$63.3 million in outstanding principal general obligation bonds. The outstanding debt includes \$25.6 million to be paid from debt service property tax levy and \$37.7 million to be paid from alternate revenue sources (namely water and sewer revenues).

The Village maintains a Aaa bond rating from Moody’s Investors Service, and is committed to maintaining this rating. The Village has typically issued general obligation bonds to obtain the lowest possible interest rate and annually adopts abatement ordinances for bond obligations paid from alternate revenue sources.

The Village expects to issue approximately \$79 million in general obligation bonds to fund several major capital projects over the next three years as follows:

1. \$68 million to fund the Westside Neighborhood Stormwater Storage Improvement Project (“WSNSP”), with the debt to be repaid from a new stormwater fee.
2. \$1.2 million to fund electrical improvements for the stormwater pump station, with the debt to be repaid from sewer fees.
3. \$7.4 million to fund water main replacements, water plant improvements and a new automatic meter reading system, with the debt to be repaid from water fees.
4. \$2.4 million to fund road, alley and sidewalk improvements, with debt to be repaid from a property tax levy.

The Village will also be interested in refunding outstanding debt if savings are compelling.

SCOPE OF WORK BOND COUNSEL SERVICES

The Scope of Work to be provided by the successful respondent shall include all customary and necessary legal services necessary to issue the Bonds, including, but not limited to:

1. Act as Issuer's disclosure counsel; rendering of opinion on the validity of the Village's bond offering, the security for the offering and whether interest on the bonds is exempt from income and other taxation.
2. Support with the preparation of the Preliminary Official Statement ("POS"), Official Statement ("OS") and Notice of Sale.
3. Assist in planning and structuring the Village's bond issue(s) and supervision of the procedures of issuance.
4. Coordinate with the Financial Advisor regarding bond issue(s).
5. Preparation of documents necessary or appropriate to the authorization, issuance, sale and delivery of the bond(s).
6. Obtain required approvals, validation, ruling, permissions and exemptions as bond counsel determines to be necessary or appropriate to the issue(s).
7. Render opinions on questions related to the Village's bond obligations, on applicability of federal and state laws, security agreements, and any other relevant issues.
8. Assist in presenting information to bond rating agencies and bond insurers, if necessary.
9. Lend support in all required reporting associated with the Village's bonded indebtedness, such as review of arbitrage reporting and annual bond disclosure.
10. Advise the Village on new or revised regulations and interpretations concerning tax-exempt debt issuance, including arbitrage restrictions.
11. Provide advice regarding the applicability of regulations to outstanding debt, including any debt issued prior to the commencement of this agreement, and projected future debt issuance.
12. Attend public meetings where action by the Village is required and/or requested by the Village.
13. Preserve and make available all records related to the bond issuance.

The Village's corporation counsel, Jeff Stein, will serve as issue's counsel and provide an opinion of issuer's counsel.

QUALIFICATIONS & EXPERIENCE

BOND COUNSEL SERVICES

Firm Qualifications, Experience & Specialized Expertise

Provide a detailed statement of the Scope of Work as understood by the respondent. List items that may require special attention or detail that demonstrates the Firm's ability, knowledge and expertise to provide Bond Counsel services.

The information outlining the Work performed or currently being performed shall include, but not be limited to:

1. Description of Work provided by the Firm.
2. Start and end dates of Work performed and dollar amount of the bond issuance.
3. Lead counsel.
4. Key personnel involved.
5. Subcontractors and other entities, if applicable.
6. Indicate whether the bond issuances were completed on schedule and within budget.

Staff Capabilities

List the name(s), title(s) and provide detailed resumes of all personnel (including sub-consultants, if any) who will be assigned to perform the Work requested.

The resumes shall include, but not be limited to, the following:

1. Educational background.
2. Chronological history of employment.
3. Previous work relevant to this assignment.
4. Length of time on the relevant assignments.
5. Relevant licenses and/or certifications.
6. Years of experience in the field related to the tasks for which the individual will be responsible.

**REFERENCES
BOND COUNSEL SERVICES**

Provide at least three references for similar Work completed or in process by the Firm and the proposed lead counsel. Include the name of the government agency; the project title; and the name title, phone number and email address of the person who was responsible for and routinely involved in the bond issuance so that the Village may contact them.

PROPOSAL EXCEPTION(S) BOND COUNSEL SERVICES

The Respondent affirms that the prices quoted herein include all equipment, materials, labor, services, personnel, tools, machinery, utilities, supplies, insurance, bonds, supervision, overhead expense, profits, appliances, transportation and delivery charges, temporary facilities, licenses, permits, facilities and incidentals reasonably inferred as necessary to complete the Work in a timely and workmanlike manner all in accordance with Bond Counsel specifications included herein. Any and all exceptions to these specifications MUST be clearly and completely indicated below.

EXCEPTIONS TAKEN: NO YES (List below)

Attach additional pages if necessary.

CONFLICT OF INTEREST CERTIFICATION BOND COUNSEL SERVICES

The respondent must disclose any professional or personal financial interests which could be a possible conflict of interest in representing the Village. The Respondent shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts.

Financial Interests

Respondent has NO professional or personal financial interests which could be a possible conflict of interest in representing the Village.

Respondent has the following professional or personal financial interests which could be a possible conflict of interest in representing the Village.

Attach additional pages if necessary.

**CONFLICT OF INTEREST CERTIFICATION
BOND COUNSEL SERVICES**
(Continued)

Respondent has NO arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts.

Respondent has the following arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts.

Attach additional pages if necessary.

SIGNED AND SWORN THIS _____ DAY OF _____, 2020

Entity Name: _____

Entity Type: (circle one) Individual, d/b/a, Corporation, LLC, LLP, Joint Venture, Partnership, Other

Authorized Signature: _____

Name / Title: (Print) _____

Mailing Address: _____

City/State/Zip: _____

Phone / Email: _____

Subscribed and sworn before me
this ___ day of _____, 2020

Notary Public:
Village of Wilmette

**PROPOSAL AFFIRMATION AND CERTIFICATION
BOND COUNSEL SERVICES**

IN SUBMITTING THE SUMMARY PROPOSAL SHEET, RESPONDENT AFFIRMS THAT IT:

1. Has carefully examined all of the documents included in this RFP, including Addenda Nos. _____ (if none, write "NONE") and accepts the terms and conditions therein.
2. Is familiar with the federal, state and local laws and regulations that may affect cost, progress, performance and the furnishing of the Work.
3. Is aware of the general nature of work, if any, to be performed by the Village or others that may relate to Work for which this proposal is submitted as indicated in the RFP.
4. Will cooperate with the appropriate Village personnel to supply all the necessary information to complete a background investigation of the principals of the respondent and all employees who will perform the Work on behalf of the respondent. The Village, at its sole discretion, may disqualify any respondent and may void any contract previously entered into with the respondent based upon its background investigation.
5. Understands that this Proposal, in its entirety, is subject to the Illinois Freedom of Information Act and that no part of the proposal will be considered confidential by the Village.
6. Has given the Village written notice of all conflicts, errors, ambiguities or discrepancies that Respondent has discovered in the RFP, if any, and the written resolution thereof by the Village is acceptable to Respondent. The RFP is generally sufficient to indicate and convey an understanding of all terms and conditions for performing and furnishing the Work for which this proposal is submitted.

FURTHER, IN SUBMITTING THIS PROPOSAL, RESPONDENT CERTIFIES THAT:

7. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other respondent or with any competitor;
8. Unless otherwise required by law, the prices which have been quoted in the proposal have not knowingly been disclosed by Respondent, prior to opening, directly or indirectly to any other respondent or to any competitor;
9. This proposal was not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; and,
10. Has not directly or indirectly induced or solicited any other respondent to submit a false or sham proposal; has not solicited or induced any person, firm or corporation to propose or refrain from proposing; and has not sought by collusion to obtain for itself any advantage over any other respondent or over the Village.

**PROPOSAL AFFIRMATION AND CERTIFICATION
BOND COUNSEL SERVICES
(Continued)**

- 11. They are familiar with all conditions, instructions, and contract documents governing this proposal, including the Contract terms attached in Appendix One, and that any exceptions to the contract document are included on the Proposal Exception(s) Sheet.
- 12. They understand that any contract entered into with the Village is non-exclusive and does not prevent the Village from employing similar respondents to perform the same or similar type work.

SIGNED AND SWORN THIS _____ DAY OF _____, 2020

Entity Name: _____

Entity Type: (circle one) Individual, d/b/a, Corporation, LLC, LLP, Joint Venture, Partnership, Other

Authorized Signature: _____

Name / Title: (Print) _____

Mailing Address: _____

City/State/Zip: _____

Phone / Email: _____

**Subscribed and sworn before me
this ___ day of _____, 2020**

Notary Public:

CERTIFICATION OF COMPLIANCE

DESCRIPTION: Bond Counsel Services

_____, having been duly sworn, depose and states as follows:

Having submitted an offer for the above goods and/or services, We hereby certify that: *(initial all that apply)*

PLEASE CHECK ALL APPLICABLE BOXES

BARRED FROM BIDDING: We are not barred from bidding on these goods and/or services as a result of a violation of either 720 ILCS 5/33E or of any similar statute of another state or a federal statute containing the same or similar elements.

SEXUAL HARASSMENT: We have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A) (4).

PAYMENT OF TAXES: We are not delinquent in the payment of any tax administered by the Illinois Department of Revenue; or if we are, it: (a) is contesting its liability for the tax or the amount of tax in accordance with procedures established by the Approved Revenue Act; or (b) has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

EQUAL PAY ACT: Engineers, Contractors, and all subcontractors thereof, shall at all times comply with the provisions of the Illinois Equal Pay Act of 2003, 820 ILCS 112/1, *et seq.*

CONFINED SPACE ENTRY: We will comply with all requirements of 29 CFR Part 1910 Permit Required for Confined Spaces for General Industry; including Section 1910.146(c) (9) "In addition to complying with the permit space requirements that apply to all employers, each Engineer who is retained to perform permit space entry operations shall: (a) obtain any available information regarding permit space hazards and entry operations from the host employer; (b) coordinate entry operations with the host employer, when both host employer personnel and Engineer personnel will be working in or near permit spaces, as required by paragraph (d)(11); and (c) inform the host employer of the permit space program that the Engineer will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation."

DRUG-FREE WORKPLACE: We will comply with all requirements Pursuant to Chapter 30, Section 580/1 of the Illinois Compiled Statutes (30 ILCS 580/1) *et. Seq.* entitled "Drug Free Workplace Act"; we will provide a drug-free workplace by:

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

- c) any available drug counseling, rehabilitation, and employee assistance program; and
 - d) the penalties that may be imposed upon employees for drug violations.
- 3) Making it a requirement to give a copy of the statement required by subsection (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.
 - 4) Notifying the contracting agency within 10 days after receiving notice under part (B) of paragraph (3) of subsection (a) from an employee or otherwise receiving actual notice of such conviction.
 - 5) Imposing a sanction on, or requiring the satisfactory participation in a drug assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 (30 ILCS 580/5) of the Act.
 - 6) 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.
 - 7) Making a good faith effort to continue to maintain a drug free workplace through implementation of this Section.
 - 8) Failure to abide by this certification shall subject the Engineer to the penalties provided in Section 6 (30 ILCS 580/6) of the Act.

NATIONAL SECURITY/USA PATRIOT ACT: We represent and warrant that, pursuant to the requirements of the USA Patriot Act and applicable Presidential Executive Orders, neither we nor any of our principals, shareholders, members, partners, or affiliates, as applicable, as a person or entity are named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that we are not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. We further represent and warrant that we and our principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person.

We further represent and warrant we are not acting, directly or indirectly, for or on behalf of any person, group, entity, or nation named by the United States Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity, or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit, or supports terrorism; and that we are not engaged in this transaction directly or indirectly on behalf of or facilitating this transaction directly or indirectly on behalf of, any such person, group, entity, or nation.

We hereby agree to defend, indemnify, and hold harmless the Village of Wilmette, its Corporate Authorities, and all Village of Wilmette elected or appointed officials, officers, employees, agents, representative, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warrant.

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

- 1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 2) That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service.
- 4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Engineer's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the Engineer in its efforts to comply with such Act and Rules, the Engineer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 5) That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.
- 6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.
- 7) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the Engineer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Engineer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

ILLINOIS PUBLIC WORKS EMPLOYMENT DISCRIMINATION ACT

- 1) Discrimination in employment prohibited: (a) No person shall be refused or denied employment in any capacity on the ground of unlawful discrimination, as that term is defined in the Illinois Human Rights Act, nor be subjected to unlawful discrimination in any manner, in connection with the contracting for or the performance of any work or service of any kind, by, for, on behalf of, or for the benefit of this State, or of any department, bureau, commission, board, or other political subdivision or agency thereof (b) The Illinois Human Rights Act applies to all contracts identified in subsection (a). 10/2. Deemed incorporated in contract: The provisions of this Act shall automatically enter into and become a part of each and every contract or other agreement hereafter entered into by, with, for, on behalf of, or for the benefit of this State, or of any department, bureau, commission, board, other political subdivision or agency, officer or agent thereof, providing for or relating to the performance of any of the said work or services or of any part thereof.
- 2) Includes independent contractors, etc.: The provisions of this Act also shall apply to all contracts entered into by or on behalf of all independent contractors, subcontractors, and any and all other persons, association or corporations, providing for or relating to the doing of any of the said work or the performance of any of the said services, or any part thereof.
- 3) Deduction from compensation: No Engineer, subcontractor, nor any person on his or her behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work for the benefit of the State or for any department, bureau, commission, board, other political subdivision or agency, officer or agent thereof, on account of race, color, creed, sex, religion, physical or mental handicap unrelated to ability, or national origin; and there may be deducted from the amount payable to the Engineer by the State of Illinois or by any municipal corporation thereof, under this contract, a penalty of five dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of this Act.
- 4) Recovery by injured person: Any person, agency, corporation or association who violates any of the provisions of this Act, or who aids, abets, incites or otherwise participates in the violation of any of the provisions, whether the violation or participation therein occurs through action in a private, public or in any official capacity, shall be guilty of a petty offense for each and every violation or participation therein with respect to each person aggrieved thereby, to be recovered by each such aggrieved person, or by any other person to whom such aggrieved person shall assign his cause of action, in the circuit court in the county in which the plaintiff or the defendant shall reside.
- 5) Violations; punishment: Any person who or any agency, corporation or association which shall violate any of the provisions of the foregoing sections, or who or which shall aid, abet, incite or otherwise participate in the violation of any of the said provisions, whether the said violation or participation therein shall occur through action in a private, in a public, or in any official capacity, shall also be deemed guilty of a petty offense for each and every said violation or participation or, in the case of non-corporate violators, or participators, of a Class B misdemeanor.
- 6) To be inscribed in contract: The provisions of this Act shall be printed or otherwise inscribed on the face of each contract to which it shall be applicable, but their absence therefrom shall in no wise prevent or affect the application of the said provisions to the said contract.
- 7) Partial invalidity; construction: The invalidity or unconstitutionality of any one or more provisions, parts, or sections of this Act shall not be held or construed to invalidate the whole or any other provision, part, or section thereof, it being intended that this Act shall be sustained and enforced to the fullest extent possible and that it shall be construed as liberally as possible to prevent refusals, denials, and discriminations of and with reference to the award of contracts and employment thereunder, on the ground of race, color, creed, sex, religion, physical or mental handicap unrelated to ability, or national origin.

PLEASE CHECK THE APPLICABLE BOX

There are no conflicts of interest: and in the event that a conflict of interest is identified anytime during the duration of this award, or reasonable time thereafter, you, your firm or your firm's ownership, management or staff will immediately notify the Village of Wilmette in writing.

There is an affiliation or business relationship between you, your management or staff, your firm, or your firm's ownership, and an employee, officer, or elected official of the Village of Wilmette who makes recommendations to the Village of Wilmette with respect to expenditures of money, employment, and elected or appointed positions. Provide any and all affiliations or business relationships that might cause a conflict of interest or any potential conflict of interest. Include the name of each Village of Wilmette affiliate with whom you, your firm, or your form's ownership, management or staff, has an affiliation or a business relationship.

PLEASE CHECK THE APPLICABLE BOX

We have a good safety record with OSHA.

We have had an OSHA violation within the past 5 years. (Attach explanation)

Federal Employer Identification # (FEIN): _____

IL Secretary of State File #: _____

IL Department of Employment Security #: _____

IL Department of Revenue Registration #: _____

IL Department of Professional Regulation #: _____

SIGNATURE OF PARTY AUTHORIZED TO EXECUTE THIS AGREEMENT

By: _____
(Signature)

By: _____
(Print Name)

d/b/a _____

Business address: _____

Business Phone #: _____

Cell Phone #: _____

E-Mail Address: _____

APPENDIX ONE

The **successful** Respondent will be required to execute the Contract included herein. The contract **SHOULD NOT** be completed or returned with the Respondent's proposal.



**VILLAGE OF WILMETTE
1200 Wilmette Ave
Wilmette, IL 60091**

Contract No. 20012

For:

Bond Counsel

With:

**Tbdvname
Tbdvaddress
Tbdvcitystatezip**

Note: This cover sheet is an integral part of the contract documents, as are all of the following documents, and are a part of this contract as executed between the Village of Wilmette and **Tbdvname. Do not detach any portion of this document. Invalidation could result.**

1. The intent of the Contract (“Contract”) is to obtain Bond Counsel Services for a general obligation bonds to be issued in one or more series (“Bond Counsel Services” or “Work”) per the Specification shown in Attachment One (“Attachment One”) of this document. The Contract is for the proposal offered by **Tbdvname** (“Consultant”) to the Village of Wilmette (“Village”).
2. This Addendum is made pursuant to the proposal dated March **XX**, 2020 attached as Attachment One. Together this Addendum, Certificate of Compliance and Attachment One shall comprise the Contract between the parties.
3. Incorporation. This Addendum is incorporated into Attachment One and the Contract shall not be effective unless this Addendum is also executed by the Parties.
4. Total Contract Amount. The total amount of the Contract shall not exceed \$_____, including expenses.
5. Payment. Consultant shall submit invoices by email to AP@wilmette.com and must include the Village’s Purchase Order number prominently displayed on page one (1) of the invoice. Invoices may also be sent by mail to the Village of Wilmette, Finance Department, 1200 Wilmette Ave., Wilmette, IL 60091-0440. Payment of invoices with the Village’s Purchase Order number will be due within 30 days of completion of the Work, acceptance of the Work by the Village and receipt at either AP@wilmette.com or at the above mailing address. Invoices received without the Village’s Purchase Order number will be due within 45 days of completion of the Work, acceptance of the Work by the Village and receipt at either AP@wilmette.com or at the above mailing address.
6. Tax Exempt. The Village is a tax-exempt municipality. The Village’s Department of Revenue Tax Exempt ID # is E9998-1106-07. Consultant shall not charge the Village any tax incurred by the Consultant for these services.
7. Scope of Work. The scope of Work sought by the Village shall include the provision of all required labor, materials, equipment and expertise related to the Work as outlined in Attachment One.
8. Coordination of Work. Consultant shall be in charge of and responsible for the coordination, scheduling, performance and sequence of all elements of the work unless otherwise stated.
9. Supervision of Work. Consultant shall properly supervise the performance of the Work so as to ensure its completion in a timely manner, safely, accurately, and in accordance with the requirements of the contract documents. Consultant shall be fully responsible and assumes liability for the acts and omissions of all persons directly or indirectly employed by, or working at the direction of, the Consultant in the completion of the work.
10. Quality of the Work. Consultant shall perform all Work required of it under this Contract with that degree of skill, care and diligence normally shown by a Consultant performing Work of a scope and purpose and magnitude comparable with the nature of the Work to be provided under this Contract.

11. Timing of Work. No Work shall be done prior to the receipt of a mutually agreed to and signed contract and a Village Purchase Order signed by the Village’s purchasing manager.
12. Limitation of Remedy. Village’s liability to Consultant for breach of this Contract shall be limited to amounts due for acceptable goods and services already received or performed and not paid for, not to exceed the Total Contract Amount.
13. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing all work. Nothing in or done pursuant to, this Contract shall be construed (1) to create the relationship of principal and agent, employer and employee, partners, or joint ventures between the Village and the Consultant; or (2) to create any relationship between the Village and any subcontractor of the Consultant.
14. No Collusion. The Consultant represents and certifies that this Contract is made by the Consultant without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Contract, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer, and this Contract shall, at the Village’s option, be null and void.
15. Licensure and Compliance with Laws. Consultant represents that it has all necessary licenses and permits to perform its services in the State of Illinois and the Village of Wilmette, and that at all times it shall comply with applicable law, including the Fair Debt Collection Practices Act. Consultant shall review and where appropriate certify its compliance with certain laws as provided for in the Certification of Compliance attached.
16. Amendment. No amendment or modification to the Contract shall be effective unless and until such amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed by both the Village and the Consultant.
17. Assignment. The Contract may not be assigned by the Village or by the Consultant without the prior written consent of the other party.
18. Notice. Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

<u>Consultant</u> Tbdvname Tbdvaddress Tbdcitystatezip	<u>Village</u> Director of Finance Finance Department 1200 Wilmette Avenue Wilmette, IL 60091	<u>with a copy to:</u> Corporation Counsel Village of Wilmette 1200 Wilmette Ave Wilmette, IL 60091
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19. Binding Effect. The terms of this Contract shall bind and inure to the benefit of the parties hereto and their agents, successors, and assigns.

20. No Third Party Beneficiaries. No claim as a third party beneficiary under the Contract by any person, firm, or corporation other than the Consultant shall be made, or be valid, against the Village.

21. Waiver. No waiver of any provision of the Contract shall be deemed to or constitute a waiver of any other provision of the Contract (whether or not similar) nor shall any such waiver be deemed to constitute a continuing waiver unless otherwise expressly provided in this Contract.

22. Consultant's Insurance Requirements. At the time of execution of the Contract, Consultant shall furnish to the Village satisfactory proof of the required insurance coverage stated below. Such proof shall consist of certificates executed by the respective insurance companies together with executed copies of an "*Additional Insured Endorsement*" provided on standard Insurance Service Office ("ISO") forms which shall be made a part hereof. Use of "manuscript" or other non-standardized ISO forms is not acceptable. Said certificates shall expressly provide that, for the duration of the Contract, the insurance policy shall not be suspended, cancelled, or reduced in coverage or amount. In addition, said certificates shall name the Village and its corporate authorities, officers, agents and employees as additional insured's on all required commercial general liability, umbrella and business auto liability insurance policies.

Consultant shall procure and maintain without interruption from the time of the execution of the Contract until final payment, insurance against all claims for injury to or death of a person or persons or damage to property, which may arise wholly or in part from the performance of the work hereunder by Consultant or its subcontractors. The scope of coverage shall be at least as broad as, and shall be in amounts not less than, the following:

- a. Commercial General Liability, \$1,000,000 combined single limit per occurrence for personal bodily injury and property damage. The general aggregate shall be no less than \$2,000,000;
- b. Umbrella Coverage, \$2,000,000 per occurrence;
- c. Business Auto Liability, \$1,000,000 combined single limit for bodily injury and property damage;
- d. Workers Compensation – covering all liability of the Consultant arising under the Worker's Compensation Act and Workmen's Occupational Disease Act;; Employers Liability \$1,000,000.00 (the policy shall include a 'waiver of subrogation'); and,
- e. Professional Liability –\$1,000,000 each claim covering negligent acts, errors, and omissions in connection with professional services to be provided by Consultant under this Contract, and providing for indemnification and defense for injuries arising out of same, with a deductible not-to-exceed \$50,000 without prior written approval. If the policy is written on a claims-made form, the retroactive date must be equal to or preceding the effective date of the Contract. In the event the policy is cancelled, non-renewed or switched to an occurrence form, Consultant shall be required to purchase supplemental extending reporting period coverage for a period of not less than three (3) years.

All insurance required herein of Consultant shall be valid and enforceable policies, insured by insurers licensed and permitted to do business by the State of Illinois or surplus line

carriers qualified to do business in the State of Illinois. All insurance carriers and surplus line carriers shall be rated A-, VII or better by A.M. Best Company.

Consultant shall require all subcontractors not protected under the Consultant's policies to take out and maintain insurance of the same nature, in the same amounts and under the same terms as required herein of Consultant. Consultant shall confirm subcontractor compliance with the requirements stated herein prior to the performance of any work by a subcontractor.

Consultant expressly understands and agrees that any bonds or insurance policies required to be maintained shall in no way limit, to any extent, Consultant's responsibility to indemnify, keep and save harmless and defend the Village its officers, agents, employees, representatives and assigns. Consultant's insurance coverage shall be primary as respects to any insurance or self-insurance maintained by the Village, which insurance of the Village shall be excess of Consultant's insurance and shall not contribute with it.

23. Kotecki Waiver. Consultant (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees and waives any limitation of liability defense based upon the Worker's Compensation Act and cases decided there under. Consultant agrees to indemnify and defend the Village from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, which the Village may sustain as a result of personal injury claims by Consultant's employees, except to the extent those claims arise as a result of the Village's own negligence.

24. General indemnification. To the fullest extent permitted by law, the Consultant will indemnify, defend and hold harmless the Village, any other governmental agency providing funding for all or any portion of the Contract sum, and their officers, directors, employees, agents, affiliates and representatives, from and against any and all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, expenses, damages or penalties, including, without limitation, court costs and attorneys' fees, arising or resulting from, or occasioned by or in connection with (i) the performance by the Consultant, its employees, agents and subcontractors, of the services and other duties and obligations under this Contract, (ii) any act or omission to act by the Consultant, its employees, agents and subcontractors, anyone directly or indirectly employed by them, their agents or anyone for whose acts they may be liable, and/or (iii) any breach, default, violation or nonperformance by the Consultant of any term, covenant, condition, duty or obligation provided in this Contract. This indemnification, defense and hold harmless obligation will survive the termination or expiration of this Contract, whether by lapse of time or otherwise. This indemnification obligation will not be limited (i) by a limitation on the amount or type of damages, compensation or benefits payable by or for the Consultant or any other party under workers' or workmen's compensation acts, disability benefit acts or other employee benefits acts, or (ii) pursuant to any common law or case law.

25. Intellectual Property. Consultant represents and warrants that it has the full legal power and authority to grant any and all licenses of materials used by the Consultant for this Contract and hereby grants to the Village any and all such licenses and unrestricted use thereof. The Village shall own, without restriction or limitation, all text, graphics, designs, renderings, images, logos, social media posts, audio visual materials, tag lines, processes, ideas and any and all other content in any and all formats (collectively "Intellectual Property") created by or provided by Consultant, Consultant's employees or Consultant's independent contractors for purposes of fulfilling the terms of this Contract. Consultant will ensure that all independent contractors have written agreements in place

that transfers ownership of all Intellectual Property created by them or provided by them to the Village, without restriction or limitation.

Consultant represents and warrants that all Intellectual Property provided to the Village by Consultant will not infringe on any copyrights, trademark rights, patent rights, trade secrets or other rights of any third party. Consultant agrees to indemnify, defend and hold Village harmless from and against any loss, cost, damage, liability, or expense (including attorney's fees and other reasonable litigation expenses) suffered or incurred by Village in connection with any such infringement claim by any third party. If a claim is made or an action brought that the materials provided (or any component thereof) to the Village, infringes a third party patent, copyright, or trademark, or misappropriates any trade secret or other intellectual property right, then Consultant will defend Village from, in the manner and form determined in the sole discretion of the Village, and indemnify and hold harmless Village against, such claim and any resulting costs, damages and attorneys' fees arising out of or incurred as a result of such claim, together with all amounts finally awarded or agreed to in settlement. The Village shall have sole control of the defense and all related settlement negotiations at the Consultant's expense. Consultant agrees to cooperate fully in any investigation, defense or settlement of such claim or action.

If the Village is enjoined from using any Intellectual Property due to an actual or claimed infringement of any patent, trademark, or copyright or other property right or for any other reason, then at Consultant's option, Consultant shall promptly either: (i) procure for the Village, at Consultant's expense, the right to continue using the Intellectual Property; or (ii) replace or modify the Intellectual Property, at Consultant's expense, so that the Intellectual Property become non-infringing.

Consultant shall assist the Village in protecting its ownership of the Intellectual Property. Such assistance shall include, without limitation, providing such assistance as may be necessary for the Village to obtain registrations for its rights in and to any Intellectual Property solely in the name of Village and to enforce its rights in such Intellectual Property.

These Intellectual Property rights, representations, warrants and protections will survive the termination or expiration of this Contract, whether by lapse of time or otherwise.

26. Geographical Information. All digital geographical information used in the performance of the Contract is the property of the Village, including all information obtained, collected, corrected or created by the Consultant in their completion or pursuit of the Contract.

27. Use of Village's Name, Employee Name(s) or Image(s). The Consultant shall not use or permit the use of the Village's name, Village Employee Name(s) or Village or Employee images or references to its Work in any advertising or promotional materials, regardless of media, without the express written consent of the Village.

28. Non-exclusivity. Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Consultant. This Contract shall not restrict the Village from acquiring similar, equal or like goods and/or services from other entities or sources.

29. Contract Termination. The Village reserves the right to terminate the contract in whole or in part, upon ten (10) calendar day's written notice to the Consultant. The Village further reserves the right to terminate the whole or any part of this contract, in the event of default by the Consultant. Default is defined as failure of the Consultant to perform any of the provisions of this contract or

failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. The Consultant shall be liable for any related costs unless acceptable evidence is submitted to the Village that failure to perform the contract was due to cause beyond the control and without the fault or negligence of the Consultant. The Consultant will not be liable to perform if situations arise by reason of acts of God or the public enemy, acts of the Village, fires or floods.

30. No Liability of Public Officials. No official, employee or agent of the Village will be charged personally by the Consultant, or by any assignee, with any liability or expenses of defense or be personally liable to them under any term or provision of this Contract, or because of the Village's execution or attempted execution, or because of any breach hereof.

31. Change In Status. The Consultant shall notify the Village immediately of any change in its status resulting from any of the following: (a) Consultant is acquired by another party; (b) Consultant becomes insolvent; (c) Consultant, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Consultant ceases to conduct its operations in normal course of business. The Village shall have the option to terminate its contract with the Consultant immediately on written notice based on any such change in status.

32. Subletting of Contract. The Consultant may sublet portions of the work; however each subcontract must be approved by the Village in writing prior to commencement of work. Subcontractors shall conform, in all respects, to the applicable provisions specified herein for the Consultant and shall be subject to approval by the Village. Consultant shall not employ any subcontractor, either initially or as a substitute, against whom the Village has a reasonable objection.

Subcontractors shall be under the sole direction, authority and responsibility of the Consultant and Consultant shall take all steps necessary to ensure that subcontractors comply with the Contract requirements. The work to be done by the subcontractors shall be outlined in detail by the Consultant.

Consultant shall be fully responsible to the Village for any and all acts and omissions of the Consultant's suppliers, subcontractors and others performing or furnishing any of the Work directly or indirectly on behalf of the Consultant.

In no case shall the Village's consent relieve the Consultant from its obligation or change the terms of the contract. At all times the Consultant shall maintain no less than fifty-one (51) percent of the dollar value of the contract by direct employees of the Consultant.

33. Illinois Freedom of Information Act. Consultant agrees to furnish all documentation related to this Contract and any documentation related to the Village required under an Illinois Freedom of Information Act (ILCS 140/1 et. seq.) ("FOIA") request within five (5) days after Village issues notice of such request. Consultant agrees to defend, indemnify and hold harmless the Village, and agrees to pay all reasonable costs connected therewith (including, but not limited to reasonable attorney's and witness fees, filing fees and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from Consultant's actual or alleged violation of the FOIA or Consultant's failure to furnish all documentation related to a request within five (5) days after Village issues notice of a request.

Furthermore, should Consultant request that Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Consultant agrees to pay all costs

connected therewith (such as reasonable attorneys' and witness fees, filing fees and any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. Consultant agrees to defend, indemnify and hold harmless the Village, and agrees to pay all costs connected therewith (such as reasonable attorneys' and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by Consultant's request to utilize a lawful exemption to the Village.

34. Conflict of Forms. In the event of a conflict between the terms in this Contract and the Attachments to the Contract, the terms of the Contract shall control.

35. Governing Law and Venue. This Contract shall be governed by the laws of the State of Illinois. Venue for any and all actions to enforce this Contract shall be the Circuit Court of Cook County, Illinois.

36. Effective Date. The Contract shall be binding on the parties and effective only as of the date fully executed by both parties.

IN WITNESS WHEREOF, the Village of Wilmette, Illinois by Robert T. Bielinski, Village President, and the Consultant have hereunto set their hands to this Contract on the ____ day of _____, 2020.

THE VILLAGE OF WILMETTE, ILLINOIS

Accepted this ____ day of _____, 2020

Robert T. Bielinski, Village President

Attest: _____
Michael N. Braiman, Village Clerk

FOR THE CORPORATION

An officer duly authorized by the corporation shall sign here:

Accepted this ____ day of _____, 2020

Signature

Position/Title

Print Name

Print Company Name

Village of Wilmette

ATTACHMENT ONE
Consultant's Proposal Dated March XX, 2020

END OF DOCUMENT