



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, September 17, 2024
6:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **August 20, 2024.**
2. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **September 03, 2024.**

PUBLIC COMMENT (Limited to 3 minutes per speaker)

PRESIDENT'S REPORT

3. **Proclamation** in recognition of **Kids Spot providing 20 Years of Gymnastics, Tumble, Dance & Cheer** opportunities for the youth of the Village of Roscoe.
4. Approval of **Resolution 2024-38**, Appointment and Confirmation of **Barrick, Switzer, Long, Balsley, & Van Evera, LLP** as **Village Attorney** for the Village of Roscoe, Illinois.

TREASURER'S REPORT

5. Cash Report and Bills
6. Approval of Bills

CONSENT AGENDA

All items on the Consent Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda, and will be discussed and approved separately.

MOTIONS AND RESOLUTIONS (Final action)

7. Approval of **Resolution 2024-39**, approving the final subdivision plat for **Plat 2 of Glenwood Estates**
8. Approval of **Resolution 2024-R40**, approving an agreement with Axon Enterprise, Inc. in the amount of \$5,278.50 to provide equipment for a newly hired police officer.

NEW BUSINESS (First reading or suspend rules)

9. Approval of **Resolution 2024-R41**, approving Bid Specifications and Bid Letting for **Bridge Street Multi-use Parking Lot**.

QUESTIONS AND REPORTS

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, August 20, 2024
6:30 PM

CALL TO ORDER

President Gustafson called to order at 6:31pm

PLEDGE OF ALLEGIANCE

President Gustafson requested all to stand for Pledge of Allegiance

ROLL CALL

President Gustafson requested Roll Call:

PRESENT

Trustee William Babcock
Trustee Stacy Mallicoat
Trustee Susan Petty
Trustee Justin Plock
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

APPROVAL OF THE MINUTES

President Gustafson entertained a motion to approve minutes;

- 1. Approval of the Minutes** for the meeting of the Village Board of Trustees from **August 7, 2024.**

President Gustafson entertained a motion;

Motion made by Trustee Babcock, Seconded by Trustee Mallicoat.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Motion Passed: 6-0-0

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Village Board of Trustees
Meeting Minutes - August 20, 2024

Ms. Barbara Snyder addressed the board with several items stating, the speed limit sign coming into Roscoe it is unknown, and it is hard to tell what the speed is when you are entering Roscoe. She also mentioned that the bike path lacks any signs to provide where there are on the path, it would be helpful to have something that identifies where you.

PRESIDENT'S REPORT

2. Recognition of Sgt. Aaron Weber and Kelly Weber for the planning of National Night Out.

[there will be a break with light refreshments prior to the start of the meeting of the Committee of the Whole]

President Gustafson called on Chief Hawley to present recognition to Sgt Aaron Weber and Kelly Weber for their continued contribution and planning of National Night Out.

TREASURER'S REPORT

3. Cash Report and Bills

The total bills to be submitted for approval are expenditures per list of \$251,840.00

Cash on hand after payment of the bills \$8,545,804.18

Motor Fuel expenditures: \$0

Cash on hand in the Motor Fuel fund is: \$1,497,192.96

4. Approval of Bills

President Gustafson entertained a motion to pay the bills;

Discussion: Trustee Plock and Mallicoat are a no on invoice 10563 for Ancel Glink

Motion made by Trustee Petty, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Motion Passed: 6-0-0

5. Year to Date, Revenues and Expenditures

President Gustafson called on Treasurer Mark Olson to provide update to board of year to date financials;

Currently the General Fund Revenue is at 59% through July 30, 2024 and General Fund Expenditures are at 42%.

CONSENT AGENDA

All items on the Consent Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda, and will be discussed and approved separately.

MOTIONS AND RESOLUTIONS (Final action)

6. Approval of **Resolution 2024-10**, amending **Article II, Sec. 3-21 of the Village of Roscoe Code of Ordinances**, as it relates to the authorized ranks of the Village of Roscoe Police Department [eliminating the rank of of Lieutenant].

President Gustafson entertained a motion,

Motion made by Trustee Sima, Seconded by Trustee Babcock.

Voting Yea: Trustee Babcock, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Voting Nay: Trustee Mallicoat

Motion Passed: 5-1-0

NEW BUSINESS (First reading or suspend rules)

7. Approval of **Resolution 2024-R34**, Authorizing the purchase of whole building dehumidifiers from **Miller Engineering Company** for installation at Roscoe Village Hall, and the Roscoe Police Department not to exceed \$23,460.00.

President Gustafson entertained a motion to suspend rules;

Motion made by Trustee Mallicoat, Seconded by Trustee Petty.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

President Gustafson entertained a motion;

Motion made by Trustee Mallicoat, Seconded by Trustee Petty.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Motion Passed: 6-0-0

QUESTIONS AND REPORTS

Brandon Boggs provided update on the Residential Streets Program stating that he should receiving pricing for the additional shoulder work in Hidden Creek and Promontory this week.

Chief Hawley provided board update on the several grants received for the Roscoe Police Department. One grant for cameras totaled \$17,998.00 along with an additional grant for \$40,261 to be applied for other equipment.

Trustee Petty inquired if the black truck was now sitting at Public Works for use? It was stated that it was there for official use.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

President Gustafson entertained a motion to adjourn;

Motion made by Trustee Mallicoat, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

Motion Passed: 6-0-0



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, September 03, 2024
6:30 PM

CALL TO ORDER

President Gustafson called meeting to order at 6:30pm

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Trustee William Babcock
Trustee Stacy Mallicoat
Trustee Susan Petty
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

ABSENT

Trustee Justin Plock

APPROVAL OF THE MINUTES

President Gustafson entertained a motion,

1. **Approval of the Minutes** for the meeting of the Village Board of Trustees from **August 20, 2024.**

Motion to layover requested by Trustee Petty

Motion made by Trustee Petty, Seconded by Trustee Mallicoat.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

Motion Passed: 5-0-1

PUBLIC COMMENT (Limited to 3 minutes per speaker)

Mr. Bern Baier, representing the owners of Creekside Homes across from Village Hall, thanked the village board for their service and expressed his gratitude. He raised concerns about the Main Street project, stating that he was not aware of the project in the area. Mr. Baier came to know about the project from the display boards at Village Hall, which prompted him to drive on Main Street and speak to other citizens about the project. After speaking with other citizens, who also said they were not aware of the project, Mr. Baier expressed his concern. He raised concerns about the areas on Main Street, including vacant lots, old homes, and the lack of landscaping further down Main Street. Mr. Baier questioned why no letters were sent out to the residents around the project area and also raised questions about the project's goal in comparison to keeping Roscoe as a quaint welcoming community.

President Gustafson first thanked Mr. Baier for what they have done across the street with the sign and plantings. President Gustafson stated there is no plan to eliminate his properties, she invited Mr. Baier to come into her office for a larger conversation. President Gustafson is willing to layout the many meetings that have happened which have been posted out to the public along with on the website.

PRESIDENT'S REPORT

President Gustafson called on Chief Hawley for the introduction of Officer Tirado.

President Gustafson provided the board with information and instructions for the Fall Festival Parade.

President Gustafson read a letter from resident Ms. Vicki Wilson. Ms. Wilson commended Troy and the Public Works Department for their service and support with the removal of standing water on the walking path.

2. Introduction and Swearing in of Anthony Tirado as a Village of Roscoe Police Officer.

Chief Hawley introduced Officer Anthony Tirado who was officially sworn in on May 2, 2024. Officer Tirado just completed his attendance at Sauk Valley Police Academy on August 22, 2024. Officer Tirado has started his field training.

TREASURER'S REPORT

3. Cash Report and Bills

President Gustafson provided a summary of the expenditures:

Expenditures \$416,311.08 ; Cash on Hand \$8,163,506.09

No Motor Fuel : Cash on hand \$1,522,192.96

4. Approval of Bills

President Gustafson entertained a motion to pay the bills;

Motion made by Trustee Sima, Seconded by Trustee Petty.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

5. Year to Date, Revenues and Expenditures

No update

CONSENT AGENDA

All items on the Consent Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda, and will be discussed and approved separately.

6. **Approval** of conference and travel expenses for Chief Hawley while attending **New Chiefs of Police Orientation**

President Gustafson entertained a motion;

Motion made by Trustee Petty, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

7. **Approval** of a **Special Event Permit** for the **Stateline Disc Golf Association (SDGA) & Outta Bounds Disc Golf Tournament** to be held at **Porter Park** on **November 2, 2024**.

President Gustafson entertained a motion;

Motion made by Trustee Petty, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

8. **Approval** of travel expenses for elected officials and staff attendance at the **2024 Illinois Municipal League Annual Conference on September 19-21, 2024** [estimated expenses of \$1,400.00 per attendee].

President Gustafson entertained a motion;

Motion made by Trustee Petty, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

MOTIONS AND RESOLUTIONS (Final action)

NEW BUSINESS (First reading or suspend rules)

9. **Approval of Resolution 2024-R35**, Authorizing the purchase of three (3) market huts from **Country Barns** not to exceed \$5,319.00 (\$1,773.00 each)

President Gustafson entertained motion to suspend rules:

Village Board of Trustees
Meeting Minutes - September 03, 2024

Motion made by Trustee Babcock, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

Trustee Mallicoat inquired where the home of these would be, it was stated Public Works. Trustee Wright asked how many, it was stated 3.

President Gustafson entertained motion:

Motion made by Trustee Sima, Seconded by Trustee Babcock.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

10. Approval of Resolution 2024-R36, authorizing an agreement with **Norwest Construction, Inc.** for the completion of road repairs on Deer Crossing for the quoted amount of **\$22,800.00**.

President Gustafson entertained motion to suspend rules:

Motion made by Trustee Sima, Seconded by Trustee Babcock.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

Brandon stated the existing curb has settled, creating a low spot in the pavement along the curb line where stormwater runoff collects. This section of roadway was resurfaced as part of the 2024 Residential Streets Program, but the sunken curb issue was not identified until after the paving was completed by Rock Road Companies and the standing water was noticed. The Village could choose not to repair this curb and pavement, but there are concerns that it would pose a hazard to residents during winters if the area froze. The standing water on the pavement could also shorten the pavement's lifespan. We also sought an alternate quote from Rock Road Companies to include this work in the existing 2024 RSP contract. However, their pricing was significantly higher than Norwest's.

President Gustafson entertained motion:

Motion made by Trustee Mallicoat, Seconded by Trustee Babcock.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

11. Approval of Resolution 2024-R37, of entering into an Agreement with **Place Foundry Design PLLC** to provide design and owner's representative services for the construction of the Village's Main Street Business Incubator Project.

President Gustafson entertained motion to suspend rules:

Motion made by Trustee Babcock, Seconded by Trustee Sima.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

Trustee Babcock inquired about not referring to the project as incubators but referred to as pop-up markets, as recommended by Place Foundry. Trustee Petty asked when this would be completed, it was thought by Summer of 2025.

President Gustafson entertained motion;

Motion made by Trustee Babcock, Seconded by Trustee Sima.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

QUESTIONS AND REPORTS

Trustee Mallicoat inquired as to when the Village cars were switched out. Administrator Kurlinkus stated it was about 6 months ago.

PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

EXECUTIVE SESSION (IF NECESSARY)

None

ADJOURNMENT

President Gustafson entertained motion:

Motion made by Trustee Wright, Seconded by Trustee Babcock.

Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Sima, Trustee Wright

6833 STALTER DRIVE • ROCKFORD, ILLINOIS 61108
815-962-6611 • FAX 815-962-0687
www.bslbv.com

September 6, 2024

Via E-mail: josef@villageofroscoe.com

Village of Roscoe
Josef Kurlinkus Village Administrator
10631 Main Street
Roscoe, IL 61073

Re: Corporate Legal Counsel

Dear Mr. Kurlinkus:

Barrick, Switzer, Long, Balsley & Van Evera, LLP ("BSLBV") acts as corporate counsel for several municipalities, townships, and fire protection districts, and has acted as special counsel for numerous other municipalities in or around Winnebago, Boone, Ogle, Stephenson, and McHenry Counties. I would like to take this opportunity to introduce you to and provide you with some background information regarding BSLBV.

The law firm of Barrick, Switzer, Long, Balsley & Van Evera, LLP was established in 1938 by William Barrick and has been located in Rockford since its inception. I have been practicing municipal law for 35 years and our firm has had a major emphasis on municipal law for over 40 years, currently representing nineteen (19) units of local government. Partners and associates frequently attend and participate in municipal seminars and conferences. Our firm is experienced in many areas critical to the effective operation of a municipality, such as real estate, banking, eminent domain, land use, the Election Code, civil litigation (including prosecution of code and parking violations at administrative hearing), insurance defense, Intergovernmental Agreements, Redevelopment Agreements, employment, personal and general business representation.

Currently fifteen (15) lawyers make up our law firm, each with general practice experience as well as a degree of specialization. When, inevitably, municipal operations become entangled in other legal areas, our firm is equipped to evaluate and move forward with the municipal directive. In addition to myself, Attorney James Stevens, Attorney Douglas Henry, and Attorney Darron Burke are partners who concentrate in municipal law.

I have enclosed for your review a firm resume which identifies all members of the firm and the various municipalities and municipal districts which we currently represent.

These communities range in size from a few hundred to over 23,000. Our involvement in each community depends on the needs of the community and may simply involve attendance at meetings for small municipalities or in larger municipalities, regular meetings with administrative staff and department heads and attending a variety of meetings on an "as needed" basis, both municipal open meetings and private meetings with developers and business leaders. We routinely appear in court for various matters on behalf of some of the communities. We also represent our municipal clients in prosecution of minor traffic and DUI violations. Additionally, we do zoning enforcement and other ordinance enforcement as requested by our clients, we attend liquor commission hearings, prosecute liquor violations before the liquor commission, and attend planning commission and/or ZBA hearings. We also assist our clients with compliance under the Open Meetings Act and the Freedom of Information Act.

We are experienced and proficient in the areas of annexations, sales tax rebate agreements, special assessments, special service areas, general land development and developer agreements, zoning, plats, subdivisions and TIF and Business District development. We also routinely assist our municipal clients in overhauls of municipal ordinances, redrafting zoning ordinances, and other ordinances, as needed.

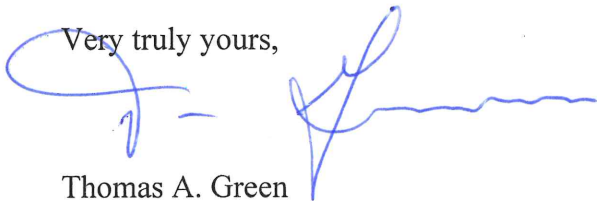
Based upon the depth and breadth of our firm and the many areas of expertise of our firm members, and further based on the resources available to our office, we feel we are well positioned to meet the often changing and various needs of municipal government. When manpower and resources need to be brought to bear, we have the ability to act quickly and resolve the problems or provide necessary information in a highly professional accurate manner.

The law firm of Barrick, Switzer, Long, Balsley & Van Evera, LLP has a high appreciation for the opportunity to work with municipalities and have worked in furtherance of both the incorporation of municipalities and the needs of a municipality as it evolves through development and expansion.

Consistent with our recent discussion, we will provide legal assistance to the Village of Roscoe on an as needed basis. We can attend meetings if necessary, or simply respond to emails and phone calls and address any issue that may arise. Also, consistent with our prior discussion, we will charge an hourly rate of \$225.00 per hour and \$300.00 per hour for litigated matters, and send detailed statements monthly, or as needed.

Thank you for allowing us to serve your needs.

Very truly yours,



Thomas A. Green
tgreen@bslbv.com

TAG:aml
Enclosures

BARRICK, SWITZER, LONG, BALSLEY & VAN EVERA
ESTABLISHED 1938
6833 STALTER DRIVE, FIRST FLOOR
ROCKFORD, ILLINOIS 61108
(815) 962-6611

Attorneys:

Stephen G. Balsley**	Richard K. VanEvera**	James E. Stevens*
Thomas A. Green*	Robert C. Pottinger**	Jason H. Rock
Douglas R. Henry*	Laura A. Baluch	Adam S. Long
Mohit Khare	Darron M. Burke*	Christopher Logli
Luke Carlson	Keri Johnson	Shawn Fulbright

*Lawyers practicing Municipal Law and Special Service Districts

** Of Counsel

Municipalities and Special Districts Represented:

Village of Machesney Park	Kirkland Fire Protection District Village
Village of Stillman Valley	Village of Lena
Win-Bur-Sew Fire Protection District	Rockton Township
Village of New Milford	Village of Monroe Center
Village of Caledonia	Village of Capron
West Suburban Fire Protection District	Roscoe Township
Village of Cherry Valley	Village of Durand
City of Loves Park (Conflict & TIF Counsel)	Cherry Valley Fire Commission
Village of Roscoe (Special Counsel)	New Milford Fire Protection District
Greater Rockford Airport Authority	
(Conflict Counsel)	

Areas of Practice:

Banking and Loan Transactions, Business, Business Acquisition and Sale, Bankruptcy, Bond Financing, Contracts, Commercial Litigation, Debtor/Creditors and Commercial Transactions, Family Law, Personal Injury, Workers Compensation, Employment, Real Estate, Land Use, Municipal, Municipal Incorporation, Probate and Estate Planning and Insurance Defense, Labor Law, Zoning, Municipal Financing, Conflicts Counsel, Tax Increment Financing, Business District Development

Areas of Experience:

- Roberts Rules of Order and running open meetings
- Open Meetings Act and Exceptions thereto
- Freedom of Information Act (FOIA) and Exemptions thereto
- Responding to FOIA requests
- Election Code
- Prevailing Wage Act
- Budget process and preparation of a budget/appropriations ordinance
- Tax levy process and preparation of tax levy ordinance and Truth-in-Taxation law
- Preparation of ordinances and petitions for public questions subject to back-door referendum
- Preparation of ordinances for public questions subject to referendum
- All forms of contracts, including interpretation, negotiation, preparation of same
- Redevelopment Agreements and Intergovernmental Agreements
- Eminent Domain
- Ordinance drafting and enforcement, including code enforcement prosecution
- Public financing (including bonds, federal and state loans backed by bonds, etc.)
- Annexation of territory
- Negotiation and preparation of Annexation Agreements
- Zoning and land use
- Special Assessments
- Acquisition, sale, lease, conveyance of public real and personal property
- Preparation of real estate contracts and bills of sale and representation of sellers/buyers through closing
- Negotiation and preparation of easements and license agreements
- Traffic prosecution (both DUI and minor traffic)
- Preparation of ordinances and resolutions

Personal References

Village President Steve Bank, Village of Capron

Village President Steve Buss, Village of Lena

Mayor Steve Johnson, Village of Machesney Park

Village Administrator James Richter II, Village of Machesney Park

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R38**

A RESOLUTION APPOINTING BARRICK, SWITZER, LONG, BALSLEY, & VAN EVERA, LLP AS THE VILLAGE ATTORNEY FOR THE VILLAGE OF ROSCOE, ILLINOIS

WHEREAS, the Village of Roscoe, Illinois (“Village”) has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs, and to review, interpret and amend its ordinances, rules and regulations; and

WHEREAS, Section 3.1-30-5 of the Illinois Municipal Code (65 ILCS 5/3.1-30-5) provides that the President, by and with the advice and consent of the Village Board, may appoint an attorney for the Village (the “Village Attorney”); and

WHEREAS, the President, by and with the advice and consent of the Village Board, has determined that it is necessary for conducting Village business and for the effective administration of government to appoint **Barrick, Switzer, Long, Balsley, & Van Evera, LLP** to the office of Village Attorney pursuant to the law firm’s proposal (the “Proposal”), a copy of which is attached hereto and incorporated herein as Exhibit “A”.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ROSCOE, WINNEBAGO COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2: APPOINTMENT. The President, by and with the advice and consent of the Village Board, hereby appoints **Barrick, Switzer, Long, Balsley, & Van Evera, LLP** to the office of Village Attorney pursuant to the terms of the Proposal. The Village President is authorized to sign any documents necessary to effectuate the intent of this Resolution and the Village Clerk is authorized to attest the same.

SECTION 3: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

2024-R38**1st Read:****PASSED BY ROLL CALL VOTE ON:**

NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED SEPTEMBER 17, 2024:**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

Exhibit “A”
(Resolution 2024-R38)

AGREEMENT FOR LEGAL SERVICES

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 4.

Agenda Item: Appointment of **Barrick, Switzer, Long, Balsley, & Van Evera, LLP as Village Attorney**

Date: September 13, 2024

Meeting: Village Board – 9/17/2024

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

Section 3.1-30-5 of the Illinois Municipal Code provides a Village Attorney may be appointed by the Village President with the advice and consent of the Village Board of Trustees. For the past 15 years, I have had the privilege of serving as the Village Attorney for the Village of Roscoe. On January 1, 2024, I assumed the new role of Village Administrator, with the understanding that the role of Village Attorney would eventually be transitioned to another attorney or firm.

Over this last year President Gustafson and myself have been identifying the needed scope of legal services for the Village - including the appointment of Barrick, Switzer, Long, Balsley, & Van Evera, LLP as municipal prosecutor in this past May. Based on the Village's experience with this firm since their appointment as prosecutor, as well as their knowledge and reputation as municipal attorneys, President Gustafson is requesting that the Village Board of Trustees confirm the appointment of Barrick, Switzer, Long, Balsley, & Van Evera, LLP to the position of Village Attorney for the Village of Roscoe.

Key Issues

- Barrick, Switzer, Long, Balsley, & Van Evera, LLP will serve as retained legal counsel for the Village of Roscoe.
- Attorney Thomas Green, Attorney James Stevens, Attorney Douglas Henry, and Attorney Darron Burke are the attorneys at the firm who the Village will be primarily working with.

Action Required/Recommendation

Confirmation of the Appointment of Barrick, Switzer, Long, Balsley, & Van Evera, LLP as Village Attorney for the Village of Roscoe.

Attachments

BSLBV Introduction Letter

Resolution 2024-38: Confirming the appointment of BSLBV as Village Attorney.

Village of Roscoe

Bills Submitted for Approval on September 17, 2024

Pooled Expenditures:

Checking account balance before expenditures	\$	259,372.79
Pooled Money Market		42,949.24
Illinois Funds Balance		8,366,038.96
Total pooled cash and equivalents		<u>8,668,360.99</u>

Expenditures per list \$ 301,440

Additional invoices 301,439.92

Total expenditures 301,439.92

Payroll expense:

Gross Wages	9/7/2024	103,882.69	
Payroll tax and IMRF	9/7/2024	8,431.50	112,314.19

Total General Fund Expenditures 413,754.11

Pooled checking account balance after expenditures \$ 8,254,606.88

Motor Fuel Tax Expenditures

Motor Fuel account balance before expenditures	\$	3,619.09
Motor Fuel Money Market		10,392.01
Illinois Funds Balance		1,559,373.13
Total Motor Fuel cash and equivalents		<u>1,573,384.23</u>

Expenditures:

Vendor	Date	Invoice	Description	Amount
Fehr-Graham	4/26/2024	122631	20-512 Love Rd	378.75

Total Motor Fuel Fund Expenditures 378.75

Motor Fuel cash and equivalent balance after expenditures 1,573,005.48

Total expenditures for all funds: 414,132.86

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (2 Characters) = {<>} "50"

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AMAZON CAPITAL SERVICES									
311	AMAZON CAPITAL SERVICES	13VL-XVPT-T7	SAFETY VESTS - PW	01-030-4611 Personal Protective Equip	09/01/2024	24.88	.00		
311	AMAZON CAPITAL SERVICES	13VL-XVPT-T7	DOG WASTE BAGS - PARKS	01-050-5121 Maint&Repairs - Bldg & Gr	09/01/2024	69.99	.00		
311	AMAZON CAPITAL SERVICES	14NN-KFVV-7T	Keyfobs, Pens - PD	01-040-6020 Office Supplies	08/30/2024	71.49	.00		
311	AMAZON CAPITAL SERVICES	14QP-Y7V1-3J	BANNER FOR PARADE	01-010-5990 Other Miscellaneous Expe	09/03/2024	9.99	.00		
311	AMAZON CAPITAL SERVICES	1714-J4CN-7X	Tool Kit - PD	01-040-7410 Equipment	08/30/2024	145.34	.00		
311	AMAZON CAPITAL SERVICES	176G-F4MG-91	50 SWIPE CARDS	01-010-6020 Office Supplies	07/30/2024	44.00	.00		
311	AMAZON CAPITAL SERVICES	19J6-CVQN-71	NNO Supplies - PD	01-010-6090 Special Events	07/31/2024	349.62	.00		
311	AMAZON CAPITAL SERVICES	19Y1-YRKV-C	Boot Dryer - PD	01-040-7410 Equipment	08/29/2024	115.62	.00		
311	AMAZON CAPITAL SERVICES	1DWX-K3HM-T	STICKY HANDS, SLINKIES, SLAP BRA	01-010-6091 Banners and Displays	09/01/2024	293.94	.00		
311	AMAZON CAPITAL SERVICES	1F7V-1J7R-6W	ID Printer Ink - PD	01-040-6020 Office Supplies	08/30/2024	39.00	.00		
311	AMAZON CAPITAL SERVICES	1FVD-TPKV-9F	PICTURE FRAMES	01-010-5990 Other Miscellaneous Expe	08/30/2024	13.19	.00		
311	AMAZON CAPITAL SERVICES	1G7V-GQC6-9	PRINTER TONER	01-010-6020 Office Supplies	08/30/2024	238.85	.00		
311	AMAZON CAPITAL SERVICES	1GG1-7PG4-3L	TONER	01-010-6020 Office Supplies	09/10/2024	293.53	.00		
311	AMAZON CAPITAL SERVICES	1GHC-4PK1-K	KLEENEX	01-010-6020 Office Supplies	09/06/2024	19.50	.00		
311	AMAZON CAPITAL SERVICES	1GVM-PYPD-7	Batteries - PD	01-040-6020 Office Supplies	08/30/2024	21.98	.00		
311	AMAZON CAPITAL SERVICES	1YK6-G7VP-1F	KEY RINGS	01-010-6020 Office Supplies	09/08/2024	39.55	.00		
Total AMAZON CAPITAL SERVICES:						1,790.47	.00		
BAKER TILLY VIRCHOW KRAUSE, LLP									
635	BAKER TILLY VIRCHOW KRAUS	BT2894227	Progress Bill #5 Audit 2023	01-010-5210 Accounting/Auditing	08/28/2024	1,777.00	.00		
Total BAKER TILLY VIRCHOW KRAUSE, LLP:						1,777.00	.00		
BALSLEY PRINTING									
638	BALSLEY PRINTING	154154	COMING THIS FALL BANNER - PARKI	01-010-5990 Other Miscellaneous Expe	09/06/2024	105.00	.00		
Total BALSLEY PRINTING:						105.00	.00		
BARRICK, SWITZER, LONG, BALSLE									
661	BARRICK, SWITZER, LONG, BA	90424 PD	Traffic Prosecutions - PD	01-040-5230 Legal	09/04/2024	3,500.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total BARRICK, SWITZER, LONG, BALSLE:						3,500.00	.00		
BOBCAT OF ROCKFORD									
901	BOBCAT OF ROCKFORD	01-285569	FUEL FILTER, BLADES & DIPSTICK - 7	01-050-5120 Maint & Repairs - Equipme	08/27/2024	194.44	.00		
901	BOBCAT OF ROCKFORD	01-285569	FUEL FILTER, BLADES - 60" KUBOTA	01-050-5121 Maint&Repairs - Bldg & Gr	08/27/2024	194.43	.00		
Total BOBCAT OF ROCKFORD:						388.87	.00		
Cardmember Service									
1091	Cardmember Service	090324 VH	ZOOM X 2 MONTHS	01-010-5950 IT - Contractual	09/03/2024	80.00	.00		
1091	Cardmember Service	090324 VH	MICROSOFT CHARGES	01-010-5950 IT - Contractual	09/03/2024	32.33	.00		
1091	Cardmember Service	090324 VH	MICROSOFT CHARGES	01-010-5950 IT - Contractual	09/03/2024	3.00	.00		
1091	Cardmember Service	090324 VH	DAKBOARD SUBSCRITPION	01-010-5952 IT - Software	09/03/2024	38.68	.00		
1091	Cardmember Service	090324 VH	NOTARY APP FOR JENNA	01-010-5990 Other Miscellaneous Expe	09/03/2024	126.95	.00		
1091	Cardmember Service	090324 VH	FMCSA CLEARINGHOUR QUEARY	01-010-5990 Other Miscellaneous Expe	09/03/2024	1.25	.00		
1091	Cardmember Service	090324 VH	DOMAIN RENEWALS	01-010-5990 Other Miscellaneous Expe	09/03/2024	170.14	.00		
1091	Cardmember Service	090324 VH	EASELS/MARKERS FOR PLANNING	01-010-6020 Office Supplies	09/03/2024	154.37	.00		
1091	Cardmember Service	090324 VH	TABLE CLOTHES FOR MEETING	01-010-6020 Office Supplies	09/03/2024	105.47	.00		
1091	Cardmember Service	090324 VH	ADDL DESK PIECES - VILL ADMIN	01-010-6052 Offie Furnishings	09/03/2024	747.00	.00		
1091	Cardmember Service	90324 PD	NNO Supplies PD	01-010-6090 Special Events	09/03/2024	374.59	.00		
1091	Cardmember Service	90324 PD	New Hire Necessities PD	01-040-4613 Uniforms - Part Time	09/03/2024	232.00	.00		
1091	Cardmember Service	90324 PD	Pietros / Schnucks - PD	01-040-5990 Other Miscellaneous Expe	09/03/2024	51.78	.00		
1091	Cardmember Service	90324 PD	Envelopes, Certificate Folders PD	01-040-6020 Office Supplies	09/03/2024	419.17	.00		
Total Cardmember Service:						2,536.73	.00		
CHARLES P KOSTANTACOS									
1211	CHARLES P KOSTANTACOS	090424	MAY 2024 - LEGAL - F&P COMMISSION	01-040-5890 Police commission Expens	09/04/2024	456.25	.00		
Total CHARLES P KOSTANTACOS:						456.25	.00		
COMMONWEALTH EDISON									
1411	COMMONWEALTH EDISON	090324 190106	8/2/24-9/3/24 - RT/25 BRIDGE LIGHTS	01-030-5411 Street Lights	09/03/2024	123.18	.00		
Total COMMONWEALTH EDISON:						123.18	.00		
CRIMSON VALLEY LANDSCAPING									
1502	CRIMSON VALLEY LANDSCAPI	2024-2342	11 X PLANT WATER	01-010-5121 Maint&Repairs - Bldg & Gr	08/30/2024	2,750.00	.00		
1502	CRIMSON VALLEY LANDSCAPI	2024-2391	CLEAN UP FRONT LANDSCAPING - V	01-010-5121 Maint&Repairs - Bldg & Gr	08/31/2024	3,593.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total CRIMSON VALLEY LANDSCAPING:						6,343.00	.00		
DR. STILLWATER COMPANY									
1951	DR. STILLWATER COMPANY	38164PU	1 5 GALLON WATER JUG TICKET#092	01-030-5990 Other Miscellaneous Expe	08/26/2024	6.25	.00		
1951	DR. STILLWATER COMPANY	38233	WATER SVC - VH	01-010-5410 Utilities	08/28/2024	43.75	.00		
Total DR. STILLWATER COMPANY:						50.00	.00		
Enterprise Fleet Management									
10016	Enterprise Fleet Management	FBN5124766	Monthly Lease Charges / Repairs - PD	01-040-6070 Enterprise Leases	09/05/2024	24,198.62	.00		
10016	Enterprise Fleet Management	FBN5131277	RAV 4 #1 LEASE - PARTIAL MONTH	01-010-6070 Enterprise Leases	09/15/2024	35.18	.00		
10016	Enterprise Fleet Management	FBN5131277	RAV 4 #1 LEASE - FULL MONTH	01-010-6070 Enterprise Leases	09/15/2024	545.34	.00		
10016	Enterprise Fleet Management	FBN5131277	RAV 4 #1 LEASE- ADMIN COSTS	01-010-6070 Enterprise Leases	09/15/2024	720.00	.00		
10016	Enterprise Fleet Management	FBN5131277	RAV 4 #2 LEASE - PARTIAL MONTH	01-010-6070 Enterprise Leases	09/15/2024	35.18	.00		
10016	Enterprise Fleet Management	FBN5131277	RAV 4 #2 - FULL MONTH	01-010-6070 Enterprise Leases	09/15/2024	545.34	.00		
10016	Enterprise Fleet Management	FBN5131277	RAV 4 #2 LEASE - ADMIN COSTS	01-010-6070 Enterprise Leases	09/15/2024	720.00	.00		
10016	Enterprise Fleet Management	FBN5131277	NISSAN LEASE	01-013-6070 Enterprise Leases	09/15/2024	567.98	.00		
10016	Enterprise Fleet Management	FBN5136435	MONTHLY LEASE CHARGES - TRUCK	01-030-7411 Equipment Purch Bldgs&G	09/05/2024	15,879.04	.00		
Total Enterprise Fleet Management:						43,246.68	.00		
FEHR-GRAHAM & ASSOCIATES									
2161	FEHR-GRAHAM & ASSOCIATES	123166SP	SHORT PAID PREVIOUS INVOICE	90-010-7150 Projects	05/17/2024	18.00	.00		
2161	FEHR-GRAHAM & ASSOCIATES	125456	PROJ 20-580 MAIN STREET RECONST	90-010-7150 Projects	08/23/2024	491.25	.00		
2161	FEHR-GRAHAM & ASSOCIATES	125457	PROJ 23-246B 2024 RSP MATERIALS T	90-010-5220 ENGINEERING	08/23/2024	5,548.75	.00		
2161	FEHR-GRAHAM & ASSOCIATES	125459	PROJ 24-560 ENGINEERING SVCS	01-010-5220 Engineering	08/23/2024	6,975.00	.00		
Total FEHR-GRAHAM & ASSOCIATES:						13,033.00	.00		
FRONTIER									
2411	FRONTIER	082524	8/25-09/24/24 PHONE SVC - VH	01-010-5320 Telephone	08/25/2024	479.43	.00		
2411	FRONTIER	90124 PD	PHONE PD	01-040-5320 Telephone	09/01/2024	923.42	.00		
Total FRONTIER:						1,402.85	.00		
FRSA-PAYMENTS									
5881	FRSA-PAYMENTS	082324	10631 MAIN ST - VH	01-010-5410 Utilities	08/23/2024	75.04	.00		
5881	FRSA-PAYMENTS	082324 011PS	2/22/24-5/10/24 5783 BROAD ST - LELA	01-050-5410 Utilities	08/23/2024	8.47	.00		
5881	FRSA-PAYMENTS	082324 9902N	2/1/24-5/2/24 5402 SWANSON RD	01-030-5410 Utilities	08/23/2024	70.82	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total FRSA-PAYMENTS:						154.33	.00		
Fusion Cloud Services, LLC									
4851	Fusion Cloud Services, LLC	1029262407	TELEPHONE SERVICE-VH	01-010-5320 Telephone	08/31/2024	125.62	.00		
4851	Fusion Cloud Services, LLC	1029262407	TELEPHONE SERVICE-PW	01-030-5320 Telephone	08/31/2024	125.62	.00		
4851	Fusion Cloud Services, LLC	1029262407	TELEPHONE SERVICE-PD	01-040-5320 Telephone	08/31/2024	125.62	.00		
Total Fusion Cloud Services, LLC:						376.86	.00		
GLENWOOD CENTER									
2561	GLENWOOD CENTER	12514	PRE EMPLOYMENT EVALUATION - PD	01-040-5890 Police commission Expens	08/15/2024	450.00	.00		
Total GLENWOOD CENTER:						450.00	.00		
GREGS GARAGE INC									
2651	GREGS GARAGE INC	29127	STATE INSPECTION - TRUCK #206	01-030-5120 Maint & Repairs - Equipme	09/03/2024	40.00	.00		
2651	GREGS GARAGE INC	29127	STATE INSPECTION - TRUCK #306	01-030-5120 Maint & Repairs - Equipme	09/03/2024	40.00	.00		
2651	GREGS GARAGE INC	29127	STATE INSPECTION - TRUCK #307	01-030-5120 Maint & Repairs - Equipme	09/03/2024	40.00	.00		
2651	GREGS GARAGE INC	29127	STATE INSPECTION - TRUCK #309	01-030-5120 Maint & Repairs - Equipme	09/03/2024	40.00	.00		
2651	GREGS GARAGE INC	29127	STATE INSPECTION - TRUCK #308	01-030-5120 Maint & Repairs - Equipme	09/03/2024	40.00	.00		
2651	GREGS GARAGE INC	29127	STATE INSPECTION - TRUCK #310	01-030-5120 Maint & Repairs - Equipme	09/03/2024	40.00	.00		
2651	GREGS GARAGE INC	29127	STATE INSPECTION - TRUCK #311	01-030-5120 Maint & Repairs - Equipme	09/03/2024	40.00	.00		
Total GREGS GARAGE INC:						280.00	.00		
HALL SIGNS, INC.									
2673	HALL SIGNS, INC.	105217	18 X 18 TYPE 4 RED REFLECTIVE OBJ	01-030-6200 Street Signs	09/09/2024	409.77	.00		
Total HALL SIGNS, INC.:						409.77	.00		
INTEGRA BUSINESS SYSTEMS									
3171	INTEGRA BUSINESS SYSTEMS	INV114262	COPIER-PW - AUGUST 2024	01-030-5860 Rentals/Leases	08/01/2024	61.28	.00		
3171	INTEGRA BUSINESS SYSTEMS	INV114636	COPIER-PW	01-030-5860 Rentals/Leases	09/03/2024	45.99	.00		
3171	INTEGRA BUSINESS SYSTEMS	INV114748	COPIER USAGE - PD	01-040-6020 Office Supplies	09/04/2024	112.13	.00		
3171	INTEGRA BUSINESS SYSTEMS	INV114782	COPIER - VH	01-010-6020 Office Supplies	09/04/2024	57.17	.00		
Total INTEGRA BUSINESS SYSTEMS:						276.57	.00		

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JACK'S TIRE SALES & SVC, INC.									
3251	JACK'S TIRE SALES & SVC, INC	1-338230	SWAP TIRES - JACOBSEN	01-050-5120 Maint & Repairs - Equipme	09/05/2024	16.00	.00		
Total JACK'S TIRE SALES & SVC, INC.:						16.00	.00		
JERRYS AUTO PARTS									
3401	JERRYS AUTO PARTS	545867	DIESEL SUP - PARKS	01-050-5121 Maint&Repairs - Bldg & Gr	09/04/2024	21.90	.00		
3401	JERRYS AUTO PARTS	545867	WHEEL NUTS - JACOBSEN	01-050-6050 REPAIR PARTS	09/04/2024	17.34	.00		
3401	JERRYS AUTO PARTS	546114	WIX FILTER - TRUCK #207	01-030-6050 Repair Parts (In House)	09/09/2024	20.00	.00		
3401	JERRYS AUTO PARTS	546114	WIX FILTER - KUBOTA 60"	01-050-5120 Maint & Repairs - Equipme	09/09/2024	6.83	.00		
3401	JERRYS AUTO PARTS	546114	WIX FILTER - KUBOTA 72"	01-050-5120 Maint & Repairs - Equipme	09/09/2024	6.83	.00		
Total JERRYS AUTO PARTS:						72.90	.00		
JESSY BUTTERBAUGH									
3425	JESSY BUTTERBAUGH	090624	Uniform Reimbursement	01-040-4612 Uniforms - Full time	09/06/2024	134.69	.00		
Total JESSY BUTTERBAUGH:						134.69	.00		
JOHNSON CONTROLS FIRE PROTECTION LP									
3459	JOHNSON CONTROLS FIRE PR	24295030	ANNUAL SERVICE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	09/02/2024	2,675.94	.00		
Total JOHNSON CONTROLS FIRE PROTECTION LP:						2,675.94	.00		
LOWE'S									
4091	LOWE'S	997442	MASTER PADLOCK KEY & DEXTER B	01-050-5121 Maint&Repairs - Bldg & Gr	09/02/2024	7.56	.00		
Total LOWE'S:						7.56	.00		
Mark D. Olson, CPA, Ltd									
4291	Mark D. Olson, CPA, Ltd	1716	TREASURER SVCS	01-014-4211 Treasurer Services	09/12/2024	5,250.00	.00		
4291	Mark D. Olson, CPA, Ltd	1716	ROSCOE POLICE PENSION ACCOUNT	01-014-4211 Treasurer Services	09/12/2024	525.00	.00		
Total Mark D. Olson, CPA, Ltd:						5,775.00	.00		
MENARD'S									
4411	MENARD'S	32962	BLOW OFF DUSTER, SOCKET ADAPT	01-050-5121 Maint&Repairs - Bldg & Gr	08/27/2024	38.45	.00		
4411	MENARD'S	33027	CORNER BRACES, TAPCON DRILL BIT	01-030-5121 Maint&Repairs - Bldg & Gr	08/28/2024	184.46	.00		
4411	MENARD'S	33096	MARKING PAINT, CABLE TIES & MICR	01-030-6040 Operating Supplies	08/29/2024	139.61	.00		
4411	MENARD'S	33579	WHITE MARKING SPRAY	01-030-6040 Operating Supplies	09/06/2024	31.92	.00		

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4411	MENARD'S	33580	BOTTLED WATER - VH	01-010-5121 Maint&Repairs - Bldg & Gr	09/06/2024	6.50	.00		
4411	MENARD'S	33620	BUILDING MATERIALS - HODGES RU	01-010-7115 Land Improvement	09/06/2024	8,329.07	.00		
Total MENARD'S:						8,730.01	.00		
MILLER ENGINEERING COMPANY									
4611	MILLER ENGINEERING COMPA	171744	4 - APRILAIRE E130 DEHUMIDIFIERS &	01-010-5121 Maint&Repairs - Bldg & Gr	09/04/2024	11,730.00	.00		
4611	MILLER ENGINEERING COMPA	171744	4 - APRILAIRE E130 DEHUMIDIFIERS	01-040-5121 Maint&Repairs - Bldg & Gr	09/04/2024	11,730.00	.00		
4611	MILLER ENGINEERING COMPA	738019	REPAIR WORK AC UNIT - VH	01-010-5121 Maint&Repairs - Bldg & Gr	08/18/2024	280.00	.00		
Total MILLER ENGINEERING COMPANY:						23,740.00	.00		
MOTOROLA SOLUTIONS, INC									
4675	MOTOROLA SOLUTIONS, INC	869382024080	Radio Subscription- PD	01-040-5953 PD Subscriptions	09/01/2024	1,056.00	.00		
Total MOTOROLA SOLUTIONS, INC:						1,056.00	.00		
NICOR GAS									
4931	NICOR GAS	082624	10631 MAIN ST.	01-010-5410 Utilities	08/26/2024	161.55	.00		
Total NICOR GAS:						161.55	.00		
NORTH PARK PUBLIC WATER DIST.									
4971	NORTH PARK PUBLIC WATER D	083024	WATER- VH	01-010-5410 Utilities	08/30/2024	161.21	.00		
4971	NORTH PARK PUBLIC WATER D	083024 0200-0	7/2/24-8/1/24 5402 SWANSON RD	01-030-5410 Utilities	08/30/2024	35.23	.00		
4971	NORTH PARK PUBLIC WATER D	083024 30000-	7/2/24-8/1/24 6545 WINDFLOWER LN -	01-050-5410 Utilities	08/30/2024	23.43	.00		
Total NORTH PARK PUBLIC WATER DIST.:						219.87	.00		
PLACE FOUNDRY LLC									
5430	PLACE FOUNDRY LLC	0198.07	2024-0198 DOWNTOWN ROSCOE PLA	01-010-5240 Consulting - Main Street	09/05/2024	6,500.00	.00		
5430	PLACE FOUNDRY LLC	0209.04	2024-0209 ROSCOE ECON DEV	01-010-5240 Consulting - Main Street	09/05/2024	5,900.00	.00		
Total PLACE FOUNDRY LLC:						12,400.00	.00		
PORT-A-JOHN									
5471	PORT-A-JOHN	A-124830	HANDICAP W/ HAND SANITIZER - RAL	01-050-5860 Rentals/Leases	08/22/2024	120.00	.00		
Total PORT-A-JOHN:						120.00	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
PREMIER TECHNOLOGIES									
5502	PREMIER TECHNOLOGIES	54387	SLA - WORKSTATION MANAGEMENT	01-010-5950 IT - Contractual	09/03/2024	3,398.50	.00		
Total PREMIER TECHNOLOGIES:						3,398.50	.00		
ROCK RIVER SERVICE COMPANY									
5879	ROCK RIVER SERVICE COMPA	301000217-1	Radio Labor PD	01-040-5122 Equipment - Repairs	09/06/2024	200.00	.00		
Total ROCK RIVER SERVICE COMPANY:						200.00	.00		
ROCK ROAD COMPANIES									
5901	ROCK ROAD COMPANIES	25798	VILLAGE OF ROSCOE RESIDENTIAL S	90-010-7150 Projects	09/11/2024	151,043.95	.00		
Total ROCK ROAD COMPANIES:						151,043.95	.00		
SHERWIN INDUSTRIES, INC.									
6461	SHERWIN INDUSTRIES, INC.	SS103952	TYPE 3 BARRICADES, BARRICADE D	01-030-6051 EQUIPMENT NON-CAPIT	08/26/2024	4,926.97	.00		
Total SHERWIN INDUSTRIES, INC.:						4,926.97	.00		
SLABAUGH SERVICES									
6561	SLABAUGH SERVICES	2024-31414	1 YD PULV TOPSOIL - PW	01-030-6060 Repair Materials - Roads	08/24/2024	28.50	.00		
Total SLABAUGH SERVICES:						28.50	.00		
SOSNOWSKI SZETO LLP									
6582	SOSNOWSKI SZETO LLP	12084	PREPARE ATTORNEY LETTER FOR A	39-010-5233 TIF Consulting	09/06/2024	51.25	.00		
Total SOSNOWSKI SZETO LLP:						51.25	.00		
STRATUS NETWORKS									
6890	STRATUS NETWORKS	213382	MONTHLY FIBER CONNECTION FEE	01-010-5950 IT - Contractual	09/01/2024	1,116.05	.00		
Total STRATUS NETWORKS:						1,116.05	.00		
TransUnion Risk & Alt Data Sol									
7291	TransUnion Risk & Alt Data Sol	934851-20240	TLOxp CHARGES	01-040-5953 PD Subscriptions	09/01/2024	60.00	.00		
Total TransUnion Risk & Alt Data Sol:						60.00	.00		

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TREK Bicycle									
10061	TREK Bicycle	090524134652	Bicycle Repair PD	01-040-5122 Equipment - Repairs	09/05/2024	217.16	.00		
Total TREK Bicycle:						217.16	.00		
ULINE									
7431	ULINE	182336353	8 U-CHANNEL POSTS	01-030-6200 Street Signs	08/27/2024	467.13	.00		
Total ULINE:						467.13	.00		
UNIFIRST CORPORATION									
7460	UNIFIRST CORPORATION	3390007203	UNIFORMS & MATS - PW	01-030-4610 Uniforms	09/02/2024	126.15	.00		
7460	UNIFIRST CORPORATION	3390007203	UNIFORMS - PARKS	01-050-4610 Uniforms	09/02/2024	16.72	.00		
7460	UNIFIRST CORPORATION	3390007205	MAT SERVICE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	09/02/2024	27.87	.00		
7460	UNIFIRST CORPORATION	3390007525	UNIFORMS & MATS - PW	01-030-4610 Uniforms	09/09/2024	126.15	.00		
7460	UNIFIRST CORPORATION	3390007525	UNIFORMS - PARKS	01-050-4610 Uniforms	09/09/2024	16.72	.00		
7460	UNIFIRST CORPORATION	3390007526	MAT SERVICE - VH	01-010-5121 Maint&Repairs - Bldg & Gr	09/09/2024	27.87	.00		
Total UNIFIRST CORPORATION:						341.48	.00		
UNIFORM DEN EAST, INC									
7441	UNIFORM DEN EAST, INC	93360	Palzkill - New Hire Necessities	01-040-4613 Uniforms - Part Time	08/29/2024	968.60	.00		
7441	UNIFORM DEN EAST, INC	93361	Weber - Cap, Gloves	01-040-4612 Uniforms - Full time	08/29/2024	72.49	.00		
Total UNIFORM DEN EAST, INC:						1,041.09	.00		
WEX BANK									
7663	WEX BANK	99306969	FUEL-PD	01-040-6030 Gas & Oil	08/31/2024	4,195.40	.00		
7663	WEX BANK	99319178	FUEL-PW	01-030-6030 Gas & Oil	08/31/2024	1,226.86	.00		
7663	WEX BANK	99319178	FUEL - PARKS	01-050-6030 Gas & Oil	08/31/2024	995.40	.00		
Total WEX BANK:						6,417.66	.00		
WINNEBAGO COUNTY FINANCE OFFICE									
7775	WINNEBAGO COUNTY FINANC	13384	INTERNET SERVICE/PUBLIC IP ADDR	01-010-9000 Contingency	08/31/2024	55.00	.00		
Total WINNEBAGO COUNTY FINANCE OFFICE:						55.00	.00		
ZIEGLER'S ACE HARDWARE									
102	ZIEGLER'S ACE HARDWARE	5375-R	KEYS & CHAIN FOR SAW - PARKS	01-050-6050 REPAIR PARTS	08/28/2024	39.56	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
102	ZIEGLER'S ACE HARDWARE	5376-R	PINS - JACOBSEN	01-050-6050 REPAIR PARTS	08/28/2024	2.50	.00		
102	ZIEGLER'S ACE HARDWARE	5379-R	CHAINS FOR POLE SAW - PARKS	01-050-5121 Maint&Repairs - Bldg & Gr	08/29/2024	46.98	.00		
102	ZIEGLER'S ACE HARDWARE	5380-R	ANTI SKID PADS FOR APPLIANCES - P	01-030-5121 Maint&Repairs - Bldg & Gr	08/29/2024	3.99	.00		
102	ZIEGLER'S ACE HARDWARE	5381-R	CONCRETE MIX - PORTER PARK	01-050-5121 Maint&Repairs - Bldg & Gr	08/29/2024	9.99	.00		
102	ZIEGLER'S ACE HARDWARE	5385-R	PICTURE HANGER - VH	01-010-5121 Maint&Repairs - Bldg & Gr	08/30/2024	4.59	.00		
102	ZIEGLER'S ACE HARDWARE	5385-R	CARPENTERS PENCIL & SHARPENER	01-030-5121 Maint&Repairs - Bldg & Gr	08/30/2024	4.98	.00		
102	ZIEGLER'S ACE HARDWARE	5386-R	WASHERS, STOP NUTS - PW STOCK	01-030-6040 Operating Supplies	08/30/2024	112.56	.00		
102	ZIEGLER'S ACE HARDWARE	5390-R	STENCIL SET - PW STOCK	01-030-6040 Operating Supplies	08/30/2024	11.99	.00		
102	ZIEGLER'S ACE HARDWARE	5398-R	KNOCKOUT SEAL - LELAND PARK	01-050-5121 Maint&Repairs - Bldg & Gr	09/03/2024	.79	.00		
102	ZIEGLER'S ACE HARDWARE	5404-R	GREY BOX - LELAND	01-050-5121 Maint&Repairs - Bldg & Gr	09/05/2024	8.99	.00		
102	ZIEGLER'S ACE HARDWARE	5405-R	GROUND BAR - FALL FEST	01-010-6091 Banners and Displays	09/05/2024	18.18	.00		
Total ZIEGLER'S ACE HARDWARE:						265.10	.00		
Grand Totals:						301,439.92	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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- Department Key
- 010 Administration
 - 012 Village Clerk
 - 015 Liability Insurance
 - 030 Public Works
 - 040 Police/Public Safety
 - 050 Parks and Recreation

Dated: _____

Administrator: _____

Trustees: _____

These signatures approve all invoices in this report. Any invoices not approved are circled in Red.

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.
- Invoice Detail.GL account (2 Characters) = {<>} "50"

Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (2 Characters) = {=} "50"

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	GL Per	Net Invoice Amount	Amount Paid	Date Paid	Voided
FEHR-GRAHAM & ASSOCIATES										
2161	FEHR-GRAHAM & ASSOCIATES	122631	PROJ 20-512 LOVE RD RECONSTRUC	50-030-5220 ENGINEERI	04/26/2024	924	378.75	.00		
Total FEHR-GRAHAM & ASSOCIATES:							378.75	.00		
Grand Totals:							378.75	.00		

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	GL Per	Net Invoice Amount	Amount Paid	Date Paid	Voided
--------	-------------	----------------	-------------	----------------------	--------------	--------	-----------------------	-------------	-----------	--------

- Department Key
- 010 Administration
 - 012 Village Clerk
 - 015 Liability Insurance
 - 030 Public Works
 - 040 Police/Public Safety
 - 050 Parks and Recreation

Dated: _____

Administrator: _____

Trustees: _____

These signatures approve all invoices in this report. Any invoices not approved are circled in Red.

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.
- Invoice Detail.GL account (2 Characters) = {=} "50"

VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R39

Item # 7.

A RESOLUTION APPROVING THE TENTATIVE AND FINAL SUBDIVISION PLAT FOR PLAT NO. 5 OF HAWKS POINTE SUBDIVISION

WHEREAS, the owner of a parcel of property located within the Village of Roscoe, generally identified as BEING A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 46 NORTH, RANGE 2 EAST OF THE THIRD PRINCIPAL MERIDIAN, desires to subdivide said property in accordance with the plans and drawings attached hereto as Exhibit “A”; and

WHEREAS, pursuant to Village code, the owner has submitted a request for the approval of a tentative and final subdivision plat of said property, such subdivision to be entitled Plat No. 2 of Glenwood Estates Subdivision; and

WHEREAS, the Village finds that the proposed final Plat, its Zoning, Roads, Drainages, and Public Improvements meet the Village’s criteria for design approval; and

WHEREAS, the Village wishes to approve said tentative and final subdivision plat of the Plat No. 2 of Glenwood Estates Subdivision; and

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Roscoe, that the Village of Roscoe hereby approves the design of the tentative and final subdivision plat for the **Plat No. 2 of Glenwood Estates Subdivision**, such plat, legally described in, and to be consistent with, the exhibits and drawings attached hereto as Exhibit “A”.

2024-R39				
1 st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED SEPTEMBER 17, 2024:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Exhibit “A”
(Resolution 2024-R39)

PLAT NO. 2 OF GLENWOOD ESTATES SUBDIVISION

Development: Glenwood Estates Plat 2**PIN: # 04-14-428-001****Applicant: Glenwood Roscoe LLC/Dan Baumann**

The proposed improvements are located a short distance East of White School Road, bordered by Glenwood Drive to the North and Rhonda Drive to the South. New addresses will be assigned to each Lot after the Plat document is recorded.

The project entails the construction of the subdivision infrastructure and residential building construction for the 22 new single-family lots to be subdivided on this currently vacated property.

The infrastructure includes a hot mix asphalt roadway, concrete curb and gutter, storm sewer and a storm water detention area.

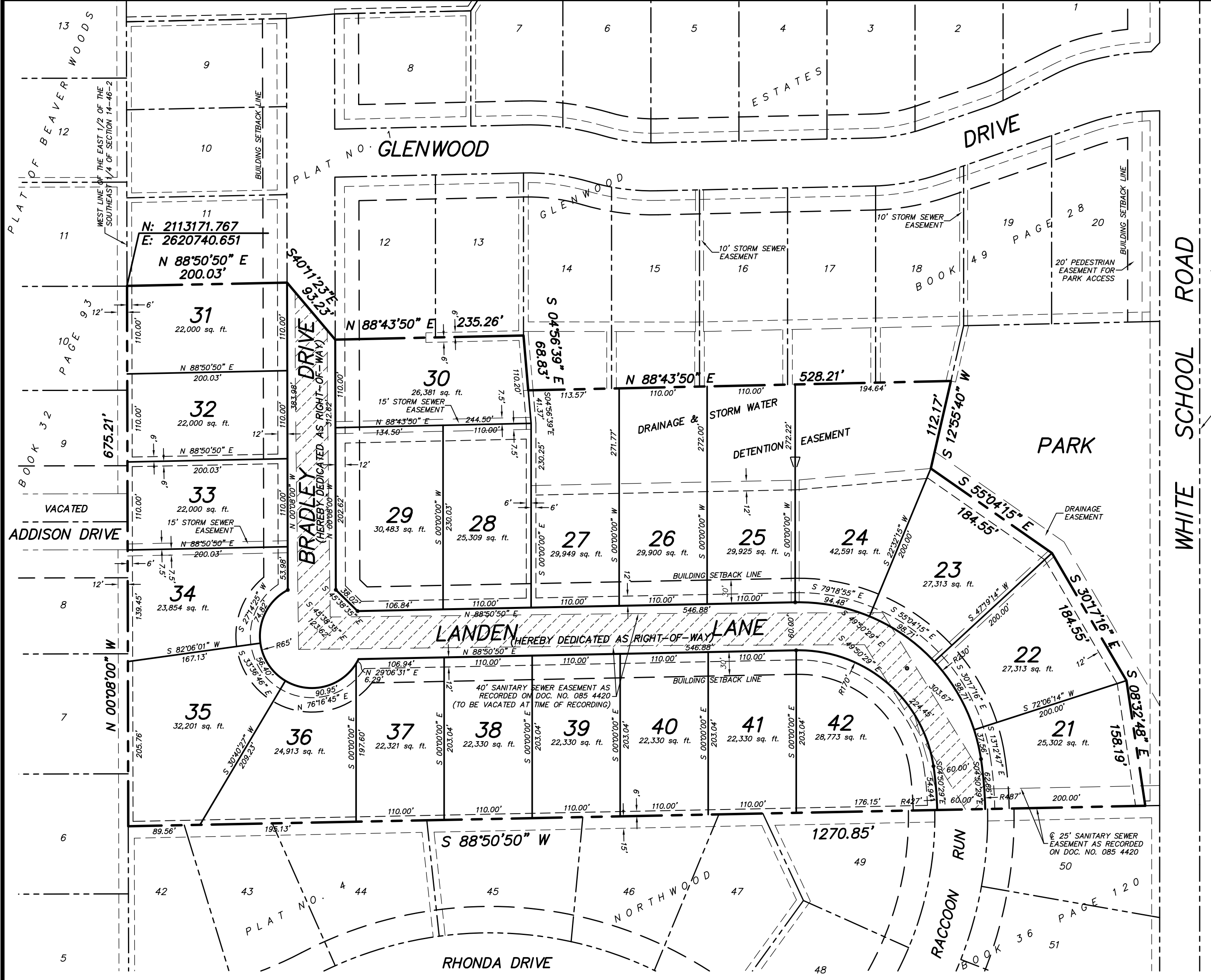
Ancillary work includes site grading, improvements of and existing storm water detention pond, installation and maintenance of erosion control best management practices and final site restoration.

Zoning

The Final Plat has been evaluated in accordance with the Development Agreement, Pre-Annexation Agreement, and the Village Code. All proposed lots meet the established requirements. Approval of the Glenwood Estates Final Plat 2 is recommended.

Engineering

The Roadway Improvement Plan, Stormwater Pollution Prevention Plan (SWPPP), Drainage Report, and Final Plat have been assessed for adherence to the Village of Roscoe's code of ordinances. All plans were found compliant with these regulations. A bond or certified check of \$351,080.00 is required to ensure that the developer completes the public improvements within one year from the date of the final plat recording. Approval of Glenwood Estates Final Plat 2 is recommended.



PLAT NO. 2
OF
GLENWOOD ESTATES
BEING A SUBDIVISION OF PART OF THE
SOUTHEAST QUARTER OF SECTION 14,
TOWNSHIP 46 NORTH, RANGE 2 EAST OF
THE THIRD PRINCIPAL MERIDIAN
WINNEBAGO COUNTY, ILLINOIS
JUNE 2024
GRAPHIC SCALE

1000 0 50 100 200 400

(IN FEET)

1 inch = 100 ft.

BASIS OF BEARINGS ARE ASSUMED

EAST LINE OF THE SOUTHEAST 1/4
OF SECTION 14-46-2

BRADLEY DRIVE

ADDISON DRIVE

GLENWOOD DRIVE

NORTHWOOD

RHONDA DRIVE

RACCOON RUN

WHITE SCHOOL ROAD

Easement Provisions
An easement is hereby reserved for and granted to the designated governmental bodies and public utilities, or cable television companies with the necessary authorizations and/or franchisees and their respective successors and assigns within the area as shown by dashed lines on the plat and marked "Easement", to install, lay, construct, renew, operate and maintain storm and sanitary sewers, pipes, conduits, cables, poles and wires, overhead and underground, with all necessary braces, guys, anchors and other equipment for the purpose of serving the subdivision and other properties with telephone, electric, gas and other utility service or cable television service, also is hereby granted, the right to use the streets for said purposes, the right to overhang lots with aerial service wires to serve adjacent lots, the right to enter upon the lots at all times to install, lay, construct, renew, operate and maintain within said easement area said storm and sanitary sewers and water mains, pipes, conduits, cables, poles, wires, braces, guys, anchors and other equipment and finally the right is hereby granted to cut down and remove or trim and keep trimmed any trees, shrubs or saplings that interfere with any of the said public utility or equipment or cable television equipment installed on said easement. No permanent buildings or trees shall be planted on said easement, but same may be used for purposes that do not then or later interfere with the aforesaid uses or rights herein granted.

If the grade of the subdivision property must be so altered or if private storm and sanitary sewer facilities require that the underground utility or cable television equipment be moved or otherwise altered, the property owners, their respective successors and assigns shall reimburse the utility company or cable television company for the necessary expense involved.

The maintenance of the drainage and storm water detention easement shall be the sole responsibility of the individual property owner. The finished grade of the easements shall not be landscaped, altered, or encroached upon by filling, grading or construction of surface improvements that obstruct or redirect the flow of water, nor shall any buildings or structures be erected within this easement. Easement Provisions

An easement for serving the subdivision and other property with electric and communications service is hereby reserved for and granted to COMMUNICABLES, INC. and its successors and assigns, their respective licensees, successors and assigns, jointly and severally, to construct, operate, repair, maintain, modify, reconstruct, replace, supplement, relocate and remove, from time to time, poles, guys, anchors, wires, cables, conduits, manholes, transformers, pedestals, equipment cabinets or other facilities used in connection with overhead and underground transmission and distribution of electricity, communications, sounds and signals in, over, under, across, along and upon the surface of the property shown within the dashed or dotted lines (or similar designation) on the plat and marked "Easement", "Utility Easement", "Public Utility Easement", "P.U.E." (or similar designation), the property designated in the Declaration of Condominium and/or on this plat as "Common Elements", and the property designated on the plat as "Common area or areas", and the property designated on the plat for streets and alleys, whether public or private, together with the rights to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon, or on adjacent lots, and common area or areas, the right to cut, trim or remove trees, bushes, roots and saplings and to clear obstructions from the surface and subsurface as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over Grantee's facilities or in, upon or over the property within the dashed or dotted lines (or similar designation) marked "Easement", "Utility Easement", "Public Utility Easement", "P.U.E." (or similar designation) without the prior written consent of Grantee. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have the meaning set forth for such term in the "Condominium Property Act", Chapter 765 ILCS 605/2, as amended from time to time.

The term "common area or areas" is defined as a lot, parcel or area of real property, the beneficial use and enjoyment of which is reserved in whole as an appurtenance to the separately owned lots, parcels or areas within the planned development, even though such be otherwise designated on the plat by terms such as "Outlots", "Common Elements", "Open space", "Open area", "Common ground", "parking" and "common areas". The term "common area or areas" and "Common Elements" include real property surfaced with interior driveways and walkways, but excludes real property physically occupied by a building, Service Business District or structure such as a pool, retention pond, or mechanical equipment.

Relocation of facilities will be done by Grantees at cost of the Grantor/Lot Owner, upon written request.

An easement is hereby reserved for and granted to NICOR, INC., its successors and assigns, to install, operate, maintain, repair, replace and remove facilities used in connection with the transmission and distribution of natural gas in, over, under, across, along and upon the surface of the property shown on this plat marked "Easement", "Common Area or Areas" and streets and alleys, whether public or private, and the property designated in the Declaration of Condominium and/or on this plat as "Common Elements", together with the right to install required service connections over or under the surface of each lot and Common Area or Areas to serve improvements thereon, or on adjacent lots, and Common Area or Areas, and to serve other property, adjacent or otherwise, and the right to remove obstructions, including but not limited to, trees, bushes, roots and fences, as may be reasonably required incident to the rights herein given, and the right to enter upon the property for all such purposes. Obstructions shall not be placed over NICOR facilities or in, upon or over the property identified on this plat for utility purposes without the prior written consent of NICOR. After installation of any such facilities, the grade of the property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have that meaning set forth for such term in Section 605/2(e) of the "Condominium Property Act" (Illinois Compiled Statutes, Ch. 765, Sec. 605/2(e)), as amended from time to time.

The term "Common Area or Areas" is defined as a lot, parcel or area of real property, including real property surfaced with interior driveways and walkways, the beneficial use and enjoyment of which is reserved in whole as an appurtenance to the separately owned lots, parcels or areas within the property, even though such areas may be designated on this plat by other terms.

LEGAL DESCRIPTION:

I hereby certify that at the request of the owners, I have surveyed and subdivided according to the attached Plat No. 2 of Glenwood Estates, a part of the Southeast Quarter of Section 14, Township 46 North, Range 2 East of the Third Principal Meridian, bounded and described as follows, to-wit: Beginning at the Southwest corner of Plat No. 1 of Glenwood Estates, being a subdivision of part of the Southeast Quarter of Section 14, Township 46 North, Range 2 East of the Third Principal Meridian, the plot of which subdivision is recorded in Book 49 of Plats on Page 28 in the Recorder's Office of Winnebago County, Illinois; thence North 88°-50'-50" East, 200.03 feet; thence South 40°-11'-23" East, 93.23 feet; thence North 88°-43'-50" East, 235.26 feet; thence South 04°-56'-39" East, 68.83 feet; thence North 88°-43'-50" East, 528.21 feet; thence South 12°-55'-40" West, 112.17 feet; thence South 55°-04'-15" East, 184.55 feet; thence South 30°-17'-16" East, 184.55 feet; thence South 08°-32'-48" East, 158.19 feet to the North line of Plat No. 4 of Northwood, being a subdivision of part of the Southeast Quarter of Section 14-46-2, the plot of which subdivision is recorded in Book 36 of Plats on Page 120 in aforesaid Recorder's Office of Winnebago County, Illinois (the preceding nine courses being along the Southerly line of Plat No. 1 of Glenwood Estates); thence South 88°-50'-50" West, along the North line of said Plat No. 4 of Northwood, 1270.85 feet to the East line of the Plat of Beaver Woods, being a subdivision of part of the West 1/2 of the Southeast 1/4 of Section 14, Township 46 North, Range 2 East of the Third Principal Meridian, the plot of which subdivision is recorded in Book 32 of Plats on Page 93 in aforesaid Recorder's Office of Winnebago County, Illinois; thence North 00°-08'-00" West, along the East line of said Plat of Beaver Woods, 675.21 feet to the point of beginning. Situated in the County of Winnebago and State of Illinois. Containing 15.36 Acres.

I further certify that this plat is situated within 1 1/2 miles of the corporate limits of a city which has adopted a city plan and is exercising the special powers authorized by Division 12 of Article 11 of the Illinois Municipal Code, as now or hereafter amended, and that no part of the property covered by this plat is situated within a special Flood hazard area as identified by the Federal Emergency Management Agency for Winnebago County, Illinois on Community-panel number 17201C0154D dated September 6, 2006.

Dimensions are given in feet and decimals of a foot unless otherwise noted. Iron pins 3/4-inch in diameter and 4 feet long have been found or set at all points marked with a solid dot, and iron pins 5/8-inch in diameter and 3 feet long have been found or set at all other lot corners except as noted. All dimensions along curved lines are chord distances unless otherwise noted.

Given under my hand and seal this _____ day of _____, 2024, at Loves Park, Illinois.



Thomas R. Eddie
Illinois Professional Land Surveyor
No. 3635
(Exp. 11-30-24)

As owners, we hereby certify that we have caused the land described in the foregoing affidavit of the surveyor, to be surveyed, divided, and mapped as presented on this plat. All streets, alleys, walkways, parks, playgrounds and school sites shown on this plat are hereby dedicated to the public for public purposes, and all easements shown are subject to the Easement Provisions hereon. We further certify that there are no liens or encumbrances on the property contained in this plat except improvements have been built as required, or security in sufficient amount has been provided for this construction.

Owner: _____
Address: _____

I, _____, a Notary Public in and for the County of Winnebago in the State of Illinois, do hereby certify that _____ personally known to me to be the same person(s) whose name(s) is (are) subscribed to the foregoing instrument, appeared before me this day in person and (severally) acknowledged that he (they) signed, sealed and delivered said instrument as his (their) free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notary Seal this _____ day of _____, 20____.

Notary Public

We hereby certify that to the best of our knowledge and belief, the drainage of surface water will not be changed by the construction of this subdivision or any part thereof, or that if such surface water drainage will be changed, adequate provision has been made for the collection and diversion of such surface waters into water retention areas, public areas, or drains which the subdivider has the right to use, and that such surface waters will not be deposited on the property of adjoining lands in such concentrations as may cause damage to the adjoining property because of the construction of the subdivision.

Registered Professional Engineer _____ Owner or Duty Authorized Attorney _____
Date _____ Date _____

I hereby certify that I have received an approved drainage study for the property embraced within the attached Plat No. 2 Glenwood Estates. Construction plans have been submitted and approved, and all public improvements have been built as required, or security in sufficient amount has been provided for this construction.

Dated this _____ day of _____, 20____.
Village Engineer _____

Having reviewed the recommendations of the Planning Commission, and finding substantial conformity with all pertinent laws, rules, and regulations including this Drainage and the tentative Plat of this subdivision as conditionally approved, this Plat is given final approval this _____ day of _____, 20____.

Village Plat Officer _____

This is to certify that the Village of Roscoe has reviewed the attached Plat No. 2 of Glenwood Estates.

In witness whereof, I have hereto set my hand this _____ day of _____, 20____.
President of the Village Board _____

This is to certify that the Village Board of the Village of Roscoe did, at its meeting on the _____ day of _____, A.D., 20____, approve of the Plat and authorize it to be recorded.

In witness whereof, I _____, Village Clerk of the Village of Roscoe hereto set my hand and affixed the seal of said Village of Roscoe, this _____ day of _____, A.D., 20____.

Village Clerk

I hereby certify that I have reviewed and approved the ties to the Winnebago County Geodetic Control Network for the property embraced within this plat. The Geodetic Control Network Tie Form has been submitted and approved.

WinGIS Program Manager _____

I, _____, County Clerk of Winnebago County in the State of Illinois, do hereby certify that I find no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against the lands embraced within Plat No. 2 of Glenwood Estates.
In witness whereof, I have hereunto set my hand and seal of the county of Winnebago this _____ day of _____, 20____.

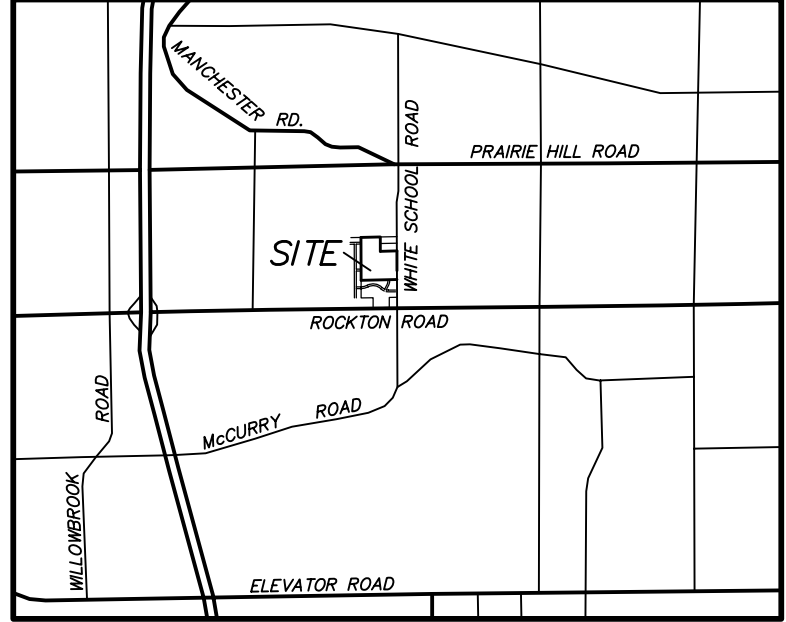
County Clerk

Filed for record this _____ day of _____, 20____, at _____ o'clock _____ M., recorded in Book _____ of Plats, page _____ and examined _____

County Recorder

Document Number _____

OWNER/DEVELOPER:
GLENWOOD ROSCOE LLC
PO BOX 15717
LOVES PARK, ILLINOIS 61132



LOCATION MAP

PREPARED BY:
R.K. JOHNSON & ASSOCIATES, INC.
CONSULTING CIVIL ENGINEERS - LAND SURVEYORS
1515 WINDSOR ROAD LOVES PARK, ILLINOIS 61111

(815) 633-5097 (815) 633-4593 FAX

ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 184-004994

JUNE 4, 2024 JOB NO. 14935

SHEET 1 OF 1

GENERAL NOTES:

- CONTRACTOR SHALL NOTIFY THE VILLAGE OF ROSCOE AND OWNER'S REPRESENTATIVE 48 HOURS PRIOR TO START OF CONSTRUCTION. OWNERS REPRESENTATIVE SHALL BE NOTIFIED 24 HOURS IN ADVANCE OF RESUMING WORK AFTER STOPPAGE AND BEFORE ANY PAVING OR CONCRETE WORK. PAVING, WALKS OR CURB INSTALLED WITHOUT OWNER REPRESENTATIVE APPROVAL OF SUBGRADE, BASE COURSE, FORM OR STRING LINES MAY BE REJECTED FOR PAYMENT.
- ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING DOCUMENTS:
 - STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION IN ILLINOIS (HEREIN AFTER CALLED "DOT SPECIFICATIONS")
 - SUPPLEMENTAL SPECIFICATIONS AND RECURRING SPECIAL PROVISIONS
 - CODE OF ORDINANCES FOR THE VILLAGE OF ROSCOE.
- ALL WORK SHALL BE GUARANTEED BY THE CONTRACTOR FOR ONE YEAR FROM DATE OF ACCEPTANCE BY OWNER AND VILLAGE OF ROSCOE.
- CONTRACTOR SHALL BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS & JOBSITE SAFETY AND ANY AND ALL DAMAGE TO EXISTING FACILITIES RESULTING FROM THE PERFORMANCE OF WORK UNDER THIS CONTRACT. CONTRACTOR SHALL CARRY LIABILITY INSURANCE NAMING OWNER, ENGINEER, THE VILLAGE AND ITS CONSULTANTS AS ADDITIONAL INSURERS. MINIMUM INSURANCE COVERAGE SHALL BE IN ACCORDANCE WITH DOT STANDARDS OR APPROVED BY ENGINEER.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY CONSTRUCTION PERMITS, INCLUDING, A RIGHT-OF-WAY PERMIT FROM ROSCOE TOWNSHIP, THE CONSTRUCTION AND EROSION CONTROL PERMIT FROM THE VILLAGE AND CONNECTION PERMITS FROM THE FOUR RIVERS SANITATION AUTHORITY (FRSA). IN ADDITION TO THESE DRAWINGS AND THE STANDARDS REFERENCE HEREIN, ALL WORK MUST BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THESE PERMITS.
- CONTRACTOR SHALL LOCATE ALL UTILITIES PRIOR TO START OF CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR UTILITY RELOCATIONS REQUIRED BY THE WORK IN THIS CONTRACT.
CONTACT JULIE AT 1-800-892-0123 OR DIAL 811
- CONTRACTOR SHALL CLEAN SITE AND REMOVE ALL EXCESS MATERIAL AND DEBRIS. FINAL PAYMENT WILL BE WITHHELD UNTIL SITE CLEAN UP IS ACCEPTED BY THE OWNER. EXCESS MATERIAL INCLUDES PIPE, STRUCTURES, AND OTHER MISCELLANEOUS CONSTRUCTION MATERIAL NOT USED IN IMPROVEMENTS OR TO ACHIEVE PLAN GRADES. REMOVAL AND DISPOSAL OF EXCESS AND/OR UNSUITABLE MATERIAL SHALL BE COMPLETED IN ACCORDANCE WITH ALL FEDERAL, STATE AND LOCAL REQUIREMENTS.
- THE STORM WATER DETENTION AREA WAS CONSTRUCTED DURING THE PLAT NO. 1 PROJECT, BUT THE OVERFLOW SPILLWAY WILL BE REVISED TO ACCOMMODATE THE PLAT NO. 2 DEVELOPMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING POSITIVE DRAINAGE OF THE SITE TO THE EXISTING DETENTION AREA AT THE END OF EACH WORKING DAY.
- ALL PAVEMENT AND CURB & GUTTER REMOVAL SHALL BE COMPLETED WITH A CLEAN VERTICAL SAW CUT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING A CONSTRUCTION SITE THAT IS SAFE FOR ALL MOTORISTS, CONSTRUCTION PERSONNEL, PEDESTRIANS AND NEARBY RESIDENTS.
- THIS PROJECT INVOLVES MINIMAL IMPACT TO TRAFFIC ON VILLAGE ROADWAYS. NO LANE OR ROAD CLOSURES ARE ALLOWED AS PART OF THIS PROJECT.
- CONSTRUCTION VEHICLES SHALL OPERATE CAREFULLY WHEN EXITING THE JOBSITE ONTO BRADLEY DRIVE OR RACCOON RUN.

EARTHWORK NOTES:

- LIMITED GEOTECHNICAL INFORMATION FOR THE PROPOSED IMPROVEMENT AREA IS AVAILABLE. CONTRACTORS SHALL CONTACT THE OWNER AT (779) 423-0548 TO REQUEST ACCESS TO THE SITE TO PERFORM TEST EXCAVATIONS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO FAMILIARIZE HIMSELF WITH THE EXISTING SOIL LOCATIONS PRIOR TO THE PREPARATION OF A CONSTRUCTION BID.
 - TOPSOIL UNDER PAVEMENTS SHALL BE STRIPPED AND STOCKPILED ONSITE. INACTIVE STOCKPILES SHALL BE STABILIZED WITH EROSION CONTROL SEEDING AS OUTLINED IN THE EROSION CONTROL NOTES. TOPSOIL SHALL BE RE-Spread FOR SITE RESTORATION IN ALL LAWN AREAS OR USED IN THE CONSTRUCTION OF THE DETENTION AREA BERM AND OVERFLOW SPILLWAY. EXCESS TOPSOIL SHALL BE STORED ONSITE FOR FUTURE PROJECTS UNLESS OTHERWISE DIRECTED BY THE OWNER.
 - SAND OR CLAY FILL MATERIAL IN EXCAVATED AREAS SHALL BE USED ONSITE AS ENGINEERED FILL UNDER ROADS, DRIVES OR BUILDINGS. INACTIVE STOCKPILES SHALL BE COVERED WITH 4" (MIN.) TOPSOIL AND STABILIZED WITH EROSION CONTROL SEEDING AS OUTLINED IN THE EROSION CONTROL NOTES. EXCESS FILL MATERIAL SHALL NOT BE HAULED OFFSITE UNLESS REQUESTED BY THE OWNER.
- FOUR RIVERS SANITATION AUTHORITY (FRSA) GENERAL NOTES:**
- THE SANITARY SEWER WITHIN THE PROJECT LIMITS WAS INSTALLED AS PART OF THE PLAT NO. 1 CONSTRUCTION PROJECT, AND PUNCH LIST WORK WAS COMPLETED TO ALLOW CONNECTION OF THE SINGLE FAMILY HOMES CONSTRUCTED ON THE PLAT NO.1 LOTS.
 - SANITARY SEWER WORK ON THIS PROJECT IS MINIMAL AND CONSISTS OF ADJUSTING THE EXISTING MANHOLE FRAMES AND LIDS WITHIN THE PROPOSED ROADWAY. THE FRSA CHIEF INSPECTOR, BEN CHRISTIANSEN SHALL BE CONTACTED AT (815) 209-7952 PRIOR TO ANY WORK ON THE EXISTING SANITARY SEWER. ALL SANITARY SEWER CONSTRUCTION PERFORMED IN THE ABSENCE OF A FRSA INSPECTOR WILL NOT BE ACCEPTED.
 - THE SANITARY SEWER SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR WATER AND SEWER CONSTRUCTION IN THE STATE OF ILLINOIS, LATEST EDITION, AND THE REQUIREMENTS OF FRSA.
 - NOTICE ALLOWING CONNECTIONS MUST BE ISSUED BY THE FRSA BEFORE INDIVIDUAL SERVICE CONNECTIONS WILL BE PERMITTED UNDER THE STANDARD FRSA SERVICE CONNECTION PERMIT PROCESS.
 - THE PERMIT HOLDER IS RESPONSIBLE FOR THE SANITARY SEWER SYSTEM WORKMANSHIP AND MATERIALS FOR 2 YEARS AFTER THE FRSA ISSUED NOTICE OF ACCEPTING THE SEWER, AND FOR SANITARY SEWER TRENCH SETTLEMENT FOR A PERIOD OF THREE (3) YEARS AFTER COMPLETION OF THE PROJECT.
 - THE SANITARY SEWER SERVICE FOR EACH LOT IN PLAT NO. 2 OF GLENWOOD ESTATES WAS INSTALLED AS PART OF THE PLAT NO. 1 IMPROVEMENT PROJECT. THE LOCATION AND DEPTH OF THE EXISTING PIPE HAS BEEN SHOWN BASED ON FRSA RECORD DRAWINGS. PRIOR TO THE START OF SINGLE FAMILY HOME CONSTRUCTION ON AN INDIVIDUAL LOT, THE EXISTING SANITARY SEWER SERVICE SHALL BE PHYSICALLY LOCATED. IF THE INVERT ELEVATION IS MORE THAN 0.25' HIGHER THAN SHOWN IN THESE DRAWINGS, THE ENGINEER SHALL BE CONTACTED IMMEDIATELY.

WATER MAIN NOTES:

- ALL LOTS WILL BE SERVED BY A PRIVATE WELL TO BE INSTALLED DURING CONSTRUCTION OF THE SINGLE FAMILY HOME. THERE ARE NO WATER MAIN IMPROVEMENTS INVOLVED WITHIN THIS PROJECT.

PAVEMENT NOTES:

- HOT MIX ASPHALT (HMA) PAVEMENT SHALL BE CONSTRUCTED IN ACCORDANCE WITH IDOT SECTION 406 AND MEET THE FOLLOWING DESCRIPTION.

HMA SURFACE COURSE:	HMA BINDER COURSE:
• PG 64-22	• PG 64-22
• 4% DESIGN AIR VOIDS AT N50	• 4% DESIGN AIR VOIDS AT N50
• MIXTURE COMPOSITION IL-9.5 OR SMA-9.5	• MIXTURE COMPOSITION IL-9.5
• FRICTION AGGREGATE C	
- NO HMA MIXES SHALL BE IDOT APPROVED
- NO HMA PAVING SHALL BE COMPLETED OVER DETERIORATED OR DIRTY AGGREGATE BASE COURSE OR HMA BINDER COURSE.
- PRIOR TO PLACEMENT OF THE AGGREGATE BASE COURSE, THE PROPERLY PREPARED SUBGRADE SHALL UNDERGO A DENSITY TEST PER IDOT ARTICLE 205.06 (ILLINOIS MODIFIED AASHTO T 310 DIRECT TRANSMISSION DENSITY). ALL UNSUITABLE AREAS SHALL BE UNDERCUT PER THE DETAIL.
- PRIOR TO PAVING OF THE HMA BINDER COURSE, THE PREPARED AGGREGATE BASE COURSE SHALL UNDERGO A PROOF ROLL TEST PER IDOT SECTION 351. UNSUITABLE AREAS SHALL BE UNDERCUT PER THE DETAIL.
- PRIOR TO PAVING ON PREPARED AGGREGATE BASES, A PRIME COAT SHALL BE APPLIED. PRIOR TO PAVING ON MILLED HMA AND NEW HMA BINDER COURSE, A TACK COAT SHALL BE APPLIED. THIS WORK SHALL BE COMPLETED IN ACCORDANCE WITH IDOT ARTICLE 406.05.
- CONCRETE CURB & GUTTER SHALL BE CONSTRUCTED PER IDOT SECTION 606.

EROSION CONTROL NOTES:

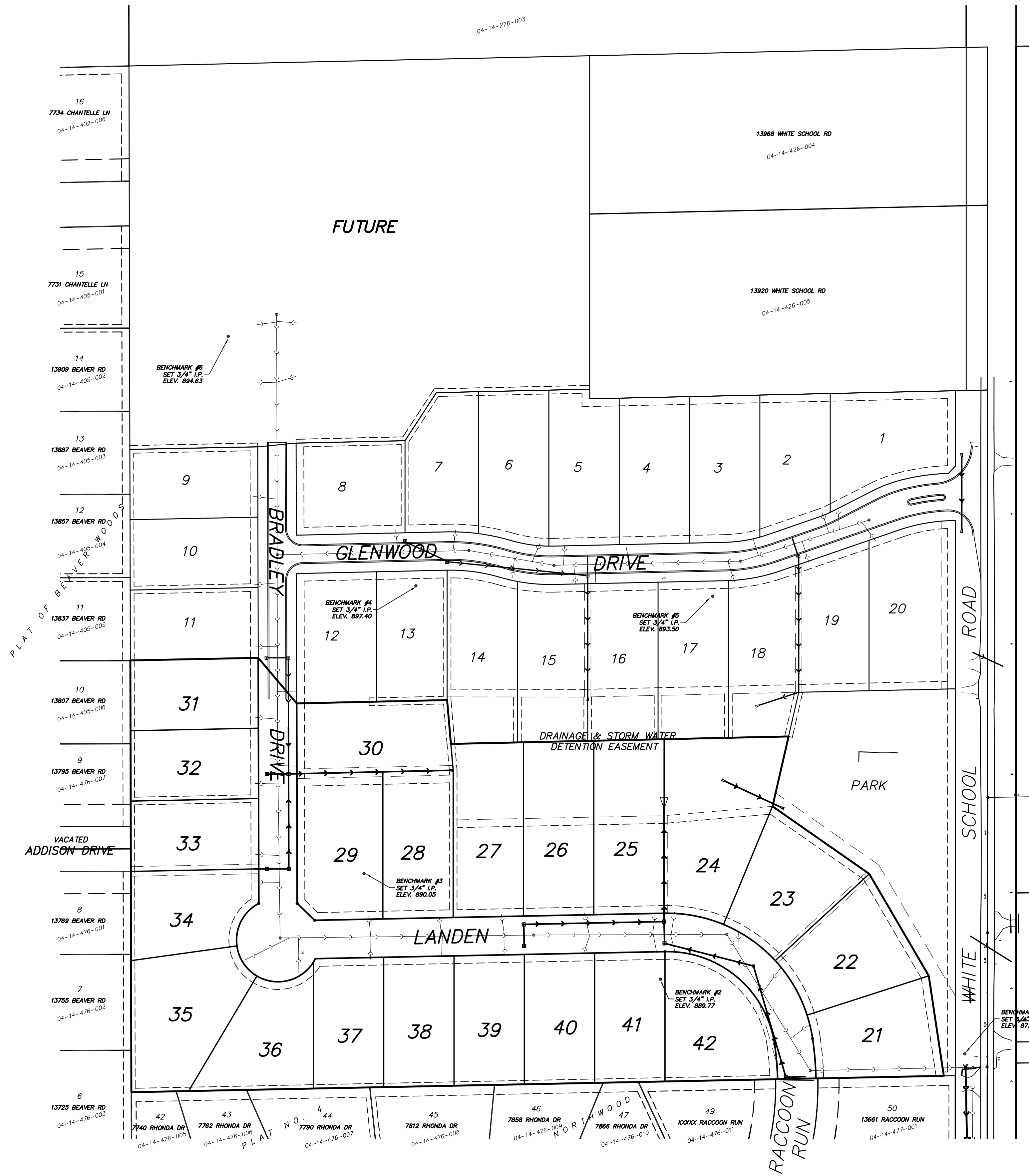
- ALL WORK SHALL BE IN ACCORDANCE WITH THE ILLINOIS URBAN MANUAL (IUM) GOVERNING EROSION AND SEDIMENT CONTROL AND THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP). NOTE THAT THE SWPPP IS A SEPARATE WRITTEN DOCUMENT THAT IS NOT A PART OF THIS PLAN SET.
- THE EROSION AND SEDIMENT CONTROL PLAN IS DYNAMIC AND CAN BE CHANGED TO MEET DIFFERING SITE CONDITIONS.
- THE STABILIZED CONSTRUCTION ENTRANCES, SILT FENCE AND PROTECTION OF EXISTING STORM INLETS / PIPE CULVERTS SHALL BE INSTALLED BEFORE THE START OF EARTHWORK OR OTHER GROUND DISTURBING ACTIVITIES.
- IN AREAS WHERE WORK HAS TEMPORARILY CEASED, SOIL STABILIZATION SHALL BE IMPLEMENTED. EROSION CONTROL SEEDING USED FOR TEMPORARY STABILIZATION SHALL BE COMPLETED IN ACCORDANCE WITH IUM PRACTICE STANDARD 965. MULCHING FOR SOIL STABILIZATION SHALL BE COMPLETED PER IUM PRACTICE STANDARD 875. SOIL STABILIZATION SHALL BE IMPLEMENTED AS SOON AS POSSIBLE AFTER SUSPENSION OF WORK.
- THE STABILIZED CONSTRUCTION ENTRANCE SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH IUM PRACTICE STANDARD 930. ALL CONSTRUCTION TRAFFIC SHALL ENTER/EXIT THE JOBSITE FROM THE STABILIZED CONSTRUCTION ENTRANCE. IF ADDITIONAL ACCESS POINTS ARE USED FOR THE JOBSITE INGRESS/EGRESS, ADDITIONAL STABILIZED CONSTRUCTION ENTRANCES SHALL BE INSTALLED.
- DISTURBED GROUND IN LAWN / LANDSCAPE AREAS SHALL BE RESTORED WITH 6" (MIN.) TOPSOIL, LAWN SEED AND FERTILIZER IN ACCORDANCE WITH IDOT SECTIONS 211 AND 280. THE TOPSOIL SHALL CONSIST OF ONSITE MATERIAL THAT WAS STRIPPED IN ANTICIPATION OF PAVEMENT OR BUILDING CONSTRUCTION. SEED MIXTURES IN THE RIGHT-OF-WAY AREAS SHALL BE IDOT CLASS 1A (SALT TOLERANT LAWN). SEED MIXTURES ON PRIVATE PROPERTY, INCLUDING ANY DRAINAGE, DETENTION OR STORM SEWER EASEMENT SHALL BE IDOT CLASS 1B (LOW MAINTENANCE LAWN).
- HEAVY DUTY EROSION CONTROL BLANKET AND TURF REINFORCEMENT MAT SHALL BE INSTALLED FOR GROUND STABILIZATION AS SHOWN IN THE PLANS. HEAVY DUTY EROSION CONTROL BLANKET SHALL BE S150 OR SC150 BY NORTH AMERICAN GREEN. TURF REINFORCEMENT MAT (TRM) SHALL BE TRM C350 BY NORTH AMERICAN GREEN. ALL DISTURBED SOILS ARE TO BE COVERED WITH HEAVY DUTY EROSION CONTROL BLANKET OR TRM SHALL BE STABILIZED WITH STANDARD EROSION CONTROL BLANKET, CONFORMING TO PRODUCT DS75 BY NORTH AMERICAN GREEN. SUBSTITUTE PRODUCTS ARE ALLOWED IF APPROVED BY THE ENGINEER.
- AN INSPECTION OF ALL EROSION CONTROL AND SLOPE STABILIZATION MEASURES SHALL BE PERFORMED EVERY 7 DAYS AND AFTER EACH RAINFALL EVENT OF 0.5" OR MORE. ANY DEFICIENCIES NOTED DURING THIS INSPECTION SHALL BE REPAIRED AS DIRECTED BY THE EROSION CONTROL INSPECTOR. THE REPAIR TIME MAY VARY BASED ON THE URGENCY OF THE SITUATION, BUT SHALL NOT EXCEED 7 DAYS. DURING EXTENDED PERIODS WHEN THE JOBSITE IS INACTIVE DUE TO WINTER OR FROZEN GROUND CONDITIONS, EROSION CONTROL INSPECTIONS SHALL BE PERFORMED A MINIMUM OF ONE TIME PER MONTH, AND AFTER ANY RAINFALL GREATER THAN 0.5" OR EQUIVALENT SNOW MELT.
- ADJACENT ROADWAYS SHALL BE INSPECTED AT THE END OF EACH WORK DAY. PAVEMENT SHALL BE CLEANED OR SWEEPED AS NECESSARY TO PREVENT TRACK-OFF OF SEDIMENT.
- ROLLED EROSION CONTROL PRODUCTS SHALL BE INSTALLED AS TEMPORARY DITCH CHECKS AS SHOWN IN THE DRAWINGS AND DETAILS. THE DITCH CHECKS SHALL EXTEND ACROSS THE ENTIRE CROSS-SECTION OF THE DRAINAGE DITCH AND/OR SWALE.
- FILTERS SHALL BE INSTALLED IMMEDIATELY AFTER THE STORM INLETS HAVE BEEN INSTALLED. FOR SPECIAL INLETS WITH REAR OPENINGS, A FILTER SHALL BE INSTALLED ON BOTH SIDES OF THE STRUCTURE, FOR OPEN GRATE STORM MANHOLES, A DROP-IN FILTER SHALL BE USED.
- ALL TOPSOIL STOCKPILES SHALL HAVE SEDIMENT BARRIER PLACED AROUND IT ON THREE SIDES. THE FOURTH SIDE SHALL BE GRADED SO THAT FLOWS TOWARDS THE STOCKPILE OR RUNOFF FROM THE STOCKPILE WILL BE TRAPPED TO ALLOW SEDIMENT TO SETTLE OUT.
- THE CONTRACTOR SHALL CONSTRUCT AND MAINTAIN TEMPORARY CONCRETE WASHOUT FACILITIES PER IUM PRACTICE STANDARD 954. THE LOCATIONS OF THE WASHOUT FACILITIES SHOWN IN THE DRAWINGS ARE APPROXIMATE AND MAY BE RELOCATED AS NEEDED.
- ALL TEMPORARY EROSION CONTROL MEASURES SHALL REMAIN IN PLACE UNTIL GROWTH OF THE FINAL TURF PROVIDES AT LEAST 70 PERCENT COVERAGE AT ANY LOCATION ON THE CONSTRUCTION SITE. THE TEMPORARY EROSION CONTROL MEASURES SHALL BE REQUESTED PRIOR TO REMOVING ALL TEMPORARY EROSION AND SEDIMENT CONTROLS. AFTER THE FINAL INSPECTION IS COMPLETE AND TEMPORARY EROSION CONTROL MEASURES HAVE BEEN REMOVED, THE OWNER SHALL BE RESPONSIBLE FOR SUBMITTING THE NOTICE OF TERMINATION FORM TO THE IEPA TO CLOSE-OUT THE NPDES PERMIT.

ROADWAY IMPROVEMENT PLANS

FOR

PLAT NO. 2 OF

GLENWOOD ESTATES

**SHEET INDEX**

SHEETS	DESCRIPTION
1.	COVER SHEET
2.	BRADLEY DRIVE
3.	LANDEN DRIVE
4.	LANDEN DRIVE
5.	GRADING/EROSION PLAN
6.	STORM SEWER DETAIL
7.	EROSION CONTROL DETAIL

I HEREBY CERTIFY THAT THE ELEVATIONS SHOWN HEREON WERE BASED ON WINGIS MONUMENT 21.2N - 12.1E WHICH HAS A PUBLISHED ELEVATION OF 867.65 AND IS LOCATED NEAR THE INTERSECTION OF ROCKTON ROAD AND COUNTY LINE ROAD.

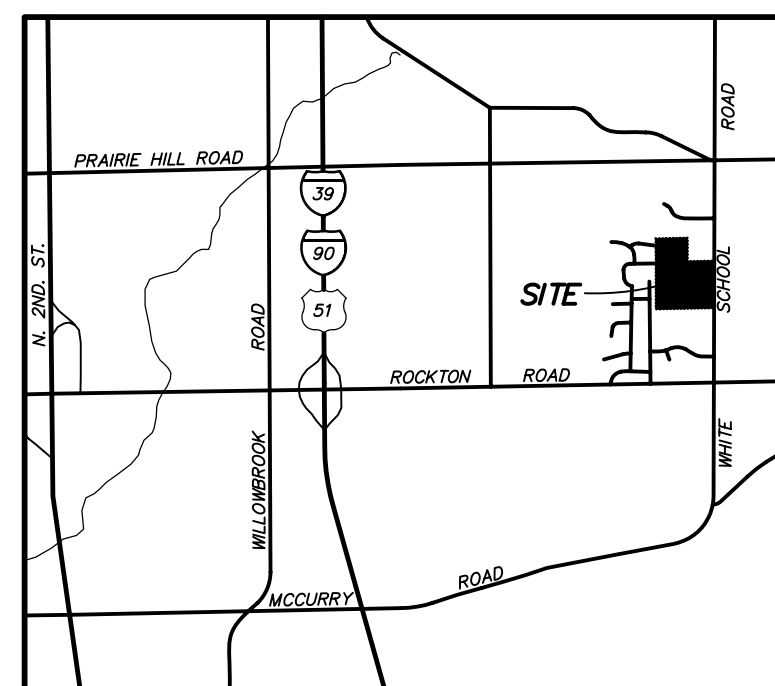
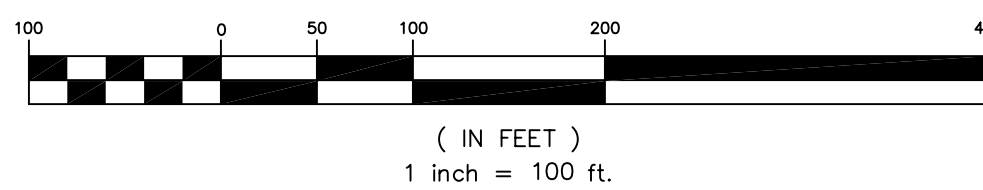
NAME _____

7/16/2024



EXPIRES 11/30/2025

GRAPHIC SCALE



LOCATION MAP

PREPARED BY:
R.K. JOHNSON & ASSOCIATES, INC.
 CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
 1515 WINDSOR ROAD LOVES PARK, ILLINOIS 61111
 (815) 633-5097 (815) 633-4593 (FAX)
 ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 184-004994
 FEBRUARY 29, 2024 JOB NO. 14935-2
 SHEET 1 OF 7
 REVISED PER VILLAGE COMMENTS: 7-16-2024

CALL J.U.L.I.E. 1-800-892-0123

48 HOURS BEFORE YOU DIG.
 EXCLUDING SAT., SUN. & HOLIDAYS



- INVERT VARIES SIGNIFICANTLY FROM 891.30, THE ENGINEER SHALL BE CONTACTED IMMEDIATELY. THE SPIGOT END OF THE PIPE SHALL BE CLEANED AND PREPARED WITH MASTIC PRIOR TO INSTALLATION OF NEW RCP STORM SEWER.
4. THE INVERT ELEVATION OF THE EXISTING SPECIAL INLET SHALL BE VERIFIED BY THE CONTRACTOR AT THE START OF THE PROJECT. IF THE ELEVATION VARIES SIGNIFICANTLY FROM 890.60, THE ENGINEER SHALL BE CONTACTED IMMEDIATELY.
5. ADJUST STORM INLET TO FINAL GRADE PER IDOT SECTION 602.

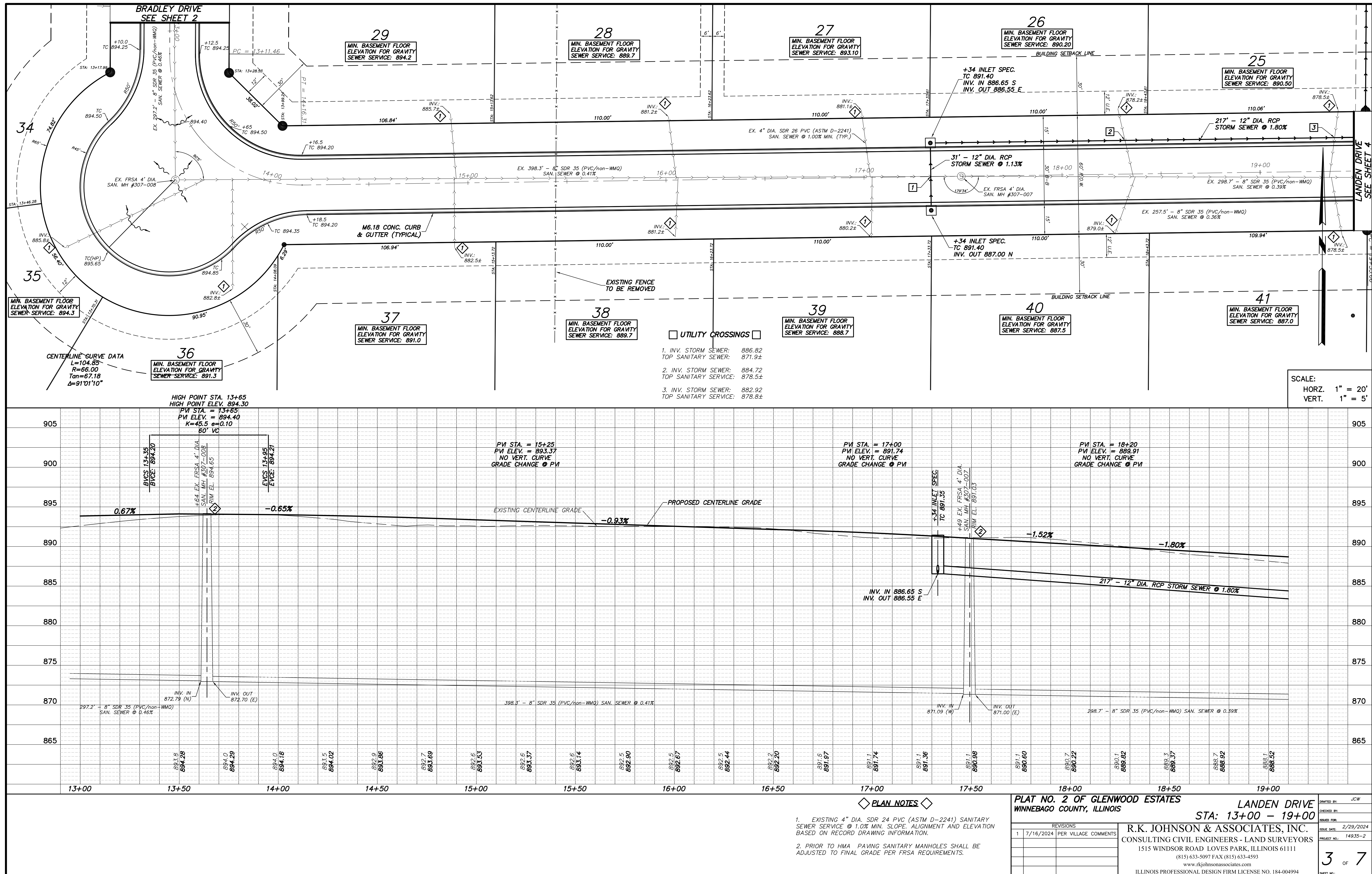
PLAT NO. 2 OF GLENWOOD ESTATES
WINNEBAGO COUNTY, ILLINOIS

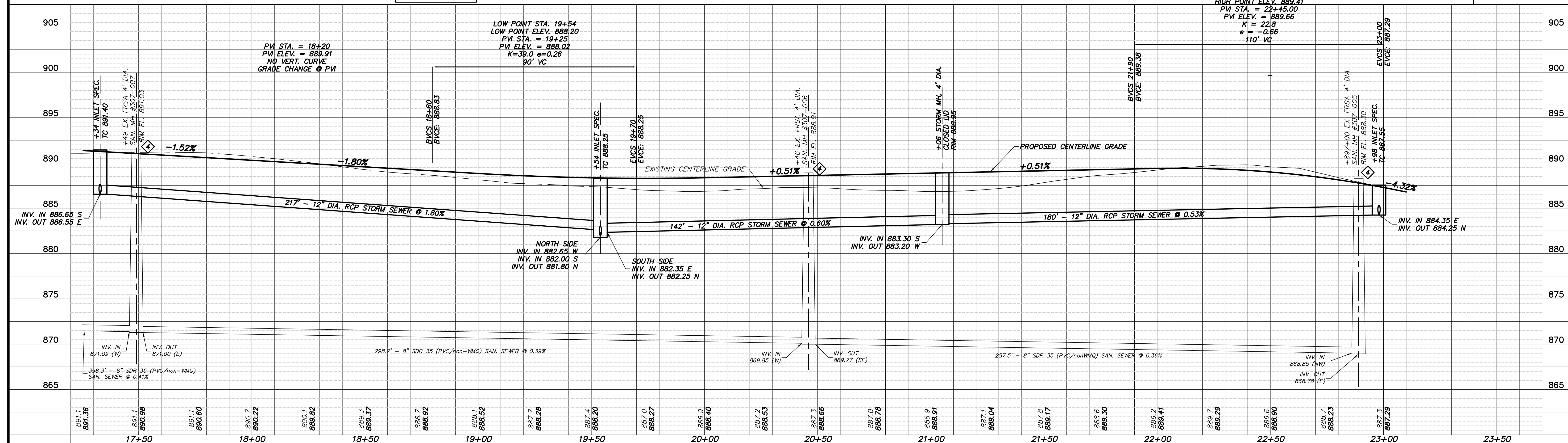
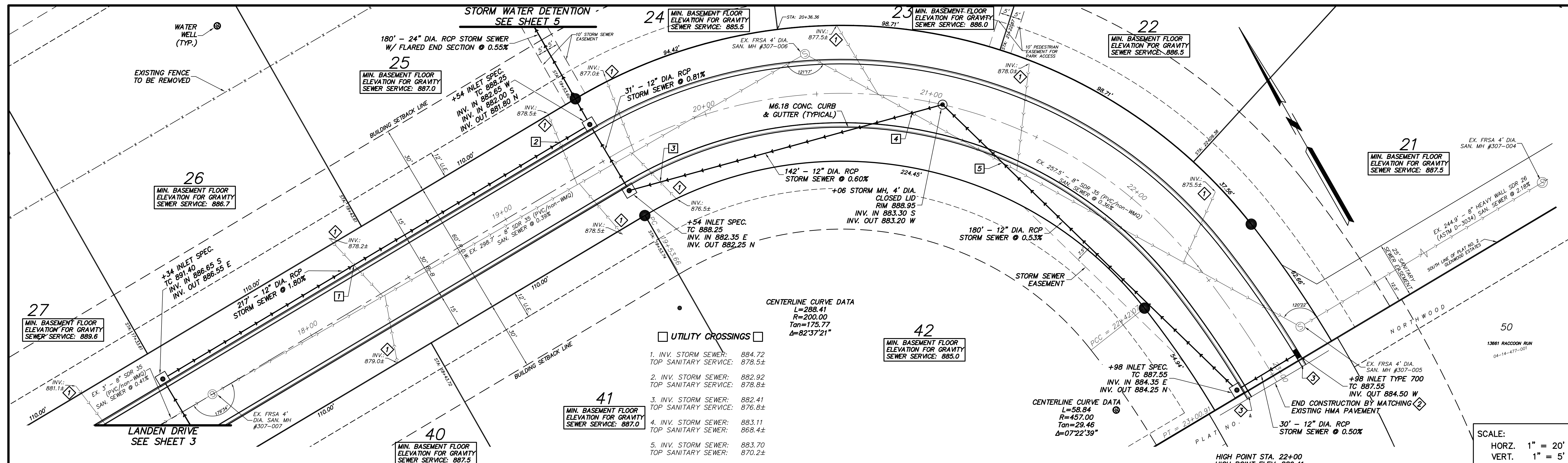
BRADLEY DRIVE
STA: 9+00 - 14+00

REVISIONS		
1	7/16/2024	PER VILLAGE COMMENTS

R.K. JOHNSON & ASSOCIATES, INC.
CONSULTING CIVIL ENGINEERS - LAND SURVEYORS
 1515 WINDSOR ROAD LOVES PARK, ILLINOIS 61111
 (815) 633-5097 FAX (815) 633-4593
www.rkjohnsonassociates.com
 ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 184-004994

DATED BY: JCW
CHECKED BY:
ISSUED FOR:
ISSUE DATE: 2/29/2024
PROJECT NO.: 14935-2
2 OF 7
SHEET NO.:





PLAN NOTES

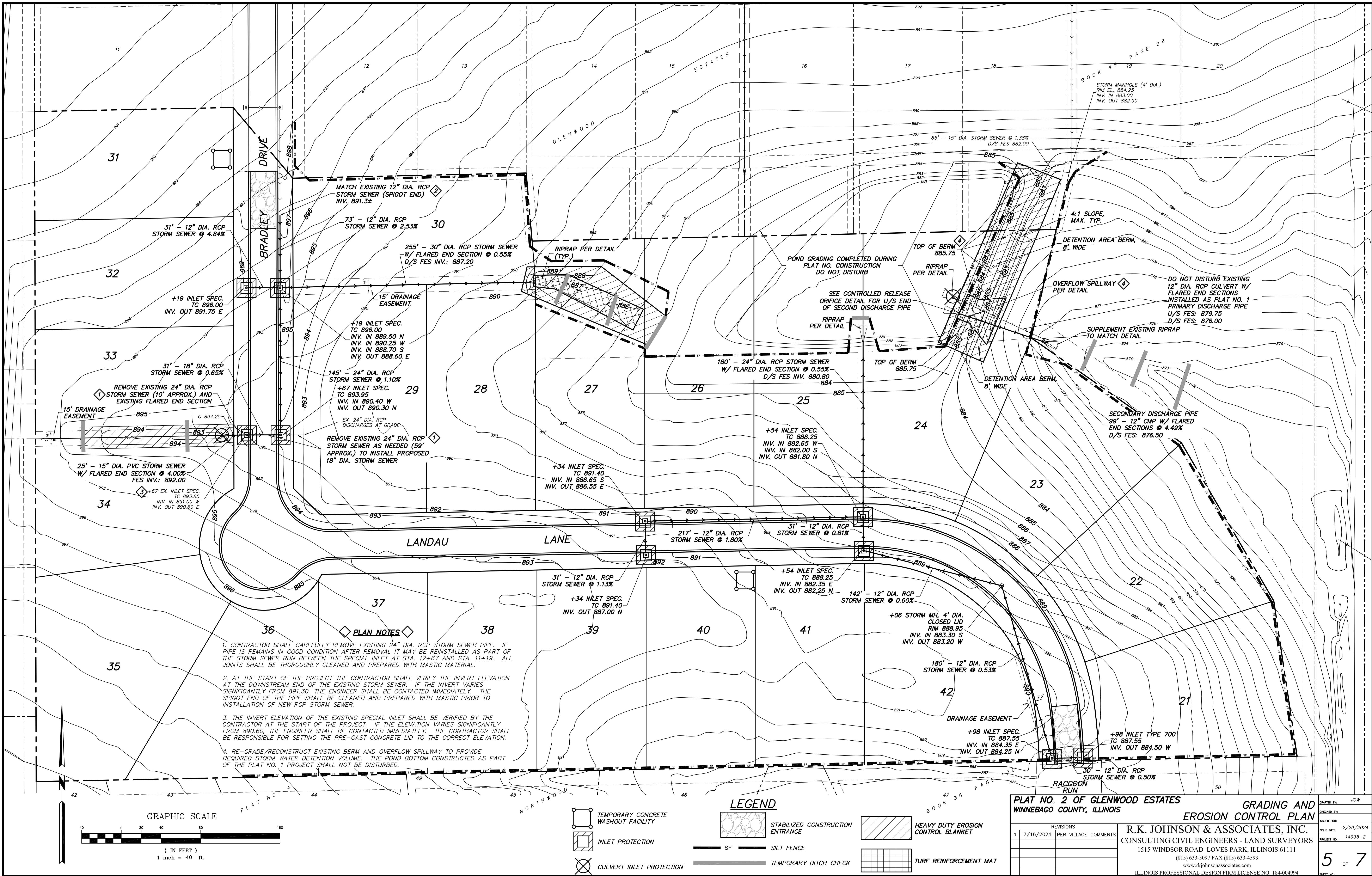
- EXISTING 4" DIA. SDR 26 PVC (ASTM D-2241) SANITARY SEWER SERVICE @ 1.0% MIN. SLOPE. ALIGNMENT AND ELEVATION BASED ON RECORD DRAWING INFORMATION.
- MATCH EXISTING HMA PAVEMENT ON RACCOON RUN. CONTRACTOR SHALL SAW CUT AND REMOVE NARROW STRIP (1' APPROX.) EXISTING HMA SO THAT THE NEW ROADWAY CAN MEET THE EXISTING AT A CLEAN, VERTICAL BUTT JOINT. REMOVE EXISTING TEMPORARY TURN AROUND PAVEMENT AS REQUIRED BY THE VILLAGE.
- TAPER CURB HEAD OVER 3'.
- PRIOR TO HMA PAVING SANITARY MANHOLES SHALL BE ADJUSTED TO FINAL GRADE PER FRSA REQUIREMENTS.

**PLAT NO. 2 OF GLENWOOD ESTATES
WINNEBAGO COUNTY, ILLINOIS**

**LANDEN DRIVE
STA: 17+25 - 23+01**

R.K. JOHNSON & ASSOCIATES, INC.
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ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 184-004994

CREATED BY: JCW
CHECKED BY:
ISSUED FOR: 2/29/2024
ISSUE DATE: 2/29/2024
PROJECT NO.: 14935-2
SHEET NO.: 4 OF 7



NOTES:

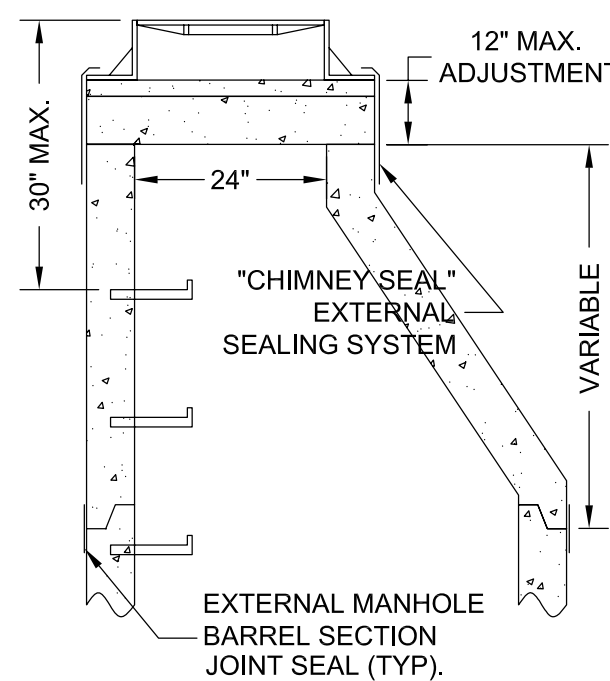
- 1.MANHOLE FRAMES & LIDS SHALL BE PER THE TABLE BELOW.
- 2.FOR MANHOLES CONNECTED TO MAINS 18" DIAMETER OR LARGER, OR FOR MANHOLES LOCATED IN FLOOD PRONE AREAS, FRAMES & LIDS SHALL BE THE BOLT DOWN TYPE.
- 3.ALLOWABLE TYPES OF ADJUSTING RINGS INCLUDE PRECAST CONCRETE (4" HEIGHT MIN.), & EXPANDED POLYPROPYLENE (EPP). THESE CAN BE USED IN CONJUNCTION WITH EACH OTHER, EXCEPT THAT A PRECAST RING SHALL NOT BE PLACED OVER AN EPP RING.
- 4.FOR PRECAST ADJUSTING RINGS, ALL ADJUSTING RING JOINTS AS WELL AS THE FRAME TO ADJUSTING RING JOINT SHALL BE SEALED WITH TWO 1" BEADS OF PRE-FORMED RUBBER BUTYL JOINT SEALANT. WHEN A FRAME REQUIRES PITCHING, EPP TAPER RINGS SHALL BE USED PER NOTE 5.
- 5.FOR EPP ADJUSTING RINGS, RINGS SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S INSTRUCTIONS. WHEN A FRAME REQUIRES PITCHING, THE TOP RING SHALL BE A TAPERED ADJUSTMENT RING PER MANUFACTURER'S INSTRUCTIONS.
- 6.NO TARRING OR GROUTING IS ALLOWED ON THE INSIDE OF MANHOLE OR ADJUSTMENT JOINTS.
- 7.MAXIMUM MANHOLE ADJUSTMENT IS 12". MINIMUM ADJUSTMENT IS 4" UNLESS OFF-ROAD OR IN CURB & GUTTER ROADWAY.
- 8.MANHOLE FRAMES SHALL BE SET 1/4" MIN. TO 3/8" MAX. BELOW PAVED SURFACES, AND AT FINAL GRADE IN TURF AREAS.
- 9.WHEN ADJUSTING EXISTING MANHOLES, THE ENTIRE EXISTING ADJUSTMENT SHALL BE REMOVED AND REPLACED.
- 10.THE COMBINATION OF NEW ADJUSTING RINGS

SHALL BE SUCH THAT THE MINIMUM NUMBER OF RINGS POSSIBLE ARE USED.

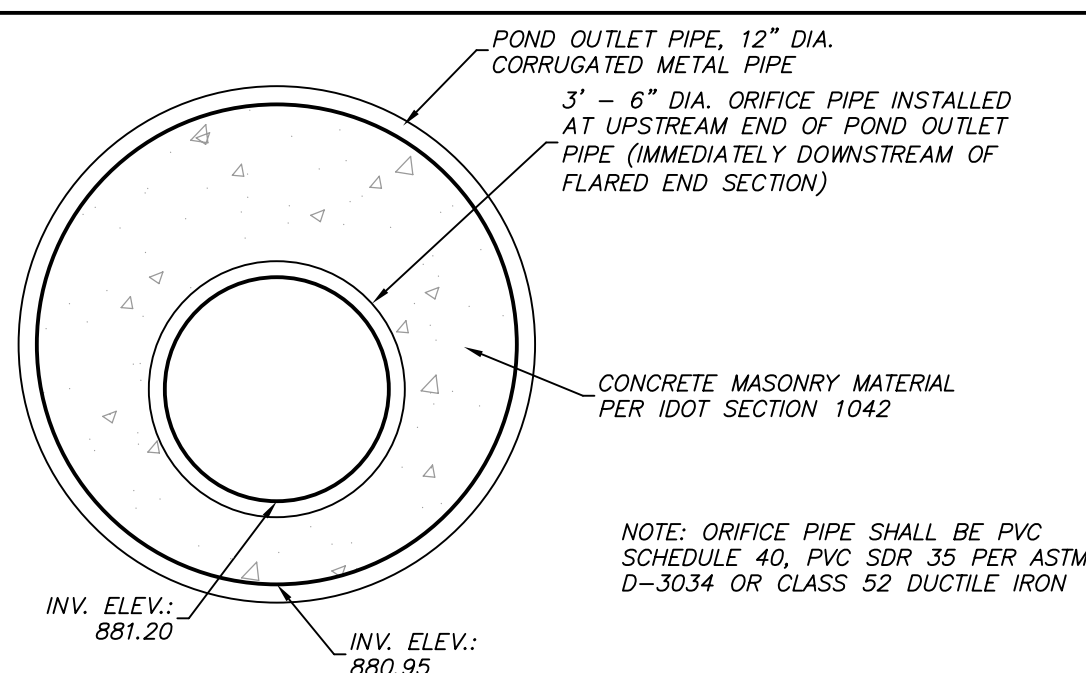
- 11.FLAT-TOPS ARE NOT PERMITTED ON 4" OR 5" DIA. MANHOLES.
- 12.REPLACEMENT OF EXISTING BARREL SECTIONS MAY BE REQUIRED TO MEET THE ABOVE REQUIREMENTS.
- 13.MANHOLE ADJUSTMENT INSERT RISER RINGS ARE NOT APPROVED FOR USE.

APPROVED FRAME & LID TABLE

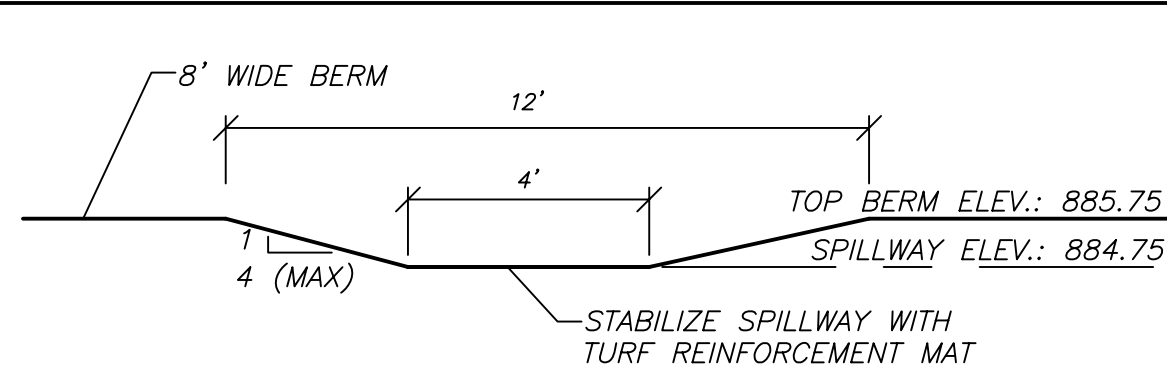
TYPE	NEENAH FRAME	NEENAH LID	EAST JORDAN FRAME	EAST JORDAN LID
REGULAR	1670-2004	R-1670-0358	00111711	00111732
LOW PROFILE	1670-2008	R-1670-0358	—	—
BOLT DOWN	1915JT08	—	—	—



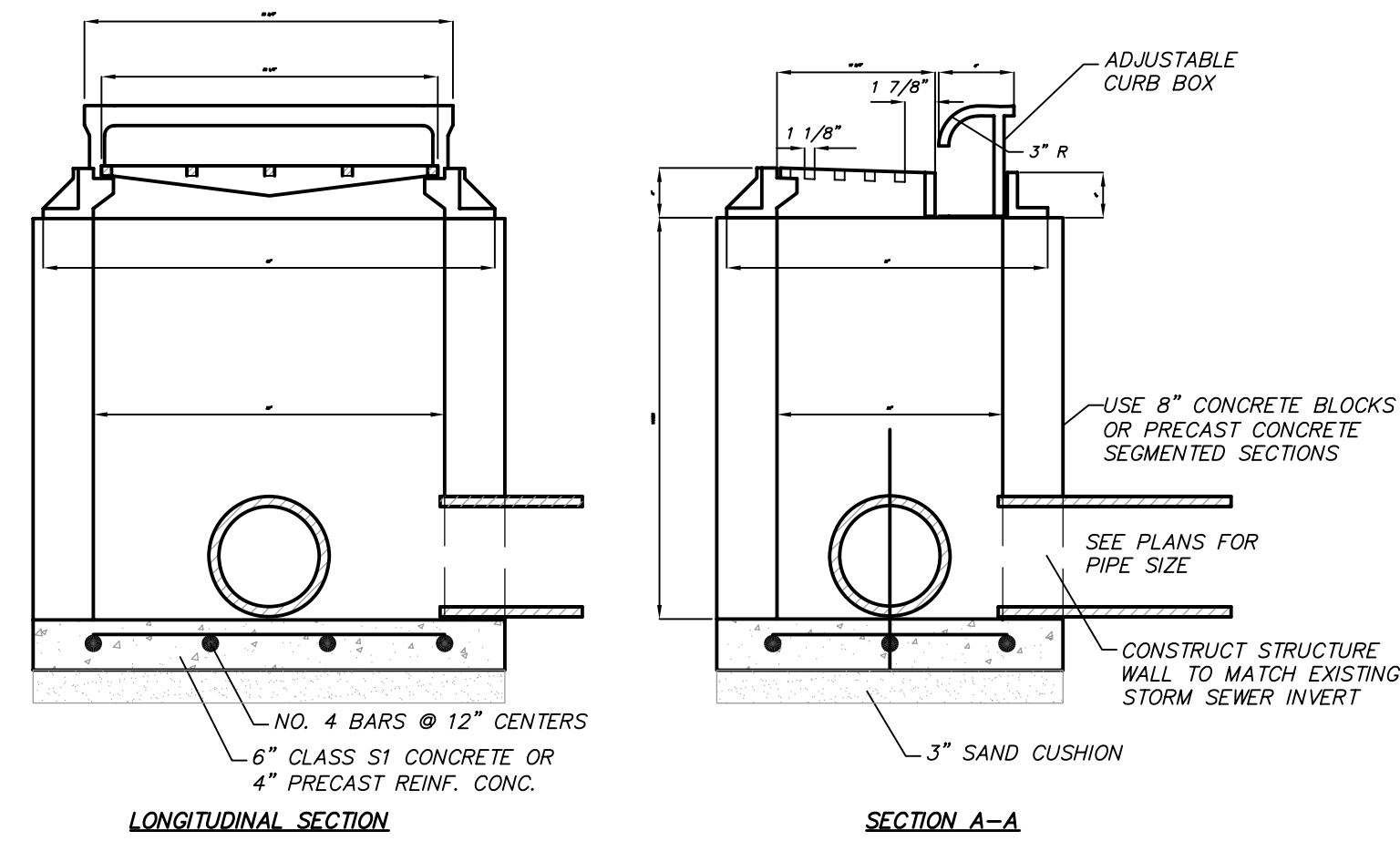
MANHOLE ADJUSTMENT DETAIL
(FOR ADJUSTMENT OF BOTH NEW & EXISTING MANHOLES)



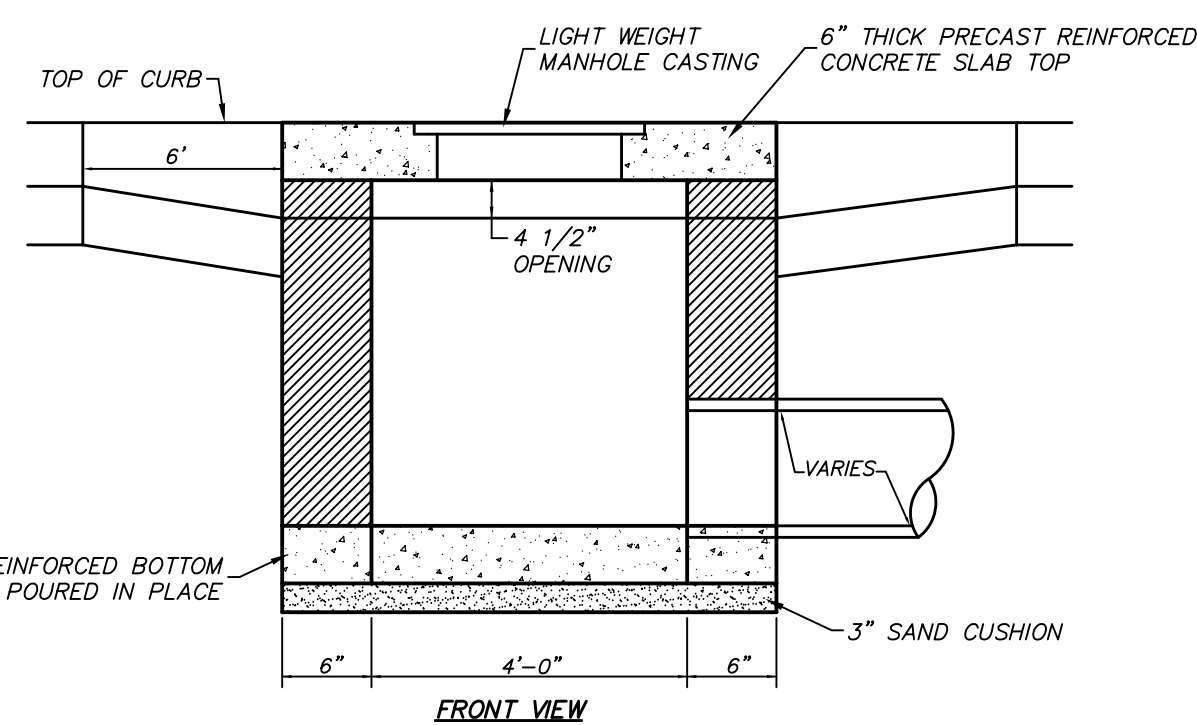
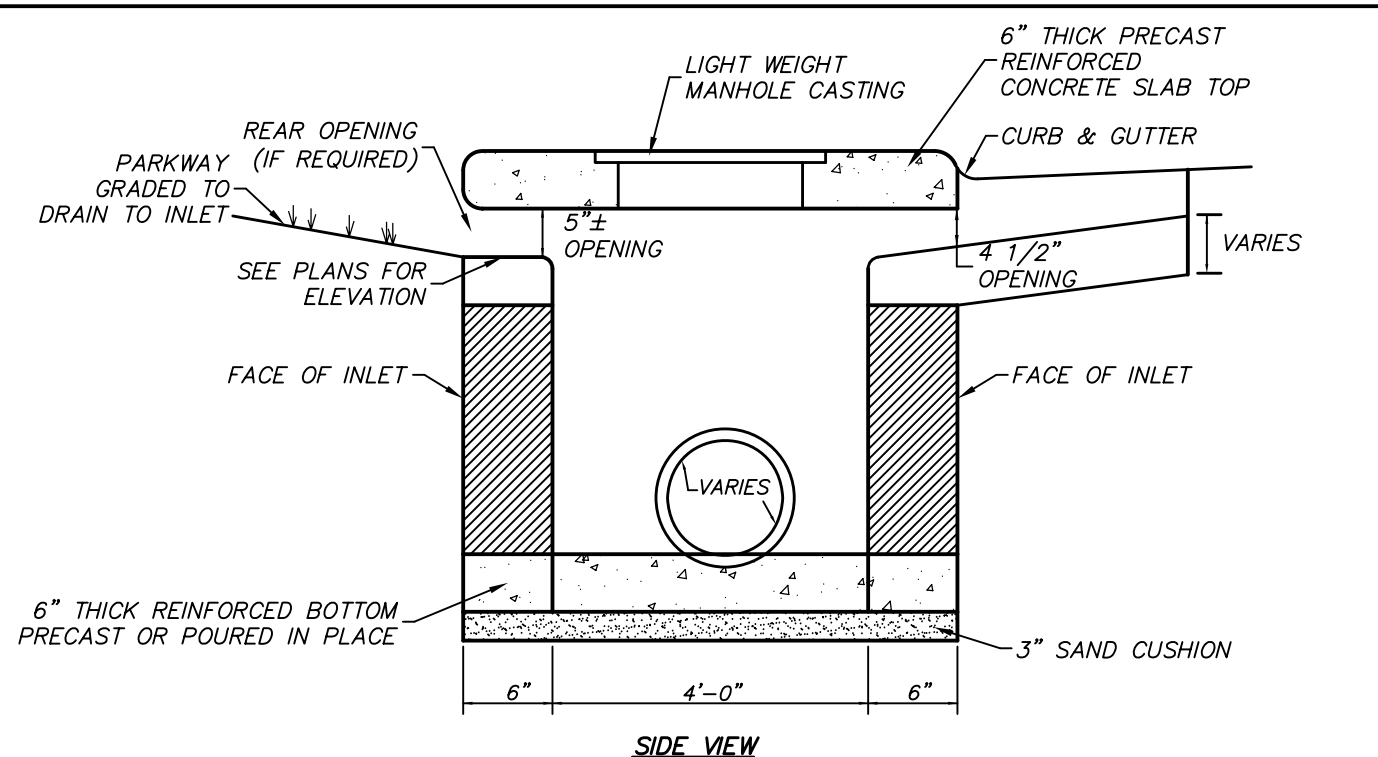
**SECONDARY DISCHARGE PIPE
CONTROLLED RELEASE ORIFICE**



DETENTION AREA OVERFLOW SPILLWAY

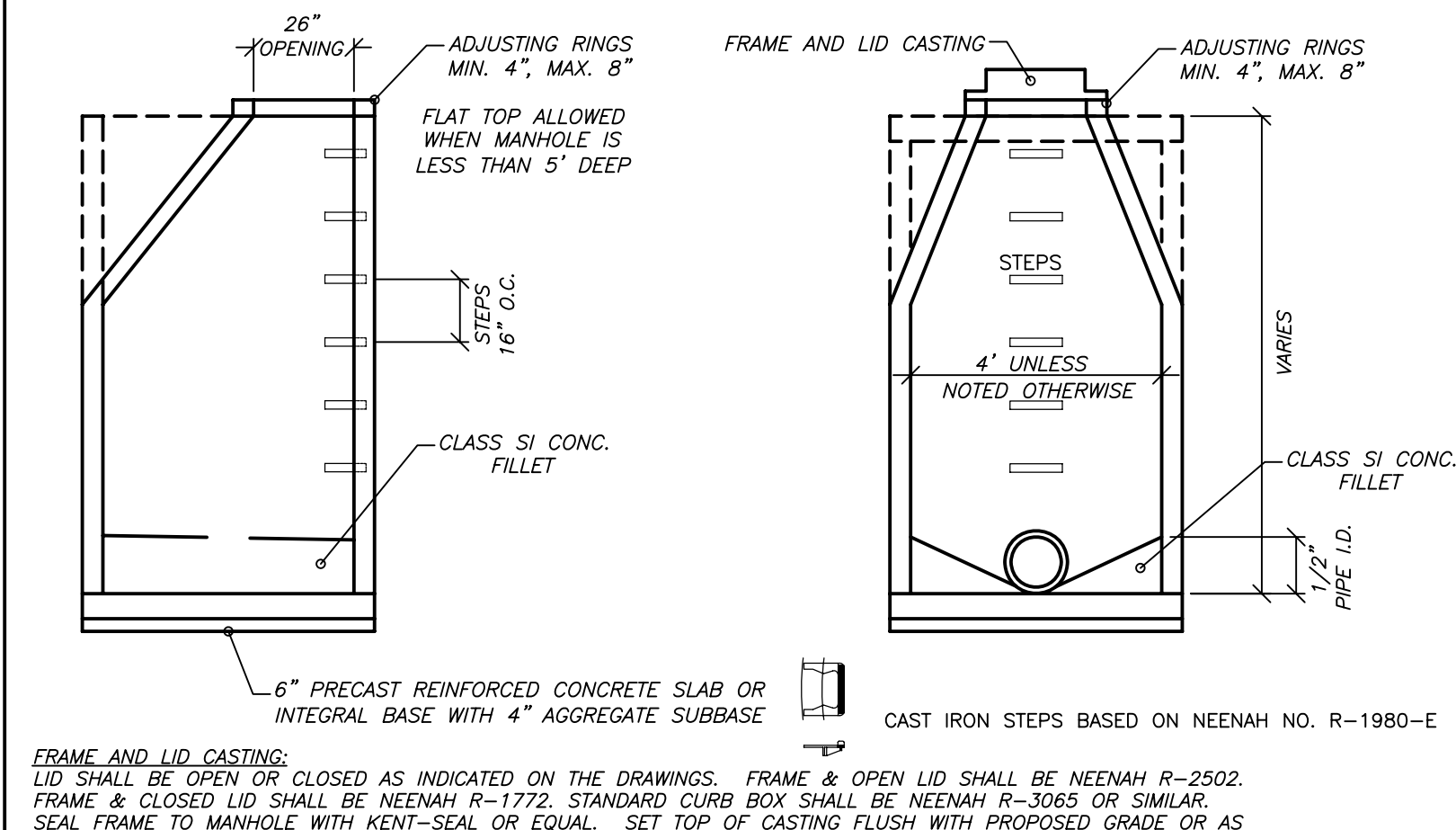


STANDARD INLET TYPE 700



- NOTES:
1. ALL STORM SEWER MANHOLES AND INLETS SHALL BE PRECAST CONCRETE STRUCTURES.
 2. REINFORCEMENT SHALL BE IN ACCORDANCE WITH IDOT DISTRICT 2 STANDARD 79.4g.

INLET SPECIAL

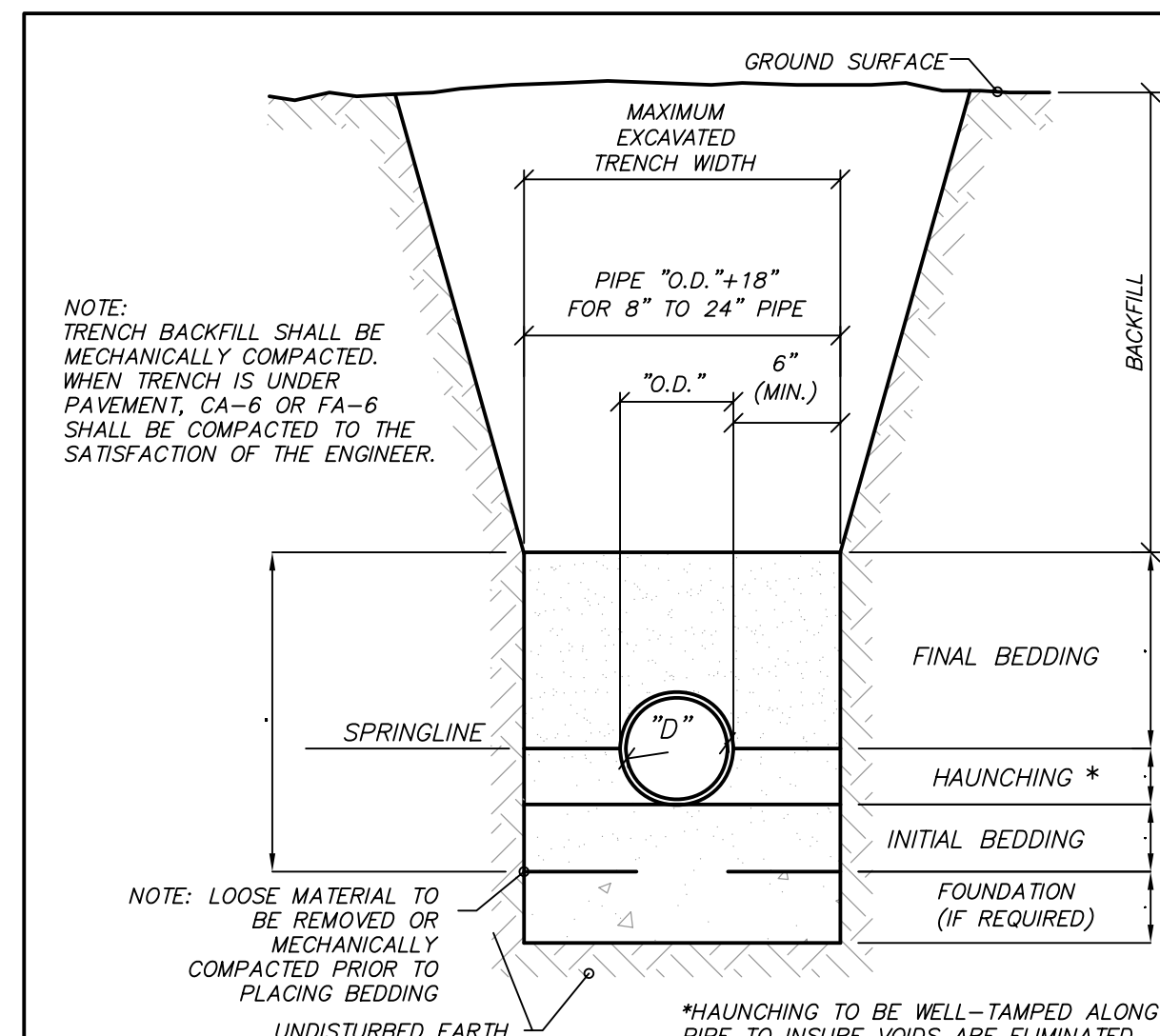


FRAME AND LID CASTINGS:
LID SHALL BE OPEN OR CLOSED AS INDICATED ON THE DRAWINGS. FRAME & OPEN LID SHALL BE NEENAH R-2502. FRAME & CLOSED LID SHALL BE NEENAH R-1772. STANDARD CURB BOX SHALL BE NEENAH R-3065 OR SIMILAR. SEAL FRAME TO MANHOLE WITH KENT-SEAL OR EQUAL. SET TOP OF CASTING FLUSH WITH PROPOSED GRADE OR AS INDICATED ON DRAWINGS.

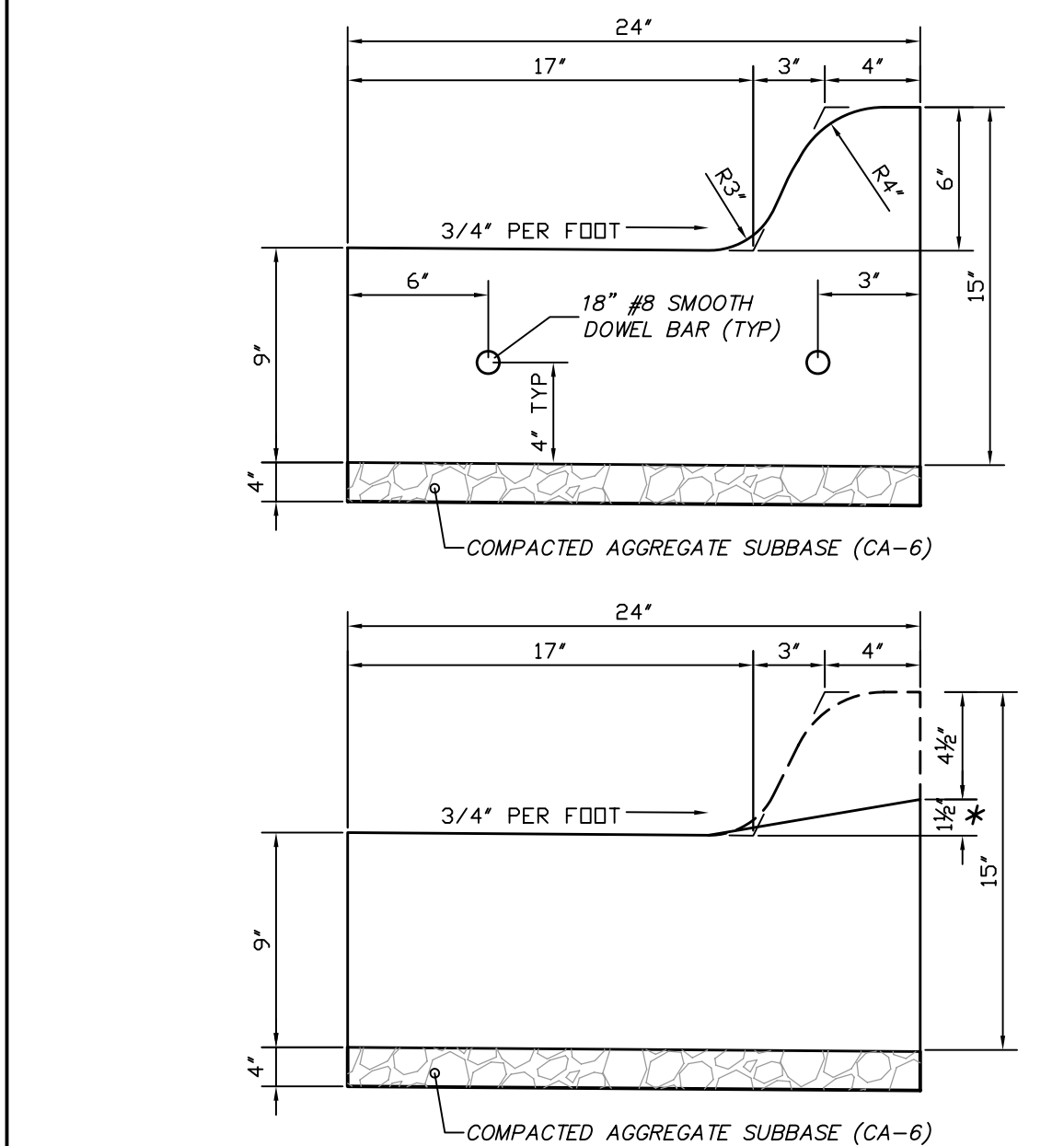
MANHOLE WALL AND BOTTOM SLAB:
WALL THICKNESS AND REINFORCEMENT FOR MANHOLE BARREL SECTIONS, BOTTOM SLABS AND FLAT TOP SLABS SHALL MEET THE REQUIREMENTS OF IDOT STANDARD 602401-06 FOR 4' DIA. MANHOLE AND IDOT STANDARD 602402-02 FOR 5' DIA. MANHOLES. FOR 6' DIA. MANHOLES THE BARREL SECTION, BASE SLAB, RISER SECTION AND FLAT TOP SLAB SHALL MEET THE REQUIREMENTS OF IDOT STANDARD 602406-11.

CAST IRON STEPS:
CAST IRON STEPS SHALL BE GRAY IRON CONFORMING TO THE REQUIREMENTS OF ART. 1006.14 OF THE IDOT STANDARD SPECIFICATIONS. STEPS SHALL BE EMBEDDED INTO WALL A MINIMUM OF 76mm (3"). STEPS SHALL NOT BE EXTENDED ON THE OUTSIDE. STEPS SHALL BE OMITTED WHEN THE DEPTH IS LESS THAN 1.83m (6').

STORM MANHOLE

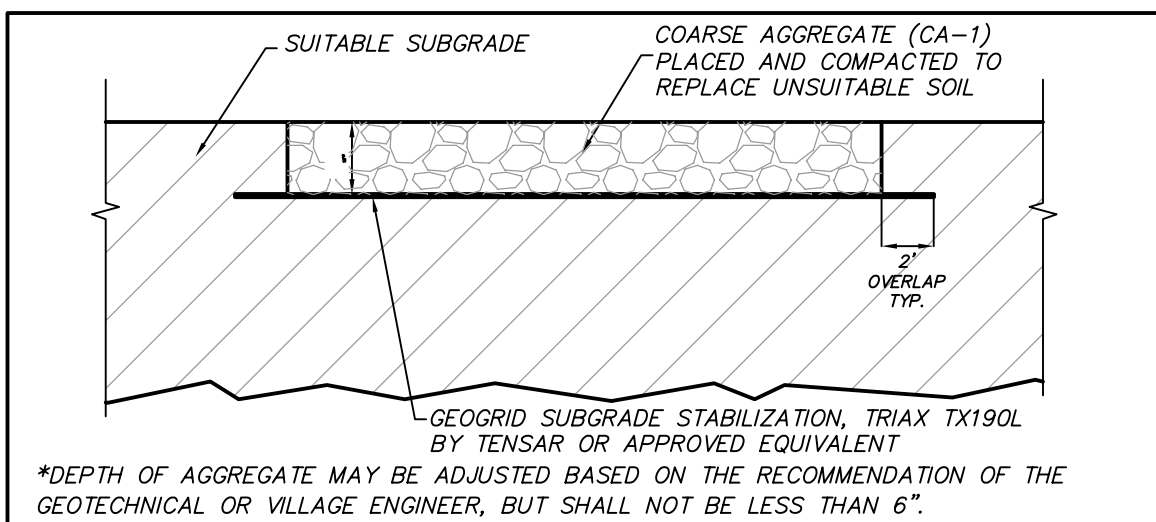


PIPE BEDDING & BACKFILL



- NOTES:
1. CONCRETE CURB & GUTTER SHALL BE CONSTRUCTED PER IDOT SECTION 606.
 2. "SPILL OUT" CURB SHALL BE CONSTRUCTED AS STANDARD CURB & GUTTER EXCEPT THE GUTTER SHALL DRAIN INTO THE ADJACENT PAVEMENT RATHER THAN TOWARDS THE CURB HEAD. SPILL OUT CURB SHALL BE INSTALLED WHERE EVER THE ADJACENT PAVEMENT SLOPES AWAY FROM THE GUTTER. EXPANSION JOINTS SHALL BE CONSTRUCTED WITH DOWEL BARS AND 3/4" PREFORMED EXPANSION JOINT CUT TO THE SHAPE OF THE CURB & GUTTER. EXPANSION JOINTS SHALL BE SET AT THE ENDS OF ALL CURVES AND AT 50' (MAX) INTERVALS.
 3. TRANSVERSE CONTROL JOINTS SHALL CONSIST OF A 1/8" SAW CUT AT A DEPTH OF 1". TRANSVERSE JOINTS SHALL BE SET AT 15' (MAX) INTERVALS.

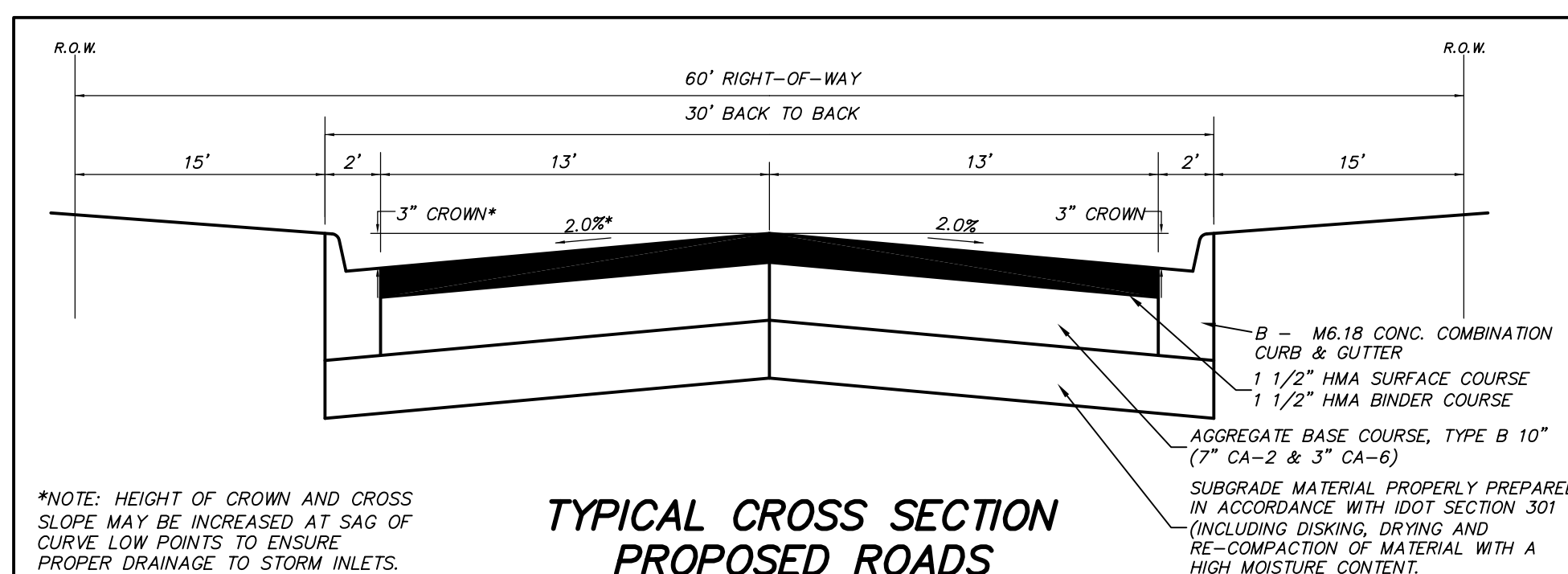
**COMBINATION CONCRETE
CURB & GUTTER, TYPE M6.18**



*DEPTH OF AGGREGATE MAY BE ADJUSTED BASED ON THE RECOMMENDATION OF THE GEOTECHNICAL OR VILLAGE ENGINEER, BUT SHALL NOT BE LESS THAN 6".

- NOTES:
1. ALL EXCAVATED UNSUITABLE SUBGRADE SHALL BE USED AS FILL IN AN UNPAVED AREA OR PROPERLY DISPOSED OFFSITE.
 2. UNLESS OTHERWISE APPROVED BY THE ENGINEER, ALL SUBGRADE SHALL BE DISKED AND DRIED PER IDOT SECTION 301 BEFORE IT IS CONSIDERED UNSUITABLE.

SUBGRADE UNDER CUT DETAIL



**TYPICAL CROSS SECTION
PROPOSED ROADS**

**PLAT NO. 2 OF GLENWOOD ESTATES
WINNEBAGO COUNTY, ILLINOIS**

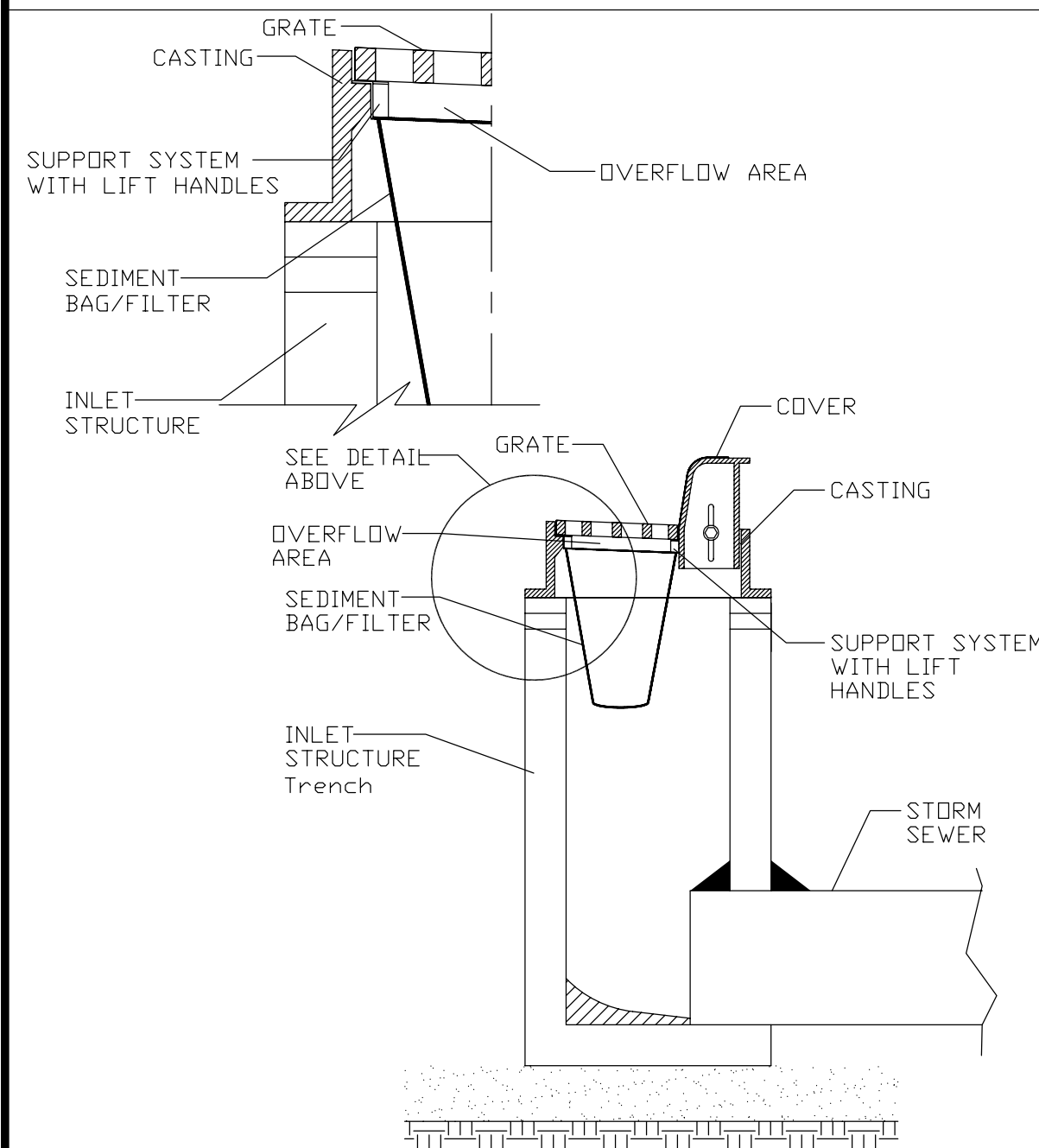
REVISIONS		
1	7/16/2024	PER VILLAGE COMMENTS

R.K. JOHNSON & ASSOCIATES, INC.
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DETAILS

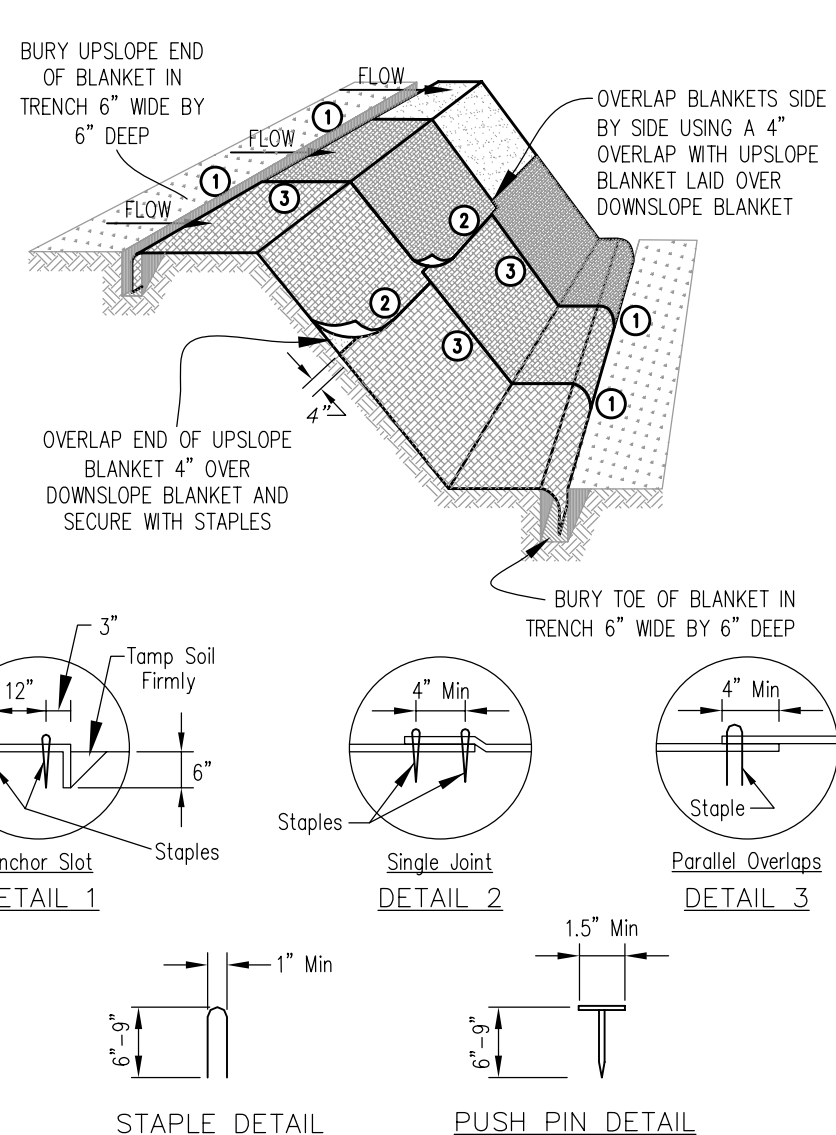
DESIGNED BY:	JCW
CHECKED BY:	
ISSUED FOR:	
ISSUE DATE:	2/29/2024
PROJECT NO.:	14935-2
SHEET NO.:	6 OF 7

INLET PROTECTION – PAVED AREAS DROP-IN PROTECTION



- NOTES:
1. Staples shall be placed in a diamond pattern at 2 per s.y. for stitched blankets. Non-stitched shall use 4 staples per s.y. of material. This equates to 200 staples with stitched blanket and 400 staples with non-stitched blanket per 100 s.y. of material.
 2. Staple or push pin lengths shall be selected based on soil type and conditions. (minimum staple length is 6")
 3. Erosion control material shall be placed in contact with the soil over a prepared seedbed.
 4. All anchor slots shall be stapled at approximately 12" intervals.

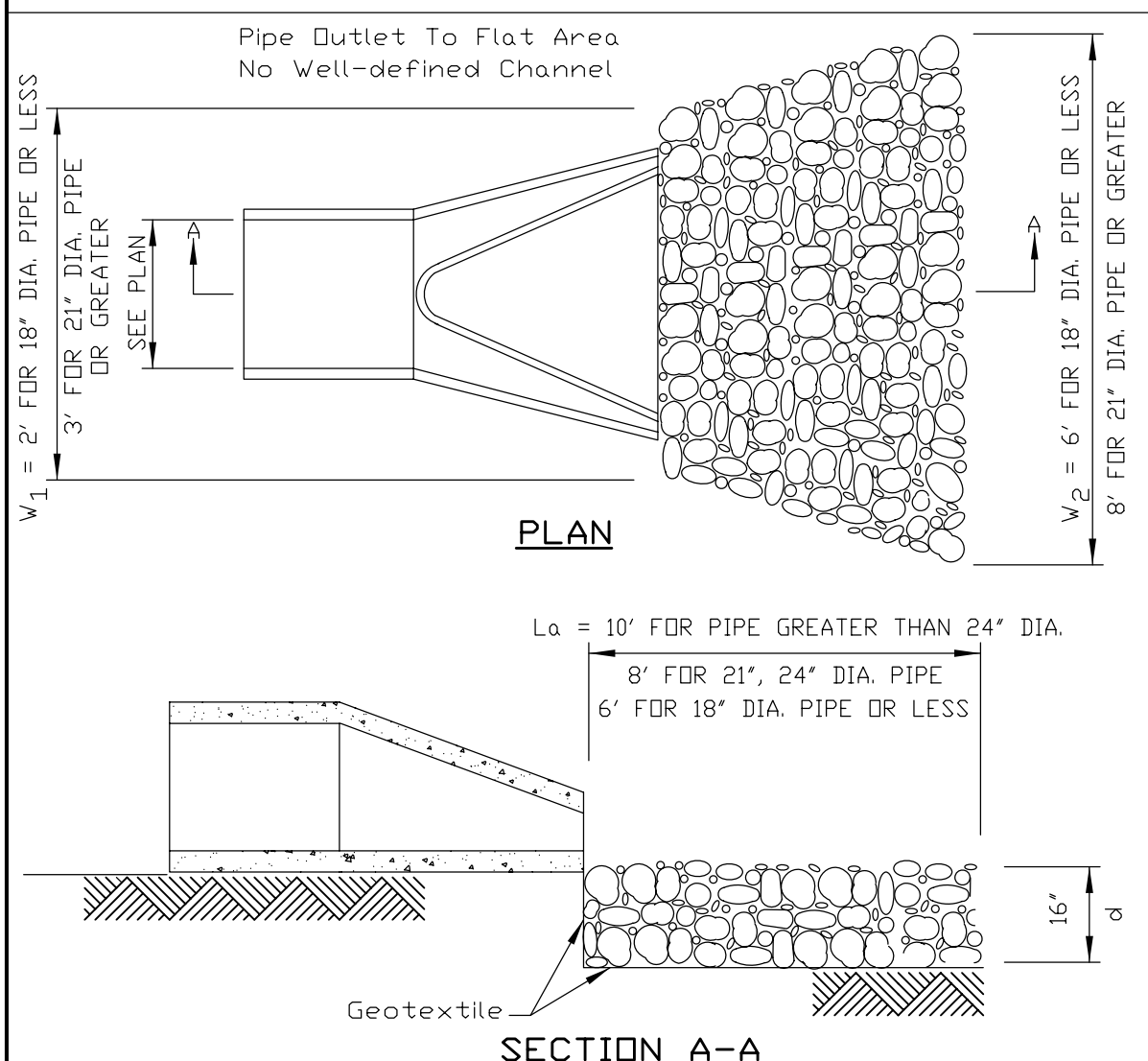
REFERENCE Project _____ Designed _____ Checked _____ Approved _____	STANDARD DWG. NO. IUM-561D SHEET 1 OF 1 DATE 01-11-11
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- NOTES:
1. The filter fabric shall meet the requirements in material specifications 592 GEOTEXTILE Table 1 or 2, class **I**, **II** or **III**.
 2. The rock riprap shall meet the IDDT requirements for the following gradation: RR 4, Quality A.
 3. The riprap shall be placed according to construction specification 61 LOOSE ROCK RIPRAP. The rock may be equipment placed.

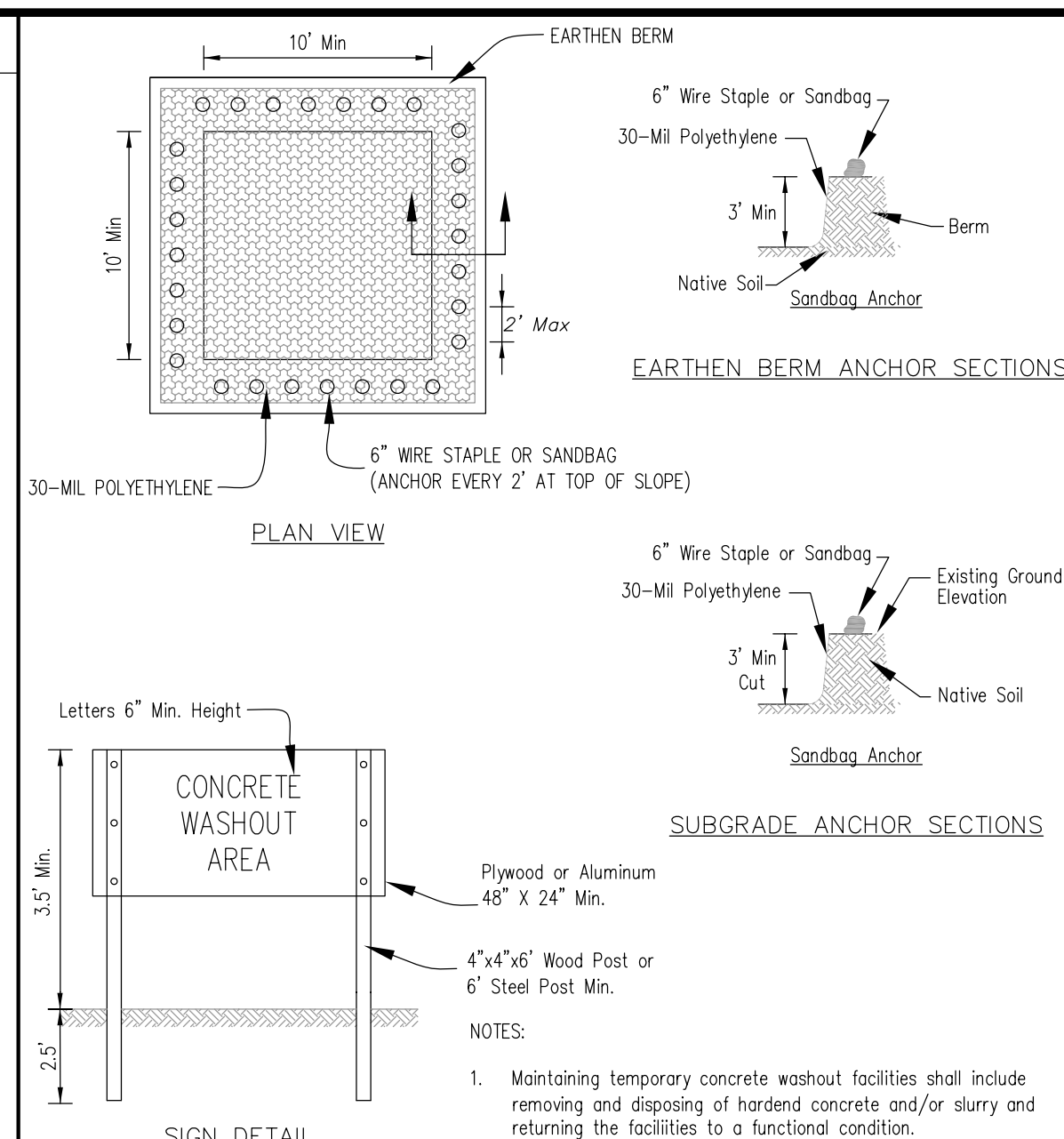
REFERENCE Project _____ Designed _____ Checked _____ Approved _____	STANDARD DWG. NO. IUM-561D SHEET 1 OF 1 DATE 01-11-11
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PIPE OUTLET TO FLAT AREA



- NOTES:
1. The filter fabric shall meet the requirements in material specifications 592 GEOTEXTILE Table 1 or 2, class **I**, **II** or **III**.
 2. The rock riprap shall meet the IDDT requirements for the following gradation: RR 4, Quality A.
 3. The riprap shall be placed according to construction specification 61 LOOSE ROCK RIPRAP. The rock may be equipment placed.

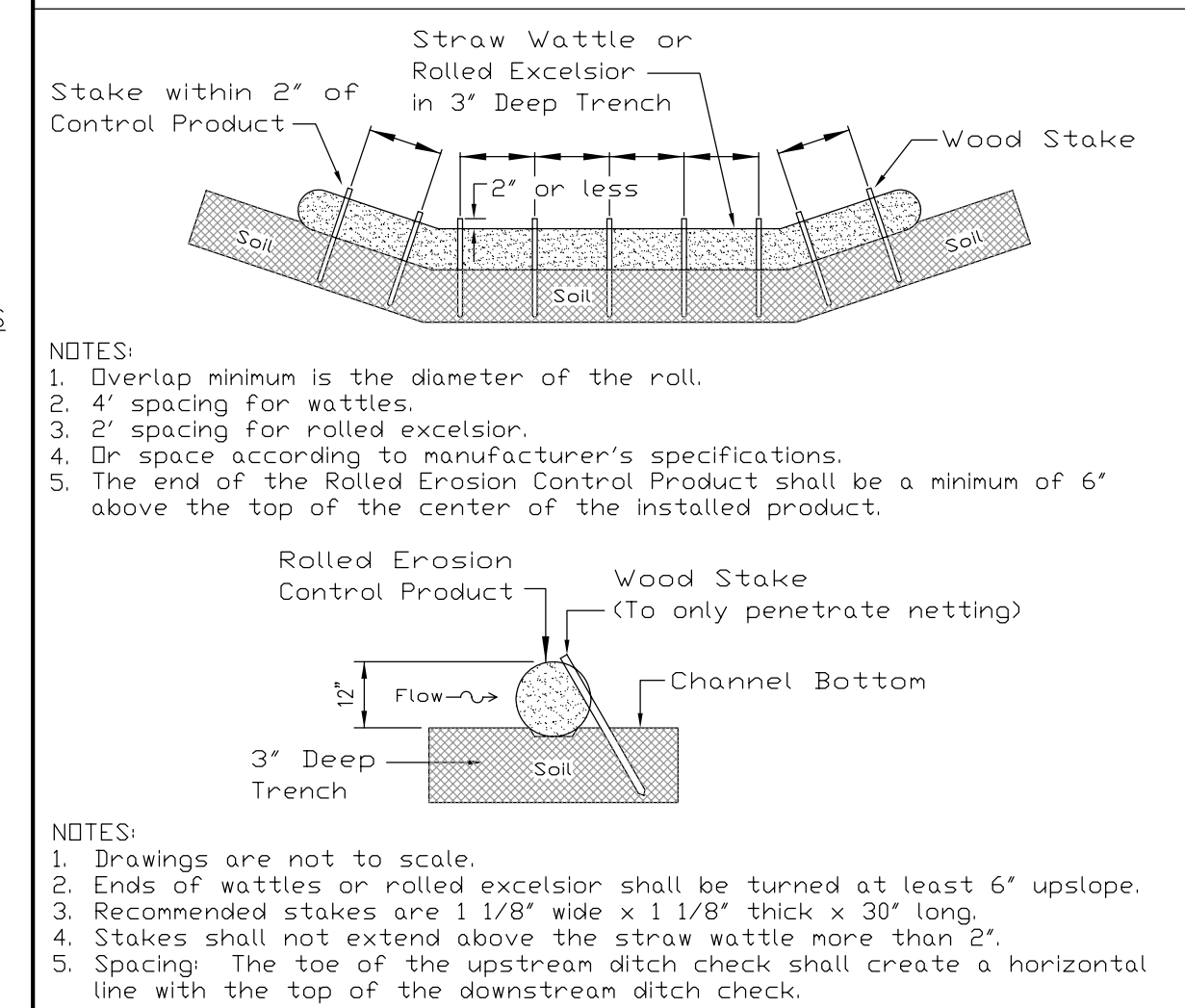
REFERENCE Project _____ Designed _____ Checked _____ Approved _____	STANDARD DWG. NO. IL-610 SHEET 1 OF 1 DATE 9-18-93
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- NOTES:
1. Maintaining temporary concrete washout facilities shall include removing and disposing of hardened concrete and/or slurry and returning the facilities to a functional condition.
 2. Facility shall be cleaned or reconstructed in a new area once washout becomes two-thirds full.

REFERENCE Project _____ Designed _____ Checked _____ Approved _____	STANDARD DWG. NO. IL-610 SHEET 1 OF 1 DATE 9-18-93
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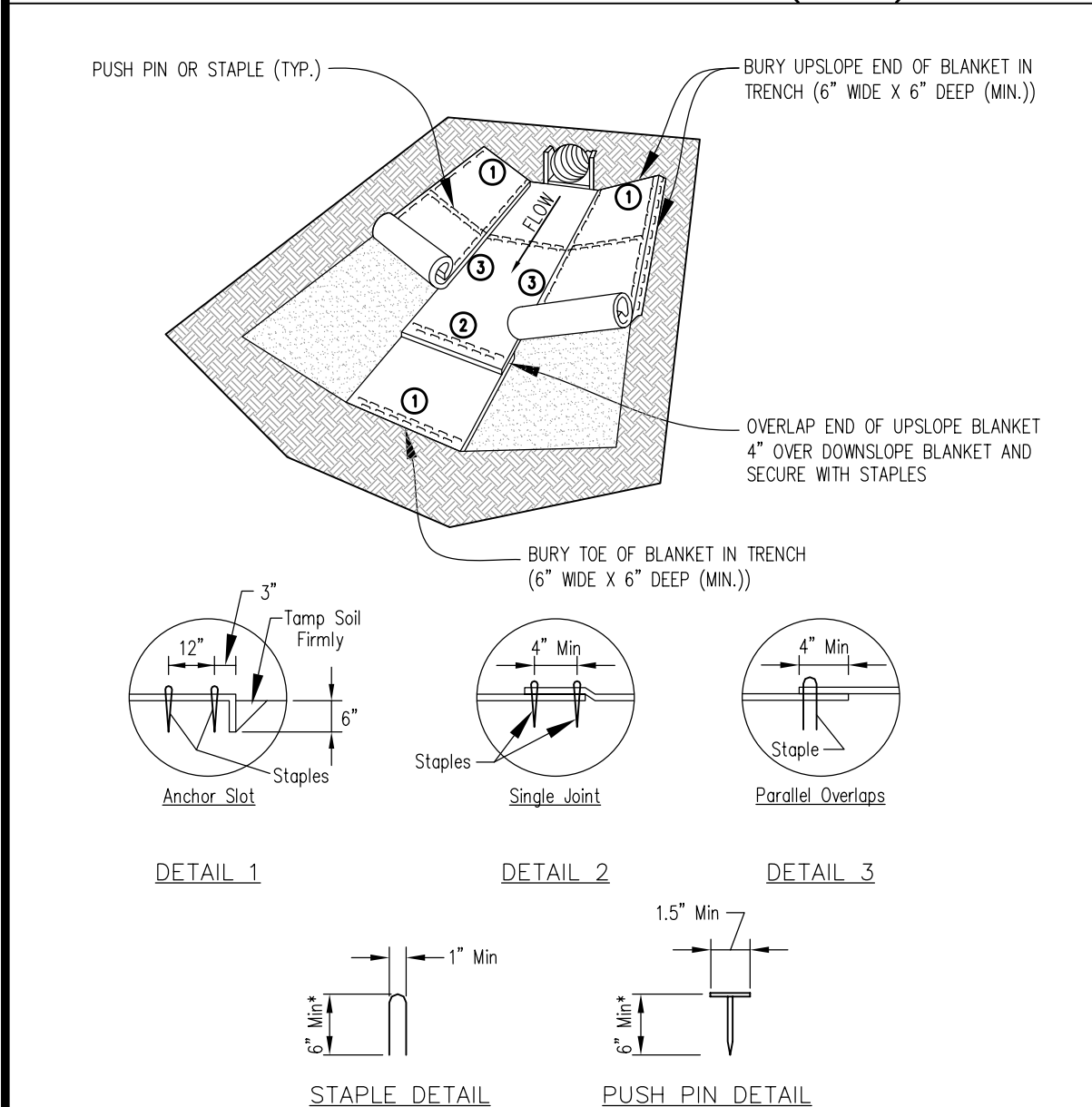
ROLLED EROSION CONTROL PRODUCTS



- NOTES:
1. Drawings are not to scale.
 2. Ends of wattles or rolled excelsior shall be turned at least 6' upslope.
 3. Recommended stakes are 1 1/8" wide x 1 1/8" thick x 30" long.
 4. Stakes shall not extend above the straw wattle more than 2".
 5. Spacing: The toe of the upstream ditch check shall create a horizontal line with the top of the center of the downstream ditch check.

REFERENCE Project _____ Designed _____ Checked _____ Approved _____	STANDARD DWG. NO. IUM-514 SHEET 1 OF 1 DATE 8-08-11
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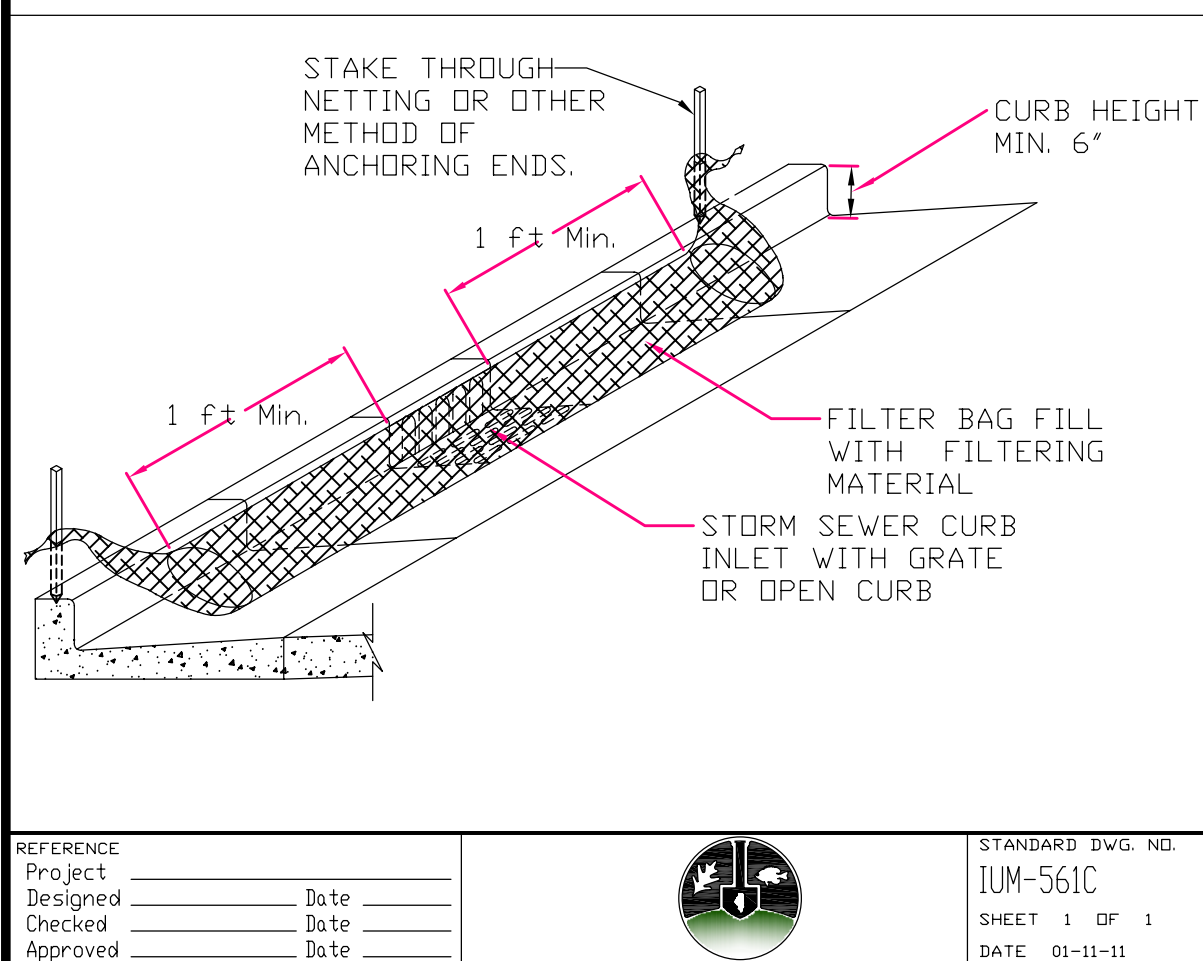
EROSION CONTROL BLANKET – TURF REINFORCEMENT MAT (TRM)



- NOTES:
1. Filter fabric shall meet the requirements of material specification 592 GEOTEXTILE, Table 1 or 2, Class **II**, **III**, and **IV**, and shall be placed over the cleared area prior to the placing of rock.
 2. Rock or reclaimed concrete shall meet one of the following IDDT coarse aggregate gradation, CA-1, CA-2, CA-3 or CA-4 and be placed according to construction specification 25 ROCKFILL using placement Method 1 and Class **III** compaction.
 3. Any drainage facilities required because of washing shall be constructed according to manufacturers specifications.
 4. If wash racks are used they shall be installed according to the manufacturer's specifications.

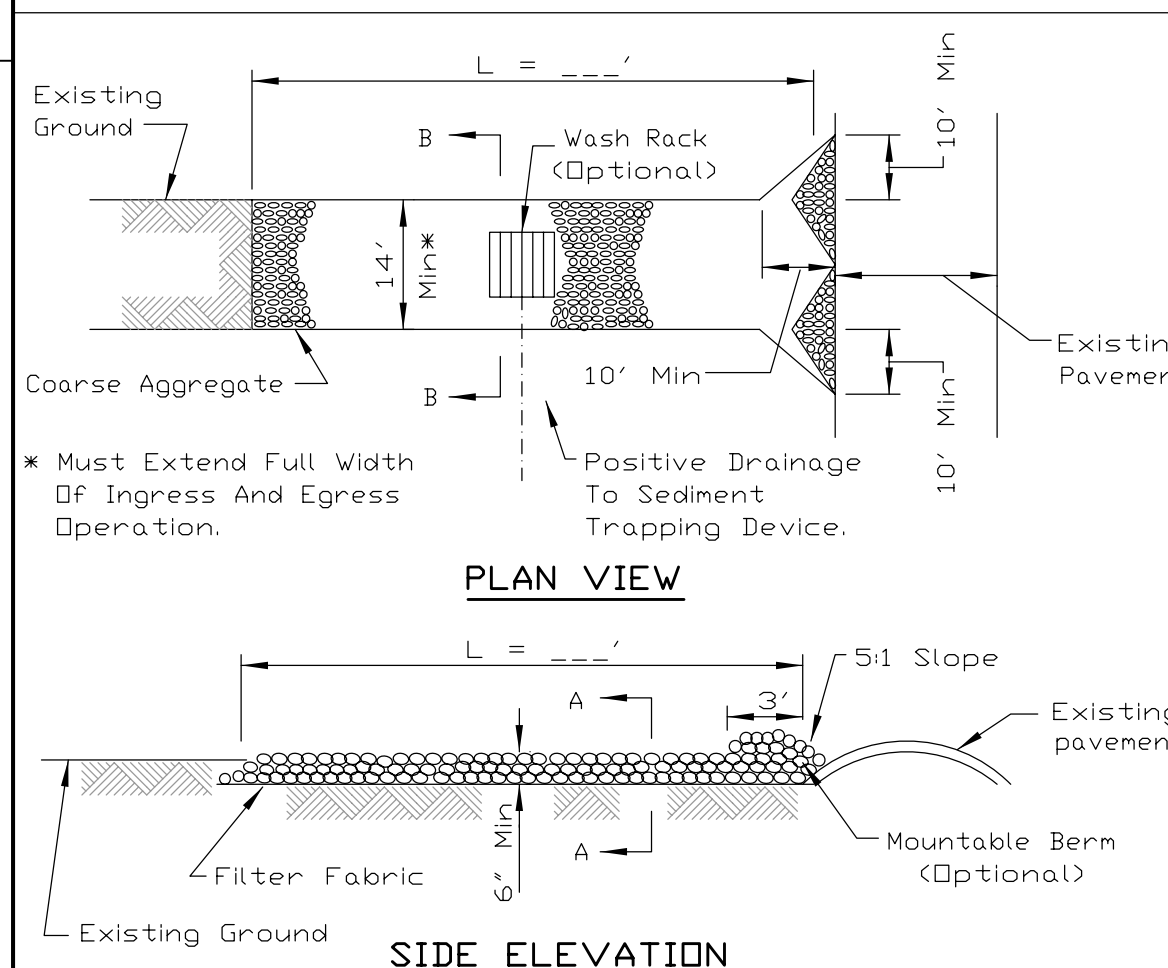
REFERENCE Project _____ Designed _____ Checked _____ Approved _____	STANDARD DWG. NO. IUM-531 SHEET 1 OF 1 DATE 02-22-11
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INLET PROTECTION – PAVED AREAS CURB PROTECTION



REFERENCE Project _____ Designed _____ Checked _____ Approved _____	STANDARD DWG. NO. IUM-561C SHEET 1 OF 1 DATE 01-11-11
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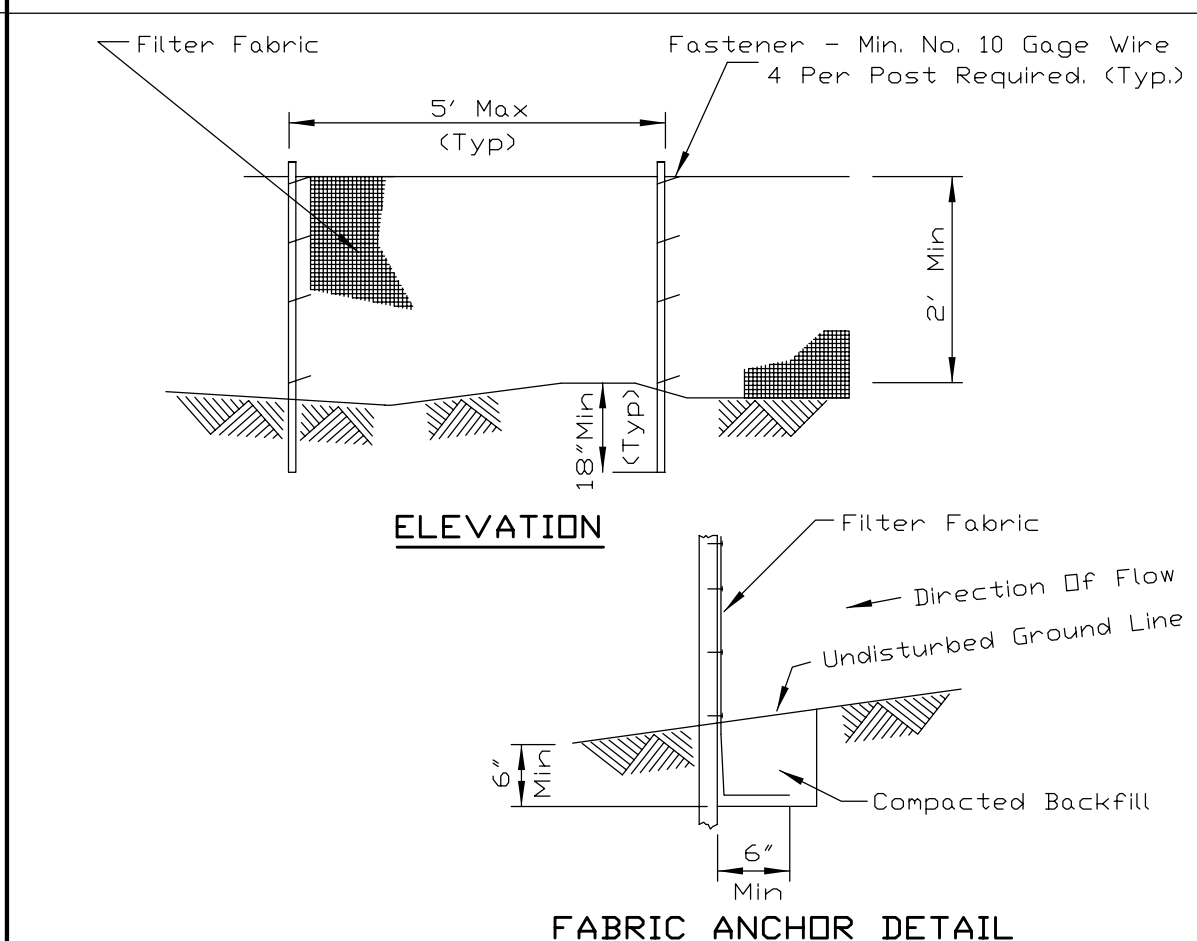
STABILIZED CONSTRUCTION ENTRANCE PLAN



- NOTES:
1. Filter fabric shall meet the requirements of material specification 592 GEOTEXTILE, Table 1 or 2, Class **II**, **III**, and **IV**, and shall be placed over the cleared area prior to the placing of rock.
 2. Rock or reclaimed concrete shall meet one of the following IDDT coarse aggregate gradation, CA-1, CA-2, CA-3 or CA-4 and be placed according to construction specification 25 ROCKFILL using placement Method 1 and Class **III** compaction.
 3. Any drainage facilities required because of washing shall be constructed according to manufacturers specifications.
 4. If wash racks are used they shall be installed according to the manufacturer's specifications.

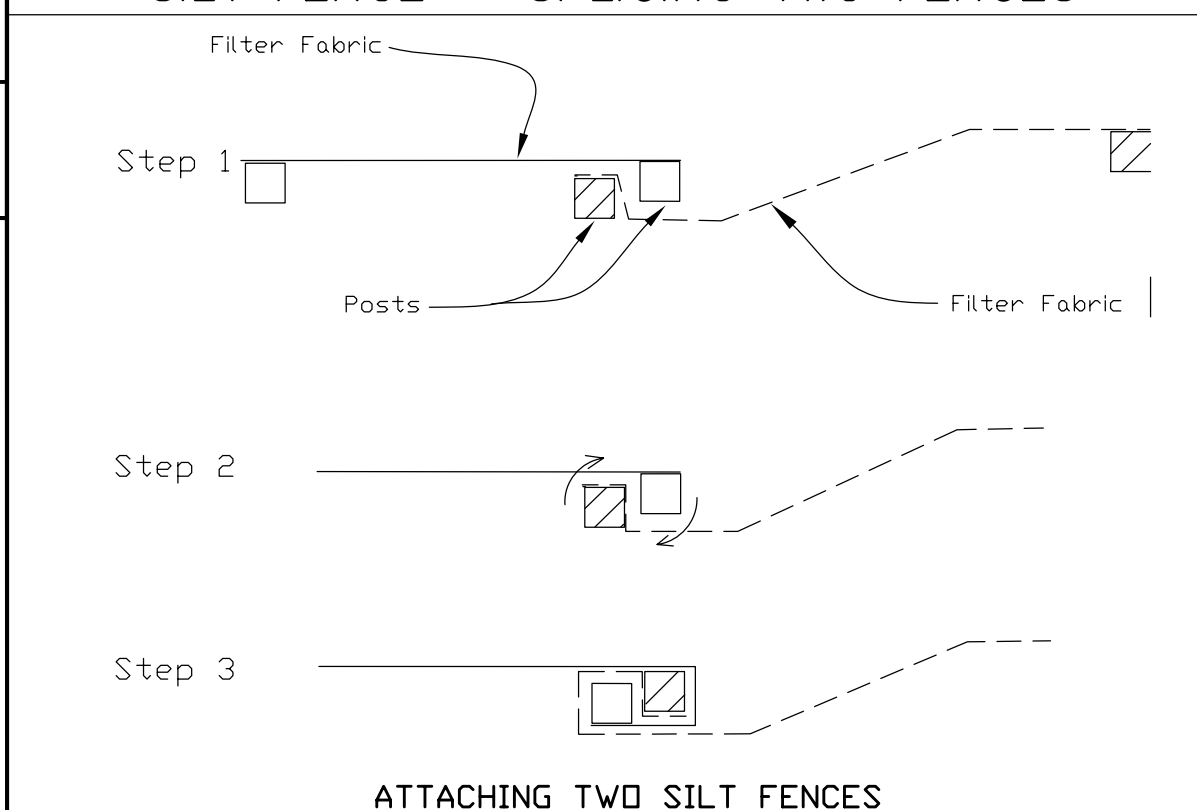
REFERENCE Project _____ Designed _____ Checked _____ Approved _____	STANDARD DWG. NO. IL-630 SHEET 1 OF 2 DATE 8-18-94
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SILT FENCE PLAN



- NOTES:
1. Temporary sediment fence shall be installed prior to any grading work in the area to be protected. They shall be maintained throughout the construction period and removed in conjunction with the final grading and site stabilization.
 2. Filter fabric shall meet the requirements of material specification 592 GEOTEXTILE Table 1 or 2, Class **I** with equivalent opening size of at least 30 for nonwoven and 40 for woven.
 3. Fence posts shall be either standard steel post or wood post with a minimum cross-sectional area of 3.0 sq. in.

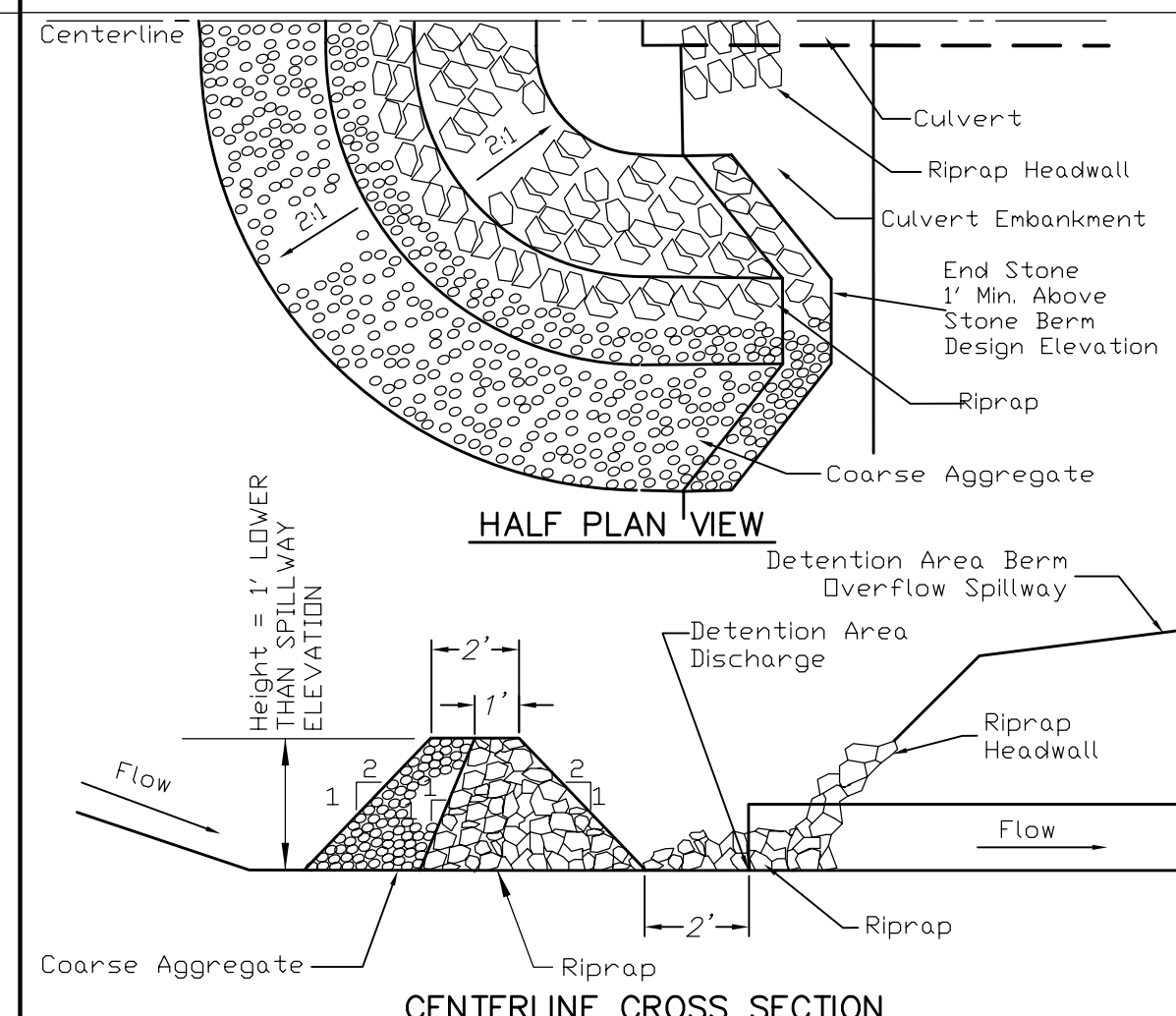
SILT FENCE – SPLICING TWO FENCES



- NOTES:
1. Place the end post of the second fence inside the end post of the first fence.
 2. Rotate both posts at least 180 degrees in a clockwise direction to create a tight seal with the fabric material.
 3. Cut the fabric near the bottom of the stakes to accommodate the 6" flap.
 4. Drive both posts a minimum of 18 inches into the ground and bury the flap.
 5. Compact backfill (particularly at splices) completely to prevent stormwater piping.

REFERENCE Project _____ Designed _____ Checked _____ Approved _____	STANDARD DWG. NO. IL-630 SHEET 2 OF 2 DATE 8-18-94
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CULVERT INLET PROTECTION – STONE



- NOTES:
1. Sediment shall be removed when the sediment has accumulated to one-half the height of the stone berm.
 2. Coarse aggregate shall meet one of the following IDDT coarse aggregate gradations, CA-1, CA-2, CA-3 or CA-4.
 3. Riprap shall meet IDDT gradation RR-3 or RR-4. Any permanent riprap, such as for the culvert headwall, shall meet IDDT Quality Designation A.
 4. Coarse aggregate and riprap shall be placed according to construction specification 25 ROCKFILL using placement Method 1 and Class **III** compaction.
 5. The maximum drainage area to the culvert being protected is 3 acres.
 6. See plans for H dimension.
 7. Tie the stone berm into the culvert embankment at the design elevation of the detention area overflow spillway.

REFERENCE Project _____ Designed _____ Checked _____ Approved _____	STANDARD DWG. NO. IL-508ST SHEET 1 OF 1 DATE 1-29-99
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PLAT NO. 2 OF GLENWOOD ESTATES
WINNEBAGO COUNTY, ILLINOIS

EROSION CONTROL
DETAILS

REVISIONS	R.K. JOHNSON & ASSOCIATES, INC. CONSULTING CIVIL ENGINEERS - LAND SURVEYORS 1515 WINDSOR ROAD, LOVES PARK, ILLINOIS 61111 (815) 633-5097 FAX (815) 633-4593 www.rkjohnsonassociates.com ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 184-004994	DRAFTED BY: JCW CHECKED BY: _____ ISSUED FOR: _____ ISSUE DATE: 2/29/2024 PROJECT NO.: 14935-2 SHEET NO.: 7 OF 7
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VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 8.

Agenda Item: Contract with Axon for additional equipment and service

Date: 09-17-24

Meeting: Board

Prepared by: Chief Samuel Hawley

Department: Police Dept.

Overview/Background Information

We currently have a contract with Axon for body cameras, tasers, evidence.com and cloud storage. With the addition of a 19th Officer we are in need of adding another bundle which would be done with a separate contract.

Key Issues

Additional bundle for body camera which is required by law.

Fiscal Note/Budget Impact

First payment would be in beginning of 2025 in the amount of \$3,002.38

2026 cost - \$2,276.12

Prior Legislative Actions

Approved by COTW on 09-03-24.

Action Required/Recommendation

Discussion and Recommendation to approve two year contact with Axon Enterprise, Inc. in the amount of \$5,278.50

Attachments

Contract



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-598269-45518.749BC

Issued: 08/14/2024

Quote Expiration:

Estimated Contract Start Date: 02/01/2025

Account Number: 166342

Payment Terms: N30

Delivery Method:

SHIP TO

Roscoe Police Dept. - IL
10595 Main St
Roscoe,
IL
61073-8830
USA

BILL TO

Roscoe Police Dept. - IL
10595 Main St
Roscoe
IL
61073-8830
USA
Email:

SALES REPRESENTATIVE

Bobby Clardy
Phone: 4807404134
Email: bclardy@axon.com
Fax:

PRIMARY CONTACT

Thomas Farone
Phone: (815) 623-7338
Email: tfarone7829@roscoepolice.com
Fax:

Quote Summary

Program Length	25 Months
TOTAL COST	\$5,278.50
ESTIMATED TOTAL W/ TAX	\$5,278.50

Discount Summary

Average Savings Per Year	\$3,306.60
TOTAL SAVINGS	\$6,888.75

Payment Summary

Date	Subtotal	Tax	Total
Jan 2025	\$2,276.13	\$0.00	\$2,276.13
Feb 2025	\$726.25	\$0.00	\$726.25
Feb 2026	\$2,276.12	\$0.00	\$2,276.12
Total	\$5,278.50	\$0.00	\$5,278.50

Quote Unbundled Price: \$12,167.25
Quote List Price: \$5,071.00
Quote Subtotal: \$5,278.50

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
20347	TRUE UP - AXON CORE PLAN T7 CQ WITH DOCK TRUE UP 1	1	25		\$20.75	\$29.05	\$726.25	\$0.00	\$726.25
M00020	BUNDLE - CORE TASER 7	1	25	\$465.94	\$182.09	\$182.09	\$4,552.25	\$0.00	\$4,552.25
Total							\$5,278.50	\$0.00	\$5,278.50

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - CORE TASER 7	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	1	1	01/01/2025
BUNDLE - CORE TASER 7	100201	AXON BODY 4 - DOCK - SINGLE BAY	1	1	01/01/2025
BUNDLE - CORE TASER 7	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	2	1	01/01/2025
BUNDLE - CORE TASER 7	20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	1	1	01/01/2025
BUNDLE - CORE TASER 7	20018	AXON TASER - BATTERY PACK - TACTICAL	1	1	01/01/2025
BUNDLE - CORE TASER 7	20050	AXON TASER - HOOK-AND-LOOP TRAINING (HALT) SUIT	1	1	01/01/2025
BUNDLE - CORE TASER 7	20160	AXON TASER 7 - HOLSTER - SAFARILAND RH+CART CARRIER	1	1	01/01/2025
BUNDLE - CORE TASER 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	2	1	01/01/2025
BUNDLE - CORE TASER 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	3	1	01/01/2025
BUNDLE - CORE TASER 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	2	1	01/01/2025
BUNDLE - CORE TASER 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	3	1	01/01/2025
BUNDLE - CORE TASER 7	22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	2	1	01/01/2025
BUNDLE - CORE TASER 7	22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	2	1	01/01/2025
BUNDLE - CORE TASER 7	22179	AXON TASER 7 - CARTRIDGE - INERT STANDOFF (3.5-DEGREE) NS	1	1	01/01/2025
BUNDLE - CORE TASER 7	22181	AXON TASER 7 - CARTRIDGE - INERT CLOSE QUART (12-DEGREE) NS	1	1	01/01/2025
BUNDLE - CORE TASER 7	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	01/01/2025
BUNDLE - CORE TASER 7	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	01/01/2025
BUNDLE - CORE TASER 7	71104	AXON - DOCK/DATAPORT POWERCORD - NORTH AMERICA	1	1	01/01/2025
BUNDLE - CORE TASER 7	74028	AXON BODY - MOUNT - WING CLIP RAPIDLOCK	2	1	01/01/2025
BUNDLE - CORE TASER 7	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	01/01/2025

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - CORE TASER 7	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	01/01/2025
BUNDLE - CORE TASER 7	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 7.5 IN	1	1	01/01/2025
BUNDLE - CORE TASER 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	2	1	01/01/2026
BUNDLE - CORE TASER 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	2	1	01/01/2026
BUNDLE - CORE TASER 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	2	1	01/01/2027
BUNDLE - CORE TASER 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	2	1	01/01/2027
BUNDLE - CORE TASER 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	2	1	01/01/2027
BUNDLE - CORE TASER 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	2	1	01/01/2027
BUNDLE - CORE TASER 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	2	1	01/01/2027
BUNDLE - CORE TASER 7	22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	2	1	01/01/2027
BUNDLE - CORE TASER 7	22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	2	1	01/01/2027
BUNDLE - CORE TASER 7	73309	AXON BODY - TAP REFRESH 1 - CAMERA	1	1	02/01/2027
BUNDLE - CORE TASER 7	73313	AXON BODY - TAP REFRESH 1 - DOCK SINGLE BAY	1	1	02/01/2027

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - CORE TASER 7	20248	AXON TASER - EVIDENCE.COM LICENSE	1	02/01/2025	02/28/2027
BUNDLE - CORE TASER 7	20248	AXON TASER - EVIDENCE.COM LICENSE	1	02/01/2025	02/28/2027
BUNDLE - CORE TASER 7	73449	AXON RESPOND - LICENSE	1	02/01/2025	02/28/2027
BUNDLE - CORE TASER 7	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	3	02/01/2025	02/28/2027
BUNDLE - CORE TASER 7	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	1	02/01/2025	02/28/2027
BUNDLE - CORE TASER 7	73746	AXON EVIDENCE - ECOM LICENSE - PRO	1	02/01/2025	02/28/2027

Services

Bundle	Item	Description	QTY
BUNDLE - CORE TASER 7	101193	AXON TASER - ON DEMAND CERTIFICATION	1
BUNDLE - CORE TASER 7	20246	AXON TASER 7 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - CORE TASER 7	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	1	01/01/2026	02/28/2027
BUNDLE - CORE TASER 7	80395	AXON TASER 7 - EXT WARRANTY - HANDLE	1	01/01/2026	02/28/2027
BUNDLE - CORE TASER 7	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	01/01/2026	02/28/2027
BUNDLE - CORE TASER 7	80464	AXON BODY - TAP WARRANTY - CAMERA	1	01/01/2026	02/28/2027
BUNDLE - CORE TASER 7	80466	AXON BODY - TAP WARRANTY - SINGLE BAY DOCK	1	01/01/2026	02/28/2027

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	10595 Main St	Roscoe	IL	61073-8830	USA

Payment Details

Jan 2025					
Invoice Plan	Item	Description	Qty	Subtotal	Tax
Year 1	M00020	BUNDLE - CORE TASER 7	1	\$2,276.13	\$0.00
Total				\$2,276.13	\$0.00
					\$2,276.13

Feb 2025					
Invoice Plan	Item	Description	Qty	Subtotal	Tax
Invoice Upon Fulfillment	20347	TRUE UP - AXON CORE PLAN T7 CQ WITH DOCK TRUE UP 1	1	\$726.25	\$0.00
Invoice Upon Fulfillment	M00020	BUNDLE - CORE TASER 7	1	\$0.00	\$0.00
Total				\$726.25	\$0.00
					\$726.25

Feb 2026					
Invoice Plan	Item	Description	Qty	Subtotal	Tax
Year 2	M00020	BUNDLE - CORE TASER 7	1	\$2,276.12	\$0.00
Total				\$2,276.12	\$0.00
					\$2,276.12

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

8/14/2024



**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R40**

**A RESOLUTION OF THE VILLAGE OF ROSCOE, ILLINOIS APPROVING AN
AGREEMENT WITH AXON ENTERPRISE, INC. TO EQUIP ONE ADDITIONAL
POLICE OFFICER OF THE VILLAGE OF ROSCOE POLICE DEPARTMENT**

WHEREAS, the Village of Roscoe (the “Village”) provides police services for its residents through the Village of Roscoe Police Department (the “Department”); and

WHEREAS, as a part of providing police services the Department wishes to purchase tasers, body worn cameras produced by Axon Enterprise, Inc. (“Axon”); and

WHEREAS, Axon has provided a quote for the TASER 7 and body worn camera equipment to be purchased by the Department attached to this Resolution as Exhibit A; and

WHEREAS, the Village has determined that approving the agreements, quotes, and purchase are in the best interest of the Village and its citizens.

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Roscoe, that:

1. The foregoing recitals are incorporated herein and made a part hereof.
2. By the Adoption of this Resolution, the President and Board of Trustees approves the Village of Roscoe accepting the quote of approximately \$5,278.50, to purchase TASER 7 and body worn camera equipment, software, and services, attached as Exhibit A or one substantially similar.
3. The Village President, Village Administrator and the Village Clerk are hereby authorized to execute, and attest said agreements and quotes, and any other documents necessary to effectuate the same.

2024-R40

1st Read:**PASSED BY ROLL CALL VOTE ON:**

NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED SEPTEMBER 17, 2024:**ATTEST:**_____
VILLAGE PRESIDENT_____
VILLAGE CLERK

Exhibit “A”
(Ordinance 2024-R40)

**QUOTE FOR PROVIDING TASER 7 AND BODY WORN CAMERA
EQUIPMENT, SOFTWARE AND SERVICES**

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 9.

Agenda Item: Approval of **Resolution 2024-R41**, approving Bid Specifications and Bid Letting for **Bridge Street Multi-use Parking Lot**.

Date: September 13, 2024

Meeting: Village Board – September 17, 2024

Prepared by: Josef Kurlinkus

Department: Planning & Community Development

Overview/Background Information

The Village is currently in the process of developing its property at 5466 Bridge Street into a multiuse parking and public use space. The specifications and construction documents have been completed, and will now be let for bid, so that construction can be completed.

Key Issues

- 1) These are the technical specifications and constructions documents for the previously approved design concepts.
- 2) Once approved, specifications will be let for two weeks, with a recommendation brought back before the board for awarding of the contract.

Fiscal Note/Budget Impact

n/a

Action Required/Recommendation

As the concept has been previously approved at prior meetings of both the COTW and Village Board, Staff recommends waiving the first read requirement, and approving the specifications and letting of the Bridge Street multi-use parking facility.

Attachments

- 1) Resolution 2024-R41, approving bid specifications and letting of the bid.
- 2) Specifications for the Bridge Street multi-use parking facility.

VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R41

Item # 9.

AN RESOLUTION APPROVING THE BID SPECIFICATIONS FOR THE CONSTRUCTION OF THE BRIDGE STREET MULTI-USE PARKING FACILITY.

WHEREAS, the Village of Roscoe wishes to protect the health, welfare and safety of its residents by providing well-maintained roads and public spaces; and

WHEREAS, the Village board wishes to put out for bid specifications for the construction of its Bridge Street multi-use parking facility; and

WHEREAS, the Village President and Board of Trustees find that it is in the best interest of the Village to approve the Bid specifications for the below described work and to authorize the Village administrator to open such Bids; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Roscoe, that:

Section 1. The Village President and Board of Trustees of the Village of Roscoe hereby approve the following **specifications for the construction of its Bridge Street multi-use parking facility**, which are attached hereto as Exhibit “A” and incorporated herein by reference.

[See Attached Exhibit “A”]

Section 2. That the Village Administrator is hereby authorized to provide for the letting, receipt and opening of such bids, and is authorized to open such bids on behalf of the Village of Roscoe.

2024-R41				
1 st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED SEPTEMBER 17, 2024:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Exhibit “A”
Resolution 2024-R41
[Bid Specifications]

DIVISION 00– PROCEDURAL & CONTRACTING REQUIREMENTS

SECTION 00 11 13
ADVERTISEMENT FOR BIDS

DATE: September 17th, 2024

PROJECT: Village of Roscoe Bridge Street Lot

LOCATION: 5466 Bridge Street
Roscoe, Illinois 61073

OWNER: Village of Roscoe
10631 Main St.
Roscoe, IL 61073

ARCHITECT: Place Foundry Design, PLLC.
728 N. Prospect #101.
Rockford, Illinois 61107
(815) 871-1231
www.theplacefoundry.com

SCOPE: Bids shall be submitted for a single contract for all Work.

DATE DUE: Sealed bids will be received until 11:00 am, Thursday, October 3, 2024 at Village of Roscoe, 10631 Main St. Roscoe, IL 61073 and will be publicly opened and read aloud at that time.

PRE-BID MEETING: TBD

PRE-BID SITE VISIT: Contractors are required to survey the existing conditions prior to bidding.

RFI & CLARIFICATIONS RFI's are due to the Architect in writing, no later than 10:00 am, Thursday, September 26th, 2024.

ACCESS TO BIDDING DOCUMENTS Bidding Documents may be secured from the provided link:

https://www.dropbox.com/scl/fo/z742pwwdmvk1nti7uurms/AKF5QY5mE6Lni6j_1GBN4TM?rlkey=rv2juwnbut15sfbjwmrbkwcp6&st=ehqegvis&dl=0

BID FORM: Bids shall be submitted in duplicate on forms included in ITB (Invitation to Bid) by the Architect.

PERFORMANCE BOND: A performance and payment bond for the full amount of the Contract will be required of the successful bidder. All costs associated with the bond shall be included in the bid amount.

BID SECURITY:	Bids shall be accompanied by a Bid Security of at least 5% of the total amount of the base bid and all additive alternate bids. This may be in the form of a certified check, cashier's check, bank draft, or bid bond, payable to the Owner as a guarantee that the bidder will enter into a contract with the Owner and will furnish the proper performance and payment bond within the time limited by the Owner. If the successful bidder so files the contract and performance and payment bond, upon the execution of the contract by the Owner, the Bid Security will be returned to all bidders. If he/she fails to file such contract and performance and payment bond the amount of the Bid Security will be forfeited to the Owner as liquidated damages.	
WAGE RULES:	The general prevailing rate of wages in the locality in which the work is to be performed for each craft or type of worker or mechanic needed to execute the contract will adhere to all Federal Laws and Laws of the State, and to all local ordinances and regulations applicable to the work hereunder, and having force of law.	
RIGHTS RESERVED BY OWNER:	The Owner reserves the right to waive any irregularities and/or reject any or all bids when, in the opinion of the Owner, such action will serve the best interests of the Owner.	
WITHDRAWAL OF BIDS:	No bid may be withdrawn for a period of sixty (60) days after the opening of bids without written consent of the Owner.	
TENTATIVE SCHEDULE	Award of Contract:	Tuesday -October 8th, 2024
	Substantial Completion:	Friday – November 22nd, 2024

DIVISION 00- PROCEDURAL & CONTRACTING REQUIREMENTS
SECTION 002213
SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

1.1 INSTRUCTIONS TO BIDDERS

A. Instructions to Bidders for Project consist of the following:

1. AIA Document A701, "Instructions to Bidders," a copy of which is bound in this Project Manual.
2. The following Supplementary Instructions to Bidders that modify and add to the requirements of the Instructions to Bidders.

1.2 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

A. The following supplements modify AIA Document A701, "Instructions to Bidders." Where a portion of the Instructions to Bidders is modified or deleted by these Supplementary Instructions to Bidders, unaltered portions of the Instructions to Bidders shall remain in effect.

B. The laws of Illinois shall govern the solicitation and award of the Contract.

1.3 ARTICLE 2 - BIDDER'S REPRESENTATIONS

A. Add Section 2.1.3.1:

1. 2.1.3.1 - The Owner will obtain the building permit.
2. 2.1.3.2 - All prospective Contractors are required to inspect the premises in order to determine the conditions under which the Work will be bid and performed.
3. 2.1.3.3 - During the Bidding Period, the building will be available to Bidders' inspection during weekday daytime hours, upon request to Owner. Contact Josef Kurlinkus at 815-623-2829 ext. 108 to schedule a site visit.

1.4 ARTICLE 3 - BIDDING DOCUMENTS

A. 3.2 - Interpretation or Correction of Procurement and Contracting Documents:

1. Add Section 3.2.2.1.

- a. 3.2.2.1 - Submit Bidder's Requests for Interpretation via email to the Architect janderson@theplacefoundry.com.

B. 3.4 - Addenda:

1. Delete Section 3.4.3 and replace with the following.

- a. 3.4.3 - Addenda may be issued at any time prior to the receipt of bids.

2. Add Section 3.4.4.1:

- a. 3.4.4.1 - Owner may elect to waive the requirement for acknowledging receipt of 3.4.4 Addenda as follows:

- 1) 3.4.4.1.1 - Information received as part of the Bid indicates that the Bid, as submitted, reflects modifications to the Procurement and Contracting Documents included in an unacknowledged Addendum.
- 2) 3.4.4.1.2 - Modifications to the Procurement and Contracting Documents in an unacknowledged Addendum do not, in the opinion of Owner, affect the Contract Sum or Contract Time.

1.5 ARTICLE 4 - BIDDING PROCEDURES

A. 4.1 - Preparation of Bids:

1. Add Section 4.1.1.1:
 - a. 4.1.1.1 - Printable electronic Bid Forms and related documents are available from Architect.
2. Add Section 4.1.8:
 - a. 4.1.8 - The Bid shall include unit prices when called for by the Procurement and Contracting Documents. Owner may elect to consider unit prices in the determination of award. Unit prices will be incorporated into the Contract.
3. Add Section 4.1.9:
 - a. 4.1.9 - Owner may elect to disqualify a bid due to failure to submit a bid in the form requested, failure to bid requested alternates or unit prices, failure to complete entries in all blanks in the Bid Form, or inclusion by the Bidder of any alternates, conditions, limitations or provisions not called for.
4. Add Section 4.1.10:
 - a. 4.1.10 - Bids shall not include sales tax on materials used for the project.

B. 4.2 - Bid Security

1. Add Section 4.2.4: Bid Security in the amount of 5% of the sum of the Base Bid and all add alternates that can apply shall be submitted with the Bid in the form of a certified check, cashier's check, bank draft, or bid bond from a bonding company with a Best rating of "B" or better, payable to the Owner.

C. 4.3 - Submission of Bids:

1. Add the following Sections to 4.3.1:
 - a. 4.3.1.2 - All Bids shall be submitted in a sealed envelope boldly labeled with the words "SEALED BID ENCLOSED FOR FULTON DRIVES BUILDING, FULTON HISTORICAL SOCIETY.
 - b. 4.3.1.3 - Bids received before the time set for receipt of Bids will be securely kept unopened. No responsibility will attach to the Owner or the Architect for premature opening of a Bid not properly identified.
 - c. 4.3.1.4 - The Owner will decide when the specified time for receipt and opening of Bids has arrived.

D. 4.4 - Modification or Withdrawal of Bids:

1. Add the following sections to 4.4.2:

- a. 4.4.2.1 - Such modifications to or withdrawal of a bid may only be made by persons authorized to act on behalf of the Bidder. Authorized persons are those so identified in the Bidder's corporate bylaws, specifically empowered by the Bidder's charter or similar legally binding document acceptable to Owner, or by a power of attorney, signed and dated, describing the scope and limitations of the power of attorney. Make such documentation available to Owner at the time of seeking modifications or withdrawal of the Bid.
- b. 4.4.2.2 - Owner will consider modifications to a bid written on the sealed bid envelope by authorized persons when such modifications comply with the following: the modification is indicated by a percent or stated amount to be added to or deducted from the Bid; the amount of the Bid itself is not made known by the modification; a signature of the authorized person, along with the time and date of the modification, accompanies the modification. Completion of an unsealed bid form, awaiting final figures from the Bidder, does not require power of attorney due to the evidenced authorization of the Bidder implied by the circumstance of the completion and delivery of the Bid

1.6 ARTICLE 5 - CONSIDERATION OF BIDS

A. 5.2 - Rejection of Bids:

1. Add Section 5.2.1:

- a. 5.2.1 - Owner reserves the right to reject a bid based on Owner's and Architect's evaluation of qualification information submitted following opening of bids. Owner's evaluation of the Bidder's qualifications will include: status of licensure and record of compliance with licensing requirements, record of quality of completed work, record of Project completion and ability to complete, record of financial management including financial resources available to complete Project and record of timely payment of obligations, record of Project site management including compliance with requirements of authorities having jurisdiction, record of and number of current claims and disputes and the status of their resolution, and qualifications of the Bidder's proposed Project staff and proposed subcontractors.

B. 5.3 - Acceptance of Bid (Award):

1. Add the following Sections to 5.3.1:

- a. 5.3.1.1 - The Contract will be awarded to the lowest qualified bidder complying with the conditions of the Bidding Documents, provided that the lowest bid submitted is reasonable and that it is to the interest of the Owner to accept it.
- b. 5.3.1.2 - The project is scheduled to award a contract on Tuesday - October 8th, 2024 and intends to notify the bidder to whom the award is to be made at the earliest possible date.

5.3.1.2.3 - Work may be started on Monday October 14th, 2024 and shall be substantially completed, and ready for Owner's unrestricted use, by 5:00 p.m., Friday – November 22nd, 2024

- c. 5.3.1.3 - Negligence on the part of the Bidder in preparing his Bid shall confer no right of withdrawal or modification of his Bid after the Bid has been opened.
- d. 5.3.1.4 - Bidders may be required to cooperate with the Owner and Architect by providing a detailed breakdown of prices bid in order to show, in the manner and form required by the Architect, the division of costs between the several divisions of the Work.
- e. 5.3.1.5 - In case of a discrepancy between the prices quoted in words and those quoted in numbers, the prices quoted in words shall govern.

1.7 ARTICLE 6 - POSTBID INFORMATION:

A. 6.1 - Contractor's Qualification Statement:

- 1. Add the following Sections to 6.1:
 - a. 6.1.1 - Submit Contractor's Qualification Statement, only if requested by Architect, no later than three business days following Architect's request.
 - b. 6.1.2 - Bidders shall submit, upon Architect's request, a completed AIA Document A305, "Contractor's Qualification Statement"
 - c. 6.1.3 - The Owner may make such further investigations of bidders as he deems necessary to determine the ability of a bidder to perform the work, and such bidder shall furnish to the Owner all such data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted, or investigation of such bidder, fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated.

1.8 ARTICLE 7 - PERFORMANCE BOND AND PAYMENT BOND

A. 7.1 - Bond Requirements:

- 1. Add Section 7.1.1.1:
 - a. 7.1.1.1 - Both a Performance Bond and a Payment Bond will be required, each in an amount equal to 100 percent of the Contract Sum.

B. 7.2 - Time of Delivery and Form of Bonds:

- 1. Delete the first sentence of Section 7.2.1 and insert the following:
 - a. The Bidder shall deliver the required bonds to Owner no later than 10 days after the date of Notice of Intent to Award and no later than the date of execution of the Contract, whichever occurs first. Owner may deem the failure of the Bidder to deliver required bonds within the period of time allowed a default.
- 2. Delete Section 7.2.3 and insert the following:
 - a. 7.2.3 - Bonds shall be executed and be in force on the date of the execution of the Contract.

1.9 ARTICLE 9 - EXECUTION OF CONTRACT

A. Add Article 9:

1. 9.1.1 - Subsequent to the Notice of Intent to Award, and within 10 days after the prescribed Form of Agreement is presented to the Awardee for signature, the Awardee shall execute and deliver the Agreement to Owner through Architect, in such number of counterparts as Owner may require.
2. 9.1.2 - Owner may deem as a default the failure of the Awardee to execute the Contract and to supply the required bonds when the Agreement is presented for signature within the period of time allowed.
3. 9.1.3 - Unless otherwise indicated in the Procurement and Contracting Documents or the executed Agreement, the date of commencement of the Work shall be the date of the executed Agreement.
4. 9.1.4 - In the event of a default, Owner may declare the amount of the Bid security forfeited and elect to either award the Contract to the next responsible bidder or re-advertise for bids.

END OF DOCUMENT 002213

BIDDING REQUIREMENTS

BID FORM

BIDS SUBMITTED BY _____

Date _____

The undersigned, having become familiar with the local conditions affecting cost of work and with the Bidding Documents, including Advertisement for Bids, Instructions to Bidders, Supplementary Instructions to Bidders, General Conditions, Drawings and Specifications, and Addenda issued thereto, as prepared by Place Foundry Design, PLLC, 728 N. Prospect #101, Rockford, Illinois 61107, hereby agrees to furnish all labor, material and equipment necessary do the Fulton Drives Building, Renovation Phase I for Fulton Historical Society, Fulton, Illinois for the price hereinafter stated.

BASE BID: The undersigned agrees to do all the Site Development Work required for the sum of:
 _____ DOLLARS (\$ _____).

ALTERNATE BID #1: for an ADD/DEDUCT to the Base Bid of:

CIVIL DRAWINGS LABELED INCORRECTLY – NO ALT. BID – EXPANDED PATIO IS

BASE BID _____ DOLLARS (\$ _____).

SUBCONTRACTORS

If the undersigned is awarded the Contract, the below listed subcontractors will be employed for their respective parts of the Work. (Bidder may submit the completed subcontractor's list within 24 hours from the time Bids are due).

SUBCONTRACTSUBCONTRACTOR'S NAME

Electrical Work _____

Site Work Work _____

Concrete Work _____

ADDENDA RECEIVED

The undersigned acknowledges receipt of Addenda _____ to _____ inclusive.

BID SECURITY

(Bidder must indicate which of the following is enclosed)

CERTIFIED CHECK

CASHIER'S CHECK

BANK DRAFT

BID BOND

SITE INSPECTION

The existing premises and conditions were checked by an on-site inspection on:

(date) _____.

CRIMINAL BACKGROUND CHECK

Bidder must indicate by checking the yes box that they understand the criminal background check with the requirements and will comply.

☐ YES

COMMENCEMENT AND COMPLETION OF CONTRACT

The undersigned agrees, if awarded the Contract, to commence the contract work within three (3) days of receipt of Order to Proceed and to complete the Work within the time specified in the Contract Documents. The undersigned further agrees to execute the Contract, furnish satisfactory performance and payment bond as well as insurance coverage, in strict accordance with the Contract Documents prepared by Place Foundry Design PLLC; 728 N. Prospect #101., Rockford, IL 61107.

Printed or Typed Name of Contractor

By: _____

_____,
President

Date: _____

Subscribed and Sworn to before me

this ____ day of _____, 2024.

Notary Public

NOTE: ALL ENTRIES MUST BE IN INK.

DIVISION 01 – GENERAL REQUIREMENTS**SECTION 011000**
SUMMARY**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Access to site.
4. Coordination with occupants.
5. Work restrictions.
6. Specification and drawing conventions.
7. Miscellaneous provisions.

B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

- A. Project Identification: Village of Roscoe Bridge Street Lot, 5466 Bridge St, Roscoe, IL 61073
- B. Owner: Village of Roscoe 10631 Main St. Roscoe, IL 61073
- C. Architect: Place Foundry Design, PLLC., 728 N. Prospect #101., Rockford, IL 61107.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of the Project is defined by the Contract Documents and consists of Site Work, Curb/Gutter and Asphalt for Parking, Canopy Structure, Electrical, Pedestrian Patio, Site furnishings, etc.

- B. Contractor is responsible for construction means, methods and sequencing. Architect will not have control over, be in charge of, or be responsible for construction means, methods, techniques, sequences, procedures or safety precautions and programs in connection with the Work, as these are solely within the responsibility of the Contractor. Architect shall not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.

1.5 ACCESS TO SITE

- A. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
 - 1. Driveways, Walkways and Entrances: Keep driveways loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

1.6 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Normal business working hours will be 7:00 a.m. to 3:30 p.m., Monday through Friday. However, Contractor can work weekends and nights with prior notification to the Owner.

1.7 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 - 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.

2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.
3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

DIVISION 01 – GENERAL REQUIREMENTS**SECTION 012300**
ALTERNATES**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
 - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A schedule of alternates is included at the end of this Section.

PART 2 - EXECUTION

2.1 SCHEDULE OF ALTERNATES

A. **ALTERNATE BID #1:**

NO ALTERNATES AT THIS TIME

**CIVIL DRAWINGS LABELED INCORRECTLY – NO ALT. BID – EXPANDED
PATIO IS BASE BID**

END OF SECTION 012300

DIVISION 01 – GENERAL REQUIREMENTS
SECTION 012500
SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
1. Section 016000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.3 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.4 ACTION SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Substitution Request Form: Provide on Contractor's letterhead.
 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
 - b. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.

- c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
 - h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.5 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.6 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
 - 1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect Contractor's construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.
 - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500

DIVISION 01 – GENERAL REQUIREMENTS

SECTION 012600**CONTRACT MODIFICATION PROCEDURES**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue through Owner supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Work Change Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
 - 2. Within time specified in Proposal Request or 10 days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision directly attributable to the change.
 5. Include an updated Contractor's construction schedule.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Work Changes Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.
- B. Contractor is allowed to mark up subcontractor's cost by 5%.
- C. Contractor and Subcontractor is allowed to mark up self-performed work by 10%.
- D. Credit or deductive changes, Contractor and Subcontractor is allowed to retain 3%

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Work Change Directive: Architect may issue a Construction Work Change Directive on AIA Document G714 Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS & PART 3 - EXECUTION (Not Used)

END OF SECTION 012600

DIVISION 01 – GENERAL REQUIREMENTS**SECTION 012900**
PAYMENT PROCEDURES**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
 - 1. Section 012600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.

1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
 - 1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with continuation sheets.
 - b. Submittal schedule.
 - c. Items required to be indicated as separate activities in Contractor's construction schedule.
 - 2. Submit the schedule of values to Architect at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
 - 3. Subschedules for Phased Work: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values coordinated with each phase of payment.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.

1. Identification: Include the following Project identification on the schedule of values:
 - a. Project name and location.
 - b. Name of Architect.
 - c. Architect's project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
2. Arrange schedule of values consistent with format of AIA Document G703.
3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site. If required, include evidence of insurance.
6. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.
7. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Times: Submit Application for Payment to Architect by the 10th of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
- D. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.

- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect and/or Project Manager will return incomplete applications without action.
1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- F. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect or Program Manager by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 2. When an application shows completion of an item, submit conditional final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 4. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of values.
 3. Contractor's construction schedule (preliminary if not final).
 4. Submittal schedule (preliminary if not final).
 5. List of Contractor's staff assignments.
 6. List of Contractor's principal consultants.
 7. Copies of building permits.
 8. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 9. Initial progress report.
 10. Certificates of insurance and insurance policies.
 11. Performance and payment bonds.
- I. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.

- J. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706-1994, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A-1994, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707-1994, "Consent of Surety to Final Payment."

PART 2 - PRODUCTS & PART 3 – EXECUTION (Not Used)

END OF SECTION 012900

DIVISION 01 – GENERAL REQUIREMENTS

SECTION 013100**PROJECT MANAGEMENT & COORDINATION**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. Coordination drawings.
 - 2. Requests for Information (RFIs).
 - 3. Project meetings.
- B. Related Requirements:
 - 1. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.

1.3 DEFINITIONS

- A. RFI: Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, and telephone number of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.

1.5 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.

2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's construction schedule.
 2. Preparation of the schedule of values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.

1.6 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
 - b. Coordinate the addition of trade-specific information to the coordination drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.

1.7 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name.
 2. Project number.
 3. Date.

4. Name of Contractor.
5. Name of Architect.
6. RFI number, numbered sequentially.
7. RFI subject.
8. Specification Section number and title and related paragraphs, as appropriate.
9. Drawing number and detail references, as appropriate.
10. Field dimensions and conditions, as appropriate.
11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
12. Contractor's signature.
13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.

C. RFI Forms: AIA Document G716.

1. Attachments shall be electronic files in Adobe Acrobat PDF format.

D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.

1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Modification Procedures."

1.8 PROJECT MEETINGS

A. General Contractor: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.

1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner, and Architect, within three days of the meeting.

B. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect.

1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Lines of communications.
 - f. Procedures for processing field decisions and Change Orders.
 - g. Procedures for RFIs.
 - h. Procedures for testing and inspecting.
 - i. Procedures for processing Applications for Payment.
 - j. Distribution of the Contract Documents.
 - k. Submittal procedures.
 - l. Preparation of record documents.
 - m. Use of the premises and existing building.
 - n. Work restrictions.
 - o. Working hours.
 - p. Owner's occupancy requirements.
 - q. Responsibility for temporary facilities and controls.
 - r. Procedures for moisture and mold control.
 - s. Procedures for disruptions and shutdowns.
 - t. Construction waste management and recycling.
 - u. Parking availability.
 - v. Office, work, and storage areas.
 - w. Equipment deliveries and priorities.
 - x. First aid.
 - y. Security.
 - z. Progress cleaning.
3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

C. Progress Meetings: General Contractor to conduct progress meetings at weekly intervals.

1. Coordinate dates of meetings with preparation of payment requests.
2. Attendees: In addition to representatives of Owner, and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to

ensure that current and subsequent activities will be completed within the Contract Time.

- 1) Review schedule for next period.
- b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Progress cleaning.
 - 10) Quality and work standards.
 - 11) Status of correction of deficient items.
 - 12) Field observations.
 - 13) Status of RFIs.
 - 14) Status of proposal requests.
 - 15) Pending changes.
 - 16) Status of Change Orders.
 - 17) Pending claims and disputes.
 - 18) Documentation of information for payment requests.
4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
 - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS & PART 3 – EXECUTION (Not Used)

END OF SECTION 013100

DIVISION 01 – GENERAL REQUIREMENTS**SECTION 013300**
SUBMITTAL PROCEDURES**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Requirements:
 - 1. Section 012900 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
 - 2. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

1.4 ACTION SUBMITTALS

- A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserve the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- B. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 1. Initial Review: Allow 5 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 15 days for review of each resubmittal.
- C. Paper Submittals: Place a permanent label or title block on each submittal item for identification.
 1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Provide a space approximately 6 by 8 inches (150 by 200 mm) on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
 3. Include the following information for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Name of subcontractor.
 - f. Name of supplier.
 - g. Name of manufacturer.
 - h. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
 - i. Number and title of appropriate Specification Section.
 - j. Drawing number and detail references, as appropriate.
 - k. Location(s) where product is to be installed, as appropriate.
 - l. Other necessary identification.
 4. Additional Paper Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
 - a. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.

5. Transmittal for Paper Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return without review submittals received from sources other than Contractor.
 - a. Transmittal Form for Paper Submittals: Use Architect approved form .
 - b. Transmittal Form for Paper Submittals: Provide locations on form for the following information:
 - 1) Project name.
 - 2) Date.
 - 3) Destination (To:).
 - 4) Source (From:).
 - 5) Name and address of Architect.
 - 6) Name of Contractor.
 - 7) Name of firm or entity that prepared submittal.
 - 8) Names of subcontractor, manufacturer, and supplier.
 - 9) Category and type of submittal.
 - 10) Submittal purpose and description.
 - 11) Specification Section number and title.
 - 12) Specification paragraph number or drawing designation and generic name for each of multiple items.
 - 13) Drawing number and detail references, as appropriate.
 - 14) Indication of full or partial submittal.
 - 15) Transmittal number, numbered consecutively.
 - 16) Submittal and transmittal distribution record.
 - 17) Remarks.
 - 18) Signature of transmitter.
- D. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:
 1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements:
 1. Submit electronic submittals via email as PDF electronic files.
 - a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 2. Action Submittals: Submit three paper copies of each submittal unless otherwise indicated. Architect will return two copies.
 3. Informational Submittals: Submit two paper copies of each submittal unless otherwise indicated. Architect will not return copies.

4. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
 - a. Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.
 - b. Provide a notarized statement on original paper copy certificates and certifications where indicated.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. Submit Product Data before or concurrent with Samples.
 5. Submit Product Data in the following format:
 - a. PDF electronic file.
 - b. Three paper copies of Product Data unless otherwise indicated. Architect will return two copies.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based on Architect's digital data drawing files is otherwise permitted.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches (215 by 280 mm), but no larger than 30 by 42 inches (750 by 1067 mm).

3. Submit Shop Drawings in the following format:
 - a. PDF electronic file.
 - b. Two opaque (bond) copies of each submittal. Architect will return one copy.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of applicable Specification Section.
 - e. Specification paragraph number and generic name of each item.
 3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
 4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
 6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record sample.

- 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
1. Submit product schedule in the following format:
 - a. PDF electronic file.
 - b. Three paper copies of product schedule or list unless otherwise indicated. Architect will return two copies.
- F. Coordination Drawing Submittals: Comply with requirements specified in Section 013100 "Project Management and Coordination."
- G. Application for Payment and Schedule of Values: Comply with requirements specified in Section 012900 "Payment Procedures."
- H. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Section 017700 "Closeout Procedures."
- I. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- J. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- K. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- L. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- M. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- N. Schedule of Test and Inspections: Comply with requirements specified in Section 014000 "Quality Requirements".
- O. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Project Closeout and Maintenance Material Submittals: See requirements in Section 017700 "Closeout Procedures."
- C. Contractor's Review Stamp: review each submittal with a uniform, review stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

- A. General: Architect will not review submittals that do not bear Contractor's review stamp and will return them without action.
- B. Action Submittals: Architect's review is performed to determine general conformance with the design concept set forth in the Contract Documents. Review does not relieve Contractor of sole responsibility for means, methods, sequencing, scheduling of work, verification of quantities and dimensions or the performance of the work in a safe manner. No comments on the shop drawings will relieve the Contractor from performing the work in a manner consistent with the Contract Documents. Architect's review will indicate action mark as follows:
 - 1. Reviewed.
 - 2. Note Comments.
 - 3. Rejected.
 - 4. Not reviewed/Outside scope of Services.
 - 5. Resubmit After Required General Contractor Review.
 - 6. Revise.
 - 7. Resubmit.
- C. Subcontractors are not to use shop drawings and submittals to ask questions or request information. All questions must be asked through the RFI.
- D. Architect is not responsible for correcting errors in the shop drawings or submittals.
- E. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- F. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- G. Submittals not required by the Contract Documents may be returned by the Architect without action.

END OF SECTION 013300

DIVISION 01 – GENERAL REQUIREMENTS**SECTION 014200**
REFERENCES**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Unload, temporarily store, unpack, assemble, erect, place, anchor, apply, work to dimension, finish, cure, protect, clean, and similar operations at Project site.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.3 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
 - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

1.4 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in the following list:
 - 1. AA – Aluminum Association (The).
 - 2. AIA - American Institute of Architects (The); www.aia.org.
 - 3. AISC - American Institute of Steel Construction; www.aisc.org.
 - 4. AISI - American Iron and Steel Institute; www.steel.org.
 - 5. ANSI - American National Standards Institute; www.ansi.org.
 - 6. ASTM - ASTM International; www.astm.org.
 - 7. AWWA - American Wood Protection Association; www.awpa.com.
 - 8. CSI - Construction Specifications Institute (The); www.csinet.org.
 - 9. GANA - Glass Association of North America; www.glasswebsite.com.
 - 10. ICBO - International Conference of Building Officials; (See ICC).
 - 11. ICC - International Code Council; www.iccsafe.org.
 - 12. IGMA - Insulating Glass Manufacturers Alliance; www.igmaonline.org.
 - 13. NFPA - National Fire Protection Association; www.nfpa.org.
 - 14. NFPA - NFPA International; (See NFPA).
 - 15. NFRC - National Fenestration Rating Council; www.nfrc.org.
 - 16. NOMMA - National Ornamental & Miscellaneous Metals Association; www.nomma.org.
 - 17. SPIB - Southern Pine Inspection Bureau; www.spib.org.
 - 18. UL - Underwriters Laboratories Inc.; www.ul.com.
 - 19. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
 - 20. WDMA - Window & Door Manufacturers Association; www.wdma.com.
- B. WWPA - Western Wood Products Association; www.wwpa.org.
- C. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is believed to be accurate as of the date of the Contract Documents.
 - 1. ICC - International Code Council; www.iccsafe.org.
 - 2. ICC-ES - ICC Evaluation Service, LLC; www.icc-es.org.
- D. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Information is subject to change and is up to date as of the date of the Contract Documents.

1. CPSC - Consumer Product Safety Commission; www.cpsc.gov.
2. DOC - Department of Commerce; National Institute of Standards and Technology; www.nist.gov.
3. DOE - Department of Energy; www.energy.gov.
4. EPA - Environmental Protection Agency; www.epa.gov.
5. FG - Federal Government Publications; www.gpo.gov.
6. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; www.eetd.lbl.gov.
7. OSHA - Occupational Safety & Health Administration; www.osha.gov.

E. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. FED-STD - Federal Standard; (See FS).

PART 2 - PRODUCTS & PART 3 – EXECUTION (Not Used)

END OF SECTION 014200

DIVISION 01 – GENERAL REQUIREMENTS

SECTION 015000**TEMPORARY FACILITIES & CONTROLS**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
 - 1. Section 011000 "Summary" for work restrictions and limitations on utility interruptions.

1.3 USE CHARGES

- A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Architect, testing agencies, and authorities having jurisdiction.
- B. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

1.4 INFORMATIONAL SUBMITTALS

- A. Moisture-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage.
 - 1. Describe delivery, handling, and storage provisions for materials subject to water absorption or water damage.
 - 2. Indicate procedures for discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and replacing water-damaged Work.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Contractor's personnel may use Owner designated existing toilet facilities.

2.2 TEMPORARY FACILITIES

- A. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.
 - 1. Store combustible materials apart from building.

2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
 - 1. Provide sheds located within construction area or within 30 feet of building lines that is noncombustible according to ASTM E 136. Comply with NFPA 241.
- B. Parking: Use designated areas of Owner's existing parking areas for construction personnel.
- C. Waste Disposal Facilities: Comply with requirements specified in Section 017419 "Construction Waste Management and Disposal."
- D. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
 - 1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.

3.3 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
- B. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- C. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.

END OF SECTION 015000

DIVISION 01 – GENERAL REQUIREMENTS**SECTION 016000**
PRODUCT REQUIREMENTS**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Requirements:
 - 1. Section 012500 "Substitution Procedures" for requests for substitutions.
 - 2. Section 014200 "References" for applicable industry standards for products specified.

1.3 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.4 ACTION SUBMITTALS

- A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.
 - 2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
 - a. Form of Approval: As specified in Section 013300 "Submittal Procedures."
 - b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.
- B. Basis-of-Design Product Specification Submittal: Comply with requirements in Section 012500 "Substitution Procedure." Show compliance with requirements.

1.5 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
 - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 - 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 - 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 - 4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.
- C. Storage:
 - 1. Store products to allow for inspection and measurement of quantity or counting of units.
 - 2. Store materials in a manner that will not endanger Project structure.
 - 3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
 - 4. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.

5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
6. Protect stored products from damage and liquids from freezing.

1.7 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
 1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 2. Specified Form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
 3. See other Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in Section 017700 "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
 1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Architect will make selection.
 5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
 6. Or Equal: For products specified by name and accompanied by the term "or equal," or "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.
- B. Product Selection Procedures:

1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
3. Products:
 - a. Restricted List: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - b. Nonrestricted List: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product.
4. Manufacturers:
 - a. Restricted List: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - b. Nonrestricted List: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed manufacturer's product.
5. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

- C. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with these requirements:
1. Evidence that the proposed product does not require revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.

2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
3. Evidence that proposed product provides specified warranty.
4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000

DIVISION 01 – GENERAL REQUIREMENTS**SECTION 017300**
EXECUTION**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Construction layout.
 - 2. Field engineering and surveying.
 - 3. Installation of the Work.
 - 4. Cutting and patching.
 - 5. Coordination of Owner-installed products.
 - 6. Progress cleaning and final cleaning.
 - 7. Starting and adjusting.
 - 8. Protection of installed construction.
- B. Related Requirements:
 - 1. Section 011000 "Summary" for limits on use of Project site.
 - 2. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other work.
- B. Patching: Fitting and repair work required to restore construction to original conditions after installation of other work.

1.4 QUALITY ASSURANCE

- A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.

1. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection
 - a. Refer to Unit Specifications.
2. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 1. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- B. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

- C. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect according to requirements in Section 013100 "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.

3.4 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
 - 1. Make vertical work plumb and make horizontal work level.
 - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.
- F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- G. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
 - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
 - 2. Allow for surface movement, including thermal expansion and contraction.
 - 3. Coordinate installation of anchorages.
- I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

- J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.5 CUTTING AND PATCHING

- A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Temporary Support: Provide temporary support of work to be cut.
- C. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- D. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Section 011000 "Summary."
- E. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 - 3. Proceed with patching after construction operations requiring cutting are complete.
- F. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.
 - 1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
 - 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
- G. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.6 PROGRESS AND FINAL CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F (27 deg C).
 - 3. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
 - 1. Remove liquid spills promptly.
 - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 017419 "Construction Waste Management and Disposal."
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.
- K. Provide final cleaning of all disturbed areas.

3.7 STARTING AND ADJUSTING

- A. Confirm proper operation of components. Remove malfunctioning units, replace with new units and retest.
- B. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

3.8 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.

END OF SECTION 017300

DIVISION 01 – GENERAL REQUIREMENTS**SECTION 017419****CONSTRUCTION WASTE MANAGEMENT & DISPOSAL****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
 - 1. Disposing of nonhazardous construction waste.

1.3 DEFINITIONS

- A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- B. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.
- C. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.

PART 2 - PRODUCTS (Not Used)**PART 3 - EXECUTION****3.1 PLAN IMPLEMENTATION**

- A. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.
 - 1. Comply with operation, termination, and removal requirements in Section 015000 "Temporary Facilities and Controls."
- B. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.

3.2 DISPOSAL OF WASTE

- A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
 - 1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
 - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Burning: Do not burn waste materials.
- C. Disposal: Remove waste materials from Owner's property and legally dispose of them.

END OF SECTION 017419

DIVISION 01 – GENERAL REQUIREMENTS**SECTION 017700**
CLOSEOUT PROCEDURES**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
 - 5. Repair of the Work.
- B. Related Requirements:
 - 1. Section 017300 "Execution" for progress cleaning of Project site.
 - 2. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

1.3 ACTION SUBMITTALS

- A. Product Data: For cleaning agents.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.4 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

1.6 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, and similar final record information.
 - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable.
 - 5. Submit test/adjust/balance records.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Advise Owner of pending insurance changeover requirements.
 - 2. Perform preventive maintenance on equipment used prior to Substantial Completion.
 - 3. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
 - 4. Participate with Owner in conducting inspection and walkthrough.
 - 5. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 - 6. Complete final cleaning requirements, including touchup painting.
 - 7. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
 - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 - 2. Results of completed inspection will form the basis of requirements for final completion.

1.7 FINAL COMPLETION PROCEDURES

- A. Preliminary procedures: Before requesting final inspection for determining final completion, complete the following:
 - 1. Submit a final Application for Payment according to Section 012900 "Payment Procedures."
 - 2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 - 3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
 - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.8 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
 - 1. Submit list of incomplete items in the following format:
 - a. MS Excel electronic file. Architect, will return annotated file.
 - b. Three paper copies. Architect will return two copies.

1.9 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
 - 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch (215-by-280-mm) paper.
 - 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 - 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.

4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.

1.10 ELECTRONIC CLOSEOUT DOCUMENTATION

- A. General: Provide a complete project Closeout Documentation Package in electronic format. This package shall include:
 1. Project Record Documents.
 2. Approved submittals.
 3. Operation and Maintenance Manuals.
 4. Warranties.
 5. Project Contact Directory.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers for final cleaning. Clean each surface or unit to condition expected in an average commercial cleaning and maintenance program. Comply with manufacturer's written instructions.
 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - c. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - d. Clean exposed exterior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces.
 - e. Remove debris and surface dust from limited access spaces.

- f. Remove labels that are not permanent.
 - g. Leave Project clean and ready for occupancy.
- C. Construction Waste Disposal: Comply with waste disposal requirements in Section 017419 "Construction Waste Management and Disposal."

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
 - 1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
 - 2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that already show evidence of repair or restoration.
 - 3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.

END OF SECTION 017700