

**VILLAGE OF  
BUFFALO GROVE**



Finance Department  
Fifty Raupp Blvd.  
Buffalo Grove, IL 60089-2198  
Phone 847-459-2525  
Fax 847-459-7906  
brobinson@vbg.org

Elevator Inspection Service Company, Inc.  
Cynthia Turk  
745 McClintock Dr. Suit 235  
Burr Ridge, IL 60527

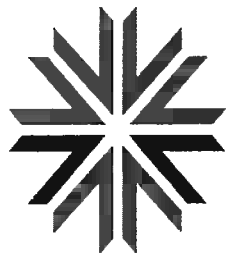
12/4/2018

**Re: Award of Bid #18156 Lake County - Elevator Inspection Shared Services**

Elevator Inspection Services Company, Inc. is hereby awarded a contract for Lake County Bid # 18156 / Elevator Inspection Shared Services, in an estimated amount not to exceed \$7950.00 annually for the Village of Buffalo Grove per the terms, conditions, and specifications, found within the bid document (attached hereto and incorporated hereby). Copies of Certificates of Insurance shall be provided to the Village of Buffalo Grove, 50 Raupp Blvd, Buffalo Grove IL 60089

In submitting this bid, Elevator Inspection Services Company, Inc. has agreed that all work performed under this contract shall be in accordance with the laws of the State of Illinois.

  
\_\_\_\_\_  
**Dane Bragg**  
Village Manager



# Lake County

## Purchasing Division

<http://doingbusiness.lakecountyil.gov/>

Waukegan Campus

Please note the submission location is:

### Lake County

#### Attn: Purchasing Division

18 N. County Street – 9<sup>th</sup> Floor

Waukegan, IL 60085-4350

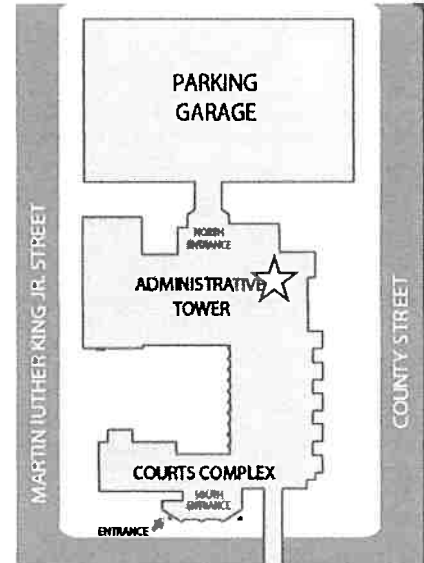
Contact information for Lake County Purchasing is:

#### Purchasing Division

Phone 847-377-2992

Fax 847-984-5889

Email: [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov)



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE.



<u>BID/RFP No.</u> 18156	Deliver to:  Lake County <b>ATTN: PURCHASING DIVISION</b> 18 N. County Street – 9 <sup>th</sup> Floor Waukegan, IL 60085-4350
<u>Buyer</u> Susan Brines	
<u>Bid/RFP Description</u> Elevator Inspection Shared Services	
<u>BID/RFP Due Date</u> October 11, 2018 at 2:00 p.m.	

\*Please note: Responses are due at the 9th floor reception desk and shall be time stamped by 2:00 p.m. CST on the required due date. Please allow sufficient time for parking, passing through security and arriving at the 9th floor.



**INVITATION TO BID**  
 Lake County  
 Purchasing Division  
 18 North County Street - 9th floor  
 Waukegan, Illinois 60085-4350  
 (847) 377-2929

EMAIL: [Purchasing@lakecountylvil.gov](mailto:Purchasing@lakecountylvil.gov)

**CONTRACTOR INFORMATION**  
 Company Name: Elevator Inspection Service Company, Inc.  
 Address: 745 McClintock Dr. Suite 235  
 City: Burr Ridge  
 State & Zip Code: IL. 60527

**SUBMISSION INFORMATION**  
 INVITATION#: 18156  
 BID OPENING DATE: October 11, 2018  
 TIME: 2:00 p.m. Local Time  
 LOCATION: Lake County Purchasing Division  
 18 N. County St., 9<sup>th</sup> Floor, Waukegan, IL 60085-4350  
 Submit one (1) original and one (1) electronic copy on a CD

Access Bid Results  
<http://www.lakecountypurchasingportal.com/>  
 ISSUANCE DATE: September 7, 2018  
 BUYER: Susan Brines

## Bid Summary

### A. Elevator Inspections – Group Discount Rate (Price shall be an all-inclusive fee and provide a group discount rate for semiannual inspections for all eight groups.)

Group	Location	Service	Fee
Group 1 - 8	City of Highland Park, City of Lake Forest, Village of Lincolnshire, Village of Bannockburn, Village of Deerfield, Lake County, Village of Lake Bluff, and Village of Buffalo Grove	Initial inspection	\$ <u>First year N/C - \$19.00 yrs 2-5</u> See Attached Pricing Matrix
		Re-inspection	\$ <u>17.00</u>
		After hours inspection	\$ <u>19.00</u>

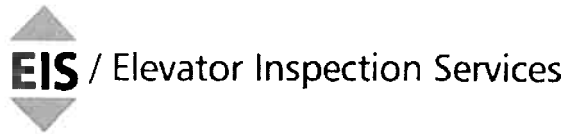
### B. New Construction & Upgrades - Group Discount Rate (Price shall be an all-inclusive fee and include plan review and inspection. Price shall provide a group discount rate for all eight groups).

Group	Location	Service	Fee
Group 1 - 8	City of Highland Park, City of Lake Forest, Village of Lincolnshire, Village of Bannockburn, Village of Deerfield, Lake County, Village of Lake Bluff, and Village of Buffalo Grove	Plan review & Initial Inspection	\$ <u>80.00</u>
		Re-inspection	\$ <u>30.00</u>

**NOTE TO BIDDERS:** Any and all exceptions to these specifications MUST be clearly and completely indicated on the bid sheet. Attach additional pages if necessary. Please be advised that any exceptions to these specifications may cause your bid to be disqualified.

If a bid includes any exceptions, Bidders must insert an "X" in the following box indicating a bid submission with exceptions.

All documents shall be properly signed and completed. Submit bids by **sealed bid only**. Fax and e-mail bids are not acceptable and will not be considered.



## Pricing Matrix for Group Participation Lake County RFP 18156 / Elevator Inspection

EIS will perform the FIRST YEAR of inspections at no cost to group participants

Community	Estimated number of Inspections Yearly	First YEAR of Initial Inspections	Savings, based on \$19.00 per Inspection
City of Highland Park	455	No Charge	\$8,645.00
City of Lake Forest	273	No Charge	\$5,187.00
Village of Lincolnshire	189	No Charge	\$3,591.00
Village of Bannockburn	48	No Charge	\$912.00
Lake County	384	No Charge	\$7,296.00
Village of Deerfield	450	No Charge	\$8,550.00
Village of Lake Bluff	31	No Charge	\$589.00
Village of Buffalo Grove	420	No Charge	\$7,950.00
<b>Total Group Savings</b>			<b>\$42,720.00</b>

**These savings are available for any late joining communities starting the first cycle at the beginning of the second year.**

Please Note:

Data for the estimated number of yearly inspections provided by the Lake County RFP

THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

PROMPT PAYMENT DISCOUNT: -0- % 30 DAYS

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the Items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this bid document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Authorized Signature: <u><i>Cynthia Turk</i></u>	Company Name: <u>Elevator Inspection Service Company, Inc.</u>
Typed/Printed Name: <u>Cynthia Turk</u>	Date: <u>October 4, 2018</u>
Title: <u>General Manager</u>	Telephone Number: <u>630-323-6541 x 6</u>
E-mail: <u>cindy@elevator-inspection.com</u>	Fax Number: <u>630-323-7149</u>

## LAKE COUNTY - INVITATION FOR BIDS: TERMS AND CONDITIONS

1. **AUTHORITY.** This Invitation for Bids is issued pursuant to applicable provisions of the Lake County Purchasing Ordinance.
2. **BID OPENING.** Sealed bids will be received at the Lake County Purchasing Department until the date and time specified, at which time they shall be opened in public. Late bids shall be rejected and returned unopened to the sender. Lake County does not prescribe the method by which bids are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of the reason, in transmission of the bids.
3. **BID PREPARATION.** Bids must be submitted on this form and all information and certifications called for must be furnished. Bids submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Bids may be modified or withdrawn prior to the time specified for the opening of bids. Bids shall be filled out legibly in ink or typewritten with all erasures, strike overs and corrections initialed in ink by the person signing the bid. The bid shall include the legal name of the bidder, the complete mailing address, and be signed in ink by a person or persons legally authorized to bind the bidder to a contract. Name of person signing should be typed or printed below the signature.
4. **BID ENVELOPES.** Envelopes containing bids must be sealed and addressed to the County of Lake Purchasing Division. The name and address of the bidder and the Invitation Number must be shown in the upper left corner of the envelope.
5. **ERRORS IN BIDS.** Bidders are cautioned to verify their bids before submission. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal or modification of the bid after it has been opened. In case of error in the extension of prices in the bid, the unit prices will govern.
6. **RESERVED RIGHTS.** The County of Lake reserves the right at any time and for any reason to cancel this Invitation for Bids, accept or reject any or all bids or any portion thereof, or to accept an alternate bid. The County reserves the right to waive any immaterial defect in any bid. Unless otherwise specified by the bidder or the County, the County has ninety (90) days to accept. The County may seek clarification from any bidder at any time and failure to respond promptly is cause for rejection.
7. **INCURRED COSTS.** The County will not be liable for any costs incurred by bidders in replying to this Invitation for Bids.
8. **AWARD.** It is the intent of the County to award a contract to the lowest responsible bidder meeting specifications. The County reserves the right to determine the lowest responsible bidder on the basis of an individual item, groups of items, or in any way determined to be in the best interests of the County. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.
9. **PRICING.** The price quoted for each item is the full purchase price, including delivery to destination, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. The Bid Price shall include all costs associated with furnishing, supervision, labor, materials, tools, vehicles, equipment, and any printing necessary to complete the inspections, maintenance, and certifications. The Bidder shall, at Bidder's expense, procure all necessary licenses, certifications and permits needed to conduct the work required under the terms of this contract. Unless otherwise specified, prices shall remain firm for the contract period.
10. **DISCOUNTS.** Prices quoted must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt or final acceptance of goods, whichever is later.
11. **TAXES.** Lake County is not subject to Federal Excise Tax. Per Illinois Compiled Statutes, 35 ILCS 120/2-5, Lake County is exempt from state and local taxes.
12. **SPECIFICATIONS.** Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items will be considered, provided the bidder clearly states exactly what is proposed to be furnished, including complete specifications. Unless the bidder specified otherwise, it is understood the bidder is offering a referenced brand item as specified or is bidding as specified when no brand is referenced, and does not propose to furnish an "equal." The County reserves the right to determine whether a substitute offer is equivalent to and meets the standard of quality indicated by the brand name and number.
13. **SAMPLES.** Samples of items, when called for, must be furnished free of expense and, if not destroyed in the evaluation process, will, upon request, be returned at the bidder's expense. Request for the return of samples must accompany the sample and include UPS Pickup Slip, postage or other acceptable mode of return. Individual samples must be labeled with bidder's name, invitation number, item reference, manufacturer's brand name and number.
14. **INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS.** Bidders shall promptly notify the County of any ambiguity, inconsistency or error which they may discover upon examination of the bidding documents. Interpretations, corrections and changes will be made by addendum. Each bidder shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the bid.
15. **INDEMNIFICATION.** The Seller shall indemnify and hold harmless the County, its agents, officials, and employees from and against all injuries, losses, claims, suits, costs and expenses which may accrue against the County as a consequence of granting the Contract.
16. **DEFAULT.** Time is of the essence of this contract and if delivery of acceptable items or rendering of services is not completed by the time promised, the County reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Seller, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Seller with any or all losses incurred. The County shall be entitled to recover its attorney's fees and expenses in any successful action by the County to enforce this contract.
17. **INSPECTION.** Materials or equipment purchased are subject to inspection and approval at the County's destination. The County reserves the right to reject and refuse acceptance of items which are not in accordance with the instructions, specifications, drawings or data of Seller's warranty (express or implied). Rejected materials or equipment shall be removed by, or at the expense of, the Seller promptly after rejection.
18. **WARRANTY.** Seller warrants that all goods and services furnished hereunder will conform in all respects to the terms of this solicitation, including any drawings, specifications or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design. In addition, Seller warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. The County may return any nonconforming or defective items to the Seller or require correction or replacement of the item at the time the defect is discovered, all at the Seller's risk and expense. Acceptance shall not relieve the Seller of its responsibility.
19. **REGULATORY COMPLIANCE.** Seller represents and warrants that the goods or services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Seller shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure to Employees Act.
20. **EQUAL EMPLOYMENT OPPORTUNITY.** Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.
21. **ROYALTIES AND PATENTS.** Seller shall pay all royalties and license fees. Seller shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the County harmless from loss on account thereof.

22. **LAW GOVERNING.** This contract shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be found exclusively in the 19<sup>th</sup> Judicial Circuit Court, State of Illinois.

**1. INTENT**

It is the intent of Lake County, the City of Highland Park, the City of Lake Forest, Village of Lincolnshire, the Village of Bannockburn, the Village of Deerfield, the Village of Lake Bluff, and Buffalo Grove, herein after referred to as Local Governmental Units to jointly bid a contract with a certified and licensed firm to perform elevator inspections for the Local Governmental Units. To reduce program costs through basic principles: bulk purchasing, the sharing of best practices, and the sharing of workloads, Lake County along with the municipalities identified in the southeast quadrant of Lake County have identified joint service opportunities, which includes the provision of elevator inspections and plan review for new installation and existing commercial and residential elevators.

Through the joint bid process Local Governmental Units are presenting an economy of scale to potential bidders, providing them with the opportunities for increased revenues as well as reduced costs, which the bidders should in turn extend to the Local Governmental Units via lower pricing. Lake County is the lead agency for the bid process on behalf of the Local Governmental Units.

**2. BID PRICE**

The Bid Price shall include all costs associated with furnishing, supervision, labor, materials, tools, vehicles and equipment necessary to complete the inspections and maintenance.

The Bidder shall, at Bidder's expense, procure all necessary licenses, certifications and permits needed to conduct the work required under the terms of this contract.

**3. TERM**

The contract period shall commence upon execution of the contract(s) and shall remain in effect for a one (1) year period. Lake County reserves the right to extend this contract for four (4) additional, one (1) year periods, subject to acceptable performance by the Contractor. At the end of any contract term, Lake County reserves the right to extend this contract for a period of up to sixty (60) days for the purpose of getting a new contract in place. For any year beyond the initial contract year, this contract is contingent upon the appropriation of sufficient funds.

**4. AWARD**

The County intends to award this contract, in whole, to the lowest responsive and responsible bidder that is in compliance with all specifications, terms, conditions contained herein and the bid evaluation criteria. Your bid should clearly state if you take exception to the above.

**5. VOLUME/ESTIMATED QUANTITY**

The total quantity of purchases for this contract is estimated. The County does not guarantee any specific amount and shall not be held responsible for any deviation. All inspections completed by the Contractor during the term of the contract shall be filled in accordance with the terms and conditions set forth herein. This contract shall cover the County's requirements whether more or less than the estimated amount.

**6. TERMINATION**

The County reserves the right to terminate this contract, or any Local Governmental Units respective portion of this contract, or any part of this contract, upon thirty (30) days written notice. In case of such termination, the Contractor shall be entitled to receive payment from the Local Governmental Units for work completed to date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Contractor's default, the Local Governmental Units shall be entitled to purchase substitute items and/or services elsewhere and charge the Contractor with any or all losses incurred, including attorney's fees and expenses.

**7. ESCALATOR/DESCALATOR PROVISION**

The bid prices shall remain firm/fixed for the first year of the contract. Written requests for price revisions after the one year period shall be submitted at least sixty (60) days in advance of the contract period. Requests must be based upon and include documentation of the actual change in the cost of the components involved in the contract and shall not include overhead, or profit. Such documentation will typically include copies of the previous and current manufacturer's price list, copies of invoices, copies of freight bills, or a copy of a price announcement from the manufacturer documenting a % change in the cost of the product. The County reserves the right to reject any price increase and to terminate the contract.

**8. PURCHASE ORDER, INVOICES AND PAYMENTS**



The Contractor shall submit invoices to each Local Governmental Unit detailing the products provided directly to the respective Local Governmental Unit. All services shall be invoiced based on unit pricing and inspections rendered. The Local Governmental Units shall only pay for inspections performed. Quantities may be adjusted up or down based on the needs of each unit. Payment shall be made in accordance with the Local Government Prompt Payment Act.

<b>City of Highland Park</b> ATTN: 1707 St. Johns Avenue Highland Park, IL 60035	<b>City of Lake Forest</b> ATTN: 220 E. Deerpath Dr Lake Forest, IL 60045
<b>Village of Deerfield</b> ATTN: 850 Waukegan Road Deerfield, IL 60015	<b>Central Permit Facility</b> ATTN: Matt Meyers 500 W. Winchester Road Libertyville, IL 60048
<b>Village of Lincolnshire</b> ATTN: One Olde Half Day Road Lincolnshire, IL 60069	<b>Village of Bannockburn</b> ATTN: 2275 Telegraph Road Bannockburn, IL 60015
<b>Village of Lake Bluff</b> ATTN: 40 East Center Avenue Lake Bluff, IL 60044	<b>Village of Buffalo Grove</b> ATTN: 50 Raupp Blvd Buffalo Grove IL 60089

**9. CONTACT WITH LOCAL GOVERNMENTAL UNITS PERSONNEL**

All bidders are prohibited from making any contact with the following persons from each Local Governmental Units: Village Presidents, Village Trustees, or any other official or employee with regard to this project, other than the manner and to the person(s) designated herein. The Lake County Purchasing Agent reserves the right to disqualify any bidder found to have contacted Local Governmental Personnel in any manner with regard to the services provided herein.

**10. CONTRACTOR QUALIFICATIONS**

Contractor shall provide Contractor Qualifications on form that follows. Each Bidder must demonstrate at least three (3) years prior experience, as a full-time firm, primarily, continuously, and actively engaged in Elevator Inspections.

**11. INDEPENDENT CONTRACTOR**

The Contractor is an independent contractor and no employee or agent of the Contractor shall be deemed for any reason to be an employee or agent of Lake County or of the local government unit.

**12. CHANGE IN STATUS**

The Contractor shall notify Lake County immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. Lake County shall have the option to terminate its contract with the vendor on 15 days written notice based on any such change in status.

**13. PRECEDENCE**

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Lake County General Terms & Conditions, Lake County Invitation for Bids Terms & Conditions, Lake County Specifications; and the Contractor’s Bid Response.

**14. BID EVALUATION – Bids shall be evaluated as follows (not listed in order of priority):**

- Bid Price
- Company background and history
- References
- Experience
- Years in business
- Staff capabilities
- Compliance with the Technical Specifications including ability to service Lake County as specified.

**15. SUBMITTALS**

- Scope of Work and Requirements
- References
- Contractor Qualifications

**16. BID REVIEW**

After bid submittal, bids may be subjected to subsequent review. Lake County reserves the right to conduct follow up reference checks, request additional information, schedule a presentation before an individual or a team, or perform other activities related to comprehensive bid review and determination of the lowest responsive and responsible bidder who meets the specifications.

**17. JURISDICTION, VENUE, CHOICE OF LAW**

This contract shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19<sup>th</sup> Judicial Circuit Court State of Illinois for the Local Governmental Units whose office is in Lake County and in the Circuit Court of Lake County, State of Illinois for the Local Governmental Units whose office is in Cook County.

**18. ACCOUNT MANAGER**

The contractor shall assign a principal account manager to be responsible for all direct contact with Lake County Departments. The individual assigned will have had long term, and successful experience in working with similar type customers to Lake County. The account manager will act as the contractor's liaison for all quality and commercial matters regarding this contract. If the primary point of contact is not available, a secondary point of contact must be provided. The primary contact person must be available on an as needed basis to discuss contract, service and equipment related issues.

**19. REFERENCES**

References must be provided as requested on the Reference Page. Bidders shall complete and submit the Reference Form with their bid.

**20. NON-ENFORCEMENT BY THE COUNTY**

The Contractor shall not be excused from complying with any of the requirements of the Contract because of any failure on the part of the local government unit, on any one or more occasions, to insist on the Contractor's performance or to seek the Contractor's compliance with any one or more of said terms or conditions.

**21. HOLD HARMLESS CLAUSE**

The Contractor agrees to indemnify, save harmless and defend Lake County, the Village of Glenview, the City of Highland Park, and the Village of Lincolnwood and their respective elected and appointed officials, employees, agents, consultants, attorneys and representatives and each of them against and hold it harmless from any and all lawsuits, claims, injuries, demands, liabilities, losses, and expenses; including court costs and attorney's fees for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of, or in connection with the work covered by this project. The foregoing indemnity shall apply except if such injury is caused directly by the willful and wanton conduct of the Local Governmental Units, its agents, servants, or employees or any other person indemnified hereafter. The obligations of the Contractor under this provision shall not be limited by the limits of any applicable insurance required by the Contractor.

**22. INSURANCE**

The contractor must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois and provide the County with evidence of insurance. Insurance in the following types and amounts is necessary:

- a. Worker's Compensation Insurance covering all liability of the Offeror arising under the Worker's Compensation Act and Worker's Occupational Disease Act.
- b. Comprehensive General (Public) Liability in a broad form, to include coverage for the following where exposure exists:

Premises/Operations, Independent Contractors,  
Products/Completed Operations, Personal Injury and  
Contractual Liability, limits of liability not less than:  
\$1,000,000 each occurrence  
\$2,000,000 general aggregate bid.

The Contractor agrees that with respect to the above required insurance, Lake County shall:

- Be provided with thirty (30) days notice, in writing, of cancellation material change;
- Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies. Said Notices and Certificates of Insurance shall be provided to:

Lake County  
Purchasing Division – 9th Floor  
18 N. County Street  
Waukegan, IL 60085-4357

Comprehensive Automobile Liability Insurance, in a broad form, covering the liability of the Contractor for personal injuries, including death, and for loss or damage to property arising in connection with the operation of owned and non-owned vehicles; limits of liability not less than those specified.

Provide separate endorsements to name Lake County, the City of North Chicago, the Village of Round Lake Beach, the Village of Buffalo Grove, the Village of Bannockburn and the College of Lake County as additional insured as their interest may appear, and; to provide thirty (30) notice, in writing, of cancellation or material change.

Lake County shall be provided with Certificates of Insurance and endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration or cancellation of any such policies. Said Notices and Certificates of Insurance shall be provided to: Lake County Purchasing Division, 18 N. County Street, Waukegan, IL 60085-4357.

A Certificate of Insurance that states Lake County, the City of Highland Park, the Village of Lincolnshire, City of Lake Forest, the Village of Deerfield, the Village of Bannockburn, the Village of Lake Bluff, and the Village of Buffalo Grove have each been endorsed as an additional insured by Contractor's insurance carrier. Specifically, this certificate must include the following language: Lake County, the City of Highland Park, the Village of Lincolnshire, City of Lake Forest, the Village of Deerfield, the Village of Bannockburn, the Village of Lake Bluff, and the Village of Buffalo Grove and their respective elected and appointed officials, employees, agents, consultants, attorneys and representatives, are, and have been endorsed, as an additional insured under the above reference policy number on a primary and non contributory basis for general liability and auto liability coverage for the duration of the contract term.

### **23. UNBALANCED BIDDING**

Bidders shall not submit a bid, which contains irregularities of any kind, including unbalanced bids. By an unbalanced bid, it is meant that one or more separate items are substantially out of line with the price for other comparable items. The County reserves the right not to award any items whose unit discount rates appear excessive or unbalanced.

### **24. JOINT PURCHASING**

The purchase of goods and services pursuant to the terms of this Contract shall also be offered for purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful bidder. The bidder agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The bidder further agrees that all terms and conditions of this Contract shall continue in full force and effect as to the other governmental units during extended terms. The credit or liability of each governmental unit shall remain separate and distinct. Disputes between bidders and governmental units shall be resolved between the immediate parties.

The bidder and the other governmental units may negotiate such other and further terms and conditions to this Contract ("Other Terms") as individual projects may require. To be effective, Other Terms shall be reduced to writing and signed by a duly authorized representative of both the successful bidder and the other governmental unit.

The bidder shall provide the other governmental units with all required documentation set forth in the solicitation including but not limited to: performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured, and certified payrolls to the other governmental unit as required.

### **25. ECONOMIC OPPORTUNITY PROGRAM**

Lake County launched a Buy Local. Build Local. Work Local. initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law. The County will take all necessary and reasonable steps to assure that business enterprises defined as L/W/MBE shall have a fair opportunity to participate in County contracts. As part of its Economic Opportunity Program (EOP) commitment the County will make every effort to achieve the following objectives:

- (a) To ensure nondiscrimination in the award and administration of contracts;
- (b) To create a level playing field on which L/W/MBEs can compete fairly for contracts by providing any necessary training and assistance in bid preparation;
- (c) To ensure that the County's EOP is narrowly tailored in accordance with applicable law;
- (d) To establish a means for firms identifying themselves as L/W/MBEs to register for procurement opportunities and work cooperatively with contracted firms to report on measures that demonstrates the County's commitment to its EOP; and,
- (e) To help remove barriers to the participation of L/W/MBEs through notification of contract opportunities.

Successful bidders are encouraged to work with Workforce Development to post any and all opportunities for employment on County contracts. Lake County's Workforce Development mission is to foster and ensure the economic prosperity of the Lake County community by maximizing the potential of businesses and workers. As such, Workforce Development provides a key resource for job seekers and employers.

State law mandates an open and competitive bidding process and requires that publicly procured contracts be awarded to the lowest responsible and responsive bidder with no demonstrated preference based on the bidder's location, race and gender.

#### **26. REPORTING REQUIREMENTS FOR AWARDED CONTRACTS**

All awarded vendors will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded vendors provide an accounting of employees assigned throughout the term of the contract in regards to their home address and ethnicity. Lake County may use any data collected to report on potential of businesses and workers benefitting from County contracts.

#### **27. SUSTAINABILITY STATEMENT**

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking bidders to provide a Statement of Sustainability to ensure our bidders are also incorporating sustainability into their firms' practices. Please complete Appendix A, included herein, and include it with the bidder's submission.

#### **28. ADDITIONAL INFORMATION**

Should the bidder require additional information about this bid, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the bid number and addendum link. Questions may also be submitted via email to [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov). All questions shall be submitted no less than seven (7) days prior to the bid opening date. ANY and ALL changes to these specifications are valid only if included in an addendum issued by Lake County Purchasing. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this bid as submitted. All addenda as issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a bid.

#### **29. ADDENDUM ACKNOWLEDGEMENT**

Any and all changes to the specifications, terms, and conditions of this Bid are valid only if they are included by addendum issued by Lake County Purchasing. Bidders shall acknowledge addenda by signing the enclosed Addendum Acknowledgement form. It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of the submittal due date.

**I. Scope of Work:**

The Contractor shall provide mechanical and electrical inspections of all safety devices and equipment on passenger and freight elevators, dumb waiter, escalators, chairlifts, and other mechanical lifts conforming to the specifications attached hereto, with such exceptions or modifications, in accordance with the terms and conditions set forth herein:

The Contractor shall exercise all necessary caution to protect traffic and to protect all public and private property from injury or damage caused by the contractor's operations. Any practice obviously hazardous shall be immediately discontinued by the contractor upon receipt of either written or oral notice to discontinue such practice. The Contractor shall comply with all OSHA and other Federal and State safety standards.

Below is a chart of the estimated number of elevator inspections and the current schedule for the semi-annual inspections.

<b>Community</b>	<b>Estimated number of inspections</b>	<b>Current schedule</b>
City of Highland Park	455	February and August
City of Lake Forest	273	February and August
Village of Lincolnshire	189	April and August
Village of Bannockburn	48	February and August
Lake County	384	Inspections scheduled throughout the year.
Village of Deerfield	450	February and August
Village of Lake Bluff	31	Twice a year
Village of Buffalo Grove	420	June and December

## **II. General Requirements**

- i. Generate and maintain an inspection schedule and due dates, provide prior notification to elevator owners/building managers and coordinate appointment dates to conduct mandated semi-annual test witnessing prior to the due date.
- ii. Conduct plan reviews for new elevators and for alterations to existing elevators within 10 business days
- iii. Conduct new elevator acceptance inspections and witness testing.
- iv. Conduct existing elevator repair/alteration inspections and/or witness testing.
- v. Conduct existing elevator annual operation inspections and/or witness periodic testing.
- vi. Witness elevator fire service/emergency power testing as directed by the requesting unit of government.
- vii. Conduct accident investigations as directed by the requesting unit of government.
- viii. Provide consulting services for anticipated modernizations, alterations, and/or upgrades.
- ix. Provide equipment audits for all operating vertical transport systems in commercial, industrial, residential, institutional, medical, and public use applications.
- x. Schedule follow up inspections as necessary.
- xi. Contractor shall be required to print out the certificates for the conveyances that passed the inspections.
- xii. Pick up and return plans when notified.
- xiii. Contractor shall retain responsibility for loss or damage of their own or rented property of whatever kind of nature, including but not limited to tools, and equipment.
- xiv. Submit written notice to requisite unit of government of all elevator owners/building managers who fail to schedule a required inspection or test within thirty (30) days prior to the due date, or fail to pass a required inspection, or complete required corrective work within ninety (90) days of the due date.
- xv. Contractor shall provide a proposed schedule for each local governmental unit. It is the intent to continue to provide semi-annual inspections.

## **III. Reporting Requirements**

- i. The Contractor shall complete an Elevator Inspection Report after each inspection.
- ii. The report shall contain the findings of the inspection and recommendations, particularly those dealing with code deficiencies, hazards and safety, and substandard maintenance.
- iii. Record keeping and tracking shall be completed by the Contractor and must be submitted to the requisite Local Governmental Unit.
- iv. The Contractor shall leave one copy on site and one copy shall be forwarded to the requisite Local Governmental Unit.
- v. All work under this contract shall be performed during regular working hours, Monday through Friday 8:30 a.m. to 4:00 p.m., unless otherwise ordered by a Local Governmental Unit.

**REFERENCES**

**Elevator Inspection**

Lake County Purchasing Div.

September 2018

(This section must be completed and returned with bid. Attach additional pages as required to complete required documentation.)  
List below current/past customers and local governmental entities similar in size and scope of operation to Lake County where you have provided elevator inspections similar to the inspection services described in this request for bid:

1. Entity: City of OakBrook Terrace

Address: 17 W. 275 Butterfield Rd.

City, State, Zip Code: OakBrook Terrace, IL. 60181

Telephone Number: 630-941-8300 X 239 Karen Debok

Description of Services and Equipment Provided: \_\_\_\_\_  
Elevator Inspection Services/Test Witnessing

Date of Service: 9 / 1 / 2002 To Current/Ongoing      /      /     

2. Entity: Village of Hillside

Address: 425 Hillside Ave.

City, State, Zip Code: Hillside, IL. 60162

Telephone Number: 708-202-3434 Joe Pisano

Description of Services and Equipment Provided: \_\_\_\_\_  
Elevator Inspection Services/Test Witnessing

Date of Service: 2 / 1 / 2004 To Current/Ongoing      /      /     

3. Entity: City of Naperville

Address: 40 South Eagle Street

City, State, Zip Code: PO Box 3020 Naperville, IL. 60566

Telephone Number: 630-420-6692

Description of Services and Equipment Provided: \_\_\_\_\_  
Elevator Inspection Services/Test Witnessing

Date of Service: 12 / 1 / 2015 To 12 / 31 / 2019

Company: Elevator Inspection Service Company, Inc. Authorized Signature: *Cynthia Turk*  
Date: October 4, 2018 Title: General Manager

**CONTRACTOR QUALIFICATIONS**

**Elevator Inspection**

Lake County Purchasing Div.

September 2018

(This section must be completed and returned with bid. Attach additional pages as required to complete required documentation.)

**Name and Address of Office from which this contract will be administered**

Name: Elevator Inspection Service Company, Inc.

Address: 745 McClintock Dr. Suite 235 , Burr Ridge, IL 60527

Phone: 630-323-6541 x 6 Fax: 630-323-7149

Project Manager: John Annoreno

# Years in Business: 42 Number of Employees: 8

Annual Sales: \$ 3,586,350.00 Dunn & Bradstreet #: 791894327

**List Employees Who Will be Dedicated to Lake County for the Administration of This Contract:**

(Attach additional pages as necessary)

<b>NAME</b>	<b>POSITION TITLE</b>	<b>NUMBER OF YEARS</b>	<b>AREA OF RESPONSIBILITY / EXPERIENCE</b>	<b>TASK</b>
<u>John Annoreno</u>	<u>Field Operations Mgr.</u>	<u>13</u>	<u>Field Operations AT&amp;T/OTIS/EIS</u>	<u>Field Operations</u>
<u>Amanda Russell</u>	<u>Account Manager</u>	<u>8</u>	<u>General Office EIS</u>	<u>Admin Duties</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>



(This section must be completed and returned with the Bid. Attach additional pages as required to complete required documentation.)

Bidders are requested to describe and provide a cost for any additional/optional services that are not provided as part of the Elevator Inspection proposal.

**Price Schedule for Value Added Services**

<b>Item</b>	<b>Additional Service</b>	<b>Description of Optional Service</b>	<b>Price and/or Cost Basis for Service</b>
1.		See Attached Sheet	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

VALUE ADDED SERVICES (Attachment to Bid page 15)

Please refer to Bid page 12: "I. General Requirements" for items listed below.

ITEM i: ***Test Witnessing***

**Witnessed Annual Pressure Relief Test:**

Our Q.E.I. inspector will witness this annual **Hydraulic Elevator Test** performed by a licensed elevator service contractor. This static test includes a determination that the cylinder and pressure system is operating according to code requirements. 2-hour time frame is allotted. Waiting time and tests exceeding the time frame will be charged for the additional time..... **\$185.00**

**Witnessed Annual No-Load Test:**

Our certified inspector will witness this **Traction Elevator Test** conducted annually by a licensed elevator service contractor. This procedure will verify the functional performance of the equipment at travel extremities and observe that no bleed down occurs. 2-hour time frame is allotted. Waiting time and tests exceeding the time frame will be charged for the additional time..... **\$300.00**

**Witnessed 5-year Full Load Test:**

An EIS inspector in attendance will witness this **Traction Elevator Test** conducted every five years by a licensed elevator service contractor. This test determines that the unit functions properly at published rated weight load capacity. 4-hour time frame is allotted. Waiting time and tests exceeding the time frame will be charged for the additional time..... **\$600.00**

ITEM vi: **Witnessed Fire Service/Emergency Power Test:**  
Phase I and Phase II will be tested at time of inspection..... **No Charge**  
*(Testing of Fire Service required by owner on an overtime basis will be invoiced at \$225.00 per hour).*

ITEM vii: **Conduct Accident Investigations**  
Following examination of the accident location by our Illinois licensed and credentialed Q.E.I. inspector we will produce a photographic record of the scene. An official accident report is reviewed to rule out any discrepancies inconsistent or in conflict with the site inspection. A full investigation report is furnished to the requesting unit of government. The investigating inspector is available as required for deposition and court testimony relating to said inspector's investigation of the subject incident. **Per hour**..... **\$175.00**

ITEM viii: **Consulting Services**

The EIS resident consultant is a Q.E.I. certified and licensed inspector. As a qualified and experienced advisor consultant he will meet with government unit representatives, architects, engineers and construction/installer contractors to discuss the proposed modernization and/or upgrade being considered. Preliminary conveyance plans or concepts are essential at an initial meeting to obtain purposeful guidelines. The recommendations provided are indeed subject to validation by the jurisdictional authority of the local government. .... No Charge

No Charge

ITEM ix: **Conveyance Equipment Audits**

The EIS Equipment Audit includes on-site physical observation of the select equipment as an operating or non-operating conveyance system such as, but not limited to, commercial, educational, industrial, institutional, medical, municipal, recreational, residential and public use applications. An equipment status report is summarized and forwarded to the requesting unit of government. .... No Charge

No Charge

**MUNICIPALITY OWNED CONVEYANCES**

All community owned conveyances will be inspected *Gratis* for the full term of the contract. .... No Charge

No Charge

**ELEVATOR ENTRAPMENT RESCUE PROGRAM:**

Provide demonstrations of techniques and procedures to Fire Dept. and EMT Personnel. .... No Charge

No Charge

**24/7 EMERGENCY ANSWERING SERVICE:**

Telephone contacts: 708-828-9844 or 708-937-3448



**Addendum Acknowledgement Bid #18156**

The undersigned acknowledges receipt of the following addendum(s):

ADDENDUM #	SIGNATURE
None	<i>Cynthia Turk</i>

*I have examined and carefully prepared the submittal documentation in detail before submitting my response to Lake County.*

Submittal Number: 18156

Company Name: Elevator Inspection Service Company, Inc.

Authorized Representative: *Cynthia Turk*  
*Signature*

Authorized Representative: Cynthia Turk, General Manager  
*Print*

Date: October 4, 2018

It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of the submittal due date.

If the submittal has already been received by Lake County, vendors are required to acknowledge receipt of addendum via email to [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov) prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

All responses are to be submitted in a sealed envelope. Envelopes are to be clearly marked with required submittal information.

## SUSTAINABILITY STATEMENT INSTRUCTIONS

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Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking Bidders to provide a Statement of Sustainability to ensure our vendors are also incorporating sustainability into their firms' practices.

### INSTRUCTIONS

On the following Sustainability Statement form, provide a clear description of your firm's sustainable practices, policies, or procedures. These practices may include, but may not be limited to, the following categories and examples:

Waste Minimization within your office or facilities, such as a recycling programs, double-sided copying, electronic internal communications (i.e. memos), use of recycled-content materials and reusable cups, limiting printing, electronic document management, instituting green purchasing policies, using green cleaning supplies and practices, or reducing packaging in materials you procure or supply.

Energy Efficiency within your office, facilities, or firm, such as lighting retrofits, photo-sensor switches for lighting, effective use of daytime lighting, using Energy Star rated appliances or equipment, using an alternative fuel or having efficient fleet policies, an anti-idling policy, or indoor temperature management (i.e. turning the thermostat up in the summer and down in the winter).

Water Efficiency within the office, facilities, or firm, such as faucet or fixture retrofits, switching from individual bottled water to office water coolers or drinking fountains, and installing drought-tolerant landscaping.

Staff encouraged to adopt sustainable practices and supported by your firm through public transit benefits, bicycle accommodations, telecommuting options, support for green seminar attendance, becoming US Green Building Council LEED accredited, or creating an internal "green team."

Education of your staff about green practices, education of your business peers about your green accomplishments, education of your community by your sustainability, or notice of any environmental awards your firm has achieved.

CONTINUE TO NEXT PAGE

## SUSTAINABILITY STATEMENT

Attach additional sheets if necessary.

### Waste Minimization

Electronic Communications, limited printing and Electronic Document management.

### Energy Efficiency

Sensor lighting system

### Water Efficiency

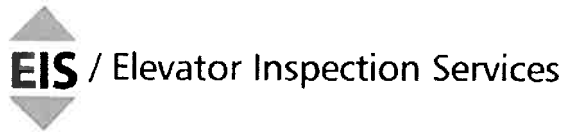
N/A

### Staff

N/A

### Education

N/A



October 4, 2018

TO: **Lake County**

RE: **EIS Background and Experience**

With a 42- year history of satisfying our local government clients, we are recognized as the premier inspection company in the suburban Chicago region. Currently EIS has 45 contracted municipal clients many of whom have renewed annual and multiple-year contracts for 25 and more years. Senior management of EIS has more than 40 years of service in the industry. They are licensed and Q.E.I. certified.

EIS staff inspectors bring decades of hands-on experience to every inspection assignment. Several members of the inspector team have work records of more than 35 years in the elevator industry. This assembly of professionals has successful performance backgrounds in the qualified positions of Operations Manager, Maintenance Director, Field Adjuster, Construction Supervisor, Licensed Supervising Electrician and Maintenance Examiner.

Periodic inspector meetings conducted by EIS management include recent revisions and updates announced by the State Fire Marshal. As an effect our inspectors apply current rules and codes in their daily inspection undertakings. Our mission is **Public Safety**.

As a partner municipality in the neighboring community/county agreement we welcome your participation in this cooperative program. Confidently we assure your office the optimum in thoroughness, accuracy and service.

Our principal objective is to deliver a precise inspection result to the communities in this group.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/25/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

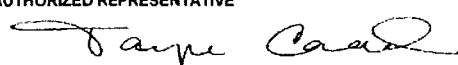
<b>PRODUCER</b>		<b>CONTACT NAME:</b> Mr. Unknown	
Dukane Financial Services, Inc.		<b>PHONE (A/C, No, Ext):</b> (630) 894-0800	<b>FAX (A/C, No):</b> (630) 225-5243
135 S. Bloomingdale Rd.		<b>E-MAIL ADDRESS:</b> robyn@dukanefinancial.com	
Bloomingdale IL 60108		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> CONTINENTAL CAS CO	<b>NAIC #</b> 20443
		<b>INSURER B:</b> OHIO SECURITY INS CO	24082
		<b>INSURER C:</b> EVANSTON INSURANCE COMPANY	
		<b>INSURER D:</b> RIVERPORT INSURANCE CO.	36684
		<b>INSURER E:</b> FEDERAL INSURANCE COMPANY	
<b>INSURED</b>		<b>INSURER F:</b>	
Elevator Inspection Service Co Inc.			
745 MCCLINTOCK DR STE 235			
WILLOWBROOK IL 60527			

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD' WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		6021176678	07/15/2018	07/15/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BAS56016346	07/15/2018	07/15/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$		XOBW6223415	10/23/2017	07/15/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A ILARP302951	05/17/2017	07/15/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Professional Liability		8224-8881	07/15/2017	07/15/2019	2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 GREYSTAR REAL ESTATE PARTNERS, LLC, ITS AFFILIATES, AND THE OWNERSHIP ENTITIES OF THEIR OWNED OR MANAGED COMMUNITIES have been included as an additional insured on the general liability policy. Excess policy to follow form in regard to additional insured status, to the insurance certificate.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Lake County Purchasing Division 18N. County 9th Floor Waukegan IL 60085	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 

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