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**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**LIBRARY BOARD MEETING**

**WEDNESDAY, JANUARY 15, 2020**

**6:00 P.M.**

**COMMUNITY MEETING ROOM**

**MAIN LIBRARY, 1703 ORRINGTON AVENUE**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, January 15, 2020**

**Chat with a Trustee**  
6:00 P.M. – 6:30 P.M.

**Meeting of the Board**  
6:30 PM

**Main Library Community Meeting Room**

**AGENDA**

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. CITIZEN COMMENT**  
Not to exceed 45 minutes
- 3. CONSENT AGENDA**
  - A. Approval of Minutes December 18, 2019
  - B. Approval of Bills and Payroll
- 4. INFORMATION/COMMUNICATIONS: *Together, We are the Library***
  - A. Robert Crown branch library (Update)
- 5. EQUITY, DIVERSITY AND INCLUSION**
  - A. Joint Task Force (Update)
- 6. LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
- 7. STAFF REPORTS**
  - A. Administrative Services Report (Teri Campbell)
- 8. BOARD REPORTS**
  - A. Development Committee (Margaret Lurie and Shawn Iles)
- 9. BOARD DEVELOPMENT**
  - A. Illinois Library Association: ILA Legislative Meet-Up
  - B. Evanston Community Foundation Workshop Series
- 10. UNFINISHED BUSINESS**
- 11. NEW BUSINESS**
  - A. Total Building Services Annual Agreement (Action)
  - B. Closed Session – Personnel (Library Director Evaluation and Contract)
- 12. ADJOURNMENT**

**Next Meeting: February 19, 2020 at 6:30 pm: Main Library Community Meeting Room**

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, December 18, 2019**  
6:00 P.M.  
Main Library, Community Meeting Room

**Members Present:** Adam Goodman, Rachel Hayman, Ruth Hays, Denia Hester, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro and Terry Soto.

**Members Absent:** None

**Staff:** Teri Campbell, Heather Norborg, and Wynn Shawver.

**Presiding Member:** Shawn Iles, President

**Call to order/Declaration of Quorum-** President Iles called the meeting to order when a quorum of Trustees was achieved at 6:33 pm.

**Citizen Comment:** None

**Consent Agenda:**

**A. Approval of the Bills and Payroll and Minutes of the November 20, 2019 Board Meeting-** Trustee Hays made the motion, Trustee Lurie seconded, and it was approved by voice vote.

**Information/Communications: Together, We are the Library**

**A. Robert Crown Branch Library:**

Assistant Director Teri Campbell reported that Robert Crown Community Center construction is advancing as planned thanks in large part to the cooperation of the weather. EPL move-in date will follow that of the Ice Rink, and was still being finalized. EPL will stage the arrival of shelving and circulation materials to coincide with the final opening schedule.

**Equity, Diversity and Inclusion:**

**A. Joint Task Force:**

Campbell provided an update on the internal EDI committee's work to roll out equity training to all staff, and the external Racial Equity Task Force input on the draft equity statement, the proposed marketing video and marketing/events pertaining to the opening of Robert Crown branch.

**Library Director's Report (Distributed in Advanced):**

Trustees had no questions regarding the Director's Report. Trustee Goodman commented on the initial NEO mini-course program on Lincoln's Speeches. Trustee Goodman wondered whether we would stream future iterations. All patrons from the waitlist who came on the night of the event were granted entry due to registered patrons cancelling or not showing. Norborg explained that this is a mini-course led by the NU Emeritus organization and organized by Jeff Garrett. We could potentially stream, but would need permissions and better equipment.

**Staff Reports:**

**A. Administrative Services:**

Campbell provided an update with regard to hiring activity in Access, Development and Robert Crown; followed by an overview of revenue, investments and spending which are all within budget.

**Board Reports:** Trustees Lurie and Iles reminded the board that the annual Fund For Excellence campaign is underway and 100% giving participation by the board is encouraged.

**Board Development:** Trustee Hayman suggested that Trustees consider the Evanston Community Foundations's 2020 Moving Forward - Nonprofit workshop series.

**Unfinished Business: None**

**New Business:**

**A. Approval of Agreement with Mary Kling for Volunteer Management Services:** The motion to approve agreement with Mary Kling for Volunteer Management Services at a cost of \$22,330 effective January 1, 2020 was moved by Trustee Schapiro, seconded by Trustee Hayman and approved by a roll call vote.

**B. Approval of the Cooperative Computer Services (CCS) Annual Agreement:** The motion to approve the single source purchase of library automation services not to exceed \$75,000 and OCLC cataloging records (20,000) from Cooperative Computer Services was moved by Trustee Patel, seconded by Trustee Lurie and approved by a roll call vote.

**C. Approval of the Per Capita Grant Application:** The motion to approve the Per Capita Grant application for the State of Illinois was moved by Trustee Schapiro, seconded by Trustee Goodman and approved by voice vote.

**D. Siemens Building Automation yearly contract renewal:** The motion to approve a three-year service and maintenance agreement with Siemens Building Tech for BAS at the main library January 1, 2020 through December 31,2022 was moved by Trustee Schapiro, seconded by Trustee Patel and approved by a roll call vote.

**E. Approval of the revised purchasing limits in conformance with Ordinance 129-O-19, Amending City Code Section 1-17-1 "Purchases of Goods and Services"** The motion to adopt City Code Section 1-17-1 "Purchases of Goods and Services" and increase thresholds for Library Board approval to mirror the threshold requiring City Council approval (raised from \$20,000 to \$25,000) was moved by Trustee Hayman, seconded by Trustee Soto and approved by a roll call vote.

**F. Closed Session- Review of Closed Session Minutes:** The Trustees moved to convene a closed session with a motion made by Iles, seconded by Lurie and approved by voice vote. The motion to approve the release of the closed session minutes was moved by Trustee Patel, seconded by Trustee Schapiro and approved by voice vote.

**Adjournment:**

Motion to adjourn was made by Trustee Hays and seconded by Trustee Patel. Meeting adjourned at 7:08 pm.

Respectfully submitted by Kim Hegelund



# Memorandum

To: Evanston Public Library Board of Trustees  
Karen Danczak Lyons, Library Director

From: Lea Hernandez-Solis, Office Coordinator  
Tera Davis, Accounts Payable Coordinator

Subject: Library Fund Bills

Date: January 10, 2020

## **Recommended Action**

Staff and the Finance Committee recommend Library Board approval of the Library Payroll and Fund bills list.

## **Payroll**

December 9, 2019 through December 22, 2019	\$ 154,747.85
December 23, 2019 through January 5, 2019	\$ 165,414.74

## **Library Fund Bills List**

January 14, 2020	\$ 99,748.08
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(includes Nov 2019 purchasing card expenses of \$13,878.18)

Attachments: Bills Lists, Purchasing card

BILLS LIST

G/L Date Range 12/30/19 - 12/30/19

PERIOD ENDING 01.14.2020 FY2019

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount	
<b>Fund 185 - LIBRARY FUND</b>					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	1,068.24	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	11.28	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	1,080.95	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	10.01	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	888.67	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	8.17	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	798.87	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	8.17	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	14.06	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	1,165.17	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	465.21	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	211.30	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	518.22	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	483.08	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	1,027.29	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/14/2020	65.59	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 16	\$7,824.28
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>					
324163 - FINDAWAY WORLD, LLC	JUV AV	12/30/2019	01/14/2020	466.34	
324163 - FINDAWAY WORLD, LLC	YA AND JUV AV	12/30/2019	01/14/2020	.99	
103424 - MIDWEST TAPE	JUV AV	12/30/2019	01/14/2020	20.98	
103424 - MIDWEST TAPE	JUV AV	12/30/2019	01/14/2020	19.99	
103424 - MIDWEST TAPE	JUV AV	12/30/2019	01/14/2020	67.98	
103424 - MIDWEST TAPE	JUV AV	12/30/2019	01/14/2020	33.48	
103424 - MIDWEST TAPE	JUV AV	12/30/2019	01/14/2020	150.63	
103424 - MIDWEST TAPE	JUV AV	12/30/2019	01/14/2020	33.99	
103424 - MIDWEST TAPE	JUV AV	12/30/2019	01/14/2020	64.47	
104325 - RECORDED BOOKS INC.	JUV AV	12/30/2019	01/14/2020	79.40	
104325 - RECORDED BOOKS INC.	JUV AV	12/30/2019	01/14/2020	31.80	
127266 - WESTON WOODS STUDIOS	JUV PRINT	12/30/2019	01/14/2020	59.90	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 12	\$1,029.95
<b>Account 65650 - VISUAL MEDIA COLLECTION</b>					
105634 - WORLD BOOK, INC.	JUV PRINT	12/30/2019	01/14/2020	999.00	
Account 65650 - VISUAL MEDIA COLLECTION Totals				Invoice Transactions 1	\$999.00
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice Transactions 29	\$9,853.23
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>					
Account 62341 - INTERNET SOLUTION PROVIDERS					
194681 - LIBRARIES FIRST	ADULT ONLINE RESOURCES	12/30/2019	01/14/2020	500.00	
104226 - PROQUEST INFO & LEARNING COMPANY	ADULT ONLINE RESOURCES	12/30/2019	01/14/2020	2,797.60	
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				Invoice Transactions 2	\$3,297.60
<b>Account 62506 - WORK - STUDY</b>					
10407 - NORTHWESTERN UNIVERSITY	WORK STUDY STUDENTS	12/30/2019	01/14/2020	1,425.00	
Account 62506 - WORK - STUDY Totals				Invoice Transactions 1	\$1,425.00
<b>Account 65100 - LIBRARY SUPPLIES</b>					
12645 - BELINDA W. POTOMA	OPERA LECTURE 1.26.2020	12/30/2019	01/14/2020	50.00	
186654 - Jo Gayle	LYRIC OPERA PERFORMANCE	12/30/2019	01/14/2020	50.00	
16853 - MARY KIME	LYRIC OPERA PERFORMANCE	12/30/2019	01/14/2020	50.00	
14148 - NEIL ADELMAN	LYRIC OPERA PERFORMANCE	12/30/2019	01/14/2020	50.00	
17173 - NORTHWESTER UNIVERSITY-CHABRAJA HISTORICAL STUDIES	PROFESSIONAL FEE - LECTURE BY DARIUSZ STOLA	12/30/2019	01/14/2020	100.00	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 5	\$300.00
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/14/2020	1,347.34	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/14/2020	519.91	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/14/2020	613.83	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/14/2020	1,526.48	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/14/2020	113.03	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/14/2020	210.76	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/14/2020	696.38	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/14/2020	81.13	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/14/2020	319.41	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/14/2020	850.92	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/14/2020	619.31	
100932 - CENTER POINT INC	ADULT PRINT	12/30/2019	01/14/2020	86.98	
120319 - GALE RESEARCH INC.	ADULT PRINT	12/30/2019	01/14/2020	97.46	
120319 - GALE RESEARCH INC.	ADULT PRINT	12/30/2019	01/14/2020	77.22	
120319 - GALE RESEARCH INC.	ADULT PRINT	12/30/2019	01/14/2020	266.90	
120319 - GALE RESEARCH INC.	ADULT PRINT	12/30/2019	01/14/2020	24.74	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 16	\$7,451.80
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>					
100655 - BLACKSTONE PUBLISHING	ADULT AV	12/30/2019	01/14/2020	41.24	
100655 - BLACKSTONE PUBLISHING	ADULT AV	12/30/2019	01/14/2020	45.00	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	60.32	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	52.09	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	48.82	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	76.20	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	174.03	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	72.82	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	57.72	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	27.04	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	26.49	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	15.24	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	34.54	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	78.87	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	210.32	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	52.98	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	68.22	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	30.79	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	29.59	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	185.43	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	37.09	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	60.38	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	587.97	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	150.86	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	40.23	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	74.42	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	41.73	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	128.29	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	275.21	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	3,975.29	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	18.99	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	23.29	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	18.99	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	52.98	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	81.72	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	26.49	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	18.99	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	71.63	
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/14/2020	79.47	
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	63.00	
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	35.99	
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	41.40	

BILLS LIST

PERIOD ENDING 01.14.2020 FY2019

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	31.50
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	27.00
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	35.99
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	26.99
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	63.00
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	155.18
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	53.98
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	47.68
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	46.78
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	23.39
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	62.98
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/14/2020	35.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice Transactions 54	\$7,902.62
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals			Invoice Transactions 78	\$20,377.02
<b>Business Unit 4820 - ACCESS SERVICES</b>				
Account 62340 - IT COMPUTER SOFTWARE				
104897 - SPRINT	MOBILE HOTSPOTS	12/30/2019	01/14/2020	3,574.84
Account 62340 - IT COMPUTER SOFTWARE Totals			Invoice Transactions 1	\$3,574.84
<b>Account 62506 - WORK - STUDY</b>				
10407 - NORTHWESTERN UNIVERSITY				
	WORK STUDY STUDENTS	12/30/2019	01/14/2020	563.60
Account 62506 - WORK - STUDY Totals			Invoice Transactions 1	\$563.60
<b>Account 65100 - LIBRARY SUPPLIES</b>				
103883 - OFFICE DEPOT				
	CIRCULATION SUPPLIES	12/30/2019	01/14/2020	49.98
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 1	\$49.98
Business Unit 4820 - ACCESS SERVICES Totals			Invoice Transactions 3	\$4,188.42
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
Account 62225 - BLDG MAINTENANCE SERVICES				
145106 - TOTAL BUILDING SERVICES				
	CARPET CLEANING	12/30/2019	01/14/2020	720.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals			Invoice Transactions 1	\$720.00
<b>Account 64015 - NATURAL GAS</b>				
103744 - NICOR				
	NATURAL GAS	12/30/2019	01/14/2020	114.50
	NORTH BRANCH NATURAL GAS	12/30/2019	01/14/2020	143.21
Account 64015 - NATURAL GAS Totals			Invoice Transactions 2	\$257.71
<b>Account 65100 - LIBRARY SUPPLIES</b>				
17174 - ELACSHA MADISON				
	ENGAGEMENT SUPPLIES REIMBURSEMENT	12/30/2019	01/14/2020	424.53
	PETTY CASH REIMBURSEMENT	12/30/2019	01/14/2020	5.44
	LANGUAGE CAFE SUPPLIES	12/30/2019	01/14/2020	19.58
	LANGUAGE CAFE SUPPLIES	12/30/2019	01/14/2020	32.99
	DRAG QUEEN STORY TIME	12/30/2019	01/14/2020	300.00
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 5	\$782.54
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR				
	ADULT PRINT	12/30/2019	01/14/2020	51.91
	ADULT PRINT	12/30/2019	01/14/2020	31.07
	JUV PRINT	12/30/2019	01/14/2020	226.04
	JUV PRINT	12/30/2019	01/14/2020	109.82
	JUV PRINT	12/30/2019	01/14/2020	21.46
	JUV PRINT	12/30/2019	01/14/2020	23.49
	JUV PRINT	12/30/2019	01/14/2020	31.65
	JUV PRINT	12/30/2019	01/14/2020	43.50
	JUV PRINT	12/30/2019	01/14/2020	17.82
	ADULT PRINT	12/30/2019	01/14/2020	150.58
	JUV PRINT	12/30/2019	01/14/2020	46.43
	ADULT PRINT	12/30/2019	01/14/2020	31.06
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 12	\$784.83
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
103424 - MIDWEST TAPE				
	JUV AV	12/30/2019	01/14/2020	107.98
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice Transactions 1	\$107.98
Business Unit 4825 - ENGAGEMENT SERVICES Totals			Invoice Transactions 21	\$2,653.06
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
Account 65100 - LIBRARY SUPPLIES				
17174 - ELACSHA MADISON				
	TEEN LOFT PROGRAM SUPPLIES REIMBURSEMENTS	12/30/2019	01/14/2020	591.24
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 1	\$591.24
<b>Account 65555 - IT COMPUTER HARDWARE</b>				
101401 - DELL COMPUTER CORP.				
	MAIN LIBRARY COMPUTERS EQUOTE 3000052071472	12/30/2019	01/14/2020	6,571.18
Account 65555 - IT COMPUTER HARDWARE Totals			Invoice Transactions 1	\$6,571.18
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR				
	JUV PRINT	12/30/2019	01/14/2020	198.37
	JUV PRINT	12/30/2019	01/14/2020	940.94
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 2	\$1,139.31
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
324163 - FINDAWAY WORLD, LLC				
	YA AND JUV AV	12/30/2019	01/14/2020	76.49
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice Transactions 1	\$76.49
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals			Invoice Transactions 5	\$8,378.22
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
Account 62225 - BLDG MAINTENANCE SERVICES				
123524 - CHICAGO SPRINKLER COMPANY				
	SPRINKLER SERVICE	12/30/2019	01/14/2020	179.00
	MAT SERVICE	12/30/2019	01/14/2020	352.05
	BUILDING MAINTENANCE	12/30/2019	01/14/2020	145.00
	BUILDING MAINTENANCE	12/30/2019	01/14/2020	9,393.81
	2019 WINDOW WASHING	12/30/2019	01/14/2020	3,600.00
	JANITORIAL SUPPLIES	12/30/2019	01/14/2020	7,375.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals			Invoice Transactions 6	\$21,044.86
<b>Account 65040 - JANITORIAL SUPPLIES</b>				
10546 - SUPERIOR INDUSTRIAL SUPPLY				
	JANITORIAL SUPPLIES	12/30/2019	01/14/2020	829.48
	JANITORIAL SUPPLIES	12/30/2019	01/14/2020	41.30
Account 65040 - JANITORIAL SUPPLIES Totals			Invoice Transactions 2	\$870.78
<b>Account 65050 - BLDG MAINTENANCE MATERIAL</b>				
12848 - NANCY ROZANAS				
	BUILDING PLANT REIMBURSEMENTS	12/30/2019	01/14/2020	133.79
Account 65050 - BLDG MAINTENANCE MATERIAL Totals			Invoice Transactions 1	\$133.79
Business Unit 4840 - LIBRARY MAINTENANCE Totals			Invoice Transactions 9	\$22,049.43
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
Account 56140 - FEES AND MERCHANDISE SALE				
102499 - ILLINOIS DEPT OF REVENUE				
	*SALES TAX	12/30/2019	12/30/2019	97.00
Account 56140 - FEES AND MERCHANDISE SALE Totals			Invoice Transactions 1	\$97.00
<b>Account 62185 - CONSULTING SERVICES</b>				
11582 - MARY KLING				
	EPL VOLUNTEER MANAGEMENT PROFESSIONAL FEE	12/30/2019	01/14/2020	1,861.00
	EPL VOLUNTEER MANAGEMENT PROFESSIONAL FEE	12/30/2019	01/14/2020	1,861.00
	CONSULTING FEE	12/30/2019	01/14/2020	250.00
Account 62185 - CONSULTING SERVICES Totals			Invoice Transactions 3	\$3,972.00
<b>Account 62210 - PRINTING</b>				
14818 - FISHEYE GRAPHIC SERVICES, INC.				
	101 GREAT BOOKS BOOKLET PRINTING	12/30/2019	01/14/2020	360.00
	EPL LETTERHEAD PRINTING	12/30/2019	01/14/2020	245.00
	BUSINESS CARD PRINTING K HEGELUND	12/30/2019	01/14/2020	28.00
Account 62210 - PRINTING Totals			Invoice Transactions 3	\$633.00
<b>Account 62290 - TUITION</b>				
313938 - Jose A Maldonado				
	TUITION REIMBURSEMENT	12/30/2019	01/14/2020	1,758.00
Account 62290 - TUITION Totals			Invoice Transactions 1	\$1,758.00
<b>Account 62295 - TRAINING &amp; TRAVEL</b>				
16314 - HOMELESS TRAINING INSTITUTE, LLC				
	ONE YEAR RENEWAL TRAINING MATERIAL	12/30/2019	01/14/2020	719.00
	SXSW EDU CONFERENCE ACCOMMODATION	12/30/2019	01/14/2020	823.98
Account 62295 - TRAINING & TRAVEL Totals			Invoice Transactions 2	\$1,542.98
<b>Account 62360 - MEMBERSHIP DUES</b>				
100254 - AMERICAN LIBRARY ASSOCIATION				
	2020 MEMBERSHIP RENEWAL	12/30/2019	01/14/2020	664.00
Account 62360 - MEMBERSHIP DUES Totals			Invoice Transactions 1	\$664.00

**CITY OF EVANSTON  
BILLS LIST**

185 LIBRARY FUND

**Accounts Payable by G/L Distribution Report**  
G/L Date Range 12/30/19 - 12/30/19

**PERIOD ENDING 01.14.2020 FY2019**

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount	
<b>Account 62380 - COPY MACHINE CHARGES</b>					
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	12/30/2019	01/14/2020	47.22	
139757 - XEROX CORPORATION	COPIER CHARGES	12/30/2019	01/14/2020	16.80	
139757 - XEROX CORPORATION	COPIER CHARGES	12/30/2019	01/14/2020	16.80	
139757 - XEROX CORPORATION	COPIER CHARGES	12/30/2019	01/14/2020	16.80	
139757 - XEROX CORPORATION	COPIER CHARGES	12/30/2019	01/14/2020	16.80	
139757 - XEROX CORPORATION	COPIER CHARGES	12/30/2019	01/14/2020	16.80	
139757 - XEROX CORPORATION	COPIER CHARGES	12/30/2019	01/14/2020	16.80	
105654 - XEROX CORP.	COPIER CHARGES	12/30/2019	01/14/2020	16.80	
105654 - XEROX CORP.	COPIER CHARGES	12/30/2019	01/14/2020	16.80	
105654 - XEROX CORP.	COPIER CHARGES	12/30/2019	01/14/2020	16.80	
105654 - XEROX CORP.	COPIER CHARGES	12/30/2019	01/14/2020	16.80	
105654 - XEROX CORP.	COPIER CHARGES	12/30/2019	01/14/2020	16.80	
105654 - XEROX CORP.	COPIER CHARGES	12/30/2019	01/14/2020	16.80	
	<b>Account 62380 - COPY MACHINE CHARGES Totals</b>		<b>Invoice Transactions 12</b>	<b>\$232.02</b>	
<b>Account 65025 - FOOD</b>					
101752 - EVANSTON PUBLIC LIBRARY	PETTY CASH REIMBURSEMENT	12/30/2019	01/14/2020	100.00	
	<b>Account 65025 - FOOD Totals</b>		<b>Invoice Transactions 1</b>	<b>\$100.00</b>	
<b>Account 65095 - OFFICE SUPPLIES</b>					
102385 - HOUSE OF RENTAL	2019 RCCC 100 DAYS EVENT	12/30/2019	01/14/2020	2,220.91	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2019	01/14/2020	62.19	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2019	01/14/2020	380.36	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2019	01/14/2020	106.57	
16999 - STEPHEN B. STARR DESIGN, INC.	EPL 2019 ANNUAL REPORT DESIGN PRODUCTION	12/30/2019	01/14/2020	833.33	
	<b>Account 65095 - OFFICE SUPPLIES Totals</b>		<b>Invoice Transactions 5</b>	<b>\$3,603.36</b>	
<b>Business Unit 4845 - LIBRARY ADMINISTRATION Totals</b>					
	<b>Business Unit 4845 - LIBRARY ADMINISTRATION Totals</b>		<b>Invoice Transactions 29</b>	<b>\$12,602.36</b>	
<b>Business Unit 4850 - LIBRARY GRANTS</b>					
<b>Account 62185 - CONSULTING SERVICES</b>					
16979 - MARCUS PRINCE	NORTHWESTERN GRANT - COMPUTER SCIENCE FOR ALL #7	12/30/2019	01/14/2020	1,080.00	
	<b>Account 62185 - CONSULTING SERVICES Totals</b>		<b>Invoice Transactions 1</b>	<b>\$1,080.00</b>	
<b>Account 65100 - LIBRARY SUPPLIES</b>					
103883 - OFFICE DEPOT	MEMORY CAFE	12/30/2019	01/14/2020	100.03	
107741 - SCHOLASTIC INC.	KLEAP BOOKS	12/30/2019	01/14/2020	918.14	
104136 - THE PONY SHOP	PROGRAM SUPPLIES - GIRLS STEM	12/30/2019	01/14/2020	2,670.00	
	<b>Account 65100 - LIBRARY SUPPLIES Totals</b>		<b>Invoice Transactions 3</b>	<b>\$3,688.17</b>	
	<b>Business Unit 4850 - LIBRARY GRANTS Totals</b>		<b>Invoice Transactions 4</b>	<b>\$4,768.17</b>	
	<b>Department 48 - LIBRARY Totals</b>		<b>Invoice Transactions 178</b>	<b>\$84,869.91</b>	
	<b>Fund 185 - LIBRARY FUND Totals</b>		<b>Invoice Transactions 178</b>	<b>\$84,869.91</b>	
<b>* = Prior Fiscal Year Activity</b>				<b>Invoice Transactions 178</b>	<b>\$84,869.91</b>



**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 01.14.2020 FY2019**

**SUPPLEMENTAL LIST  
ACH AND WIRE TRANSFERS**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	TWIN EAGLE	NATURAL GAS-NOVEMBER, 2019	1,319.33
VARIOUS	BMO	PURHASING CARD-NOVEMBER, 2019	<u>13,558.85</u>
			<u>14,878.18</u>
			<u>99,748.09</u>
		<b>GRAND TOTAL</b>	<b><u>99,748.09</u></b>

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
Accounts Payable Coordinator

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Administrative Services Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	TARGET.COM	MN	55445	\$ 0.38	10/28/2019	65100 LIBRARY SUPPLIES	ADDITIONAL CHARGES PROGRAM SUPPLY
LIBRARY	TARGET.COM	MN	55445	\$ 10.61	10/28/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLY
LIBRARY	TARGET.COM	MN	55445	\$ 42.48	10/28/2019	65630 LIBRARY BOOKS	CHILDREN'S BOOK
LIBRARY	VALLI PRODUCE	IL	60202	\$ (3.83)	10/28/2019	65025 FOOD	CREDIT
LIBRARY	SAMS CLUB #6444	IL	60202	\$ 104.96	10/28/2019	65025 FOOD	ROBERT CROWN 100 DAYS BEVERAGES AND OTHER
LIBRARY	VALLI PRODUCE	IL	60202	\$ 173.83	10/28/2019	65025 FOOD	ROBERT CROWN FOOD
LIBRARY	VALLI PRODUCE	IL	60202	\$ 50.00	10/28/2019	65095 OFFICE SUPPLIES	ROBERT CROWN 100 DAYS GIFT CARD
LIBRARY	VALLI PRODUCE	IL	60202	\$ 50.00	10/28/2019	65095 OFFICE SUPPLIES	ROBERT CROWN 100 DAYS GIFT CARD
LIBRARY	WALMART.COM	AR	72716	\$ 359.80	10/28/2019	65100 LIBRARY SUPPLIES	YA PROGRAM SUPPLIES
LIBRARY	APL APPLE ONLINE STORE	CA	95014	\$ 105.19	10/29/2019	62340 IS SUPPORT FEES	EPL.ORG APP ANNUAL CHARGE
LIBRARY	CONNEXION	IL	60089	\$ 1,462.50	10/30/2019	62225 BLDG MAINT SVCS	BUILDING MAINTENANCE MATERIAL
LIBRARY	INT IN JET BLUE PRINT	IL	60202	\$ 620.00	10/31/2019	62225 BLDG MAINT SVCS	BUILDING MAINTENANCE MATERIAL
LIBRARY	DOLLARTREE	IL	60076	\$ 51.00	11/1/2019	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN SERVICES PROGRAMMING AT FAMILY FOCUS
LIBRARY	MCMASER-CARR	IL	60126	\$ 165.70	11/1/2019	62225 BLDG MAINT SVCS	BUILDING MAINTENANCE MATERIAL
LIBRARY	JC LIGHT - 1252 - EVAN	IL	60201	\$ 45.15	11/1/2019	65050 BUILDING MAINTENANCE MATERIAL	1485 PAINT COLOR FOR RESTROOMS, CAN OF WALL PATCH
LIBRARY	PAPER SOURCE- EVANSTON	IL	60201	\$ 49.90	11/1/2019	65100 LIBRARY SUPPLIES	REFILL FOR STICKER MACHINE TEEN SERVICES
LIBRARY	PAYPAL SIGNWORLD	CA	91739	\$ 100.44	11/1/2019	65100 LIBRARY SUPPLIES	ADULT OFFICE SUPPLIES
LIBRARY	FACEBK WSWK8NWH42	CA	94025	\$ 36.92	11/1/2019	62205 ADVERTISING	SOCIAL MEDIA AD
LIBRARY	AMZN MKTP US AJ2PB6BX3	WA	98109	\$ 38.98	11/1/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US EH1ZQ14L3	WA	98109	\$ 33.94	11/1/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 29.19	11/4/2019	65100 LIBRARY SUPPLIES	HALLOWEEN CRAFT SUPPLIES TEEN SERVICES
LIBRARY	TARGET 00013854	IL	60090	\$ 8.40	11/4/2019	65100 LIBRARY SUPPLIES	DIA DE LOS MUERTOS SUPPLIES
LIBRARY	PAPER SOURCE- EVANSTON	IL	60201	\$ (49.90)	11/4/2019	65100 LIBRARY SUPPLIES	REFUND FOR STICKER MACHINE REFILLS TEEN SERVICES
LIBRARY	SWEET TEMPTATIONS BAKE	IL	60202	\$ 66.00	11/4/2019	65100 LIBRARY SUPPLIES	DAY OF THE DEAD CONCHAS
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	11/4/2019	62340 IS SUPPORT FEES	WEB HOST
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 12.00	11/4/2019	62340 IS SUPPORT FEES	GOOGLE SUITE MONTHLY SUBSCRIPTION
LIBRARY	PLAYSTATION NETWORK	CA	94404	\$ 66.14	11/4/2019	65100 LIBRARY SUPPLIES	NBA2K20 FOR TEEN SERVICES GAMING
LIBRARY	AMAZON.COM O50QU9PY3	WA	98109	\$ 179.65	11/4/2019	62341 INTERNET SOLUTION PROVIDERS	YA STEM KITS
LIBRARY	AMAZON.COM L122S8Z73 A	WA	98109	\$ 16.77	11/4/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMAZON.COM K85M06RW3	WA	98109	\$ 147.73	11/4/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US 3X16L4KZ3	WA	98109	\$ 92.97	11/4/2019	65630 LIBRARY BOOKS	CHILDREN'S BOOK
LIBRARY	AMZN MKTP US W95HL08L3	WA	98109	\$ 26.90	11/4/2019	65630 LIBRARY BOOKS	JUV BOOK
LIBRARY	AMER LIB ASSOC-CAREER	IL	60611	\$ 280.00	11/6/2019	62295 TRAINING & TRAVEL	K JACOB MIDWINTER ALA CONFERENCE REGISTRATION
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.30	11/6/2019	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS RESERVING MEETING SPACE USING COMMUNICO.
LIBRARY	KELE, INC	TN	38133	\$ 1,219.72	11/7/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE MATERIAL
LIBRARY	TARGET 00032839	IL	60201	\$ 27.73	11/7/2019	65100 LIBRARY SUPPLIES	PROGRAMMING SUPPLIES TEEN SERVICES
LIBRARY	TREETOP PRODUCTS CONSO	IL	60510	\$ 98.53	11/7/2019	62225 BLDG MAINT SVCS	BUILDING MAINTENANCE MATERIAL
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ 58.31	11/8/2019	65100 LIBRARY SUPPLIES	CIRCULATION OFFICE SUPPLIES
LIBRARY	WALGREENS #15086	IL	60076	\$ 21.90	11/8/2019	65100 LIBRARY SUPPLIES	TEEN DIY CRAFTING SUPPLIES TEEN SERVICES
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 33.72	11/8/2019	65100 LIBRARY SUPPLIES	SUPPLIES FOR FAMILY FOCUS PROGRAMMING TEEN SERVICES
LIBRARY	NINTENDO AMERICAS	WA	98052	\$ 21.24	11/8/2019	65100 LIBRARY SUPPLIES	GAME FOR NINTENDO SWITCH TEEN GAMING
LIBRARY	NINTENDO AMERICAS	WA	98052	\$ 42.49	11/8/2019	65100 LIBRARY SUPPLIES	NINTENDO SWITCH GAMES FOR GAMING TEEN SERVICES
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 374.56	11/11/2019	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY	PIZZA HUT 032443	IL	60201	\$ 102.02	11/11/2019	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN SERVICES LOCK IN
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 33.93	11/11/2019	65100 LIBRARY SUPPLIES	SNACKS FOR ANIME CLUB TEEN SERVICES
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 20.36	11/11/2019	65100 LIBRARY SUPPLIES	FLAGS AND SUPPLIES FOR TEEN SERVICES AFTER HOURS LOCK IN EVENT
LIBRARY	AMER LIB ASSOC-CAREER	IL	60611	\$ 120.00	11/11/2019	62295 TRAINING & TRAVEL	K JACOB MIDWINTER ALA CONFERENCE REGISTRATION
LIBRARY	WALMART.COM	AR	72716	\$ 25.98	11/11/2019	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	AMERICAN 00123879331763	TX	75261	\$ 176.61	11/11/2019	62295 TRAINING & TRAVEL	AIRFARE FOR K JACOB MIDWINTER ALA
LIBRARY	MCMASER-CARR	IL	60126	\$ 126.05	11/13/2019	65040 JANITORIAL SUPPLIES	U.S. FLAG
LIBRARY	22 - EC - LOU MALNATIS	IL	60201	\$ 105.89	11/13/2019	65025 FOOD	EDI COMMITTEE MEETING FOOD
LIBRARY	CASES BY SOURCE	NJ	07430	\$ 972.63	11/14/2019	65100 LIBRARY SUPPLIES	HOT SPOTS REPLACEMENT CASES
LIBRARY	PAYPAL UNCOMMON	NY	11220	\$ 37.13	11/14/2019	65100 LIBRARY SUPPLIES	YA SUPPLIES
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 16.94	11/14/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE MATERIAL
LIBRARY	KODO KIDS	CO	80020	\$ 470.27	11/14/2019	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY	AMAZON.COM MN5144293 A	WA	98109	\$ 14.14	11/14/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	PAYPAL BATTERY JUN	CT	06475	\$ 48.16	11/15/2019	65100 LIBRARY SUPPLIES	BATTERY REPLACEMENT
LIBRARY	PAYPAL ADAFRUITIND	NY	10013	\$ 114.40	11/15/2019	65100 LIBRARY SUPPLIES	YA SUPPLIES - STEM PROGRAM
LIBRARY	TARGET.COM	MN	55445	\$ 270.90	11/15/2019	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 3.72	11/15/2019	65100 LIBRARY SUPPLIES	YA OFFICE SUPPLIES
LIBRARY	WALMART.COM	AR	72716	\$ 59.96	11/15/2019	65100 LIBRARY SUPPLIES	CIRCULATION SUPPLIES
LIBRARY	PAYPAL SPHERO	CO	80301	\$ 318.73	11/15/2019	65100 LIBRARY SUPPLIES	YA STEM KITS
LIBRARY	PAYPAL EVOLLEVE INC	CA	90277	\$ 212.50	11/15/2019	65100 LIBRARY SUPPLIES	YA STEM KITS SUPPLIES
LIBRARY	PAYPAL ECOMPLETTELL	CA	95131	\$ 45.57	11/15/2019	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY	PAYPAL SPECIALSUPP	CA	95131	\$ 15.94	11/15/2019	65100 LIBRARY SUPPLIES	MEMORY CAFE SUPPLIES
LIBRARY	AMZN MKTP US NW7M7NU3	WA	98109	\$ 51.64	11/15/2019	65100 LIBRARY SUPPLIES	YA & CHILDREN'S SUPPLIES
LIBRARY	AMZN MKTP US NW7M7NU3	WA	98109	\$ 158.91	11/15/2019	65100 LIBRARY SUPPLIES	YA & CHILDREN'S SUPPLIES
LIBRARY	PAYPAL GLOBALINDUS	GA	30518	\$ 84.90	11/18/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	NOR NORTHERN TOOL	MN	55337	\$ 1,008.97	11/18/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE MATERIAL
LIBRARY	WHOLEFEDS EVN 10076	IL	60201	\$ 52.25	11/18/2019	65025 FOOD	MEMORY CAFE SNACKS
LIBRARY	WALMART.COM	AR	72716	\$ 28.60	11/18/2019	65100 LIBRARY SUPPLIES	CIRCULATION OFFICE SUPPLIES
LIBRARY	AMERICAN 00123891785662	TX	75261	\$ 277.60	11/18/2019	62295 TRAINING & TRAVEL	AIRFARE FOR H ROSS PLA CONFERENCE
LIBRARY	AMZN MKTP US IO17W10X3	WA	98109	\$ 154.99	11/18/2019	65100 LIBRARY SUPPLIES	YA STEM KIT
LIBRARY	AMZN MKTP US N12EK6AG3	WA	98109	\$ 221.94	11/18/2019	65100 LIBRARY SUPPLIES	YA STEM KITS
LIBRARY	PAYPAL INQUIRINGSY	CA	95131	\$ 136.85	11/19/2019	65100 LIBRARY SUPPLIES	SEEING THE RACIAL WATERS* WITH DR. ROBIN DIANGELO: CHICAGO EQUITY WORKSHOP
LIBRARY	AMZN MKTP US SK6FN2GS3	WA	98109	\$ 69.00	11/19/2019	65050 BUILDING MAINTENANCE MATERIAL	3 POINT HITCH FOR KUBOTA TRACTOR

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	PAYPAL WEBSTAIRANT	PA	17601	\$ 43.55	11/20/2019	65100 LIBRARY SUPPLIES	LEAP GRANT SUPPLIES
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 77.37	11/20/2019	65025 FOOD	MEMORY CAFE SNACKS
LIBRARY	DOLLARTREE	IL	60202	\$ 9.00	11/20/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	KRISPY KREME IS DEPT	NC	27103	\$ 25.00	11/21/2019	65025 FOOD	DISPUTED CHARGE
LIBRARY	UPS 1ZRE07134397360180	GA	30328	\$ 4.93	11/21/2019	62315 POSTAGE	SHIPPING
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 241.85	11/21/2019	62341 INTERNET SOLUTION PROVIDERS	NB INTERNET SOLUTION PROVIDER
LIBRARY	UNITED 01624828293970	TX	77002	\$ 375.60	11/21/2019	62295 TRAINING & TRAVEL	PLANE TICKETS FOR SXSW EDU CONFERENCE TYLER WORKS
LIBRARY	SAFEWAY FUEL2941	CA	94523	\$ 61.17	11/21/2019	65095 OFFICE SUPPLIES	DISPUTED CHARGE
LIBRARY	GIGIO S	IL	60201	\$ 24.45	11/22/2019	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN SERVICES SAFE SPACES GROUP, TIP INCLUDED, RECEIPT LOST
LIBRARY	PANDA EXPRESS #1351 T	CA	94565	\$ 28.06	11/22/2019	65025 FOOD	DISPUTED CHARGE
LIBRARY	PAYPAL INQUIRINGSY	CA	95131	\$ 136.85	11/22/2019	62295 TRAINING & TRAVEL	WORKSHOP REGISTRATION J SCHACTER
LIBRARY	PAYPAL ECOMPLETTELL	CA	95131	\$ 45.57	11/22/2019	65100 LIBRARY SUPPLIES	LEAP GRANT SUPPLIES
LIBRARY	DELTA 00682255492693	IL	30354	\$ 30.00	11/25/2019	62295 TRAINING & TRAVEL	BAGGAGE FEE FOR BOOK FAIR TRIP.
LIBRARY	WALMART.COM	AR	72716	\$ 117.69	11/25/2019	65100 LIBRARY SUPPLIES	YA SUPPLIES
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	11/25/2019	62340 IS SUPPORT FEES	MONTHLY FEE FOR ONLINE FILE STORAGE
LIBRARY	SAFEWAY FUEL2941	CA	94523	\$ (61.17)	11/25/2019	65095 OFFICE SUPPLIES	CREDIT
LIBRARY	PANDA EXPRESS #1351 T	CA	94565	\$ (28.06)	11/25/2019	65025 FOOD	DISPUTED CHARGE
LIBRARY	SAFEWAY #1258	CA	95620	\$ 20.22	11/25/2019	65095 OFFICE SUPPLIES	DISPUTED CHARGE
ADMIN SVCS/INFO SYS	AMZN MKTP US FB7LJ5C53	WA	98109	\$ 420.00	11/4/2019	65555 PERSONAL COMPUTER EQ	3 CITIZEN RECEIPT PRINTERS
	<b>LIBRARY NOVEMBER 2019 TOTAL</b>			<b>\$ 13,558.85</b>			



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Teri Campbell, Assistant Director  
Subject: Administrative Services Update  
Date: January 10, 2020

This memo provides an update on significant administrative activities.

## **Human Resources**

Access Services welcomes Emily Douglas, Antoinette Jones and Taylor Keahey as Shelves and Brooke Roothaan as a Circulation Substitute.

Engagement Services is pleased to announce the return of Miguel Ruiz as the new Robert Crown Branch Manager. Sally Battle has joined the team at the North Branch, and Chanita Wade at Chicago Ave/Main St. Several other Robert Crown positions are in process.

In Administration, please welcome Ebony Ambrose and Jennifer Shreve to the Development team.

In Early Learning & Literacy, Martha Meyer returns for a part-time position and the full-time position that she vacated is posted for applicants.

In Facilities/Maintenance, interviews are underway to fill a Security Monitor vacancy.

## **Financial Resources**

The Library Fund financial report for the period ending December 31<sup>st</sup> is included in this meeting packet for your review. Revenue collection for the FY2019 Fund 185 Operating budget has reached 96% of the estimation, while expenses fall within budget at 91%. Fund 186 debt subsidy realized revenue at 99% of budget, expenditures at 76%; and Fund 187 capital improvement funds 103% revenue, expenditures at 89%. Revenue for the total library fund is at 97%, with expenses totaling 90% of budget.

A summary of the Endowment portfolio as of December 31<sup>st</sup> is also attached.

## **Facilities Update**

Robert Crown Community Center construction is advancing as planned due in large part to the cooperation of the weather. EPL move-in date will follow that of the Ice Rink, most likely early February. Our shelving delivery/installation is scheduled for 1/22 with the collection materials beginning to follow during the week of 1/27.

# Budget Performance Report

Fiscal Year to Date 12/31/19

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	6,750,000.00	.00	6,750,000.00	.00	.00	6,724,416.85	25,583.15	100	6,649,933.45
51025	PRIOR YEAR'S TAXES	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	(52,461.49)
52610	LIBRARY FINES & FEES	85,000.00	.00	85,000.00	(232.70)	.00	80,829.96	4,170.04	95	110,720.55
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	.00	.00	401.67	(401.67)	+++	331.95
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	10,000.00	.00	10,000.00	(10,000.00)	+++	9,100.00
55201	Federal Grants	30,000.00	.00	30,000.00	.00	.00	48,414.28	(18,414.28)	161	61,117.49
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	93,107.50	(107.50)	100	93,107.00
56011	DONATIONS	383,500.00	.00	383,500.00	.00	.00	241,668.97	141,831.03	63	221,468.46
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	19,260.69	(19,260.69)	+++	5,861.24
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(296.00)	.00	2,888.39	(2,888.39)	+++	3,003.66
56501	INVESTMENT INCOME	10,000.00	.00	10,000.00	7,089.98	.00	108,898.11	(98,898.11)	1089	48,821.00
57002	TRANSFER FROM ENDOWMENT	195,771.00	.00	195,771.00	.00	.00	.00	195,771.00	0	210,380.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	150,000.00	.00	150,000.00	12,500.00	.00	150,000.00	.00	100	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	.00	.00	(586.67)	12,586.67	-5	5,037.76
57526	LIBRARY BOOK SALE	10,000.00	.00	10,000.00	.00	.00	7,950.41	2,049.59	80	5,730.85
57527	LIBRARY FUND FOR EXCELLENCE	.00	.00	.00	.00	.00	.00	.00	+++	69,280.61
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	16,736.33	1,263.67	93	17,287.07
57540	LIBRARY MEETING RM RENTAL	13,000.00	.00	13,000.00	.00	.00	11,696.54	1,303.46	90	9,261.09
57545	NORTH BRANCH RENTAL INCOME	35,000.00	.00	35,000.00	.00	.00	25,355.68	9,644.32	72	25,708.96
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	.00	.00	47,840.00	52,160.00	48	88,675.00
	<b>REVENUE TOTALS</b>	<b>\$7,945,271.00</b>	<b>\$0.00</b>	<b>\$7,945,271.00</b>	<b>\$29,061.28</b>	<b>\$0.00</b>	<b>\$7,588,878.71</b>	<b>\$356,392.29</b>	<b>96%</b>	<b>\$7,652,364.65</b>
EXPENSE										
61010	REGULAR PAY	2,694,412.00	.00	2,694,412.00	151,188.07	.00	2,584,897.05	109,514.95	96	2,461,824.65
61050	PERMANENT PART-TIME	1,366,132.00	.00	1,366,132.00	63,697.51	.00	1,242,383.32	123,748.68	91	1,333,272.63
61060	SEASONAL EMPLOYEES	45,000.00	.00	45,000.00	6,267.50	.00	96,549.06	(51,549.06)	215	55,957.81
61110	OVERTIME PAY	10,000.00	.00	10,000.00	(3,020.96)	.00	11,463.17	(1,463.17)	115	13,697.81
61415	TERMINATION PAYOUTS	.00	.00	.00	653.38	.00	19,892.47	(19,892.47)	+++	31,834.18
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	911.79	(911.79)	+++	4,262.52
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	(5,027.23)	.00	4,671.58	(4,671.58)	+++	6,062.42
61510	HEALTH INSURANCE	531,560.00	.00	531,560.00	32,761.47	.00	499,925.01	31,634.99	94	499,953.64
61610	DENTAL INSURANCE	.00	.00	.00	185.51	.00	546.17	(546.17)	+++	320.72

# Budget Performance Report

Fiscal Year to Date 12/31/19

Include Rollup Account and Rollup to Object Account

61615	LIFE INSURANCE	2,060.00	.00	2,060.00	176.97	.00	2,113.65	(53.65)	103	2,041.65
61625	AUTO ALLOWANCE	13,200.00	.00	13,200.00	400.00	.00	6,900.00	6,300.00	52	13,200.00
61626	CELL PHONE ALLOWANCE	2,550.00	.00	2,550.00	330.03	.00	3,688.20	(1,138.20)	145	3,948.76
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	540.00	(75.00)	116	465.00
61710	IMRF	237,070.00	.00	237,070.00	12,418.91	.00	225,008.40	12,061.60	95	335,610.91
61725	SOCIAL SECURITY	245,312.00	.00	245,312.00	12,048.99	.00	234,855.55	10,456.45	96	232,547.84
61730	MEDICARE	58,415.00	.00	58,415.00	3,000.90	.00	55,406.67	3,008.33	95	55,014.27
62185	CONSULTING SERVICES	176,700.00	.00	176,700.00	2,876.00	.00	57,375.04	119,324.96	32	189,393.08
62205	ADVERTISING	8,000.00	.00	8,000.00	36.92	.00	1,254.99	6,745.01	16	3,972.32
62210	PRINTING	8,000.00	.00	8,000.00	130.00	.00	1,356.83	6,643.17	17	1,723.07
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	5,031.26	12,808.58	217,957.42	(18,066.00)	108	157,653.18
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	.00
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	.00	.00	+++	14.85
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	7.52
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	1,450.72	1,149.28	56	1,658.89
62290	TUITION	10,000.00	.00	10,000.00	.00	.00	13,566.00	(3,566.00)	136	10,067.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	1,523.66	.00	25,337.38	16,662.62	60	27,168.47
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	5,439.96	.04	100	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.07	.00	4,884.94	.06	100	4,885.04
62315	POSTAGE	4,500.00	.00	4,500.00	1,049.93	.00	1,665.57	2,834.43	37	2,079.84
62340	IT COMPUTER SOFTWARE	212,600.00	.00	212,600.00	244.18	6,250.00	152,764.87	53,585.13	75	69,744.17
62341	INTERNET SOLUTION PROVIDERS	200,000.00	.00	200,000.00	8,638.82	27,823.58	208,394.28	(36,217.86)	118	289,516.61
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	1,475.00	625.00	70	1,911.40
62375	RENTALS	46,238.00	.00	46,238.00	4,839.26	.00	59,623.26	(13,385.26)	129	62,504.00
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	577.91	.00	6,270.13	6,629.87	49	23,001.16
62506	WORK- STUDY	8,700.00	.00	8,700.00	.00	.00	4,324.23	4,375.77	50	9,782.17
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	680.38	.00	6,893.34	(1,193.34)	121	5,473.89
64015	NATURAL GAS	29,900.00	.00	29,900.00	1,752.58	.00	20,307.99	9,592.01	68	25,563.01
64505	TELECOMMUNICATIONS	.00	.00	.00	.00	.00	3,158.10	(3,158.10)	+++	3,059.48
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	202.33	.00	2,368.67	(368.67)	118	2,170.15
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	168.89	.00	9,414.58	2,585.42	78	16,251.95
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	2,359.78	.00	24,040.31	5,959.69	80	18,427.48
65095	OFFICE SUPPLIES	90,000.00	.00	90,000.00	8,176.07	13,152.78	63,445.67	13,401.55	85	85,120.54
65100	LIBRARY SUPPLIES	193,850.00	.00	193,850.00	6,901.90	1,417.50	103,101.06	89,331.44	54	91,454.67
65125	OTHER COMMODITIES	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	949.47

# Budget Performance Report

Fiscal Year to Date 12/31/19

Include Rollup Account and Rollup to Object Account

65503	FURNITURE / FIXTURES / EQUIPMENT	5,500.00	.00	5,500.00	.00	.00	2,348.36	3,151.64	43	1,179.38
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	4.95	6,995.05	0	.00
65555	IT COMPUTER HARDWARE	49,000.00	.00	49,000.00	6,991.18	2,600.53	36,111.67	10,287.80	79	12,674.98
65628	Library Electronic Resources	.00	.00	.00	.00	.00	26,838.59	(26,838.59)	+++	38,243.64
65630	LIBRARY BOOKS	598,200.00	.00	598,200.00	27,495.73	.00	477,552.96	120,647.04	80	496,246.58
65635	PERIODICALS	22,700.00	.00	22,700.00	.00	.00	18,684.04	4,015.96	82	21,507.18
65641	AUDIO VISUAL COLLECTIONS	141,800.00	.00	141,800.00	9,715.46	.00	85,594.67	56,205.33	60	104,588.81
66025	TRANSFER TO DEBT SERVICE - ERI	87,456.00	.00	87,456.00	7,288.00	.00	87,456.00	.00	100	86,623.86
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	270,000.00	.00	100	270,000.00
	<b>EXPENSE TOTALS</b>	<b>\$7,771,945.00</b>	<b>\$0.00</b>	<b>\$7,771,945.00</b>	<b>\$395,121.69</b>	<b>\$64,052.97</b>	<b>\$6,990,213.67</b>	<b>\$717,678.36</b>	<b>91%</b>	<b>\$7,190,072.61</b>
Fund 185 - LIBRARY FUND Totals										
	<b>REVENUE TOTALS</b>	<b>7,945,271.00</b>	<b>.00</b>	<b>7,945,271.00</b>	<b>29,061.28</b>	<b>.00</b>	<b>7,588,878.71</b>	<b>356,392.29</b>	<b>96%</b>	<b>7,652,364.65</b>
	<b>EXPENSE TOTALS</b>	<b>7,771,945.00</b>	<b>.00</b>	<b>7,771,945.00</b>	<b>395,121.69</b>	<b>64,052.97</b>	<b>6,990,213.67</b>	<b>717,678.36</b>	<b>91%</b>	<b>7,190,072.61</b>
	<b>Fund 185 - LIBRARY FUND Totals</b>	<b>\$173,326.00</b>	<b>\$0.00</b>	<b>\$173,326.00</b>	<b>(\$366,060.41)</b>	<b>(\$64,052.97)</b>	<b>\$598,665.04</b>	<b>(\$361,286.07)</b>		<b>\$462,292.04</b>
Fund 186 - LIBRARY DEBT SERVICE FUND										
<b>REVENUE</b>										
51015	PROPERTY TAXES	353,437.00	.00	353,437.00	.00	.00	350,000.00	3,437.00	99	333,896.13
	<b>REVENUE TOTALS</b>	<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$350,000.00</b>	<b>\$3,437.00</b>	<b>99%</b>	<b>\$333,896.13</b>
<b>EXPENSE</b>										
68305	DEBT SERVICE- PRINCIPAL	182,561.00	.00	182,561.00	182,561.00	.00	182,561.00	.00	100	231,831.00
68315	DEBT SERVICE- INTEREST	170,876.00	.00	170,876.00	43,389.35	.00	86,778.70	84,097.30	51	101,573.11
	<b>EXPENSE TOTALS</b>	<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$353,437.00</b>	<b>\$225,950.35</b>	<b>\$0.00</b>	<b>\$269,339.70</b>	<b>\$84,097.30</b>	<b>76%</b>	<b>\$333,404.11</b>
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	<b>REVENUE TOTALS</b>	<b>353,437.00</b>	<b>.00</b>	<b>353,437.00</b>	<b>.00</b>	<b>.00</b>	<b>350,000.00</b>	<b>3,437.00</b>	<b>99%</b>	<b>333,896.13</b>
	<b>EXPENSE TOTALS</b>	<b>353,437.00</b>	<b>.00</b>	<b>353,437.00</b>	<b>225,950.35</b>	<b>.00</b>	<b>269,339.70</b>	<b>84,097.30</b>	<b>76%</b>	<b>333,404.11</b>
	<b>Fund 186 - LIBRARY DEBT SERVICE FUND Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$225,950.35)</b>	<b>\$0.00</b>	<b>\$80,660.30</b>	<b>(\$80,660.30)</b>		<b>\$492.02</b>
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
<b>REVENUE</b>										
56060	BOND PROCEEDS	1,835,000.00	.00	1,835,000.00	.00	.00	1,564,031.67	270,968.33	85	2,031,842.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	329,233.98	(329,233.98)	+++	125,885.91
	<b>REVENUE TOTALS</b>	<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,893,265.65</b>	<b>(\$58,265.65)</b>	<b>103%</b>	<b>\$2,157,727.91</b>
<b>EXPENSE</b>										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	20,418.12	(20,418.12)	+++	30,699.56

# Budget Performance Report

Fiscal Year to Date 12/31/19

Include Rollup Account and Rollup to Object Account

65515	OTHER IMPROVEMENTS	585,000.00	.00	585,000.00	.00	(183,476.40)	538,877.13	229,599.27	61	190,246.92
66020	TRANSFERS TO OTHER FUNDS	1,250,000.00	.00	1,250,000.00	.00	.00	1,250,000.00	.00	100	1,250,000.00
68315	DEBT SERVICE- INTEREST	.00	.00	.00	.00	.00	.00	.00	+++	26,631.00
	<b>EXPENSE TOTALS</b>	<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>(\$183,476.40)</b>	<b>\$1,809,295.25</b>	<b>\$209,181.15</b>	<b>89%</b>	<b>\$1,497,577.48</b>
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	<b>REVENUE TOTALS</b>	<b>1,835,000.00</b>	<b>.00</b>	<b>1,835,000.00</b>	<b>.00</b>	<b>.00</b>	<b>1,893,265.65</b>	<b>(58,265.65)</b>	<b>103%</b>	<b>2,157,727.91</b>
	<b>EXPENSE TOTALS</b>	<b>1,835,000.00</b>	<b>.00</b>	<b>1,835,000.00</b>	<b>.00</b>	<b>(183,476.40)</b>	<b>1,809,295.25</b>	<b>209,181.15</b>	<b>89%</b>	<b>1,497,577.48</b>
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$183,476.40	\$83,970.40	(\$267,446.80)		\$660,150.43
Grand Totals										
	<b>REVENUE TOTALS</b>	<b>10,133,708.00</b>	<b>.00</b>	<b>10,133,708.00</b>	<b>29,061.28</b>	<b>.00</b>	<b>9,832,144.36</b>	<b>301,563.64</b>	<b>97%</b>	<b>10,143,988.69</b>
	<b>EXPENSE TOTALS</b>	<b>9,960,382.00</b>	<b>.00</b>	<b>9,960,382.00</b>	<b>621,072.04</b>	<b>(119,423.43)</b>	<b>9,068,848.62</b>	<b>1,010,956.81</b>	<b>90%</b>	<b>9,021,054.20</b>
Grand Totals		\$173,326.00	\$0.00	\$173,326.00	(\$592,010.76)	\$119,423.43	\$763,295.74	(\$709,393.17)		\$1,122,934.49



Endowment for the Evanston Public Library  
Holdings as of December 2019

	Symbol	Shares/Quantity	Price	Value as of December 31, 2019	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	6399.659	\$298.14	\$1,907,994.33	42.9%	
Vanguard Small-Cap Index Fund	VSMAX	3851.573	\$79.37	\$305,699.35	6.9%	
Vanguard REIT Index Fund	VGSLX	1195.904	\$131.58	\$157,357.05	3.5%	
Vanguard Total International Stock Index Fund	VTIAX	14933.679	\$29.87	\$446,068.99	10.0%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7020.901	\$36.95	\$259,422.29	5.8%	69.2%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$444,742.99	\$444,742.99	10.0%	
iShares Silver Trust	SLV	4788.000	\$16.68	\$79,863.84	1.8%	
SPDR Gold Trust	GLD	625.000	\$142.90	\$89,312.50	2.0%	13.8%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$111.449	\$152,144.60	3.4%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$111.155	\$144,113.56	3.2%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$130.699	\$155,605.00	3.5%	10.2%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.730	\$28,102.34	\$301,538.07	6.8%	6.8%
				\$4,443,862.57		100.0%

Cash Equivalents	13.8%
US Treasury Inflation Protected Securities	10.2%
Corporate Bonds	6.8%
Domestic Equities	53.4%
International Equities	15.9%
	<u>100.0%</u>



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Executive Director  
Subject: Board Development Update  
Date: January 10, 2020

This memo outlines development opportunities strongly encouraged for all Library Trustees:

## **Illinois Library Association: ILA Legislative Meet-Ups**

Monday, February 17, 2020  
President's Day Library Legislative Breakfast  
Arboretum Club  
402 Half Day Rd.  
Buffalo Grove, IL 60089  
7:45 Breakfast  
8:30 Program begins

## **Evanston Community Foundation Free Nonprofit Workshop Series**

Knowledge is Power: Investing in Your People is Investing in Your Mission: January 22

Kellogg Center for Nonprofit Management featuring Elise Madrick Townsend and Amy Stewart Smith will show how to use a new suite of Do-It-Yourself facilitation features. Nonprofit Management Essentials is a flexible and free online learning opportunity provided by funding from the Allstate Foundation. In this highly interactive session, you will explore ways you can customize and implement a learning experience for people in your organization. You will experience using one online module from Building Strong Community Partners including three essential guidelines for creating strong community collaborations. You will leave with a new, free online tool to share to help maximize the time and impact of nonprofit leaders in your network. Register here: <https://evanstonforever.org/programs/workshops-overview-2020/>

Upcoming ECF workshops:

Community Building: What is Our Collective Story?: February 18

Connecting the Mission: How is the Mission Part of My Own Story?: April 1

Nonprofit Financial Statement: The Intersection of Finance and Mission Advancement: April 28

Know your Numbers: How Needs-Based Budgeting Leads to Investment Level Gifts: October 21

Nonprofit Team Building: The Role of SCRUM & Agile Coaching: November 18



# Memorandum

To: Evanston Public Library Board of Trustees

From: John Devaney, Library Facilities Manager  
Karen Danczak-Lyons, Library Executive Director

Subject: Approval of Janitorial Agreement with Total Building Services

Date: January 10, 2020

Recommended Action:

Staff recommends approval of a three year, annually renewable, agreement for daily janitorial services at the Main Library with Total Building Services (TBS) located at 340 Bennett Road, Elk Grove Village, Illinois 60007 for \$112,680 for FY 2020, \$121,740 for FY FY2021, and \$126,240 for FY 126,240.

Funding Source:

This agreement is funded from the Library Fund – Building Maintenance Services account 185.48.4840.62225 which has a budget of \$190,000.

Summary:

On the October 10, of 2019 (RFP 19-57), City and Library staff solicited proposals to perform janitorial services at the Main Library, Civic Center, Sherman/Maple Ave garages, Service Center and Police and Fire Headquarters. After a lengthy evaluation and interview process, staff determined that TBS was the lowest responsive and responsible bidder and contracting with TBS was in the best interest of the Library. TBS has cleaned the Main Library since 2009 and has performed well. TBS is a Woman-Owned Business Enterprise (WBE) and complies with the City of Evanston minority goals.

JANITORIAL SERVICES		
VENDOR	COMPLIANCE	3 year cost
TBS	Y	\$ 360,660
ECO CLEAN	Y	\$ 416,923
CHI-TOWN	N	\$ 309,864
ALPHA BUILDING	Y	\$ 713,115

**ATTACHED: Janitorial Bid 19-57**

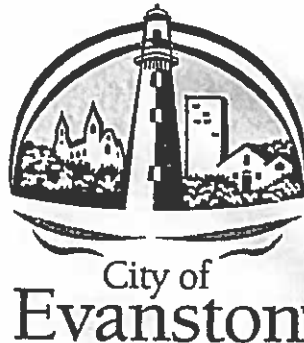
**REQUEST FOR PROPOSAL**

**NUMBER: 19-57**

**For**

**Janitorial Services Contract – Multiple Facilities  
(Lorraine H. Morton Civic Center, Main Library, Police Headquarters, Fire Headquarters,  
Evanston Service Center, Sherman Plaza Self-Parking Garage and Maple Self-Parking Garage)**

**October 10, 2019**



**PROPOSAL DEADLINE:**

**2:00 P.M., November 19, 2019  
Room 4200,  
Lorraine H. Morton Civic Center,  
2100 Ridge Avenue,  
Evanston, Illinois, 60201**

**MANDATORY PRE-  
PROPOSAL CONFERENCE:**

**9:00 A.M., October 24, 2019  
NO ADMITTANCE AFTER 9:15 A.M.  
Tour of facilities to follow  
Room 2402,  
Lorraine H. Morton Civic Center,  
2100 Ridge Avenue,  
Evanston, Illinois, 60201**

**SEALED PROPOSALS TO BE RETURNED TO:**

**CITY OF EVANSTON  
PURCHASING DIVISION, ROOM 4200  
LORRAINE H. MORTON CIVIC CENTER  
2100 RIDGE AVENUE  
EVANSTON, ILLINOIS 60201  
PHONE (847)866-2935 \* FAX (847)448-8128**



TOTAL BUILDING SERVICE, INC.

**JANITORIAL SERVICE PROPOSAL**  
*for*

**CITY OF EVANSTON**

November 11, 2019



TOTAL BUILDING SERVICE, INC.

## COMPANY OVERVIEW

- \* Over 30 years of service as a leading Chicago based janitorial service contractor, servicing a variety of facilities including; office space, retail, manufacturing, institutional and municipal.
- \* Over 400 employees providing service to over 15,000,000 square feet of space daily, throughout Chicago and surrounding suburbs, Wisconsin and Indiana.
- \* Family owned and operated.
- \* Certified woman business enterprise.
- \* Low employee turnover and long term supervisory personnel.
- \* Excellent Training & Safety Program.
- \* Thorough Quality Assurance and implementation plan.
- \* Prestigious references.



TOTAL BUILDING SERVICE, INC.

### COMPANY BACKGROUND

Total Building Service, Inc. has attained its excellent reputation by providing quality janitorial services for over **30 years**. As a certified Woman Business Enterprise, we service **several million square feet daily** and employ over **400 people**. Our impressive client list includes many of the most prestigious companies in the Chicago metropolitan area. In the very competitive janitorial service industry, we pride ourselves on offering the highest level of **dedication and efficiency**. By doing so we are able to provide consistent levels of excellence.

We place a strong emphasis on **customer satisfaction** and constantly strive to fulfill our mission every single day. We view quality not as a set of cut-and-dried standards, but as a journey and continuous process. We train our entire operations team to deliver **proactive service**.

Prior to starting a project we conduct a detailed facility analysis that involves an itemized breakdown of each section of the facility. We look at floor coverings, traffic patterns, population and any other special requirements. By doing so we are able to offer **optimal labor output** with minimal labor hours. This means **value** for our clients.

Our solid staff of conscientious experts is a crucial element in maintaining our very high standards. Through extensive background checks and training programs, we strive to make our service associates the **most knowledgeable in the industry**. By recognizing and rewarding those individuals that contribute to our reputation for excellence, we are able to build a **strong, dedicated team with very low turnover**.

Our management team brings to the table more than two generations of experience and a **good, old fashioned work ethic**. We combine this experience with today's **technology** to bring our clients the most **efficient and consistent** janitorial service available.

With an enormous amount of pride, our dedicated team services each building as if it were our own. We aim not only to meet but **exceed your expectations**. Only by keeping our clients **completely satisfied** are we able to grow. That's why we approach each day as an opportunity to advance in our pursuit of quality.



TOTAL BUILDING SERVICE, INC.

340 Bennett Road, Elk Grove Village, IL 60007

847.439.1030 f.847.439.2379

[www.totalbuildingservice.com](http://www.totalbuildingservice.com)

November 12, 2019

City of Evanston Purchasing Office, Room 4200  
Lorraine H. Morton Civic Center  
301 North Washington Street  
Naperville, IL 60540

Dear City of Evanston Purchasing:

We sincerely appreciate the opportunity to present our janitorial service proposal for your facilities. With our successful track record at a variety of facilities throughout the Chicago area, we're confident that we will deliver and maintain the quality standards you seek.

Enclosed you will find descriptions of our operational structure, quality assurance program, training information, references and other information for your review. As you will see, our organization is based upon dedication, efficiency and a continuous goal to achieve your total satisfaction.

Our team is trained to deliver a pro-active service approach. This approach will enhance our partnership by minimizing the need to react to feedback and maximizing a process that continually anticipates daily challenges and initiates immediate solutions.

Thank you, again for your time and consideration while reviewing our material. We look forward to the possibility of working with you.

Sincerely,  
TOTAL BUILDING SERVICE, INC.

Angelike Ajroja  
President





TOTAL BUILDING SERVICE, INC.

## QUALITY ASSURANCE

### IN PURSUIT OF QUALITY

The driving force in any business is to create and keep customers. This can only be accomplished by delivering superior quality. Pursuing quality means that we must know our customer's needs, understand their expectations and adjust our strategies to more effectively serve them. With this in mind, we view quality not as something to attain, but as a journey and continuous process.

### EVALUATION

Critical and honest evaluation of our service is a crucial part of our pro-active strategy. An effective evaluation requires more than a system that merely "grades" quality. Instead the evaluation must provide process resolution and results.

### INSPECTIONS

Our customized reports pin point targeted areas as individual entities. Each target is thoroughly dissected and requires a specific analysis for each segment. The report documents follow up and lists a resolution strategy for each area. After each area is inspected, a final facility summary is completed. In addition to this monthly report, random inspections will be frequently conducted by various levels of management throughout the week.

### COMMUNICATION

Further assessment of performance quality will be derived from monthly scheduled meetings with facility Managers. We value feedback and input from our clients as well as our employees. This on-going process assures us that we are helping our employees achieve the service goals we have set.

### RESULTS

Pursuing quality requires us to continually ask ourselves:

Are we achieving the goals we have set forth to deliver value and satisfaction to our customers? Our Quality Assurance Program is specifically designed to assist us on our daily pursuit to deliver an outstanding level of quality.

## **OUR FOCUS**

- **Staffing:** Utilize the unique knowledge and experience gained over the past several years to offer the best possible service at the most competitive pricing
- **Personnel Management:** Provide dedicated, persistent and experienced account supervision
- **Financial Management:** Help to reduce costs related to labor, supplies equipment, and utilities
- **Quality Assurance:** Evaluate areas where improvements are being made, areas that need more attention, or employees who need additional training
- **Customer Service:** Show our clients that we stand apart from the competition with our unparalleled level of dedication and good old fashioned work ethic
- **Value:** Continue to deliver value through our established track record of efficiency, consistency and excellent customer service



TOTAL BUILDING SERVICE, INC.

**COMMUNICATION**

We take great pride in the level of quality service we provide for our valued clients. With an emphasis on excellent customer service and communication, we utilize the following methods of communication:

- \* Direct email to our office as a means of direct communication which will be shared with operations management and followed up upon by our supervision team
- \* Monthly visits with operations management and facility management representative
- \* On site log book that will be read and followed up upon by building supervision
- \* Frequent meetings with day porter and facility manager which is shared with night staff and followed up upon by supervisor.



TOTAL BUILDING SERVICE, INC.

**CITY OF EVANSTON**  
**MANAGEMENT TEAM**

Approximately 9 corporate managers will contribute to the operation of the City of Evanston. Below is a description of their roles in supporting our on-site team:

**VICE PRESIDENT OF OPERATIONS**

Our vice president of operations creates and implements the system we have developed for you. He will be on hand each night during our phase in process. During this time he will oversee the delegation of duties to ensure that our productivity targets are being met. As our productivity stabilizes, he will further evaluate the execution of our plan and the individuals that contribute to it.

After the phase in period, he will continue to play a key role in maintaining quality results. By visiting the account weekly, he will provide on going evaluation and conduct unannounced inspections. Working closely with his managers, a strong emphasis will be made on meeting the quality targets set forth for the account.

With a constant eye on improvement, his focus is one that continually seeks opportunities to implement better service strategies.

**VICE PRESIDENT**

Account activities are also monitored by the Vice President. His responsibilities include directing all administrative duties. Focusing on customer satisfaction, a portion of his time will be spent communicating the needs of the client to the operations staff.

You will see the Vice President during scheduled meetings with the client or to periodically spot check quality.

**AREA MANAGER**

Area managers play a crucial part in our quality program. Each Area Manager will visit approximately 2-3 times per week. The Area Manager will use our checklists and calendar to monitor the status of project work and other account activities. He





TOTAL BUILDING SERVICE, INC.

### **FIELD SUPERVISOR**

The Field Supervisor plays a key role in the successful completion of assignments and projects. She keeps a precise log of all activities that occur within each account. All assignments, tasks and scheduled projects are entered into this system. Activities and schedules are tracked on a daily, weekly and monthly basis. Results, objectives and goals are immediately communicated to the on site staff.

This system provides us with detailed insight as to how well our program is meeting the needs and expectations of our client. It also assists us in recognizing the individuals that are responsible for delivering these quality results.

### **QUALITY ASSURANCE MANAGER**

Our Quality Assurance Manager will conduct the inspection reports we have prepared for your facility. She works closely with our management team to track the results and record them into our Master System.

She will visit your account monthly to conduct our formal inspection. Meetings with all managers and supervisors are then scheduled to discuss account progress and target resolution strategies. Her job also requires her to follow up on the execution of these strategies.

### **DIRECTOR OF CLIENT RELATIONS**

The Director of Client Relations puts a strong emphasis on service after the sale. She works closely with operations to ensure the resolution of special requests which she may receive from the client.

Her ultimate goal is to provide quality customer relations by communicating effectively. With a constant eye on quality results, she will also monitor Quality Targets by communicating with our Quality Assurance Manager.





TOTAL BUILDING SERVICE, INC.

**MAINTENANCE MANAGER**

All account equipment and supplies are managed by our Maintenance Manager. He keeps all equipment repaired in our workshop at our headquarters. He also keeps all supplies stocked and inventoried.

**PERSONNEL MANAGER**

The Personnel Manager works closely with the Training Manager. Their goal is to make each worker an expert in their assigned duties. They provide on going support by conducting periodic training sessions to keep employees abreast of the latest advancements in our industry.

**ADMINISTRATIVE MANAGER**

All administrative duties are handled by our Administrative Manager. She will contribute to the operation of this project by managing all invoices, employee payroll material and ordering all supplies.





TOTAL BUILDING SERVICE, INC.

## STANDARD OPERATING PROCEDURE

The Field Supervisor will manage the efficient operation of your nightly program. Both he and the General Manager will make frequent visits to your facility to ensure that your service team consistently performs at the expected level of quality. Additional Area Managers will provide back up support and supervision.

The Crew Chief will be on site every night to oversee the function of your nightly crew. Each service crew representative will be responsible for servicing an assigned area. For example, a rest room chief will maintain the rest rooms, while the floor person will handle sweeping and mopping.

Quarterly and semi-annual services will be performed by your Special Projects Team. They are trained experts who specialize in stripping & waxing and carpet care.

We know that it is crucial for our customers to depend upon our consistent level of quality. At the end of each night of work, a checklist will be conducted. In addition a periodic report will be conducted by our Quality Assurance Manager.

## MANAGEMENT QUALIFICATIONS

**Vice President Operations, General Manager:** Tony Ajroja has been involved in managing our operations department for over 20 years. He oversees all aspects of operations and provides regular support to our Field Supervisors. With a constant eye on improvement, his focus is one that continually seeks opportunities to implement better service strategies.

**Area Managers:** RJ Ajroja, 13 years of service and Dashmir Asani, 12 years of service. The Area Managers provide additional support and supervision to help monitor the status of project work and other tasks. They also assist in evaluating the performance of the supervisory staff.

**Field Supervisor:** Teresa Leja has been a Field Supervisor for 15 years at Total Building Service, working her way up from crew and crew chief. The Field Supervisor plays a crucial role in maintaining our quality standards. They make a point to work with the On Site Supervisor and staff on a regular basis. During their visits, they conduct facility checklists and monitor the results of our service program.

**Special Projects Team:** Wally Rzepecki, 10 years and Ilir Ajroja, 5 years. Specializing in all aspects of floor care, the Special Projects Team will manage the periodic service projects at your facility.



## TOTAL BUILDING SERVICE, INC.

Tair Ajroja  
Vice President  
Total Building service, Inc.

### Employment Summary

1991 to 1993, Special Projects  
1993 to 1996, Field Supervisor  
1996 to 1999, Area Manager  
1999 to 2003, General manager  
2004 to Present, Vice President

### Responsibilities

- \* Supervision and management of over 300 operations personnel.
- \* Oversee, schedule and delegate all special projects at over 100 accounts.
- \* Conduct random quality inspections of accounts.
- \* Monitor all quality activities and reports to maintain high quality standards.
- \* Oversee all expenses and operating costs.
- \* Communicate and meet with Clients regularly.
- \* Negotiate sales contracts.

### Accomplishments and Contributions

- \* Created computerized tracking system of periodic services.
- \* Assisted in development of web based, client interactive quality program.
- \* Worked with operations to streamline inventory management.
- \* Created new and improved system for creating customized client specifications.
- \* Substantially reduced operationg expenses in all departments.
- \* Negotiated with vendors and suppliers to reduce costs.



## QUALITY ASSURANCE

Our customized report pin points targeted areas, then documents follow up with a resolution plan. In addition, random inspections are conducted by our management team. Areas that need attention are prioritized and always followed up upon to ensure the issue is completely resolved.

Report Example:

ENTRANCE AND LOBBY				
Target	Acceptable	Needs Attention	Analysis	Follow Up - Date & Initial
Floor Corners & Edges	X	X	Missing dusty	detail,
Baseboards		X	Scuffs	
Entrance Glass	X			

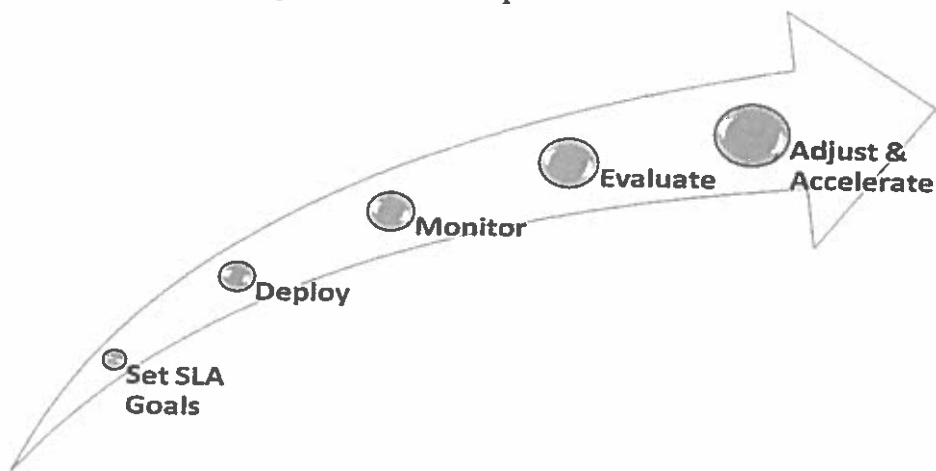
Multiply acceptable by 5 and divide by number of targets. SCORE= \_\_\_\_\_ LAST SCORE= \_\_\_\_\_

Targeted Priorities *Details, dust in corners and along edges. Watch for baseboard scuff marks along north corridor.*

Resolution Plan *Work with crew to focus on slowing down to catch details and to check vertical surfaces*

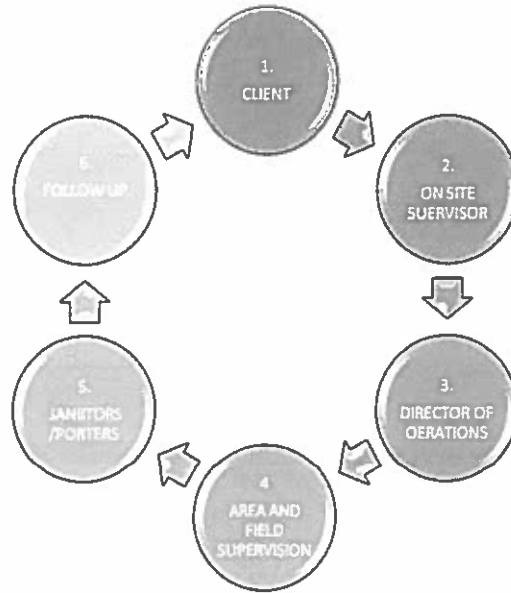
## IN PURSUIT OF QUALITY

Pursuing quality means that we must know our customer's needs, understand their expectations and adjust our strategies to more effectively serve them. With this in mind, we view quality not as something to attain, but as a journey and continuous process.



## COMMUNICATION & DECISION MAKING CYCLE

We value feedback and input from our clients as well as our employees. This on-going process assures us that we are helping our employees achieve the service goals we have set.



## EVALUATION

Critical and honest evaluation of our service is a crucial part of our pro-active strategy to continually improve. Evaluation examples include the following:





TOTAL BUILDING SERVICE, INC.

## **COMMITMENT TO GREEN CLEANING**

Total Building Service, Inc. is in compliance with all environmental policies and uses only certified green chemicals and equipment. Currently, we are helping 3 of our clients with the LEED-EB certification. We will continue to learn and adapt to the changing LEED requirements.

Our commitment to Green Cleaning focuses on cleaning for health as well as minimizing the impact of cleaning practices on the environment. Green Cleaning utilizes chemicals, equipment and processes designed to deliver the following results:

### **Cleaning for Health**

- Contain, capture and remove dust, bacteria, mold, pollen and other allergens from the premises
- Improve indoor air quality
- Minimize risk from exposure to residual cleaning chemicals
- Minimize cross contamination

### **Minimize Environmental Impacts of Cleaning**

- Green certified or environmentally preferred chemicals
- Minimize water usage

### **Provide Economic Benefits to Clients**

- Marketing benefit of Green Building
- Minimize absenteeism
- Extend building life

### **Cornerstones of a Green Cleaning Program**

- Responsible chemical selection
- Minimize exposure to chemical concentrates through dilution control systems
- Use of microfiber cleaning products for floor cleaning, dusting and spot cleaning
- Use of high filtration vacuums



TOTAL BUILDING SERVICE, INC.

## GREEN CLEANING PROGRAM

### **GOAL**

To provide a standard for environmentally responsible and effective cleaning and janitorial maintenance.

The intent of this program is to minimize exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants which may adversely impact air quality, health, building finishes and systems and the environment.

### **STANDARD**

1. Total Building Service will be responsible for careful and considerate management of its cleaning and janitorial maintenance services to reduce overall risk and provide a safe and effective work environment, while minimizing adverse environmental impact.
2. Green cleaning requirements will be used in the cleaning and maintenance program for each building that we provide services.
3. These requirements will include appropriate products, equipment, chemical use listing and safety/incident review in each building.



TOTAL BUILDING SERVICE, INC.

## **GREEN CLEANING PROGRAM**

The purpose of this program is to minimize exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants which may adversely impact of the building maintenance program on the environment.

Cleaning methods set forth in this contract emphasize the removal of indoor pollutants and maintaining a safe and healthy environment while minimizing the amount of product used and the amount of waste that is created. Products include general purpose cleaners, bathroom cleaners, glass cleaners, carpet cleaners, disinfectants, floor care products, hand soaps, paper supplies for cleaning, liners and paper supplies for bathrooms.

The promotion of a high quality indoor environment will have positive beneficial effects on occupant/employee health and productivity, life-cycle building maintenance costs, and the overall environment.

### **Entry Systems Maintenance**

Properly installed and maintained entryway systems will greatly reduce the amount of foreign matter tracked into the building, reduce the risk of slips/falls inside the building, and protect the building flooring systems from excessive wear and tear, thereby reducing interior maintenance requirements.

Permanently installed entryway grating will be used in the main entrance of the building to prevent dirt, dust, pollen and other particles from being tracked into the building at all times. All other entryways shall be protected with appropriate mats.

Mat systems and application shall be specified and applied as seasonally appropriate. For example, in the winter when grit, salt, ice and water are prevalent, a dual (external/internal) mat system may be required to adequately protect the building, and to supplement the permanent system installed at the main entryway.



## TOTAL BUILDING SERVICE, INC.

### **Isolated Chemical Storage and Mixing Areas**

Proper isolation, storage and handling of chemicals will reduce of occupant exposure to potentially hazardous materials.

All housekeeping chemicals will be stored in isolated areas of the building. Proper isolation includes:

- Locked doorways with access for authorized janitorial staff and property managers only.
- Proper ventilation systems to assure direct-to-outside air exhaust, no air recirculation, and negative static pressure in the storage room.
- Hot and cold water supplies and sink drains plumbed for appropriate disposal of liquid wastes.

### **Sustainable Housekeeping Systems including Chemicals and Equipment**

Housekeeping includes floor care, restroom care, and general cleaning. Sustainable housekeeping encompasses more than the concept of minimizing exposure of personnel to potentially hazardous chemicals. Sustainable building housekeeping includes environmental performance, including product selection, installation, operation, long-term maintenance, and eventual disposal.

Environmental and safety aspects of sustainable housekeeping are defined in this plan as follows:

- Total Building Service shall adhere to the proper disposal methods for all housekeeping wastes, including floor care stripping wastes.
- Our personnel shall be properly trained in the use, maintenance and disposal of housekeeping chemicals, dispensing equipment, and packaging.
- Supplier's Material Safety Data Sheets and Technical Bulletins for all housekeeping chemicals shall be provided by suppliers. The suppliers of cleaning products shall provide full disclosure of ingredients on Material Safety Data Sheets. Chemical suppliers shall provide training materials on the hazards and proper use of housekeeping chemicals for workers.



## TOTAL BUILDING SERVICE, INC.

Low environmental impact cleaning product shall be used in accordance with the Green Seal GS-37 and GS-34 standard.

- A log shall be kept that details all housekeeping chemicals used or stored on the premises (stored products include those that are no longer used, but still in the building). Attachment to the log shall include manufacturer's Material Safety Data Sheets and Technical Bulletins. Where Green Seal is a nationally recognized standard, the log shall identify:
  - An MSDS and/or label from the manufacturer specifying that the product meets the VOC content level for the appropriate product category as found in the California Code of Regulations.
  - A copy of the Green Seal Certification, or
  - If the product has not been certified by Green Seal, the Manufacturer will provide test data documenting that the product meets each of the environmental health & safety criteria set forth in Green Seal Standard Gs-37 and Gs-34.

When available, chemical concentrates dispensed from closed dilution systems from closed dilution systems must be used as alternatives to open dilution systems or non-concentrated products.

Resilient tile and hard flooring coating systems, including floor finishes and restoration products shall be used in accordance with Green Seal GS-40 standard and shall be highly durable in order to maintain an acceptable level of protection and gloss.

A floor maintenance plan and log shall be kept which details the number of coats of floor finish being applied as the base coat and top coats, along with relevant maintenance/restoration practices and the dates of these activities. The duration between stripping and recoat cycles shall be documented.

A log shall be kept for all powered housekeeping equipment. The log should identify the date of purchase and all repair and maintenance activities. Equipment shall meet these requirements:

- Powered maintenance equipment should be equipped with vacuums, guards and or other devices for capturing fine particulates and shall operate with a sound level of less than 70dBA.

- Propane-powered floor equipment shall have high-efficiency, low-emissions engines.
- Battery-powered equipment shall be equipped with environmentally-preferable gel batteries.
- Where appropriate, active micro fiber technology shall be used to reduce cleaning chemical consumptions and prolong life of disposable scrubbing pads.
- Powered equipment will be ergonomically designed to minimize vibration, noise and user fatigue.
- Equipment shall have rubber bumpers to reduce potential damage to building surface.

### **Use of Concentrates from Dispensing Equipment**

Use of chemical concentrates has several positive environmental benefits:

- Significantly lower transportation costs between manufacturer and end-user.
- Significantly lower use of packaging materials.
- Lower real chemical use to obtain same performance.
- Potentially lower exposure of maintenance personnel to hazardous chemicals.

Chemical concentrates may present higher hazards upon exposure. The proper containment, storage and dispensing of chemical concentrates is critical in avoiding employee exposures. Exposure to hazardous chemicals is minimized by using closed dispensing systems. Concentrates sold for manual dilution in buckets or bottles can actually increase the risk of employee exposure. Chemical concentrates dispensed from closed dilution systems shall be used preferentially to open dilution systems or non-concentrated products.

Total Building Service personnel shall be properly trained in the use, maintenance and disposal of housekeeping chemicals, dispensing equipment and packaging.

### **Carpet Maintenance**

Low environmental impact janitorial equipment includes the use of durable carpet care equipment, such as upright, backpack and wide area vacuums equipped with power-heads meeting or exceeding the Carpet and Rug Institute "Green Label" and capable of capturing 96% of particulates 0.3 microns in size.

Carpet extraction equipment shall be capable of removing sufficient moisture such that carpets can dry in less than 24 hours. Carpet care equipment shall be electric or battery powered and shall have a maximum sound level less than 70dBA.





## TOTAL BUILDING SERVICE, INC.

Wherever possible, carpet extraction method that reduces chemical use will be used.

A log shall be kept which details the relevant maintenance/restoration practices and the dates of these activities. The duration between extraction cycles shall be documented.

A log shall be maintained which lists all carpet care equipment including vacuums (e.g. upright, backpack, wide area and wet/dry) and equipment used for maintaining resilient and hard floors (e.g. buffers, burnishers, and auto-scrubbers). Documentation is kept on each piece of equipment identifying performance capabilities.

### **Disposable Housekeeping Products**

Low environmental impact janitorial supplies will include the use of disposable paper (toilet tissue and paper towels) utilizing recycled content, and which are manufactured without the additional use of elemental chlorine or chlorine compounds (Processed Chlorine Free). Plastic trash can and other liners will utilize a minimum of 30% post-consumer recycled content.

Purchasing records manufacturer's technical bulletins for paper and plastic liners, which indicates grade, total recycled content, post consumer recycled content and bleaching processes(if applicable) shall be provided.



TOTAL BUILDING SERVICE, INC.

## CHEMICAL LIST

Here is a list of cleaning products that Total Building Service uses:

1. Betco Green Earth Glass Cleaner
2. Betco Green Earth Peroxide Cleaner
3. Betco Green Earth Daily Disinfectant
4. Betco Green Earth Daily Floor Cleaner
5. Betco Green Earth Natural Degreaser
6. Betco Green Earth All Purpose Cleaner
7. Betco Green Earth Floor Striper
8. Betco Green Earth Floor Finish
9. Fast Draw Dispenser 4 Button
10. Micro Fiber Dust Mops 12x36
11. Micro Fiber Dust Mops 12/48

A complete hard copy of chemical and green cleaning information is attached.





TOTAL BUILDING SERVICE, INC.

TRIPLE A SERVICE

We understand the importance of being available 24 hours a day.

With a large network of management, supervisors and other support personnel on hand, we have the ability to guarantee;

Ananything,

Any time,

Any place!!

Our "Triple A Service" assures the very quickest and most efficient response to emergencies and special requests.



TOTAL BUILDING SERVICE, INC.

## TURNOVER

A successful contractor recognizes that the most important asset in their organization is their employees. They are the method by which they provide their service, and they create the first and usually lasting impression with customers, which becomes the cornerstone of the company's reputation.

Perhaps the most effective retention method is to treat your employees' jobs as careers and to make them feel like an integral part of the team. A good training program should have as its goal the education and the development of employees. If your staff knows there are advancement opportunities within your organization, they are more likely to view their time there as a long-term journey instead of as just one step along their career path.

\* In an industry with turnover rates averaging 75 percent (and that reach as high as 400 percent), it's crucial that businesses hire the best possible workers and then do all they can to hold on to them.

As a family owned and operated organization, we take pride in the long lasting relationships we build with our clients as well as our employees.

We have many employees that have worked with us for over 15 years. Because of the high employee moral and fair treatment of our employees, we get many referrals and families that work within our company. As a result, we are extremely proud to offer an impressively low turnover rate of 25%.

\* *Industry Turnover Average Source: Contracting Profits Magazine.*



TOTAL BUILDING SERVICE, INC.

**UNIFORMS**

Your TBS crew is required to wear dark pants and a beige smock with the TBS logo on it. Special Project Crew will wear our burgundy polo shirts with embroidered TBS logo.

All personnel are required to wear close toed, non skid footwear and practice proper grooming and neat appearance.



TOTAL BUILDING SERVICE, INC.

**MAINTENANCE TEAM TRAINING**

Our goal is to make each team player an expert in building maintenance. We accomplish this by utilizing service training manuals and further instruction through video, audio and slide programs off site. When they successfully pass tests on specific procedures, they are then assigned to Building Supervisors to receive personalized and individual training while performing actual service work on site. Before being assigned a permanent position in a facility, final approval must be granted by the Building Supervisor and Area Manager.

Employees receive continuing education on the latest equipment, supplies and maintenance methods and are taught to take real pride in quality workmanship. Such training ensures each client that all work will be done in the most efficient and thorough manner possible. We also train all employees in accordance with all applicable safety rules. In addition, we participate in seminars sponsored by the Building Service Contractors Association, the International Sanitary Supply Association and various manufacturers of equipment and supplies.

The proceeding outline illustrates our detailed approach to building our team of experts.



TOTAL BUILDING SERVICE, INC.

**TRAINING OUTLINE**

**I. GENERAL**

**A. Trash collection**

1. Equipment
2. Methods
  - a. What is/is not trash
  - b. Collection pattern
  - c. Central collection points
  - d. Cartons
  - e. Safety
  - f. Disposal outside the building

**B. Dusting**

1. Equipment
2. Methods
  - a. Work pattern
  - b. Frequency

**C. Spot Cleaning**

1. Carpets
2. Walls

**II. VACUUMING**

**A. Equipment**

1. How to use
2. Care and maintenance

**B. Technique**

- a. When do we vacuum
- b. What do we vacuum
- c. Work pattern

**III. TILED AREAS**

**A. Sweeping**

1. Equipment
2. Frequency
3. Methods

**B. Dust mopping**

1. Equipment

**C. Mopping**



1. Equipment
2. Chemicals
3. Frequency
4. Floor types

#### **IV. REST ROOM TASKS**

- A. Equipment and Chemicals**
- B. Cleaning and Disinfection**
- C. Supplies**

#### **V. MISCELLANEOUS**

- A. Methods**
  1. Entrance and lobbies
  2. Elevators/escalators

#### **VI. QUALITY**

- A. Final appearance check**
  1. Furniture arrangement
  2. Items on desks and tables
  3. Task completion
  4. Lights

#### **VII. SAFETY**

- A. Hazard Communication**
  1. MSDS
  2. Labeling
- B. Work practices**
  1. Protective equipment
  2. Emergency procedures
- C. OSHA Blood borne pathogens Standards**
  1. Disposal
  2. Spills



TOTAL BUILDING SERVICE, INC.

**BLOOD BORNE PATHOGENS TRAINING**

TBS complies with the OSHA Blood borne Pathogens Standards. These standards were initially established to protect health care workers and others who are occupationally exposed to HIV and HBV while performing their jobs.

As part of our training program, all employees are trained at our corporate headquarters prior to beginning their permanently assigned position. Our training program cover proper cleaning techniques, equipment and chemical usage, as well as a variety of safety topics.

A segment of our training program includes instruction on OSHA Blood borne Pathogens Standards. This includes proper sanitary napkin disposal and procedures for the removal of blood spills and potentially infectious materials.



## TOTAL BUILDING SERVICE, INC.

### PRE-EMPLOYMENT SCREENING SUMMARY

1. Employment History:

Our personnel department verifies previous employment dates, length of employment dates, attendance, position and wages for employee candidates. In addition, we attempt to contact previous immediate supervisors to obtain feedback on employees' work ethic, attitude and overall conduct.

2. Criminal Investigation:

TBS obtains conviction information from the Illinois Bureau of Identification and other applicable law enforcement authorities.

3. Drug Testing:

TBS complies with Federal guidelines to conduct complete drug screening service up to 10 panels. Employees are sent to Rush Occupational Health Services where an urinalysis and identity verification are conducted. Test results are confidential and are processed at Quest Diagnostics Laboratory in Schaumburg. Final results are reviewed and confirmed by a medical review officer.

4. Financial History:

Upon client's request, TBS utilizes Metro Credit Service in Chicago to obtain financial and credit history up to seven years.



TOTAL BUILDING SERVICE, INC.

**TOTAL BUILDING SERVICE, INC.**  
**SAFETY MANUAL**

**I. POLICY**

Our policy is our to conduct our operations in a responsible manner, free from recognized hazards; to respect the environment, health and safety of our employees and customers; and to comply with all applicable environmental and safety laws and regulations where we conduct operations.

**II. TRAINING**

All employees must be trained to comply with all applicable Federal, state and local safety, environmental and health requirements.

**III. EMERGENCY PROCEDURES**

Fire

- Immediately **evacuate** area if safety is jeopardized.
- All fires must be reported to your supervisor as soon as feasible.
- If appropriate (and you have been trained to do so), attempt to extinguish the fire.

Evacuation

- Meet in pre-designated location outside so that all employees can be counted. Missing employees must be reported immediately.
- Remain in your location until the "all clear" has been given.
- Do NOT use elevators.

Tornado

- When a tornado alert is made, leave your equipment in a safe condition and proceed to the lowest floor of the building to areas away from windows, or glass. If possible, take shelter under a bench, table or desk. DO NOT leave the building.

Medical Emergency

- Immediately report any such emergency to your supervisor.

Spills

- ALL spills shall be reported immediately to your supervisor. Do not attempt to clean up spills on your own.

## **IV GENERAL SAFETY INFORMATION**

### Smoking

- Smoking is prohibited in the work area.

### First Aid/Medical

- All work related injuries must be reported immediately. Each job site must have an appropriate first aid kit. All recordkeeping obligations under the OSHA must be satisfied.

### Accident Report/Investigation

- Any injured person is required to provide all applicable information concerning the accident.

### Hazard Communication

- We must comply with the Federal Hazard Communication (Right-To-Know) Standard regarding hazardous chemical inventories, MSDS's, container labeling, emergency procedures and all applicable education and training requirements.

Documentation of Federal Hazard Communication (Right-To-Know) employee training is very important. We shall keep complete and accurate records of personnel training and attendance.

### Labeling

- We must comply with all container labeling requirements. All substances must be labeled and must include the identity of the substance and the appropriate hazard warning on all containers of hazardous substances.

### Chemical Handling

- All chemicals shall be handled in accordance with their labeled instructions using the appropriate personal protective equipment as specified the MSDS.

## **V PERSONAL PROTECTION**

### Eye/Face

- Industrial safety glasses shall be the minimum requirement for any other jobs where the potential for eye injuries exists. In addition, safety glasses or goggles are required at all times in production areas and chemical laboratories.

### Head

- Hard hats, that meet the OSHA standards, shall be worn on all construction projects and on any jobs where the potential for head injuries exist.

### Foot Protection

- No open or canvas shoes are allowed. Where the potential exists for falling substantial safety shoes shall be worn.

### Special Clothing

- Where potential chemical exposure exists as specified in the applicable Material Safety Data Sheet, appropriate special clothing worn.

### Respiratory Protection

- The type of respiratory protection recommended must be specific to the exposures in the workplace. If a product is hazardous dust, but you also work with a solvent at the same time, the type of respirator recommended on the dust MSDS may not be suitable to protect against the solvent you are using. However, there are masks that protect against both which would be proper. In any event, at least a dust mask shall be required as the minimum respiratory protection. It is also important to keep in mind that special levels of exposure require different kinds of respirators. For example, while a half mask, air purifying respirator may be adequate for a level of contamination slightly above the recommended or permissible legal limit, a self-contained breathing apparatus (similar to scuba tanks) would be necessary for a contamination level that is life-threatening.

### Hearing Protection

- Approved hearing protection shall be worn in posted areas or when using equipment with noise levels above OSHA Standards.

### Hand

- Appropriate work gloves shall be worn on all projects where hand protection is required. Special gloves shall be worn where potential chemical exposure exists as specified in the applicable Material Safety Data Sheet.

## **VI ELECTRICAL SAFETY**

All electrical equipment, must conform to the National Electrical Code and appropriate local laws.

1. All such equipment shall have fail safe features of the non-automatic resetting type. Failure of the interlock mechanism, loss of power, short circuits, or malfunction of equipment will cause the circuit to be interrupted.
2. Electrical cords which are worn or frayed shall be replaced immediately.
3. Two wire electric extension cords with multiple adapters are prohibited.

## **VII SPECIAL REQUIREMENTS**

1. All employees are prohibited from using Client equipment without prior consent of the Client. Consent shall be granted only after proper training has been received.
2. Warning signs and barriers shall be placed around an area undergoing waxing, mopping, etc., which could create slipping/tripping hazards to any personnel.
3. A Material Safety Data Sheet shall be available for all janitorial chemicals.

## **VIII LADDERS**

1. All ladders shall comply with ANSI Standards Type 1 industrial ladders. In addition,

- all feet of ladders shall have rubber or fiber rubber pads.
2. Use of Client ladders is prohibited.
  3. Ladders are to thoroughly inspected prior to each use. If a ladder is found to be defective, it must be so tagged and removed from service immediately.
  4. All employees must comply with all OSHA standards governing safe use of ladders.
  5. Do not use metal ladders for electrical use or where they may contact electrical conductors.

## **IX MATERIAL HANDLING AND STORAGE**

1. Our equipment and material shall be used only in designated work areas.
  2. Our equipment and material shall be stored neatly only in designated areas.
  3. Hallways and access to electrical distribution panels must be kept clear at all times.
- 
4. Storage of material and equipment must be such that it is safe from unexpected movement, such as falling, slipping, rolling, tipping, blowing over, or other uncontrolled motion. Further, material should be stored in such a manner that it will not present a hazard to personnel.
  5. All chemicals must be stored in such a way to prevent the accidental release of the materials to the environment. Any chemicals stored in close proximity to sewer drains or water ways must be secondarily contained to prevent spilled materials from being released.



TOTAL BUILDING SERVICE, INC.

REFERENCES

Total Building Service, Inc., has attained its excellent reputation by providing quality service for over 30 years. Servicing over 15,000,000 square feet daily, our impressive client list includes several of the most prestigious companies in the Chicago metropolitan area. We invite you to contact the individuals listed below. Our ultimate goal is to make you as happy with our service as they are.

<b>PANCOR</b> 2175 Point Boulevard Elgin, IL 60123 *300,000 square feet	Caryn Jacaway *7 years of service	(847) 551-9195
<b>COLLIERS REAL ESTATE</b> 1701 Randall Road Elgin, IL 60123 *500,000 square feet	Ms. Betsy Hetzler *20 years of service at this location	(847) 438-5006
<b>VILLAGE OF ORLAND PARK</b> 11351 W. 159 <sup>th</sup> St. Orland Park, IL 60462 *350,000 square feet	Mr. Dennis Wokurka *6 years of service	(708) 403-6100
<b>QUEST DIAGNOSTICS</b> 506 East State Parkway Schaumburg, IL 60173 *300,000 square feet	Mr. Randi Cruise *16 years of service	(847) 885-2010
<b>CLAIRE'S ACCESSORIES</b> 2400 West Central Road Hoffman Estates, IL 60195 *126,000 square feet Office *372,000 square feet warehouse	Mr. Tom Buresch *15 years of service	(847) 765-3586
<b>KNOWLES ELECTRONICS</b> 1151 Maplewood Itasca, IL. 60143 *150,000 square feet	Mr. Brian Modloff * 6 years of service	(630) 250-5138





THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – AUTOMATIC STATUS WHEN REQUIRED IN  
CONSTRUCTION AGREEMENT WITH YOU –  
PRIMARY NONCONTRIBUTORY**

This endorsement modifies insurance provided under the following:

**BUSINESSOWNERS LIABILITY COVERAGE FORM**

**I. Additional Insured – Operations Performed**

A. Paragraph C. Who Is An Insured is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
  - a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
  - b. Supervisory, inspection, architectural or engineering activities.
2. "Bodily injury" or "property damage" occurring after:
  - a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
  - b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

## **II. Additional Insured – Completed Operations**

Paragraph C. Who Is An Insured is amended to include as an additional insured any person or organization when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy, but only with respect to liability for "bodily injury" or "property damage" caused in whole or in part, by "your work" performed for that additional insured and included in the "products-completed operations hazard".

## **III. Primary and Noncontributory**

If a written contract between you and the additional insured specifically requires that this insurance be primary, then the insurance afforded by this endorsement is primary insurance and we will not seek contribution from any other insurance available to the additional insured unless the other insurance is provided by a contractor other than the named insured. Then we will share with that other insurance by the method described below.

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

If no contract between you and the additional insured requires that this insurance be primary, then the coverage granted to the additional insured under this endorsement shall be excess over any other valid and collectible insurance.

**Lorraine H. Morton Civic Center**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ 13      Hours/Month 90 hrs.      Cost/Month: \$ 1,170

Janitorial Staff:

Hourly wage: \$ 12.50      Hours/Month 300 hrs.      Cost/Month: \$ 3,750

Monthly Cost Proposal Totals:

Labor	\$ <u>4,920</u>
Supplies	\$ <u>170</u>
Equipment	\$ <u>170</u>
Overhead	\$ <u>375</u>
Profit	\$ <u>200</u>
Taxes	\$ <u>400</u>
Insurance	\$ <u>135</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>465.34</u> for periodic cleaning

**Total Monthly Cost**      \$ 6,775.34 (sum of above)

**Total Annual Cost (each year)**      \$ 81,304.08      year 1

**Lorraine H. Morton Civic Center**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ 14      Hours/Month 90 hrs.      Cost/Month: \$ 1,260

Janitorial Staff:

Hourly wage: \$ 13.50      Hours/Month 300 hrs.      Cost/Month: \$ 4,050

Monthly Cost Proposal Totals:

Labor	\$ <u>5,310</u>
Supplies	\$ <u>185</u>
Equipment	\$ <u>185</u>
Overhead	\$ <u>400</u>
Profit	\$ <u>220</u>
Taxes	\$ <u>440</u>
Insurance	\$ <u>150</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>431.43</u> for periodic cleaning

**Total Monthly Cost**      \$ 7,326.43 (sum of above)

**Total Annual Cost (each year)**      \$ 87,857.16 year 2

**Lorraine H. Morton Civic Center**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ 15      Hours/Month 90 hrs.      Cost/Month: \$ 1,350

Janitorial Staff:

Hourly wage: \$ 14.50      Hours/Month 300 hrs.      Cost/Month: \$ 4,350

Monthly Cost Proposal Totals:

Labor	\$ <u>5,700</u>
Supplies	\$ <u>200</u>
Equipment	\$ <u>200</u>
Overhead	\$ <u>435</u>
Profit	\$ <u>240</u>
Taxes	\$ <u>480</u>
Insurance	\$ <u>160</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>448.61</u> for periodic cleaning

Total Monthly Cost      \$ 7,863.61 (sum of above)

Total Annual Cost (each year)      \$ 94,363.22

Year 3.

**Evanston Public Library**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications at the Evanston Public Library for the following costs:

Supervisor:

Hourly wage: \$ 13      Hours/Month 140 hrs.      Cost/Month: \$ 1,820

Janitorial Staff:

Hourly wage: \$ 12.50      Hours/Month 420 hrs.      Cost/Month: \$ 5,250

Monthly Cost Proposal Totals:

Labor	\$ <u>7,070</u>
Supplies	\$ <u>235</u>
Equipment	\$ <u>235</u>
Overhead	\$ <u>420</u>
Profit	\$ <u>180</u>
Taxes	\$ <u>560</u>
Insurance	\$ <u>190</u>
Other (describe) _____	\$ _____
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>500</u> for periodic cleaning

Total Monthly Cost      \$ 9,390 (sum of above)

Total Annual Cost (each year) \$ 112,680 year 1

**Evanston Public Library**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications at the Evanston Public Library for the following costs:

Supervisor:

Hourly wage: \$ 14 Hours/Month 140 hrs. Cost/Month: \$ 1,960

Janitorial Staff:

Hourly wage: \$ 13.50 Hours/Month 420 hrs. Cost/Month: \$ 5,670

Monthly Cost Proposal Totals:

Labor	\$	<u>7,630</u>	
Supplies	\$	<u>250</u>	
Equipment	\$	<u>250</u>	
Overhead	\$	<u>460</u>	
Profit	\$	<u>200</u>	
Taxes	\$	<u>600</u>	
Insurance	\$	<u>200</u>	
Other (describe) _____	\$	_____	
Other (describe) _____	\$	_____	
Monthly Bank	\$	<u>555</u>	for periodic cleaning

Total Monthly Cost \$ 10,145 (sum of above)

Total Annual Cost (each year) \$ 121,740 year 2



**Evanston Public Library**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications at the Evanston Public Library for the following costs:

Supervisor:

Hourly wage: \$ 15      Hours/Month 140 hrs.      Cost/Month: \$ 2,100

Janitorial Staff:

Hourly wage: \$ 14.50      Hours/Month 420 hrs.      Cost/Month: \$ 6,090

Monthly Cost Proposal Totals:

Labor	\$ <u>8,190</u>
Supplies	\$ <u>265</u>
Equipment	\$ <u>265</u>
Overhead	\$ <u>500</u>
Profit	\$ <u>220</u>
Taxes	\$ <u>640</u>
Insurance	\$ <u>210</u>
Other (describe) _____	\$ _____
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>230</u> for periodic cleaning

Total Monthly Cost      \$ 10,520 (sum of above)

Total Annual Cost (each year) \$ 126,240

Year 3

**Police Department Headquarters**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ 13      Hours/Month 100 hrs.      Cost/Month: \$ 1300

Janitorial Staff:

Hourly wage: \$ 12.50      Hours/Month 150 hrs.      Cost/Month: \$ 1,875

Monthly Cost Proposal Totals:

Labor	\$ <u>3,175</u>
Supplies	\$ <u>105</u>
Equipment	\$ <u>105</u>
Overhead	\$ <u>230</u>
Profit	\$ <u>130</u>
Taxes	\$ <u>250</u>
Insurance	\$ <u>85</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>134.66</u> for periodic cleaning

Total Monthly Cost      \$ 4,214.66 (sum of above)

Total Annual Cost (each year) \$ 50,575.92      year 1

**Police Department Headquarters**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ 14      Hours/Month 100 hrs.      Cost/Month: \$ 1,400

Janitorial Staff:

Hourly wage: \$ 13.50      Hours/Month 150 hrs.      Cost/Month: \$ 2,025

Monthly Cost Proposal Totals:

Labor	\$ <u>3,425</u>
Supplies	\$ <u>115</u>
Equipment	\$ <u>115</u>
Overhead	\$ <u>250</u>
Profit	\$ <u>140</u>
Taxes	\$ <u>270</u>
Insurance	\$ <u>90</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>149.35</u> for periodic cleaning

Total Monthly Cost      \$ 4,554.35 (sum of above)

Total Annual Cost (each year) \$ 54,652.20      year 2

**Police Department Headquarters**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ 15 Hours/Month 100 hrs. Cost/Month: \$ 1,500

Janitorial Staff:

Hourly wage: \$ 14.50 Hours/Month 150 hrs. Cost/Month: \$ 2,175

Monthly Cost Proposal Totals:

Labor	\$ <u>3,675</u>
Supplies	\$ <u>125</u>
Equipment	\$ <u>125</u>
Overhead	\$ <u>270</u>
Profit	\$ <u>150</u>
Taxes	\$ <u>290</u>
Insurance	\$ <u>100</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>156.62</u> for periodic cleaning

Total Monthly Cost \$ 4,891.62 (sum of above)

Total Annual Cost (each year) \$ 58,699.44 Year 3

**Fire Department Headquarters**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ \_\_\_\_\_ Hours/Month \_\_\_\_\_ hrs. Cost/Month: \$ \_\_\_\_\_

Cleaner(s):

Hourly wage: \$ 12.50 Hours/Month 43 hrs. Cost/Month: \$ 537.50

Monthly Cost Proposal Totals:

Labor	\$ <u>537.50</u>
Supplies	\$ <u>20</u>
Equipment	\$ <u>20</u>
Overhead	\$ <u>40</u>
Profit	\$ <u>25</u>
Taxes	\$ <u>45</u>
Insurance	\$ <u>15</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>50.32</u> for periodic cleaning

Total Monthly Cost \$ 752.82 (sum of above)

Total Annual Cost (each year) \$ 9,033.84 year 1

**Fire Department Headquarters**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ \_\_\_\_\_ Hours/Month \_\_\_\_\_ hrs. Cost/Month: \$ \_\_\_\_\_

Cleaner(s):

Hourly wage: \$ 13.50 Hours/Month 43 hrs. Cost/Month: \$ 580.50

Monthly Cost Proposal Totals:

Labor	\$ <u>580.50</u>
Supplies	\$ <u>20</u>
Equipment	\$ <u>20</u>
Overhead	\$ <u>45</u>
Profit	\$ <u>25</u>
Taxes	\$ <u>50</u>
Insurance	\$ <u>15</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>57.99</u> for periodic cleaning

Total Monthly Cost \$ 813.49 (sum of above)

Total Annual Cost (each year) \$ 9,761.88 year 2

**Fire Department Headquarters**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ \_\_\_\_\_ Hours/Month \_\_\_\_\_ hrs. Cost/Month: \$ \_\_\_\_\_

Cleaner(s):

Hourly wage: \$ 14.50 Hours/Month 43 hrs. Cost/Month: \$ 623.50

Monthly Cost Proposal Totals:

Labor	\$ <u>623.50</u>
Supplies	\$ <u>25</u>
Equipment	\$ <u>25</u>
Overhead	\$ <u>50</u>
Profit	\$ <u>25</u>
Taxes	\$ <u>45</u>
Insurance	\$ <u>20</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>60.23</u> for periodic cleaning

Total Monthly Cost \$ 873.73 (sum of above)

Total Annual Cost (each year) \$ 10,484.76 year 3

**Service Center**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ \_\_\_\_\_ Hours/Month \_\_\_\_\_ hrs. Cost/Month: \$ \_\_\_\_\_

Cleaner(s):

Hourly wage: \$ 12.50 Hours/Month 130 hrs. Cost/Month: \$ 1,625

Monthly Cost Proposal Totals:

Labor	\$ <u>1,625</u>
Supplies	\$ <u>55</u>
Equipment	\$ <u>55</u>
Overhead	\$ <u>125</u>
Profit	\$ <u>70</u>
Taxes	\$ <u>135</u>
Insurance	\$ <u>45</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>148.10</u> for periodic cleaning

Total Monthly Cost \$ 2,258.10 (sum of above)

Total Annual Cost (each year) \$ 27,097.20 year 1



**Service Center**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ \_\_\_\_\_ Hours/Month \_\_\_\_\_ hrs. Cost/Month: \$ \_\_\_\_\_

Cleaner(s):

Hourly wage: \$ 13.50 Hours/Month 130 hrs. Cost/Month: \$ 1,755

Monthly Cost Proposal Totals:

Labor	\$ <u>1,755</u>
Supplies	\$ <u>60</u>
Equipment	\$ <u>60</u>
Overhead	\$ <u>135</u>
Profit	\$ <u>75</u>
Taxes	\$ <u>150</u>
Insurance	\$ <u>50</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>155.10</u> for periodic cleaning

Total Monthly Cost \$ 2,440.10 (sum of above)

Total Annual Cost (each year) \$ 29,281.20 Year 2

**Service Center**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ \_\_\_\_\_ Hours/Month \_\_\_\_\_ hrs. Cost/Month: \$ \_\_\_\_\_

Cleaner(s):

Hourly wage: \$ 14.50 Hours/Month 130 hrs. Cost/Month: \$ 1,885

Monthly Cost Proposal Totals:

Labor	\$ <u>1,885</u>
Supplies	\$ <u>65</u>
Equipment	\$ <u>65</u>
Overhead	\$ <u>150</u>
Profit	\$ <u>80</u>
Taxes	\$ <u>160</u>
Insurance	\$ <u>50</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>165.80</u> for periodic cleaning

Total Monthly Cost \$ 2,620.80 (sum of above)

Total Annual Cost (each year) \$ 31,449.60 Year 3

**Sherman Plaza Self-Parking Garage**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ \_\_\_\_\_ Hours/Month \_\_\_\_\_ hrs. Cost/Month: \$ \_\_\_\_\_

Cleaner(s):

Hourly wage: \$ 12.50 Hours/Month 150 hrs. Cost/Month: \$ 1,875

Monthly Cost Proposal Totals:

Labor	\$ <u>1,875</u>
Supplies	\$ <u>65</u>
Equipment	\$ <u>65</u>
Overhead	\$ <u>150</u>
Profit	\$ <u>80</u>
Taxes	\$ <u>160</u>
Insurance	\$ <u>50</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>179.16</u> for periodic cleaning

Total Monthly Cost \$ 2,634.16 (sum of above)

Total Annual Cost (each year) \$ 31,609.92 year 1

**Sherman Plaza Self-Parking Garage**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ \_\_\_\_\_ Hours/Month \_\_\_\_\_ hrs. Cost/Month: \$ \_\_\_\_\_

Cleaner(s):

Hourly wage: \$ 13.50 Hours/Month 150 hrs. Cost/Month: \$ 2,025

Monthly Cost Proposal Totals:

Labor	\$ <u>2,025</u>
Supplies	\$ <u>70</u>
Equipment	\$ <u>70</u>
Overhead	\$ <u>160</u>
Profit	\$ <u>85</u>
Taxes	\$ <u>170</u>
Insurance	\$ <u>60</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>206.47</u> for periodic cleaning

Total Monthly Cost \$ 2,846.47 (sum of above)

Total Annual Cost (each year) \$ 34,152.84 year 2

**Sherman Plaza Self-Parking Garage**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ \_\_\_\_\_ Hours/Month \_\_\_\_\_ hrs. Cost/Month: \$ \_\_\_\_\_

Cleaner(s):

Hourly wage: \$ 14.50 Hours/Month 150 hrs. Cost/Month: \$ 2,175

Monthly Cost Proposal Totals:

Labor	\$ <u>2,175</u>
Supplies	\$ <u>75</u>
Equipment	\$ <u>75</u>
Overhead	\$ <u>170</u>
Profit	\$ <u>90</u>
Taxes	\$ <u>180</u>
Insurance	\$ <u>65</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>227.26</u> for periodic cleaning

Total Monthly Cost \$3,057.26 (sum of above)

Total Annual Cost (each year) \$ 36,687.12

Year 3

**Maple Self-Parking Garage**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ \_\_\_\_\_ Hours/Month \_\_\_\_\_ hrs. Cost/Month: \$ \_\_\_\_\_

Cleaner(s):

Hourly wage: \$ 12.50 Hours/Month 90 hrs. Cost/Month: \$ 1,125

Monthly Cost Proposal Totals:

Labor	\$ <u>1,125</u>
Supplies	\$ <u>40</u>
Equipment	\$ <u>40</u>
Overhead	\$ <u>90</u>
Profit	\$ <u>50</u>
Taxes	\$ <u>95</u>
Insurance	\$ <u>30</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>110.50</u> for periodic cleaning

Total Monthly Cost \$ 1,580.50 (sum of above)

Total Annual Cost (each year) \$ 18,966 year 1

Should your firm possess abilities or procedures not outlined by the City in this RFP, please offer or recommend that approach on a separate sheet.

**All Locations**

Should the City decide to go with one single vendor for all locations, the Proposer hereby proposes to furnish all labor, materials, equipment, transportation, delivery, installation, and set-up necessary to complete, in a workmanlike manner and in accordance with the contract documents, the monthly cleaning services as specified in this RFP:

GRAND TOTAL ANNUAL COST FOR ALL LOCATIONS: FOR YEAR I

\$ 331,266.96

**Maple Self-Parking Garage**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ \_\_\_\_\_ Hours/Month \_\_\_\_\_ hrs. Cost/Month: \$ \_\_\_\_\_

Cleaner(s):

Hourly wage: \$ 13.50 Hours/Month 90 hrs. Cost/Month: \$ 1,215

Monthly Cost Proposal Totals:

Labor	\$ <u>1,215</u>
Supplies	\$ <u>45</u>
Equipment	\$ <u>45</u>
Overhead	\$ <u>95</u>
Profit	\$ <u>50</u>
Taxes	\$ <u>100</u>
Insurance	\$ <u>35</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>122.88</u> for periodic cleaning

Total Monthly Cost \$ 1,707.88 (sum of above)

Total Annual Cost (each year) \$ 20,494.56 Year 2

Should your firm possess abilities or procedures not outlined by the City in this RFP, please offer or recommend that approach on a separate sheet.

**All Locations**

Should the City decide to go with one single vendor for all locations, the Proposer hereby proposes to furnish all labor, materials, equipment, transportation, delivery, installation, and set-up necessary to complete, in a workmanlike manner and in accordance with the contract documents, the monthly cleaning services as specified in this RFP:

GRAND TOTAL ANNUAL COST FOR ALL LOCATIONS: FOR YEAR 2

\$ 357,939.84

**Maple Self-Parking Garage**

Complete the following labor projections for your firm:

I (we) the undersigned hereby propose to furnish all necessary materials, equipment and labor to perform janitorial services in accordance with these specifications in the Civic Center at the following costs:

Supervisor:

Hourly wage: \$ \_\_\_\_\_ Hours/Month \_\_\_\_\_ hrs. Cost/Month: \$ \_\_\_\_\_

Cleaner(s):

Hourly wage: \$ 14.50 Hours/Month 90 hrs. Cost/Month: \$ 4,305

Monthly Cost Proposal Totals:

Labor	\$ <u>4,305</u>
Supplies	\$ <u>50</u>
Equipment	\$ <u>50</u>
Overhead	\$ <u>100</u>
Profit	\$ <u>55</u>
Taxes	\$ <u>105</u>
Insurance	\$ <u>40</u>
Other (describe) _____	\$ _____
Monthly Bank	\$ <u>129.36</u> for periodic cleaning

Total Monthly Cost \$4,834.36 (sum of above)

Total Annual Cost (each year) \$22,012.32 year 3

Should your firm possess abilities or procedures not outlined by the City in this RFP, please offer or recommend that approach on a separate sheet.

**All Locations**

Should the City decide to go with one single vendor for all locations, the Proposer hereby proposes to furnish all labor, materials, equipment, transportation, delivery, installation, and set-up necessary to complete, in a workmanlike manner and in accordance with the contract documents, the monthly cleaning services as specified in this RFP:

**GRAND TOTAL ANNUAL COST FOR ALL LOCATIONS:**

\$ 379,936.56 For YEAR 3



Exhibit A

**DISCLOSURE OF OWNERSHIP INTERESTS**

The City of Evanston Code Section 1-18-1 *et seq.* requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their proposal. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: Total Building Service, Inc.  
APPLICANT ADDRESS: 340 Bennett Road, Elk Grove Village, 21.60007  
TELEPHONE NUMBER: 847-439-1030  
FAX NUMBER: 847-439-2379

APPLICANT is (Check One)

- Corporation
- Partnership
- Sole Owner
- Association
- Other ( ) \_\_\_\_\_

Please answer the following questions on a separate attached sheet if necessary.

**SECTION I - CORPORATION**

1a. Names and addresses of all Officers and Directors of Corporation.

See attached

1b. (Answer only if corporation has 33 or more shareholders.)

Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

1c. (Answer only if corporation has fewer than 33 shareholders.)

Names and addresses of all shareholders and percentage of interest of each herein. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

Du Page, Building Maintenance

340 Bennett Rd., Elk Grove Village, 21.60007

100%

**SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE**

2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

*N/A*

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2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

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**SECTION 3 - TRUSTS**

3a. Trust number and institution.

*N/A*

3b. Name and address of trustee or estate administrator.

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3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

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**SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE**

4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

*N/A*

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4b. If any interest named in Section 1,2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

---

See attached

4c. If "constructive control" of any interest named in Sections 1,2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture or partnership agreements.)

N/A

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

11/12/19  
Date

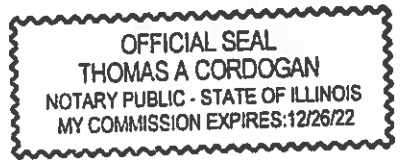
[Signature]  
Signature of Person Preparing Statement

President  
Title

ATTEST: Thomas A. Cordogan  
Notary Public

Commission Expires: 12/26/22

(Notary Seal)



Ownership

Angelike Stalides-Ajroja Chairman, President & Director 64 Katrina Ln. Sleepy Hallow IL 60118	25%
Xife Ajroja Director 3720 Bluebird Ln. Rolling Meadows IL 60008	25%
Suzana Ajroja Director 21 Johnathan Rd. Lake Zurich IL 60047	12.47%
Pranvera Ajroja Director 2500 South St. Rolling Meadows IL 60008	12.47%
Rushit Ajroja Secretary, Director 21 Johnathan Rd. Lake Zurich IL 60047	12.53%
Tair Ajroja Vice President, Director 64 Katrina Ln. Sleepy Hallow IL 60118	0%
Nexhat Ajroja Director 2500 South St. Rolling Meadows IL 60008	12.53%

**EXHIBIT B**

**ADDITIONAL INFORMATION SHEET**

Proposal Name: Janitorial Services Contract

Proposal Number #: 19-57

Company Name: Total Building Service Inc

Contact Name: Anselize Stalides Ajroja

Address: 340 Bennett Rd

City, State, Zip: Elk Grove Village IL 60118

Telephone/FAX: # p/847-439-1030 f/2379

E-mail: rajroja@totalbuilding-service.com

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXHIBIT C

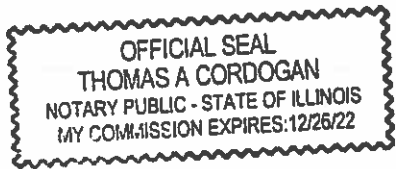
CONFLICT OF INTEREST FORM

Total Building Service, Inc., hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the bidder, its owners and employees and any official or employee of the City of Evanston.

Proposer further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if bidder/Proposer has not disclosed any actual or potential conflict of interest, the City of Evanston may disqualify the bid/proposal.

Total Building Service Inc. Ryszard  
(Name of Bidder/Proposer if the Bidder/Proposer is an Individual) Stalides  
(Name of Partner if the Bidder/Proposer is a Partnership) Ajroja  
(Name of Officer if the Bidder/Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and Sworn to this 12<sup>th</sup> day of November, 2019



Thomas A. Cordogan  
Notary Public

*Failure to complete and return this form may be considered sufficient reason for rejection of the bid / proposal.*

EXHIBIT D

**ACKNOWLEDGEMENT OF UNDERSTANDING**

**THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED**

The undersigned hereby certifies that they have read and understand the contents of this solicitation and attached service agreements, 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 document, the Proposer hereby certifies that they are not barred from bidding on this contract as a result of bid rigging or bid rotating or any similar offense (720 ILCS S/33E-3, 33E-4).

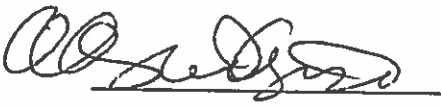
Authorized Signature:  Company Name: Total Building Service  
Typed/Printed Name: Arsenio Stelides Date: 11/12/19  
Arsenio  
Title: President Telephone Number: 847 439 1030  
Email: aaajroja@cs.com Fax Number: 847 439 2379

EXHIBIT E

ANTI-COLLUSION AFFIDAVIT AND PROPOSER'S CERTIFICATION

Angelike Stalides Arzoja, being first duly sworn,  
deposes and says that he is President  
(Partner, Officer, Owner, Etc.)  
of Total Building Service Inc.  
(Proposer)

The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

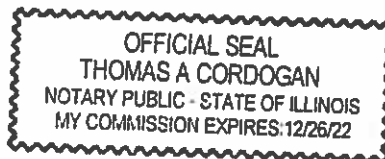
Total Building Service  
(Name of Bidder if the Bidder is an Individual)  
(Name of Partner if the Bidder is a Partnership)  
(Name of Officer if the Bidder is a Corporation) Angelike Stalides Arzoja

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

Subscribed and Sworn to this 12<sup>th</sup> day of November, 20

Thomas A. Cordogan  
Notary Public

Commission Expires: 12/26/22



*Failure to complete and return this form may be considered sufficient reason for rejection of the bid.*



## EXHIBIT F

### CITY OF EVANSTON M/W/EBE POLICY

A City of Evanston goal is to provide contracting and subcontracting opportunities to Minority Business Enterprises, Women Business Enterprises, and Evanston Business Enterprises. The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. To assist such growth, the City's goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract.

Firms bidding on projects with the City must work to meet the 25% goal or request a waiver from participation. It is advised that bidders place advertisements requesting subcontractors and that they email or contact individual firms that would be appropriate to partner in response to the project. For samples of possible advertisements, see the City of Evanston's Business Diversity Section <http://www.cityofevanston.org/business/business-diversity/> (Sample Advertisement). If you request a paper copy of the additional documents, it will be available free of charge from the Purchasing Office, 2100 Ridge Road Suite 4200, Evanston, IL 60201.

If a bidder is unable to meet the required M/W/EBE goal, the Bidder must seek a waiver or modification of the goal on the attached forms. Bidder must include:

1. A narrative describing the Bidder's efforts to secure M/W/EBE participation prior to the bid opening.
2. Documentation of each of the assist agencies that were contacted, the date and individual who was contacted, and the result of the conversation (see form)
3. A letter attesting to instances where the bidder has not received inquiries/proposals from qualified M/W/EBEs
4. Names of owners, addresses, telephone numbers, date and time and method of contact of qualified M/W/EBE who submitted a proposal but were not found acceptable.
5. Names of owners, addresses, telephone numbers, date and time of contact of at least 15 qualified M/W/EBEs the bidder solicited for proposals for work directly related to the Bid prior to the bid opening (copies must be attached).

If a bidder is selected with a Subcontractor listed to meet the M/W/EBE goal, a "monthly utilization report" will be due to the City prior to each payment being issued to the Contractor. This report will include documentation of the name of the firm hired, the type of work that firm performed, etc. Should the M/W/EBE not be paid according to the schedule proposed in this document, the City reserves the right to cancel the contract. Examples of this monthly form can be found on the City's website: <http://www.cityofevanston.org/business/business-diversity/> (MWEBE Monthly Utilization Report).

Exhibit G

**M/W/EBE PARTICIPATION COMPLIANCE FORM**

I do hereby certify that

Total Building Service (Name of firm) intends to participate as a Subcontractor or General Contractor on the project referenced above.

This firm is a (check only one):

Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.

Women's Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.


Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a "commercially useful function".

Total proposed price of response \$ \_\_\_\_\_

Amount to be performed by a M/W/EBE \$ \_\_\_\_\_

Percentage of work to be performed by a M/W/EBE 100 %

Information on the M/W/EBE Utilized:

Name Angelike Ajroja  
Address 64 Katrina Lane Sleepy Hollow, 21.  
Phone Number 847-439-1030 60118  
Signature of firm attesting to participation   
Title and Date President

Please attach

1. Proper certification documentation if applying as a M/WBE and check the appropriate box below. This M/WBE will be applying with documentation from:

- Cook County                       State Certification
- Federal Certification            Women's Business Enterprise National Council
- City of Chicago                     Chicago Minority Supplier Development Council

2. Attach business license if applying as an EBE

**EXHIBIT I**

**Construction Contractors' Assistance Organizations ("Assist Agencies") Form**

AGENCY	DATE CONTACTED	CONTACT PERSON	RESULT OF CONVERSATION
<b>Association of Asian Construction Enterprises (AACE)</b> 5500 Touhy Ave., Unit K Skokie, IL 60077 Phone: 847/5259693 Perry Nakachii, President			
<b>Black Contractors United (BCU)</b> 400 W. 76th Street Chicago, IL 60620 Phone: 773/483-4000; Fax: 773/483-4150 Email: <a href="mailto:bcunewera@ameritech.net">bcunewera@ameritech.net</a>			
<b>Chicago Minority Business Development Council</b> 105 West Adams Street Chicago, Illinois 60603 Phone: 312-755-8880; Fax: 312-755-8890 Email: <a href="mailto:info@chicagomsdc.org">info@chicagomsdc.org</a> Shelia Hill, President			
<b>Evanston Minority Business Consortium, Inc.</b> P.O. Box 5683 Evanston, Illinois 60204 Phone: 847-492-0177 Email: <a href="mailto:embcinc@aol.com">embcinc@aol.com</a>			
<b>Federation of Women Contractors</b> 5650 S. Archer Avenue Chicago, Illinois 60638 Phone: 312/360-1122; Fax: 312/360-0239 Email: <a href="mailto:FWCChicago@aol.com">FWCChicago@aol.com</a> Contact Person: Beth Doria Maureen Jung, President			
<b>Hispanic American Construction Industry (HACIA)</b> 901 W. Jackson, Suite 205 Chicago, IL 60607 Phone: 312/666-5910; Fax: 312/666-5692 Email: <a href="mailto:info@haciaworks.org">info@haciaworks.org</a>			
<b>Women's Business Development Center</b> 8 S. Michigan Ave, Suite 400 Chicago, Illinois 60603 Phone: 312-853-3477; Fax: 312-853-0145 Email: <a href="mailto:wbdc@wbdc.org">wbdc@wbdc.org</a> Carol Dougal, Director			

**PLEASE NOTE:** Use of Construction Contractor's Assistance Organization (Assist Agencies") Form and agencies are for use as a resource only. The agencies and or vendors listed are not referrals or recommendations by the City of Evanston

## EXHIBIT J - JANITORIAL SCHEDULE

### Civic Center

S W M 4 2  
 X E O X X  
 W E N Y Y  
 E K T E E  
 E L H A A  
 K Y L R R  
 Y

✓				
✓	✓			
✓				
✓				
✓				
	✓			
✓				
	✓			
✓				
	✓			
		✓		
✓				
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✓				
✓				
✓				
✓				
✓				
		✓		

Daily = seven days a week

5 x week = Monday through Friday

2 x year = every six months

4 x year = every three months

Afternoon = daily service of restrooms between 12 and 2 p.m.

#### Public areas

- empty all wastebaskets, wipe clean as necessary
- replace trash can liners as needed, as least weekly. Replace daily if soiled or wet
- police all areas includes: pick up trash from floor and tables, empty pencil sharpeners, pushing in chairs, etc.
- clean and sanitize all drinking fountains
- Damp wipe drinking fountains
- Drinking fountains, polish with cleaning polish and a soft cloth
- Floors resilient tile, terrazzo, wood and marble: Dust
- Floors, Carpeted vacuum
- Floors, spot cleaning (all materials)
- Floors, Resilient Tile, terrazzo, wood and marble: Damp Mop
- Floors, Resilient Tile, terrazzo, wood and marble: any time deicing salts are present Damp Mop
- Stairway railings and decorative iron-dust
- Stairway railings and decorative iron-wash
- remove fingerprints from doors, frames, switches, inside windows, etc.
- remove pencil, marker and pen markings from walls and tables

#### Restrooms (nine multiple water closet rooms and five single water closet rooms total)

- Floors detergent mopped and rinsed
- Fixtures cleaned and sanitized
- damp clean and sanitize\* both sides of toilet seats and leave in upright position
- damp clean and polish all mirrors
- empty all containers and replace liners
- spot clean all dirt and graffiti on all surfaces
- damp clean and sanitize\* diaper changing tables
- damp clean and polish partitions
- sanitize\* interior and exterior of sanitary napkin and diaper disposal units

Fittings and supply pipes cleaned

*\*Sanitize means disinfect with a disinfectant*

✓				
		✓		
	✓			
✓				

**Entrances (five entries, 16 doors total)**

clean both sides of all entrance glass and doors including vestibule doors, exterior doors, vestibule side lites and exterior side lites

Clean transoms above entrance doors and vestibule doors

clean and polish all frames and hardware

empty exterior cigarette receptacles

✓				
✓				
	✓			
				✓

**Interior Doors**

spot clean glass with damp cloth

clean entire glass surface

damp wipe door/window frames

Wash interior windows

✓				
✓				
✓				
	✓			
✓				

**Elevators (two total)**

vacuum door tracks on each floor

sweep, damp mop with neutral cleaner, and rinse floors

Clean walls, ceilings and doors

wash inside walls

polish stainless steel doors and frames

✓				
	✓			
		✓		

**Walls**

spot clean all walls (graffiti to be removed daily)

dust or vacuum walls to remove cobwebs, dust, etc.

dust ceiling vents and surrounding tiles

		✓		
✓				
✓				
✓				
		✓		
✓				
				✓
✓				

**Offices/ Meeting Rooms**

Dust all desks and tables where cleared of papers

Pick-up loose paper and trash on floors

Waste baskets empty and replace plastic liners

Spot vacuuming of all carpeted areas

Detailed vacuuming including areas underneath all desks, tables, etc.

Clean and disinfect with a disinfectant all telephones

Dust diffuser outlets in ceiling with treated cloth

Clean Conference Room markerboards with white board cleaner

Chalk boards with damp rags

Note schedule floor cleaning, dusting, and vacuuming by floor Mon-floor

4 Tue 3 Wed 1 Thurs 2 Fri G

	✓			
	✓			
	✓			
		✓		

**Council Chamber**

Floor, carpeted vacuum and spot clean  
 Aldermanic Dais damp wipe counter and spot clean front  
 Chairs vacuum  
 wash with a damp cloth and polish all hard-surfaced furniture

✓				
✓				

**Janitorial Closet**

keep clean, neat, and organized  
 keep clear of odiferous (smelly) mops and products

✓				
✓				
	✓			
✓				
✓				
	✓			
			✓	
✓				

**Employee Break Rooms/Kitchen**

damp clean and sanitize all table and countertops  
 empty all trash receptacles  
 damp clean and sanitize all trash receptacles  
 damp clean and sanitize microwave oven in kitchen only inside and out  
 sweep and damp mop vinyl floors, vacuum carpet tiles  
 vinyl floor machine polished  
 all vinyl flooring stripped, sealed and waxed with two coats  
 clean exterior of all appliances in kitchen only

			✓	
			✓	
			✓	
			✓	
			✓	
		✓		

**Special Cleaning Procedures**

The following special cleaning procedures shall commence with the first month of the contract period per the following schedule

Entrances hardware cleaning and polishing

Floors resilient tile and terrazzo strip and refinish remove wax and mop build up from baseboards apply 2 coats of sealer and 2 coats of finish

Floors, resilient tile and terrazzo scrub and refinish 3 months after stripping and refinishing apply light scrub and one coat of finish

Carpet spot clean and shampoo and steam extracted

Wood floors buff on renovator, cleaner and sealer

Dust venetian blinds

# Evanston Public Library

## FREQUENCY OF SERVICE

A	D	S	W	M	4	2	1
F	A	X	E	O	X	X	X
T	I	W	E	N	Y	Y	Y
E	L	E	K	T	E	E	E
R	Y	E	L	H	A	A	A
N		K	Y	L	R	R	R
O				Y			
O							
N							

Daily = seven days a week  
 5 x week = Monday through Friday  
 4 x year = every three months  
 Afternoon = daily service of restrooms between 2 and 4 p.m.

✓							
			✓				
✓							
✓							
			✓				
			✓				
			✓				
				✓			
✓							
✓							

### General Cleanup

- empty all wastebaskets, wipe clean as necessary
- replace trash can liners as needed, as least weekly
- Pick up trash from floors and tables; push in all chairs after vacuuming
- clean and sanitize all drinking fountains
- polish drinking fountains with cleaning polish and a soft cloth
- dust all furniture, filing cabinets, exposed desktops, ledges, windowsills with chemically treated dust cloths.
- dust all reachable vertical and horizontal surfaces
- dust all vertical and horizontal surfaces up to 8 feet
- remove fingerprints from doors, frames, light switches, windows, etc.
- remove pencil, marker and pen markings from walls and tables

✓	✓						
✓	✓						
✓	✓						
✓	✓						
✓	✓						
✓	✓						
✓	✓						
	✓						
✓	✓						
✓	✓						
✓	✓						
✓	✓						
			✓				
	✓						
	✓						

### Restrooms (ten total)

- damp clean, sanitize\*, and wipe dry all sinks
- damp clean, sanitize\*, and wipe dry all toilets and urinals
- damp clean and sanitize\* both sides of toilet seats and leave in upright position
- damp clean and polish all faucets and fixtures, including soap dispensers
- damp clean and polish all mirrors
- empty all containers and replace liners
- spot clean all dirt and graffiti on all surfaces
- sweep and damp mop floor with detergent/deodorizing solution, then rinse
- damp clean and sanitize\* diaper changing tables
- damp clean and polish stainless steel partitions
- damp clean and sanitize\* door handles and plates
- spot clean and sanitize\* all tile
- damp clean and sanitize\* all tile
- sanitize\* interior and exterior of sanitary napkin and diaper disposal units
- restock all toilet tissue dispensers

\*Sanitize means disinfect with a disinfectant

✓							
✓							
✓							
			✓				
				✓			
					✓		
✓							
			✓				

**Floors**

sweep all non-carpeted areas using chemically treated mop, then damp mop  
 damp mop and rinse all terrazzo using a neutral cleaner  
 damp mop and rinse linoleum in Children's Room using a neutral cleaner  
 machine polish all terrazzo with a low speed buffer  
 scrub and wax terrazzo (as needed in inclement weather)  
 strip and wax terrazzo and vinyl floors in February, April, July and November  
 vacuum and spot clean carpet  
 vinyl floor machine polished

						✓	
							✓
		✓					
				✓			

**Carpet**

steam extraction carpet cleaning of 1st (excluding children's), 2nd and 3rd flr carpeting  
 steam extraction carpet cleaning of 4th floor carpeting  
 professionally spot clean carpet  
 professionally clean Neoflor carpet in Children's Room and 3rd floor Loft

✓							
		✓					

**Entrances (five sets of doors, 12 doors total)**

clean both sides of all lobby glass and doors  
 clean and polish all frames and hardware

✓							
		✓					

**Doors**

Clean glass with glass cleaner  
 damp wipe door/window frames

	✓						
✓							
✓							
			✓				
				✓			
✓							
			✓				
✓							

**Elevators (three total)**

vacuum door tracks on each floor  
 sweep, damp mop with neutral cleaner, and rinse floors  
 damp mop using a neutral cleaner and rinse all terrazzo  
 machine polish all terrazzo with a low speed buffer  
 strip and wax terrazzo  
 spot clean walls, ceilings and doors as needed  
 wash inside walls  
 polish stainless steel doors and frames

✓							
		✓					
			✓				

**Walls**

spot clean all walls (graffiti to be removed daily)  
 dust or vacuum walls to remove cobwebs, dust, etc.  
 dust ceiling vents



		✓				
			✓			
		✓				
			✓			

### Book Shelves, Wood Endpanels and Topcaps

dust all fronts of metal and wood shelves with chemically treated cloths  
dust all exposed flat metal and wood shelves with chemically treated cloths

dust all wood endpanels and topcaps on shelving  
polish all wooden endpanels and topcaps

		✓				
			✓			
		✓				
✓						
		✓				
✓						
✓						

### Offices/Public Areas

dust all desks and tables where cleared of papers

dust sides of desks and file cabinets

damp wipe all desks, tables, and countertops cleared of papers

general vacuuming of all carpeted areas

detailed vacuuming underneath all desks, tables, etc.

clean and disinfect with a disinfectant all telephones

clean Conference Room marker boards (3) with white board cleaner

		✓				
		✓				
✓						
			✓			

### Furniture

vacuum thoroughly all upholstered furniture

dust all hard-surfaced furniture

wipe clean with a damp cloth all tables, carrels, desks, chairs

wash with a damp cloth and polish all hard-surfaced furniture

		✓				
		✓				
		✓				
			✓			
✓	✓					

### Children's Room

Clean Plexiglas with an appropriate and approved cleaner

Vacuum all floor and seat cushions, including underneath cushions

damp clean, sanitize\*, and wipe dry craft area sink

damp clean and sanitize all platforms (kinderspring, gazebo, mac's garden, garden gates)

damp clean, sanitize\* restroom door handles and plates

Sweep and damp mop red linoleum floor

✓						
		✓				
		✓				
		✓				

### Main Stairwell

sweep, damp mop with a neutral cleaner, then rinse the entire main stairwell

damp wipe handrail

dust metal railing, including metal lobby partition with a treated cloth

clean scuff marks from stair risers

✓						
✓						

### Janitorial Closet

keep clean, neat, and organized

keep clear of odiferous (smelly) mops and products

**Two Kitchens/Lunch Room**

✓						
✓						
		✓				
✓						
✓						
		✓				
						✓
	✓					

- damp clean and sanitize all table and countertops
- empty all trash receptacles
- damp clean and sanitize all trash receptacles
- damp clean and sanitize two microwave ovens inside and out
- sweep and damp mop vinyl floors
- vinyl floor machine polished
- all vinyl flooring stripped, sealed and waxed with two coats
- clean exterior of all appliances

**Window Blinds**

			✓			
--	--	--	---	--	--	--

- dust all venetian blinds

## Evanston Service Center

### FREQUENCY OF SERVICE

4 X YEAR  
MONTHLY  
WEEKLY  
5 X WEEK  
DAILY  
AFTERNOON

Daily = seven days a week

5 x week = Monday through Friday

4 x year = every three months

#### General Cleanup

- empty all wastebaskets, wipe clean as necessary
- replace trash can liners as needed, at least weekly
- police all areas include: pick up trash from floor and tables, empty pencil sharpeners, pushing in chairs, etc.
- clean and sanitize all drinking fountains
- polish drinking fountains with cleaning polish and a soft cloth
- dust all furniture, filing cabinets, exposed desktops, ledges, windowsills with chemically treated dust cloths.
- dust all reachable vertical and horizontal surfaces
- dust all vertical and horizontal surfaces up to 8 feet
- remove fingerprints from doors, frames, light switches, inside windows, etc.
- remove pencil, marker and pen markings from walls and tables

		✓			
			✓		
		✓			
			✓		
			✓		
			✓		
				✓	
			✓		
			✓		

#### Restrooms (ten total)

- damp clean, sanitize\*, and wipe dry all sinks
- damp clean, sanitize\*, and wipe dry all toilets and urinals
- damp clean and sanitize\* both sides of toilet seats and leave in upright position
- damp clean and polish all faucets and fixtures
- damp clean and polish all mirrors
- empty all containers and replace liners
- spot clean all dirt and graffiti on all surfaces
- sweep and damp mop floor with detergent/deodorizing solution, then rinse
- damp clean and sanitize\* diaper changing tables
- damp clean and polish stainless steel partitions
- sanitize\* interior and exterior of sanitary napkin and diaper disposal units
- restock all toilet tissue and soap dispensers

		✓			
		✓			
		✓			
		✓			
		✓			
		✓			
		✓			
		✓			
		✓			
		✓			

\*Sanitize means disinfect with a disinfectant

		✓			
		✓			
		✓			

**Floors**

sweep all non-carpeted areas using chemically treated mop  
vacuum and spot clean carpet  
sweep and damp mop vinyl floors

			✓		
			✓		

**Entrances (one door, several windows)**

clean both sides of all lobby glass and doors  
clean and polish all frames and hardware

			✓		
			✓		
			✓		

**Doors**

spot clean glass with damp cloth  
clean entire glass surface  
damp wipe door/window frames

			✓		
--	--	--	---	--	--

**Elevators**

sweep, damp mop with neutral cleaner, and rinse floors

		✓			
			✓		
				✓	

**Walls**

spot clean all walls  
dust or vacuum walls to remove cobwebs, dust, etc.  
dust ceiling vents and surrounding tiles

			✓		
				✓	
			✓		
				✓	
					✓
		✓			
		✓			

**Offices/Public Areas**

dust all desks and tables where cleared of papers  
dust sides of desks and file cabinets  
damp wipe all desks, tables, and countertops cleared of papers  
general vacuuming of all carpeted areas  
detailed vacuuming underneath all desks, tables, etc.  
clean and disinfect with a disinfectant all telephones  
dust diffuser outlets in ceiling with treated cloth  
clean Conference Room marker boards (3) with white board cleaner  
clean Conference Room chalkboards

			✓		
			✓		
			✓		
				✓	

**Furniture**

vacuum thoroughly all upholstered furniture  
dust all hard-surfaced furniture  
wipe clean with a damp cloth all tables, carrels, desks, chairs  
wash with a damp cloth and polish all hard-surfaced furniture

			✓		
			✓		
			✓		
			✓		

**Main Stairwell**

sweep, damp mop with neutral cleaner, then rinse entire main stairwell  
damp wipe handrail  
dust metal railing, including metal lobby partition with a treated cloth  
clean scuff marks from stair risers

		✓			
		✓			

**Janitorial Closet**

keep clean, neat, and organized  
keep clear of odiferous (smelly) mops and products

		✓			
		✓			
			✓		
			✓		
		✓			
		✓			

**Kitchen/Lunch Room/Break Room**

- damp clean and sanitize all table and countertops
- empty all trash receptacles
- damp clean and sanitize all trash receptacles
- damp clean and sanitize two microwave ovens inside and out
- sweep and damp mop vinyl floors
- clean exterior of all appliances

				✓	
--	--	--	--	---	--

**Window Blinds**

- dust all venetian blinds

**Other than spot cleaning, carpet cleaning is not within the scope of this contract.**

# Fire Headquarters

## FREQUENCY OF SERVICE

A S W M 4  
 F X E O X  
 T W E N Y  
 E E K T E  
 R E L H A  
 N K Y L R  
 O Y  
 O  
 N

Daily = seven days a week  
 5 x week = Monday through Friday  
 4 x year = every three months  
 Afternoon = daily service of restrooms between 2 and 4 p.m.

### General Cleanup

✓				empty all wastebaskets, wipe clean and sanitize
✓				replace trash can liners
✓				police all areas include: pick up trash from floor, empty pencil sharpeners, push in chairs, etc.
✓				clean and sanitize all drinking fountains with approved cleaners and sanitizers
	✓			polish drinking fountains with approved cleaning polish and a soft cloth
	✓			dust all furniture, filing cabinets, exposed desktops, ledges, windowsills with approved chemically treated dust cloths
	✓			dust all reachable vertical and horizontal surfaces
		✓		dust all vertical and horizontal surfaces up to 8 feet
✓				break down and dispose of all packing materials, boxes, etc.
✓				remove fingerprints from doors, frames, light switches, inside windows, etc.
✓				remove pencil, marker and pen markings from walls and tables

### Restrooms (two total)

	✓			clean, sanitize*, and wipe dry all sinks
	✓			clean, sanitize*, and wipe dry all toilets and urinals
	✓			clean and sanitize* both sides of toilet seats and leave in upright position
	✓			clean and polish all faucets and fixtures with approved cleaner & polish
	✓			clean and polish all mirrors with approved polish
	✓			empty all containers and replace liners
	✓			spot clean all dirt and graffiti on all surfaces, utilizing approved surface cleaners
	✓			sweep and mop floor with detergent/deodorizing solution, then rinse
	✓			clean and sanitize* diaper changing tables
	✓			clean partitions as needed
	✓			sanitize* interior and exterior of sanitary napkin and diaper disposal units
	✓			restock all toilet tissue and soap dispensers

\*Sanitize means disinfect with an approved disinfectant

✓			
✓			
	✓		
		✓	
			✓
✓			
✓			
		✓	
			✓

**Floors**

- sweep all non-carpeted areas using an approved chemically treated dust mop
- mop and rinse all terrazzo using a neutral cleaner
- machine polish all terrazzo with a low speed buffer
- scrub and wax terrazzo (as needed in inclement weather)
- strip and wax terrazzo (as needed in inclement weather)
- vacuum and spot clean carpet
- sweep and mop vinyl floors
- vinyl floor machine polished
- all vinyl floor stripped, sealed and waxed with two coats (including Maintenance office)

✓			
	✓		

**Entrances (four sets of doors, 6 doors total)**

- clean both sides of all lobby glass and doors
- clean all frames and hardware

✓			
	✓		

**Doors**

- clean entire glass surface with approved glass cleaner
- clean all door/window frames

✓			
	✓		
		✓	

**Walls**

- spot clean all walls (graffiti to be removed daily)
- dust or vacuum walls to remove cobwebs, dust, etc.
- dust ceiling vents and surrounding tiles

	✓		
		✓	
	✓		
		✓	

**Book Shelves, Wood Endpanels and Topcaps**

- dust all fronts of metal and wood shelves with approved chemically treated cloths
- dust all exposed flat metal and wood shelves with approved chemically treated cloths
- dust all wood endpanels and topcaps on shelving
- polish all wooden endpanels and topcaps with an approved polish

✓			
	✓		
	✓		

**Offices/Public Areas**

- dust all desks and tables where cleared of papers
- dust sides of desks and file cabinets
- damp wipe all desks, tables, and countertops cleared of papers
- general vacuuming of all carpeted areas

✓			
✓			
		✓	
	✓		

- detailed vacuuming underneath all desks, tables, etc.
- clean and disinfect with an approved disinfectant all telephones
- dust diffuser outlets in ceiling with an approved treated cloth
- clean Conference Room markerboards with white board cleaner

**Furniture**

✓			
✓			
✓			
		✓	

vacuum thoroughly all upholstered furniture  
dust all hard-surfaced furniture  
wipe clean with a damp cloth all tables, carrels, desks, chairs  
wash with a damp cloth and polish with an approved polisher all hard-surfaced furniture

**Main Stairwell (East & North)**

✓			
	✓		
	✓		
	✓		

sweep, mop with a neutral cleaner, then rinse the entire main stairwell  
wash or polish (where appropriate) all handrails  
dust metal railings with an approved treated cloth  
clean scuff marks from stair risers

**Janitorial Closet**

✓			
✓			

keep clean, neat, and organized  
keep clear of odiferous (smelly) mops and products

**One Kitchens/Lunch Room**

✓			
✓			
	✓		
	✓		
✓			
	✓		
			✓
✓			

clean and sanitize all table and countertops, with an approved sanitizer  
empty all trash receptacles and replace liners  
clean and sanitize all trash receptacles  
clean and sanitize all microwave ovens inside and out, with an approved cleaner  
sweep and mop vinyl floors  
vinyl floor machine polished  
all vinyl flooring stripped, sealed and waxed with two coats  
clean exterior of all appliances

**Window Blinds**

	✓		
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dust all venetian blinds

Other than spot cleaning, carpet cleaning is not within the scope of this contract.



# Police Headquarters

## FREQUENCY OF SERVICE

A	D	W	M	4	##	
F	A	E	O	X		Daily = seven days a week
T	I	E	N	Y		5 x week = Monday through Friday
E	L	K	T	E		4 x year = every three months
R	Y	L	H	A		Afternoon = daily service of restrooms between 4 and 6 p.m.
N		Y	L	R		Weekend and Holiday Cleaning to be performed any time after Noon.
O			Y			Extra Hours will be required upon request to cover when City's Custodian is off.
O						Lockup to be cleaned on an as needed basis.
N						

### General Cleanup

✓					empty all wastebaskets, wipe clean and sanitize
✓					replace trash can liners
✓					police all areas include: pick up trash from floor and tables, pushing in chairs, etc.
✓					clean and sanitize all drinking fountains with approved cleaners and sanitizers
	✓				polish drinking fountains with approved cleaning polish and a soft cloth
	✓				dust all furniture, filing cabinets, exposed desktops, ledges, windowsills with approved chemically treated dust cloths.
	✓				dust all reachable vertical and horizontal surfaces
		✓			dust all vertical and horizontal surfaces up to 8 feet
✓					break down and dispose of all packing materials, boxes, etc.
✓					remove fingerprints from doors, frames, light switches, inside windows, etc.
✓					remove pencil, marker and pen markings from walls and tables

### Restrooms (17 total including locker room restrooms)

✓	✓				clean, sanitize*, and wipe dry all sinks
✓	✓				clean, sanitize*, and wipe dry all toilets and urinals
✓	✓				clean and sanitize* both sides of toilet seats and leave in upright position
✓	✓				clean and polish all faucets and fixtures with approved cleaner & polish
✓	✓				clean and polish all mirrors with approved polish
✓	✓				empty all containers and replace liners
✓	✓				spot clean all dirt and graffiti on all surfaces, utilizing approved surface cleaners
✓	✓				sweep and mop floor with detergent/deodorizing solution, then rinse
✓	✓				clean and sanitize* diaper changing tables
✓	✓				clean and polish stainless steel partitions
✓	✓				sanitize* Interior and exterior of sanitary napkin and diaper disposal units
✓	✓				restock all toilet tissue and soap dispensers

\*Sanitize means disinfect with a disinfectant

**Floors**

✓				sweep all non-carpeted areas using an approved chemically treated mop
✓				mop and rinse all terrazzo using a neutral cleaner
	✓			machine polish all terrazzo with a low speed buffer
		✓		scrub and wax terrazzo (as needed in inclement weather)
			✓	strip and wax terrazzo (as needed in inclement weather)
✓				vacuum and spot clean carpet
✓				sweep and mop vinyl floors
		✓		vinyl floor machine polished
			✓	all vinyl floor stripped, sealed and waxed with two coats (including Maintenance office)

**Entrances**

✓				clean both sides of all lobby glass and doors
	✓			clean and polish all frames and hardware
✓				clean countertops in Lobby

**Doors**

✓				clean entire glass surface with approved glass cleaner
	✓			damp wipe door/window frames

**Elevators (one total)**

				vacuum door tracks on each floor
✓				sweep, damp mop with neutral cleaner, and rinse floors
✓				mop using a neutral cleaner and rinse all vinyl
	✓			machine polish all vinyl with a low speed buffer
			✓	scrub and wax vinyl (as needed in inclement weather)
			✓	strip and wax vinyl (as needed in inclement weather)
✓				spot clean walls, ceilings and doors as needed
	✓			wash inside walls
✓				polish stainless steel doors and frames

**Walls**

✓				spot clean all walls (graffiti to be removed daily)
	✓			dust or vacuum walls to remove cobwebs, dust, etc.
		✓		dust ceiling vents and surrounding tiles

**Book Shelves, Wood Endpanels and Topcaps**

	✓			dust all fronts of metal and wood shelves with approved chemically treated cloths
		✓		dust all exposed flat metal and wood shelves with approved chemically treated cloths
	✓			dust all wood endpanels and topcaps on shelving
		✓		polish all wooden endpanels and topcaps with an approved polish

**Offices/Public Areas**

✓			
	✓		
	✓		
✓			
✓			
✓			
		✓	
	✓		

- dust all desks and tables where cleared of papers
- dust sides of desks and file cabinets
- damp wipe all desks, tables, and countertops cleared of papers
- general vacuuming of all carpeted areas
- detailed vacuuming underneath all desks, tables, etc.
- clean and disinfect with a disinfectant all telephones
- dust diffuser outlets in ceiling with treated cloth
- clean Conference Room markerboards (3) with white board cleaner

**Furniture**

	✓		
	✓		
	✓		
		✓	

- vacuum thoroughly all upholstered furniture
- dust all hard-surfaced furniture
- wipe clean with a damp cloth all tables, carrels, desks, chairs
- wash with a damp cloth and polish all hard-surfaced furniture

**Main Stairwell (East / West / North)**

✓			
	✓		
	✓		
	✓		

- sweep, mop with a neutral cleaner, then rinse the entire main stairwell
- wash or polish (where appropriate) all handrails
- dust metal railings with an approved treated cloth
- clean scuff marks from stair risers

**Janitorial Closet**

✓			
✓			

- keep clean, neat, and organized
- keep clear of odiferous (smelly) mops and products

**Two Kitchens/Lunch Room**

✓			
✓			
	✓		
✓			
✓			
	✓		
			✓

- clean and sanitize all table and countertops, with an approved sanitizer
- empty all trash receptacles
- clean and sanitize all trash receptacles
- clean and sanitize two microwave ovens inside and out, with an approved cleaner
- sweep and mop vinyl floors
- vinyl floor machine polished
- all vinyl flooring stripped, sealed and waxed with two coats
- clean exterior of all appliances

**Window Blinds**

	✓		
--	---	--	--

- dust all venetian blinds

**Please note:**

**Other than spot cleaning, carpet cleaning is not within the scope of this contract.**

# Sherman Plaza Self-Park and Maple Avenue Self-Park

## FREQUENCY OF SERVICE

A	D	W	M	4	##	
F	A	E	O	X		Daily = seven days a week
T	I	E	N	Y		5 x week = Monday through Friday
E	L	K	T	E		4 x year = every three months
R	Y	L	H	A		Afternoon = daily service of restrooms between 2 and 4 p.m.
N		Y	L	R		
O			Y			
N						

### General Cleanup

✓				
✓				
✓				
✓				
	✓			
	✓			
	✓			
			✓	
✓				
✓				

- empty all wastebaskets, wipe clean and sanitize
- replace trash can liners
- police all areas include: pick up trash from floor
- clean and sanitize all drinking fountains with approved cleaners and sanitizers
- polish drinking fountains with approved cleaning polish and a soft cloth
- dust all ledges, windowsills with approved chemically treated dust cloths.
- dust all reachable vertical and horizontal surfaces
- dust all vertical and horizontal surfaces up to 8 feet
- remove fingerprints from doors, frames, light switches, inside windows, etc.
- remove pencil, marker and pen markings from walls

### Floors

✓				
✓				
	✓			
		✓		
				✓
✓				
		✓		
				✓

- sweep all non-carpeted areas using an approved chemically treated mop
- mop and rinse all floor surfaces using a neutral cleaner
- machine polish all floor surfaces with a low speed buffer
- scrub and wax floor surfaces (as needed in inclement weather)
- strip and wax floor surfaces (as needed in inclement weather)
- sweep and mop vinyl floors
- vinyl floor machine polished
- all vinyl floor stripped, sealed and waxed with two coats

### Entrances and Storefront Systems

✓				
	✓			

- clean both sides of all lobby glass and doors
- clean and polish all frames and hardware

### Doors

✓				
	✓			

- clean entire glass surface with approved glass cleaner
- damp wipe door/window frames

**Elevators**

✓			
✓			
	✓		
			✓
			✓
✓			
	✓		
✓			

- vacuum door tracks on each floor
- sweep, damp mop with neutral cleaner, and rinse floors
- mop using a neutral cleaner and rinse all vinyl
- machine polish all vinyl with a low speed buffer
- scrub and wax vinyl (as needed in inclement weather)
- strip and wax vinyl (as needed in inclement weather)
- spot clean walls, ceilings and doors as needed
- wash inside walls
- polish stainless steel doors and frames

**Walls**

✓			
	✓		
		✓	

- spot clean all walls (graffiti to be removed daily)
- dust or vacuum walls to remove cobwebs, dust, etc.
- dust ceiling vents and surrounding tiles

Exhibit K

**Professional Services Agreement Acknowledgement Page**

The City has attached its standard professional services agreement as an exhibit to this RFP. Identify all exceptions to the agreement that would prevent your firm from executing it. The City shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer's response. Please check one of the following statements:

I have read the professional services agreement and plan on executing the agreement without any exceptions.

My firm cannot execute the City's standard professional service agreement unless the exceptions noted below or in the attached sample professional services agreement are made.  
\*\*\*Please be aware that submitting exceptions to the contract may impact the likelihood of your firm being selected to perform this work.

List exceptions in the area below:

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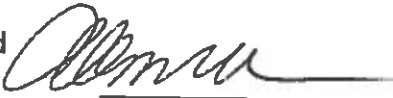
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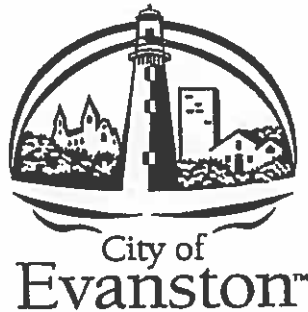
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Authorized Signature:  Company Name: Total Building Service  
Typed/Printed Name and Title: Anselme Stalides Date: 11/12/19  
Ajoja  
President

**EXHIBIT K**



**CITY OF EVANSTON  
PROFESSIONAL SERVICES AGREEMENT**

The parties referenced herein desire to enter into an agreement for services for

**Janitorial Services Contract – Multiple Facilities**  
**(Lorraine H. Morton Civic Center, Main Library, Police Headquarters, Fire Headquarters,**  
**Sherman Plaza Self-Park, Maple Avenue Self-Park**  
**and Evanston Service Center)**  
**RFP 19-57**  
*("the Project")*

THIS AGREEMENT (hereinafter referred to as the "Agreement") entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, between the City of Evanston, an Illinois municipal corporation with offices located at 2100 Ridge Avenue, Evanston Illinois 60201 (hereinafter referred to as the "City"), and *[Insert Professional Service Provider's name here]*, with offices located at *[Insert address here]*, (hereinafter referred to as the "Contractor"). Compensation for all basic Services ("the Services") provided by the Contractor pursuant to the terms of this Agreement shall not exceed \$*[Insert fee here]*.

**I. COMMENCEMENT DATE**

Contractor shall commence the Services on 2/1/20 or no later than three (3) DAYS AFTER City executes and delivers this Agreement to Contractor.

**II. COMPLETION DATE**

Contractor shall complete the Services by \_\_\_\_\_. If this Agreement provides for renewals after an initial term, no renewal shall begin until agreed to in writing by both parties prior to the completion date of this Agreement.

### **III. PAYMENTS**

City shall pay Contractor those fees as provided here. Payment shall be made monthly as set forth in Exhibit A – Project Milestones and Deliverables. Any expenses in addition to those set forth here must be specifically approved by the City in writing in advance.

### **IV. DESCRIPTION OF SERVICES**

Contractor shall perform the services (the "Services") set forth here: Services are those as defined in Exhibit A, the City's Request for Proposal No. #19-57 (Exhibit B) and Contractor's Response to the Proposal (Exhibit C). Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit D).

### **V. GENERAL PROVISIONS**

**A. Services.** Contractor shall perform the Services in a professional and workmanlike manner. All Services performed and documentation (regardless of format) provided by Contractor shall be in accordance with the standards of reasonable care and skill of the profession, free from errors or omissions, ambiguities, coordination problems, and other defects. Contractor shall take into account any and all applicable plans and/or specifications furnished by City, or by others at City's direction or request, to Contractor during the term of this Agreement. All materials, or equipment selected by Contractor shall be workable and fit for the intended use thereof, and will comply with all applicable governmental requirements. Contractor shall require its employees to observe the working hours, rules, security regulations and holiday schedules of City while working and to perform its Services in a manner which does not unreasonably interfere with the City's business and operations, or the business and operations of other tenants and occupants in the City which may be affected by the work relative to this Agreement. Contractor shall take all necessary precautions to assure the safety of its employees who are engaged in the performance of the Services, all equipment and supplies used in connection therewith, and all property of City or other parties that may be affected in connection therewith. If requested by City, Contractor shall promptly replace any employee or agent performing the Services if, in the opinion of the City, the performance of the employee or agent is unsatisfactory.

Contractor is responsible for conforming its final work product to generally accepted professional standards for all work performed pursuant to this Agreement. Contractor is an independent Contractor and is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to, Worker's Compensation Insurance. Nothing in this Agreement accords any third-party beneficiary rights whatsoever to any non-party to this Agreement that any non-party may seek to enforce. Contractor acknowledges and agrees that should Contractor or its subcontractors provide false information, or fail to be or remain in compliance with this Agreement, the City may void this Agreement. The Contractor warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Contractor's work and all indemnity and insurance requirements.

The Contractor shall obtain prior approval from the City prior to subcontracting with any entity or person to perform any of the work required under this Agreement. If the Contractor subcontracts any of the services to be performed under this Agreement, the subcontractor agreement shall provide that the services to be performed under any such agreement shall not be sublet, sold, transferred, assigned or otherwise disposed of to another entity or person



without the City's prior written consent. The Contractor shall be responsible for the accuracy and quality of any subcontractor's work.

All subcontractor agreements shall include verbatim or by reference the provisions in this Agreement binding upon Contractor as to all Services provided by this Agreement, such that it is binding upon each and every subcontractor that does work or provides Services under this Agreement.

The Contractor shall cooperate fully with the City, other City contractors, other municipalities and local government officials, public utility companies, and others, as may be directed by the City. This shall include attendance at meetings, discussions and hearings as requested by the City. This cooperation shall extend to any investigation, hearings or meetings convened or instituted by OSHA relative to this Project, as necessary. Contractor shall cooperate with the City in scheduling and performing its Work to avoid conflict, delay in or interference with the work of others, if any, at the service site.

Except as otherwise provided herein, the nature and scope of Services specified in this Agreement may only be modified by a writing approved by both parties. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

**B. Representation and Warranties.** Contractor represents and warrants that: (1) Contractor possesses and will keep in force all required licenses to perform the Services, and (2) the employees of Contractor performing the Services are fully qualified, licensed as required, and skilled to perform the Services.

**C. Termination.** City may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Contractor. If the City terminates this agreement, the City will make payment to Contractor for Services performed prior to termination. Payments made by the City pursuant to this Agreement are subject to sufficient appropriations made by the City of Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the City Council, the City's obligations hereunder shall cease and there shall be no penalty or further payment required. In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the City shall have the right terminate this Agreement without prior written notice.

**D. Independent Contractor.** Contractor's status shall be that of an independent Contractor and not that of a servant, agent, or employee of City. Contractor shall not hold Contractor out, nor claim to be acting, as a servant, agent or employee of City. Contractor is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of City. Contractor shall at its own expense comply with all applicable workers compensation, unemployment insurance, employer's liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Contractor agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended from time to time, applicable state and municipal safety and health laws and all regulations pursuant thereto.

**E. Conflict of Interest.** Contractor represents and warrants that no prior or present services provided by Contractor to third parties conflict with the interests of City in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Contractor to City and consented to in writing to City.

**F. Not Applicable**

**G. Payment.** Invoices for payment shall be submitted by Contractor to City at the address set forth above, together with reasonable supporting documentation, City may require such additional supporting documentation as City reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after City's receipt of an invoice and all such supporting documentation.

**H. Right to Audit.** Contractor shall for a period of three years following performance of the Services, keep and make available for the inspection, examination and audit by City or City's authorized employees, agents or representatives, at all reasonable time, all records respecting the services and expenses incurred by Contractor, including without limitation, all book, accounts, memoranda, receipts, ledgers, canceled checks, and any other documents indicating, documenting, verifying or substantiating the cost and appropriateness of any and all expenses. If any invoice submitted by Contractor is found to have been overstated, Contractor shall provide City an immediate refund of the overpayment together with interest at the highest rate permitted by applicable law, and shall reimburse all of City's expenses for and in connection with the audit respecting such invoice.

**I. Indemnity.** Contractor shall defend, indemnify and hold harmless the City and its officers, elected and appointed officials, agents, attorneys and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Contractor or Contractor's subcontractors, employees, agents or subcontractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

Nothing contained herein shall be construed as prohibiting the City, or its officers, agents, attorneys or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Contractor shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the City and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

At the City Corporation Counsel's option, Contractor must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Contractor of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Agreement by Contractor must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

To the extent permissible by law, Contractor waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claim by any employee of Contractor that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision, including but not limited to, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

Contractor shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of its Work or its subcontractor's work. Acceptance of the work by the City will not relieve the Contractor of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.

**J. Insurance.** Contractor shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Contractor, and insuring Contractor against claims which may arise out of or result from Contractor's performance or failure to perform the Services hereunder: (1) worker's compensation in statutory limits and employer's liability insurance in the amount of at least \$500,000, (2) comprehensive general liability coverage, and designating City as additional insured for not less than \$3,000,000 combined single limit for bodily injury, death and property damage, per occurrence, (3) comprehensive automobile liability insurance covering owned, non-owned and leased vehicles for not less than \$1,000,000 combined single limit for bodily injury, death or property damage, per occurrence, and (4) professional liability insurance respecting any insurable professional services hereunder in the amount of at least \$1,000,000. Contractor shall give to the City certificates of insurance for all Services done pursuant to this Agreement before Contractor performs any Services, and, if requested by City, certified copies of the policies of insurance evidencing the coverage and amounts set forth in this Section. The City may also require Contractor to provide copies of the Additional Insured Endorsement to said policy(ies) which name the City as an Additional Insured for all of Contractor's Services and work under this Agreement. Any limitations or modification on the certificate of insurance issued to the City in compliance with this Section that conflict with the provisions of this Section shall have no force and effect. Contractor's certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City. Contractor understands that the acceptance of certificates, policies and any other documents by the City in no way releases the Contractor and its subcontractors from the requirements set forth herein. Contractor expressly agrees to waive its rights, benefits and entitlements under the "Other Insurance" clause of its commercial general liability insurance policy as respects the City. In the event Contractor fails to purchase or procure insurance as required above, the parties expressly agree that Contractor shall be in default under this Agreement, and that the City may recover all losses, attorney's fees and costs expended in pursuing a remedy or reimbursement, at law or in equity, against Contractor.

Contractor acknowledges and agrees that if it fails to comply with all requirements of this Section, that the City may void this Agreement.

**K. Confidentiality.** In connection with this Agreement, City may provide Contractor with information to enable Contractor to render the Services hereunder, or Contractor may develop confidential information for City. Contractor agrees (i) to treat, and to obligate Contractor's employees to treat, as secret and confidential all such information whether or not identified by City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Contractor may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City's written approval, and (iii) not to disclose to City any information obtained by Contractor on a confidential basis from any third party unless Contractor shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Contractor's control, the Contractor shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Contractor shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records, or part thereof, is applicable. Contractor shall indemnify and defend the City from and against all claims arising from the City's exceptions to disclosing certain records which Contractor may designate as proprietary or confidential. Compliance by the City with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the City, shall not be a violation of this Section.

**L. Use of City's Name or Picture of Property.** Contractor shall not in the course of performance of this Agreement or thereafter use or permit the use of City's name nor the name of any affiliate of City, nor any picture of or reference to its Services in any advertising, promotional or other materials prepared by or on behalf of Contractor, nor disclose or transmit the same to any other party.

**M. No Assignments or Subcontracts.** Contractor shall not assign or subcontract all or any part or its rights or obligations hereunder without City's express prior written approval. Any attempt to do so without the City's prior consent shall, at City's option, be null and void and of no force or effect whatsoever. Contractor shall not employ, contract with, or use the services of any other special contractor, or other third party in connection with the performance of the Services without the prior written consent of City.

**N. Compliance with Applicable Statutes, Ordinances and Regulations.** In performing the Services, Contractor shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations, at Contractor's sole cost and expense, except to the extent expressly provided to the contrary herein. Whenever the City deems it reasonably necessary for security reasons, the City may conduct at its own expense, criminal and driver history background checks of Contractor's officers, employees, subcontractors, or agents. Contractor shall immediately reassign any such individual who in the opinion of the City does not pass the background check.

**O. Liens and Encumbrances.** Contractor, for itself, and on behalf of all subcontractors, suppliers, materialmen and others claiming by, through or under Contractor, hereby waives and releases any and all statutory or common law mechanics' materialmen's or other such lien claims, or rights to place a lien upon City property or any improvements thereon in connection with any Services performed under or in connection with this Agreement. Contractor further agrees, as and to the extent of payment made hereunder, to execute a sworn affidavit respecting the payment and lien releases of all subcontractors, suppliers and materialmen, and a release of lien respecting the Services at such time or times and in such form as may be reasonably requested by City. Contractor shall protect City from all liens for labor performed, material supplied or used by Contractor and/or any other person in connection with the Services undertaken by Contractor hereunder, and shall not at any time suffer or permit any lien or attachment or encumbrance to be imposed by any subcontractor, supplier or materialmen, or other person, firm or corporation, upon City property or any improvements thereon, by reason or any claim or demand against Contractor or otherwise in connection with the Services.

**P. Notices.** Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to City as follows: City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201, Attention: Purchasing Division and to Contractor at the address first above set forth, or at such other address or addresses as City or Contractor may from time to time designate by notice given as above provided.

**Q. Attorney's Fees.** In the event that the City commences any action, suit, or other proceeding to remedy, prevent, or obtain relief from a breach of this Agreement by Contractor, or arising out of a breach of this Agreement by Contractor, the City shall recover from the Contractor as part of the judgment against Contractor, its attorneys' fees and costs incurred in each and every such action, suit, or other proceeding.

**R. Waiver.** Any failure or delay by City to enforce the provisions of this Agreement shall in no way constitute a waiver by City of any contractual right hereunder, unless such waiver is in writing and signed by City.

**S. Severability.** In the event that any provision of this Agreement should be held void, or unenforceable, the remaining portions hereof shall remain in full force and effect.

**T. Choice of Law.** The rights and duties arising under this Agreement shall be governed by the laws of the State of Illinois. Venue for any action arising out or due to this Agreement shall be in Cook County, Illinois. The City shall not enter into binding arbitration to resolve any dispute under this Agreement. The City does not waive tort immunity by entering into this Agreement.

**U. Time.** Contractor agrees all time limits provided in this Agreement and any Addenda or Exhibits hereto are of essence to this Agreement. Contractor shall continue to perform its obligations while any dispute concerning the Agreement is being resolved, unless otherwise directed by the City.

**V. Survival.** Except as expressly provided to the contrary herein, all provisions of this Agreement shall survive all performances hereunder including the termination of the Contractor.

## **VI. EQUAL EMPLOYMENT OPPORTUNITY**

In the event of the Contractor's noncompliance with any provision of Section 1-12-5 of the Evanston City Code, the Illinois Human Rights Act or any other applicable law, the Contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the City, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of the contract, the Contractor agrees as follows:

**A.** That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, or age or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. Contractor shall comply with all requirements of City of Evanston Code Section 1-12-5.

B. That, in all solicitations or advertisements for employees placed by it on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, or disability.

## **VII. SEXUAL HARASSMENT POLICY**

The Contractor certifies pursuant to the Illinois Human Rights Act (775 ILCS 5/2105 *et. seq.*), that it has a written sexual harassment policy that includes, at a minimum, the following information:

- A. The illegality of sexual harassment;
- B. The definition of sexual harassment under State law;
- C. A description of sexual harassment utilizing examples;
- D. The Contractor's internal complaint process including penalties;
- E. Legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission, and directions on how to contact both; and
- F. Protection against retaliation as provided to the Department of Human Rights.

## **VIII. CONTRACTOR CERTIFICATIONS**

- A. Contractor acknowledges and agrees that should Contractor or its subcontractor provide false information, or fail to be or remain in compliance with the Agreement, the City may void this Agreement.
- B. Contractor certifies that it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. Section 1201 *et seq.*) and applicable rules in performance under this Agreement.
- C. If Contractor, or any officer, director, partner, or other managerial agent of Contractor, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Contractor certifies at least five years have passed since the date of the conviction.
- D. Contractor certifies that it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State in the U.S., nor made any admission of guilt of such conduct that is a matter of record. (720 ILCS 5/33 E-3, E-4).
- E. In accordance with the Steel Products Procurement Act, Contractor certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the U.S. unless the City grants an exemption.
- F. Contractor certifies that it is properly formed and existing legal entity, and as applicable, has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

G. If more favorable terms are granted by Contractor to any similar governmental entity in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms shall be applicable under this Agreement.

H. Contractor certifies that it is not delinquent in the payment of any fees, fines, damages, or debts to the City of Evanston.

#### IX. INTEGRATION

This Agreement, together with Exhibits A, B, C, and D sets forth all the covenants, conditions and promises between the parties with regard to the subject matter set forth herein. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement. This Agreement has been negotiated and entered into by each party with the opportunity to consult with its counsel regarding the terms therein. No portion of the Agreement shall be construed against a party due to the fact that one party drafted that particular portion as the rule of *contra proferentem* shall not apply.

In the event of any inconsistency between this Agreement, and any Exhibits, this Agreement shall control over the Exhibits. In no event shall any proposal or contract form submitted by Contractor be part of this Agreement unless agreed to in a writing signed by both parties and attached and referred to herein as an Addendum, and in such event, only the portions of such proposal or contract form consistent with this Agreement and Exhibits hereto shall be part hereof.

IN WITNESS WHEREOF, the parties hereto have each approved and executed this Agreement on the day, month and year first above written.

CONTRACTOR:

CITY OF EVANSTON  
2100 RIDGE AVENUE  
EVANSTON, IL 60201

By: 

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

Its: President

Its: \_\_\_\_\_

FEIN Number: 36-3177946

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

Date: 11/12/19

**EXHIBIT A – Project Milestones and Deliverables**

This EXHIBIT A to that certain Contractor Agreement dated \_\_\_\_\_ between the City of Evanston, 2100 Ridge Avenue, Evanston, Illinois, 60201("City") and \_\_\_\_\_ ("Contractor") sets forth the Commencement and Completion Date, Services, Fees, and Reimbursable Expenses as follows:

I. **COMMENCEMENT DATE:** 2/1/20

II. **COMPLETION DATE:** 1/31/23

III. **FEES:**

IV. **SERVICES/SCOPE OF WORK:**

As defined in RFP/Q # \_\_\_\_\_ (Exhibit B) and Consultants Response to Proposal  
(Exhibit C)

Dated: \_\_\_\_\_