

AGENDA
PUBLIC WORKS & UTILITIES COMMITTEE
Village of Hoffman Estates
October 27, 2008

7:25 p.m. – Liquor License Hearing – Babaluci Italian Restaurant

7:30 p.m. – Board Room

Members: Jacquelyn Green, Chairperson
 Anna Newell, Vice Chairperson
 Cary Collins, Trustee

I. Roll Call

II. Approval of Minutes – September 22, 2008

NEW BUSINESS

1. Discussion regarding 2008-2009 Snow/Ice Control Policy and Procedure Manual.
2. Request a resolution to increase the membership of the Stormwater Management Committee with a representative from the Hoffman Estates Park District.
3. Request approval of Ordinance naming Director and Alternate Directors to the Solid Waste Agency of Northern Cook County.
4. Request approval to participate in the Northeastern Illinois Mutual Aid Network (NEIMAN) emergency and non-emergency intergovernmental service agreement.
5. Request authorization for Change Order #2 to the Village Hall interior remodeling contract for additional construction services for remodeling of the Council Chambers to CMM Group, Inc., Alsip, IL, in an amount not to exceed \$487,000 and award contract to Roscor, Mt. Prospect, IL, for Council Chambers furniture in the amount of \$52,000.
6. Request approval of an amendment to the Gilfillan Callahan Nelson (GCN) Architects professional services contract for architectural design and engineering services to include architectural and design costs for the remodeling of the Council Chambers in an amount not to exceed \$22,322.
7. Request authorization to award contract for upgrade of water and sewer telemetry systems to Automatic Control Services, Naperville, IL, in an amount not to exceed \$120,000.
8. Request authorization to award contract for the evaluation and cathodic protection of 16” water transmission mains on Ela Road and Huntington Boulevard to Cathodic Protection Management, Elburn, IL, in an amount not to exceed \$117,400.
9. Request authorization to award contract for Lift Station Inspection and Maintenance Program to Hydroaire Service, Chicago, IL, in an amount not to exceed \$30,224.
10. Request authorization to award contract for the purchase of Portable TV Inspection Equipment to EJ Equipment, Manteno, IL (low qualified bid), in an amount not to exceed \$70,800.
11. Request acceptance of the Department of Public Works Monthly Report.
12. Request acceptance of the Department of Development Services Monthly Report for the Engineering Division.

III. President’s Report

IV. Other

V. Items in Review

VI. Adjournment

Village of Hoffman Estates

**PUBLIC WORKS & UTILITIES
COMMITTEE MEETING MINUTES**

DRAFT

September 22, 2008

I. Roll Call

Members in Attendance:

Trustee Jacquelyn Green, Chair
Trustee Anna Newell, Vice-Chair
Trustee Cary Collins, Member

**Other Corporate Authorities
in Attendance:**

Trustee Karen Mills
Trustee Raymond Kincaid
Trustee Gary Pilafas
Village President William D. McLeod

**Management Team
in Attendance:**

Robert Gorvett, Acting Village Manager
Arthur L. Janura Jr., Corporation Counsel
Mark Koplun, Asst. Village Manager-Development Services
Clint Herdegen, Chief of Police
Algean Garner, Director of Health & Human Services
Kenneth Hari, Director of Public Works
Molly Norton, Assistant to the Village Manager
David Christensen, Emergency Management Coordinator
Rachel Musiala, Asst. Director of Finance
John Mayer, Deputy Fire Chief
Don Plass, Director of Code Enforcement
Russ Gotha, Fire Prevention Bureau

The Public Works & Utilities Committee meeting was called to order at 7:33 p.m.

II. Approval of Minutes

Motion by Trustee Pilafas, seconded by Trustee Collins, to approve the Public Works & Utilities Committee minutes of September 8, 2008. Voice vote taken. All ayes. Motion carried.

OLD BUSINESS

1. Discussion regarding upgrading the appearance of Village street name signs.

A Committee Agenda Item summary sheet from Kenneth Hari, Director of Public Works, was presented to the Committee.

Mr. Hari noted that 12 depictions of street signs were included in the packet for the Committee's review. He also noted that actual signs were on display along the back wall of the Council Chambers.

It was noted that the "Village of Hoffman Estates Est. 1959" banner would be affixed to current signs utilizing a bracket. The bracket would be installed over a multi-year program to all current street name signs, and when the signs have reached the end of their useable life or are damaged, they would be replaced with a one-piece upper sign with the banner incorporated.

Motion by Trustee Collins, seconded by President McLeod, to proceed with a multi-year approach of installing the bracketed banner tops, identifying funds through the 2009 budget review process, utilizing examples 3 and 7. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of a request by Ryland Homes for a resolution to accept the public improvements within the Canterbury Fields Subdivision.**

A Committee Agenda Item summary sheet from Gary Salavitch, Director of Engineering, and Mark Koplin, Assistant Village Manager-Development Services, was presented to the Committee.

Motion by Trustee Mills, seconded by Trustee Collins, to grant approval of a request by Ryland Homes for a resolution to accept the public improvements within the Canterbury Fields Subdivision. Voice vote taken. All ayes. Motion carried.

- 2. Discussion regarding Arbor Day Park tree identification markers.**

A Committee Agenda Item summary sheet from Kenneth Hari, Director of Public Works, was presented to the Committee.

Mr. Hari noted that there are approximately 60 trees currently located within Arbor Day Park. He stated that after reviewing several options, it was concluded that markers mounted flush with the ground would be best suited for this application. He said that Public Works identified two options that would withstand weather, time and vandals.

A discussion followed in which the Committee considered the information presented.

Trustee Kincaid asked about the possibility of having sponsors for the markers and noted that he had hoped the Village would not take on the full cost of this project. Corporation Counsel Janura noted that any solicitation of sponsors would take place through the Foundation.

Motion by Trustee Kincaid, seconded by Trustee Collins, to defer this item for additional information. Voice vote taken. All ayes. Motion carried.

- 3. Request authorization to waive formal bidding and award contract for purchase of radio meter reading equipment to Water Resources, Inc., Elgin, IL (sole supplier), in an amount not to exceed \$44,400.**

A Committee Agenda Item summary sheet from Kenneth Hari, Director of Public Works, was presented to the Committee.

Motion by Trustee Pilafas, seconded by Trustee Collins, to grant authorization to waive formal bidding and award contract for purchase of radio meter reading equipment to Water Resources, Inc., Elgin, IL (sole supplier), in an amount not to exceed \$44,400. Voice vote taken. All ayes. Motion carried.

- 4. Request acceptance of the Department of Public Works Monthly Report.**

The Department of Public Works Monthly Report was presented to the Committee.

Trustee Collins commended the Public Works Department for their work during the recent flooding.

Motion by Trustee Collins, seconded by Trustee Pilafas, to accept the Department of Public Works Monthly Report. Voice vote taken. All ayes. Motion carried.

5. Request acceptance of the Department of Development Services Monthly Report for the Engineering Division.

The Department of Development Services Monthly Report for the Engineering Division was presented to the Committee.

Motion by Trustee Mills, seconded by Trustee Collins, to accept the Department of Development Services Monthly Report for the Engineering Division. Voice vote taken. All ayes. Motion carried.

III. President's Report - None

IV. Other - None

V. Items in Review - None

VI. Adjournment

Motion by Trustee Pilafas, seconded by Trustee Collins, to adjourn the meeting at 7:50 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by

Vicki Richardson

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding 2008-2009 Snow/Ice Control Policy and Procedure Manual.

MEETING DATE: October 27, 2008

COMMITTEE: Public Works & Utilities

FROM: Kenneth Hari, Ken Gomoll

PURPOSE: Discussion regarding 2008-2009 Snow/Ice Control Policy and Procedure Manual.

BACKGROUND: Each year the Public Works Management Team meets with a group of employee representatives to review, modify and update the Snow/Ice Control Policy and Procedural Manual. Questions and improvements are discussed and addressed and a final plan is recommended to the Public Works Committee. The plan provides for the best range of services to residents and businesses within the scope of the annual budget.

DISCUSSION: This year's review of the manual has been completed. Modifications focus on route design, call-out procedures and associated personnel related items. There are no major procedural changes from last year's program. The following are highlights of this year's plan:

- Revised plowing and salting driver route sheets/maps will be developed to accommodate any additional lane miles requiring snow/ice control throughout this season.
- Cul-de-sac route sheets will again provide space for drivers to indicate the actual time of day or night the cul-de-sac was plowed. This has assisted in providing more timely information to residents upon inquires, and established a more documented time study of cul-de-sac plowing operations. Furthermore, GIS maps of each cul-de-sac will be utilized identifying areas where snow is not to be piled, for more consistency in the snow plowing cul-de-sacs throughout the season.

DISCUSSION, continued

- A route has been established to accommodate snow/ice control at public building sidewalks thus insuring that building sidewalks, primarily the Village Hall and Police Headquarters, are salted and/or shoveled simultaneously with street salting/plowing operations. Again this year Facilities staff will handle building sidewalks, freeing up drivers for Village streets.
- The “salting only” employee duty roster posting will again be utilized this season. This roster provides for the twenty-four hour staffing of sixteen (16) salt spreading trucks, one (1) salt pile/yard tractor operator, one (1) sidewalk patrol unit, and two (2) supervisors, all via two twelve (12) hour shift teams. This greatly assists drivers in knowing whether they will be contacted first at the onset of threatening weather outside of normal working hours.
- A contract weather advisory warning service is again in effect to assist us to prepare for weather related events and to notify off-duty supervisory personnel of weather conditions and pending weather events.
- A minimum of two (2) supervisors will be the staffing level for any given snow/ice control operation which requires six (6) or more vehicle response units.
- There are no recommended changes to the long standing Village policy that routine salting of cul-de-sacs is not performed. Depending on weather conditions, temperature and precipitation forecasts, discretion is given to the Department as to whether or not cul-de-sac salting is to be performed in all cul-de-sacs. Exceptions to the policy have been identified for those cul-de-sacs with steep inclines, exceedingly long depths and those that are adjacent to schools. There are twenty (20) such cul-de-sacs:

- | | |
|----------------------------|--------------------------------------|
| 1) Hillside Court | 11) Hassell Court |
| 2) Lake Edge Court | 12) Fairway Court |
| 3) Fortune Bay Court | 13) Concord Lane (west of Firestone) |
| 4) Ashley Court | 14) Bolleana Court |
| 5) Hartford Court | 15) Lancaster Court (west) |
| 6) John Drive (cul-de-sac) | 16) Lancaster Court (east) |
| 7) Oakdale Road | 17) Cobble Hill Court (east) |
| 8) Eisenhower Circle | 18) Buttercreek Court |
| 9) Hassell Drive | 19) Winston Lane |
| 10) Hassell Circle | 20) Elizabeth Court |

- Personnel training and review of the 2008-2009 Snow/Ice Control Policy and Procedure Manual is scheduled for Thursday, November 6, 2008, from 7:00 a.m. to 2:30 p.m. This training includes the beginning of driver route inspections.

FINANCIAL IMPACT:

None

RECOMMENDATION:

For discussion purposes and acceptance.

**VILLAGE OF HOFFMAN ESTATES
DEPARTMENT OF PUBLIC WORKS**

**SNOW AND ICE CONTROL
POLICY AND PROCEDURE MANUAL**

2008-2009 SEASON



Reviewed by Ken Gomoll
Superintendent of Administrative Services



Approved by Kenneth Hari
Director of Public Works

Date Approved by Village Board

- NOTES:
- 1) CHANGES FROM 2007-2008 ARE ILLUSTRATED BY USE OF STRIKEOUTS AND USE OF BOLD TYPE SET FOR "NEW", OR, "CHANGED" ITEMS
 - 2) ALL CHANGES MUST BE BROUGHT TO THE VILLAGE BOARD FOR APPROVAL

ADVANCE PREPARATION AND PLANNING

All personnel who perform snow removal will attend an intensive training session on the basic mission and operating procedures to be used.

Training is to cover, but not be limited to, the following:

1. Route assignments (drive through)
2. Equipment checks
3. Specific operating needs of equipment assigned
4. Call in and response procedures
5. Shift assignments
6. Driving and operating safety and tips

Each truck is to be examined thoroughly by Fleet Services mechanics. Wiring and hydraulic hoses that are even remotely suspected of being deficient are to be replaced. All plow frames and plow components will be examined and those parts appearing weak or damaged will be reinforced or replaced. These inspections and repairs will begin in September and be completed by the end of October.

Area route assignments and associated route maps are updated every October to insure new subdivisions and other recent additional responsibilities are incorporated into the Village's plan.

**ADVANCE PREPARATION
SNOW FENCE**

The first week of November, snow fence will be erected in the following locations where drifting typically occurs. Whenever possible all snow fence will be kept at least 60 feet from the curb line.

SOUTH	NORTH
Atlantic & Pacific	Whispering Trails (Lincoln Park)
Boardwalk @ Pacific	Whispering Trails (Meadow Park)
Moon Lake & Brookside	Whispering Trails (Douglas Park)
Moon Lake & Golf	Winding Trail (Lincoln Park)
Police Station (1200 Gannon)	Cottonwood (Pebble Park)
Gannon (Chestnut Park)	Haman Drive & Westbury
Kingsdale (Victoria Park)	Haman Drive (east of 4240)
N. Dovington (Victoria Park)	Winston & Route 62
N. Dexter (Victoria Park)	Freeman Road (South Ridge Park)
Wilmington & Warington	Sturbridge (North Ridge Park)
Wilmington Court & Wilmington Drive	Huntington & Charlemagne
Spring Mill (Kiwanis Park)	5020 Essington (to the north)
Randi Lane (north of 630 Randi Lane)	Sumac & Downing (Arbor Day Park)
Bode Road (East of Evanston)	
Evanston & Illinois (Chino Park)	
Washington Boulevard & Kingman Lane (Evergreen Park)	WESTERN DEVELOPMENTS
Hillcrest Boulevard & Reselle Road	Beverly (south of Higgins)
Hillcrest Boulevard @ Ida & Kent	
Village Hall (1900 Hassell Road)	

I. SALT/SNOW WEATHER ALERT SERVICE

A weather alert service is in effect on a year round basis to give advance warnings of threatening weather conditions.

- A. A service alert is to be received by one of the following individuals in the following order:
 - 1. First call Supervisor
 - 2. Second call Supervisor
 - 3. Department Superintendent
 - 4. Director of Public Works

- B. The Supervisor receiving an alert that requires any salt/plowing operations will notify both the Police Radio Desk and the Superintendent as to the time such operations will start. He will again notify both the Police Radio Desk and the Superintendent when operations are completed.

- C. All snow/ice control related communications with the Weather Service and the Police Department will be conducted by a Supervisor, and not the call duty personnel.

II. EMERGENCY PROCEDURES

It is the goal to clear all Village streets, cul-de-sacs, and dead-ends within 14 hours after a given snow fall stops. As operations continue and monitoring of progress continues against the 14 hour deadline, outside contractors will be called in to assist when we anticipate that our time goal will not be closely met. Varying conditions such as blowing/drifted snow, excessively heavy snow, etc., may necessitate outside assistance as well.

The agreement with the contractors specifies that they will report within 2 hours of call. After the first storm, they will be encouraged to store their equipment within the Village.

Contractor equipment will be used primarily to clear cul-de-sacs. As the areas are cleared, contractor and available Village equipment will be shifted as needed, and contractors released as quickly as possible.

In the event that outside contractors are needed for emergency assistance, authorization must be obtained from the Director of Public Works, or his designee.

In the event of a forecasted snow fall that will exceed six (6) inches of snow and have a forecasted duration of more than twelve (12) hours time of accumulation, the following measures will take place. Cul-de-sac drivers will be instructed to "open only" all cul-de-sacs/dead-ends/eye brows, designated on their route sheets. "Open only" will involve two or three passes through each cul-de-sac/dead-end/eye brow, but will not include curbing or mop-up of areas until all cul-de-sacs have been opened up to traffic.

III. CONTROL OF OPERATIONS

Under the Direction and General Supervision of the Department Director;

- A. The Superintendent of Administrative Services, Field, Traffic Control, and Forestry Maintenance Supervisors, or, other designated Supervisory Staff will be in command of salt/snow operations at all times.
- B. Only the Superintendent of Administrative Services, or, Field, Traffic Control and Forestry Maintenance Supervisors will advise the Police Department of the Village two (2) inch snow ordinance being placed into effect.
- C. The Superintendent of Administrative Services or the Field, Traffic Control and Forestry Maintenance Supervisors will keep the Police Department advised of street operations and when such operations will be secured.
- D. A minimum of two (2) Supervisors will be the staffing level for any given Snow/Ice control operation which requires six (6) or more vehicle response units.
- E. The Superintendent of Administrative Services, or the Field, Traffic Control, and Forestry Maintenance Supervisors will assign push back operations, if practicable, the same day or next day, time and conditions permitting.
- F. Supervisors will be assigned for each operation. Supervisory personnel to be utilized include the following:

Normal Operations

Ken Gomoll
Craig Griesmaier
Joe Volpe
Kelly Kerr
Jeff Allen
Carl Lindquist

Back-up (as needed)

Tom Burnitz
Bob Markko
~~Vacaney~~ Joe Nebel
Kenneth Hari

Support help to handle phone and radio traffic control include:

Normal Operations

Rose Dyer
Pam Meinicke
Beth Skowronski

Back-up (as needed)

~~Vacaney~~ Myrtle Montag
Assunta Osgood
Maria Bulman

- G. During all plowing operations a department Administrative staff person is to be called in to handle incoming calls and radio traffic from personnel. The Superintendent or his designee will authorize.

III. CONTROL OF OPERATIONS, continued

- H. Only authorized personnel are to answer the snow phone. All information and/or requests are to be logged and submitted to the shift supervisor on the date received.

All salt/plow complaint calls are to be logged and responded to in a courteous manner. The caller's name, address, time received, and problem encountered are to be logged. The complaints received are to be responded to by the supervisors as soon as possible depending upon weather conditions.

All complaints are to be answered and action taken as necessary (depending upon circumstances) within 24 hours.

- I. Both during and after normal work hours, all snow/ice related concerns or problems shall be forwarded to a program Supervisor. The Police Department has been advised to call a Supervisor (not the call duty person) for all snow/ice related matters. The Supervisor then is responsible for taking the appropriate action.

IV. GENERAL RULES (for drivers/operators)

- A. Carry gloves and jacket in the truck at all times in case of breakdowns.
- B. Stay in assigned area only, unless otherwise instructed by the designated supervisor on duty.
- C. Use radios only in the line of duty. Refer all questions snow and ice related to the base station as "snow control" from "unit number". All other unrelated radio traffic should refer to "PWC" base.
- D. Always use 10-7 location and 10-8 to supervisors.
- E. Obey all traffic rules at all times.
- F. Be courteous to the public; refrain from giving out any information to the public; refer all questions to our Public Works phone at (847) 490-6800.
- G. When coming into the garage for service, while mechanical repairs are being made to your vehicles, check your vehicle completely yourself.
- H. Always keep your vehicle cab compartment clean during and after each use.
- I. Salt/plow drivers are to have their mars and strobe lights on both A.M., and P.M., during salt/plow operations, or, when transporting any large (11 ft. or greater) plow. Exceptions, are to be authorized by a supervisor.
- J. When completing associated time sheets, military time is to be used.

IV. GENERAL RULES, continued

- K. All accidents and/or injuries no matter how minor, are to be reported to the on duty supervisor immediately, via two-way radio or any means necessary.
- L. Any vehicle problems requiring service must be reported via vehicle service request form and attached to the driver's/operator's time sheet prior to the shift's end.
- M. After shift supervisor has authorized an employee to leave a completed area, the driver/operator is responsible for the hosing down, re-fueling, and insuring that vehicle used is ready for next shift, unless otherwise required by a Supervisor.
- N. Employees using the wash bay are to keep area clean and free of debris.

V. PLOWING AND SALTING PROCEDURES (drivers/operators)

Each driver/operator is responsible for his/her individual assigned area or route. The area should be free of ice and snow as soon as possible and all roadways are to be in safe condition. The job is not complete until all streets are free of ice and snow and snow is plowed to the curb lines where required. Under no circumstances is a driver/operator to leave an assigned area or route at any time unless a Supervisor has authorized it. Rest breaks must be approved at certain times by a Supervisor. The Supervisor must be notified immediately upon return to service. In the event of any equipment problems, a Supervisor is to be notified for instructions. The driver/operator should always be working on one of the streets in his/her assigned area or route unless authorization to leave is obtained from a Supervisor.

- A. The operation required will depend on the weather conditions. Specific instructions will be given by the shift Supervisor. The Supervisor may provide other specific instructions for you to follow.
- B. The operational procedure and goal for the application of salt on primary, main, and secondary streets shall be bare pavement. Salt should be applied near the center line of the street. Salt bounce when dropped from spinner should never exceed curb lines.
- C. Vehicle speed when salting shall not exceed 20 MPH. Under no circumstances shall plowing be done at speeds in excess of 20 MPH. Lower speeds shall be used in every instance where 20 MPH results in throwing snow onto sidewalks. Cul-de-sacs and courts shall be plowed with assigned vehicles.
- D. Snow is to be plowed to the curb line if curb exists, or, completely off the shoulder. An effort shall be made to plow all snow to the curb on the initial pass.
- E. Breaks and lunch breaks must be scheduled through a Supervisor prior to leaving an assigned area.
- F. It is important that the Supervisor know the driver's/operator's progress and what part of the assigned area or route has been completed. The on duty Supervisor will request the status of an area and the driver/operator is to report his/her location and what has been accomplished thus far.

V. PLOWING AND SALTING PROCEDURES, continued

- G. Cul-de-sac drivers are to check off the cul-de-sacs as they are completed, and indicate the time of day/night completed. The route map is to be signed and turned into the shift supervisor when the shift is over. Unfinished areas are to be brought to the Supervisors attention and passed on to the next shift's personnel.
- H. Upon the completion of an assigned route, the driver/operator is to contact the Supervisor. The driver/operator is not permitted to leave an assigned area or route until obtaining authorization from a Supervisor.
- I. After your assigned area has been completed, and the Supervisor has given authorization to return to the garage, each driver/operator is to refuel, hose off, clean, and ready his/her particular vehicle. Salt route drivers are to check with the Supervisor for possible re-loading directions.
- J. Upon return to the Public Works Center, a time ticket and area route sheets are to be submitted to the office Supervisor. After the Supervisor's inspection of all submitted documents, he will authorize the driver's/operator's shift end. The driver/operator may not go off duty unless authorized by a Supervisor.
- K. The Facilities Division will assume responsibility for salting and/or shoveling Village building sidewalks during their normal work shift hours or in the event that such services are required outside of street plowing/salting operations.
- L. Village policy stating that routine salting of cul-de-sacs is not performed, remains the same. Exceptions have been identified as those streets with steep inclines or exceedingly long lengths. There are 20* such streets.
- | | |
|---------------------------|--------------------------------------|
| 1. Hillside Court | 11. Hassell Court |
| 2. Lake Edge Court | 12. Fairway Court |
| 3. Fortune Bay Court | 13. Concord Lane (west of Firestone) |
| 4. Ashley Court | 14. Bolleana Court |
| 5. Hartford Court | 15. Lancaster Court, east |
| 6. John Drive, cul-de-sac | 16. Lancaster Court, west |
| 7. Oakdale Road | 17. Cobble Hill Court, east side |
| 8. Eisenhower Circle | 18. Butter Creek Court |
| 9. Hassell Drive | 19. Winston Lane |
| 10. Hassell Circle | 20. Elizabeth Court |

Depending on weather conditions, temperature, and precipitation forecasts, discretion is given to the Department as to whether or not cul-de-sac salting is to be performed on all 362 364 cul-de-sacs. (Examples are during accumulation of freezing rain with falling temperatures, and 1" or less of accumulative snow when plowing would be effective, and conditions have rendered the pavement surface unsafe.)

VI. WORK RULES AND PROCEDURES

Note: From time to time requests are initiated by department personnel to review this section of the policy. Modifications that are considered to be housekeeping issues are referred to the Superintendent of Administrative Services for final disposition. All other proposed modifications must be brought to the attention of the SNOW/ICE TASK FORCE, and approved by the Department Director. The deadline for this process is November 1st each year. Any new trial modifications are subject to termination at any time at the discretion of the Department Director.

VI. WORK RULES AND PROCEDURES, continued

All department personnel are expected to be available for snow and ice control for overtime call-outs. During threatening weather, all department personnel are required to leave a phone number where they can be reached **at all times**. If/when the number changes, **or the individual is not at the number on file with the department**, the individual must call the PWC employee snow phone (847) 781-2730 to speak to a Supervisor or to leave a message.

During the snow season¹, all Department personnel, that are not on authorized leave of absence², must be available to be contacted by the Supervisor on duty. Personnel that cannot be contacted and/or do not have verbal communications with a Supervisor, and/or do not report for snow and ice control operation, and/or do not report for snow and ice control operations within the prescribed one and one-quarter (1 ¼) hours or 1 ½ hour from 4:00 p.m. to 7:00 p.m., Monday through Friday, and/or are not on an authorized leave of absence may be issued a refusal occurrence³ subject to the following refusal occurrence disciplinary actions:

- 1st refusal occurrence - verbal notification (pending review)⁴
- 2nd refusal occurrence - written reprimand (pending review)⁵
- 3rd refusal occurrence - three (3) day suspension (pending review)⁶
- 4th refusal occurrence - additional disciplinary action as warranted (pending review)

- (1) A snow season is defined as the period November 15 thru April 14
- (2) "Leave of absence" refers to all absences as described in Section 4, "Benefits" of the Village's Personnel Policy Manual".
- (3) A refusal occurrence is defined to mean any circumstance in which the action/inaction taken by an employee results in the individual not reporting for duty in the manner prescribed within the Snow and Ice Control Policy and Procedure Manual.
- (4) A 1st refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of two (2) consecutive years from the date of occurrence.
- (5) A 2nd refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of three (3) consecutive snow seasons.
- (6) A 3rd refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of four (4) consecutive snow seasons.

**As has always been Village policy, although an expired refusal occurrence, that falls under the Snow and Ice Control Policy and Procedure Manual, may not be referred to in any subsequent Snow and Ice Control refusal matters, it still remains a permanent record in the employee's Personnel File. As such, it may be referred to in conjunction with other disciplinary matters, a progressive disciplinary process and/or an individual's performance review.*

A Supervisor will make up to three (3) attempts to contact an individual (**by automated system, pager and/or direct dialing**) for salting and/or a plowing operation. In the event that a second or third attempt is required, the Supervisor will make these attempts five (5) minutes apart from each other. If the Supervisor is unable to make communication with the individual after three (3) attempts (15 minutes total) the Supervisor shall call for a replacement and no longer attempt to contact the initial person. Individual pagers may be utilized by individuals as a primary phone contact although missed or failed pages shall not be a pretext for the inability to be contacted. Each individual is responsible to ensure that Village or personal communication equipment is operating properly. It is the responsibility of each individual to call in for instructions whenever there is doubt about whether or not he/she should be in or should have been called. Written notification of pager numbers must be provided to the Superintendent before its use by November 15th of the snow season and must immediately be updated of changes throughout the course of the snow season.

When contacting, or when being contacted by a Supervisor, a determination of the individual's duty requirements will be made. When the Supervisor requires the individual to report to work, he/she will be given one (1) hour from the time of the initial contact to report for duty, and "punch in with a time stamp". Individuals reporting within this one (1) hour show up time will

VI. WORK RULES AND PROCEDURES, continued

be paid for one hour prior to punch in time stamped, on the time card. Employees not reporting within the one (1) hour show up time will not be paid for show up time, and then will have one and one-quarter (1 ¼) hours or 1 ½ hours from 4:00 p.m. to 7:00 p.m., Monday through Friday from the time of the initial contact to report for duty, or be subject to the refusal occurrence disciplinary action process described under this section.

Personnel not reporting for call out due to illness inside or outside of their normal work shift will be subject to review and may be issued a refusal occurrence pending the outcome of the review process.

Calls when services are not needed:

If an individual is called, or if an individual calls in during snow and ice control for assignment, and his/her services are not or appear not to be needed, the individual shall be given at least 4 hours (or whatever period of time in excess of the minimum 4 hours is given at the time of the initial call by the supervisor) before an additional call will be placed to the individual. If the Supervisor is not certain that services are needed due to an individual's unavailability, the Supervisor will make every effort to respond back to the individual within 10-15 minutes with an answer. Only in extreme emergency should this procedure be suspended. If the individual, for example, is not available after the 4 hour period (or whatever period of time in excess of the minimum 4 hours is given at the time of the initial call by the Supervisor), then a refusal occurrence may be issued.

Vacation/Floating Holiday - Winter Months (*November 15 thru April 14*)

- A. During winter months no more than six (6) combined, but not greater than three (3) in any normal operating unit, street and water/sewer personnel may be authorized to use benefit time (approved leave) and not be required to participate in snow/ice control operations on any given calendar day.
- B. Depending on work schedules, additional approved leave may be scheduled but must be approved subject to being available for call-in if snow removal, salting, or related work as necessary on that day. In those cases, vacation, floating holidays, compensation time, call duty, or time due, will be re-scheduled at a later date.
- C. Personnel on scheduled leave may be contacted if their services are needed. Those individuals who were 3rd 4th or more to request leave within their division shall report to work and their leave is to be re-scheduled. Personnel who were 1st, or 2nd, or 3rd to request leave for that day may be contacted, but have the option of reporting to work. If a choice to report to work is made, the leave for that day is to be re-scheduled.
- D. All benefit time (vacation, floating holiday, call duty day, and compensation time) is treated equally with regards to scheduled approved leave.
- E. Requested benefit time use for Fridays and Mondays must be used in eight (8) hour or ten (10) hour increments to be approved for weekend absence from snow/ice control.
- F. All benefit time use must be requested within forty-eight (48) hours prior to actual use.

VI. WORK RULES AND PROCEDURES, continued

- G. Seventy-two (72) hour notification is necessary to cancel approved use of benefit time.
- H. The use of an emergency vacation day shall be allowed in either 4 or 8 or 5 or 10 hour increments depending on the normal work day schedule, provided that a valid reason exists and is explained in writing to the satisfaction of the Department Director on the following work day. It is understood that this benefit is permitted only for normal work days.
- I. Authorized use of benefit time for "approved leave" will begin at the end of a normal shift stop time and end on the next scheduled normal shift start time.
- J. Three (3) times per season drivers on the salting roster may substitute their roster position with a "Buddy Switch". Buddy Switches are for the purpose of covering a Driver's inability to respond to a salting operation as otherwise required by the posted roster. Buddy Switches may be implemented by the following, although no time extensions from the normal 15 minute contact period is permitted.
 - 1.) Messages of a Buddy Switch may be left at (847) 781-2730 by the initial roster listed individual identifying, his buddy and the switch. The buddy also must leave a message at (847) 781-2730 stating he is covering the route of the initial roster listed individual.
 - 2.) A Buddy Switch desired at the time of a salting call out will require the initial roster listed employee to contact his buddy and have him call the supervisor to confirm his responsibility to report.

Personnel who work from midnight to their regular starting time during snow removal operations may request to leave work prior to the end of their regular work shift when work schedules allow by discretion of the supervisor.

- 1. The Salting Personnel Call-In Roster will be posted each day (Monday-Friday) from November 15 – April 15.

Two (2), twelve 12-hour Salting Rosters (A.M. and P.M.), filled on a seniority basis, are maintained throughout the season. For each hour, outside an individual's regularly scheduled workday, on either A.M. or P.M. Salting Roster, that individual will receive a stipend, as outlined, within the CBA.

VI. WORK RULES AND PROCEDURES, continued

Snow and Ice route assignments will be made based on department seniority for the initial call-out of employees on a Salting Roster. An inverse order of qualified senior personnel will be used to fill any empty slots on the Rosters. It is understood that during continuing snow and ice operations, originally selected route assignments will not be in effect.

The salting roster is to post no more than six (6) double-up drivers between 11/15/08 thru 12/15/08 and between 3/15/09 thru 4/15/09. From 12/16/08 thru 3/14/09 no more than three (3) double-up drivers will be posted.

An individual may request to switch with someone else but is limited to no more than six (6) occurrences per season, with week-ends counting as only one occurrence. Drivers not on the salting roster can be used to switch with someone on the roster list.

2. With regards to the restrictions outlined within the Drug & Alcohol Policy for Commercial Driver's License holders, the following shall hold true during snow/ice call-outs:
 - a) Personnel listed on the salting call-in roster are responsible to respond to a salting call-out or be subject to provisions as outlined within Article VI Work Rules and Procedures.
 - b) During snow plowing call-outs, an individual will be provided up to two (2) occasions per season to extend their show-up time provided he/she states that alcohol was consumed during the preceding four (4) hours from the time called out. The amount of extended time granted will be determined between the individual and the supervisor during initial contact.
 - c) There is no show-up time for any delayed or extended start.

VII. OVERTIME/OVERTIME PAY

This section is in accordance with Article XVII of the current CBA.

To ensure a uniform policy for overtime, the following procedures will be enacted for all Public Works personnel during plowing operations.

- A. All paid time will start when an individual punches in and stops when that person punches out. A maximum of one hour show up time will be paid upon call-in and punch in confirmation as identified in Section VI.
- B. The normal workweek shall consist of forty (40) hours per departmental calendar week. Individuals who work the hours between 4:30 p.m., and the normal starting time shall be compensated at one and one-half (1 ½) times their regular straight time hourly rate of pay. On any day this occurs, the individual will not be guaranteed eight hours of straight time pay, or permitted to extend any portion of the day with other benefit compensation. Furthermore, it is understood that after an employee has worked a combination of forty (40) hours of straight time and/or over-time in a single work week, there will be no guarantee of additional working hours in that same work week.

VII. OVERTIME/OVERTIME PAY, continued

- C. Inclusive of holiday pay at the individual's regular hourly rate of pay, shall be two and one-half (2.5) times the regular straight time hourly rate for all hours worked on any of the seven (7) designated holidays.
- D. The Street Unit call duty person will receive a minimum of two (2) hours pay on call-outs unless the time extends into his regular work shift or unless he is called back to correct his own error.

VIII. FLEET SERVICES SNOW AND ICE CONTROL SHIFT ASSIGNMENTS

A. Regular Division Snow and Ice Control Equipment Maintenance/Repair Manpower Levels.

Two Fleet Services staff members shall be contacted each time that a complete municipal vehicle operator work shift is called out for any weather related emergency situation.

The first Fleet Services staff member to be notified shall be the regularly assigned weekly call duty person. Subsequent to the notification of this individual, a second mechanical/technical maintenance person shall be notified.

The second staff member to be contacted will have pre-knowledge of his being next scheduled for this assignment via seniority. The inverse process will start with the least senior mechanic to be the next in line to be called in, if all senior mechanics have declined.

This primary plan will be in effect for weather emergency situations of up to and including twelve hours duration.

B. Maximum Effort Snow and Ice Control Equipment Maintenance/Repair Manpower Levels.

During periods of continuous storm fighting activity which last in excess of twelve hours duration, two (2) twelve hour work shifts shall be implemented. These shifts shall be rotated for each new storm to ensure the fair treatment of all staff members.

Variable start of shift times will be encountered by the two shift members who are notified as a result of the initial call out procedures. As a result, there will be occasions when these individuals may be required to work a shift in excess, or, possibly less than the standard twelve hour period.

VIII. FLEET SERVICES SNOW AND ICE CONTROL SHIFT ASSIGNMENTS, continued

Staff assignments during twelve-hour periods are as follows:

First Shift
(7:00 a.m. - 7:00 p.m.)
Bob Markko
Howard DeLord
Pat Chlopek

Second Shift
(7:00 p.m. - 7:00 a.m.)
Jay Jeffery
~~Larry Mayer~~ **Scott Lasken**
Mike Backstrom

IX. SHIFT SUPERVISOR RESPONSIBILITIES DURING SNOW AND ICE CONTROL OPERATIONS

- A. It shall be the primary responsibility of the Shift Supervisor to oversee that all Village owned streets and properties be clean of all snow and ice, in accordance with prescribed policies.
- B. It shall be the responsibility of the Shift Supervisor to ensure that all personnel under his direction are properly trained in the use of Village equipment, plowing and salting techniques, and be knowledgeable of snow removal policies of the Village.
- C. It shall be the responsibility of the Shift Supervisor to check all time sheets, equipment mileage, hours, and amount of salt used by each driver/operator under his direction at the end of each operation.

X. OPERATOR CHECK LIST

Prior to using any snow removal vehicle, an inspection is to be completed by the assigned operator. The operator is responsible for completing a "Vehicle Inspection Sheet" on the unit assigned and is to submit this sheet to the on-duty supervisor after his shift. Any needed repairs or replacements shall be brought to the immediate attention of the Fleet Services Supervisor.

Pre-Trip Inspected By: _____
 Pre-Trip Inspection Date: _____
 Miles: _____

VILLAGE OF HOFFMAN ESTATES
Vehicle and Equipment
Pre-Trip Inspection & Condition Report

Unit #: _____ Driver/Operator: _____ Date: _____

Time Out In Route: _____ Miles/Hours Start: _____

Time In From Route: _____ Miles/Hours Finish: _____

INSPECT ALL ITEMS THAT APPLY

ITEM	OK	REPAIR	ITEM	OK	REPAIR
Headlights			Brakes		
Marker Lights			Wipers/Washers		
Tail Lights			Heater/Defrost		
Brake Lights			Seat Belts		
Emergency Warning Light			Back Up Alarm		
Reflectors			Radios		
Mirrors			Air Leaks		
Tires			Horn		
Cab/Body Dents			Fire Extinguisher		
Exhaust System			First Aid Kit		
Mars Light			Two-Way Radios		
Strobe Lights			Gauges/Instruments		
Oil Fluid Leaks			Mud Flaps		
Springs & Suspension			Triangle Kit		
Cab Clean					
FLUIDS	OK	ADDED	WINTER	OK	REPAIR
Trans Fluid			Plow Blade/Curb Guard		
Hydraulic Fluid			Plow Wands		
Coolant			Spreader/Spinner		
P/S Fluid			Hydraulic Hoses		
Washer Fluid			Spreader Light		
Engine Oil			Plow Light		
Fuel			Plow Frame		
			Tow Chain		
			Flashlight		
			Plow Chain		
			CACL Tank Fill/Flush		
			Shovel		

Service Request: _____

Remarks: _____

DEPARTMENT OF PUBLIC WORKS

Memo

TO: All Public Works Employees
FROM: Department of Health & Human Services
RE: FROSTBITE
DATE: October 12, 2001

Urgent For Review Please Comment Please Reply Enclosure(s)

FROSTBITE

A. Occurs when crystals form on the surface and deep within the soft tissue of the skin. Most common areas affected are the nose, cheeks, ears, fingers, and toes. The effect is more severe when the injured area is thawed and refrozen.

B. SIGNS/SYMPTOMS

1. Skin color change to white or gray
2. Slight pain
3. Possible blistering
4. Feeling of intense cold and numbness

C. AS TIME PASSES

1. Mental confusion
2. Victim staggers
3. Eyesight becomes blurry
4. Shock may occur
5. Breathing may cease
6. Death could result from heart arrest

D. FIRST AID

1. Cover the frozen areas
2. Use extra covering for the entire body
3. Transport indoors ASAP
4. Provide victim with warm drink
5. Re-warm the frozen area by quickly immersing in warm water only
6. DO NOT RUB affected area or break blisters
7. Once the affected area is re-warmed, have victim exercise area
8. Elevate frostbitten parts and transport to emergency if necessary
9. Give fluids

COLD EXPOSURE

A. Injury occurs when a victim is exposed to abnormally low temperatures aided by wind velocity, type of winds, and duration of exposure.

B. SIGNS/SYMPTOMS

1. Shivering
2. Numbness
3. Low body temperature
4. Drowsiness
5. Muscular weakness

C. FIRST AID

1. Give artificial respiration if needed (1 breath, count 5 seconds, repeat)
2. Transfer to a warm environment ASAP
3. Remove wet or frozen clothing
4. Re-warm the victim by wrapping in warm blanketing or place in warm water
5. Give hot liquids by mouth

D. PREVENTION OF COLD INJURIES

1. Limit exposure time
2. Wear proper, protective clothing
3. Recognize symptoms
4. If your resistance is low, or if your are excessively tired, danger is increased
5. Refrain from drinking alcohol
6. Keep clothing loose and always wear dry clothing

HE-11-1305 PARKING LIMITED DURING SNOW REMOVAL

It shall be unlawful for any person, firm, or corporation to park or cause to be parked any vehicle on any public street within the corporate limits of the Village at any time within eight (8) hours after a snow fall or two (2) inches or more has occurred, unless within said time said public street has been cleared of snow, provided that said eight hour parking restriction shall continue during snow removal operations until completed.

The Police Department and all members thereof are hereby authorized to remove and tow away or have removed and towed away by commercial towing service or by Village operated vehicles any car or other vehicle illegally parked which prevents and obstructs snow removal from public streets.

Cars or vehicles so towed away illegal parking shall be stored in a safe place and shall be restored to the owner or operator of such vehicle upon the payment of the towing and storage fees.

HE-11-1309 SNOW REMOVAL

- A. It shall be unlawful to deposit on public sidewalks or public streets any snow which accumulated upon and is removed from an adjacent private property or from the area between adjacent road line and curb line of the street.
- B. It shall be unlawful to deposit on or against any fire hydrant which accumulated upon and was removed from a property.

**SALTING PERSONNEL ROSTER
CHANGE REQUEST**

I would like to give/switch my roster position:

Employee Requesting: (Print and Initial) _____

Employee Accepting: (Print and Initial) _____

Date: _____ Weekday Switch from AM/PM to AM/PM. Give AM/PM

Date: _____ Fri Switch from AM/PM to AM/PM. Give AM/PM

Date: _____ Sat Switch from AM/PM to AM/PM. Give AM/PM

Date: _____ Sun Switch from AM/PM to AM/PM. Give AM/PM

Snow and Ice Supervisor Approved: _____

Date: _____ Time: _____

Note: Gives for weekend must **not** be turned in before the Thursday of the requested weekend. All transactions must be completed and handed to the Primary or AM On-Call Snow & Ice Supervisor by Noon

**SALTING PERSONNEL ROSTER
CHANGE REQUEST**

I would like to give/switch my roster position:

Employee Requesting: (Print and Initial) _____

Employee Accepting: (Print and Initial) _____

Date: _____ Weekday Switch from AM/PM to AM/PM. Give AM/PM

Date: _____ Fri Switch from AM/PM to AM/PM. Give AM/PM

Date: _____ Sat Switch from AM/PM to AM/PM. Give AM/PM

Date: _____ Sun Switch from AM/PM to AM/PM. Give AM/PM

Snow and Ice Supervisor Approved: _____

Date: _____ Time: _____

Note: Gives for weekend must **not** be turned in before the Thursday of the requested weekend. All transactions must be completed and handed to the Primary or AM On-Call Snow & Ice Supervisor by Noon

SNOW/ICE CONTROL/SALTING 2008 - 2009 PERSONNEL CALL-IN ROSTER

SUPERVISORS:	PRIMARY: AM - 4 th - PM -	DATE POSTED:	
		TIME POSTED:	

AM SHIFT 0630 TO 1830			PM SHIFT 1830 TO 06:30		
DRIVER	AREA	UNIT	DRIVER	AREA	UNIT
	Yard	50			
	I	2			
	II-A	10			
	II-B	16			
	II-C	7			
	III & IV Mains	9			
	III-A	4			
	IV-A	6			
	IV-B	5			
	V-A	11			
	V-B	13			
	V-C	14			
	V-D	12			
	V-E	15			
	VI-A	1			
	VI-B	3			
	VI-EDA	8			
	Side- walks	44			

NOTES: FLEET ON CALL --

ALL ROSTER CHANGES MUST BE SIGNED BY BOTH PARTIES AND SUBMITTED PRIOR TO CALL OUT

▪ Denotes double up / Next Double Up / Next Water Rotation

NEXT UP:

1 ST	4 TH	7 TH	
2 ND	5 TH	8 TH	
3 RD	6 TH	9 TH	

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request a Resolution to Increase the Membership of the Stormwater Management Committee with a representative from the Hoffman Estates Park District.

MEETING DATE: October 27, 2008

COMMITTEE: Public Works and Utilities

FROM: Gary Salavitch

PURPOSE: Request a Resolution to Increase the Membership of the Stormwater Management Committee with a representative from the Hoffman Estates Park District.

BACKGROUND: The current Stormwater Management Committee membership consists of three trustees and six citizens for a total of nine members. Attached is the agenda and backup material from the last Stormwater Management Committee meeting held on August 18, 2008.

DISCUSSION: It is proposed to increase the membership of the Stormwater Management Committee by one person and include a representative from the Hoffman Estates Park District. The proposed resolution is attached.

FINANCIAL IMPACT: There would be no financial impact to the Village.

RECOMMENDATION: Request approval for a Resolution to Increase the Membership of the Stormwater Management Committee with a representative from the Hoffman Estates Park District.

Attachments

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION CREATING THE
STORMWATER MANAGEMENT COMMITTEE
OF THE VILLAGE OF HOFFMAN ESTATES

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: The Stormwater Management Committee of the Village of Hoffman Estates be and is hereby created to read as follows:

A. Stormwater Management Committee.

There is hereby created the Stormwater Management Committee of the Village of Hoffman Estates.

B. Membership.

The Stormwater Management Committee shall consist of ten (10) members, including the chairman of the Public Works & Utilities Committee, the chairman of the Planning, Building & Zoning Committee, the chairman of the Public Health & Safety Committee, a representative of the Hoffman Estates Park District, and six (6) residents of the Village of Hoffman Estates appointed by the Village President and approved by the Village Board, one of whom shall be chairman.

C. Duties of the Stormwater Management Committee shall be:

1. to review and recommend to the Village Board of Trustees action necessary to alleviate the possibility of flooding in flood prone areas of the Village;
2. to provide input into the preparation of a flood disaster plan;
3. to encourage publicity relative to activities for the general purpose of public understanding;
4. to encourage research, investigations and studies relating to control and prevention of flooding;

and other such duties as may be determined by the President and Board of Trustees.

D. Compensation of Members.

The members of the Stormwater Management Committee shall receive such compensation as deemed appropriate by the President and Board of Trustees from time to time and as provided by resolution of the President and Board of Trustees.

E. Budget.

The budget shall be determined as the President and Board of Trustees deem appropriate.

Section 2: This Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2008

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Cary J. Collins	_____	_____	_____	_____
Trustee Raymond M. Kincaid	_____	_____	_____	_____
Trustee Jacquelyn Green	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2008

Village President

ATTEST:

Village Clerk

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Appointment of Director and Alternate Directors to the Solid Waste Agency of Northern Cook County (SWANCC)

MEETING DATE: October 27, 2008

COMMITTEE: Public Works & Utilities Committee

FROM: James H. Norris, Village Manager

PURPOSE: To appoint Director and Alternate Directors to the Board of Directors of SWANCC.

BACKGROUND: By Ordinance No. 3917-2007, James Norris was appointed Director and Mayor McLeod, Trustee Green and Molly Norton were appointed as Alternate Directors on the Board of Directors of SWANCC.

DISCUSSION: SWANCC has advised that only the Village Manager, Village President/Mayor or members of the Board of Trustees may serve as director or alternate director. A draft ordinance is attached for your review.

RECOMMENDATION: Approval of Ordinance naming Director and Alternate Directors to the Solid Waste Agency of Northern Cook County.

10/07/08

ORDINANCE NO. _____ - 2008

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE APPOINTING A
DIRECTOR AND ALTERNATE DIRECTOR
TO THE SOLID WASTE AGENCY
OF NORTHERN COOK COUNTY

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That the President and Board of Trustees of the Village of Hoffman Estates appoint James H. Norris, Village Manager, as the Village's Director on the Board of Directors of the Solid Waste Agency of Northern Cook County and appoint William D. McLeod, Village President and Jacquelyn Green, Village Trustee, as its Alternate Directors, in each case for a term expiring April 30, 2009 or until their successor is appointed.

Section 2: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 3: That this Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2008

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Cary J. Collins	_____	_____	_____	_____
Trustee Raymond M. Kincaid	_____	_____	_____	_____
Trustee Jacquelyn Green	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2008

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2008.

ORDINANCE NO. 3917 - 2007

AN ORDINANCE APPOINTING A
DIRECTOR AND ALTERNATE DIRECTOR
TO THE SOLID WASTE AGENCY
OF NORTHERN COOK COUNTY

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That the President and Board of Trustees of the Village of Hoffman Estates appoint James H. Norris, Village Manager, as the Village's Director on the Board of Directors of the Solid Waste Agency of Northern Cook County and appoint William D. McLeod, Village President, Jacquelyn Green, Village Trustee, and Molly Norton, Assistant to the Village Manager, as its Alternate Directors, in each case for a term expiring April 30, 2009 or until their successor is appointed.

Section 2: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 3: That this Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS 7th day of May, 2007

APPROVED THIS 7th day of May, 2007

VOTE	AYE	NAY
Trustee Mills	<u>x</u>	_____
Trustee Collins	<u>x</u>	_____
Trustee Kincaid	<u>x</u>	_____
Trustee Green	<u>x</u>	_____
Trustee Newell	<u>x</u>	_____
Trustee Pilafas	<u>x</u>	_____

APPROVED:

William D. McLeod
Village President

ATTEST:

Virginia Mary Hayter
Village Clerk

Published in pamphlet form this 12th day of May, 2007.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval to participate in the Northeastern Illinois Mutual Aid Network (NEIMAN) emergency and non-emergency intergovernmental service agreement.

MEETING DATE: October 27, 2008

COMMITTEE: Public Works & Utilities

FROM: Kenneth Hari

PURPOSE: The specific intent of this Service Agreement is to permit the Public Works Department of each Member to more fully safeguard the lives, persons, and property of all citizens.

BACKGROUND: In accordance with attached.

DISCUSSION: By participating in the program the Village would place itself in a position to acquire outside assistance for emergencies and/or disasters. A decision whether or not to render mutual aid is solely at the discretion of each participating member.

FINANCIAL IMPACT: None apparent.

RECOMMENDATION: Request approval to participate in the Northeastern Illinois Mutual Aid Network (NEIMAN) emergency and non-emergency intergovernmental service agreement.

PUBLIC WORKS EMERGENCY MUTUAL AID INTERGOVERNMENTAL SERVICE AGREEMENT

SECTION ONE – PURPOSE

The Northeastern Illinois Mutual Aid Network (NEIMAN) Public Works Emergency Mutual Aid Intergovernmental Service Agreement (the "Service Agreement") which has been adopted by Member municipalities and townships is made in recognition of the fact that natural or man-made occurrences may result in situations which are beyond the ability of an individual municipality or township to deal with effectively in terms of personnel, equipment, and material resources at a given time. In adopting the Service Agreement, each Member expresses its intent to assist Member jurisdictions by assigning some of its Member personnel, equipment, and material resources to an affected municipality as specific situation allow. The specific intent of this Service Agreement is to permit the Public Works Department of each Member to more fully safeguard the lives, persons, and property of all citizens.

SECTION TWO – DEFINITIONS

For the purpose of this Service Agreement, terms are defined as follows:

- A. **Aiding Member:** A Member from whom Mutual Aid is requested by a Stricken Member in the event of an emergency.
- B. **Council of Government:** An intergovernmental agency that provides local municipal governments technical assistance and joint services.
- C. **Director of Public Works:** An individual or his/her designee, who is designated by the appropriate Member as having primary responsibility for Public Works functions and emergencies as generally define herein.
- D. **Emergency:** An unforeseen or sudden event or condition arising in a Member's territorial jurisdiction, or arising when transporting equipment, or vehicles through another Member's jurisdiction, which results in an insufficiency of Public Works personnel, equipment, materials, or other related services such that the Member determines that it is necessary and advisable to request aid.
- E. **Member:** A unit of local government which has recognized Public Works Department and which is a party to this Service Agreement.
- F. **Mutual Aid:** Emergency responses and assistance to a Stricken Member by an Aiding Member in the form of public works personnel, equipment, materials, or other related services and resources.
- G. **Stricken Member:** A Member which requests aid in the event of an emergency.

SECTION THREE – AUTHORITY AND ACTION TO EFFECT MUTUAL AID

- A. Each Member hereby authorizes and directs its Director of Public Works to render and/or request Mutual Aid to or from the other Members in accordance with the policies and procedures which may be established from time to time by the Directors of Public Works of Member jurisdictions. The Mutual Aid rendered shall be to the extent of available personnel, equipment, and materials not required for adequate servicing of the Aiding Members. The judgement of the Director of Public Works of the Aiding Member shall be final as to the personnel, equipment and materials available.

- B. Whenever a Stricken Member requests Mutual Aid, pursuant to this Service Agreement, the Stricken Member's Director of Public Works shall notify any and all other Members of the nature and location of the occurrence and the type and amount of personnel, equipment, and materials requested from each Member.
- C. Upon receipt of a request for Mutual Aid, the Director of Public Works for that Member shall immediately:
 - 1. Determine the extent, if any, to which requested personnel, equipment and materials are available for Mutual Aid.
 - 2. Dispatch the requested personnel, equipment and materials to the extent available, to the location of the occurrence reported by the Stricken Member.
 - 3. Notify the Director of Public Works of the Stricken Member (or his/her designee) orally, in writing, or by any other reasonable means if any and all of the requested amount or type of personnel, equipment, or materials cannot be provided.

SECTION FOUR – JURISDICTION OVER PERSONNEL AND EQUIPMENT

- A. Personnel dispatched to aid a Stricken Member pursuant to this Service Agreement shall remain employees of the Aiding Members. Personnel rendering emergency Mutual Aid shall report for direction and assignment to the Director of Public Works of the Stricken Member and shall perform work only as assigned by the Director of Public Works of the Stricken Member (or his/her designee). However, both the Aiding Member and the Stricken Member are responsible to perform all work as set forth in the minimum safety guidelines established by local, County, State, and Federal agencies, including but not limited to, the Illinois Department of Labor and the Occupational Safety and Health Administration. The Aiding Member shall at all times have the right to withdraw any and all Mutual Aid upon the order of its Director of Public Works; provided, however, that the Aiding Member withdrawing such aid shall notify the Director of Public Works of the Stricken Member in the manner described in section 3.C.3 of the withdrawal of such Mutual Aid and the extent of such withdrawal.
- B. Each Member agrees to submit, as a condition of membership, resource lists of available equipment and supplies.

SECTION FIVE – COMPENSATION MUTUAL FUND

- A. Personnel, equipment, and/or services (excluding potable water supply and sewer collection) provided pursuant to this Service Agreement shall be at no charge to the Stricken Members. The cost of the materials used by the Stricken Member and furnished by the Aiding Members shall be reimbursed by the Stricken Member within 30 days after receipt of any such amounts. Nothing herein shall preclude a Stricken, or Aiding Member from seeking recovery of funds from any State or Federal Agency under any existing statutes.
- B. All Members agree to cooperate regarding the obtaining of State and Federal funds. Each Member shall maintain accurate records and documentation of all labor, equipment, materials, and related expenses associated with the rendering of mutual aid covered by this agreement. Copies shall be made available to Members upon request.

SECTION SIX – INSURANCE

- A. Each Member agrees to obtain and maintain at its sole expense insurance, including comprehensive general liability (with broad form property damage endorsement), auto liability, property damage and casualty, workers' compensation, and, if applicable, professional malpractice insurance, upon such terms as in each Member's judgement is best for the protection of itself, its personnel, officers, and equipment. The obligations of insurance set forth in this section may be satisfied by a Member's participation in a self-insurance plan or pool.
- B. A Stricken Member shall have no obligation to provide or extend insurance coverage to insure the personnel, property, or equipment of any Aiding Member, or to insure the acts or omissions of personnel of any Aiding Member.

SECTION SEVEN – INDEMNIFICATION

- A. Each Stricken Member requesting Mutual Aid in an Emergency pursuant to this Service Agreement hereby expressly agrees to indemnify, defend, and hold harmless any and all Aiding Members providing Mutual Aid during such Emergency and their officers, officials, employees, agents, attorneys, and representatives from any and all claims, demands, liability, damages, injury, causes of action, suits in law or in equity, costs and expenses which may arise out of, or may relate to such emergency. These indemnities shall include attorney fees and costs that may arise from providing Mutual Aid pursuant to this Service Agreement.
- B. Each Member receiving or rendering Mutual Aid in an Emergency hereby waives any and all claims against any other Member, its officers, agents, representatives, and employees, for compensation for any and all losses, claims, costs, expenses (including but not limited to attorney's fees), damages, personal injury or death arising in consequence of the performance of Mutual Aid during such an Emergency.
- C. Each Member, whether Aiding Member or Stricken Member, shall remain solely and exclusively responsible for the employee benefits, wage and disability payments, pensions, and workers' compensation claims for its employees. In addition, each Member shall pay any damage to equipment or clothing of, and any medical expenses incurred by, any of its employees in connection with the rendering of Mutual Aid.

SECTION EIGHT – NON-LIABILITY FOR FAILURE TO RENDER MUTUAL AID

No Member, nor its officers, officials, employees, agents, attorneys, or representatives shall be liable to any other Member, whether expressed or implied for its failure or refusal to render Mutual Aid pursuant hereto nor for the withdrawal of Mutual Aid in the Whole or in part, which has been provided pursuant to this Service Agreement.

SECTION NINE - EFFECTIVE DATE OF RESOLUTION AND SERVICE AGREEMENT

This Service Agreement shall be in full force and effect upon approval in the manner provided by law by at least three Council of Government Members by a resolution in substantially the form attached hereto (the "Resolution"), and upon the proper execution of the Service Agreement and delivery of such Resolution and Service Agreement to their Council of Government. After the Service Agreement is in force, any other municipality or township may become a Member upon approval, execution, and delivery of the Resolution and this Service Agreement to SSMMA, NWMC and the WCMC. The Council of Governments shall maintain a current list of all Members.

SECTION TEN – TERM; TERMINATION

- A. This Service Agreement shall remain in full force and effect from its effective date until it is terminated as provided in this section.
- B. Any Member may terminate its participation in this Service Agreement upon delivery of a certified resolution to the appropriate member Council of Government at least 90 days before that Member's termination date, which must coincide with the last day of the calendar month. Such notice shall either be personally delivered or sent by certified mail. Return receipt requested.
- C. This Service Agreement shall terminate and be of no force on effect whenever there are fewer than three Members continuing to participate in the Service Agreement.

SECTION ELEVEN – AMENDMENT

This Service Agreement shall only be amended when a written instrument is approved, signed, and delivered to the Council of Government by three-fourths of the then-existing Members. Such amendment shall take effect seven business days after the Council of Government receives the required number of approved and signed instruments. The Council of Government shall thereafter notify each Member of such amendment.

SECTION TWELVE – SEVERABILITY

If any provision of this Service Agreement shall be held by a court of competent jurisdiction to be invalid, illegal, or unenforceable to any extent, such provision shall be severable from the remaining provisions of this Service Agreement, and the validity, legality, and enforceability of the remaining provisions shall not be affected or impaired thereby, but such remaining provisions of the Service Agreement shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purposes and intent of the Service Agreement to the greatest extent permitted by applicable law.

SECTION THIRTEEN – GOVERNING LAW

This Service Agreement shall be governed, interpreted, and construed in accordance with the laws of the State of Illinois. Additionally, in conformity with Homeland Security Presidential Directives 5&8, this agreement acknowledges a need to function under the National Incident Management System (NIMS) and operate through the incident command system protocol.

SECTION FOURTEEN – EXECUTION

This Service Agreement may be executed in multiple counterparts or duplicate originals or with multiple signature pages, each of which shall constitute and be deemed on in the same document.

AUTHORIZATION

The undersigned unit of local government hereby subscribes and approves the Public Works Emergency Mutual Aid Intergovernmental Agreement to which this signature page will be attached and agrees to be a party thereto and be bound by the terms thereof. This signatory certifies that this Service Agreement has been adopted and approved by ordinance, resolution, or other manner approved by law, a copy of which document is attached hereto.

BY: _____
Mayor/President/Village/City Manager/Administrator/Township Supervisor

City/Village of/Township

Date of Signature

ATTEST:

Village/City Clerk/Secretary

Date of Signature

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request authorization for Change Order #2 to the Village Hall interior remodeling contract for additional construction services for remodeling of the Council Chambers to CMM Group, Inc., Alsip, IL in an amount not to exceed \$487,000 and award contract to Roscor, Mt. Prospect, IL, for Council Chambers furniture in the amount of \$52,000

MEETING DATE: October 27, 2008

COMMITTEE: Public Works & Utilities

FROM: Daniel P. O'Malley, Deputy Village Manager



PURPOSE: To approve Change Order #2 to the CMM Group, Inc. contract and award contract for furniture to permit the remodeling of the Village Hall Council Chambers.

BACKGROUND: In December 2007, the Village Board awarded a contract to CMM Group, Inc. for the Village Hall interior remodeling project. This project and scope of work of this contract did not include improvements to the Council Chambers. As the Board became interested in televising public meetings, consideration was given to improving the Council Chambers which would allow for the televising equipment to be designed into the remodeling. You will recall that the Gilfillan Callahan Nelson Architects (GCNA) professional services contract was amended in February to provide design and engineering services for the Council Chambers remodeling.

The proposed final design and remodeling plan of the Council Chambers improvement project has been completed by GCNA and they will present the proposed design at Monday's meeting for your consideration.

DISCUSSION: As you can see from the plan, the Council Chambers is proposed to be completely demolished and remodeled with a new dais, podium and bench seating. The infrastructure (lighting, power and data) will be upgraded, improved and new finishes will be installed. The Chambers will have all the camera and A/V technical equipment necessary for televising meetings built into the new space.

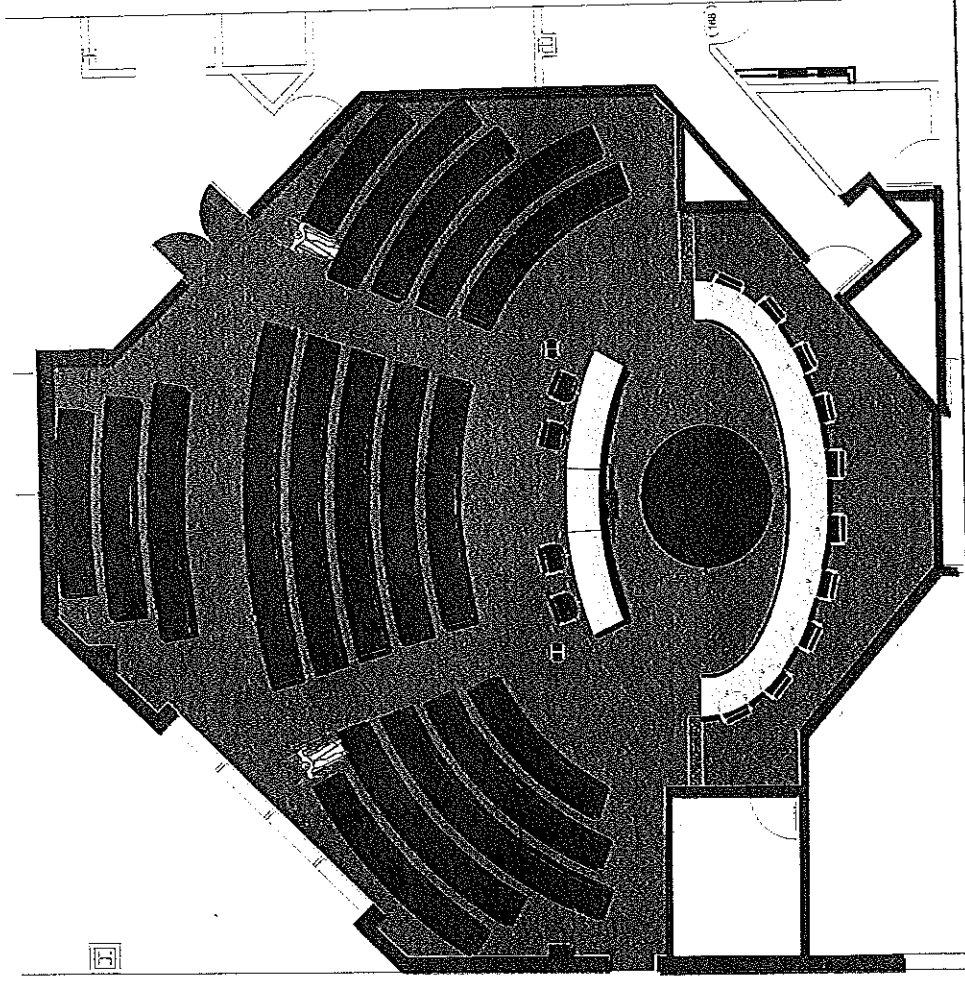
Should the Board find the Council Chambers remodeling plan acceptable, this work would be added as a change order to the existing CMM Group, Inc. contract. CMM suggests that material ordering could occur in November 2008, demolition started in January 2009 and tentative project completion by March 2009.

Additionally, as part of the Council Chambers remodel project, the dais and podium are proposed to be replaced. While this work is within the remodel project, the Village receives a more favorable cost if purchased directly through the manufacturer (Roscor). Therefore, this expense has been separated for an award of contract.

FINANCIAL IMPACT: The funds for the additional work to remodel the Council Chambers could come from the bond proceeds. Staff has reviewed the existing projects under construction and believes, at this time, that bond funds should be available to cover this new project from savings from the other projects. Also, additional funding from the Water Fund's proportionate share of the Village Hall project will provide added coverage for this expense.

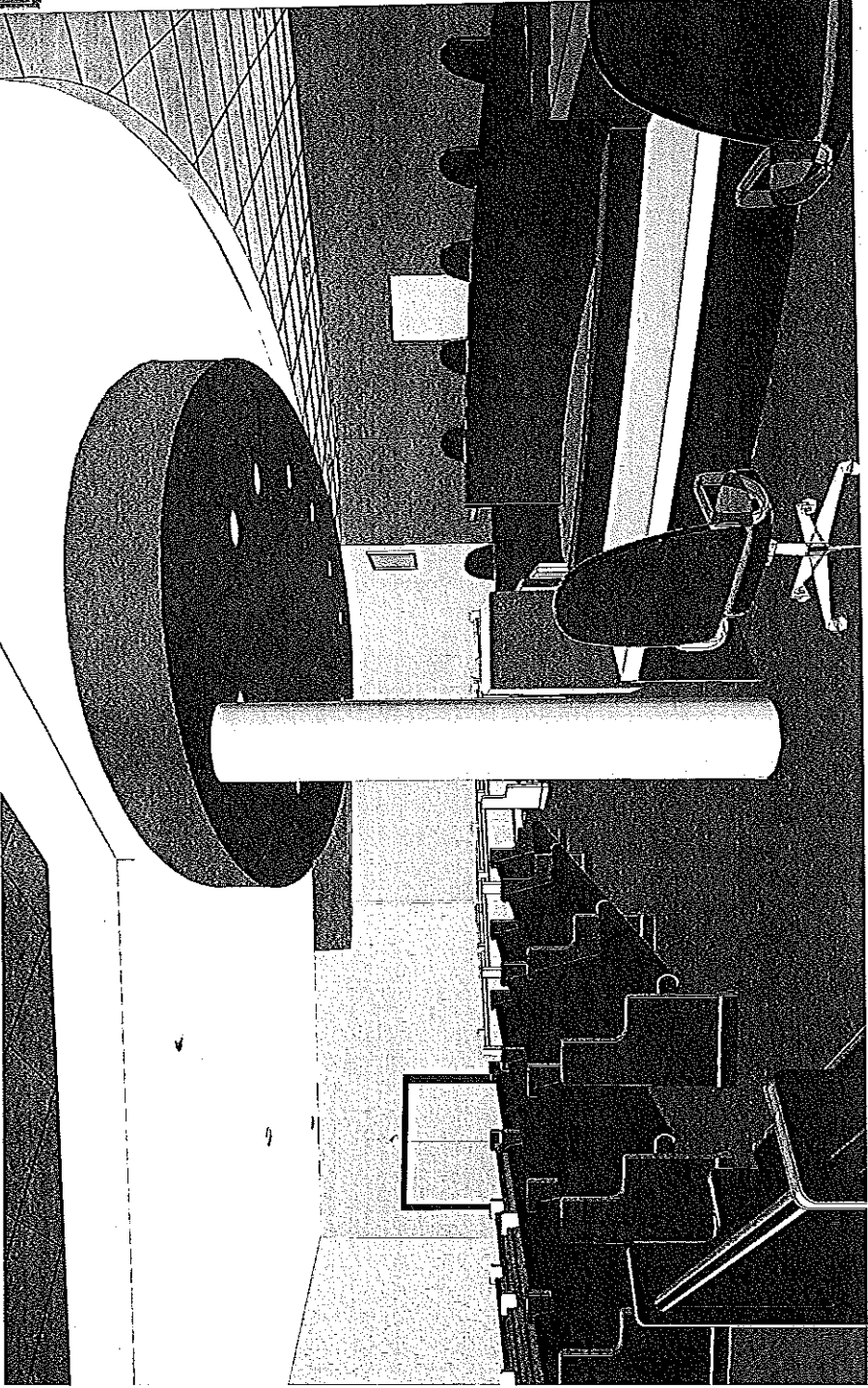
RECOMMENDATION: Request authorization for Change Order #2 to the Village Hall interior remodeling contract with CMM Group, Inc. for additional construction services to remodel the Council Chambers in an amount not to exceed \$487,000 and award a contract to Roscor, Mt. Prospect, IL, for furniture in an amount not to exceed \$52,000.

HOFFMAN ESTATES
VILLAGE HALL



COUNCIL CHAMBER RENOVATION WORK
FLOOR PLAN WITH CURVED PEWS AND DAIS





HOFFMAN ESTATES
VILLAGE HALL

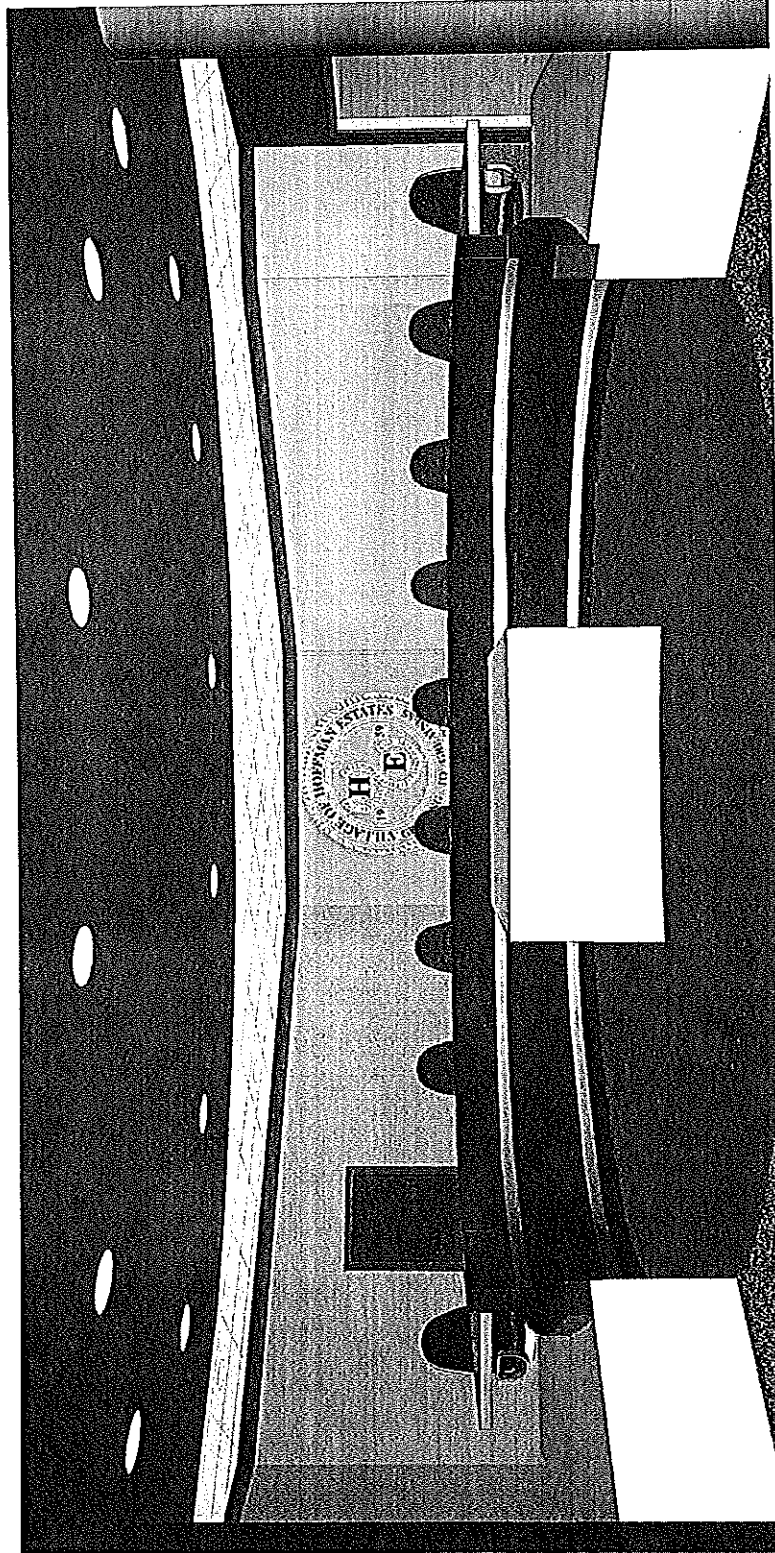


COUNCIL CHAMBER RENOVATION WORK
VIEW OF ROOM FROM NORTH-WEST CORNER

October 21, 2008

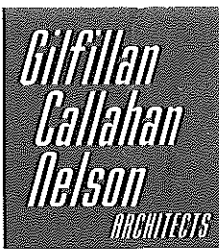
HOFFMAN ESTATES

VILLAGE HALL



COUNCIL CHAMBER RENOVATION WORK
VIEW OF DAIS AND PODIUM





1600 Golf Road
Suite 1000
Rolling Meadows, IL 60008
Phone: 847.952.0545
Fax: 847.952.0575
www.gcnarch.com

October 20, 2008

Mr. Daniel O'Malley
Deputy Village Manager
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169

RE: Village Hall
Project No. 07034

Dear Mr. O'Malley:

Per our discussions with staff we have developed documents for the remodeling of the existing Village Council Chambers. The remodeling includes new lighting, power, and data equipment for the purpose of broadcasting Village meetings to the public on the Village TV channel. In addition to these needs the Council Chambers will have new public seating, custom Dais, along with support furniture. Architectural work shall also include new ceilings, wall finishes, and flooring treatments. Code required upgrades to mechanical, electrical, and fire prevention systems shall also be incorporated.

We have reviewed these items and have provided the necessary documents from CMM Group, Inc. which show the required cost associated to the project.

We recommend that a change order be prepared in the amount of \$486,783.58 to CMM Group, Inc. for this work. We also recommend that the Village accept the proposal submitted by Roscor for the Dais furniture in the amount of \$52,000.00.

We look forward to working with you on the completion of this project. Should you have any questions, please feel free to contact me.

Sincerely,

Richard Petricek, AIA
Principal

Enclosures: CMM Proposal
Roscor Quotation

Cc: Patrick Callahan, GCNA

CMM Group, Inc.

Construction Management – Consulting - General Construction

18641 Forest View Lane, Lansing, Illinois 60438

Direct: 708-239-0335 Fax: 708-239-0363

Email: cmmgroup@comcast.net

October 20, 2008

Mr. Richard Petricek
Gilfillan Callahan Nelson Architects
1600 Golf Road, Suite 1000
Rolling Meadows, IL 60008

Via Fax: 847-952-0575

Re: Village of Hoffman Estates – Council Chambers Remodel

Dear Mr. Petricek:

In review of the Council Chamber Drawings M1.00, SP1.00, AD1.14 & A1.14, CMM group is proposing to perform this work for a lump sum of \$486,783.58. The following is a breakdown of the costs associated with this change:

Electrical, Mechanical & Sprinkler	\$255,000.00
Drywall, Ceilings, Paint, Flooring	\$125,000.00
Pews	\$50,000.00
Demo, Railings, Concrete & General Conditions	\$56,783.58

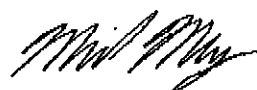
Please note that this proposal does not include any work associated with Roscor or Marshall Furniture. It is our understanding that these contractors will have a separate agreement with the Village of Hoffman Estates.

Since several items within this scope of work have significant lead times (10 – 12 weeks) and several plants shut down for the 2 weeks during the holidays, we would have to approve and release materials immediately upon board approval. Upon confirmations of some of the long lead items we could set a schedule that would allow for a continuous flow.

If you have any questions or would like to meet and go thru scope review meeting, please let me know.

Thank you.

Sincerely,
CMM Group, Inc.



Michael Meyer
Vice President

cc: Michael Bergin, CMM Group, Inc.



QUOTATION

March 21, 2008
Page: 1 of 3

Bruce Anderson
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates IL 60195
Phone: (847) 781-2607 Fax: (847) 882-2621

TB57-262
Sales Rep: Tom Burns
Payment Terms: Standard Project Terms
Freight Terms: Prepay & Add
Valid For: 30 Days

			Qty.		
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Section 1:

1.1	Marshall Furniture MLP55 MLP 55-slant top Podium with large locking document camera drawer for Canon RE 350, 50" plasma mounted on front side, standard locking doors, (2) adjustable shelves, 4" swivel carpet casters --(2) Custom moveable side tables	1	\$ 5,590.00	\$ 5,590.00
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1.2	Marshall Furniture DAIS Custom Dais to seat 10 with A/C outlet and input cut-out below work surface , 2 1/2" surface grommets at each position for cabling, (10) locking storage drawers for laptop and pencils, (10)kill switch cut-out at center position.	1	\$ 46,410.00	\$ 46,410.00
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1.3	This pricing will include the delivery and a days worth of on-site installation.	1	\$ 0.00	\$ 0.00
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Lead Time:

Currently our lead time is 6 weeks to ship once we have received all approvals, any necessary equipment for custom fitting and a Purchase Order.

Production:

Please note that Marshall Furniture can not begin production until signed drawings are faxed or emailed back along with written approval of the material and finish choices. Production will also not be able to begin until any necessary equipment has been received. Please refer to the drawings, which will indicate what pieces will be needed.

Warranty:

Please see the attachment

Deposit: A deposit of \$13000.00 is required with a signed change order supplied by Roscor for the addition of this material and work to the base contract received by Roscor.

1.4			\$ 0.00	
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Section Total: \$ 52,000.00

<i>Item</i>	<i>P/N</i>	<i>Description</i>	<i>Qty.</i>	<i>Unit Price</i>	<i>Ext. Price</i>
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All prices quoted in U.S. Dollars

Total: **\$ 52,000.00**

Quote Total: **\$ 52,000.00**

<i>Item</i>	<i>P/N</i>	<i>Description</i>	<i>Qty.</i>	<i>Unit Price</i>	<i>Ext. Price</i>
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Roscor Project Terms

TERMS: 25% Deposit is required with the order. As equipment is received at Roscor or as deposits are required by manufacturers of Roscor, Roscor will bill progressively up to 75% of the total project. In addition, periodic proportionate labor invoices will be submitted up to 90% of the total project. All invoices are due Net 30. Irrespective of net thirty terms on individual invoices, 75% of the total project price will be due prior to shipment. A service charge of 1.5% per month will be added to accounts 30 days or more past due. The final 25% hold back will be due upon substantial completion of the system.

Freight and Insurance from the point of origin to destination will be prepaid and added unless other arrangements are specified.

"THIS QUOTATION IS VALID FOR 30 DAYS"

I have read the attached Terms and Conditions.

Accepted for _____

by _____
Name & Title

Accepted for Roscor _____

by _____

Roscor Project Terms




COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request approval of an amendment to the Gilfillan Callahan Nelson (GCN) Architects professional services contract for architectural design and engineering services to include architectural and design costs for the remodeling of the Council Chambers in an amount not to exceed \$22,322.

MEETING DATE: October 27, 2008

COMMITTEE: Public Works & Utilities

FROM: Daniel P. O'Malley, Deputy Village Manager 

PURPOSE: Request approval of a second amendment to the Gilfillan Callahan Nelson Architects (GCNA) professional services contract for architectural design and engineering services to include architectural and design costs for the remodeling of the Council Chambers in an amount not to exceed \$22,322.

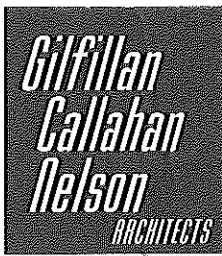
BACKGROUND: In July, 2007, the Village Board awarded the contract for professional services to provide architectural design and engineering services for the Village Hall remodeling project to GCNA. As you know, this contract did not include improvements to the Council Chambers. As the Village Board became interested in televising public meetings and purchasing the necessary A/V equipment (i.e. cameras, sound equipment and lighting), it seemed prudent to consider improvements to the Council Chambers so the new equipment could be designed into that remodeling.

In February, the Board approved an amendment to the existing GCNA contract in the amount of \$16,200 based on the estimated work of \$265,344. The actual cost to complete the remodel of the Council Chambers is \$538,783. Since the design fee is based on the construction cost, GCNA's fee increased to \$38,523 of which \$16,200 has already been authorized.

DISCUSSION: Accordingly, GCNA has submitted an amended proposal for architectural design services for the Council Chambers remodeling project in an amount of \$38,523. This proposal is attached. The design fee is based on the same percentage cost of construction as their original contract.

FINANCIAL IMPACT: The funding for the Village Hall remodeling project is accounted for within the bond issue proceeds. At this time, the additional cost for design fees appears that it can be accommodated.

RECOMMENDATION: Request approval of a second amendment to the GCNA professional services contract for architectural design and engineering services for the Council Chambers remodeling in an amount not to exceed \$22,322.



1600 Golf Road
Suite 1000
Rolling Meadows, IL 60008
Phone: 847.952.0545
Fax: 847.952.0575
www.gcnarch.com

October 20, 2008

Mr. Daniel O'Malley
Deputy Village Manager
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169

RE: Village Hall Interior Remodeling
Additional Services – Council Chambers
Project No. 07034


Dear Mr. O'Malley:

We are happy to submit the attached Additional Services for the Renovation of the Existing Village Hall Council Chambers. I have provided two (2) copies of our AIA Document G606 Amendment to the Professional Services Agreement. Should you concur, please return one signed copy of the proposal to our office.

We look forward to working on the remodeling and completing the project in a successful manner.

If you have any questions, please feel free to contact me.

Sincerely,


Richard Petricek, AIA
Principal

Enclosure: AIA Document G606

Cc: Patrick Callahan, GCNA
Vicki Luczynski, GCNA



AIA[®] Document G606[™] – 2000

Amendment to the Professional Services Agreement

Amendment Number: 001

TO: Daniel O'Malley
(Owner's Representative)

In accordance with the Agreement dated: June 20, 2007

BETWEEN the Owner:
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169

and the Architect:
Gilfillan Callahan Architects
1600 Golf Road, Suite 1000
Rolling Meadows, IL 60008

for the Project:
(Name and address)
Village of Hoffman Estates
Hoffman Estates Village Hall Interior Remodeling
1900 Hassell Road
Hoffman Estates, IL 60169

Authorization is requested
 to proceed with Additional Services or a Change in Services.
 to incur Additional Reimbursable Expenses.


As Follows:
Remodeling of Board Room chambers and TV broadcasting systems.

The following adjustments shall be made to compensation and time.
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

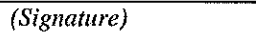
Compensation:
7.15% of the project construction cost.
(Current construction cost valued at \$538,783.48) Total Fee: \$38,523.00

Time:
As required.

SUBMITTED BY:


(Signature)
Richard Petricek, Principal
(Printed name and title)

AGREED TO:


(Signature)
Daniel O'Malley
(Printed name and title)

(Date)

(Date)

 **AIA[®] Document G606[™] – 2000**

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Amendment Number: 001

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1600 Golf Road, Suite 1000
Rolling Meadows, IL 60008

for the Project:
(Name and address)
Village of Hoffman Estates
Hoffman Estates Village Hall Interior Remodeling
1900 Hassell Road
Hoffman Estates, IL 60169

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(Current construction cost valued at \$538,783.48) Total Fee: \$38,523.00

Time:
As required.

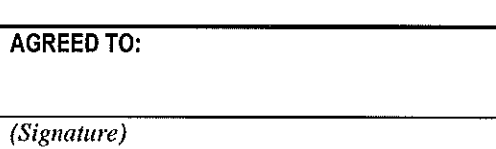
SUBMITTED BY:


(Signature)

Richard Petricek, Principal
(Printed name and title)

(Date)

AGREED TO:


(Signature)

Daniel O'Malley
(Printed name and title)

(Date)

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award contract for upgrade of water and sewer telemetry systems to Automatic Control Services, Naperville, IL, in an amount not to exceed \$120,000.

MEETING DATE: October 27, 2008

COMMITTEE: Public Works & Utilities

FROM: Kenneth Hari, Joe Nebel, Haileng Xiao

PURPOSE: To award contract for the upgrade of telemetry water and sewer facilities for the SCADA system.

BACKGROUND: The previous Village SCADA system was an Aquatrol Digital System (Prosoft) installed in 1986. In 2004 - 2005, the Aquatrol system, at the main control panel was replaced with two desktop computers and Allen-Bradley SLC 5/05. This control center upgrade provided a platform for a planned and step-by-step upgrade of SCADA for all water and sewer facilities. Water & Sewer facilities consist of eighteen (18) lift stations, six (6) water towers, three (3) reservoirs, five (5) flow meters, two (2) booster pump stations, and two (2) high service pump stations. There have been some partial upgrades of the WDA Lift Station, University Lift Station and Abbywood Pumping Station; however upgrades need to be completed at these locations.

The facilities are grouped into eighteen (18) nodes for sewer lift stations and nine (9) nodes for water facilities. Due to the importance of potable water we are proposing that all 9 water facilities nodes be included within this phase of the project. They consist of:

- Two nodes for reservoirs with pump stations (Abbeywood Station and Aster Ln. Station), one is connected to the water tower and one is already equipped with MicroLogix 1500 PLC.
- Two nodes for #1 and #2 interzone pump stations with altitude valves and connections (one is already equipped with MicroLogix 1500 PLC).
- Five nodes for five water towers (Aster Ln. Water Tower is part of Aster Ln. pump station node).

BACKGROUND, Continued

As the complete rehabilitation of Barrington Lift is currently planned for 2009 and Frederick & Highland Lift stations are planned for abandonment, those lift stations are not identified for SCADA upgrades during this, or future phases. Along with the previously mentioned water system upgrades the lift stations listed below have been prioritized based upon the critical nature of the lift station and the past history of problems.

- Lift #5 Chippendale
- Lift #9 Westbury
- Lift #10 Park
- Lift #13 Hilldale
- Lift #14 Moonlake
- Lift #15 Golf
- Lift #17 Eric
- Lift #21 University Place

In 2006, WDA Lift's field SCADA was upgraded with the replacement of W1300 RTU by Allen-Bradley PLC (Programmable Logic Controller). In 2004, a PLC (MicroLogix 1500) was installed at University Place Lift station in preparation of the station control upgrade. No previous PLC /SCADA upgrade work has been performed at other lift stations.

A detailed request for proposals (RFP) was prepared for the upgrade of the remaining field SCADA systems of the above nodes of water and sewer system, with the exception of the Barrington Square Lift, Frederick Lift and Highland Lifts. The goal of the RFP is to find and utilize the most cost-effective method for improvements that increase reliability and reduce maintenance difficulties of the existing SCADA system. Each node is to be equipped with a PLC to control and monitor the operation of facility components and instruments such as valves, pumps and level monitoring devices. The PLC at each facility increases the number of I/O (input & output) and adds more control and monitoring. Each facility's programming control will be increased by enabling direct communication between field facilities, such as a water tower and a pump station. The direct communication between field facilities will keep the system running properly in case of a control center failure.

DISCUSSION:

On 8/15/08, four proposals were received. They are summarized as follows:

Company	Proposed Cost Basic Scope of Services	Pond Level Monitoring Option	Lift Station Wet Well Transducer Option	Total Cost
Automatic Control Services	\$219,355	\$22,530	\$17,875	\$259,769
JM Process Systems	\$261,254	\$16,634	-	\$277,888
B&W Control Systems	\$313,520	\$65,220	-	\$378,740
SEC Group Inc	\$644,000	-	-	\$644,000

The lowest proposal for the basic scope of services was provided by Automatic Control Services. Prior to 2004, this firm was one of two firms often called in to trouble shoot the SCADA system when problems arose. Their performance was satisfactory and responses to requests for service were timely. The firm demonstrated a high level of expertise and thorough knowledge of the SCADA system. During 2004's RFP process for the control center upgrade, this firm's proposal was higher than others and they were not awarded the contract. Although the firm has not performed any SCADA work for the Village since 2004, they are considered to be highly qualified to perform the current contract work.

On 9/4/08, the department project team conducted an interview with Automatic Control Services on their proposal.

Reference calls were placed to many municipalities on SCADA work completed recently by Automatic Control Services. Return calls were received from the Villages of Park Ridge, Hodgkins and St. Charles. Staff members of these three Villages confirmed that the work by Automatic Control Services was highly satisfactory. No negative comments were received.

The plan for the upgrade of the entire Village water/sewer SCADA system is a three year phased plan. Staff believes that the potable water system should take precedence over sanitary lift stations for receipt of SCADA upgrades. This belief is based on the size & scope of consequences that could occur as a result of a failure of the current system. We are requesting to move forward in FY 2008 with the completion of the potable water field system upgrade and complete 8 lift station upgrades as listed earlier.

As with other Public Works Programs (pavement marking, concrete maintenance, etc.), the parameters of the project have been adjusted based on the bids submitted and budgeted funding. The intention is to upgrade as many stations as possible for the lowest dollar amount and remain within budget allocations. The 2008 funds budgeted for these parts of the project are \$120,000. The cost proposed by Automatic Control Services to upgrade the SCADA system for the entire water field system and the additional identified lift stations with transducer options is \$116,525.

DISCUSSION, Continued

Detailed comparison for the proposed 2008 SCADA upgrades are as follows:

Company	Automatic Control Services	JM Process Systems	B&W Control Systems	SEC Group Inc
Abbeywood Site RFP #2	\$8,478.25	\$11,004	\$16,650	\$24,665
Aster Ln Site RFP#3	\$8,917.98	\$11,004	\$18,690	\$25,090
5 Water Towers RFP#4	\$20,062.63	\$22,419	\$29,660	\$48,300
Moon Lake Lift RFP #7.1	\$4,992.76	\$5,905	\$8,384	\$9,713
Westbury Lift RFP #7.2	\$4,992.76	\$5,905	\$8,384	\$9,713
Golf Lift RFP #7.3	\$4,992.76	\$5,905	\$8,384	\$9,713
Hilldale Lift RFP#7.4	\$4,992.76	\$5,905	\$8,384	\$9,713
Eric Lift RFP#7.5	\$4,992.76	\$5,905	\$8,384	\$9,713
Park Lift RFP #7.6	\$4,992.76	\$5,905	\$8,384	\$9,713
Chippendale RFP #7.7	\$4,992.76	\$5,905	\$8,384	\$9,713
University Lift RFP #8	\$8,471.50	\$7,250	\$7,660	\$21,680
WDA JAWA 5 RFP#10	\$5,285.18	\$4,739	\$6,390	-
West Interzone JAWA 3& 4 RFP#11	\$7,216.15	\$4,739	\$10,690	\$15,660
East Interzone, JAWA 1 & 2 RFP#12	\$13,519.85	\$4,739	\$13,070	\$18,180
Total	\$106,900.86	\$107,229	\$161,498	\$221,566

JM Process System's proposed cost was not itemized. JM Process System stated the itemized fees were provided for accounting purpose only as a response to staff's phone call.

The proposal by Automatic Control Services also included an upgrade of all lift station wet well level monitoring equipment by replacing the bubbler monitor system with a transducer system. The proposed cost is \$1,375 for each lift station. No other firms submitted this option in their proposal. Having this recommendation in the proposal, demonstrates this firm has a better understanding of the Village's unique system. The

DISCUSSION, Continued

bubbler system is dependent on a source of compressed air, air flow restrictor, sensing tube and pressure transmitter. Failure of the bubbler system frequently occurs due to compressor failure or moisture in the tube. The transducer uses a specially designed diaphragm to measure the water pressure and convert it into the sewage level electronically. Level information is transmitted by cable instead of pneumatic tube as in bubbler system. It has far less problems and maintenance than a bubbler system. The bubbler system is considered obsolete and is no longer used in new lift stations. The total cost for transducer options for 7 lift stations is \$9,625. Staff highly recommends moving forward with this option.

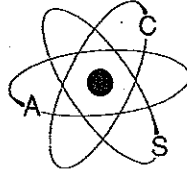
The total proposed cost of selected options provided by Automatic Control Services, including the transducer option, is \$116,525. A deviation from this list will occur if a high priority lift station required additional station monitoring equipment. Should this occur, the cost would be absorbed by delaying upgrades for lower priority lift stations. Staff is also requesting expenditure of the total \$120,000 budget amount as a contingency for additional work or to correct unforeseen problems.

FINANCIAL IMPACT:

The proposed total cost of all 2008 work for professional services by Automatic Control Services is \$116,525. The FY 2008 budget has a total of \$120,000 allocated for this project in accounts #40406725-4609 & 40406825-4608. The budget funds are sufficient to cover the project cost.

RECOMMENDATION:

Request authorization to award contract for upgrade of water and sewer telemetry systems to Automatic Control Services, Naperville, IL, in an amount not to exceed \$120,000.



Automatic Control Services

1528 Oswego Rd. Naperville, Illinois 60540

(630) 357-1780

Proposal # WRS081408A.01

Automatic Control Services is pleased to present this quotation covering the Village of Hoffman Estates request for proposal document entitled .

VILLAGE OF HOFFMAN ESTATES

REQUEST FOR PROPOSALS

UPGRADE OF
FIELD SUPERVISORY CONTROL AND
DATA ACQUISITION SYSTEM

which will be hereafter referred to as the proposal documents.

Dedicated telephone circuits for the Allen-Bradley communications will need to be added to all of the stations that are being converted from Aquatrol W1300 equipment to Allen-Bradley PLC equipment. These stations can then be converted one at a time and the operation of the station verified immediately. When the project is completed or as the remotes are converted, the W1300 telephone lines can be eliminated.

All programming at the master PLC will be completed before the conversion process is started. As the stations are being converted the operation of the station will not be in automatic. Each station will require one day or less to convert and will be operational when completed.

Where possible, ACS will utilize the existing SCADA system enclosures. The new SCADA PLC equipment will be mounted on panels. At installation the existing enclosure panels will be removed and the new SCADA panels will be installed in their place. This will reduce costs and allow the system to be built and tested in the shop prior to installation.

All outdoor enclosures will include heaters.

Small operator interface terminals are included as outlined in this proposal. These were not called for in the proposal documents and provide replacements for the existing local alarm and status indicators currently installed at these stations.

Proposal Cost

The cost for the SCADA system upgrade as outlined in this proposal including installation, startup and a one year warranty on all parts and labor will be **\$219,355.00**

Pond Level monitoring option

The Village of Hoffman Estates would like to monitor the level of the pond at Jones Road and Heather Lane. This can be accomplished through the installation of a solar powered environmental monitoring station which utilizes wireless spread spectrum radio communications. A level monitoring device would be installed in an existing catch basin by the pond. This device would transmit the level signal to the JAWA 2 station. A radio receiver at the station would output the level signal which would be tied into the Allen-Bradley PLC at JAWA 2. This would then be sent to the master station through the SCADA system. A high level alarm will be generated by the SCADA system allowing the Village to provide an early response to possible area flooding.

The cost for this environmental monitoring system including installation, startup and a one year warranty on all parts and Labor will be **\$22,530.00**.

Lift Station Wet Well Monitoring Option

The Village of Hoffman Estates would like to monitor the wet well levels at the village lift stations. This can be accomplished by adding a pressure transducer to existing bubbler systems at the lift stations. This signal will be tied into the Allen-Bradley PLC, displayed on the local display and transmitted to the SCADA system master for monitoring and trending.

The cost for this wet well monitoring addition including installation, startup and a one year warranty on all parts and Labor will be an additional \$1,375.00 per lift station.

For the thirteen (13) lift stations outlined in this proposal the total cost will be **\$17,875.00**

Proposal Cost

The lump sum cost for the SCADA system upgrade as outlined in this proposal including installation, startup and a one year warranty on all parts and labor will be **\$219,355.00**

This lump sum breaks down as follows

Public Works SCADA Control System:

2	iFix SCADA Version Upgrade	\$14,950.10
3	iFix iClient Version Upgrade	5,532.00
1	Labor – Installation, Configuration & Training	<u>6,512.00</u>
		\$26,994.10

Abbeywood Station:

1	Allen-Bradley PLC I/O additions	\$5,574.25
1	Labor – Installation and Configuration	<u>2,904.00</u>
		\$8,478.25

Aster Lane Station

1	Allen-Bradley PLC based SCADA Panel	\$5,925.98
1	Labor – Construction and Configuration	<u>2,992.00</u>
		\$8,917.98

WDA Lift Station

1	Allen-Bradley PLC I/O Additions	\$2,092.00
1	Labor – Installation and Configuration	2,706.00
2	Allen-Bradley Power Flex 700 VFD	20,480.50
1	VFD Installation	3,500.00
1	Rosemount 8" Flow Meter with Xmitter	8,905.00
1	Rosemount 12" Flow Meter with Xmitter	14,070.00
1	Flow meter installation	<u>3,750.00</u>
		\$55,503.50

University Place Lift Station

1	Allen-Bradley PLC Additions	\$4,669.50
1	Labor – Installation and Configuration	<u>3,802.00</u>
		\$8,471.50

Lift Stations #4,5,6,8,9,10,12,13,14,15,16,17 and 19

13	Allen-Bradley PLC SCADA Panel	\$35,608.93
13	Construction Installation and Configuration	<u>29,296.94</u>
		\$64,905.87

JAWA 1, JAWA 2 and the East Interzone Booster Station	
2 Allen-Bradley PLC SCADA Panel	\$5,899.85
2 Construction Installation and Configuration	<u>7,620.00</u>
	\$13,519.85
JAWA 3, JAWA 4 and the West Interzone Booster Station	
1 Allen-Bradley PLC SCADA Panel	\$3,428.15
1 Construction Installation and Configuration	<u>3,788.00</u>
	\$7,216.15
WDA JAWA Delivery Point (JAWA 5)	
1 Allen-Bradley PLC SCADA Panel	\$2,755.18
1 Construction Installation and Configuration	<u>2,530.00</u>
	\$5,285.18
Elevated Storage Tanks 1-5	
5 Allen-Bradley PLC SCADA Panel	\$12,428.63
5 Construction Installation and Configuration	<u>7,634.00</u>
	\$20,062.63

Subcontractors

Electrical Contractor

RAGS Electric
16244 Bluff Rd.
Lemont, IL 60439
630-739-7247

Plumbing Contractor

Genco Industries, Inc.
13610 Kenton Dr.
Crestwood, IL 60445
708-824-0081



B&W Control Systems Integration

8678 Ridgefield Road · Crystal Lake, IL 60012

815.788.3600 office · 815.455.0450 fax · www.bwcsi.com





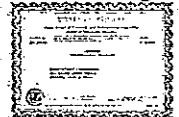
August 15, 2008

Haileng Xiao
Superintendent of Water and Sewer
Village of Hoffman Estates
2305 Pembroke Ave.
Hoffman Estates, IL 60195

**Subject: Upgrade of Field SCADA System
BWCSI Job No. 081028**

Dear Haileng:

You are undoubtedly well aware of many of B&W Control Systems Integration's (BWCSI) SCADA capabilities. You may not, however, be fully aware of what makes us successful compared to our competition. Here are some of the key attributes for Hoffman Estates to consider when evaluating other SCADA engineers/integrators. We believe that we are the only firm to offer the following unique combination of attributes critical to the success of Hoffman Estate's SCADA project.

Attribute	Advantage to Hoffman Estates	BWCSI	Others
<p>Guaranteed 24x7x365 Support</p> 	BWCSI staff is available all day, every day...guaranteed in writing. In a world of mediocre service, we offer our clients a 30 minute response <i>guarantee</i> , no matter when it is. When you have an issue, you want to talk to someone knowledgeable, and fast. We offer advanced, secure remote access tools with this service, which translates to less downtime and less time waiting for service.	<input checked="" type="checkbox"/>	No
<p>Rockwell Automation (Allen Bradley) Solution Provider</p> 	We are one of few Integrators to claim this coveted status direct from Rockwell. This means our staff has the software (5 licenses), tools, and support to ensure your Allen Bradley implementation is a success now and in the future.	<input checked="" type="checkbox"/>	Probably Not
<p>GE Solution Provider</p> 	GE Fanuc develops and owns iFIX, the lifeblood of the Village's SCADA system. Simply put, as a Solution Provider, BWCSI has not only direct factory support, but also the full support of the area's GE Fanuc distributor, Industrial Network Systems. We believe we have installed more iFIX software for the water industry than ANY OTHER integrator in the Chicagoland area.	<input checked="" type="checkbox"/>	Maybe?
<p>Microsoft Certified Partner</p> 	Most municipal software runs on Microsoft. BWCSI recognizes the need to employ staff with a high level of technology expertise. Over half of our staff are registered Microsoft Certified professionals. Our partner status also gives us full, unlimited access to Microsoft's engineering-based technical support.	<input checked="" type="checkbox"/>	No
<p>Professional Engineers</p> 	During all phases of your project, you want someone that understands your process and details, not just your electrical controls needs. Between Mike and myself (both degreed PEs), you can be sure that our attention to detail and maintaining or improving process control will be of the highest quality.	<input checked="" type="checkbox"/>	Maybe?



5.0 Project Fee

Following is our fee for the above Scope of Services, broken down by location:

Item / Site	Material	Labor	Total Cost
General (Project administration, overall design, meetings, final documentation)	\$0	\$16,650	\$16,650
iFIX Upgrade/SCADA Modifications	\$18,300	\$9,890	\$28,190
Abbeywood Upgrades	\$7,680	\$8,970	\$16,650
Aster Lane Upgrades	\$7,880	\$10,810	\$18,690
Water Tower Upgrades (5 sites)	\$12,990	\$16,670	\$29,660
Lift Station 20 Flow Meters	\$12,460	\$7,690	\$20,150
Lift Station 20 VFDs	\$26,060	\$10,670	\$36,730
Lift Station Upgrades (13 sites)	\$32,750	\$76,240	\$108,990
University Place Lift Station Upgrades	\$300	\$7,360	\$7,660
WDA JAWA Upgrades	\$2,600	\$3,790	\$6,390
West Interzone, JAWA 3 & 4 Upgrades	\$2,980	\$7,710	\$10,690
East Interzone, JAWA 1, & 2 Upgrades	\$4,560	\$8,510	\$13,070
TOTAL	\$128,560	\$184,960	\$313,520

Our total fee for this project including all equipment and labor described in the basic scope of service above is \$313,520.

6.0 Optional Work Fee

Following is our fee for the optional Scope of Services, broken down by option:

Item / Site	Equipment	Labor	Total Cost
Pond Level Monitoring System	\$9,250	\$7,990	\$17,240
Level Indicators and Annunciators at the Water Towers (cost for all 5 sites)	\$3,880	\$4,600	\$8,480
Annunciators at the Lift Stations (cost for all 13 lift stations)	\$14,640	\$11,960	\$26,600
PanelView Plus 700 at JAWA 2	\$3,000	\$3,450	\$6,450
PanelView Plus 700 at JAWA 3 & 4	\$3,000	\$3,450	\$6,450
TOTAL	\$33,770	\$31,450	\$65,220

JM PROCESS SYSTEMS, INC.

• Environmental Controls & Instrumentation •

Mr. H. Xiao
Hoffman Estates
Department of Public Works
2305 Pembroke Avenue
Hoffman Estates, IL 60169

August 15, 2008

Subject: Proposal for Upgrade of Field Supervisory Control and
Data Acquisition System

Dear Haileng:

This proposal is in response to your "Request for Proposal" for subject system which was sent to our office.

JM Process Systems has been in business for 27 years supplying and supporting SCADA systems for the water and wastewater marketplace. A current reference list is attached.

As you know we were involved with the original Aquatrol installation in 1986.

Our Base Proposal shall include the following:

- A. Upgrade your iFix Version 3.0 to Version 4.5.
- B. Upgrade your 411/911 to current version.
- C. Remove all Aquatrol W1300 components from the Abbeywood Station enclosure, replace with an Allen-Bradley MicroLogix 1500 PLC with all necessary I/O cards to support the existing I/O, wire the new PLC to existing terminal blocks and install a Panel View 1000 10" color touch screen on front of existing enclosure.

Also at Abbeywood, provide back-up control of 2 pumps to start automatically when local pressure drops to a low pre-programmed limit.

- D. Remove all Aquatrol W1300 components from Aster Lane Station enclosure, replace with an Allen-Bradley MicroLogix 1500 PLC with all necessary I/O cards to support the existing I/O, wire the new PLC to existing terminal blocks and install a Panel View 1000 10" color touch screen on front of existing enclosure.

15507 South 70th Court
Orland Park, Illinois 60462
(708) 429-3040
Fax (708) 429-3092
www.JMProcess.com

August 15, 2008

Page 3

Mr. H. Xiao – Hoffman Estates Department of Public Works

- G. At Lift Stations # 4, 5, 6, 8, 9, 10, 12, 13, 14, 15, 16, 17 and 19 replace the existing Aquatrol W1300 equipment with Allen-Bradley MicroLogix PLC's. Also, at these stations run conduit from existing enclosures to existing pump motor starters to allow the lift station pumps to be started and stopped from the Master Control Center.
- H. At Lift Station #21, transfer all monitoring and control of the existing SCADA Pak to the existing MicroLogix 1500. This will involve new conduits between 2 existing enclosures and several new wires and could be complex.
- I. Replace W1300 equipment at JAWA delivery point with MicroLogix 1500.
- J. At (JAWA 3 and JAWA 4) replace W1300 with MicroLogix 1500.
- K. At (JAWA 1 and JAWA 2) replace W1300 with MicroLogix 1500.
- L. Provide one day of training, 2 hard copies of manuals and one CD with all as-built's, O & M's and PLC programs.

Total Net Price A-L \$261,254.00

Deduct if Krohne Magmeters are utilized \$8,200.00

Option

The most effective way to monitor the pond would be to install an Ametek submersible level transmitter Model 575 (literature attached) approximately 1 foot below the normal pond surface at the water edge in a 2" PVC pipe. This would be installed such that it would not be conspicuous.

From this point we offer 2 alternates:

- a. Run the cable (24VDC) from level transmitter to the siren pole and install a wireless transmitter at the top of the pole.

August 14, 2008

Haileng Xiao
Superintendent of Water and Sewer
Village of Hoffman Estates
2305 Pembroke Avenue
Hoffman Estates, IL 60195

Dear Mr. Xiao:

Thank you for the opportunity to respond to the Village of Hoffman Estates with the enclosed proposal package. SEC Automation is pleased to present this information for your perusal as you consider qualified firms and proposals for the upgrade of the Village's existing supervisory control and data acquisition system.

In addition to the proposal, we have prepared information on the background and experience of our firm and staff.

Thank you for your consideration. On behalf of SEC Automation, Inc., let me assure you of our commitment to service. It would be a pleasure to work with you on your upcoming project.

If you have any questions, please don't hesitate to call.

Sincerely,

SEC AUTOMATION, INC.



Thomas C. Otto
Vice President

FEE FOR PROPOSED SERVICES

Compensation will be based on a lump sum of \$644,000.00 to be billed on monthly intervals based on work completion and schedule of work provided to date.

NOTE: Please refer the Project Quotation Cost Breakout located in the section after the proposal. This will help the CLIENT to look at the entire project on a task basis for cost as apposed to a "lump" overall cost. The intent of the breakout is to give the CLIENT a good understanding of the project costs when comparing them with other bidders who may be providing proposals.

INDEMNITY AND LIABILITY

SEC hereby agrees to and shall hold CLIENT harmless from any liability or damages for property damage or bodily injury, including death, which may arise from SEC's negligent operations under this Agreement, to the proportion such negligence contributed to the damages, injury or loss. CLIENT agrees to and shall hold SEC harmless from any liability or damages for property damage or bodily injury, including death, which may arise from all causes of any kind other than SEC's negligence.

It is understood and agreed that, in seeking the services of SEC under this Agreement, CLIENT is requesting SEC to undertake uninsurable obligations for CLIENT's benefit involving the presence or potential presence of hazardous substances. Therefore, CLIENT agrees to hold harmless, indemnify and defend SEC from and against any and all claims, losses, damages, liability and costs including but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release or escape of contaminants of any kind, accepting only such liability as may arise out of the sole negligence of SEC in the performance of services under this Agreement.

EXTRA WORK

Any work required but not included as part of this contract shall be considered extra work. Extra work will be billed on a Time and Material basis with prior approval of the CLIENT.

OUTSIDE CONSULTANTS

SEC is not responsible for accuracy of any plans or information of any type including electronic media prepared by any other consultants, etc. provided to SEC for use in development of the project.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award contract for the evaluation and cathodic protection of 16" water transmission mains on Ela Road and Huntington Boulevard to Cathodic Protection Management, Elburn, IL, in an amount not to exceed \$117,400.

MEETING DATE: October 27, 2008

COMMITTEE: Public Works & Utilities

FROM: Kenneth Hari, Joe Nebel, Haileng Xiao

PURPOSE: To award contract for the evaluation and corrosion protection services of 16" water transmission mains.

BACKGROUND: The Village's north water pressure district is supplied by two separate 16" ductile transmission mains. Both lines have I-90 Tollway crossings in encasement. After the I-90 Tollway crossing, the transmission lines are largely located in unpaved parkway areas. The approximate length of affected water mains is two miles and the water mains are located in close vicinity of Paul Douglas Forest Preserve in Cook County at the corner of Ela and Huntington. Approximately 1,340 feet of Class 52 Ductile Iron Pipe was used for the water mains under road pavement. The remainder of the pipe is Class 50 Ductile Iron Pipe that has less wall thickness. Because of the reduced wall thickness and hot soils, sections of this class of pipe have produced several leaks. Class 50 pipe has not been utilized for new water main installations for many years.

On December 3, 2002, the Village Board awarded the Phase I contract to Manhard Consulting Ltd. for engineering services for the first evaluation of the entire length of 16" water transmission mains on both Ela Road and on Huntington Boulevard. By August 31, 2003, Manhard's engineers completed their work with a report. The report recommended 8 sites for critical repairs and the installation of cathodic protection. These critical repairs were completed in 2003. In addition, Manhard's engineers also recommended the replacement of 400 feet of another severely corrosion damaged section of water main. In 2004, John Neri Construction Co. Inc., Addison, IL, completed the replacement of 460 feet of transmission main.

BACKGROUND, continued

In 2006, Cathodic Protection Management, Inc. (CMP) was hired to continue with Phase II project work by installing bonding cables and sacrificial anodes at 53 additional joints critical to prevent further deterioration of the pipe and to address repairs/maintenance in order to prevent main breaks. Phase II work was completed with final report and analysis submitted on September 11, 2006 by CMP. The work covered continuous cathodic protection to the section of water main on Huntington Road starting from Central Road. A total of 48 pipe joints were bonded with sacrificial anodes attached for a stretch of approximately 1,728 feet of water main in addition to completing smaller stretches of anodic sites.

After reviewing the final report for Phase II work, staff prepared a proposal request for Phase III work. The request also asked for an independent evaluation and testing of all previously completed field study, repair and cathodic installations to allow for the most cost-effective preventative action for Phase IV construction work. The focus this year is on a section of 16" water main on Ela Road. The Capital Improvement Program (CIP) budget for Phase IV includes pipe replacement options.

The request for the remaining 69 anodic sites needing repair/cathodic protection was sent out to twenty-five firms in September 2008.

DISCUSSION:

On 9/12/08, the Village received the following two proposals:

Cathodic Protection Management, Inc (CPM)	\$117,400
R. Cleveland UC Technologies Corp	\$309,850

Other firms declined to submit proposals for the project, most reporting prior project commitments prohibiting their participation.

Cathodic Protection Management, Inc (CPM) submitted the lowest proposal. The proposal meets Village requirements and the evaluation and repair methods do not involve any interruption of water service to Village customers.

An interview was held with CPM on 9/30/08. CPM's responses to the interview questions were very satisfactory. The work performed for the Village by CPM in 2006, was very good. Based on research conducted during the budget process, Public Works considers the cost (\$117,400) for the recommended bid to be very reasonable and competitive in comparison to the budget estimate of \$156,560.

FINANCIAL IMPACT:

The proposed total cost of the Evaluation and Corrosion Protection services from CPM is \$117,400. The FY 2008 budget provides sufficient funding for this project (Account 40406725-4609 --- \$156,560).

RECOMMENDATION:

Request authorization to award contract for the evaluation and cathodic protection of 16" water transmission mains on Ela Road and Huntington Boulevard to Cathodic Protection Management, Elburn, IL, in an amount not to exceed \$117,400.



Cathodic Protection Management, Inc.

September 12, 2008

Village of Hoffman Estates
Department of Public Works
2305 Pembroke Avenue
Hoffman Estates, IL 60195

Attention: Mr. Haileng Xiao
Superintendent of Water & Sewer

Reference: Proposal Cathodic Protection System Repairs
Two 16" Transmission Water Main Lines
Engineering Study and Repairs
Hoffman Estates, Illinois

Dear Mr. Xiao:

In accordance with the Hoffman Estates Department of Public Works RFP dated August 25, 2008, Cathodic Protection Management, Inc. (CPM) is pleased to provide you with the following proposal for work.

The following input is provided as it relates to our firm:

1. We are familiar with corrosion control for ductile iron water main lines and have participated in cathodic protection projects for over 30 years. APPENDIX A: CPM Resume
2. Work progress for our projects is documented on our Daily Job Safety & Field Report form. Routine meetings are held with the Project Manager, Field Engineers and Owner Representatives in order to ensure project progress, effectiveness and completeness. APPENDIX B: Daily Job Safety & Field Report
3. APPENDIX C: Resumes
4. Personnel proposed for assignment to project: Eric Langelund, John Maier and Michael Cullotta. Equipment proposed for use on project: high-input impedance volt meter(s), Cu/CuSO₄ reference electrodes, Nilsson soil resistivity meter and harness, Nilsson pipe and cable locator, Metrotech 9860 pipe and cable locator.
5. Services to be subcontracted include: excavation. Our contractor of choice is Neri. Conversations with Neri personnel revealed that they have performed work for the Village of Hoffman Estates in the past.

6. List of similar projects.
 - a. Village of Hoffman Estates: Phase II
 - b. DuPage Water Commission, Contact Edward Kazmierczak, (630) 834-0100: projects consist of a complete corrosion study of 100+ miles of large diameter piping (ductile iron, steel and PCCP), provide recommendations for corrosion remediation. Design cathodic protection systems, stray DC current interference systems and AC voltage mitigation systems.
 - c. Alvord, Burdick & Howson, LLC, Contact Charles Lawrence, (312) 236-9147: projects consist of design and inspection of existing and new installation water main piping systems.
 - d. Racine Water, Contact Robert "Skip" Scott (presently employed by WE Energies), (414) 389-4337: project consists of helping to develop a corrosion control program and providing cathodic protection materials for ductile iron water main piping.

7. The following methods are recommended:

Based upon the information provided in the RFP and existing report, our scope of work for your facility is as follows:

Review of the existing data provided in the cathodic protection system report indicates very low soil resistivity data at some locations. In order to commence the repairs of the cathodic protection system for the water main piping, initial testing is recommended in order to validate the existing field data collected.

WATER MAIN PIPING REPAIRS

- Perform initial testing/validation.
- Meet with the owner and discuss test results and plan of execution.
- 69 identified anodic sites.
- Excavate at locations based upon field data collected in Phase I and locate the nearest joint and the joints on either side (three (3) joints in total) and install electrical bonding cables in order to render the pipe segments electrically continuous.
- Install sacrificial anodes at each excavation and attach directly to the water main piping.

MATERIALS

- Electrical bonding cables
- Thermite brazing equipment
- Pipe coating repair materials
- Sacrificial anodes

8. Initial testing can commence approximately 2 weeks upon receipt of written purchase order. Excavation activities can commence as needed once testing is completed.
9. CPM is in its tenth year of operation. CPM has no outstanding notes. Our payment policy is net 30 days.
10. N/A.
11. N/A, APPENDIX D: Sample Insurance Certificate.
12. Engineer shall provide all labor and equipment required to complete this contract.

APPENDIX E: Cost Work Up, Attached is a document with the cost work up for the above referenced structures. Shown on the sheet is the hourly/daily rates for the initial testing, excavation and repairs of shallow pipe (<5' depth). Please note that should we encounter deep pipe, it will require the use of larger equipment, heavy duty shoring materials along with special transportation for these items. For both shallow and deep pipe excessive ground water may require the use of wash stone in order to control it. The cost work up sheet also includes the hourly cost of the low boy transportation and the costs per ton of wash stone should they be required.

Should you have any questions regarding any of this information, please do not hesitate to give our office a call.

Sincerely,

Eric S. Langelund

Eric S. Langelund
Project Engineer

CATHODIC PROTECTION MANAGEMENT, INC Cost Estimate

CLIENT NAME - HOFFMAN ESTATES CLIENT CONTACT - HAILANG XIAO CLIENT CITY & STATE - HOFFMAN ESTATES, IL DATE EST. PREPARED - 09/12/08	PROJECT NAME - CATHODIC PROTECTION SERVICES FOR 16" TRANSMISSION WATER MAIN VILLAGE OF HOFFMAN ESTATES ESTIMATE PREPARED BY - E. LANGELUND ESTIMATE VALID FOR 90 DAYS
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PERSONNEL	UNIT	RATE/UNIT	UNITS/TASK 1	UNITS/TASK 2	UNITS/TASK 3	UNITS/TASK 4	UNITS/TASK 5	UNITS/TASK 6	TOTAL UNITS FOR ALL TASKS	TOTAL ESTIMATE FOR ALL TASKS
PRINCIPAL ENGINEER / P.E.	16	\$135	3	5				8	16	\$2,160.00
SR. ENGINEER / ENGR. MNGR.	0	\$120							0	0.00
PROJECT MNGR.	0	\$110							0	0.00
CORROSION PROJECT ENGR.	30	\$90	30	50	32	170	24		306	27,540.00
CORROSION FIELD ENGR.	0	\$80							0	0.00
CORROSION SENIOR TECH.	0	\$65							0	0.00
CORROSION TECHNICIAN	40	\$55	10	30					40	2,200.00
COMPUTER DATA / CAD	0	\$50							0	0.00
WORD PROCESSING	0	\$37							0	0.00
PERSONNEL SUB-TOTAL:			\$3,655.00	\$6,825.00	\$2,880.00	\$0.00	\$15,300.00	\$3,240.00		\$31,900.00

EXPENSES	UNIT	RATE/UNIT	UNITS/TASK 1	UNITS/TASK 2	UNITS/TASK 3	UNITS/TASK 4	UNITS/TASK 5	UNITS/TASK 6	TOTAL UNITS FOR ALL TASKS	TOTAL ESTIMATE FOR ALL TASKS
LODGING	PER DAY	\$93							0	0.00
MEALS	PER DAY	\$39							0	0.00
VEHICLE WITH EQUIPMENT	PER DAY	\$47	1	3		17			21	987.00
VEHICLE WITH EQUIPMENT	PER MILE	\$0.55	100	300		170			570	313.50
MATERIALS/TEST STATION	LOT	\$260							0	0.00
MATERIALS/PIPE JOINT	LOT	\$345							0	0.00
CONT. SHALLOW PIPE	PER DAY	\$3,705				13			13	48,165.00
WASH STONE	TON	\$25							0	0.00
CONT. SHALLOW PIPE, ASPHALT	PER DAY	\$9,575				2			2	19,150.00
EXPENSES SUB-TOTAL:			\$102.00	\$306.00	\$0.00	\$67,315.00	\$892.50	\$0.00		\$68,615.50

CARRYING CHARGE ON EXPENSES:	10%	\$10.20	\$30.60	\$0.00	\$0.00	\$6,731.50	\$89.25	\$0.00	\$6,861.55
TOTAL OF PERSONNEL & EXPENSES:		\$3,757.20	\$7,161.60	\$2,880.00	\$74,046.50	\$16,281.75	\$3,240.00	\$107,377.05	\$107,377.05
CONTINGENCY ALLOW. - ENGR. TIME ONLY:	10%	\$365.50	\$682.50	\$288.00	\$0.00	\$1,530.00	\$324.00	\$3,190.00	\$3,190.00
TOTAL COST ESTIMATE:		\$4,132.70	\$7,844.10	\$3,168.00	\$74,046.50	\$17,811.75	\$3,564.00	\$110,567.05	\$110,567.05

TASK I WORK: SOIL RESISTIVITY, 2- MAN CREW, 1 DAY TESTING, ANALYSIS AND REPORT

TASK II WORK: CELL-TO-CELL SURVEY, 2-MAN CREW, 2 DAY TESTING, ANALYSIS AND REPORT

TASK III WORK: PROJECT MEETINGS, ALLOW FOR 4 COMPLETE DAYS OF PROJECT MEETINGS

TASK IV WORK: CONTRACTOR, 69 SITES, 5/DAY = 13 DAYS, 2 SITES WITH ASPHALT

TASK V WORK: INSPECTION/TESTING

TASK VI WORK: PREPARE WRITTEN REPORT

COST ESTIMATE ALL TASKS	\$117,400.00
--------------------------------	---------------------



The Village of Hoffman Estates North Water Pressure District is supplied by two separate sixteen (16) inch diameter ductile iron water mains. The two 16" lines were constructed in early to mid 1986. Both lines have I-90 Toll-way crossings in encasement. After the I-90 Tollway crossing, the transmission lines are largely located in the unpaved parkway areas. The two sections of water main border the east and west boundaries of the Paul Douglas Forest Preserve in Cook County.

Using the information obtained from the Ductile Iron Pipe Research Association, it has been determined that the environment provided by the backfill and bedding material is extremely corrosive. R. Cleveland U.G. Technologies goals and procedures during the 2002 corrosion study were used to identify the areas most affected by corrosion. The 2006 contract performed by CPM was a continuation of that corrosion study. Based upon that information, a continuation of the Remedial Action Program has been developed to immediately reduce future pipeline failures and address the most severe corrosion locations.

The methods will follow well established NACE (National Association of Corrosion Engineers) International standards.

Scope of Services

1. Analysis of previous work and evaluation

- Locate entire main
- Complete new Cell-to-Cell Survey (price adjustment available if this is not required)
- Soil resistivities as required for anode size determination
- Interference testing with foreign utilities
- Analysis of work performed in Phase I & II
- Final report

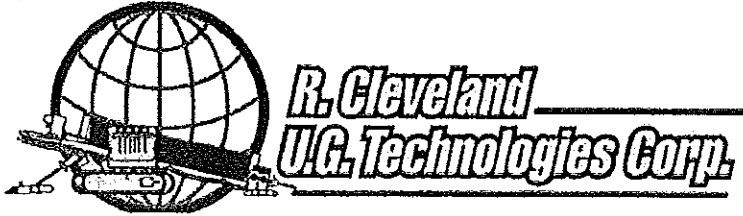
\$14,200.00.00

2. Repair of previously documented sites (69)

- Locate previously identified locations by stationing
- Confirm location using new cell-to-cell survey to pinpoint stationing
- Excavate location visually inspect
- UT the pipe at Holidays
- GPS Coordinates for each sleeve installed
- Measure holidays with pit gauge
- Install bond cables at bells
- Install 17# Hi potential magnesium anodes as required
- Six(6) sites shown under pavement
- Sixty three (63) sites outside of pavement

\$3,800.00 outside of pavement

\$7,200.00 in pavement (depth less than 6')



3. Main replacement recommendation for corrective action

- Evaluation at time of repair for main replacement
- Length and severity to be determined based on line Item #2 pricing for each excavation.
- Separate report to be generated for each replacement section.

4. Additional repairs performed beyond the sixty nine (69) identified as remaining from the phase 1 & 2 reports.

- Evaluation at time of repair for main replacement
- Length and severity to be determined based on line Item #2 pricing for each excavation.

5. Price Main Repairs

- Repairs to be performed by R Cleveland UG Technologies at a rate of \$250.00 per hour plus material at cost plus 15%. Material cost to include asphalt repairs as required by subcontractor.

6. Provide evaluation report and recommended corrective action for additional sites.

- Evaluation of system based on work perform after Phase I, II and III
- New survey of system
- Identify anodic areas by stationing and provide detailed GPS Coordinate for each location to be repaired in Phase IV.
- Provide final system report for Phase III

Lump Sum \$9,000.00

7. Lump Sum Cost for the above list itemized fees.

1. Analysis \$14,200.00
2. Repairs (69) \$282,600.00
3. Replacement recommendations (as require) included in Item #2
4. Additional repairs (1) \$3800.00 outside of pavement
5. Main repairs (as required) \$250.00 per plus materials
6. Final Survey Report \$9,000.00

Lump Sum Amount \$309,850.00

*Based on a complete re-evaluation of both pipelines (Item #1)

**Based on Holiday repair (Item#5)

***Based on only one additional repair found outside the identified (69) locations (Item #6)

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award contract for Lift Station Inspection and Maintenance Program to Hydroaire Service, Chicago, IL, in an amount not to exceed \$30,224.

MEETING DATE: October 27, 2008

COMMITTEE: Public Works & Utilities

FROM: Kenneth Hari, Joe Nebel, Haileng Xiao

PURPOSE: To award contract for Lift Station Maintenance Program.

BACKGROUND: The Village has a total of eighteen (18) sanitary sewer lift stations constructed between 1960 and 2005. The conditions and maintenance needs vary greatly from station to station. The Department has designed and operated its own preventive maintenance program for these stations.

The Village's maintenance program can be categorized into three basic types of activities:

1. Preventive Maintenance: Work performed to prevent breakdowns, reduce wear, improve efficiency and extend the life of equipment and structures.

2. Corrective Maintenance: Work required for repairs and non-routine maintenance.

3. Major Repairs, Upgrades or Alterations:

Priority repairs or improvements occur when major lift station components are taken out of service. These repairs usually involve a substantial expenditure, as well as additional support staff personnel.

The most cost-effective work is preventive maintenance. Preventive maintenance would reduce or eliminate work needed as corrective maintenance or major repairs.

BACKGROUND Continued,

Village lift station pumping systems are getting increasingly complex with advanced instrumentation and controls such as VFD (variable frequency drives). Each station's pumps are unique to their manufacturers, either submersible or dry well setups. The size of force mains vary between 4" and 18". Due to these factors, today's maintenance programs require a higher level of expertise than what staff in most communities can provide. In 2006, investigation and interaction by staff with a number of pump and motor experts was completed to conceptualize a more comprehensive preventative maintenance program that summarized the maintenance needs at all lift stations. In 2007, a pilot program contract was awarded for specialized maintenance inspection services with industry experts. The inspection of 15 lift stations focused on establishing timely preventative maintenance methods to avoid costly breakdowns. Three of the eighteen lift stations were excluded from this program because they are either being abandoned or reconstructed.

This program is a hybrid of the RFP and RFQ formats. The request asks for competitive proposals for specialized maintenance inspection services and competitive bids for specific lift station components for repair or replacement.

DISCUSSION:

In late July, requests for proposals were sent out to qualified sanitary sewer lift station specialists to assist the Village in evaluating and updating the repair and preventative maintenance program at 15 of the Village's 18 sewer lift stations.

Company	Proposed Cost Basic Scope of Services
Benchmark Services	\$2,845
Baxter & Woodman	\$30,100
Hydroaire Service	\$30,224

Benchmark Services provided a proposal with the lowest cost, which resembled Benchmark Services' 2007 quote of \$1,850 for the first exploratory investigation. It indicates that Benchmark clearly underestimated the scope of services the Village's 2008 request as a repeat for the exploratory work and, therefore, a very low cost was incorrectly provided. With a current labor market for lift station experts, the proposed cost (\$2,845) can only cover the expenses for the detailed inspection of one or two lift stations. The exploratory report by Benchmark in 2007 cannot be used as a detailed inspection report to improve the overall lift station preventive maintenance program.

DISCUSSION Continued,

Baxter & Woodman Consultant engineers were not selected as they are currently involved with several Village projects such as Floodplain analysis, 2nd water tower design and construction, the sanitary sewer rehabilitation program, and a few other smaller water system improvement projects. Given Baxter & Woodman's high level of involvement in both current and future Village projects, the need to maintain a diversified approach when managing contractual services and given that the cost differential between proposals is only \$124, they were not selected for this project. The diversified approach, of course, avoids giving the impression to other potential bidders on future Village projects, that a particular vendor or company has an exclusive relationship with the Village. This strategy also ensures the current vendor or company stays competitive with future bids they may submit.

The Proposal by Hydroaire Service is almost identical in cost to the proposal by Baxter/Woodman. Staff conducted an interview with Hydroaire Service's project team. Their responses to interview questions demonstrated a high level of expertise. Reference checks on Hydroaire Service's performance with other municipalities, such as the Village of Gurnee and the Village of Lake Villa, indicate high quality customer satisfaction. No negative comments were received during the reference check.

FINANCIAL IMPACT:

The proposed total cost of all 2008 professional services work by Hydroaire Service is \$30,244. The FY 2008 budget allocated \$40,000 for this project in account #40406825-4608.

RECOMMENDATION:

Request authorization to award contract for Lift Station Inspection and Maintenance Program to Hydroaire Service, Chicago, IL, in an amount not to exceed \$30,224.

Note: THIS FORM MUST BE NOTARIZED

RETURN WITH PROPOSAL

VILLAGE OF HOFFMAN ESTATES
PROPOSAL CERTIFICATION FORM

RE: CERTIFICATION OF BIDDER, COMPLIANCE WITH THE ILLINOIS CRIMINAL CODE.

Baxter & Woodman, Inc.

I, We hereby certify that _____
(Name of Bidder)

by bidding on this contract, no action has occurred that would result in a violation of 720 1LCS 5/33E,
Public Contracts of the Illinois Criminal Code.

Signed: David R. Gault

Attest: Deborah Finn
Notary Public

Title: President / CEO

Commission expiry: 2/28/2010

Date: August 15, 2008

Date: August 15, 2008



Please attach this form to your proposal with following listing of prices:

- | | |
|-------------------------------------------------------------------------|--------------|
| 1) Total cost for item 1 through 4
(itemized costs must be attached) | \$ 30,100* |
| 2) Total cost for Item 5 | \$ N/A |
| | 5a. \$ _____ |
| | 5b. \$ _____ |
| | 5c. \$ _____ |
| | 5d. \$ _____ |
| | 5e. \$ _____ |

* Cost Breakdown as Follows:

Field Inspection	\$20,100
Final Report	\$ 7,000
Follow-Up Visit	\$ 3,000

Note: THIS FORM MUST BE NOTARIZED

RETURN WITH PROPOSAL

VILLAGE OF HOFFMAN ESTATES
PROPOSAL CERTIFICATION FORM

RE: CERTIFICATION OF BIDDER, COMPLIANCE WITH THE ILLINOIS CRIMINAL CODE.

I, We hereby certify that Ronald White
(Name of Bidder)

by bidding on this contract, no action has occurred that would result in a violation of 720 1LCS 5/33E, Public Contracts of the Illinois Criminal Code.

Signed: Ronald White

Title: Division Manager - SMR

Date: August 15, 2008

Attest: Karen A. Dailey
Notary Public

Commission expiry: Oct. 19, 2009

Date: August 15, 2008



Please attach this form to your proposal with following listing of prices:

1) Total cost for item 1 through 4 \$ 30,224.00
(itemized costs must be attached)

2) Total cost for Item 5 \$ No Bid

5a. \$ X
5b. \$ X
5c. \$ X
5d. \$ X
5e. \$ X

Initial Inspection	\$14,720.00
Reports	\$ 784.00
Follow up	<u>\$14,720.00</u>
	<u>\$30,224.00</u>

Note: THIS FORM MUST BE NOTARIZED

RETURN WITH PROPOSAL

VILLAGE OF HOFFMAN ESTATES
PROPOSAL CERTIFICATION FORM

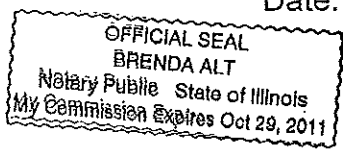
RE: CERTIFICATION OF BIDDER, COMPLIANCE WITH THE ILLINOIS CRIMINAL CODE.

I, We hereby certify that Benchmark Sales & Service
(Name of Bidder)

by bidding on this contract, no action has occurred that would result in a violation of 720 1LCS 5/33E,
Public Contracts of the Illinois Criminal Code.

Signed: [Signature]
Title: Corp Secretary
Date: 8-14-08

Attest: Brenda Alt
Notary Public
Commission expiry: § 10-29-11
Date: 8-14-08



Please attach this form to your proposal with following listing of prices:

- 1) Total cost for item 1 through 4
(itemized costs must be attached)
- 2) Total cost for Item 5

\$ 2845

\$ 55,413

*5a. \$ 19,280 / 27,792

5b. \$ 11,670

5c. \$ 4623

5d. \$ 15,000 Not to exceed

5e. \$ 4840

* Two Different Methods

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award contract for the purchase of Portable TV Inspection Equipment to EJ Equipment, Manteno, IL (low qualified bid), in an amount not to exceed \$70,800.

MEETING DATE: October 27, 2008

COMMITTEE: Public Works & Utilities

FROM: Kenneth Hari, Joseph Nebel, Haileng Xiao

PURPOSE: Request authorization to purchase Portable TV Inspection Equipment.

BACKGROUND: Sewer T.V. inspection is essential to support continued sewer repair & replacement as part of the Village's ongoing sewer maintenance program. The portion of contractual sewer TV inspection has been decreased in scope due to the fact that needs have decreased to inspect continuous line of sewer pipe. More often now, the maintenance crew needs to know exactly the condition of just 10 or 20 feet of sewer pipe before repairs can be performed. Short sections of pipe are unexpectedly causing flow problems at various locations. It is not cost effective to have a contractor come in to inspect only 20 feet of pipe that can easily be inspected by staff. An ideal tool for these inspections is a portable Closed Circuit Camera Module that can be temporarily mounted on a pick-up truck when needed and easily moved from location to location.

During the product specification preparation process, staff conducted research to determine the type of equipment available in the market and prepared bid specifications accordingly. The equipment will include real time CCTV visual inspection and records in DVD format for a video library collection of data. The data base will be the planning tool for all sanitary sewer maintenance work covering future, as well as on-going, repairs and maintenance work. The equipment will be utilized for the inspection of storm sewer pipes.

DISCUSSION:

On October 15, 2008, the Village received two (2) bids for the Portable TV Inspection Equipment:

COMPANY	COST
EJ Equipment	\$70,800.00
Sewer Equipment of America	\$49,673.00
Standard Equipment Co.	No bid

Staff reviewed the two bids in detail and found the equipment proposed by Sewer Equipment of America failed to meet basic Village's specifications in the following five (5) categories:

Control & Reel – The proposed unit by Sewer Equipment of America does not meet the remote control requirement. The remote control feature reduces the need to have an additional crew member. The Village specifications require a hand held portable controller for a pan and tilt type camera, steerable transporter and reel be provided. The controller has capability for wired or optional wireless operation, and will include a weatherproof 24 key membrane panel with indicator lights. This requirement is for remote operation of the camera.

Control Center Power Source - The proposed unit by Sewer Equipment of America does not meet the USB port requirement. A USB port allows camera footage to be directly downloaded to a computer for electronic storage of data.

Reel Handle - The proposed unit by Sewer Equipment of America does not include a reel handle. A reel handle allows staff to manually retract the camera and simultaneously reel in the cable in case the camera gets stuck or hung up on debris in the line.

TV Cable Reel Payout System - The proposed unit by Sewer Equipment of America does not meet the automatic cable payout system requirement that controls the payout of the cable from the reel. Without an automatic cable payout system the camera itself must pull the cable from the reel while traveling. This can put additional strain on the cable/camera connection and may limit the distance the camera can travel.

Camera Transporter - The proposed unit by Sewer Equipment of America does not meet the 22" maximum camera length requirement. Village specifications called for a maximum camera length of 22". The shorter length allows the camera to maneuver more easily in sanitary lines and handle steep elevation/direction changes. It is anticipated that a camera with a length of 27" will have some difficulties maneuvering through some portions of our 6" lines.

DISCUSSION, Continued

During a pre-bid field demonstration, EJ Equipment's proposed unit successfully passed sewer sections with heavy root intrusions. No such demonstration of control was made by the operator of Sewer Equipment of America's proposed unit, citing their inability to manage and retrieve their camera if get entangled with roots.

As a result of the detailed comparison, staff considers the bid by EJ Equipment to be the only qualified bid. Reference checks were conducted. The Village of Schaumburg, the Village of Rolling Meadows, Lake in the Hills and the Village of Elmhurst are currently using the exact same equipment and the staff of these municipalities all indicated high satisfaction. Based on research conducted during the budget process, Public Works considers the cost (\$70,800) for the recommended bid to be reasonable and competitive.

FINANCIAL IMPACT:

FY2008 budget (40406825-4602) includes \$75,000 for the purchase of the equipment and will cover the cost of \$70,800 bid by EJ Equipment

RECOMMENDATION:

Request authorization to award contract for the purchase of Portable TV Inspection Equipment to EJ Equipment, Manteno, IL (low qualified bid), in an amount not to exceed \$70,800.



Post Office Box 665

Manteno, IL. 60950

October 15, 2008

VILLAGE OF HOFFMAN ESTATES
2305 PEMBROKE AVENUE
HOFFMAN ESTATES, IL 60169

ATTENTION: KENNETH J. HARI, DIRECTOR OF PUBLIC WORKS

Reference: Invitation for Bid: Multi-Conductor Portable TV Inspection Equipment

Dear Director Hari,

EJ Equipment acknowledges the receipt of the VILLAGE OF HOFFMAN ESTATES Request for Proposals on Multi-Conductor Portable TV Inspection Equipment. EJ Equipment respectfully submits the following proposal for the VILLAGE OF HOFFMAN ESTATES' review and consideration.

BID SUMMARY

CUES Multi-Conductor Portable TV Inspection Equipment

Total Price, F.O.B. Hoffman Estates, IL \$67,900.00

MANUFACTURER RECOMMENDED OPTIONAL EQUIPMENT

Manual Lift ADD \$ 2,500.00

Wireless Controller ADD \$ 400.00

AVAILABILITY

Unit can be delivered by December 15, 2008 if an order is placed on or before October 30, 2008.

Thank you for the opportunity to provide this request for proposal. If you have any questions, or require additional information, please don't hesitate to call upon us. EJ Equipment looks forward to serving the VILLAGE OF HOFFMAN ESTATES' equipment requirements.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric LeSage', is written over a white background.

Eric LeSage

EJ EQUIPMENT

Office (800) 522-2808

Cellular (815) 370-3546

Facsimile (815) 468-0341

VILLAGE OF HOFFMAN ESTATES

DEPARTMENT OF PUBLIC WORKS

BID PROPOSAL FORM
MULTI-CONDUCTOR PORTABLE TV INSPECTION EQUIPMENT

The undersigned, having examined the specifications and all conditions affecting the manufacturer, assembly, and delivery of the specified unit, propose same for the below stated price.

It is understood that payment for the unit will be made in full within thirty (30) days of delivery and acceptance of same by the Village.

It is also understood that the Village reserves the right to reject any and all proposals and to waive any technicalities and accept that bid, or that combination of bids, which it deems most favorable to the interest of the citizens of the Village of Hoffman Estates.

It is further understood that the price contained herein will remain valid for a period of not less than thirty (60) days.

I (we) propose to furnish and deliver the following complete MULTI-CONDUCTOR PORTABLE TV INSPECTION EQUIPMENT, or, equal unit, as more fully described in the specifications F.O.B., Hoffman Estates, IL, prior to December 15, 2008.

*if order is received prior to October 30

Total price for the unit \$ 67,900.00

Company: E.J. Equipment, Inc.

Bidder's Name (print): _____

Title: Regional Sales Manager

Address: PO Box 665

Manteno, IL 60950

Telephone: 815 468 0250

Signature:  Date: 10-15-2008

BIDDER COMPANY NAME: E.J. Equipment, Inc. Seal

Note: THIS FORM MUST BE NOTARIZED

RETURN WITH BID

VILLAGE OF HOFFMAN ESTATES
BID CERTIFICATION FORM

RE: CERTIFICATION OF BIDDER, COMPLIANCE WITH THE ILLINOIS CRIMINAL CODE.

I, We hereby certify that E.J. Equipment, Inc.
(Name of Bidder)

by bidding on this contract, no action has occurred that would result in a violation of 720 1LCS 5/33E,
Public Contracts of the Illinois Criminal Code.

Signed: [Signature]

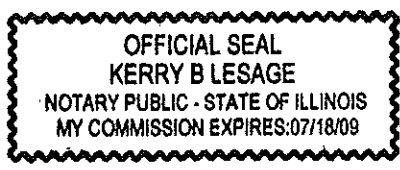
Attest: [Signature]
Notary Public

Title: Regional Sales Manager

Commission expiry: 07.18.09

Date: 10-15-2008

Date: 10-15-08





SEWER EQUIPMENT
CO. of AMERICA



MONGOOSE
JETTERS



RAMVAC

Best Products, Best Local Support™

Ernie Bakakos
Territory Sales Manager

12 Howard St.
Chicwick, IL 61014
Email: erniebakakos@sewerequipment.com

Office: 815-684-5568
Mobile: 817-274-9324
Fax: 815-684-5568

800-323-1604

www.sewerequipment.com

www.mongoosejetters.com

www.ram-vac.com

Note: THIS FORM MUST BE NOTARIZED

RETURN WITH BID

VILLAGE OF HOFFMAN ESTATES
BID CERTIFICATION FORM

RE: CERTIFICATION OF BIDDER, COMPLIANCE WITH THE ILLINOIS CRIMINAL CODE.

I, We hereby certify that SEWER EQUIPMENT Co. of America
(Name of Bidder)

by bidding on this contract, no action has occurred that would result in a violation of 720 1LCS 5/33E,
Public Contracts of the Illinois Criminal Code.

Signed: [Signature]

Title: President

Date: 10/14/08

Attest: [Signature]
Notary Public

Commission expiry: 10/14/09
OFFICIAL/SEAL
JEFF SCHULTZ

Date: 10/14/08
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES: 03/22/09

VILLAGE OF HOFFMAN ESTATES
DEPARTMENT OF PUBLIC WORKS

BID PROPOSAL FORM
MULTI-CONDUCTOR PORTABLE TV INSPECTION EQUIPMENT

The undersigned, having examined the specifications and all conditions affecting the manufacturer, assembly, and delivery of the specified unit, propose same for the below stated price.

It is understood that payment for the unit will be made in full within thirty (30) days of delivery and acceptance of same by the Village.

It is also understood that the Village reserves the right to reject any and all proposals and to waive any technicalities and accept that bid, or that combination of bids, which it deems most favorable to the interest of the citizens of the Village of Hoffman Estates.

It is further understood that the price contained herein will remain valid for a period of not less than thirty (60) days.

I (we) propose to furnish and deliver the following complete MULTI-CONDUCTOR PORTABLE TV INSPECTION EQUIPMENT, or, equal unit, as more fully described in the specifications F.O.B., Hoffman Estates, IL, prior to 30 DAYS ARO, 2008.

Total price for the unit \$ 47,500.00
OPT 1 ADD \$1,173.00
OPT 2 ADD 1,000.00
Company: SEWER EQUIPMENT CO. OF AMERICA

Bidder's Name (print): Daniel J. O'Brien

Title: President

Address: 2111 CHESTNUT (270)

GLENVIEW, IL 60025

Telephone: (800) 323-1604

Signature: [Signature] Date: 10/14/08

BIDDER COMPANY NAME: _____ Seal



October 9, 2008

Village of Hoffman Estates
2305 Pembroke Ave.
Hoffman Estates, Illinois 60169

Re: Multi-Conductor Portable TV Inspection Equipment.

Dear Sir/ Madam:

Thank you for this opportunity to bid on the Village of Hoffman Estates equipment needs. Unfortunately, due to the nature of the published specifications, at this time we must respectfully submit a "No Bid" response to your request for bid. Please note that although we are submitting a "No Bid" response, we do wish to remain on your bidders list, and look forward to the opportunity assisting you with your equipment needs in the future.

Respectfully,

STANDARD EQUIPMENT COMPANY

A handwritten signature in cursive script that reads "Bill McConney".

Bill McConney
Sales Representative


DEPARTMENT OF PUBLIC WORKS

SEPTEMBER MONTHLY REPORT

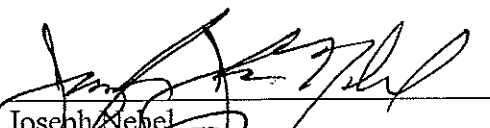
SUBMITTED TO PUBLIC WORKS COMMITTEE

OCTOBER 2008


- ADMINISTRATIVE AND TECHNICAL SERVICES
- FACILITIES
- FLEET SERVICES
- STREETS
- WATER AND SEWER



Ken Gomoll
Superintendent of Administrative Services



Joseph Nebel
Superintendent of Operations



Kenneth Hari
Director of Public Works

ADMINISTRATIVE AND TECHNICAL SERVICES

During the last month the following was completed:

1. Participated in weekly site plan review meeting
2. Participated in IS User Group Committee
3. Prepared anniversary certificates
4. Reviewed plans for Famous Dave's and Big Kaiser
5. Performed download of M-Cal gas calibration readings per OSHA/IDOL requirements
6. Participated in 2009 Budget Narratives Review
7. Participated with Engineering Division for underground inspections at Serta
8. Participated in Community Development Block Grant meeting with Planning Division
9. Participated in R.O.W. meeting with NICOR
10. Participated with IS Department regarding new Police Department fiber optic bid
11. Coordinated snow/ice map book updates
12. Coordinated GIS utility map book updates
13. Participated in Employee Wellness Committee meeting for Village Blood Drive
14. R.O.W. PERMITS ISSUED: 9 – Comcast: replace existing damaged CATV cable at 4485 Shorewood Dr., 1655 Charlemagne Dr., 2160 Colchester Ct., 1975 Chelmsford Dr.; 245 Berkley Ln., 1210 Monarch Ln., 3690 Huntington Blvd., 2800 Higgins Rd, 1 permit – 3 locations 1970 Dogwood and 3855 & 3820 Whispering Trails; 1 – NICOR: blanket permit for 75 service line replacements in various locations in the north section of the Village
15. Compliments: 1A, 1B, 1C

LOCATE TEAM

1. Performed 427 regular priority J.U.L.I.E utility locates for the month; 3,326 year to date
2. Performed 41 emergency priority J.U.L.I.E. utility locates for the month; 292 year to date
3. Participated in 4 Utility Joint Meets; 82 year to date
4. Performed R.O.W. inspections
5. Performed sanitary sewer inspections

FACILITIES

1. 202 service tasks were completed for all facilities
2. Performed routine preventative maintenance, HVAC maintenance, routine and emergency repairs at all public buildings
3. Provided support services for shipping, receiving and distribution of packages at Village Hall
4. Provided support services and setup for various Village departments and events, including pick-up and delivery of equipment and supplies
5. Provided ongoing management and maintenance of the Village's security access control and camera system
6. Continued participation on the design team for the new relocated Station #24 construction
7. Continued participation on the Village Hall remodeling project
8. Assisted with the completion of the Fuel Island Surround replacement at Vehicle Maintenance Facility

DEPARTMENT OF PUBLIC WORKS

Memo

TO: Public Works Leadership Team
FROM: Rosemarie Dyer, Administrative Staff Assistant
RE: COMPLIMENT FOR
Mike Plocinski, Maintenance II
Jim Arvidson, Maintenance I
Ray Papeck, Maintenance I
Dave Musiala, Maintenance I
Doug Gucciardi, Seasonal

DATE: September 15, 2008

Urgent For Review Please Comment Please Reply Enclosure(s)

Mr. Robert Pera of 755 Western Street wrote a letter to compliment the Forestry Team for their very professional work performed while trimming the parkway tree to perfection. The Forestry Team demonstrated a fine tuned organization. Their work was clean and neat and they made sure everything was left in perfect order.

Mr. Pera communicated that the interaction with the Forestry Team has certainly given him a personal, as well as a positive sense of the services supplied by the Village of Hoffman Estates to its residents.

Rosemarie Dyer
Rosemarie Dyer, Administrative Staff Assistant

Personnel/Compliment/Forestry Team 091508

cc: Kelly Kerr
Forestry Team
Employee File
Monthly Report
PW Pipeline

DEPARTMENT OF PUBLIC WORKS

Memo

TO: Public Works Leadership Team
FROM: Assunta Osgood, Staff Assistant
RE: Compliment for: Jay Evans, Maintenance III Safety Training Coordinator, Kevin McGraw, Maintenance I, Richard Lawrecki, Maintenance I, Eric Race, Maintenance I
DATE: September 25, 2008

Form with checkboxes: Urgent, For Review (checked), Please Comment, Please Reply, Enclosure(s)

Mr. Valentine of 1040 Lancaster Ct., called to compliment the Pavement Team on the fine job of patching the street in front of his home. He appreciated the quick response to his request, as the work was completed a few days after his call.

Handwritten signature of Assunta Osgood, Staff Assistant

Personnel/Compliment/Pavement Team 092508

- cc: J. Volpe, J. Evans, K. McGraw, R. Lawrecki, E. Race, Employee File (2), Monthly Report (checked), PW Pipeline

DEPARTMENT OF PUBLIC WORKS

Memo

TO: Public Works Leadership Team
FROM: Rosemarie Dyer, Administrative Staff Assistant
RE: COMPLIMENT FOR MIKE PLOCINSKI
DATE: September 30, 2008

Urgent For Review Please Comment Please Reply Enclosure(s)

Mrs. Maryann Niewiadomski of 4100 Mason Drive, called to compliment Mike Plocinski for his assistance regarding the removal of a parkway tree to allow access for NiCor to replace the service pipe line for her home. Mrs. Niewiadomski commended Mike Plocinski for his prompt contact with his supervisor, Kelly Kerr, and their efforts to make the necessary arrangements for this service line replacement to be completed. Mrs. Niewiadomski appreciates the Village's quality service to its residents.

Rosemarie Dyer

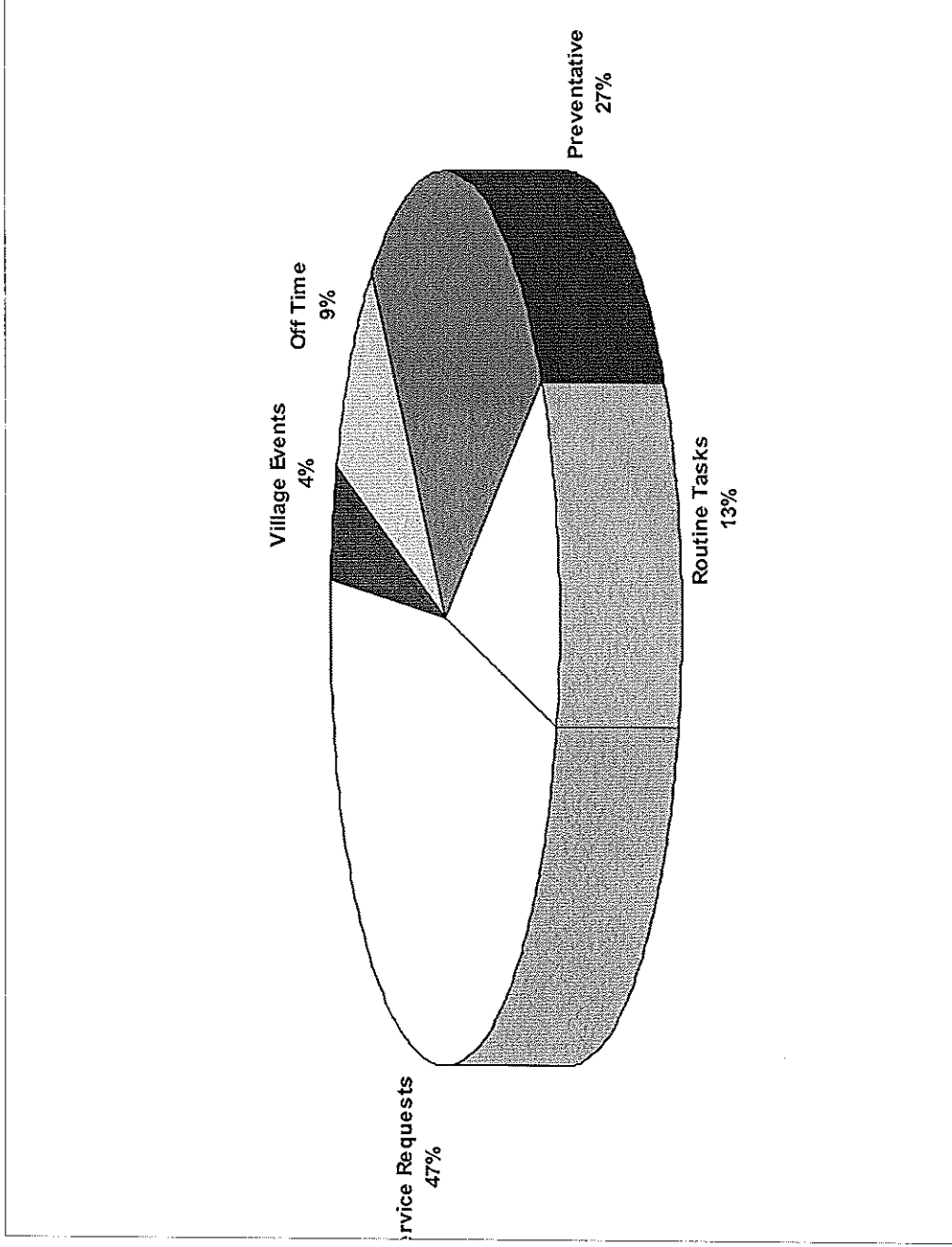
Rosemarie Dyer, Administrative Staff Assistant

cc: Kelly Kerr
Employee
Employee File
Monthly Report
PW Pipeline

Completed Work by Type

Facilities

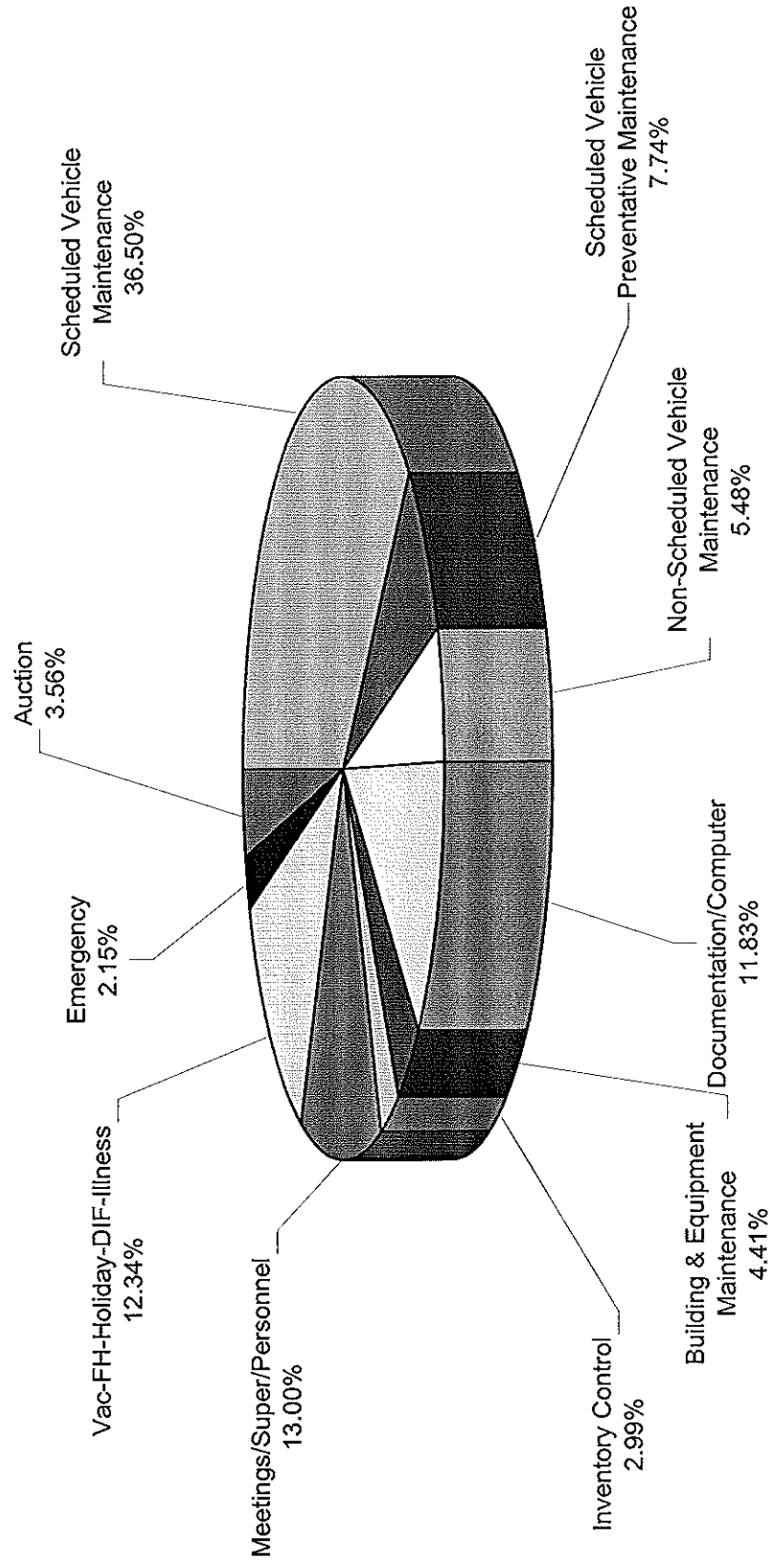
Between 9/1/2008 and 9/30/2008



Fleet Services September 2008

Task Performance Man-Hours Percentages

Total Hours Available 1095.58



FLEET SERVICES

1. 98 repair orders were completed
2. 64 preventative maintenance and repairs were completed on Village vehicles/equipment

PERFORMANCE RELATED STATISTICS

1. A total of 60.25 hours of overtime was required resulting from 5.50 for Fire Department equipment repairs, 33.75 hours for flood control and 21 hours for vehicle auction activities
2. 92.36 % of all labor was for scheduled activities, 5.48 % for non-scheduled activities, and 2.15 % was for emergency activities
3. 19,303.74 gallons of fuel, including diesel and E85, were consumed by fleet vehicles
4. 154,942 miles were recorded for operation of all fleet vehicles
5. 99.06 % of all maintenance was performed in-house; .94 % was contracted

STREETS

- F.A.S.T. (Fast Action Service Team)
 1. Responded to 86 Action requests for the month; 636 year-to-date
 2. Received deliveries at Public Works Center
 3. Performed sewer inspection at 1532 Glenlake Rd. and 1615 Highland Blvd.
 4. Performed floor grate inspections at Public Works Center
 5. Assisted with emergency locates at 629 Scarborough Cir. and 855 Higgins Rd.
 6. Transported three (3) Village vehicles for Safety Lane testing
 7. Televised sanitary sewer line on Monticello Ln.
 8. Performed sidewalk profile grinding in Opal and Topaz areas
 9. Provided access to water towers at various locations for contractor work
 10. Performed light bulb inspections at Public Works Center
 11. Delivered and Picked up Gator at Village Green
 12. Transported furniture from Village Hall to Police Department
 13. Transported programmable message signs to various locations within the Village
 14. Assisted with moving stairs into Village Hall
 15. Located and hooked up sump pump to drain tile at Hillcrest Blvd. and Chippendale Rd.
 16. Attended confined space training
 17. Performed salt loading at IDOT salt dome
 18. Attended chipper training

16	Dead Animal Pick-up	13	Misc. Service Requests
5	Barricade Pick-up	1	Storm Sewer Check
3	Possible Sewer Back-up	6	Sidewalk Deviation
1	Curb Repair	17	Branch Pick-up
3	Possible Water Leak	1	B-box Repair
13	Wood Chip Delivery	1	Mailbox Repair
4	Debris in Roadway	2	Misc. Pick-up/Delivery

- **PAVEMENT MAINTENANCE TEAM**

1. Performed sewer dig up inspections and maintenance checks
2. Repaired potholes throughout Village
3. Performed Bode Road "S" curve guard rail maintenance
4. Assisted with street light repairs
5. Performed Unit #50 equipment maintenance
6. Assisted with sign fabrication
7. Performed curb line repair along Hassell Rd. and Lancaster Ct.
8. Performed maintenance for raised pavement marker installations
9. Performed street inspection and inventory for pavement repairs
10. Performed street repairs requested by Engineering Division
11. Performed sewer dig repairs at 405 Ashland St.; 1555-1557 Cornell Ct.
12. Performed driveway repairs for concrete sidewalk program at 1580 Chesapeake Dr.; 825 Park Ln.
13. Performed west site salt dome pavement removal
14. Performed street repair at Newark Ln., Palatine Rd. and Thornbark Dr.
15. Performed Premark Thermoplastic pavement markings at 3 locations throughout the Village.
16. Performed inlet water repairs at c/o Orange Ln. and Princeton St.
17. Performed set-up and take down for 9-11 Ceremony
18. Assisted Fire Department with safety trailer pick-up
19. Performed storm maintenance due to flooding
20. Performed salt pick-up at IDOT salt dome
21. Performed training coordination for the following programs: Chipper training, Snow Plow training, Confined Space training, Stihl Pruner training and Monthly Tailgate training
22. Participated in flood control

TRAFFIC OPERATIONS TEAM

- **SIGNS**

1. Replaced 46 traffic control signs for sign replacement program
2. Replaced 1 sign due to vandalism/vehicle damage
3. Performed equipment maintenance on vehicles and tools
4. Performed garage maintenance at the Public Works Center
5. Assisted with asphalt repairs
6. Assisted with street light repairs
7. Repaired barricades
8. Updated "Platzkonzert" signs and installed (7) at various locations
9. Fabricated "Flu Shots All Communities" signs and installed (7) at various locations
10. Applied aluminum backing to Hoffman Estates Welcome signs for additional support at Algonquin Rd. and Whispering Tr., Algonquin Rd. and Ela Rd., Route 72 and Basswood St.
11. Reinstall Hoffman Estates Welcome sign on Route 59 and Route 72
12. Participated in Flood Control

- **STREET LIGHTS**

1. Responded to resident Action requests for service; 15 for the month; 161 year to date (street lights not working, street lights cycling on/off)
2. Repaired 6 street lights; 365 year to date (using 18 lamps, 2 ballasts, 3 photocells, 2 fuses, 1 set of fuse holders) at the following locations: across from 1592 Brookside Dr.; 796 Randi Ln.; Bode Rd. R.O.W.; Harrison Ln. R.O.W.; 1500 Pheasant Trail Ct.; across from 1250 New Britton; 3499 Regent Dr.; 2108 Ivy Ridge; 1935 Crescent Ln.; 4855 Tarrington Dr.; 1595 Camelot Ln.; 6070 Russell Dr.; 1247 Hunters Ridge E.; 1332 Caribou Ln.; SE c/o Barcroft and Bradwell; 1618 Castaway Ct.; 4900 Dukesberry Ln.; 4810 Castaway Ln.
3. Repaired street light cable ground fault at 1710 White Oak
4. Performed clean-up and secured site of a street light pole knock down at Moon Lake Blvd. R.O.W.
5. Performed seasonal banner change out program throughout the Village
6. Attended chipper training
7. Performed Village wide street light outage inspections
8. Assisted sign team with sign installations
9. Supervised 14 contractor street light pole installations throughout the Village
10. Re-lamp all of Spring Mill Dr. using (8) HPS 250W Lamps
11. Inspect and inventory all street lights in the White Oak #5 subdivision
12. Assisted with asphalt repairs
13. Located street light cables for sign installations, storm sewer, and water excavations
14. Performed garage maintenance at the Public Works Center

FORESTRY TEAM

1. Responded to resident Action requests for service; 39 for the month; 718 year to date
2. Performed routine tree maintenance, brush pick-up, stump grinding, tree removals, storm damage corrective treatment, inspections, dead end clean-up and tree trimming at various locations throughout the Village
3. Performed routine mowing at Village maintained sites
4. Performed routine inspections at contractor mowing sites
5. Applied mulch at various Village mowing sites
6. Performed routine watering, weeding and feeding of annual and perennials at various sites
7. Performed routine vehicle and equipment maintenance
8. Performed garage floor maintenance
9. Performed duties associated with preparation for fall tree planting program; organized list, tagged trees at nursery and removed trees slated for replanting
10. Transported Village vehicles to the vehicle auction
11. Transported Village vehicles for safety lane testing
12. Assisted with flag pole repair at Village Hall
13. Installed Community Pride signage and picture display at the Village Hall
14. Assisted with barricade maintenance
15. Performed tree inspections in conjunction with the Village annexation in the Haverford Place subdivision
16. Performed duties in preparation for the annual brush/branch chipping program
17. Assisted with flood control
18. Attended chipper training

WATER & SEWER

• STORM SEWER TEAM

1. Performed monthly lake/creek checks and maintenance
2. Performed weekly barricade checks
3. Performed routine garage maintenance at the Public Works Center
4. Performed vehicle equipment maintenance
5. Performed West Site yard clean-up and maintenance
6. Continued removal of beaver dams: one (1) on Hassell Rd., one (1) on Dexter Ln., one (1) on Shoe Factory Rd. one (1) on Bode Rd., and (1) on Harmon Blvd.
7. Performed storm sewer flushing routine post heavy rainfall
8. Assisted with site preparation for new salt dome
9. Completed inlet repairs at 4875 Dukesberry Ln.; c/o Navajo Ln. and Nogales St.; c/o Charlemagne Dr. and Bordeaux Dr.; Bradwell Rd. west of Barcroft Dr.
10. Completed 18" pipe repair at Northview Ln. dead end
11. Assisted with flood control at Highpoint pond
12. Attended chipper training
13. Attended Confined Space Entry training

• OPERATIONS TEAM

1. Collected monthly: 60 water samples for bacteriological testing, 7 raw water well samples and 1 water quality complaint sample
2. Performed weekly well and lift station checks
3. Exercised wells discharged to waste; raw samples were taken for standard bacteria testing
4. Collected JAWA and Interzone pump readings
5. Performed monthly sump pump maintenance at all wells, lift stations, towers, and JAWA pits
6. Assembled monthly water usage and IEPA water report
7. Addressed electrical work orders and performed trouble shooting at Fire Stations, Police Department, Village Hall, Fleet Services, and Public Works Center
8. Performed routine vehicle, equipment and garage maintenance
9. Performed back-up generator maintenance at lift station, pumping stations, radio system locations and Village buildings
10. Entered computer data for flow monitoring program
11. Monitored water construction and water operating permits including water pressure tests and bacteriological testing
12. Installed new pump seals at Barrington Lift Station
13. Performed maintenance on WDA lift station blast fan
14. Installed Fire Department lock boxes on five (5) well houses for entrance into Chlorine rooms
15. Completed Disinfection By-product Stage 2 samples at 16 locations
16. Completed cleaning of Moon Lake wet well

- CONSTRUCTION / MAINTENANCE TEAM

1. Performed water and sewer barricade checks at various locations throughout the Village
2. Repaired fire hydrant 300' west of Jones on Higgins Rd.
3. Performed site preparation for new salt dome
4. Performed clean-up of spoil bins at west site
5. Performed routine vehicle, equipment and garage maintenance
6. Repaired water main at 1260 Highland Blvd.
7. Performed sanitary sewer repair at 345 Newark Ln.
8. Assisted with storm sewer replacement on Northview Ln. dead end
9. Performed sanitary sewer inspection at 480 Lincoln Ln.
10. Assisted with creek debris removal in Highpoint and Parcels A and D
11. Performed concrete restoration on Newark Ln. Highland Blvd.
12. Assisted with leak investigation in front of NTB on Golf Rd.

- SANITARY SEWER FLOW MANAGEMENT TEAM

1. Flushed 11,491 feet of mainline sanitary sewer for a total year to date of 118,339 feet
2. Updated maps of trouble lists, lamp hole locations, televising, flushing and root cutting
3. Performed garage floor and equipment maintenance
4. Performed manhole wash-downs on troubled spots
5. Performed maintenance on Unit #40, easement machine and Flusher Unit #67
6. Applied liquid and dry microbe formula for enhancement of wastewater treatment systems
7. Provided drawings and field direction to GIS Technician for sewer map corrections
8. Monitored sewer televising contractor
9. Transported Units 19 and 40 for safety lane testing
10. Monitored sanitary flow associated with possible sewer main collapse on Morton St.
11. Completed sanitary trouble spot list
12. Assisted with the removal of lodged flow monitoring equipment from manholes
13. Assisted with flood control
14. Exposed buried manhole associated with road reconstruction on Hassell Rd.
15. Attended confined space entry training
16. Attended chipper training

- STORM SEWER CLEANING/UTILITY LOCATE TEAMS

1. Performed routine vehicle, equipment and garage maintenance
2. Performed weekly barricade checks at various location throughout the Village
3. Assisted with tree limb removal from creek line on Bluebonnet Ln.
4. Performed gas monitor calibrations
5. Performed inspections for contractor installed sod
6. Exercised water main valve on W. Thacker St., Payson St., Princeton St. and Glendale Ln.
7. Performed plan reviews for Plum Farm concept and AT&T Institute
8. Assisted with hydrant repairs at Higgins Rd. west of Jones Rd. and 4253 Oak Knoll Ln.
9. Performed water main repairs at 1260 Highland Blvd. and 1345 Meyer Rd.
10. Performed sewer service inspections at: 885 Cumberland St.; 1991 Cardigan Pl.; 480 Lincoln Dr. and 315 Lafayette Ln.
11. Repaired sanitary sewer at 345 Newark Ln.
12. Assisted with move at Village Hall
13. Performed leak investigation at Moon Lake Fire Station, NTB on Golf Rd. and at Hoffman Plaza
14. Met with contractors regarding transition main cathodic protection
15. Installed Chippendale storm sewer bypass to pump down Highpoint pond
16. Provided maps and field direction to GIS Technician for updating of water main maps
17. Assisted with flood control
18. Attended chipper training

- CUSTOMER SERVICE/METER TEAM

1. Total number of service reports	412
109 residential final reads	
276 residential actual reads	
2 meter repaired (field) Encoder	
8 meters repaired (field) wire	
249 MIU's installed	
2. Delinquent accounts	136
3. Water turn off/on repairs	1
4. Water turn off/on delinquent accounts	33
5. New construction finals	7
6. B-box maintenance minor repairs	18
7. Frozen meters/dead meters	10
8. Compound meters changed-out	1
9. Check for Leaks	6

Public Works Monthly Work Unit Report - September 2008

<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
STREET		
	ABSENCE	917.25
	ASPHALT REPAIRS	339.50
	BUILDING MAINTENANCE	52.00
	CALL DUTY	96.00
	EQUIPMENT MAINT.	215.50
	GARAGE MAINT.	166.00
	GIS	1.00
	MISC. STREET MAINT.	179.00
	OTHER	38.00
	SIDEWALK MAINT./CONST.	24.00
	SNOW & ICE CONTROL	74.00
	SPECIAL EVENTS	46.50
	STORM SEWER CONST.	150.00
	STORM SEWER MAINT.	240.00
	STREET LIGHT MAINT.	238.00
	SUPERVISION	256.00
	TRAFFIC CONTROL	323.00
	TREE MAINTENANCE	710.75
	TURF MAINTENANCE	328.00
	UTILITY LOCATES	9.00
	WATER MAIN MAINT.	8.00
	<i>Total Hours for Work Unit</i>	<i>4411.50</i>

<i>DIVISION</i>	<i>ACTIVITIES</i>	<i>HOURS</i>
WATER AND SEWER		
	ABSENCE	570.50
	ARB METERS	111.50
	B-BOX MAINT.	16.00
	BUILDING MAINTENANCE	3.00
	CALL DUTY	262.00
	CUSTOMER SERVICE	172.00
	DELIQUENT ACCOUNTS	45.00
	EQUIPMENT MAINT.	135.50
	GARAGE MAINT.	253.00
	GIS	15.00
	HYDRANT MAINT.	121.50
	INLET / CATCH BASIN CLEAN	2.00
	JETTING / WASHDOWN	50.50
	LIFT STATION MAINT.	280.00
	LIFT STATION REPAIR	102.00
	MISC. STREET MAINT.	108.00
	NEW CONSTRUCTION INSP.	56.00
	NON-DIV. BLDG. MAINT.	16.00
	OTHER	45.50
	SAN. SEWER MAINT.	290.50
	SEWER SERVICE INSP.	96.50
	SIDEWALK MAINT./CONST.	24.00
	SNOW & ICE CONTROL	21.50
	SPECIAL EVENTS	20.00
	STORM SEWER CONST.	228.00
	STORM SEWER MAINT.	294.50
	SUPERVISION	456.00
	TREE MAINTENANCE	68.00
	UTILITY LOCATES	401.50
	VALVE MAINT.	24.00
	WATER DIST & REG COMPL	54.00
	WATER MAIN MAINT.	178.50
	WATER TURN OFF	1.50
	WELL MAINT.	39.00
	<i>Total Hours for Work Unit</i>	<i>4562.50</i>


Public Works Monthly Overtime Work Unit Report

September 2008

<i>WORK UNIT</i>	<i>ACTIVITIES</i>	<i>OVERTIME HOURS</i>
FACILITIES	BUILDING EQUIPMENT	2.00
	BUILDING MAINTENANCE	8.00
	NON-DIV. BLDG. MAINT.	2.00
	SPECIAL EVENTS	7.50
	STORM SEWER MAINT.	37.25
	<i>Total Overtime Hours for Unit</i>	
STREET	MISC. STREET MAINT.	6.00
	OTHER	14.75
	SPECIAL EVENTS	10.00
	STORM SEWER CONST.	8.00
	STORM SEWER MAINT.	95.75
	STREET LIGHT MAINT.	6.00
	SUPERVISION	4.00
	UTILITY LOCATES	2.00
	WATER MAIN MAINT.	16.00
	<i>Total Overtime Hours for Unit</i>	
WATER AND SEWER	ARB METERS	11.00
	DELIQUENT ACCOUNTS	3.25
	LIFT STATION MAINT.	11.00
	LIFT STATION REPAIR	9.00
	MISC. STREET MAINT.	19.00
	OTHER	10.25
	SAN. SEWER MAINT.	50.75
	STORM SEWER CONST.	6.25
	STORM SEWER MAINT.	154.00
	SUPERVISION	3.50
	UTILITY LOCATES	2.00
	WATER DIST & REG COMPL	6.00
	WATER MAIN MAINT.	30.25
<i>Total Overtime Hours for Unit</i>		316.25

**TRANSPORTATION AND ENGINEERING DIVISION
DEPARTMENT OF DEVELOPMENT SERVICES
OCTOBER MONTHLY REPORT**

Attached is the Department of Development Services Monthly Report for Engineering for the period ending October 23, 2008.



Gary Salavitch, P.E.
Director of Engineering

MISCELLANEOUS

- There were 10 drainage investigations during this period.
- Staff received 4 requests for the flood plain status of property located in Hoffman Estates.

PROJECT STATUS

2008 Street Project – The 2008 Project is nearing completion. Punch list work ongoing. Village Project Manager – Marty Salerno.

2007 Street Project – While the project is complete, concrete punch list items remain. Village Project Manager – Marty Salerno.

Alexian Brothers Behavioral Health Hospital Addition – Conducted punch list walk for Behavior Health with Graycor, St. Alexius, and Public Works. As-builts to be incorporated into total comprehensive plan for the entire St. Alexius site. Village Project Manager – Elliott Goode.

Airdrie Estates – No change in the last month. No recent site work and there are no building permits for this 21 lot subdivision. All storm, water main and sanitary are complete along with the road to the binder asphalt. All lot grading design will be done by the Village to save the most trees for this proposed single-family subdivision near Rohrssen and McDonough Road. Village Project Manager – Terry White.

AMCOL – Building work is ongoing. Sanitary sewer and water main are installed and tested. Parking lot and curb and gutter are under construction. Parking lot bioswales are complete. Village Project Manager – Elliott Goode.

Autumn Woods – Demolition is complete. Mass grading in process. Soil erosion control is ongoing. Village Project Manager – Terry White.

Beacon Pointe – Beacon Road extension is complete. House construction ongoing. All utilities are complete. Road construction is complete to the binder level. All signs installed. Village Project Manager – Terry White.

Canterbury Fields – This subdivision is in the maintenance period until October 20, 2009. Village Project Manager – Gary Salavitch.

Devonshire Woods Estates – No change in the last month. House construction ongoing. Road construction is complete to the binder level for the north half and all utility installations are complete for the site. Essex Road at Shoe Factory Road is now complete. Private utilities installation is ongoing. Village Project Manager – Terry White.

Haverford Place – Various acceptance inspections are continuing with two vacant lots for this subdivision. House construction continues on the remaining lots. All public utilities are complete. All roads are complete to the surface asphalt due to acceptance procedures. Village Project Manager – Terry White.

Mori Seiki – Tree mitigation complete, erosion control in place, mass grading has started. Water main installed with storm and sanitary to follow. Village Project Manager – Elliott Goode.

Poplar Creek Crossing – New traffic signals are completed. Additional storm sewer work near Detention Basin “B” to be done, along with final as-builts. Village Project Manager – Elliott Goode.

Prairie Point, Phase I and Ring Road – Prairie Point building work and utility work are complete. Punch list walk complete. Ring Road work nearing completion. Two left turn lanes to Prairie Pointe under construction. Need as-builts for both projects for review. Village Project Manager – Elliott Goode.

Prairie Stone Crossing – Building work is complete on most sites. Utility work and all testing are complete. The parking lot work is complete. Need brackets for street signs and as-builts for review. Punch list completed. Village Project Manager – Elliott Goode.

Prairie Stone Corporate Center – Building work is complete. All site work complete. Village Project Manager – Elliott Goode.

Prairie Stone Parcel 16 (Restaurant Mall) –Erosion control in place, mass grading is complete. Twin storm lines completed. Waiting for site utilities to start. Village Project Manager – Elliott Goode.

St. Alexius Medical Center – The Village is still working with St. Alexius to get the many loose ends resolved. Punch list walks are ongoing. The utilities have been completed. See Behavioral Health Building. Village Project Manager – Elliott Goode.

St. Hubert Additions – Utility contractor completed storm work and water main. Installed sidewalk and curb and gutter. Building work ongoing. Need site punch list walk. Village Project Manager – Elliott Goode.

Serta – Building work complete and occupied. All site work is complete with minor parking lot changes. Contractor working on minor deficiencies and need as-builts for review. Village Project Manager – Elliott Goode.

Value Place Hotel – Project approved by the Village Board and all site work is delayed. Village Project Manager – Elliott Goode.

Village Park – Swimming pool and clubhouse are complete. As-builts and punch list are now complete. Village Project Manager – Terry White.

White Oak Unit 4 – This subdivision is in the maintenance period until September 8, 2009. Village Project Manager – Gary Salavitch.

White Oak Unit 5 – Subdivision acceptance inspections are ongoing. Building work is nearing completion. All utility work is complete. Detention basin landscaping installed and road work is complete throughout the project to the binder level. Village Project Manager – Terry White.

Yorkshire Woods One – No change in the last period. Utilities are complete and streets to the binder level. The project is nearing completion. Village Project Manager – Terry White.

Yorkshire Woods Two – Plan review complete. Waiting on property line concern and four lots from Unit One will be part of Unit Two. Village Project Manager – Terry White.

Plan review comments on several projects.

- Big Kaiser