

AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
December 15, 2008

7:00 p.m.

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

I. Roll Call

II. Approval of Minutes – October 30, 2008 Special Finance (Budget Workshop),
November 24, 2008

NEW BUSINESS

1. Request approval of a resolution designating police patrol officers hireback rates for the period January 1 through December 31, 2009.
2. Request authorization to declare \$3,949,953.17 as surplus funds within the EDA Special Tax Allocation Fund, and direct the Treasurer to remit said funds to the appropriate taxing districts.
3. Request authorization to:
 - a. Purchase a Lanier LC155V color digital photocopier for a price of \$21,307.00 from United Business Solutions (lowest qualified bidder).
 - b. Enter into a three-year photocopier maintenance agreement with United Business Solutions to be billed \$0.05 per color copy and \$0.0065 per black and white copy beginning when the purchase is final.
4. Request acceptance of Information Systems Department Monthly Report.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

The Village of Hoffman Estates complies with the Americans with Disabilities Act. For handicapped assistance, call the ADA Coordinator at 847-882-9100.

DRAFT

**VILLAGE OF HOFFMAN ESTATES
SPECIAL FINANCE COMMITTEE MEETING
BUDGET WORKSHOP – 2009 PROPOSED BUDGET**

October 30, 2008

I. Roll Call:

Members in Attendance:

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

Other Corporate Authorities

In attendance:

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

Staff in Attendance:

Jim Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Molly Norton, Assistant to the Village Manager
Becky Suhajda, General Government Intern
Mark Koplin, Assistant Village Mgr/Development Serv.
Mike DuCharme, Director of Finance
Rachel Musiala, Assistant Director of Finance
Julie Bates, Administrative Assistant
Clint Herdegen, Chief of Police
Steve Casstevens, Assistant Chief of Police
Bob Gorvett, Fire Chief
Jeff Jorian, Deputy Fire Chief
Gordon Eaken, Director Information Systems
Algean Garner, Director Health & Human Services
Dave Christianson, Emergency Mgt. Coordinator
Bruce Anderson, Cable T.V. Coordinator
Ken Hari, Director of Public Works
Joe Nebel, Public Works Superintendent
Ken Gomol, Public Works Superintendent
Paul Petranko, Facilities Manager

The Special Finance meeting was called to order at 6:41 p.m.

II. Approval of minutes - None

NEW BUSINESS

1. Budget Overview

Village Manager Jim Norris provided an overview of the 2009 Proposed Budget which included a power point presentation. Mr. Norris explained that many items from the 2008 Budget Reduction Plan have not been added back into the 2009 Budget. Revenues are \$3.6 million less than 2008 levels with expenses being reduced by a similar amount. The Board approved the 2008 budget utilizing \$865,465 of general fund balance for specific projects. The total being funded from reserves is actually \$1,157,429 which includes \$750,000 of salt. The projected year end balance is \$12,856,507 versus \$13,148,471.

Overall revenues are \$112,187,481, a decrease of 7.9%. Expenditures by Object are increasing only .6%. For the 2009 Budget Comparison, the total budget for all fund revenues are under expenditures by \$14,549,312 because we are using bond proceeds for capital projects and water fund reserves to fund water sewer projects. Because these monies are already on hand they can not be shown as new revenue. For the 2009 General Fund Budget we are projecting the revenues to be approximately \$45.8 million and expenditures at \$45.8 million. The budget is balanced and we are slightly to the good. The economy of today has reduced our service and expenditure levels to what we budgeted two years ago.

Non-discretionary costs (salaries, benefits and transfers) account for 78% of discretionary spending. Property taxes continue to be a reliable source of major revenue, with collection reaching 98% each year. Income tax is expected to increase. Property Tax, for Truth in Taxation purposes, is up 33.5% which is what levy would be going up if not for abatement for Sears Centre. The Village's portion of the property tax bill has remained at 10-11% for fourteen to fifteen years and the rate continues to decline. After the abatement for the Sears Centre debt is filed in April, we are showing a net increase for property taxes of 6.2%, the corporate levy going up to 6.1%, roughly \$600,000. The Village is still above the 25% General Fund Fund Balance Policy. We are AA rated.

2. Village Department Review

a. General Government.

Village Manager Jim Norris stated that there is a \$19,850 increase in Department Equipment for televising of Board meetings.

b. Police

Chief Clint Herdegen presented the Police budget stating that the overall budget has increased 2% due to police pension and employee benefits. The \$43,000 increase in the Annual

Assessment to Northwest Central Dispatch is minimal because of the addition of Schaumburg as a new community and decreases our contribution. The personnel costs are held down to some extent due to the reduction of three sworn officers. This did not reduce any patrol officers on the streets and the Village remains at full staff. We have changed to a new vehicle replacement program. Beginning in 2009 we will only purchase three squad cars. The remaining vehicles will be on a three year replacement program instead of two.

Trustee Mills thanked the Finance Department for the new section on performance measures.

Trustee Mills inquired as to the reason for the reduction of the Citizen Police Academy to a one time occurrence this year. Chief Herdegen replied that it has been difficult getting the same number of interest. We will coordinate with fire to do ours in spring and fire in the fall so the same people have the opportunity to attend both.

Trustee Mills questioned the reductions in training and the effect that will have on the department. Chief Herdegen responded that we schedule are hosting the training in our training room more often. We don't think it will adversely affect our training. The fact that we are not hiring new officers reduces the budget as well. We anticipate we will need to hire someone to help us administer the Red Light Camera Program and this person would be hired from those revenues.

c. Fire

Chief Bob Gorvett presented an overview of the Fire Department budget stating there is an 8% reduction in overall expenditures which can be attributed to the reduction in firefighters. We are not reducing the number of firefighters on the street. Our minimum staffing is twenty-four and will remain at twenty-four. No man power will be reduced on any engines. There are still four ambulances and three reserves. There is a reduction in overtime close to \$.5 million primarily due to the elimination in overtime used to pay the fourth ambulance in service last year. February of 2008 we hired six new firefighters to staff that ambulance. The balance of savings comes from travel and training due to the decrease in training new personnel. There are two major purchases for 2009: the EDA ambulance and four EMS reporting tablets which allows paramedics to write reports in the field electronically.

Trustee Mills inquired as to the status change of EMTP (Emergency Medical Technician Paramedic) to EMTB (Emergency Medical Technician Basic). Chief Gorvett responded that an EMTP is a paramedic and an EMTB is a basic or what we commonly call an EMT. Thirty years ago the department was growing rapidly and we had difficulty filling all the paramedic positions. Through the Fire and Police Commission a rule was passed that all new hires had to become and maintain their paramedic certification. The Village now has ninety-nine paramedic positions. It is becoming a management problem for maintaining their skill level. We are looking for a plan to reduce the number of paramedics. We will continue to evaluate throughout 2009.

d. Public Works and Water & Sewer Fund

Director of Public Works Ken Hari presented the overview of the Public Works budget. We show a \$19,060 overall decrease. We have a \$150,000 reduction in pavement maintenance and that primarily was an edge patching project completed in 2008. There is a decrease in the number of street light poles being replaced in 2009 and we are deferring creek maintenance at least one year which will not have an adverse impact. The frontline vehicles are due for replacement and have already been pushed out from prior years.

Overall increases in the Water & Sewer Fund are primarily due to the increased costs in the joint project with Schaumburg. We found sewer pipe that was back pitched and had to be replaced. We are up to \$913,060 due to the project with the Frederick and Highland Lift Stations. Cathodic Protection has been an ongoing project for five years now. We have the continuation of the rehabilitation program for sanitary sewer with end of year lining. The SCADA system upgrades are being continued with installing on/off switches at all stations. Emergency back-up generators for wells and lift stations will enable us to have well capability in the event of a power failure for emergency use.

e. Development Services

Development Services Director Mark Koplin explained that overall we have a 25% decrease, some of that due to the decrease in the economy but the major portion of the reduction is in the amount of sales tax rebates. The highlights continue to be the tourism budget. Ongoing Programs are infrastructure, STAR line project, Village web site, business district development, Taxi discount program and the CDBG project.

f. Health & Human Services

Director of Health and Human Services Algean Garner explained that there is an overall 11% decrease in the budget primarily do to a decrease in wages from 2008. There is also a 25% decrease in miscellaneous employee expenses due to the lower cost associated with license renewal fees for clinical staff. We want to look at developing a strategic plan for reducing family violence in the community, continue providing preventive healthcare services to our residents and employees, continue the usage of our employee wellness program, and continue relationships with area partners to ensure that continuum of care for residents. We are going to look this year at additional revenue streams, whether that is through grant funding, preferably not increases in patient fees.

g. Information Systems

Director of Information Systems, Gordon Eaken explained there is an overall reduction in the department of 11%, salaries have been reduced by 8% due to the vacancy of one position, along with miscellaneous employee benefits. We will be continuing with our hardware and software

replacements. Our disaster recovery will move forward with our partnership with NIU. One of our projects is the Fiber optics to the new police station.

h. EDA Administration Fund

Village Manager Jim Norris explained that taxes are paid by people who own property in the Economic Development Area. There is a governmental share of 30% that comes off the top of 30%. Director of Development Services Mark Koplin stated that Phase I revenue is 3.7 million next year and Phase II is 30% to all the taxing districts within the EDA. Mr. Norris explained that they take out program expenses related to the bonds, and then the senior lien bond payments. The first bond issue was for the 786 acres at Sears. The last payment is January of 2010. Present value savings comes out, the Junior Lien bonds have been paid off, we have started to pay down some of the development notes that Sears has issued over the years.

Mr. Norris explained that the money funds fire department receives roughly three million every year which funds a major portion of Station 24. We are going to be spending \$400,000 for road repairs. Mr. DuCharme explained that the main objective at this point in time is to get all of the development in the EDA fully assessed prior to the expiration of the EDA in 2012. The Village's EAV does not include any of the equalized assessed value to the area out in Prairie Stone. Another determining factor is that EAV will be added to the Village's current EAV depending on our tax rate in 2012-2013 which will determine the amount of total tax dollars that the Village will receive for all of that land. The challenge is to look at the EAV growth, estimated well enough that we can raise the levy to capture the same amount of money that we have always gotten from the EDA so that we don't short ourselves.

i. Boards and Commissions

Village Manager Jim Norris explained that the staff did not change any of the Boards & Commissions budget as submitted. The Fire and Police Commission has a dramatic drop because there is not the entry level testing next year as it was done in 2008. The Youth Commission is down because the capital was purchased in 2008. Since the economic development is slowing down, so is the Economic Development Committee. Regarding the 50th Anniversary Committee, money was put in escrow in 2007 and 2008.

- 3) Direct Staff to publish the Notice of Availability of Budget and Public Hearing on the 2009 Proposed Budget. With Committee's concurrence, the Public Hearing will be scheduled for Monday, November 17, 2008 at 7:45 p.m. in the Council Chambers prior to the Village Board Meeting. (Notice of this public hearing will be given at least one week prior to the hearing date).

Motion by Trustee Pilafas, seconded by Trustee Green. All ayes, motion carried.

- 4) Direct staff to conduct the Truth in Taxation hearing on Monday, December 1, 2008 at 7:45 p.m. in the Council Chambers prior to the Village Board Meeting.

Motion by Trustee Pilafas, seconded by Trustee Green. All ayes, motion carried.

- 5) Direct staff to draft the Tax Levy and Tax Abatement Ordinance, which will appear on the November 17, 2008 Village Board Agenda.

Motion by Trustee Pilafas, seconded by Trustee Green. All ayes, motion carried.

III. Adjournment

Motion by Trustee Pilafas, seconded by Trustee Green to adjourn the meeting at 7:45 p.m. All ayes, motion carried.

FINANCE COMMITTEE MEETING MINUTES

November 24, 2008

I. Roll Call

Members in Attendance:

**Cary Collins, Chairman
Jacquelyn Green, Vice-Chairman
Anna Newell, Member**

**Other Corporate Authorities
in Attendance:**

**Trustee Karen Mills
Trustee Ray Kincaid
Trustee Gary Pilafas
Village President William McLeod**

**Management Team Members
in Attendance:**

**James Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Molly Norton, Asst. to the Village Manager
Mark Koplín, Asst. Vlg. Mgr., Dev. Services
Ken Hari, Director of Public Works
Gary Salavitch, Director of Engineering
Michael DuCharme, Director of Finance
Gordon Eaken, Dir. of Information Systems
Algean Garner, Dir. of Health & Human Svcs.
Clint Herdegen, Police Chief
Bob Gorvett, Fire Chief
Dave Christensen, Emergency Svcs. Coord.**

Others in Attendance

Reporters from Daily Herald

The Finance Committee meeting was called to order at 8:05 p.m.

II. Approval of Minutes

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve the special Finance Committee meeting minutes of October 18, 2008. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Green, to approve the Finance Committee meeting minutes of October 27, 2008. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of the 2009-2013 Capital Improvements Program approved by the Capital Improvements Board on October 27, 2008**

An item summary sheet from Michael DuCharme was submitted to the Committee.

Mr. DuCharme addressed the Committee and indicated that this item was approved by the Capital Improvements Board.

Motion by Trustee Pilafas, seconded by Trustee Mills, to approve the 2009-2013 Capital Improvements Program. Voice vote taken. All ayes. Motion carried.

2. Request acceptance of the Finance Department Monthly Report

The Finance Department Monthly Report was presented to the Committee.

Motion by Trustee Mills, seconded by Trustee Green, to accept the Finance Department Monthly Report. Voice vote taken. All ayes. Motion carried.

3. Request acceptance of Information Systems Department Monthly Report.

The Information Systems Department Monthly Report was presented to the Committee.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to accept the Information Systems Department Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

Trustee Collins reported on HB 5088 and inquired about the report to the Village Board from the Police Pension Board. Mr. DuCharme stated that the report was forwarded to the President of the Police Pension Fund and that he was waiting for the President's response in order to forward it to the Village Board. He expects to hear from him shortly.

Trustee Collins indicated that the Police Pension Fund lost money in October. Mr. DuCharme responded that based on the current economy, the Pension Funds have not fared any different than the rest of the overall economy and Mr. DuCharme indicated that market value is not recorded every month because market value can be extremely volatile. The pension funds are marked to market annually as required. All information is contained in the report.

Trustee Pilafas stated that he attended the last meeting of the Police Pension Board and inquired if all information will be in the report.

Michael DuCharme addressed the Committee and stated that he requested permission from the President of the Fire Pension Fund to send the report to the Village Board as well.

Mayor McLeod inquired if there was a legal requirement that the President of the Pension Funds has to sign off in order to release the report. Mr. DuCharme responded that he sends the report to the President of the Funds to get their approval as required under the Bill.

Trustee Pilafas inquired about how often the Police and Fire Pension Boards meet and Mr. DuCharme indicated that they meet quarterly, at a minimum.

V. Adjournment

Motion by Mayor McLeod, seconded by Trustee Pilafas, to adjourn the meeting at 8:20 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Police Officer Hire Back Rate

MEETING DATE: December 15, 2008

COMMITTEE: Finance

FROM: Michael DuCharme, Director of Finance

PURPOSE: To establish Police Officer hire back rates for the period January 1 through December 31, 2009.

BACKGROUND: Each year the Village Board passes a resolution establishing hire back rates for Police Personnel.

DISCUSSION: The attached schedule presents the hire back rates for Police Officer.

The hire back rates are as follows:

Police Officer	\$ 80.12
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The hire back rates for organizations having 501(c)(3) status:

Police Officer	\$ 58.49
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RECOMMENDATION: Corporation Counsel is directed to draft a resolution showing hire back rates for Police Officer for the period January 1 through December 31, 2009.

ATTACHMENT

VILLAGE OF HOFFMAN ESTATES
HIREBACK RATES
January 1, 2009 through December 31, 2009

	<u>Annual Cost</u>	<u>Hourly Rate</u>	<u>Hireback Rate</u>	<u>IRS 501 (c)(3)</u>
Patrol Officers				
Salary	79,944	38.43	57.65	57.65
Pension (19.33% of Salary)	15,485	7.44	7.44	-
Life Insurance	90	0.04	0.04	-
Health Insurance	18,007	8.66	8.66	-
Uniforms	750	0.36	0.36	-
Medicare Tax (1.45% of Salary)	1,159	0.56	0.84	0.84
Workers' Compensation (3.36% of Salary)	2,689	1.29	1.29	-
Administration (10% of Salary)	7,994	3.84	3.84	-
	<u>126,118</u>	<u>60.62</u>	<u>80.12</u>	<u>58.49</u>

RESOLUTION NO. _____ - 2008

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION ESTABLISHING FEES
FOR POLICE PERSONNEL

WHEREAS, members of the Hoffman Estates Police Department are hired back by private and/or public employers; and

WHEREAS, costs of salary, fringe and administrative costs have been calculated.

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: That the Hoffman Estates Police Department is hereby authorized to charge fees for services under hire back arrangements for the period January 1, 2009 through December 31, 2009 as follows:

Police Officer -- \$80.12

However, upon a proof of a grant of 501(c)(3) status by the Internal Revenue Service, the fees for services under hire back arrangements for the period from January 1, 2009 through December 31, 2009 are as follows:

Police Officer -- \$58.49

Section 2: That 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: 2008 EDA Surplus Declaration
MEETING DATE: December 15, 2008
COMMITTEE: Finance Committee
FROM: Michael DuCharme, Director of Finance

PURPOSE: To declare surplus funds within the Economic Development Area Special Tax Allocation Fund, and direct the Treasurer to remit said surplus funds to the appropriate taxing bodies.

BACKGROUND The Economic Development Agreement and EDA financing documents provide that a certain amount of incremental revenues be declared surplus each year and be distributed to the affected taxing districts

DISCUSSION The 2008 surplus amount representing the 2007 tax levy year, has been calculated to be \$3,949,953.17 and will be distributed as indicated in the following table. This represents a 14% increase over last year's surplus.

Taxing District	Amount
School District 300	\$2,116,801.22
Barrington Public Library	\$98,294.08
Village of Hoffman Estates	\$487,762.61
Hoffman Estates Park District	\$249,829.63
Elgin Comm College Dist. 509	\$207,001.69
N.W. Mosquito Abatement	\$4,758.66
MWRD	\$156,440.94
Barrington Twp. Gen Asst.	\$1,189.67
Barrington Twp.	\$12,491.48
Cook County Forest Preserve	\$31,526.12
Cook County	\$265,295.27
Consolidated Elections	\$7,137.98
School District U-46 *	\$310,433.13
Poplar Creek Library District	\$990.69
Total	\$3,949,953.17

* Subject to the Intergovernmental Agreement between U-46 and the Sears Centre.

RECOMMENDATION: Request authorization to declare \$3,949,953.17 as surplus funds within the EDA Special Tax Allocation Fund, and direct the Treasurer to remit said funds to the appropriate taxing districts.

ATTACHMENTS

**VILLAGE OF HOFFMAN ESTATES
2007 TAX LEVY - 2008 EDA SURPLUS DISTRIBUTION**

PIN #	Property	Tax Code	Agency #	TLY2007 EAV	Base EAV	Increase in EAV	TLY2007 Tax Rate	TLY2007 Total Tax	TLY2007 Incremental Tax	Surplus Rate	FY2008 Surplus Amt.
PHASE I											
01-31-201-003	Outparcel North	10071	0723-3	3,695,782	11,278	3,684,504	6.577	243,071.58	242,329.83		
01-31-202-002	Outparcel South	10071	0723-3	3,768,714	14,400	3,754,314	6.577	247,868.32	246,921.23		
01-32-100-004	Sears	10071	0723-3	241,376,738	14,400	241,362,338	6.577	15,875,348.06	15,874,400.97		
	Total - Phase I			<u>248,841,234</u>	<u>40,078</u>	<u>248,801,156</u>		<u>16,366,287.96</u>	<u>16,363,652.03</u>	Flat Amt.	<u>1,163,497.00</u>
PHASE II											
01-31-400-002	Tollway Authority	10019	0723-2	-	2,495	(2,495)	7.124	-	(177.74)		
01-31-400-004	Detention (Lot 15)	10019	0723-2	-	1,380	(1,380)	7.124	-	(98.31)		
01-31-400-005	Parcel 4	10019	0723-2	-	2,495	(2,495)	7.124	-	(177.74)		
01-31-400-013	Future Building D/E (south)	10019	0723-2	10,380	-	10,380	7.124	739.47	739.47		
01-31-400-017	Two Park Ctr (bldg. C) Parking south	10019	0723-2	435,674	-	435,674	7.124	31,037.42	31,037.42		
01-32-302-003	ComEd	10019	0723-2	808,674	6,901	801,773	7.124	57,609.94	57,118.31		
01-32-302-012	Park Center West	10019	0723-2	-	26,584	(26,584)	7.124	-	(1,893.84)		
01-32-302-016	Columbine Blvd Swale	10019	0723-2	-	2,496	(2,496)	7.124	-	(177.82)		
01-32-302-020	Prairie Stone - Monument Sign	10019	0723-2	131,519	-	131,519	7.124	9,369.41	9,369.41		
01-32-302-021	Parcel 14, 14a, 15	10019	0723-2	-	1,548	(1,548)	7.124	-	(110.28)		
01-32-302-025	Two Park Ctr (bldg. C)	10019	0723-2	204,849	-	204,849	7.124	14,593.44	14,593.44		
01-32-302-026	Future Building A	10019	0723-2	656,966	-	656,966	7.124	46,802.26	46,802.26		
01-32-302-028	Village Green	10019	0723-2	Exempt	Exempt	Exempt	7.124	Exempt	Exempt		
01-32-302-036	Waterpark Hotel	10019	0723-2	3,475,766	-	3,475,766	7.124	247,613.57	247,613.57		
01-32-302-037	Sears Centre Parking	10019	0723-2	2,397,962	-	2,397,962	7.124	170,830.81	170,830.81		
01-32-302-038	Sears Centre	10019	0723-2	18,892,119	-	18,892,119	7.124	1,345,874.56	1,345,874.56		
01-32-302-040	Neri - Parcel 16	10019	0723-2	21,816	-	21,816	7.124	1,554.17	1,554.17		
01-32-302-042	United Growth - Parcel 12	10019	0723-2	148,034	-	148,034	7.124	10,545.94	10,545.94		
01-32-302-043	Cabela's	10019	0723-2	74,627	-	74,627	7.124	5,316.43	5,316.43		
01-32-400-009	Strip west of E&E	10019	0723-2	-	2,496	(2,496)	7.124	-	(177.82)		
06-03-100-013	Parcel 23 (Partial)	10019	0723-2	-	10,579	(10,579)	7.124	-	(753.65)		
06-04-200-022	Parcel 23 (Partial)	10019	0723-2	-	262	(262)	7.124	-	(18.66)		
01-31-400-003	Parcel 4	10071	0723-3	-	2,495	(2,495)	6.577	-	(164.10)		
01-31-400-009	Wooded Wetland	10071	0723-3	-	90,215	(90,215)	6.577	-	(5,933.44)		
01-31-400-011	Future Building D/E (north)	10071	0723-3	47,163	-	47,163	6.577	3,101.91	3,101.91		
01-31-400-012	G.E. (TransAmerica) Parking	10071	0723-3	975,389	-	975,389	6.577	64,151.33	64,151.33		
01-31-400-014	Future Parking Garage	10071	0723-3	2,375,874	-	2,375,874	6.577	156,261.23	156,261.23		
01-31-400-015	Two Park Ctr (bldg. C) Parking	10071	0723-3	453,195	-	453,195	6.577	29,806.64	29,806.64		
01-32-201-004	Quest	10071	0723-3	987,649	-	987,649	6.577	64,957.67	64,957.67		
01-32-201-005	Central Wetland - NW	10071	0723-3	5,585,934	2,496	5,583,438	6.577	367,386.88	367,222.72		
01-32-201-006	KinderCare	10071	0723-3	24,406	2,496	21,910	6.577	1,605.18	1,441.02		
01-32-201-007	Park District Sports & Wellness Centre	10071	0723-3	1,678,555	2,495	1,676,060	6.577	110,398.56	110,234.47		
01-32-201-008	Future Metra Station/Sedge	10071	0723-3	327,361	2,496	324,865	6.577	21,530.53	21,366.37		
01-32-202-001	Parcel 8	10071	0723-3	-	2,496	(2,496)	6.577	-	(164.16)		
01-32-202-002	Rexroth Building	10071	0723-3	5,976,689	2,496	5,974,193	6.577	393,086.84	392,922.67		
01-32-202-003	Rexroth Detention	10071	0723-3	7,232	2,496	4,736	6.577	475.65	311.49		
01-32-202-004	American Honda (Globe Corp)	10071	0723-3	5,747,983	-	5,747,983	6.577	378,044.84	378,044.84		
01-32-202-006	I-Car	10071	0723-3	2,427,269	-	2,427,269	6.577	159,641.48	159,641.48		

**VILLAGE OF HOFFMAN ESTATES
2007 TAX LEVY - 2008 EDA SURPLUS DISTRIBUTION**

PIN #	Property	Tax Code	Agency #	TLY2007 EAV	Base EAV	Increase in EAV	TLY2007 Tax Rate	TLY2007 Total Tax	TLY2007 Incremental Tax	Surplus Rate	FY2008 Surplus Amt.
01-32-202-007	Camelot School	10071	0723-3	1,256,097	-	1,256,097	6.577	82,613.50	82,613.50		
01-32-202-008	Parcel 8 - Vacant	10071	0723-3	607,011	-	607,011	6.577	39,923.11	39,923.11		
01-32-302-004	Ameritech	10071	0723-3	1,131,363	43,121	1,088,242	6.577	74,409.74	71,573.68		
01-32-302-005	Fire Station #4	10071	0723-3	Exempt	Exempt	Exempt	6.577	Exempt	Exempt		
01-32-302-006	NIU	10071	0723-3	Exempt	Exempt	Exempt	6.577	Exempt	Exempt		
01-32-302-009	Wetland	10071	0723-3	-	10,780	(10,780)	6.577	-	(709.00)		
01-32-302-014	Village Green	10071	0723-3	-	10,781	(10,781)	6.577	-	(709.07)		
01-32-302-023	G.E. (TransAmerica) (bldg. B)	10071	0723-3	18,257,983	10,781	18,247,202	6.577	1,200,827.54	1,200,118.48		
01-32-302-024	Two Park Ctr (bldg. C)	10071	0723-3	17,813,490	-	17,813,490	6.577	1,171,593.24	1,171,593.24		
01-32-302-027	Village Green	10071	0723-3	Exempt	Exempt	Exempt	6.577	Exempt	Exempt		
01-32-302-030	Pace Transpo Center	10071	0723-3	403,023	10,780	392,243	6.577	26,506.82	25,797.82		
01-32-302-033	5401/07 (Younan)	10071	0723-3	12,399,131	-	12,399,131	6.577	815,490.85	815,490.85		
01-32-302-034	Wetland/NIU Plaza/ConopCo Develop	10071	0723-3	1,725,664	2,496	1,723,168	6.577	113,496.92	113,332.76		
01-32-302-035	Landscape NE Corner along Pratum	10071	0723-3	51,267	-	51,267	6.577	3,371.83	3,371.83		
01-32-302-039	Sears Centre	10071	0723-3	37,503	-	37,503	6.577	2,466.57	2,466.57		
01-32-400-004	Central Wetland - West	10071	0723-3	351,577	2,496	349,081	6.577	23,123.22	22,959.06		
01-32-400-010	Quest Expansion-Area 1	10071	0723-3	162,227	-	162,227	6.577	10,669.67	10,669.67		
01-32-400-013	Parcels 11,12	10071	0723-3	-	7,488	(7,488)	6.577	-	(492.49)		
01-32-400-015	Renishaw	10071	0723-3	3,412,322	2,496	3,409,826	6.577	224,428.42	224,264.26		
01-32-400-016	W-T Engineering	10071	0723-3	2,905,749	-	2,905,749	6.577	191,111.11	191,111.11		
01-32-400-017	Silesia Flavors	10071	0723-3	2,021,950	-	2,021,950	6.577	132,983.65	132,983.65		
01-32-400-018	Leopardo	10071	0723-3	6,825,360	-	6,825,360	6.577	448,903.93	448,903.93		
01-32-400-019	Rexroth Corporation (shared driveway)	10071	0723-3	2,167	-	2,167	6.577	142.52	142.52		
01-32-400-020	Parcel 16 - Rita Neri	10071	0723-3	482,058	-	482,058	6.577	31,704.95	31,704.95		
01-32-400-022	Cabela's	10071	0723-3	10,435,321	-	10,435,321	6.577	686,331.06	686,331.06		
01-32-400-023	United Growth outparcel	10071	0723-3	532,426	-	532,426	6.577	35,017.66	35,017.66		
01-32-400-024	Cabela's Outlot	10071	0723-3	368,470	-	368,470	6.577	24,234.27	24,234.27		
01-32-401-006	Central Wetland - East	10071	0723-3	-	9,310	(9,310)	6.577	-	(612.32)		
01-32-401-007	Central Wetland - East	10071	0723-3	580,813	-	580,813	6.577	38,200.07	38,200.07		
01-32-401-008	Serta	10071	0723-3	2,070,098	-	2,070,098	6.577	136,150.35	136,150.35		
01-32-401-009	Mary Kay	10071	0723-3	9,912,655	-	9,912,655	6.577	651,955.32	651,955.32		
01-33-102-002	VOHE well site	10071	0723-3	Exempt	Exempt	Exempt	6.577	Exempt	Exempt		
01-33-104-001	Vacant (P. 18b, 19) west of Forbs	10071	0723-3	1,781,160	-	1,781,160	6.577	117,146.89	117,146.89		
01-33-300-004	Parcels 17 - 23 (Partial)	10071	0723-3	-	4,769,500	(4,769,500)	6.577	-	(313,690.02)		
01-33-300-005	Marriott	10071	0723-3	15,998,249	-	15,998,249	6.577	1,052,204.84	1,052,204.84		
01-33-300-007	Vacant (P. 20, 21) east of Forbs	10071	0723-3	3,693,322	-	3,693,322	6.577	242,909.79	242,909.79		
01-33-304-001	Parcel 23 (Partial)	10071	0723-3	2,050,048	-	2,050,048	6.577	134,831.66	134,831.66		
01-33-303-006	Parcels 23 (Partial), 24	10078	0723-4	-	134,176	(134,176)	6.778	-	(9,094.45)		
01-33-303-008	Parcel 24	10078	0723-4	850,551	-	850,551	6.778	57,650.35	57,650.35		
01-33-305-001	Parcel 23 east	10078	0723-4	363,394	-	363,394	6.778	24,630.85	24,630.85		
Total - Phase II											
				<u>172,355,534</u>	<u>5,184,118</u>	<u>167,171,416</u>		<u>11,487,366.86</u>	<u>11,145,824.66</u>	25%	<u>2,786,456.17</u>
Totals - Sears TIF											
				<u>421,196,768</u>	<u>5,224,196</u>	<u>415,972,572</u>		<u>27,853,654.82</u>	<u>27,509,476.69</u>		<u>3,949,953.17</u>

VILLAGE OF HOFFMAN ESTATES
 EDA SURPLUS DECLARATION
 2007 TAX LEVY YEAR

Taxing District	Tax Code 10019			Tax Code 10071			Tax Code 10078			FY2008 Surplus
	Tax Rate	%	Surplus	Tax Rate	%	Surplus	Tax Rate	%	Surplus	
School District 300				4.018	61.09%	2,105,954.95	4.018	59.28%	10,846.29	2,116,801.22
Barrington Public Library	0.166	2.33%	11,288.48	0.166	2.52%	87,005.60	0.820	12.10%	2,213.53	98,294.08
Village of Hoffman Est.	0.820	11.51%	55,762.36	0.820	12.47%	429,786.72	0.420	6.20%	1,133.76	487,762.61
Hoffman Est. Park District	0.420	5.90%	28,561.21	0.420	6.39%	220,134.66	0.348	5.13%	939.40	249,829.63
Elgin Comm College Dist. 509	0.348	4.88%	23,665.00	0.348	5.29%	182,397.29	0.008	0.12%	21.60	207,001.69
N.W. Mosquito Abatement	0.008	0.11%	544.02	0.008	0.12%	4,193.04	0.263	3.88%	709.95	4,758.66
MWRD	0.263	3.69%	17,884.76	0.263	4.00%	137,846.23	0.002	0.03%	5.40	156,440.94
Barrington Twp. Gen Asst.	0.002	0.03%	136.01	0.002	0.03%	1,048.26	0.021	0.31%	56.69	1,189.67
Barrington Twp.	0.021	0.29%	1,428.06	0.021	0.32%	11,006.73	0.000	0.00%	-	12,491.48
Suburban TB Sanitarium	0.000	0.00%	-	0.000	0.00%	-	0.053	0.78%	143.07	0.00
Cook County Forest Preserve	0.053	0.74%	3,604.15	0.053	0.81%	27,778.90	0.446	6.58%	1,203.94	31,526.12
Cook County	0.446	6.26%	30,329.28	0.446	6.78%	233,762.05	0.012	0.18%	32.39	265,295.27
Consolidated Elections	0.012	0.17%	816.03	0.012	0.18%	6,289.56				7,137.98
School District U-46	4.565	64.08%	310,433.13				0.367	5.41%	990.69	310,433.13
Poplar Creek Library District				6.577	100.00%	3,447,203.99	6.778	100.00%	18,296.71	990.69
Total	7.1240	100.00%	484,452.49	6.577	100.00%	3,447,203.99	6.778	100.00%	18,296.71	3,949,953.17

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award bid for a color digital copier

MEETING DATE: December 15, 2008

COMMITTEE: Finance

FROM: Michael DuCharme, Director of Finance

PURPOSE: To request authorization to:

- a) Purchase a Lanier LC155V color digital photocopier for a price of \$21,307.00 from United Business Solutions (lowest qualified bidder).
- b) Enter into a three-year photocopier maintenance agreement with United Business Solutions to be billed \$0.05 per color copy and \$0.0065 per black & white copy beginning when the purchase is final.

BACKGROUND: The Village Hall currently does not have a color digital copier. All color copy work currently is sent out to a third party. Color printing can be done on two small color printers if a digital original exists. The purchase of the color digital photocopier was approved as part of the 2009 budget.

DISCUSSION: This purchase was sent out for bid November 11, 2008. Nine bids were opened December 2, 2008. When the bids were sent out, it was not known for sure if we would want the unit to have GBC punching capabilities. GBC punching is punch that allows the copies to be bound as books. After further analysis, it was decided GBC punching was required and only two out of the nine proposals offered GBC capabilities.

United Business Solutions (UBS), which is the current vendor of the Village's high-speed, high-volume copier, proposed a Lanier LC155V color unit and was the low bidder among the vendors that proposed a GBC capable copier. A demonstration was set up with UBS and the actual copier was viewed by several Village staff members. The staff members were very impressed at the capabilities of the copier. References were also checked once again for UBS and came back favorable.

It should also be noted that UBS will now be able to service both of the Village's copiers at the same time and having to deal with only one vendor will be beneficial for staff.

United Business Solutions had the lowest pricing and a competitive maintenance cost. Attached is an analysis of the nine bids as well as the United Business Solutions proposal.

FINANCIAL IMPACT: This purchase has been approved as part of the 2009 budget. Contract approval and delivery will not happen until January, 2009. The funds for this purchase are coming from the Capital Replacement Fund due to the favorable pricing that was received for the recent purchase of the high-speed, high-volume copier.

RECOMMENDATION: To request authorization to:

- a) Purchase a Lanier LC155V color photocopier for a price of \$21,307.00 from United Business Solutions (low bidder).
- b) Enter into a three-year photocopier maintenance agreement with United Business Solutions to be billed \$0.05 per color copy and \$0.0065 per black & white copy beginning when the purchase is final.

ATTACHMENTS

Color Copier Bid Results

Company
 Make
 Model
 Recommended Monthly Volume
 Copy Times (Color, B/W)
 Standard Paper Sources
 Max Document Size
 Resolution
 Sample Document Acceptable
 Bid Bond

United Business Solutions	Ricoh Business Solutions
Lanier	Ricoh
LC155V	Aficio Color 5560V
150,000	150,000
55 cpm, 60 cpm	55 cpm, 60 cpm
3 drawers	3 drawers
1,100/550/550	3,400 total sheets
11 x 17	11 x 17
600 x 600 dpi	600 x 600 dpi
Yes	Yes
Yes	Yes

Standard Features:

Fiery Pro 80 Controller
 Powered relay/buffer pass unit
 Document feeder
 Network connectivity
 Scanning
 Default to B/W

Optional Equipment:

Additional paper capacity:
 2,000 Sheets
 3,000 Sheets
 4,000 Sheets
 6,000 Sheets
 3-hole punch
 100-sheet stapler finisher
 Booklet finisher
 GBC Punch Unit
 Cover Interposer
 Finisher Adapter C
 Perfect Binder
 Large Capacity Stacker
 Saddle Stich w/ face trimmer
 Folding Unit
 Additional paper capacity

Training & Installation

	Purchase	Maintenance	Purchase	Maintenance
	13,572.00	5,970.00	10,854.00	7,424.00
Included			1,349.00	
Included			Included	
1,039.00				
1,039.00			1,098.00	
Included			453.00	
Included			2,526.00	247.00
-			12,265.00	905.00
5,151.00			5,440.00	450.00
506.00			1,673.00	125.00
Included			Included	
21,307.00			35,658.00	
15,000 B/W, 8,000 Color		5,970.00		7,424.00
Staples	\$45 per 15,000			Not Included
Dies for GBC		369.00		Not Included
Preventative Maintenance		Included		Included
Toner		Included		Included
Software Upgrades				
Excess Rate:	Locked in for 3 years			
B/W		0.0065		0.0089
Color		0.050		0.0597

Color Copier Bid Results

Company
 Make
 Model
 Recommended Monthly Volume
 Copy Times (Color, B/W)
 Standard Paper Sources
 Max Document Size
 Resolution
 Sample Document Acceptable
 Bid Bond

Canon Business Solutions	Chicago Office Technology
	Xerox
Bid Disqualified	Work Centre 7665
No information provided	15,000-60,000
	11 x 17
Yes	
Yes	Yes

Standard Features:

Fiery Pro 80 Controller
 Powered relay/buffer pass unit
 Document feeder
 Network connectivity
 Scanning
 Default to B/W

Optional Equipment:

Additional paper capacity:
 2,000 Sheets
 3,000 Sheets
 4,000 Sheets
 6,000 Sheets
 3-hole punch
 100-sheet stapler finisher
 Booklet finisher
 GBC Punch Unit
 Cover Interposer
 Finisher Adapter C
 Perfect Binder
 Large Capacity Stacker
 Saddle Stich w/ face trimmer
 Folding Unit
 Additional paper capacity

Training & Installation

Purchase	Maintenance	Purchase	Maintenance
16,655.00	8,712.00	20,746.00	5,880.00
Included		Included	
Included		Included	
Included		1,087.00	
Included		Included	
Included		Included	
Included		Included	
Offline Option		N/A	
Included		Included	
Included			
Included			
<u>16,655.00</u>		<u>21,833.00</u>	
	8,712.00	5,880.00	
		\$150 per 15,000	
		N/A	
	Included	Included	
	Included	Included	
	0.010	0.0060	
	0.072	0.050	

Annual Maintenance:

15,000 B/W, 8,000 Color
 Staples
 Dies for GBC
 Preventative Maintenance
 Toner
 Software Upgrades
 Excess Rate:
 B/W
 Color

Color Copier Bid Results

Company
 Make
 Model
 Recommended Monthly Volume
 Copy Times (Color, B/W)
 Standard Paper Sources

 Max Document Size
 Resolution
 Sample Document Acceptable
 Bid Bond

TechStar America Corp	MBC Digital Office Products
Lanier	Xerox
LD260c	WorkCentre W7665P
200,000 B/W, 50,000 color	15,000-75,000
60 cpm, 60 cpm	50 cpm, 65 cpm
3 drawers	5 drawers
1,100/550/550	5,260 total sheets
11 x 17	13 x 19
600 x 600 dpi	600 x 600 dpi
Somewhat	Yes
Yes	Yes

Standard Features:

Fiery Pro 80 Controller
 Powered relay/buffer pass unit
 Document feeder
 Network connectivity
 Scanning
 Default to B/W

Optional Equipment:

Additional paper capacity:
 2,000 Sheets
 3,000 Sheets
 4,000 Sheets
 6,000 Sheets
 3-hole punch
 100-sheet stapler finisher
 Booklet finisher
 GBC Punch Unit
 Cover Interposer
 Finisher Adapter C
 Perfect Binder
 Large Capacity Stacker
 Saddle Stich w/ face trimmer
 Folding Unit
 Additional paper capacity

Training & Installation

Purchase	Maintenance	Purchase	Maintenance
14,339.00	5,700.00	24,350.00	9,069.00
1,012.00	Included		
1,145.00			
455.00			
2,785.00			
2,615.00			
N/A		N/A	
1,758.00			
187.00			
Included		Included	
24,296.00		24,350.00	

Annual Maintenance:

15,000 B/W, 8,000 Color
 Staples
 Dies for GBC
 Preventative Maintenance
 Toner
 Software Upgrades
 Excess Rate:
 B/W
 Color

			9,069.00
	Not Included		
	N/A		
	Included		
	Included		
			0.0079
		over 250/month	0.079

Color Copier Bid Results

Company
 Make
 Model
 Recommended Monthly Volume
 Copy Times (Color, B/W)
 Standard Paper Sources
 Max Document Size
 Resolution
 Sample Document Acceptable
 Bid Bond

Konica Minolta	Oce North America
Konica Minolta	Oce
bizhub C6501	CS650 Pro
300,000	300,000
65 cpm, 65 cpm	65 cpm, 65 cpm
3 drawers	5 drawers
500/500/500	500/500/500/3,000/3,000
11 x 17	11 x 17
600 x 600 dpi	600 x 600 dpi
Yes	Yes
Yes	Yes

Standard Features:

Fiery Pro 80 Controller
 Powered relay/buffer pass unit
 Document feeder
 Network connectivity
 Scanning
 Default to B/W

Purchase	Maintenance	Purchase	Maintenance
16,195.00	5,832.00	36,530.00	7,020.00
		Included	
		Included	
646.00		Included	
10,973.00		Included	
Included		Included	
		Included	

Optional Equipment:

Additional paper capacity:
 2,000 Sheets
 3,000 Sheets
 4,000 Sheets
 6,000 Sheets
 3-hole punch
 100-sheet stapler finisher
 Booklet finisher
 GBC Punch Unit
 Cover Interposer
 Finisher Adapter C
 Perfect Binder
 Large Capacity Stacker
 Saddle Stich w/ face trimmer
 Folding Unit
 Additional paper capacity

		1,400.00	
Included?			
324.00		384.00	
1,171.00		3,163.00	312.00
1,733.00		2,196.00	384.00
N/A			
		1,000.00	
Included		Included	
31,042.00		44,673.00	

Training & Installation

Annual Maintenance:

15,000 B/W, 8,000 Color
 Staples
 Dies for GBC
 Preventative Maintenance
 Toner
 Software Upgrades
 Excess Rate:
 B/W
 Color

	5,832.00		7,020.00
	Included		Included
	N/A		Included
	Included		Included
	Included		Included
			Included
	0.010		0.010
	0.042		0.045

Color Copier Bid Results

Company	Ikon Office Solutions
Make	Ikon
Model	CPP 660 Pro
Recommended Monthly Volume	300,000
Copy Times (Color, B/W)	9 cpm, 12 cpm
Standard Paper Sources	3 drawers
	500/500/500
Max Document Size	11 x 17
Resolution	600 x 600 dpi
Sample Document Acceptable	Yes
Bid Bond	Yes

	Purchase	Maintenance
Standard Features:	24,756.00	6,642.00
Fiery Pro 80 Controller		
Powered relay/buffer pass unit		
Document feeder		
Network connectivity	13,272.00	
Scanning	Included	
Default to B/W		
Optional Equipment:		
Additional paper capacity:	1,928.00	
2,000 Sheets		
3,000 Sheets		
4,000 Sheets		
6,000 Sheets		
3-hole punch	356.00	
100-sheet stapler finisher	1,400.00	
Booklet finisher	2,017.00	
GBC Punch Unit	N/A	
Cover Interposer	489.00	
Finisher Adapter C		
Perfect Binder	18,903.00	
Large Capacity Stacker	8,333.00	
Saddle Stich w/ face trimmer	12,217.00	
Folding Unit	7,556.00	
Additional paper capacity	3,768.00	
Training & Installation	950.00	
	95,945.00	
Annual Maintenance:		
15,000 B/W, 8,000 Color		6,642.00
Staples		Not Included
Dies for GBC		N/A
Preventative Maintenance		Included
Toner		Included
Software Upgrades		
Excess Rate:		
B/W		
Color		



Digital Copiers
Color Printing
Color Copying
Internet Facsimile
Multifunctional -
Products
Network Solutions
Certified MBE

United Business Solutions Village of Hoffman Estates

COLOR PRODUCTION DIGITAL COPIER

Rachel Musiala Assistant Director of Finance

12-2-08

By:

Mary Bilka
Major Account Rep.
United Business Solutions
Ph: 630-620-4000
Fax: 630-620-4004
WWW.UBSLLC.COM
mbilka@ubsllc.com

"Meeting Needs
By Exceeding
Expectations"

RETURN WITH BID IN SEPARATE SEALED ENVELOPE

VILLAGE OF HOFFMAN ESTATES
 PROPOSAL FORM
 COLOR PRODUCTION DIGITAL COPIER

PRICING INFORMATION

	Purchase	Annual Maintenance
Standard Features (please provide list of standard features included in this base price) <i>ATTACHED</i>	\$ 13,572.00	\$ 5,970.00
Additional Options (if not a standard feature):		
Network Connectivity (printing)	INCL	
Scanning (specify if color or black/white)	INCL COLOR	
Additional Paper Capacity (list specifics) <i>ATTACHED</i>	\$ 1039.00	
3-Hole Punch	INCL	
100-sheet stapler finisher	INCL	
Booklet finisher	\$ 0.00	
GBC Punch Unit	\$ 5,157.00	
Cover Interposer	\$ 506.00	
Other Options Available:		
Installation and on-site Training of Village staff	\$ 0.00	
Total	\$ 20,268.00	

Items included in maintenance cost listed above:

Yes	No	On-site Repair	Yes	No	Preventative Maintenance
Yes	<input checked="" type="radio"/> No	Staples \$46.00 PER 15,000	<input checked="" type="radio"/> Yes	No	Toner
Yes	<input checked="" type="radio"/> No	Dies for GBC Punch Unit \$ 369.00	Yes	No	Other:

For any of the above items that are not included in maintenance, please include pricing information with your proposal.

CONTACT INFORMATION

Printed Contact Name:	MARY BURKA
Title:	MAJOR ACCOUNT MANAGER
Phone Number:	630-620-4000 CELL 773-443-8226
Authorized Signature:	Mary Burka
Date of Submittal:	12/2/08

RETURN WITH BID

VILLAGE OF HOFFMAN ESTATES
PROPOSAL FORM
COLOR PRODUCTION DIGITAL COPIER

COMPANY INFORMATION

Name of Company:	UNITED BUSINESS SOLUTIONS
Address:	2171 EXECUTIVE DR. SUITE 250 ADDISON, IL 60101

GENERAL SPECIFICATIONS/PAPER HANDLING

Make	LANIER
Model	LC155V
Year this model was introduced	2008
Manufacturing Status	New
Manufacturers Recommended Monthly Volume	150,000
First Copy Time	7.5 SECONDS COLOR / 6.5 SECONDS BLACK
Multicopy Time (Ltr/Lg) cpm (color)	55
Multicopy Time (Ltr/Lg) cpm (black & white)	60
Warm-up Time	5
Standard Paper Source(s)	1,100 / 1,100 / 550 / 550
Standard Paper Capacity	3 DRAWERS
Paper Weights	14 LB BOND TO 140 LB INDEX
Bypass/Paper Weights	14 TO 34 LBS
Maximum Paper Sources	6
Maximum Paper Capacity	7,400 SHEETS
Maximum Original Document Size	11x17
Output Size (Min/Max)	5.5x8.5 TO 12x18
Resolution (Scan/Copy)	600x600
Copier Memory (Std/Max)	1.35 GB RAM, 320 GB HD
Duplex	AUTO
Duplex Capacity/Paper Sizes	5.5x8.5 TO 12x18
Document Feeder	RAADF STD
Document Feeder Speed/Capacity	60 cpm / 100 ORIGINALS
Document Feeder Paper Weights	11 TO 34 LBS
Finisher	STD
Finisher Tray/Stapling/Position(s)	6 POSITIONS
Control Panel	TOUCHSCREEN
Control Panel Quantity Selector	1-999



Lanier LD155v Color Digital Copier/Printer/Scanner

http://www.ubslc.com/sw/swchannel/productcatalogcf_v2/internet/model.asp/ProductMasterID/710515/ParentID/281000/SWSESSIONID/ppsepaesaelspp

- 60 pages per minute black/white & 55 color
- 100 Sheet Auto Document Feeder
- Stackless Duplexing
- Up to 11x17-paper capability
- 1200 x 600 Resolution
- 3 paper drawers (1@ 1550 x 2, +2 @ 550 +100 bypass) 4,300 total
- 128 MG Image memory
- 40 GB Hard drive
- User Codes
- Network Surge protector
- Network Printing (RCPS, PCL5c & 6)
- Network Scan to folder, Scan to email, Scan to FTP, or URL
- Document Server for 'On Demand printing'
- 6 position staple finisher
- 2 & 3 hole punch

Pricing Options	Purchase
LD155v 60/55 ppm	\$13,572.00

Additional Options (adds to above pricing)	Purchase
GBC Punch unit	\$5,148.00
Saddle Stitch Folding Finisher	\$0.00
Cover Interposer	\$506.00
LCT (adds 3 drawers, 4,000 sheets online)	\$1,039.00

All pricing includes: delivery, setup, training, and networking, removal or relocation of old equipment if desired

SERVICE AGREEMENT:	
Includes all parts, labor and supplies (excluding paper & staples)	
Black/White	.0005 per page
Color	.05 per page

Mary Bilka
 Major Account Rep.
 United Business Solutions
 Ph: 630-620-4000
 Cell 773-443-8226
 Fax: 630-620-4004

RETURN WITH BID

Note: THIS FORM MUST BE NOTARIZED

VILLAGE OF HOFFMAN ESTATES
BID CERTIFICATION FORM

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

I, hereby certify that UNITED BUSINESS SOLUTIONS LLC
(Name of Bidder)

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

Signed: *Fred Martin*

Attest: *[Signature]*
Notary Public

Title: MANAGING PARTNER

Commission expiry: 4/27/2012

Date: 11/25/08

Date: 11/25/08



RETURN WITH BID

REFERENCES

BIDDER NOTE: Bidder shall provide as many customer references as possible for work/equipment IDENTICAL to that which bidder has proposed within this call for bids.

ORGANIZATION VILLAGE OF NORTHBROOK
ADDRESS 1225 CEDAR LN
CITY, STATE, ZIP NORTHBROOK, IL 60062
PHONE NUMBER 847-272-5050 x 4249
CONTACT PERSON LAURA FISKE
DATE OF SALE 9/2008

ORGANIZATION VILLAGE OF WHEELING FIRE DEPT
ADDRESS 255 DUNDEE
CITY, STATE, ZIP WHEELING, IL 60090
PHONE NUMBER 847-459-2662
CONTACT PERSON BOB LEIPZIG, DEPT. CHIEF
DATE OF SALE 6/2008

ORGANIZATION VILLAGE OF DEERFIELD
ADDRESS 850 WAUKEGAN RD
CITY, STATE, ZIP DEERFIELD, IL 60015
PHONE NUMBER 847-945-3120
CONTACT PERSON RICHARD KRAMER
DATE OF SALE 7/2008

References

Village of Wheeling Public Works

233 W Hintz
Wheeling, Il
Christine Bajor or Rose Lemanis
847-459-2600
rllemanis@vi.wheeling.il.us

Village of Niles Police Dept.

7000 W. Touhy
Niles, Il
Commander Dennis McEnerney
djm@vniles.com

Burbank Fire Dept

6530 w 79th
Burbank, Il
Chief Rich Harper or Sandy Blazcheck
708-599-7766

Village of River Grove (Village Hall, Police Dept., Fire Dept., Public Works)

2621 Thatcher Ave.
River Grove, Il 60171
Frank Calistro
708-453-8000 ext 306
administration@villageofrivergrove.org

Village of Roselle/Roselle Police Department

103 S. Prospect
Roselle, Il 60172
Sgt. Jim Lee, Jr.
630-671-4033
rtarchala@roselle.il.us

**VILLAGE OF HOFFMAN ESTATES
FINANCE DEPARTMENT
INSTRUCTIONS TO BIDDERS**

The general rules and conditions, which follow apply to all bids requested and accepted by the Village of Hoffman Estates unless otherwise specified. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. Submitting of a bid is assumption that vendor has familiarized himself with all conditions and intends to comply with them unless noted otherwise.

1. FORMS

Bid forms are furnished. All bids must be submitted on the forms provided, complete and intact, properly signed in ink in the proper spaces, and submitted in a sealed envelope. All bids must be delivered to the Village Clerk, 1900 Hassell Road, Hoffman Estates, Illinois, 60169, prior to the bid opening date and time.

Bids must be identified as such on the outside of the sealed envelope. This can be done by label as may be provided by the agency, or by marking the envelope "SEALED BID" and with the following information: Company's name, address, item bid, date and time of opening.

2. ALTERNATE MULTIPLE BIDS/SPECIFICATIONS

The specifications describe the supplies and/or service, which the Village feels are necessary to meet the performance requirements of the Village. It is not the desire or the intent to eliminate or exclude any bidder from bidding because of minor deviations, alternates, or changes.

Bidders desiring to bid on items which deviate from these specifications, but which they believe are equivalent, are requested to submit alternate bids. However, **ALTERNATE BIDS MUST BE CLEARLY INDICATED AS SUCH, AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED.** The bid must be accompanied by complete specifications for the items offered. Any questions regarding the specifications, drawings, etc., shall be referred to that individual so referenced in the Specification section. **Vendors wishing to submit a secondary bid must submit it as an alternate bid. Only one bid per envelope.**

The Village shall be the sole and final judge unequivocally as to whether any substitute is of equivalent or better quality. This decision is final and will not be subject to recourse by any person, firm or corporation.

3. RECEIVING OF BIDS

Bids received prior to the time of opening will be securely kept, unopened. The Village Clerk, whose duty it is to open them, will decide when the specified time has arrived, and no bid received thereafter will be considered. No responsibility will be attached to the Village Clerk or the Village for the premature or nonopening of a bid not properly addressed and identified, except as otherwise provided by law.

LATE BIDS

Bids arriving after the specified time, whether sent by mail, courier, or in person, will not be accepted. These bids will either be refused or returned unopened. It is the bidder's responsibility for timely delivery regardless of the methods used. Mailed bids which are delivered after the specified hour will not be accepted regardless of post marked time on the envelope.

4. BIDS BY FAX

Bids must be submitted on the original forms provided by the Village completely intact as issued. Facsimile machine transmitted bids will not be accepted, nor will the Village transmit bid documents to prospective bidders by way of a facsimile machine.

5. ERROR IN BIDS

When an error is made in extending total prices, the unit bid price will govern. Otherwise, the bidder is not relieved from errors in bid preparation. Erasures in bids must be explained over signature of bidder.

6. WITHDRAWAL OF BIDS

A written request for the withdrawal of a bid or any part thereof may be granted if the request is received by the Village Clerk prior to the specified time of opening. After the opening, the bidder cannot withdraw or cancel his bid for a period of sixty (60) calendar days, or such longer time as stated in the bid documents.

7. CONSIDERATION OF BID

No bid will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village or had failed to perform faithfully any previous contract with the Village.

The bidder, if requested, shall present, within 48 hours, evidence satisfactory to the Village of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

8. PRICES

Unit prices shall be shown for each unit on which there is a bid, and shall include all packing, crating, freight, and shipping charges, and cost of unloading at the destination unless otherwise stated in the bid.

Unit prices shall not include any local, state, or federal taxes. The Village is exempt, by law, from paying State and Village Retailer's Occupation Tax, State Service Occupation Tax, and Federal Excise Tax. The Village will supply the successful bidder with its tax exemption number.

Cash discounts will not be considered in determining overall price, but may be used in an overall evaluation.

9. AWARD OR REJECTION

The Village reserves the right to reject and/or award any and all bids or parts thereof and to waive formalities and technicalities according to the best interests of the Village. Any bid submitted will be binding for sixty (60) days subsequent to the date of the bid opening.

Bidders shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the bid. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Village of the compensation to the bidder.

ANY EXCEPTIONS NOT TAKEN BY THE BIDDER SHALL BE ASSUMED BY THE VILLAGE TO BE INCLUDED.

A contract will be awarded to the lowest responsible bidder complying with the conditions of the contract documents only when it is in the best interest of the Village to accept the bid. The Village shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any and/or all bids or parts thereof.

10. PAYMENT

Payment will be made within thirty (30) days after acceptance of the equipment or services by the Village agent, and Bidder's compliance with all stipulations relating to the bid/contract.

11. REQUIREMENTS OF BIDDER

The successful bidder shall, within ten (10) days after notification of the award: a) enter into a contract in writing with the Village covering all matters and things as are set forth in the specifications and his bid; b) carry insurance acceptable to the Village, covering public liability, property damage and workmen's compensation.

12. COMPLIANCE WITH ALL LAWS

All work under the contract must be executed in accordance with all applicable federal, state and local laws, ordinances, rules and regulations.

13. CONTRACT ALTERATIONS

No amendment of a contract shall be valid unless made in writing and signed by the Village Manager or his authorized agent.

14. NOTICES

All notices required by the contract shall be given in writing.

15. NONASSIGNABILITY

The Contractor shall not assign the contract, or any part thereof, to any other person, firm or corporation without the previous written consent of the Village Manager or his authorized agent. Such assignment shall not relieve the contractor from his obligations, or change the terms of the contract.

16. INDEMNITY

The Contractor shall indemnify and save harmless the Village, its officers and employees from any and all liability, losses or damages, including attorney's fees and costs of defense, the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including worker's compensation claims, in any way resulting from or arising out of the operations of contractor under this contract, including operations of subcontractors; and the contractor shall, at his own expense, appear, defend and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and, if any judgments shall be rendered against the Village in any such action, the contractor shall, at his own expense, satisfy and discharge same. The Contractor expressly understands and agrees that any performance bond or insurance protection required by the contract, or otherwise provided by contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village as herein provided.

17. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract and/or supplying of materials, equipment and supplies, bidder must be in full compliance with all provisions of the Acts of the General Assembly of the State of Illinois relating to employment, including equal opportunity requirements.

18. REQUIRED INSURANCE

In submission of a bid, the bidder is certifying that he has all insurance coverages required by law or would normally be expected for bidder's type of business.

19. BID PERFORMANCE DEPOSIT

When it is required, it will be so stated elsewhere within this bid package along with the amount required. In all cases where a deposit is required, it must accompany the bid. The deposit is to be in the form of a certified check or a bank cashier's check. All bid performance deposit checks will be retained by the Village until the bid award is made, at which time the checks will be promptly returned to the unsuccessful bidders. The bid performance deposit check of the successful bidder will be retained until the goods or services have been received or completed/installed and found to be in compliance with the specification or until surety bonding requirements have been satisfied and proof of insurance coverage is provided in accordance with the Special Provisions Section of these specifications.

20. ACCEPTANCE

After the acceptance and award of the bid, and upon receipt of a written purchase order executed by the proper officials of the Village, this instruction to bidders, and all other portions of the bid documents, including the specifications, will constitute part of the legal contract between the Village of Hoffman Estates and the successful bidder.

21. DEFAULT

The Village may terminate a contract by written notice of default to the contractor if:

- a. The contractor fails to make delivery of the materials or perform the services within the time specified in the proposal, or
- b. fails to make progress so as to endanger performance of the contract, or
- c. fails to provide or maintain in full force and effect, the liability and indemnification coverages or performance bond as is required.

If the Village terminates the contract, the Village may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the Village for any excess costs for similar supplies and services, unless the Contractor provides acceptable evidence that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor.

22. SPECIAL CONDITIONS

Wherever special conditions/requirements are written into the Specifications or Special Provisions which are in conflict with the conditions stated in these Instructions to Bidders, the conditions stated in the Specifications or Special Provisions/Requirements shall take precedence.

23. PERMITS AND LICENSES

The successful bidder shall obtain, at their own expense, all permits and licenses, which may be required to complete the contract (where applicable).

24. GENERAL GUARANTY

Neither the final certificate of payment nor any provision in the contract nor partial or entire use of the equipment embraced in this contract by the Village or the Public shall constitute an acceptance of work not done in accordance with the contract, or relieve the Contractor of liability in respect to any express warranties or responsibility for failure to comply with the terms of those Contract Documents.

It is expressly agreed by the parties hereto that in the event any defects or imperfections in the materials or workmanship to be furnished by the Contractor herein appear within the period of one year from the date of completion of all the work mentioned herein and acceptance thereof by the Village of Hoffman Estates, the Contractor will, upon notice from the said Village (which notice may be given by letter to said Contractor to the business address of the Contractor shown in the Proposal), repair and make good at his own cost any such defects or imperfections and replace any defective or imperfect materials or workmanship with other materials or workmanship satisfactory to said Village, and furnish all such new materials and labor as may be necessary to do so; and in the event of the failure, refusal or delay of said workmanship or materials, said Village may do so or have same done by others, and said Contractor and surety or sureties on his bond given for the faithful performance of this contract shall be liable to the Village of Hoffman Estates for all damages and expenses occasioned by such failure, refusal or delay.

25. BID CERTIFICATION FORM

All bid submittals must include a signed Bid Certification form (copy included in document) certifying that bidder is in compliance with Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961 regarding Bid Rigging/Rotating.

Illinois State Law Article 33E-3 and 33E-4 states it is unlawful to participate in bid rigging and/or rotating. State law further states it is unlawful to award a contract to any individual or entity that is delinquent in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting the amount and/or liability through proper procedures.

Therefore, all bidders must certify that they are not barred from bidding on the contract as a result of a violation of State Law 33E-3 and 33E-4, prohibiting bid rigging and/or rotation, and that the bidder is not delinquent in the payment of any tax, unless it is contested in accordance with the procedures established by the appropriate revenue act. **IT IS NECESSARY THAT THIS BE DONE UNDER OATH; THEREFORE, THE FORM INCLUDED WITH BID SUBMITTAL SHEETS MUST BE NOTARIZED.**

26. DEVIATIONS

Unless denoted "No Substitution," the Village's minimum required specifications may be exceeded. However, vendors must list all specification deviations and provide a description and/or catalog sheet that fully describes that which they propose to furnish, in lieu of that specified! Final bid acceptance shall be based upon that bid deemed most favorable to the interests of the Village after all bids have been examined and canvassed.

UNITED BUSINESS SOLUTIONS
Bidders Firm Name

BY: Mary Bilka Major Acct Mgr
Signed Name and Title

2171 EXECUTIVE DR, SUITE 250
Bidders Address

MARY BILKA MAJOR ACCOUNT MANAGER
Print Name and Title

ADDISON, IL 60101
City, State, Zip Code

630-620-4000 / 773-443-822
Telephone Number

630-620-4004
Fax Number

MBILKA@UBSLLC.COM
Email Address

Implementation Services

UNITED BUSINESS SOLUTIONS IMPLEMENTATION PLAN

METHODOLOGY

Your Account Representative, our Service Dispatch Coordinator, and related teams are the customer's liaison for your installation process.

Your new system will be promptly delivered, and installed on the agreed upon date for each location.

Your "single point of contact" is your Account Representative, Mary Bilka, who will coordinate all proper timetables for delivery, networking, and equipment training.

Your Account Team will provide you with on-going support and service before, during, and after the sale.

For example, here is a simplified overview of the installation of 17 (seventeen) DP-6030's (60 page per minute MFP'S) at Illinois Student Assistance Commission, UBS networking technician met with ISAC I.T. personnel previous to delivery to review print drivers, IP addresses, Web based monitoring, etc. & install drivers. 4 machines per day were delivered @ 8:30 am with IP addresses programmed, thus it was a true "plug & play" (their environment is 4 machines per floor). 3 additional trainers & myself were stationed one per machine from 9am to noon, while groups of 5 users arrived for 30 minute training sessions.

TECHNOLOGY TRANSFER

United Business Solutions IT technicians will set up mutually agreeable times to work one on one with the Village of Hoffman Estates IT staff to ensure a smooth, and informed installation.

DOCUMENTATION

Documentation is will be supplied in hard copy book format for storage at the machine, as well as a PDF file, including data dictionary to be loaded within a shared file for all users access.

As well, part of the United Business Solutions service package is the availability to schedule further training at later dates, as well as phone access to our help desk, where interaction with human personnel has proved more popular, as well as more productive than other forms of documentation.

DATA CONVERSION

Scanning will be user definable formats (PDF's – single, or multipage, or TIFF's, also single or multipage. All equipment is compatible with OCR software.

And, as our equipment will function as "output", conversion clean up & data syncs will not be needed.

Company Name: United Business Solutions

Contact Name: Mary Bilka

Title: Major Account Manager

Address: 2171 Executive Dr., Suite 250

City: Addison, Il 60101



CORPORATE OVERVIEW

United Business Solutions is a direct market and service firm dedicated solely for the purpose of making technology work for business. Our number one priority is client satisfaction. This philosophy is derived from years of experience in the office automation industry.

Established in 1982, *United Business Solutions* has a long and distinguished history of client service and is widely recognized for the specialized attention that we provide our customers. Our mission is to provide our customers with products that lend themselves to leading edge technology, reliability and image quality.

Today, copiers are being transformed from stand-alone units to high-speed network printers/copiers/facsimilie/scanners. *United Business Solutions* is committed to providing the right product solutions to meet your ever-changing needs. We provide digital connected copiers ranging in speed from 15-135 pages per minute along with digital color duplicators/scanners/printers/facsimilies. Our network integration group is ready to assist you with this new technology.

At *United Business Solutions*, we believe that well-informed clients make enlightened choices. As part of our commitment to our customers, we promise to be an integral part of your future vision while providing you with the best customer service in our industry.

Executive Summary

Corporate Overview

United Business Solutions is a marketing and servicing firm dedicated solely to making technology work for business. As one of the best known firms of our kind we have established a long and distinguished history of client service and are widely recognized for the specialized attention we provide to the business community.

We have been serving Chicagoland since 1982. In an industry where vendors, retailers, and consultants come and go, our company is a rare example of longevity, stability, and reliability.

We firmly believe that **client satisfaction** is the best barometer of our success. For this reason we have devoted considerable time and energy to acquire a level of expertise unrivaled in the office automation industry.

We have maintained our position at the forefront of the industry by offering only high caliber products, a thorough understanding of existing, developing office automation technologies, and how they relate to the business arena.

Because the office automation industry is constantly changing, the service we provide to our clients must be valued in part for its future vision. As highly respected consultants, we isolate and identify the demands of the marketplace while maintaining close contact with leading manufacturers.

They respond to our inquiries because our broad experience enables us to ask the right questions. In turn, because we are regarded as a reliable source of information on the needs of end users, manufacturers and retailers frequently seek our advice. They trust our perspective because they have seen us grow and develop right along with the industry itself.

At **United Business Solutions** we believe that well-informed clients make enlightened choices. As part of our commitment to our clients we offer a variety of specialized services designed to enhance or augment current technology.

Finally, we would like to thank you for your interest in United Business Solutions. If we can be helpful in any capacity, please do not hesitate to call.

Service Excellence

The goal of United Business Solutions is to “**GIVE SERVICE THAT IS SECOND TO NONE.**” To achieve this goal, the Service Department is constantly monitored to ensure that the customer is served in a professional and expeditious manner.

United Business Solutions has established a central parts warehouse and a parts manager. An ample supply of parts is kept on hand to assure our customers of maximum “up time.”

UBS technicians are recruited from within our industry to maintain the highest average field experience. Currently our most junior technicians have five plus years of experience. Our senior technicians have over 15 years experience or more.

At UBS, each technician receives required training by **Lanier & Panasonic Corporations.**

The technicians must meet the manufacturers’ specifications before they graduate and are qualified to work on the equipment.

All of our service technicians are dispatched locally, ensuring fast and efficient service.

Our Service Department is constantly growing. Management has keyed this growth to anticipated placements. This ensures that technicians are hired before they are needed. Then when they are needed, technicians are already trained and productive. Technicians are evaluated for competency using computer-generated data to measure the reliability and performance of your office equipment between service calls.

We believe in a proactive parts replacement policy, which insures that your equipment runs at its peak performance. Your downtime is reduced and the copies between calls is extended.

Customer Care

The Customer Care Program provides ongoing support designed to monitor the satisfaction level of current users. During the first ninety days following installation, the marketing representative responsible for the sale will follow-up with the new account at least twice. This visit is designed to gauge the following:

- Customer satisfaction with the equipment
- Customer satisfaction with the service response
- Customer satisfaction with UBS in general

At the conclusion of the training, the operator will have a thorough working knowledge of the equipment. After the initial training, the "Customer Care Program," takes over to assure the customer of continued satisfaction.

After the initial ninety-day period, the Account Representatives are required to call UBS users on a quarterly basis to keep them abreast of current trends and to assist them with continued training and support.

Customer "after sale" support begins with detailed instructions on the proper use of the equipment. Initial impressions are important. The operator's impressions can and will improve the life, reliability, and satisfaction with the equipment.

Response Time Service Level Agreement

Response time is generally defined as that time between when a customer places an emergency service call and when the service representative arrives at the customer location.

United Business Solutions guarantees a **FOUR-HOUR RESPONSE TIME**. For example, a call placed at 9:00 a.m. will generally be met by 1:00 p.m. Any call placed after 1:30 p.m. will generally be met before 9:00 a.m. the following day.

The **VAST MAJORITY OF SERVICE CALLS ARE HANDLED WITHIN TWO TO FOUR HOURS**. Our service dispatch system allows the customer, in concert with the service manager and service dispatcher, to best coordinate the proper service from **United Business Solutions**.

Up Time Service Level Agreement

Any customer who purchases a maintenance agreement at the time of equipment purchase will be provided the following:

- A guarantee that the equipment will be "UP" and operate at least 96% of the time. Service dispatch will review the branch service records annually to determine the "UP TIME" of the equipment.
- Should United Business Solutions fail to meet the 96% UP TIME, the customer will receive one additional month of service at the end of the maintenance agreement.

Rescheduled calls (those calls resulting from the manufacturer's inability to provide parts) and preventative maintenance calls, are not counted as part of the calculations.

Our Unique PANASURE Guarantee:

UNITED BUSINESS SOLUTIONS GUARANTEES FOR THE TERM OF THE AGREEMENT THAT IF AFTER UBS DEEMS A PROBLEM CANNOT BE REMEDIED TO THE FULL SATISFACTION OF THE CUSTOMER, THE MACHINE WILL BE REPLACED WITH A COMPARABLE UNIT FREE OF CHARGE.

United Business Solutions disclaims coverage if a customer abuses the equipment or if serviced by anyone other than an authorized United Business Solutions technician.

The United Business Solutions Guarantee:

Many customers purchase a copier based on copy quality. Many variables affect that quality.

Any customer who purchases a copier from **United Business Solutions**, has had continuous maintenance agreement from UBS, has purchased the proper supplies from UBS, is **GUARANTEED THAT THE COPY THEY RECEIVE FOR THE NEXT FIVE YEARS WILL BE AS GOOD AS THOSE COPIES ON WHICH THEY BASED THEIR DECISION.**

This guarantee applies to these customers who purchase their equipment, supplies and service contract from **United Business Solutions.**

The customer and UBS agree that the equipment will have had a full preventative maintenance call including the replacement of developer and photoconductor, as needed, prior to exercising this guarantee. If the customer has been advised to have an overhaul during the guarantee period, and has not chosen to have this work performed, the guarantee is void.

Listed below are the originals used to make the decision and attached to them are copies made during the demonstration. The customer must initial the copies, which will be filed in the UBS central administration headquarters.

Customer Originals:

Customer Signature:

Authorized UBS Signature:

PRODUCTS AND SERVICES AVAILABLE FROM UNITED BUSINESS SOLUTIONS

COPIERS:

- Professional Consultation
- Panasonic Exclusive Platinum Dealership
- Digital Copier/Printers
- 15 PPM Through 135 PPM Digital Copiers/Multifunctional Products

FACSIMILE:

- Professional Consultation
- Panasonic Exclusive Platinum Dealership
- Plain Paper Laser Panafax
- Paperless Faxing – Inter/Intra Net Faxing

PANABOARD (Electronic Whiteboard):

- Plain Paper and Paperless Available
- Sales and Service Dealership

Hewlett Packard

- Full service H.P. sales and repair / maintenance

SUPPLIES:

- Panasonic Copier, Fax, and Panaboard Supply Dealership
- Lanier Copier, Fax, Wide Format, MFP Dealer
- Vast array and brands of common supply items such as: HP, Canon, Sharp, Minolta, etc.
- Competitive pricing for customer's "Single Point of Contact" business source

SERVICE:

- Panasonic Copier, Fax, and MFP's
- Lanier Copier, Fax, and MFP's
- Hewlett Packard Printers
- Maintenance Agreements-Trim costly repairs and downtime

FINANCING:

- Variety of Flexible Leasing and Rental Plans
- Cost Per Copy Programs

ESCALATION LIST:

Level One: Dispatch Coordinator	Lynn Woods-Service Dispatch	630/620-4000
Level Two: Account Representative	Mary Bilka-Major Account Manager	630/620-4000
Level Three: Service Supervisor	Roman Hasiuk-Service Manager	630/620-4000
Level Four: Controller	Casey Vigue-Office Manager	630/620-4000
Level Five: Contract Billing	Jessica Mock	630/620-4000
Level Six: COO	Reed Byhring-Owner	630/620-4000
Level Seven: CEO	Fred Martin-Owner	630/620-4000

Qualifications of Personnel

PROFESSIONAL RESUME

Fred A. Martin

April 1, 2000 to Present

**Owner and Managing Partner of United Business Solutions, LLC
(Formerly United Business Machines)**

2171 Executive Dr., Suite 250

Addison, IL 60101

President & Secretary

**Responsible for Inventory, Warehouse, Administration, Billing to include AR
& AP. Engaged in daily sales both personal and staff major account activity.**

May 1999 to April 1, 2000

Sales and Operations Manager of United Business Machines

Des Plaines, IL.

Engaged in the sales of office equipment.

1998- 1999

Sales Manager of Minolta Business Systems

Rolling Meadows, IL.

Engaged in the sales of office equipment.

1996- 1998

Director of Sales IKON Office Solutions

Chicago, IL.

Engaged in the sales of office equipment.

1995- 1996

Regional Major Account Sales Manager Ricoh Corp.

Lombard, IL.

Engaged in the sales of office equipment.

1980- 1995

General Manager of Minolta Business Systems

Chicago, IL. & Atlanta, GA.

Engaged in the sales of office equipment.

PROFESSIONAL RESUME

Reed O. Byhring

April 1, 2000 to Present

Partner of United Business Solutions, LLC

(Formerly United Business Machines)

2171 Executive Dr., Suite 250

Addison, IL 60101

Vice-President & Treasurer

Responsible for Human Resources to include; Payroll & Insurance. Actively engaged in daily sales both personal and staff.

May 1999 to April 1, 2000

General Manager of United Business Machines

Des Plaines, IL.

Engaged in the sales of office equipment.

1995- 1999

General Manager of Minolta Business Systems

Rolling Meadows, IL.

Engaged in the sales of office equipment.

1992- 1995

Sales Manager of Minolta Business Systems

Rolling Meadows, IL.

Engaged in the sales of office equipment.

1980- 1992

General Manager of Minolta Business Systems

Chicago, IL. & New Jersey

Engaged in the sales of office equipment.

PROFESSIONAL RESUME

Mary E. Bilka

July 1, 2000 to Present

**Major Account Manager of United Business Solutions, LLC
(Formerly United Business Machines)
2171 Executive Dr., Suite 250
Addison, IL 60101**

**Responsible for recruitment, development, and oversight of all client relations
for new & existing major accounts.**

Some existing clients include:

Arlington Height Park District

Kimball Hill Homes

K.H. Financial

Town & Country Homes

Village of River Grove

Village of Wheeling

Illinois Student Assistance Commission

The Field Museum

Chicago Public Schools

Trans Union



Side-by-Side Express
 Lanier LC155V



<p>Side-By-Side Product Compare</p>	 Lanier LC155V Remove United States
BLI Tools and Reports	TCO

BACKGROUND INFORMATION		H
Dataquest Segment	NA	H
SRP/Street Price	\$27,700/info not avail	H
Manufacturing Status	New	H
Domestic Intro Date	March 2008	H
OEM	Ricoh (Japan)	H
Also Sold As	Ricoh 5560V; Savin SDC55V	H
Distributed By	Dealers and branches	H
Max Monthly Duty Cycle	150,000 impressions	H
TYPE	Full-color copier, MF	H
Configuration/Scanner	Console,digital	H
Toner	Dry, monocomponent	H
GENERAL SPECIFICATIONS/PAPER HANDLING		H
First Copy Time	7.5 sec color/6.5 sec black**	H
Multicopy (Ltr/Lg/L.dgr)	55 cpm color/60 cpm black**	H
Warm-up Time	5 min	H
Std Paper Source(s)	Four drawer	H
Std Paper Capacity	1,100/1,100/550/550 sheets	H
Paper Weights	14 to 34 lbs	H
Bypass/Paper Weights	100-sheet/14-lb bond to 140-lb index	H
Max Paper Sources	6	H
Max Paper Capacity	7,400 sheets	H
Max Original Size	11 x 17	H
Output Size (Min/Max)	5-1/2 x 8-1/2/12 x 18	H
Copy Resolution	600 x 600 dpi	H
System Memory (Std/Max)	1.35-GB RAM, 320-GB HD/1.35-GB RAM, 320-GB HD	H
Duplex	Auto (1:2,2:2,2:1)	H
Duplex Capacity/Paper Sizes	Unlimited/5-1/2 x 8-1/2 to 12 x 18	H
Document Feeder	Std RADF	H
Doc Feeder Speed/Capacity	45 opm, 60 opm**/100 orig	H
Paper Weights	11 to 34 lbs	H
Sorter (Bins/Capacity)	None	H
Staple Sorter	None	H
Bins/Stapling Capacity	Not applicable	H
Stapling Positions	Not applicable	H
Finisher	Opt finishers	H
Tray/Stapling/Position(s)	2,000, 3,000, 3,000/50, 50, 100/4, 4, 5	H
Other	Opt booklet finisher has V folding	H
SECURITY SPECS		H
Network User Authentication	Yes	H
IP Address Filtering	Yes	H
MAC Address Filtering	No	H
HDD Overwrite	Opt	H
Max Overwrites	No	H
HDD Encryption	Yes	H
Secure Print	Yes	H
Encrypted Secure Print		H
Encrypted PDF Mode (Encrypted Scanning)		H
IPsec		H
Secure Sockets Layer (SSL)		H
SNMPv3		H
Transport Layer Security		H
Other	Port blocking (with Fiery only)	H
CONTROL PANEL	Keypad and touch screen	H
Quantity Selector	1 to 999 (0 to 9 keypad)	H
Message Display	Yes	H
Help Key	No	H
FEATURES		H
Automatic Features	AES, APS, ATS	H
Book Copy	Yes	H
Booklet Mode	Std	H

Color	Std	H
Copy Control	Std	H
Covers	Std	H
Editing	Std	H
Energy-Save	Yes	H
Erase	Std	H
Image Insert	Yes	H
Image Overlay	Std	H
Image Repeat	Yes	H
Image Rotate	Std	H
Interrupt	Yes	H
Job Build	Yes	H
Job Programs	8	H
Job Time	No	H
Language	Std	H
Margin Shift	Yes	H
Neg/Pos	Yes	H
OHP Interleaving	Yes	H
Photo Mode	Yes	H
Poster Mode	Yes	H
Preset R/E	7R, 5E	H
Program Ahead	Std	H
Sheet Insertion	Std	H
Stamping	Std	H
Timer	Yes	H
2-in-1	Std	H
XY Zoom	Yes	H
Zoom Range	25 to 400 (1%)	H
Other Features	**Full color/black and white; RADF includes anti-skew sensors;	H
ADDITIONAL INFORMATION		
Dimensions (HxWxD)	29.5" x 33.5" x 41.3"	H
Weight	656.9 lbs	H
Power Requirements	120 V, 20 A	H
Dedicated Outlet	Required	H
Energy Star Compliant	Yes	H
Operating Noise Level	71 dB	H
COMMENTS	None	H
OPTIONS		
	3,000-sheet finisher w/50-sheet stapling (SR970): \$3,000 Saddle-stitch finisher (SR4000): \$5,200 3,000-sheet finisher w/100-sheet stapling (SR841): \$5,580 4,000-sheet LCT: \$2,200 Punch unit: \$875 Jogger unit: \$350 Cover interposer: \$1,100 Copy Connect kit: \$1,420 9-bin mailbox: \$2,000 Tab sheet holder: \$45	H
MAINTENANCE		
Fuser Rollers	Fusing belt	H
Yield	600,000	H
Cleaning Blades	Belt blade	H
Yield	300,000	H
Other	Not applicable	H
Yield	Not applicable	H
Fuser Oil	Not required	H
PM Schedule	Info not avail	H
SUPPLIES		
Photoconductor	Info not avail	H
Yield	300,000	H
Price	\$ not avail	H
Toner	Info not avail	H
Yield	36,000 black/18,000 color	H
% Coverage	5%	H
Price	Info not avail	H
Developer	Weight not avail	H
Yield	Info not avail	H
Price	Info not avail	H
MULTIFUNCTION MODES		
Copier	Std	H
Internet Fax	Std	H
Network Printer	Std	H
Printer	Std	H
Fax	No	H
Network Fax	No	H
PC Fax	No	H
Scanner	Std	H
CONNECTIVITY SPECIFICATIONS		
Operating System Support	Win 9.x, NT 4.0, Me, 2000, XP, Server 2003, Linux, Mac 8.6-9.2, X v10.1+	H

Parallel Interface	Opt	H
PC Fax/Print/Scan	No/Yes/Yes	H
Serial Interface	None	H
PC Fax/Print/Scan	Not applicable	H
USB Interface	Std 2.0	H
PC Fax/Print/Scan	No/Yes/Yes	H
Network Interface	Std Ethernet, opt wireless	H
Interface Type	10/100BaseTX, 802.11b, Bluetooth	H
LAN Fax/Print/Scan	No/Yes/Yes	H
Networks Supported		H
NetWare	Yes	H
Windows NT	Yes	H
AppleTalk	Yes	H
UNIX	Yes	H
AS/400	Opt	H
Other		H
FACSIMILE SPECIFICATIONS		
Scanner Technology	Not applicable	H
Compression Method	Not applicable	H
Modem Speed	Not applicable	H
Max TX Resolution	Not applicable	H
Gray Scale/Halftones	Not applicable	H
Std/Max Fax Memory	Not applicable	H
Min/Max Orig Size (WxL)	Not applicable	H
Max Paper/Print Width	Not applicable	H
Effective Scanning Width	Not applicable	H
Correct-Order Output	Not applicable	H
Batch Files	Not applicable	H
Battery Backup	Not applicable	H
Confid TX/RX	Not applicable	H
Dual Lines	Not applicable	H
Multi Access	Not applicable	H
Polling	Not applicable	H
Relay Request	Not applicable	H
Smoothing	Not applicable	H
Timers	Not applicable	H
Transfer Hub	Not applicable	H
DIALING CAPABILITIES		
Broadcasting (Groups/Dest)	Not applicable	H
Redial (Attempts/Intervals)	Not applicable	H
One Touch	Not applicable	H
Speed Dial	Not applicable	H
Other		H
PRINTER SPECIFICATIONS		
Engine Mfr & Model	Ricoh/Aficio Color 5560	H
Compatibility	PC, Mac	H
Speed	55/60 ppm**	H
Max Print Area	11.7 x 23.6	H
Enhanced Resolution	600 x 600 dpi	H
Unenhanced Resolution	600 x 600 dpi	H
Std/Max Printer Memory	Shared	H
Controller Mfr/Model	Ricoh/Scanner printer kit	H
Processor/Bits/MHz	Intel Celeron/Info not avail/733	H
PDL/PCL	RPCL, PCL 5c/6, opt Adobe PostScript 3	H
Controller Mfr/Model	EFI/Finery E-7000****	H
Processor/Bits/MHz	Intel Celeron/Info not avail/2 GHz	H
PDL/PCL	Adobe PostScript 3	H
Controller Mfr/Model	EFI/Finery E-8000	H
Processor/Bits/MHz	Pentium 4/Info not avail/3.06 GHz	H
PDL/PCL	Adobe PostScript 3	H
Other	****Std/max memory for E-7000 controller 512 MB, 40-GB HD/512 MB, 40-GB HD; ****Std/max memory on E-8000 controller 1 GB, 80-GB HD/1 GB, 80-GB HD	H
SCANNER AND IMAGE MANAGEMENT SPECIFICATIONS		
Connection Type	Network	H
Technology/Speed	CCD/45 ipm, 60 ipm**	H
Max Resolution	1200 x 600 dpi	H
TWAIN Compatible	Yes	H
Scan Destinations		H
E-mail	Yes	H
I-fax	Yes	H
FTP	Yes	H
SMB	Yes	H
HDD	Yes	H
URL	Yes	H
LDAP Support	Yes	H
Scan/Image Software	Std	H
OCR Software	None	H
File Mgmt Software	Std	H

Other	LDAP support, authentication; scan to folder	H
COMMENTS		H
		H
CONNECTIVITY/MF OPTIONS		H
	Fiery E-7000 controller: \$6,050 Fiery E-8000 controller: \$17,880 Printer/scanner unit Type 3260: \$2,970 Bluetooth wireless: \$340 802.11b wireless: \$375 EFI Fiery Impose (USB): \$2,825 EFI Fiery Impose (parallel): \$2,825 EFI Fiery Auto Trapping: \$1,200 EFI Fiery Spot On: \$1,200 EFI Fiery Hot Folders: \$1,200 Atlas PrintShop Mail PC: \$1,755 Atlas PrintShop Mail Mac: \$1,755 Adobe PostScript 3: \$2,200	H

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General Government

ANNUAL EXPENSES BY DIVISION

DIVISION	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Legislative	367,995	371,600	299,850	345,170	-7.1%
Administration	662,270	701,370	714,160	726,800	3.6%
Legal	352,900	424,070	419,470	431,210	1.7%
Finance	780,706	805,070	767,680	841,570	4.5%
Village Clerk	162,587	178,710	172,900	183,440	2.6%
Human Resources	484,591	527,250	490,160	510,110	-3.3%
Communications	187,299	262,090	237,840	220,600	-15.8%
Cable Television	159,819	244,780	138,210	261,510	6.8%
Emergency Operations	77,756	137,920	146,650	160,850	16.6%
Total	3,235,923	3,652,860	3,386,920	3,681,260	0.8%

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	2,022,015	2,050,410	2,035,450	2,238,660	9.2%
Employee Benefits	748,595	823,350	780,150	896,160	8.8%
Misc. Employee Expenses	79,669	105,490	77,920	84,970	-19.5%
Commodities	246,740	271,510	225,700	232,420	-14.4%
Contractual Services	688,648	918,280	828,770	765,680	-16.6%
Capital Outlay	37,620	102,800	28,870	118,050	14.8%
Operating Transfers	3,800	-	-	-	N/A
Cost Allocation	(566,850)	(618,980)	(589,940)	(654,680)	5.8%
Total	3,260,237	3,652,860	3,386,920	3,681,260	0.8%

LEGISLATIVE

The legislative and governing body of the Village of Hoffman Estates is the Village President and six Trustees who are elected on an at-large basis. The Village Board is the legislative body and is the Village's policy makers. The Board approves the annual budget and focuses on the Village's goals, major projects, and such long-term considerations as Village growth, land use development, capital improvements, strategic planning and finances.

2008 ACCOMPLISHMENTS

- The Board continued to further its goals related to Village policy for road improvement, including completion of the thirteenth year of the street rehabilitation program and continued pursuit of public transportation options with an emphasis on the EJ&E Commuter Rail and new STAR Line.

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	126,825	134,920	131,540	169,080	25.3%
Employee Benefits	36,361	38,150	38,760	46,220	21.2%
Misc. Employee Expenses	20,783	29,480	29,480	29,480	0.0%
Commodities	21,160	16,960	16,860	17,060	0.6%
Contractual Services	199,261	192,370	119,200	121,550	-36.8%
Cost Allocation	(36,395)	(40,280)	(35,990)	(38,220)	-5.1%
Total	367,995	371,600	299,850	345,170	-7.1%

Salaries & Wages

Increase in President and Board of Trustees and Liquor Commissioner' salaries.

Employee Benefits

Increase in health insurance and increases in social security and IMRF expenses due to increase in salaries.

Contractual Services

\$75,000 decrease for Greater Woodfield Convention & Visitors Bureau.

LEGISLATIVE

Cost Allocation

Nonreciprocal reimbursements are repayments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as an expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Legislative Division, we are showing a reduction of expenses that pertain to the water and sewer function of the Village. These expenses are then being shown in the the Water & Sewer Fund.

GENERAL GOVERNMENT ADMINISTRATION

The General Government Administration Division houses the Office of the Village Manager, which is responsible for administering the day-to-day operations of the Village government. Administration consists of the Village Manager, Deputy Village Manager, Assistant to the Village Manager, Executive Assistant, Administrative Assistant, and Administrative Intern.

The Office of the Village Manager takes direction from the Legislative branch to manage and direct the operating departments within the policies and legislation enacted by the Village President and Board of Trustees.

2008 ACCOMPLISHMENTS

- Implement a Commercial Solid Waste Franchise Agreement
- Negotiate and implement an amended Residential Service Agreement for Solid Waste and Recycling Services
- Continued improvement to the quality of information disseminated to the community by the Communications Division
- An increase in Code Enforcement presence and implementation of the Clean Sweep program to help identify and address violations
- The promotion of economic development through programs targeted at business retention and attraction
- Advancing the revitalization of the Business Improvement District
- Continued commitment to provide technology and related software to foster more efficient department operations
- Implementation of an online Customer Service Request Portal (Gov QA)
- Administer the laws and ordinances within the Village
- Ensure all franchise, permits and privileges granted by the Village are observed
- Investigation of complaints relating to administration of government in the Village in an effort to enhance customer service.

GENERAL GOVERNMENT ADMINISTRATION

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Complete funding of renovation and relocation of public buildings. (Linked to Village Board Goals ST-1)
 - 1) Complete relocation of Fire Station 24.
 - 2) Continue process of renovation of Police Department facility.

- 2) Create unique and exciting opportunities to celebrate and commemorate the 50th Anniversary of the Village of Hoffman Estates. (Linked to Village Board Goals ST-7)

- 3) Promote the strength of the Village's cultural diversity through expansion of community events celebrating diversity and review of programs to enhance service delivery. (Linked to Village Board Goal LT-2)
 - a. Continue to enhance community events such as Unity Day, Dr. Martin Luther King Jr. Day, and Hispanic Heritage Month Event.
 - b. Continue efforts to promote diversity in hiring practices.
 - c. Work toward supplying information in multi-lingual platforms.

- 4) Participate in the creation of programs and policies that further the environmentally responsible actions of Village staff. (Linked to Village Board Goal LT-1)
 - a. Create policies to further a paperless environment for all Village business where possible.
 - b. Increase the amount of recycling at all municipal facilities.
 - c. Incorporate LEED standards to ensure that all municipal facilities will qualify for LEED certification.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
LT-1	Number of Municipal Facilities that incorporated LEED standards and will qualify for LEED certification.	0 (0%)	1 (12.5%)	3 (37.5%)
LT-1	Increase in recycling tonnage Village-wide	-2.04%	-1%	+5%
LT-2	Enhance community events that celebrate the diversity in the Village. (number of events)	4	4	5

GENERAL GOVERNMENT ADMINISTRATION

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	447,567	469,240	471,540	517,640	10.3%
Employee Benefits	143,578	156,030	153,460	174,560	11.9%
Misc. Employee Expenses	23,552	24,240	24,330	17,350	-28.4%
Commodities	7,721	6,510	5,670	5,920	-9.1%
Contractual Services	103,532	121,640	135,380	91,820	-24.5%
Capital Outlay	1,820	-	-	-	N/A
Operating Trsfers	3,290	-	-	-	N/A
Cost Allocation	(65,500)	(76,290)	(76,220)	(80,690)	5.8%
Total	665,560	701,370		726,600	3.6%

Salaries & Wages

Increase in the amount of \$48,400 due to addition of General Government Intern and merit increases.

Commodities

Decrease of \$590 primarily due to decrease in office supplies and other supplies, offset by a \$960 increase in photocopy expense.

Contractual Services

A decrease of \$21,840 is being seen in IS User Charges for 2009. This is due to the fact that other departments are utilizing more and more data space, thereby increasing their proportionate share of those costs and lessening the burden on the Finance Department. Also, part of the Information Systems fund reserves are being used in 2009 to fund projects, thus decreasing the total IS User Charges that are spread back to departments.

Cost Allocation

Nonreciprocal reimbursements are repayments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as an expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Administration Division, we are showing a reduction of expenses that pertain to the water and sewer function of the Village. These expenses are then being shown in the Water & Sewer Fund.

EMERGENCY OPERATIONS

The Emergency Operations Division, within the Department of General Government, is directly related to Village Board Goals. The Emergency Operations Division, which is staffed by a full-time Emergency Management Coordinator, budgets for the needs of the community in terms of disaster preparedness and allows for the coordination of the Village's Emergency Operations Plan (EOP) and Emergency Operations Center (EOC). This function is completed in concert with all Village departments by coordinating emergency and disaster planning in a cohesive effort ensuring saving of lives, property preservation and full recovery of the Village in the event of disaster. Disaster planning, coordination with external agencies, EOC preparedness, and updating the EOP is coordinated by the Emergency Management Coordinator. In addition, the Coordinator provides a liaison to the County EMA and State EMA. The Coordinator is an active member of several county and state committees which enhance the overall image and preparedness level of the Village.

2008 ACCOMPLISHMENTS

- Began revision of the Emergency Operations Plan to include further National Incident Management System Requirements, lessons learned during the Strategic National Stockpile exercise and the County wide table top exercises held in August.
- Completed the 2007 and 2008 NIMSCAST (National Incident Management System Compliance Assessment Tool) roll-ups. Required for Federal and State grant funding for many of the Police, Fire, and Emergency Management Grants.
- Continued development of the Volunteer Management Support Team with training in Incident Command principles.
- Obtained a \$15,000 grant for the Emergency Operations Center technology improvements from the Illinois Terrorism Task Force and the Illinois Emergency Services Management Association.
- Working with Cook County Emergency Management, obtained an \$85,000 grant from UASI (Urban Areas Security Initiative) to conduct a full scale exercise at the Sears Centre Arena.
- Assumed the duties as President of the Illinois Emergency Services Management Association.

Village of Hoffman Estates

- Became the Co-Chair for the Emergency Management Committee of the Illinois Terrorism Task Force.

EMERGENCY OPERATIONS

- Obtained a \$100,000 grant from the Urban Areas Security Initiative for Cook County to plan, conduct, and review county-wide tabletop exercises. Key contributor on the planning team. Facilitated at all three exercise locations.
- Responded to the Floods of September and assisted in the Village application for a Presidential Disaster Declaration. Further assisted the County in the endeavor.
- Worked with the Police Department to generate Incident Action Plans for the Village festival and parade in the event of severe weather.

2009 SHORT-TERM GOALS & OBJECTIVES

- 1) Enhance the Emergency Operations Plan to address the Emergency Support Functions per the newly issued Federal Response Framework. (Linked to Village Board Goal ST-3)
 - 1) Conform to new national guidelines.
 - 2) Obtain state and/or federal funding for the Village emergency operations from DHS, FEMA, Urban Areas Security Initiative, Illinois Terrorism Task Force, and/or private partnerships.
 - 3) Conduct exercises (tabletop and functional) to validate operational planning.
- 2) Continue to coordinate and assist school emergency planning per the Safe Schools Act, including the new requirements for colleges and universities. (Linked to Village Board Goal ST-3)
 - a. Work with Superintendents and Principals for school emergency planning.
 - b. Review all submitted school plans.
 - c. Participate in school exercises related to emergency operations.
- 3) Update the National Incident Management System compliance. (Linked to Village Board Goal ST-3)
 - a. Provide and coordinate training required for compliance.
 - b. Complete the "NIMCAST" metrics with the assistance of all Village departments.
 - c. Continue to improve existing NIMCAST metrics status to ensure NIMS compliance. Failure to maintain NIMS compliance will result in loss of many grant opportunities for police, fire, and emergency management.

- 4) Update and enhance the EOC technology and operations. (Linked to Village Board Goal ST-3)
 - a. Seek grant funding for critical needs items.
 - b. Set up ICS position guide cards and instructions
 - c. Provide training for ICS Command and General Staff positions, specific to Hoffman Estates needs.

2009 LONG-TERM GOALS & OBJECTIVES

- 1) Become a state and county accredited Emergency Management Agency.
 - a. Enable Village to qualify for grant funding available only to accredited Emergency Management Agencies.
 - b. Continue to improve the Emergency Operations of the Village.
- 2) Become a Storm Ready community.
 - a. Obtain federal grants related to Storm Ready status.
 - b. Provide for increased resident awareness and preparedness.

PERFORMANCE MEASURES

Applicable Objective	MEASURE	2007 Actual	2008 Estimate	2009 Target
LT-1B	Number of Community Presentations on Disaster Preparedness	4	4	8
ST-3C, LT-1A	Number of prepared Incident Action Plans for Community Events	2	2	4
ST-2B, ST-3B	Number Emergency Operations Plan review sessions with applicable village and external partners.	12	12	12
ST-1A	Number of documented severe weather guidelines for key village buildings	2	2	4
ST-1A	Number of completed BowMac standard operating procedures	2	8	8
ST-2B	Assist and review School All-Hazard Planning	0	2	6

EMERGENCY OPERATIONS

ANNUAL EXPENSES BY CLASS

CLASS	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	% Change
Salaries	32,095	72,960	82,430	93,210	27.8%
Employee Benefits	5,580	28,910	31,740	34,820	20.4%
Misc. Employee Expenses	18,669	24,720	7,620	16,360	-33.8%
Commodities	18,005	8,750	8,750	1,750	-80.0%
Contractual Services	781	1,080	1,110	14,710	1262.0%
Capital Outlay	2,626	1,500	15,000	-	-100.0%
Total	77,756	137,920	146,650	160,850	16.6%

Salaries & Wages

The increase in salaries is due to ESDA costs being added.

Employee Benefits

Increase in health insurance and increases in social security and IMRF expenses due to increase in salaries.

Misc. Employee Expenses

This \$8,800 decrease in travel & training is due to the transfer of these expenses from ESDA in Fire Department to this division.

Commodities

The primary decrease of \$7,000 in commodities is related to miscellaneous equipment and supplies in Other Supplies due to a reduction for supplies that are no longer needed.

Contractual Services

Increase of \$13,620 is due to ESDA Division now being included in this Division. Tornado siren maintenance is now included as well.

Capital Outlay

No department equipment will be needed for 2009.