

J. J. O'Connell

 **AIA** Document A310™ – 2010

**Bid Bond**

**CONTRACTOR:**  
*(Name, legal status and address)*  
TORI Construction LLC

4234 W. 124th Place  
Alsip, IL 60803

**OWNER:**  
*(Name, legal status and address)*  
Village of Orland Park  
14700 South Ravinia Avenue  
Orland Park, IL 60462

**BOND AMOUNT: \*\*\* TEN PERCENT OF AMOUNT BID \*\*\***

**PROJECT:**  
*(Name, location or address, and Project number, if any)*  
Main Pumping Station Roof Recoating

**SURETY:**  
*(Name, legal status and principal place of business)*  
Hudson Insurance Company  
100 William Street, 5th Floor  
New York, NY 10038

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

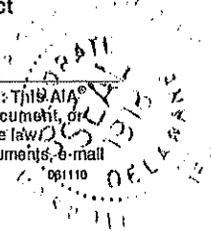
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 15th day of March, 2024

<u>Jordan Battista</u> <i>(Witness)</i>	<u>TORI Construction LLC</u> <u>Jordan Meares</u> <i>(Principal)</i> <u>President</u> <i>(Title)</i>	<u>(Seal)</u>
<u>Chris Acunzo</u> <i>(Witness)</i>	<u>Hudson Insurance Company</u> <u>(Surety)</u> <u>Todd Schaap</u> <i>(Title)</i>	<u>(Seal)</u> <b>Todd Schaap, Attorney-in-Fact</b>

Int.

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POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Thomas O. Chambers and Todd Schaap
of the State of Wisconsin

its true and lawful Attorney(s)-in-Fact, at New York, New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking shall obligate said Company for any portion of the penal sum thereof in excess of the sum of Twenty Five Million Dollars (\$25,000,000.00).

Such bonds and undertakings when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 3rd day of June, 2022 at New York, New York.



Attest: Dina Daskalakis
Dina Daskalakis
Corporate Secretary

HUDSON INSURANCE COMPANY

By: Michael P. Cifone
Michael P. Cifone
Senior Vice President

STATE OF NEW YORK
COUNTY OF NEW YORK SS.

On the 3rd day of June, 2022 before me personally came Michael P. Cifone to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the corporation described herein and which executed the above instrument, that he knows the seal of said Corporation, that the seal affixed to said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said Corporation, and that he signed his name thereto by like order.

(Notarial Seal)



ANN MURPHY
Notary Public, State of New York
No. 01MU6067553
Qualified in Nassau County
Commission Expires December 10, 2025

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK SS.

The undersigned Dina Daskalakis hereby certifies:

That the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOVLED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.

Witness the hand of the undersigned and the seal of said Corporation this 15th day of March, 2024.



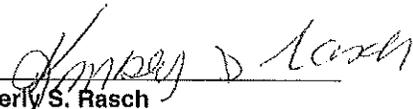
By: Dina Daskalakis
Dina Daskalakis, Corporate Secretary

STATE OF WISCONSIN )

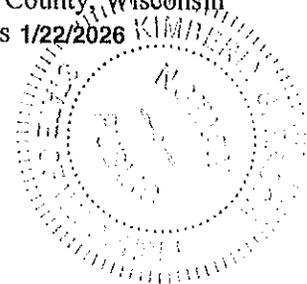
COUNTY OF Kenosha )

ON THIS 15th day of March, 2024,

before me, a notary public, within and for said County and State, personally appeared Todd Schaap to me personally known, who being duly sworn, upon oath did say that he is the Attorney-in-Fact of and for the Hudson Insurance Company, a corporation of Delaware, created, organized and existing under and by virtue of the laws of the State of Delaware; that the corporate seal affixed to the foregoing within instrument is the seal of the said Company; that the seal was affixed and the said instrument was executed by authority of its Board of Directors; and the said Todd Schaap did acknowledge that he/she executed the said instrument as the free act and deed of said Company.



**Kimberly S. Rasch**  
Notary Public, Kenosha County, Wisconsin  
My Commission Expires 1/22/2026





 **ORLAND PARK**  
**CERTIFICATE OF COMPLIANCE**

*Proposals shall complete this Certificate of Compliance. Failure to comply with all submission requirements may result in a determination that the Proposals is not responsible.*

The undersigned Jennifer Grove,  
*(Enter Name of Person Making Certification)*

as President  
*(Enter Title of Person Making Certification)*

and on behalf of TORI Construction, LLC,  
*(Enter Name of Business Organization)*

certifies that Proposers is:

1) **A BUSINESS ORGANIZATION:** Yes [] No [ ]

Federal Employer I.D. #: 20-8734056  
*(or Social Security # if a sole proprietor or individual)*

The form of business organization of the Proposer is (*check one*):

- Sole Proprietor
- Independent Contractor (*Individual*)
- Partnership
- LLC
- Corporation \_\_\_\_\_ *(State of Incorporation)* \_\_\_\_\_ *(Date of Incorporation)*

2) **STATUS OF OWNERSHIP**

Illinois Public Act 102-0265, approved August 2021, requires the Village of Orland Park to collect "Status of Ownership" information. This information is collected for reporting purposes only. Please check the following that applies to the ownership of your business and include any certifications for the categories checked with the proposal. Business ownership categories are as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.*

- Minority-Owned [ ]      Small Business [] (*SBA standards*)
- Women-Owned []      Prefer not to disclose [ ]
- Veteran-Owned [ ]      Not Applicable [ ]
- Disabled-Owned [ ]

How are you certifying?    Certificates Attached []    Self-Certifying [ ]

**STATUS OF OWNERSHIP FOR SUBCONTRACTORS**

This information is collected for reporting purposes only. Please check the following that applies to the ownership of subcontractors.

Minority-Owned [ ]      Small Business [ ] (SBA standards)  
Women-Owned [ ]      Prefer not to disclose [ ]  
Veteran-Owned [ ]      Not Applicable [ ]  
Disabled-Owned [ ]

3) **AUTHORIZED TO DO BUSINESS IN ILLINOIS:** Yes [x] No [ ]

The Proposer is authorized to do business in the State of Illinois.

4) **ELIGIBLE TO ENTER INTO PUBLIC CONTRACTS:** Yes [x] No [ ]

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "bid-rigging" or "bid-rotating" of any state or of the United States.

5) **SEXUAL HARASSMENT POLICY COMPLIANT:** Yes [x] No [ ]

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information:

(I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

6) **EQUAL EMPLOYMENT OPPORTUNITY COMPLIANT:** Yes [x] No [ ]

During the performance of this Project, Proposer agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

The Proposer shall:

(I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or

representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract; (V) submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor.

In the same manner as the other provisions of this Agreement, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

"Subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Proposer and any person under which any portion of the Proposer's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Proposer or other organization and its customers.

In the event of the Proposer's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Proposer may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

7) **PREVAILING WAGE COMPLIANCE:**      Yes []    No []

In the manner and to the extent required by law, this RFP is subject to the Illinois Prevailing Wage Act and to all laws governing the payment of wages to laborers, workers and mechanics of a Proposer or any subcontractor of a Proposer bound to this agreement who is performing services covered by this contract. If awarded the Contract, per 820 ILCS 130 et seq. as amended, Proposer shall pay not less than the prevailing hourly rate of wages, the generally prevailing rate of hourly wages for legal holiday and overtime work, and the prevailing hourly rate for welfare and other benefits as determined by the Illinois Department of Labor or the Village and as set forth in the schedule of prevailing wages for this contract to all laborers, workers and mechanics performing work under this contract (available at <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>).

The undersigned Proposer further stipulates and certifies that it has maintained a satisfactory record of Prevailing Wage Act compliance with no significant Prevailing Wage Act violations for

the past three (3) years.

Certified Payroll. The Illinois Prevailing Wage Act requires any contractor and each subcontractor who participates in public works to file with the Illinois Department of Labor (IDOL) certified payroll for those calendar months during which work on a public works project has occurred. The Act requires certified payroll to be filed with IDOL no later than the 15th day of each calendar month for the immediately preceding month through the Illinois Prevailing Wage Portal—an electronic database IDOL has established for collecting and retaining certified payroll. The Portal may be accessed using this link: <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/certifiedtranscriptofpayroll.aspx>. The Village reserves the right to withhold payment due to Contractor until Contractor and its subcontractors display compliance with this provision of the Act.

**8) PARTICIPATION IN APPRENTICESHIP AND TRAINING PROGRAM:      Yes [x]    No [ ]**

Proposer participates in apprenticeship and training programs applicable to the work to be performed on the project, which are approved by and registered with the United States Department of Labor's Office of Apprenticeship.

Roofers , Waterproofers, & Allied Workers Local #11 -  
Name of A&T Program: Chicagoland Roofers J.A.T.C

Brief Description of Program: \_\_\_\_\_

The Apprenticeship program provides knowledge in a skilled trade through planned, supervised, on-the-job training, related classroom instruction and hands-on training. An apprentice is a regular part of the work force and earns wages while acquiring important skills.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9) TAX COMPLIANT:    Yes [x]    No [ ]**

Proposer is current in the payment of any tax administered by the Illinois Department of Revenue, or if it is not: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

**10) FALL PROTECTION POLICY:      Yes [x]    No [ ]**

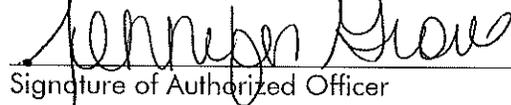
As a component of this bid submission, all Bidders are required to provide documented evidence of both a company Fall Protection Policy and fall protection training for all employees who would be a part of this project.

**AUTHORIZATION & SIGNATURE:**

I certify that I am authorized to execute this Certificate of Compliance on behalf of the Proposer set forth on the Proposer Summary Sheet, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the proposal is genuine and not collusive, and information provided in or with this Certificate are true and accurate.

The undersigned, having become familiar with the Project specified in this RFP, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

**ACKNOWLEDGED AND AGREED TO:**

  
\_\_\_\_\_  
Signature of Authorized Officer

Jennifer Grove  
\_\_\_\_\_  
Name of Authorized Officer

President  
\_\_\_\_\_  
Title

3/15/2024  
\_\_\_\_\_  
Date

## REFERENCES

Provide three (3) references for which your organization has performed similar work.

Proposer's Name: TORI Construction, LLC  
*(Enter Name of Business Organization)*

- |                 |   |
|-----------------|---|
| 1. ORGANIZATION | <u>Village of Oak Lawn</u>                        |
| ADDRESS         | <u>9446 Raymond Ave., Oak Lawn, IL</u>            |
| PHONE NUMBER    | <u>708-636-4400</u>                               |
| CONTACT PERSON  | <u>Gary Gudino</u>                                |
| YEAR OF PROJECT | <u>2021</u>                                       |
| 2. ORGANIZATION | <u>State of Illinois - CMS</u>                    |
| ADDRESS         | <u>2020 W. Roosevelt, Chicago, IL</u>             |
| PHONE NUMBER    | <u>312-496-0000</u>                               |
| CONTACT PERSON  | <u>Dave Nelson</u>                                |
| YEAR OF PROJECT | <u>2023</u>                                       |
| 3. ORGANIZATION | <u>Antioch Community High School District 117</u> |
| ADDRESS         | <u>1133 Main St., Antioch, IL</u>                 |
| PHONE NUMBER    | <u>847-902-8465</u>                               |
| CONTACT PERSON  | <u>Mike Leonard</u>                               |
| YEAR OF PROJECT | <u>2023</u>                                       |



# ORLAND PARK

## INSURANCE REQUIREMENTS

Please provide a policy Specimen Certificate of Insurance showing current coverage's along with this form

### WORKERS' COMPENSATION & EMPLOYER LIABILITY

Full Statutory Limits - Employers Liability  
\$500,000 – Each Accident \$500,000 – Each Employee  
\$500,000 – Policy Limit  
Waiver of Subrogation in favor of the Village of Orland Park

### AUTOMOBILE LIABILITY (ISO Form CA 0001)

\$1,000,000 – Combined Single Limit Per Occurrence  
Bodily Injury & Property Damage

### GENERAL LIABILITY (Occurrence basis) (ISO Form CG 0001)

\$1,000,000 – Combined Single Limit Per Occurrence  
Bodily Injury & Property Damage  
\$2,000,000 – General Aggregate Limit  
\$1,000,000 – Personal & Advertising Injury  
\$2,000,000 – Products/Completed Operations Aggregate  
Additional Insured Endorsements: (not applicable for Goods Only)  
ISO CG 20 10 or CG 20 26

and

CG 20 01 Primary & Non-Contributory  
Blanket Waiver of Subrogation in favor of the Village of Orland Park

CG 20 37 Additional Insured – Completed Operations (provide if box is checked)

In addition to the above, please provide the following coverage, if box is checked.

**LIABILITY UMBRELLA (Follow Form Policy)**  
 \$1,000,000 – Each Occurrence \$1,000,000 – Aggregate  
 \$2,000,000 – Each Occurrence \$2,000,000 – Aggregate  
 Other: \_\_\_\_\_

**EXCESS MUST COVER:** General Liability, Automobile Liability, Employers' Liability

**PROFESSIONAL LIABILITY**  
 \$1,000,000 Limit – Claims Made Form, Indicate Retroactive Date  
 \$2,000,000 Limit – Claims Made Form, Indicate Retroactive Date  
 Other: \_\_\_\_\_  
Deductible not-to-exceed \$50,000 without prior written approval

**BUILDERS RISK**  
Completed Property Full Replacement Cost Limits – Structures under construction

**ENVIRONMENTAL IMPAIRMENT/POLLUTION LIABILITY**  
\$1,000,000 Limit for bodily injury, property damage and remediation costs  
resulting from a pollution incident at, on or mitigating beyond the job site

**CYBER LIABILITY**  
\$1,000,000 Limit per Data Breach for liability, notification, response,  
credit monitoring service costs, and software/property damage

Any insurance policies providing the coverages required of the Consultant, excluding Professional Liability, shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, officials, employees, volunteers and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." The required

Additional Insured coverage shall be provided on the Insurance Service Office (ISO) CG 20 10 or CG 20 26 endorsements or an endorsement at least as broad as the above noted endorsements as determined by the Village of Orland Park. Any Village of Orland Park insurance coverage shall be deemed to be on an excess or contingent basis as confirmed by the required (ISO) CG 20 01 Additional Insured Primary & Non-Contributory Endorsement. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regard to General Liability and Workers' Compensation coverage. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A-, VII rating according to Best's Key Rating Guide. Each insurance policy required shall have the Village of Orland Park expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsements shall not be a waiver of the contractor's obligation to provide all the above insurance.

Consultant agrees that prior to any commencement of work to furnish evidence of Insurance coverage providing for at minimum the coverages, endorsements and limits described above directly to the Village of Orland Park, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the contractor.

ACCEPTED & AGREED THIS 15<sup>th</sup> DAY OF March, 2024

Jennifer Grove  
Signature

Jennifer Grove, President  
Printed Name & Title

Authorized to execute agreements for:

TORI CONSTRUCTION, LLC  
Name of Company



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

- AUTO DEALERS COVERAGE FORM
- BUSINESS AUTO COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

<p><b>Named Insured:</b> GROVE MASONRY MAINTENANCE, INC.</p> <p><b>Endorsement Effective Date:</b></p>
--

### **SCHEDULE**

<p><b>Name Of Person(s) Or Organization(s):</b></p> <p>ANY PERSON OR ORGANIZATION TO WHOM OR WHICH YOU ARE REQUIRED TO PROVIDE ADDITIONAL INSURED STATUS OR ADDITIONAL INSURED STATUS ON A PRIMARY, NON-CONTRIBUTORY BASIS, IN A WRITTEN CONTRACT OR WRITTEN AGREEMENT EXECUTED PRIOR TO LOSS, EXCEPT WHERE SUCH CONTRACT OR AGREEMENT IS PROHIBITED BY LAW.</p>
--

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph A.1. of Section II – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph D.2. of Section I – Covered Autos Coverages of the Auto Dealers Coverage Form.



# Coverage Extension Endorsement

Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer No.	Add'l. Prem	Return Prem.
BAP 3703145						

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement modifies insurance provided under the:

**Business Auto Coverage Form  
Motor Carrier Coverage Form**

## A. Amended Who Is An Insured

1. The following is added to the **Who Is An Insured** Provision in **Section II – Covered Autos Liability Coverage**:

The following are also "insureds":

- a. Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow for acts performed within the scope of employment by you. Any "employee" of yours is also an "insured" while operating an "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while performing duties related to the conduct of your business.
- b. Anyone volunteering services to you is an "insured" while using a covered "auto" you don't own, hire or borrow to transport your clients or other persons in activities necessary to your business.
- c. Anyone else who furnishes an "auto" referenced in Paragraphs **A.1.a.** and **A.1.b.** in this endorsement.
- d. Where and to the extent permitted by law, any person(s) or organization(s) where required by written contract or written agreement with you executed prior to any "accident", including those person(s) or organization(s) directing your work pursuant to such written contract or written agreement with you, provided the "accident" arises out of operations governed by such contract or agreement and only up to the limits required in the written contract or written agreement, or the Limits of Insurance shown in the Declarations, whichever is less.

2. The following is added to the **Other Insurance** Condition in the Business Auto Coverage Form and the **Other Insurance – Primary and Excess Insurance Provisions Condition** in the Motor Carrier Coverage Form:

Coverage for any person(s) or organization(s), where required by written contract or written agreement with you executed prior to any "accident", will apply on a primary and non-contributory basis and any insurance maintained by the additional "insured" will apply on an excess basis. However, in no event will this coverage extend beyond the terms and conditions of the Coverage Form.

## B. Amendment – Supplementary Payments

Paragraphs **a.(2)** and **a.(4)** of the **Coverage Extensions** Provision in **Section II – Covered Autos Liability Coverage** are replaced by the following:

- (2) Up to \$5,000 for the cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.
- (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

agent, servant or employee of the "insured" to notify us of any "accident", claim, "suit" or "loss" shall not invalidate the insurance afforded by this policy.

Include, as soon as practicable:

- (1) How, when and where the "accident" or "loss" occurred and if a claim is made or "suit" is brought, written notice of the claim or "suit" including, but not limited to, the date and details of such claim or "suit";
- (2) The "insured's" name and address; and
- (3) To the extent possible, the names and addresses of any injured persons and witnesses.

If you report an "accident", claim, "suit" or "loss" to another insurer when you should have reported to us, your failure to report to us will not be seen as a violation of these amended duties provided you give us notice as soon as practicable after the fact of the delay becomes known to you.

**P. Waiver of Transfer Of Rights Of Recovery Against Others To Us**

The following is added to the **Transfer Of Rights Of Recovery Against Others To Us** Condition:

This Condition does not apply to the extent required of you by a written contract, executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by such contract. This waiver only applies to the person or organization designated in the contract.

**Q. Employee Hired Autos – Physical Damage**

Paragraph **b.** of the **Other Insurance** Condition in the Business Auto Coverage Form and Paragraph **f.** of the **Other Insurance – Primary and Excess Insurance Provisions** Condition in the Motor Carrier Coverage Form are replaced by the following:

For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

- (1) Any covered "auto" you lease, hire, rent or borrow; and
- (2) Any covered "auto" hired or rented under a written contract or written agreement entered into by an "employee" or elected or appointed official with your permission while being operated within the course and scope of that "employee's" employment by you or that elected or appointed official's duties as respect their obligations to you.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

**R. Unintentional Failure to Disclose Hazards**

The following is added to the **Concealment, Misrepresentation Or Fraud** Condition:

However, we will not deny coverage under this Coverage Form if you unintentionally:

- (1) Fail to disclose any hazards existing at the inception date of this Coverage Form; or
- (2) Make an error, omission, improper description of "autos" or other misstatement of information.

You must notify us as soon as possible after the discovery of any hazards or any other information that was not provided to us prior to the acceptance of this policy.

**S. Hired Auto – World Wide Coverage**

Paragraph **7a.(5)** of the **Policy Period, Coverage Territory** Condition is replaced by the following:

- (5) Anywhere in the world if a covered "auto" is leased, hired, rented or borrowed for a period of 60 days or less,

**T. Bodily Injury Redefined**

The definition of "bodily injury" in the **Definitions** Section is replaced by the following:

"Bodily injury" means bodily injury, sickness or disease, sustained by a person including death or mental anguish, resulting from any of these at any time. Mental anguish means any type of mental or emotional illness or disease.



## Blanket Notification to Others of Cancellation or Non-Renewal

Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer No.	Add'l. Prem	Return Prem.
BAP 3703145				30319000	INCL	

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement modifies insurance provided under the:

### **Commercial Automobile Coverage Part**

- A.** If we cancel or non-renew this Coverage Part by written notice to the first Named Insured, we will mail or deliver notification that such Coverage Part has been cancelled or non-renewed to each person or organization shown in a list provided to us by the first Named Insured if you are required by written contact or written agreement to provide such notification. However, such notification will not be mailed or delivered if a conditional notice of renewal has been sent to the first Named Insured. Such list:
1. Must be provided to us prior to cancellation or non-renewal;
  2. Must contain the names and addresses of only the persons or organizations requiring notification that such Coverage Part has been cancelled or non-renewed; and
  3. Must be in an electronic format that is acceptable to us.
- B.** Our notification as described in Paragraph **A.** of this endorsement will be based on the most recent list in our records as of the date the notice of cancellation or non-renewal is mailed or delivered to the first Named Insured. We will mail or deliver such notification to each person or organization shown in the list:
1. Within seven days of the effective date of the notice of cancellation, if we cancel for non-payment of premium; or
  2. At least 30 days prior to the effective date of:
    - a. Cancellation, if cancelled for any reason other than nonpayment of premium; or
    - b. Non-renewal, but not including conditional notice of renewal.
- C.** Our mailing or delivery of notification described in Paragraphs **A.** and **B.** of this endorsement is intended as a courtesy only. Our failure to provide such mailing or delivery will not:
1. Extend the Coverage Part cancellation or non-renewal date;
  2. Negate the cancellation or non-renewal; or
  3. Provide any additional insurance that would not have been provided in the absence of this endorsement.
- D.** We are not responsible for the accuracy, integrity, timeliness and validity of information contained in the list provided to us as described in Paragraphs **A.** and **B.** of this endorsement.

All other terms and conditions of this policy remain unchanged.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – ENGINEERS, ARCHITECTS OR SURVEYORS**

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

**A. Section II – Who Is An Insured** is amended to include as an additional insured any architect, engineer, or surveyor engaged by you but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In connection with your premises; or
2. In the performance of your ongoing operations.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:

1. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

2. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional services by or for you.

**C.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – ENGINEERS, ARCHITECTS OR SURVEYORS NOT ENGAGED BY THE NAMED INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

**Name Of Additional Insured Engineers, Architects Or Surveyors Not Engaged By The Named Insured:**  
ANY ENGINEERS, ARCHITECTS OR SURVEYORS WHILE NOT ENGAGED BY YOU, TO WHOM OR TO WHICH YOU ARE REQUIRED TO PROVIDE ADDITIONAL INSURED STATUS IN A WRITTEN CONTRACT OR WRITTEN AGREEMENT EXECUTED PRIOR TO THE LOSS.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the architects, engineers or surveyors shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

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

in the performance of your ongoing operations performed by you or on your behalf. Such architects, engineers or surveyors, while not engaged by you, are contractually required to be added as an additional insured to your policy. However, the insurance afforded to such additional insured:

1. Only applies to the extent permitted by law; and
2. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:  
This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services, including:

1. The preparing, approving, or failing to prepare or approve, maps, drawings, opinions, reports, surveys, change orders, designs or specifications; or
2. Supervisory, inspection or engineering services.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional services.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



**ZURICH**<sup>®</sup>

## **Additional Insured – Automatic – Owners, Lessees Or Contractors**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

Policy No. GLO 3703144

Effective Date:

This endorsement modifies insurance provided under the:

### **Commercial General Liability Coverage Part**

A. Section II – **Who Is An Insured** is amended to include as an additional insured any person or organization whom you are required to add as an additional insured under a written contract or written agreement executed by you, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" and subject to the following:

1. If such written contract or written agreement specifically requires that you provide that the person or organization be named as an additional insured under one or both of the following endorsements:

- a. The Insurance Services Office (ISO) ISO CG 20 10 (10/01 edition); or
- b. The ISO CG 20 37 (10/01 edition),

such person or organization is then an additional insured with respect to such endorsement(s), but only to the extent that "bodily injury", "property damage" or "personal and advertising injury" arises out of:

- (1) Your ongoing operations, with respect to Paragraph 1.a. above; or
- (2) "Your work", with respect to Paragraph 1.b. above,

which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph 1., insurance afforded to such additional insured:

- (a) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement; and
- (b) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

2. If such written contract or written agreement specifically requires that you provide that the person or organization be named as an additional insured under one or both of the following endorsements:

- a. The Insurance Services Office (ISO) ISO CG 20 10 (07/04 edition); or
- b. The ISO CG 20 37 (07/04 edition),

such person or organization is then an additional insured with respect to such endorsement(s), but only to the extent that "bodily injury", "property damage" or "personal and advertising injury" is caused, in whole or in part, by:

- (1) Your acts or omissions; or
- (2) The acts or omissions of those acting on your behalf,

in the performance of:

- (a) Your ongoing operations, with respect to Paragraph 2.a. above; or
- (b) "Your work" and included in the "products-completed operations hazard", with respect to Paragraph 2.b. above,

which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph 2., insurance afforded to such additional insured:

- (i) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement; and
- (ii) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

3. If neither Paragraph 1. nor Paragraph 2. above apply and such written contract or written agreement requires that you provide that the person or organization be named as an additional insured:

- a. Under the ISO CG 20 10 (04/13 edition, any subsequent edition or if no edition date is specified); or
- b. With respect to ongoing operations (if no form is specified),

such person or organization is then an additional insured only to the extent that "bodily injury", "property damage" or "personal and advertising injury" is caused, in whole or in part by:

- (1) Your acts or omissions; or
- (2) The acts or omissions of those acting on your behalf,

in the performance of your ongoing operations, which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph 3., insurance afforded to such additional insured:

- (a) Only applies to the extent permitted by law;
- (b) Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured; and
- (c) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement.

4. If neither Paragraph 1. nor Paragraph 2. above apply and such written contract or written agreement requires that you provide that the person or organization be named as an additional insured:

- a. Under the ISO CG 20 37 (04/13 edition, any subsequent edition or if no edition date is specified); or
- b. With respect to the "products-completed operations hazard" (if no form is specified),

such person or organization is then an additional insured only to the extent that "bodily injury" or "property damage" is caused, in whole or in part by "your work" and included in the "products-completed operations hazard", which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph 4., insurance afforded to such additional insured:

- (1) Only applies to the extent permitted by law;
- (2) Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured;
- (3) Only applies if the "bodily injury" or "property damage" occurs during the policy period and subsequent to your execution of the written contract or written agreement; and
- (4) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

- B. Solely with respect to the insurance afforded to any additional insured referenced in Section A. of this endorsement, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services including:

1. The preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
2. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

- C. Solely with respect to the coverage provided by this endorsement, the following is added to Paragraph 2. **Duties In The Event Of Occurrence, Offense, Claim Or Suit** of Section IV – **Commercial General Liability Conditions**:

The additional insured must see to it that:

- (1) We are notified as soon as practicable of an "occurrence" or offense that may result in a claim;
- (2) We receive written notice of a claim or "suit" as soon as practicable; and
- (3) A request for defense and indemnity of the claim or "suit" will promptly be brought against any policy issued by another insurer under which the additional insured may be an insured in any capacity. This provision does not apply to insurance on which the additional insured is a Named Insured if the written contract or written agreement requires that this coverage be primary and non-contributory.

- D. Solely with respect to the coverage provided by this endorsement:

1. The following is added to the **Other Insurance** Condition of Section IV – **Commercial General Liability Conditions**:

**Primary and Noncontributory insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured provided that:

- a. The additional insured is a Named Insured under such other insurance; and
- b. You are required by written contract or written agreement that this insurance be primary and not seek contribution from any other insurance available to the additional insured.

2. The following paragraph is added to Paragraph 4.b. of the **Other Insurance** Condition under Section IV – **Commercial General Liability Conditions**:

This insurance is excess over:

Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured on another policy providing coverage for the same "occurrence", offense, claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by a written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

- E. This endorsement does not apply to an additional insured which has been added to this Coverage Part by an endorsement showing the additional insured in a Schedule of additional insureds, and which endorsement applies specifically to that identified additional insured.

- F. Solely with respect to the insurance afforded to an additional insured under Paragraph A.3. or Paragraph A.4. of this endorsement, the following is added to Section III – **Limits Of Insurance**:

**Additional Insured – Automatic – Owners, Lessees Or Contractors Limit**

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the written contract or written agreement referenced in Section A. of this endorsement; or
2. Available under the applicable Limits of Insurance shown in the Declarations,  
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms, conditions, provisions and exclusions of this policy remain the same.



## Blanket Notification to Others of Cancellation or Non-Renewal

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

Policy No. GLO 3703144

Effective Date:

This endorsement applies to insurance provided under the:

### **Commercial General Liability Coverage Part**

- A.** If we cancel or non-renew this Coverage Part by written notice to the first Named Insured, we will mail or deliver notification that such Coverage Part has been cancelled or non-renewed to each person or organization shown in a list provided to us by the first Named Insured if you are required by written contact or written agreement to provide such notification. Such list:
1. Must be provided to us prior to cancellation or non-renewal;
  2. Must contain the names and addresses of only the persons or organizations requiring notification that such Coverage Part has been cancelled or non-renewed; and
  3. Must be in an electronic format that is acceptable to us.
- B.** Our notification as described in Paragraph **A.** of this endorsement will be based on the most recent list in our records as of the date the notice of cancellation or non-renewal is mailed or delivered to the first Named Insured. We will mail or deliver such notification to each person or organization shown in the list:
1. Within 10 days of the effective date of the notice of cancellation, if we cancel for non-payment of premium; or
  2. At least 30 days prior to the effective date of:
    - a. Cancellation, if cancelled for any reason other than nonpayment of premium; or
    - b. Non-renewal, but not including conditional notice of renewal,unless a greater number of days is shown in the Schedule of this endorsement for the mailing or delivering of such notification with respect to Paragraph **B.1.** or Paragraph **B.2.** above.
- C.** Our mailing or delivery of notification described in Paragraphs **A.** and **B.** of this endorsement is intended as a courtesy only. Our failure to provide such mailing or delivery will not:
1. Extend the Coverage Part cancellation or non-renewal date;
  2. Negate the cancellation or non-renewal; or
  3. Provide any additional insurance that would not have been provided in the absence of this endorsement.

D. We are not responsible for the accuracy, integrity, timeliness and validity of information contained in the list provided to us as described in Paragraphs A. and B. of this endorsement.

<b>SCHEDULE</b>	
The total number of days for mailing or delivering with respect to Paragraph <b>B.1.</b> of this endorsement is amended to indicate the following number of days:	*
The total number of days for mailing or delivering with respect to Paragraph <b>B.2.</b> of this endorsement is amended to indicate the following number of days:	**
* If a number is not shown here, 10 days continues to apply. ** If a number is not shown here, 30 days continues to apply.	

All other terms and conditions of this policy remain unchanged.

# Other Insurance Amendment – Primary And Non-Contributory



Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer No.	Add'l. Prem	Return Prem.
GLO 3703144				30319000	INCL	

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**Named Insured:**

**Address (including ZIP Code):**

This endorsement modifies insurance provided under the:

**Commercial General Liability Coverage Part**

1. The following paragraph is added to the Other Insurance Condition of Section **IV – Commercial General Liability Conditions**:

This insurance is primary insurance to and will not seek contribution from any other insurance available to an additional insured under this policy provided that:

- a. The additional insured is a Named Insured under such other insurance; and
- b. You are required by a written contract or written agreement that this insurance would be primary and would not seek contribution from any any other insurance available to the additional insured.

2. The following paragraph is added to Paragraph **4.b.** of the Other Insurance Condition of Section **IV – Commercial General Liability Conditions**:

This insurance is excess over:

Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured on another policy providing coverage for the same "occurrence", offense, claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

All other terms and conditions of this policy remain unchanged.

# Waiver Of Subrogation (Blanket) Endorsement

Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer	Add'l Prem.	Return Prem.
GLO 3703144				30319000	\$ INCL	\$

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement modifies insurance provided under the:

**Commercial General Liability Coverage Part**

The following is added to the **Transfer Of Rights Of Recovery Against Others To Us Condition**:

If you are required by a written contract or agreement, which is executed before a loss, to waive your rights of recovery from others, we agree to waive our rights of recovery. This waiver of rights shall not be construed to be a waiver with respect to any other operations in which the insured has no contractual interest.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**DESIGNATED CONSTRUCTION PROJECT(S)  
GENERAL AGGREGATE LIMIT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Designated Construction Project(s):**

A GENERAL AGGREGATE LIMIT APPLIES TO EACH CONSTRUCTION PROJECT WHERE THE NAMED INSURED IS PERFORMING OPERATIONS, HOWEVER, A GENERAL AGGREGATE LIMIT DOES NOT APPLY TO ANY CONSTRUCTION PROJECT WHERE THE NAMED INSURED IS PERFORMING OPERATIONS THAT ARE INSURED UNDER A WRAP UP OR ANY OTHER CONSOLIDATED OR SIMILAR INSURANCE PROGRAM.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under Section I – Coverage A, and for all medical expenses caused by accidents under Section I – Coverage C, which can be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:
  - 1. A separate Designated Construction Project General Aggregate Limit applies to each designated construction project, and that limit is equal to the amount of the General Aggregate Limit shown in the Declarations.
  - 2. The Designated Construction Project General Aggregate Limit is the most we will pay for the sum of all damages under Coverage A, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard", and for medical expenses under Coverage C regardless of the number of:
    - a. Insureds;
    - b. Claims made or "suits" brought; or
    - c. Persons or organizations making claims or bringing "suits".
  - 3. Any payments made under Coverage A for damages or under Coverage C for medical expenses shall reduce the Designated Construction Project General Aggregate Limit for that designated construction project. Such payments shall not reduce the General Aggregate Limit shown in the Declarations nor shall they reduce any other Designated Construction Project General Aggregate Limit for any other designated construction project shown in the Schedule above.
  - 4. The limits shown in the Declarations for Each Occurrence, Damage To Premises Rented To You and Medical Expense continue to apply. However, instead of being subject to the General Aggregate Limit shown in the Declarations, such limits will be subject to the applicable Designated Construction Project General Aggregate Limit.

- B.** For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under Section I – Coverage A, and for all medical expenses caused by accidents under Section I – Coverage C, which cannot be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:
1. Any payments made under Coverage A for damages or under Coverage C for medical expenses shall reduce the amount available under the General Aggregate Limit or the Products-completed Operations Aggregate Limit, whichever is applicable; and
  2. Such payments shall not reduce any Designated Construction Project General Aggregate Limit.
- C.** When coverage for liability arising out of the "products-completed operations hazard" is provided, any payments for damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard" will reduce the Products-completed Operations Aggregate Limit, and not reduce the General Aggregate Limit nor the Designated Construction Project General Aggregate Limit.
- D.** If the applicable designated construction project has been abandoned, delayed, or abandoned and then restarted, or if the authorized contracting parties deviate from plans, blueprints, designs, specifications or timetables, the project will still be deemed to be the same construction project.
- E.** The provisions of Section III – Limits Of Insurance not otherwise modified by this endorsement shall continue to apply as stipulated.

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

ALL PERSONS AND/OR ORGANIZATIONS THAT ARE REQUIRED BY WRITTEN CONTRACT OR AGREEMENT WITH THE INSURED, EXECUTED PRIOR TO THE ACCIDENT OR LOSS, THAT WAIVER OF SUBROGATION BE PROVIDED UNDER THIS POLICY FOR WORK PERFORMED BY YOU FOR THAT PERSON AND/OR ORGANIZATION

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.  
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective

Policy No. WC 3703143

Endorsement No.

Insured GROVE MASONRY MAINTENANCE, INC.

Premium \$ INCL.

Insurance Company ZURICH AMERICAN INSURANCE COMPANY

Countersigned By \_\_\_\_\_

3. Straight Knife
4. Chalk Line
5. Protective Eyewear
6. Vinyl Gloves
7. Face Masks

It is the employee's responsibility to ensure that all materials and equipment are properly secured and locked.

#### CRANES, DERRICKS, & HOISTS (Reference OSHA 29 CFR 1926.550 – 55)

Employees shall use hoists in compliance with the manufacturer's specifications and limitations. If using material hoists, all operating rules shall be posted at the operator's station of the hoist. No riders are allowed on material hoists. Personnel hoists shall be used in compliance with OSHA standards. Hard hats must be worn when operating cranes or within the vicinity of crane operations.

**Only authorized personnel may operate cranes and trucks.** A list of authorized personnel is available at the main office.

#### FIRE PROTECTIONS (Reference OSHA 1926.150 and 151)

Proper portable fire fighting equipment (water, fire extinguishers, hose) shall be maintained and readily accessible on all job sites. Each employee shall be made aware of fire prevention techniques. All flammable and combustible liquids must be handled and stored as outlined in the OSHA standards. See Written Hazard Communications Program for further information.

#### FALL PROTECTION (Reference OSHA 1926.500 {Subpart M})

Where there is a danger of employees or materials falling through floor, roof, or wall openings, precautionary measures shall be taken. Guard rails, toe boards and covers of the proper height and size (as designated by OSHA) shall be put in place and maintained until such hazard no longer exists. Fall protection devices (safety nets, personal fall arrest, warning line/guardrail, etc.) must be used by employees whose work activities take place 6 feet or higher from the level below. Hard hats must be worn by employees if there is danger of falling objects.

Controlled access zones must be established if the use of standard fall protection devices is not feasible and must be accompanied by a written Fall Protection Plan. Safety monitoring systems require a designated monitor with no other duties assigned. Fall protection systems shall comply with OSHA standards.

#### LADDERS & SCAFFOLDING (Reference 29 CFR 1926.450-452)

All ladders shall be used in a safe and proper manner, positioned in an upright position on a flat, level surface with securement at roof level.

- The use of ladders with broken or missing rungs or steps, or split side rails or other faulty or defective construction is prohibited.
- Portable ladders must be placed on a substantial base at a 4-1 pitch.
- Secure ladders against movement while in use.
- All scaffolding must have required bracing installed.
- All guardrail, midrails, and toe boards must be in place
- Proper tie-ins must be installed to prevent tipping.

- Employees must follow standard safety procedures when using ladders/scaffolding.

## RENTAL EQUIPMENT

- Only trained employees will operate rental equipment
- Employees should verify that an operator's manual is provided for emergency use.
- All rental equipment shall be inspected for safety violations prior to use.

## TRAINING AND EDUCATION

It is anticipated that trade journeymen are educated in their specific discipline, and such employees are required to take such safeguards and actions as required to perform their job safely.

Company Management will provide each employee with a description of the work and what is expected of the employee. Special emphasis will be placed on work site safety.

Each employee will be made aware of the Company Safety Program. Specialized training will be provided by a designated safety instructor or by the equipment/product manufacturer when necessary. Periodic toolbox talks and safety information will be provided to each employee by Tori Construction.

## SAFETY VIOLATIONS

The importance of safe working habits and practices is of the utmost importance. All employees are asked to review and implement the safety procedures required of their job. Report all safety violations to Jackie McGann or the supervisor on-site.

Repeated or intentional disregard of the safety practices outlined will result in the following disciplinary actions:

Minor First Instance Violations:

- Immediate correction of unsafe practice or procedure (if applicable).
- Verbal Warning

Minor Second Instance Violations of the Same Safety Requirement:

- Immediate correction of unsafe practice or procedure (if applicable).
- Verbal warning to employee with a note to the employee's personnel file.

Minor Third Instance Violations of the Same Safety Requirement:

- Written warning.

More than Two Written Warnings of Different Safety Requirements:

- Cause for 3-day suspension without pay.

Flagrant and Intentional Disregard of Safety Procedures, Endangering Co-Workers:

- Cause for immediate suspension or termination.

# Chicagoland Roofers'

## JOINT APPRENTICESHIP & TRAINING COMMITTEE



*Training Skilled Craftsmen for the Public and Roofing Industry*

*Serving Chicago and Northern Illinois*

7045 JOLIET ROAD  
INDIAN HEAD PARK, IL 60525

WWW.CHICAGOROOFERS.COM  
E-MAIL CHICAGOROOFERS.JATC@SBCGLOBAL.NET  
TELEPHONE 708-246-4488  
FAX 708-246-5908

June 17, 2020

**Trustees**

Jay Releuna  
*Chairman*

Gary Menzel  
*Secretary*

Larry Gnat  
Rodney Petrick  
Mark Moran  
Travis Gorman  
Gerardo Morales  
Jay Tulley

**Apprentice  
Coordinator**  
Martin Headlke

TORI Construction, LLC  
4234 W. 124<sup>th</sup> Place  
Alsip, IL 60803

To Whom It May Concern:

In response to your request, this letter will verify that TORI Construction, LLC is a signatory contractor with the United Union of Roofers Waterproofers & Allied Workers Local #11 and participates in and employs Apprentices from the Chicagoland Roofers J.A.T.C.

If you have any questions, please contact our office on Monday through Friday, from 7:00 a.m. to 3:00 p.m.

THE CHICAGOLAND ROOFERS' J.A.T.C.

# State of Illinois

## Department of Financial and Professional Regulation

### Division of Professional Regulation

LICENSE NO.

104.018605

105.009093

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES:

12/31/2025

LICENSED ROOFING CONTRACTOR  
UNLIMITED



TORI CONSTRUCTION LLC  
4234 W 124TH PL  
ALSIP, IL 60803-1835



MARIO TRETO, JR.  
SECRETARY

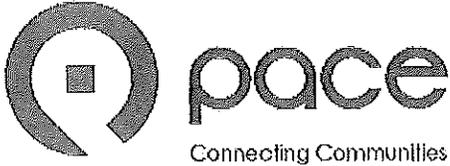
CAMILE LINDSAY  
ACTING DIRECTOR

The official status of this license can be verified at [IDFPR.illinois.gov](http://IDFPR.illinois.gov)

18368107

Cut on Dotted Line





Melinda J. Metzger  
Executive Director

June 16, 2023

Ms. Jackie McGann  
TORI Construction, LLC  
4234 W. 124th Place  
Alsip, IL 60803

Dear Ms. McGann:

Pace has reviewed your No Change Affidavit and supporting documentation and is pleased to inform you that your firm continues to meet the Disadvantaged Business Enterprise (DBE) program certification eligibility standards set forth in 49 CFR Part 26. Your next No Change Affidavit is due **July 1, 2024**. A notification will be sent to you sixty (60) days prior to this date.

This certification allows your firm to participate as a DBE in the Illinois Unified Certification Program (IL UCP). The participating agencies include the Illinois Department of Transportation, the City of Chicago, the Chicago Transit Authority, Metra and Pace.

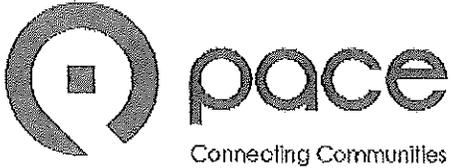
If there is any change in your certification that affects your ability to meet size standards, disadvantaged status, ownership, or control requirements or any material change in the information provided in your initial application, you must provide written notification to this agency within thirty (30) days of the occurrence of the change. Failure to provide this information is a ground for removal of certification based on failure to cooperate pursuant to 49 CFR 26.109(c).

Your firm's name will appear in the IL UCP Directory, which is used by prime contractors/consultants, as well as other agencies, to solicit participation of DBE firms. The directory can be accessed at <https://pace.diversitycompliance.com/>. Your firm's name will appear in the Directory under the commodity codes and specialties listed on the following page.

Your participation on contracts will only be credited toward DBE contract goals when your firm performs in a Commercially Useful Function (CUF) in its approved area(s) of specialty.

Sincerely,

Carrie Horner  
Pace Disadvantaged Business Enterprise  
Diversity Programs



Melinda J. Metzger  
Executive Director

## Disadvantaged Business Enterprise (DBE) Certification

June 16, 2023  
TORI Construction, LLC  
4234 W. 124th Place  
Alsip, IL 60803

Your firm's name will appear in the IL UCP DBE Directory, which is used by prime contractors/consultants, as well as other agencies, to solicit participation of DBE firms. The directory can be accessed at <https://pace.diversitycompliance.com/>. Your firm's name will appear in the Directory under the following commodity codes and specialties:

**Commodity Codes:**

NAICS 236220: COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION  
NAICS 238160: ROOFING CONTRACTORS  
NAICS 238170: SIDING CONTRACTORS

**In the following Specialties:**

NAICS 236220: Commercial and Institutional Building Construction (Specialty: Construction management, commercial and institutional building); NAICS 238160: Roofing contractors; NAICS 238170: Siding contractors



State of Illinois Commission on Equity and Inclusion  
Business Enterprise Program  
100 W. Randolph St., Suite 4-100, Chicago, IL 60601  
[www.cei.illinois.gov](http://www.cei.illinois.gov)

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November 27, 2023

Ms. Jackie McGann  
TORI Construction, LLC  
4234 W. 124th Place  
Alsip, IL 60803

**Re:** BE Enrolled Business Enterprise Program (BE BEP)

Dear Ms. Jackie McGann:

Congratulations, as Chairperson of the Illinois Commission on Equity and Inclusion (CEI), I would like to advise you that your business qualifies for enrollment in the new Be Enrolled Business Enterprise Certification Program (BE BEP). In January 2022, the Commission on Equity and Inclusion (CEI) was created to modernize the state's practices and protocols related to equity and inclusion in contracting and hiring. The BEP Program was removed from CMS and placed in CEI, whose mission is directly aligned with the mission of BEP. As we establish our new agency, CEI has been carefully reviewing all aspects of the BEP program and council. The BE BEP Certification Program was established to allow for the seamless activation state M/W/PBE certification and reduces duplicative red tape. CEI enrolled your business in the BE BEP Program based on the diversity certification issued by the City of Chicago's and/or Cook County's MWBE Vendor directory OR certified within the IL UCP program by CTA, Pace, Metra, IDOT, or the City of Chicago.

**Host Agency:** ILUCP (CTA, Pace, Metra, or IDOT)

**Renewal Date:** November 13, 2024

**Certification Expiration Date:** November 13, 2024

**Certification Type:** Women Business Enterprise (WBE)

Your new BE BEP Certification is based on your business maintaining its certification with its initial host agency. The newly activated BE BEP Certification duration and commodity codes will match the existing certification held with the City of Chicago and/or Cook County. If the vendor's certification with the host agency expires or its bidding privileges are suspended, then your BE BEP Certification will also be suspended. You may however apply for full State of Illinois BEP Certification at [cei.illinois.gov/bepvendor](http://cei.illinois.gov/bepvendor).

You will be notified by BEP through email to update your BE BEP Certification 60 days prior to the expiration of your host agency's certification and your BE BEP Certification.

Additionally, you must notify BEP within two weeks if any of the following changes occur:

- Changes in ownership
- Changes in who controls the business; or
- Changes in the business' certification status with the host organization.

Failure to notify BEP of these changes may result in the termination of the business' BE BEP Certification.

Activation of your BE BEP Certification has several benefits. Your business's name will be listed in the state's BEP Certified Vendor Directory, used by prime vendors to identify certified M/W/PBEs who can fulfill the state's minority contracting goals. Your business name will appear in the BEP Certified Vendor Directory as a Women Business Enterprise (WBE). The State of Illinois uses National Institute of Government Purchasing (NIGP) commodity codes that have been translated from your NAICS codes to NIGP codes as listed below. The translation table may be accessed: <https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/CEI%20BEP%20CROSSWALK.xls>.

**NIGP 90924: BUILDING CONSTRUCTION, COMMERCIAL AND INSTITUTIONAL**  
**NIGP 91473: ROOFING AND SIDING**

Please note that there are four (4) Chief Procurement Officers (CPO) who exercise the state's procurement authority. Each of the four CPOs have a separate bulletin that publishes the state's solicitations and opportunities to bid for each of their respective portfolios. BEP strongly recommends **all** certified vendors register with **each** of the four State of Illinois Procurement Bulletins (<https://cei.illinois.gov/business-enterprise-program/illinois-procurement-opportunities.htm>) to ensure you receive notification of all prime and subcontractor bidding opportunities that match the goods and services your company provides.

**State Procurement Sites:**

Chief Procurement Officer of General Services has oversight of 65 state agencies:

- <https://www2.illinois.gov/cpo/pathwaytoprocurement/pages/bidbuy.aspx>
- [www.illinoistollway.com](http://www.illinoistollway.com)

Chief Procurement Officer of Higher Education has oversight of 17 state universities:

- [www.procure.stateuniv.state.il.us](http://www.procure.stateuniv.state.il.us)

Chief Procurement Officer of Capital Development Board (CDB) has oversight of CDB:

- [www.illinois.gov/cdb](http://www.illinois.gov/cdb)

Illinois Department of Transportation:

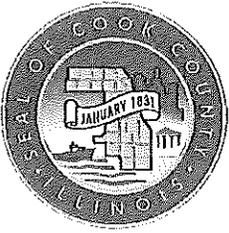
- [www.idot.illinois.gov](http://www.idot.illinois.gov)

The Commission on Equity and Inclusion and BEP Council welcome your participation in the Business Enterprise Program and wish you continued success. If you have any comments, feel free to contact us via [cei.bep.compliance@illinois.gov](mailto:cei.bep.compliance@illinois.gov) or call the BEP at 312-814-4190.

Sincerely,



Carlos Gutiérrez  
Certification Manager



OFFICE OF CONTRACT COMPLIANCE

**NICOLE MANDEVILLE**

DIRECTOR

161 N. Clark Street, 23rd Floor • Chicago, Illinois 60601 • (312) 603-5502

**TONI PRECKWINKLE**

PRESIDENT

**Cook County Board  
of Commissioners**

TARA STAMPS

1st District

DENNIS DEER

2nd District

BILL LOWRY

3rd District

STANLEY MOORE

4th District

MONICA GORDON

5th District

DONNA MILLER

6th District

ALMA E. ANAYA

7th District

ANTHONY QUEZADA

8th District

MAGGIE TREVOR

9th District

BRIDGET GAINER

10th District

JOHN P. DALEY

11th District

BRIDGET DEGREN

12th District

JOSINA MORITA

13th District

SCOTT R. BRITTON

14th District

KEVIN B. MORRISON

15th District

FRANK AGUILAR

16th District

SEAN M. MORRISON

17th District

December 27, 2023

Jennifer Grove, President  
Tori Construction, LLC  
4234 West 124<sup>th</sup> Place  
Alsip, IL 60803

**Annual Certification Renewal: November 7, 2024**

Dear Ms. Grove:

Congratulations on your continued eligibility for Certification as a **Women-owned Business Enterprise ("WBE")** by Cook County Government.

As a condition of continued Certification, you must file a **No Change Affidavit** within **ninety (90) calendar days** prior to the date of the annual renewal, **November 7<sup>th</sup>**. Failure to file this affidavit may result in the termination of your Certification. In addition, you must notify Cook County's Office of Contract Compliance of any change in ownership or control or any other matters or facts affecting your firm's eligibility for Certification within **ten (10) calendar days** of such change.

Cook County Government may commence action to remove your firm as a certified vendor if you fail to notify us of any changes of facts affecting your firm's Certification, or if your firm otherwise fails to cooperate with the County in any inquiry or investigation. Removal of your status may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

Your firm's name will be listed in Cook County's Directory of certified firms in the following area(s) of specialty:

**NAICS CODES:**

- 236220 – Commercial and Institutional Building Construction;**
- 236220 – Construction Management, Commercial and Institutional Building;**
- 238110 – Poured Concrete Foundation and Structure Contractors;**
- 238140 – Masonry Contractors;**
- 238160 – Roofing Contractors;**
- 238170 – Siding Contractors;**
- 238350 – Finish Carpentry Contractors**

Your firm's participation on Cook County contracts will be credited toward **WBE** goals in your area(s) of specialty. While your participation on Cook County contracts is not limited to your specialty, credit toward **WBE** goals will be given only for work done in the specialty category.

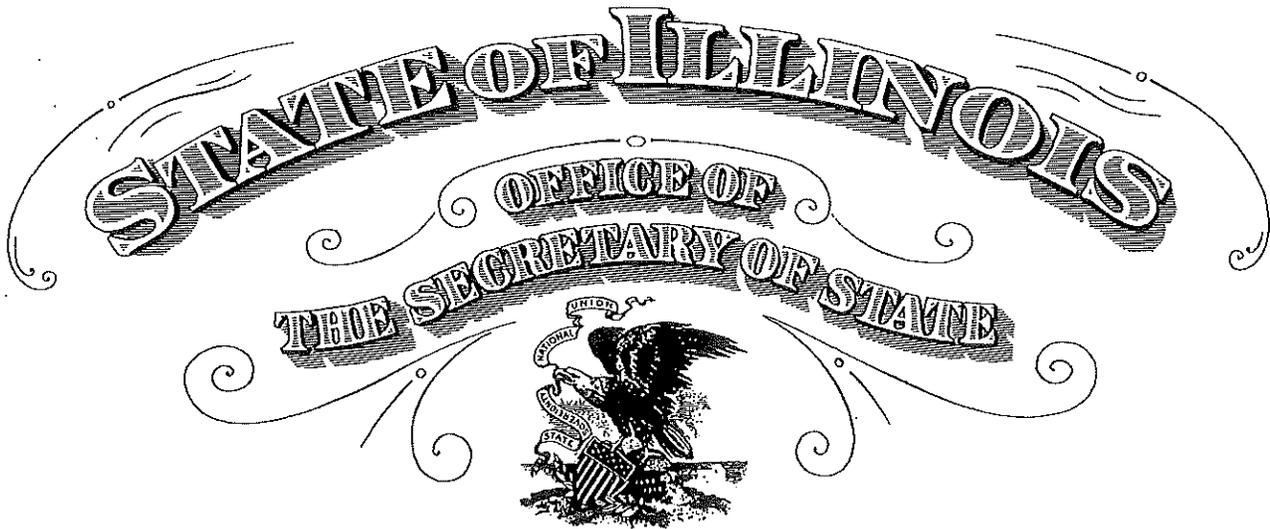
Thank you for your continued interest in Cook County Government's Minority, Women, Veteran, Service-Disabled Veteran, and Persons with Disabilities Business Enterprise Programs.

Sincerely,

*Desiree M. Otkins*

Desiree M. Otkins, EMBA  
Deputy Director, Contract Compliance

DMO/lar



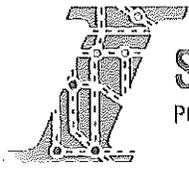
***To all to whom these Presents Shall Come, Greeting:***

*I, Alexi Giannoulas, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that*

TORI CONSTRUCTION, LLC, HAVING ORGANIZED IN THE STATE OF ILLINOIS ON MARCH 15, 2007, APPEARS TO HAVE COMPLIED WITH ALL PROVISIONS OF THE LIMITED LIABILITY COMPANY ACT OF THIS STATE, AND AS OF THIS DATE IS IN GOOD STANDING AS A DOMESTIC LIMITED LIABILITY COMPANY IN THE STATE OF ILLINOIS.



***In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 21ST day of FEBRUARY A.D. 2024 .***



# SMALL BUSINESS INITIATIVE

POWERED BY THE ILLINOIS TOLLWAY



November 9, 2023

TORI Construction LLC  
4234 W. 124th Place  
Alsip, IL 60803

Dear Ms. Jackie McGann,

The Illinois Tollway is excited to inform you that your firm continues to be registered with the Illinois Tollway's Small Business Initiative Program (SBI).

To remain registered in the Illinois Tollway Small Business Initiative Program, your firm must remain registered as a Small Business Set-Aside (SBSP) with the State of Illinois and submit your renewal registration in the SBSP on or before the date **October 16, 2024**. Your expiration date for SBI will be the same date as the State of Illinois. A reminder to submit proof of registration will be sent sixty (60), thirty (30) and fourteen (14) days prior to the date above.

If there are any changes in the information contained in the original application you must provide written notification to Diversity & Strategic Department within 30 calendar days of such change (e.g., SBSP status, ownership, address, telephone number, etc.).

Your firm's registration in the Small Business Initiative Program will only be recognized for the Illinois Tollways Small Business Initiative Program. The SBI registration is not accepted and recognized for any other programs.

Your firm's will appear in the Directory under the following NIGP/NAICS codes and description.

- NAICS 236220: COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION
- NAICS 238160: ROOFING CONTRACTORS
- NAICS 238170: SIDING CONTRACTORS
- NIGP 010: ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
- NIGP 770: ROOFING MATERIALS AND SUPPLIES
- NIGP 77000: ROOFING MATERIALS AND SUPPLIES
- NIGP 77009: ASPHALT, ROOFING
- NIGP 77026: COATINGS, ROOF, ALL KINDS
- NIGP 77045: INSULATION, ROOF, ALL KINDS
- NIGP 77088: TAR, ROOFING, COAL TAR PITCH
- NIGP 77093: WATERPROOFING MEMBRANE AND BASE SHEET
- NIGP 83264: TAPE, ROOFING: RUBBER, ETC.
- NIGP 909: BUILDING CONSTRUCTION SERVICES, NEW (INCL, MAINTENANCE AND REPAIR SERVICES)
- NIGP 910: BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES
- NIGP 91066: ROOFING, GUTTERS, AND DOWNSPOUTS MAINTENANCE AND REPAIR SERVICES
- NIGP 91078: WEATHERIZATION, WEATHER AND WATERPROOFING MAINTENANCE AND REPAIR SERVICES
- NIGP 912: CONSTRUCTION SERVICES, GENERAL (INCL, MAINTENANCE AND REPAIR SERVICES)
- NIGP 91200: CONSTRUCTION SERVICES, GENERAL, INCLUDING MAINTENANCE AND REPAIR SERVICES)
- NIGP 95826: CONSTRUCTION MANAGEMENT SERVICES

If you have any questions concerning this matter, please contact us at [SBI@getipass.com](mailto:SBI@getipass.com).

Sincerely,

Terry Miller  
Chief of Diversity & Strategic Development

## Jordan Battles

---

**From:** Jackie McGann  
**Sent:** Tuesday, October 17, 2023 2:45 PM  
**To:** Jordan Battles; Jennifer Grove  
**Subject:** Fwd: Illinois: Vendor Registration Approval

Sincerely,  
Jackie McGann  
Tori Construction

---

**From:** State of Illinois Chief Procurement Office <ipg@vendorreg.com>  
**Sent:** Tuesday, October 17, 2023 2:41:06 PM  
**To:** Jackie McGann <jackie@torillc.com>  
**Subject:** Illinois: Vendor Registration Approval



Dear Jennifer:

Your IPG Vendor Registration has been approved. The State of Illinois appreciates the opportunity to conduct business with a variety of vendors and suppliers.

Vendor Registration Number: **IPG-0658506**  
Business: **TORI Construction LLC**  
Contact: **Jennifer Grove**  
Submission Date: **October 17, 2023**

\*\*\* SAVE THIS EMAIL FOR FUTURE REFERENCE \*\*\*

YOU WILL NEED TO INCLUDE YOUR IPG VENDOR REGISTRATION NUMBER: IPG-0658506 WHEN SUBMITTING A BID TO STATE OF ILLINOIS.

Your Registration will expire on October 16, 2024. Updates on annual basis are required to maintain current contact information and business profiles. You will receive an electronic renewal notice when your registration expires.

Once submitted, registrations cannot be changed. Material changes to registration information require the completion of a new Vendor Registration record. To view current registration information, visit <https://ipg.vendorreg.com/?GO=1153>.

Thank you for your interest in working with the State of Illinois.

# AIA<sup>®</sup> Document A305<sup>™</sup> – 1986

## Contractor's Qualification Statement

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

**SUBMITTED TO:** Village of Orland Park

**ADDRESS:** 14700 Ravinia Ave., Orland Park, IL

**SUBMITTED BY:** TORI Construction, LLC

**NAME:** Jennifer Grove

**ADDRESS:** 4234 W. 124th Place Alsip, IL 60803

**PRINCIPAL OFFICE:**  
Same as above

- Corporation
- Partnership
- Individual
- Joint Venture
- Other **Limited Liability Company**

**NAME OF PROJECT** (if applicable): Main Pump Station Roof Recoating

**TYPE OF WORK** (file separate form for each Classification of Work):

- General Construction
- HVAC
- Electrical
- Plumbing
- Other (please specify) Roofing

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This form is approved and recommended by the American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by AIA or AGC.

**§ 1. ORGANIZATION**

**§ 1.1** How many years has your organization been in business as a Contractor? **15**

**§ 1.2** How many years has your organization been in business under its present business name? **15**

**§ 1.2.1** Under what other or former names has your organization operated?

**§ 1.3** If your organization is a corporation, answer the following:

**§ 1.3.1** Date of incorporation:

**§ 1.3.2** State of incorporation:

**§ 1.3.3** President's name:

**§ 1.3.4** Vice-president's name(s)

**§ 1.3.5** Secretary's name:

**§ 1.3.6** Treasurer's name:

**§ 1.4** If your organization is a partnership, answer the following:

**§ 1.4.1** Date of organization:

**§ 1.4.2** Type of partnership (if applicable):

**§ 1.4.3** Name(s) of general partner(s)

**§ 1.5** If your organization is individually owned, answer the following:

**§ 1.5.1** Date of organization:

§ 1.5.2 Name of owner:

§ 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

**Limited Liability Company**  
**March 15, 2007**  
**Jennifer Grove-Managing Member**  
**Jackie Grove McGann-Mamber**

**§ 2. LICENSING**

§ 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

**State of Illinois-General Contractor**  
**City of Chicago Limited Business License #2050210**  
**State of Illinois Unlimited Roofing License #104.018605**  
**Village of Alsip-21427**

§ 2.2 List jurisdictions in which your organization's partnership or trade name is filed.

**State of Illinois**

**§ 3. EXPERIENCE**

§ 3.1 List the categories of work that your organization normally performs with its own forces.

**Carpentry**  
**Masonry**  
**Roofing**

§ 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

§ 3.2.1 Has your organization ever failed to complete any work awarded to it?

**NO**

§ 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

**NO**

§ 3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

**NO**

§ 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

**NO**

§ 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

**See attached**

§ 3.4.1 State total worth of work in progress and under contract:

**\$200,000.00**

§ 3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

**See attached**

§ 3.5.1 State average annual amount of construction work performed during the past five years:

**\$950,000.00**

§ 3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

**See Resumes Attached**



**TORI**  
CONSTRUCTION

AIA 305

## Section 3.4 Work in Progress

- Village of Wauconda  
Control Building Roof Replacement & Improvement  
Contact: Steve Zamaites  
Contract Amount: \$71,801
- Oak Lawn Park District  
Roof Replacement Project  
Contact: Ryan Gory  
Contract Amount: \$241,991
- Mid-Valley Special Education Cooperative  
2023 Mades Johnstone School Partial Replacement  
Contract Amount: \$591,250.00

## AIA 305

### Section 3.5 Project References

- Edward J. Hines Veterans Hospital  
Building 37 CMOP Turnstile Renovations  
Contract Amount: \$400,390.00  
Completed: 11/2008  
Contact: Stokes-Webb, LLC
- Edward J. Hines Veterans Hospital  
Building 217 Spinal Cord Injury Bath/Shower Room Renovation  
Contract Amount: \$605,911.00  
Completed: 07/2009  
Contact: Stokes-Webb, LLC
- Springfield Housing Authority  
Springfield AMP-1  
Vinyl Siding, Windows & Doors Replacement  
Contract Amount: \$246,272.00  
Completed: 10/2010  
Contact: Vivian Hinchcliffe  
Phone: 217.753.5764 ext. 311
- Housing Authority of LaSalle County  
Edgeview Apartments  
Vinyl Siding and Storm Window Replacement  
Contract Amount: \$24,250.00  
Completed: 08/2010  
Contact: John Nelson  
Phone: 815.434.0380 ext. 250

- Springfield Housing Authority  
220 Walnut Home Renovation  
Complete interior and exterior single home renovation  
Contract Amount: \$65,010.00  
Completed: 02/2011  
Contact: Jim Goldsberry  
Phone: 217.753.5764 ext. 365
- Housing Authority of Piatt County  
Mansfield-Byron Row Housing  
Exterior/Interior Renovations  
Contract Amount: \$58,135.00  
Completed: 03/2011  
Contact: Patricia Connour  
Phone: 217.262.3231
- School District 89  
Garfield School  
Roof Replacement  
Contract Amount: \$604,800.00  
Completed: 09/2011  
Contact: John Lullo  
Phone: 708.906.7380
- Housing Authority of Piatt County  
DeLand Improvements  
Exterior Renovations  
Contract Amount: \$79,790.00  
Completed: 01/2012  
Contact: Patricia Connour  
Phone: 217.262.3231

- Bloomington Housing Authority  
Sunnyside Apartments  
11 unit ADA Renovation  
Contract Amount: \$726,045.00  
Completed: December 2011  
Contact: Ken Adkisson  
Phone: 309.829.3360 x 206
- Village of Tinley Park  
Fire Tower Repairs/Monument Sign Rebuild  
Interior/Exterior repairs to Fire Training Tower  
Demolition and Rebuild of Village Hall Stone Sign  
Contract Amount: \$128,690.00  
Complete: April 2012  
Contact: John Urbanski
- State of Illinois  
Shapiro Center  
Roof Repairs  
Contract Amount: \$30,000.00  
Complete: June 30, 2012  
Contact: Shawn Bradbury  
Phone: 815.939.8262
- Springfield Housing Authority  
AMP-2  
Siding & Door Replacement  
Contract Amount: \$55,747.50  
Completed: August 10, 2012  
Contact: Joe Antinacci  
Phone: 217-306-2807

- State of Illinois  
Shapiro Center  
Roof Repairs  
Contract Amount: \$48,424.00  
Complete: June 30, 2013  
Contact: Shawn Bradbury  
Phone: 815.939.8262
- Housing Authority of Piatt County  
Bement Improvements  
Exterior Renovations  
Contract Amount: \$112,140.00  
Completed: 10/15/2012  
Contact: Patricia Connour  
Phone: 217.262.3231
- Housing Authority of the County of Cass  
Parkside Place Renovations  
Interior/Exterior Renovations  
Contract Amount: \$2,016,000.00  
Complete: 4/21/2014  
Contact: Steve Horton  
Phone: 217.323.2303
- State of Illinois  
Shapiro Center  
Roof Repairs  
Contract Amount: \$48,500.00  
Complete: June 30, 2014  
Contact: Shawn Bradbury  
Phone: 815.939.8262

- Rush University  
RUMC  
East Tower Exterior Sealant Replacement  
Contract Amount: \$643,895.00  
Complete: October 10, 2014  
Contact: Burcu Kusculuoglu  
Phone: 312.942.6387
- Burr Ridge School District 180  
Interior/Exterior Site Improvements  
Contract Amount: \$205,488.00  
Complete: August 2015  
Contact: Jim Borchert  
Phone: 630.802.3335
- State of Illinois  
Shapiro Center  
Roof Repairs/Replacement  
Contract Amount: \$174,500.00  
Complete: March 2016  
Contact: Shawn Bradbury  
Phone: 815.939.8262
- State of Illinois  
Michael A. Bilandic Building  
Interior Concrete Repairs/Exterior Masonry Restoration  
Contract Amount: \$332,335.00  
Complete: May 2017  
Contact: Frank Piriano  
Phone: 312.814.8350

- State of Illinois  
Madden Mental Health Hospital  
Pavilions 6 & 8 Renovations  
Contract Amount: \$262,020.00  
Complete: July 2017  
Contact: Pat Riordan  
Phone: 708.338.7800
- State of Illinois  
CMS  
Masonry & Stone Services  
Contract Amount: \$500,000.00  
Complete: December 2017  
Contact: Frank Piriano  
Phone: 312.814.8350
- State of Illinois  
CMS  
Roof Repairs for Chicago Medical Center  
Contract Amount: \$250,000.00  
Complete: December 2017  
Contact: Dave Nelson  
Phone: 312.882.6598
- Moraine Valley Community College  
Building M Interior Renovations  
Contract Amount: \$126,300  
Complete: May 2018  
Contact: Dominic Demonica  
Phone: 312.496.0000

- State of Illinois  
Madden Mental Health Hospital  
Building 5 Interior Renovations  
Contract Amount: \$50,000.00  
Complete: July 2019  
Contact: Pat Riordan  
Phone: 708.338.7800
- State of Illinois  
Madden Mental Health Hospital  
Resurfacing Project  
Contract Amount: \$220,005  
Complete: December 2019  
Contact: Pat Riordan  
Phone: 708.338.7800
- State of Illinois  
CMS  
Masonry & Stone Services  
Contract Amount: \$250,000.00  
Complete: December 2019  
Contact: Steve Nasternak  
Phone: 847.294.4523
- Forest Preserve District of Cook County  
Masonry Renovations at Various Locations  
Contact: Lori Nayman  
Contract Amount: \$324,000.00  
Contract Complete: March 2021

- State of Illinois  
Department of Human Services  
Shapiro Center  
Contact: Tammy Pusateri  
Contract Amount: \$50,000.00  
Contract Complete: July 2021
- Forest Preserve District of Cook County  
Roof Replacement NWRM Barn  
Contact: Lori Nayman  
Contract Amount: \$61,233.00  
Contract Complete: August 2021
- Glen Crest School District 89  
Roof Repairs Glen Crest Middle School  
Contact: Tim Tomazin  
Contract Amount: \$141,293.00  
Contract Complete: August 2021
- Illinois Department of Natural Resources  
Channahon State Park Pit Toilet Building Roof Repairs  
Contact: Jason Zemaitis  
Contract Amount: \$18,144.00  
Contract Complete: August 2021
- City of Joliet  
Well House Station Exterior Façade Renovations  
Contact: Ed Kalina  
Contract Amount: \$160,360.80  
Contract Complete: September 2021

- Village of Oak Lawn  
2021 Reroofing – Oak Lawn Water Pumping Station  
Contract Amount: \$77,930.00  
Contract Complete: November 2021  
Contact: Jeff Sebek  
Phone: 708-499-7717
- Parkway Elevators  
Roof Renovations 2121 Taylor Elevator Modernizations  
Contact: John Posluszny  
Contract Amount: \$175,000.00  
Contract Complete: November 2021
- College of DuPage  
Student Resource Center (SRC) Balcony Roof and Generator Plant Roof Replacement  
Contact: James Prochaska  
Contract Amount: \$81,411.00  
Contract Complete: June 2022  
Phone: 630-942-2066
- State of Illinois  
Department of Human Services  
Shapiro Center  
Contact: Tammy Pusateri  
Contract Amount: \$50,000.00  
Contract Complete: July 2022
- Village of Tinley Park  
Fire Station #48 Roof Replacement  
Contact: Terry Lusby, Jr.  
Contract Amount: \$150,000.00  
Contract Complete: October 2022  
Phone: 708-444-5594

- Walsh Construction Group  
CTA Red and Purple Modernization Phase One  
Contact: Stephen Specht  
Contract Amount: \$65,055.00  
Contract Complete: December 2022
- Taft Elementary School District #90  
Taft School Roof Replacement  
Contact: Scott Piper  
Contract Amount: \$349,660.00  
Contract Complete: August 2022

**§ 4. REFERENCES**

**§ 4.1 Trade References:**

**C&W Building Services-Ralph Lawrence (708)513-0878**

**4Point Construction-Steve Mullins (708)243-8655**

**§ 4.2 Bank References:**

**Old Plank Trail Bank**

**Nancy Kuzma**

**20901 S. LaGrange Road Frankfort, IL 60423**

**815.462-5505**

**§ 4.3 Surety:**

**§ 4.3.1 Name of bonding company:**

**Hudson Insurance Company**

**100 Williamms Street 5th Floor New York, NY 10038**

**§ 4.3.2 Name and address of agent:**

**Shoreswest Surety Services, Inc**

**2626 49th Drive**

**Franksville, WI 53126**

**§ 5. FINANCING**

**§ 5.1 Financial Statement. Available upon request**

**§ 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:**

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

**§ 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:**

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**User Notes:**

(2533789901)

§ 5.1.3 Is the attached financial statement for the identical organization named on page one?

§ 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).

§ 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

YES

§ 6. SIGNATURE

§ 6.1 Dated at this 15th day of March, 2024

Name of Organization: TORI Construction, LLC

By: *Jennifer Grove* Jennifer Grove

Title: President

§ 6.2

Mrs. Jennifer Grove being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this 15th day of March 20 24

Notary Public: *Jordan Battles*

My Commission Expires: 3/19/2025



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## ► Jennifer R. Grove

9108 S. Massasoit Ave. Oak Lawn, IL 60453

Phone: (708) 574-1857

E-mail: Jennifer@torillc.com

### Objective

To display competence and ability in operating and managing TORI Construction, LLC.

### Experience

Owner/Project Manager (March 2007-Present)

TORI Construction, LLC. (4234 W. 124<sup>th</sup> Place Alsip, IL 60803

- Responsible for acquiring construction projects throughout the state of Illinois through use of computer generated search programs.
- Seeking out and employing subcontractors in all fields relative to the job at hand.
- Communicating with job site engineers, owners, and architects.
- Producing and updating job schedule of values, progress schedules, request for change orders, and requests for information and pencil draw/pay applications.
- Tracking and Calculating employee hours. Verifying accuracy of timesheets per project.
- On Site supervision of projects located at the River Walk Condominium Association, Edward J. Hines Veterans Hospital, Maywood School District 89, Springfield Housing Authority, Bloomington Housing Authority, Housing Authority of the County of Cass, University of Illinois at Chicago, Rush University Medical Center, James R. Thompson Center-Chicago, Michael B. Bilandic Building-Chicago, and Madden Mental Health Center-Hines, IL

Grove Masonry Maintenance Incorporated (4234 W. 124<sup>th</sup> Place Alsip, IL 60803  
Management (February 2007-May 2007)

- Daily tasks included clerical work.
- Preparation of emails and transmittals for job purposes.
- Review of bid submittals and project documentation

Van Witz Management Corporation (9700 W. 197<sup>th</sup> Street Mokena, IL 60448)  
Director of Corporate and Legal Affairs (May 2005 – January 2007)

- Record keeping for the corporate side of the business.
- Processing and payment of corporate payables and receivables.
- Creating and processing Invoices
- Processing Payroll from recorded timesheets.
- Cutting Checks (payroll and payables)
- Balancing and Reconciliation of bank accounts
- Dealings with the Condominium Associations in regards to liens, collections, and property closings.
- Filing of association legal documentation and insurance requirements.

- Attending court proceedings on behalf of said associations for evictions, collections, and foreclosures.
- Processing of monthly assessment fees, association dues, and late payments.
- New tenant screenings, showings, and lease signing for residential properties

## **Skills**

- ▶ Use of computer programs including Microsoft Office 2000-2007. More specifically Microsoft Word, Excel, PowerPoint, Outlook, and Access. As well as use of Microsoft Projects 2007, Sure Trak Project Manager, and QuickBooks. I also have basic knowledge of the job acquisition software programs of Onvia, Bidtool, and FedBizOpps

## **Education**

**Queen of Peace High School- Diploma - May 2001**

**University of St. Francis- Undergraduate Courses - August 2001-August 2004**

- ▶ Vice President of Student Activities Board 2002-2003
- ▶ President of Student Activities Board 2003-2004

**Moraine Valley Community College- Undergraduate Courses - August 2004-August 2010**

**Trinity Christian College- Bachelors of Business Administration- Diploma- December 2010**

## **Continuing Education**

**ASA Chicago-Microsoft Projects 2003-August 2007**

**New Horizons Chicago-Microsoft Projects 2007-February 2008**

**Fred Pryor Seminars-Construction Management and Site Organization-March 2009**

- ▶ One day seminar on jobsite management and construction practices. This seminar explored the various ways jobsites are run by both General Contractors and Subcontractors.

**ASA Chicago-Job Profitability and Estimating-March 2010**

- ▶ Three hour session on the correct ways to estimate for bidding to make your projects profitable. This program also supplied attendees with an Excel based tracking system for yearlong job profitability.

**Contractor License Training Center, Inc-November 2019**

- ▶ A five-day long training course for the Illinois State Roofing Contractor Licensing exam. This program provided the knowledge necessary to successfully become a license roofing contractor.

## **Construction Project References**

### **2008**

Edward J. Hines Veterans Hospital  
Building 37 CMOP Turnstile Renovations  
Project Contract Amount: \$400,390.00

### **2009**

Edward J. Hines Veterans Hospital

Building 217 Spinal Cord Injury Bath/Shower Room Renovation  
Project Contract Amount: \$605,911.00

**2010**

Springfield Housing Authority  
AMP #1 Exterior Improvements  
Project Contract Amount: \$246,000.00

**2011**

Bloomington Housing Authority  
Sunnyside Apartments Interior/Exterior Improvements  
Project Contract Amount: \$726,045.00

**2012**

Village of Tinley Park  
Fire Tower Repairs/Monument Sign Rebuild  
Project Contract Amount: \$128,690.00

**2013-2014**

Housing Authority of the County of Cass  
Parkside Place Renovations  
Project Contract Amount: \$2,046,000.00

**2015**

Central Management Services  
James R. Thompson Center  
Project Amount: \$78,000.00

**2016**

Central Management Services  
UIC District Roof Repairs  
Project Amount: \$95,000.00

**2017**

Central Management Services  
MABB  
Project Amount: \$300,000.00

**2018**

Moraine Valley Community College  
Building M Interior Upgrades  
Project Amount: \$130,000.00

**2019**

Department of Human Services  
Madden Mental Health Center  
Project Amount: \$500,000.00

## Jackie McGann

7238 174<sup>th</sup> Street · Tinley Park, IL 60477  
708.668.2389 · [jackie@torillc.com](mailto:jackie@torillc.com)

### OBJECTIVE

Management of TORI Construction, LLC

### EDUCATION

#### **Saint Xavier University-** Chicago, IL

*Bachelor of Business Administration, with Accounting Concentration*

Dates of Attendance: January 2006-May 2007

GPA: 3.67/4.0

· Magna Cum Laude · Member Delta Mu Delta · Dean's List

#### **Moraine Valley Community College-** Palos Hills, IL

*Associate of Science*

*Associate of Applied Science in Criminal Justice*

Dates of Attendance: August 2003-December 2005

GPA: 3.76/4.0

Dean's List

#### **South Suburban College-** South Holland, IL

Course Work Includes:

· Project Management · Print Reading · Estimating

### WORK EXPERIENCE

#### **Tori Construction, LLC-** Alsip, IL

*Owner/ Project Manager (03/07-current)*

Assess profit margin upon job completion

Calculate, record, and pay applicable local, state, and federal taxes

Record and pay payroll and all related payroll activities

Accounts payable/receivable

Research upcoming construction projects

Cast bids/ give estimates to customers

Facilitate work upon acceptance of contract

Coordinate with Owners/ Architects

Maintain close contact with customers to ensure their satisfaction with the project

Conduct site visits

#### **Grove Sports Bar and Grill-** Chicago Ridge, IL

*Manager (01/06-03/07)*

Account reconciliation and inventory control

Accounts payable/receivable

Payroll processing

Hiring, training, and scheduling employees

Equipment operation and maintenance

Communicate with patrons, including conflict resolution

**Village of Chicago Ridge Police Department- Chicago Ridge, IL**

*Records Clerk (05/05-01/06)*

Organize and prepare court documents

Assist officers and patrons in retrieving necessary court documents

Research and record court case dispositions

Develop advanced ways to record data, leading to increased organization

Keep strict confidentiality with all work-related activities

**COMPUTER SKILLS**

Microsoft: Word, Excel, PowerPoint, Project

Accounting: QuickBooks, Job Power