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Legistar File ID#:

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Department:

Contract Type:

Contractors Name:

Contract Description:

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100

www.orland-park.il.us



VILLAGE HALL

TRUSTEES

Kathleen M. Fenton
Brad S. O'Halloran
James V. Dodge
Edward G. Schussler III
Patricia A. Gira
Carole Griffin Ruzich

August 1, 2012

Ms. Keloryn Putnam
Orland Park Area Chamber of Commerce
8799 W. 151st Street
Orland Park, Illinois 60462

RE: *NOTICE TO PROCEED*
Business Retention Consulting Services Contract

Dear Ms. Putnam:

This notification is to inform you that the Village of Orland Park has approved and signed the Business Retention Consulting Services Agreement, effective July 26, 2012.

Please contact Karie Friling at 708-403-6245 regarding this project.

For your records, I have enclosed one (1) original executed contract in an amount not to exceed Twelve Thousand One Hundred and No/100 (\$12,100.00) Dollars. If you have any questions, please call me at 708-403-6173.

Sincerely,

Denise Domalewski
Contract Administrator

Encl:

CC: Karie Friling

BUSINESS RETENTION CONSULTING SERVICES CONTRACT

This Business Retention Consulting Services Contract ("Contract") is made and entered into this 26th day of July, 2012, by and between the VILLAGE OF ORLAND PARK, an Illinois home rule municipal corporation, whose address is 14700 S. Ravinia Avenue, Orland Park, Illinois 60462 ("Village") and the ORLAND PARK AREA CHAMBER OF COMMERCE, an Illinois not-for-profit corporation, whose address is 8799 W. 151st Street, Orland Park, Illinois 60462 ("OPACC").

WITNESSETH:

WHEREAS, the Village wishes to supplement its economic development efforts through a business retention program; and

WHEREAS, OPACC wishes to assist the Village with its business retention efforts.

NOW, THEREFORE, in consideration of the mutual promises contained in this Contract and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Term: This Contract shall extend from the date of execution hereof until December 31, 2012, and may be cancelled by either party upon thirty (30) days prior written notice.
2. Renewals: This Contract may be renewed for one additional year 12 month period upon mutual written agreement of the parties.
3. Scope of Services: See Attachment A Scope of Work – Business Retention Services, incorporated herein by reference.
4. Survey Instrument: See Attachment B Orland Park Business Initiative Retention and Expansion Survey, incorporated herein by reference.
5. OPACC Obligations: OPACC shall, in addition to those obligations and duties described in Attachment A:
 - Serve as a point of contact for business retention services on behalf of the Village;
 - Ensure that the Village is proactively reaching out to existing businesses within the incorporated boundaries of the Village;

- Schedule and conduct a minimum of 60 business-to-business interviews of Village businesses to gain knowledge of concerns or issues of the existing business community; assist with identifying opportunities for business expansion; and gather information on suppliers or customers that may be interested in expanding in the Village; and
- Provide an annual business retention report to the Village that summarizes the outcomes and results of the program for the Contract Term. This report should be submitted to the Village no later than 60 days after the end of the Contract Term.


6. Fees and Expenses: In exchange for the services provided, the Village shall pay OPACC a fee of \$110.00 for each business retention visit made on behalf of the Village in the manner provided herein. Each visit by OPACC shall be documented as outlined in Attachment A. The Village also agrees to pay an \$11.00 administrative fee for each visit. The maximum total of fees and expenses due and owing OPACC by the Village shall be \$12,100.00. It is agreed that a minimum of 10 visits shall be completed by OPACC each month of this Contract, and no more than 100 visits shall take place during the Contract Term.

7. Notices: Any notice required by this Contract shall be in writing and addressed to the other party at the address set forth above.

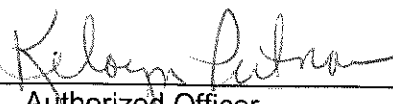
8. Entire Agreement: This Contract constitutes the entire agreement between the parties.

9. Amendments: This Contract shall not be amended or modified except in a writing signed by both parties and attached hereto.

VILLAGE OF ORLAND PARK,
an Illinois home rule municipal corporation

By: 
Authorized Officer
Paul G. Grimes
Village Manager

ORLAND PARK AREA CHAMBER
OF COMMERCE, an Illinois not-for-profit
corporation

By: 
Authorized Officer

ATTACHMENT A

SCOPE OF WORK – BUSINESS RETENTION SERVICES

In an effort to encourage the retention and expansion of existing businesses, the Village of Orland Park (VOP) has established a Business Retention & Expansion (BRE) program. One component of this program is the completion of business retention visits within the community. The intent of this program is to demonstrate the community's appreciation of its businesses and identify immediate needs, future plans, and opportunities for Orland Park to deliver programs and services identified through a BRE survey. The ultimate goal is to ensure that existing businesses thrive and remain and/or expand in Orland Park. The Orland Park Area Chamber of Commerce (OPACC) has been engaged to assist the Village of Orland Park with the administration and implementation of the BRE program.

Goals of the BRE program:

1. Introduce VOP & OPACC staff to the business community;
2. Demonstrate Orland Park's appreciation for its existing businesses;
3. Provide information about available programs and services;
4. Respond to specific requests of the business community;
5. Learn & analyze local business needs, trends and attitudes of the community through a formal survey;
6. Promote Orland Park as a good place to do business;
7. Retain jobs and tax base.

OPACC Responsibilities:

1. BRE Visits: The OPACC shall schedule a minimum of 60 visits with existing Orland Park businesses. The OPACC shall collaborate with the VOP on the selection of the businesses. Once the list has been agreed to, OPACC will conduct all outreach to the businesses to set the BRE visits. This outreach shall include both telephone and written confirmation of the appointment to the business. The VOP shall be provided a monthly list of appointments.
2. Volunteers & Training: The OPACC shall provide to the VOP a list of suggested staff and volunteers who will be trained to conduct the BRE visits. All volunteers must be pre-approved by the VOP prior to undertaking BRE visits. The VOP will assist with the training of volunteers, if requested and needed.
3. BRE Survey: THE OPACC will utilize the Orland Park Business Initiative survey (Attachment B) for the retention visit. The survey should be sent out in advance of the BRE visit to allow for review and completion prior to the visit. During the visit, OPACC representatives will review the survey with the business. Request for additional services or assistance from the business should be forwarded to the VOP within 14 business days. A thank you letter

should be sent to the business after the BRE visit has occurred. The completed survey should be returned to the VOP within 14 business days, along with an OPACC meeting summary. All survey information shall be kept confidential by both the OPACC and the VOP.

4. Year-end Report: The OPACC will submit a written year-end report summarizing the results of the program, including but not limited to, an analysis of impact of the program, general feedback from the business community, and recommendations for improvement or changes to the BRE program moving forward. This report should be submitted to the VOP no later than 60 days after the end of the calendar year.

ATTACHMENT B

Orland Park Business Initiative Retention & Expansion Survey

ORLAND PARK BUSINESS INITIATIVE RETENTION & EXPANSION SURVEY

2012

BASIC INFORMATION

1. Date of meeting: _____
2. Company name: _____
3. Street address: _____
4. Cook/Will County _____
5. Company phone: (____) _____ Company fax: (____) _____
6. Company website: _____

PRIMARY CONTACT INFORMATION

7. Contact first name: _____
8. Contact last name: _____
9. Contact title: _____
10. Contact phone: (____) ____ - ____
11. Contact email: _____
12. Preferred method for communications: (Select all that apply)

<input type="checkbox"/> Phone	<input type="checkbox"/> Mail	<input type="checkbox"/> Email
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COMPANY INFORMATION

13. Type of business: (Select one)

<input type="checkbox"/> Accommodations/Food Service	<input type="checkbox"/> Agribusiness
<input type="checkbox"/> Construction	<input type="checkbox"/> Finance/Insurance/Real Estate
<input type="checkbox"/> Healthcare/Allied Services	<input type="checkbox"/> Information/Technology
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Retail Trade
<input type="checkbox"/> Service	<input type="checkbox"/> Transportation/Communications/Utilities
<input type="checkbox"/> Wholesale Trade	<input type="checkbox"/> Other:

14. Description of products/services:

15. Who are your competitors?

16. What are the factors that make your company successful here?

17. Life cycle stage of firm's primary product or service:

<input type="checkbox"/>	Emerging	<input type="checkbox"/>	Growing
<input type="checkbox"/>	Maturing	<input type="checkbox"/>	Declining

18. SIC/NAICS Code: _____

19. NAICS Code: _____

20. What is this company's legal status?

<input type="checkbox"/>	Sole proprietorship	<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Limited liability corporation (LLC)
<input type="checkbox"/>	Employee owned (ESOP)	<input type="checkbox"/>	Non-profit
<input type="checkbox"/>	Other		

21. Location of company's headquarters: (Select one)

<input type="checkbox"/>	In state	<input type="checkbox"/>	Elsewhere in nation
<input type="checkbox"/>	Outside USA		

22. What year was this facility started? _____ (ex. 1985)

23. Name of parent company, if different: _____

24. Functions located at this facility: (Select all that apply)

<input type="checkbox"/>	Distribution	<input type="checkbox"/>	Engineering/RD
<input type="checkbox"/>	Headquarters	<input type="checkbox"/>	Manufacturing
<input type="checkbox"/>	Services	<input type="checkbox"/>	Warehousing

25. Does this company have another U.S. location that provides a similar product/service as the local operation?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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26. Does this company have another location elsewhere in the world that provides a similar product/service as the local operation?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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27. Has the local facility changed owners in the past five years?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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28. Is an ownership change pending for this facility?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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29. Has there been a change in management in the last five years?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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LOCAL WORKFORCE

30. Total number of employees at this facility: _____

31. Historical employment trend:

Declining	Staying the same	Increasing
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32. Projected number of employees 12 months from today: _____

33. Percent of workforce:

Skilled / Professional:	_____	%
Semi-skilled:	_____	%
Entry-level:	_____	%
	100%	

34. Average hourly workforce wage: (less benefits)

Skilled / Professional:	\$ _____	
Semi-skilled:	\$ _____	
Entry-level:	\$ _____	

35. Percent of workforce who live in:

Cook county	%
Will county	%
Chicago Area	%
Other states	%
Total	100%

36. Do you have problems retaining employees?

Yes	No
-----	----

37. Do you have problems recruiting new employees?

Yes	No
-----	----

38. Is there a formal workforce training program in place?

Yes	No
-----	----

39. Status of union:

Yes	No	Not applicable
-----	----	----------------

40. Notes:

SALES

41. Annual sales at this facility: \$ _____

Please check if annual sales are not available _____

42. What is the projected sales growth in the next year at this facility?

Declining	0%	1 – 9%
10 – 24%	25 – 49%	50 – 99%
Greater than or equal to 100%		

43. Historical sales trend at this facility:

<input type="checkbox"/>	Declining	<input type="checkbox"/>	Staying the same	<input type="checkbox"/>	Increasing
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44. Historical sales trend within the industry:

<input type="checkbox"/>	Declining	<input type="checkbox"/>	Staying the same	<input type="checkbox"/>	Increasing
--------------------------	-----------	--------------------------	------------------	--------------------------	------------

45. Notes:

46. Please identify the source of your sales by percentage:

Local (within 50 miles):	_____	%
Regional (between 51 to 250 miles):	_____	%
National:	_____	%
International:	_____	%
		100%

47. Please identify the source of your supplies by percentage:

Local (within 50 miles):	_____	%
Regional (between 51 to 250 miles):	_____	%
National:	_____	%
International:	_____	%
		100%

48. International trade status: (check all that apply)

<input type="checkbox"/>	Import	<input type="checkbox"/>	Export
<input type="checkbox"/>	None	<input type="checkbox"/>	Not applicable

49. Historical export sales trend:

<input type="checkbox"/>	Declining	<input type="checkbox"/>	Staying the same
<input type="checkbox"/>	Increasing	<input type="checkbox"/>	Not applicable

50. Notes:

E-COMMERCE

51. Use of Internet: (Check all that apply)

<input type="checkbox"/>	Don't use	<input type="checkbox"/>	Email
<input type="checkbox"/>	Website	<input type="checkbox"/>	Market Research
<input type="checkbox"/>	Sell products/services	<input type="checkbox"/>	Buy products/services
<input type="checkbox"/>	Exchange data internally/externally		

52. Importance of Internet for your business today:

<input type="checkbox"/>	Not important	<input type="checkbox"/>	Somewhat important	<input type="checkbox"/>	Very important
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53. What is the status of your investment in IT over the past 18 months?

<input type="checkbox"/>	Declining	<input type="checkbox"/>	Staying the same	<input type="checkbox"/>	Increasing
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54. Notes:

FACILITY / EQUIPMENT

55. Status of facility:

Owned	Leased
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56. If leased, lease expiration date? _____ mm/dd/yyyy

57. Condition of facility:

Poor	Fair
Good	Excellent

58. Condition of equipment:

Poor	Fair
Good	Excellent

59. Describe the operations at this site:

One shift	Two shifts	24 hours
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60. How much of this facility's space are you currently using?

Less than 50%	51 – 75%
76 – 90%	More than 90%

Historical investment trends over the past 18 months:

61. In the facility itself:

Declining	Staying the same	Increasing
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62. In equipment at this facility:

Declining	Staying the same	Increasing
-----------	------------------	------------

63. Is there room for expansion at this site:

Yes	No
-----	----

64. Are you planning to expand locally in the next 12 – 18 months?

Yes	No
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MUNICIPAL SERVICES

		POOR	FAIR	GOOD	EXCELLENT	No OPINION	N/A
65.	Public water/sewer						
66.	Code enforcement						
67.	Building inspection/permitting						
68.	Zoning/land use						
69.	Local road network/condition						
70.	Interstate highway system/condition						
71.	Utility -- Gas						
72.	Utility -- Electricity						
73.	Phone/internet/broadband						
74.	Police protection						
75.	Fire/emergency services						
76.	Public transportation						

BUSINESS CLIMATE/ QUALITY OF LIFE

		POOR	FAIR	GOOD	EXCELLENT	NO OPINION
77.	Workforce quality					
78.	Workforce availability					
79.	Local government					
80.	Local tax structure (<i>village, schools, etc.</i>)					
81.	County tax structure					
82.	State Tax structure					
83.	Workers compensation rates					
84.	Recreation (<i>park system, golf, hiking, biking, etc.</i>)					
85.	Arts/Culture					
86.	Housing					
87.	K-12 education					
88.	Colleges/universities					
89.	Technical training					

90. Notes:

91. Please rate the local business climate:

<input type="checkbox"/>	Poor	<input type="checkbox"/>	Fair
<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent

92. Please compare the business climate today versus five years ago:

<input type="checkbox"/>	Worse today	<input type="checkbox"/>	No change
<input type="checkbox"/>	Better today	<input type="checkbox"/>	No opinion

93. Please forecast the condition of the local business climate five years from today:

<input type="checkbox"/>	Will be worse	<input type="checkbox"/>	No change
<input type="checkbox"/>	Will be better	<input type="checkbox"/>	No opinion

94. What do you see as Orland Park's greatest strength as a place to do business?

95. What do you see as Orland Park's greatest weakness as a place to do business?
