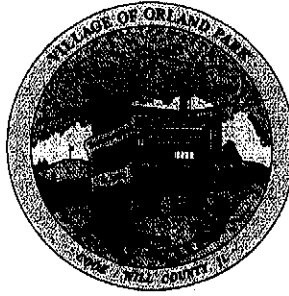


MAYOR  
Daniel J. McLaughlin  
VILLAGE CLERK  
David P. Maher  
14700 S. Ravinia Ave.  
Orland Park, IL 60462  
(708) 403-6100  
[www.orland-park.il.us](http://www.orland-park.il.us)



**VILLAGE HALL**

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

April 26, 2012

Mr. Ed Hannay  
Hagg Press, Inc.  
1165 Jansen Farm Ct.  
Elgin, IL 60123

**RE: NOTICE TO PROCEED**  
**ORLAND PARK PUBLIC NEWSLETTER 2012-2014**

Dear Mr. Hannay:

This notification is to inform you that the Village of Orland Park has received all necessary contracts, insurance documents and certifications in order for work to commence on the above stated project.

The contact for the Newsletter is Margie Owens-Klotz at (708) 403-6277.

Please send all invoices to The Village of Orland Park Accounts Payable, attn: Barb O'Brien, 14700 S. Ravinia Ave., Orland Park, IL 60462.

For your records, I have enclosed one (1) original executed contract dated March 30, 2012 in an amount not to exceed Twenty Five Thousand Seventy-Nine and No/100 (\$25,079.00) Dollars per year plus One Hundred Twelve and No/100 (\$112.00) Dollars for each additional 1,000 newsletters as ordered by the Village for year 1 (May '12-Feb '13); Twenty Five Thousand Four Hundred Fifty-Five and No/100 (\$25,455.00) Dollars per year plus One Hundred Fourteen and No/100 (\$114.00) Dollars for each additional 1,000 newsletters as ordered by the Village for year 2 (May '13-Feb '14); and Twenty Five Thousand Eight Hundred Thirty-Seven and No/100 (\$25,837.00) Dollars per year plus One Hundred Twelve and No/100 (\$116.00) Dollars for each additional 1,000 newsletters as ordered by the Village for year 3 (May '14-Feb '15).

If you have any questions, please call me at 708-403-6173.

Sincerely,

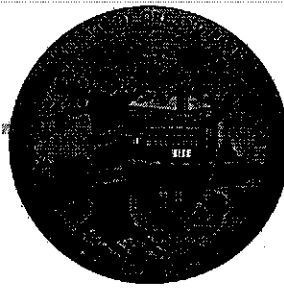
Denise Domalewski  
Contract Administrator

cc: Margie Owens-Klotz

MAYOR  
Daniel J. McLaughlin

VILLAGE CLERK  
David P. Maher

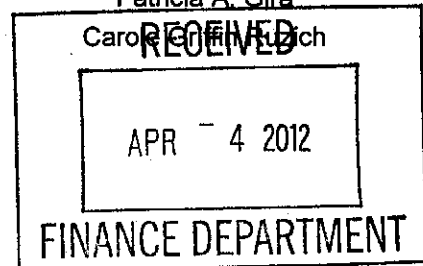
14700 S. Ravinia Ave.  
Orland Park, IL 60462  
(708) 403-6100  
www.orland-park.il.us



VILLAGE HALL

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

Carol Griffin-Rudich



March 30, 2012

Mr. Ed Hannay  
Hagg Press, Inc.  
1165 Jansen Farm Court  
Elgin, Illinois 60123

**NOTICE OF AWARD – Orland Park Public Newsletter May 2012 – Feb 2015**

Dear Mr. Hannay:

This notification is to inform you that on March 19, 2012, the Village of Orland Park Board of Trustees approved awarding Hagg Press, Inc. the contract in accordance with the bid you submitted dated February 17, 2012, for the Orland Park Public Newsletter for an amount not to exceed the total rate as stated in the bid proposal.

In order to begin this engagement, please comply with the following within ten business days of the date of this Notice of Award, which is by April 13, 2012.

1. I am enclosing the Contract for the Orland Park Public Newsletter. Please sign two (2) copies and return them both directly to me. I will obtain signatures to fully execute the Contract and one original executed Contract will be returned to you.
2. Please submit a Certificate of Insurance from your insurance company in accordance with all of the Insurance Requirements listed and agreed to in the bid at minimum and endorsements for a) the additional insured status, b) the waiver of subrogation for General Liability and c) the waiver of subrogation for Workers Compensation. Please have this faxed to my attention at 708-403-9212 for my review before sending the original.

**Please deliver this information directly to me, Denise Domalewski, Contract Administrator, at Village Hall located at 14700 S. Ravinia Ave., Orland Park, IL 60462.** The signed Contracts, Insurance Certificates and Endorsements are required to be in place and received at my office prior to the commencement of work on this project. If you have any questions, please do not hesitate to call me at 708-403-6173 or e-mail me at ddomalewski@orland-park.il.us.

Sincerely,  
Denise Domalewski  
Contract Administrator

cc: Margie Owens-Klotz

**VILLAGE OF ORLAND PARK**  
**Orland Park Public Newsletter**  
(Contract for Services)

This Contract is made this 30<sup>th</sup> day of March, 2012 by and between The Village of Orland Park (hereinafter referred to as the "VILLAGE") and Hagg Press, Inc. (hereinafter referred to as the "CONTRACTOR").

**WITNESSETH**

In consideration of the promises and covenants made herein by the VILLAGE and the CONTRACTOR (hereinafter referred to collectively as the "PARTIES"), the PARTIES agree as follows:

**SECTION 1: THE CONTRACT DOCUMENTS:** This Contract shall include the following documents (hereinafter referred to as the "CONTRACT DOCUMENTS") however this Contract takes precedence and controls over any contrary provision in any of the CONTRACT DOCUMENTS. The Contract, including the CONTRACT DOCUMENTS, expresses the entire agreement between the PARTIES and where it modifies, adds to or deletes provisions in other CONTRACT DOCUMENTS, the Contract's provisions shall prevail. Provisions in the CONTRACT DOCUMENTS unmodified by this Contract shall be in full force and effect in their unaltered condition.

The Invitation to Bid

The Instructions to the Bidders

This Contract

The Terms and Conditions

The Bid Proposal dated February 17, 2012 as it is responsive to the VILLAGE'S bid requirements

All Certifications required by the Village

Certificates of insurance

**SECTION 2: SCOPE OF THE WORK AND PAYMENT:** The CONTRACTOR agrees to provide labor, equipment and materials necessary to provide the services as described in the CONTRACT DOCUMENTS and further described below:

*Printing, binding and delivery of the Orland Park Public quarterly newsletter*

(hereinafter referred to as the "WORK") and the VILLAGE agrees to pay the CONTRACTOR pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) the following amount for performance of the described services:

Year 1 (May '12, Aug '12, Nov '12, Feb '13): Twenty Five Thousand Seventy-Nine and No/100 (\$25,079.00) Dollars for 27,000 per quarter plus One Hundred Twelve and No/100 (\$112.00) Dollars per 1000 additional copies

Year 2 (May '13, Aug '13, Nov '13, Feb '14): Twenty Five Thousand Four Hundred Fifty-Five and No/100 (\$25,455.00) Dollars for 27,000 per quarter plus One Hundred Fourteen and No/100 (\$114.00) Dollars per 1000 additional copies

Year 3 (May '14, Aug '14, Nov '14, Feb '15): Twenty Five Thousand Eight Hundred Thirty-Seven and No/100 (\$25,837.00) Dollars for 27,000 per quarter plus One Hundred Sixteen and No/100 (\$116.00) Dollars per 1000 additional copies

**SECTION 3: ASSIGNMENT:** CONTRACTOR shall not assign the duties and obligations involved in the performance of the WORK which is the subject matter of this Contract without the written consent of the VILLAGE.

**SECTION 4: TERM OF THE CONTRACT:** This Contract and WORK shall commence on the date of its execution. The WORK shall continue expeditiously through March 1, 2015. This Contract shall terminate upon completion of the WORK or March 1, 2015, whichever occurs first, but may be terminated by either of the PARTIES for default upon failure to cure after ten (10) days prior written notice of said default from the aggrieved PARTY. The VILLAGE, for its convenience, may terminate this Contract with thirty (30) days prior written notice.

**SECTION 5: INDEMNIFICATION AND INSURANCE:** The CONTRACTOR shall indemnify and hold harmless the VILLAGE, its trustees, officers, directors, agents, employees and representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liability of any character, incurred due to the alleged negligence of the CONTRACTOR, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said CONTRACTOR, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the CONTRACT DOCUMENTS, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the VILLAGE, its trustees, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The CONTRACTOR shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

The Contractor shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Village and any other indemnified party. The Village or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the Contractor shall promptly reimburse the Village or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the Village or other indemnified party in connection therewith.

The indemnification obligation under this paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the benefit of Subcontractor or any indemnities under any Worker's Compensation Act, Occupational Disease Act, Disability Benefits Act, or any other employee benefits act. The Subcontractor further agrees to waive any and all liability limitations based upon the Worker's Compensation Act court interpretations or otherwise.

Execution of this Contract by the VILLAGE is contingent upon receipt of Insurance Certificates provided by the CONTRACTOR in compliance with the CONTRACT DOCUMENTS.

**SECTION 6: COMPLIANCE WITH LAWS:** CONTRACTOR agrees to comply with all federal, state and local laws, ordinances, statutes, rules and regulations including but not limited to the Illinois Human Rights Act as follows: CONTRACTOR hereby agrees that this contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and that the CONTRACTOR and its subcontractors shall not engage in any prohibited form of discrimination in employment as defined in that Act and shall maintain a sexual harassment policy as the Act requires. The CONTRACTOR shall maintain, and require that its subcontractors maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. CONTRACTOR and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. CONTRACTOR and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed under this contract.

The CONTRACTOR shall obtain all necessary local and state licenses and/or permits that may be required for performance of the WORK and provide those licenses to the VILLAGE prior to commencement of the WORK.

**SECTION 7: NOTICE:** Where notice is required by the CONTRACT DOCUMENTS it shall be considered received if it is delivered in person, sent by registered United States mail, return receipt requested, delivered by messenger or mail service with a signed receipt, sent by facsimile or e-mail with an acknowledgment of receipt, to the following:

To the VILLAGE:  
Denise Domalewski  
Contract Administrator  
Village of Orland Park  
14700 South Ravinia Avenue  
Orland Park, Illinois 60462  
Telephone: 708-403-6173  
Facsimile: 708-403-9212  
e-mail: [ddomalewski@orland-park.il.us](mailto:ddomalewski@orland-park.il.us)

To the CONTRACTOR:  
Ed Hannay  
Account Manager  
Hagg Press, Inc.  
1165 Jansen Farm Court  
Elgin, Illinois 60123  
Telephone: 847-695-1820  
Facsimile: 847-695-9541  
e-mail: [ehannay@haggpress.com](mailto:ehannay@haggpress.com)

or to such other person or persons or to such other address or addresses as may be provided by either party to the other party.

**SECTION 8: STANDARD OF SERVICE:** Services shall be rendered to the highest professional standards to meet or exceed those standards met by others providing the same or similar services in the Chicagoland area. Sufficient competent personnel shall be provided who with supervision shall complete the services required within the time allowed for performance. The CONTRACTOR'S personnel shall, at all times present a neat appearance and shall be trained to handle all contact with Village residents or Village employees in a respectful manner. At the request of the Village Manager or a designee, the CONTRACTOR shall replace any incompetent, abusive or disorderly person in its employ.

**SECTION 9: PAYMENTS TO OTHER PARTIES:** The CONTRACTOR shall not obligate the VILLAGE to make payments to third parties or make promises or representations to third parties on behalf of the VILLAGE without prior written approval of the Village Manager or a designee.

**SECTION 10: COMPLIANCE:** CONTRACTOR shall comply with all of the requirements of the Contract Documents, including, but not limited to, the Illinois Prevailing Wage Act where applicable and all other applicable local, state and federal statutes, ordinances, codes, rules and regulations.

**SECTION 11: LAW AND VENUE:** The laws of the State of Illinois shall govern this Contract and venue for legal disputes shall be Cook County, Illinois.

**SECTION 12: MODIFICATION:** This Contract may be modified only by a written amendment signed by both PARTIES.

**SECTION 13: COUNTERPARTS** This Contract may be executed in two (2) or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Contract shall become effective on the date first shown herein and upon execution by duly authorized agents of the parties.

FOR: THE VILLAGE

By: 

Print Name: Paul G. Grimes  
Village Manager

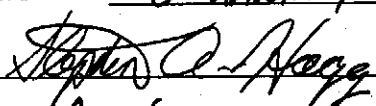
Its: \_\_\_\_\_

Date: 4/6/12

FOR: THE CONTRACTOR

By: 

Print Name: Ed Hannay

Its: 

Date: April 2, 2012

## BIDDER SUMMARY SHEET

### Orland Park Public Newsletter (Project Name)

IN WITNESS WHEREOF, the parties hereto have executed this Bid as of date shown below.

Firm Name: Hagg Press, Inc.

Address: 1165 Jansen Farm CT

City, State, Zip Code: Elgin IL 60123

Contact Person: Ed Hannay

FEIN #: 36-2907156

Phone: (847) 695-1820 Fax: (847) 695-9541

E-mail Address: ehannay@haggpress.com

**TOTAL BID PRICE** (27,000 newsletters per quarter for a total of 108,000 newsletters annually & per 1,000 additional copies):

|                                              | <u>Annual Price</u>            | <u>Per additional 1,000</u>                                     |
|----------------------------------------------|--------------------------------|-----------------------------------------------------------------|
| Year 1<br>(May '12, Aug'12, Nov'12, Feb '13) | \$ <u>25,079.<sup>00</sup></u> | \$ <u>112.<sup>00</sup> per issue x 4 = \$448.<sup>00</sup></u> |
| Year 2<br>(May '13, Aug'13, Nov'13, Feb '14) | \$ <u>25,455.<sup>00</sup></u> | \$ <u>114.<sup>00</sup> " " x 4 = \$456.<sup>00</sup></u>       |
| Year 3<br>(May '14, Aug'14, Nov'14, Feb '15) | \$ <u>25,837.<sup>00</sup></u> | \$ <u>116.<sup>00</sup> " " x 4 = \$464.<sup>00</sup></u>       |

Signature of Authorized Signee: Ed Hannay

Title: Account Manager Date: 2/12/12

**ACCEPTANCE:** This proposal is valid for 60 calendar days from the date of submittal. (NOTE: At least 60 days should be allowed for evaluation and approval.)

**BUSINESS ORGANIZATION:**

\_\_\_\_\_ Sole Proprietor: An individual whose signature is affixed to this bid.

\_\_\_\_\_ Partnership: Attach sheet and state full names, titles and address of all responsible principals and/or partners. Provide percent of ownership and a copy of partnership agreement.

X Corporation: State of incorporation: ILLINOIS  
Provide a disclosure of all officers and principals by name and business address, date of incorporation and indicate if the corporation is authorized to do business in Illinois.

In submitting this bid, it is understood that the Village of Orland Park reserves the right to reject any or all bids, to accept an alternate bid, and to waive any informalities in any bid.

In compliance with your Invitation to Bid, and subject to all conditions thereof, the undersigned offers and agrees, if this bid is accepted, to furnish the services as outlined.

Hagg Press, Inc. (Corporate Seal)  
Business Name

Kear W. Hagg Kear Hagg  
Signature Print or type name

President 2/17/12  
Title Date

**CERTIFICATION OF ELIGIBILITY  
TO ENTER INTO PUBLIC CONTRACTS**

**IMPORTANT:      THIS CERTIFICATION MUST BE EXECUTED.**

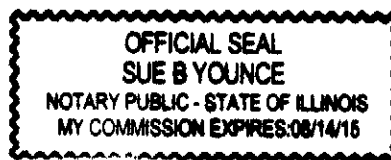
I, Ken Hass, being first duly sworn  
certify and say that I am  
President  
(insert "sole owner," "partner," "president," or other proper title)

of Hass Press, Inc., the Prime Contractor submitting this proposal, and that the Prime Contractor 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.

Ken W. Hass Jr  
Signature of Person Making Certification

Subscribed and Sworn To  
Before Me This 16<sup>th</sup> Day  
of February, 2012.

Sue B. Younce  
Notary Public



## SEXUAL HARASSMENT POLICY

Please be advised that pursuant to 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 written sexual harassment policies that shall include, 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 contractor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department ( of Human Rights) and the Commission (Human Rights 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:

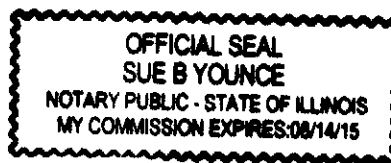
...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

I, ED Hamray, having submitted a bid for Hagg Press Inc.  
(Name of Contractor) for Orland Park Public Newsletter (General  
Description of Work Bid on) to the Village of Orland Park, hereby certifies that said contractor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

By: Ed Hamray  
Authorized Agent of Contractor

Subscribed and Sworn To  
Before Me This 16<sup>th</sup> Day  
of February, 2012.

Sue B. Younce  
Notary Public



## **EQUAL EMPLOYMENT OPPORTUNITY**

**Section I.** This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

**Section II.** In the event of the Contractor'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 (hereinafter referred to as the Department) the Contractor 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.

During the performance of this Agreement, the Contractor agrees:

- A.** That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B.** That, if it hires additional employees in order to perform this Agreement, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C.** That, in 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.
- D.** That it will 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 Contractor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract.
- E.** That it will 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.
- F.** That it will 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.

**G.** That it will 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 Contractor 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 Contractor 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.

**Section III.** For the purposes of subsection G of Section II, "subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Contractor and any person under which any portion of the Contractor'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 Contractor or other organization and its customers.

**ACKNOWLEDGED AND AGREED TO:**

**BY:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## TAX CERTIFICATION

I, Kenn Hagg, having been first duly sworn depose and state as follows:

I, Kenn Hagg, am the duly authorized agent for Hagg Press, Inc., which has

submitted a bid to the Village of Orland Park for

Printing of Orland Park Newsletter and I hereby certify  
(Name of Project)

that Hagg Press, Inc. is not

delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:

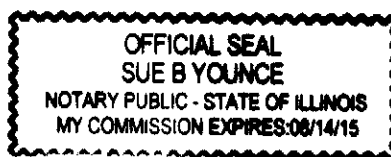
a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or

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.

By: Kenn V. Hagg  
Title: President

Subscribed and Sworn To  
Before Me This 16th Day  
of February, 2012.

Sue B. Younce  
Notary Public



## REFERENCES

(Please type)

ORGANIZATION Village of Hoffman Estates  
ADDRESS 1900 Hassell Rd  
CITY, STATE, ZIP Hoffman Estates, IL 60195  
PHONE NUMBER 847-781-2609  
CONTACT PERSON Doug Schultz  
DATE OF PROJECT Monthly Newsletter

ORGANIZATION Lisle Park District  
ADDRESS 1825 SHORT STREET  
CITY, STATE, ZIP Lisle IL 60532  
PHONE NUMBER 630-964-3410  
CONTACT PERSON Rachel Strats  
DATE OF PROJECT Quarterly guides

ORGANIZATION McHenry County Conservation District  
ADDRESS 18410 U.S Highway 14  
CITY, STATE, ZIP Woodstock, IL 60098  
PHONE NUMBER 815-338-6223  
CONTACT PERSON Wendy Kummerow  
DATE OF PROJECT Quarterly guides

Bidder's Name: Hass Press, Inc.  
Signature & Date: Ed Hannay 2/17/12

## INSURANCE REQUIREMENTS

*Please submit a policy Specimen Certificate of Insurance showing bidder's current coverage's*

### **WORKERS COMPENSATION & EMPLOYER LIABILITY**

\$500,000 – Each Accident

\$500,000 – Policy Limit

\$500,000 – Each Employee

Waiver of Subrogation in favor of the Village of Orland Park

### **AUTOMOBILE LIABILITY**

\$1,000,000 – Combined Single Limit

Additional Insured Endorsement in favor of the Village of Orland Park

### **GENERAL LIABILITY (Occurrence basis)**

\$1,000,000 – Each Occurrence

\$2,000,000 – General Aggregate Limit

\$1,000,000 – Personal & Advertising Injury

\$2,000,000 – Products/Completed Operations Aggregate

Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

### **EXCESS LIABILITY (Umbrella-Follow Form Policy)**

\$2,000,000 – Each Occurrence

\$2,000,000 – Aggregate

**EXCESS MUST COVER:** General Liability, Automobile Liability, Workers Compensation

### **PROFESSIONAL LIABILITY**

\$1,000,000 Limit -Claims Made Form, Indicate Retroactive Date & Deductible

Any insurance policies providing the coverages required of the Contractor, excluding Professional Liability, shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, employees 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." If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage's. 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. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

The bidder agrees that if they are the selected contractor, within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 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 selected bidder and the bid will be awarded to the next lowest bidder or result in creation of a new bid.

ACCEPTED & AGREED THIS 17 DAY OF February, 2012



Signature

ED HANNAY Asst Manager

Printed Name & Title

Authorized to execute agreements for:

Hags Press, Inc

Name of Company



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/30/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                          |  |                                                                                                                                                   |  |               |
|----------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|
| <b>PRODUCER</b><br>DS&P Insurance Services, Inc.<br>1530 E Dundee Rd. 2nd Floor<br><br>Palatine IL 60074 |  | <b>CONTACT NAME:</b> Debbie Heerdegen<br><b>PHONE (A/C No. Ext):</b> (847) 934-6100 <b>FAX (A/C No):</b> (847) 934-6186<br><b>E-MAIL ADDRESS:</b> |  |               |
| <b>INSURED</b><br>Hagg Press, Inc.<br><br>1165 Jansen Farm Court<br><br>Elgin IL 60123                   |  | <b>INSURER(S) AFFORDING COVERAGE</b>                                                                                                              |  | <b>NAIC #</b> |
|                                                                                                          |  | INSURER A: Westfield Insurance Company                                                                                                            |  | 24112         |
|                                                                                                          |  | INSURER B:                                                                                                                                        |  |               |
|                                                                                                          |  | INSURER C:                                                                                                                                        |  |               |
|                                                                                                          |  | INSURER D:                                                                                                                                        |  |               |
|                                                                                                          |  | INSURER E:                                                                                                                                        |  |               |
|                                                                                                          |  | INSURER F:                                                                                                                                        |  |               |

## COVERAGES

CERTIFICATE NUMBER: Cert ID 10337

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                           |                              |                                     |                                     | ADDL INSR   | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                    |                      |                          |              |  |
|----------|-----------------------------------------------------------------------------|------------------------------|-------------------------------------|-------------------------------------|-------------|----------|---------------|-------------------------|-------------------------|-------------------------------------------|----------------------|--------------------------|--------------|--|
| A        | GENERAL LIABILITY                                                           |                              |                                     |                                     |             |          | TRA5777414    | 2/1/2012                | 2/1/2013                | EACH OCCURRENCE                           | \$ 2,000,000         |                          |              |  |
|          | <input checked="" type="checkbox"/>                                         | COMMERCIAL GENERAL LIABILITY |                                     |                                     |             |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 2,000,000         |                          |              |  |
|          | <input type="checkbox"/>                                                    | CLAIMS-MADE                  | <input checked="" type="checkbox"/> | OCCUR                               |             |          |               |                         |                         | MED EXP (Any one person)                  | \$ 10,000            |                          |              |  |
|          | <input type="checkbox"/>                                                    |                              |                                     |                                     |             |          |               |                         |                         | PERSONAL & ADV INJURY                     | \$ 2,000,000         |                          |              |  |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:                                          |                              |                                     |                                     |             |          |               |                         |                         | GENERAL AGGREGATE                         | \$ 4,000,000         |                          |              |  |
|          | <input type="checkbox"/>                                                    | POLICY                       | <input type="checkbox"/>            | PRO-JECT                            |             |          |               |                         |                         | <input type="checkbox"/>                  | LOC                  | PRODUCTS - COMP/OP AGG   | \$ 4,000,000 |  |
|          | <input type="checkbox"/>                                                    |                              |                                     |                                     |             |          |               |                         |                         | Printer's B & O                           | \$ 1,000,000         |                          |              |  |
| A        | AUTOMOBILE LIABILITY                                                        |                              |                                     |                                     |             |          | TRA5777414    | 2/1/2012                | 2/1/2013                | COMBINED SINGLE LIMIT (Ea accident)       | \$ 1,000,000         |                          |              |  |
|          | <input checked="" type="checkbox"/>                                         | ANY AUTO                     |                                     |                                     |             |          |               |                         |                         | BODILY INJURY (Per person)                | \$                   |                          |              |  |
|          | <input type="checkbox"/>                                                    | ALL OWNED AUTOS              | <input type="checkbox"/>            | SCHEDULED AUTOS                     |             |          |               |                         |                         | BODILY INJURY (Per accident)              | \$                   |                          |              |  |
|          | <input type="checkbox"/>                                                    | HIRED AUTOS                  | <input type="checkbox"/>            | NON-OWNED AUTOS                     |             |          |               |                         |                         | PROPERTY DAMAGE (Per accident)            | \$                   |                          |              |  |
|          | <input type="checkbox"/>                                                    |                              |                                     |                                     |             |          |               |                         |                         |                                           | \$                   |                          |              |  |
| A        | <input checked="" type="checkbox"/>                                         | UMBRELLA LIAB                |                                     | <input checked="" type="checkbox"/> | OCCUR       |          |               | TRA5777414              | 2/1/2012                | 2/1/2013                                  | EACH OCCURRENCE      | \$ 1,000,000             |              |  |
|          | <input type="checkbox"/>                                                    | EXCESS LIAB                  |                                     | <input type="checkbox"/>            | CLAIMS-MADE |          |               |                         |                         |                                           | AGGREGATE            | \$ 1,000,000             |              |  |
|          | <input type="checkbox"/>                                                    | DED                          | <input type="checkbox"/>            | RETENTION \$                        |             |          |               |                         |                         |                                           | \$                   |                          |              |  |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                               |                              |                                     |                                     | N/A         |          | WCP7401643    | 2/1/2012                | 2/1/2013                | <input checked="" type="checkbox"/>       | WC STATU-TORY LIMITS | <input type="checkbox"/> | OTH-ER       |  |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) |                              |                                     |                                     |             |          |               |                         |                         | E.L. EACH ACCIDENT                        | \$ 500,000           |                          |              |  |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                      |                              |                                     |                                     |             |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE                | \$ 500,000           |                          |              |  |
|          |                                                                             |                              |                                     |                                     |             |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT               | \$ 500,000           |                          |              |  |
| A        | Property                                                                    |                              |                                     |                                     |             |          | TRA5777414    | 2/1/2012                | 2/1/2013                | Applicable when described below           |                      | \$                       |              |  |
|          |                                                                             |                              |                                     |                                     |             |          |               |                         |                         |                                           |                      | \$                       |              |  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

When required by written contract, The Village of Orland Park, its trustees, officers, directors, agents, employees and representatives and assigns shall be Additional Insureds with respect to General Liability

## CERTIFICATE HOLDER

The Village of Orland Park  
14700 South Ravinia Ave  
Orland Park IL 60462

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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