

Proposal for Orland Park, Illinois Recodification for the Municipal Code and Land Development Ordinances



Richard C. Frommeyer Codification Consultant 525 Vine Street Cincinnati, OH 45202



Proposal Cover Letter
Background
Qualifications of the American Legal Staff
Subject Matter Format
Table of Special Ordinances
Style Options
Timely Delivery
Re-Orders
Subscriber Services
Supplement Services
Electronic and Website Hosting Information
Website Features
Customer Service
Attorneys on Staff
Codification Cost and Service Summary
Codification Agreement
Sample Pages
Forms



March 17, 2021

Office of Village Clerk Village of Orland Park 14700 S. Ravinia Ave. Orland Park, IL 60462

Dear Reader:

Thank you for allowing us to bid on RFP #21-019, Recodification Services, Publication and Supplement Services for the Municipal Code and Land Development Code, and for considering American Legal Publishing for your codification project. We do have the entire municipal code and Land Development Code currently on our system. We originally took over the supplements of the in-house code from the Village - so the format is what was provided to us. This agreement will allow American Legal to provide you with a new and improved code in a better format. Enclosed is our proposal to codify Orland Park's code of ordinances.

In the RFP, you state that during the codification and in future supplements you want ordinances analyzed for discrepancies or conflicts with other parts of the code, State of Illinois statutes, and federal law. A recodification with American Legal Publishing will provide a state law update with the initial recodification and all supplements in the future. You can see this by an example that I have enclosed in (Exhibit A). Unfortunately, when we took over the supplements to the Village's in-house Municipal Code, the state law check was not requested by the Village. You do need to ask your future codification company that they are checking your ordinances against state law on a <u>yearly basis</u>. We list it right on our website.

We feel an accurate code, reviewed by a staff of 16 licensed attorneys, is the most important part of the codification project. We have more attorneys on staff than any other codification firm. Our staff can also provide free model ordinances on areas not currently covered by your ordinances during the recodification and into the future for no additional charge. There is also the option to receive the new code on a flash drive or you can download it at your convenience, as well as having the code of ordinances placed online.

Once the recodification project is completed, we offer a total solution for municipal document management that includes **indexing**, **search and retrieval software** for ordinances, meeting minutes, committee meetings, and other documents on the Internet. In addition to producing high quality print products, we are the industry leader in municipal document computerization.

In future years, new ordinances can be easily added to your code with American Legal's instant online updates and paper supplement services. You can also search all codes on our internet site free of charge when you feel like looking for models yourself. No additional fees for citizens or businesses. We welcome the opportunity to help manage Orland Parks's municipal documents. Should you have any questions about the proposal, please do not hesitate to call me.

Best regards,

Richard C. Frommeyer, Codification Consultant rfrommeyer@amlegal.com

BACKGROUND

History of American Legal Publishing

American Legal Publishing began as the codification division of the Anderson Publishing Company of Cincinnati in 1934. We became a separate corporation in 1979, and in 1988, American Legal became a whollyowned subsidiary of the Columbus, Ohio-based Westford Group with less than 500 active clients. In 2000, the Westford Group reorganized its holdings and classified American Legal Publishing as a wholly-owned subsidiary of Bancinsurance Corporation (also of Columbus, Ohio). In 2006, American Legal then became an independent, employee-owned C-Corporation. With Steve Wolf, CEO at the helm for the last 36 years he along with many long term employees turned this small company into the most respected codification company in the country with over 3,400 current clients. Many cities have turned to American Legal for our accuracy, attention to detail, instant web updates, more attorneys on staff than any company, and customer service. However, our newest advantage over our competition has been empowering cities to tell us when they want to update the code instead of the company dictating when it will be done. This has lead to both small and large cities, boroughs, and townships to switch to American Legal Publishing. We conduct all of our editing, printing, online services, marketing and distribution work from our facilities in Cincinnati and Cleveland, Ohio

Information about American Legal Publishing

- American Legal currently serves over 430 clients in Illinois and over 3,400 local government clients across the country. Our clients include the Cities of New York, Los Angeles, Chicago, Philadelphia, Dallas, Cleveland, Boston, Albuquerque, Honolulu, San Francisco, Tucson, and many others.
- We are the codification consultants to the International Municipal Lawyers Association and numerous state municipal leagues.
- American Legal employs 48, including 16 staff members with law degrees. Our editorial support staff consists of experienced editors skilled in the multiple disciplines required in providing codification services: editing, computer operation, proofreading and indexing. Our typical editor has a college degree in English, Journalism, or Law.



- American Legal offers a full-range of codification services, including:
 - -Editing and supplementation of municipal and county codes
 - -Creation of thorough and comprehensive indices
 - -Legal research and analysis of codified ordinances
 - -Subscription and marketing services for codes
 - -Search-and-retrieval software for codes and other documents
 - -Instant updating of the code online and in print if requested
 - -Code of Ordinances, meeting minutes, agendas on the internet in a time and tested software
 - -We offer the code searchable on a flash drive, or downloadable onto your network as well as online

Qualifications of the American Legal Staff

American Legal's success is the direct result of the hard work and professionalism of our team of editors, lawyers and technical specialists, including **16 attorneys**. We have more attorneys on staff, which is why we provide the an accurate codes and why so many governments have switched to American Legal.

Our editorial production staff consists of experienced editors (many of whom hold advanced degrees in English or Law) who are skilled in the multiple disciplines required in providing codification services. Our technical specialists have extensive experience in producing and online products and providing consulting, training and support. We are the only company with a full time Illinois licensed attorney on staff with over 20 years of Illinois municipal law experience.

Our commitment to excellence in the provision of core editorial and publishing services has led entities such as the Cities of New York, Chicago, Los Angeles, Dallas, Albuquerque, Fort Worth, San Francisco, Boston, Honolulu and Tucson to *switch* to American Legal. Our systems and personnel permit us to implement customized programs meeting the highest standards for quality and service for each of our clients large or small.

Our legal staff's Exclusive Editorial and Legal Report details internal code inconsistencies as well as inconsistencies between your ordinances and state statutes and federal law. Our legal team consists of sixteen members with law degree. We provide the most comprehensive analysis in the codification industry: outlining problems, providing you with alternatives, and allowing you to implement desired improvements.

You receive the Editorial and Legal Report with the **draft** of your code, allowing you to review your code with the assistance of our detailed, written editorial analysis which will ultimately be reviewed with you at a conference in Orland Park.

Subject Matter Format

We will arrange your ordinances according to logical subject matter. We group all of your land use ordinances together in one section, your business regulations together in one section, your administrative ordinances in another section, etc. Should you have your own format in mind we can cater to your needs and provide you the code you want.

We offer free **Model Ordinances** covering nearly any municipal topic to replace an outdated ordinance or to cover an area where you may not have an ordinance.

Table of Special Ordinances, Parallel References and Indexing

As part of your new code, we will create Tables of Special Ordinances covering such topics as annexations, zoning map changes, franchises, easements, etc. These ordinances will be listed in table form by ordinance number, date of passage, and will include a brief description of each ordinance.

Your code will include Parallel Reference Tables that indicate which code sections are based on state statutes, where prior code sections appear in your new code, and a cross-reference of ordinance numbers to code section numbers.

Our comprehensive index includes no dead ends when you search for a topic.

Style Options

We offer different typestyles for your code. We offer the code in single or dual column printing. We offer various types of binders such as the 3 ring binder, post binder, and swing hinge binders. We can provide the binders in many different colors. If there is a particular font that you want we can provide this as well. If you have other ideas or questions just ask. We are always listening to our clients.

Timely Delivery and Flexible Billing

We will complete your code within 9 months (excluding your review time). In some cases we can complete the project sooner or delay it based on your needs. We can work with you to schedule the project so that it meets your budgetary needs as well. You can pay over two fiscal years and in some cases three years. We complete your future supplements within days if requested and we can update your code instantly with newly passed ordinances online if you like.

Re-Orders and Pamphlets

We have **no minimum** or maximum orders of extra copies of your code. You can call us or email us at any time and order 1 or 1,000 additional copies of your code. You can order only as many codes as you need without having to worry about buying, storing and updating copies that you don't need. You can print specific pamphlets for your police department, zoning department, etc.

Subscriber Services

American Legal can sell current copies of Orland Park's code (printed and the searchable version) via our "800" number directly to Law Firms, Developers Realtors, and other outside interested parties.

Our service relieves Orland Park the burden of maintaining and updating inventory of codes and processing individual payments.

Supplement Services

Our staff will provide you with accurate updates of your code on a timely basis. Our fast and efficient supplement service will keep your code current in future years. You can supplement as often as necessary - even after every council meeting using our instant updating service. We can also upload newly passed ordinances online and link them to the section they affect in the code of ordinances until you are ready to update your code book.

Electronic and Website Hosting

Our experienced electronic publishing staff provides the highest quality online code products and services in the codification industry. Unlike our competitors, we offer a non proprietary software. We specialize in providing instant access to your code of ordinances 24/7. Our experience integrating local government information with our proven online program is unmatched in the industry. All of our online codes contain an electronic table of contents and extensive hypertext linking (for the table of contents, cross-references, chapter analyses and title analyses). We can also provide on-site training and consulting if requested.

Our online codes provides *hit-to-hit highlighting* so that users will be able to see the exact word or phrase that they are trying to find, instead of merely finding the page where the information resides. Please take a look at our website (www.amlegal.com under Library) for examples of city and county codes including the current codes for Los Angeles, Chicago, Philadelphia, Dallas, Boston, Tucson, Cleveland, San Francisco, etc.

The American Legal Web Hosting Advantage:

American Legal Publishing's online codes have advanced features making it possible for users to print, save, and email material from the site with just a few clicks of the mouse. Users are also able to set bookmarks in their browser's favorites list. They can view a URL for a specific chapter or section of a code and set static links.

Our Web hosting service offers:

- Fast, full-text searching in seconds.
- An ADA compliant view and a Mobile View in addition to the standard online view.
- A Quick Search feature, as well as an Advanced Filters Search feature so that users can choose the type of search they want to perform.
- A **specially-designed interface** that allows you to see the text of your document and the table of contents. Our specially-designed interface allows you to quickly and easily access the portion of the document you need to utilize. We can also customize the look and feel of the site in case you want to develop a unique appearance for your document.
- **Easy-to-use navigation options** that allow you to move from search hit to search hit, and from document to document (both forward and backward) without having to return to a results list to move to the next search find. This feature is available in both the desktop and mobile view versions.
- The ability to **print individual chapters or sections** of the document and the ability to **download** the document into numerous formats like Word and HTML.
- American Legal applies Google Translate features to the code of ordinances and minutes.
- An on-line **Internet query template** that allows our clients to search ALL the Codes in our Internet collection.

Please Note: Unlike other codification firms, American Legal allows users to search our *entire collection* of codes at no cost.

When the U.S. Conference of Mayors was planning to sign onto an amicus brief in the marriage equality cases a few years ago to be heard by the Unites States Supreme Court, they assisted the drafter, Blithe Brock in the Los Angeles City Attorney's Office, by utilizing American Legal's free multi-city search capabilities on our website. Simultaneously searching codes from diverse cities like Boston, Chicago, Philadelphia, San Francisco, Fort Worth, Tucson and Baltimore County, Blithe raved that our free multi-city search capabilities are "amazing and I'm making it one of my 'favorites' so I can use it all the time! I often want to look at other cities'

ordinances—for example, we were just re-drafting our ordinance affecting the homeless who live in cars—and this is a great resource."

American Legal is the only publisher in the codification industry that permits **free simultaneous searches of multiple** major city codes such as Los Angeles, Chicago, Philadelphia, Dallas, San Francisco and Boston. Others permit only single city searches or require costly subscription registration, greatly restricting the public's ability to search public information. Our commitment to free, convenient access to public information is long-standing and complete. Adding your municipality's information to this free library would be a tremendous benefit not only to your citizens but to those state and nationwide to help review how other municipalities handle ordinances.

Electronic and Internet Supplements:

 American Legal shall also supplement the Online version of your code on any frequency requested by the municipality. American Legal and the Municipality will mutually determine the frequency and delivery dates of each supplements once a final supplement schedule is determined.

Mobile Optimized Formats:

American Legal provides online codes in a format for viewing the code via smartphones (Android and iPhone) and other mobile devices, including iPads, Kindle and tablets.



WEBSITE FEATURES

The American Legal Publishing Difference

Online Features	American Legal Publishing
PC, Tablet, Smart Phone versions	Version for PC; ADA Compliant View and Mobile View available for mobile devices.
Update Frequency Options	Online version can be updated at same time as printed version or more often – including as new rules are adopted
Multiple Search formats	Quick Search Box Advanced Filters Search
Online help features	Use online help features or contact our technical service reps via email or toll-free phone number
Automatic Stem Searches (finds plurals of words)	Dog finds dog and dogs Fence finds fence, fences, fencing and fenced
Synonym Searches	Grass finds grass, turf, lawn Garbage finds garbage, litter, trash, rubbish
Simple to complex searches	Search with one word or a phrase; use proximity searching
Search Results List	Advance searches lists results in order of relevancy; Quick searches lists results in order as found in the document
Continuous Next Hit feature	You can go through all hits without having to go back to the Results List for each chapter (also works on mobile versions)
Table of Contents expands and links to sections	View and navigate the TOC while also viewing code text and option to view TOC, Document and Search Results at same time
Limit searches to specific sections	Use TOC feature to limit search to chapters or sections (or expand search to other municipal codes)
Download/Save text in multiple file choices from the web	Can download into RTF (MS Word), HTML, TXT, PDF, MOBI and EPUB (can also use copy/paste feature)
Email text in multiple file choices from the web	Can easily email text as RTF (MS Word), HTML or TXT attachment automatically
Cross-references hyperlinked	Cross-references to other sections, including Penalty references are hyperlinked
Color Graphics	Yes - if provided in color by the City

Bookmarks and Static Links to specific sections can be set	Ability to bookmark and set links to titles, chapter or individual sections in the code
Scrolling tables - static header	The titles of table columns remain visible as you scroll through tables
Electronic format	Online document flows uninterrupted; no page breaks or page numbers to interrupt the text
Advance Legislation Notice (optional)	Ordinances not yet codified listed with link to full text of ordinances
Definition Links (optional)	Defined terms in the code can be hyperlinked directly to their definition (See Mills River, NC Land Development Ordinance for an example)
Links to new Ordinances or Rules within code section histories (optional)	As new ordinances or rules are added to the document's section history list, links to the original ordinance can be set. (See San Francisco Municipal Code)
Custom Banner (optional, no charge)	Municipal Seal or logo posted online
Email notification links (no charge)	Anyone can sign up for free to receive an email anytime the code book is changed.
Translation into other languages (no charge)	Apply Google Translate to the Municipal Code and the Land Development Code
Online Sample at: www.amlegal.com under Library	Choose the Los Angeles, Chicago, or Philadelphia Code, or any city listed
Search over 3,400 municipal codes	Free access to all codes we publish online; no need to subscribe to any service and pay a fee
Searchable flash-drive version provided	Searchable flash-drive version of the documents are available

Don't see a feature you want, just ask! Some of our newest features came about because municipalities asked.

Customer Service

Along with providing high-quality editorial services, we believe that the most important aspect of publishing and distributing publications is providing first-rate customer service. American Legal has a strong corporate customer service work ethic, and we take pride in our ability to provide fast, responsive service to our customers. Many of our employees have worked at American Legal for a long time and have developed the skill and knowledge you can't find with other companies. Here are the key components of our customer service and technical support infrastructure:

American Legal offers a toll-free support that gives existing and potential clients a convenient way to ask questions, place orders and receive technical support. We also offer e-mail support (techsupport@amlegal.com)

and fax support so that clients can quickly and easily ask questions or submit support issues. Additionally, any of your staff members can contact the American Legal team at any time by email or cell phone.

When customers call American Legal during regular business hours, they do not receive a voice mail system or recorded message; **instead, they gain instant access to knowledgeable, professional service representatives**. In the unlikely event that all of our representatives are busy assisting other customers when a customer calls, we promise to return the call on the same business day.

American Legal offers high-quality technical support for our online clients. Our technical support representatives are thoroughly trained in technical issues relating to our electronic publishing and Web hosting services.

American Legal's commitment to quality has led to affiliations with leagues across the country.

• We serve as League Consultants or Preferred Provider for the following:

League of Oregon Cities
League of Minnesota Cities
League of Nebraska Municipalities
Accelerate Indiana Municipalities I
League of Arizona Cities and Towns
North Carolina League of Municipalities
South Dakota Municipal League
League of Wisconsin Municipalities
Ohio Municipal League
League of Kansas Municipalities

We sponsor and work with the following International Organizations:

International Municipal Lawyers Association
International Institute of Municipal Clerks
Municipal Clerks Educational Foundation (President of American Legal is a Board Member)

• We regularly attend the Illinois conferences:

Illinois Municipal League Conference Illinois Clerk's Conference Illinois New Elected Clerk's Conference

American Legal Publishing Staff Attorneys

Our editorial support staff consists of more than 30 experienced editors skilled in the multiple disciplines required in providing codification services: editing, computer operation, proofreading and indexing. Our typical editor is a college graduate with a degree in English, Journalism, or Law. Our editors work directly on personal computers using the most advanced software programs for editing, proofreading and indexing. Therefore, we can return your completed Code of Ordinances on computer disk and online if desired. American Legal has a higher percentage of editors with Masters or Doctorate Degrees than any other national codification firm. We have more attorneys on staff than any other codification firm.

JUST SOME OF THE ATTORNEYS ON STAFF:

STEPHEN G. WOLF - CEO

- J.D., University of Cincinnati College of Law
- B.B.A., Management, University of Cincinnati
- Current City Attorney of an Ohio city, and former Mayor
- Over Thirty five years with American Legal Publishing

RAY G. BOLLHAUER - PRESIDENT

- J.D., University of Cincinnati College of Law (Moot Court)
- B.A., Economics, University of Cincinnati
- Past President of local community Council
- Over twenty-five years with American Legal

TODD MYERS - DIRECTOR OF SPECIAL PROJECTS

- J.D., University of Cincinnati College of Law (Law Review)
- B.S., Criminal Justice, University of Cincinnati
- Over twenty years with American Legal

deRICCI HORWATT - LEGAL REVIEW STAFF

- J.D., University of Akron
- B.B.A. Marketing, Ohio University
- Licensed in both Ohio and Pennsylvania
- Owned law firm for nine years practicing municipal law in Pennsylvania
- -Over sixteen years with American Legal Publishing

LISA BRICKNER - LEGAL REVIEW STAFF AND EDITOR

- J.D., University of Cincinnati
- University of San Diego School of Law, Magdalen College
- B. A. Police Administration, Eastern Kentucky University
- University of Oxford, Oxford, England
- Over ten years with American Legal Publishing

DEVON MOSER - LEGAL REVIEW STAFF AND EDITOR

- J.D., University of Cincinnati
- B.A. International Studies, Wright State University
- Army Cadet
- Over twelve years with American Legal Publishing

DARLENE FOLEY - LEGAL EDITOR

- J.D., University of Cincinnati
- B.A., University of Cincinnati
- Federal Bar Member
- Over twelve years with American Legal Publishing

MICHAEL FIELMAN - LEGAL EDITOR

- J.D., Salmon P. Chase College of Law, Northern Kentucky University
- Law Review
- B.S. Finance, Miami University (Oxford, OH)
- Over ten years with American Legal Publishing

LAURA MOSER-LEGAL EDITOR

- J.D., Salmon P. Chase, College of Law
- B.S. Political Science, University of Kentucky
- Kentucky Citizen Foster Care Review Board

NILS HERDELIN-LEGAL EDITOR

- J.D., Salmon P. Chase, College of Law
- B.A. Political Science, Western Kentucky University
- Member of the Ohio Bar Association
- Former Special Assistant Prosecutor in Campbell County, KY
- -Over six years with American Legal Publishing

OWEN PARSONS- LEGAL EDITOR

- J.D., Salmon P. Chase School of Law
- B.A. Government Studies, Centre College
- Over five years with American Legal Publishing

BRANDI BUCHENAU - STAFF ATTORNEY

- J.D., Salmon P. Chase School of Law
- B.A. Political Science, Northern Kentucky University
- -Over four years with American Legal

KEVIN ROBERTS - STAFF ATTORNEY

- J.D., University of Cincinnati College of Law
- B.S., Tufts University
- Member of the Federal and Ohio Bar
- Over thirty two years experience as an attorney
- Formerly worked for Taft, Stettinus, and Hollister

CODIFICATION COST AND SERVICE SUMMARY

American Legal Publishing proposes to codify the Municipal Code and Land Development Code for Orland Park, Illinois, at the following price:

I.	Base Cost	\$29,000.00
	Includes	
	Number of Copies of Orland Park's Code (includes binders and divider tabs)	10
	 Legal Analysis Research Internal Consistency Research State Law Consistency Legal and Editorial Research and Report 	
	 Special Features Tables of Special Ordinances Parallel References Comprehensive Index Tabular Matter (Tables, Charts, Graphs) 	
	 Estimated Number Of Pages 8½" x 11" Format Municipal Code single column (11 point type) Land Development Code single column (11 point type) Estimated Total of 1,950 pages 	1,125 825
III.	Time to Completion	
	Number of Months Until Manuscript Number of Months Until Completed Code (after return of manuscript)	3-6 months 1-3 months
IV.	Optional Services that may be ordered:	
	 Additional Copies of Code Cost per Extra Municipal Code and Land Development Code with Binder Cost per Extra Municipal Code and Land Development Code without Binder 	\$250.00 \$195.00
	 Supplement Service includes online and paper updates 8½" x 11" Format Single-column 	\$19.00/per reprinted page
	Future Tables, charts, graphs, etc.	\$10.00 per page
	 Pamphlets (With cardstock cover) Per Impression (Printed Page) 1-50 copies 51-99 copies 100 copies or greater Pamphlet Binders 	7.5 ¢ 7.0 ¢ 6.5 ¢ \$11.50 each

Documents Online:

Code of Ordinances (1st year)

Included in base cost

Future Supplements of Online Code (cost is included in editing charge for printed pages): Chose one below:

- Annual update
- · Six month updates
- · Quarterly updates
- · Monthly updates

(Online update is in conjunction with update to printed supplement)

Phone Support

No Extra Charge

Optional Services:

i. On-Site Installation & Training (not necessary)ii. Online Training up to 200 at a time(not necessary)

Access and Search other codes on American Legal Publishing's Website

\$95.00 an hour \$60.00 each

\$500.00/day + travel

iii. Additional Flash drives

Code on the Internet after first year

\$495.00 per year

No charge

Advance Legislative Service

\$7.00 per ordinance

New Ordinance Notification Service

\$5.00 per ordinance

Comprehensive Ordinance List

\$10.00 per ordinance

Definition Links Service

\$95.00 an hour

Archived Codes Online Service

\$45.00 each supplement with maximum yearly \$300.00 fee

Custom Banner Service

Price T. B. D. after files are reviewed Typical charge is \$200.00

Online Meeting Minutes

75¢ per page and \$100.00 yearly online storage fee

V. Terms (can be budgeted over two fiscal years)

Standard Billing Below

- i. Forty Percent (10%) due upon acceptance of this agreement.
- ii. Forty Percent (40%) within 30 days of receiving the manuscript.
- iii. Balance 30 days after receiving and reviewing legal report and delivery of the completed code.

Village of Orland Park 14700 S. Ravinia Avenue Orland Park, Illinois 60462

CODIFICATION AGREEMENT

March 17, 2021

Orland Park, a municipal corporation in the State of Illinois ("Municipality") and American Legal Publishing Corporation, ("Publisher"), an Ohio corporation, agree as follows:

I. THE PUBLISHER SHALL:

- (1) Examine the Municipality's prior code of ordinances and all ordinances or resolutions provided by the Municipality and determine which materials are to be codified.
- (2) Utilize its staff of attorneys to review all materials to be codified and prepare a written report for the municipal attorney.
 - (a) The report may include notice of and suggestions for resolving the following: Apparent conflicts with referenced state and federal statutes and administrative regulations;
 - Repealed, renumbered, or obsolete state and federal statutes and administrative regulations;
 - Apparent conflicts with prominent federal case law; and Internal discrepancies such as duplications, ambiguities, and obsolete terminology.
 - (b) Suggest new provisions which the Municipality should consider including in the new code, and delete old provisions which are no longer necessary or which might be improper or unlawful.
 - The review will not involve re-drafting of entire chapters by the Publisher. However, the Publisher will provide model ordinances to the Municipality upon request if available.
 - (d) At the option of the municipality, hold a manuscript conference with municipal representatives to review the report. The Municipality will not be billed for time of the American Legal staff attorney if it chooses this option, but will be billed for travel expenses.
 - Note: The review performed by the Publisher should not be considered as a substitute for the competent advice of your Municipal Attorney, especially based on his/her in-depth knowledge of the municipal practices and procedures, and American Legal Publishing is in no way assuming the role of attorney for the municipality. Land Use sections of the code are especially specific to the locality and are thus only subject to cursory review and comparison with the rest of the code. (A sample Report can be provided to indicate the type of comments that are likely to be contained in the report for Orland Park.)
- (3) Classify all ordinances and resolutions which are of a general and permanent nature into titles, chapters, and sections, according to subject matter.
- (4) Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar, and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the Municipal Attorney.

(5) Prepare:

- (a) Title, chapter, and section headings.
- (b) A table of contents and sectional analysis for each chapter.
- (c) A legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Publisher.
- (d) Statutory cross-references to sections of the state statutes and to other pertinent parts of the Code where applicable. These references shall appear at the end of the section to which they apply.
- (e) Tables of Special Ordinances listing chronologically those ordinances in certain subject areas that the Municipality finds to be pertinent.
- (f) Parallel Reference Tables showing:
 - 1. The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
 - 2. A listing of code sections based on state statutes (Statute to Code).
 - 3. A listing of prior code sections incorporated into the new code if applicable (Old Code to New Code).
- (g) An index (which will be created after the first draft of the Code is submitted).
- (6) Provide the Municipality with model or sample ordinances when available and upon request, at no additional charge.
- (7) Deliver to the Municipality, within 6 months from receipt of the materials deemed necessary by the Publisher to begin the codification (prior code, ordinances and new code questionnaire), one copy of a draft of the Code for the Municipality's examination.
- (8) If necessary, hold a conference to make final corrections, additions, and deletions to the Code. The Municipality will be billed for the travel expenses of the American Legal staff attorney. The Municipality may present changes to pages of the draft at the conference. After the final conference, no additional changes are to be made. Any further changes, additions, or deletions shall be made in the future supplements to the Code in accordance with III(3) of this Agreement. When the draft, and any changes thereto made by the Municipality, is returned to the Publisher, such return of the draft shall be deemed final authorization by the Municipality to publish the Code as returned. If additional conferences are requested by the Municipality which require the travel of a member of the staff of the Publisher, then the Municipality shall be advised what the additional cost, if any, for such conference will be.
- (9) Deliver to the Municipality, within 3 months of receipt of the corrected draft, 10 printed copies of the Code meeting the following specifications:
 - (a) Type to be single or dual column, at the option of the Municipality
 - (b) Page size to be 8½" x 11"
 - (c) Printed on high quality paper

- (d) All copies to be in hard-covered, 3-ring, loose leaf binders. All binders shall have the Municipality's name stamped in gold and shall contain divider tabs.
- (10) Provide a sample adopting ordinance to the Municipality.

II. THE MUNICIPALITY SHALL:

- (1) The Municipality will provide clear copies of all materials necessary to perform the codification, including an up to date copy of any previously published code of ordinances, copies of ordinances and pertinent resolutions not previously codified, and a completed New Code Questionnaire (provided by the Publisher).
- (2) After receipt of the draft of the code and legal report described in paragraph I (2), the Municipality shall have 60 days to review the draft and report and to return to the Publisher its comments about the draft and its answers to the legal report. In the alternative, if the Municipality opts for the legal conference described in paragraph I (9), it must contact the Publisher within 60 days to set up a meeting date. The meeting, itself, need not occur within the same 60 day period. If the Municipality fails to either return its comments and answers to the legal report within 60 days or, if applicable, to set up a meeting date, the Municipality may request that the Publisher extend the deadline in writing. The Publisher may adjust the contract price to cover any increased costs due to the Municipality's delay.
- (3) The Publisher agrees to include in the final version of the Code all ordinances adopted by the Municipality up to the time the manuscript is originally due back to the Publisher under the provisions of (2) above. The Municipality agrees that any ordinances adopted after this date shall be included at the Publishers' supplement rates (as set out in paragraph III(3)(b)) at the time of the inclusion of these ordinances into the code.
- (4) (a) Pay to the Publisher for shipping of the final code order as a base price, the sum of \$29,000.00 (plus shipping/handling) for its services set out in Section I, payable as follows:

Ten percent (10%) due upon the acceptance of this agreement.

Forty percent (40%) within 30 days after submission of the manuscript and invoice;

The balance 30 days after receiving and reviewing the legal report and final delivery of the printed Code books plus invoice.

(b) The price above is based upon a code of the following number of pages according to the format option chosen by the Municipality. Should the final page count of the code be fewer or more pages than this estimate, the base price will not increase or decrease at the time of the final invoice:

FORMAT	NUMBER OF PAGES	DECREASE OR INCREASE
8½" x 11" Single-column page	Municipal Code 1,125	\$17.00 per page
8½" x 11" Single-column page	Land Development Code 825	\$20.00 per page

	(5)	Pay an subject	ny invoi et to a la	ices within 30 days of the invoice date. Invoices outstanding beyond the 30 day period shall be ate payment equal to 1.5% of the unpaid balance per month, or part thereof.	;
III.	OPT	IONAI	. SERV	TCES.	
			ipality,	by the initials of the person executing the agreement on its behalf, exercises the following	<u>y</u>
	opti	ons:		INITIAL	,
	(1)	Code	Format	: (Initial one only)	
		(a)	Singl	e-column format	-
		(b)	Dual-	-column format	-
	(2)	Five :	year suţ	pplemental service plan:	_
		For a	period	of five years after delivery of the code:	
		(a)	The I	Publisher shall:	
			1.	Incorporate into the code new pertinent ordinances submitted by the Municipality.	
			2.	Revise or make additional entries to the table of contents, parallel reference tables, and index as necessary to reflect the incorporation of additional, changed or deleted material.	ĸ
			3.	Within 45 days, deliver to the Municipality 10 printed copies of supplemental pages with a instruction sheet for directing the placement of the new pages in the code.	n
		(b)	The l	Municipality shall:	
			1.	Provide a copy of ordinances or resolutions passed subsequent to publication of the previou code supplement;	S
			2.	Pay to the Publisher the sum of \$19.00 per reprinted single column page, plus shipping an handling.	d
				The prices above are for a five-year period and cannot be changed except for adjustments in the second, third, fourth, and fifth years of this agreement to reflect any decrease or increase in the United States Consumer Price Index calculable from the month of delivery of the Codes	e
				If the code page contains an image (diagram, photograph, graph, etc.) or table, there is a additional \$10.00 per page charge.	n
		(c)	to ye	n completion of the five-year period, this agreement shall automatically renew itself from year except that either party may alter or cancel the terms of this agreement at any time upon ninet written notice.	ır Y

(3) Code on a Flash Drive (word processing program):

Code is downloadable from the website at no charge

At no additional charge, the Publisher will provide the code on flash-drive in one of the following formats (circle one): Microsoft Word compatible, WordPerfect, or PDF.

(4)	Subsc	ribers Service:				
The	The Publisher will operate a subscription service upon the Municipality's request as follows:					
	(a)	After the Publisher determines production cost and shipping and handling charges, the Municipality has the right to set the total price of the codes for the subscribers. The difference will be credited to the Municipality's future supplement invoices.				
	(b)	Subscribers can be charged in advance or at time of shipment if they wish to subscribe to the supplements. The total cost for this subscription will be for a year's worth of supplements.				
	(c)	Subscribers of the complete code will be required to pay in advance of shipment by check or credit card.				
	(d)	The Publisher will incur all mailing costs for the marketing of the code. Order forms with an announcement of the codes and supplement service availability will be included in this mailing.				
	(e)	Any law firms, Realtors, businesses, libraries or other interested parties contacted may inquire about code orders by using the Publisher's toll-free number.				
	(f)	The Publisher will print subscribers' orders as needed, and will not require the Municipality to either pre-purchase copies or store extra copies.				
(5)	<u>Pamp</u>	Pamphlets/Reprints:				
	(a)	Pamphlets, sized for 8½" x 11" copy, containing component parts of a Code, with a cardstock cover, may be ordered: (circle desired topic and insert number of copies):				
		Traffic/General Offenses Code # of copies Zoning Code # of copies Subdivision # of copies All Land Use Regulations # of copies Other # of copies				
	(b)	Cost: 1-50 copies of pamphlet — 7.5¢ per printed page 51-99 copies of pamphlet — 7.0¢ per printed page 100 or more copies of pamphlet — 6.0¢ per printed page				
	(c)	Optional 3-ring pamphlet binders (\$15 each)				
(6)	Onlin	ne Search and Retrieval program:				
	(a)	The Publisher shall provide the Municipality's code of ordinances online and on a flash-drive with complete instructions and one copy of a manual (included in Base Cost).				

(b)	Future Suppleme	ents of Online Co	ode (cost is included i	in editing charge for	r printed pages):
Interne	t Updates:	annually	six months	quarterly	as ordinances pass
Printed	l Books Updates:	annually_	six months	quarterly _	as ordinances pass
(c)	Code on the Inte	ernet at \$495 per	year after the first ye	ar.	
(d)	Access and Sear	ch other codes o	f ordinances on Amer	rican Legal Publish	ing's Website No charge
(e)	Ordinance List. supplemented the service is \$7.00	This list will have is list will be cloose per ordinance.	ve the latest ordinance eared. An ordinance If the entire ordinance	es listed by date pas can post on the sar ce needs to stay on	will be added to the New sed. Once ordinances are me day. The cost for this line then chose our other ed for \$300.00 a year.
(f)	New Ordinance into the code of This service	Notice that this coordinances the N	ode section has been a otice will be removed	mended. Once the o	nerican Legal will place a ordinance is supplemented ervice is \$5.00 per notice. egislative Service or the
(g)	Comprehensive ordinances will be listed, even miscellaneous of for this service ordinances place	Ordinance List. be highlighted in ones that are not ordinances. The cis \$15.00 an ored online. If you	This list will have yellow until they are usually codified such ordinance is linked to a dinance or charged	e the latest ordinare added to the code has annexation, valued pdf copy of the original maximum fee of on the Municipality	ey will be added to the nees listed by year. The book. All ordinances can riances, budget, and other ginal ordinance. The price \$300.00 per year for all website there is no storage ar for storage.
(h)	requested by the	ne Municipality. e word without g e Code of Ordina	Many municipality oing back to the define	like this service s ned terms section of	pop up boxes to any word of that a user can see the factor the code. This service is The cost for this service is
(i)	and or supplen	nents online for	American Legal Publ research purposes. mum yearly cost is \$3	The cost for this s	vious versions of your code vervice is \$45.00 for each
(j)	website. The co	Services: Amer ost for this servic ypically no charg	e is based on the files	our online code loo that are provided by	k just like the municipality y the Municipality. Please
(k)	resolutions, as v	well as other docu	ments online. Your n	ninutes, resolutions,	an store meeting minutes contracts, annexations car 00 yearly storage fee.

IV. TRANSMITTAL AS OFFER.

The transmittal of this Agreement to the Municipality is an offer by the Publisher to perform the stated services at the prices and terms referenced within the Agreement. This offer will expire if not executed by the Municipality by July 31, 2021 unless such date is extended in writing by the Publisher.

IN WITNESS WHEREOF the parties to this contract have hereunto set their hands on the date(s) indicated:

Orland Park, Illinois	America	American Legal Publishing Corporation		
Ву	Ву			
Title	Title	Ray Bollhauer, President		
Date	Date	- Appendix		

	:
HILLAND TO THE TABLE TO THE TAB	
Academic Control of the Control of t	
AC AC THE	

CHAPTER 71: TRAFFIC REGULATIONS

Section

General Provisions

71.01 Speed limit in city alleys

71.02Operation of motor vehicles on unpaved public or private property prohibited

Motorcycles; Motor Scooters and Motor Bikes

71.25 Safety helmet or headgear required

71.26Operator's permit required

71.99Penalty

Cross-reference:

Speed limits on designated streets, see Chapter 76, Schedule I Citations for traffic and parking violations, see §§ 72.150 through 72.157

GENERAL PROVISIONS

§ 71.01 SPEED LIMIT IN CITY ALLEYS.

- (A) For purposes of this chapter an *ALLEY* shall mean every street or way within a block, which is set apart for public use, vehicular traffic and local convenience. ('72 Code, § 34-4)
- (B) No person shall drive a motor vehicle upon any alley in the city at a speed in excess of ten miles per hour. ('72 Code, § 34-5)

(Ord. 2087, passed 2-5-80; Am. Ord. O-87-72, passed 12-23-87) Penalty, see § 71.99

§ 71.02 OPERATION OF MOTOR VEHICLES ON UNPAVED PUBLIC OR PRIVATE PROPERTY PROHIBITED.

(A) It shall be unlawful for any person to operate a motor vehicle, as defined by the Florida Uniform Traffic Control Law, F.S. Chapter 316, as may be amended from time to time, on any unpaved public property, or on any paved or unpaved shoulder of a public road.

CHAPTER 71: TRAFFIC REGULATIONS

Section

General Provisions

71.01 Speed limit in city alleys
71.02 Operation of motor vehicles on unpaved public or private property prohibited

Motorcycles; Motor Scooters and Motor Bikes

71.25 Safety helmet or headgear required

71.26 Operator's permit required

71.99 Penalty

Cross-reference:

Speed limits on designated streets, see Chapter 76, Schedule I Citations for traffic and parking violations, see §§ 72.150 through 72.157

GENERAL PROVISIONS

§ 71.01 SPEED LIMIT IN CITY ALLEYS.

- (A) For purposes of this chapter an **ALLEY** shall mean every street or way within a block, which is set apart for public use, vehicular traffic and local convenience. ('72 Code, § 34-4)
- (B) No person shall drive a motor vehicle upon any alley in the city at a speed in excess of ten miles per hour. ('72 Code, § 34-5) (Ord. 2087, passed 2-5-80; Am. Ord. O-87-72, passed 12-23-87) Penalty, see § 71.99

§ 71.02 OPERATION OF MOTOR VEHICLESON UNPAVED PUBLIC OR PRIVATE PROPERTY PROHIBITED.

- (A) It shall be unlawful for any person to operate a motor vehicle, as defined by the Florida Uniform Traffic Control Law, F.S. Chapter 316, as may be amended from time to time, on any unpaved public property, or on any paved or unpaved shoulder of a public road.
- (B) It shall be unlawful for any person to operate a motor vehicle on any unpaved private property, not owned by the operator or his immediate family, without the express written consent of the owner, lessee, tenant or other person entitled to possession and use of such premises; said written consent to be carried on the operator's person.
- (C) The foregoing provisions shall not apply to the following:
- (1) A licensed and franchised public utility in the conduct of its business;
- (2) Any federal, state or local governmental agency;
 - (3) Any licensed emergency vehicle;
- (4) Any situation where such operation is necessary to avoid collision with other traffic;
- (5) Where such operation is in compliance with other laws or the directions of a law enforcement officer or official traffic-control devices. ('72 Code, § 34-13) (Ord. O-73-51, passed 6-27-73) Penalty, see § 71.99

PROPOSAL SUMMARY SHEET

RFP 21-019

Recodification Services, Publication and Supplemental Services for the Municipal Code and Land Development Code

Business Name:	American Legal Publishing	
Street Address: 525 Vine Street, Ste. 310		
City, State, Zip:	Cincinnati, OH 45202	
Contact Name:	Rich Frommeyer	
Title:	Codification Consultant	
Phone:	800-445-5588 Fax: <u>513-763-3562</u>	
Price Proposal PROPOSAL TOTAL \$ 29,500.00		
	AUTHORIZATION & SIGNATURE	
Name of Authorized Signee: Ray Bollhauer		
Signature of Author	prized Signee: Ry Hallm	
Title: President Date: 3/17/21		



The undersigned Ray Bollvauey, as President (Enter Name of Person Making Certification) (Enter Title of Person Making Certification)
and on behalf of American Legal Publishing , certifies that: (Enter Name of Business Organization)
1) BUSINESS ORGANIZATION:
The Proposer is authorized to do business in Illinois: Yes [X] No []
Federal Employer I.D.#: 20 - 456/833 (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 A Corporation Ohio (State of Incorporation) (Date of Incorporation)

2) ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS: Yes [N] 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.

3) SEXUAL HARRASSMENT POLICY: 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."

4) EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE: 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.

5) TAX CERTIFICATION: Yes [7] No []

Contractor is current 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.

6) AUTHORIZATION & SIGNATURE:

I certify that I am authorized to execute this Certificate of Compliance on behalf of the Contractor set forth on the Proposal, 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, 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 AG	REED TO	0
----------------	--------	---------	---

Signature of Authorized Officer

Ray BollHauel

Name of Authorized Officer

President

Title

REFERENCES

Provide three (3) references for which your organization has performed similar work.		
Bidder's Name:	American Legal Publishing	

Listed below are a few of the over 3,400 ordinance codification and online clients of American Legal Publishing Corporation. Some of our clients include New York City, Albuquerque, Boston, Cleveland, Dallas, Fort Worth, Honolulu, Los Angeles, Philadelphia, Salt Lake City, San Diego County, and the City and County of San Francisco. We have over 430 city, village, and county clients in Illinois.

The City of Chicago
William Aguiar
Director of Administration
121 North LaSalle Street, Room 600\
Chicago, IL 60143
312-744-7375

Village of Itasca Jody Conidi 550 West Irving Park Road Itasca, IL 60143 630-773-0835

The City of Fairfield
Tina Hutchcraft
City Clerk
109 N.E. 2nd Street
Fairfield, IL 62837
618-847-7396

Village of Schiller Park
Rosa Jos
Village Clerk
9526 West Irving Park Road
Schiller Park, IL 60176
847-671-8520

Will County
Beth Pfanenstiel
County Clerk's Office
302 North Chicago Street
Joliet, IL 60432
815-740-4782



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

WORKERS COMPENSATION & EMPLOYER LIABILITY

Workers' Compensation — Statutory Limits
Employers' Liability
\$1,000,000 — Each Accident \$1,000,000 — Policy Limit
\$1,000,000 — Each Employee
Waiver of Subrogation in favor of the Village of Orland Park

AUTOMOBILE LIABILITY

\$1,000,000 - Combined Single Limit

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

PROFESSIONAL LIABILITY

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

EXCESS PROFESSIONAL LIABILITY (Umbrella-Follow Form Policy)

\$1,000,000 – Each Occurrence \$1,000,000 – Aggregate EXCESS MUST COVER: Professional liability

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, agents, representatives and assigns 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 coverages. 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.

Proposer agrees that prior to any commencement of work to furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Nicole Merced, Purchasing Coordinator, 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 17 DAY OF	March , 20 21
Ry Bollhor Signature RAY BOLLHAUER, President Printed Name & Title	Authorized to execute agreements for: American Legal Publishing Name of Company

Exhibit A

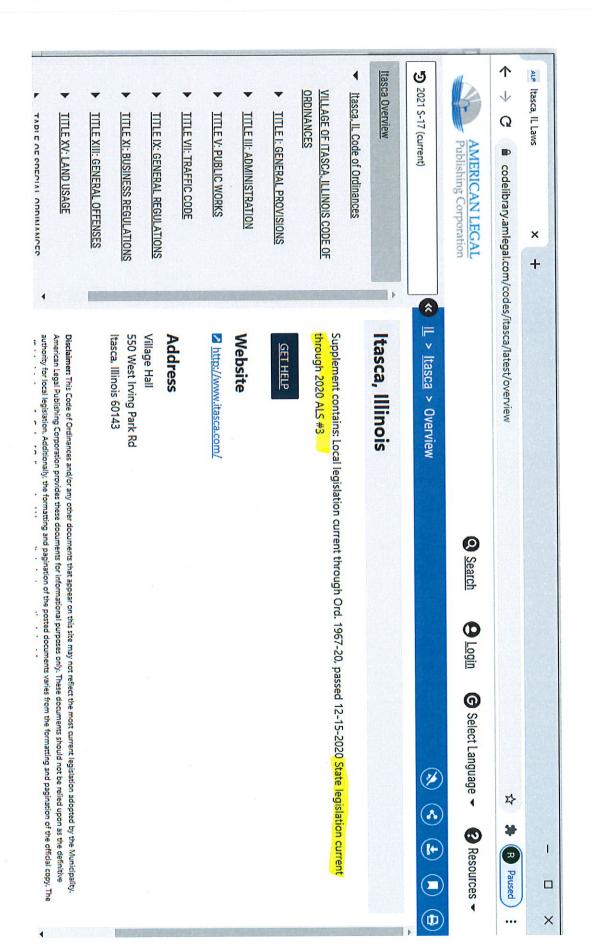


Exhibit A

