

Contract #429

Clerk's Contract and Agreement Cover Page

Year: 2008

Legistar File ID#: 2008-0245

Multi Year: ☐

Amount \$26,217.28

Contract Type:

Small Construction/Inst

Contractor's Name:

Bradford Systems corporation

Contractor's AKA:

Execution Date:

4/22/2008

Termination Date:

6/30/2008

Renewal Date:

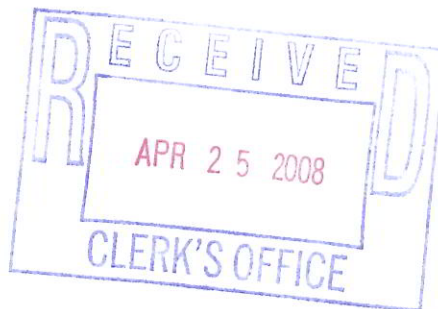
Department:

Clerk's Office

Originating Person:

Joe LaMargo

Contract Description: Clerk's Office Bradford High Density Mobile Shelving



Friday, April 25, 2008

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

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



VILLAGE HALL

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

April 25, 2008

Ms. Jennifer Horvath
Bradford Systems Corporation
8700 Waukegan Road
Morton Grove, Illinois 60053-2104

RE: ***NOTICE TO PROCEED***
Village Clerk's Centralized File

Dear Ms. Horvath:

This notification is to inform you that the Village of Orland Park has received all necessary contracts, certifications, and insurance documents in order for work to commence on the above stated project as of April 25, 2008. Thank you for expediting your response so that we could meet the April 28th deadline.

Please contact Joe La Margo at 708-403-6151 to arrange the commencement of the work.

The Village has processed Purchase Order #048066 for this contract/service and faxed this to your company. It is imperative that this number on the Purchase Order be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462. Also, your final invoice for this contract/service should state that it is the final invoice pertaining to that Purchase Order.

For your records, I have enclosed one (1) original executed contract dated April 22, 2008 in an amount not to exceed Twenty Six Thousand Two Hundred Seventeen and 28/100 (\$26,217.28) Dollars. If you have any questions, please call me at 708-403-6173.

Sincerely,

Denise Domalewski
Contract Administrator

cc: Joe La Margo

VILLAGE OF ORLAND PARK
(Contract for Small Construction or Installation Project)

This Contract is made this **22nd day of April, 2008** by and between the Village of Orland Park (hereinafter referred to as the "VILLAGE") and Bradford Systems Corporation (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 Contract
The Terms and Conditions pertaining to the Contract
Bradford Systems Corp. Quotation dated March 23, 2007 and April 10, 2008 (Plan C) to the extent it does not conflict with this contract.
Bradford Systems Corp Orland Park Clerk Centralized Files Drawing
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 perform the following:

Furnish, deliver, install and set in place high density storage systems, described in the Bradford Systems Corp. Quotation for the Village Clerk Centralized Files located at 14700 S. Ravinia Avenue, Orland Park, Illinois 60462 in accordance with the drawings and specifications

(hereinafter referred to as the "WORK") and as described in the contract documents 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 amounts for the WORK:

TOTAL: Twenty-six Thousand Two Hundred Seventeen and 28/100 (\$26,217.28) Dollars (hereinafter referred to as the "CONTRACT SUM"). The CONTRACT SUM shall not be increased without the express written consent of the VILLAGE.

SECTION 3: ASSIGNMENT: CONTRACTOR shall not assign the duties and obligations involved in the performance of the WORK except to the list of Subcontractors approved by the Village, which approval shall not be unreasonably withheld.

SECTION 4: TERM OF THE CONTRACT: This Contract shall commence upon receipt of a Notice to Proceed and shall terminate upon completion of the WORK or June 30, 2008, 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. Failure to meet the CONTRACT TIME shall be considered an occasion of default under the CONTRACT DOCUMENTS. The CONTRACT TIME shall not be increased without the express written consent of the VILLAGE. Final payment shall be made by the VILLAGE upon inspection of the WORK, completion of any punch list items and after receipt of final release and waiver of liens in accordance with the requirements of the CONTRACT DOCUMENTS. This Contract may be terminated by the VILLAGE for convenience or by either of the PARTIES for default in the performance of the duties of the PARTIES as described in the CONTRACT DOCUMENTS upon thirty (30) day's written notice provided as required herein.

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.

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 all applicable provisions of the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*) and the Illinois Prevailing Wage Act (820 ILCS 130/1 *et seq.*)

SECTION 7: NOTICE: Where notice is required by the CONTRACT DOCUMENTS, it shall be considered received if it is 1) delivered in person, 2) sent by registered United States mail, return receipt requested, 3) delivered by messenger or mail service with a signed receipt, 4) sent by facsimile with an acknowledgment of receipt, or 4) by e-mail with an acknowledgment of receipt only if the PARTIES agree separately to use e-mail for providing notice. Notice shall be sent 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

To the CONTRACTOR:
Bill Wilkening

Bradford Systems Corporation
8700 Waukegan Road
Morton Grove, IL 60053-2104
Telephone: 847-965-5070
Facsimile: 847-965-5247
e-mail: bsc@bradfordsystems.com

or to such other persons or to such other addresses as may be provided by one party to the other party under the requirements of this Section.

SECTION 8: LAW AND VENUE: The law of the State of Illinois shall apply to this Agreement and venue for legal disputes shall be Cook County, Illinois.

SECTION 9: MODIFICATION: This Contract may be modified only by a written amendment signed by both PARTIES.



PLAN C: CENTRALIZED FILES—Mechanical Assist High-Density Mobile System
(IF ORDERED BEFORE APRIL 28TH, 2008)

ELEVATIONS A & B—SPACESAVER MECHANICAL ASSIST MOBILE SYSTEM:

- ◆ 2 Mechanical Assist mobile carriages, 30" wide x 14' long
- ◆ 1 lockable Mechanical Assist mobile carriage, 15" wide x 14' long (overall width of 17- $\frac{3}{4}$ " with Rollok® door)
- ◆ 1 stationary platform, 15" wide x 14' long (overall width of 17- $\frac{3}{4}$ " with Rollok® door)
- ◆ 1 aisle, 121" wide (width of aisle will accommodate 2 future carriages)
- ◆ 4 Panolam laminate end panels (1 is oversized to cover depth of Rollok® door)
- ◆ 2 overhead anti-tips on the 15" deep carriage
- ◆ 3 in-rail anti-tips on the 15" deep carriage
- ◆ 4 steel back panels to close off 15" deep carriage
- ◆ 1 hub lock on end carriage to secure system
- ◆ 2 lockable Rollok® rolling doors, 84" wide x 88- $\frac{1}{4}$ " high (overall height of 102-15/16 from floor)
- ◆ 7 openings (Elevation A) on minimum 12" centers (11-1/8" clear) for legal size files & boxes
- ◆ 6 openings (Elevation B) on minimum 13.5" centers (12-5/8" clear) for binders of minutes & ordinances
- ◆ 2 or 3 adjustable file dividers per shelf face
- ◆ 5 reference shelves—"R" as noted on plan

ELEVATION C—SPACESAVER STATIONARY SHELVING RANGE:

- ◆ 1 fixed section of shelving (to sit directly on the floor), 36" deep x 48" wide x 88- $\frac{1}{4}$ " high
- ◆ 8 openings on minimum 10.5" centers (9-5/8" clear) for rolled plan storage
- ◆ 2 bin dividers per opening (3 compartments per shelf)

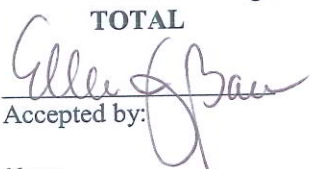
PURCHASING DETAILS:

Commodity Number:

Total Mobile Materials	\$15,119.75	
Mobile Discount of 42.7%	<u>(6,456.13)</u>	5021-558-7001
Total Mobile Net	\$8,663.62	

Total Shelving Materials	\$13,060.15	
Shelving Discount of 41.4%	<u>(5,406.90)</u>	5021-558-7007
Total Shelving Net	\$7,653.25	

Total Spacesaver Net Materials	\$16,316.87
Off-Contract Net Materials	3,595.00
Installation of Spacesaver Product	4,272.41
Installation of Off-Contract Materials	237.00
Inside Delivery	1,501.00
Estimated Freight	<u>295.00</u>
TOTAL	\$26,217.28

Accepted by: 

Date: 4-25-08

Notes:

1. Please see pages 2 and 3 for a detailed description of system components.
2. The net materials reflect the discount the Village of Orland Park receives on all Spacesaver materials through the Illinois State contract# PSD4013875. Freight is F.O.B. destination.
3. The Rollok® door is not available on the Illinois State Contract and is listed as a separate line item.
4. Retail sales tax additional if applicable.
5. Floor covering: carpet, carpet tile, VCT is not included.
6. A one-third deposit of \$8,739.09 is required at the time of order placement.
7. Pricing in this proposal is only valid through April 28th, 2008 (with shipment to be scheduled for May 31st, 2008 or before).



Village of Orland Park

Clerk Centralized Files

Finish Selections & Order Entry Procedure

PROPOSAL OPTION:

Plan C (p.o. received before April 28th 2008)

Plan C (p.o. received after April 28th 2008)

SPACESAVER FINISH SELECTIONS:

Laminate End Panels:

S548 – Custom Grey (8 Panolam finishes)

Shelving:

BG Blue Grey (Textured) (see 10 standard finishes)

Type of Floor Covering (by others):

Will be carpeted after track is laid (carpet, carpet tile, VCT)

Rollok® Tambour Doors:

Silver

Silver, Beige or White

Door Locks on Elevation B Range:

All Keys Alike

Keyed Alike or Keyed Differently

INSTALLATION INFORMATION:

Estimated Installation Date:

June 1, 2008

Contact Name (to arrange delivery):

Joseph La Margo

Contact Phone Number:

(708) 403-6151 or cell (708) 277-3209

ORDER ENTRY CHECK LIST:

Sign off from structural engineer regarding floor load

To Come

Sign off on drawing

✓

Sign off on proposal description

✓

Submittal of purchase order

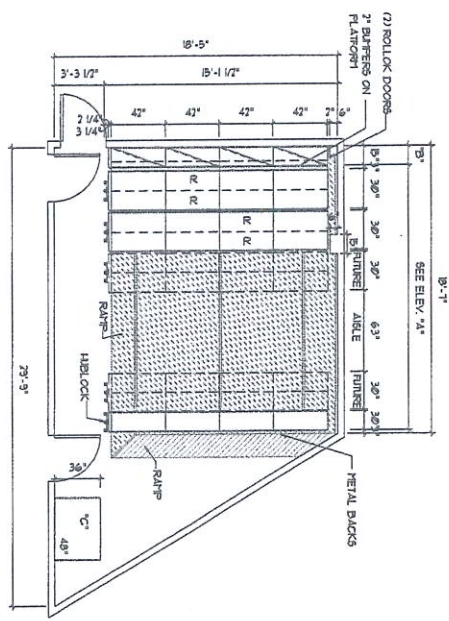
✓

Submittal of one-third deposit

TO COME

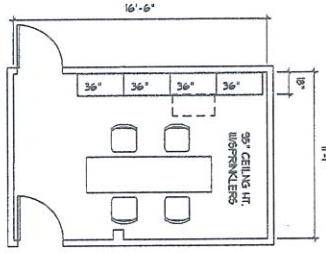
Notes:

1. Please circle or fill in the above selections and installation information at time of order placement.
2. Pricing is based on standard paint and laminate finish selections. Custom finishes are available for an up-charge.
3. It is the customer's responsibility to see that the above check list items have been addressed prior to submittal of purchase order.



PLAN C - SSMA SYNCHRO

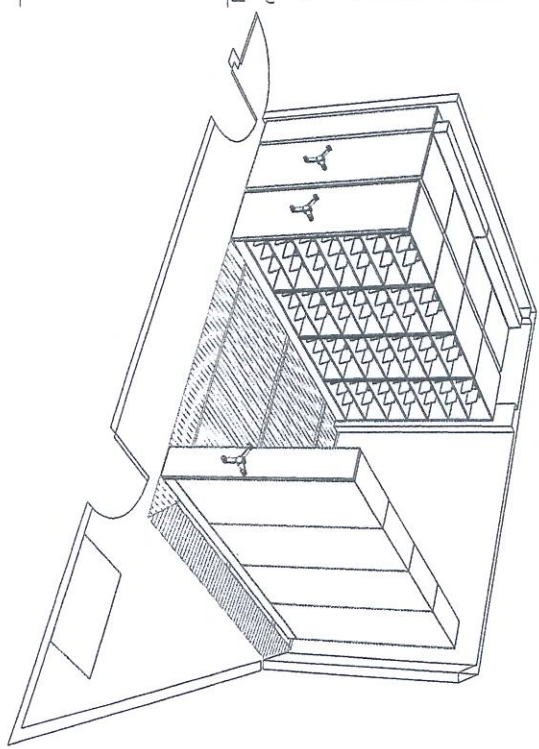
CAPACITY = 360 LFI FOR BINDERS & ORDINANCES LOCKED
5600 LFI FOR LEGAL FILES & BOXES
360 LFI FOR 36" DEEP LONG ROLLED DRAWING IN ELEV. "C"
TOTAL = 6,308 LFI (75% INCREASE OVER CURRENT 600 LFI)



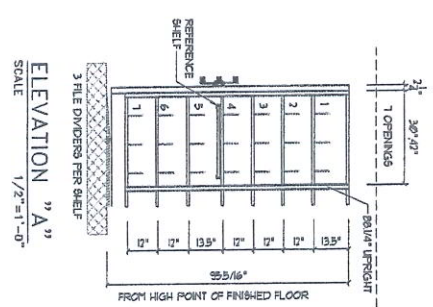
CURRENT SITUATION
CAPACITY: 528 LIFTING CAPABILITIES

PLAN : READING ROOM

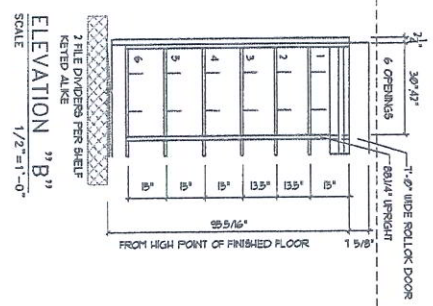
SCALE 1/8" = 1'-0"



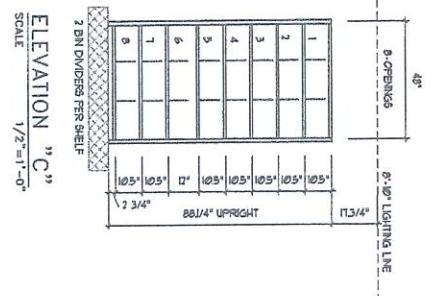
PERSPECTIVE



ELEVATION "A"
SCALE 1/2"=1'-0"



ELEVATION "B"
SCALE 1/2"=1'-0"



ELEVATION "C"
SCALE 1/2"=1'-0"

[illegible]

**IMPORTANT
CONFIDENTIAL INFORMATION**

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BRADFORD
BRADFORD SYSTEMS CORPORATION

8700 Waukegan Road, Suite 110
Morton Grove, IL 60053

Document Management
High-density mobile filing & storage systems

Sales Person BILL WILKENING	Project No. 4750
Drawn RM	Scale: As Noted
Date 01-26-07	Sheet No. 1 of 1 Current Rev. 03-08-07

ORLAND PARK CLERK
Centralized Files

BRADFORD

February 23, 2007

Mr. Joseph La Margo
Deputy Clerk
Village of Orland Park
14700 South Ravinia Avenue
Orland Park, IL 60462

BRADFORD SYSTEMS CORPORATION

8700 Waukegan Road
Morton Grove, Illinois 60053-2104
847/965-5070 • Fax: 847/965-5247
bsc@bradfordsystems.com

www.bradfordsystems.com

Showroom:
3-107 Merchandise Mart
Chicago, Illinois 60654-1004

RE: PLAN C for Clerk's Centralized Files / High-Density Mobile Shelving System (BSC Project# 4756)

Dear Mr. La Margo:

Incorporating the ideas and suggestions from our meeting, we are pleased to present the following proposal for your review. Our second proposal is based on proposing a third option for the Clerk's Centralized File Area labeled Plan C. As stated in our previous proposal, **the majority of materials can be purchased through the Illinois State Contract our factory has negotiated with the state in order to guarantee the best possible price.** Our pricing is based on our enclosed drawing.

In Plan C, we are proposing a Mechanical Assist high-density mobile system that is designed to accommodate two future carriages. The proposed system has one stationary platform, two double-entry carriages, one single-entry carriage and rail, floor and decking that will run the full length of the room so future carriages can be easily added as future capacity needs dictate. All Plan C mobile carriages will have dual flange guidance and will run on bar stock anti-tip rail. This type of rail is required for systems with fifteen-inch deep carriages.

We have made the Plan C mobile system fully lockable by closing off the 15" deep carriage with steel back panels and utilizing a hub lock on this carriage to secure the entire system. The stationary shelving range that stores binders will have two Rollok® Rolling Doors so this range can be secured independently from the mobile system. Rollok® Rolling Doors secure media by a single push button locking system. Each door will fully enclose two shelving sections.

As stated in our previous proposal, we have designed the majority of the system to accommodate either legal files or box storage. One shelving range within the system is designed to accommodate binders of minutes and ordinances. Across from the mobile system, we have also incorporated one stationary shelving section into the room layout. This section is designed to accommodate rolled plans. Please see following descriptions and plan for more details.

Thank you for the opportunity to submit this proposal. We look forward to working with you on your filing and storage needs and providing you with the highest quality equipment and service in the industry. If you have any questions, I can most easily be reached at 630-369-9999.

Sincerely,



Bill Wilkening
Bradford Systems Corporation

PLAN C—MECHANICAL ASSIST MOBILE SYSTEM & SHELVONG DESCRIPTIONS**SPACESAVER MOBILE SYSTEM COMPONENTS:**

- ◆ Carriage movement is initiated by mechanical assist operation. Users open system aisles by rotating ergonomic three-spoked drive handles to provide an efficient method of moving mobile system carriages.
- ◆ Carriages have an integrated chain tensioner that can be easily adjusted without disassembly of system.
- ◆ Carriages have synchronized drive in order to transmit power to both sides of the carriage for positive tracking even with unbalanced loads.
- ◆ Carriages have a standard gear ratio of 1 to 8,000 (1 lb. of effort moves 8,000 lbs.).
- ◆ The Elevation B stationary shelving range within the mobile system sits on a stationary platform.
- ◆ The Elevation C stationary shelving section across from the system sits directly on the floor.
- ◆ The carriages and platform provide a 3/4" shelf mounting recess for positive shelving alignment and attachment.
- ◆ In-rail and overhead anti-tips on the 15-inch deep lockable carriage.
- ◆ Hub lock on the 15" deep carriage to secure system.
- ◆ Dual flange guidance system with bar stock anti-tip rail.
- ◆ Fully grouted rails evenly distribute weight.
- ◆ Low profile 3/4" underlayment decking and ramp on both sides of the system to prevent tripping hazard.
- ◆ Low pressure laminate face panels, manufacturer's standard finishes (Panolam, Group 1 or 2).
- ◆ Overall mobile system height for the Elevation A ranges is approximately 95-5/16" high.
- ◆ Overall mobile system height for the Elevation B range with Rollok® doors is approx. 102-15/16" high.
- ◆ Overall height of the fixed shelving section across from the mobile system is 88-1/4" high.

SYSTEM SAFETY FEATURES:

- ◆ One safety lock control per carriage that can be used to prevent unwanted movement by activating the pin and locking the carriage in place. Locks have a bright visual indicator to easily show lock status.

SPACESAVER SHELVING/ELEVATION COMPONENTS:

- ◆ The shelving ranges are comprised of four-post shelving with closed end and closed intermediate uprights.
- ◆ All shelving sections have 88-1/4" high uprights.
- ◆ All sections have canopy tops to protect media on the top level from dust.
- ◆ All openings have slotted universal shelves compatible with either bin or file dividers.
- ◆ All 30" and 36" deep openings have 3 reinforcements per shelf as specified by the factory.
- ◆ All 15" and 30" deep shelf openings have either backstops or center stops and either 2 or 3 adjustable file dividers per shelf.
- ◆ All 36" deep shelf openings have 2 bin dividers to divide each shelf into 3 separate compartments.
- ◆ The stationary shelving section that sits directly on the floor also has a 2-3/4" high front base.
- ◆ Shelves are easily adjustable on 1-1/2 inch increments.
- ◆ Reference shelves—"R" as noted on plan.

Notes:

1. The above descriptions are not to be used as specifications for bid purposes. If requested, specifications can be provided.

PLAN C—ELEVATION & OFF-CONTRACT DESCRIPTIONS, WEIGHTS & CAPACITIES**ELEVATION DESCRIPTIONS:**

- ◆ Elevation A has 7 shelf openings on minimum 12" centers (11-1/8" clear) for either files or box storage and 3 adjustable file dividers per shelf face.
- ◆ Elevation B has 6 shelf openings on minimum 13.5" centers (12-5/8" clear) for binders of minutes and ordinances and 2 adjustable file dividers per shelf face.
- ◆ Elevation C has 8 openings on minimum 10.5" centers (9-5/8" clear) for rolled plan storage and 2 bin dividers per shelf (3 compartments per shelf).
- ◆ The Elevation A shelving sections have an overall height of 95-5/16".
- ◆ The Elevation B shelving range with the Rollok® doors has an overall height of 102-15/16".
- ◆ The Elevation C section that sits directly on the floor is 88-1/4" high.

LOCKABLE ROLLOCK® TAMBOUR DOOR COMPONENTS:

- ◆ The Rollok® doors add 7-5/8" to the height and 2-5/8" to the depth of the shelving range.
- ◆ Components consist of side guide rails and a pre-assembled box, which houses the roll of slats (height of box is 6-5/8" high and box is installed 1" above top shelf level).
- ◆ Manufacturing design of box incorporates a counter-balance spring to facilitate easy lifting and provides a check against rapid closing speeds.
- ◆ Locking is provided by a single push button lock system that is located in the side guide rails.
- ◆ Made of lightweight aluminum and door is spring-assisted for effortless operation.

MOBILE SYSTEM WEIGHTS:

- ◆ The total estimated weight of this system fully loaded (including future & excluding Elevation C) is as follows:

Estimated equipment weight	9,637 lbs.
Estimated Elevation A media weight @ 2.95 lbs./inch	29,736 lbs.
Estimated Elevation B media weight @ 4.40 lbs./inch	<u>4,224 lbs.</u>
Total Estimated Mobile System Weight	43,597 lbs.

PROPOSED SYSTEM CAPACITIES:

- ◆ Legal Files or Boxes (Elevation A) = 5,600 LFI
- ◆ Binders of Minutes & Ordinances (Elevation B) = 960 LFI
- ◆ Rolled Plan Storage (Elevation C) = 24 compartments or 368 LFI
- ◆ **Total Proposed System Capacity = 6,928 LFI (15% increase over your current capacity of 6,012 LFI)**
- ◆ The total proposed LFI of the mobile system is equal to 73 four drawer vertical filing cabinets

SYSTEM CAPACITIES WITH FUTURE

- ◆ Each Future Carriage will provide 2,240 LFI x 2 Carriages = 4,480 LFI
- ◆ Proposed Capacity (Elevation A, B & C) = 6,928 LFI
- ◆ **Total System Capacity with Future = 11,408 LFI (89% increase over your current capacity of 6,012 LFI)**
- ◆ The total LFI of the mobile system is equal to 119 four drawer vertical filing cabinets

Notes:

1. The above descriptions are not to be used as specifications for bid purposes. If requested, specifications can be provided.
2. Media weight is derived by industry average. We recommend a sample weight be verified in the field.

BRADFORD

PLAN C: CENTRALIZED FILES—Mechanical Assist High-Density Mobile System (IF ORDERED BEFORE APRIL 28TH, 2008)

ELEVATIONS A & B—SPACESAVER MECHANICAL ASSIST MOBILE SYSTEM:

- ◆ 2 Mechanical Assist mobile carriages, 30" wide x 14' long
- ◆ 1 lockable Mechanical Assist mobile carriage, 15" wide x 14' long (overall width of 17- $\frac{5}{8}$ " with Rollok® door)
- ◆ 1 stationary platform, 15" wide x 14' long (overall width of 17- $\frac{5}{8}$ " with Rollok® door)
- ◆ 1 aisle, 121" wide (width of aisle will accommodate 2 future carriages)
- ◆ 4 Panolam laminate end panels (1 is oversized to cover depth of Rollok® door)
- ◆ 2 overhead anti-tips on the 15" deep carriage
- ◆ 3 in-rail anti-tips on the 15" deep carriage
- ◆ 4 steel back panels to close off 15" deep carriage
- ◆ 1 hub lock on end carriage to secure system
- ◆ 2 lockable Rollok® rolling doors, 84" wide x 88- $\frac{1}{4}$ " high (overall height of 102-15/16 from floor)
- ◆ 7 openings (Elevation A) on minimum 12" centers (11-1/8" clear) for legal size files & boxes
- ◆ 6 openings (Elevation B) on minimum 13.5" centers (12-5/8" clear) for binders of minutes & ordinances
- ◆ 2 or 3 adjustable file dividers per shelf face
- ◆ 5 reference shelves—"R" as noted on plan

ELEVATION C—SPACESAVER STATIONARY SHELVING RANGE:

- ◆ 1 fixed section of shelving (to sit directly on the floor), 36" deep x 48" wide x 88- $\frac{1}{4}$ " high
- ◆ 8 openings on minimum 10.5" centers (9-5/8" clear) for rolled plan storage
- ◆ 2 bin dividers per opening (3 compartments per shelf)

PURCHASING DETAILS:

Commodity Number:

Total Mobile Materials	\$15,119.75	
Mobile Discount of 42.7%	(6,456.13)	5021-558-7001
Total Mobile Net	\$8,663.62	
Total Shelving Materials	\$13,060.15	
Shelving Discount of 41.4%	(5,406.90)	5021-558-7007
Total Shelving Net	\$7,653.25	
Total Spacesaver Net Materials	\$16,316.87	
Off-Contract Net Materials	3,595.00	
Installation of Spacesaver Product	4,272.41	
Installation of Off-Contract Materials	237.00	
Inside Delivery	1,501.00	
Estimated Freight	295.00	
TOTAL	\$26,217.28	

Accepted by: _____

Date: _____

Notes:

1. Please see pages 2 and 3 for a detailed description of system components.
2. The net materials reflect the discount the Village of Orland Park receives on all Spacesaver materials through the Illinois State contract# PSD4013875. Freight is F.O.B. destination.
3. The Rollok® door is not available on the Illinois State Contract and is listed as a separate line item.
4. Retail sales tax additional if applicable.
5. Floor covering: carpet, carpet tile, VCT is not included.
6. A one-third deposit of \$8,739.09 is required at the time of order placement.
7. Pricing in this proposal is only valid through April 28th, 2008 (with shipment to be scheduled for May 31st, 2008 or before).

Village of Orland Park

Clerk Centralized Files

Finish Selections & Order Entry Procedure

PROPOSAL OPTION:

Plan C

SPACESAVER FINISH SELECTIONS:

Laminate End Panels: _____ (8 Panolam finishes)

Shelving: _____ (see 10 standard finishes)

Type of Floor Covering (by others): _____ (carpet, carpet tile, VCT)

Rollok® Tambour Doors: Silver, Beige or White

Door Locks on Elevation B Range: Keyed Alike or Keyed Differently

ORDER ENTRY CHECK LIST:

Sign off from structural engineer regarding floor load _____

Sign off on drawing _____

Sign off on proposal description _____

Submittal of purchase order _____

Submittal of one-third deposit _____

Notes:

1. Please fill in the above selections at time of order placement.
2. Pricing is based on standard paint and laminate finish selections. Custom finishes are available for an up-charge.
3. It is the customer's responsibility to see that the above check list items have been addressed prior to submittal of purchase order.

PURCHASE ORDERS:

Purchase orders should be made out to the following:

Bradford Systems Corporation
8700 Waukegan Road, Suite 212
Morton Grove, IL 60053
Fax# 630-369-6666

Please include finish selections, ship to address, contact name and phone number on your purchase order. Also, please reference BSC project # 4756 on your purchase order.

INSTALLATION and SUPPORT:

All installation work is performed by insured, bonded and factory trained system installers, which assures high quality workmanship and accountability. Bradford Systems Corporation will coordinate installation with your schedule. All labor is based on straight time labor during normal working hours (7:00 a.m. to 3:30 p.m.). If overtime is required, additional costs will be incurred.

WARRANTY:

The high-density mobile shelving systems are warranted against defects in materials and/or workmanship for a period of five years from date of final invoice. All materials are covered. Labor is one year.

SHIPMENT:

The high-density mobile shelving systems can ship in 3 to 4 weeks from receipt of your purchase order. We suggest shipping the track and floor in advance so the flooring can be covered by others prior to the balance of installation.

FLOOR COVERING:

Please note that the floor covering for Spacesaver's mobile system decking is not included in the above proposal. Floor covering can be either carpet, VCT (vinyl composition tile) or carpet tile and will be supplied by others.

FIRE CODE:

The local fire code usually requires that an 18" minimum clearance be maintained for a sprinkler system. It is the customer's responsibility to verify that the shelving system height be verified on-site prior to the placement of the purchase order to ensure that this clearance is maintained.

TERMS and CONDITIONS:

Enclosed are the standard terms and conditions of Bradford Systems Corporation. Please note that a non-refundable down payment of one-third of the contract amount is due within ten calendar days of contract award.

LEASING OPTIONS:

Leasing options are now available. Leasing payment plans eliminate the need to fund the total purchase price, maintain your company's capital, and free up valuable bank credit lines. If you would like more information about this payment option, please let us know.

BRADFORD SYSTEMS CORPORATION:

Bradford Systems Corporation is in its fourth decade of providing solutions to filing and storage problems. Our commitment to providing the best available products has made us the largest filing and storage systems company in the greater Chicagoland area. References are available upon request.

STANDARD TERMS AND CONDITIONS

The following are the standard terms and conditions of sale for Bradford Systems Corporation, and will necessarily be made part of any contract resulting from this proposal.

DELIVERY (Dock, Elevator and Dumpster):

Bradford Systems will notify your designated contact person twenty-four (24) hours prior to delivery. Dock space and/or elevator availability will be arranged by you and made available at no cost to Bradford Systems Corporation. A dumpster for removal of all shipping and packing materials will be provided at no charge to Bradford Systems Corporation. Dumpster must be conveniently located and easily accessible at all times during installation of the equipment.

STORAGE:

If, for any reason, you are not ready to receive the materials and storage is required, storage and handling fees will be added to your invoice.

SPACE REQUIREMENTS:

The space shall be ready for installation and free and clear of all obstructions. If it is not and there is a resulting delay, then the additional man hours will be billed.

The space shall be properly lighted. If additional lighting is required to perform the work safely, the additional cost will be invoiced.

It is your responsibility to be certain the space is suitable for the installation of this equipment, i.e., adequate fire protection, clearances, and floor load capacity.

ELECTRICAL:

Electrical power for tools, equipment and lighting will be supplied to Bradford Systems at no cost.

FREIGHT:

Materials will be shipped freight on board (F.O.B.) at the factory and all charges will be billed to you.

INSTALLATION:

Installation is in addition to the price of the materials. Labor is planned as straight time unless otherwise noted. Overtime occurring not at Bradford's discretion will be added to your invoice.

TAXES:

All applicable sales taxes, as required by law, will be billed.

PAYMENT:

This system has been specially designed and will be specially manufactured for your unique requirements. A non-refundable down payment of one-third (1/3) of the contract amount is due within ten (10) calendar days of contract award. The balance will be invoiced upon substantial completion and is due net twenty (20) days. One and one-half (1 1/2) percent interest per month will be charged on any unpaid balance after thirty (30) days.

If the installation is not totally complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges.

WARRANTY:

The system is warranted against defects in materials and/or workmanship for a period of five (5) years from date of final invoice. All materials are covered. Labor is one year.

INSURANCE CERTIFICATES, PERMITS AND FEES:

We reserve the right to pass on any additional costs to obtain insurance certificates, building permits or miscellaneous fees that have not been previously identified and/or specified in our proposal but are required to complete the project.

CHANGE ORDERS AND OR CANCELLATION:

If, for any reason, you cancel the order, any cancellation, restocking and handling charges will be invoiced. Change orders requested after receipt of your purchase order may also incur additional charges.

PROFESSIONAL BUSINESS SERVICES

*“Records Management – “Having the right information,
in the right place, at the right time, at the right price.”*

Consulting: Our records management consultants will assess your current filing and records storage systems. We will help you determine the technologies and storage methods that will work best for your records management and storage program.

Project Management: We will manage a project from the start of the project to the completion of the project; while you continue to focus on your core business. We will apply our document management expertise to coordinate the required tasks to meet the established goals of the project.

Relocations: Bradford Systems Corporation understands that the timely relocation of your records with minimal interruption is critical during the period of transition. We will help you to maintain your productivity by professionally handling your records relocations.

Conversion & Record Consolidation Services: No matter what your conversion project is, Bradford Systems Corporation can manage your project while minimizing interruption to your operation. Our conversion services include color-coded labeling conversions, top-tab to side-tab conversions, and consolidation/merging of multiple record services.

Records Retention: Reducing the number of files in your inventory can reduce your overhead costs for storage and maintenance. Also, if you are planning a conversion, a reduction in files will lower your conversion costs. Bradford Systems Corporation will identify and purge duplicate records or recommend files for inactive storage.

Database Development: To bring your file system to the next level of control and prepare for the document technology tools of today and tomorrow, Bradford Systems Corporation will validate your file inventories. We will conduct a physical document or file inventory and collect the data to create an accurate database of your entire file system.

Bar Code Tracking: Records management software will allow you to monitor, locate, and control paper records. You can print bar code symbols on a wide variety of labels and track folder to document location by computer. Paper record information can even be merged with an electronic records database.

Imaging Services: You can rely on a single integrated source to oversee your entire electronic – or micrographic-imaging project. Our experienced professionals will prepare your files by identifying, indexing, and separating documents. We will then convert documents into electronic images by scanning off-site or at your location.

ORLAND PARK CLERK
Centralized Files

BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed to this proposal.

_____ 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 proposal, it is understood that the Village of Orland Park reserves the right to reject any or all proposals, to accept an alternate proposal, and to waive any informalities in any proposal.

In compliance with your Request for Proposals, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined.

 Bradford Systems Corporation (Corporate Seal)
Business Name

  David Bradford
Signature Print or type name

 Vice President April 23, 2008
Title Date

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

IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED.

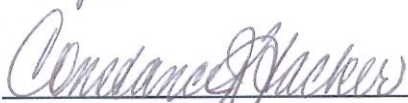
I, David Bradford, being first duly sworn certify
and say that I am Vice President
(insert "sole owner," "partner," "president," or other proper title)

of Bradford Systems Corproation, 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.



Signature of Person Making Certification

Subscribed and Sworn To
Before Me This 23rd Day
of April, 2008.



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 Vendor'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 Vendor 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 Vendor 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.

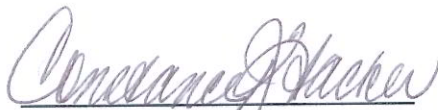
Section III. For the purposes of subsection G of Section II, "subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Vendor and any person under which any portion of the Vendor's obligations under one or more public contracts is performed, undertaken or assumed; 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 Vendor or other organization and its customers.

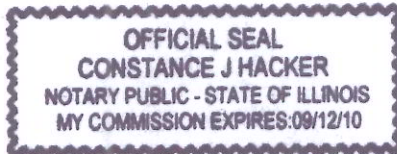
ACKNOWLEDGED AND AGREED TO:

BY: 

DATE: April 23, 2008

Subscribed and Sworn to
before me this 23rd day
of April, 2008


Notary Public



**CERTIFICATION OF COMPLIANCE WITH THE
ILLINOIS PREVAILING WAGE ACT
(820 ILCS 130/0.01, et seq.)**

It is hereby stipulated and certified to the Village of Orland Park, that the undersigned Contractor shall pay not less than the prevailing hourly rate of wages, the generally prevailing rate of hourly wages for legal holiday and overtime work, and the prevailing hourly rate for welfare and other benefits as determined by the Illinois Department of Labor and as set forth in the schedule of prevailing wages for this contract to all laborers, workers and mechanics performing work under this contract. The undersigned Contractor further stipulates and certifies that he/she/it has maintained a satisfactory record of Prevailing Wage Act compliance with no significant Prevailing Wage Act violations for the past three (3) years. In accordance with Public Act 94-0515, the Contractor will submit to the Village certified payroll records (to include for every worker employed on the project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day and starting and ending time of work each day) on a monthly basis, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Contractor is aware that knowingly filing false records is a Class B Misdemeanor.

Contractor:

By:

(Authorized Officer)

Subscribed and Sworn to
before me this 23rd day
of April, 2008

Constance J. Hacker
Notary Public



**VILLAGE OF ORLAND PARK
CONTRACTOR'S CERTIFICATION
SEXUAL HARASSMENT, TAX & SUBSTANCE ABUSE**

David Bradford, having been first duly sworn deposes and states as follows:
(Officer or Owner of Company)

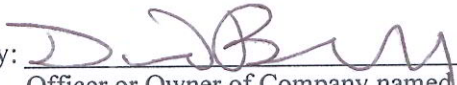
Bradford Systems Corporation, having submitted a proposal for:
(Name of Company)

Village Clerk's Centralized Filing System
(PROJECT)

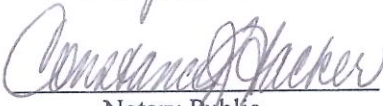
to the Village of Orland Park, Illinois, hereby certifies that the undersigned Contractor:

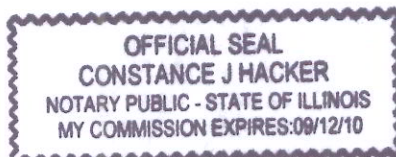
1. has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A)(4).
2. is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if:
 - a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the approved 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.
3. is in full compliance with the Federal Highway Administration Rules on Controlled Substances and Alcohol Use and Testing, 49 CFR Parts 40 and 382 and that
all employee drivers is/are currently participating
(Name of employee/driver or "all employee drivers")
in a drug and alcohol testing program pursuant to the aforementioned rules.
- X 4A. has in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (Public Act 95-0635), and has provided a written copy thereof to the Village of Orland Park; or
- 4B. has in place a collective bargaining agreement which deals with the subject matter of the Substance Abuse Prevention on Public Works Projects Act (Public Act 95-0635).

(Check either 4A or 4B, depending upon which certification is correct.)

By: 
Officer or Owner of Company named above

Subscribed and sworn to
Before me this 23rd
Day of April, 2008.


Notary Public



APPRENTICESHIP AND TRAINING PROGRAM CERTIFICATION

I, David Bradford, having been first duly sworn depose
and state as follows:

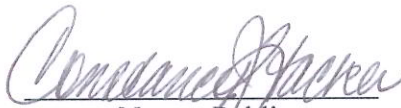
I, David Bradford, am the duly authorized
agent for Bradford Systems Corproation, which has
submitted a bid to the Village of Orland Park for
Village Clerk's Centralized Filing and I hereby certify
(Name of Project)
that Bradford Systems Corporaiton
(Name of Company)

participates in apprenticeship and training programs approved and registered with
the United States Department of Labor Bureau of Apprenticeship and Training.

By: 

Title: Vice President

Subscribed and Sworn to
Before me this 23rd
Day of April, 2008


Notary Public



REFERENCES

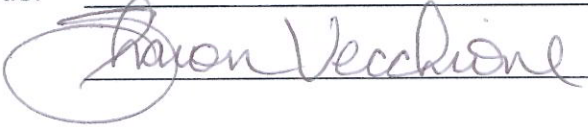
(Please Print or Type)

ORGANIZATION Berwyn Police Department
ADDRESS 6401 West 31st Street
CITY, STATE, ZIP Berwyn, IL 60402
PHONE NUMBER 708-795-5600
CONTACT PERSON Commander Thomas O'Halloran
DATE OF PROJECT 1/28/07 - 5/17/07

ORGANIZATION Wheaton Police Department
ADDRESS 900 West Liberty Drive
CITY, STATE, ZIP Wheaton, IL 60187
PHONE NUMBER 708-748-2564
CONTACT PERSON Janet Barbeau
DATE OF PROJECT 6/9/07

ORGANIZATION Dixon Police Department
ADDRESS 210 South Hennepin Avenue
CITY, STATE, ZIP Dixon, IL 61021
PHONE NUMBER 815-288-4411
CONTACT PERSON Lt. Brad Sibley
DATE OF PROJECT 7/25/06

Proposer's Name & Title: Sharon Vecchione - Office Manager

Signature and Date:  4/23/08

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

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

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

Any insurance policies providing the coverages required of the Contractor 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. Certificates of insurance must state that the insurer shall provide the Village with thirty (30) days prior written notice of any change in, or cancellation of required insurance policies. The words "endeavor to" and "but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives" must be stricken from all Certificates of Insurance submitted to the Village. 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 22 DAY OF April, 2008

Signature

David Bradford

Printed Name & Title

Authorized to execute agreements for:

Bradford Systems Corp.

Name of Company

COMMENTS/REMARKS

Workers Compensation.

OFREMARK

COPYRIGHT 2000, AMS SERVICES INC.

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.