



VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us

Meeting Agenda

Board of Trustees

Village President Daniel J. McLaughlin

Village Clerk John C. Mehalek

*Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Patricia Gira,
Carole Griffin Ruzich, Daniel T. Calandriello, and Michael F. Carroll*

Monday, August 15, 2016

7:00 PM

Village Hall

1. CALL TO ORDER/ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. VILLAGE CLERK'S OFFICE

2016-0563 Approval of the August 1, 2016 Regular Meeting Minutes

Attachments: [Draft Minutes](#)

2016-0587 Approval of the August 8, 2016 Special Meeting Minutes

Attachments: [Draft Special Meeting](#)
[EXHIBIT A - PAA - Public Administration Associates](#)
[EXHIBIT B - Waters & Company](#)
[EXHIBIT C - GOVHR USA](#)

2016-0588 Parents for Education District 135 - Raffle License

Attachments: [Raffle Application](#)

4. PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS

2016-0567 People's Telly Award - Presentation

2016-0578 Government Finance Officers Association Awards - Presentations

5. PRE-SCHEDULED CITIZENS & VISITORS

6. CONSENT AGENDA

A. 2016-0561 Payroll - Approval

Attachments: [Listing](#)

- B. [2016-0562](#) Accounts Payable - Approval
Attachments: [AP Listing](#)
- C. [2016-0545](#) Pavement Rejuvenator - Proposals
Attachments: [Proposal](#)
 [Reclamite Application](#)
- D. [2016-0551](#) Street Light Repairs - Proposal
Attachments: [Street Lighting Proposal](#)
 [Contractor Cost](#)
- E. [2016-0546](#) Disposal of Surplus 2002 Vactor Combination Sewer Jetter Truck
 - Ordinance
Attachments: [Ordinance](#)
 [Ritchie Brothers Info](#)
- F. [2016-0540](#) Three (3) Medium Duty Cab & Chassis with Dump Bodies, Plows,
 and Spreaders - Bid Award
Attachments: [Bidder Summary Sheet](#)
 [Competitive Analysis](#)
 [Bid Tabulation](#)
 [TCO Analysis](#)
- G. [2016-0538](#) Disposal of Village Equipment - Ordinance
Attachments: [Ordinance](#)
- H. [2016-0543](#) Purchase and Installation of two (2) Lift Gates - Proposal
Attachments: [Tri-Angle Fab Quote](#)
- I. [2016-0541](#) 2016 Sanitary Sewer Cleaning and Televising Program - Bid
 Award
Attachments: [Award Recommendation](#)
 [Bid Tabulation](#)
- J. [2016-0544](#) Demolition of Residential Structures at 14403 Irving Avenue -
 Proposal
Attachments: [Proposal](#)
- K. [2016-0586](#) Retail Plaza 159th and LaGrange Road- Landscape Plan

Attachments: [Landscape Plan](#)
[PRI Approval Letter](#)

- L. [2016-0566](#) Addition to Grasslands - Property Annexation Ordinance

Attachments: [Ordinance](#)
[Plat of Annexation](#)

- M. [2016-0383](#) Vrdolyak Residence Rezoning - Ordinance

Attachments: [Ordinance](#)

- N. [2015-0520](#) Addition to Grasslands - Rezoning Ordinance

Attachments: [Ordinance](#)

7. HEARINGS 7:00 P.M.

8. PUBLIC SAFETY

9. TECHNOLOGY, INNOVATION AND PERFORMANCE IMPROVEMENT

10. PUBLIC WORKS

- [2016-0582](#) Carpet and Tile Purchase and Installation (Parks Administration Building) - Proposal

Attachments: [Proposal](#)

11. DEVELOPMENT SERVICES, PLANNING AND ENGINEERING

- [2016-0589](#) Village Code - Title 1, Chapter 13 Economic Development Loan Program Funds - Ordinance

Attachments: [Ordinance](#)

- [2016-0585](#) Holiday Decor and Branding Program - Artistic Holiday Designs

Attachments: [Artistic Holiday Designs](#)
[Proposal Lighting](#)
[Proposal Installation](#)

12. PARKS AND RECREATION

13. FINANCE

14. MAYOR'S REPORT

[2016-0564](#) GovHR USA - Approval

Attachments: [GovHR USA - Proposal](#)

15. VILLAGE MANAGER'S REPORT

16. NON-SCHEDULED CITIZENS & VISITORS

17. BOARD COMMENTS

18. EXECUTIVE SESSION

A. Approval of Minutes

B. The Appointment, Employment, Compensation, Discipline, Performances or Dismissal of Specific Village Employees

19. RECONVENE BOARD MEETING

Report on Executive Session and Action as a Result of, if any.

20. ADJOURNMENT

DATE: August 15, 2016

REQUEST FOR ACTION REPORT

File Number:	2016-0563
Orig. Department:	Village Clerk
File Name:	Approval of the August 1, 2016 Regular Meeting Minutes

BACKGROUND:

BUDGET IMPACT:

REQUESTED ACTION:

I move to approve the minutes of the Board of Trustees Meeting of August 1, 2016.

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us



Meeting Minutes

Monday, August 1, 2016

7:00 PM

Village Hall

Board of Trustees

Village President Daniel J. McLaughlin

Village Clerk John C. Mehalek

*Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Patricia Gira,
Carole Griffin Ruzich, Daniel T. Calandriello, and Michael F. Carroll*

CALL TO ORDER/ROLL CALL

Present: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll and President McLaughlin

VILLAGE CLERK'S OFFICE

2016-0536 Approval of the July 18, 2016 Regular Meeting Minutes

The Minutes of the Regular Meeting of July 18, 2016, were previously distributed to the members of the Board of Trustees. President McLaughlin asked if there were any corrections or additions to be made to said Minutes. There being no corrections or additions,

I move to approve the minutes of the Board of Trustees Meeting of July 18, 2016.

A motion was made by Trustee Fenton, seconded by Trustee Calandriello, that this matter be APPROVED. The motion carried by the following vote:

Aye: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS

2016-0539 Community Pride Awards - Providence Catholic Baseball

Community Pride Awards will be presented to Orland Park residents who play for Providence Catholic High School baseball team in recognition of their winning the state championship.

Providence is the first Illinois high school to win three consecutive baseball state championships in the 77 year history of the Illinois High School Association.

This was a presentation, NO ACTION was required.

CONSENT AGENDA

Passed the Consent Agenda

A motion was made by Trustee Dodge, seconded by Trustee Gira, to PASS THE CONSENT AGENDA, including all the following items marked as having been adopted on the Consent Agenda. The motion carried by the following vote:

Aye: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

2016-0553 Payroll - Approval

The lists of Payroll having been submitted to the Board of Trustees for approval and the lists having been determined by the Board of Trustees to be in order and having been approved by the various Department Heads,

I move to approve the Bi-Weekly Payroll for July 29, 2016 in the amount of \$1,166,022.66.

This matter was APPROVED on the Consent Agenda.

2016-0554 Accounts Payable - Approval

The lists of Accounts Payable having been submitted to the Board of Trustees for approval and the lists having been determined by the Board of Trustees to be in order and having been approved by the various Department Heads,

I move to approve the Accounts Payable from July 19, 2016 through August 1, 2016 in the amount of \$4,827,631.55.

This matter was APPROVED on the Consent Agenda.

2016-0468 Software Maintenance for Panasonic In-Car Cameras - Purchase

The Police Department has Panasonic Arbitrator In-Car Camera Systems installed in 41 marked patrol vehicles to record traffic stops and other events. The annual software maintenance and support from the supplier (CDS Technologies) is \$9,963.00.

I move to approve the payment in the amount not to exceed \$9,963.00 for the in-car camera software maintenance contract with CDS Technologies Itasca, Illinois.

This matter was APPROVED on the Consent Agenda.

2016-0508 Sportsplex Cardio Equipment Purchase

On November 16, 2015, staff presented the Sportsplex Market Segmentation Report to the Recreation Committee and provided copies of the report to the Board of Trustees. The report included a summary of the community and Sportsplex membership demographics, an overview of the Sportsplex facility amenities, a full inventory of the fitness center equipment including current conditions of each piece, an overview of the feedback gleaned from the past two Sportsplex customer surveys, financial data and capital projects/purchases, and a recommendation for future improvements and investment based on feedback and analysis.

Staff reviewed the findings of the report with the committee which identified the Sportsplex as a high-quality; mid-tier fitness facility providing a range of equipment options that satisfies the diverse needs of members. While several

tiers of equipment are offered, it is prudent to maintain a consistency by type in each tier to provide users with the desired familiarity. The 2014/15 equipment purchases were outlined in the report and noted that these purchases would be brought to the Recreation and Parks Committee for consideration in the coming months. The equipment recommendation that is being considered tonight is aligned with the goal of maintaining the position of Sportsplex in its market segment as described in the report.

Life Fitness and Precor were awarded the contract from National Joint Powers Alliance (NJPA) Cooperative for Healthcare, Fitness & Medical Related Solutions. NJPA referred staff to the local sales representatives as Life Fitness and Precor are both the sole source providers of these products and are the authorized sales representatives for our area. Staff received NJPA co-op pricing and a quote from our local Life Fitness and Precor representative (See attached quotes). To the advantage of the Village, the quoted prices from the local sales representatives both came in below the NJPA pricing. Precor quoted a price of \$31,162.50 which is \$1,800.00 less than the co-op price of \$32,962.50. Life Fitness quoted a price of \$46,409.01 which is \$10,069.14 less than the co-op price of \$56,478.15.

All of the proposed equipment will be replacing existing equipment that has become worn or unstable, requiring frequent maintenance to remain in operation. Life Fitness Cardio equipment includes: (3) Integrity Cross Trainers, (4) Integrity Power Mills, (2) Integrity Treadmills, and (9) Life Fitness attachable TVs.

Precor Cardio equipment includes: (2) Adaptive Motion Trainers, (2) Elliptical with moving handlebar and adjustable cross ramp, (4) recumbent cycles. The Adaptive Motion Trainers will be replacing two (2) fourteen year old elliptical machines. The two (2) new elliptical machines will be replacing two (2) elliptical machines that are also fourteen years old. The four (4) recumbent bikes will be replacing two (2) fourteen year old bikes and two of these bikes will be an addition to the fitness floor. With the increase of senior memberships it was determined that there is a need to improve the equipment that is most desirable to senior patrons.

I move to approve the purchase of cardio equipment as outlined from Life Fitness in the amount of \$46,409.01 and Precor in the amount of \$31,162.50.

This matter was APPROVED on the Consent Agenda.

2016-0513 Sportsplex Dumbbell/ Weight Plate Equipment - Purchase Approval

On November 16, 2015 staff presented the Sportsplex Market Segmentation to the Recreation Committee and provided copies of the report to the Board of Trustees. The report included a summary of the community and Sportsplex membership demographics, an overview of the Sportsplex facility amenities, a full inventory of the fitness center equipment including current conditions of each piece, an overview of the feedback gleaned from the past two Sportsplex

customer surveys, financial data and Capital projects/purchases, and a recommendation for future improvements and investment based on feedback and analysis.

Staff reviewed the findings of the report with the committee which identified the Sportsplex as a high-quality; mid-tier fitness facility providing a range of equipment options that satisfies the diverse needs of members. While several tiers of equipment are offered, it is prudent to maintain a consistency by type in each tier to provide users with the desired familiarity. The 2014/15 equipment purchases were outlined in the report and noted that these purchases would be brought to the Recreation and Parks Committee for consideration in the coming months. The equipment recommendation that is being considered tonight is aligned with the goal of maintaining the position of Sportsplex in its market segment as described in the report.

Life Fitness was awarded the contract from National Joint Powers Alliance (NJPA) Cooperative for Healthcare, Fitness & Medical Related Solutions. NJPA referred staff to the local sales representatives as Life Fitness is the sole source provider of these products and the authorized sales representative for our area. Staff received NJPA co-op pricing and a quote from the local Life Fitness representative.

To the advantage of the Village, the quoted prices from the local sales representative came in below the NJPA pricing. Life Fitness quoted a price of \$32,309.12 which is \$10,956.41 less than the co-op price of \$43,265.53.

Life Fitness Dumbbell/Weights includes: Perform Better Vertical bar holder, Hammer Strength Barbells (straight) 20-60 lbs., Hammer Barbell (EZ Curl) 20-60 lbs., Hammer Dumbbells 5-125 lbs., Hammer Olympic plates 5-45 lbs. This will be replacing all the current equipment that is 14 years old.

The proposed purchase would include all the equipment attached for the price of \$32,309.12 which includes freight/fuel/installation.

I move to approve the purchase of Dumbbells and Weight equipment as outlined from Life Fitness in the amount of \$32,309.12.

This matter was APPROVED on the Consent Agenda.

2016-0542 Release Agreement

This is a final resolution to the allegations made involving the employment of employee Cynthia Pietrucha. It is the desire of the Village and the employee to settle and resolve all alleged issues between them.

Ms. Pietrucha's resignation and release agreement is a complete and total resolution and settlement of any and all claims of any kind, which the employee

has or may have against the Village, or which the employee may have asserted against the Village, up to the date of this Agreement.

I move to approve entering into a Full and Final Resignation and Release agreement with employee Cynthia Pietrucha.

This matter was APPROVED on the Consent Agenda.

2016-0509 Laurel Hills Pond Native Landscape Stewardship for 2017, 2018, 2019, and 2020

In 2011, the Village established the Basin and Best Practices Management report. The report contains bids and evaluations on Village ponds and areas that require stewardship to ensure proper functionality and aesthetics of said areas. Since the completion of the report, the Village has worked with contractors to perform the required services. The selected companies were chosen based on price and expertise in the area of ecological restoration. Pizzo & Associates, LTD. is one of the companies that were awarded basin and restoration work. Pizzo has proven to be extremely knowledgeable in this area of work and have provided exemplary service to the Village on high-profile pond and natural area projects.

A quote was requested from Pizzo & Associates for the Stewardship of Laurel Hills Pond. The work includes the control of invasive woody and herbaceous flora through cultural methods, physical removal or the application of appropriate herbicides. The native plants will take advantage of the competitive release created by mowing, and the timely application of herbicide or physical removal of the non-native plants.

Controlled burns in natural areas and bio swales will be implemented as needed. Pizzo will obtain all necessary permitting and will use fire as a tool to clear debris, recycle nutrients and stimulate native plant and animal species. The fire crew is comprised of S130/S190 trained crew leaders knowledgeable in the fuel types present. The fire crew will create firebreaks and place noticeable signage prior to the burn. Seeds will be harvested prior to the burn to allow for the post burn dispersal. Areas to be burned will contain unburned refuge for animal species.

When conducted, controlled burns will be billed in addition to the General Stewardship services.

I move to approve the Stewardship of Laurel Hills pond for 2017, 2018, 2019 and 2020 by Pizzo & Associates Ltd. for a total amount not to exceed \$15,876.00

This matter was APPROVED on the Consent Agenda.

2016-0510 Bottom Basin Enhancement Planting and Maintenance for Laurel Hills Pond

In 2011, the Village established the Basin and Best Practices Management report. The report contains bids and evaluations on Village ponds and areas that require stewardship to ensure proper functionality and aesthetics of said areas. Since the completion of the report, the Village has worked with contractors to perform the required services. Two proposals for the Basin bottom enhancement planting and maintenance for the Laurel Hills pond. The selected companies were chosen based on price and expertise in the area of ecological restoration. The proposal received from Pizzo was at a cost of \$8,256.27 for the alternate to base bid for seed mix, and the proposal from V3 at a cost of \$11,330 for the alternate base bid for seed mix.

Pizzo & Associates, LTD. is one of the companies that were awarded basin and restoration work. Pizzo has proven to be extremely knowledgeable in this area of work and have provided exemplary service to the Village on high profile pond and natural area projects.

I move to approve the proposal from Pizzo & Associates for the Basin Bottom Enhancement Planting and Maintenance Alternate to base bid for Laurel Hills Pond at a total cost not to exceed \$8,256.27.00

This matter was APPROVED on the Consent Agenda.

2016-0511 Native Landscape Stewardship 2017, 2018 and 2019 for Anthony, Legend and Tallgrass ponds

In 2011, the Village established the Basin and Best Practices Management report. The report contains bids and evaluations on Village ponds and areas that require stewardship to ensure proper functionality and aesthetics of said areas. Since the completion of the report, the Village has worked with contractors to perform the required services.

V3 currently provides stewardship of Anthony, Legend and Tallgrass ponds. V3 has provided superior expertise and service, greatly improving the functionality and appearance of the natural plantings at the aforementioned properties.

The selected companies were chosen based on price and expertise in the area of ecological restoration. V3 is one of the companies that were awarded basin and restoration work. V3 has proven to be extremely knowledgeable in this area of work and have provided exemplary service to the Village on high profile pond and natural area projects.

I move to approve a three year agreement for Site Stewardship Management from V3 Construction Group LTD. at a total cost not to exceed \$35,115.00 for Anthony Pond, \$18,650.00 for Legend Pond and \$18,650.00 for Tallgrass Pond for the years 2017, 2018 and 2019.

This matter was APPROVED on the Consent Agenda.

2016-0383 Vrdolyak Residence Rezoning

On December 10, 2015 (BP-15-02213), the Village's Building Division approved building plans for a single-family home to be located on the parcel which is proposed to be rezoned. Construction of said home is currently underway. New plans, which were submitted with the rezoning petition, do not propose any changes to the single-family home itself, only to lot coverage in the form of additional/expanded accessory structures (patio areas and driveways) as well as changes to site grading.

This petition is strictly a review of the proposed rezoning of the parcel and does not imply approval/denial of the proposed site plan changes. Such an approval would come from the Building Division. A summary of the proposed changes are provided within this report and are for reference only. A new plan showing proposed grading changes, accessory structures, lot coverage calculations and relevant dimensions would need to be submitted to the Building Division for review and approval upon rezoning approval.

The petitioner is requesting to rezone a parcel currently zoned E-1 Estate Residential District to R-1 Residential District. In rezoning to R-1, the parcel would mirror the current zoning of adjacent parcels, which are zoned R-1 to the north and west (single-family residential homes) and R-4 to the east (Crystal Tree Subdivision). A vacant, unincorporated parcel abuts the parcel to the south.

The recommendation motion includes the following conditions:

- 1) Submit a revised site and engineering plan to the Building Division for review and approval.
- 2) Meet all building and engineering related items.

Overall, the project conforms to the Village's Comprehensive Plan, Land Development Codes and policies for this area.

I move to approve the rezoning of the parcel addressed 14660 108th Avenue as recommended at the June 28, 2016 Plan Commission meeting and as fully referenced below.

(THIS SECTION FOR REFERENCE ONLY (NOT NECESSARY TO BE READ))

I move to recommend to the Village Board of Trustees to approve the rezoning of the parcel addressed 14660 108th Avenue from E-1 Estate Residential District to R-1 Residential District subject to the following condition:

- 1) Submit a revised site and engineering plan to the Building Division for review and approval.
- 2) Meet all building and engineering related items.

This matter was APPROVED on the Consent Agenda.

2016-0304 Southside Chicago Hitmen - Ordinance

This project was approved by the Village Board of Trustees on July 5, 2016. The special use permit ordinance was before the Village Board for approval.

I move to pass Ordinance Number 5111, entitled: ORIDINANCE GRANTING A SPECIAL USE PERMIT FOR SOUTHSIDE CHICAGO HITMEN

This matter was PASSED on the Consent Agenda.

2016-0516 Zeigler Nissan & Infiniti of Orland Park

In January 2016, Zeigler Auto Group purchased the Nissan and Infiniti dealerships in Orland Park. Ziegler has also been the owners of the Orland Park BMW Dealership since August of 2013. Zeigler Auto Group is a family owned and operated retail automotive dealership (23 locations) headquartered in Kalamazoo, Michigan.

The proposed project includes the construction of a new Infiniti dealership to be located at 8751 159th Street (the formerly approved Shoppes at 88th) and the renovation of the existing Nissan dealership. Zeigler has formally petitioned for their Special Use Permit and their public hearing is anticipated for August, 2016. The vacant property (which was previously foreclosed) is also under contract with Zeigler pending Village approvals and entitlements. When finished, they project additional employment of 50 people.

Zeigler has requested a sales tax sharing Incentive Agreement with the Village of Orland Park to assist with their proposed project. Based upon their financial models, Zeigler anticipates increasing their taxable sales by over 100%, amounting to over \$35 million in additional taxable sales. This would mean an increase in sales tax of over \$356,000 annually, of which 50% would be shared with Zeigler, based upon the following proposed terms:

Nissan:

Nissan Dealership Renovation Project - \$1,050,000 capped cost (capital costs only)

50% of incremental sales tax sharing (not including amount currently generated)

2015 Sales Tax Base Set - \$207,628 (remains 100% Village of Orland Park)

Ten year term - This is consistent with previous BMW term

Engineer Verification of costs required

Job Creation/Retention and private investment numbers required

Claw back provision (incentive payback) if the dealership closes/relocates outside of Village of Orland Park within 10 years

Payments will be made quarterly by the Village of Orland Park, as increment is produced and paid by the State of Illinois

Compliance with all Village of Orland Park zoning, building and other applicable codes required

Infiniti:

New Infiniti Dealership - Development and Construction - \$8,050,000 capped cost (capital costs only)

50% of incremental sales tax sharing (not including amount currently generated)

2015 Sales Tax Base Set - \$131,030 (remains 100% Village of Orland Park)

Ten year term - this is consistent with term of BMW agreement

Engineer Verification of costs required

Job Creation/ Retention and private investment numbers required

Claw back provision (incentive payback) if the dealership closes/relocates outside of Village of Orland Park within 10 years

Payments will be made quarterly by the Village of Orland Park, as increment is produced and paid by the State of Illinois

Compliance with all Village of Orland Park zoning, building and other applicable codes required

Please note there are two existing agreements already in place for these dealerships. The Infiniti dealership never surpassed the base and no sales tax has been shared. The Nissan was a five year agreement, and the Village has paid \$813,664 to date with two years to go. This agreement is capped at \$850,000. Both of these agreements would be terminated and replaced with a new one.

Finally, Zeigler has requested that a combined base of \$338,658 be used in the agreement. This is the total of each of the existing dealership's 2015 Sales Tax generated. This will allow greater flexibility between the dealerships, if one performs better/worse than the other. However, it has no direct financial impact on the Village, as the full base amount of \$338,658 must first be received by the Village of Orland Park prior to any sharing of new incremental sales tax. However, in the future, if one of the dealerships is closed or sold, the base amount of \$338,658 would still need to be generated by the remaining dealership prior to any sales tax sharing. Zeigler is aware of this provision, as well.

The proposed terms of the agreement will be incorporated into the final Development Agreement, once they have completed their zoning approval process. However, Zeigler has requested approval of the proposed terms prior to finalizing and completing their zoning entitlement process, and closing on the subject property.

I move to approve a Sales Tax Sharing agreement with Zeigler Nissan and Infiniti, as outlined above and to be incorporated into their final Development Agreement, pending approval of the zoning, special use and building permits.

This matter was APPROVED on the Consent Agenda.

2016-0517 Stellwagen Farmhouse Foundation Restoration Re-Bid #15-019

On July 14, 2015, the Village of Orland Park issued Bid #15-019 to solicit responses and proposals from contractors to correct and historically restore the Stellwagen Farm farmhouse building foundation. At that time all responses were deemed not responsive to the bid criteria and on September 8, 2015 the Village Board of Trustees rejected all of them.

On March 14, 2016, the Village re-issued the same bid from July 2015 with additional information for the repair and restoration of the Stellwagen Family Farm's farmhouse foundation.

A pre-bid meeting was held on site on April 4, 2016 to walk through the project with potential respondents. All bids were due on April 25, 2016. Four bids were received from Berglund Construction, Kovilic Construction, Louder Enterprises and Nu-Con Construction.

Bid review was conducted in May 2016 and the Stellwagen Family Farm Foundation met to discuss and review the bid proposals received in the beginning of June.

The following is a breakdown of the costs associated with each bid, from highest to lowest.

Kovilic Construction Co., Inc. -- \$139,000
Berglund Construction Company -- \$95,000
Nu-Con Construction Co. -- \$86,927.88
Louder Enterprises, Inc. -- \$67,428

The Stellwagen Family Farm budget for FY 2016 (which was issued by the Village Board) included a line item for the foundation restoration project for \$55,000. All four submitted bids are therefore over budget. The lowest bid is over budget by \$12,428.

At the June 8, 2016 Stellwagen Family Farm Foundation meeting the group discussed the lowest bid, which was lower in price by \$19,499. They determined that the lowest bid was sufficient for the project subject to a number of conditions. They requested staff double check all references for quality of work, that a Certificate of Appropriateness review be conducted on the proposed improvements by Louder and that McGuire Iglecki and Associates provide oversight. Finally they required building permits and inspections for the job.

I move to approve the lowest bidder, Louder Enterprises Corporation to complete the Stellwagen Farm farmhouse foundation restoration project with a budget adjustment from the General Fund as recommended at the June 8, 2016 Stellwagen Family Farm Foundation meeting and as indicated in the below fully

referenced motion.

THIS SECTION FOR REFERENCE ONLY (NOT NECESSARY TO BE READ)

I move to approve the lowest bidder, Louder Enterprises Corporation to do the farmhouse restoration project at a price of \$67,428 subject to the following conditions:

1. That staff double-check all references;
2. That additional funds are granted by the Village Board to fully fund the project;
3. That a COA review is conducted prior to construction of the project;
4. That McGuire Igleski and Associates review the COA; and
5. That Louder obtains building permits and inspections to ensure project completion.

And

I move to amend the budget for the Stellwagen Family Farm Foundation farmhouse foundation restoration project from \$55,000 to \$67,428 by adding \$12,428 from the General Fund's Contingency Account to the Open Lands Fund Land and Land Improvements Line Item.

This matter was APPROVED on the Consent Agenda.

DEVELOPMENT SERVICES, PLANNING AND ENGINEERING

2016-0370 All Saints Lutheran Church Garage - Ordinance

All Saints Lutheran Church is requesting a special use permit amendment with modifications to construct a three-car detached garage at 13350 LaGrange Road. Two modifications are requested:

- 1) Increase the number of allowable detached garages from 1 to 2, per Land Development Code Section 6-302.C.13
- 2) Allow the exterior walls of a three-car garage accessory building to be constructed of non-masonry materials, per Village Code 5-1-13 Section 501.3.2 and 503.2.1

In 1997, the Village Board approved the annexation of the All Saints Lutheran Church property at 13350 South LaGrange Road and a special use permit for a place of worship, allowing the continued operation of the existing church facility (Ord. 3033, Ord. 3040). Upon annexation, the property was zoned E-1 Estate Residential District.

There are currently two existing detached garages on site that were constructed prior to annexation in 1997 and allowed for under the original special use permit. The one-car garage and two-car garage with side storage are of frame construction with siding. The current petitioner is seeking an amendment to the

1997 special use permit with modifications, allowing an increase in the number of allowable detached garages in the E-1 District from 1 to 2 and the proposed three-car detached garage to be constructed of non-masonry materials.

The petitioner has submitted a plat of survey and site plan indicating the location of the proposed garage as well as construction specifications. The garage will house church vans and provide an additional storage area.

The proposed three-car garage will be constructed at the southwest corner of the rear parking lot on an existing concrete pad. The area is not visible from the right-of-way along LaGrange Road and is heavily screened by trees and landscaping on the south side of the property. An existing one-car garage will be demolished and an 816 square foot three-car garage will be constructed of a composite siding material. There are no proposed changes to the existing two-car garage with side storage, located to the west. The total number of proposed detached garages on site will match the existing number of garages (two detached garages).

The recommendation motion includes the following conditions:

- 1) Meet all final engineering and building code related items.
- 2) Replace any existing landscaping, if impacted by construction.

Overall, the project conforms to the Village's Comprehensive Plan, Land Development Codes and policies for this area.

I move to pass Ordinance Number 5112, entitled: ORDINANCE GRANTING A SPECIAL USE AMENDMENT WITH MODIFICATIONS AND WITH ASSOCIATED SITE PLAN AND ELEVATION CHANGES FOR ALL SAINTS LUTHERAN CHURCH.

A motion was made by Trustee Fenton, seconded by Trustee Calandriello, that this matter be PASSED. The motion carried by the following vote:

Aye: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

BOARD COMMENTS

TRUSTEE DODGE – Stated that at the Technology, Innovation and Performance Improvement Committee meeting tonight, Chief Technology Officer Frank Florentine gave a presentation regarding his technology observations during his first month of employment at the Village. Trustee Dodge reported that the Village is moving forward on its technology push.

TRUSTEE CALANDRIELLO – Reminded everyone that tomorrow Tuesday, August 2nd at the Civic Center is the National Night Out event, beginning at 5:00 PM.

He thanked everyone for their best wishes and prayers on the birth of his first child.

The entire Board reminded everyone that this weekend beginning Friday, August 5th through Sunday, August 7th is the Taste of Orland. Great entertainment and food will be at this event. It gets better and better with each passing year!

PRESIDENT McLAUGHLIN – Stated that on Sunday, August 7th at 1:00 PM at the Taste of Orland all Vietnam Veterans are invited to a special welcome home concert featuring a Creedence Clearwater Revival tribute band. At 12:20 PM before this concert a ceremony will begin with the presentation of colors.

The Board also congratulated Trustee Calandriello and his wife on the birth of their first child.

EXECUTIVE SESSION

I move to recess to a Closed Executive Session for the purpose of discussion of a) approval of minutes; and b) the purchase or lease of real property for the use of the village.

A motion was made by Trustee Fenton, seconded by Trustee Calandriello, that this matter be RECESS. The motion carried by the following vote:

Aye: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

RECONVENE BOARD MEETING

The roll was called to reconvene the Regular Meeting and Trustees Fenton, Dodge, Gira, Ruzich, Calandriello, Carroll and President McLaughlin were present.

Purpose of the Executive Session was for the discussion of a) approval of minutes; and b) the purchase or lease of real property for the use of the village.

ADJOURNMENT - 8:00 PM

A motion was made by Trustee Calandriello, seconded by Trustee Carroll, that this matter be ADJOURNED. The motion carried by the following vote:

Aye: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

/nm

APPROVED:

Respectfully Submitted,

John C. Mehalek, Village Clerk

Casey Griffin, Deputy Village Clerk

DATE: August 15, 2016

REQUEST FOR ACTION REPORT

File Number:	2016-0587
Orig. Department:	Village Clerk
File Name:	Approval of the August 8, 2016 Special Meeting Minutes

BACKGROUND:

BUDGET IMPACT:

REQUESTED ACTION:

I move to approve the minutes of the Board of Trustees Special Meeting of August 8, 2016.

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us



Meeting Minutes

Monday, August 8, 2016

5:00 PM

Special Meeting

Village Hall

Board of Trustees

Village President Daniel J. McLaughlin

Village Clerk John C. Mehalek

*Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Patricia Gira,
Carole Griffin Ruzich, Daniel T. Calandriello, and Michael F. Carroll*

CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:20 PM.

Present: 6 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll and President McLaughlin

Absent: 1 - Trustee Dodge

ITEM FOR DISCUSSION**2016-0564 Recruiting Firms for Village Manager's Search - Interviewing**

President McLaughlin commented that the Board instructed staff to research several search firms for the Village Managers position. Three firms were selected and are with us tonight to give their presentations and interview with the Board.

The following firms were selected:

- Waters & Company, a Springsted Company, St. Paul, Mn.
- PAA Public Administration Associates, Oshkosh, WI.
- GovHR, Deerfield, IL.

A decision by the Board will then be made on which firm fits the Village the best.

Public Administration Associates, LLC

Art Osten, Jr., Associate from Public Administration Associates, LLC (PAA) from Fox River Grove began his power point presentation (EXHIBIT A).

Mr. Osten reviewed PAA's approach to an executive search; he outlined the process; he reviewed the time scheduled; and their proposal.

President McLaughlin questioned that this did not make a difference eight years ago when the search was on for a Village Manager, but there is an upcoming election in April, 2017. He has no idea if there will be opposition at this point, there is a possibility that the Board could change come May, 2017. He asked if this would make a difference to a candidate.

Mr. Osten stated certainly, especially if this candidate is moving from another state. But if there is a history of non-contentious elections for the Village in the past, then maybe this would be fine.

President McLaughlin stated that his concern was that possibly some really good candidates would skip over applying because they would see there was an

upcoming election. His thoughts were to wait until after the election to search for the new Village Manager.

Mr. Osten stated he does not see this as a problem.

President McLaughlin asked if required residency within the Village would be a problem for a new candidate.

Mr. Osten did not believe this would be a problem.

President McLaughlin stated that he was hoping to tighten up a four month search to happen sooner.

Mr. Osten stated that could happen.

Clerk Mehalek asked if after a few months of searching and no one was found and the Board decided to wait till after the election and start again, would that be a problem.

Mr. Osten stated that would not.

President McLaughlin thanked Mr. Osten and stated that this decision will be made soon.

Mr. Osten thanked the Board and looks forward to working with them.

Waters & Company, a Springsted Company

Miguel Ozuna, Vice President and Consultant of Waters & Company located in Addison, Texas and St. Paul, Minnesota thanked the Board for this opportunity and began his power point presentation (EXHIBIT B). He stated that Senior Vice President and Consultant Sharon Klumpp would have been with him tonight, but she is tending to some medical issues. Ms. Klumpp and Mr. Ozuna will be the Villages Team.

Mr. Ozuna reviewed Waters & Company's general information; discussed Waters & Company staff; discussed the different tasks; recruitment; interviewing; timeline; proposed costs; triple guarantee.

ROLL CALL - 6:35 PM

Trustee Dodge joined the meeting via telephone conferencing. He is away on a business trip.

Present: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll and President McLaughlin

Recruiting Firms for Village Manager's Search - Interviewing (Continued)

(Continued 6:37 PM)

Waters & Company, a Springsted Company - Continued

Miguel Ozuna, Vice President and Consultant of Waters & Company continued with his power point presentation (EXHIBIT B).

He explained commence advertising that would be done and recruitment strategy and candidate outreach, along with candidate screening.

President McLaughlin questioned that there is an upcoming election in April, 2017. He has no idea if there will be opposition at this point, there is a possibility that the Board could change in May, 2017. He asked if this would make a difference in the number and quality of candidates.

Mr. Ozuna stated that possibly yes, he stated that the Village of Orland Park is a positive Village and he does not see it being a problem.

President McLaughlin asked what Waters & Company's timeframe would be.

Mr. Ozuna stated that his target is 90 days. It will depend on the quality of candidates that are received, so it could be 120 days or more.

President McLaughlin asked if required residency within the Village would be a problem for a new candidate.

Mr. Ozuna stated that with a Village of this size, this is a normal request and this is a very desirable community.

President McLaughlin thanked Mr. Ozuna and stated that a decision will be made soon.

Mr. Ozuna thanked the Board for this opportunity and looks forward to hearing from the Board.

RECESS – 6:50 PM

A motion was made by Trustee Carroll, seconded by Trustee Calandriello, that this matter be RECESS. The motion carried by the following vote:

Aye: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

RECONVENE SPECIAL BOARD MEETING

The roll was called to reconvene the Regular Meeting and Trustees Fenton,

Dodge, Gira, Ruzich, Calandriello, Carroll and President McLaughlin were present.

Recruiting Firms for Village Manager's Search - Interviewing (Continued)

(Continued - 7:05 PM)

GovHR USA

Heidi Voorhees, President of GovHR USA thanked the Board for inviting her back. Ms. Voorhees was employed back in 2008 with the PAR Group who was contracted by the Village to search for its next Village Manager, and at that time Paul Grimes was hired.

She stated that the ICMA Conference is the third week in September in Kansas City and if chosen, she would like to showcase Orland Park nationally for its search for a new Village Manager at her booth during this event.

Ms. Voorhees began her power point presentation (EXHIBIT C). She reviewed GovHR USA's philosophy, experience, process and path to success. She explained their advertising, outreach, guarantee, commitment and communication, and her proposal.

President McLaughlin asked what GovHR USA's timeframe would be.

Ms. Voorhees stated 90 days from the time the contract is signed to the appointment of your new Village Manager.

President McLaughlin questioned that there is an upcoming election in April, 2017. He has no idea if there will be opposition at this point, there is a possibility that the Board could change in May, 2017. He asked if this would make a difference in the number and quality of candidates.

Ms. Voorhees stated that it can, but the Village has a very good track record with stability and that is what would be told to candidates.

President McLaughlin asked if required residency within the Village would be a problem for a new candidate.

Ms. Voorhees stated that residency requirements will always reduce the pool of candidates. She always tells candidates if this is something that they really want and is a problem, it needs to be discussed up front. She asked if the Board could be flexible on this requirement.

Trustee Dodge asked regarding the residency requirement, does Ms. Voorhees believe there will be a decent set of candidates from the Illinois area.

Ms. Voorhees stated that is hard to say. Most recruitment's will be regional; most will come from the Metropolitan area. Orland Park is a larger community; the larger the community the pool grows smaller due to the qualifications to manage a community of this size.

Trustee Gira asked if the Board can also watch her interviewing candidate's on facetime or skype.

Ms. Voorhees explained there is a brand new program called Spark Hire that GovHR is using to video tape the candidates. The candidates are given three questions that they will answer. A type of YouTube video would then be sent to the Board for you to review how the candidate answers these three questions. The cost of using this program is not very expense.

President McLaughlin thanked Ms. Voorhees and stated that a decision will be made soon.

Ms. Voorhees thanked the Board for their time and hopes to work with them once again.

Discussion

President McLaughlin asked the Board if an additional Special Meeting was needed or was the Board ready to discuss which search firm is best for the Village.

The Board discussed that Miguel Ozuna, Vice President and Consultant of Waters & Company had a lot of bigger municipalities.

Art Osten, Jr., Associate from Public Administration Associates, LLC (PAA) was too small of a company.

Heidi Voorhees from GovHR USA gave the best presentation and seemed to have the best fit on what the Village is looking for in a search firm for the new Village Manager.

The entire Board agreed to offer Heidi Voorhees from GovHR USA the job of being the recruitment service for the Village's new Village Manager search.

The Board discussed the residency requirements and believes it should be placed in the brochure. Wordage on the lines of – Residency required but will negotiate a timeframe.

If a candidate is moving from another state or a far distance they would be required to have residency in Orland Park. However, if someone applies and lives in another community close by, a timeframe should be given that they would need to relocate into the Village.

The Board believes it makes a difference when you live in the Village, you take more pride in the community you live in and that reflects in their job. In today's environment for a corporate position, they should realize they need to have residency in the community where they are employed. With the salary that will be offered for this position, it is affordable to relocate.

The Board agreed that even though Ms. Voorhees stated there could be a timeframe of 90 days - the Board does not want to rush through this process.

Clerk Mehalek requested to have Ms. Voorhees give a cost on the use of the program Spark Hire that she discussed.

President McLaughlin requested that the Board review the Orland Park Village Managers brochure and make any additions needed. He would like this ready so that Ms. Voorhees will bring this brochure to the ICMA Conference in Kansas City.

A formal motion will be made at the August 15, 2016 Board of Trustee meeting.

NO ACTION - Discussion Only

ADJOURNMENT - 8:00 PM

A motion was made by Trustee Carroll, seconded by Trustee Gira, that this matter be ADJOURNED. The motion carried by the following vote:

Aye: 7 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

/nm

APPROVED:

Respectfully Submitted,

John C. Mehalek, Village Clerk

**Public Administration Associates, LLC
(PAA)**

Proposal to provide:

EXECUTIVE SEARCH SERVICES

for the position of

VILLAGE MANAGER

for the

VILLAGE OF ORLAND PARK, IL

**Submitted
July 20, 2016**

Contact:

Art Osten, Jr., Associate
Public Administration Associates, LLC
905 Pleasant Street
Fox River Grove, Illinois
847/910-9057

artosten@sbcglobal.net
www.public-administration.com



*P.O. Box 282
Oshkosh WI 54903
Phone: 920-235-0279
Email: paassoc@northnet.net
www.public-administration.com*

July 20, 2016

President Dan McLaughlin & Trustees
Village of Orland Park
14700 S. Ravinia Ave.
Orland Park, IL 60462

Dear President McLaughlin & Trustees:

In response to your recent invitation, I am herewith submitting our proposal to assist the Village of Orland Park with the recruitment of its next Village Manager. Public Administration Associates (PAA) provides high quality municipal executive searches without the overhead expense of other firms. What follows is information about our company and the services we would be happy to provide. Please also feel free to visit our website at www.public-administration.com for additional information.

PAA is dedicated to encouraging professional management in municipal organizations and assisting local governments in that endeavor. A description of our company and its personnel are described in Section 1 and Attachment "A". While all three Partners will be available to assist in this recruitment effort at the quoted fee, I will serve as the lead person for this project and be assisted by another PAA Associate.

PAA has many years of leadership experience as city managers and as active participants in the international and state city management associations. For example, I have thirty years of local government experience, written articles for the International City/County Management Association's PM magazine regarding recruiting, and remain active in the Illinois City/County Management Association. Partner Bill Frueh was the city manager of Oshkosh, WI for twenty years and is a former President of the Wisconsin City/County Management Association. As a result, we personally know many of the potential candidates (with over 800 past applicants in our reference files) and that ability will give you access to and insight into a wide range of prospects to fill your position with the best possible candidate.

I am also enclosing a list of the local governments we have assisted, see Attachment "B". Together, we have assisted over 225 communities in their searches for new municipal executives and related consulting. A partial listing of Client References is included as part of this proposal in Attachment "C".

An Executive Summary of reasons why we believe you should select Public Administration Associates is included as Attachment "D" along with Attachment "E" which is a resume summarizing my experience and accomplishments in municipal government.

Many studies have shown that those governmental entities which utilize executive search firms select a person who more closely fits their needs and thus, are more satisfied with their choice. We say "their choice" because our philosophy is that you make the selection. We provide comprehensive and objective information to assist you in the selection process. We also handle all the paperwork of notifications, negotiations, etc. thus saving your staff the additional burden and clerical work in this regard. We facilitate the process in a very effective and efficient manner.

As part of our fee to the client, our firm uses a video interview process along with reference checks to assist your Selection Committee in picking the finalists for the position interviews.

Several times we have been asked why our fees are so reasonable as compared to those of similar firms. We purposely keep our fees affordable and keep our overhead low because we are dedicated to promoting the "best" in public administration. PAA does not maintain separate office facilities or employ staff but operates through its Partners and fairly compensated Associates. As we have told clients, "please don't hire us because we submit the lowest cost; hire us because we provide the best service." I believe that if you contact the officials of any of the municipal organizations we have assisted, they will agree with the assessment that our services are very cost-effective.

Our services do not end when you hire your Village Manager. At no cost, we encourage you and the person you hire to stay in touch with us throughout their tenure to offer whatever general assistance and advice may be needed. We take a personal interest in making your choice as successful as possible and we feel our breadth of experience will be of assistance to your organization.

Please call me or Partner Bill Frueh if we can answer any questions or concerns you may have regarding this proposal and PAA. If the proposal is acceptable, please execute it using Attachment "F" or a similar form and return a copy for our files.

Thank you for your consideration.

Respectfully,

Art Osten, Jr. Associate
Public Administration Associates, LLC
905 Pleasant Street
Fox River Grove, IL 60021
artosten@sbcglobal.net
847/910-9057

"PAA's focus is on helping to secure a manager who is the best fit for Orland Park."

PAA RECRUITMENT PROPOSAL
SECTION 1 -- PAA: BUSINESS ORGANIZATION

Name & Address

Public Administration Associates, LLC
P.O. Box 282
1310 Fairview Street
Oshkosh WI 54903
www.public-administration.com

Formation & Structure

April 1998. PAA is a LLC with three (3) Partners and four (4) Associates who work as independent contractors on specific assignments with the Partners.

Principal

William D. Frueh, Partner
Phone: 920-235-0279
Fax: 801-659-8673
paassoc@northnet.net

Project Consultants

Art Osten, Jr., Associate
Public Administration Associates, LLC
905 Pleasant Street
Fox River Grove, Illinois
847/910-9057
artosten@sbcglobal.net

Art Osten, Jr. will be the key contact on the project. He will serve as the lead consultant and will be responsible for all formal contacts with the Village. He will attend all meetings with the Village "Selection Committee" in the design and implementation of the recruitment and selection process. He will conduct background and reference checks, in part to provide a means of verifying responses. He will also serve as the contact with the semi-finalists and finalists and, subject to the Village's instructions, will negotiate the employment agreement with the selected candidate. See Attachments "A" and "E" for additional information about Mr. Osten.

Associate Kevin Brunner will assist Mr. Osten as needed. He has over thirty-two years of experience serving Wisconsin local governments as manager of Saukville, Monona, De Pere, and Whitewater and recently retired as Public Works Director of Walworth County. He the past President of the Wisconsin City/County Management Association and recipient of their 2007 Manager of the Year and 2012 Service Innovation awards and also served on the League of Wisconsin Municipalities Board of Directors.

Additional Description of PAA, Staff, and Past Clients

See Attachments "A", "B", "C", "D", and "E".

PAA RECRUITMENT PROPOSAL

SECTION 2 -- TECHNICAL APPROACH AND SCOPE OF SERVICES

A. PAA Approach to an Executive Search

Our primary objectives are (1) to attract the highest number of professionally qualified, experienced, and diverse applicants and (2) to facilitate a selection process that is thorough, professional, and timely, resulting in the selection of the candidate who best meets the requirements of the Village.

Appropriate communications shall be maintained with the "Selection Committee" throughout the process by on-site meetings, email and, if necessary, phone calls. The "**Selection Committee**" is generally the Village Board or a subset of its members and possibly other appointees and the term is used interchangeably within this proposal.

Our philosophy is that while we certainly review applicants carefully, it is not our role to actually select candidates. We fully recognize that the final decision rests with the Village.

Finally, we believe that the process should be conducted in a planned, deliberate, and timely fashion. Specific preferences of the "Selection Committee" will be accommodated in the design of the process and as necessary throughout the process.

B. Outline of Process

The general Process Steps to be performed by PAA, acting in concert with the VILLAGE and modifiable at its request, in the recruitment and selection of its new Village Manager:

- 1. Review Village Manager job description, services provided by the Village, and issues facing the Village.** (Includes PAA review of Village recruiting brochure and website and communication with the "Selection Committee" and appropriate staff.)
- 2. Communicate with the "Selection Committee" and key staff as appropriate to discuss the recruitment specifics and identify the most important qualifications and personal characteristics desired in the Village Manager. Define the general salary and benefit package with the "Selection Committee".** (We will jointly finalize recruitment procedures, advertising desired, and the time schedule. PAA can also provide a draft employment agreement. We will also consult with the Village Corporate Counsel as needed to ensure compliance with legal requirements as needed.)
- 3. On the basis of these discussions, prepare the position advertisements and verify with the "Selection Committee".** (Includes any enhancements to the position brochure desired.)
- 4. Place advertisements in appropriate national and regional publications and on-line sources and contact and encourage personally known local government administrators to apply.** (Sources generally include but are not limited to: the International City/County Management Association (ICMA); the Illinois, Indiana, Iowa, and Wisconsin City/County Management Associations; the Illinois Municipal League, Indiana Association of Cities and Towns, Iowa League of Cities; and Wisconsin League of Municipalities; and Strategic Government Resources -- a national local government recruitment site.)

5. **Receive applications and acknowledge receipt.**
6. **Review applications, prepare a “mini-resume” on each applicant and sort into appropriate categories -- “qualified”, “wild card”, and “not qualified”.** (This sorting of applicants is made on the bases of type of experience, quality of experience, education, and other characteristics relevant to Village’s desired qualifications and personal characteristics.)
7. **Review applications with the “Selection Committee” and select 8-10 semi-finalists.** (Includes finalizing video questions. Those applicants not selected as semi-finalists are notified and general explanations of the selection criteria and constructive comments are offered as a helpful courtesy.)
8. **Contact semi-finalists; conduct background and reference checks; prepare semi-finalist candidate reference report summaries; arrange for video presentations.** (This is the most important and time-consuming part of the search process. The internet and social media are searched for relevant information. All applicants must supply references that are officials, staff ,and other relevant parties with whom the applicant has worked. Questions are asked about accomplishments, strengths, skills, interpersonal relationships, and areas for improvement. This information is critical in evaluating the candidates. In addition, each semi-finalist prepares a short video in response to a series of predetermined questions.)
9. **Review semi-finalists with the “Selection Committee” and select candidates to be interviewed.** *(The “Selection Committee” reviews the profiles developed from the reference/background information and reviews the videos. They then select three to five candidates as finalists to be interviewed. We typically recommend four finalists. At this stage, all of the candidates should be technically qualified to serve as the Village Manager. The primary value of the interview is to determine the “best fit” with the Village. Those applicants not selected as finalists are notified and general explanations of the selection criteria and constructive comments are offered as a helpful courtesy.)*
10. **Work with the “Selection Committee” and candidates to arrange on-site, final interviews; conduct criminality and driver’s license checks and verify the educational attainments claimed by the finalist candidates.** (Criminal and driver’s license checks accomplished with the assistance of Village police department. Interview questions by governing body and staff finalized.)
11. **Conduct the mutual interview process.** (While there are a variety of approaches to the interview process, PAA recommends a one-day process with four stages: (1) a tour of the facilities, (2) discussions with and written summary comments by key staff, (3) a writing exercise to verify writing skills, and (4) the governing body interviews of each finalist. These 4 activities happen simultaneously and require some assistance from the Village. A “best fit” is typically reached via a two-way process where the client and candidate interview each other.)

NOTE: The “Selection Committee” might also wish to host a public social gathering with all the finalists, including representatives from key committees and community organizations, to answer some basic questions for the audience, get acquainted, and talk informally on the evening prior to the formal interviews. The “Selection Committee” might wish to assign one of its members to solicit and summarize comments from the participants.

12. Finalize the offer terms with the “Selection Committee” and convey terms to and from the candidate selected until agreement is reached. (The governing body will meet right after the interviews to make their selection and one alternate. They instruct the consultant to begin discussions with the desired candidate. One member, generally the Village President, would serve as liaison with the consultant for any questions that might arise. The use of the PAA third party negotiator is very helpful in the process in reconciling any differences between the client and the candidate. When the terms are incorporated into an employment agreement prepared in advance with the assistance of the Corporation Counsel and “Selection Committee”, the resulting agreement is assumed to be acceptable to the Village governing body. In the unlikely event that terms cannot be reached with either the primary or alternate candidate, PAA and the Village will repeat the process starting at Step 9.)

13. After acceptance of the Employment Agreement by the VILLAGE and the designated candidate, the consultant will notify all finalists not chosen of the final result, thank them for their participation, and offer constructive comments if requested.

14. PAA sends invoice to VILLAGE.

C. Time Schedule

The process can proceed at a pace approved by the “Selection Committee”. However, once it has been started it is important to proceed in an expeditious manner. The following is a suggested schedule:

<u>Week</u>	<u>Action</u>
Week 1	Meet or communicate with “Selection Committee” and staff to accomplish tasks identified in Steps 1 & 2.
Week 2	Prepare and place advertisements as listed in Steps 3 & 4.
Week 6	Closing Date for applicants.
Week 7	Meet with the “Selection Committee” to review applications and select semi-finalists per Step 7.
Week 9	Meet with the “Selection Committee” to review semi-finalists and select finalists per Step 9.
Week 11	Interview finalists, select first and alternate choice(s), and authorize consultant to negotiate terms with designee per Steps 11 & 12.
Week 12	Make offer and adopt employment agreement in open session (knowing that it will be accepted) per Step 13.
Week 16	New Village Manager arrives (assuming that the designee must give one month’s notice to present employer).

PAA RECRUITMENT PROPOSAL

SECTION 3 -- Compensation, Certification & Other Terms

Compensation

The project costs for professional services will be a \$13,000 flat fee plus reimbursement for actual out-of-pocket expenses. Expenses are billed at cost and include: advertising, mileage (\$0.54/mile), food, lodging, postage, copying, and other miscellaneous items. Advertising generally costs \$650 to \$1,200. The other out of pocket costs tend to range from \$500 to \$1,500 (depending on the number and timing of on-site meetings). NOTES: The flat fee does not change if the assistance of additional PAA personnel is required, however all necessary out-of-pocket expenses are billed. Payment of any candidate expenses are the choice of the client.

PAA is sensitive to the pressures faced by clients to contain costs. As such, we will work with you to ensure that the recruitment is conducted in a cost-effective manner. We only submit our invoice after the individual chosen and client execute a formal employment agreement or the project is terminated. **No interim payments are billed.**

Certification & Other Terms

1. The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
2. PAA certifies that the prices in the proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
3. When delivering services under an approved contract, the consultant shall work under the Village's supervision -- as an independent contractor.
4. The VILLAGE reserves the right to negotiate a best and final offer with the applicant selected or authorize PAA to do so on its behalf per its instructions.
5. All VILLAGE information received by the consultant during the contract period is considered confidential and shall be protected to the utmost ability of the consultant with the exception of material that must be produced pursuant to the provisions of the Illinois Freedom of Information Act and applicants' information may be retained and referred to for use in this and future recruitments by the consultant.
6. Termination of Agreement. Either party may terminate this contract at any time upon written notice to the other party. In the event of any such termination, this contract shall be concluded, all payments for any future work shall cease with the fee paid by the Village to be prorated based on the number of steps completed plus all reimbursable expenses incurred to date, and neither party shall have any further legal obligation to the other party.
7. The VILLAGE shall defend, hold harmless, and indemnify the project consultants against any tort, professional liability claim or demand or other legal action occurring in the performance of this contract in good faith.

PAA RECRUITMENT PROPOSAL

ATTACHMENT "A" -- PAA OVERVIEW

What is Public Administration Associates, LLC?

Public Administration Associates, LLC, is a consulting firm specializing in local government recruitment and management studies. William Frueh, Denise Frueh, and Stephen Hintz, who are the Partners, formed this partnership in April 1998.

What expertise do the Partners and Associates have in local government?



Denise Frueh served in the Finance Department for the City of Oshkosh for seven years. Her experiences include being the Deputy and Acting City Assessor. She received her Master of Business Administration from the University of Wisconsin Oshkosh. She has been actively consulting since 1996. Ms. Frueh acts as the business manager for the partnership.



Dr. Stephen Hintz served on the faculty of the University of Wisconsin Oshkosh from 1972 until 2002, where he taught personnel, budgeting, and municipal management in the Master of Public Administration program. For twenty years, he served as executive secretary of the Wisconsin City/County Management Association. Hintz holds a Ph.D. in political science from Yale University. He has been consulting with municipalities on recruitment and management issues since 1980. In 1998, Hintz was elected to the Oshkosh Common Council and is a former Mayor of Oshkosh, (2002-2004). In 2001, he received the prestigious Sweeney Academic Award from the International City/County Management Association for his lifelong work in promoting public administration.



William Frueh has many years of experience in local and state governments as a City Manager in after 20 years as its City Manager. He also served as the Director of Economic and Council Bluffs, Iowa; Newton, New Jersey; Shawnee, Oklahoma and Oshkosh, Wisconsin where he retired Community Affairs for the State of Oklahoma. In January 2000, Oshkosh Citizens and the *Oshkosh Northwestern* newspaper named Frueh as one of the ten people in Oshkosh who most influenced the development of Oshkosh during the twentieth century. Frueh received his bachelor's degree in Civil Engineering from Iowa State University and has experience as a City Engineer and Public Works Director. He has been actively consulting since 1996 and is a Life Member of both the International City/County Management Association and Wisconsin City/County Management Association.



Associate Art Osten, Jr. has over thirty years of experience serving Illinois and Texas local governments. Semi-retired, he recently served as Interim Administrator/Manager in Indian Head Park, Oak Brook, and Shorewood in Illinois and was the Administrator of Fox River Grove and Oswego, Illinois and Assistant Manager in Brookfield, Illinois. He began his career as an Administrative Assistant for the North Central Texas Council of Governments and the City of Plano, Texas. He has been a long-time member of both the International City/County Management Association (ICMA) and Illinois City/County Management Association (ILCMA) having contributed the articles "A Guide to Better Recruiting" and "Better Recruiting Revisited" to the ICMA's March 2014 and June 2016 issues of PM magazine and serves on the ILCMA's Membership Services Committee. A graduate of the University of Wisconsin at Madison, he has Masters Degrees in Public Policy & Administration and Urban & Regional Planning.

Further information about the partnership can be found at www.public-administration.com.

PAA RECRUITMENT PROPOSAL

ATTACHMENT "B" -- CLIENT LIST

(All local governments in State of Wisconsin unless otherwise noted. Updated 7/19/2016)

Cities

Adams (2)
Algoma
Antigo (3)
Ashland (2)
Baraboo (2)
Berlin
Brillion
Chippewa Falls (2)
Clintonville
Colombus
Crystal River, FL
Delavan (3)
DePere (3)
Durand
Eagle River
El Paso, Illinois
Elroy (3)
Evansville (3)
Fond du Lac
Fort Atkinson
Fox Lake (2)
Geneseo, IL
Hartford
Hillsboro (2)
Hudson
Independence, IA
Jefferson (2)
Lancaster (4)
Marquette, Iowa
Marshfield (2)
Mauston (5)
Mequon
Merrill
Milton
Minonk, IL (4)
Monona (2)
Monroe (2)
New Lisbon
New London (2)
Niagara
Oak Park Heights, MN
Oconto (2)
Pine Island, MN
Platteville (5)
Portage

Prairie du Chien (2)
Princeton
Reedsburg (2)
Rhinelander (4)
Rice Lake
Richland Center
Sauk (2)
Shawano
South Haven, MI
St. Croix Falls
St. Francis
Sturgeon Bay (4)
Tomah
Verona (4)
Washburn (2)
Waterford
Waukesha
Waupaca
Waupun
Wautoma (2)
Wauwatosa (2)
Weyauwega (2)
Whitewater (2)

Villages

Allouez
Bayside (4)
Bellevue
Belleville
Clinton (3)
Colfax
Darlen
Denmark (2)
Edgar
Elm Grove
Ephraim
Fox Point (4)
Grafton
Greendale (2)
Hartland (2)
Howard (3)
Johnson Creek (3)
Kewaskum
Little Chute (4)
Maple Bluff
McFarland (2)
Mukwonago

New Glarus (2)
North Fond du Lac (3)
Oregon
Osceola
Paddock Lake (2)
Palmyra
Pardeeville
Prairie du Sac
Pulaski
Sherwood
Slinger (2)
Spring Green
Sussex
Thiensville (2)
Turtle Lake (2)
Twin Lakes (2)
Union Grove
Waunakee (2)
W. Milwaukee (3)
Wind Point (2)
Winneconne (4)
Whitefish Bay (2)
Wrightstown (3)

Towns

Algoma
Beloit
Buchanan (2)
Cedarburg (2)
Clayton
Grand Chute
Greenville
La Pointe
Menasha (4)
Rib Mountain
Richfield (2)
Weston

Counties

Chippewa (3)
Green Lake
Iowa
Monroe
Polk
Shawano
Wabasha, MN (2)

**PAA RECRUITMENT PROPOSAL
ATTACHMENT "C" -- CLIENT REFERENCES**

<u>Entity</u>	<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Email Address</u>
Monona WI	Robert Miller	Mayor	608-279-5907	mayor@ci.monona.wi.us
Platteville WI	Eileen Nickels	Council President	608-778-2959	tenickels@centurytel.net
Winneconne WI	John Rogers	President	920-379-877	John.Rogers@winneconnewi.gov
Sturgeon Bay, WI	Thad Birmingham	Mayor	920-746-2900	sbmayor@sturgeonbaywi.org
Rhineland WI	Richard Johns	Mayor	715-362-4862	mayor@rhinelandercityhall.org

*Please feel free to request contact information for any others we have worked with
from our past client list on Attachment "B".*

PAA RECRUITMENT PROPOSAL

ATTACHMENT "D" -- EXECUTIVE SUMMARY

Reasons for engaging Public Administration Associates, LLC, for this recruitment are:

HIGHLY QUALIFIED PERSONNEL

- Over 100 years combined experience in municipal government by three partners plus over 60 years by the two assigned Associates.
- Life Members of Wisconsin and Illinois City/County Management and International City/County Management Associations.

HIGHLY EXPERIENCED FIRM

- PAA has recruited over 225 Administrator/Managers.
- Have extensive referenced files on over 800 possible candidates.
- Know many possible candidates -- can encourage best candidates to apply.

THE BEST PROCESS

- Solicitation includes regional and national municipal management job sites.
- An analysis is prepared on all applicants to ease your review and analysis.
- Officials and staff opinions of strengths/weaknesses of finalists are generated.
- At your direction, we provide a draft for your review and negotiate an Employment Agreement with selected person.
- Our flexible process allows customization to meet your needs and timetable.

WE HAVE A RECORD OF ENTHUSIASTIC, COST-EFFECTIVE APPROVAL

- Please contact any of our previous clients or references to verify.
- Expertise + low overhead = reasonable cost + satisfied clients.
- Public Administration Associates has many repeat clients.

PAA RECRUITMENT PROPOSAL

ATTACHMENT "E" -- RESUME of ART OSTEN, JR.

905 Pleasant Street, Fox River Grove, Illinois 60021
847/516-1007 (h), 847/910-9057 (c), artosten@sbcglobal.net

OBJECTIVE

Achieve organizational goals and improve operations and decision-making processes; enhance the value/appearance of residential, business, recreational, agricultural, and natural areas; and build team spirit within organizations and communities through a career in local government management and consulting.

EDUCATION

Master of Public Policy & Administration University of Wisconsin-Madison, 1982
Master of Urban & Regional Planning University of Wisconsin-Madison, 1982
Bachelor of Urban & Regional Studies University of Wisconsin-Oshkosh, 1979

PROFESSIONAL EXPERIENCE

2/16 – Present **Associate, Public Administration Associates LLC., Oshkosh, WI.**

Provided budget preparation and executive recruiting for Minonk, IL and executive recruiting assistance for Belleville, McFarland, and St. Francis, WI.

6/15 - 8/15 **Interim Village Administrator -- Village of Indian Head Park, IL (3,800).**

Managed Village Administrator Search. Managed Placement of Interim Police Chief. Finalized Budget. Revised Board Agenda Format. Prepared RFQ and Managed Search for Village Engineer. Assembled Janitorial Services Contract. Developed Staff Goals. Prepared Newsletter. Coordinated Revision of Plan Review Process and Fees. Established Code Violation Procedures. Helped Create Justification for Utility Rate Increase. Coordinated Trustee Projects. Oversaw creation of Residential Demolition Procedure. Provided Smooth Transition for new Board and Administrator. 18 Employees. \$4M Budget.

1/15 - 2/15 **Interim Project Manager -- Village of Mount Prospect, IL (54,771).**

Prepared recommendations for updating Village website. Produced salary survey with schedule options.

5/14 - 10/14 **Interim Village Manager - Village of Oak Brook, IL (7,883).**

Oversaw Administration, Finance, Community Development, Police, Fire, Library, Sports Core, Information Technology, and Public Works/Engineering Departments during transition to new manager. Projects of note: Facilitated Pension Funding, Park Lighting, and Union Grievance issues. Assisted with Polo and Residential Marketing programs. Evaluated two Department Directors. Revised Performance Evaluation form. Updated Strategic Plan. Coordinated 2015 budget process. 130 Employees. \$52M Budget.

3/14 **Author** -- “**A Guide to Better Recruiting**”, International City/County Management Association magazine Public Management, March 2014 and follow-up -- “**Better Recruiting Revisited**” June 2016.

2/13 - 4/14 **Continuing Education** -- Stayed current with latest trends and strategies via Professional publications, Metro-Manager programs, Cal-ICMA Webinars, etc.

9/12 - 1/13 **Interim Village Administrator, Village of Shorewood, Illinois (15,615).**

Performed high level administrative work planning, implementing, and enhancing municipal operations in accordance with Village Board policy. Oversaw municipal consultants and Finance, Community Development, Police, and Public Works Departments. 58 Employees. \$21M Budget.

Established budget preparation guidelines and prepared salary proposal. Coordinated 5-year water and sewer infrastructure budget. Initiated planning for mayors’ regional groundwater meeting. Prepared proposal to use consultant to develop targeted retail attraction program. Met with developers regarding opportunities, design, and outstanding fee issues. Initiated expansion of GIS to community development. Participated in liability and medical insurance pools. Provided webinar training to staff. Addressed staffing issues. Suggested creative decor idea to enhance Village Hall atmosphere. Introduced retail discount card and state certified business programs to Chamber of Commerce.

4/12 - 5/12 **Management Consultant, Village of Barrington Hills, IL (4,232).**

Researched and prepared short report describing municipal electricity aggregation options for the Village.

1/98 - 3/12 **Village Administrator, Village of Fox River Grove, IL (4,856).**

Responsible for departmental oversight, budget, economic development, risk management, personnel, public relations, service agreements, grants, contracts, and intergovernmental relations. Projects of note: Downtown Redevelopment, Municipal Electrical Aggregation, AA Bond Rating, Off-Site Village Hall for Disaster Recovery, Village Hall Construction, Public Works Facility Study, Police Negotiations, Commercial & Residential Developments, Annual Budget and Property Tax Levy, 10-Year Capital Program, Annual TIF Report & Note Payments, Water Tower Antenna Leases, Garbage & Medical Insurance Contracts, GIS Capacity Building, Comprehensive Plan Updates, Skill Steps Compensation, Fixed Asset Appraisal, Regional Bike Path, Accounting Software Upgrade, Police Pension Referendum, Water & Sewer Extension Recapture Formula, Job Description Updates, Pre-Employment Testing, Festivals, Bike Race, and Evaluation System. 26 Employees. \$10M Budget.

8/95 - 12/97 **Village Administrator, Village of Oswego, Illinois (6,300).**

Managed building and zoning, economic development, public works, budget, human resources, public relations, and intergovernmental affairs. Projects of note: created Oswego Economic Development Corporation, developed Salary Schedule, updated Comprehensive Plan, purchased Finance Software, oversaw Residential Development, promoted Main Street Redevelopment, initiated Fitness Testing, and coordinated Sewage Treatment Plant Transfer.

5/90 - 8/95 **Assistant Village Manager, Village of Brookfield, Illinois (18,876).**

Duties included: preparing \$18M budget, coordinating risk management, staffing Plan Commission, refining department operations, resolving citizen complaints, promoting economic development,

revising personnel code, developing departmental goals. Projects of note: oversaw Brookfield 2000 Comprehensive Plan, created Pre-Employment Testing for Police/Fire/Public Works, created Merit Pay System, hired Scofflaw Ticket Collector. Promoted from Assistant to the Village Manager to Assistant Village Manager on 6/1/93.

1/86 - 5/90 Admin. Assistant, Fire Department, City of Plano, Texas (121,100).

Co-produced \$8M budget, wrote proposals and evaluated bids, prepared planning documents, drafted ordinances and resolutions, conducted surveys, coordinated records retention, maintained fixed asset inventory, and published monthly newsletter. Projects of note: coordination of Health Screening, management of Affirmative Action Recruiting Program, and validation of Physical Agility Test.

11/83 - 1/86 Admin. Assistant, North Central Texas Council of Governments.

Lead staff person for the grants review and comment process, construction codes committees, and planning directors' roundtable. Processed grant applications, arranged workshops, updated procedures, and provided technical assistance to local officials.

PROFESSIONAL & CIVIC AFFILIATIONS

International & Illinois City/County Management Associations.

SSPP Catholic Church, Cary, IL -- Religious Education, Men's Ecumenical Breakfast, Boy Scouts, Kids Hope, PADS Homeless Shelter, That Man Is You.

Habitat for Humanity, Lions, Optimists, Kiwanis, Toastmasters.

REFERENCES

Tom Hinshaw, President, Village of Indian Head Park -- 630-926-2440 (c)
Tracy Mulqueen, President/CEO Greater Oak Brook Chamber -- 708/560-5271 (c)
Anna Moeller, IL State Rep 43rd District, (Past) Executive Director, McHenry County Council of Governments -- 224/678-6087 (c)
Michael Graft, Jr., Manager, MJG Construction, Barrington, IL -- 847/381-2424 (w)

(Additional References and Letters of Recommendation available upon request.)

**PAA RECRUITMENT PROPOSAL
ATTACHMENT "F" -- SIGNATURES**

This proposal with any attached and mutually signed and dated Addendums constitutes a contract between Public Administration Associates, LLC and the Village of Orland Park to conduct the Village Manager Recruitment Process.

For Public Administration Associates, LLC:

Name (Print): _____

Title (Print): _____

Signature: _____

Date: _____

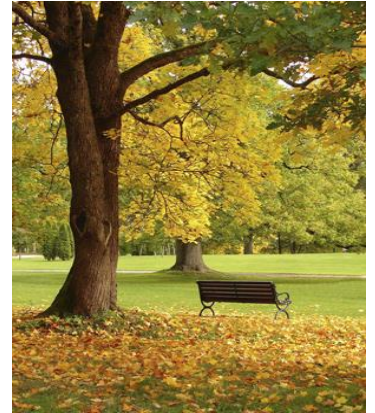
For the Village of Orland Park:

Name (Print): _____

Title (Print): _____

Signature: _____

Date: _____



Proposal

Village of Orland Park, IL

Proposal to Provide Executive Recruitment Services

July 29, 2016

Table of Contents

LETTER OF TRANSMITTAL

I	GENERAL INFORMATION	1
II	RESPONSE TO SCOPE OF WORK	2
III	PROPOSED COSTS	8
IV	FIRM EXPERIENCE	9
V	RECRUITMENT PROJECT TEAM.....	12
	SAMPLE BROCHURE	APPENDIX I



Waters & Company
14285 Midway Road, Suite 340
Dallas, TX 75001
Tel: 972-481-1950
Fax: 972-481-1951
www.waters-company.com

LETTER OF TRANSMITTAL

July 29, 2016

Mr. Joseph LaMargo
Assistant Village Manager
Village of Orland Park
14700 South Ravinia Avenue
Orland Park, IL 60462

Re: Request for Proposal to Provide Executive Recruitment Services

Dear Mr. LaMargo,

We appreciate the opportunity to submit our proposal for executive recruitment services for the Village of Orland Park's next Village Manager. Our extensive experience in providing executive recruitment services to cities, counties and other public sector organizations nationwide will be beneficial for this recruitment and allow us to find the ideal candidate for the Village of Orland Park.

We know that you have options for using other recruitment firms. However, we believe that our approach sets us apart from our competitors in the following unique ways:

- If selected as an option, our web-based survey can be used to determine the key community-wide issues and priorities that are essential considerations for the Village and the selection committee to consider. This survey is completed by the Village's employees, community leaders and citizens and would alter the estimated duration of the project timeline. The results of the survey will provide the Board of Trustees with important feedback for development of the profile for the ideal candidate;
- Management/Leadership Style Assessment Analysis completed by the candidates to determine if a candidate's management style matches the approved management/leadership style profile for the ideal candidate;
- Video candidate interviews through a proprietary system will be made available to the Village President and Board of Trustees to assist in the selection process; and
- Utilization of a proprietary online application system exclusively licensed to Waters & Company, a Springsted Company (W&C) to facilitate talent management. The system has been designed by W&C to customize applicant flow and tracking. It allows ease of communication with applicants

and the ability to conduct database inquiries for candidates based on characteristics important to the Village such as geographic location and specific experience, expertise and qualifications.

The proposal document will provide you the details about our approach, expertise, client references and pricing for this executive recruitment. If you have any questions, please contact either one of us for additional information:

Co-Project Leader Information

Sharon Klumpp, Senior Vice President
651-223-3053
sklumpp@waters-company.com

Miguel Ozuna, Vice President
214-842-6478
mozuna@waters-company.com

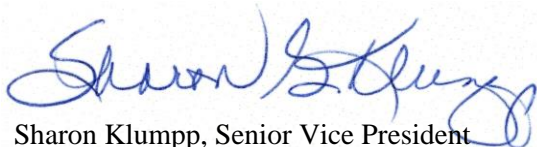
Firm Information

**Waters & Company, a Springsted Company
14285 Midway Road, Suite 340
Addison, Texas 75001**

**Waters & Company, a Springsted Company
380 Jackson Street, Suite 300
St. Paul, Minnesota 55101**

Our Team would consider it a professional privilege to provide these services to the Village of Orland Park.

Respectfully submitted,



Sharon Klumpp, Senior Vice President
Consultant



Miguel Ozuna, Vice President
Consultant

sml

**Village of Orland Park, IL
Proposal to Provide
Executive Recruitment Services**

I. General Information

Waters & Company (W&C) recently merged with Springsted Incorporated, establishing one of the largest public sector executive recruitment and organizational management firms in the United States. Springsted Incorporated, the parent corporation, is a WBE. Three employee-owners lead the firms and their 70-member staff. Our corporate office is located in Saint Paul, Minnesota, with regional offices located in Dallas, Texas; Milwaukee, Wisconsin; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; and Denver, Colorado.

W&C has a team of seven recruitment consultants available to meet your executive recruitment needs. Each consultant assigned to this recruitment has experience working with villages and the many different disciplines that comprise the Village of Orland Park organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement; our unique approach and personal touch are reflected in our internal standard to provide outstanding services that exceed the Village's expectations. Since 2010 our combined consultant team has conducted more than 490 executive recruitments.

The W&C Recruitment Project Team will partner with the Village President, Board of Trustees and designated staff as your technical advisor to ensure that the recruitment process for your next Village Manager is conducted in a thorough and professional manner. Our objective is to generate high-quality candidates and assist you with the screening and evaluation of these candidates.

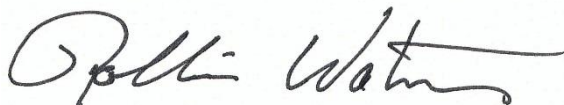
We have structured the W&C Recruitment Project Team to draw upon W&C's and Springsted's 50-plus years of service to the public sector and to leverage W&C's experience and capacity to focus nationwide to find the most qualified candidates.

Physical Address

Waters & Company, a Springsted Company
14285 Midway Road, Suite 340
Addison, Texas 75254
Office: 972-481-1950
Fax: 972-481-1951

Waters & Company, a Springsted Company
380 Jackson Street, Suite 300
St. Paul, Minnesota 55101
Office: 651-223-3000
Fax: 651-223-3002

Respectfully submitted,



Rollie Waters, Executive Vice President
Consultant

II. Response to Scope of Work

Task I: Recruitment Brochure Development and Advertising

The development of a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in the recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the success of the candidate in the position of Village Manager. The recruitment brochure will also have a profile that captures the essence of the Village as a highly-attractive venue for the successful candidate to live and work.

To prepare the recruitment brochure, the Recruitment Co-Project Team Leaders will come on site to meet with the Village President, Board of Trustees and designated staff to discuss the required background, professional experience and management and leadership characteristics for your Village Manager position. We meet individually (or collectively depending upon your preference) with the Village President and Board of Trustees to broaden our understanding of the position's leadership and management requirements, current issues, strategic priorities and to identify expectations for the Village Manager. [See example of a recruitment brochure in Appendix I.]

The Recruitment Project Team will also work with the Village of Orland Park to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. Our Team will place ads in appropriate professional publications, websites and local print media, if required. Additionally, W&C has a highly-accessed website that has a special location attracting many potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with the Village's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public sector conferences, will be utilized to further promote the position.

Advertisements for the Village Manager position could be placed with:

International City/County Management Association
National Forum of Black Public Administrators
Hispanic Forum
Careers in Government (careersingovernment.com)
Illinois Municipal League

Project Milestone	Deliverables	Estimated Duration
Position profile and recruitment brochure development.	<ul style="list-style-type: none"> Onsite interview with the Village. W&C will receive information regarding the Village's budgets, organizational charts, images, logos, etc. Develop draft documents (Recruitment Brochure, Advertisement, Marketing Letter and Timeline). 	1 Week
Approve brochure, commence advertising and distribute marketing letter.	<ul style="list-style-type: none"> Brochure sent to the Village for final approval. Commence advertising and distribution of recruitment brochure. 	2 Weeks

Task II: Execution of Recruitment Strategy and Identification of Quality Candidates

Utilizing the information developed in Task I, W&C will identify and reach out to individuals who will be outstanding candidates for the position of Village Manager. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and in the proper manner, he or she may apply. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by the creation of an appropriate database utilizing our extensive, interactive applicant database for the Village Manager position. This will provide the W&C Team with the ability to customize applicant flow and tracking, communication with applicants and conduct database inquiries for candidates based on characteristics important to the Village such as geographic location, particular experience, expertise and credentials.

During this part of the process the Recruitment Project Team will work with the Village President, Board of Trustees and designated staff to reach consensus on the leadership and management style for the ideal candidate. Our research will determine the key competencies, work values and leadership/management style for the position and match the candidates to each attribute. Each candidate submitting a resume is sent a timely acknowledgement by our Team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional manner in which they are treated during our recruitments.

Project Milestone	Deliverables	Estimated Duration
Execution of recruitment strategy and candidate outreach.	<ul style="list-style-type: none">• Online data collection and profile development.• Development of interactive searchable applicant database for recruitment of the Village Manager.• W&C performs direct outreach to prospective candidates identified in the recruitment strategy.• Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics.	5 Weeks

Task III: Screening of Applicants and Recommendation of Semi-Finalists

In Task III the Recruitment Project Team, under the direction of Sharon Klumpp and Miguel Ozuna, will screen the candidates against the criteria within the position and candidate profiles and develop a list of semi-finalists for recommendation to the Village President and Board of Trustees.

The most promising applicants will receive a candidate essay questionnaire to complete that will provide additional information about the candidates' background and experience. We will then narrow the list to a group of 10-15 semifinalists for your review and to select finalists.

Another unique aspect of our recruitment process is our use of online recorded interviews for the screening process. Responses are timed and questions are not provided in advance. This tool allows our Team to develop a more comprehensive understanding of the candidate’s ability to think “on their feet” as well as their personal and professional demeanor. This virtual interview can be scored by individual selection team members as well as the consulting team for later review and comparison.

Our Team will provide an online link for the Village President, Board of Trustees and others designated, who have input into the hiring decision, allowing them to review and rate the recorded responses. This provides the organization with additional candidate assessments that can be customized to fit the unique needs of your Village.

Throughout the process, you will have access to our Master Applicant List (MAL), which will provide pertinent data for each applicant.

Project Milestone	Deliverables	Estimated Duration
Applicant screening and recommendation of semi-finalists.	<ul style="list-style-type: none"> • W&C compares applications to the approved candidate profile developed in our searchable applicant database. • W&C develops customized candidate questionnaire & due diligence questionnaire to provide to applicants who most closely meet the candidate profile. • Top 10-15 candidates identified as semi-finalists. • Semi-Final Report is prepared, including the brochure, master applicant list, cover letter, resume and completed questionnaire of candidates to be considered. • W&C and the Village review and rate video interviews. • W&C sends links to Village to review the aggregate responses and ratings. • Semi-finalists complete candidate management style assessment, responses are reviewed and interview questions are developed. • Recruitment Co-Project Team Leaders meet with Village President and Board of Trustees to review recommended semi-finalists. Village President and Board of Trustees select finalists for on-site interviews. 	2 Weeks

Task IV: Conducting Background Checks, Reference Checks and Academic Verifications

When the Village President and Board of Trustees approve of a group of finalists for on-site interviews, W&C will begin the process of conducting reference checks, background checks and academic verifications. A Confidential Reference Report is prepared for each finalist to complete our understanding of his/her management and leadership characteristics and professional work performance.

For the background checks, W&C will develop information on the candidates in the following areas:

- Consumer Credit
- City/County Criminal
- City/County Civil Litigation
- Judgment/Tax Lien
- Motor Vehicle
- Bankruptcy
- State District Superior Court Criminal
- State District Superior Court Civil Litigation
- Federal District Criminal
- Federal District Civil Litigation

To ensure that our quality standards are maintained, we require a minimum of ten business days between the time that you select the finalists for on-site interviews and when we submit the candidate documentation for your final interview process.

Project Milestone	Deliverables	Estimated Duration
Finalists complete supplemental work products.	<ul style="list-style-type: none"> • Finalists complete narrative of their two most significant professional achievements and a critical problem analysis. 	1 Week
Design final process with Board of Trustees for on-site interviews with finalists.	<ul style="list-style-type: none"> • W&C confirms interviews with candidates. • Travel logistics are scheduled for the candidates. 	1 – 2 Days
Background checks, reference checks and academic verification.	<ul style="list-style-type: none"> • W&C completes background checks, reference checks and academic verifications for finalists. 	2 Weeks

Task V: Final Interview Process

Upon completion of Task IV, we will work with you to develop the final interview process. We will provide documentation on each of the finalists which will provide the highlights of their professional experience and leadership/management profile (Gap Analysis) as well as a summary of the results of the reference checks, background checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The Recruitment Co-Project Team Leaders will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. In addition, if the Village requests the service, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement.

Project Milestone	Deliverables	Estimated Duration
Final Report prepared and delivered to Village.	<ul style="list-style-type: none"> • Final Report is prepared, including brochure, interview schedule, cover letter, resume, candidate questionnaire, two examples of candidates' most significant professional achievements, suggested interview questions, candidate assessment form and management style probing questions. 	1 Day

On-site interviews with finalists.	<ul style="list-style-type: none"> • Interviews are scheduled. • Recruitment Co-Project Team Leaders attend client interviews and is available to participate during deliberations of candidates. 	1 – 2 Days
Offer made / accepted.	<ul style="list-style-type: none"> • If requested, W&C participates in candidate employment agreement negotiations. • W&C notifies candidates of decision. • W&C confirms final process close out items with the Village of Orland Park. 	1 – 2 Days

Strategy for Recruitment of Diverse Candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In this recruitment, we will use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider the Village of Orland Park’s Village Manager position. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know they will be fairly considered in the process.

Waters & Company, a *Springsted Company*, is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

Springsted Incorporated, our parent company, is a WBE.

Timeline

Below is an estimated Timeline for the executive recruitment process. You will be asked during the first on-site meeting to review and approve a Timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you.

VILLAGE OF ORLAND PARK, IL EXECUTIVE RECRUITMENT PRELIMINARY TIMELINE		
The following Timeline represents a preliminary schedule for your executive recruitment based on a commencement date of August 1, 2016. Actual target dates will be developed in consultation with and approved by the Village President and Board of Trustees.		
Project Milestone	Deliverables	Target Date
Profile development, advertising and candidate outreach.	<ul style="list-style-type: none"> W&C completes on-site interviews to develop candidate profile and recruitment brochure; the Village approves ad placement schedule and timeline. W&C sends draft recruitment brochure to the Village. The Village returns draft recruitment brochure (with edits) to W&C. W&C commences executive recruitment advertising and marketing. Online data collection and profile development. 	August 1 – September 26
Applicant screening and assessment and recommendation of semi-finalists.	<ul style="list-style-type: none"> W&C commences formal review of applications and sends most promising applicants a Candidate Questionnaire to provide additional information about background and experience. Candidates complete recorded interview online. W&C completes formal review of applications and sends selected resumes and questionnaire responses to the Village for review. Also candidates' recorded interviews are presented. Semi-finalists complete candidate management style assessment and responses are reviewed and interview questions are developed. W&C meets with the Village and recommends semi-finalists; the Village selects finalists for on-site interviews. 	September 27 - October 7
Comprehensive background check and reference checks completed for finalists.	<ul style="list-style-type: none"> W&C completes reference checks/background checks/ academic verification on finalists. 	October 14
On-site Interviews with finalists.	<ul style="list-style-type: none"> W&C sends documentation for finalists to the Village. The Village conducts on-site interviews with finalists. 	Week of October 17
Employment offer made / accepted.	<ul style="list-style-type: none"> The Village extends employment offer to selected candidate. 	Week of October 24

III. Proposed Costs

The all-inclusive professional fee to conduct the recruitment is provided below and includes the cost of professional services by the Recruitment Co-Project Team Leaders, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of W&C and are handled directly by the client organization.

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate. We are open to negotiate an alternative payment schedule if selected for this recruitment.

All questions regarding the professional fees and project-related expenses should be directed to Sharon Klumpp at sklumpp@waters-company.com, 651-223-3053 or Miguel Ozuna at mozuna@waters-company.com, 214-842-6478.

PHASE	DESCRIPTION OF PROFESSIONAL SERVICES	FEES
Phase I	Task 1 – Candidate Profile Development/Advertising/Marketing (includes one day on site by Recruitment Co-Project Team Leaders) Task 2 – Identify Quality Candidates	
Phase II	Task 3 – Screening of Applications and Submission of Recommended Semi-Finalists to Client (includes one day on site by the Recruitment Co-Project Team Leaders) Task 4 – Reference Checks, Background Checks and Academic Verifications	
Phase III	Task 5 – Final Process/On-Site Interviews with Finalists (includes two days on site by Recruitment Co-Project Team Leaders)	
Conclusion	Acceptance of offer by candidate	
	TOTAL ALL-INCLUSIVE PROFESSIONAL FEE	\$24,500

OPTIONAL SERVICES FOR CONSIDERATION	FEES
At the Village's option, W&C will conduct a web-based survey to determine key community-wide issues and priorities that could be considered in the selection of a new Village Manager. This survey is completed by community leaders, citizens, and Village employees and would alter the project timeline.	\$1,650
On rare occasions, W&C is asked to provide additional search services that are not included in this scope of service or to provide more than three on-site visits to the Village. Additional work specifically requested by the Village which is outside of the scope of this project will be invoiced at the hourly rate of \$220 plus expenses. W&C will submit a written explanation of the additional services to be provided and the estimated hours that will be required prior to commencing any additional services.	\$220 per hour plus expenses

Triple Guarantee

Our Triple Guarantee is defined as: (1) A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to make a selection from the initial group of finalists, W&C will work to identify a supplemental group until you find a candidate to hire. (2) Your executive recruitment is guaranteed for 24 months against termination or resignation for any reason. The replacement recruitment will be repeated with no additional professional fee, but only for project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws. (3) W&C will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

IV. Firm Experience

References

City of Denton, Texas, staff of 1,500

Mr. George Campbell, *City Manager*
george.campbell@cityofdenton.com
940-349-8307 or

Ms. Carla Romine-Hagmark, *Human Resources Director*

carla.romine@cityofdenton.com
940-349-8344

Project: Selection of Director of Engineering Services, Assistant City Manager, City Attorney and various department directors; 2007-2015

City of Westminster, Colorado, staff of 918

Ms. Debbie Mitchell, *Administrative Services Director*

303-658-2155

dmitchell@cityofwestminster.us

Project: Selection of City Manager in 2015

City of West Jordan, Utah, staff of 520

Mr. Jonathan Gardner, *Human Resources Manager*

801-569-5038

jonathang@wjordan.com

Project: Selection of City Manager in 2015

City of Sachse, Texas, staff of 175

Ms. Gina Nash, *City Manager*

972-495-1212

gnash@ciyofsachse.com

Project: Selection of City Manager in 2015

Experience

The following is a partial list of previous Executive Recruitments:

List of Relevant Executive Recruitments: 2011 to Present				
Year	Client	State	Recruitment	Population
2011	Carrboro	NC	Town Manager	20,433
2011	Christiansburg	VA	Town Manager	21,041
2011	City of Altus	OK	City Administrator	19,591
2011	City of Ashland	OR	Assistant City Administrator	20,713
2011	City of Fredericksburg	TX	City Manager	10,829
2011	City of Mesa	AZ	Deputy City Manager	457,587
2011	City of Sachse	TX	City Manager	22,026
2011	City of Socorro	TX	City Manager	32,517

List of Relevant Executive Recruitments: 2011 to Present

Year	Client	State	Recruitment	Population
2011	City of Virginia Beach	VA	Deputy City Manager	448,479
2011	Decorah	IA	City Administrator	8,172
2011	Dumfries	VA	Town Manager	4,937
2011	Elk River	MN	City Administrator	23,447
2011	Gardner	KS	City Administrator	20,473
2011	Grain Valley	KS	City Administrator	13,125
2011	Manassas	VA	City Manager	41,705
2011	Osceola	WI	Village Administrator	2,421
2011	Petersburg	VA	City Manager	33,740
2011	Salisbury	NC	City Manager	33,604
2011	St. Anthony	MN	City Administrator	8,583
2011	Willmar	MN	City Administrator	19,680
2012	Albertville	MN	City Administrator	7,230
2012	Brainerd	MN	City Administrator	13,487
2012	City of Charlotte	NC	City Manager	792,862
2012	City of Fairview	TX	Town Manager	8,148
2012	Eau Claire	WI	City Manager	61,704
2012	Exmore	VA	Town Manager	1,458
2012	Martinsville	VA	City Manager	15,416
2012	Morehead City	NC	City Manager	9,203
2012	Ocean City	MD	Town Manager	7,092
2012	Rockville	MD	City Manager	47,388
2012	Scandia	MN	City Administrator	3,936
2012	Sun Prairie	WI	City Administrator	29,364
2012	Thief River Falls	MN	City Administrator	8,661
2012	Winchester	VA	City Manager	27,216
2012	Windsor Heights	IA	City Administrator	4,860
2013	Alexandria	MN	City Administrator	11,580
2013	Bayport	MN	City Administrator	3,496
2013	Belle Plaine	MN	City Administrator	6,838
2013	Bellevue	WI	Village Administrator	14,570
2013	Burnsville	MN	City Manager	61,434
2013	City of Irving	TX	City Manager	228,653
2013	City of Justin	TX	City Manager	3,333
2013	City of Muskegon	MI	City Manager	37,213
2013	Clinton	NC	City Manager	8,676
2013	East Grand Forks	MN	City Administrator	8,602
2013	International Falls	MN	City Administrator	6,357
2013	Manassas	VA	Director of Finance and Admin	41,705
2013	Montgomery	MN	City Administrator	2,933
2013	Moose Lake	MN	City Administrator	2,787
2013	Newport News	VA	City Manager	179,611
2013	Norwood Young America	MN	City Administrator	3,583
2013	Raleigh	NC	City Manager	423,179
2013	Sherburn	MN	City Administrator	1,128
2013	Watertown	MN	City Administrator	4,239
2013	West Saint Paul	MN	City Manager	19,708
2014	Atlantic Beach	FL	City Manager	12,864
2014	Belle Plaine	MN	City Administrator	6,838

List of Relevant Executive Recruitments: 2011 to Present

Year	Client	State	Recruitment	Population
2014	Bloomington	MN	City Manager	86,319
2014	Boone	NC	Town Manager	17,774
2014	Cape Charles	VA	Town Manager	990
2014	Castle Rock	CO	Town Manager	53,063
2014	Eustis	FL	City Manager	19,214
2014	Hutchinson	MN	City Administrator	13,871
2014	Irving	TX	City Manager	225,427
2014	Lakeville	MN	City Administrator	58,562
2014	Lexington	VA	City Manager	6,998
2014	Midlothian	TX	City Manager	19,891
2014	Narberth Borough	PA	Borough Manager	4,295
2014	Novi	MI	City Manager	123,099
2014	Oakdale	MN	City Administrator	27,780
2014	Springfield	MN	City Manager	2,114
2014	Township of Lower Merion	PA	Township Manager	59,850
2015	Bemidji	MN	City Manager	14,435
2015	Big Lake	MN	City Administrator	10,298
2015	Brooklyn Park	MN	City Manager	78,373
2015	Coon Rapids	MN	City Manager	62,103
2015	Cottage Grove	MN	City Manager	35,399
2015	Davidson	NC	Town Manager	11,750
2015	Diboll	TX	City Manager	5,323
2015	Fairfield County	SC	County Administrator	23,109
2015	Golden Valley	MN	City Manager	20,845
2015	Grand Junction	CO	City Manager	59,778
2015	Kingsville	TX	City Manager	26,312
2015	Manassas	VA	Deputy City Manager	41,705
2015	Monument	CO	Town Manager	5,817
2015	Provincetown	MA	Town Manager	2,994
2015	Sachse	TX	City Manager	22,026
2015	Scandia	MN	City Administrator	3,936
2015	Shakopee	MN	City Administrator	39,167
2015	Socorro	TX	City Manager	32,517
2015	Virginia Beach	VA	City Manager	448,479
2015	Warrenton	VA	Town Manager	9,862
2015	West Jordan	UT	City Manager	110,077
2015	Westminster	CO	City Manager	109,169
2015	Williamsburg	VA	City Manager	15,206
2016	Cary	NC	Town Manager	151,088
2016	Christiansburg	VA	Town Manager	21,533
2016	Circle Pines	MN	City Administrator	4,953
2016	Fredericksburg	VA	City Manager	28,132
2016	Greensboro	NC	Assistant City Manager	279,639
2016	Hayden	CO	Town Manager	1,801
2016	Medford	OR	City Manager	77,677
2016	Moose Lake	MN	City Administrator	2,787
2016	Virginia	MN	City Administrator	8,661
2016	Wayzata	MN	City Manager	4,217
In Progress	Charter Township of Kalamazoo	MI	Township Manager	20,918

List of Relevant Executive Recruitments: 2011 to Present				
Year	Client	State	Recruitment	Population
In Progress	Crested Butte	CO	Town Manager	1,519
In Progress	Commerce	TX	City Manager	8,276
In Progress	Deerfield Beach	FL	Assistant City Manager	78,041
In Progress	Mankato	MN	Deputy City Manager	40,641
In Progress	Norwalk	IA	City Manager	9,639
In Progress	Roswell	NM	City Manager	48,611
In Progress	Shakopee	MN	Assistant City Administrator	39,167
In Progress	Warsaw	VA	Town Manager	1,498
In Progress	Williamsburg	VA	Assistant City Manager	15,206

V. Recruitment Project Team

Mr. Rollie Waters, Executive Vice President

Direct Phone: (214) 466-2424

Email: rwaters@waters-company.com

Recruitment Co-Project Team Leader

Ms. Sharon Klumpp, Senior Vice President

Direct Phone: (651) 223-3053

Email: sklumpp@waters-company.com

Recruitment Co-Project Team Leader

Mr. Miguel Ozuna, Vice President

Direct Phone: (214) 842-6478

Email: mozuna@waters-company.com

Mr. Chuck Anderson, Senior Vice President

Direct Phone: (817) 965-3911

Email: canderson@waters-company.com

Ms. Jada Kent, Project Manager

Direct Phone: (214) 466-2429

Email: jkent@waters-company.com

Ms. Jenelle Stapleton, Project Coordinator

Direct Phone: (214) 466-2445

Email: jstapleton@waters-company.com

Ms. Sara Haselbauer, HR Analyst

Direct Phone: (651) 223-3006

Email: shaselbauer@waters-company.com

Rollie Waters

Executive Vice President

Rollie O. Waters is an Executive Vice President, of Waters & Company, *A Springsted Company*. Since 1976, Rollie has been a management consultant to private and public sector clients. He has consulted with national and international clients in the area of HR Management system design and strategic management. He has given various lectures and seminars for organizations in the areas of compensation as it relates to performance management. He is viewed on a national level as one of the foremost authorities in succession planning and performance management system design for the public sector. He has spoken before such organizations as the International City/County Managers Association, American Management Association, The Alliance for innovation, Southern Methodist University, the University of Maryland, National Forum of Black Public Administrators, California Institute of Technology, the Texas Municipal League (TML), the International Personnel Management Association (IPMA-HR), several international companies in Great Britain, and various other U.S. public and private sector agencies and organizations.

Rollie has been actively involved in the development of competency-based knowledge selection and development tools over the past twenty years. He has been instrumental in ensuring the proprietary profiles that he has designed attract the right candidates that fit the organization's needs. In addition, Rollie's extensive knowledge of performance management solidifies matching the management style most compatible with the organization's success. His research on succession planning has led him and his team to be able to help shape the future of organizations through their executive recruitment activities.

Rollie has been widely published in national journals and magazines focusing on human resource challenges. His publications include a research article in the Public Personnel Management Journal titled "The Impact of Behavioral Traits on Performance Appraisal." Prior to founding W&C, Rollie held an executive position with Dun & Bradstreet Co., Inc., and a management position with Owens Corning Fiberglass.

Areas of Expertise

- Executive Recruitment
- Web-Based Compensation Support
- Management Development
- Competency-based Systems and Development Systems
- Organizational Strategy
- Mentoring Programs
- Performance Management
- Succession Planning

Professional Accomplishments and Education

Rollie is a member of Mensa, a Strategic Partner with the International City/County Managers Association, International Management Consultants and Alliance for Innovation, a member of the National Corporation Advisory Council of the National Forum for Black Public Administrators, and numerous other professional groups. He has also appeared in several professional directories such as Who's Who in the World, Who's Who in Finance and History, and many others. Rollie has an extensive background in the behavioral sciences and strategic planning. He received his MBA at Pepperdine University and his Bachelor of Science degree in Psychology from the University of South Carolina. In addition, he is a Certified Management Consultant (CMC); CMC is a certification mark awarded by the Institute of Management Consultants USA and represents evidence of the highest standards in consulting and adherence to the ethical canons of the profession.

Sharon G. Klumpp

Senior Vice President and Consultant

Sharon Klumpp is a Senior Vice President with Waters & Company, a Springsted Company. Sharon has extensive experience specializing in organizational and departmental studies, human resource management, and executive search for public agencies. She also assists governing bodies and senior-level managers in the development, execution and evaluation of strategic plans.

Sharon has extensive experience in serving government. She has served as Executive Director of the Metropolitan Council, a seven-county regional planning agency for the Minneapolis-Saint Paul metropolitan area, and as Associate Executive Director for the League of Minnesota Cities. Her experience also includes serving as City Administrator in Oakdale, Minnesota and as Assistant City Manager in both St. Louis Park, Minnesota and Saginaw, Michigan. Her private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm.

Sharon also served as an adjunct instructor at Walden University, where she taught public administration and organizational change in the University’s School of Management. She served two terms on the Ramsey County Charter Commission and was chair for two years.

Professional Accomplishments and Education

Education

University of Kansas, Lawrence, Kansas
Masters of Public Administration
Miami University, Oxford, Ohio
Bachelor of Arts in Political Science

Affiliations

International City/County Management Association
International Public Management Association for
Human Resources

Miguel Ozuna

Vice President and Consultant

Miguel Ozuna is a Vice President with Waters & Company, A *Springsted Company*. Prior to joining Waters & Company, Mr. Ozuna served as Director of Human Resources for the City of Cedar Park (Central Texas) and the City of Weslaco (Rio Grande Valley). His extensive experience of over 15 years in municipal human resources has given Mr. Ozuna broad familiarity and knowledge of municipal government operations making him ideal to provide executive recruitment and organizational management services. His expertise encompass all aspects of the municipal human resources function to include recruiting, benefits administration, compensation, employee relations, training and organizational management.

Miguel's work in municipal human resources has propelled him to leadership positions in statewide municipal organizations to include the Texas Municipal Human Resources Association and the Texas Public Employers Labor Relations Association.

Areas of Expertise

- Recruitment
- Labor Relations (Civil Service, Collective Bargaining & Meet and Confer)
- Organizational Management
- Employee Relations

Education and Professional Affiliations

Education

Sam Houston State University, Huntsville, Texas; Bachelor of Arts in History

Affiliations

Texas Municipal Human Resources Association
Texas Public Employer Labor Relations Association
National Public Employer Labor Relations Association
International Public Management Association for Human Resources

Charles (Chuck) Anderson

Senior Vice President

Charles (Chuck) S. Anderson is a Senior Vice President with Waters & Company, a *Springsted Company*. Prior to joining the Waters & Co., Chuck worked for local governments and non-profit organizations, including City Manager for Dallas, Texas; Executive Director for the Dallas Area Rapid Transit (DART); and Executive Director for the Michigan Education Association.

Chuck also served as Director for Local Government Reform for the International City/County Association (ICMA), managing a U.S. government contract for the planning and delivery of technical assistance to local governments in Central and Eastern Europe. His last assignment in this role with ICMA was to recruit and supervise a team of technical consultants to assist in re-building local governments in Bosnia following agreement on the Dayton Accords.

During his service with the Michigan Education Association, Chuck also served as Senior Consultant for Urban Planning and Management for Michigan State University's Institute for Public Policy and Social Research.

Areas of Expertise

- Executive Recruitment
- Leadership/Management Development
- Organizational Design
- Organizational Development

Professional Accomplishments and Education

Chuck received a Bachelor of Arts degree in political science and human resources management and a Masters of Public Administration degree from the University of Kansas. He received the prestigious L.P. Cookingham Award for Development of Young Professionals from the International City/County Management Association (ICMA) and the Minority and Women Advancement Award from the American Public Transit Association (APTA). He was also recognized as Public Administrator of the Year by the American Society of Public Administration (ASPA) and Outstanding Management Innovator (Honorable Mention) by ICMA. Chuck was recognized in 2007 with the Lifetime Achievement Award from his Public Administration Alumni Association at the University of Kansas.

Jada Kent

Project Manager

Jada Kent is a Project Manager with Waters & Company, a *Springsted Company*. Jada is responsible for managing the recruitment process by organizing and coordinating administrative support for each project. She is also responsible for backing up the lead consultant throughout the entire scope of a recruitment, to include communication with the client and vetting of candidates.

Areas of Expertise

- Human Resources Management (HRM)
- Public Policy Analysis
- Public Administrative Best Practice
- Comparative Studies

Professional Accomplishments and Education

Jada received a bachelor's degree in United States History, with a minor in Political Science from the University of North Texas. While at UNT, she was the recipient of multiple oral litigation awards and even competed nationally in the Texas Undergraduate Moot Court Association. Jada has also completed a Master's in Public Administration from the University of Texas – at Dallas. As a Public Affairs Specialist in both the Army (active duty) and the Air National Guard, respectively, Ms. Kent presented the Air Force story to a global audience as a journalist for the 136th Airlift Wing's Public Affairs Staff.

Jada is in the process of acquiring her certification with Society for Human Resource Management (SHRM-CP).

Jenelle Stapleton
Project Coordinator

Jenelle Stapleton is the Project Coordinator at Waters & Company, a *Springsted Company*. She is responsible for supporting the lead consultants throughout the entire scope of the recruiting process, as well as providing administrative support to the Executive Vice President, Rollie Waters.

In this role, Jenelle coordinates communications with candidates, the processes resumes and distributes candidate questionnaires. She is also responsible for providing support to candidates regarding technical and logistic issues. She assists the consultants in scheduling the semifinalist interviews, submitting profiles for background checks and education verification, as well as notifying the finalists of project status. Her responsibilities extend to editing presentations, advertisement placements and general office administration.

Professional Accomplishments and Education

Jenelle is a very task oriented professional with over 13 years of experience in Office Administration – at least 6 of those years have been spent in executive level support and two have been spent in Human Resources Administration. She also has over eight years of experience in sales and marketing including over seven years overseeing employees. The majority of this experience began in branch banking as a Financial Sales Supervisor where, in addition to managing day to day branch operations, she also took on the role in coordinating the branch’s business development. She went on to Merchant Services as the Client Relations Executive where she also filled the role of the Commissions Analyst with the Human Resource Department. This dual-position entailed managing client escalations, analyzing and adjusting pricing structures, contract negotiation, monitoring non-compete agreements and the paying and reversal of commissions. Prior to joining Waters & Company, Ms. Stapleton was involved in Real Estate Investment as the Operations Manager. In this position, she managed the renovation and budgets of over 200 single family homes and provided administrative support once the properties were tenant occupied.

Jenelle has her Associates of Applied Sciences in Financial Operations and an Associates in Business Administration. She is currently pursuing her bachelor’s degree in HR Management at Texas Women’s University. Her major outside interest involves volunteering with Dogs on Deployment (“DoD”), a non-profit dedicated to helping military members keep their pets while overseas. DoD arranges pet fosters and thus alleviates the need for pet relinquishment from military members due to the hardships of deployment.

Sara Haselbauer, J.D.

HR Analyst

Sara Haselbauer is a Human Resources Analyst at Waters & Company, a *Springsted Company*. Sara started as an Administrative Assistant to the Project Management team in 2007. In August 2009, Sara left Springsted to attend law school before returning in November 2014 as an independent contractor.

Sara rejoined Springsted in January 2015 as a Human Resources Analyst with the Organizational Management and Human Resources Team, providing support and assistance for executive search and organizational management projects. Her duties include conducting research and working with clients and candidates throughout all phases of a project and/or executive search and recruitment.

Education

University of North Dakota School of Law, Grand Forks, North Dakota
Juris Doctor
Certificate in Indian Law

University of St. Thomas, St. Paul, Minnesota
Bachelor of Arts in Sociology and Art History

APPENDIX I
Sample Brochure



THE CITY OF COMMERCE, TEXAS IS SEEKING A PROFESSIONAL WHO IS AN OUTSTANDING LEADER AND MANAGER TO SERVE AS THE NEXT...

THE COMMUNITY

Nestled in northeast Texas, the City of Commerce offers a friendly and welcoming community, beautiful scenery and an abundance of opportunity. Its history is traced back to when Commerce was originally known as Cow Hill due to herds of cattle that ranged along the ridge between the Middle and South Sulphur Rivers. Beginning from a small store on a ridge between two rivers, Commerce grew and prospered, emerging as a community that owes its beginnings to the railroad, education and local shops.

Incorporated on September 25, 1885, Commerce had a population of approximately 145 and was governed by a Mayor and four Aldermen. In 1887, the St. Louis Southwestern Railroad spurred a period of continuous growth with the completion of rail lines into Commerce. This provided connections with Texarkana, Sherman and Fort Worth. In 1894, due to a fire, Professor W. L. Mayo moved East Texas Normal College to Commerce as a result of an offer by the city of a \$10,000 building and 10 acres of land.

Present day Commerce is strategically located in Hunt County, 60 miles northeast of the Dallas/Fort Worth

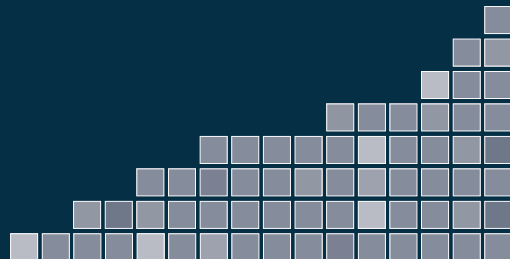
CITY MANAGER

MUNICIPAL ORGANIZATION

The City of Commerce is a Home Rule municipality with a council-manager form of government. The City Council is made up of a Mayor and four Council Members, with one member designated as Mayor Pro Tem. All members of the Council are elected at-large and serve three-year staggered terms. The Mayor and Council is the City's governing body tasked with enacting local legislation through ordinances and resolutions providing vision, policy, fiscal oversight and public safety.

The City Manager is appointed by the City Council and is responsible for the day-to-day operations of the City. By City Charter, the City Manager is responsible for developing and presenting an annual budget to the City Council and upon approval, adhering to the fiscal policies, initiatives and programs established by the budget. The position is tasked with administering the City's administrative policies and ensuring enforcement of ordinances and resolutions approved by the City Council. The City Council has engaged an Interim City Manager who is not a candidate of the position.

The City is a full-service community, offering the following services: police, fire, airport, parks and recreation, community development, public works and utilities. The City's total annual operating budget is \$13.7 million, with \$8.8 million in the general fund, and its staff includes 95 employees.





THE COMMUNITY (Continued)

Metroplex on State Highway 24 and minutes north of Interstate 30. It now serves 8,276 residents and approximately 13,000 university students across the campuses of Texas A&M-Commerce. Points of interest include the following:

- TEXAS A&M UNIVERSITY - COMMERCE** - The University offers more than 100 major fields of study through 26 academic departments. Other features include the 6-story Gee Library with more than 1.2 million volumes; a Performing Arts Center with two theaters and a revolving stage; a state of the art Science Building with a Planetarium and astronomical observatory; the Jerry D. Morris Recreation Center with a rock wall, racquetball courts, weight room facilities, outdoor pool, etc. All facilities are available to the public.
- Hunt Regional Emergency Medical Center at Commerce** - A newly opened fully staffed emergency medical center including a 64 slice CT Scanner. Facility is currently averaging 600-900 patients per month. In patient services and cancer center are available 15 minutes away at Hunt Regional Medical Center.
- COOPER LAKE** - It opened to the public in 1996 and encompasses 19,000 acres at conservation level. The lake itself covers over 3,000 acres and is stocked with largemouth bass, white bass, blue catfish, channel catfish, bluegill, crappie and flathead catfish.
- COMMERCE PUBLIC LIBRARY** - The Library, opened in 1918 as the

HIGH-PRIORITY ISSUES

- Financial Management** - Fiscal management will be the highest priority for the new City Manager. The City's revenue is challenged by the high volume of tax-exempt property within its jurisdiction, in excess of 50 percent. Past budgeting practices have led the City to a "BBB" bond rating. The new City Manager is expected to provide a strategic plan encompassing immediate revenue forecasts, corrective measures and long-term sustainable solutions to improve the City's financial status.
- Organizational Management** - Perceptions exist relating to poor employee relations and high employee turnover. It is a City Council expectation that the new City Manager fully evaluate its workforce, organizational structure, processes and procedures to ensure exceptional customer service delivery and to recruit and retain a high caliber workforce.
- Intergovernmental and Interagency Cooperation** - Texas A&M University - Commerce is an integral component of the community. The City Manager must engage and partner with the University to explore common interests in improving the community and campus. The City Manager will establish strong working relationships with Hunt County and other surrounding agencies.
- Economic Development** - Economic Development opportunities must be leveraged and the new City Manager must work with the City's Economic Development Corporation to facilitate expansion of the City's tax base, creating job opportunities and ultimately, generating new sustainable revenue. Economic Development can also be the catalyst to attract and retain residents with increased primary job opportunities and community amenities.

CANDIDATE PROFILE

The following listing - prepared in consultation with City Council, reflects the leadership and management style and personal characteristics of the ideal candidate:

- The new City Manager must have strong leadership principles with the ability and confidence to work professionally with the City Council, City staff and citizens.
- Commitment to providing exceptional customer service.
- The City Council expects the new City Manager to create a workplace environment conducive to employee engagement and collaboration.
- A willingness to maintain a high degree of visibility in the community, both on and off the job.
- An approachable, outgoing, open and participatory management style.
- High personal energy and a positive approach.

THE COMMUNITY (Continued)

Post Office, is now home to many historical archives, including two volumes of news columns by pioneer journalist C.W. Goff. The library was awarded a Texas Historical marker in 1991. Also located on the grounds is a marker for the Jernigin's Store, the first business in Commerce, and one for the Bruce B. Williams American Legion Post, the very first post organized in Texas.

- **MAX** - MAX is the second largest bois d'arc tree in Texas, and has the unique distinction (bestowed by the National Forests Famous and Historic Trees) as the only one honored by an annual celebration, The Bois d'Arc Bash, during the weekend closest to September 25th, celebrating the day Commerce was incorporated as a city.
- **NORTHEAST TEXAS CHILDREN'S MUSEUM** - The Museum opened to the public in 2002 and provides a creative and enriching learning experience for children.

The City of Commerce is also a great place for retirees. Its location offers convenient and fun opportunities at an affordable cost. The City earned the designation as a "Go Texan Certified Retirement Community," offering a wide variety of activities keeping life interesting for everyone, regardless of age.

Commerce public schools offers an extensive, high-quality, K-12 curriculum with high expectations for student achievement. The Commerce Independent School District is committed to creating opportunities for all students to do their best, setting high expectations for both students and staff, and using tax dollars efficiently to meet the educational needs of students. Teachers, administrators and support staff work together to ensure that educational success is possible for every child.

The Commerce Economic Development Corporation (CEDC) is a nonprofit corporation whose primary function is to promote economic development through recruitment of new industry and expansion and retention of existing industry in Commerce. The one-half (1/2) cent sales tax generates approximately \$356,000 annually for economic development. Packaging these funds with incentives from the state and other local entities, the CEDC has been aggressive in its pursuit of growth for Commerce.

- A strong background and/or knowledge in financial management and budget development.
- The ability to effectively communicate with the organization and members of the public.
- Confidence in his/her ability and the tenacity to address entrenched issues within the organization and throughout the City.
- The ability to establish strong relationships with key community stakeholders.
- The ability to effectively delegate authority and responsibility while maintaining appropriate levels of accountability and operational control.

Other required personal characteristics include:

- A visionary approach to Commerce's future.
- Politically astute without personal involvement in political issues.
- Initiative, resourcefulness, creativity and problem-solving ability.
- Outstanding interpersonal and "people" skills.
- Outstanding written, oral and presentation communication skills.
- Personal and professional integrity of the highest order, demonstrated in both the candidate's public and private life.



EDUCATION AND EXPERIENCE

The successful candidate will hold a bachelor's degree in business or public administration, political science, finance, or a related field, with a graduate degree desirable but not required. A minimum of five years' managerial service in a municipality, county, or similar, or a combination of these managerial experiences, is required. The ideal candidate will have served as a city manager/city administrator or deputy/assistant city manager/administrator in a comparable or larger community. The City Council is open to candidates from any region of the country with the requisite skills and qualifications.

The ideal candidate will have a strong and proven financial management and administrative background. The City Council is seeking applicants with resilient interpersonal skills with the ability to confidently support and defend opposing views and diplomatically deal with differing viewpoints.

COMPENSATION AND BENEFITS

A competitive starting salary in the low \$100,000 range, depending on the successful candidate's qualifications and experience, will be offered. A competitive benefits package is offered, including an employment agreement; relocation assistance; a contributory retirement plan; medical, dental, and vision insurance at highly favorable rates; as well as life and disability insurance; and other highly competitive benefits. The City Manager is strongly encouraged to reside within the corporate limits of Commerce.



APPLICATION & SELECTION PROCESS

Qualified candidates please submit your resume online by visiting our website at <https://waters-company.recruitmenthome.com>. This position is open until filled; however, interested applicants are strongly encouraged to apply no later than July 12, 2016. Following this date, applications will be screened against criteria outlined in this brochure. On-site interviews in Commerce will be offered by the City Council to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates' permission.

For more information, please contact:

Chuck Rohre
(214) 466-2436 (direct)
Email: crohre@waters-company.com

Miguel Ozuna
(214) 842-6478 (direct)
Email: mozuna@waters-company.com

The City of Commerce is an Equal Opportunity Employer and values diversity at all levels of its workforce.



W&C | Waters & Company

 A Springsted Company

14285 Midway Road
Suite 340
Addison, TX 75001

Phone: 972.481.1950
Toll-free: 800.899.1669
Fax: 972.481.1951

Springsted Incorporated
380 Jackson Street
Suite 200
Saint Paul, MN 55101

Phone: 651.223.3000
Fax: 651.223.3002

waters-company.com

Helping
**PUBLIC & PRIVATE
SECTOR CLIENTS**
manage their HR needs





July 20, 2016

The Honorable Dan McLaughlin, Mayor
Village of Orland Park
14700 Ravinia Avenue
Orland Park, IL 60462

Dear Mayor McLaughlin:

Thank you for the opportunity to provide you with a proposal for the Village of Orland Park's Village Manager recruitment and selection process. GovHR USA prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

QUALIFICATIONS AND EXPERIENCE

GovHR USA is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies, temporary staffing and related services for communities, counties, intergovernmental organizations and not-for-profit organizations that serve local government. GovHR USA is co-owned by Heidi Voorhees, President, and Joellen Earl, CEO. GovHR is a certified woman owned business firm in the State of Illinois.

GovHR USA was established in 2009 as Voorhees Associates, LLC. In January, 2014 Voorhees Associates combined with GovTempsUSA to form GovHR USA. This combination enables us to more effectively serve our clients by utilizing our combined resources to provide not only executive recruiting and management consulting, but also temporary staffing solutions, including short-term, long-term, and interim placements. Our headquarters offices are in Northbrook, Illinois.

Prior to 2009, Ms. Voorhees and a number of current GovHR USA consultants worked for The PAR Group, a public sector national consulting firm established in 1972. Ms. Voorhees began working for The PAR Group in 2001 and served as its President from 2006-2009. She has conducted more than 220 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri. Ms. Earl is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

630 Dundee Road, Suite 130, Northbrook, Illinois 60062

Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT • INTERIM STAFFING • MANAGEMENT AND HUMAN RESOURCE CONSULTING

The firm has a total of twenty-two consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Michigan, and Wisconsin, as well as six reference specialists and ten support staff.

Philosophy

Executive search is an important decision-making process for a community; our primary goal is to help our client to make a good decision. Our firm's executive recruitment philosophy embraces a professional process of integrity, trust, and respect toward all parties involved and complete commitment toward meeting the expressed needs and desires of our client. All of our services are handled by principals of the firm who have established and well-regarded reputations in the search field as well as actual operating experience in the public management fields in which they now consult. Each has impeccable professional credentials and unblemished personal reputations. Keeping both our client and prospective candidates informed on the status of the recruitment on a regular basis is also an important part of our recruitment process. Our work is carried out in an open manner with particular attention given toward seeking out critical factors of a client's organization and governance and utilizing such information respectfully and discreetly in seeking out candidates who truly have the ability to meet the expectations and needs of the client—working strenuously in developing a fully qualified, “best match” candidate pool for client consideration. Our process includes assistance in the critical final interview and selection phases of the recruitment, and availability to both client and candidate for months following the appointment. Our process was developed and refined over the years to meet the special, and often unique, needs and circumstances facing our local government, public management, and related not-for-profit clients.

Experience

GovHR USA has completed over 325 recruitments since its establishment in 2009, including more than 90 for city management positions. In your area, we have conducted recruitments for Crest Hill, Homer Glen, Joliet, Mokena, New Lenox, and Tinley Park. Our consultants are experienced executive recruiters who have conducted over 500 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

References

The following references can speak to the quality of service provided by GovHR USA (recruitments marked * were conducted under the firm's previous name, Voorhees Associates):

Village Administrator recruitment

Village of Mokena
Mayor Frank A. Fleischer
11004 Carpenter St.
Mokena, IL 60448
708-479-3900
electofficial@mokena.org

City Manager recruitment*

City of Joliet, Illinois
Mayor Bob O'Dekirk
150 W. Jefferson Street
Joliet, IL 60432
815-724-3700
rodekirk@jolietcity.org

Village Administrator recruitment*

Village of New Lenox, Illinois
Mayor Timothy Baldermann
1 Veterans Parkway
New Lenox, IL 60451
815-462-6400
tbaldermann@newlenox.net

Consultant Assigned

GovHR USA President Heidi Voorhees will be responsible for your recruitment and selection process.

**Heidi J. Voorhees
President**

Ms. Voorhees has extensive experience in both executive search and general management consulting assignments. She has led more than 220 recruitments for local government entities across the country and takes pride in facilitating a tailored, thorough process that gives elected and appointed officials the tools they need to make critical personnel decisions. Her clients have included the City of Austin, Texas; Johnson County, Kansas; Evanston, Illinois; Waukesha, Wisconsin; Fort Worth, Texas; Bloomington, Illinois; Carbondale, Illinois; Fayetteville, North Carolina; and clients in Arizona, Rhode Island, and Colorado.

In addition to her eleven years of executive recruitment and management consulting experience, she has 19 years of local government leadership and management service, with the Villages of Wilmette and Schaumburg, Illinois, and the City of Kansas City, Missouri.

From 1990 to 2001, Ms. Voorhees served as the Village Manager for Wilmette, Illinois, one of Chicagoland's notable residential suburbs located on the shore of Lake Michigan. During her tenure, Ms. Voorhees focused on delivering high quality services and responsiveness to a recognized interactive community, streamlining administrative and management functions and team building throughout the organization that employed 200 individuals. Under her leadership, the organization developed a collaborative budget process, formalized its long range capital improvement program, and developed budget and financial policies that led to the achievement of a AAA bond rating for the community.

Since leaving the Village of Wilmette in 2001, Ms. Voorhees has been an Adjunct Instructor for the Center for Public Safety located on the campus of Northwestern University. She also instructs law enforcement executives in the Executive Management Program on management, community relations, and organizational culture. Ms. Voorhees has also been an Instructor for the Northwestern University Master's Degree Program in Public Policy and Administration. She is a frequent speaker on recruitment and selection issues and has conducted training programs for the Illinois City and County Management Association, the Ohio City and County Management Association, the American Public Works Association – Chicago Metro Chapter, the Illinois Association of Municipal Management Assistants, the Northern Illinois University Civic Leadership Program, and the Great Lakes Leadership Academy.

Ms. Voorhees holds a Master's Degree in Public Affairs from the School of Public and Environmental Affairs at Indiana University where she was a fellow in the Eli Lilly State and Local Government Fellowship Program. Ms. Voorhees was recognized as the distinguished Alumnus for the School in 1998. She also has a Bachelor of Science degree in Political Science from Illinois State University.

Ms. Voorhees has served on the Boards of Directors of numerous professional associations including the Chicago Metropolitan Managers' Association and the Illinois City and County Management Association. For two years, she was the Illinois representative to the ICMA University, the professional development arm of the International City and County Management Association. In 1999, she was selected to participate in the Leadership Greater Chicago Program and has been an active Rotarian for 23 years.

SCOPE OF WORK

A typical recruitment and selection process can take 175 hours to conduct. At least 50 hours of this time is “administrative” including ad placement, acknowledgment of résumés, reference interviews, and due diligence on candidates. These tasks may take longer if someone is performing them for the first time. We believe our experience and ability to professionally administer your recruitment will provide you with the best possible outcome. GovHR USA clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

GovHR USA suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Position Announcement and Brochure Development

Phase I will include the following steps:

- **Interviews** with the Mayor and Members of the Board of Trustees, and the Village’s senior staff as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the Village.

At least eight (8) hours of one-on-one interviews will be conducted with elected officials, staff and the public in order to develop our Recruitment Brochure. This important document outlines the expectations that the Village has for its next Village Manager, providing us with the information we need to target our recruitment. During this process we will assist you with establishing the salary for the Village Manager by conducting a salary survey of comparable communities, if so desired.

- Development of a **Position Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.
- Agreement on a detailed **Recruitment Timetable**.

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- Placement of the Position Announcement in appropriate professional online publications. In addition to public sector publications and web sites, outreach will include LinkedIn and other private sector resources. We can provide the Village with placement recommendations, if so desired.
- Technology has changed how organizations find the best and brightest candidates. GovHR USA is at the forefront of this technology automation. Our firm posts each position on LinkedIn, FaceBook, and Twitter a minimum of twice per week throughout the advertising process. Our Social Media integration procedures provide our customers with advanced utilization of keywords and hashtags to assist in driving awareness and ultimately bringing the greatest exposure for each position. We have dedicated and focused experts consistently monitoring the results and processes we use to ensure we are current with the latest trends in the industry to provide our customers with the greatest value and results with their advertising budgets.

- The development of a database of potential candidates unique to the position and to the Village of Orland Park, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.
- Outreach will be done through e-mail and telephone contacts as appropriate. GovHR USA consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.
- Candidates will be interviewed by Skype or Facetime to fully grasp their qualifications and experience as well as their interpersonal skills. This is an hour long interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.
- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR USA, ensuring Orland Park's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR USA will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."
- GovHR USA will provide you with a log of all candidates who applied. You may also review all of the résumés should you so desire.
- GovHR USA will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.

Phase V –Interviewing Process

Phase V will include the following steps:

- At the Recommendation meeting, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample.
- GovHR USA will develop the first and second round interview questions for your review. GovHR USA will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.
- GovHR USA will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. The schedule will incorporate a tour of Village of Orland Park facilities and interviews with Department Heads and elected officials.

We offer a community "Meet and Greet" option, at no charge, as a means for the community to interact and get to know the candidates in an informal setting. At this "Meet and Greet," candidates would give a brief overview of themselves and answer questions from the audience.

- Once candidates for interview are selected, additional references will be contacted, along with verification of educational credentials, criminal court, credit, and motor vehicle and records checks. Using the candidate's name and work experience we review the top 200 search results available from Google, as well as his/her activity (if publicly available) on Facebook, Twitter, and other social media platforms. Employment verification can also be provided if so desired.

GovHR USA recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and a "score sheet."

- GovHR USA consultants will be present for all of the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- GovHR USA will assist you as much as you request with the salary and benefit negotiations and drafting of employment agreement, if appropriate.
- GovHR USA will notify all applicants of the final appointment, including professional background information on the successful candidate.

Optional 360° Evaluation

As a service to the Village of Orland Park, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed Village Manager at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the Village feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR USA will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of Orland Park officials and staff, development and approval of recruitment brochure Deliverable: recruitment brochure	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8
Consultant recommendation to Board of qualified candidates Deliverable: recruitment report	week 9
Selection of candidate finalists by Board; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets	week 10
Interviews of selected finalist candidates; Board selection of final candidate; negotiation, offer, acceptance and appointment	weeks 11-12

Summary of Costs

Recruitment Fee:	\$13,000
Recruitment Expenses: (not to exceed)	3,000
Expenses include consultant travel, candidate outreach, and candidate due diligence efforts..	
Advertising costs	2,000
Total Fees:	\$18,000*

Expenses include billing the client for up to 10 recruitment reports and 10 interview books. Clients requesting additional copies will be billed an additional per-book charge which may then exceed the estimated expenses. Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.

*This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if desired, for an additional cost of \$900.

The above cost proposal is predicated upon three consultant visits to Orland Park; the first for the recruitment brochure interview process; the second to present recommended candidates; and the third for the candidate interview process.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the Village will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

GovHR USA Guarantee

It is the policy of GovHR USA to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Board of Trustees not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration.

Upon appointment of a candidate, GovHR USA provides the following guarantee: should the selected and appointed candidate, at the request of the Village of Orland Park or the employee's own determination, leave the employ of the Village of Orland Park within the first 24 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employees for a period of five years.

Why Choose GovHR USA?

The heart and soul of a professional recruitment firm is the expertise it brings to its clients. GovHR USA consultants are all experienced local government executives who have demonstrated careers and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.

Our process reflects the client's goals and objectives—therefore, the time we spend developing the Recruitment Brochure is critical in our understanding of the challenges, opportunities, and culture of the position under consideration. Our candidate assessment and interviewing skills are based on thousands of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, as experienced local government professionals, our Consultants are able to ask probing, thoughtful questions and effectively evaluate the candidates' answers. We provide the client with a diverse list of potential candidates who have been fully vetted by our staff and who are truly interested in and well-qualified for the position. We respect the confidentiality of candidates' applications and are respectful of the candidates' current employment situation when we conduct reference calls. We are not a gatekeeper—clients will be provided with a list of everyone who applied and may view the résumés should they so desire.

Our firm's executive recruitment standards embrace a professional process of integrity, trust, and respect toward all parties involved and a commitment toward meeting the expressed needs and desires of our Client. Our ultimate goal is for the client to be completely satisfied with the selected candidate.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
President
GovHR USA

ACCEPTED BY THE VILLAGE OF ORLAND PARK, ILLINOIS

BY: _____

TITLE: _____

DATE: _____

DATE: August 15, 2016

REQUEST FOR ACTION REPORT

File Number: **2016-0588**
Orig. Department: **Village Clerk**
File Name: **Parents for Education District 135 - Raffle License**

BACKGROUND:

Parents for Education (PFE) District 135 is requesting a license to sell raffle tickets during their Candlelight Bowling events that will take place on Saturday, September 24, 2016, Saturday, October 8, 2016 and Saturday, October 28, 2016 at Orland Bowl. The winning raffle will be drawn at the end of each event.

Funds raised from these raffles will benefit the ten (10) K-8 Schools in Orland Park.

All required documents have been submitted.

BUDGET IMPACT:

REQUESTED ACTION:

I move to approve issuing a raffle license to Parents for Education District 135 to sell tickets during their Candlelight Bowling events that will take place on Saturday, September 24, 2016, Saturday, October 8, 2016 and Saturday, October 28, 2016 at Orland Bowl.

VILLAGE OF ORLAND PARK
14700 RAVINIA AVENUE
ORLAND PARK, IL 60462

2016
APPLICATION FOR LICENSE TO SELL
RAFFLE TICKETS
(This is a two-sided application)

(To be completed by Village staff)

Date Approved: _____
Date Denied: _____
Approval: _____
Village Clerk
Expires: _____

**APPROVED APPLICATION
SERVES AS LICENSE**

PLEASE NOTE: Any misrepresentation or falsification of the information sought below may result in revocation of the License as granted. **Applications must be submitted at least 30 days prior to the raffle date requested.** For information or questions, please call (708) 403-6150.
~Each license is valid for not more than 1 raffle per week during any 1 year period.~

**NAMES OF UNDERSIGNED ORGANIZATION OFFICERS
(PERSONS SUBMITTING APPLICATION)**

DATE OF APPLICATION: 8/1/16
PRESIDENT OR PRESIDING OFFICER: Tracy Pellini
SECRETARY: Susan Zielke
ADDRESS OF APPLICANT: 15100 S. 94TH Ave.
Orland Park IL 60462

ORGANIZATION REQUESTING LICENSE: Parents for Education District #135

ADDRESS OF ORGANIZATION: 15100 S. 94TH Ave.
Orland Park IL 60462

NAME AND ADDRESS OF RAFFLE MANAGER: Lisa O'Brien
14907 Poplar Rd.
PHONE 314-265-1231

ADDRESS OF PLACE(S) OR AREA(S) WHERE CHANCES ARE TO BE SOLD OR ISSUED: Orland Bowl, 8601 W. 159TH St. Orland Park

PURPOSE OF RAFFLE: to raise fund for the PFE to be used in the 10 K-8 schools in Orland Park.

TIME PERIOD WHICH RAFFLE CHANCES WILL BE SOLD OR ISSUED: 9/24, 10/8, 10/22

MAXIMUM NUMBER OF RAFFLE CHANCES TO BE SOLD OR ISSUED: 1,500

PRICE OF CHANCES: \$1.00 TOTAL PRIZE VALUE: \$1,000.00 LARGEST SINGLE PRIZE: \$1,000.00

TIME, DATE AND LOCATION WHERE WINNING RAFFLE CHANCE WILL BE DETERMINED: 2:30pm/11:00pm 9/24/10/8/10/22 Orland Bowl 8601 W. 159TH St. **OVER**
Time Date Location of Raffle Drawing (Address, City, State)

CHECK TYPE OF NON-PROFIT ORGANIZATION AND ATTACH DOCUMENTATION

Religious _____ Charitable _____ Labor _____ Fraternal _____ Business _____

Educational X Veterans' Organization _____ *Non-Profit Fund Raising _____

*(check this box if organized solely to raise funds for an individual or group of individuals suffering extreme financial hardship, as a result of illness, disability, accident or disaster)

LENGTH OF TIME ORGANIZATION HAS BEEN IN EXISTENCE: _____

PLACE AND DATE OF INCORPORATION OF ORGANIZATION: _____

IF NOT A CORPORATION, STATE WHEN AND HOW ORGANIZED: 5013C

organized 1984

NUMBER OF MEMBERS OF ORGANIZATION THAT RESIDE IN VILLAGE: 1,000

The undersigned, under oath attest that we have read and understand Ordinance #3480 entitled "An ordinance of the Village of Orland Park establishing a system for the licensing of organizations to operate raffles" and we further attest to the non-profit character of the prospective license organization.

Further the undersigned attest that they comply with all provisions of Ordinance #3480 and understand that violations of this ordinance are subject to fines of not less than one-hundred dollars (\$100.00) and not more than seven-hundred-and-fifty dollars (\$750.00) per violation.

President or Presiding Officer

Tracy Pelini
Type or Print Name

Signature:

Tracy Pelini

ATTEST:

Secretary:

Susan Zielke
Type or Print Name

Signature:

Susan Zielke

SUBSCRIBED AND SWORN TO

before me this 9th

day of Aug, 2016.



Nancy R. Melinauskas
(Notary Public)

Commission Expires: Aug 30, 2018

REQUEST FOR ACTION REPORT

File Number: **2016-0567**
Orig. Department: **Officials**
File Name: **People's Telly Award - Presentation**

BACKGROUND:

Acting Village Manager/Police Chief Timothy McCarthy will present to Mayor McLaughlin the Bronze Telly Award in the Non-Broadcast Production Category. The award was received for the Orland Park Police Department's training video created for faculty and staff at area schools for dealing with potential gun violence scenarios. "Plan, Prepare, Act" makes teachers consider various options - and helps them prepare should they be faced with this situation. The department's video was produced in cooperation with Eyclight Studios of Orland Park.

Founded in 1979, the Telly Awards were created to honor excellence in local, regional and cable television commercials. More than 13,000 entries are received from all 50 states and five continents. The Telly Award is one of the most sought after awards by industry leaders from international firms to local cable programmers.

BUDGET IMPACT:

REQUESTED ACTION:

DATE: August 15, 2016

REQUEST FOR ACTION REPORT

File Number:	2016-0578
Orig. Department:	Officials
File Name:	Government Finance Officers Association Awards - Presentations

BACKGROUND:

Mayor McLaughlin will present to Annmarie Mampe and Sarah Schueler the Government Finance Officers Association's *Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting*. The Village recently received these awards for its FY2016 Budget Report and its FY2014 Comprehensive Annual Financial Report.

BUDGET IMPACT:

REQUESTED ACTION:

DATE: August 15, 2016

REQUEST FOR ACTION REPORT

File Number:	2016-0561
Orig. Department:	Finance Department
File Name:	Payroll - Approval

BACKGROUND:

BUDGET IMPACT:

REQUESTED ACTION:

I move to approve the Bi-Weekly Payroll for August 12, 2016 in the amount of \$940,606.25.

Bi-Weekly Payroll for August 12, 2016

VILLAGE MANAGER	010-1100	23,741.93
VILLAGE CLERK	010-1200	9,929.20
PUBLIC INFORMATION	010-1201	4,816.30
FINANCE	010-1400	57,159.69
OFFICIALS	010-1500	10,618.29
M.I.S.	010-1600	17,809.25
BUILDING MAINTENANCE	010-1700	46,684.50
DEVELOPMENT SERVICES - ADMINISTRATION DIVISION	010-2001	17,625.60
DEVELOPMENT SERVICES - BUILDING DIVISION	010-2002	28,728.28
DEVELOPMENT SERVICES - PLANNING DIVISION	010-2003	18,417.25
DEVELOPMENT SERVICES - TRANSPORTATION & ENGINEERING DIV	010-2004	12,682.80
PUBLIC WORKS - ADMINISTRATION	010-5001	21,202.40
PUBLIC WORKS - STREETS	010-5002	106,793.84
PUBLIC WORKS - TRANSPORTATION	010-5003	6,768.79
PUBLIC WORKS - VEHICLE & EQUIPMENT	010-5006	29,255.17
POLICE	010-7002	524,622.73
CIVIC CENTER	021-1800	5,153.06
PUBLIC WORKS - WATER & SEWER	031-6001	93,484.02
RECREATION - ADMINISTRATION	283-4001	71,027.59
RECREATION - PROGRAMS	283-4002	33,412.97
RECREATION - PARK OPERATIONS	283-4003	111,052.12
RECREATION - CENTENNIAL POOL	283-4005	91,693.84
RECREATION - SPORTSPLEX	283-4007	21,868.91
RECREATION - SPECIAL RECREATION	283-4008	23,394.34
GROSS PAY		\$ 1,387,942.87
AFSCME DUES	2053000	(1,655.46)
IBEW DUES	2053100	(191.69)
IUOE DUES	2053200	(1,037.60)
ORLAND POLICE SUPERVISOR DUES	2054000	(190.00)
POLICE PENSION	2055000	(34,843.49)
POLICE PENSION TRUE COST	2055500	-
IMRF VOLUNTARY LIFE INSURANCE	2057200	-
POLICE - M.A.P. DUES	2054500	(1,343.00)
SOCIAL SECURITY TAX	2061000	(60,780.17)
MEDICARE TAX	2062000	(19,631.30)
IMRF	2063000	(33,819.51)
IMRF - SLEP PLAN	2063000	(501.28)
IMRF - VOLUNTARY ADD'L CONTRIBUTION	2063500	(7,608.44)
FEDERAL TAX	2065000	(185,340.63)
STATE TAX	2066000	(46,364.55)
ICMA DEFERRED	2067000	(1,936.02)
NATIONWIDE DEFERRED	2067100	(7,068.08)
MASS MUTUAL DEFERRED	2067200	(12,664.37)
AXA DEFERED	2101310	(305.00)
HEALTH INSURANCE - EMPL CONTRIBUTIONS	2068000	(13,856.11)
HDHP HEALTH INSURANCE - EMPL CONTRIBUTIONS	2058300	(9,396.44)
HDHP HEALTH INSURANCE - EMPL DISBURSEMENTS	2058300	9,396.44
FLEXIBLE SPENDING ACCOUNTS	2058200	(1,918.34)
VACATION PURCHASE PROGRAM	0000000	(1,853.12)
AFLAC INSURANCES	2068100	(699.74)
CAIC INSURANCES	2068100	(440.74)
NATIONAL GUARDIAN INSURANCE	2057800	(39.01)
SUPPORT	2053600	(8,168.04)
GARNISHMENTS	2053600	(5,080.93)
MISCELLANEOUS DEDUCTION	2058100	-
MILITARY BASIC PAY DEDUCTION	1010000	-
NET PAY	1011000	\$ 940,606.25

DATE: August 15, 2016

REQUEST FOR ACTION REPORT

File Number:	2016-0562
Orig. Department:	Finance Department
File Name:	Accounts Payable - Approval

BACKGROUND:

BUDGET IMPACT:

REQUESTED ACTION:

I move to approve the Accounts Payable from August 2, 2016 through August 15, 2016 in the amount of \$4,644,953.40.

**Village of Orland Park
Open Item Listing**

Run Date: 08/11/2016 User: bobrien

Status: POSTED Due Date: 08/15/2016
Bank Account: BMO Harris Bank-Vendor Disbursement
Invoice Type: All Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 1094 : BEACON ATHLETICS	0460992-IN	116-015116	16-001995	08/08/2016	1	270-245-929, in ground gsf fence roll 4'H, 150'L W/3" yellow woven home run marker top no poles, color green	010-9400-460290	\$ 644.00
	0460992-IN	116-015116	16-001995	08/08/2016	2	freight	010-9400-460290	\$ 103.04
[VENDOR] 1100 : G.W. BERKHEIMER CO., INC.	780142	116-015004	16-000198	08/04/2016	1	Machinery/equipment parts for Building Maintenance	010-1700-461700	\$ 88.58
[VENDOR] 1156 : COOK COUNTY RECORDER & REGISTRAR	2286302016JOE	116-015098	16-002183	08/05/2016	1	Recording Fees - Development Agreement - 27-13-401-027	010-2003-442300	\$ 84.00
	2286302016JOE	116-015098	16-002183	08/05/2016	2	Recording Fees - SSA Ordinance - 27-03-300-028, 029, 030, 023, 026	010-2003-442300	\$ 144.00
	2286302016JOE	116-015098	16-002183	08/05/2016	3	Recording Fees - Plat of Consolidation - 27-01-106-009, 010	010-2003-442300	\$ 124.00
	2286302016JOE	116-015098	16-002183	08/05/2016	4	Recording Fees - Plat of Consolidation - 27-09-205-025, 047, 27-09-213-024, 027, 044	010-2003-442300	\$ 120.00
[VENDOR] 1181 : M. COOPER WINSUPPLY	S1845549-001	116-015337	16-000226	08/10/2016	1	Plastic soap dispenser - PD	010-1700-461300	\$ 264.80
[VENDOR] 1191 : CROWLEY-SHEPPARD ASPHALT CO.	13455	116-015128	16-001713	08/08/2016	1	Asphalt Repair/Restoration Supplies - NO TAX	010-5002-462800	\$ 1,042.60
	13629	116-015129	16-001713	08/08/2016	1	Asphalt Repair/Restoration Supplies	010-5002-462800	\$ 739.44
	13684	116-015130	16-001713	08/08/2016	1	Asphalt Repair/Restoration Supplies	010-5002-462800	\$ 1,037.40
[VENDOR] 1230 : EJ USA, INC.	110160043081	116-014755	16-001537	07/26/2016	1	7000 catch basin curb inlet set with M1 grate and T1 back	031-6007-463200	\$ 1,173.42
	110160043081	116-014755	16-001537	07/26/2016	2	Type M3 ADA grate	031-6007-463200	\$ 464.67
[VENDOR] 1265 : EWERT WHOLESALE HARDWARE, INC.	148115	116-014887	16-001842	08/01/2016	1	Schlage RHO-101-C	283-4005-461300	\$ 327.97
	148053	116-015127	16-001833	08/08/2016	1	Order #157695 - 3 Schlage ND73PD - RHD-616	283-4005-461300	\$ 328.20
	148053	116-015127	16-001833	08/08/2016	2	Rekeying charge	283-4005-461300	\$ 12.50
	148053	116-015127	16-001833	08/08/2016	3	Schlage ND73PD - RHD-616	283-4005-461300	\$ 656.40
	148053	116-015127	16-001833	08/08/2016	4	Rekeying charge	283-4005-461300	\$ 25.00
	148149	116-015165	16-002003	08/08/2016	1	SC ND70BD R40 626 ENTRY LOCK SYSTEM	283-4007-461300	\$ 655.94
	148149	116-015165	16-002003	08/08/2016	2	KSP 207-J-210	010-1700-461300	\$ 10.00
	148149	116-015165	16-002003	08/08/2016	3	SC NO 53JD-RHO-626	010-1700-461300	\$ 308.65
[VENDOR] 1274 : FEDEX	5-478-62586	116-015063		08/05/2016	1	Water billing	031-1400-441600	\$ 32.70
	5-486-54588	116-015065		08/05/2016	1	Water billing	031-1400-441600	\$ 65.72
	5-493-91821	116-015172		08/08/2016	1	Water billing	031-1400-441600	\$ 49.29
[VENDOR] 1323 : GRAINGER, INC.	9152945938	116-014974	16-000282	08/02/2016	1	Basin adapter - Building Maintenance	010-1700-461700	\$ 92.14

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	9155056725	116-015146	16-000282	08/08/2016	1	Toilet gaskets - Building Maintenance	010-1700-461300	\$ 39.42
	9155056717	116-015148	16-000282	08/08/2016	1	Drinking fountain head - Building Maintenance	010-1700-461300	\$ 53.82
	9147096219	116-015161	16-001898	08/08/2016	1	24 VAC Solenoid Assembly	283-4007-461300	\$ 240.13
	9148959688	116-015162	16-001881	08/08/2016	1	Bridle ring, Steel, Electro galvanized 2KXH7	010-1700-461300	\$ 93.00
	9166850397	116-015402	16-002012	08/11/2016	1	Chemical Resistant Glove, 12" L,Sz 10, PR Showa Best 6780R	031-6003-464700	\$ 192.00
[VENDOR] 1343 : HALOGEN SUPPLY COMPANY, INC.	00489389	116-015202	16-001024	08/09/2016	1	CPAC Maintenance supplies	283-4005-461650	\$ 392.09
[VENDOR] 1463 : KLEIN, THORPE AND JENKINS LTD.	06/16/16	116-015175	16-002051	08/08/2016	1	Legal Services - PTAB Appeal Intervention - Orland Square Mall	010-0000-432100	\$ 128.19
	06/17/16	116-015178	16-002051	08/09/2016	1	Legal Services - PTAB Appeal Interventions - Various	010-0000-432100	\$ 287.59
[VENDOR] 1472 : CONSERV FS	66006357	116-015184	16-000283	08/09/2016	1	Marking paint/Chalk	283-4003-461990	\$ 463.27
	66006516	116-015366	16-000283	08/10/2016	1	Marking chalk	283-4003-461990	\$ 263.52
[VENDOR] 1541 : MIDAS AUTO SYSTEM EXPERTS	3297392	116-015185	16-000079	08/09/2016	1	Muffler repairs	010-5006-443400	\$ 232.99
	3297447	116-015307	16-000079	08/10/2016	1	Muffler repairs	010-5006-443400	\$ 229.46
[VENDOR] 1593 : NEOPOST USA, INC.	14910506	116-015122	16-002056	08/08/2016	1	Ink cartridges for postage machine.	010-1400-460100	\$ 314.00
[VENDOR] 1595 : JOE RIZZA FORD,INC.	134655	116-015107	16-001528	08/08/2016	1	2016 Ford F250 4WD pickup with option #1 installed as per bid submitted	010-5006-470200	\$ 33,921.30
	134555	116-015108	16-001528	08/08/2016	1	2016 Ford F250 4WD pickup with option #1 installed as per bid submitted	031-6002-470200	\$ 33,921.30
[VENDOR] 1601 : NICOR	2630940	116-015015		08/15/2016	1	6/21-7/22/16	010-1700-441700	\$ 1,077.55
[VENDOR] 1605 : RAY O'HERRON CO., INC.	1630169-IN	116-014874	16-001553	08/01/2016	1	Item number F21-2 Side break baton holder 21" Basket weave	010-7002-460190	\$ 49.90
	1630169-IN	116-014874	16-001553	08/01/2016	2	Price change from 24.95 to 36.55 (11.60 difference)	010-7002-460190	\$ 23.20
[VENDOR] 1612 : ORLAND PARK BAKERY	152771	116-015142	16-002091	08/08/2016	1	Invoice 152771, cookies	010-7002-484700	\$ 38.97
[VENDOR] 1641 : PALOS SPORTS, INC.	234950-00	116-015352	16-001962	08/10/2016	1	37255-Wilson Jet Basketball Men's	283-4007-490400	\$ 69.94
	234950-00	116-015352	16-001962	08/10/2016	2	37256 - Wilson Jet Basketballs Women's	283-4007-490400	\$ 139.88
	234950-00	116-015352	16-001962	08/10/2016	3	36120 - Nylon Equipment Bags	283-4007-490400	\$ 35.98
[VENDOR] 1701 : RELIABLE FIRE EQUIPMENT CO.	673044	116-014813	16-002085	07/27/2016	1	Fire extinguisher re-certification for John Humphrey Complex	010-1700-442810	\$ 123.75
	673047	116-014816	16-002085	07/27/2016	1	Fire extinguisher re-certification for VH	010-1700-442810	\$ 244.95
	673049	116-014818	16-002085	07/27/2016	1	Fire extinguisher re-certification for Public Works, including off-site well houses	010-1700-442810	\$ 743.50
	672038	116-015133	16-001395	08/08/2016	1	20# CO2 Canister Refills for Training Simulator Quote per Sue	010-7002-460240	\$ 42.50
[VENDOR] 1745 : SEARS	T939029	116-015091	16-002136	08/05/2016	1	Impact Drill	010-1700-460170	\$ 54.99
[VENDOR] 1847 : TRANE	36763845	116-014561	16-001792	07/21/2016	1	TTA090A400G 7.5 TON UNITARY SPLIT	031-6002-461700	\$ 2,241.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
						SYSTEMS.		
	984510X	I16-014886	16-000196	08/01/2016	1	HVAC parts - Civic Center	021-1800-461700	\$ 35.36
	1088502X	I16-015007	16-000196	08/04/2016	1	HVAC parts - BM	010-1700-461700	\$ 10.50
	1106643X	I16-015426	16-000196	08/11/2016	1	HVAC parts - Metra	026-0000-461700	\$ 18.48
[VENDOR] 1884 : VILLAGE OF OAK LAWN	1-9990011-00	I16-015141		08/08/2016	1	July	031-1400-441400	\$ 1,062,602.24
[VENDOR] 1894 : WASTE MANAGEMENT OF ILLINOIS	0027291-4936-5	I16-014885	16-000757	08/01/2016	1	Dumpsters for baseball tournament	283-4002-442100	\$ 504.79
[VENDOR] 1898 : HD SUPPLY WATERWORKS	F452154	I16-014311	16-000474	07/13/2016	1	MXU trade-ins	031-6002-464300	\$ 13,875.00
	F631219	I16-014312	16-000474	07/13/2016	1	MXU trade-ins	031-6002-464300	\$ 20,585.00
	F707939	I16-014411	16-000474	08/01/2016	1	MXU trade-ins	031-6002-464300	\$ 14,300.00
[VENDOR] 2045 : MUNICIPAL MARKING DISTRIBUTORS, INC.	51439	I16-015424	16-001988	08/11/2016	1	Seymour of Sycamore Inverted Tip 20 oz. Precaution Blue Estimate #1012	031-6002-460290	\$ 600.00
	51439	I16-015424	16-001988	08/11/2016	2	Seymour of Sycamore Inverted Tip 20 oz. Green Fluorescent Estimate #1012	031-6003-460290	\$ 1,000.00
	51439	I16-015424	16-001988	08/11/2016	3	Freight	031-6003-460290	\$ 55.00
[VENDOR] 2134 : SPOK, INC.	Z6325718G	I16-015066		08/05/2016	1	Pagers	010-5001-441900	\$ 90.15
	Z6325718G	I16-015066		08/05/2016	2	Pagers	010-5006-441900	\$ 36.26
	Z6325718G	I16-015066		08/05/2016	3	Pagers	031-6001-441900	\$ 126.21
[VENDOR] 2149 : ILLINOIS EPA	ILR400414(A)	I16-015088	16-002131	08/05/2016	1	Annual NPDS Permit Fee for the period July 1, 2016 to June 30, 2017	031-6007-432800	\$ 1,000.00
[VENDOR] 2314 : HALL SIGNS, INC.	310011	I16-015109	16-000827	08/08/2016	1	Street sign supplies on streets under village jurisdiction.	010-5002-461500	\$ 3,116.00
	309480	I16-015126	16-000827	08/08/2016	1	Street sign supplies on streets under village jurisdiction.	010-5002-461500	\$ 2,737.86
[VENDOR] 2403 : C.O.P.S. TESTING SERVICE, INC.	103724	I16-014888	16-002028	08/01/2016	1	Invoice 103724, Law enforcement pre-employment polygraph Eric Majcen	010-7002-432990	\$ 160.00
	103724	I16-014888	16-002028	08/01/2016	2	psychological - p/t officer applicant Majcen	010-7002-429500	\$ 450.00
[VENDOR] 2452 : SECRETARY OF STATE	08/04/16	I16-015082	16-002212	08/05/2016	1	Application for Title for Seized Vehicle 1995 Buick Century, VIN # 1G4AG55M1S6413694, Case #2014-125795	010-7002-484100	\$ 95.00
	08/04/16	I16-015083	16-002211	08/05/2016	1	Application for Title for Seized Vehicle 2007 Mitsubishi Eclipse, VIN #4A3AK34T37E019513, Case #2015-129317	010-7002-484100	\$ 95.00
	08/04/16	I16-015084	16-002213	08/05/2016	1	Application for Title for Seized Vehicle 2005 Mercury Montego, VIN #1MEFM43155G611942, Case #2014-124068	010-7002-484100	\$ 95.00
[VENDOR] 2504 : GUARDIAN PEST CONTROL, INC.	256539	I16-014862	16-002133	07/29/2016	1	Nuisance pest control at Beth Pond	031-6007-432910	\$ 350.00
	254593	I16-014863	16-002133	07/29/2016	1	Nuisance pest control at Beth Pond	031-6007-432910	\$ 350.00
	254523	I16-014864	16-002133	07/29/2016	1	Nuisance pest control at Beth Pond	031-6007-432910	\$ 350.00
[VENDOR] 2552 : INGALLS OCCUPATIONAL HEALTH	239156	I16-015145	16-002102	08/08/2016	1	Patrol Officer applicant medical exam - Matthew Munguia Invoice 239156	010-8000-429500	\$ 959.00
	236959	I16-015179	16-000738	08/09/2016	1	Pre-Employment Exams	010-1100-429510	\$ 580.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	236959	I16-015179	16-000738	08/09/2016	2	Employee Medical Exams	010-1100-429500	\$ 20.00
	237238	I16-015180	16-000738	08/09/2016	1	Employee Medical Exams	010-1100-429500	\$ 240.00
[VENDOR] 2830 : CDW GOVERNMENT LLC	DNH3160	I16-014722	16-001889	07/26/2016	1	Tripp Lite 4-Port Quad Outlet RJ45 Universal Keystone Jack Face Plate TAA Mfg. Part: N042-001-04-WH CDW Part: 2772927	010-1700-461200	\$ 2.22
	DNH3160	I16-014722	16-001889	07/26/2016	2	Tripp Lite Cat6 Cat5e 110 Style Punch down Keystone Jack RJ45 White TAA GSA Mfg. Part: N238-001-WH CDW Part: 1500495	010-1700-461200	\$ 4.56
	DNH3160	I16-014722	16-001889	07/26/2016	3	Belkin 10' HDMI Video/Audio Cable Mfg. Part: F8V3311B10 CDW Part: 1390551	010-1700-461200	\$ 22.00
	DNV7702	I16-014757	16-001904	07/26/2016	1	Cisco Catalyst 3560V2-24PS - switch - 24 ports - managed - rack-mountable Mfg. Part: WS-C3560V2-24PS-S CDW Part: 1756706	010-1700-461200	\$ 2,550.28
	DNV2533	I16-014820	16-001889	07/27/2016	1	StarTech.com keystone jack Mfg. Part: KEY2TEL6WH CDW Part: 3924714	010-1700-461200	\$ 3.66
	DNV2533	I16-014820	16-001889	07/27/2016	2	C2G Premise Plus Snap-in - keystone jack Mfg. Part: 03814 CDW Part: 1246918	010-1700-461200	\$ 2.74
[VENDOR] 2836 : JAMES J. ROCHE & ASSOCIATES	15722	I16-015125	16-002016	08/08/2016	1	Invoice 15722, Receive and review call sheet. Review ordinance violations in anticipation of hearings. Travel to Orland Park and administer local adjudication for two session call	010-0000-432100	\$ 1,852.50
[VENDOR] 2842 : MID AMERICA TREE & LANDSCAPE, INC.	07/01/16	I16-014637	16-001431	07/25/2016	1	Mowing of village properties -(Ponds) - June	031-6007-443510	\$ 20,297.84
	07/01/16	I16-014637	16-001431	07/25/2016	2	Mowing of village properties - (Right of ways) - June	010-5002-443510	\$ 5,684.63
	08/01/16	I16-015168	16-000417	08/08/2016	1	Parks - July	283-4003-443510	\$ 37,100.02
	08/01/16	I16-015168	16-000417	08/08/2016	2	Metra - July	026-0000-443510	\$ 1,037.49
	08/01/16	I16-015168	16-000417	08/08/2016	3	Sportsplex - July	283-4007-443510	\$ 316.00
	08/01/16	I16-015168	16-000417	08/08/2016	4	CPAC - July	283-4005-443510	\$ 308.12
	2913	I16-015375	14-001373	08/10/2016	1	Tree removal - 9101 W. 140th	054-0000-443500	\$ 100.00
[VENDOR] 3037 : SERVICE SANITATION, INC.	7201040	I16-014826	16-002018	07/27/2016	1	Portable Restroom for July 19th Fun in the Park. Del. 7/18 by 1p. Pick-up 7/19 after 2p. Contact for placement: Matt Creed: 825-4886. Park location: Country Club Estates, Orland Park, IL. Corner of Wooded Path & Country Club Ln. Map to be provided	010-9450-444550	\$ 57.00
	07/01/16	I16-015169	16-000562	08/08/2016	1	Portable toilets for parks and ball fields	283-4003-444550	\$ 2,116.00
	7188223	I16-015201	16-000562	08/09/2016	1	Tip over - Village Square park	283-4003-444550	\$ 16.00
[VENDOR] 3132 : MOTIVE PARTS CO. - FMP	52-315150	I16-014851	16-001560	07/27/2016	1	GPNB48100XL RUBBER DISPOSABLE GLOVES	031-6003-464700	\$ 95.88
	52-320035	I16-015320	16-000184	08/10/2016	1	Pump	010-5006-461800	\$ 52.21
	52-320326	I16-015321	16-000184	08/10/2016	1	Rotors	010-5006-461800	\$ 107.10
	52-320419	I16-015322	16-000184	08/10/2016	1	Rotors/Brake pads	010-5006-461800	\$ 174.12
	50-1378416	I16-015323	16-000184	08/10/2016	1	Rotors	010-5006-461800	\$ 107.10
	52-320402	I16-015324	16-000184	08/10/2016	1	Oil	010-5006-462200	\$ 35.40
[VENDOR] 3698 : JULIE, INC.	2016-1282	I16-012276	16-001347	08/15/2016	1	2016 (Water portion) locating service for underground utilities - 3rd quarter	031-6001-432800	\$ 2,500.00
	2016-1282	I16-012276	16-001347	08/15/2016	2	2016 (Streets portion) locating service for underground utilities - 3rd quarter	010-5001-432800	\$ 887.12

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 3742 : JIM MELKA LANDSCAPING	3-197167	116-015230	16-001994	08/09/2016	1	Perennial plants and shrubs for the Pool	283-4005-463300	\$ 1,115.96
[VENDOR] 3806 : NATIONAL SEED COMPANY	562175SI	116-015005	16-000293	08/04/2016	1	Restoration supplies (seed)	283-4003-463300	\$ 595.00
	561799SI	116-015164	16-000293	08/08/2016	1	Restoration supplies (seed)	283-4003-463300	\$ 3,290.00
[VENDOR] 4199 : HORIZONS FOR THE BLIND, INC.	23855	116-015385	16-000180	08/11/2016	1	Braille printing of water bills - June	031-1400-460140	\$ 31.15
[VENDOR] 4254 : RAY O'HERRON/CHICAGOLAND	1630169-IN	116-013409	16-001539	06/13/2016	1	Item #24017 Bianchi #7312 Nylon Baton Holder To Be Picked Up At Downers Grove Location	010-7002-460290	\$ 31.90
[VENDOR] 4294 : METROPOLITAN FAMILY SERVICES/SOUTHWEST	06/30/16	116-015008	16-001813	08/04/2016	1	Crisis Intervention/Response Counseling - Police - June	010-1100-432600	\$ 2,500.00
[VENDOR] 4506 : WILLE BROTHERS COMPANY	350817	116-015251	16-002204	08/09/2016	1	6.00 YD 4000 PSI AE Ready Mix	283-4003-462300	\$ 708.00
	350922	116-015252	16-002204	08/09/2016	1	10.50 YD 6 Bag Ready Mix Concrete	283-4003-462300	\$ 1,239.00
	350923	116-015253	16-002204	08/09/2016	1	1.75 yards YD 4000 PSI AE Ready Mix Concrete and cartage on concrete	283-4003-462300	\$ 406.50
	350986	116-015350	16-002204	08/10/2016	1	2.00 YD 4000 PSI AE Ready Mix and cartage on ready mix concrete for shade structure install	283-4005-461650	\$ 396.00
[VENDOR] 4783 : CONNEY SAFETY PRODUCTS	05179999	116-015368	16-001914	08/10/2016	1	Gatorade	283-4005-460290	\$ 285.00
	05179999	116-015369	16-000609	08/10/2016	1	1st aid supplies for CPAC	283-4005-464700	\$ 97.60
[VENDOR] 4815 : MARKHAM ASPHALT COMPANY	133636MB	116-015118	16-001722	08/08/2016	1	Asphalt Repair/Restoration materials/Supplies	031-6002-462800	\$ 339.08
	133591MB	116-015119	16-001722	08/08/2016	1	Asphalt Repair/Restoration materials/Supplies	031-6002-462800	\$ 740.44
[VENDOR] 5002 : SOUTHTOWN PAINT & WALLPAPER CO	001055343	116-012013	16-000579	08/15/2016	1	Painting supplies - PW wash bay	010-1700-461300	\$ 8.99
	001059157	116-015186	16-002029	08/09/2016	1	02208 2" Frog tape yellow	010-1700-461300	\$ 11.99
	001059157	116-015186	16-002029	08/09/2016	2	BR403-4.5 JUMBO-KOTER PLASTIC	010-1700-461300	\$ 5.97
	001059157	116-015186	16-002029	08/09/2016	3	R-239 SUPERFAB 9X3/8 COV	010-1700-461300	\$ 4.89
	001059157	116-015186	16-002029	08/09/2016	4	632-3X-01 AURA EXT S/G HP BAS	010-1700-461300	\$ 58.99
	001059157	116-015186	16-002029	08/09/2016	5	Stix W/B Bonding	010-1700-461300	\$ 49.99
	001059216	116-015203	16-000259	08/09/2016	1	Paint - Parks	283-4003-461990	\$ 234.95
	001059234	116-015205	16-002029	08/09/2016	1	046-00-01 F. START HIGH HIDE P	010-1700-461300	\$ 349.90
	001059234	116-015205	16-002029	08/09/2016	2	N539-1X-01 ULTRA SPEC 500 SEMI	010-1700-461300	\$ 119.96
	001058989	116-015254	16-002036	08/09/2016	1	BEN N538-1X-01 ULTRA SPEC 500 EGG BASE 1	010-1700-462650	\$ 57.98
	001059396	116-015255	16-002080	08/09/2016	1	20771-01 Stix w/b bonding primo WH	010-1700-461300	\$ 47.49
	001059578	116-015256	16-002140	08/09/2016	1	Ben M538-1x-01 Ultra Spec 500 Egg Shell 1626	010-1700-461300	\$ 115.96
	001059578	116-015256	16-002140	08/09/2016	2	PUR 07880 9x1/2" White dove cover	010-1700-461300	\$ 14.97
	001059578	116-015256	16-002140	08/09/2016	3	Woo ARG21-9 ALLPRO Gold PRO 9x3/8"	010-1700-461300	\$ 11.97
	001059839	116-015257	16-002209	08/09/2016	1	BEN 792-1K-01 ADVANCE W/B SATIN BASE	010-1700-461300	\$ 47.99
	001059739	116-015258	16-002139	08/09/2016	1	BMA 685-90-01 9X3/16" SHED-RESIST WOVEN COVERS	010-1700-461300	\$ 15.96
	001059739	116-015258	16-002139	08/09/2016	2	WOO R-239 SUPERFAB 9X3/8" COVER	010-1700-461300	\$ 14.67
	001059739	116-015258	16-002139	08/09/2016	3	WHI 25001 4" WHITE/GOLD COVERS-10PK	010-1700-461300	\$ 19.99

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	001059739	116-015258	16-002139	08/09/2016	4	BEN 792-1X-01 ADVANCE W/B SATIN BASE 1 1627 MANOR BLUE	010-1700-461300	\$ 47.99
	001059204	116-015303	16-000579	08/10/2016	1	Paint - Civic Center	021-1800-461300	\$ 28.99
[VENDOR] 5176 : FERGUSON ENTERPRISES	3419140	116-015187	16-000284	08/09/2016	1	Machinery/parts for CPAC boilers	283-4005-461700	\$ 57.68
[VENDOR] 5308 : HORAN	07/14/16	116-015395	16-000127	08/11/2016	1	Irish Dance Instructor 6/8-7/13/16	283-4002-490200	\$ 300.00
[VENDOR] 5401 : SHERRY'S FLOWER SHOPPE	004902	116-015181	16-000194	08/09/2016	1	Labno	010-1500-460290	\$ 60.00
	004903	116-015182	16-000194	08/09/2016	1	Moto	010-1500-460290	\$ 60.00
[VENDOR] 5481 : ANIXTER INC.	227-124691	116-014819	16-001803	07/27/2016	1	552437-PANDUIT CBXS4EI-AY SURFACE MOUNT BOX, 4 PORTSHUTTERED ACCEPT 4 MINICOM MOD ELECTRIC IVORY	010-1700-461200	\$ 89.70
	227-124691	116-014819	16-001803	07/27/2016	2	Freight	010-1700-461200	\$ 19.21
[VENDOR] 5604 : ASSOCIATED PROPERTY COUNSELORS,LTD.	07/11/16	116-014957	16-002117	08/02/2016	1	Appraisal Services - PTAB Appeal Intervention - Glendell Partners - 9570 W. 159th Street	010-0000-432100	\$ 280.00
[VENDOR] 5744 : GATEWAY BUSINESS SYSTEMS, INC.	878934	116-014962	16-000550	08/02/2016	1	Konica Bizhub 222 in PW Command Room Copier ID #17350 - June	031-6001-443600	\$ 23.78
	878936	116-014963	16-000248	08/02/2016	1	Copier usage in mayor and trustees' offices - June	010-1500-443600	\$ 0.74
	878937	116-014964	16-000167	08/02/2016	1	Copier maintenance for Finance South - June	031-1400-443600	\$ 28.23
	878938	116-014965	16-000209	08/02/2016	1	Parks Admin. Copier - June	283-4003-443600	\$ 9.43
	06/06/16	116-015085		08/05/2016	1	Old credit from 9/10/10 on account. Gateway has no access to old files, but said this belongs to Finance	010-1400-460100	\$ -51.00
	878078	116-015151	16-000167	08/08/2016	1	Copier maintenance for Finance North - June	010-1400-443600	\$ 66.30
	878940	116-015157	16-000119	08/08/2016	1	Copier Maintenance - June	010-7002-443600	\$ 0.17
	878941	116-015158	16-000119	08/08/2016	1	Copier Maintenance - June	010-7002-443600	\$ 80.75
	878942	116-015159	16-000119	08/08/2016	1	Copier Maintenance - June	010-7002-443600	\$ 69.76
	878943	116-015160	16-000119	08/08/2016	1	Copier Maintenance - June	010-7002-443600	\$ 168.03
[VENDOR] 5760 : GORDON FOOD SERVICE STORE	768122385	116-015200	16-001854	08/09/2016	1	Farmers' market luncheon items	010-9450-464100	\$ 187.59
[VENDOR] 5784 : MR. RADIATOR & A/C SERV., INC.	038793	116-015207	16-000088	08/09/2016	1	Radiator repairs	010-5006-443400	\$ 374.85
	038797	116-015336	16-000088	08/10/2016	1	Compressor replacement	010-5006-443400	\$ 689.95
	038807	116-015356	16-000088	08/10/2016	1	Compressor installation	010-5006-443400	\$ 757.82
[VENDOR] 6070 : SENTINEL TECHNOLOGIES, INC.	P611919	116-015110	16-002249	08/08/2016	1	Invoice P611919 - 6/22/16 James Fray Meeting	010-1600-432800	\$ 225.00
[VENDOR] 6365 : AREA LANDSCAPE SUPPLY, INC.	2038562	116-015189	16-000279	08/09/2016	1	Sand	283-4003-462300	\$ 70.00
	2038555	116-015197	16-000279	08/09/2016	1	Sand	283-4003-462300	\$ 70.00
	2038846	116-015411	16-000279	08/11/2016	1	Screening	283-4003-462300	\$ 55.00
[VENDOR] 6369 : PUBLIC RESPONSE GROUP, INC.	1182	116-015121	16-001656	08/08/2016	1	PIO Consultation - August	010-1201-432800	\$ 2,000.00
[VENDOR] 6391 : FASTENAL COMPANY	ILORL31000	116-015353	16-000075	08/10/2016	1	Miscellaneous repair supplies	010-5006-461990	\$ 60.12

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 6484 : ILLINOIS TAX INCREMENT ASSOCIATION	673224	I16-015111	16-002230	08/08/2016	1	Invoice #673224 dated 7/1/16. Dues 7/1/16-6/30/17	010-1400-429200	\$ 1,200.00
[VENDOR] 6605 : BLUE CROSS BLUE SHIELD OF ILLINOIS	07/01/16	I16-014841	16-000280	07/27/2016	1	PPO - Monthly Expense - June	092-0000-453100	\$ 262,050.79
	07/01/16	I16-014841	16-000280	07/27/2016	2	HMO - Monthly Expense - June	092-0000-453200	\$ 111,758.96
[VENDOR] 6641 : MICHAEL T. HUGUELET	19046	I16-015131	16-002236	08/08/2016	1	Invoice 19046 - Professional services rendered from 5/3/16 through 5/27/16.	010-0000-432100	\$ 5,531.25
	19083	I16-015132	16-002236	08/08/2016	1	Invoice #19083 - Professional services rendered from 6/1/16 through 6/29/16.	010-0000-432100	\$ 5,530.00
[VENDOR] 6645 : RYAN HERCO PRODUCTS CORP.	8404882	I16-015264	16-000312	08/09/2016	1	CPAC Pool supplies - Balance of invoice after \$230.33 credit for dup. payment applied	283-4005-461650	\$ 169.33
[VENDOR] 6703 : OZINGA READY MIX CONCRETE, INC	742025	I16-014871	16-000935	08/01/2016	1	Concrete - Street Division concrete restoration repairs.	010-5002-462900	\$ 540.00
	744622	I16-014873	16-000935	08/01/2016	1	Concrete - Street Division concrete restoration repairs.	010-5002-462900	\$ 447.50
	734309	I16-015093	16-000935	08/05/2016	1	Concrete supplies for Utility Division concrete restoration repairs.	031-6002-462900	\$ 597.50
	750212	I16-015113	16-000935	08/08/2016	1	Concrete supplies for Utility Division concrete restoration repairs.	031-6002-462900	\$ 597.50
	751699	I16-015114	16-000935	08/08/2016	1	Concrete supplies for Utility Division concrete restoration repairs.	031-6002-462900	\$ 540.00
	753367	I16-015115	16-000935	08/08/2016	1	Concrete supplies for Utility Division concrete restoration repairs.	031-6002-462900	\$ 390.00
	748567	I16-015154	16-000935	08/08/2016	1	Concrete supplies for Utility Division concrete restoration repairs.	031-6002-462900	\$ 540.00
[VENDOR] 6871 : MIDWEST INDUSTRIAL LIGHTING	112982	I16-015196	16-000292	08/09/2016	1	Electrical Supplies - BM	010-1700-461200	\$ 873.25
	112982	I16-015196	16-000292	08/09/2016	2	Electrical supplies - SPLX	283-4007-461200	\$ 414.00
[VENDOR] 6879 : LIFEGUARD STORE INC.	INV436094	I16-014828	16-001682	07/27/2016	1	Jr. Guard shirts - white, sku #400AWS. 80 Small, 30 medium, 5 large	283-4005-490410	\$ 1,012.00
	INV436094	I16-014828	16-001682	07/27/2016	2	Shipping (est.)	283-4005-490410	\$ 25.00
	INV397209	I16-014829	16-001072	07/27/2016	1	Fox 40 classic cushioned mouth grip whistle #178. 33 red, blue, neon green and neon yellow; 34 pink & purple.	283-4005-460190	\$ 640.00
	INV397209	I16-014829	16-001072	07/27/2016	2	Break-away lanyards #180BA. 68 red, 66 black & 66 blue	283-4005-460190	\$ 280.00
	INV397209	I16-014829	16-001072	07/27/2016	3	Freight	283-4005-460190	\$ 10.50
[VENDOR] 7087 : O'CONNOR	07/14/16	I16-015152	16-002092	08/08/2016	1	Board of Fire/Police Commission Travel Expense - Jan - June 2016	010-8000-484990	\$ 500.00
[VENDOR] 7112 : SUBURBAN LABORATORIES, INC.	131194	I16-011139	16-001021	03/31/2016	1	Surface water sampling from 5 streams relating to watersheds located within the Village	031-6007-432990	\$ 249.00
	135668	I16-014718	16-001021	07/26/2016	1	Surface water sampling from 5 streams relating to watersheds located within the Village.	031-6007-432990	\$ 144.00
[VENDOR] 7124 : AQUA PURE ENTERPRISES INC.	103549	I16-014852	16-001852	07/27/2016	1	sbs050b sodium bisulfate -50lb bag	283-4005-462500	\$ 266.09
	103549	I16-014852	16-001852	07/27/2016	2	fcsooc stenner mounting rivet "c"	283-4005-461700	\$ 4.72

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	103549	I16-014852	16-001852	07/27/2016	3	fcs000a stenner frc screw a	283-4005-461700	\$ 4.29
	103549	I16-014852	16-001852	07/27/2016	4	freight	283-4005-461700	\$ 15.95
[VENDOR] 7138 : AUBIN	07/29/16	I16-015312	16-000484	08/10/2016	1	Plan Commissioner - Meeting Stipend - June	010-8000-484990	\$ 150.00
[VENDOR] 7299 : MURPHY	07/12/16	I16-015311	16-000485	08/10/2016	1	Plan Commissioner - Meeting Stipend - June	010-8000-484990	\$ 75.00
[VENDOR] 7343 : CARQUEST AUTO PARTS STORES	2543-420707	I16-015317	16-000114	08/10/2016	1	Battery core return	010-5006-461700	\$ -10.00
	2543-421539	I16-015318	16-000114	08/10/2016	1	Door spring	010-5006-461990	\$ 21.79
	2543-421347	I16-015319	16-000114	08/10/2016	1	Plow light	010-5006-461800	\$ 6.25
	2543-421013	I16-015394	16-000114	08/11/2016	1	Pins	010-5006-461800	\$ 11.48
[VENDOR] 7358 : CENTER FOR APPLIED PSYCHOLOGY	OPPD3-61716	I16-014971	16-002109	08/02/2016	1	Psychological Screening for Police Applicant - Wrann, Invoice No. OPPD 3-61716	010-8000-429500	\$ 385.00
[VENDOR] 7459 : SECRETARY OF STATE DRIVER SERVICES DEPT.	07/13/16	I16-014970	16-002083	08/02/2016	1	Suspension fees, letter date 7-13-16, 985041, 1728045, 2522939, 2071407, 1676056, 2242804, 2523049, 2522908, 1944463, 882169	010-7002-484100	\$ 100.00
[VENDOR] 7467 : HANDZIK	3184	I16-014438	16-000047	08/13/2016	1	7/5-7/13/16	283-4002-490200	\$ 328.00
[VENDOR] 7571 : U.S. POSTMASTER	20160810	I16-015376		08/10/2016	1	Purchase 100 books of postage stamps at \$9.40 per book to sell at Cashiers' windows.	010-0000-140120	\$ 940.00
[VENDOR] 7717 : SERVICE FORMS & GRAPHICS, INC.	157567	I16-015393	16-001891	08/11/2016	1	#10 White Window Envelopes (with return address) RETURN ADDRESS ON ENVELOPES: Village of Orland Park Recreation Department 11351 W. 159th Street Orland Park, IL 60467	283-4007-460140	\$ 216.50
	157567	I16-015393	16-001891	08/11/2016	2	Freight	283-4007-460140	\$ 40.00
[VENDOR] 7860 : SWEENEY	07/12/16	I16-015365	16-000105	08/10/2016	1	Art club - 7/12-7/15/16	283-4002-490200	\$ 135.00
[VENDOR] 7874 : AMPEST EXTERMINATING & WILDLIFE CONTROL	45996	I16-014894	16-000159	08/01/2016	1	PW - Shed/Old Salt Bldg	010-1700-432910	\$ 125.00
	45545	I16-015000	16-000159	08/04/2016	1	Baseball concessions	283-4001-432910	\$ 75.00
	45368	I16-015001	16-000159	08/04/2016	1	CPAC	283-4005-432910	\$ 75.00
	45616	I16-015002	16-000159	08/04/2016	1	Civic Center	021-1800-432910	\$ 125.00
	46486	I16-015144	16-000159	08/08/2016	1	Civic Center	021-1800-432910	\$ 195.00
	46304	I16-015173	16-000159	08/08/2016	1	Pest control for new Parks office	283-4003-432910	\$ 175.00
[VENDOR] 8028 : GRABOWSKI	45988	I16-014742	16-001780	07/26/2016	1	118 DVD's for 2016 Dance Recital	283-4002-490990	\$ 2,360.00
[VENDOR] 8138 : STEPHENS	07/11/16	I16-015313	16-000489	08/10/2016	1	Plan Commissioner - Meeting Stipend - June	010-8000-484990	\$ 75.00
[VENDOR] 8216 : ACE HARDWARE (HOMER GLEN)	53673/1	I16-015396	16-000061	08/11/2016	1	Keys/Silicone/Union/Elbow/Glue - V & E	010-5006-461990	\$ 102.57
	53702/1	I16-015397	16-000061	08/11/2016	1	Union return - Original inv. 53673/1	010-5006-461990	\$ -18.99
[VENDOR] 8467 : SKYHAWKS SPORTS ACADEMY, INC.	177018040R1	I16-015339	16-001933	08/10/2016	1	Mini-Hawk - 6/13-6/17/16	283-4007-490200	\$ 1,798.50
	177018038	I16-015340	16-001933	08/10/2016	1	Track & Field - 6/13-6/17/16	283-4007-490200	\$ 1,062.75
	177018036	I16-015341	16-001933	08/10/2016	1	Flag football - 6/8-6/10/16	283-4007-490200	\$ 934.50

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	177018041	I16-015342	16-001933	08/10/2016	1	Golf - 6/20-6/24/16	283-4007-490200	\$ 408.75
	177018039	I16-015343	16-001933	08/10/2016	1	Preschool - Tiny-Hawk - 6/13-6/17/16	283-4007-490200	\$ 288.75
	177018042	I16-015344	16-001933	08/10/2016	1	Tennis - 6/20-6/24/16	283-4007-490200	\$ 177.75
	177018043R1	I16-015345	16-001933	08/10/2016	1	Multi-Sport - 6/27-7/1/16	283-4007-490200	\$ 1,563.75
	177018037	I16-015346	16-001933	08/10/2016	1	Basketball - 6/8-6/10/16	283-4007-490200	\$ 667.50
	177018046	I16-015347	16-001933	08/10/2016	1	Basketball - 7/5-7/8/16	283-4007-490200	\$ 1,838.25
	177018044	I16-015348	16-001933	08/10/2016	1	Soccer - 6/7-7/7/16	283-4007-490200	\$ 2,208.75
	177018045	I16-015349	16-001933	08/10/2016	1	Soccer - 6/7-7/7/16	283-4007-490200	\$ 1,140.00
[VENDOR] 8489 : UNITED STATES TREASURY	20160727	I16-014845		07/28/2016	1	Annually PCORI Fee Payment	092-0000-453280	\$ 1,156.61
[VENDOR] 8530 : COOK COUNTY HIGHWAY DEPARTMENT	1630169-IN	I16-014875	16-001597	08/01/2016	1	Traffic Signal Maintenance cost at intersections shared by VOP and Cook County - 4/1-6/30/16	010-5002-443700	\$ 6,678.75
[VENDOR] 8733 : CASE LOTS	014561	I16-015412	16-001998	08/11/2016	1	8 oz. hot cups (case of 1,000)	283-4007-460150	\$ 119.70
	014561	I16-015412	16-001998	08/11/2016	2	6" Paper Plates (case of 1,000)	283-4007-460150	\$ 17.80
[VENDOR] 8760 : STAPLES BUSINESS ADVANTAGE	3307692619	I16-014882	16-001595	08/01/2016	1	163840 - Staples® Perforated Writing Pads, Wide Ruled, Canary, 8 1/2" x 11 3/4", 50 Sheets/Pad	010-7002-460100	\$ 8.64
	3307692619	I16-014882	16-001595	08/01/2016	2	464675 - Industrial Strength Velcro Tape, White, 2" x 15'	010-7002-460100	\$ 21.99
	3307692619	I16-014882	16-001595	08/01/2016	3	13601 - Sharpie Fine Point Permanent Markers, Black, Dozen	010-7002-460100	\$ 37.48
	3307692620	I16-014883	16-001816	08/01/2016	1	487493 - Staples Brown Kraft Clasp Envelopes 9" x 12", 250/Box	010-7002-460100	\$ 59.76
	3307692620	I16-014883	16-001816	08/01/2016	2	902090 - Elmer's Premium Display Board, Foam, White, 36" x 48"	010-7002-460100	\$ 20.68
	3307692620	I16-014883	16-001816	08/01/2016	3	45013 - DYMO Black on White D1 Label, 1/2" x 23'	010-7002-460100	\$ 43.95
	3307692621	I16-014884	16-001816	08/01/2016	1	QUA89654 - Quality Park Cameo buff file jacket 9.5"x11.75"	010-7002-460100	\$ 147.96
[VENDOR] 8995 : STATE OF ILLINOIS	9557847	I16-015139	16-001845	08/08/2016	1	B0108378 State Boiler Inspection	283-4005-443200	\$ 70.00
[VENDOR] 9011 : HORTON INSURANCE AGENCY, INC.	5477	I16-015089	16-002104	08/05/2016	1	2016 Taste of Orland Insurance including TRIA	010-9400-452850	\$ 5,276.00
[VENDOR] 9042 : TINLEY GLASS CORPORATION	118	I16-015006	16-002162	08/04/2016	1	Replace 2 insulated units: 27 5/8" x 19 7/8" and 26 5/8" x 18 7/8"	010-1700-443100	\$ 500.00
[VENDOR] 9192 : SPACECO, INC.	68709	I16-015120	14-003192	08/08/2016	1	Jefferson Avenue extension - 5/29-6/25/16	282-0000-471250	\$ 3,873.37
[VENDOR] 9241 : SOUND WORKS PRODUCTION	6277-1	I16-014869	16-001766	07/29/2016	1	Stage, sound & lights for 2016 Taste of Orland Park, August 5, 6 & 7, 2016 per contract.	010-9400-444500	\$ 14,520.00
[VENDOR] 9294 : MAP AUTOMOTIVE - CHICAGO	40-373236	I16-015326	16-000154	08/10/2016	1	Battery core return	010-5006-461800	\$ -15.00
	40-373560	I16-015327	16-000154	08/10/2016	1	Coil	010-5006-461800	\$ 53.98
	40-373527	I16-015328	16-000154	08/10/2016	1	Coil	010-5006-461800	\$ 53.98
	40-373764	I16-015329	16-000154	08/10/2016	1	Rotors	010-5006-461800	\$ 138.72
	40-373735	I16-015330	16-000154	08/10/2016	1	Adhesive	010-5006-461990	\$ 93.72

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	40-373841	I16-015331	16-000154	08/10/2016	1	Low profile case fuses	010-5006-461800	\$ 12.90
	40-373811	I16-015332	16-000154	08/10/2016	1	Alternator	010-5006-461800	\$ 236.98
	40-373929	I16-015333	16-000154	08/10/2016	1	Anti-seize	010-5006-461990	\$ 16.86
	40-373941	I16-015334	16-000154	08/10/2016	1	Headlight caps	010-5006-461800	\$ 59.85
	40-373335	I16-015377	16-000154	08/10/2016	1	Speed sensor	010-5006-461800	\$ 106.15
	40-373134	I16-015378	16-000154	08/10/2016	1	Radiator	010-5006-461800	\$ 247.95
	40-372851	I16-015379	16-000154	08/10/2016	1	Battery return - Original inv. 315331	010-5006-461800	\$ -86.64
	40-371910	I16-015380	16-000154	08/10/2016	1	Battery core return	010-5006-461800	\$ -11.00
	40-373407	I16-015381	16-000154	08/10/2016	1	Door hinge	010-5006-461800	\$ 16.76
[VENDOR] 9302 : POMP'S TIRE	690039844	I16-015206	16-000124	08/09/2016	1	Tires	010-5006-461890	\$ 1,632.05
	410389838	I16-015354	16-000124	08/10/2016	1	Tires	010-5006-461890	\$ 648.84
[VENDOR] 9358 : SOUTH SUBURBAN PARK & REC	08/01/16	I16-015153	16-002081	08/08/2016	1	Registration fee for 14 Preschool staff to attend a Back to School Workshop on 8-25-16	283-4002-429100	\$ 210.00
[VENDOR] 9469 : PARENT PETROLEUM	1013714	I16-015208	16-000140	08/09/2016	1	Bulk oil	010-5006-462200	\$ 1,434.60
	1013692	I16-015209	16-000140	08/09/2016	1	Bulk oil	010-5006-462200	\$ 1,342.21
	1013692-REV	I16-015362	16-000140	08/10/2016	1	Credit for incorrect invoice	010-5006-462200	\$ -1,342.21
	1013692 - Rebill	I16-015363	16-000140	08/10/2016	1	Bulk oil	010-5006-462200	\$ 1,303.47
	1014030	I16-015364	16-000140	08/10/2016	1	Powertran fluid	010-5006-462200	\$ 569.00
[VENDOR] 9484 : PETTY CASH - CATHY VAN WAGNER	petty cash 7-26-16	I16-014760		07/26/2016	1	Postage	010-7002-441600	\$ 2.45
	petty cash 7-26-16	I16-014760		07/26/2016	2	battery for camera pack	010-7002-460290	\$ 39.99
	petty cash 7-26-16	I16-014760		07/26/2016	3	food for cook out with cops	010-7002-484700	\$ 97.57
	petty cash 7-26-16	I16-014760		07/26/2016	4	water/food for Orland Days volunteers	010-7005-464100	\$ 39.23
[VENDOR] 9518 : MOST DEPENDABLE FOUNTAINS, INC.	INV42348	I16-015188	16-001838	08/09/2016	1	10135 SM Bottle Filler w/DF 190 Blue	283-4003-461600	\$ 2,570.00
	INV42348	I16-015188	16-001838	08/09/2016	2	Template 10ns 10" internal surface mount ring	283-4003-461600	\$ 225.00
	INV42348	I16-015188	16-001838	08/09/2016	3	freight	283-4003-461600	\$ 300.00
[VENDOR] 9656 : MENARDS - HOMER GLEN	89182	I16-015167	16-002154	08/08/2016	1	(9) 4' x 8' sheets, 1/2"	010-9400-460290	\$ 287.55
	89242	I16-015235	16-001023	08/09/2016	1	Ball valves/Paint rollers/Batteries/Tape	283-4003-461990	\$ 135.88
	88874	I16-015236	16-000338	08/09/2016	1	Ceiling tile adhesive - CAC	010-1700-461300	\$ 13.75
	88879	I16-015237	16-001990	08/09/2016	1	Sanborn 30 gallon vertical portable air compressor, model number SLC1683066 Menards sku 2072403	283-4005-460180	\$ 429.00
	89311	I16-015238	16-001023	08/09/2016	1	Impact bits/Holder/Screws - Parks	283-4003-461990	\$ 43.93
	88859	I16-015239	16-001023	08/09/2016	1	Plywood/screws/Sandpaper/Paint rollers/Paint - Parks	283-4003-461990	\$ 716.56
	89641	I16-015240	16-001993	08/09/2016	1	Pandemonium Obstacles Supplies	010-9450-460290	\$ 1,086.20
	89652	I16-015241	16-001993	08/09/2016	1	Pandemonium Obstacles Supplies	010-9450-460290	\$ 440.02
	88929	I16-015243	16-002153	08/09/2016	1	PINE 6PNL 36RH 4112512 door in between offices	010-1700-462650	\$ 115.00
	88929	I16-015243	16-002153	08/09/2016	2	OAK FLUSH 36RH 4112582 exterior doors for Parks office	010-1700-462650	\$ 174.00
[VENDOR] 9664 : WAREHOUSE DIRECT	3113691-0	I16-014733	16-001883	07/26/2016	1	#OGF-CP50 - coffee pot	283-4007-460180	\$ 293.38
	3113691-0	I16-014733	16-001883	07/26/2016	2	#MMM-1426 - Packing Tape	283-4007-460100	\$ 10.93

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	3113691-0	116-014733	16-001883	07/26/2016	3	#HP83-CF283A-D - (2pk)HP Laser Printer Toner Cartridge	283-4005-460100	\$ 114.99
	3113264-0	116-014765	16-000983	07/26/2016	1	Can liners/Toilet paper/Paper towels/Bowl cleaner/Biodet clnr - CPAC	283-4005-461100	\$ 516.40
	3112587-0	116-015095	16-000983	08/05/2016	1	Plates/Paler towels/Toilet paper/Enmotion towels/Kleenex/Can liners/Plastic forks/knives/spoons - BM	010-1700-460150	\$ 785.26
	3118943-0	116-015096	16-000983	08/05/2016	1	Plates/Toilet paper/Mango screens/Paper towels - BM	010-1700-460150	\$ 429.79
	3118249-0	116-015204	16-001922	08/09/2016	1	ImageLast laminating pouches: FEL52454	283-4001-460100	\$ 88.50
	3118249-0	116-015204	16-001922	08/09/2016	2	White copy paper: WHDSM11	283-4001-460100	\$ 149.75
	3116200-0	116-015299	16-001916	08/10/2016	1	File Folder End Labels 6/sheets, 50 Sheets per Packet - White - COL'R'TAB II File Folder Label Refills - STOCK NUMBER 30010	010-1200-460100	\$ 196.20
	3116200-0	116-015299	16-001916	08/10/2016	2	File Folder End Labels 6/sheets, 50 Sheets per Packet - White - COL'R'TAB II File Folder Label Refills - STOCK NUMBER 30010	010-1100-460100	\$ 147.15
	3120132-0	116-015300	16-000983	08/10/2016	1	Spray bottles - CPAC	283-4005-461100	\$ 27.45
	3121511-0	116-015367	16-000983	08/10/2016	1	Enmotion towels/Toilet paper/Can liners/Dish soap - SPLX	283-4007-460150	\$ 461.14
	3123962-0	116-015384	16-000983	08/11/2016	1	Toilet paper - CPAC	283-4005-461100	\$ 135.64
	3125512-0	116-015387	16-001991	08/11/2016	1	Universal clasp envelopes: UNV35267	283-4001-460100	\$ 30.32
	3125512-0	116-015387	16-001991	08/11/2016	2	Dance wall calendar: HOD353	283-4001-460100	\$ 16.74
	3125512-0	116-015387	16-001991	08/11/2016	3	Peppermint green paper: CASMP2201GN	283-4001-460100	\$ 9.52
	3125512-0	116-015387	16-001991	08/11/2016	4	Lavender paper: CASMP2201LV	283-4001-460100	\$ 9.52
	3125512-0	116-015387	16-001991	08/11/2016	5	Solar Yellow paper: WAU22531	283-4001-460100	\$ 12.45
	3125512-0	116-015387	16-001991	08/11/2016	6	D batteries: RAYALD	283-4001-460100	\$ 8.49
	3125512-0	116-015387	16-001991	08/11/2016	7	Counterfeit bill detector pens: DRI3513B1	283-4001-460100	\$ 13.27
	3125631-0	116-015388	16-001997	08/11/2016	1	#SAF-4322BL - Magazine Rack	283-4007-460180	\$ 159.28
	3125631-0	116-015388	16-001997	08/11/2016	2	#SAF-5652BL - Mesh Wall Pockets	283-4007-460180	\$ 46.75
	3125631-0	116-015388	16-001997	08/11/2016	3	#SWI-35450 - Staples	283-4007-460100	\$ 13.08
	3125631-0	116-015388	16-001997	08/11/2016	4	#PAP-6137406 - Dryline Correction Tape	283-4007-460100	\$ 27.37
	3128017-0	116-015420	16-002019	08/11/2016	1	WHDSM11 'Spot Market' 92 Bright Multipurpose Copy Paper, 20- lb., 8- 1/ 2 x 11, Ten 500- Sheet Reams/ Carton	010-2001-460100	\$ 89.85
	3128022-0	116-015421	16-002017	08/11/2016	1	Compostable Trash Bag, 2 mil, 100 per case item #WHDDA58XX4	010-9400-460150	\$ 164.50
[VENDOR] 9692 : HR GREEN, INC.	105540	116-015138	16-001650	08/08/2016	1	Consulting Engineering Services for Wheeler Drive Bridge Reconstruction over Tinley Creek - 5/14-6/17/16	054-0000-471250	\$ 7,465.50
[VENDOR] 9733 : URS CORPORATION	34-37781827	116-014801	12-000006	08/15/2016	1	Phase I Engineering - Wolf Road from 143rd to 167th - 5/28-7/1/16	054-0000-484800	\$ 21,538.66
[VENDOR] 9739 : NATIONAL PEN COMPANY	108733478	116-014844	16-001851	07/27/2016	1	Style CLR - Colorama Pen (Colorful Chevron Design)- 1000 + 1000 FREE w/Free Setup Code: SETUPFREE Village of Orland Park Recreation & Parks Department 708-403-PARK / 708-645-PLAY www.orlandpark.org	283-4005-460100	\$ 183.00
	108733478	116-014844	16-001851	07/27/2016	1	Style CLR - Colorama Pen (Colorful Chevron Design)- 1000 + 1000 FREE w/Free Setup Code: SETUPFREE Village of Orland Park Recreation & Parks Department 708-403-PARK / 708-645-PLAY www.orlandpark.org	283-4007-460100	\$ 547.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	108733478	116-014844	16-001851	07/27/2016	2	Freight	283-4007-460100	\$ 77.95
[VENDOR] 9890 : MEHALEK	07/01/16	116-015009	16-002070	08/04/2016	1	Secretarial Services from 6/1/16 to 6/30/16	010-8000-442520	\$ 485.00
[VENDOR] 9930 : JACOBS	07/13/16	116-015309	16-000488	08/10/2016	1	Plan Commissioner - Meeting Stipends - June	010-8000-484990	\$ 150.00
[VENDOR] 9938 : SMITH DAWSON & ANDREWS	1008366	116-014978	16-000442	08/03/2016	1	Professional services - August	010-0000-432850	\$ 3,333.33
[VENDOR] 10056 : LOWE'S COMPANIES, INC.	09071	116-014686	16-000205	07/25/2016	1	Paint/Rollers	031-6002-461300	\$ 37.01
	02396	116-014694	16-001969	07/26/2016	1	674981 GB PRO HAND SANDER	010-1700-460170	\$ 8.98
	02396	116-014694	16-001969	07/26/2016	2	217151 GTR 25-CT DRYWALL SND SCR	010-1700-460170	\$ 17.98
	02396	116-014694	16-001969	07/26/2016	3	674964 GB 4-IN SS JOINT KNIFE	010-1700-460170	\$ 8.07
	02320	116-014699	16-001004	07/26/2016	1	Ceiling socket - Parks office	010-1700-461200	\$ 3.72
	09881	116-015190	16-000083	08/09/2016	1	Windex/Towels - 2% discount applied	010-7002-460290	\$ 15.41
	19920	116-015191	16-000836	08/09/2016	1	5 gallon buckets - Streets - 2% discount applied	010-5002-461990	\$ 20.29
	02148	116-015192	16-000257	08/09/2016	1	Pool Maintenance supplies - CPAC - 2% discount applied	283-4005-461650	\$ 41.39
	70811	116-015193	16-001517	08/09/2016	1	Two - FR-18-CU FT TM FFTR1814QW - white Frigidaire refrigerators.Price shown includes sale price and 10% discount per project #473111216. 2% VOP discount also applied	283-4005-460180	\$ 790.27
	02885	116-015210	16-001929	08/09/2016	1	24902 class oak gloss 32oz	283-4007-461300	\$ 11.58
	02885	116-015210	16-001929	08/09/2016	2	133803 RCA dusting air	283-4007-461300	\$ 13.04
	02885	116-015210	16-001929	08/09/2016	3	126454 Tack cloth	283-4007-461300	\$ 1.88
	02885	116-015210	16-001929	08/09/2016	4	96488 3M120 sanding sponge	283-4007-461300	\$ 4.92
	02885	116-015210	16-001929	08/09/2016	5	494023 2-in all - purpose angle BR	283-4007-461300	\$ 12.56
	02885	116-015210	16-001929	08/09/2016	6	141003 super fine steel wool	283-4007-461300	\$ 3.57
	02543	116-015211	16-001020	08/09/2016	1	Screws/EZ hangers - SPLX	283-4007-461300	\$ 3.86
	02741	116-015212	16-001928	08/09/2016	1	15418 3-5/8-in x 10ft 25ga ME	283-4007-461300	\$ 27.90
	02741	116-015212	16-001928	08/09/2016	2	11778 USB 18-lb 45-Min Dry	283-4007-461300	\$ 6.28
	02741	116-015212	16-001928	08/09/2016	3	505300 Blue Hawk Perfect Pass JO	283-4007-461300	\$ 12.92
	02741	116-015212	16-001928	08/09/2016	4	15422 3-5/8-INX1-1/4-INX10-ft 2	283-4007-461300	\$ 5.58
	02741	116-015212	16-001928	08/09/2016	5	15437 VNYL J Bead 1/2-in X 10-F	283-4007-461300	\$ 5.25
	02741	116-015212	16-001928	08/09/2016	6	3393 5/8-4-10 Type X gypsum	283-4007-461300	\$ 26.94
	02966	116-015213	16-002010	08/09/2016	1	99278 Handy Box 2-1/8-In Deep A	010-1700-462650	\$ 4.96
	02966	116-015213	16-002010	08/09/2016	2	7955 Stem Swivel Photo Eye CNTL	010-1700-462650	\$ 8.08
	02966	116-015213	16-002010	08/09/2016	3	23830 1-1/2-IN x 10-FT SCH40 PI	010-1700-462650	\$ 3.80
	02742	116-015214	16-002011	08/09/2016	1	PVC and Coupling	010-1700-462650	\$ 15.50
	02704	116-015215	16-002011	08/09/2016	1	Screws, Conduit, Whitewood boards and plywood sheathing	010-1700-462650	\$ 71.17
	02315	116-015216	16-002006	08/09/2016	1	Fibatape - Drywall Joint Tape	010-1700-462650	\$ 5.92
	02315	116-015216	16-002006	08/09/2016	2	Wall & Ceiling repair patch	010-1700-462650	\$ 10.76
	02315	116-015216	16-002006	08/09/2016	3	Plus 3 ready mix drywall joint compound	010-1700-462650	\$ 15.12
	01071	116-015217	16-002002	08/09/2016	1	62920 metal prelude stab cross	021-1800-461300	\$ 67.60
	01071	116-015217	16-002002	08/09/2016	2	55612 24-48 CLNG PNL RND TXTD 9	021-1800-461300	\$ 147.40
	16586	116-015218	16-000083	08/09/2016	1	Armor All/Wheel cleaner - PD	010-7002-460290	\$ 18.28
	02941	116-015219	16-001004	08/09/2016	1	Aluminum/Epoxy/Tape - CAC gutter repairs	010-1700-461300	\$ 56.06
	23886	116-015220	16-001022	08/09/2016	1	Solar deck lights - Parks	283-4003-461990	\$ 24.66

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	02828	I16-015221	16-001004	08/09/2016	1	Electric tape/Anchors - VH computer room	010-1700-461300	\$ 14.61
	02459	I16-015222	16-002096	08/09/2016	1	1/4-4-8 Oak Plywood	010-1700-462650	\$ 26.93
	01128	I16-015223	16-002096	08/09/2016	1	4-IN Flexible Pipe Cap	010-1700-462650	\$ 3.78
	01128	I16-015223	16-002096	08/09/2016	2	1-1/2-IN Flexible PVC Cap	010-1700-462650	\$ 2.82
	02833	I16-015224	16-002098	08/09/2016	1	Caulk, screws and towels	010-1700-462650	\$ 23.82
	02961	I16-015225	16-002098	08/09/2016	1	DRM Univ HCS FLSHCT 3-CT	010-1700-460170	\$ 22.49
	02961	I16-015225	16-002098	08/09/2016	2	Nelson Builder shims-bund	010-1700-462650	\$ 3.48
	02961	I16-015225	16-002098	08/09/2016	3	Purdy 9-1/4-IN White Dove	010-1700-462650	\$ 19.72
	02013	I16-015226	16-002098	08/09/2016	1	RCA Dusting Air	010-1700-462650	\$ 6.52
	02013	I16-015226	16-002098	08/09/2016	2	#88 Heavy Duty Tape	010-1700-462650	\$ 3.58
	02013	I16-015226	16-002098	08/09/2016	3	White Tape 3/4-IN X66-FT	010-1700-462650	\$ 3.58
	02013	I16-015226	16-002098	08/09/2016	4	18 Guage RG6 White 100 Ft. Coax Cable	010-1700-461200	\$ 17.52
	02013	I16-015226	16-002098	08/09/2016	5	3-GHZ Coax Barrell Connector	010-1700-461200	\$ 4.47
	02013	I16-015226	16-002098	08/09/2016	6	Wire Marker Booklet	010-1700-461200	\$ 17.04
	02013	I16-015226	16-002098	08/09/2016	7	Belden Compression- Coax Crimper/stripper	010-1700-460170	\$ 17.98
	02013	I16-015226	16-002098	08/09/2016	8	23.6-IN Black Hidden bracket shelving	010-1700-462650	\$ 15.28
	02463	I16-015227	16-001004	08/09/2016	1	Caulk - VH computer room	010-1700-461300	\$ 7.16
	02463	I16-015227	16-001004	08/09/2016	2	Recip. saw blades - BM	010-1700-460170	\$ 26.22
	02831	I16-015228	16-001020	08/09/2016	1	Shelf board/Screws - SPLX	283-4007-461300	\$ 22.24
	02831	I16-015229	16-001004	08/09/2016	1	Deck wash - CAC	010-1700-461300	\$ 9.48
	02022	I16-015231	16-001004	08/09/2016	1	Plumbing repair supplies - CAC	010-1700-461300	\$ 19.19
	02916	I16-015232	16-002026	08/09/2016	1	Item #184434 swing away trailer jack leg	010-5006-461700	\$ 34.18
	02003	I16-015233	16-002026	08/09/2016	1	Item# 22431, 1.25" galvanized union	010-5006-461990	\$ 14.56
	02902	I16-015234	16-000836	08/09/2016	1	Shovels/Drill bit - Streets	010-5002-460170	\$ 52.14
	02902	I16-015234	16-000836	08/09/2016	2	Cutter's bub repellent - Streets	010-5002-461990	\$ 3.02
	02036	I16-015242	16-002097	08/09/2016	1	571073 Dremel 4200-4/36 rotary	010-1700-460170	\$ 107.10
	02036	I16-015242	16-002097	08/09/2016	2	94716 DRML 5-ct 1 1/4-in FBROLS	010-1700-460170	\$ 7.18
	02036	I16-015242	16-002097	08/09/2016	3	241280 DRML 5-ct 1 1/2 in EZLOCK	010-1700-460170	\$ 10.79
	02344	I16-015244	16-002203	08/09/2016	1	346370 PP J CS356 7-FT 35-PC	010-1700-462650	\$ 12.60
	02344	I16-015244	16-002203	08/09/2016	2	73317 PPJ CS356 7-FT 84-PC	010-1700-462650	\$ 30.24
	02344	I16-015244	16-002203	08/09/2016	3	34814 PN NULL 1973 1 5/8 INX3/8	010-1700-462650	\$ 14.10
	02344	I16-015244	16-002203	08/09/2016	4	160732 PFJ BSE 713 3-1/4 INK9/16	010-1700-462650	\$ 20.73
	10577	I16-015246	16-000083	08/09/2016	1	Velcro - PD	010-7002-460290	\$ 15.27
	02381	I16-015247	16-001004	08/09/2016	1	Access panel/Screws - CAC	010-1700-461300	\$ 11.01
[VENDOR] 10201 : COSTCO WHOLESALE	022739	I16-015245	16-002054	08/09/2016	1	12500 BTU Portable AC unit purchased 7/14/16.	031-6003-461300	\$ 399.99
	048996	I16-015248	16-002184	08/09/2016	1	Tran ID 620700008317, hot dog buns, hot dogs, water, chips, picnic pack	010-7002-484700	\$ 124.59
[VENDOR] 10249 : PARISI	07/09/16	I16-015310	16-000487	08/10/2016	1	Plan Commissioner - Meeting Stipends - June	010-8000-484990	\$ 150.00
[VENDOR] 10401 : SCARIANO, HIMES AND PETRARCA	38107	I16-014893	16-001977	08/01/2016	1	Invoice 38107, Vehicle hearing	010-0000-432100	\$ 390.00
	38107	I16-014893	16-001977	08/01/2016	2	Ordinance violation hearing	010-0000-432100	\$ 409.50
	38107	I16-014893	16-001977	08/01/2016	3	cost allowance	010-0000-432100	\$ 39.98
[VENDOR] 10452 : GT GOLF LEARNING CENTER	07/18/16	I16-015419	16-002008	08/11/2016	1	Youth Golf Lessons - Summer	283-4002-490200	\$ 672.75
	07/18/16	I16-015419	16-002008	08/11/2016	2	Adult Golf Lessons - Summer	283-4002-490200	\$ 222.75

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 10521 : ILLINOIS TOLLWAY IPASS	G16741851	I16-014973	16-002103	08/02/2016	1	Invoice G16741851, Indiana tolls	010-7002-429700	\$ 5.18
[VENDOR] 10592 : NEXT DAY PLUS	5005589	I16-014827	16-000539	07/27/2016	1	PW Office copier (MXBCG4917F) Black & White/Color usage - June	031-6001-443600	\$ 244.62
	5005589	I16-014827	16-000539	07/27/2016	2	V & E(CNF8G2W8TP) and PW Parts(CNF8G35GMS) black & white copiers usage	010-5001-443600	\$ 7.76
[VENDOR] 10622 : M J WORKS HOSE & FITTING	6207	I16-015386	16-000087	08/11/2016	1	Hose/O-rings	010-5006-461700	\$ 38.84
	6208	I16-015392	16-000087	08/11/2016	1	Hose/Fittings/O-rings	010-5006-461700	\$ 41.49
[VENDOR] 10737 : TIMBER VIEW R.V. CENTER, INC.	06/23/16	I16-015404	16-002281	08/11/2016	1	Propane for torch, for cleaning asphalt tools and equipment	010-5002-461990	\$ 26.90
[VENDOR] 10743 : ARTS WARRIOR	BSE-53984	I16-012689	16-001334	08/15/2016	1	Concert In The Park Band - "1976" band name - for Aug. 21, 2016 performance from 6pm-7:30pm at Crescent Park	010-9450-442990	\$ 1,000.00
	BSE-53985	I16-012693	16-001335	08/15/2016	1	Labor Day Concert at Centennial Park West - Sept. 4 2016. Band name - Classical Blast - to perform from 2-3pm. Pls make check payable to Arts Warrior.	010-9450-442990	\$ 1,000.00
[VENDOR] 10753 : CANNON COCHRAN MANAGEMENT - ADMIN	0099379-IN	I16-014853	16-000746	07/27/2016	1	Administrative Fee Expense -7/1-9/30/16	092-0000-452510	\$ 6,250.00
[VENDOR] 10836 : REINDERS INC.	1642581-00	I16-015099	16-000089	08/05/2016	1	Equipment parts	010-5006-461700	\$ 87.08
[VENDOR] 10889 : PIOTROWSKI	169756	I16-015383	16-002009	08/10/2016	1	Youth Golf Lessons - 6/8-7/6/16	283-4002-490200	\$ 627.50
[VENDOR] 11000 : HOMER INDUSTRIES, LLC	S92059	I16-015400	16-000289	08/11/2016	1	Mulch	283-4003-463300	\$ 240.00
[VENDOR] 11054 : MIDWEST GYM SUPPLY	MGS-22200	I16-014967	16-001522	08/02/2016	1	7" 6"x12'x12 CM BI-Fold V-2 Landing Mats for Gymnastics	283-4007-460180	\$ 2,002.00
	MGS-22200	I16-014967	16-001522	08/02/2016	2	Shipping/Freight	283-4007-460180	\$ 248.00
[VENDOR] 11222 : WEHMEIER PORTRAITS, LTD	26032	I16-015135	16-002242	08/08/2016	1	Invoice #26032 - Business portrait package - includes session, single digital image and retouching.	010-1100-432990	\$ 85.00
[VENDOR] 11505 : PETTY CASH - JOHN KEATING	keating 8-8-16	I16-015194		08/09/2016	1	Confidential Funds (July 2016)	010-7002-432700	\$ 50.00
[VENDOR] 11508 : AMERICAN TECHNOLOGY SOLUTIONS	10193-53	I16-015092	16-002129	08/05/2016	1	May & June ATS MyPayStub Online Services	010-1600-442850	\$ 383.25
[VENDOR] 11519 : DUNBAR ARMORED	3809831	I16-014966	16-000177	08/02/2016	1	Armored transport for Finance.	010-1400-442900	\$ 68.12
	3809831	I16-014966	16-000177	08/02/2016	2	Armored transport for Water Billing.	031-1400-442900	\$ 68.13
	3809831	I16-014966	16-000177	08/02/2016	3	Armored transport for Recreation.	283-4001-442900	\$ 68.13
	3809831	I16-014966	16-000177	08/02/2016	4	Armored transport for Centennial Pool.	283-4005-442900	\$ 435.34
	3809831	I16-014966	16-000177	08/02/2016	5	Armored transport for Sportsplex.	283-4007-442900	\$ 204.38
[VENDOR] 11536 : PAUL	07/12/16	I16-015314	16-000486	08/10/2016	1	Plan Commissioner - Meeting Stipends - June	010-8000-484990	\$ 150.00
[VENDOR] 11537 : ATTACK VBC	07/19/16	I16-015259	16-002116	08/09/2016	1	Summer Volleyball Camps - 7/11-7/15/16	283-4007-490200	\$ 952.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 11542 : FULLER'S CAR WASHES	06/30/16	116-015166	16-002032	08/08/2016	1	Police Vehicle Car Washes for the Month of June.	010-7002-429700	\$ 535.00
[VENDOR] 11647 : CLEANING SPECIALISTS, INC.	1227	116-014890	16-001973	08/01/2016	1	Invoice 1227, Body transport Maris Vallas, 2016-91572	010-7002-442930	\$ 250.00
[VENDOR] 11648 : MUSIC CONNECTION	4380	116-014868	16-002093	07/29/2016	1	Music Classes - 6/7-6/28	283-4002-490200	\$ 600.00
[VENDOR] 11652 : LINBERGER AND COMPANY, LLC	01/04/16	116-015123	16-001986	08/08/2016	1	Legal Services - Parcel #OFZ0034, 0035 - 159th & LaGrange Road Intersection Project	054-0000-484800	\$ 2,925.00
[VENDOR] 11752 : IT'S RACE TIME, INC.	20160701-L	116-015355	16-000652	08/10/2016	1	Chip timing for Liberty Run runners on Friday, July 1, 2016 at Centennial Park. 7pm start. Estimated # of runners/walkers 300 (only runners will have chips)	010-9450-442990	\$ 900.00
	20160701-L	116-015355	16-000652	08/10/2016	2	Timer's travel expenses	010-9450-442990	\$ 118.80
[VENDOR] 11756 : MEIJER STORES LIMITED PARTNERSHIP	07/22/16	116-014961	16-002152	08/02/2016	1	Payment of sales tax rebate for the period January 2016 - March 2016	010-0000-484560	\$ 35,265.80
[VENDOR] 11952 : CARY COMPANY	532179	116-015382	16-001936	08/10/2016	1	26WR57- 55gal open head black unlined recon steel drum (no lid)	283-4003-461600	\$ 979.68
	532179	116-015382	16-001936	08/10/2016	2	freight	283-4003-461600	\$ 120.00
[VENDOR] 12238 : AMERICAN LEGAL PUBLISHING CORPORATION	0111157	116-014872	16-002141	08/01/2016	1	Village Code Book Codification - 2016 S39 - Invoice 0111157	010-1200-442530	\$ 3,962.20
[VENDOR] 12288 : MACCARB, INC.	0202-020551	116-015097	16-000586	08/05/2016	1	CO2 for CPAC water treatment	283-4005-462500	\$ 525.10
	095690	116-015100	16-000586	08/05/2016	1	CO2 for CPAC water treatment	283-4005-462500	\$ 622.53
	0201-015205	116-015101	16-000586	08/05/2016	1	CO2 for CPAC water treatment	283-4005-462500	\$ 340.38
	0202-020596	116-015102	16-000586	08/05/2016	1	CO2 for CPAC water treatment	283-4005-462500	\$ 494.28
	0202-020636	116-015357	16-000586	08/10/2016	1	CO2 for CPAC water treatment	283-4005-462500	\$ 698.13
	0202-020663	116-015417	16-000586	08/11/2016	1	CO2 for CPAC water treatment	283-4005-462500	\$ 534.33
	0202-020707	116-015428	16-000586	08/11/2016	1	CO2 for CPAC water treatment	283-4005-462500	\$ 661.45
[VENDOR] 12294 : A TOUCH OF GREEN NURSERY, INC.	60250	116-014551	16-000807	07/21/2016	1	Sod	031-6002-463300	\$ 67.10
[VENDOR] 12387 : MUNICIPAL COLLECTIONS OF AMERICA	06/30/16	116-015058	16-002014	08/05/2016	1	Ordinance collection activity for June 2016.	010-0000-431100	\$ 17.37
[VENDOR] 12466 : PERFECTFORMS, INC.	2016.100348	116-014999	16-002174	08/04/2016	1	PerfectForms Annual Renewal - 8/29-12/31/16	281-0000-460130	\$ 2,790.00
	2016.100348	116-014999	16-002174	08/04/2016	2	PerfectForms Annual Renewal - Prepaid - 1/1/17-8/28/17	281-0000-150000	\$ 5,580.00
[VENDOR] 12474 : D CONSTRUCTION	5	116-014834	16-001446	08/15/2016	1	2016 Neighborhood Road Improvement Program through 7/12/16	054-0000-471250	\$ 577,503.50
	5	116-014834	16-001446	08/15/2016	2	Walking/bike path and parking lot maintenance	283-4003-443500	\$ 2,130.00
[VENDOR] 12483 : SCHAAF EQUIPMENT COMPANY	1000046773	116-015370	16-000090	08/10/2016	1	Equipment Repair - Toro Sand Pro	010-5006-443200	\$ 100.00
[VENDOR] 12535 : APPRAISAL ASSOCIATES	07/21/16	116-015174	16-002143	08/08/2016	1	Appraisal Services - PTAB Appeal Interventions - Orland Park Imports, Inc.,	010-0000-432100	\$ 595.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
						Baldi Hoobyar Equities		
[VENDOR] 12635 : CHICAGO PARTS & SOUND	770973	116-015315	16-000118	08/10/2016	1	Rotors/Wiper blades	010-5006-461800	\$ 179.76
	770973	116-015315	16-000118	08/10/2016	2	Oil	010-5006-462200	\$ 22.86
[VENDOR] 12641 : POSPAPER.COM	34141	116-015361	16-001931	08/10/2016	1	19565DT - 4"x80' Premium Heavy Thermal Paper - 3/4 Core (O.D. 2.25) 36 rolls per case	010-7002-460100	\$ 229.75
	34141	116-015361	16-001931	08/10/2016	2	Discount	010-7002-460100	\$ -22.98
[VENDOR] 12693 : WATER SAFETY PRODUCTS	164398	116-015302	16-001074	08/10/2016	1	Big Easy mask & valve kit #170	283-4005-460190	\$ 185.00
	164398	116-015302	16-001074	08/10/2016	2	Freight	283-4005-460190	\$ 16.99
[VENDOR] 12724 : STRAND ASSOCIATES, INC.	5(#0121954)	116-014632	15-003024	08/15/2016	1	147th Street and Ravinia Avenue Roundabout Phase II Engineering Design Services - 6/1-6/30/16	054-0000-471250	\$ 18,698.89
[VENDOR] 12736 : MINERAL MASTERS	00037499	116-015301	16-000588	08/10/2016	1	\$1.16 per gallon sodium hypochlorite - delivered	283-4005-462500	\$ 928.00
	00037586	116-015413	16-000588	08/11/2016	1	\$1.16 per gallon sodium hypochlorite - delivered	283-4005-462500	\$ 1,276.00
[VENDOR] 12856 : CARROLL DISTRIBUTING & CONSTRUCTION SUPPLY, INC.	FRO25654	116-014977	16-002115	08/03/2016	1	Tool for sealing concrete	010-5002-460170	\$ 64.21
	FRO25654	116-014977	16-002115	08/03/2016	2	Aluminum Grooming Brush for Concrete	010-5002-460170	\$ 95.44
	FRO25654	116-014977	16-002115	08/03/2016	3	Wood Stakes for framing of concrete 20/bundle	010-5002-460170	\$ 84.48
	FRO25654	116-014977	16-002115	08/03/2016	4	Edger for finishing the outside edge of concrete	010-5002-460170	\$ 40.80
	FRO25654	116-014977	16-002115	08/03/2016	5	mesh/rubber gloves for concrete work	010-5002-460170	\$ 17.51
	FRO25654	116-014977	16-002115	08/03/2016	6	Masonry Brush	010-5002-460170	\$ 9.60
	FRO25654	116-014977	16-002115	08/03/2016	7	Bolt Cutter	010-5002-460170	\$ 38.02
	FRO25654	116-014977	16-002115	08/03/2016	8	Mesh Mats for doing aprons	010-5002-460170	\$ 126.48
	FRO25654	116-014977	16-002115	08/03/2016	9	Fresno Adapter- adapter from the aluminum pole to the brush	010-5002-460170	\$ 9.16
	FRO25654	116-014977	16-002115	08/03/2016	10	outside concrete edger	010-5002-460170	\$ 10.45
[VENDOR] 12935 : COOK COUNTY SHERIFF'S POLICE TRAINING ACADEMY	16311	116-014969	16-002108	08/02/2016	1	Invoice 16311, Police Training Academy tuition, Amanda Wrann/Matthew Munguia	010-7002-429100	\$ 4,178.00
[VENDOR] 13020 : POL TRAILER	21226	116-015117	16-001956	08/08/2016	1	Sandblast, weld/patch where necessary and repaint dump body same color on truck 5282 per estimate	010-5006-443400	\$ 2,900.00
[VENDOR] 13140 : V3 CONSTRUCTION GROUP, LTD	13	116-014891	14-002209	08/01/2016	1	Tallgrass pond	031-6007-470500	\$ 1,110.00
	13	116-014891	14-002209	08/01/2016	2	Legend Trail pond	031-6007-470500	\$ 792.00
	13	116-014891	14-002209	08/01/2016	3	Anthony Drive pond	031-6007-470500	\$ 1,250.00
	9	116-014892	15-001312	08/01/2016	1	Stewardship Management of Imperial Lane Pond	031-6007-443500	\$ 475.00
	9	116-014892	15-001312	08/01/2016	2	Stewardship Management of Village Hall North Pond	031-6007-443500	\$ 825.00
	9	116-014892	15-001312	08/01/2016	3	Village Hall Pond Alternate approach	031-6007-443500	\$ 1,500.00
[VENDOR] 13143 : QUENCH!DESIGN	VOP061816	116-015416	16-002087	08/11/2016	1	Design of the OPSAF Resource Guide	010-1500-484200	\$ 225.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
						booklet		
[VENDOR] 13205 : PAVLETIC EYECARE	54355	116-014972	16-002088	08/02/2016	1	Invoice 54355, Comprehensive Exam/refraction - Amanda Wrann	010-8000-429500	\$ 110.00
[VENDOR] 13217 : INTEGRATED LAKES MANAGEMENT, INC.	27043	116-014678	16-001223	07/25/2016	1	Aquatic weed and algae control at village owned ponds - 7/5/16	031-6007-442210	\$ 2,536.64
[VENDOR] 13271 : FLOW-EZE COMPANY	37236	116-015425	16-001571	08/11/2016	1	3500 GC-7 7oz clear Greenware cups. 1 color imprint on 2 sides. Artwork to be provided.	010-9400-460290	\$ 628.40
[VENDOR] 13274 : HEWLETT-PACKARD FINANCIAL SERVICES CO.	302742054	116-014824	16-000042	07/27/2016	1	MFP Lease Payment Admin - Lease #524548520200001 - 8/2-9/1/16	010-1100-444700	\$ 226.00
	302742054	116-014824	16-000042	07/27/2016	2	MFP Lease Payment Development Services - Lease #524548520200001 - 8/2-9/1/16	010-2001-444700	\$ 298.40
	302742054	116-014824	16-000042	07/27/2016	3	MFP Lease Payment PW - Lease #524548520200001 - 8/2-9/1/16	010-5001-444700	\$ 14.82
	302742054	116-014824	16-000042	07/27/2016	4	MFP Lease Payment PW - Water - Lease #524548520200001 - 8/2-9/1/16	031-6001-444700	\$ 149.73
[VENDOR] 13328 : TRITON COLLEGE	16326	116-014968	16-002076	08/02/2016	1	Invoice 16326, Police Training Academy technology fee - Munguia/Wrann	010-7002-429100	\$ 600.00
[VENDOR] 13333 : PATRIOT PAVEMENT MAINTENANCE	736	116-014958	16-001644	08/02/2016	1	2016 Crack Sealing & crack routing	054-0000-471250	\$ 150,000.00
[VENDOR] 13334 : WALKER WILCOX MATOUSEK LLC	110395	116-015134	16-002023	08/08/2016	1	Legal Fees - 159th & LaGrange Road Intersection Project	054-0000-484800	\$ 1,097.50
[VENDOR] 13359 : STEINER ELECTRIC COMPANY	S005428980.001	116-015198	16-001954	08/09/2016	1	quote #S005428980 - 30 Ft. GALV HWC 3/4 IN CONDUIT	010-1700-461200	\$ 42.24
	S005428980.001	116-015198	16-001954	08/09/2016	2	MILB U3802 60A NON FUSE AC DISCONNECT	010-1700-461200	\$ 23.50
	S005428980.001	116-015198	16-001954	08/09/2016	3	HOFF A884GSC SCREW CVR BOX W/GASK	010-1700-461200	\$ 42.27
	S005428980.001	116-015198	16-001954	08/09/2016	4	HOFF ASE8X8X4NK NEMA1 SC BOX-NO KO	010-1700-461200	\$ 10.30
	S005428980.001	116-015198	16-001954	08/09/2016	5	(2) APP HUB75DN 3/4 IN ZINC D/C W/T HUB	010-1700-461200	\$ 4.27
	S005428980.001	116-015198	16-001954	08/09/2016	6	500 FT THHN 10 STR BLACK 500FT SPOOL	010-1700-461200	\$ 55.53
	S005428980.001	116-015198	16-001954	08/09/2016	7	Mini. circuit breaker	010-1700-461200	\$ 26.72
	S005428980.002	116-015199	16-001954	08/09/2016	1	500 FT. THHN 10 STR RED 500 FT SPOOL	010-1700-461200	\$ 55.53
[VENDOR] 13380 : GMIS HEADQUARTERS	300003633	116-015170	16-002252	08/08/2016	1	Illinois GMIS chapter dues 7/1/2016-6/30/2017	010-1600-429200	\$ 250.00
[VENDOR] 13394 : INTEGRITY FITNESS	8535	116-015249	16-000563	08/09/2016	1	Sportsplex Equipment Repair and Maintenance	283-4007-443200	\$ 380.00
	8770	116-015409	16-000563	08/11/2016	1	Sportsplex Equipment Repair and Maintenance	283-4007-443200	\$ 2,169.85
[VENDOR] 13494 : PALOS MEDICAL GROUP, LLC	OR01	116-015155	16-002089	08/08/2016	1	Billing date 7-5-16, Ahrendt, Gomez	010-7002-429500	\$ 510.00
[VENDOR] 13530 : THERMOSYSTEMS, INC.	0051410	116-015163	16-001850	08/08/2016	1	110941201 Panel Fan Cond.	283-4007-461700	\$ 288.64

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	0051410	116-015163	16-001850	08/08/2016	2	Shipping charges for Condenser Fan motor	283-4007-461700	\$ 142.92
[VENDOR] 13532 : KERR & ASSOCIATES, INC.	06/07/16	116-015124	16-001987	08/08/2016	1	Legal Services - Parcel #OFZ0034, 0035 - 159th & LaGrange Road Intersection Project	054-0000-484800	\$ 6,825.00
[VENDOR] 13566 : CHICAGO TRIBUNE MEDIA GROUP	002779546	116-014830	16-001903	07/27/2016	1	ITB 16-022 One Crew Cab 4x2 cab & chassis June 6, 2016 (ad #4234086)	010-5006-442300	\$ 83.22
	002779546	116-014830	16-001903	07/27/2016	2	ITB #16-023 Fernway published 6.9.16 (#4243595)	010-5001-442300	\$ 138.29
	002779546	116-014830	16-001903	07/27/2016	3	RFP 16-024 Nuisance Mowing 6.22.16 (4271219)	010-2001-442300	\$ 97.82
	002779546	116-014830	16-001903	07/27/2016	4	Prevailing Wage Notice of Determination June 15, 2016 (#4256471)	010-1400-442300	\$ 18.98
	002779546	116-014830	16-001903	07/27/2016	5	ITB #16-025 Sanitary Sewer Cleaning & Televising 6.30.16 (#4290750)	031-6001-442300	\$ 118.26
[VENDOR] 13646 : RUETTIGER, TONELLI& ASSOCIATES, INC.	0000752	116-015374	15-001886	08/10/2016	1	Mobile GIS Application - 6/5-7/2/16	010-1600-460130	\$ 945.00
[VENDOR] 13774 : MERCEDES-BENZ OF ORLAND PARK	07/22/16	116-014959	16-002155	08/02/2016	1	Payment of sales tax rebate for the period April 2015 - March 2016	010-0000-484560	\$ 104,277.69
[VENDOR] 13793 : SUBURBAN TRUCK PARTS	34929	116-015094	16-000091	08/05/2016	1	Equipment parts	010-5006-461700	\$ 97.57
[VENDOR] 13813 : UNIQUE APPAREL SOLUTIONS	33887	116-014724	16-000891	07/26/2016	1	Uniforms - Jason Shanahan	010-1700-460190	\$ 76.00
	34056	116-015149	16-000891	08/08/2016	1	Uniforms - Brokop	010-5002-460190	\$ 178.00
	33883	116-015359	16-000891	08/10/2016	1	Uniforms - Burman	031-6001-460190	\$ 93.00
	33885	116-015360	16-000891	08/10/2016	1	Uniforms - Noto	031-6001-460190	\$ 57.00
[VENDOR] 13884 : ONE UP SIGNS, LLC	2016-12588	116-015408	16-001972	08/11/2016	1	Vinyled white aluminum "Only Pickle Ball and Tennis allowed on Court"	283-4003-461500	\$ 97.50
[VENDOR] 13915 : WALSH CONSTRUCTION COMPANY II LLC	6	116-015176	16-000947	08/09/2016	1	Downtown Main Street Parking Deck - Walsh Design-Build Contract - 7/1-7/30/16 - UCMC 72.9%	282-0000-471250	\$ 1,104,260.77
	6	116-015177	16-000947	08/09/2016	1	Downtown Main Street Parking Deck - Walsh Design-Build Contract - 7/1-7/30/16 - VOP 27.1%	282-0000-471250	\$ 410,500.23
[VENDOR] 13935 : SIXTEEN CANDLES ENT. LLC	03/02/16	116-011987	16-001028	08/15/2016	1	Labor Day concert performance, Sunday, September 4th from 5:00pm - 7:00pm at Centennial Park West	010-9450-442990	\$ 5,500.00
[VENDOR] 13944 : SHALABI	07/26/16	116-015308	16-000985	08/10/2016	1	Plan Commissioner - Meeting Stipends - June	010-8000-484990	\$ 150.00
[VENDOR] 13974 : FIRST STUDENT, INC.	06/27/16	116-015171	16-001736	08/08/2016	1	Day Camp bussing for Buddies, Voyagers, Adventurers and Summer Pals - Service dates: 6/14 - 6/27/16	283-4002-490600	\$ 5,512.25
[VENDOR] 13980 : FLETCHER ROCKWELL PRODUCTIONS	03/18/16	116-012690	16-001338	08/15/2016	1	Performance at Centennial Park West Labor Day Concert, Setp 4, 2016 from 3:30pm - 4:30pm	010-9450-442990	\$ 1,500.00
[VENDOR] 14015 : SOLUTION 3 GRAPHICS	1111631	116-015316	16-001771	08/10/2016	1	Reorder 2-part carbonless deposit receipts, quantity 5000, 100 pads of 50 each, 8" x 3	010-1400-460140	\$ 361.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	111382I	I16-015372	16-001799	08/10/2016	1	1/4", top copy - white, bottom copy - yellow plus set-up fee Form WWW, Impound Forms, 1 box of 1000	010-7002-460140	\$ 463.64
	111706I	I16-015423	16-001971	08/11/2016	1	KRK-250 (Kenneth R. Kovac, Investigator, Retail Crime Specialist, Proof Approved \$26.00 with typesetting and layout additional \$18.75 extra	010-7002-460140	\$ 44.75
[VENDOR] 14053 : CORE INTEGRATED MARKETING	104648	I16-015390	16-002000	08/11/2016	1	2016 Taste of Orland Park - (100) yard signs	010-9400-432250	\$ 460.00
[VENDOR] 3333333.1639 : BENJAMIN T. GIBSON	B. Gibson 6-28-16	I16-014009		07/06/2016	1	Overpayment on citation P328405	010-0000-372250	\$ 40.00
[VENDOR] 3333333.1644 : SANDRA JACKSON	07122016	I16-014205		07/12/2016	1	Jackson June 30, 2016, \$200 Security Deposit Refund	021-0000-373900	\$ 200.00
[VENDOR] 3333333.1645 : CHRISTEL PERRIN	07122016	I16-014206		07/12/2016	1	Perrin July 1st, 2016, \$200 Security Deposit Refund	021-0000-373900	\$ 200.00
[VENDOR] 3333333.1647 : ROBERT HOLTE	07122016	I16-014211		07/12/2016	1	Holte July 2nd, 2016, \$200 Security Deposit Refund	021-0000-373900	\$ 200.00
[VENDOR] 3333333.1649 : STEPHANIE JIMENEZ	07132016	I16-014273		07/13/2016	1	Jimenez July 9, 2016, \$200 Security Deposit Refund	021-0000-373900	\$ 200.00
[VENDOR] 3333333.1650 : BERRY THOMPSON	07132016	I16-014274		07/13/2016	1	Thompson July 10, 2016, \$200 Security Refund Deposit	021-0000-373900	\$ 200.00
[VENDOR] 3333333.1651 : MARK NEUMANN	07132016	I16-014275		07/13/2016	1	Neumann July 10, 2016, \$200 Security Deposit Refund	021-0000-373900	\$ 200.00
[VENDOR] 3333333.1652 : MARIE WHITE	07132016	I16-014276		07/13/2016	1	White July 8, 2016, \$300 Security Deposit Refund	021-0000-373900	\$ 300.00
[VENDOR] 3333333.1653 : TIMOTHY MCNEIL	07132016	I16-014278		07/13/2016	1	McNeil July 8th, 2016, \$350 Security Deposit Refund. \$200 (Security Refund) + \$150 (Refund for Issues with Room) = \$350	021-0000-373900	\$ 350.00
[VENDOR] 3333333.1654 : ANDRZEJ ROZWADOWSKI	Rozwadowski 7-13-16	I16-014403		07/15/2016	1	Overpayment on citation P329385	010-0000-372250	\$ 1.00
[VENDOR] 3333333.1656 : JUAN C AVILA	20160720	I16-014490		07/20/2016	1	Refund overpayment on ordinance violation MV020873.	010-0000-372200	\$ 50.00
[VENDOR] 3333333.1657 : ANGEL PELTS	20160721	I16-014506		07/21/2016	1	Refund LDRP offset due to bankruptcy.	010-0000-372250	\$ 32.16
[VENDOR] 3333333.1658 : JENNIFER HUERTA	20160721	I16-014518		07/21/2016	1	Refund request - On 7/18/16, commuter tried to reload Value Card at 179th Street Metra lot. \$10 inserted; machine timed out. Card not reloaded; invalid receipt provided.	026-0000-322930	\$ 10.00
[VENDOR] 3333333.1659 : ENVIRONMENTAL PROTECTION INDUSTRIES, INC.	07/22/2016	I16-014575		07/22/2016	1	Refund due from use of hydrant backflow preventer for lime soil stabilization at 7420 west 159th Street.	031-0000-380500	\$ 800.00
[VENDOR] 3333333.1660 : CIRQUE ENTERTAINMENT LLC	07/22/2016	I16-014581		07/22/2016	1	Refund due from use of hydrant backflow preventer for Cirque Italia at Orland Square.	031-0000-380500	\$ 488.87

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 14070 : BRADFORD ORLAND PARK 1 LLC	07/22/16	I16-014960	16-002144	08/02/2016	1	Payment of sales tax rebate for the period of 1st Qtr 2016	010-0000-484560	\$ 21,375.78
[VENDOR] 9999999.197 : JAMES & DELIA KEPOUROS	07252016	I16-014664		07/25/2016	1	Refund Credit Balance	031-0000-229100	\$ 788.56
[VENDOR] 3333333.1661 : BARBARA ODOM	07292016	I16-014825		07/27/2016	1	Odum 07/23/2016 \$200 Security Deposit Refund	021-0000-373900	\$ 200.00
[VENDOR] 14071 : VILLAGE OF PALATINE	08/04/16	I16-015042	16-002210	08/05/2016	1	Illinois Crime Free Housing Conference October 19-21, 2016 Scott Malmborg	010-7002-429100	\$ 75.00
[VENDOR] 3333333.1662 : ROSA HARAF, KNIGHTS OF COLUMBUS	07272016	I16-014854		07/27/2016	1	Haraf, Knights Of Columbus - 07/28/2016 \$525.00 = \$200 Security Deposit Refund + 325.00 due to cancellation.	021-0000-373900	\$ 525.00
[VENDOR] 3333333.1663 : MIGUEL PEREZ-APONTE	Perez 7-22-16	I16-014861		07/28/2016	1	Overpayment on citation C326342	010-0000-372250	\$ 40.00
[VENDOR] 3333333.1664 : MCGRATH ENTERPRISE GROUP LLC	BL-16-16521	I16-014975		08/02/2016	1	Refund of 2016 business license fee for McGrath Enterprise Group LLC, BL-16-16521	010-0000-321400	\$ 75.00
[VENDOR] 3333333.1665 : LAKE EFFECT SOFTWARE	BL-16-16525	I16-014976		08/02/2016	1	Refund on business license for 2016 for Lake Effect Software for BL-16-16525	010-0000-321400	\$ 75.00
[VENDOR] 3333333.1666 : JOHN HANNIGAN	08032016	I16-014987		08/03/2016	1	Hannigan 07/30/2016 \$200 Security Refund Deposit	021-0000-373900	\$ 200.00
[VENDOR] 3333333.1668 : STACIE SOTIROPOULOS	08032016	I16-014991		08/03/2016	1	Sotiropoulos July 30, 2016 \$200 Security Refund deposit.	021-0000-373900	\$ 200.00
[VENDOR] 3333333.1669 : DAJONESE TURNER	08032016	I16-014997		08/03/2016	1	Turner July 29, 2016 \$200 Security Refund Deposit	021-0000-373900	\$ 200.00
[VENDOR] 3333333.1670 : STEVEN NOEL	Noel 8-3-16	I16-015003		08/04/2016	1	Alarm Application refund	010-0000-371310	\$ 25.00
[VENDOR] 3333333.1671 : JASON JANICKI	20160805	I16-015062		08/05/2016	1	Refund request - On 7/29/16, commuter attempted to reload Value Card and inserted \$20.00 into terminal at 153rd Street Metra station. Invalid receipt received and card not reloaded.	026-0000-322930	\$ 20.00
[VENDOR] 9999999.198 : PRESCIENT INC	080816	I16-015143		08/08/2016	1	Refund for overpayment of final charges-account 245441	031-0000-229100	\$ 3.75
[VENDOR] 9999999.199 : LORETTA KOHLER	080816	I16-015147		08/08/2016	1	To refund overpayment of final charges for account 131805	031-0000-229100	\$ 124.00
[VENDOR] 9999999.200 : PATSY LENT	080816	I16-015150		08/08/2016	1	Refund for overpayment of final charges-account 116285	031-0000-229100	\$ 55.81
[VENDOR] 9999999.201 : BRIAN & JENNIFER BERNER	08092016	I16-015195		08/09/2016	1	Refund credit balance final bill	031-0000-229100	\$ 184.51
[VENDOR] 3333333.1680 : SAMANTHA BOYLE	Boyle 8-9-16	I16-015338		08/10/2016	1	Overpayment on citation P328218	010-0000-372250	\$ 50.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
GRAND TOTAL (Excluding Retainage) :								\$ 4,320,189.01
<hr/>								
RETAINAGE WITHHELD FOR INVOICE	6	116-015177	16-000947	08/09/2016				\$ -41,050.02
RETAINAGE WITHHELD FOR INVOICE	5	116-014834	16-001446	08/15/2016				\$ -57,963.35
RETAINAGE WITHHELD FOR INVOICE	6	116-015176	16-000947	08/09/2016				\$ -110,426.08
RETAINAGE TOTAL :								\$ -209,439.45
GRAND TOTAL (Including Retainage) :								\$ 4,110,749.56

Village of Orland Park
Open Item Listing

Run Date: 08/11/2016 User: bobrien

Status: POSTED Due Date: 07/18/2016
Bank Account: BMO Harris Bank-Vendor Disbursement
Invoice Type: PCard Statement Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 13657 : BMO HARRIS BANK N.A.	06302016	116-014933		07/18/2016	1	AWWA Membership Renewal - John J. Ingram - PCard	031-6001-429200	\$ 200.00
	06302016	116-014933		07/18/2016	2	Parking for Annual Local Agency Coordination Meeting at County Building - PCard	010-5001-429700	\$ 37.00
	06302016	116-014933		07/18/2016	3	Office supplies for museum included copy paper, crayons, pencils, folders, name tags, and laminating sheets. - PCard	010-1500-460100	\$ 99.02
	06302016	116-014933		07/18/2016	4	Refreshments for the Speakers Series event: Tim McCarthy speaker. - PCard	010-1500-464100	\$ 49.69
	06302016	116-014933		07/18/2016	5	Pass thru cost for breakfast for 25pp for King Koil event - PCard	021-1800-484915	\$ 195.00
	06302016	116-014933		07/18/2016	6	2016 Farmers' Market lunches - Aquafina bottled water - PCard	010-9450-464100	\$ 14.00
	06302016	116-014933		07/18/2016	7	Medals for children's 50 yard dash Liberty Run July 1, 2016 - PCard	010-9450-484850	\$ 59.49
	06302016	116-014933		07/18/2016	8	Cups for Fun in the Park June 14, 2016 - PCard	010-9450-460290	\$ 39.95
	06302016	116-014933		07/18/2016	9	Trophies Crown Awards for Liberty Run July 1, 2016 - PCard	010-9450-484850	\$ 285.82
	06302016	116-014933		07/18/2016	10	Buckets and bleach for Farmers' Market Lowes - PCard	010-9450-460290	\$ 9.20
	06302016	116-014933		07/18/2016	11	Buckets and bleach for Farmers' Market Lowes - PCard	010-9450-460290	\$ 23.94
	06302016	116-014933		07/18/2016	12	Target beverage purchases for Farmers' Market - PCard	010-9450-464100	\$ 24.50
	06302016	116-014933		07/18/2016	13	Beverages purchased from Jewel for Farmers' Market - PCard	010-9450-464100	\$ 41.94
	06302016	116-014933		07/18/2016	14	Avaya 2410 Digital Phone Replacements - PCard	010-1600-460180	\$ 442.50
	06302016	116-014933		07/18/2016	15	IBM Server Hard Drives - PCard	010-1600-460110	\$ 336.60
	06302016	116-014933		07/18/2016	16	SigmaXL Software Licenses - PCard	010-1600-460130	\$ 672.00
	06302016	116-014933		07/18/2016	17	All About Me Posters / Craft Kits / Eye Mask kits - PCard	283-4002-490400	\$ 112.70
	06302016	116-014933		07/18/2016	17	All About Me Posters / Craft Kits / Eye Mask kits - PCard	283-4002-490500	\$ 35.94
	06302016	116-014933		07/18/2016	18	eggs/muffins/pizza sauce / pepperoni / cheese / oil /balloons/Kool-Aid/ dye / clipboards - PCard	283-4002-490400	\$ 154.02
	06302016	116-014933		07/18/2016	18	eggs/muffins/pizza sauce / pepperoni / cheese / oil /balloons/Kool-Aid/ dye / clipboards - PCard	283-4002-490500	\$ 3.88
	06302016	116-014933		07/18/2016	19	Model Magic / clay / kraft paper / Elmers Glue / rubber cement / markers / scotch tape - PCard	283-4002-490400	\$ 219.80
	06302016	116-014933		07/18/2016	20	refund for unused movie tickets for field trip on 6-15-16. Note:the tax listed on the receipt is an entertainment tax charged by the movie theatre and cannot be waived. With the tax,	283-4002-490100	\$ -12.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
						each ticket is \$3 and no sales tax is charged on the ticket prices.		
	06302016	116-014933		07/18/2016	21	admission fee for Voyagers field trip on 6-15-16. Please note the tax listed on the receipt is an entertainment tax charged by the movie theatre and cannot be waived. With the tax, each ticket is \$3 and no sales tax is charged on the ticket prices. -	283-4002-490100	\$ 306.00
	06302016	116-014933		07/18/2016	22	pizza circles / storage bags / rice krispie treats - PCard	283-4002-490400	\$ 84.08
	06302016	116-014933		07/18/2016	23	cereal / shave gel / snacks / bowls / storage bags / oreos / marshmallows / Kool-Aid / oil /Alka-Seltzer / socks / backpack / ez mac / - PCard	283-4002-490400	\$ 91.60
	06302016	116-014933		07/18/2016	23	cereal / shave gel / snacks / bowls / storage bags / oreos / marshmallows / Kool-Aid / oil /Alka-Seltzer / socks / backpack / ez mac / - PCard	283-4002-490500	\$ 15.41
	06302016	116-014933		07/18/2016	24	2016 ILCMA Summer Conference - Pre-conference Registration fee. - PCard	010-1100-429100	\$ 75.00
	06302016	116-014933		07/18/2016	25	Luncheon meeting with Brian Hummert of Power Wellness. - PCard	010-1100-429400	\$ 32.53
	06302016	116-014933		07/18/2016	26	Flight to Charlottesville for the LEAD Training at the University of Virginia - PCard	010-0000-429400	\$ 332.20
	06302016	116-014933		07/18/2016	27	Luncheon meeting with VMO staff. - PCard	010-1100-429400	\$ 52.85
	06302016	116-014933		07/18/2016	28	Expedia flight travel protection fee for the LEAD training trip to Virginia. - PCard	010-0000-429400	\$ 24.00
	06302016	116-014933		07/18/2016	29	Postage for return of Scripts - Shrek the Musical - PCard	283-4002-441600	\$ 81.32
	06302016	116-014933		07/18/2016	30	Credit for exchanged costumes Dance Recital 2016 - PCard	283-4002-490400	\$ -34.99
	06302016	116-014933		07/18/2016	31	1000 6" x 11" Cards for Kids Day - Taste of OP 2016 - PCard	010-9400-460140	\$ 176.52
	06302016	116-014933		07/18/2016	32	Prizes for OP Has Talent \$100, \$50 and Photos for Shrek the Musical Cast Board - PCard	010-9400-484850	\$ 159.90
	06302016	116-014933		07/18/2016	32	Prizes for OP Has Talent \$100, \$50 and Photos for Shrek the Musical Cast Board - PCard	283-4002-460140	\$ 13.92
	06302016	116-014933		07/18/2016	33	Frame for CAC Concert Poster Crowns for Dance Camp - PCard	283-4001-460100	\$ 24.99
	06302016	116-014933		07/18/2016	33	Frame for CAC Concert Poster Crowns for Dance Camp - PCard	283-4002-490990	\$ 6.58
	06302016	116-014933		07/18/2016	34	Twin Sheet for dance camp project. - PCard	283-4002-490400	\$ 4.97
	06302016	116-014933		07/18/2016	35	Sandwiches for dance recital workers/volunteers during the all day Sunday recital. - PCard	283-4002-460150	\$ 175.00
	06302016	116-014933		07/18/2016	36	Bobby Pins for Dance Recital 2016 Visa Card for OP Has Talent for Taste - PCard	010-9400-484850	\$ 154.95
	06302016	116-014933		07/18/2016	36	Bobby Pins for Dance Recital 2016 Visa Card for OP Has Talent for Taste - PCard	283-4002-490990	\$ 6.97
	06302016	116-014933		07/18/2016	37	Buddies camper t-shirts, miscounted, needed more shirts before camp began. - PCard	283-4002-490410	\$ 67.50
	06302016	116-014933		07/18/2016	38	Kinderlot and Tiny Tot program supplies for session 1 for summer 2016 day camp. - PCard	283-4002-490400	\$ 408.61
	06302016	116-014933		07/18/2016	38	Kinderlot and Tiny Tot program supplies for session 1 for summer 2016 day camp. - PCard	283-4002-490500	\$ 99.74
	06302016	116-014933		07/18/2016	39	Summer Games. Supplies - PCard	283-4008-490400	\$ 77.12

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	06302016	116-014933		07/18/2016	40	Supplies for Passport to Cooking - cucumber, cheese, tomatoes - PCard	283-4002-490400	\$ 7.08
	06302016	116-014933		07/18/2016	41	Supplies for Passport/Cooking sugar, gr beef, taco mix, taco shells, lettuce, tomatoes, cheese, salsa, Eng muffins, pepperoni, eggs, milk, powdered sugar, strawberries, blueberries, skewers, cuke, olives, yogurt, paper plates, bowls, cups, silverware	283-4002-490400	\$ 67.73
	06302016	116-014933		07/18/2016	42	Supply for recycled water bottle craaft- heat tool - PCard	283-4002-490990	\$ 14.99
	06302016	116-014933		07/18/2016	43	Continuing education in teh enrichment field for new programming ideas - PCard	283-4002-429100	\$ 48.00
	06302016	116-014933		07/18/2016	44	On-site Snacks/Candy for Day Camp usage. - PCard	283-4002-490400	\$ 53.17
	06302016	116-014933		07/18/2016	45	Day camp off-site field trip - PCard	283-4002-490100	\$ 272.00
	06302016	116-014933		07/18/2016	46	On-site equipment use for Buddies Day Camp - PCard	283-4002-490500	\$ 231.49
	06302016	116-014933		07/18/2016	47	On-site snacks for Buddies Day camp - PCard	283-4002-490400	\$ 88.88
	06302016	116-014933		07/18/2016	48	Buddies Day Camp on-site field trip - PCard	283-4002-490100	\$ 225.00
	06302016	116-014933		07/18/2016	49	On-site Buddies Day Camp supply usage - PCard	283-4002-490400	\$ 133.55
	06302016	116-014933		07/18/2016	50	Parts for refrigerator at Hill Concession Stand - PCard	010-1700-461700	\$ 154.06
	06302016	116-014933		07/18/2016	51	Supplies for the first session of day camp, summer 2016. - PCard	283-4002-490400	\$ 224.49
	06302016	116-014933		07/18/2016	52	Daily program supplies and domestic supplies for an allergen-free camp environment. - PCard	283-4002-460150	\$ 29.98
	06302016	116-014933		07/18/2016	52	Daily program supplies and domestic supplies for an allergen-free camp environment. - PCard	283-4002-490400	\$ 35.99
	06302016	116-014933		07/18/2016	53	Field Trip August 5 Deposit - PCard	283-4002-490100	\$ 345.00
	06302016	116-014933		07/18/2016	54	Field Trip June 24 Balance Due - PCard	283-4002-490100	\$ 705.25
	06302016	116-014933		07/18/2016	55	glue, tape - PCard	283-4002-490400	\$ 31.74
	06302016	116-014933		07/18/2016	56	canvas - PCard	283-4002-490400	\$ 37.47
	06302016	116-014933		07/18/2016	57	Refund due to Food Recall - PCard	283-4002-490400	\$ -2.50
	06302016	116-014933		07/18/2016	58	bowls, spoons, cups, Skittles, marshmallows, pwdered sugar, ziploc bags, corn starch, boxes of chips, animal cookies, candy, fruit snack pack, sugar cookies, Rice Krispie Treats - PCard	283-4002-490400	\$ 207.42
	06302016	116-014933		07/18/2016	59	Daily supplies and wipes/sanitizing products to provide an allergen-free environment for campers. - PCard	283-4002-460150	\$ 23.94
	06302016	116-014933		07/18/2016	59	Daily supplies and wipes/sanitizing products to provide an allergen-free environment for campers. - PCard	283-4002-490400	\$ 66.92
	06302016	116-014933		07/18/2016	60	fleece, clay - PCard	283-4002-490400	\$ 105.73
	06302016	116-014933		07/18/2016	61	drop cloth, glo necklaces, flowers, shower caps, spray bottles - PCard	283-4002-490400	\$ 56.00
	06302016	116-014933		07/18/2016	62	ring clips - PCard	283-4002-490400	\$ 6.98
	06302016	116-014933		07/18/2016	63	Supplies for daily snack for approximately 70 children at before camp. - PCard	283-4002-490400	\$ 83.71
	06302016	116-014933		07/18/2016	64	Oreos for approximately 94 children. (pre-approved expense forgotten on previous shopping trip). - PCard	283-4002-490400	\$ 8.94
	06302016	116-014933		07/18/2016	65	Supplies for daily snack for Before Camp. - PCard	283-4002-490400	\$ 59.50

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	06302016	116-014933		07/18/2016	66	Supplies for daily snack at Before Camp, session 1. - PCard	283-4002-490400	\$ 115.26
	06302016	116-014933		07/18/2016	67	Costume Rentals for Shrek the Musical OPTT - PCard	283-4002-490460	\$ 688.00
	06302016	116-014933		07/18/2016	68	Truck Rental for Shrek the Musical - PCard	283-4002-444500	\$ 92.57
	06302016	116-014933		07/18/2016	69	Gas for rental truck - Shrek the Musical - PCard	283-4001-429700	\$ 18.00
	06302016	116-014933		07/18/2016	70	3 M Tape for Microphone Food for backstage - PCard	283-4002-460150	\$ 10.00
	06302016	116-014933		07/18/2016	70	3 M Tape for Microphone Food for backstage - PCard	283-4002-490460	\$ 7.98
	06302016	116-014933		07/18/2016	71	Water for crew of Shrek the Musical - PCard	283-4002-460150	\$ 6.11
	06302016	116-014933		07/18/2016	72	Props for Shrek the Musical - PCard	283-4002-490460	\$ 10.97
	06302016	116-014933		07/18/2016	73	Truck Rental for Shrek the Musical - PCard	283-4002-444500	\$ 87.55
	06302016	116-014933		07/18/2016	74	Costumes for Shrek the Musical - PCard	283-4002-490460	\$ 44.94
	06302016	116-014933		07/18/2016	75	Costumes Shrek the Musical - PCard	283-4002-490460	\$ 54.90
	06302016	116-014933		07/18/2016	76	Chenille Pipe Cleaners for Shrek Costumes - PCard	283-4002-490460	\$ 4.98
	06302016	116-014933		07/18/2016	77	Props and Costumes for Shrek the Musical - PCard	283-4002-490460	\$ 80.93
	06302016	116-014933		07/18/2016	78	Costumes for Shrek the Musical - PCard	283-4002-490460	\$ 157.48
	06302016	116-014933		07/18/2016	79	Costume Purchase Shrek the Musical OPTT 2016 - PCard	283-4002-490460	\$ 300.00
	06302016	116-014933		07/18/2016	80	Summer Camp inclusion supplies - PCard	283-4008-490400	\$ 8.00
	06302016	116-014933		07/18/2016	81	Deposit refund for cotton candy machine for Norm Meyers day - PCard	283-4008-490700	\$ -315.04
	06302016	116-014933		07/18/2016	82	Summer camp inclusion supplies - PCard	283-4008-490400	\$ 18.99
	06302016	116-014933		07/18/2016	83	Supplies for Norm Meyer day - PCard	283-4008-490700	\$ 131.65
	06302016	116-014933		07/18/2016	84	Supplies for Norm Meyer day. Sam's Club does not honor our tax exempt letter - PCard	283-4008-490700	\$ 448.78
	06302016	116-014933		07/18/2016	85	Flick & Float DVD & Screen Storage Bins - PCard	010-9450-460290	\$ 28.48
	06302016	116-014933		07/18/2016	85	Flick & Float DVD & Screen Storage Bins - PCard	283-4005-490220	\$ 10.00
	06302016	116-014933		07/18/2016	86	Credit for tax erroneously charged on p-card #9330 (Jr. Guard Supplies) - PCard	283-4005-490400	\$ -33.00
	06302016	116-014933		07/18/2016	87	Jr. Gd. Whistles & Lanyards - PCard	283-4005-490400	\$ 407.00
	06302016	116-014933		07/18/2016	88	Bleach for Snorkeling in the Lazy River - PCard	283-4005-490400	\$ 2.42
	06302016	116-014933		07/18/2016	89	CPAC Family Fun Days Prizes - PCard	283-4005-490400	\$ 174.15
	06302016	116-014933		07/18/2016	90	Liberty Run Cups for 1 mile aid station - PCard	010-9450-460290	\$ 41.60
	06302016	116-014933		07/18/2016	91	Liberty Run red, white & blue pennant flagging - PCard	010-9450-460290	\$ 279.00
	06302016	116-014933		07/18/2016	92	Lifeguard freeze pops - PCard	283-4005-460290	\$ 29.76
	06302016	116-014933		07/18/2016	93	Red Wristbands to designate non-swimmers - PCard	283-4005-490400	\$ 36.68
	06302016	116-014933		07/18/2016	94	Office supplies - Tab insert dividers for PHFC binder. - PCard	010-1100-460100	\$ 23.96
	06302016	116-014933		07/18/2016	95	Office supplies - Binders for the PHFC project. - PCard	010-1100-460100	\$ 62.69
	06302016	116-014933		07/18/2016	96	LiveWell Event - Purchase of Root Beer Prizes for the Bean Bag & Root Beer Fest. - PCard	010-1100-429990	\$ 47.88
	06302016	116-014933		07/18/2016	97	Monthly subscription. - PCard	010-1100-429300	\$ 32.99

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	06302016	116-014933		07/18/2016	98	Domestic supplies - Coffee & Donuts for the Leadership team meeting. - PCard	010-1100-460150	\$ 49.35
	06302016	116-014933		07/18/2016	99	Postage/Shipping-return equipment part back to dealer for credit - PCard	010-5006-441600	\$ 3.21
	06302016	116-014933		07/18/2016	100	Tire purchases for small equipment, field dragger tire and chalk line machine tires - PCard	010-5006-461890	\$ 81.18
	06302016	116-014933		07/18/2016	101	Equipment-protective case for the surface pro 4 tablet - PCard	031-6001-460180	\$ 79.99
	06302016	116-014933		07/18/2016	102	Auto/truck maintenance-detailed cleaning of 2012 - PCard	010-5006-443400	\$ 100.00
	06302016	116-014933		07/18/2016	103	Equipment repair part for TL4130-credit issued to card for double billing on boom latch - PCard	010-5006-461700	\$ -166.97
	06302016	116-014933		07/18/2016	104	Auto parts-replacement passenger side headlamp housings for units 1101 & 7232 - PCard	010-5006-461800	\$ 129.84
	06302016	116-014933		07/18/2016	105	Equipment part for TL4130-boom latch - PCard	010-5006-461700	\$ 166.97
	06302016	116-014933		07/18/2016	106	Equipment part for TL4130, replacement mast latch assembly - PCard	010-5006-461700	\$ 166.97
	06302016	116-014933		07/18/2016	107	Equipment repair parts for the pothole patcher machine - PCard	010-5006-461700	\$ 133.40
	06302016	116-014933		07/18/2016	108	Uniforms-safety colored sun protection hat for street division employee - PCard	010-5002-460190	\$ 9.29
	06302016	116-014933		07/18/2016	109	Equipment-iPhone 6 accessories for use by the Utility Division manager - PCard	031-6001-460180	\$ 195.45
	06302016	116-014933		07/18/2016	110	Equipment repair parts - PCard	010-5006-461700	\$ 42.06
	06302016	116-014933		07/18/2016	111	Equipment-hands free headset for Water foreman use - PCard	031-6001-460180	\$ 95.68
	06302016	116-014933		07/18/2016	112	Postage/Shipping-return incorrect Surface Pro Case back to vendor for credit - PCard	031-6001-441600	\$ 15.03
	06302016	116-014933		07/18/2016	113	Equipment parts-replacement fuel filler hose for the fuel transfer tank that was dry rotted - PCard	031-6002-461700	\$ 65.52
	06302016	116-014933		07/18/2016	114	Equipment part-replacement trailer jack for TL5136 - PCard	010-5006-461700	\$ 26.55
	06302016	116-014933		07/18/2016	115	Truck repair parts for use on transmission mounted PTO's - PCard	010-5006-461800	\$ 224.04
	06302016	116-014933		07/18/2016	116	Auto parts-replacement driver side headlamp housings for units 1101 & 7232 - PCard	010-5006-461800	\$ 129.86
	06302016	116-014933		07/18/2016	117	Building repair supply-overhead door safety switch wiring harness for door #'s 25 & 26 - PCard	010-5001-461300	\$ 67.80
	06302016	116-014933		07/18/2016	118	Auto & Truck parts for 6076, suction hose end flanges - PCard	031-6003-461800	\$ 156.50
	06302016	116-014933		07/18/2016	119	Postage/Shipping-ship back PWPAWS costume used in the parade - PCard	031-6001-441600	\$ 55.71
	06302016	116-014933		07/18/2016	120	Equipment part for 5136-replacement throttle cable - PCard	010-5006-461700	\$ 71.45
	06302016	116-014933		07/18/2016	121	Equipment-Surface pro 3 protective case purchase - PCard	031-6001-460180	\$ 59.49
	06302016	116-014933		07/18/2016	122	Various bus repair parts purchases - PCard	010-5006-461800	\$ 233.98
	06302016	116-014933		07/18/2016	123	Auto & Truck part for 6076, front flexible suction tube section - PCard	031-6003-461800	\$ 570.42
	06302016	116-014933		07/18/2016	124	Auto/truck repair to 7230-alignment - PCard	010-5006-443400	\$ 128.75
	06302016	116-014933		07/18/2016	125	Misc repair supplied-bottled welding gas - PCard	010-5006-461990	\$ 166.26

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	06302016	116-014933		07/18/2016	126	Equipment repair part for 5166-breakaway switch activation cord - PCard	010-5006-461700	\$ 22.45
	06302016	116-014933		07/18/2016	127	Auto repairs to 7221-driver seat covering repairs - PCard	010-5006-443400	\$ 255.00
	06302016	116-014933		07/18/2016	128	Equipment repair parts-new inner tube for the bike tires at Recreation Admin building - PCard	010-5006-461700	\$ 11.98
	06302016	116-014933		07/18/2016	129	Equipment repair part for 5135-safety switch for drum access hatch - PCard	010-5006-461700	\$ 210.95
	06302016	116-014933		07/18/2016	130	Shop Equipment-purchase of a label making machine for use in V&E - PCard	010-5006-460180	\$ 140.57
	06302016	116-014933		07/18/2016	131	Equipment repairs to chipper drum in 5135 to get it in balance - PCard	010-5006-443200	\$ 343.75
	06302016	116-014933		07/18/2016	132	Small toys and candy for Positive Pals, summer 2016. - PCard	283-4002-490400	\$ 27.00
	06302016	116-014933		07/18/2016	133	Daily snack for approximately 100 summer pals participants. - PCard	283-4002-490400	\$ 119.80
	06302016	116-014933		07/18/2016	134	Walking field trip for approximately 104 campers and counselors at Summer Pals. - PCard	283-4002-490100	\$ 303.29
	06302016	116-014933		07/18/2016	135	Daily snack for approx. 94 summer pals campers. - PCard	283-4002-490400	\$ 174.82
	06302016	116-014933		07/18/2016	136	Daily snack for approximately 94 summer pals campers. - PCard	283-4002-490400	\$ 157.74
	06302016	116-014933		07/18/2016	137	Clothes pins for a craft activity for summer pals. - PCard	283-4002-490400	\$ 5.98
	06302016	116-014933		07/18/2016	138	Daily snack for After School Pals for approximately 60 children. (end of 2015-16 school year!) - PCard	283-4002-490400	\$ 43.31
	06302016	116-014933		07/18/2016	139	End of the year gift for After School Pals participants. - PCard	283-4002-490400	\$ 50.00
	06302016	116-014933		07/18/2016	140	White Sox admission tickets, food vouchers, outing on 7/24 - PCard	283-4008-490100	\$ 749.00
	06302016	116-014933		07/18/2016	141	Summer Getaway. Trip shirts for participants and staff. - PCard	283-4008-490410	\$ 133.00
	06302016	116-014933		07/18/2016	142	Summer Getaway. Hotel rooms for participants and staff. - PCard	283-4008-490100	\$ 404.91
	06302016	116-014933		07/18/2016	143	Summer Getaway. hotel accommodations for participants and staff - PCard	283-4008-490100	\$ 404.91
	06302016	116-014933		07/18/2016	144	Summer Getaway. hotel accommodations for participants and staff - PCard	283-4008-490100	\$ 427.59
	06302016	116-014933		07/18/2016	145	Summer Getaway. hotel accommodations for participants and staff - PCard	283-4008-490100	\$ 404.91
	06302016	116-014933		07/18/2016	146	Summer Getaway. hotel accommodations for participants and staff - PCard	283-4008-490100	\$ 404.91
	06302016	116-014933		07/18/2016	147	Summer Getaway. hotel accommodations for participants and staff - PCard	283-4008-490100	\$ 427.59
	06302016	116-014933		07/18/2016	148	Summer Getaway. hotel accommodations for participants and staff - PCard	283-4008-490100	\$ 427.59
	06302016	116-014933		07/18/2016	149	Summer getaway. Food/beverage purchase for participants and staff. Out of state, did not honor tax exempt. - PCard	283-4008-490100	\$ 271.78
	06302016	116-014933		07/18/2016	150	Summer getaway. Admission for staff and participants. - PCard	283-4008-490100	\$ 387.00
	06302016	116-014933		07/18/2016	151	Summer getaway. Food/beverage purchase for staff and participants. Out of state, did not honor tax exempt. - PCard	283-4008-490100	\$ 214.29
	06302016	116-014933		07/18/2016	152	Summer Getaway. Parking fee in downtown Nashville. No receipt available from parking	283-4008-490600	\$ 20.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	06302016	116-014933		07/18/2016	153	machine. - PCard Summer getaway. Food/beverage purchase for staff and participants. Out of state, did not except tax exempt. Unable to offer itemized receipt. - PCard	283-4008-490100	\$ 105.30
	06302016	116-014933		07/18/2016	154	Summer getaway. Food/beverage purchase for staff and participants. Out of state (KY) did not honor tax exempt. - PCard	283-4008-490100	\$ 93.04
	06302016	116-014933		07/18/2016	155	Summer Getaway. Lunch for participants and staff on summer trip. Out of state (KY) does not accept tax exempt. - PCard	283-4008-490100	\$ 110.00
	06302016	116-014933		07/18/2016	156	Summer getaway. Food/beverage purchase for staff and participants. Out of State, did not except tax exempt. - PCard	283-4008-490100	\$ 278.97
	06302016	116-014933		07/18/2016	157	Summer getaway. Admission for staff and participants. - PCard	283-4008-490100	\$ 305.10
	06302016	116-014933		07/18/2016	158	Summer Trip supplies for hotel (soda, paper products) Out of state, did not honor tax exempt. - PCard	283-4008-490400	\$ 61.16
	06302016	116-014933		07/18/2016	159	Summer getaway. Food/beverage purchase for staff and participants. Out of state, did not take tax exempt. - PCard	283-4008-490100	\$ 105.74
	06302016	116-014933		07/18/2016	160	Friday Night Fun. Food purchase for in house event. - PCard	283-4008-490100	\$ 119.90
	06302016	116-014933		07/18/2016	161	Friday Night Fun. Gangs all here supplies - PCard	283-4008-490400	\$ 32.70
	06302016	116-014933		07/18/2016	162	Special Olympics Summer games shirts Special Olympics Golf and tennis polos Norm Meyer additional shirt purchase - PCard	283-4008-460190	\$ 468.00
	06302016	116-014933		07/18/2016	162	Special Olympics Summer games shirts Special Olympics Golf and tennis polos Norm Meyer additional shirt purchase - PCard	283-4008-490410	\$ 430.90
	06302016	116-014933		07/18/2016	162	Special Olympics Summer games shirts Special Olympics Golf and tennis polos Norm Meyer additional shirt purchase - PCard	283-4008-490700	\$ 360.00
	06302016	116-014933		07/18/2016	163	Airfare - Innoprise Executive Stearing Committee Meeting/User Group Conference - PCard	010-1400-429400	\$ 421.96
	06302016	116-014933		07/18/2016	164	Take Out 2016 Pops Beef - PCard	283-4008-490100	\$ 202.40
	06302016	116-014933		07/18/2016	165	Take Out. Jewel 2016 - PCard	283-4008-490100	\$ 11.38
	06302016	116-014933		07/18/2016	166	Fuel. Summer Getaway. 2016 - PCard	283-4008-490600	\$ 24.65
	06302016	116-014933		07/18/2016	167	Fuel. Summer Getaway - PCard	283-4008-490600	\$ 73.10
	06302016	116-014933		07/18/2016	168	Fuel. Summer Getaway.2016 - PCard	283-4008-490600	\$ 92.61
	06302016	116-014933		07/18/2016	169	OP Masters Outing. Summer 2016 - PCard	283-4008-490100	\$ 60.00
	06302016	116-014933		07/18/2016	170	Take Out. Jersey Mikes. 2016 - PCard	283-4008-490100	\$ 225.00
	06302016	116-014933		07/18/2016	171	Take Out. Summer 2016 - PCard	283-4008-490100	\$ 7.98
	06302016	116-014933		07/18/2016	172	Domain renewal orlandparkopenlands.com and orlandparkopenlands.org - PCard	010-1600-442850	\$ 21.68
	06302016	116-014933		07/18/2016	173	Domain renewal for orland-park.net and orland-park.org - PCard	010-1600-442850	\$ 24.22
	06302016	116-014933		07/18/2016	174	Domain renewal orland-park.us - PCard	010-1600-442850	\$ 8.50
	06302016	116-014933		07/18/2016	175	Email relay service for tax rebate - PCard	010-1600-442850	\$ 9.95
	06302016	116-014933		07/18/2016	176	Lunch for the Teen Citizen Academy participants - PCard	010-7002-484700	\$ 320.66
	06302016	116-014933		07/18/2016	177	Milestone MVR/Computer Server Cable - PCard	010-1600-460110	\$ 40.40
	06302016	116-014933		07/18/2016	178	Lunch for the Teen Citizen Academy participants - PCard	010-7002-484700	\$ 320.66

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	06302016	I16-014933		07/18/2016	179	Easel paper - PCard	010-7002-460100	\$ 29.99
	06302016	I16-014933		07/18/2016	180	Acronis Backup for PC - PCard	010-1600-460130	\$ 14.48
	06302016	I16-014933		07/18/2016	181	Prisoner Meal Food - PCard	010-7002-464100	\$ 81.00
	06302016	I16-014933		07/18/2016	182	ILACP Chiefs Award - PCard	010-7002-460290	\$ 267.05
	06302016	I16-014933		07/18/2016	183	Juvenile Conference hotel stay for Inv. Shuster - PCard	010-7002-429400	\$ 396.75
	06302016	I16-014933		07/18/2016	184	Juvenile Conference hotel stay for Cmdr. Keating - PCard	010-7002-429400	\$ 159.85
	06302016	I16-014933		07/18/2016	185	Juvenile Conference hotel stay for Inv. Gorman-Kenny - PCard	010-7002-429400	\$ 396.75
	06302016	I16-014933		07/18/2016	186	Armory Supplies - CO2 Cartridges - PCard	010-7002-460290	\$ 172.20
	06302016	I16-014933		07/18/2016	187	Pass thru cost for Big Dipper for Keller Williams event - PCard	021-1800-484915	\$ 16.00
	06302016	I16-014933		07/18/2016	188	Purchased office supplies for Civic Center - PCard	021-1800-460100	\$ 31.96
	06302016	I16-014933		07/18/2016	189	Pass thru cost for 110 lunches for Keller Williams from Pops Roast Beef - PCard	021-1800-484915	\$ 700.00
	06302016	I16-014933		07/18/2016	190	Purchased Tablecloths for Civic Center - PCard	021-1800-461300	\$ 29.07
	06302016	I16-014933		07/18/2016	191	12pk plastic tablecloths and 7 linen round black tablecloths - PCard	021-1800-461300	\$ 124.01
	06302016	I16-014933		07/18/2016	192	Purchased Table Cloths for Civic Center - 8 linen 108in round - black - PCard	021-1800-461300	\$ 118.88
	06302016	I16-014933		07/18/2016	193	Purchased 100 cup Commercial Coffee Urn for Civic Center - PCard	021-1800-460180	\$ 100.01
	06302016	I16-014933		07/18/2016	194	Purchased 2 dust pans for Civic Center building usage - PCard	021-1800-461300	\$ 33.96
	06302016	I16-014933		07/18/2016	195	Pass thru cost for lunch for 25 for King Koil event - PCard	021-1800-484915	\$ 324.49
	06302016	I16-014933		07/18/2016	196	Pass thru cost for 25 pp breakfast for King Koil - PCard	021-1800-484915	\$ 15.16
	06302016	I16-014933		07/18/2016	197	Pass thru cost for lunch for 110 for Keller Williams - PCard	021-1800-484915	\$ 683.50
	06302016	I16-014933		07/18/2016	198	Pass thru cost for King Koil breakfast for 25 pp on 06/10/16 - PCard	021-1800-484915	\$ 266.65
	06302016	I16-014933		07/18/2016	199	Pass thru cost for lunch for 110 people for Keller Williams - PCard	021-1800-484915	\$ 495.00
	06302016	I16-014933		07/18/2016	200	Pass thru cost for tablecloths for Keller Williams - 8 events - PCard	021-1800-484915	\$ 23.92
	06302016	I16-014933		07/18/2016	201	Pass thru cost for cups/drinks for Keller Williams event on 06/07/2016 for 110pp - PCard	021-1800-484915	\$ 65.97
	06302016	I16-014933		07/18/2016	202	ATRA Membership 2016 - PCard	283-4001-429200	\$ 125.00
	06302016	I16-014933		07/18/2016	203	Special Olympic Banner - PCard	283-4008-490700	\$ 115.00
	06302016	I16-014933		07/18/2016	204	Service for satellite tv (6/25-7/24/16) - PCard	283-4007-441800	\$ 280.98
	06302016	I16-014933		07/18/2016	205	Active net training lunch - PCard	283-4001-429400	\$ 99.89
	06302016	I16-014933		07/18/2016	206	SO Tennis Supplies. Credit - PCard	283-4008-490400	\$ -4.37
	06302016	I16-014933		07/18/2016	207	Summer Games. ISU . Supplies - PCard	283-4008-490400	\$ 15.36
	06302016	I16-014933		07/18/2016	208	Program Supplies. ISU. Summer Games 2016 - PCard	283-4008-490400	\$ 32.33
	06302016	I16-014933		07/18/2016	209	Program Supplies. Summer Games 2016. ISU - PCard	283-4008-490400	\$ 9.38
	06302016	I16-014933		07/18/2016	210	Norm Meyers Event Supplies - PCard	283-4008-490700	\$ 38.66
	06302016	I16-014933		07/18/2016	211	Norm Meyers Food Purchase - PCard	283-4008-490700	\$ 388.74
	06302016	I16-014933		07/18/2016	212	Economic development supplies - PCard	010-2003-484910	\$ 10.87

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	06302016	I16-014933		07/18/2016	213	Office Supplies - PCard	010-2001-460100	\$ 102.81
	06302016	I16-014933		07/18/2016	214	Office Supplies - PCard	010-2001-460100	\$ 69.00
	06302016	I16-014933		07/18/2016	215	Office Supplies - PCard	010-2001-460100	\$ 59.48
	06302016	I16-014933		07/18/2016	216	CED Investor economic development event - PCard	010-2003-484910	\$ 25.00
	06302016	I16-014933		07/18/2016	217	Office supplies - PCard	010-2001-460100	\$ 9.54
	06302016	I16-014933		07/18/2016	218	Office Supplies - PCard	010-2001-460100	\$ 89.19
	06302016	I16-014933		07/18/2016	219	economic development supplies - PCard	010-2003-484910	\$ 43.48
	06302016	I16-014933		07/18/2016	220	economic development supplies - PCard	010-2003-484910	\$ 6.57
	06302016	I16-014933		07/18/2016	221	Engraved Inspector badges - PCard	010-2002-460180	\$ 560.90
	06302016	I16-014933		07/18/2016	222	Office label printer - PCard	010-2001-460180	\$ 140.52
	06302016	I16-014933		07/18/2016	223	Office Supplies - PCard	010-2001-460100	\$ 109.95
	06302016	I16-014933		07/18/2016	224	HPO meeting lunch group A - PCard	010-2001-464100	\$ 110.94
	06302016	I16-014933		07/18/2016	225	HPO meeting with lunch, Group B - PCard	010-2001-464100	\$ 129.32
	06302016	I16-014933		07/18/2016	226	Office Supplies - PCard	010-2001-460100	\$ 18.43
	06302016	I16-014933		07/18/2016	227	Office Supplies - PCard	010-2001-460100	\$ 39.10
	06302016	I16-014933		07/18/2016	228	Office Supplies - PCard	010-2001-460100	\$ 104.62
	06302016	I16-014933		07/18/2016	229	Commercial permit office supplies - PCard	010-2001-460100	\$ 180.19
	06302016	I16-014933		07/18/2016	230	economic development costar monthly fee - PCard	010-2003-484910	\$ 418.01
	06302016	I16-014933		07/18/2016	231	Property Inspector Exam - Karina Huaman - PCard	010-2002-429100	\$ 199.00
	06302016	I16-014933		07/18/2016	232	Economic development supplies - PCard	010-2003-484910	\$ 160.43
	06302016	I16-014933		07/18/2016	233	Business lunch with Karie and Trustee Fenton - PCard	010-2001-464100	\$ 27.53
	06302016	I16-014933		07/18/2016	234	Equipment - Office camera lens, battery, memory card - PCard	283-4001-460180	\$ 376.28
	06302016	I16-014933		07/18/2016	235	License for iStock photo purchase package - PCard	283-4001-429200	\$ 260.00
	06302016	I16-014933		07/18/2016	236	Dues & License for iStock Getty images - PCard	283-4001-429200	\$ 40.00
	06302016	I16-014933		07/18/2016	237	Rechargeable batteries for Centennial Scoreboard - PCard	283-4003-461990	\$ 138.93
	06302016	I16-014933		07/18/2016	238	Extra strong pick up tools for Parks - PCard	283-4003-460170	\$ 347.95
	06302016	I16-014933		07/18/2016	239	Buddies Day Camps t-shirts and all camps staff shirts (4 of 4 Pcard purchases) - PCard	283-4002-460190	\$ 535.50
	06302016	I16-014933		07/18/2016	239	Buddies Day Camps t-shirts and all camps staff shirts (4 of 4 Pcard purchases) - PCard	283-4002-490410	\$ 243.00
	06302016	I16-014933		07/18/2016	240	Kinderlot camp supplies - Playdough/bleeding tissue paper - PCard	283-4002-490400	\$ 54.88
	06302016	I16-014933		07/18/2016	241	2016 ILCMA Summer Conference registration for Ilir Ademaj. - PCard	010-1100-429100	\$ 240.00
GRAND TOTAL :								\$ 36,356.83

Village of Orland Park Open Item Listing

Run Date: 08/11/2016 User: bobrien

Status: POSTED Due Date: 08/12/2016
Bank Account: BMO Harris Bank-Vendor Disbursement
Invoice Type: All Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 3925 : ILLINOIS DEPARTMENT OF REVENUE	08/12/2016	116-015292		08/12/2016	1	State Tax Withholdings BWPR 8.12.2016	010-0000-215101	\$ 46,364.55
[VENDOR] 3929 : ICMA RETIREMENT TRUST - 457	08/12/2016	116-015293		08/12/2016	1	Village of Orland Park 8.12.2016 Plan# 301728	010-0000-210125	\$ 1,936.02
[VENDOR] 3931 : USCM CLEARING ACCOUNT	08/12/2016	116-015294		08/12/2016	1	Village of Orland Park 8.12.2016 Entity# 13359	010-0000-210126	\$ 7,068.08
[VENDOR] 5974 : ORLAND PARK POLICE SUPERVISORS ASSOC.	08/12/2016	116-015281		08/12/2016	1	Orland Park Police Association Dues 8.12.2016	010-0000-210109	\$ 190.00
[VENDOR] 6903 : SOUTH SUBURBAN MAJOR CRIMES TASK FORCE	08/10/16	116-015325	16-002267	08/10/2016	1	South Suburban Major Crimes Task Force Golf Outing	010-7002-484990	\$ 1,000.00
[VENDOR] 8489 : UNITED STATES TREASURY	08/12/2016	116-015297		08/12/2016	1	Medicare Tax Withholdings BWPR 8.12.2016	010-0000-215103	\$ 39,262.60
	08/12/2016	116-015297		08/12/2016	2	Social Security Tax Withholdings BWPR 8.12.2016	010-0000-215102	\$ 121,560.34
	08/12/2016	116-015297		08/12/2016	3	Federal Tax Withholdings BWPR 8.12.2016	010-0000-215100	\$ 185,340.63
[VENDOR] 9156 : MASS MUTUAL	08/12/2016	116-015298		08/12/2016	1	Village of Orland Park 8.12.2016 Plan# 110163	010-0000-210127	\$ 12,664.37
[VENDOR] 13454 : LYNCH	08/12/2016	116-015272		08/12/2016	1	Timothy Lynch ***-**-3954 Docket# 12 D 3441 Garnishment 8.12.2016	010-0000-210110	\$ 425.60
[VENDOR] 13507 : EXPERT PAY	08/12/2016	116-015288		08/12/2016	1	ExpertPay Payment Confirmation BWPR 8.12.2016	010-0000-210110	\$ 8,168.04
[VENDOR] 13548 : AXA EQUITABLE LIFE INSURANCE COMPANY	08/12/2016	116-015289		08/12/2016	1	Village of Orland Park 8.12.2016 Plan# 690921	010-0000-210131	\$ 305.00
[VENDOR] 13657 : BMO HARRIS BANK N.A.	08/12/2016	116-015290		08/12/2016	1	Flexible Spending Transfer Confirmation BWPR 8.12.2016	010-0000-210107	\$ 2,014.50
[VENDOR] 14097 : LAW OFFICES OF JOSH FRIEDMAN	08/12/2016	116-015291		08/12/2016	1	Garnishment 8.12.2016 to Attorney regarding EE #1035	010-0000-210110	\$ 4,582.80
GRAND TOTAL :								\$ 430,882.53

Village of Orland Park Open Item Listing

Run Date: 08/05/2016 User: bobrien

Status: POSTED Due Date: 08/05/2016
Bank Account: BMO Harris Bank-Vendor Disbursement
Invoice Type: All Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 1165 : COM ED	0073041102	I16-014896		08/01/2016	1	4/25-5/24/16	010-0000-441300	\$ 32.63
	0073041102	I16-014897		08/01/2016	1	5/24-6/23/16	010-0000-441300	\$ 32.91
	0243059109	I16-014898		08/01/2016	1	4/26-5/24/16	026-0000-441300	\$ 373.35
	0243059109	I16-014899		08/01/2016	1	5/24-6/23/16	026-0000-441300	\$ 383.13
	0263133115	I16-014900		08/01/2016	1	4/26-5/26/16	010-5002-441300	\$ 214.11
	0263133115	I16-014901		08/01/2016	1	5/26-6/27/16	010-5002-441300	\$ 203.23
	0283069394	I16-014902		08/01/2016	1	4/25-5/24/16	010-0000-441300	\$ 30.28
	0283069394	I16-014903		08/01/2016	1	5/24-6/23/16	010-0000-441300	\$ 42.53
	0348121148	I16-014904		08/01/2016	1	4/25-5/24/16	010-5002-441300	\$ 68.84
	0348121148	I16-014905		08/01/2016	1	5/24-6/2/16 - FINAL	010-5002-441300	\$ 16.05
	0433164053	I16-014906		08/01/2016	1	4/25-5/24/16	026-0000-441300	\$ 30.28
	0433164053	I16-014907		08/01/2016	1	5/24-6/23/16	026-0000-441300	\$ 30.34
	0447033150	I16-014908		08/01/2016	1	5/18-6/2/16 - FINAL	010-5002-441300	\$ 15.08
	0473344008	I16-014909		08/01/2016	1	5/25-6/24/16	283-4003-441300	\$ 35.69
	0473344008	I16-014910		08/01/2016	1	4/26-5/25/16	283-4003-441300	\$ 386.20
	0473345005	I16-014911		08/01/2016	1	4/26-5/25/16	283-4003-441300	\$ 140.35
	0473345005	I16-014912		08/01/2016	1	5/25-6/24/16	283-4003-441300	\$ 97.90
	0679008041	I16-014913		08/01/2016	1	5/18-6/17/16	010-5002-441300	\$ 81.53
	0679008041	I16-014914		08/01/2016	1	6/17-7/19/16	010-5002-441300	\$ 81.41
	0899099088	I16-014915		08/01/2016	1	4/27-5/26/16	010-5002-441300	\$ 87.88
	0899099088	I16-014916		08/02/2016	1	5/26-6/27/16	010-5002-441300	\$ 80.20
	0975587001	I16-014917		08/02/2016	1	4/25-5/24/16	026-0000-441300	\$ 932.20
	0975587001	I16-014918		08/02/2016	1	5/24-6/23/16	026-0000-441300	\$ 1,065.78
	1003150008	I16-014919		08/02/2016	1	6/17-7/19/16	026-0000-441300	\$ 403.62
	1143735023	I16-014920		08/02/2016	1	4/25-5/24/16	010-1700-441300	\$ 38.19
	1143735023	I16-014921		08/02/2016	1	5/24-6/23/16	010-1700-441300	\$ 38.22
	1143736039	I16-014922		08/02/2016	1	4/25-5/24/16	010-1700-441300	\$ 30.28
	1143736039	I16-014923		08/02/2016	1	4/25-5/24/16	010-1700-441300	\$ 30.34
	1226059026	I16-014924		08/02/2016	1	4/25-5/24/16	283-4003-441300	\$ 142.96
	1226059026	I16-014925		08/02/2016	1	5/24-6/23/16	283-4003-441300	\$ 214.20
	1227318006	I16-014926		08/02/2016	1	4/26-5/24/16	283-4003-441300	\$ 30.28
	1227318006	I16-014927		08/02/2016	1	5/24-6/23/16	283-4003-441300	\$ 30.34
	1293159146	I16-014928		08/02/2016	1	4/23-5/25/16	010-0000-441300	\$ 39.14
	1293159146	I16-014929		08/02/2016	1	5/25-6/24/16	010-0000-441300	\$ 36.94
	1413144092	I16-014930		08/02/2016	1	4/4-5/3/16	010-5002-441300	\$ 512.29
	1413144092	I16-014931		08/02/2016	1	6/2-7/1/16	010-5002-441300	\$ 253.43
	1463077019	I16-014932		08/02/2016	1	5/13-6/14/16	010-0000-441300	\$ 30.34
	1533061078	I16-014934		08/02/2016	1	4/25-5/24/16	282-0000-441300	\$ 116.16
	1533061078	I16-014935		08/02/2016	1	5/24-6/23/16	282-0000-441300	\$ 102.60
	1563088103	I16-014936		08/02/2016	1	4/25-5/24/16	026-0000-441300	\$ 705.01

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	1563088103	I16-014937		08/02/2016	1	5/24-6/23/16	026-0000-441300	\$ 791.40
	1641161230	I16-014938		08/02/2016	1	5/13-6/14/16	010-5002-441300	\$ 49.81
	1641161230	I16-014939		08/02/2016	1	6/14-7/14/16	010-5002-441300	\$ 47.85
	1755159035	I16-014940		08/02/2016	1	4/19-5/18/16	031-6002-441300	\$ 3,431.27
	1755159035	I16-014941		08/02/2016	1	5/18-6/17/16	031-6002-441300	\$ 2,577.94
	2181090033	I16-014942		08/02/2016	1	5/20-6/2/16 - FINAL	010-5002-441300	\$ 13.15
	2259055057	I16-014943		08/02/2016	1	4/29-5/27/16	010-5002-441300	\$ 2,939.72
	2259055057	I16-014944		08/02/2016	1	5/27-6/28/16	010-5002-441300	\$ 2,921.93
	3062020038	I16-014945		08/02/2016	1	4/28-5/27/16	010-5002-441300	\$ 831.68
	3062020038	I16-014946		08/02/2016	1	5/27-6/28/16	010-5002-441300	\$ 1,050.17
	3328150039	I16-014947		08/02/2016	1	4/27-5/28/16 - Lion's tree lot	010-1700-441300	\$ 30.28
	3328150039	I16-014948		08/02/2016	1	5/28-6/27/16 - Lion's tree lot	010-1700-441300	\$ 30.34
	3641124006	I16-014949		08/02/2016	1	4/26-6/27/16	010-1700-441300	\$ 1,546.66
	4428074000	I16-014950		08/02/2016	1	4/26-5/26/16	010-0000-441300	\$ 30.28
	4428074000	I16-014951		08/02/2016	1	5/26-6/27/16	010-0000-441300	\$ 30.34
	4659144068	I16-014952		08/02/2016	1	4/26-5/26/16	026-0000-441300	\$ 598.66
	4659144068	I16-014953		08/02/2016	1	5/26-6/27/16	026-0000-441300	\$ 689.83
[VENDOR] 1274 : FEDEX	5-471-72230	I16-014954		08/02/2016	1	Water billing	031-1400-441600	\$ 16.27
	5-471-72230	I16-014954		08/02/2016	2	VMO	010-1100-441600	\$ 21.22
	5-471-72230	I16-014954		08/02/2016	3	PD	010-7002-441600	\$ 20.22
[VENDOR] 1376 : AT & T	Z99-2427	I16-015061		08/05/2016	1	6/17-7/16/16	010-0000-441100	\$ 63.08
[VENDOR] 1601 : NICOR	2731535	I16-014979		08/03/2016	1	12/23/15-5/24/16	010-1700-441700	\$ 164.92
	3073756	I16-014980		08/03/2016	1	12/21/15-5/24/16	021-1800-441700	\$ 581.06
	3073756	I16-014981		08/03/2016	1	5/24-6/21/16	021-1800-441700	\$ 113.60
	3076775	I16-014982		08/03/2016	1	12/21/15-5/24/16	010-1700-441700	\$ 755.79
	3076775	I16-014983		08/03/2016	1	5/24-6/21/16	010-1700-441700	\$ 110.37
	3195776	I16-014984		08/03/2016	1	12/21/15-5/20/16	010-1700-441700	\$ 888.31
	3195776	I16-014985		08/03/2016	1	5/20-6/21/16	010-1700-441700	\$ 156.62
	3653139	I16-014986		08/03/2016	1	12/1/15-5/31/16	010-1700-441700	\$ 71.13
	4006009	I16-014988		08/03/2016	1	12/2/15-5/3/16	010-1700-441700	\$ 180.16
	4006009	I16-014989		08/03/2016	1	5/3-6/2/16	010-1700-441700	\$ 196.60
	4006009	I16-014990		08/03/2016	1	6/2-7/1/16	010-1700-441700	\$ 84.45
	4006061	I16-014992		08/03/2016	1	12/29/15-5/26/16	010-1700-441700	\$ 100.93
	4006061	I16-014993		08/03/2016	1	5/26-6/27/16	010-1700-441700	\$ 82.22
	4085487	I16-014994		08/03/2016	1	1/7-6/7/16	031-6002-441700	\$ 25.96
	4480160	I16-014995		08/03/2016	1	12/31/15-5/31/16	010-1700-441700	\$ 125.81
	4480160	I16-014996		08/03/2016	1	5/31-6/29/16	010-1700-441700	\$ 89.11
	2020028	I16-015010		08/04/2016	1	4/25-7/25/16 - Adjusted	031-6002-441700	\$ 22.40
	2327479	I16-015011		08/04/2016	1	1/29-6/30/16 - Adjusted - Foot & Ankle Bldg	010-1700-441700	\$ 14.17
	2327479	I16-015012		08/04/2016	1	6/30-7/29/16 - Foot & Ankle Bldg	010-1700-441700	\$ 23.87
	2471423	I16-015013		08/04/2016	1	4/28-6/17/16 - Adjusted - 14403 Irving	010-1700-441700	\$ 22.18
	2630940	I16-015014		08/04/2016	1	5/23-6/21/16	010-1700-441700	\$ 808.33
	2742855	I16-015016		08/04/2016	1	5/26-6/27/16	031-6002-441700	\$ 28.28
	2742855	I16-015017		08/04/2016	1	6/27-7/27/16	031-6002-441700	\$ 28.63
	2833428	I16-015018		08/04/2016	1	5/2-6/30/16 - Adjusted	031-6002-441700	\$ 61.14

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	2838662	I16-015019		08/04/2016	1	5/2-5/31/16	031-6002-441700	\$ 139.23
	2838662	I16-015020		08/04/2016	1	5/31-6/30/16	031-6002-441700	\$ 85.82
	2838662	I16-015021		08/04/2016	1	6/30-7/29/16	031-6002-441700	\$ 80.48
	3144602	I16-015022		08/04/2016	1	5/23-7/22/16 - Adjusted	010-1700-441700	\$ 242.87
	3467534	I16-015023		08/04/2016	1	5/26-6/24/16	031-6002-441700	\$ 24.14
	3467534	I16-015024		08/04/2016	1	6/24-7/27/16	031-6002-441700	\$ 23.87
	3493605	I16-015025		08/04/2016	1	5/21-6/20/16	031-6002-441700	\$ 24.38
	3493605	I16-015026		08/04/2016	1	6/20-7/20/16	031-6002-441700	\$ 23.86
	3562133	I16-015027		08/04/2016	1	5/4-6/2/16	283-4003-441700	\$ 144.00
	3562133	I16-015027		08/04/2016	2	5/4-6/2/16	283-4005-441700	\$ 4,900.87
	3562133	I16-015028		08/04/2016	1	6/2-7/1/16	283-4003-441700	\$ 130.00
	3562133	I16-015028		08/04/2016	2	6/2-7/1/16	283-4005-441700	\$ 4,400.38
	3607135	I16-015029		08/04/2016	1	5/9-6/7/16	031-6002-441700	\$ 31.78
	3607135	I16-015030		08/04/2016	1	6/7-7/8/16	031-6002-441700	\$ 32.03
	3626231	I16-015031		08/04/2016	1	4/19-6/21/16 - Adjusted	031-6002-441700	\$ 25.60
	3626231	I16-015032		08/04/2016	1	6/21-7/20/16	031-6002-441700	\$ 23.85
	3626352	I16-015033		08/04/2016	1	4/18-6/17/16 - Adjusted	031-6002-441700	\$ 21.59
	3626352	I16-015034		08/04/2016	1	6/17-7/19/16	031-6002-441700	\$ 23.85
	3690413	I16-015035		08/04/2016	1	5/23-7/22/16 - Adjusted	283-4003-441700	\$ 53.03
	3891315	I16-015037		08/05/2016	1	5/27-6/29/16	283-4007-441700	\$ 607.06
	3891315	I16-015038		08/05/2016	1	6/29-7/28/16	283-4007-441700	\$ 1,182.97
	3993298	I16-015039		08/05/2016	1	5/20-6/22/16	031-6002-441700	\$ 25.18
	3993298	I16-015040		08/05/2016	1	6/22-7/21/16	031-6002-441700	\$ 23.73
	4151769	I16-015043		08/05/2016	1	5/11-6/9/16	031-6002-441700	\$ 32.00
	4151769	I16-015044		08/05/2016	1	6/9-7/12/16	031-6002-441700	\$ 26.04
	4237796	I16-015045		08/05/2016	1	5/16-6/14/16	031-6002-441700	\$ 85.22
	4237796	I16-015046		08/05/2016	1	6/14-7/15/16	031-6002-441700	\$ 86.97
	4284883	I16-015047		08/05/2016	1	5/4-6/3/16	026-0000-441700	\$ 83.26
	4284883	I16-015048		08/05/2016	1	6/3-7/5/16	026-0000-441700	\$ 69.47
	4285752	I16-015049		08/05/2016	1	5/26-6/27/16	031-6002-441700	\$ 101.57
	4285752	I16-015050		08/05/2016	1	6/27-7/27/16	031-6002-441700	\$ 108.73
	4571765	I16-015051		08/05/2016	1	6/29-7/29/16	031-6002-441700	\$ 23.87
	4571765	I16-015052		08/05/2016	1	4/30-6/29/16 - Adjusted	031-6002-441700	\$ 50.18
	4622672	I16-015053		08/05/2016	1	5/20-6/22/16	031-6002-441700	\$ 81.51
	4622672	I16-015054		08/05/2016	1	6/22-7/21/16	031-6002-441700	\$ 89.64
	4744660	I16-015055		08/05/2016	1	4/30-5/31/16	031-6002-441700	\$ 25.21
	4744660	I16-015056		08/05/2016	1	5/31-7/1/16	031-6002-441700	\$ 27.45
	4744660	I16-015057		08/05/2016	1	7/1-7/9/16	031-6002-441700	\$ 23.75
[VENDOR] 8793 : AT & T MOBILITY	287014672891	I16-015059		08/05/2016	1	6/19-7/18/16	010-1600-441100	\$ 61.13
	287014672891	I16-015059		08/05/2016	2	6/19-7/18/16	010-1100-441100	\$ 183.43
	287014672891	I16-015059		08/05/2016	3	6/19-7/18/16	010-1400-441100	\$ 61.13
[VENDOR] 9099 : COMCAST	8771010010001674	I16-015073		08/05/2016	1	7/14-8/13/16	010-0000-441800	\$ 15.83
	8771010010001674	I16-015073		08/05/2016	2	7/14-8/13/16	021-1800-441800	\$ 141.37
	8771010010001674	I16-015073		08/05/2016	3	7/14-8/13/16	010-1600-441800	\$ 149.85
	8771010010001674	I16-015073		08/05/2016	4	7/14-8/13/16	283-4001-441800	\$ 225.33
	8771010010001674	I16-015073		08/05/2016	5	7/14-8/13/16	283-4003-441800	\$ 124.13

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	8771010010001674	I16-015073		08/05/2016	6	7/14-8/13/16	283-4007-441800	\$ 144.85
	8771010010001674	I16-015073		08/05/2016	7	7/14-8/13/16	010-5001-441800	\$ 81.21
	8771010010001674	I16-015073		08/05/2016	8	7/14-8/13/16	010-1700-441800	\$ 104.85
[VENDOR] 11424 : AT & T	831-000-5258 005	I16-015060		08/05/2016	1	Internet svc - PD	010-1600-442850	\$ 1,833.80
[VENDOR] 13306 : EMERGENCY COMMUNICATIONS NETWORK, LLC	ECN-023218	I16-014998	16-002172	08/04/2016	1	CodeRED annual service 06/01/2016 - 12/31/2016	010-1600-442850	\$ 12,231.19
	ECN-023218	I16-014998	16-002172	08/04/2016	2	CodeRED annual service 01/01/2017 - 05/31/2017	010-0000-150000	\$ 8,736.56
GRAND TOTAL :								\$ 66,964.48

REQUEST FOR ACTION REPORT

File Number: **2016-0545**
Orig. Department: **Public Works Department**
File Name: **Pavement Rejuvenator - Proposals**

BACKGROUND:

As staff continues to evaluate and implement technologies to extend the life of roadway surfaces, the Village utilizes pavement rejuvenator evaluation areas to help identify the right rejuvenator brand/process to use for a particular road. By continually evaluating techniques and products, the Village will employ a variety of methods with cost-effective practices for pavement preservation.

Pavement rejuvenators are applied to paved asphalt streets to seal the pavement surface, and restore and preserve original asphalt properties. Pavement rejuvenator applications are applied prior to visible failures in the street. These preventative treatments have also been recommended as part of the pavement management study completed by, Applied Research Associates (ARA). Working with ARA, staff has identified the Preserves at Marley Creek neighborhood as an ideal candidate for this treatment. Public Works staff requested and received a proposal/estimate for the application of Reclamite® pavement rejuvenator.

Asphalt pavement treatments, when properly applied, have the potential to extend the life of an asphalt roadway for several years beyond the point where rehabilitation or major reconstruction would normally be required. Applying pavement rejuvenators will significantly decrease the Village's annual pavement maintenance costs.

In incorporating pavement rejuvenation into the ongoing road maintenance program, Public Works staff has identified Reclamite as a viable pavement rejuvenation product. Over the past two years, this product has been used in the Ishnala neighborhood and Sterling Ridge Subdivision for side-by-side comparison and evaluation with another product. As staff continues to evaluate each of these applications, Reclamite is being recommended for application near the areas treated with GSB88 pavement rejuvenator earlier this year.

The Reclamite brand is sold and applied by Corrective Asphalt Materials Inc. from South Roxana, Illinois. Reclamite is a petroleum based emulsion applied by spray. The material is then covered with a thin layer of sand to prevent tracking. The street is swept the following day to remove any loose sand. The cost of this product is \$0.82 per square yard or \$14,924 for the intended coverage area (18,200 sq. yds.) in a section of the Preserves at Marley Creek subdivision.

On August 15, 2016, this item was reviewed and approved by the Public Works Committee and

referred to the Board for approval.

BUDGET IMPACT:

There is sufficient funding in the FY16 Road Improvement Program, account 054-0000-471250, to accommodate this work.

REQUESTED ACTION:

I move to approve waiving the bid process;

And

Approve the proposal/estimate for Reclamite® for pavement rejuvenator application from Corrective Asphalt Materials Inc. from South Roxana, Illinois, in the amount of \$14,942.



**Corrective
Asphalt
Materials, LLC**

**Asphalt Solutions and Industrial Dust Control
Airports · Roadways · Utilities · Parking Areas**

July 19, 2016

Rich Rittenbacher
Village of Orland Park
14700 Ravinia Ave
Orland Park, IL 60462
Office: (708)403-6100
Fax: (708)403-8798

Dear Mr. Rittenbacher,

Corrective Asphalt Materials, LLC, (CAM) thanks you for the opportunity to treat the Village of Orland Park's asphalt pavements. Please accept the following as our formal proposal to apply Reclamite Maltene – Based Rejuvenating Agent.

- **Apply Reclamite to approximately 18,200 SY of various asphalt pavement**
- **CAM's Responsibilities:**
 - **Furnish and apply Reclamite**
 - **Furnish and apply lime screenings**
 - **Resident Notification**
 - **All Traffic control and signs related to project**
 - **Handle any complaints or issues that may arise from application**
 - **Pre street sweeping if field conditions require**
 - **Post street sweeping**
- **Unit Price \$0.82 SY**
- **Total Price \$14,924.00**

**Mark Homco, Project Coordinator will be contacting you to schedule the project.
Info: homco@cammidwest.com , Cell: (630)465-4142**

Billing Information (please fill out upon acceptance)

Name : _____ Address: _____

Phone Number: _____

Again, thank you for the opportunity. We look forward to providing our professional services.

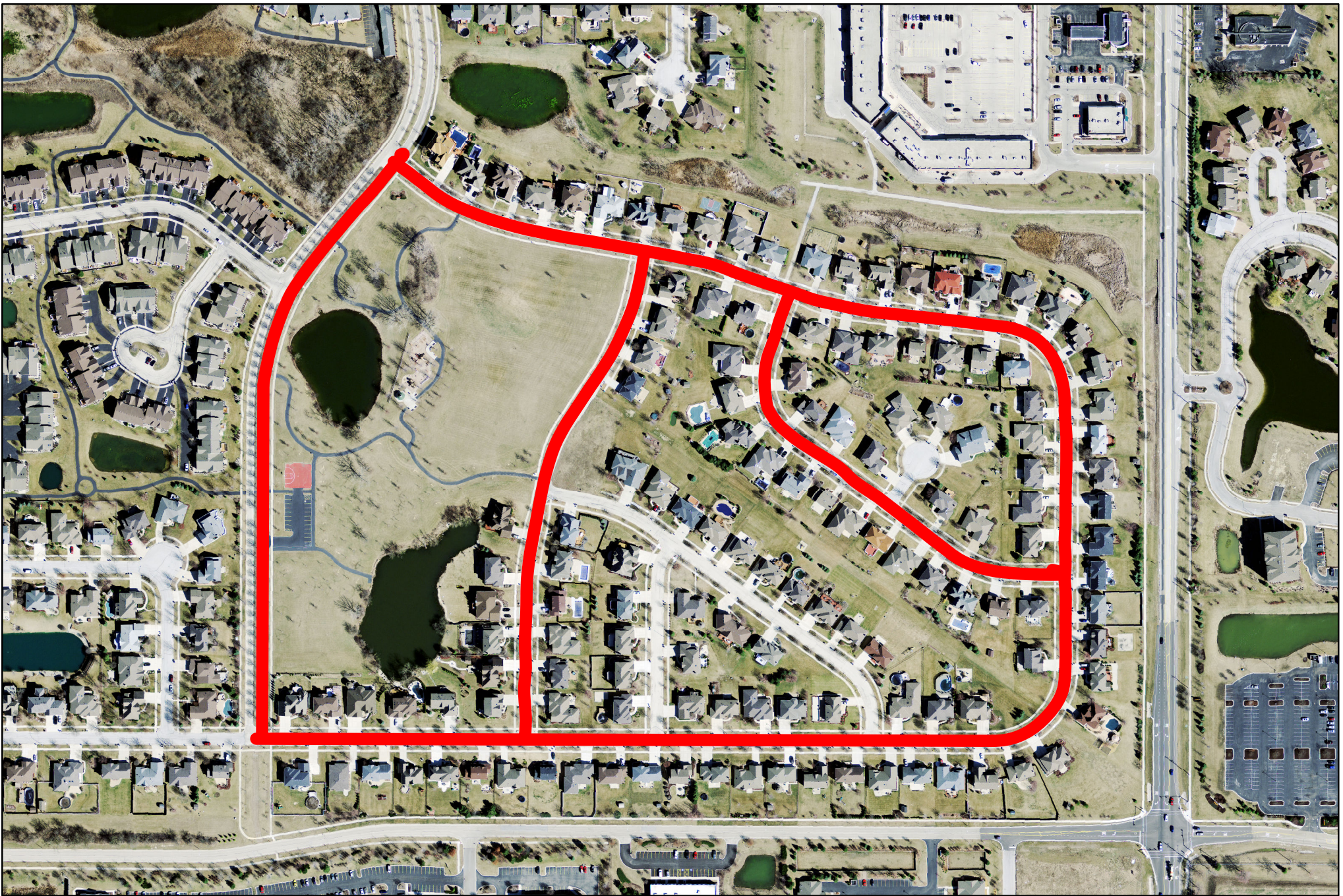
Sincerely,

Rachel Lang
Business Development
Anthony J. Witte, Jr. (Jack)
President
Corrective Asphalt Materials, LLC

APPROVED BY _____

Date

**43W630 Wheeler Road · Sugar Grove, IL 60554
(800) 374-5560 · (630)631-2854 · www.cammidwest.com**



PUBLIC WORKS DEPARTMENT
Village of Orland Park
15655 Ravinia Avenue
Orland Park, IL 60462
(708) 403-6350
publicworks@orland-park.il.us

Reclamite Application Area 2016

This map is for reference only.
The Village makes no representations as to the accuracy of the depicted utility locations or sizes. The data is subject to change without notice. The Village of Orland Park assumes no liability in the use or application of the data.
Reproduction or redistribution is forbidden without the expressed written consent from the Village of Orland Park.



1 inch = 300 feet

REQUEST FOR ACTION REPORT

File Number: **2016-0551**
Orig. Department: **Public Works Department**
File Name: **Street Light Repairs - Proposal**

BACKGROUND:

There are approximately 3,800 street lights located within the Village of Orland Park. These street lights require repairs at different times for various reasons. Public Works has established an online and call-in process to report and document street light outages. Once notified, a work order is then created for Village staff to evaluate and repair the outage. However, in some cases, repairing a street light may take longer than anticipated, specifically those outages that are identified to be caused by underground line faults, vehicle knock-downs (accidents) and street lights near electric lines. In those types of situations, an outside contractor is required. This allows outages to be addressed as soon as possible.

The Village currently has a Master's Services Agreement for Electrical Repair with Edward Electric of Hillside, IL. In the event that Edward Electric is unable to quickly respond to repair a street light issue and to ensure there are no unnecessary delays, staff is requesting authorization to enter into an additional Master's Services Agreement with Rag's Electric of Darien, IL. Utilization of two contractors will provide an alternative source.

The Village currently has five (5) street light repair items that require contractor assistance. Staff received three (3) proposals to complete the repair work. Proposals were submitted by Edward Electric Co. of Hillside, IL for \$14,810; Rag's Electric of Darien, IL for \$11,660; and Tri Tech Electric, Inc. of Romeoville, IL for \$26,925. Staff recommends utilizing Rag's Electric to complete the work. Rag's Electric has performed quality street light work for the Village in the past.

On August 15, 2016, this item was reviewed and approved by the Public Works Committee and referred to the Board for approval.

BUDGET IMPACT:

Funding is available in the insurance fund account for incidents involving reimbursable accidents account 092-0000-452210 and in the FY16 Budget account 010-5002-443700.

REQUESTED ACTION:

I move to approve accepting the proposal from Rag's Electric of Darien, IL for Street Light Repairs for an amount not to exceed \$11,660.00;

And

Approve authorizing the Village to enter into a Master's Services Agreement for Electrical Repair with Rag's Electric for -as needed- street light repairs.



7900 S. Cass Ave., Ste 180
 Darien, IL 60561
 1-630-739-RAGS
 Fax: 1-630-739-7424

COMMERCIAL • INDUSTRIAL • RESIDENTIAL

PROPOSAL

Date	QUOTE #
7/25/2016	07252016-01

TO:
VILLAGE OF ORLAND PARK 14700 RAVINIA AVENUE ORLAND PARK, IL 60462

PROJECT:
VARIOUS

Description
<p>RAG'S ELECTRIC PROPOSES TO FURNISH AND INSTALL ALL THE NECESSARY ELECTRICAL MATERIAL AND LABOR TO PROVIDE THE FOLLOWING:</p> <p>1) 159TH STREET & 71ST COURT - INSTALL QUAZITE BOX AT EXISTING BASE LOCATION - POUR NEW CONCRETE BASE 10 FEET FROM EXISTING - TRENCH NEW FEED TO BASE - PULL WIRE AND MAKE TERMINATIONS - INSTALL NEW POLE, ARMS AND LUMINAIRE - POLE, ARMS AND FIXTURES TO BE SUPPLIED BY ORLAND PARK PUBLIC WORKS TOTAL COST: \$ 4,410.00</p> <p>2) 140TH ST. & WILLIAM DRIVE - NO VOLTAGE - LOCATE AND REPAIR NEUTRAL FAULT TOTAL COST: (NOT TO EXCEED) \$ 1,770.00</p> <p>3) 13336 FIRESTONE DRIVE - LOCATE AND REPAIR VOLTAGE TOTAL COST: (NOT TO EXCEED) \$ 1,770.00</p> <p>4) ORLAND PARKWAY & EMILE LANE - INSTALL POLE, ARM AND LUMINAIRE UNDER HIGH TENSION LINES - POLE, ARM AND LUMINAIRE TO BE PROVIDED BY ORLAND PARK PUBLIC WORKS TOTAL COST: \$1,100.00</p>

Total

Accepted By: _____

Date: _____



7900 S. Cass Ave., Ste 180
 Darien, IL 60561
 1-630-739-RAGS
 Fax: 1-630-739-7424

COMMERCIAL • INDUSTRIAL • RESIDENTIAL

PROPOSAL

Date	QUOTE #
7/25/2016	07252016-01

TO:
VILLAGE OF ORLAND PARK 14700 RAVINIA AVENUE ORLAND PARK, IL 60462

PROJECT:
VARIOUS

Description
5) ORLAND PARKWAY, EAST OF EMILE LANE - REPAIR BOLTS ON BASE - INSTALL POLE, ARM AND LUMINAIRE AT EXISTING LOCATION - POLE, ARM AND LUMINAIRE TO BE PROVIDE BY ORLAND PARK PUBLIC WORKS TOTAL COST: \$1,400.00
6) 9911 143RD. PLACE - REPLACE EXISTING DAMAGED CONTROLLER BOX WITH NEW TOTAL COST: \$ 3,350.00
7) 143RD & JOHN HUMPHREY DRIVE - REPAIR BOLTS ON BASE - INSTALL POLE, ARM AND LUMINAIRE AT EXISTING LOCATION - POLE, ARM AND LUMINAIRE TO BE PROVIDED BY ORLAND PARK PUBLIC WORKS TOTAL COST: \$1,400.00

Total

Accepted By: _____

Date: _____

June 2016 Street Light Repair Issues

	Date Reported	Issue Description	Address or Location Issue	Internal Wk Ord. No.	Pole No	Repair Performed By	Status	Notes	Edward Electric	Rag's Electric	Tri Tech Electric
1	2/25/2016	The light pole has experienced structure failure;	159th St. and 71st Court at the exit of Meijers	14455		4/14/2016 Public Works cut the pole down and brought back to shop	open	Orland Police called to report that the light pole on 71st by the Meijers entrance from 159th Street is failing. Base needs to be relocated. Move concrete base 10' to the north. Double arm, 30 ft. pole needs to be re-installed. Look for police report.	4,600.00	4,410.00	8,973.00
2	3/9/2016	Neutral Fault	140th St & William Drive		74/03	Edward to repair (Master Services Agreement)	open	Neutral Fault; repair needed			
3		No voltage to pole	13336 Firestone Drive			Edward to repair (Master Services Agreement)	open	No voltage to pole			
4	3/17/2016	Knocked down	Orland Parkway & Emile Lane	14784		VOP	open	Pole hit by car. Needs to be reset by a contractor. (light is below high tension wires)	1,570.00	1,100.00	2,581.00
5	4/5/2016	Knocked down	Orland Parkway east of Emile Lane; west of St. Xavier	15158		VOP	open	Contractor repair base damage. Broken anchor bolts in base.	600.00	1,400.00	8,973.00
6		Light control box damaged	9911 143rd Place			VOP	open	Need new box constructed installation by VOP	6,300.00	3,350.00	4,873.00
7	6/18/2016	Pole was hit/ secured wires & cut up pole, brought back to shop	143rd & John Humphrey Drive			VOP	Open	Pole has been secured. Quote in process.	1,740.00	1,400.00	1,525.00
									\$14,810.00	\$11,660.00	\$26,925.00

REQUEST FOR ACTION REPORT

File Number: **2016-0546**
Orig. Department: **Public Works Department**
File Name: **Disposal of Surplus 2002 Vactor Combination Sewer Jetter Truck - Ordinance**

BACKGROUND:

In 2015, the Village Board approved replacing a 2002 combination sewer jetter truck used by the Utilities Division of Public Works. Staff researched several options to dispose of the specialized unit.

To ensure the Village receives the best rate of return on the combination sewer jetter, staff considered both consignment and auctioning options. The consignment option would be through Standard Equipment Company of Chicago, Illinois, the same vendor which sold the Village the new Vactor. Standard Equipment would charge a 15% commission fee plus an additional \$770.00 evaluation fee prior to selling.

In addition, staff also evaluated the auction option through two different vendors: America's Auto Auction of Crestwood, Illinois quoted a 12% commission fee and Ritchie Brothers Auctioneers would charge a 9.5% commission with a flat \$100.00 lot fee and a \$65.00 doc fee per titled item.

After careful review, staff recommends Ritchie Brothers Auctioneers of Morris, Illinois to facilitate the auction of the 2002 Vactor combination sewer jetter/vacuum truck. With two months advertising it is anticipated to be included in their October auction event. Ritchie Brothers Auctioneers pays out within 21 days of the auction on collected funds only.

On August 1, 2016, this item was reviewed and approved by the Public Works Committee and referred to the Board for Approval.

BUDGET IMPACT:

Upon receipt, proceeds from the auction will be deposited into the water fund of the Village of Orland Park.

REQUESTED ACTION:

I move to pass Ordinance Number _____, entitled: AN ORDINANCE AUTHORIZING DISPOSAL BY PUBLIC AUCTION OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF ORLAND PARK, ILLINOIS

AN ORDINANCE AUTHORIZING DISPOSAL BY PUBLIC AUCTION OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF ORLAND PARK, ILLINOIS

WHEREAS, at least three-fourths of the Corporate Authorities of the Village of Orland Park have decided it is no longer necessary or useful for the Village of Orland Park to retain ownership of the personal property described in Section 2 below; and

WHEREAS, at least three-fourths of the said Corporate Authorities have decided that continued ownership of the personal property described in Section 2 below is not in the best interests of the Village of Orland Park; and

WHEREAS, the President and Board of Trustees of the Village of Orland Park have determined that the said personal property shall be sold at a public auction/sale.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Orland Park, Illinois, as follows:

SECTION 1

The Preamble is adopted as fully set forth herein.

SECTION 2

Pursuant to Section 11-76-4 of the Illinois Municipal Code, Illinois Revised Statutes, Ch. 24, Par. 11-76-4, the President and the Board of Trustees of the Village of Orland Park find that the following item of personal property now owned by the Village of Orland Park, Illinois, is no longer necessary or useful to the said Village, and its best interests will be served by the auction/sale of the following personal property:

- 2002 STERLING L7501 Vin# 2FZAATAK02AJ80836 equipped with Vactor Model # 2110-J4 SERIAL# 01-10V-7919

SECTION 3

Pursuant to the said Section 11-76-4, the Village Manager is hereby authorized and may direct the sale of the personal property to which Section 2 of this Ordinance refers, "AS IS" and without warranties at the public auction/sale.

SECTION 4

The Village Manager is hereby authorized and may direct the Ritchie Brothers Auctioneers of Morris, Illinois to advertise the sale of the aforementioned personal property in a newspaper within the community before the date of said public auction/sale.

SECTION 5

No bid which is less than the minimum value as provided by the Village Purchasing Agent shall be accepted as the sales price of property listed in Section 2 of this Ordinance unless a lower amount is authorized by the Village Manager or his representative.

SECTION 6

Upon payment of the full price, the Village Manager and/or Village President is hereby authorized and directed to convey and transfer title or ownership to the item of personal property from the Village to the successful bidder/buyer to execute all documents necessary to effectuate the sale.

SECTION 7

This Ordinance shall be in full force and effect from and after its passage, by a vote of at least three-fourths of the Corporate Authorities, and approval in the manner provided by law.

Equipment Sold

CHICAGO, ILLINOIS
May 26, 2016

61.3% of the participants were from outside Illinois and purchased 61.8% of the equipment.

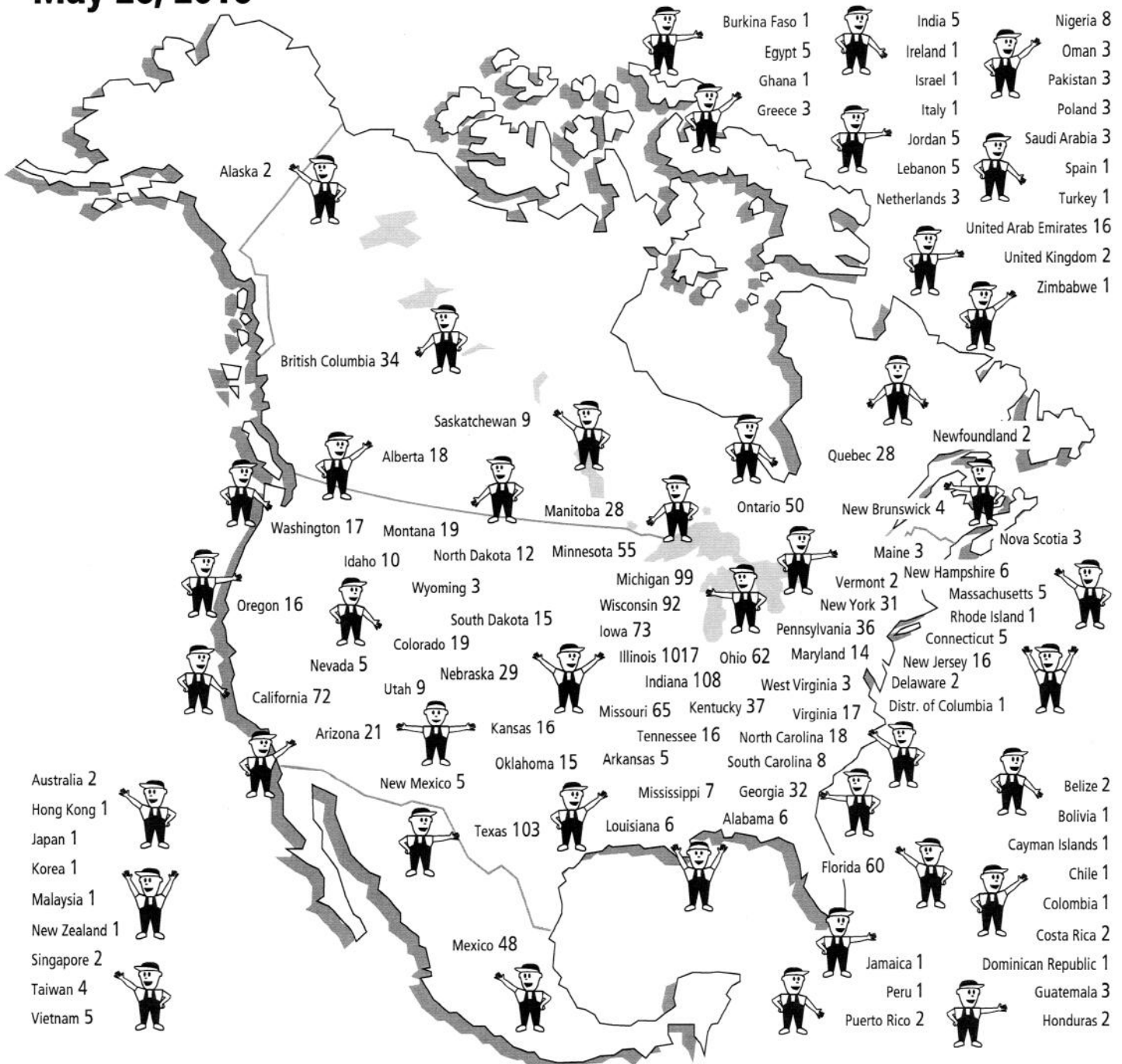


Online Buyers:
Buyers: 385 \$7,385,485 USD

Total Buyers: 739 \$14,842,580 USD

Registered Bidders

**CHICAGO, ILLINOIS
May 26, 2016**



Online Registrants:
1,816 from 51 US states/protectorates,
9 Canadian provinces and 39 other countries.

Total Registered Bidders: 2,631
from 51 US states/protectorates,
9 Canadian provinces and 42 other countries.

REQUEST FOR ACTION REPORT

File Number:	2016-0540
Orig. Department:	Public Works Department
File Name:	Three (3) Medium Duty Cab & Chassis with Dump Bodies, Plows, and Spreaders - Bid Award

BACKGROUND:

The FY16 Budget has funds available for the purchase of three (3) replacement medium Duty Dump Trucks, equipped with snow removal equipment. These will replace three (3) 2002 dump trucks equipped with snow removal equipment utilized by the Street Division of Public Works.

Legal notice for bids ran in the Southtown Star Newspaper on July 06, 2016. Four bids were received and opened by the Village Clerk's office on July 20, 2016. The attached Total Cost of Ownership (TCO) details a purchase vs. a lease option. Overall, the lease option is more costly than the purchase option, evident in the Post-Ownership Cost section of the TCO analysis.

Of the bids submitted, the low bidder submitted an unresponsive bid packet that was missing required bid submission documents and had many exceptions to the bid specifications. The next lowest bidder had numerous exceptions to the bid specifications.

After careful review, Rod Baker Ford Sales Inc. of Plainfield Illinois submitted the most responsive bid at a cost of \$72,928.75 for each truck, with a total cost of \$218,786.25 and can deliver within 160 days after receipt of order.

On August 1, 2016 this item was reviewed and approved by the Public Works Committee and referred to the Board for approval.

BUDGET IMPACT:

Funds are available in account 010-5006-470200 for this purchase, which is under budget.

REQUESTED ACTION:

I move to approve awarding the bid for the purchase of three (3) 2017 Ford F450 cab chassis with dump bodies, plows and spreader, to Rod Baker Ford Sales Inc. of Plainfield, Illinois for an amount not to exceed \$218,786.25.

BIDDER SUMMARY SHEET

ITB #16-026

Three (3) Medium Duty Cab and Chassis Equipped with Dump Bodies, Plows and Spreaders
Project Name

Business Name: Rod Baker Ford Sales Inc

Contact Person Name and Title: Dan Saxen, Commercial Account Manager

Address (Street, City, State, Zip Code): 16101 S Lincoln Hwy, Plainfield, IL 60586

Phone: (815) 436-5681 Fax: (815) 556-3201

E-mail Address: dansaxen@rodbakerford.com

PRICE PROPOSAL

<u>GRAND TOTAL PRICES</u>	
Purchase Price for One (1) Medium Duty Cab & Chassis with equipment	\$ <u>72,928.75</u>
Purchase Price for Three (3) Medium Duty Cab & Chassis with equipment	\$ <u>218,786.25</u>

LEASE OPTION

Bidders are not required to submit bids for lease options, and therefore this section may be left blank.
Any & all lease options available shall have supporting documents included with bid submitted

ANNUAL MILEAGE ALLOWANCE (per vehicle):	_____ miles
REQUIRED LEASE PERIOD:	_____ months
EXCESS MILEAGE RATE:	\$ _____ per mile
TOTAL POST-LEASE PURCHASE PRICE (all 3 vehicles with aftermarket equipment):	\$ _____
LEASE PRICE (all 3 vehicles with aftermarket equipment):	\$ _____ per month

Village of Orland Park Competitive Analysis Worksheet

Project Title and Brief Description

**Three Replacement Medium Duty Dump Trucks with
Plows and Spreaders**

Lead Department

Director: John J. Ingram

Department: Public Works

Division: 5006/Vehicles & Equipment

Program/Service: Infrastructure Maintenance

Strategic Analysis

What Strategic Pillar does this expenditure support?

Quality of Life and Public Safety

What is the desired outcome of making this expenditure?

Replace three (3) 14 year old medium duty dump trucks in the Streets Division of Public Works. The trucks are used daily for various work assignments all year long.

How does this expenditure enable the Village to serve residents at current or improved service levels?

Provide quality Infrastructure Maintenance

Alternatives Analysis

Is this a replacement of an existing product/service or a proposal for new product/service?

Replacement New

Describe the impact if the proposed new/replacement product/service is not made?

Higher maintenance costs, rusty faded peeling paint, diminishing resale value and an unprofessional look.

Is there an alternative to purchasing this product/service, such as leasing, outsourcing, etc.? If yes, please provide a detailed description of alternatives.

Yes No

The lease option has a higher overall cost of ownership.

Is there a competitor that offers the same product/service that can deliver the same expected outcome? If yes, please provide an explanation as to why this competitor is not being considered.

Yes No

No other cab & chassis manufacturer submitted a bid as an alternate to review. We did receive alternate brands to the dump body and spreader specifications which either was too costly or had too many exceptions to written specifications.

Is a Total Cost of Ownership (TCO) Analysis applicable to this proposed expenditure?

Yes No

If yes, please attach TCO Analysis to this worksheet.

If no, please provide an explanation as to why a TCO Analysis does not apply.

Additional Comments/Background Information

Attach additional documentation if necessary.

Village of Orland Park Bid Tabulation



Bid Number: 16-026

Three (3) Medium Duty Cab & Chassis with Dump Bodies, Plows and Spreaders

Public Works, Vehicles & Equipment

Bid Issued: July 6, 2016

Bid Opened: July 20, 2016 11:00 am

Bidder Name	Grand Total Prices	Lease Price (per month)	Contact Person
Joe Rizza Ford of Orland Park	Price for One (1) with equipment - \$64,529.00 Price for Three (3) with Equipment - \$193,587.00 2017 Ford F450	None provided	Patricia Kralik, Fleet Manager 8100 W. 159th Street Orland Park, IL 60462 Phone: 708-364-2250 Fax: 708-873-1698 E-mail: Pkralik@rizzacars.com
Terry's Ford	Price for One (1) with equipment - \$75,400.00 Price for Three (3) with Equipment - \$226,200.00 2017 Ford F450 4x2XL	\$4,181.63 (based on 60-month lease 4.20% = \$226,745)	Linda Sucich, Fleet Manager 363 N. Harlem Ave Peotone, IL 60468 Phone: 708-258-2400 Fax: 708-258-2357 E-mail: yourfordstore@aol.com
Roesch Ford	Price for One (1) with equipment - \$67,615.00 Price for Three (3) with Equipment - \$202,845.00 2017 Ford F450 4x2 reg cab	\$3,975.00 (based on 60-month lease - \$238,500)	Brian Kilduff, Fleet Manager 333 W. Grand Bensenville, IL Phone: 630-279-6000 Fax: 630-451-3509 E-mail: briankilduff@roeschtrucks.com
Rod Baker Ford Sales Inc.	Price for One (1) with equipment - \$72,928.75 Price for Three (3) with Equipment - \$218,786.25 2017 Ford F450	None Provided	Dan Saxen, Commercial Account Manager 16101 S. Lincoln Highway Plainfield, IL 60586 Phone: 815-436-5681 Fax: 815-556-3201 E-mail: dansaxen@rodbakerford.com

Bids are subject to review for completeness, accuracy and compliance with all terms and conditions of the bid specifications.

See *Bidder Summary Sheets* for Price Proposals, Lease Option details, Delivery Information and Additional Information.

See *Technical Specifications Compliance* document for exceptions, deviations and variances to the Technical Specifications.

Prepared by: Denise Domalewski, Contract Administrator - Village of Orland Park

Village of Orland Park Bid Responsiveness Check

Bid Number: 16-026

Bid Issued: July 6, 2016

Bid Opening: July 20, 2016

Project Title: Othree (3) Medium Duty Cab & Chassis

Department: Public Works, Vehicles & Equipment Division

#	Item	Joe Rizza Ford of Orland Park	Terry's Ford	Roesch Ford	Rod Baker Ford Sales Inc
1	Submitted two (2) sealed hardcopies of the bid	✓	✓	✓	✓
2	Bidder Summary Sheet	✓	✓	✓	✓
3	Affidavit of Compliance	✓	✓	✓	✓
4	References	✓	✓	✓	✓
5	Acknowledged Addendum #1 July 15, 2016	✓	✓	v2	✓
6	Delivery Date	122 days	180 days	130-145 days	160 days
7	Technical Specifications Compliance	v1	✓	v1	v1
8	Additional Requirements	v2	✓	✓	✓
	Additional Information	v2	✓	✓	✓
7	Authorization & Signature	v2	✓	✓	✓

**A check mark in the box indicates inclusion of the required form with the proposal package. A "V#" indicates a variance that will be explained below.*

v1 - comply with comments and some exceptions noted

v2 - missing

Prepared by: Denise Domalewski, Contract Administrator - Village of Orland Park

**VILLAGE OF ORLAND PARK
TOTAL COST OF OWNERSHIP ANALYSIS**

**VILLAGE OF ORLAND PARK
TOTAL COST of OWNERSHIP ANALYSIS**

PROJECT: Replacement Medium duty dump trucks with plow and spreader

DATE: 7/22/2016

PURCHASE COSTS		Lease	
Initial Costs		Option A	Option B
Acquisition Decision			\$ -
Purchase of three units		\$ 218,786	-
Lease cost p/month X 5 years	\$3975.00 p/month for 3 units		238,500
Set-up/Deployment		850	850
Change Management(Training, Orientation, Process Change)		100	100
Subtotal - Initial Costs		\$ 219,736	\$ 239,450
Ownership Costs per Year			
Maintenance cost over the five years-Estimated		\$ 8,950	\$ 8,950
Gas-gallons used per year X \$3.27 av/p/ga 975gallons av/p/y/x5)		\$ 3,188	\$ 3,188
Licensing---included above		-	-
Insurance			
Subtotal - Ownership Costs over 5 years		\$ 12,138	\$ 12,138
Post-Ownership Costs			
Disposal/decommission/lease termination fee		500	unknown
Salvage Value (Negative Cost)		(15,000)	-
Subtotal - Post-Ownership Costs		\$ (14,500)	\$ -
TOTAL COST OF OWNERSHIP		\$ 217,374	\$ 251,588

Buy vs. Lease Car

Make & Model: _____

LEASE		BUY	
Suggested retail price	<input type="text"/>	Suggested retail price	<input type="text"/>
Tax, title, etc.	<input type="text"/>	Tax, title, etc.	<input type="text"/>
Refundable security deposit	<input type="text"/>		
First month's payment	<input type="text"/>		
Capital cost reduction payment	<input type="text"/>		
Last month payment in advance?	<input type="text"/>		
Payment (if yes)	<input type="text"/>		
Selling price at end of lease	<input type="text"/>	Resale value	<input type="text"/>
Monthly lease payment	<input type="text"/>	Monthly loan payment	<input type="text"/>
Lease term	<input type="text"/>	Term of loan	<input type="text"/>
Discount for present value	<input type="text"/>	Loan rate	<input type="text"/>
		Present value of resale	<input type="text"/>
Future value of last payment	<input type="text"/>		
		Initial costs	<input type="text"/>
Initial costs	<input type="text"/>	Financing costs	<input type="text"/>
Financing costs	<input type="text"/>		
Present value of refund	<input type="text"/>	Present value of total costs	<input type="text"/>
Present value of total costs	<input type="text"/>		
		DIFFERENCE	<input type="text"/>
		<i>Note: Possible value favors leasing</i>	

TAXATION	
Tax bracket	<input type="text"/>
Business use percentage	<input type="text"/>
Sales tax percentage	<input type="text"/>

TAXATION	LEASE	TAXATION	BUY
Title	<input type="text"/>	Title	<input type="text"/>
Fees	<input type="text"/>	Fees	<input type="text"/>
Sales tax	<input type="text"/>	Sales tax	<input type="text"/>
Potential financing deduction	<input type="text"/>	Interest deduction	<input type="text"/>
Total potential deductions	<input type="text"/>	Total potential deductions	<input type="text"/>
Potential tax savings	<input type="text"/>	Potential tax savings	<input type="text"/>

Note: Depreciation deductions may be available that could change the results of this analysis.

REQUEST FOR ACTION REPORT

File Number: **2016-0538**
 Orig. Department: **Public Works Department**
 File Name: **Disposal of Village Equipment - Ordinance**

BACKGROUND:

The Village’s Public Works Department is requesting that the Village declare the following equipment (described below and in the attached ordinance) as surplus property and to dispose of through Public Surplus.com (online auction). These items are no longer necessary or useful for the Village of Orland Park.

- One (1) Panduit model LS-7 label maker - used
- Five (5) office desks-used
- One (1) 6 door double tier locker-used
- Four (4) storage cabinets-used
- One (1) 3 drawer filing cabinet-used
- Two (2) wooden outdoor huts formally were cashier stations at the pool
- One (1) 2005 LESCO MODEL 709157 SERIAL# 7091570E074Z70011 FERTILIZER SPREADER-STAND ON

In order to legally dispose of municipal property, the Village must adopt an ordinance that describes the items to be sold.

In the event that two (2) attempts have been made to sell said property, and that no bids have been received equal to the minimum price, the property shall be either donated or scrapped as determined by the Village Manager.

On August 1, 2016, this item was reviewed and approved by the Public Works Committee and referred to the Board for Approval.

BUDGET IMPACT:

Upon receipt, proceeds from the auction will be deposited into the general fund of the Village of Orland Park.

REQUESTED ACTION:

I move to pass Ordinance Number _____, entitled: AN ORDINANCE AUTHORIZING DISPOSAL BY PUBLIC AUCTION OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF ORLAND PARK, ILLINOIS

AN ORDINANCE AUTHORIZING DISPOSAL BY PUBLIC AUCTION OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF ORLAND PARK

WHEREAS, a simple majority of the Corporate Authorities of the Village of Orland Park have determined it is no longer necessary, useful or in the best interest for the Village of Orland Park to retain ownership of the personal property described in Section 2 below; and

WHEREAS, the President and Board of Trustees of the Village of Orland Park have determined that the said personal property shall be sold, if possible, through Public Surplus Auction.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

SECTION 1

The Preamble is adopted as fully set forth herein.

SECTION 2

Pursuant to Section 11-76-4 of the Illinois Municipal Code (Illinois Compiled Statutes, 65 ILCS 5/11-76-4), the President and the Board of Trustees of the Village of Orland Park find that the following items of personal property now owned by the Village of Orland Park, are no longer necessary or useful to the said Village, and its best interests will be served by the auction/sale of the following personal property:

SECTION 3

Pursuant to the said Section 11-76-4, the Village Manager is hereby authorized and may direct the sale of the personal property to which Section 2 of this Ordinance refers, "AS IS" and without warranties at the public auction/sale. The said online public auction shall be conducted by Public Surplus.com ("the "Auction House").

SECTION 4

The Auction House is hereby authorized and directed to advertise the sale of the aforementioned personal property before the date of said public auction/sale.

- One (1) Panduit model LS-7 label maker - used
- Five (5) office desks-used
- One (1) 6 door double tier locker-used
- Four (4) storage cabinets-used
- One(1) 3 drawer filing cabinet-used
- Two (2) wooden outdoor huts formally were cashier stations at the pool
- One(1) 2005 LESCO MODEL 709157 SERIAL# 7091570E074Z70011 FERTILIZER SPREADER-STAND ON

SECTION 5

No bid which is less than the minimum price as provided by the Village Manager to the Auction House shall be accepted by the Auction House as the sales price of property listed in Section 2 of this Ordinance unless a lower amount is authorized by the Village Manager or his/her representative.

SECTION 6

Upon payment of the full price, the Village Manager and/or Village President is hereby authorized and directed to convey and transfer title or ownership to the item of personal property from the Village to the successful bidder/buyer and to execute all documents necessary to effectuate the sale.

SECTION 7

In the event that, after no fewer than two (2) attempts have been made by the Auction House to sell said personal property, no bids have been received equal to the minimum price as determined in the manner set forth above, the said personal property shall be either donated or scrapped as determined by the Village Manager.

SECTION 8

This Ordinance shall be in full force and effect from and after its passage by a majority vote of the Corporate Authorities and approval in the manner provided by law.

REQUEST FOR ACTION REPORT

File Number: **2016-0543**
Orig. Department: **Public Works Department**
File Name: **Purchase and Installation of two (2) Lift Gates - Proposal**

BACKGROUND:

The 2016 Village Budget has funds allocated for the replacement of two (2) ¾ ton pick-up trucks with snow plows and lift gates. An Invitation to Bid (# 16-016) had an option #2 for installing the lift gates. Bids received for the option #2 had prices higher than what the village would pay to have them installed independently.

As a result, staff solicited for the purchase and installation of lift gates and received quotes from three vendors: Regional Truck Equipment, Alsip, Illinois at \$2,911.00 each; Monroe Truck Equipment, Joliet, Illinois at \$3,064.00 each; Triangle Fabrication & Body Company, Chicago, Illinois at \$2795.00 each.

After evaluation of the proposals, it is staff's recommendation to accept the proposal from Triangle Fabrication & Body Company, Chicago, Illinois at \$2795.00 each for a total cost of \$5,590.00

On August 1, 2016, this item was reviewed and approved by the Public Works Committee and referred to the Board for approval.

BUDGET IMPACT:

Funds are available in account # 010-5006-470200 and in account # 031-6002-470200 for this purchase and installation.

REQUESTED ACTION:

I move to approve accepting the proposal from Triangle Fabrication & Body Company, Chicago, Illinois for purchase and installation of two (2) lift gates at a cost not to exceed \$5,590.00.

Tri-AngleFabrication & Body

Quotation

1344 W 43RD Street
Chicago, IL 60609
773-523-0421



DATE July 27, 2016
Quotation # 32916
Customer ID Orland Bid

Bill To:
Tom Morgan
Village of Orland Park
14700 South Ravinia Avenue
Orland Park, IL 60462

Quotation valid until: August 6, 2016
Prepared by: bwise

Description	AMOUNT
Village of Orland Park Bid #16-016 Two (2) 3/4 Ton Regular Cab 4x4 Pickups Option # 2 Tommy Gate 1-G2-60-1342-EA38 Tommy Gate 1300 pound capacity liftgate installed	2,795.00
TOTAL	\$ 2,795.00

If you have any questions concerning this quotation, contact **Brett Wise 872-276-0027 brettwise@tri-anglefab.com**

THANK YOU FOR YOUR BUSINESS!

REQUEST FOR ACTION REPORT

File Number: **2016-0541**
Orig. Department: **Public Works Department**
File Name: **2016 Sanitary Sewer Cleaning and Televising Program - Bid Award**

BACKGROUND:

The Metropolitan Water Reclamation District of Greater Chicago (MWRD) passed the Watershed Management Ordinance (WMO) establishing minimum stormwater management regulations in their serviceable district. The MWRD also passed an amendment to their WMO that requires satellite entities with sanitary sewer systems that discharge into the MWRD to implement measures to reduce excessive Infiltration and Inflow (I&I) from entering MWRDs system.

In November of 2015, the Village Board approved the sanitary sewer consultant, RJN, Inc., to assist Public Works in meeting the various compliance requirements articulated in MWRDs Watershed Management Ordinance. The WMO mandates that all satellite entities perform a sewer system condition assessment requiring the village to evaluate and assess a minimum of 10% of the entity's sewer system for excessive infiltration and inflow each year. The optimal solution to perform this task is by televising and cleaning the sanitary sewer pipes and manholes. Village staff has performed the cleaning function in previous years. Televising operations have been limited to "as-needed" and small scale areas. However, to ensure the village maintains compliance with the WMO mandate, staff recommends that this service be contracted to a third party vendor. This work can be categorized as an ongoing capital project requiring inclusion in the CIP funding program. Staff efforts will be redirected to focus on storm sewer cleaning operations which have never previously been completed on a large scale.

Village staff, with input from RJN, have identified high priority areas of the sanitary sewer system to clean, televise (video), or perform both cleaning and televising for the 2016 fiscal year. RJN worked with staff to develop specifications, cost estimates and other bid documents for the 2016 project.

An Invitation to Bid for the 2016 Sanitary Sewer Cleaning & Televising Program work was advertised on June 30, 2016. Sealed bids were opened by the Village Clerk's office on July 18, 2016. Seven (7) sealed bids were received (summary attached). RJN, Inc. and village staff reviewed the bids. RJN, Inc. recommends and staff concurs that Hydro-Vision Technology L.L.C. of Romeoville, Illinois is the lowest responsible bidder for the 2016 Sanitary Sewer Cleaning and Televising Program with a submitted project cost of \$77,523.97. (recommendation attached.)

This cost is well below the consulting engineer's (RJN) estimate of \$148,033.41 for the anticipated work; therefore, it is staff's recommendation that Hydro-Vision Technology L.L.C. of Romeoville, Illinois be awarded the 2016 Sanitary Sewer Cleaning and Televising Program project in the amount of \$77,523.97, plus a \$10,000 contingency for a total cost of \$87,523.97.

On August 1, 2016, this item was reviewed and approved by the Public Works Committee and

referred to the Board for approval.

BUDGET IMPACT:

Funds to complete this project are included in the FY16 Water and Sewer budget, account 031-6003-470500.

REQUESTED ACTION:

I move to approve awarding the 2016 Sanitary Sewer Cleaning and Televising Program bid to Hydro-Vision Technology L.L.C. of Romeoville, Illinois for an amount not to exceed \$87,523.97.

July 21, 2016

Mr. William D. Cunningham
Public Works Administrative Analyst
Village of Orland Park
15655 Ravinia Avenue
Orland Park, Illinois 60462

SUBJECT: VILLAGE OF ORLAND PARK, 2016 SANITARY SEWER CLEANING & TELEVISIONING PROGRAM - CONTRACT AWARD RECOMMENDATION

Dear Mr. Cunningham:

Seven (7) bids were received for the above-referenced project. The lowest responsible bid was received from Hydro-Vision Technology L.L.C. of Romeoville, Illinois in the bid amount of \$77,523.97. A summary of the seven bids received for this project are as follows:

Hydro-Vision Technology LLC.....	\$77,523.97
United Septic, Inc.	\$103,027.00
Michel’s Pipe Services.....	\$125,385.56
National Power Rodding	\$131,556.00
Visu-Sewer of Illinois, LLC	\$162,443.90
Sheridan Plumbing & Sewer, Inc.....	\$173,615.05
Infra-Track, Inc.	\$191,093.02

The engineer’s estimate for the above referenced project was \$148,033.41. The lowest responsible bidder was approximately 48% under the engineer’s estimate. RJN Group has had many positive experiences working with Nick Worley and Hydro-Vision Technology on previous projects in the field of sanitary sewer cleaning, televising, lining and sewer testing. Therefore, we recommend that the Village award the contract for the 2016 Sanitary Sewer Cleaning & Televising Program to Hydro-Vision Technology LLC, in the bid amount of \$77,523.97.

Please call me with any questions at 630.682.4700 ext. 337.

Sincerely yours,

RJN GROUP, INC.



Joseph Sullivan
Project Manager
jms/pc

Q:\PROJECTS\OrlandPark_IL\11296600 - 2016 Program Management\6.0 Investigations\Televising\Award Recommendation Letter, Hydrovision Sewer Televising.docx

Village of Orland Park Bid Tabulation

Bid Number: 16-025
Bid Issued: June 30, 2016
Bid Opening: July 18, 2016



Project Title: 2016 Sanitary Sewer Cleaning & Televising Program
Department: Public Works
Addendum No. 1 July 12, 2016

Bidder	<u>Grand Total Bid Price</u>	Contact Person & Location
Hydro-Vision Technology L.L.C.	\$77,523.97	Nick Worley 1593 Aster Drive Romeoville, IL 60446 P: 815-409-6830/ F: 888-893-4403 Email: nick@hydrovisiontechnology.com
Infra-Track, Inc.	\$191,093.02	Avery Zahn 100 Western St., Ste 100 Worthing, SD 57077 P: 605-359-1786/ F: Email: infratrack@gmail.com
Michels Pipe Services, a div. of Michels Corporation	\$125,385.56	Kelsey Schultz 817 West Main Street Brownsville, WI 53006 P: 920-924-4300x2594/ F:920-583-3429 Email: kschultz@michels.us
National Power Rodding Corp	\$131,556.00	Reid Ruprecht 2500 W. Arthington Street Chicago, IL 60612 P: 312-666-7700/ F: 312-666-0748 Email:office@nationalpowerrodding.com
Sheridan Plumbing & Sewer, Inc.	\$173,615.05	Beth Healy 6754 W. 74th Street Bedford Park, IL 60638 P: 708-475-7100/ F: 708-475-7138 Email:bhealy@spands.com
United Septic, Inc.	\$103,027.00	Edward Auer Sr. 1327 W. Beecher Rd. Bristol, IL 60512 P:630-553-7807/ F:630-553-3305 email: unitedsepticinc@yahoo.com
Visu-Sewer of Illinois, LLC	\$162,443.90	Tom Woods 9014 S. Thomas Ave. Bridgeview, IL 60455 P: 708-237-0340/ F: 708-237-0360 Email: twoods@visu-sewer.com

Bids are subject to review for completeness, accuracy and compliance with all terms and conditions of the bid specifications.

Prepared by: Denise Domalewski, Contract Administrator - Village of Orland Park

Village of Orland Park Bid Responsiveness Check

Bid Number: 16-025

Project Title: 2016 Sanitary Sewer Cleaning & Televising Program

Bid Requirement	Hydro-Vision Technology LLC	InfraTrack, Inc.	Michels Pipe Services	National Power Rodding	Sheridan Plumbing & Sewer, nc	United Septic, Inc	Visu-Sewer of Illinois, LLC	
Submitted five (5) sealed hardcopies of the bid	✓	✓	✓	✓	✓	✓	✓	
Submitted a bid bond for 10% of the bid price	✓	✓	✓	✓	✓	✓	✓	
Submitted a completed Bidder Summary Sheet	✓	✓	✓	✓	✓	✓	✓	
Submitted a completed Affidavit of Compliance	✓	✓	✓	✓	✓	✓	✓	
Submitted three (3) references	✓	✓	✓	✓	✓	✓	✓	
Submitted signed Insurance Requirements form	✓	V1	✓	V1	✓	✓	✓	
Acknowledged Addendum No. 1 issued July 12, 2016	✓	✓	✓	✓	✓	✓	V2	
Unit Price Sheet	✓	✓	✓	✓	✓	✓	✓	
Total Bid Price	\$77,523.97	\$191,093.02	\$125,385.56	\$131,556.00	\$173,615.05	\$103,027.00	\$162,443.90	

**A check mark in the box indicates inclusion of the required form with the proposal package. A "V#" indicates a variance that will be explained below.*

v1 - sample COI does not meet minimum requirements (Umbrella)

v2 - did not acknowledge the addendum

Prepared by: Denise Domalewski, Contract Administrator - Village of Orland Park

REQUEST FOR ACTION REPORT

File Number:	2016-0544
Orig. Department:	Public Works Department
File Name:	Demolition of Residential Structures at 14403 Irving Avenue - Proposal

BACKGROUND:

Because of the topography of the surrounding area, the residential structures at 14403 Irving Avenue experienced a long history of flooding during heavy rain events. After an extensive engineering review of storm water management alternatives in the immediate area, the village's engineer along with staff, concluded and recommended that the purchase and demolition of the property is the most cost effective storm water mitigation strategy for the area.

On January 4, 2016, the Village Board authorized the purchase of the property at 14403 Irving Avenue. The next step of this process is the demolition of the structures (residential structure and garage). Once the demolition of the structure is complete, the property will be used as a depressional stormwater storage area. The engineering and design for the stormwater storage phase of the property will be brought to committee at a later date.

To initiate the demolition process, staff solicited competitive demolition proposals from four (4) companies. Proposals were submitted by Airy's Inc. of Tinley Park, IL at \$12,854.00; Bechstein Construction Corp. of Tinley Park, IL at \$8,900.00; Delta Demolition, Inc. of Chicago, IL at \$13,700.00; and Redmond Excavating & Construction Services, Inc. of Homer Glen, IL at \$9,000.00. With the lowest proposal having been received from Bechstein Construction Corp. of Tinley Park, IL, for \$8,900.00. Staff recommends that Bechstein Construction be used to complete demolition work.

On August 15, 2016, this item was reviewed and approved by the Public Works Committee and referred to the Board for approval.

BUDGET IMPACT:

Funds needed to complete this project are available in account 031-6007-470500

REQUESTED ACTION:

I move to approve accepting the proposal from Bechstein Construction Corp. of Tinley Park, IL, to complete the demolition of residential structures at 14403 Irving Avenue at a cost not to exceed \$8,900.00.

BECHSTEIN

Construction Corporation

Demolition • Excavating

P.O. Box 277

17368 68th Court • Tinley Park • Illinois 60477

708-532-3500 • Fax: 708-532-7774 • Email: bechsteinwrecking@yahoo.com

Village of Orland Park
Attn: Mr. Dennis Wokurka
14750 Ravinia Ave.
Orland Park, IL 60462

July 8, 2016
Ref # 16-132-2
Phone: 708-403-6200
Email: dwokurka@orlandpark.org

RE: Demolition, 14403 Irving Ave., Orland Park, IL

Dear Mr. Wokurka:

Bechstein Construction Corp. proposes to furnish all labor, material and equipment to perform the following scope of work:

- Demolition and removal of existing residential structure.
- Remove block foundations and floorslabs.
- Remove garage and floorslab.
- All debris to be segregated for recycling and properly disposed of at a licensed waste facility.
- Rough grade basement void.
- No environmental services.
- Owner to supply asbestos survey required by Illinois E.P.A.
- Utility disconnections by owner.
- Finish grades & landscape excluded.

The total for the above scope of work is Eight Thousand Nine Hundred and 00/100 dollars.
\$8,900.00

This proposal is limited to the above scope of work. Any and all changes to the work can be competently provided by Bechstein upon prior approved written change order.

This proposal excludes (unless otherwise noted in the above scope of work):

Winter conditions, rock or unsuitable excavation, underground obstructions, tree/brush removal, utility removals, demolition/removal of any items not shown on plans, excavation conflicts with existing utilities, private utility locates, hand excavation, sheeting or shoring, off-site restoration, engineering, layout, as-builts, traffic control, premium time, erosion control, inlet protection, Rip Rap, SWPPP, dewatering, saw cutting, contaminated soil removal, limestone stabilization, soils analysis and certification for soil haul off, testing of soils for quality control, and proof rolls after the initial proof roll.

L

Ref#16-132-2, 14403 Irving Ave., Orland Park, IL

In the event another contract format is used these pages shall be considered as an exhibit. Should discrepancies between drawings, specs and/or contract occur, scope of work in this document is to supersede.

Thank you for your consideration at this time. If I can be of further assistance please contact me at your convenience.

Respectfully,



Joe Masterson

For accounts not paid within 30 days of billing, Interest at the rate of 1 ½% per month shall be charged from the date of completion. By acceptance of this proposal you agree to pay all reasonable attorney's fees, expenses and costs resulting from legal action to collect sums due in owing. Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Accepted By:

Village of Orland Park

Date of Acceptance

REQUEST FOR ACTION REPORT

File Number:	2016-0586
Orig. Department:	Development Services Department
File Name:	Retail Plaza 159th and LaGrange Road- Landscape Plan

BACKGROUND:

This is a request for approval of a landscape plan for the proposed Retail Plaza 159th and LaGrange Road, to be located 15882 LaGrange Road. The Village Board approved the Site Plan on April 4, 2016 with the following conditions:

1. Submit a final landscape plan, meeting all Village Codes, for separate review and approval within 60 days of final engineering approval.
2. Add more landscaping to the north elevation of Building B to address blank wall surfaces.
3. Screen all mechanical equipment either at grade level with landscaping or hidden behind the roofline.

Per Code requirements, the petitioner submitted a landscape plan that has been reviewed and approved by the Village's Landscape Architect consulting firm.

BUDGET IMPACT:

REQUESTED ACTION:

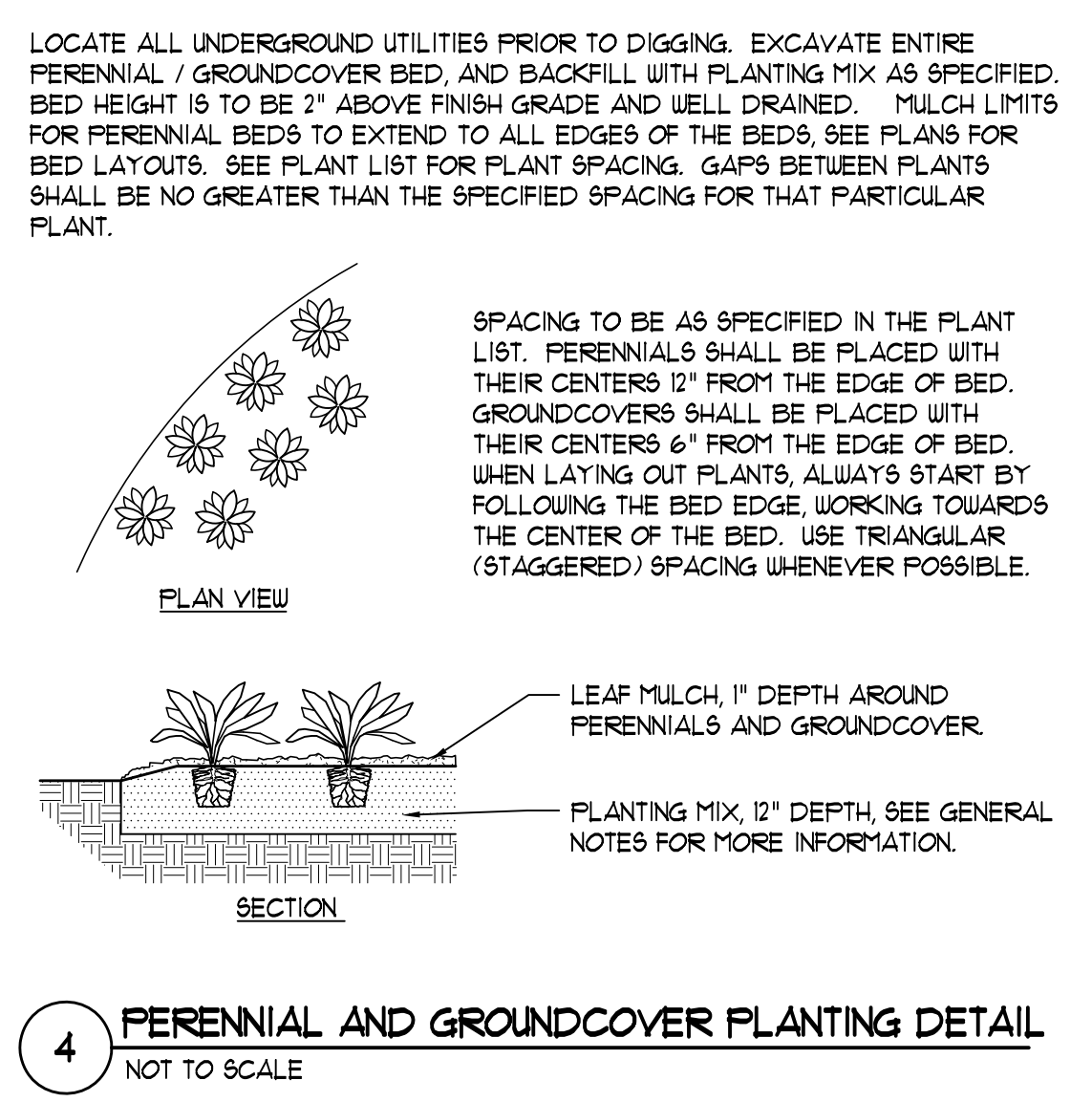
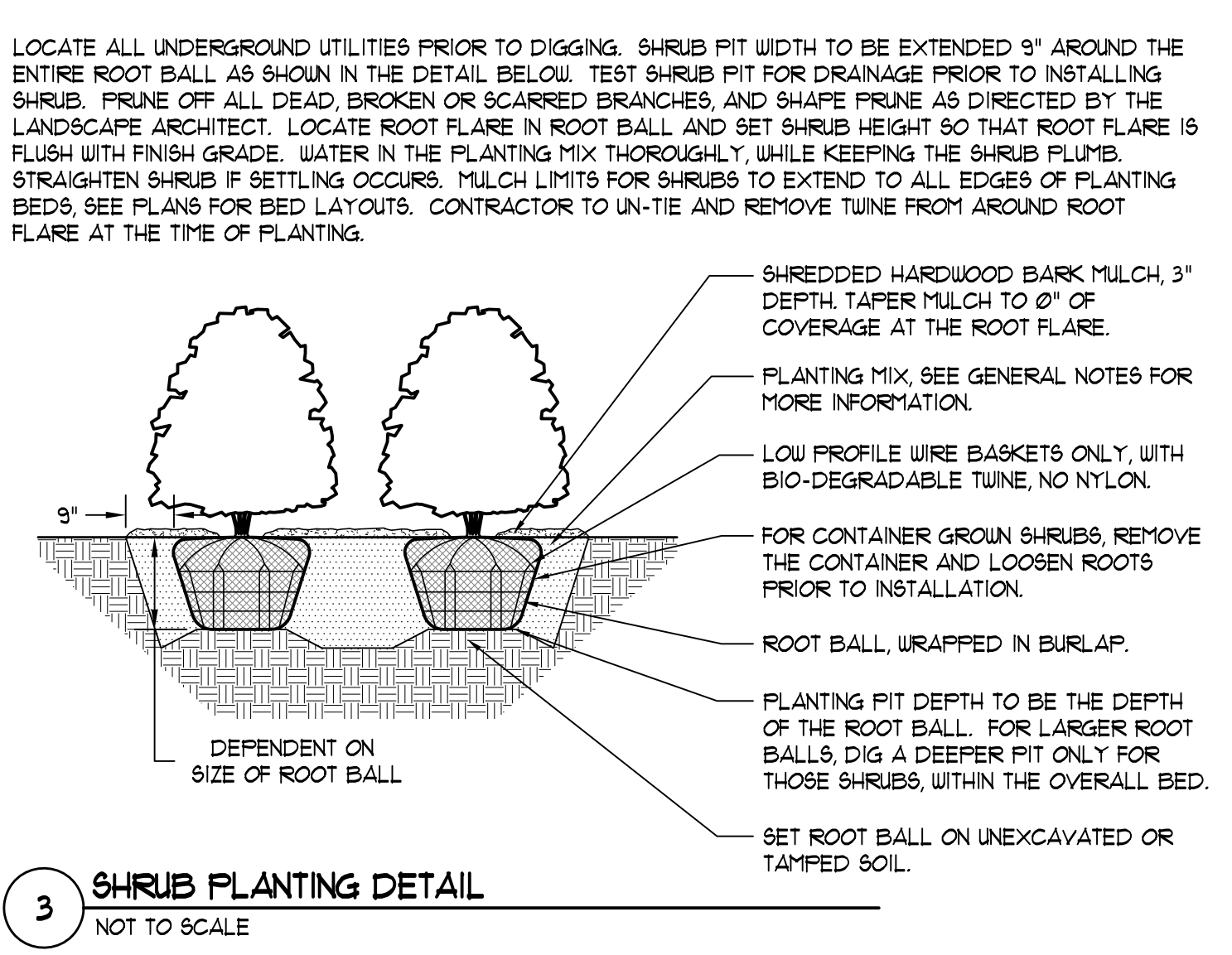
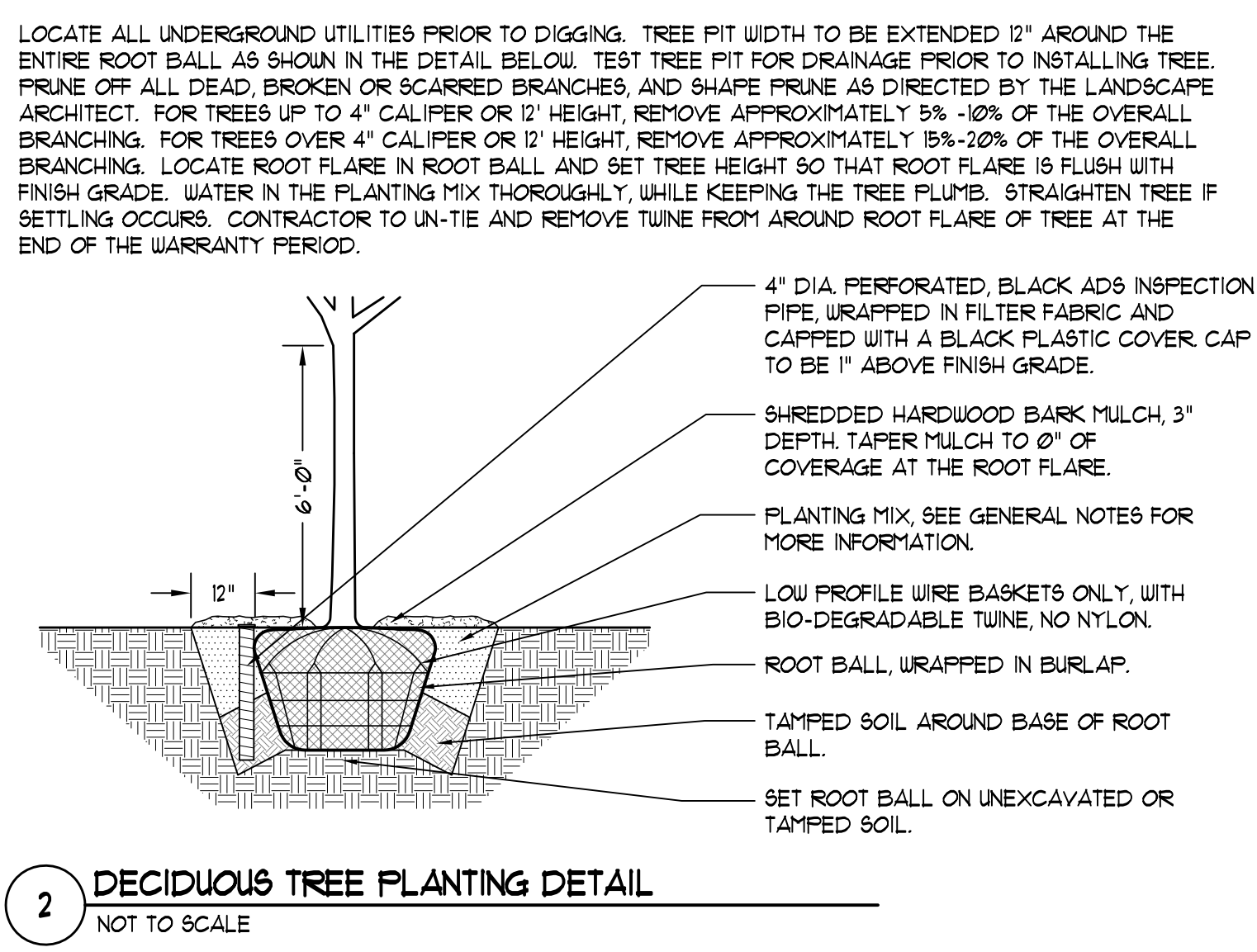
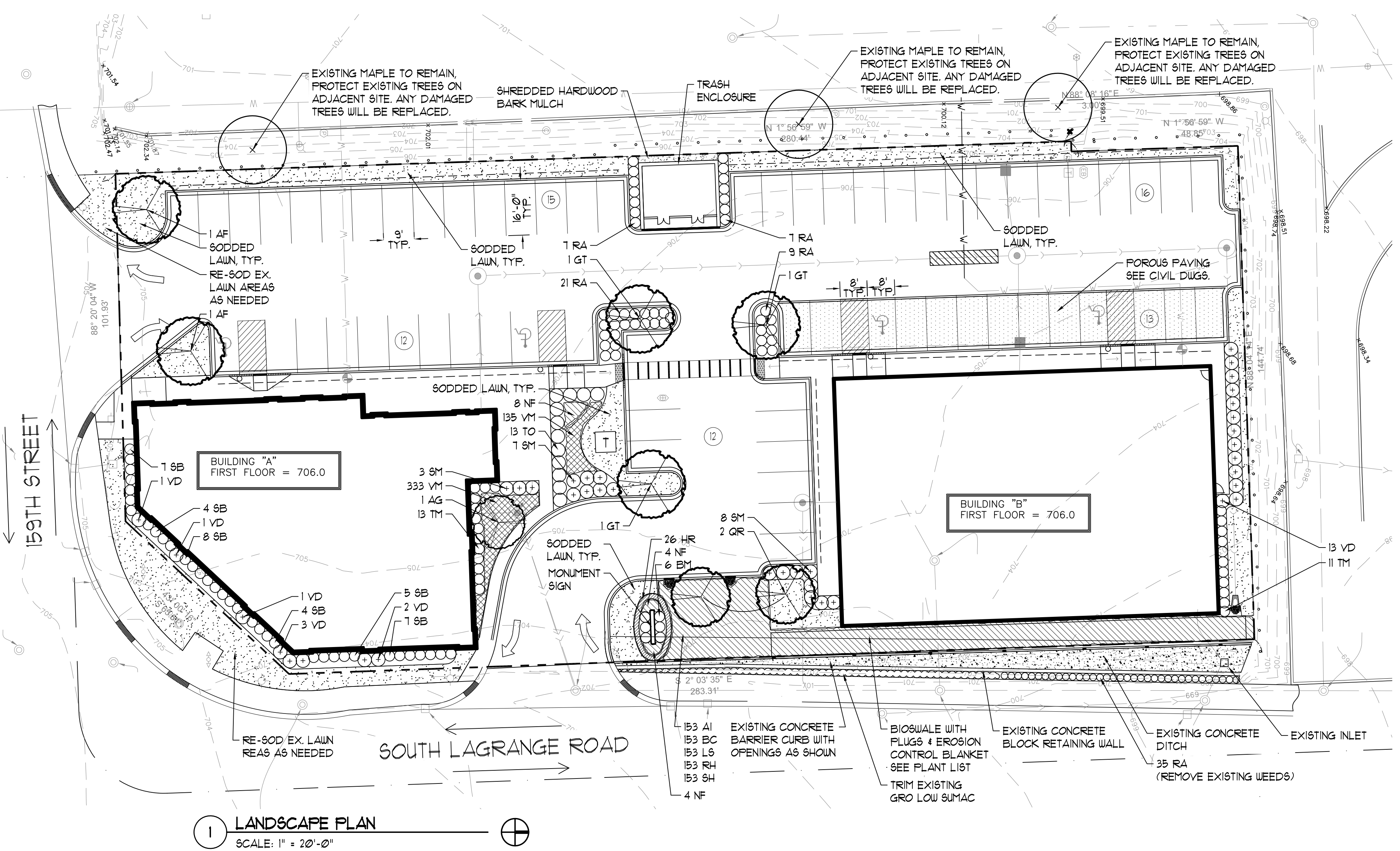
I move to accept as findings of fact the findings of fact as set forth in this staff report dated August 10, 2016.

and

I move to approve the landscape plan titled, 'Retail Development', prepared by Daniel Weinbach & Partners, Ltd., dated July 27, 2016, sheet L-1.0.

PLANT LIST						
CODE	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	TOTAL	ADDITIONAL NOTES
DECIDUOUS TREES						
AF	ACER x FREEMANII 'AUTUMN BLAZE'	AUTUMN BLAZE MAPLE	3" CALIFER	B 4 B	2	BRANCHED UP 6'
GT	GLEDITSIA TRI. VAR. INERMIS 'SKYLINE'	SKYLINE HONEYLOCUST	3" CALIFER	B 4 B	3	BRANCHED UP 6'
QR	QUERCUS ROBUR 'REGAL PRINCE'	REGAL PRINCE ENGLISH OAK	3" CALIFER	B 4 B	2	BRANCHED UP 6'
ORNAMENTAL TREES						
AG	AMELANCHIER x G. 'AUTUMN BRILLIANCE'	SERVICEBERRY	8' HEIGHT	B 4 B	1	
DECIDUOUS SHRUBS						
RA	RHUS AROMATICA 'GRO-LOW'	GRO-LOW SUMAC	3 GALLON	CONTAINER	19	
SB	SPIRAEA BETULIFOLIA 'TOR'	TOR BIRCHLEAF SPIREA	30" HEIGHT	B 4 B	35	
SM	SYRINGA MEYER 'PALIBIN'	DUARF KOREAN LILAC	30" HEIGHT	B 4 B	18	
VD	VIBURNUM DENTATUM 'CHRISTOM'	BLUE MUFFIN VIBURNUM	36" HEIGHT	B 4 B	21	
EVERGREEN SHRUBS						
BM	BUXUS 'GLENCOE'	CHICAGOLAND GREEN BOXWOOD	24" HT 4 SPD	B 4 B	6	
TM	TAXUS x MEDIA 'RUNYAN'	RUNYAN DENSE YEIU	24" SPREAD	B 4 B	24	
TO	THUJA OCCIDENTALIS 'TECHNY'	TECHNY ARBORVITAE	4' HT	B 4 B	13	
PERENNIALS, ORNAMENTAL GRASSES AND GROUNDCOVERS						
AI	ASCLEPIAS INCARNATA	SWAMP MILKWEED	FLUGS		153	SPACED 18" O.C.
BC	BOUTELOUA CURTIPENDULA	SIDECOATS GRAMA	FLUGS		153	SPACED 18" O.C.
HR	HEMEROCALLIS 'HAPPY RETURNS'	HAPPY RETURNS DAYLILLY	1 GALLON	CONTAINER	26	SPACED 18" O.C.
L6	LIATRIS SPICATA	BLAZING STAR	FLUGS		153	SPACED 18" O.C.
NF	NEPETA x FAASSENII	FAASSEN'S CATMINT	1 GALLON	CONTAINER	16	SPACED 24" O.C.
SB	SCHIZACHYRIUM SCOPARILUM	LITTLE BLUESTEM	FLUGS		153	SPACED 18" O.C.
VH	VERBENA HABSTATA	BLUE VERVAIN	FLUGS		153	SPACED 18" O.C.
VM	VINCA MINOR 'DART'S BLUE'	DART'S BLUE PERIWINKLE	3" POT	FROM FLATS	462	SPACED 10" O.C.

- ### GENERAL NOTES
- ALL DIMENSIONS ARE TO BE VERIFIED IN THE FIELD BY THE CONTRACTOR. NOTIFY THE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES PRIOR TO STARTING WORK.
 - THE CONTRACTOR SHALL HAVE A MINIMUM OF FIVE YEARS EXPERIENCE WITH PROJECTS OF SIMILAR SIZE AND TYPE.
 - SPECIES AND SIZES OF PLANTS LISTED IN THE PLANT LIST ARE SUBJECT TO AVAILABILITY AT TIME OF INSTALLATION. IF SUBSTITUTIONS ARE REQUIRED, THE CONTRACTOR SHALL SUBMIT REQUESTS TO THE LANDSCAPE ARCHITECT FOR APPROVAL.
 - QUANTITIES SHOWN ON THE DRAWING AND IN THE PLANT LIST ARE PROVIDED ONLY FOR THE CONTRACTOR'S CONVENIENCE. THE NUMBER OF PLANT SYMBOLS SHOWN ON THE DRAWINGS SUPERCEDE ALL QUANTITIES PROVIDED. THE CONTRACTOR SHALL VERIFY ALL PLANT QUANTITIES ON THE DRAWINGS AND NOTIFY THE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES PRIOR TO INSTALLATION. THE CONTRACTOR IS RESPONSIBLE FOR INSTALLING ALL PLANTS PER THE PLANT SYMBOLS SHOWN ON THE DRAWINGS.
 - ALL OVERHEAD AND UNDERGROUND UTILITIES ARE TO BE LOCATED PRIOR TO DIGGING OR EXCAVATION. IF UTILITIES OR OTHER OBSTRUCTIONS ARE DISCOVERED TO CONFLICT WITH GRADING, PLANT OR MATERIALS PLACEMENT, NOTIFY THE LANDSCAPE ARCHITECT SO THAT ADJUSTMENTS MAY BE MADE PRIOR TO PROCEEDING.
 - CONTRACTOR SHALL TAKE ALL PRECAUTIONS TO PROTECT EXISTING PLANTS, LAWN AREA, FENCES, SITE FEATURES AND PAVING TO REMAIN. ANY DAMAGE TO THESE EXISTING AREAS OR FEATURES SHALL BE REPLACED BY THE CONTRACTOR AT THEIR EXPENSE. DAMAGED LAWN AREAS SHALL BE TILLED, RE-GRADED, TOPSOIL ADDED AS NEEDED AND BE RESTORED WITH SOD. REPLACED FEATURES, PLANTS AND SOD SHALL BE WARRANTED BY THE CONTRACTOR FOR A PERIOD OF ONE YEAR.
 - PROVIDE POSITIVE DRAINAGE AT ALL TIMES. DO NOT OBSTRUCT THE NATURAL OR ENGINEERED DRAINAGE FLOW PATTERN. NOTIFY THE LANDSCAPE ARCHITECT OF ANY DRAINAGE CONCERNS.
 - IMPORTED TOPSOIL FOR THIS PROJECT SHALL BE FRIABLE LOAM OR SANDY LOAM, COMPRISED OF BETWEEN 20% AND 50% SILT, 10% AND 25% CLAY, AND 30% AND 60% SAND. THE PH LEVEL SHALL BE BETWEEN 6.0 AND 12 AND THE ORGANIC MATTER CONTENT SHALL BE BETWEEN 3% AND 6%. TOPSOIL SHALL BE FREE OF SEEDS, STONES, LARGE CLUMPS, ROOTS, LEAVES AND DEBRIS, AND SHALL NOT BE DELIVERED WHILE IN A FROZEN OR MUDDY CONDITION. CONTRACTOR SHALL PROVIDE A RECENT SOIL TEST ANALYSIS FOR ALL SOIL TO BE USED. THE ANALYSIS MUST INCLUDE THE INFORMATION REQUIRED ABOVE. IF TESTED TOPSOIL REQUIRES AMENDMENTS TO COMPLY WITH REQUIREMENTS, CONTRACTOR SHALL AMEND THE TOPSOIL, RE-TEST AND RESUBMIT THE ANALYSIS FOR APPROVAL PRIOR TO BRINGING THE TOPSOIL ON SITE.
 - SOD SHALL BE A TALL FESCUE BLEND SOD, SUCH AS RHIZOMATOUS TALL FESCUE (RTF) BLACK BEAUTY OR APPROVED EQUAL. BLUEGRASS BLEND SOD IS NOT ACCEPTABLE, UNLESS APPROVED BY THE LANDSCAPE ARCHITECT.
 - ALL PLANT MATERIAL MUST BE SPECIMEN QUALITY, TRUE TO SPECIES AND VARIETY, WITH FULL, DENSE AND HEALTHY FORMS. PLANTS THAT ARE NOT SPECIMEN QUALITY WILL NOT BE ACCEPTED. ALL PLANTS MUST HAVE BEEN LOCALLY GROWN AT A STATE INSPECTED AND CERTIFIED NURSERY, LOCATED WITHIN 50 MILES OF THE PROJECT SITE.
 - ALL TREES SHALL BE INSPECTED BY THE LANDSCAPE ARCHITECT, AT THE NURSERY, PRIOR TO DIGGING. TREES THAT ARE ACCEPTABLE WILL BE SEALED. ALL SEALS APPLIED BY THE LANDSCAPE ARCHITECT MUST REMAIN ON THE TREES AND ARE NOT TO BE REMOVED BY THE CONTRACTOR. ALL TREES MUST HAVE SEALS IN PLACE AT TIME OF ACCEPTANCE OR WILL BE AUTOMATICALLY REJECTED. HEELED-IN TREES WILL NOT BE ACCEPTED WITHOUT PRIOR APPROVAL FROM THE LANDSCAPE ARCHITECT.
 - ALL SHRUBS 36" HEIGHT OR TALLER ARE TO BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. AN EXAMPLE SHRUB MAY BE TAGGED OR PICTURES MAY BE SUBMITTED FOR APPROVAL. ALL SHRUBS THAT DO NOT MATCH THE APPROVED EXAMPLE SHRUB IN SIZE AND FORM WILL BE REJECTED. ALL OTHER SHRUBS MUST MEET THE MINIMUM SIZES GIVEN IN THE PLANT LIST AND BE SPECIMEN QUALITY. SHRUBS THAT DO NOT MEET THESE GUIDELINES WILL BE REJECTED.
 - PLANT MATERIAL SHALL ONLY BE INSTALLED WITHIN THE FOLLOWING DATES:
 DECIDUOUS TREES AND SHRUBS: APR 1 THROUGH NOV 15
 SPRING DIG DECIDUOUS TREES: APR 1 THROUGH OCT 15
 EVERGREEN TREES AND SHRUBS: APR 1 THROUGH NOV 15
 PERENNIALS AND GROUNDCOVERS: MAY 1 THROUGH OCT 15
 - TEST TREE PITS AND PLANT BEDS FOR ADEQUATE DRAINAGE. FILL PLANT PIT WITH 12" OF WATER. IF WATER LEVEL DOES NOT DROP A MINIMUM OF ONE INCH PER HOUR, NOTIFY THE LANDSCAPE ARCHITECT OF DRAINAGE ISSUES.
 - PLANTING MIX FOR ALL PLANTINGS SHALL BE AS FOLLOWS. MIXING OF PLANTING MIX COMPONENTS SHALL BE THOROUGHLY BLENDED OUTSIDE THE PLANTING PITS, PRIOR TO PLANTING.
 TREES AND SHRUBS: 80% TOPSOIL, 10% SAND, 10% PINE FINES
 PERENNIALS AND ANNUALS: 10% TOPSOIL, 15% SAND, 15% PINE FINES
 - FOR PLANTING MIXES, SAND SHALL BE ANGULAR, COARSE SAND AND PINE FINES SHALL BE 3/8" SOUTHERN PINE BARK FINES.
 - EXCAVATE PARKING LOT ISLANDS AND CURBED PLANTERS TO A DEPTH OF 24" AND BACKFILL WITH TOPSOIL. BERTY PLANTERS AND ISLANDS TO A HEIGHT OF 6" ABOVE TOP OF CURB.
 - ALL PLANT BEDS ARE TO BE WELL SHAPED 'SPADE CUT' EDGES, 3" DEPTH, IN LINES OR IN CURVES AS SHOWN ON THE DRAWINGS.
 - THE CONTRACTOR SHALL REQUEST AN INSPECTION OF LANDSCAPE PLANTING UPON SUBSTANTIAL COMPLETION FOR "ACCEPTANCE". REQUEST MUST BE SUBMITTED TO LANDSCAPE ARCHITECT AT LEAST TEN DAYS PRIOR TO ANTICIPATED INSPECTION. UPON INSPECTION THE LANDSCAPE ARCHITECT SHALL PREPARE A PUNCH LIST OF UNACCEPTABLE OR OUTSTANDING ITEMS. AFTER THE ITEMS HAVE BEEN SATISFACTORILY COMPLETED AND REVIEWED, THE LANDSCAPE ARCHITECT WILL RECOMMEND "ACCEPTANCE".
 - ALL PLANT MATERIAL SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FROM DATE OF "ACCEPTANCE". AT OR NEAR THE END OF THE GUARANTEE PERIOD, THE CONTRACTOR SHALL REQUEST AN INSPECTION OF LANDSCAPE PLANTING FOR "FINAL ACCEPTANCE". REQUEST MUST BE SUBMITTED TO LANDSCAPE ARCHITECT AT LEAST TEN DAYS PRIOR TO ANTICIPATED INSPECTION. UPON INSPECTION THE LANDSCAPE ARCHITECT SHALL PREPARE A PUNCH LIST OF UNACCEPTABLE ITEMS. AFTER THE ITEMS HAVE BEEN SATISFACTORILY REFINISHED OR REPAIRED, REVIEWED AND APPROVED, THE LANDSCAPE ARCHITECT WILL RECOMMEND "FINAL ACCEPTANCE".



DANIEL WEINBACH & PARTNERS, LTD.
 Landscape Architects
 53 W. Jackson Blvd.
 Suite 250
 Chicago, IL 60604
 312 427-2888
 www.dwpitd.com

Revisions	
8.	
7.	
6.	REVISED PER VILLAGE COMMENTS 07/27/16
5.	REVISIONS PER OWNER 04/21/16
4.	REVISED PER VILLAGE COMMENTS 04/01/16
3.	ISSUED FOR REVIEW 02/26/16
2.	ISSUED FOR REVIEW 01/04/16
1.	ISSUED FOR OWNER REVIEW 10/06/15

Project
RETAIL DEVELOPMENT
 159TH STREET & LAGRANGE
 ORLAND PARK, ILLINOIS

Sheet Title
LANDSCAPE PLAN

Date 10/06/15	Project No. DWP 15-176
Scale 1" = 20'-0"	Sheet No. L-1.0
Drawn By EB	
Approved WS	



**PLANNING
RESOURCES INC.**

402 West Liberty Drive
Wheaton, Illinois 60187
Web: www.planres.com
P: 630.668.3788
F: 630.668.4125

Memorandum

P20129-301

To: Loy Lee, Engineer
Village of Orland Park

From: Ryan Alexander
Landscape Designer, Project Manager

Date: August 10, 2016

Subject: Retail Plaza 159th & LaGrange Road
Landscape Plan Review #3

At your request, we have reviewed the Landscape Plan submitted for the proposed Retail Plaza at 159th & LaGrange Road. Our comments are based on the Landscaping and Bufferyards Ordinance and the following documents submitted for this project:

- Landscape Plan, L-1.0 prepared by Daniel Weinbach & Partners dated 7.27.16
- Plan Commission Minutes dated 11.10.15
- Engineering Plans, dated 11.15.15, as prepared by Design Studio 24

Bufferyards

On this site, four bufferyards exist (north, south, east and west). The bufferyard widths have been reduced to function within the modified/building setback requirements.

North Bufferyard

The land use adjacent to the north bufferyard is existing retail. The required bufferyard between the planned retail building and existing retail is bufferyard “B.” Assuming a length of 140 feet, width of 10 feet, and a 30 percent ratio of evergreen trees and shrubs, the plant material requirements and proposed landscape is described as follows:

Plant Type	Required Quantity	Quantity Proposed	Difference
North Yard			
Canopy Trees* (Evergreen)	4 (1)	0	-4
Ornamental Trees	1	0	-1
Shrubs* (Evergreen)	22 (7)	12 (0)	-10

* 30% of which should be evergreen

Comments & Recommendations – Due to the reduced bufferyard width, the proposed sidewalk, and the existing post and rail fence, we recommend waiving the canopy and ornamental tree requirement.

**PLANNERS
ECOLOGISTS
LANDSCAPE
ARCHITECTS**

South Bufferyard

The land use adjacent to the south bufferyard is existing retail. The required bufferyard between the planned retail building and existing retail along an arterial road is bufferyard “C.” Assuming a length of 100 feet, width of 3 feet, and a 30 percent ratio of evergreen trees and shrubs, the plant material requirements and proposed landscape is described as follows:

Plant Type	Required Quantity	Quantity Proposed	Difference
South Yard			
Canopy Trees* (Evergreen)	5 (2)	0	-5
Ornamental Trees	2	0	-2
Shrubs* (Evergreen)	20 (6)	0	-20

* 30% of which should be evergreen

Comments & Recommendations – Due to the IDOT right-of-way along LaGrange Road, the close proximity of the building to the road, and sight triangle requirements, we recommend accepting the plan as shown.

East Bufferyard

The land use adjacent to the east bufferyard is existing General Biz. The required bufferyard between the planned retail building and existing General Biz is bufferyard “C.” Assuming a length of 260 feet, width of 4 feet 11 inches, and a 30 percent ratio of evergreen trees and shrubs, the plant material requirements and proposed landscape is described as follows:

Plant Type	Required Quantity	Quantity Proposed	Difference
East Yard			
Canopy Trees* (Evergreen)	13 (4)	0	-13
Ornamental Trees	5	0	-5
Shrubs* (Evergreen)	52 (16)	70 (0)	+18

* 30% of which should be evergreen

Comments & Recommendations – Due to the IDOT right-of-way along LaGrange Road, the close proximity of the building to the road, the bioswale, and the existing shrubs being retained, we recommend accepting the plan as shown.

West Bufferyard

The land use adjacent to the west bufferyard is COR Mixed Use District. The required bufferyard between the planned retail building and existing mixed use is bufferyard “B.” Assuming a length of 300 feet, width of 2.5 feet, and a 30 percent ratio of evergreen trees and shrubs, the plant material requirements and proposed landscape is described as follows:

Plant Type	Required Quantity	Quantity Proposed	Difference
West Yard			
Canopy Trees* (Evergreen)	10 (3)	0 (0)	-10
Ornamental Trees	3	0	-13
Shrubs* (Evergreen)	48 (14)	0 (0)	-8

* 30% of which should be evergreen

Comments & Recommendations – The bufferyard width has been reduced significantly and needs to accommodate vehicle overhang due to the reduced parking stall width. Due to the narrow width and vehicle overhang it is not feasible to meet the plant material requirements, we recommend approving the plan as shown.

Foundation Plantings

In compliance with Section 6-305 S.10, the petitioner has provided a minimum 10-foot-wide landscape area fronting 70 percent of the sides of the proposed buildings. The plantings consist of a mixture of deciduous shrubs, evergreen shrubs, ornamental trees, ornamental grasses and a bioswale. We recommend accepting the plans as shown.

Parkway Trees

Due to the IDOT right-of-way no trees are required along LaGrange Road or 159th Street.

Parking Lot/Landscape Islands

The ordinance requires one landscaped island for every seven parking spaces, resulting in nine required islands for this site. Each island is required to have one canopy tree and a minimum of one shrub per island, for a minimum of 9 required canopy trees and 9 shrubs. The petitioner has not provided adequate parking islands; however due to the constraints of the site we recommend approval of the plan as shown including 4 canopy trees and 30 shrubs.

Screening of Trash Enclosures/Utilities

The petitioner has indicated the location of one trash enclosure on the landscape plan. The petitioner has provided the appropriate screening for the enclosure by using masonry building material and plant material.

Tree Preservation

No existing trees are located onsite; therefore, no mitigation is required.

Detention/Retention

Per Plan Commission minutes dated November 10, 2015, detention is not required for this property because it is currently developed at 100% lot coverage.

Wetlands

To our knowledge there are no wetlands on the site and that the Village has documentation supporting this.

Recommendation

Based on the aforementioned memos and plans, we recommend accepting the Landscape Plans prepared by Design Collective dated April 13, 2012 based on the following conditions.

Please submit the following to Loy Lee at the Village of Orland Park. Your project will then be placed on the next Village Board meeting for Consent Agenda Approval.

- 1 full size set of drawings
- 1 reduced size set (no larger than 11x17)

Drawings may be submitted electronically in PDF format to LLee@orland-park.il.us

End of Comments.

REQUEST FOR ACTION REPORT

File Number: **2016-0566**
Orig. Department: **Development Services Department**
File Name: **Addition to Grasslands - Property Annexation Ordinance**

BACKGROUND:

On May 2, 2016, the Village Board adjourned a public hearing on the annexation agreement for the proposed Addition to Grasslands Subdivision located at 11249 167th Street and 16740 Wolf Road in unincorporated Cook County. The petitioner requests annexation of the property into the Village of Orland Park in order to develop an 8 lot, 16 unit, duplex residential subdivision.

On May 16, 2016, the Village Board authorized that the Annexation Agreement for Addition to Grasslands Subdivision be entered into and executed by the Village, which has now been completed.

This is now before the Village Board for consideration of an ordinance for the annexation of the property.

BUDGET IMPACT:

REQUESTED ACTION:

I move to pass Ordinance Number_____, entitled: AN ORDINANCE ANNEXING PROPERTY (ADDITION TO GRASSLANDS - 11249 WEST 167TH STREET AND 16740 WOLF ROAD)

AN ORDINANCE ANNEXING PROPERTY (ADDITION TO GRASSLANDS – 11249 WEST 167TH STREET AND 16740 WOLF ROAD)

BE IT ORDAINED by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois:

SECTION 1

That this President and Board of Trustees find as follows:

- (a) A Petition has been filed with the Village Clerk and presented in proper form to the President and Board of Trustees of the Village of Orland Park, requesting that the territory described in Section 2 of this Ordinance be annexed to the Village of Orland Park, Cook and Will Counties, Illinois.
- (b) Such Petition was signed by all of the owners of record of such territory, there being no electors residing on said territory.
- (c) Such territory is not within the corporate limits of any municipality but is contiguous to the Village of Orland Park, Cook and Will Counties, Illinois, a municipality existing under the laws of the State of Illinois.
- (d) That the Village of Orland Park, Cook and Will Counties, Illinois, does not provide fire protection service, and the territory herein described is not located in a public library district.
- (e) Notice of the proposed annexation has been given to the Orland Township, Cook County, Commissioner of Highways.

SECTION 2

That the territory legally described as follows:

THE EAST 570.78 FEET OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 30, TOWNSHIP 36 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN (EXCEPT THAT PART LYING SOUTH OF THE NORTHERN LINE OF LOTS 88 AND 91 IN THE GRASSLANDS SUBDIVISION, AS MONUMENTED AND OCCUPIED ACCORDING TO THE PLAT THEREOF RECORDED FEBRUARY 20, 1996 AS DOCUMENT NUMBER 96129697, AND ALSO EXCEPTING THEREFROM THE NORTH 50 FEET OF THE EAST 110 FEET CONVEYED TO THE STATE OF ILLINOIS BY DOCUMENT NUMBER 89447048) IN COOK COUNTY, ILLINOIS.

Property Tax Identification Numbers for the Subject Property are 27-30-201-007 and -019

be and the same is hereby annexed to the Village of Orland Park, Cook and Will Counties, Illinois, all in conformance with and as shown on a plat and map of annexation of said territory prepared by a registered land surveyor of the State of Illinois, attached hereto and made a part hereof as EXHIBIT A.

SECTION 3

That the Village Clerk is hereby and herewith instructed to record with the Recorder of Deeds of Cook County, Illinois, and to file with the County Clerk of Cook County, Illinois:

- (a) a copy of this Ordinance certified as correct by the Clerk of said Village of Orland Park; and
- (b) a plat of the land included in this annexation, as required by law, said plat to be attached to the aforesaid certified copy of this Ordinance.

SECTION 4

That this Ordinance shall be in full force and effect from and after its adoption and approval as required by law.

PLAT OF ANNEXATION

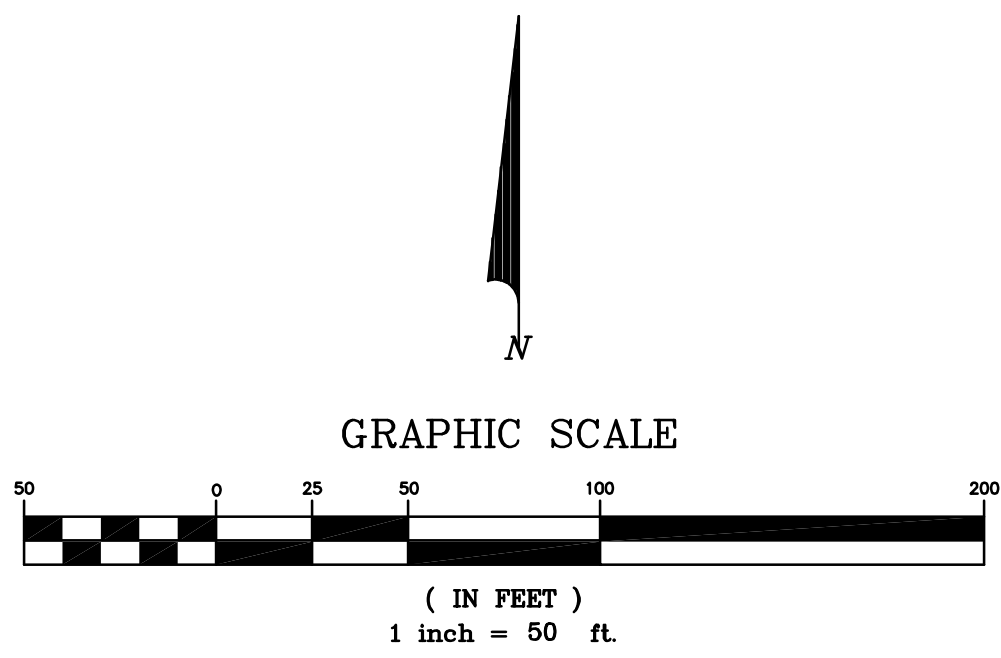
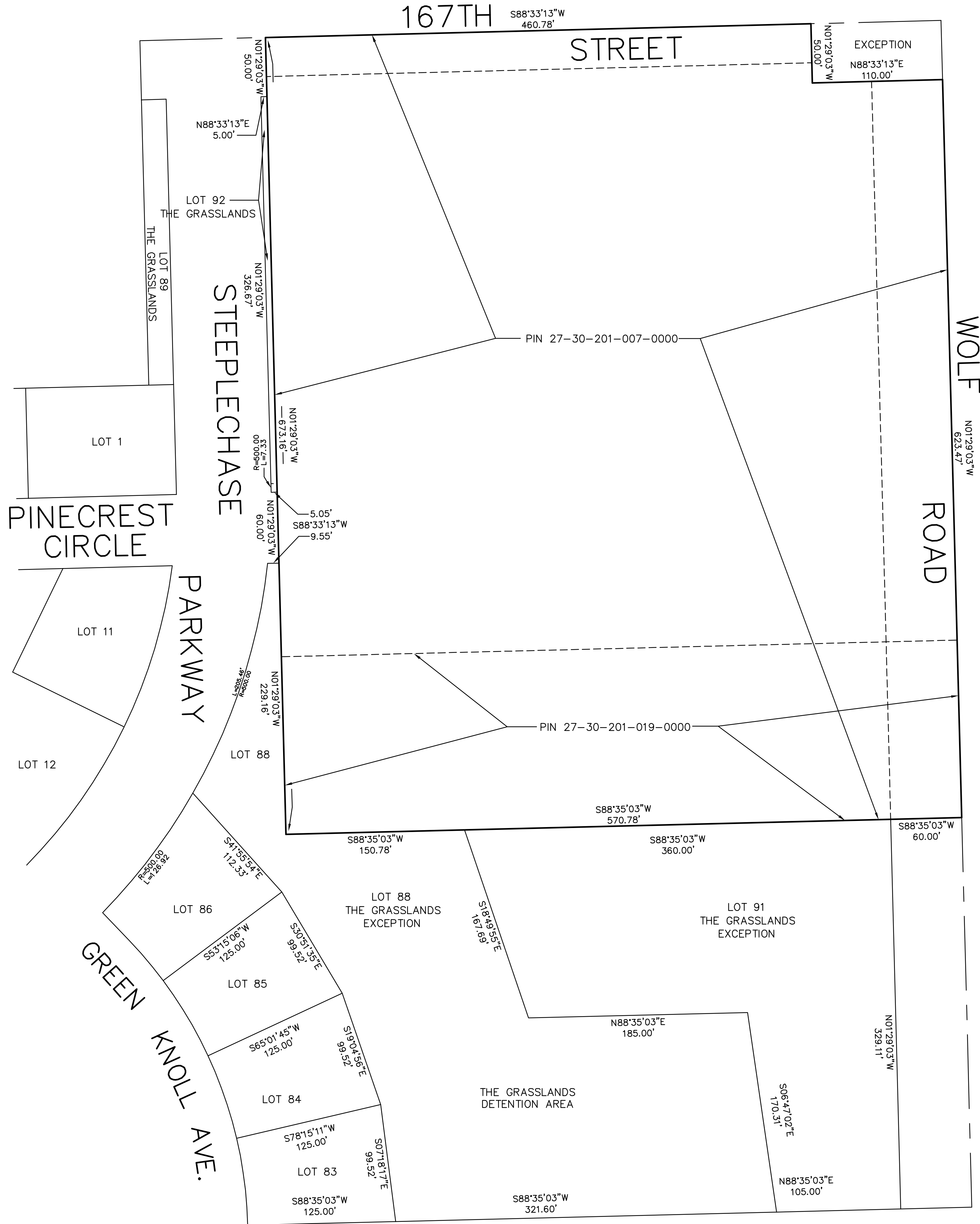
TO THE VILLAGE OF ORLAND PARK

11249 W. 167TH STREET, ORLAND PARK, ILLINOIS

LEGAL DESCRIPTION:

THE EAST 570.78 FEET OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 30, TOWNSHIP 36 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, (EXCEPT THAT PART LYING SOUTH OF THE NORTHERN LINE OF LOTS 88 AND 91 IN THE GRASSLANDS SUBDIVISION, AS MONUMENTED AND OCCUPIED ACCORDING TO THE PLAT THEREOF RECORDED FEBRUARY 20, 1996 AS DOCUMENT NUMBER 96129697, AND ALSO EXCEPTING THEREFROM THE NORTH 50 FEET OF THE EAST 110 FEET CONVEYED TO THE STATE OF ILLINOIS BY DOCUMENT NUMBER 89447048) IN COOK COUNTY, ILLINOIS.

PINs 27-30-201-007-0000 AND 27-30-201-019-0000



SURVEYORS CERTIFICATE

STATE OF ILLINOIS)
)SS
 COUNTY OF WILL)

I, MATTHEW DUNN, ILLINOIS PROFESSIONAL LAND SURVEYOR NUMBER 035-003107 DO HEREBY CERTIFY THAT I HAVE PREPARED THE PLAT HERON DRAWN FROM PREVIOUS PLATS AND RECORDS FOR THE PURPOSE OF ANNEXING THE SAME AS SHOWN IN THE ABOVE DEPICTION. DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND BEARINGS ARE DERIVED FROM STATE PLANE COORDINATES AS MEASURED IN THE FIELD.

DATED: AUGUST 3RD, 2015

ILLINOIS PROFESSIONAL LAND SURVEYOR #035-003107
 MY LICENSE EXPIRES NOVEMBER 20, 2016



NOTE: PLEASE RETURN ONE RECORD COPY TO:
 MATTHEW DUNN P.E., P.L.S.
 LINCOLNWAY ENGINEERING AND LAND SURVEYING LTD.
 846 REGENT ST.
 NEW LENOX, IL 60451

LESL NO. 150501

PREPARED BY:
LINCOLNWAY
 ENGINEERING AND LAND SURVEYING LTD.
 846 REGENT STREET, NEW LENOX, IL. 60451
 PHONE (630)301-1325

DATE: August 15, 2016

REQUEST FOR ACTION REPORT

File Number: **2016-0383**
Orig. Department: **Development Services Department**
File Name: **Vrdolyak Residence Rezoning**

BACKGROUND:

On August 1, 2016 the Village Board of Trustees approved 7 - 0 the rezoning of the parcel addressed 14660 108th Avenue from E-1 Estate Residential District to R-1 Residential District.

This is now before the Village Board for consideration of the ordinance.

BUDGET IMPACT:

REQUESTED ACTION:

I move to pass Ordinance Number_____, entitled: ORDINANCE REZONING CERTAIN REAL ESTATE FROM E-1 ESTATE RESIDENTIAL DISTRICT TO R-1 RESIDENTIAL DISTRICT (14660 108TH AVENUE).

..T

ORDINANCE REZONING CERTAIN REAL ESTATE FROM E-1 ESTATE RESIDENTIAL DISTRICT TO R-1 RESIDENTIAL DISTRICT (14660 108TH AVENUE)

.. B

WHEREAS, an application seeking to rezone a parcel currently zoned E-1 Estate Residential District to R-1 Residential District has been filed with the Village Clerk of this Village and has been referred to the Plan Commission of this Village and has been processed in accordance with the Land Development Code of the Village of Orland Park, as amended; and

WHEREAS, the Plan Commission of this Village held a public hearing on June 28, 2016, on whether the requested rezoning should be granted, at which time all persons present were afforded an opportunity to be heard; and

WHEREAS, a public notice in the form required by law was given of said public hearing by publication not more than 30 days nor less than 15 days prior to said hearing in the Orland Park Prairie, a newspaper published in the Village; and

WHEREAS, the Plan Commission of this Village has filed its report of findings and recommendations that the requested rezoning be granted with this President and Board of Trustees, and this Board of Trustees has duly considered said report and findings and recommendations.

NOW THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

SECTION 1

The report of the Plan Commission of this Village is herein incorporated by reference, as completely as if fully recited herein. All exhibits submitted at the aforesaid public hearing are also incorporated by reference into this Ordinance. The Board of Trustees find that the proposed rezoning is in the public good and in the best interests of the Village and its residents, and is consistent with and fosters the purposes and spirit of the Land Development Code of the Village of Orland Park, as set forth in Section 1-102 thereof.

SECTION 2

In addition to the findings set forth in Section 1 hereof, this Board of Trustees further finds in relation to the rezoning and subdivision as follows:

(a) The Subject Property is located at 14660 108th Avenue and is zoned E-1 Estate Residential District. It is approximately 1.0 acre in size and is currently undergoing construction of a single-family home. Petitioner seeks to rezone the Subject Property from E-1 Estate Residential to R-1 Residential District. In rezoning to R-1 Residential District, the Subject Property would mirror the current zoning of adjacent parcels, which are zoned R-1 Residential District to the north and

west (single-family residential homes – Crystal Ridge Subdivision) and R-4 Residential District to the east (single-family residential homes – Crystal Tree Subdivision).

(b) The rezoning will allow the homeowner to build a larger single-family house and associated accessory structures, which will allow the homeowner to fully utilize his property and increase the value of the property for surrounding single-family homeowners. Therefore, there is no concern that the rezoning will diminish the property value or impose a hardship on the property owner.

(c) The proposed rezoning is compatible with the Comprehensive Land Designation and the immediate surrounding area, as it will continue the trend of R-1 Residential District zoning in the immediate vicinity.

SECTION 3

The Orland Park Land Development Code, as amended, be further amended by reclassifying and rezoning the following described real estate:

THE EAST 316.68 FEET OF THE SOUTH 163.35 FEET (EXCEPT THE EAST 50 FEET THEREOF) OF THE NORTHWEST 1/4 OF SECTION 8, TOWNSHIP 36 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PIN: 27-08-100-060-0000

from E-1 Estate Residential District to R-1 Residential District under the Code, as amended, subject to the following conditions:

1. Petitioner submits a revised site and engineering plan to the Building Division for review and approval.
2. Petitioner meets all building and engineering related items.

SECTION 6

The zoning map of the Village of Orland Park, Cook and Will Counties, Illinois, be amended so as to be in conformance with the granting of the with the rezoning as aforesaid.

SECTION 7

This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

SECTION 8

The Village Clerk is hereby ordered and directed to publish this Ordinance in pamphlet form, said pamphlet to be deposited in the office of the Village Clerk for general distribution.

REQUEST FOR ACTION REPORT

File Number: **2015-0520**
Orig. Department: **Development Services Department**
File Name: **Addition to Grasslands - Rezoning Ordinance**

BACKGROUND:

On January 18, 2016, the Village Board approved a rezoning, site plan, elevations, subdivision, and variances for Grasslands Addition Subdivision located at 11249 167th Street and 16740 Wolf Road, which allows for the construction of an 8-lot 16-unit duplex subdivision, and is subject to conditions as stated in the ordinance.

This is now before the Village Board for consideration of the ordinance.

BUDGET IMPACT:

REQUESTED ACTION:

I move to pass Ordinance Number_____, entitled: ORDINANCE REZONING CERTAIN REAL ESTATE FROM E-1 ESTATE RESIDENTIAL DISTRICT TO R-4 RESIDENTIAL DISTRICT AND GRANTING CERTAIN VARIANCES (ADDITION TO GRASSLANDS - 11249 WEST 167TH STREET AND 16740 WOLF ROAD)

ORDINANCE REZONING CERTAIN REAL ESTATE FROM E-1 ESTATE
RESIDENTIAL DISTRICT TO R-4 RESIDENTIAL DISTRICT AND GRANTING
CERTAIN VARIANCES (ADDITION TO GRASSLANDS – 11249 WEST 167TH
STREET AND 16740 WOLF ROAD)

WHEREAS, a petition for rezoning of certain real estate, as set forth below, has been filed with the Village Clerk of this Village and said petition has been referred to the Plan Commission of this Village and has been processed in accordance with the Land Development Code of the Village of Orland Park as amended; and

WHEREAS, said Plan Commission of this Village held a public hearing on December 8, 2015 on whether the requested rezoning and variances should be granted, at which time all persons present were afforded an opportunity to be heard; and

WHEREAS, a public notice in the form required by law, was given of said public hearing by publication not more than 30 days nor less than 15 days prior to said meeting in the Orland Park Prairie, a newspaper published in the Village; and

WHEREAS, the Plan Commission of this Village has filed its report of findings and recommendations that the requested rezoning be granted with this President and Board of Trustees, and this Board of Trustees have duly considered said report and findings and recommendations;

NOW THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

SECTION 1

The report and findings and recommendations of the Plan Commission of this Village regarding the proposed rezoning is herein incorporated by reference as the findings of this President and Board of Trustees, as completely as if fully recited herein at length. All exhibits submitted at the aforesaid public hearing are also hereby incorporated by reference as fully as if attached hereto. This President and Board of Trustees further finds that the proposed rezoning and variances are in the public good and in the best interests of the Village and its residents and is consistent with and fosters the purposes and spirit of the Orland Park Land Development Code as set forth in Section 1-102 thereof. Said rezoning is also in accordance with the provisions of the Comprehensive Land Use Plan of the Village.

SECTION 2

The Orland Park Land Development Code, as amended, be further amended by reclassifying and rezoning the following described real estate:

THE EAST 570.78 FEET OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 30, TOWNSHIP 36 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN (EXCEPT THAT PART LYING SOUTH OF THE NORTHERN LINE OF

LOTS 88 AND 91 IN THE GRASSLANDS SUBDIVISION, AS MONUMENTED AND OCCUPIED ACCORDING TO THE PLAT THEREOF RECORDED FEBRUARY 20, 1996 AS DOCUMENT NUMBER 96129697, AND ALSO EXCEPTING THEREFROM THE NORTH 50 FEET OF THE EAST 110 FEET CONVEYED TO THE STATE OF ILLINOIS BY DOCUMENT NUMBER 89447048) IN COOK COUNTY, ILLINOIS.

Property Tax Identification Numbers for the Subject Property is 27-30-201-007 and -019 (the "Subject Property"),

from E-1 Estate Residential District to R-4 Residential District under the Orland Park Land Development Code, as amended.

SECTION 3

The following variances are hereby granted:

- 1) The detention pond setback is reduced from 25 feet to as little as 0 feet;
- 2) Reduce required flat maintenance strip from 15 feet to as little as 0 feet;
- 3) Reduce required cul-de-sac diameter from 120 feet to 110 feet; and
- 4) Reduce required 50 foot wetland setback.

SECTION 4

The zoning map of the Village of Orland Park, Cook and Will Counties, Illinois, be amended so as to be in conformance with the rezoning as aforesaid.

SECTION 5

This Ordinance shall be in full force and effect from and after its adoption and approval as required by law.

REQUEST FOR ACTION REPORT

File Number:	2016-0582
Orig. Department:	Public Works Department
File Name:	Carpet and Tile Purchase and Installation (Parks Administration Building) - Proposal

BACKGROUND:

The flooring in the Parks Administration Building (formerly the John Humphrey Maintenance Building) is in need of replacement. The existing flooring is over 20 years old and has been heavily used throughout the years. Recent remodeling to accommodate Parks Department staff has also created significant voids. Staff recommends replacing the existing older vinyl flooring and office carpeting with Vinyl Composite Tile (VCT) and Carpet Tiles. VCT is known for its sturdiness and is highly preferred in commercial and institutional areas. Carpet tile square sections can be easily removed and replaced if damaged and stained beyond cleaning. To facilitate the replacement of the flooring, staff solicited and received three (3) bids for the purchase and installation of tile and carpeting for the Parks Administration Building.

Estimates were received from Mr. David's Flooring International of Itasca, IL for \$12,750.00, Carpet Interiors of Orland Park, IL for \$9,400.00, with the lowest proposal from Sherlock's Carpet & Tile of Orland Park, IL for \$7,375.00.

Staff recommends that the proposal from Sherlock's Carpet & Tile be accepted for the purchase and installation of new flooring in the Parks Administration Building. Additionally, to accommodate for any unforeseen issues in the subflooring once the carpet and existing tile is fully removed, staff recommends adding a contingency of \$2,000.00 to this project, bringing the total cost of the project to \$9,375.00.

To expedite this work, this agenda item has been sent directly to the Village Board for approval.

BUDGET IMPACT:

Funds to complete this project are available in account 010-1700-443100 (project code CP-1120) at a cost not to exceed the board approved amount.

REQUESTED ACTION:

I move to approve accepting the proposal from Sherlock's Carpet & Tile of Orland Park, IL for the Carpet and Tile Purchase and Installation for the Parks Administration Building at a cost not to exceed \$9,375.00.



Sherlock's Carpet & Tile

"Your Complete Floor Covering Store"

NAME Village of Orland Park attn Dennis SALES DATE 8-4-2016
 ADDRESS 14671 West Ave INSTALLATION DATE _____
 CITY & STATE Orland Park, IL ZIP CODE 60462
 HOME PHONE 708-362-2369 CELL PHONE _____
 E-MAIL ADDRESS dwokurka@orlandpark.org INTERIOR DESIGNER JERRY SVEC
 INSTALL ADDRESS _____ CITY TOM ULLSPERGER

DELIVERY <input type="checkbox"/>		PICK-UP <input type="checkbox"/>		INSTALLATION <input type="checkbox"/>	
ROOM	SIZE	NAME & STYLE	SQ. FT.	PRICE	AMOUNT
		Shaw Eco Solutions Premium Care Tile	91 sq yd		
		59455 Focus Tile			
		Color 54505 Freedom			
		Glue down install			
		4 in Black Cove installed	232 lf		
		VCT installed	945sq ft		
		Remove underlayment			
		Remove VCT			
		Furnish and install underlayment			
			SUBTOTAL		\$7375.00
** Prices Quoted Good For 60 Days **			TAX ON MATERIAL ONLY		exempt
			TOTAL AMOUNT		\$7375.00
			DOWN PAYMENT		
			UNPAID BALANCE		
Buyer agrees that if collection becomes necessary, full costs of collection including reasonable collection fees, etc., shall be paid by the buyer in addition to full invoice amount.			COD	Terms:	

SIGNED:

BUYER

JERRY SVEC

SELLER

7110 W. 157th STREET ORLAND PARK, IL 60462
 (708) 429-0440 FAX (708) 429-7610
www.sherlockscarpet.com

REQUEST FOR ACTION REPORT

File Number:	2016-0589
Orig. Department:	Development Services Department
File Name:	Village Code - Title 1, Chapter 13 Economic Development Loan Program Funds - Ordinance

BACKGROUND:

The Village established the Economic Development Revolving Loan fund in 1987 as an incentive for businesses to locate or expand in Orland Park. In 2009, the program was again modified to make it more attractive and less restrictive. However, the premise remained the same, funds were to be used for "gap" financing where without Village assistance (but-for) the project would not be feasible. Even with these changes, the program has not been highly utilized because the majority of projects are able to secure financing without Village assistance at a similar interest rate.

Staff has been working with the Mayor's office on development of new programs/initiatives that could be targeted more towards smaller businesses or unique niches. These new programs are still being researched and developed and will be presented to the Village Board at a later date. Additionally, with the new branding and marketing initiative, staff has been focusing on creating a holiday destination for our existing businesses that rely heavily on holiday shoppers. The proposed ordinance language allows for the uses of the funds for other programs and initiatives with approval of the Village Board. It is anticipated these excess funds could be used for these other initiatives.

The program currently has over \$1 Million in available funds with an additional \$595,314 in outstanding loan payment receivables. There are only two loans that are still outstanding. Additional changes to the existing program will be presented to the Village Board in the near future.

BUDGET IMPACT:

REQUESTED ACTION:

I move to pass Ordinance Number _____, entitled: AN ORDINANCE AMENDING TITLE 1, CHAPTER 13 OF THE ORLAND PARK VILLAGE CODE IN REGARD TO THE REDIRECTION AND USE OF FUNDS DESIGNATED FOR THE VILLAGE ECONOMIC DEVELOPMENT LOAN PROGRAM

..T

AN ORDINANCE AMENDING TITLE 1, CHAPTER 13 OF THE ORLAND PARK VILLAGE CODE IN REGARD TO THE REDIRECTION AND USE OF FUNDS DESIGNATED FOR THE VILLAGE ECONOMIC DEVELOPMENT LOAN PROGRAM

..B

WHEREAS, by Ordinance No. 1648 adopted by the Board of Trustees on February 25, 1987, there was created an Economic Development Loan Program through which, following established criteria, loans of Village funds were made available to new and established Village businesses in order to accelerate and enhance employment opportunities and private investment in those businesses toward increasing and strengthening the economic base of the Village; and

WHEREAS, the Village funds designated for this Economic Development Loan Program have not of late served their purpose due to a lack of qualified loan applications, and said funds could be better utilized to promote and market the economic opportunities to be found within the Village.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

SECTION 1:

The above recitals are incorporated herein by reference as though fully set forth herein.

SECTION 2:

Title 1, Chapter 13 of the Orland Park Village Code is hereby amended by adding a new Section 1-13-4 thereto, which shall read in its entirety as follows:

“1-13-14 ADDITIONAL USES OF ECONOMIC DEVELOPMENT LOAN PROGRAM FUNDS

Funds currently available and designated for the Economic Development Loan Program may be utilized and expended for economic development purposes, other than loans to new and established businesses, at the discretion and approval of the Village Board of Trustees.”

SECTION 3:

If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4:

This Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

REQUEST FOR ACTION REPORT

File Number:	2016-0585
Orig. Department:	Development Services Department
File Name:	Holiday Decor and Branding Program - Artistic Holiday Designs

BACKGROUND:

In June, the Village issued a RFQ for holiday lighting and decoration design. This was done to begin the next phase of marketing and promotion of the entire Village of Orland Park, with consideration given to the following:

- Existing condition and age of the current holiday inventory and lights
- Substantial completion of the Lagrange Road Reconstruction
- Completion of Phase II of the Downtown (UCMC, Parking Deck and Orland Crossings)
- Finalization and implementation of the Village's new Branding and Wayfinding Program
- Village's strong commitment to assist existing businesses with growth in sales and customers
- Continued emphasis on Orland Park as a regional destination for shopping, dining and entertainment

The Village received four submittals and conducted interviews. The selection team consisted of staff from the Village Manager's Office, Finance and Development Services. Each of the proposals were evaluated based on work experience with other governmental entities, similar projects, experience of the project team, overall completeness and understanding of Village's goals, as well as interviews. The team unanimously selected Artistic Holiday Designs. Artistic Holiday Designs has extensive experience in both public and private holiday lighting designs, including customized and interactive displays. Clients include Rosemont, Wheeling, New Lenox, Carmel In., El Paso Tx., Virginia Beach and others. The contract includes a three year warranty. The light life expectancy is 5-11 years; however, even after this, the frames and structure will last longer as they are aluminum. Re-lighting of the décor when the electrical becomes old can be done for a fraction of the replacement cost.

Village staff has attached a preview of the proposed design for Orland Park, which includes not only lights but large scale interactive displays. The Village's new logo will also be incorporated into the street pole décor, as brand implementation continues throughout the community. It is anticipated that implementation will be multi-year, as the LaGrange Road project is completed. Please note that LaGrange is not included in this first phase. Staff will continue to finalize the design for LaGrange Road with Artistic Holiday Design and bring the final design back to the Village Board prior to the 2017 holiday season.

BUDGET IMPACT:

The proposed cost for initial roll out and implementation is \$587,264.97, payable over three years. The breakdown is as follows:

\$437,210.01 - Holiday Decor (Downtown, 143rd Street, Ravinia, and Village Center)

\$42,902.50 - Tree Lighting (178 trees)

\$107,152.46 - Labor, Installation, take down and storage (This includes installation of existing décor used to decorate Centennial Park.)

The terms of the contract are as follows:

2016 Payable - \$207,305.84 + installation

2017 Payable - \$136,403.34

2018 Payable - \$136,403.34

2019 Payable - \$1.00 buyout

There is currently \$67,000 included in the FY2016 budget for holiday décor. Additional funding needed for this project is available in the Economic Development Loan Program account; however, a budget adjustment is necessary as this purchase will increase the overall FY2016 expenditures of the Village's General Fund.

REQUESTED ACTION:

I move to approve a budget adjustment in the amount of \$520,265

And

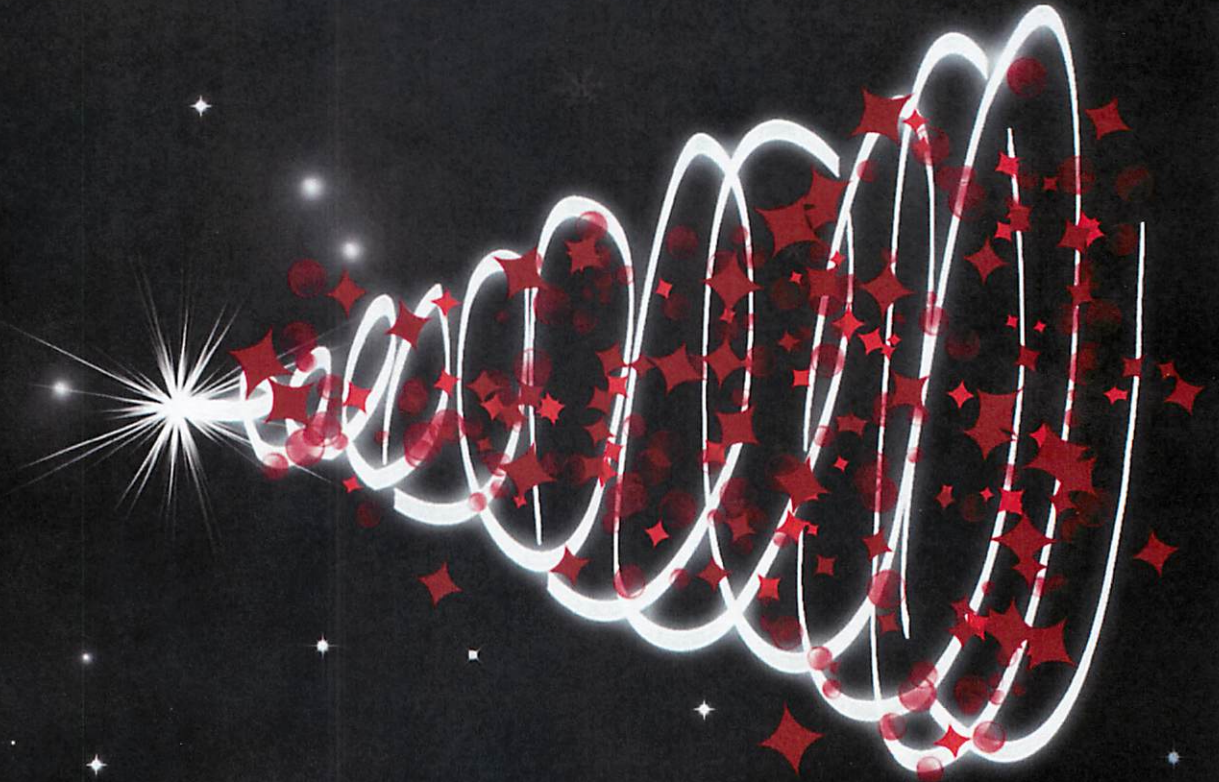
The contract with Artistic Holiday Designs, in the amount of \$587,265 (payable as outlined above).

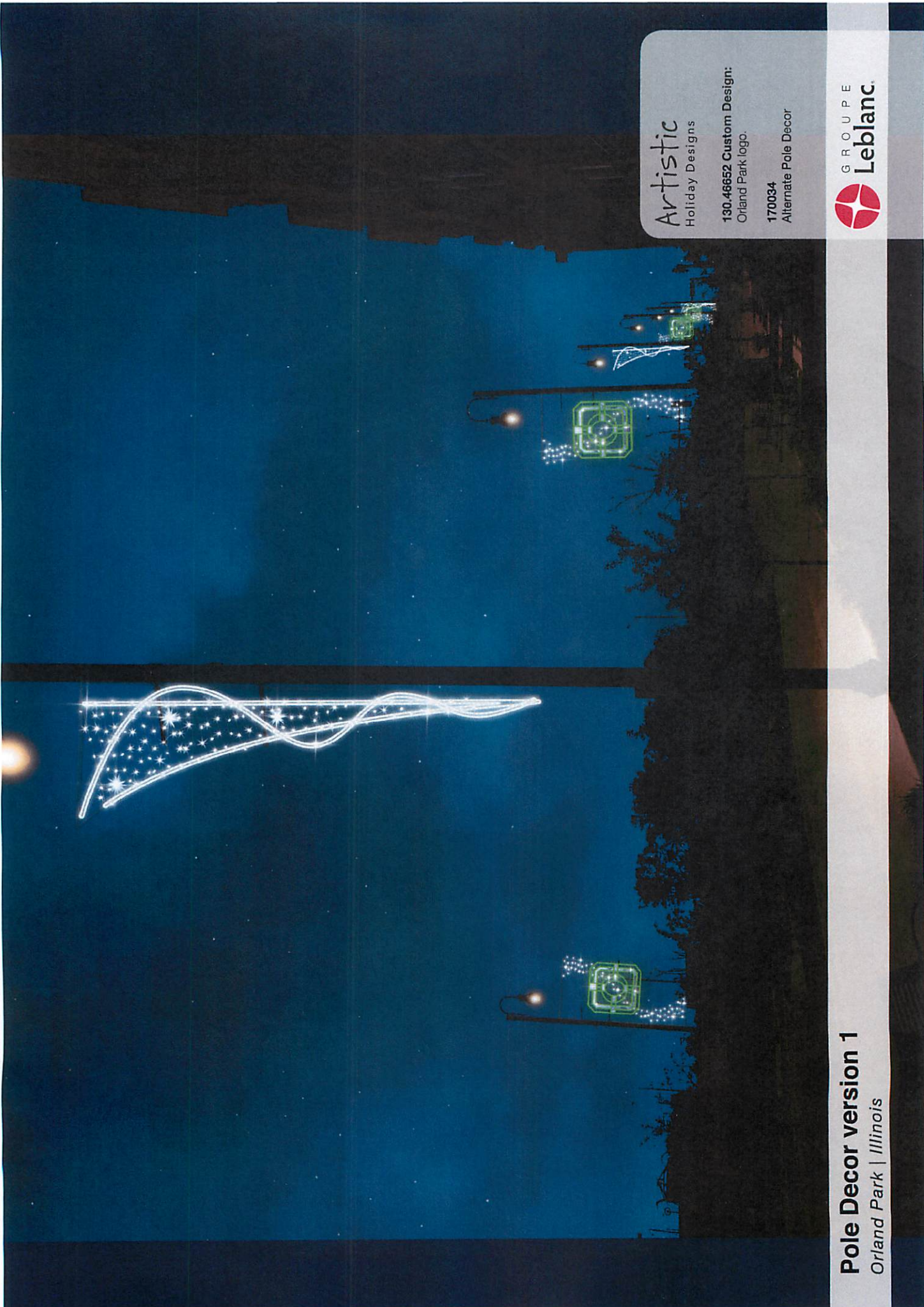


GROUPE
Leblanc

Orland Park, Illinois
Design Updates 7/22/16

Artistic
Holiday Designs





Artistic
Holiday Designs

130.46652 Custom Design:
Orland Park logo.

170034
Alternate Pole Decor



Pole Decor version 1
Orland Park | Illinois



Artistic
Holiday Designs

170034
Alternate Pole Decor
Pure White



Pole Decor version 1 - Pure
Orland Park | Illinois



Artistic
Holiday Designs

170034
Alternate Pole Decor
Pure White and Green



Pole Decor version 1 - Pure & Green
Orland Park | Illinois



Artistic
Holiday Designs

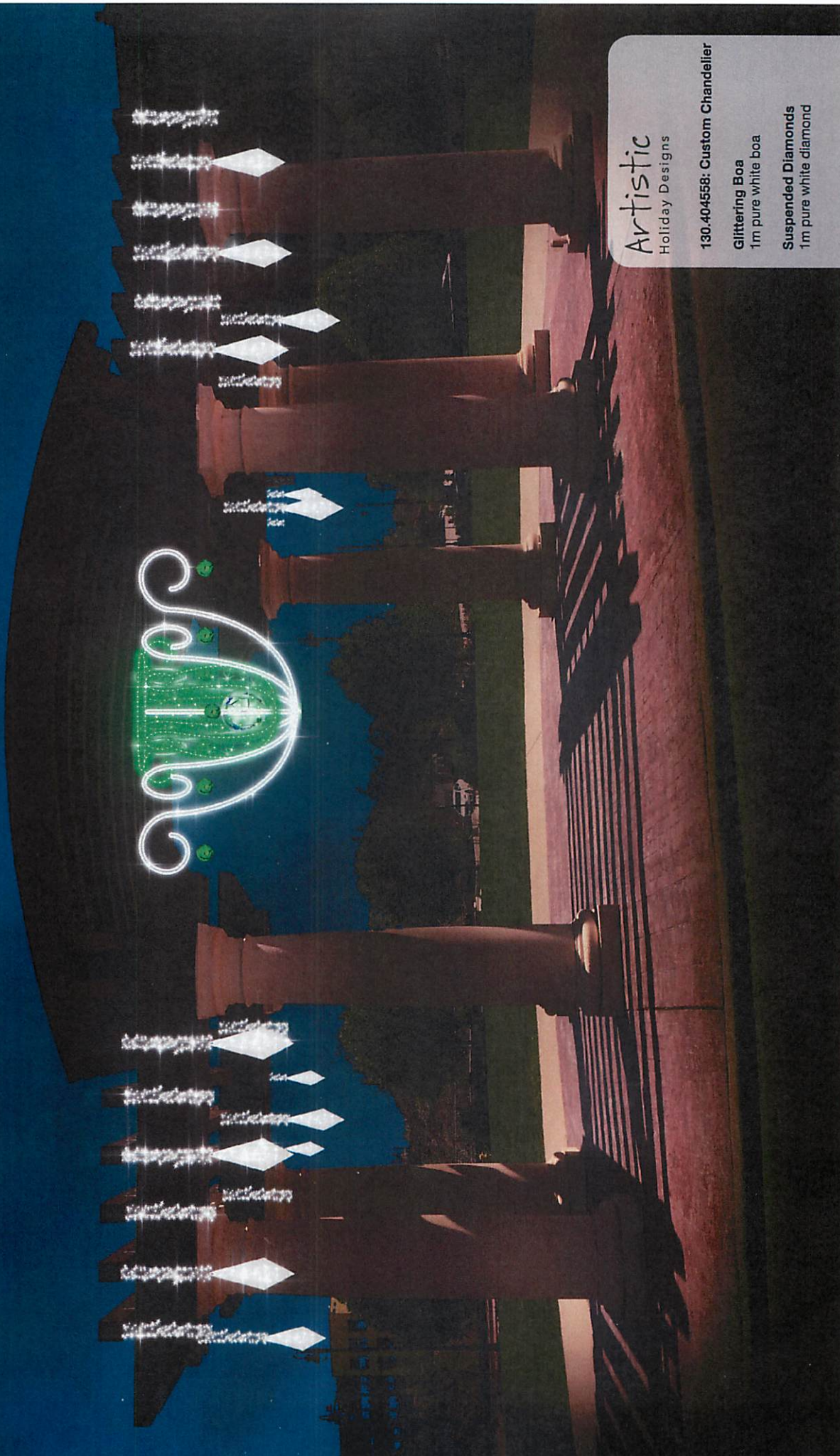
170034
Alternate Pole Decor

ESP6685:
Street Crossing pole decor - 3m

201539: Manon Tree
4 sided in pure white with blue ornaments

143rd st. street crossing - version 1
Orland Park | Illinois





Artistic
Holiday Designs

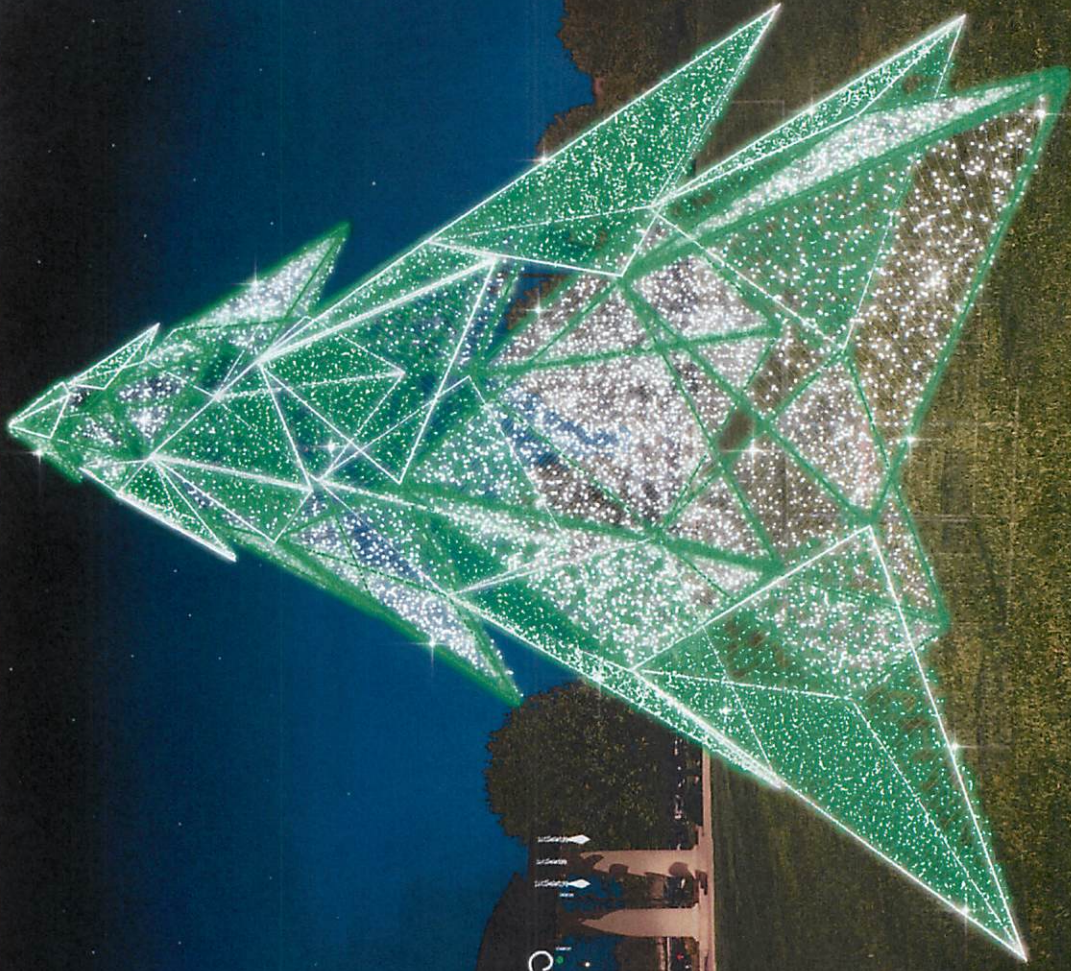
130.404558: Custom Chandelier

Glittering Boa
1m pure white boa

Suspended Diamonds
1m pure white diamond

GROUPE
Leblanc.

Train Station Pergola
Orland Park | Illinois



Artistic
Holiday Designs

201521: Origami Tree
H 8.3m x W 8m



Park Center
Orland Park | Illinois



Artistic
Holiday Designs

201539: Manon tree
4 panels in pure white with red ornaments.

LED Grapevine Sphere:
36 inch sphere wrapped in red mini lights.



Ravinia: Corner monument - Traditional
Orland Park | Illinois



Artistic
Holiday Designs

LED Diamond:
Pure white Diamond hanging from boa

LED Boa:
Pure white decor (glittering)

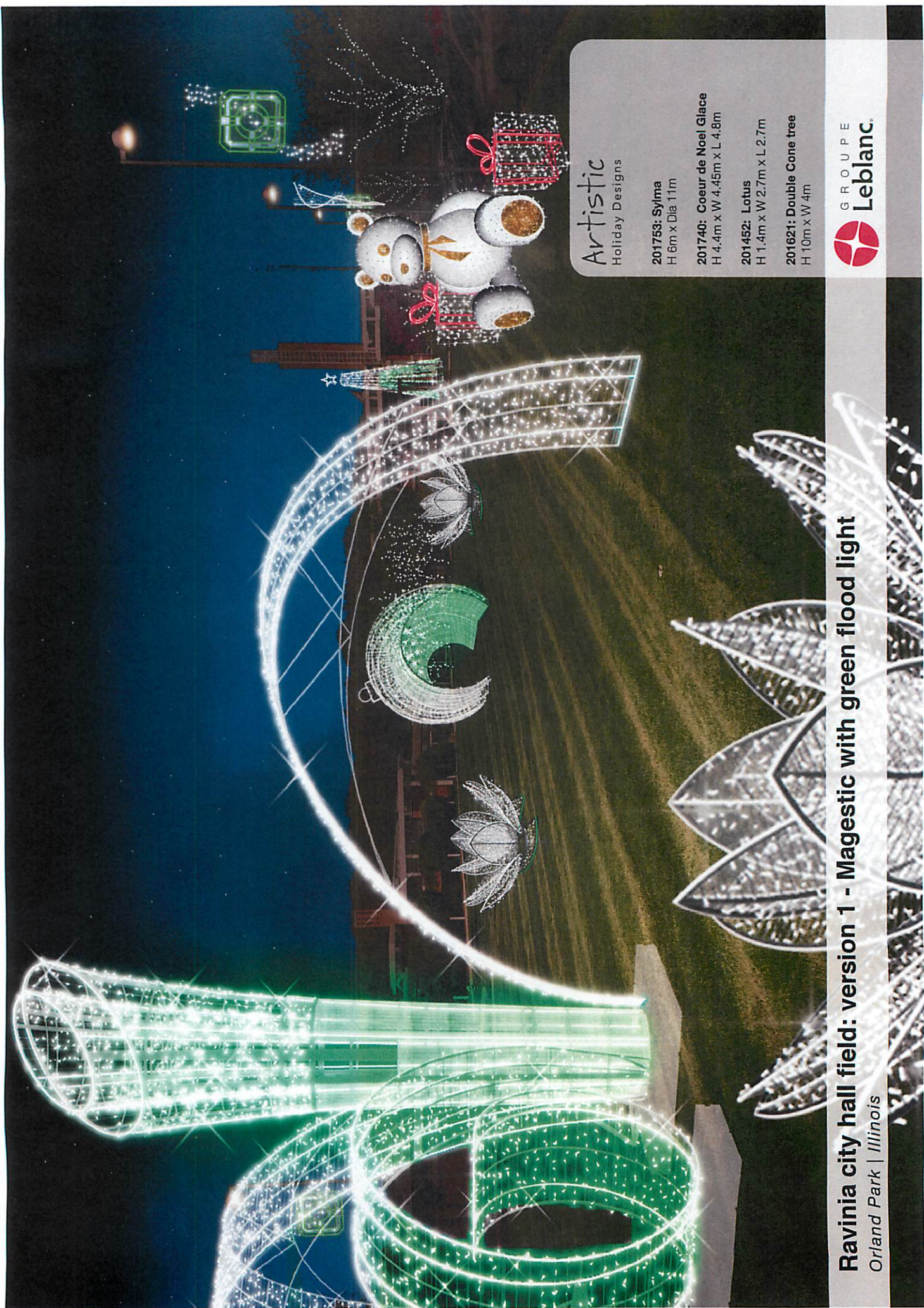
LED Grapevine Sphere:
Grapevine sphere made to order in any size. Apply any color LED lights to it. Secure in pot

LED Curtain Lights:
Box frame windows for unique curtain light effect

LED pure white mini lights:
Canopy tree lighting

Ravinia Drive- Village hall tree (version 3)

Orland Park | Illinois



Artistic
Holiday Designs

201753: Sylma
H 6m x Dia 11m

201740: Coeur de Noel Glace
H 4.4m x W 4.45m x L 4.8m

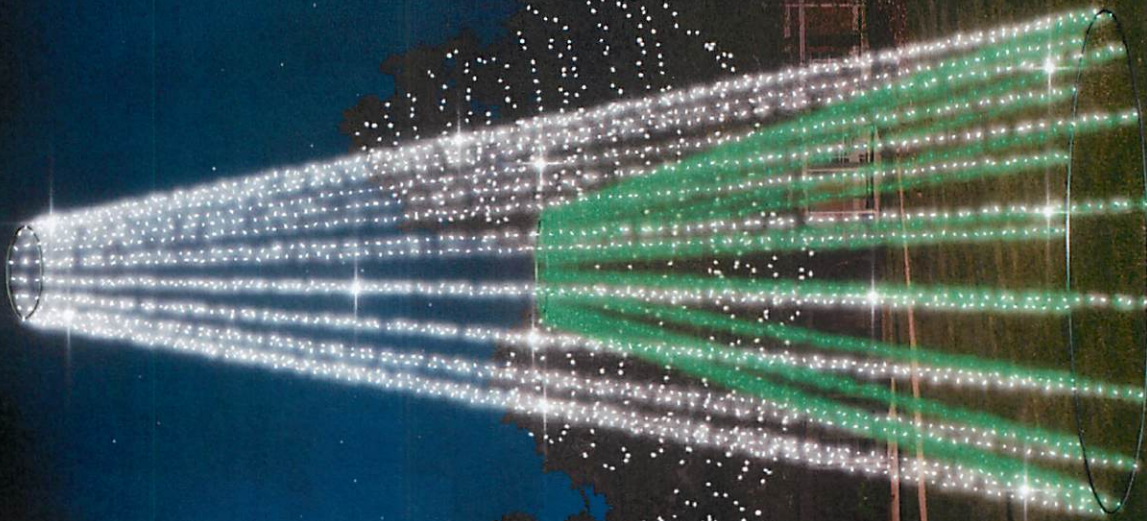
201452: Lotus
H 1.4m x W 2.7m x L 2.7m

201621: Double Cone tree
H 10m x W 4m

Ravinia city hall field: version 1 - Magestic with green flood light

Orland Park | Illinois





Artistic
Holiday Designs

201621: Double Cone tree
H 10m x W 4m

LED pure white mini lights:
Canopy wrap tree lighting



GROUPE
Leblanc

Ravinia left of City Hall: Version 1

Orland Park | Illinois

Installation

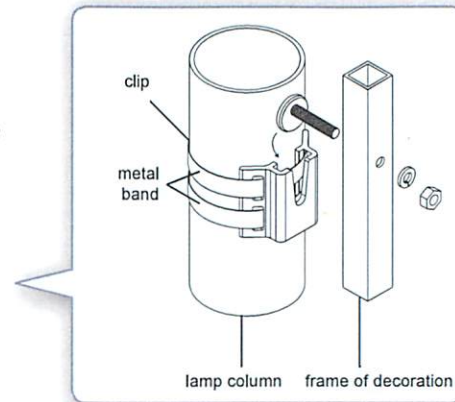
All our decorative motifs are supplied with either 'rapid fix' installation fixing kits for columns, or Karabiner installation fixing kits for across streets.
Please indicate which size of power cable is required when placing your order (3 m, 5 m, 7 m)

Fastenings kits

All our decorative motifs are supplied with either 'rapid fix' installation fixing kits for columns, or Karabiner installation fixing kits for across streets

1- Lamp posts

Height (mm)	Fixing Kits Provided
1 000 to 2 000	2 kits 032094
2 500 to 3 500	3 kits 032094
4 000	4 kits 032094



2- Overcrossing

Width (mm)	Fixing Kits Provided
2 000	2 kits 032220
3 000	3 kits 032220
4 000 to 6 000	4 kits 032220



3- ECODECORS and flexible decorations

Dimensions (mm)	Fixing Kits Provided
3 000 x 1 000	3 kits 032094 + 3 kits 032220
2 000 x 800	2 kits 032094 + 2 kits 032220
1 000 x 1 000	2 kits 032094 + 2 kits 032220



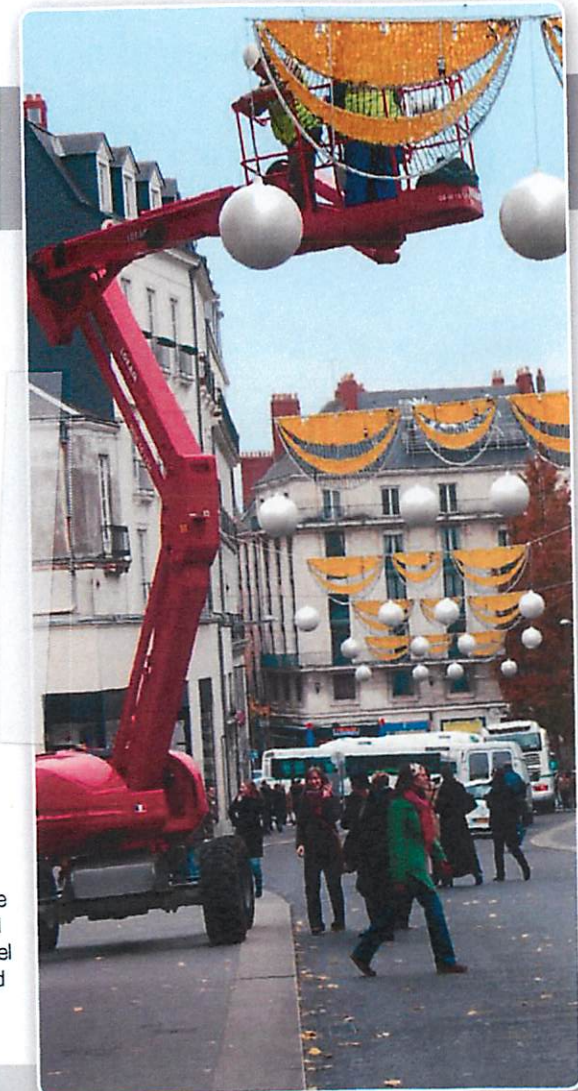
4- Suspensions

Fixings for 'suspended' decorations are available according to the width and weight of the decoration : kit **032233**

On request :

- Installation during the night
- All decorations are tested prior to installation and again once installed. All failures and repairs would be dealt with prior installation. If a product requires replacing, this can be achieved **within 24 / 48 hours** notice.

Security information
The motifs should always be installed using the supplied fixing kits and a suitable steel banding. It is never advised to use plastic ties.



01.2013

Availability, assistance and technical helps

Our Project Managers are always available for any advice and assistance during the installation and takedown process.

3D SET "Lotus" - H: 1,40m L:2,70m WHITE AND GREEN LED STEADY 230V OUTDOOR

125.201452

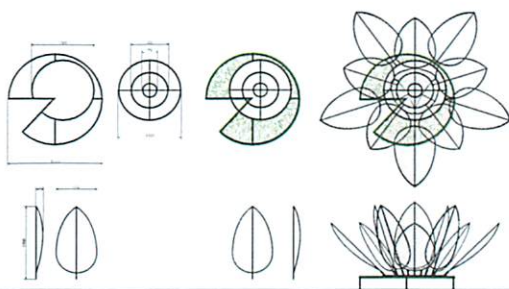
Technical Data

Tension	230 V	Technology	LED
Power	393 W	Bright points (light)	5010
Class / IP	Class II / IP 44	BP/Power Ratio	13.01
Weight (kg)	53 kg	Luminosity (Lumen)	16283 lm
Size L x H x D	1,40 x 2,70 m	Colors	White and Green
Type of cable		Dominant color	White
Connecting	Connecting Box	Sockets number	
Number of fastenings		Sockets type	
Fastening types	Ground plate	Bulbs	
Main material	Aluminium	Decorative material	White alveolar tissue
Extendable	No	Conditioning	
Cable color	White, Green	Type	Luminous Decoration
Animation		Class	To lay
Animator		Brand	Leblanc



3D SET "Lotus" - H: 1,40m L:2,70m WHITE AND GREEN LED STEADY 230V OUTDOOR USE

Technical diagram



ENVIRONMENTAL REPORT

Total surface area :	3.78 m ²
Surface area :	- m ²
Rh ρ (Air) :	1.225 kg/m ³
Cx estimated :	0.41
SCx :	-
Equivalent CO ₂ :	240.63 kg*

* Environmental impact for 8 hours ignition during 60 days.



The product information are provided for information only and are subject to change.



www.groupe-leblanc.com

Groupe Leblanc® | 6-8 rue Michaël Faraday | 72027 Le Mans Cedex 2 | France
 Standard | Tél. +33 (0)2 43 61 43 61 - Fax. +33 (0)2 43 86 60 20 - e-mail : contact@groupe-leblanc.com
 Sales department | Fax. +33 (0)2 43 61 40 59 - Export department | Fax. +33 (0)2 43 61 43 75



Groupe Leblanc® | 17 février 2015 5:35 PM | 201452 (en) | Visual range only

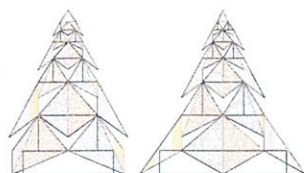
3D Floor Standing decoration "Origami" H: 8,3 L: 8m LED white/warm white steady 230v

125.201521

Technical Data

Tension	230
Power	1700 W
Class / IP	Class II / IP 44
Weight (kg)	750 kg
Size L x H x D	8,3 x 8 m
Type of cable	
Connecting	Plug & Light Box Ø2,35mm
Number of fastenings	
Fastening types	Circular concrete block
Main material	Aluminium
Extendable	No
Cable color	White
Animation	Static
Animator	
Technology	LED
Bright points (light)	
BP/Power Ratio	
Luminosity (Lumen)	
Colors	White and Warm White
Dominant color	White / Warm White
Sockets number	
Sockets type	
Bulbs	LED Ø 3mm
Decorative material	
Conditioning	Recycled Film
Type	Luminous Decoration 3D
Class	To lay
Brand	Leblanc

Technical diagram

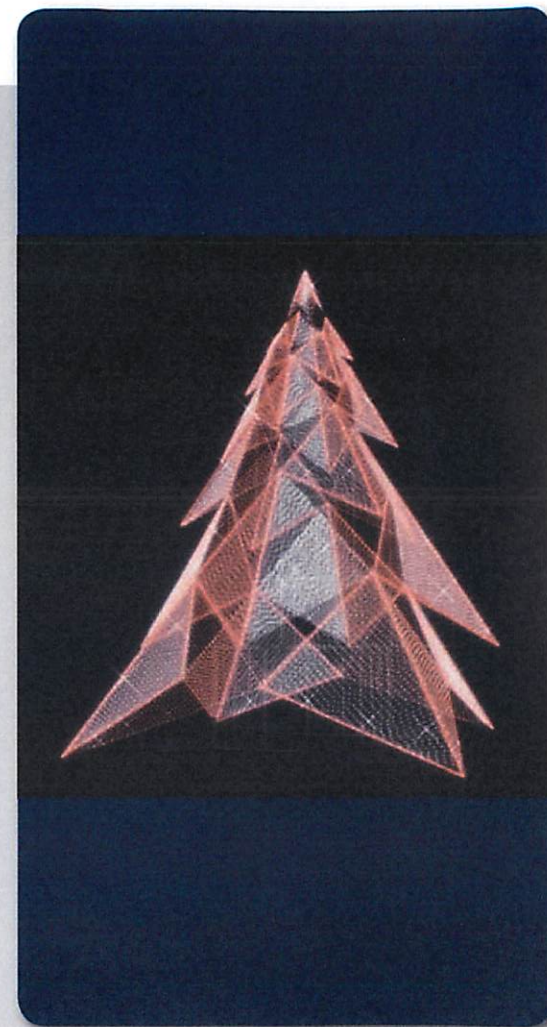


ENVIRONMENTAL REPORT

Total surface area :	- m ²
Surface area :	- m ²
Rh ₀ (Air) :	1.225 kg/m ³
Cx estimated :	0,41
SCx :	-
Equivalent CO ₂ :	3073.44 kg*

* Environmental impact for 8 hours ignition during 60 days.

3D Floor Standing decoration "Origami" H: 8,3 L: 8m LED white/warm white steady 230v



The product information are provided for information only and are subject to change.



www.groupe-leblanc.com

Groupe Leblanc® | 6-8 rue Michaël Faraday | 72027 Le Mans Cedex 2 | France
Standard | Tél. +33 (0)2 43 61 43 61 - Fax. +33 (0)2 43 86 60 20 - e-mail : contact@groupe-leblanc.com
Sales department | Fax. +33 (0)2 43 61 40 59 - Export department | Fax. +33 (0)2 43 61 43 75



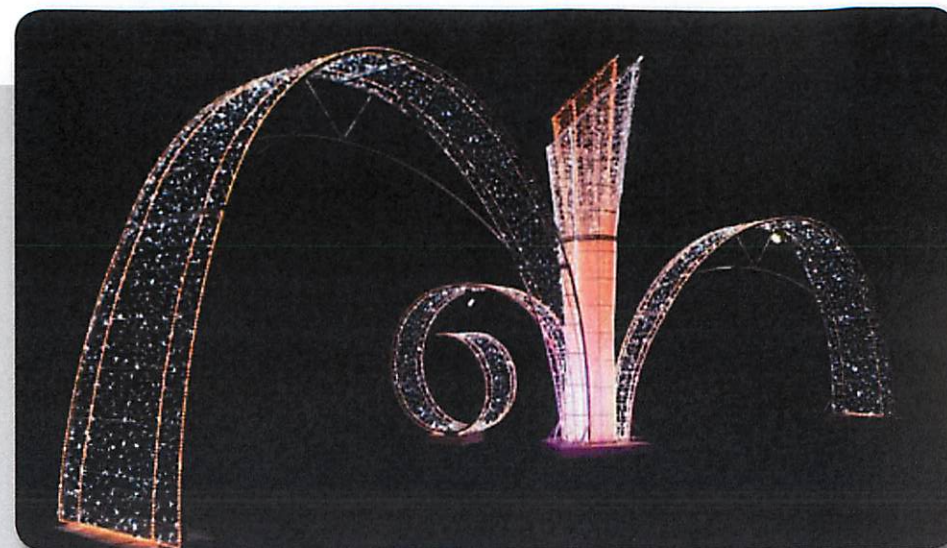
Sylma

125.201523

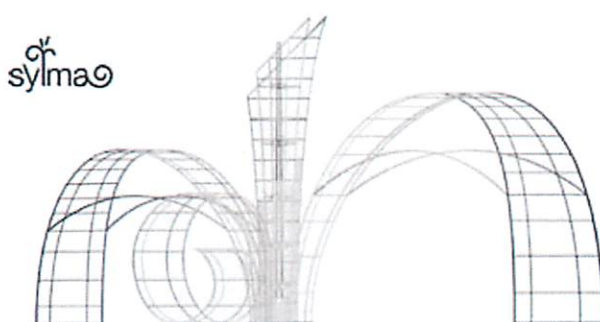
Technical Data

Luminous Decoration 3D

Decoration style	To lay	LED number	18159
Light source	LED	BP/Power Ratio	12.52
Dimensions	H: 7.3 x W: 6 x w: 11 m	Luminosity (Lumen)	59017 lm
LED colors	White and Warm White	Class / IP	Class II / IP 44
Animation	-	Parts number	24
Power	1450 W	Main material	Aluminium
Tension	230 V	Decorative material	Textile 3D White
Net weight	362 kg	Sockets number	-
Fastening type	Platine sol	Sockets type	-
Number of fastenings	4	Conditioning	Recycled film
Connecting	Plug & Light Box Ø2,35 mm	Barcode	3184552015235



Technical diagram



ENVIRONMENTAL REPORT

Total surface area :	-
Surface area :	-
Rh ρ (Air) :	1.225 kg.m ³
Cx estimated :	0.41
SCx :	-
Equivalent CO ₂ :	1510.64 kg.

* Environmental impact for 8 hours ignition during 60 days.

The product information are provided for information only and are subject to change.



www.groupe-leblanc.com

Groupe Leblanc® | 6-8 rue Michaël Faraday | 72027 Le Mans Cedex 2 | France
Standard | Tél. +33 (0)2 43 61 43 61 - Fax. +33 (0)2 43 86 60 20 - e-mail : contact@groupe-leblanc.com
Sales department | Fax. +33 (0)2 43 61 40 59 - Export department | Fax. +33 (0)2 43 61 43 75



Double cône d'argent

125.201621

Technical Data

Decoration style	Candelabra
Light source	LED
Dimensions	H: 10 x D: 4 m
LED colors	White
Animation	-
Power	452 W
Tension	230 V
Net weight	58 kg
Fastening type	Pour Mat
Number of fastenings	2
Connecting	Plug & Light Box Ø2,35 mm
LED number	5692
BP/Power Ratio	12.59
Luminosity (Lumen)	18499 lm
Class / IP	Class II / IP 54
Parts number	6
Main material	Aluminium
Decorative material	-
Sockets number	-
Sockets type	-
Conditioning	Recycled film
Barcode	3184552016218

Technical diagram



ENVIRONMENTAL REPORT

Total surface area :	40.00 m ²
Surface area :	-
Rh ₀ (Air) :	1.225 kg.m ³
Cx estimated :	0,41
SCx :	-
Equivalent CO ₂ :	251.53 kg.

* Environmental impact for 8 hours ignition during 60 days.

Luminous Decoration 3D



Decor 3 D C 'Double cône d'argent' H: 10
D: 4 m LED White Static 230V

THE DESIGNS ARE SUPPLIED WITH THEIR ATTACHMENTS. Not included: decorative balls, chains, all types of bulbs (including satilights) and the power cable. Refer to proposal.

This product complies with safety standards EN60598-1 and EN60598-2-20.



The product information are provided for information only and are subject to change.



www.groupe-leblanc.com

Groupe Leblanc® | 6-8 rue Michaël Faraday | 72027 Le Mans Cedex 2 | France
Standard | Tél. +33 (0)2 43 61 43 61 - Fax. +33 (0)2 43 86 60 20 - e-mail : contact@groupe-leblanc.com
Sales department | Fax. +33 (0)2 43 61 40 59 - Export department | Fax. +33 (0)2 43 61 43 75



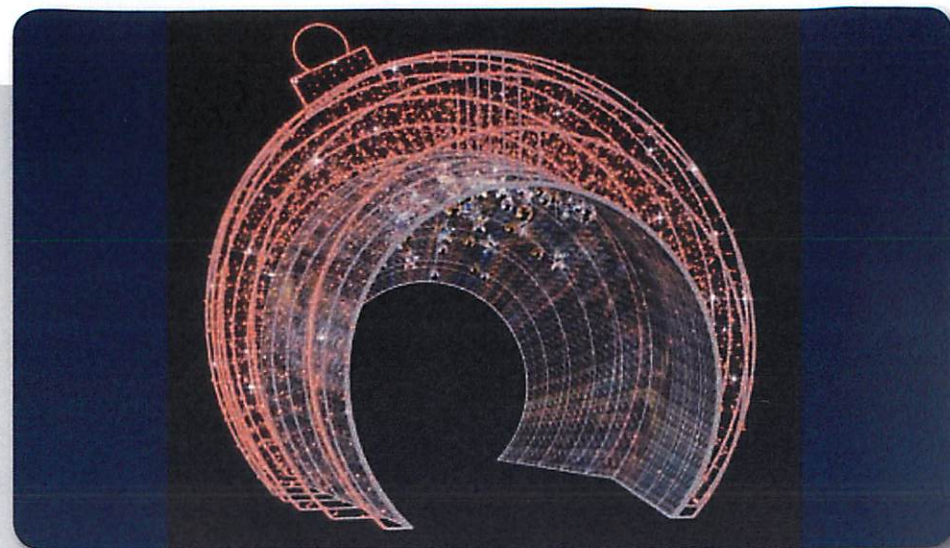
Coeur de Noël Glacé

125.201740

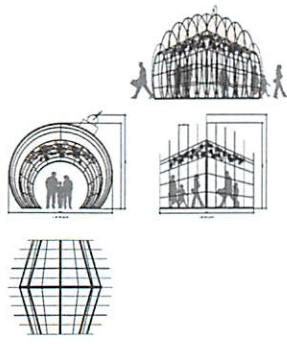
Technical Data

Luminous Decoration

Decoration style	To lay	LED number	11117
Light source	LED	BP/Power Ratio	11.76
Dimensions	H: 4.4 x W: 4.8 x w: 4.45 m	Luminosity (Lumen)	36130 lm
LED colors	Warm White	Class / IP	Class II / IP 54
Animation	Glittering	Parts number	26
Power	945 W	Main material	Aluminium
Tension	230	Decorative material	Laqué White brillant
Net weight	228 kg	Sockets number	-
Fastening type	Platine sol	Sockets type	-
Number of fastenings	-	Conditioning	Recycled film
Connecting	Plug & Light Box Ø2,35 mm	Barcode	3184552017406



Technical diagram



ENVIRONMENTAL REPORT

Total surface area :	-
Surface area :	-
Rh _o (Air) :	1.225 kg.m ³
Cx estimated :	0,41
SCx :	-
Equivalent CO ₂ :	952.82 kg.

* Environmental impact for 8 hours ignition during 60 days.

The product information are provided for information only and are subject to change.



www.groupe-leblanc.com

Groupe Leblanc® | 6-8 rue Michaël Faraday | 72027 Le Mans Cedex 2 | France
Standard | Tél. +33 (0)2 43 61 43 61 - Fax. +33 (0)2 43 86 60 20 - e-mail : contact@groupe-leblanc.com
Sales department | Fax. +33 (0)2 43 61 40 59 - Export department | Fax. +33 (0)2 43 61 43 75



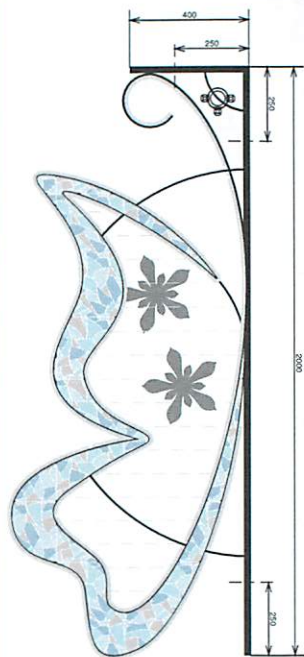
Papillon

120.201818

Technical Data

Decoration style	Lamp Column & Across Street
Light source	LED
Dimensions	H: 2 x W: 0.8 m
LED colors	White
Animation	Scintillant
Power	34 W
Tension	230 V
Net weight	9 kg
Fastening type	Kit 032094 + kit 032220
Number of fastenings	3
Connecting	Prise europe Bipolaire 10/16A
LED number	404
BP/Power Ratio	11.88
Luminosity (Lumen)	1313 lm
Class / IP	Class II / IP 54
Parts number	1
Main material	Aluminium
Decorative material	Vitrail givré + Flocons Miroir
Sockets number	-
Sockets type	-
Conditioning	Recycled film
Barcode	3184552018182

Technical diagram

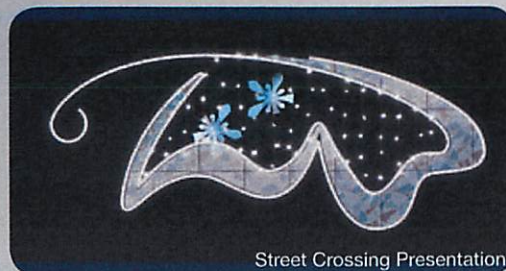


ENVIRONMENTAL REPORT

Total surface area :	1.60 m ²
Surface area :	0.22 m ²
Rh ₀ (Air) :	1.225 kg.m ³
Cx estimated :	0.41
SCx :	0.09
Equivalent CO ₂ :	37.47 kg.

* Environmental impact for 8 hours ignition during 60 days.

Modular Light Decor



Decor TC 'Papillon' H: 2 W: 0.8 m LED BI. Scint. 230V

Livré avec câble d'alimentation de 3m

THE DESIGNS ARE SUPPLIED WITH THEIR ATTACHMENTS. Not included: decorative balls, chains, all types of bulbs (including satillights) and the power cable. Refer to proposal.

This product complies with safety standards EN60598-1 and EN60598-2-20.



The product information are provided for information only and are subject to change.



www.groupe-leblanc.com

Groupe Leblanc® | 6-8 rue Michaël Faraday | 72027 Le Mans Cedex 2 | France
 Standard | Tél. +33 (0)2 43 61 43 61 - Fax. +33 (0)2 43 86 60 20 - e-mail : contact@groupe-leblanc.com
 Sales department | Fax. +33 (0)2 43 61 40 59 - Export department | Fax. +33 (0)2 43 61 43 75





Artistic Holiday Designs

Price quote no: 100705
Price quote date: 8/8/2016

Seller Address:
2030 Parkes Drive
Broadview, IL 60155
708-223-8506
www.ArtisticHolidayDesigns.com
Derek Norwood
derekn@ArtisticHolidayDesigns.com

Contact: Ilir Ademaj
Village of Orland Park
14700 S. Ravinia Dr.
Orland Park, IL. 60462
708-403-6218
iademaj@orlandpark.org
Buyer Address:
Phone:
E-mail:
Fax:

Delivery Point:
2030 Parkes Dr.
Broadview IL. 60155
708-223-8506

Shipping Method: SEA/Le Mans Frans
Shipping Terms: Invoiced on contract
Delivery Date: TBD: Estimated late october 2016
Shipping Address: 2030 Parkes Dr.
Braodview IL. 60155

Location	Reference #	Description	Ship Date	Quantity	Unit Price	Total Price
pole décor	130.46652	Custom pole décor w logo 3m		50	1,125.00	\$ 56,250.00
pure white with pure white swirl	170034	Alternate #4		54	\$ 789.12	\$ 42,612.48
pure white with green swirl	170034-g	Alternate #4		53	\$ 789.12	\$ 41,823.36
10 crossings on 143rd street	esp6685	Street crossing. 4 used per crossing		40	\$ 1,050.00	\$ 42,000.00
gazebo in park	BOA	1 meter pure white boa		36	\$ 80.00	\$ 2,880.00
gazebo in park	Diamond	1 meter pure white diamond		18	\$ 125.00	\$ 2,250.00
gazebo in park	130.404558	Custom Chandelier		1	\$ 3,250.00	\$ 3,250.00
In center of the park by gazebo	201521	Origami H 8.3m x W 8m		1	\$42,912.00	\$ 42,912.00
Ravinia comer monument. Alternate design	201539	4 panel manon tree. Pure white w red		1	\$13,900.00	\$ 13,900.00
Ravinia comer monument. Alternate design	36" sphere	36" grapvine sphere		3	\$ 725.00	\$ 2,175.00
Tree in front of village hall	BOA	1 meter pure white boa		25	\$ 80.00	\$ 2,000.00
Tree in front of village hall	24" sphere	24" grapevine sphere		32	\$ 225.00	\$ 7,200.00
Large field by village hall	202051	3d textured bear		1	\$19,750.58	\$ 19,750.58
Large field by village hall	esp6686	3d gift box		2	\$ 2,225.00	\$ 4,450.00
Large field by village hall	201523	sylma. Pure and warm		1	\$31,651.20	\$ 31,651.20
Large field by village hall	201740	Coeur De Noel		1	\$32,976.00	\$ 32,976.00
Large field by village hall	201452	lotus		2	\$ 5,990.40	\$ 11,980.80
Large field by village hall	201822	Butterfly		2	\$ 3,427.20	\$ 6,854.40
Large field by village hall	201847	Jardin		2	\$ 3,744.00	\$ 7,488.00
left of village hall	201621	double cone tree		1	\$ 8,500.00	\$ 8,500.00
	180.032212	concrete pad		22	\$ 310.00	\$ 6,820.00
	3 year	Rent to buy interest fee		1	19,486.19	\$ 19,486.19

Invoice Subtotal	\$ 409,210.01
tax	0.00%
Shipping (estimated)	28,000.00

TOTAL DUE \$ 437,210.01

Sales Confirmation Good until Aug 14th, 2016. Items are being priced out prior to checking inventory. Once we receive a positive direction we will check inventory on these items. Upon acceptance of this quote and payment terms we will provide a full contract for your review.

Payment Terms: 3 year rent to buy

Due upon acceptance	\$ 164,403.34	Entire first year's fees plus the one time shipping charge
Due February 2017	\$ 136,403.34	Second years rental fees are due at the beginning of the second year
Due February 2018	\$ 136,403.34	Third years rental fees are due at the beginning of the third year
\$1 buyout option in December 2019	\$ 1.00	Option to purchase equipment at the end of rental use

Payment Method:
Check/Bank Information



Artistic Holiday Designs

Price quote no: 100706
 Price quote date: 7/18/2016

Seller Address:
 2030 Parkes Drive
 Broadview, IL 60155
 708-223-8506
www.ArtisticHolidayDesigns.com
 Derek Norwood
derekn@ArtisticHolidayDesigns.com

Contact: Ilir Ademaj
 Village of Orland Park
Buyer Address: 14700 S. Ravinia Dr.
 Orland Park, IL. 60462
Phone: 708-403-6218
E-mail: iademaj@orlandpark.org
Fax:

Delivery Point:
 2030 Parkes Dr.
 Broadview IL. 60155
 708-223-8506

Shipping Method: SEA/China
Shipping Terms: Invoiced on contract
Delivery Date: TBD: Late September 2016
Shipping Address: 2030 Parkes Dr.
 Braodview IL. 60155

Location	Reference #	Description	Ship Date	Quantity	Unit Price	Total Price
Ravinia: 143rd to Crsent park circle	23 trees	LED ml-50 pure		135	13.50 \$	1,822.50
Cresent cir, 142nd, main, and train station (outside)	29 trees	LED ml-50 pure		515	13.50 \$	6,952.50
cresent cir (inside trees located around park)	36 trees	LED ml-50 pure		790	13.50 \$	10,665.00
142nd st: cresent to la grange	36 trees	LED ml-50 pure		696	13.50 \$	9,396.00
village hall	54 trees	LED ml-50 pure		879	13.50 \$	11,866.50

Invoice Subtotal	\$	40,702.50
tax		0.00%
Shipping (estimated)		2,200.00

TOTAL DUE \$ 42,902.50

Sales Confirmation Good until Aug 1st, 2016. Items are being priced out prior to checking inventory. Once we receive a positive direction we will check inventory on these items. This Sales Confirmation is subject to the General Terms and Conditions hereto attached

Due upon acceptance	\$	21,451.25
due upon delivery	\$	21,451.25

Payment Method:
 Check/Bank Information



Holiday Lighting Proposal

Orland Park				Leblanc product install and tree lighting	
ITEM:	CODE:	QUANTITY:	TOTAL:		
Ravinia: 143rd to cresent park (23 tree)	led ml-50 cl	135	\$ -	Product:	\$ -
cresent cir, 142nd, main outside (29 tree)	led ml-50 cl	515	\$ -		
cresent cir inside (36 tree)	led ml-50 cl	790	\$ -	Labor:	\$ 62,005.45
142nd: cresent to lagrange (36 tree)	led ml-50 cl	696	\$ -		
village hall: (54 tree)	led ml-50 cl	879	\$ -	Take Down:	\$ 37,203.27
labor for 3 meter pole décor	3 m pole décor	157	\$ -		
price per crossing	esp 6685	10	\$ -	storage and maint.	\$ 7,936.70
1 meter lighted boa in tree	BOA	36	\$ -		\$ -
LED diamond tree décor	diamond	18	\$ -		
install chandelier under pergola	custom chandileir	1	\$ -		
Origami tree	201521	1	\$ -		
manon tree- 4 sided	manon tree- 4	1	\$ -		
36" lighted grapevine sphere staked on ground	36" sphere	3	\$ -		
1 meter lighted boa in tree	BOA	25	\$ -		
24" lighted grapevine sphere	24" sphere	32	\$ -		
Textured 3d bear	202051	1	\$ -		
3d gift box	esp6686	2	\$ -		
Sylma. 3d floor standing	201523	1	\$ -		
Coeur de Noel. 3d floor standing	201740	1	\$ -		
Lotus flower. 3d floor standing	201452	2	\$ -		
Butterfly	201822	2	\$ -		
Jardin	201807	2	\$ -		
double cone tree	201621	1	\$ -		
Labor to install all working scenes. Animated lighting	Centenial park	1	\$ -		
				TOTAL:	\$107,145.42

3015 sets of mini lights broken down per section. Install 3m pole décor on 220 poles. Install 12 street crossings on 143rd st. Install custom décor on 143rd, cresent park, ravinia street, and village hall. At Centenial Park we will install all working scenes that the city currently owns. As well, we will set up the dancing w lights project at the entrance.

Deposit due upon acceptance	\$ 26,786.35	Following Years:	\$107,145.42
balance due upon completion	\$ 80,359.06		Oct/Nov Install

All material is guaranteed to be as specified. All work to be completed in a workmanship manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as

specified. Payment will be made as outlined above. Customer understands that product is special ordered per each job and is non-returnable. Signing this contract, customer agrees not to cancel any purchase of product at anytime unless agreed upon by Holiday Creations.

Date of acceptance:

signature:

IMPORTANT INFORMATION, PLEASE READ CAREFULLY:

Please report all service calls between November 1st thru January 5th to our office at 708-223-8506. You may also report service calls thru our website at www.hcplights.com. Simply go to the current customer section and report a service call. We will normally respond within 24 hours for all service calls and we guarantee a response within 48 hours. If you would like a late takedown please request that at our office between December 15th and January 1st. We will start takedown on January 2nd and we will finish by February 1st. You may not receive notification as to the time of takedown. So please be prepared to have your system removed anytime in the month of January. If you are done using your lights and we have not been there to take them down, simply unplug them at the outlets and we will be there before the end of January.

REQUEST FOR ACTION REPORT

File Number: **2016-0564**
Orig. Department: **Officials**
File Name: **GovHR USA - Approval**

BACKGROUND:

On Monday August 8, 2016 a Special Board Meeting was held, to interview three recruitment firms to assist in the selection of a Village Manager. Each firm had an opportunity to give a brief presentation and answer questions from the Village Board.

The following firms submitted proposals for consideration:

--Waters & Company, a Springsted Company, St. Paul, Mn.

--PAA-Public Administration Associates, Oskosh, WI.

--GovHR USA, Deerfield, IL.

During the Special Board meeting, the Board determined that GovHR USA would be best suited to assist in the search and selection of a Village Manager.

GovHR USA is an Illinois public management consulting firm serving municipal clients and other public sector entities on a national basis. They have completed over 325 recruitments since its establishment in 2009. They have worked with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, the principals in the firm have held leadership positions within local government, giving them an understanding of any challenges that the Village may face.

Heidi Voorhees, President of GovHR USA, was hired to assist the Village in the 2008 search for a Village Manager. Ms. Voorhees has led more than 220 recruitments for local government entities across the county. In addition to her executive recruitment and management experience, she has 19 years of local government leadership and management services.

BUDGET IMPACT:

This is a non-budgeted item; funding will come from a budget transfer from contingency account within the General Fund to the appropriate line item within the Village Manager's budget.

REQUESTED ACTION:

I move to approve accepting the proposal from GovHR USA in an amount not to exceed \$18,000.00;

And

Approve the transfer of contingency funds in the amount \$18,000.00.



July 20, 2016

The Honorable Dan McLaughlin, Mayor
Village of Orland Park
14700 Ravinia Avenue
Orland Park, IL 60462

Dear Mayor McLaughlin:

Thank you for the opportunity to provide you with a proposal for the Village of Orland Park's Village Manager recruitment and selection process. GovHR USA prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

QUALIFICATIONS AND EXPERIENCE

GovHR USA is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies, temporary staffing and related services for communities, counties, intergovernmental organizations and not-for-profit organizations that serve local government. GovHR USA is co-owned by Heidi Voorhees, President, and Joellen Earl, CEO. GovHR is a certified woman owned business firm in the State of Illinois.

GovHR USA was established in 2009 as Voorhees Associates, LLC. In January, 2014 Voorhees Associates combined with GovTempsUSA to form GovHR USA. This combination enables us to more effectively serve our clients by utilizing our combined resources to provide not only executive recruiting and management consulting, but also temporary staffing solutions, including short-term, long-term, and interim placements. Our headquarters offices are in Northbrook, Illinois.

Prior to 2009, Ms. Voorhees and a number of current GovHR USA consultants worked for The PAR Group, a public sector national consulting firm established in 1972. Ms. Voorhees began working for The PAR Group in 2001 and served as its President from 2006-2009. She has conducted more than 220 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri. Ms. Earl is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

630 Dundee Road, Suite 130, Northbrook, Illinois 60062

Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT • INTERIM STAFFING • MANAGEMENT AND HUMAN RESOURCE CONSULTING

The firm has a total of twenty-two consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Michigan, and Wisconsin, as well as six reference specialists and ten support staff.

Philosophy

Executive search is an important decision-making process for a community; our primary goal is to help our client to make a good decision. Our firm's executive recruitment philosophy embraces a professional process of integrity, trust, and respect toward all parties involved and complete commitment toward meeting the expressed needs and desires of our client. All of our services are handled by principals of the firm who have established and well-regarded reputations in the search field as well as actual operating experience in the public management fields in which they now consult. Each has impeccable professional credentials and unblemished personal reputations. Keeping both our client and prospective candidates informed on the status of the recruitment on a regular basis is also an important part of our recruitment process. Our work is carried out in an open manner with particular attention given toward seeking out critical factors of a client's organization and governance and utilizing such information respectfully and discreetly in seeking out candidates who truly have the ability to meet the expectations and needs of the client—working strenuously in developing a fully qualified, “best match” candidate pool for client consideration. Our process includes assistance in the critical final interview and selection phases of the recruitment, and availability to both client and candidate for months following the appointment. Our process was developed and refined over the years to meet the special, and often unique, needs and circumstances facing our local government, public management, and related not-for-profit clients.

Experience

GovHR USA has completed over 325 recruitments since its establishment in 2009, including more than 90 for city management positions. In your area, we have conducted recruitments for Crest Hill, Homer Glen, Joliet, Mokena, New Lenox, and Tinley Park. Our consultants are experienced executive recruiters who have conducted over 500 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

References

The following references can speak to the quality of service provided by GovHR USA (recruitments marked * were conducted under the firm's previous name, Voorhees Associates):

Village Administrator recruitment

Village of Mokena
Mayor Frank A. Fleischer
11004 Carpenter St.
Mokena, IL 60448
708-479-3900
electofficial@mokena.org

City Manager recruitment*

City of Joliet, Illinois
Mayor Bob O'Dekirk
150 W. Jefferson Street
Joliet, IL 60432
815-724-3700
rodekirk@jolietcity.org

Village Administrator recruitment*

Village of New Lenox, Illinois
Mayor Timothy Baldermann
1 Veterans Parkway
New Lenox, IL 60451
815-462-6400
tbaldermann@newlenox.net

Consultant Assigned

GovHR USA President Heidi Voorhees will be responsible for your recruitment and selection process.

**Heidi J. Voorhees
President**

Ms. Voorhees has extensive experience in both executive search and general management consulting assignments. She has led more than 220 recruitments for local government entities across the country and takes pride in facilitating a tailored, thorough process that gives elected and appointed officials the tools they need to make critical personnel decisions. Her clients have included the City of Austin, Texas; Johnson County, Kansas; Evanston, Illinois; Waukesha, Wisconsin; Fort Worth, Texas; Bloomington, Illinois; Carbondale, Illinois; Fayetteville, North Carolina; and clients in Arizona, Rhode Island, and Colorado.

In addition to her eleven years of executive recruitment and management consulting experience, she has 19 years of local government leadership and management service, with the Villages of Wilmette and Schaumburg, Illinois, and the City of Kansas City, Missouri.

From 1990 to 2001, Ms. Voorhees served as the Village Manager for Wilmette, Illinois, one of Chicagoland's notable residential suburbs located on the shore of Lake Michigan. During her tenure, Ms. Voorhees focused on delivering high quality services and responsiveness to a recognized interactive community, streamlining administrative and management functions and team building throughout the organization that employed 200 individuals. Under her leadership, the organization developed a collaborative budget process, formalized its long range capital improvement program, and developed budget and financial policies that led to the achievement of a AAA bond rating for the community.

Since leaving the Village of Wilmette in 2001, Ms. Voorhees has been an Adjunct Instructor for the Center for Public Safety located on the campus of Northwestern University. She also instructs law enforcement executives in the Executive Management Program on management, community relations, and organizational culture. Ms. Voorhees has also been an Instructor for the Northwestern University Master's Degree Program in Public Policy and Administration. She is a frequent speaker on recruitment and selection issues and has conducted training programs for the Illinois City and County Management Association, the Ohio City and County Management Association, the American Public Works Association – Chicago Metro Chapter, the Illinois Association of Municipal Management Assistants, the Northern Illinois University Civic Leadership Program, and the Great Lakes Leadership Academy.

Ms. Voorhees holds a Master's Degree in Public Affairs from the School of Public and Environmental Affairs at Indiana University where she was a fellow in the Eli Lilly State and Local Government Fellowship Program. Ms. Voorhees was recognized as the distinguished Alumnus for the School in 1998. She also has a Bachelor of Science degree in Political Science from Illinois State University.

Ms. Voorhees has served on the Boards of Directors of numerous professional associations including the Chicago Metropolitan Managers' Association and the Illinois City and County Management Association. For two years, she was the Illinois representative to the ICMA University, the professional development arm of the International City and County Management Association. In 1999, she was selected to participate in the Leadership Greater Chicago Program and has been an active Rotarian for 23 years.

SCOPE OF WORK

A typical recruitment and selection process can take 175 hours to conduct. At least 50 hours of this time is “administrative” including ad placement, acknowledgment of résumés, reference interviews, and due diligence on candidates. These tasks may take longer if someone is performing them for the first time. We believe our experience and ability to professionally administer your recruitment will provide you with the best possible outcome. GovHR USA clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

GovHR USA suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Position Announcement and Brochure Development

Phase I will include the following steps:

- **Interviews** with the Mayor and Members of the Board of Trustees, and the Village’s senior staff as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the Village.

At least eight (8) hours of one-on-one interviews will be conducted with elected officials, staff and the public in order to develop our Recruitment Brochure. This important document outlines the expectations that the Village has for its next Village Manager, providing us with the information we need to target our recruitment. During this process we will assist you with establishing the salary for the Village Manager by conducting a salary survey of comparable communities, if so desired.

- Development of a **Position Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.
- Agreement on a detailed **Recruitment Timetable**.

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- Placement of the Position Announcement in appropriate professional online publications. In addition to public sector publications and web sites, outreach will include LinkedIn and other private sector resources. We can provide the Village with placement recommendations, if so desired.
- Technology has changed how organizations find the best and brightest candidates. GovHR USA is at the forefront of this technology automation. Our firm posts each position on LinkedIn, FaceBook, and Twitter a minimum of twice per week throughout the advertising process. Our Social Media integration procedures provide our customers with advanced utilization of keywords and hashtags to assist in driving awareness and ultimately bringing the greatest exposure for each position. We have dedicated and focused experts consistently monitoring the results and processes we use to ensure we are current with the latest trends in the industry to provide our customers with the greatest value and results with their advertising budgets.

- The development of a database of potential candidates unique to the position and to the Village of Orland Park, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.
- Outreach will be done through e-mail and telephone contacts as appropriate. GovHR USA consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.
- Candidates will be interviewed by Skype or Facetime to fully grasp their qualifications and experience as well as their interpersonal skills. This is an hour long interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.
- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR USA, ensuring Orland Park's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR USA will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."
- GovHR USA will provide you with a log of all candidates who applied. You may also review all of the résumés should you so desire.
- GovHR USA will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.

Phase V –Interviewing Process

Phase V will include the following steps:

- At the Recommendation meeting, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample.
- GovHR USA will develop the first and second round interview questions for your review. GovHR USA will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.
- GovHR USA will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. The schedule will incorporate a tour of Village of Orland Park facilities and interviews with Department Heads and elected officials.

We offer a community "Meet and Greet" option, at no charge, as a means for the community to interact and get to know the candidates in an informal setting. At this "Meet and Greet," candidates would give a brief overview of themselves and answer questions from the audience.

- Once candidates for interview are selected, additional references will be contacted, along with verification of educational credentials, criminal court, credit, and motor vehicle and records checks. Using the candidate's name and work experience we review the top 200 search results available from Google, as well as his/her activity (if publicly available) on Facebook, Twitter, and other social media platforms. Employment verification can also be provided if so desired.

GovHR USA recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and a "score sheet."

- GovHR USA consultants will be present for all of the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- GovHR USA will assist you as much as you request with the salary and benefit negotiations and drafting of employment agreement, if appropriate.
- GovHR USA will notify all applicants of the final appointment, including professional background information on the successful candidate.

Optional 360° Evaluation

As a service to the Village of Orland Park, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed Village Manager at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the Village feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR USA will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of Orland Park officials and staff, development and approval of recruitment brochure Deliverable: recruitment brochure	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8
Consultant recommendation to Board of qualified candidates Deliverable: recruitment report	week 9
Selection of candidate finalists by Board; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets	week 10
Interviews of selected finalist candidates; Board selection of final candidate; negotiation, offer, acceptance and appointment	weeks 11-12

Summary of Costs

Recruitment Fee:	\$13,000
Recruitment Expenses: (not to exceed)	3,000
Expenses include consultant travel, candidate outreach, and candidate due diligence efforts..	
Advertising costs	2,000
Total Fees:	\$18,000*

Expenses include billing the client for up to 10 recruitment reports and 10 interview books. Clients requesting additional copies will be billed an additional per-book charge which may then exceed the estimated expenses. Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.

*This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if desired, for an additional cost of \$900.

The above cost proposal is predicated upon three consultant visits to Orland Park; the first for the recruitment brochure interview process; the second to present recommended candidates; and the third for the candidate interview process.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the Village will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

GovHR USA Guarantee

It is the policy of GovHR USA to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Board of Trustees not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration.

Upon appointment of a candidate, GovHR USA provides the following guarantee: should the selected and appointed candidate, at the request of the Village of Orland Park or the employee's own determination, leave the employ of the Village of Orland Park within the first 24 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employees for a period of five years.

Why Choose GovHR USA?

The heart and soul of a professional recruitment firm is the expertise it brings to its clients. GovHR USA consultants are all experienced local government executives who have demonstrated careers and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.

Our process reflects the client's goals and objectives—therefore, the time we spend developing the Recruitment Brochure is critical in our understanding of the challenges, opportunities, and culture of the position under consideration. Our candidate assessment and interviewing skills are based on thousands of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, as experienced local government professionals, our Consultants are able to ask probing, thoughtful questions and effectively evaluate the candidates' answers. We provide the client with a diverse list of potential candidates who have been fully vetted by our staff and who are truly interested in and well-qualified for the position. We respect the confidentiality of candidates' applications and are respectful of the candidates' current employment situation when we conduct reference calls. We are not a gatekeeper—clients will be provided with a list of everyone who applied and may view the résumés should they so desire.

Our firm's executive recruitment standards embrace a professional process of integrity, trust, and respect toward all parties involved and a commitment toward meeting the expressed needs and desires of our Client. Our ultimate goal is for the client to be completely satisfied with the selected candidate.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



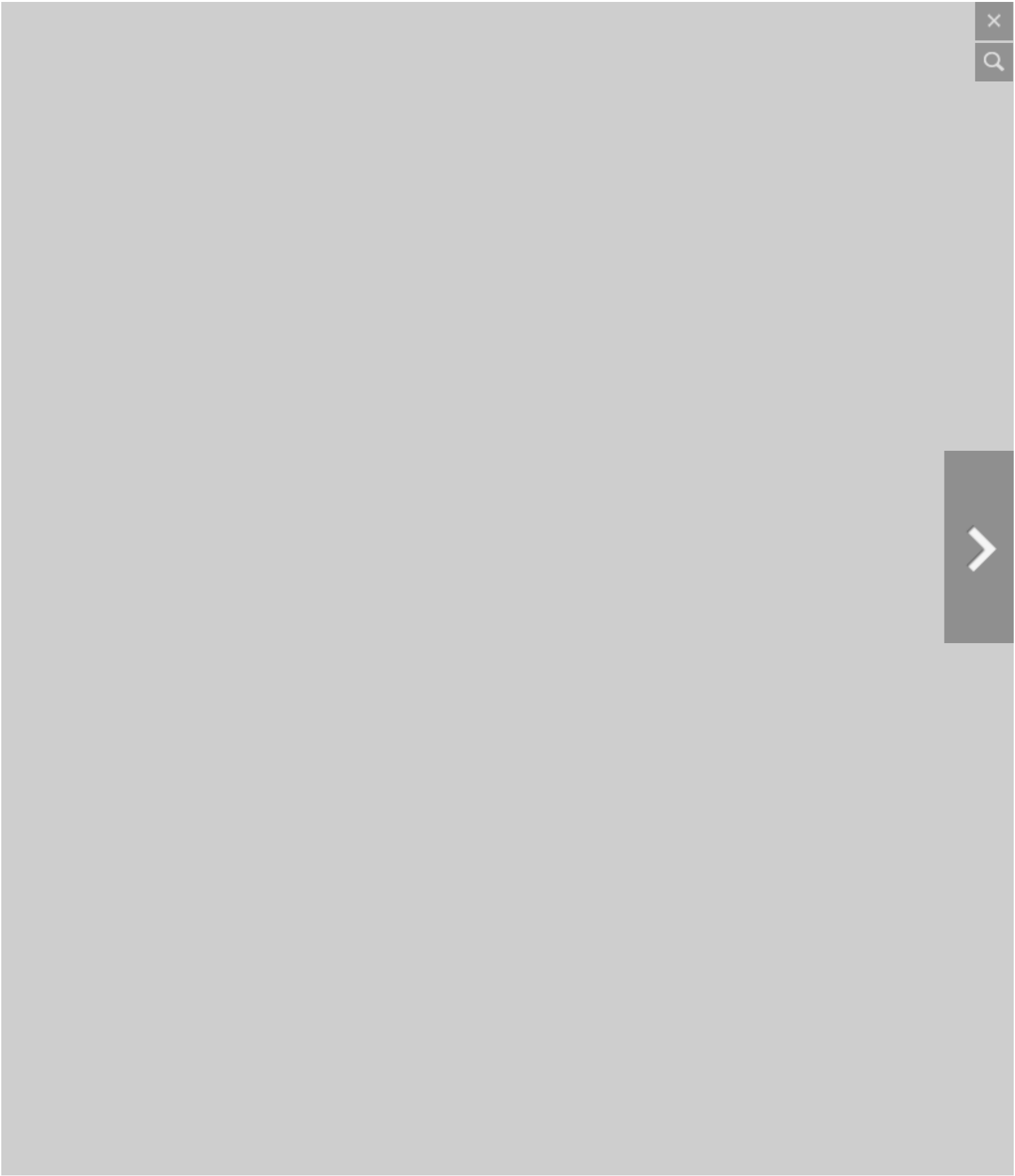
Heidi J. Voorhees
President
GovHR USA

ACCEPTED BY THE VILLAGE OF ORLAND PARK, ILLINOIS

BY: _____

TITLE: _____

DATE: _____



Wind Vector clipart and illustrations [More](#)
www.canstockphoto.com

