Village of Orland Park, Illinois

PROPOSAL

Due Date:

February 24, 2020

Lauterbach & Amen, LLP

Certified Public Accountants
668 N. River Road
Naperville, Illinois 60563
Phone: 630.393.1483
Fax: 630.393.2516

lauterbachamen.com

PROPOSAL TO PROVIDE PROFESSIONAL FINANCIAL SERVICES

Village of Orland Park, Illinois

Due Date: February 24, 2020

Contact Information

Ronald J. Amen, Partner

630.393.1483

ramen@lauterbachamen.com

Nathan J. Gaskill, Partner

630.393.1483

ngaskill@lauterbachamen.com

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Lauterbach & Amen, LLP
CERTIFIED PUBLIC ACCOUNTANTS
668 N. RIVER ROAD • NAPERVILLE, ILLINOIS 60563
PHONE 630.393.1483 • FAX 630.393.2516
www.lauterbachamen.com

PROPOSAL DUE DATE

Village of Anywhere
STREET ADDRESS
CITY, STATE ZIP CODE

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide financial and accounting services to the Village of Orland Park (Village).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service to governments, as well as an outline of our engagement approach and scope. L&A is a firm with extensive experience in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise and timing. Our five partners share a combined 100+ years of exclusive government experience, with past experience in nonprofit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the Village. L&A possesses the resources and drive to continually exceed your expectations.

At L&A our mission is to provide accounting, compilation, assurance, and financial services to governments in the spirit of excellence and altruism. As a firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service firm. L&A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L&A we continually strive to distinguish ourselves from other accounting firms by emphasizing the following:

EXPERTISE

- Providing professional audit and financial services to over 250 local governments on an annual basis, and providing compilation and benefit services to over 250 police and firefighters' pension funds.
- Possessing exclusive expertise in the area of local government, as evidenced by our exemplary retention rate of the Certificate of Achievement for Excellence in Financial Reporting for clients with continual submissions to the program. L&A is also in the top ten firms nationally that submit audits to the Certificate of Achievement Program.
- Striving to continually be a proven leader in the government accounting industry and assisting our clients on the implementation of new, complex pronouncements and issues affecting local government, including one-on-one assistance with the understanding and implementation of these new pronouncements and issues. We will provide thorough and timely answers to any of your questions or needs.
- Maintaining a highly professional staff, each of which possess extensive knowledge in the area of local government, continually broadening their knowledge of local government issues through in-house training, involvement in various local government organizations and through continuing professional education programs.

SERVICE AND QUALITY

- Allowing our clients to dictate scheduling needs. We continually meet or exceed the deadlines established by our clients.
- Identifying, communicating and assisting in the implementation of identified opportunities for improved and more efficient financial or procedural operations.
- Maintaining a program of continuity for multi-year engagements, including minimal rotation of the team, allowing for the establishment of efficient working relationships with the Village.
- Continually promoting communication with management from the beginning of our engagement and throughout the year. We are committed to listening to your needs and customizing the engagement to meet those needs.

CLIENT TRAINING OPPORTUNITIES

- Conducting annual training sessions with our clients in a small group setting covering such topics as: new GASB pronouncements, understanding the financial statements, identification of finance department efficiencies and best practices.
- Forming professional resource alliances with other businesses in the areas of human resources, tax and information technology to provide the Village the highest level of service.

We are very excited about the opportunity to serve the Village and are committed to providing the Village with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality engagement at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the Village. This proposal is a firm and irrevocable offer for 60 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,

Ronald J. Amen

Ronald J. Amen
Partner

Nathan J. Gaskill

Nathan J. Gaskill
Partner

FIRM PROFILE

Lauterbach & Amen, LLP (L&A) is based in Naperville, Illinois. Founded in 1997 by Sherry Lauterbach and Ron Amen, the firm provides clients with accurate, timely and personalized services that combine large-firm capabilities with small-firm values. Through the years, our services have evolved to meet the growing demands of our clients in the governmental, nonprofit and private sectors.

L&A clients can expect unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.

SERVICES

Actuarial | **Audit** | **Financial** | **Pension** | **Tax**

5 Partners | 45+ Managers | 115+ Staff

INDUSTRIES

GOVERNMENT | **NONPROFIT** | **PRIVATE SECTOR**

Close Working Relationship with Management

A close working relationship with management on a year-round basis is the best way to provide our clients with the benefit of our depth of knowledge. This approach also allows for the timely resolution of questions and problems as they arise rather than after the fact. Through understanding the client's activities and a close working relationship with management, L&A can best respond to and help initiate programs that lead to improved operations and efficiencies.

People-Oriented Endeavor

The team at L&A recognizes that we are involved in a people-oriented endeavor. Our goals and objectives, therefore, are centered around this understanding.

We strive:

- To create an environment that encourages a high level of communication between the client and our team
- To provide clients with the highest attainable level of staff capabilities through selective recruiting and creation of a work environment that aids personal growth
- To continually improve the quality of our services
- To support our financial, business, professional and social communities

Firm Philosophy

We have a full-time commitment to governmental accounting and reporting, with extensive expertise in the government and nonprofit sectors. Through our experience, we are able to help clients anticipate and prepare for changes in their operating environment. The value of our services lies not only in the performance of an efficient engagement, but in our detailed review of finance practices, and our extensive knowledge of key topics affecting local governments. With our extensive experience in the field of local governmental accounting and auditing, we have served a substantial number of municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various other governmental organizations. We have included a partial list of such entities as references, and would encourage you to contact any or all of them for references as to our qualifications and level of service. We have also provided our current client listing as evidence of our expertise in and commitment to governmental accounting and auditing.

Client Educational Opportunities

Helping to share our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient engagement, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. This no additional cost education includes annual group training sessions with our clients covering such topics as the implementation of GASB pronouncements, changes to reporting standards, understanding of the financial statements, identification of department efficiencies and best practices, and other statutory or hot topics affecting governments.

"L&A's value add approach to an audit includes extensive no-cost client training throughout the year."

A Strong Commitment to the Industry

Our involvement in the local government field includes active membership, support and participation in numerous professional organizations which serve the financial and management teams of local government, including:

- Government Finance Officers Association (GFOA)
- Illinois Government Finance Officers Association (IGFOA)
- Illinois CPA Society Committees on Governmental Accounting
- AICPA Government Audit Quality Center
- AICPA Nonprofit Center
- American Institute of Certified Public Accountants
- Illinois Municipal Treasurers Association (IMTA)
- Illinois Association of Park Districts/ Illinois Parks and Recreation Association (IAPD/IPRA)
- Illinois Association of School Business Officials (IASBO)
- Special Review Committee - Certificate of Achievement for Excellence in Financial Reporting (CAFR) - GFOA
- Illinois Library Association
- Township Officials of Illinois
- Technical Account and Review Committee (TARC) - IGFOA (Responds to GASB Pronouncement Exposure Drafts)
- Illinois Public Pension Fund Association (IPPFA)
- Illinois Department of Insurance—Task Force

"Involvement in our industry's organizations and providing educational support to those groups is a passion of our leadership team."

In addition, we have written articles for publication, instructed training courses and done public presentations for a number of the organizations listed above.

FIRM PROFILE

Peer Review

The firm undergoes an independent peer review of our accounting and auditing practice as a condition of membership in the American Institute of Certified Public Accountants (AICPA), the national organization of CPA's in public practice, industry, government and education. Our reports have been reviewed by numerous federal and state oversight agencies as well as other external professional agencies and organizations. Furthermore, there has never been any action taken against our Firm with any state or federal regulatory body or professional organization to which we have submitted our reports.

Independence

We require that all personnel inform the Firm of any lack of independence with respect to all clients. Specific guidelines to be followed are those set forth in the AICPA's Code of Professional Ethics. Additionally, we are in compliance with the standards established by the General Accounting Office (GAO). More specifically, we are completely independent with respect to Village of Orland Park, Illinois.

License to Practice

The Firm and all key personnel are duly licensed to practice in the State of Illinois. Our State of Illinois license number is 066-003655.

Communication is the Key

We consider it essential to maintain the lines of communication throughout the year. To attain this, we both formally (via meetings, letters, etc.) and informally (via telephone calls, emails, etc.) keep our clients advised of changes and recent developments related to governments.

DFK International/USA

Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with locations in over 40 major markets throughout the United States and representation in over 85 countries worldwide. Our membership in DFK enhances our worldwide reach, provides us with additional resources, and expands the world of opportunity for our clients.

Conclusion

We are thrilled to have the opportunity to potentially work with the Village. We truly believe we have a passion for the government industry and a passion for providing the highest level of service. Our approach to client service includes open year-round communication, a large network of resources to assist with questions, and a dedication to furthering education on our industry technical standards and best practices. At L&A you will be served by partners who are dedicated to the government industry and a group of over 160 L&A employees that share in that passion and spend all twelve months of the year working on government engagements.

KEY ENGAGEMENT PERSONNEL

Ronald J. Amen, CPA

Managing Partner

Mr. Amen has over 31 years of experience serving clients in the governmental sector. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, State and Federal government entities, universities, nonprofits and other governments.

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ramen@lauterbachamen.com

Educational and Membership Background

- University of Nebraska
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Government Finance Officers Association (GFOA) and Illinois GFOA
- Member of AICPA Government Audit Quality Center
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses

Governmental Accounting and Auditing Experience

Mr. Amen has managed numerous governmental engagements during his experience in public accounting. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background. Due to his extensive government background, Mr. Amen is often used as a resource for providing creative solutions to issues affecting local governments. Mr. Amen functions as a working partner, in that he is available and present during each phase of the audit process.

Mr. Amen has also participated in the management of some large commercial and nonprofit engagements. This experience includes audits, tax preparation, consulting and strategic planning for both commercial and nonprofit clients.

KEY ENGAGEMENT PERSONNEL

Nathan J. Gaskill, CPA

Financial Services Partner

Mr. Gaskill has over 11 years of experience serving clients in the governmental and private sectors. He has participated in numerous governmental engagements, including public pension funds, municipalities, libraries, special districts, and various other units of government. He has also participated in several private sector audits, compilations, and tax returns.

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Educational and Membership Background

- Monmouth College
- Upper Iowa University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- The Illinois CPA Society
- Member of the Illinois Public Pension Fund Association
- Member of the Illinois Professional Firefighters' Association
- Member of the Township Officials of Illinois

Governmental Accounting and Auditing Experience

Mr. Gaskill's experience in the governmental sector includes managing the addition of 150+ units of government including: municipalities, public pension funds, libraries, fire protection districts, and other units of governments to the accounting and financial reporting department within Lauterbach & Amen. This experience includes managing the general ledger, payroll, accounts payable, accounts receivable, and the financial statement preparation functions. In addition, he has consulted on several IT, accounting software, and AIS (accounting information systems) projects.

Mr. Gaskill has also attended hundreds of Board of Directors meetings where he has presented financial statements, budget reports, and other compliance reporting required by governmental agencies. In addition, Mr. Gaskill has consulted on several IT, accounting software, and AIS (accounting information systems) projects. He currently serves as the firm's IT Director.

KEY ENGAGEMENT PERSONNEL

Wesley Levy

Financial Services Principal

Mr. Levy has 11 years of professional accounting experience in the governmental sector. He has participated in numerous governmental engagements, including public pension funds, fire protection district, public pension funds, libraries, and various other units of government.

668 N. River Road
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630.393.1483
wlevy@lauterbachamen.com

Educational and Membership Background

- Monmouth College
- Member of the Illinois Professional Firefighters' Association
- Member of the Illinois Public Library Association

Governmental Accounting and Auditing Experience

Mr. Levy's experience in the government sector includes management of a number units of government. Such assignments include, but not limited to, maintaining the general ledger, trial balance, balance sheet, and consolidated financials, monthly compilations, audit preparation, annual compliance reporting (Treasurer's Reports), budgeting, cash flow analysis, and other related projects. He has also assisted numerous clients with payroll processing, supervising accounts payable and receivable, and the recommendation and implementation of carious finance/accounting department related policies and procedures.

Mr. Levy has also attended hundreds of Board of Directors meetings where he has presented financial statements, budget reports, and other compliance reporting required by governmental agencies. In addition, Mr. Levy has worked closely with key personnel to ensure that all key personnel have a working knowledge of the finance function that Lauterbach & Amen has assumed.

SCOPE OF SERVICES

Overview

We are prepared to exceed all requirements and expectations of the Village. The partners of L&A will be involved in all phases of the engagement of the Village.

Payroll

As outlined in the RFP, L&A will be responsible for the following:

L&A will be responsible for the entire biweekly payroll. For each pay period, L&A will be on-site, at a minimum, the Thursday and Friday before payroll week, as well as Monday thru Wednesday of the payroll week performing the following:

- Confirm all employee record changes processed by HR are correct by reviewing applicable PAF. Process employee record changes not recorded on a PAF. Completed no later than end of day on the Friday before payroll week.
- Verify that all pays applicable to the pay period are properly entered in the payroll system.
- Verify that all timesheets entered into the employee self-service portal have been submitted to the payroll application. Completed by 12:00 pm on Monday of each payroll week. Import seasonable employees into Innoprise. Completed by 5:00 pm on Monday of payroll week.
- Complete payroll processing no later than 3:00 pm on Tuesday of each payroll week.
- Process payments and applicable reports/documents.

Upon implementation of the UltiPro payroll system, provide balance payroll file for transmission to UltiPro.

L&A will be responsible for preparing all year end documents and reports, including but not limited to, W2s, 941s, and any other regulatory reporting required.

L&A will perform other services outside the regular payroll schedule as assigned.

REFERENCES

We know that our best endorsement comes from satisfied clients. We invite you to contact the following clients who have been serviced by our firm to inquire about their experience and how our services continue to bring value to our clients. Additional references can be provided upon request.

VILLAGE OF GLENVIEW

Amy Ahner
847.724.1700
aahner@glenview.il.us
2500 East Lake Ave.
Glenview, IL 60026

VILLAGE OF CARPENTERSVILLE

Eric Johnson
847.426.3439
ejohnson@cville.org
1200 L.W. Besinger Drive
Carpentersville, IL 60110

VILLAGE OF WESTERN SPRINGS

Grace Turi
708.246.1800
gturi@wsprings.com
740 Hillgrove
Western Springs, IL 60558

REFERENCES

Additional Clients Served

L&A stands by our quality and service. As such, we encourage you to reach out to any of the clients listed below that we serve to learn more about their experience with our firm.

Municipalities					
Addison	Crystal Lake	Harvard	Mendota	Princeton	Thornton*
Algonquin	Cuba	Henry County	Midlothian	Prospect Heights	Timberlane
Antioch*	Dolton	Hinckley	Monee	Riverside*	Vernon Hills
Barrington Hills	East Dundee*	Homewood	Montgomery*	Rock Island*	Volo
Barrington*	East Hazel Crest	Inverness	Morton Grove*	Rockford*	Warrenville*
Bartlett*	Elburn	Itasca	Mount Prospect	Rolling Meadows*	Wauconda
Beach Park*	Elk Grove Village*	Johnsburg*	Naperville Township	Rosemont	Waukegan
Berkeley	Elwood*	Justice	Naperville*	Round Lake Beach	West Chicago*
Bloomingdale*	Evanston	Kenilworth	New Milford	Sandwich	Western Springs
Bradley	Fox River Grove	Kildeer*	Town of Normal*	Schaumburg	Wheaton*
Brookfield*	Frankfort*	Lake Barrington	North Aurora*	Shabbona	Willow Springs
Buffalo Grove*	Georgetown	Lake Bluff	North Riverside*	Silvis	Wilmette*
Burlington	Gilberts*	Lake Villa	Northbrook*	Sleepy Hollow	Winfield Township
Burnham	Glen Ellyn*	Libertyville*	Northfield*	South Barrington	Winnetka*
Campton Hills	Glencoe*	Lincolnwood*	Palos Park*	South Elgin*	Woodridge*
Carpentersville*	Glenview*	Lindenhurst	Park Forest*	Stone Park	Yorkville*
Cary	Golf	Lombard*	Park Ridge	Streamwood*	
Cherry Valley	Grayslake	Manhattan*	Pingree Grove*	Streator	
Cortland	Gurnee*	Maple Park	Plano	Sugar Grove*	
Country Club Hills	Hampshire	Markham	Poplar Grove	Sycamore*	

* Indicates governments who currently hold the GFOA Certificate of Achievement.

Municipalities	Park Districts	School Districts	Libraries	Pension Funds	Other Entities
110+	**65+**	**25+**	**45+**	**250+**	**100+**

ORLAND PARK

PROPOSAL SUMMARY SHEET
RFP # 20-007
Municipal Payroll and Article 3 Pension Fund
Consulting Services

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

Organization Name: Lautbach & Amen, LLP

Street Address: 668 N. River Road

City, State, Zip: Naperville

Contact Name: Nathan Gaskill

Phone: 630-393-1483 Fax: 630-393-2516

E-Mail address: ngaskill@lauterbachamen.com

	Rate Per Hour *	Estimated Hours/Payroll	Total Estimated Cost/Payroll
Biweekly Payroll Services			
Innorpise	$ 80	32	$ 2,560
UltiPro	$ 80	20	$ 1,600

	Rate Per Hour *	Estimated Hours	Total Estimated Cost
Year End Processes	$ 80	40	$ 3,200

* Rate per hour may be stated as an average rate based on personnel involved
Please include a standard rate sheet by staff position.

Signature of Authorized Signee: _____

Title: Partner

Date: 2/24/2020

ACCEPTANCE: This proposal is valid for ninety (90) calendar days from the date of submittal.

ORLAND PARK

CERTIFICATE OF COMPLIANCE

The undersigned Ronald J. Amen, as Partner
(Enter Name of Person Making Certification) (Enter Title of Person Making Certification)

and on behalf of Lauterbach & Amen, LLP, certifies that:
(Enter Name of Business Organization)

1) BUSINESS ORGANIZATION:

The Proposer is authorized to do business in Illinois: Yes [X] No [ ]

Federal Employer I.D. #: 36-4133681
(or Social Security # if a sole proprietor or individual)

The form of business organization of the Proposer is (*check one*):

___ Sole Proprietor
___ Independent Contractor (*Individual*)
_X_ Partnership
___ LLC
___ Corporation _____ _____
(State of Incorporation) (Date of Incorporation)

2) ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS: Yes [X] No [ ]

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "Bid-rigging" or "Bid-rotating" of any state or of the United States.

3) SEXUAL HARRASSMENT POLICY: Yes [X] No [ ]

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public Contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

4) <u>EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE</u>: Yes [X] No [ ]

During the performance of this Project, Proposer agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq. The

Proposer shall: (I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract; (V) submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations. Subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Proposer and any person under which any portion of the Proposer's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Proposer or other organization and its customers. In the event of the Proposer's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Proposer may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

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

Proposer is current in the payment of any tax administered by the Illinois Department of Revenue, or if it is not: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

6) AUTHORIZATION & SIGNATURE:

I certify that I am authorized to execute this Certificate of Compliance on behalf of the Company set forth on the Proposal, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the Proposal is genuine and not collusive, and information provided in or with this Certificate are true and accurate. The undersigned, having become familiar with the Project specified, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

ACKNOWLEDGED AND AGREED TO:

_____
Signature of Authorized Officer

Ronald J. Amen
Name of Authorized Officer

Partner
Title

February 24, 2020
Date

INSURANCE REQUIREMENTS

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

WORKERS COMPENSATION & EMPLOYER LIABILITY

$1,000,000 – Each Accident $1,000,000 – Policy Limit
$1,000,000 – Each Employee
Waiver of Subrogation in favor of the Village of Orland Park

AUTOMOBILE LIABILITY

$1,000,000 – Combined Single Limit
Additional Insured Endorsement in favor of the Village of Orland Park

GENERAL LIABILITY (Occurrence basis)

$1,000,000 – Each Occurrence $2,000,000 – General Aggregate Limit
$1,000,000 – Personal & Advertising Injury
$2,000,000 – Products/Completed Operations Aggregate
Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

EXCESS LIABILITY (Umbrella-Follow Form Policy)

$10,000,000 – Each Occurrence $2,000,000 – Aggregate
EXCESS MUST COVER: General Liability, Automobile Liability, Workers Compensation

INSURANCE AGENT ERRORS AND OMISSIONS LIABILITY

Limit- $10,000,000
(A Copy of Policy Declarations Page must be submitted with response)

Any insurance policies providing the coverages required of the Contractor shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage's. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

The proposer agrees that if they are the selected contractor, within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the selected proposer.

ACCEPTED & AGREED THIS 24th DAY OF Feburary, 20 20

Signature

Ronald J. Amen, Partner
Printed Name & Title

Authorized to execute agreements for:
Lauterbach & Amen, LLP
Name of Company