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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

FACILITIES COMMITTEE MEETING PACKET

WEDNESDAY, JULY 19, 2017

5:30 P.M.

COMMUNITY MEETING ROOM

EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
FACILITIES COMMITTEE
Wednesday, July 19, 2017
5:30 P.M.
Evanston Public Library, Community Meeting Room, 1703 Orrington Ave.

AGENDA

1. CALL TO ORDER

2. NEW BUSINESS

a. Present a proposal for the North Branch Library interior move Goods and Services Bid 17-45. Staff is asking for Committee approval to award the bid to Hallett Movers Summit, Illinois in the amount of $41,880.
b. Brief Power Point Presentation - Update Main Library Renovation.

3. ADJOURNMENT

The City of Evanston is committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.

Memorandum

To: Evanston Public Library Board Trustees

From: Karen Danczak Lyons, Library Director
John Devaney, Facilities Manager

Subject: Approval of Phase III North Branch Construction Interior Move Goods and Services Bid 17-45

Date: July 12, 2017

Recommended Action:

Library staff went out to public bid with Goods and Services Bid 17 – 45 and received two bids back. Hallett Movers $41,880, and Bradford Systems Corporation $45,699. Both vendors submitted responsible/responsive bids for the project scope.

Staff recommends the Facilities Committee and the Library Board authorize the Library Director to approve a goods and service agreement with Hallett Movers 7535 W. 59th Street, Summit, IL 60501 in the amount of $41,880.00 related to Phase III of the North Branch Library renovations. The work includes packing, removal, off-site storage, and reshelving of Library materials and furnishings. The scope also includes the demolition of existing shelves and replacing with new (EPL supplied). This work is being performed in order to provide access to the entire facility floor to perform abatement of the asbestos containing tile and installation of the new carpeting.
Hallett Movers acknowledges its understanding of the scope, nature and quality of the work that EPL expects, and verifies their availability for the projected relocation dates. Hallett Movers specializes in library relocations and comes with impressive references from similar past library projects.
Library services will stop at the North Branch at 6:00 pm on Saturday July 29, 2017. If approved, Hallett Movers will begin work on Monday July 31, 2017 in order to meet our extremely tight construction schedule. (Please see steps 5 and 6 “Impact to the Public”)

Funding Source:

Funding is from the Library Fund, account 187.4862.65515. The 2017 CIP budget for the third phase of the project is $474,000.

Background:

We have completed two prior phases of work at the North Branch renovation to date:

Phase I: Restroom Renovations - 2014
Phase II: HVAC and water main replacement - 2016

During Phase III, the third and final phase, we will complete the following work:

1) Repair all of the exterior masonry
2) Replace roof and gutters
3) Replacement of the storefront and vestibule including modifications add automatic doors
4) Replacement of south and east facing windows in the rear
5) Replacement of rear door
6) Asbestos tile abatement
7) Carpet replacement
8) Install new shelving

The anticipated schedule is as follows:

Month	**June**	**July**	**August**
Task	Masonry repair Storefront replacement Begin roof replacement	Replacement of SE facing windows Replacement of rear door	Asbestos abatement Carpet replacement Install new shelving Electrical work

Impact to the public:

During steps 1 through 4, there will be the following impact for the public:

a) The sidewalk on Central Street in front of the North Branch will be partially blocked.
b) The parking for staff and volunteers (in the rear) will be unavailable.
c) The front (North) end of the branch reading room will be blocked off with plywood. This will necessitate a reduction in the seating area available for adult patrons.
d) The New Books and part of the Mystery collection will be re-arranged on a temporary basis during the construction of the storefront.
e) The computer bar in the North window will not be available.

During steps 5 and 6 the North Branch and the book drop will be closed.

The Branch will close on July 29th, at 6:00 p.m. The Branch will re-open on Tuesday, September 5th, at 10:00 a.m.

The closure is required because the work that is being done is asbestos abatement, and this work has stringent environmental controls that **must** be applied. Therefore the public can **not** be allowed access during this work.

During steps 5 and 6, there will be the following impact for the public:

a) No materials can be returned or checked out during August.
b) All patron holds will be picked up at the Main Library.
c) No programming at the North Branch during August.
d) The collection at the North Branch will be unavailable to the Evanston Library and the Consortium.

Improvements for the public:

While most of the work we are performing will address the building's structural elements, and therefore not visible to public, there will some visible improvements to the North Branch.

Specifically:

1) New carpeting. The current carpeting is old and worn. New carpeting will be welcome.
2) A motorized drop down screen, a daylight ceiling mounted projector, and motorized black out shades for the North storefront will be included. This will greatly enhance the programming capabilities.
3) An expanded Children's activity area with more room for activities.
4) New furniture for both the adult reading area and the children's activity area.
5) Re-installation of the computer catalog station.
6) Re-upholstery (or replacement) of Children's Reading chair.
7) New modern shelving.

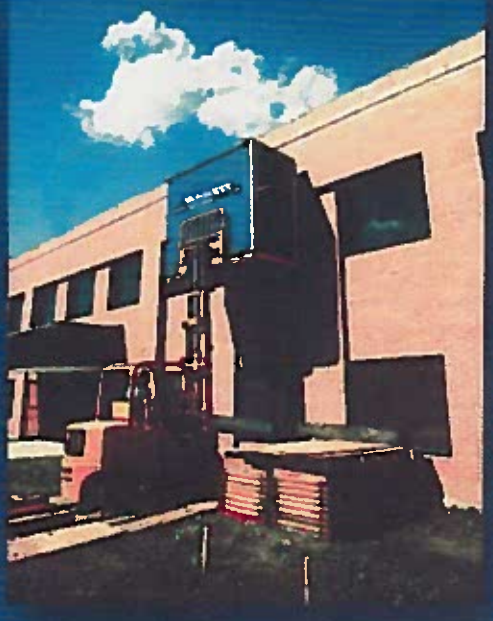
Agenda Item 10.D

Hallett Movers Bid Proposal
For

City of Evanston
North Branch Library Phase III Interior Move
Bid # 17-45
Evanston, IL

COPY

Submitted July 11, 2017



HALLETT
THE ONLY MOVERS YOU NEED TO KNOW

July 11, 2017

City of Evanston
Linda Thomas
Purchasing Division, Room 4200
Lorraine H. Morton Civic Center
2100 Ridge Avenue
Evanston, IL 60201

RE: North Branch Library Phase III Interior Move, Bid Number 17-45

Dear Ms. Thomas,

Thank you for the opportunity to provide a proposal for the **City of Evanston, North Branch Library Phase III Interior Move, Bid Number 17-45.** Our quote is based on the RFP issued June 26, 2017. This proposal endeavors to provide all requested information, which should effectively prove Hallett to be of the highest quality experience and service in library relocations such as the City of Evanston, North Branch Library is about to embark. Hallett further acknowledges its understanding of the scope, nature and quality of work to be performed and verifies that we are readily available for the projected relocation dates.

As is our standard practice, Hallett agrees that we are in compliance with all applicable laws and policies - as stipulated in the RFP. Hallett has developed its lump sum price for this project at current Prevailing Wage Rates for Cook County. All prices found within are firm and remain valid for 60 days after the Bid Opening Date. Furthermore, a Bid Bond is furnished for 5% and a Performance Bond will be furnished in the stated amount of 110% of the contract price. As instructed, we guarantee all appropriate insurances (see enclosed COI) will be in force through the duration of the project and we will indemnify and hold the City & Officers harmless for claims and damages as required.

In all phases, in all processes and in all endeavors Hallett's primary goal will be to provide the most efficient, least disruptive move for all materials and shelving. Enclosed you will find the resumes of our Project Managers and Supervisors whom are all well versed in moves of this nature. This project will be assigned one Project Manager who will be supported on site by several experienced move staff. With a full professional moving staff and owning our own equipment - Hallett assures its ability to accomplish the project within the requested parameters.

Hallett Movers was established in 1937, we are a family owned business operated by the 2nd and 3rd generations. We provide hands-on management that reflects our pride in our family tradition and past performance. Hallett are longstanding members in many professional associations including Illinois Movers' and Warehousemen's Association, as well as the American Library Association. We have long been rated A+ with 0 complaints with the Illinois Better Business Bureau. Hallett is a woman-owned company and is singularly capable of providing all services for the scope of this project.

In selecting Hallett Movers, you are assured of the finest quality moving service obtainable. If you have any questions, or would like to discuss any part of this bid proposal do not hesitate to contact me at 708-458-8600 or via email at dawn@hallettmovers.com. We look forward to being of service to you.

Sincerely,

Dawn Hallett
President

EXHIBIT A – BID FORM
For
North Branch Library Phase III Interior Move

(BID No. 17-45)

1.01 BID TO:

Evanston Public Library/THE CITY OF EVANSTON
2100 Ridge Avenue
Evanston, Illinois 60201

hereinafter called "OWNER".

1.02 BID FROM:

Hallett & Sons Expert Movers, Inc.
(Hereinafter call "BIDDER")

7535 W. 59th Street, Summit, IL 60501
Address

708-458-8600
Telephone Number

708-458-7116
Fax Number

1.03 BID FOR: **North Branch Library Phase III Interior Move**

1.04 ACKNOWLEDGEMENT:

A. The Bidder, in compliance with the Invitation for Bids, having carefully examined the Drawings and Project Manual with related documents and having visited the site of the proposed Work, and being familiar with all of the existing conditions and limitations surrounding the construction of the proposed project, including the structure of the ground, subsurface conditions, the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the Work to be performed, hereby PROPOSES to perform everything required to be performed, and to provide all labor, materials, necessary tools and equipment, expendable equipment, all applicable permits and taxes and fees, and provide all utility and transportation services necessary to perform and complete in a workmanlike manner the Project in accordance with all the plans, specifications and related Contract Documents as prepared by the City of Evanston.

B. The undersigned hereby acknowledges receipt of Invitation of Bids, Instruction to Bidder, the Project Manual, Drawings, and other Contract Documents and acknowledges receipt of the following Addenda:

Addendum No.	N/A	Dated	N/A
Addendum No.	N/A	Dated	N/A
Addendum No.	N/A	Dated	N/A

1.05 GENERAL STATEMENTS

A. The undersigned has checked all of the figures contained in this proposal and further understands that the Owner will not be responsible for any errors or omissions made therein by the undersigned.

B. It is understood that the right is reserved by the Owner to reject any or all proposals, to waive all informality in connection therewith and to award a Contract for any part of the work or the Project as a whole.

C. The undersigned declares that the person(s) signing this proposal is/are fully authorized to sign on behalf of the named firm and to fully bind the named firm to all the conditions and provisions thereof.

D. It is agreed that no person(s) or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the Contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.

E. It is agreed that the undersigned has complied and/or will comply with all requirements concerning licensing and with all other local, state and national laws, and that no legal requirement has been or will be violated in making or accepting this proposal, in awarding the Contract to him, and/or in the prosecution of the Work required hereunder.

F. To be considered a bona fide offer, this proposal must be completed in full and accompanied by a bid deposit or a bid bond when required by Contract Documents or Addenda.

1.06 ALTERNATES

A. When alternate proposals are required by Contract Documents or Addenda thereto, the undersigned proposes to perform alternates for herein stated additions to or deductions from hereinbefore stated Base Bid. Additions and deductions include all modifications of Work or additional Work that the undersigned may be required to perform by reason of the acceptance of alternates.

1.07 AGREEMENT

A. In submitting this Bid, the undersigned agrees:

1. To hold this Bid open for sixty (60) days from submittal date.
2. To enter into and execute a Contract with the Owner within ten (10) days after receiving Notice of Award from the Owner.
3. To accomplish the work in accordance with the Contract Documents.
4. To complete the work by the time stipulated in the General Conditions

B. The Owner reserves the right to reject any and all Bids and to waive any informalities in Bidding.

1.08 SCHEDULE

A. See General Conditions for required schedule of completion dates.

1.09 PROPOSED PRICES

A. The Bidder hereby proposes to furnish all labor, materials, equipment, transportation, construction plant and facilities necessary to complete, in a workmanlike manner and in accordance with the contract documents, the contract of work bid upon herein for compensation in accordance with the following prices:

BASE BID AMOUNT: $ 41,880.00

(Forty One Thousand, Eight Hundred Eighty Dollars and no/100)

1.10 BID SECURITY

Accompanying this proposal is a bank draft, bid bond, Cashier's check or Certified check as surety in the amount of not less than five percent (5%) of the Total Bid payable to the City of Evanston.

The amount of the check or draft is: $ (5%) Bid Bond Enclosed .

If this bid is accepted and the undersigned shall fail to execute a contract and contract bond as required it is hereby agreed that the amount of the check or draft or bidder's bond substituted in lieu thereof, shall become the property of the City and shall be considered as payment of damages due to delay and other causes suffered by the City because of the failure to execute said contract and contract bond; otherwise said check or draft shall be returned to the undersigned.

ATTACH BANK DRAFT, BANK CASHIER'S CHECK OR CERTIFIED CHECK HERE.

In the event that one check or draft is intended to cover two or more bids, the amount must be equal to the sum of the proposal guarantees of the individual sections covered.

If the check or draft is placed on another proposal, state below where it may be found, as follows: The check or draft will be found in the proposal for: N/A.

1.11 MATERIAL SUBSTITUTION SHEET

The following is a schedule of substitute materials I propose to furnish on this job, with the difference in price being added to or deducted from the Base Bid. The Base Bid is understood to include only those items which are definitely specified by trade names or otherwise.

I understand that if no price difference is indicated, then the selection of materials is optional with the Owner, and approval or rejection of the substitution below will be indicated prior to signing of Contracts.

PRODUCT NAME AND/OR MANUFACTURER	ADD	DEDUCT
N/A	N/A	N/A

1.12 PROPOSAL SIGNATURE (REQUIRED)

A. SOLE PROPRIETOR

Signature of Bidder: _____

SUBSCRIBED AND SWORN to before me this _____ day of_____, 20__

_____
Notary Public

Commission Expires: _____

B. PARTNERSHIP
Signature of All Partners:

_____ _____
Name (typed or printed)

_____ _____
Name (typed or printed)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20___

_____
Notary Public

Commission Expires: _____

C. CORPORATION

Signature of Authorized Official: _____

Title: President

Name above (typed or printed): Dawn Hallett-Ternes

(If other than the president, attach a certified copy of that section of corporate by-laws or other authorization by the Corporation which permits the person to execute the offer for the Corporation.)

(Corporate Seal)

Attest: _____
Secretary

SUBSCRIBED AND SWORN to before me this 7th day of July, 2017

_____
Notary Public

Commission Expires: 05/22/2020

DEBRA K GOSSETT
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
May 22, 2020

1.13 DISCLOSURE

A. The undersigned duly sworn deposes and says on oath that the bidder has withheld no disclosures of ownership interest and the information provided herein to the best of its knowledge is current and said undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price named in said proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders and has not disclosed to any person, firm or corporation the terms of this bid or the price named herein.

B.

Bidder: Hallett & Sons Expert Movers, Inc.

Business Address: 7535 W. 59th Street
Summit, IL 60501

Telephone Number: 708-458-8600

1.15 CONTACTS

A. In the event the Evanston Public Library Board of Trustees approves this bid response, list the name, address, telephone, and fax number of the person to be contacted to place an order:

Bidder: Hallett & Sons Expert Movers, Inc./ Dawn Hallett-Temes
Address: 7535 W. 59th Street

Summit, IL 60501

Telephone Number: 708-458-8600

Fax Number: 708-458-7116

1.14 REFERENCES

A. Provide three (3) references for which your firm has completed work of a similar scope in the past.

1. Name: Indianapolis Public Library

Address: 2450 N. Meridian Street, Indianapolis, IN 46208

Contact Person: Deb Lambert - dlambert@indypl.org

Phone: 317-275-4850

Contract Value: $235,009.50

Contract Dates: 02/15/17 - 3/2/17

2. Name: Skokie Public Library

Address: 5215 Oakton, Skokie, IL 60077

Contact Person: Richard Kong, Director - rkong@skokielibrary.info

Phone: 847-673-7774

Contract Value: $70,050.00

Contract Dates: 8/2016 - 9/2016

3. Name: Northwestern University

Address: 2020 Ridge Avenue, Evanston, IL 60208

Contact Person: Noel Davis - noel.davis@northwestern.edu

Phone: 847-467-7180

Contract Value: $159,000.00

Contract Dates: 09/2016 - 10/2016

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Hallett & Sons Expert Movers, Inc.
7535 W. 59th Street
Summit, IL 60501

SURETY:
(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183
Mailing Address for Notices
Same as above

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

City of Evanston
2100 Ridge Road
Evanston, IL 60201

BOND AMOUNT: 5% Five Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)

Dismantling and moving shelving; packing and moving collection to offsite storage; move library staff personal effects and misc. furniture; installing new shelving; and returning collection

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 11th day of July, 2017.

Beth Bergh
(Witness)

Hallett & Sons Expert Movers, Inc.
(Principal) *(Seal)*

By: [signature]
(Title) President

Travelers Casualty and Surety Company of America
(Surety) *(Seal)*

By: Rene' Roulo
(Title) Rene' Roulo, Attorney-in-Fact

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
HARTFORD, CONN.

(Witness) See Attached Jurat

STATE OF ILLINOIS
COUNTY OF COOK

I, **John J. Naso Jr.**, a Notary Public in and for the state and county aforesaid, do hereby certify that **Rene' Roulo** of Orland Park, Illinois who is personally known to me, appeared before me this day and acknowledged that she signed, sealed and delivered the foregoing instrument as her free and voluntary act as Attorney-in-Fact of the **Travelers Casualty and Surety Company of America,** and as the free and voluntary act of the **Travelers Casualty and Surety Company of America,** for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this 11th day of July , A.D. 2017.

My commission expires December 13, 2017
NOTARIAL JURAT

Notary Public

"OFFICIAL SEAL"
JOHN J. NASO, JR.
Notary Public, State of Illinois
My Commission Expires 12/13/2017

TRAVELERS

POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Surety Bond No. Bid Bond

OR

Project Description: Dismantling and moving shelving; packing and moving collection to offsite storage; move library staff personal effects and misc. furniture; installing new shelving; and returning collection

Principal: Hallett & Sons Expert Movers, Inc.

Obligee: City of Evanston

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc. is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Rene' Roulo** of the City of **Orland Park** , State of **IL** , their true and lawful Attorney-in-Fact, to sign, execute, seal and acknowledge the surety bond(s) referenced above.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this **24th** day of **June, 2016.**

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **24th** day of **June , 2016,** before me personally appeared **Robert L. Raney,** who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2021.**

MARIE C. TETREAULT NOTARY PUBLIC CONNECTICUT

Marie C Tetreault
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 11th day of July 2017.

Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at www.travelersbond.com. Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.

EXHIBIT B– CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY
(Only if Contract Exceeds $10,000)

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION OF BIDDER

Hallett & Sons Expert Movers, Inc., 7535 W. 59th Street, Summit, IL 60501

Name and Address of Bidder (Include ZIP Code)

IRS EMPLOYER I.D. NUMBER 36-2438075

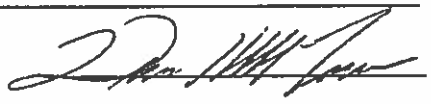
1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause. X Yes ___ No

2. Bidder has filed all compliance reports due under applicable instructions. X Yes ___ No

3. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended? ___ Yes X No

Name: Dawn Hallett-Ternes

Title: President

Signature: 

Date: 07/07/17

EXHIBIT C – DISCLOSURE OF OWNERSHIP INTERESTS

City of Evanston Ordinance 15-0-78 requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their bid. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: Hallett & Sons Expert Movers, Inc.

APPLICANT ADDRESS: 7535 W. 59th Street, Summit, IL 60501

TELEPHONE NUMBER: 708-458-8600

FAX NUMBER: 708-458-7116

APPLICANT is (**Check One**)

1. Corporation (x) 2. Partnership ( ) 3. Sole Owner ( ) 4. Association ( )

5. Other ( )

Please answer the following questions on a separate attached sheet if necessary.

SECTION I - CORPORATION

1a. Names and addresses of all Officers and Directors of Corporation.

Corinne Hallett (Owner), 1401 Burr Oak Rd., Unit 117B, Hinsdale, IL 60521

Dawn Hallett-Ternes (President), 20426 Falling Water Circle, Frankfort, IL 60423

1b. (Answer only if corporation has 33 or more shareholders.) Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

N/A

1c. (Answer only if corporation has fewer than 33 shareholders.) Names and addresses of all shareholders and percentage of interest of each herein. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

Corinne Hallett- 100%

SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

N/A

2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

N/A

SECTION 3 - TRUSTS

3a. Trust number and institution.

N/A

3b. Name and address of trustee or estate administrator.

N/A

3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

N/A

SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE

4a. Specify which, if any, interests disclosed in Section 1,2, or 3 are being held by an agent or nominee, and give the name and address of principal.

N/A

4b. If any interest named in Section 1,2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

N/A

4c. If "constructive control" of any interest named in Sections 1,2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture of partnership agreements.)

N/A

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

07/07/17
Date

Signature of Person Preparing Statement

President
Title

ATTEST:
Notary Public

(Notary Seal)

Commission Expires: 05/22/2020

DEBRA K GOSSETT
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
May 22, 2020

EXHIBIT D – ADDITIONAL INFORMATION SHEET

Bid/Proposal Name: North Branch Library Phase III Interior Move

Bid/Bid Number #: 17-45

Company Name: Hallett & Sons Expert Movers, Inc.

Contact Name: Dawn Hallett-Ternes

Address: 7535 W. 59th Street

City,State, Zip: Summit, IL 60501

Telephone/FAX: # 708-458-8600/708-458-7116

E-mail: dawn@hallettmovers.com

Comments:

EXHIBIT E

CERTIFICATE OF COMPLIANCE WITH PREVAILING WAGE RATE ACT

The undersigned, upon being first duly sworn, hereby certifies to the City of Evanston, Cook, County, Illinois, that all work under this contract shall comply with the Prevailing Wage Rate Act of the State of Illinois, 820 ILCS 130 *et seq*, and as amended by Public Acts 86-799 and 86-693 and current City of Evanston Resolution, with rates to be paid in effect at time work is performed. Contractors shall submit monthly certified payroll records to the city.

Name of Contractor: Hallett & Sons Expert Movers, Inc.

By: _____
Dawn Hallett-Temes

By: State of Illinois, County of Cook

Subscribed and sworn to before me this 7th day of July, 2017.

Notary Public

DEBRA K GOSSETT
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
May 22, 2020

EXHIBIT F – CONFLICT OF INTEREST

Hallett & Sons Expert Movers, Inc., hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the Bidder, its owners and employees and any official or employee of the City of Evanston.

Bidder further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if Bidder/proposer has not disclosed any actual or potential conflict of interest, the City of Evanston may disqualify the bid/proposal.

Dawn Hallett-Ternes, President

(Name of Bidder/proposer if the Bidder/proposer is an Individual)
(Name of Partner if the Bidder/proposer is a Partnership)
(Name of Officer if the Bidder/proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public.
Subscribed and Sworn to this 7th day of July, 2017

Notary Public

(Notary Seal)

DEBRA K GOSSETT
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
May 22, 2020

Commission Expires: 05/22/2020

EXHIBIT G – SIGNATURE FORM
THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

The undersigned hereby certifies that they have read and understand the contents of this solicitation and attached service agreements, and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this document, the proposer hereby certifies that they are not barred from bidding on this contract as a result bid rigging or bid rotating or any similar offense (720 ILCS 5/33 E-3, E-4).

Authorized Signature: _____

Company Name: Hallett & Sons Expert Movers, Inc.

Typed/Printed Name: Dawn Hallett-Temes

Date: July 7, 2017

Title: President

Telephone Number: 708-458-8600

E-mail dawn@hallettmovers.com

Fax Number: 708-458-7116

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/20/2017

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

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

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
7131 N Knoxville Ave #1
Peoria IL 61614

CONTACT NAME: Abbey Fliege
PHONE (A/C, No, Ext): 309-691-1781 **FAX (A/C, No):** 309-690-7828
E-MAIL ADDRESS: Abbey_Fliege@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : General Casualty Insurance Company	18821
INSURER B : General Casualty Insurance Company	18821
INSURER C : BrickStreet Mutual Insurance Compan	12372
INSURER D : Travelers Casualty and Surety Co of	31194
INSURER E :	
INSURER F :	

INSURED
Hallett & Sons Expert Movers, Inc.
7535 West 59th Street
Summit IL 60501

COVERAGES **CERTIFICATE NUMBER:** 2048232319 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			CCI 1278688	4/22/2017	4/22/2018	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$1,000,000 $100,000 $5,000 $1,000,000 $2,000,000 $2,000,000 $
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			CBA1278688	4/22/2017	4/22/2018	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$1,000,000 $ $ $ $
B	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [X] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			CCU 1278688	4/22/2017	4/22/2018	EACH OCCURRENCE AGGREGATE $	$6,000,000 $6,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			WCN 6001323	4/22/2017	4/22/2018	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
B B D	Carriers Legal Warehouse Legal EE Theft Client Property			CCI 1278688 CCI 1278688 106673433	4/22/2017 4/22/2017 1/27/2017	4/22/2018 4/22/2018 1/27/2018	$500,000/$1,000,000 Ded - $1,000 $1,000,000	$1,000 22,000,000 10,000 DED

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

CERTIFICATE HOLDER

For Information Only

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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EXHIBIT A – BID FORM
For
North Branch Library Phase III Interior Move

(BID No. 17-45)

1.01 BID TO:

Evanston Public Library/THE CITY OF EVANSTON
2100 Ridge Avenue
Evanston, Illinois 60201

hereinafter called "OWNER".

1.02 BID FROM:

Bradford Systems Corporation
(Hereinafter call "BIDDER")

430 Country Club Drive, Bensenville, IL 60106
Address

630-350-3453
Telephone Number

630-350-3454
Fax Number

1.03 BID FOR: **North Branch Library Phase III Interior Move**

1.04 ACKNOWLEDGEMENT:

A. The Bidder, in compliance with the Invitation for Bids, having carefully examined the Drawings and Project Manual with related documents and having visited the site of the proposed Work, and being familiar with all of the existing conditions and limitations surrounding the construction of the proposed project, including the structure of the ground, subsurface conditions, the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the Work to be performed, hereby PROPOSES to perform everything required to be performed, and to provide all labor, materials, necessary tools and equipment, expendable equipment, all applicable permits and taxes and fees, and provide all utility and transportation services necessary to perform and complete in a workmanlike manner the Project in accordance with all the plans, specifications and related Contract Documents as prepared by the City of Evanston.

B. The undersigned hereby acknowledges receipt of Invitation of Bids, Instruction to Bidder, the Project Manual, Drawings, and other Contract Documents and acknowledges receipt of the following Addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

1.05 GENERAL STATEMENTS

A. The undersigned has checked all of the figures contained in this proposal and further understands that the Owner will not be responsible for any errors or omissions made therein by the undersigned.

B. It is understood that the right is reserved by the Owner to reject any or all proposals, to waive all informality in connection therewith and to award a Contract for any part of the work or the Project as a whole.

C. The undersigned declares that the person(s) signing this proposal is/are fully authorized to sign on behalf of the named firm and to fully bind the named firm to all the conditions and provisions thereof.

D. It is agreed that no person(s) or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the Contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.

E. It is agreed that the undersigned has complied and/or will comply with all requirements concerning licensing and with all other local, state and national laws, and that no legal requirement has been or will be violated in making or accepting this proposal, in awarding the Contract to him, and/or in the prosecution of the Work required hereunder.

F. To be considered a bona fide offer, this proposal must be completed in full and accompanied by a bid deposit or a bid bond when required by Contract Documents or Addenda.

1.06 ALTERNATES

A. When alternate proposals are required by Contract Documents or Addenda thereto, the undersigned proposes to perform alternates for herein stated additions to or deductions from hereinbefore stated Base Bid. Additions and deductions include all modifications of Work or additional Work that the undersigned may be required to perform by reason of the acceptance of alternates.

1.07 AGREEMENT

A. In submitting this Bid, the undersigned agrees:

1. To hold this Bid open for sixty (60) days from submittal date.
2. To enter into and execute a Contract with the Owner within ten (10) days after receiving Notice of Award from the Owner.
3. To accomplish the work in accordance with the Contract Documents.
4. To complete the work by the time stipulated in the General Conditions

B. The Owner reserves the right to reject any and all Bids and to waive any informalities in Bidding.

1.08 SCHEDULE

A. See General Conditions for required schedule of completion dates.

1.09 PROPOSED PRICES

A. The Bidder hereby proposes to furnish all labor, materials, equipment, transportation, construction plant and facilities necessary to complete, in a workmanlike manner and in accordance with the contract documents, the contract of work bid upon herein for compensation in accordance with the following prices:

BASE BID AMOUNT: $ 45,699.00

1.10 BID SECURITY

Accompanying this proposal is a bank draft, bid bond, Cashier's check or Certified check as surety in the amount of not less than five percent (5%) of the Total Bid payable to the City of Evanston.

The amount of the check or draft is: $ **Please see attached Bid Bond

If this bid is accepted and the undersigned shall fail to execute a contract and contract bond as required it is hereby agreed that the amount of the check or draft or bidder's bond substituted in lieu thereof, shall become the property of the City and shall be considered as payment of damages due to delay and other causes suffered by the City because of the failure to execute said contract and contract bond; otherwise said check or draft shall be returned to the undersigned.

ATTACH BANK DRAFT, BANK CASHIER'S CHECK OR CERTIFIED CHECK HERE.

In the event that one check or draft is intended to cover two or more bids, the amount must be equal to the sum of the proposal guarantees of the individual sections covered.

If the check or draft is placed on another proposal, state below where it may be found, as follows: The check or draft will be found in the proposal for: _____.

1.11 MATERIAL SUBSTITUTION SHEET

The following is a schedule of substitute materials I propose to furnish on this job, with the difference in price being added to or deducted from the Base Bid. The Base Bid is understood to include only those items which are definitely specified by trade names or otherwise.

I understand that if no price difference is indicated, then the selection of materials is optional with the Owner, and approval or rejection of the substitution below will be indicated prior to signing of Contracts.

PRODUCT NAME AND/OR MANUFACTURER	ADD	DEDUCT
_____	_____	_____
_____	_____	_____
_____	_____	_____

1.12 PROPOSAL SIGNATURE (REQUIRED)

A. SOLE PROPRIETOR

Signature of Bidder: _____

SUBSCRIBED AND SWORN to before me this _____ day of_____, 20__

_____
Notary Public

Commission Expires: _____

B. PARTNERSHIP
Signature of All Partners:

_____ _____
Name (typed or printed)

_____ _____
Name (typed or printed)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20___

_____
Notary Public

Commission Expires: _____

C. CORPORATION

Signature of Authorized Official: _____

Title: Vice President

Name above (typed or printed): David Bradford

(If other than the president, attach a certified copy of that section of corporate by-laws or other authorization by the Corporation which permits the person to execute the offer for the Corporation.)

(Corporate Seal)

Attest: _____
Secretary
David Bradford

SUBSCRIBED AND SWORN to before me this 5th day of July, 2017

_____
Notary Public

Commission Expires: 10-27-2018

OFFICIAL SEAL
CONSTANCE J. HACKER
Notary Public - State of Illinois
My Commission Expires 10/27/2018

1.13 DISCLOSURE

A. The undersigned duly sworn deposes and says on oath that the bidder has withheld no disclosures of ownership interest and the information provided herein to the best of its knowledge is current and said undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price named in said proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders and has not disclosed to any person, firm or corporation the terms of this bid or the price named herein.

B.

Bidder: Bradford Systems Corporation

Business Address: 430 Country Club Drive
Bensenville, IL 60106

Telephone Number: 630-350-3453

1.15 CONTACTS

A. In the event the Evanston Public Library Board of Trustees approves this bid response, list the name, address, telephone, and fax number of the person to be contacted to place an order:

Bidder: Bradford Systems Corporation
Address: 430 Country Club Drive, Bensenville, IL 60106

Jack McCarthy

Telephone Number: 847-652-6492

Fax Number: 630-350-3454

1.14 REFERENCES

A. Provide three (3) references for which your firm has completed work of a similar scope in the past.

1. Name: University of Chicago - The John Crerar Library

Address: 5730 S. Ellis Ave., Chicago, IL 60637

Contact Person: Jennifer Fifield

Phone: cell: 773-569-7320 office: 773-702-1638

Contract Value: $622,000.00

Contract Dates: 07/08/16 - 11/10/16

2. Name: Indiana State Library

Address: 315 W. Ohio St., Indianapolis, IN 46204

Contact Person: Connie Bruder

Phone: 317-232-3734

Contract Value: $282,000.00

Contract Dates: 06/01/14 - 10/01/14

3. Name: Chicago Public Library

Address: 410 S. State St., Chicago, IL 60605

Contact Person: Jeff Grzywa

Phone: 312-542-1200

Contract Value: $85,000.00

Contract Dates: January 2017 - March 2017

EXHIBIT B– CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY
(Only if Contract Exceeds $10,000)

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION OF BIDDER

Bradford Systems Corporation, 430 Country Club Drive, Bensenville, IL 60106

Name and Address of Bidder (Include ZIP Code)

IRS EMPLOYER I.D. NUMBER 36-2719574

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause. X Yes ___No

2. Bidder has filed all compliance reports due under applicable instructions. X Yes ___No

3. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended? ___Yes X No

Name: David Bradfod

Title: Vice President

Signature:

Date: 07/05/17

EXHIBIT C – DISCLOSURE OF OWNERSHIP INTERESTS

City of Evanston Ordinance 15-0-78 requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their bid. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: Bradford Systems Corporation

APPLICANT ADDRESS: 430 Country Club Drive, Bensenville, IL 60106

TELEPHONE NUMBER: 630-350-3453

FAX NUMBER: 630-350-3454

APPLICANT is (**Check One**)

1. Corporation (X) 2. Partnership ( ) 3. Sole Owner ( ) 4. Association ( )

5. Other ( )

Please answer the following questions on a separate attached sheet if necessary.

SECTION I - CORPORATION

1a. Names and addresses of all Officers and Directors of Corporation.

Lincoln Bradford - President

David Bradford - Vice President

David Bradford - Secretary

1b. (Answer only if corporation has 33 or more shareholders.) Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

NA

1c. (Answer only if corporation has fewer than 33 shareholders.) Names and addresses of all shareholders and percentage of interest of each herein. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

Lincoln Bradford, 414 Rockefeller, Lake Forest, IL 60045, 25% ownership

Jane Bradford, 414 Rockefeller, Lake Forest, IL 60045, 25% ownership

David Bradford, 60 Circle Ave, Wheaton, IL 60187, 25% ownership

Jacki Bradford, 60 Circle Ave, Wheaton, IL 60187, 25% ownership

SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

NA

2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

NA

SECTION 3 - TRUSTS

3a. Trust number and institution.

NA

3b. Name and address of trustee or estate administrator.

NA

BRADFORD
SYSTEMS

Corporate Office
430 Country Club Drive
Bensenville, Illinois 60106
630-350-3453 office
630-350-3454 facsimile
800-696-3453 toll-free

July 5, 2017

To whom it may concern:

David Bradford is a corporate officer and corporate signature for Bradford Systems Corporation.

Sincerely,

Lincoln Bradford
Bradford Systems Corporation