



# DARIEN POLICE



JOSEPH MARCHESE  
Mayor

GREG THOMAS  
Chief of Police

JASON NORTON  
Deputy Chief

1710 Plainfield Road  
Darien, Illinois 60561-5044  
Administration 630.971.3999  
FAX 630.971.4326  
Police Response 9-1-1  
[www.darien.il.us](http://www.darien.il.us)

**POLICE COMMITTEE**  
**July 20, 2020**  
**6:00 P.M.**  
**Police Department Training Room**  
**1710 Plainfield Road**

1. Call to Order
2. Public Comment and Communications
3. Approval of Meeting Minutes from June 15, 2020
4. Agenda Memo – A resolution authorizing the purchase of (1) dual purpose canine (K9) unit and four week training class from Northern Michigan K9 Inc. using Department of Justice award money in the amount of \$11,500.
5. Agenda Memo - A resolution authorizing the purchase of (1) 2020 Chevrolet Tahoe PPV vehicle for our new K9 unit from Miles Chevrolet using Department of Justice award money in the amount of \$39,288.
6. Agenda Memo – A motion to approve the expenditure of budgeted funds to purchase professional consulting services from Resource Management Associates in the amount of \$9,225.
7. Agenda Memo – A resolution authorizing the purchase of new office equipment from Midwest Office Interiors to replace current equipment in use by the police department using Department of Justice (DOJ) award money in the amount of \$16,995.71.
8. Agenda Memo – Approval of an ordinance authorizing the sale or disposal of surplus property.
9. Next Meeting Date – August 17, 2020
10. Adjournment



# DARIEN POLICE



JOSEPH MARCHESE  
Mayor

GREG THOMAS  
Chief of Police

EDWARD RENTKA  
Deputy Chief – Operations Commander

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Darien, Illinois 60561-5044  
Administration 630.971.3999  
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**POLICE COMMITTEE**  
**June 15, 2020**  
**Regular Meeting Minutes**  
**Police Department Training Room**  
**1710 Plainfield Road**

1. Call to Order  
**The meeting was called to order at 6:07 p.m. In attendance were Chairman Joe Kenny, Alderman Lester Vaughan and Chief Thomas**
2. Public Comment and Communications  
**There was no public comment or communication.**
3. Approval of Meeting Minutes from the February 18, 2020 meeting.  
**The minutes of the February 18, 2020 meeting were approved.**
4. Agenda Memo – Consideration of an ordinance amending various sections of Title 8, “Police Regulations,” Chapter 7 “Cannabis Regulations” of the City of Darien city code.  
**Chief Thomas explained that with the January 1, 2020 changes to the state cannabis laws, this prompted a needed update to the Darien Cannabis Regulations ordinance. A discussion ensued regarding the specific legal possession amounts and fines imposed. Alderman Vaughan motioned to approve seconded by Chairman Kenny. The ordinance was unanimously approved.**
5. Agenda Memo - Consideration of an ordinance amending various sections of Title 8, “Police Regulations,” Chapter 20 “Drug Paraphernalia” of the City of Darien city code.  
**Chief Thomas explained that again due to statewide changes to possession of drug paraphernalia, changes were needed to the Darien Drug Paraphernalia ordinance. The committee discussed changes to the fines imposed and the legal age limit. Alderman Vaughan motioned to approve seconded by Chairman Kenny. The ordinance was unanimously approved.**
6. Next Meeting Date – July 20, 2020
7. Adjournment

**Alderman Vaughan motioned to adjourn the meeting seconded by Chairman Kenny. The meeting was adjourned at 6:14 p.m.**

Approved: \_\_\_\_\_  
Date

Alderman: \_\_\_\_\_  
Thomas Chlystek

Chairman: \_\_\_\_\_  
Joseph Kenny

Alderman: \_\_\_\_\_  
Lester Vaughan

**AGENDA MEMO**  
**Police Committee**  
**July 20<sup>th</sup>, 2020**

**ISSUE STATEMENT**

A resolution authorizing the purchase of (1) dual purpose canine (K9) unit and four week training class from Northern Michigan K9 Inc. using Department of Justice award money in the amount of \$11,500.

**BACKGROUND/HISTORY**

Our current Canine dog (Niko) is nearing the end of his career and the Department would like to supplement our current K9 officer until it is appropriate that Niko retires. Staff recommends purchasing a new K9 dog from Northern K9 Inc. The dogs that are trained through this program all have great temperaments. Northern K9 Inc. has 15 years of experience training dogs exclusively for police agencies. They're the only training facility staffed with working K9 officers.

The Darien Police Department is a proud participant in the United States Department of Justice and the United States Department of Treasury Equitable Sharing Program for State and Local Law Enforcement Agencies. For the last two years the Darien Police Department has participated in federal task forces whose goal is to stem the flow of illegal narcotics into the Chicago metropolitan area which is one of the major hubs for illegal narcotics coming into the United States. It is the goal of this program to not only cut off the flow of illegal narcotics into the area, but to take away and use the tools, proceeds and property derived from any criminal activity against the offenders. These seized tools, proceeds and property are ultimately a deterrent to criminal activity and an enhancement to law enforcement. Under the Guidelines of the Equitable Sharing Program, the funds received cannot be used to replace or supplant the police department's regularly budgeted monies but augment the police budget. These seized monies may only be used by the police department in order to augment the police budget. This purchase meets the Guidelines of the Equitable Sharing Program and will provide an important tool for the police department that otherwise would not be available without participation in the Equitable Sharing Program. The cash balance of this fund is \$383,076.40 as of June 30, 2020.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends purchasing this K9 unit and training class from Northern Michigan K9 from Northern Michigan K9 Inc. using Department of Justice award money in the amount of \$11,500.

**ALTERNATE CONSIDERATION**

The alternate consideration is to not have a canine unit.

**DECISION MODE**

This item will be placed on the August 3<sup>rd</sup>, 2020 agenda for formal Council consideration and approval.

# Northern Michigan K9

Invoice, 06-18-20

1820 S. Coolidge Ave. Harrison  
Mi. 48625

Darien Police department  
1710 Plainfield Rd  
Darien, IL 60561

**BALANCE DUE**  
Upon Receipt

Notes: Class date September 7th 2020

Item Description	Quantity	Price Per	Total
Dual purpose K9 and 4 week class	1	\$11,500	\$11,500
Thank you again for contacting NMK9		Subtotal	
		Tax - 0%	
		<b>TOTAL</b>	<b>\$11,500</b>

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**AGENDA MEMO**  
**Police Committee**  
**July 20, 2020**

**ISSUE STATEMENT**

A resolution authorizing the purchase of (1) 2020 Chevrolet Tahoe Police Pursuit Vehicle (PPV) for the police K9 unit from Miles Chevrolet using Department of Justice award money in the amount of \$39,288.

**BACKGROUND/HISTORY**

Staff is looking to supplement our current K9 vehicle (2014 Chevrolet Tahoe) with a new 2020 Chevrolet Tahoe 4WD PPV which will be used by the new K9 unit. The state bid contract price for the 2020 Chevy Tahoe is \$37,700. Staff located a new 2020 Tahoe PPV on the lot at the Miles Chevrolet in Decatur, Illinois (State Contract Dealer), which will meet the needs of the department.

The dealer has one remaining vehicle available with additional options of remote start, carpet and factory console already added for an additional cost of \$830. Staff would also like to include Title & plate fee, LH LED spotlight upgrade, HD rubber floor mats, extra key and remote fob for an additional fee of \$758. The total vehicle price with these options is \$39,288.

The Darien Police Department is a proud participant in the United States Department of Justice and the United States Department of Treasury Equitable Sharing Program for State and Local Law Enforcement Agencies. For the last two years the Darien Police Department has participated in federal task forces whose goal is to stem the flow of illegal narcotics into the Chicago metropolitan area which is one of the major hubs for illegal narcotics coming into the United States. It is the goal of this program to not only cut off the flow of illegal narcotics into the area, but to take away and use the tools, proceeds and property derived from any criminal activity against the offenders. These seized tools, proceeds and property are ultimately a deterrent to criminal activity and an enhancement to law enforcement. Under the Guidelines of the Equitable Sharing Program, the funds received cannot be used to replace or supplant the police department's regularly budgeted monies but augment the police budget. These seized monies may only be used by the police department in order to augment the police budget. This purchase meets the Guidelines of the Equitable Sharing Program and will provide an important tool for the police department that otherwise would not be available without participation in the Equitable Sharing Program. The cash balance of this fund is \$383,076.40 as of June 30, 2020.

<b>Item</b>	<b>Federal Equitable Fund</b>	<b>Actual Cost</b>
(1) 2020 Chevrolet Tahoe 4WD PPV	17-41-4213	\$39,288

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval of the resolution to purchase (1) 2020 Chevrolet Tahoe PPV vehicle for the K9 unit from Miles Chevrolet using Department of Justice award money from Miles Chevrolet in the amount of \$39,288.

## **ALTERNATE CONSIDERATION**

As recommended by Staff.

## **DECISION MODE**

This item will be placed on the August 3<sup>rd</sup>, 2020 agenda for formal Council consideration and approval.

# Order Placement Form

## 2020 Chevrolet Tahoe PPV Police Interceptor.

**\$ 33,900.00**  
2WD Pursuit Rated

**\$ 36,900.00**  
4WD Special Service\*

**\$ 37,700.00**  
4WD Pursuit Rated

\* 4WD Special Service Vehicle: Not pursuit rated (top speed 98 mph), higher ground clearance & all season tires

### State Bid Base Equipment Includes:

Police Pursuit Rated.	5.3 V8 E85 Flex Fuel Engine	HD Black Vinyl Floor Covering	Tinted Glass
Center Console - Delete	6-Speed Auto Transmission	Cloth Front Bucket Power Seats	Air Conditioning
Headlamp & Taillamp Flasher	Transmission Oil Cooler	Vinyl Rear 60/40 Bench Seat	Rear Heat & Air
Night Saver LED Dome Light	Anti-Lock Frt & Rr Disc Brakes	AM/FM 8" Touch Screen Audio	Rear Window Defogger
Ignition Override Switch	Locking Rear Differential	Bluetooth w/ Hands Free Controls	Keyless Entry (2)
100 Watt Siren Speaker	17" Painted Steel Wheels	Intermittent Rain Sensing Wipers	Heated Power Mirrors
Underbody Skid Plate	P265/70/R17 V Rated Tires	Driver & Passenger Air Bags	Power Windows & Locks
Frame Mounted Recovery Hooks	Full Size Spare Tire	170 Amp Alternator	Tilt & Cruise Control
DRL On/Off Switch	Full Length Running Boards	720 CCA Primary Battery	110 Power Outlets (5)

All fleet Tahoes come with the GM 5-year / 100,000 mile drivetrain warranty and free roadside assistance.

### Police Package: Now included for a limited time at no extra charge!

LH Halogen Spotlight	Grille Light & Speaker Wiring (6J3)	Horn & Siren Wiring (6J4)	Hill Start Assist.
Auxiliary Battery 730 CCA	Trailer Hitch w/ 7 Wire Harness	HD Engine Oil Cooler	Stabilitrak
Rear Vision Camera	5 USB Ports & 1 Auxiliary Jack	High Capacity HD Radiator	Vehicles Keyed Alike
Rear Park Assist	Android & Apple CarPlay Capability	Tire Pressure Monitors	In State Delivery

Please check all options desired

#### CONTRACT OPTIONS

X	LH LED Spotlight (upgrade)	\$	390.00
	Disable Rear Door Functions	\$	130.00
	Carpet *	\$	190.00
	Bucket Seats w/ Factory Console *	\$	250.00
	Push Bumper	\$	690.00
X	HD Rubber Floor Mats (4)	\$	90.00
X	Extra Key	\$	45.00
X	Additional Remote (Fob)	\$	75.00

#### NON-CONTRACT OPTIONS

	Aluminum Wheels (Non Pursuit Only) *	\$	600.00
	Splash Guards (Molded Front & Rear)	\$	245.00
	Remote Start *	\$	300.00
	Cloth Second Row Seat (vinyl Std) *	\$	N/C
	Delete Spotlight	\$	N/C
	Undercoating – Sound Shield	\$	199.00
X	Illinois Title & Municipal Police Plates	\$	158.00

\* Some of the stock Tahoes will have remote start, aluminum wheels, carpet, factory console or cloth 2<sup>nd</sup> row seat. Indicate your preferences and I'll see if we have what you need.

We can add spotlights, push bumpers, mats, extra keys & fobs, splash guards, undercoat or disable rear doors as those options are added here at the dealership.

**Exterior Colors:**      \_\_\_\_\_ Black      \_\_\_\_\_ White      \_\_\_\_\_ Victory Red (+\$695.00)

City, County or Village \_\_\_\_\_ Tax Exemption # E99

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Total Price \$ \_\_\_\_\_ Quantity \_\_\_\_\_ Grand Total \$ \_\_\_\_\_

**Tom Wene, Fleet Mgr.**                      **Miles Chevrolet** 150 W. Pershing Rd. Decatur, IL 62526  
 (217) 872-2070                      Fax: (217) 872-2069                      EMAIL: twene@vtaig.com



**AGENDA MEMO**  
**City Council**  
**July 20<sup>th</sup>, 2020**

**ISSUE STATEMENT**

A motion to approve the expenditure of budgeted funds to purchase professional consulting services from Resource Management in the amount of \$9,225.

**BACKGROUND/HISTORY**

The current eligibility list for promotion from officer to sergeant will expire November 14, 2020. We have promoted one officer from the current eligibility list. The Fire and Police Commission, Rules and Regulations, established the eligibility list to expire after three years. In order to have a list of eligible officers for promotion we need to establish a list. The establishing of a list of qualified officers for the potential need for promotion to sergeant is needed in case of retirement of any of the current supervisors over the next three years. To conduct a valid defensible list an outside agency is required to conduct a written examination and structured oral interview. Those two weighted tests in combination with weighted merit rating and seniority points will establish a list.

<b>Item</b>	<b>FYE21 Budget</b>	<b>Actual Cost</b>
Boards & Commissions Professional Consulting Services	\$10,000 – Line 01-40-4205	\$10,250.00

**Proposals/Bids**

<b>Resorce Management Associates</b>	<b>\$9,225</b>
<b>Stanard &amp; Associates</b>	<b>\$9,885</b>
<b>Testing for Public Safety</b>	<b>\$10,050</b>
<b>IO Solutions Inc.</b>	<b>\$20,075</b>

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends a motion to approve the expenditure of budgeted funds to purchase professional consulting services from Resource Management Association in the amount of \$9,225.

**ALTERNATE CONSIDERATION**

As recommended by staff.

**DECISION MODE**

This item will be placed on the August 3<sup>rd</sup>, 2020 City Council agenda for formal approval.



June 23, 2020

Ms. Rosemary Gonzalez  
Administrative Services Manager  
Darien Police Department  
1710 Plainfield Road  
Darien IL 60561

Dear Ms. Gonzalez:

Per your request, I am submitting this proposal to test candidates for the position of Sergeant. More specifically, the process will consist of a customized written examination as well as an assessment center. **Resource Management Associates** has nearly 40 years of experience in the design and administration of customized promotional examinations for the fire and police service, and I am confident that we can develop a promotional process that will prove satisfactory to you and that will withstand the most rigorous scrutiny.

In the design and administration of fire and police department promotional examinations, we consider the following to be of paramount importance.

1. The examination should be valid and relevant. That is, it should be based upon a thorough understanding of the position for which candidates are being considered and should accurately measure a candidate's potential for successfully performing the duties of the position.
2. The process should be designed in such a way as to provide every eligible applicant a fair and equal opportunity to demonstrate his or her ability to perform the duties of the position and there should be absolutely no hint of bias, favoritism or personal influence in any part of the examination process.
3. The process should be legally defensible and free from any actual or implied adverse impact against any person or group on the basis of age, gender, race, color, or creed.
4. The process should be cost-effective. While quality should not be sacrificed to cut costs, the costs of the service provided should be justified on the basis of the quality of the final work product.

5. The integrity and credibility of the testing firm, as well as that of the Department, should not be questioned as a result of the testing process.

These are the principles that have guided us over the years in our design and administration of public safety promotional examinations. We hope that you will agree that these principles are important in evaluating our approach to this undertaking.

### Scope of Services

Based upon my understanding of your requirements, we are prepared to do the following:

#### Police Sergeant

#### **Written Examination**

1. We will consult with Chief Thomas or his designee to identify the source materials to be included on the written examination. All books and reference materials can be obtained from local libraries, Amazon or book stores. If desired, we will also include questions from the police department's Policies and Procedures or comparable document(s). We recommend that sixty days be allowed from the time the reading list is posted until the date of the written examination to allow candidates to obtain and study the reference materials. I have included our overall Source List for your review.
2. We will design an objective, job-related and content-valid written examination for this position based upon contemporary source materials on appropriate technical subjects as well as supervisory principles and practices.
3. We will administer the examination in accordance with commonly-accepted examination procedures at the time and place designated by the Department. We will score the examination on-site using computerized scoring methods and provide a written report to the candidates containing their score as well as a list of the items they answered incorrectly. We will subsequently provide the Department a list of scores attained by the candidates on the written examination.
4. We will provide candidates an opportunity to review their test results immediately after the examination and to challenge any questions they may believe to be vague, ambiguous, or capable of being answered more than one way. We will review each appeal and make an independent ruling to be forwarded to you in writing. Where necessary, will re-score the written examination and provide you with a copy of the revised scores within one week.

## **Assessment Center**

1. We will develop and administer an assessment center for this position to consist of three exercises designed to reflect the organization, operations and policies of the Darien Police Department and the duties and responsibilities of the position of a Sergeant.
2. We will obtain three persons to serve as assessors. These will be persons who have substantial experience in police department management and supervision; have no knowledge of any of the candidates and have no direct connection with the Darien Police Department.
3. Prior to the assessment center, we will provide the assessors with detailed information regarding the position as well as copies of all exercise materials and candidate scoring procedures. We will also conduct an orientation and training session for the assessors to provide them with more in-depth information about the procedures to be employed in evaluating and scoring the candidates. Assessors will also be provided with background information concerning the organization, staffing and operations of the Darien Police Department.
4. Prior to the assessment center, we will conduct an orientation session for the candidates to acquaint them with the nature of the process, the exercises in which they will participate, and the manner in which their performance will be evaluated.
5. We will be responsible for administering the assessment center and providing all necessary candidate briefing materials, assessor instructions and rating forms.
6. We propose that the assessment center, including the candidate evaluation and scoring by the assessors, be video recorded to document the consistency in the process and fairness to all candidates. The video recordings can then be used to review the performance of the candidates in the exercises.
7. Within one week following the assessment center, we will provide you with a final report on the assessment center and a list of scores obtained by the candidates. Scores shall be based on a maximum 100 percent.
8. Within 30 days following the assessment center, we will conduct individual feedback sessions with the candidates to advise them of their strengths and weaknesses and how their performance might be improved in the future.

### Project Administration

The project would be conducted under the supervision of **Mr. Charles D. Hale**, who is the President of **Resource Management Associates** and has served in that capacity since 1981. Mr. Hale has served as a consultant in law enforcement to over 300 municipalities throughout the United States since 1973 and is the author of three books on police administration. He is also the author of the chapter "Police Patrol" in the text, Local Government Police Management, published by the International City Management Association. Mr. Hale served as a Police Officer and Police Sergeant in El Segundo, California, during which time he earned a Master's Degree in Criminal Justice from California State University at Long Beach.

Charles Hale has designed and administered written examinations, oral examinations and assessment centers of the type described herein for police, fire and public safety departments throughout the United States. His clients have included the City and County of San Francisco, California; Tallahassee, Florida; Providence, Rhode Island; Madison, Wisconsin; Rockford, Illinois; and numerous municipalities in the Chicago area. Mr. Hale is the author of the text, The Assessment Center Handbook for Police and Fire Personnel, published by Charles C. Thomas Publishers of Springfield, Illinois.

**Mr. Steven W. Hale** is the Vice-President of **Resource Management Associates**. Steven Hale has more than 30 years of experience in designing and administering customized written promotional examinations, oral examinations and assessment centers. Mr. Hale attended Joliet Junior College in pursuit of an education degree prior to joining **Resource Management Associates**. During his tenure with the firm, Mr. Hale has designed and administered several hundred testing assignments for various positions throughout several states.

**Resource Management Associates** also utilizes dozens of police and fire practitioners from various regions of the country to serve as Project Managers, Test Administrators and evaluators, for the examinations we administer for our clients. These individuals have extensive practical experience in the field of public safety and have outstanding professional reputations to serve in this capacity. These persons are employed as needed to ensure the successful completion of each testing endeavor we administer.

### Organizational Qualifications

**Resource Management Associates** has 40 years of experience in the design and administration of customized promotional examinations for the police, fire and public safety agencies. **Resource Management Associates** is one of the leading providers of police and fire promotional examination services in the United States. We have designed and administered promotional examinations for communities in several states. Since 1981, we have established a reputation for professional work and client satisfaction.

Each year we design and administer more than 100 customized promotional examinations for police and fire departments in several states (*see below*). We have designed and administered written examinations, oral examinations and assessment centers for public safety departments in more than 25 states, including Alabama, Arizona, California, Colorado, Connecticut, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Mississippi, Missouri, Nebraska, New Hampshire, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Wisconsin, and Wyoming. Over the last fifteen years we have conducted over 1,000 customized and content-valid promotional examinations for a wide range of ranks in the police and fire services.

You are invited to contact representatives of any of our previous clients including those listed below.

Chief Shanon Gillette  
Downers Grove Police Department  
Downers Grove, IL  
(630) 434-5693

Ms. Debra Bush  
Human Resources Coordinator  
Peoria, IL  
(309) 494-8578

Chief Frank Giammarese  
Bloomington Police Department  
Bloomington, IL  
(630) 529-9868

Chief Steven Casstevens  
Buffalo Grove Police Department  
Buffalo Grove, IL  
(847) 459-2575

#### Examination Fees

##### Written Examination:

Base Fee for customized examinations	\$ 850.00
Test Booklets and Scoring @ \$15.00/each	
New Item Development ( <i>if necessary</i> ) @ \$25.00/each <sup>1</sup>	
Test Administration	\$ 600.00
On-site Scoring w/Review and Appeal Session	\$ 250.00

##### Assessment Center:

Exercise Development	\$ 1,000.00
Test Administration ( <i>includes candidate orientation, assessor training and assessor fees</i> )	
For up to five candidates ( <i>one day</i> )	\$ 3,500.00
For up to ten candidates ( <i>two days</i> )	\$ 6,000.00

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<sup>1</sup>These may be either new textbook questions or local document questions that are not currently in our item bank.

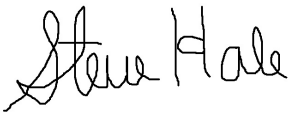
Ms. Rosemary Gonzalez  
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The fees quoted above do not include staff and assessor travel, lodging (*if necessary*) and meals, which will be billed to the Department at actual cost. These costs assume that the Department will provide the necessary facilities in which to conduct the various elements of the testing process.

Conclusion

Thank you for the opportunity to submit this proposal. We would consider it a privilege to assist you in this important endeavor. If you have any questions about anything contained in this proposal, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Steve Hale".

Steven W. Hale  
Vice-President

Enclosure



July 9, 2020

Chief Greg Thomas  
Darien Police Department  
1710 Plainfield Road  
Darien, IL 60561

Sent via email: [gthomas@darienil.gov](mailto:gthomas@darienil.gov)

Dear Chief Thomas,

Thank you for your call today regarding our promotional testing services for your upcoming Sergeant promotional process. Outlined below are the steps and costs for the written promotional exam process, as well as the structured oral board interview component.

For the purposes of this quote, for the written exam component, we are proposing our published exam, The National First Line Supervisor Test.

S&A's National First Line Supervisor Test helps law enforcement agencies identify promotional candidates who possess the relevant job knowledge to be successful supervisors and managers. The exam assesses candidates' knowledge in areas such as management/supervision, major court cases affecting law enforcement, community policing, criminal investigation, and patrol tactics. The First-Line Supervisor Test measures critical knowledge areas associated with first-line supervisor positions (e.g., Sergeant). The candidate Study Guide contains a book list outlining source material which candidates should study. Attached is a copy of the book list (separate PDF document) for your review. Our client agencies do one of three things: require candidates to obtain and purchase the books on their own, the agency purchases one set of books and keep them in the department library for candidates to access them during the test study period, or work with their local public library to source the books and then the library keeps them at their reference desk – as in-library use only publications, so that candidates can access the books when they visit the library. Most agencies provide a 45 - 60-day study period, no less than 30 days. All of the test questions are drawn from these source books. The study guide, which is approx. 15 pages, will help the candidates focus their study efforts. The study guide will give the candidates a detailed breakdown of the areas or chapters in each book that they will need to study (so they do not need to read each book cover to cover). However, they will still need the actual source books, so they can read the areas cited in the guide.





The costs for the 2020 Sergeant written exam components are as follows:

Candidate Study Guide (10 @ \$10 each).....	\$100.00*
Administration Guide .....	\$10.00*
Administer exam (1 S&A consultant for 1 session).....	\$500.00**
Test booklets (10 candidates @ \$100.00 each – includes scoring fee) .....	\$1,000.00*

**Estimated project fees for the written exam based on 10 candidates sitting for this component of the testing process and administered by an S&A consultant .....\$1,610.00 plus shipping fees and consultant travel expenses**

**\*these fees will be invoiced directly to the City of Darien Board of Fire and Police Commissioners by the Illinois Association of Chiefs of Police**

**\*\* these fees will be invoiced directly to the City of Darien Board of Fire and Police Commissioners by Stanard & Associates, Inc.**

**Structured Oral Board Interview Component for Sergeant**

Below are the project steps and associated fees to develop an oral board interview program for your upcoming Sergeant Promotional Process, which would use external assessors (law enforcement professionals from outside agencies), recruited by S&A.

**Step 1.** SME Meeting: An S&A industrial/organizational psychologist will meet with the Subject Matter Expert panel from Darien PD and BOFPC to establish the important dimensions for the job, and develop five questions to assess the dimensions and review the scoring criteria. Meeting may also be conducted via web conference.

**Step 2.** Development of Materials: An S&A consultant will prepare the following materials that will be needed to conduct the Oral Interview Boards.

- Oral Board Rater Guidelines
- Rating Form

**Step 3.** Training: An S&A consultant will conduct a training session in Darien with the interview panel members (typically one panel of three assessors). Meeting may also be conducted via web conference.

- Step 4.** Administration of Oral Interview: (Optional) One S&A consultant can be on site for the administration of the oral board component. S&A expects the process to be completed in a timely manner. The number of days to complete the interviews will be determined by the number of candidates that ultimately sit for the process.
- Step 5.** Scoring: Upon completion, S&A will score the rating sheets and report the results to our authorized point of contact.

### **Sergeant Structured Oral Board Interview Fees**

The fees to complete this work is **\$3,000.00** to conduct the SME meeting, develop five questions with scoring criteria, train the interview panel and prepare interview panel member guidelines and rating forms.

(Optional) One S&A consultant would be on site to coordinate the administration. The cost is **\$1,250.00** per day for the administrator, plus travel related expenses, tolls, mileage, meals, etc. The final number of candidates would determine the number of days needed.

S&A compensates external assessors at a rate of \$400.00 per day per assessor, plus mileage, meals and other travel expenses for their participation in the assessment process and assessor training. This is a pass through expense billed back to the City of Darien and paid by S&A directly to each assessor for their work on the project. Based on 10 candidates sitting for the oral board interview, we anticipate 3 assessors for 1.5 days which includes their time for training and the administration. Assessor fees are estimated at \$1,800.00 plus travel expenses.

**If an S&A Consultant is required to be on site for the administration, the cost is \$1,250.00 per day. However, the Darien BOFPC or their designee(s) will be able to conduct the interviews without an S&A Consultant on site. This is an optional service and not included in the estimated fee total below.**

**If S&A scores the interviews, the cost is \$20.00 per candidate or \$200.00 for 10 candidates. We have included this fee in the estimate below.**

**\*Estimated Oral Board Fees: \$5,000.00**

\*Does not include travel related expenses, on site admin by an S&A consultant, or shipping and handling, which will be kept to a minimum and billed as incurred.



### General terms:

- If needed, any additional administrative time and/or consulting (responding to candidate grievances, litigation support, expert witness testimony, depositions, statistical analyses, attend special meetings, responding to agency or candidate queries after project deliverables have been provided, etc.) will be billed at our current hourly rates which are \$175.00 per hour for Bachelor's and Master-level staff and \$250.00 per hour for Ph.D. - level staff. Requests for copies, scanning, assembly, etc. of paperwork are billed at an administration rate of \$30.00 per hour. Additional oral board interview questions can be developed at a rate of \$350.00 each.
- Any shipping and handling, printing, and travel related expenses will be kept to a minimum and billed as incurred.
- The City of Darien will be responsible for securing a location for the written test administration and/or oral board interview component.
- A contact person for this project will be designated by the City and will be responsible for coordinating activities, such as providing S&A with requested information and scheduling meetings.
- While S&A strives to become familiar with each client's local circumstances, its consultants are not attorneys, and we rely on contact personnel or client's legal counsel to ensure processes and procedures adhere to local rules (e.g. Fire and Police Commission rules, bargaining agreements, etc.)
- Work performed or meetings scheduled on weekends requiring S&A's attendance will be billed at 1.5 times any quoted project rate.
- S&A invoices for one-half payment up front and the other half upon completion.

We appreciate the opportunity to provide you with this price quote. After your review, if you have any questions or need further assistance, please do not hesitate to contact me at 800-367-6919. Thanks again for your time and consideration. We look forward to the prospect of working with your agency again on this important project.

Best regards,

A handwritten signature in black ink that reads 'Michael J. Thomason'.

Michael J. Thomason  
Vice President



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City of Darien, IL: Police Sergeant Promotional Process – July 2020

To accept our proposal and to authorize S&A to initiate work and carry out the project steps outlined above (or project steps associated with a portion of our proposal, please place a check next to the services listed below where you would like our assistance, sign, date and email to my attention at [mike.thomason@stanard.com](mailto:mike.thomason@stanard.com) or fax back this page only to S&A at 312.553.0218. Thank you.

\_\_\_\_\_ Written Promotional Exam (NFLST)

\_\_\_\_\_ Structured Oral Board Interview component

---

Authorized Signature from the City of Darien, IL

---

Date

## AGREEMENT

THIS AGREEMENT for professional services, dated this **24th of June 2020**, by and between the *Testing for Public Safety, LLC* (hereinafter “TPS, LLC”) and the **Darien Police Department** (hereinafter “Department”):

### **A. Basic Services**

1. Effective **June 24, 2020**, and continuing through **June 23, 2021**, TPS shall, pursuant to the terms and conditions set forth herein, provide the Department with the professional consulting services set forth in **Exhibit A** attached hereto and made a part hereof.

### **B. Operation**

1. The relationship between TPS and the Department shall be that of an independent contractor providing professional services.

2. TPS shall furnish, or make contact with other individuals or entities to furnish such professional, technical, or clerical services as are needed for the administration of the TPS programs. TPS shall provide for all salaries and the employer’s share of social security, worker’s compensation, and all other taxes imposed on an employer with reference to any personnel employed by TPS in relation to the performance of the terms of this Agreement.

3. All test materials developed and administered by TPS are the property of TPS, LLC. This Agreement provides for a one-time usage of test materials specifically developed for the purpose of executing this Agreement. Department agrees to respect the copyright of all TPS materials and agrees not to duplicate said materials without the expressed written consent of the Director of TPS, LLC.

4. All records kept by TPS concerning the designated programs herein shall be the property of TPS provided that the Department shall have the right to access and review the information contained in such records.

5. In the event an applicant or incumbent requires a reasonable accommodation in the administration of any test by TPS the Department agrees to pay a reasonable additional fee therefore.

6. The total cost to the Department for services of TPS as provided for in this Agreement shall be in the amount set forth in **Exhibit A**. Such amount shall be remitted to TPS within thirty (30) days after completion of the agreed services. The services rendered by TPS under this Agreement shall be considered as “professional services”. Upon request, TPS shall provide a fully itemized statement concerning the services rendered under this Agreement.

### **C. Additional Services**

1. The Department may, from time to time, require changes in the scope of the services of TPS to be performed under this Agreement. Such changes, including any increases or decreases in the amount of compensation to TPS which are mutually agreed upon by the parties hereto, and approved by all other necessary and proper authorities, shall be incorporated in written amendments to this Agreement.

2. TPS further agrees that its personnel will appear, if necessary, to testify on behalf of the Department with regard to any legal challenge involving TPS programs, and that TPS personnel shall make such appearance without compensation other than out-of-pocket expenses.

#### **D. Miscellaneous**

1. If TPS fails to fulfill in a timely and proper manner the obligations pursuant to this Agreement, the Department shall thereupon have the right to terminate this Agreement by giving written notice to TPS at least thirty (30) days prior to the effective date of such termination. In the event of termination, neither party hereto shall be relieved of liability to the other for damages sustained by virtue of any breach of this Agreement, and the Department may withhold payment to TPS for the purpose of setoff until such time as the exact amount of damages due the Department can be determined.
2. If the Department shall fail to fulfill in a timely and proper manner the obligations pursuant to this Agreement, TPS shall thereupon have the right to terminate this Agreement. Said notice shall be given to the Department at least thirty (30) days prior to the effective date of such termination. In the event of termination, neither party hereto shall be relieved of liability to the other for damages sustained by virtue of any breach of this Agreement.
3. TPS shall indemnify and hold harmless the Department from any and all loss, damage, injury or liability caused by the negligence of TPS or its employees or agents in performing its obligations provided in this Agreement.
4. TPS shall not be held liable and the Department shall hold TPS harmless from any and all loss, damage, injury or liability caused by the negligence of the Department or its employees or agents in disregarding or ignoring any professional opinion, diagnosis or recommendation of TPS or its employees or agents while TPS is performing its obligations provided in this Agreement.
5. TPS certifies and warrants that it has the capacity to perform the services as required by the Department with high professional quality, ability and expertise and further certifies and warrants that it has the capacity and authority to enter into this Agreement.
6. TPS and its employees, agents and representatives, in the performance of this Agreement, agree not to discriminate against any employee or applicant for employment with respect to his or her tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, sex, religion, national origin, ancestry, disability, or Vietnam Era veteran status.
7. This Agreement shall be binding upon and shall inure to the benefit of TPS its partners, successors, assigns, legal and personal, representatives, and administrators.
8. At the expiration of the initial term hereof, or upon earlier termination of this Agreement pursuant to Section D, 4, the parties shall review the compensation paid by Department and the services rendered by TPS through the date of such termination to determine whether Department is entitled to any reimbursement or whether TPS is entitled to additional compensation, and any necessary adjustments shall be made.
9. Nothing herein shall be construed as creating any personal liability on the part of any officer, director, agent, or employee of any public body which may be a party hereto.
10. This Agreement represents the entire understanding between and among the parties hereto. This Agreement may not be changed, altered, or amended; modification of this Agreement must be in writing, executed by the parties hereto, refer to this Agreement by date, and must be executed on a form entitled "Supplemental Agreement" approved by all parties hereto.

# TESTING FOR PUBLIC SAFETY, LLC

## *Exhibit A*

### **Agreement with Darien Police Department For a Police Sergeant Promotion Process**

#### Process Steps:

- I. Establish Job Relevance
  - A. Develop consolidated job descriptions via survey
  - B. Select source materials with guidance of Development Committee
- II. Train and Inform Candidates about Process
  - A. Provide candidates with descriptive process booklets
  - B. Prepare training video on test preparation
- III. Write and Validate Written Test Questions
  - A. Write test questions on all reading materials
  - B. Validate test questions via committee review before or after exam
- IV. Administer Written Test
  - A. Provide test booklets
  - B. Administer test site
  - C. Provide all testing material
- V. Conduct an Appeal/Review Session immediately after the written exam
  - A. Provide candidates with a copy of their own answer sheet and an answer key
  - B. Receive written appeals on test questions
  - C. Meet with committee afterwards to review appeals
- VI. Develop Structured Interview/Assessment Center Materials
  - A. Meet with the committee to identify assessment goals
  - B. Develop structured questions and scoring guidelines
  - C. Validate material either before or after test administration
- VII. Administer Interviews and Assessment Centers
  - A. Train oral interview board
- VIII. Score Results
  - A. Tally preliminary scores
  - B. Generate preliminary lists
  - C. Combine results with other process components (seniority, etc.)
- IX. Optional - Conduct Formal Appeal/Review Session
  - A. Provide candidates with individual exam results (missed questions, overall scores, etc.)
  - B. Provide candidates with individual interview and assessment center results (average score on each question or rating, scoring guidelines used by the boards, etc.)
  - C. Meet with candidates to receive written appeals
  - D. Collect appeals and present to development committee
  - E. Provide candidates with individual appeal results
- X. Provide Individual Feedback
  - A. Provide candidates with individual scores and rank order standing
- XI. Derive Final List
  - A. Provide Department with final scores and rank order list

#### Project Costs:

- I. Conduct a job analysis to determine job duties/responsibilities for validation

**NO COST**

- II. Orientation Meeting with Promotion Candidates (Optional)  
 \$800.00 per day to provide a session of candidate training. Each session is scheduled for two to three hours. Candidate training provides a thorough description of the written exam, oral interview, and assessment exercises. Specifically, candidates will review the scoring procedures, and receive tips on how to prepare for the process.
- III. Promotion Written Exam  
**\$3,500.00** to provide one (1) written exam per rank level with no more than thirty (30) candidates per rank.
- A. **Additional \$500.00** if Department chooses local documents (i.e., Standard Operating Procedures, Rules and Procedures, Union Contract) for test questions.
  - B. Cost assumes that Department or candidates will purchase source materials.
  - C. Department will provide test site.
  - D. Cost for additional candidates over thirty (30) is \$50.00 per candidate.
  - E. Cost includes one (1) day of test administration. If too large a group is scheduled to take the exam, the department may elect to provide additional monitors to proctor the exam, or TPS may provide additional monitor for \$375.00 per monitor per day.
  - F. Cost includes all test materials and scoring.
  - G. **(Optional)** Department may elect to have the exam scored via computer on-site at a cost of \$1,000.00.
- IV. Conduct a Review Session immediately following the exam **NO COST**  
 Candidates will have the opportunity to review their test booklet, a photocopy of their own answer sheet, and an answer key listing the correct answer and book page number. They may write appeals on questions if they disagree with the answer listed in the key.
- V. Promotion Oral Interview/Assessment Center Exercises  
**\$3,500.00** to provide oral interview/assessment center **per rank level** with no more than thirty (30) candidates.
- A. **Additional \$500** for board training, all test materials, scoring and interview monitor for first day. If assessments continue for multiple days, TPS monitor provided @ \$375.00 per day (after first day).
  - B. Department will provide test site.
  - C. Cost for additional candidates over thirty (30) is \$50.00 per candidate.
  - D. TPS will assist in identifying and securing assessors, in addition to all notifications and travel assistance **at no cost. However Department will directly compensate outside board of three (3) administrative level officers.** Current established rate is \$400.00 per rater for each day of assessments (\$1,200 per day). For those raters who travel from a distance and require accommodations, Department will also reimburse them for hotel accommodations. (TPS will attempt to identify raters who do not require accommodations when possible.)
- VI. Review Session for the Assessment Exercises - Delayed (Optional)  
 \$1,400.00 to conduct an extensive appeal/review session scheduled for one (1) day.
- A. Cost includes extensive individual feedback for all testing phases and TPS, LLC monitor. (Feedback includes the opportunity for candidates to listen to their own assessment meeting, as recorded. Candidates would also be provided with the scoring guidelines used, which would be available during the review session)
  - B. Department will provide site for review session.
- VII. Compute candidate seniority scores based on hire dates provided by department, combine all scores, and provide feedback for candidates – NO CHARGE
- VIII. \$200.00 travel fee per trip for TPS personnel
- IX. \$150.00 per overnight stay for TPS personnel.

IN WITNESS WHEREOF, the parties have executed this Agreement.

TESTING FOR PUBLIC SAFETY, LLC

DARIEN POLICE DEPARTMENT

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**Darien, IL Custom Sergeant Exam and Assessment**

**Option 1: Sergeant Exam and Assessment Center (10-12 Candidates)**

<b>Project Step</b>	<b>Consultant Hrs.</b>	<b>Consulting Assoc. Hrs.</b>	<b>Tech. Wrtr. Hrs</b>	<b>Admin. Hrs.</b>	<b>Cost</b>
<b>Written Job Knowledge Examination</b>	<b>8</b>	<b>19</b>	<b>50</b>	<b>2</b>	<b>\$6,475</b>
Work with SMEs to develop an examination plan that is linked to the job description, and select appropriate knowledge sources.	4				
Draft 125 multiple choice questions based on exam plan.	4		50		
Review questions with SMEs to assess job-relatedness and difficulty. Identify final 100 questions and establish appropriate cut-off score.		8			
Administer exam on-site.		5			
Score exam.		1		2	
Assist in designing/coordinating appeals process and respond to candidate appeals.		5			
<b>Assessment Center Development</b>	<b>44</b>	<b>24</b>	<b>0</b>	<b>7</b>	<b>\$10,185</b>
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	32				
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	3				
Recruit assessors (estimated 6-9 assessors to create 3 panels)		6			
Administer the assessment center (estimated 10 candidates: 1 day, 2 staff)	8	8			
Compile assessment scores and conduct quality controls.	1	2		3	
Develop candidate feedback reports.		8		4	
<b>Candidate Orientation Presentation</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$740</b>
Prepare and deliver a candidate preparation/orientation presentation.	4				
<b>Project Expenses</b>					<b>\$2,675</b>
Assessor per diem (9 assessors @ \$250 for 1 day)		\$2,250			
Actor cost (1 actor for 1 day)		\$350			
Administrative costs (shipping, freight, printing)		\$75			
<b>TOTAL PROJECT INVESTMENT</b>					<b>\$20,075</b>

**Schedule of Hourly Rates - IOS 2020**

<b>Category</b>	<b>Rate</b>
Consultant/Industrial Psychologist	\$185/hour
Consulting Associate	\$75/hour
Technical Writer	\$70/hour
Administrative Assistant	\$35/hour

**Project Notes**

Client will be responsible for providing a suitable site at which to conduct exams and assessment and for lunch/refreshments on the day of the assessment.

	Testing for Public Safety < 30 Candidates	Stanard 10 Candidates	I/O Solutions 10 Candidates	Resource Management Associates 10 Candidates
<b>Written Examination</b>				
Base Fee for Written Exam	\$ 3,500.00			\$ 850.00
Test Administration		\$ 500.00		\$ 600.00
Study Guides		\$ 110.00		
On-Site scoring w/Review	\$ 1,000.00			\$ 250.00
Test Booklets and Scoring \$15/each		\$ 1,000.00		\$ 150.00
100 question Custom Exam		\$ 6,500.00		
<b>Total for Written</b>	<b>\$ 4,500.00</b>	<b>\$ 8,110.00</b>	<b>\$ 6,475.00</b>	<b>\$ 1,850.00</b>
<b>Assessment Center (Oral)</b>				
Oral Interview/Assessment	\$ 3,500.00	\$ 3,000.00		\$ 1,000.00
Test Administration	\$ 500.00	\$ 1,250.00		
Board Assessor Compensation (3) Daily Fee	\$ 1,200.00	\$ 1,800.00		\$ 6,000.00
Interview Scoring Fee		\$ 200.00		
Semi-Custom Exam 10 Questions added		\$ 900.00		
<b>Total for Assessment</b>	<b>\$ 5,200.00</b>	<b>\$ 7,150.00</b>	<b>\$ 10,185.00</b>	<b>\$ 7,000.00</b>
<b>Project Expenses</b>				
TPS Personnel Travel Fee	\$ 200.00	Actual Costs Billed	\$ 2,675.00	Actual Costs Billed
TPS Lodging Fee	\$ 150.00			
<b>Total Project Expenses</b>	<b>\$ 350.00</b>		<b>\$ 2,675.00</b>	
<b>100 Question Custom exam TOTAL</b>	<b>\$ 10,050.00</b>	<b>\$ 15,260.00</b>	<b>\$ 19,335.00</b>	<b>\$ 8,850.00 *</b>
<b>Semi Custom written exam 15 questions</b>	<b>\$</b>	<b>9,885.00</b>	<b>\$</b>	<b>9,225.00</b>
<b>Optional Services</b>				
Candidate Orientation Services	\$ 800.00		\$ 740.00	* Fees above don't include staff and assessor travel, lodging and meals which will be billed to the Dept. at actual cost.
Review Session for the Candidates	\$ 1,400.00			
Consultant/Administrator	\$ 1,250.00			

\* Fees above don't include travel related expenses, on site admin by S& A consultant or shipping & handling

**AGENDA MEMO**  
**Police Committee**  
**July 20, 2020**

**ISSUE STATEMENT**

A resolution authorizing the purchase of new office equipment from Midwest Office Interiors to replace current equipment in use by the police department using Department of Justice (DOJ) award money in the amount of \$16,995.71.

**BACKGROUND/HISTORY**

To better address the needs of the detectives, staff looked into replacing old furniture and replacing it with office furniture that was more functional and better able to keep everything organized, uniform and professional in appearance. We will replace desks with new units that provide more workspace and will accommodate the additional personnel in the detective's area. The new furniture will increase storage units for equipment and reference materials. All quotes also include the cost of delivery and set up.

The Darien Police Department is a proud participant in the United States Department of Justice Equitable Sharing Fund for State and Local Law Enforcement Agencies. For the last two years, the Darien Police Department has participated in federal task forces whose goal is to stem the flow of illegal narcotics into the Chicago metropolitan area, which is one of the major hubs for illegal narcotics coming into the United States. It is the goal of this program to not only cut off the flow of illegal narcotics into the area, but to take away and use the tools, proceeds and property derived from any criminal activity against the offenders. These seized tools, proceeds and property are ultimately a deterrent to criminal activity and an enhancement to law enforcement. Under the *Guidelines of the Equitable Sharing Program*, the funds received cannot be used to replace or supplant the police department's regularly budgeted monies but augment the police budget. These seized monies may only be used by the police department in order to augment the police budget. This purchase meets the *Guidelines of the Equitable Sharing Program* and will provide an important tool for the police department that otherwise would not be available without participation in the Equitable Sharing Program. The cash balance of this fund is \$383,076.40 as of June 30, 2020.

**Proposals/Bids**

<b>New Office Furniture for Sergeants Office</b>	
<b>COMPANY</b>	<b>AMOUNT</b>
Midwest Office Interiors	\$16,995.71
Rieke Office Interiors	\$20,020.00
Villa Park Office Equipment	\$24,110.94

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval of the resolution authorizing the purchase of the new office furniture from Midwest Office Interiors using federal equitable sharing funds in the amount of \$16,995.71.

**ALTERNATE CONSIDERATION**

As recommended by the Committee.

**DECISION MODE**

This item will be placed on the August 3, 2020, City Council agenda for formal consideration.



10330 Argonne Woods Dr, Suite 600  
 Woodridge, IL 60517  
 Phone: (630) 850-8700  
 Fax: (630) 783-2143

# Proposal

PROPOSAL: 43014

DATE: 07/01/20

PROJECT#: 732-261

PROPOSAL FOR:	INSTALL AT:
Darien Police Department 1702 Plainfield Road Darien, IL 60561	Darien Police Department 1702 Plainfield Road Darien, IL 60561

**SALESPERSON**

Kevin Sietsema

**CUSTOMER P/O**

**QUOTE VALID**

06/08/20

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
1	8	H36720R	Brigade Ped "R" Pull Freestanding B/B/F 20"D x 28"H	191.73	1,533.84
		.L	Lock: Lock		
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
			Tag(s): Detectives		
2	4	HSDCMP72 29	Stand-Alone Cnr 29-1/2Hx72W Mod Pnl	67.98	271.92
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
			Tag(s): Detectives		
3	4	HSDDL29	29.5"H Corner Desk Leg	54.45	217.80
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
			Tag(s): Detectives		
4	1	HSDEP242 9F	24'D End-Panel Supports: Freestanding	64.02	64.02
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
			Tag(s): Detectives		
5	1	HSDEP242 9F	24'D End-Panel Supports: Freestanding	64.02	64.02
			CONTINUED...		



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**CUSTOMER P/O**

**QUOTE VALID**

06/08/20

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
		\$ (P1) .S	P1 Paint Opts Charcoal		
			Tag(s): Detectives		
6	4	HSDMP429	Full-Hgt 29-1/2Hx42W Mod Pnl	61.71	246.84
		\$ (P1) .S	P1 Paint Opts Charcoal		
			Tag(s): Detectives		
7	4	HSDMP489	Full-Hgt 29-1/2Hx48W Mod Pnl	64.02	256.08
		\$ (P1) .S	P1 Paint Opts Charcoal		
			Tag(s): Detectives		
8	1	HSDMP609	Full-Hgt 29-1/2Hx60W Mod Pnl	65.67	65.67
		\$ (P1) .S	P1 Paint Opts Charcoal		
			Tag(s): Detectives		
9	4	HSDSL242 9F	24"D Support Leg: Freestanding	66.99	267.96
		\$ (P1) .S	P1 Paint Opts Charcoal		
			Tag(s): Detectives		



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06/08/20

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
10	4	HWR2442P	Systems Rectangular Worksurface Edgeband 24D x 42W	125.40	501.60
		\$(L1STD) .LSA1 .SA .S	Grd L1 Standard Laminates Sterling Ash Sterling Ash Grommet: Charcoal		
			Tag(s): Detectives		
11	1	HWR2460P	Systems Rectangular Worksurface Edgeband 24D x 60W	157.41	157.41
		\$(L1STD) .LSA1 .SA .S	Grd L1 Standard Laminates Sterling Ash Sterling Ash Grommet: Charcoal		
			Tag(s): Detectives		
12	2	HWV95ABL P	Systems 72x48x24x30Left Corner Cove Worksurface Edgebd	282.81	565.62
		\$(L1STD) .LSA1 .SA .S	Grd L1 Standard Laminates Sterling Ash Sterling Ash Grommet: Charcoal		
			Tag(s): Detectives		
13	2	HWV95ABR P	Systems 72x48x24x30Rt Corner Cove Worksurface Edgeband	282.81	565.62
		\$(L1STD)	Grd L1 Standard Laminates CONTINUED...		





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**SALESPERSON**

Kevin Sietsema

**CUSTOMER P/O**

**QUOTE VALID**

06/08/20

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
		.LSA1	Sterling Ash		
		.SA	Sterling Ash		
		.S	Grommet: Charcoal		
14	2	HSDEP242 9F	24'D End-Panel Supports: Freestanding	64.02	128.04
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
15	2	HSDEP242 9F	24'D End-Panel Supports: Freestanding	64.02	128.04
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
			Tag(s): Detectives		
16	2	HSDEP302 9F	30"D End-Panel Supports: Freestanding	71.28	142.56
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
			Tag(s): Detectives		
17	2	HSDEP302 9F	30"D End-Panel Supports: Freestanding	71.28	142.56
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
			CONTINUED...		



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**SALESPERSON**

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**QUOTE VALID**

06/08/20

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			Tag(s): Detectives		
18	1	H36720R	Brigade Ped "R" Pull Freestanding B/B/F 20"D x 28"H	191.73	191.73
		.L	Lock: Lock		
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
			Tag(s): Detectives		
19	4	HFSC1836 40N	Flagship Stg Cab 39 1/8Hx36Wx18D N Pulls-2 Adj Shlf	445.62	1,782.48
		.L	Standard Random Key Lock		
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
			Tag(s): Detectives		
20	4	HVL705	Big & Tall High Back Mesh	329.28	1,317.12
		\$(1)	Grd 1 Uph		
		.VM	Fabric: Black		
		10	COLOR: Black		
			Tag(s): Detectives		
21	1	HTLCREDB	Preside 60 Buffet Credenza	1,091.20	1,091.20
		.G	EDGE: 2mm/Flat		
		SA	Sterling Ash		
			CONTINUED...		





10330 Argonne Woods Dr, Suite 600  
 Woodridge, IL 60517  
 Phone: (630) 850-8700  
 Fax: (630) 783-2143

# Proposal

PROPOSAL: 43014

DATE: 07/01/20

PROJECT#: 732-261

PROPOSAL FOR:	INSTALL AT:
Darien Police Department 1702 Plainfield Road Darien, IL 60561	Darien Police Department 1702 Plainfield Road Darien, IL 60561

**SALESPERSON**

Kevin Sietsema

**CUSTOMER P/O**

**QUOTE VALID**

06/08/20

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
		\$(L1STD) .LSA1	Grd L1 Standard Laminates Sterling Ash		
		\$(L1STD) .LSA1 .3	Grd L1 Standard Laminates Sterling Ash Pull:Rounded SquareMatteChrome		
			Tag(s): Detectives		
22	2	H36720R	Brigade Ped "R" Pull Freestanding B/B/F 20"D x 28"H	191.73	383.46
		.L \$(P1) .S	Lock: Lock P1 Paint Opts Charcoal		
			Tag(s): Evidence		
23	4	HHN83112 4	Flat Bracket 24D	21.12	84.48
		.S	Color: Charcoal		
			Tag(s): Evidence		
24	2	HSDDL29	29.5"H Corner Desk Leg	54.45	108.90
		\$(P1) .S	P1 Paint Opts Charcoal		
			Tag(s): Evidence		
25	3	HSDEP112 9F	11"D End-Panel Supports: Freestanding	60.39	181.17
			CONTINUED...		



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SALESPERSON  
Kevin Sietsema

CUSTOMER P/O

QUOTE VALID  
06/08/20

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
		\$(P1) .S	P1 Paint Opts Charcoal		
			Tag(s): Evidence		
26	2	HSDEP242 9F	24'D End-Panel Supports: Freestanding	64.02	128.04
		\$(P1) .S	P1 Paint Opts Charcoal		
			Tag(s): Evidence		
27	6	HSDG	Gussets (1 Pr)	37.62	225.72
		\$(P1) .S	P1 Paint Opts Charcoal		
			Tag(s): Evidence		
28	1	HWR2424P N	Systems Rectanular Wksfc Edgeband 24D X 24W No Grom	100.65	100.65
		\$(L1STD) .LSA1 .SA	Grd L1 Standard Laminates Sterling Ash Sterling Ash		
			Tag(s): Evidence		
29	1	HWR2430P	Systems Rectangular Worksurface Edgeband 24D x 30W	105.60	105.60
		\$(L1STD)	Grd L1 Standard Laminates CONTINUED...		



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**SALESPERSON**

Kevin Sietsema

**CUSTOMER P/O**

**QUOTE VALID**

06/08/20

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
		.LSA1	Sterling Ash		
		.SA	Sterling Ash		
		.S	Grommet: Charcoal		
			Tag(s): Evidence		
30	1	HWR2442P	Systems Rectangular Worksurface Edgeband 24D x 42W	125.40	125.40
		\$(L1STD)	Grd L1 Standard Laminates		
		.LSA1	Sterling Ash		
		.SA	Sterling Ash		
		.S	Grommet: Charcoal		
			Tag(s): Evidence		
31	1	HVV93AAL P	Systems 72x36x24x24Left Corner Cove Worksurface Edgebd	220.44	220.44
		\$(L1STD)	Grd L1 Standard Laminates		
		.LSA1	Sterling Ash		
		.SA	Sterling Ash		
		.S	Grommet: Charcoal		
			Tag(s): Evidence		
32	1	HVV93AAR P	Systems 72x36x24x24Rt Corner Cove Worksurface Edgeband	220.44	220.44
		\$(L1STD)	Grd L1 Standard Laminates		
		.LSA1	Sterling Ash		
		.SA	Sterling Ash		
		.S	Grommet: Charcoal		
			CONTINUED...		



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SALESPERSON  
Kevin Sietsema

CUSTOMER P/O

QUOTE VALID  
06/08/20

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			Tag(s): Evidence		
33	1	HFMSC182 830RWB	Modular Storage Cabinet 18"D x 28"H x 30"W	434.70	434.70
		.L	Standard Random Key Lock		
		.G	Glide		
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
			Tag(s): Evidence		
34	1	HFSC1836 40R	Flagship Stg Cab 39 1/8Hx36Wx18D R Pulls-2 Adj Shlf	445.62	445.62
		.L	Standard Random Key Lock		
		\$(P1)	P1 Paint Opts		
		.S	Charcoal		
			Tag(s): Evidence		
35	2	HVL705	Big & Tall High Back Mesh	329.28	658.56
		\$(1)	Grd 1 Uph		
		.VM	Fabric: Black		
		10	COLOR: Black		
			Tag(s): Evidence		
36	6	HPWRMOD2 UWM	2 Receptacle 2 USB Under-Wrksf Mount	168.41	1,010.46
		...	Skipped Option		
			CONTINUED...		





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**SALESPERSON**

Kevin Sietsema

**CUSTOMER P/O**

**QUOTE VALID**

06/08/20

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
37	1	HF22	Master Key (One Key)	10.90	10.90
38	3	HF23S	Contain Satin Removable Lock Core Kit	17.44	52.32
		.X101E	KEY NUMBER: 101E		
39	3	HF23S	Contain Satin Removable Lock Core Kit	17.44	52.32
		.X102E	KEY NUMBER: 102E		
40	3	HF23S	Contain Satin Removable Lock Core Kit	17.44	52.32
		.X103E	KEY NUMBER: 103E		
41	3	HF23S	Contain Satin Removable Lock Core Kit	17.44	52.32
		.X104E	KEY NUMBER: 104E		



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**SALESPERSON**

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**CUSTOMER P/O**

**QUOTE VALID**

06/08/20

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
42	2	HF23S	Contain Satin Removable Lock Core Kit	17.44	34.88
		.X105E	KEY NUMBER: 105E		
43	2	HF23S	Contain Satin Removable Lock Core Kit	17.44	34.88
		.X106E	KEY NUMBER: 106E		
44	4	4168BL	Safco Coat Racks	80.00	320.00
45	1	Labor	Receive, Deliver & Install - Normal Business Hours	2,250.00	2,250.00



Installation available from Midwest Office Interiors  
 Thank you for the opportunity!

SUBTOTAL.....: 14,745.71

DEPOSIT REQUIRED: 8,498.00

INSTALL.....: 2,250.00

ACCEPTED BY \_\_\_\_\_

DATE ACCEPTED \_\_\_\_\_

TOTAL -----  
 16,995.71  
 =====



RIEKE OFFICE INTERIORS

2000 FOX LANE - ELGIN - ILLINOIS - 60123  
847-622-9711 www.rieke.com

# QUOTATION

**TO:**

CITY OF DARIEN  
POLICE DEPARTMENT  
1710 PLAINFIELD ROAD  
DARIEN, IL 60561

**SHIP TO:**

CITY OF DARIEN  
POLICE DEPARTMENT  
1710 PLAINFIELD ROAD  
DARIEN, IL 60561

ATTN:

ATTN:

Quote No.	Date	Cust No	S/M	Your Referenced Inquiry	Delivery Promise	F.O.B.	Expiration
0062618	6/2/2020	DAR000	CC1			OUR DOCK	
Item	Quantity	UM	Part	Description	Price \$	Extension \$	
001	4.00	EA	MPRIVATE	DETECTIVE OFFICE DESKS *INCLUDES METAL FILE STORAGE*	1,220.00	4,880.00	
002	4.00	EA	NMISC	DETECTIVE OFFICE BOOKCASES *METAL*	395.00	1,580.00	
004	1.00	BX	MCABINETRY	DETECTIVE OFFICE COFFEE BAR	1,285.00	1,285.00	
005	1.00	EA	MWORKSTATION	DETECTIVE OFFICE PRINTER/ WORKSTATION *INCLUDES METAL FILE STORAGE*	455.00	455.00	
006	4.00	EA	NMISC	DETECTIVE OFFICE - HALL TREE 1 PER DESK BLACK POWDER COAT	290.00	1,160.00	
007	1.00	EA	MPRIVATE	EVIDENCE OFFICE DESK *INCLUDES METAL STORAGE*	2,455.00	2,455.00	
009	1.00	BX	MCABINETRY	EVIDENCE OFFICE STORAGE CABINET	505.00	505.00	
010	6.00	EA	ROI300	ROI TASK CHAIR ROI 300 (4) FOR DETECTIVE OFFICE, (1) FOR EVIDENCE OFFICE	325.00	1,950.00	
011	1.00	EA	NKEY	ROI MASTER KEY THIS IS FOR ROI PRODUCT. *FILE STORAGE NOT INCLUDED*	25.00	25.00	
012	5.00	EA	NMISC	POWER & DATA UNIT 1 PER DESK	195.00	975.00	
014	1.00	EA	DELIVERY	DELIVERY TO DARIEN, IL NON-UNION LABOR	170.00	170.00	

ROI MAKES EVERY EFFORT TO MAINTAIN CORRECT PRICING. HOWEVER, DUE TO THE EVER-CHANGING TARIFFS, PRICING ON NEW PRODUCT MAY CHANGE BETWEEN THE INITIAL QUOTE AND ORDER PLACEMENT.

LEASING OPTIONS AVAILABLE, ASK FOR ACCOUNT REP FOR MORE INFORMATION

# QUOTATION

**TO:**

CITY OF DARIEN  
POLICE DEPARTMENT  
1710 PLAINFIELD ROAD  
DARIEN, IL 60561

**SHIP TO:**

CITY OF DARIEN  
POLICE DEPARTMENT  
1710 PLAINFIELD ROAD  
DARIEN, IL 60561

ATTN:

ATTN:

Quote No.	Date	Cust No	S/M	Your Referenced Inquiry	Delivery Promise	F.O.B.	Expiration
0062618	6/2/2020	DAR000	CC1			OUR DOCK	
Item	Quantity	UM	Part	Description		Price \$	Extension \$
015	1.00	EA	OUTSIDE INSTALLATION	DURING NORMAL BUSINESS HOURS MONDAY - FRIDAY 7:00 AM - 4:00 PM WITH USE OF ELEVATOR, DOCK AND ELECTRICITY  OUTSIDE INSTALLATION UNION INSTALLATION DURING NORMAL BUSINESS HOURS MONDAY - FRIDAY 7:00AM - 4:00PM WITH USE OF ELEVATOR, DOCK AND ELECTRICITY DOES NOT INCLUDE CHARGE FOR DUMPSTER, IF ONE IS REQUIRED		4,580.00	4,580.00
<b>Total for Quote \$</b>							<b>20,020.00</b>

ROI MAKES EVERY EFFORT TO MAINTAIN CORRECT PRICING. HOWEVER, DUE TO THE EVER-CHANGING TARIFFS, PRICING ON NEW PRODUCT MAY CHANGE BETWEEN THE INITIAL QUOTE AND ORDER PLACEMENT.

LEASING OPTIONS AVAILABLE, ASK FOR ACCOUNT REP FOR MORE INFORMATION





RIEKE OFFICE INTERIORS

### Terms & Conditions Agreement

COMPANY: CITY OF DARIEN POLICE DEPARTMENT

QUOTE:62618

DATE: 06/02/2020

TOTAL AMOUNT OF QUOTE: \$20,020.00

The following conditions must be satisfied prior to order processing or scheduling the project installation:

- **A 50% down payment is required at the time of signing.**  
**NOTE: ALL ORDERS UNDER \$5,000.00 MUST BE PAID IN FULL PRIOR TO ORDER PROCESSING.**
- The official installation date cannot be confirmed until all project revisions are finalized and signed off on.
- Signed/Dated **Quote** and **Terms & Conditions** documents.
- Any approved custom drawings **including signatures on each page.**
- Final color and finish selections.
- Final measurements are from drywall. The official installation date is established once final field measurements are completed. Installation is a **minimum 4 weeks** from date of final field measurement.
- Rieke Office Interiors is not responsible for irregularities, or abnormalities, in structural attributes that prevent symmetrical installation of our products. Changes, repairs or adjustments may result in new charges and are the sole responsibility of the client.

#### FULL PAYMENT OF OUTSTANDING BALANCE DUE ON DAY OF PROJECT INSTALLATION.

Payment arrangements to be made with your Account Manager, or ROI Accounts Receivable, in advance of installation completion.

\*30 day past due balances are subject to a 1.5% monthly finance charge.

Any items that require correction will be promptly addressed under the terms of:

#### Rieke Office Interiors Product Warranty

(All ROI-manufactured product installed by our installers carries a lifetime warranty, exclusive of normal wear and tear).

#### Further Terms and Conditions

1. All client changes to agreed delivery and installation dates which occur 48 hours after the project appointment confirmation will result in **extra** delivery & installation charges. **Final payment remains due on the original project installation date.**
2. **All scheduling changes must be made a minimum of 48 hours in advance of scheduled delivery time.** An email reminder is sent approximately one week prior to the project installation appointment. **If client is not READY (for any reason), product delivery and installation charges will be substantially increased to reimburse all ROI labor and delivery costs incurred.**
3. All costs (labor & material) incurred due to cancellation of client order(s) are billable and solely the client's responsibility.
4. Unless otherwise stated, price is based on (1) one complete one-time installation -- phasing will involve additional charges.
5. Pricing is based on non-union installation performed during non-overtime hours (Monday-Friday 7:00 a.m.- 4:00 p.m.), with free use of lifts and elevators. **If an elevator is not available at the time of the scheduled installation, delivery may be postponed and additional delivery and installation charges WILL be charged to the client (see #1).**
6. All custom-order product manufactured/purchased according to client's project specifications is NON-RETURNABLE.
7. All electrical to be handled by a Certified Electrician. All connections must be complete and work area free from any trade activity.
8. Unloading and installation areas must be clean and clear.
9. All work requested of ROI installers (other than stated in client quote) will be quoted and charged separately.
10. A *Certificate of Insurance is available upon request* for coverage of product delivery and installation. When riders or additional coverages are required, all charges are a client responsibility.
11. All permits required are a client responsibility.
12. A Sale changed to a Lease **after** the order is placed will result in a \$100.00 processing fee.

\*Photo Release

I hereby irrevocably authorize Rieke Office Interiors to copyright, publish, reproduce, exhibit, transmit, broadcast, televise, digitize, display, otherwise use, and permit others to use all images of purchased office furnishings, logos, and design components, in any manner, form, or format, whatsoever now or hereinafter created, including on the internet, and for any purpose, including, but not limited to, advertising or promotion of Rieke Office Interior products and services, without further consent from or payment to me.

APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_

Accepted by Client: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature indicates you are an authorized Company representative)

Please Print Name: \_\_\_\_\_

This signed "Terms & Conditions" indicates acceptance of the above-referenced quote and ALL terms & conditions as written.





## DESIGN **PRESENTATION**

DARIEN POLICE DEPARTMENT

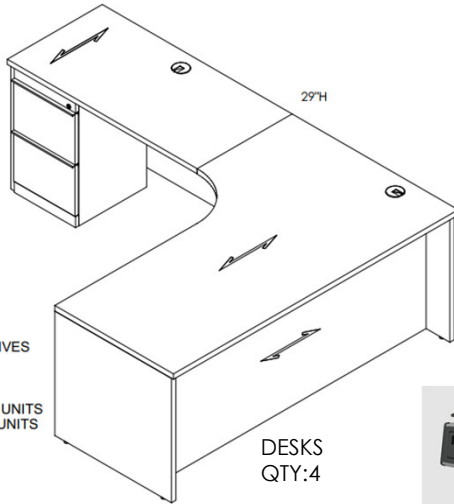
6/2/2020





## DETECTIVE OFFICE 3D'S

4 DESK UNITS & 4 BOOKCASE UNITS  
KEYED ALIKE



EACH DESK RECEIVES  
1 - BOX/BOX/FILE  
1 - FILE/FILE

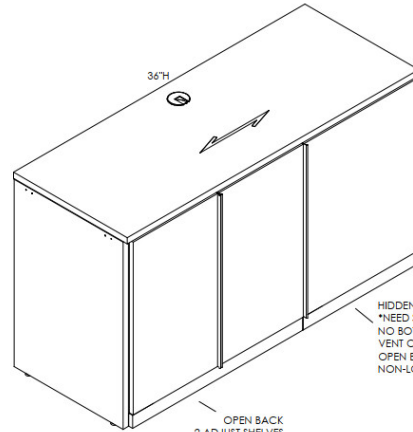
2 - RIGHT HANDED UNITS  
2 - LEFT-HANDED UNITS

DESKS  
QTY:4



ROI300 SERIES CHAIR:  
SEAT: GRAPHITE FABRIC  
BACK: LIGHT GRAY MESH  
FRAME: LIGHT GRAY  
BASE: POLISHED ALUMINUM  
ARMS: 3-WAY ADJUST.  
CASTERS

CLIENT SIGNATURE: \_\_\_\_\_



COFFEE BAR  
QTY:1



1 POWER UNIT  
PER DESK  
1 - POWER  
1 - USB



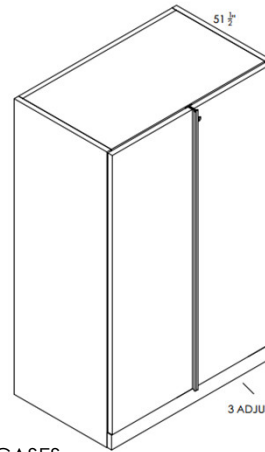
4X8 VENT  
FINISH: BLACK, SILVER  
OR WHITE

HIDDEN / MINI FRIDGE  
\*NEED SPEC\*  
NO BOTTOM AND FALSE FRONT WITH  
VENT ON SIDE OF CABINET AND  
OPEN BACK  
NON-LOCKING

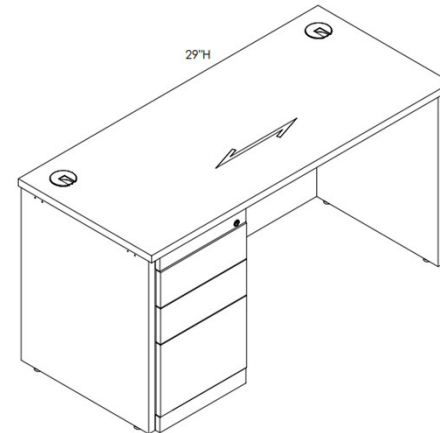
OPEN BACK  
2 ADJUST SHELVES  
NON-LOCKING



RECESSED HANDLE



BOOKCASES  
QTY:4



PRINTER / WORKSTATION  
QTY:1

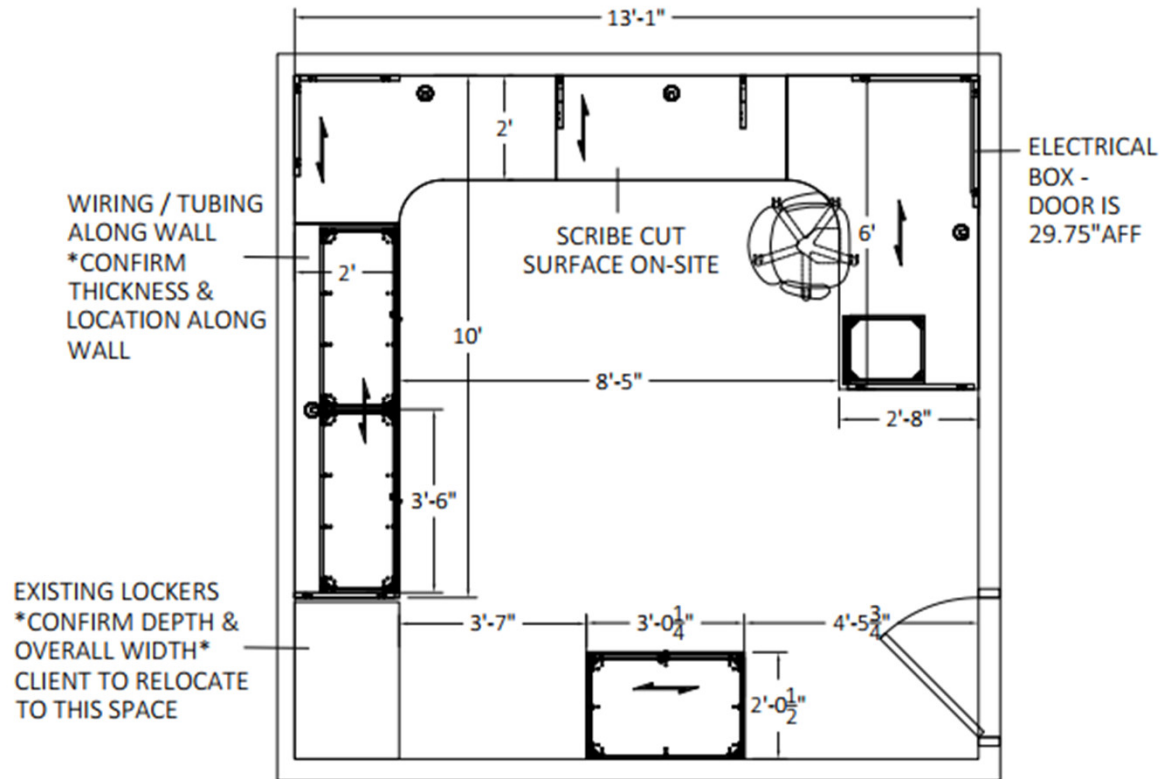
### \*ROI CATAPULT SERIES\*

SURFACES: GRAPHITE  
EDGE: VINYL TO MATCH  
SUPPORTS: GRAPHITE  
MODESTY: GRAPHITE  
COFFEE BAR CABINETS: \_\_\_\_\_  
HANDLES: RECESSED \*SEE BELOW\*  
\*METAL STORAGE\*  
FILE STORAGE \*METAL\*  
CLOSED BOOKCASE \*METAL\*  
PAINT: KN MEDIUM GRAY  
HANDLES: FULL PULL / SELF HANDED (S)  
LOCK: UM BLACK

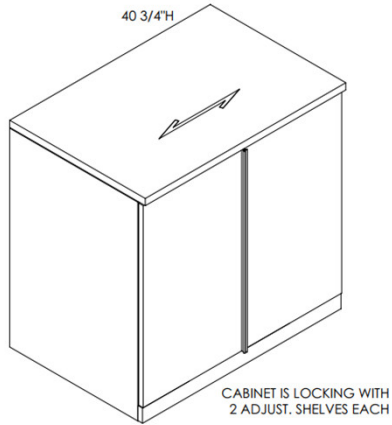


HALL TREE  
1 PER DESK  
QTY:4  
FINISH: BLACK

## EVIDENCE OFFICE PLAN

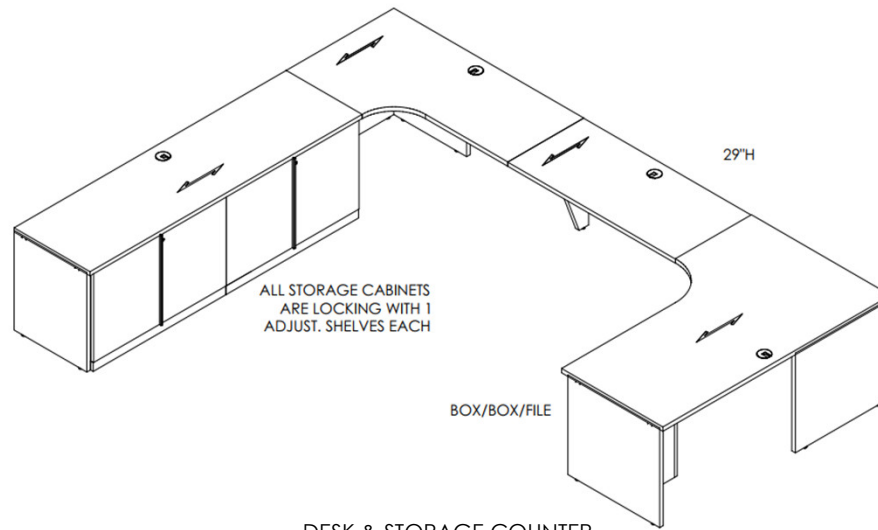


## EVIDENCE OFFICE 3D



STORAGE CABINET

CABINET IS LOCKING WITH  
2 ADJUST. SHELVES EACH



DESK & STORAGE COUNTER

ALL STORAGE CABINETS  
ARE LOCKING WITH 1  
ADJUST. SHELVES EACH

BOX/BOX/FILE



1 POWER UNIT  
1 – POWER  
1 – USB

**\*ROI CATAPULT SERIES\***  
SURFACES: GRPAHITE  
EDGE: VINYL TO MATCH  
SUPPORTS: GRAPHITE

\*METAL\*  
BOX/BOX/FILE \*METAL\*  
STORAGE CABINETS \*METAL\*  
PAINT: KN MEDIUM GREY  
HANDLES: SELF HANDED / FULL PULL (S)  
LOCK: UM BLACK

ROI300 SERIES CHAIR:  
SEAT: GRAPHITE FABRIC  
BACK: LIGHT GRAY MESH  
FRAME: LIGHT GRAY  
BASE: POLISHED ALUMINUM  
ARMS: 3-WAY ADJUST.  
CASTERS



CLIENT SIGNATURE:

6/2/2020

## CLIENT WANTS TO MATCH FINISHES OF THIS OFFICE

### **\*ROI CATAPULT SERIES\***

SURFACES: GRPAHITE  
EDGE: VINYL TO MATCH  
SUPPORTS: GRAPHITE

### **\*METAL\***

BOX/BOX/FILE \*METAL\*  
STORAGE CABINETS \*METAL\*  
PAINT: KN MEDIUM GREY  
HANDLES: SELF HANDED / FULL PULL (S)  
LOCK: UM BLACK



CLIENT SIGNATURE:

---

6/2/2020



RIEKE OFFICE INTERIORS

PARTNERS IN CREATING **INSPIRING SPACES**







# Vil I a Park Office Equipment

1120 N. Vil I a Ave.  
Vil I a Park, IL 60181-1054

(630) 279-2312 Fax: (630) 834-3634

# Quote

Customer No.: 2537  
Quote No.: 48017  
Phone: (630) 353-8359  
Fax:  
Email: [charkey@darienil.gov](mailto:charkey@darienil.gov)

www.vpoe.com

Quote To: **Darien Police Department**  
1710 Plainfield Road  
Darien, IL 60561

Ship To: **Darien Police Department**  
1710 Plainfield Road  
Darien, IL 60561

Contact: Carol Harkey

Date	Ship Via	F.O.B.	Terms		
04/22/20	MID	Origin	Net 30		
Purchase Order Number		Sales Person		Required	
		ST		04/22/20	
Quantity		Item Number	Description	Unit Price	Amount
Required	Warehouse				

\*\*\*REVISED 6/11/20\*\*\*

### INVINCIBLE FURNITURE OPTION

\_\_\_\_\_  
\*\*THE FOLLOWING QUOTE IS FOR  
BUDGET PURPOSES UNTIL FINAL  
LAYOUT AND FINISH SELECTIONS  
HAVE BEEN MADE\*\*\*

### OPEN OFFICE AREA

\_\_\_\_\_  
LAMINATE TOP: STANDARD OPT.  
METAL CHASSIS PAINT:STD. OPT

4		NEW	Invincible Furniture 6x7 L-Shape Desk w/Full Pedestal  Pedestal *KEYED ALIKE*	1495.00	5980.00
4		SC3639HLK	Invincible Storage 2 Door Storage Cabinet 36"W x 39"H w/ Locking Turn Handle  Compel Under Mount Power	586.00	2344.00

Authorized Signature \_\_\_\_\_  
Date \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

**Customer responsible for attainment and costs of all required permits**  
**We Appreciate Your Business**

Terms and Conditions of Quote: All signed off quotes & special orders are final, and NON -RETURNABLE.  
New & Stock Items are NON-RETURNABLE. Pre-Owned items may be returned and are subject to a 30% re-stocking fee.

All orders are subject to a storage fee if not delivered within 30 days of purchase.  
A 4% service charge will be applied to credit card payments over \$5000.00.

Deliveries cancelled or changed less than 48 Hours in advance may be subject to Change Order charges.

Ask your Sales Representative about our Carpet and Flooring Division



# Vil I a Park Office Equipment

1120 N. Vil I a Ave.  
Vil I a Park, IL 60181-1054

(630) 279-2312 Fax: (630) 834-3634

# Quote

Customer No.: 2537  
Quote No.: 48017  
Phone: (630) 353-8359  
Fax:  
Email: [charkey@darienil.gov](mailto:charkey@darienil.gov)

www.vpoe.com

Quote To: **Darien Police Department**  
1710 Plainfield Road  
Darien, IL 60561

Ship To: **Darien Police Department**  
1710 Plainfield Road  
Darien, IL 60561

Contact: Carol Harkey

Date	Ship Via	F.O.B.	Terms		
04/22/20	MID	Origin	Net 30		
Purchase Order Number		Sales Person			
		ST			
		Required			
		04/22/20			
Quantity		Item Number	Description	Unit Price	Amount
Required	Warehouse				
5		PWR-UNDR-BL	Module w/ 2 Standar outlets & 2 USB Ports	90.00	450.00
6		HVL705VM10	Hon Wave Mesh Big & Tall w/Integrated Lumbar Support Height/Width Adjustable Arms	375.99	2255.94
4		SAF4241BL	Safco Hook Head Coat Rack w/ 8 Arms Black	85.00	340.00
1.000		FREIGHT	Mfg. Freight	40.00	40.00
1		CUC6024FFB-P	Invincible Cube Series 24x60 Kneespace Credenza w/ FF & BBF Pedestals	679.00	679.00
1		CUSTOM	TOP LAMINATE: CHASSIS LAMINATE: HANDLE: SILVER BAR PULL Laminate Coffee Bar 109.5" x 25" x 36" with (1) Trash Grommet & 18" Pull out Waste Receptacle (1) 20"W Space for Fridge	5995.00	5995.00

Authorized Signature \_\_\_\_\_  
Date \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

**Customer responsible for attainment and costs of all required permits**  
**We Appreciate Your Business**

Terms and Conditions of Quote: All signed off quotes & special orders are final, and NON -RETURNABLE.  
New & Stock Items are NON-RETURNABLE. Pre-Owned items may be returned and are subject to a 30% re-stocking fee.

All orders are subject to a storage fee if not delivered within 30 days of purchase.  
A 4% service charge will be applied to credit card payments over \$5000.00.

Deliveries cancelled or changed less than 48 Hours in advance may be subject to Change Order charges.

Ask your Sales Representative about our Carpet and Flooring Division



**Vil I a Park Office Equipment**

1120 N. Vil I a Ave.  
Vil I a Park, IL 60181-1054

(630) 279-2312 Fax: (630) 834-3634

**Quote**

Customer No.: 2537  
Quote No.: 48017  
Phone: (630) 353-8359  
Fax:  
Email: [charkey@darienil.gov](mailto:charkey@darienil.gov)

www.vpoe.com

**Quote To: Darien Police Department**  
1710 Plainfield Road  
Darien, IL 60561

**Ship To: Darien Police Department**  
1710 Plainfield Road  
Darien, IL 60561

Contact: Carol Harkey

Date	Ship Via	F.O.B.	Terms		
04/22/20	MID	Origin	Net 30		
Purchase Order Number		Sales Person		Required	
		ST		04/22/20	
Quantity		Item Number	Description	Unit Price	Amount
Required	Warehouse				

(2) 35"W Double Door Cabinet  
w/ Box Drawers Above

EVIDENCE ROOM-Seated Height

1		NEW	Invincible Cube Series 5.5x6.5 L-Shape Full Ped	1345.00	1345.00
2		SC3627LK	Invincible Storage 27"Hx36"W 2 Door Storage Cabinet w/Flush Handle 18.5"D	510.00	1020.00
1		RWSS2472HP	Haworth Unigroup Rectangular Worksurface - 24"D x 72"W High Pressure Laminate EXACT SIZE	216.00	216.00
1		RWSS2460HP	Haworth Unigroup Rectangular Worksurface - 24"D x 60"W High Pressure Laminate To be Cut Down to 24x56	198.00	198.00
1		RLL18SUPLP	Haworth Unigroup L-Support	89.00	89.00

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Customer responsible for attainment and costs of all required permits**

**We Appreciate Your Business**

Terms and Conditions of Quote: All signed off quotes & special orders are final, and NON -RETURNABLE.  
New & Stock Items are NON-RETURNABLE. Pre-Owned items may be returned and are subject to a 30% re-stocking fee.

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Darien, IL 60561

Contact: Carol Harkey

Date	Ship Via	F.O.B.	Terms	
04/22/20	MID	Origin	Net 30	
Purchase Order Number	Sales Person		Required	
	ST		04/22/20	
Quantity	Item Number	Description	Unit Price	Amount
Required Warehouse B.O.				

1	SC3665HLK	Panel - 18"D x 27"H Thermal Fused Laminate Invincible Storage 65"Hx36"w 2 Door Storage Cabinet w/Locking Turn Handle	669.00	669.00
1.000	UNION	UNION DELIVERY AND INSTALLATION	2490.00	2490.00
		Quote subtotal		24110.94
		Quote total		24110.94

Authorized Signature \_\_\_\_\_  
Date \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

**Customer responsible for attainment and costs of all required permits**  
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**AGENDA MEMO**  
**Police Committee**  
**July 20, 2020**

**ISSUE STATEMENT**

Approval of an ordinance authorizing the sale or disposal of surplus property.

**BACKGROUND/HISTORY**

Staff is requesting that the following property be declared as surplus property and auctioned using an on-line auction service, LiquidityServices.com, or disposed of:

ITEM	EXPLANATION
1 Brinks Safe (no key)	No longer useful to the City
2 (2) Centrios Camcorder Bags	No longer needed
3 Cent-O-Gram Scale	No longer needed
4 Alpha Lock 2000 Vehicle Wheel Lock	No longer needed
5 Passive Night Vision System Star-Trow MK 303A	No longer needed
6 Garmin Nuvi 2595 LMT Blue Tooth Navigation	No longer useful to the City
7 (1) Bounty Hunter Metal Detector	No longer useful to the City
8 Olympus Digital Voice Recorder	No longer needed
9 Dell Keyboard	No longer useful to the City
10. Lenovo Keyboard	No longer useful to the City
11. Pentax Binoculars	No longer useful to the City
12. Pik Stik	No longer needed
13. Pelican 1600 Case	No longer useful to the City
14. Portable Video Player PV330	No longer useful to the City
15. GE USB 2.0 HUB	No longer functional
16. Mr. Coffee Coffeemaker	No longer useful to the City
17. 2006 Chevy Tahoe – Brown	No longer needed
18. 2012 Chevy Tahoe	No longer useful to the City
19. (4) Metal Desks	No longer needed
20. (3) Metal Book Case with (3) Shelves	No longer needed
21. (1) Metal Book Case with (4) Shelves	No longer needed
22. (1) 2 x 3 Brown Laminate Top Table	No longer needed
23. (2) Drawer Rolling Filing Cabinets	No longer needed
24. (4) Swivel Office Chairs	No longer needed
25. (2) Black Coat Racks	No longer needed
26. (1) 3 Shelf Book Case	No longer needed
27. (1) Small Wood Desk Computer	No longer useful to the City
28. (1) 2007 Crown Victoria	No longer needed
29. (2) 8 ft. Steel File Cabinets with Doors	No longer needed

Staff recommends the above be declared surplus property and disposed of or auctioned using GovDeals.com.

**ALTERNATE CONSIDERATION**

As recommended.

**DECISION MODE**

This item will be placed on the August 3, 2020 City Council Agenda for formal approval.