

**Administrative-Finance Committee**  
**October 5, 2020**  
**6:00 p.m. – City Hall Conference Room**

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
  - a. FYE 20 Audit to Budget Comparison**
  - b. Motion to approve the tax levy determination for general and special purposes for Fiscal Year 2020-2021**
  - c. Janitorial Services Renewal**
- 4. Other Business**
- 5. Next Meeting – November 2, 2020**
- 6. Adjournment**

# CITY OF DARIEN

## MEMO

**TO: Administrative/Finance Committee Members**  
**FROM: Bryon D. Vana, City Administrator**  
**DATE: September 24, 2020**  
**SUBJECT: October 5 Committee Meeting –FYE 20 Audit to Budget Comparison**

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Upon completion of the yearly financial audit, the Administrative/Finance Committee reviews a comparison between the FYE 4-30-20 audited numbers and the FYE 4-30-20 estimated numbers included in the FYE 4-30-21 budget. This year's review includes the attached document containing a detailed sheet on the General and Capital Projects Funds. The details sheets include the following columns:

- 1 budget line item title
- 2 the 4-30-20 original budget
- 3 the 4-30-20 audited revenues and expenditure line items
- 4 the 4-30-20 estimated actual numbers used for the FYE 4-30-21 budget
- 5 the difference between numbers 3 and 4 above

The General Fund audited fund balance exceeded the estimated balance used in the 4-30-21 budget by \$1,291,820. The City Council previously approved the *Capital Improvements Plan Guidelines*. Section 3 of the guidelines includes the following:

- Surplus from the general fund, in excess of 3 months operating reserve, will be transferred to the capital projects fund annually

Based on these guidelines I am recommending that the Administrative/Finance Committee recommend that the City Council approve a transfer of \$1,200,000 to the Capital Projects Fund from the General Fund. This item will be scheduled for the October 19 City Council meeting.

**City of Darien  
 Comparison of Estimated Actual  
 Fund Balance to Audited Fund Balance  
 as of 4/30/20**

**Working Session Report**

**General Fund  
 Fund Balance**

<u>Original Budget</u>	<u>Audited</u>	<u>Estimated Actual</u>	<u>Difference between Estimated Actual and Audited</u>
\$ 3,038,303	\$ 4,565,536	\$ 3,273,716	\$ 1,291,820.00

**Water Fund  
 Cash Balance**

<u>Original Budget</u>	<u>Audited</u>	<u>Estimated Actual</u>	<u>Difference between Estimated Actual and Audited</u>
\$ 1,928,541	\$ 4,259,524	\$ 2,470,653	\$ 1,788,871.18

**Motor Fuel Tax Fund  
 Fund Balance**

<u>Original Budget</u>	<u>Audited</u>	<u>Estimated Actual</u>	<u>Difference between Estimated Actual and Audited</u>
\$ 307,699	\$ 558,970	\$ 501,517	\$ 57,453.00

**Water Depreciation Fund  
 Cash Balance**

<u>Original Budget</u>	<u>Audited</u>	<u>Estimated Actual</u>	<u>Difference between Estimated Actual and Audited</u>
\$ (912,850)	\$ 1,638,993	\$ 2,208,560	\$ (569,567.00)

**Capital Improvement Fund  
 Fund Balance**

<u>Original Budget</u>	<u>Audited</u>	<u>Estimated Actual</u>	<u>Difference between Estimated Actual and Audited</u>
\$ 2,355,178	\$ 3,042,527	\$ 3,498,458	\$ (455,931.00)

1		2		3		4		5	
City of Darien Fund Reconciliation FYE 4/30/20		General For the		FYE 4/30/20 Original Budget	FYE 4/30/20 Audited	FYE 4/30/20 Estimated Actual	Difference		
Beginning Fund Balance				3,785,054.00	4,614,249.00	4,614,249.00	0.00		
Prior Period Adjustment				0.00	0.00	0.00	0.00		
Total Revenue				15,234,160.00	15,816,283.00	15,177,881.00	638,402.00		
Total Expenses				12,980,911.00	12,116,784.00	12,718,414.00	(601,630.00)		
Transfer In from Debt Fund/Sale of Equipment				0.00	51,788.00	0.00	51,788.00		
Transfer out				3,000,000.00	3,800,000.00	3,800,000.00	0.00		
<b>Ending Fund Balance</b>				<b>3,038,303.00</b>	<b>4,565,536.00</b>	<b>3,273,716.00</b>	<b>1,291,820.00</b>		
				FYE 4/30/20 Original Budget	FYE 4/30/20 Audited Revenue	FYE 4/30/20 Estimated Revenue	Difference		
<b>Taxes</b>									
Real Estate Taxes - Current	3110			2,229,295.00	2,247,964.00	2,248,000.00	(36.00)		
Real Estate Taxes - Prior	3111			0.00	0.00	0.00	0.00		
Road and Bridge Tax	3120			205,000.00	219,532.00	219,532.00	0.00		
Municipal Utility Tax	3130			1,015,000.00	978,940.00	1,024,647.00	(45,707.00)		
Amusement Tax	3140			82,000.00	93,915.00	82,504.00	11,411.00		
Hotel/Motel Tax	3150			68,000.00	67,593.00	61,262.00	6,331.00		
Auto Rental Tax	3421			2,000.00	423.00	2,000.00	(1,577.00)		
Personal Property Tax	3425			6,500.00	8,468.00	7,500.00	968.00		
Local Gas Tax	3151			310,000.00	291,234.00	310,000.00	(18,766.00)		
Food & Beverage Tax	3152			580,000.00	577,109.00	527,027.00	50,082.00		
Cannabis Use Tax	3435			0.00	3,614.00	0.00	3,614.00		
<b>Total Taxes</b>				<b>4,497,795.00</b>	<b>4,488,792.00</b>	<b>4,482,472.00</b>	<b>6,320.00</b>		
<b>License, Permits, Fees</b>									
Business Licenses	3210			38,000.00	30,593.00	40,000.00	(9,407.00)		
Liquor License	3212			67,000.00	71,325.00	69,225.00	2,100.00		
Contractor Licenses	3214			18,000.00	18,030.00	18,000.00	30.00		
Court Fines	3216			100,000.00	131,690.00	114,508.00	17,182.00		
Towing Fees	3217			55,000.00	56,000.00	67,000.00	(11,000.00)		
Ordinance Fines	3230			20,000.00	48,645.00	46,000.00	2,645.00		
Building Permits and Fees	3240			35,000.00	160,577.00	142,000.00	18,577.00		
Telecommunication Taxes	3242			520,000.00	417,249.00	453,687.00	(36,438.00)		
Cable T.V. Franchise Fee	3244			452,800.00	433,978.00	450,000.00	(16,022.00)		
PEG - Fees - AT&T	3245			0.00	9,644.00	0.00	9,644.00		
NICOR Franchise Fee	3246			25,000.00	31,108.00	31,107.00	1.00		
Public Hearing Fees	3250			3,000.00	2,510.00	4,165.00	(1,655.00)		
Elevator Inspections	3255			4,500.00	3,580.00	4,000.00	(420.00)		
Public Improvement Permit	3260			0.00	0.00	0.00	0.00		
Engineering/Prof Fee Reimb	3265			74,000.00	77,483.00	65,000.00	12,483.00		
Legal Fee Reimb.	3266			0.00	0.00	0.00	0.00		
Police Special Service	3268			99,597.00	121,330.00	100,000.00	21,330.00		
D.U.I. Technology Fines	3267			6,500.00	16,249.00	0.00	16,249.00		
Stormwater Management Fees	3270			0.00	4,307.00	0.00	4,307.00		
Dev. Contib./Impact	3275			0.00	0.00	0.00	0.00		
<b>Total License, Permits, Fees</b>				<b>1,518,397.00</b>	<b>1,634,298.00</b>	<b>1,604,692.00</b>	<b>29,606.00</b>		
<b>Charges for Services</b>									
Inspections/Tap on/Permits	3320			0.00	0.00	0.00	0.00		
<b>Total Charges for Services</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>Intergovernmental</b>									
State Income Tax	3410			2,053,998.00	2,393,776.00	2,100,000.00	293,776.00		
Local Use Tax	3420			574,236.00	718,742.00	682,845.00	35,897.00		
Sales Taxes	3430			5,726,881.00	5,547,921.00	5,137,771.00	410,150.00		
Video Gaming Revenue	3432			140,000.00	218,914.00	194,746.00	24,168.00		
<b>Total Intergovernmental</b>				<b>8,495,115.00</b>	<b>8,879,353.00</b>	<b>8,115,362.00</b>	<b>763,991.00</b>		

City of Darien Fund Reconciliation FYE 4/30/20		General For the	FYE 4/30/20 Original Budget	FYE 4/30/20 Audited	FYE 4/30/20 Estimated Actual	Difference
<b>Other Revenue</b>						
Interest Income	3510	40,000.00	93,125.00	86,000.00	7,125.00	
Gain/Loss on Investment	3515	0.00	0.00	0.00	0.00	
Water Share Expense	3520	0.00	0.00	250,000.00	(250,000.00)	
NSF Check Fee	3261	0.00	70.00	0.00	70.00	
Police Report/Prints	3534	5,000.00	6,028.00	5,000.00	1,028.00	
Impact Fee Revenue	3570	0.00	375.00	500.00	(125.00)	
Grants	3560	0.00	1,962.00	1,027.00	935.00	
Rents	3561	324,853.00	353,303.00	324,000.00	29,303.00	
Reimbursement - Work Comp	3577	0.00	861.00	861.00	0.00	
Other Reimbursements	3562	45,000.00	89,773.00	94,000.00	(4,227.00)	
Reimbursement - Rear Yard	3541	0.00	82,015.00	46,166.00	35,849.00	
Residential Concrete Reimb	3563	0.00	27,045.00	27,045.00	0.00	
Maintenance - Reimbursement	3567	0.00	0.00	0.00	0.00	
Mail Box Reimbursement	3569	0.00	4,617.00	3,949.00	668.00	
Drug Seizures	3537	0.00	0.00	0.00	0.00	
Drug Forfeiture Receipts	3538	0.00	1,621.00	0.00	1,621.00	
E-Citation Fees	3219	0.00	1,714.00	0.00	1,714.00	
Sales of Wood Chips	3572	3,000.00	3,930.00	3,050.00	880.00	
Miscellaneous Revenue	3580	20,000.00	19,969.00	16,000.00	3,969.00	
Transfer from Other Funds	3612	0.00	0.00	50,757.00	(50,757.00)	
Sale of Equipment	3575	35,000.00	127,432.00	67,000.00	60,432.00	
Miscellaneous Refund	3700	0.00	0.00	0.00	0.00	
<b>Total Other Income</b>		<b>472,853.00</b>	<b>813,840.00</b>	<b>975,355.00</b>	<b>(161,515.00)</b>	
<b>Total General Fund Revenue</b>						
		<b>14,984,160.00</b>	<b>15,816,283.00</b>	<b>15,177,881.00</b>	<b>638,402.00</b>	
<b>Total Revenue per Audit</b>						
		<b>14,984,160.00</b>	<b>15,816,283.00</b>	<b>15,177,881.00</b>	<b>638,402.00</b>	

1	2	3	4	5	
City of Darien General Fund Expenditures For the FYE 4/30/20	FYE 4/30/20 Original Budget	FYE 4/30/20 Audited Expenditures	FYE 4/30/20 Estimated Expenditures	Difference	
<b>Administrative Department</b>					
<b>Salaries</b>					
Salaries	4010	318,742.00	327,314.00	324,456.00	(2,858.00)
Overtime	4030	0.00	2,602.00	0.00	(2,602.00)
<b>Total Salaries</b>		<b>318,742.00</b>	<b>329,916.00</b>	<b>324,456.00</b>	<b>(5,460.00)</b>
<b>Benefits</b>					
Social Security	4110	21,913.00	18,920.00	19,648.00	728.00
Medicare	4111	4,622.00	4,425.00	4,595.00	170.00
I.M.R.F.	4115	28,751.00	33,011.00	40,721.00	7,710.00
Medical/Life Insurance	4120	69,080.00	68,500.00	69,962.00	1,462.00
State Unemployment Benefits	4050	0.00	0.00	0.00	0.00
Supplemental Pensions	4135	4,800.00	4,800.00	4,800.00	0.00
<b>Total Benefits</b>		<b>129,166.00</b>	<b>129,656.00</b>	<b>139,726.00</b>	<b>10,070.00</b>
<b>Materials and Supplies</b>					
Dues and Subscriptions	4213	1,490.00	539.00	750.00	211.00
Liability Insurance	4219	280,000.00	270,345.00	276,528.00	6,183.00
Legal Notices	4221	2,000.00	2,133.00	2,000.00	(133.00)
Maintenance - Building	4223	0.00	0.00	0.00	0.00
Maintenance - Equipment	4225	8,100.00	7,630.00	7,200.00	(430.00)
Maintenance - Vehicles	4229	0.00	0.00	0.00	0.00
Misc. Expenditures	4232	0.00	0.00	0.00	0.00
Postage/Mailings	4233	3,350.00	2,684.00	2,000.00	(684.00)
Printing and Forms	4235	4,200.00	5,850.00	4,500.00	(1,350.00)
Public Relations	4239	39,170.00	56,285.00	56,021.00	(264.00)
Rent - Equipment	4243	2,019.00	1,500.00	2,019.00	519.00
Supplies - Office	4253	8,000.00	7,154.00	6,000.00	(1,154.00)
Supplies - Other	4257	500.00	385.00	500.00	115.00
Training and Education	4263	1,500.00	0.00	500.00	500.00
Travel/Meetings	4265	550.00	111.00	250.00	139.00
Telephone	4267	48,200.00	34,824.00	39,000.00	4,176.00
Utilities (Elec,Gas,Wtr,Sewer)	4271	2,500.00	2,470.00	1,800.00	(670.00)
Vehicle (Gas and Oil)	4273	650.00	872.00	300.00	(572.00)
Vehicle		0.00	0.00	0.00	0.00
ESDA	4279	0.00	0.00	0.00	0.00
<b>Total Materials and Supplies</b>		<b>402,229.00</b>	<b>392,782.00</b>	<b>399,368.00</b>	<b>6,586.00</b>
<b>Contractual</b>					
Audit	4320	13,200.00	15,537.00	15,537.00	0.00
Consulting/Professional	4325	541,575.00	316,153.00	333,000.00	16,847.00
Const/Prof Reimbursable	4328	0.00	0.00	0.00	0.00
Contingency	4330	10,000.00	11,137.00	10,000.00	(1,137.00)
Janitorial Service	4345	20,500.00	18,558.00	19,500.00	942.00
<b>Total Contractual</b>		<b>585,275.00</b>	<b>361,385.00</b>	<b>378,037.00</b>	<b>16,652.00</b>
<b>Other Charges</b>					
Equipment	4815	5,000.00	261.00	1,000.00	739.00
<b>Total Other Charges</b>		<b>5,000.00</b>	<b>261.00</b>	<b>1,000.00</b>	<b>739.00</b>
<b>Total Expenditures - Administrative</b>		<b>1,440,412.00</b>	<b>1,214,000.00</b>	<b>1,242,587.00</b>	<b>28,587.00</b>
<b>City Council Department</b>					
<b>Salaries</b>					
Salaries	4010	42,750.00	42,750.00	42,750.00	0.00
<b>Total Salaries</b>		<b>42,750.00</b>	<b>42,750.00</b>	<b>42,750.00</b>	<b>0.00</b>
<b>Benefits</b>					
Social Security	4110	2,651.00	2,651.00	2,651.00	0.00
Medicare	4111	620.00	620.00	620.00	0.00
<b>Total Benefits</b>		<b>3,271.00</b>	<b>3,271.00</b>	<b>3,271.00</b>	<b>0.00</b>
<b>Materials and Supplies</b>					
Boards and Commissions	4205	2,000.00	866.00	1,000.00	134.00
Cable Operations	4206	6,000.00	3,825.00	4,500.00	675.00
Dues and Subscriptions	4213	2,850.00	13,134.00	15,945.00	2,811.00
Liability Insurance	4219	0.00	0.00	0.00	0.00

City of Darien General Fund Expenditures For the FYE 4/30/20		FYE 4/30/20 Original Budget	FYE 4/30/20 Audited Expenditures	FYE 4/30/20 Estimated Expenditures	Difference
Printing and Forms	4235	0.00	0.00	0.00	0.00
Public Relations	4239	10,500.00	10,500.00	10,500.00	0.00
Supplies - Other	4257	0.00	0.00	0.00	0.00
Training and Education	4263	1,000.00	250.00	300.00	50.00
Travel/Meetings	4265	50.00	0.00	50.00	50.00
<b>Total Materials and Supplies</b>		<b>22,400.00</b>	<b>28,575.00</b>	<b>32,295.00</b>	<b>3,720.00</b>
<b>Contractual</b>					
Consulting/Professional	4325	5,000.00	5,855.00	6,500.00	645.00
Trolley Contracts	4366	600.00	233.00	450.00	217.00
Rear Yard Drainage Proj Reimburse		0.00	0.00	0.00	0.00
<b>Total Contractual</b>		<b>5,600.00</b>	<b>6,088.00</b>	<b>6,950.00</b>	<b>862.00</b>
<b>Capital Outlay</b>					
Equipment	4815	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenditures - City Council</b>		<b>74,021.00</b>	<b>80,684.00</b>	<b>85,266.00</b>	<b>4,582.00</b>
<b>Community Development Department</b>					
<b>Salaries</b>					
Salaries	4010	309,192.00	296,690.00	298,892.00	2,202.00
Overtime		500.00	2,630.00	500.00	(2,130.00)
<b>Total Salaries</b>		<b>309,692.00</b>	<b>299,320.00</b>	<b>299,392.00</b>	<b>72.00</b>
<b>Benefits</b>					
Social Security	4110	19,277.00	17,072.00	17,668.00	596.00
Medicare	4111	4,483.00	4,174.00	4,610.00	436.00
I.M.R.F.	4115	36,931.00	30,094.00	37,989.00	7,895.00
Medical/Life Insurance	4120	49,362.00	29,052.00	48,971.00	19,919.00
Supplemental Pensions	4135	2,400.00	2,354.00	3,600.00	1,246.00
<b>Total Benefits</b>		<b>112,453.00</b>	<b>82,746.00</b>	<b>112,838.00</b>	<b>30,092.00</b>
<b>Materials and Supplies</b>					
Boards and Commissions	4205	1,200.00	1,770.00	1,200.00	(570.00)
Dues and Subscriptions	4213	500.00	533.00	500.00	(33.00)
Liability Insurance	4219	23,000.00	33,669.00	28,000.00	(5,669.00)
Maintenance - Vehicles	4229	500.00	0.00	500.00	500.00
Miscellaneous Expenditures	4232	0.00	150.00	0.00	(150.00)
Printing and Forms	4235	1,565.00	1,880.00	1,800.00	(80.00)
Economic Incentive	4240	338,000.00	354,547.00	351,500.00	(3,047.00)
Supplies - Office	4253	900.00	798.00	900.00	102.00
Training and Education	4263	600.00	0.00	600.00	600.00
Travel/Meetings	4265	200.00	0.00	200.00	200.00
Vehicle (Gas and Oil)	4273	1,350.00	1,282.00	1,350.00	68.00
<b>Total Materials and Supplies</b>		<b>367,815.00</b>	<b>394,629.00</b>	<b>386,550.00</b>	<b>(8,079.00)</b>
<b>Contractual</b>					
Consulting/Professional	4325	37,640.00	60,267.00	45,000.00	(15,267.00)
Const/Prof Reimbursable	4328	68,000.00	99,641.00	68,000.00	(31,641.00)
<b>Total Contractual</b>		<b>105,640.00</b>	<b>159,908.00</b>	<b>113,000.00</b>	<b>(46,908.00)</b>
<b>Capital Outlay</b>					
Equipment	4815	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenditures - Community Development</b>		<b>895,600.00</b>	<b>936,603.00</b>	<b>911,780.00</b>	<b>(24,823.00)</b>

City of Darien General Fund Expenditures For the FYE 4/30/20		FYE 4/30/20 Original Budget	FYE 4/30/20 Audited Expenditures	FYE 4/30/20 Estimated Expenditures	Difference
<b>Streets Department</b>					
<b>Salaries</b>					
Salaries	4010	660,415.00	708,292.00	619,723.00	(88,569.00)
Overtime	4030	78,000.00	54,138.00	78,000.00	23,862.00
<b>Total Salaries</b>		<b>738,415.00</b>	<b>762,430.00</b>	<b>697,723.00</b>	<b>(64,707.00)</b>
<b>Benefits</b>					
Social Security	4110	47,018.00	44,172.00	42,329.00	(1,843.00)
Medicare	4111	8,932.00	10,337.00	9,899.00	(438.00)
I.M.R.F.	4115	88,059.00	65,400.00	86,501.00	21,101.00
Medical/Life Insurance	4120	125,161.00	122,038.00	125,789.00	3,751.00
Supplemental Pensions	4135	2,400.00	2,400.00	2,400.00	0.00
<b>Total Benefits</b>		<b>271,570.00</b>	<b>244,347.00</b>	<b>266,918.00</b>	<b>22,571.00</b>
<b>Materials and Supplies</b>					
Liability Insurance	4219	23,029.00	21,499.00	23,000.00	1,501.00
Maintenance - Building	4223	246,196.00	166,457.00	190,000.00	23,543.00
Maintenance - Equipment	4225	46,250.00	37,717.00	44,000.00	6,283.00
Maintenance - Vehicles	4229	60,000.00	68,477.00	60,000.00	(8,477.00)
Maintenance - Landromat Exp	4230	0.00	0.00	0.00	0.00
Postage/Mailings	4233	1,000.00	427.00	890.00	463.00
Rent - Equipment	4243	23,700.00	15,055.00	22,000.00	6,945.00
Supplies - Office	4253	4,903.00	5,913.00	4,903.00	(1,010.00)
Supplies - Operations	4255	0.00	0.00	0.00	0.00
Supplies - Other	4257	114,165.00	74,870.00	100,000.00	25,130.00
Small Tools & Equipment	4259	11,300.00	12,443.00	63,000.00	50,557.00
Training and Education	4263	3,600.00	1,799.00	3,600.00	1,801.00
Travel	4265	0.00	0.00	0.00	0.00
Telephone	4267	0.00	113.00	0.00	(113.00)
Uniforms	4269	6,446.00	4,076.00	6,000.00	1,924.00
Utilities (Elec,Gas,Wtr,Sewer)	4271	6,400.00	7,570.00	5,900.00	(1,670.00)
Vehicle (Gas and Oil)	4273	60,300.00	56,295.00	59,000.00	2,705.00
<b>Total Materials and Supplies</b>		<b>607,289.00</b>	<b>472,711.00</b>	<b>582,293.00</b>	<b>109,582.00</b>
<b>Contractual</b>					
Consulting/Professional	4325	10,750.00	7,789.00	16,250.00	8,461.00
Consulting/Professional Reimb	4328	0.00	0.00	0.00	0.00
Janitorial Service	4345	0.00	0.00	0.00	0.00
Forestry	4350	72,711.00	59,489.00	60,415.00	926.00
Street Light Oper & Maint.	4359	43,000.00	11,521.00	39,000.00	27,479.00
Residential Concrete Program	4381	0.00	25,795.00	27,045.00	1,250.00
Mosquito Abatement	4365	41,700.00	40,887.00	41,700.00	813.00
Street Sweeping	4373	37,975.00	31,298.00	37,000.00	5,702.00
Drainage Projects	4374	107,000.00	172,446.00	165,537.00	(6,909.00)
Tree Trim/Removal	4375	221,715.00	114,181.00	221,000.00	106,819.00
<b>Total Contractual</b>		<b>534,851.00</b>	<b>463,406.00</b>	<b>607,947.00</b>	<b>144,541.00</b>
<b>Capital Outlay</b>					
Rear Yard Drain Proj-Reimb	4378	0.00	0.00	0.00	0.00
Residential Concrete Program	4381	0.00	0.00	0.00	0.00
Capital Improvements	4810	0.00	0.00	0.00	0.00
Equipment	4815	541,750.00	504,913.00	526,900.00	21,987.00
Debt Retire	4905	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>541,750.00</b>	<b>504,913.00</b>	<b>526,900.00</b>	<b>21,987.00</b>
<b>Total Expenditures - Streets</b>		<b>2,693,875.00</b>	<b>2,447,807.00</b>	<b>2,681,781.00</b>	<b>233,974.00</b>



City of Darien General Fund Expenditures For the FYE 4/30/20		FYE 4/30/20 Original Budget	FYE 4/30/20 Audited Expenditures	FYE 4/30/20 Estimated Expenditures	Difference
<b>Police Department</b>					
<b>Salaries</b>					
Salaries	4010	436,846.00	431,502.00	414,078.00	(17,424.00)
Salaries - Officers	4020	3,736,294.00	3,661,947.00	3,631,173.00	(30,774.00)
Overtime	4030	519,883.00	475,037.00	550,507.00	75,470.00
<b>Total Salaries</b>		<b>4,693,023.00</b>	<b>4,568,486.00</b>	<b>4,595,758.00</b>	<b>27,272.00</b>
<b>Benefits</b>					
Social Security	4110	27,084.00	27,274.00	27,365.00	91.00
Medicare	4111	68,046.00	60,797.00	63,344.00	2,547.00
I.M.R.F.	4115	35,964.00	41,645.00	39,354.00	(2,291.00)
Medical/Life Insurance	4120	425,681.00	400,043.00	453,000.00	52,957.00
Police Pension	4130	1,714,350.00	1,728,465.00	1,728,468.00	3.00
Supplemental Pensions	4135	44,400.00	43,431.00	47,121.00	3,690.00
<b>Total Benefits</b>		<b>2,315,525.00</b>	<b>2,301,655.00</b>	<b>2,358,652.00</b>	<b>56,997.00</b>
<b>Materials and Supplies</b>					
Animal Control	4201	1,500.00	735.00	1,380.00	645.00
Auxiliary Police	4203	4,000.00	248.00	2,000.00	1,752.00
Boards and Commissions	4205	12,300.00	17,144.00	19,785.00	2,641.00
Dues and Subscriptions	4213	3,150.00	1,872.00	2,607.00	735.00
Investigation and Equipment	4217	42,980.00	29,631.00	35,794.00	6,163.00
Liability Insurance	4219	65,520.00	54,837.00	69,466.00	14,629.00
Maintenance - Building	4223	0.00	412.00	0.00	(412.00)
Maintenance - Equipment	4225	17,205.00	16,349.00	16,128.00	(221.00)
Maintenance - Vehicles	4229	29,600.00	31,945.00	33,071.00	1,126.00
Postage/Mailings	4233	4,300.00	3,163.00	2,289.00	(874.00)
Printing and Forms	4235	1,500.00	5,345.00	3,155.00	(2,190.00)
Public Relations	4239	3,500.00	2,961.00	3,442.00	481.00
Rent - Equipment	4243	5,500.00	1,500.00	4,000.00	2,500.00
Supplies - Office	4253	6,500.00	6,872.00	5,217.00	(1,655.00)
Supplies - Other	4257	0.00	0.00	0.00	0.00
Training and Education	4263	32,850.00	16,456.00	32,283.00	15,827.00
Travel/Meetings	4265	13,250.00	3,400.00	8,000.00	4,600.00
Telephone	4267	14,000.00	12,844.00	13,724.00	880.00
Uniforms	4269	55,100.00	51,853.00	52,041.00	188.00
Utilities (Elec,Gas,Wtr,Sewer)	4271	7,500.00	7,764.00	7,373.00	(391.00)
Vehicle (Gas and Oil)	4273	75,000.00	69,753.00	52,981.00	(16,772.00)
<b>Total Materials and Supplies</b>		<b>395,255.00</b>	<b>335,084.00</b>	<b>364,736.00</b>	<b>29,652.00</b>
<b>Contractual</b>					
Bad Debt Expense	4400	0.00	14,837.00	0.00	(14,837.00)
Consulting/Professional	4325	448,500.00	442,448.00	452,674.00	10,226.00
Contractual Services	4335	0.00	0.00	0.00	0.00
Dumeg/Fiat/Child Center	4337	24,700.00	25,180.00	25,180.00	0.00
<b>Total Contractual</b>		<b>473,200.00</b>	<b>482,465.00</b>	<b>477,854.00</b>	<b>(4,611.00)</b>
<b>Capital Outlay</b>					
Equipment	4815	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>363.06</b>
<b>Interest</b>					
Interest	4244	0.00	0.00	0.00	0.00
<b>Total Interest</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenditures - Police</b>		<b>7,877,003.00</b>	<b>7,687,690.00</b>	<b>7,797,000.00</b>	<b>109,310.00</b>

City of Darien General Fund Expenditures For the FYE 4/30/20		FYE 4/30/20 Original Budget	FYE 4/30/20 Audited Expenditures	FYE 4/30/20 Estimated Expenditures	Difference
<b>Debt Service</b>					
Principal	4906	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Debt Service</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Reduction in expenditures for Water Share</b>		<u>0.00</u>	<u>(250,000.00)</u>	<u>0.00</u>	<u>250,000.00</u>
<b>Total General Fund Expenditures</b>		<u>12,980,911.00</u>	<u>12,116,784.00</u>	<u>12,718,414.00</u>	<u>601,630.00</u>

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City of Darien Water Fund Reconciliation For the FYE 4/30/20		FYE 4/30/20 Original Budget	FYE 4/30/20 Audited	FYE 4/30/20 Estimated Actual	Difference				
Beginning Cash Balance		2,049,912.00	4,321,006.18	2,437,246.00	1,883,760.18				
Total Revenue		7,904,895.00	7,746,722.00	7,821,789.00	(75,067.00)				
Total Expenses		8,026,266.00	7,808,204.00	7,788,382.00	19,822.00				
<b>Ending Cash Balance</b>		<b>1,928,541.00</b>	<b>4,259,524.18</b>	<b>2,470,653.00</b>	<b>1,788,871.18</b>				
		FYE 4/30/20 Original Budget	FYE 4/30/20 Audited Revenue	FYE 4/30/20 Estimated Revenue	Difference				
<b>Charges for Services</b>									
Water Sales	3310	7,865,395.00	7,608,884.00	7,753,892.00	(145,008.00)				
Inspections/Tap on/Permits	3320	10,000.00	18,203.00	19,000.00	(797.00)				
Front Footage Fees	3322	0.00	0.00	0.00	0.00				
Sale of Meters	3325	1,000.00	5,375.00	6,855.00	(1,480.00)				
Other Water Sales	3390	3,500.00	72.00	21,042.00	(20,970.00)				
<b>Total Charges for Services</b>		<b>7,879,895.00</b>	<b>7,632,534.00</b>	<b>7,800,789.00</b>	<b>(168,255.00)</b>				
<b>Other Revenue</b>									
Interest Income	3510	25,000.00	29,323.00	21,000.00	8,323.00				
Other Reimbursements	3562	0.00	0.00	0.00	0.00				
Misc Revenue	3580	0.00	84,865.00	0.00	84,865.00				
<b>Total Other Revenue</b>		<b>25,000.00</b>	<b>114,188.00</b>	<b>21,000.00</b>	<b>93,188.00</b>				
<b>Total Water Fund Revenue</b>		<b>7,904,895.00</b>	<b>7,746,722.00</b>	<b>7,821,789.00</b>	<b>(75,067.00)</b>				
		FYE 4/30/20 Original Budget	FYE 4/30/20 Audited Expenditures	FYE 4/30/20 Estimated Expenditures	Difference				
<b>Water Department</b>									
<b>Salaries</b>									
Salaries	4010	473,210.00	459,101.00	500,160.00	41,059.00				
Overtime	4030	90,000.00	92,659.00	90,000.00	(2,659.00)				
<b>Total Salaries</b>		<b>563,210.00</b>	<b>551,760.00</b>	<b>590,160.00</b>	<b>38,400.00</b>				
<b>Benefits</b>									
Social Security	4110	38,771.00	32,602.00	35,754.00	3,152.00				
Medicare	4111	9,067.00	7,673.00	8,362.00	689.00				
I.M.R.F.	4115	64,586.00	66,304.00	76,584.00	10,280.00				
Chang in I.M.R.F. Pension	4116 & 4117	0.00	(88,291.00)	0.00	88,291.00				
Medical/Life Insurance	4120	107,404.00	93,853.00	105,000.00	11,147.00				
Supplemental Pensions	4135	2,400.00	2,400.00	2,400.00	0.00				
<b>Total Benefits</b>		<b>222,228.00</b>	<b>114,541.00</b>	<b>228,100.00</b>	<b>113,559.00</b>				
<b>Materials and Supplies</b>									
Liability Insurance	4219	204,520.00	169,641.00	204,000.00	34,359.00				
Maintenance - Building	4223	45,590.00	53,666.00	44,000.00	(9,666.00)				
Maintenance - Equipment	4225	16,650.00	18,280.00	16,000.00	(2,280.00)				
Maintenance - Water System	4231	208,950.00	149,776.00	208,000.00	58,224.00				
Postage/Mailings	4233	1,400.00	70.00	1,400.00	1,330.00				
Printing and Forms	4235	0.00	0.00	0.00	0.00				
Quality Control	4241	10,850.00	8,494.00	10,850.00	2,356.00				
Rent - Equipment	4243	0.00	0.00	0.00	0.00				
Water Charge	4251	250,000.00	250,000.00	250,000.00	0.00				
Supplies - Office	4253	0.00	0.00	0.00	0.00				
Supplies - Operation	4255	3,000.00	5,472.00	3,500.00	(1,972.00)				

City of Darien Water Fund Reconciliation For the FYE 4/30/20		FYE 4/30/20 Original Budget	FYE 4/30/20 Audited	FYE 4/30/20 Estimated Actual	Difference
Training and Education	4263	2,900.00	1,552.00	2,900.00	1,348.00
Telephone	4267	11,000.00	6,953.00	10,450.00	3,497.00
Uniforms	4269	3,825.00	3,620.00	3,800.00	180.00
Utilities (Elec,Gas,Wtr,Sewer)	4271	51,500.00	43,842.00	49,500.00	5,658.00
Vehicle (Gas and Oil)	4273	15,975.00	16,435.00	15,500.00	(935.00)
<b>Total Materials and Supplies</b>		<b>826,161.00</b>	<b>727,801.00</b>	<b>819,900.00</b>	<b>92,099.00</b>
<b>Contractual</b>					
Audit	4320	11,513.00	11,513.00	11,513.00	0.00
Consulting/Professional	4325	14,950.00	5,006.00	14,950.00	9,944.00
Leak Detection	4326	21,600.00	12,844.00	21,600.00	8,756.00
Data Processing	4336	152,500.00	133,333.00	152,500.00	19,167.00
DuPage Water Commission	4340	4,682,480.00	4,359,117.00	4,419,284.00	60,167.00
<b>Total Contractual</b>		<b>4,883,043.00</b>	<b>4,521,813.00</b>	<b>4,619,847.00</b>	<b>98,034.00</b>
<b>Other Charges</b>					
Transfer to Other Funds	4605	800,000.00	800,000.00	800,000.00	0.00
Depreciation	4620	0.00	341,455.00	0.00	(341,455.00)
<b>Total Other Charges</b>		<b>800,000.00</b>	<b>1,141,455.00</b>	<b>800,000.00</b>	<b>(341,455.00)</b>
<b>Capital Outlay</b>					
Equipment	4815	16,250.00	66,793.00	15,000.00	(51,793.00)
Street Reconstruction	4855	0.00	0.00	0.00	0.00
Water Meter Purchases	4880	27,000.00	47,936.00	27,000.00	(20,936.00)
Pumping Station	4940	-	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>43,250.00</b>	<b>114,729.00</b>	<b>42,000.00</b>	<b>(72,729.00)</b>
<b>Debt Service</b>					
Debt Retire	4905	688,375.00	450,000.00	688,375.00	238,375.00
Debt Retire-Water Refunding	4950	0.00	186,105.00	0.00	(186,105.00)
Purchases	5600	0.00	0.00	0.00	0.00
<b>Total Debt Service</b>		<b>688,375.00</b>	<b>636,105.00</b>	<b>688,375.00</b>	<b>52,270.00</b>
<b>Total Expenditures - Water</b>		<b>8,026,267.00</b>	<b>7,808,204.00</b>	<b>7,788,382.00</b>	<b>(19,822.00)</b>

1	2	3	4	5
<b>City of Darien</b>				
<b>Water Depr Fund Reconciliation</b>				
<b>For the FYE 4/30/20</b>				
	<b>FYE 4/30/20 Original Budget</b>	<b>FYE 4/30/20 Audited</b>	<b>FYE 4/30/20 Estimated Actual</b>	<b>Difference</b>
<b>Beginning Cash Balance</b>	<b>(220,850.00)</b>	1,193,805.00	1,761,560.00	<b>(567,755.00)</b>
<b>Total Revenue</b>	815,000.00	821,669.00	815,000.00	6,669.00
<b>Total Expenses</b>	1,507,000.00	376,481.00	368,000.00	8,481.00
<b>Ending Cash Balance</b>	<b>(912,850.00)</b>	1,638,993.00	2,208,560.00	<b>(569,567.00)</b>
	<b>FYE 4/30/20 Original Budget</b>	<b>FYE 4/30/20 Audited Revenue</b>	<b>FYE 4/30/20 Estimated Revenue</b>	<b>Difference</b>
<b>Other Revenue</b>				
Interest Income	3510 15,000.00	21,669.00	15,000.00	6,669.00
Gain/Loss on Investment	3515 0.00	0.00	0.00	0.00
Bond Issuance	3559 0.00	0.00	0.00	0.00
Transfer from Other Fund	3610 800,000.00	800,000.00	800,000.00	0.00
<b>Total Other Revenue</b>	<b>815,000.00</b>	<b>821,669.00</b>	<b>815,000.00</b>	<b>6,669.00</b>
<b>Total Water Depr Fund Revenue</b>				
	<b>815,000.00</b>	<b>821,669.00</b>	<b>815,000.00</b>	<b>6,669.00</b>
	<b>FYE 4/30/20 Original Budget</b>	<b>FYE 4/30/20 Audited Expenditures</b>	<b>FYE 4/30/20 Estimated Expenditures</b>	<b>Difference</b>
<b>Water Depreciation Expenditures</b>				
<b>Materials and Supplies</b>				
Maintenance and Water System	4231 0.00	0.00	0.00	0.00
<b>Total Materials and Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Capital Outlay</b>				
Capital Impro-Infra	4390 1,440,000.00	257,617.00	300,000.00	42,383.00
Hydrant Painting	4391 0.00	0.00	0.00	0.00
Transfer out	4605 0.00	51,788.00	0.00	<b>(51,788.00)</b>
Capital Improvements	4810 0.00	0.00	0.00	0.00
Equipment	4815 67,000.00	63,856.00	68,000.00	4,144.00
<b>Total Capital Outlay</b>	<b>1,507,000.00</b>	<b>373,261.00</b>	<b>368,000.00</b>	<b>(5,261.00)</b>
<b>Debt Service</b>				
Debt Issuance Costs	4900 0.00	0.00	0.00	0.00
Amortization Expense	4947 0.00	3,220.00	0.00	<b>(3,220.00)</b>
Bond Interest Expense	4946 0.00	0.00	0.00	0.00
<b>Total Debt Service</b>	<b>0.00</b>	<b>3,220.00</b>	<b>0.00</b>	<b>(3,220.00)</b>
<b>Total Expenditures - Water Depr.</b>	<b>1,507,000.00</b>	<b>376,481.00</b>	<b>368,000.00</b>	<b>(8,481.00)</b>

AGENDA MEMO  
Administrative/Finance Committee  
Meeting Date: October 5, 2020

**Issue Statement**

Motion to approve the tax levy determination for general and special purposes for Fiscal Year 2020-2021.

**Background/History**

The process for setting a tax levy is to determine how much revenue to collect from the property tax, and request that the County levy a tax to generate that amount of money. The first approval required is the tax levy determination, which takes place prior to the approval of the tax levy ordinance. Not less than 20 days prior to the adoption of the aggregate levy, the Council shall determine the amounts of money to be levied. There are also special requirements if the aggregate amount of the Corporate and Special Purpose levy is more than 105% or of the preceding year's extension and abatements.

Unfortunately, we are still subject to a timing constraint that requires us to make our initial request by the end of December, a few months before we are far enough into the budget process to make a final judgment on what we will need. In previous years the City has approached the process with an underlying assumption that the Council will not increase property taxes for the combined general corporate purpose (general fund) and special corporate levy (police pension fund).

At the same time, the Council can approve additional abatements up to the end of March. This gives the Council the ability to request a "ceiling" amount, while allowing us to review the budget early next year and consider abatements to the original request.

The attached ordinance requests a general corporate purpose (general fund=\$178,888) and special corporate levy (police pension fund=\$2,097,211) total of \$2,276,099 which represents a 0.00% increase over this year's non-bond extension \$2,276,099. I determined the levy for the police pension fund based on the actuary report conducted on the Police Pension Fund.

With respect to the tax levy for Special Service Area #1, we have a plan for maintenance expenses for these wetlands and storm water infrastructure, and the recommended revenue from this levy is proposed to be maintained at \$5,000.

Additionally, a levy for any outstanding bonds has been filed upon the adoption of the bond ordinances. The 2020 levy amount to pay for the principal and interest on these bonds totals \$887,535. Lastly, any bond abatement will be presented in conjunction with our budget review.

### **Staff/Committee Recommendation**

The Staff recommends approval of the levy determination and ordinances which:

- Set the City's 2020 general property tax levy and special corporate tax levy (police pension fund) at \$2,276,099.
- Set the City's 2020 Special Service Area I property tax levy at \$5,000.

### **Alternate Consideration**

Levy different amounts.

### **Decision Mode**

The tax levy determination will be on the October 19, 2020, Council meeting for formal consideration. This final tax levy ordinance will be on the November 16, 2020, City Council agenda for formal consideration.

# DRAFT FOR TAX LEVY DETERMINATION

CITY OF DARIEN

DU PAGE COUNTY, ILLINOIS

---

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE LEVYING TAXES FOR  
GENERAL AND SPECIAL CORPORATE PURPOSES  
FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF MAY, 2020,  
AND ENDING ON THE THIRTIETH DAY OF APRIL, 2021,  
FOR THE CITY OF DARIEN, ILLINOIS

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ADOPTED BY THE

MAYOR AND CITY COUNCIL

OF THE

CITY OF DARIEN

THIS \_\_\_\_\_ DAY OF NOVEMBER, 2020

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Published in pamphlet form by authority of  
the Mayor and City Council of the City of  
Darien, DuPage County, Illinois, this  
\_\_\_\_\_ day of November, 2020.



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE LEVYING TAXES FOR  
GENERAL AND SPECIAL CORPORATE PURPOSES  
FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF MAY, 2020,  
AND ENDING ON THE THIRTIETH DAY OF APRIL, 2021,  
FOR THE CITY OF DARIEN, ILLINOIS**

**WHEREAS**, the City of Darien is a home rule unit of local government pursuant to the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

**WHEREAS**, as a home rule unit of local government, the City may exercise any power and perform any function pertaining to its government except as limited by Article VII, Section 6; and

**WHEREAS**, the City Council of the City of Darien, Illinois, adopted the Annual Budget for the City of Darien, Illinois, for the Fiscal Year beginning on May 1, 2020, and ending on April 30, 2021, and which has been duly published.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS**, as follows:

**SECTION 1:** A tax for the following sums of money or so much thereof as may be authorized by law to defray all expenses and liabilities of the City of Darien be, and the same is hereby levied, for the purposes specified against all taxable property in said City for the Fiscal Year commencing on the First day of May, 2020, and ending on the Thirtieth day of April, 2021.

ORDINANCE NO. \_\_\_\_\_

<u>Purpose</u>	<u>Amount Budgeted</u>	<u>Derived From Other Sources</u>	<u>Amount Levied</u>
<u>For Department of Administration:</u>			
Total	1,078,952	1,078,952	0
<u>For Police Department:</u>			
Total	8,296,121	8,117,233	178,888
<u>For Community Development Department:</u>			
Total	1,089,921	1,089,921	0
<u>For Municipal Services Department:</u>			
Total	1,987,516	1,987,516	0
<b>Total Amount Levied for General Corporate Purposes</b>			<b><u>178,888</u></b>
Police Pension Fund.....			2,097,211
2012 G.O. Refunding Bond- Water System....			306,825
2015 G.O. Refunding Bond- Capital Projects			195,560
2018G.O. Bond- Water System			385,150
<b>Total Amount Levied for Special Corporate Purposes &amp; Debt</b>			<b><u>2,984,746</u></b>
<b>TOTAL TAX LEVY FOR ALL FUNDS</b>			<b><u>\$3,163,634</u></b>

**SECTION 2:** The City Clerk of the City of Darien is hereby directed to file with the County Clerk of the County of DuPage, a certified copy of this Ordinance as provided by law.

**SECTION 3:** If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Ordinance.

**SECTION 4:** This ordinance and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such ordinance should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or (b) legislate in a manner or regarding a matter not delegated to municipalities by state law. It is the intent of the corporate authorities of the City of Darien that to the extent that the terms of this ordinance should be inconsistent with any non-preemptive state law, that this ordinance shall supersede state law in that

**ORDINANCE NO.** \_\_\_\_\_

regard within its jurisdiction.

**SECTION 5:** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form, as required by law, and shall be known as Ordinance Number \_\_\_\_\_ of the City of Darien, Illinois.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS,** this 16<sup>th</sup> day of November, 2020.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS,** this 16<sup>th</sup> day of November, 2020.

ATTEST:

\_\_\_\_\_  
JOSEPH MARCHESE, MAYOR

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**AGENDA MEMO**  
**ADMIN/FINANCE COMMITTEE**  
**October 5, 2020**

**ISSUE STATEMENT**

A resolution approving a contract extension, year 3, with Clean Slate, Inc. to provide janitorial services for the City of Darien.

**BACKGROUND/HISTORY**

In 2018, the City of Darien requested bids which included optional contract extensions (Attachment A). For the past 2 years, Clean Slate has provided janitorial services for the City, including Public Works, Police Department and City Hall. Clean Slate has kept the three facilities clean and free from garbage.

The FYE 21 budget for Cleaning/Janitorial Services is split as follows:

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET FY 20/21</b>	<b>YEARLY COST</b>
10-4345	Janitorial Services (75% split)	\$19,000.00	\$18,023.04
50-4223	Janitorial Services (25% split)	7,750.00	\$ 6,007.68
	TOTAL	\$26,750.00	\$24,030.72

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval of a resolution authorizing a contract extension with Clean Slate, Inc.

**ALTERNATE CONSIDERATION**

As directed.

**DECISION MODE**

This item will be placed on the October 19, 2020 City Council Agenda for approval.

**BID TAB - CLEANING/JANITORIAL SERVICES  
OPTIONAL EXTENSIONS  
YEAR 3**

DESCRIPTION	UNIT	TOTAL	Service Master		Eco Clean		Clean Slate	
			Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual
City Hall - 3x per week	Monthly	12	668.47	\$8,021.64	890.00	\$10,680.00	546.32	\$6,555.84
Police Department - 5x per week	Monthly	12	1,993.05	\$23,916.60	1,280.00	\$15,360.00	910.54	\$10,926.48
Public Works - 5x per week	Monthly	12	1,107.25	\$13,287.00	690.00	\$8,280.00	485.62	\$5,827.44
<b>TOTALS</b>			<b>3,768.77</b>	<b>\$45,225.24</b>	<b>2,860.00</b>	<b>\$34,320.00</b>	<b>1,942.48</b>	<b>\$23,309.76</b>

**BID TAB - CLEANING/JANITORIAL SERVICES  
YEAR 3**

DESCRIPTION	UNIT	TOTAL	Service Master		Eco Clean		Clean Slate	
			Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual
City Hall - 3x per week	Monthly	12	688.52	\$8,262.24	890.00	\$10,680.00	563.22	\$6,758.64
Police Department - 5x per week	Monthly	12	2,052.84	\$24,634.08	1,280.00	\$15,360.00	938.70	\$11,264.40
Public Works - 5x per week	Monthly	12	1,140.57	\$13,686.84	690.00	\$8,280.00	500.64	\$6,007.68
<b>TOTALS</b>			<b>3,881.93</b>	<b>\$46,583.16</b>	<b>2,860.00</b>	<b>\$34,320.00</b>	<b>2,002.56</b>	<b>\$24,030.72</b>

**BID TAB - CLEANING/JANITORIAL SERVICES  
YEAR 4**

DESCRIPTION	UNIT	TOTAL	Service Master		Eco Clean		Clean Slate	
			Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual
City Hall - 3x per week	Monthly	12	709.17	\$8,510.04	890.00	\$10,680.00	580.64	\$6,967.68
Police Department - 5x per week	Monthly	12	2,114.42	\$25,373.04	1,280.00	\$15,360.00	967.73	\$11,612.76
Public Works - 5x per week	Monthly	12	1,174.78	\$14,097.36	690.00	\$8,280.00	516.12	\$6,193.44
<b>TOTALS</b>			<b>3,998.37</b>	<b>\$47,980.44</b>	<b>2,860.00</b>	<b>\$34,320.00</b>	<b>2,064.49</b>	<b>\$24,773.88</b>

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING A CONTRACT EXTENSION, YEAR 3, WITH CLEAN SLATE, INC. TO PROVIDE JANITORIAL SERVICES FOR THE CITY OF DARIEN BEGINNING NOVEMBER 1, 2020.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, as follows:

**SECTION 1:** The City Council of the City of Darien hereby approves a contract extension, year 3, with Clean Slate, Inc. to provide janitorial services for the City of Darien, a copy of which is attached hereto as "**Exhibit A**".

**SECTION 2:** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, this 19<sup>th</sup> day of October 2020.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, this 19<sup>th</sup> day of October 2020.

\_\_\_\_\_  
JOSEPH MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM

\_\_\_\_\_  
CITY ATTORNEY



## Commercial Cleaning Services

### Facility Cleaning Proposal

*for*

**CITY OF DARIEN**

1702 Plainfield Rd., Darien, IL 60561

**REQUEST FOR PROPOSAL (RFP)  
FOR  
MUNICIPAL FACILITY CLEANING SERVICES  
FOR  
THE CITY OF DARIEN**

**City Facilities Included in Request:**

**City Hall – 1702 Plainfield Road**

**Police Department – 1710 Plainfield Road**

**Public Works – 1041 S. Frontage Road**

**Pre-Proposal Meeting, Tuesday, August 7, 2018 – 10:00 a.m.**

**Proposal Due Tuesday, August 14, 2018 – 10:00 a.m.**



## **PART 1 – GENERAL TERMS AND CONDITIONS**

### **1. INTENT**

It is the intent of the City of Darien, to solicit bids from qualified vendors to furnish all supervision, labor, janitorial supplies, consumable materials, tools, and equipment necessary to complete all cleaning and janitorial services in a workmanlike and acceptable manner at three (3) City-owned facilities, which locations are in DuPage County, within the corporate limits of the City of Darien, Illinois.

### **2. MANDATORY PRE-BID MEETING:**

Failure to attend the pre-bid meeting will result in disqualification from the bid process. The pre-proposal meeting will be held in the City Hall Conference Room, 1702 Plainfield Road (630) 852-5000, on the date and time shown on the cover page of these Specifications and Proposal Documents.

### **3. AWARD**

Award shall be made to the lowest responsive and responsible bidder who best meets the specifications including financial capacity to perform, experience and qualifications performing similar work, and scheduling based upon the evaluation criteria specified herein.

The City of Darien reserves the right to reject any or all bids, waive technicalities, and to award in part or in whole or not award any portion of the bid, whatever is deemed to be in the best interest of the City.

This contract is a non-exclusive contract with the City of Darien. The City reserves the right to use other contractors or its own employees to perform work similar to that being performed under the terms of this contract. Performance of work by others shall be considered consistent with the terms of this contract and shall not be construed as cause for the Contractor to cease performance of work as directed.

### **4. FAMILIARITY**

Bidders are responsible to verify and become familiar with all conditions, instructions and specifications governing this contract. Before submission of a bid, Bidders are advised to 1) Inspect the site(s) of the proposed work and become familiarized with all the site conditions that may affect the performance of the work; and 2) Review all General Conditions, Specifications, and details provided with these bid documents.

### **5. BIDDER QUALIFICATIONS AND EVALUATION CRITERIA**

To be considered for award of a contract, Bidders must demonstrate the capability to provide services required in accordance with these bid specifications. This includes:

- A. Attendance at Mandatory Pre-Proposal Meeting
- B. Bid pricing
- C. Compliance with specifications
- D. References
- E. Not currently suspended from participation in any Local, State or Federal Projects

### **6. ADDENDA AND REQUESTS FOR INFORMATION**

Any and all changes to these specifications are valid only if they are included by written Addendum to All Bidders. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a bid.

**7. PREVAILING WAGE/CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0515)**

N/A

**8. EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS ACT (30 ILCS 570/)**

N/A

**9. ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/)**

In the event the Contractor's non-compliance with the provision of the Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Applicable Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

**10. WAIVER OF WORKERS COMPENSATION/OCCUPATIONAL DISEASE EXPENSE REIMBURSEMENT**

The Contractor agrees to waive any and all rights to reimbursement of workers' compensation expenses under Section 1(a)(4) of the Illinois Workers' Compensation Act (820 ILCS 305), and as amended; and the Contractor agrees to waive any and all rights to reimbursement of occupational disease expenses under Section 1(a)(3) of the Illinois Occupational Diseases Act (820 ILCS 310), and as amended.

**11. SUBCONTRACTORS**

If any Bidder intends on subcontracting out all or any portion of the engagement, that fact, and the name of the proposed subcontracting firm(s) must be clearly disclosed on the form provided herein (use additional sheets if necessary). Failure to identify subcontractors could result in disqualification.

In the event the Contractor requires a change of the subcontractor(s) identified, a written request from the Contractor and a written approval from the City of Darien is required.

Notwithstanding written consent to subcontract, the Contractor shall perform with the Contractor's own organization, work amounting to not less than fifty (50%) percent of the total contract cost, and with materials purchased or produced by the Contractor. A subcontractor shall be bound by the conditions of this contract and shall perform in accordance with all terms and specifications of the contract.

**12. CHANGE IN STATUS**

The Contractor shall notify the City immediately of any change in its status resulting from any of the following: (a) Contractor is acquired by another party; (b) change in greater than 5% ownership interest; (c) Contractor becomes insolvent; (d) Contractor, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Contractor ceases to conduct its operations in the normal course of business. The City shall have the option to terminate its agreement with the Contractor immediately on written notice based on any such change in status.

**13. INVOICES, PAYMENTS, AND QUANTITIES**

Payment will be made by the City of Darien thirty (30) days after receipts of statement or invoice from Contractor for services rendered.

**14. INDEPENDENT CONTRACTOR**

The Contractor is an independent contractor and no employee or agent of the Contractor shall be deemed for any reason to be an employee or agent of the City.

**15. TERMINATION**

The City of Darien reserves the right to terminate this contract, or any part of this contract, upon ten (10) days written notice. In case of such termination, the Contractor(s) shall be entitled to receive payment for work completed to date in accordance with the terms and conditions of this contract. In the event that this contract is terminated due to Contractor's default, the City shall be entitled to purchase substitute items and/or services elsewhere and to charge the Contractor with any or all losses incurred, including attorney's fees and expenses.

**16. INSURANCE REQUIREMENTS**

The successful bidder ("Contractor") shall furnish, separately to the City of Darien, within ten (10) calendar days after being notified of the acceptance of bid, and shall maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

**MINIMUM SCOPE OF INSURANCE – Coverage shall be at least as broad as:**

Insurance Services Office Commercial General Liability occurrence form CG 0001 with the City of Darien named as additional insured on a primary and non-contributory basis. This primary, non-contributory additional insured coverage shall be confirmed through the following required policy endorsements:

- A. ISO Additional Insured Endorsement CG 20 10; and
- B. Owners and Contractors Protective Liability (OCP) policy with the City of Darien as insured; and
- C. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."; and
- D. Workers' Compensation as required by the Workers' Compensation Act of the State of Illinois and Employers' Liability insurance.

**MINIMUM LIMITS OF INSURANCE – Contractor shall maintain limits no less than the following:**

- A. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
- B. Owners and Contractors Protective Liability (OCP): \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- C. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- D. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.

**DEDUCTIBLES AND SELF-INSURED RETENTIONS – Any deductibles or self-insured retentions must be declared to and approved by the City of Darien. At the option of the City of Darien, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City of Darien, its officials, employees, agents and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.**

**OTHER INSURANCE PROVISIONS – The policies are to contain, or be endorsed to contain, the following provisions:**

**A. General Liability and Automobile Liability Coverages**

- a. The City of Darien, its officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability arising out of the Contractor's work, including activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City of Darien, its officials, agents, employees and volunteers.
- b. The Contractor's insurance coverage shall be primary and non-contributory as respects the City of Darien, its officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City of Darien, its officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage

provided to the City of Darien, its officials, employees, agents and volunteers.

- d. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against who claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- e. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Contractor shall be required to name the City of Darien, its officials, employees, agents and volunteers as additional insureds.
- f. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
- g. The contractor and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by City of Darien. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as *Kotecki v. Cyclops Welding*.

**B. Workers' Compensation and Employers' Liability Coverage**

- a. The insurer shall agree to waive all rights of subrogation against the City of Darien, its officials, employees, agents and volunteers for losses arising from work performed by Contractor for the municipality.

**C. All Coverages**

- a. No Waiver. Under no circumstances shall the City of Darien be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to
  - i. Allowing work by Contractor or any subcontractor to start before receipt of Certificates of Insurance and Additional Insured Endorsements.
  - ii. Failure to examine, or to demand correction of any deficiency, of any Certificate of Insurance and Additional Insured Endorsement received.
- b. Each insurance policy required shall have the City of Darien expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**ACCEPTABILITY OF INSURERS** – Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

**VERIFICATION OF COVERAGE** – Contractor shall furnish the City of Darien with certificates of insurance naming the City of Darien, its officials, employees, agents and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City of Darien before any work commences. The City of Darien reserves the right to request full certified copies of the insurance policies and endorsements.

**SUBCONTRACTORS** – Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**ASSUMPTION OF LIABILITY** – The contractor assumes liability for all injury to or death of any person or persons including employees of the contractor, any sub-contractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this agreement.

**17. REGULATORY REQUIREMENTS**

Successful bidder must comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the work. Included within the scope of the laws, regulations, and rules referred to in this paragraph but in no way to operate as a limitation, are Occupational Safety & Health Act (OSHA), Illinois Department of Labor (IDOL), Department of Transportation, all forms of traffic regulations, public utility, Intrastate and Interstate Commerce Commission regulations, Workers' Compensation Laws, Prevailing Wage Laws, the Social Security Act of the Federal Government and any of its titles, the Illinois Department of Human Rights, Human Rights Commission, or EEOC statutory provisions and rules and regulations.

## **PART 2 – TECHNICAL TERMS AND SPECIAL PROVISIONS**

### **1. SCOPE OF WORK**

- 1.1. The successful bidder ('Contractor') shall furnish the necessary labor, equipment and materials required to provide a high level of janitorial services and cleaning in accordance with these contract terms, conditions and special provision. The bid shall include all costs associated with furnishing supervision, lead workers, labor, contractor-supplied materials, tools, consumable materials, and equipment necessary meet or exceed the quality standards described herein.
- 1.2. The Contractor shall become fully acquainted with the nature of the work, all sites at which work is to be accomplished, and the conditions affecting the cost and performance of work at these locations within the corporate limits of the City of Darien, which locations are in DuPage Counties, Illinois, and to be serviced as follows:
  - 1) City Hall, 1702 Plainfield Road – three (3) alternating days cleanings/week: Monday, Wednesday, Friday
  - 2) Police Station, 1710 Plainfield Road – five (5) consecutive days cleanings/week: Monday-Friday.
  - 3) Public Works, 1041 S. Frontage Road – five (5) consecutive cleanings/week: Monday-Friday.
- 1.3. A list of tasks by location and frequency is included in Appendix A - Cleaning and Janitorial Task Schedule. A separate description of facility use is included in these special provisions to familiarize bidders with the extent of cleaning expected at each.
- 1.4. The Contractor will provide professional cleaning and janitorial services in accordance with safety data sheets (SDS, formerly MSDS), equipment manufacturer recommendations, applicable industry safety codes, and the Occupational Safety and Health Administration (OSHA) regulations.
- 1.5. Damage to Property: Contractor shall exercise caution to avoid damaging equipment, buildings, walls, flooring, and especially the finished workspaces. The Contractor shall be responsible for damage caused by their actions or failure to protect appropriately, and shall immediately notify the Police Department of any such damage. The City reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due the Contractor.

### **2. CONTRACT TERM AND RENEWAL**

- 2.1. The initial term of this contract will be for the period of September 1, 2018 through August 30, 2019 with the option for three (3) annual renewals. There shall be no pricing adjustments for the initial contract term.
- 2.2. The City may, at its option and with the concurrence of the Contractor, extend the period of this agreement an additional three (3) years in one (1) year increments through December 31, 2021. All renewals shall commence on September 1st and terminate on August 31st of any calendar year.
- 2.3. The Contractor shall be notified in writing of the City's intention to renew the contract period not less than sixty (60) calendar days prior to the expiration of the contract. The optional annual renewals will be based on performance and rating of services provided.
- 2.4. Unit price adjustments may be made at the time of any renewal of the contract. The unit price adjustments cannot exceed the percentage increase of the Chicago Area Consumer Price Index

(Chicago-Gary-Kenosha) for the most recent twelve (12) month period preceding the renewal notification, as published by the Labor Department, and in no case can increase more than 5 percent in any one year. Expenditure category used shall be "All Items".

- 2.5. The Contractor shall accept or decline the renewal in writing no later than fifteen (15) business days after the date contained in the City's renewal request.

### **3. NOTIFICATION OF WORK AND FACILITY SCHEDULES**

- 3.1. Supervision: This contract will be under the direct supervision of the assigned designee and detailed supervision provided by the Public Works Superintendent or their authorized representative(s). Any alterations, modifications, or claims for any extra work to be performed under this contract shall be made only by written agreement between the Contractor and the Director and shall be made prior to commencement of such changes.
- 3.2. The Contractor will meet once per month with the assigned designee during the first 90 days of the contract, and once per 3-months (quarter) thereafter.
- 3.3. The Contractor shall have at least one telephone number for calls 24 hours per day, seven (7) days per week including holidays.
- 3.4. The Contractor shall establish a routine normal schedule for the completion of the work. The schedule shall be submitted for approval to the assigned designee at the commencement of the contract and shall be re-submitted anytime revisions in the schedule occur. It shall be the Contractor's responsibility to provide sufficient manpower to complete the schedule each day regardless of sickness, leaves, or other personnel matters.
- 3.5. The Contractor may have to occasionally revise the normal cleaning and janitorial work schedule in various meeting rooms and nearby common areas so as to not interfere with scheduled meetings or events. The City will provide advance notice of meetings and events. Such meeting room use is considered a normal activity of the facility and shall in no way diminish the Contractor's responsibility for cleaning the meeting rooms and common areas following the meeting.
- 3.6. The facilities' uses, hours of operation and normal times at which cleaning and janitorial services could be completed, has been generalized herein and is not intended to be all-inclusive:
  - 3.6.1. City Hall – upper and lower levels, includes administrative offices, conference room, bathrooms, and coffee station. The lower level includes council chambers, bathrooms and breakroom. Permanent file storage and computer network equipment rooms are also located on the lower level.
    - 3.6.1.1. Normal use hours are 8:30 AM to 5:00 PM.
    - 3.6.1.2. The Contractor will have access normally Monday through Friday 6:00 P.M. through 6:00 A.M., and all times on weekends and holidays.
    - 3.6.1.3. The Contractor shall be responsible for cleaning all offices, common areas, stairways, meeting rooms, break rooms, and restrooms.
  - 3.6.2. Police Station – upper and lower, includes administrative offices of the Police Department, secured offices of the Police Chief and Commanders, as well as criminal evidence and prisoner processing rooms. The meeting room is frequently scheduled for daytime and evening meetings. Break rooms are used daily for employees' preparation and consumption of snacks and meals as well as public use associated with the meeting rooms. Locker rooms are used daily and its showers used occasionally. *This contract does not include the temporary prisoner detention areas.*



- 3.6.2.1. This building is operating 24-hours each day with law enforcement staff; however administrative normal use hours are 8:00 AM to 5:00 PM.
  - 3.6.2.2. The Contractor will have access normally Monday through Friday 6:00 P.M. through 6:00 A.M., and all times on weekends and holidays.
  - 3.6.2.3. The Contractor will be restricted occasionally from the offices of the Police Chief and Commanders, and the Evidence Processing Room when doors are locked; however, unlocked doors shall indicate a request for routine cleaning and janitorial services.
  - 3.6.2.4. The Contractor shall be responsible for cleaning all offices, common areas, meeting rooms, break rooms, restrooms, and locker rooms.
- 3.6.3. Public Works – two levels, includes administrative offices, restrooms, work spaces and meeting rooms. The conference room is used occasionally for daytime and evening meetings. The break room is used daily for employees' preparation and consumption of snacks and meals, and occasionally for daytime meetings. This contract does not include the garage areas or locker room.
- 3.6.3.1. Normal use hours are 7:00 AM to 3:30 PM.
  - 3.6.3.2. The Contractor will have access normally Monday through Friday 4:00 P.M. through 6:00 A.M., and all times on weekends and holidays.
  - 3.6.3.3. This building may occasionally operate with personnel all hours each day; for example, emergency repairs or wintertime snow and ice control operations.
  - 3.6.3.4. Personnel can have on their boots and clothing a great deal of grease, dust, dirt, mud, salt, and asphalt. Extra effort may be required to maintain floors.
  - 3.6.3.5. The Contractor shall be responsible for cleaning all offices, work spaces, common areas, meeting rooms, break rooms, and restrooms.

#### **4. CONTRACTOR'S PERSONNEL**

- 4.1. The Contractor shall provide to the City a designated contact person on all work performed by the Contractor's crew(s). At all times that crews are working in any City facility the designated contact person shall be available by telephone and be able to contact crews working in those facilities. The designated contact person shall be responsible for the instruction and training of personnel in the proper work methods and procedures. The designated contact person will schedule and coordinate all services and functions as required by the contract and as specified in the task schedules. It is not necessary for the designated contact person to be on site.
- 4.2. **Employee Work List and Background Check:** The Contractor shall confidentially submit a current list of the names, addresses, date of births, and photo identification of all employees who will perform work under this contract. All employees on this list shall be first required to submit to a fingerprint-based background check conducted by the City's Police Department prior to being allowed access to City facilities. Changes in this employment list shall be reported to the City Administrator within 48 hours. No employee shall be allowed on the job site until the documentation has been provided and the City has had sufficient time to conduct its background checks to approve each employee. The City shall have and shall exercise full and complete control over clearance for Contractor's employees, or to request changes to the employee list.
- 4.3. All Contractors' employees will display photo identification badges while working on City premises. No employees will be allowed access to any area without displaying the required identification badge.

- 4.4. Keys and access cards issued by the City to the Contractor's personnel shall be in the possession of a single employee at all times when in City facilities. In the event that a card is lost or damaged, Contractor shall IMMEDIATELY NOTIFY THE POLICE DEPARTMENT so that access for that card may be halted. The Contractor shall reimburse the City for the cost of keys and access cards, including all costs associated with replacement keys and changing of locks if deemed necessary by the City.
- 4.5. All employees and representatives of the Contractor's company must be able to read and understand all chemical labels, building signs, and warning signs.
- 4.6. To ensure competent and safe performance of the work, all employees shall be bonded under the Contractor's company, and the Contractor shall provide appropriate training to employees prior to the beginning of service under this Contract. The Contractor is responsible for any theft or tampering by his workers or during the period the workers are in the building.
- 4.7. The Contractor's employees will be working in areas which are under secured access and other areas which will be generally open to the public during reasonable hours for meetings and other uses. All secured areas shall be maintained in a secured condition and these areas shall be locked immediately upon completing the required work. The Contractor, upon completion of the public use, will secure access to the public meeting areas of the buildings. All areas shall be secured when the Contractor has completed his daily operations.
- 4.8. Any employee(s) of the Contractor whom the City deems careless, discourteous, or otherwise objectionable or who cannot meet standards required for security or other reasons will be prohibited from entering the buildings to perform work. The Contractor shall be required to provide alternate employee(s) to complete the work required.

## **6. CLEANING AND JANITORIAL SERVICES SPECIFICATIONS**

- 5.1. The Contractor shall provide all equipment, labor, and supplies for the services described in this section. The Contractor shall provide, at no additional cost to the City, all equipment and janitorial supplies required to support these work activities with the exception of consumable materials as may be optioned herein.
- 5.2. The Contractor shall provide a high level of cleaning and janitorial services with the care and expectations as described herein and at the frequency specified in Appendix A - Cleaning and Janitorial Task Schedule. These descriptions are not all-inclusive, as the Contractor's exceptional work practices should be the standard when conducting cleaning activities.
- 5.2.1. **DUSTING:** Satisfactory and acceptable dusting will present a surface free from all dust and other loose material and shall be completed using appropriate means such as treated cloths or micro-fiber cloths.
- 5.2.2. **CLEANING (Non-Floor Surfaces):** A satisfactory and acceptable clean surface shall be completely free of all loose and adhering dirt or other foreign material down to the original finish of the surface. A clean surface will appear both physically and visually clean, free from streaks or other residue. If a cleaning agent is required, an approved agent for the surface to be cleaned shall be used in accordance with the manufacturer's use recommendations.
- 5.2.3. **RESTROOMS AND LOCKER ROOMS:** All porcelain fixtures, chrome and metal work, and glass shall be cleaned and free from streaks, dirt or grime using approved cleaners. Bowls, urinals and sinks shall be free from water stains, rings and biological stains. Floors, walls, and partitions shall be cleaned and free from stains, dirt, grime or streaks. Sanitizing shall be completed with an approved disinfectant. Restrooms shall be free of objectionable odors.
- 5.2.4. **KITCHENS AND LUNCHROOMS:** All fixtures, appliances, chrome and metal work, and glass shall be cleaned and polished to a shiny appearance free from streaks, dirt, grease and grime. Sinks shall be free from rings and stains and free from objectionable odor. Floors, walls, cabinets, tables, chairs and garbage receptacles shall be free from stains, dirt, grime, odors, grease and streaks. Microwave ovens shall be clean and free from "cooked on" foodstuffs.
- 5.2.5. **FLOORS AND CARPETS:** A satisfactory and acceptable floor or carpet will not have dust, streaks, marks or dirt in corners behind doors or under furniture. All paper clips, staples, etc. shall be picked up. The use of vacuuming equipment and/or treated dust mops will be used to keep the floors clean and free of all dust, dirt and loose foreign material, including all corners, crevices and other hard to reach areas, regardless of the surface. Waxed floors will show a "wet look" gloss and shall not be yellowed, streaked, cloudy, foggy, hazy, or otherwise show signs of films. Heavy use carpet areas will be spot cleaned as needed to maintain a dirt-free appearance between contractual cleanings. Baseboard shall be cleaned periodically to remove dirt, dust, and scuff marks.
- 5.2.6. **WET MOPPING:** Satisfactory and acceptable wet mopping will present a clean floor free from streaks, smears and dried dirt. Safe, all-purpose detergents will be used on all resilient and hard floor surfaces. During winter months when snow & ice control chemicals may be in use Contractor shall use an approved neutralizing product. Water will be changed daily at a minimum, between cleaning processes, or when the level of soil is such that more frequent water changes are required to maintain satisfactory cleaning. These same standards shall apply to cleaning of stairways and chairmats.
- 5.2.7. **SPOT CLEANING:** When a spot or stain is detected in the carpet, effort shall be made to identify the stain and use an appropriate spot cleaner to eliminate the stain. If the stain

cannot be cleaned, the City Administrator shall be notified of the approximate location of the stain and methods attempted to remove it.

5.2.8. **GLASS:** A satisfactory and acceptable glass, mirror or vitreous surface will be free from streaks, smears, and spots. All interior glass and at entrances shall be cleaned.

5.2.9. **MISCELLANEOUS CLEAN UP, RESTRICTIONS AND REQUESTS:**

5.2.9.1. Use wet floor warning signs whenever floors are mopped and dampened.

5.2.9.2. Pick up swept dirt.

5.2.9.3. Empty mop bucket and rinse out mop in designated sinks or basins.

5.2.9.4. Clear all sink drains of debris.

5.2.9.5. Restore any materials to proper storage location.

5.2.9.6. Turn-off all lights.

5.2.9.7. Keep clean and orderly the dumpster sites.

5.2.9.8. Keep storage areas and janitor's closets clean, safe and organized.

5.2.9.9. Never leave keys or access cards off your person. Lost or stolen keys or access cards shall be **REPORTED TO THE POLICE DEPARTMENT IMMEDIATELY**. Do not go into cabinets, closets, or storage areas that you have not been authorized to access.

5.2.9.10. Do not remove paper, boxes, or other items from the floor that are not in wastebaskets.

5.2.9.11. Place all "found" valuables on desk in the Clerk's Office at the City Hall.

5.2.9.12. Place a sign on both the front and rear windshield of your car if you drive to a work location showing "JANITOR".

5.2.9.13. Do not use office telephones for personal calls.

5.2.9.14. Do not allow anyone except Contractor's personnel or authorized City employees to enter the building if the building has been locked or secured.

5.2.9.15. Note immediately if anything was broken or damaged when Contractor's personnel entered a work location, and **NOTIFY THE POLICE DEPARTMENT** within one (1) hour.

5.2.9.16. If Contractor's personnel feel harassed or witness a crime, **CALL THE POLICE DEPARTMENT IMMEDIATELY**

5.3. The City will provide at each facility the secure locations for storage of Contractor's equipment, cleaning supplies, and consumable materials, as well as all containers for refuse disposal both inside and outside the facilities, including recycling containers when applicable.

5.4. If for any reason the City objects to the use of a cleaning or janitorial product, the Contractor shall discontinue use and find a substitute acceptable to the City. All products supplied or used under this Contract shall be new in their original containers and within product expiration dates.

5.5. **SAFETY, LABELING & COMPLIANCE:** All supplies of the Contractor and stored at the City facilities shall meet all applicable standards for product safety, and which shall be deemed stored safely in the City facilities without modifications. Any items determined not to be in compliance

shall be corrected or removed. Contractor shall furnish the City copies of Safety Data Sheets (SDS, formerly MSDS), for all products used, prior to beginning service, and shall update copies of the SDS annually and at any time a new chemical or cleaning product is to be used.

- 5.6. **Building Alarms:** Contractor's personnel are responsible for arming and disarming alarm systems at the City facilities. For each false alarm that occurs due to the action of the Contractor's personnel, the Contractor shall be charged the fines assessed by the Fire Protection District.
- 5.7. **Inspections & Corrections:** Periodic inspections shall assess the Contractor's performance in meeting these standards. The Contractor and the City shall jointly establish a system whereby the City can give notice to the Contractor indicating problems, complaints and other discrepancies. The Contractor shall formally respond to these requests and notices. Any deficiencies noted in any inspection shall be corrected within twenty-four (24) hours, or by such time mutually agreed to by the City.
- 5.8. The Contractor shall accept the facilities and appurtenances in their current condition. No compensation will be allowed for modifications or repairs to meet Contractor's requirements. Under no circumstances will any facility's components be upgraded, enhanced, or improved, after the bid has been awarded, to the Contractor's specifications or for the benefit of the Contractor.

## **6. CONSUMABLE MATERIALS – OPTION BID**

- 6.1. All bidders shall provide with this bid the annual costs to furnish consumable products for City facility use which will be replenished as part of routine cleaning and janitorial services including hand soap, shower soap and urinal blocks. The City has previously provided consumable materials through other purchasing contracts; however, it may be in the best interest of the City for the Contractor to purchase and replenish these consumable supplies as part of the Cleaning and Janitorial Services Contract.
- 6.2. All products furnished shall be compatible with existing dispensing units or containers, and replenished during the course of routine services under this Contract. This item does not include facial tissues.
- 6.3. Contractor's selected products for consumable supplies shall be of the highest quality. The selected bidder (Contractor) may be requested to make available at no cost to the City sufficient samples of the proposed paper towels, liquid hand soap, and deodorant urinal blocks to assess product quality.
- 6.4. The total contract award of this Cleaning and Janitorial Services Contract may include the Consumable Materials–Option Bid if bid prices for this Option are within the City budget and pricing is most advantageous to the City.

The City is exempt from paying Illinois Sales Tax and Federal Excise Taxes. Prices submitted shall not include any of these taxes. Prices bid must include all applicable costs to the City including shipping costs to City facilities if necessary.

## **7. SPECIAL CLEANING – OPTION BIDS**

7.1. All bidders shall provide on the Bid Proposal Form the one-time costs per each special cleaning service at City facilities, which services are not specified as part of routine services of this contract, including washing exterior windows, stripping and refinishing vinyl tile floors, hot-water extraction cleaning of carpeted areas, and hot-water extraction cleaning of cloth office furniture during the carpet cleaning.

7.1.1. The City will move and replace furniture as may be requested by the Contractor.

7.1.2. Costs for special cleaning services shall include all labor, equipment, materials, and supplies. No additional mark-up or cost increases may be later requested for mobilization, transportation, fuel, unique equipment, overhead, profit, etc. for completing this work as may be scheduled outside of normal facility hours including on weekends.

7.2. Payment will be made based on the prices provided by the selected bidder (Contractor) of this Cleaning and Janitorial Services Contract, at such time these special services are needed.

## **8. PAYMENT**

8.1. Payment for all work completed and accepted will be made on the basis of the contract prices unless other agreements have been authorized in writing as specified herein. The Contractor shall submit the invoice to the City for all work completed during the month.

8.2. If scheduled work has not been completed in accordance with the approved schedule, payment will be withheld for the appropriate value of uncompleted work. At such time that the work is completed and accepted, payment will be made with the next scheduled monthly payment.

8.3. Any liquidated damages accrued and assessed as specified herein will be deducted from any monies due or to become due to the Contractor from the City.

REFERENCES

The Contractor must provide four (4) references, including at least one (1) municipality, listing firm, name, address, telephone number and contact person, for whom the Contractor has supplied janitorial services similar to those provided in these specifications for a period no less than six (6) months.

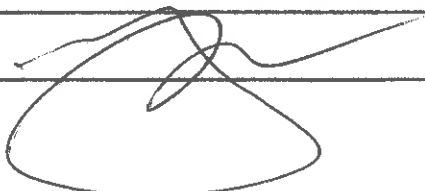
COMPANY NAME: CROWNE PLAZA CHICAGO O'HARE HOTEL & CONF.  
ADDRESS: 5440 N RIVER RD.  
CITY, STATE, ZIP: ROSEMONT, IL 60018  
PHONE NUMBER: 847.671.6350 FAX:  
CONTACT PERSON: CHEF MICHAEL GROVE  
DATE OF SERVICE(S): FEB 2017 TO PRESENT

COMPANY NAME: TRP MANAGEMENT COMPANY  
ADDRESS: 7630 PLAZA COURT, SUITE 100  
CITY, STATE, ZIP: WILLOWBROOK, IL 60527  
PHONE NUMBER: 630.455.9151 FAX:  
CONTACT PERSON: JILL BONFIGLIO - PROPERTY MANAGER  
DATE OF SERVICE(S): JANUARY 2017 TO PRESENT

COMPANY NAME: HUNTINGTON SQUARE APARTMENTS  
ADDRESS: 1300 ELMHURST RD.  
CITY, STATE, ZIP: MT. PROSPECT, IL 60056  
PHONE NUMBER: 847.364.4444 FAX:  
CONTACT PERSON: MICHELLE CHAVEZ - PROPERTY MANAGER  
DATE OF SERVICE(S): APRIL 2015 TO PRESENT

COMPANY NAME: GOOSEHEAD INSURANCE  
ADDRESS: 612 EXECUTIVE DR.  
CITY, STATE, ZIP: WILLOWBROOK, IL 60527  
PHONE NUMBER: FAX:  
CONTACT PERSON: JOHN DeVAE  
DATE OF SERVICE(S): DEC. 2016 TO PRESENT

Bidder's Name: JOHN BON B. CHIONG. - CLEANSLATE, INC.

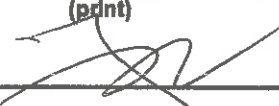
Signature & Date: 

**CITY OF DARIEN  
CLEANING/JANITORIAL SERVICES  
BID SHEET**

September 1, 2018 – August 31, 2019

APPENDIX A DUTIES/ LOCATION	MONTHLY COST	TOTAL MONTHS	ANNUAL COST
City Hall – 3x week	\$ 529.93	12	\$ 6,359.16
Police Department – 5x week	\$ 883.22	12	\$ 10,598.64
Public Works – 5x week	\$ 471.05	12	\$ 5,652.60
<b>TOTAL</b>	<b>\$ 1,884.20</b>		<b>\$ 22,610.40</b>

Name: JOHN BOB B. CHIONG  
(print)

Signature: 

Company Name: CLEAN SLATE, INC.

Address: 510 PLAINFIELD RD., DARIEN, IL 60561

Office Phone: 312-927-4858

Cell Phone: 312-927-4858

Email: john.cleanslateinc@outlook.com



**CITY OF DARIEN  
CLEANING/JANITORIAL SERVICES  
BID SHEET**

Optional Contract Extension – Year 2

APPENDIX A DUTIES/ LOCATION	MONTHLY COST	TOTAL MONTHS	ANNUAL COST
City Hall – 3x week	\$ 546.32	12	\$ 6,555.84
Police Department – 5x week	\$ 910.54	12	\$ 10,926.48
Public Works – 5x week	\$ 485.62	12	\$ 5,827.44
<b>TOTAL</b>	<b>\$ 1,942.48</b>		<b>\$ 23,309.76</b>

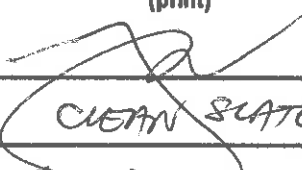
Optional Contract Extension – Year 3

APPENDIX A DUTIES/ LOCATION	MONTHLY COST	TOTAL MONTHS	ANNUAL COST
City Hall – 3x week	\$ 563.22	12	\$ 6,758.64
Police Department – 5x week	\$ 938.70	12	\$ 11,264.40
Public Works – 5x week	\$ 500.64	12	\$ 6,007.68
<b>TOTAL</b>	<b>\$ 2,002.56</b>		<b>\$ 24,030.72</b>

Optional Contract Extension – Year 4

APPENDIX A DUTIES/ LOCATION	MONTHLY COST	TOTAL MONTHS	ANNUAL COST
City Hall – 3x week	\$ 580.64	12	\$ 6,967.68
Police Department – 5x week	\$ 967.73	12	\$ 11,612.76
Public Works – 5x week	\$ 576.12	12	\$ 6,913.44
<b>TOTAL</b>	<b>\$ 2,064.49</b>		<b>\$ 24,793.88</b>

Name: JOHN BON A. CHIONG  
(print)

Signature: 

Company Name: CLEAN SLATE, INC.

Address: 570 PLAINFIELD RD, DAMEN, IL 60501

Office Phone: 312.927.4858

Cell Phone: 312.927.4858

Email: john.cleanslateinc@outlook.com

In witness whereof, the said parties have executed these provisions on the date below mentioned

CITY OF DARIEN

FOR: THE CONTRACTOR

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

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

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

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

Title: Mayor

Title: \_\_\_\_\_

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

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

**CLEANING AND JANITORIAL TASK SCHEDULE**

	City Hall				Police Station				Public Works			
	Each Visit	Weekly	Monthly	April & October	Each Visit	Weekly	Monthly	April & October	Each Visit	Weekly	Monthly	April & October
<b>GENERAL HOUSEKEEPING</b>												
Gather all waste paper, insert liners, and remove to proper disposal or recycling area. Paper and other recyclable materials shall be collected, and stored for removal as designated.	•				•				•			
Dust as necessary exposed area of tables, countertops, file cabinets, bookcases and shelves, and return vents.	•				•				•			
Spot clean soiled areas	•				•				•			
Wipe clean working areas of tables, other work surfaces. Papers on these surfaces should not be disturbed.	•				•				•			
Clean, scour, and sanitize drinking fountains	•				•				•			
Spot clean interior door glass, glass partitions, office windows, and light switches.	•				•				•			
Damp clean top handrail on all stairways	•				•				•			
Wipe clean all desktops, if free of clutter		•				•				•		
Dust as necessary all horizontal blinds in offices and common areas		•				•				•		
Empty exterior waste containers and insert new liners if required		•				•				•		
Clean and sanitize telephones		•				•				•		
Dust all horizontal surfaces including sills, ledges, moldings, picture frames, wall hangings, and radiators (including washrooms and lunchrooms)		•				•				•		
Dust tops of all room divider partitions, including attached cabinets		•				•				•		
Dust tops of all lockers						•						
Clean & Polish Kickplates		•				•				•		
Clean and polish all railings with approved cleaner		•				•						
Clean all entrance door glass & interior glass surfaces (not exterior windows)		•				•				•		
Remove fingerprints from doors, moldings and from around light switch plates (including washrooms and lunchrooms)		•				•				•		
Damp wipe complete railings of all stairways		•				•				•		
Vacuum upholstered chairs and furniture			•				•				•	
Damp wipe and mop clean the elevator			•				•					
Clean all entrance door glass & interior glass surfaces (not exterior windows)			•				•				•	
Dust HVAC vents & returns for cobwebs, dust & dirt, up to 10 feet			•				•				•	
Dust exterior of all lighting fixtures			•				•				•	
Clean or vacuum all vertical surfaces of room dividers and partitions, including attached cabinets			•				•				•	
Vacuum dust from all window blinds				•				•				•

**CLEANING AND JANITORIAL TASK SCHEDULE**

	City Hall				Police Station				Public Works			
	Each Visit	Weekly	Monthly	April & October	Each Visit	Weekly	Monthly	April & October	Each Visit	Weekly	Monthly	April & October
<b>RESTROOMS, SINKS, KITCHENS/BREAKROOMS</b>												
Clean, sanitize and polish all metal and vitreous fixtures including toilet bowls, urinals, hand basins, and sinks	•				•				•			
Clean and sanitize toilet seats (both sides) and all counter areas	•				•				•			
Clean mirrors	•				•				•			
Empty all waste containers and insert liners	•				•				•			
Dust tops of partitions as necessary	•				•				•			
Spot clean partition doors as necessary	•				•				•			
Spot clean walls around sinks and walls around and under towel cabinets and urinals	•				•				•			
Clean and refill all dispensers	•				•				•			
Clean interior and exterior of microwaves	•				•				•			
Empty and clean coffee makers and coffee pots	•				•				•			
Spot clean exterior of refrigerators and dishwashers	•				•				•			
Damp clean exterior of waste containers		•				•						
Damp clean seats and backs of plastic chairs in breakrooms		•				•						
Damp clean partitions and partition doors and remove all writing where possible		•				•						
Spot clean all walls		•				•						
Damp clean seats and handles of exercise equipment in wellness room						•						
Change urinal blocks			•				•				•	
Thoroughly clean all washroom, locker room partitions and walls			•				•				•	
Clean exterior of all lockers							•					
<b>FLOOR CARE: RESILIENT AND HARD</b>												
Dust mop with treated mop, or sweep all open hard floor surfaces including stairways	•				•				•			
Mop all hard floor surfaces & entryways (mats to be picked up).	•				•				•			
Clean floor mats with vacuum	•				•				•			
Detergent mop and rinse and disinfect all washroom floor and locker room floors	•				•				•			
Damp clean all stair steps		•				•				•		
Machine spray buff all resilient tile areas			•				•				•	
Machine scrub and refinish all washroom floors (no wax). Scrub and clean all baseboards with appropriate mark remover if necessary			•				•				•	
<b>FLOOR CARE: CARPETS</b>												
Remove any spots with cleaner as needed	•				•				•			
Vacuum traffic areas and all meeting rooms	•				•				•			
Detail vacuum all corners and under chairs and tables		•				•				•		
Lift and vacuum under all plastic chair mats, damp wipe mat			•				•				•	
Damp clean all baseboards. Scrub and clean all baseboards with a City approved mark remover			•				•				•	



Commercial Cleaning Services

License & Insurance



Clean Slate Inc.  
Attn: Mr. John Bon B. Chiong  
510 Plainfield Rd  
Darien, IL 60561

June 22, 2018

Dear Mr. Chiong,

Enclosed is the 2018-19 Home Occupation License decal for **Clean Slate Inc.**, please affix the decal to the glass of your front door or window so that it is visible from the street. According to the manufacturer, the decal should peel off in one piece for easy removal at the next renewal period.

Thank you for locating your business in Darien and your continued efforts to make "Darien a Nice Place to Live."

Sincerely,

City of Darien

  
JoAnne E. Ragona,  
City Clerk

mg

Enclosure

# Taxpayer Notification

## Business Authorization



#BWNKMGV  
#CNXX XX4X 9749 8X88#  
CLEAN SLATE INC  
510 PLAINFIELD RD  
DARIEN IL 60561-4210

August 6, 2018



Letter ID: CNXXXX4X97498X88

Account ID: 4282-8260

## We have enclosed your Illinois Business Authorization.

We have enclosed your Illinois Business Authorization. Verify that all of the information is correct. If any corrections are needed you must contact us immediately at the telephone number listed below.

If all of the information is correct, your authorization must be visibly displayed at the address listed.

**Do not discard.** Your Illinois Business Authorization is an important tax document that provides you the authorization to legally do business in Illinois.

If you wish to be registered for any other taxes or fees, you must complete a new application. For questions, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us weekdays between 8:00 a.m. and 4:30 p.m. at the telephone number below.

CENTRAL REGISTRATION DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19030  
SPRINGFIELD IL 62794-9030

217 785-3707

Enclosure(s)

# DARIEN CHAMBER OF COMMERCE

2018

Membership Certificate

## CLEAN SLATE

is recognized as a "Member in Good Standing"

by having fulfilled the requirements and honoring the mission statement of the

**Darien Chamber of Commerce**

*a corporation not for pecuniary profit, with all the rights, but subject to all the conditions granted or imposed  
by the By-Laws of said corporation now or at any time hereafter in force and effect.*

*IN WITNESS WHEREOF, the said Corporation has caused this Certificate to be signed  
By its duly authorized officers and to be sealed with the Official Seal in Darien, Illinois.*



  
Gail Sablick, Chairman of the Board

  
April Padalik, Executive Director

Member  
Since  
2016



**Darien Chamber  
of Commerce**

Your Connection to Business Success



**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 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).**

<b>PRODUCER</b> Goosehead Insurance Agency LLC 1500 Solana Blvd, Bldg 4, Ste 4500 Westlake, TX 76262	<b>CONTACT NAME:</b> Goosehead Insurance
	<b>PHONE (A/C, No, Ext):</b> 800-474-1377 <b>FAX (A/C, No):</b> 866-877-6250 <b>E-MAIL ADDRESS:</b> service@goosehead.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> ACE Property And Casualty Insurance Company	
<b>INSURER B:</b> State Automobile Mutual Insurance Company	
<b>INSURER C:</b> Executive Risk Indemnity Inc	
<b>INSURER D:</b>	
<b>INSURER E:</b>	
<b>INSURER F:</b>	
<b>NAIC #</b>	

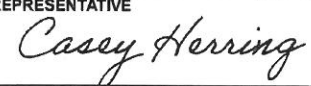
**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

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
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			D94736651	02/24/2020	02/24/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			1000430795	02/24/2020	02/24/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ \$10,000			D94736699	02/24/2020	02/24/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	7177-55-28	02/24/2020	02/24/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Certificate holder is listed as additional insured where required by written contract.

<b>CERTIFICATE HOLDER</b>  City of Darien 1702 Plainfield Rd. Darien, IL 60561	<b>CANCELLATION</b>  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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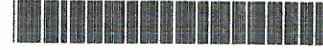
# Taxpayer Notification

## Business Authorization



#BWNKMGV  
#CNXX X2X7 X8X9 4564#  
CLEAN SLATE INC  
510 PLAINFIELD RD  
DARIEN IL 60561-4210

March 2, 2020



Letter ID: CNXXX2X7X8X94564

Account ID: 4282-8260

## We have enclosed your Certificate of Registration.

We have enclosed your Illinois Business Authorization. Please verify that all of the information on the attached Business Authorization is correct. In particular, be sure to verify that the information correctly represents whether you are within or outside of a municipality. If you are registered for Sales and Use Tax and the retail sales location listed is incorrect, contact our Local Tax Allocation Division at 217 785-6518.

If all of the information is correct, your authorization must be visibly displayed at the address listed.

***Do not discard the attached Illinois Business Authorization unless the information displayed is incorrect or until it expires.*** Your Illinois Business Authorization is an important tax document that indicates that you are registered or licensed with the Illinois Department of Revenue to legally do business in Illinois.

If you wish to be registered for any other taxes or fees, you must complete a new application. For questions, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us weekdays between 8:00 a.m. and 4:30 p.m. at the telephone number below.

CENTRAL REGISTRATION DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19030  
SPRINGFIELD IL 62794-9030

217 785-3707

**Verify that all of your Illinois Business Authorization information is correct.**

Verify that the information below correctly represents your business location. In particular, be sure to verify that the information correctly represents whether you are within or outside of a municipality. If you have registered for Sales and Use Tax and the retail sales location listed is incorrect, contact our Local Tax Allocation Division at 217 785-6518.

**Darien  
DuPage County**

For all other corrections, contact our Central Registration Division at 217 785-3707.

If all of the information is correct, cut along the dotted line (fits a standard 5" x 7" frame). Your authorization must be visibly displayed at the address listed. **Do not discard the attached Illinois Business Authorization unless the information displayed is incorrect or until it expires.** Your Illinois Business Authorization is an important tax document that indicates that you are registered or licensed with the Illinois Department of Revenue to legally do business in Illinois.

OFFICIAL DOCUMENT

State of Illinois - Department of Revenue

**Illinois Business Authorization**

OFFICIAL DOCUMENT

**CLEAN SLATE INC**

**510 PLAINFIELD RD  
DARIEN IL 60561-4210**

**Loc. Code: 022-0062-7-001**

**Darien  
DuPage County**

**Certificate of Registration**

Sales and use taxes and fees (4282-8260)

Expiration Date:  
**5/1/2021**

ILLINOIS REVENUE

*[Signature]*  
Director

OFFICIAL DOCUMENT

Issued Date: **03/02/2020**

**City of Darien**  
**Minutes of the Administrative/Finance Committee**  
**September 8, 2020**

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The Meeting was called to order by Chairwoman/Alderswoman Sullivan at 6:00 pm. Committee members Aldermen Schauer and Gustafson were present. Mayor Marchese, Treasurer Coren, Accounting Manager Julie Saenz and City Administrator Vana were also present. Jim Savio of Sikich attended via phone.

**Draft FYE 20 Annual Financial Report**

Jim Savio of Sikich presented the draft Annual Financial Report for the Year Ended April 30, 2020. The final report will be presented to the City Council October 5, 2020.

**MINUTES – February 3, 2020-** The Committee unanimously approved the minutes.

**Adjournment** - The meeting adjourned at 6:45 pm.

Approved:

Mary Sullivan, Chairwoman \_\_\_\_\_

Eric Gustafson, Member \_\_\_\_\_

Ted Schauer, Member \_\_\_\_\_