



Meeting of the Village of Buffalo Grove
Village Board
Regular Meeting
January 3, 2023 at 7:30 PM

Fifty Raupp Blvd
Buffalo Grove, IL 60089-2100
Phone: 847-459-2500

1. Call to Order

- A. Pledge of Allegiance

2. Approval of Minutes

- A. Village Board - Regular Meeting - Dec 5, 2022 7:30 PM

3. Approval of Warrant

- A. Approval of Warrant #1350 (Trustee Weidenfeld) (Staff Contact: Chris Black)

4. Village President's Report

- A. Proclamation Honoring Rev. James S. Andrews (Trustee Johnson) (Staff Contact: Evan Michel)

5. Village Manager's Report

- A. Oath for Police Department's New Officer (Trustee Smith) (Staff Contact: Brian Budds)

6. Special Business

7. Reports from Trustees

8. Consent Agenda

All items listed on the Consent Agenda, which are available in this room this evening, are considered to be routine by the Village Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event, the item will be removed from the General Order of Business and considered after all other items of business on the Regular Agenda under New Business. (Attached).

- A. O-2023-1 Ordinance Authorizing Execution of the Plat of Easement for Public Sidewalk Purposes for the NCH Buffalo Grove Outpatient Care Center Development (Trustee Pike) (Staff Contact: Darren Monico)

SUMMARY: Staff recommends approval of the plat of easement for the purpose of the public sidewalk at Northwest Community Healthcare property located at 15 and 45 S. McHenry Road.

- B. O-2023-2 Ordinance Amending Chapter BG-11, Rules of the Road, Title 10 of the Village of Buffalo Grove Municipal Code: Beechwood Road No Parking Zone (Trustee Pike) (Staff Contact: Darren Monico)

SUMMARY: Adding a no parking area on the north side of Beechwood Road between Arlington Heights Road and Beechwood Court West between the hours of 3:00 p.m. and 4:00 p.m. on school days. This restriction was proposed by the school with the concurrence of the Police and Engineering Departments to improve traffic flow during school pick up hours.

- C. O-2023-3 Ordinance Granting Variations to Exceed Maximum Front Yard Impervious Surface Coverage and Exceed Maximum Width of a Driveway at the Sidewalk at 89 Fabish Drive (Trustee Pike) (Staff Contact: Nicole Woods)
- SUMMARY: The Planning & Zoning Commission unanimously recommended approval of the variations to exceed the maximum front yard impervious surface coverage and exceed maximum width of a driveway at the sidewalk at 89 Fabish Drive. Staff concurs with this recommendation.
- D. R-2023-1 Resolution Revising the Procurement Policy (Trustee Weidenfeld) (Staff Contact: Tom Wisniewski)
- SUMMARY: Staff recommends approval of a resolution adopting the revisions to the Procurement Policy to align with the recent adoption of Title Two as further detailed in the attached memo.

9. Ordinances and Resolutions

- A. O-2023-4 Ordinance Authorizing the Purchase of Mobile Vehicle Lifts from Safetylane Equipment Corporation (Trustee Smith) (Staff Contact: Kyle Johnson)

10. Unfinished Business

11. New Business

- A. Pre-Application Discussion- New Public Works Building at 1650 Leider Lane (Trustee Pike) (Staff Contact: Nicole Woods)

12. Public Comment

Questions from the audience are limited to items that are not on the regular agenda. In accordance with Section 2.02.070 of the Municipal Code, discussion on questions from the audience will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Village Board business. All members of the public addressing the Village Board shall maintain proper decorum and refrain from making disrespectful remarks or comments relating to individuals. Speakers shall use every attempt to not be repetitive of points that have been made by others. The Village Board may refer any matter of public comment to the Village Manager, Village staff or an appropriate agency for review.

13. Executive Session

- A. Executive Session - Section 2(C)(6) of the Illinois Open Meetings Act: (6) the Setting of a Price for Sale or Lease of Property Owned by the Public Body. (President Sussman) (Staff Contact: Dane Bragg)

14. Adjournment

The Village Board will make every effort to accommodate all items on the agenda by 10:30 p.m. The Board, does, however, reserve the right to defer consideration of matters to another meeting should the discussion run past 10:30 p.m.

The Village of Buffalo Grove, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities,

contact the ADA Coordinator at 459-2525 to allow the Village to make reasonable accommodations for those persons.

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE PRESIDENT & BOARD OF
TRUSTEES OF THE VILLAGE OF BUFFALO GROVE HELD IN THE JEFFREY S. BRAIMAN
COUNCIL CHAMBERS, 50 RAUPP BOULEVARD, BUFFALO GROVE, ILLINOIS,
MONDAY, DECEMBER 5, 2022**

CALL TO ORDER

President Sussman called the meeting to order at 7:30 P.M. Those present stood and pledged allegiance to the Flag.

President Sussman asked for a moment of silence in memory of the Kisliak family.

ROLL CALL

Roll call indicated the following present: President Sussman; Trustees Stein, Weidenfeld, Johnson, Smith, and Pike. Trustee Ottenheimer was absent.

Also present were: Dane Bragg, Village Manager; Patrick Brankin, Village Attorney; Chris Stilling, Deputy Village Manager; Mike Skibbe, Deputy Village Manager/Director of Public Works; Art Malinowski, Director of Human Resources; Katie Golbach, Human Resources Management Analyst; Molly Gillespie, Communications Director; Chris Black, Director of Finance; Nicole Woods, Director of Community Development; Tom Wisniewski, Buyer; Darren Monico, Village Engineer; Kyle Johnson, Assistant Director of Public Works; Jim Warnstedt, Assistant Director of Public Works; Brett Robinson, Administrative Services Director; Geoff Tollefson, Director of Golf Operations; Fire Chief Baker; Deputy Fire Chief Kane; Police Chief Budds.

APPROVAL OF MINUTES

Moved by Weidenfeld, seconded by Smith, to approve the minutes of the November 7, 2022, Regular Meeting. Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

Moved by Stein, seconded by Johnson, to approve the minutes of the November 14, 2022, Special Meeting. Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

WARRANT #1348

Mr. Black read Warrant #1348. Moved by Smith, seconded by Weidenfeld, to approve Warrant #1348 in the amount of \$6,168,508.65 authorizing payment of bills listed. Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

VILLAGE PRESIDENT'S REPORT

President Sussman noted the posting of the 2023 Village Board Meeting Schedule.

Minutes Acceptance: Minutes of Dec 5, 2022 7:30 PM (Approval of Minutes)

VILLAGE MANAGER'S REPORT

The Firefighter/Paramedic Badge Presentation scheduled for tonight has been postponed.

REPORTS FROM TRUSTEES

There were no reports from Trustees tonight.

SPECIAL BUSINESS

Mr. Skibbe presented a final report on **2022 Buffalo Grove Days**, details of which are contained in his memo his memo to the Board of December 5, 2022. This memorandum reviews the 2022 BG Days Report, as well as the Memorandum of Understanding with the Buffalo Grove Community Foundation, the Intergovernmental Agreement with the Park District for BG Days Events, and the Memorandum of Understanding with the BG-L Chamber of Commerce for BG Days Event.

Moved by Stein, seconded by Smith, to approve the Memorandum of Understanding with the Buffalo Grove Community Foundation in accordance with materials contained in Board packets.

Mr. Skibbe further reviewed the proposed MOU.

Trustee Weidenfeld stated that, as Chair of the Community Foundation, he will sign the document, but will not vote on in order to avoid any appearance of impropriety.

Upon roll call, Trustees voted as follows:

AYES: 4 – Stein, Johnson, Smith, Pike

NAYS: 0 – None

ABSTAIN: 1 – Weidenfeld

ABSENT: 1 – Ottenheimer

Motion declared carried.

Moved by Stein, seconded by Weidenfeld, to approve the Intergovernmental Agreement with the Park District for BG Days Events, in accordance with materials contained in Board packets.

Mr. Skibbe further reviewed the proposed Intergovernmental Agreement.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

Moved by Weidenfeld, seconded by Stein, to approve a Memorandum of Understanding with the BG-L Chamber of Commerce for BG Days Event.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

ORDINANCE NO. 2022-123 – TITLE 2

Moved by Weidenfeld, seconded by Stein, to pass Ordinance No. 2022-123, adopting changes to Title 2.

Mr. Robinson reviewed the proposed ordinance, details of which are contained in the memo from Ms. Brown and him to Mr. Bragg of November 30, 2022, after which he answered questions from the Board.

Staff was thanked for the tremendous amount of work and effort put into this project.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

PUBLIC HEARING – 15989 & 16051 DEERFIELD PARKWAY

President Sussman opened the Public Hearing for the First Amendment to the Annexation Agreement for the property at 15989 & 16051 Deerfield Parkway at 7:51 P.M. Notice of this Public Hearing was published in the *Daily Herald*.

Roll call indicated the following present: President Sussman; Trustees Stein, Weidenfeld, Johnson, Smith, and Pike. Trustee Ottenheimer was absent.

Mr. Stilling reviewed the proposed Amendment, details of which are contained in his memo to the Board of December 1, 2022, after which he answered questions from the Board.

President Sussman asked if there were any questions from the audience. There were none.

At 7:54 P.M. President Sussman continued the Public Hearing until later in the agenda.

PUBLIC HEARING – RIVERWALK NORTH – 325 N. RIVERWALK

President Sussman opened the Public Hearing for the Amendment to the Annexation Agreement for the Riverwalk North Property at 325 N. Riverwalk at 7:54 P.M. Notice of this Public Hearing was published in the *Daily Herald*.

Roll call indicated the following present: President Sussman; Trustees Stein, Weidenfeld, Johnson, Smith, and Pike. Trustee Ottenheimer was absent.

Ms. Woods reviewed the proposed Amendment, details of which are contained in the memo to the Board of December 5, 2022, from her, Kelly Purvis, and Andrew Binder.

Michael Rolfs, Hamilton Partners, was sworn in to give testimony, after which he presented a brief overview of the project and answered questions from the Board.

President Sussman asked if there were any questions from the audience. There were none.

At 8:00 P.M. President Sussman continued the Public Hearing until later in the agenda.

PUBLIC HEARING – FY 2023 BUDGET

President Sussman re-opened the Public Hearing for the proposed Fiscal Year 2023 Budget at 8:00 P.M. This Public Hearing is continued from November 14, 2022. Notice of this Public Hearing was published in the *Daily Herald*.

President Sussman asked if there were any questions regarding the proposed 2023 Budget. There were none.

At 8:01 P.M. President Sussman continued the Public Hearing until later in the agenda.

CONSENT AGENDA

President Sussman explained the Consent Agenda, stating that any member of the audience or the Board could request that an item be removed for full discussion; there were no such requests. The Village Clerk read a brief synopsis of each of the items on the Consent Agenda.

Ordinance No. 2022-124 - Compensation for Elected Officials

Motion to pass Ordinance No. 2022-124 setting compensation for Elected Officials. The salaries in the proposed ordinance remain unchanged and are still set at the amounts passed by ordinance in 1996.

Ordinance No. 2022-125 - Edward Hines Lumber Co.

Motion to pass Ordinance No. 2022-125, amending the existing incentive agreement with Edward Hines Lumber Co. at 1000 Corporate Grove. The Village entered into a sales tax sharing agreement with Edward Hines Lumber Co. at 1000 Corporate Grove Drive. Hines is requesting a name change to their new entity US LBM Operating Co. 3009, LLC d/b/a Hines Lumber Co. No other changes are being proposed.

Ordinance No. 2022-126 - Antenna Tower at 185 Milwaukee

Motion to pass Ordinance No. 2022-126, approving an Amendment to Planned Unit Development Amendment for the Extension of a Communication Antenna Tower at 185 Milwaukee Avenue. Crown Castle USA Inc. is requesting to extend the existing communication antenna tower by 10' located at 185 Milwaukee Avenue. The extension requires an amendment to the Planned Unit Development.

Ordinance No. 2022-127 - Link Crossing Phase 1A &1B

Motion to pass Ordinance No. 2022-127, approving the Certificate of Initial Acceptance for the Phase 1A & 1B of the Link Crossing development located at Olive Hill Drive and Brandywyn Lane. Staff recommends approval to begin the one-year maintenance period on December 5, 2022.

Ordinance No. 2022-128 - Updating Fees and Fines

Motion to pass Ordinance No. 2022-128, updating the Village of Buffalo Grove's Fee and Fine schedule to reflect the changes discussed at the August 1, 2022, Committee of the Whole meeting.

Ordinance No. 2022-129 - 1650 Leider Lane

Motion to pass Ordinance No. 2022-129, authorizing the Village Manager to execute a First Amendment to the Declarations for Aptakisic Creek Corporate Park concerning the Village owned property located at 1650 Leider Lane. The amendment is required to accommodate the Village of Buffalo Grove as a governmental body within the association.

Ordinance No. 2022-130 - Bridge Repairs at Arboretum Golf Course

Motion to pass Ordinance No. 2022-130, authorization to waive bids and authorize the Village Manager to perform all actions necessary to expend funds with Reliable Property Services, LLC for bridge repairs at both the Arboretum Golf Course and Buffalo Grove Golf Course in an amount not to exceed \$33,388.80, pending final review and approval by the Village Attorney.

Resolution No. 2022-20 - Agreement for Municipal Legal Services

Motion to pass Resolution No. 2022-20, authorizing the Village Manager to renegotiate and execute amendments to the agreement with Schain Banks Kenny Schwartz, LTD for legal services for a term beginning January 1, 2023.

2022 Special Flag Schedule

Motion to accept two applications for special flags to be flown on the flagpole at the Ernie Karge Rotary Village Green. Both submissions are in compliance with the Village of Buffalo Grove Flag Policy.

2022 Stream Bank Stabilization Improvements Bid Rejection

Motion to reject the 2022 Stream Bank Stabilization Improvements bids received on April 7, 2022.

Buffalo Grove Electric Aggregation Program Renewal

Motion to approve the Village's current Electric Aggregation program contract, which is due for renewal in March 2023, continuing the program for the next twelve months.

Waive Bids and Seek Competitive Proposals Projects for FY 2023

Motion to authorize waiver of bids for a limited number of fiscal year 2023 projects and seek competitive proposals or negotiate for services.

Competitive Bids for Various Projects FY 2023

Motion to authorize staff to bid for the various Fiscal Year 2023 projects as further detailed in the memo contained in Board packets.

Moved by Weidenfeld, seconded by Johnson, to approve the Consent Agenda as presented. Upon roll call, Trustees voted as follows on the Consent Agenda:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

ORDINANCE NO. 2022-131 – RIVERWALK NORTH

Moved by Pike, seconded by Weidenfeld, to pass Ordinance No. 2022-131, approving an Amendment to the Annexation Agreement for the Riverwalk North Property at 325 N. Riverwalk Drive, subject to final review and approval by the Village Attorney.

Ms. Woods reviewed the proposed ordinance, details of which are contained in the memo to the Board of December 5, 2022, from her, Kelly Purvis, and Andrew Binder.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

Moved by Weidenfeld, seconded by Johnson, to close the Public Hearing. Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

The Public Hearing was closed at 8:12 P.M.

ORDINANCE NO. 2022-132 – PARKING FACILITY – 325 N. RIVERWALK DRIVE

Moved by Johnson, seconded by Smith, to pass Ordinance No. 2022-132, approving an Amendment to Planned Unit Development and approval of an Off-Street Parking Facility Use at 325 N. Riverwalk Drive in accordance with materials contained in Board packets.

Ms. Woods reviewed the proposed ordinance, details of which are contained in the memo to the Board of December 5, 2022, from her, Kelly Purvis, and Andrew Binder.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

ORDINANCE NO. 2022-133 – 15989 & 16051 DEERFIELD PARKWAY

Moved by Johnson, seconded by Pike, to pass Ordinance No. 2022-133 approving a First Amendment to the Annexation Agreement for the property at 15989 & 16051 Deerfield Parkway

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

Moved by Johnson, seconded by Pike, to close the Public Hearing. Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

President Sussman closed the Public Hearing at 8:14 P.M.

ORDINANCE NO. 2022-134 – PPE, SCBA EQUIPMENT

Moved by Pike, seconded by Weidenfeld, to pass Ordinance No. 2022-134, authorizing the purchase of Turn Out Gear and Personal Protective Equipment and accessories from Air One, Inc. through the Houston Galveston Area Compact purchasing cooperative in accordance with the Illinois Joint Purchasing Act in an amount not to exceed \$150,000.00 annually.

Mr. Robinson reviewed the proposed ordinance, details of which are contained in his memo to Mr. Bragg of December 5, 2022.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

ORDINANCE NO. 2022-135 – EMERGENCY VEHICLE LIGHTING

Moved by Pike, seconded by Smith, to pass Ordinance No. 2022-135, authorization to execute an Agreement with Ultra Strobe Communications, Inc. for Emergency Vehicle Lighting Services in the amount of \$243,240.00 with an 8% (\$19,460.00) contingency controlled by the Village Manager for a total amount not to exceed amount of \$262,710.00, pending final review and approval by the Village Attorney.

Mr. Wisniewski reviewed the proposed ordinance, details of which are contained in his memo to the Mr. Bragg of December 1, 2022.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

ORDINANCE NO. 2022-136 – LEVY OF TAXES

Moved by Weidenfeld, seconded by Johnson, to pass Ordinance No. 2022-136 for the Levy and Collection of Taxes for the Fiscal Year commencing on the 1st day of January 2023 and ending on the 31st day of December 2023.

Mr. Black reviewed the proposed ordinance, details of which are contained in his memo to Mr. Bragg of December 5, 2022.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

ORDINANCE NO. 2022-137 – ABATING TAXES

Moved by Weidenfeld, seconded by Stein, to pass Ordinance No. 2022-137 abating taxes levied for Village of Buffalo Grove, Cook and Lake Counties, Illinois, with the net levy at the same level as the prior year for an increase of 0.0%.

Mr. Black reviewed the proposed ordinance, details of which are contained in his memo to Mr. Bragg of December 5, 2022.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

ABSENT: 1 – Ottenheimer

Motion declared carried.

RESOLUTION NO. 2022-21 – LOSS IN COLLECTION – COOK COUNTY

Moved by Weidenfeld, seconded by Smith, to pass Resolution No. 2022-21 requesting the County of Cook not to collect the Loss in Collection on Taxable Property in the Village of Buffalo Grove.

Mr. Black reviewed the proposed resolution, details of which are contained in the Village Board Meeting Agenda Overview that he prepared.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike
 NAYS: 0 – None
 ABSENT: 1 – Ottenheimer
 Motion declared carried.

RESOLUTION NO. 2022-22 – LOSS IN COLLECTION – LAKE COUNTY

Moved by Weidenfeld, seconded by Smith, to pass Resolution No. 2022-22 requesting the County of Lake not to collect the Loss in Collection on Taxable Property in the Village of Buffalo Grove.

Mr. Black reviewed the proposed resolution, details of which are contained in the Village Board Meeting Agenda Overview that he prepared.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike
 NAYS: 0 – None
 ABSENT: 1 – Ottenheimer
 Motion declared carried.

ORDINANCE NO. 2022-138 – FY 2023 BUDGET

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Moved by Weidenfeld, seconded by Stein, to pass Ordinance No. 2022-138 adopting the Fiscal Year 2023 (January 1–December 31, 2023) Budget for the Village of Buffalo Grove.

Mr. Black reviewed the proposed resolution, details of which are contained in the Village Board Meeting Agenda Overview that he prepared.

President Sussman thanked everyone involved in the preparation of the proposed budget.

Trustee Johnson reviewed the highlights of the budget, stressing another year with no property tax increase.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike
 NAYS: 0 – None
 ABSENT: 1 – Ottenheimer
 Motion declared carried.

Moved by Stein, seconded by Weidenfeld, to close the Public Hearing. Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike
 NAYS: 0 – None
 ABSENT: 1 – Ottenheimer
 Motion declared carried.

The Public Hearing was closed at 8:33 P.M.

RESOLUTION NO. 2022-23 – 2023 PAY RANGES

Moved by Weidenfeld, seconded by Johnson, to pass Resolution No. 2022-23 approval of the 2023 Pay Ranges.

Mr. Malinowski reviewed the proposed resolution, details of which are contained in the Village Board Meeting Agenda Overview that he prepared.

Upon roll call, Trustees voted as follows:

Minutes Acceptance: Minutes of Dec 5, 2022 7:30 PM (Approval of Minutes)

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike
 NAYS: 0 – None
 ABSENT: 1 – Ottenheimer
 Motion declared carried.

ORDINANCE NO. 2022-139 – VILLAGE MANAGER

Moved Weidenfeld, seconded by Johnson, to pass Ordinance No. 2022-139 providing for an Amended and Restated Employment Agreement and Salary for the Village Manager.

Trustee Johnson reviewed the proposed ordinance and noted how pleased she is that we will retain our Village Manager for another four years and she highlighted some of the accomplishments of our Village Manager and what an asset he has been for the Village of Buffalo Grove.

Trustee Weidenfeld thanked Trustees Johnson and Pike for their efforts in getting this contract finalized, and he thanked Mr. Bragg for all of his accomplishments to enhance the Village of Buffalo Grove.

President Sussman also thanked Mr. Bragg for his efforts on behalf of the Village of Buffalo Grove.

Mr. Bragg thanked everyone for their kind words and their confidence, noting that he would not be able to accomplish all that he has without the outstanding Village of Buffalo Grove staff members.

Upon roll call, Trustees voted as follows:

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike
 NAYS: 0 – None
 ABSENT: 1 – Ottenheimer
 Motion declared carried.

REGULAR MEETING CANCELLATION

President Sussman noted that the December 19, 2022, Regular Board Meeting is cancelled, and wished everyone a wonderful holiday.

QUESTIONS FROM THE AUDIENCE

President Sussman reviewed the parameters to be followed by speakers and asked if there were any questions from the audience on items not on tonight's agenda; there were no such questions.

President Sussman thanked the Leider family for providing the beautiful poinsettias that are in the Council Chambers tonight.

ADJOURNMENT

Moved by Weidenfeld, seconded by Johnson, to adjourn the meeting. Upon voice vote, the motion was unanimously declared carried. The Regular Meeting was adjourned at 8:41 P.M.

 Janet M. Sirabian, Village Clerk

APPROVED BY ME THIS 3rd DAY OF January 2023

 Village President

Minutes Acceptance: Minutes of Dec 5, 2022 7:30 PM (Approval of Minutes)

**Action Item : Approval of Warrant #1350****Recommendation of Action**

Staff recommends approval.

TOTAL WARRANT #1350- \$8,117,903.34.

ATTACHMENTS:

- Warrant 1350 Summary (PDF)

Trustee Liaison
Weidenfeld

Staff Contact
Chris Black, Finance

Tuesday, January 3, 2023

VILLAGE OF BUFFALO GROVE WARRANT #1350**3-Jan-23**

General Fund:	318,028.89
Parking Lot Fund:	243.72
Motor Fuel Tax Fund:	0.00
Debt Service Fund:	3,121,380.96
School & Park Donations:	0.00
Lake Cook Rd TIF Fund:	
Capital Projects-Facilities:	63,960.84
Capital Projects-Vehicles/Equipment:	150,138.52
Capital Projects-Streets:	299,160.82
Retiree Health Savings (RHS):	
Water Fund:	1,636,834.81
Buffalo Grove Golf Fund:	11,872.04
Arboretum Golf Fund:	11,357.88
Refuse Service Fund:	156,364.11
Information Technology Internal Service Fund:	155,577.53
Central Garage Internal Service Fund:	81,320.89
Building Maintenance Internal Service Fund:	55,912.03
	<u>6,062,153.04</u>
PAYROLL PERIOD ENDING 12/04/22	1,051,024.51
PAYROLL PERIOD ENDING 12/18/22	1,004,725.79
	<u>2,055,750.30</u>
TOTAL WARRANT #1350	<u><u>8,117,903.34</u></u>

APPROVED FOR PAYMENT BY THE PRESIDENT AND BOARD OF TRUSTEES OF
THE VILLAGE OF BUFFALO GROVE, ILLINOIS

Village Clerk

Village President

Attachment: Warrant 1350 Summary (Approval of Warrant #1350)



Information Item : Proclamation Honoring Rev. James S. Andrews

Recommendation of Action

Staff recommends proclamation.

The Village of Buffalo Grove will recognize and honor Rev. James S. Andrews for his faithful service to the Village and its citizens.

ATTACHMENTS:

- Rev. James S. Andrews Proclamation 2023 (DOC)

Trustee Liaison
Johnson

Staff Contact
Evan C Michel, Office of the Village Manager

Tuesday, January 3, 2023	
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Village of Buffalo Grove

PROCLAMATION HONORING REV. JAMES S. ANDREWS

WHEREAS, Rev. James S. Andrews is an ordained minister of the Evangelical Lutheran Church in America, currently serving as the Pastor of Hope Lutheran Church in Long Grove, Illinois, since 2015, and

WHEREAS, since 2018, Pastor Andrews has served the Village of Buffalo Grove as the Chaplain for the Buffalo Grove Police, and

WHEREAS, in our Village there are certain individuals who, by virtue of their commitment and dedication, command the respect and admiration of our community for their exemplary contributions and service on behalf of others; and

WHEREAS, in his capacity as Chaplain, Pastor Andrews has devoted himself to serving Buffalo Grove's First Responders, who themselves protect and provide for the care and welfare of the citizens of this community; and

WHEREAS, Pastor Andrews, a distinguished man of God, has steadfastly provided enlightenment, guidance and wisdom to the many men and women entrusted to his care, and he has ministered abundantly and unstintingly to the spiritual and corporeal needs of Buffalo Grove's First Responders; and

WHEREAS, Pastor Andrews, has faithfully served as a spiritual guide, providing support and counseling, a prayer, a handshake, a shoulder to lean on or an ear to listen with, when Buffalo Grove's First Responders themselves have faced tragedies in their lives, suffered the loss of a coworker, family member or a friend, or experienced a horrific event; and

WHEREAS, Pastor Andrews, as Chaplain, has given Buffalo Grove's First Responders the reinforcement they have needed to continue in their endeavors as peacekeepers and protectors of our community; and

WHEREAS, through his faithful service, Pastor Andrews has helped to maintain the Village's Emergency Services at optimal levels, and helped our First Responders maintain a high level of professionalism; and

WHEREAS, Pastor Andrews has selflessly taken on a tough road and paved it smoothly for Buffalo Grove's First Responders for many years, asking for nothing in return, and his service is both priceless and much appreciated, and it is never taken for granted; and

WHEREAS, Pastor Andrews has announced that he will be retiring from the ministry, effective January 8, 2023, and

WHEREAS, the members of the Village of Buffalo Grove Police will remember Pastor Andrews' help for years to come.

NOW, THEREFORE, BE IT RESOLVED that I, Beverly Sussman, President of the Village of Buffalo Grove, recognize and honor Rev. James S. Andrews for his faithful service to the Village and its citizens.

Passed this 3rd day of January, 2023

Beverly Sussman, Village President



Information Item : Oath for Police Department's New Officer

Recommendation of Action

Staff recommends presentation.

The Oath of Office will be delivered by Board of Fire and Police Commissioners to the Police Department's new Police Officer Chad Larys.

Trustee Liaison
Smith

Staff Contact
Brian Budds, Police

Tuesday, January 3, 2023	
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Ordinance No. O-2023-1 : Ordinance Authorizing Execution of the Plat of Easement for Public Sidewalk Purposes for the NCH Buffalo Grove Outpatient Care Center Development

Recommendation of Action

Staff recommends approval.

SUMMARY: Staff recommends approval of the plat of easement for the purpose of the public sidewalk at Northwest Community Healthcare property located at 15 and 45 S. McHenry Road.

ATTACHMENTS:

- NCH Sidewalk Easement Memo 22-1220 (DOCX)
- NCH sidewalk easement (PDF)
- Ordinance NCH sidewalk plat (DOCX)

Trustee Liaison

Pike

Staff Contact

Darren Monico, Public Works

Tuesday, January 3, 2023

VILLAGE OF
BUFFALO GROVE



DATE: December 20, 2022

TO: Dane Bragg, Village Manager

FROM: Darren Monico, Village Engineer

SUBJECT: NCH Sidewalk Plat of Easement Memo

Staff Recommendation

Staff recommends approval of the plat of easement for the purpose of the public sidewalk at this location

Background

With the recent Northwest Community Healthcare development, there is a portion of the existing public sidewalk that was located outside of the public Right-of-Way and within the subject property near the proposed west building. Therefore, a sidewalk easement in favor of the Village for public sidewalk purposes has been provided by the property owner as a requirement of this west building.

Attachment: NCH Sidewalk Easement Memo 22-1220 (O-2023-1 : NCH Sidewalk Easement Approval)

PUBLIC SIDEWALK

OWNER'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF LAKE) SS:
THIS IS TO CERTIFY THAT THE LAND DESCRIBED IN THE ANNEXED PLAT HEREIN, THAT NO OTHER PERSON HAS ANY RIGHT, TITLE OR INTEREST IN SAID LAND AND THE HE HAS CAUSED THE SAME TO BE SURVEYED AND THE SAME TO BE PLACED IN THE PUBLIC RECORDS OF THE COUNTY OF LAKE, STATE OF ILLINOIS, AND HAS HEREBY ACKNOWLEDGE AND CANNOT BE RECALLED UNDER THE TITLE HEREIN INDICATED.
DATED AT GRAYSLAKE, ILLINOIS THIS _____ DAY OF _____ A.D. 20____

SIGNED: _____
 ADDRESS: _____
 CITY, STATE: _____
 COUNTY OF LAKE _____, S.S.
 A NOTARY PUBLIC IN AND FOR SAID COUNTY, IN THE STATE OF _____, DO HEREBY CERTIFY THAT _____ PERSONALLY KNOWN TO ME AS SUCH OWNER, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT HE HAS SIGNED AND CAUSED TO BE SIGNED AND DELIVERED THAT AS HIS OWN FREE AND VOLUNTARY ACT FOR THE PURPOSE AND PURPOSES HEREIN SET FORTH.
 WITNESS UNDER MY HAND AND NOTARIAL SEAL THIS _____ DAY OF _____ A.D. 20____

CONTACT PERSON:

COOK COUNTY CLERK'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF COOK) S.S.
_____, COUNTY CLERK OF COOK
GENERAL TAXES, UNPAID CURRENT GENERAL TAXES, DELINQUENT SPECIAL
ASSESSMENTS, UNPAID CURRENT SPECIAL ASSESSMENTS AGAINST OF
THE UNPAID CURRENT SPECIAL ASSESSMENTS AGAINST OF
THAT I HAVE RECEIVED ALL STATUTORY FEES IN CONNECTION WITH THE PLAT
GIVEN UNDER MY HAND AND SEAL OF THE COUNTY CLERK OF COOK

THIS DAY OF

COUNTY CLERK

CORPORATE AUTHORITY'S CERTIFICATE

APPROVED AND ACCEPTED BY THE PRESIDENT AND BOARD OF TRUSTEES OF
THE VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS, AT A
MEETING HELD THIS _____ DAY OF _____ A.D. 20____

ATTEST:



STATE OF ILLINOIS
COUNTY OF LAKE
S.S.
PREPARED BY:

NOTED AT GRAYSLAKE, ILLINOIS THIS 30TH DAY OF

ILLINOIS PROFESSIONAL LAND SURVEYOR 35-3516
MY LICENSE EXPIRES 11-30-24
PROFESSIONAL DESIGN FIRM NO. 194-002732

REMOVED: 12-06-2022 #JL



GENERAL VILLAGE EASEMENT PROVISIONS

AN EASEMENT FOR PURPOSES INCLUDING, BUT NOT LIMITED TO, PUBLIC SIDEWALK, IS HEREBY RESERVED FOR AND GRANTED TO

ITS SUCCESSORS TO INSTALL, OPERATE, MAINTAIN, AND REMOVE FROM TIME TO TIME, FACILITIES USED FOR PURPOSES INCLUDING, BUT NOT LIMITED TO, PEDESTRIAN SUBWAY USE. SUCH GRANTED HEREIN, BUT NOT OTHERWISE, SHALL NOT BE CONSIDERED AN EXHAUSTIVE LIST OF THE PURPOSES REASONABLY REQUIRED INCIDENT TO THE RIGHTS HEREIN GIVEN, AND THE BROAD ESTIMATED PROPERTY FOR ALL SUCH PURPOSES.

TO ENJOY UPON THE SUBDIVIDED PROPERTY FOR ALL SUCH PURPOSES, RESTRICTIONS SHALL NOT BE PLACED OVER GRANTEE'S FACILITIES OR IN, UPON OR OVER THE PROPERTY WHEN THE EASEMENTS WITHOUT THE PRIOR WRITTEN CONSENT OF THE GRANTEE, SHALL NOT BE ALTERED IN A MANNER SO AS TO INTERFERE WITH THE PROPER OPERATION AND MAINTENANCE THEREOF.

Lake Cook Road
(F.A.U. 0379)

Lot 1
NORTH BUFFALO GROVE OUTPATIENT
CARE CENTER SUBDIVISION
BY DOCUMENT 2131422033

Lot 2
NCH BUFFALO GROVE OUTPATIENT
CARE CENTER SUBDIVISION
BY DOCUMENT 2131422033

Lot 3
NCH BUFFALO GROVE OUTPATIENT
CARE CENTER SUBDIVISION
BY DOCUMENT 2131422033

Only those Building Lines or Easements shown on a Recorded Subdivision Plat or from a Recorded Document are shown hereupon; check local ordinances before building.

Compare your description and site markings with this plat. AT ONCE report any discrepancies which you may find.

R.E. ALLEN AND ASSOCIATES, LTD.
PROFESSIONAL LAND SURVEYORS
1015 N. CORPORATE CIRCLE, SUITE C
GRAYSLAKE, ILLINOIS 60030
PHONE: 847-223-0914 FAX: 847-223-0980

Packet Pg. 20

ORDINANCE 2023-_____

**AN ORDINANCE AUTHORIZING EXECUTION OF THE PLAT OF EASEMENT FOR PUBLIC SIDEWALK PURPOSES
FOR THE NCH BUFFALO GROVE OUTPATIENT CARE CENTER DEVELOPMENT**

WHEREAS, the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS, the Village seeks to execute a Plat of Sidewalk Easement for public sidewalk purposes; and

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Village President is authorized to execute the Plat of Easement for the Northwest Community Healthcare property located at 15 and 45 S. McHenry Road in the Village of Buffalo Grove.

SECTION 3. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
 NAYES: _____
 ABSENT: _____
 PASSED: _____, 2023
 APPROVED: _____, 2023

APPROVED:

 Beverly Sussman, Village President

ATTEST:

 Janet Sirabian, Village Clerk

Attachment: Ordinance NCH sidewalk plat (O-2023-1 : NCH Sidewalk Easement Approval)



**Ordinance No. O-2023-2 : Ordinance Amending Chapter BG-11,
Rules of the Road, Title 10 of the Village of Buffalo Grove Municipal
Code: Beechwood Road No Parking Zone**

Recommendation of Action

Staff recommends approval.

SUMMARY: Adding a no parking area on the north side of Beechwood Road between Arlington Heights Road and Beechwood Court West between the hours of 3:00 p.m. and 4:00 p.m. on school days. This restriction was proposed by the school with the concurrence of the Police and Engineering Departments to improve traffic flow during school pick up hours.

ATTACHMENTS:

- No parking extension Beechwood Road memo (DOCX)
- Ordinance no parking Beechwood Road addition (DOCX)

Trustee Liaison
Pike

Staff Contact
Darren Monico, Public Works

Tuesday, January 3, 2023

VILLAGE OF BUFFALO GROVE



MEMORANDUM

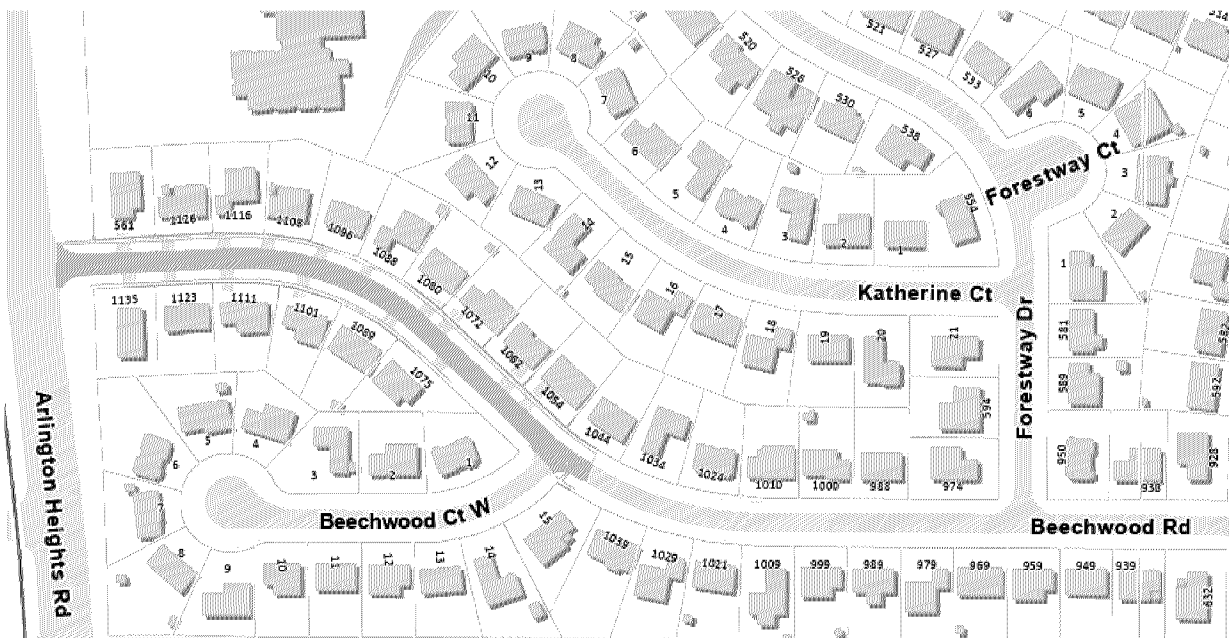
DATE: November 29, 2022

TO: Dane Bragg, Village Manager

FROM: Darren Monico, Village Engineer

SUBJECT: No Parking Addition on Beechwood Road

Staff recommends adding a no parking hour during the school pickup time in addition to the existing morning no parking time. The existing morning no parking time is currently enforced on several streets around the Buffalo Grove High School to discourage high school parking during the day. During the afternoon pickup for Longfellow School, the Principal has asked parents not to park on Beechwood Road during parent pickup. However, parents continue to park on both sides of Beechwood Road and have caused repeated traffic issues during this time. Therefore, staff recommends adding no parking on the north side of Beechwood Road, from Arlington Heights Road to Beechwood Court West, during 3 pm to 4 pm on school days. Letters were sent to the residents in this area to inform them of this proposed change and asked them to provide comments to staff or to attend the Board Meeting. If comments are submitted, staff will present them at the Board Meeting.



Attachment: No parking extension Beechwood Road memo (O-2023-2 : Traffic Ordinance Update)

ORDINANCE NO. 2023 - _____

AN ORDINANCE AMENDING CHAPTER BG-11, RULES OF THE ROAD, TITLE
10 OF THE VILLAGE OF BUFFALO GROVE MUNICIPAL CODE

WHEREAS, the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and,

WHEREAS, in order to provide safe and efficient traffic flow along Beechwood Road for vehicles, pedestrians and school children, a no parking regulation is recommended; and,

WHEREAS, the recommendations of the Village Engineer have been presented to the Corporate Authorities.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS, AS FOLLOWS:

Section 1: Section BG-11-1308 of the Village of Buffalo Grove Municipal Code is hereby amended by adding Subsection 128 to read as follows:

BG-11-1308 No Parking Streets and Areas.

128. On the north side of Beechwood Road between Arlington Heights Road and Beechwood Court West, between the hours of 3:00 p.m. and 4:00 p.m. on school days.

Section 2: Any person violating any portion of this Chapter shall be punished according to the provisions of Chapter 1.08 of the Buffalo Grove Municipal Code.

Section 3: This Ordinance shall be in full force and effect from and after its passage, approval, and publication as provided by law. This Ordinance may be published in pamphlet form.

AYES: _____

NAYES: _____

ABSENT: _____

PASSED: _____, 2023

APPROVED: _____, 2023

PUBLISHED: _____, 2023

APPROVED:

Village President

ATTEST:

Village Clerk



Ordinance No. O-2023-3 : Ordinance Granting Variations to Exceed Maximum Front Yard Impervious Surface Coverage and Exceed Maximum Width of a Driveway at the Sidewalk at 89 Fabish Drive

Recommendation of Action

Staff recommends approval.

SUMMARY: The Planning & Zoning Commission unanimously recommended approval of the variations to exceed the maximum front yard impervious surface coverage and exceed maximum width of a driveway at the sidewalk at 89 Fabish Drive. Staff concurs with this recommendation.

ATTACHMENTS:

- BOT Memo (DOCX)
- Ordinance (DOCX)
- Exhibit B Plan Set (PDF)
- Exhibit C Draft PZC Minutes (PDF)

Trustee Liaison
Pike

Staff Contact
Nicole Woods, Community Development

Tuesday, January 3, 2023

VILLAGE OF BUFFALO GROVE



DATE: January 3, 2023

TO: Dane Bragg, Village Manager

FROM: Nicole Woods, Director Community Development
Andrew Binder, Associate Planner

SUBJECT: Ordinance approving Zoning Variations for front yard impervious surface coverage and driveway width at 89 E Fabish Drive.

BACKGROUND

The Petitioner, Brian Dann who is the homeowner, is requesting a variation from the Zoning Ordinance to allow impervious surfaces to exceed the forty percent (40%) front yard coverage limitation and a driveway to exceed the maximum width at the sidewalk at 89 E Fabish Drive, as shown in *Figure 1*.

PLANNING & ZONING ANALYSIS

Front Yard Coverage Variation

- The Petitioner placed brick pavers on the north side of the driveway extension to help eliminate mud created from their car driving over the grass area, as shown in Figure 2. The maximum allowed impervious square footage is 922.8 square feet (40%). Based on the plat of survey of the site, the total impervious front yard coverage is 952.3 square feet (41.3%). Therefore, a variation is required.
- The property is unique in that the existing public sidewalk is located in an easement on the Petitioner's property rather than in the Village's right-of-way. As a result, the total impervious calculation for the driveway and walkways (public and private) includes the public sidewalk, which accounts for 318 square feet (13.8%) of the total impervious coverage on the property.

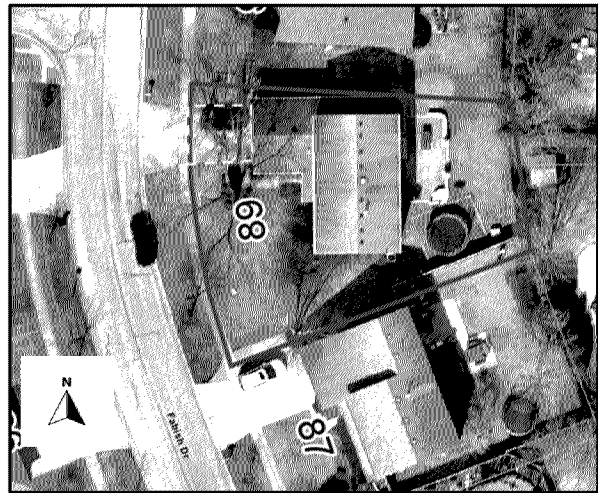


Figure 1: Driveway Area of 89 E Fabish Dr

Concrete Driveway:	459 square feet
Concrete Driveway Extension:	102 square feet
Brick Paver Driveway Extension:	41 square feet
Private Walkway:	32 square feet
<u>Public Sidewalk:</u>	<u>318 square feet</u>
Total Impervious Square Footage:	952 square feet
 Max. Front Yard Impervious Surface:	 923 square feet

ORDINANCE NO. 2023 - _____**AN ORDINANCE APPROVING VARIATIONS TO THE
VILLAGE ZONING ORDINANCE FOR THE PROPERTY AT 89 E FABISH DRIVE****VILLAGE OF BUFFALO GROVE,
COOK AND LAKE COUNTIES, ILLINOIS**

WHEREAS, the Village of Buffalo Grove is a Home Rule Unit by virtue of the Illinois Constitution of 1970; and,

WHEREAS, 89 E Fabish Drive is legally described in Exhibit A hereto (the "Property"), and,

WHEREAS, the petitioner, owner of the Property, recently improved his driveway after receiving a driveway permit from the Village of Buffalo Grove; and, after an inspection was conducted, it was found that the driveway was expanded beyond what was shown on the approved permit plans, resulting in the need for variations from the front yard coverage and driveway width limitations; and,

WHEREAS, the petitioner has requested variations to keep the expanded driveway in its current condition, in accordance with the documents and information submitted pursuant to Exhibit B; and,

WHEREAS, the Village Planning & Zoning Commission conducted a public hearing on December 7, 2022, concerning the petition for variations to the Village Zoning Ordinance, Section 17.36.030.F, pertaining to Design and Maintenance, for the impervious surface to exceed the maximum forty percent (40%) front yard coverage and for a driveway to exceed the maximum width permitted at the sidewalk; and,

WHEREAS, the Planning & Zoning Commission determined that the testimony, as identified in the minutes attached as Exhibit C and presented by the petitioner at the public hearing, demonstrated that the requested variations are warranted based on unique circumstances, and found that the petition meets the standards for a variation; and,

WHEREAS, the Plan Commission voted 6 to 0 to recommend approval of the requested variations from the Village Zoning Ordinance to allow impervious surfaces to exceed the forty percent front yard coverage limitation and for a driveway to exceed the maximum width permitted at the sidewalk.

WHEREAS, the driveway shall remain in conformance with and pursuant to the following exhibits:

EXHIBIT B Plan Set

EXHIBIT C Draft Minutes from the December 7, 2022 Planning & Zoning Commission

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS:

Section 1. This Ordinance is made pursuant to and in accordance with the Village's Zoning Ordinance and the Village's Home Rule powers. The preceding whereas clauses

are hereby incorporated herein.

Section 2.

The Corporate Authorities hereby grant variations to Section 17.36.030 of the Zoning Ordinance to allow the expanded driveway to remain on the property subject to the following condition:

1. That the driveway will be maintained in a manner that substantially conforms with the documents and plans submitted as part of this petition.

Section 3.

This Ordinance shall be in full force and effect upon its passage. This Ordinance shall not be codified

AYES: _____

NAYS: _____

ABSENT: _____

PASSED: _____, 2023

APPROVED: _____, 2023

ATTEST:

APPROVED:

Village Clerk

Beverly Sussman, Village President

EXHIBIT A – Legal description

**89 E Fabish Drive
Buffalo Grove, IL**

LOT 3 IN BLOCK 28 IN HIGHLAND POINT UNIT NUMBER 9, BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF SECTION 28, TOWNSHIP 43 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 12, 1985 AS DOCUMENT 2383758, IN LAKE COUNTY, ILLINOIS.

SUBJECT PROPERTY COMMON DESCRIPTION: 89 E Fabish Drive, Buffalo Grove, IL 60089
PIN: 15-28-408-010

EXHIBIT B - Plan Set

**89 E Fabish Drive
Buffalo Grove, IL**

Attachment: Ordinance (O-2023-3 : Ordinance Granting Variations for Impervious Surface & Driveway at 89 Fabish)

EXHIBIT C – Minutes from the December 7, 2022 Planning & Zoning Commission

**89 E Fabish Drive
Buffalo Grove, IL**

Attachment: Ordinance (O-2023-3 : Ordinance Granting Variations for Impervious Surface & Driveway at 89 Fabish)

Application for Variation

Deborah and Brian Dann
89 E Fabish Dr,
Buffalo Grove IL 60089

Bio:

Me and my wife Debbie have lived in Buffalo Grove since 2011 at 89 E Fabish Dr. We have two children, Dylan who is 18, recently graduated from Stevenson with honors, and is attending University of Wisconsin – Madison, and Addison who is 15, currently a sophomore at Stevenson and hopes to one day study Special Education.

Debbie grew up in West Rogers Park, Chicago, attended National Lewis University and has a degree in Education. I grew up in Deerfield, attended Kent State University, graduated from Columbia College and I am an I.T. Manager for Harper College in Palatine.

Reason asking for Variance:

In July of 2020 we applied for and was granted a permit to have a small addition added to our driveway in order to make space for a third car where our son could park. This is commonly done in our neighborhood. We were hoping to make it just large enough so that the car would not have to drive over grass to get onto the addition, but due to Buffalo Grove's coverage rule that the total amount of paved/impervious surfaces in the front yard may not exceed 40%, we were required to shrink the driveway addition to be so small, the car could barely fit on the spot. (*Exhibit A*) Also, because we were required to shrink the size of the addition, every day the car had to drive over grass to be able to pull onto the new addition.

The result of this was over time the grass turned into a mud pit. The pit eventually started to sink in the spots that were constantly driven over, and every day mud was being tracked over the Public Sidewalk, the apron of the driveway, and into the Public Street, as well as our son's shoes when he would get out of his car. (*Exhibit B*) This became an untenable situation. This was not only an eyesore but a hazard to children and adults walking down the muddy sidewalk, as well as bicycles that rode over it. Eventually it got so bad that we told our son to stop parking on the spot because it was making everything so dirty.

Finding a solution:

In order to eliminate this problem, eliminate the mud, make everything look better, and make the driveway addition usable again, we decided to add bricks to the area that was became a mud pit. (*Exhibit C*) This was a solution that we had seen on many driveways in our area, including our next-door neighbor's. Ignorance is never an excuse, but we honestly did not realize that adding paver bricks would be included in the 40% and never even thought to look for documentation on this subject. We simply wanted to make an ugly mud pit go away, beautify our neighborhood, and make the driveway addition usable again. The money we spent on a driveway addition was simply going to waste. The spot where we wanted to add the bricks was so small that a contractor would not even touch it. I ended up doing it myself with the help of a good friend.

The Result:

The result is that we made a muddy eyesore pleasant to look at again, eliminated the mud being tracked everywhere, including the public sidewalk and street, and made the investment in our driveway addition usable again.

In addition, when speaking with Adam Garcia, the Building Services Manager for Buffalo Grove, after he visited our home, he pointed out to us that the “Setback” area in the front of our yard, and most, if not all of the other front yards in our area, was made smaller by the builder compared to other sub-divisions in Buffalo Grove. This means that very little land is needed to be covered by cement or pavers before it reaches 40%. This makes it very difficult to add a useable driveway addition and still stay within Buffalo Groves 40% rule. With many families in our area having children who drive, with third or even fourth cars, it is reasonable that many houses need to make space for additional automobiles. This is evident by how many houses, 8 on or near our street alone (*Exhibit E*), have added both driveway additions, and paver bricks, similar to what we have done (*Exhibit F*).

Also, the Setback shown on our plat of survey does not take into account the entire front yard that has clear line of site from the street. If the entire front yard was considered, even with the added bricks, we would not be anywhere close to covering 40%. (*Exhibit D*)

Conclusion:

Because we were restricted to such a small driveway addition, and,

Because that small driveway addition resulted in having to drive over the grass to park on it, and,

Because the repeated driving caused a mud pit that tracked mud onto the public sidewalk, street and our driveway, and,

Because that mud was both an eyesore and hazard to passersby, and,

Because adding the paver bricks eliminated the mud pit, the mud being tracked and beautified the neighborhood, and,

Because the “setback” area on our property as well as the other properties in our sub-division are smaller than comparable ones in Buffalo Grove, and,

Because this smaller “Setback” does not allow for adequate room to be able to add a practical size extra driveway addition to my property, and,

Because our entire front yard that has line of site from the street is not being considered in the 40% guideline,

We are requesting that our application for a Variance be granted, and we will be allowed to keep the small addition of paver bricks, which allows us to effectively use the driveway addition added in 2020, and eliminates the problem of mud being tracked onto both public and private areas around our home.

Thank you for your consideration on this matter and we look forward to answering any question you may have.

Deborah and Brian Dann

Addition Only

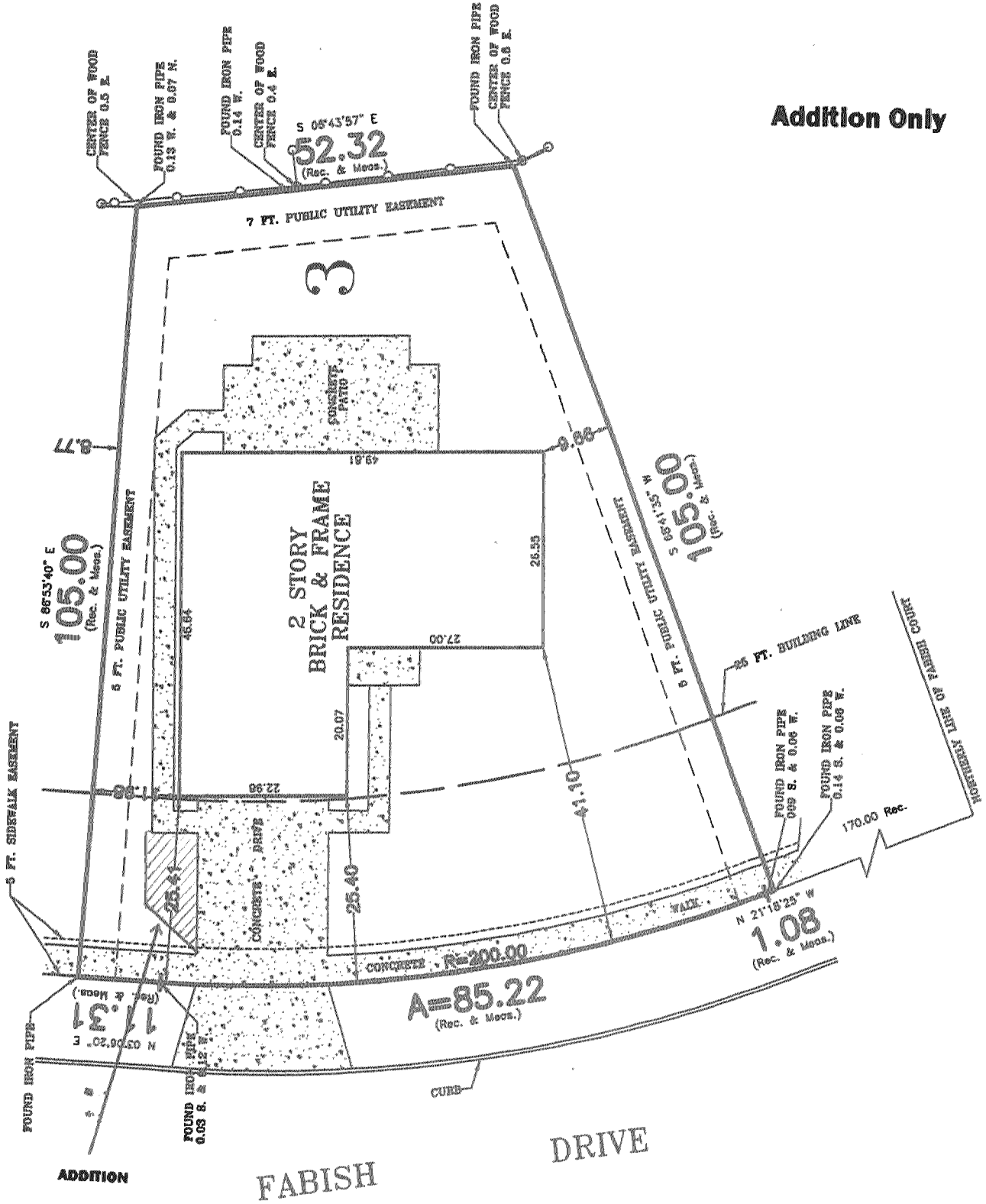


Exhibit B

FOUND IRON PIPE

5 FT. SIDEWALK

CONCRETE DRIVE



Tire Path to get on Addition



Mud pit from having to drive over grass



Mud Path tracked over driveway, Public Sidewalk & Street

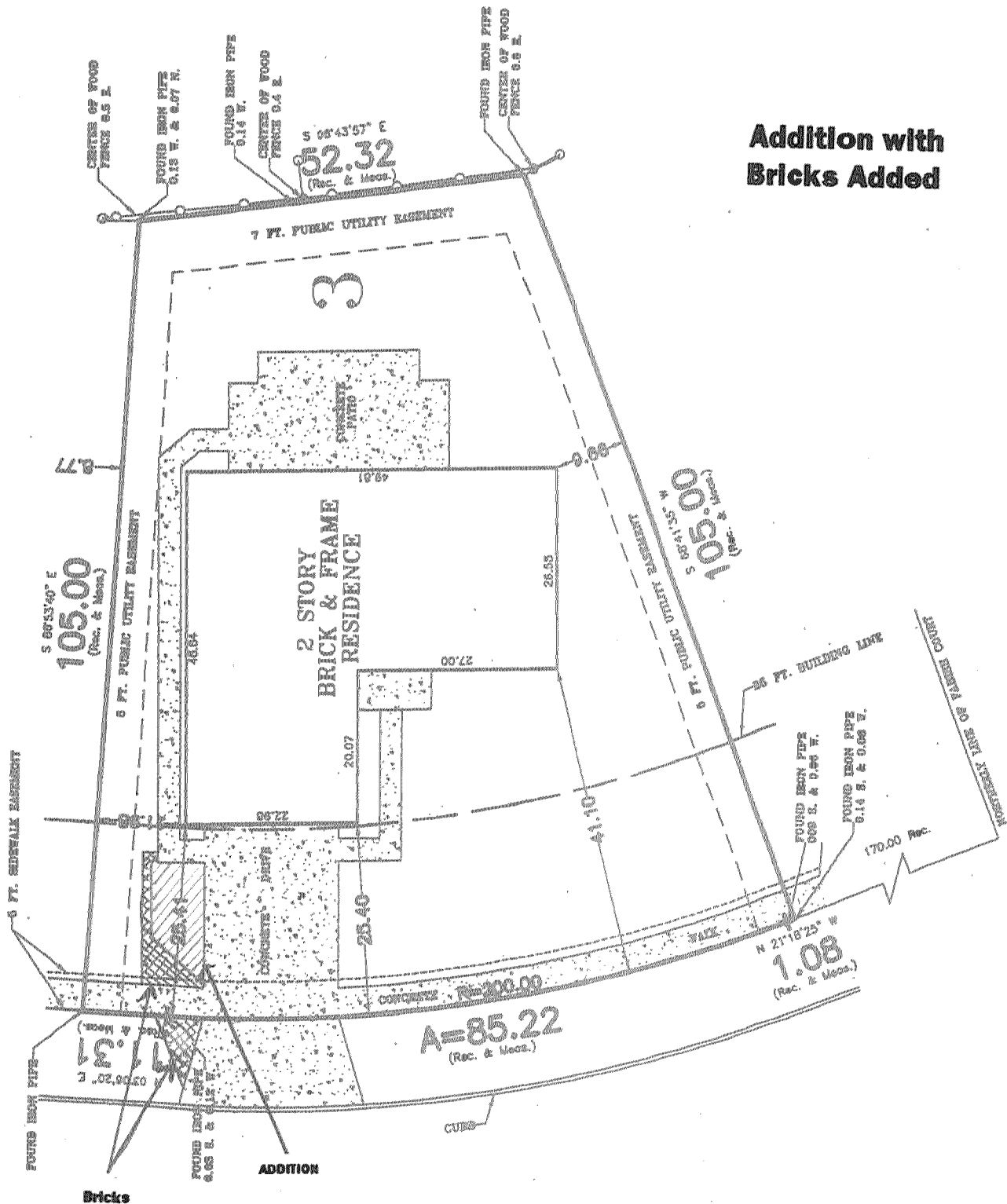
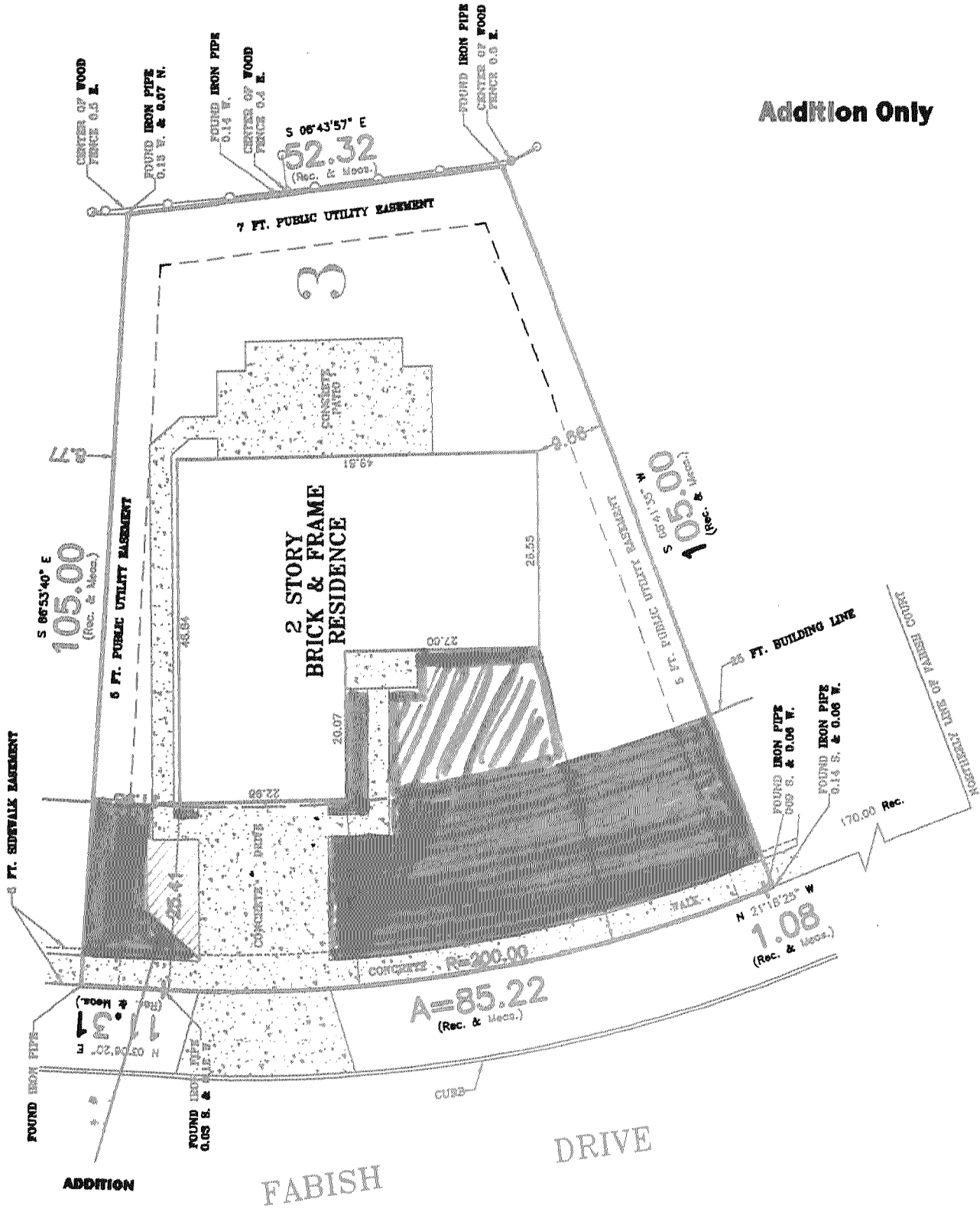


Exhibit D

Addition Only



- = **Setback**
- = **Front of house excluded from setback**

Exhibit E

8 Other homes on our street with driveway additions and paver bricks.



Next door Neighbor (smaller front yard)



Close Up



Close Up





Attachment: Exhibit B Plan Set (O-2023-3 : Ordinance Granting Variations for Impervious Surface & Driveway at 89 Fabish)



All Cement



Exhibit F

And our home with pavers added where mud once was.



PLAT OF SURVEY of

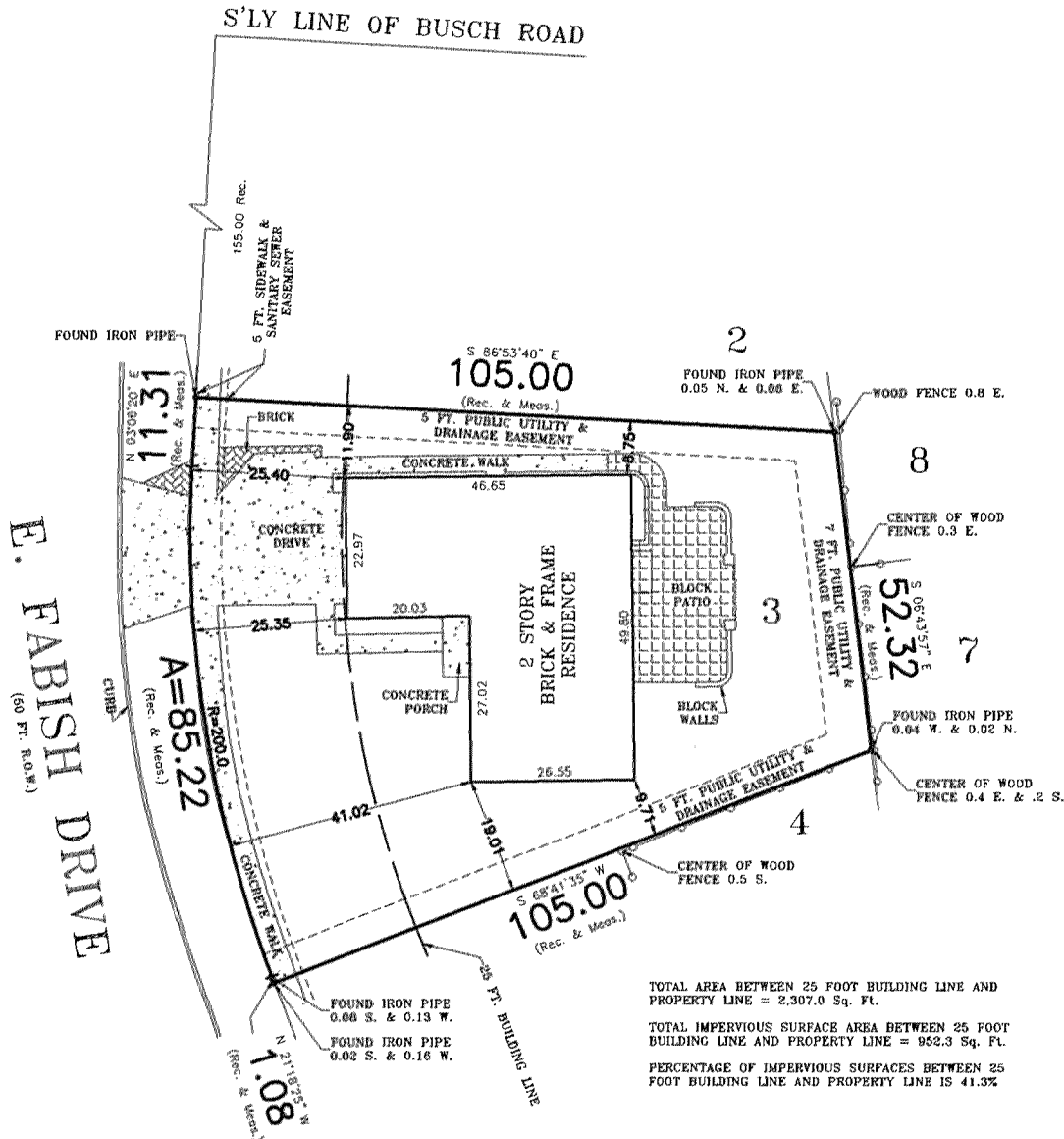
8.C.c

LOT 3 IN BLOCK 28 IN HIGHLAND POINT UNIT NUMBER 9, BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF SECTION 28, TOWNSHIP 43 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 12, 1985 AS DOCUMENT 2383758, IN LAKE COUNTY, ILLINOIS.

ADDRESS: 89 E. FABISH DRIVE, BUFFALO GROVE, ILLINOIS.
P.I.N. 15-28-408-010



SCALE: 1"=20'



GENERAL NOTES:

- 1) THE LEGAL DESCRIPTION HAS BEEN PROVIDED BY THE CLIENT OR THEIR AGENT.
- 2) THIS SURVEY SHOWS THE BUILDING LINES AND EASEMENTS AS INDICATED BY THE RECORDED PLAT. THIS PLAT DOES NOT SHOW ANY RESTRICTIONS ESTABLISHED BY LOCAL ORDINANCES UNLESS SUPPLIED BY THE CLIENT.
- 3) BASIS OF BEARING FOR THIS SURVEY IS HIGHLAND POINT UNIT NUMBER 9 SUBDIVISION, RECORDED SEPTEMBER 12, 1985 AS DOCUMENT 2383758.
- 4) MONUMENTS, WERE NOT SET PER CLIENTS REQUEST.
- 5) LOCATION OF SOME FEATURES MAY BE EXAGGERATED FOR CLARITY. NO INTERPOLATIONS MAY BE MADE FROM THE INFORMATION SHOWN HEREON.
- 6) ONLY COPIES WITH AN ORIGINAL SIGNATURE AND SEAL ARE OFFICIAL LEGAL DOCUMENTS. ALL SURVEYS ARE COPYRIGHTED MATERIALS WITH ALL RIGHTS RESERVED.

TOTAL AREA BETWEEN 25 FOOT BUILDING LINE AND PROPERTY LINE = 2,307.0 Sq. Ft.

TOTAL IMPERVIOUS SURFACE AREA BETWEEN 25 FOOT BUILDING LINE AND PROPERTY LINE = 952.3 Sq. Ft.

PERCENTAGE OF IMPERVIOUS SURFACES BETWEEN 25 FOOT BUILDING LINE AND PROPERTY LINE IS 41.3%



STATE OF ILLINOIS)
COUNTY OF COOK)

SURVEY ORDERED BY: BRIAN DANN

I, MICHAEL J. LOPEZ, AS AN EMPLOYEE OF PREFERRED SURVEY INC., DO HEREBY STATE THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARD FOR A BOUNDARY SURVEY. PROPERTY CORNERS HAVE BEEN SET OR NOT IN ACCORDANCE WITH CLIENT AGREEMENT. DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND ARE CORRECTED TO A TEMPERATURE OF 68 DEGREES FAHRENHEIT.

GIVEN UNDER MY HAND AND SEAL THIS
1ST DAY OF NOVEMBER, A.D. 2022

MY LICENSE EXPIRES ON 11/30/24

P.S.I. NO. 222897

Professional Design Registration #184-002795	
Preferred SURVEY, INC	
7845 W. 79TH STREET, BRIDGEVIEW, IL 60455	
Phone 708-458-7845 / Fax 708-458-7855	
www.psismsurvey.com	
Field Work Completed	10/31/22 FLD CREW: AM2/TS
Land Area Surveyed	8,012.7 Sq. Ft. CAD: SH
Drawing Revised	REVISED: 11/07/22



12/7/2022

MINUTES OF THE REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION OF THE
VILLAGE OF BUFFALO GROVE HELD IN THE COUNCIL CHAMBERS, 50 RAUPP BOULEVARD,
BUFFALO GROVE, ILLINOIS ON WEDNESDAY, DECEMBER 7, 2022

Call to Order

The meeting was called to order at 7:30 PM by Chairman Frank Cesario

Public Hearings/Items For Consideration

1. Consideration of Variation to the Village Zoning Ordinance, Section 17.36.030.F, Pertaining to Design and Maintenance, for Impervious Surfaces to Exceed the Forty Percent Front Yard Coverage Limitation and for a Driveway to Exceed the Maximum Width Permitted at the Sidewalk for the Property Located at 89 E Fabish Drive. (Trustee Johnson) (Staff Contact: Andrew Binder)

Binder provided background on the subject property and the two variations being requested by the petitioners.

Com. Richards referenced the orange portion of the driveway on packet page 4.

Binder reviewed the measurements of the driveway extension.

Com. Davis asked about the neighboring property also needed a variation.

Binder said he was unsure if they needed a variation.

Mr. Dann thanked the commissioners. He noted that he did not know he needed a permit for brick pavers and thought they were more landscape rather than a driveway extension.

Com. Worlikar asked staff how many properties in the Village have public sidewalk on their property and not within the right-of-way.

Binder said it is a unique situation.

Mr. Dann said the surveyor also said it was unique.

Chairperson referenced packet page 19 .

12/7/2022

Chairperson reference the driveway adjacent to the subject property. He noted it fits in with the neighborhood. If the sidewalk was not there it would not be an issue.

Closed the public hearing at 7:43 PM.

The Village staff report was entered as exhibit one .

91 E Fabish Drive, Buffalo Grove, provided testimony on behalf of the neighbors. Noting the Danns had talked with them before they did the first extension and even helped with the brick pavers.

Com. Khan made a motion to recommend for approval variations to Section 17.36. of the Buffalo Grove Zoning Ordinance to allow existing impervious surfaces on the property to exceed the forty percent front yard coverage limitation and for the driveway to exceed the maximum width permitted at the sidewalk at 89 E Fabish Drive, provided the existing driveway remains in accordance with the documents and plans submitted as part of this petition.

Com. Richards seconded the motion.

Com Richards spoke in favor of the motion.

Com Worlikar spoke in favor of the motion.

Com. Davis spoke in favor of the motion.

Chairperson Cesario spoke in favor of the motion.

RESULT:	RECOMMENDATION TO APPROVE [UNANIMOUS]
	Next: 1/3/2023 7:30 PM
AYES:	Spunt, Cesario, Khan, Richards, Worlikar, Davis
ABSENT:	Adam Moodhe, Mitchell Weinstein, Amy Au

Regular Meeting

Other Matters for Discussion

Approval of Minutes

1. Planning and Zoning Commission - Regular Meeting - Nov 16, 2022 7:30 PM

12/7/2022

RESULT:	ACCEPTED [5 TO 0]
AYES:	Spunt, Cesario, Khan, Richards, Davis
ABSTAIN:	Neil Worlikar
ABSENT:	Adam Moodhe, Mitchell Weinstein, Amy Au

Chairman's Report

Chairperson Cesario thanked the commissioners for their dedication to the Planning and Zoning Commission.

Committee and Liaison Reports

Purvis read Com. Weinstine's board meeting recap email.

Staff Report/Future Agenda Schedule

Purvis provided updates on the future agenda schedule.

Public Comments and Questions

Adjournment

The meeting was adjourned at 7:57 PM

Action Items

Kelly Purvis

APPROVED BY ME THIS 7th DAY OF December, 2022



Resolution No. R-2023-1 : Resolution Revising the Procurement Policy

Recommendation of Action

Staff recommends approval.

SUMMARY: Staff recommends approval of a resolution adopting the revisions to the Procurement Policy to align with the recent adoption of Title Two as further detailed in the attached memo.

ATTACHMENTS:

- Procurement Policy Memo 2023 (DOCX)
- Procurement_Policy_2023 draft (DOCX)
- Procurement Policy Memo 2023 Resolution (DOC)

Trustee Liaison
Weidenfeld

Staff Contact
Tom C. Wisniewski, Village Board

Tuesday, January 3, 2023

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: December 28, 2022

TO: Dane Bragg, Village Manager

FROM: Tom Wisniewski, Buyer

SUBJECT: Procurement Policy Updates

Recommendation

Staff recommends approval of a resolution adopting the revisions to the Procurement Policy to align with the recent adoption of Title Two of the Buffalo Grove Municipal Code.

Background

From time to time the Purchasing Policy is reviewed and updated by staff to reflect current operations and best practices. A summary of the changes to the Procurement Policy is as follows.

Procurement limits below have been adjusted (shown in red) to align with the recent adoption of Title Two. All associated language throughout the document has been revised to align with the Procurement Guidelines and Summary. A new category was added to reflect the Village Managers Authority as laid out in Chapter 2.08 of the Municipal Code for purchases of \$25,000.01 to \$50,000. The ultimate purchase authority remains with the Village Board.

Procurement Guidelines & Summary

Amount of Purchase	Procurement Method	Notification	Approval*
Purchases of \$500.00 or less	Credit Card	Supervisor or Designee	Supervisor or Designee
\$500.01 to \$1250.00 Purchases	Credit Card Invoice submitted	Department Supervisor or Designee	Department Supervisor or Designee
\$1250.01 to \$2,999.99 Purchases	Quotes (verbal, fax, email, written) 3 Quotes Recommended Purchase Order Procedure	Department Supervisor or Designee	Deputy Department Director or Chief Procurement Officer
\$3,000.00 to \$5,000 Purchases	Quotes (written, faxed or email) 3 Quotes Required	Deputy Department	Department Director or Chief

	Purchase Order Procedure	Director or Designee	Procurement Officer
\$5,000.01 to \$25,000.00 Purchases	Contact the Chief Procurement Officer or Buyer Informal Procurement Process Purchase Order Procedures	Department Director or Chief Procurement Officer or Buyer	Village Manager, Chief Procurement Officer
\$25,000.01 to \$50,000.00	Contact the Chief Procurement Officer or Buyer Procurement Process Informal/Formal	Chief Procurement Officer or Buyer	Village Manager
Purchase Exceeds \$50,000.00	Contact the Chief Procurement Officer or Buyer Formal Procurement Process Award by Village Board	Village Manager or Designee	Village Board

Village Managers Authority

The method of procurements for expenditures between \$25,000.01 and \$50,000.00 shall be determined on a case-by-case basis by the CPO or Village Manager. All request for procurements that fall within this range require a request in writing to the CPO and Village Manager. The request shall include three prices when available, joint procurement information when available, or sole source information. The request shall include any other justifications for the use of the Village Mangers special purchasing authority. Some examples could be timeliness of order, supply chain disruption, or critical to continuity of operations.

Village of Buffalo Grove

Finance Department



VILLAGE OF BUFFALO GROVE PROCUREMENT POLICY

This policy is intended for use by Village Personnel as a general reference and will be revised as policies and procedures require revisions or clarification.

Approved by Village Resolution 2022-10 on July 18

Previous Resolution 2020-56 on December 7, 2020

Attachment: Procurement_Policy_2023 draft (R-2023-1 : Revisions to the Procurement Policy)

Table of Contents

Village of Buffalo Grove Procurement Policy	5
<i>Introduction</i>	<i>5</i>
<i>Procurement Guidelines & Summary</i>	<i>6</i>
<i>Responsibilities of Purchasing agents.....</i>	<i>7</i>
The Chief Procurement Officer’s responsibilities	7
The Village Manager’s responsibilities	8
Department and employee responsibilities	9
Volunteers	9
The Chief Procurement Officer’s responsibilities to Vendors	10
The Vendor’s responsibilities to Village of Buffalo Grove	10
<i>Payment</i>	<i>11</i>
<i>Conflicts of Interest.....</i>	<i>11</i>
<i>Gifts and Favors</i>	<i>11</i>
<i>Procurement Methods</i>	<i>12</i>
Petty Cash	12
Advance Check Request	12
Purchase Orders	12
Blanket Purchase Orders	13
Procurement Card Program	13
<i>Special Procurement.....</i>	<i>13</i>
Electronic Equipment	13
Electronic Equipment Maintenance	13
Vehicles/Equipment Repair	14
Buildings	14
Maintenance Agreements	14
<i>Environmentally Preferable Purchasing</i>	<i>15</i>
<i>Written Contracts.....</i>	<i>16</i>
Multi-Year Contracts	16
<i>Informal Purchases</i>	<i>17</i>
Informal Buying Requirements – Purchases of \$500.00 or Less	17
Informal Quote Requirements – Purchases Between \$500.01 to \$5000.00	17

Informal Proposal Requirements – Purchases Between \$5000.01 to \$25,000.00	17
Informal Purchase Exceptions	17
Formal Procurement Requirements	18
Competitive Sealed Bids	18
Standard for Awarding Bid	19
Bid/Quote Records	19
Requests for Proposals	20
Quality Based Selection (QBS) or Request for Qualifications (RFQu)	20
Exceptions to Bid/Procurement Requirements	21
Sole Source Procurement	21
Emergency Procurements	21
Professional Services	21
Fuel Procurement	21
Natural Gas and Electric Supply	22
Consortium Procurements	22
Village Managers Authority	22
Cooperative Procurement	23
Appendix A	24
Formal Bid Requirements	24
Appendix B	30
Competitive Sealed Proposals.	30
Appendix C	36
Village of Buffalo Grove Public Contract Statements	36
Appendix D	37
Causes for Debarment	37
Appendix E.....	39
Qualified Vendor	39
Automated Clearing House	40
Tax Exempt Letter	41
Appendix F.....	42
Procurement Card Policy	42
Appendix G	49

Petty Cash Reimbursement Request	49
Appendix H	50
Advance Check Request Form	50
Appendix I.....	51
Prevailing Wage Rider	51
Appendix J.....	54
Asset Sharing Policy	54
Appendix K	56
Change Orders	56
Appendix L.....	58
Vendor Evaluation Form	58
Appendix M.....	60
QBS Procedures - using State, MFT(motor fuel tax) or TBP(township bridge project) Funds	60
QBS Procedures - Federally Funded Consultant Services	64

Source material for Appendix A and B: American Bar Association The 2000 Model Procurement Code for State and Local Government.

Village of Buffalo Grove Procurement Policy

Introduction

This procurement policy is intended for use as a guide to the Village of Buffalo Grove procurement methods. When used properly, the policies will enable the Village to obtain needed materials, equipment, supplies, and services efficiently and economically. While this policy does not answer all questions related to purchasing, it does provide the foundation for a sound procurement policy. This policy is intended for use by the Village's Personnel as a general reference and will be revised as policies and procedures require revisions or clarification. This procurement policy may sometimes hereafter be referred to as "policy"

The basic goals of the Village's procurement program are:

1. To comply with the legal requirements of public procurement and purchasing.
2. To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the Village.
3. To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance and other relevant factors.
4. To provide Village departments the required goods, equipment and services at the time and place needed and in the proper quantity and quality.
5. To promote environmentally safe products and services while taking into consideration factors such as price, performance, availability and safety.
6. To promote good and effective vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.

The purpose of this purchasing policy is to provide the Village of Buffalo Grove staff with guidelines and directions for the acquisition of goods and services. This policy is designed to be a fluid document and will be modified from time to time to conform to changes in legislation, technology and actual practice.

The Village Manager, or his/her designee, shall be the final authority with regards to enforcement of any of the provisions of this policy. Failure to follow the procedures outlined in this policy may lead to disciplinary action in accordance with the provisions of the Village of Buffalo Grove Personnel Manual.

This policy is not intended to provide third parties with any specific rights when transacting with the Village of Buffalo Grove. All policies and procedures in this Policy are subject to modification by the appropriate Village employees and, therefore, vendors or other third parties shall not be entitled to rely on the contents of this policy.

Procurement Guidelines & Summary

Amount of Purchase	Procurement Method	Notification	Approval*
Purchases of \$500.00 or less	Credit Card	Supervisor or Designee	Supervisor or Designee
\$500.01 to \$1250.00 Purchases	Credit Card Invoice submitted	Department Supervisor or Designee	Department Supervisor or Designee
\$1250.01 to \$2,999.99 Purchases	Quotes (verbal, fax, email, written) 3 Quotes Recommended Purchase Order Procedure	Department Supervisor or Designee	Deputy Department Director or Chief Procurement Officer
\$3,000.00 to \$5,000 Purchases	Quotes (written, faxed or email) 3 Quotes Required Purchase Order Procedure	Deputy Department Director or Designee	Department Director or Chief Procurement Officer
\$5,000.01 to \$25,000.00 Purchases	Contact the Chief Procurement Officer or Buyer Informal Procurement Process Purchase Order Procedures	Department Director or Chief Procurement Officer or Buyer	Village Manager, Chief Procurement Officer
\$25,000.01 to \$50,000.00	Contact the Chief Procurement Officer or Buyer Procurement Process Informal/Formal	Chief Procurement Officer or Buyer	Village Manager
Purchase Exceeds \$50,000.00	Contact the Chief Procurement Officer or Buyer Formal Procurement Process Award by Village Board	Village Manager or Designee	Village Board

Ultimate authority to make purchases resides with the Village Board.

Attachment: Procurement_Policy_2023 draft (R-2023-1 : Revisions to the Procurement Policy)

Responsibilities of Purchasing agents

The Chief Procurement Officer's responsibilities

1. The Administrative Services Director shall fulfil the role of the Chief Procurement Officer, with the Buyer fulfilling this role on an as needed basis.
2. Facilitate the involvement of local vendors in the Village's procurement policy.
3. Impartial judgments in the selection of vendors which are based on product quality, price, warranty, and performance and vendor delivery, service, and performance.
4. Complying with all Village procurement procedures and State Statutes covering procurement and disposal.
5. Reviewing inventory procedures and recommending solutions that reduce carrying costs and improve availability.
6. Determine the most appropriate method of procurement for a given good or service.
7. Preparing formal bid packets and quotation requests.
8. Managing the formal bid process, including advertising for bids, notifying vendors, accepting bid proposals, opening bids, tabulating bids, and serving as the primary resource for questions from vendors.
9. Maintaining adequate procurement records, including a database of vendors established in an accessible vendor file.
10. Upon request, assist departments in locating the best source for supplies, materials, and equipment.
11. Assisting departments in conducting negotiations with vendors concerning prices, bids, terms, deliveries, and adjustments.
12. Maintaining a central file of contracts and related documents including but not limited to certified payroll submissions and associated waivers of lien.
13. Assist departments with the informal bid process.
14. Review and approval of all purchase orders of \$25,000 or less.
15. Creation of purchase orders in excess of \$25,000

The Village Manager's responsibilities

1. Purchase all materials, supplies, equipment, personal services and contracts for which funds are provided in the budget, but no item or personal service which exceeds any budget appropriation may be purchased.
2. For a purchase of more than fifty thousand dollars, with the exception of professional services, the Village Manager should solicit bids and such bids shall be presented to the Corporate Authorities for approval.
3. The Village Manager shall seek formal bids or proposals for any public improvement which will exceed fifty thousand dollars, which is not to be paid for in whole or in part by a special assessment or special tax.
4. The Village Manager will make recommendations to the Corporate Authorities with respect to all formal bids or proposals.
5. The Village Manager may issue rules and regulations governing requisitions and the transaction of the business of the purchasing agent and the heads of departments, officers and employees of the Village.
6. In case of circumstances creating an emergency, the Village Manager may, without prior consent of the Corporate Authorities, award contracts and make purchases for the purpose of meeting the emergency. In such cases the Village Manager will notify the Corporate Authorities as soon as is practicable of all emergency procurements that exceed \$50,000.
7. The Village Manager shall approve all purchase orders in excess of \$25,000.

Department and employee responsibilities

1. It is the responsibility of each department to requisition goods and services in such a way as to allow time for competitive bidding, ordering, and delivery of materials. Exceptions shall be made only on rare occasions, when a true emergency exists.
2. It is the responsibility of the Department director or his designee, in consultation with the Chief Procurement Officer, to obtain these goods based upon competitive bids and to give consideration to product price, value, quality, performance, and delivery.
3. While the Department director may delegate minor purchases to employees, he/she is still responsible for ensuring such purchases are made according to the provisions of this policy.
4. No Department Director or employee is authorized to make any commitment to any salesperson or firm that will bind the Village in any way. During meetings with salespersons, no employee shall make any indication that he/she will recommend a particular product for purchase.
5. It is the responsibility of all Village of Buffalo Grove employees to comply with all rules and regulations set forth herein. As directed by the Village Manager, any employee deliberately violating the policy regarding unauthorized purchases shall be held personally accountable for the purchases. Failure to follow the procedures outlined in the Policy may lead to disciplinary action in accordance with the provisions of the Village of Buffalo Grove Employee Manual.
6. Employees may be made responsible for the management of certain contracts. It is important for staff to work with the Chief Procurement Officer to understand their responsibilities in managing contracts including the collection of certificates of insurance, waivers of lien, certified payroll, project closeout documents and completion of the Vendor Evaluation form(Appendix L).
7. All contracts/agreements must be submitted to the Village Clerk within 10 calendar days of final signatory executing the contract/agreement.
8. Departments Heads and may approve purchase orders of \$5,000 or less

Volunteers

1. Volunteers, Committee, Commission members have no authority to purchase on behalf of the Village nor do they have authority to execute contracts on behalf of the Village. Village employees working with volunteers ("Liaisons") shall make purchases for committee/commissions, failure to abide by this rule may be sufficient cause to remove a member from a committee or commission.

The Chief Procurement Officer's responsibilities to Vendors

1. Encourage good Village/vendor relations.
2. Encourage businesses located within the Village to participate in the Village's procurement policy, by notifying all known in-Village vendors of opportunities to bid.
3. Conduct business with vendors in a professional manner that promotes honesty and fairness.
4. Accept, and in some cases require, samples from vendors to be used for testing. A fair trial shall be given to all samples and the outcome of the test shall be presented to the vendor, in general terms.
5. Make every effort to be available for appointments during normal business hours on reasonable notice.
6. Arrange interviews between salespersons and department directors as needed.
7. Write all correspondence to salespersons and vendors, except when technical details can be better written by the department.
8. Collect and maintain vendor information.

The Vendor's responsibilities to Village of Buffalo Grove

1. Understand the needs of Village of Buffalo Grove and provide the correct service or product at the right price, quality, and quantity that benefits the Village as a whole.
2. Conduct themselves in a professional manner: being honest about the supplies, services and products they represent.
3. Honor purchase orders generated as a result of providing price quotes on specified items and quantities.
4. Respond to Bids, Requests for Proposals, and Requests for Qualifications in a professional and ethical fashion. See Appendix D for causes for debarment from bidding.
5. Complete on a biennial basis the Village of Buffalo Grove online Vendor Registry application located at <https://www.vbg.org/bids> , updating all required fields.
6. Provide all documents required of them by the Village including but not limited to Village Financial Forms, Waivers of Lien, Insurance documents, Bonds as required and Certified Payroll as required.

Payment

The Village is bound by State Statute (50 ILCS 505/1 *et seq.*) which states that payments are to be made pursuant to the Illinois Local Government Prompt Payment Act. It is important to note that all contracts and agreements with Vendors reflect these particular payment terms.

Conflicts of Interest

The Village Staff shall not knowingly initiate a purchase order when there is a conflict of interest. All known or suspected conflict of interest situations shall be referred to the Office of the Village Manager. A conflict of interest exists when a Village employee or officer (The Village President, the members of the Village Board of Trustees, the Village Clerk, the Village Treasurer, the members of the Zoning Board of Appeals and the Plan Commission, the Village Manager and his Assistant or Assistants, or the heads of the various departments within the Village) is an officer or director of the supplier, or owns five percent (5%) or more of the supplier of products and or services to the Village of Buffalo Grove.

Gifts and Favors

Employees shall not solicit, accept or agree to accept any gift of any kind from any person or business entity doing business or wishing to do business with the Village, except where said gift is expressly permitted by the Illinois State Officials and Employees Ethics Act (5 ILCS 430/1-5). A "gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an employee. Employees shall comply with the Illinois State Officials and Employees Ethics Act at all times. The Chief Procurement Officer may accept samples from vendors only for the purpose of testing products.

Procurement Methods

Petty Cash

Purpose: To reimburse an employee for small incidental purchases.

Appropriate use of the Petty Cash: Petty cash funds may be used for small incidental nonrecurring cash purchases that do not exceed \$150.00. The use of petty cash should not be considered as a substitute for regular procurement procedures.

It is recommended that wherever possible a Village issued credit card/procurement card be used in the place of petty cash.

Requests for reimbursement using petty cash must be accompanied by the Petty Cash Form (Appendix F). These forms must be completed and then submitted to the Accounts Payable Clerk.

Advance Check Request

Purpose: To request a check for payment when an invoice is not issued.

Appropriate use of Advance Check Request for Payment: Occasionally, a check is needed when there is no invoice. These occurrences include, but are not limited to:

1. An employee request for reimbursement for out-of-pocket expense.
2. Vendors requiring payment in advance.
3. Mail in catalog orders requiring pre-payment.

When the Advance Check Request form is used, a cash receipt, a written quote, or a copy of the catalog order must be submitted as supporting documentation.

For a copy of the Advance Check Request form see Appendix G.

Purchase Orders

Purpose: To provide a legal document that places an obligation on both the Village and the vendor. When properly endorsed by the Finance Department, the purchase order obligates the Village to purchase the items listed at the prices stated. The vendor is obligated according to the terms and prices stated on the purchase order to deliver the goods or services. The purchase order provides specifications for goods and services ordered and shipping and billing information.

Appropriate Use of the Purchase Order: A purchase order shall be used for procurement of any item or service that requires a written order or any purchase of \$250.01 or more. Purchase orders are not required for prepaid orders.

Blanket Purchase Orders

Purpose: Blanket purchase orders will be used for repetitive purchases from certain vendors.

Appropriate Use of the Blanket Purchase Order: If the Village has entered into contract with a Vendor, then a Blanket purchase may be issued for each fiscal year of that contract. Departments should follow standard purchase order procedures. For repetitive purchases, rather than issuing a purchase order for each purchase, one purchase order with a dollar limit is issued for a period of up to twelve months.

Procurement Card Program

A policy has been designed to establish the procedures to be used with the Village of Buffalo Grove's credit/procurement card program. Refer to Appendix F for the complete policy.

Special Procurement

Electronic Equipment

The IT (Information Technology) Department or the Government Information Technology Consortium (GovITC) will purchase or authorize the purchase of all computers, peripherals, printers, cell phones and all other electronics governed by the Communications and Information Technology Policy. The IT Department or GovITC will then be responsible for communicating to the Office of the Village Manager and requesting a Purchase Order or instructing the department requesting services or equipment to enter the information required to create a Purchase Order. The IT Department or the company contracted by the Village to supply IT services will setup and install equipment in the appropriate departments.

Electronic Equipment Maintenance

When a copier, large format printer, scanner or multifunction print device requires maintenance, the department should use the contact information located on the device.

If you have maintenance or repair need for a cell phone or pager, contact the IT department or the company contracted by the Village to supply IT services.

When maintenance or repair is needed for all other electronic equipment, including but not limited to computers, printers, and telephones, the IT department or the company contracted by the Village to supply IT services shall be contacted. The IT department or the company contracted by the Village to supply IT services will either repair, service or make arrangements for outsourcing the repair.

Vehicles/Equipment Repair

The Central Garage is responsible for the maintenance repair and replacement of all Village owned vehicles. Central Garage personnel will determine when repairs can be made at the garage or should be outsourced. Whenever possible pre-negotiated agreements should be used for outsourced maintenance and repair.

Buildings

The Public Works Department shall be contacted for Village building repairs and remodeling requests. For Village property the Public Works department will assess the need or problem and recommend the best course of action to correct the problem(s).

Repair services for Village buildings or equipment that are not covered by maintenance agreements shall be obtained by the following procedures:

1. Estimates of the repair/improvement work shall be gathered and reviewed before proceeding with the repairs/improvements.
2. As repairs/improvements to public facilities will likely require prevailing wage to be paid, the rider in Appendix I. should be provided to contractors when requesting quotes.
3. If emergency repairs are needed, Emergency Procurement procedures shall be followed.

Maintenance Agreements

Departments should follow these guidelines for all maintenance agreements:

1. All maintenance agreements must be reviewed by the Village Attorney.
2. Maintenance agreements shall be considered for any equipment/asset that requires frequent adjustment or repairs.
3. Maintenance agreements are a form of contract. Department Directors are not authorized to sign contracts in excess of \$5,000.00
4. Copies of all maintenance agreements will be filed with the Chief Procurement Officer.
5. Purchase order procedures shall be followed.

Environmentally Preferable Purchasing

The purchase and use of products and services can have a profound impact on the environment. The Village of Buffalo Grove recognizes the positive impact that it can make on the environment through purchasing decisions that Village staff make. It is the intent of the Village of Buffalo Grove to integrate environmental considerations into the aspects of procurement.

Village staff should seek to reduce the environmental damages associated with their purchases by increasing their acquisition of environmentally preferable products and services to the extent feasible, consistent with price, performance, availability, and safety considerations.

Written Contracts

Contracts range from written contracts described in this section to purchase orders incorporating specifications, which are also contracts. The following purchases will require contracts:

1. Supplies, equipment, apparatus, and material requiring an expenditure of more than \$25,000.00.
2. All maintenance agreements and leases.
3. Construction and repair (including demolition and renovation) projects requiring an expenditure of more than \$25,000.
4. Change Orders: Contracts for construction or repair projects can have change orders during the project prior to completion, without going through a new bid process, providing the bidding laws are not evaded. Change orders that exceed 10% of the total contract price must be approved by the Village Board and then should only be approved if it is in the best interests of the Village of Buffalo Grove. Change orders up to \$10,000.00 (but less than 10% of total contract price) can be approved by the Village Manager. See Appendix K. for more information.
5. Any work that that can be considered an improvement to public facilities and therefore invokes prevailing wage rates must have a written contract. At a minimum the rider in Appendix I. must be attached to a quote provided for such work and signed by the contractor/vendor performing the work.

All contracts that commit the Village to an expenditure of more than \$5,000.00 shall be submitted to the Village Manager, Finance Director or Chief Procurement Officer for approval signature. Contracts at or below \$5,000 may be signed by a Department Director after review by the Village Attorney with the contract forwarded to the Chief Procurement Officer. Contracts that commit the Village to an expenditure of more than \$25,000 can only be signed by the Village President or Village Manager. While Illinois law and Village policy mandate when written contracts are required, this does not preclude the use of written contracts at any time. It should also be remembered that the need for a contract might vary according to circumstances and, a written contract may be used whenever it is deemed necessary and advisable by the Chief Procurement Officer or Village Attorney.

Multi-Year Contracts

Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the Village of Buffalo Grove. The term of the contract and conditions of renewal or extension, if any, must be included in the solicitation and funds must be available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor.

Informal Purchases

Any procurement not exceeding \$25,000.00 may be made in accordance with the following purchase procedures, provided however, that purchases are not artificially divided so as to create an Informal purchase. The splitting of a purchase or contract into two or more purchases for the purpose of avoiding the bidding or quotation process is in violation of State law and Village policy.

Informal Buying Requirements – Purchases of \$500.00 or Less

The informal buying requirements cover purchases for construction or repair work and contracts for the purchase or lease-purchase of apparatus, supplies, materials, or equipment involving the expenditure of \$500.00 or less.

Pricing may be obtained verbally, or by electronic or written submission. No advertisement is required. The Village of Buffalo Grove standard is to seek three quotes for all purchases that do not qualify for the informal purchase exception rules. If the purchase is for a routine operating good or service, the price comparison needs to be performed at least once each fiscal year.

Informal Quote Requirements – Purchases Between \$500.01 to \$5000.00

The informal quote requirements cover contracts for construction or repair work and contracts for the purchase or lease-purchase of apparatus, supplies, materials, or equipment involving the expenditure of \$500.01 to \$5,000.00.

Pricing may be obtained by electronic or written submission. No advertisement is required. The Village of Buffalo Grove standard is to seek three quotes for all purchases that do not qualify for the exception rules.

Informal Proposal Requirements – Purchases Between \$5000.01 to \$25,000.00

The informal proposal requirements cover contracts for construction or repair work and contracts for the purchase or lease-purchase of apparatus, supplies, materials, or equipment involving the expenditure of \$5,000.01 to \$25,000.00.

Informal proposals may be obtained by electronic or written submission. No advertisement is required but it is recommended. The Village of Buffalo Grove standard is to seek at least three quotes for all purchases that do not qualify for the exception rules.

Informal Purchase Exceptions

Exceptions to obtaining price quotes from more than one vendor should be limited to the following;

1. There are a variety of numerous items in the order, including but not limited to, maintenance repair and operational (MRO) supplies and office supplies.
2. Specifications are sufficiently detailed, or the item being sought is highly unique and/or specialized.
3. Sole source procurement.
4. Emergency procurement, Purchase Order must contain explanation of emergency.

Exceptions must be noted with the Purchase Order.

Formal Procurement Requirements

Procurement involving the expenditure of \$50,000.00 or more requires Village Board approval. Exception to this rule is provided for only in the case of emergency and is detailed in the section titled Emergency Procurement.

Competitive Sealed Bids

The formal bidding requirements cover contracts for construction or repair work and contracts for the purchase or lease-purchase of apparatus, supplies, materials, or equipment involving the expenditure of more than \$50,000.00. Bids should be used where detailed specifications are available and pricing is of the utmost concern.

A notice to bidders, "Invitation to Bid" must be advertised locally. The advertisement must include:

1. A general description of the service or supplies sought after by the Village of Buffalo Grove, with details on how to obtain more specific information of those services/supplies.
2. Notification that only sealed bids shall be reviewed.
3. Bonding and Insurance requirements as might be necessary.
4. Date, time and location of bid opening.

Bid notices should be mailed/e-mailed to Vendors the week the notice is published. Contract documents should be made available to Vendors. If copies of contract documents are expensive to reproduce, a fee may be required by the Village to create those documents.

Pursuant to authority in chapter 2.08 of the Buffalo Grove Municipal Code the Village may utilize Bids obtained through the Illinois Government Joint Purchase Act (30ILCS 525/0.01)

Bids will be opened at the time and date as advertised on the "Notice to Bidders". Bids received after the time and date specified shall not be accepted.

Both Bid Bonds and Bid deposit checks are acceptable methods of providing earnest payment to show good faith in entering into a Contract with the Village of Buffalo Grove. If the low bidder chooses not to enter into a contract with the Village, the Village shall reserve the right to retain those funds.

See Appendix A for more information on the Formal Bid Process.

The requirement for competitive sealed bids may be waived by a two-thirds vote of the Village Trustees.

Standard for Awarding Bid

The standard for awarding contracts is based on the lowest responsive and responsible bidder, or bidders, taking into consideration quality, performance, and the time specified in the proposals for the performance of the contracts. If a supplier is recommended who has not quoted the lowest price, the reasons for selecting the supplier should be documented.

Appendix A. Bid Evaluation and Award, fully details the methods to be used in determining lowest responsive and responsible bidder.

Single Bids. When only a single bid or quote is received that fact alone shall not prevent the Village from accepting that bid or quote.

Bid/Quote Records

The Village must keep a record of all bids/quotes sought, but those records are not subject to public inspection until the contract has been awarded.

Requests for Proposals

The formal Request for Proposal (RFP) process cover contracts for construction or repair work and contracts for the purchase or lease-purchase of apparatus, supplies, materials, or equipment involving the expenditure of \$50,000 or more. An RFP should be used in those occasions where the need for quality or expertise exceeds the concern for pricing. RFP documents will likely include a section detailing what criteria shall be used to make the selection for the vendor to be awarded the contract.

A notice to proposers, "Request for Proposal" should be advertised locally. The advertisement should include:

- (a.) A general description of the service or supplies sought after by the Village of Buffalo Grove, with details on how to obtain more specific information of those services/supplies;
- (b.) Notification that only sealed proposals shall be reviewed;
- (c.) Bonding and Insurance requirements as might be necessary; and
- (d.) Date, time and location Proposals are due.

A Request for Proposal should be mailed/e-mailed to potential Proposers the week the notice is published. Contract documents should be made available to Proposers in the office of the person authorized to administer the bid. If copies of contract documents are expensive to reproduce, a fee may be required by the Village to create those documents.

Proposals will be opened at the time and date as advertised in the Request for Proposal. Proposals received after the time and date specified shall not be accepted.

Both Bid Bonds and Bid deposit checks are acceptable methods of providing earnest payment to show good faith in entering into a Contract with the Village of Buffalo Grove. If the low bidder chooses not to enter into a contract with the Village the Village shall reserve the right to retain those funds.

The request for Competitive Sealed Proposals is an exception to the bid process. The reasons for selection of this method of procurement and the procedures to be followed are set forth in Appendix B.

Quality Based Selection (QBS) or Request for Qualifications (RFQu)

The primary purpose of undertaking the QBS process is to locate the most qualified consultant to do the work. A Request for Qualifications may be followed by a formal Invitation to Negotiate (ITN) in order to negotiate a fair and equitable agreement. The selection shall be based on the consultant's experience and expertise in projects of the same type as proposed. Special rules apply to the QBS process. When State or Federal funds are involved, the QBS procedure in Appendix M, attached hereto, applies.

The Village of Buffalo Grove believes their adopted QBS written policies and procedures (Appendix M) substantially follows Section 5-5 of the BLRS Manual and specifically Sections 5-5.06(c) and 5-5.06(e), therefore; approval from IDOT is not required.

Exceptions to Bid/Procurement Requirements

Sole Source Procurement

A contract may be awarded for a supply, service, or construction item without competition when, the Finance Director, Chief Procurement Officer, or a designee of either determines in writing that there is only one source for the required supply, service, or construction item. Purchases made in this fashion in excess of \$50,000 must be brought before the Village Board in the form of a request for Bid Waiver.

Emergency Procurements

Notwithstanding any other provision of this Policy, the Village Manager, Finance Director or Chief Procurement Officer may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, or safety under emergency conditions; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances.

If emergency purchases are needed during business hours, begin Purchase Order procedures immediately and contact the Chief Procurement Officer for Purchase Order approval. When emergency purchases occur during non-business hours, contact the Chief Procurement Officer immediately the next business day. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

The Village Manager must authorize any emergency procurement for more than \$25,000. In such cases the Village Manager will notify the Corporate Authorities as soon as is practicable of all emergency procurements that exceed \$50,000.

Professional Services

Professional Services. The Village Manager may execute agreements for binding insurance coverage and professional services without the formal solicitation of bids. The nature of such Professional Services may include, but is not limited to, accounting, auditing, financial, recruitment, employment, marketing, procurement, public relations, information technology, legal, land survey, architectural and engineering services. The Village Manager has the authority to award the contract based upon quality, performance, and the time specified in the proposals for the performance of the contracts.

Fuel Procurement

Due to the speculative nature of fuel purchases and an ever-increasing volatile market, the Village Manager working in coordination with the Fleet Manager has been authorized by Section 2.08.040 of the Village of Buffalo Grove Municipal Code to make purchases in excess of the bid limit in order to secure fuel at the best possible price for the Village of Buffalo Grove.

Natural Gas and Electric Supply

Due to the speculative nature of Natural Gas and Electric Supply purchases, the Village Manager working in coordination with the Chief Procurement Officer has been authorized by Section 2.08.040 of the Village of Buffalo Grove Municipal Code to enter into agreements in amounts in excess of the bid limit in order to secure these commodities at the best possible price for Village of Buffalo Grove facilities.

Consortium Procurements

The Village is a member of multiple consortiums including but not limited to the Northwest Water Commission, Northwest Central Dispatch, Geographical Information Systems Consortium, and Government Information Technology Consortium in which all elect to purchase goods and services. If the consortiums board agrees to make a purchase the Village is obligated to make these purchases and as such does not follow a formal procurement process. All purchases that do not have consortium board approval and are over \$50,000 will be brought before the Village board for approval.

Village Managers Authority

The method of procurements for expenditures between \$25,000.01 and \$50,000.00 shall be determined on a case-by-case basis by the CPO or Village Manager. All request for procurements that fall within this range require a request in writing to the CPO and Village Manager. The request shall include three prices when available, joint procurement information when available, or sole source information. The request shall include any other justifications for the use of the Village Mangers special purchasing authority. Some examples could be timeliness of order, supply chain disruption, or critical to continuity of operations.

Cooperative Procurement

In some cases, the Village has an opportunity to purchase through a joint procurement agency. Joint Procurement cooperatives can save the Village of Buffalo Grove money through collective buying power. It may also be the case that other agencies have gone through the Bid process for items or services the Village now seeks. In those cases the purchasing department may recommend that the Village Board *“authorize the Village Manager to execute a contract with Vendor Name., for goods/services at a not to exceed amount of \$XX,XXX in accordance with the Illinois Governmental Joint Purchasing Act (30 ILCS 525/0.01 et seq.), pending review and approval of the contract/agreement by the Village Attorney.”*

The Illinois State Intergovernmental Cooperation Act (5 ILCS 220) allows for cooperative procurement.

* 3rd Party includes but is not limited to; the State of Illinois Central Management Services, United States General Services Administration, Northwest Municipal Conference and the North Suburban Municipal Partnering Initiative, Sourcewell, and Houston Galveston Area Compact.

Pursuant to authority in chapter 2.08 of the Buffalo Grove Municipal Code the Village may utilize Bids obtained through the Illinois Government Joint Purchase Act (30 ILCS 525/0.01)

Asset Sharing Policy

A subset of Cooperative Procurement is Asset Sharing. The Village of Buffalo Grove is committed to providing safe, efficient and effective services to the Residents of Buffalo Grove and other external stakeholder groups through the sharing of assets where appropriate and practical.

It is the policy of the Village of Buffalo Grove to ensure that certain criteria are evaluated when making capital asset purchases. The administrative guidelines outlined in Appendix J. apply to all situations where the sharing of assets could be of mutual benefit to those involved and reduce the overall lifecycle cost of the asset. This Policy shall apply to all departments of the Village and include such things as vehicles, equipment, trailers, and tools.

The purpose of the Asset Sharing Policy (“Policy”) is to provide the Village of Buffalo Grove staff with guidelines and directions for acquiring assets that can be shared. The benefit to all parties is a more effective use of resources, enhanced inter-governmental cooperation, and more efficient use of taxpayer dollars through cost sharing.

The Policy is designed to be a fluid document and will be modified from time to time to conform to changes in law, technology and actual practice.

Appendix A

Formal Bid Requirements

The Invitation for Bids.

The Invitation for Bids is used to initiate competitive sealed bid procurement.

The Invitation for Bids shall include the following:

1. instructions and information to bidders concerning the bid submission requirements, including the time and date set for receipt of bids, the address of the office to which bids are to be delivered, the maximum time for bid acceptance by the Village of Buffalo Grove, and any other special information;
2. the purchase description, evaluation factors, delivery or performance schedule, and such inspection and acceptance requirements as are not included in the purchase description; and
3. the contract terms and conditions, including warranty and bonding or other security requirements, as applicable.

Incorporation by Reference. The Invitation for Bids may incorporate documents by reference.

Acknowledgement of Addendums. The Invitation for Bids shall require the acknowledgement of the receipt of all Addendums issued.

Bidding Time.

Bidding time is the period of time between the date of publication of the Invitation for Bids and the time and date set for receipt of bids. In each case bidding time will be set to provide bidders a reasonable time to prepare their bids. A minimum of 10 calendar days shall be provided unless a shorter time is deemed necessary for a particular procurement as determined in writing by the Chief Procurement Officer.

Bidder Submissions.

Bid Form. The Invitation for Bids shall provide a form which shall include space in which the bid price shall be inserted and which the bidder shall sign and submit along with all other necessary submissions.

Bid Samples and Descriptive Literature.

1. "Descriptive literature" means information available in the ordinary course of business which shows the characteristics, construction, or operation of an item which enables the Village of Buffalo Grove to consider whether the item meets the Village's needs.
2. "Bid sample" means a sample to be furnished by a bidder to show the characteristics of the item offered in the bid.
3. Bid samples or descriptive literature may be required when it is necessary to evaluate required characteristics of the items bid.
4. The Invitation for Bids shall state that bid samples or descriptive literature should not be submitted unless expressly requested and that, regardless of any attempt by a bidder to condition the bid, unsolicited bid samples or descriptive literature which are submitted at the bidder's risk will not be examined or tested, and will not be deemed to vary any of the provisions of the Invitation for Bids.

Public Notice.

Distribution. Invitations for Bids or Notices of the Availability of Invitations for Bids shall be mailed or otherwise furnished to a sufficient number of potential bidders for the purpose of securing competition. Invitations to Bid shall indicate where, when, and for how long Bid and Contract documents may be obtained; generally describe the supply, service, or construction desired; and may contain other appropriate information. Where appropriate the Chief Procurement Officer may require payment of a fee or a deposit for the supplying of the Invitation for Bids.

Publication. Every procurement in excess of \$50,000 shall be publicized in one or more of the following ways:

1. in a newspaper of general circulation;
2. in a newspaper of local circulation in the area pertinent to the procurement;
3. in industry media;
4. through electronic mailing lists,
5. through the internet, agency web site, or other publicly accessible electronic media, or
6. in a government publication designed for giving public notice.

Public Availability. A copy of the Invitation for Bids shall be made available for public inspection at the Chief Procurement Officer's office, the Village website, or the Village Clerk's office.

Bidders Lists.

Purpose. Bidders lists may be compiled to provide the Village of Buffalo Grove with the names of businesses that may be interested in competing for various types of the Village of Buffalo Grove contracts. Unless otherwise provided, inclusion or exclusion of the name of a business does not indicate whether the business is responsible in respect to a particular procurement or otherwise capable of successfully performing a Village of Buffalo Grove contract.

Public Availability. Names and addresses on bidders lists shall be available for public inspection, unless an exemption to the Illinois Freedom of Information Act applies.

Pre-Bid Conferences.

Pre-bid conferences may be conducted to explain the procurement requirements. The conference should be held long enough after the Invitation for Bids has been issued to allow bidders to become familiar with it, but sufficiently before bid opening to allow consideration of the conference results in preparing their bids. Nothing stated at the pre-bid conference shall modify the Bid document unless a change is made by written addendum.

Addendums to Bids.

Form. Addendums to Bid documents shall be identified as such and shall require that the bidder acknowledge receipt of all Addendums issued. The amendment shall reference the portions of the Bid it amends.

Distribution. Addendums shall be published on the Village website and whenever practical sent to all prospective bidders known to have received a Bid.

Timeliness. Addendums shall be distributed within a reasonable time to allow prospective bidders to consider them in preparing their bids. If the time and date set for receipt of bids will not permit such preparation, such time shall be increased to the extent possible in the addendum or, if necessary, by e-mail and confirmed in the addendum.

Pre-Opening Modification or Withdrawal of Bids.

Procedure. Bids may be modified or withdrawn by written notice received in the office designated in the Invitation for Bids prior to the time and date set for bid opening. An electronic modification or withdrawal received from the bidder or, as applicable, the receiving prior to the time and date set for bid opening will be effective provided that there is objective evidence, in electronic form or from the receiving company, confirming that the message was received prior to the time and date set for bid opening.

Disposition of Bid Security. If a bid is withdrawn in accordance with this Section, the bid security, if any, shall be returned to the bidder.

Records. All documents relating to the modification or withdrawal of bids shall be made a part of the appropriate procurement file.

Late Bids, Late Withdrawals, and Late Modifications.

Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late.

Notice. Bidders submitting late bids will not be considered for award and shall be so notified as soon as practicable.

Records. Records equivalent to those required in the Section titled "Pre-Opening Modification or Withdrawal of Bids", shall be made and kept for each late bid, late modification, or late withdrawal.

Receipt, Opening, and Recording of Bids.

Receipt. Upon its receipt, each bid and modification shall be time-stamped but not opened and shall be stored in a secure place until the time and date set for bid opening. Bids submitted through electronic means shall be received in such a manner that the time and date of submittal, along with the contents of such bids shall be securely stored until the time and date set for bid opening.

Opening and Recording. Bids and modifications shall be opened publicly, in the presence of one or more witnesses, at the time, date, and place designated in the Invitation for Bids. The name of each bidder, the bid price, and such other information as is deemed appropriate by the Chief Procurement Officer, shall be read aloud or otherwise made available. Such information also shall be recorded at the time of bid opening; that is, the bids shall be tabulated or a bid abstract made. The names and addresses of witnesses shall also be recorded at the opening. The opened bids shall be available, after award of bid has been made, for public inspection except to the extent the bidder designates trade secrets or other proprietary data to be confidential as set forth in the Subsection titled "Confidential Data" of this Section, or as otherwise provided by law. Information marked Confidential shall be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid.

Confidential Data. The Chief Procurement Officer shall examine the bids to determine the validity of any requests for nondisclosure of trade secrets and other proprietary data identified in writing. If the parties do not agree as to the disclosure of data, the Chief Procurement Officer shall inform the bidders in writing what portions of the bids will be disclosed and that, the bids will be disclosed. The bids shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data unless subject to an exemption under applicable law.

Proposals and bids are exempt from disclosure until an award or final selection is made pursuant to 5 ILCS 140/7(1)(h). (This shall be understood to include bid information on projects that will be re-bid)

Bid Evaluation and Award

The standard for awarding contracts is based on the lowest responsive and responsible bidder, or bidders, taking into consideration quality, performance, and the time specified in the proposals for the performance of the contracts. If a supplier is recommended who has not quoted the lowest price, the reasons for selecting the supplier should be documented.

Product Acceptability. The Invitation for Bids shall set forth any evaluation criterion to be used in determining product acceptability. It may require the submission of bid samples, descriptive literature, technical data, or other material. It may also provide for accomplishing any of the following prior to award:

- (a) inspection or testing of a product prior to award for such characteristics as quality or workmanship;
- (b) examination of such elements as appearance, finish, taste, or feel; or
- (c) other examinations to determine whether it conforms with any other purchase description requirements.

The acceptability evaluation is not conducted for the purpose of determining whether one bidder's item is superior to another but only to determine that a bidder's offering is acceptable as set forth in the

Invitation for Bids. Any bidder's offering which does not meet the acceptability requirements shall be rejected as nonresponsive.

Determination of Lowest Bidder. Following determination of product acceptability, if any is required, bids will be evaluated to determine which bidder offers the lowest cost to the Village of Buffalo Grove in accordance with the evaluation criteria set forth in the Invitation for Bids. Only objectively measurable criteria which are set forth in the Invitation for Bids shall be applied in determining the lowest bidder. Examples of such criteria include, but are not limited to, transportation cost, and ownership or life cycle cost formulas. Evaluation factors need not be precise predictors of actual future costs, but to the extent possible such evaluation factors shall:

- (a) be reasonable estimates based upon information the Village of Buffalo Grove has available concerning future use; and
- (b) treat all bids equitably.

Responsive and Responsible Bidder. In an effort to determine a "Responsive and/or Responsible" Bidder the Village will take in consideration responses from references provided by Bidders as well as information as might be solicited from other local municipalities or governmental agencies, in addition, the following shall be considered when determining whether the bidder is responsive and responsible:

- (a) The ability, capacity and skill of the bidder to perform the contract and to provide the service required;
- (b) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (d) The quality of the performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract and service;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- (g) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- (h) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
- (i) The number and scope of conditions attached to the bid.

Restrictions. Nothing in this Section shall be deemed to permit contract award to a bidder submitting a higher quality item than that designated in the Invitation for Bids if such bidder is not also the lowest bidder. Further, this Section does not permit negotiations with any bidder.

Bid Rejection and Re-bid.

The Chief Procurement Officer has the authority to reject all bids and re-bid for the selected goods and services. Upon review of submitted bids, if the Chief Procurement Officer determines that the bids submitted were inconsistent, an insufficient number of bids were received, or there were substantial errors/omissions in the bid documents/specifications, the Chief Procurement Officer will notify all bidders and either proceed to re-bid the project or reevaluate the selected procurement method.

Low Tie Bids.

Definition. Low tie bids are low responsive bids from responsible bidders that are identical in price and which meet all the requirements and criteria set forth in the Invitation for Bids.

Award. Awards shall not be made by drawing lots, or by dividing business among identical bidders. The Chief Procurement Officer shall bring before the Village Board a request to reject all Bids and negotiate with the Low Tie Bidders.

Records shall be made of all Invitations for Bids on which tie bids are received showing at least the following information:

- (a) the identification number of the Invitation for Bids;
- (b) the supply, service, or construction item; and
- (c) a listing of all the bidders and the prices submitted.

A copy of each such record shall be sent to the Village Clerk's Office

Documentation of Award.

Following award, a record showing the successful bidder shall be made a part of the procurement file.

Appendix B

Competitive Sealed Proposals.

Conditions for Use.

- (a) A contract may be entered into by competitive sealed proposals when the Chief Procurement Officer, Village Manager, the Finance Director, or a designee of any of the foregoing above determines that the use of competitive sealed bidding is either not practicable or not advantageous to the Village of Buffalo Grove.
- (b) Contracts for the design-build, design-build-operate-maintain, or design-build-finance-operate-maintain project delivery methods shall be entered into by competitive sealed proposals.

Request for Proposals.

Proposals shall be solicited through a Request for Proposals.

Public Notice. Adequate public notice of the Request for Proposals shall be given in the same manner as provided in Formal Bid Requirements, Public Notice section of Appendix A.

Receipt of Proposals. Proposals shall be opened so as to avoid disclosure of contents to competing proposers during the process of negotiation. A Register of Proposals shall be prepared and shall be open for public inspection after contract award.

Evaluation Factors. The Request for Proposals shall state the relative importance of price and other factors and subfactors, if any.

Discussion with Responsible Proposers and Revisions to Proposals. As provided in the Request for Proposals, discussions may be conducted with responsible proposers who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there should be no disclosure of any information derived from proposals submitted by competing proposers.

Award. Award shall be made to the responsive and responsible proposer whose proposal conforms to the solicitation and is determined in writing to be the most advantageous to the Village of Buffalo Grove taking into consideration price, reference responses and the evaluation factors set forth in the Request for Proposals and any related Addendums.

Debriefings. The Chief Procurement Officer is authorized to provide debriefings that furnish the basis for the source selection decision and contract award.

When Competitive Sealed Bidding is Not Practicable. Competitive sealed bidding is not practicable unless the nature of the procurement permits award to a low bidder who agrees by its bid to perform without condition or reservation in accordance with the purchase description, delivery or performance schedule, and all other terms and conditions of the Invitation for Bids. Factors to be considered in determining whether competitive sealed bidding is not practicable include:

- (a) whether the contract needs to be other than a fixed-price type;
- (b) whether oral or written discussions may need to be conducted with proposers concerning technical and price aspects of their proposals;
- (c) whether proposers may need to be afforded the opportunity to revise their proposals, including price;
- (d) whether award may need to be based upon a comparative evaluation as stated in the Request for Proposals of differing price, quality, and contractual factors in order to determine the most advantageous offering to the Village of Buffalo Grove. Quality factors include technical and performance capability and the content of the technical proposal; and
- (e) whether the primary consideration in determining award may not be price.

When Competitive Sealed Bidding is Not Advantageous. A determination may be made to use competitive sealed proposals if it is determined that it is not advantageous to the Village of Buffalo Grove, even though practicable, to use competitive sealed bidding. Factors to be considered in determining whether competitive sealed bidding is not advantageous include:

- (a) if prior procurements indicate that competitive sealed proposals may result in more beneficial contracts for the Village of Buffalo Grove; and
- (b) whether the factors are desirable in conducting a procurement rather than necessary; if they are, then such factors may be used to support a determination that competitive sealed bidding is not advantageous.

Determinations.

The Village Manager, Finance Director, or Chief Procurement Officer may make determinations by category of supply, service, infrastructure facility, or construction item that it is either not practicable or not advantageous to the Village of Buffalo Grove to procure specified types of supplies, services, or construction by competitive sealed bidding. Procurements of the specified types of supplies, services, or construction may then be made by competitive sealed proposals based upon such determination. The officer who made such determination may modify or revoke it at any time, and such determination should be reviewed for current applicability from time to time.

Content of the Request for Proposals.

The Request for Proposals shall be prepared in accordance with the Invitation for Bids section in Appendix A of this policy provided that it shall also include:

- (a) a statement that discussions may be conducted with proposers who submit proposals determined to be reasonably susceptible of being selected for award, but that proposals may be accepted without such discussions; and
- (b) a statement of when and how price should be submitted.
- (c) a listing of the criteria by which staff will make a selection and recommendation to the Village Board may also be included.

Proposal Preparation Time.

Proposal preparation time shall be set to provide proposers a reasonable time to prepare their proposals. A minimum of 10 days shall be provided unless a shorter time is deemed necessary for a particular procurement as determined in writing by the Chief Procurement Officer.

Form of Proposal.

The manner in which proposals are to be submitted, including any forms for that purpose, may be designated as a part of the Request for Proposals.

Public Notice.

Public notice shall be given by distributing the Request for Proposals in the same manner provided for distributing an Invitation for Bids

Use of Bidders Lists.

Bidders lists compiled and maintained in accordance with the Bidders Lists section of Appendix A. of this policy may serve as a basis for soliciting competitive sealed proposals.

Pre-Proposal Conferences.

Pre-proposal conferences may be conducted in accordance with the Pre-Bid Conferences section of Appendix A. Any such conference should be held prior to submission of initial proposals.

Addendums to Requests for Proposals.

Addendums to Requests for Proposals may be made in accordance with the Addendums to Invitations for Bids section of Appendix A. prior to submission of proposals.

Modification or Withdrawal of Proposals.

Proposals may be modified or withdrawn prior to the established due date in accordance with Section the Pre-Opening Modification or Withdrawal of Bids section of Appendix A. For the purposes of this Section and the Late Proposals, Late Withdrawals, and Late Modifications section of this Appendix B. the established due date is either the time and date announced for receipt of proposals or receipt of modifications to proposals, if any; or if discussions have begun, it is the time and date by which best and final offers must be submitted, provided that only proposers who submitted proposals by the time announced for receipt of proposals may submit best and final offers.

Late Proposals, Late Withdrawals, and Late Modifications.

Any proposal, withdrawal, or modification received after the established due date at the place designated for receipt of proposals is late. Late Proposals may only be considered in accordance with the Late Bids, Late Withdrawals, and Late Modifications section of Appendix A. of this Policy

Receipt and Registration of Proposals.

Proposals shall not be opened publicly but shall be opened in the presence of two or more Village employees. Proposals and modifications shall be time-stamped upon receipt and held in a secure place until the established due date. After the date established for receipt of proposals, a Register of Proposals shall be prepared which shall include for all proposals the name of each proposer, the number of modifications received, if any, and a description sufficient to identify the supply, service, or construction item offered. The Register of Proposals shall be open to public inspection only after award of the contract. Proposals and modifications shall be shown only to the Village of Buffalo Grove personnel having a legitimate interest in them.

Evaluation of Proposals.

Evaluation Factors in the Request for Proposals. The Request for Proposals can include the following evaluation factors (and subfactors), including price, and their relative importance.

Evaluation. The evaluation shall be based on the evaluation factors set forth in the Request for Proposals. Evaluators shall be required to complete the Evaluation Committee Member Statement attached at the end of Appendix B.

1. Classifying Proposals. For the purpose of conducting Village staff discussions, proposals shall be initially classified as:
 - (a) acceptable;
 - (b) potentially acceptable, that is, reasonably susceptible of being made acceptable; or
 - (c) unacceptable.
2. Proposers whose proposals are unacceptable shall be so notified promptly.
3. Selection Criteria. Proposals will be evaluated by a selection committee made up of Village staff, which will subsequently present its recommendation to the Buffalo Grove Village Board. The recommendation for the successful Proposer may be based on the following or similar criteria, though the weight of each item will vary with the project:
 - (a) 15 % Proposer's experience, capacity and capability to provide the required equipment, installation and training services in a professional, timely, reliable and secure manner.
 - (b) 15 % Proposer's understanding of the Village's technical requirements and demonstrated ability to meet or exceed the same.
 - (c) 50 % The cost of providing the equipment, installation and training services.
 - (d) 10 % Ability to interact productively with Village staff, as required.
 - (e) 10 % Information obtained through reference checks.

Proposal Discussions/Interviews with Individual Proposers.

"Proposers" Defined. "Proposers" includes only those businesses submitting proposals that are acceptable or potentially acceptable. The term shall not include businesses who submitted unacceptable proposals. The Chief Procurement Officer has the authority to reduce the pool of Proposers to be involved in Discussions based upon Selection Criteria.

Purposes of Discussions. Discussions or Interviews are held to:

- (a) promote understanding of the Village of Buffalo Grove's requirements and the proposers' proposals; and
- (b) facilitate arriving at a contract that will be most advantageous to the Village of Buffalo Grove taking into consideration price and the other evaluation factors set forth in the Request for Proposals.

Conduct of Discussions. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. The Chief Procurement Officer should establish procedures and schedules for conducting discussions. If during discussions there is a need for any substantial clarification of or change in the Request for Proposals, the Request shall be amended to incorporate such clarification or change. Auction techniques (revealing one proposer's price to another) and disclosure of any information derived from competing proposals are prohibited. Any substantial oral clarification of a proposal shall be reduced to writing by the proposer.

Best and Final Offers. The Chief Procurement Officer shall establish a common date and time for the submission of best and final offers. Best and final offers shall be submitted only once; provided, however, the Chief Procurement Officer or the Village Manager may make a written determination that it is in the Village of Buffalo Grove's best interest to conduct additional discussions or change the Village of Buffalo Grove's requirements and require another submission of best and final offers. Otherwise, no discussion of or changes in the best and final offers shall be allowed prior to award. Proposers shall also be informed that if they do not submit a notice of withdrawal or another best and final offer, their immediate previous offer will be construed as their best and final offer.

Proposals and bids are exempt from disclosure until an award or final selection is made pursuant to 5 ILCS 140/7(1)(h). (This shall be understood to include bid information on projects that will be re-bid)

RFP VoBG-2021-## Insert Title
Village of Buffalo Grove Evaluation Committee Member Statement

Dear Evaluation Committee Member:

You have been selected to participate in the evaluation of the above referenced Request for Proposal. Your selection was based upon your technical qualifications in this area and your ability to develop an objective/subjective analysis of each proposal.

It is essential that the integrity of this process be maintained to ensure that each offeror is given fair and equal consideration. Your familiarity with particular services, types of products, or material may tend to influence your evaluation; however, you are required in this specific instance to be particularly objective and guard against any tendency that might slant your evaluation in favor of a personal preference.

You are required to report to the Chief Procurement Officer or designee any actual or potential conflict of interest.

An additional consideration is the mandate to maintain strict security and confidentiality regarding the content of any proposal, as well as the proceedings of any Evaluation Committee meetings during the evaluation process. Now that this process has started, it essential that any contact with the Consultant be through, and by, the Chief Procurement Officer or designee.

In addition, any Evaluation Committee Member shall not communicate, except during formal Committee meetings, with any Consultant or potential sub-contractor to that Consultant prior to award nor shall that Member discuss proposals or their evaluation with anyone other than the Chief Procurement Officer or designee and Evaluation Committee Members.

To emphasize the importance of the above considerations, you are asked to sign the following statement:

I have read and understand the above and agree to be bound by the rules and principles represented. I know of no conflict of interest on my part, nor have I committed any indiscretion or accepted any gratuities or favors that would compromise my impartiality. I will maintain all deliberations of the Evaluation Committee in strict confidence during this process. My recommendations shall be based upon objective/subjective review of the Consultant's proposal(s) and the appropriate award criteria from the proposal in accordance with the Village of Buffalo Grove Procurement Policy.

Signature of Evaluator

Date

Position

Appendix C

Village of Buffalo Grove Public Contract Statements

The Village of Buffalo Grove is required to obtain certain information in the administration and awarding of public contracts. The following Public Contract Statements shall be executed and notarized.

PUBLIC CONTRACT STATEMENTS

CERTIFICATION OF CONTRACTOR/BIDDER

In order to comply with 720 Illinois Compiled Statutes 5/33 E-1 et seq., the Village of Buffalo Grove requires the following certification be acknowledged:

The below-signed bidder/contractor hereby certifies that it is not barred from bidding or supplying any goods, services or construction let by the Village of Buffalo Grove with or without bid, due to any violation of either Section 5/33 E-3 or 5/33 E-4 of Article 33E, Public Contracts, of the Chapter 720 of the Illinois Compiled Statutes, as amended. This act relates to interference with public contracting, bid rigging and rotating, kickbacks, and bidding.

CERTIFICATION RELATIVE TO 65 ILCS 5/11-42.1-1

In order to comply with 65 Illinois Compiled Statutes 5/11-42.1-1, the Village of Buffalo Grove requires the following certification:

The undersigned does hereby swear and affirm that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue unless it is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax. The undersigned further understands that making a false statement herein: (1) is a Class A Misdemeanor, and (2) voids the contract and allows the Village to recover all amounts paid to it under the contract.

CONFLICT OF INTEREST

The Village of Buffalo Grove Municipal Code requires the following verification relative to conflict of interest and compliance with general ethics requirements of the Village:

The undersigned supplier hereby represents and warrants to the Village of Buffalo Grove as a term and condition of acceptance of this (bid or purchase order) that none of the following Village Officials is either an officer or director of supplier or owns five percent (5%) or more of the Supplier: the Village President, the members of the Village Board of Trustees, the Village Clerk, the Village Treasurer, the members of the Zoning Board of Appeals and the Plan Commission, the Village Manager and his Assistant or Assistants, or the heads of the various departments within the Village.

If the foregoing representation and warranty is inaccurate, state the name of the Village official who either is an officer or director of your business entity or owns five percent (5%) or more thereof:

(Official) _____

Print Name of Contractor/Bidder/Supplier

Signature

Title

Subscribed and Sworn to before me this _____ day of _____, 20__.

Notary Public

Notary Expiration Date

Appendix D

Causes for Debarment

The Chief Procurement Officer or Village Manager may debar a proposer, bidder, vendor, subcontractor, or supplier(collectively “Vendor”) for-

(1) Conviction of, or civil judgment for,-

- (a) Commission or attempted commission of fraud or a criminal offense in connection with (A) obtaining, (B) attempting to obtain, or (C) performing a private or public contract or subcontract.
- (b) Violation or attempted violation of Federal or State statutes, or any other legally applicable law, regulation, or rule relating to the submission of bids, proposals, or claims;
- (c) Commission or attempted commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; or
- (d) Commission or attempted commission of any other offense, or engaging in or attempting to engage in conduct indicating a lack of truthfulness, veracity, or honesty which affects the responsibility of the Vendor.

(2) Violation of the terms of a Village contract or subcontract so serious as to justify debarment, including but not limited to-

- (a) Willful failure to perform in accordance with the terms of one or more contracts or subcontracts;
- (b) A history of failure to perform one or more contracts or subcontracts;
- (c) A history of unsatisfactory performance of one or more contracts or subcontracts; or
- (d) A history of failure to meet prevailing wage obligations, or any other contracting or subcontracting obligation imposed by the Village of Buffalo Grove Municipal Code or any other law.

(3) Making or attempting or causing to be made or attempting to cause to be made any false, deceptive, or fraudulent material statement in any bid, proposal, or application for Village or any government work or in the performance of any such contract for the Village or a government agency, or application for any permit or license;

(4) Refusal to cooperate with reasonable requests of Village inspectors, representatives, or other appropriate Village personnel with respect to work under contract provisions, plans, or specifications, or otherwise, pursuant to the duties of those Village personnel;

(5) Founding, establishing or operating an entity in a manner designed to evade the application or defeat the purpose of these rules or any provision of the Municipal Code of Buffalo Grove, Village of Buffalo Grove rule or regulation, the statutes, rules or regulations of the State of Illinois, Cook County, Lake County, or any federal statute, rule or regulation, or any other legally applicable law, regulation, or rule;

(6) Improper conduct, including but not limited to the commission or attempted commission of;

(a) intentional or negligent billing irregularities;

(b) submitting false or frivolous or exaggerated claims, documents, or records;

(c) falsification of claims, documents, or records;

(d) willful or grossly negligent destruction of documents or records the Vendor had an obligation to maintain;

(e) bribery or coercion of a government official, or other unlawful tampering with a government official;

(f) use of false or deceptive statements to obtain some benefit, or causing competition to be restrained or limited;

(g) misrepresentation to any governmental agency or government official;

(h) violation of ethical standards established by the Village, or other dishonesty incident to obtaining, prequalifying for, or performing any contract or modification thereof;

(i) violation of ethical standards established by the Village or other dishonesty or incident to applying, obtaining, qualifying for, or acquiring any Village certification, license, or permit;

(7) Any other cause of so serious or compelling a nature that it affects the responsibility of the Vendor, including, but not limited to, those specifically enumerated in 65 ILCS 5/8-10-11.

(8) Debarment by any other government agency.

Appendix E Qualified Vendor

Insert PDF form

Automated Clearing House

PDF form

Tax Exempt Letter

PDF Form

Appendix F

Procurement Card Policy

Purpose

This policy has been designed to establish the procedures to be used with the Village of Buffalo Grove's procurement card program. This policy intends to accomplish the following:

- Establish appropriate internal controls over the purchase card process to ensure cards are only used for authorized purposes.
- Ensure the Village bears no legal liability from inappropriate use of procurement cards.
- To provide a convenient source of funding for employees who must procure for the Village.
- Verify payments for purchases are made on a timely basis to minimize finance charges.

Background

The Village has used various methods to process the purchase of goods and services. Traditional procurement utilizing a purchase order or check request has worked well in the past for repetitive vendor invoicing and acquisitions of large ticket items where timing is not critical in the invoicing and payment process. The concern is the use of petty cash, advanced check requests, or employee reimbursement requests in the accounts payable process. These nontraditional methods of procurement are due primarily to the timing of the request in light of the next warrant cycle or that the form of payment (check) is occasionally not accepted by merchants. To promote vendor acceptance, improve operational efficiency, and tighten the controls on the use of petty cash and advanced checks the Finance Department is initiating the procurement card program. This program has a number of unique controls that ensure that the card can be used only for specific purposes and within specific dollar limits.

General Information

- The procurement card is a tool for designated Village employees to use when making low-dollar purchases for official business needs.
- Each purchase card will include both the individual cardholder and corporate name. However, the purchase card issuer will not maintain individual cardholder credit records.
- A signed agreement with the Village prior to receiving the card makes the cardholder responsible for any misuse of the card. Failure to comply with these procedures will result in revocation of the card and fraudulent misuse may result in termination of the cardholder.
- Purchase cards must be returned to the Finance Department upon leaving the Village's employment.

Authorizations and spending limits

Each individual's card will have monthly maximum spending limits. Additional restrictions exist on the type of purchase each employee can use the purchase card for, based on the employee's need.

The Village of Buffalo Grove disallows the use of mobile wallets.

A Procurement Card is NOT:

- a means to avoid appropriate procurement or payment procedures
- a card to access cash or credit (ATM)
- for items and services for personal, non-business use
- for tax reportable services (any vendor that is NOT incorporated is subject to the 1099 reporting process for each calendar year)

The following list covers purchases for which purchase card use is expressly prohibited:

- Alcoholic Beverages
- Capital Equipment
- Cash Advances (ATM Machines)
- Computer Hardware and Software (with the exception of the IT Department or department technology liaison)
- Legal Services
- Temporary Help
- Clothing or other personal items
- Telephone calls

Responsibilities of Cardholders

- The card must NOT be used for personal transactions.
- The card must NOT be loaned to others.
- Splitting of purchases into multiple parts in order to circumvent limits on the card is prohibited.
- The cardholder is responsible for all inappropriate charges.
- The cardholder shall not accept cash in lieu of a credit to the Procurement Card account.
- The card must be kept in a secure location at all times.
- Lost or stolen cards must be reported immediately.
- Fraudulent activity must be reported immediately.
- Creation and submission of an "expense report" each month
- The Village is a tax-exempt entity. Each cardholder should do their best to ensure that the Village is not charged sales tax.

Department Cards

- The card must be kept in a secure location at all times.
- All users must have a signed “Cardholder Agreement for Authorized Use of Purchase Card” on file in the Finance Department.

Reporting Lost or Stolen Cards

- Cardholders must notify the Issuing Bank and Finance Department immediately when a card is lost, stolen or suspected fraudulent activity is discovered.
- Report a lost or stolen card or other emergency situations, by calling the Issuing Bank’s Customer Service number.

Required Receipt Documentation

- Receipts must be obtained with all purchases, identifying the date and itemized list of all purchases.
- Receipts should be scanned and attached to an “expense report” using the online reporting system.
- The Department Director is responsible for reviewing all charges and receipts prior to approving the “Expense Report”.

Scanned or photographed copies of the following are acceptable receipts

- Credit Card Orders: charge slip with only the total does not qualify as an original receipt. A receipt needs to include an original record of what was purchased. Any exceptions must be documented.
- Pick Up Orders: Attach the detailed cash register receipt.
- Phone/Fax Orders: original invoice or packing slip providing the packing slip shows what was purchased and pricing
- Internet Orders: Print and attach a copy of the order screen or confirmation screen that shows what was purchased and the dollar amount.
- Registration Fees: Attach the registration form. The form must show who the registration is for, the registration amount and what was included in the registration fee.
- Documentation Not Available: If unable to obtain any type of documentation, write the receipt up by hand. Include the date of the purchase, vendor, items and price. Also attach a brief explanation as to why the original receipt is not attached. This is the exception rather than the rule, individuals not obtaining adequate support multiple times may have their card revoked.

Returns, Credits or Disputed Items

- Returns: A credit should be issued for any item that the supplier has approved for return. The credit will appear on a subsequent statement. Any item purchased with the card that is returned must be returned for credit. Do not accept a refund in cash or check format.
- The cardholder is responsible for following up with the merchant or issuing bank on any erroneous charges, disputed items or returns as soon as possible. Disputed billings can result from failure to receive the goods charged, defective merchandise, incorrect amounts, duplicate charges or credit not processed.
- If you have a problem with a purchased item or a billing resulting from use of the procurement card, you should first try to reach a resolution with the supplier that provided the item.
- If a disputed charge cannot be resolved with the supplier, complete the Cardholder Statement of Questioned Item Form attached. The written dispute notice must be received by the issuing bank within 30 days of the date of the bank statement.
- Credits: request from the merchant that a credit be placed on your card account. Obtain a receipt for the credit like any other purchase documentation.

Responsibilities of Finance Department

- Receive and review the Village's combined billing statement. When the statement is received the majority of the receipts should already be attached to "expense reports".
- Review information submitted by cardholder. Match receipts with statement of account. All receipts will be compared to the purchase record submitted by the cardholder.
- Verify travel-related charges have been authorized by the Village Manager.
- Make accessible on-line, monthly statements of accounts to individual cardholders for their records.
- Make payments on a timely basis to ensure the Village does not accrued finance charges.
- If the Finance Department cannot verify that the purchase made was necessary and for official use, the purchase will be reviewed by the Village Manager. If it is determined the purchase was not appropriate, then the cardholder must provide a credit voucher proving the items have been returned for credit or a personal check for the full amount of that purchase.
- Annual inventory of purchase cards: On an annual basis, the Finance Department will verify that each cardholder is in physical possession of their assigned card.

Cardholder Agreement for Authorized Use of Purchase Card

- 1.) I, _____, have read and do understand the Village's Procurement Card Policy.

- 2) I further agree to abide by the terms and conditions in that policy and understand that this card is subject to revocation if I fail to act in accordance with the policy.

- 3) I agree that if I engage in fraudulent activity or violate the terms and conditions of the Village's Procurement Card Policy, as amended from time to time, I will fully reimburse the Village for all such transactions

- 4) I understand that that if I engage in fraudulent activity or violate the terms and conditions of the Village's Procurement Card Policy , as amended from time to time, I will be subject to disciplinary action that may include termination.

- 5) Upon my termination or resignation as an employee with the Village, I agree to return the purchase card to the Finance Department and will not attempt to use the card after my employment is completed.

Printed name: _____

Signature: _____

Date: _____

Cardholder Addition or Change Request Form

TO: Finance Department

FROM: _____

SUBJECT: Request for Procurement Card or Change of Status

- ☐ Request the following employee by authorized a Village Purchase Card.
- ☐ Request the following employee have their Village Purchase Card limit(s) changed.

Full Name: _____

Signature: _____

Title:

Single Purchase Limit (Not to exceed \$X,XXX.XX): \$ _____

Monthly Cycle Limit (Not to exceed \$X,XXX.XX): \$ _____

☐ Cancel / Reason:

_____ Date: _____

Department Director

_____ Date: _____

Finance Director

_____ Date: _____

Village Manager

* Merchant Category Code

Record of Purchase In Lieu of Original Receipt

Cardholder name:

Date	Description of Purchase	Purpose

I, _____ attest that purchase listed above is accurate and complies with eligible purchases with the Village of Buffalo Grove purchasing policy as of _____, 20___. This record serves in place of the original receipt.

Cardholder signature: _____

Supervisor signature: _____

Appendix G

Petty Cash Reimbursement Request

Note: Reimbursements from petty cash cannot exceed \$150.00.

Date	Description of Purchase	Purpose	Reimbursement Amount

I, _____ attest that purchase listed above is accurate and complies with eligible purchases with the Village of Buffalo Grove purchasing policy as of _____, 20___. The Receipt for this purchase(s) is attached.

Requestor signature: _____

Supervisor signature: _____

*A receipt for goods purchased, must be attached to this form.

Appendix H

Advance Check Request Form

Vendor: _____

Requested By: _____

Purpose: _____

Check Amount: _____

Distribution of Charges:

Date	Description of Purchase	Account	Amount

For use when payment is required in advance of normal accounts payable cycle.

Note: Check Number

Approved By:

Appendix I

Prevailing Wage Rider

Terms

A. The Village is an Illinois unit of local government and the Work hereunder is subject to the Illinois Prevailing Wage Act, 820 ILCS 130/0.01, et seq.

Pursuant to PA 100-1177 the Illinois Department of Labor (IDOL) has activated an electronic database (Payroll Portal) capable of accepting and retaining certified payrolls submitted under the State of Illinois Prevailing Wage Act (820 ILCS/130/1). All contractors and subcontractors completing work for the Village of Buffalo Grove pursuant to the Act must submit all certified payroll through the IDOL Payroll Portal.

Consequently, the Contractor and each subcontractor shall submit with their application for payment(s) the email certification received from their IDOL Payroll Portal submittal with each of their pay requests. Any delay in processing the payments due to a lack of aforementioned email certification shall not be an event of default by the Village and shall not excuse any delay by the Contractor who shall proceed with the Work as if no delay in payment has occurred. The Contractor and Village shall agree to take any further steps not outlined above to ensure compliance with the Prevailing Wage Act. Upon two business days' Notice, the Contractor and each subcontractor shall make available to the Village their records to confirm compliance with the Prevailing Wage Act. Finally, to ensure compliance with Prevailing Wage Act, the Contractor and each subcontractor shall keep for a period of not less than 5 years after the Work has been completed records of all laborers, mechanics, and other workers employed by them for the Work; the records shall include each worker's name, address, telephone number, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, the starting and ending times of work each day and, when available, last four digits of the social security number

B. Contractor shall comply with all applicable laws, regulations and rules promulgated by any federal, state, local, or other governmental authority or regulatory body pertaining to all aspects of the Work, now in effect, or which may become in effect during the performance of the Work. The scope of the laws, regulations, and rules referred to in this paragraph includes, but is in no way limited to, the Illinois Human Rights Act, Illinois Equal Pay Act of 2003, Occupational Safety & Health Act along with the standards and regulations promulgated pursuant thereto (including but not limited to those safety requirements involving work on elevated platforms), all forms of traffic regulations, public utility, Interstate and Intrastate Commerce Commission regulations, Workers' Compensation Laws, Public Construction Bond Act, Prevailing Wage Laws, Public Works Preference Act, Employment of Illinois Workers on Public Works Act, USA Security Act, federal Social Security Act (and any of its titles), and any other law, rule or regulation of the Illinois Department of Labor, Department of Transportation, Illinois Environmental Protection Act, Illinois Department of Natural Resources, Illinois Department of Human Rights, Human Rights Commission, EEOC, and the Village of Buffalo Grove.

C. <Insert Appropriate Insurance Requirements>

D. In addition to the requirements set forth above, the Contractor (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees and waives any limitation of liability defense based upon the Worker's Compensation Act and cases decided there under. Contractor agrees to indemnify and defend the Village from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, which the Village may sustain as a result of personal injury claims by Contractor's employees, except to the extent those claims arise as a result of the Village's own negligence.

E. Within five (5) business days after the Village's notice to the Contractor of the Village's receipt of a request made pursuant to the Illinois Freedom of Information Act [ILCS 140/1 et seq. – herein "FOIA"], the Contractor shall furnish all requested records in the Contractor's possession which are in any manner related to this Contract, including but not limited to any documentation related to the Village and associated therewith. The Contractor shall not apply any costs or charge any fees to the Village or any other person, firm or corporation for its procurement and retrieval of such records in the Contractor's possession which are sought to be copied or reviewed in accordance with such FOIA request or requests. The Contractor shall defend, indemnify and hold harmless the Village including its several departments and including its officers and employees and shall pay all of the Costs associated with such FOIA request or requests including Costs arising from the Contractor's failure or alleged failure to timely furnish such documentation and/or arising from the Contractor's failure or alleged failure otherwise to comply with the FOIA, whether or not associated with the Contractor's and/or the Village's defense of any litigation associated therewith. In addition, if the Contractor requests the Village to deny the FOIA request or any portion thereof by utilizing one or more of the lawful exemptions provided for in the FOIA, the Contractor shall pay all Costs in connection therewith. As used herein, "in the Contractor's possession" includes documents in the possession of any of the Contractor's officers, agents, employees and/or independent contractors; and "Costs" includes but is not limited to attorneys fees, witness fees, filing fees and any and all other expenses — whether incurred by the Village or the Contractor.

F. Sexual Harassment Policy: The Contractor certifies that the firm has a written sexual harassment policy defining sexual harassment as required in Section 2-105 of the Ill. Human Rights Act. 775 ILCA 5/1-105 et. seq.

G. Tax Payments: The Contractor certifies that the Contractor is not delinquent in the payment of any tax administered by the Illinois Department of Revenue as set forth in 65 ILCS 5/11-42.1-1.

H. The parties hereto agree that for purposes of any lawsuit(s) between them concerning this rider or contract, its enforcement, or the subject matter thereof, venue shall be in Circuit Court of Cook County, Cook County, State of Illinois, and the laws of the State of Illinois shall govern the cause of action.

Accepted by _____, on _____, 20__

Signature

Printed Name & Title

CONTRACTOR'S DRUG-FREE WORKPLACE CERTIFICATION

The undersigned is an authorized representative of

Name of Company: _____, and certifies that they will comply with all requirements Pursuant to Chapter 30, Section 580/1 of the Illinois Compiled Statutes (30 ILCS 580/1) et. Seq. entitled "Drug Free Workplace Act"; the undersigned CONTRACTOR hereby certifies to the contracting agency that it will provide a drug-free workplace by:

1. Publishing a statement:
 - a. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the grantee's of CONTRACTOR'S workplace.
 - b. Specifying the actions that will be taken against employees for violations of such prohibition.
 - c. Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - d. Abide by the terms of the statement; and
 - e. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
2. Establishing a drug free awareness program to inform employees about:
 - a. the dangers of drug abuse in the workplace;
 - b. the grantee's or CONTRACTOR'S policy of maintaining drug free workplace;
 - c. any available drug counseling, rehabilitation, and employee assistance program; and
 - d. The penalties that may be imposed upon employees for drug violations.
3. Making it a requirement to give a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
4. Notifying the contracting agency within 10 days after receiving notice under part (B) of paragraph (3) of subsection (a) from an employee or otherwise receiving actual notice of such conviction.
5. Imposing a sanction on, or requiring the satisfactory participation in a drug assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 (30 ILCS 580/5) of the Act.
6. Assisting employees in selecting a course of action in the event drug counseling treatment, and rehabilitation is required and indicating that a trained referral team in place.
7. Making a good faith effort to continue to maintain a drug free workplace through implementation of this Section.
8. Failure to abide by this certification shall subject the CONTRACTOR to the penalties provided in Section 6 (30 ILCS 580/6) of the Act.

Signed: _____

Printed Name: _____

Title/Position: _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public:

Appendix J

Asset Sharing Policy

ASSET SHARING GUIDELINES

A. Objectives

1. Through collaborative efforts between all Village Departments and other external stakeholder groups (Park District, School District, County Government, etc...), Asset Sharing initiatives will be used to reduce asset redundancy and save money.

2. To increase collaboration between both internal and external agencies and improve productivity and organizational understanding.

3. Asset Sharing efforts are limited to local, regional, state and federal taxing bodies only, except as provided for specific outside groups with the approval of the Village Manager or designee.

B. Asset Sharing Considerations

Once an asset has been determined to be in need of replacement, the requesting department should follow the process outlined below as part of its regular evaluation. (This process would apply to new additions to the asset inventory as well).

1. Identify potential sharing partners.

a. Can the asset be shared with another department within the Village or outside agency?

b. Is the sharing of the asset appropriate and practical with type of asset and the department/agency for which it will be shared?

c. Will the proposed partner be willing to share equally, or in part, the cost of the asset being purchased as well as the long-term operational cost once acquired?

2. Once a determination has been made that asset sharing is appropriate and practical, and the parties have agreed to participate in such an engagement, an Intergovernmental Agreement (IGA), Letter of Understanding (LOA) or some other written agreement should be drafted or reviewed by the Village Attorney

3. The agreement should clearly identify the responsibilities of the parties with respect to:
 - a. Acquisition cost
 - b. Who will perform the maintenance
 - c. Maintenance costs allocation
 - d. Storage
 - e. Use and scheduling
 - f. Accounting and budgeting
 - g. Decommissioning and sale of the asset
 - h. Other operational considerations.
4. Village department directors will be responsible for ensuring that this policy is communicated to all employees, particularly those with purchasing authority.

Appendix K

Change Orders

Change orders are allowed and can be expected when working on projects, however all personnel should be keenly aware of the following laws and ordinances.

Subsection 9 of Article 33E, Public Contract, of the Illinois Criminal Code (720 ILCS 5/33E-9) makes it a Class 4 felony to approve a change order for an ***increase or decrease in either the cost of a public contract by a total of \$10,000 or more or the time of completion by a total of 30 days*** or more without first obtaining from the Village Board, or from a designee authorized by the Village Board, a determination in writing that (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the unit of local government.

Subsection J. of Section 2.08.040 of the Buffalo Grove Municipal Code gives the Village Manager the authority to approve a change order to a public contract for an increase in an amount of not to exceed 10 percent of the contract amount or \$10,000, whichever is less. Subsection J. of the Municipal Code also authorizes the Village manager to make a determination, based upon the above criteria in regards to the modification of the time of completion of a project by not more than 90 days.

Therefore the Village Board, pursuant to subsection 9, must make the determination in writing that one of the three requirements is applicable or designate the Village Manager as having the authority to make said determination as it pertains to the cost of a project.

Attached at the end of Appendix K. is a sample change order.

Village of Buffalo Grove Change Order

Project Name _____ Change Order Number _____

Project Number _____ Date _____

The Contract is altered as follows:

The original Contract Amount was \$ _____

Amount altered by previous Change Order \$ _____

The Contract Amount prior to this Change Order \$ _____

The Contract Amount will be (increased, decreased)
by this Change Order in the amount of \$ _____

The new Contract Amount including this Change Order \$ _____

Original Contract Completion Date _____

Days altered by previous Change Order _____ Calendar Days

The Contract Time/Completion Date will be
(increased, decreased)by _____ Calendar Days

The new Contract Completion Date _____

Accepted by:

Contractor

Printed Name

Signature

Title

 The Village of Buffalo Grove

Printed Name

Signature

Title

Attachment: Procurement_Policy_2023 draft (R-2023-1 : Revisions to the Procurement Policy)

Appendix L

Vendor Evaluation Form

	Village of Buffalo Grove Vendor Performance Evaluation	Page of ____			
INSTRUCTIONS					
- Use this form to report vendor performance (positive or negative) for deliveries of supplies and/or rendering of services. - The person designated for accepting supplies/services or the Contract Manager is responsible for filling out this form (type print). Only page 1 is required, if page 2 is not used. However, if any area on page 1 is marked "unsatisfactory", page 2 <u>must</u> also be filled out and submitted with page 1 (see page 2, Explanations/Comments, when marking "unsatisfactory"). Page is NOT restricted to "unsatisfactory" comments. If you have something good you want on record, use page 2. Attach supporting documents, if applicable. - Village Contracts: Regardless of the purchasing method (bid, sole source, etc.) used, <u>as a minimum</u> this form MUST be completed and submitted <u>not later than 2 weeks</u> after completion/expiration of a Village contract. Past performance considered on future contracts. This form should accompany future bid request forms. Send SIGNED form to: the Buyer or email to BGFinance@vbg.org					
VENDOR INFORMATION		COMPLETE ALL APPLICABLE INFORMATION			
Company Name		Contract # VoBG -			
Mailing Address		Description/Title			
City, St, Zip Code		Original Contract Term: From			
Representative		Current Term: From			
Telephone		Solicitation # VoBG -			
Email		# of Change Orders to Contract			
Type of Contract		Purchase Order #			
DEFINITIONS					
OUTSTANDING (1) – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.					
EXCELLENT (2) - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.					
SATISFACTORY (3) - Vendor met minimum contractual requirements or performance expectations of the products/services.					
UNSATISFACTORY (4) - Vendor did NOT meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements (see page 2, Explanations/Comments)					
EVALUATIONS					
(Place "X" in appropriate box for each major area.)					
Criteria (includes change orders/amendments)	1	2	3	4	N
1. Supplies delivered/Work performed on schedule.					
2. Condition of delivered supplies (includes handling/packaging).					
3. Adherence to specifications/statement of work.					
4. Resolved problems/customer complaints timely.					
5. Working relationship/interfacing with Village staff/public sector (citizens).					
6. Service Call (On-Call) response time.					
7. Other (specify):					
8. Overall evaluation of compliance with contract requirements.					

Attachment: Procurement_Policy_2023 draft (R-2023-1 : Revisions to the Procurement Policy)

	Village of Buffalo Grove Vendor Performance Evaluation		Page ____ of ____
Company Name:		Contract #: VoBG -	
EXPLANATIONS/COMMENTS			
Contract Ref No.	1. Do not submit page 2 <u>without</u> page 1. 2. <u>Be specific</u> (include paragraph and page numbers referenced in the applicable contract, purchase order, etc). Continue on separate sheet (enter company name and contract number or other reference)		
Ref No.	ACTION TAKEN BY VENDOR (reply below or submit separate correspondence)		
NAME/TITLE OF EMPLOYEE		SIGNATURE	DATE
FOR FINANCE DEPARTMENT USE ONLY			

Appendix M

QBS Procedures - using State, MFT(motor fuel tax) or TBP(township bridge project) Funds

The procedure for State required Quality Based Selection (QBS) procurement consists of the following five basic steps:

1. Define the Project. Clearly define the scope of the services desired. Depending on the amount of data, this may be on one or more pages. This information should include the following:

- a) describe in general terms the need, purpose, and objective of the project;
- b) identify the various project components;
- c) establish the desired timetable for the effort;
- d) identify any expected problems; and
- e) determine the total project budget.

A comprehensive evaluation of the problem or need that resulted in the project is essential to the procurement process. The solution, approach, and eventual design for the project will evolve out of the expertise offered by the consultant responding to the request for technical proposals. To ensure that the respondents address the project properly and effectively, clearly articulate all known parameters of the project.

The Village of Buffalo Grove ("Village") may skip to Step 5 when both of the following criteria are met.

- a) The Village elects to select a consultant that has a satisfactory working relationship with the Village; and
- b) The engineering services contract is not being paid for using federal funds.

2. Public Notice. Whenever a project requiring engineering services is proposed, the Village shall post a public notice requesting a statement of interest along with the qualifications and performance data from consultants. This may be accomplished through an advertisement in a local newspaper, posting on the Village's website, or through various trade magazines or websites.

The Village will consider the following sources when preparing a list of potential firms:

- a) identification of consultants from the Village's or IDOT's prequalification list;
- b) a directory or source list identifying small, minority, and women owned businesses with capabilities relevant to the project;
- c) discussions with other persons or agencies who have accomplished similar work;
- d) lists of consultants secured from professional societies; and/or
- e) lists of consultants secured from the agency's own experience of consultants.

3. Evaluation. The Village shall evaluate the consultant submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the consultant, and such other qualifications-based factors.

The first objective of evaluation is the elimination of all respondents who are not qualified or who do not have the experience for the required work. The Village may conduct discussions with and require presentations by consultants deemed to be the most qualified based on their qualifications, approach to the project, and ability to furnish the required services. When conducted, interviews shall occur separately with a minimum of three consultants, or all qualified consultants if less than three qualified consultants respond. If the Village decides to conduct discussions with and/or require presentations by consultants deemed to be the most qualified, this should be included in the public notice.

In no case shall the Village, prior to selecting a consultant for negotiation, seek formal or informal submission of verbal, written, or sealed estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

4. Selection. On the basis of evaluations, discussions and presentations, the Village shall select no less than three consultants which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. The Village shall then contact the consultant ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. Typical criteria for evaluating and ranking consultants are included in the following consultant ranking criteria. If fewer than three qualified consultants submit letters of interest and the Village determines that one or both are so qualified, the Village may proceed to negotiate a contract.

Consultant Ranking Criteria

The weight given to each evaluation criterion in the ranking process may vary from project to project, with more weight towards the criteria that are critical to the success of the project. Typical technical criteria for both evaluating and ranking entities should include but not be limited to the following:

- a) The education, experience, and expertise of the entity's principals and key employees.
- b) The entity's general experience, stability, and history of performance on projects similar to the one under consideration.
- c) Availability of adequate personnel, equipment, and facilities to do the required work expeditiously.
- d) The name, or names, of individuals in the entity who will be assigned key project responsibilities, with particular attention to their qualification, competence, and past performance.
- e) The entity's approach to the planning, organizing, and management of a project effort, including communication procedures, approach to problem solving, data gathering methods, evaluation techniques, and similar factors.
- f) Facilities and equipment owned by the entity, including computer capability, reproduction and communication equipment, laboratory and testing equipment, or other specialized equipment applicable to the project under consideration.
- g) Present workload with attention to current and future commitments of available personnel, particularly those key persons expected to be assigned to your project.

- h) Financial stability, with particular attention to avoiding a situation in which the entity is solely dependent on income from the project at hand for its existence.
- i) Recommendations and opinions of each entity's previous clients as to its ability to meet deadlines and remain within budget. Prior clients may also be able to advise you as to each entity's sense of responsibility; attitudes of key personnel; concern for economy, efficiency, and environment; and quality of service.
- j) If practical, observation of each entity's facility and the sites of current and/or completed projects.
- k) The reputation and integrity of the engineering entity within the professional field and the community.
- l) Awards received by the entity and technical papers authored by employees.
- m) Special considerations for some projects might include staff conversant in foreign languages.

Non-technical criteria may not exceed 10% of the total evaluation and rank weighting. Typical non-technical criteria for both evaluating and ranking entities may include but not be limited to the following:

- a) Proximity of the engineering entity to the proposed project site and/or the agency's office.
- b) Qualified minority representation.
- c) How DBE goals are addressed.

5. Contract Negotiation. The Village shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified consultant at compensation that the Village determines in writing to be fair and reasonable. In making this decision, the Village shall take into account the estimated value, scope, complexity, and professional nature of the services to be rendered.

An important objective of the negotiation process is to reach a complete and mutual understanding of the scope of professional services to be provided and the degree of performance desired. The general scope of professional services developed in the procurement process should be broad in order to serve as the basis for negotiation. The negotiation process offers the opportunity for refinement, amendment, and complete definition of the services to be rendered, as well as the areas of responsibility and liability for those services. Mutual understanding on these points at the negotiation stage can minimize the possibility of misunderstanding as the project progresses.

Special elements of the engineering portion of the project to be established during negotiation include:

- a) project schedule,
- b) manpower requirement and timing,
- c) level of engineering effort,
- d) avenues of research, and
- e) areas of responsibility/liability.

Any percentage fee contract should be fully supported by an acceptable estimate of man-hours, anticipated hourly payroll rates by classification of employee for the project, and applicable overhead and burden rates. These rates should be evaluated and, if determined to be acceptable, the percentage fee may be approved by the Village.

The consultant's method of dividing the project into work units and calculating related time units are to be such that the estimate can be readily reviewed. The consultant will use its own estimates of man-hours, rates of pay, overhead, profit, and itemized non- salary costs based on the consultant's work force and past job experience.

When the prime consultant requires the services of another consultant to provide expertise, advice, or information to the prime consultant, the prime consultant will complete an analysis of fee for engineering services (including a breakdown of direct salary and direct non-salary costs) or supply specific rate for services (e.g. testing). The prime consultant is responsible for ensuring that Disadvantage Business Enterprises (DBEs) will have an equitable opportunity to compete for subcontracts.

Contracts between the Village and consultants must be set forth in fully executed agreements. If there is an agreement with the consultant, and if the fee is within range of the budget, then proceed to finalize an agreement. If problems arise with the scope of the project or the fee, further discussion and clarification may be required.

Selection of a consultant by qualification provides no guarantee that the Village and the consultant will come to an agreeable fee. For that reason, the ranking process provides, in addition to the first preference, at least two alternative qualified consultants. If an agreement cannot be reached on the scope and fee, the Village may drop negotiations with the top-ranked consultant and continue the process with the second ranked consultant.

6. Summary. Ranking and negotiations involve a considerable amount of subjective judgment. Engineering projects involve a large expenditure of public funds, accountability for decisions, and value judgments is most important. To ensure adequate accountability the Village shall endeavor to:

- a) involve more than one knowledgeable person in the evaluation process,
- b) be consistent in reviewing each applicant,
- c) keep accurate and complete records of all correspondence, memoranda, evaluations, and decisions.

QBS Procedures - Federally Funded Consultant Services

When the Village of Buffalo Grove receives federal funds, which may be used to fund the engineering and design related consultant services, the Village will follow the below described procedure. The Village's written policies and procedures as described below for Quality Based Selection (QBS) will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – The Village of Buffalo Grove QBS policy and procedures assigns responsibilities to the following staff members: the Administrative Services Manager, Public Works Director, Village Engineer, Deputy Director of Public Works, and Civil Engineers/Project Managers within the Village of Buffalo Grove organization for the procurement, management, and administration for consultant services.

2. Written Policies and Procedures – The Village of Buffalo Grove believes their adopted QBS written policies and procedures (this Appendix M) substantially follows Section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.

3. Project Description – The Village of Buffalo Grove will use the following five items when developing the project description and may include additional items when unique circumstances exist:

- a) Describe in general terms the need, purpose, and objective of the project;
- b) Identify the various project components;
- c) Establish the desired timetable for the effort;
- d) Identify any expected problems
- e) Determine the total project budget.

4. Public Notice – The Village of Buffalo Grove will post an announcement for professional services on the Village website www.vbg.org and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on the Village's website.

5. Conflict of Interest – The Village will require consultants to submit a disclosure statement with their proposals. The Village of Buffalo Grove will require the use of the *IDOT BDE DISC 2 Template* as their conflict of interest form.

6. Suspension and Debarment – The Village of Buffalo Grove will make use of SAM (System for Award Management, sam.gov) Exclusions, IDOT's (Illinois Department of Transportation), CPO's (Chief

Procurement Officer)website and the three other state CPO's websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.

7. Evaluation Factors – The Village of Buffalo Grove allows the Chief Procurement Officer and Village Engineer to set the evaluation factors for each project, but must include a minimum of 4 criterion and stay within the established weighting range shown below. The maximum of DBE and local presence combined will not be more that 10% on projects where federal funds are used.

The follow project specific evaluation factors ("Criteria") will be included in the Request for Proposals:

- a) Technical Approach (10 - 30%)
- b) Firm Qualifications & Experience (10 - 30%)
- c) Specialized Expertise (10 - 30%)
- d) Staff References and Resumes (Prime/Sub) (10 - 30%)
- e) Work Load Capacity (10 - 30%)
- f) Past Performance (10 - 30%) In-State or Local Presence*
- g) Participation of Qualified and Certified DBE Sub-consultants* (* The combined total of these two items cannot exceed 10%)

The following shall not be used as a factor in the evaluation, ranking and selection:

- a) All price and cost related items including: cost proposals, direct salaries/wage rates; indirect costs (overhead), and other direct costs.
- b) In-State or Local Presence (other than as explained above).

8. Selection – The Village of Buffalo Grove will require a selection committee made up of no less than 3 persons. The selection committee members may include the Director of Public Works, the Village Engineer, the Deputy Director of Public Works, Civil Engineers/Project Managers, Village Board Members, and Consultants. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Chief Procurement Officer for each project. The Village of Buffalo Grove requires each member of the selection committee to provide an independent score for each proposal using a form substantially similar to that shown below prior to the selection committee meeting.

Criteria	Weighting	Points	Firm 1	Firm 2	Firm 3	Firm 4
Total	100%	100				

The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking. If there are other firms within 10% of the minimum score, the Chief Procurement Officer may choose to expand the short list to include more than three firms.

9. Independent Estimate –Village of Buffalo Grove Engineering staff will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is to be used in the negotiation process.

10. Contract Negotiation – The Village of Buffalo Grove requires a 2 person team to negotiate with consultants. The team consists of The Chief Procurement Officer, and The Village Engineer or The Director of Public Works. Members of the negotiation team may delegate this responsibility to staff members. If agreement cannot be reached on the scope and fee, the Village may drop negotiations with the top-ranked consultant and continue the process with the second ranked consultant. The Village shall shred the concealed cost proposals of unsuccessful firms.

11. Acceptable Costs – The Village of Buffalo Grove requires the Chief Procurement Officer or the Village Engineer review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

12. Invoice Processing – The Village requires the Village Attorney and the Project Manager/Civil Engineer assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

13. Project Administration – The Village requires the assigned Project Manager/Civil Engineer to monitor work on the project in accordance with the contract and to file reports with the Village Engineer/Chief Procurement Officer. The Village procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the Village consultant information database. The Village of Buffalo Grove follows IDOT's requirements and will submit *BLRS Form 05613* to the IDOT district at contract close-out along with the final invoice.

14. Professional Service Agreements - While use of standard engineering agreement forms is not required by IDOT, the Village of Buffalo Grove may consider the use of standard engineering agreements developed by IDOT in order to ensure compliance with all federal and state requirements. If a standard engineering agreement form is modified, the department logo, form number, and any other department identifier shall be removed. Separate engineering agreements are required for preliminary and construction engineering services.

The following standard agreement forms are provided by CBLRS:

- Form BLR 05510 – Engineering Services Agreement
- Form BLR 05520 – Maintenance Engineering to Be Performed by a Consulting Engineer
- Form BLR 05530 – Request for Engineering Services Performed by Local Forces

1/3/2023

RESOLUTION NO. 2023- _____**A RESOLUTION APPROVING A VILLAGE PROCUREMENT POLICY**

WHEREAS, the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS, as follows:

Section 1. A responsibility exists to maintain stewardship over the financial resources that are used to deliver government services, and the approval of the revisions to the Village of Buffalo Grove Procurement Policy will maintain such controls in purchasing. Staff seeks to ensure proper usage and administration of the program through the approval of a Procurement Policy

The Village President and Board of Trustees do hereby approve the Village of Buffalo Grove Procurement Policy which is attached hereto as Exhibit "A".

Section 2. This Resolution shall be in full force and in effect from and after its passage and approval.

AYES: _____

NAYS: _____

ABSENT: _____

PASSED: _____, 2023

APPROVED: _____, 2023

Approved:

Village President

ATTEST:

Village Clerk

Attachment: Procurement Policy Memo 2023 Resolution (R-2023-1 : Revisions to the Procurement Policy)



**Ordinance No. O-2023-4 : Ordinance Authorizing the Purchase of
Mobile Vehicle Lifts from Safetylane Equipment Corporation**

Recommendation of Action

Staff recommends approval.

Staff recommends the Village Board authorize the Village Manager to purchase 10 mobile lifts and one wheel dolly from Safetylane Equipment Corporation, through the Sourcewell purchasing cooperative, in accordance with the Illinois Joint Purchasing Act (30 ILCS 525/0.01 et seq.), in an amount not to exceed \$159,215.70. The approved 2023 budget includes the replacement of 10 mobile automotive lifts, with a budgeted amount of \$173,000, which are currently assigned to the Central Garage.

ATTACHMENTS:

- Mobile Lifts-Memo (002) (DOCX)
- Lift Ordinance (DOCX)

Trustee Liaison
Smith

Staff Contact
Kyle Johnson, Engineering

Tuesday, January 3, 2023

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: December 28, 2022

TO: Brett Robinson, Administrative Services Director

FROM: Josh Wallace, Fleet Manager

SUBJECT: Public Works Mobile Lift Replacement

Recommendation

Staff recommends the Village Board authorize the Village Manager to purchase 10 mobile lifts and one wheel dolly from Safetyslane Equipment Corporation, through the Sourcewell purchasing cooperative, in accordance with the Illinois Joint Purchasing Act (30 ILCS 525/0.01 et seq.), in an amount not to exceed \$159,215.70.

Background Information

The approved 2023 budget includes the replacement of 10 mobile automotive lifts, with a budgeted amount of \$173,000, which are currently assigned to the Central Garage.

The 10 mobile lifts are 2002 Stertil Koni St-1070 16,000 pound lifts. The anticipated life cycle for the lifts are 20 years. These units are still in regular service and nearing the end of their useful life. Recently, the lifts were inspected, and numerous deficiencies were found. Currently, there are units in stock with the vendor. However, if the lifts sell out, the expected lead time for the replacement units would be approximately 8-12 months.

The mobile replacement lifts will be moved to the new Public Works facility.

The replacement lifts will be 10 Stertil Koni wireless ST1085-2FWA 18,500 lb lifts, and one wheel dolly. It is recommended that the Village purchase from the Sourcewell contract #013020-SKI in accordance with the Illinois Joint Purchasing Act (30 ILCS 525/0.01 et seq.), and purchase the mobile lifts and tire lifter wheel dolly in an amount not to exceed \$159,215.70.

If the replacements are approved, all 10 of the current lifts would be traded in for asset recovery at a value of \$1,500, when the replacement lifts are delivered.

Attachment: Mobile Lifts-Memo (002) (O-2023-4 : Mobile Lift Replacement)

ORDINANCE 2023-_____

AN ORDINANCE AUTHORIZING THE PURCHASE OF MOBILE VEHICLE LIFTS FROM SAFETYLANE EQUIPMENT CORPORATION

WHEREAS, the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS, the Village of Buffalo Grove Public Works Department requires lifts to perform service on Village vehicles; and

WHEREAS, the Village will make purchases in accordance with the Illinois Governmental Joint Purchasing Act (30 ILCS 525/0.01 et seq.).

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Village Manager is authorized to purchase 10 mobile lifts and one wheel dolly from Safetylane Equipment Corporation, through the Sourcewell purchasing cooperative, in accordance with the Illinois Joint Purchasing Act (30 ILCS 525/0.01 et seq.), in an amount not to exceed \$159,215.70.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and not be codified.

AYES: _____

NAYES: _____

ABSENT: _____

PASSED: _____, 2023

APPROVED: _____, 2023

APPROVED:

Beverly Sussman, Village President

ATTEST:

Janet Sirabian, Village Clerk

Attachment: Lift Ordinance (O-2023-4 : Mobile Lift Replacement)



Action Item : Pre-Application Discussion- New Public Works Building at 1650 Leider Lane

Recommendation of Action

Staff recommends discussion and referral to the Planning & Zoning Commission.

The Village has purchased property at 1650 Leider Lane for a new Public Works Building. The property is a little over 9 acres in area, zoned for Industrial Use, and is currently improved with a 173,000 square foot warehouse building. Public Works is proposing various improvements to the property, which include a complete interior renovation of the existing building and construction of a salt storage dome and exterior material storage structures. As Public Works is finalizing their plans, they are seeking comments from the Village Board along with a referral to the Planning & Zoning Commission. Public Works will provide the Village Board with an overview of their concept plan at the January 3, 2023 Village Board meeting.

ATTACHMENTS:

- BOT Memo (DOCX)
- Plan Set (PDF)

Trustee Liaison
Pike

Staff Contact
Nicole Woods, Community Development

Tuesday, January 3, 2023



MEMORANDUM

DATE: January 3, 2023

TO: Dane Bragg, Village Manager

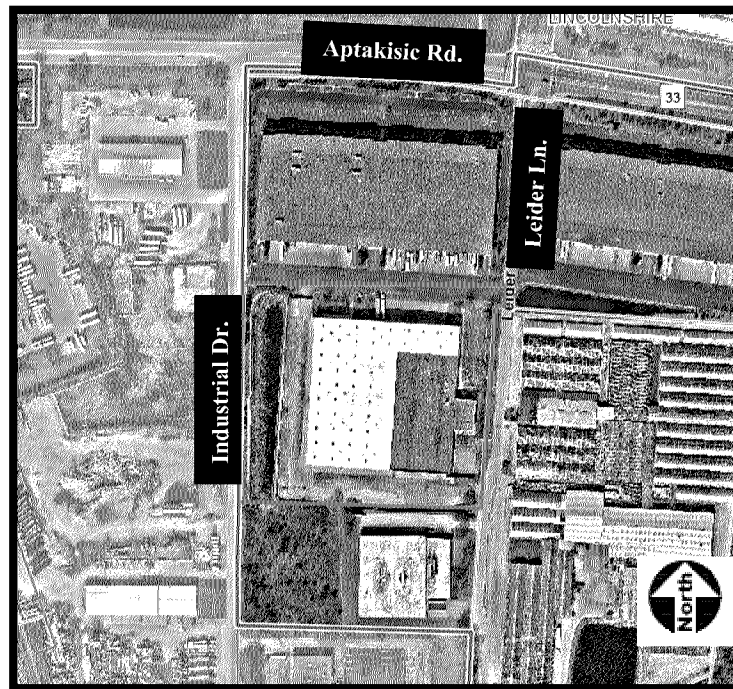
FROM: Nicole Woods, Director of Community Development
Kelly Purvis, Deputy Director of Community Development

SUBJECT: **Pre-Application Discussion** - New Public Works Building at 1650 Leider Lane

Background

Buffalo Grove Public Works Department is requesting feedback from the Board of Trustees on the proposed use and site improvements to the property at 1650 Leider Lane that would allow the Public Works Department to relocate to the subject property. Improvements include a complete interior renovation of the existing building and construction of a salt storage dome and exterior material storage structures.

The property is a little over 9 acres in area, zoned for Industrial Use, and is currently improved with a 173,000 square foot building that was formerly used as a warehouse and distribution facility.



In order for the project to move forward as proposed, it will require approval of a Text Amendment to allow a Public Works Facility in the Industrial District, a Special Use for a Public Works Facility and Outdoor Storage in the Industrial District, and Zoning Variations related to the accessory structures and outside storage. Prior to starting the formal application process, the petitioner is seeking comments from the Village Board along with a referral to the Planning & Zoning Commission. The following memorandum provides a brief summary of the project.

Zoning History

The Village approved an Annexation and Development Agreement for the Aptakisic Creek Corporate Park (of which the subject property is a part) on July 16, 2007, to allow the construction of two new buildings and the renovation and reuse of an existing 173,000 square foot building (formerly 15823 W. Aptakisic Road, now known as 1650 Leider Lane) on the site. The Aptakisic Creek Corporate Park was

annexed into the Village and zoned for industrial use on September 24, 2007 by adoption of Ordinances No. 2007-57 and 2007-58 respectively.

In October of the same year, the Village adopted Ordinance No. 2007-67 to grant PrimeSource Building Products, Inc., (the previous occupant of the 1650 Leider Lane property) a Special Use for outside storage (approximately 52,685 square feet for building material storage), a Variation from the Fence Code to allow a 10-foot fence to screen the outside storage and a Variation to allow 59 off-street parking spaces in lieu of 64 needed for the office use. The Special Use for outside storage and the Variations were granted to PrimeSource Building Products, Inc., and do not run with the land. PrimeSource was later granted Variations from the Sign Code in 2008 (Ordinance No. 2008-05), and 2009 (Ordinance No. 2009-055).

In 2022, the Village approved various ordinances related to the acquisition of the property and hiring consulting services to design the new Public Works facility. On August 15, 2022, by adoption of Ordinance No. 2022-082, the Village Board authorized the purchase of the property. Following the purchase of 1650 Leider Lane, the Declaration of Easement and Protective Covenants for the Aptakisic Creek Corporate Park was amended to allow a governmental body within the Association in accordance with Ordinance No. 2022-129.

Public Works Department Operations

The Public Works Department has 50 full time employees plus 8-10 seasonal employees. The typical hours of operation are 7:00 am to 3:30 pm Monday – Friday but may be extended seasonally (snow removal) or for emergencies such as water main breaks. The Department is responsible for the design and maintenance of the streets, sidewalks, water and sewer systems, parkway trees, natural areas, and streetlights throughout the Village. In addition, Public Works maintains all Village-owned buildings and services the Police, Fire and Public Works vehicles and equipment.

Text Amendment for Public Works Facility

The 2009 Comprehensive Plan indicates that the subject property and all surrounding properties should be Industrial Uses. Staff believes that the Public Works facility is compatible with the surrounding uses, which are all industrial uses.

Currently, the Industrial District does not allow for municipal buildings other than Police and Fire Stations. Staff is recommending a Text Amendment to the Zoning Code which would add “Public Works Facility” as a Special Use in the Industrial District. This addition is logical and fitting given the similar nature and operations of a Public Works Facility and other uses allowed in the Industrial District. As staff prepares for a full Zoning Code rewrite in the near future, we will more fully analyze municipal uses, how they are defined, and where they are allowed.

Proposed Plan

The 1650 Leider Lane building is approximately 173,000 square feet in area and was previously used as a warehouse and distribution facility with accessory uses for an office and outside material storage.

By repurposing the building, the Village will be able to significantly reduce the cost to move the operations of the Public Works



Department as compared to constructing a new building. Approximately 130,000 square feet of the building will be designed for the use of the Public Works Department, while the remaining 43,000 square feet will be leased to a tenant in the future. To meet the needs of the Public Works Department, the building will require a full interior renovation, however the building footprint will remain unchanged.

Accessory Structures:

Most of the work associated with the project will take place inside the existing building. However, Public Works is proposing to construct a salt storage dome and dry materials storage structures on the south part of the site. The salt storage dome will be located in the rear yard of the property approximately 2 feet from the interior lot line. It is permitted to be constructed no closer than 3 feet from the south property line, therefore, a variation will be needed. The salt storage dome will be approximately 43 feet tall, which is complaint with the 50-foot height limitation in the industrial district.

The proposed materials storage structures will be very similar to the storage structures at the current Public Works facility (see attached photo) which are approximately 20 feet in height and open on one side. They will provide approximately three times the amount of storage than the existing structures, which will give Public Works greater control over materials' supply chains. A special use is required to allow outside storage of materials on the site. In addition, a variation is necessary as the structure will not be fully enclosed and the proposed fence (described below) will be shorter than the opening of the storage structures. The material storage enclosures will be located within the interior side yard, approximately 2 feet from the south property line. Accessory structures located in the side yard in the industrial district must be setback from interior lot lines a minimum of 15-feet and must be no closer to the front lot line than the mid-point of the building. The material storage enclosures will need variations from both requirements.

Given the location of the salt dome and materials storage structures on the site (on the side and towards the rear of the principal building) and in the Village (in the Industrial district surrounded by only industrial uses) as well as the geometry of the site, staff finds these variation and special use requests reasonable.

Fence:

There is an existing 10-foot fence on the property, for which a previous variation was granted. As previously noted, the variation granted for the 10-foot fence was tied to the previous tenant of the property and does not run with the land. Therefore, a variation from Section 15.20.60 (nonresidential districts) of the Fence Code will be needed to allow the existing fence to remain on the site. Staff finds this variation reasonable and necessary as it will help to screen the outdoor storage.

Site Access & Traffic:

There are 5 access drives to the various parking and loading areas on the property. The site can be accessed from Industrial Drive, but the main entrances to the site are on Leider Lane. There are no changes proposed to the site access.

For daily operations, the Public Works vehicles will use Leider Lane to access Aptakisis Road. As the building was previously used as a warehouse and distribution facility, it is anticipated that the traffic patterns will remain the same. It is expected that the new Public Works facility will generate less traffic than the previous use.

Parking:

There will be ample parking provided at the 1650 Lieder Lane with 240 spaces proposed (inside and outside). This is sufficient parking for both the Public Works facility as well as an additional tenant as

the current Public Works facility has 70 parking stalls. The Department's 58 work vehicles will be stored inside the building while employee and visitor parking will be provided outside in the existing parking lots.

Lighting:

There may be some updates to the exterior lighting for the site. Light fixture cut sheets and a photometric plan will be provided as part of the formal application for development.

Landscaping:

There are minimal changes proposed to the existing landscaping on the property. The Village's Forestry Division will maintain and work to improve the existing landscaping with native plantings as shown on the attached Geometric Plan.

Action Requested

The Petitioner is seeking comments from the Village Board related to the proposed plan. Should the Board conceptually support the plan, the project can be referred to the Planning and Zoning Commission for discussion of specific details including parking, landscaping, lighting, and other zoning requirements. Based on the concept plans provided, the following approvals will be required:

- A Text Amendment to add "Public Works Facility" as a Special Use in the Industrial District;
- A Special Use for a Public Works Facility and outside storage of materials in the Industrial District;
- Zoning Variations for the placement of the accessory structures, and to allow outside storage that is not fully enclosed; and
- A Fence Code Variation to allow a 10-foot fence to remain on the property for purposes of screening outside storage.

Engineering Division
Fifty-One Raupp Blvd.
Buffalo Grove, IL 60089-2198

Darren T. Monico, P.E.
Village Engineer
Phone 847-459-2523
dmonico@vbg.org

December 15, 2022

Nicole Woods
Director of Community Development
Village of Buffalo Grove

RE: 1650 Leider Lane Project Narrative

Dear Ms. Woods,

The Village of Buffalo Grove recently purchased 1650 Leider Lane, a vacant industrial building, to be used as the new location of the Public Works Department. By repurposing an existing building, the Village will be able to significantly reduce the cost to move the operations when compared to the purchase and construction of a new building. However, to fully function effectively for the Public Works Department, the new property will require certain accommodations such as a text amendment, a special use, and variations that will be brought to the Planning and Zoning Commission and the Village Board for approval.

Project Narrative

The 1650 Leider Lane property is a large industrial building that is approximately 173,000 square feet in size and was formerly used as a warehouse with a small office area. The Village is planning on using 130,000 square feet of the building for its Public Works operations while approximately 43,000 square feet will be marketed for lease to a separate entity in the future. To meet the needs of the Public Works Department, the building will need a full interior renovation, but will maintain the same building footprint. In addition, a salt dome accessory structure, and an area for the outside storage of materials are proposed. These structures are critical to Public Works operations.

As most of the proposed renovation work will be within the building, there are minimal changes proposed for the existing landscaping. However, the trash areas will remain enclosed as per Village code and the Forestry department will work on maintaining and improving the existing landscaping as per the attached plan. This will include looking for areas to install native plants to beautify and reduce maintenance responsibilities on the property.

As the property is currently screened with tall wooden fences, the Village will look to continue to maintain the existing screening, as well as continue to use these fences to limit access to this secure facility. There is an existing, publicly accessible entry from the main parking lot for use by the public and visitors to the facility which will be maintained for this new use.

Typical Operations

When the renovation is complete, this building will house the Public Works Department which consists of approximately 50 full time employees plus 8 to 10 seasonal employees. The hours of operation are 7 am to 3:30 pm plus emergency operations for infrastructure maintenance such as water main breaks or winter

snow plowing. The building has adequate areas for parking which will be located both inside and outside the building. There are currently 240 parking stalls located at the 1650 Leider Lane property, whereas the current Public Works facility has 70 parking stalls.

The parking for the department's work vehicles will be inside the building while the employee and visitor parking will be outside in the existing parking lots. In working with an architect and with the Village's space needs analysis, the inside building layout will hold the Village's work trucks and equipment without the need to provide new parking areas for trucks outside the building. Due to its previous use as an industrial building, the truck turning analysis for the lot and the existing entrances are sufficient for the village vehicles and any oversized vehicles such as fire trucks or semi-truck and trailers.

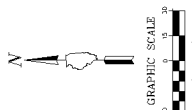
For the daily departmental operations, the Public Works vehicles will use Leider Lane to access Aptakisic Road. As the building was previously used for an industrial use, the traffic patterns are expected to remain the same and will not negatively impact the existing road or the intersection of Aptakisic Road and Leider Lane. Due to the limited nature of public and private traffic heading to the Public Works Department, it is expected that this use will generate less traffic than the past industrial use. Access to the site will be made through the existing entrances and no new entrances are proposed. Leider Lane is a private road maintained by a property management association made up of the 4 properties located at 1625, 1650, 1700, and 1701 Leider Lane.

The properties around Leider Lane are all industrial or commercial uses and this proposed use will fit right in with the typical work in the area. As Public Work operations can sometimes happen at night, this new area is not near residential properties and any noise after normal business hours will not be unusual for this industrial area.

Sincerely,



Darren Monico, P.E.
Village Engineer
Village of Buffalo Grove



PARKING TABLE	
STANDARD	67
HANDICAP	4
TOTAL	71

PROPOSED LEGEND

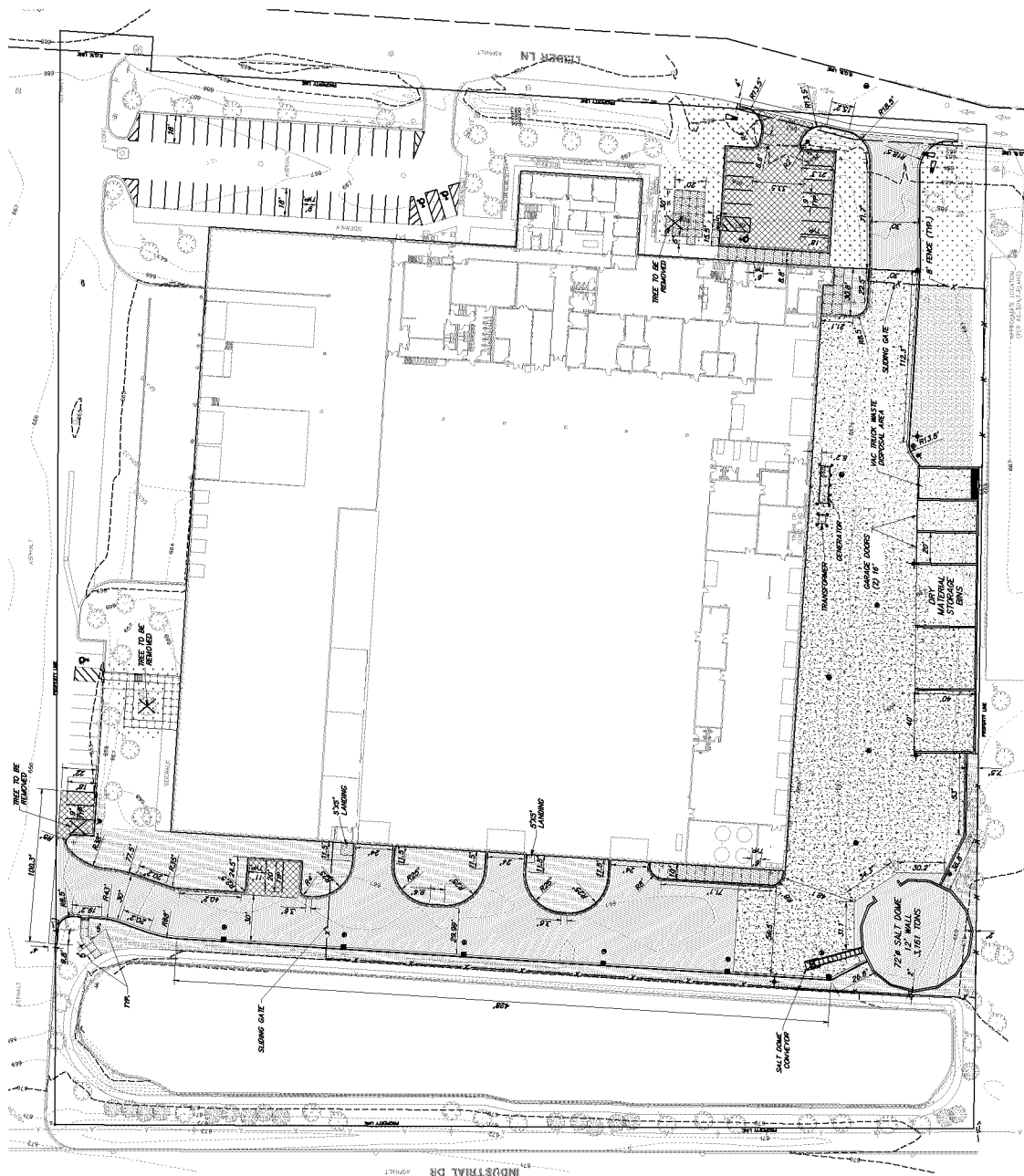
- | | |
|--|--|
| | HEAVY DUTY HMA PAVEMENT
("2" SURFACE, 4" BINDER, 10" STONE) |
| | PCC SURFACE SYMBOL
(1.5" SURFACE, 2.5" BINDER, 10" STONE) |
| | PCC PAVEMENT
(8" PCC, 8" STONE) |
| | PCF SUBGRADE
(2" PCF, 5" STONE) |
| | LANDSCAPING GRAVEL |
| | NATIVE PLANTINGS |
| | SOIL RESTORATION |
| | DETACHABLE MANHOLES |
| | BOLT CURB & GUTTER
(REGULAR) |
| | REINFORCED CURB & GUTTER
(REVERSE PITCH) |
| | BARRIER CURB |
| | FENCE |
| | RETAINING WALL |

GEOMETRIC AND PAVING PLAN

- [illegible]

EXPERIMENTAL CONDITIONS AND GEOMETRIC NOTES

- the patient's response to treatment. When response is judged to be inadequate, the patient is re-evaluated. When response is judged to be adequate, the patient is re-evaluated. When response is judged to be adequate, the patient is re-evaluated.



GEOMETRIC PLAN

BUFFALO GROVE - PUBLIC WORKS FACILITY IMPROVEMENTS
1650 LIEDER LANE
BUFFALO GROVE, ILLINOIS 60089

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625 Forest Edge Drive ■ Vernon Hills, IL 60061
Tel. 847.476.0700 ■ Fax 847.476.0701

[illegible]

Existing Material Storage Structure





Information Item : Executive Session - Section 2(C)(6) of the Illinois Open Meetings Act: (6) the Setting of a Price for Sale or Lease of Property Owned by the Public Body.

Recommendation of Action

N/A

Executive Session - Section 2(C)(6) of the Illinois Open Meetings Act: (6) the Setting of a Price for Sale or Lease of Property Owned by the Public Body.

Trustee Liaison
Sussman

Staff Contact
Dane Bragg, Office of the Village Manager

Tuesday, January 3, 2023	
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