

**AGENDA
REGULAR SESSION
HIGHLAND CITY COUNCIL
HIGHLAND AREA SENIOR CENTER
187 WOODCREST DRIVE
TUESDAY, JANUARY 16, 2024
6:30 PM**

NOTE: This is an in person meeting. However, anyone wishing to monitor the meeting via phone may do so by following the instructions on [page 3](#) of this agenda.

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE:

MINUTES:

- A. **MOTION** – Approve Minutes of January 2, 2024 Regular Session (attached)
- B. **MOTION** – Approve Minutes of January 2, 2024 Executive Session

PUBLIC FORUM:

- A. Citizens' Requests and Comments:

<p>Anyone wishing to address the Council on any subject may do so at this time. Please come forward to the podium and state your name. Per Ordinance No. 3299, please limit your comments to 4 minutes or less.</p>

- B. Requests of Council:

- C. Staff Reports:

NEW BUSINESS:

- A. **MOTION** – Bill #24-02/RESOLUTION Amending and Approving City of Highland Purchasing Manual (January 2024) (attached)
- B. **MOTION** – Bill #24-03/RESOLUTION Approving Change Orders for the City Hall Renovation and Construction Project (attached)
- C. **MOTION** – Bill #24-04/RESOLUTION Waiving Competitive Bidding Requirement and Approving and Authorizing the Purchase of Office Furniture, and other Needed Products and Materials for City Hall Renovation, from Indoff, LLC, for \$113,513.09, Through the State of Illinois Joint Purchasing Program as a Sole Source Purchase (attached)
- D. **MOTION** – Bill #24-05/RESOLUTION Authorizing City to Enter Into a Professional Services Contract with Moran Economic Development, LLC, for Purposes of Amending TIF #1 District and TIF #2 District, and to Establish TIF District #3 (attached)
- E. **MOTION** – Bill #24-06/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for the City's Annual Membership to Discover Downstate Illinois (attached)

Continued

- F. **MOTION** – Bill #24-07/RESOLUTION Authorizing and Directing Application to the Madison County, Illinois, Sustainability Grant Program for Highland Silver Lake Improvements (attached)
- G. **MOTION** – Bill #24-08/RESOLUTION Authorizing and Directing Application to the 2024 Surface Transportation Block Grant Program (STP) for the Purpose of Resurfacing Poplar Street from Broadway Through Lindenthal Avenue (attached)
- H. **MOTION** – Award Bid #PW-07-23, for the Purchase of New Diesel Fuel Tank and Dispensing System (attached)

REPORTS:

- A. **MOTION** – Accepting Expenditures Reports #1258 for Dec. 30, 2023 through Jan. 12, 2024 (attached)

EXECUTIVE SESSION:

The City Council may conduct an Executive Session pursuant to the Illinois Open Meetings Act, only after citing exemptions allowing such meeting.

ADJOURNMENT:

Continued



Anyone requiring accommodations, provided for in the Americans with Disabilities Act (ADA), to attend this public meeting, please contact Jackie Heimburger, ADA Coordinator, by 9:00 AM on Tuesday, January 16, 2024.

BE ADVISED this is a public meeting conducted in accordance with Illinois state law and may be recorded for audio and video content. City reserves the right to broadcast or re-broadcast the content of this meeting at City's sole discretion. City is not responsible for the content, video quality, or audio quality of any City meeting broadcast or re-broadcast.

Directions for Public Monitoring of Highland City Council Meetings:

The City of Highland is providing the following phone number for use by citizens to call in just before the start of this meeting:

618-882-5625

Once connected, you will be prompted to enter a conference ID number.

Conference ID #: 867900

This will allow a member of the public to hear the city council meeting.

Note: This is for audio monitoring of the meeting, only. Anyone dialing in will not be able make comments.

Anyone wishing to address the city council on any subject during the Public Forum portion of the meeting may submit their questions/comments in advance via email to lhediger@highlandil.gov or, by using the citizens' portal on the city's website found here: https://www.highlandil.gov/citizen_request_center_app/index.php.

Any comments received prior to 3:00 PM on the day of the meeting, will be read into the record.



City of Highland
1115 Broadway, PO Box 218
Highland, IL 62249

To: Honorable Mayor Hemann, City Council and Finance Department

From: Chris Conrad- City Manager

Date: January 3, 2024

Re: Purchasing Policy Change to coincide with change in State Statute

I am submitting for Council consideration a change to the City of Highland Purchasing Policy as it pertains to Chapter 6, Section A.- Change Order Policy.

As I was reviewing law changes that went into effect on January 1, 2024, I came across a law change that went into effect on January 1, 2023 that we had previously missed.

P.A. 102-1119, effective 1-23-23, changed 720 ILCS 5/33E-9, Change Orders. See below:

(720 ILCS 5/33E-9) (from Ch. 38, par. 33E-9)

Sec. 33E-9. Change orders. Any change order authorized under this Section shall be made in writing. Any person employed by and authorized by any unit of State or local government to approve a change order to any public contract who knowingly grants that approval without first obtaining from the unit of State or local government on whose behalf the contract was signed, or from a designee authorized by that unit of State or local government, 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 State or local government and authorized by law, commits a Class 4 felony. The written determination and the written change order resulting from that determination shall be preserved in the contract's file which shall be open to the public for inspection. This Section shall only apply to a change order or series of change orders which authorize or necessitate an increase or decrease in either the cost of a public contract by a total of \$25,000 or more or the time of completion by a total of 180 days or more.

(Source: P.A. 102-1119, eff. 1-23-23.)

This statute change only pertains to our dollar amount, changing from \$10,000.00 to \$25,000.00, but does not change our process of



City of Highland
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receiving council approval. I believe the penalty for the official who violates this provision existed previously.

Recommendation

Staff recommends Council approve a change to Chapter 6, Section A of the Purchasing Policy, Change orders to reflect the change in dollar amounts to match the State Statute.

RESOLUTION NO. _____

**RESOLUTION AMENDING AND APPROVING THE CITY OF HIGHLAND, ILLINOIS
PURCHASING MANUAL, JANUARY 2024**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined recent changes in Illinois law necessitate changes to the City Purchasing Manual; and

WHEREAS, City has determined the Change Orders section of the City Purchasing Manual shall be amended to reflect recent changes in Illinois law as follows:

A. Change Order Policy

State statute requires City Council approval of all change orders for \$25,000 or more and for all change orders which, when combined with those previously approved, increase or reduce the contract price by more than \$25,000. The following financial policy is consistent with this statute.

Change orders which increase or reduce the time for completion of the contract by more than 30 days (regardless of the original contract price) require City Council approval. In these instances, departments shall follow the procedures for submitting change orders to the City Council outlined above.

It shall be the responsibility of each Department Director to ensure that all change orders are submitted to the City Manager or City Council for approval. In addition, Department Directors shall be responsible for monitoring all contract payouts and retainages and ensuring that the amount of the change order is correct.

Changes to professional service contracts (e.g. engineering, architectural or land surveying work) shall be treated as contract amendments.

PROCEDURES FOR SUBMITTING CHANGE ORDERS TO THE CITY COUNCIL

Change orders requiring City Council approval shall be placed on the City Council’s agenda and shall be accompanied by a memorandum explaining the need for the contract revision. If a change order for less than \$25,000 is submitted to the City Council for approval, departments shall explain that City Council approval is necessary because the total value of all change orders exceeds \$25,000.

Change orders shall be numbered sequentially and shall bear the signature of the Department Director. In instances where a final balancing change order (regardless of the amount) reduces the contract price, departments shall instruct Finance to close out the remaining encumbered funds.

In special circumstances, a change order requiring City Council approval may be authorized by the City Manager or his/her designee prior to being placed on the City Council agenda. After receiving authorization, however, the department, following the requirements outlined above, shall have the change order placed on the City Council’s agenda for the following meeting.

See City Purchase Manual, January 2024, attached hereto as **Exhibit A**; and

WHEREAS, City has determined it to be in the best interests of public health, safety, general welfare and economic welfare to amend the City Purchase Manual, January 2024, as stated herein (**Exhibit A**); and

WHEREAS, the City Council finds that the Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to amend the City Purchase Manual, January 2024, as stated herein (**Exhibit A**).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. Amendment of the City Purchase Manual, January 2024, as stated herein (**Exhibit A**), is approved.

Section 3. All previously authorized City Purchasing Manuals are repealed, replaced and superseded by the City Purchase Manual, January 2024 (**Exhibit A**).

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the _____ day of _____, 2024, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

ABSENT:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland, Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland, Madison County, Illinois

CITY OF HIGHLAND



PURCHASING MANUAL

JANUARY 2024

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A. Introduction/Statement of Policy

The purpose of this purchasing manual is to provide the City of Highland staff with guidelines and directions for the acquisition of goods and services. When used with good judgment and common sense, the policies and procedures conveyed within will allow the City to obtain required supplies and services efficiently and economically. City Council approval adopts this manual as City policy to replace Highland Municipal Code Section 2-416.

The manual is divided into sections dealing with purchasing policies and procedures. The policy sections contain all the purchasing policies reviewed and recommended by the City Manager and Director of Finance and adopted by the City Council which must be adhered to by City employees. The procedures sections provide a “how to” guide for processing purchase requisitions, purchase orders, travel authorization and expense reports and other procedures regarding payment processing.

Employees are expected to read the policy manual and provide the Department of Finance with feedback regarding the policies and procedures contained within. This manual is designed to be a fluid document and will be modified from time to time to conform with changes in legislation, technology and actual practice. Although it may not answer every question related to purchasing practices, it does provide general guidelines for purchasing activities. Employees who need help dealing with specific situations not covered by the manual should contact the Director of Finance for assistance.

The City Manager, under the direction of the City Council, shall be the final authority with regards to enforcement of any of the provisions of this manual. Failure to follow the procedures outlined in this manual may lead to disciplinary action in accordance with the provisions of the City of Highland Personnel Policy Manual.

A. Code of Ethics

All City personnel engaged in purchasing and related activities shall conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the City and the residents of Highland. City employees shall strive to:

1. Ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations, and City policies.
2. Maintain confidentiality at all times.
3. Not accept gifts or favors from current or potential suppliers which might compromise the integrity of their purchasing function.
4. Specify generic descriptions of goods wherever possible in lieu of brand names when compiling specifications.
5. Never allow purchase orders for identical goods or services to be split or variations to City Council approvals to be made in order to circumvent established policy.
6. Purchase without favor or prejudice.
7. Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any subsequent information is made available to all bidders.
8. Establish and maintain procedures to ensure that fair and equal consideration is given to each offer or quotation received and selection is based upon the lowest total cost compliant bid.
9. Offer a prompt and courteous response to all inquiries from potential or existing suppliers.

It shall be the responsibility of the City Manager to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the City's Personnel Manual.

B. Gifts and Gratuities - City Guidelines for Accepting

City personnel should be aware that offers of gratitude from vendors can be designed to compromise objective judgment in product or service selection. Accordingly, it is City policy to observe the highest standards of ethics and to shield the employee, the City and the vendor from any suggestion or appearance of conflict of interest.

No employee shall permit any influence by vendors which could conflict with the best interest of the City or prejudice the City's reputation. Expenditures of City funds to vendors shall not by intention personally benefit any person officially connected with the City. Employees shall strive to follow the following guidelines:

1. Tangible gifts or gratuities shall not be accepted where their value exceeds \$100 per vendor annually. Such gifts should be returned with a statement of City policy. Promotional or advertising items of nominal value such as key chains, pens, coffee mugs, calendars and holiday candy are acceptable. Gifts that are capable of being shared, such as a box of chocolates, shall be shared within the office or section where the recipient works.
2. Association with vendor representatives at business meals or business organization meetings is occasionally necessary and is neither questionable nor unethical, provided the individual keeps himself/herself free of obligation.
3. Personal loans of money or equipment are not to be accepted from a vendor or an individual associated with a vendor doing business with the City.
4. Solicitation of vendors for merchandise or certificates to serve as door prizes or favors is normally prohibited. However, exceptions may be approved by the City Manager.
5. Corporate discounts granted to City employees are acceptable only if they are offered to all City employees and other corporate clients of the vendor.

If in any doubt about the propriety of accepting a gift, the matter should be referred to the Department Director who will, if necessary, discuss the matter with the City Manager or his/her designee.

C. Advanced Approval of City Purchases Required

No employee shall purchase goods or services on behalf of the City without first seeking approval as required by this policy. All purchases shall require advance approval of the appropriate Department Director and the City Manager in accordance with the guidelines described below:

<u>Dollar Limits</u>	<u>Required Approvals</u>
Under \$1,500	Department Director or Supervisor if no Dept Director exists
\$1,501-\$24,999	Department Director and City Manager
\$25,000 & Above	Dept. Director, City Manager and City Council

Approval for purchases shall occur before the purchase is made. At the discretion of the Department Director, approval levels for Supervisors may be increased to an amount not to exceed the Department Director’s authority. In addition, the City Manager can delegate approval authority to a Department Director at their discretion in the event they are unavailable to approve purchases.

CHAPTER 3 - COMPETITIVE QUOTES & EXCEPTIONS TO THE POLICY

A. General Policy for Soliciting Quotes

Employees are responsible for obtaining quotes for purchases of services and products in the instances outlined below. (Note below the Change in Dollar Limits when Possibly Doing Business with Person/s Connected with City.) When submitting a purchase request prior to purchase, quotes shall be attached to a Purchase Request Form (see Exhibit on page 29) and returned to the appropriate department for a purchase order to be generated after signatures are obtained. Requests submitted without the required quotes or a satisfactory explanation of why quotes were not obtained (e.g. sole source, emergency, standardized vendor etc.) will be returned to the originator without approval.

<u>Up to \$1,500</u>	Employees are encouraged to seek verbal quotes at least once a year.
<u>\$1,501 - \$4,999</u>	Three verbal quotes must be obtained. The quotes must be included on the Purchase Request Form. Physical records regarding the dates, contacts, and quotes received shall be retained in the department's files for auditing purposes.
<u>\$5,000 - \$24,999</u>	Three written quotes. The quotes must be listed on the Purchase Request form and copies of the quotes attached to it. Hard copies shall also be retained in the department's files for auditing purposes.
<u>\$25,000 & Above</u>	Must be competitively bid in accordance with State law and City ordinances. City Council approval is required for all contracts of this dollar amount.

Supplies purchased more than once during a fiscal year (e.g. forms, copier supplies, etc.) do not need quotes every time a purchase is made. However, competitive quotes for these items shall be sought at least once each year to ensure that vendors are competitive.

Note: Change in Dollar Limits when Possibly Doing Business with Person/s Connected with City.

Wherein the City could possibly be doing business with any City of Highland employee or any person appointed or elected to a City board or commission, the City Manager issues the following written policy outlining procedures for compliance with state law:

<u>Expenses \$1,500 and over:</u>	Budgeted expenditures by the City for public purpose, wherein the expenditure is \$1,500 or more and the City could possibly be doing business with any City employee or any person appointed or elected to a City board or commission shall require the Director to seek competitive sealed bids by legal advertisement in any newspaper of general circulation in an area of resource which will supply the need, and (mandatory) any local-published newspaper, at least 15 or more days prior to an established date on which no further bids shall be accepted. Bids received pursuant to such solicitation shall be opened and read at the date and time established for such opening. The expenditure shall be awarded to lowest responsible bidder, after approval of the City Council.
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B. Joint Purchasing

State of Illinois

City employees are authorized to obtain goods and services using the State of Illinois Joint Purchasing program. When available through the State program, it is not necessary for City employees to obtain quotes or to competitively bid the goods or services which are sought. Employees shall be responsible, however, for ensuring that the goods or services are of a quality sufficient to meet the City's needs and that pricing is competitive.

When making purchases using the State's assigned vendor, employees shall submit a purchase order to the vendor directly and shall include the State of Illinois contract number and the City's assigned Joint Purchasing member I.D. number (L2590) on the purchase order. This information should be included on the purchase order.

Other Units of Government

Employees are permitted to purchase items jointly with other units of government when the price of the goods or services sought is competitive and the quality meets the City's standards. Prior to initiating the transaction, employees shall seek the approval of the Director of Finance or designee. Questions regarding joint purchasing opportunities should be directed to the Director of Finance.

C. Sole Source Purchases

Contracts for parts, supplies or equipment that are available only from a single source are referred to as sole source purchases. Sole source procurements may arise from the following circumstances:

1. Equipment for which there is no comparable competitive product or is available only from one supplier
2. Public utility services from natural or regulated monopolies
3. A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer
4. An item where compatibility is the overriding consideration, such as computer software
5. A used item, for example, a television transmitter tower, that becomes immediately available and is subject to prior sale

These items shall not be subject to requirements for seeking competitive quotes or bids. However, purchases in excess of \$25,000 shall be presented to the City Council prior to acquisition with a request to waive bids, approve the purchase and enter into a formal contract.

D. Emergency Purchases Policy

Emergencies are defined as events that could not have been foreseen where immediate action is necessary to safeguard the public's health and safety. In the event of an emergency affecting the public health and safety, the City Manager or his/her designee may authorize a vendor to perform work necessary to resolve such emergency without formal bid solicitation. Documentation of the emergency and the need for immediate action shall be presented to the City Council in a reasonable period of time following resolution of the crisis.

The following procedures shall be followed in the event an emergency purchase order is needed: An emergency purchase order can be used authorizing a vendor to perform any and all work necessary only if the public health, safety, and services could be affected. The Department Director will issue an emergency purchase order to the vendor. If the emergency and the need for immediate action exceed \$10,000, documentation shall be presented to the City Manager or his/her designee prior to such authorization.

After the emergency has been resolved, the Department Director shall submit a purchase requisition for the goods purchased. The department shall explain the need for the emergency purchase order and reference the purchase order number that was issued to the vendor.

The Director of Finance or his/her designee will then add the requisition to the emergency purchase order.

E. Competitive Bidding Exemption

When, in the ordinary course of City business, no single purchase of, or individual contract for, specific types of supplies, materials or services exceeds \$25,000, but the total dollar value of all purchases and/or contracts for said specific types of supplies, materials, or services during the City's fiscal year does exceed said amount, said purchases may not be subject to the competitive bidding requirement and may not require the City Council to waive the competitive bidding requirement. At his/her discretion, the City Manager shall determine whether these purchases require City Council approval of a waiver of bids. Where a bid waiver is determined to not be necessary, said purchases shall still be subject to the requirements of Chapter 3, Section A of this manual concerning quote solicitation for purchases under \$25,000.

It is not the intent of this subsection to encourage the circumvention of the bidding requirements and, to the extent practicable, City staff is encouraged to rely upon the competitive bidding process. Rather, the competitive bidding exemption provided by this section is intended to recognize and address those situations in which a competitive bidding requirement is not necessarily practicable, and can be eliminated without jeopardizing the City's ability to obtain a low and competitive price from a qualified responsible contractor/vendor.

A. When a Formal Bid Is Required

All purchases of goods or services exceeding \$25,000, except as noted in Chapter 3, Section E, shall be subject to the competitive bidding process, including a Notice of Municipal Letting for Council approval, and shall be let, by free and open competitive bidding after advertisement, to the lowest responsible bidder or any other bidder whom the City Council deems to be in the best interest of the City.

With the exception of bids for capital projects handled through an engineering contract, all bids shall be issued using the City's standard bid document as approved by the City Attorney.

B. Preparing the Bid Document

1. It is the responsibility of the respective departments to prepare the bid document. When preparing the bid document, each department shall be responsible for obtaining a bid document number from the Executive Assistant and for ensuring that the most recent version of the bid document has been used.
2. All bid documents must contain the following information:
 - Cover memo (includes signature line for City Manager approval)
 - Table of Contents
 - Notice to Bidders
 - General Terms, Conditions and Instructions
 - Specifications of the item/service
 - Bid Proposal Form
 - An appropriate sample contract (required if the bid is for goods, services, construction services, or goods and installation services)
 - All contractor certification forms (e.g. sexual harassment, tax compliance, contract execution) (Execution of these documents would be at the signing of the contract phase)
3. After the bid document has been prepared, it must be reviewed and approved by the applicable Department Director and City Manager. Then a "Notice of Municipal Letting" memo explaining the project and asking to go out for bids, including bids specs if possible, must be approved the City Council.
4. The Department Director will be responsible for forwarding the legal notice to the newspaper for publication. A legal notice of the bid must be placed in a newspaper with a general circulation in the City at least fifteen (15) days prior to the bid opening
5. The Department Director will mail the approved document to prospective bidders. Bid documents should not be mailed to bidders before the ad is placed in the newspaper. This will help ensure that all prospective bidders have the same amount of time to complete the bid document.

C. Additional Requirements for the Bid Document

1. **Bid Bonds, etc** -A bid bond, cashier's check, certified check, or other approved security in an amount equal to 5% of the bid is required to guarantee the successful bidder will sign a contract in the following instances: 1) the bid is for a construction project, 2) any other bid for which the Director of Finance deems it necessary to protect the interest of the City.
2. **Performance Bond** - When preparing the bid document, departments should consider whether to require contractors to provide a performance bond if awarded the contract. In instances where the bid is for construction services or significant building improvements, it is customary to require the contractor to provide a performance bond. A performance bond, issued by a surety company, stipulates a legal, written obligation to guarantee 100% payment for any financial loss caused by default of the contractor. When assigned to the City of Highland, it grants an assurance as to the performance and successful completion of the terms of the contract and assures payment of the taxes, licenses or assessments associated with the contract. The contractor shall provide the performance bond with the appropriate Labor and Material Bonds within ten (10) calendar days of award of the bid. Bonds required to guarantee performance and payment for labor and material for the work shall be in a form acceptable to the City and shall provide that they shall not terminate on completion of the work, but shall be reduced to ten percent (10%) of the contract sum upon the date of final payment by the City for a period of one (1) year to cover a warranty and maintenance period which Contractor agrees shall apply to all material and workmanship for one (1) year from the date of issuance of the final payment by the City.
3. **Insurance** - Contractor agrees to provide and maintain certificates of insurance and endorsements evidencing the minimum insurance coverage and limits set forth below during the term of the contract. Such policies shall be in force and from companies acceptable and satisfactory to the Owner to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the contract term. A copy of the certificate of insurance and endorsement section of the insured's policy shall name the City of Highland, its officers, agents, employees, representatives and assigns as additional insured. The policy of insurance shall contain no provisions that invalidate the naming of the Owner as additional insured. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and shall not be construed in any way as a limitation on Contractor's duty to carry adequate insurance or on Contractor's liability for losses or damages under this Contract. The minimum insurance coverage and limits that shall be maintained by the Contractor and his sub-contractors at all times while providing, performing, or completing the Work are as follows:

A. Worker's Compensation: The Contractor is required to carry, with a company authorized under the laws of the State of Illinois, a policy for protection against liability under the Worker's Compensation and the Occupational Disease Statutes of the State of Illinois with limits of not less than \$500,000 per claim.

B. General Liability: The Contractor shall carry a comprehensive general umbrella liability policy for all operations with limits of not less than \$1,000,000.00 each accident for bodily injury liability and not less than \$1,000,000.00 each accident for property damage liability.

C. Professional Liability Insurance: The Contractor shall carry minimum of \$500,000.00

All such insurance must include an endorsement whereby the insurer agrees to notify the Owner at least 30 days prior to non-renewal, reduction, or cancellation. The Contractor shall cease operations if the insurance is canceled or reduced below the required amount of coverage. All costs for insurance as specified herein will not be paid for separately, but shall be considered as incidental to the Contract.

4. **Additional Documents Required At the Signing of the Contract Phase**-The following forms must also be attached in order to be an acceptable: Hold Harmless and Indemnity Agreement, Certificate of Compliance with the Substance Abuse Prevention Program Certification, Certificate that the Contractor is not barred from Contracting with Unit of Local Government Because of Conviction of an Offense Related to Bidding, and a Certificate on Non-Delinquency of Tax.
5. **Bid Submittal** - All companies or individuals who wish to bid on a good or service must submit their bids in a sealed envelope before the deadline of the bid. Upon receipt of a sealed bid, the City employee will initial and stamp the date and time of receipt on the outside of the envelope. The sealed bid will be forwarded to the Finance Department.

If bid documents are to be distributed at the City Hall, the front desk personnel must be supplied with at least 3 copies (or more depending on the number of bidders expected) of the bid document.

6. **Pre-Bid Conference** - If a pre-bid conference is conducted, departments should specify in the Notice to Bidders whether attendance is a mandatory condition of bidding. At the pre-bid conference, the responsible department should ensure that all attendees sign a “sign-in” sheet to ensure compliance with this requirement of bidding. Failure to attend a mandatory pre-bid conference shall disqualify a bidder from being awarded the contract unless, at the department’s discretion, bidders are allowed to not attend by signing a waiver.

D. Bid Opening Procedures

All sealed bids shall be publicly opened by the City Manager and/or Department Director or his / her designee at the time stated in the legal notice. At least one other employee shall serve as a witness and tabulate the bid results. All proposals shall be open to public inspection and a tabulation of all bids shall be available from the Department Director. The following procedures must be completed prior to the bid opening:

1. If the bid opening will be conducted at the City Hall, the originating department shall be responsible for reserving a conference room for the day and time. This can be done by contacting the Executive Assistant.
2. All bids must be received before the deadline on the day of the bid. Each bid shall be marked with the initials of the City recipient and a date and time of receipt of the bid document. City Hall front desk personnel should be notified of the time and place of the bid opening for that day and reminded that any bids received after the deadline for accepting bids should be labeled “Not received in time” on the bid document and initialed and marked with the date and time of receipt.

3. A bid tabulation form must be completed. The outline of the bid proposal form may be used to do this. During the bid opening, both the person opening the bids and the person tabulating the bids must sign the bid tabulation sheet as witnesses.

If bid security is required, it shall be forwarded to the Department Director immediately following the bid opening. Procedures for depositing and returning bid security is described below in subsection E.

E. Post Bid Opening Requirements

After the bid opening has taken place, the Department Director shall prepare a memorandum that explains the purpose of the bid, includes the names and addresses of the companies who submitted bids as well as the amount each company bid, and recommends which company should be awarded the bid. The recommendation should be based on the following:

- a) The ability, capacity, and skill of the bidder to perform the contract 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 performance of previous contracts of services
- e) The previous and existing compliance by the bidder with laws and ordinance relating to the contract or 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 service 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
- i) The number and scope of conditions attached to the bid
- j) Responsiveness to the exact requirements of the invitation to bid
- k) Ability to work cooperatively with the City and its administration
- m) Past records of the bidder's transactions with the City or with other entities as evidence of the bidder's responsibility, character, integrity, reputation, judgment, experience, efficiency and cooperativeness.

Once approved by the Department Director, their memo recommending award of bid should be given to the Executive Assistant in the City Manager's Office by the Tuesday of the week preceding the week of the City Council meeting to be placed on the City Council's agenda.

With the exception of contracts let through an engineering contract, all bid files shall be maintained by the Department requesting the bid. After the issuing department has prepared the City Council agenda item, the bid file shall be sent to the Executive Assistant along with the bid packages, original bid tabulation sheet, and all other documentation. After Council approval, the bids will be stored in the Office of the Executive Assistant where they can be accessed when necessary (State law requires bid files be maintained for ten (10) years following the bid opening). The signed contract will be forwarded to the Executive Assistant for safekeeping after it is received.

Signed contracts, certificates of insurance and performance bonds must be obtained from the contractor before work begins. It is the responsibility of the applicable department to ensure that the City's contract has been signed, and certificate of insurance and performance bond obtained before work begins.

The Department Director associated with the bid shall be responsible for handling bid deposits. If a bid deposit was required, it must be returned to all except the three (3) lowest responsive and responsible bidders on each contract within fourteen (14) calendar days after the opening of the bid and within 24 hours of when the award letter is mailed. The bid deposit of the accepted bidder is to be returned only after acceptance by the City of satisfactory performance bond where such bond is required or completion of contract where no performance bond is required. The remaining bid deposits of each contractor should be returned within fourteen (14) days after the City Council has awarded the contract.

F. Waiver of Competitive Bidding – Sole Source

The City Council, by a two-thirds vote of all the Councilpersons then holding office, may waive the bidding procedures and enter into a contract or agreement. Requests for bid waivers shall be made only when goods or services are proprietary (i.e. sole source), where standardization is necessary or desirable (e.g. furniture), in emergencies as defined in this manual or when it is in the best interests of the City to do so. In any instance, a statement justifying the need for a bid waiver shall be included in the department's recommendation and accompany the memo for inclusion on the City Council's agenda.

G. Requests for Professional Services

Some contracts, by their nature, are not adapted to award by competitive bidding. Examples include, but are not limited to, contracts for the services of individuals possessing a high degree of professional skill where the education, experience or character of the individual is a significant factor in determining their ability to meet the City's needs. These contracts generally result from a request for proposal (RFP) solicited from consultants for "Professional Services."

The City is required by the Local Government Professional Services Selection Act to follow specific procedures when hiring an architect, engineer or land surveyor. The procedures must be followed unless 1) an emergency situation exists and an architect, engineer or land surveyor must be selected in an expeditious manner, or 2) when the cost of such services "is expected to be less than \$25,000." If none of these conditions apply, the City must solicit proposals and adhere to the following requirements:

1. **Public Notice.** Permitting firms engaged in the lawful practice of their professions to annually file a statement of qualifications and performance data with the City. The City must also 1) mail a notice requesting a statement of interest in the specific project to all firms who have a current statement of qualifications and performance data on file with the City and 2) place an advertisement in a local newspaper of general circulation throughout the City, requesting a statement of interest in the specific project and further requesting statements of qualifications and performance data from those firms which do not have such a statement on file with the City. Such advertisement shall state the day, hour and place the statement of interest and the statements of qualifications and performance data shall be due.
2. **Selection Procedure.** The City then must evaluate the firms submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time and budget requirements, location, workload of the firm and such other factors as the City may determine in writing are applicable. The City may conduct discussions with and require public presentations by firms deemed to be the most qualified regarding their qualifications, approach to the project and ability to furnish the required services.
3. On the basis of evaluations, discussions and presentations, the City shall select no fewer than three (3) firms 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 City shall then contact the firm 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. If fewer than three (3) firms submit letters of interest and the City determines that one or both of those firms are so qualified, the City may proceed to negotiate a contract.
4. **Contract Negotiation.** The City 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 firm at compensation the City determines in writing to be fair and reasonable. In making this decision, the City shall take into account the estimated value, scope, complexity and professional nature of the services to be rendered.
5. If the City is unable to negotiate a contract with the preferred firm, negotiations with that firm shall be terminated. The City shall then begin negotiations with the firm which is next preferred. If the

City is unable to negotiate a contract with that firm, negotiations with that firm shall be terminated. The City shall then begin negotiations with the firm which is next preferred.

6. If the City is unable to negotiate a satisfactory contract with any of the selected firms, it shall re-evaluate the architectural, engineering or land surveying services requested, including the estimated value, scope, and complexity and fee requirements. The City shall then compile a second list of not less than three qualified firms and proceed in accordance with these procedures.

If a contract is used other than the City's standard contract, the following items should be included: indemnification, insurance, and venue. This language can be obtained from the Director of Finance or the City Attorney.

If, after reviewing these procedures, employees have questions regarding which services are exempt, they should contact the City Attorney for clarification.

CHAPTER 5 - METHODS OF PAYMENT PROCESSING

A. Regular Purchase Orders

With the exception of purchases processed with a blanket purchase order (see description below), all purchases shall require the issuance of a regular purchase order to the vendor before an order for goods or services is filled. No employee shall have the authority to purchase items on the City's behalf without first entering a purchase requisition and obtaining the required approvals from supervisory staff or the City Council where applicable. The City will not issue "confirming" purchase orders. Purchase orders will be required for all items purchased inside the City that exceed \$1,000 individually or in aggregate. Employees shall be responsible for planning for purchases exceeding \$1,000 in advance, and should allow sufficient time to have a requisition processed and purchase order issued and mailed or faxed to the vendor. With the exception of emergency purchase orders, the Department of Finance will not issue purchase order numbers in advance unless a requisition has been processed and has received the necessary approvals. Receiving tickets will need to be turned in to the Finance Department as soon as possible after the item or items are received with the receiving date clearly marked.

B. Change Orders To Regular Purchase Orders

After a regular purchase order is issued to the vendor, it may become necessary to change it to include additional quantities, shipping costs, etc. When this occurs, the employee who completed the original requisition shall process another requisition for the change order. The employee shall **note the original purchase order number** for which the change is being made and explain briefly the need for the change. Please note that change orders to original contracts of \$25,000 or more require the prior approval of either the City Manager or City Council. For more information, please refer to the financial policy on change orders included in this manual.

C. Confirming Purchase Orders

Except in the case of emergency purchase orders, the City will not issue confirming purchase orders to vendors.

D. Prepayments

The City will not pay for goods and services until the goods are received or the service is rendered.

Exceptions:

1. Deposits on certain jobs when approved by the Director of Finance.
2. Memberships and books or periodicals.
3. Payments to local, State, and Federal government entities.
4. Service and maintenance contracts where necessary.
5. Small orders (under \$1,500.00) where the Department Director approves prepayment.
6. Approval by the Director of Finance or City Manager.

E. Manual Checks

Manual checks are interim checks issued to vendors as payments for goods delivered or services performed. The checks are issued between normal accounts payable cycles when an emergency or other extenuating circumstance as determined by the Finance Department makes it impractical or unreasonable to process the payment following normal payment methods. As the name implies, manual checks are labor intensive and time consuming to issue, therefore, their use as a method of payment shall be restricted to unique or special circumstances.

All requests for manual checks must be processed by completing a purchase requisition form. The completed form shall include the vendor's name and address, the account number against which it is being charged, a description of the item purchased, and an explanation as to need for the check. The form shall also include the signature of the applicable Department Director. Completed forms shall be submitted to the Finance Department for approval.

The Department of Finance will not issue manual checks in instances where reasonable means could have been taken to process the payment following normal payment methods.

F. Petty Cash

This policy sets forth procedures for the handling of petty cash monies at City Hall, Police Department, Electric Department, and the Korte Recreation Center. It further establishes the procedures for reporting petty cash disbursements by department to the Department of Finance as well as reimbursements to each petty cash box. Each location's Department Director is responsible for seeing that the total number of receipts and cash equal the amounts detailed in Section 2b. The Petty Cash box is subject to audit (Section 2h) and the Department Director will be accountable for any non-compliance with this procedure or shortage of funds.

All forms needed in order to effectively manage the petty cash process are referred to in the procedures section and are contained as Exhibits to this policy.

The following policy and procedural guidelines have been established to promote a more efficient and accountable petty cash operation. All departments within the City are responsible for abiding by this policy. There are no exceptions.

1. Petty Cash Disbursements to Employees

- a. Requests for petty cash may be made to the Office Manager at each location or Accounts Payable Clerk at City Hall.
- b. There is a \$75 limit per petty cash request per employee per day. Any amount above \$75 must be submitted through the accounts payable process. Reimbursable expenses under \$75 incurred by an employee should be reimbursed from petty cash rather than through the accounts payable process.
- c. No one is allowed to take money from petty cash without a petty cash request form and a cash receipt which **must** be signed by the appropriate supervisor. The petty cash request form must also be signed by the employee who will receive the money.

- If a petty cash request form is submitted without a receipt, the employee must bring back a receipt before they are reimbursed. If for some reason the employee did not obtain a receipt for submittal with the petty cash request form, supervisory approval **MUST** be noted on the petty cash receipt form.
 - All receipts **must** be original. If desired, copies may be made and kept by each individual employee, but the original must be given to the respective person responsible for petty cash in each department.
- d. All petty cash request forms must contain the following information:
- Date
 - Detailed description of the expenditure
 - Name of person(s) to receive money
 - Department
 - Receipt signed by the supervisor

2. Reimbursing Each Petty Cash Box

- a. As stated above, the person responsible for the petty cash box is the Office Manager at City Hall. They not only disburse petty cash to various employees, they must reconcile the petty cash box and request petty cash reimbursements by the payables deadline. It is recommended that this be done on a bi-weekly basis, as needed.
- b. The maximum amount of petty cash allotted at City Hall is \$400. If this amount is not sufficient to meet the needs of the department, the Department Director can request an increase in the petty cash allotment. This request must be approved by the Director of Finance.
- c. Petty Cash will be subject to periodic announced and unannounced audits to determine compliance with these procedures. Any discrepancies with compliance or cash balance shall be immediately reported to the Director of Finance and a written report shall be provided with copies to the City Manager and Department Director.
- d. Any questions regarding these procedures may be directed to the Finance Department at City Hall.

G. Credit Card Payments

The City Council has provided each Department Director and various supervisory staff with a corporate credit card for use in making purchases. Each Cardholder is responsible for the security of the card and should not permit its use for means other than those permitted by this policy. Credit card use shall be limited to the purchase of items under \$1,000 (excluding payment of travel expenses) where a purchase order cannot be used (e.g. airline reservations, restaurants etc.). Credit card purchases of \$1,000 or more must be approved by the Finance Department or City Manager. Credit cards shall not be used to circumvent the normal payment process.

As with all purchases made on the City's behalf, goods purchased with a credit card are exempt from sales tax. Therefore, employees shall provide the vendor with a sales tax exemption form in order to avoid being charged sales tax.

Receipts for goods or services, or printout of orders placed on line, purchased with a credit card shall be obtained and submitted to accounts payable by the end of the billing cycle. If a receipt is not issued, a packing slip may be provided to accounts payable. Payment will not be made unless receipts (or an explanation as to why receipts are not available) are included with the credit card statement. It is not permitted to utilize the credit card for personal purchases at any time.

The Finance Department shall maintain a list of the credit cards issued to each employee /department and shall request that they be returned prior to termination of employment. Returned cards shall be forwarded to the Director of Finance or his/her designee and shall be canceled.

H. Accounts Payable (purchases made without purchase orders)

Purchase orders are the preferred method of payment for most City transactions. However, in the following instances, payments will be made without purchase orders, after approval from the Department Director or Supervisor:

1. Recurring monthly bills (i.e. phone bills, utility bills, etc)
2. Credit Card Payments
3. Reimbursements to City employees for expenses incurred

The City will make every effort to pay invoices in a timely manner in order to receive any discounts available.

I. Local Vendors

Any items purchased from a local vendor may be charged to the City account with the vendor giving the employee a copy of the ticket for the item purchased (some places do not give tickets). The employee will need to put an account number on the ticket, sign it clearly, and submit it to the Supervisor. The Supervisor shall signify approval with initials, indicate account number, and submit it to the appropriate departmental payable processing staff or Finance Department. Accounts Payable processing staff will match the tickets with the statement and set them up for payment. A listing of local vendors utilized can be obtained from the Finance Department.

A. Change Order Policy

State statute requires City Council approval of all change orders for \$25,000 or more and for all change orders which, when combined with those previously approved, increase or reduce the contract price by more than \$25,000. The following financial policy is consistent with this statute.

Change orders which increase or reduce the time for completion of the contract by more than 30 days (regardless of the original contract price) require City Council approval. In these instances, departments shall follow the procedures for submitting change orders to the City Council outlined above.

It shall be the responsibility of each Department Director to ensure that all change orders are submitted to the City Manager or City Council for approval. In addition, Department Directors shall be responsible for monitoring all contract payouts and retainages and ensuring that the amount of the change order is correct.

Changes to professional service contracts (e.g. engineering, architectural or land surveying work) shall be treated as contract amendments.

PROCEDURES FOR SUBMITTING CHANGE ORDERS TO THE CITY COUNCIL

Change orders requiring City Council approval shall be placed on the City Council's agenda and shall be accompanied by a memorandum explaining the need for the contract revision. If a change order for less than \$25,000 is submitted to the City Council for approval, departments shall explain that City Council approval is necessary because the total value of all change orders exceeds \$25,000.

Change orders shall be numbered sequentially and shall bear the signature of the Department Director. In instances where a final balancing change order (regardless of the amount) reduces the contract price, departments shall instruct Finance to close out the remaining encumbered funds.

In special circumstances, a change order requiring City Council approval may be authorized by the City Manager or his/her designee prior to being placed on the City Council agenda. After receiving authorization, however, the department, following the requirements outlined above, shall have the change order placed on the City Council's agenda for the following meeting.

B. Fixed Asset Policy

A fixed asset policy is herein established to insure compliance with governmental financial reporting standards and to safeguard City assets.

Fixed assets shall include land, buildings, machinery, equipment and vehicles with a life expectancy of one year or more. To be included in this definition, the capitalization threshold of the asset or minimum value of the asset at the time of acquisition is established at \$15,000.

Responsibility for control of fixed assets rests with the operating department wherein the asset is located. The Director of Finance shall ensure that such control is being maintained by establishing a fixed asset inventory that is updated on a regular basis and which documents all additions and deletions to the fixed asset inventory. Operating departments shall report the disposal or relocation of a fixed asset promptly to the Director of Finance or his/her designee. Assets acquired during the year shall be recorded as an expenditure against the appropriate capital expenditure account. In the Comprehensive Annual Financial Report, these expenses are depreciated over the useful life of the asset.

Assets shall be recorded in the fixed asset inventory by using an appropriate description and by recording or serial numbers where applicable. Tagging of all assets will not be required. Assets not capitalized under this policy but which, in the opinion of the Director of Finance may, in the aggregate, account for a substantial asset group, shall be inventoried by the appropriate operating department by a means or system suitable for maintaining control of the assets. The Director of Finance shall determine the appropriate means or system to be used in these situations.

C. Disposal of City Property

City property of value may not be sold or traded without prior approval of the City Council.

If the item has value, notify the Finance Department and the Director of Human Resources to determine if the item needs to be removed from the City's records. Include information identifying the equipment to be disposed, the name of the manufacturer, model number, serial number, and an estimate of salvage value if applicable. The Finance Department is authorized to transfer usable surplus materials to another department requesting such materials, or to approve disposal of the property where appropriate. The Department Director shall have the Executive Assistant prepare an ordinance for the City Council agenda recommending disposal of the property.

In instances where City property no longer has value, departments may dispose of the property without City Council approval. However, the Finance Department and the Director of Human Resources need to be notified to determine if the item needs to be removed from the City's records. Include information identifying the equipment to be disposed, the name of the manufacturer, model number, serial number.

D. Purchases Near the End of the Fiscal Year

When purchases are made near the end of the fiscal year (i.e. April 30), departments shall be responsible for ensuring that they are expensed (i.e. charged) against the fiscal year in which they were received. The date goods are received or services are performed determines which fiscal year they are expensed against. Consequently, goods and services will be expensed in the current fiscal year only if they are received or performed by April 30th. This is true regardless of when the purchase requisition is processed or the purchase order is issued. Items not received by April 30 will be expensed in the next fiscal year.

The Finance Department shall issue a reminder notice regarding year end purchases to all departments each year in April.

E. Use of Sales Tax Exemption Number

1. Use by Employees

City purchases are not subject to sales tax; therefore, employees shall make efforts to inform vendors of the City's tax exempt status and to ensure that sales tax is not paid for purchases made with petty cash or credit cards. Sales tax exemption forms may be obtained from the Accounts Payable Clerk in the Finance Department.

Use of the City's sales tax exemption number is restricted to purchases made on behalf of the City. State law prohibits use of the City's sales tax exemption number to secure exemptions for personal reasons and such use will subject the responsible individual and all guilty parties to a fine of not more than \$10,000 or to imprisonment for not more than five years or both, together with costs of prosecutions.

2. Use by Outside Contractors or Vendors

The Illinois Department of Revenue regulations allow contractors to use the City's sales tax exemption number to purchase materials used in construction of public improvements which will be eventually dedicated to the City. Use of the exemption number is limited to purchases directly related to work being done on behalf of the City. Contractors are responsible for any tax due on purchases determined to be non-exempt and for purchases not made on the City's behalf.

Requests by contractors for the City's sales tax exemption number shall be forwarded to the Director of Finance or his/her designee. The City will provide a letter of explanation regarding the correct use of the City's tax exempt number along with a sales tax exemption certificate. It is the responsibility of the contractor to properly account for the use of the City's tax exemption number. The City of Highland reserves the right to audit purchases to assure compliance with the terms and conditions governing use in accordance with Illinois law.

A. Travel Policy

Travel can play an important role in accomplishing the City's mission to provide superior and responsive governmental services to the people of Highland. Travel is authorized only for items related to an employee's work duties. When conducting business on behalf of the City, employees are expected to use good quality services and accommodations appropriate for the business to be conducted. Good judgment and ethical practices on the part of each traveler remain the most important factors in controlling travel expenses. The City of Highland will adhere to all requirements listed in the Local Government Travel Expense Control Act (PA 99-0604).

Each Department Director is responsible for obtaining travel authorization. Travel authorization is a two part process including: 1) authorization of all overnight travel in advance; and 2) expense reporting following completion of the trip. Authorization of travel expense reports is more than a formality. It indicates that expenses submitted have been reviewed and have been found to comply with City regulations regarding travel and authorized business expenses.

All City personnel traveling or incurring business expenses on behalf of the City, and those responsible for the approval of these expenses, are expected to use these measures to assist in maintaining control over travel expenditures. The policies detailed here apply to all funds under City control and are superseded only in those instances where funding agencies apply specific and more restrictive rules and rates.

B. Travel Authorization

It is City policy that all travel that requires an overnight stay or is estimated to cost over \$500.00 must be approved in advance by the employee's Department Director and City Manager. Requests for travel authorization shall be submitted using the City's Travel Authorization Form (see Exhibit on page 30) before any travel arrangements have been made. Travel costs (not including conference registration fees) that are in excess of \$2,500 per traveler or for any travel by a board member must be approved by the City Council in a roll call vote before the travel arrangements can be completed.

C. Travel Arrangements

To reduce travel costs, City employees are encouraged to seek multiple quotes from an on-line travel service (i.e. www.travelocity.com, or www.expedia.com, when purchasing air travel and reserving cars and hotel rooms. Whenever possible, travel should be arranged using the least expensive means possible. Employees should use good judgment when determining logical routes for arriving at the intended destination. Remember to get quotes for all airports within 30 miles of your destination. Provide a print out of the on-line reservation options, highlighting the itinerary selected. If the least expensive location / schedule is not selected, include an explanation.

D. Air Travel

Employees are required to request flights according to approximate arrival and departure time, rather than by specific carrier or flight number, in order to obtain the lowest available fare with logical routing for all trips. In general, lowest available fare is defined as the least costly fare available at the time of ticketing, and may include one stopover or connecting flight. In order to take advantage of available discounted fares, travelers are requested to make reasonable adjustments in their travel plans.

Employees should make air travel arrangements as far in advance as possible to take advantage of special fare savings. Travelers should be aware that some discounts have travel restrictions and cancellation penalties, and therefore good business judgment should be exercised.

All air travel at City expense must be by coach.

E. Ground Transportation

It is expected that employees use the most effective ground transportation available, considering cost, time, availability, and scheduling.

The cost of public transportation is reimbursable and requires a receipt.

a. Taxi and Airport Transportation

Whenever practical, airport or hotel ground transportation should be the preferred method of transportation to hotels or meeting sites. The most economical option should be used for ground transportation and a receipt is required for reimbursement of these expenses.

b. Rental Passenger Automobiles

Rental automobiles may be used as necessary but must be approved in advance by the Department Director. Receipts are required for reimbursement of all expense related to rental automobile use. Rental cars should be limited to standard size passenger cars.

c. Personal Vehicles

Expenses of travel by automobile are reimbursable at the IRS authorized rate. The mileage reimbursement allowance covers all automobile related costs; gasoline, insurance, maintenance etc. Toll charges and parking fees when supported by receipts, are reimbursable in addition to mileage allowance. The total personal automobile expenses shall not exceed the lowest available air fare.

Employees using personal vehicles on City business must have adequate automobile insurance coverage. The City's insurance does not cover use of personal vehicles.

F. Meals

The per diem allowance for meals including taxes and tips while on City business shall not exceed the Internal Revenue Service (IRS) standard allowance for the locality (See the Finance Department for the current allowances). If the destination is not included in the IRS list, the standard meal allowance for the nearest city shall apply. Meal expenses exceeding the standard allowance are the responsibility of the employee.

When traveling on City business, employees should select restaurants which are reasonably priced for the locality. In addition, employees shall be aware that the City will not pay for alcoholic beverages consumed with meals and that receipts are required for meals purchased during the course of the business trip.

Per Diem allowances for partial days traveled shall be based on the per meal allowances outlined below. These allowances shall also apply to employees attending in-state seminars and conferences not requiring an overnight stay. In either event, employees will not receive a per diem allowance but will be reimbursed for meals not included in the registration costs. The following limits shall apply to meals purchased while conducting City business:

a. Breakfast

Breakfast will be allowed whenever the incurred travel begins earlier than a normal breakfast (or concludes following breakfast) and no meal is served at the seminar or conference.

b. Lunch

Lunch will be reimbursed provided that the trip begins before the lunch hour (or concludes following the normal lunch hour) and lunch is not included as part of the conference or seminar.

c. Dinner

Dinner will be reimbursed when the employee is away from the City for the evening meal or does not return until after the normal dinner hour and no meal was provided as part of the conference or seminar. The per meal allowance for dinner shall be the balance of the IRS per diem allowance for the locality.

G. Hotels

Travel necessitating overnight lodging is discouraged, however, an employee when traveling for City business and requiring overnight lodging should secure lodging no more or less than his or her home environment. Lodging which equals a medium priced "chain-type" motel is acceptable. Blocks of rooms at or near a conference site, set aside for conference participants, are likewise acceptable lodging.

H. Non-Allowable Expenses

The City's policy is to reimburse its employees for all reasonable and necessary expenses incurred while transacting the affairs of the City. However, the City will not reimburse for the following items, considered to be personal in nature, while traveling for City business (all items may not be specifically listed):

1. Cleaning, pressing, and laundry;
2. Personal entertainment including movies, theatre tickets, videos or pay per view services in a hotel room, magazines, sightseeing fares, etc;
3. Airline and other trip insurance;
4. Beautician, barber, manicurist and shoe shine;
5. Personal telephone calls except to report changes in schedule;
6. Repairs on personal automobiles damaged while on company business;
7. Traffic violations and court costs;
8. Membership fees in airline clubs.
9. Family members traveling with employee.
10. Additional expenses related to personal travel.
11. Meals or lodging at a friend or relative's home.

I. Approved Forms of Payment

Payments will not be made unless the Travel Authorization / Expense Reimbursement Form has been approved by the Department Director and City Manager and submitted to the Finance Department.

Employees that have City issued credit cards may use them to pay for travel related expenses. However, employees shall still be responsible for submitting a completed Travel Authorization / Expense Reimbursement Form for approval before the travel purchases have been made and providing a completed form with accompanying receipts to the Finance Department upon return.

J. Advances

Travel advances may be issued to employees to cover travel expenses that cannot be paid for by credit card. The advance will be established at an amount that is reasonable. All travel advances are issued and maintained subject to timely reporting of all travel expenses. A travel advance will be issued upon receipt of a Travel Authorization / Expense Reimbursement Form containing the following information:

1. Name, title and department of employee receiving the travel advance
2. Account number the expenses will be charged to
3. Purpose of the trip / Destination
4. Beginning and ending dates of the trip
5. Estimate of all expenses including registration, transportation, meals, lodging, and miscellaneous expenses including items paid directly
6. Required signatures authorizing the expense

Credit cards are the preferred payment method during travel. (Receipts must be kept and attached to the Expense Report. However, cash advance requests require the signature of the applicable Department Director and/or City Manager. Travel advance forms must be completed and submitted to the Department of Finance at least twenty-five (25) days before the date needed, if possible. Employees are responsible for ensuring that the completed travel advance form is received by the Finance Department prior to the accounts payable deadline for the date the funds will be needed.

Travel advances must be settled within seven (7) days after completion of the travel. A travel advance will not be issued if any prior advance is outstanding.

K. Expense Reporting

The Travel Authorization / Expense Reimbursement Form should then be completed in accordance with the instructions noted on the form. Travelers should provide as much detailed information of all expenses on the statement as possible including the cost of registration, books, meals, hotel, airfare, etc. how it was paid - whether it was paid directly to a vendor (e.g. registration fees) or by credit card (e.g. hotel bill). Original receipts must be included.

A copy of the Travel Authorization / Expense Reimbursement Form should be completed, showing the Post-Trip Actual Expenses and completing the bottom portion of the form, including required signatures. This form, along with any unused travel advance money, should be turned in to the Finance Department within 7 days of completion of the business trip,

NOTES:

Questions regarding any aspect of this policy shall be directed to the Finance Department.

Any deviations not discussed in these regulations must be approved by the City Manager.

PURCHASE REQUEST

Item _____ Date _____

Department _____ Employee _____

Account Number _____

<u>Company</u>	<u>Address</u>	<u>Quote</u>
1.)		
2.)		
3.)		

Company recommended for purchase _____

★ If low quote is not recommended, please explain _____

Approved

Disapproved

Department Director signature _____

City Manager signature _____

★ Attach written quotes if request is \$5,000 - \$24,999. \$25,000 and above requires competitive bids. (See purchasing policy)

Travel requiring an overnight stay or is estimated to cost over \$500.00, including registration, must be approved in advance by Department Director and City Manager. Travel costs (not including registration) over \$2,500 must be submitted to the City Council for approval.

**City of Highland
Travel Authorization Form / Expense Reimbursement Form**

Employee: _____ Dept. / Div. _____

Reason/Destination _____ Account # _____

Dates of Travel: _____ Transportation Mode: _____

	Pre-Trip Estimated Expenses	Post-Trip Actual Expenses
Registration:	_____	_____
Transportation:	_____	_____
Meals:	_____	_____
Lodging:	_____	_____
Other:	_____	_____
Total:	_____	_____

Is a cash advance for expenses required? If yes, enter amount: _____

Council Approval Required? If yes, attach approval documentation

Dept Director Signature _____ Date _____

City Manager Signature _____ Date _____

(To be completed after the Trip)

Upon return, a receipt is required for all expenses paid for by the City of Highland. A receipt is also required for reimbursement of eligible expenses to the employee. In the case of per diem meal allowances, a copy of the meeting agenda is required.

Total Actual Expenses _____

Amount Advanced: _____

Paid by City of Highland _____

Amount Owed To City / Employee _____

Employee Signature _____ Date _____

Director / City Manager _____ Date _____



City of Highland
1115 Broadway, PO Box 218
Highland, IL 62249

To: Honorable Mayor Hemann and City Council

From: Chris Conrad-City Manager

Date: January 10, 2024

Re: City Hall Change Orders to date

I am submitting for your approval all change orders on the City Hall project to date.

CO 1: The first change order pertains to some small changes we made to the design after further review of the plans with both staff and the Contractor. We did not demo a section that is now being used as the server room and removed the need for an additional door that would have required additional demo and the relocation of a door in the interior. **This change order was a deduction of \$9,181.33.**

CO 2: This change order pertains to changes in the HVAC for the council chambers. Upon further review with staff and the contractor, we had concerns that moving the HVAC in the council chambers overhead and the possible noise impact that may have. Going overhead in this area was not as serious of a concern as water had not entered into this area as it did in the rest of the building. So we do not have the same concerns about mold in this area that we did in the rest of the structure where the HVAC system ductwork became the defacto drainage system for the water damage. **This change order was a deduction of \$40,359.56.**

CO 3: This change order added a fresh coat of paint to the exterior of the structure; add the clock tower to the roofing project; some minor changes to the structure of the new store front on the interior, so the front desk area to allow for more workspace and the corresponding new framing that would be required. **This change order was a \$13,848.37 add.**



City of Highland
1115 Broadway, PO Box 218
Highland, IL 62249

CO 4: This change order made some minor adjustments and additions of electrical and data outlets in 5 of the rooms; removing the track lighting in the lobby; replacing all smoke detectors in the building as we renewed the building alarms. **This change order was a \$3,831.01 add.**

CO 5: This change order was to add a rough in for an ice maker and water cooler in the building break room area. **This change order was a \$1,146.49 add.**

CO 6: This change order was to add counter top and cabinetry along the west wall of the bullpen area to accommodate supplies and common specialty printers. This was added after a discussion and walk through with staff who liked the use of a similar setup in the public safety building. **This change order was a \$12,097.64 add.**

CO 7: This change order moved some receptacle and data in 2 rooms to accommodate furniture choices and added 2 additional circuits in the server room to accommodate future equipment. **This change order was a \$1,236.49 add.**

Budget Impact: In total the above change orders have reduced the total contract price by \$17,380.89. So these change orders have not impacted the budget for this project and have added to the overall usefulness of the final product for our citizens and staff.

To remind council, we will be bringing the furniture purchase to the council as a separate purchase that does not fall under this contract; and the contemplated changes to the council chambers will come to council as a separate change order. Work on the council chambers cannot begin until completion of the current work due to space and storage limitations.

We respectfully request the council approve and accept the above mentioned change orders.

RESOLUTION NO. _____

**RESOLUTION APPROVING CHANGE ORDERS FOR THE HIGHLAND CITY HALL
RENOVATION AND CONSTRUCTION PROJECT**

WHEREAS, the City of Highland, Madison County, Illinois (“City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 *et seq.* of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined change orders should be accepted and approved for the Highland City Hall renovation and construction project based on the following:

1. the circumstances necessitating the change were not reasonably foreseeable at the time the contract was signed;
2. the change is germane to the original contract as signed;
3. the change is in the best interest of the City and authorized by law;

and

WHEREAS, City has determined the following change orders shall be approved:

CHANGE ORDER 1: Change Order One pertains to some small changes made to the design after further review of the plans with both staff and the Contractor. City did not demo a section that is now being used as the server room and removed the need for an additional door that would have required additional demo and the relocation of a door in the interior. This change order was a deduction of \$9,181.33. *See* Change Order One attached as **Exhibit A**.

CHANGE ORDER 2: Change Order Two involves changes to the HVAC for the council chambers. Upon further review with staff and the contractor, City had concerns about moving the HVAC in the council chambers overhead and the noise it may generate. Going overhead in this area was not as serious of a concern as water had not entered into this area as it did in the rest of the building. This change order was a deduction of \$40,359.56. *See* Change Order Two attached as **Exhibit B**.

CHANGE ORDER 3: Change Order Three added a fresh coat of paint to the exterior of the structure; added the clock tower to the roofing project; included some minor changes to the structure of the new store front on the interior, changed the front desk area to allow for more workspace and the corresponding new framing that would be required. This change order was a \$13,848.37 add. *See* Change Order Three attached as **Exhibit C**.

CHANGE ORDER 4: Change Order Four made some minor adjustments and additions to the electrical and data outlets in 5 of the rooms; removed the track lighting in the lobby; replaced all smoke detectors in the building as we renewed the building alarms. This change order was a \$3,831.01 add. *See* Change Order Four attached as **Exhibit D**.

CHANGE ORDER 5: Change Order Five added a rough in for an ice maker and water cooler in the building break room area. This change order was a \$1,146.49 add. *See* Change Order Five attached as **Exhibit E**.

CHANGE ORDER 6: Change Order Six added a counter top and cabinetry along the west wall of the bullpen area to accommodate supplies and common specialty printers. This was added after a discussion and walk through with staff who liked the use of a similar setup in the public safety building. This change order was a \$12,097.64 add. *See* Change Order Six attached as **Exhibit F**.

CHANGE ORDER 7: Change Order Seven moved some electric and data receptacles in 2 rooms to accommodate furniture choices and added 2 additional circuits in the server room to accommodate future equipment. This change order was a \$1,236.49 add. *See* Change Order Seven attached as **Exhibit G**.

and

WHEREAS, City has determined that Change Orders 1-7, as discussed herein, have reduced the contract price of the renovation / construction of Highland City Hall by \$17,380.89; and

WHEREAS, City has determined it is in the best interests of public health, safety, general welfare and economic welfare to approve Change Orders 1-7, as stated herein; and

WHEREAS, City Council finds that the Mayor and/or City Manager should be authorized and directed, on behalf of City, to execute any documents required to approve Change Orders 1-7, as stated herein.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND, MADISON COUNTY, ILLINOIS:

Section 1. The foregoing recitals are incorporated herein as express findings of fact and legislative intent of the City Council of the City of Highland, Illinois.

Section 2. Change Orders 1-7, as stated herein, are approved.

Section 3. City Council finds that the Mayor and/or City Manager should be authorized and directed, on behalf of City, to execute any documents necessary to give effect to this Resolution, and approve Change Orders 1-7, as stated herein.

Section 4. This Resolution will be in full force and effect upon its passage and approval in accordance with the law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the ____ day of _____, 2024, the roll call vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

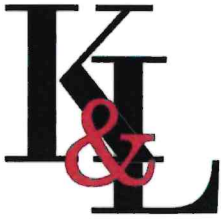
ABSENT:

APPROVED:

Kevin B. Hemann
Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm
City Clerk
City of Highland
Madison County, Illinois



Request For Change Order

K&L RFC Quote #
2321-001
HIGHLAND-CITY HALL REMODEL

KORTE & LUITJOHAN CONTR. INC.
12052 HIGHLAND RD.
HIGHLAND, IL 62249
Phone: (618) 654-9877
Fax: (618) 654-9778

CITY OF HIGHLAND
TO P.O. BOX 218
1115 BROADWAY
HIGHLAND, IL 62249

QUOTE DATE	VALID THRU	FOR	PAGE
8/21/2023	9/19/2023	Layout Changes	1 of 2

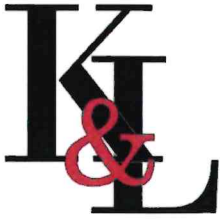
Included in this change order are all 10 revisions indicated on the revised drawing A-2 dated 7.1.23.

1. FRONT PLANTERS REMOVED
2. ENTRY 123 DELETED. EXIST. DOOR TO COUNCIL CHAMBERS TO REMAIN DOOR #3 TO BE DELETED.
3. BUILDING AND ZONING 129 NOW ADDED TO LOBBY. CONFRENCE ROOM 126 EXPANDED.
4. DOOR #3 DELETED.
5. DOOR #17 RELOCATE TO LOBBY121.
- G. CLOSET TO REMAIN IN CONFRENCE ROOM 120
7. RELOCATE DOOR #1G TO NEW I.T. CLOSET 132
8. PLANNING 125 IS NOW CITY MANAGER'S OFFICE 125 DELETE EAST WALL.
9. CHANGE SWING ON DOOR #23
10. STOP SCREEN WALL 12' FROM EXIST. BUILDING.

This change order does not include any MEP changes. It is assumed moving these walls will not affect electrical or HVAC layout. If they are affected by these changes the costs can be applied to the allowance.

Drywall subcontractor indicates the credit for the 12 LF of wall that is omitted, is offset by the additional 18" of drywall that was cut from the bottom of several walls during the demo.

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1	Item #1 - Credit to not do planters. - K&L Labor & Material	-250.00	-250.00
2	Item #2 - Credit for not demoing existing Door & Wall - K&L Labor & Material	-477.00	-954.00
1	Item #3 - Credit to not install pass thru counter - K&L Labor & Material (See note about Von Alst)	-250.00	-250.00
1	Item #4 - Credit to delete door #3 - K&L Labor	-600.00	-600.00
1	Item # 4 - Credit to delete door #3 - Commerical Door Material	-6,264.00	-6,264.00



Request For Change Order

K&L RFC Quote #
2321-001
HIGHLAND-CITY HALL REMODEL

KORTE & LUITJOHAN CONTR. INC.
12052 HIGHLAND RD.
HIGHLAND, IL 62249
Phone: (618) 654-9877
Fax: (618) 654-9778

CITY OF HIGHLAND
TO P.O. BOX 218
1115 BROADWAY
HIGHLAND, IL 62249

QUOTE DATE	VALID THRU	FOR	PAGE
8/21/2023	9/19/2023	Layout Changes	2 of 2

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1	Item #5 - Relocate Door - Zero cost change (See note about Von Alst)	0.00	0.00
1	Item #6 - Credit to not demo closet	-140.00	-140.00
1	Item #7 - Relocate Door - Zero cost change	0.00	0.00
1	Item #8 - Delete East wall - Zero cost change (See Note about Von Alst)	0.00	0.00
1	Item #9 - Change Swing on Door #23 - Zero cost Change	0.00	0.00
1	Item #10 - Credit for no demo of existing stucco wall	-652.00	-652.00
1	Bond .783%	-71.33	-71.33

TOTAL CHANGE ORDER AMOUNT -9,181.33

CONTRACTED BY:

Korte & Luitjohan Contractors, Inc.

Kyle Luitjohan
Authorized Signature

Project Manager 8/25/23
Title Date

ACCEPTED BY:

CITY OF HIGHLAND

[Signature]
Accepted Signature

City Manager 8/26/23
Title Date

Total: **-9,181.33**

[Handwritten circled total and initials]



EST. 1921

Quote

NO. 132631

Quote Date : 8/22/2023

Architectural Woodwork
Architectural Wood Doors
Architectural Wood Windows
Architectural Door Hardware
Commercial Steel Doors & Frames

1 COTTONWOOD INDUSTRIAL PARK GLEN CARBON IL 62034

IL (618)288-3000 MO (314)231-4113

Customer:

KORTE & LUITJOHAN CONTRACTORS, INC
KYLE LUITJOHAN
(618) 654-9877 **Fax:** (618) 654-9778

Job: HIGHLAND CITY HALL

PO Number:

Ship To:

KORTE & LUITJOHAN CONTRACTORS, INC
HIGHLAND CITY HALL
HIGHLAND, IL 62249
Via: MPM TRUCK

ITM	QTY	U/M	ITEM DESCRIPTION	Unit	Extended
-----	-----	-----	------------------	------	----------

1	1	EA	DELETE DOOR, FRAME AND HARDWARE FOR OPENING 3		(\$6,264.00) (\$6,264.00)
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Mark As:

Prices are valid for 30 days from date of quote. Prices are F.O.B. shipping point, freight allowed to jobsite for freight rates in effect as of the date of this quote.

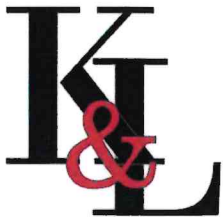
Terms of payment subject to credit approval. NO RETENTION ALLOWED. Past due accounts are subject to 1-1/2% per month service charge. Tax is subject to current rate at time of delivery/invoicing.

Please approve

SUBTOTAL:		(\$6,264.00)
TAX	0.000%	\$0.00
FREIGHT		\$0.00

TOTAL: (\$6,264.00)

Terms: NET 30



Request For Change Order

K&L RFC Quote #
2321-002
HIGHLAND-CITY HALL REMODEL

KORTE & LUITJOHAN CONTR. INC.
12052 HIGHLAND RD.
HIGHLAND, IL 62249
Phone: (618) 654-9877
Fax: (618) 654-9778

CITY OF HIGHLAND
TO P.O. BOX 218
1115 BROADWAY
HIGHLAND, IL 62249

QUOTE DATE	VALID THRU	FOR	PAGE
8/25/2023	9/23/2023	Chamber HVAC	1 of 1

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1	Eliminate the Council Room PMZ units 1-2, eliminate spiral pipe and registers, ductwork. Reclaim freon, remove and dispose of two existing heat pumps, two high-efficiency furnaces, coils and condensers to match new, materials, etc.	-39,246.00	-39,246.00
1	Credit to not fill in vents in Council Chambers - K&L	-800.00	-800.00
1	Bond .783%	-313.56	-313.56

TOTAL CHANGE ORDER AMOUNT -40,359.56

Total: **-40,359.56**

CONTRACTED BY:

Korte & Luitjohan Contractors, Inc.

Authorized Signature

Project Manager 8/29/23
Title Date

ACCEPTED BY:

CITY OF HIGHLAND

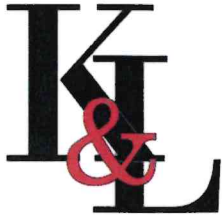
Accepted Signature

City Manager 8/29/23
Title Date

Eliminate the Council Room PMZ units 1-2, eliminate spiral pipe and registers, ductwork. Reclaim freon, remove and dispose of two existing heat pumps, two high-efficiency furnaces, coils and condensers to match new, materials, etc.

Total deduct <\$39,246.00>

Brian Langhauser
Langhauser Sheet Metal Co.
120 Matter Drive
Highland, IL 62249
(618) 654-8086 Fax (618) 654-3077
Mobile (618) 781-6595



Request For Change Order

K&L RFC Quote #
2321-003
HIGHLAND-CITY HALL REMODEL

KORTE & LUITJOHAN CONTR. INC.
12052 HIGHLAND RD.
HIGHLAND, IL 62249
Phone: (618) 654-9877
Fax: (618) 654-9778

CITY OF HIGHLAND
TO P.O. BOX 218
1115 BROADWAY
HIGHLAND, IL 62249

QUOTE DATE	VALID THRU	FOR	PAGE
9/1/2023	9/30/2023	Roof Extension	1 of 1

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1	Powerwash & two (2) coats of paint - RP Coatings	3,860.00	3,860.00
1	Clock Tower Re-Roof - Martin Roofing	3,500.00	3,500.00
1	Store Front Extension Roofing - Martin Roofing	1,800.00	1,800.00
1	Overhead & Profit on Subcontractors 10%	916.00	916.00
1	Framing/Decking & Add Cricket to existing and new roof - K&L	3,378.40	3,378.40
2	Project Manager	143.75	287.50
1	Bond .783%	106.47	106.47

TOTAL CHANGE ORDER AMOUNT 13,848.37

Total: **13,848.37**

CONTRACTED BY:

Korte & Luitjohan Contractors, Inc.

Kyle Luitjohan
Authorized Signature

Project Manager 9/19/23
Title Date

ACCEPTED BY:

CITY OF HIGHLAND

[Signature]
Accepted Signature

City Manager 9/19/23
Title Date



Martin Roofing & Solar is pleased to present you with the following proposal.
Sign both copies and return one.

Date

Job Name

Client Name

Job Address

Estimator

Phone

We hereby submit specification and estimates for:

CLOCK TOWER:

To tear off the existing shingle roof down to the deck. We will replace any bad decking at a Time & Material EXTRA Basis. To install ice & water shield at eaves, synthetic felt over the deck, aluminum drip edge at the perimeter, starter shingle, nail over ridge vent, ridge cap and architectural shingles over the felt.

There is a Limited Lifetime Manufacturer's warranty on the shingles.

There is a 2yr workmanship guarantee from D.E. Martin Roofing Co.

All debris cleaned up and hauled away.

Contract Price:

Payment is due in full on completion of job. 1.75% per month, which is 21.00% per Annum will be added to any balance over 30 days old. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Client Acceptance Signature

Estimator Signature

Date

NOTE:
This proposal may be withdrawn by us if not accepted within 30 days.



Martin Roofing & Solar is pleased to present you with the following proposal.
Sign both copies and return one.

Date

Job Name

Client Name

Job Address

Estimator

Phone

We hereby submit specification and estimates for:

STORE FRONT EXTENSION:

To install ice & water shield at eaves, synthetic felt over the deck, aluminum drip edge at the perimeter, starter shingle, nail over ridge vent, ridge cap and architectural shingles over the felt.

There is a Limited Lifetime Manufacturer's warranty on the shingles.

There is a 2yr workmanship guarantee from D.E. Martin Roofing Co.

All debris cleaned up and hauled away.

This price is based on extending the store front out 7' as shown on plans.

Contract Price:

Payment is due in full on completion of job. 1.75% per month, which is 21.00% per Annum will be added to any balance over 30 days old. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Client Acceptance Signature

Estimator Signature

Date

NOTE:

This proposal may be withdrawn by us if not accepted within 30 days.

Kyle Luitjohan

From: Doug Penrod <Doug@rpcoatings.com>
Sent: Wednesday, August 30, 2023 5:04 PM
To: Kyle Luitjohan
Subject: RE: Highland City Hall - Change Order

Kyle – Price to paint clock tower

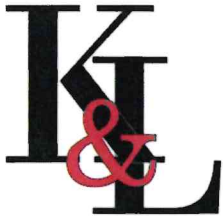
Labor, Materials & Equipment = \$3,860.00

Powerwash & two (2) coats

Let me know if you have any questions.

Thanks...

Doug Penrod
RP Coatings, Inc.
618-978-7595 Cell
618-667-3150 Office
www.rpcoatings.com



Request For Change Order

K&L RFC Quote #
2321-004
HIGHLAND-CITY HALL REMODEL

KORTE & LUITJOHAN CONTR. INC.
12052 HIGHLAND RD.
HIGHLAND, IL 62249
Phone: (618) 654-9877
Fax: (618) 654-9778

CITY OF HIGHLAND
TO P.O. BOX 218
1115 BROADWAY
HIGHLAND, IL 62249

QUOTE DATE	VALID THRU	FOR	PAGE
9/19/2023	10/18/2023	Outlet changes & Smoke Detecto	1 of 1

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1	Items discussed at Progress Meeting on 9/5 - Relocating two data boxes and two receptacles in rooms 102 and 103. - Adding 2 receptacles and one data box in room 108. - Adding one data box and one receptacle in room 124. - Adding one data box in room 120. - Removing track lights and wire mold in lobby.	700.00	700.00
1	New Smoke Detectors - Bel-Clair	2,625.00	2,625.00
1	Overhead & Profit on Subcontractors 10%	332.50	332.50
1	Project Manager	143.75	143.75
1	Bond .783%	29.76	29.76

TOTAL CHANGE ORDER AMOUNT 3,831.01

Total: **3,831.01**

CONTRACTED BY:

Korte & Luitjohan Contractors, Inc.

Authorized Signature

Title

Date

ACCEPTED BY:

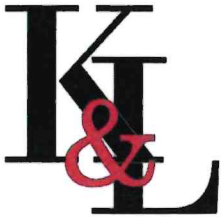
CITY OF HIGHLAND

Accepted Signature

Title

9/19/23

Date



Request For Change Order

K&L RFC Quote #
2321-005
HIGHLAND-CITY HALL REMODEL

KORTE & LUITJOHAN CONTR. INC.
12052 HIGHLAND RD.
HIGHLAND, IL 62249
Phone: (618) 654-9877
Fax: (618) 654-9778

CITY OF HIGHLAND
TO P.O. BOX 218
1115 BROADWAY
HIGHLAND, IL 62249

QUOTE DATE	VALID THRU	FOR	PAGE
9/28/2023	10/27/2023	Rough in for Ice Maker and Wat	1 of 1

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1	Rough in for Ice maker and water cooler. - RMK	1,034.16	1,034.16
1	Overhead & Profit on Subcontractors 10%	103.42	103.42
1	Bond .783%	8.91	8.91

TOTAL CHANGE ORDER AMOUNT 1,146.49

CONTRACTED BY:

Korte & Luitjohan Contractors, Inc.

Kyle Luitjohan
Authorized Signature

Project Manager 9/28/23
Title Date

ACCEPTED BY:

CITY OF HIGHLAND

[Signature]
Accepted Signature

City Manager 9/28/23
Title Date

Total: **1,146.49**

(Handwritten circles around total and "C&C")

INVOICE

**RMK Contracting & Plumbing
Services, Inc**
7958 Hickcan Rd
Okawville, IL 62271

jkramper@rmkcontracting.com
+1 (618) 314-2601
rmkcontracting.com



Korte Luitjohan

Ship to
Korte Luitjohn

Invoice details

Invoice no.: 1474
Terms: Net 30
Invoice date: 09/24/2023
Due date: 10/24/2023

Product or service		Amount
1. Plumber 1	8 units × \$95.00	\$760.00
2. Sales - Non taxable Ice maker box	1 unit × \$31.00	\$31.00
3. Sales - Non taxable 1/2" copper	30 units × \$2.15	\$64.50
4. Sales - Non taxable 1/2" 90	6 units × \$0.75	\$4.50
5. Sales - Non taxable 3/4"x1/2" tee	1 unit × \$2.78	\$2.78
6. Sales - Non taxable 1/2" tee	3 units × \$2.10	\$6.30
7. Sales - Non taxable 3"x1.5" pvc tee	1 unit × \$11.35	\$11.35
8. Sales - Non taxable 1.5 90	1 unit × \$2.18	\$2.18
9. Sales - Non taxable 1/2" cap	3 units × \$0.60	\$1.80
10. Sales - Non taxable 1/2" BV	2 units × \$9.35	\$18.70

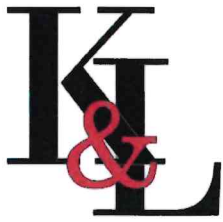
11. Sales - Non taxable	2 units × \$8.90	\$17.80
Support brackets		
12. Sales - Non taxable	2 units × \$7.50	\$15.00
Hangers, all thread, sammys		
13. Services	15 units × \$6.55	\$98.25
Insulation on overhead piping		

Total	\$1,034.16
--------------	-------------------

Note to customer

Highland City Hall Extra

Addition of ice maker box
Addition of electric water cooler



Request For Change Order

K&L RFC Quote #
2321-006
HIGHLAND-CITY HALL REMODEL

KORTE & LUITJOHAN CONTR. INC.
12052 HIGHLAND RD.
HIGHLAND, IL 62249
Phone: (618) 654-9877
Fax: (618) 654-9778

CITY OF HIGHLAND
TO P.O. BOX 218
1115 BROADWAY
HIGHLAND, IL 62249

QUOTE DATE	VALID THRU	FOR	PAGE
9/28/2023	10/27/2023	Central Workroom Casework	1 of 1

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1	Central Work Area #107: 17' 6" LF of solid surface top with splash, 17' 6" LF of PL base cabinets with doors & top drawer, 17' 6" LF of PL wall cabinets with doors, 2 EA PL finished ends & PL toe kick.	9,630.00	9,630.00
1	Overhead and profit 10% on Materials	963.00	963.00
6	K&L Carpenter	92.25	553.50
6	K&L Superintendent w/ Truck	118.90	713.40
1	Project Manager	143.75	143.75
1	Bond .783%	93.99	93.99

TOTAL CHANGE ORDER AMOUNT 12,097.64

Total: **12,097.64**

CONTRACTED BY:

Korte & Luitjohan Contractors, Inc.

Kyle Luitjohan
Authorized Signature

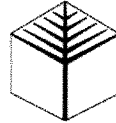
Project Manager 9/28/2023
Title Date

ACCEPTED BY:

CITY OF HIGHLAND

[Signature]
Accepted Signature

City Manager 9/28/23
Title Date



STONETREE
FABRICATIONS INC

#9 Production Parkway, Cahokia, IL 62206
618-332-1700 Fax: 618-332-1717

To: **KORTE & LUITJOHAN CONTRACTORS**
Adrs: **12052 HIGHLAND ROAD**
City: **HIGHLAND IL 62249**
Attn: **KYLE LUITJOHAN**
Email: **kyleluitjohan@korteluitjohan.com**
Phone: **618-654-9877**

September 26, 2023

Proposal For:

HIGHLAND CITY HALL
1115 BROADWAY, HIGHLAND, IL

Project Zip Code
62249

In accordance with your emailed request
Architectural Drawings # A2 thru A5 dated 4-1-23

CHANGE ORDER #1

We Include the following Items Only.

- ◆ CENTRAL WORK AREA #107: 17' 6" LF OF SOLID SURFACE TOP WITH SPLASH, 17' 6" LF OF PL BASE CABINETS WITH DOORS & TOP DRAWER, 17' 6" LF OF PL WALL CABINETS WITH DOORS, 2 EA PL FINISHED ENDS & PL TOE KICK \$ **9,630.00**

TOTAL FOR ITEMS LISTED ABOVE	\$	9,630.00
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Includes: Delivery

Excludes: Installation. Electrical Fixtures and related work. Plumbing, Fixtures, Drop-In or Undermount Sinks and related work. Doors or Door Frames, Closet Shelving, Window Sills,

Note: Solid Surface Counter Tops to be Corian Group '3' Color Pallet.

Note: Plastic Laminate shall be Manufactures Standard Colors.

Note: Casework with Doors shall have White Melamine Interiors.

Note: Casework shall have Standard 4" Wire Pulls - Brushed Chrome.

Note: StoneTree Fabricates to AWI Standards, However we do Not participate in Label Program.

Any Inability to Secure Selected Materials Due to Shortages May Impact Leadtime. We Reserve the Right to Pass On any Substantial Increases for Selected Buy Out Materials.

Deposit/Progress Payments May be Required. Payment is due 30 days after Invoice Date

Allow 7-8 weeks for fabrication - After Approved Shop Drawings & Field Dimensions.

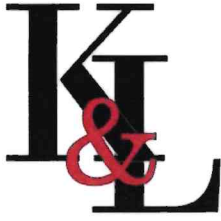
Casework & Solid Surface Prices are good for 30 days.

Sincerely,

Tom Smugala
Tom Smugala

Accepted By: _____

Date: _____



Request For Change Order

K&L RFC Quote #
2321007
HIGHLAND-CITY HALL REMODEL

KORTE & LUITJOHAN CONTR. INC.
12052 HIGHLAND RD.
HIGHLAND, IL 62249
Phone: (618) 654-9877
Fax: (618) 654-9778

CITY OF HIGHLAND
TO P.O. BOX 218
1115 BROADWAY
HIGHLAND, IL 62249

QUOTE DATE	VALID THRU	FOR	PAGE
11/21/2023	12/20/2023	Moving Receptacles	1 of 1

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1	Moving Receptacles and data in Rooms 124 & 118 and adding two new circuits in the IT Room.	1,050.00	1,050.00
1	Overhead & Profit on Subcontractors 10%	105.00	105.00
0.5	Project Manager	143.75	71.88
1	Bond .783%	9.61	9.61

TOTAL CHANGE ORDER AMOUNT 1,236.49

Total: **1,236.49**

CONTRACTED BY:

Korte & Luitjohan Contractors, Inc.

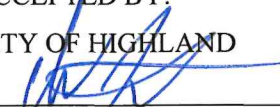
Authorized Signature

Title

Date

ACCEPTED BY:

CITY OF HIGHLAND



Accepted Signature

City Manager

Title

11/21/23

Date



City of Highland
1115 Broadway, PO Box 218
Highland, IL 62249

To: Honorable Mayor Hemann and City Council

From: Chris Conrad-City Manager

Date: January 10, 2024

Re: City Hall Furniture Order

I am submitting for your review and approval the proposal for the office furniture for the City Hall remodel project.

I have attached the proposal from Indoff who the council previously approved our working with to purchase furniture through their Joint Purchasing Program Equalis, which is a federally available joint purchasing contract.

This proposal includes all office furniture for the offices including desks with adjustable height surfaces, chairs, filing cabinets, cork boards, white boards, lobby chairs, conference room desk and chairs. I have included a cad drawing mockup of the desk layout for each office. The design is very similar to what we purchased for the Public Safety Building which staff have found to be very ergonomic and useful.

The only caveat to this proposal that we are accepting, and I have relayed to the vendor, is that the proposal has priced specific desk chairs for the employees. As what is deemed comfortable is an intensely personal choice, we have asked that options be provided that will allow each employee to choose the chair they prefer for their desk. Therefore the vendor priced out a mid-tier option as the choices will likely be some less expensive and some more expensive. However, any change in overall pricing will be determined and presented as a change order.



City of Highland
1115 Broadway, PO Box 218
Highland, IL 62249

Budget Impact: The proposal cost is **\$113,513.09**. This is in line with the industry expectation that furniture, fixtures and equipment will run approximately 10-14% of total contract price.

For comparison, the price per room breakdown is \$5,600.00 per room which is about a 14% increase over what we paid for the PSB furniture 4 years ago, so the price per room increase is slightly below the inflation levels we have seen over the past several years, so we were pleased with the joint purchasing contract pricing.

As a reminder, this proposal does not include AV equipment or monitors, those will be purchased in-house through our IT department. With respect to our insurance claim, the insurance will be covering the equivalent of about 3 offices and the conference room table and chairs.

We respectfully request the council approve the furniture contract and proposal from Indoff.

RESOLUTION NO. _____

RESOLUTION WAIVING COMPETITIVE BIDDING REQUIREMENT AND APPROVING AND AUTHORIZING THE PURCHASE OF OFFICE FURNITURE, AND OTHER NEEDED PRODUCTS AND MATERIALS FOR CITY HALL RENOVATION, FROM INDOFF LLC FOR \$113,513.09, THROUGH THE STATE OF ILLINOIS JOINT PURCHASING PROGRAM AS A SOLE SOURCE PURCHASE

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City Council has been advised of the need for office furniture, and other related products and materials, for the City Hall renovation; and

WHEREAS, pursuant to 30 ILCS 525/4.2:

Sec. 4.2. Any governmental unit may, without violating any bidding requirement otherwise applicable to it, procure supplies and services under any contract let by the State pursuant to lawful procurement procedures.

(See State of Illinois Governmental Joint Purchasing Act; 30 ILCS 525 *et seq.*); and

WHEREAS, pursuant to the City of Highland purchasing policy:

State of Illinois

City employees are authorized to obtain goods and services using the State of Illinois Joint Purchasing program. When available through the State program, it is not necessary for City employees to obtain quotes or to competitively bid the goods or services which are sought. Employees shall be responsible, however, for ensuring that the goods or services are of a quality sufficient to meet the City’s needs and that pricing is competitive.

When making purchases using the State’s assigned vendor, employees shall submit a purchase order to the vendor directly and shall include the State of Illinois contract number and the City’s assigned Joint Purchasing member I.D. number on the purchase order. This information should be included on the purchase order.

(See City of Highland Purchasing Policy); and

WHEREAS, City desires to purchase office furniture, and other related products and materials, from Indoff LLC, 11816 Lackland Rd, St Louis, MO 63146, utilizing the joint purchasing agreement, guaranteeing pre-negotiated government pricing (“Indoff LLC”); and

WHEREAS, Indoff LLC has provided a quote for office furniture, and other related products and materials, in the amount of \$113,513.05 (*see Exhibit A*; hereinafter “Indoff LLC Proposal”); and

WHEREAS, City Council deems it to be in the best interests of City to waive the competitive-bidding requirement and to purchase office furniture, and other related products and materials, through the State of Illinois Joint Purchasing program from Indoff LLC, according to the Indoff LLC Proposal (**Exhibit A**), as a sole source purchase; and

WHEREAS, the City Council also finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City of Highland, to execute whatever documents are necessary to waive the competitive-bidding requirement and to purchase office furniture, and other related products and materials, through the State of Illinois Joint Purchasing program from Indoff LLC, according to the Indoff LLC Proposal (**Exhibit A**), as a sole source purchase.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. The Indoff LLC Proposal (**Exhibit A**) is approved.

Section 3. The City Manager and/or Mayor is authorized and directed, on behalf of the City of Highland, to execute and date whatever documents may be necessary to enter the Indoff LLC Proposal (**Exhibit A**).

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the _____ day of _____, 2024, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

ABSENT:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland, Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland, Madison County, Illinois



Carol Eckhoff
Email: carol.eckhoff@indoff.com
Phone: 303-995-5272 Fax:

Bill To: City of Highland
12990 Troxler Avenue
Highland, IL 62249

Ship To: City of Highland
12990 Troxler Avenue
Highland, IL 62249

Customer	Purchase Order Number	Department/Tag
419574	8 25 2023	City Hall Furniture
Sales Person	Date Requested	
Carol Eckhoff	2024-01-15	

Customer Instructions

Qty	UM	Item	Description	Unit Price	Extended Price
1.00	LO	Project Finishes	Seating Conference chairs - Base color: black, Arms: black plastic loop, Seat and Back: black leather Task Chairs - Frame: black, Arms: black, Back: black mesh, Seat: black vinyl seat Guest chairs (with and without arms) - Frame: black, Back: Hive/Water, Seat: Contourett/Iron, Glides: black Lobby seating - Frame: black, Bariatric chair fabric: Aphrodite/Rosebud, Standard chair fabric: Aphrodite/Pebble, Arm Caps: warm gray Global Furniture: Laminate color: Walnut Heights, 1" thick tops, PVC edge color: Walnut Heights, Locks: silver, Pulls: Flared Silver, Vertical Pigeon Hole Storage: Brushed Cobalt, Tackboard fabric: Merge/Driftwood, Adjustable height base: black, Metal: black Safco Desktop metal sorters: black Mobile writing desk: Natural Wood	0.00	0.00
1.00	LO	Room 101	Room 101, as per plan	0.00	0.00
1.00	EA	ZA2448TB~~ZTOPWHEA3~ZCHASSWHE~ Rm 101 Height Adj Desk Top	23"d x 46"w, Top and 15"h Modesty Panel, Height Adjustable Frame Sold Separately, ZIRA~(STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights ~ 15"h Laminate Modesty Panel (STD) ~ Grommet/Electrical Not Required - Left Position ~ Grommet/Electrical Not Required - Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	249.00	249.00

1.00	EA	FT52SF24~FLEGBLK~FFTCTL~FFW~46 Rm 101 Height Adj Base	24"d, 2 Stage Column, Height Adjustable Base Only, Short Frame used/w 46"w - 58"w Tops, (Tops Sold Separate), FREEFIT, PRODUCTIVITY SOLUTIONS~FLEG Freefit Leg Finish BLK 1-Black, Leg Finish ~FFTC Freefit Foot Type Configuration Options TL A-TL Foot Configuration (CAD Image Defaults to C Foot) ~FFW Freefit Width Options (Match Top Width) - Short Frame ~46W 46"w Base ~FFH Freefit Handset Type S P-Up/Down Handset (STD) LINAK M-Split Cables Off Factory Order - Required (Order Entry) ~STD Non-GSA (Commercial Furniture Offering)	573.53	573.53
2.00	EA	HIWMMKD.Y2.A.H.IM\$(2).WP40.BL. Rm 101 Task Chair	Ignition 2 Task Mid-back, ilira back.Y2 Advanced Synchro-Tilt SeatSlidr .A Height and Width Adj. Arm .H Hard Caster .IM 4-Way Black \$(2) II UPHOLSTERY .WP Whisper Vinyl 40 Black .BL Black Adjustable Lumbar .SB Standard Base .T Black	394.65	789.30
2.00	EA	Z2472CS4R~~ZTOPWHEAR~ZCHASSWHE Rm 101 Desk, Right Ped	24"d x 72"w x 29.5"h, Full to Floor Single Pedestal Credenza with B/B/F on the Right, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights AR F-1" Top, Bicut Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights ~ Handle Option HS M-Flared Handle - Silver SI M-Silver Lock K-401 C-Keyed for Lock #401 ~ Grommet/Electrical Not Required - Left Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	700.94	1,401.88
2.00	EA	CD20~ALAMWHE~STD Rm 101 Center Drawer	18"d x 20"w x 3"h, Center Drawers, Use on Small L-Shaped Units, 30"x 60" + 30" x 66" Desks, Not Available on Streamline, DESK ACCESSORY~ALAM Adaptabilities Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	88.81	177.62
3.00	EA	Z48S16OS~ZTOPWHEA3~ZBASEWHE~~H Rm 101 Overhead	16"d x 48"w x 16"h, Overhead Storage, Closed Front w/Doors, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-401 C-Keyed for Lock #401 ~STD Non-GSA (Commercial Furniture Offering)	337.40	1,012.20
2.00	EA	ZWHT4818~03~MEREMG22~STD Rm 101 Tackboard	48"w x 18"h, Wall Mounted Tackboard for use under Z48S16OS/OSN, Finished HT 65.5"/66"H, Standard w/ Pre-Mounted "J" Bracket for Wall Mount Application, Mounting Hardware NIC, ZIRA~03 Grade 03 ~MERE Merge MG22 1-Driftwood ~STD Non-GSA (Commercial Furniture Offering)	265.19	530.38
2.00	EA	ZVS21~ZTOPWHEBC~STD Rm 101 Vertical Pigeon Hole	11.8"d x 13.42"w x 20.75"h, Pigeon Hole Storage, Vertical, Use with 42.5"h & 55"h Hutches Only, Used in Conjunction with Horizontal Pigeon Hole Storage, ZIRA~ZTOP Zira Laminate Finishes WHE 1-Walnut Heights BC P-Brushed Cobalt ~STD Non-GSA (Commercial Furniture Offering)	156.46	312.92

1.00	EA	Z2072LKL~~ZTOPWHEA3~ZCHASSWHE~ Rm 101 Credenza, Left Ped	20"d x 72"w x 29.5"h, Credenzas, One 2-Drawer Lateral File on Left w/Kneespace on Right, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-401 C-Keyed for Lock #401 ~ Grommet/Electrical Not Required - Left Position ~ Grommet/Electrical Not Required - Center Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	827.10	827.10
1.00	EA	Z21L2SHN~~ZTOPWHE~ZBASEWHEA3~S Rm 101 Storage Cabinet	24"d x 21"w x 29.5"h, Storage Modules, Open w/ 1 Adjustable Shelf, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights A3 F-1" Top, Standard Edge ~STD Non-GSA (Commercial Furniture Offering)	333.66	333.66
1.00	EA	Z24M7ENR~ZTOPWHE~ZBASEWHEA3~~H Rm 101 Storage Tower	20"d x 24"w x 71.9"h, Personal Towers, Right w/Open Shelves, 2 File Drawers on Bottom, 1 Adj. Shelf above Rod, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights A3 F-1" Top, Standard Edge ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver ~ Collator Option Not Required (STD) K-401 C-Keyed for Lock #401 ~STD Non-GSA (Commercial Furniture Offering)	881.46	881.46
1.00	EA	Z24M7ENL~ZTOPWHE~ZBASEWHEA3~~H Rm 101 Storage Tower	20"d x 24"w x 71.9"h, Personal Towers, Left w/Open Shelves, 2 File Drawers on Bottom, 1 Adj. Shelf above Rod, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights A3 F-1" Top, Standard Edge ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver ~ Collator Option Not Required (STD) K-401 C-Keyed for Lock #401 ~STD Non-GSA (Commercial Furniture Offering)	881.46	881.46
1.00	EA	ZHS48~ZTOPWHE~STD Rm 101 Horizontal Pigeon Hole	12"d x 45.9"w x 5.7"h, Pigeon Hole Storage, Horizontal, ZIRA~ZTOP Zira Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	212.07	212.07
1.00	EA	HIGS6DF.F.E.U\$(5).SCFSHVE74\$(1) Rm 101 Guest Chair	Ignition 2 Multi-purp Stack Chair,Four Leg,Dual Fab.F Fixed .E Nylon Glide .U Upholstered \$(5) V UPHOLSTERY .SCFSHVE Hive 74 Water \$(1) Gr 1 UPH .UR Contourett 20 Iron .T Black	329.40	329.40
1.00	LO	Room 102-103	Room 102-103, as per plan	0.00	0.00
1.00	EA	Z3072F3R~~ZTOPWHE~ZCHASSWHEA3~ Rm 102-103 Right Ped Desk636.4	29.69"d x 72"w x 29.5"h, Single Pedestal, Rectangular Top Desk, Box/Box/File Right, Faux Pedestal Left, Hutches Cannot be Used on Desk, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights A3 F-1" Top, Standard Edge ~ Laminate Full to Floor Modesty (STD) ~ Handle Option HS M-Flared Handle - Silver SI M-Silver Lock K-402 C-Keyed for Lock #402 ~ Grommet/Electrical Not Required - Left Position ~ Grommet/Electrical Not Required - Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	795.56	795.56

1.00	EA	Z24483BR~~ZTOPWHEA3~ZCHASSWHE~ Rm 102-103 Bridge	24"d x 48"w, Flush Bridge, 12"h Modesty Panel, Connects to ZxxxxBBOL, ZxxxxBBOR, ZxxxxBLFL & ZxxxxBLFR Credenza on Left or Right, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights ~ Grommet/Electrical Not Required - Left Position ~ Grommet/Electrical Not Required - Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	260.21	260.21
1.00	EA	Z2472CS2L~~ZTOPWHEA3~ZCHASSWHE Rm 102-103 Left Ped Credenza	24"d x 72"w x 29.5"h, Full to Floor Single Pedestal Credenza with F/F on the Left, Locks, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights ~ Handle Option HS M-Flared Handle - Silver SI M-Silver Lock K-402 C-Keyed for Lock #402 ~ Grommet/Electrical Not Required - Left Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	674.38	674.38
1.00	EA	Z36S20OS~ZTOPWHEA3~ZBASEWHE~~H Rm 102-103 Overhead	16"d x 36"w x 20"h, Overhead Storage, Closed Front with Doors, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-402 C-Keyed for Lock #402 ~STD Non-GSA (Commercial Furniture Offering)	310.00	310.00
1.00	EA	NCI	No Cost Item	0.00	0.00
1.00	EA	ZHBC72~ZTOPWHEA3~ZBASEWHE~STD Rm 102-103 Bookcase	12"d x 36"w x 71.9"h, Bookcase w/ 1 Fixed and 3 Adjustable Shelves, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	477.25	477.25
1.00	EA	HIWMMKD.Y2.A.H.IM\$(2).WP40.BL. Rm 102-103 Task Chair	Ignition 2 Task Mid-back, ilira back.Y2 Advanced Synchro-Tilt SeatSlidr .A Height and Width Adj. Arm .H Hard Caster .IM 4-Way Black \$(2) II UPHOLSTERY .WP Whisper Vinyl 40 Black .BL Black Adjustable Lumbar .SB Standard Base .T Black	394.65	394.65
1.00	EA	ZHS36~ZTOPWHE~STD Rm 102-103 Pigeon Hole Storage	12"d x 33.9"w x 5.7"h, Pigeon Hole Storage, Horizontal, ZIRA~ZTOP Zira Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	186.75	186.75
1.00	EA	ZWHT3618~03~MEREMG22~STD Rm 102-103 Tackboard	36"w x 18"h, Wall Mounted Tackboard for use under Z36S16OS/QSN, Finished HT 65.5"/66"H, Standard w/ Pre-Mounted "J" Bracket for Wall Mount Application, Mounting Hardware NIC, ZIRA~03 Grade 03 ~MERE Merge MG22 1-Driftwood ~STD Non-GSA (Commercial Furniture Offering)	209.99	209.99
2.00	EA	3127BL Rm 102-103 Desktop Sorter	Five-Tier Steel Desk Tray, Black	46.00	92.00
1.00	EA	HIGS6DF.F.E.U\$(5).SCFSHVE74\$(1) Rm 102-103 Guest Chair	Ignition 2 Multi-purp Stack Chair,Four Leg,Dual Fab.F Fixed .E Nylon Glide .U Upholstered \$(5) V UPHOLSTERY .SCFSHVE Hive 74 Water \$(1) Gr 1 UPH .UR Contourett 20 Iron .T Black	329.40	329.40

1.00	EA	Z2436T~~ZTOPWHEA3~ZCHASSWHE3MP Rm 102-103 Table	24"d x 36"w x 29.5"h, Freestanding Tables w/2 Full End Panels, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights 3MP M-3/4 Modesty Panel (10" A.F.F) ~ Grommet/Electrical Not Required - Left Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering) Non-GSA (Commercial Furniture Offering)	282.20	282.20
1.00	LO	Central Filing Area 107	Central Filing Area 107, as per plan	0.00	0.00
30.00	EA	1936P-3F12~STD~GLOTPEW411~STD Rm 107 Filing Cabinets	19.25"d x 36"w x 39.52"h, 3 Fixed Drawers, CW Std, 1900P SERIES, UNIVERSAL FILING~STD Metal File Case & Storage Front Paint Finishes (Global Standard Paint Finishes) ~GLO Global Standard Colors TPE 1-Taupe [TPE] W411 (5) C-Keyed For Lock #W411 ~STD Non-GSA (5) C-Keyed For Lock #W412 ~STD Non-GSA (5) C-Keyed For Lock #W413 ~STD Non-GSA (5) C-Keyed For Lock #W414 ~STD Non-GSA (5) C-Keyed For Lock #W415 ~STD Non-GSA (5) C-Keyed For Lock #W416 ~STD Non-GSA (Commercial Furniture Offering)	505.89	15,176.70
6.00	EA	T19108~LTOPWHE~STD Rm 107 Filing Cabinet Tops	19.25"d x 108"w x 1.13"h, Laminate Top for Metal Files, UNIVERSAL FILING~LTOP Laminate File Top Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	411.27	2,467.62
6.00	EA	T1972~LTOPWHE~STD Rm 107 Filing Cabinet Tops	19.25"d x 72"w x 1.13"h, Laminate Top for Metal Files, UNIVERSAL FILING~LTOP Laminate File Top Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	280.96	1,685.76
1.00	EA	Z2460FI~~ZTOPWHEA3~ZCHASSWHEP4 Rm 107 Island Desk	24"d x 60"w x 29.5"h, "D" Island with Full End Panel (T-Base) and Monopost, Attaches to Edge of Worksurfaces, Attaching Hardware Included, Not Freestanding, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights P4 M-4" Round, Black ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	323.70	323.70
2.00	EA	Z2448T~~ZTOPWHEA3~ZCHASSWHE3MP Rm 107 Desk	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panels, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights 3MP M-3/4 Modesty Panel (10" A.F.F) ~ Grommet/Electrical Not Required - Left Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	315.82	631.64

2.00	EA	CD20~ALAMWHE~STD Rm 107 Center Drawer	18"d x 20"w x 3"h, Center Drawers, Use on Small L-Shaped Units, 30"x 60" + 30" x 66" Desks, Not Available on Streamline, DESK ACCESSORY~ALAM Adaptabilities Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	88.81	177.62
2.00	EA	HIWMMKD.Y2.A.H.IM\$(2).WP40.BL. Rm 107 Task Chair	Ignition 2 Task Mid-back, ilira back.Y2 Advanced Synchro-Tilt SeatSlidr .A Height and Width Adj. Arm .H Hard Caster .IM 4-Way Black \$(2) II UPHOLSTERY .WP Whisper Vinyl 40 Black .BL Black Adjustable Lumbar .SB Standard Base .T Black	394.65	789.30
2.00	EA	Z48S16OS~ZTOPWHEA3~ZBASEWHE~~H Rm 107 Overhead	16"d x 48"w x 16"h, Overhead Storage, Closed Front w/Doors, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-403 C-Keyed for Lock #403 ~STD Non-GSA (Commercial Furniture Offering)	337.40	674.80
2.00	EA	ZHS48~ZTOPWHE~STD Rm 107 Horizontal Pigeon Hole	12"d x 45.9"w x 5.7"h, Pigeon Hole Storage, Horizontal, ZIRA~ZTOP Zira Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	212.07	424.14
1.00	EA	Room 108	Room 108	0.00	0.00
1.00	EA	ZA2448TB~~ZTOPWHEA3~ZCHASSWHE~ Rm 108 Height Adj Desk Top	23"d x 46"w, Top and 15"h Modesty Panel, Height Adjustable Frame Sold Separately, ZIRA~(STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights ~ 15"h Laminate Modesty Panel (STD) ~ Grommet/Electrical Not Required - Left Position ~ Grommet/Electrical Not Required - Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	249.00	249.00
1.00	EA	CD20~ALAMWHE~STD Rm 108 Center Drawer	18"d x 20"w x 3"h, Center Drawers, Use on Small L-Shaped Units, 30"x 60" + 30" x 66" Desks, Not Available on Streamline, DESK ACCESSORY~ALAM Adaptabilities Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	88.81	88.81
1.00	EA	Z72S20OS~ZTOPWHEA3~ZBASEWHE~~H Rm 108 Overhead	16"d x 72"w x 20"h, Overhead Storage, Closed Front w/Doors, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-404 C-Keyed for Lock #404 ~STD Non-GSA (Commercial Furniture Offering)	647.40	647.40
1.00	EA	HIWMMKD.Y2.A.H.IM\$(2).WP40.BL. Rm 108 Task Chair	Ignition 2 Task Mid-back, ilira back.Y2 Advanced Synchro-Tilt SeatSlidr .A Height and Width Adj. Arm .H Hard Caster .IM 4-Way Black \$(2) II UPHOLSTERY .WP Whisper Vinyl 40 Black .BL Black Adjustable Lumbar .SB Standard Base .T Black	394.65	394.65
1.00	EA	NCI	No Cost Item	0.00	0.00
1.00	EA	PH3T6601~46~STD Rm 108 Height Adj Base	Height Adjustable Table Frame, Up/down handset with Digital Readout, Crossbars expandable to match table top widths, Not to Exceed 72"w, Height range 22.6" to 48.6", HEIGHT ADJUSTABLE WORKSURFACES, PRODUCTIVITY SOLUTIONS~46 46"w Height Adjustable Base ~STD Non-GSA (Commercial Furniture Offering)	520.83	520.83

1.00	EA	Z30L2E~~ZTOPWHE~ZBASEWHEA3~HAN Rm 108 Lateral File	24"d x 30"w x 29.5"h, Storage Modules, w/ 2 File Drawers, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights A3 F-1" Top, Standard Edge ~HAN Handle Option (Required) HS P-Flared Handle - Silver ~ File Drawer (STD) ~ File Drawer (STD) K-404 C-Keyed for Lock #404 ~STD Non-GSA (Commercial Furniture Offering)	685.17	685.17
1.00	EA	ZWHT7218~03~MEREMG22~STD Rm 108 Tackboard	72"w x 18"h, Wall Mounted Tackboard for use under ZxxS16OS/OSN, Finished HT 65.5"/66"H, Standard w/ Pre-Mounted "J" Bracket for Wall Mount Application, Mounting Hardware NIC, ZIRA~03 Grade 03 ~MERE Merge MG22 1-Driftwood ~STD Non-GSA (Commercial Furniture Offering)	379.73	379.73
1.00	EA	HIGS6DF.F.E.U\$(5).SCFSHVE74\$(1) Rm 108 Guest Chair	Ignition 2 Multi-purp Stack Chair,Four Leg,Dual Fab.F Fixed .E Nylon Glide .U Upholstered \$(5) V UPHOLSTERY .SCFSHVE Hive 74 Water \$(1) Gr 1 UPH .UR Contourett 20 Iron .T Black	329.40	329.40
1.00	EA	Z3072T~~ZTOPWHEA3~ZCHASSWHE~~~ Rm 108 Desk Shell	29.69"d x 72"w x 29.5"h, Freestanding Tables w/ 2 Full End Panels, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights ~ M-Full Modesty Panel (1" A.F.F) ~ Grommet/Electrical Not Required - Left Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	427.87	427.87
1.00	EA	Z2472T~~ZTOPWHEA3~ZCHASSWHE3MP Rm 108 Credenza Shell	24"d x 72"w x 29.5"h, Freestanding Tables w/2 Full End Panels, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights 3MP M-3/4 Modesty Panel (10" A.F.F) ~ Grommet/Electrical Not Required - Left Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	384.29	384.29
1.00	EA	Z36M2ES~ZBSEWHE~~~HANHSK-404~S Rm 108 Lateral File Storage	19.3"d x 36"w x 28.5"h, Storage Shell w/2 File Drawers, ZIRA~ZBSE Zira Storage Base Finishes WHE 1-Walnut Heights ~ File Drawer (STD) ~ File Drawer (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-404 C-Keyed for Lock #404 ~STD Non-GSA (Commercial Furniture Offering)	561.50	561.50
1.00	EA	Z16L2BFS~ZBSEWHE~~~HANHSK-404~S Rm 108 Desk Box/Box/File	23.4"d x 16"w x 28.5"h, Storage Shell w/2 Box and 1 File Drawer, ZIRA~ZBSE Zira Storage Base Finishes WHE 1-Walnut Heights ~ File Drawer (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-404 C-Keyed for Lock #404 ~STD Non-GSA (Commercial Furniture Offering) Non-GSA (Commercial Furniture Offering)	388.03	388.03
1.00	LO	Room 109	Room 109, as per plan	0.00	0.00
1.00	EA	NCI	No Cost Item	0.00	0.00

1.00	EA	HIWMMKD.Y2.A.H.IM\$(2).WP40.BL. Rm 109 Task Chair	Ignition 2 Task Mid-back, ilira back.Y2 Advanced Synchro-Tilt SeatSlidr .A Height and Width Adj. Arm .H Hard Caster .IM 4-Way Black \$(2) II UPHOLSTERY .WP Whisper Vinyl 40 Black .BL Black Adjustable Lumbar .SB Standard Base .T Black	394.65	394.65
1.00	EA	Z36L2XNL~~ZTOPWHE~ZBASEWHEA3~H Rm 109 Multi-File Storage	24"d x 36"w x 29.5"h, Storage Modules w/2 Box Drawers on Left, Open Shelf on Right, 1 Lateral File Drawer on Botto, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights A3 F-1" Top, Standard Edge ~HAN Handle Option (Required) HS P-Flared Handle - Silver ~ Collator Option Not Required (STD) K-405 C-Keyed for Lock #405 ~STD Non-GSA (Commercial Furniture Offering)	739.12	739.12
2.00	EA	ZVS14~ZTOPWHEBC~STD Rm 109 Vertical Pigeon Hole	11.8"d x 13.42"w x 14.33"h , Pigeon Hole Storage, Vertical, Use with 36"h Hutches Only, Used in Conjunction with Horizontal Pigeon Hole Storage, ZIRA~ZTOP Zira Laminate Finishes WHE 1-Walnut Heights BC P-Brushed Cobalt ~STD Non-GSA (Commercial Furniture Offering)	127.41	254.82
1.00	EA	Z60S16OS~ZTOPWHEA3~ZBASEWHE~~H Rm 109 Overhead	16"d x 60"w x 16"h, Overhead Storage, Closed Front w/Doors, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-405 C-Keyed for Lock #405 ~STD Non-GSA (Commercial Furniture Offering)	443.22	443.22
1.00	EA	Z24M74FNR~ZTOPWHE~ZBASEWHEA3~H Rm 109 Storage Tower	20"d x 24"w x 71.9"h, Personal Towers, Right w/Open Shelf, 4 File Drawers on Bottom, 1 Adj. Shelf above Rod, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights A3 F-1" Top, Standard Edge ~HAN Handle Option (Required) HS P-Flared Handle - Silver ~ Laminate Doors (STD) K-405 C-Keyed for Lock #405 ~STD Non-GSA (Commercial Furniture Offering)	981.06	981.06
1.00	EA	ZWHT6018~03~MEREMG22~STD Rm 109 Tackboard	60"w x 18"h, Wall Mounted Tackboard for use under Z60S16OS/OSN, Finished HT 65.5"/66"H, Standard w/ Pre-Mounted "J" Bracket for Wall Mount Application, Mounting Hardware NIC, ZIRA~03 Grade 03 ~MERE Merge MG22 1-Driftwood ~STD Non-GSA (Commercial Furniture Offering)	325.78	325.78
1.00	EA	ZHS60~ZTOPWHE~STD Rm 109 Horizontal Pigeon Hole	12"d x 58"w x 5.7"h, Pigeon Hole Storage, Horizontal, ZIRA~ZTOP Zira Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	283.45	283.45
1.00	EA	HIGS6DF.F.E.U\$(5).SCFSHVE74\$(1) Rm 109 Guest Chair	Ignition 2 Multi-purp Stack Chair,Four Leg,Dual Fab.F Fixed .E Nylon Glide .U Upholstered \$(5) V UPHOLSTERY .SCFSHVE Hive 74 Water \$(1) Gr 1 UPH .UR Contourett 20 Iron .T Black	329.40	329.40

1.00	EA	ZA3072TB~~ZTOPWHEA3~ZCHASSWHE~ Rm 109 Desk Top	29"d x 70"w, Top and 15"h Modesty Panel, Height Adjustable Frame Sold Separately, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2- Walnut Heights ~ 15"h Laminate Modesty (STD) ~ Grommet/Electrical Not Required - Left Position ~ Grommet/Electrical Not Required - Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	396.74	396.74
1.00	EA	FT62LF30~FLEGBLK~FFTCTL~FFW~72 Rm 109 Height Adj Base	30"d, 3 Stage Column, Height Adjustable Base Only, Long Frame used/w64"w - 82"w Tops, (Tops Sold Separate), FREEFIT, PRODUCTIVITY SOLUTIONS~FLEG Freefit Leg Finish BLK 1-Black, Leg Finish ~FFTC Freefit Foot Type Configuration Options TL A-TL Foot Configuration (CAD Image Defaults to C Foot) ~FFW Freefit Width Options (Match Top Width) ~72W 70"w Base ~FFR Freefit Return Option (3rd Leg Kit Sold Sep.) ~FFR Freefit Return Option (3rd Leg Kit Sold Sep.) ~72R Return Right ~FFH Freefit Handset Type S P-Up/Down Handset (STD) LINAK M-Split Cables Off Factory Order - Required (Order Entry) ~STD Non-GSA (Commercial Furniture Offering)	617.94	617.94
1.00	EA	Z2460R~~ZTOPWHEA3~ZCHASSWHE3MP Rm 109 Desk Return	24"d x 60"w x 29.5"h, Connectable Tables, Right w/Full End Panel on Right, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1- Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights 3MP M-3/4 Modesty Panel (10" A.F.F) ~ Grommet/Electrical Not Required - Left Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	330.34	330.34
1.00	EA	ZMPBF19~~ZTOPWHE~ZBASEWHE~HSSI Rm 109 Mobile Box/File Ped	19"d x 16"w x 22"h, Pedestals, Mobile w/Box/File Drawers, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights ~ZBASE Zira Storage Base Finishes WHE 2- Walnut Heights ~ Handle Option HS M-Flared Handle - Silver SI M-Silver Lock K-405 C-Keyed for Lock #405	416.25	416.25
1.00	EA	Z36L2ES~ZBSEWHE~~~HANHSK-405~S Rm 109 Lateral File	23.4"d x 36"w x 28.5"h, Storage Shell w/2 File Drawers, ZIRA~ZBSE Zira Storage Base Finishes WHE 1-Walnut Heights ~ File Drawer (STD) ~ File Drawer (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-405 C- Keyed for Lock #405 ~STD Non-GSA (Commercial Furniture Offering)	609.64	609.64
1.00	LO	Room 110	Room 110, as per plan	0.00	0.00

1.00	EA	ZA2448TB~~ZTOPWHEA3~ZCHASSWHE~ Rm 110 Height Adj Desk Top	23"d x 46"w, Top and 15"h Modesty Panel, Height Adjustable Frame Sold Separately, ZIRA~(STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights ~ 15"h Laminate Modesty Panel (STD) ~ Grommet/Electrical Not Required - Left Position ~ Grommet/Electrical Not Required - Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	249.00	249.00
1.00	EA	CD20~ALAMWHE~STD Rm 110 Center Drawer	18"d x 20"w x 3"h, Center Drawers, Use on Small L-Shaped Units, 30"x 60" + 30" x 66" Desks, Not Available on Streamline, DESK ACCESSORY~ALAM Adaptabilities Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	88.81	88.81
1.00	EA	HIWMMKD.Y2.A.H.IM\$(2).WP40.BL. Rm 110 Task Chair	Ignition 2 Task Mid-back, ilira back.Y2 Advanced Synchro-Tilt SeatSlidr .A Height and Width Adj. Arm .H Hard Caster .IM 4-Way Black \$(2) II UPHOLSTERY .WP Whisper Vinyl 40 Black .BL Black Adjustable Lumbar .SB Standard Base .T Black	394.65	394.65
1.00	EA	ZHS72~ZTOPWHE~STD Rm 110 Horizontal Pigeon Hole	12"d x 70"w x 5.7"h, Pigeon Hole Storage, Horizontal, ZIRA~ZTOP Zira Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	313.74	313.74
2.00	EA	Z36S16OS~ZTOPWHEA3~ZBASEWHE~~H Rm 110 Overhead	16"d x 36"w x 16"d, Overhead Storage, Closed Front w/Doors, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-406 C-Keyed for Lock #406 ~STD Non-GSA (Commercial Furniture Offering)	266.85	533.70
1.00	EA	PH3T6601~46~STD Rm 110 Height Adj Base	Height Adjustable Table Frame, Up/down handset with Digital Readout, Crossbars expandable to match table top widths, Not to Exceed 72"w, Height range 22.6" to 48.6", HEIGHT ADJUSTABLE WORKSURFACES, PRODUCTIVITY SOLUTIONS~46 46"w Height Adjustable Base ~STD Non-GSA (Commercial Furniture Offering)	520.83	520.83
1.00	EA	ZWHT7218~03~MEREMG22~STD Rm 108 Tackboard	72"w x 18"h, Wall Mounted Tackboard for use under ZxxS16OS/OSN, Finished HT 65.5"/66"H, Standard w/ Pre-Mounted "J" Bracket for Wall Mount Application, Mounting Hardware NIC, ZIRA~03 Grade 03 ~MERE Merge MG22 1-Driftwood ~STD Non-GSA (Commercial Furniture Offering)	379.73	379.73
2.00	EA	ZVS14~ZTOPWHEBC~STD Rm 110 Vertical Pigeon Hole	11.8"d x 13.42"w x 14.33"h , Pigeon Hole Storage, Vertical, Use with 36"h Hutches Only, Used in Conjunction with Horizontal Pigeon Hole Storage, ZIRA~ZTOP Zira Laminate Finishes WHE 1-Walnut Heights BC P-Brushed Cobalt ~STD Non-GSA (Commercial Furniture Offering)	127.41	254.82
1.00	EA	HIGS6DF.F.E.U\$(5).SCFSHVE74\$(1) Rm 110 Guest Chair	Ignition 2 Multi-purp Stack Chair,Four Leg,Dual Fab.F Fixed .E Nylon Glide .U Upholstered \$(5) V UPHOLSTERY .SCFSHVE Hive 74 Water \$(1) Gr 1 UPH .UR Contourett 20 Iron .T Black	329.40	329.40

1.00	EA	Z3072T~~ZTOPWHEA3~ZCHASSWHE~~~ Rm 110 Desk Shell	29.69"d x 72"w x 29.5"h, Freestanding Tables w/ 2 Full End Panels, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights ~ M-Full Modesty Panel (1" A.F.F) ~ Grommet/Electrical Not Required - Left Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	427.87	427.87
1.00	EA	Z2472T~~ZTOPWHEA3~ZCHASSWHE3MP Rm 110 Credenza Shell	24"d x 72"w x 29.5"h, Freestanding Tables w/2 Full End Panels, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F- 1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights 3MP M-3/4 Modesty Panel (10" A.F.F) ~ Grommet/Electrical Not Required - Left Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	384.29	384.29
1.00	EA	Z16M2ES~ZBSEWHE~HANHSK-406~STD Rm 110 Lateral File	19.3"d x 16"w x 28.5"h, Storage Shell w/2 File Drawers, ZIRA~ZBSE Zira Storage Base Finishes WHE 1-Walnut Heights ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-406 C-Keyed for Lock #406 ~STD Non-GSA (Commercial Furniture Offering)	307.52	307.52
1.00	EA	Z16L2BFS~ZBSEWHE~~HANHSK-406~S Rm 110 Box/Box/File Ped	23.4"d x 16"w x 28.5"h, Storage Shell w/2 Box and 1 File Drawer, ZIRA~ZBSE Zira Storage Base Finishes WHE 1-Walnut Heights ~ File Drawer (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-406 C-Keyed for Lock #406 ~STD Non-GSA (Commercial Furniture Offering)	388.03	388.03
1.00	EA	Z24L7EL~ZTOPWHE~ZBASEWHEA3~~HA Rm 110 Storage Tower	24"d x 24"w x 71.9"h, Personal Towers, Left w/Doors, 2 File Drawers on Bottom, 1 Adj. Shelf above Rod, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights A3 F-1" Top, Standard Edge ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-406 C-Keyed for Lock #406 ~STD Non- GSA (Commercial Furniture Offering)	973.59	973.59
1.00	LO	Room 111	Room 111, as per plan	0.00	0.00
1.00	EA	Z36M2ES~ZBSEWHE~~~HANHSK-407~S Rm 111 Lateral File	19.3"d x 36"w x 28.5"h, Storage Shell w/2 File Drawers, ZIRA~ZBSE Zira Storage Base Finishes WHE 1-Walnut Heights ~ File Drawer (STD) ~ File Drawer (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-407 C- Keyed for Lock #407 ~STD Non-GSA (Commercial Furniture Offering)	561.50	561.50
1.00	EA	HIWMMKD.Y2.A.H.IM\$(2).WP40.BL. Rm 111 Task Chair	Ignition 2 Task Mid-back, ilira back.Y2 Advanced Synchro-Tilt SeatSlidr .A Height and Width Adj. Arm .H Hard Caster .IM 4-Way Black \$(2) II UPHOLSTERY .WP Whisper Vinyl 40 Black .BL Black Adjustable Lumbar .SB Standard Base .T Black	394.65	394.65

1.00	EA	CD20~ALAMWHE~STD Rm 111 Center Drawer	18"d x 20"w x 3"h, Center Drawers, Use on Small L-Shaped Units, 30"x 60" + 30" x 66" Desks, Not Available on Streamline, DESK ACCESSORY~ALAM Adaptabilities Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	88.81	88.81
2.00	EA	Z2466R~~ZTOPWHEA3~ZCHASSWHE3MP Rm 111 Bridge & Credenza	24"d x 66"w x 29.5"h, Connectable Tables, Right w/Full End Panel on Right, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights 3MP M-3/4 Modesty Panel (10" A.F.F) ~ Grommet/Electrical Not Required - Left Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	365.20	730.40
1.00	EA	Z21S42TN~ZTOPWHEA3~ZBASEWHE~~S Rm 111 Desktop Bookcase	16"d x 21"w x 41.9"h, Table Top Bookcases, For Top of 29.5"h Units (Includes 2 Adjustable Shelves), ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~ Collator Option Not Required (STD) ~STD Non-GSA (Commercial Furniture Offering)	243.19	243.19
1.00	EA	Z24M7EL~ZTOPWHE~ZBASEWHEA3~~HA Rm 111 Storage Tower	20"d x 24"w x 71.9"h, Personal Towers, Left w/Doors, 2 File Drawers on Bottom, 1 Adj. Shelf above Rod, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights A3 F-1" Top, Standard Edge ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-407 C-Keyed for Lock #407 ~STD Non-GSA (Commercial Furniture Offering)	944.54	944.54
1.00	EA	Z3672F3L~~ZTOPWHE~ZCHASSWHEA3~ Rm 111 Desk	36"d x 72"w x 29.5"h, Single Pedestal, Rectangular Top Desk, Box/Box/File Left, Faux Pedestal Right, Hutches Cannot be Used on Desk, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights A3 F-1" Top, Standard Edge ~ Laminate Full to Floor Modesty (STD) ~ Handle Option HS M-Flared Handle - Silver SI M-Silver Lock K-407 C-Keyed for Lock #407 ~ Grommet/Electrical Not Required - Left Position ~ Grommet/Electrical Not Required - Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	795.56	795.56
1.00	EA	Z66S33OS~ZTOPWHEA3~ZBASEWHE~~H Rm 111 Overhead	16"d x 66"w x 32.5"h, Overhead Storage, Closed Front w/4 Doors & Fixed Shelf, Horizontal Pigeon Hole Storage, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-407 C-Keyed for Lock #407 ~STD Non-GSA (Commercial Furniture Offering)	939.56	939.56

1.00	EA	ZWHT6621~03~MEREMG22~STD Rm 111 Tackboard	66"w x 21"h, Wall Mounted Tackboard for use under ZxxS33OS/OSN, Finished HT 84"/84.5", Standard w/ Pre-Mounted "J" Bracket for Wall Mount Application, Mounting Hardware NIC, ZIRA~03 Grade 03 ~MERE Merge MG22 1-Driftwood ~STD Non-GSA (Commercial Furniture Offering)	352.75	352.75
1.00	EA	HIGS6DF.F.E.U\$(5).SCFSHVE74\$(1) Rm 111 Guest Chair Arms	Ignition 2 Multi-purp Stack Chair,Four Leg,Dual Fab.F Fixed .E Nylon Glide .U Upholstered \$(5) V UPHOLSTERY .SCFSHVE Hive 74 Water \$(1) Gr 1 UPH .UR Contourett 20 Iron .T Black	329.40	329.40
1.00	EA	HIGS6DF.N.E.U\$(5).SCFSHVE74\$(1) Rm 111 Guest Chair Armless	Ignition 2 Multi-purp Stack Chair,Four Leg,Dual Fab.N Armless .E Nylon Glide .U Upholstered \$(5) V UPHOLSTERY .SCFSHVE Hive 74 Water \$(1) Gr 1 UPH .UR Contourett 20 Iron .T Black	315.00	315.00
1.00	LO	Room 118-120	Room 118-120, as per plan	0.00	0.00
1.00	EA	Z15M7WAL~ZTOPWHEA3~ZBASEWHE~HA Rm 118-120 Storage Tower	20"d x 15"w x 71.9"h, Wardrobe, Left w/Full Length Hanging Rod included, 1 Adj. Shelf above Rod, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-408 C-Keyed for Lock #408 ~STD Non-GSA (Commercial Furniture Offering)	503.81	503.81
1.00	EA	Z15M7WAR~ZTOPWHEA3~ZBASEWHE~HA Rm 118-120 Storage Tower	20"d x 15"w x 71.9"h, Wardrobe, Right w/Full Length Hanging Rod included, 1 Adj. Shelf above Rod, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-408 C-Keyed for Lock #408 ~STD Non-GSA (Commercial Furniture Offering)	503.81	503.81
3.00	EA	1936P-2F12~STD~GLOTPEW408~STD Rm 118-120 Filing Cabinets	19.25"d x 36"w x 27.14"h, 2 Fixed Drawers, CW Std, 1900P SERIES, UNIVERSAL FILING~STD Metal File Case & Storage Front Paint Finishes (Global Standard Paint Finishes) ~GLO Global Standard Colors TPE 1-Taupe [TPE] W408 C-Keyed For Lock #W408 ~STD Non-GSA (Commercial Furniture Offering)	401.31	1,203.93
1.00	EA	T19108~LTOPWHE~STD Rm 118-120 Filing Cabinet Top	19.25"d x 108"w x 1.13"h, Laminate Top for Metal Files, UNIVERSAL FILING~LTOP Laminate File Top Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	411.27	411.27
3.00	EA	HIWMMKD.Y2.A.H.IM\$(2).WP40.BL. Rm 118-120 Task Chair	Ignition 2 Task Mid-back, ilira back.Y2 Advanced Synchro-Tilt SeatSldr .A Height and Width Adj. Arm .H Hard Caster .IM 4-Way Black \$(2) II UPHOLSTERY .WP Whisper Vinyl 40 Black .BL Black Adjustable Lumbar .SB Standard Base .T Black	394.65	1,183.95
3.00	EA	19MP23BBF~STD~GLOTPEW----~STD	22.62"d x 15"w x 27.85"h, BBF, Mobile, 1900P SERIES, UNIVERSAL FILING~STD Metal File Case & Storage Front Paint Finishes (Global Standard Paint Finishes) ~GLO Global Standard Colors TPE 1-Taupe [TPE] (1) C-Keyed For Lock #W409 ~STD Non-GSA (1) C-Keyed For Lock #W410 ~STD Non-GSA (1) C-Keyed For Lock #W417 ~STD Non-GSA (Commercial Furniture Offering)	283.86	851.58
3.00	EA	3129BL Rm 118-120 Desktop Sorter	Eight-Tier Steel Desk Tray, Black	79.50	238.50

3.00	EA	Z36S16OS~ZTOPWHEA3~ZBASEWHE~~H Rm 118-120 Overhead	16"d x 36"w x 16"d, Overhead Storage, Closed Front w/Doors, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-408 C-Keyed for Lock #408 ~STD Non-GSA (Commercial Furniture Offering)	266.85	800.55
1.00	EA	ZHS72~ZTOPWHE~STD Rm 118-120 Horiz Pigeon Hole	12"d x 70"w x 5.7"h, Pigeon Hole Storage, Horizontal, ZIRA~ZTOP Zira Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	313.74	313.74
1.00	EA	ZHS36~ZTOPWHE~STD Rm 118-120 Horiz Pigeon Hole	12"d x 33.9"w x 5.7"h, Pigeon Hole Storage, Horizontal, ZIRA~ZTOP Zira Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	186.75	186.75
1.00	EA	Lobby 121	Room 121 Option 2, as per plan	0.00	0.00
2.00	EA	1944NA Lobby 121 Mobile Writing Table	Vum Pneumatic Standing Mobile DeskNA Natural Wood	346.50	693.00
4.00	EA	SOMC/FCF/NFRFAPHRODITE/27.258. Lobby 121 Standard Chair	Soltice Metal Multiple Seating-1 Seat Unit,No Table No Chair Connect,Open Arm,ContrastF Fabric Grade F /NFR Compliance to TB 117-2013 F Fabric Grade F APHRODITE APHRODITE /27.258.092.P PEBBLE /NFR Compliance to TB 117-2013 F Fabric Grade F APHRODITE APHRODITE /27.258.092.P PEBBLE /BL Black /PACWG Warm Grey poly /NGFN Flannel (Dark Grey) /NMB No Moisture Barrier	917.44	3,669.76
1.00	EA	SOMB/FCF/NFRFAPHRODITE/27.258. Lobby 121 Bariatric Chair	Soltice Metal Multiple Seating-Bariatric Chair,No Table No Chair Connect,Open Arm,ContrastF Fabric Grade F /NFR Compliance to TB 117-2013 F Fabric Grade F APHRODITE APHRODITE /27.258.269.P ROSEBUD /NFR Compliance to TB 117-2013 F Fabric Grade F APHRODITE APHRODITE /27.258.269.P ROSEBUD /BL Black /PACWG Warm Grey poly /NGFN Flannel (Dark Grey) /NMB No Moisture Barrier	1,423.13	1,423.13
2.00	EA	PA23648K Lobby 121 Enclosed Cork Boards	36"h x 48"w Enclosed Cork Bulletin Board, 2-Doors, Aluminum Frame	415.50	831.00
1.00	LO	Room 124	Room 124, as per plan	0.00	0.00
1.00	EA	Z2442EL~~ZTOPWHEA3~ZCHASSWHE3M Rm 124 Desk Return	24"d x 42"w x 29.5"h, Left Flush Return w/No Pedestal, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights 3MP M-3/4 Modesty Panel (10" A.F.F) ~ Grommet/Electrical Not Required - Left Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	297.97	297.97

1.00	EA	Z2472FNL~~ZTOPWHEA3~ZCHASSWHE3 Rm 124 Desk	36"d x 72"w x 29.5"h, Left Extended Corners, Ext Worksurface (Rt), Narrow End Panel (Rt), Full End Panel (Lt), 24" Throat, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1- Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights 3MP M-3/4 Modesty Panel (10" A.F.F) ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" (STD) ~ Grommet/Electrical Not Required - Custom Grommet Location ~ Corner Modesty Grommet Not Required - Left Position ~ Corner Modesty Grommet Not Required - Right Position ~STD Non-GSA (Commercial Furniture Offering)	502.98	502.98
1.00	EA	Z2072LKR~~ZTOPWHEA3~ZCHASSWHE~ Rm 124 Credenza	20"d x 72"w x 29.5"h, Credenza, One 2-Drawer Lateral File on Right w/Kneespace on Left, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2- Walnut Heights ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-418 C-Keyed for Lock #418 ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Left Position ~ Grommet/Electrical Not Required - Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	827.10	827.10
2.00	EA	Z36S16OS~ZTOPWHEA3~ZBASEWHE~~H Rm 124 Overhead	16"d x 36"w x 16"d, Overhead Storage, Closed Front w/Doors, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-418 C-Keyed for Lock #418 ~STD Non- GSA (Commercial Furniture Offering)	266.85	533.70
1.00	EA	ZWHT7218~03~MEREMG22~STD Rm 124 Tackboard	72"w x 18"h, Wall Mounted Tackboard for use under ZxxS16OS/OSN, Finished HT 65.5"/66"H, Standard w/ Pre-Mounted "J" Bracket for Wall Mount Application, Mounting Hardware NIC, ZIRA~03 Grade 03 ~MERE Merge MG22 1- Driftwood ~STD Non-GSA (Commercial Furniture Offering)	379.73	379.73
1.00	EA	Z21M7WAR~ZTOPWHEA3~ZBASEWHE~HA Rm 124 Wardrobe Tower	20"d x 21"w x 71.9"h, Wardrobe, Right w/Full Length Hanging Rod included, 1 Adj. Shelf above Rod, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2- Walnut Heights ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-418 C-Keyed for Lock #418 ~STD Non-GSA (Commercial Furniture Offering)	601.34	601.34
1.00	EA	HIWMMKD.Y2.A.H.IM\$(2).WP40.BL. Rm 124 Task Chair	Ignition 2 Task Mid-back, ilira back.Y2 Advanced Synchro-Tilt SeatSlidr .A Height and Width Adj. Arm .H Hard Caster .IM 4-Way Black \$(2) II UPHOLSTERY .WP Whisper Vinyl 40 Black .BL Black Adjustable Lumbar .SB Standard Base .T Black	394.65	394.65
1.00	EA	3129BL Rm 124 Desktop Sorter	Eight-Tier Steel Desk Tray, Black	79.50	79.50
1.00	EA	CD20~ALAMWHE~STD Rm 124 Center Drawer	18"d x 20"w x 3"h, Center Drawers, Use on Small L-Shaped Units, 30"x 60" + 30" x 66" Desks, Not Available on Streamline, DESK ACCESSORY~ALAM Adaptabilities Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	88.81	88.81

1.00	EA	ZHS72~ZTOPWHE~STD Rm 124 Horizontal Pigeon Hole	12"d x 70"w x 5.7"h, Pigeon Hole Storage, Horizontal, ZIRA~ZTOP Zira Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	313.74	313.74
1.00	LO	Room 125 City Manager, Chris	Room 125, as per plan	0.00	0.00
1.00	EA	Z3672FB3L~~ZTOPWHE~ZCHASSWHEA3 Rm 125 Desk	36"d x 72"w x 29.5"h, Single Pedestal, Rectangular Top Desk, Box/Box/File Left, Faux Pedestal Right, Hutches Cannot be Used on Desk, ZIRA (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights ~ M-Full Modesty Panel (1" A.F.F) ~ Handle Option HS M-Flared Handle - Silver SI M-Silver Lock K-419 C-Keyed for Lock #419 ~ Grommet/Electrical Not Required - Left Position ~ Grommet/Electrical Not Required - Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	795.56	795.56
1.00	EA	ZA2448TB~~ZTOPWHEA3~ZCHASSWHE~ Rm 110 Height Adj Desk Top	23"d x 46"w, Top and 15"h Modesty Panel, Height Adjustable Frame Sold Separately, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights ~ 15"h Laminate Modesty Panel (STD) ~ Grommet/Electrical Not Required - Left Position ~ Grommet/Electrical Not Required - Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	249.00	249.00
1.00	EA	CD20~ALAMWHE~STD Rm 125 Center Drawer	18"d x 20"w x 3"h, Center Drawers, Use on Small L-Shaped Units, 30"x 60" + 30" x 66" Desks, Not Available on Streamline, DESK ACCESSORY~ALAM Adaptabilities Laminate Finishes WHE 1-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	88.81	88.81
1.00	EA	Z2472CS2R~~ZTOPWHEA3~ZCHASSWHE Rm 125 Credenza	24"d x 72"w x 29.5"h, Full to floor Single Pedestal Credenza with F/F on the Right, Locks, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZCHASS Zira Chassis Finishes WHE 2-Walnut Heights ~ Handle Option HS M-Flared Handle - Silver SI M-Silver Lock K-419 C-Keyed for Lock #419 ~ Grommet/Electrical Not Required - Left Position ~ Grommet Cover (Black), Cut-Out 3.25" x 1.875" - (STD) Center Position ~ Grommet/Electrical Not Required - Right Position ~ Grommet/Electrical Not Required - Custom Grommet Location ~STD Non-GSA (Commercial Furniture Offering)	674.38	674.38
1.00	EA	PH3T6601~46~STD	Height Adjustable Table Frame, Up/down handset with Digital Readout, Crossbars expandable to match table top widths, Not to Exceed 72"w, Height range 22.6" to 48.6", HEIGHT ADJUSTABLE WORKSURFACES, PRODUCTIVITY SOLUTIONS~46 46"w Height Adjustable Base ~STD Non-GSA (Commercial Furniture Offering)	520.83	520.83

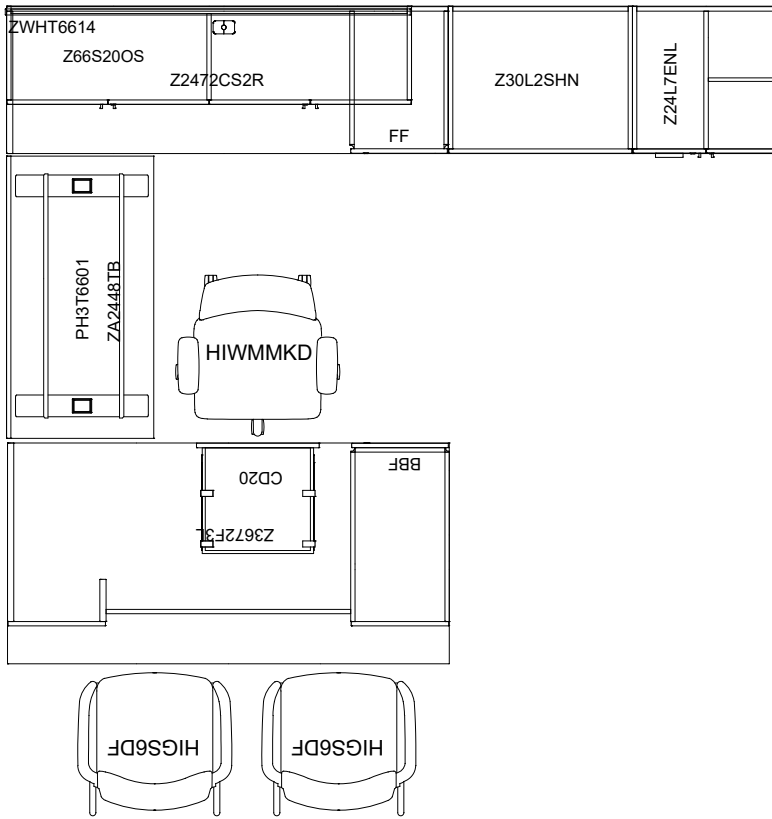
1.00	EA	ZTB6421~03~MEREMG22~STD Rm 125 Tackboard	66"w x 14"h, Wall Mounted Tackboard for use under ZxxS200S/OSN, Finished HT 65.5"/66"H, Standard w/ Pre-Mounted "J" Bracket for Wall Mount Application, Mounting Hardware NIC, ZIRA ~03 Grade 03 ~MERE Merge MG22 1-Driftwood ~STD Non-GSA (Commercial Furniture Offering)	336.98	336.98
1.00	EA	Z30L2SHN~~ZTOPWHEA3~ZBASEWHE~S Rm 125 Bookshelf	24"d x 30"w x 29.5"h, Storage Modules, Open w/ 1 Adjustable Shelf, ZIRA~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights ~STD Non-GSA (Commercial Furniture Offering)	383.88	383.88
1.00	EA	Z24L7ENL~ZTOPWHE~ZBASEWHEA3~~H Rm 125 Storage Tower	24"d x 24"w x 71.9"h, Personal Towers, Left w/Open Shelves, 2 File Drawers on Bottom, 1 Adj. Shelf above Rod, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights A3 F-1" Top, Standard Edge ~ Laminate Doors (STD) ~HAN Handle Option (Required) HS P-Flared Handle - Silver ~ Collator Option Not Required (STD) K-419 C-Keyed for Lock #419 ~STD Non-GSA (Commercial Furniture Offering)	948.69	948.69
1.00	EA	Z66S200S~ZTOPWHEA3~ZBASEWHEZ3~ Rm 125 Overhead	16"d x 66"w x 20"h, Overhead Storage, Closed Front w/Doors, ZIRA~ZTOP Zira Top Finishes WHE 1-Walnut Heights A3 F-1" Top, Standard Edge ~ZBASE Zira Storage Base Finishes WHE 2-Walnut Heights Z3 M-Ribbed Glazing w/ Tungsten Frame ~HAN Handle Option (Required) HS P-Flared Handle - Silver K-419 C-Keyed for Lock #419 ~STD Non-GSA (Commercial Furniture Offering)	1,053.69	1,053.69
1.00	EA	HIWMMKD.Y2.A.H.IM\$(2).WP40.BL. Rm 125 Task Chair	Ignition 2 Task Mid-back, ilira back.Y2 Advanced Synchro-Tilt SeatSlidr .A Height and Width Adj. Arm .H Hard Caster .IM 4-Way Black \$(2) II UPHOLSTERY .WP Whisper Vinyl 40 Black .BL Black Adjustable Lumbar .SB Standard Base .T Black	394.65	394.65
1.00	EA	HIGS6DF.F.E.U\$(5).SCFSHVE74\$(1) Rm 125 Guest Chair Arms	Ignition 2 Multi-purp Stack Chair,Four Leg,Dual Fab.F Fixed .E Nylon Glide .U Upholstered \$(5) V UPHOLSTERY .SCFSHVE Hive 74 Water \$(1) Gr 1 UPH .UR Contourett 20 Iron .T Black	329.40	329.40
1.00	EA	HIGS6DF.N.E.U\$(5).SCFSHVE74\$(1) Rm 125 Guest Chair Armless	Ignition 2 Multi-purp Stack Chair,Four Leg,Dual Fab.N Armless .E Nylon Glide .U Upholstered \$(5) V UPHOLSTERY .SCFSHVE Hive 74 Water \$(1) Gr 1 UPH .UR Contourett 20 Iron .T Black	315.00	315.00
1.00	LO	Room 126-129 Conference Room	Room 126-129, as per plan	0.00	0.00
1.00	EA	GRT12WX2~~BTOPWHE~BBASEWHE~~~~ Rm 126-129 Conf Table	48"d x 144"w x 29"h, Racetrack Shape, Slab Base, Self Edge, BOARDROOM TABLES~ (STD) Thermally Fused Laminate, High Performance (1" Thick) ~BTOP Boardroom Table Top Finishes WHE 1-Walnut Heights ~BBASE Boardroom Table Base Finishes WHE 2-Walnut Heights ~ (STD) Table 1 Piece ~ Grommet/Electrical Not Required - Left Position ~ Grommet/Electrical Not Required - Center Position ~ Grommet/Electrical Not Required - Right Position ~SGROM Custom Grommet Location (Application Drawing Required) ES M-Power Block Cut-Out 3.5" x 6.5" (Specify PMSPDM Seperate) ~STD Non-GSA (Commercial Furniture Offering)	1,050.43	1,050.43

12.00	EA	H2095.H.PWST11.T Rm 126-129 Chairs	Executive High Back, Swivel Tilt, Fixed Arms.H Hard (Standard) .PWST11 Black SofThread leather .T Black	352.35	4,228.20
2.00	EA	OAM-A-PC-4-1-SECA~STD Rm 126-129 Power-Data Units	Oasis Mini A, DaisyLink, Silver Pearl, 15" trough w/6 receptacles, and 2 telecom plate c/o - sold separate, TABLE POWERECA M-Split Cables Off Factory Order - Required (Order Entry) ~STD Non-GSA (Commercial Furniture Offering)	867.77	1,735.54
1.00	EA	LNT-0830N-SO Rm 126-129 Whiteboard	Porcelain Steel Magnetic Dry Erase Board w/Aluminum Frame & Map Rail (12' W x 4' H)	846.10	846.10
1.00	EA	Remove-K-H-SHOE	Remove-K-H-SHOE Global furniture change key	38.00	38.00
1.00	EA	MK93	MK93 Global furniture master key	46.00	46.00
1.00	LO	Freight	Freight	1,075.00	1,075.00
1.00	LO	Installation	Receive, deliver, assemble, set in place, remove all trash and clean all work areas	15,400.00	15,400.00
34.00	HR	programming		30.00	1,020.00
35.00	HR	CAD and specifications		65.00	2,275.00

Sub-total	107,935.52
* Estimated Tax	5,577.57
Quote Total	(USD) 113,513.09

Thank you for your business and your support!

* Tax will be calculated on rates in effect at the date of invoice and may change from the amount stated on this quote.





CITY OF HIGHLAND

To: Mayor and Council Members
From: Mallord Hubbard, Economic Development Coordinator
Date: January 11, 2024
Subject: Approval to Enter Contract with Moran Economic Development

RECOMMENDATION

I am recommending the Council approve the contract with Moran Economic Development for the purposes of extending the life of TIF #1 and TIF #2 Districts and establishment of a TIF #3 District.

DISCUSSION

Staff is proposing to contract with Moran Economic Development to assist in the extension of TIF #1 and TIF #2, in addition to the establishment of TIF #3. Extending the existing TIF Districts and establishing a TIF # 3 District will allow the City to continue our economic development objectives and provide a key funding tool for critical infrastructure projects. .

Moran Economic Development is a reputable firm that the City has worked with on several occasions, including help in establishing TIF #2, and establishing/amending of our Business Districts. The firm also works with the County, currently assisting with implementation of its economic development objectives.

FISCAL IMPACT

Subject to approval, funding will be appropriated from TIF #1 and TIF #2.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE CITY OF HIGHLAND TO ENTER INTO A
PROFESSIONAL SERVICES CONTRACT
WITH MORAN ECONOMIC DEVELOPMENT, LLC
FOR PURPOSES OF AMENDING TIF #1 DISTRICT AND TIF #2 DISTRICT
AND TO ESTABLISH TIF DISTRICT #3**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined it necessary for continued economic development and infrastructure improvement that an additional Tax Increment Financing District (“TIF”) needs to be created; and

WHEREAS, City has determined it necessary for continued economic development and infrastructure improvement that the City’s existing TIFs, TIF #1 and TIF #2, need to be extended to the statutory limit; and

WHEREAS, City has determined it necessary to contract with Moran Economic Development, LLC to create an additional TIF within City, TIF #3, and to extend TIF #1 and TIF #2 to the limits allowed according to Illinois law; and

WHEREAS, Moran Economic Development, LLC has presented a contract for professional services to create TIF #3, and to extend TIF #1 and TIF #2 (*See Exhibit A*); and

WHEREAS, City has determined approving the proposed contract with Moran Economic Development, LLC (**Exhibit A**) is in the best interests of the health, safety, general welfare, and economic welfare of the City; and

WHEREAS, City has determined the proposed contract with Moran Economic Development, LLC (**Exhibit A**) can be approved without being competitively bid because it is a professional services contract, City has worked consistently with Moran Economic Development, LLC for many years to City’s satisfaction, and the services delivered by Moran Economic Development are a sole source purchase; and

WHEREAS, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to enter the Moran Economic Development, LLC Contract (*see Exhibit A*).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. The Moran Economic Development, LLC Contract (*see Exhibit A*) is approved.

Section 3. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the _____ day of _____, 2024, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

ABSENT:

APPROVED:

Kevin B. Hemann
Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm
City Clerk
City of Highland
Madison County, Illinois

**AGREEMENT FOR PROFESSIONAL SERVICES
CITY OF HIGHLAND, ILLINOIS
TAX INCREMENT FINANCING CONSULTING**

This Agreement, entered into this ____ day of _____, 2024 by and between the City of Highland, Illinois, hereinafter referred to as the "Client" or "City," and Moran Economic Development, hereinafter referred to as the "Consultant" or "MED."

Whereas, the City has a need for assistance in the review and analysis of portions of the City as this review and analysis pertains to the use of tax increment financing ("TIF"); and,

Whereas, the Consultant is duly experienced in providing such assistance,

Now, Therefore, the City and the Consultant, for the considerations and under the conditions hereinafter set forth, do mutually agree as follows:

SCOPE OF SERVICES

The following outlines the scope of services associated with the Extension of a TIF (TIF District #1 and TIF District #2) and the establishment of a new TIF District ("TIF District #3").

DELIVERABLE 1: TIF DISTRICT #1 AND TIF DISTRICT #2 EXTENSIONS

Provide advice and consultation to the Client in matters pertaining to extending the life of the TIF District an additional 12 years:

1. Consultant will offer a variety of assistance as the City moves toward extending the date of completion of Highland TIF #1 and Highland TIF #2. This will include making available all notices, letters, publication notices and ordinances necessary under the Tax Increment Financing Act.
2. Creation of supporting documentation for extension and review of TIF expenditures.
3. Provide assistance in working with local taxing districts including holding a Joint Review Board, local legislators and lobbyists in ensuring all extension work meets the requirements of the Act and statutory authorities.
4. Assist in planning for future development which will include an analysis of TIF increments in TIF #1 and TIF #2, mapping of TIF areas, and assistance in determining expansion of TIF District to meet the needs of future projects.
5. If necessary, completion or amendment of TIF Audit Reports due to Comptroller.

DELIVERABLE 2: ESTABLISHMENT OF TIF DISTRICT #3

Feasibility Study

The Feasibility Study will determine whether or not the properties proposed to be included are eligible for tax increment financing. The creation of this document will provide the City with the information it needs to conclude whether the creation of the Tax Increment Financing Plan (the "TIF Plan") is justified.

A. Determination of Eligibility

1. The Consultant will complete the work necessary in determining whether the proposed properties for inclusion in the proposed TIF District Area are eligible for tax increment financing. In addition, the Consultant will review other County and City plans and documents when necessary.
2. The Consultant will use the definitions and guidelines as provided in the Illinois Tax Increment Allocation Redevelopment Act (as amended) in making its determination as to the eligibility of the proposed Area.

3. The Consultant will collect current and historical EAV data for each parcel in the proposed area from the Madison County Assessor's office, including the names and addresses of property owners.
4. The City will make available to the Consultant its legal counsel, engineer, City staff, and other professionals associated with the City's work (including utility/infrastructure personnel, municipal legislation, etc.) for the purposes of completing the Eligibility Study.
5. The Consultant will utilize its own GIS staff to conduct all land use and boundary maps.

B. Eligibility Analysis

1. The Consultant will make the findings available to the City Council. This will include an explanation as to whether or not, in the opinion of the Consultant, the proposed properties were found to be eligible for tax increment financing, and the Consultant's account as to the manner in which the properties to be included have been found to be eligible.
2. The City Council will then determine whether to proceed with the TIF District Redevelopment Plan. If the Council chooses to proceed, then, at the discretion of the Council, it will authorize the Consultant to continue the TIF establishment process.

C. Creation of the TIF Plan

The TIF Plan will include the following items:

1. Description of tax increment financing as referenced by the Illinois Revised Statutes.
2. Documentation necessary to demonstrate that real property to be included in the TIF Plan meets the qualifying factors to be eligible for tax increment financing.
3. Objectives of the TIF Plan.
4. Land use for the properties to be included in the TIF Plan.
5. Description of projects and activities proposed within the properties to be included in the TIF Plan, both public and private.
6. Implementation strategy.
7. Estimated costs of the projects and activities proposed.
8. Estimated TIF budget.
9. Current and projected equalized assessed value for the properties to be included in the TIF Plan.
10. Assessment of the impact of the proposed TIF Plan on applicable taxing districts.
11. Boundary Map.
12. General Land Use Plan for the Area.
13. Other items necessary to complete the TIF Plan pursuant to the Revised Statutes of the State of Illinois.

D. Presentation of the TIF Plan

The Consultant will present the TIF Plan to the City Council for its review and comment. The Consultant will integrate the City Council's comments, if applicable, into the final TIF document.

E. TIF Process Notifications and Assistance

The Consultant will provide guidance to the City on matters of notification and distribution in accordance with the TIF Act. This includes providing the City with draft documents, notices, and ordinances. The following outlines the statutory steps involved with the establishment of a TIF District, and the assistance the Consultant will provide for each step:

1. Feasibility Resolution
The Consultant will provide the City with a sample Feasibility Resolution as well as the early warning letter that is to be sent to the associated taxing districts, and a mailing list for said taxing districts.
2. Interested Parties Registry
The Consultant will provide the City with a sample ordinance to establish the Interested Parties Registry, provide the Interested Parties Registry rules, and a sample publication notice for the registry.

3. Feasibility Study
The Consultant will provide the City with the Feasibility Study to be placed on file and sent to all affected taxing districts.
4. Public Hearing Ordinance
The Consultant will provide the City with a sample ordinance establishing the TIF Public Hearing date and time.
5. Joint Review Board Notice
The Consultant will provide the City with the TIF Plan and Feasibility Study to be sent to all affected taxing districts and DCEO, as well as notice of the Joint Review Board date and time. The Consultant will conduct the Joint Review Board meeting.
6. Notice to Residents
The Consultant will provide the City with a sample notice to be sent to all residences within 750 of the proposed TIF District Area, as well as mailing labels for all addresses.
7. Publication Notice
The Consultant will provide the City with a sample notice for publication regarding the TIF Public Hearing.
8. Notice to Property Owners
The Consultant will provide the City with a sample notice to be sent, via certified mail, to all property owners in the proposed TIF District Area and those on the Interested Parties Registry.
9. Adoption Ordinances
The Consultant will provide the City with a sample ordinances to approve the proposed TIF District Redevelopment Plan and Redevelopment Project, to designate the proposed Redevelopment Project Area, and to adopt Tax Increment Financing.

F. Meetings

The Consultant will conduct the following meetings:

1. Joint Review Board
The Consultant will attend and conduct the meeting of the Joint Review Board.
2. Public Hearing
The Consultant will attend and conduct the Public Hearing.
3. Other Meetings
The Consultant will attend or be otherwise available for additional meetings as necessary and as directed by the City.

INFORMATION PROVIDED BY CITY

For any of the above options outlined there will be some information required to be provided from the City. This information includes:

1. Preparation of Legal Description of the Redevelopment Project Area. The Consultant will work with City engineers and staff to facilitate this process. At the City's direction the Consultant could complete the description in accordance with the outlined hourly rate as a service outside of the scope of Deliverable 2 of this agreement.
2. The Consultant will provide the names and addresses of affected property owners within a tax increment financing project area as well as those residential addresses that lie within 750 feet of the project area boundary. The Consultant will also provide taxing district information. The City will make the required notifications, mailings, and distributions to those parties. The Consultant will provide guidance and suggested forms for use by the City. These notifications are to take place under an agreed upon schedule for execution of the TIF Plan.
3. Any amendments to the Comprehensive Plan if necessary. In the event that some of the above Options were to be determined by the City to not be in accordance with the existing Comprehensive Plan, the City would be responsible for making the requisite amendments to the Plan.

TIMING

The Consultant, with cooperation from the City, will coordinate an exact schedule for purposes of completing the requested work based on the schedule of Council Meetings and availability of City staff, with the anticipated timeframe for completion being four to seven months from the beginning of the process. Statutory requirements as to when notices can be provided and when meetings can occur largely determine the timing of the process.

COMPENSATION

DELIVERABLE 1: TIF DISTRICT #1 AND TIF DISTRICT #2 EXTENSIONS

The Consultant will provide services on an as needed basis and begin only upon written communication from the City in order to proceed. The Consultant shall be compensated in accordance with the following schedule of standard hourly rates under this agreement; such rates are exclusive of reimbursable expenses:

Principal \$130.00/hr.

DELIVERABLE 2: ESTABLISHMENT OF TIF DISTRICT #3

The following is a breakdown of the proposed fee for service based on the outlined Scope of Services for Deliverable 2:

Upon signing of Agreement for Technical Services	\$2,000
Upon presentation of the TIF Plan to the City Council.....	\$14,925
Upon the completion of the Public Hearing.....	\$15,875
 Total fee for establishment of TIF District Redevelopment Area	 \$32,800

The total proposed fees above will not exceed the costs outlined, plus actual reimbursable expenses not to exceed \$500. Reimbursable expenses shall consist of actual costs incurred by the Consultant for printing, travel, photographic work, production, delivery charges, and any other similar expenses required to provide the above Scope of Services. Such expenses shall be billed to the City at their direct and actual cost to the Consultant. At the request of the City, the Consultant will be available for any additional services beyond those outlined in the Scope of Services at a separate hourly rate of \$130/hour.

Payment of current charges and reimbursable expenses shall be made to the Consultant within 30 days of the receipt of the invoice concerning these items. Unpaid invoices shall accrue interest of 1.5% per month until paid.

TERMINATION OF AGREEMENT

If for whatever reason the Client determines that the work should be terminated, the Client will inform the Consultant in writing that it wishes to terminate this agreement. The date of termination shall occur upon receipt of the written notice of termination by the Consultant pursuant to Section 8 of this agreement. The Client will pay the Consultant an amount representing the work performed to the date of termination, plus any expenses the Consultant incurred to that date.

1. Confidentiality; FOIA Requests. "Confidential Information" means any information which the Consultant has designated as confidential in writing or ought to be considered confidential (however it is conveyed or on whatever media it is stored) including information that relates to a party's trade secrets, commercial information, proprietary information, and, private personal information, In the event the Client, or an authorized representative thereof, receives a FOIA request for documents containing Confidential Information, the Client shall notify the Consultant of the request. Upon receipt of such notice by email or facsimile, the Consultant shall notify the Client within two business days whether, and if so why, it believes the requested documents are exempt from disclosure under the applicable FOIA law, or if any portion of the requested documents is exempt from disclosure (and

therefore should be redacted) under the Illinois Freedom of Information Act or other applicable rules, laws or regulations.

2. Not Legal Advice. The Client understands that any information or deliverables The Consultant provides to the Client in connection with this agreement or the services provided hereunder is not, and should not be relied upon as, legal advice.
3. Delay. The Consultant shall not be responsible for failure to perform or for delays in the performance of services which arise out of causes beyond the control and/or without the fault or negligence of the Consultant.
4. Relationship. The Consultant will act under this agreement as an independent contractor, and nothing contained herein will constitute either party as the employer, employee, or representative of the other party, or both parties as joint ventures or partners for any purpose.
5. Enforceability. The invalidity or unenforceability of any provision of this agreement does not affect the validity or enforceability of any other provisions of this agreement, which will remain in full force and effect.
6. Amendments. This agreement may not be amended or modified except in writing signed by the parties hereto.
7. Governing Law. The laws of the state of Illinois, without regard to conflicts of law principles thereof, govern all matters arising under this agreement.
8. Notices. All notices pursuant to this agreement must be in writing and delivered by hand, sent via telecopy or overnight delivery or by certified or registered mail to each party's address provided in this agreement.
9. Entire Understanding. This agreement sets forth the entire agreement and understanding between the Consultant and the Client with respect to the subject matter hereof.
10. Execution. The signature of either party hereto that is transmitted to the other party or other party's authorized representative electronically (e.g. facsimile, e-mail, etc.) will be deemed for all purposes to be an original signature. This agreement may be executed in any number of counterparts with the same effect as if all parties hereto had signed the same document.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed this _____ day of _____, 2024.


ATTEST:

City of Highland

Mayor

ATTEST:

Moran Economic Development



Jared Kanallakan
Vice President



CITY OF HIGHLAND

To: Mayor and Council Members
From: Mallord Hubbard, Economic Development Coordinator
Date: January 10, 2024
Subject: Approval of Hotel/Motel Tax for City Membership to Discover Downstate Illinois Tourism

RECOMMENDATION

I am recommending the Council approve Hotel/Motel funds of \$1,500 for expenses related to Annual Membership with Discover Downstate Illinois Tourism for the purpose of advertisement for all events sponsored by local community.

DISCUSSION

The benefit of the city being a member of Discover Downstate Illinois Tourism and utilizing Hotel/Motel Tax funding includes: advertising of local events throughout 22 counties, discounted advertisements in their Annual Visitor's Guide and Tourism Times, digital marketing referrals, and media buy discounts through production of promotional materials (billboards, print, radio, television, brochures, rack cards, etc.). The City's membership will provide the opportunity for city and local events to share in the benefits outlined above.

FISCAL IMPACT

Funding of \$1500 will be appropriated from the Hotel/Motel Tax Budget for this item.

Recommended by: _____

Mallord Hubbard, Economic Development Coordinator

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING
ALLOCATION OF HOTEL / MOTEL TAX FUNDING
(Discover Downstate Illinois – Annual Membership, Marketing Highland)**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined applicants for hotel / motel tax funding shall fill out an application to determine whether the funding request may be granted according to 65 ILCS 5/8-3-14, which reads, in pertinent part:

The amounts collected by any municipality pursuant to this Section shall be expended by the municipality solely to promote tourism and conventions within that municipality or otherwise to attract nonresident overnight visitors to the municipality

See 65 ILCS 5/8-3-14; and

WHEREAS, City has determined the applicant has submitted a “Hotel / Motel Tax Funding Application” (*See Exhibit A*); and

WHEREAS, City has determined the applicant has requested funds for tourism and/or conventions and/or overnight visitors to City, and the applicant’s request for funds may be permitted pursuant to the spirit of 65 ILCS 5/8-3-14 (*See Exhibit A*); and

WHEREAS, the City Council finds that the City Manager should be authorized and directed, on behalf of the City of Highland, to execute whatever documents are necessary to allocate hotel / motel tax funds to the applicant pursuant to the “Hotel / Motel Tax Funding Application” (*See Exhibit A*).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:

- Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.
- Section 2.* The “Hotel / Motel Tax Funding Application” (*See Exhibit A*) is approved.
- Section 3.* The City Manager is directed and authorized, on behalf of the City of Highland, to execute whatever documents are necessary to allocate hotel / motel funds to applicant pursuant to applicant’s “Hotel / Motel Tax Funding Application” (*See Exhibit A*).

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the ____ day of _____, 2024, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

ABSTAINED:

ABSENT:

APPROVED:

Kevin B. Hemann
Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm
City Clerk
City of Highland
Madison County, Illinois



HOTEL/MOTEL FUND APPLICATION

(For Funding Requests Equal to or Less than \$1,500)

Contact Information:

Organization Name: City of Highland

Contact Person: Mallord Hubbard

Phone: 618-654-9891

Fax: 618-654-4768

Email: mhubbard@highlandil.gov

Event Information:

1. Name of the Event: Discover Downstate Illinois Tourism

2. Date(s) of the Event: 2024-25

3. Location of the Event: Unknown

4. Description of the Event & Purpose of Funding Request:

Annual membership to Discover Downstate Illinois Tourism

5. Please state how your request for hotel/motel tax funds will help promote: 1) tourism; 2) conventions within the City; and/or 3) overnight visitors to the municipality:

Membership to Discover Downstate Illinois Tourism, formerly ILLINOISouth Tourism, provides the opportunity for all events to be marketed to the southern Illinois region and will drive increased tourism for all events held in Highland throughout the year.

6. Funding Request Amount: \$1500

7. Projected Attendance for the Event: Unknown

8. Expected Overnight Stays for the Event: Unknown

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING AND DIRECTING
APPLICATION TO THE MADISON COUNTY, ILLINOIS,
SUSTAINABILITY GRANT PROGRAM
FOR HIGHLAND SILVER LAKE PARK IMPROVEMENTS**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined it is in the best interests of public health, safety, general welfare and economic welfare to apply to the Madison County, Illinois, Sustainability Grant Program for Highland Silver Lake Park improvements; and

WHEREAS, City has determined the vast natural resources within the Silver Lake Watershed are of utmost importance to City and its residents; and

WHEREAS, City has determined Highland Silver Lake Park (“Park”) provides City residents and visitors an abundance of recreation opportunities, and is vital to the health and welfare of those that patronize the Park; and

WHEREAS, City desires to install sediment reduction facilities on the east end of the Old City Lake by constructing a rock rip rap levee to the north and south across the lake; and

WHEREAS, City has determined the rock rip rap levee will act as a barrier to slow and trap sediment from entering the lake while providing safe access for park patrons to additional park trails; and

WHEREAS, City desires to purchase a New Holland 84” loader bucket and 48” pallet fork for New Holland c232 skid steer to apply rock for the project; and

WHEREAS, City has determined obtaining a Madison County, Illinois, Sustainability Program Grant would assist City in completing these Park improvements; and

WHEREAS, the City of Highland desires to apply for a Madison County, Illinois, Sustainability Program Grant; and

WHEREAS, City Department of Parks and Recreation has prepared a proposed application for a Madison County, Illinois, Sustainability Program Grant (attached hereto as **Exhibit A**); and

WHEREAS, City expects to have resources available to complete the project with its matching portion with respect to the grant; and

WHEREAS, City finds the application (**Exhibit A**) should be approved and submitted to the Madison County Sustainability Program; and

WHEREAS, City has determined the City Manager and/or Mayor shall be authorized and directed to execute any documents associated with applying for and/or securing the Madison County, Illinois, Sustainability Program Grant (**Exhibit A**).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of City.

Section 2. City shall submit the application for the Madison County, Illinois Sustainability Grant (**Exhibit A**) to the Madison County, Illinois Sustainability Grant Program to assist City in completing Highland Silver Lake Park improvements as stated herein.

Section 3. This Resolution shall be known as Resolution No. _____, and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the _____ day of _____, 2024, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

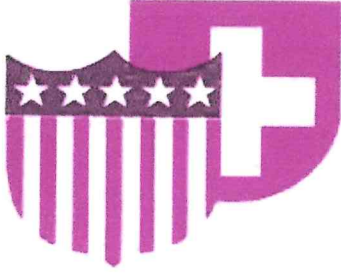
ABSENT:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois



City of Highland

Department of Parks & Recreation

P.O. Box 218

Highland, IL 62249

Phone: 618.654.6071 - Fax: 618.654.1026

www.highlandil.gov

Madison County Sustainability Program
Environmental Grant Application
C/O: Brandon Banks
157 N. Main St., Suite 254
Edwardsville, IL 62025

The City of Highland is a growing community of over 9800 residents located 30 minutes east of St. Louis in Madison County IL. Highland attracts many visitors each year due to the endless benefits which are offered. One of the most popular attractions is the Silver Lake area, comprised of over 550 acres of water, 3 lakes, 5 picnic pavilion areas, archery range, fishing opportunities, hiking/biking trail system and an 18 hole disc golf course. The vast Natural Resources within the Silver Lake Watershed is of the utmost importance to the City of Highland who continues to work with the State and Federal EPA in reducing the silt and sediment load which is entering the lake. The City has partnered with these organizations over the past 20 years to reduce the sediment by placing over 30,000 tons of rip rap and filter fabric along the highly erodible areas of Silver Lake and the City Reservoir. The rip rap material has helped not only in reducing the sediment load into the waterways, but the clarity of the water has vastly improved. The city and the Silver Lake Commission is consistently working with local farmers around the lake to educate and increase awareness concerning farm runoff as well as solutions such as grass waterways and filter strips in areas draining into the lake. The City has also taken steps to remove a large amount of invasive plant species such as autumn olive and bush honeysuckle around the lake areas and restoring those areas to grasslands which aids in runoff reduction as well.

The City of Highland has been very fortunate to partner with the Madison County Sustainability Program in the past, which has allowed the city to sustain and protect over 5500 lineal feet of shoreline and waterways throughout Silver Lake Park. Approximately 95% of the 20 acre city reservoir shoreline is currently protected with filter fabric and rip rap which has greatly reduced the silt and sediment load entering the reservoir and into the main body of the lake. This reservoir serves as the City of Highland resident back up water supply should the main body of Silver Lake be compromised or during severe drought conditions.

The City of Highland Parks & Recreation Department would like to partner with the Madison County Sustainability Program again this year in order to properly reduce the sediment load, severe stream-bank delineation and environmental impacts to the shoreline on the immediate shoreline bank areas bordering Silver Lake Park.

The Old City Lake, which consists of 20 acres of water located within Silver Lake Park, has been a consistent focus among the City of Highland in order to preserve and protect the shoreline and streambank tributaries leading into the lake from silt and sediment deposits. This body of water serves as the back-up water supply to the residents of Highland in the event of an emergency or heavy drought conditions. Through past funding from the Madison County grant, the city has protected over 95% of the shoreline surrounding the lake and has greatly reduced those sediment loads.

Recently, the City of Highland, in cooperation with Madison County ARPA grant funds, had the opportunity to remove the existing failing concrete spillway dam structure on the Old City Lake which drains directly into Silver Lake. The original spillway was completely replaced with a newly designed concrete structure which will drain the lake much more effectively during heavy rains and flooding incidents, while allowing the body of water to be raised, creating additional carrying capacity. In conjunction with this project, the city was able to remove sediment on the east end of the body where the majority of water drains into the lake from several private tributaries and farm fields. Invasive trees were removed along this area, a newly designed culvert was installed under the roadway and the shoreline was graded to the roadway with some of the removed sediment.

The main focus for this year's Madison County Sustainability Grant Application is to continue the sediment reduction work on the east end of the Old City Lake by constructing a rock rip rap levee to the north and south across the lake. The levee would be approximately 10-12' wide, 6' in depth and 200' long at finished grade. The top of the levee would be finished with a smaller crushed limestone, which would allow for park patrons, walkers/hikers to travel across the dam and access the additional park trails on both sides safely while not having to walk on the main roadway. The levee would allow for clean water to pass through the porous rock, while trapping the silt and sediment in a confined area where the sediment would then settle out/de-water and routinely be removed by city crews/equipment and recycled/used for fill in areas of need in and around the city. Below is a brief outline of the proposed project to be performed in house using City of Highland equipment and labor/operator as in kind service match:

- Remove additional invasive trees on the north and south side of the shoreline
- Construct a porous rock levee of RR4 rip rap approximately 10-12' in width, 6' in depth and 200' long from the north to south shoreline across the east end of the Old City Lake.
- Construct a low water outlet in the center of the levee using RR3 rip rap in order for large outflows of water to pass over and through during heavy rains and flooding incidents.

- Re-shape the existing shoreline to meet the levee, add rip rap at a rate of 1.5' of depth per square foot 2-3' below the lake level and tapered up to normal pool elevation
- Place CA-6 crushed limestone across the top of the levee in order to lock the larger rocks together, creating an even safe path for pedestrians and equipment to pass across.
- Re-Grade dirt areas with Harley Rake/skid steer which were affected by use of heavy equipment during the rock installation and apply erosion control mix seed and straw at a rate of 300 pounds per acre in order to prevent sediment from transferring into the lake.
- New Holland heavy duty Aggregate/Rock high volume capacity 84" loader bucket & New Holland 48" pallet fork for New Holland c232 skid steer.
- Apply erosion control shoreline seed mix @ 300 pounds per acre to shoreline areas disturbed during rock install

The cost breakdown of the project are as follows:

Material Costs:	RR4 Rip Rap @ \$26.38 Per Ton x 450 tons:	\$11,871.00
	5 way fescue/clover seed mix, 300 pounds:	\$750.00
Equipment:	84" LPE84 heavy duty skid steer bucket:	\$2600.00
	48" Pallet Fork 5500/48:	\$1100.00
Labor/Equip Costs:	(1) City of Highland Operator, (1) Skid Steer Machine (Apply as Match 25.21%)	\$5500.00
Total Project Cost:		<u>\$21821.00</u>

Total Grant Amount Requested: **\$15000.00**

On behalf of the City of Highland, I would like to thank you for the opportunity to participate in the Madison County Sustainability Program Environmental Grant again this year. We are looking forward to a lasting partnership which will greatly benefit the natural resources surrounding Silver Lake as well as the entire community. If you have any questions, please feel free to contact me at any time. Thank you for your consideration.

Sincerely,

 Ryan T. Hummert
 Natural Resource Manager
 City of Highland IL
 618-654-6071
rhummert@highlandil.gov

APPLICATION FOR MADISON COUNTY RESOURCE MANAGEMENT FY2024
\$15,000 ENVIRONMENTAL GRANT

A. APPLICANT INFORMATION

(12/28/2023)
Date

CITY OF HIGHLAND IL.
Name of Government

1115 BROADWAY HIGHLAND 62249
Address City Zip

Ryan Hummert Natural Resource Mgr. 618-910-3531
Project Manager Title Phone Number

Email: Rhummert@highlandil.gov

Project Title: City Reservoir Sediment Basin

Project Summary (provide a 3-5 sentence summary of what your project will entail):

- Construct an area along the east end of the city Reservoir which will trap sediment and silt from entering the lake, while allowing clean water to pass through. Basin will be routinely cleaned out and sediment recycled in areas around the city. (See Attached Outline)

Please certify with your signature that the information contained in this application is accurate to the best of your knowledge and that you are authorized to execute this application.

Ryan T. Hummert
Signature

Budget Summary: All grants require 20% applicant match of amount requested plus the match.

A. Grant Funding Requested: \$ 15,000.00
Maximum \$15,000

B. Matching Funds Provided By Applicant: \$ 6,550.00

C. Total Project Budget*: \$ 21,821.00
*Grand Total = County Funding Requested (A) + Matching Funds Provided (B)

D. % of Match Provided by Applicant*: 25.21 %

* % Match = (Matching Funds Provided by Applicant (B) ÷ Grand Total of Project Costs (C)) x 100
Note: match must be at least 20%

B. BUDGET INFORMATION

TOTAL COST:

COUNTY FUNDING REQUESTED:

1. Equipment/Project \$ 21,821.00
(Circle one)

\$ 15,000.00

List equipment: - RR4 RipRap #26.35 per ton @ 450 tons: \$11,871.00 (Delivered)
- 84" Skid Steer Bucket / 48" Pallet Forks: \$3700.00 (Midwest tractor)
- Seed mix, 300 pounds: \$750.00

2. Matching fund amount: \$ 5500.00 Other grant fund amount (optional): \$ N/A

List source of fund*: (1) City of Highland operator/Labor \$30.00 per hour: (50 Hrs)
(1) City of Highland skid steer @ \$80.00 per hour: (50 Hrs)

*Matching fund source includes any other grant monies or direct contribution utilized for this project. Examples include IEPA grant, Illinois Clean Energy grant, ILDCEO, Madison County PEP grant, CDBG, etc. If no additional grant funds are used, please list local jurisdiction as the sole funder.

ADDITIONAL MATCHING COSTS PAID BY APPLICANT (optional, not included above): Please include all additional costs that are not requested in this grant, but will be spent as part of the project:

EQUIPMENT: \$ _____ EDUCATION: \$ _____
LABOR: \$ _____ DISPOSAL/RECYCLING: \$ _____
TRANSPORTATION: \$ _____ OTHER: \$ _____

TOTAL ADDITIONAL COSTS: \$ _____

PLEASE LIST THREE (3) COMPANIES PROVIDING BIDS ON THIS PROJECT:
(Post chosen bid/estimate on line #1)


- 1. GELLY EXCAVATING: RR4 Rip RAP, 450 tons Delivered: \$11,871.00
- 2. BELMAN TRUCK HAULING: RR4 Rip Rap 450 tons Delivered: \$12,497.00
- 3. WILKE TRUCK SERVICE: RR4 Rip Rap 450 ton Delivered: \$12,958.00
- 4. SKID STEEL BUCKET / Pallet Forks: \$3700.00 (See Attached) (Midwest TRACTOR)

**MADISON COUNTY RESOURCE MANAGEMENT PROGRAM FY2024
\$15,000 ENVIRONMENTAL GRANT AGREEMENT**

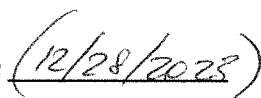
1. The grant amount cannot exceed a total of \$15,000 awarded by the County, and applicants are required to provide 20% matching funds. If the total cost of the equipment is less than \$15,000, that amount will be the total issued.
2. Upon acceptance of the application by the Building & Zoning Committee, the Grants Committee, and the County Board, the grantee agrees to submit a final invoice for the project to this office along with a request for the appropriate funds.
3. The grantee agrees to include the source of funding in any press releases, articles, or public dedication ceremonies regarding the equipment or programs utilizing the equipment.
4. Grantee agrees to have full approval of application from local governing entity with documented resolution/recognition. Policy and planning projects will require further governing body resolution.
5. The grantee agrees to utilize the equipment for the program outlined in this application for a minimum of four (4) years from the date of this agreement.
6. The grantee agrees and is required to report quantitative data collected in connection to this project to the County on a biannual (June and October) basis if applicable.
7. Changes or modification in the application by the grantee after a signed resolution negates the entire application unless written modification is reviewed and approved by the Resource Management Coordinator and/or the Building & Zoning Committee.
8. The grantee agrees to provide such funded equipment in cases of any Madison County emergency management or disaster relief upon request of Madison County Board Chairman.
9. Purchases and contracts must be made in accordance with Grantee's local bid ordinances, bid policies, or statutes. Grantee agrees to provide three (3) competitive bids that follow local government's bid policy/ordinance for payment of grant funds.
10. The grantee further agrees to display a sticker on funded equipment, provided by grantor, promoting the source of funding if applicable.

As project manager identified on page one, I have read the above stipulations and agree to honor them as written. Failure to honor any portion may result in forfeiture of equipment or reimbursement of grant funds.

Signature



Date


(12/28/2023)

**MADISON COUNTY RESOURCE MANAGEMENT FY 2024
\$15,000 ENVIRONMENTAL GRANT EVALUATION FORM**

Government Name: CITY OF HIGHLAND FL

Project Title: CITY RESERVOIR SEDIMENT BASIN

Funding Requested/Total Project Cost: \$15,000.00 / \$21,821.00

Eligibility/Application Checklist:

Application/Budget Background/Project Plan Resolution Grant Agreement

DO NOT FILL THIS PORTION OUT. TO BE FILLED OUT BY B&Z ADMINISTRATIVE REVIEW.

POINT CATEGORY ONE: PRIOR YEARS ALLOCATIONS

The past 5 years funding will be examined (FY 2018-2023). Points will be assigned according to the following allocation ranges during this time period. A maximum of 13 points will be assigned to this category. NOTE: Preference will be given to applicants who *applied for and were not awarded* Environmental Grant funding in the prior fiscal year.

- A. Was applicant awarded funding through the Madison Co Environmental Grants Program in FY 2022?
YES ___ (0 points) NO ___ (2 points)
- B. Did applicant apply for funding through the Madison Co Environmental Grants Program in FY 2022?
YES ___ (1 points) NO ___ (0 points)
- C. Was applicant awarded funding through the Madison Co Environmental Grants Program in FY 2023?
YES ___ (0 points) NO ___ (3 points)
- D. Did applicant apply for funding through the Madison Co Environmental Grants Program in FY 2023?
YES ___ (2 points) NO ___ (0 points)

E. Total Allocations given in past 5 years:	Points assigned:
\$0-\$28,000	5
\$28,001-\$58,000	4
\$58,001-\$84,000	3
\$84,001 and up	0

Total Points Assigned for Category One: _____

POINT CATEGORY TWO: ENVIRONMENTAL IMPACT

All projects' environmental impact will also be scored in comparison to all applications received in FY 2024. A maximum of 3 points will be assigned to this category. One point will be awarded for each topic/impact area targeted by the proposed project. Environmental impact will be assigned to the following:

Type of Project: (mark all that apply)

- | | |
|----------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Stormwater Management & Water Quality | <input type="checkbox"/> Recycling & Waste Management |
| <input type="checkbox"/> Energy Efficiency | <input type="checkbox"/> Air Quality |
| <input type="checkbox"/> Planning & Program Development | |

Total Points Assigned for Category Two: _____

Total Points Assigned: _____



Midwest Tractor
Sales Inc

Breese, IL - (618) 526-4900
Jerseyville, IL - (618) 639-2583
Newton, IL - (618) 783-8461
Vandalia, IL - (618) 283-2893
Sparta, IL - (618)-317-9310

PURCHASE ORDER

ORDER DETAILS:

Date: 2023-12-27 20:14:32
Order Number: 24201
Salesman: Justin Detmer
Location: Breese

CUSTOMER INFORMATION:

Invoice Address:
City of Highland
Email: bzimmer@highland.gov
Phone: 618-654-8122
Highland, IL 62249

Product

Price

Sold Items

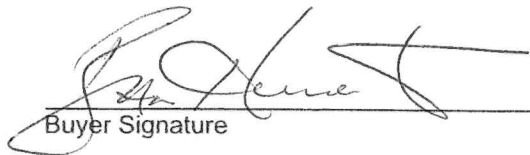
Description: 2023 New Holland LPE84 Model: LPE84 Serial #:	Stock #: SOI - New Holland LPE84 Year: 2023 Includes:: Reversible cutting edge	Make: New Holland Stock Number:	\$2,600.00
Description: 2023 New Holland Pallet Fork 5500/48 Year: 2023 Includes:: 48" 5500lb forks with chain D ring and side steps	Stock #: SOI - New Holland Pallet Fork 5500/48 Stock Number:	Make: New Holland Model: Pallet Fork 5500/48 Serial #:	\$1,100.00


- SOLD NEW, WITH MANUFACTURER'S WARRANTY
 SOLD USED, AS-IS (NO WARRANTY)
 SOLD USED, WITH LIMITED CONDITIONAL PARTS WARRANTY

Total: \$3,700.00

BY SIGNING THIS DOCUMENT I AGREE TO MIDWEST TRACTOR SALES LEGAL AGREEMENT
PRINTED ON THE REVERSE SIDE OF THIS DOCUMENT

Cash On Delivery \$3,700.00


Buyer Signature


Accepted By(Dealer's Representative)

BUY NOW PAY LATER

CUSTOMER SERVICE



Start typing to search

SEARCH

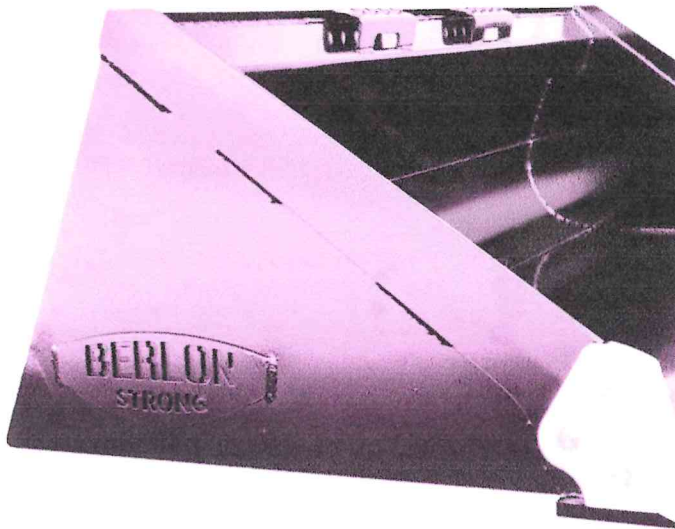
SALE PRICES & FREE SHIPPING (Lower 48 States Only) on select items. Ends DECEMBER 31, 2023

Home > Skid Steer Attachments > Buckets > Heavy Duty Low Profile Extended Lip Bucket | Berlon

HEAVY DUTY LOW PROFILE EXTENDED LIP BUCKET | BERLON

Product ID: BRLN-BCKT-HDELLP

Availability: limited quantity available



LIMITED TIME FREE SHIPPING!



5% DISCOUNT APPLIED. SALE ENDS DECEMBER 31, 2023

~~\$2,820.00~~ **\$2,679.00**

Choose Model

See bucket weights and capacities in Details section.

72" Extended Lip Low Profile	\$2,837.00	\$2,695.15
78" Extended Lip Low Profile	\$2,942.00	\$2,794.90
84" Extended Lip Low Profile	\$3,052.00	\$2,899.40
90" Extended Lip Low Profile	\$3,162.00	\$3,003.90

Optional - Add a bolt on cutting edge to your bucket now and save!

72" x 3/4" x 8" Bolt On Cutting Edge	\$490.00	\$465.50
78" x 3/4" x 8" Bolt On		
84" x 3/4" x 8" Bolt On		

QUESTIONS?

LIVE CHAT



BUY NOW/PAY LATER

CUSTOMER SERVICE



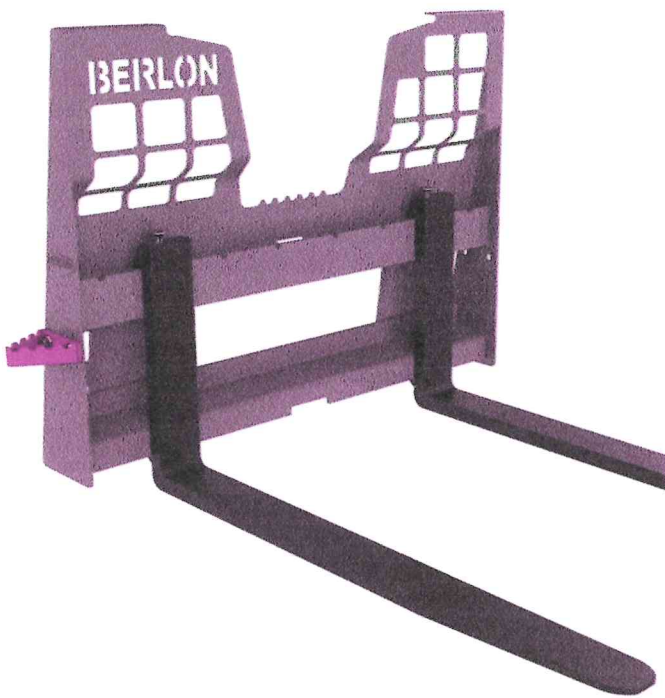
Start typing to search

SEARCH

SALE PRICES & FREE SHIPPING (Lower 48 States Only) on select items. Ends DECEMBER 31, 2023

Home > Skid Steer Attachments > Pallet Forks > Standard Duty Walk Through Pallet Forks 4000 lb. Rated | Berlon

STANDARD DUTY WALK THROUGH PALLET FORKS 4000 LB. RATED | BERLON



Product ID: BRLN-4000-WTBFFF

Availability: limited quantity available



LIMITED TIME FREE SHIPPING!

\$1,680.00

Choose Model

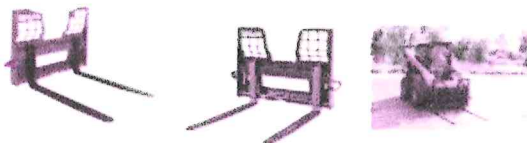
Standard Duty 42" x 1.375" Tines \$1,665.00

Standard Duty 48" x 1.375" Tines \$1,680.00

Bucket/Forks: \$4579.40

1

ADD TO CART



Questions?

Call 866-315-3134 - Se Hable Espanol

Consumer financing:

Starting at \$105/mo with **affirm**. See if you qualify

Business financing:

QUESTIONS?

LIVE CHAT



Or call 866-315-3134

Free Shipping This Week!



What are you looking for?

1-866-990-7543 GIVE US A CALL!

rs Augers Backhoes Bale Handlers Bale Spears Booms Box Graders Brooms & Sweepers Brush Cutters Buckets Cold Planers Concrete Equipment Concrete Mixers

TEER

Backhoe Broom & Sweepers Brush Cutters Buckets Concrete Breaker Concrete Mixer Dozer Blades Fence Installer Forestry Claws Grapples Hitches Land Planers L R

ER

Buckets Carpet Pole Concrete Hopper Fork Extensions Grapples Hooks Loading Box Mesh Handlers Skid Steer Adapter Spreader Bars Trash Hoppers Truss Boom & Jibs V P

Brush Cutters Buckets Compactor Plate Concrete Equipment Forestry Mulcher Grading Beam Hammer Post Driver Rakes Screening Buckets Skid Steer Adapter Tree Grubbers

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FINANCING



HOME > ALL > HEAVY DUTY EXTENDED LIP BUCKET - SKID STEER & TRACTOR - BERLON INDUSTRIES



Berlon Industries

Heavy Duty Extended Lip Bucket - Skid Steer & Tractor - Berlon Industries

☆☆☆☆☆ No reviews | Ask a Question

\$2,898.99 USD ~~\$3,051.99 USD~~

Free Shipping This Week!



What are you looking for?

1-866-990-7543

GIVE US A CALL!



rs Augers Backhoes Bale Handlers Bale Spears Booms Box Graders Brooms & Sweepers Brush Cutters Buckets Cold Planers Concrete Equipment Concrete Mixers

TEER

Backhoe Broom & Sweepers Brush Cutters Buckets Concrete Breaker Concrete Mixer Dozer Blades Fence Installer Forestry Claws Grapples Hitches Land Planers L R

ER

Buckets Carpet Pole Concrete Hopper Fork Extensions Grapples Hooks Loading Box Mesh Handlers Skid Steer Adapter Spreader Bars Trash Hoppers Truss Boom & Jibs V P

Brush Cutters Buckets Compactor Plate Concrete Equipment Forestry Mulcher Grading Beam Hammer Driver Post Rakes Screening Buckets Skid Steer Adapter Tree Grubbers

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FINANCING



HOME > ALL > PALLET FORKS CLASS 2 MEDIUM DUTY 4,000 - 5,500LBS - BERLON

Berlon Industries

Pallet Forks Class 2 Medium Duty 4,000 - 5,500lbs - Berlon

☆☆☆☆ No reviews | Ask a Question

\$1,679.99 USD

→ Bucket/Forks: \$4578.99

Ryan Hummert

From: Ryan Hummert
Sent: Wednesday, December 27, 2023 9:19 AM
To: Ryan Hummert
Subject: Pics







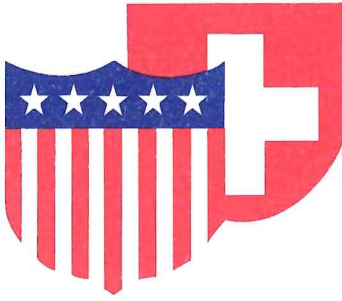




Sincerely,

Ryan Hummert
Natural Resource Manager
City Arborist 🌲
City of Highland IL
618-651-1386

Sent from I-Phone



City of Highland

MEMO TO: Christopher Conrad, City Manager

FROM: Joe Gillespie, Director of Public Works

DATE: January 8, 2024

SUBJECT: Poplar Street Resurfacing Broadway to Lindenthal Avenue
Recommendation for Approval of a Resolution Authorizing and Directing Application to the 2024 Surface Transportation Block Grant Program (STP)

RECOMMENDATION

I recommend you request council approval of a resolution authorizing and directing the application to the 2024 STP grant for Poplar Street, as attached.

DISCUSSION

East-West Gateway administers the federal grant opportunities for this area. I am planning a project to resurface the pavement on Poplar Street from Broadway to Lindenthal Avenue. This section of asphalt pavement was last resurfaced in 1998. The project will consist of milling the existing asphalt pavement, placing a new surface, and updating the sidewalks to ADA standards. Additionally, this gives us an opportunity to install more stormwater facilities between 12th and 15th streets.

The estimated total project cost is \$1,100,000. The grant is 80% (State) and 20% (City) for construction, and we will be responsible for an estimated \$220,000. The grant funding, if approved, is not available until 2029.


FISCAL IMPACT

The proposed supplemental funding is through the Non-Home Rule Sales Tax.

CONCURRENCE

Recommended by: _____

Joe Gillespie, Director of Public Works

Approved by: _____

Christopher Conrad, City Manager

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND DIRECTING APPLICATION TO THE 2024 SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STP) FOR THE PURPOSE OF RESURFACING POPLAR STREET FROM BROADWAY THROUGH LINDENTHAL AVENUE

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, the City proposes to apply for assistance from the Surface Transportation Block Grant Program (STP) for the purpose of resurfacing Poplar Street from Broadway through Lindenthal Avenue; and

WHEREAS, the proposed improvement will consist of pavement resurfacing, replacing non-compliant ADA sidewalks and curb ramps, extend the storm sewer collection system, and all other miscellaneous work associated with roadway resurfacing; and

WHEREAS, the proposed improvements will reduce future maintenance on the roadway, resolve current stormwater runoff issues, and enhance accommodations for all to navigate this critical north – south route; and

WHEREAS, the City has available funds to finance the activity until reimbursed by STP, and the financial capability to operate, maintain, and manage the completed project in a safe manner for public use; and

WHEREAS, the City has determined it to be in the best interest of the public health, safety, general welfare and economic welfare to resurface Poplar Street from Broadway through Lindenthal Avenue; and

WHEREAS, the City has determined City Manager should be authorized and directed to execute any contracts or requisite documents required to apply to STP for funding to reimburse City for resurfacing Poplar Street from Broadway through Lindenthal Avenue; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. the City shall apply to the STP for financial assistance for the purposes of resurfacing Poplar Street from Broadway through Lindenthal Avenue including pavement

resurfacing, replacing non-compliant ADA sidewalks and curb ramps, extend the storm sewer collection system, and all other miscellaneous work.

Section 3. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the Office of the City Clerk, on the _____ day of _____, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

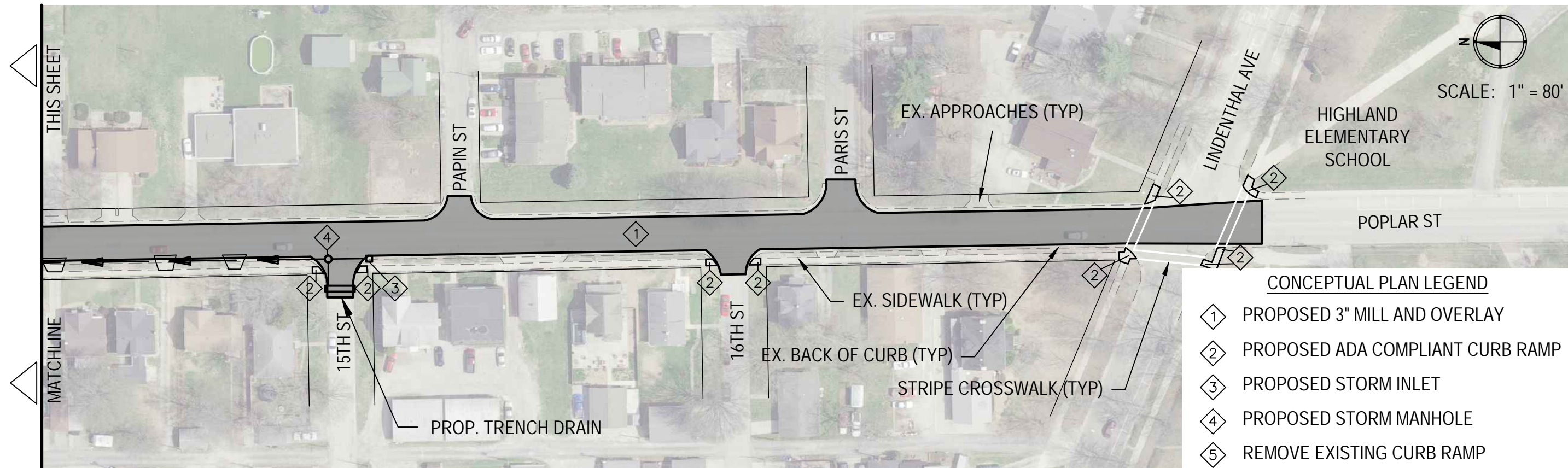
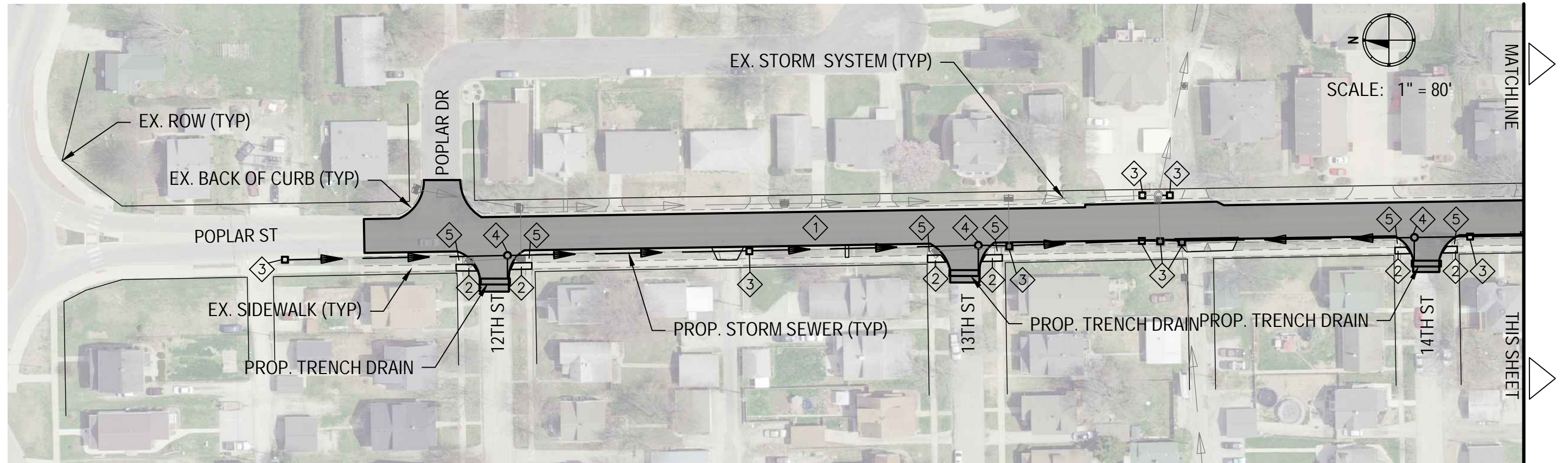
ABSENT:

APPROVED:

Kevin B. Hemann
Mayor
City of Highland
Madison County, Illinois

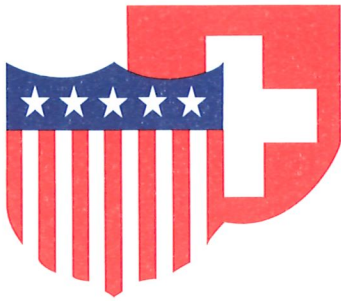
ATTEST:

Barbara Bellm
City Clerk
City of Highland
Madison County, Illinois



CONCEPTUAL PLAN LEGEND

- ① PROPOSED 3" MILL AND OVERLAY
- ② PROPOSED ADA COMPLIANT CURB RAMP
- ③ PROPOSED STORM INLET
- ④ PROPOSED STORM MANHOLE
- ⑤ REMOVE EXISTING CURB RAMP



City of Highland

MEMO TO: Christopher Conrad, City Manager
FROM: Joe Gillespie, Director of Public Works
DATE: January 10, 2024
SUBJECT: Diesel Fuel Tank and Dispensing System, PW-07-23
Recommendation for Award

RECOMMENDATION

I recommend you request council approval to award a contract to Neumayer Equipment Company in St. Louis, MO, for \$87,132.16.

DISCUSSION

We received one bid. Neumayer has maintained our diesel fueling system for as long as I can remember. They have a history of being responsive to our requests for service. The entire fueling system is expected to be completed in April.

FISCAL IMPACT

Each department that utilizes the fueling station is contributing to the cost.

CONCURRENCE

Recommended by: 
Joe Gillespie, Director of Public Works

Approved by: 
Christopher Conrad, City Manager

CITY OF HIGHLAND-----BID TABULATION-----DEPARTMENT OF PUBLIC WORKS

BID OPENING

PLACE: Public Works
 TIME: 10:00am
 DATE: 1/10/2023

PROJECT # / DESCRIPTION:
 Purchase of New Diesel Fuel Tank and Dispensing System, PW-07-23

Bidders	Bid Security	Total Price	Add # 1		
Neumayer St Louis, MO	Bond ✓	\$87,132.16	✓		

BID OPENER: Joe Gillespie
 Joe Gillespie

BID RECORDER: Lana R. Hediger
 Lana Hediger



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 009 Parks & Rec Fund				
Department: 009 Korte Rec Center				
ACH	IL Department Of Revenue	DECEMBER SALES TAX	01/11/2024	68.00
				Total for Department: 009 Korte Rec Center
				68.00
Department: 016 Parks & Recreation				
ACH	IL Department Of Revenue	DECEMBER SALES TAX	01/11/2024	30.00
				Total for Department: 016 Parks & Recreation
				30.00
				Total for Fund:009 Parks & Rec Fund
				98.00
Fund: 012 Business District A				
Department: 012 Police Dept				
ACH	BOKF, N.A.	HIGHLAND IL GENERAL OBLIGATION DEBT CERT LTD TAX BONDS SR 2020	01/10/2024	457,412.50
				Total for Department: 012 Police Dept
				457,412.50
				Total for Fund:012 Business District A
				457,412.50
Fund: 050 Street NHR Construction				
Department: 050 Street NHR Construction				
14889	Highland Community Title LLC	Grandveiw Farms ROW purchase SW peripheral (Bellm Road)	01/04/2024	668,526.30
				Total for Department: 050 Street NHR Construction
				668,526.30
				Total for Fund:050 Street NHR Construction
				668,526.30
Fund: 101 Electric Fund				
Department: 101 Electric Admin				
ACH	IL Dept Of Revenue	DECEMBER UTILTIY TAX	01/11/2024	15,492.56
				Total for Department: 101 Electric Admin
				15,492.56
Department: 104 Electric Distribution				
14889	Highland Community Title LLC	Grandveiw Farms ROW purchase SW peripheral (Bellm Road)	01/04/2024	493,000.00
				Total for Department: 104 Electric Distribution
				493,000.00
				Total for Fund:101 Electric Fund
				508,492.56
Fund: 111 FTTP Fund				
Department: 111				
ACH	IL Department Of Revenue	DECEMBER SALES TAX	01/11/2024	6.00
ACH	ILLINOIS DEPT OF REVENUE	DECEMBER RT-10 TELECOMMUNICATIONS INFRASTRUCTURE MTN FEE RETURN	01/11/2024	2,757.43
				Total for Department: 111
				2,763.43
				Total for Fund:111 FTTP Fund
				2,763.43
Fund: 201 Water Fund				
Department: 000 Balance Sheet Accounts				
14890	JAYME MINTON	Refund Check 023626-000	01/05/2024	12.16
				Total for Department: 000 Balance Sheet Accounts
				12.16
				Total for Fund:201 Water Fund
				12.16
Fund: 301 Sewer Fund				
Department: 000 Balance Sheet Accounts				
14890	JAYME MINTON	Refund Check 023626-000	01/05/2024	12.57
				Total for Department: 000 Balance Sheet Accounts
				12.57
				Total for Fund:301 Sewer Fund
				12.57
Fund: 713 Solid Waste Fund				
Department: 000 Balance Sheet Accounts				

14890

JAYME MINTON

Refund Check 023626-000

01/05/2024

8.56

Total for Department: 000 Balance Sheet Accounts

8.56

Total for Fund: 713 Solid Waste Fund

8.56

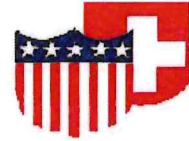
Grand Total

1,637,326.08

Accepted by City Council January 16, 2024

Mayor:

Clerk:



CHECK #	VENDOR NAME	INVOICE DESCRIPTION	DEPARTMENT	GROSS AMOUNT	CHECK/PAYMENT DATE
370	City Petty Cash	IDC MEETING - SODA/WATER 09/06/23	007	5.00	01/12/2024
370	City Petty Cash	IDC MEETING - SODA/WATER 10/06/23	007	6.00	01/12/2024
370	City Petty Cash	IDC MEETING - TIP JIMMY JOHNS 11/01/23	007	5.00	01/12/2024
370	City Petty Cash	IDC MEETING - SODA/WATER 11/01/23	007	7.00	01/12/2024
370	City Petty Cash	IDC MEETING - SODA/WATER 12/06/23	007	6.00	01/12/2024
370	City Petty Cash	IDC MEETING - TIP FOR DRIVER JIMMY JOHNS	007	5.00	01/12/2024
370	City Petty Cash	IDC MEETING - SODA/WATER 01/03/24	007	5.00	01/12/2024
423	MARK FREY	SINGLE-FAMILY HOME INCENTIVE PAYMENT-45 AUGUSTA DR	007	4,000.00	01/12/2024
463	RICK GRUENENFELDER	SANTA SERVICES 2023	007	1,500.00	01/12/2024
		TOTAL		5,539.00	
340	City Utilities	CITY UTILITIES - SENIOR CENTER	009	344.93	01/12/2024
340	City Utilities	CITY UTILITIES - KRC	009	16,575.84	01/12/2024
352	AMAZON CAPITAL SERVICES	1 QTY COTTON CANDY, 1 QTY SANTA SNOW SPRAY	009	32.81	01/12/2024
352	AMAZON CAPITAL SERVICES	1 QTY THERMAL PAPER CASH REGISTER	009	19.79	01/12/2024
362	Breese Journal & Publishing Company	12/7 display ad	009	172.76	01/12/2024
379	Direct Fitness Solutions	KRC fitness equipment repair	009	175.00	01/12/2024
384	ELLEN GALL	Refund for the rest of her membership	009	65.17	01/12/2024
388	EPIC SPORTS	2 QTY VOLLEYBALL NET/ADAPTER CORDS, 1- ROLLER BAG	009	1,221.63	01/12/2024
393	FRONTIER	KRC PHONE BILL	009	16.97	01/12/2024
394	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	KRC light bulb replacements	009	34.62	01/12/2024
394	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	KRC light bulb replacements	009	281.09	01/12/2024
404	Highland Communication Services	KRC wifi	009	326.33	01/12/2024
406	Highland's Tru Buy	KRC	009	6.94	01/12/2024
424	Mazzio's Pizza	KRC pizzas for party rentals	009	1,040.00	01/12/2024
445	William F. Brockman Co	KRC concessions supplies	009	113.25	01/12/2024
445	William F. Brockman Co	KRC concessions supplies	009	86.65	01/12/2024
455	Orkin Exterminating	Standard monthly payment	009	82.09	01/12/2024
455	Orkin Exterminating	door sweeps service	009	1,606.00	01/12/2024
459	QUENCH USA INC	water bottle refill station	009	60.00	01/12/2024
471	Switzer Food and Supplies	Concessions supplies	009	299.51	01/12/2024
		TOTAL		22,561.38	
336	Mastercard	ZOOM.US 11/21/23-12/20/23	011	199.90	01/04/2024
339	BEST Engineered Systems Technology Group LLC	EVERGREEN SUBDIVISION - FIBER INSTALL	011	26,640.00	01/12/2024
340	City Utilities	CITY UTILITIES - 1115 BROADWAY	011	82.91	01/12/2024
343	Huels Oil Co	DECEMBER DIESEL FUEL	011	6,514.74	01/12/2024
344	I.M.L. Risk Management As	2024 ANNUAL CONTRIBUTION INVOICE - 2ND INSTALLMENT	011	143,373.32	01/12/2024
346	LEWIS BRISBOIS BISGAARD & SMITH LLP	CITY OF HIGHLAND V. JASON METTLER FILE NO: 15386-3	011	11,367.25	01/12/2024
350	Ace Hardware	ACE OPERATING SUPPLIES	011	1,557.09	01/12/2024
352	AMAZON CAPITAL SERVICES	5 QTY AUMOX 8 PORT GIGABIT POE SWITCH	011	314.95	01/12/2024
352	AMAZON CAPITAL SERVICES	1 QTY 2023-2024 WALL CALENDER LANA	011	11.52	01/12/2024
352	AMAZON CAPITAL SERVICES	1 QTY EZ SEAL SEALING SOLUTION	011	68.95	01/12/2024
352	AMAZON CAPITAL SERVICES	1 QTY RETURN ADDRESS LABELS LANA	011	14.96	01/12/2024
352	AMAZON CAPITAL SERVICES	2 QTY 50 PKS BLUE CERTIFICATE HOLDERS	011	65.04	01/12/2024
357	AssuredPartners Cornerstone LLC	NOVEMBER MONTHLY FSA PLAN ADMINISTRATION	011	125.00	01/12/2024
357	AssuredPartners Cornerstone LLC	NOVEMBER MONTHLY DEBIT CARD FEE	011	37.50	01/12/2024
360	BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL- CITY HALL STORAGE	011	20.00	01/12/2024
363	BusComm Incorporated	CONTRACT BASE RATE CHR9 12/30/23-12/29/24 LIBERTY	011	1,065.50	01/12/2024
364	CDW G Inc	225 QTY GFI ARCHIVER SUB RNW 1Y 50-249	011	2,306.25	01/12/2024
367	CIOX HEALTH LLC	HIGHLAND POLICE PENSION FUND- CHRISTOPHER FLAKE	011	175.31	01/12/2024
369	City Of Highland	DECEMBER CENTRAL PURCHASING	011	3,002.62	01/12/2024
370	City Petty Cash	TYLER MEETING - SODA/WATER 11/01/23	011	6.00	01/12/2024
370	City Petty Cash	WAL-MART WALL CALENDAR FOR USA	011	6.40	01/12/2024
372	Cooperative Response Center Inc	BASEFEEDECAGENT.CRCAGENTDIALOUT.CRCLINKUSERLICENSE	011	1,526.29	01/12/2024
377	DE LAGE LANDEN FINANCIAL SERVICES LLC	COPIER USAGE/LEASE - CITY HALL BACK OFFICE	011	280.01	01/12/2024
385	ELLIOTT DATA SYSTEMS INC.	CAMERAS FOR SPINDLER (1) AND GLIK PARK (2)	011	4,667.54	01/12/2024
393	FRONTIER	PHONE CHARGES - GENERAL ALARM	011	49.26	01/12/2024
398	GILMORE & BELL P.C	ELECTRIC SYSTEM REFUNDING REVENUE BONDS SERIES2019	011	800.00	01/12/2024
403	Highland Chamber Of Commerce	CHAMBER GIFT CERTIFICATES FOR CITY AWARDS BANQUET	011	755.00	01/12/2024
404	Highland Communication Services	HCS SERVICES - HACSM	011	41.95	01/12/2024
405	Highland Printers	#12104 MAGNETS 10,000	011	3,587.91	01/12/2024
414	KEITH REECE	REMIMB HART 20 VOLT IMPACT DRILVER/1/2 DRILL	011	106.67	01/12/2024
416	LANA HEDIGER	REIMB MILEAGE COUNTY COURT HOUSE 12/05/23 & 12/19/23	011	47.44	01/12/2024
430	Terryberry Company LLC	ANNUAL AWARDS & RECOGNITION BANQUET	011	496.81	01/12/2024
431	Third Millennium Assoc Inc	UTILITY BILL RENDERING	011	2,082.38	01/12/2024
437	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	011	3,200.00	01/12/2024
441	WALMART COMMUNITY/ CAPITAL ONE	WAL-MART OPERATING ACCOUNT	011	1,883.02	01/12/2024
442	WALZ LABEL AND MAILING	INK FOR POSTAGE MACHINE	011	207.44	01/12/2024
443	Watts Copy Systems Inc.	PRINTER/COPIER - JACKIE	011	36.87	01/12/2024
443	Watts Copy Systems Inc.	COPIER USAGE/LEASE - CITY HALL BACK OFFICE	011	279.90	01/12/2024
444	WEX BANK	DECEMBER FUEL	011	7,865.10	01/12/2024
466	SCRIPTCLAIM SYSTEMS LLC	22 QTY UNUSED CAPACITY FEE	011	330.00	01/12/2024
469	Sister Cities International	2024 MEMBERSHIP DUES (POPULATION 5000-10,000)	011	310.00	01/12/2024
472	THE KWIK KONNECTION PRINTING & PUBLISHING CO INC	12/20/23 3 COLX7 AD W/COLOR (CHRISTMAS)	011	252.00	01/12/2024
474	THRYV INC.	MONTHLY PHONE LISTING 12/01/23-12/31/23	011	187.55	01/12/2024
		TOTAL		225,948.35	
337	Korte & Luitjohan Contr Inc	HIGHLAND-CITY HALL REMODEL INVOICE #11344	012	225,936.11	01/04/2024
340	City Utilities	CITY UTILITIES - COMMUNICATION TOWER	012	207.47	01/12/2024
340	City Utilities	CITY UTILITIES - RADIO SHED	012	27.03	01/12/2024

340	City Utilities	CITY UTILITIES - PSB HYDRANT	012	10.29	01/12/2024
340	City Utilities	PSB UTILITIES	012	3,225.84	01/12/2024
345	Korte & Luitjohan Contr Inc	HIGHLAND CITY HALL REMODEL - INVOICE #11387	012	24,806.30	01/12/2024
352	AMAZON CAPITAL SERVICES	2 QTY HANDCUFF KEY STRONG POLYMER FINISH KEY CLIP	012	31.98	01/12/2024
352	AMAZON CAPITAL SERVICES	1 QTY 3V LITHIUM BATTERY 12 PK	012	44.97	01/12/2024
352	AMAZON CAPITAL SERVICES	1 MASTER LOCK KEY BOX	012	28.34	01/12/2024
360	BARNETT PEST SOLUTIONS	PSB MONTHLY PEST CONTROL	012	50.00	01/12/2024
375	DAMIAN FEENEY	PERDIEMTRAINING PUBLIC ORDER PRES01/09/24-01/10/24	012	74.00	01/12/2024
376	DATATRONICS INC	ANTENNA ADAPTERS FOR NEW MIFI'S 2 PER CAR	012	85.60	01/12/2024
376	DATATRONICS INC	FIXED KENWOOD NX 5200 RADIO UNIT PAUL 14	012	165.20	01/12/2024
376	DATATRONICS INC	INSTALL INSEEGO MODEM/ROUTERS	012	1,065.00	01/12/2024
376	DATATRONICS INC	REMOVE EQUIIP FROM CAR 5	012	500.00	01/12/2024
376	DATATRONICS INC	EQUIP FOR CAR 5	012	5,888.27	01/12/2024
376	DATATRONICS INC	REMOVE RADIO FROM OLD 5 AND INSTALL IN NEW CAR 5	012	75.00	01/12/2024
376	DATATRONICS INC	REPAIR LIGHTS ON BLK DURANGO	012	319.00	01/12/2024
378	DigitalArtz LLC	SIGNS	012	288.92	01/12/2024
378	DigitalArtz LLC	INCIDENT COMMAND BOARD	012	182.26	01/12/2024
396	Galls LLC	SMITH WESSON HANDCUFFS (2)	012	53.04	01/12/2024
396	Galls LLC	ROCKY WP ZIPPER BOOTS	012	195.98	01/12/2024
404	Highland Communication Services	BUILDING AND ZONING HCS SERVICE	012	168.75	01/12/2024
404	Highland Communication Services	POLICE DEPT TV/PHONE/INTERNET	012	656.95	01/12/2024
409	HSHS Medical Group Inc	ELIJAH TRUJILLO DRUG SCREEN AND PHYSICAL	012	122.00	01/12/2024
417	Leon Uniform Company Inc	AXII HILITE 1C VEST-S ZOBRIST	012	850.00	01/12/2024
427	MOTOROLA SOLUTIONS INC	IN CAR VIDEO SYS & COMMAND CENTRAL OCT'23-OCT'24	012	1,780.00	01/12/2024
434	TRANSUNION RISK AND ALTERNATIVE	TLO INVESTIGATION CHECKS	012	75.00	01/12/2024
454	O'Reilly Automotive Inc.	4 QTY BATTERY, CORE CHARGE	012	691.80	01/12/2024
462	Reding Tire & Battery Inc	CAR 3 OIL CHANGE	012	43.05	01/12/2024
468	SHINE CONSCIOUS CONSULTING AND COUNSELING INC	CHRISTOPHER FLAKE RECORDS COPY FEE CERTIFIED MAIL	012	75.00	01/12/2024
		TOTAL		267,723.15	
340	City Utilities	UTILITIES - 2610 PLAZA DR	013	255.87	01/12/2024
352	AMAZON CAPITAL SERVICES	1 QTY HP 202A TONER CARTRIDGES	013	226.50	01/12/2024
352	AMAZON CAPITAL SERVICES	1 QTY DIXON VALVE STORZ MOUNTING PLATE	013	249.40	01/12/2024
368	City Of Highland	ELECTRICAL INSPECTION	013	86.40	01/12/2024
368	City Of Highland	ELECTRIC INSPECTION	013	509.00	01/12/2024
374	CRAIG LOYET	FINAL PLUMBING - DECEMBER 2023	013	285.00	01/12/2024
374	CRAIG LOYET	FINAL PLUMBING - NOVEMBER 2023	013	25.00	01/12/2024
393	FRONTIER	PHONE CHARGES - B&Z	013	41.12	01/12/2024
433	TIMOTHY SINGLER	FINAL PLUMBING - DECEMBER 2023	013	285.00	01/12/2024
446	Zobrist Electric Inc	INSPECTIONS	013	2,290.26	01/12/2024
476	TIMOTHY SINGLER	FINAL PLUMBING - NOVEMBER 2023	013	25.00	01/12/2024
		TOTAL		4,278.55	
338	TOYNE INC	DOWN PAYMENT PUMPER SPARTAN METRO STAR MFD 10	014	150,000.00	01/04/2024
340	City Utilities	CITY UTILITIES - 184 WOODCREST DR	014	156.58	01/12/2024
340	City Utilities	CITY UTILITIES - SHED BOAT DOCK	014	30.69	01/12/2024
340	City Utilities	CITY UTILITIES - BOAT RAMP HYDRANT	014	10.29	01/12/2024
382	ED M. FELD EQUIPMENT CO. INC.	10 QTY PARTICULATE HOOD, NORMEX/LENZING/NANO BLACK	014	942.50	01/12/2024
397	Gelly Excavating & Construction Inc	5 QTY PICK UP CA6 FROM YARD	014	72.50	01/12/2024
417	Leon Uniform Company Inc	UNIFORMS - C OGLESBY	014	51.75	01/12/2024
417	Leon Uniform Company Inc	NAMEPLATE - M CARLEN	014	25.50	01/12/2024
417	Leon Uniform Company Inc	UNIFORMS - A SEEGERS	014	55.00	01/12/2024
425	MIDWEST OCCUPATIONAL MEDICINE LTD	ANUAL FIT TEST & PHYSICALS	014	3,598.00	01/12/2024
425	MIDWEST OCCUPATIONAL MEDICINE LTD	FIT TEST/RESPIRATORY PHYS- K LATEMPT	014	91.00	01/12/2024
428	MUNICIPAL EMERGENCY SERVICES INC.	C STRAUB - 2 QTY SHIRT, EMBROIDER, PATCH	014	104.00	01/12/2024
447	Zoll Data Systems Inc	ZOLL FIRE REPORTS 02/01/24-02/29/24	014	57.09	01/12/2024
454	O'Reilly Automotive Inc.	1 QTY HEATER VALVE	014	29.88	01/12/2024
		TOTAL		155,224.78	
340	City Utilities	CITY UTILITIES - SPINDLER PARK	016	25.00	01/12/2024
340	City Utilities	CITY UTILITIES - BRAD'S SHED	016	394.91	01/12/2024
340	City Utilities	CITY UTILITIES - GLIK PARK	016	959.78	01/12/2024
340	City Utilities	CITY UTILITIES - PAVILION AT GLIK	016	77.53	01/12/2024
340	City Utilities	CITY UTILITIES - WCC	016	1,429.62	01/12/2024
340	City Utilities	CITY UTILITIES - WCC	016	112.80	01/12/2024
340	City Utilities	CITY UTILITIES - SQUARE FOUNTAIN	016	777.17	01/12/2024
340	City Utilities	CITY UTILITIES - BATHROOM PAV WATER	016	56.58	01/12/2024
340	City Utilities	CITY UTILITIES - HIGHLAND PARK RD	016	87.66	01/12/2024
340	City Utilities	CITY UTILITIES - SPORTSMAN RD NE BATHROOM	016	30.96	01/12/2024
340	City Utilities	CITY UTILITIES - KRC GARDENS	016	41.20	01/12/2024
340	City Utilities	CITY UTILITIES - BROADWAY	016	25.22	01/12/2024
340	City Utilities	CITY UTILITIES - SE TENNIS COURTS	016	76.07	01/12/2024
340	City Utilities	CITY UTILITIES - VETRANS HONOR PKWY BATHROOM	016	150.88	01/12/2024
340	City Utilities	UTILITIES- HIGHLAND PARK RD ADA RESTROOM	016	26.12	01/12/2024
340	City Utilities	UTILITIES - 913 MAIN ST - BATHROOM	016	595.34	01/12/2024
340	City Utilities	UTILITIES - QB CLUB	016	123.44	01/12/2024
340	City Utilities	UTILITIES - QB CLUB	016	27.28	01/12/2024
353	Ameren Illinois	EVERGREEN CT ST LITE	016	118.42	01/12/2024
356	ASCAP	Music license annual license fee	016	434.58	01/12/2024
358	Aviston Lumber Company	Picnic tables maint supplies	016	46.04	01/12/2024
358	Aviston Lumber Company	Picnic tables maint supplies	016	42.12	01/12/2024
358	Aviston Lumber Company	Picnic tables maint supplies	016	179.73	01/12/2024
358	Aviston Lumber Company	CREDIT INV # 382048 2 QTY MCA TREATED PINE GC	016	-18.02	01/12/2024
360	BARNETT PEST SOLUTIONS	WCC monthly pest control bill	016	25.00	01/12/2024
361	CLARITY BOULDERS	Silver Lake Playground	016	2,700.00	01/12/2024
390	EVERLASTING ETCH	Tree Memorial plaque	016	9.50	01/12/2024
390	EVERLASTING ETCH	Tree Memorial plaque	016	9.50	01/12/2024
393	FRONTIER	GLIK PARK PHONE BILL	016	49.26	01/12/2024
404	Highland Communication Services	Senior center wifi	016	4.00	01/12/2024
404	Highland Communication Services	Glik park wifi	016	2.00	01/12/2024

404 Highland Communication Services	Brad's shed wifi	016	3.00	01/12/2024
404 Highland Communication Services	WCC wifi	016	3.00	01/12/2024
406 Highland's Tru Buy	SENIOR TRIP	016	103.57	01/12/2024
407 Home Nursery Inc	1704 pine st replacement tree	016	127.00	01/12/2024
415 Kohnen Concrete Products Inc.	Parking curbs for tot lot	016	96.00	01/12/2024
422 Madison County Health Dept	KRC Food service permit for 2024	016	375.00	01/12/2024
432 Thole Fabrication & Welding Inc	replaced ramp on trailer	016	600.00	01/12/2024
453 Nu Way Concrete Forms Troy LLC	spindler/tot lot handicap parking spray paint	016	18.00	01/12/2024
453 Nu Way Concrete Forms Troy LLC	parks and cemetery max power station	016	510.55	01/12/2024
453 Nu Way Concrete Forms Troy LLC	Handicap parking lots blue paint	016	40.50	01/12/2024
454 O'Reilly Automotive Inc.	Brad's truck battery	016	45.35	01/12/2024
457 Productivity Plus Account	MIDWEST TRACTOR SALES - BATTERY,RADIATOR,LABOR	016	1,128.63	01/12/2024
457 Productivity Plus Account	CREDIT ON PRODUCTIVITY PLUS ACCT	016	-44.47	01/12/2024
460 R P Lumber Co Inc	Picnic table maint	016	21.60	01/12/2024
467 SESAC RIGHTS MANAGEMENT INC	Music performance license	016	581.00	01/12/2024
472 THE KWIK KONNECTION PRINTING & PUBLISHING CO INC	Ads for upcoming events like pickleball and trips	016	696.00	01/12/2024
473 THE SHERWIN WILLIAMS COMPANY	Handicap spots paint	016	80.78	01/12/2024
	TOTAL		13,005.20	
340 City Utilities	CITY UTILITIES	017	144.71	01/12/2024
340 City Utilities	CITY UTILITIES	017	73.86	01/12/2024
340 City Utilities	CITY UTILITIES	017	811.87	01/12/2024
340 City Utilities	CITY UTILITIES	017	33.78	01/12/2024
343 Huels Oil Co	DHS-PREM-OFF-ROAD DIESEL	017	454.67	01/12/2024
343 Huels Oil Co	259120652-CHV STARPLEX HD 2 M5 TUBE 10/1	017	269.60	01/12/2024
352 AMAZON CAPITAL SERVICES	2- MAKITA E-01644 IMPACT XPS 60 PC IMPACT BIT SET	017	35.90	01/12/2024
358 Aviston Lumber Company	PROPANE	017	23.91	01/12/2024
360 BARNETT PEST SOLUTIONS	MONTHLY PEST CONTROL - DEC.	017	30.00	01/12/2024
371 COMPUSTITCH SCREEN PRINTING AND EMBROIDERY	2 SHORT SLEEVE SHIRTS EMBROIDERED CITY LOGO-RYAN H	017	18.00	01/12/2024
380 Dr Wood	TREE WORK SEC. #1 AND	017	5,050.00	01/12/2024
381 Dr. Wood Trees & Landscape	SECTOR 1 TREEWORK, STUMP REMOVAL	017	6,625.00	01/12/2024
383 Electrico Inc	WORK REQ.C12286 - IL 160 & CYPRESS	017	137.50	01/12/2024
404 Highland Communication Services	COMMUNICATION SERVICES	017	225.00	01/12/2024
404 Highland Communication Services	COMMUNICATION SERVICES	017	28.00	01/12/2024
412 JANSEN CHEVROLET CO INC	TRUCK #606 SAFETY INSPECTION	017	51.00	01/12/2024
435 TRIPACK INC.	CENTRAL PURCHASING SUPPLIES	017	1,145.43	01/12/2024
448 McKay Auto Parts Inc	TRAILER WIRE, FAB LOOM-SPLIT POLY	017	184.60	01/12/2024
448 McKay Auto Parts Inc	AIRCHUCK	017	16.49	01/12/2024
448 McKay Auto Parts Inc	PX REAR WIND GRID REP - TRUCK #65	017	32.99	01/12/2024
451 Munie Trucking & Gravel Co.	SCREEN TOPSOIL-\$19.50 PER TON-19.25TON & 17.25 TON	017	711.76	01/12/2024
452 Northtown Auto & Tractor	HS TU/BG 1X6, HS TUBE/BG SIZE 3X6	017	35.48	01/12/2024
452 Northtown Auto & Tractor	FITTINGS FOR TRUCK #63	017	127.15	01/12/2024
452 Northtown Auto & Tractor	HAND SOAP DISP., CHERRY BOMB	017	92.18	01/12/2024
452 Northtown Auto & Tractor	LUBE SPIN-ON, OIL 30W-HD	017	21.87	01/12/2024
452 Northtown Auto & Tractor	TRUCK # 62 - BACK UP ALARM HEAVY	017	36.99	01/12/2024
452 Northtown Auto & Tractor	1 QTY BACK UP ALARM HEAVY	017	36.99	01/12/2024
454 O'Reilly Automotive Inc.	WIRE CLIP	017	6.70	01/12/2024
454 O'Reilly Automotive Inc.	HOT BOX - BATTERY	017	181.44	01/12/2024
454 O'Reilly Automotive Inc.	CREDIT FOR INV. 985-314394, 9/15/23 S&A	017	-162.24	01/12/2024
454 O'Reilly Automotive Inc.	ANTIFREEZE	017	29.98	01/12/2024
454 O'Reilly Automotive Inc.	OIL, AIR FILTERS, WIPER BLADE, MOTOR OIL	017	261.68	01/12/2024
454 O'Reilly Automotive Inc.	CABIN FILTER, GL-WIPER FLD, AIR FILTER	017	102.97	01/12/2024
461 Red E Mix LLC	4000 PSI O.S FLATWORK, WINTER SERV.	017	1,359.00	01/12/2024
461 Red E Mix LLC	4000 PSI O.S FLATWORK, WINTER SERV.	017	1,359.00	01/12/2024
461 Red E Mix LLC	5000PSI O/S STRAIGHT CEMENT, WINT. SERV. 1/2%NCA	017	801.25	01/12/2024
	TOTAL		20,394.51	
340 City Utilities	CITY UTILITIES - 501 9TH ST	101	68.70	01/12/2024
340 City Utilities	CITY UTILITIES - 800 CHESTNUT ST 5&6	101	125.29	01/12/2024
340 City Utilities	CITY UTILITIES - 805 CHESTNUT-CONTROL ROOM	101	77.74	01/12/2024
340 City Utilities	CITY UTILITIES - 805 CHESTNUT 7&8	101	999.44	01/12/2024
340 City Utilities	CITY UTILITIES - 805 CHESTNUT ST HOUSE	101	6,265.26	01/12/2024
340 City Utilities	CITY UTILITIES - 805 CHESNUT ST	101	10.29	01/12/2024
340 City Utilities	CITY UTILITIES - 501 9TH ST	101	15.00	01/12/2024
340 City Utilities	UTILITIES	101	597.02	01/12/2024
352 AMAZON CAPITAL SERVICES	1 QTY CARE TOUCH LENS CLEANING WIPES	101	13.99	01/12/2024
355 Aramark Uniform Services	DECEMBER UNIFORM AND RUG SERVICE	101	94.64	01/12/2024
355 Aramark Uniform Services	DECEMBER UNIFORM AND RUG SERVICE	101	101.08	01/12/2024
355 Aramark Uniform Services	DECEMBER UNIFORM AND RUG SERVICE	101	91.64	01/12/2024
355 Aramark Uniform Services	DECEMBER UNIFORM AND RUG SERVICE	101	101.08	01/12/2024
355 Aramark Uniform Services	DECEMBER RUG SERVICE	101	16.71	01/12/2024
355 Aramark Uniform Services	DECEMBER RUG SERVICE	101	72.76	01/12/2024
355 Aramark Uniform Services	DECEMBER RUG SERVICE	101	16.71	01/12/2024
355 Aramark Uniform Services	DECEMBER RUG SERVICE	101	72.76	01/12/2024
360 BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL	101	28.00	01/12/2024
370 City Petty Cash	ELECTRIC - PURCHASED CASH AT CIRCLE K 16.928 GAL	101	66.00	01/12/2024
404 Highland Communication Services	COMMUNICATION CHARGE	101	167.00	01/12/2024
410 IL Department Of Revenue	ELECTRICITY EXCISE TAX	101	620.61	01/12/2024
418 LEWIS BRISBOIS BISGAARD & SMITH LLP	LABOR AND EMPLOYMENT FILE NO: 15386-2	101	663.00	01/12/2024
456 PAETEC	LONG DISTANCE	101	0.16	01/12/2024
464 Rotolite Of St Louis Inc	PRINthead REPLACEMENT KIT & LABOR & TRAVEL	101	506.00	01/12/2024
470 SUMNER ONE INC.	COPIER USAGE	101	225.44	01/12/2024
	TOTAL		11,016.32	
343 Huels Oil Co	DHS-PREM-OFF-ROAD DIESEL	102	18,469.25	01/12/2024
354 AMERICAN TRAILER & STORAGE INC	STORAGE CONTAINER FOR NEW MECHANIC SHOP	102	3,370.00	01/12/2024
358 Aviston Lumber Company	CREDIT INVOICE #368685	102	-150.87	01/12/2024
360 BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL	102	50.00	01/12/2024
413 Johnstone Supply	PARTS FOR NEW MECHANIC SHOP	102	1,482.98	01/12/2024
436 Tucker Electrical Supplies Inc	PARTS FOR NEW MECHANIC SHOP	102	288.23	01/12/2024

454 O'Reilly Automotive Inc.	COOLANT HOSE,32OZBRAKEFLD,1GALANTIFRZ,5QTMTR0IL	102	88.46	01/12/2024
	TOTAL		23,598.05	
349 VIPOWER SERVICES LLC	CITY OF HIGHLAND-SCADA REPLACEMENT	104	85,235.60	01/12/2024
352 AMAZON CAPITAL SERVICES	1 QTY CANNON INK, 1 QTY HP 902XL CART, 1 QTY HP 902	104	124.27	01/12/2024
353 Ameren Illinois	EVERGREEN CT ST LITE	104	124.44	01/12/2024
392 Fletcher Reinhardt Company	100 QTY GA-9520-GLSS CONNECTOR	104	2,868.00	01/12/2024
400 Graybar	EF5STDPCIR INDEL BAURU USA 5A LINE FUSE	104	358.00	01/12/2024
411 Illinois Municipal Utilities Association	NOVEMBER SAFETY TRAINING	104	900.00	01/12/2024
454 O'Reilly Automotive Inc.	1 QTY DIESEL EXTRM, 1 QTY STCTN ELMNTR	104	98.98	01/12/2024
	TOTAL		89,709.29	
336 Mastercard	DREAMSTIME.COM STOCK PHOTOGRAPHY SUBSCRIPTION	111	25.00	01/04/2024
336 Mastercard	DYN*DYN.COM	111	5.00	01/04/2024
336 Mastercard	FACEBOOK 11/27/23-11/28/23	111	13.91	01/04/2024
336 Mastercard	FACEBOOK 10/28/23-11/27/23	111	463.99	01/04/2024
339 BEST Engineered Systems Technology Group LLC	OLIVER ST & POPLAR - FIBER REPAIR	111	3,400.00	01/12/2024
340 City Utilities	CITY UTILITIES - 192 WOODCREST DR	111	1,896.39	01/12/2024
340 City Utilities	CITY UTILITIES - 192 WOODCREST DR OFFICE	111	304.65	01/12/2024
342 Dell Marketing L P	POST STANDARD SUPPORT.NEXT BUSS DAY ON-SITE DIAGNO	111	1,405.14	01/12/2024
347 Missouri Network Alliance LLC	VIDEO CONTENT FEE	111	5,693.82	01/12/2024
347 Missouri Network Alliance LLC	DATA CONTENT FEE	111	7,148.25	01/12/2024
347 Missouri Network Alliance LLC	DATA CONTENT FEE	111	5,559.75	01/12/2024
347 Missouri Network Alliance LLC	VOICE CONTENT FEE	111	516.29	01/12/2024
347 Missouri Network Alliance LLC	VOICE CONTENT FEE	111	450.26	01/12/2024
348 MOMENTUM TELECOM INC.	JANUARY VOICE CONTENT FEE #325794	111	10,056.50	01/12/2024
352 AMAZON CAPITAL SERVICES	CREDIT MEMO INV #1P7K-NFHL-CCD7	111	-119.98	01/12/2024
352 AMAZON CAPITAL SERVICES	4 QTY WIRELESS HEADSET	111	239.96	01/12/2024
358 Aviston Lumber Company	1 QTY PROPANE	111	13.28	01/12/2024
359 BARBARA SHINN	HCS REFUND	111	3.87	01/12/2024
360 BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL	111	50.00	01/12/2024
365 CHARLES BOLINGER	HCS REFUND	111	6.06	01/12/2024
366 CHRISTINE MIRTO	HCS REFUND	111	21.64	01/12/2024
395 GAIL PETRAS	HCS REFUND	111	11.92	01/12/2024
401 GREAT LAKES DATA SYSTEMS	SMS OUTBOUND MESSAGING FEES	111	150.00	01/12/2024
401 GREAT LAKES DATA SYSTEMS	BROADHUB SOFTWARE SUPPORT	111	1,200.00	01/12/2024
404 Highland Communication Services	HCS SERVICES - HCS	111	415.00	01/12/2024
420 LOGICOMUSA	MONTHLY REGULATORY COMPLIANCE REMINDER AND FILINGS	111	200.00	01/12/2024
420 LOGICOMUSA	MONTHLY REGULATORY COMPLIANCE REMINDER & FILINGS	111	200.00	01/12/2024
420 LOGICOMUSA	MONTHLY REGULATORY COMPLIANCE REMINDER AND FILINGS	111	200.00	01/12/2024
420 LOGICOMUSA	MONTHLY REGULATORY COMPLIANCE REMINDER AND FILINGS	111	200.00	01/12/2024
420 LOGICOMUSA	MONTHLY REGULATORY COMPLIANCE REMINDER AND FILINGS	111	200.00	01/12/2024
426 MIKE RUSSELL	ALL ACCESS LIBRARY -MONTHLY SUBSCRIPTION ITU COURSE	111	14.99	01/12/2024
	TOTAL		39,945.69	
340 City Utilities	UTILITIES	202	121.97	01/12/2024
340 City Utilities	UTILITIES	202	2,074.66	01/12/2024
340 City Utilities	UTILITIES	202	13,113.24	01/12/2024
340 City Utilities	UTILITIES	202	34.57	01/12/2024
341 Corsair Controls Inc	BOOSTER PLANT REPLACEMENT PARTS	202	459.96	01/12/2024
341 Corsair Controls Inc	UPGRADE PLC SYSTEM -WTP, PAY REQUEST#2	202	50,170.00	01/12/2024
341 Corsair Controls Inc	INSTALL NEW FLOWMETERS ON FIN., RAW , BACKWASH	202	660.00	01/12/2024
360 BARNETT PEST SOLUTIONS	MONTHLY PEST CONTROL- DEC.-2 MAIN, 2 OUT BUILDINGS	202	130.00	01/12/2024
387 ENERGY WISE HEATING COOLING COMPANY	CHECK OFFICE & LOCKER ROOM HEATING UNITS	202	276.00	01/12/2024
389 Essenpreis Plumbing & Htg	1"x1/4 BRASS BUSHING	202	7.42	01/12/2024
399 Grainger	REDUCING TEE, REDUCING ADAPTER	202	37.06	01/12/2024
402 Hach Company	SPADNS2- FLUORIDE REAGENT	202	66.18	01/12/2024
404 Highland Communication Services	COMMUNICATION SERVICES	202	119.66	01/12/2024
421 Luby Equipment Services	BOOSTER GENERATOR-PCB POWER MODULE1, MOD. BATTERY	202	2,665.27	01/12/2024
429 Teklab Inc	TOTAL ORG. CARBON, AQUEOUS, FLUORIDE, AQUEOUS	202	92.40	01/12/2024
432 Thole Fabrication & Welding Inc	STEEL COVER, FABRICATE, WELD AIR COMP. MOUNTS	202	960.00	01/12/2024
440 USA Blue Book	DPD 4 DISPENSER, HACH FREE TOTAL AMMON. CHEMKEY	202	711.96	01/12/2024
	TOTAL		71,700.35	
340 City Utilities	UTILITIES	203	1,009.13	01/12/2024
340 City Utilities	UTILITIES	203	134.71	01/12/2024
340 City Utilities	UTILITIES	203	76.70	01/12/2024
343 Huels Oil Co	257005981-CHV URSA SP EC15/40 CK4 55/1	203	767.80	01/12/2024
373 CORE & MAIN LP	A24-NL MTR ADPT (PR) 5/8X3/4X1"	203	252.96	01/12/2024
373 CORE & MAIN LP	6: B44-444QNL 1 BALL CURB QJ (CTS)	203	915.50	01/12/2024
404 Highland Communication Services	COMMUNICATION SERVICES	203	2.00	01/12/2024
421 Luby Equipment Services	REPAIR BREAKER NEEDS CHARGED & PARTS	203	2,848.76	01/12/2024
429 Teklab Inc	COLIFORM TOTAL MEMBRANE FILTER	203	221.10	01/12/2024
448 McKay Auto Parts Inc	FILTER	203	29.32	01/12/2024
449 Midwest Meter Inc.	METER TESTING	203	575.00	01/12/2024
449 Midwest Meter Inc.	3" COMP. BASE,M-25 HRE-LCD W/ITRON, BOLT, GASKET	203	3,100.00	01/12/2024
452 Northtown Auto & Tractor	TRUCK # 701 & 716 - LUBE, OIL, FILTER, FUEL	203	193.32	01/12/2024
452 Northtown Auto & Tractor	BLUE - 20 WWF, FRAM ANT 50/50	203	26.36	01/12/2024
452 Northtown Auto & Tractor	ROTT4TR 15W40 GAL	203	70.54	01/12/2024
452 Northtown Auto & Tractor	AIR ELEMENT- TRUCK #718	203	44.01	01/12/2024
454 O'Reilly Automotive Inc.	WAX DRY	203	14.23	01/12/2024
465 Schulte Supply Inc	6: 1" CTSPJ X 1" CTSPJ BALL VALVE	203	1,143.60	01/12/2024
465 Schulte Supply Inc	12: 1" X CTSPJ CORP STOP	203	1,136.16	01/12/2024
465 Schulte Supply Inc	6: 1" CTSPJ X 1" CTSPJ BALL VALVE	203	1,143.60	01/12/2024
	TOTAL		13,704.80	
340 City Utilities	UTILITIES	301	1,009.13	01/12/2024
340 City Utilities	UTILITIES	301	134.72	01/12/2024
340 City Utilities	UTILITIES	301	76.69	01/12/2024
404 Highland Communication Services	COMMUNICATION SERVICES	301	2.00	01/12/2024

421 Luby Equipment Services	REPAIR BREAKER NEEDS CHARGED & PARTS	301	2,848.77	01/12/2024
448 McKay Auto Parts Inc	FILTER	301	29.32	01/12/2024
450 Midwest Municipal Supply Inc	6" FERNCO: CI/PVC, CLAY-PVC, CL-SDR	301	500.99	01/12/2024
452 Northtown Auto & Tractor	TRUCK # 701 & 716 - LUBE, OIL, FILTER, FUEL	301	193.32	01/12/2024
452 Northtown Auto & Tractor	BLUE - 20 WWF, FRAM ANT 50/50	301	26.36	01/12/2024
452 Northtown Auto & Tractor	ROTT4TR 15W40 GAL	301	70.54	01/12/2024
452 Northtown Auto & Tractor	AIR ELEMENT - TRUCK # 718	301	44.01	01/12/2024
454 O'Reilly Automotive Inc.	WAX DRY	301	14.24	01/12/2024
475 TIMES TRIBUNE	LEGAL-DIESEL FUEL TANK & DISPENSING SYSTEM	301	80.00	01/12/2024
	TOTAL		5,030.09	
340 City Utilities	CITY UTILITIES	304	13,415.28	01/12/2024
340 City Utilities	CITY UTILITIES	304	161.91	01/12/2024
340 City Utilities	CITY UTILITIES	304	137.16	01/12/2024
340 City Utilities	CITY UTILITIES	304	99.03	01/12/2024
340 City Utilities	CITY UTILITIES	304	76.53	01/12/2024
340 City Utilities	CITY UTILITIES	304	943.52	01/12/2024
340 City Utilities	CITY UTILITIES	304	4,088.68	01/12/2024
404 Highland Communication Services	COMMUNICATION SERVICES	304	149.99	01/12/2024
408 Houseman Supply Inc	WRF - 3: BACKFLOW TESTING	304	340.00	01/12/2024
419 LOGICAL CONCEPTS INC.	4 LIFT STATIONS & WRF OMNIBEACON WIRELESS SERVICE	304	1,012.00	01/12/2024
429 Teklab Inc	QUARTERLY SLUDGE	304	1,018.18	01/12/2024
440 USA Blue Book	HACH BOD NUTRIENT BUFFER PILLOWS, HACH NITRATE TNT	304	319.96	01/12/2024
	TOTAL		21,762.24	
340 City Utilities	CITY UTILITIES	305	40.63	01/12/2024
	TOTAL		40.63	
336 Mastercard	ANDERSON EDUCATION	401	250.00	01/04/2024
336 Mastercard	WP*FIREMSBOOKS.COM EMS FIRST ON SCENE	401	577.95	01/04/2024
336 Mastercard	IL DEPT PUBLIC HEALTH EMS	401	21.00	01/04/2024
336 Mastercard	IL DEPT PUBLIC HEALTH EMS	401	41.00	01/04/2024
340 City Utilities	CITY UTILITIES	401	446.94	01/12/2024
351 Airgas USA LLC	OXYGEN	401	171.03	01/12/2024
352 AMAZON CAPITAL SERVICES	3 QTY REPLACEMENT BATTERY 1 QTY TABLET HOLDER	401	118.03	01/12/2024
360 BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL	401	50.00	01/12/2024
386 EMSAR	LABOR-ANNUITY CONTRACT BILLING	401	1,200.00	01/12/2024
404 Highland Communication Services	HCS SERVICES - EMS	401	280.89	01/12/2024
438 U.S. BANK EQUIPMENT FINANCE	COPIER LEASE/USAGE	401	176.64	01/12/2024
439 UPS	SHIPPING CHARGES	401	19.14	01/12/2024
447 Zoll Data Systems Inc	ZOLL BILLING 12/01/23-12/31/23 CREDIT	401	-202.74	01/12/2024
447 Zoll Data Systems Inc	ZOLL BILLING EMS 02/01/24-02/29/24	401	1,547.65	01/12/2024
448 McKay Auto Parts Inc	1 QTY AIR FILTER	401	20.70	01/12/2024
454 O'Reilly Automotive Inc.	1 QTY BATTERY	401	158.45	01/12/2024
458 QUADMED INC.	EMS SUPPLIES	401	175.85	01/12/2024
458 QUADMED INC.	EMS SUPPLIES	401	238.00	01/12/2024
	TOTAL		5,290.53	
340 City Utilities	CITY UTILITIES - OUTDOOR POOL	503	98.81	01/12/2024
	TOTAL		98.81	
340 City Utilities	CITY UTILITIES -CEMETERY	715	72.42	01/12/2024
340 City Utilities	CITY UTILITIES - CEMETERY CHAPEL	715	25.00	01/12/2024
358 Aviston Lumber Company	Cemetery maint supplies for shed	715	350.89	01/12/2024
391 Ferrellgas	Cemetery gas bill	715	206.09	01/12/2024
452 Northtown Auto & Tractor	Cemetery chevy maint supplies	715	18.99	01/12/2024
461 Red E Mix LLC	Cemetery Road paving supplies	715	2,718.00	01/12/2024
	TOTAL		3,391.39	
	GRAND TOTAL		999,963.11	

Accepted by City Council January 16, 2024

Mayor:

Clerk: