

**CITY of BLOOMINGTON TOWNSHIP  
REQUEST for PROPOSALS**

**PROFESSIONAL AUDIT SERVICES  
for the Fiscal Year Ending  
MARCH 31, 2014, 2015 and 2016**

**COMPLETED PROPOSALS MUST BE SUBMITTED  
to  
Deborah L. Skillrud, Supervisor  
by  
9:00 a.m.  
on  
FEBRUARY 18, 2014**

**Required for the use by the  
CITY of BLOOMINGTON TOWNSHIP  
607 S Gridley St, Suite B  
Bloomington, IL 61701  
(309)828-2356**

**REQUEST FOR PROPOSAL  
TOWN OF THE CITY OF BLOOMINGTON TOWNSHIP**

The Town of City of Bloomington Township ('COB Township') will receive sealed proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending March 31, 2014, 2015 and 2016 with the option of auditing the financial statements for fiscal years 2017 and 2018, at the request of the COB Township, in accordance with this request for proposal.

Proposals will be accepted by the Supervisor until **9:00 am**, local time, on **Tuesday, February 18, 2014**, at which time all proposals will be opened and publicly acknowledged. All proposals must be received prior to the date and time shown above. Proposals transmitted by facsimile or email will not be accepted.

The COB Township reserves the right to reject any and all proposals and to waive technicalities in the proposals.

The COB Township requires all contractors and vendors doing business with the COB Township not to discriminate against anyone on the basis of race, age, color, religion, gender, sexual orientation, ancestry, national origin, and non-job-related disabilities.

Proposals must be submitted in a sealed envelope marked in the lower left hand corner:

**PROFESSIONAL AUDIT SERVICES PROPOSAL**

**PROPOSAL OPENING: February 18, 2014–9:00a.m.**

**Published JANUARY 27, 2014  
Bloomington, Illinois**

Address the proposal to Deborah L. Skillrud, Supervisor, City of Bloomington Township, 607 S. Gridley St., Bloomington, IL 61701. A bid deposit is not required.

For the City of Bloomington Township,



Deborah L. Skillrud, Supervisor  
(309)828-2356 office  
(309)827-3667 fax  
[dskillrud@cityblm.org](mailto:dskillrud@cityblm.org)

<http://cityofbloomingtontownship.org>

**REQUEST FOR PROPOSALS  
TOWN OF CITY OF BLOOMINGTON TOWNSHIP**

TABLE OF CONTENTS

	<u>Page</u>
I. General Information	
A. Purpose and Invitation to Submit Proposal	1
B. Description of the City of Bloomington Township	1
II. Nature of Services Requested	
A. General	3
B. Entity to be Audited	3
C. Scope of Work to be Performed	3
D. Reports to be Issued	3
E. Special Considerations	4
F. Working Paper Retention and Access to Working Papers	4
G. Time Requirements	5
H. Assistance to be provided to the Auditor	5
III. Instructions for Preparing Proposals	
A. Rules for Proposals	6
B. Technical Proposal	7
C. Fee Proposal	8
IV. Evaluation of Proposals	
A. Evaluation Process	8
B. Evaluation Criteria	9
C. Oral Presentation	9
D. Right to Reject Proposal	9
V. Appendices	
Appendix A Fee Proposal Format	10
Appendix B Bidder Eligibility Certification	11
Appendix C Certificate of Compliance with Illinois Human Rights Act	12
Appendix D Save and Hold Harmless Agreement	13

## **I. GENERAL INFORMATION**

### **A. Purpose and Invitation to Submit Proposal**

The City of Bloomington Township ('COB Township') is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending March 31, 2014, 2015 and 2016 with the option of auditing the financial statements for fiscal years 2017 and 2018, at the request of the City of Bloomington Township, in accordance with this request for proposal.

Vendors providing a service or installing equipment on or about COB Township property or its component unit property shall provide to the COB Township Supervisor evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on COB Township property or its component unit. The vendor guarantees to save the COB Township and its component unit, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the vendor is not the patentee, assignee, or licensee.

Furthermore, the vendor hereby agrees to save and hold harmless and indemnify the COB Township from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the vendor, its employees, or agents. This agreement extends to all claims, of any nature, whether made by the vendor's employees.

There is no expressed or implied obligation for the COB Township to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process, the COB Township reserves the right, where it may serve City of Bloomington Township's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the COB Township, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

No subcontracting will be permitted.

Any material submitted by a vendor shall become the property of the COB Township. Materials submitted after a contract is signed are subject to the ownership provision of the executed contract.

The auditor's principal contacts with COB Township to coordinate the assistance to the auditor will be:

Deborah L. Skillrud, Supervisor,  
Catherine Hadden, Comptroller, or  
Tina Crow, Cemetery Office Manager

### **B. Description of the City of Bloomington Township**

The COB Township serves an area of 22.51 square miles with a population of 77,733. The COB Township is a coterminous Township which operates under a trustee form of government. The COB Township has coterminous boundaries with the City of Bloomington, Illinois. Therefore, in accordance with the Illinois Compiled Statutes, the City Council members automatically serve as trustees for the COB Township. The Township Supervisor is the elected chief executive officer for the Township. COB Township is a primary government.

Evergreen Memorial Cemetery ('Cemetery') is included in the financial statements as a discretely presented component unit. A separate Board of Trustees governs the operations of the Cemetery. However, the Cemetery is financially dependent on the COB Township and has no independent power to contract bonded indebtedness or to levy taxes.

The COB Township implements and operates programs and services provided by the John M. Scott Health Care Trust from its offices through an intergovernmental agreement with the City of Bloomington. The City of Bloomington has financial oversight for the Trust, and therefore, is not considered a part of the COB Township for financial reporting purposes.

The COB Township provides the following services as authorized by state statutes: general assistance and general administrative services. The COB Township utilizes both government-wide (reporting the township as a whole) and fund accounting (reporting the COB Township's major funds). The government-wide focus is more on the sustainability of the COB Township as an entity and the change in the COB Township's net assets resulting from the current year's activities. The following is a description of the COB Township's major funds of the Township:

General Town Fund - the general operating fund of COB Township which is used for all financial resources except those that are required to be accounted for in another fund. General Town Fund total expenditures for fiscal year 2013 were \$1,324,317.

General Assistance Fund - the operating fund for public assistance within the boundary of the City of Bloomington. General Assistance Fund expenditures for fiscal year 2013 were \$805,004.

Component Unit Fund - the operating fund for component unit, Evergreen Memorial Cemetery. Component Unit Fund expenditures for fiscal year 2013 were \$607,373.

The number and type of funds may necessarily change over time as circumstances dictate, thus, the above funds are not to be considered either all inclusive or static.

Governmental activities generally are financed through property taxes and intergovernmental revenues. The COB Township and its component unit's property tax are levied each year on all taxable real property located within the Township boundaries on or before the last Tuesday in December.

During the current fiscal year 2013 the COB Township and its component unit expect to receive the following state revenue sources:

- Personal Property Replacement Tax
- Intergovernmental Revenue
- Local Revenue
- Miscellaneous
- Interest

The COB Township and its component unit participate with the Illinois Municipal Retirement Fund.

The accounting function is headed by Catherine Hadden, Comptroller. Her principal functions performed are finance administration, accounts receivable, accounts payable, and payroll.

Quickbooks software is utilized in recording financial transactions for the COB Township and for the component unit.

The following information on the COB Township's financial activity is the actual for Fiscal 2013:

Disbursing Orders Issued Annually:	8,814
Vendor Checks Issued Annually:	2,197
Annual Payroll:	\$995,957
Payroll EFT's Issued Annually	528

The following information on the component unit's financial activity is the actual for Fiscal 2013:

Vendor Checks Issued Annually:	412
Annual Payroll:	\$ 286,500
Payroll Checks Issued Annually:	550

Total Fiscal Year 2014 Budget (4/1/13 – 3/31/14): Township \$2,878,509 and Cemetery \$541,555.

More detailed information on the government and its finances can be found in the COB Township 2013 Annual Financial Report as of and for the Year Ended March 31, 2013. The budget, Annual Financial Report and other pertinent statements can be viewed at City of Bloomington Township upon request.

## **II. NATURE of SERVICES REQUESTED**

### **A. General**

The COB Township is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending March 31, 2014, 2015 and 2016 with the option of the COB Township to engage the firm in accordance with this request for proposal for the auditing of the financial statements for fiscal years 2017 and 2018. These audits are to be performed in accordance with auditing standards generally accepted in the United States (GAAS) and Government Auditing Standards (GAS) established for governmental agencies.

### **B. Entity to be audited**

The COB Township is requesting an audit which includes all the funds, accounts, capital assets, long-term debt and activities of the COB Township, including one component unit: Evergreen Memorial Cemetery.

### **C. Scope of Work to be performed**

The COB Township desires the auditor to express an opinion on the fair presentation of the financial position of the governmental activities, the business-type activities, and the COB Township's fiduciary funds and the Cemetery's discretely presented component unit in conformity with the modified cash basis of accounting.

The auditor will issue an "in relation to" opinion on the COB Township's combining and individual fund statements and schedules.

The auditor will be responsible for compiling the Comptroller of the State of Illinois Annual Financial Report from information provided by COB Township.

### **D. Reports to be issued**

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue the following reports:

1. A report on the fair presentation of the financial statements in conformity with modified cash basis of accounting and Government Auditing Standards. Twenty-five {25} bound copies, one {1} unbound copy, and {1} PDF file of the AFR are to be provided by the auditor.
2. The Annual Financial Report that must be filed with the State of Illinois (Comptroller's report) shall be prepared and filed by the auditor with two {2} bound copies and {1} PDF file provided to the COB Township.

In addition to the reports indicated above:

1. The auditor shall communicate in a letter to management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.
2. Auditors shall be required to make an immediate written report of all irregularities and illegal acts of which they become aware and present such report to the COB Township Board of Trustees.

Auditors shall inform the COB Township Board of Trustees of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

#### **E. Special Considerations**

1. The auditor shall answer minor questions throughout the contract period without additional fees being charged to COB Township. Examples may be related to payroll tax issues, review of accounting policies, and/or IRS reporting.
2. The auditor shall perform fieldwork during the normal work hours of the COB Township, generally 8:00 a.m. to 5:00 p.m., Monday thru Friday.

#### **F. Working Paper Retention and Access to Working Papers**

Working papers and reports must be retained, at the auditor's expense, for a minimum of five {5} years, unless the firm is notified in writing by the COB Township of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designee: COB Township and Evergreen Memorial Cemetery.

In addition, the firm shall respond to the reasonable inquires of successor auditors and allow successor auditors to review working papers from prior years' audits.

## **G. Time Requirements**

The COB Township will make all records and management personnel available to meet with the firm's personnel anytime after the award of contract. The COB Township expects to have fully-adjusted trial balances available no later than the second {2<sup>nd</sup>} Tuesday in April of each year.

Each of the following shall be completed by the auditor no later than the dates indicated.

### 1. Detailed Requested Items List

The auditor shall provide the COB Township a list of all schedules to be prepared by the COB Township prior to the audit and no later than the first {1<sup>st</sup>} Monday in April of each year.

### 2. Fieldwork

The auditor shall begin the fieldwork portion of the audit no later than the third {3<sup>rd</sup>} Monday in April of each year and complete all fieldwork within two {2} weeks of initiation of the audit. The COB Township and its component unit shall be notified, in advance, of the audit team to be assigned to the COB Township's engagement.

### 3. Draft Report

The auditor shall supply three {3} copies of the draft of the AFR including the auditor's report, financial statements, notes to the financial statements and recommendations to management available by no later than May 31<sup>st</sup> of each year.

### 4. Final Audit Report

All financial statements and reports must be delivered to the COB Township in final and complete form no later than the second {2<sup>nd</sup>} week of June of each year.

### 5. Audit Presentation

The auditor shall, at the request of the Supervisor, present the final audit results to the City of Bloomington Township Board of Trustees on the fourth {4<sup>th</sup>} Monday in June each year.

### 6. State Comptroller's Report

The auditor shall complete online the State of Illinois Comptrollers' Report before the last business day in September each year.

## **H. Assistance to be provided to the Auditor**

The Comptroller, Supervisor, Cemetery Office Manager and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmation letters will be the responsibility of the COB Township and its component unit. The mailing of the confirmation letters shall be the responsibility of the auditing firm at their expense.

The COB Township will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to a telephone, a fax machine and to a photocopying machine.



### **III. INSTRUCTIONS for PREPARING PROPOSALS**

#### **A. Rules for Proposals**

The following material is required to be submitted for a proposing firm to be considered:

1. One {1} bound and one {1} unbound copy of the proposal shall be submitted and shall include the following:
  - a. Title page - the title page shall show the request for proposal's subject; the firm's name and address, the name and telephone number of a contact person, and the date of the proposal.
  - b. Table of Contents.
  - c. Transmittal Letter - a signed letter of transmittal briefly stating the proposers understanding of the work to be done, the commitment to perform the work within the established time period, a statement why the firm believes itself to be the best qualified firm to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty {60} days.
  - d. Detailed Technical Proposal - the detailed technical proposal is set forth in Section III-B of this request for proposal.
  - e. Fee Proposal - the proposed fees should be presented using Appendix A. The proposed fees shall be the maximum, not to exceed fee for each fiscal year shown.
  - f. Bidder Eligibility Certification - Public Act 85-1295 requires that all bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation. The Bidder Eligibility Certification should be presented using Appendix B.
  - g. Certificate of Compliance with Illinois Human Rights Act - All successful contractors must comply with the provisions of the Illinois Human Rights Act when dealing with equal employment opportunities (Section 2-105, 75 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The Certificate of Compliance with the Illinois Human Rights Act should be presented using Appendix C.
2. Proposers must send the completed proposal on or before 9:00 am on February 18, 2014 to the following address:

Deborah L. Skillrud  
Supervisor  
COB Township  
607 S Gridley St  
Bloomington, IL 61701

**NO LATE PROPOSALS WILL BE CONSIDERED**

## **B. Technical Proposal**

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity, of the firms seeking to undertake an independent audit of the COB Township and its component unit in conformity with the requirements of this request for proposal. As such, the substance of proposals will carry more weight than their form or manner of presentation. However, the presentation will be considered as an example of the type of work typical of the firm. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal's requirements.

The technical proposal should address all the points outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal.

While additional data may be presented, the following subjects, item numbers 1 through 10 must be included. They represent criteria against which the proposal will be evaluated.

1. The firm shall provide all names and titles of the persons authorized to submit the proposal and represent the audit firm by signing contracts as a corporate agent of the firm.
2. The firm shall provide an affirmative statement that it is independent of the COB Township as defined by generally accepted auditing standards.
3. The firm shall also list and describe the firm's professional relationships involving the COB Township or any of its agencies, its elected or appointed officials and employees for the past five {5} years, together with a statement explaining why such relationships, if any, do not constitute a conflict of interest relative to performing the proposed audit.
4. An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Illinois.
5. The firm shall provide a copy of its most recent Peer Review report.
6. The firm shall outline its experience in auditing governments, specifically Townships.
7. The firm shall provide a history of the audit firm as a business entity which includes information demonstrating the firm's financial stability and entity stability.
8. The proposal shall identify and describe any pending or previous litigation the firm was involved in over the past three {3} years which dealt with the quality of audit work or of pricing of auditing services rendered.
9. The firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. The firm shall include qualifications, training, and municipal audit experience of engagement partners.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the COB Township. However, in either case, the COB Township retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the COB Township, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

10. The firm shall specify a work schedule which include a start date and completion date which adheres to the COB Township time requirements listed in Section G: Time Requirements, numbers 5 and 6.

### **C. Fee Proposal**

#### 1. Total All-inclusive Maximum Fee

The fee proposal shall contain all pricing information relative to performing the audit engagement as described in this request for proposals on a "not to exceed" basis for the years ending March 31, 2014 through March 31, 2016, along with a COB Township option for years 2017 and 2018. The fee proposal shall separate pricing of the COB Township and its component unit – Evergreen Memorial Cemetery. The option will be solely that of the COB Township based on satisfactory negotiations or the fee with the auditor at that time. The total all-inclusive maximum price proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

#### 2. Rates for Additional Professional Services

If it shall become necessary for the COB Township to request that the auditor render any additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the COB Township and the firm. Any such additional work agreed to between the COB Township, its component unit, and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid {Appendix A}. Work performed outside the scope of services outlined in this request for proposal is to be performed only at the written request of the COB Township.

#### 3. Manner of Payment

One payment for services will be issued once the following are completed:

- a. The annual audit is finalized and presented, and
- b. The State Comptrollers' report is filed.

## **IV. EVALUATION of PROPOSALS**

### **A. Evaluation Process**

1. Proposals will be evaluated by the Supervisor.
2. The Supervisor will evaluate the technical proposal submitted by each firm using the criteria shown in Section IV-B.

3. The Supervisor will select that proposal which is judged to be the most responsive to the City of Bloomington Township's requirements, and based on ability and fee, appears to be best able to serve the COB Township and its component unit.
4. Award of the contract is approved by the City of Bloomington Township Supervisor.

## **B. Evaluation Criteria**

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements
  - a. The audit firm is independent and licensed to practice in Illinois.
  - b. The firm submits a copy of its most recent external Peer Review report and the firm has a record of quality audit work.
  - c. The firm adheres to the instructions in this request for proposals on preparing and submitting.
2. Technical Qualifications - The firm will be evaluated on the following expertise and experience:
  - a. The firm's past experience and performance on comparable government engagements.
  - b. The quality and level of experience of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
3. All-inclusive maximum, not to exceed, fee.

## **C. Oral Presentations**

During the evaluation process, the Supervisor may, at her discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Supervisor may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

## **D. Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted. The COB Township reserves the right without prejudice to reject any or all proposals.

**Appendix A**

**FEE PROPOSAL**

Schedule of Professional Fees for the Audit of the Financial Statements as of \_\_\_\_\_ for the fiscal years listed below:  
Month / day

**Regular COB Township audit:**

<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**Evergreen Memorial Cemetery (discretely presented component unit)**

<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Schedule of Professional Fees for Additional Services - Quoted \_\_\_\_\_ for the Fiscal Years listed below:  
hourly rate

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Partner	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Manager	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Supervisor	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Staff	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**Appendix B**

**BIDDER ELIGIBILITY CERTIFICATION**

PUBLIC ACT 85 – 1295 (Illinois Revised Statutes, 1987, Chapter 38, Article 33E) requires that all the contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The vendor certifies by signing this statement that this proposal is made without prior understanding, agreement, or accord with any other person submitting a proposal for the same product or service and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Furthermore, the firm certifies that it is not barred from quoting on this contract as a result of a conviction for the violation of State laws prohibiting proposal-rigging or proposal-rotating. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages. The vendor also understands that failure to sign this statement will make the proposal non-responsive and unqualified for award.

The following certification must be signed and submitted with the bidder’s bid proposal.

Failure to sign will result in disqualification of the bidder.

\_\_\_\_\_ Date

Print Name

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Company Name

Subscribed and sworn before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_

Notary Public

**Appendix C**

**CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT**

All successful contractors must comply with the provisions of the Illinois Human Rights Act (ACT) when dealing with equal employment opportunities (Section 2-105, 75 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The contract with the successful bidder will provide for this requirement. The statutory provision requires that the written Sexual Harassment Policy includes at a minimum the following information: (I) the illegality of sexual harassment, (II) the definition of sexual harassment under Illinois Law, (III) a description of sexual harassment, utilizing examples, (IV) a vendor's internal compliant process including penalty, (V) the legal recourse, investigative and complaint process available through the Department of Human Rights Commission, and (VI) the protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Failure to sign will result in disqualification of the bidder.

_____	_____
Print Name	Date
_____	
Authorized Signature	
_____	
Title	
_____	
Company Name	

Subscribed and sworn before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Notary Public

**Appendix D**

**SAVE AND HOLD HARMLESS AGREEMENT**

Vendors providing a service or installing equipment on or about COB Township property or its component unit property shall provide to the COB Township Supervisor evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on COB Township property or its component unit. The vendor guarantees to save the COB Township and its component unit, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the vendor is not the patentee, assignee, or licensee.

Furthermore, the vendor hereby agrees to save and hold harmless and indemnify the COB Township from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the Vendor, its employees, or agents. This agreement extends to all claims, of any nature, whether made by the vendor's employees.

Failure to sign will result in disqualification of the bidder.

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

\_\_\_\_\_
Date

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

\_\_\_\_\_
Title

\_\_\_\_\_
Company Name

Subscribed and sworn before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_
Notary Public