



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, April 17, 2018

- I. CALL TO ORDER** April 17, 2018 at 6:40 p.m.
or immediately following the organizational meeting
Boardroom – A-300
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LIV**
[Minutes of the Special Board Meeting of March 5, 2018, No. 14](#)
[Minutes of the Regular Board Meeting of March 27, 2018, No. 15](#)
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
 - A. Academic Affairs/Student Affairs
 - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
 - A. [Action Exhibits](#)
 - [16077 Budget Transfers](#)
 - [16078 Intergovernmental Agreement Extension of the DVR – Des Plaines Valley Education for Employment Regional Delivery System](#)
 - [16079 Camcor, Inc. – Epsom Interactive Board Purchase](#)
 - [16080 Waiver of Facility Rental Fee for Maywood – Bellwood Chamber of Commerce](#)

- [16081 Fees for Academic Transcripts](#)
- [16082 Administration Fees for Testing Services](#)
- [16083 Renewal of Memorandum of Understanding with Eastern Illinois University](#)
- [16084 Agreement with Comcast Spotlight](#)
- [16085 College Curriculum Committee Recommendations](#)

B. [Purchasing Schedules](#)

C. [Bills and Invoices](#)

D. [Closed Session](#) – To discuss and consider the hiring, discipline, performance, and compensation of certain personnel, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation

E. [Human Resources Report](#)

XIV. COMMUNICATIONS – INFORMATION

A. Human Resources Information Materials

B. Informational Material

XV. ADJOURNMENT

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the Special Meeting – HLC Focused Meeting with the Board of Trustees to order in Café 64 at 6:08 p.m. Following the pledge of allegiance, roll call was taken.

Present: Mr. Luke Casson, Ms. Dafne Henriquez, Mr. Glover Johnson, Ms. Donna Peluso, Mrs. Elizabeth Potter, Mr. Jay Reyes, Mr. Mark Stephens, Ms. Diane Viverito.

CITIZEN PARTICIPATION

None.

HLC VISITING TEAM DINNER WITH BOARD OF TRUSTEES

The HLC Visiting Team introduced themselves, including Dr. Anne Austin, Dr. Matthew Aschenbrener, Dr. Charlene Widener, Dr. Cynthia Krueger, Dr. David Keller, Ms. Wendy Marson, Dr. Shashi Unnithan.

Dr. Austin explained the process of this visit as follows. Triton College is at the year four review, which is an intermediate step within the ten year accreditation period. The Visiting Team's job is to read the Assurance Argument and examine all the evidence provided, then clarify points through questions to make sure the college really does what it says it does. The process includes: 1) a one and a half day visit at the college, 2) the team drafts a report, 3) the report is submitted to the Higher Learning Commission for review, 4) the report comes to the institution for a factual (only) review, 5) report is returned to the HLC where it goes to the Institutional Actions Committee (IAC) for determination of whether the evidence presented by the college supports continuing accreditation, 6) the IAC makes its determination and notifies the college. There is a review process if necessary.

Dinner was served and conversations occurred concurrently around the table between Trustees and the Visiting Team Members.

TRUSTEE DEPARTURE

Mr. Casson excused himself due to a family matter and left the meeting at 7:25 p.m.

ADJOURNMENT

A motion was made by Ms. Peluso to adjourn the meeting, seconded by Mr. Reyes. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 7:39 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Diane Viverito
Board Secretary

Susan Page
Susan Page, Recording Secretary

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 6:48 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Ms. Dafne Henriquez, Ms. Donna Peluso, Mrs. Elizabeth Potter, Mr. Jay Reyes, Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Mr. Luke Casson (who arrived later), Mr. Glover Johnson.

COMMENTS ON THIS AGENDA

With leave of the Board, a portion of the Chairman's Report was moved to this point on the agenda to accommodate special guests.

CHAIRMAN'S REPORT

In recognition of the Men's Basketball Team winning the NJCAA Division II National Championship in this, the 50th Anniversary of the Basketball Program at Triton College, the Men's Basketball Team and Coaches joined the Board meeting to a standing ovation. Dean of Student Services Corey Williams noted that the team finished the season 33-4 and introduced Head Coach Steve Christiansen.

A video was presented, showing game footage, the awarding of Coach of the Tournament to Steve Christiansen, MVP Deonta Terrell, All-Tournament Team winners Alondes Williams and Najee Brown-Henderson, and the awarding of the National Tournament Trophy.

TRUSTEE ARRIVAL

Mr. Casson arrived in the Boardroom at 6:57 p.m.

CHAIRMAN'S REPORT (continued)

Coach Christiansen expressed his thanks to all the players and to the Triton family. He called the win an accomplishment for everyone to share and enjoy. Several players also expressed their thanks. Chairman Stephens announced a Championship Rally to be held at 1 pm tomorrow (Wednesday, March 28) and discussed how proud he is of the team for their hard work and accomplishments.

APPROVAL OF BOARD MINUTES

Ms. Peluso made a motion, seconded by Mr. Casson, to approve the minutes of the Regular Board Meeting of February 27, 2018 and the Board Retreat of February 27, 2018. Voice vote carried the motion unanimously.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

On behalf of Faculty Association President Joe Dusek, Kay Frey reported that faculty negotiations meetings took place before and during spring break, and faculty hope for a quick resolution.

Mid-Management Association President Kay Frey reported that managers held a wonderful and successful In-Service, and congratulated the Basketball Team and Coach.

Classified Association President Renee Swanberg reported that classified had a great In-Service, and congratulated the Basketball Team.

Adjunct Faculty Association President Bill Justiz congratulated the Basketball Team and reported that adjuncts look forward to the STEAM event.

STUDENT SENATE REPORT

Student Trustee Dafne Henriquez reported that TCSA is preparing for E-Board elections next week when it will resume its weekly meetings, and is preparing for Advocacy Day on April 18.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee went over items on the Board agenda pertaining to academic and student affairs and are in support of them.

Finance/Maintenance & Operations

Ms. Peluso reported that the committee met on March 7, reviewed seven new business items and one purchasing schedule, and recommends their approval to the Board.

ADMINISTRATIVE REPORT

Swearing In of Police Officer: Chief of Police Austin Weinstock issued the oath to Edward Pogorzelski as a new Triton College Police Officer.

Honda Acura: Vice President of Academic Affairs Debra Baker provided the following academic program update. Honda Acura is Triton's latest partner in automotive training, and are coming to Triton after a yearlong selection process. She introduced Mr. Phil Rohde from American Honda Motor Co, who discussed the reasons Triton College was selected for this partnership being threefold: enthusiasm for the program, excellent location for their training network, and the feeling of support for the community. Both parties expressed that they look forward to a successful partnership.

PRESIDENT'S REPORT

No report.

CHAIRMAN'S REPORT (continued)

Chairman Stephens recognized Pamela Perry, Director of Planning & Accreditation, for the outstanding work done in preparing the Board of Trustees for their meeting with the HLC Team during their visit on March 5. He felt that the process went well and that the visiting team were honestly interested in Triton College. Mr. Stephens thanked everyone on campus who worked hard toward and during the visit.

NEW BUSINESS

BOARD POLICY – Second Reading

Student Affairs

5118 Graduation Requirements

5265 Acceptance of Academic Credit

Ms. Peluso made a motion to enact the Board Policies as revised, seconded by Mrs. Potter.
Voice vote carried the motion unanimously.

ACTION EXHIBITS

With leave of the Board, Mr. Stephens asked for the Action Exhibits to be taken as a group, including:

16068 Budget Transfers

**16069 Certificate of Final Completion and Authorization of Final Payment, T Building
Heat Pump Replacement Project Phase Three**

16070 Concordia University – Chicago Facility Usage Exchange Agreement

**16071 Chicago Office Technology Group Purchase and Installation of Smart Technology
and Multimedia Equipment**

16072 Disposal of Obsolete Computer Equipment

16073 Clinical Affiliation Agreement with Jacksoneye

16074 College Curriculum Committee Recommendations

Ms. Peluso made a motion to approve the Action Exhibits, seconded by Ms. Viverito. Voice vote carried the motion unanimously.

PURCHASING SCHEDULE

B40.15 Districtwide Schedule of Classes – Fall 2018

Ms. Peluso made a motion to approve the Purchasing Schedule, seconded by Ms. Viverito.
Voice vote carried the motion unanimously.

BILLS AND INVOICES

Ms. Peluso made a motion, seconded by Mrs. Potter, to pay the Bills and Invoices in the amount of \$1,582,884.69.

Roll Call Vote:

Affirmative: Mr. Casson, Ms. Henriquez, Ms. Peluso, Mrs. Potter, Mr. Reyes,
Ms. Viverito, Mr. Stephens.

Absent: Mr. Johnson.

Motion carried 6-0 with the Student Trustee voting yes.

CLOSED SESSION

Ms. Peluso made a motion to go into Closed Session to discuss and consider the hiring, discipline, performance, and compensation of certain personnel, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation, seconded by Mr. Casson.

Roll Call Vote:

Affirmative: Mr. Casson, Ms. Henriquez, Ms. Peluso, Mrs. Potter, Mr. Reyes,
Ms. Viverito, Mr. Stephens.

Absent: Mr. Johnson.

Motion carried 6-0 with the Student Trustee voting yes. The Board went into Closed Session at 7:22 p.m.

RETURN TO OPEN SESSION

Ms. Peluso made a motion to return to Open Session, seconded by Ms. Viverito.

Roll Call Vote:

Affirmative: Mr. Casson, Ms. Henriquez, Ms. Peluso, Mrs. Potter, Mr. Reyes,
Ms. Viverito, Mr. Stephens.

Absent: Mr. Johnson.

Motion carried 6-0 with the Student Trustee voting yes. The Board returned to Open Session at 8:42 p.m.

HUMAN RESOURCES REPORT

1.0 Faculty

Mr. Reyes made a motion, seconded by Ms. Viverito, to approve page 1 of the Human Resources Report, items 1.1.01 through 1.3.01. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Ms. Peluso made a motion, seconded by Mr. Reyes, to approve pages 2 and 3 of the Human Resources Report, items 2.1.01 through 2.5.01. Voice vote carried the motion unanimously.

3.0 Administration

Mrs. Potter made a motion, seconded by Mr. Casson, to approve pages 4 through 7 of the Human Resources Report, items 3.1.01 through 3.4.02. Voice vote carried the motion 5-1 with Mr. Reyes voting nay and the Student Trustee voting yes.

4.0 Classified, Police & Engineers

Mr. Reyes made a motion, seconded by Ms. Peluso, to approve pages 8 through 10 of the Human Resources Report, items 4.1.01 through 4.5.02. Voice vote carried the motion unanimously.

5.0 Mid-Management

Ms. Peluso made a motion, seconded by Mr. Reyes, to approve page 11 of the Human Resources Report, items 5.1.01 through 5.5.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Ms. Peluso made a motion, seconded by Mr. Casson, to approve pages 12 through 14 of the Human Resources Report, items 6.1.01 through 6.3.05. Voice vote carried the motion unanimously.

7.0 Other

Ms. Peluso made a motion, seconded by Mr. Casson, to approve page 15 of the Human Resources Report, items 7.1.01 through 7.2.01. Voice vote carried the motion unanimously.

ADJOURNMENT

There being no further business before the Board, a motion was made by Ms. Peluso to adjourn the meeting, seconded by Mr. Casson. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 8:45 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Diane Viverito
Board Secretary

Susan Page
Susan Page, Recording Secretary

TRITON COLLEGE, District 504
Board of Trustees

Meeting of April 17, 2018

ACTION EXHIBIT NO. 16077

SUBJECT: BUDGET TRANSFERS

RECOMMENDATION: That the Board of Trustees approve the attached proposed budget transfers to reallocate funds to object codes as required.

RATIONALE: Transfers are recommended to accommodate institutional priorities.

See description on attached forms.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O'Brien Sullivan

Board Officers' Signatures Required:

<hr/> Mark R. Stephens Chairman	<hr/> Diane Viverito Secretary	<hr/> Date
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Related forms requiring signature: Yes _____ No X

**PROPOSED BUDGET TRANSFERS - FY 2018
FOR THE PERIOD 3/1/18 to 3/31/18**

FROM		
ID#	AREA	ACCT #
EDUCATION FUND		
1	Science	01-10101565-530400010
2	Horticulture	01-10300535-540100210
3	Horticulture	01-10300535-550200005
4	Surgical Technology	01-10401050-530400010
5	Emergency Medical Services	01-10401520-530400010
6	Adult Basic/Secon. Ed.	01-10600510-550300005
7	Dean Academic Success	01-20100520-590900000
8	Dean of Arts & Sciences	01-20801010-540900505
9	AVP Academic Affairs	01-80100515-580600005
10	AVP Academic Affairs	01-80100515-580600005
11	AVP Academic Affairs	01-80100515-580600005

TO		
AREA	ACCT #	AMOUNT
Science	01-10101565-540100210	6,000.00
Horticulture	01-10300535-530900010	600.00
Horticulture	01-10300535-540100210	500.00
Surgical Technology	01-10401050-540100210	1,000.00
Emergency Medical Services	01-10401520-540100210	770.00
Adult Basic/Secon. Ed.	01-10600510-540600005	397.00
Dean Academic Success	01-20100520-550200005	1,000.00
Dean of Arts & Sciences	01-20801010-550300005	6,500.00
AVP Academic Affairs	01-80100515-540900505	7,054.00
AVP Academic Affairs	01-80100515-540900505	13,000.00
AVP Academic Affairs	01-80100515-540901005	900.00

TOTAL EDUCATION FUND **\$ 37,721.00**

FROM		
ID#	AREA	ACCT #
AUXILIARY FUND		
12	Athletics	05-60400505-550200005
13	Athletics	05-60400505-550200005
14	Athletics	05-60400505-590900000
15	Volleyball	05-60401025-590200000
16	Women's Softball	05-60401040-590200000
17	Wrestling	05-60401045-590200000
18	ATH-Track	05-60401050-530900010

TO		
AREA	ACCT #	AMOUNT
Athletics	05-60400505-530900010	800.00
Women's Basketball	05-60401030-530900010	65.00
Athletics	05-60400505-550200005	1,290.00
Athletics	05-60400505-550200005	13,000.00
Athletics	05-60400505-550200005	6,000.00
Athletics	05-60400505-550200005	5,500.00
Athletics	05-60400505-550200005	1,370.00

TOTAL AUXILIARY FUND **\$ 28,025.00**

**PROPOSED BUDGET TRANSFERS - FY 2018
FOR THE PERIOD 3/1/18 to 3/31/18**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
RESTRICTED FUND					
19	HIA-PERKINS	06-10205003-580600005	HIA-PERKINS	06-10205003-540900505	984.05
20	Automotive Tech Grant	06-10300520-580600005	Automotive Tech Grant	06-10300520-540900505	2,872.14
21	AES-ADULT ED. STATE	06-10605002-510200005	AES-ADULT ED. STATE	06-10605002-540100110	4,000.00
22	AES-ADULT ED. STATE	06-10605002-510200005	AES-ADULT ED. STATE	06-10605002-550100010	2,000.00
23	AES-ADULT ED. STATE	06-10605002-510200005	AES-ADULT ED. STATE	06-10605002-550300005	4,000.00
24	AES-ADULT ED. STATE	06-10605002-510200005	AES-ADULT ED. STATE	06-10605002-580600005	5,000.00
25	AES-ADULT ED. STATE	06-10605002-540100240	AES-ADULT ED. STATE	06-10605002-550300010	2,700.00
26	Program Improvement Grant	06-20205001-540900505	Program Improvement Grant	06-20205001-530900010	1,500.00
27	Perkins Coordinator	06-20805008-530900010	ORN-PERKINS-Horticulture	06-10300502-540100210	8,460.00
28	PIG - Career Education	06-20905002-530900010	PIG - Career Education	06-20905002-510300210	500.00
29	Biotechnology Perkins	06-20905033-530900010	Biotechnology Perkins	06-20905033-540900505	2,000.00
30	Biotechnology Perkins	06-20905033-550200005	Biotechnology Perkins	06-20905033-540900505	500.00
31	Dollar General Adult Literacy	06-30805003-510200010	Dollar General Adult Literacy	06-30805003-540600005	90.00
32	Dollar General Adult Literacy	06-30805003-510200010	Dollar General Adult Literacy	06-30805003-550100005	1,200.00
33	CNS-RSVP-04/17-03/18	06-40405004-550300010	CNS-RSVP-04/17-03/18	06-40405004-510600005	505.00
34	Achieving the Dream	06-40905053-510300030	Achieving the Dream	06-40905053-540900505	2,948.00
			TOTAL RESTRICTED FUND	\$	39,259.19
			TOTAL PROPOSED BUDGET TRANSFERS	\$	105,005.19

Budget Transfer Form

Dollar Amount

\$6000.00

Object Code Description

From what Budget Account

01 - 10101565 - 530400010Maintenance Services

To what Budget Account

01 - 10101565 - 540100210Instructional suppliesIs this a Grant?
Grant Accountant?Yes No
[] [X]Include Attachment? Yes No
[] [X]Rationale

The funds that were dedicated in the Maintenance Services account covered equipment we were planning to service but that ended up still being covered under the manufacturer warranty. By moving these funds to instructional supplies we will be able to provide much needed replacements to our current set of microscopes for our major's biology courses and obtain needed models for our anatomy classes.

Required Signatures

Requestor

 Digitally signed by: Beth Cliffl
 3/9/2018

Cost Center Manager

 Digitally signed by: Gabe Gargman
 3/9/2018

Associate Dean (If Applicable)

 Digitally signed by: Ric Segovia
 3/9/2018

Dean (If Applicable)

 Digitally signed by: Kevin Li
 3/9/2018

Associate Vice President

 Digitally signed by: Cheryl Antonich
 3/9/2018

Area Vice President

 Digitally signed by: Debra Baker
 3/9/2018
BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: _____

Entered by: B3635 DS 3/13/18

Budget Transfer Form

Dollar Amount

\$600.00

Object Code Description

From what Budget Account

01 - 10300535 - 540100210

Instructional Supplies

To what Budget Account

01 - 10300535 - 530900010

Other Contractual Services

Is this a Grant?
Grant Accountant?Yes No
() (X)Include Attachment? Yes No
() (X)**Rationale**

Please transfer \$600.00 from Horticulture, Instructional Supplies to Horticulture, Other Contractual Services. Money is needed in Other Contractual Services for unexpected repairs on equipment.

There is enough money in Instructional Supplies to cover the needs for the end of the fiscal year.

Required Signatures

Requestor

DocuSigned by:

Sandy Poremba

3/12/2018

Cost Center Manager

DocuSigned by:

Gary Antonich

3/12/2018

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:

Henry Bolleke

3/12/2018

Associate Vice President

DocuSigned by:

Cheryl Antonich

3/12/2018

Area Vice President

DocuSigned by:

Sean Sullivan

3/13/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: _____

Entered by: B3539DS 3/14/18

Budget Transfer Form

500.00

Dollar Amount**From what Budget Account**

01 10300535 550200005

Object Code Description

Travel In State

To what Budget Account

01 10300535 540100210

Instructional Supplies

Is this a Grant?

Yes

No

()

(x)

Grant Accountant?**Include Attachment?**

Yes

No

()

(x)

Rationale

Please transfer the money out of Travel In State into Instructional Supplies. We will not be using the money in Travel In State this fiscal year. We will need more money in Instructional Supplies to order for HRT 140 class and the Botanic Gardens.

Required Signatures**Requestor**

DocuSigned by:

Gary Antonick

3/13/2018

90C835B0C5A48D

Cost Center Manager

DocuSigned by:

Gary Antonick

3/14/2018

90C835B0C5A48D

Associate Dean (If Applicable)**Dean (If Applicable)**

DocuSigned by:

Henry Bolake

3/15/2018

E4C046A6A48-4B2

Associate Vice President

DocuSigned by:

Cheryl Antonick

3/15/2018

E4C046A6A48-4B2

Area Vice President

DocuSigned by:

Sean Sullivan

3/21/2018

642220751EC74A1

DS
SP**BUSINESS OFFICE APPROVALS****Grant Accountant:****Asst. Director of Finance****Exec. Director of Finance:****AVP of Finance:****VP of Business Services:**

Entered by: B3563DS 3/22/18

Budget Transfer Form

Dollar Amount \$1,000.00

From what Budget Account 01 - 10401050 - 530400010 Maintenance Services

To what Budget Account 01 - 10401050 - 540100210 Instructional Supplies

Is this a Grant? Yes ☐ No ☒ [X]

Grant Accountant? Include Attachment? Yes ☐ No ☒ [X]

Rationale

Please transfer funds from Surgical Technology, Maintenance Service account into, SRT Instructional Supplies account, funds will be used to purchase Instructional Supplies recommended by the SRT advisory committee. The supplies will be shared between the two programs Surgical Technology and Sterile processing Technician.

Fewer funds are needed in the Maintenance Services account than originally anticipated.

Required Signatures**Requestor**

DocuSigned by:
Linda Martinez 3/12/2018

Cost Center Manager

DocuSigned by:
Teri Jurg 3/12/2018

Associate Dean (If Applicable)**Dean (If Applicable)**

DocuSigned by:
Susan Campos 3/13/2018

Associate Vice President

DocuSigned by:
Cheryl Antonick 3/13/2018

Area Vice President

DocuSigned by:
Sean Sullivan 3/13/2018

BUSINESS OFFICE APPROVALS**Grant Accountant:** _____**Asst. Director of Finance** _____**Exec. Director of Finance:** _____**AVP of Finance:** _____**VP of Business Services:** _____Entered by: B3541 DS 3/14/18

Budget Transfer Form

Dollar Amount \$770.00

From what Budget Account 01 - 10401520 - 530400010 EMS Maintenance Services

To what Budget Account 01 - 10401520 - 540100210 EMS Instructional Supplies

Is this a Grant? Yes No
☐ ☒

Grant Accountant? Yes No
☐ ☒

Include Attachment? Yes No
☐ ☒

Rationale

Please transfer funds from the EMS Maintenance Services into the EMS Instructional Supplies account.

Funds will be used to purchase instructional supplies recommended by the Emergency Services Advisory Committee.

Fewer funds are needed in the EMS Maintenance Services account than originally anticipated.

Required Signatures**Requestor**

DocuSigned by:
Cathy Stenberg 3/13/2018

Cost Center Manager

DocuSigned by:
D. Hopper 3/13/2018

Associate Dean (If Applicable)**Dean (If Applicable)**

DocuSigned by:
Susan Campos 3/13/2018

Associate Vice President

DocuSigned by:
Cheryl Antonich 3/13/2018

Area Vice President

DocuSigned by:
Sean Sullivan 3/13/2018

BUSINESS OFFICE APPROVALS**Grant Accountant:** _____**Asst. Director of Finance** _____**Exec. Director of Finance:** _____**AVP of Finance:** _____**VP of Business Services:** _____

Entered by: B3537 DS 3/14/18

Budget Transfer Form

Dollar Amount

\$397.00

Object Code Description

From what Budget Account

01 - 10600510 - 550300005

Travel-Out Of State

To what Budget Account

01 - 10600510 - 540600005

Publications & Due (NEW)

Is this a Grant? Yes No
☒ (X) ☐ ()

Include Attachment? Yes No
☐ () ☒ (X)

Grant Accountant? Susan Zefeldt

Rationale

Please create a new line for Publication & Dues. Transfer \$397.00 from Travel-Out Of State into the new line. Funds are needed in this account to pay for National Adult Education Honor Society's memberships, given to Adult Education graduate students during the Adult Education Graduation Ceremony.

Create: 01-10600510-540600005 (Publication & Dues) - Transfer \$397.00 into this line.

Required Signatures

Requestor

DocuSigned by:
Sandra Hernandez 3/26/2018

Cost Center Manager

DocuSigned by:
Suzanne Lynch 3/26/2018
 F30A818C0376A4D

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:
Suzanne Lynch 3/26/2018
 F30A818C0376A4D

Associate Vice President

DocuSigned by:
Cheryl Antonich 3/26/2018
 B356905376A4D

Area Vice President

DocuSigned by:
Debra Baker 3/26/2018
 F30A818C0376A4D

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: _____

Entered by: B356905 3/27/18

Budget Transfer Form

Dollar Amount

\$1,000

Object Code Description

From what Budget Account

01 - 20100520 - 590900000

other Expenditures

To what Budget Account

01 - 20100520 - 550200005

Travel _n State

Is this a Grant?
Grant Accountant?Yes
[] No
[X]Include Attachment? [] Yes
[X] No

Rationale

Funds are needed to meet the requirements for institutional support for the Student Support Services grant.

Required Signatures

Requestor

Described by: Claire Basile 2/19/2018

Cost Center Manager

Described by: Deborah Bassing 2/19/2018

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

Described by: Cheryl Antonich 2/19/2018

Area Vice President

Described by: Debra Baker 3/4/2018**BUSINESS OFFICE APPROVALS**

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: _____

Entered by: B3526 DS 3/5/18

Budget Transfer Form

Dollar Amount \$6500.00

From what Budget Account 01 - 20801010 - 540900505 Dean Arts & Sciences: Other Materials & Supplies

To what Budget Account 01 - 20801010 - 550300005 Dean Arts & Sciences: Travel out-of-State

Is this a Grant? Yes ☐ No ☒ Include Attachment? Yes ☐ No ☒

Grant Accountant?

Rationale

Transferred funds will be used to pay for travel and accommodations to attend and present at the 2018 Undergraduate Assessment User Conference (ETS).

Required Signatures

Requestor DocuSigned by: *Adrian Mangano* 3/23/2018

Cost Center Manager DocuSigned by: *Ken L* 3/23/2018

Associate Dean (If Applicable) DocuSigned by: *Kic Segura* 3/23/2018

Dean (If Applicable) DocuSigned by: *Ken L* 3/23/2018

Associate Vice President DocuSigned by: *Cheryl Antonich* 3/26/2018

Area Vice President DocuSigned by: *Debra Baker* 3/26/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: *[Signature]* 3/27/18

Entered by: B3571 DS 3/27/18

Budget Transfer Form

Dollar Amount

\$7,054.00

Object Code Description

From what Budget Account

01 - 80100515 - 580600005

Equipment - Instructional >5K

To what Budget Account

01 - 80100515 - 540900505

Other Materials and Supplies

Is this a Grant?
Grant Accountant?Yes No
() (x)Yes No
Include Attachment? () (x)Rationale

CE is creating new Pilates programming in personal fitness. More funds are required in "Other Materials and Supplies" in order to purchase new classroom instructional equipment that costs less than \$5000 per unit.

Less funds are required in "Equipment - Instructional >5K" as the Pilates instructional equipment being purchased is below the \$5000 per unit threshold. The majority of instructional equipment funding is placed in the >5K line necessitating this transfer.

Required Signatures

Requestor

Designated by:

Paul Jensen

3/15/2018

Cost Center Manager

Designated by:

Cheryl Antonide

3/15/2018

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

Designated by:

Cheryl Antonide

3/15/2018

Area Vice President

Designated by:

Sean Sullivan

3/15/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: _____

Entered by:

B3554 DS 3/16/18

Budget Transfer Form

Dollar Amount \$13,000.00

From what Budget Account 01 - 80100515 - 580600005 **Object Code Description** Equipment-Instructional >5K

To what Budget Account 01 - 80100515 - 540900505 **Other Materials & Supplies**

Is this a Grant? Yes ☐ No ☒ **Include Attachment?** Yes ☐ No ☒

Grant Accountant?

Rationale

Please transfer funding from the Instructional Equipment >5K line into the Other Materials and Supply line to support the purchase of classroom furniture for the Math Lab. This purchase will further support teaching a developmental education/co-requisite course model that will reinforce student learning and time to completion. Remaining funding will be sufficient to support needed purchases through the end of this fiscal year.

Required Signatures

Requestor DocuSigned by: Cheryl Antonich 3/5/2018

Cost Center Manager DocuSigned by: Cheryl Antonich 3/5/2018

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President DocuSigned by: Cheryl Antonich 3/5/2018

Area Vice President DocuSigned by: Debra Baker 3/5/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: NR

AVP of Finance: MA

VP of Business Services: Sam 2/6/18

Entered by: B3529 DS 3/6/18

Budget Transfer Form

Dollar Amount \$900.00

From what Budget Account 01 - 80100515 - 580600005 **Object Code Description** Equipment - Instructional >5K

To what Budget Account 01 - 80100515 - 540901005 **Equipment-Noncapitalized - Computer**

Is this a Grant? Yes No
[] [X]

Grant Accountant? **Include Attachment?** Yes No
[] [X]

Rationale

Please transfer funding from the Instructional Equipment line >5K to the Noncapital Equipment (Computer) line to support the purchase of a SmartBuy HP EliteDesk 800 G3 for the Math Lab. This equipment will support student learning activities necessary to ensure the successful student transition into college level math. This transfer will not negatively impact the ability to purchase needed equipment from remaining instructional equipment funds through the end of this fiscal year.

Required Signatures**Requestor**

DocuSigned by:
Cheryl Antonich 3/5/2018

Cost Center Manager

DocuSigned by:
Cheryl Antonich 3/5/2018

Associate Dean (If Applicable)**Dean (If Applicable)****Associate Vice President**

DocuSigned by:
Cheryl Antonich 3/5/2018

Area Vice President

DocuSigned by:
Debra Baker 3/5/2018

BUSINESS OFFICE APPROVALS**Grant Accountant:** _____**Asst. Director of Finance** _____**Exec. Director of Finance:** _____**AVP of Finance:** _____**VP of Business Services:** _____**Entered by:** B3530 DS 3/6/18

Budget Transfer Form

Dollar Amount

\$800.00

Object Code Description

From what Budget Account

05 - 60400505 - 550200005

In-State Travel

To what Budget Account

05 - 60400505 - 530900010

Other Contractual

Is this a Grant?

Yes

No

[]

[x]

Include Attachment?

Yes

No

[]

[x]

Grant Accountant?

Rationale

More money needed in the other contractual line to place a port-a-pottie by the softball field for the remainder of the fiscal year.

There are monies available in in In-State travel line that can be used.

Required Signatures

Requestor

DocuSigned by:

Harry McGinnis

3/21/2018

D4FD0662070411...

Cost Center Manager

DocuSigned by:

Harry McGinnis

3/21/2018

D4FD0662070411...

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:

Corey Williams

3/21/2018

D6FF0662070411...

Associate Vice President

DocuSigned by:

Jessica Kubalcaba

3/21/2018

D6FF0662070411...

Area Vice President

DocuSigned by:

Sean Sullivan

3/21/2018

D4FD0662070411...

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

AVP of Finance:

VP of Business Services:

Entered by:

B3662 DS 3/22/18

Budget Transfer Form

Dollar Amount

\$65

Object Code Description

From what Budget Account

05 - 60400505 - 550200005

Athletics : Travel - In State

To what Budget Account

05 - 60401030 - 530900010

Women's Basketball : Other Contractual Services

Is this a Grant?
Grant Accountant?

Yes No
[] [X]

Include Attachment? Yes No
[] [X]

Rationale

Funds of \$65 needed in Women's Basketball : Other Contractual Services (05-60401030-530900010) to pay for officials. Funds taken out of Athletics : Travel - In State (05-60400505-550200005) not currently needed.

Required Signatures

Requestor

DocuSigned by:
Dimitri Soakanikas 2/22/2018

Cost Center Manager

DocuSigned by:
Harry McGinnis 3/1/2018

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:
Cory Williams 3/1/2018

Associate Vice President

DocuSigned by:
Jessica Rubalcaba 3/1/2018

Area Vice President

DocuSigned by:
Sean Sullivan 3/2/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: _____

Entered by: B3525 DS 3/5/18

Budget Transfer Form

Dollar Amount \$1290.00

From what Budget Account 05 - 60400505 - 590900000 Object Code Description other Expenditures

To what Budget Account 05 - 60400505 - 550200005 Athletics In-State Travel

Is this a Grant? Yes No
☐ ☒

Grant Accountant? Include Attachment? Yes No
☐ ☒

Rationale

More money needed in In-State travel to cover expenses of our men's basketball team traveling to Danville, IL for the NJCAA Division II National Tournament.

other expenditures line needs to be moved to the line where it is to be used.

Required Signatures**Requestor**

DocuSigned by:
Harry McGinnis 3/14/2018

Cost Center Manager

DocuSigned by:
Harry McGinnis 3/14/2018

Associate Dean (If Applicable)**Dean (If Applicable)**

DocuSigned by:
Cory Williams 3/14/2018

Associate Vice President

DocuSigned by:
Jessica Rubalcaba 3/14/2018

Area Vice President

DocuSigned by:
Sean Sullivan 3/14/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: _____

Entered by: B3547125 3/14/18

Budget Transfer Form

Dollar Amount

\$13000.00

Object Code Description

From what Budget Account

05 - 60401025 - 590200000

VB Student Grants

To what Budget Account

05 - 60400505 - 550200005

Athletics In-State Travel

Is this a Grant?
Grant Accountant?Yes No
() (x)Include Attachment? Yes No
() (x)**Rationale**

Money in this line is still remaining after second semester monies have been disbursed.

More money needed in In-State travel to cover expenses for our men's basketball team that has qualified for the NJCAA National Tournament in Danville, IL

Required Signatures

Requestor

DocuSigned by:

Harry McGinnis

3/14/2018

D4FD05629D76411

Cost Center Manager

DocuSigned by:

Harry McGinnis

3/14/2018

D4FD05629D76411

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:

Corey Williams

3/14/2018

D0FF00070E0E443

Associate Vice President

DocuSigned by:

Jessica Rubalcaba

3/14/2018

D0FF00070E0E443

Area Vice President

DocuSigned by:

Sean Sullivan

3/14/2018

842220251E074A1

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: _____

Entered by: B3548 DS3/18/18

Budget Transfer Form

Dollar Amount

\$6000.00

Object Code Description

From what Budget Account

05 - 60401040 - 590200000

MBB Student Grants

To what Budget Account

05 - 60400505 - 550200005

Athletics In-State Travel

Is this a Grant?
Grant Accountant?Yes No
() (x)Include Attachment? Yes No
() (x)**Rationale**

Money from men's basketball student grants is remaining after second semestertuition waivers have been disbursed.

More money is needed to cover expenses for our men's basketball team that has qualified for the national tournament in Danville, IL.

Required Signatures

Requestor

DocuSigned by:
Harry McGinnis 3/14/2018

Cost Center Manager

DocuSigned by:
Harry McGinnis 3/14/2018

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:
Cory Williams 3/14/2018

Associate Vice President

DocuSigned by:
Jessica Kubalcaba 3/14/2018

Area Vice President

DocuSigned by:
Sean Sullivan 3/14/2018**BUSINESS OFFICE APPROVALS**

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: _____

Entered by: B3546 DS 3/14/18

Budget Transfer Form

Dollar Amount \$1370.00

From what Budget Account 05 - 60401050 - 530900010 Object Code Description Track Other Contractual

To what Budget Account 05 - 60400505 - 550200005 Athletics In State Travel

Is this a Grant? Yes No
☐ ☒

Grant Accountant? Include Attachment? Yes No
☐ ☒

Rationale

We will not be conducting any home track meets this season so money is not needed in this line.

More money needed in In-State travel in preparation to our men's basketball team qualifying for nationals and van rentals for spring sports transportation.

Required Signatures**Requestor**

DocuSigned by:
Harry McGinnis 3/8/2018

Cost Center Manager

DocuSigned by:
Harry McGinnis 3/8/2018

Associate Dean (If Applicable)**Dean (If Applicable)**

DocuSigned by:
Cory Williams 3/8/2018

Associate Vice President

DocuSigned by:
Jessica Rubalcaba 3/8/2018

Area Vice President

DocuSigned by:
Sean Sullivan 3/14/2018

BUSINESS OFFICE APPROVALS**Grant Accountant:** _____**Asst. Director of Finance** _____**Exec. Director of Finance:** _____**AVP of Finance:** _____**VP of Business Services:** _____

Entered by:

B3545 DS 3/14/18

Budget Transfer Form

Dollar Amount \$984.05

From what Budget Account 06 - 10205003 - 580600005 Object Code Description Equipment

To what Budget Account 06 - 10205003 - 540900505 other materials and supplies

Is this a Grant? Yes No
☒ (X) ☐ ()

Grant Accountant? Robert Mungerson Include Attachment? Yes No
☐ () ☒ (X)

Rationale

Please transfer funds from the Perkin's Equipment account to the Perkin's Other Material and supplies account so we can purchase flat wear for Cafe 64 and Bistro to use up all Perkins Grant funds.
 Thank you

Required Signatures**Requestor**

DocuSigned by:
Denise Smith-Gaborit 3/12/2018

Cost Center Manager

DocuSigned by:
Denise Smith-Gaborit 3/12/2018

Associate Dean (If Applicable)**Dean (If Applicable)**

DocuSigned by:
Dr. Henry Boluke 3/15/2018

Associate Vice President

DocuSigned by:
Cheryl Antonick 3/15/2018

Area Vice President

DocuSigned by:
Sean Sullivan 3/15/2018

BUSINESS OFFICE APPROVALS**Grant Accountant:****Asst. Director of Finance****Exec. Director of Finance:****AVP of Finance:****VP of Business Services:****Entered by:**B3559 DS 3/16/18

Budget Transfer Form

Dollar Amount \$2872.14

From what Budget Account 06 - 10300520 - 580600005 Object Code Description Aut. Tech Grant Equip. Inst. >\$5k

To what Budget Account 06 - 10300520 - 540900505 Object Code Description Aut. Tech Grant Other Matls. & Supplies

Is this a Grant? ☒ Yes ☐ No ☐ Include Attachment? ☐ Yes ☒ No

Grant Accountant? Robert Mungerson

Rationale

Amount in Equipment Instructional >\$5k is insufficient to purchase previously approved equipment that was quoted as <\$5k. This purchase is a previously approved grant purchase.

Required Signatures**Requestor**

Digitally signed by: Henry Boluke 2/26/2018

Cost Center Manager

Digitally signed by: Stewart Sikora 2/27/2018

Associate Dean (If Applicable)**Dean (If Applicable)**

Digitally signed by: Henry Boluke 3/5/2018

Associate Vice President

Digitally signed by: Cheryl Bowser-Antonich 3/5/2018

Area Vice President

Digitally signed by: Debra Baker 3/5/2018

BUSINESS OFFICE APPROVALS**Grant Accountant:****Asst. Director of Finance****Exec. Director of Finance:****AVP of Finance:****VP of Business Services:**

Entered by:

B3528 DS 3/6/18

Budget Transfer Form

Dollar Amount

\$4,000.00

Object Code Description

From what Budget Account

06 - 10605002 - 51020005

Professional/Tech - Full-Time

To what Budget Account

06 - 10605002 - 540100110

Office Supplies

Is this a Grant? Yes No
(X) ()

Grant Accountant? Susan Zefeldt

Include Attachment? Yes No
() (X)

Rationale

Please transfer \$4,000.00 from Professional/Tech - Full-Time into Office Supplies.
(There is a surplus salary for Brigitte Oltmanns, January 1-March 16, 2018 in the Professional/Tech - Full-Time.)
Funds are needed in Office Supplies for office supplies purchases.

Required Signatures

Requestor

Designated by:

Sandra Hernandez

3/14/2018

Cost Center Manager

Designated by:

Jacqueline Lynch

3/14/2018

Associate Dean (If Applicable)

Dean (If Applicable)

Designated by:

Jacqueline Lynch

3/14/2018

Associate Vice President

Designated by:

Cheryl Antonick

3/14/2018

Area Vice President

Designated by:

Sean Sullivan

3/14/2018

BUSINESS OFFICE APPROVALSGrant Accountant: gy 3.15.18

Asst. Director of Finance

Exec. Director of Finance:

AVP of Finance:

VP of Business Services:

Entered by:

B3556 DS 3/15/18

<u>Budget Transfer Form</u>			
Dollar Amount	<u>\$2,000.00</u>		
From what Budget Account	<u>06 - 10605002 - 51020005</u>	Object Code Description <u>Professional/Tech - Full-Time</u>	
To what Budget Account	<u>06 - 10605002 - 550100010</u>	<u>Meeting Expense-Prof Dev</u>	
Is this a Grant?	Yes <input checked="" type="checkbox"/> (X)	No <input type="checkbox"/> ()	
Grant Accountant?	Susan Zefeldt		
Rationale Please transfer \$2,000.00 from Professional/Tech - Full-Time into Meeting Expense-Prof Dev. (There is a surplus salary for Brigitte Oltmanns, January 1-March 16, 2018 in the SProfessional/Tech - Full-Time.) Funds are needed in Meeting Expense-Prof Dev to cover conference registration and expenses.			
<u>Required Signatures</u>			
Requestor	Deauthorized by: <u>Sandra Hernandez</u> <small>060605002-51020005</small>	3/14/2018	
Cost Center Manager	Deauthorized by: <u>Suzanne Lynch</u> <small>060605002-550100010</small>	3/14/2018	
Associate Dean (If Applicable)			
Dean (If Applicable)	Deauthorized by: <u>Suzanne Lynch</u> <small>060605002-550100010</small>	3/14/2018	
Associate Vice President	Deauthorized by: <u>Cheryl Antonich</u> <small>060605002-550100010</small>	3/14/2018	
Area Vice President	Deauthorized by: <u>Sean Sullivan</u> <small>060605002-550100010</small>	3/14/2018	
BUSINESS OFFICE APPROVALS			
Grant Accountant:	<u>SS 3-15-18</u>		
Asst. Director of Finance:	<u>[Signature]</u>		
Exec. Director of Finance:	<u>[Signature]</u>		
AVP of Finance:	<u>[Signature]</u>		
VP of Business Services:	<u>[Signature] 3/15/18</u>		
		Entered by: <u>B3554DS 3/15/18</u>	

Budget Transfer Form

Dollar Amount

\$4,000.00

Object Code Description

From what Budget Account

06 - 10605002 - 510200005

Professional/Tech - Full-Time

To what Budget Account

06 - 10605002 - 550300005

Travel - Out of State

Is this a Grant?
Grant Accountant?Yes No
(X) []Include Attachment? Yes No
[] [X]

Susan Zefeldt

Rationale

Please transfer \$4,000.00 from Professional/Tech - Full-Time into Travel-Out of State.
(There is a surplus salary for Brigitte Oltmanns, January 1-March 16, 2018 in the Professional/Tech - Full-Time.)
Funds are needed in Travel-Out of State to cover out of state expenses.

Required Signatures

Requestor

DocuSigned by:
Sandra Hernandez 3/14/2018

Cost Center Manager

DocuSigned by:
Jacqueline Lynch 3/14/2018

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:
Jacqueline Lynch 3/14/2018

Associate Vice President

DocuSigned by:
Cheryl Antonich 3/14/2018

Area Vice President

DocuSigned by:
Sean Sullivan 3/14/2018BUSINESS OFFICE APPROVALS

Grant Accountant:

SL 3/15/18

Asst. Director of Finance

[Signature]

Exec. Director of Finance:

[Signature]

AVP of Finance:

[Signature]

VP of Business Services:

[Signature] 3/15/18

Entered by: B3555 DS 3/15/18

<u>Budget Transfer Form</u>			
Dollar Amount	<u>\$5,000.00</u>		
From what Budget Account	06 - 10605002 - 51020005	Object Code Description <u>Professional/Tech - Full-Time</u>	
To what Budget Account	06 - 10605002 - 58060005	<u>Equipment-Instructional >5K</u>	
Is this a Grant?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Grant Accountant?		Include Attachment? <input type="checkbox"/> <input checked="" type="checkbox"/>	
Susan Zefeldt			
Rationale Please transfer \$5,000.00 from Professional/Tech - Full-Time into Equipment-Instructional >5K, (There is a surplus salary for Brigitte Oltmanns, January 1-March 16, 2018, in the Professional/Tech - Full-Time.) Funds are needed in Equipment-Instructional >5K to cover Epson Brightlink Laser projector equipment for the Launch Lab in M-150.			
Required Signatures			
Requestor	Designated by: <u>Sandra Hernandez</u>	3/13/2018	
Cost Center Manager	Designated by: <u>Suzanne Lynch</u>	3/13/2018	
Associate Dean (If Applicable)			
Dean (If Applicable)	Designated by: <u>Suzanne Lynch</u>	3/14/2018	
Associate Vice President	Designated by: <u>Cheryl Antonide</u>	3/14/2018	
Area Vice President	Designated by: <u>Sean Sullivan</u>	3/14/2018	
BUSINESS OFFICE APPROVALS			
Grant Accountant:	<u>88 3-15-18</u>		
Asst. Director of Finance	<u>SL</u>		
Exec. Director of Finance:	<u>[Signature]</u>		
AVP of Finance:	<u>[Signature]</u>		
VP of Business Services:	<u>[Signature] 3/13/18</u>		
		Entered by: <u>B3557 DS 3/16/18</u>	

Budget Transfer Form

Dollar Amount

\$2,700.00

Object Code Description

From what Budget Account

06 - 10605002 - 540100240

Student Supplies

To what Budget Account

06 - 10605002 - 550300010

Travel-Out Of State

Is this a Grant? Yes No
☒ [X] []
 Grant Accountant? Susan Zefeldt

Include Attachment? Yes No
☐ [] [X]

Rationale

Please transfer \$2,700.00 from Student Supplies into Travel-Out Of State. Funds are needed to cover travel and out of state expenses.

Required Signatures

Requestor

DocuSigned by:
 Sandra Hernandez 2/12/2018

Cost Center Manager

DocuSigned by:
 Jacqueline Lynch 2/12/2018

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:
 Jacqueline Lynch 3/13/2018

Associate Vice President

DocuSigned by:
 Cheryl Antonich 3/13/2018

Area Vice President

DocuSigned by:
 Sean Sullivan 3/13/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: SZ 3-15-18Asst. Director of Finance: [Signature]Exec. Director of Finance: [Signature]AVP of Finance: [Signature]VP of Business Services: [Signature]Entered by: B3552 DS 3/15/18

Budget Transfer Form

Dollar Amount	<u>\$1500</u>			Object Code Description
From what Budget Account	06	20205001	540900505	Other Materials & Supplies
To what Budget Account	06	20205001	530900010	Other Contractual Services
Is this a Grant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Grant Accountant? Elizabeth Zydron			Include Attachment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Rationale

Funds are needed in the Other Contractual Services line to provide additional training for students in the SURGE and TRIUMPH programs. Sufficient funds remain in the Other Materials and Supplies line for any future expenditures.

Required Signatures

Requestor

DocuSigned by:
Dora Abbuscato 3/14/2018

Cost Center Manager

DocuSigned by:
Corey Williams 3/14/2018

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:
Corey Williams 3/14/2018

Associate Vice President

DocuSigned by:
Jessica Rubalcaba 3/14/2018

Area Vice President

DocuSigned by:
Sean Sullivan 3/14/2018

BUSINESS OFFICE APPROVALS

Grant Accountant:

E Zydron 3/14/18

Asst. Director of Finance

BG

Exec. Director of Finance:

[Signature]

AVP of Finance:

Entered by: B3553 DS 3/15/18

VP of Business Services:

[Signature] 3/15/18

Budget Transfer Form

Dollar Amount

\$8,460.00

Object Code Description

From what Budget Account

06 - 20805008 - 530900010

Other Contractual

To what Budget Account

06 - 10300502 - 540100210

ORN-Perkins-Horticulture Instructional Supplies

Is this a Grant? ☒ Yes ☒ No
 Grant Accountant? Robert Mungerson

Include Attachment? ☐ Yes ☒ No

Rationale

Salary line item available due to internal issues preventing posting of position.

Money to be used for Ebb & Flood benches modification to allow for more sustainable usage of water for fertilizing and general watering of plant material from the bottom up instead of foliar applications. Allow for re-use of water.

Required Signatures

Requestor

DocuSigned by:
 Gary Antonich 3/23/2018

Cost Center Manager

DocuSigned by:
 Gary Antonich 3/23/2018

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:
 Henry Bohleke 3/23/2018

Associate Vice President

DocuSigned by:
 Cheryl Antonich 3/23/2018

Area Vice President

DocuSigned by:
 Debra Baker 3/26/2018

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

AVP of Finance:

VP of Business Services:

Entered by:

B3567

Budget Transfer Form

Dollar Amount

\$500

Object Code Description

From what Budget Account

06 - 20905002 - 530900010

PIG- Other Contractual Services

To what Budget Account

06 - 20905002 - 510300210

PIG - PartTime Stipend or Extra Duty

☒ **Is this a Grant?** Yes No
☒ **Grant Accountant?** Elizabeth Zydron

Include Attachment? Yes No
☐ ☐ ☒

Rationale

Money not needed in the current budget line item (Other Contractual services) but can be utilized in the Part time stipend or Extra duty account.

Required Signatures**Requestor**

DocuSigned by:

Shelley Tiwari

3/21/2018

Cost Center Manager

DocuSigned by:

Shelley Tiwari

3/21/2018

Associate Dean (If Applicable)**Dean (If Applicable)****Associate Vice President**

DocuSigned by:

Cheryl Antonich

3/21/2018

Area Vice President

DocuSigned by:

Dee Baker

3/21/2018

BUSINESS OFFICE APPROVALS**Grant Accountant:**

E Zydron

3/22/18

Asst. Director of Finance

[Signature]

Exec. Director of Finance:

[Signature]

AVP of Finance:

[Signature]

VP of Business Services:

[Signature]

Entered by: B3565 DS 3/22/18

Budget Transfer Form

Dollar Amount

\$2000.00

Object Code Description

From what Budget Account

06 - 20905033 - 530900010

Other Contractual Services

To what Budget Account

06 - 20905033 - 540900505

Other Materials and supplies

☒ Is this a Grant? Yes No
☒ Grant Accountant? Robert Mungerson [X] []

Include Attachment? Yes No
 [] [X]

Rationale

The funds being transferred will be used to purchase instruments and materials that will be used by students in environmental science to conduct research on soil and water chemistry.

Required Signatures

Requestor

Designated by: Beth Cliffl 3/7/2018
 Designated by: Beth Cliffl 3/7/2018

Cost Center Manager

Designated by: Beth Cliffl 3/7/2018
 Designated by: Beth Cliffl 3/7/2018

Associate Dean (If Applicable)

Dean (If Applicable)

Designated by: Kevin Li 3/14/2018
 Designated by: Kevin Li 3/14/2018

Associate Vice President

Designated by: Cheryl Antonich 3/14/2018
 Designated by: Cheryl Antonich 3/14/2018

Area Vice President

Designated by: Sean Sullivan 3/14/2018
 Designated by: Sean Sullivan 3/14/2018

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

AVP of Finance:

VP of Business Services:

Entered by:

B3550 DS 3/15/18

Budget Transfer Form

Dollar Amount

\$500.00

Object Code Description

From what Budget Account

06 - 20905033 - 550200005

Travel In-State

To what Budget Account

06 - 20905033 - 540900505

Other Materials and Supplies

Is this a Grant? Yes No
☒ (X) ☐ ()
 Grant Accountant? Robert Mungerson

Include Attachment? Yes No
☐ () ☒ (X)

Rationale

The funds being transferred will be used to purchase instruments and materials that will be used by students in environmental science to conduct research on soil and water chemistry.

Required Signatures

Requestor

Designated by: Beth Cliffl 3/7/2018

Cost Center Manager

Designated by: Beth Cliffl 3/7/2018

Associate Dean (If Applicable)

Dean (If Applicable)

Designated by: Kevin Li 3/14/2018

Associate Vice President

Designated by: Cheryl Antonich 3/14/2018

Area Vice President

Designated by: Sean Sullivan 3/14/2018

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

AVP of Finance:

VP of Business Services:

Entered by:

BESSIDS 3/15/18

Budget Transfer Form

Dollar Amount

\$90.00

Object Code Description

From what Budget Account

06 - 30805003 - 510200010

Professional/Tech - Part-Time

To what Budget Account

06 - 30805003 - 540600005

Publication & Dues



Is this a Grant?

Yes No
(X) ()

Grant Accountant?

Susan Zefeldt

Include Attachment? Yes No
() (X)**Rationale**

Please transfer \$90.00 from Professional/Tech - Part-Time into Publication & Dues. Funds are needed to cover membership fees.

Required Signatures

Requestor

DocuSigned by:

Sandra Hernandez

2/12/2018

Cost Center Manager

DocuSigned by:

Suzanne Lynch

2/12/2018

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:

Suzanne Lynch

2/20/2018

Associate Vice President

DocuSigned by:

Cheryl Antonick

2/20/2018

Area Vice President

DocuSigned by:

Debra Baker

3/4/2018

BUSINESS OFFICE APPROVALS

Grant Accountant:

3-5-18

Asst. Director of Finance

Exec. Director of Finance:

AVP of Finance:

VP of Business Services:

GA

Entered by:

B3527 DS 3/6/18

3/6/18

Budget Transfer Form

Dollar Amount

\$1,200.00

Object Code Description

From what Budget Account

06 - 30805003 - 510200010

Professional/Tech - Part-Time

To what Budget Account

06 - 30805003 - 550100005

Meeting Expense

DS
55

Is this a Grant?

Yes

[X]

No

[]

Include Attachment?

Yes

[]

No

[X]

Grant Accountant?

Susan Zefeldt

Rationale

Please transfer \$1,200.00 from Professional/Tech - Part-Time into Meeting Expense. Funds are needed in this category to cover meeting expenses.

Required Signatures

Requestor

DocuSigned by:

Sandra Hernandez

2/12/2018

Cost Center Manager

DocuSigned by:

Jacqueline Lynch

2/12/2018

Associate Dean (If Applicable)

DocuSigned by:

J Lynch

2/15/2018

Dean (If Applicable)

DocuSigned by:

Cheryl Antonich

2/15/2018

Associate Vice President

DocuSigned by:

Debra Baker

2/19/2018

Area Vice President

BUSINESS OFFICE APPROVALS

Grant Accountant:

88 3/13/18

Asst. Director of Finance

Exec. Director of Finance:

AVP of Finance:

VP of Business Services:

Entered by:

B3536 DS 3/13/18

Budget Transfer Form

Dollar Amount	<u>\$505.00</u>		Object Code Description
From what Budget Account	06 - 40405004 - 550300010	Prof Dev-Travel-Out Of State	
To what Budget Account	06 - 40405004 - 510600005	Clerical - Full-Time	
Is this a Grant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Grant Accountant? Robert Mungerson		Include Attachment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Rationale

This budget transfer will permit RSVP to expend current monies available in Prof Dev-Travel-Out of state line item as there are no plans for RSVP staff to travel out of state for professional development. The money is needed for the full-time clerical salary.

Budget authorization was granted by Sara Stapleton, Program Specialist, Corporation for National and Community Service.

This budget transfer is due to year end closing of the Corporation for National and Community Service Grant (March 31, 2018).

This is an allowable grant expenditure through the grant guidelines.

Required Signatures**Requestor**

DocuSigned by:
Kay Frey 3/1/2018
 6BA50C2758B2446

Cost Center Manager

DocuSigned by:
Kay Frey 3/1/2018
 6BA50C2758B2446

Associate Dean (If Applicable)**Dean (If Applicable)**

DocuSigned by:
Paul Jensen 3/8/2018
 6BA50C2758B2446

Associate Vice President

DocuSigned by:
Cheryl Antonich 3/8/2018
 6BA50C2758B2446

Area Vice President

DocuSigned by:
Debra Baker 3/8/2018
 6BA50C2758B2446

BUSINESS OFFICE APPROVALS**Grant Accountant:****Asst. Director of Finance****Exec. Director of Finance:****AVP of Finance:****VP of Business Services:**

Entered by: B3532 DS 3/13/18

Budget Transfer Form

Dollar Amount \$2948

From what Budget Account 06 40905053 510300030 Object Code Description FT Extra Duty Non-Chair/Coor

To what Budget Account 06 40905053 540900505 Other Materials & Supplies

Is this a Grant? Yes No
☒ [X] ☐ []

Grant Accountant? Gerardo Porras-Nava Include Attachment? Yes No
☐ [] ☒ [X]

Rationale

Funds are no longer needed to support the work of full-time faculty and will be used to support the purchase of financial literacy materials for students.

Required Signatures**Requestor**

DocuSigned by:
Amanda Turner 3/15/2018

Cost Center Manager

DocuSigned by:
Amanda Turner 3/15/2018

Associate Dean (If Applicable)**Dean (If Applicable)****Associate Vice President**

DocuSigned by:
Jessica Rubalcaba 3/16/2018

Area Vice President

DocuSigned by:
Mary-Rita Moore 3/19/2018

BUSINESS OFFICE APPROVALS**Grant Accountant:****Asst. Director of Finance****Exec. Director of Finance:****AVP of Finance:****VP of Business Services:**

Entered by: B3561 DS 3/21/18

**TRITON COLLEGE, District 504
Board of Trustees**

Meeting of April 17, 2018

ACTION EXHIBIT NO. 16078

**SUBJECT: INTERGOVERNMENTAL AGREEMENT EXTENSION
OF THE DVR-DES PLAINES VALLEY EDUCATION
FOR EMPLOYMENT REGIONAL DELIVERY SYSTEM**

RECOMMENDATION: That the Board of Trustees approve the Intergovernmental Agreement Extension of the Des Plaines Valley Education for Employment Regional Delivery System (DVR). The term of this Extension Agreement commences on July 1, 2018 and continues through June 30, 2019, with annual renewals through June 30, 2021, subject to written notice of termination. The Agreement provides office space to DVR at the rate of \$10,332 (facility usage) annually. DVR will pay \$1,680 in Operational costs annually. The 5% annual increase in facility usage value and Operational costs will be automatically added July 1st of each renewal period. The \$10,332 (plus annual increases) for facility usage, shall be waived and shall serve as Triton College's contribution to DVR membership. There is no other special cost to Triton College for this Agreement.

RATIONALE: The DVR System is a consortium of school districts, "building the future for elementary, high school and community college students" through partnerships with business, industry and the community. This Agreement allows the DVR to serve six local high school districts with a total of nine high schools serving 15,000 high school students.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O'Brien Sullivan

Board Officers' Signatures Required:

<u>Mark R. Stephens</u> Chairman	<u>Diane Viverito</u> Secretary	<u> </u> Date
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Related forms requiring signature: Yes X No

**EXTENSION OF THE
INTERGOVERNMENTAL AGREEMENT
Between
Triton College
and
The Des Plaines Valley Education for Employment Regional Delivery System**

This Agreement, made by and between Community College District 504, commonly known as Triton College (hereinafter “the College”) and The Des Plaines Valley Education for Employment Regional Delivery System (hereinafter “DVR”).

WHEREAS, it is the desire of DVR to have a centralized office space to accommodate DVR member schools.

WHEREAS, the College is able to make limited office space facilities available to DVR for this purpose.

In consideration of the mutual promises and agreements hereinafter set forth, the College and DVR agree as follows:

I. GENERAL REQUIREMENTS

- A. This Agreement is for the sole and limited purpose of providing office facilities, as defined herein, on the College’s main campus.
- B. Nothing herein shall be deemed to create any association or joint venture between the College and DVR.
- C. Nothing herein shall be deemed to create an employee-employer relationship between the College and any DVR employees, and DVR employees are not to be considered employees of the College for any purpose, and are not entitled to any of the benefits that accrue to or are provided by the College to its employees.
- D. No individual will be discriminated against by either Party hereto on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap or an unfavorable discharge from military service; or any other Illinois or federally protected status.
- E. Each party shall maintain in force for the duration of this Agreement comprehensive liability insurance providing coverage against all claims, demands, loss of judgment arising out of any act or omission of the agents, employees, and students of the Parties. This policy must provide coverage against the aforementioned risks in the amount of not less than two million dollars (\$2,000,000.00) per occurrence and five million dollars (\$5,000,000.00) aggregate. A Certificate of Insurance shall be issued by each party to this Agreement, as additional insured. This Certificate shall be updated and produced annually, covering the dates July 1st through June 30th inclusive.

- F. DVR agrees to hold harmless and indemnify the College District 504, its trustees, officers, administrators and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against the College, including reasonable attorney's fees and expenses, arising out of the acts or omissions of DVR, its officers, agents, members, faculty or employees, under this Agreement.

The College agrees to hold harmless and indemnify DVR against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against DVR, including reasonable attorney's fees and expenses, arising out of the acts or omissions of the College, its officers, agents, students, faculty or employees under this Agreement.

II. DVR RESPONSIBILITIES

DVR shall:

- A. Abide by all College policies and procedures incorporated by reference herein, during the term of the Agreement; and
- B. Maintain total responsibility for all DVR services and accommodations at no cost or expense to the College; and
- C. Certify that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105; and
- D. If DVR has more than 25 employees, DVR certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act 30 ILCS 580/1 et. seq.; and
- E. Compensate the College monthly as specified herein for utilities and services associated with usage of College property; and
- F. Acknowledge that the value of the "Facility Usage Waiver" shall serve as the College's contribution to DVR as its "member contribution" and in no event shall DVR assess any additional or other fees, charges or member contribution against the College, arising from or in any way related to the association, membership and facilities usage created by the Agreement.
- G. DVR shall be responsible for providing all necessary office furniture, equipment and supplies (excluding telephone).

III. COLLEGE RESPONSIBILITIES

The College shall:

- A. Provide office space limited to Rooms M100, M103 and M105 to be used by DVR employees, guests, and DVR instructors between 8 a.m. until 5 p.m., Monday through Friday (except when the College is closed), and provide phone

service (3 phones) (\$30.00), internet access (3 computers and 1 printer) (\$60.00) and custodial services for (\$30.00) each month for a total of \$1440.00 annually payable by DVR to the College in semi-annual payments due June 1st and December 1st of each year.

- B. If the contract is extended as set forth in Article V. below, the amount may be increased based on actual cost and usage.

IV. JOINT RESPONSIBILITIES

Both Parties to the Agreement shall:

- A. Have the right to request conferences to be scheduled at regular intervals for the purpose of planning, discussing, and enhancing the Partnership between parties.
- B. Protect the privacy of all personal information in a manner consistent with applicable federal and state laws and regulations.

V. ADDITIONAL TERMS

It is further agreed by the Parties that:

- A. This Agreement shall commence upon the execution of the Agreement by the duly authorized officers of the parties hereto and shall be for a term of up to one year each, with the fifth term beginning July 1, 2018 and ending June 30, 2021.
- B. The facility space utilized by DVR is valued at \$10,332 as of July 1, 2018, and this amount shall be increased by approximately 5% annually as specified below in Paragraph C. The waiver to DVR by Triton College of this facility space fee shall be known as the "Facility Usage Waiver."
- C. This Agreement will automatically renew for additional one (1) year terms ending on June 30th of each year of the Agreement, unless terminated under the notice provisions of the Agreement as provided herein. A 5% annual increase in direct costs and facility usage value will be automatically added at the first day of each renewal period.

Section V, Paragraph B

Section III, Paragraph A

7/1/18 - Year 5	\$10,332	\$1680
7/1/19 - Year 6	\$10,849	\$1764
7/1/20 - Year 7	\$11,391	\$1852
7/1/21 - Year 8	\$11,961	\$1945

- D. Either party may terminate this Agreement at any time upon providing written notice to the other party as indicated herein, at least sixty (60) days in advance of the proposed termination date.

- E. In the event that DVR insurance coverage lapses or fails to conform to the requirements as stated herein, and such nonconformity continues for thirty (30) days, this Agreement shall automatically terminate immediately.
- F. The terms and conditions of this Agreement may be amended or deleted and new provisions may be added from time to time upon written agreement of the Parties.
- G. This writing shall constitute the sole Agreement between the Parties.
- H. This Agreement is executed by an authorized representative of the College in the representative's official capacity only and the representative shall have no personal liability under the Agreement.
- I. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of the Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.
- J. Notice required to be sent hereunder shall be sent by prepaid registered or certified mail, return receipt requested, and shall be effective upon delivery.

If to the College:

Ms. Mary-Rita Moore
President
Triton College
2000 Fifth Avenue, Room A301
River Grove, IL 60171

cc: Ms. Sarie E. Winner
Kusper & Raucci Chartered
33 N. Dearborn, Suite 1530
Chicago, IL 60602

If to the DVR:

Dr. Nick Polyak
President
Des Plaines Valley Region
c/o Triton College
2000 Fifth Avenue, Room M100
River Grove, IL 60171

cc: Dr. Anne Cothran, Director
Des Plaines Valley Region
c/o Triton College
2000 Fifth Avenue, Room M100
River Grove, IL 60171

FOR DVR:

Dr. Nick Polyak
President, DVR
Date: _____

Dr. Anne Cothran
Director, DVR
Date: _____

FOR COLLEGE:

Mark Stephens
Board Chairman
Date: _____

TRITON COLLEGE, District 504
Board of Trustees

Meeting of April 17, 2018

ACTION EXHIBIT NO. 16079

SUBJECT: CAMCOR, INC - EPSON INTERACTIVE BOARD PURCHASE

RECOMMENDATION: That the Board of Trustees approve the purchase and installation from Camcor, Inc., nine (9) Epson Interactive Brightlink projectors and the associated components for on campus classrooms, to be installed and operational before June 30, 2018, for the quoted price of \$35,483.

RATIONALE: This action will update nine of the on campus classrooms to the newest interactive projectors and Smart Boards. This multimedia equipment will provide Triton with essential technology tools that promote, support, and sustain effective teaching and learning. This new technology provides an engaging and interactive method for instructors to deliver course content to their students. The installation of this technology in the selected classrooms will utilize existing power and network infrastructure.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O'Brien Sullivan

Board Officers' Signatures Required:

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Mark R. Stephens Chairman	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Diane Viverito Secretary	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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Related forms requiring signature: Yes ☐ No ☒



PO Box 1899 • 2273 South Church Street
Burlington, NC 27216-1899
800-868-2462 • Fax: 800-298-1181

www.camcor.com
2273 South Church Street Burlington, NC 27215

Camcor
camcor.com
Camera Corner
The Image Center

QUOTATION

972942123

PLEASE REFERENCE
THIS NUMBER TO INSURE
QUOTED PRICING

Federal I.D. No. 56-0818892

TO: Triton College
Attn: Patrick Kushino
2000 5th Ave
River Grove IL 60171-1995

PG 1		
CUSTOMER	DATE	QUOTE VALID UNTIL
170351	3/13/18	3/13/18
SALESPERSON		
123 Dan Merryman		

TELEPHONE: 708-779-4007

FAX:

Thank you for your inquiry. We are pleased to submit
the following quotation for your consideration:

QTY	ITEM NO.	DESCRIPTION	PRICE	AMOUNT
9	138017383	100IN WHITEBOARD FOR PROJECTION AND DRY ERASE	550.00	4950.00
9	138016172	Epson ELPSP02 2.0 Speaker System 30 W RMS - White	98.00	882.00
1	802100048	One Year Limited Installation Warranty By Camcor. Inc.	.00	
9	/V11H876520W	Epson BrightLink Pro 1470ui with Mount Projector comes with 3-year warranty per Brighter Futures Program	2739.00	24651.00
1	INSTALL	Installation Charges Installation includes (for 9 rooms) - Mounting Epson Marker Boards to wall (that is free of obstructions) - Installing Epson 1470ui, touch sensor, wall control and speakers - Align, calibrate and test - Connect cables to existing wall plates provided by Triton (wall plates pre-installed by Triton) - Installers will be paid at prevailing wage rates	5000.00	5000.00
FREE FREIGHT				
Terms - NET 30 DAYS				
Total:				35483.00

CAMCOR, INC. makes no warranties express or implied, of merchantability or otherwise. All orders are subject to final acceptance by CAMCOR, INC., and CAMCOR, INC. reserves the right to reject any order submitted by you on this quotation.

This quotation is subject to the terms and conditions on the reverse hereof.

All prices F.O.B. shipping point unless otherwise stated.

Any order accepted by us shall be based upon the express condition that you agree to the general terms of sale which appear on the front and reverse sides of this quotation. By placing an order with us, you will be deemed to have waived any terms and conditions on your purchase order form which are inconsistent with or in addition to our general terms of sale.

**TRITON COLLEGE, District 504
Board of Trustees**

Meeting of April 17, 2018

ACTION EXHIBIT NO. 16080

**SUBJECT: WAIVER OF FACILITY RENTAL FEE FOR
MAYWOOD-BELLWOOD CHAMBER OF COMMERCE**

RECOMMENDATION: That the Board of Trustees approve the use of Triton College Cafeteria for the Maywood-Bellwood Chamber of Commerce on Wednesday, June 6, 2018, from 1:00 pm to 11:00 pm for a recognition dinner and waive the room rental fee of approximately \$1,300. The Maywood-Bellwood Chamber of Commerce will pay the actual College expenses of approximately \$1,613 for Triton personnel (custodial, audio visual, hospitality) and equipment expenses.

RATIONALE: This action exhibit further supports our community partnerships and promotes support to the Triton College local Chamber of Commerce.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O'Brien Sullivan

Board Officers' Signatures Required:

<u>Mark R. Stephens</u> Chairman	<u>Diane Viverito</u> Secretary	<u> </u> Date
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Related forms requiring signature: Yes _____ No X

Maywood-Bellwood Chamber of Commerce June 8, 2018, 1 pm – 11 pm

June 6, 2018 (Wednesday)

1pm – 11 pm

\$200/hr (4 hr time block)

\$125/hr thereafter

(Per hour rate past 11:01 pm \$250)

<u>10 hours total</u>	<u>\$800</u>	<u>(4 hours)</u>
	<u>\$500</u>	<u>(4 hours @\$125/hr)</u>
((\$1300 Fee Waiver Requested)	<u>\$0</u>	

Bar Tenders

4 @ \$120 ea.

Includes set-up and cleanup \$480

Maintenance

1 Triton employee

5 pm – 11 pm, 6 hrs. @\$48/hr each \$288

(Per hour rate past 11:01 pm \$90 each)

Audio Visual

1 Triton employee

2 pm – 12 am, 10 hrs. @\$48/hr \$480

(Per hour rate past 12:01 am \$90)

Audio Visual Equipment \$365

Sound system including speakers, multiple mikes, sound board, amps
and all the leads and gaffers tape needed for that and a screen.

Other Equipment No Charge

Triton College shall borrow the room draperies from the Triton College Foundation
and have them hung and removed at no charge (value \$2,000)

TOTAL \$1,613.00

Hourly rates are firm; working hours may vary based on event.

Initial: _____

Certificate of Insurance including endorsement required.

TRITON COLLEGE, District 504
Board of Trustees

Meeting of April 17, 2018

ACTION EXHIBIT NO. 16081

SUBJECT: FEES FOR ACADEMIC TRANSCRIPTS

RECOMMENDATION: That the Board of Trustees approve the fee structure for delivery of academic transcripts by Parchment Exchange. Transcripts will be available for delivery in both electronic and print formats based on the students' needs. The new fee structure would be effective on the date of transition to Parchment for transcript delivery which is anticipated to be on May 24, 2018. There is no cost to the College.

RATIONALE: The vendor, Parchment Exchange, recommends additional options for the delivery of student academic transcripts. The fee structure will help to offset the cost associated with academic transcripts. The College last increased this fee in the 1992-1993 academic year.

Submitted to Board by: Sean Sullivan
(Vice President) Sean Sullivan

Board Officers' Signatures Required:

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Mark R. Stephens Chairman	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Diane Viverito Secretary	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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Related forms requiring signature: Yes _____ No X

Transcript Delivery – Proposed Fee Structure

Triton College currently sends transcripts in the traditional paper-based format. Use of the Parchment Exchange electronic transcript delivery services will allow the College to send transcripts to and on behalf of students in an online format and in a shorter timeframe. Currently, the transcript fee is \$3; this fee was assessed in the 1992-1993 academic year. As the College transitions to the new interface, it is our recommendation that this fee be increased to \$5 of which \$2.50 will be paid to Parchment Exchange for their service. Additionally, Parchment recommended that we include additional transcript delivery options and assess fees accordingly.

Transcript Fee	Current Fee	Proposed Fee
Electronic	N/A	\$5
Paper - Pickup	\$3	\$5
Paper - Mailed	\$3	\$7
Paper - Mailed (International)	\$3	\$12
Paper - Mailed -FedEx Overnight (Domestic)	N/A	\$20
Paper - Mailed - FedEx Overnight (International)	N/A	\$50

Transcript Fee

College	Transcript Fee	Comments
Black Hawk College	\$6 \$15 (rush)	
Northwestern University	\$8 (electronic) \$10 (paper) \$25(immediate)	
Lincoln Land College	No charge	
Dominican University	\$5 (non-current student) \$10 (rush for current/ non-current student) Free (current student)	
Carl Sandburg College	No charge	
Eastern Illinois University	\$15 (immediate) \$10 (rush processed within 24 working hours) \$5 (regular processed in the order the request was received)	
Augustana	Free (up to 5 in 5 days for currently enrolled students) \$8 (alumni/former student) \$20 (rush for anyone)	
University of Illinois at Chicago	\$5 (for paper transcripts online requests/written requests) \$5 (current students) \$5(alumni, plus \$2.25 service charge per copy) \$11.50 (electronic transcript)	
Moraine Valley	\$7	A free official transcript is sent with the degree/certificate posted along with students diplomas.
Rock Valley	\$3 (for e-script) *No charge	*They will be adding an option to have transcripts sent by Scrip- Safe which will cost the student \$3 if they choose the email option.
South Suburban	\$5 (per copy) \$20(same day processing) \$30(sending transcript certified &same day processing) \$35 (overnight transcript sent by FED EX)	

Kishwaukee	\$5	
Oakton	\$10 (3-5 days) \$20 (rush)	
Southwestern Illinois College	No fee \$10 rushed (2 business days)	
Bradley	\$7 \$15 (immediate)	
SIU-Edwardsville	\$5	
IVCC	No fee	
Kankakee	\$3 (7 days) \$5 (next day or same day)	
Elgin COD	No fee \$5 – Electronic, regular delivery or pick-up \$20 – Printed domestic Federal Express to main 48 states \$23 – Printed Federal Express to Alaska or Hawaii \$43 – International Federal Express \$10 – Additional Surcharge for Operator-Entered Orders	
Harper	\$5 – Electronic, regular delivery or pick-up \$20 – Printed domestic Federal Express to main 48 states \$23 – Printed Federal Express to Alaska or Hawaii \$43 – International Federal Express \$10 – Additional Surcharge for Operator-Entered Orders	
McHenry	\$5 – Order Online \$8 – Order in Person \$3 – If ordered in person and faxed to another school	*Additional delivery methods available, (including express delivery or faxing)
Oakton	\$10 – mail or electronic \$20 – Rush Ordering	
Wright College	\$5 – Electronic \$7.50 – If mailed US Domestic \$30 – US Domestic Overnight	

	<p>\$10 – Mailed Standard Internationally</p> <p>\$52.50 – Mailed Priority Internationally</p> <p>\$10 – If requested on campus vs via their online request form</p>	
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Testing Services – Proposed Fee Changes

Exam	Test Fee	Current Administration Fee	Proposed Administration Fee
CLEP	\$85	\$15	\$20
DSST	\$85	\$15	\$20
Proctor Services	N/A	0	\$20
Remote Testing	N/A	0	\$20
WorkKeys	\$8-16.50/test	0	\$15/test

Triton College currently assumes all costs for WorkKeys.

Exam Fees

Testing Centers	Testing Location	Proctor Services	CLEP	DSST	TEAS	Remote	Placement	Plac. Retest	WorkKeys (Parapro.)	Individual WK Subjects***
Triton College	River Grove, Illinois	\$0	\$15	\$15	\$0	\$0	\$0	\$10	\$0	\$0
College of DuPage	Geln Ellyn, Illinois	\$25	\$30	\$30	-	*	\$0	*	\$50	\$10
Moraine Valley	Palos Hills, Illinois	\$25	\$15	-	-	-	**\$25	*	-	-
Harper College	Palatine, Illinois	\$40-50	\$15	-	-	-	\$0	*	-	\$20-\$25
Elgin Community College	Elgin, Illinois	\$25	\$25	-	-	\$25	\$0	*	-	\$8-\$16.50
College of Lake County	Grayslake, Illinois	\$25	\$20	\$20	-	-	\$0	*	*	\$20-\$25
McHenry Community College	Crystal Lake, Illinois	\$25	\$20	-	*	\$25	\$0	*	-	-
City Colleges of Chicago	Chicago, Illinois	\$20	\$30	-	*	-	\$0	*	-	-
Joliet Junior College	Joliet, Illinois	\$25	\$20	-	*	\$25	\$0	*	*	\$22
Oregon Institute of Technology	Klamath Falls, Oregon	\$20	-	*	-	\$20	\$0	\$20	-	-
Palm Beach State College	Palm Beach, Florida	\$60	\$45	-	*	-	**\$25	*	-	-
Anne Arundel Community College	Hanover, Maryland	\$30	\$30	-	\$30	\$15	\$0	*	-	-
Grayson College	Denison, Texas	\$10	\$15	-	-	-	\$25	*	-	-
National Park College	Hot Springs, Arkansas	\$25	\$25	-	\$25	\$25	\$0	\$10	-	-
Oklahoma City Community College	Oklahoma City, Oklahoma	\$10	\$15	-	*	-	\$0	-	-	-
Pikes Peak Community College	Colorado Springs, Colorado	\$25	\$25	\$25	*	-	\$0	\$10	-	-
Rio Salado College	Tempe, Arizona	\$20	\$20	\$20	-	-	\$0	*	-	-
Minimum Exam Fee		\$10	\$15	\$20	\$25	\$15	\$0	\$10	\$50	\$8
Maximum Exam Fee		\$60	\$45	\$30	\$30	\$25	\$25	\$20	\$50	\$25
Average Exam Fee		\$25	\$23	\$24	\$28	\$23	\$2	\$13	\$50	\$16-\$20

Notes:

* Testing Center provides service, but does not display exam fee on website

- Testing Center does not provide this service at the moment or is not listed on the website

**All required placement exams are paid through student Application Fee

***Fees are based on current WorkKeys subjects titles and do reflect increases based on new ACT WorkKeys 2.0 pricing

ALL testing centers, EXCEPT Triton College, are included in the Minimum, Maximum, and Average Fees

Per your request, I am submitting information about transcript and testing fees.

Transcripts

The current transcript fee is \$3; \$2.25 is paid to the Clearinghouse and \$.75 to Triton College.

- 2016: printed 12,156; \$9117 to TC
- 2017: printed 10,839; \$7791.75 to TC general fund
- 2018 (to date): printed 1,282; \$961.50 to TC general fund

Testing

The current administration fee assessed for the CLEP and DSST is \$15/test. Students pay a separate fee to the vendors.

CLEP

- 2016: 192 administrations; \$2880 to TC
- 2017: 246 administrations; \$3690 to TC
- 2018 (to date): 175 administrations; \$2625 to TC

DSST:

- 2016: 26 administrations; \$390 to TC
- 2017: 24 administrations; \$360 to TC
- 2018 (to date): 27 administrations; \$405 to TC

Proctoring

This is a service for students enrolled at other institutions. No fee is currently assessed.

- 2016: 117 administrations
- 2017: 311 administrations
- 2018 (to date): 294 administrations

Please let me know if you need any additional information. Thanks.

Have a great day!!

Amanda A. Turner, MSW, Ph.D.
Dean, Enrollment Services
Triton College
2000 Fifth Avenue
River Grove, IL 60171
708/456-0300, ext. 3679
amandaturner@triton.edu



TRITON COLLEGE TESTING CENTER EXAM FEE PROPOSAL

Proposal Request

The Testing Center recommends the following:

- Increasing the CLEP and DSST test administration fees from \$15.00 to \$20.00
- Charging a fee of \$20.00 per exam for proctor services
- Charging a fee of \$20.00 for remote testing

About the Proposed Tests and Services

CLEP: The College Level Examination Program (CLEP) is a group of credit-by-examinations tests used to assess college-level knowledge obtained through prior learning and life experience. CLEP offers students the opportunity to demonstrate their proficiency in subject areas and bypass undergraduate coursework. More than 2,900 colleges and universities accept CLEP scores and award college credit for passing scores.

Current charge: \$15.00 test administration fee

Recommendation: increase CLEP administration fee from \$15.00 to \$20.00

DSST: A credit-by-examination tests used to measure knowledge acquired from prior learning. The DSST program is an extensive series of 38 examinations in college subject areas that are comparable to the final or end-of-course examinations in college courses. DSSTs offer students a cost-effective, time-saving way to accomplish their educational goals. More than 2,000 colleges and universities recognize the DSST program and award college credit for passing scores.

Current charge: \$15.00 test administration fee

Recommendation: increase DSST administration fee from \$15.00 to \$20.00

Proctor Services: A service provided by the Triton College Testing Center that allows students from other institutions to take their exams at Triton. The Testing Center serves as a liaison between the test taker and the test taker's home institution to ensure that testing is done in accordance to the home institution's guidelines. Proctor services is an additional expense that distance education students are informed of by their home institution when they sign up for their courses. Distance education students will often use the same testing center for multiple exams.

Current charge: \$0 test administration fee

Recommendation: charge a proctor services fee of \$20.00 per exam

Remote Testing: This service allows test takers from other institutions to quickly and conveniently arrange to take their institution's placement test taken at an approved, participating testing center (including Triton College). The Triton College Testing Center participates in this program to service students that live within our community but that will be attending another institution. In turn, potential Triton students are able to take Triton's placement test remotely at another testing center.

Current charge: \$0 test administration fee

Recommendation: charge a remote testing fee of \$20.00

Rationale

The proposed items would accomplish the following:

- These changes would make our service fees more uniform and consistent.
- These changes would keep Triton current with other community college testing center fees (see attached spreadsheet for pricing details).
- These fees would help offset the costs of these services (required test resources, supplies, and equipment, etc.).
- These fees could help support the Testing Center and Triton College in pursuing further initiatives of community involvement and support.

TRITON COLLEGE, District 504
Board of Trustees

Meeting of April 17, 2018

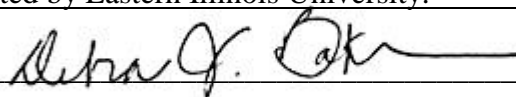
ACTION EXHIBIT NO. 16083

**SUBJECT: RENEWAL OF MEMORANDUM OF UNDERSTANDING BETWEEN
EASTERN ILLINOIS UNIVERSITY AND TRITON COLLEGE**

RECOMMENDATION: That the Board of Trustees approve renewal of the Memorandum of Understanding (MOU) between Eastern Illinois University and Triton College. Once both parties have fully executed, the MOU is effective for a two (2) year term, which may thereafter be renewed for a subsequent two (2) year terms but shall not exceed a total of ten (10) years. Either Party may terminate this MOU with 90 days advance written notice to the other party. There is no special cost to Triton College.

RATIONALE: This Memorandum of Understanding between Eastern Illinois University and Triton College will continue to provide Triton students and community members the ability to further their higher education endeavors and bachelor's degree completion at Triton by pursuing a program of study in General Studies (BGS) through Eastern Illinois University course and program offerings as a partner in Triton's University Center. This MOU was reviewed by the Triton attorney and recommended edits were accepted by Eastern Illinois University.

Submitted to Board by: _____



(Vice President) Debra Baker

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring signature: Yes ☒ No ☐

MEMORANDUM OF UNDERSTANDING
between
Board of Trustees of Eastern Illinois University
and
Community College District 504, commonly known as Triton College

WHEREAS, Triton College, hereinafter “Triton”, as part of its mission to promote higher education and educational opportunities throughout the community, enters into Memorandas of Understanding with four (4) year institutions; and

WHEREAS, Board of Trustees of Eastern Illinois University, hereinafter “Eastern”, as part of its mission to promote higher education and educational opportunities, desires to create a relationship with Triton through a Memorandum of Understanding (the “MOU”) to facilitate the enrollment of Triton students; and

WHEREAS, Triton and Eastern have discussed the particulars of this relationship and have determined that mutual cooperation is in the best interests of all Parties.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements of the Parties and the mutual benefits to be gained by the performance thereof and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties do covenant and agree as follows:

Introduction

The Memorandum of Understanding (MOU) formally recognizes that *Eastern Illinois University (Eastern)* and *Triton College (Triton)* will cooperate in providing educational opportunities for currently enrolled and potential students of each institution. Both institutions agree to facilitate the transfer of Triton course credits towards an Eastern degree program without jeopardizing the intended mission and stated goals of either institution. As a result of this MOU, students will be given the opportunity to further their higher education pursuits by continuing their program of study through the Eastern course and program offerings held on Triton’s campus.

Purpose

This MOU creates a relationship between Eastern and Triton to include Eastern as a participant at the Triton College University Center. Eastern is provided use of Triton facilities for administrative offices and classrooms supporting the delivery of course and program offerings in a Bachelor of Arts in General Studies Program (BGS). Eastern will provide Triton the necessary expertise, experience, articulation and transfer guides, resources and promotional materials available for the programs offered at Triton at no cost to Triton.

Transfer of Course Credits

The Parties agree that all necessary actions shall be taken to allow for the maximum transfer of credits between Eastern and Triton. All courses required for an Associate’s degree at Triton will

apply toward a Bachelor's in General Studies degree at Eastern. Students who have not received an Associate's degree from Triton will be admitted to Eastern as standard transfer students, however all previous college work will be evaluated and transferred to Eastern on a course-by-course basis. Triton students who have received an Associate's degree at Triton will receive full recognition of the degree earned at Triton and will enter Eastern at junior level status.

The degree program requirements as established by the Eastern catalog will determine the application of transfer credits. Students who follow the policies outlined in the catalog are guaranteed to meet all academic requirements for courses completed at Triton. Eastern and Triton agree to review and update the transfer guides annually.

Each institution will designate an individual, in writing, to serve as a liaison for the purpose of monitoring this MOU pursuant to the time period set forth below.

Triton students will be admitted to Eastern based on satisfaction of admissions requirements as stated in the Eastern Catalog. All college level course credit awarded from Triton with a grade of 'D' or better will be accepted for transfer into Eastern. Transfer of credits shall not exceed the maximum transfer credit allowed for a specific degree program, as stated in the Eastern catalog. A 'C' or higher is required in RHT101 and 102 and SPE 101.

Triton students pursuing their Bachelor's degree through Eastern will receive academic advising, registration and program information through the Eastern offices located on site at Triton's University Center. Such students may attend Eastern on site at Triton's campus throughout the duration of their enrollment at Eastern.

Services Eastern shall provide to Triton

1. Eastern will provide program information to Triton students seeking information on pursuing their degree with Eastern in the Triton University Center offices located on Triton's campus.
2. Eastern will develop an academic plan for Triton students admitted to Eastern for degree completion.
3. Eastern will show Triton as an affiliate on its website and other appropriate printed and electronic materials.
4. Eastern will provide eligible undergraduate students with degree completion options, including information on Triton courses.
5. Eastern will provide undergraduate degree programs to Triton students in the areas as set forth above entirely on site at Triton. Class size will not exceed 30 students unless mutually agreed upon by both parties and shall be consistent with the requirements of each institution's accrediting agencies.
6. Eastern will develop surveys to assist Triton in determining interest levels in Eastern degree programs at no cost to Triton.
7. Eastern will provide updated catalogs annually, as soon as available, to the representative at Triton. Until such time as new catalogs are provided, the terms and conditions stated in the previous catalog shall be used for advising and course planning.
8. Eastern shall designate an individual to serve as a representative for the purpose of monitoring this MOU. Eastern shall notify Triton of the person's name and contact information in writing at least four (4) weeks prior to the upcoming semester.
9. Eastern will provide Triton students/graduates attending Eastern classes taught at Triton facilities a textbook rental plan offered at the university rate in effect on campus (currently \$9.95 per credit hour).

Services Triton shall provide to Eastern

1. Triton will assist Eastern by distributing available printed materials and advising current and potential students of Eastern programs at Triton's Transfer Center.
2. Triton will include transfer information on Triton's website and will update Eastern information on its website as soon as practicable.
3. Triton will list Eastern on its website, and in its catalogs, as an affiliate organization.
4. Triton will provide Eastern with space including one office, furnishings, telephone and internet access, within the Triton University Center and classroom space on the Triton campus at no cost to Eastern.
5. Triton will assist in the distribution of surveys developed by Eastern to assess the academic profile of Triton students.
6. Triton will provide Eastern staff parking, access to common areas, and other services commonly provided to Triton partners at the College University Center.
7. Triton will provide an updated College catalog annually, upon availability.
8. Triton shall designate an individual to serve as a representative for the purpose of monitoring this MOU and notify Eastern of the person's name and contact information in writing at least four (4) weeks prior to the upcoming semester.
9. Triton will provide Eastern instructional space at no charge for as long as Eastern assesses Triton students tuition and fees at the same rate authorized by its Board of Trustees (i.e. students enrolled in Eastern courses at Triton will not be assessed a premium).

Services Triton shall provide to Eastern students of the University Center

All students, whether enrolled at Triton or Eastern, will be required to have identification from their respective institution in order to take advantage of the following services and privileges. Students will be responsible for reimbursement should items be damaged or unreturned.

1. Community and reciprocal library privileges that allow students to take out general circulation materials from the library and use of the electronic databases;
2. Use of all desktop computers in the Educational Technology Resource Center (ETRC) and Library; and
3. Use of anatomy models in the Academic Success Center (ASC).

Student Disciplinary Process

Each institution will be responsible for ensuring that their students comply with policies, regulations and rules of their institution. In the event of a disciplinary matter, the applicable rules and policies of the student's home institution shall apply.

Licensing & Accreditation

Both Parties shall maintain all necessary and required accreditations with the appropriate accreditation agencies. In the event either Party's accreditation is revoked or otherwise limited, this MOU may be terminated immediately. In the event of such termination for loss of accreditation, all participating students shall be accommodated to the extent possible at the institution that remains appropriately accredited.

Each Party represents that it possesses all professional or business licenses required by law, if any, and all qualifications necessary to fully perform its obligations.

Term

This MOU shall begin on execution date of agreement and shall continue for a period of two (2) years. Prior to the conclusion of this MOU, Triton and Eastern shall meet to discuss the terms and conditions herein. Upon the mutual written agreement of the authorized agents of Triton and Eastern, the MOU shall be renewed for a two (2) year term, which may thereafter automatically renew for subsequent two (2) year terms but shall not exceed a total of ten (10) years. All students enrolled in a joint Eastern-Triton program at the time of expiration shall be permitted to complete the then current semester under the terms and conditions stated herein.

Termination

This MOU will remain in effect until terminated by either Triton or Eastern. Either Party may terminate this MOU with 90 days advance written notice. All students enrolled in a joint Eastern-Triton program shall be permitted to complete the then current semester under the terms and conditions stated herein. This MOU is effective only under the condition that both transferring institutions maintain current accreditation by a regional accrediting association as recognized by the U.S. Department of Education. If either institution loses its accreditation, it shall notify the other institution in writing and this MOU will immediately terminate.

Trademarks/Service Marks

Eastern or Triton may use the other Party's name or logo in published materials (i.e. website and catalog) to reference this MOU. Eastern grants to Triton a nonexclusive license to use Eastern's trademarks, service marks, trade names and logos (the "Marks") in any advertising, marketing or promotional materials in connection with Triton's marketing and promotion of academic courses and programs pursuant to this Agreement. Triton grants to Eastern a nonexclusive license to use Triton's trademarks, service marks, trade names and logos (the "Marks") in any advertising, marketing or promotional materials in connection with Eastern's marketing and promotion of academic courses and programs pursuant to this MOU.

Provided, however, that the content and text of all promotional information must be approved by each Party in writing prior to the release of all written information. The request for use of a Party's Marks shall not be unreasonably denied or withheld and the failure of a Party to respond to a written request shall be deemed an approval after ten (10) business days.

Either Party shall have the right to withdraw its prior approval for any use of its Marks by providing written notice. In such event, the other Party agrees to take all reasonable steps to cease use of the objected material as soon as possible. The licenses granted herein are personal, and shall not include the right of either Party to grant sublicenses to use the Marks.

Upon termination of this MOU, each Party will promptly cease and desist its use of the other Party's name, logo, mark or any other likeness in any and all written materials of any kind, and shall refrain from representing orally or in writing, that it is affiliated with the other Party.

Indemnification

To the extent permitted by law, Eastern agrees to hold harmless and indemnify Triton, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Triton, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the gross misconduct or negligent acts or omissions of Eastern, its officers, agents or employees, under this MOU.

To the extent permitted by law, Triton agrees to hold harmless and indemnify Eastern, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Eastern, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the gross misconduct or negligent acts or omissions of Triton, its officers, agents or employees, under this MOU.

Insurance

Each Party shall maintain, either commercially or through a self-insurance program, professional and general liability insurance for personal injury and property damage caused by negligent acts or omissions of its employees, agents and officers in minimum coverage amounts of \$2,000,000 per occurrence or \$5,000,000 in aggregate. Certificates of insurance shall be provided by each Party naming the other as an additional insured for the purposes of this MOU.

Notice

All notices and other communications hereunder shall be given in writing and shall be deemed given as of the date of delivery. If mailed, notice shall be sent first class, postage prepaid, certified or registered mail, return receipt requested and becomes effective upon confirmed delivery. Notice will be delivered or sent to the Parties' respective addresses and to the attention of the person set forth below.

If to:
Eastern Illinois University (Eastern)
Jay D. Gatrell
Provost and Vice President for Academic
Affairs
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920
cc: General Counsel
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920

If to:
Triton College (Triton)
Cheryl Bowser-Antonich
Associate Vice President, Academic Affairs
Triton College
2000 Fifth Avenue
River Grove, Illinois 60171
cc: Kusper & Raucci Chartered
33 North Dearborn Street
Suite 1500
Chicago, Illinois 60602

Additional Agreements

No agreements concerning the transfer or exchange of any asset of either Party is intended or implied by this memorandum. Eastern and Triton are separate and independent institutions of higher education and by this MOU both will continue to operate as separate institutions. The authorized administrators of Eastern and Triton are authorized to sign, prepare and implement plans of action and procedures necessary to affect this MOU in their official capacities only. None of the benefits of employment with one institution shall be deemed given or transferred to the employees of the other institutions, including worker's compensation insurance or the accrual of tenure.

In no event shall Triton or Eastern be liable for any incidental, indirect, special or consequential damages, including, but not limited to, loss of use, revenue, profit or savings.

Each Party assumes full responsibility for the payment of all federal, state and local taxes it incurs as a result of this MOU.

This MOU is executed by an authorized representative of each Party in the representative's official capacity only and the representative shall have no personal liability under this MOU.

Neither Party shall discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law, rule or regulation. Each Party certifies that it is an equal opportunity employer.

Each Party certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.

Each Party certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act. 30 ILCS 580/1 et seq.

This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes shall be resolved in the Circuit Court of Cook County, Illinois.

Any modifications and amendments to the MOU must be in writing and signed by authorized agents of both Parties.

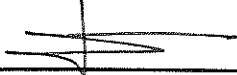
Time is of the essence of this Agreement.

IN WITNESS WHEREOF, the respective Parties hereto have executed this Agreement.

David M. Glassman
by Paul G. McE

David M. Glassman
President
Eastern Illinois University
Date:

Mary-Rita Moore
President
Triton College
Date:



Jay D. Gatrell
Provost and Vice President for Academic
Affairs
Eastern Illinois University
Date:

Mark Stephens
Chairman of the Board of Trustees

Triton College
Date:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/06/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA INC. 540 W. MADISON CHICAGO, IL 60661 Attn: chicago.CertRequest@marsh.com	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
004165-IPHEC-GLAL-17-18	INSURER(S) AFFORDING COVERAGE	
INSURED Board of Trustees of Eastern Illinois University 600 Lincoln Avenue Old Main, Room 123 Charleston, IL 61920	INSURER A : United Educators	NAIC #
	INSURER B : N/A	N/A
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:**

CHI-008905640-01

REVISION NUMBER: 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR Value: \$350,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Q9884C	08/30/2017	08/30/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Triton College is included as Additional Insured where required by written contract.

CERTIFICATE HOLDERTriton College
Attn: Cheryl Bowser-Antonich
2000 Fifth Avenue
River Grove, IL 60171**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Manashi Mukherjee

Manashi Mukherjee

TRITON COLLEGE, District 504
Board of Trustees

Meeting of April 17, 2018

ACTION EXHIBIT NO. 16084

SUBJECT: **AGREEMENT WITH COMCAST SPOTLIGHT**

RECOMMENDATION: That the Board of Trustees approve the purchase of television advertisements during the Cubs regular season along with digital impressions targeting enrollment opportunities at Triton College with Comcast Spotlight. The advertisements will air one time during each of the approximately 78 regular season games on Comcast, as well as appear as digital ads through Comcast-affiliated web content. The advertisements will run throughout the 2018 baseball season, which spans fiscal years 2018 and 2019, and will cost \$19,188.

RATIONALE: The advertisements will promote awareness of Triton College programs and increase recognition in the community. Due to the popularity of the Chicago Cubs across various ages and demographics, this provides optimum exposure for the college through both television and web advertising. These ads will air in the "Oak Park" media zone for Comcast and Uverse, a coverage zone which encompasses the entirety of Triton College District 504.

Submitted to Board by: _____


President Mary-Rita Moore

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

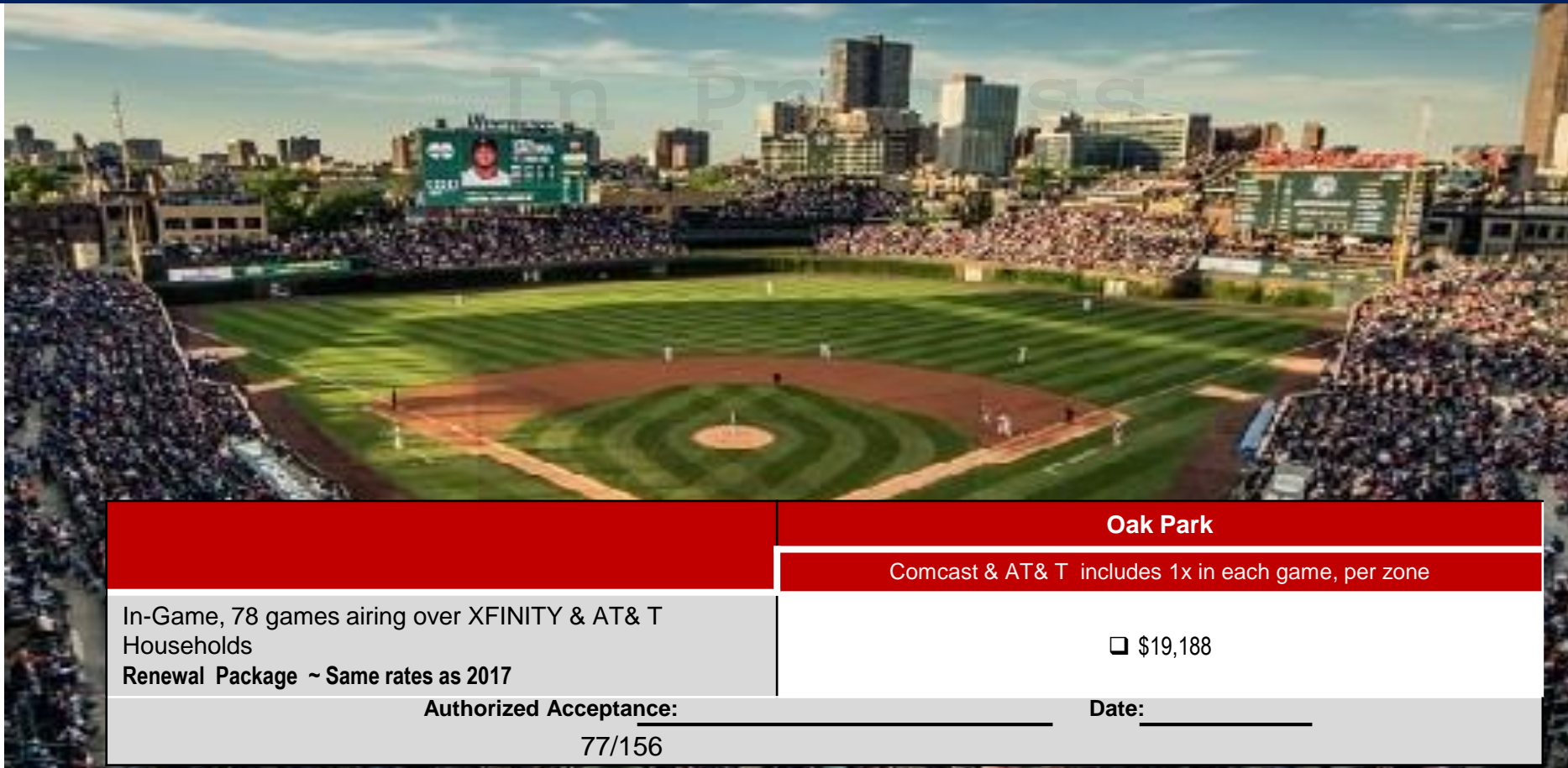
Diane Viverito
Secretary

Date

Related forms requiring signature: Yes ____ No X

2018 CHICAGO CUBS SEASON SPONSORSHIP RENEWAL

The 2018 Cubs regular season begins in April and wraps up in early October. NBC Sports Chicago & ESPN will carry an estimated 78 Cubs home and road games throughout the season. Triton College has 1st right of refusal, lock in by 3/6/18. After 3/6/18, the inventory is open to clients on the wait list. *Each package includes digital impressions targeted toward baseball enthusiasts airing over for 3 months!*



	Oak Park
In-Game, 78 games airing over XFINITY & AT& T Households Renewal Package ~ Same rates as 2017	Comcast & AT& T includes 1x in each game, per zone <input type="checkbox"/> \$19,188
Authorized Acceptance: _____ 77/156	Date: _____

TRITON COLLEGE, District 504
Board of Trustees

Meeting of April 17, 2018

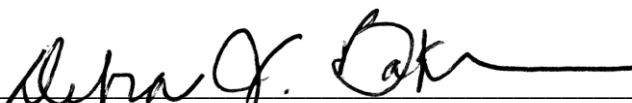
ACTION EXHIBIT NO. 16085

SUBJECT: COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS

RECOMMENDATION: That the Board of Trustees approve the attached College Curriculum
Committee recommendation.

RATIONALE: This recommendation was approved by the College Curriculum Committee
on March 1, 2018 and approved by the Academic Senate on March 13, 2018.

Submitted to Board by: _____


(Vice President) Debra Baker

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring signature: Yes _____ No X

MEMO

TO: Debra Baker

FROM: J. Murphy

DATE: Thursday, March 08, 2018

RE: College Curriculum Committee Item(s) from March 1, 2018

for Academic Senate on March 13, 2018

CCC Number Item/Description and Summary

PSC 184 Global Politics **Effective Date:** 8/19/2018

Proposal Type: Revised Course

Summary: revised to current curriculum format; course description change

Rationale: PSC 184 was revised to comply with the new curriculum format, the course description was updated to accurately reflect the course content.

PSY 201 Introduction to Social Psychology **Effective Date:** 8/19/2018

Proposal Type: Revised Course

Summary: revised to current curriculum format

Rationale: PSY 201 was revised to comply with the new curriculum format.

CIS 121 Introduction to Programming **Effective Date:** 8/19/2018

Proposal Type: Revised Course

Summary: course description change; course revised to new curriculum format

Rationale: CIS 121 was revised to the new curriculum format, the course Description was revised to accurately reflect the course content.

Printed: 3/8/2018

Landscape Maintenance 2018

Three firms submitted bids for Landscape Maintenance 2018. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 2:00 p.m. local time, Tuesday, March 27, 2018, the bids were publicly opened and read aloud in room A-302 by Alida Carpenter, Purchasing, and witnessed by John Lambrecht, O & M, Aaron Mikottis, Arcon Associates, and representatives of Beary Landscape Management, Ground Pros Inc., and Rosborough Partners, Inc.

It is recommended that the Board of Trustees accept the proposal submitted by Beary Landscape Management in accordance with their low specified bid. This item was competitively bid according to state statutes.

Recommendation along with tabulation is attached.

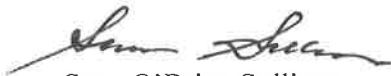
COMPANY

NET COST

Beary Landscape Management
15001 W. 159th St
Lockport, IL 60491

\$76,300.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	02-703510-530400010-FY18
A/C Name	Maintenance Services
Budget	\$ 175,000.00
Prev. Expend.	\$ 106,152.00
Schedule	\$ 21,800.00
Balance	\$ 47,048.00

A/C Number	02-703510-530400010-FY19
A/C Name	Maintenance Services
Budget	\$ 375,000.00
Prev. Expend.	\$ 0.00
Schedule	\$ 54,510.00
Balance	\$ 320,490.00

Memorandum

April 17, 2018

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities

RE: Landscape Maintenance 2018 / Vendor Recommendation



Operations & Maintenance

Triton College received 3 bids from vendors for Landscape Maintenance 2018.

I have carefully reviewed the bids and recommend that the Total Bid of \$76,300.00 be awarded to Beary Landscape Management for Landscape Maintenance Services to Areas 1, 2, and 3 as specified in bid.

Thanks, and please feel free to call with any questions,

John

Landscape Services 2018
 Bid Opening 3/27/18 2:00 p.m.
 Bid Results

Company	Security	Area 1 Annual Cost	Area 2 Annual Cost	Area 3 Annual Cost	Areas 1,2,3 Annual Total	Mulch Spreading Cost pcy	Sod Installation per 10 sf	Soil & Seed per 10 sf	Hourly Rate Maintenance	Hourly Rate Enhancements
Beary Landscape	X	\$19,600.00	\$22,400.00	\$38,500.00	\$76,300.00	\$30.00	\$10.00	\$4.00	\$30.00	\$50.00
Ground Pros Inc	X	\$26,295.00	\$21,735.00	\$40,590.00	\$88,620.00	\$55.00	\$14.00	\$11.75	\$45.00	\$55.00
Rosborough Partners	X	\$41,200.00	\$29,400.00	\$39,400.00	\$110,000.00	\$42.00	\$14.00	\$7.50	\$34.00	\$54.00

BID SPECIFICATIONS FOR TRITON 2018 LANDSCAPE MAINTENANCE

I. SUBMITTAL

- A) Triton College will receive sealed bids until 2:00 p.m., Tuesday, March 27, 2018, for the purpose of selecting a contractor for 2018 Landscape Maintenance at the Triton College Campus Facilities. The bids will be publicly opened and read aloud in the Triton College Board Room at 2000 Fifth Ave, A-300, River Grove, IL at 2:00 p.m. on Tuesday, March 27, 2018. All bidders or their representatives are invited to be present.
- B) Any bid received after the above-stated time and date will not be considered. It shall be the sole responsibility of the bidder to have the bid delivered to the Purchasing Agent's office, for receipt on or before the above-stated time and date. If a bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Purchasing Agent's office. Bids delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the bidder's request and expense.
- C) Bidder shall examine all requests for bid documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the bid shall be made to the Purchasing Agent's office. The College shall not be responsible for oral interpretations given by any College employee, representative, or others. An addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this request for proposal, the College will add it to the RFP Posting on www.triton.edu/rfp. It shall be the responsibility of each bidder, prior to submitting the bid, to review the posted RFP to determine if addenda were issued and to make such addenda a part of the bid.
- D) Bids shall clearly indicate the legal name, address, and telephone number of the bidder (corporate, firm, partnership, individual). Bids shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the bidder to the submitted bid.
- E) All expenses for making bids to the College are to be borne by the bidder.
- F) Any bid may be withdrawn up to the date and time set above for the opening of the bids. Any bids not withdrawn shall, upon opening, constitute an irrevocable offer for a period of sixty (60) days to provide the College the goods or services set forth in the attached specifications until one or more of the bids have been duly accepted by the College. College action on bids normally will be taken within forty-five (45) days of opening; however, no guarantee or representation is made herein as to the time between the bid opening and the subsequent College action.
- G) The College reserves the right to accept or reject any or all bids, to waive irregularities and technicalities, and to request resubmission. There is no obligation on the part of the College to award the contract to the lowest Bidder and the College reserves the right to award the contract believed to be in the best interest of the College. The College shall be the sole judge of the bid and the resulting negotiated agreement that is in the College's best interest and its decision shall be final.

BID SPECIFICATIONS FOR TRITON 2018 LANDSCAPE MAINTENANCE

H) All applicable laws and regulations of the State of Illinois will apply to any resulting agreement.

I) Hold Harmless

The Bidder agrees to indemnify and hold harmless Triton College, its officers, employees, and agents from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by bidder, its officers, employees, and agents under any of the terms of this contract.

The requirement to indemnify and hold harmless Triton College, its officers, employees and agents is a material term of this Request for Proposals and shall be included in any resulting contract.

J) Insurance

At any time during the period that the bidder has personnel doing work and furnishing necessary labor to complete a project for the College, the College must be fully protected by the bidder having the following:

1. General Liability insurance in an amount of \$2,000,000 or greater.
2. Workers' compensation insurance, and the bidder shall require any and all subcontractors similarly to provide workers' compensation insurance for all of the latter's employees who are engaged in such work unless such employees are covered by the protection afforded by the contractor's insurance.
3. Umbrella Liability insurance applicable to the job in question in an amount of \$5,000,000 for all personal injuries, death, or property damage, per occurrence, arising during the policy period.
4. Triton College shall be listed as an additional insured on bidders policy.
5. Automobile insurance.

K) Insurance Cancellation

Should any of the required insurance policies be cancelled before the expiration date or be non-renewed, the issuing company will provide thirty (30) days written notice to the certificate holder (College).

L) Resulting Contract

Any agreement or contract resulting from acceptance of a bid shall be on forms either supplied by or approved by the College and shall contain, as a minimum, applicable provisions of the request for bid. The College reserves the right to reject any agreement which does not conform to the request for bid and any College requirements for agreements and contracts. The language included in this Request for Proposals shall be incorporated by reference into the resulting contract between the Parties. By responding to this Request for Proposal, all stated requirements set forth herein shall be deemed accepted contractual obligations.

BID SPECIFICATIONS FOR TRITON 2018 LANDSCAPE MAINTENANCE

M) Renegotiation

During the contract period, the College reserves the right to restate and/or renegotiate with the contractor such additions, deletions, or changes to the contract as may be necessitated by law or changed circumstances. In the event that the College and the contractor cannot come to a mutual agreement and negotiation on any such addition, deletion, or change, that portion of the contract concerning the services in the addition, deletion, or change shall be terminated.

N) Qualifications

- All on site personnel must be Landscape Industry Certified.
- Bidder must maintain and provide proof of an EMR Rating of 1 or less.
- Must have and provide proof of company safety program.
- Must provide company information including history, size, and scope.
- Must provide crew size and hourly schedule for each of the 3 Scope Areas (1, 2, and 3)

O) References

- Contractor to provide a minimum of 3 references of similar size accounts of approximately 100 acres.

II. BID SCOPE

A) Intent

It is the intent of the College to contract Landscape Maintenance Services to 1, 2, or all 3 areas identified on the Exhibit B Site Plan.

Details of the specification are identified on the attached Exhibit A.

B) Bid Forms

Bids are to be submitted on the attached Exhibit C Bid Summary Form or copies thereof. Bids will not be considered unless they are submitted on this form.

C) Contract

Awarded contractor will be required to sign the attached Triton Service Agreement Form. A Blank version of this agreement is shown on the attached Exhibit D

SPRING CLEAN UP

- A. Removal of all leaves and landscape debris that has accumulated over the winter from turf and plant bed areas.
- B. Removal of winter debris.
- C. Spring clean-up operations will commence as soon as weather and ground conditions allow, and shall be completed no later than May 15th.

TURF MAINTENANCE

- A. Turf shall be mowed at 2" to 3" weekly or as climatic conditions dictate. Mowing patterns shall be alternated and recycling of clippings shall be encouraged where possible. Clippings to be collected and taken away and disposed of by contractor.
- B. Litter shall be collected and removed from all landscape spaces.
- C. Walks and drives shall be blown off during weekly procedures.
- D. String trimming will occur along edges of drives and walks, along building foundations, around poles, along fences, etc. that cannot effectively be reached by a mower.
- E. Turf adjacent to walks shall be edged two (2) times per season.

TURF FERTILIZATION

- A. All turf shall be fertilized three (3) times per year.
- B. Individual application to consist of 1 lb. N/1,000 square feet.
- C. Timing of these applications shall be according to horticultural conditions.
- D. Care shall be exercised to ensure that the fertilizer is applied uniformly.

Distribution shall be by mechanical means.

TURF WEED CONTROL

- A. A pre-emergent herbicide for crab grass control shall be applied once in spring.
- B. Broadleaf control shall be applied two (2) times each year in spring and fall.

PEST AND DISEASE CONTROL

- A. Inspection for insect and disease problems shall be made routinely of all plants and turf.
- B. If infestations are present, Triton will be notified of the appropriate remedy and cost of treatment before application takes place.

TREES, SHRUBS, AND GROUNDCOVER CARE

- A. All plant material shall be inspected while performing other maintenance duties to determine need for pruning. Pruning shall be completed in accordance with horticultural specifications and climactic conditions.
- B. All shrubs, evergreens, and groundcover shall be pruned two (2) times to maintain a consistent height and shape. Flowering shrubs shall not be pruned until after their flowering season. The first round of pruning shall be completed no later than July 4th.
- C. Contractor shall remove dead or diseased branches from trees up to twelve (12) feet in height.
- D. Any trees, ornamentals or shrubs requiring climbing or special equipment such as high lift truck, ladders, etc. are not covered in this agreement.
- E. All plant trimmings shall be cleaned up and removed from the site.

PLANT BED MAINTENANCE

- A. All plant beds shall be weeded throughout the season.
- B. Post-emergent herbicide may be applied to control weeds.
- C. Mechanical methods may be used to control weeds.
- D. All perennials shall have spent flowers removed and shall be cut back one (1) time per season.
- E. Spade edging of all previously edged plant beds and tree rings shall be performed one (1) time in the spring, no later than May 31st, and shall be maintained throughout the season.

FALL CLEAN UP

- A. Accumulated fall debris shall be removed from turf and plant beds in fall.
- B. Only Annual flowers that were installed by the Contractor shall be removed prior to the end of the contract.
- C. Turf shall be mowed at 2" to prevent winter matting.
- D. Fall clean-up operations will be completed by November 15th.

WATERING

- A. Watering is the responsibility of the Owner/Representative.

TERM

- A. May 1, 2018 through November 30, 2018

AREAS OF SCOPE

Project will be broken out in 3 areas identified on the site plan in Attached Exhibit B as:

Area 1

East Campus. All area with-in Blue Outlined Area. Note that the brown areas are synthetic turf.

Area 2

West Campus. All area with-in Yellow Center Outlined Area.

Area 3

West Campus. All area with-in Black Donut Outlined Area (Balance of West Campus minus Area 2)

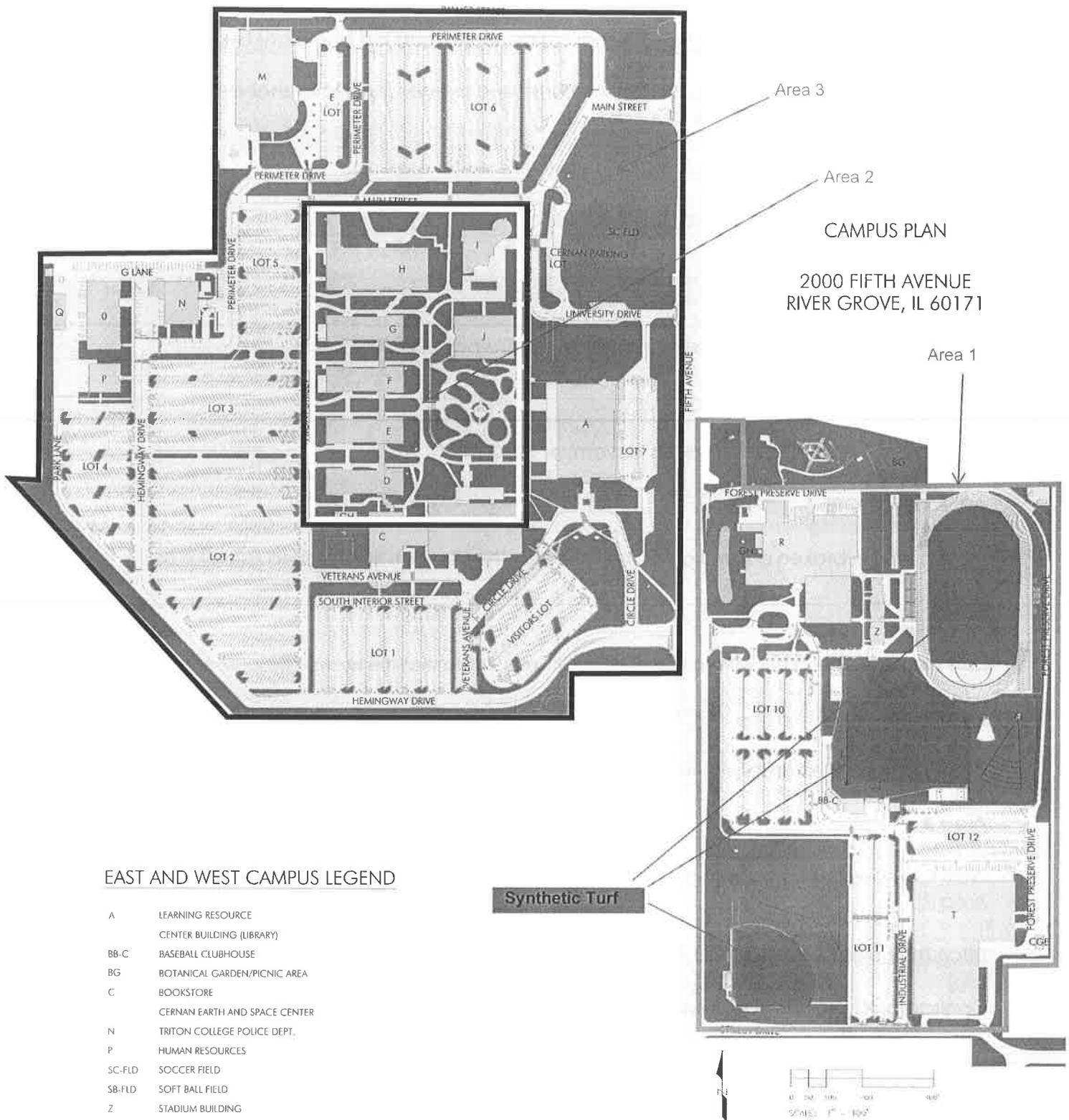
Triton may elect / award Area 1, Area 2, or Area 3 Individually, or all Areas.

Contractor to provide 4 separate annual prices to be billed monthly (7 Months)

Contractor to also provide unit pricing for the following categories:

- 1. Spreading of Mulch per cubic yard. (Mulch provided by Triton)
- 2. Installation of Sod per 10 sf area. Includes prep.
- 3. Soil and Seed per 10 sf area. Includes prep.
- 4. Hourly rate per person for Maintenance Work
- 5. Hourly rate per person for Enhancement Work.

Exhibit B
Site Plan



**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

Name of Bidder: _____

Address: _____

City, State, Zip: _____

Phone: _____ Contact: _____

The undersigned acknowledges receipt of:

PROJECT: Landscape Maintenance

ADDRESS: 2000 Fifth Avenue, River Grove, IL 60171

Has examined the site and all bidding documents. Shall be responsible for performing all work specifically required by all parts of the bidding documents, including all drawings and specifications for the entire project.

Specifications and ANY and ALL addendums will be posted to the following website:

www.triton.edu/rfp

Bidder is responsible for checking website for any issued addendums.

Agrees to:

- A. Hold this bid open until 60 calendar days after the bid opening date.
- B. Accept the provisions of the Instructions to bidders regarding disposition of bid security.
- C. Enter into and execute a contract with Triton when awarded on the basis of this bid, and in connection therewith to:

- 1. Furnish all bonds and insurance in accord with the bidding document
- 2. Accomplish the work in accord with the Contract

SITE VISIT

Contractors are encouraged to visit the site. Contact John Lambrecht, 708/456-0300 Ext. 3048 for further information.

**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

BID DEPOSIT:

The undersigned furnished herewith as required, bid security in the amount of 10% of the amount bid in the form of cashier's check _____, certified Check, _____ made payable to the Owner or bid bond _____, naming the College as obligee. (Bidder to check form of deposit furnished).

It is understood and agreed that should the undersigned fail to enter into a contract with the College or furnish acceptable contract security within the time and in the manner herein provided, the bid deposit shall be retained by the College as liquidated damages and not as a forfeiture. As it is impossible to determine precisely and exact amount of damages the College will sustain, it is agreed that the bid deposit is a fair and equitable estimate of damages.

Bidder shall also be required to comply with State of Illinois laws on preference employment, as outlined in IL. Rev. Stat. CH. 48 269-28-285 "Preference to Citizens on Public Works Projects".

BID WILL BE "NON RESPONSIVE" IF THESE REQUIREMENTS ARE NOT FULFILLED

ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda and has included the provisions of same in this Bid. (List by number and date appearing on each addendum)

Addendum No.

Dated

BID ACCEPTANCE

If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within the time noted herein, after the bid opening of bids or at any time thereafter before this bid is withdrawn, the undersigned agrees that he will execute a construction contract (A.I.A. Document A101, June 1987, Edition.) in accordance with the bids as accepted. He w obtain performance and payment bonds with such surety or sureties as the Owner may approve cost of which shall be included in the base bid.

ARBITRATION: All references to arbitration in any portion of the contract documents are deleted. All disputes arising under this agreement shall be resolved in the Circuit Court of Cook County.

PAYMENT: Payments will be processed monthly based on completion of services as determined by Owner in the Owner's sole determination.

**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

CHANGE ORDERS: Change orders will not be approved unless prior written authorization is received by the Owner and the policy and procedures of Owner have been strictly adhered to. Owner is a governmental entity which cannot, by law, be obligated to pay for any change not authorized and in compliance with applicable laws, regulations and policies. All requests for changes shall be in writing and accompanied by adequate supporting documentation. Contractor shall, upon request complete any form for a change that may be required or requested by Owner or its architect.

The College reserves the right to award the contract to its best interests, to any or all bids, to waive informalities, in bidding and to hold all bids for the bid guarantee period, a period of 60 days after bid opening.

The Undersigned:

Having examined the site of the work, and having familiarized himself with local conditions affecting the cost of the work and with all requirements of the specifications and duly issued addendum, hereby agrees to perform all work and furnish all labor, material and equipment specifically required of him by the specifications and such additional work may be included as related requirements in other divisions or sections of the specifications, exclusive of alternate bids.

Agrees:

To furnish and/or install the described services for stated monthly price.

To hold this bid open until 60 calendar days after the bid opening date.

To enter into and execute a contract with the College, if awarded on the basis of this bid, and in connection therewith to:

1. Furnish bid security and insurance in accordance
2. Accomplish the work in accord with the contract

REPRESENTATIONS AND CERTIFICATIONS

The bidder makes the following representations and certifications as part of his bid on the project herein identified in the Bid proposal. In the case of a joint venture bid, each party represents and certifies as to his own organization.

AVAILABILITY: The number and amount of contracts and awards pending which I am and/or will be obligated to perform, now and during the course of the project, will not interfere with or hinder the timely prosecution of my work.

INDEPENDENT PRICE DETERMINATION: The contract sum in this bid has been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.

PREVAILING WAGE: The contractor and each subcontractor shall pay not less than the prevailing

**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

rate of hourly wages for Work of a similar character in the locality in which the Work is performed and not less than general prevailing rate of hourly wages for legal holidays and overtime Work in the performance of Work under this contract, as established by the Illinois Department of Labor, pursuant to an act of the General Assembly of the State of Illinois Revised Statutes, Chapter 48, Section 39s-1 et seq.

Pursuant to Illinois Revised Statutes, Chapter 48, Section 39s-5 the contractor and each subcontractor shall keep an accurate record showing the names and occupation of all laborers, Workers and mechanics employed by them and also showing the actual hourly wage paid to each such individual, which record shall be open at all reasonable hours to inspection by the Owner, its officers and agents, and to agents of the Illinois Department of Labor.

The contractor and each subcontractor hereby agree, jointly and severally to defend, indemnify and hold harmless the Owner from any and all claims, demands, liens or suits of any kind or nature whatsoever (including suits for injunctive relief) by the Illinois Department of Labor under the Illinois Prevailing Wage Act, Illinois Revised Statutes, Chapter 48, Section 39s-1, et seq., or by any laborer, Worker or mechanic employed by the contractor or the subcontractor who alleges that he has been paid for his services in a sum less than prevailing wage rates required by Illinois law. The Owner agrees to notify the Contractor or subcontractor of the pendency of such claim, demand, lien or suit.

BID RIGGING/BID ROTATING

The undersigned is not barred from bidding on this project as a result of a violation of either Section 33E-3 (Bid-rigging) or Section 38E-4 (Bid rotating) under Article 33E of Chapter 38 of the Illinois Revised Statutes.

The Contractor Acknowledges:

1. That he understands the specifications
2. That he has the equipment, technical ability, personnel and facilities to construct the project in accordance with the specifications
3. That the specifications are, in his opinion, appropriate and adequate for said project.
4. That he will conform to and abide by the decision of the Owner as to selection of Contractor.

**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

Legal Name of person, corporation, partnership
or joint venture

If Corporation, affix Corporate Seal

Signature and Title

Dated _____, 19____.

If a Corporation

NAME

ADDRESS

President _____

Secretary _____

Treasurer _____

Corporation, State of _____

If a Partnership

NAME OF PARTNERS

ADDRESS

If a Joint Venture

NAME OF MEMBERS

ADDRESS

**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

Area 1

Annual Cost (East Campus – Entire Area – Blue Outline) \$_____per year

Staff size and weekly hours for Area 1 _____

Area 2

Annual Cost (West Campus – Center Area – Yellow Outline) \$_____per year

Staff size and weekly hours for Area 2 _____

Area 3

Annual Cost (West Campus – Outer Perimeter – Black Outline) \$_____per year

Staff size and weekly hours for Area 3 _____

Areas 1, 2, and 3 Total Annual Cost \$_____per year

Unit Costs for work outside of Contract Scope

Mulch Spreading (Labor Only) \$_____per cubic yard

Installation of Sod (Including Sod and Prep) \$_____per 10 sf area

Soil and Seed (Including Materials and Prep) \$_____per 10 sf area

Hourly Rate per Person for Maintenance Work \$_____per hour

Hourly Rate per Person for Enhancements \$_____per hour

BIDDER'S NAME: _____

BIDDER

BY:

BIDDER ADDRESS

SIGNATURE

CITY, STATE AND ZIP CODE

TITLE

DATE

BUSINESS TELEPHONE

E-MAIL

**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

Envelopes containing bid, bid security and other required documents must be sealed, marked and addressed as follows:

**TRITON COLLEGE
Landscape Maintenance
Business Office / Purchasing Department / A 306
2000 Fifth Avenue
River Grove IL 60171**

Exhibit D
Agreement Between Triton College
and Independent Contractor

Start date: ____/____/____
Maximum value: \$ ____

This Agreement made this ____ day of _____, 20____, between Community College District No. 504 (hereinafter referred to as Triton College) located at 2000 Fifth Ave., River Grove, Ill. 60171 and Independent Contractor (hereinafter referred to as _____), located at _____.

In consideration of the mutual promises of the parties hereinafter specified, it is agreed by the parties as follows:

1. Independent Contractor shall perform the following services under this Agreement: _____

2. The location of the services to be performed shall be at the Triton College Campus, _____ (building and room number), 2000 Fifth Ave., River Grove, Ill.; or off-campus location, _____.
3. Independent Contractor shall perform the services on: date(s) ____/____/____ to ____/____/____ and time(s) _____ to _____.
4. Triton College agrees to pay to Independent Contractor the amount of \$ _____, which shall be paid within 60* days after the latest date specified in paragraph three above. (*60 days is standard.)
5. Independent Contractor agrees to hold harmless and indemnify Triton College, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Triton College, its officers, agents, trustees or employees including reasonable attorneys fees and expenses arising out of the acts or omissions of Independent Contractor, its officers, agents or employees under this Agreement.
6. Independent Contractor shall perform its obligations under this Agreement as an independent contractor and shall not be considered an employee of Triton College for any purpose.
7. Independent Contractor assumes full responsibility for the payment of all federal, state or local taxes incurred by Independent Contractor as a result of this Agreement.
8. This Agreement is executed by an authorized representative of Triton College in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
9. Independent Contractor represents that it possesses all professional or business licenses required by law, if any, and all qualifications necessary to fully perform its obligations hereunder in accordance with accepted industry standards and agrees to perform in accordance with accepted industry standards.
10. In no event shall Triton College be liable for any incidental, indirect, special or consequential damages, including, but not limited to, loss of use, revenue, profit or savings. The entire liability of Triton College and Independent Contractor's exclusive remedy for breach of this contract shall not exceed the initial deposit paid to Independent Contractor which the parties acknowledge is an appropriate measure of liquidated damages and said amount shall not be construed as a penalty.
11. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, shall be resolved in the Circuit Court of Cook County, Illinois.
12. Independent Contractor, pursuant to 720 ILCS 5/33E-11 as amended, hereby certifies that neither it nor any of its partners, officers or owners has been convicted in the past five years of the offense of bid rigging under 720 ILCS 5/33E-3 as amended; that neither it nor any of its partners, officers or owners has ever been convicted of the offense of bid rotating under Section 720 ILCS 5/33E-4 as amended; and that neither it nor any of its partners, officers or owners have ever been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois, or has made an admission of guilt of such conduct which is a matter of record.
13. Independent Contractor does not discriminate on the basis of race, color, religion, creed, sex, national origin, ancestry, age, marital status, physical or mental handicap or an unfavorable discharge from military service or any other basis prohibited by law in the hiring, employment, promotion or training of personnel. Independent Contractor certifies that it is an equal opportunity employer.
14. Independent Contractor certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
15. If Independent Contractor has more than 25 employees, Independent Contractor certifies that it provides a drug free workplace in compliance with the Drug Free Workplace Act, 30 ILCS 580/1 et seq.
16. Independent Contractor shall maintain liability insurance in minimum limits of \$1,000,000 per occurrence and \$1,000,000 in the aggregate and shall name Triton College, its officers, agents, trustees and employees as additional insureds.
17. The instruction rendered by the Independent Contractor under this Agreement shall not in any manner be used towards attaining tenure or seniority as a faculty member employed by Triton College.
18. Time is of the essence of this Agreement.
19. The use of the word "it" in this Agreement shall include the feminine or masculine, and the singular and plural, in reference to the parties to this Agreement.
20. Assignment of this Agreement or assignment of any right or obligation contained herein by Independent Contractor is strictly prohibited.
21. There are _____ Riders to this Agreement. This Agreement and any riders attached hereto constitute the entire Agreement of the parties, and there are no other Agreements, representations or understanding, or written instruments between the parties with respect to the subject of this Agreement. No alteration, modification or amendment to this Agreement shall be valid unless in writing and signed by both parties.
22. Any provision hereof which is construed by a court of competent jurisdiction to be illegal or unenforceable shall be reduced to the maximum time, area or scope necessary to render such clause legal and enforceable, or if same is incapable of being so reduced, such clause shall be deemed severed herefrom and shall not affect or impair the operability of any other provision of this Agreement.

In witness whereof, the parties have executed this Agreement upon the day and year first above written.

(PRINT OR TYPE ONLY)

Community College District No. 504 (Triton College) Representative* _____ Date _____

Independent Contractor _____

*Contract is not valid unless each page bears initials of contract manager. _____

Signature _____

Administrator _____

Address _____

Dean _____

Telephone _____

Vice President _____

Social Security no. or FEIN _____

Other _____

White-Contract Manager
Green-Business Office
Canary-Requisitioner
Pink-Vice President
Gold-Independent Contractor

Rev. Date 08/08

Must be completed in full for processing.

TRITON COLLEGE
DISTRICT #504
SUBJECT: ADDENDUM #1

SCHEDULE 2.4
April 17, 2018

The Board of Trustees invites you to submit a proposal on the item(s) listed below.



John Lambrecht
Vice President – Business Services

QUANTITY	ARTICLE DESCRIPTION
----------	---------------------

Landscape Maintenance
SEE ATTACHED SPECIFICATIONS
RESPONSE OPENING : 2:00 P.M., LOCAL TIME, Tuesday, March 27, 2018
IN ROOM A 300 (Learning Resource Center).

Qualification Edit:

Qualifications Section N has been edited as shown below.

N) Qualifications

- Minimum of one on site personnel must be Landscape Industry Certified (CLT).
- Bidder must provide proof of current EMR MOD) Rating.
- Must have and provide proof of company safety program.
- Must provide company information including history, size, and scope.
- Must provide crew size and hourly schedule for each of the 3 Scope Areas (1, 2, and 3)

QUESTIONS, PLEASE CONTACT OPERATIONS & MAINTENANCE DEPARTMENT
(708) 456-0300 Ext. 3210

This proposal is to be received by TRITON COLLEGE – BUSINESS OFFICE, ROOM A 306 (Learning Resource Center), located at 2000 Fifth Avenue, River Grove, IL, 60171, on or before 2:00 P.M., local time, on Tuesday, March 27, 2018. Facsimile or e-mail copies are not permissible.

FIRM: _____ SIGNATURE: _____

ADDRESS: _____ CONTACT: _____

CITY & STATE: _____ TELEPHONE: _____



Date: March 27, 2018

To: Triton College

Re: Bid for 2018 Landscape Maintenance Services

Thank you for the opportunity to present pricing for your landscape management needs. Beary has a successful history of working with many Corporate Campuses, Park Districts, Villages, School Districts and large sites.

I look forward to the possibility of working with your Campus to manage the Landscape. I am a Licensed Landscape Architect and love plants, flowers, design and beautifying properties. I enjoy working with large sites and creating long term partnerships to protect and preserve their landscape investment.

Since 1985, Beary Landscaping has been providing high quality, comprehensive landscape management services throughout the Chicago land area and NW Indiana. We pride ourselves in meeting and exceeding our client's expectations. Beary also has a successful Commercial Construction division, Residential Landscape Design and Construction division, a 200+ acre nursery and a staff of over 250 employees.

We have the experience, expertise, manpower and equipment to effectively manage your properties.

Enclosed is the completed bid response and required information.

BID FORMS

1. Exhibit C Bid Form & Bidder Identification (page 1-7)
2. Addendum #1
3. Bid Bond

QUALIFICATION OF BIDDERS

1. Landscape Certification
2. EMR Rating Letter
3. Safety Program Information
4. Company History, Size and Scope
5. Crew Size and Hourly Schedule
6. References

ADDITIONAL INFORMATION

1. Equipment List
2. Company Overview and Capabilities
3. Certificate of Insurance (sample)

If you would like any additional information, please do not hesitate to ask.

Proposal Submitted by:

Sandra Koslowski
Landscape Account Manager, RLA, CLP
skoslowski@bearylandscaping.com
mobile (708) 932-0448

North Branch
1308 Rand Rd.
Des Plaines, IL 60016

Central Branch
4627 Elm Ave.
Brookfield, IL 60513

South Branch
15001 W 159th St.
Lockport, IL 60491

www.bearylandscaping.com

**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

Name of Bidder: Beary Landscape Management
Address: ^{main}_{south branch} : 15001 W. 159th St ^{central}_{branch} : 4627 Elm Ave
City, State, Zip: Lakeport, IL 60491 Brookfield, IL 60513
Phone: 708-932-0448 Contact: Sandra Koslowski

The undersigned acknowledges receipt of:

PROJECT: Landscape Maintenance

ADDRESS: 2000 Fifth Avenue, River Grove, IL 60171

Has examined the site and all bidding documents. Shall be responsible for performing all work specifically required by all parts of the bidding documents, including all drawings and specifications for the entire project.

Specifications and ANY and ALL addendums will be posted to the following website:

www.triton.edu/rfp

Bidder is responsible for checking website for any issued addendums.

Agrees to:

- A. Hold this bid open until 60 calendar days after the bid opening date.
- B. Accept the provisions of the Instructions to bidders regarding disposition of bid security.
- C. Enter into and execute a contract with Triton when awarded on the basis of this bid, and in connection therewith to:

- 1. Furnish all bonds and insurance in accord with the bidding document
- 2. Accomplish the work in accord with the Contract

SITE VISIT

Contractors are encouraged to visit the site. Contact John Lambrecht, 708/456-0300 Ext. 3048 for further information.

**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

BID DEPOSIT:

The undersigned furnished herewith as required, bid security in the amount of 10% of the amount bid in the form of cashier's check _____, certified Check, _____ made payable to the Owner or bid bond X _____, naming the College as obligee. (Bidder to check form of deposit furnished).

It is understood and agreed that should the undersigned fail to enter into a contract with the College or furnish acceptable contract security within the time and in the manner herein provided, the bid deposit shall be retained by the College as liquidated damages and not as a forfeiture. As it is impossible to determine precisely and exact amount of damages the College will sustain, it is agreed that the bid deposit is a fair and equitable estimate of damages.

Bidder shall also be required to comply with State of Illinois laws on preference employment, as outlined in IL. Rev. Stat. CH. 48 269-28-285 "Preference to Citizens on Public Works Projects".

BID WILL BE "NON RESPONSIVE" IF THESE REQUIREMENTS ARE NOT FULFILLED

ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda and has included the provisions of same in this Bid. (List by number and date appearing on each addendum)

Addendum No.

Dated

1 April 17, 2018

BID ACCEPTANCE

If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within the time noted herein, after the bid opening of bids or at any time thereafter before this bid is withdrawn, the undersigned agrees that he will execute a construction contract (A.I.A. Document A101, June 1987, Edition.) in accordance with the bids as accepted. He will obtain performance and payment bonds with such surety or sureties as the Owner may approve cost of which shall be included in the base bid.

ARBITRATION: All references to arbitration in any portion of the contract documents are deleted. All disputes arising under this agreement shall be resolved in the Circuit Court of Cook County.

PAYMENT: Payments will be processed monthly based on completion of services as determined by Owner in the Owner's sole determination.

**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

CHANGE ORDERS: Change orders will not be approved unless prior written authorization is received by the Owner and the policy and procedures of Owner have been strictly adhered to. Owner is a governmental entity which cannot, by law, be obligated to pay for any change not authorized and in compliance with applicable laws, regulations and policies. All requests for changes shall be in writing and accompanied by adequate supporting documentation. Contractor shall, upon request complete any form for a change that may be required or requested by Owner or its architect.

The College reserves the right to award the contract to its best interests, to any or all bids, to waive informalities, in bidding and to hold all bids for the bid guarantee period, a period of 60 days after bid opening.

The Undersigned:

Having examined the site of the work, and having familiarized himself with local conditions affecting the cost of the work and with all requirements of the specifications and duly issued addendum, hereby agrees to perform all work and furnish all labor, material and equipment specifically required of him by the specifications and such additional work may be included as related requirements in other divisions or sections of the specifications, exclusive of alternate bids.

Agrees:

To furnish and/or install the described services for stated monthly price.

To hold this bid open until 60 calendar days after the bid opening date.

To enter into and execute a contract with the College, if awarded on the basis of this bid, and in connection therewith to:

1. Furnish bid security and insurance in accordance
2. Accomplish the work in accord with the contract

REPRESENTATIONS AND CERTIFICATIONS

The bidder makes the following representations and certifications as part of his bid on the project herein identified in the Bid proposal. In the case of a joint venture bid, each party represents and certifies as to his own organization.

AVAILABILITY: The number and amount of contracts and awards pending which I am and/or will be obligated to perform, now and during the course of the project, will not interfere with or hinder the timely prosecution of my work.

INDEPENDENT PRICE DETERMINATION: The contract sum in this bid has been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.

PREVAILING WAGE: The contractor and each subcontractor shall pay not less than the prevailing

**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

rate of hourly wages for Work of a similar character in the locality in which the Work is performed and not less than general prevailing rate of hourly wages for legal holidays and overtime Work in the performance of Work under this contract, as established by the Illinois Department of Labor, pursuant to an act of the General Assembly of the State of Illinois Revised Statutes, Chapter 48, Section 39s-1 et seq.

Pursuant to Illinois Revised Statutes, Chapter 48, Section 39s-5 the contractor and each subcontractor shall keep an accurate record showing the names and occupation of all laborers, Workers and mechanics employed by them and also showing the actual hourly wage paid to each such individual, which record shall be open at all reasonable hours to inspection by the Owner, its officers and agents, and to agents of the Illinois Department of Labor.

The contractor and each subcontractor hereby agree, jointly and severally to defend, indemnify and hold harmless the Owner from any and all claims, demands, liens or suits of any kind or nature whatsoever (including suits for injunctive relief) by the Illinois Department of Labor under the Illinois Prevailing Wage Act, Illinois Revised Statutes, Chapter 48, Section 39s-1, et seq., or by any laborer, Worker or mechanic employed by the contractor or the subcontractor who alleges that he has been paid for his services in a sum less than prevailing wage rates required by Illinois law. The Owner agrees to notify the Contractor or subcontractor of the pendency of such claim, demand, lien or suit.

BID RIGGING/BID ROTATING

The undersigned is not barred from bidding on this project as a result of a violation of either Section 33E-3 (Bid-rigging) or Section 38E-4 (Bid rotating) under Article 33E of Chapter 38 of the Illinois Revised Statutes.

The Contractor Acknowledges:

1. That he understands the specifications
2. That he has the equipment, technical ability, personnel and facilities to construct the project in accordance with the specifications
3. That the specifications are, in his opinion, appropriate and adequate for said project.
4. That he will conform to and abide by the decision of the Owner as to selection of Contractor.

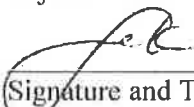
**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

Beary Landscape Management

Legal Name of person, corporation, partnership
or joint venture

If Corporation, affix Corporate Seal

 Account Manager
Signature and Title

Dated 3-27-18, 19__.

If a Corporation

NAME

ADDRESS

Beary Landscape Management

President Brian Beary

15001 W. 159th Street

Secretary Gayle Henning

Lockport, IL 60491

Treasurer Glen Luporini

Corporation, State of Illinois

If a Partnership

NAME OF PARTNERS

ADDRESS

If a Joint Venture

NAME OF MEMBERS

ADDRESS

**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

Area 1

Annual Cost (East Campus – Entire Area – Blue Outline) \$ 19,600 per year

Staff size and weekly hours for Area 1 3 man crew for 1/2 day + extra time for spring, fall, & prune

Area 2

Annual Cost (West Campus – Center Area – Yellow Outline) \$ 22,400 per year

Staff size and weekly hours for Area 2 3 man crew for 1/2 day + extra time for spring, fall & prune

Area 3

Annual Cost (West Campus – Outer Perimeter – Black Outline) \$ 38,500 per year

Staff size and weekly hours for Area 3 3 man crew for 1 day + extra time for spring, fall, & prune

Areas 1, 2, and 3 Total Annual Cost 5% less if all 3 \$ 76,300 per year

Unit Costs for work outside of Contract Scope

Mulch Spreading (Labor Only)	\$ <u>30</u> per cubic yard
Installation of Sod (Including Sod and Prep)	\$ <u>10</u> per 10 sf area
Soil and Seed (Including Materials and Prep)	\$ <u>4</u> per 10 sf area
Hourly Rate per Person for Maintenance Work	\$ <u>30</u> per hour
Hourly Rate per Person for Enhancements	\$ <u>50</u> per hour

BIDDER'S NAME: Beary Landscape Management

Beary Landscape Mgmt
BIDDER

15001 W. 159th Street
BIDDER ADDRESS

Lockport, IL 60491
CITY, STATE AND ZIP CODE

3-27-18
DATE

Sandra Koslowski
BY:


SIGNATURE

Account Manager
TITLE

(708) 932-0448
BUSINESS TELEPHONE

SKoslowski@bearylanscaping.com
E-MAIL

**TRITON COLLEGE
LANDSCAPE MAINTENANCE
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

Envelopes containing bid, bid security and other required documents must be sealed, marked and addressed as follows:

**TRITON COLLEGE
Landscape Maintenance
Business Office / Purchasing Department / A 306
2000 Fifth Avenue
River Grove IL 60171**

TRITON COLLEGE
DISTRICT #504
SUBJECT: ADDENDUM #1

SCHEDULE 2.4
April 17, 2018

The Board of Trustees invites you to submit a proposal on the item(s) listed below.



John Lambrecht
Vice President – Business Services

QUANTITY	ARTICLE DESCRIPTION
----------	---------------------

Landscape Maintenance

SEE ATTACHED SPECIFICATIONS

**RESPONSE OPENING : 2:00 P.M., LOCAL TIME, Tuesday, March 27, 2018
IN ROOM A 300 (Learning Resource Center).**

Qualification Edit:

Qualifications Section N has been edited as shown below.

N) Qualifications

- Minimum of one on site personnel must be Landscape Industry Certified (CLT).
- Bidder must provide proof of current EMR MOD) Rating.
- Must have and provide proof of company safety program.
- Must provide company information including history, size, and scope.
- Must provide crew size and hourly schedule for each of the 3 Scope Areas (1, 2, and 3)

QUESTIONS, PLEASE CONTACT OPERATIONS & MAINTENANCE DEPARTMENT
(708) 456-0300 Ext. 3210

**This proposal is to be received by TRITON COLLEGE – BUSINESS OFFICE, ROOM A 306
(Learning Resource Center), located at 2000 Fifth Avenue, River Grove, IL, 60171, on or before 2:00
P.M., local time, on Tuesday, March 27, 2018. Facsimile or e-mail copies are not permissible.**

FIRM: Beary Landscape Management SIGNATURE: 

ADDRESS: 4627 Elm, Brookfield CONTACT: Sandra Koslowski
IL 60513

CITY & STATE: _____ TELEPHONE: 708-932-0448

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Beary Landscaping Inc.
15001 W 159th Street
Lockport, IL 60491

SURETY:

(Name, legal status and principal place of business)

Berkley Insurance Company
475 Steamboat Road
Greenwich, CT 06830
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Triton College
2000 Fifth Ave.
River Grove, IL 60171

BOND AMOUNT: 10% Ten Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Triton College 2018 Landscape Maintenance. Landscape Maintenance of Community College Campus. 2000 Fifth Ave., River Grove, IL.


The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 27th day of March, 2018.


(Witness)


(Witness) Hina Azam

Beary Landscaping Inc.
(Principal) (Seal)

By: 
(Title)

Berkley Insurance Company
(Surety) (Seal)

By: 
(Title) William Reidinger, Attorney-in-Fact



POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE

No. BI-SurePath-a

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: William Reidinger

Assurance Agency, Ltd.
Schaumburg, IL

Surety Bond No.: Bid Bond

Principal: Beary Landscaping Inc.

Obligee: Triton College

Amount of Bond: See Bond Form

its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further
RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 31st day of June, 2017

(Seal)



Attest:

By

Ira S. Lederman
Executive Vice President & Secretary

Berkley Insurance Company

By

Jeffrey M. Hafler
Senior Vice President

STATE OF CONNECTICUT)

COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 8th day of June, 2017, by Ira S. Lederman and Jeffrey M. Hafler who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company

MARIA C. RUNDBAKEN
NOTARY PUBLIC
MY COMMISSION EXPIRES
APRIL 30, 2019

Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 27th day of March, 2018

(Seal)



Vincent P. Forte



March 7, 2018

Mr. Glen Luporini
Beary Landscaping, Inc.
15001 W 159th Street
Lockport, IL 60491

RE: Experience Modification Rating Factor

Dear Glen,

Please let this letter serve as verification that your current Experience Modification Rating Factor is as follows:

Workers Compensation Policy #:	5099175309
Policy Dates:	12/31/2017 to 12/31/2018
Experience Modification Factor:	1.14

If you have any questions or need additional information, please let me know.

Sincerely,

Maggie Callan, ARM, CRIS, AIS
Senior Account Manager
p 847.463.7791 f 847.440.9123
mcallan@assuranceagency.com



January 16, 2017

Mr. Glen Luporini
Beary Landscaping, Inc.
15001 W 159th Street
Lockport, IL 60491

RE: Experience Modification Rating Factor

Dear Glen,

Please let this letter serve as verification that your current Experience Modification Rating Factor is as follows:

Workers Compensation Policy #:	5099175309
Policy Dates:	12/31/2016 to 12/31/2017
Experience Modification Factor:	0.84

If you have any questions or need additional information, please let me know.

Sincerely,

Maggie Callan, AIS, CRIS
Senior Account Manager
847.463.7791
mcallan@assuranceagency.com



Chicago, IL | St. Louis, MO
www.assuranceagency.com

Date: January 25, 2016

To: Beary Landscaping, Inc.
15001 West 159th Street
Lockport, IL 60491

Re: Beary Landscaping, Inc.'s Experience Modification Rating (EMR)

To Whom It May Concern:

Per the National Council on Compensation Insurance (NCCI) guidelines and rating Beary Landscaping, Inc. has the following EMR:

12/31/2015 – 12/31/2016 1.01

Please let us know if you need anything else or have any questions.

Sincerely,

Maggie Cebular, AIS, CRIS
Account Manager
847.463.7791



SAFETY is important to us and
we know it's important to **YOU**.

WE HAVE GREENIUS AS OUR TRAINING PARTNER



MAINTENANCE



WINTER



CONSTRUCTION

SUMMARY

- ▶ Our employees are trained on every piece of equipment they use on your property.
- ▶ **Greenius** teaches our employees correct operating techniques and hazard awareness before they operate any equipment on your property.
- ▶ To get Certified, our employees complete a comprehensive online lesson, online exam, and pass a practical training checklist done by their Supervisor.
- ▶ A training Certificate is on file and available to you for every employee, for every piece of equipment used on your site.

We are part of an elite group committed to safety for the sake of their employees, their clients and their business success.





REFERENCE PROJECTS

Beary performs landscape maintenance services for over 400 clients within our 3 Chicago branches.

In addition, we are also the landscape maintenance provider for all ComEd corporate offices and over 200 business centers and service sites throughout Chicagoland, and must adhere to their rigorous safety protocol.

We service a wide variety of properties. Some of our most sizable locations include:

UPS Midwest Hub & Distribution Center
2014 - current
1 UPS Way, Hodgkins
Contact: Shuntitta Wallace (708) 387-2227

300+ acre Midwest freight HQ and hub

ComEd Lincoln Center Corporate HQ Campus
2010 - current
1-3 Lincoln Center, Oakbrook Terrace
Contact: John Greer (708) 712-0282

Corporate Offices at Lincoln Center
40+ acre corporate campus

Silver Cross Hospital
2006 - 2015
1900 Silver Cross Blvd, New Lenox
Contact: Kyle Nelson (815) 300-7148

100+ Acre Medical Campuses
Joliet Campus 2006-2011, New Lenox 2011-2015

Troy School District
2014 - current
5800 Theodore, Plainfield
Contact: Tim Wojnarowski (815) 671-7644

110 Acres over 6 school locations including
their 55 acre main campus with 2 ballfields

TGM Apartment Communities
2015 - current
6060 Laurel Lane, Willowbrook
4101 Chesapeake Drive Aurora
Contact: Dustin Moore (603) 655-4447

95 acre residential community
40 acre residential community

ADDITIONAL CORPORATE REFERENCES

The Crossings of Oak Brook

Class A Office Complex in Oak Brook

Highland Oaks I and II

Class A Office Complex in Downers Grove

CBRE Property Management

Multiple Office and Warehouse Facilities

Sequoia Realty and Property Management

Office and Medical Complexes

NAI Hiffman

Retail and Office Facilities

North Branch
1308 Rand Rd.
Des Plaines, IL 60016

Central Branch
4627 Elm Ave.
Brookfield, IL 60513

South Branch
15001 W 159th St.
Lockport, IL 60491



ADDITIONAL MUNICIPAL REFERENCES

Beary has a successful long term history of working with many municipalities, park districts and school districts.

Carol Stream Park District 2015-current

849 West Lies Rd, Carol Stream, IL

Contact: Ron Murray (630) 784-6184, ronm@csparks.org

Landscape maintenance for 30 parks and park facilities

Village of Carol Stream 2015-current

123 Gerzevske Ln, Carol Stream, IL

Contact: Jason Paulding (630) 871-6269, jpaulding@carolstream.org

Landscape maintenance for parkways and medians

Glen Ellyn Park District 2015-current

185 Spring Avenue, Glen Ellyn, IL

Contact: Dan Hopkins (630) 942-7265, DHopkins@gepark.org

Landscape maintenance for 19 parks and additional landscape services provided

Joliet Park District 2012-current

3000 W Jefferson St, Joliet, IL

Contact: Larry Burich (815) 741-727, LBurich@jolietpark.org

Mowing of 62 parks, 170 acres mowed weekly

City of Lockport 2008-current

921 S. State Street, Lockport, IL

Contact: Jemise Lopez (815) 838-0549, JLopez@lockport.org

Maintenance for 7 locations and various landscape projects throughout city

Village of Mokena 2011-current

11004 Carpenter Street, Mokena, IL

Contact: Mark Detloff (708) 479-3900, MDetloff@mokena.org

Landscape maintenance of 89 sites incl. parkways, medians, retention ponds and village properties

Village of Woodridge 2011-current

One Plaza Drive, Woodridge, IL

Contact: Scott Sramek (630) 852-7000, SSramek@vil.woodridge.il.us

Landscape maintenance for 176 locations incl. parkways, medians and village properties

City of Aurora 2015-current

44 E. Downer Place, Aurora, IL

Contact: Joe Hopp (630) 918-0130, JHopp@aurora-il.org

Landscape maintenance for 8 municipal properties

North Branch
1308 Rand Rd.
Des Plaines, IL 60016

Central Branch
4627 Elm Ave.
Brookfield, IL 60513

South Branch
15001 W 159th St.
Lockport, IL 60491



EQUIPMENT LIST

- 32 - 2006-2018 Management vehicles
 - 75 - 2004-2018 ½ ton to 1 ½ ton Landscape and Project trucks
 - 15 - 2004-2013 20,000 to 33,000 lb. Crew trucks
 - 1 - 1999 Six Wheeler Delivery Truck with Princeton Forklift
 - 1 - 1999 Six Wheeler 5,000 gallon Watering Truck
 - 3 - 2000-2010 Six Wheeler Dump Trucks
 - 3 - 2000 Semis,
 - 2 - 2006 Box Trucks
 - 3 - 2012 2-Wheel Loaders
 - 60+ Trailers 2000-2014 including
 - 2 Semi Dumps
 - 6 Semi Flatbeds
 - 1 Semi Van
 - 30 Enclosed Landscape Maintenance Trailers
 - 40 - 2010-2018 Skid steers
 - 10 - Tractors
 - Over 75 attachments for skid steers and tractors including:
 - Bush Hog, Dirt Buckets, Forks, Grapple, Harley Power Preparation Rakes, Landscape Rakes, Material Buckets, Post Hole Auger, Spoon Buckets, Seeders, Tillers, Trencher
 - 2 - Tree spades
 - 1 - End loaders
 - 2 - 1997-2001 Forklifts
 - 1 - 3000 gallon Hydro seeder
 - 1 - Wood chipper
- Mowers, trimmers and blowers to support over 25 maintenance crews**
- 16 - 21 inch Mowers
 - 25 - 52 inch Mowers
 - 26 - 61 inch Mowers
 - 10 - 72 inch Mowers
 - 2 - 10' wide area finish mowers
 - 2- 20' Wide area rough cut batwing mowers, powered by 150hp Tractors
 - Various blowers, string trimmers, hand tools



North Branch
1308 Rand Rd.
Des Plaines, IL 60016

Central Branch
4627 Elm Ave.
Brookfield, IL 60513

South Branch
15001 W 159th St.
Lockport, IL 60491



COMPANY OVERVIEW

Since 1985, Beary Landscaping has been providing high quality comprehensive landscape management services throughout the Chicago land area and NW Indiana. Beary also has a successful Commercial Construction division, Residential Landscape division, a 200+ acre nursery and a staff of over 250 employees.

Our services include:

- Landscape Maintenance and Construction
- Snow Removal Services
- Seasonal Flowers / Color Displays
- Tree Pruning, Removal and Plant Health Care
- LEED / Green Certification
- Irrigation Management
- Landscape Design, Enhancement and Renovation

We service all types of commercial properties including:

- Corporate or Managed Properties
- Retail and Office Sites
- Hospitals and Healthcare Centers
- Industrial and Commercial Facilities
- Residential Communities

What separates Beary is our proactive site management approach and our experienced account management staff.

- Regular site visits from your account manager
- Multi-level management of sites with Site Foreman, Crew Supervisor, and Account Manager
- Proactive communication regarding scheduled maintenance activities and site needs
- Extensive expertise and knowledge from our seasoned team
- Short and long term budget planning for site enhancements and improvements
- Degreed and licensed professionals

STAFF CAPABILITIES AND COMPANY CERTIFICATIONS

Beary employees many degreed and certified individuals including Master, Bachelors and Associate degrees in Landscape Architecture, Horticulture, Turf and Landscape Management. We employ a Licensed Landscape Architect, a Certified LEED AP, a Certified Landscape Professional, Certified Landscape Technician and a Master Gardener designation.

Beary is also a member of many industry association including the Illinois Green Industry Association, ILCA (over 25 years), PLANET and various Chambers of Commerce and Home Building Associations. We are also a Certified LiveRoof green roof installer and an Authorized Unilock contractor.

North Branch
1308 Rand Rd.
Des Plaines, IL 60016

Central Branch
4627 Elm Ave.
Brookfield, IL 60513

South Branch
15001 W 159th St.
Lockport, IL 60491

www.bearylanscaping.com

117/156



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/15/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Assurance Agency, Ltd.
One Century Centre
1750 E. Golf Road
Schaumburg IL 60173-

CONTACT NAME: Samantha Ritchie

PHONE (A/C, No, Ext): (847) 463-7305

FAX (A/C, No): (847) 440-9123

E-MAIL: sritchie@assuranceagency.com

ADDRESS: sritchie@assuranceagency.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Nat'l Fire Ins of Hartford

20478

INSURER B: Valley Forge Insurance

20508

INSURER C: Hanover Insurance Co.

22292

INSURER D: Continental Insurance Company

35289

INSURER E:

INSURER F:

INSURED
BEARLAN-02
Beary Landscape Management, Inc.
15001 W 159th Street
Lockport IL 60491

COVERAGES

CERTIFICATE NUMBER: 1796266137

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			5099175326	12/31/2017	12/31/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			5099175343	12/31/2017	12/31/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			5099175312	12/31/2017	12/31/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	5099175309	12/31/2017	12/31/2018	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
C	Leased & Rented			RHC9787411	12/31/2017	12/31/2018	Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Proof of Insurance Only

CERTIFICATE HOLDER**CANCELLATION**

Sample

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Continuing Ed Guide – Summer 2018

The following firms have been invited to submit bids for the Summer 2018 Continuing Ed Guide. An advertisement for bid was placed in the Chicago Tribune-west cook county zone. Immediately after the closing hour for receiving bids which was 1:00 p.m., local time, Tuesday, March 27, 2018 they were publicly opened and read aloud in room A 300. Bids were opened by Alida Carpenter, Purchasing Manager, and Nancy Schafer, Purchasing Assistant.

COMPANY	NET COST
Breese Publishing Company	\$18,401.00
8060 Old Hwy 50	
Breese, IL 62230	

It is recommended that the Board of Trustees accept the proposal submitted by Breese Publishing Company in accordance with their low specified bid. These items were competitively bid according to state statutes.

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan
Vice President - Business Services

A/C Number	01-80100535-540200005
A/C Name	AVP Strategic Marketing -Printing
Budget	\$320,375.00
Prev. Expend.	232,198.70
Schedule	18,401.00
Balance	\$69,775.30

DISTRIBUTION:

B.

MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 3/27/18

Re: Bid Results

AS
3/27/18

Seven printers submitted bids for the printing of the Summer 2018 Triton College Continuing Education Guide. Specifications were given for one version. Bid is as follows:

The bid is based on printing 144,000 copies at 48 pages plus cover. The cover prints four-color on 80# gloss text and the body prints one-color on 30# newsprint. Also included in the bid is an electronic proof, saddlestitching, storage and simplified mailing.

The bids are as follows:

EP Graphics	\$24,855
Castle Printech	\$22,755
KK Stevens	\$19,663.49
Indiana Printing & Publishing	\$18,937
Press Journal Printing	\$18,848
Woodward Printing	\$18,487
Breese Publishing	\$18,401

Accepting the bid from Breese Publishing is recommended.

Company Name:	Woodward Printing	Breese Publishing	Castle Printech	EP Graphics	Press Journal Printing	KK Stevens Publishing	Indiana Printing & Publishing
144,000 copies, 48 pages plus cover	18,487.00	18,401.00	22,755.00	23,425.00	18,458.00	19,663.49	18,937.00
Additional signatures + 4	775.00	1,533.00	800.00	-	788.00	2,271.62	756.00
+ 8	1,493.00	3,067.00	1,600.00	2,890.00	1,558.00	2,960.55	1,495.00
+ 16	2,928.00	5,997.00	3,200.00	3,678.00	3,097.00	4,287.37	2,961.00
less signatures - 4	(716.00)	(224.00)	(400.00)	-	(788.00)	(290.26)	(729.00)
- 8	(1,433.00)	(784.00)	(800.00)	(766.00)	(1,558.00)	(999.92)	(1,398.00)
- 16	(2,913.00)	(1,916.00)	(1,600.00)	(3,656.00)	(3,097.00)	(2,594.08)	(2,797.00)
additional M's	120.00	90.00	150.00	156.49	92.60	124.11	121.00
Ink: Cover: 4 color (process)	inc.	inc.	inc.	inc.	inc.	inc.	inc.
Body: 1 color black	inc.	inc.	inc.	inc.	inc.	inc.	inc.
Paper: Cover: 80# Gloss Text	inc.	inc.	inc.	inc.	inc.	inc.	inc.
Body: 30# newsprint	inc.	inc.	inc.	inc.	inc.	inc.	inc.
Bindery	inc.	inc.	inc.	inc.	inc.	inc.	inc.
Copy	inc.	inc.	inc.	inc.	inc.	inc.	inc.
Proofs	inc.	inc.	inc.	inc.	inc.	inc.	inc.
Inserts - Per 1,000	20.00	15.00	20.00	2.50	11.00	25.00	21.00
Delivery	inc.	inc.	inc.	inc.	390.00	inc.	inc.
Simplified mailing	inc.	inc.	inc.	inc.	inc.	inc.	inc.
Total	18,487.00	18,401.00	22,755.00	24,855.00	18,848.00	19,663.49	18,937.00

MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 3/27/18

Re: Bid Results

3/27/18

Seven printers submitted bids for the printing of the Summer 2018 Triton College Continuing Education Guide. Specifications were given for one version. Bid is as follows:

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The bids are as follows:

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KK Stevens	\$19,663.49
Indiana Printing & Publishing	\$18,937
Press Journal Printing	\$18,848
Woodward Printing	\$18,487
Breese Publishing	\$18,401

Accepting the bid from Breese Publishing is recommended.

SPECIFICATIONS

NAME

Summer 2018 Triton College Continuing Ed Guide

PAGES

48 page plus cover; quote cost of plus or minus four-page signatures.

QUANTITY

144,000; give price for additional M's.

SIZE

Tabloid format; 8 1/4" x 10 7/8", saddlestitch.

INK

Cover: Four-color (process). Body: One color (Black)

PAPER

Cover: 80# Gloss Text **Body:** Good quality, 30# newsprint

Note: Clearly indicate whether or not cost of paper is included in base price of bid.

BLEEDS

No bleeds.

BINDERY

Saddlestitch.

COPY

All files will be provided electronically (PDFs) approximately April 18, 2018.

PROOFS

At least one complete electronic proof (PDF) of the complete job is to be submitted to Triton College for approval before printing.

PRESS CHECK

Please notify SamTolia at (708) 456-0300, Ext. 3172, at least two days in advance of press date so that a college representative has the option to conduct a press check for color approval.

DELIVERY

1000 schedules are to be delivered approximately April 30, 2018, in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

STORAGE

None.

MAILING/2ND DELIVERY

143,000 copies to be prepared for simplified mailing and delivered approximately April 30, 2018, to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine 60095-9997.

SCHEDULES PREPARED FOR MAILING SHOULD WEIGH NO MORE THAN 1,500 POUNDS PER PALLET. THE POST OFFICE WILL NOT ACCEPT ANY SKIDS WEIGHING MORE THAN THIS. IF THE POST OFFICE REJECTS SKIDS DUE TO OVERLOADING, IT IS THE PRINTER'S RESPONSIBILITY TO CORRECT THE SITUATION.

IT IS ALSO EXTREMELY IMPORTANT THAT THE WEIGHT OF THE EMPTY PALLET BE WRITTEN ON THE SIDE OF THE PALLET AS WELL AS ON THE PS FORM 3602.

Printer MUST provide Triton College with a CASS-certified Mailing List or subscription that is valid within 90 days before the mailing date. (Please submit with your final Bid)

The mailing is prepared by the printer in accordance with the Domestic Mail Manual Eligibility Standards (343.6.0) Printer should also reference DMM (345.6.0 up to and including 345.6.10.6) to be assured all Postal Regulations are met. (Triton College can NOT make any exceptions to these requirements.)

PRINTER SHOULD FURNISH TO LORI SILVESTRI AT TRITON COLLEGE, J-100, A COMPLETED, SIGNED RECEIPT OF ALL SCHEDULES DELIVERED, INCLUDING THOSE SENT TO THE POST OFFICE.

It will be assumed by Triton College that all bids meet the above specifications unless otherwise specifically stated in proposal.

If additional information or clarification is needed, please phone SamTolia at (708) 456-0300, Ext. 3172.

Mailing list

Castle Printech
121 Industrial Drive
DeKalb, IL 60115

Reindi Printing, Inc.
1251 Yosemite Rd
Oconomowoc, WI 53066

Master Graphics, LLC
1100 S Main Street
Rochelle, IL 61068

Northern Printing Network
1400 S Wolf Road Ste 102
Wheeling, IL 60090

Creasey Printing Services
1905 Morning Sun Ln
Springfield, IL 62711

Signature Offset
13801 E 33rd Pl, Unit F
Aurora, CO 80011

United Graphics LLC
898 Cambridge Dr
Elk Grove Village, IL 60007

Kevin Bryan Company
P.O. Box 470070
Celebration, FL 34747

Journal Topics/Wessell Web
622 Graceland Ave
Des Plaines, IL 60016

Blue Island Newspaper Printing, Inc,
262 W 147th St
Harvey, IL 60426

Precise Printing Network
2190 Gladstone Ct Ste A
Glendale Heights, IL 60139

Creekside Printing
1175 Davis Road
Elgin, IL 60123

Breese Publishing
P.O. Box 405
Breese, IL 62230

Regional Publishing Corp
12243 S Harlem
Palos Heights, IL 60463

John S Swift
999 Commerce Ct
Buffalo Grove, IL 60089

Woodward Printing Services
11 Means Drive
Platteville, WI 53818

Mignone Communication, Inc.
169 S Jefferson St
Berne, IN 46711

The Viking Printing Group
497 Widgeon Ln
Bloomington, IL 60108

Custom Services
120 W Laura Drive
Addison, IL 60101

Vouge Printers
820 S Northpoint Blvd
Waukegan, IL 60085

FLC Graphics Inc.
4600 N Olcott Ave
Harwood Heights, IL 60706

PA Hutchison Company
400 Pen Ave
Mayfield, PA 18433

Indiana Printing
899 Water St
Indiana, PA 15701

K.K Stevens Publishing Co.
100 N Pearl St
Astoria, IL 61501

Data Reproduction Corporation
4545 Glenmeade Lane
Auburn Hills, MI 48326

Newsweb Corporation
2401 N Halsted St
Chicago, IL 60614

EP Graphics
169 Jefferson St
Berne, IN 46711

TRITON COLLEGE
DISTRICT #504

SCHEDULE B40.18
VOLUME XL
April 17, 2018

Parking Gate Installation 2018

Two firms submitted bids for Parking Gate Installation Project. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 1:00 p.m. local time, Thursday, March 22, 2018, the bids were publicly opened and read aloud in room A-302 by Alida Carpenter, Purchasing, and witnessed by John Lambrecht, O & M, Jim Reynolds, Finance, and a representative of Electrical Contractors, Inc.

It is recommended that the Board of Trustees accept the proposal submitted by Electrical Contractors, Inc. in accordance with their low specified bid. This item was competitively bid according to state statutes.

Recommendation along with tabulation is attached.

COMPANY

NET COST

Electrical Contractors, Inc.
1252 Allanson Road
Mundelein, IL 60060

\$40,366.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	02-70900501-530400010
A/C Name	Construction: Maintenance
Budget	\$ 125,000.00
Prev. Expend.	\$ 7,860.00
Schedule	\$ 40,366.00
Balance	\$ 76,774.00

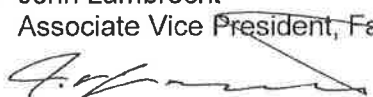
Memorandum

April 17, 2018

To: Sean Sullivan
V.P. Business Services

Operations & Maintenance

From: John Lambrecht
Associate Vice President, Facilities



RE: Parking Gate Installation Project / Vendor Recommendation

Triton College received two bids from vendors for Parking Gate Installation Project.

I have carefully reviewed the bids and recommend that the Total Bid of \$40,366.00 be awarded to Electrical Contractors, Inc.

Thanks, and please feel free to call with any questions,

John



PARKING GATE INSTALLATION - BID RESULTS
 Bid Opening 3/22/18, 1:00 p.m.

Company	Security	Multi-Purpose Field Gate Project Cost	Executive Lot Gate Project Cost	Total
Electrical Contractor, Inc	X	\$27,491.00	\$12,875.00	\$40,366.00
Continental Construction	X	\$29,800.00	\$27,500.00	\$57,300.00

TRITON COLLEGE
DISTRICT #504
SUBJECT: REQUEST FOR BID

SCHEDULE 2.4
April 17, 2018

The Board of Trustees invites you to submit a proposal on the item(s) listed below.



John Lambrecht
Vice President – Business Services

QUANTITY	ARTICLE DESCRIPTION
----------	---------------------

Parking Gate Installation

SEE ATTACHED SPECIFICATIONS

**RESPONSE OPENING : 1:00 P.M., LOCAL TIME, Thursday, March 22, 2018
IN ROOM A 300 (Learning Resource Center).**

QUESTIONS, PLEASE CONTACT OPERATIONS & MAINTENANCE DEPARTMENT
(708) 456-0300 Ext. 3210

This proposal is to be received by TRITON COLLEGE – BUSINESS OFFICE, ROOM A 306 (Learning Resource Center), located at 2000 Fifth Avenue, River Grove, IL, 60171, on or before 1:00 P.M., local time, on Thursday, March 22, 2018. Facsimile or e-mail copies are not permissible.

FIRM: Electric Contractors, Inc.

SIGNATURE: 

ADDRESS: 1252 Allanson Road

CONTACT: ALAN Krueger

CITY & STATE: Mundelein, IL 60060

TELEPHONE: 847-949-0134

BID SPECIFICATIONS FOR PARKING GATE INSTALLATION PROJECT

I. SUBMITTAL

- A) Triton College will receive sealed bids until 1:00 p.m., Thursday, March 22, 2018, for the purpose of selecting a contractor to install new Parking Gates at the Triton College Campus Facilities. The bids will be publicly opened and read aloud in the Triton College Board Room at 2000 Fifth Ave, A-300, River Grove, IL at 1:00 p.m. on Thursday, March 22, 2018. All bidders or their representatives are invited to be present.
- B) Any bid received after the above-stated time and date will not be considered. It shall be the sole responsibility of the bidder to have the bid delivered to the Purchasing Agent's office, for receipt on or before the above-stated time and date. If a bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Purchasing Agent's office. Bids delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the bidder's request and expense.
- C) Bidder shall examine all requests for bid documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the bid shall be made to the Purchasing Agent's office. The College shall not be responsible for oral interpretations given by any College employee, representative, or others. An addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this request for proposal, the College will add it to the RFP Posting on www.triton.edu/rfp. It shall be the responsibility of each bidder, prior to submitting the bid, to review the posted RFP to determine if addenda were issued and to make such addenda a part of the bid.
- D) Bids shall clearly indicate the legal name, address, and telephone number of the bidder (corporate, firm, partnership, individual). Bids shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the bidder to the submitted bid.
- E) All expenses for making bids to the College are to be borne by the bidder.
- F) Any bid may be withdrawn up to the date and time set above for the opening of the bids. Any bids not withdrawn shall, upon opening, constitute an irrevocable offer for a period of sixty (60) days to provide the College the goods or services set forth in the attached specifications until one or more of the bids have been duly accepted by the College. College action on bids normally will be taken within forty-five (45) days of opening; however, no guarantee or representation is made herein as to the time between the bid opening and the subsequent College action.
- G) The College reserves the right to accept or reject any or all bids, to waive irregularities and technicalities, and to request resubmission. There is no obligation on the part of the College to award the contract to the lowest Bidder and the College reserves the right to award the contract believed to be in the best interest of the College. The College shall be the sole judge of the bid and the resulting negotiated agreement that is in the College's best interest and its decision shall be final.

BID SPECIFICATIONS FOR PARKING GATE INSTALLATION PROJECT

H) All applicable laws and regulations of the State of Illinois will apply to any resulting agreement.

I) Hold Harmless

The Bidder agrees to indemnify and hold harmless Triton College, its officers, employees, and agents from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by bidder, its officers, employees, and agents under any of the terms of this contract.

The requirement to indemnify and hold harmless Triton College, its officers, employees and agents is a material term of this Request for Proposals and shall be included in any resulting contract.

J) Insurance

At any time during the period that the bidder has personnel doing work and furnishing necessary labor to complete a project for the College, the College must be fully protected by the bidder having the following:

1. General Liability insurance in an amount of \$2,000,000 or greater.
2. Workers' compensation insurance, and the bidder shall require any and all subcontractors similarly to provide workers' compensation insurance for all of the latter's employees who are engaged in such work unless such employees are covered by the protection afforded by the contractor's insurance.
3. Umbrella Liability insurance applicable to the job in question in an amount of \$5,000,000 for all personal injuries, death, or property damage, per occurrence, arising during the policy period.
4. Triton College shall be listed as an additional insured on bidders policy.
5. Automobile insurance.

K) Insurance Cancellation

Should any of the required insurance policies be cancelled before the expiration date or be non-renewed, the issuing company will provide thirty (30) days written notice to the certificate holder (College).

L) Resulting Contract

Any agreement or contract resulting from acceptance of a bid shall be on forms either supplied by or approved by the College and shall contain, as a minimum, applicable provisions of the request for bid. The College reserves the right to reject any agreement which does not conform to the request for bid and any College requirements for agreements and contracts. The language included in this Request for Proposals shall be incorporated by reference into the resulting contract between the Parties. By responding to this Request for Proposal, all stated requirements set forth herein shall be deemed accepted contractual obligations.

BID SPECIFICATIONS FOR PARKING GATE INSTALLATION PROJECT

M) Renegotiation

During the contract period, the College reserves the right to restate and/or renegotiate with the contractor such additions, deletions, or changes to the contract as may be necessitated by law or changed circumstances. In the event that the College and the contractor cannot come to a mutual agreement and negotiation on any such addition, deletion, or change, that portion of the contract concerning the services in the addition, deletion, or change shall be terminated.

II. BID SCOPE

A) Intent

It is the intent of the College to Install 2 New Parking Gate Assemblies to secure the Multi-Purpose Field Service Drive and Replace 2 Existing Parking Gate Assemblies at the Executive Lot.

College may select 1 or both projects.

Details of each project are identified on the attached Exhibits A and B.

Gate Manufacturer is ELKA. Alternates must include all the features listed on the product brochures attached to the project details in attached Exhibits A and B to be considered.

Prices, terms and conditions shall remain firm throughout this contract period unless modified or cancelled in accordance with provisions of the bid.

B) Bid Forms

Bids are to be submitted on the attached Exhibit C Bid Summary Form or copies thereof. Bids will not be considered unless they are submitted on this form.

C) Contract

Awarded contractor will be required to sign the attached Triton Service Agreement Form. A Blank version of this agreement is shown on the attached Exhibit D

Exhibit A

MULTI PURPOSE FIELD ACCESS ROAD SECURITY GATES

ELKA Solar Barrier Gates – Card In / Free Exit – Both Sides

- 2 Solar 24V Barrier Gates – 15' Arm
- 2 Solar Panel with Posts
- 2 Gooseneck Pedestals
- 2 Stand Alone Card Readers
- 100 Proximity Cards
- 4 Concrete Pads (2 for Barrier gates & 2 for Pedestals
- 4 Standard Sawcut Vehicle Detector Loops (2 reset, 2 free
Includes sawcut, wire, and seal

Installation includes:

Excavate, form and pour concrete pads for barrier gates and pedestals. Install necessary conduits between equipment.
Install Solar Panels and Posts
Mount & Terminate Barrier Gates to Solar Panel
Install Barrier Arms
Install Card Readers and Pedestal and Wire to Gates
Show customer programming of Card Reader
Sawcut Wire and Seal Loops
Test Operation

Qualifications:

All Utilities both public and private must be located y contractor.
Freight included for all equipment.
One year warranty on parts and labor.
All work to be performed by factory trained technicians.

Equipment Layout

Exhibit A

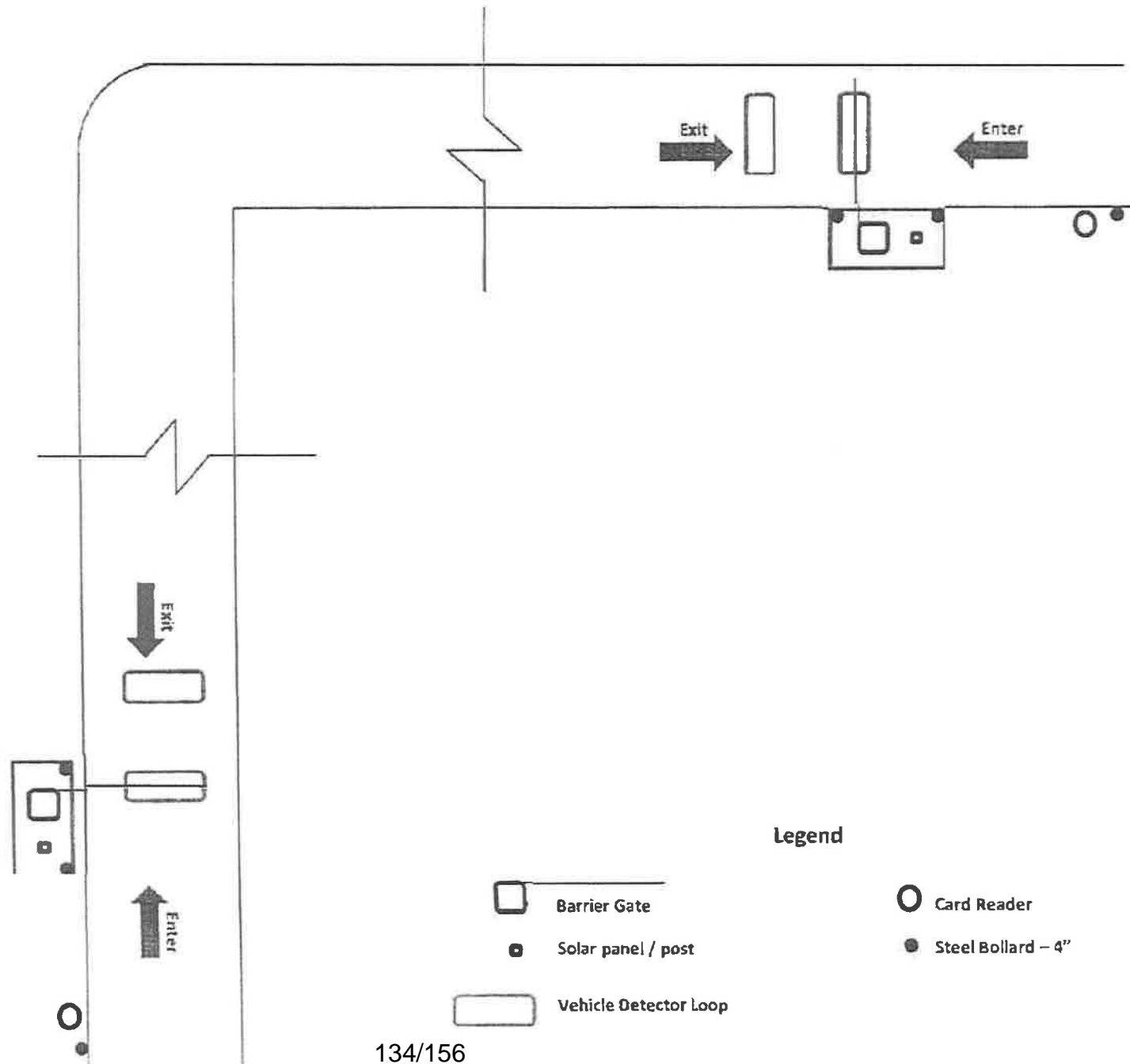
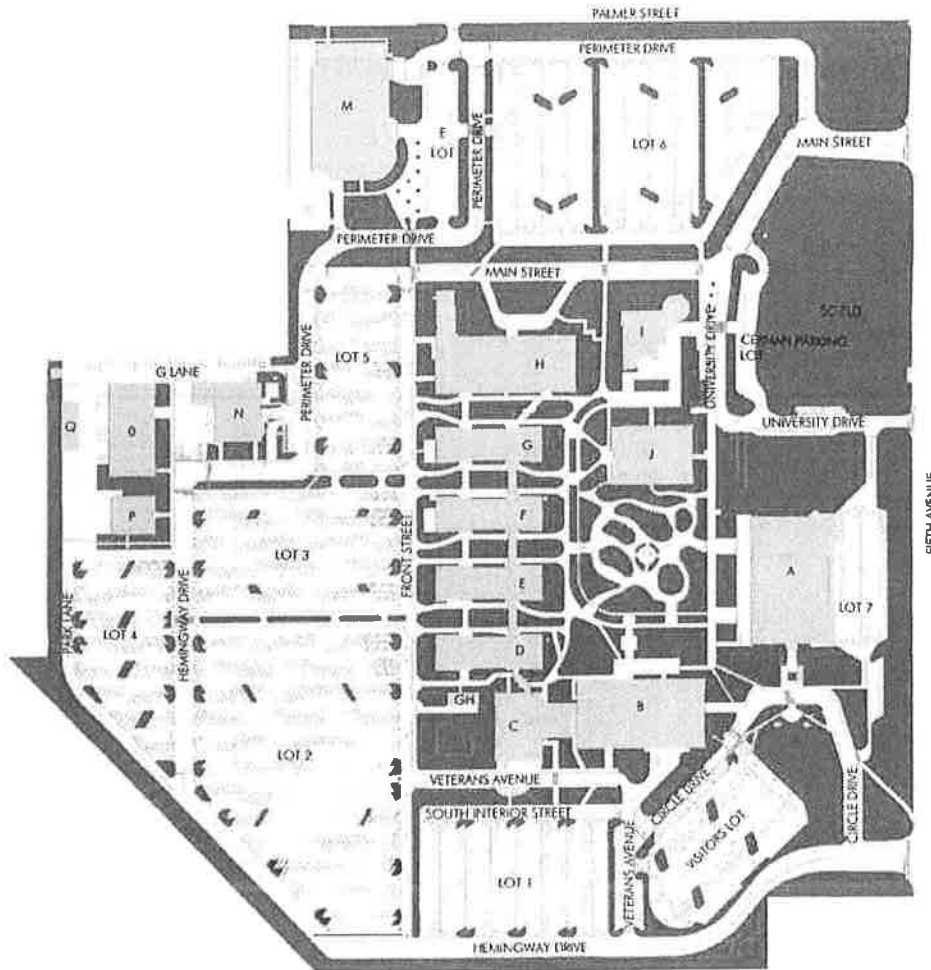
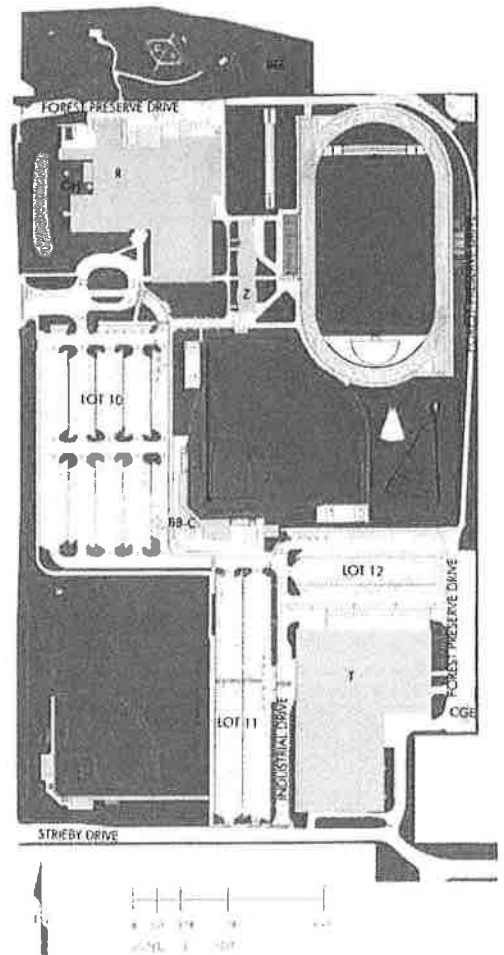


Exhibit A



CAMPUS PLAN

2000 FIFTH AVENUE
RIVER GROVE, IL 60171

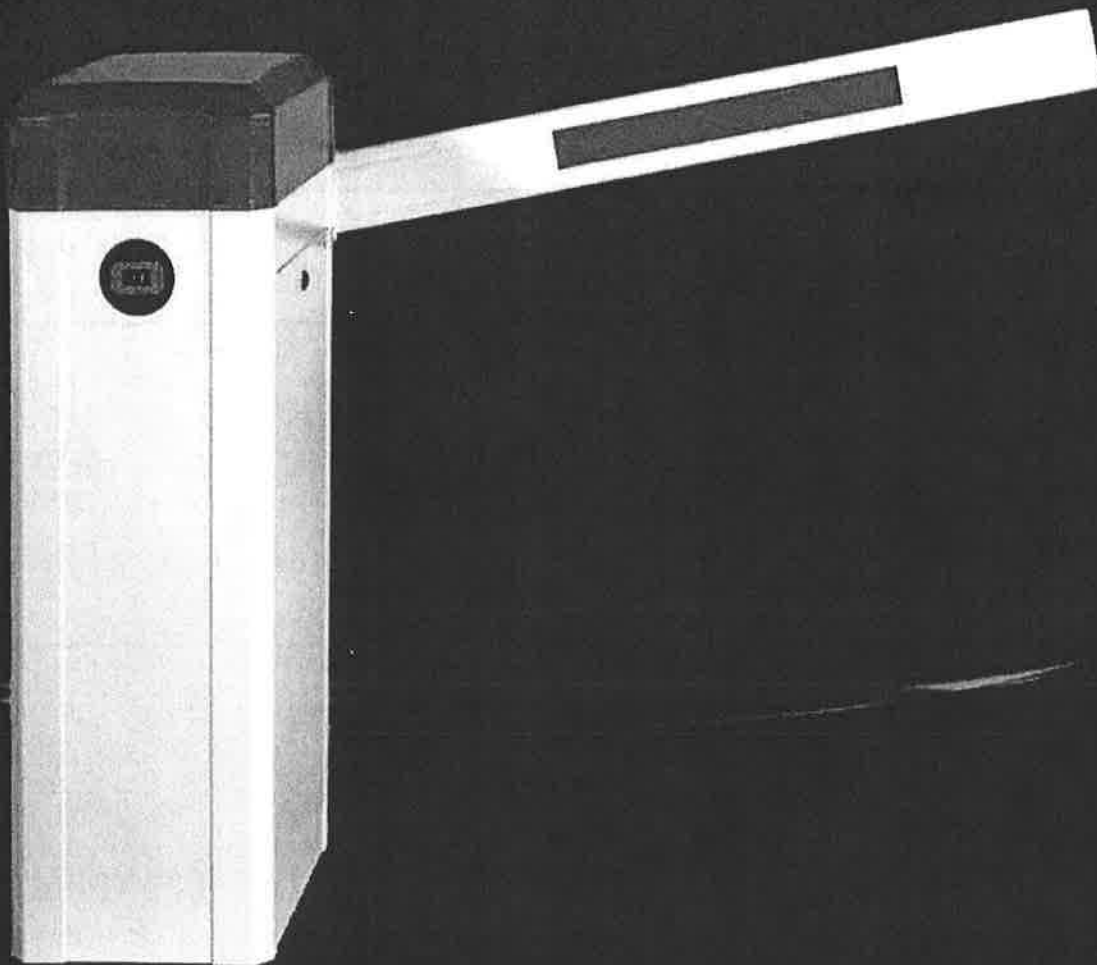


EAST AND WEST CAMPUS LEGEND

- A LEARNING RESOURCE
- CENTER BUILDING (LIBRARY)
- BB-C BASEBALL CLUBHOUSE
- BG BOTANICAL GARDEN/PICNIC AREA
- C BOOKSTORE
- CERNAN EARTH AND SPACE CENTER
- N TRITON COLLEGE POLICE DEPT.
- P HUMAN RESOURCES
- SC-FLD SOCCER FIELD
- SB-FLD SOFT BALL FIELD
- Z STADIUM BUILDING

ELKA Barriers

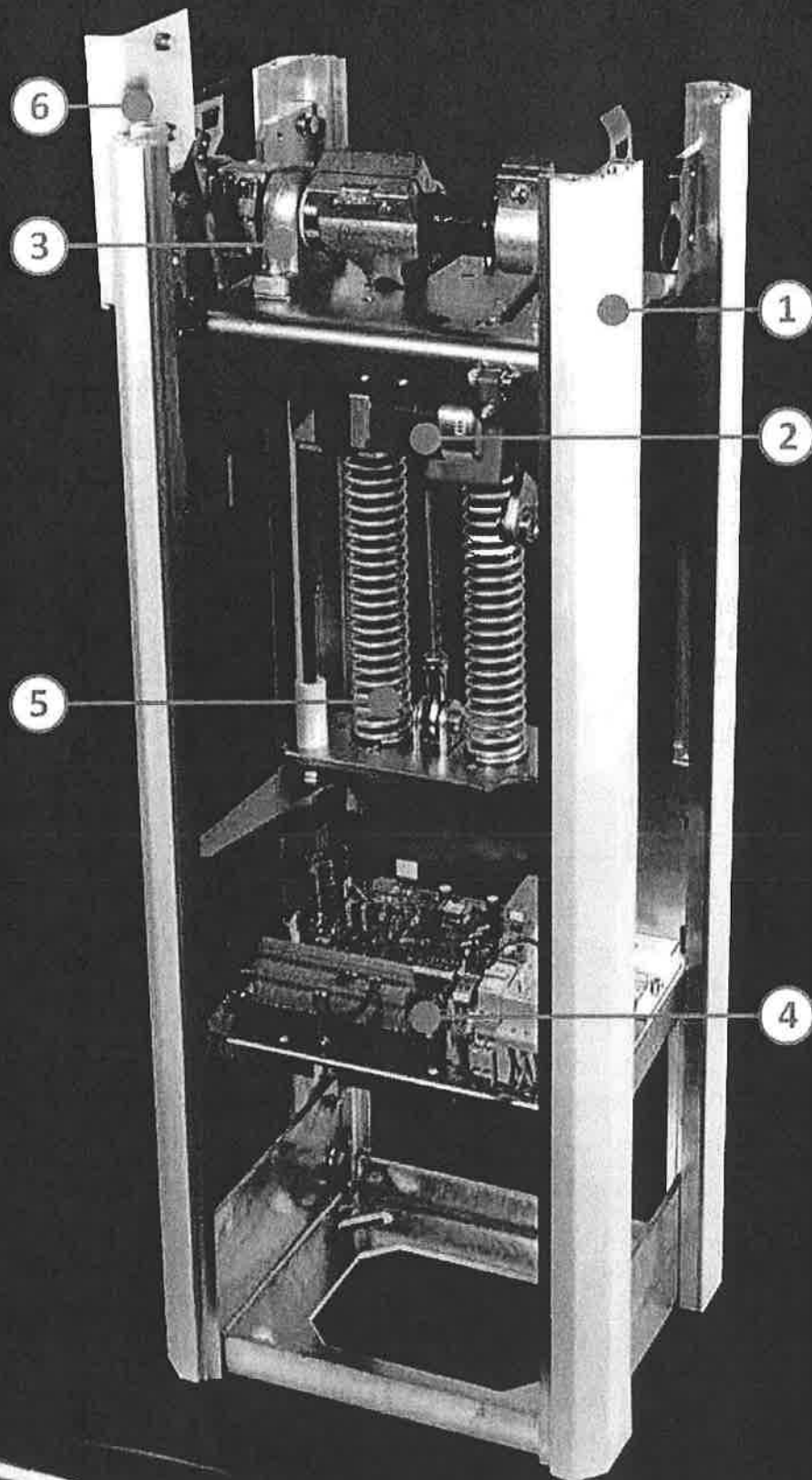
Series Parking



ELKA
MOVEMENT BRINGS MORE

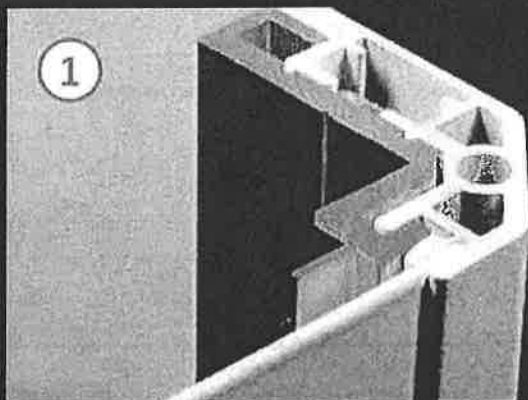
ELKA Barriers

Series Parking



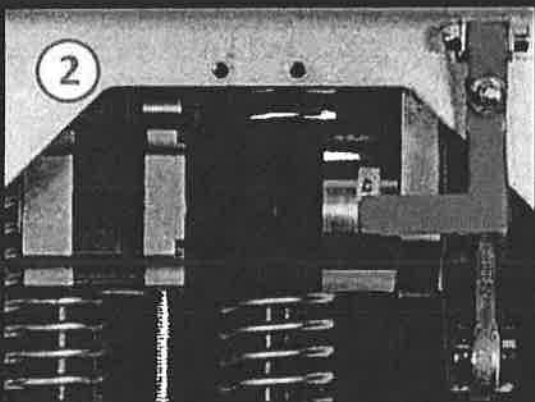
ELKA Barriers

Series Parking



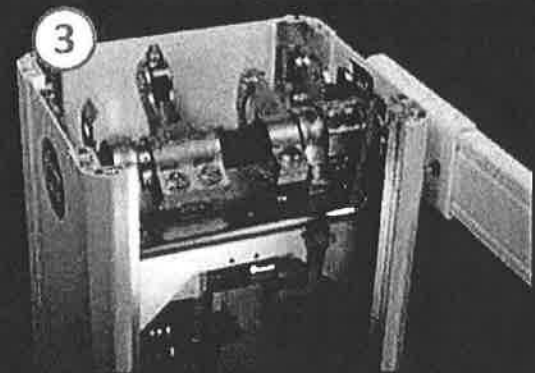
Barrier housing

- » Housing made of aluminium, IP54, with clamping technology, patent pending
- » Powder coated, RAL 5012 / 9010
- » Custom colours upon request



Motor / Gearbox

- » Energy-saving concept with powerful 24V BLDC-motor
- » Planetary gear, multistage

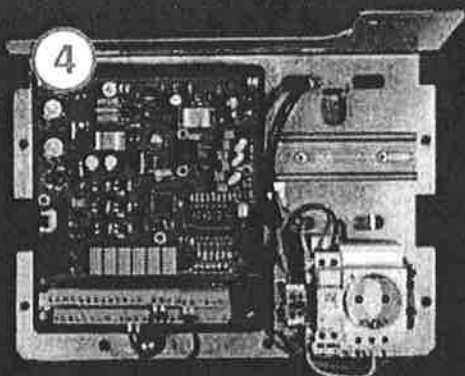


Robust mechanics

- » Mechanics for intensive use up to 100% duty cycle
- » Components made of die-cast and lasered steel

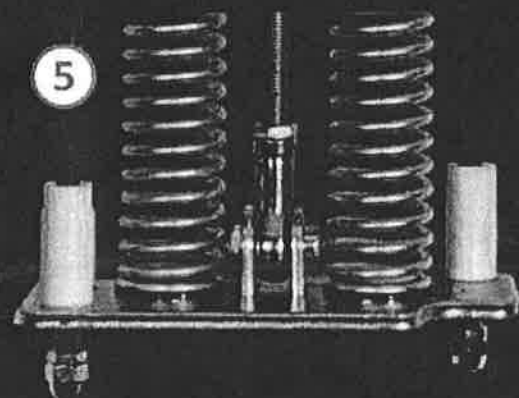
ELKA Barriers

Series Parking



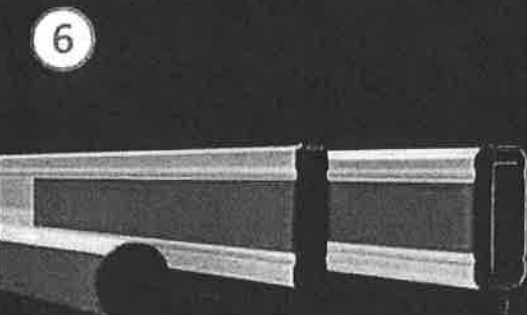
Perfect running performance

- » Precise barrier boom movement through electronic rotation speed control by the controller
- » Fast, quiet, smooth



Automatic opening

- » Automatic opening by additional module (optional) in case of power failure
- » Adjustable via pressure springs

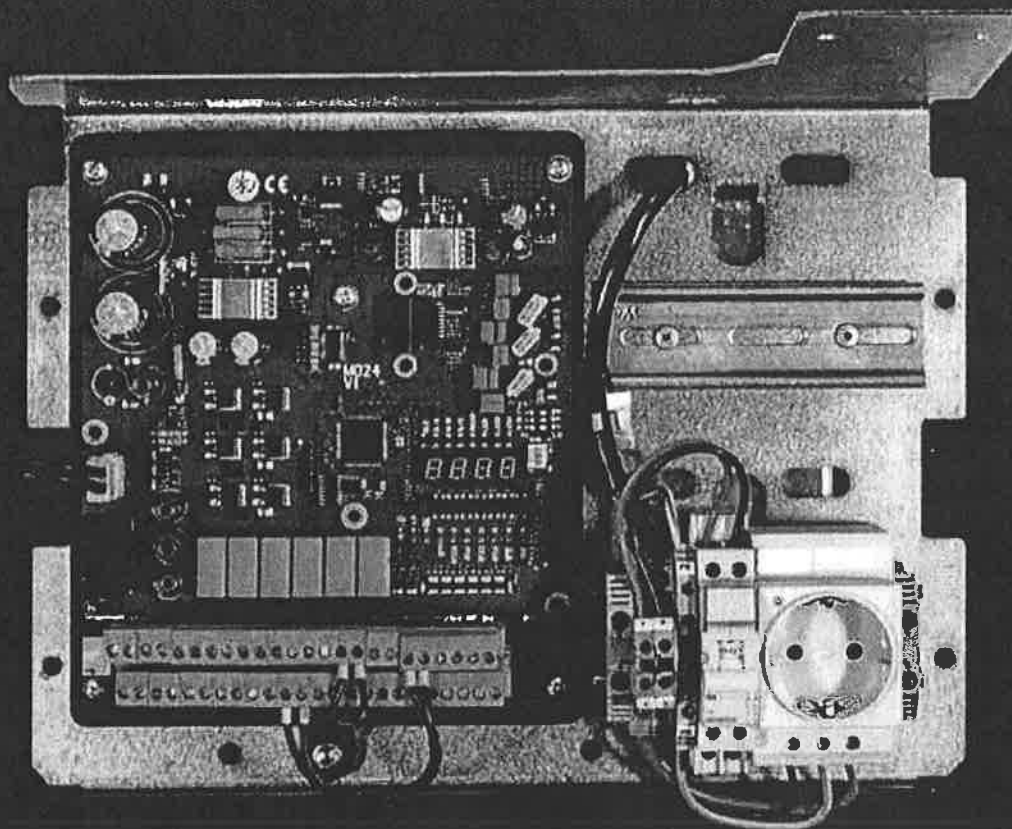


Left / right

- » Boom connector usable left / right without alteration
- » Boom connector for rectangular and round booms

Pure intelligence.

The controller MO 24



In the 21st. century the best mechanics is only as good as the electronic is intelligent. The controller MO 24 features everything you always wanted from a barrier.

Basic features

- » The same controller for all barriers
- » Three speeds
- » Three loop detectors
- » Rotation speed control, electronic, for perfect running performance
- » End position detection without limit switches
- » Opening angle adjustable in 5° steps, starting with 55°
- » Six multi-functional relays, potential-free, max. 24V / 1A

Options

- » Module automatic opening in case of power failure
- » Module radio remote control receiver
- » Module TCP/IP or RS485 for network operation
- » Easy control "Configurator" to configure the barrier via Windows-PC
- » Easy control "Operator" to control and monitor the barrier via Windows-PC

Technical data:

Model	P 2500	P 3000	P 3500	P 4000	P 5000
Barrier controller	MO 24				
Boom length (mm)	2,500	3,000	3,500	4,000	5,000
Effective boom length (mm)	2,280	2,780	3,280	3,780	4,780
Running time, selectable, approx. (s)	0.9 / 1.3 / 1.8	1.3 / 1.8 / 2.5	1.8 / 2.5 / 3.8	2.8 / 3.8 / 4.5	3.8 / 4.5 / 5.5
Duty cycle	100%				
Housing L/W/H (mm)	360 x 300 x 1,100				
Boom connector	Left / right usable				
Boom dimensions H/W	100 x 25				100 x 50
Round boom	Optional \varnothing 60mm				No
Temperature range	-30°C to +70°C				
IP degree of protection	IP54				
Supply voltage	88V - 264V, 47Hz - 63Hz				
Power consumption max. (W)	180 / 55 / 45	85 / 80 / 70	80 / 60 / 65	75 / 85 / 70	195 / 165 / 175
Barrier weight, approx. (kg)	57	58	58	59	60
Boom weight, approx. (kg)	3.8	4.5	5.0	5.8	10.0
Power reversal	Selectable				
Swinging support or fixed support	No			Optional	Mandatory
Articulation kit	Optional				No
Standard colours	Hood RAL 5012 (blue), bottom part RAL 9010 (white), custom colours optional				

We reserve the right to make technical alterations

Exhibit B

EXECUTIVE LOT SECURITY GATES

- 2 ELKA P4000 Barrier Gate
Includes: 115 Volt AC Power, Smart DC Controller, Continuous Duty Cycle, Built in Battery Back Up, and two year Manufacturer Warranty
- 2 ELKA Vehicle Detector
Includes four HY-5A Sockets for Free Exit, Insided Obstruction, Outside Obstruction and Center Loop Function.
- 6 ELKA 12' Aluminum Barrier Arm (4 for inventory)
Includes: High Visibility LED Lighting Across the Top of Arm, Highly Reflective Red / White Stripe Tape and Resilient Bumper Along Base.
- 3 Standard Sawcut Vehicle Detector Loop – 2 Rest & 1 Free.
Includes: Sawcut, Wire, and Seal up to 24 Linear Feet with 20' Lead
- 1 Card Reader Stand and Mounting Bracket

Installation Includes:

Disconnect Existing Controls, remove and Legally Dispose of Existing FAPD Barrier Gates.
Bolt Down and Terminate New Barrier Gates to Existing Concrete and Power.
Hook-Up existing controls
Sawcut, Wire and Seal New Vehicle Detector Loops.
Test Operation

Qualifications:

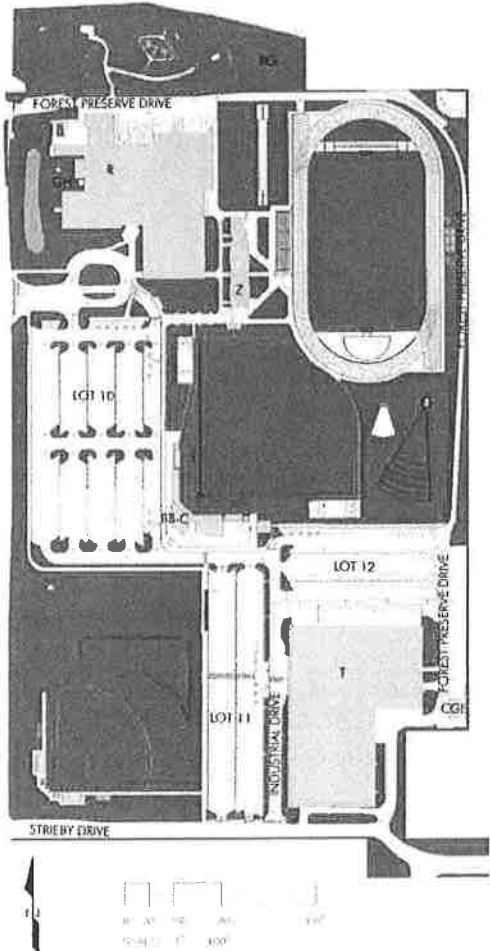
Use existing power and concrete.
Asphalt replacement for loop installation by contractor.
Freight Included for All Equipment to be included.
Manufacturer's warranty and 90 day labor warranty.
All work to be performed by Factory Trained Technicians

Exhibit B



CAMPUS PLAN

2000 FIFTH AVENUE
RIVER GROVE, IL 60171

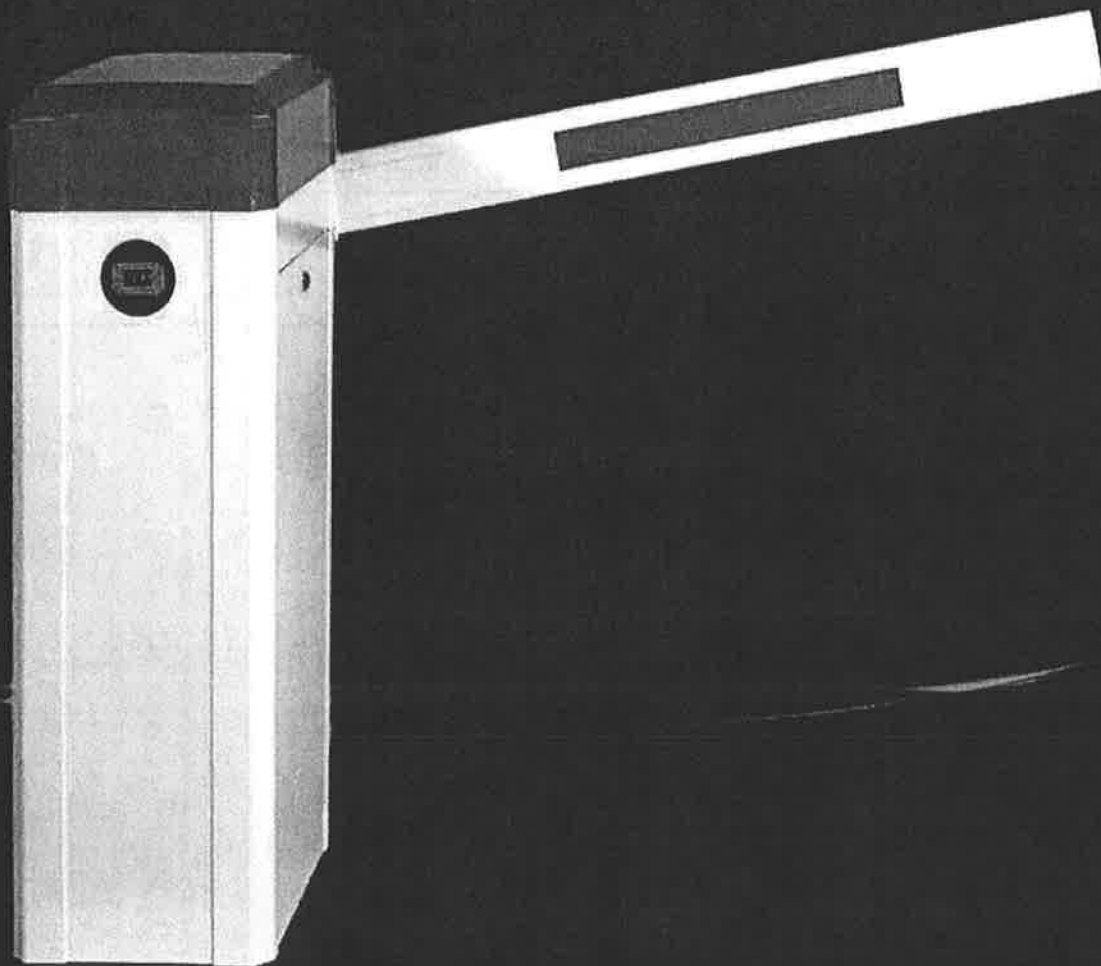


EAST AND WEST CAMPUS LEGEND

- A LEARNING RESOURCE
CENTER BUILDING (LIBRARY)
- BB-C BASEBALL CLUBHOUSE
- BG BOTANICAL GARDEN/PICNIC AREA
- C BOOKSTORE
- CERNAN EARTH AND SPACE CENTER
- N TRITON COLLEGE POLICE DEPT
- P HUMAN RESOURCES
- SC-FLD SOCCER FIELD
- SB-FLD SOFT BALL FIELD
- Z STADIUM BUILDING

ELKA Barriers

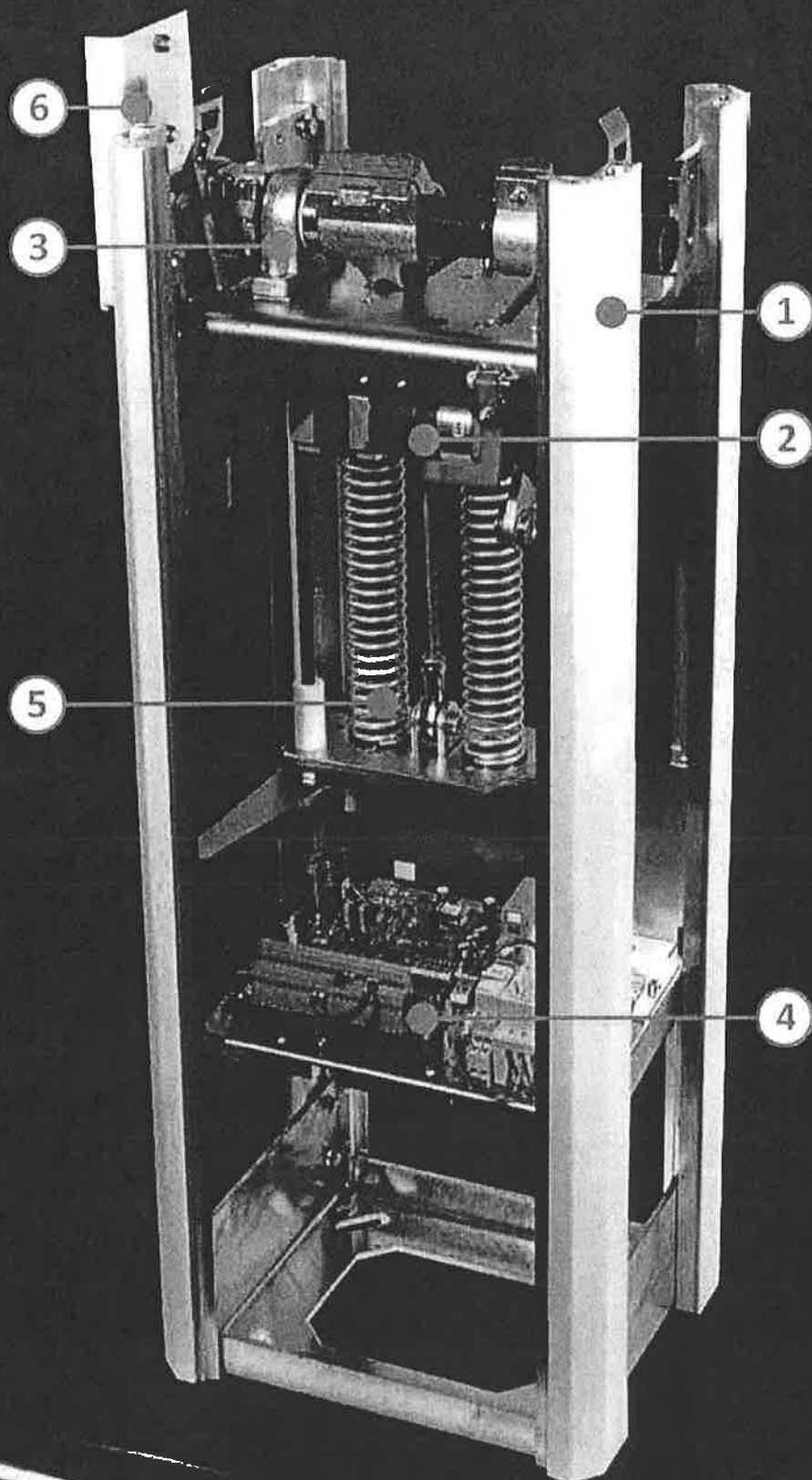
Series Parking



ELKA
MOVEMENT BRINGS MORE

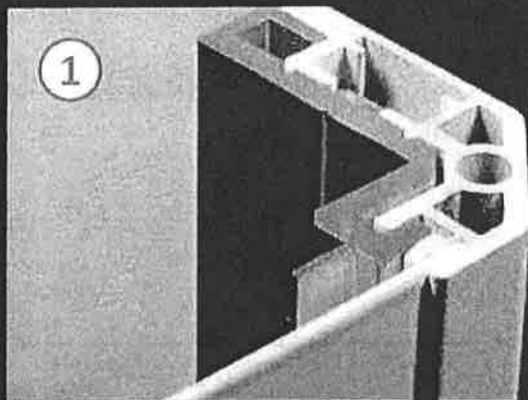
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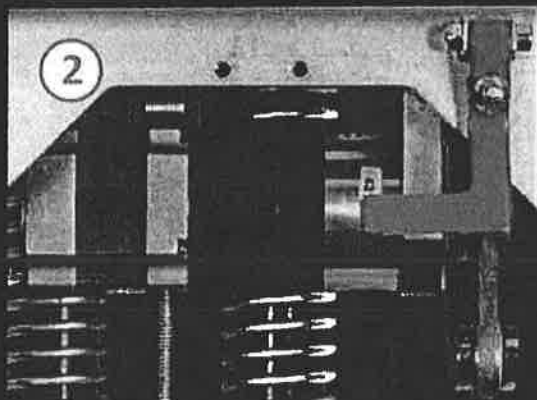
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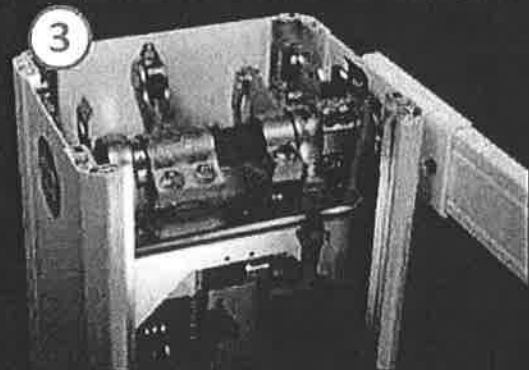
Barrier housing

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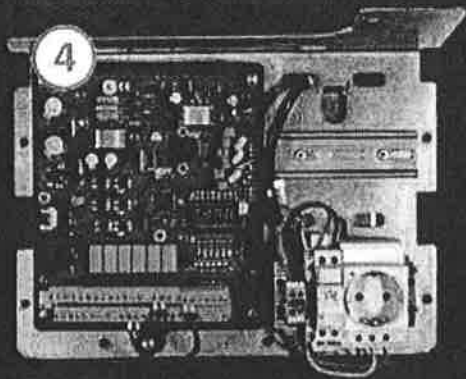


Robust mechanics

- » Mechanics for intensive use up to 100% duty cycle
- » Components made of die-cast and lasered steel

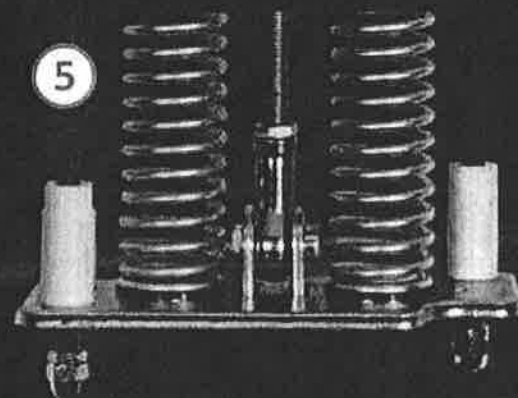
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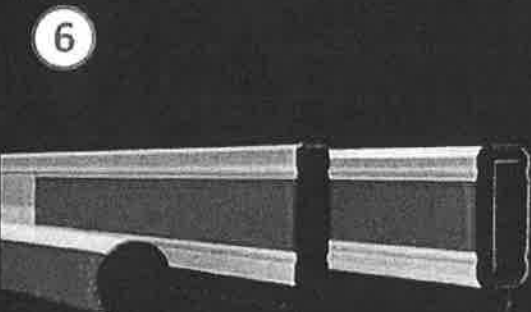
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- » Precise barrier boom movement through electronic rotation
- » speed control by the controller
- » Fast, quiet, smooth



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- » Automatic opening by additional module (optional) in case of power failure
- » Adjustable via pressure springs

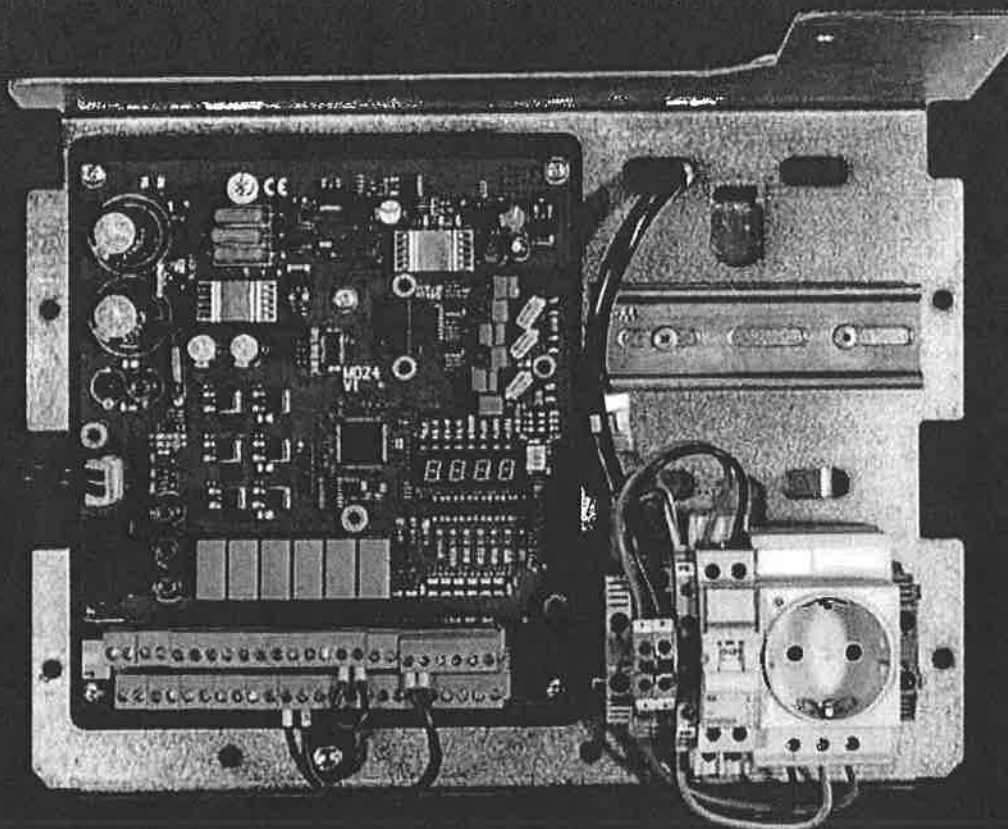


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Round boom	Optional \varnothing 60mm				No
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Boom weight, approx. (kg)	3.8	4.5	5.0	5.8	10.0
Power reversal	Selectable				
Swinging support or fixed support	No			Optional	Mandatory
Articulation kit	Optional				No
Standard colours	Hood RAL 5012 (blue), bottom part RAL 9010 (white), custom colours optional				

We reserve the right to make technical alterations

**TRITON COLLEGE
PARKING GATE INSTALLATION
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

Name of Bidder: Electrical Contractors, Inc.
Address: 1252 Allanson Road
City, State, Zip: Mundelein IL 60060
Phone: 847-949-0134 Contact: Alan Krueger

The undersigned acknowledges receipt of:

PROJECT: Parking Gate Installation & Replacement

ADDRESS: 2000 Fifth Avenue, River Grove, IL 60171

Has examined the site and all bidding documents. Shall be responsible for performing all work specifically required by all parts of the bidding documents, including all drawings and specifications for the entire project.

Specifications and ANY and ALL addendums will be posted to the following website:

www.triton.edu/rfp

Bidder is responsible for checking website for any issued addendums.

Agrees to:

- A. Hold this bid open until 60 calendar days after the bid opening date.
- B. Accept the provisions of the Instructions to bidders regarding disposition of bid security.
- C. Enter into and execute a contract with Triton when awarded on the basis of this bid, and in connection therewith to:
 - 1. Furnish all bonds and insurance in accord with the bidding document
 - 2. Accomplish the work in accord with the Contract

SITE VISIT

Contractors are encouraged to visit the site. Contact John Lambrecht, 708/456-0300 Ext. 3048 for further information.

**TRITON COLLEGE
PARKING GATE INSTALLATION
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

BID DEPOSIT:

The undersigned furnished herewith as required, bid security in the amount of 10% of the amount bid in the form of cashier's check _____, certified Check, _____ made payable to the Owner or bid bond _____, naming the College as obligee. (Bidder to check form of deposit furnished).

It is understood and agreed that should the undersigned fail to enter into a contract with the College or furnish acceptable contract security within the time and in the manner herein provided, the bid deposit shall be retained by the College as liquidated damages and not as a forfeiture. As it is impossible to determine precisely and exact amount of damages the College will sustain, it is agreed that the bid deposit is a fair and equitable estimate of damages.

Bidder shall also be required to comply with State of Illinois laws on preference employment, as outlined in IL. Rev. Stat. CH. 48 269-28-285 "Preference to Citizens on Public Works Projects".

BID WILL BE "NON RESPONSIVE" IF THESE REQUIREMENTS ARE NOT FULFILLED

ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda and has included the provisions of same in this Bid. (List by number and date appearing on each addendum)

Addendum No. _____

Dated _____

BID ACCEPTANCE

If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within the time noted herein, after the bid opening of bids or at any time thereafter before this bid is withdrawn, the undersigned agrees that he will execute a construction contract (A.I.A. Document A101, June 1987, Edition.) in accordance with the bids as accepted. He w obtain performance and payment bonds with such surety or sureties as the Owner may approve cost of which shall be included in the base bid.

ARBITRATION: All references to arbitration in any portion of the contract documents are deleted. All disputes arising under this agreement shall be resolved in the Circuit Court of Cook County.

PAYMENT: Payments will be processed monthly based on completion of services as determined by Owner in the Owner's sole determination.

**TRITON COLLEGE
PARKING GATE INSTALLATION
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

CHANGE ORDERS: Change orders will not be approved unless prior written authorization is received by the Owner and the policy and procedures of Owner have been strictly adhered to. Owner is a governmental entity which cannot, by law, be obligated to pay for any change not authorized and in compliance with applicable laws, regulations and policies. All requests for changes shall be in writing and accompanied by adequate supporting documentation. Contractor shall, upon request complete any form for a change that may be required or requested by Owner or its architect.

The College reserves the right to award the contract to its best interests, to any or all bids, to waive informalities, in bidding and to hold all bids for the bid guarantee period, a period of 60 days after bid opening.

The Undersigned:

Having examined the site of the work, and having familiarized himself with local conditions affecting the cost of the work and with all requirements of the specifications and duly issued addendum, hereby agrees to perform all work and furnish all labor, material and equipment specifically required of him by the specifications and such additional work may be included as related requirements in other divisions or sections of the specifications, exclusive of alternate bids.

Agrees:

To furnish and/or install the described services for stated monthly price.

To hold this bid open until 60 calendar days after the bid opening date.

To enter into and execute a contract with the College, if awarded on the basis of this bid, and in connection therewith to:

1. Furnish bid security and insurance in accordance
2. Accomplish the work in accord with the contract

REPRESENTATIONS AND CERTIFICATIONS

The bidder makes the following representations and certifications as part of his bid on the project herein identified in the Bid proposal. In the case of a joint venture bid, each party represents and certifies as to his own organization.

AVAILABILITY: The number and amount of contracts and awards pending which I am and/or will be obligated to perform, now and during the course of the project, will not interfere with or hinder the timely prosecution of my work.

INDEPENDENT PRICE DETERMINATION: The contract sum in this bid has been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.

**TRITON COLLEGE
PARKING GATE INSTALLATION
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

PREVAILING WAGE: The contractor and each subcontractor shall pay not less than the prevailing rate of hourly wages for Work of a similar character in the locality in which the Work is performed and not less than general prevailing rate of hourly wages for legal holidays and overtime Work in the performance of Work under this contract, as established by the Illinois Department of Labor, pursuant to an act of the General Assembly of the State of Illinois Revised Statutes, Chapter 48, Section 39s-1 et seq.

Pursuant to Illinois Revised Statutes, Chapter 48, Section 39s-5 the contractor and each subcontractor shall keep an accurate record showing the names and occupation of all laborers, Workers and mechanics employed by them and also showing the actual hourly wage paid to each such individual, which record shall be open at all reasonable hours to inspection by the Owner, its officers and agents, and to agents of the Illinois Department of Labor.

The contractor and each subcontractor hereby agree, jointly and severally to defend, indemnify and hold harmless the Owner from any and all claims, demands, liens or suits of any kind or nature whatsoever (including suits for injunctive relief) by the Illinois Department of Labor under the Illinois Prevailing Wage Act, Illinois Revised Statutes, Chapter 48, Section 39s-1, et seq., or by any laborer, Worker or mechanic employed by the contractor or the subcontractor who alleges that he has been paid for his services in a sum less than prevailing wage rates required by Illinois law. The Owner agrees to notify the Contractor or subcontractor of the pendency of such claim, demand, lien or suit.

BID RIGGING/BID ROTATING

The undersigned is not barred from bidding on this project as a result of a violation of either Section 33E-3 (Bid-rigging) or Section 38E-4 (Bid rotating) under Article 33E of Chapter 38 of the Illinois Revised Statutes.

The Contractor Acknowledges:

1. That he understands the specifications
2. That he has the equipment, technical ability, personnel and facilities to construct the project in accordance with the specifications
3. That the specifications are, in his opinion, appropriate and adequate for said project.
4. That he will conform to and abide by the decision of the Owner as to selection of Contractor.

**TRITON COLLEGE
PARKING GATE INSTALLATION
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

ELECTRICAL CONTRACTORS INC.

Legal Name of person, corporation, partnership
or joint venture

If Corporation, affix Corporate Seal


Signature and Title
LIZABETH P. KARSON, PRESIDENT

Dated 3/15, 2018

If a Corporation

NAME

ADDRESS

LIZABETH P. KARSON

President 1252 ALLANSON RD, MUNDELEIN, IL 60060

MARY JANE HUSKO

Secretary 1252 ALLANSON RD, MUNDELEIN, IL 60060

LIZABETH P. KARSON

Treasurer 1252 ALLANSON RD, MUNDELEIN, IL 60060

Corporation, State of ILLINOIS

If a Partnership

NAME OF PARTNERS

ADDRESS

If a Joint Venture

NAME OF MEMBERS

ADDRESS

**TRITON COLLEGE
PARKING GATE INSTALLATION
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "C"

Multi-Purpose Field Gate Project Cost \$ 27,491.00

Executive Lot Gate Project Cost \$ 12,875.00

BIDDER'S NAME: Electric Contractors, Inc. SUBMITTAL:

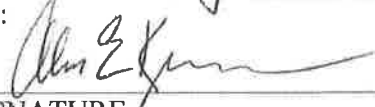
Alan Krueger
BIDDER

1252 Allanson Road
BIDDER ADDRESS

Mundelein, IL 60060
CITY, STATE AND ZIP CODE

03/22/18
DATE

Alan Krueger
BY:


SIGNATURE

Parking Division Manager
TITLE

847-949-0134
BUSINESS TELEPHONE

akrueger@eci-illinois.com
E-MAIL

Envelopes containing bid, bid security and other required documents must be sealed, marked and addressed as follows:

TRITON COLLEGE
Parking Gate Installation Bid
Business Office / Purchasing Department / A 306
2000 Fifth Avenue
River Grove IL 60171

Exhibit D
Agreement Between Triton College
and Independent Contractor

Start date: ____/____/____
Maximum value: \$_____

This Agreement made this _____ day of _____, 20____, between Community College District No. 504 (hereinafter referred to as Triton College) located at 2000 Fifth Ave., River Grove, Ill. 60171 and Independent Contractor (hereinafter referred to as _____), located at _____.

In consideration of the mutual promises of the parties hereinafter specified, it is agreed by the parties as follows:

1. Independent Contractor shall perform the following services under this Agreement: _____

2. The location of the services to be performed shall be at the Triton College Campus, _____ (building and room number), 2000 Fifth Ave., River Grove, Ill.; or off-campus location, _____.
3. Independent Contractor shall perform the services on: date(s) ____/____/____ to ____/____/____ and time(s) _____ to _____.
4. Triton College agrees to pay to Independent Contractor the amount of \$_____, which shall be paid within 60* days after the latest date specified in paragraph three above. (*60 days is standard.)
5. Independent Contractor agrees to hold harmless and indemnify Triton College, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Triton College, its officers, agents, trustees or employees including reasonable attorneys fees and expenses arising out of the acts or omissions of Independent Contractor, its officers, agents or employees under this Agreement.
6. Independent Contractor shall perform its obligations under this Agreement as an independent contractor and shall not be considered an employee of Triton College for any purpose.
7. Independent Contractor assumes full responsibility for the payment of all federal, state or local taxes incurred by Independent Contractor as a result of this Agreement.
8. This Agreement is executed by an authorized representative of Triton College in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
9. Independent Contractor represents that it possesses all professional or business licenses required by law, if any, and all qualifications necessary to fully perform its obligations hereunder in accordance with accepted industry standards and agrees to perform in accordance with accepted industry standards.
10. In no event shall Triton College be liable for any incidental, indirect, special or consequential damages, including, but not limited to, loss of use, revenue, profit or savings. The entire liability of Triton College and Independent Contractor's exclusive remedy for breach of this contract shall not exceed the initial deposit paid to Independent Contractor which the parties acknowledge is an appropriate measure of liquidated damages and said amount shall not be construed as a penalty.
11. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, shall be resolved in the Circuit Court of Cook County, Illinois.
12. Independent Contractor, pursuant to 720 ILCS 5/33E-11 as amended, hereby certifies that neither it nor any of its partners, officers or owners has been convicted in the past five years of the offense of bid rigging under 720 ILCS 5/33E-3 as amended; that neither it nor any of its partners, officers or owners has ever been convicted of the offense of bid rotating under Section 720 ILCS 5/33E-4 as amended; and that neither it nor any of its partners, officers or owners have ever been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois, or has made an admission of guilt of such conduct which is a matter of record.
13. Independent Contractor does not discriminate on the basis of race, color, religion, creed, sex, national origin, ancestry, age, marital status, physical or mental handicap or an unfavorable discharge from military service or any other basis prohibited by law in the hiring, employment, promotion or training of personnel. Independent Contractor certifies that it is an equal opportunity employer.
14. Independent Contractor certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
15. If Independent Contractor has more than 25 employees, Independent Contractor certifies that it provides a drug free workplace in compliance with the Drug Free Workplace Act, 30 ILCS 580/1 et seq.
16. Independent Contractor shall maintain liability insurance in minimum limits of \$1,000,000 per occurrence and \$1,000,000 in the aggregate and shall name Triton College, its officers, agents, trustees and employees as additional insureds.
17. The instruction rendered by the Independent Contractor under this Agreement shall not in any manner be used towards attaining tenure or seniority as a faculty member employed by Triton College.
18. Time is of the essence of this Agreement.
19. The use of the word "it" in this Agreement shall include the feminine or masculine, and the singular and plural, in reference to the parties to this Agreement.
20. Assignment of this Agreement or assignment of any right or obligation contained herein by Independent Contractor is strictly prohibited.
21. There are _____ Riders to this Agreement. This Agreement and any riders attached hereto constitute the entire Agreement of the parties, and there are no other Agreements, representations or understanding, or written instruments between the parties with respect to the subject of this Agreement. No alteration, modification or amendment to this Agreement shall be valid unless in writing and signed by both parties.
22. Any provision hereof which is construed by a court of competent jurisdiction to be illegal or unenforceable shall be reduced to the maximum time, area or scope necessary to render such clause legal and enforceable, or if same is incapable of being so reduced, such clause shall be deemed severed herefrom and shall not affect or impair the operability of any other provision of this Agreement.

In witness whereof, the parties have executed this Agreement upon the day and year first above written.

(PRINT OR TYPE ONLY)

Community College District No. 504 (Triton College) Representative* _____ Date _____

Independent Contractor _____

*Contract is not valid unless each page bears initials of contract manager. _____

Signature _____

Administrator _____

Address _____

Dean _____

Telephone _____

Vice President _____

Other _____

Social Security no. or FEIN _____

White Contract Manager
Green-Business Office
Cyan-Requestor
Pink-Vice President
Gold-Independent Contractor

Rev Date 08/08

Must be completed in full for processing.