

BID FORM 1: THE ADJUSTMENT FACTORS

CONTRACT #/TRADE: COG-2131-ECI-A Electric

CONTRACTOR NAME: Engineered Services, Inc. dba
Powerlink Electric

GEOGRAPHIC AREA: Region #1

The Contractor shall perform the Tasks and pay all Administrative Fees required by each individual Purchase Order issued pursuant to this using the following Adjustment Factors:

1. Normal Working Hours Prevailing Wage: 7:00am to 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.A Adjustment Factor With
Administrative Fees:

0	.	8	2	9	3
---	---	---	---	---	---

(Specify to four decimal places)

2. Other Than Normal Working Hours Prevailing Wage: 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

2.A Adjustment Factor With
Administrative Fees:

1	.	0	3	6	6
---	---	---	---	---	---

(Specify to four decimal places)

3. Normal Working Hours Non-Prevailing Wage: 7:00am to 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

3.A Adjustment Factor With
Administrative Fees:

0	.	8	2	9	3
---	---	---	---	---	---

(Specify to four decimal places)

4. Other Than Normal Working Hours Non-Prevailing Wage: 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

4.A Adjustment Factor With
Administrative Fees:

1	.	0	3	6	6
---	---	---	---	---	---

(Specify to four decimal places)

5. Non Pre-priced Adjustment Factor: To be applied to Work deemed not to be included in the CTC but within the general scope of the work:

5.A Adjustment Factor With
Administrative Fees:

1	.	0	7	5	0
---	---	---	---	---	---

6. Combined Adjustment Factor: (From Line 11
Bid Form 2)

0	.	8	9	3	3
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(See Bid Form 2 for calculation procedure)

NOTICE - The attention of Bidders is particularly called to the fact that, unless the Bid is made in strict conformity with the directions given, it may be considered non-responsive and may be rejected. The Bidder must fill in all boxes and blanks.

Before submitting this bid, the Bidder is directed to the Construction Task Catalog to review the explanation of the costs included in the Unit Prices and in the Adjustment Factors. Except for a Non Pre-priced Task, the only compensation to be paid to a Contractor will be the total of the Unit Prices multiplied by the quantities multiplied by the Adjustment Factor. No additional payments of any kind whatsoever will be made. All costs not included in the Unit Prices must be part of the Adjustment Factors.

- **The Other Than Normal Working Hours Adjustment Factors must be equal to or higher than the Normal Working Hours Adjustment Factors.**

CCOG and EQUALIS GROUP RESERVE THE RIGHT TO REVISE ALL ARITHMETIC ERRORS IN CALCULATIONS FOR CORRECTNESS.

BID FORM 2: CALCULATION OF THE COMBINED ADJUSTMENT FACTOR

CONTRACT #/TRADE: COG-2131-ECI-A Electric

CONTRACTOR NAME: Engineered Services, Inc. dba Powerlink
Electric

GEOGRAPHIC AREA: Region #1

The following formula has been developed for the sole purpose of evaluating bids and awarding.

Each bidder must complete the following calculation.

Line 1.	Normal Working Hours Prevailing Wage (1.A)	<u>0.8293</u>
Line 2.	Multiply Line 1 by .60	<u>0.4976</u>
Line 3.	Other Than Normal Working Hours Prevailing Wage (2.A)	<u>1.0366</u>
Line 4.	Multiply Line 3 by .10	<u>0.1037</u>
Line 5.	Normal Working Hours Non-Prevailing Wage (3.A)	<u>0.8293</u>
Line 6.	Multiply Line 5 by .10	<u>0.0829</u>
Line 7.	Other Than Normal Working Hours Non-Prevailing Wage (4.A)	<u>1.0366</u>
Line 8.	Multiply Line 7 by .10	<u>0.1037</u>
Line 9.	Adjustment Factor for Non Pre-priced Tasks (5.A)	<u>1.0750</u>
Line 10.	Multiply Line 9 by .10	<u>0.1075</u>
Line 11:	Summation of lines 2, 4, 6, 8 and 10) (Combined Adjustment Factor)	<u>0.8954</u>

Transfer the number on line 11 to the space provided in line 6 for the Combined Adjustment Factor on Bid Form 1.

Instructions To Bidder: Specify lines 1 through 11 to four (4) decimal places. Use conventional rounding methodology (i.e., if the number in the 5th decimal place is 0-4, the number in the 4th decimal remains unchanged; if the number in the 5th decimal place is 5-9, the number in the 4th decimal is rounded upward).

Note To Bidder: The weights in lines 2, 4, 6, 8 and 10 above are for the purpose of calculating a Combined Adjustment Factor only. No assurances are made by CCOG that Work will be ordered under the Agreement in a distribution consistent with the weighted percentages above. The Combined Adjustment Factor is only used for the purpose of determining the lowest Bidder.

When submitting Price Proposals related to specific Purchase Orders, the Bidder shall utilize one or more of the Adjustment Factors applicable to the Work being performed provided in lines 1, 3, 5, 7, and 9 as applicable, on the Bid Form 2 above.

BID FORM 1: THE ADJUSTMENT FACTORS

CONTRACT #/TRADE: COG-2131-ECI-B Electric

CONTRACTOR NAME: Engineered Services, Inc. dba
Powerlink Electric

GEOGRAPHIC AREA: Region #1

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1.A Adjustment Factor With
Administrative Fees:

0	.	8	2	9	3
---	---	---	---	---	---

(Specify to four decimal places)

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2.A Adjustment Factor With
Administrative Fees:

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(Specify to four decimal places)

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3.A Adjustment Factor With
Administrative Fees:

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(Specify to four decimal places)

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4.A Adjustment Factor With Administrative Fees:

1	.	0	3	6	6
---	---	---	---	---	---

(Specify to four decimal places)

5. Non Pre-priced Adjustment Factor: To be applied to Work deemed not to be included in the CTC but within the general scope of the work:

5.A Adjustment Factor With Administrative Fees:

1	.	0	7	5	0
---	---	---	---	---	---

6. Combined Adjustment Factor: (From Line 11 Bid Form 2)

0	.	8	9	3	3
---	---	---	---	---	---

(See Bid Form 2 for calculation procedure)

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Electric

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Line 8.	Multiply Line 7 by .10	<u>0.1037</u>
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Note To Bidder: The weights in lines 2, 4, 6, 8 and 10 above are for the purpose of calculating a Combined Adjustment Factor only. No assurances are made by CCOG that Work will be ordered under the Agreement in a distribution consistent with the weighted percentages above. The Combined Adjustment Factor is only used for the purpose of determining the lowest Bidder.

When submitting Price Proposals related to specific Purchase Orders, the Bidder shall utilize one or more of the Adjustment Factors applicable to the Work being performed provided in lines 1, 3, 5, 7, and 9 as applicable, on the Bid Form 2 above.

BID FORM 8: AGREEMENT TO WORK IN ALL REGIONS IN THE STATE

There are times that a Contractor may need to perform work for certain Members that have facilities in areas outside of the Geographic Region. By acknowledging your acceptance below, you are saying that you will consider performing work in such areas in the State or other States. The Contractor will use the awarded CTC and adjustment factor proposed. If a contractor holds multiple contracts when performing work outside an awarded Region the contractor will use the contract that results in the lowest price for the Member. The Contractor will have the option to decline Projects outside of the Geographic Region.

Please circle your intention below:

X Yes We agree to consider working in areas outside of the Geographic Region.

No We will NOT consider working outside of the Geographic Region.

Signature

The Proposer shall acknowledge this bid by signing and completing the spaces provided below:

Name of Proposer: Steven Lipinski

City/State/Zip: 400 Corporate Woods Parkway
Vernon Hills, Illinois 60061

Telephone No.: (847) 850-5666

If a partnership, names and addresses of partners:

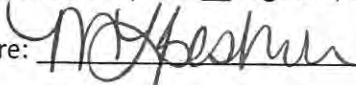
Notarized

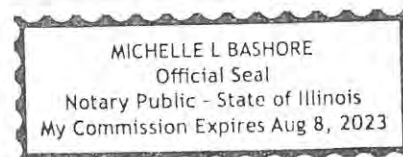
Subscribed and sworn to before me this ____7th____ day of April, 2022

Notary Public in and for the County of Lake

State of IL

My commission expires: August 8, 2023

Signature: 



BID FORM 9: FEDERAL FUNDS CERTIFICATION FORM

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or "EDGAR" requirements). All Vendors submitting bids must complete this Federal Funds Certification Form regarding Vendor's willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using federal grant funds. This completed form will be made available to participating agencies for their use while considering their purchasing options when using federal grant funds. Participating agencies may also require Vendors to enter into ancillary agreements, in addition to the contract's general terms and conditions, to address the member's specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

For each of the items below, Vendor should certify Vendor's agreement and ability to comply, where applicable, by having Vendor's authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a vendor fails to complete any item in this form, CCOG and Equalis Group will consider the Vendor's response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Vendor using federal funds.

1. Vendor Violation or Breach of Contract Terms:

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Any Contract award will be subject to CCOG General Terms and Conditions, as well as any additional terms and conditions in any Purchase Order, participating agency ancillary contract, or Member Construction Contract agreed upon by Vendor and the participating agency which must be consistent with and protect the participating agency at least to the same extent as the CCOG Terms and Conditions.

The remedies under the Contract are in addition to any other remedies that may be available under law or in equity. By submitting a bid, you agree to these Vendor violation and breach of contract terms.

Does vendor agree Does Bidder agree? SL
(Initials of Authorized Representative)

2. Termination for Cause or Convenience:

When a participating agency expends federal funds, the participating agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet

schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best interest of participating agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency's best interest.

Does Bidder agree? SL

(Initials of Authorized Representative)

3. Equal Employment Opportunity:

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

Does Bidder agree? SL

(Initials of Authorized Representative)

4. Davis-Bacon Act:

When required by Federal program legislation, Vendor agrees that, for all participating agency prime construction contracts/purchases in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor's acceptance of the wage determination.

Vendor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

Does Bidder agree? SL
(Initials of Authorized Representative)

5. Contract Work Hours and Safety Standards Act:

Where applicable, for all participating agency contracts or purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Does Bidder agree? SL
(Initials of Authorized Representative)

6. Right to Inventions Made Under a Contract or Agreement:

If the participating agency's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Vendor agrees to comply with the above requirements when applicable.

Does Bidder agree? SL
(Initials of Authorized Representative)

7. Clean Air Act and Federal Water Pollution Control Act:

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended –Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations

issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

When required, Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Does Bidder agree? SL

(Initials of Authorized Representative)

8. Debarment and Suspension:

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3CFR Part 1989 Comp. p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Vendor certifies that Vendor is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor further agrees to immediately notify the Cooperative and all participating agencies with pending purchases or seeking to purchase from Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does Bidder agree? SL

(Initials of Authorized Representative)

9. Byrd Anti-Lobbying Amendment:

Byrd Anti-Lobbying Amendment (31 USC 1352) -- Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Vendor agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does Bidder agree? SL

(Initials of Authorized Representative)

10. Procurement of Recovered Materials:

For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does Bidder agree? SL

(Initials of Authorized Representative)

11. Profit as a Separate Element of Price:

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.323(b). When required by a participating agency, Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under Vendor's Cooperative Contract.

Does Bidder agree? SL

(Initials of Authorized Representative)

12. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Vendor agrees that recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from companies described in Public Law 115-232, section 889. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country are also prohibited.

Does Bidder agree? SL

(Initials of Authorized Representative)

13. Domestic preferences for procurements

For participating agency purchases utilizing Federal funds, Bidder agrees to provide proof, where applicable, that the materials, including but not limited to, iron, aluminum, steel, cement, and other manufactured products are produced in the United States.

"Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

"Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Does Bidder agree? SL
(Initials of Authorized Representative)

14. General Compliance and Cooperation with Participating Agencies:

In addition to the foregoing specific requirements, Vendor agrees, in accepting any Purchase Order from a participating agency, it shall make a good faith effort to work with participating agencies to provide such information and to satisfy such requirements as may apply to a particular participating agency purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

Does Bidder agree? SL
(Initials of Authorized Representative)

15. Applicability to Subcontractors

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Bidder agree? SL
(Initials of Authorized Representative)

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Authorized
signature:



Printed Name: Steven Lipinski
Company Name: Engineered Services, Inc. dba Powerlink Electric
Mailing Address: 400 Corporate Woods Parkway, Vernon Hills, IL 60061
Job Title: Secretary

BID FORM 10: REQUIRED LICENSE AND CERTIFICATIONS

(Provide copies of all licenses and certifications that are required to be held by your organization)



Lori E Lightfoot, Mayor

Certificate of Registration

issued by the

Department of Buildings of the City of Chicago

*This is to Certify that
located at
having complied with the requirements of Ordinances passed by the City Council of the City of Chicago
providing for the registration of electrical contractors is hereby recorded as a*

ENGINEERED SERVICES, INC. - ECC93823

400 CORPORATE WOODS PARKWAY VERNON HILLS, IL 60061

REGISTERED ELECTRICAL CONTRACTOR

General Electrician

*and is entitled to perform electrical work in the City of Chicago under the Direction of Supervising Electrician
provided that such work permits are subject to the provisions of all the Ordinances of the City of Chicago
now in force or which may be hereafter passed. This certificate EXPIRES June 22, 2023.*

SUPERVISING ELECTRICIAN: STEVEN LIPINSKI - SE6567

In Witness Whereof I have hereunto set my hand on March 28, 2022.

Matthew W. Brundage

BID FORM 11: DEBARMENT NOTICE

I, Engineered Services, Inc. dba Powerlink Electric (Vendor), certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations.

Potential Vendor: Engineered Services, Inc. dba Powerlink Electric

Title of Authorized Representative: Secretary

Mailing Address: 400 Corporate Woods Parkway, Vernon Hills, Illinois 60061

Signature:  _____

BID FORM 12: LOBBYING AND BOYCOTT CERTIFICATION

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.



Signature of Respondent

____April 7, 2022____
Date

Boycott Certification

Bidder must certify that during the term of any Agreement, it does not boycott Israel and will not boycott Israel. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.



Signature of Respondent

____April 7, 2022____
Date

BID FORM 13: MANDATORY SUPPLIER CERTIFICATIONS

CCOG may not enter into contracts with any suppliers who have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Bidders responding to any CCOG RFP MUST certify that they are NOT ineligible by signing each of the statements below. **Failure to provide proper affirming signature on any of these statements will result in a Bidder's proposal being deemed nonresponsive to this RFP.**

I, Steven Lipinski, hereby certify and affirm that Engineered Services, Inc. dba Powerlink Electric, has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.

AND

I, Steven Lipinski, hereby certify and affirm that Engineered Services, Inc. dba Powerlink Electric, is in compliance with all federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act and the Ohio Bureau of Employment Services and the following:

- Not penalized or debarred from any public contracts or falsified certified payroll records or any other violation of the Fair Labor Standards Act in the last three (3) years;
- Not found to have violated any worker's compensation law within the last three (3) years;
- Not violated any employee discrimination law within the last three (3) years;
- Not have been found to have committed more than one (1) willful or repeated OSHA violation of a safety standard (*as opposed to a record keeping or administrative standard*) in the last three (3) years;
- Not have an Experience Modification Rating of greater than 1.5 (a penalty-rated employer) with respect to the Bureau of Workers' Compensation risk assessment rating; and
- Not have failed to file any required tax returns or failed to pay any required taxes to any governmental entity within the past three (3) years.

AND

I, Steven Lipinski, hereby certify and affirm that Engineered Services, Inc. dba Powerlink Electric, is not on the list established by the Ohio Secretary of State, pursuant to ORC Section 121.23, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.

AND

I, Steven Lipinski, hereby certify and affirm that Engineered Services, Inc. dba Powerlink Electric either is not subject to a finding for recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute to resolve any findings for recovery, or otherwise qualifies under that section to enter into contracts with CCOG.

I, Steven Lipinski, hereby affirm that this proposal accurately represents the capabilities and qualifications of Bidder Name, and I hereby affirm that the cost(s) proposed to CCOG for the performance of services and/or provision of goods covered in this proposal in response to this CCOG RFP is a firm fixed price structure as described in the Cost Proposal, inclusive of all incidental as well as primary costs. *(Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal.)*

BID FORM 14: CONTRACTOR CERTIFICATION REQUIREMENTS

1. Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The Respondent complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the CCOG Participating entities in which work is being performed.

2. Fingerprint & Criminal Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The Respondent shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.

Signature:



Date:

April 7, 2022

BID FORM 15: UNRESOLVED FINDINGS FOR RECOVERY

O.R.C. Chapter 9.24 prohibits CCOG from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery, if such finding for recovery is “unresolved” at the time of award. By submitting a proposal, a Bidder warrants that it is not now, and will not become, subject to an “unresolved” finding for recovery under **O.R.C. Chapter 9.24** prior to the award of any contract arising out of this RFP, without notifying CCOG of such finding. The Proposal Review Team will not evaluate a proposal from any Bidder whose name, or the name of any of the subcontractors proposed by the Bidder, appears on the website of the Auditor of the State of Ohio as having an “unresolved” finding for recovery.

Is your company the subject of any unresolved findings for recoveries?

- ☐ Yes
☒ No

BID FORM 16: MANDATORY DISCLOSURES

3. *Mandatory Contract Performance Disclosure.*

Disclose whether your company's performance and/or the performance of any of the proposed subcontractor(s) under contracts for the provision of products and services that are the same or similar to those to be provided for the Program which is the subject of this RFP has resulted in any formal claims for breach of those contracts. For purposes of this disclosure, "**formal claims**" means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. For any such claims disclosed, fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration, or mediation regarding those claims, including terms of any settlement. While disclosure of any formal claims will not automatically disqualify a Bidder from consideration, at the sole discretion of Equalis Group, such claims and a review of the background details may result in a rejection of a Bidder's proposal. Equalis Group will make this decision based on the Proposal Review Team's determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the Bidder's performance of the work, and the best interests of Members.

Provide statement here. There are no formal claims against Engineered Services, Inc. dba Powerlink Electric.

4. *Mandatory Disclosure of Governmental Investigations.*

Indicate whether your company and/or any of the proposed subcontractor(s) has been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to your company's performance of services similar to those described in this RFP. If any such instances are disclosed, Bidders must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against the Bidder by the governmental agency. While disclosure of any governmental action will not automatically disqualify a Bidder from consideration, such governmental action and a review of the background details may result in a rejection of the Bidder's proposal at Group's sole discretion. Equalis Group will make this decision based on the Proposal Review Team's determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the Bidder's performance of the work, and the best interests of Members.

Provide statement here. Engineered Services, Inc. dba Powerlink Electric has not been the subject of any adverse regulatory or adverse administrative governmental action.

BID FORM 17: MASTER AGREEMENT SIGNATURE FORM

BIDDERS MUST SUBMIT THIS FORM COMPLETED AND SIGNED WITH THEIR RESPONSE TO BE CONSIDERED FOR AWARD.

The undersigned hereby proposes and agrees to furnish Products & Services in strict compliance with the terms, specifications, and conditions contained within this RFP and the Master Agreement at the prices proposed within the submitted proposal unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Bidder and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Company Name Engineered Services, Inc. dba Powerlink Electric
Address 400 Corporate Woods Parkway
City/State/Zip Vernon Hills, Illinois 60061
Phone Number (847) 850-5666
Email Address slipinski@powerlinkelectric.com
Printed Name Steven Lipinski
Job Title Secretary
Authorized Signature 

Initial Term of the Master Agreement

Contract Effective Date: May 1, 2022
Contract Expiration Date: April 30, 2023
Contract Number:

(Note: Contract Number will be applied prior to CCOG and Equalis Group countersigning.)

The Cooperative Council of Governments, Inc.
6001 Cochran Road, Suite 333
Cleveland, Ohio 44139

Equalis Group, LLC.
5550 Granite Parkway, Suite 298
Plano, Texas 75024

By: _____
Name: Scott A. Morgan
As: CCOG Board President
Date: _____

By: _____
Name: Eric Merkle
As: SVP, Procurement & Operations
Date: _____

BID FORM 3: COMPANY PROFILE INFORMATION/QUESTIONNAIRE

1. Provide your company's official registered name/legal name?
Engineered Services, Inc. dba Powerlink Electric
2. Provide your companies Federal Tax ID # or Social Security #:
20-4958527
3. Provide your corporate address, and if different provide your bidder remittance address:
Corporate Address: 400 Corporate Woods Parkway
Vernon Hills, IL 60061

Remittance Address: 400 Corporate Woods Parkway
Vernon Hills, IL 60061
4. Provide information below on your company's representative/contact person authorized to answer questions regarding your submitted bid response:
Name: Steven Lipinski
Title: Secretary
Office Phone #: (847) 850-5666
Cell Phone #: (847) 201-3891
Email: slipinski@powerlinkelectric.com

5. *Provide information on your company's representative/contact person authorized to address contractual issues, including the authority to execute a contract and to whom legal notices regarding contract termination or breach should be sent:*

Name: Steven Lipinski

Title: Secretary

Office Phone #: (847) 850-5666

Cell Phone #: (847) 201-3891

Email: slipinski@powerlinkelectric.com

6. *Please provide a brief history of your company, including the year it was established:*

Established in 2006 we are a full service Union electrical and technology company that provides services throughout the Midwest and East Coast. Focusing on commercial, industrial and high-end residential markets gives us the ability to effectively address all of our customers' needs ranging from emergency service calls to long-term construction and remodeling projects.

7. *What was your annual construction volume over last three (3) years?*

2021 - \$7,761,000.00

2020 - \$6,336,000.00

2019 - \$7,533,000.00

8. *What are your overall public sector sales, excluding Federal Government, for last three (3) years?*

2021 - \$7,761,000.00

2020 - \$6,336,000.00

2019 - \$7,533,000.00

9. *What is your strategy to increase market share in the public sector?*

Increase our sales and marketing to increase visibility and gain new clients and projects.

10. *What differentiates your company from competitors in the public sector?*

We offer competitive pricing, experience and knowledge within the industry and build long-lasting client relationships.

11. Diversity program - Do you currently have a diversity program or any diversity partners that you do business with?

☒ Yes

☐ No

a. If the answer is yes, do you plan to offer your program or partnership through Equalis Group?

☒ Yes

☐ No

10. Provide your safety record, safety rating, EMR and worker's compensation rate where available.

2021 EMR = .80

BID FORM 4: DIVERSITY VENDOR CERTIFICATION PARTICIPATION

Diversity Vendor Certification Participation - It is the policy of some Members participating in Equalis Group to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

a. Minority Women Business Enterprise

Respondent certifies that this firm is an MWBE

☐ Yes ☒ No

List certifying agency: _____

b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)

Respondent certifies that this firm is a SBE or DBE

☐ Yes ☒ No

List certifying agency: _____

c. Disabled Veterans Business Enterprise (DVBE)

Respondent certifies that this firm is an DVBE

☐ Yes ☒ No

List certifying agency: _____

d. Historically Underutilized Businesses (HUB)

Respondent certifies that this firm is an HUB

☐ Yes ☒ No

List certifying agency: _____

e. Historically Underutilized Business Zone Enterprise (HUBZone)

Respondent certifies that this firm is an HUBZone

☐ Yes ☒ No

List certifying agency: _____

f. Other

Respondent certifies that this firm is a recognized diversity certificate holder

☐ Yes ☒ No

List certifying agency: _____

BID FORM 5: BONDING CAPACITY STATEMENT

Provide a letter from your bonding company setting forth your company's available bonding capacity and availability and confirming that, if required, your company could provide labor and material payment bonds and performance bonds for certain projects up to the bonding capacity.

(Insert bonding company statement here)



Chicago Bond Department

1815 S. Meyers Road • Suite 500
Oakbrook Terrace, IL 60181
P.O. Box 5001
Oakbrook Terrace, IL 60181-5001
PHONE 630.613.1015

April 5, 2022

RE: Powerlink Electric Inc.
Bonding Letter

To Whom It May Concern:

It is our pleasure to introduce Powerlink Electric Inc. to you, in association with your pre-qualification process.

Currently, this contractor is bonded by Employers Mutual Casualty Company ("EMCC") since 2006, which has a treasury limit of \$157,552,000, along with an A.M. Best rating of an "AXIV".

Subject to our normal underwriting considerations, EMCC remains willing to consider bid, performance, and labor and materials bonds for Powerlink Electric, Inc. for single limits in the range of \$2,000,000 and an aggregate limit of approximately \$8,000,000. Current available bonding capacity is \$2,000,000 single and \$8,000,000 aggregate. EMCC is also/remains willing to consider supporting Powerlink Electric, on jobs which exceed this range, on a job by job basis.

This correspondence is for the sole purpose of providing a bonding reference and was requested by Powerlink Electric Inc., EMCC makes no representation about any assumption of liability, nor is there any intent or representation that this document is or could be considered a bid or performance bond.

If you have any questions regarding this account, please do not hesitate to contact me. I can be reached by email at jnkopecky@rand-tec.com or by phone. My direct line is 847-996-3874.

Sincerely,

Jaclyn Kopecky
Attorney in Fact
Employers Mutual Casualty Company

Employers Mutual Casualty Company
EMC National Life Company
EMCASCO Insurance Company
EMC Property & Casualty Company

EMC Reinsurance Company
EMC Risk Services, LLC
EMC Underwriters, LLC
Dakota Fire Insurance Company

Farm and City Insurance Company
Hamilton Mutual Insurance Company
Illinois EMCASCO Insurance Company
Union Insurance Company of Providence

Count
EMC



POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

KNOW ALL MEN BY THESE PRESENTS, that:

1. Employers Mutual Casualty Company, an Iowa Corporation
2. EMCASCO Insurance Company, an Iowa Corporation
3. Union Insurance Company of Providence, an Iowa Corporation

4. Illinois EMCASCO Insurance Company, an Iowa Corporation
5. Dakota Fire Insurance Company, a North Dakota Corporation
6. EMC Property & Casualty Company, an Iowa Corporation

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

JACLYN KOPECKY

its true and lawful attorney-in-fact, with full power and authority conferred to sign the attached reference letter

Any and All Bonds

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

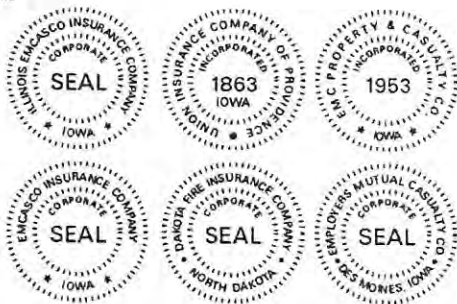
AUTHORITY FOR POWER OF ATTORNEY

This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:

RESOLVED: The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS THEREOF, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 30th day of March, 2020.

Seals



Scott R. Jean
Scott R. Jean, President & CEO
of Company 1; Chairman, President
& CEO of Companies 2, 3, 4, 5 & 6

Todd Strother
Todd Strother, Executive Vice President
Chief Legal Officer & Secretary of
Companies 1, 2, 3, 4, 5 & 6

On this 30th day of March, 2020 before me a Notary Public in and for the State of Iowa, personally appeared Scott R. Jean, and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the CEO, Chairman, President, Executive Vice President, Chief Legal Officer and/or Secretary, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Scott R. Jean and Todd Strother, as such officers, acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires October 10, 2022.

Kathy Loveridge
Notary Public in and for the State of Iowa

CERTIFICATE

I, James D. Clough, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 30th day of March, 2020, are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 5th day of April, 2022.

J D Clough
Vice President

BID FORM 6: MANAGEMENT PERSONNEL

Please provide contact information and resumes for the person(s) who will be responsible for the following areas.

Executive Contact

Contact Person: Steven Lipinski

Title: Secretary

Company: Engineered Services, Inc. dba Powerlink Electric

Address: 400 Corporate Woods Parkway

City: Vernon Hills State: Illinois Zip: 60061

Phone: (847) 850-5666 Fax: (847) 850-5667

Email: slipinski@powerlinkelectric.com

Account Manager / Sales Lead

Contact Person: Douglas Pantle

Title: President

Company: Engineered Services, Inc. dba Powerlink Electric

Address: 400 Corporate Woods Parkway

City: Vernon Hills State: Illinois Zip: 60061

Phone: (847) 850-5666 Fax: (847) 850-5667

Email: dpantle@powerlinkelectric.com

Contract Management (if different than the Sales Lead)

Contact Person: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Billing & Reporting/Accounts Payable

Contact Person: Michelle Bashore

Title: Office/Accounting Manager

Company: Engineered Services, Inc. dba Powerlink Electric

Address: 400 Corporate Woods Parkway

City: Vernon Hills State: Illinois Zip: 60061

Phone: (847) 850-5666 Fax: (847) 850-5667

Email: mbashore@powerlinkelectric.com

Marketing

Contact Person: Michelle Bashore

Title: Office/Accounting Manager

Company: Engineered Services, Inc. dba Powerlink Electric

Address: 400 Corporate Woods Parkway

City: Vernon Hills State: Illinois Zip: 60061

Phone: (847) 850-5666 Fax: (847) 850-5667

Email: mbashore@powerlinkelectric.com

STEVEN LIPINSKI

EXPERIENCE

2006 - Present PowerLink Electric

Vernon Hills, IL

Principal/Owner

- Primary responsibilities include company-wide operations, manpower, and customer relationship management. Additional responsibilities are over seeing the design, estimating/bid process, and project management employees.

2001-2005 Jamerson & Bauwens

Northbrook, IL

Project Manager

- Primary responsibilities included overseeing projects and reviewing for schedule and cost accounting. Purchase major equipment for the projects

1999-2001 Jamerson & Bauwens

Northfield, IL

Lead Estimator

- Primary responsibility included reviewing and finalizing estimates up to \$8MM
- Selecting projects that would be suitable for the company

EQUIPMENT

Fiber termination equipment, OTDR Fiber tester, Power Sum Fiber tester, High Voltage testing equipment, PLC Programming

EDUCATION

- Bachelor's Degree – Mechanical Engineering Technology – Purdue University
- Supervising Electrician License – City of Chicago
- BICSI Certification

DOUGLAS C. PANTLE

EXPERIENCE

2006 - Present PowerLink Electric

Vernon Hills, IL

Principal/Owner

- Primary responsibilities include company-wide operations, manpower, and customer relationship management. Additional responsibilities are over seeing the design, estimating/bid process, and project management employees.

1998-2004 Jamerson & Bauwens

Northbrook, IL

Division Vice President

- Primary responsibilities included operations and manpower in Lake County. Additional responsibilities were over seeing the low voltage technology division and its employees. Designed, estimated and put together proposal letters for all projects up to one million dollars.

1994-1998 Jamerson & Bauwens

Northfield, IL

General Foreman

- Primary responsibility included all manpower in Lake County. Responsible for all electrical projects for a multi-million dollar hospital customer including manpower requirements, project coordination and layout of tools and material.

1994-1994 Jamerson & Bauwens

Northfield, IL

Foreman

- Responsibilities included manpower, tools, material, project coordination and project layouts.

1991 Metrik Electric

Skokie, IL

Foreman

- Responsible for customer's building's entire fire alarm system, this was a 4-story building. Additional responsibilities included ordering, manpower, and layout of the fire alarm system.

1990-1991 Grand Kahn

Chicago, IL

Journeyman/Wireman

- Responsible for the wiring of cellular transmission sites and cellular equipment buildings for utility customer.

1986-1990 IBEW Local 150

Waukegan, IL

Electrical Apprentice

- Worked on high-end residential, small commercial and industrial projects.

1984-1986 Rotary Electric

Highland Park, IL

Materials Management

- Delivery of material stock and distribution to electrical projects.

EQUIPMENT

Fiber termination equipment, OTDR Fiber tester, Power Sum Fiber tester, High Voltage testing equipment, PLC Programming, Heavy equipment (trenchers, backhoes, and bucket truck)

EDUCATION

- 4 years of Electrical Apprenticeship from IBEW Local 150
- Associates Degree – Electrical Engineering from the University of Illinois, Chicago Campus
- Bicsi Certification

MICHELLE L. BASHORE

OFFICE MANAGER

P (970) 379 - 0306

E mlbashore@hotmail.com

A 3908 Burton Trail, Crystal Lake, Illinois 60014

EXPERIENCE

March 2020 – Present (Part-Time)

Office/Accounting Manager • Powerlink Electric • Vernon Hills, Illinois

- Oversee daily business operations from accounting standpoint
- Subcontractor and vendor agreements and purchase orders
- Manage all Union Reporting functions
- Weekly payroll and expense tracking and processing
- Assist owners with bidding, budgeting and project setup/closeout
- Employee management and HR point of contact
- Create Waiver of Liens, pay applications and invoicing
- General office duties as required

July 2018 – March 2020 (Part-Time)

Office Manager • Dynamic Air Solutions • Volo, Illinois

- Assist owner with day to day business operations
- Responsible for entering and updating of Quickbook's
- Prepare Certified Payroll reports for Union projects
- Project setup, tracking and closeout
- Labor and project forecasting
- Point of contact for any human resource issues

May 2014 – February 2018

Office Manager • Northern Inspection Services, LLC • Gilberts, Illinois

- Management of all day to day business operations
- Responsible for all material ordering, inventory and receiving
- Point of contact for (10) employees to aid where needed
- Assisted with new business development
- Payroll and expense report processing
- Managed all AP and AR functions through Quickbooks
- Created and reviewed proposals
- Tracked, requested and reviewed daily LEMS (Labor, Equipment, Material, Spreadsheets) from field technicians
- Received and processed work orders as well as change orders
- Reviewed and tracked projects
- Maintained and managed proposal and project log
- ISNetworld - To maintain safety standards for clients- manage and maintain company compliance - Annual/ Quarterly/Client Requirements, Project Assignment, OQ's (Operator Qualifications)
- Maintained employee drug and alcohol testing (PTC and NCMS) and DOT program
- Managed, maintained, set-up sub-contractors
- Managed office personnel - Interview, hire and train
- General office duties, advertising and company parties
- IT Coordination- Working with IT consultant for new emails, computer set-up and website maintenance

EDUCATION

Arizona State University

- Mesa, Arizona
- Bachelor of Science
Exercise and Wellness –
Health Promotion
- Spa Management
Certification
- GPA 4.0 (*Summa Cum
Laude*)

KEY SKILLS

- LEADERSHIP
- ADAPTABILITY
- ATTENTION TO DETAIL
- ACCOUNTING
- CUSTOMER SERVICE
- TRAINING
- HUMAN RESOURCES
- RELATIONSHIP BUILDING

May 2012 – May 2014

Assistant Spa Manager • Kohler Waters Spa • Burr Ridge, Illinois

- Responsible for daily operations of guest services departments
- Scheduled staff to meet facility demands and ensured Forbes Five Star Standards
- Responsible for financial performance of guest services department
- Assisted management in preparation of budgets and forecasts
- Managed weekly payroll functions
- Oversaw all retail operations from ordering to inventory
- Tracked and maintained records for retail goals
- Maintained cash control and billing accuracy levels
- Monthly reconciliation of petty cash
- Increased profitability areas of operation through analysis of sales and expenses
- Worked with DK Marketing and PR to develop and implement promotional strategies and materials
- Ensured the enforcement of policies and procedures
- Responsible for guest correspondence
- Assumed responsibility for daily facility management

October 2010 – May 2012

Department Head • Lifetime Fitness - LifeSpa • Schaumburg, Illinois

- Oversaw front desk, massage, esthetics, nail technician, MediSpa and stylist departments of 25 colleagues
- Daily control of financials including: revenue, payroll and business planning
- Monitored profit and loss statements; made necessary adjustments based on budgetary guidelines
- Utilized strong customer service skills and extensive managerial experience to develop strong relationships with members and team
- Promoted programs, products, and services while maintaining an inviting environment for members and team members

November 2009 – October 2010

Assistant Spa Manager • Viceroy Spa • Snowmass, Colorado

- Colleague of opening team for hotel and spa in a luxury boutique Resort
 - Scheduled, trained and evaluated (25) spa colleagues
 - Completed bi-weekly payroll for all spa colleagues
 - Determined staffing needs and executed interview process
 - Handled guest and colleague issues, problem-solving and feedback
 - Ensured spa colleagues were in compliance with standards of operation
 - Conducted monthly spa departmental and inter-departmental meetings
 - Controlled bi-weekly professional and retail inventories; placed orders
 - Managed and balanced spa operations budget
-

BID FORM 7: REFERENCES AND EXPERIENCE QUESTIONNAIRE

Provide a minimum of five (5) customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide references for K12, Higher Education, City/County and State entities. Provide the following information for each reference:

- a) Entity Name: Robe Construction, Inc.
- b) Contact Name and Title: Sean White/VP
- c) City and State: Chicago, Illinois
- d) Phone Number: (773) 775-8900
- e) Years Serviced: 1 Year
- f) Description of Services: Plaza Modifications and Miscellaneous Work for the Illinois Tollway Authority
- g) Annual Volume: \$1.3M

- a) Entity Name: Edwin Anderson Construction Company
- b) Contact Name and Title: Brian Thompson/President
- c) City and State: Bensenville, Illinois
- d) Phone Number: (847) 928-2200
- e) Years Serviced: 3 Years
- f) Description of Services: Renovations at Triton College
- g) Annual Volume: \$100K

- a) Entity Name: Happ Builders, Inc.
- b) Contact Name and Title: Rod Fox/VP
- c) City and State: Waukegan, Illinois
- d) Phone Number: (847) 775-8888

- e) Years Serviced: 6 Years
 - f) Description of Services: K-12 & Higher Education School Remodels and Renovations
 - g) Annual Volume: \$500K
-
- a) Entity Name: Deerfield Park District
 - b) Contact Name and Title: Tony Korzyniewski/Deputy Director of Recreation
 - c) City and State: Deerfield, Illinois
 - d) Phone Number: (847) 572-2660
 - e) Years Serviced: 9 Years
 - f) Description of Services: Miscellaneous Electrical Service Work
 - g) Annual Volume: \$75K
-
- a) Entity Name: Cook Memorial Public Library District
 - b) Contact Name and Title: Ken Arnsward/Facilities Project Coordinator
 - c) City and State: Libertyville, Illinois
 - d) Phone Number: (224) 513 - 7428
 - e) Years Serviced: 1 Year
 - f) Description of Services: Installation of Emergency Generator
 - g) Annual Volume: \$100K

Questions:

1. Identify any contracts with other cooperative or government group purchasing organizations of which your company is currently a part of:

Cooperative/GPO Name

Contract Number

N/A

2. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.
3. If applicable describe your company's past experience with Job Order Contracting and include specific examples of other cooperatives and public agencies where you have performed these services.
4. Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.
5. Felony Conviction Notice – Please check applicable box:

- ☐ A publicly held corporation; therefore, this reporting requirement is not applicable
- X Is not owned or operated by anyone who has been convicted of a felony.
- ☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony.

*If the 3rd box is checked a detailed explanation of the names and convictions must be attached.



Lori E Lightfoot, Mayor

Certificate of Registration

issued by the

Department of Buildings of the City of Chicago

*This is to Certify that
located at
having complied with the requirements of Ordinances passed by the City Council of the City of Chicago
providing for the registration of electrical contractors is hereby recorded as a*

ENGINEERED SERVICES, INC. - ECC93823

400 CORPORATE WOODS PARKWAY VERNON HILLS, IL 60061

REGISTERED ELECTRICAL CONTRACTOR

General Electrician

*and is entitled to perform electrical work in the City of Chicago under the Direction of Supervising Electrician
provided that such work permits are subject to the provisions of all the Ordinances of the City of Chicago
now in force or which may be hereafter passed. This certificate EXPIRES June 22, 2023.*

SUPERVISING ELECTRICIAN: STEVEN LIPINSKI - SE6567

In Witness Whereof I have hereunto set my hand on March 28, 2022.

Matthew W. Braundt