

**VILLAGE OF VERNON HILLS
ORDINANCE 2023-023**

AN ORDINANCE AUTHORIZING APPROVAL TO WAIVE THE COMPETITIVE BIDDING PROCESS AND AWARD A CONTRACT TO DIVERZIFY TO REPLACE CARPETING AND FLOORING AT THE PUBLIC WORKS DEPARTMENT FOR AN AMOUNT NOT TO EXCEED \$37,000

WHEREAS, the Village of Vernon Hills, County of Lake, State of Illinois (*"the Village"*) is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code; and

WHEREAS, the Village of Vernon Hills owns and maintains multiple buildings and facilities including the Police Department, Communications Center, Village Hall, Public Works Department, Arbortheater, VHAC, and Metra Station; and

WHEREAS, staff delineated \$60,000 within the FY2023 budget account (0209046-550040) to remove and replace carpeting and flooring throughout the hallways, front offices, and employee break room in the Public Works Department building; and

WHEREAS, staff sought proposals from several companies who specialize in carpet and flooring installation, however, only two (2) provided proposals with Prevailing Wage; and

WHEREAS, Diverzify provided the lowest priced proposal for the amount of \$36,816; and

Diverzify	\$36,816.00
Crown Coverings	\$47,681.47

WHEREAS, Diverzify has provided the Village with quality service in the past and has proven to be a reliable and dependable source; and

WHEREAS, staff recommends the contract be awarded to Diverzify for an amount not to exceed \$37,000; and

WHEREAS, expenditures over \$25,000 require Board of Trustee approval.

NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: EXECUTION OF AGREEMENT: The Village Manager is hereby authorized to execute all documents required for carpet and flooring to be removed and replaced by Diverzify at the Public Works Department for an amount not to exceed \$37,000.

SECTION 2: AUTHORIZATION & RELEASE OF PAYMENT: The Finance Director is hereby authorized to make payments to Diverzify for an amount not to exceed \$37,000.

SECTION 3: EFFECTIVE DATE: This Ordinance shall be in full force and effect from its passage and approval.

SECTION 4: ORDINANCE NUMBER: This Ordinance shall be known as Ordinance Number 2023-023.

Dated the 7th of March, 2023

Adopted by roll call votes as follows:

AYES: 7 – Marquardt, Schenk, Takaoka, Oppenheim, Forster, Koch, Byrne

NAYS: 0 - None

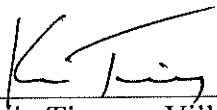
ABSENT AND NOT VOTING: 0 - None

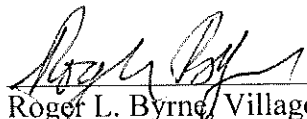
President

PASSED: 03/07/2023

APPROVED: 03/07/2023

ATTEST: 03/07/2023


Kevin Timony, Village Clerk


Roger L. Byrne, Village



VILLAGE OF VERNON HILLS

ORDINANCE NO. 2023-023

AN ORDINANCE AUTHORIZING APPROVAL TO WAIVE THE COMPETITIVE BIDDING
PROCESS AND AWARD A CONTRACT TO DIVERZIFY TO REPLACE CARPETING
AND FLOORING AT THE PUBLIC WORKS DEPARTMENT FOR AN AMOUNT NOT TO
EXCEED \$37,000

THE 7th DAY OF MARCH 2023

Published in pamphlet form by the Authority of the
President and Board of Trustees of the Village of
Vernon Hills, Lake County, Illinois, this
7th day of March, 2023

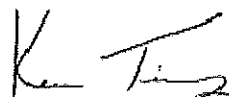
STATE OF ILLINOIS)
)
COUNTY OF LAKE)

CERTIFICATE

I, KEVIN TIMONY, CERTIFY THAT I AM THE DULY APPOINTED AND ACTING VILLAGE CLERK OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS. I FURTHER CERTIFY THAT ON MARCH 7, 2023, THE CORPORATE AUTHORITIES OF SUCH MUNICIPALITY PASSED AND APPROVED ORDINANCE NO. 2023-023 AN ORDINANCE AUTHORIZING APPROVAL TO WAIVE THE COMPETITIVE BIDDING PROCESS AND AWARD A CONTRACT TO DIVERZIFY TO REPLACE CARPETING AND FLOORING AT THE PUBLIC WORKS DEPARTMENT FOR AN AMOUNT NOT TO EXCEED \$37,000.

THE PAMPHLET FOR ORDINANCE NO. 2023-023 INCLUDING THE ORDINANCE AND A COVER SHEET THEREOF, WAS PREPARED, AND A COPY DATED MARCH 7, 2023 AND CONTINUING FOR AT LEAST TEN DAYS THEREAFTER. COPIES OF SUCH ORDINANCE WERE ALSO AVAILABLE FOR PUBLIC INSPECTION UPON REQUEST IN THE OFFICE OF THE VILLAGE CLERK.

DATED IN VERNON HILLS, ILLINOIS, THIS 7TH DAY OF MARCH 2023.

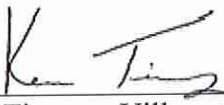

Kevin Timony, Village Clerk



AFFIDAVIT OF SERVICE

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, KEVIN TIMONY, BEING FIRST DULY APPOINTED, DEPOSES AND SAYS ON OATH THAT AS VILLAGE CLERK OF THE VILLAGE OF VERNON HILLS, HE DID CAUSE THE FOREGOING CERTIFICATE FOR ORDINANCE NO. 2023-023 AN ORDINANCE AUTHORIZING APPROVAL TO WAIVE THE COMPETITIVE BIDDING PROCESS AND AWARD A CONTRACT TO DIVERZIFY TO REPLACE CARPETING AND FLOORING AT THE PUBLIC WORKS DEPARTMENT FOR AN AMOUNT NOT TO EXCEED \$37,000 TO BE POSTED IN THE VILLAGE HALL AS REQUIRED BY LAW FROM MARCH 7, 2023 TO MARCH 17, 2023.



Kevin Timony, Village Clerk

SUBSCRIBED AND SWORN TO BEFORE
THIS 7TH DAY OF MARCH 2023



Notary Public



ADDENDUM

This Addendum is in addition to the terms in the attached Agreement between Contractor and the Village of Vernon Hills and shall be deemed an integral part of said Agreement. To the extent the terms in this Addendum conflict with the terms in the attached Agreement, the terms in this Addendum shall control.

1. Direction of Work. Contractor agrees that the Director of Public Works, or his designee, shall be Contractor's point of contact with the Village and all communications between Contractor and the Village shall be made through the Director of Public Works and/or his designee. The Director of Public Works or his designee will provide direction to Contractor to enable Contractor to perform the work but shall not be responsible for controlling Contractor's manner, means or methods of performing the work.
2. No Employment Relationship. Nothing in the Contractor's Agreement or this Addendum, or any exhibit, shall create an employee-employee relationship between Contractor or any individual and the Village. Contractor shall not be considered as having an employee status, nor shall the Village withhold any sums for the payment of income taxes, or FICA taxes, nor shall Contractor be entitled to participate in any plans, arrangements, or distributions by the Village pertaining to or in connection with any pension or retirement plans, or any other benefits for the regular employees of the Village.
3. Insurance. Contractor shall provide insurance at or above the minimum standards in the attached Exhibit A.
4. Payment. Contractor stipulates and agrees that the Village shall make payments pursuant to the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq.
5. Right to Withhold Payment. Without prejudice to any other remedy or right the Village may have, the Village may withhold payment, either in whole or in part, based on: (1) Contractor's failure to perform; (2) claims by subcontractors or others; (3) for damage caused by Contractor in the performance of its work; or (4) for work that is flawed or defective; or (5) based on Contractor's failure to comply with any terms of this Agreement or any Addendum or Exhibit.
6. No Liens. Contractor agrees that it shall not place a lien on any equipment or property of, or belonging to, the Village.
7. Contractor Certifications. Contractor agrees to execute the Certification attached as Exhibit B and certifies that each of the statements contained therein are true and correct.
8. Termination. The Village shall have the right, for its convenience, to terminate or suspend the Work in whole or in part at any time by written notice to Contractor. Every such notice shall state the extent and effective date of such termination or suspension. On such effective date, Contractor shall, as and to the extent directed, stop Work under this Contract, cease all placement

of further orders or subcontracts, terminate or suspend Work under existing orders and subcontracts, and cancel any outstanding orders or subcontracts that may be canceled.

9. Indemnification. As a material inducement for the Village to enter into this contract, Contractor agrees to defend, indemnify and hold harmless the Village and its elected officials, officers, agents, attorneys and employees from and against any and all claims, actions, suits, damages, costs, expenses and liabilities, including the reasonable fees and expenses of their attorneys, expert witnesses and consultants, court costs and fines, asserted against them or sought to be imposed upon them, individually, jointly or severally, and which arise directly or indirectly out of or in connection in any way with Contractor's operation of the Project or performance of the terms of this contract, except to the extent that those claims, actions, suits, damages, costs, expenses and liabilities arise from the sole negligence of Village, its representatives, officers, trustees, agents and employees. In the event of any claims, actions, suits, damages, costs, expenses and liabilities, the Village shall have the right to counsel of its choice and the right to direct its own defense.

The scope of Contractor's indemnification shall include, but is not limited to:

- (1) Any negligent, tortious or wrongful act or omission of Contractor, its officers, agents, employees, contractors or subcontractors, resulting in personal injury, bodily injury, sickness or death to any person, loss or damage of any kind to the property of any person, including Contractor, its officers, agents employees, licensees and invitees, or damage to or loss of other intangible property rights or personal rights, including but not limited to libel, slander and invasion of privacy; and
- (2) loss or damage of any kind resulting from Contractor's failure to comply with any provision of this contract, or of any federal, state or local law or regulation applicable to Contractor.

Attest/Witness

By: 

Title: EXECUTIVE SECRETARY

OWNER:

VILLAGE OF VERNON HILLS

By: 

Title: Village Manager

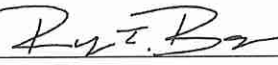
CONTRACTOR:

Attest/Witness:

By: Christoffer Bergkvist

Title: Project Manager

DIVERZIFY

By: 

Title: President - Diverzify Chicago

EXHIBIT A

INSURANCE REQUIREMENTS

CONTRACTOR AGREES TO MAINTAIN THE FOLLOWING:

Property Insurance:

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Minimum General Aggregate shall be no less than \$3,000,000 per person per aggregate; or Villages and Contractors Protective Liability: \$1,000,000 combined single limit per occurrence.
- Automobile Liability: \$500,000 combined single limit per accident for bodily injury and property damage.
- Worker's Compensation and Employers' Liability: Worker's Compensation limits as required by the Labor Code of the State of Illinois and Employers' Liability limits of \$500,000 per accident.
- If Contractor's current policies do not provide the required coverage in this Exhibit A, proof of umbrella or excess coverage meeting these requirements shall be presented to the Village in advance of the execution of this Contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by The Village. At the option of The Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects The Village, its officials, employees and volunteers; or Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

Other Insurance Provisions

The policies are to contain, or be endorsed to contain the following provisions:

Commercial General Liability, The Village's and Contractor's Protective Liability and Automobile Liability Coverage

- a. The Village, its officers, officials, employees, and volunteers shall be covered as additional insureds on Contractor's Commercial General Liability policy with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on

behalf of Contractor. General liability coverage can be provided in the form of an endorsement to Contractor's insurance (at least as broad as ISO Form CG 20 10, CG 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used). The coverage shall contain no special limits on the scope of the protection afforded to The Village, its officials, employees or volunteers.

- b. For any claims related to this project, Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 with respect to the Village, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Village, its officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it. Contractor shall procure and maintain for the duration of the contract, and for 2 years thereafter, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, his agents, representatives, employees, or subcontractors. Contractor's policy or policies of insurance shall specifically recognize and cover Contractor's indemnification obligations under this contract, and shall contain cross-liability endorsements
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, employees or volunteers.
- d. Coverage shall state that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits or the insurer's liability.

Worker's Compensation and Employers' Liability Coverage

Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Entity for all work performed by the Contractor, its employees, agents and subcontractors.

All Coverages

Each insurance policy required by this clause shall be endorsed to state that the coverage shall not be suspended, voided; canceled, reduced in coverage or in limits except after thirty (30) day's prior written notice by certified mail, return receipt requested, has been given to The Village. In the event of the cancellation of any insurance policy required herein, or upon Contractor's failure to procure said insurance, the Village shall have the right to terminate this Agreement.

Acceptability of Insurers

The insurance carrier used by Contractor shall have a minimum insurance rating of A- according to the AM Best insurance Rating Schedule and licensed to do business in the State of Illinois.

Certificates of Insurance

Contractor shall furnish The Village with certificates of insurance naming The Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause as follows:

- Additional insured endorsement on the General liability
- Additional insured endorsement on the Automobile
- Primary non-contributory endorsement on the General Liability
- Primary non-contributory endorsement on the Automobile
- Waiver of Subrogation endorsement on the Workers Compensation

The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the municipality and are to be received and approved by the municipality before any work commences. **The Village reserves the right to request full certified copies of the insurance policies. Contractor shall furnish evidence of such insurance to the Village prior to the Effective Date,** and then on an annual basis thereafter, in the form of a Certificate of Insurance that names the Village and its elected officials, officers, agents, attorneys and employees as additional insureds. The Village shall have the right to approve the coverage and carrier, which approval shall not be unreasonably withheld.

Subcontractors' Insurance

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that the Village is an additional insured on insurance required from subcontractors. For Commercial General Liability coverage, subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.

EXHIBIT B

CONTRACTOR CERTIFICATION

Contractor hereby certifies that Contractor, its shareholders holding more than five percent (5%) of the outstanding shares of Contractor, its officers and directors are:

- (A) not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65ILCS 5/1 1-42,1-I;
- (B) not barred from contracting as a result of a violation of either Section 33E-3 (bid rigging) or Section 33E-4 (bid rotating) of the Criminal Code of 1961 (720 ILCS 5133E-3 and 5133E-4);
- (C) not in default, as defined in 5 ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1;
- (D) in compliance with the Veterans Preference Act (330 ILCS 55/0.01 et.seq.);
- (E) in compliance with the Equal Employment Opportunity Act and all other state and federal laws and regulations prohibiting unlawful discrimination and that during, the performance of the Agreement, Contractor shall:
 - 1. not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or woman are underutilized and will take appropriate affirmative action to rectify any such underutilization;
 - 2. it hires additional employees in order to perform this Agreement or any portion hereof, it will determine the availability (in accordance with the Illinois Department of Human Right's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized;
 - 3. in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service;
 - 4. send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of Contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or

refuses to cooperate with Contractor in its efforts to comply with such Act and Rules and Regulations, Contractor will promptly notify the Illinois Department of Human Rights and Contractor will recruit employees from other sources when necessary to fulfill its obligations thereunder;

5. submit reports as required by the Illinois Department of Human Rights, Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human rights Act and the Department's Rules and Regulations;
6. permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Illinois Department of Human Rights for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations; and
7. not maintain or provide for its employees any segregated facilities at any of its establishments, and not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. As used in this section, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom, or otherwise;
8. in compliance with 775 ILCS 5/2-1.05(A)(4) by having in place and enforcing a written sexual harassment policy;
9. in agreement that in the event of non-compliance with the provisions of this certification relating to equal employment opportunity, the Illinois Human Rights Act or the Illinois Department of Human Rights, Rules and Regulations, Contractor may be declared ineligible for future contracts with The Village, and this Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation;
10. in compliance with 30 ILCS 580/I et seq. (Drug Free Workplace Act) by providing a drug-free workplace by publishing a statement:
 - (a) notifying employees that the unlawful manufacturer, or distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in Contractor's workplace.
 - (b) specifying the actions that will be taken against employees for violations of such prohibition.

- (c) notifying the employee that, as a condition of employment on such Agreement, the employee will:
 - i. abide by the terms of the statement; and
 - ii. notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five (5) days after such conviction
 - iii. establish a drug-free awareness program to inform employees about:
 - (A) the dangers of drug abuse in the workplace;
 - (B) Contractor's policy of maintaining a drug-free workplace;
 - (C) any available drug counseling, rehabilitation, and employee assistance program, and the penalties that may be imposed upon employees for drug violations;
 - (D) make it a requirement to give a copy of the statement to each employee engaged in the performance of the Agreement, and to post the statement in a prominent place in the workplace;
 - (d.) notifying the Village within ten (10) days after receiving notice from any employee or otherwise receiving actual notice of any conviction;
 - (e) imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;
 - (f) assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicated that a trained referral team is in place; and
 - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of this section; and
11. not in violation of Village Ordinances by Contractor having given to any officer, employee, spouse of or immediate family member living with any officer or employee of The Village any gift except as otherwise permitted therein.

12. Is currently and will remain in compliance Employment of Illinois Workers on Public Works Act (30 ILCS 570/1 through 570/7):

(A) Whenever there is a period of excessive unemployment in Illinois, which is defined herein as any month immediately following two (2) consecutive calendar months during which the level of unemployment in the State of Illinois has exceeded five (5%) percent as measured by the United States Bureau of labor Statistics in its monthly publication of employment and unemployment figures, Contractor and all Trade Contractors shall employ only Illinois laborers. "Illinois Laborers" means any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

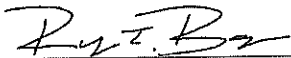
(B) Other laborers may be used when Illinois laborers as defined herein are not available, or are incapable of performing the particular type of work involved, if so certified by Contractor and approved by the Architect. Contractor may place no more than three (3) of its regularly employed non-resident executive and technical experts, who do not qualify as Illinois laborers, to do work encompassed by this Agreement during periods of excessive unemployment.

(C) This provision applies to all labor, whether skilled, semi-skilled, whether manual or non-manual.

IN WITNESS WHEREOF Contractor has hereunto set his/their hands and seals this 14th day of March 20 23.

CONTRACTOR

Business Name: Diverzify + LLC

Signature: 

Printed Name: Ryan Borgman

Title: President - Diverzify Chicago

Date: 3/14/23



February 15, 2023

Gene Schroeder
Village of Vernon Hills

847-367-3726

We are pleased to submit a proposal for the following project:

Village of Vernon Hills - Public Works Buildings

LVT1: Furnish Shaw Repose @Hallways 800 SF	\$	2,777.00
Basic 1/16" Skim Coat	\$	1,900.00
Take Up Old	\$	2,500.00
Labor to Install	\$	3,300.00
B1: Furnish and Install 4" Vinyl Wall Base 480 LF	\$	1,560.00
CPT1: Furnish TBD Carpet Tile @Offices 175 SY	\$	6,569.00
Basic 1/16" Skim Coat	\$	2,800.00
Labor to Take Up Old, Install, and Move Furniture	\$	3,700.00
WOM: Furnish and Install Shaw ST033 Black Chocolate Walk Off Carpet 40 SY	\$	1,847.00
Delivery	\$	350.00
PROPOSAL TOTAL	\$	27,303.00
Alt 1 - Lunch/Training Room - Add to Proposal Total -	\$	5,946.00
Alt 2 - Document Archives - Add to Proposal Total -	\$	3,567.00
Alt 3 - Plan Room - Add to Proposal Total -	\$	14,730.00

**** SEPARATE PRICE FOR OVERTIME PRICING ****

**** ALL OVERSEAS TARIFF COSTS WILL BE PASSED ON TO THE END USER****

Total = \$36,816.00

Proposal Excludes the Following:

- Floor Preparation
- Moisture Remediation
- Waterproofing
- Epoxy Mortar
- Furniture Moving
- Pre-sweeping
- Dumpster Charges
- Waxing
- Cleaning
- Overtime Installation
- MBE/WBE Participation
- Payment and Performance Bonds
- Tax
- Floor Protection
- Crack Suppression
- Sound Suppression
- Epoxy Grout
- Demolition
- Post vacuuming
- Elevator Holsting
- Sealing
- Abatement
- Overtime Deliveries
- Textura Usage Fees
- Attic Stock

Terms and Conditions:

These terms and conditions will apply and shall be included as an exhibit to the contract.

Proposal Expiration: Diverzify will furnish, install & deliver the material in accordance with the scope contained in this proposal for the listed price. The price listed includes all applicable taxes and freight. Due to the extreme volatility of the raw materials to construct the flooring products, the above pricing is valid for 60 days from the date of this proposal.

Prices are those prevailing as of this date. Any increase by our manufacturer prior to receipt of your order and deposit will be passed on to you at the same percentage rate.

Quantities: Quantity estimates are based on the plan take-off from your submitted drawing and subject to verification by field measurement. Plan changes should be in writing and acknowledged by us. Any variation from the submitted plan that is made in the field by you must be acknowledged to us in writing prior to order entry.

Schedule: Proposal is based on a continuous schedule. Proposal is based on regular working hours; Monday through Friday; 7:00 AM to 3:30 PM unless specifically stated otherwise. Unless specifically stated in this proposal, mobilization of personnel and deliveries is based on one phase delivery.

Supervision: Full time, on site supervision is not included in this proposal.

Concrete Testing: The manufacturers of the specified materials require specific limits or thresholds for concrete moisture content and vapor transmission, as well as specific ambient temperature requirements. Corrective measures for non-compliance is expressly excluded from Diverzify's scope of work. Per CR1-104-96, 6.3 site conditions: Requires an owner or general contractor to submit to Diverzify a written report regarding slab moisture and surface alkalinity of the slab to determine its suitability for the specified material to be installed.

Mitigation or Chemical abatement: Mitigating for moisture or contaminants (sealers, curing compounds, bond breakers, moisture mitigators) which may exist in the concrete slab or sub-floor is specifically excluded.

Conditions of Installation: Scheduled Work Area to be maintained before, during and after installation to the conditions of use required per manufacturer's requirements and recommendations and industry standards. In general and not limited to permanent functioning HVAC installed, all substrates required to meet all specifications and requirements of their own and floor and wall finishes to be installed. All overhead work complete. Walls primed and first coat of paint applied, all other trades and materials removed. Floors broom clean, free of all foreign matter. Finish lighting installed and functional to reflect finished room conditions.

Vertical Transportation / Material Removal: Dumpster and elevator hoisting, and/or any vertical hoisting of materials is to be provided by customer at no cost to Diverzify.

Demolition: Demolition of existing finishes, substrates, and/or other trades work is not included unless specifically noted in this proposal.

Surface Preparation: Unless specifically included, this proposal excludes all demolition, repair or take-up of existing flooring material, furniture moving, vacuuming, mopping, buffing, waxing, floor protection, floor floating, leveling or repair, sealing of the floor, cleaning or removal of oil, grease, solvents, paints, plaster or other foreign substances and asbestos control/abatement.

Areas to receive new floor covering shall be of a smooth quality, equal to that necessary to receive resilient tile, broom cleaned, clear and free of obstructions, debris, spillage, and other trades prior to the mobilization of Diverzify's installation personnel to begin installation. Diverzify is to receive floors at 1/8" in 10' using the straight edge method. Floor Flatness method will not be accepted. Unless stated otherwise, any floor preparation required, will be completed on a time and material basis and a formal change notice to the contract will be required upon completion of floor preparation prior to the installation of any finish flooring.

Caulking: Caulking of any type is not included in Standard Installation of Wood, Ceramic or Resilient

Undercutting: Undercutting of Door Jams, Millwork or Base is excluded.

Additional Work: Any additional work not covered by this contract will be charged on a time and material basis. If additional work is required outside the scope of this contract and exceeds 40 hours of labor, a fixed price allowance proposal will be provided before work can continue. Upon acceptance of this allowance proposal, you will be provided with daily time tickets for work performed against that allowance. No extra work or changes under this contract will be recognized or executed unless agreed to in writing by an officer of the company before the work is to be completed or the change is made.

Material Disposition: If manufacturer requires a deposit or full payment prior to manufacture/shipping of custom material, client will be required to pay a deposit of the same. Prices are those prevailing this date. Any increase by our manufacturer prior to receipt of your order and deposit will be passed on to you at the same percentage rate.

Once production of materials has begun, orders are not cancelable and subject to full payment. Stock orders are not cancelable after cutting has begun. Manufacturers shipping schedules are made in good faith. We cannot, however, be held responsible for the inability of a manufacturer to meet the given schedule.

Payment: If manufacturer requires a deposit or full payment prior to manufacture/shipping of custom material, client will be required to pay a deposit of the same prior to delivery to the project site. Materials are to be invoiced upon receipt into our warehouse; labor as completed will be invoiced on a monthly basis.

Retention shall not exceed 5% of contract value. Retention will be paid Net 30 days from date of punch list completion.

Acceptance: Any and all proposals are subject to the parties entering into a written agreement acceptable to Diverzify concerning deposits, payments for charges, charge backs, extras, guarantees for payment, conditions of the premises and similar matters. Diverzify will not accept charge backs of damage or cleaning without the option to inspect claim(s) to repair or without the option to make arrangements for acceptable repairs at their expense.

This contract is not legally binding unless signed by an officer of Diverzify.

Thank you for considering Diverzify. We appreciate your business. If you have any further questions, please feel free to contact me.

Sincerely,

Brian Groth
Account Executive
(773) 491-7468

Please sign and return one (1) copy of this proposal.

Signature: Kevin Timony
Name: Kevin Timony

Title: Village Manager
Date: 3/17/23