

\$13.00 per CEDA approved LIHEAP/PIPP application if approval rate is 95% or below

Fuel Fund Applications

\$5 per fuel fund applications as available

These rates are for the provision of the following services:

- Intake of energy services applications and necessary follow-up
- Outreach to assist in advertising availability of program services
- Counseling program applicants by providing information relevant to the energy assistance program as well as providing referral to other programs and services that could assist them

6.2 Weatherization Intake Sites

Agency agrees to accept the following rate plan:

\$14.00 per CEDA approved WX application if approval rate is above 95%

\$13.00 per CEDA approved WX application if approval rate is 95% or below

These rates are for provision of the following services:

- Intake of energy services applications and necessary follow-up
- Outreach to assist in advertising availability of program services
- Counseling program applicants by providing information relevant to the energy assistance program as well as providing referral to other programs and services that could assist them

NOTE: Application rates include all expenses and there will be no additional expenses paid. CEDA will not pay LIHEAP or Weatherization Intake Site for an incomplete application or an application that requires intervention by the Central Office to provide additional intake. Reimbursement for LIHEAP/PIPP and Weatherization applications will be paid the 20th of each month for approved applications taken in the previous month.

SECTION 7 GENERAL CONDITIONS

7.1 Insurance Requirements and Indemnification

Submission must be accompanied by written information on the type and amount of insurance maintained by agency.

~~The agency shall indemnify, keep and hold harmless its agents, officials, and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against CEDA in consequence of the granting of this contract, or which may in anyway result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission by the agency or his employees, of a subcontractor of his employees, if any, or of CEDA or its employees. The agency shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred in connection therewith, and if any judgment shall be rendered against CEDA in any such action, the agency shall, at his own expenses, satisfy and discharge them. The agency expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by agency, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend CEDA as herein provided.~~

7.2 Investigations Prior to Proposal Award

CEDA may make such investigations as are deemed necessary to determine the ability of the agency to perform the work, and the agency shall furnish all such information and data for this purpose as CEDA may request. CEDA reserves the right to reject any proposal if the evidence submitted by, or investigation of such agency, fails to satisfy it that such agency is properly qualified to carry out the obligations of the contract.

RESOLUTION _____

A RESOLUTION APPROVING OF REQUESTS FOR QUALIFICATIONS TO OPERATE COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATION OF COOK COUNTY, INC. LIHEAP AND WEATHERIZATION INTAKE SITES

BE IT RESOLVED by the Supervisor and Board of Town Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: That the Request for Qualification forms pursuant to which Hanover Township (the "Township") is applying to operate Community and Economic Development Association of Cook County, Inc. ("CEDA"), Low Income Home Energy Assistance Programs (LIHEAP) and Weatherization Intake Sites at the Hanover Township Astor Avenue Community Center (the "Community Center") and the Hanover Township Senior Center (the "Senior Center"), copies of which are attached hereto and incorporated herein (collectively, the "RFQs") are hereby approved subject to approval by the Township Administrator and Township Attorney.

SECTION TWO: The Hanover Township Supervisor, is hereby authorized to sign the RFQs on behalf of the Township, and the Township Supervisor and Township Administrator are authorized to perform all acts necessary for the Township's use and operation of CEDA LIHEAP and Weatherization Intake Sites as provided in Section One above.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable and if any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED April 17, 2012

APPROVED April 17, 2012

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____ enacted on April 17, 2012, and approved on April 17, 2012, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



**Request for Qualifications (RFQ)
Specification #03152012RFQ**

For

**CEDA LIHEAP &
WEATHERIZATION INTAKE SITES**

Submittals from minority, women and disadvantaged business enterprises are encouraged.

Faxed, e-mailed or late bids will not be accepted.

SUBMITTAL DEADLINE Monday , April 30, 2012 by 5:00pm	SUBMIT In a sealed envelope one (1) unbound indexed original plus one (1) duplicate copy
DELIVERY BY HAND or MAIL CEDA Receptionist 208 S. LaSalle Street, Suite 1900 Chicago, IL 60604 Attn: Procurement Specification #03292011RFQ	PRE-PROPOSAL CONFERENCE Thursday, April 12, 2012 at 10:00AM at CEDA Central 208 S. LaSalle Street, Suite 1900 Hughes Board Room

PROPOSAL SUMMARY

Project	CEDA LIHEAP Intake Sites and Weatherization Intake Sites.
Contract Period	LIHEAP Intake Sites September 1, 2012 – August 31, 2013, with two (2) optional one (1) year extensions Weatherization Intake Sites July 1, 2012– June 30, 2013, with two (2) optional one (1) year extensions
Questions	All communications concerning this RFP must be submitted in writing to Shawnee Little via email at slittle@cedaorg.net . Only written questions submitted via email accepted. No response other than written, distributed by the Procurement Department, will be binding.
Pre-Proposal	A pre-proposal meeting will be held on Thursday, April 12, 2012, at CEDA Central, Hughes Board Room at 10:00AM.
Receipt of Proposals	All responses should be returned to the CEDA Receptionist The envelope should be marked: CEDA Central Office 208 South LaSalle Street, Suite 1900 Chicago, Illinois 60604 Attn: Procurement Specification #03152012RFQ
Return Date	Monday, April 30, 2012
Return Time	5:00PM, central standard time

SECTION 1 INTRODUCTION

The Community and Economic Development Association of Cook County Inc. (CEDA) is a community action agency for Cook County. It provides economic development and human service programs to address the needs of low-income Chicago and suburban Cook County residents and the underlying conditions that cause those needs. CEDA provides a variety of energy services in Cook County including but not limited to the Low Income Home Energy Assistance Program LIHEAP/PIPP/STARS and the Illinois Home Weatherization Assistance Program.

LIHEAP and Weatherization assist low-income households by making energy more affordable and their homes more energy efficient. Not-for-profit agencies and faith-based organizations in the community are utilized to inform community members of these programs, act as the first step in the application process for eligible community residents and inform community residents of other programs for which they may be eligible.

SECTION 2 SCOPE OF SERVICE

CEDA is seeking community based organizations to act as LIHEAP and Weatherization Intake Sites. The services to be provided are as follows:

- **CEDA LIHEAP & WEATHERIZATION (WX) INTAKE SITES** must provide the following services at a primary, physical approved location:
 - Processing of WX, LIHEAP, Percentage of Income Payment Plan (PIPP) and ES Furnace applications
 - Review LIHEAP and PIPP program options with applicants; provide applicants information regarding benefit levels and client payment requirements for both programs.
 - Collect all necessary documentation required by LIHEAP, PIPP & WX regulations
 - Perform direct entry into the Standard Tracking And Reporting System (STARS), LIHEAP.net and completely fill out all forms required for processing LIHEAP, PIPP, ES Furnace & WX applications
 - Perform Referrals for clients
 - Assess interested parties to determine if they are eligible for LIHEAP/WX services and other programs
 - Refer LIHEAP/WX applicants to other assistance services or programs for which they may be eligible
 - Complete other program applications with clients as necessary
 - Perform Program Outreach
 - Inform community members of the availability and requirements of the LIHEAP, PIPP and WX programs
 - All outreach must be approved by CEDA

SECTION 3 VENDOR QUALIFICATIONS

CEDA is seeking agencies with a record of accomplishment of community service. Eligible agencies must meet the following minimum requirements:

3.1 General Requirements for LIHEAP & WX Intake Sites

- Must be a 501(C) 3 corporation or township with a minimum of five years experience providing utility or general assistance funds to residents.
- Must provide organization By-laws, Board of Directors list and Board of Director Meeting minutes for the past **12 months** (minimum of 2 reports).
- Must maintain regular business hours Monday through Friday 9:00AM to 5:00PM (at a minimum)

- Must be willing to provide services in the evenings or on weekends upon prior approval or request of CEDA
- Must provide three business references
- Must provide staffs that are experienced in interviewing and in the provision of energy related counseling and referral services.
 - Staff must have basic computer & Internet literacy.
 - Staff must participate in CEDA sponsored LIHEAP, PIPP and WX staff training and at the completion of training be able to pass certification test showing they can enter application information into the STARS/LIHEAP software and search designated LIHEAP database as required.
- A physical, non-residential location where interviews can be taken that is smoke-free and clean.
- Location must be accessible to persons with disabilities
- Must have the following equipment and technology:
 - Hardwired, active broadband Internet access (DSL, T1, or Cable) with Internet Explorer 7 or above and an active email account
 - Computer with Windows 2000 or above operating system
 - Active anti-virus program
 - Adobe Reader 8.0 or better
 - Working telephone, printer, copier and fax machine
 - Microsoft Excel 2003 or above

SECTION 4 PROPOSAL REQUIREMENTS

4.1 Pre-Proposal Conference

A pre-proposal conference will be held on **Thursday, April 12, 2012**, at CEDA Central, Suite 1900, 208 S. LaSalle, Chicago, IL in the Hughes Board Room at 10:00AM.

4.2 Document Submittal and Questions

Agencies must submit one (1) unbound original document with original signatures and one (1) copy. Documents must be returned on **April 30, 2012 by 5:00 PM. Late, emailed or faxed qualification documents will not be accepted.**

All communications concerning this RFP must be submitted in writing to Shawnee Little via email at slittle@cedaorg.net. Only written questions submitted via email accepted. No response other than written, distributed by the Procurement Department, will be binding.

4.3 Submittal Requirements for LIHEAP and Weatherization Intake Sites

Contractor's proposal must contain the following:

- A. Federal 501(c)(3) Letter (Unless government entity)
- B. State of Illinois Certificate of Good Standing from the Illinois Secretary of State
- C. Must provide organization By-laws, Board of Directors list and Board of Director Meeting minutes for the past **12 months** (minimum of 2 reports).
- D. A brief statement describing the agency's mission and role in the community
- E. One letter of support from a client, community agency with whom the agency has a linkage agreement, or other community partner
- F. Answers to questions & submittals in Exhibit C which include:
 1. Listing of business equipment available in your agency, specifically number of computers, copiers, fax machines, etc.
 2. Certificate of Insurance listing insurance currently maintained by the agency
- G. A completed Exhibit D.1: Certificate Regarding Facility, Technology & Equipment
- H. Execute additional Exhibits and Attachments to this RFQ
- I. Signed agreement to accept stated compensation

CEDA reserves the right, at its sole discretion, to allow respondents to cure any missing or unexecuted submittals as it deems is in the best interest of CEDA.

SECTION 5 PROPOSAL EVALUATIONS

5.1 Contract Period

The contract period for LIHEAP Intake Sites extends from **September 1, 2012 to August 31, 2013** with two (2) optional one (1) year extensions.

The contract period for Weatherization Intake Sites extends from **July 1, 2012 to June 30, 2013** with two (2) optional one (1) year extensions.

Extensions will be exercised at the mutual agreement of CEDA and the contractor. All awards are contingent on the availability of program funds.

5.2 Contract Award

A contract will be awarded to the agencies whose qualification documents, in the sole judgment of CEDA; most thoroughly meet the qualifications outlined in this document while agreeing to the pricing specified by CEDA.

The selected agencies must enter into an agreement with CEDA within fifteen (15) days following its notification of selection. CEDA in its sole discretion may extend the period up to a maximum 30-day period. CEDA may replace the selected agency with a replacement if the selected agency does not sign the agreement with CEDA by the end of the 15th day or extended period.

CEDA reserves the right to reject any and all qualification documents, to accept submissions in whole or in part, and to waive any irregularities or defects in any submissions, should it deem such action to be in the best interests of CEDA.

5.3 Proposals Evaluation and Award

Agencies will be selected based on their ability to meet requirements stated in this document and the need for LIHEAP and Weatherization Intake Sites. Should multiple applications be received from different agencies in the same service area, CEDA may request agencies to partner, but reserves the right to select the agency, solely in CEDA's opinion, that can best administer this program in the community. The CEDA Procurement Director reserves the right to award a contract or reject any or all submissions when, in her opinion, the best interest of CEDA will be served. Contracts will be awarded to the qualified agencies as determined by CEDA.

5.4 Verification & Interviews

CEDA reserves the right to interview and inspect the proposed sites of any and all agencies. Agencies agree to participate in any subsequent meetings or presentations requested by CEDA in the evaluation of this proposal. CEDA staff prior to contract award will verify information provided by agencies regarding its facility, technology, equipment and staffing. Verification will take place in the following manner:

- Once the submittal documents are reviewed, CEDA will contact all organizations via email informing them of their selection for consideration.
- Organizations have 72 hours to respond to the email and schedule a date and time when CEDA staff can inspect their site and verify technology & equipment capacity.
- Upon completion of the equipment/technology verifications and evaluation process selected organizations will be contacted via an award letter and email regarding a contract review meeting. Organizations must respond to the email to confirm attendance at the contract review meeting within 72 hours of email notification.

SECTION 6 PAYMENT TERMS

6.1 LIHEAP Intake Sites

Agency agrees to accept the following rate plan:

\$14.00 per CEDA approved LIHEAP/PIPP application if approval rate is above 95%

\$13.00 per CEDA approved LIHEAP/PIPP application if approval rate is 95% or below

Fuel Fund Applications

\$5 per fuel fund applications as available

These rates are for the provision of the following services:

- Intake of energy services applications and necessary follow-up
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- Counseling program applicants by providing information relevant to the energy assistance program as well as providing referral to other programs and services that could assist them

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\$14.00 per CEDA approved WX application if approval rate is above 95%

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NOTE: Application rates include all expenses and there will be no additional expenses paid. CEDA will not pay LIHEAP or Weatherization Intake Site for an incomplete application or an application that requires intervention by the Central Office to provide additional intake. Reimbursement for LIHEAP/PIPP and Weatherization applications will be paid the 20th of each month for approved applications taken in the previous month.

SECTION 7 GENERAL CONDITIONS

7.1 Insurance Requirements and Indemnification

Submission must be accompanied by written information on the type and amount of insurance maintained by agency.

~~The agency shall indemnify, keep and hold harmless its agents, officials, and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against CEDA in consequence of the granting of this contract, or which may in anyway result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission by the agency or his employees, of a subcontractor of his employees, if any, or of CEDA or its employees. The agency shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred in connection therewith, and if any judgment shall be rendered against CEDA in any such action, the agency shall, at his own expenses, satisfy and discharge them. The agency expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by agency, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend CEDA as herein provided.~~

7.2 Investigations Prior to Proposal Award

CEDA may make such investigations as are deemed necessary to determine the ability of the agency to perform the work, and the agency shall furnish all such information and data for this purpose as CEDA may request. CEDA reserves the right to reject any proposal if the evidence submitted by, or investigation of such agency, fails to satisfy it that such agency is properly qualified to carry out the obligations of the contract.

7.3 Officials or Employees

No officer or employee of CEDA, or the governing body of CEDA, who exercises any responsibilities with respect to the purchase to be made, shall during his tenure in office, have any interest, direct or indirect, in any contract or purchase order issued as a result of this bid process.

7.4 Cost/Ownership of Proposals

CEDA owns all submissions. Submissions will not be returned to agencies. CEDA shall not be responsible for expenses incurred in preparing and submitting the submissions. Such costs shall not be included in the submissions.

7.5 Response to Exhibits

Agencies are required to complete and submit detailed responses to this qualifications document, including, but not limited to the submittal requirements set forth in Section 5 of this proposal and all Exhibits and applicable schedules.

7.6 Federal Statutes

Applicable provisions under 45 CFR Parts 74.42-74.47, 92.36 and 41 U.S.C. 403(11), 10 CFR section 600.236 of the DOE regulations and Section 1352, and Title 31 of the U.S. Code regarding Federal Lobbying Restrictions govern this purchase.

Agency shall comply with the following; The Civil Rights Act of 1964, 42 U.S.C. sec. 2000 et seq.(1988), as amended; Executive Order NO. 11,246. 30 Fed. Reg. 12,319 (1965) reprinted in 42 U.S.C. 2000(e) note, as amended by Executive Order No 11,375, 32 Fed. Re. 14303 (1967) and by Exec. Order No. 12,086, 43 Fed. Reg. 46,501 (1978); Age Discrimination Act, 42 U.S.C. sec. 6101-6106 (1988); Rehabilitation Act of 1973, 29 U.S.C sec. 793-794 (1988); Americans with Disabilities Act, 42 U.S.C. sec. 12102 ET/. seq.; and 41 C.F.R. Part 60 seq. (1990); the Copeland "Anti-Kickback" Act (18U.S.C. 874) as supplemented by 29 CFR part 3.n. Agency shall comply with all applicable standards orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution amended (33 U.S.C. 1251 et seq.

7.7 Non-Discrimination

Agencies participating on this agreement shall not (1) fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his or her compensation, or the term, conditions, or privileges of his employment because of such individual race, color, religion, sex, age, handicap or national origin. (2) Limit, segregate, or classify employees or applicants for employment in any way which deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individuals.

7.8 Exemption from Retailers, Occupation or Use Taxes

CEDA is a non-profit corporation recognized by the Internal Revenue Services as a 501 (c) (3) exempt organization and by the State of Illinois as organized exclusively for charitable purposes. CEDA is exempt by law from Retailers Occupation Tax (both State and Local), Use Tax and the Service Use Tax of IL on materials or services purchased in connection with the Work. Consultants, contractors or Contractors that perform services for or supply equipment and materials to the CEDA must pay, as a cost of the Work, all existing and future applicable federal, state, and local taxes that apply to them, whether direct or indirect, incurred in connection with the services. The quoted hourly billing rate must include all other Federal, State, and/or Local direct or indirect taxes that apply.

➤ 7.8.1 Tax Liability

Consultants, contractors or vendors that perform services for or supply equipment and materials to the CEDA must pay, as a cost of the Work, all existing and future applicable federal, state, and local taxes that apply to them, whether direct or indirect, incurred in connection with the services. The quoted hourly billing rate must include all other Federal, State, and/or Local direct or indirect taxes that apply.

**SECTION 8
ACCEPTANCE OF RATE
LIHEAP & WEATHERIZATION INTAKE SITE**

On behalf of Hanover Township Senior Services I submit this qualifications document to
(Organization Name)
the Community and Economic Development Association of Cook County to provide the LIHEAP & WX
Intake Site services described in this document and exhibits for reimbursement at:

\$14.00 per CEDA approved LIHEAP/PIPP application if approval rate is above 95%
\$13.00 per CEDA approved LIHEAP/PIPP application if approval rate is 95% or below

\$14.00 per CEDA approved WX application if approval rate is above 95%
\$13.00 per CEDA approved WX application if approval rate is 95% or below

For questions regarding this response please contact:

Barbara Kurth Schuld Director, Senior Services
Name Title
(630) 483-5671 (630) 483-5690 bkurthschuld@hanover-township.org
Telephone Number Fax Number Email Address

240 S. IL Rt. 59, Bartlett, IL 60103
Mailing Address, City, State Zip

Subscribed and sworn to before me this 11th day of April.

Notary Public

My commission expires, April 10, 2013.

On this day, personally appeared before me

Barbara Kurth Schuld

to me known to be the person(s) described in and who executed the within and foregoing instrument, and
acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes
therein mentioned.

Witness my hand and official seal hereto affixed

this 11th day of April, 2012.

Notary Public in and for the State of Illinois.

My commission expires April 10, 2013.

AFFIX NOTARY SEAL:



Cathy Reese

EXHIBIT A
INSURANCE REQUIREMENTS

Vendors must advise CEDA of the limits it currently maintains of the types of insurance coverage set forth below, and must provide the CEDA with certificates evidencing such coverage. CEDA reserves the right to ask for higher levels of coverage.

TYPE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
Worker's Compensation	Statutory-State of Illinois
Employers	
a. Each Accident	\$500,000.00
b. Each Employee Disease	\$500,000.00
c. Policy Aggregate Disease	\$500,000.00
Commercial General Liability	
a. Per occurrence	\$1,000,000.00
b. General Aggregate	
1. General Aggregate-Per Project	\$1,000,000.00
2. General Aggregate Products	
Completed Operations	
Personal and Advertising Injury	\$1,000,000.00
Fire Legal Liability (any one fire)	\$1,000,000.00
Medical Expense (any one person)	\$50,000.00
	\$5,000.00
Umbrella Excess Liability (Coverage must be in excess of Commercial General Liability, Automobile Liability, and Employer's Liability. It shall be no more restrictive than the primary coverage listed.)	\$1,000,000.00 over Primary Insurance \$1,000.00 retention for Self-Insured Hazards Each Occurrence
Business Auto Liability (This Policy must provide coverage for all owned, non-owned, and hired autos.)	\$1,000,000.00

CEDA must be named as additional insured on this coverage as well as on Umbrella Liability (4). Vendor must name the following as additional insured on all certificates of insurance:

CEDA, its board members, officers, employees, agents and consultants.

All insurance companies must be rated A-VIII or better by the A. M. Best Company.

Vendor's assumption of liability is independent from, and not limited in any manner by, the Vendor's insurance coverage obtained pursuant to this Proposal, or otherwise. All amounts owed by Vendor to the CEDA as a result of the liability provisions of the Contract shall be paid on demand.

**EXHIBIT B
CONTRACTOR'S AFFIDAVIT**Hanover Township Senior Services

Contractor Name

240 S. IL Rt 59, Bartlett, IL 60103

Contractor Address

630-483-5671

Contractor Telephone Number

Instructions:

FOR USE WITH ALL CONTRACTS. Every Contractor submitting a bid/proposal to CEDA must complete this Affidavit. Please note that in the event the Contractor is a joint venture, the joint venture and each of the joint venture partners must submit a separate and completed Contractor's Affidavit. In the event the Contractor is unable to certify any of the statements contained herein, the Contractor must contact CEDA and provide a detailed factual explanation of the circumstances leading to the Contractor's inability to so certify.

I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Proposer set forth above, that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provided in or with this Affidavit and attachments hereto are true and accurate.

The Contractor may report any change in any of the facts stated in this Affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit.

Hanover Township Senior Services
Company NameSignature of Authorized OfficerBrian P. McGuire

Name of Authorized Officer (Print or Type)

Hanover Township Supervisor
Title

All bidders/proposers/contractors shall provide the following information with their bid/ proposal/ contract. Complete all blanks by entering the requested information, or, if the question is not applicable, answer with "N/A". If the answer is other, please identify.

1. Date of application: 4/17/2012
2. Company: Hanover Township Senior Services
3. Parent Company: Hanover Township
4. Contact Name: Barbara Kurth Schult
5. Street Address: 240 S IL Rt 59, Bartlett, IL 60103
6. Mailing Address [if different]: N/A
7. Telephone (1): 630-483-5671
8. Telephone (2): 630-483-5600
9. Fax Number: 630-483-5690
10. Website Address: www.hanover-township.org
11. E-mail Address (include name): Barbara Kurth Schult - bkurthschult@hanover-township.org
12. Employer's Federal ID# / Social Security #: 36-2750477
13. DUNS #: 035124114

Contractor is a

☐
☐
☐

Corporation
Partnership
Joint Venture

☐ Sole Proprietor
☐ Not-For-Profit
☐ LLC

(x) government

Date Business Started: April 2, 1850

SECTION 1. For Profit Corporations, Limited Liability Corporations, or Not-For-Profit Corporations

- a. Incorporated in _____
- b. Authorized to do business in the State of Illinois ☐ Yes ☐ No
- c. Names of all officers and directors of corporation (or attach a list)

Name & Title

SECTION 2. Partnership

If the bidder/proposer is a partnership, indicate the name of each partner or attach a list and the percentage of interest of each therein.

<i>Name of Partners</i>	<i>Percentage of Interest</i>
_____	_____%
_____	_____%
_____	_____%
_____	_____%
_____	_____%

SECTION 3. Sole Proprietorships

- a. The bidder/proposer is a sole proprietor and is not acting in any representative capacity on behalf of any beneficiary:
☐ Yes ☐ No *If "No," complete items b and c.*

- b. If the sole proprietorship is held by an agent(s) or a nominee, indicate the principle(s) for whom the agent or nominee holds such interest.

Name(s)

- c. If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised:

SECTION 4. Certification Regarding Suspension and Disbarment

The contractor certifies to the best of its knowledge and belief, that it and its principles are not presently debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from transactions by any Federal, State or local government agency and have not within a (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, a violation of Federal or State antitrust statutes, or the commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Further, contractor certifies it is not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Section 2(a) above, and have not within a (3) year period preceding

this agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

SECTION 5. Verification

Under penalty of perjury, I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Contractor set forth on this page, that I have personal knowledge of all the certifications made herein and that the same are true.

Signature of President or Authorized Officer

Hanover Township Supervisor
Title

Date

NOTARY PUBLIC

STATE OF _____, CEDA OF _____, ss.:

On this day, personally appeared before me

_____,
to me known to be the person(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed

this _____ day of _____, _____.

Notary Public in and for the State of _____.

My commission expires _____.

AFFIX NOTARY

EXHIBIT C
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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 any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid 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, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Officer Signature

Township Supervisor

Title

Hanover Township Senior Services

Organization

EXHIBIT D
AGENCY INFORMATION AND REFERENCES

1. What are the geographic boundaries of the community that you serve?

Cook County portion of Elgin and Bartlett; most of Streamwood; limited areas of Hoffman Estates, Hanover Park and Schaumburg.

2. How many years has this agency served this community?
162 Year(s)

3. What services are provided by this agency other than LIHEAP or Weatherization?

See attached brochure.

4. Who is your target population? Seniors age 55 and older.

5. Please list three references including contact person and telephone numbers. One of the three references may be the letter of support.

Merry Heard, DHS, 847-931-2774

Cindy Gunderson, Catholic Charities, 847-253-5500

Colleen Caron, Alexian Brothers Behavioral Health, 847-755-8324

6. Please attach resumes (or a brief summary) for all your professional staff.

7. Please list all languages spoken at your site. English, Tele-Interpreters for other languages, Spanish interpreter on site.

8. Who is the contact person for this project? Please provide telephone number and an active email address.

Barbara Kurth Schuldt

630-483-5671

bkurthschuldt@hanover-township.org

9. List the number and type of functioning business equipment that you have. (Please indicate which, if any, computers are State LIHEAP computers.)

a) Computers	<u>16</u>	<u>3 with LIHEAP access</u>
b) Laptops	<u>6</u>	<u>3 with LIHEAP access</u>
c) Fax Machines	<u>1</u>	
d) Printers	<u>15</u>	
e) Copiers	<u>3</u>	

f) Scanners

5

10. Please list all sites and locations at which your agency intends to offer LIHEAP and Weatherization Intake Site services. Please indicate which of these sites are a part of your agency and which sites you intend to sub-contract with. Each of these sites must have the Technology and Equipment requirements described in Section 3 of this RFQ. (Use additional sheets if needed) *See below*
11. Please list all senior citizen buildings or other outreach locations your agency intends to service. (All outreach locations will need to be approved by CEDA prior to outreach being done.) (Use additional sheets if needed) *See below*
12. Is your location accessible to all persons with disabilities? ☒ Yes or ☐ No
If no, please explain how you would accommodate the disabled.

SITE 641: Two locations that are part of Hanover Township Senior Services

- 240 S. IL Rt 59, Bartlett, IL 60103*
- 1 American Way, Elgin, IL 60120*

** Both site 641 and 633 take applications at this site **

NOTE:

Hanover Township Senior Services is a department within Hanover Township. There are two sites within one agency. Site 641 is the Senior Center and Site 633 is the Township facility at Astor Avenue.

EXHIBIT D.1

CERTIFICATION REGARDING FACILITY, TECHNOLOGY & EQUIPMENT

I, Barbara Kurth Schult, certify that
(Print Name)

Handover Township Senior Services at
(Name of Organization)

240 S. IL Rt 59, Bartlett, IL 60103
(Location Address)

has the following facility, technology and equipment outlined in Section 3 of this RFQ in working condition and available for use.

- ☒ Agency has the minimum CEDA LIHEAP & WX Site facility, technology and equipment requirements. (At least one physical location.)
- ☒ Agency has the minimum CEDA LIHEAP & WX Site facility, technology and equipment requirements plus required outreach technology and equipment.
 - Organization must have at least one physical location
 - LIHEAP applications taken at outreach locations requires and organization have at least one laptop with wireless internet connection, portable scanner and printer

Certified by:

Barbara Kurth Schult
Authorized Officer Signature

Director of Senior Services
Title

4-11-12
Date

Verified During Site Visit by:

CEDA Signature

Title

Date

RESOLUTION _____

A RESOLUTION APPROVING OF REQUESTS FOR QUALIFICATIONS TO OPERATE COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATION OF COOK COUNTY, INC. LIHEAP AND WEATHERIZATION INTAKE SITES

BE IT RESOLVED by the Supervisor and Board of Town Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: That the Request for Qualification forms pursuant to which Hanover Township (the "Township") is applying to operate Community and Economic Development Association of Cook County, Inc. ("CEDA"), Low Income Home Energy Assistance Programs (LIHEAP) and Weatherization Intake Sites at the Hanover Township Astor Avenue Community Center (the "Community Center") and the Hanover Township Senior Center (the "Senior Center"), copies of which are attached hereto and incorporated herein (collectively, the "RFQs") are hereby approved subject to approval by the Township Administrator and Township Attorney.

SECTION TWO: The Hanover Township Supervisor, is hereby authorized to sign the RFQs on behalf of the Township, and the Township Supervisor and Township Administrator are authorized to perform all acts necessary for the Township's use and operation of CEDA LIHEAP and Weatherization Intake Sites as provided in Section One above.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable and if any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED April 17, 2012

APPROVED April 17, 2012

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____ enacted on April 17, 2012, and approved on April 17, 2012, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk