



Memorandum

Memo Date: July 20, 2020
From: Heidi Smith
Meeting Type: Library Board Meeting
Meeting Date: July 21, 2020
Action Requested: For Approval
Subject: Overdue Fine Grace Period Data Review

Background

During the Library’s COVID-19 closure, **28,000** items remained checked out. The initial due date for these items was set for July 1. The Board approved an extension of the fine grace period through July 31 (promoted as July 22 to ensure adequate time for quarantining of materials). I am now proposing the grace period be extended to August 31.

Materials that were checked out before the Library closed for COVID were all due July 1 and are now overdue. It's also possible that people who checked out materials for pickup in early June now have overdue items. OVERDUE items are not incurring fines due to the grace period provided they are checked in before August 1 (unless the Board decides to extend the grace period). Below is a chart showing the number of items overdue by the days overdue.

OVERDUE ITEMS

Days Overdue	Number	Percent
0	11,201	55.61%
1	56	0.28%
2	35	0.17%
3	22	0.11%
4	199	0.99%
5	1	0.00%
6	5	0.02%
7	10	0.05%
8	11	0.05%
9	1,254	6.23%
10	1,845	9.16%
11	2,063	10.24%
12	20	0.10%
15	1,560	7.74%
16	1,796	8.92%
17	4	0.02%
18	12	0.06%
20	11	0.05%
21	8	0.04%
22	10	0.05%
23	7	0.03%
24	3	0.01%
25	9	0.04%
26	1	0.00%
Total	20,143	

The Numbers at a Glance

- **28,000** items remained checked out during the COVID-19 closure.
- **8,000** additional items were checked out in June with late-June/early- to mid-July due dates



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- **11,201 items (56% of items checked out)** are checked out and not overdue.
- **17% of materials are less than 10 days overdue**
- **27% of materials are more than 10 days overdue.***
*This does not include items that are more than 26 days overdue – these are considered billed. These would have been “billed” before COVID closure.
- If 5,500 items with an overdue fine of \$0.20 a day were overdue every day for 30-day month, the total overdue fines assessed would be \$33,000. This is obviously not representative of a typical month. Pre-COVID monthly fine revenue was approximately \$7,000.

Considerations for Extending the Grace Period through August 31

Library Resources

We are balancing Patron Services department time with customer service, checkout, returns and planning for the next phase. We are navigating uncharted waters, doing our best to adapt and adjust based on the needs of patrons. It would be a great help to staff to focus resources and energy on service delivery.

Service Delivery

The Library has rolled out a new service/extension of service roughly every two weeks with staff intensive planning, training, execution and evaluation including: 1) Contact-free pickup; 2) Returns; 3) Extended service hours for returns and Virtual Service Desk; 4) Opening for computer appointments; 5) Inter-Library Loan resource sharing; 6) Currently planning increased access for holds pickup and browsing.

Processing Returns

During the 16 days of June that the Library was accepting returns in June, staff processed **22,555** items. Staff worked very hard to get these items checked in and shelved. We even put out an “all hands on deck” call for available staff to come in and assist with check-ins to get through backlog. There is the potential for another wave of returns on or around July 22 (initial grace period extension). We may need additional time to process depending on the volume of returns.

Customer Service

- Extending the grace period would be an extension of good will and a way to foster good relationships with patrons during this time.
- In this time of economic uncertainty, the Library would be showing understanding to patrons.
- The only way currently available to pay overdue fines is online. Not everyone may feel comfortable doing that, or have access to do so.

Possible Reasons Why Materials Have Not Been Returned

- Patrons may be holding on to materials because of the grace period
- People may not be out and about as normal – trying to limit exposure
- Limited return hours
- Some may not know we're accepting returns
- Patrons were expecting automatic renewals

Recommendation:

I recommend that the Board extend the current grace period for daily overdue fines through August 31, 2020, and consider the longer-term strategy at the August Committee meeting.

Suggested motions:

1. Extend the grace period for daily overdue fines through August 31, 2020



Memorandum

Memo Date: July 20, 2020
From: Heidi Smith
Meeting Type: Board Meeting
Meeting Date: July 21, 2020
Action Requested: For Approval
Subject: CSI Final Payment - Documentation

Background:

The final payment for Construction Solutions of Illinois (CSI) was discussed at the July 14 Committee meeting (see July 10 memo attached). As requested, excerpts of the minutes of previous discussions of change order #37 and StudioGC’s assessment of the cost are included below. In addition, Darren Schretter of StudioGC will attend the meeting for your questions.

There were several previous discussions as to what the final determination of the Board was regarding this payment, stemming from a dispute about the amount charged by CSI for shelf demolition. SGC had not obtained Library Board approval for this work prior to its completion, and some trustees felt the hourly rate charged for this work was disproportionately high.

Upon request by the Library, SGC prepared an analysis of labor costs for the work performed by the CSI subcontractor. They also compared the work to similar projects in the area and found that the amount charged was in line with comparable jobs in the area (see attached letter from SGC).

Studio GC’s review of hourly billing rates of similar projects revealed the following:

Project	Date	Hourly Rate for Laborer
ETHS Entry Addition	Summer 2018	\$89.68
Stickney Forest View Public Library Renovations	Winter 2016-17	\$75.00
West Aurora HS Additions	Summer 2016	\$99.39
CSD 230 Alterations	Winter 2018	\$108.05
Schaumburg SD 54 Renovations	Summer 2018	\$113.30
Freeman Elementary Renovations	Winter 2016-17	\$110.00
<i>Park Ridge Library Shelving Demolition</i>	<i>Summer 2018</i>	<i>\$85.00</i>

The Library’s attorney advised that the Library would likely be responsible for payment for that work at the amount provided.

Below are excerpts from the Library Board and Committee Meeting minutes regarding this subject:

December 18, 2018 – Board of Trustees Meeting

Mr. Reardon asked if the Board approved the furniture demolition costs ahead of its occurrence. This predates Ms. Smith’s tenure. Mr. Giometti stated he would look for correspondence related to this cost.

January 8, 2019 – Building and Grounds Committee of the Whole Meeting

Ms. Smith reviewed the information for CO#37 and Studio GC’s summary of moving and furniture demolition costs.

Mr. Reardon asked about approval of the \$37,775 shelving and demolition change order. Mr. Dobrilovic stated that CSI (Construction Solutions of Illinois, Inc.) should have some authorization in order to have undertaken this work.



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Ms. Smith will ask Studio GC for the authorization from the Library to support this decision.

Mr. Reardon added that the Change Order for furniture/shelving demolition should be shown as a gross amount of \$37,775.

It is the consensus of the Committee that a placeholder motion be placed on the Board meeting agenda to approve the outstanding change order for furniture demolition at a cost of \$37,775.00.

January 15, 2019 – Board of Trustees Meeting

Ms. Smith reviewed the list of change orders and their status. The Board discussed Change Order #37 for furniture demolition. At the COW, the Trustees requested support of the \$37,775 demolition charges. It was their consensus that CSI (Construction Solutions of Illinois, Inc.) and Studio GC should have records of written authorization in order to have undertaken this work to support this charge. The Trustees asked Ms. Smith to seek backup in the meeting notes to determine exact discussion of this charge and approval.

February 12, 2019 - Building and Grounds Committee of the Whole Meeting

Mr. Giometti (Studio GC) reviewed the Change Order log. The consensus of the Committee is they do not want to resolve /approve any of the change orders in isolation. They wish to first have a face-to-face budget resolution meeting with Studio GC Architecture, CSI (Construction Solutions of Illinois, Inc.), and two Library Board Trustees.

April 16, 2019 – Board of Trustees Meeting

Director Smith reviewed the “work to do” list on page 77 of the packet, and Mr. Giometti suggested the Library create a written counter-proposal for Change Orders (COR) #29 and #37A.

May 21, 2019 - Board of Trustees Meeting

Trustees discussed outstanding change orders and supported consultation from the Library’s attorney.

June 11, 2019 - Building and Grounds Committee of the Whole Meeting

The Board discussed the outstanding change orders and decided by consensus not to bring this to a vote at this time, but would approve them when the punch list is completed in 30 days.

July 9, 2019 - Building and Grounds Committee of the Whole Meeting

Director Smith reported that CSI will not meet 30-day deadline issued by the Board in June. The Board can consider the final change order request for approval in August.

September 10, 2019 - Building and Grounds Committee of the Whole Meeting

Upon discussion of outstanding change orders, Mr. Schretter advised the Library that withholding payment that negotiation for the price of a change order based on the inordinate amount of time CSI is taking to finish the punch list did not seem appropriate. It was discussed that former project architect Carl Giometti of StudioGC had completed an analysis finding the amount to be a fair market price.

October 15, 2019 – Board of Trustees Meeting

Mr. Schretter stated that he hopes to meet with the contractor by the end of the month. He was not sure if all matters would be resolved by the time of the committee meeting next month. He stated that it was his understanding that the Library was withholding payment on outstanding change orders until other items are resolved, which he said was a prudent course of action. President Kennedy stated that he was grateful for the progress that has been made.



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November 12, 2019 - Building and Grounds Committee of the Whole Meeting

Trustee Dobrilovic asked how they were going to handle the final payment and the change order. He agreed that the Library will have to pay for their work, but questions what the fair market value is. Trustee Rapisand asked if the Library's attorney had any opinion on it. Director Smith said he had the same opinion as Trustee Dobrilovic and reminded the Board that Mr. Giometti of StudioGC prepared an assessment finding the price to be a fair value. Director Smith will ask Mr. Schretter of StudioGC to review it for the November Board meeting. Trustee Lamb stated this was a lesson learned going into the next project that contracts need to have provision that if work is not finished within a determined amount of time, there will be a penalty. Trustee Dobrilovic recommended writing this penalty clause into the contract with Green Associates for the water project.

December 10, 2019 - - Building and Grounds Committee of the Whole Meeting

Mr. Schretter stated that it is the Board's decision whether to pay CSI for work completed. He recommended paying a fair percentage of what is due them, perhaps 80% of what remains. Mr. Schretter recommended reserving at least \$15,000 - \$20,000 for the remaining work. Mr. Schretter confirmed that he will work with Director Smith and CSI for a pay application as recommended.

I approved the last allowance authorization which included the demolition, understanding this to be the next step to close out the project. I understand the Board's concern with the process, and hope that this additional information will enable us to move forward with closing out the project.

Recommendation:

I recommend that the Board approve final payment for CSI for 2018 renovation.

Suggested motions:

1. Approve final payment to Construction Solutions of Illinois for 2018 renovation for \$27,412

Attachments:

1. July 10 memo
2. SGC opinion
3. CSI allowance authorization



Memorandum

Memo Date: July 10, 2020
From: Heidi Smith
Meeting Type: Budget & Finance Committee of the Whole Meeting
Meeting Date: July 14, 2020
Action Requested: For Approval
Subject: CSI Final Payment

Background:

In working to close the 2018 renovation architectural and construction contracts with final payments, the Board had several discussion about the shelving demolition work had been completed by Construction Solutions of Illinois (CSI) even though the change order had not been officially approved prior to the work being completed. I understood that the Board did not object to Studio GC's (SGC) assessment that the price for the shelving demolition change order was fair. Based on this, I worked with SGC to close out the 2018 renovation contracts with both SGC and CSI. We were successful in brokering additional credits with CSI as included in the allowance authorization (attached). We were not successful in brokering additional credits with SGC beyond what is reflected in their final invoice (attached).

The SGC final invoice for the 2018 Library Renovation project was paid in May 2020 with the \$5,775 credit specific to a mistake with the stairwell carpet. No additional credits were granted for other change orders. SGC did not bill any additional fees for work in closing out the project over the last year as it was included in their contract. In addition, they did not increase the construction costs with the escalation costs CSI applied to their contract and therefore SGC's fee did not escalate. The lump sum for the life safety additions was approximately \$3,000 less than if SGC had applied their percentage to CSI's increase for that work. All in all, I thought this a fair conclusion even though no other credits were granted. I authorized payment, the Treasurer approved, the check was issued, and the Board ratified the payment in June.

Also attached is the allowance authorization for CSI that was reviewed by SGC that I approved on behalf of the Library. This was the basis for the final pay application and includes the demolition change order in addition to several credits that reduce the overall allowance spending to \$10,422.50 below the previous "contract sum to date." With SGC's counsel, I felt that this was appropriate for the project closeout, and believed the correct next step was to approve it on behalf of the Library in order to process the final pay application. I now understand that it would have been in line with previous change order approvals to bring it back to the Board first. I hope that in reviewing it, the Board will agree with my assessment and approve CSI's final certificate for payment (attached) to close out the contract. Also attached is the penultimate certificate for payment paid in February 2020 for comparison; this shows that the requested final payment is \$10,422.50 below the contract sum amount which includes the life safety additions, cost escalation, alternates and change orders.

Recommendation:

I recommend that the Board approve final payment for CSI for 2018 renovation.

Suggested motions:

Approve final payment for CSI for 2018 renovation in the amount of \$27,412

Attachments:

1. SGC final invoice
2. CSI allowance authorization
3. CSI penultimate certificate for payment
4. CSI final certificate for payment



223 West Jackson Boulevard
Suite 1200
Chicago, IL 60606
Phone: 312 253 3400
Fax: 312 253 3401

May 10, 2019

Ms. Heidi Smith, Director
Park Ridge Public Library
20 S. Prospect Ave.
Park Ridge, IL 60068

Re: COR 37A, Shelving Demolition
Park Ridge Library Interior Renovations

Dear Ms. Smith:

This letter is a review of the Change Order #37A, related to the demolition of the existing library shelving. The purpose of this review is to determine if the costs proposed are within a reasonably expected range for the work performed. The following aspects of the change order proposal were analyzed:

1. Hourly billing rate
2. Certified Payroll hours
3. Comparison to Hallett Movers proposal

Review of Hourly Billing Rates

The demolition contractor (AG Services, Inc.) has provided emails quoting an hourly billing rate for labor at \$85 per hour. Included as attachments this letter are other recent proposals received by StudioGC for demolition work. The rates are summarized below.

Project	Date	Hourly Rate for Laborer
ETHS Entry Addition	Summer 2018	\$89.68
Stickney Forest View Public Library Renovations	Winter 2016-17	\$75.00
West Aurora HS Additions	Summer 2016	\$99.39
CSD 230 Alterations	Winter 2018	\$108.05
Schaumburg SD 54 Renovations	Summer 2018	\$113.30
Freeman Elementary Renovations	Winter 2016-17	\$110.00
<i>Park Ridge Library Shelving Demolition</i>	<i>Summer 2018</i>	<i>\$85.00</i>



The hourly rate quoted by the demolition contractor is reasonable and within the range of expected values for a competitively bid public project.

Review of Certified Payroll

The certified payroll submitted was reviewed to ensure that the hours listed in the demolition contractor's emails as part of Change Order #37A are accounted for and do not overlap the base scope of work (i.e. demolition of walls and other components)

Time Period (week ending on)	Hours
5/9/18	104
5/16/18	200
5/23/18	152
8/8/18	192
8/15/18	120
10/10/18	48
10/17/18	160
10/24/18	96
10/31/18	32
11/7/18	104
Total	1,208

Per the original continuation sheet from Payment Application #1, the base demolition contract amount was \$79,840. A standard assumption for subcontractor overhead and profit is approximately 10-15%. While demolition does not have material costs in the same way as other trades, there are some fixed costs, such as dumpster/trash removal. An estimate of 10 dumpsters @ \$500 per dumpster would have been needed to complete this work. After deducting OH&P and fixed costs, labor would comprise the remaining portion of the demolition contract, as calculated below.

Base Contract	\$79,840
<i>OH&P (est. 10-15%)</i>	<i>\$7,984 - \$11,976</i>
<i>Fixed Costs (est. Dumpster)</i>	<i>\$5,000</i>
Est. Labor Cost	\$62,864 - \$66,856
Est. Base Scope Hours (\$85/hr)	740 – 787 hours of labor



Phase	Shelving Demolition Hours (Per AG Services Emails)
1	134
2	180
3	111
Total	425 hours of labor

Estimate Base Scope Hours	740 - 787
Shelving Demolition Hours	425
Expected Range of total Demolition Hours (Sum of Shelving Demo and Base Demo scope)	1,165 - 1,212
Certified Payroll Hours	1,208

As the tables above indicate, the hours provided to perform the shelving demolition do not represent an overlap with the base scope of work.

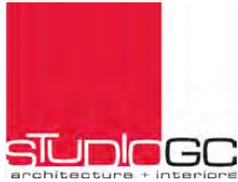
Comparison to Hallett Movers Proposal

Prior to the renovation project, there were approximately 760 shelving units in the library. Per the previous director's request StudioGC solicited moving proposal from Hallett Movers. The Hallett proposal dated 4/19/17 quoted \$72,000 to demolish and discard 355 shelving units and demolish, store, and reassemble 225 shelving units ("Shelving Move"). To extrapolate an estimated shelving demolition cost, it was determined that the cost to demolish, store, and reassemble a shelving unit takes 4-5 times the labor to simply demolish and discard. Using this assumption, it was calculated that unit price to demolish a single shelving unit should be between \$49-\$58 per unit.

Applying this unit price to the demolition of all the existing shelving, plus the cost of dumpsters/trash removal, this results in an estimate cost of \$41,740 - \$48,580. This places the demolition contractor's cost to demolish the existing shelving in a reasonable range when compared to this proposal.

Review of Contractor Markup

Per the supplementary conditions to the contract, general contractors may mark up subcontractor work on allowance items no more than 5% the subcontract amount. The COR submitted to the library indicates that CSI declined to mark up the subcontract. (The cost is a "pass-through" cost.)



Based up the above review, it is our opinion that the shelving demolition costs as identified in Change Order 37A are reasonable.

We are happy to answer any questions regarding this letter.

Sincerely;

StudioGC INC

A handwritten signature in black ink, appearing to read 'Carl Giometti', with a stylized flourish at the end.

Carl Giometti, AIA

Encl: COR #37A
Contractor Proposals for Demolition
Certified Payroll for AG Services, Inc.
4/19/17 Proposal from Hallett Movers

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.
1 2540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
708-239-0006 FAX

PROJECT:
Interior Renovations
Park Ridge Library

OWNER:
Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 37a

Date: January 15, 2019

Description of Changes are as follows:

Provide labor and disposal fees to demolish existing shelving & furniture at all three phases of project
(See Attached)

Phase 1: \$11,560.00
Phase 2: \$15,300.00
Phase 3: \$10,235.00

TOTAL: \$37,095.00

*****Additional Performance Bond and Overhead & Profit Charges will apply if not taken from Allowance*****

Note: -The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Construction Solutions of Illinois, Inc.

Accepted by: _____



From: Andrew Gordon adgordon@comcast.net
Subject: Re: Park Ridge Library
Date: May 14, 2018 at 1:31 PM
To: Ron Marlowe - CSI Rmarlowe@csofi.com
Cc: pschipma@csofi.com

Ron/Pete-

Here is a detail of last weeks hours that were verified and agreed upon with Ron by myself. There will be more hours once we go upstairs in this phase, though they won't be as many as this portion of the phase. If you could please issue a CO for these hours so they may be included in this months billing. I cannot afford to fall behind on collecting funds with the amount of work I have coming up this Summer. Thanks for understanding!

Monday 5/7 4 men 8 hours each
Tuesday 5/8 3 men 8 hours each
Wednesday 5/9 3 men 8 hours each
Thursday 5/10 3 men 8 hours each

102 total man hours at \$85/hour = \$8,840.00

Thank you,

Andrew Gordon
AG Services, Inc.

On May 9, 2018, at 12:10 PM, Ron Marlowe - CSI <Rmarlowe@csofi.com> wrote:

Andrew, as we talked , please remove the owners furniture not shown on the drawings as we walked thru the other day. This will be on a T & M basis as described below. Please have your foreman verify times with me each days as you go. Also, please remember , there will be more work of the same in both the other two phases of work. Thank you.

Ron Marlowe
Rmarlowe@csofi.com
Cell- 708-800-6317
Construction Solutions of Illinois

On May 8, 2018, at 9:40 PM, Andrew Gordon <adgordon@comcast.net> wrote:

Guys-

I please need some sort of authorization and acknowledgement that we have been directed to remove shelving units and furniture and that we will be paid for this extra. We are already at \$4760 thru today (32 hours Monday and 24 Tuesday as agreed with Ron today) and there is more to go. With 24-32 more man hours Wednesday we will be between \$6800-\$7480 and we still may not be finished. This is adding up quickly. Please respond with some sort of approval and confirmation that we will be paid for this work. Sorry to ask but like I said it's adding up quickly. Thanks for your understanding.

Andrew Gordon
AG Services, Inc.

Sent from my iPhone

From: Andrew Gordon adgordon@comcast.net
Subject: Park Ridge Library Extra
Date: May 18, 2018 at 11:28 AM
To: pschipma@csofi.com



Pete-

We still have the lockers to remove but I'm not overly concerned those will take long. We will get them today or Monday.

The last extra for this phase was yesterday as well as the lockers which will be 32 more hours at \$85/hour which totals \$2720

Add that to the previous amount of \$8840 makes the total extra for this phase \$11,560.

Please issue a change order and I would really appreciate it if it could be billed out on the May draw.

For the May draw as we spoke about yesterday we have completed a nice chunk of the work in this phase. I'm estimating it's about 35-40%. So if you could please bill that as well it would be much appreciated.

Thanks again. Let me know if you need anything else

Andrew Gordon
AG Services, Inc.

Sent from my iPhone

From: Andrew Gordon adgordon@comcast.net
Subject: Park Ridge Library Phase 2 Extra Work
Date: August 14, 2018 at 12:05 PM
To: Ron Marlowe - CSI rmarlowe@csofi.com, Pete Schipma - CSI pschipma@csofi.com



As agreed we removed all book shelves, tables, chairs, desks, cubbies, and misc. furniture left behind by the library on a time and material basis. Please find a detailed list of man hours below. I will include this in my August billing which I will submit before the end of this week. Thank you.

Thurs. 8/2 3 men 8 hours each= 24 total hours
Fri. 8/3 3 men 8 hours each and 2 men 4 hours each = 32 total hours
Mon. 8/6 4 men 8 hours each= 32 total hours
Tues. 8/7 3 men 8 hours each= 24 total man hours
Wed. 8/8 5 men 4 hours each= 20 total man hours
Thurs. 8/9 4 men 2 hours each= 8 total hours
Fri 8/10 4 men 2 hours each= 8 total hours
Mon. 8/13 3 men 8 hours each= 24 total hours
Tues. 8/14 2 men 4 hours each= 8 total hours

Total Man hours is 180 at \$85/hour= \$15,300.00

Please issue a change order for this amount.

Thank you,

Andrew Gordon
AG Services, Inc.



From: Andrew Gordon adgordon@comcast.net
Subject: Park Ridge Library Phase 3 Extra Work
Date: October 17, 2018 at 12:41 PM
To: Pete Schipma pschipma@csofi.com, saltenburg@csofi.com

As agreed we removed all book shelves, tables, chairs, desks, cubbies, and misc. furniture left behind by the library on a time and material basis. Please find a detailed list of man hours below. I will include this in my October billing which I will submit before the end of this week. Thank you.

Tues. 10/9- 1 man 4 hours and 2 men 8 hours each= 20 total hours
Wed. 10/10- 3 men 8 hours each= 24 total hours and 1 30 yard dumpster
Thurs. 10/11- 4 men 8 hours each= 32 total hours and 1 30 yard dumpster
Fri. 10/12- 4 men 8 hours each= 32 total hours
Wed. 10/17- 3 men 1 hour each= 3 total hours

Total man hours is 111 at \$85/hour=\$9,435
2 30 yard dumpsters @ \$400/per= \$800

Total of Phase 3 Extra Work is \$10,235

Please issue a change order at your earliest convenience. Thank you.

Andrew Gordon
AG Services, Inc.

Project: 584 - ETHS - 2018 Entry Addition, Interior & Site Renovations
 1600 Dodge Ave
 Evanston, Illinois 60201

Prime Contract Potential Change Order #005: Remove & Dispose of Existing Illuminated Sign in Courtyard

TO:	Evanston Township High School 1600 Dodge Ave Evanston Illinois, 60201	FROM:	[REDACTED]
PCO NUMBER/REVISION:	005 / 0	CONTRACT:	584 - ETHS - 2018 Entry Addition, Interior & Site Renovations Prime Contract
REQUEST RECEIVED FROM:	[REDACTED]	CREATED BY:	[REDACTED]
STATUS:	Pending - Proceeding	CREATED DATE:	6/30 /2018
REFERENCE:	Existing Condition	PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
		TOTAL AMOUNT:	\$893.46

POTENTIAL CHANGE ORDER TITLE: Remove & Dispose of Existing Illuminated Sign in Courtyard

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #007 - Remove & Dispose of Existing Illuminated Sign in Courtyard
 Provide all labor, equipment, and materials including but not limited to:

- + Remove and dispose of large illuminated sign over existing Entry Door 3 in Courtyard as specified, as required.

ATTACHMENTS:

COR_584_ETHS_002_WBO_RemoverAndDisposeOfSignInCourtyard_20180614_00.pdf

#	Cost Code	Description	Type	Amount
1		WBO 002 - Remove/Dispose of Illuminated Sign in Courtyard	Other	\$ 812.24
Subtotal:				\$812.24
OH&P: 10.00% Applies to all line item types.				\$ 81.22
Grand Total:				\$893.46

Athi Toufexis (Studio GC Architecture + Interiors)
 223 W Jackson Blvd, Suite 1200
 Chicago Illinois 60606

Evanston Township High School
 1600 Dodge Ave
 Evanston Illinois 60201



SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____



PROJECT: ETHS Entry Door 3 Addition
 # 584 Evanston, IL

DATE: 06/14/18

DESCRIPTION:
 Remove and dispose of an existing wall mounted illuminated
 sign above existing Entry Door 3 in Courtyard.

COP no. 05

Change Order Proposal

SUBCONTRACTORS		COST	TOTALS
S1	separate	\$0	
S2	separate	\$0	
S3	separate	\$0	
S4	separate	\$0	
S5	separate	\$0	
S6	N/A	\$0	
S7			
		\$0	
TOTAL SUB-CONTRACTS		\$0	\$0

LABOR	RATE/HR	HOURS	COST	
L1 Superintendent	\$120.00	0	0	
L2 Sr. Superintendent	\$130.00	0	0	
L3 Sr. Proj Manager	\$135.00	0	0	
L4 Operations Mgr.	\$145.00	0	0	
L5 Carpenter - Fore	\$104.29	0	0	
L6 Carpenter - Trade	\$101.53	8	812	
L7 Laborer - Fore	\$90.70	0	0	
L8 Laborer - Trade	\$89.68	0	0	
L8 Truck	\$15.00	0	0	
TOTAL LABOR :			812	812

MATERIAL / EQUIPMT	COST	
M1 Temp Fence	\$0	
M2 Drywall and studs, Standard Lumber (12.13.16)	\$0	
M3 Traffic barriers and pedestrian safety	\$0	
M4 Dumpster	\$0	
O/H on material @	10.0%	\$0
TOTAL MATERIAL :		\$0

SUBTOTAL		812
Gen'l. Cond. @	0.00%	0
Fee @	0.00%	0
CGL Insurance	0.00%	0
Perf. Bond	0.00%	0
TOTAL COST		ADD 812

NOTES:

COP no. 05

PERSONNEL BILLING RATES @ 06-01-18

1) BILLING RATES FOR TRADESMEN :

DESCRIPTION	LABORER		CARPENTER	
	TRADESMAN	FOREMAN	TRADESMAN	FOREMAN
BASE RATE / HOUR	\$42.72	\$43.47	\$47.35	\$49.35
UNION BENEFITS				
WELFARE	\$14.90	\$14.90	\$11.79	\$11.79
PENSION/ ANNUITY	\$12.57	\$12.57	\$20.41	\$20.41
INDUSTRY ADVANCEMENT	\$0.07	\$0.07	\$0.52	\$0.52
TRAINING	\$0.72	\$0.72	\$0.63	\$0.63
MISC (SAFETY, ETC.)	\$0.17	\$0.17	\$0.12	\$0.12
TAXES				
FICA @ 7.65%	\$3.27	\$3.33	\$3.62	\$3.78
SUI @ 6.93%	\$2.96	\$3.01	\$3.28	\$3.42
FUI @ 0.60%	\$0.26	\$0.26	\$0.28	\$0.30
COMPANY BENEFITS 1.00%	\$0.43	\$0.43	\$0.47	\$0.49
INSURANCE				
GENERAL LIABILITY 1.33%	\$0.57	\$0.58	\$0.63	\$0.66
WORKER'S COMP. @ 6.76%	\$2.89	\$2.94	\$3.20	\$3.34
SUBTOTAL / FRINGES	\$38.81	\$38.98	\$44.95	\$45.46
(% OF BASE RATE)	90.85%	89.67%	94.93%	92.12%
BASE RATE PLUS FRINGES	\$81.53	\$82.45	\$92.30	\$94.81
OVERHEAD @ 10.00%	\$8.15	\$8.25	\$9.23	\$9.48
BILLING RATE / HR	\$89.68	\$90.70	\$101.53	\$104.29

(Note: Add Fee to Billing Rate per Contract or Add 10%)

OVERTIME @ 1 1/2 ADD :	\$27.06	\$27.54	\$30.00	\$31.26
PRODUCTIVITY LOSS (10%)	\$11.67	\$11.82	\$13.15	\$13.56
OVERTIME PREMIUM	38.73	39.36	43.15	44.82
OVERTIME BILLING RATE	\$128.41	\$130.06	\$144.68	\$149.11

2) BILLING RATES FOR OTHER PERSONNEL

PROJECT PRINCIPAL	N/C
PROJECT EXECUTIVE	\$140.00 /HR
OPERATIONS MANAGER	\$145.00 /HR
GENERAL SUPERINTENDENT	\$135.00 /HR
JOB SUPERINTENDENT	\$120.00 /HR
SENIOR JOB SUPERINTENDENT	\$130.00 /HR
SENIOR PROJECT MANAGER	\$135.00 /HR
PROJECT MANAGER	\$115.00 /HR
SENIOR PROJECT ESTIMATOR	\$135.00 /HR
PROJECT ESTIMATOR	\$115.00 /HR
PROJECT ENGINEER	\$80.00 /HR
PROJECT ACCOUNTANT	N/C
CLERICAL	\$69.00 /HR
OFFICERS	N/C

NOTE: In order to cover the cost of the delivery/dump truck \$15/Hr will be added to the Labor Foreman's rate who drives that truck.

CONTRACT CHANGE ORDER REQUEST

OWNER



JOB: Stickney Forest View Public Library
Interior Renovations
Stickney, IL

P.O. #

FOR:



CHANGE ORDER NO. 10

CONTRACT JOB NO. 1608

DATE 11/30/2016

TO: Studio GC
223 West Jackson Blvd.
Chicago, IL 60606
(p) 312-253-3400
(f)

REVISED CONTRACT AMOUNT

PREVIOUS CONTRACT AMOUNT:

AMOUNT OF THIS ORDER: \$1,680.00

TOTAL CONTRACT AND EXTRAS:

Studio GC - Meeting Room #2 VCT

remove the VCT floor in meeting room #2 on 2nd floor at library.

2 men 8 hours each @ \$75.00	\$1,200.00
Rental - Sunbelt	400.00
Subtotal	\$1,600.00
OH & P 5%	80.00
TOTAL	\$1,680.00

PLEASE SIGN AND RETURN BOTH COPIES. DUPLICATE WILL BE SIGNED AND RETURNED TO YOU.
THE WORK COVERED BY THIS ORDER SHALL BE PERFORMED UNDER THE SAME TERMS AND
CONDITIONS AS THAT INCLUDED IN THE ORIGINAL PURCHASE ORDER.

CHANGES APPROVED:

Amount of Change Order Approved \$ _____

Contractor -

Date Name Signature

Architect -

Date Name Signature

Owner -

Date Name Signature

[Print](#) | [Close Window](#)

Subject: Stickney Library Meeting Room #2 VCT
[REDACTED]

Date: Tue, Nov 29, 2016 1:45 pm
[REDACTED]

[REDACTED]
[REDACTED] asked me to send you a price to remove the VCT floor in what I think is meeting room #2 on the 2nd floor at the library. I believe the architect asked him to have it priced out.

2 men 8 hours each at \$75/hour = \$1200

Tile stripper rental including blades and taxes from Sunbelt for 1 day = \$400

Total Amount \$1600

Let me know if you would like us to proceed.

Thank you,
[REDACTED]

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Change Request

To: Richard G. Petricek
 Studio GC
 223 West Jackson Boulevard,
 Suite 1200
 Chicago, IL 60606
 Ph: (312)253-3400 Fax: (312)253-3401

Number: 150
Date: 8/28/16
Job: 16-02050 West Aurora H.S. Additions
Phone:

Description: Changing Area T&M - Extra 29

Reason: Owner Request

█ – Left a message for █ to give me a call. █ & I reviewed and believe we can complete on a T&M basis not to exceed \$6,000.

This includes:

- 1) Removal of items hanging on the wall.
- 2) The shower stall and base.
- 3) Capping shower water behind the wall.
- 4) Capping toilet drain below the floor. Will involve chipping up some of the floor, capping and infill with concrete.
- 5) Reconstruct the wall behind the shower panels with CMU 'soap' blocks
- 6) Paint at least the new CMU wall.

We will need to review the floor after the toilet and shower drain are taken care of and decide on if anything further needs to be done.

Please advise on how we should proceed.

Description	Labor	Material	Equipment	Subcontract	Other	Price
Toilet & Bath Accessories				\$2,045.00		\$2,045.00
Steel Doors & Frames		\$270.00				\$270.00
Resilient Flooring				\$3,011.00		\$3,011.00
Building Selective Demo Hand	\$1,405.44					\$1,405.44
					Subtotal:	\$6,731.44
			HBC OH&P	\$1,405.44	10.00%	\$140.54
			OH&P	\$5,326.00	5.00%	\$266.30
			Insurance	\$6,731.44	1.00%	\$67.31
			Bond	\$6,731.44	1.00%	\$67.31
					Total:	\$7,272.90

Change Request

To: Richard G. Petricek
Studio GC
223 West Jackson Boulevard,
Suite 1200
Chicago, IL 60606
Ph: (312)253-3400 Fax: (312)253-3401

Number: 150
Date: 8/28/16
Job: 16-02050 West Aurora H.S. Additions
Phone:

If you have any questions, please contact me at .

Submitted by:

Approved by: _____

Date: _____

Cc:



PROJECT: Additions, Improvements and Geothermal Installation- West Aurora HS
80 South River Street
Aurora IL 60506

DATE: 1/9/2017

ARCHITECT: StudioGC Inc.
223 W. Jackson Blvd. Suite 1200
Chicago, IL 6060

OWNER: West Aurora High School District #129 80
South River Street
Aurora IL 60506

LOCATION: West Aurora High School

DESCRIPTION: Changing Area Demo and Floor Patching (Extra #29)

	Work Performed	Unit	Price	Quantity	Amount
	LABOR				
02-063	Laborer - Reg	HRS	\$99.39	6.00	\$596.36
03-372	Finisher / Mason- Reg	HRS	\$115.73	4.00	\$462.92
10-800	Carpenter - Reg	HRS	\$115.38	3.00	\$346.15
			LABOR SUBTOTAL		\$1,405.44
			OVERALL SUBTOTAL		\$1,405.44

Approval: _____ **Date:** _____

Signature must be provided by authorized representative by company listed above. No work will begin or commence until change order is signed and faxed back to 

Sincerely,



Studio GC Architecture
223 W. Jackson Blvd., Ste 1200
Chicago, IL 60606

December 7, 2018

Attn: Nikki D. Bridges, AIA

Re: Consolidated School District 230
2018 Alterations at Andrew, Stagg, and Sandburg H.S.
Shoring & Steel to Support 2nd floor masonry at Stagg - REVISED

Greetings,

We present herewith for your approval, our proposal for the additional work required to provide for the demolition of a load-bearing masonry wall at 116 which was assumed to be a non-bearing drywall partition. The work entails shoring of the second floor masonry wall; demolition of the first floor masonry wall; and installation of steel beam and columns to support the second floor masonry after the removal of the shoring:

Labor

Carpenters, 16 hrs. @ 132.00/hr. \$ 2,112.00

Subcontractors

[REDACTED] (see attached proposal)	8,044.54
[REDACTED] (see attached proposal)	10,100.20
Demolition (see attached proposal)	4,330.26
[REDACTED] (see attached proposal)	1,781.00
[REDACTED] (see attached proposal)	350.00
[REDACTED] (see attached ticket/cost sheets)	<u>320.08</u>
Subtotal	27,038.08
Markup on subcontractors + 5%	<u>1,246.30</u>
Total	\$ 28,284.38

Your early approval and/or comments will be appreciated.

Yours Very Truly,

[REDACTED]

Self Explanatory Breakdown



Date: 7/25/18
 Job: Dist. 230 - Stagg High School
 Company:
 Tickets #3461, 3463, 3465 Costs to provide demo, shoring, removal and infill work around new steel beam.

Labor	Hours/Qty	Rate/Unit Cost	Labor Cost	Material Cost
Foreman	17.5	\$102.96	\$1,801.80	
Mason	25	\$95.09	\$2,377.25	
Laborer	25	\$88.39	\$2,209.75	
Operator	0	\$103.84	\$0.00	
Superintendent	2	\$137.41	\$274.82	
Laborer OT	0	\$0.00	\$0.00	
Material				
3" CMU	12	\$1.00		\$12.00
4" CMU bullnose	10	\$1.10		\$11.00
6" CMU	18	\$1.28		\$23.04
Mortar (per bag)	11	\$7.95		\$87.45
Tapcons	1	\$11.20		\$11.20
Shoring rental	1	\$375.00		\$375.00
Rebar	0	\$0.00		\$0.00
Horizontal wire	0	\$0.40		\$0.00
Grinder/blade per day	2	\$20.00		\$40.00
Chip Ham/Bit per day	2	\$20.00		\$40.00
Saw/blade per day	2	\$25.00		\$50.00
SUBTOTALS			\$6,663.62	\$649.69

Labor Cost		\$6,663.62
Material Cost		\$649.69
Sales tax	0.0%	\$0.00
Overhead	10.0%	\$731.33
Profit	10.0%	\$804.46
TOTAL COST		\$8,849

8044.54

Co #3



Date: 7/19/2018

EXTRA WORK REPORT

Project: STAGG H.S.

Report No: 3988

Extra Work Description: LABOR AND MATERIAL TO REMOVE AND DISPOSE OF EXISTING MASONRY WALL LOCATED BETWEEN CLASSROOMS 114 & 116

Number of Men	LABOR	Trade	Hours	Cost
1	FOREMAN		10	80 @ \$108.05 = 8640.50 20 @ \$138.53 = 2770.60
2	LABOR	L	8	160 @ \$108.05 = 17288.80

EQUIPMENT

Quantity		Trade	Hours	Cost
1	ELECTRIC SUEVA W/HAMMER		8	\$90 = \$720
	MISC TOOLS + EQUIP		26	\$10 = \$260
				\$980

2870.26

MISCELLANEOUS

Quantity		Trade	Hours	Cost
1	30 YARD OF BLOCK OUT			\$480.00
				\$480

TOTAL

Additional Work Approved By:

Date



Owners Rep / Requested By:

Date

\$4330.26



SPECIAL QUOTE

ADDITIONAL QUOTE SHEET

SQ# 10

DATE: 09/25/18

ATTN: [Redacted]

COMPANY: [Redacted]

QUOTED BY: [Redacted]

JOB NAME/ LOT NO.: Schaumburg SD 54 Multi School Renovations

JOB #: 18043

LOCATION: Hanover Highlands

DESCRIPTION: 0
Per PRN # 008 Remove carpet tile and mastic complete at IDF 210.

	Material	\$0.00	
	Labor	\$0.00	
PRICE: \$	See attached Breakdown	Markup 5%	\$0.00
PRICE EFFECTIVE TO:	12/30/2018	O.H. 5%	\$0.00
	Total	See attached Breakdown	

Authorized Signature _____ Title: _____ Date: _____

(OWNER OR CONTRACTORS REPRESENTATIVE)

NOTE: AUTHORIZED SIGNATURE IS NECESSARY TO ACTIVATE THE ABOVE WORK

OFFICE USE ONLY

LABOR & MATERIAL: 0

MATERIAL ONLY: 0

LABOR ONLY: 0

BUDGET IN COMP: _____

I HEREBY ACKNOWLEDGE THE SATISFACTORY COMPLETION OF THE ABOVE DESCRIBED WORK

Black _____ Title: _____ Date: _____

(OWNER OR CONTRACTORS REPRESENTATIVE)

Authorized Signature _____ Title: _____ Date: _____

Office _____ Customer _____ Field _____

Self Explanatory Breakdown

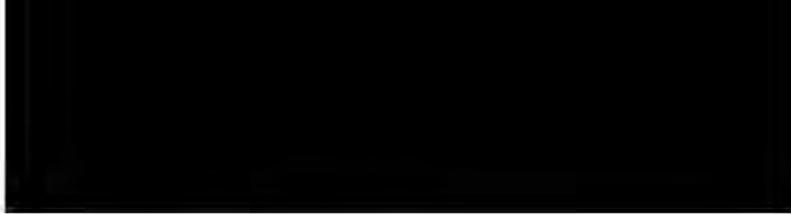


Date: 9/25/18
 Job: Schaumburg SD 54 Multi School Renovations
 Company: [Redacted]

Work for Special Quote #10

Labor	Hours	Rate/Unit Cost	Labor Cost	Material Cost
Foreman	0	\$113.30	\$0.00	
Carpenter	2	\$108.30	\$216.60	
Superintendent	0	\$155.00	\$0.00	
Material/Subcontractors	QTY			
Credit Steel work	1	\$0.00		\$0.00
				\$0.00
				\$0.00
				\$0.00
SUBTOTALS			\$216.60	\$0.00

Labor Cost		\$216.60
Material Cost		\$0.00
Sales tax	0.0%	\$0.00
Overhead	5.0%	\$10.83
Profit	0.0%	\$0.00
TOTAL COST		\$227.43



CHANGE ORDER REQUEST 16335-36

DATE: 12/5/16

JOB: Freeman Elementary School

TO: Studio GC

Architect #15050

ATTN: Athi Toufexis / Cory Boaz / Rick Petricek
NewForma

Additional cost to remove handicap ramp at North gym entrance

	\$ 1,520.00
 5%	\$ 76.00
Total additional cost	\$ 1,596.00

The contract time will be (INCREASED) (DECREASED) (UNCHANGED) BY: ASAP DAYS.
Please note that because time is of the essence on this project after _____ hours/days, the time of completion will be extended in 1-day increments for each day this request remains unsigned

This change order request void if not accepted within 21 days. A Formal Change Order signed by the Owner is required in order for the work to proceed.

APPROVED: YES NO

SUBMITTED:

BY: _____

BY: 

TITLE: _____

TITLE: VICE PRESIDENT

CC: 



**ADDITIONAL WORK AUTHORIZATION
CHANGE ORDER REQUEST**

CHANGE ORDER REQUEST #: 7

OWNER/AGENT:

JOB NAME: FREEMAN ELEMENTARY SCHOOL
JOB ADDRESS: 153 S. RANDALL ROAD
AURORA, IL 60506

CONTRACT DATE: 04/07/16

ITEM#	DESCRIPTION	AMOUNT
	<u>Removal of handicap ramp at north gym entrance</u>	
1	Three (3) laborers for 4 hours each @ \$110.00 per hour	\$ 1,320.00
2	One (1) partial dumpster	\$ 200.00

TOTAL \$ 1,520.00

Above additional work to be performed / completed under same conditions as specified in original contract unless otherwise stipulated.
Payment terms are Net 30 and a monthly charge of 2% of the unpaid will be added every 30 days after completion

Date: _____

Authorizing Signature: _____
(Agent / Owner Sign Here)

We hereby agree to furnish labor and materials - complete in accordance with the above specifications.

Date: November 30, 2016

Authorizing Signature: _____

EXTRA WORK VERIFICATION FORM

DATE
REPORT #

11/21/16
0559

CONTRACTOR [REDACTED] JOB NAME Freeman
JOB ADDRESS 1153 S Kendall Rd

DESCRIPTION OF WORK Remove Handicap Ramp at North Gyn Entrance
Remove Basketball Hoops.

NAME	LABOR CLASSIFICATION	UNION	HOURS	UNIT COST	ST OT DT	TOTAL COST
[REDACTED]	<u>Labourer</u>		<u>4</u>	<u>110.00</u>		<u>440</u>
			<u>4</u>			<u>440</u>
			<u>4</u>			<u>440</u>
TOTAL LABOR						<u>1,320</u>

QTY	EQUIPMENT TYPE & DESCRIPTION	HOURS	UNIT COST	TOTAL COST
<u>1</u>	<u>Partial Dumpster</u>			<u>200</u>
TOTAL EQUIPMENT				

QTY	MATERIAL / SUBCONTRACORS DESCRIPTION	VENDOR	UNIT COST	TOTAL COST
TOTAL MAT./SUBS				

REMARKS

TOTAL DAILY COST	
OVERHEAD	___%
SUBTOTAL	
PROFIT	___%
TOTAL	

WORK AUTHORIZED AND APPROVED BY: [REDACTED]
OWNER REPRESENTATIVE [REDACTED] DATE [REDACTED]
Verification of Work Only
Payment is Subject to Project Manager's Approval

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)



Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. Dec. 2008

NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input checked="" type="checkbox"/>	ADDRESS	OMB No.:
AG Services, Inc	790 Frontage Road #205 Northfield, IL 60093	1235-0008
		Expires: 01/31/2015

PAYROLL NO. 6	FOR WEEK ENDING 10/10/2018	PROJECT AND LOCATION Park Ridge Library	PROJECT OR CONTRACT NO.
------------------	-------------------------------	--	-------------------------

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT OR ST.	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK		
				su	m	tu	w	th	fr	sa				FICA	WITH-HOLDING TAX	Med	State	OTHER		TOTAL DEDUCTIONS	
				7	8	9	10	4	5	6				HOURS WORKED EACH DAY							
S. Green-5324	1	Laborer	o											\$659.20							
			s			8.00	8.00					16.00	41.20		\$40.87	\$36.00	\$9.56	\$30.73		\$117.16	\$542.04
E. Daniels-1057	1	Laborer	o											\$659.20							
			s			8.00	8.00					16.00	41.20		\$40.87	\$36.00	\$9.56	\$30.73		\$117.16	\$542.04
W. Love-3939	1	Laborer	o											\$659.20							
			s			8.00	8.00					16.00	41.20		\$40.87	\$36.00	\$9.56	\$30.73		\$117.16	\$542.04
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While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

PAYROLL

(For Contractor's Optional Use; See instructions at www.dol.gov/whd/forms/wh347instr.htm)



Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. Dec. 2008

NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS 790 Frontage Road #205 Northfield, IL 60093
 OMB No.: 1235-0008 Expires: 01/31/2015

PAYROLL NO. 7 FOR WEEK ENDING 10/17/2018 PROJECT AND LOCATION Park Ridge Library PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) EXEMPTIONS OR OTHER	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK		
			Su	M	Tu	W	Th	Fr	Sa				FICA	WITH- HOLDING TAX	Med	State		OTHER	TOTAL DEDUCTIONS
			14	15	16	17	11	12	13										
S. Green-5324	1	Laborer			8.00	8.00	8.00	8.00		40.00	41.20	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47	
E. Daniels-1057	1	Laborer			8.00	8.00	8.00	8.00		40.00	41.20	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47	
W. Love-3939	1	Laborer			8.00	8.00	8.00	8.00		40.00	41.20	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47	
D. Riley-6939	1	Laborer			8.00	8.00	8.00	8.00		40.00	41.20	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47	

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210

Public Burden Statement



U.S. Department of Labor
 Wage and Hour Division

PAYROLL
 (For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. Dec. 2008

NAME OF CONTRACTOR OR SUBCONTRACTOR **AG Services, Inc**
 ADDRESS **790 Frontage Road #205 Northfield, IL 60093**
 OMB No.: 1235-0008
 Expires: 01/31/2015

PAYROLL NO. **8**
 FOR WEEK ENDING **10/24/2018**
 PROJECT AND LOCATION **Park Ridge Library**
 PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) EXEMPTIONS TO P.L. 91-504	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK		
			su	m	tu	w	th	fr	sa				FICA	WITH- HOLDING TAX	Med	State		OTHER	TOTAL DEDUCTIONS
			21	22	23	24	18	19	20										
S. Green-5324	1	Laborer			8.00	8.00					24.00	41.20	\$988.80	\$61.31	\$75.00	\$14.34	\$43.24	\$193.89	\$794.91
E. Daniels-1057	1	Laborer			8.00	8.00					24.00	41.20	\$988.80	\$61.31	\$75.00	\$14.34	\$43.24	\$193.89	\$794.91
W. Love-3939	1	Laborer			8.00	8.00					24.00	41.20	\$988.80	\$61.31	\$75.00	\$14.34	\$43.24	\$193.89	\$794.91
D. Riley-6939	1	Laborer			8.00	8.00					24.00	41.20	\$988.80	\$61.31	\$75.00	\$14.34	\$43.24	\$193.89	\$794.91

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement
 We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210



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Rev. Dec. 2008

NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS 790 Frontage Road #205 Northfield, IL 60093
 PROJECT OR CONTRACT NO. OMB No.: 1235-0008 Expires: 01/31/2015

PAYROLL NO. 9 FOR WEEK ENDING 10/31/2018
 PROJECT AND LOCATION Park Ridge Library

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NUMBER OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK		
			su	m	tu	w	th	fr	sa				FICA	WITH- HOLDING TAX	Med	State		OTHER	TOTAL DEDUCTIONS
			28	29	30	31	25	26	27										
S. Green-5324	1	Laborer				8.00				8.00	41.20	\$329.60	\$20.44	\$3.00	\$4.78	\$14.38	\$42.60	\$287.00	
E. Daniels-1057	1	Laborer				8.00				8.00	41.20	\$329.60	\$20.44	\$3.00	\$4.78	\$14.38	\$42.60	\$287.00	
W. Love-3939	1	Laborer				8.00				8.00	41.20	\$329.60	\$20.44	\$3.00	\$4.78	\$14.38	\$42.60	\$287.00	
D. Riley-6939	1	Laborer				8.00				8.00	41.20	\$329.60	\$20.44	\$3.00	\$4.78	\$14.38	\$42.60	\$287.00	

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

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PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)



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Rev. Dec. 2008

NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS 790 Frontage Road #205 Northfield, IL 60093
 PAYROLL NO. 10-FINAL FOR WEEK ENDING 11/07/2018 PROJECT AND LOCATION Park Ridge Library
 OMB No.: 1235-0008 Expires: 01/31/2015 PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) EXEMPTIONS OR OTHER	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK	
			(4) DAY AND DATE										FICA	WITH- HOLDING TAX	State	OTHER		TOTAL DEDUCTIONS
			su	m	tu	w	th	fr	sa									
S. Green-5324	1	Laborer			8.00	8.00	8.00	8.00	32.00	41.20	\$1,318.40	\$81.74	\$115.00	\$19.12	\$63.12	\$278.98	\$1,039.42	
E. Daniels-1057	1	Laborer			8.00	8.00	8.00	8.00	24.00	41.20	\$988.80	\$61.31	\$75.00	\$14.34	\$43.24	\$193.89	\$794.91	
W. Love-3939	1	Laborer			8.00	8.00	8.00	8.00	16.00	41.20	\$659.20	\$40.87	\$36.00	\$9.56	\$30.73	\$117.16	\$542.04	
D. Riley-6939	1	Laborer			8.00	8.00	8.00	8.00	32.00	41.20	\$1,318.40	\$81.74	\$115.00	\$19.12	\$62.12	\$277.98	\$1,040.42	

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 2.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

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U.S. Department of Labor
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

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NAME OF CONTRACTOR OR SUBCONTRACTOR **AG Services, Inc** ADDRESS **790 Frontage Road #205 Northfield, IL 60093** PROJECT OR CONTRACT NO. **08/08/2018**
 PAYROLL NO. **4** OMB No.: 1235-0008 Expires: 01/31/2015

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) EMPLOYING OR HOLDING POSITION	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK		
			08/08/2018										FICA	WITH- HOLDING TAX	Med	State		OTHER	TOTAL DEDUCTIONS
			Su	Mo	Tu	We	Th	Fr	Sa										
S. Green-5324	1	Laborer								40.00	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47		
E. Daniels-1057	1	Laborer								40.00	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47		
W. Love-3939	1	Laborer								40.00	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47		
D. Williams1048	1	Laborer								40.00	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47		
D. Riley-6939	1	Laborer								32.00	\$1,318.40	\$81.74	\$115.00	\$19.12	\$63.12	\$278.98	\$1,039.42		

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "turnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

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U.S. Wage and Hour Division
Rev. Dec. 2008

U.S. Department of Labor
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

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NAME OF CONTRACTOR OR SUBCONTRACTOR **AG Services, Inc** ADDRESS: 790 Frontage Road #205 Northfield, IL 60093 PROJECT OR CONTRACT NO. _____

OMB No.: 1235-0008 Expires: 01/31/2015

PAYROLL NO. 5 FOR WEEK ENDING 08/15/2018 PROJECT AND LOCATION Park Ridge Library

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) EXEMPTIONS OR REMARKS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK			
			su	m	tu	w	th	fr	sa				FICA	WITH- HOLDING TAX	Med	State		OTHER	TOTAL DEDUCTIONS	
			12	13	14	15	9	10	11											
S. Green-5324	1	Laborer			8.00	8.00	8.00	8.00			32.00	41.20	\$1,318.40	\$81.74	\$115.00	\$19.12	\$63.12		\$278.98	\$1,039.42
E. Daniels-1057	1	Laborer			8.00	8.00	8.00	8.00			16.00	41.20	\$659.20	\$40.87	\$36.00	\$9.56	\$30.73		\$117.16	\$542.04
W. Love-3939	1	Laborer			8.00	8.00	8.00	8.00			8.00	41.20	\$329.60	\$20.44	\$3.00	\$4.78	\$14.38		\$42.60	\$287.00
D. Williams1048	1	Laborer			8.00	8.00	8.00	8.00			32.00	41.20	\$1,318.40	\$81.74	\$115.00	\$19.12	\$63.12		\$278.98	\$1,039.42
D. Riley-6939	1	Laborer			8.00	8.00	8.00	8.00			32.00	41.20	\$1,318.40	\$81.74	\$115.00	\$19.12	\$63.12		\$278.98	\$1,039.42

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 2.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "submit weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

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PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)



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OMB No.: 1235-0008
Expires: 01/31/2015

NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS 790 Frontage Road #205 Northfield, IL 60093
AG Services, Inc

PAYROLL NO. 1 FOR WEEK ENDING 05/09/2018 PROJECT AND LOCATION Park Ridge Library PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK	
				su	m	tu	w	th	fr	sa				FICA	WITH- HOLDING TAX	Med	State	OTHER		TOTAL DEDUCTIONS
				6	7	8	9	3	4	5										
S. Green-5324	1	Laborer	O									24.00	41.20	\$988.80	\$61.31	\$75.00	\$14.34	\$43.24	\$193.89	\$794.91
			S	8.00	8.00	8.00														
E. Daniels-1057	1	Laborer	O									24.00	41.20	\$988.80	\$61.31	\$75.00	\$14.34	\$43.24	\$193.89	\$794.91
			S	8.00	8.00	8.00														
W. Love-3939	1	Laborer	O									24.00	41.20	\$988.80	\$61.31	\$75.00	\$14.34	\$43.24	\$193.89	\$794.91
			S	8.00	8.00	8.00														
D. Williams-1048	1	Laborer	O									24.00	41.20	\$988.80	\$61.31	\$75.00	\$14.34	\$43.24	\$193.89	\$794.91
			S	8.00	8.00	8.00														
J. Harris- 2283	1	Laborer	O									8.00	41.20	\$329.60	\$20.44	\$3.00	\$4.78	\$14.38	\$42.60	\$287.00
			S			8.00														
			O																	
			S																	
			O																	
			S																	
			O																	
			S																	

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U.S. Department of Labor
Wage and Hour Division

PAYROLL
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OMB No.: 1235-0008
Expires: 01/31/2015

Rev. Dec. 2008

NAME OF CONTRACTOR OR SUBCONTRACTOR
AG Services, Inc

ADDRESS 790 Frontage Road #205
Northfield, IL 60093

PROJECT AND LOCATION
Park Ridge Library

FOR WEEK ENDING 05/16/2018

PAYROLL NO. 2

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) EXEMPTIONS OR OTHER	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK		
			HOURS WORKED EACH DAY										FICA	WITH- HOLDING TAX	Med	State		OTHER	TOTAL DEDUCTIONS
			su 13	m 14	tu 15	w 16	th 17	fr 18	sa 19										
S. Green-5324	1	Laborer								40.00	41.20	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47	
E. Daniels-1057	1	Laborer								40.00	41.20	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47	
W. Love-3939	1	Laborer								40.00	41.20	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47	
D. Williams-1048	1	Laborer								40.00	41.20	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47	
J. Harris- 2283	1	Laborer								40.00	41.20	\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47	

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction projects to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(e), The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction projects to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

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U.S. Department of Labor
Wage and Hour Division

PAYROLL
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NAME OF CONTRACTOR OR SUBCONTRACTOR AG Services, Inc
 ADDRESS 790 Frontage Road #205 Northfield, IL 60093
 OMB No.: 1235-0008 Expires: 01/31/2015
 Rev. Dec. 2008

PAYROLL NO. 3 FOR WEEK ENDING 05/23/2018 PROJECT AND LOCATION Park Ridge Library PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) EXEMPTIONS OR EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK		
			HOURS WORKED EACH DAY										FICA	WITH- HOLDING TAX	Med	State		OTHER	TOTAL DEDUCTIONS
			su	m	tu	w	th	fr	sa										
S. Green-5324	1	Laborer									\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47		
E. Daniels-1057	1	Laborer									\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47		
W. Love-3939	1	Laborer									\$1,648.00	\$102.18	\$163.80	\$23.90	\$79.65	\$369.53	\$1,278.47		
D. Williams-1048	1	Laborer									\$1,318.40	\$81.74	\$115.00	\$19.12	\$63.12	\$278.98	\$1,039.42		

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a), The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week," U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

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HALLETT MOVERS



Hallett Movers
Re: Park Ridge Public Library
April 19th, 2017



April 19, 2017

Janet Van De Carr
Park Ridge Public Library
20 S. Prospect Ave.
Park Ridge, IL 60068

Dear Ms. Van De Carr.

Thank you for the opportunity to provide a budget quote on the pending **Park Ridge Public Library** move. Please accept this letter of transmittal as our acknowledgement and understanding of the scope of work, project timelines, General Terms and Conditions as outlined during my recent walkthrough. This proposal is sent in an effort to provide all requested information and to effectively prove Hallett to be of the highest quality experience and service in library relocations.

Hallett Movers was established in 1937. We are a family owned business operated by the 2nd and 3rd generations. We provide hands-on management that reflects our pride in our family tradition and past performance. Hallett's workforce, along with our supervisory staff, is loyal to the company and dedicated to providing the finest moving service available. As nationally known Library Relocation Specialists, we know what it takes and have the experience to design, prepare and execute a smooth, successful, cost effective relocation.

Hallett are longstanding members in many professional associations including Illinois Movers' and Warehousemen's Association, as well as the American Library Association. We have long been **rated A+ with 0 complaints** with the Illinois Better Business Bureau where more information is available on their website.

If you find you need more or different information do not hesitate to call us at 708-458-8600 if we can be of further assistance. Our web site is www.hallettmovers.com. We look forward to being of service to you.

Sincerely,

Richard Benda

535 W. 59th Street. Summit, IL 60501 ph. 1.800.645.6683 fx. 708.458.7116

SCOPE OF PROJECT

Hallett has reviewed and understands the scope of the project. Following here is information about our general practices when moving libraries. Hallett will amend as needed for the **Park Ridge Public Library**.

Library Services Defined

Consulting/Pre-move Implementation

Identify goals and objectives - Hallett will guide discussions with Library personnel, facility staff, other contractors, etc., to identify, define, prioritize and assign as needed the library relocation projects primary goals and objectives for all parties involved. This will include developing timelines and milestones. All concerns, questions, expectations and wishes about this relocation should be brought to the table at this time.

Measure all collections – Hallett staff will physically measure all collections to be relocated as preparation to discussions of fill ratios and collection layouts.

Calculate fill ratios- with Hallett verified destination shelving information and final collection measurements, and after discussions with library on growth patterns, Hallett will calculate options for shelf fill ratios across the collection.

Provide Library with collection layout options/suggestions- After collecting above information and in discussion with Library personnel, Hallett will provide suggested collection layouts and flows of material for its destination space. Hallett's experience in this area will provide library with best case scenarios and help avoid problematic layouts.

Measure and label collection (Hallett provides labels) - After above discussions and decisions, Hallett will measure and tag collection materials to the proper shelf fill ratio for that part of collection. The tagging system helps to maintain order of collection and identifies its proper location in the destination shelving.

Label destination shelving (Hallett to provide labels) - Hallett staff to properly tag destination shelving as designed above. This will include end panel directional signage and other signage as needed to insure accurate placement of materials as well as to increase the efficiency of the move.

Project Management of the Physical Move

Interface with other contractors- As needed develop working relationship with other contractors. Direct workflow and move logistics to incorporate construction needs. Develop plan for use of shared spaces, such as docks, elevators, etc.

Oversight and supervision of move staff – Plan for needed workforce, days/times, equipment, trucks, etc. Provide any additional training for move staff, includes proper material handling, packing, unpacking and moving of collection materials. Continual quality review of move staff activities. Responsible for supervision of move staff at both origin and destination locations.

Problem solve – Throughout preparation and relocation activities, Hallett will be a frontline resource to trouble shoot for the project. Our knowledge helps to direct the Library away from known or possible obstacles to most efficiently meet the goals of the project. Our experience helps us develop the solutions needed to overcome the unexpected.

Project Closeout- Hallett will review all areas of completed work with Library personnel to a satisfactory review. Hallett will review all physical spaces with Library personnel to a satisfactory review. Hallett will provide the Library with current collection measurements, new layout maps and any noteworthy future recommendations.

General Scenario

Pre-Move Responsibilities

Within 5 days of award of contract, Hallett will set a pre-planning meeting date with Library staff. The appointed **Hallett Project Manager(s)** will meet with the appropriate move coordinators from the **Park Ridge Public Library** to advance familiarity and finalize details of the move. At this time we would set start dates. For a successful relocation we will work closely with your staff to develop an efficient, cohesive plan for the move. Any special concerns or needs that the Library may have regarding the relocation should be expressed and addressed during this pre-planning meeting. By joining our move expertise and your intimate knowledge of your library it is our goal that all obstacles and challenges will be resolved long before the physical move. This approach ensures that the lines of communication are established early in the planning stages. We will thoroughly brief all Library team members of our move systems and discuss other key information related to the move including:

- Educate all appropriate staff members of the tagging/color-coding system, proper packing techniques and general move preparations
- Discuss/Define Library Staff pre-move tasks
- Discuss/Define desired fill ratios and collection flows
- Color Code blueprints
- Determine start date, delivery of material/equipment dates and finalize move sequence/time line

This pre-planning is of the utmost importance. Hallett realizes that in a move such as this, requirements may change. As long as communication is maintained, Hallett is flexible enough so that any variance from the proposed schedule will cause no additional burden.

At this time, Hallett Project Manager(s) will review physical work site. This analysis includes but is not limited to:

- Building conditions and restrictions
- Determine areas and quantities of building protection needed
- Shelving lay out and verification
- Review collection condition
- Determine move route and any necessary prep for chosen route

Within one week of the established move start date, Hallett will begin preparing the collection for the move. These pre-move activities will include the complete measuring, plotting and destination tagging process of the library collections. Hallett will tag the new shelving according to the previously determined plan.

During this pre-move period, Hallett Project Managers will be the Library's ready resource for any questions or concerns that come up related to the move.

Measuring and Tagging Process

Hallett staff will measure and tag the entire collection and corresponding destination shelving. Hallett Project Managers and the Library Staff Move Coordinators will review stack floor plan, collection flows and layouts. After measuring each collection and before tagging of the collection can begin, basic fill ratios will be determined by inputting the updated measurements for the collections into our library spreadsheet. Explanation of this spreadsheet program will be provided after the contract award. We will adapt this spreadsheet to fit your particular needs.

Maintaining shelf list order is, of course, the primary concern. Hallett will maintain this order by using a color-coding and tagging method specifically designed for library materials. Each library collection will be assigned a distinctive color/number set by material types and according to its destination floor (fiction= blue 1-450, reference= green 232-598, etc.) Hallett will measure appropriate increments of the collection and tag them accordingly.

The proper way to tag each collection is to tag or sticker the first book on each new destination shelf. Each colored label signifies a specific shelf in the new location already assigned on the blueprint. No two shelves will be assigned the same color or number. Hallett will supply two sets of duplicate colored numbered stickers. One label will be used for the first item of every shelf (using the new fill ratios) in the existing location and the other (duplicate) will be used for the physical shelf in the new location. All that needs to be done, if all planning and tagging is correct, is to match the colored numbered labels when the materials arrive at its destination shelving.

Collection Move

Hallett will pack and unpack the collection. The packing of your collection will be accomplished by off-loading your collection into our specially designed transporters called "half miscls" designed for access to all aisles. Our specific miscl packing process will keep your collection in its shelf list order. The Hallett system of color-coding and numbering the collection allows the packing and unpacking to be done in various areas simultaneously resulting in a more expeditious relocation. If the half miscl is used, the collection will travel fully contained. In inclement weather we can readily cover them with pads or tarps and bands. It is specially designed to hold an average size shelf's width worth of books and holds approximately 9 linear feet of books. It is triple thick walled cardboard that rides easily on dollies.

Hallett's normal method of packing in transport miscls is to pack volumes spine up, centered, and packed tight in miscls. Oversized volumes can ride in miscls standing up. Emphasizing the tight packing helps to stabilize volumes within the miscls, as well as keep individual volumes text blocks tight to relieve any downward pull from the weight of text block. (It is like being in a book press, when tightened enough, the text block is immobilized and the text block does not move, even if turned on end.) Due to the construction design of the miscls it allows a little give in order to pack more tightly unlike wood or metal carts. If necessary corrugated can be used to tighten packed row, though this is rarely needed. By using it we easily maintain collection shelf order but are able to pack and move the materials much more quickly than on regular book carts. This saves time and therefore money.

We find this method of transporting books far superior to book carts, or packing off into boxes or crates. Wooden book carts are difficult to maneuver down narrow aisles, are clunky and heavy

and do not move as quickly. They also take longer to pack and unpack. They also cause more damage to walls and book collections as they are moved down aisles. Packing collections in boxes or crates is more time consuming in the need to fuss with the books in order to pack well. You eliminate the need to use filler paper to stabilize the books from moving around and damaging each other, or in the case of cardboard boxes the need to fill properly to avoid the boxes collapsing when stacked. Also, unpacking from boxes or crates is more time consuming and demands the skill of call number reading as books cannot maintain their order if you are being efficient about space use and sensitive about preservation issues. (i.e. heavy or large books placed on bottom, flat, while other books stand to fill as much as possible, inevitably loses order.) Miscl packing maintains order because they are packed as they live on the shelf.

Although the vast majority of collections can be moved in miscls, there are some materials that would not be good candidates for packing in miscls. Hallett staff are sensitive to the particular needs and the best move methods based on material types and condition. We employ a variety of move equipment that includes half miscls, full miscls, carts, crates and boxes as needed.

SAFETY AND SECURITY

Emphasis is placed on the following priorities staff safety, care and security of the materials, and the effective and efficient relocation of materials. But the most important aspect of our management staff's training program is to provide the best example at all times of what is expected of support staff which is to be diligent, professional, team minded and doing the best job at the task at hand. Constant oversight and working directly with the staff helps to provide the quality control needed for such work. Daily Staff briefings outlining activities and goals for the day, helps to keep everyone on track and focused.

A Hallett Supervisor will be assigned to each pertinent location. Having the appropriate number of Hallett Supervisors at key locations will be of the utmost importance. All Management and Supervisory Staff wear Hallett logo apparel while on the job. All support staff wear laminated identification badges which are checked in and out by Hallett Supervisors at the beginning and end of every shift. There should be no unidentified staff on the job site at any time.

We will have only our trained, professional drivers moving materials. All materials loaded on the trucks for movement are appropriately packed and secured in the trucks as to disallow any movement. Trucks will be locked and can have numbered metal seals attached for further security. In route trucks are tracked by radio. All proper road laws will be abided by. We will oblige the Library and provide a list of all employees on site.

REQUIRED EQUIPMENT AND PROTECTION OF FACILITIES

Hallett owns all of its equipment and vehicles used in a library relocation. Hallett uses a variety of equipment to provide library relocations, including carts, miscls, crates and etc., depending on the needs of the media. Hallett will provide as many vehicles as needed for the efficiency and logistics of the project. Hallett Movers home office is located in Summit, Illinois on the southwest corner of Chicago. With a 100,000 square foot storage warehouse of reinforced concrete and steel, sprinkler and temperature protection, furnished with a high density racking system, a bulk storage area and 6,000 linear feet of shelving space for library or file room materials controlled by a computerized inventory control system can offer clients storage, receiving, indexing, retrieval and purging services.

The administration offices and a truck fleet of 15 plus sits on the same site which fosters close daily interactions of all operational departments. Services provided to customers along with our move operations include full service library relocation, professional installation of systems furniture, fixtures and equipment along with shelf installation, storage and delivery services. We service offices, libraries, schools, healthcare institutions, and a large variety of industrial and commercial entities. Site surveys, pre-planning, consultation, space lay out and project management services are also available. Most of our commercial work is concentrated in the northern Illinois, southern Wisconsin and eastern Indiana areas. Our library, museum and special collections relocation services extends nationally including both Hawaii and Alaska; as well as recent international work performed in Ireland, Scotland and Qatar. Departments staffed by Hallett personnel include customer service, sales development, operations, dispatch, payroll, purchasing and billing, library and special collections, IT administration, as well as our fleet maintenance, warehouse operations and 25 plus Professional Union Movers.

Before the physical move begins; Hallett Movers will lay Masonite and apply protective materials in all required areas.

All of the areas that are used consistently will be covered with 4x4 or 4x8 ft. Masonite and taped together at the seams with duct tape to keep sheets from moving. The inside of the elevators will be lined with padding or heavy duty cardboard. The entrance door to the elevators will also be covered using padding or cardboard. All of the doors in the areas being moved will be padded and protected. The door jams will be protected using corrugated corner protectors.

Estimated quantities of protection materials (see enclosed photos)

- 200 ft. of Masonite (floor covering)
- 5 rolls of duct tape (to attach Masonite)
- 50 corrugated corner protectors
- 2 rolls of masking tape (to attach corners)
- 200 ft. of Koraflex or other wall protection material

Relocating your facility does not create much waste material. Each day Hallett Movers personnel will remove any waste material that has accumulated. When the project is completed, all of the areas will be left in 'broom clean' condition.

MOVE PLAN & BUDGET PRICING (All rates are based on prevailing wages)

Book/Materials Move

Over the course of multiple phases, approximately 5,200 shelves of books and other library materials on the 1st, 2nd & 3rd floors, will be measured, tagged, packed, stored and eventually unpacked onto shelves in the renovated library. The collection will be measured and tagged before moving to ensure that they fit properly on the new shelving layout. Books will be packed into special book containers and stored onsite during renovations.

BOOK/MATERIALS TOTAL: \$98,000.00

Shelving Move

Over the course of multiple phases, approximately 355 sections of library shelving (Wood & Metal) on the 1st, 2nd & 3rd floors, will be disassembled and either recycled, or disposed of. Disposal shelving will be taken to a local recycler. In addition, 225 sections of library shelving will be disassembled, stored onsite and then reassembled in the newly renovated library.

SHELVING TOTAL: \$72,000.00

Common Area Furniture

Over the course of multiple phases, relocation and disposal of all designated library furniture, carrels, work stations etc. (Wood & Metal) on the 1st, 2nd & 3rd floors. These items will be disassembled if needed and either recycled, or disposed of. Disposal items will be taken to a local recycler. Some items will be stored and repurposed.

COMMON AREA TOTAL: \$18,000.00

Materials Etc.

500 BOOK CONTAINERS @ \$5.00 EACH: \$2,500.00

12 DUMPSTERS @ \$450.00 EACH: \$5,400.00

200 BOXES @ \$3.00 EACH: 600.00

TOTAL MOVING COST: \$196,500.00

REFERENCES
(RECENT LIBRARY MOVING PROJECTS)

WHEATON PUBLIC LIBRARY
225 N. CROSS STREET
WHEATON, IL 60187
BETSY ADAMOWSKI (DIRECTOR)
(630) 868-7590
BETSEY@WHEATONLIBRARY.ORG

SKOKIE PUBLIC LIBRARY
5215 OAKTON STREET
SKOKIE, IL 60077
RICHARD KONG (DIRECTOR)
(847) 324-3135
RKONG@SKOKIELIBRARY.INFO

NAPERVILLE PUBLIC LIBRARY
200 W. JEFFERSON AVE.
NAPERVILLE, IL 60540
JULIE ROTHENFLUH (DIRECTOR)
(630) 961-4100 x 6144
JROTHENFLUH@NAPERVILLE-LIB.ORG

***MANY MORE REFERENCES AVAILABLE UPON REQUEST**



223 W. Jackson Blvd.
 Suite 1200
 Chicago, IL 60606
 Phone: 312.253.3400
 Fax: 312.253.3401

date: 6/5/20
 project no.: 16085A
 project: Library Renovations
 auth no.: 04 **Contingency**

Authorization to Spend Allowance

owner: Park Ridge Public Library
20 S. Prospect Ave.
Park Ridge, IL 60068

contractor: Construction Solutions Inc.
12540 S Holiday Drive, Unit D
Alsip, IL 60803

attn: Heidi Smith

attn: Pete Schipma

Project	Contingency Allowance:	\$65,000.00
Allowance	_____	
Amounts	_____	
	TOTAL	\$65,000.00

SUMMARY OF WORK TO BE AUTHORIZED:

COR #37a	Cost for demolition of existing shelving.	\$ 37,095.00
COR #38	Cost for electrical changes on first floor.	\$ 2,594.00
COR #47-R2	CREDIT for installing thermostats.	\$ (1,105.00)
COR #48	CREDIT for window film.	\$ (7,220.00)
COR #50	CREDIT for third floor tile work.	\$ (1,691.00)
COR #51	CREDIT for elevator laminate.	\$ (2,473.00)
COR #52	CREDIT to owner for completing fire alarm programming with own forces.	\$ (440.00)
COR #53	CREDIT to owner for uninstalled electrical controls.	<u>\$ (2,050.00)</u>
TOTAL		\$ 24,710.00

SUPPORTING DOCUMENTATION ATTACHED:

CSI COR Requests

The original allowance amount was:	\$ 65,000.00
Net change by previous expenditures authorized:	\$ 32,877.50
Available allowance prior to this authorization request was:	\$ 32,122.50
Total amount of allowance expenditure to be approved this request:	\$ 24,710.00
The new available allowance following this authorization will be:	\$ 7,412.50

This summary does not reflect any change to the Total Contract Amount or Contract Time.

If this authorization is acceptable, please sign three originals and forward two fully executed copies to the architect.
 Retain the third copy for your files.

OWNER: <u>Park Ridge Library</u>	CONTRACTOR: <u>Construction Solutions, Inc</u>	ARCHITECT: <u>StudioGC</u>
SIGNATURE: <u>Heidi L Smith</u>	SIGNATURE: <u>Peter M. Schipma</u>	SIGNATURE: <u>[Signature]</u>
PRINT NAME: <u>Heidi Smith</u>	PRINT NAME: <u>Pete Schipma</u>	PRINT NAME: <u>Darren Schretter</u>
DATE: <u>6/22/2020</u>	DATE: <u>6-18-2020</u>	DATE: <u>6/5/2020</u>

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.
1 2540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
708-239-0006 FAX

PROJECT:
Interior Renovations
Park Ridge Library

OWNER:
Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 37a

Date: January 15, 2019

Description of Changes are as follows:

Provide labor and disposal fees to demolish existing shelving & furniture at all three phases of project
(See Attached)

Phase 1: \$11,560.00
Phase 2: \$15,300.00
Phase 3: \$10,235.00

TOTAL: \$37,095.00

*****Additional Performance Bond and Overhead & Profit Charges will apply if not taken from Allowance*****

Note: -The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Accepted by: Heidi L Smith

Construction Solutions of Illinois, Inc.



From: Andrew Gordon adgordon@comcast.net
Subject: Re: Park Ridge Library
Date: May 14, 2018 at 1:31 PM
To: Ron Marlowe - CSI Rmarlowe@csofi.com
Cc: pschipma@csofi.com

Ron/Pete-

Here is a detail of last weeks hours that were verified and agreed upon with Ron by myself. There will be more hours once we go upstairs in this phase, though they won't be as many as this portion of the phase. If you could please issue a CO for these hours so they may be included in this months billing. I cannot afford to fall behind on collecting funds with the amount of work I have coming up this Summer. Thanks for understanding!

Monday 5/7 4 men 8 hours each
Tuesday 5/8 3 men 8 hours each
Wednesday 5/9 3 men 8 hours each
Thursday 5/10 3 men 8 hours each

102 total man hours at \$85/hour = \$8,840.00

Thank you,

Andrew Gordon
AG Services, Inc.

On May 9, 2018, at 12:10 PM, Ron Marlowe - CSI <Rmarlowe@csofi.com> wrote:

Andrew, as we talked , please remove the owners furniture not shown on the drawings as we walked thru the other day. This will be on a T & M basis as described below. Please have your foreman verify times with me each days as you go. Also, please remember , there will be more work of the same in both the other two phases of work. Thank you.

Ron Marlowe
Rmarlowe@csofi.com
Cell- 708-800-6317
Construction Solutions of Illinois

On May 8, 2018, at 9:40 PM, Andrew Gordon <adgordon@comcast.net> wrote:

Guys-

I please need some sort of authorization and acknowledgement that we have been directed to remove shelving units and furniture and that we will be paid for this extra. We are already at \$4760 thru today (32 hours Monday and 24 Tuesday as agreed with Ron today) and there is more to go. With 24-32 more man hours Wednesday we will be between \$6800-\$7480 and we still may not be finished. This is adding up quickly. Please respond with some sort of approval and confirmation that we will be paid for this work. Sorry to ask but like I said it's adding up quickly. Thanks for your understanding.

Andrew Gordon
AG Services, Inc.

Sent from my iPhone

From: Andrew Gordon adgordon@comcast.net
Subject: Park Ridge Library Extra
Date: May 18, 2018 at 11:28 AM
To: pschipma@csofi.com



Pete-

We still have the lockers to remove but I'm not overly concerned those will take long. We will get them today or Monday.

The last extra for this phase was yesterday as well as the lockers which will be 32 more hours at \$85/hour which totals \$2720

Add that to the previous amount of \$8840 makes the total extra for this phase \$11,560.

Please issue a change order and I would really appreciate it if it could be billed out on the May draw.

For the May draw as we spoke about yesterday we have completed a nice chunk of the work in this phase. I'm estimating it's about 35-40%. So if you could please bill that as well it would be much appreciated.

Thanks again. Let me know if you need anything else

Andrew Gordon
AG Services, Inc.

Sent from my iPhone

From: Andrew Gordon adgordon@comcast.net
Subject: Park Ridge Library Phase 2 Extra Work
Date: August 14, 2018 at 12:05 PM
To: Ron Marlowe - CSI rmarlowe@csofi.com, Pete Schipma - CSI pschipma@csofi.com



As agreed we removed all book shelves, tables, chairs, desks, cubbies, and misc. furniture left behind by the library on a time and material basis. Please find a detailed list of man hours below. I will include this in my August billing which I will submit before the end of this week. Thank you.

Thurs. 8/2 3 men 8 hours each= 24 total hours
Fri. 8/3 3 men 8 hours each and 2 men 4 hours each = 32 total hours
Mon. 8/6 4 men 8 hours each= 32 total hours
Tues. 8/7 3 men 8 hours each= 24 total man hours
Wed. 8/8 5 men 4 hours each= 20 total man hours
Thurs. 8/9 4 men 2 hours each= 8 total hours
Fri 8/10 4 men 2 hours each= 8 total hours
Mon. 8/13 3 men 8 hours each= 24 total hours
Tues. 8/14 2 men 4 hours each= 8 total hours

Total Man hours is 180 at \$85/hour= \$15,300.00

Please issue a change order for this amount.

Thank you,

Andrew Gordon
AG Services, Inc.

From: Andrew Gordon adgordon@comcast.net
Subject: Park Ridge Library Phase 3 Extra Work
Date: October 17, 2018 at 12:41 PM
To: Pete Schipma pschipma@csofi.com, saltenburg@csofi.com



As agreed we removed all book shelves, tables, chairs, desks, cubbies, and misc. furniture left behind by the library on a time and material basis. Please find a detailed list of man hours below. I will include this in my October billing which I will submit before the end of this week. Thank you.

Tues. 10/9- 1 man 4 hours and 2 men 8 hours each= 20 total hours
Wed. 10/10- 3 men 8 hours each= 24 total hours and 1 30 yard dumpster
Thurs. 10/11- 4 men 8 hours each= 32 total hours and 1 30 yard dumpster
Fri. 10/12- 4 men 8 hours each= 32 total hours
Wed. 10/17- 3 men 1 hour each= 3 total hours

Total man hours is 111 at \$85/hour=\$9,435
2 30 yard dumpsters @ \$400/per= \$800

Total of Phase 3 Extra Work is \$10,235

Please issue a change order at your earliest convenience. Thank you.

Andrew Gordon
AG Services, Inc.

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.
12540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
708-239-0006 FAX

PROJECT:
Interior Renovations
Park Ridge Library

OWNER:
Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 38

Date: January 15, 2019

Description of Changes are as follows:

Provide additional electrical work at first floor areas per layout changes (See Attached)

TOTAL: \$2,594.00

*****Additional Performance Bond and Overhead & Profit Charges will apply if not taken from Allowance*****

Note: -The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Peter M. Schipma
Construction Solutions of Illinois, Inc.

Accepted by: Heidi L Smith

From: Sean Altenburg saltenburg@csofi.com
Subject: Fwd: PARK RIDGE LIBRARY EXTRAS
Date: January 14, 2019 at 1:32 PM
To: pschipma@csofi.com



Pete,

Can you be sure to formalize this CO and send to Carl. Call me with question please.
Thanks

Sean Altenburg
Construction Solutions
Phone mobile (708)-288-6705

Begin forwarded message:

From: Joe Quick <jdq1962@gmail.com>
Date: January 11, 2019 at 5:18:37 PM CST
To: Sean Altenburg <saltenburg@csofi.com>
Subject: PARK RIDGE LIBRARY EXTRAS

1. Provide 6 led low profile cans \$ 480
2. Provide raceway and install 2 outlets
in workroom.
3hrs @ 110 per material \$90
420 x 10% = \$464
3. Provide 2 circuits for office furniture
4 hrs @ 110 per. material. \$80
520 x 10% = \$572
4. Security gate feeds
8hrs @ 110 per material \$100
980x10% = \$1078

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.

12540 S. HOLIDAY DRIVE UNIT D

ALSIP, ILLINOIS 60803

708-239-0001

708-239-0006 FAX

PROJECT:

Interior Renovations
Park Ridge Library

OWNER:

Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:

Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 47-REV2

Date: February 14, 2020

Description of Changes are as follows:

Provide credit to eliminate two averaging thermostats. (See Attached)

TOTAL CREDIT: \$1,105.00

*****Additional Performance Bond and Overhead & Profit Charges will apply if not taken from Allowance*****

Note: -The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a


Construction Solutions of Illinois, Inc.

Accepted by: Heidi L Smith

1734 E. Cass Street
Joliet, Illinois 60432-2766

CRYER & OLSEN MECHANICAL, INC.
PROCESS PIPING - PLUMBING - HEATING
INDUSTRIAL - COMMERCIAL - RESIDENTIAL
24-HOUR EMERGENCY SERVICE

Phone: (815) 723-1332
Fax: (815) 723-1639

COR # 9 REV

March 13, 2019

Construction Solutions
Attn: Pete
Project: Park Ridge Library
Re: Credit for 2 stat's

Credit for 2 averaging thermostats (not applicable for pneumatic) as requested

Material 2 @ \$175
Labor 3.5 hr @ \$ 120

~~\$ 350.00~~ 685 Revised
~~\$ 420.00~~ +420 ←

TOTAL REQUESTED FOR COR: - ~~\$ 770.00~~

CREDIT \$ 1,105.00

Augustine J. Cryer

Signed

3-13-19

Dated

Owners Representative - Accepted

Dated

FW: Quote request

Wayne Brouwer <wayne@aqihvac.com>
To: Sean Altenburg <saltenburg@csofi.com>

Mon, Jan 27, 2020 at 10:11 AM

From: Mike Romano <mike.romanco@cypressenvirosystems.com>
Sent: Friday, January 24, 2020 3:19 PM
To: Wayne Brouwer <wayne@aqihvac.com>
Subject: Fwd: Quote request

Hi Wayne,

The price for 2 (two) WPT-800-T2DP is \$329.99 each x 2 = \$659.98. Plus S&H at \$25.

Grand Total = \$684.98.

Thanks,

Mike

Michael Romano
Senior Sales Director
Cypress Envirosystems, Inc.
Midwest Office: Naperville, Illinois

C: [\(630\)-388-8938](tel:(630)388-8938)

Email: Mike.Romanco@cypressenvirosystems.com

www.cypressenvirosystems.com



----- Forwarded message -----
From: <david.roberts@cypressenvirosystems.com>
Date: Fri, Jan 24, 2020 at 1:52 PM

Subject: Quote request
To: Michael Romano <mike.romanco@cypressenvirosystems.com>

Mike,

Can you quote Wayne for 2 WPT-800-T2DP?

<https://cypressenvirosystemshelp.zendesk.com/agent/tickets/175>

Air Quality

Park Ridge Library

2 WPT-

Wayne

wayne@aqihvac.com

815-693-5276

Regards,

David K. Roberts

Vice President

Cypress Envirosystems

415-686-5596

david.roberts@cypressenvirosystems.com

www.cypressenvirosystems.com

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.
1 2540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
708-239-0006 FAX

PROJECT:
Interior Renovations
Park Ridge Library

OWNER:
Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 48

Date: March 19, 2019

Description of Changes are as follows:

Provide credit to eliminate window film at second and third floor windows (See Attached)

TOTAL CREDIT: \$7,220.00

*****Additional Performance Bond and Overhead & Profit Charges will apply if not taken from Allowance*****

Note: -The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Peter M. Schipma
Construction Solutions of Illinois, Inc.

Accepted by: Heidi L Smith



RESIDENTIAL/COMMERCIAL

**P.O. Box 812
Wauconda, IL 60084
847-516-3951
Fax 847-516-3943
Lake Forest 847-295-9211**

Page 1 of 1 Page(s)	
INVOICE #	
ESTIMATE DATE	03/19/2019
ESTIMATE TIME	8-9
INSTALL DATE	
INSTALL TIME	

◇ BILL TO CUSTOMER / JOB SITE					◇ BILL TO CONTRACTOR				
Name	PARK RIDGE LIBRARY				Company	CONSTRUCTION SOLUTIONS			
Contact					Contact	SEAN ALTENBURG			
Address	20 PROSPECT AVE				Address				
City	PARK RIDGE	State	IL	Zip	60068	City		State	Zip
Phone			Ext			Phone			Ext
Fax			Cell			Fax			Cell

#	N/S/E/W	Area / Description	# Of Panes	Width Inches	X	Height Inches	Ladder/Scaffolding	Film Type
1		OFFICE 207	1	52	X	164	14	ACID ETCH
2					X			
3		READER SERICE	6	30	X	14		
4			3	60	X	14	8	
5		\$590.00			X			
6		TEN LOFT	4	37	X	28		SH2FGCL
7			2	56	X	28		
8			1	59	X	28		
9			2	29	X	28	33	
10					X			
11		MEDIA LAB	6	41	X	76	40	
12					X			
13		STUDY ROOM 5	3	31	X	55	15	
14					X			
15		\$6,630.00			X			
16					X			
17					X			
18					X			
19					X			

TOTAL COST

FILM TYPES OFFERED		FRAME TYPE	<ul style="list-style-type: none"> ◇ Wood ◇ Steel ◇ Aluminum ◇ Vinyl ◇ Rubber Gasket ◇ Caulk ◇ Paint/Stain ◇ Other _____ 	GLASS TYPE	<ul style="list-style-type: none"> ◇ Clear ◇ Single Pane ◇ Insulated ◇ Laminated ◇ Tempered ◇ Reflective ◇ Tinted ◇ Low-E ◇ Other _____
ACID ETCH / SH2FGCL					
<input type="checkbox"/> Yellow Pages <input type="checkbox"/> Personal Referral <input type="checkbox"/> Ad <input type="checkbox"/> Designer <input type="checkbox"/> Contractor <input type="checkbox"/> Previous Customer					

TAX EXEMPT **YES TAX EXEMPT NUMBER:**

PAYMENT TERMS: PAYMENT DUE WITHIN 30 DAYS OF INSTALLATION

If payment is not received within 30 days of the installation date service charges on the total balance due will be as follows: 30 days past due, 3% charge 60 days past due, 6% charge and 90 days past due, 9% service charge.	TOTAL DUE		\$
	DEPOSIT 1/3 UPON SIGNING		\$
	BALANCE DUE		\$
	DEPOSIT	CK#	BALANCE

NO VERBAL ORDERS RECGONIZED, THIS ESTIMATE IS GOOD FOR 90 DAYS FROM THE ESTIMATE DATE

All materials are guaranteed to be as specified. All work is to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specification including extra costs (**materials and labor**) will be executed only upon written orders and will become an extra charge over and above the estimate. All agree Sullivan's Window Tinting is not responsible for delays to the above agreed work due to strikes, accidents, acts of nature or delays beyond our control. Property owner and or customer to carry fire, tornado and other necessary insurance on above said job site.

Authorized Dealer Signature

PROPOSAL ACCEPTANCE

The above prices, specifications and conditions are satisfactory and are hereby accepted. The below signature authorizes Sullivan's Window Tinting to complete the installation described above and has approved the film type(s) and understands that any future changes to the film type(s) will incur a charge for removal and replacement. Payment will be made as indicated above in the Payment Terms section and understands service charges will be incurred if payment is not made according to the payment terms.

Signature _____ Title _____
Date _____ Line(s) to be completed _____

AUTHORIZATION OF WORK COMPLETION

By signing below I hereby agree that all work designated to be completed has been installed to my satisfaction and authorize payment to be made to Sullivan's Window Tinting.

The following line(s) and /or windowpanes _____ were not completed. The line(s) will be completed at a later date.

Signature _____ Title _____
Date of Acceptance _____

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.
1 2540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
708-239-0006 FAX

PROJECT:
Interior Renovations
Park Ridge Library

OWNER:
Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 50

Date: May 15, 2019

Description of Changes are as follows:

Provide credit to leave third floor bathroom tile work as installed (SEE ATTACHED)

TOTAL: \$1,691.00

Note: -----
-The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Peter M. Schipma
Construction Solutions of Illinois, Inc.

Accepted by: Heidi L Smith

From: Jay Hoots jay@pinnacleflooringcompany.com 
Subject: park Ridge Library 3rd floor bathroom
Date: May 9, 2019 at 3:57 PM
To: Pete Schipma - CSI pschipma@csofi.com



Pete,

We would offer the following credit:

2 man days of labor - $\$91 \times 16 = \$1,456.00$

Setting material - \$32.00

Grout - \$18.00

Tile - \$185.00

Total Credit - \$1,691.00



Jay Hoots
18522 81st Ave. ****NEW ADDRESS****
Tinley Park, IL 60487
P: 708-712-2410
C: 630-669-5026

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1 2540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
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PROJECT:
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Park Ridge Library

OWNER:
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Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 52

Date: 2-14-2020

Description of Changes are as follows:

Provide credit to eliminate final fire alarm programming from contract.

TOTAL CREDIT: -\$440.00

Note: -----
-The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Peter M. Schipma
Construction Solutions of Illinois, Inc.

Accepted by: Heidi L Smith

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.
1 2540 S. HOLIDAY DRIVE UNIT D
ALSIP, ILLINOIS 60803
708-239-0001
708-239-0006 FAX

PROJECT:
Interior Renovations
Park Ridge Library

OWNER:
Park Ridge Library
20 South Prospect Avenue
Park Ridge, IL 60068

ARCHITECT:
Studio GC Architecture
223 West Jackson Blvd, 1200
Chicago, IL 60606

Change Order Proposal No. 53

Date: 5-11-2020

Description of Changes are as follows:

Provide credit to eliminate Timer at Children's Services and (1) motion sensor from contract.

TOTAL CREDIT: -\$2,050.00

Note: -----
-The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included
- Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.
-Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a

Peter M. Schipma
Construction Solutions of Illinois, Inc.

Accepted by: Heidi L Smith

From: Sean Altenburg saltenburg@csofi.com
Subject: Fwd: Park Ridge Library
Date: May 6, 2020 at 3:25 PM
To: pschipma@csofi.com



Pete,

We have to send this in to Darren for credit for the library.

Sean Altenburg
Construction Solutions
Phone mobile (708)-288-6705

Begin forwarded message:

From: Joe Quick <jdq1962@gmail.com>
Date: May 6, 2020 at 11:05:00 AM CDT
To: Sean Altenburg <saltenburg@csofi.com>
Subject: Park Ridge Library

Credits

Timer Children Services \$1800

Motion sesnor \$250