



## REQUEST FOR PROPOSAL

Proposals for the following item(s) or service are sought:

### Township Assessor Consulting Services

Requesting Department:

Town of the City of Champaign Township Office  
Township Assessor Consulting  
Attention: Township Assessor Paul Faraci  
51 E. Logan St.  
Champaign, IL 61820  
(217) 403-6120

Date of Request:

May 7, 2018

**Proposal document may be obtained at 51 E. Logan St., Champaign, IL or online at - [https://cctownship.com/statutory\\_documents/](https://cctownship.com/statutory_documents/) (under Miscellaneous Documents). The original **plus** one (1) copy of your proposal(s) **MUST** be submitted to the Requesting Department at or before the date and time specified below to receive full consideration:**

**PROPOSAL DUE DATE: May 18, 2018**  
**PROPOSAL DUE TIME: 12:00PM PREVAILING TIME**

All proposals submitted in response to this Request shall be irrevocable for a period of One Hundred Twenty (120) days after the Proposal due date and may not be withdrawn by the Vendor during this period. After such time has elapsed, the Vendor may withdraw the proposal if it has not been selected prior to the request to withdraw. Such withdrawal shall be requested in writing.

**The Township reserves the right to waive technicalities or to accept or reject any proposal or combination of proposals based upon the Township's determination of its best interest.**

## **SECTION 1. INTRODUCTION**

### **1.1 Standard Terminology**

The term "Township" refers to the Town of the City of Champaign Township. A prospective Contracting Agency will be referred to as the "Vendor". "Proposal" shall refer to all proposals, quotes, and/or qualifications submitted in response to this Request.

### **1.2 Vendor Questions**

ALL questions pertaining to this Request (RFP or RFQ) must be submitted in writing either via e-mail, personal delivery, or e-mail at least five (5) business days prior to the deadline for submission to:

Paul Faraci  
Township Assessor  
Town of the City of Champaign Township  
51 E. Logan St.  
Champaign, IL 61820  
Email: [p.faraci@champaignil.gov](mailto:p.faraci@champaignil.gov)

Vendors are prohibited from contacting staff of the Township regarding this Request except as specifically set forth herein. Failure to comply with this provision may result in rejection of any or all proposals. Vendors are advised to confirm receipt of any question submitted electronically.

### **1.3 General Instructions**

- A. All proposals should follow the format described in this Section and in "Content and Format" Section of this Request. Vendor shall provide information requested by this Request in a direct and concise manner. Responses shall refer directly to section numbers in this Request and meet or exceed the requirements as described.
- B. The requirements stated herein are mandatory unless stated otherwise. It should be understood that failure to respond to a specific requirement may be the basis for eliminating a Vendor from consideration during comparative evaluation of proposals.
- C. The Township reserves the right to accept or reject any or all proposals, or portions thereof.
- D. When a package proposal is made for a package price, the package price shall be taken to include all items referenced in the package.
- E. The Vendor may submit multiple proposals involving various methods of meeting proposal objectives. However, each submitted proposal shall be complete in every respect and marked as Proposal No. 1, No. 2, etc. on the cover page.

- F. Subsequent to receipt of proposals, the Township or its authorized representative may require the Vendor to make oral presentations or to respond to telephone calls or clarify its Proposal.
- G. Section and subsection numbering should be in a consistent format using the numbers indicated in the "Content and Format" section of the Request and beginning each section on a new page.

#### 1.4 Content and Format

An original plus the required number of copies of the proposal shall be submitted along with all the required documentation. The original and copies of the proposal shall be packaged separately and securely bound and sealed. Each shall show the name and address of the Vendor submitting the proposal on the front cover.

Proposals should include the following in the order listed. Each section should be labeled.

Section 1.     **Vendor Information:**

- (A) Name, address, phone number, email and fax (if any) of the Vendor.
- (B) Name of the contact person for the Vendor.

Section 2.     **Acknowledgments:**

Acknowledgment of any response to questions or addenda sent by the Township.

Section 3.     **References:**

List of two (2) references that may be contacted. Include the name, address, phone number, website and a contact person for each reference.

Section 4.     **Proposal Information:**

- (A) Address each and every requirement listed in the Specifications by providing:
  - (i) An overview of the proposal
  - (ii) Detailed technical response
  - (iii) Detailed costs
- (B) Proposal Form(s) if provided by the Township.

Section 5.     **Contract Documents:**

The selected Vendor shall execute and submit a signed original contract with the Township in the form provided. Any suggested modifications shall be detailed in a separate submittal entitled "Suggested Modifications". No suggested modifications to the agreement shall be

effective or binding unless and until accepted by the Township in a written agreement.

The Proposal, including the executed contract and any suggested modifications, shall constitute an offer to provide goods and/or services to the Township on the terms proposed.

The person or persons signing on behalf of the selected Vendor must be authorized by said Vendor to sign such a contract. If the person signing for the Vendor is not a corporate officer in the case of a corporation, a partner in the case of a partnership, or a member in the case of an LLC, then the Vendor shall provide documentation of that person's authority to execute the contract on behalf of the Vendor. Acceptable documentation of said authority shall include a resolution adopted by the board of the business entity in question or bylaws of that entity granting said authority, or a cover letter signed by a corporate officer, a partner or a member as the case may be, granting said authority.

A full and valid complement of all standard warranties, if applicable, should be included. The contract documents shall incorporate all requirements required in this Request and all elements of the Vendor's proposal. In the event of a conflict between the requirements of this Request or the Vendor's Proposal, the Request requirements shall govern.

**Section 6. Additional Contract Documents:**

The Vendor shall submit the following additional documents with the Proposal:

- (A) Disclosure Affidavit
- (B) Dual Representation Affidavit
- (C) Proposal Form

**1.5 Evaluation Criteria**

The Township will conduct an evaluation of the proposal(s) submitted. The evaluation will be based on at least the following criteria; however, not necessarily in the order provided or with equal weight given to each criterion.

The Vendor will be evaluated based on:

- A. Compliance with the Request requirements;
- B. Cost of the specified items or services; and
- C. Other criteria as set forth below:
  - (1) The ability, capacity, and skill of the Vendor to perform the contract or provide the service required;
  - (2) The capacity of the Vendor to perform the contract or provide the service promptly or within the time specified, without delay or interference;

- (3) The character, integrity, reputation, judgment, experience and efficiency of the Vendor including but not limited to past performance record; default under previous contracts, whether or not such contracts were with the Township; competency; and failure to pay or satisfactorily settle all bills due for labor and material on former contracts;
- (4) The previous and existing compliance by the Vendor with laws and ordinances relating to the contract;
- (5) The quality, availability and adaptability of the supplies, machinery, plant or other equipment or contractual services to the particular use required;
- (6) The ability of the Vendor to provide future maintenance and service for the use of the subject of the contract, including guarantees;
- (7) The sufficiency of the financial resources and financial ability of the Vendor to enter into and perform the contract or service.

## **1.6 Rights to Submitted Materials**

All proposals, responses, inquiries, or correspondence relating to or in reference to this Request, and all reports, charts, displays, and other documentation submitted by the Vendor shall become the property of the Township when received and shall not be returned to the Vendor. The Township reserves the right to use the material or any ideas submitted in this proposal in response to the Request whether amended or not. Selection or rejection of any proposal does not affect this right.

## **1.7 Public Records and Requests for Confidential Treatment**

Proposals become the property of the Township and, along with late submissions, will not be returned to the proposing party. Your proposal will be open to the public under the Illinois Freedom of Information Act ("FOIA") (5 ILCS 140) and other applicable laws and rules, unless you request in your proposal that Township treat certain information as exempt.

A request for confidential treatment will not supersede the Township's legal obligations under FOIA. The Township will not honor requests to exempt entire proposals, and it shall be your responsibility as the proposing party to show the specific grounds under FOIA or other law or rule that support exempt treatment. Regardless of the application of any exemptions pursuant to FOIA or other law or rule, the Township shall disclose the successful proposer's name, the substance of the proposal, and the price.

If you request exempt treatment of a portion(s) of your proposal, you must submit an additional copy of your proposal with such exempt information deleted. This copy must state the general nature of the material redacted and shall retain as much of the proposal as possible. You, the proposing party, shall be responsible for any costs associated with the Township's defense of your request for exempt treatment. Further, you agree to allow the Township to facilitate evaluation, or to respond to requests for public records. Additionally, you warrant that the copy or duplication of your proposal pursuant to a request for public records will not violate the rights of any third party.

## **1.8 Proprietary Information**

Any restrictions on the use of information contained within a proposal shall be clearly stated as such within the proposal. The Township will only be able to comply with a request for confidentiality to the extent allowed by law.

**1.9 Prevailing Wage Rates**

If this project involves a Public Work, the Vendor shall fully comply with all requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

**1.10 Acceptance of Proposal Content**

The contents of the proposal or parts thereof selected by the Township will be incorporated into the final Contract Documents to the extent they comply with this Request.

**1.11 Cost of the Vendor to Respond to Request**

The Township is not responsible for any cost incurred by a Vendor in the process of responding to this Request or for any pre-contract costs incurred by any Vendor participating in the selection process.

**1.12 Public Advertising**

The Vendor is specifically denied the right to use the name of the Town of the City of Champaign Township for public advertising or reference in any form or medium without the express written permission of the Town of the City of Champaign Township.

**1.13 Termination**

The Township reserves the right to terminate the selection process at any time, to reject any or all proposals and to award the contract which is in the best interest of the Town of the City of Champaign Township.



## **SECTION 2. SPECIFICATIONS**

### **Specifications**

Township Assessor Consulting Services  
For the Town of the City of Champaign Township Office  
Champaign, Illinois

The Town of the City of Champaign Township Assessors Office is requesting proposals from interested and qualified professionals for Township Assessor Consulting Services.

**2.1 Purpose / Background:** The Town of the City of Champaign Township Assessors Office (the "Township Assessor") is currently in search of a qualified Township Assessor Consulting Service to assist in performing the duties associated with the township assessor's office as determined by the State of Illinois law.

**2.2 Scope of Work:** Services to be provided include; develop assessments for residential and commercial properties utilizing complex property techniques and statistical analysis.

All proposals must provide certification documents for number 1 and a detailed explanation to numbers 2, 3 and 4 below –

1. A current and valid advanced Certified Illinois Assessing Officer (CIAO) designation (Specialist or Masters Designation is required) or a designation from the International Association of Assessing Officers (IAAO) [Residential Evaluation Specialist (RES) or Certified Assessment Evaluator (CAE)].
2. Knowledge of the real-estate market in the Town of the City of Champaign Township
3. A minimum of 12 years' experience as a township chief deputy assessor.
4. Working knowledge of the following computer software systems –
  - a. AS400
  - b. ICAAS
  - c. Laredo

**2.3 Criteria for denial of service:** The selected vendor will be an Independent Contractor Relationship and not an employee of the Township.

#### **2.4 Township Assessor Consulting Services Details:**

The winning Vendor must have the ability to -

1. Utilize established Illinois acceptable standards of assessments using complex property appraisal techniques and utilizes statistical analysis to promote uniformity of assessments throughout the assessment district.
2. Must be able to process computer assisted mass appraisal projects.
3. Must be able to prepare complex individual and mass appraisals to determine estimates of fair market property values.
4. Must be able to analyze township data such as incorporating cost, market and income approaches when determining property valuation.
5. Must be able to determine uniformity of assessments by using the generation and integration of statistical studies.

6. Must be able to develop cost and remaining economic life tables from mass appraisals and statistical studies in the process of updating values in real property appraisal manuals.
7. Must be able to review and develop appraisals using a variety of statistical data including economic life tables as a supplement to the Illinois Department of Revenue's Property Appraisal Manual.
8. Must be able to utilize Marshall and Swift in assessing commercial properties.
9. Must be able to utilize various other residential assessment computer systems such as; ICAAS, Laredo and AS400 as needed.
10. Must be able to view and collect data in the field of all township properties for initial values and implementation of major reassessment projects. This includes field work, planning, coordinating and providing technical assistance to the assessment jurisdiction. And translate that information into a City of Champaign Township Property Record Card.
11. Must be able to perform accurate, uniform assessments.
12. Must be able to prepare analyses of the market validity of assessment appeals filed with the County Board of Review.
13. Must be able to gather and analyze data provided by the County for the purpose of establishing a tentative and final abstract used as documentation for equalization.
14. Must be able to analyze and prepare a sales ratio analysis for neighborhood assessment projects; as well as review the County's calculation of a (predetermined time frame) median level of assessments by property class and the township's equalization factor.
15. Must be able to respond to office correspondence field phone calls, correct assessments, and provide information and guidance to county official's concerning assessment district issues.
16. Must be able to assist property owners to resolve complaints and answers questions regarding taxes and appraisal values.
17. Must be able to edit and research statistical studies involving all township Real Estate Transfer Declarations.
18. Must be able to review for accuracy, the work of staff responsible for maintaining property record cards, and exemptions.
19. Must be able to prepare and enter data into the County computer tax system.
20. Must be able to maintain records based on the standards established by Illinois statute relative to all tax assessment issues.

**Vendors should address their ability to meet each  
of the above requirements in their proposal.**

**2.5 Service Start Date:** June 1, 2018

**2.6 Length of Services:** 12 months

**2.7 Hours of Service:** Up to 6 hours a day for up to 3 days per week, not to exceed 18 hours per week, as determined by the Township Assessor.

**2.8 Compensation:** Up to \$55.00 per hour, based on experience, payable monthly.

**2.9 All proposals must include a full accounting of any and all potential costs to the Township.**



**CONTRACT FOR PROFESSIONAL OR CONSULTING SERVICES**

Services Requested: <b>Township Assessor Consulting Services</b>	
Date of Contract: _____	
TOWNSHIP: BY: _____ <div style="text-align: center; margin-left: 100px;">Township Assessor Paul N. Faraci</div> ATTEST: _____ <div style="text-align: center; margin-left: 100px;">Township Clerk</div> DATE APPROVED BY TOWNSHIP BOARD: _____	SERVICE PROVIDER:    BY: _____ Printed Name:  Print Title:  ATTEST: _____ Title:
Township Contact: <b>Paul N. Faraci</b>	
APPROVED AS TO FORM:	

**CONDITIONS**

1. Scope of Services. The Service Provider shall perform the work described in Exhibit "A", attached hereto and incorporated herein, which is a proposal dated \_\_\_\_\_.
2. Payment. The Service Provider shall be compensated at the rate of \$        **per hour** with a total not-to-exceed amount of **\$5,000.00 per month**. Payment shall be due in the manner checked below (check one):
  - A. Single Payment. Payment for services rendered shall be due to the Service Provider only after receipt by the Township of an itemized statement at the end of performance by the Service Provider. Such statement shall describe the services rendered and shall reference the date of such services, person performing the service and fee for each time service is rendered and each type of service rendered under this Agreement. The amount of such statement shall not exceed the not-to-exceed amount set forth above. The Township shall render payment within \_\_\_ days following receipt of a statement of itemization of the services actually, timely and satisfactorily performed. The Service Provider waives to the extent allowed by law, the provisions of the Local Government Prompt Payment Act.

B. Periodic Payments. Payment for the portion of services rendered shall be due to the Service Provider as described in Exhibit "A" upon tender of an itemized statement by the Service Provider to the Township. The Township shall render payment within **14** days following receipt and approval of the itemized statement for services actually, timely and satisfactorily performed. Such statement shall describe the services rendered and shall reference the date of such services, person performing the service and fee for each time service is rendered and each type of service rendered under this Agreement. The total amount charged shall not exceed the not-to-exceed amount set forth above. The Service Provider waives to the extent allowed by law, the provisions of the Local Government Prompt Payment Act.

3. Personal Services. The parties, as the basis of this Agreement, agree that \_\_\_\_\_, as representative of the Service Provider, shall personally perform or directly supervise the Service Provider's performance hereunder.

4. Time of Performance. The Service Provider shall devote such time, personnel and resources to the completion of the services provided for herein so as to complete the work as described in Exhibit A. Time is of the essence of this Agreement.

5. Indemnity/Hold Harmless. To the fullest extent allowed by law, Service Provider shall indemnify and save harmless the Township against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the Township, and shall defend, indemnify and save harmless the Township from any and all claims, demands, suits, actions or proceedings of any kind or nature, including Worker's Compensation claims, and including the cost of defending same including costs and attorney's fees, of or by anyone whomsoever, in any way resulting from or arising out of the operations of the Service Provider or the Service Provider's employees or subcontractors and acts or omissions of employees or agents of Service Provider or subcontractors, unless caused solely by the Township, its officers or employees. The Township shall have the right to estimate the amount of such claims, demands, suits, actions or proceedings for damage or injuries and pay the same, and any amounts so paid shall be deducted from the money due the Service Provider under this Agreement, and the whole or so much of the money due or to become due the Service Provider under this Agreement, as may be considered necessary by the Township, shall be retained by the Township until such claims, demands, suits, actions, or proceedings shall have been settled or otherwise disposed of, and satisfactory evidence to that effect furnished to the Township.

Service Provider shall procure and maintain at the Service Provider's own cost and expense, any kinds and amounts of insurance that, in the Service Provider's own judgment, may be necessary for the Service Provider's protection in the prosecution of the work.

6. Termination and Suspension.

(a) This Agreement shall continue in full force and effect until completion of the Project unless it is terminated at an earlier date by either party, as outlined below.

(b) The Township may terminate this Agreement with or without cause by giving no less than fourteen (14) days' written notice of the intent to terminate this Agreement. Notice shall be considered

given when deposited in the United States Mail, postage prepaid, and addressed to Service Provider. The Contract shall cease and terminate on the 15<sup>th</sup> day after the date of Notice.

(c) In the event that any of the provisions of this Agreement are violated by the Service Provider or the Township, the aggrieved party may serve written notice upon the other of the intention to terminate this Agreement, such notice to contain the reasons for such intention. Unless within five (5) calendar days after the serving of such notice upon such party, the violations shall cease and satisfactory arrangements for correction be made, the Contract shall upon expiration of said five (5) calendar days cease and terminate.

(d) In the event of termination, the Service Provider shall be paid by the Township for all services performed to the satisfaction of the Township which were actually, timely and faithfully rendered up to the receipt of the notice of termination, and thereafter, upon the express written direction of the Township, until the date of termination. The Service Provider will provide all work documents developed up to the date of termination prior to the Township rendering final payment for service, which documents become the property of the Township.

(e) The Service Provider shall be responsible for all costs incurred by the Township to enforce any provision of this Contract and/or to remedy any Vendor default or breach of this Agreement, including all court costs and reasonable attorneys' fees.

7. Documents. All documents generated by the Service Provider as the result of this Project, whether produced on paper or electronically and whether stored in paper form, electronically or by any other method, shall become the property of the Township upon completion or termination of the Project. The Service Provider shall be liable to the Township for the cost of replacement for loss or damage of any documents belonging to the Township while in the possession or control of the Service Provider.

8. Confidentiality. The Service Provider shall hold confidential the business and technical information obtained or generated in performance of services under this Agreement, and as identified in writing by the Township as confidential.

9. Nature of Service Provider's Relationship with Township; Attorneys Fees. The Service Provider will be acting as an independent contractor and not as an employee of the Township. This is a personal service contract and the work shall be performed to the satisfaction of the Township, as it shall in its sole discretion determine. The Service Provider shall be responsible for all costs incurred by the Township to enforce the provisions of this Agreement, including court costs and reasonable attorneys fees.

10. Copyright. The Service Provider assigns to the Township any and all of Service Provider's rights under copyright laws for work prepared by the Service Provider, its employees, subcontractors or agents in connection with this Agreement, including any and all rights to register said copyright, renewal rights, determination rights and import rights. The Service Provider agrees to execute any additional documents the Township may request to effectuate the assignment of said copyright.

11. Successors and Assigns. The Township and Service Provider each bind the other and their respective successors and assigns, in all respects, to all of the terms, conditions, covenants and provisions of this Agreement, and any assignment or transfer by the Service Provider of its interest in this Agreement without the written consent of the Township shall be void.

12. Equal Opportunity in Purchasing. RESERVED.
13. Compliance with Law. The Service Provider shall comply with any and all applicable Federal, State and local laws as the same exist and may be amended from time to time. This Agreement shall be governed by the laws of the State of Illinois. In compliance, in part with this requirement, Service Provider agrees to complete and maintain on file with the Township a current Disclosure Affidavit, attached to this Contract.
14. Dual Representation Affidavit. The Service Provider agrees to fill out the Dual Representation Affidavit attached to this Agreement.
15. Judicial Order to Terminate. Should any court of competent jurisdiction find that this Contract is invalid, this agreement shall terminate and the Service Provider shall seek no damages from the Township for the same.
16. Use of Township's Name. The Service Provider may, after the completion of the Agreement, publish the fact and nature of this engagement without further permission of the Township. The Service Provider may not use the Township's name in any advertisements without prior written Township permission.
7. Notices. Notice given hereunder shall be given to:

The Township at:  
 Town of the City of Champaign Township  
 Township Assessor  
 51 E. Logan Street  
 Champaign, Illinois 61820  
 and

Service Provider

Jennifer Bannon  
 Township Attorney  
 City of Champaign Legal Department  
 102 N. Neil St.  
 Champaign, IL 61820

18. Amendments. This Agreement may be amended only by written agreement signed by both the Service Provider and the Township.
19. Survival of Provisions. Any terms of this Agreement that by their nature extend after the end of the Agreement, whether by way of expiration or termination, will remain in effect until fulfilled.
20. Additional Contract Documents. The following documents shall be incorporated by reference as a part of this Contract:
- Exhibit A (Vendor's Proposal, Quote, Scope of Work, Statement of Work, etc.)
  - Disclosure Affidavit
  - Dual Representation Affidavit

**DUAL REPRESENTATION AFFIDAVIT**

(Note: Every professional must completely fill out and sign this affidavit or must receive a determination that the affidavit is not required in connection with this contract.

STATE OF \_\_\_\_\_ )  
 ) SS.

COUNTY OF \_\_\_\_\_ )  
[Fill in State and County in which affidavit is being signed.]

The undersigned professional, being duly sworn, states and certifies as follows:

**I. DISCLOSURE**

Where dual representation exists or is proposed, the professional shall provide full information in writing to the Township and the other party with respect to the representation of the other party at the earliest possible time that the issue is known to the professional. Detailed disclosure of the nature and extent of the services to be rendered and areas where services overlap with that of the Township should be provided by written correspondence by the professional.

**II. CONSENT**

Where dual representation exists or is proposed, the professional hereby agrees that the Township shall have the option of 1) providing consent in writing; or 2) withdrawing from any contractual commitment with the professional; or 3) requesting the professional to not provide the services to the other party.

PROFESSIONAL

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



C. PARTNERSHIP OR L.L.C.

The business address is:

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website or Email Address:

The partners or members are as follows: (Attach additional sheets if necessary)

(Name, Home Address and Telephone)
(Name, Home Address and Telephone)
(Name, Home Address and Telephone)

Manager of LLC (attach additional sheets as needed):

Name:

Address:

Telephone:

D. INDIVIDUAL PROPRIETORSHIP

The business address is \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

My home address is \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email or website: \_\_\_\_\_

**SECTION 2. NON-COLLUSION STATEMENT**

A. This proposal, bid or contract is made without any connection or common interest in the profits with any other person other than the Vendor except as listed on a

separate attached sheet to this affidavit.

Check One:

\_\_\_\_\_ Others Interested in Contract \_\_\_\_\_ None

- B. No department director or any employee or any officer of the Township has any financial interest, directly or indirectly, in the award of this contract except as listed on a separate attached sheet to this affidavit.
- C. That the Contractor/Vendor is not barred from bidding on any contract, if bidding process was used) as a result of violation of 720 ILCS 5/33E-3 and 5/33E-4 (Bid Rigging or Bid Rotating).

**SECTION 3. DRUG FREE WORKPLACE AND DELINQUENT ILLINOIS TAXES STATEMENT**

The undersigned states under oath that the Contractor/Vendor is in full compliance with the Illinois Drug Free Workplace Act, 30 ILCS 580/1. The undersigned also states under oath and certifies that Contractor/Vendor is not delinquent in payment of any tax administered by the Illinois Department of Revenue except that the taxes for which liability for the taxes or the amount of the taxes are being contested, in accordance with the procedures established by the appropriate Revenue Act; or that the Vendor has entered into an agreement(s) with the Illinois Department of Revenue for the payment of all taxes due and is in compliance with the agreement.

**SECTION 4. FAMILIARITY WITH LAWS STATEMENT**

The undersigned, being duly sworn, hereby states that the Contractor/Vendor and its employees are familiar with and will comply with all Federal, State and local laws applicable to the project, which may include, but is not limited to, the Prevailing Wage Act and the Davis-Bacon Act.

CONTRACTOR/VENDOR

\_\_\_\_\_  
Signature

Printed Name:

Title: \_\_\_\_\_

SUBSCRIBED and SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_