

Council Meeting for September 20, 2021



CITY COUNCIL AGENDA

September 20, 2021

Final Agenda

7:00 P.M.

Note: All items presented are subject to final action.

PETITIONS

By the Knights of Columbus requesting permission to hold their annual “Tootsie Roll” tag days for People with Intellectual Disabilities September 24th & 25th at various locations in the city.

By Blessing Health System requesting permission to conduct a raffle and have the bond requirement waived from now through 9/21/22. The City Clerk recommends approval of the permit.

Wards 4, 5 Special Event Application from Pink Pass It On requesting permission to hold the annual fundraiser walk benefiting the Blessing Hospital Breast Center on Saturday, October 23rd beginning at 8:30 a.m. in Washington Park. The walk will begin at 10:00 a.m. at 5th and Maine St. and proceed east to 12th St. The walkers will then move to the sidewalk and go east to 24th St. turn around at 24th and Maine St. and continue west to 5th S. on the sidewalk along Maine St. Applicant requests the closure of Maine St., 5th to 12th St., with barricades placed at all intersecting streets, from 8:30 a.m. until 12:00 p.m. The Quincy Police Department has recommended approval of a Live Entertainment Public Gathering License. The applicant also requests that Auxiliary Officers assist with traffic control during the event. Approval is recommended by the Department of Utilities & Engineering.

Ward 2 Special Event Application from Quincy University requesting permission to hold Quincy University’s Homecoming Parade and Balloon Glow on Thursday, September 30th. The parade will begin at 6:00 p.m. at 18th and Lind St. and will proceed south on 18th St. to Oak St., turning east on Oak St. to 20th St. The applicant requests that the Quincy Police Department assist with traffic control on the parade route. Applicant requests the closure of 20th St., College Ave. to Elm St. from 2:00 p.m. until 10:00 p.m. and the City provide barricades. Approval is recommended by the Department of Utilities & Engineering.

Ward 6 Special Event Application from #BeLikeGrace 5K Run/Walk requesting permission to hold the event on Saturday, October 2nd from 5:00 p.m. through 10:30 p.m. in South Park. Applicant requests the closure of R.J. Peters Dr., 8th St. to 12th St. from 5:00 p.m. through 10:30 p.m. and the City provides barricades. The Quincy Police Department recommends approval of a Live Entertainment/Public Gathering License for a live band. Emergency Management Services, the Quincy Police Department and the Quincy Park District have been involved with the coordination of the event. The Department of Utilities & Engineering recommends approval of the application pending the submission of a Certificate of Liability Insurance by the applicant.

REPORT OF THE TRAFFIC COMMISSION

Ward 1 The Traffic Commission recommends that the referral to install “Stop” signs at the intersection of 17th and Cedar Streets be granted. Traffic on North 17th Street will stop for traffic on Cedar Street.

SALES TAX

June 2021 - \$1,020,344.34

HOME RULE SALES TAX

June 2021 - \$959,207.66

PROCLAMATION

September 20, 2021 as “American Business Women’s Association Day”

ORDINANCES

Adoption of an Ordinance entitled:

Ward 7 An Ordinance Vacating An Alley. (South 7th Street, Kentucky Street, South 8th Street and State Street).

An Ordinance Amending Title III (Administration) Of Chapter 32 (City Council) Of The Municipal Code Of The City Of Quincy Of 2015 Establishing Rules For Public Comments At Public Meetings And Public Hearings Of The City Of Quincy, City Council, And Other Boards, Commissions And Committees.

An Ordinance Amending The Code Of Ordinances Of Quincy, Illinois To Provide For Mayoral Appointment Of Fire And Police Chiefs.

Requests to Speak

Written requests to speak under suspended rules by Barry Cheyne, 4614 Covington Lane, and Anthony Cameron, 535 Maine, Ste. 12, concerning the Mayoral Appointment Of Fire And Police Chiefs ordinance.

Second presentation of an Ordinance entitled:

The Ordinance Requiring The Registration Of Residential Rental Property, which was tabled by Ald. Fletcher at the June 14, 2021 city council meeting.

First presentation of an Ordinance entitled:

An Ordinance Adopting A Newer Version Of The Purchasing Policy Manual.

The Ordinance Requiring The Registration Of Residential Rental Property.

Requests to Speak

Written request to speak under suspended rules by Kevin Krummel, 2815 Maine St., Janet Conover, 201 East Ave., and Joe Zimmerman, 724 N. 20th St., concerning the Registration Of Residential Rental Property ordinance.

REPORT OF FINANCE

INFRASTRUCTURE PRESENTATION



City of Quincy Department of Utilities & Engineering

To: Mayor and Quincy City Council
Cc: Laura Oakman, Jeff Mays, Rob Copley, Kevin McClean, Chuck Bevelheimer
From: Jeffrey Conte, Director of Utilities & Engineering
Date: September 20, 2021
Subject: Special Event Application – Pink Pass It On

Mayor and City Council Members,

The Department of Utilities and Engineering has received a Special Event Application from Joy Berhorst, coordinator of Pink Pass It On. Ms. Berhorst is requesting permission to hold the annual fundraiser walk benefiting the Blessing Hospital Breast Center on Saturday, October 23, 2021 in downtown Quincy.

The event will begin at 8:30 a.m. in Washington Park. The walk will begin at 10:00 a.m. at the intersection of 5th and Maine Street and proceed east to 12th Street. The walkers will then move to the sidewalk and proceed east along Maine Street to 24th Street. The participants will turn around at 24th and Maine Street and continue west to 5th Street on the sidewalk along Maine Street.

The applicant requests the closure of the following street from 8:30 a.m. until 12:00 p.m. (noon) on the day of the event and that the City provides barricades for the closure:

- Maine Street, 5th to 12th Streets (barricades placed at all intersecting streets)

The Quincy Police Department has recommended approval of a Live Entertainment Public Gathering License for the walk. The applicant also requests that Auxiliary Officers assist with traffic control during the event.

The applicant has submitted all of the required documentation and approval is recommended by the Department of Utilities & Engineering.



City of Quincy Department of Utilities & Engineering

To: Mayor and Quincy City Council
Cc: Laura Oakman, Jeff Mays, Rob Copley, Kevin McClean
From: Jeffrey Conte, Director of Utilities & Engineering
Date: September 20, 2021
Subject: Special Event Application – QU Homecoming Parade and Balloon Glow

Mayor and City Council Members,

The Department of Utilities and Engineering has received a Special Event Application from Sam Lathrop, Security Director at Quincy University. Mr. Lathrop is requesting permission to hold Quincy University's Homecoming Parade and Balloon Glow on Thursday, September 30, 2021.

The parade will begin at 6:00 p.m. at 18th and Lind Street and will proceed south on 18th Street to Oak Street, turning east on Oak Street to 20th Street. The applicant requests that the Quincy Police Department assist with traffic control on the parade route. The parade is expected to last less than twenty minutes.

The applicant requests the closure of the following street from 2:00 p.m. until 10:00 p.m. on September 30th for the hot air balloon glow and that the City provides barricades for the closures:

- 20th Street, College Avenue to Elm Street

The applicant has submitted all of the required documentation and approval is recommended by the Department of Utilities & Engineering.



City of Quincy Department of Utilities & Engineering

To: Mayor and Quincy City Council
Cc: Laura Oakman, Jeff Mays, Rob Copley, Kevin McClean, Bernie Vahlkamp
From: Jeffrey Conte, Director of Utilities & Engineering
Date: September 20, 2021
Subject: Special Event Application – #BeLikeGrace Glow Run/Walk

Mayor and City Council Members,

The Department of Utilities and Engineering has received a Special Event Application from Holly Schell, organizer of the #BeLikeGrace 5K Run/Walk. Ms. Schell is requesting permission to hold the event on Saturday, October 2, 2021 from 5:00 p.m. through 10:30 p.m. in South Park.

The applicant requests the closure of the following street from 5:00 p.m. through 10:30 p.m. on the day of the event to ensure participant safety and that the City provides barricades for the street closure:

- R.J. Peters Drive, 8th Street to 12th Street

The Quincy Police Department recommends approval of a Live Entertainment/Public Gathering License for a live band.

Emergency Management Services, the Quincy Police Department and the Quincy Park District have been involved with the coordination of the event.

The Department of Utilities & Engineering recommends approval of the application pending the submission of a Certificate of Liability Insurance by the applicant.



CITY OF QUINCY
TRAFFIC COMMISSION

September 20, 2021

Honorable Mayor Mike Troup
City Council
City of Quincy
730 Maine Street
Quincy, Illinois 62301

Dear Mayor and City Council Members,

The Traffic Commission recommends that the referral to install “Stop” signs at the intersection of 17th and Cedar Streets be granted. Traffic on North 17th Street will stop for traffic on Cedar Street.

Respectfully Submitted,

Rob Copley, Temporary Chairman
Traffic Commission

ORDINANCE NO.

AN ORDINANCE VACATING AN ALLEY

WHEREAS, the City Council of the City of Quincy has determined that the public interest will be served by vacating an alley located within the jurisdiction of the City of Quincy.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, ADAMS COUNTY, ILLINOIS, as follows:

SECTION 1. VACATION: That the following alley as described below is hereby vacated:

The eastern 150-feet of an east west public alley located in the city block bounded by Kentucky Street, South 8th Street, State Street, and South 7th Street, situated in the City of Quincy, the County of Adams and the State of Illinois.

SECTION 2. MAINTENANCE: That the City of Quincy, Adams County, Illinois, be and is hereby relieved of any and all further duties and requirements in keeping and maintaining said former alley.

SECTION 3. RESERVATION: Notwithstanding this vacation, the City of Quincy, hereby reserves to itself or to the appropriate public or private utilities owning or having located any public or private service facilities in such alley, and its or the franchises, successors, or assigns a permanent easement or right of way for the location, maintenance, renewal, reconstruction or replacement of any and all such public or private service facilities, including, but not necessarily limited to, water, sewer, telephone, gas, electric or cablevision facilities and appurtenances, together with all necessary free rights of ingress or egress are necessary for the location, maintenance, renewal, reconstruction or replacement of such public or private service utilities. The reservation and rights shall be without liability or obligation to pay for any damage now or hereafter occasioned to person, property or otherwise by the location, maintenance, renewal, reconstruction or replacement of any such public facilities, including but not limited to, damage to improvements of any kind located on the areas vacated, to the surface, fencing or landscaping.

SECTION 4. VESTING OF TITLE: Title shall vest as provided in 65 ILCS 5/11-91-2. The city of Quincy shall retain ownership and maintenance responsibilities of the eastern 40' of the above described alley.

SECTION 5. REPEAL: All ordinances and parts of ordinances in conflict with the provisions of this Ordinance shall be and the same are, to the extent of such conflict, hereby repealed.

SECTION 6. EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ADOPTED:

CITY CLERK

APPROVED:

MAYOR

Officially published in pamphlet form this day of , 2021.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE III (ADMINISTRATION) OF CHAPTER 32
(CITY COUNCIL) OF THE MUNICIPAL CODE OF THE CITY OF QUINCY OF 2015
ESTABLISHING RULES FOR PUBLIC COMMENTS AT PUBLIC MEETINGS AND
PUBLIC HEARINGS OF THE CITY OF QUINCY, CITY COUNCIL, AND OTHER
BOARDS, COMMISSIONS AND COMMITTEES**

WHEREAS, the City of Quincy, is a home rule unit of local government with authority to legislate in matters concerning its local government and affairs; and

WHEREAS, Section 2.06(g) of the Open Meetings Act states that "any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body", and

WHEREAS, in accordance with the statute, the City is adopting rules for addressing public officials through public comments at an open meeting or public hearings of the City, its boards, commissions and committees; and

WHEREAS, it is in the best interest of the health, safety, and welfare of the citizens of Quincy to establish rules for addressing public officials through public comments at an open meeting or public hearing of the City, its boards, commissions, and committees.

NOW, THEREFORE, BE IT ORDERED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF QUINCY, ADAMS COUNTY, ILLINOIS:

Section 1. The recitals are incorporated into this Ordinance by reference.

Section 2. The following rules apply to persons desiring to address public officials of the City of Quincy when those officials are conducting an open meeting or public hearing under the Open Meetings Act.

Section 3. Title III, Section 32.28, is hereby replaced and amended as follows:

1. Anyone interested in speaking publicly at a council meeting and/or a public hearing is welcome. Individuals are asked to sign in just prior to the start of the meeting or hearing.
2. Speakers will be limited to three minutes per person during the public comment portion of the meeting or public hearing. The total time allotted for public comment will be 30 minutes, unless a majority of the council or committee votes to extend the discussion.
3. Any person who is not allowed to make remarks during

public comment shall be permitted to submit written comment to the council or committee either before or after the time for a public comment with the City Clerk.

4. Only one person may speak at a time during any public comment period.
5. No person may assign their time to any other person.
6. The chair may deny a person who has previously addressed the council or committee the opportunity to speak again during the same meeting on the same topic.
7. No person may address the council or committee or engage in public comment except during defined public comment periods, when recognized by the chair.
8. During any public comment period, council or committee members may ask questions of the speaker while he or she is speaking, if recognized by the chair. However, the council or committee need not answer questions from a speaker during the public comment period. If a person has a question for the council or committee, the individual may be asked to submit the question in writing.
9. All comments must be civil in nature. Any person who engages in threatening, slanderous, or disorderly behavior when addressing the council or committee, or who speaks out of turn or otherwise disrupts the City Council meeting, shall be deemed out of order by the chair. Repeated or extraordinary occurrences of disorderly conduct shall be grounds for the chair to cause the violator to be removed from the meeting room. The chair will rule on whether remarks made are in violation of this policy.
10. The council or committee has the authority to determine procedural matters regarding public participation not otherwise defined in this policy and not inconsistent with this policy.

Section 4. Title III, Section 32.32, is hereby repealed in its entirety.

Section 5. All ordinances and parts of ordinances in conflict with the provisions of this ordinance shall be and the same are, to the extent of such conflict, hereby repealed.

Section 6. This Ordinance shall be in full force and effect from and after its passage, approval and publication as

provided by law.

ADOPTED: _____

CITY CLERK

APPROVED: _____

MAYOR

Officially published in pamphlet form this _____ day of
_____, 2021.

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF QUINCY, ILLINOIS TO PROVIDE FOR MAYORAL APPOINTMENT OF FIRE AND POLICE CHIEFS

WHEREAS, the City of Quincy (“City”) is an Illinois municipal corporation organized and operating pursuant to authority granted by the Constitution and Laws of the State of Illinois; and

WHEREAS, the City is a home rule unit of local government pursuant to the provisions of Section 6, Article VII of the Constitution of the State of Illinois; and

WHEREAS, pursuant to its home rule power, the City may exercise any power and perform any function relating to its government and affairs; and

WHEREAS, the City is authorized to prescribe the method of appointment and removal of its fire and police chiefs (65 ILCS 5/10-2.1-4); and

WHEREAS, Chapters 37, 38 and 40 of the City of Quincy Municipal Code (“City Code”) currently provide for the Board of Fire and Police Commissioners (“BOFPC”) to appoint and discharge the chiefs of the City’s Police and Fire Departments, respectively, together with regulations governing the terms of office, procedures associated with removal, and certain other matters; and

WHEREAS, the City Council hereby finds and determines that it is in the best interest of the public health, safety and welfare to amend the aforesaid regulations and to provide for the appointment and removal of the Chief of Police and the Fire Chief by the Mayor, with the advice and consent of the City Council; and

WHEREAS, the City Council desires to adopt this Ordinance pursuant to the City’s home rule and statutory powers and such other authority as provided by law.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, ADAMS COUNTY, ILLINOIS, IN RELIANCE ON ITS HOME RULE AND STATUTORY POWERS as follows:

SECTION 1. RECITALS. The foregoing recitals represent the purpose and intent of this Ordinance and as such shall be incorporated as though fully set forth herein. In the event of any ambiguity or invalidity regarding the enforcement of this ordinance it is the intent of the corporate authorities that this ordinance be liberally construed or reformed to accomplish the purpose and intent so described.

SECTION 2. FIRE CHIEF AMENDMENTS.

A. Section 37.02 of the Municipal Code of the City of Quincy, be and the same is hereby amended, to read as follows, with bold strikeouts indicating deletion in text (shown ~~stricken~~) and bold underscore (shown underscore) indicating addition to text:

§ 37.02 FIRE CHIEF.

(A) *Establishment of office.* There is hereby created the Office of Fire Chief, an executive office of the city. The Fire Chief shall be appointed by the Mayor and not by the Board of Fire and Police Commissioners, with the advice and consent of the city council. The appointment shall be made upon the basis of merit and fitness and he or she need not be a member of the Department at the time of his or her appointment. The term of appointment for the Fire Chief shall be determined by the Mayor, but shall not exceed the term of the Mayor then holding office. ~~for a term of office not to exceed three years (subject to renewal as otherwise provided in this code), and which term, shall in any event, terminate on the last day of the fiscal year of the city, of the final year of the appointment~~ ~~When a vacancy occurs in the position of Fire Chief, the position shall be advertised/posted statewide.~~

(B) *Duties and powers.* The Fire Chief shall be the head of the Fire Department and shall be responsible for the care of the apparatus belonging thereto and the performance of the duties and powers thereof by the members of the Department. The Fire Chief shall have further duties and powers as from time to time prescribed by ordinance or by the City Council.

(C) *Records and reports.* The Fire Chief shall keep the record and make reports regarding the activities of the Fire Department and its members as may be required by the Mayor, or the City Council ~~or the Board of Fire and Police Commissioners~~, whether by ordinance or otherwise.

(D) **Removal.** **The Fire Chief may be removed prior to the end of his or her appointed term upon the Mayor filing with the city council the reasons for removal or discharge, but shall not become effective unless and until the proposed removal or discharge is confirmed by a majority vote of the corporate authorities then holding office.**

~~*Notice of renewal/nonrenewal of term of office.* The Board of Fire and Police Commissioners shall, not less than four months prior to the expiration of the term of office of the Fire Chief, give notice to the Chief and the City Council of its (Board's) decision to either renew or not renew said appointment. If the Board fails either to make or give notice of a decision to renew or not renew said appointment, by said four-month deadline, the City Council shall, on or before 30 days before the expiration of their term, elect to give notice of renewal or nonrenewal of the appointment.~~

(E) *Tenure.* If a member of the Fire Department is appointed Fire Chief, he shall be considered as on furlough from the rank held immediately prior to his appointment as Fire Chief. If he resigns or is not re-appointed as Fire Chief, or is removed from the position of Fire Chief but does not resign or is not discharged from the Fire Service, he shall revert to and be established in such prior rank, and thereafter be entitled to all the benefits and emoluments of such prior rank, without regard to whether a vacancy exists in such rank.

(F) *Eligibility to test for rank advancement.* The Chief of the Fire Department, having been appointed from among members of the Fire Department, shall be permitted, regardless of rank, to take promotional exams and be promoted to a higher classified rank than he currently holds, without having to resign as chief of the Fire Department.

B. Section 37.04 of the Municipal Code of the City of Quincy, be and the same is hereby amended, to read as follows, with bold strikeouts indicating deletion in text (shown ~~stricken~~) and bold underscore (shown underscore) indicating addition to text:

37.04 MEMBERS; APPOINTMENT.

Except as otherwise provided by ordinance for the Fire Chief, ~~a~~All members of the Fire Department, after examination, shall be appointed by the Board of Fire and Police Commissioners and promotions shall be made in the same manner as provided by statute, collective bargaining agreement, or ordinance consistent with ILCS Ch. 65, Act 5, §§ 10-2.1-1 *et seq.* No fireman ~~nor the Fire Chief (during the term of the Chief's appointment)~~ shall be discharged, demoted or suspended without salary except as provided by statute, collective bargaining agreement, or provisions of this code that is consistent with ILCS Ch. 65, Act 5, §§ 10-2.1-1 *et seq.*, and after a hearing before the Fire and Police Commission Board of Fire and Police Commissioners as otherwise provided by this code. Members of the Fire Department shall receive such compensation as the City Council may determine in accordance with the terms of any applicable collective bargaining agreement.

SECTION 3. POLICE CHIEF AMENDMENTS.

A. Section 38.02 of the Municipal Code of the City of Quincy, be and the same is hereby amended, to read as follows, with bold strikeouts indicating deletion in text (shown ~~stricken~~) and bold underscore (shown underscore) indicating addition to text:

§ 38.02 OFFICE OF CHIEF CREATED.

(A) *Creation; appointment.* There is hereby created the Office of Chief of Police. The Chief shall be appointed by the Mayor and not by the Board of Fire and Police Commissioners, with the advice and consent of the city council. The appointment shall be made upon the basis of merit and fitness and he or she need not be a member of the Department at the time of his or her appointment. The term of appointment for the Police Chief shall be determined by the Mayor, but shall not exceed the term of the Mayor then holding office. ~~for a term of office not to exceed three years (subject to renewal as otherwise provided in this code), and which term, shall in any event, terminate on the last day of the fiscal year of the city, of the final year of the appointment.~~ The Chief shall be ex-officio City Marshal and Superintendent of Police. ~~When a vacancy occurs in the position of Fire Chief, the position shall be advertised/posted statewide.~~

(B) *Removal.* The Police Chief may be removed prior to the end of his or her appointed term upon the Mayor filing with the city council the reasons for removal or discharge, but shall not become effective unless and until the proposed removal or discharge is confirmed by a majority vote of the corporate authorities then holding office. ~~Notice of renewal/nonrenewal of term of office. The Board of Fire and Police Commissioners shall, not less than four months prior of the expiration of the term of office of the Police Chief, give notice to the Chief and the City Council, of its (Board's) decision to either renew or not renew the appointment. If the Board fails to either make or give notice of a decision to renew or not renew the appointment, before the four-month deadline, the City Council shall, on or before 30 days before the expiration of their term, elect to give notice of renewal or nonrenewal of the appointment.~~

(C) *Tenure.* If a member of the Police Department is appointed Chief of Police, he shall be considered as on furlough from the rank held immediately prior to his appointment as Police Chief. If he resigns or is not re-appointed as Police Chief, or is removed from the position of Chief of Police but does not resign or is not discharged from the Police Department, he shall revert to and be established in such prior rank, and thereafter be entitled to all the benefits and emoluments of such prior rank, without regard to whether a vacancy exists in such rank.

B. Section 38.05 of the Municipal Code of the City of Quincy, be and the same is hereby amended, to read as follows, with bold strikeouts indicating deletion in text (shown ~~stricken~~) and bold underscore (shown underscore) indicating addition to text:

§ 38.05 MEMBERS; APPOINTMENT.

Except as otherwise provided by ordinance for the Police Chief, ~~a~~All members of the Police Department, after examination, shall be appointed by the Board of Fire and Police Commissioners and promotions shall be made in the same manner as provided by statute, collective bargaining agreement, or ordinance consistent with ILCS Ch. 65, Act 5, §§ 10-2.1-1, *et seq.* ~~Neither any No policeman, nor the Police Chief (during the term of the Chiefs appointment)~~ shall be discharged, demoted or suspended without salary except as provided by statute, collective bargaining agreement, or provision of this code that is consistent with ILCS Ch. 65, Act 5, §§ 10-2.1-1, *et seq.* and after a hearing before the Board of Fire and Police Commissioners as otherwise provided by this code. Members of the Police Department shall receive such compensation as the City Council may determine in accordance with the terms of any applicable collective bargaining agreement.

SECTION 4. BOARD OF FIRE AND POLICE COMMISSION AMENDMENTS.

A. Section 40.83 of the Municipal Code of the City of Quincy, be and the same is hereby amended, to read as follows, with bold strikeouts indicating deletion in text (shown ~~stricken~~) and bold underscore (shown underscore) indicating addition to text:

§ 40.083 FIRE AND POLICE DEPARTMENT; APPOINTMENT; PROMOTION OF MEMBERS.

(A) *Generally.*

- (1) The Board of Fire and Police Commissioners shall appoint all officers and members of the Fire and Police Departments of the municipality including except for the Chief of Police and the Chief of the Fire Department, ~~unless the City Council shall by ordinance as to them otherwise provide.~~
- (2) Reserved. ~~The appointment of the Fire Chief and Police Chief shall be subject to the limitations and restrictions otherwise provided in this case including specifically but not limited to, those limitations and provisions contained in Chapters 37 and 38 hereof.~~

(B) *Probation.* All initial appointments to the lowest rank of firefighter shall be subject to a period of probation not exceeding one year, except as otherwise may be provided by collective bargaining agreement. Unless otherwise provided by collective bargaining agreement, all other appointments, including original and promotional (including except for the Fire and Police Chief) shall be subject to a period of probation for such term as the Board of Fire and Police Commissioners shall, by rule, determine not exceeding, for police officers, 18 months from the date of the appointment or promotion and for firefighters, 12 months from the date of the appointment or promotion or as otherwise allowed by ILCS Ch. 65, Act 5, § 10-2.1-6.3. Unless otherwise provided by collective bargaining agreement, the Board shall have authority during any such probationary period to discharge or demote the probationary appointee without assigning cause or without a hearing, Unless otherwise provided by collective bargaining

agreement, the Board of Fire and Police Commissioners may, for good cause, extend the period of probation of an appointment for police officers by an additional period not exceeding six months from the expiration of the original period of probation. Good cause may include, but is not limited to, the failure of the probationary employee to serve a sufficient period of active duty during the period of probation, to permit the board to evaluate the appointee's competence and qualification to perform the duties required of the appointed position. For firefighters, the period of probation may be extended only in the event that a firefighter is required to be a licensed paramedic, during which extended period the sole reason that the firefighter may be discharged without a hearing is for failing to meet the requirements for paramedic licensure. Nothing herein shall be construed nor shall it affect any salary or other benefits to which a firefighter or policeman would otherwise be entitled under any collective bargaining between the employee's collective bargaining representative and the city.

(C) *Firefighter; EMT.* Members appointed to the Fire Department, as provided herein, shall within 12 months of their appointment, obtain and maintain certification or a license as an emergency medical technician - basic (herein "EMT -B") with the Illinois Department of Public Health. Failure to obtain said EMT-B license within said time, or failure to maintain the same shall constitute cause for removal from the Department. Nothing herein shall be construed nor shall it affect any salary or other benefits to which a firefighter or policeman, would otherwise be entitled under any collective bargaining between the employee's collective bargaining representative and the city.

(D) *Miscellaneous.* If a member of the Department is appointed Chief of Police or Chief of the Fire Department prior to being eligible to retire on pension he or she shall be considered as on furlough from the rank held immediately prior to this appointment as Chief, if his or her term terminates, or he or she resigns as Chief or is discharged as Chief prior to attaining eligibility to retire on pension, he or she shall revert to and be established in the prior rank, and thereafter be entitled to all the benefits and emoluments of the prior rank without regard as to whether a vacancy then exists in the rank.

- (1) *Term of appointment.* The appointment of the Fire Chief and Police Chief shall be subject to the limitations and restrictions otherwise provided in this code, including specifically, but not limited to, those limitations and provision, contained in Chapters 37 and 38 hereof.
- (2) *Annual evaluation.* The Mayor and Director of Administrative Services shall conduct annual evaluations of the Fire and Police Chiefs. The Mayor and Director of Administrative Services may seek the advice and council from the Chairs of the Fire and Police Aldermanic Committees. Such evaluations may include assessment and evaluation of the respective chiefs leadership, planning, organizational and administrative abilities, judgment and problem solving abilities, oral and written communication skills, attitude, skill in development of subordinate employees, relationship with subordinate employees, administration and the public, as well as such other matters which the Mayor and Director of Administrative Services may determine to be of assistance in evaluating the performance of the Chiefs. The Mayor shall report

the results of such evaluation to the respective Chiefs, ~~and~~ the City Council, ~~and the Fire and Police Commission.~~

(D) *Promotion; rank.* Except as otherwise provided for the Police Chief and Deputy Police Chiefs, all appointments to the Police Department other than that of the lowest rank, shall be from the rank next below that to which the appointment is made, except where there are less than three applicants for the appointment. In such case, applicants may be taken from the second rank next below that to which the appointment is made. Except as otherwise provided for the Fire Chief and Deputy Fire Chiefs, all appointments to the Fire Department other than that of the lowest rank shall be made in accordance with the Illinois Fire Department Promotion Act, ILCS Ch. 50, Act. 742, §§ 1 *et seq.*, and any applicable collective bargaining agreement. The Chief of Police, Deputy Police Chiefs, the Chief of the Fire Department and Deputy Fire Chiefs shall be appointed as provided in Chapters 37 and 38 of this Code. Notwithstanding any other rule or regulation of the Board or otherwise, a member who has not completed a promotional probationary appointment shall likewise be eligible for appointment to the position of Police or Fire Chief respectively.

(E) *Certificate of appointment.* Except for the Chief of the Fire Department and Chief of Police, ~~the~~ sole authority to issue certificates of appointment shall be vested in the Board of Fire and Police Commissioners and all certificates of appointments issued to any officer or member of the Fire or Police Department of a municipality shall be signed by the Chairperson and Secretary respectively of the Board of Fire and Police Commissioners of the municipality, upon appointment of the officer or members of the Fire and Police Department of the municipality by action of the Board of Fire and Police Commissioners.

(F) *Auxiliary police officers.* The term **POLICE OFFICERS** as used in this subchapter does not include auxiliary police officers as provided for by statute.

(G) *City officers.* Any full time member of the regular Fire or Police Department of the city, is a city officer under the provisions of this code.

B. Section 40.90 of the Municipal Code of the City of Quincy, be and the same is hereby amended, to read as follows, with bold strikeouts indicating deletion in text (shown ~~stricken~~) and bold underscore (shown underscore) indicating addition to text:

§ 40.090 REMOVAL OR DISCHARGE; HEARING OR CHARGES; RETIREMENT.

(A) Except as hereinafter provided and except as otherwise provided by applicable statute or collective bargaining agreement, officers or members of the Fire and Police Departments (~~including the Fire and Police Chiefs during the time of their respective appointments or as otherwise provided in this Code~~), who shall have successfully served and completed their probationary periods, as provided herein, shall not be subject to removal or discharge except for

cause, upon written charges, filed with the Board of Fire and Police Commissioners, and after an opportunity to be heard in their own defense. When such charges are filed or a disciplinary action imposed by the Police Chief or Fire Chief is appealed to the Board of Fire and Police Commissioners, the Board shall conduct a fair and impartial hearing of the charges, to be commenced within 30 days of the filing thereof, which hearing may be continued from time to time. Except as otherwise provided in an applicable collective bargaining agreement, nothing herein shall be deemed to limit or restrict the power and authority of the Board, in accordance with its rules, to conduct informal investigations of complaints or allegations of misconduct of members of the Fire or Police Departments. Charge or charges, as used herein, shall be deemed to be filed only after the Board files and serves on the member formal, written notice of charges in accordance with the rules of the Board, and after such informal investigation of a complaint or allegation as the Board in its discretion may conduct. In case an officer or member is found guilty, the Board may discharge him or may suspend him not exceeding 30 calendar days without pay. The Board may suspend any officer or member pending the hearing with or without pay, but not exceeding 30 days and successive temporary suspensions may be made by the Board without pay for such period in the event the hearing is continued from time to time, provided that the aggregate amount of time that an officer or member may be suspended without pay pending a hearing on the charges against him shall not exceed 30 days. If the Board of Fire and Police Commissioners determines that the charges are not sustained, the officer or member shall be reimbursed for all wages withheld, if any. In the conduct of this hearing, each member of the Board shall have the power to administer oaths and affirmations, and the Board shall have the power to secure by its subpoena both the attendance and testimony of witnesses and the production of books and papers relevant to the hearing.

(B) Unless earlier retired under the provisions of the applicable pension system, the age for retirement of policemen and firemen is 65 years, including the Chiefs of the Police Department and Fire Department, except that the Council may by ordinance provide for an earlier retirement age of not less than 60 years.

(C) Except as otherwise provided by applicable collective bargaining agreement, nothing in this section shall be construed to prevent the Chief of the Fire Department or the Chief of the Police Department from suspending without pay a member of his Department for a period of not more than five days, but he shall notify the Board in writing of such suspension. Except as otherwise provided by applicable collective bargaining agreement, any policeman or fireman so suspended may appeal to the Board of Fire and Police Commissioners for a review of the suspension within five calendar days after such suspension, and upon such appeal, the Board may sustain the action of the Chief of the Department, may reverse it with instructions that the man receive his pay for the period involved, or may suspend the officer for any additional period of not more than 30 days or discharge him, depending upon the facts presented. Upon such appeal a hearing de novo shall be held in the same manner as required in the case of charges originally having been filed against such officer.

SECTION 5. Every section and provision of this Ordinance shall be separable, and the invalidity of any portion of this Ordinance shall not affect the validity of any other portion of this

Ordinance. All ordinances or parts of ordinances in conflict or inconsistent with any of the provisions of this Ordinance are hereby repealed.

SECTION 6. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form as provided by law.

PASSED this _____ day of _____, 2021, by the Corporate Authorities of the City of Quincy a roll call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED

ATTEST:

CITY OF QUINCY

DEPARTMENT OF PLANNING & DEVELOPMENT

706 Maine Street | Third Floor | Quincy, IL 62301

Office: 217-228-4515 | Fax: 217-221-2288



MEMORANDUM

TO: Mayor and City Council
FROM: Chuck Bevelheimer
DATE: September 16, 2021
SUBJECT: Proposed Residential Rental Registration Ordinance

On June 21st, the Mayor requested the City Council appoint a Committee to review the proposed Residential Rental Registration Ordinance. The council appointing Mayor Troup, Conlon Carabine, Mark Krogman, Janet Conover, Lee Lindsay, Rocky Murray, Jason Finney, Katie Awerkamp, Parker Freiburg, Jack Holtschlag, Eric Entrup, Bruce Alford and Michael Seaver to the committee.

The Committee met five times from July 7th to September 1st. Members discussed a wide range of issues, including, but not limited to: landlord and tenant responsibilities, public/private housing resources, impact of mental health on rental housing, evictions, how other communities oversee rental housing, right of entry, the city's Inspection Checklist and the city's Residential Rental Registration form. The public was able to provide input at each meeting. Members of the public (primarily landlords and real estate agents) were provided updated copies of the proposed ordinance prior to the final two meetings.

Throughout the process, committee members suggested improvements to the Residential Rental Registration ordinance. The committee has reviewed the final version (which is attached) and is recommending it be reviewed and approved by the City Council.

The proposed Residential Rental Registration Ordinance improves the city's ability to communicate with the owners of rental properties regarding housing and /or nuisance complaints. Specifically, it:

- Establishes a registration requirement for each rental property (no cost to the owner)
- Requires registration of all rental properties by January 1, 2022 (penalties for failure to register).
- Requires a local contact for out-of-town/absentee landlords or property owners.
- Requires a Certificate of Insurance be provided and maintained for each rental property.
- Provides an Inspection Checklist to owners upon registration.
- Allows the City to inspect a rental property under the following circumstances:
 - Frequent violations of the nuisance and property maintenance code
 - Non-compliance with the requirements of the new rental registration program
 - Failure to provide a Certificate of Insurance or the certificate lapses
 - The filing of a minimum housing complaint form with the city

The Residential Rental Registration form can be completed online. A Certificate of Insurance can be attached to the online registration form. Upon registration of a rental property, a Certificate of Registration will be provided to the registrant for each property.

The Residential Rental Registration Committee recommends the City Council adopts the attached Ordinance requiring the Registration of Residential Rental Property.

ORDINANCE 21 - _____
AN ORDINANCE REQUIRING THE REGISTRATION
OF RESIDENTIAL RENTAL PROPERTY

WHEREAS, the City of Quincy (hereinafter “City”) desires to protect the public health, safety and welfare of its citizens within the incorporated area of the City and to maintain a high quality of life for the citizens of the City by maintaining the supply of safe, decent, and sound housing stock in the City; and

WHEREAS, a wide variety of different nuisance conditions, including the physical condition of the property, harms the public health, safety and welfare; and

WHEREAS, the City recognizes the need for an ongoing regulatory instrument to reduce the number of and recurrence of nuisance conditions in the municipality; and

WHEREAS, the City has already adopted property maintenance codes to regulate building standards for the interior and exterior of structures, their premises, and the condition of a property as a whole; and

WHEREAS, the City concludes that it is in the best interest of the health, safety, and welfare of its citizens and residents to impose registration requirements of rental property located within the City to ensure that such property is in compliance with the minimum property maintenance standards adopted and enforced by the City; and

WHEREAS, a Residential Rental Property Registration Committee was formed and held public meetings to assist in the drafting of this Ordinance;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY as follows:

Section 1. The Council finds that the implementation of the following changes and additions will assist the City in providing for the health, safety, and welfare of the citizens of the City;

1. That the foregoing recitals represent the purpose and intent of this Ordinance and as such shall be incorporated as though fully set forth herein. In the event of any ambiguity or invalidity regarding the enforcement of this Ordinance, it is the intent of the corporate authorities that this Ordinance be liberally construed or reformed to accomplish the purpose and intent so described.
2. There is hereby added to Chapter 154 (Housing Standards), Sections 154.30 through Section 154.43, Registration of Rental Property, to the Municipal Code of the City of Quincy (2015) which shall read as follows:

SECTION 154.30. REGISTRATION OF RENTAL PROPERTY

Sections 154.30 through 154.43 may be referred to as the Registration of Rental Property Act.

Sec. 154.31 PURPOSE AND INTENT

It is the purpose and intent of the Council to protect the health, safety, and welfare of the City and to ensure Owners and Tenants share responsibility to prevent and avoid nuisances in the City. The purpose of this Section is to identify rental property in the City, to ensure that such properties afford Tenants a safe and decent place to dwell, and to require rental property with substandard conditions to meet and maintain minimum building and housing code standards and exterior maintenance standards. The Council has determined that requiring all rental properties be registered with the City serves these legitimate governmental interests.

Sec. 154.32 DEFINITIONS

The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning.

Certificate of Registration shall mean a certificate bearing the signature of the Code Official certifying that a Residential Rental Property is registered pursuant to this Section.

Code Official shall mean the Director of Inspection and Enforcement or his/her designee.

Department shall mean the Office of Inspection within the Department of Planning and Development.

Enforcement Officer shall mean any law enforcement officer, building official, zoning inspector, code enforcement officer, fire inspector, building inspector, or other person authorized by the City to enforce the applicable code(s).

Owner shall mean any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person and the executor or administrator of the estate of such person if ordered to take possession of real property by a court having jurisdiction. The Owner's Designated Contact, as defined in this Section, shall not be considered the Owner.

Owner's Designated Contact shall mean a person, operator, firm, partnership, corporation, or other legal entity designated in writing by the property Owner to the Code Official to manage a Residential Rental Property, including the authority to receive notices or citations and to schedule and/or attend inspections. The Owner's Designated contact must be at least 18 years

old, reside in and/or maintain an office in Adams County, Illinois, or be otherwise located within fifty (50) miles of the corporate limits of the City of Quincy.

Residential Rental Property shall mean any improved structure or portion of a structure within the City which is occupied by someone other than the Owner of the real property for residential purposes, including, but not limited to, the following: any living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, rooming house, mobile home, mobile home park, mobile home space, town home, or condominium and for which the Owner receives any value or consideration, including but not limited to money or the exchange of goods or services, regardless of the relationship between lessor and lessee.

Residential Rental Unit shall mean a dwelling unit which is not Owner-occupied and which is rented, offered for rent, loaned, let or hired out by any person to any other person. This includes a dwelling unit being sold on contract, regardless of whether or not that contract has been recorded.

Tenant shall mean an occupant of a Residential Rental Property.

Sec. 154.33 APPLICABILITY; SCOPE

The provisions of this Section shall apply to all Residential Rental Property located within the City.

Provisions of this Section shall be supplementary and complementary to all provisions of this Code, and any local, state or federal law. Nothing herein shall be construed or interpreted to limit any existing right or power of the City to abate and prosecute any and all nuisances or to enforce any other conditions in violation of state or local laws, including but not limited to any building, housing, property maintenance, and public nuisance laws.

(A) EXEMPTIONS: the following Residential Rental Property shall be exempt from the requirements of this Section:

- a. Public housing owned by a governmental agency.
- b. Rental units owned, managed or operated by an educational, religious, or medical institution, when units are used for the sole purpose of housing employees, students, clergy, patients, families of patients, or others directly related to the institution.
- c. Any rental units in a state licensed hospital, hospice, community care facility, intermediate care facility, or nursing home.

Sec. 154.34 ESTABLISHMENT OF A REGISTRY

Pursuant to the provisions of Section 154.30 the City does hereby establish a registry cataloging each Residential Rental Property within the City, containing the information required by this Article.

(A) REGISTRATION OF RESIDENTIAL RENTAL PROPERTY

- (1) No person shall lease or operate a Residential Rental Property, or shall rent or let any Residential Rental Unit, without first having registered it with the City of Quincy and complying with the provisions of this Section. A Certificate of Registration shall only be issued to the owner of the Residential Rental Property named in the application and shall not be transferable or assignable.
- (2) Every Owner of Residential Rental Property shall, prior to permitting occupancy thereof by any person or not later than January 1, 2022, register the property with the Office of Inspection on forms or other manner as directed. A separate registration is required for each Residential Rental Property. A registration shall remain valid unless there should occur a change in information contained therein or a change in ownership.
- (3) Registration pursuant to this Section shall contain the name(s), direct mailing address, direct contact name, telephone number, and e-mail address for the Owner, and, if the Owner does not reside within fifty (50) miles of the Residential Rental Property, the name and twenty-four (24) hour contact phone number for the Owner's Designated Contact. Additionally, a Certificate of Insurance for the Residential Rental Property must be provided and maintained for each property.
- (4) At the time of initial registration, there shall be no fee. Penalties for non-compliance with registration shall be in accordance with Sections 154.36 and 154.40 of this Ordinance.
- (5) Any person or other legal entity that has registered a property under this Section must report any change of information contained in the registration within thirty (30) days of the change. If Insurance for the Residential Rental Property is suspended or lapsed, said suspension or lapse of insurance shall be reported within five (5) days.
- (6) If the Residential Rental Property is sold, the new Owner is subject to all the terms of this Section. If the new Owner does not immediately occupy the property, the new Owner shall register the Residential Rental Property or update the existing registration within thirty (30) days of the sale. Any and all previous unpaid fees, fines, and penalties due at the time of initial registration or which have been assessed since are subject to enforcement per this Section. The previous Owner will not be released from the responsibility of paying all previous unpaid fees, fines, and penalties accrued during that Owner's involvement with the Residential Rental Property. The provisions of this Section are cumulative with and in addition to other available remedies. Moreover, the City is

authorized and empowered to collect on the previous Owner's non-payment of previous fees, fines, and penalties in any lawful manner.

- (7) If the Residential Rental Property is not registered within thirty (30) days of when the registration is required, pursuant to this Section, a late fee as provided in Section 154.40 below shall be assessed. This Section shall apply to the initial registration, and registrations required by subsequent Owners of Residential Rental Property.
- (8) Failure of the Owner to properly register or to modify the registration to reflect a change of circumstances as required by this Ordinance is a violation of this Section and shall be subject to enforcement by any of the enforcement means available to the City.
- (9) Registration of a Residential Rental Property does not alleviate the Owner from obtaining all required licenses, permits and inspections required by applicable code or Illinois Statutes.
- (10) The City will maintain an Inspection Checklist which provides in layman's terms the majority of the items the City of Quincy checks for during an inspection and the party responsibility for compliance with the item stated under the City's Code. The current Inspection Checklist is provided as Exhibit A for information purposes in conjunction with the Ordinance. The City will provide the checklist to Owner upon registration and will have copies available on its website and at the Department of Planning and Development. The Owner or Owner's Designated Contact is to distribute the Inspection Checklist to tenants.

Sec. 154.35 INSPECTIONS OF RESIDENTIAL RENTAL PROPERTY

- (A) The City may select Residential Rental Property owned by frequent violators of the Nuisance Ordinance and or Property Maintenance Code for inspection.
- (B) The City may select Residential Rental Property which was previously not in compliance with the registration requirements of this Section for inspection.
- (C) The City may inspect any Residential Rental Property for which a Certificate of Insurance was not provided or that no longer has insurance coverage.
- (D) The City may inspect Residential Rental Property after a complaint, including but not limited to complaints received on the City's Minimum Housing Complaint Form.

Sec. 154.36 VIOLATIONS

The following shall constitute violations of this Section:

(A) Failure of the Owner or Owner's Designated Contact of the Residential Rental Property to register such property with the Code Official.

Nothing contained in this Section shall prevent the City from pursuing all available remedies for violations with respect to Residential Rental Property, including but not limited to its right to condemn a property as unlawful pursuant to Section 154.01 of this Code, in addition to any other legal and equitable remedies available to the City.

Sec. 154.37 PROVISIONS SUPPLEMENTAL

Nothing contained in this Section shall prohibit the City from enforcing its codes by any other means, including, but not limited to, injunction, abatement, or as otherwise provided by law or Ordinance.

Sec. 154.38 OPPOSING, OBSTRUCTING ENFORCEMENT OFFICER; PENALTY

Whoever opposes, obstructs, or resists any Enforcement Officer or any person authorized by the Enforcement Office in the discharge of duties as provided in this Section, shall be punishable as provided in Section 10.99 of this Code.

Sec. 154.39 IMMUNITY OF ENFORCEMENT OFFICER

Any Enforcement Officer or any person authorized by the City to enforce the Registration of Rental Property Act shall be immune from prosecution, civil or criminal, for reasonable, good faith entry upon Residential Rental Property while in the discharge of duties imposed by this Section.

Sec. 154.40 PENALTIES FOR NON COMPLIANCE

The penalties set forth below shall be imposed on the Owner of any Residential Rental Property upon the occurrence of the described activity:

Failure to register by deadline	\$250.00 per Residential Rental Property
Late payment on penalty for non compliance that is 30-60 days overdue	25% of the amount of the imposed penalty for non compliance
Late payment on penalty for non compliance that is 60 or more days overdue	50% of the amount of the imposed penalty for non compliance

Each day during which a violation of this Section continues or is permitted to exist shall be considered a separate and distinct offense.

Sec. 154.41 NON-DISCRIMINATION

A property owner, agent, or landlord shall not discriminate in the renting or lease of a rental property. All actions within this ordinance shall comply with Illinois Fair Housing Law both for the tenant and the landlord.

Sec. 154.42 RETALIATORY EVICTIONS PROHIBITED

In accordance with Illinois Law (765 ILCS 720) it is unlawful for a landlord to terminate or refuse to renew a lease or tenancy of residential property on the ground that the tenant has complained to any governmental authority of a bona fide (good faith) violation of any applicable building code, health ordinance, or similar regulation. Any provision in any lease, or any agreement or understanding, purporting to permit the landlord to terminate or refuse to renew a lease or tenancy for such reason is void.

Sec. 154.43 AMENDMENTS

In order to amend or repeal sections 154.30 through 154.43, or any portion thereof, a vote of 2/3 of the Corporate Authorities then holding Office is required.

Section 2. SEVERABILITY

It is hereby declared to be the intention of the City that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or Section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance.

Section 3. REPEALER

All Ordinances or parts of Ordinances in conflict herewith, are hereby repealed and replaced.

Section 4. CODIFICATION

It is the intention of the City Council, that the provisions of this Ordinance shall become and be made a part of the City Code of Ordinances; and that the Sections of this Ordinance may be renumbered or re-lettered to accomplish such intention, and the word "Ordinance" may be changed to "Section", or such other appropriate word or phrase in order to accomplish such intentions.

Section 5. EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ADOPTED _____
City Clerk

APPROVED _____
Mayor

Officially published in pamphlet form this _____ day of _____, 2021.



City of Quincy
Rental Registration Program

INSPECTION CHECKLIST (For informational purposes. Not all requirements of the 2006 International Property Maintenance Code are listed)

EXHIBIT A

RESPONSIBILITY		LIFE SAFETY / FIRE SAFETY REQUIREMENT	CODE REFERENCE
OWNER	OCCUPANT		
X		Is there a working smoke detector in EACH bedroom, in the hallway(s) outside of the bedrooms and on each level?	IPMC 704.2
	X	Are batteries maintained and charged in the smoke detectors?	MCCQ 156.02
	X	Is the water heater and furnace clear of clutter or flammable materials?	IPMC 603.3
X	X	Are all exits free from obstruction inside and outside	IPMC 702
X		Do exterior doors lock and unlock from the INSIDE without using a key, tool or special knowledge? Do windows lock?	IPMC 304.15, 304.18.1, 702.3
X		Does the water heater have a temperature & pressure relief valve and a proper discharge pipe?	IPMC 505.4
X		Is all fuel burning equipment in good repair, safe condition, properly installed, and properly vented?	IPMC 304.11, 603.1, 603.2, 603.4
X		Do all rooms used for sleeping have a window?	IPMC 403.1, 702.4
X		Are carbon monoxide detectors/alarms installed in units with fuel burning appliances and/or attached garage?	MCCQ 156.03 430 ILCs 135
	X	Are batteries installed and charged in CO detectors?	MCCQ 156.03
EXTERIOR & PREMISES			
X		Are house numbers posted and visible from the street?	IPMC 304.3
X	X	Is the lawn mown to a height of less than 10 inches?	MCCQ 92.01(N)
X		Do stairs, landings, porches, decks more than 30 inches above grade below have guards at least 30 inches high?	IPMC 306.1
X		Do stairways having more than 4 risers have a handrail?	IPMC 306.1
X		Is the exterior of the structure sound and free from structural hazards?	IPMC 304.1
X		Is the roof maintained in sound condition and water tight?	IPMC 304.7
X		Are windows free from cracked or broken glass?	IPMC 304.13
X		Are window screens provided for habitable rooms?	IPMC 304.14
X		Are porches, decks and stairways in sound condition?	IPMC 304.10
X	X	Are trash and garbage receptacles provided?	IPMC 307.2.1, 307.3.1
X	X	Is garbage and rubbish disposed of properly?	IPMC 307.2, 307.3
INTERIOR			
X		Is the structure free from infestation of insects and rodents prior to renting or leasing?	IPMC 308.2
X	X	Is the dwelling free from infestation of insects and rodents when occupied?	IPMC 308.5
X		Do all electrical switches, outlets and junction boxes have proper covers? Are there any exposed conductors?	IPMC 605.1, 604.3
X		Is the wash machine outlet grounded or protected with a GFCI?	IPMC 605.2
X		Are receptacles in working condition and capable of holding a plug?	IPMC 604.3
X		Do light fixtures operate? Provided with cover?	IPMC 604.3
X	X	Are extension cords not being used as a substitute for permanent wiring? Not run through holes in walls, above ceilings, under floors or in ways that they may be physically damaged?	IPMC 604.3
X		Is the electrical service panel provided with proper cover? Is it securely mounted? Are breakers or fuses labeled?	IPMC 604.3
X		Are there heating facilities capable of maintaining 68-degrees Fahrenheit in all habitable rooms, bathrooms and toilet rooms?	IPMC 602.2
X		Is the water heater capable of providing 110-degree water at any fixture?	IPMC 505.4
X		Are plumbing fixtures in good working order? Is a tub or shower, toilet and kitchen sink provided?	IPMC 502.1, 504.1

(Revised 8-23-2021)



City of Quincy
 Rental Registration Program
 RENTAL REGISTRATION FORM

A copy of the Owner Insurance policy for the property must be provided at the time of registration

Date:		Parcel Index Number:	- - - -
24 HOUR EMERGENCY CONTACT INFORMATION			
Contact Name:			
Contact Number:			
RESIDENTIAL RENTAL PROPERTY INFORMATION			
Property Address (if Multifamily or Duplex, include unit #s)		Description of Premises (Single-family, Duplex, Multi-family)	
Number of Dwelling Units within the Building(s)			
OWNER(S) INFORMATION			
Owner Name			
Direct Contact Name (If owner is a corporation, etc.)			
Mailing Address			
Contact Telephone Number:		Email:	
PRIMARY CONTACT (PROPERTY MANAGER), OR DESIGNATED CONTACT INFORMATION (REQUIRED IF OWNER RESIDES MORE THAN 50 MILES AWAY)			
Owner's Designated Contact			
Direct Contact Name (If agent is a corporation, etc.)			
Mailing Address			
Contact Telephone Number:		Email:	

I, the undersigned, hereby certify that:

1. The data submitted in this application is an accurate representation as of the date of application and the registration statement shall serve as prima facie proof of the statements in any administrative enforcement or court proceeding instituted by the City against the owner or owners of the residential rental property.
2. I understand that it is illegal to operate a rental unit within the City of Quincy without a Certificate of Registration. I also understand that failure to comply or provide accurate information will result in legal action and imposition of fines.
3. I understand that, by designating an Owner's Designated Contact, I am consenting to service of any and all notices of code violations concerning the registered property and all process by service of the notice or process on the owner's designated contact.
4. I understand that I must file an amended registration statement in the event any changes to information contained in the currently-filed registration statement occur.
5. I understand that I must notify the Office of Inspection if insurance coverage is cancelled or if there is a lapse in coverage.
6. I understand that I must contact the Office of Inspection if this property is sold.

Signature: _____ **Date:** _____

Certificate of Registration

issued by the
Office of Inspection
of the City of Quincy

RESIDENTIAL RENTAL PROPERTY

This certifies that 123 MAIN ST., owned by 123 PROPERTIES, LLC, has met the requirements for registration and is hereby permitted to be leased or rented for residential dwelling uses. This registration is non-transferable or assignable, and shall remain valid unless there should occur a change in information contained in the 'Rental Registration Form', a change in ownership, or a lapse or termination of insurance coverage. This property is subject to inspection in accordance with Section 154.30 of the Municipal Code of the City of Quincy (2015).

Issued by:

Director of Inspection and Enforcement

Date

Initials

CITY OF QUINCY

OFFICE OF INSPECTION

706 Maine Street | Third Floor | Quincy, IL 62301

Office: 217-228-4540 | Fax: 217-221-2288

email : planning@quincyl.gov



Minimum Housing Complaint Form

Today's Date: _____

Address: _____

Name: _____

First

Last

Telephone: _____

Email: _____

How long have you lived at this address? _____

Do you have a written lease or rental agreement? Yes No

How long have you been aware of the problems? _____

Have you informed the landlord, owner of the property, or property manager of this complaint?

Yes

No

Please tell us who you spoke with and when: _____

Property Owner Name: _____

First

Last

Please describe the problem:

X Signature

Retaliatory Eviction Prohibited: In accordance with Illinois Law (765 ILCS 720) it is unlawful for a landlord to terminate or refuse to renew a lease or tenancy of residential property on the ground that the tenant has complained to any governmental authority of a bona fide (good faith) violation of any applicable building code, health ordinance, or similar regulation. Any provision in any lease, or any agreement or understanding, purporting to permit the landlord to terminate or refuse to renew a lease or tenancy for such reason is void.

If you believe you are or have been a victim of retaliatory eviction, consult with an attorney. If you cannot afford an attorney, you may contact Land of Lincoln Legal Aid at 618-398-0574.

CITY OF QUINCY

JEFF MAYS
DIRECTOR OF ADMINISTRATIVE
SERVICES



CITY HALL - 730 MAINE
QUINCY, IL 62301-4056
(217) 228-7730

MEMORANDUM

TO: Mayor Troup and City Council

FROM: Jeff Mays

DATE: September 17, 2021

SUBJECT: Changes to Purchasing Policy Manual

The changes to the Purchasing Policy Manual are being presented in the Ordinance below, as we were made aware that our current policy does not address issues required by certain Federal or State bidding requirements for certain programs.

In order to comply going forward, we have added the following new Sections:

- Section 1-5 Conflict with Federal or State Laws/Requirements
- Section 4-19 Bid Protest Procedure,
- Section 5-7 Bids or Proposals requiring Federal Quality Based Selections.

We have also amended section 4-6 regarding whether Unit Price or Total Extended Price is to be used, as different programs require different methods for calculation. We will use the method that is best for the City unless the specific grant requires a different method.

If you have any questions, please forward those to me and I will get them answered.

Sincerely,

CITY OF QUINCY

JEFF MAYS
DIRECTOR OF ADMINISTRATIVE
SERVICES



CITY HALL - 730 MAINE
QUINCY, IL 62301-4056
(217) 228-7730

Jeff Mays
Director of Administrative Services

JM:arr



PURCHASING POLICY MANUAL

CITY OF QUINCY, ILLINOIS

Adopted October 4, 2021

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SAMPLE FORMS

Introduction

The purpose of the City of Quincy Purchasing Manual is to describe the major regulations and purchasing procedures that are to be followed by Quincy City Departments to achieve a uniform and consistent approach to purchasing. The manual provides current, accurate guidance to those personnel who are responsible for or participate in purchasing functions regularly.

The Purchasing Department has the ultimate responsibility of ensuring the City's funds are spent in the best manner possible and according to the guidelines established by the procurement code, State law, and principles of public procurement.

This purchasing manual governs all procurements for the City of Quincy, except as otherwise provided by State law or the City of Quincy Municipal Code. These procedures cover who is authorized to approve various procurements, the pricing determination requirements, the competitive bidding process, requests for proposals, and general requirements that apply to all purchases.

The City of Quincy is a home-rule municipality with authority to legislate in matters concerning its local government and affairs. The procedures set forth in this manual are established under the City's home-rule authority.

Definitions.

“Approved joint-purchasing agreement” means the State Joint Purchasing Program, the United States Conference of Mayors joint purchasing program (U.S. Communities Market place), Western States Contracting Alliance (WSCA) or other joint-purchasing agreement approved by the Director of Purchasing.

“Procurement Officer” is the Purchasing Director or is any other person designated by the Mayor.

“Procurement Agent” is the person designated by the Purchasing Director to handle all daily purchasing needs for the City of Quincy

“Vendor” means any person executing a contract with the City to supply products, services, or both.

1. Ethics and Conflict Policies

1-1. Code of Ethics.

All City personnel engaged in purchasing and related activities have a duty to conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the City and its residents. Accordingly, City employees shall strive to:

- (1) Ensure that public money is spent efficiently and effectively and in accordance with all applicable laws and City policy.
- (2) Maintain proper confidentiality at all times.
- (3) Purchase without favor or prejudice.
- (4) Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotations and that and subsequent information is made available to all bidders.
- (5) Establish and maintain procedures to ensure that fair and equal consideration is given to each offer or quotation received and that selection is based upon the lowest responsible bid or other appropriate criteria.

The Director of Administrative Services is responsible for determining if a violation of this Code of Ethics has occurred and if any disciplinary action is necessary in accordance with the City's Personnel Code.

1-2. Conflict of Interest.

No employee may participate in the purchasing process if the employee knows any of the following:

- (1) The employee is contemporaneously employed by a bidder or vendor that is involved in the procurement transaction.
- (2) The employee or any immediate family member holds a critical position with a bidder or vendor that is involved in the procurement transaction. A "critical position" means (i) an owner with an interest of more than 10%, (ii) an officer, director, trustee, partner, or similar position, or (iii) an employee who is substantially involved in the procurement transaction.
- (3) The employee or any immediate family member has a financial interest arising from the procurement transaction.
- (4) The employee or any immediate family member is negotiating or has an arrangement concerning prospective employment with a bidder or vendor that is involved in the procurement transaction.

An employee's immediate family means a spouse, domestic partner, child, parent, sibling, and any other relative living in the same household as the employee.

The Director of Administrative Services is responsible for determining if a violation of this Conflict of Interest Policy has occurred and if any disciplinary action is necessary in accordance with the City's Personnel Code.

1-3. Gift Ban.

Notwithstanding the prohibitions contained in the State Officials and Employees Ethics Act (5 ILCS 430/), no City officer or employee may accept or solicit any gift from a prohibited source if that gift exceeds \$25 in value unless the gift qualifies as a listed exception set forth in 5 ILCS 430/10-15.

An officer or employee does not violate this provision if he or she promptly takes reasonable action to return a prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is a 501(c)(3) organization under the Internal Revenue Code.

1-4. Bid Splitting.

Bid splitting is intentionally dividing a purchase into two or more smaller purchases for the purpose of evading the requirements of the city's procurement guidelines and city code. This practice is not permitted.

1-5. Conflict with Federal or State Laws/Requirements

When the Policy and Procedure Manual and Federal or State Law or program requirements conflict, the Federal or State Law or Requirements shall take precedence and if necessary, the Director of Purchasing can adopt any policy needed to comply with Federal or State Law or requirements.

2. Authority to Purchase.

2-1 Purchasing Director

The Department of Purchasing shall be headed by the Purchasing Director, appointed by the Mayor. In the absence of a Purchasing Director, the Mayor may designate another City official to oversee the day-to-day operations of the Department of Purchasing. The Purchasing Director or his/her representative shall have the responsibility to assist in all purchasing activities of the City. The Purchasing Director may delegate authority to department heads during the procurement process if the director deems it as a benefit to the city to do so.

2-2 Department of Purchasing Powers and Duties

Without limiting those powers and duties prescribed by law and ordinance, the Department of Purchasing shall

- (a) Purchase supplies, services and construction for all agencies of the city;
- (b) Exercise general supervision and control over all inventories of supplies belonging to the city;
- (c) Sell, trade or otherwise dispose of surplus supplies belonging to the City;
- (d) Establish and maintain programs for the inspection, testing, and acceptance of supplies, services and construction;
- (e) Open all bids submitted to the City;
- (f) Make recommendations to City Council concerning the awarding of contracts for which bids have been received;
- (g) Distribute or cause to be distributed to the various requesting agencies of the city supplies as may be purchased by the department
- (h) Transfer supplies to or between the various requesting agencies of the city;
- (i) The Purchasing Director shall be empowered to
 - (1) Adopt, promulgate and from time to time revise rules and regulations, consistent with the purchasing manual, governing the management, procurement, control and disposal of any and all supplies, services and construction to be procured by the city.
 - (2) Assume related activities as may be assigned by the Mayor or the City Council.
 - (3) Place all advertisements for bids.

- (j) Have authority to approve and authorize the trade-in of supplies or other personal property of the city for credit or part payment against the cost of procuring similar property.
- (k) The Purchasing Director may approve and the trade-in of property, without competitive bidding, provided
 - (1) The cost of the procurement (excluding the value of the trade-in) does not exceed **\$7,500**.
 - (2) The Purchasing Director has made a good faith determination that the trade-in credit is substantially equivalent to the fair market value of the supplies or property being traded.
 - (3) The procurement of the replacement property or supplies (and the trade-in) are in the best interests of the appropriate department and the city.

2-3. General Purchase Authority.

No employee may purchase products or services on behalf of the City without first seeking approval as required by this policy. All purchases require advanced approval of the Purchasing Director, appropriate Department Head, Director of Administrative Services or Mayor’s designee in accordance with the following guidelines:

Dollar Limit	Required Approval
Up to \$2,999.99	Department Head
\$3,000 - \$7,499.99	Department Head Purchasing Director or Mayor’s designee DOAS or Mayor’s designee
\$7,500 and above	Department Head Purchasing Director DOAS or Mayor’s designee Appropriate Committee City Council

2-4. General Policy for Soliciting Quotes.

Employees are responsible for obtaining quotes for purchases in the instances outlined below:

Dollar Limit	Quote/Bid Required
Up to \$2,999.99	No quotes are required, employees are encouraged to seek more than one quote when possible or otherwise ensure that competitive prices are obtained.
\$3,000.00 - \$9,999.99	A requisition for a purchase must include either (i) a minimum of 3 quotes or (ii) sufficient justification to warrant purchase from a specific vendor.
\$10,000 and above	Must be competitively bid except as otherwise set forth in this Manual.

2-5. Cooperative / Joint Procurement.

City employees are encouraged to use cooperative / joint purchasing programs. These include programs such as the National Purchasing Cooperation, GSA Cooperative Purchasing, Western States Contracting Alliance, or other similar programs.

The purchase of items available through an approved joint-purchasing agreement may be made without obtaining quotes or bids. However, it is the recommendation of the City's administration that the employee contact local vendors for possible purchasing opportunity of said item.

2-6. State Contracts.

Purchases from the State of Illinois that are specifically set up for the use of local governments are exempt from the procurement ordinance.

The City is eligible to purchase thousands of items, such as office supplies, office furniture, clothing, automotive parts and supplies, janitorial supplies, and vehicles from state contracts. The State of Illinois develops the specifications, conducts the bid process, makes the awards, and creates the contracts. The City places orders directly with the vendors. State contracts take advantage of the combined purchasing power of the State plus cities and towns, resulting in lower prices for some items. Indirect benefits are realized by reduced administrative time spent

conducting the procurement process. Departments must reference the State of Illinois contract to ensure they receive contract pricing from the vendor and to inform Purchasing that the purchase is exempt from quoting or bidding requirements.

State contracts can be viewed at the Central Management Services website: <http://www.purchase.state.il.us/> (select Master Contracts, and then Joint Purchasing.).

Although they are exempt from the procurement ordinance, state contract purchases over \$10,000 must receive City Council approval.

2-7. Emergency Purchases.

A Department Head is authorized to make an emergency purchase of less than **\$7,500** if the failure to do so could result in an immediate and apparent loss to the City. The Department Head must notify the Director of Purchasing and Director of Administrative Services of the emergency purchase at the first opportunity.

All emergency purchases of **\$10,000** or more that would otherwise require competitive bidding must be authorized by the Director of Purchasing and Director of Administrative Services. The Department Head must render a report of the emergency purchase under this subsection to the City Council at its next regular meeting.

2-8. Sole Source.

In some cases, it is difficult or impractical to require competitive bidding for a product or service. Contracts for parts, supplies, software or equipment that are only available from a single source are referred to as “sole source” purchases. Sole source procurements may arise from the following circumstances:

1. Equipment for which there is no comparable competitive product or is available only from one supplier; or
2. Public utility services from natural or regulated monopolies; or
3. A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer.

If a Department Head believes that a purchase qualifies under this Section, then he or she must provide the Purchasing Department with the justification for an exemption from the competitive bidding requirement. The Purchasing Department may grant an exemption from the competitive bidding requirement if he or she determines that the purchase qualifies under this Section.

2-9. Responsibilities of User Department.

The major responsibilities of departments in the purchasing process include:

1. Working closely with the Purchasing Agent to ensure all purchasing requirements are met.
2. Allow sufficient time for vendors to submit quotes, bids or RFPs and for Purchasing to review all quotes, bids or RFPs.
3. Recognizing when needs for a supply, service or construction will exceed \$10,000 and working with Purchasing to prepare bidding documents.
4. Prepare acceptable technical specifications that define the quality of a good or service needed to perform a specific function without limiting bidding opportunities.
5. Confirming that items delivered and pricing conforms to the requirements of the bid and contract.
6. Documenting in writing any major performance failures by the vendor that reflect noncompliance with the bid specifications or contract and providing such documentation to Purchasing.
7. Enter requisitions in the financial system adhering to requirements set forth by the Purchasing Department.

3. General Considerations

3-1. Payment and Performance Bonds.

The successful bidder on any public-work contract in excess of \$50,000 is required to submit a payment bond and a performance bond in an amount equal to 100% of the total bid. The City may require these bonds for any other contract.

The company acting as surety for any bond under this section must be licensed to do business in the State of Illinois. The bonds must be in a form acceptable to the Director of Purchasing and Corporation Counsel.

The vendor must provide the appropriate bond within 10 calendar days after the award of the bid. The failure to post a satisfactory bond is grounds to forfeit the bid bond.

3-2. Insurance.

For contracts issued through bidding and other appropriate contracts, the vendor must maintain appropriate insurance coverage. The insurance coverage must include comprehensive general liability, auto liability, professional liability (required only for professional service contracts), workers' compensation (including a waiver of subrogation), and umbrella coverage. The liability limits and other requirements must be specified in the bid document's General Terms, Conditions, and Instructions.

A certificate of insurance by the insurer issuing the policy and endorsements setting forth the coverage limits, and endorsements shall be filed with the city before the city will execute the contract. A certificate of insurance shall include a statement that "the coverage and limits conform to the minimums required in the contract documents". In no event shall any failure of the city to receive certificates or to demand receipts be construed as a waiver of the contractor's obligation to obtain and keep in force the required insurance.

All costs as specified herein shall be considered as included in the cost of the contract. The contractor shall at his/her own expense and risk of delay, cease operations if the required insurance is terminated or reduced below the required amounts. Coverage in the minimum amounts set forth herein shall not be construed to relieve the contractor to indemnify in excess of the coverage in accordance with the contract.

3-3. Indemnification.

To the fullest extent permitted by law, the vendor must agree to indemnify and defend the City, its officers, agents, and employees against all suits and other claims arising in whole or in part from the vendor's the performance under the contract, including the performance of any employee or subcontractor. There may be an exception for a suit or claim caused solely by the actions of the City or its officers, agents, or employees.

The vendor must appear, defend, and pay all the charges of attorneys and all costs and other expenses arising from the suit or claim and must satisfy and discharge any judgment rendered against the City, its officers, agents and employees.

Requirements to provide bonds or insurance do not limit the vendor's requirement of indemnification.

3-4. Prevailing Wage.

The vendor on all public works contracts must comply with the Prevailing Wage Act (820 ILCS 130/) and with the Prevailing Wage ordinance of the City of Quincy.

3-5. Local Preference Policy.

The City recognizes that local businesses share income with the community in a variety of ways, including the payment of taxes, job creation, donations to local charities, membership in local organizations such as the Chamber of Commerce, sponsorship of local events and organizations, etc. The City of Quincy believes that such significant local contributions should be recognized when purchasing goods and services. Therefore, the City seeks to provide that recognition by establishing a policy to give local businesses some preference when purchasing goods and services. **(Please note - provision 3-5, does not apply to public works projects)**

(a) A bidding preference shall be granted to bidders in a competitive bidding situation on the following scale:

- **4% (up to a maximum of \$2,000) on bids of up to \$50,000**
- **3% (up to a maximum of \$7,500) on bids of up to \$250,000**
- **2% (up to a maximum of \$20,000) on bids of up to \$1,000,000**

- (b) The preferential discount will be applied to the low bid of all “Local Bidders” when determining the lowest responsible bid. This policy applies to the purchase of all goods and services that are purchased through a competitive-bidding process with a total cost of \$10,000 or greater.
- (c) The City acknowledges that any preference of local businesses may not result in burdensome or unreasonable costs to the taxpayers of the community nor should it restrict the City from rejecting inferior products or services. This policy does not apply in situations where external funding sources do not permit local preference purchasing allowances or in situations where the goods or services being purchased are available through an approved joint-purchasing program. The City reserves the right to waive or amend this policy when it deems appropriate.
- (d) A local bidder shall indicate on the bid submission that the business qualifies as a “Local Bidder” under this policy. The City of Quincy is not responsible for investigating whether or not a business qualifies as a local bidder if the indication is not included on the submitted bid. The Director of Administrative Services has the sole and final authority to resolve any disputes that may arise over this policy.
- (e) A “Local Bidder” means any business that meets all of the following criteria:
 - (1) The business has established and maintained a physical presence within the City of Quincy , via the ownership or lease of a building or a portion of a building, for a period of not less than 12 consecutive months; and
 - (2) The business employs a minimum of 5 full time employees at the Quincy location and that those employees spend the majority of their work day and work week at the Quincy location; and
 - (3) The business is legally authorized to conduct business within the State of Illinois and Adams County.

3-6. Non-Discrimination.

It is the policy of the City of Quincy that all potential bidders have an equal opportunity to submit bids and to compete on an equal basis for City business.

As a party to a public contract, each vendor and subcontractor must:

- (1) Refrain from unlawful employment discrimination;
- (2) Certify that it is an “equal opportunity employer” under the federal Civil Rights Act; and
- (3) Comply with the federal Civil Rights Act, the Illinois Human Rights Act, and the City’s Human Relations Ordinance.

4. Competitive Bidding Requirements

4-1. Competitive Bidding.

Unless otherwise provided, all purchases of goods or services of \$10,000 or more are subject to the competitive-bidding process and must be let by free and open competitive bidding, after advertisement, to the lowest responsible bidder or any other bidder whom the City Council deems to be in the interest City. Purchases of less than \$10,000 may be, but are not required to be, competitively bid.

All contracts over \$10,000 must be awarded through sealed bidding unless:

- the contract is awarded through a Request for Proposals.
- the contract is for certain professional services.
- the contract is a sole source.
- the contract is a lease or sale of City property.
- the contract is an emergency purchase.
- the contract falls under an exemption provide by federal, state or local law.

Generally, formal bidding, performed through the release of an **Request for Bids (RFB)**, is used for a good or service that can be clearly specified and does not require a large amount of judgment or problem solving by the vendor in formulating its response. Since an RFB is used when the goods or services required are clearly described, the predominant factor in awarding the bid is price.

Price is not the sole consideration when awarding a bid. The City reviews a bid to assure it is **responsive**, that the bidder is **responsible**, and that the apparent low bidder has offered the City the **best value**.

A *RESPONSIVE BID* is one that meets all material requirements of the RFB. A responsive bid includes all forms, references, and other requested information. A responsive bid proposes goods or services that meet the specifications of the RFB.

A *RESPONSIBLE BIDDER* is one that has the ability to perform the contract by virtue of its integrity, reliability, facilities, equipment, and financial resources.

The awarding authority (the City) has ultimate discretion to determine responsiveness and responsibility as long as those decisions are not unfair to competition or fraudulent.

4-2. Preparation of the Bid Package.

The Purchasing Director shall have the general responsibility to ensure the proper preparation of the Bid Package. The Purchasing Director may seek the assistance, direction, suggestions and recommendations of appropriate department heads or other employee's or agents of the city, in preparation of specifications and may delegate contract specification preparation

responsibilities to the purchasing agent or appropriate department.

The Bid Package must contain, at least, the following information:

- ✓ Cover Sheet
- ✓ Table of Contents
- ✓ Legal Notice
- ✓ Instructions to Bidders
- ✓ General Conditions
- ✓ Special Conditions
- ✓ Bid Summary Form
- ✓ All required certification forms

The Department Head must review and approve the Bid Package and forward the bid document to the Purchasing Agent for approval and publication. The Bid Package should not be forwarded to any prospective bidder before publication to ensure that all prospective bidders have equal time to complete the bid document.

The Purchasing Agent is responsible for forwarding the legal notice to the newspaper for publication, to be published at least 10 days before the bid opening. The Purchasing Department will also send a copy of the bid packet to the Information Technology Department to be placed on the City's website.

4-3. Request for Bid.

The Request for Bid must include a general description of the articles or services to be purchased, state the location and times that the Bid Packages may be obtained and state the date, time, and place of the bid opening.

4-4. General Terms, Conditions, and Instructions.

All bid packages must contain instructions properly notifying the bidder of City policies and procedures related to bidding.

4-5. Specifications.

The specifications must state the standards acceptable to the City. The specifications may not be developed in a manner intended so specifically exclude a potential bidder on a technicality or developed in such a manner that only one bidder is possible. The specifications must be broad enough to invite competition but not so expansive as to invite a potentially low bid on an item that is not desired or in the best interest of the City.

Specifications should consist of a description of the physical or functional characteristics or nature of the supply, service or construction item. Specifications may include a description of any requirement for inspecting, testing, or preparing a supply, service or construction item for delivery.

4-6. Bid Proposal Form.

All bids must be submitted on a Bid Proposal Form supplied by the City. All prices must be entered in ink. The Bid Proposal Form must be signed by an appropriate officer or employee of the vendor.

If several items are being bid at one time and a vendor cannot bid on all items, then the vendor must mark all items on which they are not bidding with the words "No Bid."

Any correction on the Bid Proposal Form must be initialed in ink by the person signing the original bid proposal. Unless otherwise stated in the bidding documents or required by federal or state law, in case of a difference between unit price and extension, the lowest price is deemed to be correct.

4-7. Bid Deposit.

A bid deposit to guarantee that the successful bidder will sign a contract is required for (i) all construction bids of \$25,000 or more or (ii) any other bid for which the City deems it appropriate to require a bid deposit.

The amount of the bid deposit is 5% of the bid amount or any greater amount as the City deems appropriate. The bid deposit must be in the form of a bid bond, cashier's check, certified check, or other approved security.

After the award of the contract, the City will promptly return the bid deposit of each unsuccessful bidder.

The Purchasing Director may waive the requirement for the bid deposit for all bidders if he or she deems it to be in the best interest of the City.

4-8. Samples.

If samples are to be submitted with a bid, those samples will be held until a bid award is made. If a vendor wishes to submit a sample for trial use, then the product must be presented at no cost or obligation to the City.

4-9. Bidder Inquiries.

Only the Purchasing Department may respond to bidder inquiries. Inquiries, other than those made at a pre-bid conference, must be submitted in writing or by email. Answers to all written inquiries will be provided in writing to all bidders by addendum located on the City's website.

4-10. Pre-Bid Conference.

Departments are encouraged to schedule a pre-bid conference, when deemed necessary, to explain the City's policies, procedures, and specifications and hear questions from prospective bidders.

4-11. Bid Submission.

All bid responses must be submitted in a sealed envelope and marked as indicated in the bid instructions. Bid responses may not be accepted by telephone, facsimile, email, or similar means.

The bids must be received before the time and date stated in the bid instructions. The City shall reject any response received after that date and time, regardless of any reason for the delayed receipt. Upon receipt, the City Clerk shall date-stamp the sealed envelope containing the bid response.

The bid responses shall be kept in the vault or other secure location and may not leave the City Clerk's control until after the bids are opened and publicly read aloud.

4-12. Withdrawal and Revision of Bids.

A bidder may only withdraw or revise a bid under the following circumstances:

- (a) A bidder may withdraw or revise a bid prior to the time that bids must be received.
- (b) A bidder may withdraw a bid by submitting a written request to the City Clerk.
- (c) Revisions may be made by submitting a new Bid Form with the notation "Revised Bid" and the date of submission to the City Clerk prior to the time that bids must be received. This change must be submitted in a separate envelope marked the same as the original bid with the words "Revised Bid" and the date the revision is submitted. At the bid opening, the City Clerk shall announce that a revision has been submitted and the date the revision was submitted. Upon opening of the bid, the City Clerk shall open the envelope with the revision, read the revised price, and add the revised form to the original bid packet.

4-13. Premature Bid Opening.

If any person opens a sealed bid before the determined date and time for the opening, then the person must immediately submit a written report to the Purchasing Director stating the time of the premature opening and the circumstances behind it. The written report must also state as a fact that the information contained in the bid documents has not been disclosed to the public, any potential bidder, or any City employee. The bid and the written report must be forwarded to the Purchasing Director.

The Purchasing Director must notify the affected bidder of the prematurely opened bid by the most expeditious means possible. The bidder may have the bid returned for placement in another sealed envelope or permit the Purchasing Director to reseal the envelope. If resealing the bid, the Purchasing Director shall note on the envelope the name of the person as agent of the bidder who has authorized the resealing of the envelope and attach the written report to the envelope, which shall be retained in the bid file for public inspection.

4-14. Bid Opening Procedures.

Bid proposals must be publicly opened and read aloud in a designated place on the date and time specified in the Legal Notice. The City Clerk or his or her representative presides at all bid openings. The Purchasing Agent or their designee, shall read aloud each bid noting the vendor and price of each bid.

Upon opening, all bid packages become a matter of public record and are available in accordance with the Freedom of Information Act or other law.

If bid deposits are required, they shall be forwarded to the City Treasurer immediately following the bid opening.

4-15. Bid Review and Tabulation.

After opening, the Purchasing Agent shall tabulate the bids to include (i) the bidder's name, (ii) bidder's address, (iii) confirmation of any required bid deposit, (iv) unit prices and total bid price. (If the issuing Department Head will be creating the bid tabulation form, a copy of the tabulation form shall be forward to the Purchasing Agent for review)

The Purchasing Agent shall forward the bids to the issuing Department Head for review. The Department Head shall forward their recommendation to the Director of Purchasing for review. The determination of the lowest responsible bidder should be based on the following criteria:

- (1) The bidder's ability, capacity, and skill to perform the contract.
- (2) Whether the bidder can perform the contract promptly, or within the time specified, without delay or interference.
- (3) The bidder's character, integrity, reputation, judgment, and experience.
- (4) The quality of the bidder's performance on previous contracts.
- (5) The previous and existing compliance by the bidder with laws and ordinances related to the contract.
- (6) The equipment, personnel, facilities and available to the bidder to perform the contract.
- (7) The bidder's ability to provide future maintenance and service.
- (8) Bidder's ability to cooperatively work with the Town and its staff.
- (9) The amount and conditions, if any, of the bid.

If the Department Head recommends that a bid be awarded to any bidder other than the lowest responsible bidder, then the Department Head must submit a written justification for the recommendation.

The recommendation of City Staff shall be forwarded to the City Council for consideration.

4-16. Acceptance or Rejection of Bids by City Council.

The ultimate authority to accept, reject, or waive bidding technicalities rests with the City Council.

- The City Council has the right to reject any and all bids.
- The City Council has the right to waive technicalities in bidding.
- If City Staff believes that bids should be rejected or that a technicality should be waived, then the Purchasing Director shall recommend the rejection or waiver and set forth the reasons for that recommendation.

4-17. Bid Award.

Within 7 days after the award of the contract by the City Council, the Department Head will notify all bidders of the bid results and will contact the successful bidder to provide a contract. After the signed contract is returned, it shall be forwarded to the Mayor for execution. The executed contract must be forwarded to the Comptroller's Office.

In addition to the contract, the Department Head shall issue a requisition order in order to encumber the funds. If the bid is for several items or materials to be purchased over a period of time, then the Department Head shall notify the successful bidder by letter and issue purchase orders as the items are obtained or requested.

The purchase is not consummated until the contract is executed and the vendor has received the purchase order.

Signed contracts, certificates of insurance, and performance and payment bonds must be obtained from the vendor before work begins.

4-18. Change Orders.

A change order is a change in a contract term, other than as specifically provided for in the contract, that authorizes or necessitates any increase or decrease of the cost of the contract or in the time of completion.

A valid request for a change order must meet the following criteria:

- (1) the change was not reasonably foreseeable at the time that the contract was signed;
- (2) the change must be germane to the original contract; and
- (3) the change is authorized by law and in the best interest of the City.

Any change order that, when added to all other changes to the contract, either (i) increases the cost of the contract by **\$7,500** or more or (ii) increases the time of completion by 30 days or more must first be approved by the Director of Administrative Services. The issuing Department Head shall then send a resolution to the City Council for approval. Department Heads must

send all other change orders to the Purchasing Director for approval.

Provision 4-18, does not apply to public works projects. For public works projects, please refer to the Bid documents on how change orders will be handled and processed.

Any change order to a public works contract that, when added to all other changes in the contract, increases the original price of the contract or any subcontract by 50% or more requires portion of the contract covered by the change order to be resubmitted to bidding in the same manner as the original contract. This provision is required under the Public Works Contract Change Order Act (50 ILCS 525/) and takes precedence over any other provision of this Section.

4-19. **Bid Protest Procedure**

Unless otherwise stated in the bid documents, or required by federal or state law, any bid protest regarding the solicitation must be submitted in writing to the Director of Purchasing, 7 days prior to bid opening. Unless otherwise stated in the bid documents, or required by federal or state law, any bid protest regarding the bid opening or contents of submitted bids must be submitted in writing to the Director of Purchasing, within 3 days of the bid opening. If the bid documents or federal or state law require different times for filing protests, they shall control the timing. The written protest must contain the name of the vendor submitting the protest, the project name and number, and the specific grounds for protest. If the protest is timely filed, the Director of Purchasing shall review the protest, consult with necessary city personnel and make a determination of the protest. Determinations could include but are not limited to: whether to dismiss the protest, suspended the bidding process, issue addendum or additions to the bid, reschedule the bid opening, or dismiss the bids and rebid the project. Upon determination of the bid protest the Director of Purchasing shall put his decision in writing and provide the written decision to the person who submitted the bid protest and all other persons/entities that submitted a bid or obtained a bid package. The Director of Purchasing shall review and make his decision regarding the bid protest within seven (7) business days of receipt of the bid protest.

Should the bid protestor desire to appeal the decision of the Director of Purchasing, the bid protestor must within 72 hours of receipt of the decision of the Director of Purchasing file an appeal with the Mayor of the City of Quincy, which appeal shall state all legal reasons and facts supporting said legal reasons why the Mayor should change the decision of the Director of Purchasing. The decision of the Mayor is final.

5. Professional Service Contracts

5-1. Professional Service Contracts Generally.

Normal competitive procedures cannot be utilized in securing professional services such as attorneys, engineers, certified public accountants, appraisers, expert witnesses, planners, and other professional people who, in keeping with the standards of their discipline, will not enter into a competitive bidding process.

The City defines professional services as those requiring a high degree of professional skill, ability, fitness, or special knowledge. Some professional services are specifically exempted from competitive bidding, other professional service contracts may be exempted on a case by case basis by the Purchasing Director and the Legal Department.

5-2. Request for Qualifications for Professional Service Contracts.

Requests for qualifications (RFQ) for Professional Services may be solicited by the Department Head through the Director of Purchasing.

The RFQ should contain all of the following:

- (1) A work statement or performance specification.
- (2) Timeframes in which the work is to be completed.
- (3) Specific criteria to be used in evaluating the proposal/qualifications.
- (4) The RFQ should require that the response include all of the following:
- (5) An understanding of the problem or program, the work to be performed, and the approach to be used to achieve the objectives, including the detailing of tasks.
- (6) Facility and capability data, including related experiences and resumes of key personnel.
- (7) If not specified in the RFQ, the timeframe of milestone accomplishment.
- (8) Pricing.

5-3. Evaluating RFQ Responses.

The following criteria should be used when evaluating a RFQ response:

- (1) General quality of response:
 - Responsiveness to terms, conditions, and timeframes;
 - Completeness and thoroughness; and
 - Understanding of the problem and the work to be performed and of the approach to be used.

(2) Organization and personnel:

- Evidence of good organizational and management practices;
- Qualifications of personnel; and
- Experience and past performance.

(3) Price.

5-4. Confidentiality Issues.

In order to avoid the disclosure of confidential information to competing professionals or firms, the opening of a RFQ response is not open to the public.

Any person submitting a RFQ response is responsible for identifying in their submittal which information constitutes “trade secrets or commercial or financial information” that may be exempt from disclosure under Section 7(1)(g) of the Freedom of Information Act. In responding to a FOIA request, the City will not redact any information under that exemption that is not so identified. In responding to the request the City retains the discretion to determine whether the identified information qualifies for the exemption. The RFQ should contain a notification of the responsibility to identify exempt information.

5-5. Selection of Architects, Engineers, and Surveyors.

The Local Government Professional Services Selection Act requires the City to follow specific procedures when hiring an architect, engineer, or land surveyor. Those statutory procedures must be followed unless (i) the City has a satisfactory relationship for services with one or more firms, (ii) an emergency situation exists, or (iii) the cost of the services is expected to be less than \$25,000. If none of these conditions apply, then the City must solicit proposals and adhere to the statutory requirements for those profession.

5-6. Further Negotiations.

An RFQ is not a bid and does not constitute a contractual requirement. RFQ’s may be negotiated after opening. Any contract resulting from negotiations should be provided to and reviewed by the Purchasing Director and Corporation Counsel.

5-7. Bids or Proposals requiring Federal Quality Based Selections

City of Quincy, Illinois receives federal funds, which may be used to fund the engineering and design related consultants’ services. Our written policies and procedures as describe herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – City of Quincy, Illinois QBS policy and procedures assigns responsibilities to the following Purchasing Department within City of Quincy, Illinois organization for the procurement, management, and administration for consultant services.

2. Written Policies and Procedures – City of Quincy, Illinois believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.

3. Project Description – City of Quincy, Illinois will use the following five items when developing the project description and may include additional items when unique circumstances exist. • Describe in general terms the need, purpose, and objective of the project; • Identify the various project components; • Establish the desired timetable for the effort; • Identify any expected problems • Determine the total project budget.

4. Public Notice – City of Quincy, Illinois will post an announcement on our website quincyil.gov and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on our website.

5. Conflict of Interest – City of Quincy, Illinois require consultants to submit a disclosure statement with their procedures. City of Quincy, Illinois require the use of the IDOT BDE DISC 2 Template as their conflict of interest form.

6. Suspension and Debarment – City of Quincy, Illinois will use of SAM Exclusions, IDOT’s CPO’s website and the three other state CPO’s websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.

7. Evaluation Factors – City of Quincy, Illinois allows the following Director of Purchasing or his designee to set the evaluation factors for each project but must include a minimum of three criterion and stay within the established weighting range. The maximum of DBE and local presence combined will not be more that 10% on projects where federal funds are used. Project specific evaluation factors will be included at a minimum in the Request for Proposals.

8. Selection – City of Quincy, Illinois requires a three person selection committee. Typically the selection committee members include 1, Director of Purchasing 2 Department Head of involved Department, and 3. Purchasing Assistant. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Director of Purchasing or his designee for each project. City of Quincy, Illinois requires each member of the selection committee to provide an independent score for each proposal using a form they create prior to the selection committee meeting. The selection committee members’ scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking. If there are other firms within [10%] of the minimum score, the Director of Purchasing or his designee may choose to expand the short list to include more than three firms.

9. Independent Estimate – City of Quincy, Illinois will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.

10. Contract Negotiation – City of Quincy, Illinois requires the Director of Purchasing or his designee to negotiate with firms.

11. Acceptable Costs – City of Quincy, Illinois requires the Director of Purchasing or his designee to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

12. Invoice Processing – City of Quincy, Illinois requires the Director of Purchasing or his designee assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

13. Project Administration – City of Quincy, Illinois requires the assigned Director of Purchasing or his designee to monitor work on the project in accordance with the contract and to file reports with the Director of Purchasing or his designee. The City of Quincy, Illinois procedures require an evaluation of the consultant’s work at the end of each project. These reports are maintained in City of Quincy, Illinois consultant information database. City of Quincy, Illinois follows IDOT’s requirements and the required submission of Form BLR 05613 to the IDOT district at contract close-out along with the final invoice.

6. Request for Proposals

6-1. Request for Proposals Generally.

The **Request for Proposals (RFP)** process permits the City to weigh the relative merits of proposals submitted by competing offerors. The contract is awarded to the offeror submitting the most advantageous proposal, taking into consideration the proposal's technical, business, and price information. RFPs are appropriate in situations where vendors will have to use creativity and problem solving skills to prepare the proposal and perform the contract. RFPs are also appropriate where the supplies or services will be evaluated and compared according to various factors in addition to price, such as creativity of approach, service history, and user friendliness of equipment.

The Local Purchasing Preference does not apply to Request for Proposals.

6-2. RFPs for Goods or Services other than Professional Services

Announcements of RFPs are published by the Purchasing Department in the local paper (Quincy Herald Whig) at least ten days before the due date for proposals. They are also published on the City Of Quincy's website for the same length of time. (www.quincyl.gov)

RFP format requirements are:

- Technical (non-price) proposals and cost proposals must be separately sealed.
- The RFP must state the relative importance of price and other evaluation factors. The factors stated in the RFP are the only criteria or factors that can be used in evaluating and ranking the proposals.
- Procedures, if any, for interviews or Best and Final Offers.

The Purchasing Director must review and approve all RFPs prior to their release. The Purchasing Department will add standard Instructions, standard legal language, minimum qualifications and specifications to the RFP packet. The Purchasing Department assigns the RFP a number that will be referenced in the advertisement, the RFP, and the City Council memo.

Since the RFP will be a more complex document than an RFB, departments may hold a pre-proposal conference. A pre-proposal conference is a meeting for attendees to ask questions regarding the procurement and view the site or facility, if appropriate.

Proposals are received in Purchasing. The user department will receive copies of all technical proposals. Technical proposals will be evaluated and ranked, and a summary of the rankings is submitted to Purchasing.

6-3. Best and Final Offers

A request for Best and Final Offers (BAFO) may be made after the technical and price proposals have been evaluated. The BAFO process gives all responsive proposers the opportunity to amend their technical and/or price proposals according to guidelines delineated by the City.

Following the initial proposal review and interviews, if any, the evaluation committee may further define the RFP's needs through a request for "best and final" offers. No proposal information may be revealed to any proposer, and each proposal's information and pricing is kept confidential until an award recommendation has been made. All responsive and responsible proposers are given a fair and equal opportunity to respond to any narrowed scope/specification needs stated within the BAFO document issued by the City. If the evaluation process clearly proves (with supportive evidence) that certain proposers are incapable of meeting the scope and needs of the RFP satisfactorily, then those proposals could be removed from further consideration during the BAFO phase of the RFP evaluation process. The criteria for being removed from BAFO consideration must be well documented.

Best and final offers are requested in writing by Purchasing, and reasonable time is given to proposers for making a quality response. Any requested BAFO must be within the scope of the original RFP and used to further identify and clarify specific service/product needs and appropriate pricing requirements based on those further clarified needs.

In summary, the key elements in effectively conducting "best and final" proposals are:

- State the intention of using a Best and Final Offer process in the original RFP solicitation;
- Provide each proposer with a fair and equal opportunity and evaluation review of his/her prospective proposal(s), and an opportunity to discuss any issues and responses for clarification purposes;
- Maintain confidentiality of all proposal information so as to maintain complete integrity of the bidding process;
- Consistently follow the scope and evaluation criteria stated in the initial RFP solicitation document when issuing a request for BAFOs ; and
- Soundly document any decisions to remove initial proposal offerors from any subsequent BAFO phase of the RFP process; and
- Soundly document all reasons for making a specific final award recommendation and for not awarding the contract to any other proposer.

6-4. Confidentiality Issues.

In order to avoid the disclosure of confidential information to competing vendors, the opening of a RFP response is not open to the public.

Any person submitting a RFP response is responsible for identifying in their submittal which information constitutes "trade secrets or commercial or financial information" that may be exempt from disclosure under Section 7(1)(g) of the Freedom of Information Act. In responding to a FOIA request, the City will not redact any information under that exemption

that is not so identified. In responding to the request the City retains the discretion to determine whether the identified information qualifies for the exemption. The RFP should contain a notification of the responsibility to identify exempt information.

7. Other Procurement Information

7-1. Disposal of Surplus Property.

City property valued at over \$500 can be disposed of through a silent bidding process, as a trade-in, or as a gift or trade with another governmental entity or Quincy non-for-profit organization.

Surplus city property valued at less than \$500 may be donated to a charitable organization and must be an “arm’s length transaction,” i.e., neither the department head nor the employee offering the surplus equipment may have a direct or indirect interest in the operations of the organization. It is recommended that the surplus equipment be donated to a variety of organizations, rather than the same group.

Surplus property valued under \$500 can be disposed in the manner the Purchasing Department deems most appropriate.

Employees interested in purchasing surplus property may participate in the City’s silent bidding process, or, if the property is valued at less than \$500, employees must pay the approximate market value of the item. The Purchasing Department should keep a record of all employee purchases of city property, including a description of the item, the age and condition of the item, and the amount paid by the employee.

City property valued at over **\$7,500** must receive City Council approval before the disposal process can move forward.

7-2. Vendor Suspension

A contractor may be suspended from doing business with the City for making false statements in its bid or proposal, poor performance, or failure to conform to specifications or other terms of the agreement.

Suspension notices come from the Purchasing Department but are based on complete and accurate written records generated by the user department. Suspension is much harsher than being deemed not a “responsible” bidder; therefore, a paper trail that clearly documents vendor misconduct is required.

Bids or proposals will not be solicited from the suspended contractor and, if received, will not be considered during the period of suspension.

A contractor may be suspended for up to three years. Purchasing maintains a master list of all suspensions for at least three years following the end of the suspension. Such information may be considered in determining bidder responsibility.

7-3. Change Orders.

A change order is defined as a change in any contract term that authorizes or necessitates any increase or decrease in the cost of the contract by a total of **\$7,500** or more or increases or decreases the time to complete the contract by 90 days or more. All change orders must be in writing. The Director of Administrative Services (DOAS) can authorize change orders up to **\$7,500** in value as long as change orders approved by the DOAS and Purchasing Director do not exceed ten percent (10%) of the original contract amount. Such change orders must be approved by the City Council.

Provision 7-3, does not apply to public works projects. For public works projects, please refer to the Bid documents on how change orders will be handled and processed. Change orders to public works contracts must also include a written determination that the circumstances necessitating the change in performance were not reasonably foreseeable at the time the contract was signed or the change is germane to the original contract as signed, or the change order is in the best interest of the City.

7-4. City Charge Accounts.

The City has various charge accounts established with local businesses. The Purchasing Department handles all communications with these local businesses. No charge account may be opened without approval from the Purchasing Director. Each department will supply a list of employees authorized to use these charge accounts. Each department is responsible for processing all invoices made through the charge account in a timely manner.

7-5. Prevailing Wage Certification

All contracts for which the prevailing wage rate is required to be paid by state or federal law, and which are funded and paid for from funds of the city, shall include provision requiring the contractors to provide to the city documentation and information as may be required by the city to verify compliance with prevailing wage laws, including by way of example, but not necessarily limited to, dates and times during which employees of the contractor were employed for the project, as well as, certified statements of payroll (as required by the State Department of Labor) of all employees that perform work on the projects. Any contractor failing to provide the information and records in accordance with this chapter, may in addition to other penalties as may be prescribed by contract or by law, be barred from bidding upon construction projects using city funds for a period of two years and may be subject to penalty.

SAMPLE FORMS

Legal Notice

GENERAL INSTRUCTIONS TO BIDDERS

BID SUMMARY FORM

SIGNATURE PAGE

- The Sample Forms are for guidance only. Certain documents may be modified or omitted for any particular transaction.
- The Sample Forms may be modified, from time to time, without Council approval.



LEGAL NOTICE

Sealed Bids for the following project are sought:

Description of bid being sought

Bids must be submitted to the City Clerk in a sealed envelope clearly marked "Click here to enter text." At the following location before the following date and time:

**City Clerk
City of Quincy
730 Maine Street
Quincy, IL 62301**

BID DUE DATE: [Click here to enter a date.](#)

BID DUE TIME: [Click here to enter text.](#)

Bids will be publicly opened and read aloud at the Bid Due Time in City Council Chambers, 730 Maine Street, Quincy, IL 62305

May include: This is a prevailing-wage project.

Bid documents are available online at the City of Quincy's website (www.quincyl.gov/bids)

Requesting Department: Purchasing Department	Project Manager: Mary Ann Ervin Purchasing Agent
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The City of Quincy reserves the right to waive technicalities and to reject any and all bids. The City of Quincy reserves the right to accept the most advantageous bid for the City.

The City of Quincy is an Equal Opportunity Employer and encourages minority group participation in the bidding process.

General Conditions of Invitation to Bid

General Instructions to Bidders

City of Quincy

1. Preparation of Bid.

Bid will be prepared in accordance with the following:

- (a) The enclosed Bid Proposal Form is to be used in submitting your bid.
- (b) All information required by the Bid form shall be furnished.
- (c) All bid prices submitted shall remain effective for a minimum period of sixty (60) days, unless otherwise stated.
- (d) Unit prices shall be shown and where there is an error in extension of price, the unit price as shown shall govern. Lump sum total bid amount as submitted shall encompass all Contractor costs, incidental or otherwise, for providing and accomplishing the total work requirements as specified, complete and in accordance with the plans, specifications and the conditions and requirements of the contract and bidding documents.
- (e) Bidders will not include federal taxes nor State of Illinois sales, excise, and use taxes in bid prices, as the City is exempt from payment of such taxes. An exemption certificate will be provided where applicable upon request.
- (f) All documents should be prepared in a manner that is clearly legible and organized.
- (g) The bid form must be either typewritten or handwritten in ink to show prices and notations. No erasures will be permitted. Errors must be crossed out and initialed by the person signing the bid. Signatures on bids must be by a principal, duly authorized to make contracts. No bid shall be altered or amended after the specified time for opening.
- (h) When required, furnish samples, free of expense, prior to the opening of proposal. Label each sample with bidder's name and the item number. Should you wish the sample returned at your expense, when not damaged by review, make requests for return within 10 days following opening of proposals. Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications and successful bidder will be held responsible. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Deviations found in the evaluation of the bid and not listed may cause for rejection. Bidders offering substitute or equal

items must provide information sufficient enough to determine acceptability of item offered.

- (i) Upon requests, Bidders shall provide a list of at least three (3) similar projects performed by the contractor. Credentials and a list of references shall also be included.
- (j) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
- (k) Each bidder should carefully examine the Bid documents, including any amendments. Should the bidder identify any discrepancies, he shall notify the of Purchasing Agent immediately. No allowance will be made for oversight or misunderstanding by the bidder after bids are received. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the contact.
- (l) Bidders are advised that all City Contracts are subject to all legal requirements provided for in the Purchasing Ordinance and/or State and Federal Statutes.

2. Description of Product and Services

- (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for all brands which meet the quality of the specifications listed for any product.
- (b) Bidders are required to state exactly what they intend to furnish; otherwise they shall be required to furnish the product or services specified.
- (c) Bidders will submit, with their bid, data necessary to evaluate the quality of product(s) or service(s) they are bidding.

3. Rejection of Bid

- (a) The City may reject a bid if:
 1. The bidder misstates or conceals any material fact in the bid.
 2. The bid does not strictly conform to the law or requirements of bid.
 3. The bid is conditional, except that the bidder may qualify his or her bid for acceptance by the City on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all products or services upon which the bid was invited.

(b) The City may, however, reject all bids whenever it is deemed in the best interest of the City to do so, and may reject any part of a bid unless the bid has been qualified as provided in 3(a) 3. The City may also waive any minor informalities or irregularities in any bid.

4. Withdrawal of Bid.

- (a) Bid may not be withdrawn after the time set for the bid submittal for a period of time as specified.
- (b) Bid may be withdrawn prior to the time set for the bid submittal. Such request must be made in writing to the Purchasing Agent.

5. Late Bid or Modifications.

- (a) Bids and modifications received after the time set for the bid submittal will not be considered.
- (b) Modifications in writing received prior to the time set for the bid submittal will be accepted.

6. Bid Inquiries.

Inquiries concerning this bid may be made to the City of Quincy Purchasing Department
730 Maine Street
Quincy, Illinois 62301
(217) 228-4502

7. Public Review at Bid Opening.

The public may attend the bid opening, but may not immediately review any bids submitted. The names of respondents and their bids amounts will be read aloud at the time of opening.

8. Award of Contract.

In addition to price of the bid, the City may consider other factors, including those listed below, to determine the lowest responsible bidder.

- (a) The contract will be awarded to the lowest responsible bidder whose bid, conforming to the Request for Bid, is most advantageous to the City of Quincy, price and other factors considered. For Request for Bid for Sale of Real Estate or Surplus Property, award will be made to the highest and most advantageous bid including price and other factors considered.
- (b) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- (c) Whether the bidder can perform the contract or provide the work promptly, or within the time specified without delay or interference.
- (d) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (e) The quality of the performance or previous contracts and work of the bidder.

- (f) The previous and existing compliance by the bidder with laws and ordinances relating to the contract to work.
- (g) The financial responsibility and resources of the bidder.
- (h) The quality, availability, and adaptability of the supplies and laborers of the bidder for the particular requirements of the contractor work.
- (i) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- (j) The number and scope of any conditions attached to the bid.
- (k) Such other factors or circumstances as may fairly and reasonably reflect on a bidder's ability or responsibility to perform the contract.

9. Local, State and Federal Compliance Requirements.

The laws of the State of Illinois apply to any purchase made under this Request for Bid. Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to this bid and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Illinois Environment Protection Agency (IEPA), and Occupational Safety and Health Administration (OSHA) as applicable to this contract.

10. Collusion.

The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same item(s) or service(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

11. Contractor License Requirement.

All contractors performing construction and related work in the City of Quincy must comply with our regulatory legislation, Laws of Illinois, as amended. Failure to have a competency license in a regulated trade will be cause for rejection of any bid and/or contract award.

12. Bid Tabulation Inquiries.

Inquiries relating to the results of this bid, prior to the official bid award by the City of Quincy City Council may be made by visiting the City of Quincy Purchasing Office. If a tabulation of bids is desired, please inquiry with the City of Quincy Purchasing Department.

13. Material Safety Data Sheet Requirements.

If any chemicals, materials, or products containing toxic substances, as defined by Local, State or Federal Statutes are contained in the products purchased by the City as a result of this bid, the successful bidder shall provide a Material Safety Data Sheet at the time of each delivery.

14. Asbestos Materials.

If applicable to this bid - The contractor shall perform all work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Illinois Environmental Protection Agency asbestos requirements. Additionally, if applicable, the contractor shall be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances.

15. Multiple Copies.

Unless otherwise specified, responses to an Invitation to Bid or Request for Proposal (RFP) should be submitted in duplicate.

16. Variance from Standard Terms & Conditions.

All standard terms and conditions stated under the General Instructions to Bidders apply to this contract except as specifically stated in the subsequent sections of the bid document, which take precedence over this section, and should be fully understood by bidders prior to submitting a bid on this requirement.

17. "OR Equal" Determination.

Where bidding other than specified, the determination of equivalency will be the sole discretion of the City of Quincy and its personnel.

18. Payment / Invoices.

The bidder must specify on the Bid Summary form exactly the company name and address which must be the same as invoices submitted for payment as a result of award of this bid. Further, the successful bidder is responsible for immediately notifying the Purchasing Department of any company name change, which would cause invoicing to change from the name used at the time of the original bid.

19. Cancellation.

(a) The City of Quincy reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the contractor in writing of the intention to cancel or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified.

(b) Failure of the contractor to comply with any of the provisions of this contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the City of Quincy.

(c) In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the City.

(d) In addition to all other legal remedies available to the City, the City of Quincy reserves the right to cancel and obtain from another source, any items which have not been delivered within the period of time stated in proposal, or if no such time is stated, within a reasonable period of time from the date of order as determined by the City of Quincy.

20. Bidder Capability / References.

Prior to contract award, any bidder may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references which will satisfy the City.

21. Delivery / Claims.

Prices quoted shall be F.O.B. Destination, FREIGHT INCLUDED and unloaded at specified City of Quincy facilities. Actual delivery address(es) shall be identified at time of order. Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.

22. Material Quality.

All materials purchased and delivered against this contract will be of first quality and not damaged and/or factory seconds. Any materials damaged or not in first quality condition upon receipt will be exchanged within twenty- four (24) hours of notice to the Contractor at no charge to the City.

23. Written Requests for Interpretations / Clarifications.

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this bid/proposal must be sent in writing (mail, emailed or fax) to the Purchasing Department and received not less than ten (10) days prior to the scheduled opening date, unless otherwise specified. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the bid/proposal. All such addenda shall become part of the contract documents. The City will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to

the award of the contract. The Purchasing Department will be unable to respond to questions received after the specified time frame.

24. Assignment / Subcontracting / Corporate Acquisitions and/or Mergers.

The Contractor shall perform this contract. If a bidder intends to subcontract a portion of this work, the bidder must disclose that intent in the bid. No assignment or subcontracting shall be allowed without prior written consent of the City. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the City within thirty (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the City, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws.

25. Exceptions.

Contractor is advised that if it wishes to take exception to any of the terms contained in this Bid it must identify the term and the exception in its response to the Bid. Failure to do so may lead the City to declare any such term non-negotiable. Contractor's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.

26. Non-Exclusive Contract.

Award of this Contract shall impose no obligation on the City to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The City specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the City's best interest. In the case of multiple-term contracts, this provision shall apply separately to each term.

27. Additional Requirements.

The City reserves the right to request additional goods or services relating to this Agreement from the Contractor. When approved by the City as an amendment to this Agreement and authorized in writing, the Contractor shall provide such additional requirements as may become necessary.

28. Add / Delete Location Services.

The City reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the City's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the City. In such case, the contractor(s) will be required to provide services to this contract in accordance with the terms, conditions, and specifications.

29. Contract Extension.

The City, through its Purchasing Agent, has the option and reserves the right to unilaterally extend the original contract term or any renewal term up to and not exceed a thirty (30) day period, at the same terms and conditions. Notice of the City's intent to renew shall be provided by the City in writing to the Contractor prior to the expiration of the contract, or the renewal period if the contract has been previously renewed.

30. Intent.

In accordance with attached specifications, it is the intent of the City of Quincy to establish a contract for the Purchase of various types of vehicle fluids. Products/Services, as and when required.

31. Quantities.

Quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the contract period. Estimated quantities are based upon previous use and/or anticipated needs.

32. Delivery.

The selected vendor shall deliver fluids to the Central Services Department and re-stock needed fluids on a weekly basis. At the time of each delivery, the selected vendor must supply Material Safety Data Sheets.

33. Breach of Contract.

Failure of Contractor to perform any of the services required by this contract within ten (10) days of receipt of written demand for performance from the City shall constitute breach of contract.



BID SUMMARY PAGE

Company Name: _____

Address: _____

City, State, Zip Code: _____

Contact Person: _____

Telephone #: _____

Email Address: _____

Reason:

<u>Item</u>	<u>Order Qty</u>	<u>Yearly Qty</u>	<u>Cost per XXXX</u>	<u>Total Cost</u>
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____

NOTE: At the time of each delivery, the selected vendor must supply Material Safety Data Sheets

SIGNATURE PAGE

RETURN WITH BID

By signing this "SIGNATURE FORM" the undersigned bidder certifies that he or she or it is not barred from contracting with the City of Quincy, Illinois as a result of a violation of Articles 33 or 33E of the Criminal Code of 1961 (720 ILCS 5/1-1 et seq.).

Also, pursuant to Section 5/11-42.1-1 of the Illinois Municipal Code (65 ILCS 5/1-1-1 et seq.), the undersigned bidder certifies, under oath, that he or she or it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, unless such bidder is contesting the liability for the tax or the amount thereof in accordance with the procedures established by the appropriate revenue act.

Failure to complete this notarized certification may result in the rejection of this bid.

(If an individual)

Signature: _____ (Seal)

Business Address: _____

(If a partnership)

Signature: _____ (Seal)

Partnership Name: _____

Partnership Address: _____

(Names and Addresses of all members of the partnership)

(If a corporation/LLC)

Signature: _____ (Seal)

Company Name: _____

Company Address: _____

President/Manager: _____

Secretary/Member: _____

Treasurer/Member: _____

SIGNED and SWORN to before me _____ day of _____, _____.

(NOTARY SEAL)

Notary Public

ORDINANCE NO. _____

**AN ORDINANCE ADOPTING A NEWER VERSION
OF THE PURCHASING POLICY MANUAL**

WHEREAS, Section 44.001(b) only allows the Purchasing Policy Manual of the City of Quincy to be amended by action of the City Council; and,

WHEREAS, several amendments are necessary to comply with federal and state law, as well as grant requirements for federal and state agencies.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. The Purchasing Policy Manual of the City of Quincy, Illinois shall be as stated in the Purchasing Policy Manual attached hereto, showing an adopted date of October 4, 2021.

Section 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance shall be and the same are, to the extent of such conflict, hereby repealed.

Section 3. This ordinance shall be in full force and effect immediately from and after its passage and approval.

ADOPTED: _____

CITY CLERK

APPROVED: _____

MAYOR

Officially published in pamphlet form this ____ day of _____, 2021.

THE CITY COUNCIL

OFFICIAL PROCEEDINGS

REGULAR MEETING

Quincy, Illinois, September 13, 2021

The regular meeting of the City Council was held this day at 7:00 p.m. with Mayor Michael A. Troup presiding.

The following members were physically present:

Ald. Fletcher, Entrup, Bergman, Bauer, Mays, Freiburg, Farha, Sassen, Rein, Mast, Reis, Awerkamp, Uzelac, Holtschlag. 14.

The minutes of the regular meeting of the City Council held September 7, 2021, and the Town Business minutes of August 9, 2021, were approved as printed on a motion of Ald. Entrup. Motion carried.

Legal Counsel: Corporation Counsel Lonnie Dunn.

Ald. Bauer moved the City Council sit as a Town Board. Motion carried.

TOWN BUSINESS

The City Clerk and Ex-Officio Town Clerk presented and read the following:

Registered Request to Speak

The Township Ex-Officio Mayor asked if there is anyone present to speak.

There were none present.

Report Of The Quincy Township Supervisor For General Assistance For The Month Of August, 2021.

DISBURSEMENTS

Relief orders were issued
to 19 cases containing 24
individuals at an average
grant per case of \$343.07

\$ 6,518.27

CASH ACCOUNT

Balance August 1, 2021

GA Checking

\$ 7,880.77

GA Money Market

84,724.30

Interest

7.32

Total \$ 92,612.39

Obligations paid during
the month

GA/EA

(\$ 6,518.27)

Balance August 31, 2021

\$ 86,094.12

Senior Emergency Program

1,000.00

SSI Account

319.00

Cindy Brink

Supervisor Quincy Township

We the undersigned auditing committee to which were referred the above bills respectfully report it has examined same and recommend their payment.

Dave Bauer, Chairman

Jeff Bergman

Ben Uzelac

Ald. Bauer, seconded by Ald. Uzelac, moved the report be received and vouchers be issued for the payment of disbursements and administrative bills for the various amounts, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

**Report of the Town of Quincy Auditing Committee
Bill Payments for All Vendors
September 2021**

<u>Vendor</u>	<u>Amount</u>
Adams	385.38
Adams County Clerk	18.00
Alarm Systems	47.50
Ameren Illinois	57.17
City of Quincy Self Insurance	36.54
Digital Copy Systems	94.02
Marco	41.50
O'Donnell's	56.00
Wiewel and Ash Accounting	709.45
Total	<u>\$ 1,445.56</u>

Committee:
Dave Bauer
Jeff Bergman
Ben Uzelac

Ald. Bauer, seconded by Ald. Uzelac, moved the reports be received and vouchers be issued for the various amounts and on the roll call each of the 14 Aldermen voted yea. Motion carried.

Trustee Comments

There were no comments.

The meeting resumed its sitting as a City Council on motion of Ald. Bauer.

PETITIONS

By Christina Griffin requesting consideration for a Special Permit for Planned Development to open a restaurant with delivery and pick-up service at 2001 Jefferson Street, presently zoned R1C.

Ald. Sassen moved the petition be received and referred to the Plan Commission for study and to report back. Motion carried.

By Robert Burghart requesting consideration for a Non-Conforming Use Permit to allow for two-family residential use at 724 South 15th Street, presently zoned R1C.

Ald. Awerkamp moved the petition be received and referred to the Plan Commission for study and to report back. Motion carried.

By Michael Davis requesting consideration for a Special Permit to operate a facility with vehicle service, sales and/or leasing at 300 Broadway Street, presently zoned D2.

Ald. Holtschlag moved the petition be received and referred to the Plan Commission for study and to report back. Motion carried.

By AirMedCare Network requesting permission to have the Air Evac helicopter at St. Dominic's School on September 16, 2021, from 5:00 p.m. - 7:00 p.m. The Quincy Fire Department will be handling securing the landing zone during landing and takeoff.

Ald. Freiburg moved the prayer of the petition be granted and the proper authorities notified. Motion carried.

MAYOR'S APPOINTMENTS

By Mayor Michael A. Troup making the appointments of Paul Geers to the Quincy Preservation Commission for a one-year term, H. Michael Carter and Alan Lukens to the Building Commission for five-year terms, and Ald. Kelly Mays to the Quincy/Adams County Enterprise Zone Board for a two-year term.

Ald. Sassen moved the appointments be confirmed. Motion carried.

RESOLUTION

WHEREAS, the City of Quincy Central Services Department is in need of replacing a truck bed; and

WHEREAS, the truck is used daily in the Forestry Division for hauling logs and tree debris; and

WHEREAS, the total quote of \$17,501.00 from Powell & Son Safety Service, Inc., meets the specifications; and

WHEREAS, funding for the truck bed has been included in the current Fiscal Year 2022 Central Services Operating

Budget; now

THEREFORE BE IT RESOLVED, the Central Services Director and the Central Services Committee recommend to the Mayor and City Council that the purchase of a truck bed from Powell & Son Safety Service, Inc., of Palmyra, Missouri, in the amount of \$17,501.00 be accepted.

Kevin McClean
Central Services Director

Ald. Sassen moved for the adoption of the resolution, seconded by Ald. Entrup, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

RESOLUTION

WHEREAS, the City of Quincy is the owner and operator of the Quincy Regional Airport; and,
WHEREAS, the Quincy Regional Airport is starting a project which includes rehabilitation of runway 4/22, removal of runway 18/36, and realignment of taxiway B; and,
WHEREAS, the United States Department of Transportation has awarded the Quincy Regional Airport \$8,470,878 in airport improvement funds for said project; and,
WHEREAS, the City of Quincy wishes to enter into an agreement with the United States Department of Transportation to accept and execute the grant for said funds; and,
WHEREAS, the funds will be designated for Phase 2 of the Rehabilitation and Reconstruction of Runway 4/22; and,
WHEREAS, the City of Quincy will act as the pass through for all federal funds; and,
WHEREAS, in accordance with the American Rescue Plan Act of 2021, this grant is fully funded by the United States Department of Transportation with no local share required; and,
WHEREAS, all future contracts and financial obligations for the projects outlined above will be forthcoming;
NOW THEREFORE, BE IT RESOLVED, the Aeronautics Committee and the Airport Director recommend to the Mayor and City Council authorization to accept and execute the Quincy Regional Airport's supplemental grant and all other agreements and documentation required for its administration.

Sandra Shore
Airport Director

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Reis, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

RESOLUTION

WHEREAS, the Quincy Fire Department is the response agent to emergency situations at the Quincy Regional Airport; and
WHEREAS, the Federal Aviation Administration requires that aircraft rescue firefighting agencies provide minimum levels of training to all response personnel; and
WHEREAS, one aspect of this training is a "hot burn" which includes firefighting operations such as dealing with large fuel spill fires and aircraft firefighting and entry; and
WHEREAS, the Quincy Fire Department must conduct this training annually to meet Federal Aviation Administration Compliance requirements; and
WHEREAS, the University of Missouri - Columbia Fire and Rescue Training Institute provided a quote in the amount of \$19,000; and
WHEREAS, the training has been budgeted for in the current fiscal year, and
WHEREAS, the training has been budgeted for in the airport's COVID relief grants, to be reimbursed at 100%, now
THEREFORE BE IT RESOLVED, the Aeronautics Committee, the Airport Director, and the Fire Chief recommend to the Mayor and City Council that the quote of \$19,000 from the University of Missouri - Columbia Fire and Rescue Training Institute be accepted.

Sandra Shore
Airport Director
Bernie Vahlkamp
Fire Chief

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Bergman, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

ORDINANCE

Adoption of an Ordinance entitled: An Ordinance Amending The 2013 Neighborhood Land Use Plan.

Ald. Reis moved the adoption of the ordinance, seconded by Ald. Awerkamp, and on a roll call each of the 14 Aldermen voted yea.

The Chair, Mayor Michael A. Troup, declared the motion carried and the ordinance adopted.

ORDINANCE

Second presentation of an Ordinance entitled: An Ordinance Amending Title III (Administration) of Chapter 32 (City Council) of The Municipal Code of The City of Quincy of 2015 Establishing Rules For Remote Participation.

Ald. Rein moved to table this ordinance indefinitely, seconded by Ald. Sassen. Motion carried.

ORDINANCE

Second presentation of an Ordinance entitled: An Ordinance Vacating an Alley. (South 7th Street, Kentucky Street, South 8th Street and State Street).

ORDINANCE

Second presentation of an Ordinance entitled: An Ordinance Amending Title III (Administration) of Chapter 32 (City Council) of The Municipal Code of The City Of Quincy of 2015 Establishing Rules For Public Comments At Public Meetings And Public Hearings of The City Of Quincy, City Council, and Other Boards, Commissions And Committees.

ORDINANCE

Second presentation of an Ordinance entitled: An Ordinance Amending The Code of Ordinances of Quincy, Illinois To Provide For Mayoral Appointment of Fire and Police Chiefs.

Requests to Speak

Written requests to speak under suspended rules by Jerry Mast, Captain and President of Quincy Firefighters Local 63, John A. Spring, 4901 Lake Ridge Drive, Adam Gibson, 530 Broadway Street, and Joe Henning, 825 Long Drive, concerning the ordinance amending the mayoral appointment of Fire and Police Chiefs.

Rules Suspended

Ald. Farha moved the rules be suspended at this time to hear from the above individuals. Motion carried.

Jerry Mast, Captain and President of Quincy Firefighters Local 63, stated that the most important issue with this ordinance is corruption. The selection of the Police and Fire Chief must be removed from politics as much as possible.

John A. Spring, 4901 Lake Ridge Drive, stated that he spent 8 years on the Fire & Police Commission and is in opposition to the ordinance. The proposed amendment would have damaging consequences.

Adam Gibson, 530 Broadway Street, stated that he is a 24-year veteran of the Quincy Police Department. The reason we have a Fire and Police Commission is to insure that politics and favoritism have no place in the rank and file and to insure transparency in hiring police and firefighters.

Joe Henning, 825 Long Drive, stated that as a former Fire Chief and a 28-year member of the Quincy Fire Department, he stands in opposition to the proposed ordinance. The Fire and Police Commission has worked very hard to involve the Mayor's office in the selection of the Police and Fire Chiefs while maintaining autonomy.

Ald. Farha moved the rules be resumed. Motion carried.

REPORT OF FINANCE COMMITTEE

Quincy, Illinois, September 13, 2021

	Transfers	Expenditures	Payroll
City Hall.....		5,637.82	
Planning & Dev	2,500.00		
9-1-1.....	2,000.00		
Airport.....	5,000.00		
Employee Assistance		213.74	
Building Maintenance.....		602.77	
Comptroller		1,087.21	
Legal Department		190.40	
Commissions.....		87.50	
IT Department.....		7,424.85	
Police Department.....		12,752.55	
Fire Department		3,607.76	

Public Works.....		5,496.46	
Engineering		18,910.47	
GENERAL FUND SUBTOTAL.....	9,500.00	56,011.53	0.00
Planning and Devel.....		13,469.07	
911 Surcharge Fund.....		1,853.95	
Traffic Signal Fund.....		82.55	
Econ Dev Growth Fund.....		120,569.59	
Police Dept. Grants.....		582.04	
Crime Lab Fund.....		324.95	
Transit Fund.....		1,774.50	
Capital Projects Fund.....		2,480.13	
Special Tax Alloc - TIF #2.....		200.00	
Water Fund		67,081.17	
Sewer Fund		85,960.00	
Quincy Regional Airport Fund.....		9,827.62	
Regional Training Facility		105.33	
Garbage Fund.....		19,454.40	
To: Recycle Fund.....	2,500.00		
Recycle Fund		136.08	
Central Garage		61,320.59	
Self Insurance		4,178.94	
Sister City Commission Fund.....		100.00	
Tourism Tax Fund		93,311.10	
BANK 01 TOTALS	12,000.00	538,823.54	0.00
Motor Fuel Tax		4,851.15	
IHDA Grant Fund.....		151.30	
ALL FUNDS TOTALS.....	12,000.00	543,825.99	0.00

Mike Farha
Jack Holtschlag
Anthony E. Sassen
Mike Rein
Richie Reis
Finance Committee

Ald. Farha, seconded by Ald. Sassen, moved the report be received and vouchers be issued for the various amounts and on the roll call each of the 14 Aldermen voted yea. Motion carried.

REQUESTS TO SPEAK

Written requests to speak under suspended rules by Jason Priest, 2309 State Street, regarding God, bike road blocks, street tar fill, and help with trash and Debra Meservey, 2631 Curved Creek Road, regarding water department billing.

Rules Suspended

Ald. Reis moved the rules be suspended at this time to hear from the above individuals and allow the presentation on the Welcome Inn. Motion carried.

Jason Priest, 2309 State Street, spoke about God, bike road blocks, street tar fill, and help with trash.

Debra Meservey, 2631 Curved Creek Road, spoke about a problem regarding water department billing. She had a handout for the Council.

PRESENTATION

Jenna Hull, Director of Programs and Services with the Adams County United Way, spoke in regards to Welcome Inn closing. The following representatives stood up with her: Maria Rench-YWCA, Amanda Davis-YWCA, Jessica Peters-Transitions of Western Illinois, Stacey Juilfs-Clarity Healthcare, Christy Power-Clarity Healthcare, Becky Pruden-Two Rivers Regional Council and Cindy Brink-Quincy Township.

Jenna stated that they were given a week to devise a plan to assist the 250 residents that were displaced. The City provided a building at 1016 Vermont. The following organizations helped: Salvation Army, Bella Ease, Clarity Healthcare, Transitions of Western Illinois, YWCA, Two Rivers Regional Council, General Assistance, Quincy Catholic Charities, Quanada, American Red Cross, United Way of Adams County, Regional Office of Education, Quincy Medical Group, Blessing, and the Adams County Health Department. The available housing options have not improved with some

individuals still being displaced. The available funds will be used to help them.

She had a handout for the Council.

Mayor Troup thanked the group and presented them with a key to the City.

Ald. Reis moved the rules be resumed. Motion carried.

The City Council adjourned at 8:17 p.m. on a motion of Ald. Holtschlag. Motion carried.

LAURA OAKMAN

City Clerk