

# Council Meeting for September 27, 2021



# CITY COUNCIL AGENDA

September 27, 2021

Final Agenda

7:00 P.M.

**Note: All items presented are subject to final action.**

## PETITIONS

By Christ Lutheran Church requesting permission to conduct a raffle and have the bond requirement waived from October 1<sup>st</sup> through October 23<sup>rd</sup>. The City Clerk recommends approval of the permit.

**Ward**  
**7**

A Special Event Application from the Quincy Early Tin Dusters to hold their annual Fall Color Run on Friday, October 15, 2021 through Saturday, October 16, 2021 in downtown Quincy. Applicant requests the closure of the following streets and parking lots from 6:00 p.m. on Friday, October 15<sup>th</sup> through 5:00 p.m. on Saturday, October 16<sup>th</sup> and that the City provides barricades for the closures: Maine St, 4<sup>th</sup> to 8<sup>th</sup> St, Hampshire St, 4<sup>th</sup> to 8<sup>th</sup> St, 5<sup>th</sup> St, Vermont to Jersey St, 6<sup>th</sup> Street, Vermont to Jersey St, 7<sup>th</sup> St, Vermont to Jersey St, Municipal Parking Lots F, G and I, and City Hall Plaza Parking Lot. Engineering Department requests that “no parking” signs be placed on the affected streets and parking lots on the morning of Friday, October 15<sup>th</sup>, applicant will notify property and business owners located within the event area prior to the event. Approval is recommended by the Department of Utilities & Engineering.

## RESOLUTIONS

Fire Aldermanic Committee and the Fire Chief recommending approval to send Phillip Mellon through the Fall 2021 Basic Firefighter Academy for the cost of \$9,345.00 for 10 weeks.

Utilities and Engineering Director, and Central Services Committee recommending approval of the bid from County Contractors of Quincy in the amount of \$329,548.20 for the 2021 Sidewalk Replacement Project for the repair and replacement of sidewalk at 28 locations.

Utilities and Engineering Director and Central Services Committee recommending approval of the low bid from Laverdiere Construction of Macomb, in the amount of \$243,348.00 for the 2021 Sewer Repair Project which includes the repair and improvement of sanitary and storm sewer at six locations.

Utilities and Engineering Director and Central Services Committee recommending approval of the expenditure of \$465,859.17 for all costs associated with the resurfacing of North 48<sup>th</sup> Street between Maine Street and Columbus Road and authority be given to reimburse the County of Adams upon receipt of the invoice.

## ORDINANCES

**Second 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.

## **Request To Speak**

Written request to speak under suspended rules by Kevin Krummel, 2815 Maine Street, regarding the various cities that have enacted and states that support a Rental Ordinance.

### **First presentation of an Ordinance entitled:**

**Ward 1** An Ordinance Amending Title VII (Traffic Code) Of Chapter 81 (Traffic Schedules) Of The Municipal Code Of The City Of Quincy Of 2015 (4-Way Stop at 17<sup>th</sup> & Cedar).

An Ordinance Amending The 2021-2022 Fiscal Year Budget (replacing Forestry truck bed, asphalt material for patch truck, and purchase of diagnostic computer for Central Garage, total Increase to General Fund \$38,500).

## **REPORT OF FINANCE**

## **REQUESTS TO SPEAK**

Written requests to speak under suspended rules by Jason Priest, 2301 State Street, regarding God, bikes, sidewalks, streets, police, and call to pray and Barry Cheyne, 4614 Covington Lane providing a Fire and Police Commission update.

## **QACVB SEEQUINCY MARKETING REPORT**

Holly Cain, Executive Director



## 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 27, 2021  
Subject: Special Event Application – Tin Dusters

Mayor and City Council Members,

The Department of Utilities and Engineering has received a Special Event Application from the Quincy Early Tin Dusters requesting permission to hold their annual Fall Color Run on Friday, October 15, 2021 through Saturday, October 16, 2021 in downtown Quincy.

The applicant requests the closure of the following streets and parking lots from 6:00 p.m. on Friday, October 15<sup>th</sup> through 5:00 p.m. on Saturday, October 16<sup>th</sup> and that the City provides barricades for the closures:

- Maine Street, 4<sup>th</sup> to 8<sup>th</sup> Streets
- Hampshire Street, 4<sup>th</sup> to 8<sup>th</sup> Streets
- 5<sup>th</sup> Street, Vermont to Jersey Streets
- 6<sup>th</sup> Street, Vermont to Jersey Streets
- 7<sup>th</sup> Street, Vermont to Jersey Streets
- Municipal Parking Lots F, G and I
- City Hall Plaza Parking Lot

The Engineering Department requests that “no parking” signs be placed on the affected streets and parking lots on the morning of Friday, October 15<sup>th</sup>. The applicant will notify property and business owners located within the event area prior to the event.

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

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

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

**Resolution**

WHEREAS, one of the most important aspects of preparing an individual to be a firefighter is training; and,

WHEREAS, effective firefighter training requires exposure to live fire evolutions and drilling with others; and,

WHEREAS, the Illinois Fire Service Institute is the State designated fire training academy and offers these things; and,

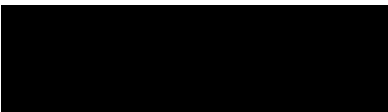
WHEREAS, the Quincy Fire Department has one firefighter that needs to attend the 2021 fall firefighter academy; and,

WHEREAS, the new firefighters' training will require that they spend ten weeks at the academy and the related expenses are as follows:

Illinois Fire Service Institute Basic Fire Academy Tuition	\$4,100.00
Lodging (10 weeks)	\$3,700.00
Meal allotment for 10 weeks	\$1,545.00

NOW THEREFORE BE IT RESOLVED, that the Chairman of the Fire Aldermanic Committee and the Fire Chief recommend to the Mayor and City Council that the Fire Chief be authorized to expend the aforementioned dollars to put FF Phillip Mellon through the Fall 2021 Basic Firefighter Academy.

Respectfully Submitted,



Bernard Vahlkamp  
Fire Chief

## RESOLUTION

**WHEREAS**, the Department of Utilities and Engineering recently advertised for bids for the 2021 Sidewalk Replacement Project which consists of the repair and replacement of sidewalk at twenty-eight (28) locations throughout the city of Quincy; and,

**WHEREAS**, the following bids were received:

Laverdiere Construction Macomb, Illinois	\$566,849.20
Niemann General Contracting Quincy, Illinois	\$501,624.50
Million Construction Quincy, Illinois	\$442,395.00
D & L Excavating Liberty, Illinois	\$423,338.50
Hood Demolition & Excavating Rushville, Illinois	\$355,936.00
Rees Construction Company Quincy, Illinois	\$352,939.25
County Contractors Quincy, Illinois	\$329,548.20
Engineer's Estimate	\$350,000.00

**WHEREAS**, the bids have been reviewed by the Director of Utilities and Engineering and found to be acceptable; and,

**WHEREAS**, funding for this project is available in the 2021/2022 Capital Fund fiscal year budget; and,

**WHEREAS**, to allow for the uninterrupted progression of these projects in the event that changes or modifications are required, an additional 10% over the amount of the bid shall be included in the encumbrance for these projects.

**NOW, THEREFORE BE IT RESOLVED**, that the Director of Utilities and Engineering, and Central Services Committee recommend to the Mayor and Quincy City Council that the bid from County Contractors of Quincy, Illinois in the amount of \$329,548.20 be accepted and that the Mayor be authorized to sign the necessary contract documents.

Jeffrey Conte, P.E.  
Director of Utilities and Engineering

September 27, 2021



## RESOLUTION

**WHEREAS**, the Department of Utilities and Engineering advertised for bids for the 2021 Sewer Repair Project which includes the repair and improvement of sanitary and storm sewer at six (6) locations throughout the city of Quincy; and,

**WHEREAS**, the following bids were received:

Rees Construction Company Quincy, Illinois	\$314,031.50
Million Construction Quincy, Illinois	\$278,795.00
Laverdiere Construction Macomb, Illinois	\$243,348.00
Engineer's Estimate	\$324,396.00

**WHEREAS**, the bids have been reviewed by the Director of Utilities and Engineering and found to be acceptable; and,

**WHEREAS**, funding for this project is available in the 2021/2022 Sewer Fund and Capital Fund fiscal year budgets; and,

**WHEREAS**, to allow for the uninterrupted progression of these projects in the event that changes or modifications are required, an additional 10% over the amount of the bid shall be included in the encumbrance for these projects.

**NOW, THEREFORE BE IT RESOLVED**, that the Director of Utilities and Engineering and Central Services Committee recommend to the Mayor and Quincy City Council that the low bid from Laverdiere Construction of Macomb, Illinois in the amount of \$243,348.00 be accepted and that the Mayor be authorized to sign the necessary contract documents.

Jeffrey Conte, P.E.  
Director of Utilities & Engineering

September 27, 2021





# CITY OF QUINCY

*Department of Utilities & Engineering*

Steven E. Bange, P.E.  
Senior Project Engineer  
City Hall – 730 Maine Street  
Quincy, Illinois 62301-4048  
(217)228-7731

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## MEMORANDUM

To: City Council & Administration

RE: 9/27/21 Council Meeting

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### **Review of 2021 Sewer Repair Bids**

Bids were opened on 9/1/21 for the 2021 Sewer Repair Project.

The project scope includes:

- Replacing the failed sewer & a portion of the pavement on Elm St. from N 15<sup>th</sup> to N 16<sup>th</sup>.
- Replacing a failed sewer cleanout with a manhole at 2819/2827 Kingsridge.
- Replacing a manhole & sewer on Prentis Ave.
- Replacing the failed pipe culvert under Morton Drive at N. 5<sup>th</sup>
- Adding an inlet & storm sewer on N. 26<sup>th</sup> between Chery & Cedar.
- Adding an inlet & storm sewer on the south end of Northridge Drive.

3 bids were received from Rees Construction, Million Construction & Laverdiere Construction.

The Engineers Estimate was: \$ 324,396.00

3 bids received:

Reese Construction: \$ 314,031.50

Million Construction: \$ 278,795.00

Laverdiere Const.: \$ 243,348.00



CITY OF QUINCY

Tabulation of Bids

Project #: MU 008  
 Description: CITY OF QUINCY, ILLINOIS – 2021 SEWER REPAIR  
 Bid Estimate: \$ 324,396.00

Date: 09/01/21	Name of Bidder:	Laverdiere Construction	Million Construction	Rees Construction
Time: 11:00 AM	Address of Bidder:	4055 W. Jackson Street Macomb, IL 61455	3626 South 46th Quincy, IL 62305	517 Kentucky PO Box 646 Quincy, IL 62306
	Engineer's Estimate			

Item No.	Items	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	TRAFFIC CONTROL AND PROTECTION, (SPECIAL), LOCATION 1	L SUM	1	\$ 5,000.00	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 800.00	\$ 800.00
2	TRAFFIC CONTROL AND PROTECTION, (SPECIAL), LOCATION 2	L SUM	1	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 100.00	\$ 100.00
3	TRAFFIC CONTROL AND PROTECTION, (SPECIAL), LOCATION 3	L SUM	1	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 100.00	\$ 100.00
4	TRAFFIC CONTROL AND PROTECTION, (SPECIAL), LOCATION 4	L SUM	1	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 100.00	\$ 100.00
5	TRENCH BACKFILL	TON	89	\$ 35.00	\$ 3,115.00	\$ 36.00	\$ 3,204.00	\$ 50.00	\$ 4,450.00	\$ 42.00	\$ 3,738.00
6	GEOTECHNICAL FABRIC FOR GROUND STABILIZATION	SQ YD	835	\$ 4.00	\$ 3,340.00	\$ 2.00	\$ 1,670.00	\$ 2.50	\$ 2,087.50	\$ 3.00	\$ 2,505.00
7	SODDING	SQ YD	73	\$ 50.00	\$ 3,650.00	\$ 45.00	\$ 3,285.00	\$ 27.50	\$ 2,007.50	\$ 26.00	\$ 1,898.00
8	SEEDING (SPECIAL), LOCATION 1	L SUM	1	\$ 2,000.00	\$ 2,000.00	\$ 7,000.00	\$ 7,000.00	\$ 3,000.00	\$ 3,000.00	\$ 500.00	\$ 500.00
9	AGGREGATE BASE COURSE, TYPE A 4"	SQ YD	889	\$ 11.00	\$ 9,779.00	\$ 10.00	\$ 8,890.00	\$ 9.00	\$ 8,001.00	\$ 12.00	\$ 10,668.00
10	AGGREGATE BASE COURSE, TYPE B 4"	SQ YD	166	\$ 12.00	\$ 1,992.00	\$ 9.00	\$ 1,494.00	\$ 9.00	\$ 1,494.00	\$ 12.00	\$ 1,992.00
11	AGGREGATE BASE REPAIR	TON	50	\$ 30.00	\$ 1,500.00	\$ 75.00	\$ 3,750.00	\$ 35.00	\$ 1,750.00	\$ 45.00	\$ 2,250.00
12	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 6 INCH	SQ YD	135	\$ 100.00	\$ 13,500.00	\$ 75.00	\$ 10,125.00	\$ 110.00	\$ 14,850.00	\$ 120.00	\$ 16,200.00
13	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 8 INCH	SQ YD	31	\$ 120.00	\$ 3,720.00	\$ 130.00	\$ 4,030.00	\$ 115.00	\$ 3,565.00	\$ 165.00	\$ 5,115.00
14	PORTLAND CEMENT CONCRETE SIDEWALK 4 INCH	SQ FT	159	\$ 15.00	\$ 2,385.00	\$ 18.00	\$ 2,862.00	\$ 20.00	\$ 3,180.00	\$ 28.00	\$ 4,452.00
15	DETECTABLE WARNINGS	SQ FT	10	\$ 50.00	\$ 500.00	\$ 50.00	\$ 500.00	\$ 50.00	\$ 500.00	\$ 55.00	\$ 550.00
16	DRIVEWAY PAVEMENT REMOVAL	SQ YD	148	\$ 15.00	\$ 2,220.00	\$ 9.00	\$ 1,332.00	\$ 25.00	\$ 3,700.00	\$ 19.00	\$ 2,812.00
17	SIDEWALK REMOVAL	SQ FT	130	\$ 3.00	\$ 390.00	\$ 4.00	\$ 520.00	\$ 3.00	\$ 390.00	\$ 5.00	\$ 650.00
18	REMOVING MANHOLES	EACH	1	\$ 4,000.00	\$ 4,000.00	\$ 750.00	\$ 750.00	\$ 900.00	\$ 900.00	\$ 1,400.00	\$ 1,400.00
19	REMOVING INLETS	EACH	5	\$ 4,000.00	\$ 20,000.00	\$ 750.00	\$ 3,750.00	\$ 750.00	\$ 3,750.00	\$ 1,400.00	\$ 7,000.00
20	PAVEMENT REMOVAL (SPECIAL)	SQ YD	860	\$ 20.00	\$ 17,200.00	\$ 10.00	\$ 8,600.00	\$ 15.00	\$ 12,900.00	\$ 19.00	\$ 16,340.00
21	CURB REMOVAL AND REPLACEMENT	FOOT	40	\$ 85.00	\$ 3,400.00	\$ 15.00	\$ 600.00	\$ 225.00	\$ 9,000.00	\$ 98.00	\$ 3,920.00
22	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	478	\$ 75.00	\$ 35,850.00	\$ 60.00	\$ 28,680.00	\$ 45.00	\$ 21,510.00	\$ 48.00	\$ 22,944.00
23	STORM SEWER REMOVAL 24"	FOOT	44	\$ 10.00	\$ 440.00	\$ 25.00	\$ 1,100.00	\$ 15.00	\$ 660.00	\$ 12.00	\$ 528.00
24	PAVEMENT PATCHING, TYPE III, 8 INCH	SQ YD	94	\$ 140.00	\$ 13,160.00	\$ 90.00	\$ 8,460.00	\$ 250.00	\$ 23,500.00	\$ 275.00	\$ 25,850.00
25	PRECAST REINFORCED CONCRETE FLARED END SECTIONS - ELLIPTICAL EQUIVALENT ROUND SIZE 18"	EACH	2	\$ 750.00	\$ 1,500.00	\$ 1,100.00	\$ 2,200.00	\$ 2,000.00	\$ 4,000.00	\$ 2,100.00	\$ 4,200.00
26	PIPE CULVERTS, CLASS A, TYPE 1 EQUIVALENT ROUND SIZE 18"	FOOT	64	\$ 150.00	\$ 9,600.00	\$ 150.00	\$ 9,600.00	\$ 115.00	\$ 7,360.00	\$ 152.00	\$ 9,728.00
27	STORM SEWER (WATER MAIN REQUIREMENTS) 24 INCH	FOOT	44	\$ 120.00	\$ 5,280.00	\$ 165.00	\$ 7,260.00	\$ 245.00	\$ 10,780.00	\$ 304.00	\$ 13,376.00
28	MANHOLES, TYPE A, 4'-DIAMETER, TYPE 1 FRAME, CLOSED LID	EACH	2	\$ 7,500.00	\$ 15,000.00	\$ 7,900.00	\$ 15,800.00	\$ 8,000.00	\$ 16,000.00	\$ 7,950.00	\$ 15,900.00
29	MANHOLES TO BE ADJUSTED WITH NEW TYPE 1 FRAME, CLOSED LID	EACH	1	\$ 1,000.00	\$ 1,000.00	\$ 1,300.00	\$ 1,300.00	\$ 750.00	\$ 750.00	\$ 1,200.00	\$ 1,200.00



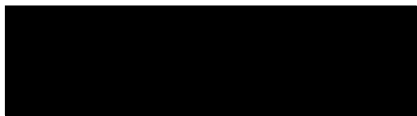
CITY OF QUINCY

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Time: 11:00 AM	Address of Bidder:	4055 W. Jackson Street Macomb, IL 61455	3626 South 46th Quincy, IL 62305	517 Kentucky PO Box 646 Quincy, IL 62306
	Engineer's Estimate			

Item No.	Items	Units	Quantity	Engineer's Estimate		Laverdiere Construction		Million Construction		Rees Construction	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
30	INLETS, SPECIAL, TYPE E, DOUBLE 4' X 4'	EACH	2	\$ 9,000.00	\$ 18,000.00	\$ 8,700.00	\$ 17,400.00	\$ 7,500.00	\$ 15,000.00	\$ 10,350.00	\$ 20,700.00
31	SANITARY SEWER, TYPE 2 8"	FOOT	15	\$ 60.00	\$ 900.00	\$ 130.00	\$ 1,950.00	\$ 125.00	\$ 1,875.00	\$ 520.00	\$ 7,800.00
32	VALVE BOXES TO BE ADJUSTED	EACH	1	\$ 500.00	\$ 500.00	\$ 750.00	\$ 750.00	\$ 550.00	\$ 550.00	\$ 800.00	\$ 800.00
33	CONTROLLED LOW-STRENGTH MATERIAL	CU YD	12.5	\$ 150.00	\$ 1,875.00	\$ 160.00	\$ 2,000.00	\$ 250.00	\$ 3,125.00	\$ 275.00	\$ 3,437.50
34	PORTLAND CEMENT CONCRETE PAVEMENT 8" (SPECIAL)	SQ YD	778	\$ 120.00	\$ 93,360.00	\$ 77.00	\$ 59,906.00	\$ 75.00	\$ 58,350.00	\$ 110.00	\$ 85,580.00
35	CONSTRUCTION LAYOUT	L SUM	1	\$ 4,000.00	\$ 4,000.00	\$ 4,500.00	\$ 4,500.00	\$ 7,500.00	\$ 7,500.00	\$ 1,050.00	\$ 1,050.00
36	TRAFFIC CONTROL AND PROTECTION, (SPECIAL), LOCATION 5	L SUM	1	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 100.00	\$ 100.00
37	TRAFFIC CONTROL AND PROTECTION, (SPECIAL), LOCATION 6	L SUM	1	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 100.00	\$ 100.00
38	INLETS, TYPE A, TYPE 11 FRAME AND GRATE	EACH	1	\$ 3,000.00	\$ 3,000.00	\$ 2,800.00	\$ 2,800.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
39	INLETS, TYPE A, TYPE 15 FRAME AND LID	EACH	1	\$ 3,000.00	\$ 3,000.00	\$ 2,900.00	\$ 2,900.00	\$ 2,250.00	\$ 2,250.00	\$ 2,000.00	\$ 2,000.00
40	STORM SEWERS, CLASS A, TYPE 2 12"	FOOT	24	\$ 70.00	\$ 1,680.00	\$ 100.00	\$ 2,400.00	\$ 125.00	\$ 3,000.00	\$ 185.00	\$ 4,440.00
41	STORM SEWERS, CLASS B, TYPE 1 10"	FOOT	44	\$ 60.00	\$ 2,640.00	\$ 105.00	\$ 4,620.00	\$ 115.00	\$ 5,060.00	\$ 142.00	\$ 6,248.00
42	COMBINATION CURB AND GUTTER REMOVAL AND REPLACEMENT	FOOT	16	\$ 120.00	\$ 1,920.00	\$ 85.00	\$ 1,360.00	\$ 250.00	\$ 4,000.00	\$ 185.00	\$ 2,960.00
<b>Bid Total as Extended:</b>				\$	<b>324,396.00</b>	\$	<b>243,348.00</b>	\$	<b>278,795.00</b>	\$	<b>314,031.50</b>
<b>Base Total as Read:</b>						\$	<b>243,348.00</b>	\$	<b>278,795.00</b>	\$	<b>314,031.50</b>
Bid Security included						Yes		Yes		Yes	
Addenda Acknowledged						Yes		Yes		Yes	



9/1/21

## **RESOLUTION**

**WHEREAS**, the Illinois Department of Transportation (IDOT), City of Quincy, and County of Adams desire to improve a section of 48<sup>th</sup> Street between Maine Street and Columbus Road; and,

**WHEREAS**, on July 26, 2021, the Quincy City Council approved entering into a joint agreement with the County of Adams stating the City of Quincy will be responsible for a portion of the cost of the proposed project for improvements made to the section of roadway under the City's jurisdiction; and,

**WHEREAS**, the County recently advertised for bids for the project that includes the removal and replacement of asphalt surface, removal and replacement of concrete curb and gutter, Americans with Disabilities (ADA) sidewalk improvements, and other construction related items and one (1) bid was received; and,

**WHEREAS**, the bid from Diamond Construction of Quincy has been reviewed by City staff and found to be acceptable; and,

**WHEREAS**, the City of Quincy will reimburse the County of Adams \$465,859.17 for its portion of engineering (\$38,361.83) and construction (\$427,497.34) costs for the resurfacing project upon its completion and final inspection; and,

**WHEREAS**, funding for this proposed project is available in the 2019B GO Bond Street Project Fund; and,

**WHEREAS**, to allow for the uninterrupted progression of the project in the event that changes or modifications are required, an additional 10% over the amount of the bid shall be included in the encumbrance for this project.

**NOW, THEREFORE BE IT RESOLVED**, the Director of Utilities and Engineering and Central Services Committee recommend to the Mayor and Quincy City Council that the City of Quincy approve the expenditure of \$465,859.17 for all costs associated with the resurfacing of North 48<sup>th</sup> Street between Maine Street and Columbus Road and authority be given to reimburse the County of Adams upon receipt of the invoice.

Jeffrey Conte, P.E.  
Director of Utilities & Engineering

September 27, 2021



# CITY OF QUINCY

Department of Utilities & Engineering

Steven E. Bange, P.E.  
Senior Project Engineer  
City Hall – 730 Maine Street  
Quincy, Illinois 62301-4048  
(217)228-7731

## MEMORANDUM

To: City Council & Administration

RE: 9/27/21 Council Meeting

### North 48<sup>th</sup> Street, Columbus Rd to Maine St. - Resurfacing

Adams County opened bids on 9/2/2021 for the resurfacing of North 48<sup>th</sup> from Columbus Rd. to Maine Street. Cost of this project is split between the County, IDOT, and the City.

1 bid was received from Diamond Construction of \$1,196,160.79.

The Engineers Estimate was: \$ 1,132,530.60

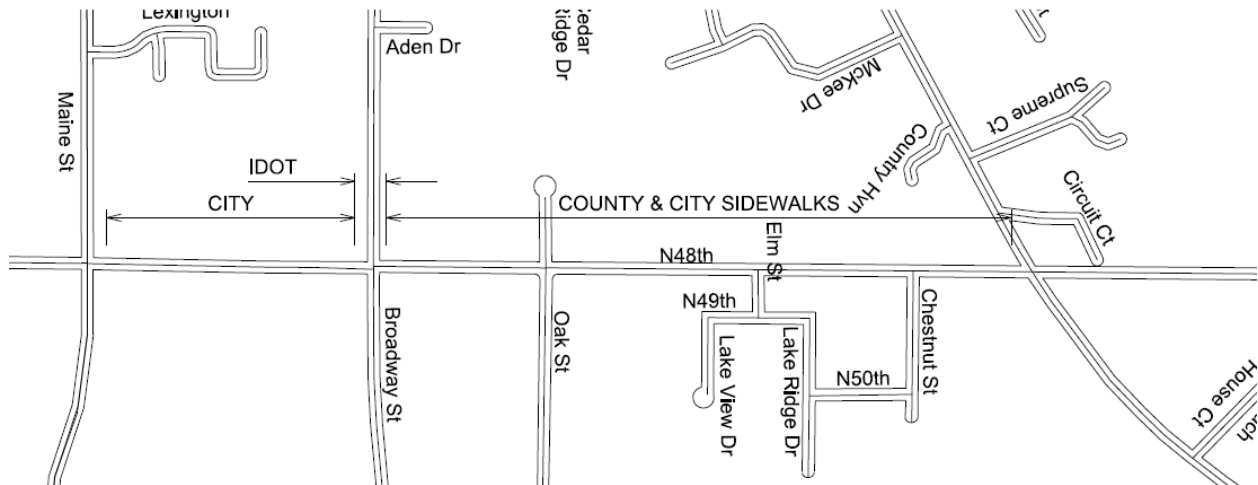
The County and IDOT have accepted the bid.

The City's construction portion of the project is \$427,497.34. The Engineers Estimate for the City's portion was \$426,242.60.

On July 26, 2021, the City Council approved the agreement between the City & County for funding the project. The agreement included the City paying an additional 9% to the County to cover their time for the design engineering & construction inspection.

Based on the bid price the City's contribution to the project is the following:

Construction:	\$427,497.34
<u>Eng. &amp; Insp. (9%):</u>	<u>\$ 38,361.83</u>
Total:	\$465,859.17



Local Public Agency: Adams County  
 County: Adams  
 Section: 21-00121-03-FP  
 Estimate: \$ 1,132,530.60

Date: 2-Sep-21  
 Time: 10:30 AM  
 Appropriation: \_\_\_\_\_

Name of Bidder:					Diamond Construction Co.							
Address of Bidder:					P.O. Box 3486							
					Quincy, IL 62305							
Proposal Guarantee:					Cashiers Check							
Terms:					\$50,000.00							
Approved Engineer's Estimate												
Item No.	Item	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Bituminous Materials (Tack Coat)		Pound	15130	\$ 2.00	\$ 30,260.00	\$ 2.45	\$ 37,068.50				
2	Hot-Mix Asphalt Surface Removal - Butt Joint		Sq Yd	194	\$ 35.00	\$ 6,790.00	\$ 50.00	\$ 9,700.00				
3	Temporary Ramp		Sq Yd	534	\$ 15.00	\$ 8,010.00	\$ 24.00	\$ 12,816.00				
4	Hot-Mix Asphalt Binder Course, IL-9.5 FG, N50		Ton	650	\$ 130.00	\$ 84,500.00	\$ 135.00	\$ 87,750.00				
5	Poly HMA Surface Course, IL-9.5, Mix "D", N50		Ton	2645	\$ 135.00	\$ 357,075.00	\$ 142.00	\$ 375,590.00				
6	Portland Cement Concrete Sidewalk 4 inch		Sq Ft	2,309	\$ 17.50	\$ 40,407.50	\$ 16.95	\$ 39,137.55				
7	Detectable Warnings		Sq Ft	194	\$ 60.00	\$ 11,640.00	\$ 55.15	\$ 10,699.10				
8	Hot-Mix Asphalt Surface Removal, 2"		Sq Yd	746	\$ 8.00	\$ 5,968.00	\$ 25.00	\$ 18,650.00				
9	Hot-Mix Asphalt Surface Removal, 3"		Sq Yd	7299	\$ 6.50	\$ 47,443.50	\$ 6.50	\$ 47,443.50				
10	Combination Curb and Gutter Removal		Foot	282	\$ 40.00	\$ 11,280.00	\$ 27.55	\$ 7,769.10				
11	Sidewalk Removal		Sq Ft	1885	\$ 5.50	\$ 10,367.50	\$ 4.25	\$ 8,011.25				
12	Class D Patches, Type II, 8 inch		Sq Yd	19	\$ 240.00	\$ 4,560.00	\$ 290.00	\$ 5,510.00				
13	Class D Patches, Type IV, 8 inch		Sq Yd	247	\$ 190.00	\$ 46,930.00	\$ 250.00	\$ 61,750.00				
14	Manholes to be Adjusted		Each	5	\$ 1,000.00	\$ 5,000.00	\$ 1,430.00	\$ 7,150.00				
15	Valve Boxes to be Adjusted		Each	3	\$ 750.00	\$ 2,250.00	\$ 1,035.00	\$ 3,105.00				
16	Combination CC&G, Type B-6.12 (Abut Ex Pavt)		Foot	282	\$ 100.00	\$ 28,200.00	\$ 83.00	\$ 23,406.00				
17	Mobilization		L Sum	1	\$ 40,000.00	\$ 40,000.00	\$ 50,000.00	\$ 50,000.00				
18	Traffic Control and Protection, Standard 701306		L Sum	1	\$ 6,000.00	\$ 6,000.00	\$ 2,500.00	\$ 2,500.00				
19	Traffic Control and Protection, Standard 701501		L Sum	1	\$ 4,000.00	\$ 4,000.00	\$ 1,800.00	\$ 1,800.00				
20	Traffic Control and Protection, Standard 701606		L Sum	1	\$ 20,000.00	\$ 20,000.00	\$ 52,500.00	\$ 52,500.00				
21	Traffic Control and Protection, Standard 701602		L Sum	1	\$ 10,000.00	\$ 10,000.00	\$ 28,600.00	\$ 28,600.00				
22	Traffic Control and Protection, Standard 701611		L Sum	1	\$ 20,000.00	\$ 20,000.00	\$ 8,000.00	\$ 8,000.00				
23	Traffic Control and Protection, Standard 701701		L Sum	1	\$ 15,000.00	\$ 15,000.00	\$ 5,500.00	\$ 5,500.00				
24	Traffic Control and Protection, Standard 701801		L Sum	1	\$ 3,000.00	\$ 3,000.00	\$ 4,500.00	\$ 4,500.00				
25	Short Term Pavement Marking		Foot	5988	\$ 2.00	\$ 11,976.00	\$ 0.75	\$ 4,491.00				
26	Short Term Pavement Marking Removal		Sq Ft	1976	\$ 3.00	\$ 5,928.00	\$ 3.00	\$ 5,928.00				
27	Thermoplastic Pavement Marking - Ltr & Sym		Sq Ft	202.8	\$ 10.00	\$ 2,028.00	\$ 7.45	\$ 1,510.86				
28	Thermoplastic Pavement Marking - Line 4"		Foot	14054	\$ 1.40	\$ 19,675.60	\$ 1.07	\$ 15,037.78				
29	Thermoplastic Pavement Marking - Line 5"		Foot	80	\$ 2.00	\$ 160.00	\$ 1.35	\$ 108.00				
30	Thermoplastic Pavement Marking - Line 6"		Foot	1562	\$ 2.50	\$ 3,905.00	\$ 1.65	\$ 2,577.30				
31	Thermoplastic Pavement Marking - Line 12"		Foot	630	\$ 7.00	\$ 4,410.00	\$ 3.25	\$ 2,047.50				
32	Thermoplastic Pavement Marking - Line 24"		Foot	193	\$ 8.50	\$ 1,640.50	\$ 6.50	\$ 1,254.50				
33	Raised Reflective Pavement Marker Removal		Each	82	\$ 30.00	\$ 2,460.00	\$ 11.50	\$ 943.00				
34	Pavement Marking Removal - Grinding		Sq Ft	60	\$ 10.00	\$ 600.00	\$ 5.00	\$ 300.00				
35	Hot-Mix Asphalt Surface Removal, Variable Depth		Sq Yd	21648	\$ 3.75	\$ 81,180.00	\$ 6.50	\$ 140,712.00				
36	Concrete Curb, Type B (Special)		Foot	41	\$ 100.00	\$ 4,100.00	\$ 76.35	\$ 3,130.35				
37	Grooving for Recessed Pavement Marking 13"		Foot	336	\$ 10.00	\$ 3,360.00	\$ 15.00	\$ 5,040.00				
38	Gas Valve to be Adjusted		Each	3	\$ 750.00	\$ 2,250.00	\$ 1,035.00	\$ 3,105.00				
39	Longitudinal Joint Sealant		Foot	17877	\$ 8.00	\$ 143,016.00	\$ 3.50	\$ 62,569.50				
40	Material Transfer Device		Ton	2645	\$ 8.00	\$ 21,160.00	\$ 10.00	\$ 26,450.00				
41	Leveling Binder (Machine Method), N50		Ton	30	\$ 200.00	\$ 6,000.00	\$ 400.00	\$ 12,000.00				
						\$ -						
<b>Total Bid:</b>					As Read:							
					As Calculated:		\$	1,196,160.79	\$	-	\$	-

Item Number	Item	Unit of Measure	Quantity	Unit Price	Total Estimated Cost
40600290	Bituminous Materials (Tack Coat)	Pound	15,130	\$2.45	\$ 37,068.50
40600982	Hot-Mix Asphalt Surface Removal - Butt Joint	Sq Yd	194	\$50.00	\$ 9,700.00
40600990	Temporary Ramp	Sq Yd	534	\$24.00	\$ 12,816.00
40602965	Hot-Mix Asphalt Binder Course, IL-9.5 FG, N50	Ton	650	\$135.00	\$ 87,750.00
40604160	Poly HMA Surface Course, IL-9.5, Mix "D", N50	Ton	2,645	\$142.00	\$ 375,590.00
42400100	Portland Cement Concrete Sidewalk 4 inch	Sq Ft	2,309	\$16.95	\$ 39,137.55
42400800	Detectable Warnings	Sq Ft	194	\$55.15	\$ 10,699.10
44000157	Hot-Mix Asphalt Surface Removal, 2"	Sq Yd	746	\$25.00	\$ 18,650.00
44000161	Hot-Mix Asphalt Surface Removal, 3"	Sq Yd	7,299	\$6.50	\$ 47,443.50
44000500	Combination Curb and Gutter Removal	Foot	282	\$27.55	\$ 7,769.10
44000600	Sidewalk Removal	Sq Ft	1,885	\$4.25	\$ 8,011.25
44201741	Class D Patches, Type II, 8 inch	Sq Yd	19	\$290.00	\$ 5,510.00
44201747	Class D Patches, Type IV, 8 inch	Sq Yd	247	\$250.00	\$ 61,750.00
60255500	Manholes to be Adjusted	Each	5	\$1,430.00	\$ 7,150.00
60266600	Valve Boxes to be Adjusted	Each	3	\$1,035.00	\$ 3,105.00
60603900	Combination CC&G, Type B-6.12 (Abut Ex Pavt)	Foot	282	\$83.00	\$ 23,406.00
67100100	Mobilization	L Sum	1	\$50,000.00	\$ 50,000.00
70100460	Traffic Control and Protection, Standard 701306	L Sum	1	\$2,500.00	\$ 2,500.00
70102620	Traffic Control and Protection, Standard 701501	L Sum	1	\$1,800.00	\$ 1,800.00
70102625	Traffic Control and Protection, Standard 701606	L Sum	1	\$52,500.00	\$ 52,500.00
70102632	Traffic Control and Protection, Standard 701602	L Sum	1	\$28,600.00	\$ 28,600.00
70102634	Traffic Control and Protection, Standard 701611	L Sum	1	\$8,000.00	\$ 8,000.00
70102635	Traffic Control and Protection, Standard 701701	L Sum	1	\$5,500.00	\$ 5,500.00
70102640	Traffic Control and Protection, Standard 701801	L Sum	1	\$4,500.00	\$ 4,500.00
70300100	Short Term Pavement Marking	Foot	5,988	\$0.75	\$ 4,491.00
70300150	Short Term Pavement Marking Removal	Sq Ft	1,976	\$3.00	\$ 5,928.00
78000100	Thermoplastic Pavement Marking - Ltr & Sym	Sq Ft	202.8	\$7.45	\$ 1,510.86
78000200	Thermoplastic Pavement Marking - Line 4"	Foot	14,054	\$1.07	\$ 15,037.78
78000300	Thermoplastic Pavement Marking - Line 5"	Foot	80	\$1.35	\$ 108.00
78000400	Thermoplastic Pavement Marking - Line 6"	Foot	1,562	\$1.65	\$ 2,577.30
78000600	Thermoplastic Pavement Marking - Line 12"	Foot	630	\$3.25	\$ 2,047.50
78000650	Thermoplastic Pavement Marking - Line 24"	Foot	193	\$6.50	\$ 1,254.50
78300200	Raised Reflective Pavement Marker Removal	Each	82	\$11.50	\$ 943.00
78300201	Pavement Marking Removal - Grinding	Sq Ft	60	\$5.00	\$ 300.00
X4401198	Hot-Mix Asphalt Surface Removal, Variable Depth	Sq Yd	21,648	\$6.50	\$ 140,712.00
x6061005	Concrete Curb, Type B (Special)	Foot	41	\$76.35	\$ 3,130.35
X7830078	Grooving for Recessed Pavement Marking 13"	Foot	336	\$15.00	\$ 5,040.00
Z0001110	Gas Valve to be Adjusted	Each	3	\$1,035.00	\$ 3,105.00
Z0033700	Longitudinal Joint Sealant	Foot	17,877	\$3.50	\$ 62,569.50
Z0034105	Material Transfer Device	Ton	2,645	\$10.00	\$ 26,450.00
	Leveling Binder (Machine Method), N50	Ton	30	\$400.00	\$ 12,000.00
Total As Bid Cost:					\$ 1,196,160.79

Quincy	County	IDOT			
5,000	\$ 12,250.00	9770 \$ 23,936.50	360 \$ 882.00		
62	\$ 3,100.00	78 \$ 3,900.00	54 \$ 2,700.00		
365	\$ 8,760.00	41 \$ 984.00	128 \$ 3,072.00		
650	\$ 87,750.00	\$ -	\$ -		
650	\$ 92,300.00	1900 \$ 269,800.00	95 \$ 13,490.00		
1159	\$ 19,645.05	\$ -	1150 \$ 19,492.50		
48	\$ 2,647.20	\$ -	146 \$ 8,051.90		
	\$ -	\$ -	746 \$ 18,650.00		
7299	\$ 47,443.50	\$ -	\$ -		
162	\$ 4,463.10	\$ -	120 \$ 3,306.00		
1055	\$ 4,483.75	\$ -	830 \$ 3,527.50		
	\$ -	19 \$ 5,510.00	\$ -		
163	\$ 40,750.00	84 \$ 21,000.00	\$ -		
1	\$ 1,430.00	3 \$ 4,290.00	1 \$ 1,430.00		
2	\$ 2,070.00	\$ -	1 \$ 1,035.00		
162	\$ 13,446.00	\$ -	120 \$ 9,960.00		
0.35	\$ 17,500.00	0.55 \$ 27,500.00	0.1 \$ 5,000.00		
	\$ -	1 \$ 2,500.00	\$ -		
	\$ -	1 \$ 1,800.00	\$ -		
0.5	\$ 26,250.00	0.5 \$ 26,250.00	\$ -		
	\$ -	\$ -	1 \$ 28,600.00		
0.4	\$ 3,200.00	0.6 \$ 4,800.00	\$ -		
0.5	\$ 2,750.00	\$ -	0.5 \$ 2,750.00		
0.5	\$ 2,250.00	\$ -	0.5 \$ 2,250.00		
2155	\$ 1,616.25	3721 \$ 2,790.75	112 \$ 84.00		
711	\$ 2,133.00	1228 \$ 3,684.00	37 \$ 111.00		
46.8	\$ 348.66	156 \$ 1,162.20	\$ -		
4274	\$ 4,573.18	9780 \$ 10,464.60	\$ -		
	\$ -	\$ -	80 \$ 108.00		
401	\$ 661.65	809 \$ 1,334.85	352 \$ 580.80		
190	\$ 617.50	440 \$ 1,430.00	\$ -		
40	\$ 260.00	115 \$ 747.50	38 \$ 247.00		
53	\$ 609.50	27 \$ 310.50	2 \$ 23.00		
	\$ -	21648 \$ 140,712.00	60 \$ 300.00		
	\$ -	\$ -	41 \$ 3,130.35		
	\$ -	336 \$ 5,040.00	\$ -		
	\$ -	3 \$ 3,105.00	\$ -		
5054	\$ 17,689.00	12458 \$ 43,603.00	365 \$ 1,277.50		
650	\$ 6,500.00	1900 \$ 19,000.00	95 \$ 950.00		
	\$ -	30 \$ 12,000.00	\$ -		
\$ 427,497.34		\$ 637,654.90		\$ 131,008.55	

Estimate	\$ 1,132,530.60	\$ 426,242.60	\$ 597,827.00	\$ 108,461.00
Difference	\$ 63,630.19	\$ 1,254.74	\$ 39,827.90	\$ 22,547.55
	5.618%			

City of Quincy  
Adams County  
Sec. 21-00079-06-FP  
Sec. 21-00121-03-FP  
Resurfacing & Sidewalk  
Repairs

AGREEMENT

This agreement is entered into this 30<sup>th</sup> day of JULY, 2021, by and between the CITY OF QUINCY of the State of Illinois, hereinafter called the CITY, and the COUNTY OF ADAMS of the State of Illinois, hereinafter called the COUNTY.

WITNESSETH:

WHEREAS, the COUNTY in order to facilitate the free flow of traffic and insure safety to the motoring public, is desirous of improving approximately 0.057 miles (300 feet) of IL 104 (Broadway Street) and approximately 1.022 miles (5,398 feet) of North 48<sup>th</sup> Street, from north of Maine Street to north of Columbus Road, including asphalt pavement surface removal, and placement of new asphalt surface. Additional improvements include concrete curb and gutter removal and replacement, Americans with Disabilities Act (ADA) sidewalk improvements, pavement markings, and the performance of all other work necessary to complete the project in accordance with the approved plans and specifications (Adams County Sections 21-00079-06-FP and 21-00121-03-FP).

WHEREAS, the CITY is desirous of said improvement at the intersection of North 48<sup>th</sup> Street in that same will be of immediate benefit to the motoring public and permanent in nature; and

WHEREAS, the CITY is willing to participate in the project within its jurisdiction.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The COUNTY agrees to make the surveys, obtain all necessary rights of way, prepare plans and specifications, receive bids and award the contract, furnish engineering inspection during construction and cause the improvement to be built in accordance with the plans, specifications and contract.
2. The COUNTY will provide the plans and specifications to the CITY for review and approval. Plans and Specifications shall be prepared in accordance with IDOT Standard Specifications and Bureau of Design & Environment (BDE) Manual as appropriate.



3. The COUNTY agrees to have their engineering representatives inspect the project work and certify that all is reasonably completed in accordance with the IDOT Specifications. Written certification shall be included with the final request for payment.
4. At the completion of the contract work but prior to the final payment to the contractor, the COUNTY will schedule a final field inspection. The final inspection shall be at a time mutually agreed upon by the COUNTY and the CITY.
5. It is mutually agreed by and between the parties hereto that the estimated cost and cost proration for this improvement is as follows:

Type of Work	County		City		Total
	Cost	%	Cost	%	
Sidewalk Improvements	\$59,930	53.7	\$51,645	46.3	\$111,575
Milling and Resurfacing	\$551,768	62.5	\$330,488	37.5	\$888,256
Pavement Markings	\$38,986	69.3	\$17,242	30.7	\$56,228
Traffic Control	\$51,000	65.4	\$27,000	34.6	\$78,000
<b>Sub Total</b>	<b>\$701,684</b>		<b>\$426,375</b>		<b>\$ 1,128,060</b>
P&C Engineering 9%	\$63,151		\$34,374		\$101,525
<b>Total</b>	<b>\$764,835</b>		<b>\$460,749</b>		<b>\$1,225,584</b>

Participation and reimbursement shall be predicated by the percentages shown above for the specified work. Cost shall be determined by multiplying the final quantities multiplied by the contract unit prices plus 9% for preliminary and construction engineering.

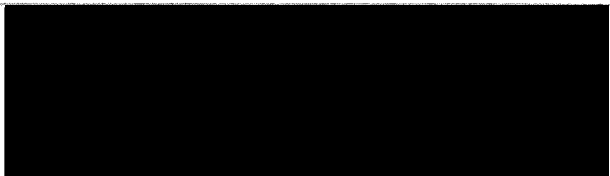
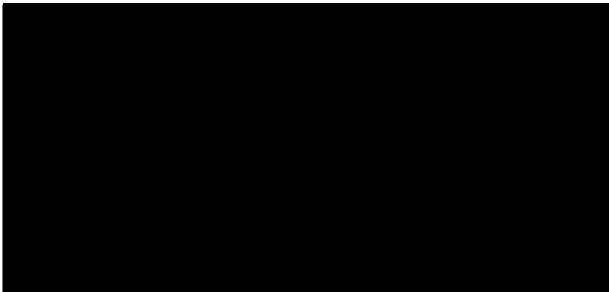
6. The COUNTY will submit periodic invoices to the CITY for all work completed within the limits of the CITY's jurisdiction for reimbursement. The invoice shall include support documentation such as a pay estimate for the contractor.
7. The COUNTY shall exercise its franchise rights to cause private utilities to be relocated, if required, at no expense to the CITY.
8. The scope of work for this project will not affect COUNTY or CITY utilities or drainage facilities; therefore, the prior maintenance responsibilities for those items shall remain unchanged.
9. The COUNTY agrees to comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and non-discrimination regulations required by the Illinois Department of Transportation.
10. The CITY agrees to provide written approval of that portion of the plans and specifications relative to the CITY's obligations described herein, prior to the COUNTY's advertising for the afore described proposed improvement, a copy of which is attached as Exhibit A.

11. The CITY shall have the right to concur in the award of the contract.

12. Under the penalties of perjury, the COUNTY certifies that 37-6000379 is its correct Federal Taxpayer Identification Number and it is doing business as a governmental entity.

This AGREEMENT and the covenants contained herein shall be null and void in the event the contract covering the construction work contemplated herein is not awarded within the three years subsequent to execution of the agreement.

This agreement shall be binding upon and to the benefit of the parties hereto, their successors and assigns.



R. Kent Snider  
County Board Chairman  
Adams County



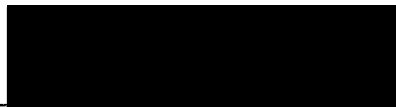
Date: 7/30/21

Attest



City Clerk

(SEAL)



By: \_\_\_\_\_  
Michael A. Troup  
Mayor  
City of Quincy

Date: 7/28/21

# 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 21<sup>st</sup>, 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 7<sup>th</sup> to September 1<sup>st</sup>. 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
<b>EXTERIOR &amp; PREMISES</b>			
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
<b>INTERIOR</b>			
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:	- - - -
<b>24 HOUR EMERGENCY CONTACT INFORMATION</b>			
<b>Contact Name:</b>			
<b>Contact Number:</b>			
<b>RESIDENTIAL RENTAL PROPERTY INFORMATION</b>			
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)			
<b>OWNER(S) INFORMATION</b>			
Owner Name			
Direct Contact Name (If owner is a corporation, etc.)			
Mailing Address			
Contact Telephone Number:		Email:	
<b>PRIMARY CONTACT (PROPERTY MANAGER), OR DESIGNATED CONTACT INFORMATION (REQUIRED IF OWNER RESIDES MORE THAN 50 MILES AWAY)</b>			
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](mailto: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

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

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## 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



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## **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 - <b>\$7,499.99</b>	Department Head Purchasing Director or Mayor’s designee DOAS or Mayor’s designee
<b>\$7,500</b> 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.

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## 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.

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## 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.

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## 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.

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## 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](http://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.

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## 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.

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**SAMPLE FORMS**

Legal Notice

GENERAL INSTRUCTIONS TO BIDDERS

BID SUMMARY FORM

SIGNATURE PAGE

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- 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](http://www.quincyl.gov/bids))

Requesting Department:  <b>Purchasing Department</b>	Project Manager:  <b>Mary Ann Ervin Purchasing Agent</b>
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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.

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## 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.



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING TITLE VII (TRAFFIC CODE)  
OF CHAPTER 81 (TRAFFIC SCHEDULES) OF THE  
MUNICIPAL CODE OF THE CITY OF QUINCY OF 2015.**

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

Section 1. That Section TITLE VII, Chapter 81, Schedule IV (A), of the Municipal Code of the City of Quincy of 2015 be and hereby is amended by adding thereto, the following:

<u>Streets - Stop</u>	<u>Intersection</u>
-----------------------	---------------------

17th Street	Cedar Street
Cedar Street	17th Street

(4-Way Stop to be installed)

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 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

*Comptroller's Office*

Sheri L. Ray  
Comptroller

CITY HALL – 730 MAINE STREET  
Quincy, Illinois 62301-4056  
217-228-4517

## MEMORANDUM

TO: Mayor and City Council  
FROM: Sheri Ray  
DATE: September 24, 2021  
SUBJECT: Supplemental Budget Ordinance

Please find attached a Supplemental Budget Amendment Ordinance that I have submitted to the City Clerk for placement on the agenda for the September 27, 2021 Council Meeting.

The purpose of this supplemental is to appropriate for additional General Fund Expenditures. The Central Services Committee recommended this supplemental which will increase the budget for the following:

Forestry truck bed replacement	\$17,500
Asphalt material for patch truck	\$10,000
Transfer to Central Garage	<u>\$11,000</u>
Total Increase to General Fund	\$38,500

The Central Garage additional funds will be used to purchase a diagnostic computer.

If you have any additional questions, please contact me or Kevin McClean, Director of Central Services.

CC: Lonnie Dunn, Corporation Counsel  
City Clerk Laura Oakman  
Jeff Mays, Director of Admin Services  
Kevin McClean, Director of Central Services

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE 2021-2022 FISCAL YEAR BUDGET

WHEREAS, the City Council of the City of Quincy, Adams County, Illinois, hereinbefore adopted Ordinance No. 21-21, an annual budget for general corporate and special corporate purposes for the City of Quincy for the fiscal year beginning May 1, 2021 and ending April 30, 2022; and

WHEREAS, the City Council has determined that expenditures, as set forth in said ordinance for certain operations, acquisitions, and projects within and for the various departments of the City will exceed the amounts provided in said ordinance and which expenditure will increase the total annual budget; and,

WHEREAS, there exists certain revenues, not included in the annual budget, which are available for expenditure by the City; and,

WHEREAS, Section 43.18 (Annual budget-Council transfers, revisions, or amendments) of the Quincy City Code reserved to the City Council the authority to amend the annual budget to increase the budget (upon a two-thirds vote of the Council) provided funds are available for said increase; and,

WHEREAS, the General Fund has unbudgeted fund balance that may be used to increase the expenditure budget for the General Fund; and,

WHEREAS, there was no budget appropriations for the Forestry truck bed replacement or the patching material that is used by the leased truck that is now running a second shift; and,

WHEREAS, the Central Garage has a need for specific diagnostic equipment that was not planned for in the initial budget; and,

WHEREAS, the unbudgeted fund balance will be used to increase the budget for these necessary items and to increase the subsidy to the Central Garage fund; and,

WHEREAS, the City is a home rule unit of local government under the Constitution of the State of Illinois, Article VII, Section 6 and this ordinance is adopted pursuant to said authority and the authority of Section 43.18 of the Quincy City Code.

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

- 1. That the annual operating budget set forth in Ordinance No. 20-13 of the City of Quincy, be and is hereby amended by authorizing the increase/decrease in revenues and expenditure as follows:

Table with 2 columns: Description and Amount. Includes sections for General Fund #001 and Central Garage Fund #601 with various sub-items and their corresponding dollar amounts.

- 3. That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in accordance with law.

ADOPTED \_\_\_\_\_

\_\_\_\_\_

City Clerk

APPROVED \_\_\_\_\_

\_\_\_\_\_

Mayor

# THE CITY COUNCIL

## OFFICIAL PROCEEDINGS

### REGULAR MEETING

Quincy, Illinois, September 20, 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 13, 2021, were approved as printed on a motion of Ald. Entrup. Motion carried.

Legal Counsel: Assistant Corporation Counsel Bruce Alford.

#### **The City Clerk presented and read the following:**

#### **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.

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

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.

Ald. Sassen moved the prayer of the petition be granted. Motion carried.

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 St. 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.

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

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.

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

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.

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

#### **REPORT OF THE TRAFFIC COMMISSION**

Recommending 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.

Ald. Entrup moved the report be received and concurred in and an ordinance drafted. Motion carried.

## **SALES TAX REPORT**

The report of the Illinois Department of Revenue showing sales tax collected for the month of June, 2021, in the amount of \$1,020,344.34 was ordered received and filed on a motion of Ald. Farha. Motion carried.

## **HOME RULE SALES TAX REPORT**

The report of the city's 1-1/2% home rule sales tax collected for the month of June, 2021, in the amount of \$959,207.66 was ordered received and filed on a motion of Ald. Farha. Motion carried.

## **PROCLAMATION**

By Michael A. Troup proclaiming September 20, 2021, as "American Business Women's Association Day."  
Ald. Sassen moved the proclamation be received and filed. Motion carried.

## **ORDINANCE**

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

Ald. Uzelac moved the adoption of the ordinance, seconded by Ald. Holtschlag, 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**

Adoption 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.

Ald. Reis moved the ordinance be tabled to the October 4th council meeting, seconded by Ald. Mast. Motion carried.

## **ORDINANCE**

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

Ald. Rein moved the ordinance and speakers be tabled to the October 4th council meeting, seconded by Ald. Fletcher, and on a roll call the following vote resulted: Yeas: Ald. Fletcher, Bergman, Farha, Sassen, Rein, Mast, Holtschlag. 7. Nays: Ald. Entrup, Bauer, Mays, Freiburg, Reis, Awerkamp, Uzelac. 7. The Mayor cast the vote of yea. Motion carried.

## **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.

Ald. Fletcher moved to table this ordinance indefinitely, seconded by Ald. Mast. Motion carried.

## **ORDINANCE**

First presentation of an Ordinance entitled: An Ordinance Adopting A Newer Version Of The Purchasing Policy Manual.

## **ORDINANCE**

First presentation of an Ordinance entitled: 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.

## **Rules Suspended**

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

Kevin Krummel, 2815 Maine St., is on the Safe & Livable Housing committee. He read a letter to the council. They have received 43 letters of support from various agencies and organizations concerning the need for affordable rental properties. He encouraged the council to read the letters.

Janet Conover, 201 East Ave., thanked the Mayor for presenting the rental registration ordinance to the council and to the community. She stated that the current ordinance has many good points and will benefit our community. The

non-discrimination and retaliatory evictions clauses are very important, so leave them in. She calls on the Preservation Commission to have a day-long workshop for landlords. She had a handout for the Aldermen.

Joe Zimmerman, 724 N. 20th St., is the chair of the Safe & Livable Housing committee. He thanked everyone for their efforts in regard to the issue. The committee is in support of the new ordinance that was presented. He had hoped that the landlords present at the committee meetings would have had their own solutions for the bad landlords, but they did not. He urges the council to vote in favor of this ordinance.

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

**REPORT OF FINANCE COMMITTEE**

Quincy, Illinois, September 20, 2021

	Transfers	Expenditures	Payroll
City Hall.....		1,135.86	31,162.88
Planning & Dev .....	36,500.00		
9-1-1.....	29,000.00		
Airport.....	23,000.00		
Central Garage .....	30,500.00		
Building Maintenance.....		260.87	
Comptroller .....		370.02	10,352.98
Legal Department .....		0.00	8,667.59
Commissions.....		900.00	634.60
IT Department.....		0.00	7,854.44
Police Department.....		14,185.51	282,692.37
Fire Department .....		4,218.08	191,954.66
Public Works.....		69,784.52	45,509.08
Engineering .....		1,244.01	19,884.70
Tax Distribution/Subsidies .....		84,206.63	
<b>GENERAL FUND SUBTOTAL.....</b>	<b>119,000.00</b>	<b>176,305.50</b>	<b>598,713.30</b>
Planning and Devel.....		6,447.96	20,822.28
911 System.....		0.00	37,828.50
911 Surcharge Fund.....		1,635.48	
Traffic Signal Fund.....		25.73	
Econ Dev Growth Fund.....		14,129.55	
Police Donations Fund.....		987.00	
Crime Lab Fund.....		29.97	
Transit Fund.....		362.26	96,006.21
Capital Projects Fund.....		231.00	
Special Capital Funds .....		953.48	
Special Tax Alloc - TIF #2.....		3,000.00	
Sewer EPA 2019 Proj Fund.....		382,500.00	
Water Fund .....		187,688.13	84,586.68
Sewer Fund .....		68,427.48	18,643.37
Quincy Regional Airport Fund.....		8,426.66	14,812.69
Garbage Fund.....		0.00	12,233.45
Recycle Fund .....	10,500.00		
Recycle Fund .....		468.02	8,626.09
Central Garage .....		9,050.82	22,090.43
Self Insurance .....		1,724.25	6,666.54
Health Insurance Fund.....		506,545.81	
Animal Rescue Trust .....		175.00	
<b>BANK 01 TOTALS .....</b>	<b>129,500.00</b>	<b>1,369,114.10</b>	<b>921,029.54</b>
Motor Fuel Tax .....		822.98	
IHDA Grant Fund.....		158.68	
<b>ALL FUNDS TOTALS.....</b>	<b>129,500.00</b>	<b>1,370,095.76</b>	<b>921,029.54</b>

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

**Ald. Mast left the City Council Chambers at 7:32 p.m. to recuse himself from the Finance Committee report vote.**

Ald. Farha, seconded by Ald. Sassen, moved the report be received and vouchers be issued for the various amounts and on the roll call the following vote resulted: Yeas: Ald. Fletcher, Entrup, Bergman, Bauer, Mays, Freiburg, Farha, Sassen, Rein, Reis, Awerkamp, Uzelac Holtschlag. 13. Recused: Ald. Mast. 1. Motion carried.

**Ald. Mast returned to the City Council Chambers at 7:33 p.m.**

### **INFRASTRUCTURE PRESENTATION**

Director of Engineering and Utilities Jeff Conte gave a power point presentation on the several infrastructure projects that are being done and the ones planned in the future.

### **MOTIONS**

Ald. Mays referred to the Traffic Commission the placing of a “yield sign” on Ridgecrest Dr. with Ridgecrest yielding to Drake Dr. in the Drakewood subdivision. Motion carried.

Ald. Freiburg moved to allow a block party at Drakewood on October 9th from 3:00 p.m. to 10:00 p.m. Barricades needed at both ends of the street in front of 2800 Parkwood Dr. Also waive Section 111.096 (a) Consumption and Possession of Alcoholic Liquor or Beverage on Public Streets, Alleys, Sidewalks, and Lots. Motion carried.

The City Council adjourned at 7:47 p.m. on a motion of Ald. Holtschlag. Motion carried.

**LAURA OAKMAN**  
City Clerk

## **AGENDA**

**FIRE ALDERMANIC MEETING  
MONDAY, September 27, 2021  
City Hall-Caucus Room  
6:30 pm**

### **Items of Discussion**

1. Public Comments (limit 3 minutes)
2. Supplemental to Budget
3. Payment of Firefighter II Academy





**CITY OF QUINCY**  
**WASHINGTON THEATER**  
**REDEVELOPMENT COMMISSION**

706 Maine Street | Third Floor | Quincy, IL 62301  
Office: 217-228-4515 | Fax: 217-221-2288

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**MEETING AGENDA – September 28, 2021 at 5:15 p.m.**

- Approve minutes.
- Approve Financial Report
- Old Business
- Building & Grounds
  - Killis Almond Update
  - Marquee
- Event Planning – 2021
  - Rocky Horror – Sat. 10/30/21
  - Other Events
- Fundraising
  - Need Chair Person
- New Business
  - Concert(s) 2022
- Public Comment (Limited to three (3) minutes)  
-Adjournment



## **Quincy Plan Commission**

Tuesday, September 28, 2021

7:00 p.m.

Quincy City Council Chambers  
Quincy City Hall (1<sup>st</sup> Floor) – 730 Maine Street

### **AGENDA**

- Call the Meeting to Order
- Approval of the minutes of the regular meeting of the Quincy Plan Commission on Tuesday, August 24, 2021
- Public Comment on Issue(s) Not Listed on the Agenda (limited to three minutes)
- Public Hearing requested by Dick Brothers, Inc. requesting consideration to rezone properties at 300 S. 10<sup>th</sup> Street, 304 S. 10<sup>th</sup> Street and 922 York Street from R3 (Multi-Family Residential) to D2 (Downtown General Business District) to allow for the construction of a parking lot (Ward 7)
- Public Hearing requested by Christina Griffin requesting consideration for a Special Permit for Planned Development to open a restaurant/café with delivery/pick-up service at 2001 Jefferson Street, presently zoned R1C (Ward 4)
- Public Hearing requested by Robert Burghart requesting consideration for a Non-Conforming Use Permit to allow for two-family residential use at 724 S. 15<sup>th</sup> Street, presently zoned R1C (Ward 6)
- Public Hearing requested 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 (Ward 7)
- Additional Business for the Commission
- Adjournment

# **BOARD OF FIRE AND POLICE COMMISSIONERS**

## **Meeting**

**Date:** Wednesday, October 6, 2021

**Time:** 1:30 p.m.

**Place:** Caucus Room

### **Agenda:**

1. Call to Order – Attendance
2. Public Comments – limit to 3 minutes
3. Approve Minutes of Last Meeting
4. Correspondence
5. Pending Business
  - a. Chief Vahlkamp – 1:35 p.m.
    - i. Review draft language on firefighter training financial obligations
    - ii. Discuss COVID relief funding for firefighter hires
  - b. Chief Copley – 2:05 p.m.
    - i. Review final draft new police officer testing application
    - ii. Set a timeline for lateral and new police officer interviews
    - iii. Review status of new police officer hiring actions
    - iv. Provide update on recruitment planning and actions
    - v. Review final draft of lateral process language
6. Old Business – Review annual and monthly suspenses
7. New Business –
  - a. Review closed meeting records from July 8, 2021 in Jan 2022.
  - b. Discuss Fire and Police Ordinance
8. Adjournment

**AGENDA**  
**QUINCY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES' MEETING**  
**SEPTEMBER 14, 2021 - 6:00 p.m.**

- I. APPROVAL OF AGENDA
- II. APPROVAL OF MINUTES
  - \*Regular Meeting – August 10, 2021
- III. PRESIDENT’S COMMENTS
  - \*Board Retreat
- IV. BOARD EDUCATION
- V. RECOGNITION OF CORRESPONDENCE
  - \*comments from suggestion box
  - \*thank you note from Lois Campbell - ABWA
  - \*email from Val Stark
- VI. PUBLIC COMMENTS
- VII. LIBRARY REPORTS
  - Financial Reports – Cheryl Predmore
  - Circulation & Events Report – Bobbi Mock & Burgundy Hill
  - Director’s Report – Kathleen Helsabeck
- VIII. COMMITTEE REPORTS
  - Audit – Cheryl Predmore
    - \*Approval of August 31, 2021, Expenditures
  - Finance – Cheryl Predmore
  - Building & Grounds – Harry Ruth
  - Personnel – Clairice Hetzler
  - Policy – Megan Duesterhaus-AuBuchon
    - \*Form of Motion – Eliminate specific policies
    - \*Form of Motion – Revised Materials Selection Policy
    - \*Form of Motion – Revised Emergency Closure Policy
    - \*Form of Motion – Revised Programming Policy
    - \*Form of Motion – Revised Social Media Policy
    - \*Form of Motion – Draft Employee Handbook
  - Ad Hoc Advocacy – Dean LaVelle
  - Mary Weems Barton/Quincy Public Library Foundation
- IX. UNFINISHED BUSINESS
- X. NEW BUSINESS
  - A. Strategic Plan Review
  - B. Arts Quincy Mural
- XI. PUBLIC COMMENTS

Executive Session – discussion of minutes of meetings lawfully closed.

**Quincy Public Library  
Board of Trustees Meeting  
August 10, 2021  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:01 p.m. on Tuesday, August 10, 2021, with Kathy Ridder presiding. Trustees present: Cheryl Predmore, Harry Ruth, Megan Dueterhaus-AuBuchon, Angela Kettelman, and Clairice Hetzler. Trustees absent: Ben Uzelac, Dean LaVelle, and Chris Pratt. Others present: Kathleen Helsabeck, Kim Akers, Burgundy Hill, and Jennifer Harvey – TQ Liaison.

**I. APPROVAL OF AGENDA**

Harry Ruth moved to approve the agenda as presented. Angela Kettelman seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Angela Kettelman moved to approve the July 13, 2021, annual meeting minutes as presented. Cheryl Predmore seconded and the motion carried. Cheryl Predmore moved to approve the July 13, 2021, regular meeting minutes as presented. Megan Dueterhaus-AuBuchon seconded and the motion carried.

**III. PRESIDENT'S COMMENTS**

President Kathy Ridder welcomed everyone to the meeting. She stated that she would like to plan a Board retreat in September. The Library's Strategic Plan will expire in 2022, and she would like to start work on it as soon as possible. She also noted that since the Board has so many new members, it would give the Board a chance to get to know each other. Ms. Ridder stated she envisions the QPL Board meeting in the morning, then the TQ Board, the Foundation Board, and the Friends of the Library joining the group in the afternoon. She and Kathleen Helsabeck are working on dates, a venue, and possible facilitators. She asked that anyone who has suggestions for the retreat to please contact her or Ms. Helsabeck.

**IV. RECOGNITION OF CORRESPONDENCE**

Several comments were received through the suggestion box commenting on a recent storytime hosted by Bill Waters, the Beanstack app for summer reading, and requests for paper event calendars for June and July. Burgundy Hill noted that the Library did not print event calendars during summer reading because there were too many programs to fit on one page. There is a print calendar for August. A thank you note from Lynn Niewohner was received thanking the Board for her going-away gift. A thank you note from Shirley Brinkmeyer was received thanking the Library for offering wi-fi hot spots for checkout.

**V. PUBLIC COMMENTS**

There were no public in attendance.

## **VI. LIBRARY REPORTS:**

### **A. Financial Report – Cheryl Predmore**

Cheryl Predmore reported that the balance in the Homebank Operating Fund as of July 30, 2021, was \$1,269,204.71, which still includes the amount set aside for the reserve fund. Ms. Predmore noted the new spreadsheet, which is a snapshot of the full financial report. She stated that it is still a work in progress, and asked for recommendations on any other information that the Board would like to see included. It was suggested that the percentage of budget spent be added to the expenditures by department.

### **B. Circulation and Events Report**

Burgundy Hill reported that the Library received a grant from the Quincy Society of Fine Arts for the purchase of a new bank of lockers for the main Library. These will replace the current bank, which are failing. Ms. Hill then shared the final participation and program numbers from the summer reading program. There were 424 children, 47 teens, and 215 adults who signed up both online and on paper logs, and who read any amount for a total of 686 participants with 224 of those reading the goal of 30 hours. A total of 33 patrons read 100 hours or more and received a bonus prize. Ms. Hill noted that all age groups received prizes for reaching the half-way point and then a prize at the end. A total of 1,010,748 minutes were read across all age groups. A total of 2,223 patrons attended programs in all age levels. While program attendance was lower than 2019, Ms. Hill theorized that was primarily because the Library did not offer any large Friday programs, which were mainly attended by large day camps such as the Y and the Kroc Center. This year the Library focused on smaller children's and family friendly programs, but also provided special program times for the day camps. Cheryl Predmore stated that she and her children struggled with using Beanstack. She said she preferred that they not be on their devices during the summer, and that her girls liked to track their reading by titles rather than minutes. Ms. Hill thanked Ms. Predmore for her feedback, and noted that staff will be fine-tuning the program before next summer. She is also exploring the possibility of a fall/winter reading program with different reading requirements.

### **C. TAB Report**

Charles Hall was absent. There was not a TAB report.

### **D. Director's Report**

Kathleen Helsabeck reported that the installation of new computers and planned migration to Windows 10 has not happened yet because of technical difficulties and staffing shortages at the City. Corey Dean and Jennifer Burkett continue to work on the migration and address the technical issues. Ms. Helsabeck noted that several libraries in RAILS are adopting policies to allow for Zoom meetings for both public and board meetings. She stated that she would rather the Library Boards continue to meet in person to allow for better communication and teamwork.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Cheryl Predmore:** Cheryl Predmore presented the Expenditure Approval List for July 31, 2021, in the amount of \$87,120.74. She noted plenty of

material invoices along with the annual bill from OCLC for library cataloguing. Kathleen Helsabeck stated that the OCLC invoice typically increases 5% each year. There being no further discussion, Ms. Predmore moved to approve the Expenditure Approval List for July 31, 2021, as presented. Megan Duesterhaus-AuBuchon seconded. A roll call vote was held with the following results:

Harry Ruth	yes	Megan Duesterhaus-AuBuchon	yes
Clairice Hetzler	yes	Dean LaVelle	absent
Angela Ketteyman	yes	Ben Uzelac	absent
Cheryl Predmore	yes	Chris Pratt	absent
Kathy Ridder	yes		

The motion carried with six yes votes, zero no votes, and three absent.

**B. Finance – Cheryl Predmore:** Cheryl Predmore reported that the Finance Committee did not meet. She asked that the members of the committee meet briefly after the meeting to schedule a date.

Jennifer Harvey of the TQ Board reported on the proposed FY21/22 TQ budget. She stated that in 2018 the TQ Board agreed to contribute an additional \$280,000 to the Library for collection development and divide it over four years for an extra \$70,000 added to the original amount of \$50,000 for a total of \$120,000 per year until FY21/22. In 2019, the TQ Board agreed to fund another \$30,000 for collection development for a one-time amount of \$150,000 for FY19/20. However, in FY20/21, the TQ Board mistakenly kept the higher amount and again contributed an additional \$30,000. The TQ Finance Committee is proposing that the FY21/22 budget be balanced without relying on savings. Therefore, the budget includes only \$107,000 in collection development for FY21/22 with the remaining \$13,000 to be contributed along with the base amount of \$50,000 for FY22/23. Ms. Harvey noted that the proposed budget will be brought before the full TQ Board for approval at their August 12 meeting. Kathleen Helsabeck stated that the FY21/22 QPL materials budget included the full \$120,000 from TQ, which will now need to be reduced to \$107,000. However, since the Per Capita Grant for QPL increased nearly \$9,000 and nearly \$3,000 for TQ, this only leaves an approximate \$1,000 deficit.

**C. Building & Grounds – Harry Ruth:** Harry Ruth reported that the Building & Grounds Committee did not meet, but stated he met with Kathleen Helsabeck to look at the windows that need replacing. Ms. Helsabeck stated that Will Matlick solicited estimates from three companies, but only Adams County Glass provided a quote, which was nearly \$200,000. She also reported that she has been working with City Treasurer Linda Moore to request ARPA funding from the City who said that window replacement doesn't quite fit in with the ARPA guidelines, but as the Library serves a partially underprivileged population and is a public building it still may qualify. Ms. Moore said that the funds are expected to be received in October, and that the Mayor ultimately decides on the funding requests. Dr. Ruth asked Ms. Helsabeck how the Library would

pay for the windows should the City choose not to fund the project. She stated that the Foundation would be asked to fund the project over several years, or the Library might have to tap into the new reserve fund. Ms. Helsabeck noted that Alderman Jeff Mays told her that additional PPRT funds may be available, but she has not heard any official word on that possibility. Dr. Ruth stated that the windows are failing, which is impacting the collection and the building. He asked that the Board be ready to act on any plan, no matter the funding options, and consider the window replacement to be a high priority for the Library. It was noted that even if the Library contracts with Adams County Glass for the project, the work will probably not happen until at least spring given the time of year and availability of supplies. Ms. Helsabeck noted that the east windows by the audio/visual collection are scheduled to be replaced in August as is the repair of the Dryvit on the building exterior.

**D. Personnel – Clairice Hetzler:** Clairice Hetzler reported that the Personnel Committee did not meet.

**E. Policy - Megan Duesterhaus-AuBuchon:** Megan Duesterhaus-AuBuchon reported that the Policy Committee did not meet, but a meeting is scheduled for August 11, 2021, at 5:30 p.m.

**F. Ad Hoc Advocacy – Dean LaVelle.** Deal LaVelle was absent. The Ad Hoc Advocacy Committee did not meet.

## **VIII. UNFINISHED BUSINESS**

**A. Mobile Library Update.** Kathleen Helsabeck reported that the Administration team has looked at wish list items, reached out to vendors, and researched floor plans and costs. She distributed a spreadsheet showing estimated costs and potential funding options including grants, fundraising, and contributions from Library partner organizations. After a suggestion from the TQ Finance Committee, Ms. Helsabeck spoke with Linda Moore about possibly using ARPA funds for the mobile library. Ms. Moore stated that funding for a mobile library was within the guidelines and suggested requesting funds for both that and the window replacement. Ms. Helsabeck noted that she plans on asking the Foundation to authorize a gift campaign to cover at least \$50,000 of the costs and possibly agree to cover any unrealized funding. She may also ask the City to split the costs with the Foundation to cover any funding shortfalls. Ms. Helsabeck noted that the deadline for the Marian Gardner Jackson Grant is August 31, 2021; she plans to submit an application before the deadline. The Board asked Ms. Helsabeck to check with LIRA about insurance costs and liability coverage.

**B. Memo of Understanding with Quincy Senior and Family Resource Center.** A copy of the signed memo of understanding was included in the Board packet.

## **IX. NEW BUSINESS**

**A. Mary Weems Barton/Quincy Public Library Foundation Appointments.** Kathy Ridder announced that she has appointed Bill Stalder and Michael Denum to the



MWB/QPL Foundation to replace outgoing committee members Mary Griffith-Schoenekase and Kandi Ehrhart. The Foundation's annual meeting and regular meeting are scheduled for Wednesday, August 18, 2021, at noon at the Library.

**X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

There being no further discussion, Angela Kettelman moved to adjourn the meeting. Megan Dueterhaus-AuBuchon seconded, and the meeting was adjourned at 6:50 p.m.

Respectfully submitted,  
Kimberly Akers



You provide the agenda,  
we'll provide the adventure

gucci rooms grasshoppers  
mob mansions mediterranean castles  
tunnel tours mississippi brews

Contact us or download your  
**Inside Guide for the Curious Meeting Planner**



**SEEQUINCY.COM**  
800.978.4748

Included in the report is a sampling of ads utilizing SeeQuincy's City of Quincy tourism funding as well as the State of Illinois grant. Note the symbols for each below. [The last page lists supporting stats for city funding to date]

**C** = City of Quincy Funding

**S** = State Funding



**Group Travel Leader**

IL Meeting Guide  
in Small Market Meetings  
> Fall issue (Oct release)

## Group Tour Media Package

- > print ad
- > digital ad
- > 300-word editorial
- > 1-yr web profile page

unleash your tastebuds

**SUMMER FLAVOR TOURS**

GUIDED WALKING TOURS FOR THE CURIOUS FOODIE  
5 venues / 5 chefs  
Historic Downtown Quincy, IL  
Saturdays through Sept 25

enjoy **illinois**  **SEEQUINCY.COM** 800.978.4748

### **DRIVE THE FIVE + SUMMER FLAVOR TOURS / Group Tour Mag Food & Drink / Aug 2021**

Self-guided driving tours have taken top billing this year among SeeQuincy's travel options. The tours offer distinct and invigorating experiences for groups to enjoy with a variety of genres represented. Ignite your inner artist, designer, historian, or chef.

Below are our TOP FIVE driving tour recommendations:

- **Gateway City Guide** | Quincy's prominent role in history as a place of refuge and a gateway city in its first three decades | Twenty significant sites and compelling stories from 1835-1865 including Underground Railroad stops
- **Mid-Mod Quincy** | A fabulous exploration of 30 premier examples of innovative 20<sup>th</sup> Century Mid-Modern architecture with vintage shopping suggestions along the way
- **Mural Find + Dine** | Art hits the wall celebrating the artistic diversity of the city | Featuring 24 murals ranging from nostalgic ghost works to striking new creations, matched with nearby eateries & bars
- **Off the Record** | Bizarre, brow-raising, astounding & amazing | Thirteen places associated with intriguing former area residents are revealed in this mysterious tour
- **Abundant Architecture** | The city with over 3,500 structures contributing to the National Register of Historic Places deserves a dedicated architectural guide | Our signature driving tour explores 48 stops with an East End Walking Tour {ask about **Private Home Tours** to see the interiors of these beauties}

For the curious foodie, **Summer Flavor Tours** offer the perfect marriage of food & history on a walking adventure to five venues in Quincy's historic downtown. Top-notch chefs and mixologists create signature brunch/lunch menus each Saturday, all summer long. The tours are guided by entertaining food ambassadors, infusing nuggets of Quincy's colorful past. *24-hour advance reservations | June 19-Sept 25 | 10a-1p | {book early tours sell out quickly}*

Request/download complimentary guides today or reserve your Flavor Tour ~ **800.978.4748** | [seequincy.com](http://seequincy.com).

# go rogue

unleash your curious

**FLAVOR TOURS**  
5 CHEFS/5 VENUES  
GUIDED FOODIE TOURS  
HISTORIC DOWNTOWN  
Sat through Sept 25  
{24-hr advance res}

**MID MOD QUINCY**  
30 MID-CENTURY  
MODERN MARVELS  
SELF-GUIDED  
DRIVING TOUR  
{year round}

**TEN ACRE  
TREE HOUSES**  
MAGICAL & GREEN  
TINY HOUSES  
IN THE FOREST  
{wineries nearby}

FLAVOR RESERVATIONS + GUIDES AVAIL ONLINE OR BY CALLING

**SEQUINCY.COM 800 978 4748**

## Regional Destinations

**Lynden Sculpture Garden**  
2145 W. Brown Deer Rd., Milwaukee, WI 53217  
414.446.8794 / lydensculpturegarden.org  
The Lynden Sculpture Garden: 50 sculptures, 40 acres, 15 minutes north of downtown Milwaukee. Lynden offers a unique experience of art in nature through its collection of monumental sculptures and temporary installations sited across park, pond, and woodland. Open year-round (closed Thursdays). Lynden also offers public programs, performances, and indoor exhibitions. Admission is free.  
Image: Filippeni Wilson, Ella's Peculiar Cabinet of Curiosities, 2016. Photo: Jim Waldman.

**OS Projects**  
601 6th Street, Racine WI, 53403  
262.800.3564 / osprojects.art  
OS Projects is a contemporary art gallery in downtown Racine featuring visual artists in solo and small group exhibits. The gallery's primary focus is on artists living and working in the Chicago-Kenosha-Racine-Milwaukee urban corridor. While the range of media the gallery presents is broad—encompassing painting, drawing, printmaking, sculpture, photography, video, film and installation—the exhibited artists are unified in their engagement with topical issues, experimentation with materials and processes, and adherence to craft. Hours are Saturdays 12-5 and by appointment.

**Go Rogue in Quincy, IL**  
800.978.4748 / SeeQuincy.com  
Unleash your curious! With a prolific landscape of awe-inspiring architecture and an artistic culinary scene, Quincy provides the ideal destination for food and design enthusiasts.  
Experience the colorful downtown via *Summer Flavor Tours*—a walking adventure to five venues guided by a local food ambassador, infusing entertaining historical nuggets. Saturdays through Sept 25.  
Explore distinctive niches via self-guided driving tours. *Mid Mod Quincy* showcases thirty examples of this marvelous era.  
More Self-Guided Driving Tours: Gateway City | Mural Find + Dine (Maine Street Mile) | Off the Record

**Fermentation Fest: Grassland Edition**  
Sat & Sun, Sept 25-26, 11 am-6 pm  
Wliven Park & Campground  
59855 County Rd. E, Sauk City, WI 53583  
fermentationfest.com / info@wormfarminstitute.org  
Fermentation Fest is back September 25-26 with a celebration of live culture in all its forms. For this special Grassland Edition, Wormfarm Institute has partnered with researchers at University of Wisconsin-Madison to showcase regenerative, grassland-based agriculture. The fest will include demos, art, performances from dance to "Grassical" music in an open-air Tabernaacle to Scandinavian cow calling, local food, fermented beverages & more. We invite our urban neighbors to take part in this polycultural rural revival.

Advertising Feature

### NewCity Network

Chicago market magazine & web

- > 1/2 page ad: digital + print
- > 100-word editorial
- > photo listing
- > Aug issue

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the golden triangle of architecture

## QUINCY IL

SELF-GUIDED TOURS  
Mid Mod Quincy [30 marvelous stops]  
Abundant Architecture [48 areas showcasing 30 styles]

GUIDED TOURS  
Private Home Tours in the East End Historic District

enjoy **illinois** reservations + guides  
avail online or by calling > **SEQUINCY.COM 800 978 4748**  
an Amtrak + Cape Air community

### NewCity Network

- > 1/2 page ad: digital + print
- > Oct Special Design Edition: Chicago Architecture Biennial

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*the guide to the city overflowing with style*  
**ABUNDANT ARCHITECTURE**

Quincy's self-guided architectural driving tour > 48 stops + walking tour

*Download or call for your free guide today*

enjoy **illinois** go rogue  
 SEQUINCY.COM 800.978.4748

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**Midwest Living Magazine**

- > 1/3 page ad
- > Oct release: Nov/Dec issue
- > Reader Services included

Download our PET-FRIENDLY QUINCY GUIDE

go rogue  
*Fall in Quincy*  
 GETAWAY PLANS

GUIDED FLAVOR TOURS  
 > SATURDAYS THROUGH SEPT 25

6 FAMILY-OWNED WINERIES  
 > MISSISSIPPI VALLEY WINE TRAIL

NEW SELF-GUIDED DRIVING TOURS  
 > ABUNDANT ARCHITECTURE

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 SEQUINCY.COM 800.978.4748

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**Illinois Times (Springfield)**

- > full page ad
- > Fall Getaway Guide

SUMMER FLAVOR TOURS

MID MOD QUINCY

go rogue

GATEWAY CITY GUIDE

**SUMMER FLAVOR TOURS**  
 Eats & sips guided walking tours for the curious foodie  
 5 venues / 5 chefs / historic downtown Quincy  
 Saturdays 10a-1p through Sept 25  
 24-hr advance reservations / \$45 per person

**NEW SELF-GUIDED DRIVING TOURS**  
 Mid Mod Quincy > 30 Mid-Century Architectural Marvels  
 Gateway City Guide > Quincy's first three decades > 20 stops including Native American Mounds & Underground Railroad

Download or call for free guides

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 SEQUINCY.COM 800.978.4748

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**Jacksonville Journal Courier**

- > full page ad
- > Summer Getaway Guide



# FLAVOR TOURS

Guided Eats & Sips for the Curious Foodie  
Historic Downtown Quincy

SE≡QUINCY.COM

Book Your Tour

**go rogue**  
Fall in Quincy  
GETAWAY PLANS

Download our  
PET-FRIENDLY  
QUINCY GUIDE

GUIDED FLAVOR TOURS > SATURDAYS THROUGH SEPT 25	6 FAMILY-OWNED WINERIES > MISSISSIPPI VALLEY WINE TRAIL
OFF-GRID > 1930S AG MUSEUM, FAMILY FARMS, RETREATS	DRIVING TOURS > MID MOD QUINCY & ABUNDANT ARCHITECTURE

enjoy **illinois** FLAVOR RESERVATIONS + GUIDES AVAILABLE ONLINE or BY CALLING SE≡QUINCY.COM 800.978.4748

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## STL Times (Webster-Kirkwood)

- > 4-wk online ad: Aug 27-Sept 25
- > Full page ad: Fall Getaway Guide
- > Aug 27 release

**SUMMER FLAVOR TOURS**  
Guided Walking Tours for the Curious Foodie

book your tour > SE≡QUINCY.COM 800.978.4748

Saturdays 10a-1p  
June 19-Sept 25

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## ARTSQINCY

> Summer issue | Fall issue + comp articles

# ABUNDANT ARCHITECTURE

NEW SELF-GUIDED DRIVING TOUR + EAST END WALKING TOUR

SE≡QUINCY.COM

Download or call for Guide

800.978.4748



**SMILE**  
you're on the Maine Street Mile  
QUINCY IL

The 60-minute tour of Quincy's most notable thoroughfare

- > 15 stops along magnificent Maine Street
- > Washington Park to Madison Park
- > Explore the city's oldest parks and experience the cultural & culinary wonders in between

Drive, walk, or bike-it via [Bike Quincy Rentals](#)  
Affordable hourly/daily rates/tandem or treks/800.978.4748

art architecture nature history shopping dining drinking

enjoy **illinois** SE QUINCY.COM 800 978 4748

**New SMILE MILE**

Digital version on our site/  
printing in Sept

The 60-minute tour highlighting 15 stops along Quincy's Maine Mile.

Features art, architecture, parks, history, food & drink. From Washington Park to Madison Park.

QUINCY IL

**ABUNDANT ARCHITECTURE**

SELF-GUIDED DRIVING TOUR

an exploration of the awe-inspiring architecture of the city with over 3,600 structures contributing to the National Register of Historic Places

driving tour of 48 significant Quincy properties  
**+ EAST END WALKING TOUR**  
spotlighting 18 homes

**30 STYLES REPRESENTED**

art deco art moderne arts & crafts bungalow byzantine colonial monticelli calverton revival eastlake english tudor federal folk victorian french second empire georgian revival greek revival international modernism italianate lombard mediterranean mid-century modern mississippian spanish revival neoclassical revival prairie school queen anne richardsonian romanesque shingle style queen anne shoptown tudor revival venetian gothic revival victorian

enjoy **illinois** SE QUINCY.COM 800 978 4748

**ABUNDANT ARCHITECTURE GUIDE**

3K copies printed

Will serve as one of our staple pieces for groups and leisure visitors.

Featuring a self-guided driving tour featuring 48 spots plus an East End Walking Tour.

MISSISSIPPI VALLEY  
**WINE TRAIL**

Six Western Illinois wineries & vineyards in the Quincy Surrounds

go rogue

enjoy **illinois** SE QUINCY.COM 800 978 4748

**New MISSISSIPPI VALLEY WINE TRAIL GUIDE**

Brochure development to refresh our feature wine guide to six area venues.

Includes incentives for visitors to explore all six for our signature t-shirt or wine glass.



**New MORMON GUIDE**

Brochure development of Quincy's role as a city of refuge for the Latter-Day Saints. Collaborate with Nauvoo.

## JUNE -AUGUST INITIATIVES

## WEBSITE TRAFFIC

3 months | June-August

20,725 users | 87% new users | Up 46% | July is new record month

## SOCIAL MEDIA REACH

Last 90 days | June-August

Facebook 124.8k reach &gt; up 187%

Instagram reach 43.8k reach &gt; up 343%

Paid reach 15k &gt; up 75% | Paid impressions 19k &gt; up 114%

Promoting 23 special events to Quincy

## HOTEL/MOTEL TAXES

County and City back to pre-Covid amounts

March collections started with uptick ahead of 2019 March data

Hotel taxes for the first 6 months of the calendar year are up 39% over last year

Only 7% behind 2019 collections, which was the best year on record

Homestay revenues are up 61% year over year

Homestay revenues are double that of any previous year

## AD CAMPAIGNS

STL Post Media: online page views &gt; 3,766 | unique page views &gt; 3,531

144,400 social media impressions | 5,613 clicks | CTR: 3.8%

817 paid reactions | total reach 58,096

NPR: St Louis Public Radio Paid Sponsorship Campaign | June 15-July 31

55 spots aired [Gas Lamp Inn reported 3 bookings &amp; several more inquiries, with first international guest as a result]

TripAdvisor: Targeted Digital Campaign State Co-op

June-July: 267,154 impressions | 218 clicks

Google Ads: 3 months

9.18k impressions | 1.11k clicks | 152 actions showing intent to visit | ads running in IA, MO, IL

Targeted Digital Ads [WGEM Digital]: June-August | St Louis metro area

418,869 impressions | 283 clicks | 293 visits | 1,481 engagements

Preservation Magazine Summer Edition: National Platform

Reader Services Direct Response &gt; 62 visitor guide requests sent 8/25/21

Billboard: Hwy 61 | Troy, MO | Flavor Tours

Start date: June | Weekly EOI (Eyes on Impression) &gt; 51,445

## FLAVOR TOURS

102 confirmed reservations to date;  
tours running every Saturday thus far

[Flavor Testimony]

*"I wanted to let you know my friends and I had the BEST TIME EVER! on the Flavor Tour! Our Guide Carol was AWESOME! I first saw the Flavor Tour as an Instagram Ad and convinced my girlfriends of 30+ years to go on a walking tour, sample foods and drinks and learn about the city. It was a win-win and only a short 7.5 hour drive from Columbus OH. We got a chance to connect, laugh, explore, and shop...bonus, none of us has ever been to Missouri so we crossed the bridge and stepped a brief foot in another state!"*

--Dana