



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Room 210
Monday, August 5, 2019 at 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from July 17, 2019**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Approval of Resolution Authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement*
 - *Approval of Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement*
 - *Approval of Kendall County Title VI Statement of Policy and Program*
 - *Request for Bid for Modern Cadastral Model – Parcel Fabric*
 - *Discussion of Increasing GIS Fees*
 - *Discussion of Bid Results for Second Internet Connection*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

**COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Wednesday, June 19, 2019**

CALL TO ORDER - Chair Elizabeth Flowers called the meeting to order at 5:31 p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Absent		
Matthew Prochaska	Here		
Robyn Vickers	Here		

Others in Attendance: Meagan Briganti, Matt Kinsey, Scott Koeppel,

APPROVAL OF AGENDA – Motion made by Member Prochaska second by Member Gengler to approve the agenda. With four members voting aye, the agenda was approved by a 4 -0 vote.

APPROVAL OF MINUTES – Motion made by Member Vickers second by Member Gengler to approve the July 1, 2019 minutes. With four members voting aye, the minutes were approved by a 4-0 vote.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administration Department* – Mr. Koeppel wanted feedback from the Committee on the GIS Department. Staffing has been an issue in the last few months, and the Department has had to close periodically for training, lunches and other meetings. There is a training Conference in October that all three staff members need to attend. The Department may need to close periodically. There was consensus that it would be okay to have the Department close as needed. GIS Customers can check with Administrative Services when the Department is closed. Mr. Koeppel also sought direction from the Committee regarding if the Committee would like to go out to bid on Worker’s Comp and Liability Insurance. The consensus was unless there is a significant cost savings the County would continue with ICRMT.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion of Shared Services Purchasing Agreements and Request for Legal Review-* Mr. Koeppel explained that he met with the Purchasing staff member that Yorkville and

Oswego employs. There may be opportunities to achieve savings with joint purchasing. **There was consensus to investigate further about sharing the staff member and bring potential bids to the committee on a case by case basis.**

- *Discussion of IGA for Sharing Services, Staff, and Equipment and Request for Legal Review-* A sample IGA is attached. This would be a cost sharing between other municipalities in Kendall Counties. Many communities already participate in joint IGAs sharing staff, equipment and other services. **There was consensus to send the draft IGA to the SAO for legal review, after which the committee can decide to proceed.**
- *Discussion of GIS Inc. Cloud Hosting Recommendations-* Ms. Briganti reviewed the GIS Cloud Hosting Recommendations. Our current environment is very old and there is no security. Their recommendation is to move our data to the Cloud which would increase security, reduce cost on hardware and licensing. This would also give us the ability to reduce or increase capacity as needed. Current cost is about \$1800 a month. Moving to the Cloud would give us a savings of about \$300 a month.
- *Discussion and Approval of Contract with Amazon Web Services and Request for Legal Review-* Ms. Briganti explained that if the Department were to move to a Cloud based system it would be with Amazon Web Services. We are not sure that if there is a legal review by the SAO and changes recommended the contract could be changed, since Amazon is such a big company. Many companies use Amazon Web Services about 80% of businesses. This is a monthly subscription that can be cancelled at any time. **There was consensus to request if changes to contract were possible. If changes are not possible the contract should be forwarded to the August 6, Board Meeting for approval.**
- *Discussion and Approval of GIS Department Purchase of a 95 Hour Support Block from GIS Inc. in an amount not to exceed \$15,000-* The recommendation from the initial GIS Assessment was to move to the Cloud. When the Assessment was done 14.5 hours were used with 15.5 remaining. Ms. Briganti recommended getting the 95-hour block for \$15,000. The contract was already reviewed by the SAO. The budgeted amount is \$32,000 with a savings \$12,000. Motion by Member Vickers, second by Member Prochaska. **With four members voting aye, the contract was approved to be forwarded to the County Board by a 4-0 vote.**
- *Discussion and Approval of Comcast Franchise Agreement-* Mr. Koeppel explained that this has been in legal review for a while. There is one sticking point. This is not a legal issue it just states that there needs to be a public hearing if there is an issue with the agreement. Mr. Koeppel recommended moving forward with that language as the odds of this happening is slim. There would just be a public hearing before legal action. Motion made by Member Gengler, second my Member Vickers. **With four members voting aye, the Agreement was approved to be forwarded to the County Board by a 4-0 vote.**

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Approval of Contract with Amazon Web Services and Request for Legal Review*
- *Approval of GIS Department Purchase of a 95 Hour Support Block from GIS Inc. in an amount not to exceed \$15,000*
- *Approval of Comcast Franchise Agreement*

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Vickers. **With four members voting aye, the meeting was adjourned at 6:14 p.m.**

Respectfully Submitted,

Mera Johnson
HR Risk Management & Compliance Coordinator



Illinois Department of Transportation

Office of Intermodal Project Implementation / Bureau of Transit
69 West Washington Street / Suite 2100 / Chicago, Illinois 60602

July 5, 2019

Scott Gryder
County Board Chairman
111 W. Fox Street
Yorkville, IL 60560

RE: FY2020 Uniform Grant Agreement /Downstate Operating Assistance Program
Grant No: OP-20-21-IL; Agreement No. 5038

Dear Mr. Gryder:

The Illinois Department of Transportation, Office of Intermodal Project Implementation has received and conditionally approved your completed agency's Fiscal Year 2020 Downstate Operating Assistance Program (DOAP) Application with the information contained pursuant to Section 740/2-11 of the Downstate Public Transportation Act (30 ILCS 740, Article II).

The Department is transmitting your agency's FY20 Downstate Operating Assistance Program Agreement for partial execution. The Agreement provides an estimated DOAP amount based on the budget provided in your agency's application up to the maximum amount of the FY20 State Appropriation. Please submit two partially executed Agreements to the Department and include the required Opinion of Counsel and acceptable Board Resolution with the Agreements. Without these documents, the Department cannot fully execute your Agreement.

This Agreement is based on the Uniform Grant Agreement required under GATA. Please review it carefully, print two *single (one sided)* copies of the attached Agreement, and have your agency's (Grantee's) authorized representative complete the following for both copies:

- Verify your agency's correct DUNS Number and FEIN Number in Section 1.1 on page 1.
- Sign his/her name, date the signature, print his/her name, print his/her title, provide his/her e-mail address under GRANTEE NAME in Section 1.6, page 3.
- Complete the Grantee's Authorized Representative Table, and if applicable, the Grantee Program Compliance Oversight Monitor (Rural Recipients) Table which is Exhibit D.
- Have your Grantee's attorney complete Part 2, Attachment 1, Opinion of Council, including review of grant specific information in the body of the Opinion and sign and date after reviewing the Agreement and Grantee's eligibility under the program.

- Complete Part 2, Attachment 2, Board Resolution, including all required grant specific information in the body of the Board Resolution and complete the signature block as appropriate.
- Sign, date, and provide the title of the signatory on Part 2, Attachment 3, Drug Free Work Place Certification.
- Sign, date, and provide the title of signatory on Part 3, Attachment 1, Certification by Grantee Not to Engage in School Bus Operations.
- Review Part 3, Attachment 2, Uniform Budget. Complete Section A Indirect Cost Rate Information; sign Section B Certification; and provide the title of both the signatory and the CFO (or equivalent), and do not date. Also, complete the FFATA Data Collection Form on Part 3, Attachment 2, Uniform Budget.
- Return both copies of the above, with original signatures, to the Department. Be sure to include complete Opinion of Counsel and Board Resolution forms authorizing this Agreement.

The partially executed Agreements should be returned to:

Ms. Karen Strell, Section Chief, Northern Transit Operating Programs
IDOT, Office of Intermodal Project Implementation
69 W. Washington, Suite 2100
Chicago, IL 60602

Upon receipt of the partially executed Agreements, the Department will secure the necessary signatures, and return a fully-executed Agreement for your files. As a reminder, completed FY20 DOAP Request for Payments are required to be submitted via the SharePoint site and are available on the Forms page of the Transit Grants Program SharePoint site. The Department will process the Requests and will have them ready for payment once it fully executes the Agreement and the State Comptroller fully obligates the funds.

Should you have any questions regarding this Agreement, please contact Karen Strell at (312) 793-5230 or by email at Karen.Strell@illinois.gov.

Sincerely,



John J. Marrella,
Bureau Chief of Transit Operations

Enclosures

GRANT AGREEMENT



BETWEEN

THE STATE OF ILLINOIS, ILLINOIS DEPARTMENT OF TRANSPORTATION

AND

KENDALL COUNTY

The Illinois Department of Transportation (Grantor) with its principal office at 2300 South Dirksen Parkway, Springfield IL. 62764 and Kendall County (Grantee) with its principal office at 111 West Fox Street, Yorkville, IL 60560

and payment address (if different than principal office) at same hereby enter into this Grant Agreement (Agreement). Grantor and Grantee are collectively referred to herein as "Parties" or individually as a "Party."

PART ONE - THE UNIFORM TERMS

RECITALS

WHEREAS, It is the intent of the Parties to perform consistent with all Exhibits and attachments hereto and pursuant to the duties and responsibilities imposed by Grantor under the laws of the state of Illinois and in accordance with the terms, conditions and provisions hereof.

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements contained herein, and for other good and valuable consideration, the value, receipt and sufficiency of which are acknowledged, the Parties hereto agree as follows:

ARTICLE I

AWARD AND GRANTEE SPECIFIC INFORMATION AND CERTIFICATION

1.1 DUNS Number, SAM Registration: Nature of Entity. Under penalties of perjury, Grantee certifies that 361779440 is Grantee's correct DUNS number, 386008598 is Grantee's correct FEIN or Social Security Number, and that Grantee has an active State registration and SAM registration. Grantee is doing business as a (check one):

- Individual, Sole Proprietorship, Partnership, Corporation (Includes Not for Profit), Medical Corporation, Governmental Unit, Estate or Trust, Pharmacy-Non Corporate, Pharmacy/Funeral Home/Cemetery Corp., Tax Exempt, Limited Liability Company (select applicable tax classification), P = partnership, C = corporation

If Grantee has not received a payment from the state of Illinois in the last two years, Grantee must submit a W-9 tax form with this Agreement.

1.2 **Amount of Agreement.** Grant Funds (check one) shall not exceed or are estimated to be \$1,109,225.00, of which \$0.00 are federal funds. Grantee agrees to accept Grantor's payment as specified in the Exhibits and attachments incorporated herein as part of this agreement.

1.3 **Identification Numbers.** If applicable, the Federal Award Identification Number (FAIN) is N/A, the federal awarding agency is N/A, and the federal award date is _____, if applicable, the Catalog of Federal Domestic Assistance (CFDA) Name is N/A and the Number is N/A. The Catalog of State Financial Assistance (CSFA) Number is 494-80-1141. The State Award Identification Number is 1141-12547.

1.4 **Term.** This Agreement shall be effective 07/01/2019 and shall expire on 06/30/2020 unless terminated pursuant to this Agreement.

1.5 **Certification.** Grantee certifies under oath that (1) all representations made in this Agreement are true and corrects and (2) all Grant Funds awarded pursuant to this Agreement shall be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misinterpretations, or material omissions shall be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

THE REST OF THIS PAGE IS LEFT INTENTIONALLY BLANK

1.6 **Signatures.** In witness whereof, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Check if under \$250,000. If under \$250,000 the Secretary's signature may be delegated.

Illinois Department of Transportation

Kendall County

By: _____
Signature of Matt Magalla, Chief of Staff, on behalf of Director of OIPI

By: _____
Signature of Authorized Representative

By: _____
Signature of Designee

Date: _____

Date: _____
Printed Name: _____

Printed Name: Scott Gryder

Printed Title: _____
Designee

Printed Title: County Board Chairman

Email: sgryder@co.kendall.il.us

By: _____
Signature of Omer Oaman, P.E., Acting Secretary of Transportation

By: _____
Signature of Authorized Representative

By: _____
Signature of Designee

Date: _____

Date: _____
Printed Name: Matt Magalla

Printed Name: _____

Printed Title: Chief of Staff
Designee

Printed Title: _____

Email: _____

By: _____
Signature of Second Other Approver's Name and Title

By: _____
Signature of Designee

Date: _____
Printed Name: _____

Printed Title: _____
Designee

By: _____
Signature of Third Other Approver's Name and Title

By: _____
Signature of Designee

Date: _____
Printed Name: _____

Printed Title: _____
Designee

By: _____
Signature of Fourth Other Approver's Name and Title

By: _____
Signature of Designee

Date: _____
Printed Name: _____

Printed Title: _____
Designee



Illinois Department of Transportation

Office of Intermodal Project Implementation / Bureau of Transit
69 West Washington Street / Suite 2100 / Chicago, Illinois 60602

07/09/2019

Scott Gryder
County Board Chairman
111 W. Fox Street
Yorkville, IL 60560

RE: FY2020 Uniform Grant Agreement / Section 5311 Operating Assistance
Program Grant No: OP-20-21-FED, Agreement No. 5094 (20-0338-12548)

Dear Mr. Gryder,

The Illinois Department of Transportation, Office of Intermodal Project Implementation has received and conditionally approved your completed agency's Fiscal Year 2020 Section 5311 Operating Assistance Application with information contained pursuant to Section 740/3-8 of the Downstate Public Transportation Act (30 ILCS 740, Article III).

The Department is transmitting your agency's FY20 Section 5311 Operating Assistance Uniform Grant Agreement for partial execution. This Agreement provides the maximum Section 5311 amount based on the budget provided in your agency's Section 5311 Funding Apportionment and Application. Please submit two partially executed Agreements to the Department and include the required Opinion of Counsel and acceptable Board Resolution with your Agreements. Without these documents, the Department cannot fully execute your Agreement.

This Agreement is based on the Uniform Grant Agreement that GATA requires. Please review it carefully, print two *single sided (one sided)* copies of the attached Agreement, and have your agency's (Grantee's) authorized representative complete the following for both copies:

- Verify your agency's correct DUNS Number and FEIN Number in Section 1.1 on page 1.
- Sign his/her name, date the signature, print his/her name, print his/her title, and provide his/her e-mail address under GRANTEE NAME in Section 1.6 page 3.
- Complete Exhibit D, of your Agreement with the Grantee's Authorized Representative and the contact information for your Grantee's Program Compliance Oversight Monitor.
- Complete Part 2, Attachment 1, Certifications and Restrictions on Lobbying for federal funding greater than \$100,000.

- Have your Grantee's attorney complete Part 2, Attachment 2, Opinion of Council, including his/her review of grant specific information in the body of the Opinion and sign and date after reviewing the Agreement and Grantee's eligibility under the program.
- Complete Part 2, Attachment 3, Board Resolution Authorizing Execution and Amendment of the federal 5311 Operating Assistance Grant Agreement, including all required grant specific information in the body of the resolution and complete the signature block as appropriate.
- Review Part 3, Attachment 1, Uniform Budget, Complete Section A Indirect Cost Rate Information; sign Section B Certification, and provide the title of both the signatory and the CFO (or equivalent), and do not date. Also, complete the FFATA Data Collection Form on Part 3, Attachment 1, Uniform Budget.
- Return both single sided copies of the above Agreements, with original signatures, to the Department. Be sure to include complete Opinion of Counsel and Board Resolution forms authorizing this Agreement.

The partially executed Agreements should be returned to:

Ms. Karen Strell, Section Chief, Northern Transit Operating Programs
IDOT, Office of Intermodal Project Implementation
69 W. Washington, Suite 2100
Chicago, IL 60602

Upon receipt of the partially executed Agreements, the Department will secure the necessary signatures, and return a fully-executed Agreement for your files. As a reminder, completed FY20 Section 5311 Request for Payment reimbursement are required to be submitted via the SharePoint site and will be available on the Forms page of the Transit Grants Program SharePoint site soon. The Department will process completed FY20 Request for Payment reimbursement based on actual expenses, and will have them ready for payment as soon as possible, after the date on which they are due, pending the Department's full execution of the Agreement and the State Comptroller's obligation of the funds.

Should you have any questions regarding this Agreement, please contact Ms. Karen Strell at (312) 793-5230 or by email at Karen.Strell@Illinois.gov.

Sincerely,



John J. Marrella,
Bureau Chief of Transit Operations

Enclosures

GRANT AGREEMENT



BETWEEN

THE STATE OF ILLINOIS, ILLINOIS DEPARTMENT OF TRANSPORTATION

AND

KENDALL COUNTY

The Illinois Department of Transportation (Grantor) with its principal office at 2300 South Dirksen Parkway, Springfield IL. 62764 and Kendall County (Grantee) with its principal office at 111 West Fox Street, Yorkville, IL. 60560

and payment address (if different than principal office) at Same

hereby enter into this Grant Agreement (Agreement). Grantor and Grantee are collectively referred to herein as "Parties" or individually as a "Party."

PART ONE - THE UNIFORM TERMS

RECITALS

WHEREAS, it is the intent of the Parties to perform consistent with all Exhibits and attachments hereto and pursuant to the duties and responsibilities imposed by Grantor under the laws of the state of Illinois and in accordance with the terms, conditions and provisions hereof.

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements contained herein, and for other good and valuable consideration, the value, receipt and sufficiency of which are acknowledged, the Parties hereto agree as follows:

ARTICLE I

AWARD AND GRANTEE SPECIFIC INFORMATION AND CERTIFICATION

1.1 DUNS Number. SAM Registration: Nature of Entity. Under penalties of perjury, Grantee certifies that 361779440 is Grantee's correct DUNS number, 366006598 is Grantee's correct FEIN or Social Security Number, and that Grantee has an active State registration and SAM registration. Grantee is doing business as a (check one):

- Individual, Sole Proprietorship, Partnership, Corporation (Includes Not for Profit), Medical Corporation, Governmental Unit, Estate or Trust, Pharmacy-Non Corporate, Pharmacy/Funeral Home/Cemetery Corp., Tax Exempt, Limited Liability Company (select applicable tax classification), P = partnership, C = corporation

If Grantee has not received a payment from the state of Illinois in the last two years, Grantee must submit a W-9 tax form with this Agreement.

1.2 **Amount of Agreement.** Grant Funds (check one) shall not exceed or are estimated to be \$55,578.00, of which \$55,578.00 are federal funds. Grantee agrees to accept Grantor's payment as specified in the Exhibits and attachments incorporated herein as part of this agreement.

1.3 **Identification Numbers.** If applicable, the Federal Award Identification Number (FAIN) is IL-2019-002, IL-2019-XX, IL-2017-037, IL-2016-034, IL-18-X032, IL-18-X031, IL-18-X030, IL-18-X029, the federal awarding agency is Federal Transit Administration (FTA), and the federal award date is 02/01/19. If applicable, the Catalog of Federal Domestic Assistance (CFDA) Name is Formula Grants for Rural Areas and the Number is 20.509. The Catalog of State Financial Assistance (CSFA) Number is 494-80-0338. The State Award Identification Number is 0338-12548.

1.4 **Term.** This Agreement shall be effective 07/01/2019 and shall expire on 08/30/2020 unless terminated pursuant to this Agreement.

1.5 **Certification.** Grantee certifies under oath that (1) all representations made in this Agreement are true and corrects and (2) all Grant Funds awarded pursuant to this Agreement shall be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misinterpretations, or material omissions shall be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

THE REST OF THIS PAGE IS LEFT INTENTIONALLY BLANK

1.6 Signatures. In witness whereof, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Check if under \$250,000. If under \$250,000 the Secretary's signature may be delegated.

Illinois Department of Transportation

Kendall County

By: _____
Signature of Matt Magalle, Chief of Staff, on behalf of Director of OIPI

By: _____
Signature of Authorized Representative

By: _____
Signature of Designee

Date: _____

Date: _____
Printed Name: _____

Printed Name: Scott Gryder

Printed Title: _____
Designee

Printed Title: County Board Chairman

Email: sgryder@co.kendall.il.us

By: _____
Signature of Omer Osman, P.E., Acting Secretary of Transportation

By: _____
Signature of Authorized Representative

By: _____
Signature of Designee

Date: _____

Date: _____
Printed Name: Matt Magalle

Printed Name: Latreese Caldwell

Printed Title: Chief of Staff
Designee

Printed Title: Deputy County Administration/PCOM

Email: lcaldwell@co.kendall.il.us

By: _____
Signature of Second Other Approver's Name and Title

By: _____
Signature of Designee

Date: _____
Printed Name: _____

Printed Title: _____
Designee

By: _____
Signature of Third Other Approver's Name and Title

By: _____
Signature of Designee

Date: _____
Printed Name: _____

Printed Title: _____
Designee

By: _____
Signature of Fourth Other Approver's Name and Title

By: _____
Signature of Designee

Date: _____
Printed Name: _____

Printed Title: _____
Designee

Kendall County
Title VI
Statement of Policy and Program

Kendall County is committed to a policy of non-discrimination pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d). Kendall County recognizes its responsibilities to the communities in which it operate. It is Kendall County's policy to utilize its best efforts to assure that "no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under its delivery of transit service and any other program or activity for which Kendall County receives Federal financial assistance."

Toward this end, it is Kendall County's objective to:

- A. Ensure that the level and quality of transit service delivery is provided without regard to race, color, or national origin;
- B. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of transit service programs and activities on minority populations and low-income populations;
- C. Promote the full and fair participation of all affected populations in transit service provision decision making;
- D. Prevent the denial, reduction, or delay in benefits related to transit service programs and activities that benefit minority populations or low-income populations;
- E. Ensure meaningful access to transit service programs and activities by persons with limited English proficiency.

The responsibility for carrying out Kendall County's commitment to this Title VI program has been delegated to the Kendall County Administrator by the Kendall County Board. As the Title VI Coordinator, the County Administrator is responsible for the day-to-day operations of this Program and will receive and investigate Title VI complaints, which come through the complaint procedure. However, all managers, supervisors, and employees share in the responsibility for making Kendall County's Title VI Program a success. The Title VI Coordinator shall be responsible for maintaining all records relating to this Policy including, but not limited to, this Title VI Policy, copies of all Title VI complaints or lawsuits and related documentation, all records of correspondence to and from complainants, and Title VI investigations.

Additional information concerning Kendall County's Title VI obligations and the complaint procedure can be obtained by contacting the County Administrator at (630) 553-4171 or via United States mail at Kendall County Administrator, 111W. Fox Street, Yorkville, Illinois 60560.

TITLE VI INFORMATION, DISSEMINATION, & COMMUNITY OUTREACH

Title VI information posters shall be prominently and publicly displayed in the Kendall County Office of Administrative Services at 111 W. Fox Street, Yorkville, Illinois 60560; in the Kendall Area Transit office located at 109 W. Ridge St, Yorkville, IL, 60560, and onboard all Kendall Area Transit vehicles.

Information relating to Kendall County's nondiscrimination obligation can also be obtained from Kendall

County's website at www.co.kendall.il.us/kendall-area-transit/.

During transit employee orientation and subsequent employee trainings, information relative to the provisions of Title VI and the County's expectations to perform their duties accordingly will be reviewed and discussed.

Community outreach is a requirement of Title VI recipients and sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected populations, the public involvement process, and the resources of the recipient. The County has not appointed an unelected transportation planning board or committees. As stated above, the Title VI Policy will be located on Kendall County's website and will be available for review in multiple locations. Also, all County Board meetings are open to the public and follow the Illinois Open Meetings Act. The County and or the County's non-profit pass-through transit operator conduct community group meetings, resource fairs, maintain active Facebook page, and provide brochures. The County's non-profit pass-through transit operator has staff fluent in the Spanish language and have translated materials into Braille and Spanish. Other translations are available upon request.

SUBCONTRACTS AND VENDORS

All subcontractors and vendors who receive payments from Kendall County where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. Written contracts with such subcontractors and vendors shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

LIMITED ENGLISH PROFICIENCY POLICY STATEMENT AND AVAILABLE RESOURCES

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance. Title VI and its implementing regulations require that certain federal grant recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP). To that end, Kendall County provides translation and interpretation services free of charge upon request by calling {630} 553-4171 or by contacting the Title VI Coordinator at 111W. Fox Street, Yorkville, Illinois 60560.

Since the initial adoption of this policy on June 19, 2012, there have been no complaints, investigations or lawsuits pursuant to this Title VI policy.

Adopted by the Kendall County Board, this day of _____, 2019.

Approved

Scott R. Gryder, Board Chairman

Debbie Gillette, County Clerk

ATTACHMENT A

Long-Form Title VI Notice to the Public

YOUR RIGHTS UNDER TITLE VI

Kendall County operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the 1964 Civil Rights Act. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with our agency.

Any such complaint must be in writing and filed with this agency within 180 days following the date of the alleged discriminatory occurrence. For information on our nondiscrimination obligations or how to file a complaint, please contact Kendall County by any of the methods listed below:

**Kendall County Administrative Services 111 W. Fox St.
Yorkville, IL, 60560**

630-553-4171 (phone)

630-553-4214 (fax)

kcadmin@co.kendall.il.us

If this information is needed in another language, please contact us.

Short Title VI Notice to the Public

Kendall County operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the 1964 Civil Rights Act. To find out more about our nondiscrimination obligations, to file a complaint, or to request this information in another language, please contact us at 630-553-4171.

ATTACHMENT B

Kendall County

TITLE VI COMPLAINT FORM

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

If you feel that you have been discriminated against in the provision of transportation services, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please let us know.

Please mail or return this form to:
Title IV Coordinator County of Kendall 111 W. Fox St, Yorkville, IL, 60560
Ph: 630-553-4171
Fax: 630-553-4214
Kcadmin@co.kendall.il.us

PLEASE PRINT if you are not completing the on-line version of this form.

1. Complainant's Name:		
a. Address:		
b. City:	State:	Zip Code:
c. Telephone (Home <input type="checkbox"/> or Cell <input type="checkbox"/> Please include area code () ()		Telephone Number (Work)
d. E-Mail Address:		
Do you prefer to be contacted via this e-mail address? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Accessible Format of Form Needed? <input type="checkbox"/> Large Print <input type="checkbox"/> Audio Tape <input type="checkbox"/> TDD <input type="checkbox"/> Other (please specify):		
3. Are you filing this complaint on your own behalf? <input type="checkbox"/> Yes If YES, please go to Question 7 <input type="checkbox"/> No If no, please go to question 4		
4. If you answered NO to question 3 above, please provide your name and address.		
a. Name of Person Filing Complaint:		
b. Address:		
c. City:	State:	Zip Code:
d. Telephone (Home <input type="checkbox"/> or Cell <input type="checkbox"/> Please include area code () ()		Telephone Number (Work)
e. E-Mail Address:		
Do you prefer to be contacted via this e-mail address? <input type="checkbox"/> Yes <input type="checkbox"/> No		
5. What is your relationship to the person for whom you are filing the complaint?		
6. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. <input type="checkbox"/> Yes, I have permission. <input type="checkbox"/> No, I do not have permission.		

7. I believe that the discrimination I experienced was based on (check all that apply) <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin (Classes protected by Title VI) <input type="checkbox"/> Other (please specify)		
8. Date of Alleged Discrimination (Month, Day, Year):		
9. Where did the Alleged Discrimination take place?		
10. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). <i>Use the back of this form or separate pages if additional space is required.</i>		
11. Please list any and all witnesses' names and phone numbers/contact information. <i>Use the back of this form or separate pages if additional space is required.</i>		
12. What type of corrective action would you like to see taken?		
13. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes If yes, check all that apply <input type="checkbox"/> No a. <input type="checkbox"/> Federal Agency (List agency's name) b. <input type="checkbox"/> Federal Court (Please provide location) c. <input type="checkbox"/> State Court d. <input type="checkbox"/> State Agency (Specify Agency) e. <input type="checkbox"/> County Court (Specify Court and County) f. <input type="checkbox"/> Local Agency (Specify Agency)		
14. Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:	Title:	
Agency:	Telephone ()	
Address:		
City:	State:	Zip Code:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date is required:

Signature _____
Date

If you completed Questions 4, 5 and 6, your signature and date is required.

Signature _____
Date

Kendall County TITLE VI COMPLAINT PROCEDURES

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Any person who believes that he/she has been aggrieved by an unlawful discriminatory practice on the basis of race, color or national origin by [Insert your agency’s name] may file a complaint by completing and submitting Kendall County the Title VI Complaint form.

How do you file a complaint?

You may download the Kendall County Title VI Complaint Form at <https://www.co.kendall.il.us/>, or request a copy by phone or in writing Kendall County-111 W. Fox Street, Yorkville, IL 60560- (630) 553-4171.

You may file a signed, dated and written complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number. (See Question 1 of the Complaint Form)
- How, why, and when you believe you were discriminated against. Include as much specific, detailed information as possible about the alleged acts of discrimination, and any other relevant information. (See Questions 7, 8, 9, and 10 of the Complaint Form)
- The names of any persons, if known, whom the director could contact for clarity of your allegations. (See Question 11 of the Complaint Form)

Please submit your complaint form to address listed below:

**Kendall County Administrator
Kendall County Administrative Services
111 W Fox Street
Yorkville, IL 60560
630-553-4171 (phone)
630-553-4214 (fax)
kcadmin@co.kendall.il.us**

How will your complaint be handled?

Kendall County investigates complaints received no more than 180 days after the alleged incident. Kendall County will process complaints that are complete. Once a completed complaint is received, Kendall County will review it to determine if the county has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint

will be investigated by Kendall County.

Kendall County will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, Kendall County may contact the complainant. Unless a longer period is specified by Kendall County, the complainant will have ten (10) days from the date of the letter to send requested information to the Kendall County investigator assigned to the case.

If Kendall County investigator is not contacted by the complainant or does not receive the additional information within the required timeline, Kendall County may administratively close the case. A case may be administratively closed also if the complainant no longer wishes to pursue their case.

After an investigation is complete, Kendall County will issue a letter to the complainant summarizing the results of the investigation, stating the findings and advising of any corrective action to be taken as a result of the investigation. If a complainant disagrees with Kendall County determination, he/she may request reconsideration by submitting a request in writing to Kendall County Administrator within seven (7) days after the date of Kendall County letter, stating with specificity the basis for the reconsideration. The director [or the appropriate title] will notify the complainant of his decision either to accept or reject the request for reconsideration within 10 days. In cases where reconsideration is granted, the director [or the appropriate title] will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact Kendall County at 630-553-4171.

ATTACHMENT C

STAFF LEP SURVEY

Kendall Area Transit is studying the language assistance needs of its riders so that we can better communicate with them and increase ridership. Please complete the following survey and return it to the KAT office by 9/17/18.

How often do you come into contact with passengers who do not speak English or have trouble understanding you when you speak English to them? [Circle one]

Daily

Weekly

Monthly

Less frequently than monthly

What languages do these passengers speak? Please list.

What other foreign languages do you understand or speak?

Would you be willing to serve as a translator when needed?

Appendix A: Kendall Area Transit Limited English Proficiency (LEP) Plan

Last Update: 9/18/18

Introduction

This Limited English Proficiency (LEP) Plan has been prepared to address Kendall County and the Voluntary Action Center (VAC) of DeKalb County's responsibilities as recipients of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1A dated May 13, 2007, which state that no person shall be subjected to discrimination on the basis of race, color or national origin. Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

Plan Summary

Kendall County is the designated recipient of Federal Transit Administration (FTA) Section 5311 grant funds and partners with VAC through its transportation service to provide origin to destination demand response route services within the Kendall County Area of Illinois. Kendall County and VAC have jointly developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by VAC. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, Kendall County and VAC undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a VAC program, activity or service.
2. The frequency with which LEP persons come in contact with VAC programs, activities or services.
3. The nature and importance of programs, activities or services provided by VAC to the LEP population.
4. The resources available to VAC and overall cost to provide LEP assistance.

A summary of the results of the VAC four-factor analysis is in the following section.

Analysis

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a VAC program, activity, or service.

VAC staff reviewed the 2011-2015 American Community Survey of the U.S. Census and determined that a total of 19,171 persons in Kendall County [17.3% of the population]

Speak a language other than English.

In Kendall County, 5,750 persons [30%] have limited English proficiency; that is, they speak English “not well” or “not at all.” The majority of persons with limited English proficiency speak Spanish [12,873 persons, 11.6%] with those speaking other languages representing less than .05% of the population each (see Tables 1 & 2 and Figures 1, 2, & 3, for population and household breakouts).

Table 1. Languages Spoken by Population in the Kendall County Region

Population 5 years and over	Total Population	Percent	English Ability		English Ability (Not Well)
			Well	Not Well	% of Total Population
Population 5 years and over	110,845	100%	105,095	5,750	5.2%
Speak only English	91,674	82.7%	(X)	(X)	(X)
Speak a language other than English	19,171	17.3%	13,421	5,750	30.0%
SPEAK A LANGUAGE OTHER THAN ENGLISH					
Spanish	12,873	11.6%	8,635	4,238	32.9%
Other Indo-European languages	3,417	3.1%	2,779	638	18.7%
Asian and Pacific Island languages	1,927	1.7%	1,313	614	31.9%
Other languages	954	0.9%	694	260	27.3%

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Figure 1. Languages Spoken in Kendall County

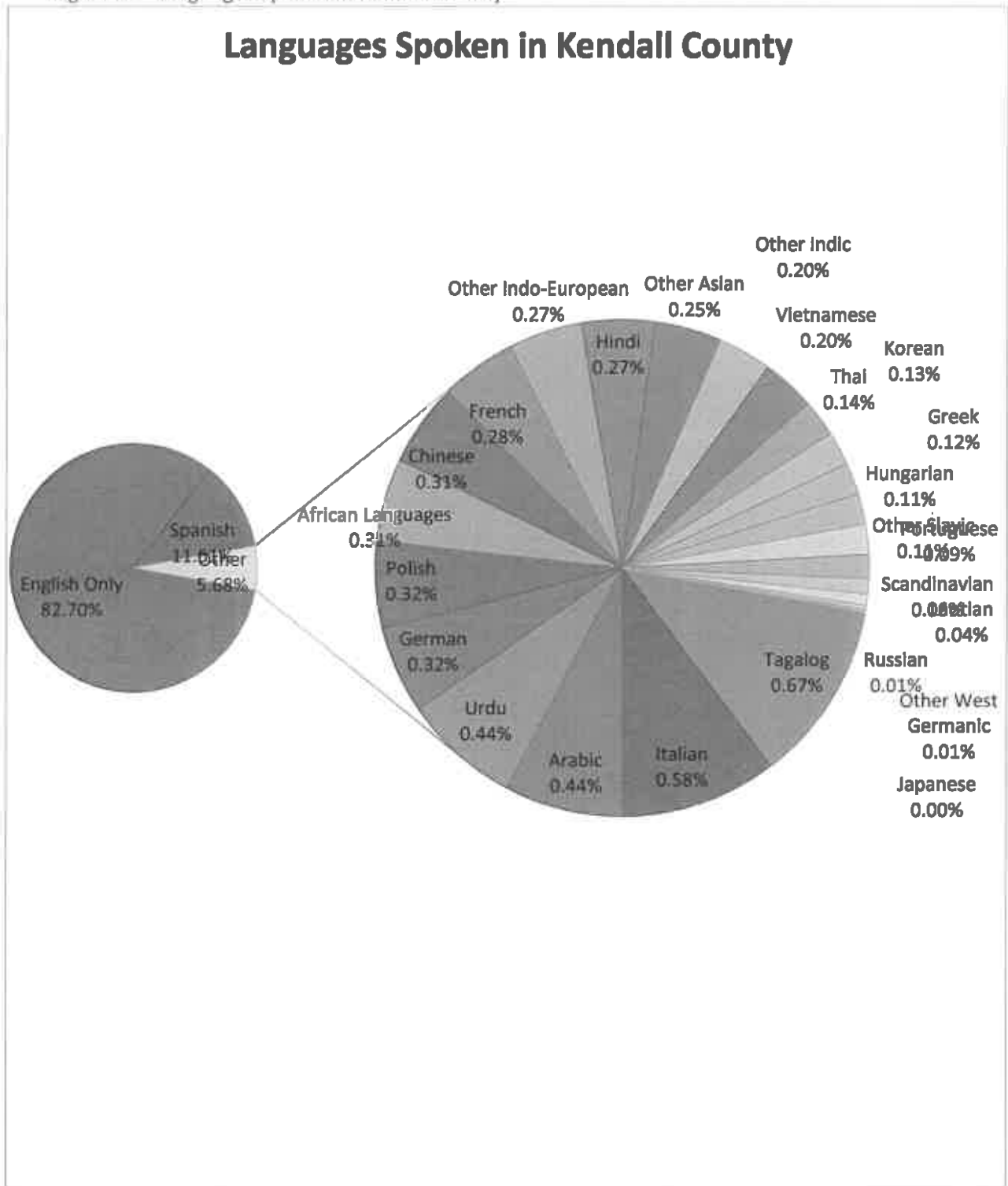
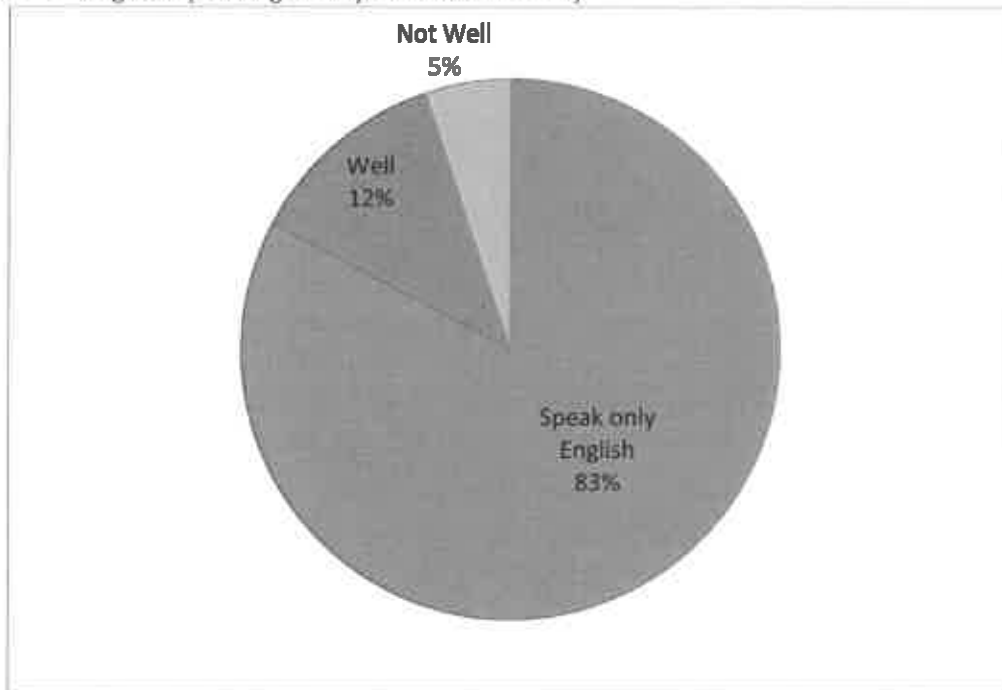


Figure 2. English Speaking ability in Kendall County



2. The frequency with which LEP persons come in contact with VAC-KAT programs, activities or services.

A survey of all VAC drivers, dispatchers, and others who have regular contact with the public was taken to assess how much interaction they have with persons who have limited English proficiency skills. Overall, the survey showed that the average staff member has interactions 2-3 with persons with limited English proficiency about one time a week, representing about five percent (8%) of the average weekly trips VAC provided in 2017. 0% respondents reported never dealing with persons with LEP, 54% reported having interactions at least once a week, and 46% reported occasional interactions (*see Survey Results, page 8*).

Table 2. Linguistically Isolated Households in the Kendall County Region

Q1. On average, how often do you interact with persons with Limited English Skills		
a. Never	0	0%
c. Twice (2) a week	2	13%
d. Three (3) times a week	3	20%
e. Four (4) times a week	1	7%
f. Five (5) times a week	2	13%
g. A few times a month	5	33%
h. Occasionally	2	13%
Q2. On average, please indicate the type of communications that you have, when dealing with persons with LEP?		
a. Person(s) speaks English but difficult to understand		25%
b. Person(s) speaks broken English, but attempts to communicate		65%
c. Person(s) speak no English, speaks entirely in native language		10%
Q3. Estimate the types of languages persons are typically speaking:		
a. Spanish		54%

b. Asian Languages	8%
c. European Languages	8%
d. Indian / Middle Eastern Languages	21%
e. Other Languages	8%

3. The resources available to VAC and overall cost to provide LEP assistance.

VAC assessed its available resources that could be used for providing LEP assistance, including determining how much a professional interpreter and translation service would cost on an as needed basis, which of its documents would be the most valuable to be translated if the need should arise, and taking an inventory of available organizations that VAC could partner with for outreach and translation efforts. The amount of staff and vehicle operating training that might be needed was also considered. Based on the four-factor analysis, VAC developed its LEP Plan as outlined in the following section.

Limited English Proficiency (LEP) Plan Outline

How VAC and staff may identify an LEP person who needs language assistance:

1. Have Census Bureau Language Identification Flashcards available at VAC meetings. This will assist VAC in identifying language assistance needs for future events and meetings.
2. Have Census Bureau Language Identification Flashcards on all transit vehicles to assist vehicle operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to try to obtain contact information to give to VAC's management for follow-up.
3. Vehicle operators and other front-line staff, like dispatchers, have been surveyed on their experience concerning any contacts with LEP persons during the previous year.

Language Assistance Measures

There are numerous language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which VAC staff responds to LEP persons, whether in person, by telephone or in writing.

- Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on VAC programs and services;
- Survey bus drivers and other front-line staff, like dispatchers and service development planners, annually on their experience concerning any contacts with LEP persons during the previous year;
- Provide *Language Identification Flashcards* at the Transit Center, onboard the VAC fleet, in Road Supervisor vehicles and at transit systems administrative offices;
- Post the Kendall County / VAC Title VI Policy and LEP Plan on the agency websites, www.vacdk.com & www.co.kendall.il.us;
- Include language "Spanish a plus" on bus driver recruitment flyers and onboard recruitment posters;
- When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers. A list of volunteers will need to be developed.

Staff Training

The following training will be provided to VAC staff:

1. Information on the VAC Title VI Procedures and LEP responsibilities
2. Description of language assistance services offered to the public
3. Use of Language Identification Flashcards
4. Documentation of language assistance requests

5. Use of Language line service
6. How to handle a potential Title VI/LEP complaint

Outreach Techniques

When staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population. Interpreters will be available as needed.

Monitoring and Updating the LEP Plan

VAC will update the LEP as required by U.S. DOT. At minimum, the plan will be reviewed and updated when once American Community Survey 5-year data is available based on 2015 U.S. Census figures, or when it is clear that higher concentrations of LEP individuals are present in the VAC service area.

Updates will include the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether local language assistance programs have been effective and sufficient to meet the need
- Determine whether VAC's financial resources are sufficient to fund language assistance resources needed
- Determine whether VAC has fully complied with the goals of this LEP Plan
- Determine whether complaints have been received concerning VAC's failure to meet the needs of LEP individuals

Dissemination of the VAC LEP Plan

A link to the VAC LEP Plan and the Title VI Procedures is to be included on the VAC website at www.kendallareatranist.com and the Kendall County website at www.co.kendall.il.us/kendall-area-transit. Any person or agency with internet access will be able to access and download the plan from the VAC website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which VAC will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to the VAC-KAT Program Director or the Kendall County Coordinator:

Kendall Area Transit (C/O VAC)
Attn: Mike Neuenkirchen
109 W. Ridge St.
Yorkville, IL, 60560

Phone: (630)-882-6970
Email: mneuenkirchen@co.kendall.il.us (Mike Neuenkirchen, Program Director)

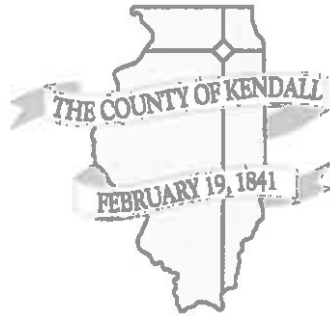
Kendall County Administrative Office
Attn: Latreese Caldwell
111 West Fox Street
Yorkville, IL 60560

Phone: (630) 553-4171
Email: lcaldwell@co.kendall.il.us (Latreese Caldwell, PCOM, Deputy County Administrator)

VAC-Kendall County Limited English Proficiency Survey: Results

***Total Number of Responses: 15**

On average, how often do you interact with persons with Limited English Skills (LEP)	Never	0	0%
	Twice (2) a week	2	13%
	Three (3) times a week	3	20%
	Four (4) times a week	1	7%
	Five (5) times a week	2	13%
	A few times a month	5	33%
	Occasionally	2	13%
On average, please indicate the type of communications that you have, when dealing with persons with LEP?	Person(s) speaks English but difficult to understand	5	25%
	Person(s) speaks Broken English, but attempts to communicate	13	65%
	Person(s) speak no English, speaks entirely in native language	2	10%
Estimate the types of languages persons are typically speaking:	Spanish	13	54%
	Asian Languages	2	8%
	European Languages	2	8%
	Indian / Middle Eastern Languages	5	21%
	Other Languages	2	8%



2019 MODERN CADASTRAL MODEL – PARCEL FABRIC RFB

Kendall County GIS Department

SUMMARY

Kendall County GIS Department is accepting bids for a modern cadastral model, Parcel Fabric from ESRI, to upgrade and improve current department workflows.

Meagan Briganti
GIS Coordinator

Request for Bid

2019 Modern Cadastral Model – Parcel Fabric

On behalf of Kendall County, I invite you to furnish a bid in accordance with the Scope of Work and Instruction to Bidders stated herein. Carefully read the instructions and follow procedures as outlined in order to be considered for award of contract for this project.

All questions should be directed to:
Kendall County GIS Department
Attention: GIS Coordinator
mbriganti@co.kendall.il.us
111 W Fox St, Rm 308
Yorkville, Illinois 60560

Any questions received shall be answered at the discretion of the County. All questions must include a valid email address for response. Replies will be issued to all Proposers/ Vendors of record via email and will become part of the RFB Documents. Questions will not be responded to by oral clarification. Oral clarifications or interpretations shall be without legal effect.

All questions must be submitted prior to the submittal deadline.

Prevailing Wage Notice

This contract calls for the construction of a “public work” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. The Illinois Department of Labor (“Department”) publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontract has an obligation to check the Department’s website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

SCOPE OF WORK

The vendor shall delivery the equipment and service detailed below to:

GIS Department
111 W Fox St, Rm 308
Yorkville, IL 60560

Include all costs in the bid response including shipping of equipment and installation.

Follow the attached Instructions to Bidders.

Details:

- All layers that will need to be reviewed for a Parcel Fabric conversion have been provided as feature classes in a File Geodatabase. The package is available for download at <https://DCloud.co.kendall.il.us/?ShareToken=2F9557689C81D454A6113810EB366CDC83DB1959> and will expire on August 28, 2019.
- Parcel Fabric must fit the Local Government data model and shall, at minimum, include the following data layers:
 - PLSS townships, sections, and quarter sections
 - Subdivisions and Condominiums
 - Blocks and Lots
 - Tax Parcels and Ownership Parcels
 - Road Right-of-Ways
 - Political townships and Corporate boundaries
- Delivery of the final Parcel Fabric product shall take no more than 40 business days.
 - This will not include training or support services, which will occur after successful delivery.
 - Extension may be granted if additional features are offered, but this must be included in the bid if an extension is needed.
- At least one reference of similar past work must be provided.
- Provide any support options, with cost, for Parcel Fabric.
- Provide total cost of training for Parcel Fabric (onsite or online) to include any travel expenses for onsite.

INSTRUCTION TO BIDDERS

General Description: Bids are being accepted for the purchase of:
Modern Cadastral Model – Parcel Fabric (see Scope of Work for details)

Requirements: The following will apply to all bids received:

1. All bids must be comprehensive and complete for the services requested. The accepted bid shall be contracted by Kendall County for the total of the submitted bid. Kendall County will not be responsible for any additional charges above the accepted bid unless additional services are negotiated and accepted by Kendall County by addendum to the original contract. The terms that will be included in the contract for the services are attached to this RFB as the “Agreement.” By submitting a bid, bidders are agreeing to those terms found in the Agreement.
2. Kendall County will not be responsible for any expenses incurred by the bidder in preparing and submitting bids. All bids shall provide a straightforward, concise delineation of your capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
3. The bidder must sign in the firm or corporate name and must bear the original longhand signature of a principal legally authorized to sign contracts. The name of each person signing should be typed or printed below the signature.
4. The individual signing the document for the bidding organization shall initial all erasures or corrections.
5. All variations to the stated specifications must be described in detail (free from ambiguity).
6. All bidders must be appropriately licensed and authorized to conduct business within the State of Illinois.
7. The failure of a bidder to promptly supply information requested in this RFB or other information subsequently requested may result in the bidder being eliminated from consideration.
8. The contents of the bid submitted by the successful bidder and this RFB (as well as the Agreement) will become a part of the contract awarded as a result of these specifications.
9. Kendall County reserves the right to request clarifications or corrections to bids.
10. All bids submitted shall be considered firm offers and will be binding for ninety (90) calendar days following the Due Date, unless, upon Kendall County’s request, the bidder agrees to an extension.

11. The bidder acknowledges that all bid materials become the property of Kendall County and, as such, may be available to the public. By submitting a bid, bidder acknowledges that Kendall County's decision is final, binding, and conclusive upon the bidder for all purposes.

12. The bidder is expected to comply with the true intent of this RFB taken as a whole and shall not avail itself of any errors or omission to the detriment of the services or Kendall County. Should the bidder suspect any error, omission, or discrepancy in the specifications or instructions, the bidder shall immediately notify Kendall County in writing, and Kendall County will issue written corrections or clarifications. The bidder is responsible for the contents of its bid and for satisfying the requirements set forth in the RFB. Bidder will not be allowed to benefit from errors in the document that could have been reasonably discovered by the bidder in the process of putting the bid together.

County's Rights: Kendall County reserves the following rights: (1) to waive or deviate from the procedures or timetable identified in the RFB; (2) to supplement, amend, or otherwise modify the RFB, without notice; (3) to request additional information from bidders; (4) to reject any or all bids; and (5) to waive minor defects and technicalities.

Examination: Bidders shall receive a copy of the Instruction to Bidders.

Questions and Interpretations: Submit questions about the documents to the GIS Coordinator via email mbriganti@co.kendall.il.us. Replies will be issued to all bidders of record as Addenda to the appropriate attachment and will become part of the Agreement. Questions will not be responded to by oral clarification.

Failure to request clarification will not waive responsibility of comprehension of the documents and performance of the work in accordance with the intent of the documents. Signing the Agreement will be considered as implicitly denoting thorough comprehension of intent of the documents.

Submittal: Submit completed bid and other required documents via email to mbriganti@co.kendall.il.us or by mail to the GIS Department. No responsibility shall be attached to Kendall County for the premature opening of any bid not properly addressed and identified. No bid will be considered unless all stipulations of this document and the Agreement have been completed.

Completed bids can be forwarded or mailed to Kendall County GIS Department, 111 W Fox St, Room 308, Yorkville, Illinois 60560. Bids must be received before August 28, 2019 at 9:00am, in order to be considered.

Submission of a bid confers no rights on the bidder to selection or to a subsequent contract. This RFB process is for the Kendall County's benefit only and is intended to provide Kendall County

with competitive information to assist in selection of services. All decisions on compliance, evaluation, terms and conditions shall be made solely at Kendall County's discretion.

Opening: The bids shall be opened and publicly read on August 28, 2019 at 10:00am in the County Office Building at 111 W Fox Street by the GIS Coordinator. Each bid shall be analyzed to ensure that all stipulations have been satisfied. The results shall be recorded and forwarded with all bidding documents to the Kendall County Board. Attendance is NOT required.

Award: It is the intent of Kendall County to award the bid to the lowest responsible bidder who has met all specifications, terms, and conditions of this RFB.

Rejection of Bids: The Kendall County Board, Kendall County Administrative/HR Committee, and Kendall County Technology Services Director reserve the right to reject any or all bids and to waive any or all irregularities. Kendall County may seek clarification from a bidder at any time and failure to respond promptly is cause for rejection.

Disqualification: Kendall County reserves the right to disqualify bids, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the bidder. The bidder's failure to agree to the terms and conditions of the attached Agreement or otherwise meet the mandatory requirements will result in the disqualification of the bidder's bid from further consideration as an unresponsive bid.

Execution of Contract: Notwithstanding any delay in the preparation and execution of the contract, each bidder shall be prepared, upon written notice of bid acceptance, to commence work within 10 days following receipt of official written order of Kendall County to proceed, or on date stipulated in such order.

Kendall County, Illinois

GIS Fee Cost Study

Report Summary

Currently, the GIS Department is a 100% self-sufficient department relying entirely on the GIS Mapping Fee, which stems from the Recorder's Fees per statute (55 ILCS 5/3-5018 - from Ch. 34, par. 3-5018). In addition to covering all GIS expenses, the GIS Mapping Fee also pays a percentage to the General Fund for Facilities and Utilities and a percentage of all 6 employees in the IT Department salaries, health insurance, IMRF, and Social Security. The department provides fee-based services and, in order to maintain the level of services provided, it is recommended that the GIS Mapping Fee increases. The summary findings reflect conservative calculations of the labor, equipment, consumables, and other Department allocated costs of providing GIS services to Kendall County residents.

The GIS Mapping Fee presently collects \$16 per recorded document. Since FY2014, the expenses have exceeded the revenues and the reserve is nearly spent. Without a fee increase, the GIS Department will require assistance from the General Fund in less than 2 years.

Neighboring counties with similar populations to Kendall County are DeKalb, Grundy, and LaSalle, and their GIS Fees range from \$24 - \$36. With the intention of remaining self-sufficient and sustaining current and future services, it is recommended that the GIS Mapping Fee be increased to \$30.

Following a complete employee turnover in the GIS Department, the vision and goals for the department have been updated. Without increasing budget costs, increased and improved services will include:

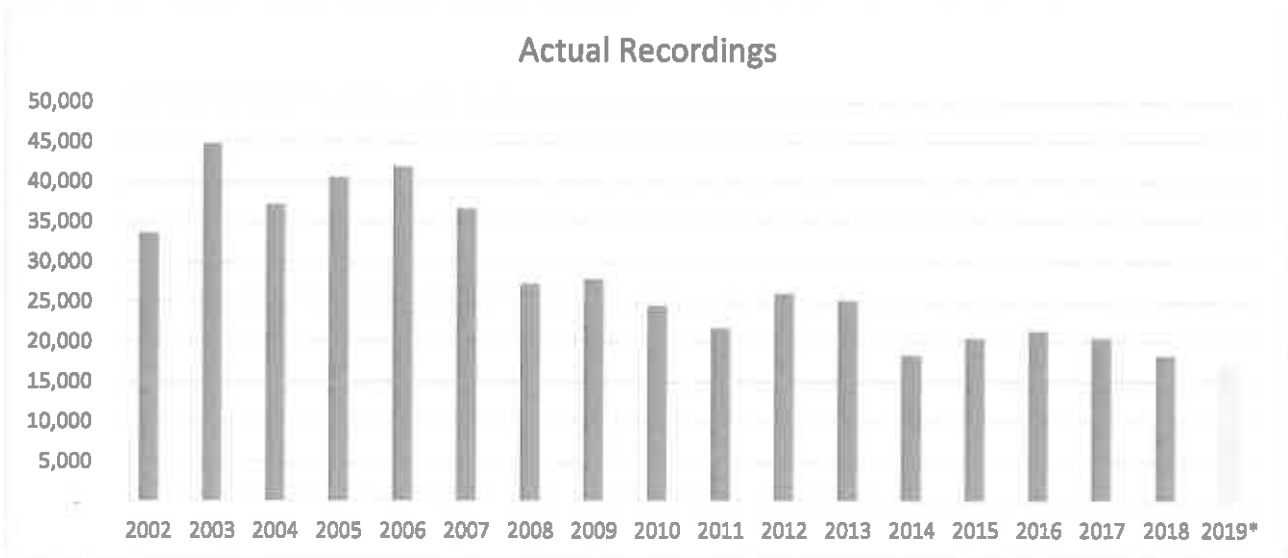
- Increasing security and reliability in moving servers to the cloud,
- Increasing employee efficiencies in moving to a modernized cadastral data model (parcel fabric),
- covering email expenses from IT in order to remain self-sufficient,
- creating succession plans through training and manuals,
- improving employee retention and expertise through conferences and classes,
- Improving Kendall County residents experiences through public outreach and an improved website,
- increasing services provided to internal departments,
- creating partnerships with Kendall County communities to provide them with GIS services,
- sharing the cost on a redistricting solution following the Census,
- maintaining aerial collections every two years per Assessor and Industry standards,
- collecting historical aeriels to increase the rich Kendall County history.

Historical Recording Analysis

Kendall County had the highest population increase in the country between 2000 and 2010, which is reflected in the amount of recordings. However, when the Recession hit, recording numbers dropped and the numbers are still very low. In fact, 2018 ended up being the lowest recorded number, with 2014 being the second lowest. Below is the historical recording analysis for revenue collected by year from 2002 through 2018, along with the current projection for 2019.

2019 Projection

In order to be conservative, the projected year-end total is based on the 5-year average of recordings (2014-2018) then the 5-year average of differences (2014-2018) was subtracted. This method came within 99.93% of accurately predicting the 2014-2018 totals. The projected number of recordings for 2019 are 16,745, with the GIS Mapping Fee at \$16.00, leads to projected receipts of \$267,920.00.



Neighboring County's GIS Fees

County	2018 Population	Normalized Population Comparison to Kendall	GIS Fee
Kendall County	126,218	1.00	\$16.00
LaSalle County	110,067	0.87	\$36.00
Grundy County	50,586	0.40	\$31.00
DeKalb County	104,733	0.83	\$24.00
Kane County	534,667	4.24	\$20.00
Will County	692,661	5.49	\$17.50
DuPage County	930,128	7.37	\$15.00

GIS Mapping Fee Budget Breakdown

The budget increase from FY2019 to FY2020 is due to an additional family plan for health insurance and the decennial aerial flight.

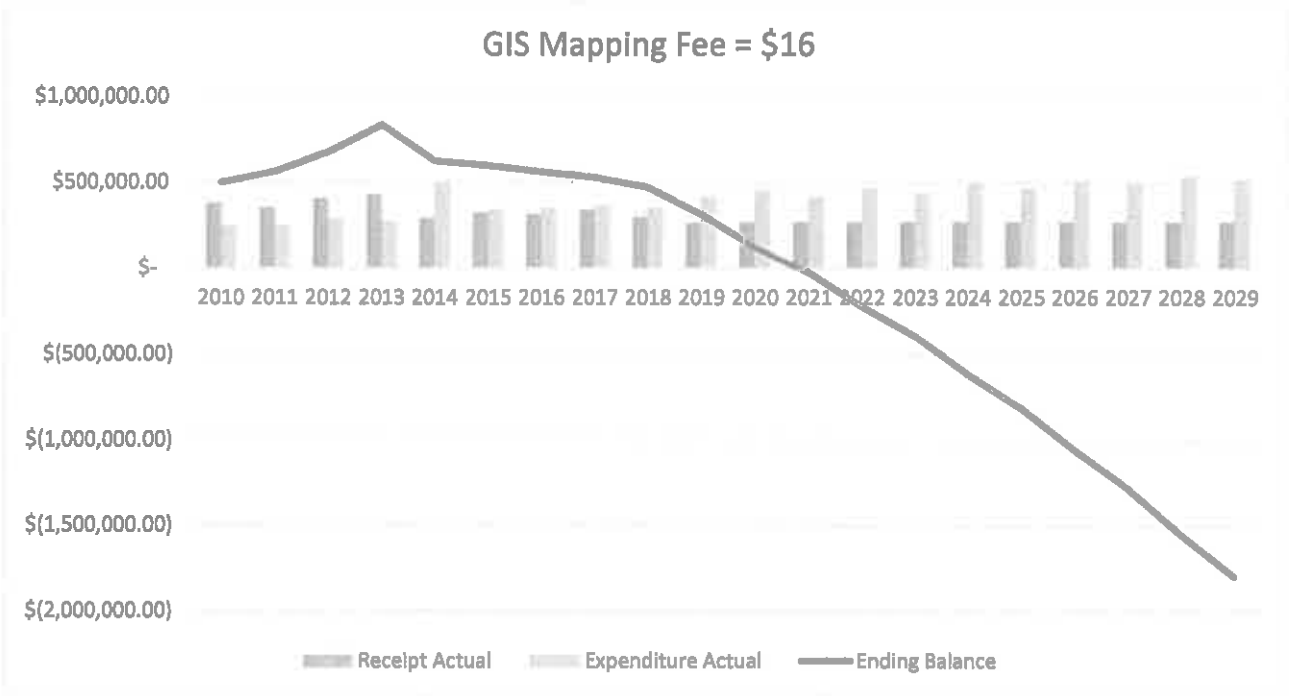
When the aerial cost is equalized between off years, the budget increases by less than 3% annually.

Please see 11x17 attachment for the budget.

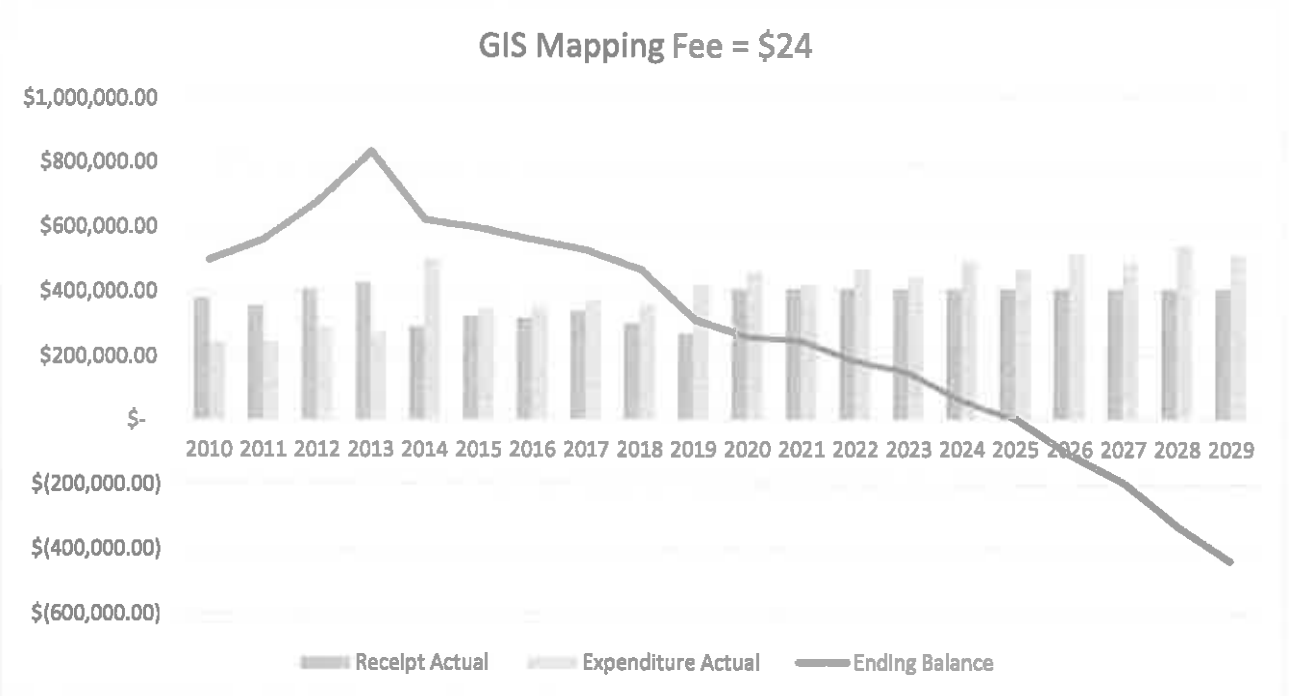
Future Predictions

For all future predictions, the "Expenditure Actual" is equal to the "Expenses Totals" in the presented budget. The "Receipt Actual" is equal to the "Revenues Totals" presented in the budget – except for 2020 onwards, where it is 17,000 predicted recordings multiplied by the stated GIS Mapping Fee.

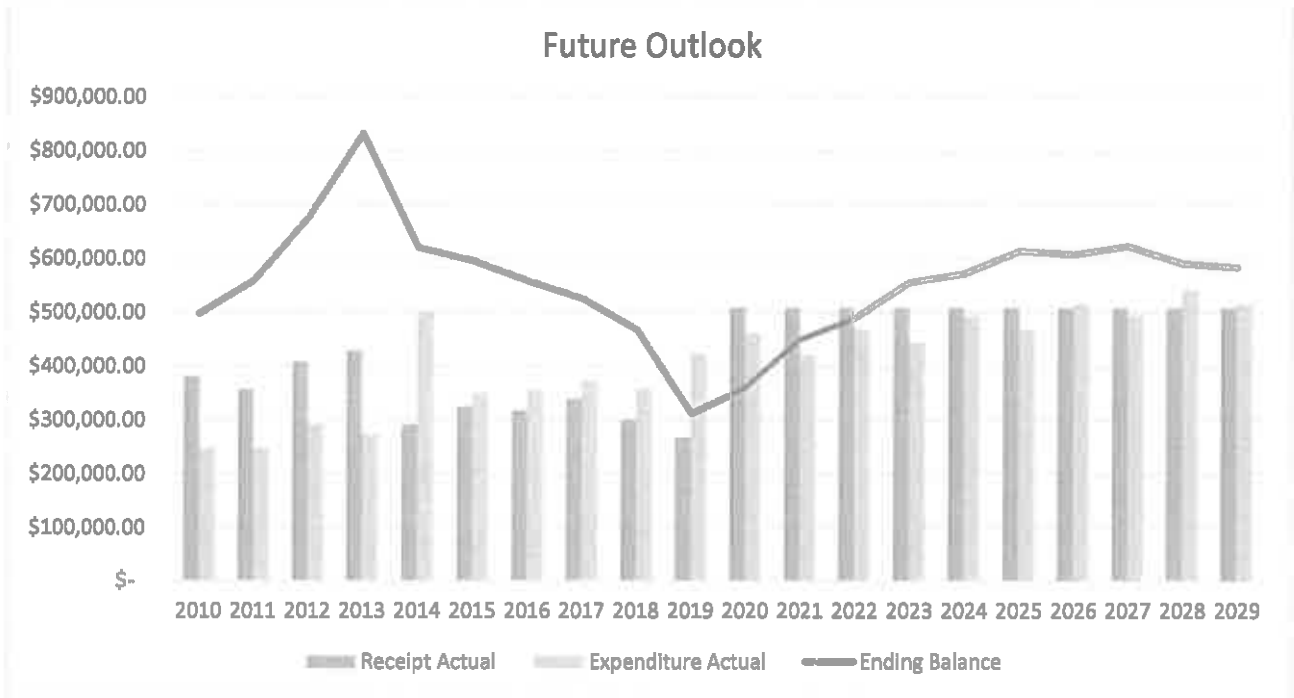
With no changes to the GIS Mapping Fee of \$16, assistance from the General Fund will be required to end FY2021.



Increasing the GIS Mapping Fee to \$24 (DeKalb County's Fee), will require another increase or require assistance from the General Fund in FY2025.



Increasing the GIS Mapping Fee to the recommended \$30, will meet the projected needs for ten years. However, expenses will exceed revenues in FY2028.



GIS Budget Projection
Receipts set to current \$16 Mapping Fee

Account	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Est	2019 Proj	2019 Proj	2019 Proj	2019 Proj	2019 Proj	2019 Proj	2019 Proj	2019 Proj	2019 Proj	2019 Proj	2019 Proj
510-2-000-6320 - Misc Revenue	429,604.63	291,124.79	325,565.27	318,953.13	341,368.48	299,872.25	1,026.91	151,193.00	1,736.48	267,920.00	300,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00
510-2-000-6200 - Office Supplies	155,074.14	266,483.21	215,456.61	209,341.82	229,966.05	201,869.89	42.91	152,029.48	1,736.48	267,920.00	300,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00
510-2-000-6201 - Postage	104.58	261.94	54.78	67.95	108.08	42.91	2.36	131,023.48	1,736.48	267,920.00	300,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00
510-2-000-6203 - Dues/Memberships	2.30	4.53	0.97	5.11	108.08	42.91	2.36	131,023.48	1,736.48	267,920.00	300,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00	272,000.00
510-2-000-6205 - Conferences	50.00	500.00	150.00	340.00	555.00	764.00	764.00	345.00	1,263.99	2,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
510-2-000-6205 - Mailings				55.00	641.06			670.80	670.80	1,000.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
510-2-000-6207 - Cellular Phones			936.64	694.78	694.78	349.48	37.70	289.00	289.00	1,000.00	2,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6215 - Contractual Services/Consultants			5,000.00	205.64	205.64	3,585.89	1,190.31	1,190.31	21,190.31	21,190.31	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
510-2-000-6300 - Transfer to General Fund Health Insurance	25,717.95	22,972.25	25,665.00	27,528.74	29,300.88	39,806.92	16,554.05	16,554.05	51,466.47	51,466.47	49,291.00	49,291.00	49,291.00	49,291.00	49,291.00	49,291.00	49,291.00	49,291.00	49,291.00
510-2-000-6305 - Transfer to Capital Improvement Fund	28,325.73	29,689.91	29,245.58	30,210.55	31,344.26	17,083.99	10,098.34	10,098.34	14,000.00	14,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
510-2-000-6319 - Transfer to SS Fund	623.72	1,615.32	1,790.40	1,586.00	39,873.36	40,682.00	35,663.38	35,663.38	42,000.00	42,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
510-2-000-6385 - Software Expenses			49,306.64	39,543.42	39,873.36	40,682.00	35,663.38	35,663.38	42,000.00	42,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
510-2-000-6388 - Hardware Expenses			29,347.98	6,292.80	38,720.01	10,775.50	64.75	64.75	6,000.00	6,000.00	32,000.00	32,000.00	32,000.00	32,000.00	32,000.00	32,000.00	32,000.00	32,000.00	32,000.00
510-2-000-6388 - Cloud Services			893.23	408.22	1,139.54	516.00	1,100.19	1,100.19	500.00	500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6389 - Internet Expenses			509.30	643.60	643.60	571.30			1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
510-2-000-6390 - GIS - Expenditures	63,973.34	51,629.68	509.30	643.60	643.60	571.30			800.00	800.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6925 - Aerial Reflight	81,089.90	81,089.90	3,450.00	31,560.00		29,600.45			16,000.00	16,000.00	409,994.00	421,317.28	421,317.28	421,317.28	421,317.28	421,317.28	421,317.28	421,317.28	421,317.28
510-2-000-6928 - GIS - Mapping Rectification			350,805.13	356,193.85	373,566.91	358,738.99	207,581.88	207,581.88	386,930.91	386,930.91	409,994.00	421,317.28	421,317.28	421,317.28	421,317.28	421,317.28	421,317.28	421,317.28	421,317.28
Expenses Totals	273,871.76	502,196.74	350,805.13	356,193.85	373,566.91	358,738.99	207,581.88	207,581.88	386,930.91	386,930.91	409,994.00	421,317.28	421,317.28	421,317.28	421,317.28	421,317.28	421,317.28	421,317.28	421,317.28

as of end of June

GIS Budget Projection
 Receipts set to recommended \$30 Mapping Fee

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Actual
510-1-000-1320 - GS - Receipts	429,604.63	291,124.79	325,585.27	318,953.13	341,368.48	299,872.25	151,193.00	267,920.00	300,000.00	510,000.00	510,000.00	510,000.00	510,000.00	510,000.00	510,000.00
510-1-000-1325 - Miscellaneous Revenue						1,026.91	1,736.48	1,736.48	300,000.00	510,000.00	510,000.00	510,000.00	510,000.00	510,000.00	510,000.00
510-2-000-6101 - Salaries	429,604.63	291,124.79	325,585.27	318,953.13	341,368.48	300,899.16	152,929.48	269,656.48	300,000.00	510,000.00	510,000.00	510,000.00	510,000.00	510,000.00	510,000.00
510-2-000-6200 - Office Supplies	155,074.14	266,463.21	215,456.61	209,341.82	229,986.05	201,869.89	131,023.48	216,358.73	225,593.00	209,664.00	215,953.92	222,482.54	222,482.54	222,482.54	222,482.54
510-2-000-6201 - Postage	104.58	261.94	54.78	67.96	108.08	42.91	42.91	100.00	500.00	400.00	400.00	400.00	400.00	400.00	400.00
510-2-000-6205 - Lanes/Maintenance	2.30	4.53	0.97	5.11	35.00	2.36	2.36	10.00	50.00	40.00	40.00	40.00	40.00	40.00	40.00
510-2-000-6304 - Conferences	50.00	500.00	150.00	90.00	35.00	764.00	346.00	475.00	750.00	525.00	525.00	525.00	525.00	525.00	525.00
510-2-000-6205 - Message				2,445.60	55.00	1,218.30	1,283.99	2,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
510-2-000-6205 - Training				55.00	641.06		670.00	1,000.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
510-2-000-6207 - Cellular Phones				314.25		37.70	289.00	1,000.00	2,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6215 - Contractual Services/Consultants			996.64	634.78	689.69	349.48	1,190.31	21,190.31	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
510-2-000-6300 - Transfer to General Fund Health Insurance	25,717.95	22,972.25	25,565.00	5,000.00	205.64	3,585.89	15,554.05	51,406.87	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
510-2-000-6305 - Transfer to Capital Improvement Fund		46,000.00		27,538.74	29,300.86	30,806.92									
510-2-000-6305 - Transfer to IMRF Fund	28,325.73	29,689.91	29,245.58	30,218.55	31,344.26	17,083.99	10,038.34	14,000.00	18,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00
510-2-000-6537 - Printer Supplies		623.72	1,615.32	1,790.40	1,596.00	773.92	9,378.58	500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6585 - Software Expenses			1,790.40	49,304.64	39,541.42	40,682.00	35,863.38	42,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
510-2-000-6586 - Hardware Expenses			29,347.98	6,282.80	38,720.01	10,775.50	64.76	6,000.00	32,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
510-2-000-6587 - Printer Expenses			889.23	408.22	1,139.58	516.00		500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6589 - Internet Expenses			509.30	849.60		571.30	1,100.19	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6590 - GIS - Expenditures	63,973.34	51,673.68	509.30	849.60		571.30		900.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6926 - Aerial Right-of-Way		81,089.90	3,450.00	31,560.00		29,600.45		16,000.00	36,000.00	36,000.00	36,000.00	36,000.00	36,000.00	36,000.00	36,000.00
510-2-000-6928 - GIS - Mapping Restrictions															
Expenses Totals	273,871.76	502,196.74	350,805.13	356,183.85	373,586.91	358,738.99	207,581.88	385,930.91	409,934.00	463,401.00	421,317.28	470,971.05			

as of end of June

County 2nd Internet

<i>Company</i>	<i>Contract</i>	<i>Speed</i>	<i>Cost</i>
Metronet	24	100	\$850.00
		200	\$1,000.00
		300	\$1,100.00
	36	100	\$750.00
		200	\$850.00
		300	\$950.00
	48	100	\$650.00
		200	\$750.00
		300	\$850.00

<i>Company</i>	<i>Contract</i>	<i>Speed</i>	<i>Cost</i>
Comcast	24	100	\$686.00
		200	\$975.00
		300	\$1,236.00
	36	100	\$598.00
		200	\$850.00
		300	\$1,078.00
	48	100	\$516.00
		200	\$733.00
		300	\$930.00