



4300 Commerce Court, Suite 315
Lisle IL 60532
877-977-0377
180engineering.com

August 31, 2020

City of Aurora
Purchasing Division
44 E. Downer Place
Aurora IL 60507

Hello,

Thank you for the opportunity to participate in this RFP. Please accept our enclosed submission for RFP 20-41 to provide Temporary Staffing Services for the City of Aurora. We are excited at the prospect of winning this business and hope that you find our proposal to be satisfactory.

If there are any questions or concerns, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Coletta', written in a cursive style.

Joseph F. Coletta
CEO
CY LLC dba 180
331-215-6060
joe@180engineering.com



CY LLC dba 180 – Narrative

Our History

Years of experience holding technical and business leadership positions within Fortune 500 companies allowed Joe Coletta, Founder and CEO of **180 Engineering**, to see flaws in the talent acquisition process of many organizations. Recruitment and staffing agencies partnered with the leading companies Joe worked for routinely dumped resumes on his desk with little understanding of candidates' merits or shortcomings and seemed to have little interest in his goals. Also, their efforts too often vanished when a position was difficult to fill.

After conversations with his peers, Joe identified that many hiring leaders were experiencing the same struggle – agencies without the requirements understanding needed to engage quality candidates and without the dedication to fill challenging positions.

With the vision of specializing in finding and recruiting top technical talent for innovative companies in a new way, doing a 180 on the standard approach, **180 Engineering** was born. Joe assembled a team of recruiting professionals rich with recruiting expertise. Additionally, a team that would persevere as challenging-to-fill roles came their way. Guided by its core values – integrity, ownership, intelligence, resilience, and scrappiness – the 180 team has placed more than 800 candidates since the company's founding in 2008.

Our Vision

180 is dedicated to the relentless pursuit of improving lives, one hire at a time.

Our Mission

To be a premier recruiting and consulting organization producing the highest level of customer satisfaction through flawless execution of the recruitment and placement process, empowering bright and energized employees with a passion for helping customers, and fostering effective internal partnerships that support team effectiveness.

Our Core Values

These values represent what we stand for, what we embody, and what we want to contribute to the world.

- Integrity
- Ownership
- Intelligence
- Resilience
- Scrappiness

Our Awards and Metrics

Our efforts are best demonstrated by our client and candidate testimonials, the awards they have bestowed upon us, and the metrics to which we hold ourselves accountable. In this section we list our awards and metrics and will touch on our testimonials later in the Proposal Response.

Forbes

For the fourth year, 180 Engineering was named the [top-ranked specialized technical agency](#) and #27 overall among over 18,000 US agencies on Forbes' lists of America's Best Professional Recruiting Firms.

Candidates and HR managers who completed the survey were asked to name recruiting firms they know and had worked with, then they were asked to rate the firms based on:

- Quality and selection of offered positions
- Quality of process
- Quality of communication
- Quality and selection of offered candidates and their fit within unique environments
- Understanding of unique company culture
- Price-performance ratio for offered services

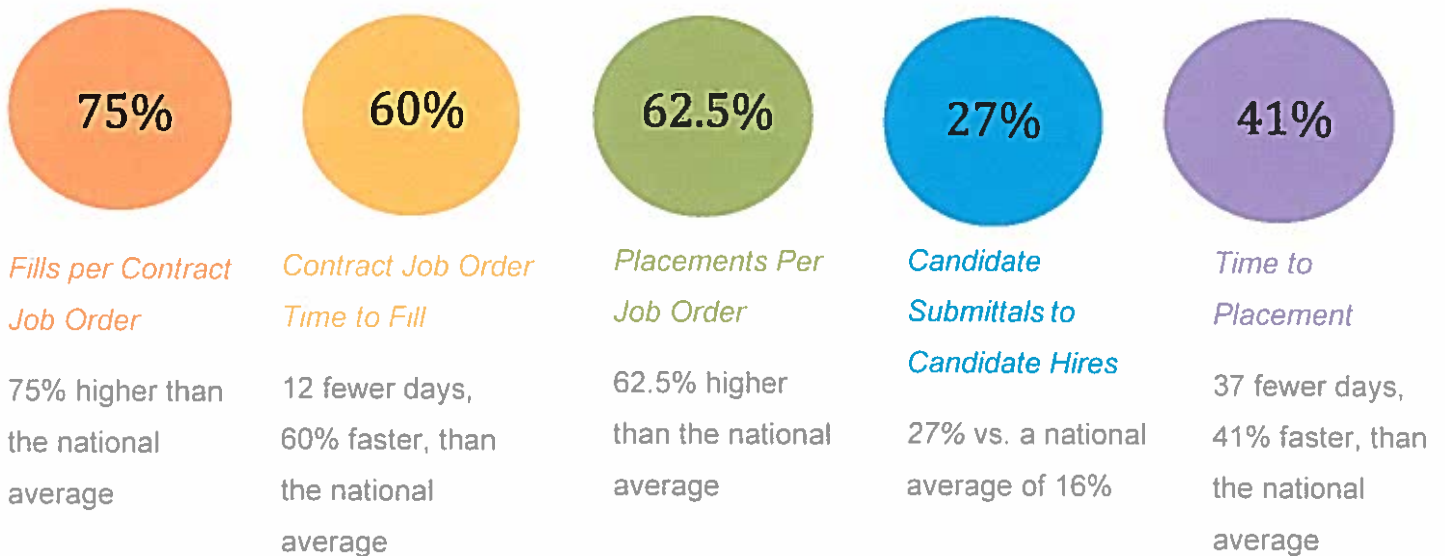
ClearlyRated

2020 marked the fourth year as a Best of Staffing Talent award winner and our fifth year as a Best of Staffing Client award winner. This year's Best of Staffing Client award win makes 180 Engineering a prestigious Diamond Award winner.

Firms that have won [ClearlyRated's Best of Staffing® Award](#) have proven to be talent acquisition leaders. This annual award is earned by less than two percent of all staffing agencies in the United States and Canada.

Metrics

Every staffing and recruiting firm claims to have superior quality. At 180 Engineering, we prove it. Every year, we measure ourselves against industry metrics and publish the results. It's not fair to ask you to believe in us if we aren't willing to stand behind the numbers. Below is how we compared in 2019.



Conclusion

180 Engineering has thought long and hard about this proposal. The data we have prepared was developed not only to influence your decision, but equally as important, to help us understand if we can provide the best end to end service across all disciplines for COA. The process convinced us that we are very capable and excited to be your sole staffing provider. We hope after reading our proposal you agree. Please do not hesitate to reach out if we can provide any additional information.

Proposal Response: Section 5 – Appendix A

Introduction

CY LLC dba 180

www.180engineering.com

4300 Commerce Court, Suite 315

Lisle IL 60532

Main : 877-977-0377

Fax : 312-276-4323

Joseph F. Coletta

CEO

331-215-6060

joe@180engineering.com

180 Engineering is a staffing and recruiting firm that offers hands-on service to clients with attention to their needs and a thorough vetting process of all candidates presented. We recruit for temporary personnel and direct hire placements. We also offer payrolling services and retained searches. We have one office in Lisle with a staff of 16. Our standard business hours are 8am-5pm, but we are available any time. We have over 10 years of industry experience and we currently have over 40 full-time employees.

Proposal Response: Section 5 – Appendix A (continued)

Knowledge and Experience

Scope and Size of Work

Over our ten-year history, our hires have been predominantly technical roles (e.g. 80+%). Over the last two years, it has shifted to being closer to 50% (table below) which gives us a higher comfort level of making COA a delighted customer.

2018 and 2019

General Office/Admin/Clerical	53
Professional/Management	59
Skilled Labor/Craftsman	48
IT/Engineering	156
Total	316

To give you even more assurance that we can provide a “one-stop shop” experience for your temporary staffing needs, we have provided several examples below from satisfied clients that have experienced our services with non-technical roles. These contacts are included in our list of references as well.

SAC Wireless: 180 Engineering provided technical talent to this telecommunications firm, a large division of Nokia. They were very happy with our service and asked us to expand into additional areas, such as accounting and construction, as well as asking us to replace the agency they used for payrolling contractors. We agreed and over the last two years, we have hired well over 100 contractors for SAC Wireless, many outside of IT and Engineering.

Vantage Chemicals: We had worked with the Chief Human Resource Officer at his previous firm and he called us to work with him again when he started at Vantage. After successfully hiring several manufacturing roles they asked us to help with HR vacancies. We agreed and since then 50% of our Vantage hires have been in HR, many who have converted to full-time employees.

Fyzical Therapy: Joe Coletta had provided management consulting services for the founder and CEO of Cimco Communications in the past. That same leader founded a Private Equity firm and acquired many Chicagoland physical therapy clinics and converted them to Fyzical franchised clinics. They needed administrative personnel (e.g. front desk support, office managers) and 180 Engineering has successfully been their go-to agency.

Proposal Response: Section 5 – Appendix A (continued)

Key Personnel

Joe Coletta – CEO. Joe will oversee the relationship and is always available for discussion.

Joe is a customer-focused management executive with a passion for building, leading, and growing high-performance teams. Joe started his career in software engineering and grew through management ranks within telecommunications and consumer electronics firms. Joe led teams in engineering, program management, and product management, as well as leading cradle-to-grave businesses. He chose to leave a Vice President position at Motorola in 2008 to create a premiere recruiting and consulting firm. The firm he created, 180, refers to the different approach and better results he was committed to delivering. 180 has grown into the firm he envisioned, servicing technology companies in the US and Europe. Joe earned his MBA from Northwestern University Kellogg's Graduate School of Business, and his Master's in Computer Science from the Illinois Institute of Technology.

Sean Doherty – Director of Sales. Sean will act as our COA Account Manager and be your primary contact.

Sean joined the 180 team in July of 2020. He is a results-driven leader with particular strengths in motivating teams to develop new ways of growing relationships between business partners. Sean has multiple years of experience building, recruiting, and managing candidate sourcing programs for positions across all job functions which partnerships include Fortune 500 to mid-size companies Sean received his degree in Business Management from the Charleston Southern University (Charleston, SC)

Kathy Davis – Director of Operations. Kathy will manage billing and our back office.

Kathy joined 180 Engineering in 2010. She handles the day-to-day operations, business financials, invoices clients, and processes payroll. She has a BSEE from Marquette University and worked for 13-years as a Software Engineer/Manager at Motorola Cellular.

Jenny Czajka – HR Specialist. Jenny will be the primary interface for our employees / your contractors.

Jenny joined the 180 Engineering team in May of 2018. She was previously in an HR position at Von Maur where she was able to welcome all new employees in onboarding and training classes, assisting with payroll and benefits, and being a trusted leader for a team of over 200 employees. Jenny believes that a good start in a new position stems from building relationships during onboarding and ensuring a smooth process from the moment the offer is accepted.

Proposal Response: Section 5 – Appendix A (continued)

Dana Straple – Contract Team Leader. Dana leads Contract Recruiting staff and will recruit for all Aurora contract personnel.

Dana joined 180 Engineering in February of 2019. Dana brings 15 years contract recruiting experience, excelling in business support placement (administrative, accounting, HR, supply chain, and customer support). Dana prides herself in her client management and candidate relationship building. She will always go the extra mile to ensure successful placements by performing extensive research and truly listening to her client's needs, along with the candidate.

Alicia Sabal – Senior Contract Recruiting Specialist. Alicia will recruit for all Aurora contract personnel.

Alicia joined 180 Engineering in September of 2019. Alicia brings 8 years of recruiting experience, specializing in Industrial, Engineering, and IT placements. She loves learning the needs of her talent and clients and supporting them through their journey to landing them the perfect job or candidate.

Stephanie Afsar - Contract Recruiting Specialist. Steph will recruit for all Aurora contract personnel.

Stephanie joined the 180 team in February of 2020. Steph is a warm hearted and experienced recruiter who focuses on a detail-oriented approach to find the right candidates. With 3+ years in the recruiting domain, from technical to SAP, she has developed a passion for her career. Steph believes in good communication, fully understanding the client's needs and most importantly honesty.

References

Nick Suleiman – SAC Wireless, National Strategic Pricing Manager.

nicholas.suleiman@sacw.com (708) 670-9325

Ben Topercer – Vantage Chemical, Chief Human Resource Officer

Ben.Topercer@vantagegrp.com (847) 249-6367

Bill Capraro – Cap Capital, Founder. Fyzical franchisee owner

bcapraro@capcapital.com (630) 973-9700

Tony Belkin – Caterpillar, Director of Engineering

Belkin_Tony@cat.com (312) 647-7172

Marie Wright – Fresenius Kabi, Marketing Manager

Marie.Wright@fresenius-kabi.com (847) 550-7098

Proposal Response: Section 5 – Appendix A (continued)

Work Plan and Methodology

All too often, the talent acquisition process is an adversarial one plagued by a lack of commitment from recruiting firms and poor information exchange between hiring organizations and candidates. The 180 Engineering approach is different.

The graphic below outlines our process and includes testimonials from our clients.



1> A 180 Engineering Account Manager has a thorough conversation with the hiring manager or HR partner digging in well past the bullets of a job description.

"The folks at 180 are very responsive, professional and take the time to truly understand what I need."

– Corporate Recruiter, Fortune 15 Consumer Products Firm

2> We outline our process and set clear expectations for the hiring organization.

"Responsive and easy to work with all members of the 180 team."

– VP, Fortune 50 Company

3> The first batch of candidates serves as a report card of how well we listened during the intake process. We work hard to make sure this report is a strong one.

"The team has done a great job finding qualified candidates that match our technical and cultural needs here in the San Francisco Bay Area. 180 Engineering has produced top

Proposal Response: Section 5 – Appendix A (continued)

candidates for us and is the number one company I go to when needing outside talent acquisition help.”

– Human Resources, Technology Company

4> Prior to interviews we prep the hiring organization by sharing the candidates’ backgrounds and, very importantly, sharing what is important to the candidates based on our extensive conversations with them.

“Great Communications! Found exactly (even better) what we needed. Great people to work with.”

– Consultant, Fortune 50 Company

5> Detailed post-interview debriefs.

“They provide a great service, are excellent at communications and are very easy to work with. I think their fees are also very reasonable.”

– HR/Talent Acquisition Partner, Major Electronics Distribution Firm

6> Regular and honest feedback throughout the interviewing and offer stages.

“I have worked with 180 for many years now, they have always provided outstanding service and candidates when so requested. I look forward to working with them again.”

– Systems Engineering Manager, Medical Device Industry

7> Filled position achieves client’s business objective. New position furthers candidate’s career.

“180 Engineering placed two high-level individuals on my team, and they have turned out to be excellent assets to our organization.”

– Director of Quality, Medical Device Industry

“My 180 Engineering recruiter reduced my stress by providing any information that could be beneficial for an interview or the overall pursuit of my position. After each interview, my recruiter called to see how everything went and how could I improve and prepare for the next interview. She even checked on me and to see how everything is going several months after I got the job.”

– Supervisor, Medical Devices

Proposal Response: Section 5 – Appendix A (continued)

Using the above approach creates a partnering relationship based on clear expectations, common goals, and communication at all phases of the process.

Once expectations are set, 180 Engineering uses multiple approaches to source the best candidates.

- We have an extensive Applicant Tracking System with over 30,000 candidates. Those candidates are often long-time friends and our best source of referrals.
- Many of our hires are “passive” candidates, those possibly interested in opportunities, but not actively looking. Therefore, every recruiter has a LinkedIn Recruiter license which provides inclusive access to all people on LinkedIn.
- To find “active” candidates, those seeking to make a move, we also use several job boards.
- Finally, to leave no stone unturned, for those rare cases 180 Engineering cannot find a match we have established recruiting partners that specialize in niche markets.

Our extensive interview process is a combination of checking knowledge and experience based on the job requirements in addition to confirming a cultural fit. We place an equal amount of importance on hard and soft skills based on our client’s requirements.

Our standard interview process includes reference checks which we perform on our client’s behalf unless they prefer to do it themselves.

We perform a pre-employment screening including a full criminal background check for all temporary personal prior to placement. We can add additional screenings upon request.

Proposal Response: Section 5 – Appendix A (continued)

Cost of Services

Payment terms are NET45.

The areas described in the RFP, specifically,

- General Office/Administrative/Clerical
- Professional/Management
- Skilled Labor/Craftsman
- Information Technology/Engineering

are very broad in nature and the nuances of pricing are based on the details of skills required. For example, in the last 18 months we have placed the following temporary personnel with the following rates at COA.

Title	# of people	Hourly bill rates
IT Project Manager	3	\$64.21-\$64.92
IT Network Engineer	1	\$31.50
IT Help Desk	6	\$26.50-\$35.80
IT Security Mgr	1	\$64.90
Risk & Compliance Mgr	1	\$50.48
Administrative Asst	1	\$28.50

As you can see, even within a role "IT Help Desk" there is a huge range depending on the level of skill and experience and COA has agreed with this range approach in the past.

Therefore, given the broad categories, we are proposing a broad range. At the low end, we are allowing for entry level positions and at the high end, we are allowing for extremely specialized talent. For the remainder of 2020, the table below provides the proposed range of rates.

Discipline Area	Low End of Rate	High End of Rate
General Office/Administrative/Clerical	\$20.00	\$32.00
Professional/Management	\$25.00	\$65.00 *
Skilled Labor/Craftsman	\$22.00	\$38.00
Information Technology/Engineering	\$25.00	\$75.00 *

Rates will increase 3% per year for 2021 and 2022 (as shown in table on Proposal Form page 4)

*180 Engineering also provides Consulting and Professional Coaching Services. This work is provided based on mutually agreed fees, not on hourly rates.

CITY OF AURORA, ILLINOIS
REQUEST FOR PROPOSAL 20-41

TEMPORARY STAFFING SERVICES

PROPOSAL FORM

Due Date & Time: 2:00 p.m. CST, Wednesday, September 2, 2020

To: City of Aurora
City Clerk's Office
44 E Downer Place
Aurora, Illinois 60507

The following offer is hereby made to the City of Aurora, Aurora, Illinois, hereafter called the Owner.

Submitted By: CV LLC dba 180

I. The undersigned Vendor proposes and agrees, after having examined the specifications, quantities and other RFP documents, to irrevocably offer to furnish the materials, equipment and services in compliance with all terms, conditions, specifications and amendments (if applicable) contained in the proposal solicitation documents. The items in this Request for Proposal, including, but not limited to, all required certificates, are fully incorporated herein as a material and necessary part of the RFP.

A. The Vendor shall also include with their proposal any necessary literature, samples, etc., as required within the Request for Proposal, Instruction to Proposers and specifications.

B. For purposes of this offer, the terms Offeror, Proposer, and Vendor are used interchangeably.

II. In submitting this Offer, the Vendor acknowledges:

A. All proposal documents have been examined: Instructions to Proposer, Specifications and the following addenda:

No. 1, No. _____, No. _____, (Vendor to acknowledge addenda here.) *JF*

Proposer's Name: Joseph F. Coletta

Signature & Date: *JF Coletta* 8-31-20

CITY OF AURORA, ILLINOIS
REQUEST FOR PROPOSAL 20-41

TEMPORARY STAFFING SERVICES

PROPOSAL FORM

The City of Aurora is accepting proposals to seeking proposals from qualified firm(s) to provide temporary staffing services and/or temp to hire staffing on an as needed basis for various divisions throughout the City of Aurora.

The undersigned acknowledges that with submission of a proposal that they have read and understand the terms and conditions of the agreement to be offered. The proposal also acknowledges that they will comply with said provision should they be awarded the contract.

All proposal prices shall be shown as delivered Aurora Destination, Prepaid and Allowed. Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07. No additional charges over base proposal price will be accepted without written approval of the Purchasing Director.

The City of Aurora reserves the right at any time and for any reason to cancel this Request for Proposal, to accept or reject any or all Proposals or portion thereof, or accept an alternate proposal. The City reserves the right to waive any immaterial defect in any proposal, or technicality, informality or irregularity in the proposals received, and to disregard all nonconforming or conditional proposals or counter-proposals. Unless otherwise specified by the Proposer or the City, the City reserves the right to hold the best proposals for ninety (90) days from the opening date set forth above. The City may seek clarification from any proposal at any time and failure to respond promptly is cause for rejection. The City further reserves the right to award the RFP to the lowest responsible proposer whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage and therefore is in the best interest of the City.

~~The undersigned agrees to provide Snow and Ice Control Services on Public Streets, representing the City of Aurora, for the period specified in the contract:~~

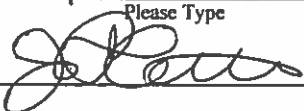
SUBMITTED BY

COMPANY CY LLC dba 180

ADDRESS 4300 Commerce Court, Suite 315

CITY, STATE, ZIP Lisle IL 60532

PREPARER'S NAME Joseph F. Coletta

AUTHORIZED SIGNATURE  ^{Please Type} CEO Title

EMAIL joe@180engineering.com

PHONE # (331)215-6060 FAX # (312)276-4323 DATE 8-31-20

CITY OF AURORA, ILLINOIS
REQUEST FOR PROPOSALS 20-41
TEMPORARY STAFFING SERVICES

PROPOSAL FORM

“AFFIDAVIT: I (We) hereby certify and affirm that my (our) proposal was prepared independently on this work, that it contains no fees or amounts other than for the legitimate execution of the work as specified, and that it includes no understandings or agreements in restraint of trade.”

(If an Individual)

Signature of Proposer  (SEAL)

Business Address 4300 Commerce Ct., Ste 315
Lisle IL 60532

(If a Co-partnership)

Firm name _____ (SEAL)

Signed by _____ (SEAL)

Business Address _____

Insert Names
and Addresses
of all Members
of the Firm

(If a Corporation)

Corporate Name _____
Signed by _____, President

Business Address _____

Insert (President) _____

CORPORATE SEAL Names of (Secretary) _____

Officers (Treasurer) _____

ATTEST:

Secretary

(Note: Proposers should not add any conditions or qualifying statements to this proposal for the proposal may be declared irregular as being not responsive to the request for proposal.)

CITY OF AURORA, ILLINOIS
REQUEST FOR PROPOSALS 20-41

TEMPORARY STAFFING SERVICES

PROPOSAL FORM

I/WE propose to provide Temporary Staffing Service per the request for proposal specifications. Please state the fixed hourly rate, including all related fees, taxes, etc. that the City would be expected to pay for each of the following temporary employee classifications:

	2020	2021	2022
General Office/Administrative/Clerical	\$20 - \$32	\$20.60 - \$32.96	\$21.22 - \$33.95
Professional/Management	\$25 - \$65	\$25.75 - \$66.95	\$26.52 - \$68.96
Skilled Labor/Craftsman	\$22 - \$38	\$22.66 - \$39.14	\$23.34 - \$40.31
Information Technology/Engineering	\$25 - \$75	\$25.75 - \$77.25	\$26.52 - \$79.57

The City and the Agency(s) shall discuss positions that vary from the above four categories to establish hourly rates for any given position. Once established these rates will not change except on an agreed annual bases for the position.

Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07.

The City of Aurora reserves the right to reject any or all Bids, or parts thereof, and to waive any technicality, informality or irregularity in the Bids received, and to disregard all nonconforming or conditional Bids or counter-proposals and to hold the best Bids for ninety (90) days from the opening date set forth above. The City further reserves the right to award the Bid to the lowest responsible Bidder whose offer best responds in quality, fitness and capacity to the requirements of the proposed Work or usage and therefore is in the best interest of the City.

SUBMITTED BY

COMPANY CY LLC dba 180


STATE OF ILLINOIS)
) ss.
County of ~~Kaneas~~)
 DuPage

PROPOSER'S TAX CERTIFICATION


(PROPOSER'S EXECUTING OFFICER), being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the PROPOSER, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from bidding with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

DATED this 31st day of August, 2020.

By 
(Signature of Proposer's Executing Officer)
Joseph F. Coletta
(Print name of Proposer's Executing Officer)
CEO
(Title)

ATTEST/WITNESS:
By ^{as} Matthew Joseph Coletta
Title CEO

Subscribed and sworn to before me this
31 day of August, 2020.

Notary Public
(SEAL)



PROPOSER'S CERTIFICATION

I/We hereby certify that:

- A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).
- D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.
- E. The Proposer is not barred from bidding on the Project, or entering into this Proposal as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.
- F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

COMPANY NAME CY LLC dba 180
 ADDRESS 4300 Commerce Court, Suite 315
 CITY/STATE/ZIP CODE Lisle IL 60532
 NAME OF CORPORATE/COMPANY OFFICIAL Joseph F. Coletta
PLEASE TYPE OR PRINT CLEARLY

TITLE CEO

AUTHORIZED OFFICIAL SIGNATURE *JF Coletta*

DATE 8/31/2020
 TELEPHONE (331) 215-6060
 FAX No. (312) 276-4323

Subscribed and Sworn to
 Before me this 31 day
 of August, 2020

M A S
 Notary Public



CITY OF AURORA, ILLINOIS
REQUEST FOR PROPOSAL 20-41

TEMPORARY STAFFING SERVICES

CONTACT INFORMATION

Vendor shall provide the following contact information assigned to service the City of Aurora account.

Customer Service/General Information: Ph: 331-215-6057

To order service:

Name: Sean Doherty
Ph: 630-219-1661 Fax: 312-276-4323
E-mail: sean@180engineering.com

Billing & Invoicing question:

Name: Kathy Davis
Ph: 331-215-6055 Fax: 312-276-4323
E-mail: kathy@180engineering.com

Questions:

Name: Sean Doherty
Ph: 630-219-1661 Fax: 312-276-4323
E-mail: sean@180engineering.com

Proposer's Name: Joseph F. Coletta

Signature & Date:  8-31-20



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/25/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TW Group, Inc. 850 North Cass Ave. Westmont IL 60559		CONTACT NAME: Margaret Serb, AAI PHONE (A/C No, Ext): (630) 737-0300 FAX (A/C No): (630) 737-0335 E-MAIL ADDRESS: margarets@twgroupinc.com	
INSURED CY LLC DBA 180 4300 COMMERCE CT Suite 315 Lisle IL 60532		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Insurance Companies NAIC #	
		INSURER B: Rated by Multiple Companies 00914	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL2042730938

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	Y	PHPK1974666	4/30/2020	4/30/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	Y	PHPK1974666	4/30/2020	4/30/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB673835	4/30/2020	4/30/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N Y	83WECAD2RGN	4/30/2020	4/30/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Fidelity & Crime-3rd Party			PHSD1441645	4/30/2020	4/30/2021	Each Occurrence/Aggregate \$500,000
A	Professional Liability			PHPK1974666	4/30/2020	4/30/2021	Each Occurrence/Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Staffing Services Company-4300 Commerce Ct, Suite 315 Lisle, IL 60532
 Certificate Holder is named as an Additional Insured, on a Primary & Non-Contributory basis and Waiver of Subrogation applies, if required by written contract or written agreement, subject to the above General Liability policy provisions per endorsements PI-GLD-TS and Auto Liability policy provisions per endorsements CA0444 0310 and PI-CA-003 0414. Waiver of subrogation applies to above Workers Compensation policy, if required by written contract or written agreement, subject to policy provision WC00 0313.
 Workers Compensation Exclusion for Joseph Coletta, President.

CERTIFICATE HOLDER**CANCELLATION**

City of Aurora 44 E Downer Place Aurora, IL 60507	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Margaret Serb/MMS <i>Margaret Serb</i>
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COMMENTS/REMARKS

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 10 days written notice to the certificate holder.

**CITY OF AURORA AGREEMENT FOR
TEMPORORAY STAFFING SERVICES**

THIS AGREEMENT, entered on this _____ day of _____, 2020 (“Effective Date”), for the Temporary Staffing Services (“Services”) is entered into between the **CITY OF AURORA** (“City”), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and (“Proposer”), located at _____.

WHEREAS, the City issued a Request for Proposal (“RFP”) on _____ for Temporary Staffing Services; and

WHEREAS, the Proposer submitted a response to the RFP and represents that it is ready, willing and able to perform the Services specified in the RFP and herein as well as any additional services agreed to and described in the Agreement; and

WHEREAS, on _____, the City awarded a contract to Proposer.

IN CONSIDERATION of the mutual promises and covenants herein contained, the parties hereto do mutually agree to the following:

1. **Agreement Documents.** The Agreement shall be deemed to include this document, Proposer’s response to the RFP, to the extent it is consistent with the terms of the RFP, any other documents as agreed upon by the parties throughout the term of this Agreement, along with any exhibits, all of which are incorporated herein and made a part of this Agreement. In the event of a conflict between this Agreement and any exhibit, the provisions of this Agreement shall control.

Request for Proposal 20-41

In connection with the RFP and this Agreement, Proposer acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Proposer represents that such material and information furnished in connection with the RFP and this Agreement is truthful and correct. Proposer shall promptly update such material and information to be complete and accurate, as needed, to reflect changes or events occurring after the Effective Date of this Agreement.

2. **Scope of Services.** Proposer shall perform the Services listed in the RFP, attached hereto as Exhibit 1.

3. **Term.** The initial contract is will be through December 31, 2021, with two 1-year extensions, subject to mutual consent between the City of Aurora and the Proposer.

4. Compensation.

a. Maximum Price. In accordance with the Proposer's negotiated cost, the price for providing the Services shall be as stated on the submitted proposal form Exhibit 2.

b. Schedule of Payment. The City shall pay the Proposer for the Services in accordance with the amounts set forth in Section 7.2. The Proposer shall be required to submit an itemized invoice as well as any supporting documentation as required by the City. Payment shall be made upon the basis of the approved invoices and supporting documents. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, *et. seq.*) Each invoice shall be accompanied by a statement of the Proposer of the percentage of completion of the Services through the date of the invoice.

5. Performance of Services.

Standard of Performance. Proposer shall perform all Services set forth in this Agreement, and any other agreed documents incorporated herein, with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable professional standards. Proposer shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Proposer shall ensure that Proposer and all of its employees or subcontractors performing Services under this Agreement shall be: (i) qualified and competent in the applicable discipline or industry; (ii) appropriate licensed as required by law; (iii) strictly comply with all City of Aurora, State of Illinois, and applicable federal laws or regulations; (iv) strictly conform to the terms of this Agreement. Proposer shall, at all times until the completion of the Services, remain solely responsible for the professional and technical accuracy of all Services and deliverables furnished, whether such services are rendered by the Proposer or others on its behalf, including, without limitation, its subcontractors. No review, approval, acceptance, nor payment for any and all of the Services by the City shall relieve the Proposer from the responsibilities set forth herein.

6. Termination.

Termination for Convenience. The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Proposer with thirty (30) days notice specifying the termination date. Upon completion of services, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Proposer only for services performed up to the date of termination. After the termination date, Proposer has no further contractual claim against the City based upon this Agreement and any payment so made to the Proposer upon termination shall be in full satisfaction for Services rendered. Proposer shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

7. **Miscellaneous Provisions.**

a. **Illinois Freedom of Information Act.** The Proposer acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

b. **Entire Agreement.** This Agreement, along with the documents set forth in Section 1 and incorporated by reference elsewhere in this Agreement, with consent of the parties, represents the entire agreement between the parties with respect to the performance of the Services. No other contracts, representations, warranties or statements, written or verbal, are binding on the parties. This Agreement may only be amended as provided herein.

c. **Consents and Approvals.** The parties represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Agreement and the undertakings contemplated herein.

d. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

FOR CITY OF AURORA

By: _____

ATTEST:

City Clerk

FOR _____

By _____

(S.E.V.)

(CORPORATE SEAL)

(If a Corporation) CORPORATE NAME _____

(SEAL)

By _____
President – Contractor

ATTEST:

Secretary

(If a Co-Partnership)

Partners doing Business under the firm

Contractor

(If an Individual)

 _____ (SEAL)

Contractor (SEAL)