

PROPOSAL SUBMITTED BY:

Group Management
Contractor's Name

1833 Kenilworth Place

Street Aurora P.O. Box 60506

City IL State 60506 Zip Code



CITY OF AURORA
KANE COUNTY
STATE OF ILLINOIS

**PROPOSAL AND SPECIFICATIONS FOR
DSC Building Engineering Division Workstations**

Located at
77 S. Broadway
AURORA, ILLINOIS
July 2018
Bid Number 18-41

PREPARED BY
CITY OF AURORA
Engineering Division
44 EAST DOWNER PLACE
AURORA, ILLINOIS 60507

GROUP MANAGEMENT
P.O. BOX 8078
AURORA, IL 60507

5422

DATE

8/1/18

PAY TO THE
ORDER OF

Treasury of City of Aurora \$ *1,500⁰⁰*
One Thousand Five Hundred Dollars DOLLARS



Old Second National Bank

MEMO

Gray Meyer

⑆071900760⑆

587261⑈ 5422

TO: THE HONORABLE MAYOR AND CITY COUNCIL
CITY OF AURORA
44 EAST DOWNER PLACE
AURORA, ILLINOIS 60507

1. Proposal of Group Management
for the improvement known as the Bid Number 18-06, DSC Building Engineering Division Workstations, located at 77 S. Broadway, Aurora, IL.
2. The specifications for the proposed improvements are those prepared by the City of Aurora Engineering Division and approved by the City Council of Aurora, Illinois.
3. In submitting this proposal, the undersigned declares that the only persons or parties interested in the proposal as principals are those named herein, and that the proposal is made without collusion with any person, firm, or corporation.
4. The undersigned further declares that he has carefully examined the proposals, specifications, form of contract and contract bond, and special provisions, if any, and that he has inspected in detail the site of the proposed work and that he has familiarized himself with all of the local conditions affecting the contract and detailed requirements of construction, and understands that in making this proposal he waives all right to plead any misunderstanding regarding the same.
5. The undersigned further understands and agrees that if the proposal is accepted, he is to furnish and provide all necessary machinery, tools, apparatus and other means of construction and to do all of the work and to furnish all of the materials and labor required.
6. The undersigned declares that he understands that the quantities mentioned are approximate only, and that they are subject to increase or decrease; that he will take in full payment therefore the amount of the summation of the actual quantities, as finally determined, and multiplied by the unit prices shown in the schedule of prices contained herein.
7. The undersigned agrees that the unit prices submitted herewith are for the purpose of obtaining a gross sum and for use in computing the value of extras and deductions; that if there is a discrepancy between the gross sum bid and that resulting from the summation of the quantities multiplied by their respective unit prices, the latter shall apply.
8. The undersigned agrees that if the City decides to alter the improvement by extras or deductions, including the elimination of any one or more of the items, as provided in the specifications, he will perform the work as altered, increased or decreased, at the contract unit prices without claim for profits lost as a result of any work or items eliminated by the City of Aurora.
9. The undersigned agrees that the Engineer may, at any time during the progress of the work covered by this contract, order other work or materials incidental thereto, and that all such work and materials as do not appear in the proposal or contract as a specific item accompanied by a unit price, and which are not included under the bid price for other items in this contract, shall be performed as extra work, and that he will accept as full compensation therefore the actual cost plus ten percent (10%), the actual cost to be determined as provided for in the specifications.
10. The undersigned further agrees to execute a contract which shall bind the undersigned, without limitation, to all terms and conditions, specifications, requirements, and the statement of work contained in this notice and in those statutes, regulations, ordinances or other policies incorporated by reference herein.

The undersigned further agrees to execute a contract bond satisfactory to and in the form prescribed by the City in the penal sum of the full amount of the contract, guaranteeing the faithful performance of the work in accordance with the terms of the contract within **fifteen (15)** days after receiving the notice of award of the contract.

11. The undersigned further agrees to begin work not later than **ten (10)** calendar days after the execution or by the date stated within the contract documents and approval of the contract and contract bond, unless otherwise provided, and to prosecute the work in such a manner and with sufficient materials, equipment, and labor as will ensure its completion within the time limit specified herein, it being understood and agreed that the completion within the time limit is an essential part of the contract.
12. The undersigned agrees to complete the work within the time stipulated in the Special Provisions.
13. All work shall be completed to the satisfaction of the Engineer by the above dates unless the Engineer in accordance with the specifications grants additional time. In case of failure to complete the work within the time named herein, or within such extra time as may have been allowed by extensions, the undersigned agrees that the City shall withhold from such sums as may be due him under the terms of the contract the liquidated damages as set forth in the Standard Specifications, which costs shall be considered and treated not as a penalty, but as damages due the Municipality from the undersigned by reason of inconvenience to the public, added cost of engineering and supervision, and other items which have caused an expenditure of public funds resulting from the failure of the undersigned to complete the work within the time specified in the contract.
14. If this proposal is accepted and the undersigned shall fail to execute a contract and contract bond as required herein, it is hereby agreed that the amount of the check or draft or bidder's bond substituted in lieu thereof shall become the property of the City and shall be considered not as a penalty but as payment of liquidated damages due to delay and other causes suffered by the City because of the failure to execute said contract and contract bond, otherwise said check or draft or bidder's bond substituted in lieu thereof shall be returned to the undersigned.
15. Accompanying this proposal is either a **5% Bid Bond** or a proposal guaranty check, complying with the specifications, made payable to the City Treasurer of the City of Aurora. The amount of the check is \$ 4,500⁰⁰
16. The undersigned submits herewith his schedule of prices covering the work to be performed under this contract, he understands that he must show in the schedule the unit prices for which he proposes to perform each item of work, that the extensions must be made by him, and that if not so done, his proposal may be rejected as irregular or non-responsive.
17. The undersigned agrees to conform to Section 100 of the Standard Specifications and to Article 107.27 of that section indemnifying and saving harmless the City of Aurora and its officers, agents, and employees. The Contractor shall provide insurance with limits as stated in the Article 6.7 of the *City of Aurora - General Specifications*.
18. The City of Aurora reserves the right to reject any or all of the bids and to waive any and all irregularities and technicalities. The City of Aurora shall either award the project or reject the bids within Sixty (60) calendar days after the bid opening. This time frame may be extended upon mutual agreement of the City and the Bidder.
19. The undersigned of this proposal agrees that he or she has examined all sections of this Proposal, Specifications, and Bidding Documents and hereby understands and accepts the provisions for access, or the lack of access, to the construction site and shall claim no compensation other than the prices as bid for this condition of accessibility.

20. The undersigned further agrees that the unit prices submitted herewith are for the complete item constructed, including all labor, equipment, material and other necessary incidental work.
21. The undersigned agrees to indemnifying and saving harmless the City of Aurora, its officers, agents, employees, and servants by filing with the City, prior to the execution of the contract, copies of completed Certificates of Insurance satisfactory to the City, with the City of Aurora named as co-insured; automobile liability insurance covering owned, non-owned, and hired vehicles with limits of liability as stated in the City of Aurora - General Specifications Article 6.7.
22. No bid shall be considered unless the party offering it shall furnish evidence satisfactory to the City of Aurora that he has been previously engaged in the quality construction of improvements of the same character as the one herein specified, and that he has the necessary facilities, equipment, experience, and ability and pecuniary resources to fulfill the conditions of the contract
23. No contract will be awarded to any bidder where that bidder or any principal or supervisory personnel of the bidder has been personally involved with another business that has been delinquent or unfaithful in any former contract with the City or where that bidder or any supervisory personnel of the bidder has been personally involved with another business that is a defaulter as surety or otherwise upon obligation to the City.
24. The Illinois Freedom of Information Act (FOIA) has been amended and effective January 1, 2010, adds a new provision to Section 7 of the Act which applies to public records in the possession of a party with whom the City of Aurora has contracted. The City of Aurora will have only a very short period of time from receipt of a FOIA request to comply with the request, and there is a significant amount of work required to process a request including collating and reviewing the information. The undersigned acknowledges the requirements of 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.
25. The undersigned submits herewith this **Schedule of Prices** covering the work to be performed under this contract:

REVISED SCHEDULE OF PRICES

DSC Building Engineering Division Workstations

| Line # | Line Item Scope | Quantity | Unit Cost | Cost |
|--------|-------------------------------------------------------------------------------------------------|----------|--------------------|----------------------|
| 1 | Furnish and Install New Workstation Type A | 6 | | |
| 2 | Furnish and Install New Workstation Type B | 3 | | |
| 4 | Furnish and Install New Workstation Type C | 11 | | |
| 5 | NEW Slide out keyboard tray | 20 | | |
| 6 | NEW 16-18" under table file cabinet (2 drawers) | 20 | | |
| 7 | NEW 48" x 16" x 16" (L x H x D) Overhead, lockable cabinet (+3" on all dimensions) | 20 | | |
| 8 | NEW 36"-42" cut out for existing City-owned furniture (book shelf, etc.) | 9 | | |
| 9 | NEW 16'18" under table drawers (2-3 drawers per location) | 9 | | |
| | | | Total (New) | |
| 10 | Furnish and Install Used/Refurbished Workstation Type A | 6 | 1650 ⁰⁰ | 9900 ⁰⁰ |
| 12 | Furnish and Install Used/Refurbished Workstation Type B | 3 | 1450 ⁰⁰ | 4350 ⁰⁰ |
| 13 | Furnish and Install Used/Refurbished Workstation Type C | 11 | 1350 ⁰⁰ | 14850 ⁰⁰ |
| 14 | USED Slide out keyboard tray | 20 | inc | |
| 15 | USED 16-18" under table file cabinet (2 drawers) | 20 | inc | |
| 16 | USED 48" x 16" x 16" (L x H x D) Overhead, lockable cabinet (+3" on all dimensions) | 20 | inc | |
| 17 | USED 36"-42" cut out for existing City-owned furniture (book shelf, etc.) | 9 | inc | |
| 18 | USED 16'18" under table drawers (2-3 drawers per location) | 9 | inc | |
| | | | Total (Used) | 29,100 ⁰⁰ |
| 19 | Install Workstation Purchased/Furnished by the City - Type A | 6 | | |
| 10 | Install Workstation Purchased/Furnished by the City - Type B | 3 | | |
| 12 | Install Workstation Purchased/Furnished by the City - Type C | 11 | | |
| 14 | Install Only - Slide out keyboard tray | 20 | | |
| 15 | Install Only - 16-18" under table file cabinet (2 drawers) | 20 | | |
| 16 | Install - 48" x 16" x 16" (L x H x D) Overhead, lockable cabinet (+3" on all dimensions) | 20 | | |
| 17 | Install Only - 36"-42" cut out for existing City-owned furniture (book shelf, etc.) | 9 | | |
| 18 | Install Only - 16'18" under table drawers (2-3 drawers per location) | 9 | | |
| | | | Total (Install) | |

State terms of the Warranty Included with New Workstations:

Describe Workstation Walls along Windows (Type A and B) if no detail included:

No panels on window walls

*These used panels match or are similar to the 9 workstations on 1st Floor in Lobby Area.
Hwm.*

SCHEDULE OF PRICES

DSC Building Engineering Division Workstations

The following lump sum line items are for the installation of 20 Workstations in the Engineering Division as depicted in the Project Plan prepared by Batir Architecture, Inc. and RTM Engineering Consultants. Note that the City will select only one of the following Scopes of Service for award:

| Line # | Line Item Scope | Proposed Cost (Bid) |
|--------|-------------------------------------------------------------------|-------------------------|
| 1* | Furnish and Install New Workstations (Base quality/cost level) | |
| 1a* | <i>Higher</i> quality/cost level (optional) | |
| 1b* | <i>Highest</i> quality/cost level (optional) | |
| 2 | Furnish and Install Used/Refurbished Workstations | \$ 29,100 ⁰⁰ |
| 3 | Install Workstations Purchased/Furnished by the City | |

***State terms of the Warranty Included with New Workstations:**

| | |
|---------------|--|
| 1 | |
| 1a (optional) | |
| 1b (Optional) | |



(If an individual)

Signatures

Signature of Bidder *Eric Meyers* *John Meyers*

Business Address *1833 Kenilworth Place*
Aurora, Ill. 60506

(If a partnership)

Firm Name _____

Signed by _____

Business Address _____

Insert
Names and
Addresses of
All Partners

(If a corporation)

Corporate Name _____

Signed By _____

President

Business Address _____

President _____

Secretary _____

Treasurer _____

Attest: _____
Secretary

BIDDER'S CERTIFICATION

I/We hereby certify that:

- A. A complete set of bid 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 other equal employment requirements contained in Public Act 87-1257 (effective July 1, 1993) 775 ILCS 5/2-105 (A).
- D. I/We are in compliance with the most current "Prevailing Rate" of wages for laborers, mechanics and other workers as required by the City of Aurora Ordinance No. O18-054 (file 18-0493): An Ordinance of the City of Aurora, Illinois, Ascertainig the Prevailing Wage Rate of Wages for Laborers, Mechanics, and other Workers Employed in Public Works Projects.
- E. 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.
- F. The Bidder is not barred from bidding on the Project, or entering into this contract 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.
- G. I/We will submit with our bid, for all contracts in excess of \$25,000.00, a certificate indicating participation in apprenticeship and training programs approved and registered with the United States Department of Labor.

Contractor shall check the box indicating that a copy of applicable program certification is attached.

- H. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

COMPANY NAME Group Management

ADDRESS 1833 Kenilworth Place

CITY/STATE/ZIP CODE Aurora IL 60506

NAME OF CORPORATE/COMPANY OFFICIAL LISA Meyers Greg Meyers
PLEASE TYPE OR PRINT CLEARLY

TITLE President

AUTHORIZED OFFICIAL SIGNATURE Lisa Meyers Greg Meyers

DATE August 1, 2018

TELEPHONE (630) 643-9235

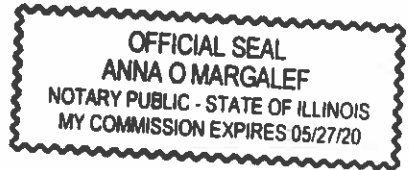
FAX No. () _____

Subscribed and Sworn to

Before me this 1 day

of August, 2018

[Signature]
Notary Public



Apprenticeship or Training Program Certification

Return with Bid

All contractors are required to complete the following certification:

- For this contract proposal or for all groups in this deliver and install proposal.
- For the following deliver and install groups in this material proposal:

N/A

The City of Aurora policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidders' subcontractors to disclose participation in apprenticeship or training programs that are approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

- I. Except as provided in paragraph IV below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.
- II. The undersigned bidder further certifies for work to be performed by subcontract that each of its subcontractors submitted for approval is, at the time of such bid, participating in an approved, applicable apprenticeship or training program applicable to the work of the subcontract.
- III. The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

N/A

VI. Except for any work identified above, any bidder or subcontractor that shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforce and positions of ownership.

N/A

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. **The City of Aurora requires a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors be included with the bid in order to qualify to bid on the project.**

Bidder: _____

By: _____
(Signature)

Address: _____

Title: _____

STATE OF ILLINOIS)
)
County of Kane) SS.

BIDDER'S TAX CERTIFICATION

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

Bidder deposes, states and certifies that Bidder is not barred from contracting 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 Bidder 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 1st day of August, 2018.

By Greg Meyers Lisa Meyers
(Signature of Bidder's Executing Officer)

Greg Meyers Lisa Meyers
(Print name of Bidder's Executing Officer)

President
(Title)

ATTEST/WITNESS:

By Anna Margalef
Title _____

Subscribed and sworn to before me this
1 day of August, 2018.

[Signature]
Notary Public

(SEAL)



DSC Building Engineering Division Workstations
Bid Number 18-41

REFERENCES

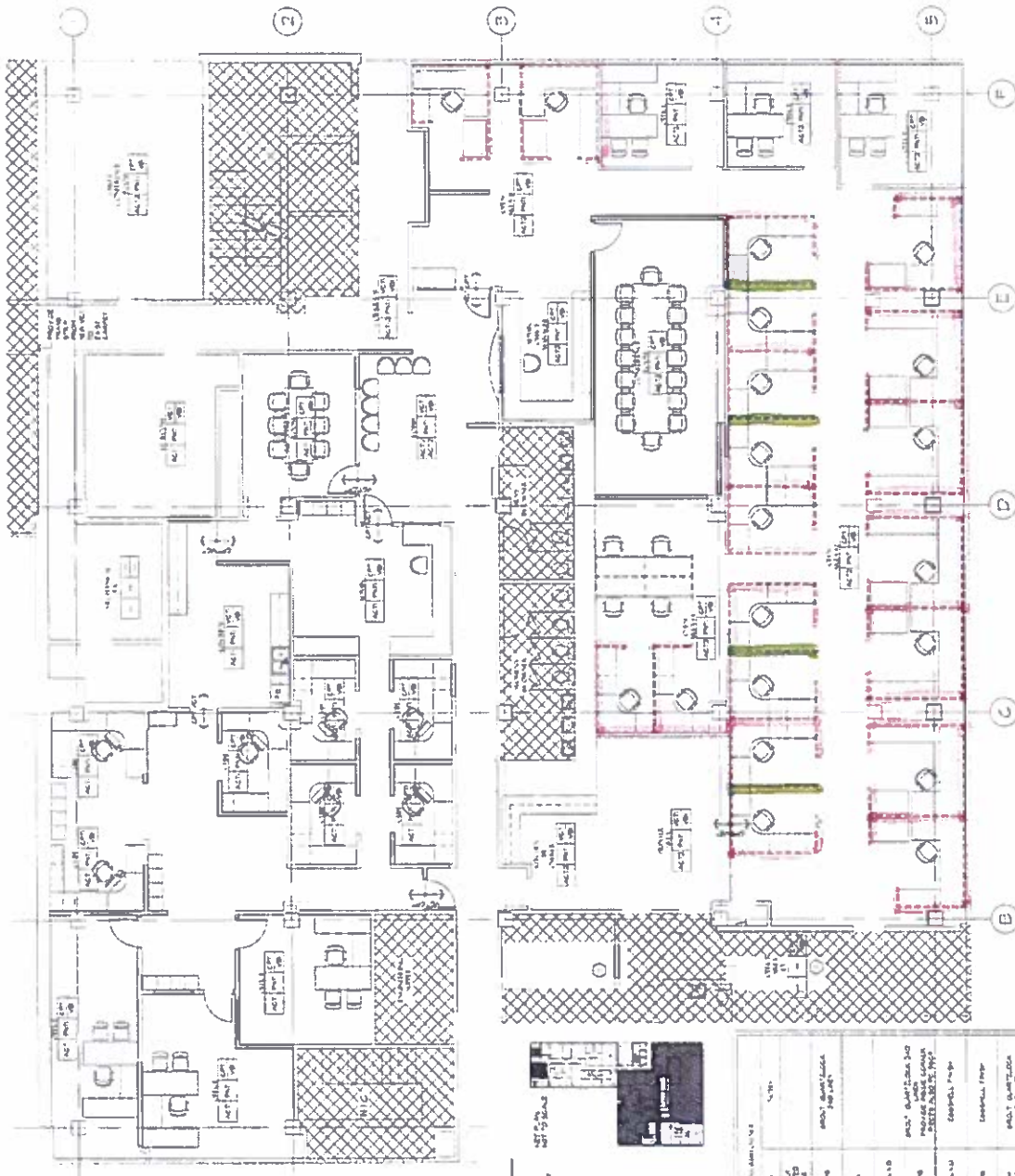
(Please Type)

Organization Dunham Funds
Address 8 E Galena Blvd Suite 200
City, State, Zip Aurora, IL 60506
Phone Number 630-698-0517
Contact Person Bob Vaughan
Date of Project Many over years

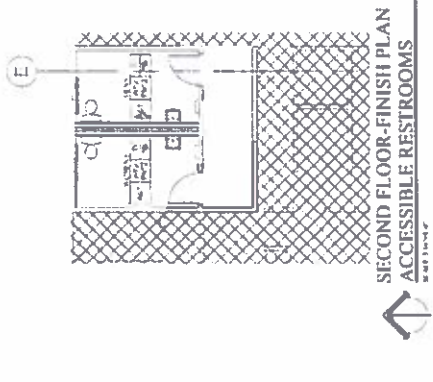
Organization Joseph Corp / Neighborhood Project
Address Corner of Downer Pl. and Broadway
City, State, Zip Aurora, IL 60501
Phone Number 630-846-4898
Contact Person Dennis P. Wiggins
Date of Project Many over years

Organization DOLAN & Murphy
Address 765 Orchard Ave
City, State, Zip Aurora IL 60506
Phone Number 630-885-5785
Contact Person Dan J. Dolan
Date of Project many over years

Bidder's Name Group Management
Signature & Date Greg Meyers 7-31-2018



SECOND FLOOR - FINISH PLAN



SECOND FLOOR-FINISH PLAN
ACCESSIBLE RESTROOMS

ROOM SIGN REQUIREMENTS:

- ALL ROOMS SHALL BE IDENTIFIED BY A ROOM NUMBER AND NAME.
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PLAN NOTES:

- ROOMS SHALL BE IDENTIFIED BY A ROOM NUMBER AND NAME.
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ROOM SIGN LOCATION



| ROOM NUMBER | ROOM NAME | AREA (SQ FT) | FINISH NAME | FINISH DESCRIPTION | NOTES |
|-------------|------------|--------------|-------------|--------------------|-------|
| 100 | RECEPTION | 100 | 100 | 100 | 100 |
| 101 | OFFICE | 101 | 101 | 101 | 101 |
| 102 | CONFERENCE | 102 | 102 | 102 | 102 |
| 103 | RESTROOM | 103 | 103 | 103 | 103 |
| 104 | STORAGE | 104 | 104 | 104 | 104 |
| 105 | OFFICE | 105 | 105 | 105 | 105 |
| 106 | OFFICE | 106 | 106 | 106 | 106 |
| 107 | OFFICE | 107 | 107 | 107 | 107 |
| 108 | OFFICE | 108 | 108 | 108 | 108 |
| 109 | OFFICE | 109 | 109 | 109 | 109 |
| 110 | OFFICE | 110 | 110 | 110 | 110 |
| 111 | OFFICE | 111 | 111 | 111 | 111 |
| 112 | OFFICE | 112 | 112 | 112 | 112 |
| 113 | OFFICE | 113 | 113 | 113 | 113 |
| 114 | OFFICE | 114 | 114 | 114 | 114 |
| 115 | OFFICE | 115 | 115 | 115 | 115 |
| 116 | OFFICE | 116 | 116 | 116 | 116 |
| 117 | OFFICE | 117 | 117 | 117 | 117 |
| 118 | OFFICE | 118 | 118 | 118 | 118 |
| 119 | OFFICE | 119 | 119 | 119 | 119 |
| 120 | OFFICE | 120 | 120 | 120 | 120 |

RFB – DSC Building Engineering Division Workstations (Bid 18-41)

ADDENDUM NO. 1

Page 1 of 1

TO: All Bidders
FROM: Engineering Division, City of Aurora
DATE: July 25, 2018

THIS ADDENDUM FORMS A PART OF THE BIDDING AND CONTRACT DOCUMENTS. THIS SIGNED FORM MUST BE RETURNED WITH THE BID.

1. Included with this Addendum is a Revised Schedule of Prices which shall be submitted with all bids in-lieu of the Schedule of Prices provided in the original RFB. This revision includes the following:
 - a. Modification of the requested lump sums to differentiate and request unit rate costs with quantities for the three general workstation configurations indicated and color coded on the attached Finish Plan by Batir Architecture, Inc.
 - b. Elimination of the "higher" and "highest" quality/cost level line items (originally items 1a and 1b, respectively), as the City has determined that the base level is desired.

2. In order to ensure all bids received are for the same quantity and configuration of workstations, please incorporate the following elements and characteristics into the revised line items described above:
 - a. All workstation walls shall be approximately 66 inch high (+3 inches)
 - b. All workstations shall consist exclusively of partition walls and solid desktop surfaces approximately 30 inches (+3 inches) high (no cut outs, cabinets, shelving units, or storage boxes should be included in the revised line items for the three types of workstations*)
 - c. In an effort not to impede the floor-mounted heaters or view to the exterior, full height partition walls shall not be installed along windows (south and east building walls). *Please provide either a written description or detail indicating what shall be installed at these locations.*
 - d. No electrical wiring or connections are required, but workstations must include the necessary orientation and conduit/openings within partition walls and tables to facilitate the necessary wiring and connections by the City.
 - e. Chairs are not included and shall not be provided under this contract

3. *In addition to the workstation line items, the Revised Schedule of Prices also requests costs for established quantities of the following add-ons:
 - a. Slide out keyboard tray
 - b. 36"-42" cut out for existing City-owned furniture (book shelf, etc.)
 - c. 16-18" under table file cabinet (2 drawers)
 - d. 16'18" under table drawers (2-3 drawers per location)
 - e. 48" x 16" x 16" (L x H x D) Overhead, lockable cabinet (+3" on all dimensions)

Sincerely,



Ian Wade, P.E.
City of Aurora Engineering Division

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY FILLING OUT THE FOLLOWING AND SENDING AN ORIGINAL OR FAX COPY OF THIS SHEET TO THE CITY OF AURORA ENGINEERING DIVISION AT 630/256-3229 OR PREFERRABLY BY E-MAIL AT iwade@aurora-il.org IMMEDIATELY UPON RECIEPT.

COMPANY NAME Group Management

SIGNATURE OF COMPANY REPRESENTATIVE Greg Meyer