



A. Lindoo Building Maintenance Ltd. 1101 W. Galena Blvd., Aurora, Illinois 60506 (630) 327-8854

September 14th, 2015

City of Aurora
44 E Downer Place
Aurora, Il. 60507

A. Lindoo Building Maintenance Service has been providing professional janitorial services in the Aurora area for 57 years and is prepared to give you the best job possible with experience from our many long time accounts.

We have maintained the following buildings for many years.

Old Second National Bank (downtown)	55 years
Alexander Lumber Company	51 years
Walker Process Corporation	44 years
Fox Metro Water Reclamation District	30 years
Alschuler, Hem Law Offices	24 years
City of Aurora, Permits building	19 years
City of Aurora, Public Arts	18 years
City of Aurora, Customer Service	18 years
Moose International	22 years
Dreyer, Foote Law Offices	22 years

We currently clean over 20 buildings in the Fox Valley area and employ over 30 people. We serve the Aurora, Batavia, North Aurora and Montgomery area only. We do not spread ourselves out into the Naperville, Elgin, Yorkville or Chicago area. We keep to the Aurora land area only so that we can spend our time in this local area and concentrate on serving you better.

In our Janitor Closets, for your protection, we post emergency telephone numbers on the wall. If there is an emergency at night, we have telephone numbers listed for our employees to call. Material Data Safety Sheets on all our cleaning chemicals are posted in the janitor closet, for information and OSHA purposes. We can also maintain a janitorial log book in case of any problems or additional cleaning projects arise.

For indoor air quality purposes, our vacuum cleaners are equipped with disposable high filtration paper bags. These H.E.P.A. quality bags can filter out 99% of dirt, dust mites, fungi, bacteria and pollen. Filtering efficiency is 10 times greater than conventional paper bags or cloth bags.

Our employees will be equipped with everything needed and trained on the job, how to use it. We use only top quality janitorial supplies and equipment. Floor cleaning equipment by Panasonic, Clarke, and Windsor. High quality cleaning chemicals, disinfectants by big name companies.

Only 2 of our 31 employees live outside of the Aurora, Montgomery area, we are an Aurora based company. Contrary to some of our competitors our starting pay is well over the minimum wage. This may cause our bid to be slightly higher than our competitor. We find it is better to pay the higher wage as it helps to eliminate constant turnover of help. This helps in the quality of work we do. We also pay out monthly perfect attendance bonuses which helps stop a lot of absenteeism.

We can supply our employees with uniform shirts, embroidered on the front and back with our name for easy identification.

Our employees will be required to call in from the job site to document their arrival and departure. Our computer telephone timekeeping system will keep track of their arrival and departure times. Using caller ID, it will confirm their location. It will page us if an employee doesn't show up. It will total up their hours for payroll purposes. They will be paid based on the hours they work, so there is no incentive for employees to whip through, skip things and get out of there early.

Professional services offered to our clients include.

1. Daily Cleaning
2. Floor Polishing and Stripping
3. Carpet Cleaning
4. Window Washing
5. Paper products, hand soaps, trash bags, misc.

We have received all addenda sent out during this Request for Proposal. We figured these buildings based on the hours we need to spend cleaning them. We are not basing them on undercutting the current contractor who probably underbid the last guy that also underbid the guy before him. The more the job costs, the more hours you have available to actually do the work. Skipping and skimming thru the jobs never works well for either party.

When calling A. Lindoo Building Maintenance, Ltd. for information, additional cleaning projects or problems, you will always talk to the president of the company. No district managers, supervisors, job foremen, or salesmen are used. You will talk to the person that figured the in the beginning and keeps on checking on it afterwards.

We sincerely wish to thank you for the opportunity to quote on your janitorial needs and hope we may be of service to you. Our proposal is based on quality service figuring enough time needed to do a complete job. If you have any questions regarding our proposal, call my cellular telephone at (630) 327-8854.

You got to ask yourself, "Why not hire a 57 year old Aurora Company, hiring Aurora employees"

Sincerely,



Rodney A. Lindoo

A. Lindoo Building Maintenance, Ltd.



The Real Symbol of Green





A. Lindoo Building Maintenance, Ltd.
1101 W Galena Blvd.
Aurora, Illinois 60506
rod@alindoo.com
630-327-8854

September 14th, 2015

COMPANY REPORT

Responsible Personnel:

President:

Rodney A. Lindoo: Hired 1974, bought company from father in 1995. Has been scrubbing, waxing, buffing floors, cleaning carpets, washing windows and running the daily operations for the past 40 years.

Operations Manager:

Rick Whipple: Retired Aurora Firefighter. Hired 1986, supervises, cleans floors windows, carpet work, and fills in where required.

Supervisor:

Cheryl Scott: Hired 1996, currently cleans a couple small bank branches and supervises some buildings including the City's Central Garage Building.

Floor & Window Maintenance Associates:

Dale Necola: Hired 1990.

Kendrick Jenkins (also supervises): Hired 2003.

Scrubs, buffs, waxes floors, cleans carpets, washes windows and fills in when needed.



Prior Experience:

A. Lindoo started out in 1958 cleaning offices, scrubbing floors, washing windows and anything else pertaining to office cleaning. That's all we do, we don't cut grass, we don't shovel snow, we just clean. (We have changed light bulbs, ballasts and done some minor plumbing in the past but not much currently)

We have been cleaning the City of Aurora Public Arts Building, Customer Service Offices, the Building & Permits building for the past 19 years or so and last year we started cleaning the Central Garage building.

We have been cleaning the Old Second National Bank downtown for about 55 years now and four Aurora branches for 20+ years. Walker Process, an Aurora factory for 44 years, Fox Metro for 30 years and many others.

I believe that would qualify us to take on any of the other buildings you have requested a proposal for.

Building Cleaning Details:

Employees:

Most of our employees have a full time job; some are house wives wanting to make a little extra to help pay the bills. Our part time jobs provide employees with an extra \$300 to \$500 a month to supplement their full time income.

We do not hire employees for 6 hours a day to keep them under full time status, not have to pay for health insurance or give them paid time off. In this business, there is no way you can afford to pay a full time employee a decent living wage, That's why we make our jobs smaller and keep everything part time.

We would staff the following buildings with employees that would stay in that building and clean the same building or area every night, night after night, month after month.

City Hall:

4 Employees working 2 hours each night.

Starting at the top floor might be best as most people would be gone, first floor last as those hanging around for a late meeting would still be tracking their way around. Most Critical areas: Main entrance areas where most traffic and debris would be tracked in and especially public restrooms that might get trashed..

Elmslie/Hogan:

1 employee working 2.25 hours per night.

Starting on the top floor working their way down.

Most Critical area: Probably the main entrance/public area where most traffic and debris would be tracked in.

Alderman's Offices:

1 employee working 1.5 hours per night.

Starting on the top floor working their way down.

Most Critical area: Probably the main entrance/public area where most traffic and debris would be tracked in.

Building & Permits:

1 employee working 2 hours per night.

Starting in the back working around in a circle.

Most Critical area: Definitely the main entrance/public area where most traffic and debris is tracked in

Stolp Island Offices:

1 employee working 2.25 hours per night.

Starting at one small office section and working your way around to the others.

Most Critical areas: Front entrance areas where most traffic and debris would be tracked in

Public Art Building:

1 employee working 1.5 hours per night.

Starting at the top floor and working their way down.

Most Critical areas: Front entrance and first floor areas where most traffic and debris would be tracked in

Customer Service:

1 employee working 1.75 hours per night.

Starting in the back and working their way forward.

Most Critical areas: Front entrance areas where most traffic and debris would be tracked in, back lunchroom and front public restrooms. (The police come in all night long and use these)

Visitor Center:

1 employee working 1 hour per night.

Starting with the bathrooms and working their way out front.

Most Critical areas: Front entrance areas where most traffic and debris would be tracked in and probably the bathrooms where public might trash them.

Golf Course Building: (same employee as Visitors center)

1 employee working 1.25 hour per night.

Starting with the bathrooms then onto the lunch area.

Most Critical areas: Front entrance areas where most traffic and debris would be tracked in and lunchroom where most people would end up.



Central Garage:

2 employees, one at 2 hours the other at 1.5 hours per night.

Starting at the main janitor closet and working out from there.

Most Critical areas: Employee lunchroom, inside microwaves where most of the mess is and the employee restrooms.

Animal Control:

1 employee working 1.5 hours per night.

Starting at the janitor closet and working around a circle from there.

Most Critical areas: Front entrance areas where most traffic and debris would be tracked in.

Special Cleaning Details:

Green Cleaning:

We are Green Clean certified by the Green Clean Institute.

We have been using “Green” products for quite a few years now. It eliminates toxic chemicals that build up inside buildings and improves air quality.

Our Panasonic commercial vacuum cleaners are equipped with disposable high filtration paper bags. These HEPA quality bags and filters can remove 99% of dirt, dust mites, fungi, bacteria and pollen. Filtering efficiency is 10 times greater than conventional vacuums or cloth bags.

We use microfiber rags and wet mops, the newest and best products for cleaning.

Training Program Details:

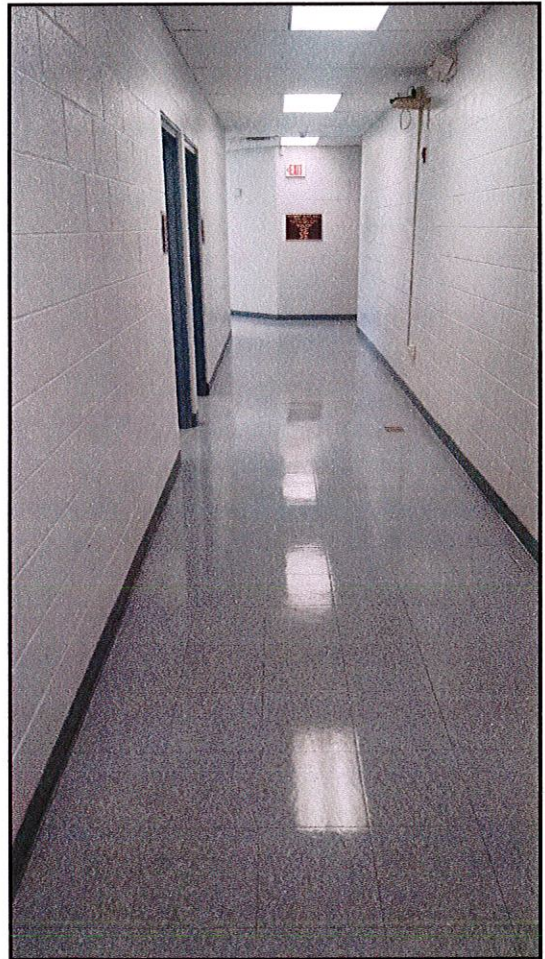
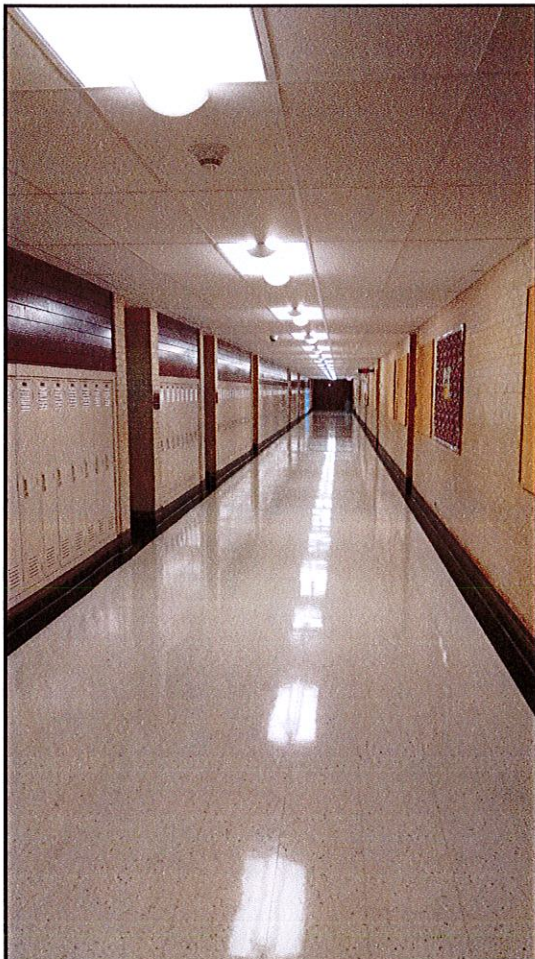
Attached is a copy of our Employee Work Specs from the City of Aurora Building and Permits building. If we have room in the janitor closets, one of these will be posted at every site.

Also enclosed is a copy of our New Employee Information Handbook.

We spend a few nights with any new employee breaking them in cleaning their way around the offices. Once they are used to it, they will have their own section or building to clean every night. We spot check their work during the week and let them know if they are missing anything or any special cleaning needs to be done.



References



CITY OF AURORA
REQUEST FOR PROPOSAL 15-44
JANITORIAL CLEANING SERVICES
AT VARIOUS CITY-OWNED BUILDINGS

REFERENCES

(Please Type)
Organization Aurora Public Library

Address 101 S. River Street

City, State, Zip Aurora, Illinois 60506

Phone Number cell: 630-849-6244

Contact Person Jeff DesJardine, Head of Maintenance

Date of Project Old Second National Bank, 1958 to present.

Organization Aurora Public Arts

Address 20 E Downer Place

City, State, Zip Aurora Illinois, 60506

Phone Number 630-256-3340

Contact Person Rena Church

Date of Project 1996 to present, Public Arts Bldg.

Organization City of Aurora, Bldg & Permits

Address 65 Water Street

City, State, Zip Aurora, Illinois 60506

Phone Number 630-256-3130

Contact Person John Curley

Date of Project 1995 to present, Bldg & Permits Bldg.

Contractor's Name: A. Lindoo Bldg. Mtce.

Signature & Date: _____

CITY OF AURORA
REQUEST FOR PROPOSAL 15-44
JANITORIAL CLEANING SERVICES
AT VARIOUS CITY-OWNED BUILDINGS

REFERENCES

(Please Type)
Organization Moose International
Address 155 S International Drive
City, State, Zip Mooseheart, Illinois 60539
Phone Number 630-966-2230
Contact Person Charlie Palochko
Date of Project 1989 to present, Moose Supreme Lodge bldg.

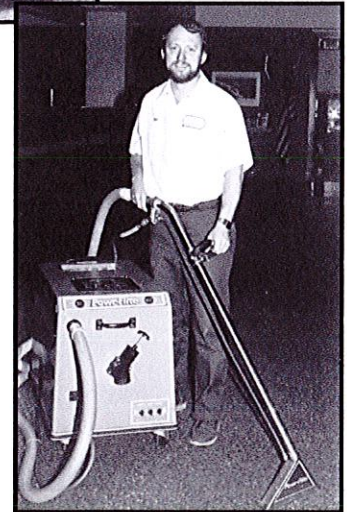
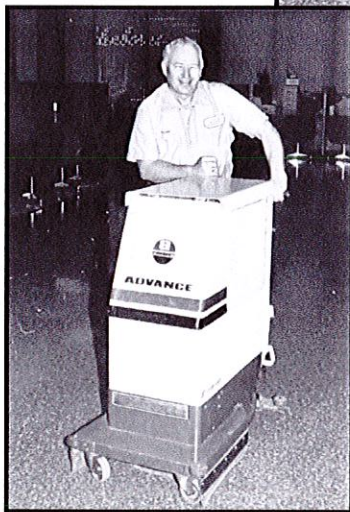
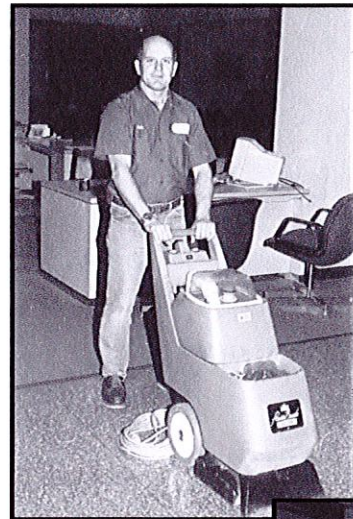
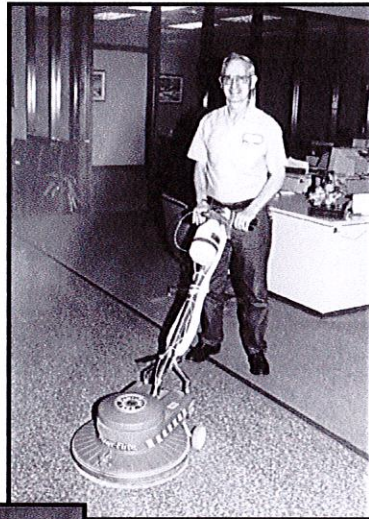
Organization Fox Metro Water Reclamation District
Address 682 Route 31
City, State, Zip Oswego, Il. 60543
Phone Number 630-892-4378
Contact Person Chris Morphy
Date of Project 1986 to present, 3 Fox Metro bldgs

Organization Dreyer, Foote Law Offices
Address 1999 W Downer Pl
City, State, Zip Aurora, Il. 60506
Phone Number 630-897-8764
Contact Person Paul Patricoski
Date of Project 1994 to present, Law office bldg.

Contractor's Name: A. Lindoo Bldg. Mtce.
Signature & Date: _____



Employee Training





A. LINDOO BUILDING MAINTENANCE, Ltd.
Main Office 630-906-1778
Timekeeping System 630-906-1777
Rod's Cellphone 630-327-8854

Employee Work Specifications

JOB: City of Aurora, Inspection & Permit offices
LOCATION: 65 South Water Street
FREQUENCY: 5 nights a week. Monday Thru Thursday, Friday, Saturday or Sunday.
TIME: After 5:00 p.m.
JOB AREA: All inside offices, entrances, restrooms...

BASIC CLEANING DUTIES

- **Every night the entire area is cleaned...** All trash dumped, open areas dusted, desk tops, ledges, cabinets..., all floors dust mopped, all open areas of carpet vacuumed and any dirt removed so that when you are done the entire area looks clean & presentable.
- Restroom sinks, mirrors, toilets all cleaned as needed. Towels, toilet paper and soap dispensers restocked as needed. Floors dust mopped to remove hair or paper and wet mopped as needed
- **Once a week a given area is thoroughly cleaned.** Pick up telephones, computer keyboards and any other easy to move items to dust under. Check telephones, walls, glass partitions, sides of desks or doors for dirt & dust. Dust chair & table legs. Vacuum any chair seats that need it. Damp wipe telephones. Move all chairs or coat racks when vacuuming to get under everything. Don't just vacuum the main isles, vacuum under things and in areas that don't get much traffic.
- Restrooms thoroughly cleaned: All toilets and urinals (insides only) cleaned with bowl cleaner (ACID!). Outsides, underside of seats, tanks or plumbing all cleaned with Green Earth cleaner. Mirrors completely cleaned from top to bottom. Tops of any partitions, or dispensers should be dusted. All floors wet mopped.

WORK SCHEDULE

- All once a week (thorough cleaning) work listed on these specifications will be done as follows.

Monday: Mens & Womens Restrooms.
Tuesday: Front entrance area.
Wednesday: Lunchroom, east half of north offices
Thursday: West half of north offices.
Friday: South offices
Saturday: * no cleaning required if done on Friday night.*



DETAILED CLEANING DUTIES

TRASH

- #1 Rule. If you are not sure if it's trash, leave it! Empty boxes can be thrown out; boxes with stuff in them should be left unless it's marked trash. If there is any question about it, put a note (Is this trash? Lindoo Mtce.) on the item and leave it for the next day.
- Dump ashtrays if there are any, wipe out with wet rag or paper towel. Do not allow anything to build up on surface. If it does scrape or soak clean. Sand ashtrays can be changed as needed, pick out butts nightly.
- Empty all wastebaskets, replace plastic liners when needed (which is when the bag has gum stuck to it or yogurt container lids, post it notes, pop or coffee in the bottom or tears in the plastic) if they don't use liners check the inside and wipe clean with wet rag if needed. Wipe the outside as needed (which means if it has coffee running down the sides or feels sticky it should be wiped off). Note: another good thing to check for while cleaning trash cans is to look at the walls around the trash can or the sides of the desk it's sitting under. It seems that many office employees have a hard time tossing an empty coffee cup in the trash so they hit the wall behind it instead, spilling a little coffee on the wall, or yogurt slop. Keep an eye on these areas as well. Damp microfiber rags do a nice job of cleaning wall spills.
- Bag all trash, dump restroom paper first, if you can, so it's at the bottom of the bag and will help soak up any liquids that might get dumped into the trash, take all full bags to the outside dumpster. Recycled trash gets picked up separately and put in its own trash container. Put two bags in your wheeled cart so you can collect both trash and recycle in the same trip around the offices. Don't collect trash and go back another time to collect recycle, it's a waste of time,
- DO NOT bump or push garbage can into doors, cabinets, or desks, especially wood! It will mark walls, scratch paint and chip wood.

DUSTING

- Daily: Do all dusting as you go around dumping the trash, do not dump the trash and then go back around to dust, it's a waste of time. Dust all flat surfaces you can easily reach from a standing position using oil treated dust cloths (yellow) or a hand duster. This includes tops of desks, cabinets, counters, windowsills, and ledges. Do not organize desks, clean around the piles paperwork if desktops are messy. If the dust is building up and doesn't come off very well, try a damp microfiber rag. Watch for fingerprints or coffee rings on desktops and damp wipe them if needed.
- Once a week: Sides of cabinets, doors, desks, tops of base boards, chair and table legs, pictures and door moldings are dusted. Phones are to be damp wiped. Small items (calculators, phones, pencil holders) are moved to do a complete job. Handprints on walls should be cleaned off.
- Monthly: Check all cloth chair seats and vacuum if needed. Brush off crumbs by hand or with your hand duster if you notice dust or crumbs on it during the rest of the month. A hand duster will do a nice job of removing dust on a chair seat, especially the back edge where the dust normally builds up; just rub your duster back and forth on the area you want to clean off.

CARPETING

- Daily: Vacuum carpeting, the open areas & main isles are vacuumed daily. Check under desks, chairs, garbage cans and coat racks for dirt. Vacuum if needed. If your job has carpet that is easily "fluffed" up and shows vacuum marks, be sure to vacuum these areas each night so the next day when employees come in they can see the "fluff" marks and know that the offices have been vacuumed.
- Once a week: Move all chairs, garbage cans, coat racks and any other movable objects to vacuum under. Every inch of carpeting should be vacuumed once a week.
- Vacuum or dust mop the plastic chair mats, pick up and vacuum under as needed. Damp wipe as needed.
- Do not bang vacuum into or rub along walls, baseboards, wood trim, painted walls or doors. It will make scrape marks and chip wood. AND take it easy when you move from carpet to tile or tile to carpet. Rolling the vacuum hard across the metal or plastic strip in-between the hard tile and carpet will knock the little wheels off.
- Carpet edges and all areas where the vacuum won't fit into must be vacuumed with the attachments or dusted with a hand duster. This will keep dust from building up around edges. This should be done at least once a month, more often if it's necessary. Do a few rooms a week to satisfy this requirement. You can also rub the edges with a slightly damp wet mop to remove built up dust and clean the baseboard at the same time.
- Vacuum cleaner bag must be checked at least once a week and the outside wiped clean. Dump the bag when it's half full or at least every couple months. Check the foam filter that sits below the bag, wash it out if needed. New bags and clean foam filters will have more suction and pickup better when you change them.
- If you have a problem with your vacuum, call it in. We do not leave spare belts or other parts in the janitor closet. If it seems to be making a different noise when you turn it on and doesn't pick up, it's probably plugged up with something you sucked up. Believe it or not, just because you can suck up a pencil in the attachment tube, doesn't mean its ok to do that. Tip it over and check the suction hole behind the brush. Use a pencil to remove anything that's in the way. If it's open, pull apart the attachment hose and

look thru it, you can also pop open the back cover where the hose goes into the back of the vacuum. Look for anything plugging it up and remove it. (You will probably find that sucked up pencil in this area plugging up the tube.)

GENERAL CLEANING

- Daily: Clean any fingerprints off all glass partitions and doors using window cleaner and paper towels. Don't use Rags! They could be dirty from something you wiped up the night before, leaving the glass a streaky mess.
- Clean drinking fountains nightly using a few drops of bowl cleaner or cleanser, to remove spots, and then shine up the surface with Green Earth or window cleaner.
- Spot clean desks tops to remove fingerprints or coffee rings using a damp rag or Green Earth Cleaner.
- As you work, watch for fingerprints & smudges on and around light switches, doors, walls and moldings. Spot clean these areas when necessary. Also look for cobwebs in corners and above doors. Dust down webs if you find any.
- Always keep janitor closet clean and in order. Rinse out slop sink if used and clean with cleanser occasionally.

TILE FLOORS

- Daily: Dust mop all tile floors. Be sure to get in the corners and all the way under desks, tables or chairs.
- Wet mop tile floors as needed.
- *NOTE* during bad weather, more wet mopping will be required. Some areas will need to be mopped every night.

RESTROOMS

- Daily: Check all paper and soap supplies and refill.
- Spray clean sinks, and counters using Green Earth Cleaner. Wipe these surfaces dry leaving no streaks or water spots. If sinks are especially dirty, use cleanser to clean. Watch for any brown looking buildup around the chrome faucet and drain. This can be removed by pouring out a little bowl cleaner around the faucet or drain, letting it sit as you clean everything else in the restroom. Then go back, rinse off the bowl cleaner and shine up the sink. Stainless steel sinks will get a brown film in them after a while, use cleanser to get them back to a nice shiny silver.
- Keep all metal hardware (toilet, urinal pipes, stainless steel fixtures, partition wall brackets...) clean and shiny. Stainless steel trash cans and towel boxes can be shined up using cleanser to get the dirt off then shine with Green Earth cleaner. Use Citrus Clean and Shine Stain less Steel polish on stainless steel fixtures if needed.
- Daily: Spray clean (Green Earth Cleaner) toilet seats and rims, urinal sides and front.
- Daily: Dust mop restroom floors to remove hair or bits of paper. Sweep behind toilet bases. Always dust mop restroom floors, you do not want to leave a hair on the floor for someone to see the next day. A Dust mop will take care of it every night.
- Dust tops of any flat surfaces such as the paper towel holder, kotex dispensers and tops of partitions at least once a week.
- As you are cleaning look for spots and smudges on walls and partitions especially around toilets, urinals, sinks and towel dispensers. Wipe clean when needed. Don't forget to close the restroom partition door and check the back side.
- Wet mop the floor at least once a week; wipe up any spots every night. Be careful not to leave any mop strings.
- Once a week: Use our mild acid bowl cleaner, in toilets, and urinals even if they do not look dirty. If you notice any water lines or spots that don't come clean, try a little cleanser on the end of the swab and rub. Spray clean toilets with Green Earth Cleaner on the outsides. Do a thorough job. Clean both sides of the seat, outside of the toilet around the base and down the front and sides. Clean the floor between toilet and wall. Keep all metal plumbing (chrome pipes) clean and shiny.
- Dust tops of mop boards. If the restroom has a curved ceramic wall tile going all the way to the floor (instead of a mop board), wipe the bottom edge of the tile weekly. This will get rid of the dirty mop water buildup up around the floor edges. A drop or two of cleanser will help remove buildup as you damp mop.
- Vacuum or dust ceiling vent in restrooms once a month.

OUR CLEANING SUPPLIES/EQUIPMENT

- Panasonic & Hoover Vacuums: Commercial grade, very dependable, belts outlast most other models, paper bags for easy cleaning.

- Green Earth Cleaner: Can be used everywhere, earth friendly, no harsh chemicals, use in the restrooms to sanitize sinks, counters, toilets...keep with you as you pick up trash and use to clean trash cans, desktops, telephones... also does a nice job cleaning carpet spots. Save empty bottles as we refill these.
- Sparkle Glass Cleaner: Great for windows, door glass, mirrors, or desk top glass.
- Porcelain cleaner: Used inside toilets & urinals but can also be used in small amounts for other cleaning: drinking fountains, sinks... Mild acid cleaner will not harm most surfaces like chrome fixtures. Since it is a mild acid, do not get on your hands or face and do not leave in the toilet overnight, always flush out after cleaning.
- Bon Ami Cleanser: Used to remove stubborn stains, pour some on toilet bowl swab and rub water lines in toilets, side edges of urinals, , use a drop on a damp rag to remove spots on walls, trash cans, drinking fountains, stainless steel restroom dispensers ...

JOB AREA

- Your job starts at the Main entrance and consists of the entire office area. All offices, entrance area, lunchroom and two restrooms, Everything in that area is yours to keep clean.

FIND ANYTHING

If you find paper clips or pens on the floor, pick them up and set them on top of the desk. Do not open drawers of the desks for any reason. If someone notices you opening a desk drawer, you could have some explaining to do!

If you find anything valuable (money, jewelry...) leave it alone and call us. We will see that it gets turned into the right person. If it doesn't belong to you, leave it alone!

- **If you have any problems, can't make it to work or run into anything unusual, call the office at 630-906-1778, as soon as possible.**

Your Job Must Get Done





MISC.



CITY OF AURORA
ADDENDUM PROPOSAL FORM 15-44
JANITORIAL CLEANING SERVICES
AT VARIOUS CITY-OWNED BUILDINGS

All 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 to reject any or all Proposals, or parts thereof, and to waive any technicality, informality or irregularity in the Proposals received, and to disregard all nonconforming or conditional Proposals or counter-proposals and to hold the best Proposals for ninety (90) days from the opening date set forth above. The City further reserves the right to award the Proposal 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.

SUBMITTED BY

COMPANY A. Lindoo Bldg. Mtce. Ltd

ADDRESS 1101 W. Galewa Blvd

CITY, STATE, ZIP Aurora, IL 60506

PREPARER'S NAME Rodney A. Lindoo
Please Type

CONTRACT PERSON Rodney A. Lindoo
Please Type

EMAIL rod@aLindoo.com

AUTHORIZED SIGNATURE Rodney A. Lindoo President
Title

PHONE # (630) 327-8854 FAX # () DATE 9-14-15

Addendum Received Rodney A. Lindoo
Signature

STATE OF ILLINOIS)
)
County of Kane) ss.

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 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 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 14 day of September, 2015.

By Rodney A. Lindoo
(Signature of Proposer's Executing Officer)
Rodney A. Lindoo
(Print name of Proposer's Executing Officer)
President
(Title)

ATTEST/WITNESS:

By Terrisita Dapremont
Title Notary

Subscribed and sworn to before me this
14 day of September 2015.

Terrisita Dapremont
Notary Public

TERRISITA DAPREMONT
Notary Public, State of Michigan
County of Washtenaw
My Commission Expires Oct. 23, 2019
Acting in the County of Washtenaw

(SEAL)

TERRISITA DAPREMONT
Notary Public, State of Michigan
County of Washtenaw
My Commission Expires Oct. 23, 2019
Acting in the County of

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

COMPANY NAME A. Lindoo Bldg Mtce, Ltd

ADDRESS 1100 W. Galena Blvd.

CITY/STATE/ZIP CODE Aurora, IL 60506

NAME OF CORPORATE/COMPANY OFFICIAL Rodney A. Lindoo
PLEASE TYPE OR PRINT CLEARLY

TITLE President

AUTHORIZED OFFICIAL SIGNATURE *Rodney A. Lindoo*

DATE 9-8-15

TELEPHONE (630) 327-8854

FAX No. () _____

Subscribed and Sworn to
Before me this 8th day
of September, 2015

Terrisita Dapremont
Notary Public

TERRISITA DAPREMONT
Notary Public, State of Michigan
County of Washtenaw
My Commission Expires Oct. 23, 2019
Acting in the County of Washtenaw

CITY OF AURORA
VENDOR APPLICATION CHECK LIST

The following documents must be completed in their entirety, and submitted to the Purchasing Division in order for your application to become considered as a vendor for the City of Aurora:

Vendor Application Form

Purchase Order Requirement Policy Acknowledgement Form

Electronic Funds Transfer (EFT) Agreement Form (or sheet indicating your company is not capable of accepting EFT payment)

W-9 Form

We are already A City of Aurora Vendor
using Electronic Funds Transfer.
All forms should be on file.