

UPCOMING MEETINGS

Tuesday, February 6, 2018

7:30 A.M. Highway Committee Meeting – Highway Department in Roberts

Wednesday, February 7, 2018

9:00 A.M. Sheriff Committee Meeting – Sheriff Board Room

Thursday, February 8, 2018

8:30 A.M. Finance Committee Meeting – Small Courtroom

Monday, February 12, 2018

7:00 P.M. County Board Meeting – Sheriff Board Room



Ford County Coroner's Office

200 W. State

Paxton, IL 60957

1-217-379-2344 Office

1-217-379-9492 Fax

Douglas O. Wallace
Coroner

MONTH END REPORT DECEMBER, 2017

TOTAL DEATH INVESTIGATIONS	19
TOTAL RESIDENT DEATHS	16
TOTAL NON-RESIDENT DEATHS	3
Past Inquires or Inquests Pending	2
Inquires Pending this month	4
1) Natural Death Investigations	16
2) Undetermined Death	0
3) Suicide	0
4) Homicide	0
5) Accidental Death	1
5a) Accidental Motor Vehicle Death	0
5b) Accidental Drug or Alcohol Death	0
AUTOPSIES	2
TOXICOLOGY	2
EXTERNAL EXAMANATIONS	0
HOSPICE CASE	7
INQUESTS CONDUCTED	0
CREMATION PERMITS INVESIGATED AND ISSUED	8
NOTIFICATIONS FOR OTHER COUNTIES	0
ORGAN & TISSUE DONATION	0
Investigations returned to the Medical Profession	14
CREMATION PERMIT FEES	\$ 400.00
REPORT FEES	\$.00
MISC. FEES (Grant)	\$.00
TOTAL REVENUE	\$ 400.00

RESPECTFULLY SUBMITTED,

DOUGLAS O. WALLACE
FORD COUNTY CORONER

COUNTY CLERK & RECORDER'S OFFICE

To the Chairman of the County Board of Ford County:

I, Amy Frederick, County Clerk and Recorder, in and for the County of Ford and State of Illinois, respectfully present the following report of all the fees and emoluments of my office, for the month of **DECEMBER 2018** and during the month where I state the gross amount of all fees.

COUNTY CLERK

REVENUE FOR THE MONTH	RECORDING FEES	VITAL RECORDS	MISC FEES	COUNTY TAX STAMPS 1/3	TAX CLERK FEES	COUNTY CLERK REVENUE	DEDICATED FUNDS RSSA	VRSSA	ELECTION REIMBURS	FEES OF OTHERS	GIS	RH	DCS	DELINQUENT TAXES COLLECTED
Dec-17	3,444.50	255.00	2,243.43	1,944.75	315.00	8,202.68	798.50	364.00	0.00	0.00	2,477.00	1,557.00	432.00	18,509.10
Jan-18						0.00								
Feb-18						0.00								
Mar-18						0.00								
Apr-18						0.00								
May-18						0.00								
Jun-18						0.00								
Jul-18						0.00								
Aug-18						0.00								
Sep-18						0.00								
Oct-18						0.00								
Nov-18						0.00								
MID-YEAR	3,444.50	255.00	2,243.43	1,944.75	315.00	8,202.68	798.50	364.00	0.00	0.00	2,477.00	1,557.00	432.00	18,509.10
TOTAL	3,444.50	255.00	2,243.43	1,944.75	315.00	8,202.68	798.50	364.00	0.00	0.00	2,477.00	1,557.00	432.00	18,509.10

7.13% = Percent of estimated revenue generated for year to date.

Total estimated revenue = \$ 115,000.00

Actual office revenue = \$ 8,202.68

Total County Clerk Receipts = \$ 32,340.28

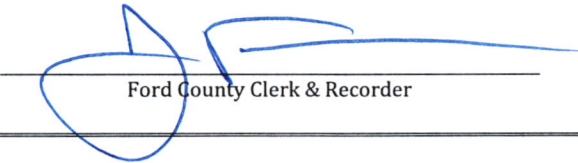
Election Reimbursemt = \$ -

Dedicated Funds = \$ 1,162.50

STATE OF ILLINOIS }
COUNTY OF FORD }

I, Amy Frederick, do solemnly swear that the foregoing account is in all respects just and true according to the best of my knowledge and belief, and that I have neither received directly or indirectly nor directly or indirectly agreed to receive or be paid for my own or another's benefit, any money, article or consideration than therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those specified.

Submitted this 2nd day of January 2018.



Ford County Clerk & Recorder

Ford County Highway Committee Minutes

The Ford County Highway Committee met on January 2, 2018 at the Ford County Highway Department in Roberts, Illinois.

Present at this regular scheduled meeting were committee members Bob Lindgren, Tim Nuss, and Jon Clark. County Board Chairman Randy Berger, and County Engineer Greg Perkinson were also present. Mr. Berger called the meeting to order at 7:30 a.m.

First on the agenda was the review of the December notes. Mr. Nuss moved and Mr. Berger seconded the motion that they be approved as presented. The motion carried.

December bills were read and presented by Mr. Perkinson. Mr. Nuss moved and Mr. Lindgren seconded the motion to approve the bills and present to the full board. The motion carried.

The committee then reviewed the fund balance report and the highway appropriations and expenses report.

Under old business the following items were discussed:

Mr. Perkinson informed the committee of the activities at the County Highway Department during the month of December and will provide a written report for the full board.

Mr. Perkinson updated the committee on activities at the Kelly Creek Windfarm. The agreement between EDF and Hutchison Engineering to provide a report on the 3:1 slope issue has not been finalized, as was thought at the December meeting.

New Business

Mr. Perkinson presented a proposed policy for a "Qualification Based Selection Progress" for Professional Services Procurement.

Mr. Perkinson also informed the committee that a law took effect on January 1, 2018 that allows semi combination up to 65 feet in overall dimension. Up from the old 55' maximum.

Having no further items to discuss, Mr. Lindgren moved to adjourn at 8:15 am, seconded by Mr. Clark. The motion carried.



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Bloomington, IL 61701

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Fax 309-827-8139

www.meyercapel.com

ROBERT J. LENZ
blenz@MeyerCapel.com

December 27, 2017

Xavier Goy
Program Manager
Kelly Creek Wind, LLC
c/o EDF Renewable Energy, Inc.
15445 Innovation Drive
San Diego, CA 92128

Joshua Pearson
Vice President Legal
Associate General Counsel
EDF Renewable Energy
10 2nd Street NE, Suite 400
Minneapolis, MN 55413

RE: "Road Agreement" as referred to in the letter December 5, 2017 to
James Piekarczyk, PE

Gentlemen:

The Road Authorities and James Piekarczyk of Hutchison Engineering have asked me to respond to Mr. Goy's letter dated December 5th in order to provide a pathway to resolve all issues. To assure you of our good faith in this matter, the Road Authorities do agree to cease to attempt to draw on the Escrow Accounts for which notice was provided in my letter to David Sawyer and Joshua Pearson dated November 28, 2017, subject to a timely agreement on all issues.

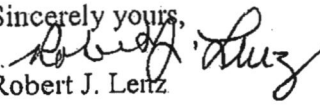
We appreciate that you have agreed to engage Hutchison Engineering to proceed with the survey work which they outlined to you, the purpose of which is to address the repairs of the deficiencies of the 3: 1 embankment and field and private entrances.

Your letter implies that upon resolution of these matters the parties could execute a settlement agreement "that fully and finally settles Kelly Creek's obligations and liabilities under the Road Agreement". Enclosed is a copy of KCWF Punch List Meeting Minutes dated April 28, 2017, which was attended by representatives of the Road Authorities, White Construction, Pilot Hill and Kelly Creek. I assume you may already have seen copies of these Minutes or perhaps were provided with Minutes by Jonathon Abraham who attended the meeting. In any event, several of the items on the Punch List have since been corrected, but many remain unresolved. Accordingly, the Road Authorities cannot consider a full and final settlement until all of the obligations of Kelly Creek Wind, LLC under the Road Agreement have been completed. Within the next few days I will be able to provide you with a list of the road repair work which remains to be done to comply with the Road Agreement.

Thank you in advance for your cooperation on this matter.

Sincerely yours,

Robert J. Lenz

A handwritten signature in dark ink, appearing to read "Robert J. Lenz", written over the printed name.

RJL:ka

Cc: Gregory L. Perkinson, via email
J. Wayne Forneris via email
Mark Rogers via email
Leo Weber via email
Eric Bruner via email
Rudy Spleer via email
James W. Piekarczyk via email
Maurizio Marchetti via email

Monthly Report to the Ford County Board
On Activities at the Highway Department
January 2, 2018

The Ford County Highway Department completed the following activities during the month December, 2017.

Engineering Division

- Entered claims and allotments to various county and township funds.
- Assisted Maintenance Division.
- Worked on 5-year Road and Bridge Program
- Worked on 2018 Oil and Chip Township Program

Maintenance Division

- Performed maintenance and repair on County owned equipment.
- Conducted routine inspection and maintenance of roads, entrances, shoulders and signs on county system.
- Removed snow from county roads.
- Cleaned county road ditches.

County Engineer

- Met with Kelly Creek Wind Farm developer (EDF) to discuss work remaining to address township road safety concerns.
- Met with attorney to discuss response to EDF on correcting safety issues.
- Attended Road Commissioner Meeting at Wall Township.

FORD COUNTY PROBATION AND COURT SERVICES

Stats for December 2017

DECEMBER of 2017

ADULTS:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Felony Cases	94	Active	63
Misdemeanors	116	Warrants	100
DUI Cases	66	TOTAL	163
Traffic Cases	20		
TOTAL	296		

JUVENILES:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Probation	4	Active	7
Cont'd Supervision	13	Inactive	0
Informal	0	TOTAL	7
Other	0		
TOTAL	17		

PUBLIC SERVICE:

<u>Adults</u>		<u>Juveniles</u>	
Cases	168	Cases	20
Hours	23715	Hours	1078
TOTAL CASES:	188		
TOTAL HOURS:	24793		

RESTORATIVE JUSTICE / DIVERSION:

Intakes this month 0
Cases reviewed this month 0
Active Conference/Diversion Cases 0 Restorative Justice / 7 Diversion

INVESTIGATIONS:

PSI's ordered 0 PSI's completed 2
Record Checks completed 0

INTAKES:

Adults: 12 Juveniles: 0

ELECTRONIC MONITORING / GPS:

Adults: 2 Juveniles: 0

CONTACTS FROM POLICE AND / OR CLIENTS AFTER HOURS:

Police 11 Clients 17

HOME / SCHOOL VISITS CONDUCTED DURING THE MONTH:

Home: 23 School 3

RESTITUTION / COMMUNITY SERVICE COMPLETED:

Restitution collected this month: \$254.00

Community Service collected:

Adults: 1155 Juveniles: 245

DECEMBER 2016 (Same month last year)

ADULTS:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Felony Cases	91	Active	66
Misdemeanors	147	Warrants	100
DUI Cases	57	TOTAL	166
Traffic Cases	13		
TOTAL	308		

JUVENILES:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Probation	5	Active	4
Cont'd Supervision	8	Inactive	0
Informal	1	TOTAL	4
Other	0		
TOTAL	14		

PUBLIC SERVICE:

<u>Adults</u>		<u>Juveniles</u>	
Cases	178	Cases	18
Hours	24205	Hours	1068
TOTAL CASES:	196		
TOTAL HOURS:	25273		

Ford County Drug Court	Investigators Meeting
Ford County Board Meeting	
Ford County Network Panel Meeting	
DCFS CFTM	

Pre-Trial Training - Multnomah County
Odyssey E-file Training

<u>OFFICER CASELOAD</u>	<u>ADULTS</u>	<u>JUVENILES</u>
Drug Court	3	0
Jennifer Anderson	94	22
Rocky Marron	101	0
Ellen Maxey	17	2
Ariel Ochoa	120	1
Warrant Status	124	0

Adult:		Juvenile:	
Felony Cases	7	Probation	0
Misdemeanors	1	Cont'd Supervision	0
DUI Cases	3	Informal	0
Traffic Cases	1	Other	0
TOTAL	12	TOTAL	0

Juvenile Detention	0		
IDOC Commitments	0		
Group Home/Halfway House	Adults: 1	Juveniles: 0	
Residential Substance Abuse Treatment:	Adults: 1	Juveniles: 0	

Alcohol / Substance Abuse Assessment	2	3
DUI Assessment	4	4
Alcohol / Substance Abuse Treatment	0	1
DUI Education / Treatment	4	3
Victim Impact Panel	4	1
Cognitive Classes	0	0
Anger / Domestic Abuse Classes	4	1
Mental Health	1	0
Sex Offender Treatment	0	0
Parenting Classes	0	0
Psychiatric / Psychological Assessment	0	0
Credit Counseling	0	0

**FORD COUNTY SHERIFF'S OFFICE
DECEMBER 2017
ACTIVITY SUMMARY REPORT**

INCOME RECEIVED

\$24,412.00 – Boarding	\$749.40 – Inmate Phones	\$158.88 – Misc. Reimburse
\$ 2,666.66 – Contracts	\$738.19 – Transport Reimb.	\$138.00 – Dedicated Vehicle Fund
\$ 1,800.00 – Sheriff Sales	\$640.00 – Bond Fees	\$ 60.00 – Work Release
\$ 1,166.23 – Civil Process	\$284.00 – DUI Reinforcement	\$ 45.00 – Report Requests
\$ 1,010.00 – Seized/Forfeiture	\$165.00 – Arrestee Medical Fund	

TRAFFIC ACCIDENTS- 13

WARNING CITATIONS- 11

TRAFFIC CITATIONS- 45

32 – Speeding	02 – Seat Belt Violation
03 – Driving Uninsured Vehicle	01 – License Plate Display Violation
03 – Disobeyed Stop Sign	01 – Driving with Suspended Driver's License
02 – Failure to reduce speed to avoid accident	01 – Driving on Expired Driver's License

FIELD INCIDENT/COMPLAINT REPORTS

13 – Motorist Assist	04 – Theft	01 – Property Standby
11 – Agency Assist	04 – Welfare Check	01 – Railroad Complaint
11 – Domestic Dispute	04 – Animal Complaint	01 – Missing Person
09 – Civil Complaint	02 – Harassment Complaint	01 – 911 Hang Up
05 – Suspicious Vehicle	02 – Court Order Violation	01 – Burning Complaint
04 – Suspicious Activity	01 – Security Alarm Check	

CIVIL PROCESS ACTIVITY (SERVICES/ATTEMPTS)

Court Summons: 44/71 Warrants: 15

TOTAL FOR THE MONTH OF DECEMBER

\$34,033.36

FY TOTAL TO DATE

\$34,033.36

FORD COUNTY INMATES TOTAL MANDAYS TO DATE (257)

December Ford County Inmate Mandays: 257

Matt Rock
Zoning Office
Ford County, Illinois

MONTHLY REPORT
TO THE CHAIRMAN OF THE COUNTY BOARD OF FORD COUNTY
OF
OFFICIAL FEES AND EMOLUMENTS RECEIVED

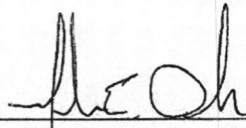
I, Matthew E. Rock, Zoning Enforcing Officer in and for the County of Ford and State of Illinois, respectfully present the following report of all the fees and emoluments of the Zoning Office, for the month ending December 31st, 2017 wherein I state the gross amount of all fees or emoluments.

NATURE OF SERVICES:

(2)	Construction Permits:	\$173.40
(1)	AG Permits Issued:	

I do solemnly swear that the foregoing account is in all respects just and true according to the best of my knowledge and belief, and that I have neither received directly or indirectly nor directly or indirectly agreed to receive or be paid for my own or another's benefit, any other money, article or consideration than therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those therein specified.

Respectfully submitted this 31st day of December, 2017.



Zoning Enforcing Officer

Ford County Public Health Department
Report to Ford County Board
December 2017, Statistics

Administration

Waiting for payment for Community Care Program and Adult Protective Services

Community Health

Immunizations:

Flu	2
Child	9
Adult	5
Lead Screening	9
Pregnancy test	0
Paternity test	1
TB skin tests	3
Blood Pressure checks	3
Vision screens	0
Hearing screens	0

Investigations:

Animal bites/Rabies	1
Chlamydia	0
Gonorrhea	1
Hep B - suspect	0
Hep C - suspect	1
Zika	0

Kempton Clinic:

Seniors served	26
Home visits	4
Phone visits	2

Environmental Health

Inspections:

Food	20
Well	2
Septic	3
Radon kits	1
Water sample kits	1

Smoke Free Illinois Act:

Inspections	20
Passed	18

Senior Programs

Senior Information Services

Over 60 clients	27
Under 60 clients	7
Total contacts	103

Adult Protective Services

Over 60 reports	2
Under 60 reports	0
Open cases	5
Vulnerable adult report	1

Community Care Program

Current clients	87
Nursing home screens	16

Additional Activities

Ford County Public Health Department
Transaction Report
December 1-21, 2017

CASH
Payables Account

Date	Transaction Type	Num	Name	Memo/Description	Amount
Beginning Balance					
12/04/2017	Bill Payment (Check)	135	Northfield Inn Suites	Hotel for Nancy M Training	-158.20
12/07/2017	Bill Payment (Check)	2247	Gibson Area Hospital & Health Services	WIC/FCM Contract	-20,240.85
12/07/2017	Bill Payment (Check)	2258	Paxton IGA	APS M Team	-2.69
12/07/2017	Bill Payment (Check)	2238	Brandi Williams	Mileage	-22.26
12/07/2017	Bill Payment (Check)	2245	Eison's Paxton Sanitary	Garbage	-31.00
12/07/2017	Bill Payment (Check)	2240	City of Paxton	Water	-47.49
12/07/2017	Bill Payment (Check)	2239	Christina Wallace	Mileage	-54.06
12/07/2017	Bill Payment (Check)	2250	IEHA	Membership Dues	-55.00
12/07/2017	Bill Payment (Check)	2258	Sue Burkland	Mileage	-84.80
12/07/2017	Bill Payment (Check)	2259	USPS	postage	-88.00
12/07/2017	Bill Payment (Check)	2246	Ford County Treasurer	Payroll Reimbursement	-14,900.05
12/07/2017	Bill Payment (Check)	2249	IAPHA	Membership Dues	-700.00
12/07/2017	Bill Payment (Check)	2255	OPDS, Inc	Dental Sealant Contract	-548.75
12/07/2017	Bill Payment (Check)	2241	Nancy Mandamuna	Mileage	-324.41
12/07/2017	Bill Payment (Check)	2252	Lana Sample	Mileage	-295.38
12/07/2017	Bill Payment (Check)	2254	Mediacom	Phone	-186.97
12/07/2017	Bill Payment (Check)	2242	Allied Mechanical Services, Inc	Furnance work	-188.00
12/07/2017	Bill Payment (Check)	2251	Kami Kimmel	Mileage	-194.51
12/07/2017	Bill Payment (Check)	2243	CDS Office Technologies	Copier Services	-141.28
12/07/2017	Bill Payment (Check)	2253	Mark Garrell Electric, Inc.	Generator Maintenance	-130.00
12/07/2017	Bill Payment (Check)	2244	Diane Tavenner	Mileage	-127.20
12/07/2017	Bill Payment (Check)	2257	Quill	Office Supplies	-101.95
12/07/2017	Bill Payment (Check)	2248	Grundy County Health Department	LEHP Contract	-100.00
12/08/2017	Bill Payment (Check)	2260	Ford County Treasurer	Payroll Reimbursement	-3,470.80
12/21/2017	Bill Payment (Check)	2266	Stericycle	Sharps container pick up	-114.25
12/21/2017	Bill Payment (Check)	2262	Ameren Illinois	Electric	-128.45
12/21/2017	Bill Payment (Check)	2265	Sanofi Pasteur	TB Solution	-144.68
12/21/2017	Bill Payment (Check)	136	USPS	postage	-6.65
12/21/2017	Bill Payment (Check)	2263	Ford County Treasurer	Payroll Reimbursement	11,786.06 -11,648.01
12/21/2017	Bill Payment (Check)	2264	Nicor	Gas	-47.34

M&D

[Signature]

RESOLUTION 18 -

**A RESOLUTION ADOPTING A POLICY PROHIBITING SEXUAL
HARASSMENT FOR FORD COUNTY**

WHEREAS, the Illinois General Assembly has recently enacted Public Act 100-0554, an Act concerning government, which became effective immediately, dated November 16, 2017; and

WHEREAS, pursuant to the Act, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment; and

WHEREAS, all prior existing sexual harassment policies of FORD COUNTY shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Resolution; and

WHEREAS, should any section or provision of this Resolution or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Resolution or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid; and

NOW, THEREFORE, be it resolved by the corporate authorities of FORD COUNTY, the following:

Section 1. The Policy Prohibiting Sexual Harassment, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted.

Section 2. This Resolution shall be in full force and effect on January 9, 2018.

PASSED AND APPROVED THIS _____ day of _____, _____.

Randy Berger, County Board Chairman

ATTEST: County Clerk & Recorder

Exhibit A

POLICY PROHIBITING SEXUAL HARASSMENT¹

I. PROHIBITION ON SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of **Ford County** to prohibit harassment of any person by any County official, agent, employee or agency or office on the basis of sex or gender. All County officials, agents, employees and agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

II. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual

perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they shall be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, the State's Attorney, Sheriff, or member of the County Board.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the County will not be presumed to have knowledge of the harassment.

- *Resolution Outside of work.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the County. However, all County employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the County. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No County official, agency, employee or agency or office shall take any retaliatory action against any County employee due to a County employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any County employee that is taken in retaliation for a County employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

V. *CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT*

In addition to any and all other discipline that may be applicable pursuant to County policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the County and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the County shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

VI. *CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT*

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable County policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

RESOLUTION NUMBER – 18 -

**A RESOLUTION ADOPTING POLICIES FOR IDENTITY PROTECTION
AND BACKGROUND CHECKS FOR FORD COUNTY**

WHEREAS, Ford County has a policy manual; and

WHEREAS, Ford County reviews the policy manual; and

WHEREAS, The policy manual requires updating for background checks; and

WHEREAS, The policy manual needs updating for identity protection (5 ILCS 179/35); and

THEREFORE, BE IT RESOLVED, by the corporate authorities of FORD COUNTY, the following:

The policy manual be updated immediately to reflect the changes and said changes take effect immediately.

PASSED AND APPROVED THIS ____ day of _____, ____.

Randy Berger, County Board Chairman

ATTEST: Ford County Clerk & Recorder

RESOLUTION 18 -

WHEREAS, pursuant to 55 ILCS 5/3-4004, the Judges of the Circuit Court of the Eleventh Judicial Circuit have determined that it is in the best interest of the people of the county for the Office of Ford County Public Defender to be a Full-time position; and

WHEREAS, pursuant to 55 ILCS 5/3-4007, the Public Defender shall be paid out of the County Board General Fund a salary in the amount fixed by the County Board; and

WHEREAS, 55 ILCS 5/3-4007 further provides that 66 2/3% of the Public Defender's annual salary shall be paid from the State Treasury if the Public Defender is employed full-time in that capacity, and his or her salary is at least 90% of the County's State's Attorney's annual compensation; and

WHEREAS, the Ford County Board had previously established the salary of the Public Defender to be \$44,500.00 for FY 2018 in Resolution 17-78, and that Resolution must be rescinded to establish the salary of the Public Defender should be a full-time position; and,

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Ford County, Illinois, the County Board concurs with the decision of the Judges of the Eleventh Judicial Circuit that the Ford County Public Defender should be a Full-time position; and,

BE IT FURTHER RESOLVED, by the County Board of Ford County, Illinois, that the salary for the Public Defender of Ford County shall be defined as 90% of the salary for the State's Attorney of Ford County; and,

BE IT FURTHER RESOLVED, by the County Board of Ford County, Illinois, that this Resolution supersedes and rescinds Resolution 17-78 regarding the salary of the Ford County Public Defender.

Dated: January 8, 2017

Signed: _____
County Board Chairman

Attest: _____
Amy Frederick
Ford County Clerk & Recorder

(55 ILCS 5/3-4004) (from Ch. 34, par. 3-4004)

Sec. 3-4004. Appointment of Public Defender in counties under 1,000,000. As soon as may be after this Division becomes applicable to a county with a population under 1,000,000, the judges of the Circuit Court of the circuit in which the county is located shall, by a majority vote of the entire number of those judges, appoint to the office of Public Defender a properly qualified person, who shall hold office, his death or resignation not intervening, at the pleasure of the judges competent to appoint. Whenever a vacancy occurs in the office it shall be filled in the same manner, and the person appointed to fill the vacancy shall have the same tenure of office.

(Source: P.A. 86-962; 87-111.)

(55 ILCS 5/3-4007) (from Ch. 34, par. 3-4007)

Sec. 3-4007. Compensation.

(a) The public defender shall be paid out of the county treasury, and, subject to appropriation, shall be paid by the Department of Revenue out of the Personal Property Tax Replacement Fund or the General Revenue Fund as provided in subsection (b), as the sole compensation for his or her services a salary in an amount fixed by the County Board. When a Public Defender in a county of 30,000 or more population is receiving not less than 90% of the compensation of the State's Attorney of such county, that Public Defender shall not engage in the private practice of law.

(b) The State must pay 66 2/3% of the public defender's annual salary. If the public defender is employed full-time in that capacity, his or her salary must be at least 90% of that county's State's attorney's annual compensation. Subject to appropriation, these amounts furnished by the State shall be payable monthly by the Department of Revenue out of the Personal Property Tax Replacement Fund or the General Revenue Fund to the county in which each Public Defender is employed.

(c) In cases where 2 or more adjoining counties have joined to form a common office of Public Defender, the salary of the Public Defender shall be set and paid as provided by a joint resolution of the various county boards involved.

(Source: P.A. 97-72, eff. 7-1-11.)

RESOLUTION # 18-

RESOLUTION TO APPOINT MEMBERS

OF THE

FORD COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

Be it resolved: That the Board of Ford County , Illinois hereby
appoints Lori Blanchard of Melvin Illinois, to the Ford County
Emergency Telephone System Board, said terms to end on
November 30th 2019.

Dated ____/____/ 2018

County Board Chairman

Ford County Clerk

RESOLUTION 18 -
SETTING PER DIEM RATES FOR MILEAGE
REIMBURSEMENT FOR 2018

WHEREAS, the governing body of Ford County shall, by resolution, establish a per diem rate for mileage reimbursement; and

NOW, THEREFORE, BE IT RESOLVED, the following rates shall be set for reimbursement of mileage; and

- Standard mileage according to the IL. Dept. of Revenue as of **January 1, 2018** will be \$.54 1/2 cents per mile up to 1,000 miles, and will be \$.50 1/2 cents thereafter.

DATED this 8th day of January, 2018.

Randy Berger, Chairman of the Board

ATTEST: Amy Frederick
Ford County Clerk & Recorder



RESOLUTION 18-_____
OF THE FORD COUNTY BOARD RELATED TO THE
ACQUISITION OF A VEHICLE FOR THE COURT SERVICES DEPARTMENT

WHEREAS Illinois statute requires the Ford County Court Services Department to perform some duties outside of the Ford County Court Services Office; and

WHEREAS it is the intent of the Ford County Board to purchase for the use of the Ford County Court Services Department a vehicle that will aid the personnel of the Ford County Court Services Department in performing their duties.

THEREFORE, BE IT RESOLVED BY THE FORD COUNTY BOARD to purchase the motor vehicle described as 2015 Chevrolet Malibu LT (Bronze), V.I.N. # 1G11C5SLXFF197323 from BRADBURY AUTO SALES, GIBSON CITY, IL., for the purchase price of \$14,796 (60 PAYMENTS OF \$307.58) for use by the personnel of the Ford County Court Services Department.

FURTHER, BE IT RESOLVED that _____ is vested with full authority to execute any documents necessary to complete the purchase of said vehicle on behalf of the Ford County Board.

Passed in open session this _____ day of _____, 20_____.

Randy Berger, Chairman
Ford County Board

Amy Frederick, Clerk
Ford County

RESOLUTION 18 -

RESOLUTION TO HIRE

WHEREAS, there currently being two vacancy of each being a part-time position in the County Coroner's Office; and

WHEREAS, due to Resolution 15-14 - Resolution of the Ford County Board Enforcing a Hiring Freeze, it is necessary to receive approval to hire; and

WHEREAS, Two part- time Coroner Deputy positions be allowed to be filled; and

BE IT FURTHER RESOLVED, that the County Coroner be authorized to hire two part-time Coroner Deputies.

Dated: January 8, 2018

Signed: _____
Randy Berger
County Board Chairman

Attested: _____
Amy Frederick
Ford County Clerk & Recorder

Ford County, Illinois

200 West State Street
Paxton, IL 60957
Phone: 217-379-2721 Fax: 217-379-3258
Population: 14,081 Size: Ill - Large



2843 31st Avenue
Greeley, CO 80631
(800) 437-7457

Computer Information Concepts

December 19, 2017

Description	Qty	Price
Hardware/Supplies		
(1) Server Farm - Remote Backup / Disaster Recovery (Includes 20.0 Mbps Committed Information Rate (CIR) Access) - Annual Lease	(1)	
(2) Maximum Disk Storage (80GB)	(1)	3,565.00
(3) Initial Data Replication - 50% Remote (6 Hours)	(1)	765.00
(4) Installation / Training - 90% Remote (6 Hours)	(1)	660.00
(5) Initial / Annual Disaster Recovery "Readiness" Testing - 90% Remote (6 Hours)	(1)	660.00
(6) Support	(1)	360.00
		<hr/> \$6,010.00
Essential Skills Process (ESP) PEOPLEWARE		
(1) Miscellaneous Expenses, i.e. travel, mileage, lodging, meals, etc., at cost, will be paid by Customer upon receipt of a separate CIC invoice.	(1)	
		<hr/> \$0.00
Total Hardware/Software/PEOPLEWARE		<hr/> \$6,010.00

This proposal represents our latest available information; however, rapidly evolving technology requires the execution of price protection documents to finalize costs.

Further, the information contained in this proposal and in all attachments is confidential, privileged and/or proprietary and intended for the exclusive use of the addressee(s). Any unauthorized review, use, disclosure, replication or distribution is strictly prohibited.

Ford County, Illinois

200 West State Street
Paxton, IL 60957
Phone: 217-379-2721 Fax: 217-379-3258
Population: 14,081 Size: III - Large



2843 31st Avenue
Greeley, CO 80631
(800) 437-7457

Computer Information Concepts

December 19, 2017

Description	Qty	First Year	Subs. Years
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On-going Cost Analysis:

Purchase Option

CIC Initial Hardware / Software / PEOPLEWARE Agreement		\$6,010.00	\$0.00
CIC Annual PEOPLEWARE Enhancement / Support Agreement		Included	3,925.00
Total Hardware/Software/PEOPLEWARE		<u>\$6,010.00</u>	<u>\$3,925.00</u>

This proposal represents our latest available information; however, rapidly evolving technology requires the execution of price protection documents to finalize costs.

Further, the information contained in this proposal and in all attachments is confidential, privileged and/or proprietary and intended for the exclusive use of the addressee(s). Any unauthorized review, use, disclosure, replication or distribution is strictly prohibited.

Ford County Highway Department

Qualification Based Selection Process

Professional Services Procurement Process

Ford County Highway Department

305 Highway 54

Roberts, IL 60962

Phone: (217) 395 2206

Fax: (217) 395 2207

Introduction and Purpose

These policies and procedures are established as a guide for the preparation, execution and administration of contracts for professional or specialized engineering services that exceed \$25,000 and which are executed in connection with the planning, design, maintenance, repair, and construction of transportation in accordance with the Brooks Act (40 U.S.C. 1101 - 1104), the Illinois Local Government Professional Services Selection Act (50 ILCS 510), and 23 Code of Federal Regulations Part 172 entitled "Procurement, Management, and Administration of Engineering and Design Related Services".

The implementation of these procedures will ensure that a qualified Firm is obtained through an equitable selection process and that the prescribed work is properly accomplished in a timely manner and at a fair and reasonable cost.

Ford County, as a direct recipient and/or sub-recipient of Federal Aid Highway Funds, must comply with all applicable rules and regulations pertaining to the use of said funds. Therefore, Ford County agrees to maintain written policies and procedures for the procurement, management, and administration of professional and specialized engineering services contracts, including those related to planning, studies, environmental analyses, engineering and design to the extent that engineering services are specified in the scope of work.

Certification and Prequalification

Ford County is committed to ensuring that all qualified businesses have the opportunity to participate in professional and specialized engineering services contracts. Ford County shall ensure that Disadvantaged Business Enterprises (DBE) have an opportunity to participate in the performance of contracts financed in whole or in part with federal and state funds. When DBE program participation goals cannot be met through race-neutral measures, additional DBE participation on engineering and design related service contracts may be achieved in accordance with IDOT's FHWA approved DBE program by the use of an evaluation criterion in the qualifications-based selection of consultants or the establishment of a contract participation goal. However, the use of quotas or set-asides for DBE consultants is prohibited.

IDOT maintains a list of certified DBE private consulting firms as an informational source for prime contractors, subcontractors, and consultants as well as local and federal agencies.

Prequalification

IDOT maintains a List of Prequalified Private Consulting Firms (The Directory of Firms) that have been approved to perform professional or specialized services. Firms must be prequalified to perform the specific discipline of work or service it will be performing on a project for Ford County. Prequalification by IDOT does not relieve the Firm of responsibility for determining if sub-consultants they may select are, in fact, qualified to perform the work for which it is engaged.

A Firm is required to be prequalified prior to submitting its Letter of Interest for any advertised project.

Procurement Methods

The procurement of professional and specialized engineering services funded by either State or Federal Aid Highway Program funds shall be conducted in accordance with one of four (4) methods:

1. Competitive negotiation (qualifications-based selection) procurement.

The County will use a competitive negotiation method for the procurement of engineering and design related services when either State or Federal Aid Highway Program funds are involved in the contract. The solicitation, evaluation, ranking, selection, and negotiation will comply with the qualification-based selection procurement procedure for architectural and engineering services.

2. Small Purchasing Threshold Procurement.

The County may procure engineering and design related services without a QBS when a contract does not exceed \$50,000. The following restrictions shall apply to the use of this procurement method:

- a. The scope of work, project phases, and contract requirements shall not be broken down into smaller components solely to permit the use of small purchase procedures.
- b. A minimum of three proposals must be reviewed. In cases where only two qualified Firms respond to the solicitation, the County may proceed with evaluation and selection as long as the solicitation did not contain conditions or requirements which arbitrarily limited competition. The County may pursue procurement following the noncompetitive method when competition is determined to be inadequate and it is determined to not be feasible or practical to compete again under a new solicitation.
- c. Negotiated contract costs must pass the allowability test for federal cost principles.
- d. The full amount of any contract modification or amendment that would cause the total contract amount to exceed \$50,000 is ineligible for Federal-aid funding. The FHWA may withdraw all Federal-aid from a contract if it is modified or amended above the established small purchase threshold.

3. Non-competitive procurement – EMERGENCY CONDITIONS

When an emergency occurs, these procedures, or portions thereof, may be waived by the County Board Chair or his/her designee. In an emergency, a professional/specialized Firm may be selected, negotiations conducted, and a contract executed at the direction of the County Board Chair or designee as necessary to address the emergency conditions. When Federal-Aid Highway funds are used in the contract, the County Engineer or designee shall submit justification for emergency selection and receive approval from FHWA before proceeding with the procurement of services, if required by FHWA.

4. Non-competitive procurement – SOLE SOURCE

These procedures, or portions thereof, may be waived by the County Board Chair, or his/her designee, for the sole source selection of a Firm under any of the following conditions:

- a. Sole source selection may be used when the service is available only from a single source;
- b. Sole source selection may be used after solicitation of a number of sources, competition is determined to be inadequate; or
- c. Sole source selection may be used when it has been determined that there is an emergency which does not permit time to conduct contract negotiations.

Sole source selection may only be used when it is in the public interest and economically advantageous to the County. Selection of a sole source Firm will be contingent upon satisfactory negotiation for the service.

When Federal-Aid Highway funds are involved, the County Engineer shall submit justification for sole source selection and receive approval from IDOT and/or FHWA prior to proceeding, if required by IDOT/FHWA.

Procurement Process

Generally, all competitive procurements for professional or specialized engineering services will follow prescribed steps to ensure consistency, transparency and equity in the process. Following are the high-level steps that are used to solicit and award contracts (i.e. Limited Services Agreements, Project-Specific Contracts, and Multiphase Contracts) to qualified Firms:

- 1. Solicit Letters of Interest (LOI)**
- 2. Assemble the Selection Committee**
- 3. Select the Firm(s)**
- 4. Negotiate the Contract**
- 5. Execute the Contract**

(Note: Sections A, B, C do not necessarily apply to POs under LSCs)

1. Solicit Letters of Interest (LOI)

The County Engineer is responsible for determining when professional or specialized engineering services are needed. Upon determining need, the County Engineer shall request approval from the Transportation Committee of the Ford County Board to solicit Letters of Interest (LOI). The request shall be in writing and shall include the type of services and specific justification for the services to be performed by a professional or specialized engineering services Firm, such as (1) lack of manpower, (2) lack of expertise, or (3) other reasons. A copy of the request shall be maintained by the Transportation Committee.

The County Engineer, or his/her designee, shall be responsible for preparing the request for LOI. The request shall contain information describing the location of the project(s) (if applicable); the types and scopes of services that reflect a clear, accurate, and detailed description of the technical requirements for the services to be rendered; shall specify length of contract and the method(s) of payment, the estimated procurement schedule, and shall indicate the evaluation criteria to be used in the selection process, along with the respective weights for each evaluation factor.

Letters of Interest will be solicited to determine the Firms interested and capable of performing professional or specialized engineering services within the desired time period. Solicitation shall be by published advertisement in a newspaper with local circulation. The County will also advertise via their website and other available online sources. Solicitation for LOIs may also be by direct contact to selected Firms from the IDOT List of Prequalified Private Consulting Firms found in the Directory of Transportation Firms prequalified in the required services.

LOIs shall be submitted to the Transportation Committee by the date designated in the advertisement. Deviation from prescribed terms in the advertisement may result in an automatic disqualification of the Firm for the advertised work, unless such instance is waived by the Transportation Committee.

A copy of the advertisement and LOI submitted by the selected Firm and the first and second alternate shall be maintained by the Transportation Committee.

2. Assemble the Selection Committee

The Selection Committee will consist of a Chairperson and a minimum of two (2) other members with experience in the type of service(s) to be contracted, or as designated by the County Board Chairman. The Chairperson will be the County Engineer. The other members may be other stakeholder representatives, with an emphasis on members that will be directly impacted by the work. All will be appointed on a case-by-case basis. When federal funds are used as compensation for solicited services, a representative of the FHWA will be invited to sit with the committee.

A representative from the State's Attorney's Office will be notified and invited to sit with the Selection Committee at their discretion. No employee of the contracting agency shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, could be involved. Based on the input from the Selection Committee, the Chairperson, in consultation with the County Board Chairman, will be responsible for the final recommendation to the County Board on the approval of a professional or specialized engineering services Firm. The County Board will have final contract approval.

The Selection Committee shall evaluate consultant proposals based on the criteria established and published within the public solicitation. While the contract is with the consultant, proposal evaluations shall consider the qualifications of the consultant and identified sub-consultants within the proposal as it pertains to the scope of work and established criteria.

3. Select the Firm(s)

Evaluation of the interest expressed by qualified Firms is based on the evaluation factors and respective weights specifically stated in the solicitation, and any other data pertinent to the contract under consideration. This may include past performance, applicable work experience, present workload, project team, staffing capabilities, capacity, etc.

Criteria used for evaluating, ranking, and selecting consultants to perform professional and specialized engineering services must assess proven, demonstrated competence and qualification for the type of professional services solicited.

Qualifications-based factors may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capability, workload capacity, and past performance.

- Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from use in evaluation criteria.
- In-State or local *preference* shall not be used as a factor in the evaluation, ranking, and selection phase.

The following non-qualifications based evaluation criteria are permitted as follows and provided the combined total of these criteria do not exceed a nominal value of 10 percent of the total evaluation criteria to maintain the integrity of a qualifications-based selection:

- A local *presence* may be used as a nominal evaluation factor where appropriate. This criteria shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant from outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.
- The participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants may be used as a nominal evaluation criterion where appropriate in accordance with 49 CFR Part 26 and the IDOT's FHWA-approved DBE program. The Firm, sub-consultant, and sub-firm shall not discriminate on the basis of race, religion, color, creed, national origin, age, disability/handicap or sex in the performance of a contract.

The Selection Committee shall review and evaluate all responsive LOI submittals. For Limited Services Contracts, the Selection Committee may, at the Transportation Committee's discretion, choose any number of Firms to provide the services solicited. For Project-Specific Contracts, or Multiphase Contracts, the Selection Committee may, at the Transportation Committee's discretion, shortlist a minimum of three (3) Firms to be interviewed from those deemed most qualified (except where fewer than three (3) are available). These Firms shall be listed in descending order of preference based on the Selection Committee's review and analysis of the Letters of Interest. The Committee may elect to interview all or some of these Firms prior to establishing the order of preference.

When several projects are under consideration simultaneously, a Firm shall be selected for each project and two (2) alternates may be selected for the entire group at the discretion of the Selection Committee.

When selecting Firms for Limited Services Agreements, alternates need not be selected. The Transportation Committee shall notify the Firm(s) chosen by the Selection Committee and request salary rates, overhead rates, etc., and request a meeting to review the scope of services.

A copy of the evaluation of the Firms and the results of the Selection Committee meeting shall be maintained by the Transportation Committee.

4. Negotiate the Contract

This section is tailored to negotiating a Limited Services, Project-Specific or Multiphase Contract. The process is similar for negotiation of Purchase Orders assigned under Limited Services Contracts.

A meeting with the selected Firm shall be scheduled to discuss the scope of the proposed services. The discussions will vary depending upon the Firm's familiarity with Ford County (or IDOT) methods, policies, standards, etc. For Firms unfamiliar with the requirements, the meeting should include review and discussion of the following:

- (a) Copies of examples of similar work;
- (b) Standards, specifications, manuals, etc. to be used;
- (c) Policies followed by Ford County/IDOT for the type of work involved;
- (d) A contract in draft form;
- (e) Methods of payment;
- (f) Procedures for invoicing;
- (g) Standard forms to be used;
- (h) Fiscal requirements; and
- (j) Items and/or services to be provided by Ford County.

A representative of the Firm shall keep minutes of the scoping meeting and will submit a copy to the Transportation Committee. The minutes shall be reviewed for completeness, accuracy, and confirmation of mutual understanding of the scope of services. The minutes shall be approved by vote of the Transportation Committee and an approved copy will be returned to the Firm.

Once the details of the scope of services are resolved, the Transportation Committee, or their designee, shall prepare a cost estimate for the work. The in-house estimate will be used in evaluating reasonableness of the selected Firm's cost proposal. The in-house estimate must use reasonable wage rates based on the classification, experience, and responsibilities for the proposed work. If wage rate benchmarks have not been established, then the County will use the Consultant's actual rates for the estimate.

The in-house estimate must be completed prior to opening the cost proposal submitted from the selected Firm.

The format used for preparing the in-house estimate will vary from project to project, and work area to work area, depending on the type and scope of services required. Typically, the format will include an estimate of the workdays required by classification, the direct labor cost, the overhead cost, the fee (profit or operating margin) and the necessary direct expenses.

The Firm will prepare a cost proposal for performing the required services. The Firm's cost proposal shall be supported by a breakdown of the workdays required to perform each of the services contained in the contract and the salary range/rate for each classification of personnel utilized. The Firm's cost proposal must include supporting documentation for payroll additives, direct costs, indirect costs, fee, and overhead, as described.

Upon receipt of the Firm's cost proposal, the Transportation Committee, or their designee, shall review the submitted material, compare the in-house estimate with the cost proposal, and determine both the reasonableness of the proposal and the areas of substantial difference which may require further discussion and negotiation.

The application of negotiation parameters (i.e., in-house and consultant man-days within prescribed tolerances) with the Transportation Committee's approval and/or in-house and consultant cost within prescribed tolerances with the Transportation Committee's approval, are used to determine if further negotiation is necessary. These parameters are not designed to limit the value of the contract, but rather serve as a checkpoint to ensure the scope of services is mutually understood.

A pre-negotiation audit may be requested by the County to provide necessary data to affirm the Firm has an acceptable accounting system, adequate and proper justification for the various rates charged to perform the work. For contracts less than \$250,000, a pre-negotiation audit may be requested when there is either insufficient knowledge of the Firm's accounting system, previous unfavorable experience regarding the reliability of the Firm's accounting system, procurement of new equipment or supplies for which cost experience is lacking, or as requested by the Transportation Committee.

The use of an independent audit, an audit performed by another State/Federal agency, or an audit performed by another local government agency is acceptable.

The Transportation Committee shall use all resources available to conduct effective negotiations including, but not limited to, the refined scope of services, the evaluation factors and its relative importance, the in-house cost estimate, and the pre-negotiation audit and audit report if one is requested by the County.

Negotiations shall be conducted separately for man-days and for any of the dollar amounts for elements of cost, fee, and overhead except for contracts involving cost per unit of work and specific rates of compensation.

When a joint venture of Firms desire to enter into a contract with the County, the joint venture will designate a representative to act as the sole authority for the purpose of negotiation.

If the Firm's original cost proposal (excluding indirect cost rate) is greater than 50% above the comparable in-house estimate and it is determined the Firm understands the scope of work, the Transportation Committee may choose to not enter into negotiation with the selected Firm. The selected Firm will be provided written notice of this intent, the Transportation Committee's approval. The Transportation Committee will begin scoping and negotiation with the Firm chosen as first alternate.

The Transportation Committee shall maintain records of negotiations to document negotiation activities and to set forth the resources considered. This record shall include the minutes of the scoping meeting, a record of the original in-house estimate and any revisions, the final in-house estimate, a record of the Firm's original cost proposal and each subsequent submittal, the final cost proposal, the request for a pre-negotiation audit, the audit report, and the response to the pre-negotiation audit if requested.

5. Execute the Contract

Upon completion of final negotiations, the Firm shall execute the contract through County-approved means.

After award by the County Board and approval by IDOT, if required, the Transportation Committee will execute the contract. The Transportation Committee will transmit a fully-executed contract to the Firm with a written notice to proceed and shall retain one original contract in the project file.