

**STATE OF ILLINOIS
CONTRACT-OBLIGATION DOCUMENT**

FY14

Agency No. 360

14-101

Fiscal year 14	Transaction Code 2125	Contract/Obligation No. 436001N4009	Transaction Date 7/25/2013	Nine Digit Taxpayer Identification No. [REDACTED]	Legal Status 04
Contract Action		Class Code	Governor's Release No.	Vendor's Name and Address	
1	New	49	G	Shea, Paige and Rogal, Inc. 547 S La Grange Rd. LaGrange IL 60525	
2	<input checked="" type="checkbox"/> Change				
Appropriation Account Code		Obligation Amount			
0001-36065-1200-0000 (1245)		(\$60,000.00)			
		Multiple Year Contract		Maximum Contract Amount	
		From _____ To _____			
		Month/Day/Year Month/Day/Year			
		Current Fiscal Year of Contract		Annual Contract Amount	
		From 7/1/2013 To 6/30/2014		\$0.00	
		Month/Day/Year Month/Day/Year		Reimbursement expenses included	
		Multiple year contract amounts		Year 2 - 7 (and over)	
		2	3	4	
		5	6	7	

Description:

PROVIDE SERVICES SUCH AS BILL DRAFTING AND LEGISLATIVE
SUPPORT FOR COURT REPORTING SERVICES ON BEHALF OF THE
CHIEF CIRCUIT JUDGES.

Decrease due to incorrect obligation number

RECEIVED

JUL 25 2013

STATE COMPTROLLER
OBLIGATIONS SECTION

Method of Compensation		Procurement Information		Travel Expenses	
(If Multiple rates, specify)		Award Code	B	Yes	No X
		Publication Date	6/18/2013		
		Reference #	22030946	Amount	
		Subcontractor Utilization (Y/N)	N	Advance Payment	
		Subcontractor Disclosure (Y/N)	N	Yes	No X
\$5,000.00					
MO					
Rate / Time					
		Contracting Agency/Division			
		Comptroller/Court Reporting Services			
		Filing Agency/Division			
		Comptroller/Administration			
Prepared By: <i>Jeanette Lutfrell</i>		Date: 7/25/2013			
Authorized By: <i>Christine L. Belle</i>		Date: 7/25/2013			
Christine L. Belle					

12/5/13

**STATE OF ILLINOIS
CONTRACT-OBLIGATION DOCUMENT**

FY14

Agency No. 360

14-101

Fiscal year	Transaction Code	Contract/Obligation No.	Transaction Date	Nine Digit Taxpayer Identification No.	Legal Status
14	2113	436001N4009	7/10/2013		04
Contract Action		Class Code	Governor's Release No.	Vendor's Name and Address	
1	X	New		Shea, Paige and Rogal, Inc. 547 S La Grange Rd. LaGrange IL 60525	
2		Change			
		49	Order Type G		
Appropriation Account Code			Obligation Amount		
0001-36065-1200-0000 (1245)			\$60,000.00		
			Multiple Year Contract	Maximum Contract Amount	
			From _____ To _____		
			Month/Day/Year Month/Day/Year		
			Current Fiscal Year of Contract	Annual Contract Amount	
			From <u>7/1/2013</u> To <u>6/30/2014</u>	\$60,000.00	
			Month/Day/Year Month/Day/Year	Reimbursement expenses included	
			Multiple year contract amounts	Year 2 - 7 (and over)	
			2 3 4		
			5 6 7		

Description:

PROVIDE SERVICES SUCH AS BILL DRAFTING AND LEGISLATIVE
SUPPORT FOR COURT REPORTING SERVICES ON BEHALF OF THE
CHIEF CIRCUIT JUDGES.

RECEIVED

JUL 10 2013

STATE COMPTROLLER
ADMINISTRATIVE SECTION

Method of Compensation		Procurement Information		Travel Expenses	
(If Multiple rates, specify)		Award Code	B	Yes	No X
		Publication Date	6/18/2013		
		Reference #	22030946	Amount	
		Subcontractor Utilization (Y/N)	N	Advance Payment	
		Subcontractor Disclosure (Y/N)	N	Yes	No X
\$5,000.00 Rate / Time		MO			
		Contracting Agency/Division			
Prepared By: <i>Jeanette Luttrell</i>		Date: 7/10/2013			
Authorized By: <i>Christine L. Bella</i>		Date: 7/10/2013			
		Comptroller/Court Reporting Services			
		Filing Agency/Division			
		Comptroller/Administration			

OK 7/10/13

RECEIVED

2013 JUL -2 AM 12:00

FISCAL



**STATE OF ILLINOIS - COURT REPORTING SERVICES
STANDARD VENDOR AGREEMENT FOR GOODS AND SERVICES**

The undersigned parties, being the State of Illinois Court Reporting Services and the Vendor identified herein, agree to the following terms in this Agreement; which shall incorporate any Vendor contract, proposal, booking agreement, general letter of intent, or other forms attached to this Agreement and referenced below in paragraph 1.D. **To the extent that the terms of this contract are in conflict with any attachments, the terms of this Contract control, unless otherwise specified in the Contract.** Vendor terms not in conflict with the terms of this Agreement shall be given effect to the extent practicable or permitted by law.

1. VENDOR SERVICES:

- A. Vendor Name and Address:** Shea, Paige and Rogal, Inc.
547 South LaGrange Road
La Grange, Illinois
- B. Goods and/or Services to be provided.** Vendor agrees to perform the following services (include recipient of services):
Legislative support for Court Reporting Services on behalf of the Chief Judges.
- C. Termination of prior agreements.** This Contract and any attachments listed below, which attachments are hereby made a part of this Contract, shall constitute the entire agreement between the contracting parties concerning the subject matter of this Contract, and no modification or alteration hereof shall be valid except by a supplemental contract, in writing, executed and approved in the same manner as this Contract.
- D. Attachments (list by title and/or form number):**
None.

2. TERM AND AMOUNT

- A.** The term of this agreement shall be for the period beginning July 1, 2013 and ending June 30, 2014.
- B.** Court Reporting Services-State of Illinois agrees to pay, and Vendor agrees to accept, the sum of: \$5000 per month.

The State may terminate this contract, or any portion thereof, without notice or penalty.

3. FAVORED CUSTOMER. If more favorable terms are granted hereafter by the lessor, supplier, dealer, or manufacturer to any similar State or local governmental agency in any State in leases or rental agreements covering comparable goods and services, the more favorable terms shall be applicable to all agreements or contracts theretofore made by any similar Illinois State agency for the rental or lease of comparable goods and services from the lessor, supplier, dealer, or manufacturer. (See section 25-30 of the Illinois Procurement Code (30 ILCS 500/25-30)).

Vendor agrees that if more favorable terms for the goods and services are offered herein, under the same type of contract, under the same financial conditions and economic factors, and for the identical or less quantity, have been since the date of the commencement of this lease granted to any State or local governmental agency or unit in any State of the United States of America then such terms shall be applicable to this contract. For the purposes of this provision, financial conditions and economic factors used by the lessor to establish rent will include but not be limited to the then current interest rates, the type of goods and services, the credit of any State or local governmental agency or unit, the State and local taxes payable by the lessor, and the purchase price of the goods and services placed on the lease.

4. FINANCING COSTS. The interest component associated with any contract or order may not exceed the greater of 9% or 125% of the rate set for the 20 G.O. Bond Index of average municipal bond yields as set by the Bond Buyer. (See 30 ILCS 305/2.) On the date Vendor is bound the rate cannot be exceeded. The current rate can be obtained by calling the Department of Central Management Services, Bureau of Information and Communication Services, Contract Administration.

Should any contract or order be found to violate this provision, the contract may, at the State's option, be reformed and adjustments made in the remaining payments to recoup excess interest paid or if all payments have been made, to receive a cash rebate.

5. PAYMENT. Vendor acknowledges that payment will be made in accordance with current financial practices of the State of Illinois. It is recognized by the parties that payments at the beginning of the State's fiscal year (July and August payments) are sometimes delayed because of the appropriation process. Such delayed payments shall not be considered late for any purpose nor shall they constitute a breach.

6. LATE PAYMENT. Late payment charges, if any, may not exceed the amounts provided under the provisions of the Prompt Payment Act. See 30 ILCS 540/1 *et seq.*

7. REQUEST FOR PAYMENT. The Chief Judges through State of Illinois Court Reporting Services will initiate approval of payment upon receipt of a properly certified State of Illinois Invoice Voucher. Approved vouchers will be forwarded to Court Reporting Services, 325 West Adams Street, Room 140, Springfield, IL 62704, where they will be processed for payment. Payments will be made by warrant executed by the State Comptroller and the State Treasurer. Vendor acknowledges that all billings and properly certified invoice vouchers for goods delivered or services performed on or before June 30th of any year should be submitted to Court Reporting Services not later than August 15th of that year.

If Vendor delivers goods or provides services on or before June 30th of any year, but fails to submit a correct billing statement and properly certified invoice voucher by August 15th of that same calendar year and such failure prevents payment of Vendor's otherwise correct claim for payment before August 31st of that same calendar year, Vendor's sole recourse is a claim for payment to be filed with the Illinois Court of Claims. Notwithstanding non-payment (if non-payment is caused by the failure of Vendor to submit correct and timely requests for payment as contemplated under this paragraph), all goods delivered to or services performed for the Chief Judges or Court Reporting Services will be retained as if payment had been made, and Vendor agrees that its sole remedy is to submit a claim for payment to the Illinois Court of Claims.

8. PAYMENT RESPONSIBILITY. Court Reporting Services acts as a contracting agency and shall be responsible for costs only when it is the agency using the goods or services. If a specific agreement or order is for the use of another agency, that agency shall ultimately be liable for costs even though payments may be made through Court Reporting Services. In the event of a funding problem, the appropriation of the user agency alone shall determine sufficiency of funding.

9. FISCAL FUNDING AND APPROPRIATIONS. Obligations of the Chief Judges, Court Reporting Services or other agency shall cease immediately if the Illinois General Assembly fails to appropriate or otherwise make available funds for this agreement within any fiscal year in which payment might be due. Court Reporting Services will use its best efforts to obtain a sufficient appropriation to cover this agreement.

10. TRANSFER. Court Reporting Services may transfer goods or services and/or payment responsibility to another State entity after giving notice to Vendor.

11. TAXES. Prices shown shall not include federal, State, or local taxes. Should it be determined that such taxes are applicable to this contract, the State will reimburse Vendor for taxes actually assessed and paid except for those based upon income. The Office of the Comptroller has been issued tax number E9984-1177-05.

12. SUBCONTRACTING. Subcontracting is not allowed without prior authorization of the Chief Judges or Court Reporting Services. All subcontractors used and amounts paid to each must be disclosed. All subcontractors must comply with the terms and conditions set forth herein for Vendor.

13. LIABILITY AND INSURANCE.

- a. The State does not assume any liability for acts or omissions of Vendor and such liability rests solely with Vendor. The State will not indemnify or hold harmless any Vendor for claims based on the State's use of Vendor provided goods or services. Any liability for damages that the State might have is expressly limited by and subject to the provisions of the Illinois Court of Claims Act and to the availability of suitable appropriations. Vendor shall carry public liability, casualty and auto insurance in sufficient amount to protect the State from liability for acts of Vendor. Minimum acceptable coverage for bodily injury shall be \$250,000 per person and \$500,000 per occurrence and for property damage, \$100,000 per occurrence. In addition, Vendor shall carry workers' compensation insurance, if applicable, in amounts required by law.
- b. In those instances in which a temporary employee is utilized, the temporary employment agency bears sole responsibility for workers' compensation insurance coverage for temporary employees furnished to Court Reporting Services and indemnifies and holds Court Reporting Services harmless from any judgment, finding, or assessment of liability under the Worker's Compensation Act or the laws of Illinois for injuries suffered by a temporary employee furnished to Court Reporting Services.
- c. If risk of loss transfers before delivery and installation at State's site, Vendor shall procure insurance chargeable to the State to cover all reasonable risks.
- d. The State may self-insure against any and all risks.

14. QUIET ENJOYMENT. If any property is sold to or furnished for the State's use, Vendor covenants that State will have quiet use and enjoyment of the property without suit, trouble or hindrance so long as the State is performing its obligations under the pertinent agreement. Vendor shall indemnify and hold the State harmless should any goods or services provided by Vendor infringe upon the patent, trademark, copyright or trade secret of another.

15. TITLE. Vendor will pass title to the State as agreed and will warrant title and provide for quiet enjoyment.

16. MAINTENANCE ASSURANCE. Should Vendor determine to discontinue service or maintenance on particular equipment or software that the State owns or for which it has a lease or license that extends beyond the time for cessation of maintenance or service, Vendor shall provide to the State sufficient documentation to allow for continued maintenance by the State. This provision shall not apply if that portion of Vendor's business is sold to another party provided that party can provide service equivalent to that previously provided by Vendor.

17. MAINTENANCE AGREEMENT. This provision applies to any maintenance agreements or provisions. Vendor will perform maintenance using skilled maintenance personnel under Vendor's supervision. The maintenance personnel will employ all reasonable care to see that the goods and services are maintained in proper operating condition. Vendor undertakes to perform the services in conformity with the usual applied standards, and, unless otherwise agreed, all materials and equipment needed by Vendor to carry out the work to be performed by Vendor under this agreement will be furnished by Vendor at Vendor's expense.

18. CONTRACTOR STATUS AND WORK PRODUCT. Vendor is an independent contractor. All documents, including reports, ideas and other work products specially produced or designed by Vendor under this agreement for the State shall become and remain the property of the State unless otherwise expressly agreed upon.

19. RIGHT TO AUDIT. Contractor agrees to maintain books and records related to the performance of the contract and necessary to support amounts charged to the State under the contract for a minimum of three (3) years from the last action on the contract. Contractor further agrees to cooperate fully with any audit and to make the books and records available to the Auditor General, chief procurement officer, internal auditor, and the purchasing agency. (30 ILCS 500/20-65(b))

20. GOVERNING LAW. This agreement and any agreement, including maintenance, service or other subsequent agreements that might result from this agreement, shall be governed by the laws of the State of Illinois. The validity of this agreement and any of its terms or provisions, as well as the rights and duties of the parties hereto, shall be governed by the laws of the State of Illinois. Any claim against the State arising out of this agreement must be filed exclusively with the Illinois Court of Claims. See 705 ILCS 505/1 *et seq.*

21. ENTIRE AGREEMENT. Except as provided in paragraph 22, this agreement, including its addenda and exhibits, constitutes the entire agreement between the parties with respect to the same subject matter; all prior agreements, representations, statements, negotiations and undertakings are superseded hereby.

22. INCORPORATIONS.

- a. Unless specifically excluded by mention on the order form, the appropriate invitation for Bids or Request for Proposals, Vendor's response and any written representations made by Vendor are incorporated herein.
- b. Vendor's published specifications for equipment, software and services are incorporated herein.
- c. Forms and documents listed or attached as exhibits are incorporated herein.

23. SEVERABILITY. If any provision of this agreement should be found illegal, invalid or void, it shall be considered severable. The remaining provisions shall not be impaired and the agreement shall be interpreted as far as possible to give effect to the parties' intent.

24. MODIFICATIONS. Any modification, change or amendment subsequent to the execution of this agreement may be made only by an instrument in writing executed and signed by the parties.

25. WAIVER. The failure of any party to enforce any provision of this agreement shall not constitute a waiver by such party of any provision. The past waiver of a provision by either party shall not constitute a course of conduct or a waiver in the future with respect to the same provision.

26. NON-DISCRIMINATION. Vendor and its employees and subcontractors agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the United States Civil Rights Act and section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and rules applicable to each.

27. SIGNATURE. By signing this agreement, Vendor's representative warrants that he or she has the authority to bind Vendor to the terms and conditions contained herein. The Chief Judge executes this document in their official capacity only and not as individuals.

28. CERTIFICATIONS.

a. **Conflict of Interest.** Vendor certifies that neither he/she, his/her spouse or minor child, is and elected official in this State, holding a seat in the General Assembly, or appointed to or employed in any of the offices or agencies of State government for which he/she, his/her spouse or minor child receives compensation in excess of 60% of the salary of the Governor of the State of Illinois, or that he/she, his/her spouse or minor child is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority. Vendor further certifies that no person listed herein is entitled to receive (i) more than 7½% of the total distributable income of any firm, partnership, association, or corporation or (ii) an amount in excess of the salary of the Governor. Further, Vendor certifies that no person listed herein, together with his/her spouse or minor children is entitled to receive (i) more than 15%, in the aggregate, of the total distributable income or (ii) an amount in excess of 2 times the salary of the Governor. See section 50-13 of the Illinois Procurement Code (same as section 50-13 of the Illinois Procurement Code (30 ILCS 500/50-13)).

b. **Bid-rigging or Bid-rotating.** Vendor certifies that he/she/it has not been barred from contracting with the State as a result of a violation of section 33E-3 or 33E-4 of the Criminal Code of 1961. See 720 ILCS 5/33E-3, 5/33E-4.

c. **Educational Loan Default.** If Vendor is an individual, he/she certifies that he/she is not in default on an educational loan as provided in Section 3 of the Educational Loan Default Act. See 5 ILCS 385/3.

d. **Anti-bribery.** Vendor certifies that he/she/it is not barred from being awarded a contract or subcontract under section 50-5 of the Illinois Procurement Code (same as section 50-5 of the Illinois Procurement Code (30 ILCS 500/50-5)).

e. **International Anti-Boycott Certification.** Vendor certifies that neither Vendor nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

f. **Legal Status Disclosure.** Under penalties of perjury, I certify that (1) the name, taxpayer identification number, and legal status listed below are correct.

g. **Backup withholdings.** Vendor certifies that he/she/it is not subject to backup withholding because they are: (a) exempt from backup withholding, or (b) have not been notified by the Internal Revenue Service (IRS) that they are subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified vendor that he/she/it is no longer subject to backup withholding.

h. **Status.** Vendor is a U.S. entity or individual (including U.S. resident alien).

Vendor of Business Name: Shea, Paige and Rogal, Inc.

Taxpayer Identification Number

SSN: _____ or EIN: XXXXXXXXXX

(If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)

Legal Status (check one):

- | | |
|--|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Governmental |
| <input type="checkbox"/> Owner of sole proprietorship | <input type="checkbox"/> Nonresident alien |
| <input type="checkbox"/> Partnership/Legal Corporation | <input type="checkbox"/> Estate or legal trust |
| <input type="checkbox"/> Tax-exempt | <input type="checkbox"/> Pharmacy (Non-Corp.) |
| <input type="checkbox"/> Corporation providing billing medical, and/or health care services | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.) |
| <input checked="" type="checkbox"/> Corporation NOT providing billing, medical and/or health care services | <input type="checkbox"/> Limited Liability Company (select applicable tax classification): |
| <input type="checkbox"/> Other: _____ | <input type="radio"/> D = disregarded entity |
| | <input type="radio"/> C = corporation |
| | <input type="radio"/> P = partnership |

i. **Debt Delinquency.** Vendor certifies that he/she/it is not barred from being awarded a contract under Section 50-11 of the Illinois Procurement Code. Section 50-11 of the Illinois Procurement Code prohibits a vendor from entering into a contract with the State if the vendor knows or should know that he/she/it, or any affiliate, is delinquent in the payment of any debt to the State unless the vendor or affiliate has entered into a deferred payment plan to pay off the debt. Vendor further acknowledges that, under Section 50-60 of the Illinois Procurement Code, the Chief Judge may declare the contract void if this certification is false or if Vendor is determined to be delinquent in the payment of any debt to the State during the term of the contract.

j. **Collection and Remittance of Illinois Use Tax.** Vendor certifies that he/she/it, or any affiliate, is not barred from being awarded a contract under Section 50-12 of the Illinois Procurement Code. Section 50-12 of the Illinois Procurement Code prohibits a vendor from entering into a contract with the State if he/she/it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act (35 ILCS 105/1 et seq.). Vendor further acknowledges that, under Section 50-60 of the Illinois Procurement Code, the Chief Judge may declare the contract void if this certification is false or if Vendor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of the contract.

k. Prohibition of Goods Produced By Forced Labor. Vendor certifies in accordance with Public Act 93-0307 that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction.

l. Sarbanes-Oxley Act/Illinois Securities Law. Vendor certifies in accordance with Section 50-10.5 of the Illinois Procurement Code that no officer, director, partner or other managerial agent of the contracting business has been convicted of a felony under the Sarbanes-Oxley Act of 2002 (Pub. L. No. 107-204) or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 (815 ILCS 5/1 *et seq.*) for a period of five years prior to the date of the bid or contract. Vendor acknowledges that the Chief Judge may declare the contract void if this certification is false.

m. Corporate Accountability. Vendor certifies this agreement is in compliance with the requirements of the Corporate Accountability for Tax Expenditure Act (Public Act 93-0552). Public Act 93-0552 requires development assistance agreements to contain specific recapture provisions. Vendor acknowledges that the Chief Judge may declare the contract void if this certification is false.

n. Environmental Protection Violations. Vendor certifies that he/she/it is not barred from being awarded a contract under Section 50-14 of the Illinois Procurement Code. Section 50-14 prohibits bidding on or entering into contracts with the State by a person or business found by a court or the Pollution Control Board to have committed a willful or knowing violation of Section 42 of the Environmental Protection Act for a period of five years from the date of the order. Vendor acknowledges that the Chief Judge may declare the contract void if this certification is false.

o. Prohibition of Goods from Child Labor. Vendor certifies in accordance with Public Act 94-0264 that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

p. Contracts with Felons. Vendor certifies that he/she/it is not barred from being awarded a contract under Section 50-10 of the Illinois Procurement Code. Section 50-10 prohibits a vendor from entering into a contract with a State agency if the vendor has been convicted of a felony and five (5) years have not passed from the completion of the sentence for that felony. The vendor further acknowledges that the Chief Judge may declare the related contract void if this certification is false.

q. State Board of Elections Certification: Vendor certifies, in accordance with 30 ILCS 500/20-160, as applicable:

Vendor is not required to register as a business entity with the State Board of Elections.

OR

- ☒ Vendor has registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration as required by the Act. A copy of the certification of registration is attached.

Vendor acknowledges that the State may declare this contract void without any additional compensation due to Vendor if this foregoing certification is false or if Vendor or its affiliated person or entities engage in conduct that violates 30 ILCS 500/20-160.

29. DRUG FREE WORKPLACE. If Vendor is an individual, or an individual doing business in the form of a sole proprietorship, Vendor certifies that Vendor will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract. See 30 ILCS 580/4.

If Vendor is a corporation, partnership, or other entity with 25 or more employees, Vendor agrees that it will provide a drug free workplace by:

a. Publishing a statement:

- i. Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in Vendor's workplace.

- ii. Specifying the actions that will be taken against employees for violations of such prohibition.
- iii. Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (1) abide the terms of the statement; and
 - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- b. Establishing a drug free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. the grantee's or Vendor's policy of maintaining a drug free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon an employee for drug violations.
- c. Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- d. Notifying the contracting or granting agency within 10 days after receiving notice under part (2) of paragraph (iii) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- e. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
- f. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act. See 30 ILCS 580/1 *et seq.*

30. PREVAILING WAGE. If the Prevailing Wage Act is applicable to any service provided by Vendor under this agreement, Vendor agrees to comply with the provisions of the Act, and be responsible for obtaining any periodic revisions to the wage rates from the Department of Labor. See 820 ILCS 130/0.01 *et seq.*

31. WORKMANLIKE MANNER. Vendor agrees to provide in a good and workmanlike manner the specified goods and/or perform in a good and workmanlike manner the services contracted for in this agreement and provide all necessary tools, equipment and commodities.

32. BACKGROUND CHECKS. (This provision applies only to contracts calling for Vendor to perform services at State facilities.) As a continuing condition of this contract, the State reserves the right to conduct background checks of Vendor's officers, employees or agents who would directly supervise the required services or physically perform the required services at State facilities to determine their suitability for performing this contract. If the State finds such officer, employee or agent to be unsuitable, the State reserves the right to require Vendor to provide a suitable replacement immediately. Upon request by the State, Vendor shall complete or have completed an authorization for release of personal information that indemnifies both the State and the provider of the information.

33. SEXUAL HARASSMENT. Vendor shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) Vendor's internal complaint process including penalties; (v) the legal resource, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on

how to contact the Department and Commission; and (vii) protection against retaliation as provided by section 6-101 of the Illinois Human Rights Act. A copy of the policies shall be provided to the Department upon request. See 775 ILCS 5/2-105(A)(4).

34. RECYCLED MATERIALS. Whenever economically and practically feasible, a product to be procured must consist, wholly or in part, of recycled materials, or be recycled or reusable in whole or in part.

35. SUBCONTRACTOR DISCLOSURE. Indicate applicable statement:

- ☒ Not applicable to this contract.
- ☐ Vendor will not utilize the services of a subcontractor to fulfill obligations under this Contract.
- ☐ Vendor will use subcontractors to fulfill the obligations of this Contract.
- ☐ Attached is a listing of names and addresses and anticipated amounts for each subcontractor.

36. MOST FAVORABLE TERMS. The Vendor agrees that if more favorable terms are granted hereafter by the Vendor to any similar state or local governmental agency in any state, the more favorable terms shall be applicable to all contracts heretofore made with Court Reporting Services for comparable services or equipment. (30 ILCS 600/25-30.)

37. NOTICES. Notices to the parties shall be sent to the addresses below:

Court Reporting Services
325 W. Adams Street, Room 140
Springfield, IL 62704

Shea, Paige and Rogal, Inc.
547 South LaGrange Road
La Grange, Illinois

THE UNDERSIGNED PERSON SIGNING THIS AGREEMENT ON BEHALF OF VENDOR AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THE CERTIFICATIONS CONTAINED HEREIN ON BEHALF OF THE DESIGNATED PARTY (VENDOR) TO THIS AGREEMENT.

Court Reporting Services (State of Illinois):

Vendor: Shea, Paige and Rogal, Inc.

S. Gene Schwarm
Signature by Tammy E. Bumgarner

S. Gene Schwarm by Tammy E. Bumgarner
Type/Print Name

Chief Judge/Program Coordinator
Type/Print Title

7/1/2013
Date

Gerald W. Shea
Signature

Gerald W. Shea
Type/Print Name

President
Type/Print Title

June 28, 2013
Date

Certificate of Registration

STATE BOARD OF ELECTIONS

Registration No. 10444

Shea, Paige and Rogal, Inc.

547 S. LaGrange Road

LaGrange IL 60525

Information for this business last updated on:

Wednesday, May 22, 2013

Certificate produced on Monday, June 17, 2013 at 11:59 AM



Notice



Help

Identification

Reference Number: **22030946**
 Request ID:
 Date First Offered: 05/14/2013
 Title: CRS/14-101 Legislative Assistance and Support Services

Agency Reference Number: CRS/14-101
 Agency: SCO - Comptrollers Office
 Purchasing Agency: SCO - Comptrollers Office
 Purchasing Agency SPO: Patricia Allen

Status: Closed

Overview

Description and Specifications:
 Legislative Assistance and support.

Key Information

Notice Type: Contract Award Notice

Published: **06/18/2013**
 Notice Expiration Date: 06/25/2013

Professional & Artistic: No
 Small Business Set-Aside: No
 Does this solicitation contain a BEP or DBE requirement?: No

Relevant Category: Other
 Total Amount of Award: \$180,000.00 (Total Dollar Value Only/Includes Any Renewal Options)
 Estimated/Actual Value Description: \$5000 per month with option to renew for two additional years after first year contract expires by agreement of both parties.

Length of Initial Term: 12
 Contract Begin Date: 07/01/2013
 Contract End Date: 06/30/2014
 Renewal Terms: 2 additional yrs by both party agreement

Bidder(s)

Number of Responding Bidders: 1
 Number of Unsuccessful Responsive Bidders: 0
 Total Number Awarded: 1

Listing of All Bidders/Offerors Considered But Not Selected:
 Source Selection: RFP

Vendor(s) Selected for Award

Vendor Name	Amount of Award	BEP Goal %	DBE Goal %
Shea, Paige and Rogal, Inc.	\$180,000.00	0%	0%

Notice Contact

Name: Tammy Bumgarner

Street Address: 325 W Adams St, Room 140
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State: IL
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Fax Number: 217-557-0267
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Class Code

Class Codes: S350 Legal/Legislative Services

Attachments

To download file(s), click on filename(s) located below. Not all Notices will have files to download.

File Attachments: