

VILLAGE OF OAK PARK

PROPOSAL NO.: 17-01 DEPARTMENT OF PUBLIC HEALTH
PROJECT NAME: RAT CONTROL SERVICES
DATE ISSUED: August 22, 2017

REQUEST FOR PROPOSALS FOR AN ILLINOIS LICENSED PEST CONTROL CONTRACTOR

The Village of Oak Park (“Village”) is seeking qualifications and fee proposals from an Illinois licensed pest control contractor (“Contractor”) to provide for exterior rat control services within the Village of Oak Park for Fiscal Year 2018 (January 1, 2018 to December 31, 2018). The Village is located just west of Chicago, encompasses an area of 4.5 square miles and has a population of 52,104 people (2011 Census estimate).

I. PROPOSAL INSTRUCTIONS

The Village will receive proposals at the Oak Park Village Hall, Monday through Friday, 8:30 a.m. to 5:00 p.m., at 123 Madison Street, Oak Park, Illinois 60302. **Proposals shall be submitted by 4:00 p.m. local time, September 22, 2017.** Proposals shall be submitted to the Village in a sealed envelope bearing the legend “Sealed for Bid for Rat Control Services” on the outside of each envelope submitted. Proposers are to submit two (2) bound copies and one (1) unbound copy of the statement of qualifications and fee proposals. Proposals are preferred in 8 ½ x 11 format.

Questions regarding this Request and other related documents should be submitted verbally or in writing to Mike Charley, Health Director, Village of Oak Park, 123 Madison St., Oak Park, Illinois 60302, by phone at (708) 358-5482 or by email to mcharley@oak-park.us no later than 4:00 p.m. on September 22, 2017.

An optional pre-proposal meeting will be held on September 19, 2017 at 3:00 p.m. at Village Hall, 123 Madison Street, Oak Park, Illinois, Room 102. All firms or individuals interested in submitting a proposal are invited to attend this meeting. During this meeting, the Village will review and discuss the Contractor services requested and the Project.

The result of this process will be a negotiated Professional Services Agreement with the selected proposer in substantially the form attached hereto. The Village reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal. Additional information is available at the office of the Oak Park Public Health Department, Village of Oak Park, Illinois 60302, telephone (708) 358-5482.

II.
TERMS AND CONDITIONS

Award of Contract:

The Village will review the proposals and select certain proposers for interviews. The proposers shall fully cooperate with the Village to provide the Village with whatever relevant information the Village needs to make its selection. The Village will then enter into a negotiated Professional Services Agreement with the selected proposer in substantially the form attached hereto.

Competency of Proposer:

No proposal will be accepted from or contract awarded to any person, firm or corporation that appears to be in default with regard to any contract, or in debt of any contract.

Conditions:

Proposers are advised to become familiar with all the terms and conditions, instructions and specifications in this Request for Proposals. Once the award has been made, failure to have read and understood all the conditions, instructions and specifications shall not be cause to alter the original contract or to request additional compensation.

Subletting of Contract:

Because the Village will select a representative Contractor based in part on the representative's qualifications, the Contractor services to be provided shall not be assigned or subcontracted without the written consent of the Village. However, the Village understands that in performing the services, the Contractor may need to utilize the services of other professionals. The response to this Request for Proposals should indicate those services the Contractor expects to subcontract and the name and address of its proposed subcontractors. In no case shall the Village's consent to use a subcontractor relieve the selected Contractor from responsibility for the quality of the services or any other obligation of the contract.

Interpretation of Documents:

Any proposer in doubt as to the true meaning of any part of these specifications or other documents may request an interpretation thereof from the Oak Park Public Health Department Director. The person requesting the interpretation shall be responsible for prompt delivery of the question to the Oak Park Public Health Department Director. At the request of the requestor, or in the event the Village deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the Village. No oral explanations will be binding.

In the event the Village issues a written addendum, a copy of such addendum will be mailed to all prospective proposers. The Village will not assume responsibility for receipt of such addendum. It will be the proposer's responsibility to obtain all addenda issued. Proposers will provide written acknowledgment of receipt of each addendum issued with the proposal submission.

Minority Business and Women Business Enterprise Requirements:

The Village, in an effort to reaffirm its policy of non-discrimination, encourages the efforts of contractors and subcontractors to take affirmative action in providing for equal employment opportunity without regard to race, religion, creed, color, sex, sexual orientation, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Expenses:

The Village will not be responsible for any expenses incurred by proposers in preparing and submitting a proposal.

RFP Schedule. The final Project schedule has not been determined. The Village estimates a schedule similar to the following:

Due date for RFP:	09/22/2017 @ 4:00 pm CST
Village selects contractor:	10/01/2017
Contract start date:	01/01/2018
Contract end date:	12/31/2018

**III.
MINIMUM QUALIFICATIONS**

1. The selected proposer must have been in existence as a commercial structural pest control business (license ID 051) for two (2) years.
2. The selected proposer and all employees conducting rat control for the Village must hold all required State of Illinois licenses and certificates required for the control of rats including, but not limited to, Structural Pest Control licenses.
3. The selected proposer is required to follow all laws regarding the application of pesticides and rodenticides.
4. The selected proposer shall at its sole cost and expense, purchase and maintain insurance coverage in the types and amounts set forth in the Professional Services Agreement attached hereto. The selected proposer shall also require its subcontractors to maintain the same insurance.

**IV.
SCOPE OF SERVICES**

Deliverables

1. The Contractor will be responsible for managing exterior property rat service requests received by the Village. For reference, Village of Oak Park rat program statistics are attached as Exhibit A.
2. The Village's Health Department will collect/receive rat service requests and data enter the service requests in a service request database.

3. The Health Department will provide the Contractor with a weekly Rodent Survey Report (Exhibit B) which lists all the open rat service requests.
4. The Contractor shall provide weekly service on Wednesday of each week of all properties listed on the Rodent Survey Report during the months of April, May, June, July, August, September, October and November and every-other week service during the months of January, February, March and December. The contractor shall provide sufficient staff and resources to ensure all assigned property surveys are completed on Wednesday of each week.
 - A. The Contractor shall conduct rat activity surveys of properties in response to all new rat service requests. The contractor shall survey the property where the rat activity was observed and at minimum all publicly accessible areas within 100 linear feet of the property lines. If the primary property is not accessible on the first visit, the contractor shall conduct subsequent weekly visits in an attempt to access the property.
 - I. The Contractor shall survey for rat burrows weekly during the months of April, May, June, July, August, September, October and November and survey every-other week during the months of January, February, March and December.
 - II. The Contractor shall make observations regarding property conditions that may encourage rat harborage and identify those conditions on a Rodent Survey Notice (Exhibit C), during the initial survey. At the conclusion of the initial survey the contractor shall hang the Rodent Survey Notice form on the front door of the property.
 - III. The Contractor shall hand deliver a Rat Control Information (Exhibit D) form to the adjacent properties after the initial survey is complete. *The purpose of this form is to notify the adjacent neighboring property owners of a recent rat sighting near their property, encouraging them to call the Village if rat activity is observed.*
 - IV. The Contractor shall hand deliver a Rodent Baiting: Release of Liability Form (Exhibit E) form to a property owner at the request of the Village. The Contractor shall pick up all completed Rodent Baiting: Release of Liability forms and deliver them to the Village within one business day of service.
 - B. The Contractor shall bait all active rat burrows with an EPA approved/registered meal based rodenticide using the rodenticide's labeled directions.
 - I. The Contractor shall provide the Village with the rodenticide's label.

- C. The Contractor's pest control technician shall document his/her observations and baiting activity for each property on a Rodent Survey Report (Exhibit B) provided by the Village and submit the report to the Health Department within one business day of service. The report shall reference the Village's service request/complaint number and address for each property visited.
 - D. The Contractor's technician shall conduct subsequent visits according to item 3 above at all properties that have active rat burrows or active bait/trap stations until rat activity on that property has been eliminated.
- 5. The Contractor shall make available 20 closed bait stations to be installed at the discretion of the contractor's pest technician or at the request of the Village. When installed, the contractor shall monitor the station during visits and re-bait the station(s) if there is activity on the bait.
 - 6. The Contractor shall make available 20 closed rat snap trap stations to be installed at the discretion of the contractor's pest technician or at the request of the Village. If installed, the Contractor shall monitor the station(s) weekly.
 - 7. The Contractor must be available via telephone Monday-Friday, 8:30 am to 5:00 pm (excluding state holidays).
 - 8. The Contractor must survey Village properties between the hours of 8:30 am and 5:00 pm, Monday to Friday.
 - 9. The Contractor shall be available for a minimum two annual meetings at Oak Park Village Hall to discuss contract deliverables.
 - 10. The Contractor's management shall be available for consultation for properties requiring more detailed problem solving/troubleshooting outside of the routine weekly surveying.

V.
RESPONSES:

Proposals shall include the following:

- 1. A general description of the firm and the history of the firm, including a description of the firm's experience and ability to provide the services requested. Include the number of years the company has been in business, the location of the corporate headquarters, and the total number of people employed by the company. Note any and all names that the company has operated under since 2010. Identify whether submittal is for parent company, subsidiary, division, or branch office.

2. An annual fee proposal for the period of January 1, 2018 to December 31, 2018.
3. Proposers shall describe in general the manner in which the services will be provided, the manner in which they would oversee the work, how they propose to communicate the project status to the Village, and how disputes or issues are addressed.
4. Information that demonstrates that the selected proposer meets the criteria set forth above.
5. Contractor's commitment to fair employment practices.
6. In addition, proposers shall provide the Village with any other relevant information pertaining to the scope of work and any additional information deemed relevant by the Village.

**VI.
PROPOSAL FORM
VILLAGE OF OAK PARK**

ILLINOIS LICENSED PEST CONTROL CONTRACTOR SERVICES

PRE – QUALIFICATION AND AGENCY EVALUATION

[Please attach more sheets for responses as needed.]

Owners Representative/Project Management Services contact information

Proposer's Firm Name	Signed Name	Title
Street Address	Print Name	
City	State	Zip Code
Federal Employee Identification Number		
Phone Number	Fax Number	
E-mail Address	Date	

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**VII.
TAX COMPLIANCE AFFIDAVIT**

_____, being first duly sworn, deposes
and says:

that he/she is _____ of
(partner, officer, owner, etc.)

(bidder selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

By:
Its:

(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this _____ day of _____, 2017.

Notary Public's Signature

- Notary Public Seal -

Minority Business and Women Business Enterprises Requirements

It is the policy of the Village of Oak Park to provide contracting and subcontracting opportunities to minority business enterprises and women business enterprises. All bidders/proposers shall prohibit discrimination against any person or business enterprise in pursuit and award of any contract, subject to their qualifications, on race, color, national origin or sex.

Reporting Requirements

The following forms must be completed in their entirety, notarized and included as part of the proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your proposal.

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VIII.
ORGANIZATION OF BIDDING FIRM

Please fill out the applicable section:

A. Corporation:

The Contractor is a corporation, legally named _____ and is organized and existing in good standing under the laws of the State of _____. The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

Registered Agent Name and Address: _____

The corporation has a corporate seal. (In the event that this Bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor:

The Contractor is a Sole Proprietor. If the Contractor does business under an Assumed Name, the

Assumed Name is _____, which is registered with the Cook County Clerk. The Contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The Contractor is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

Signature	Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a description of the affiliation: _____

Signature of Owner

3. The total Fees and Costs shall not exceed: _____
_____.

Reimbursable Expenses: These may include support services required to execute the scope of services such as photo copying, messenger/mail and exhibit preparation, etc. Proposals shall include the Owners Representative's method of billing for Reimbursable expenses.

Additional Services: The Owners Representative's hourly rate for Key Project Personnel will be used if the Village requests services outside the scope of this Services listed in this RFP.

Owners Representative Invoicing and Payment: The Village will pay all approved portions of invoices within 30 days of approval. Owners Representative shall submit invoices which contain the following information:

- a. an invoice or reference number
- b. the billing period
- c. the names of the Key Project Personnel and/or sub-Owners Representatives, the numbers of hours each person worked on the Project, their hourly rate and the amount billed,
- d. the amount billed to the project for the billing period
- e. all reimbursable expenses including reproduction, mailing, and equipment and a total reimbursable amount for the billing period
- f. the original contract amount for each phase, the currently approved contract amount, amounts billed to date, amounts received to date, and the contract amount remaining in the contract to date.

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**IX.
TAX COMPLIANCE AFFIDAVIT**

_____, being first duly sworn, deposes
and says:

that he/she is _____ of
(partner, officer, owner, etc.)

(bidder selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

By:
Its:

(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this _____ day of _____, 2017.

Notary Public's Signature

- Notary Public Seal -

X.
COMPLIANCE AFFIDAVIT

I, _____, (Print Name) being first duly sworn on oath depose and state:

1. I am the (title) _____ of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. I have examined and carefully prepared this Bid based on the request and have verified the facts contained in the Bid in detail before submitting it;
3. The Proposing Firm is organized as indicated above on the form entitled "Organization of Proposing Firm."
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to Bid rigging and Bid rotating, or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Proposing Firm nor its affiliates is barred from contracting with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the agreement in civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**
9. I certify that the Contractor is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702

¹ Affiliates means: (i) any subsidiary or parent of the contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the contracting business entity.

Signature: _____

Name and address of Business: _____

Telephone _____ E-Mail _____

Subscribed to and sworn before me this _____ day of _____, 2017.

Notary Public

- Notary Public Seal -

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XI.
M/W/DBE STATUS AND EEO REPORT

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. For assistance in completing this form, contact the Oak Park Public Health Department at 708-358-5480.

1. Contractor Name: _____

2. Check here if your firm is:

- Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
- Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
- None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?

_____ Number of full-time employees

_____ Number of part-time employees

4. Similar information will be requested of all subcontractors working on this agreement. Forms will be furnished to the lowest responsible Contractor with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: _____

Date: _____

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EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. An incomplete form will disqualify your Bid. For assistance in completing this form, contact the Purchasing Department at 708-358-5473.

An EEO-1 Report may be submitted in lieu of this report.

Contractor Name _____

Total Employees _____

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Bid. It should be attached to your Affidavit of Compliance. Failure to include it with your Bid will be disqualify you from consideration.

_____, being first duly sworn, deposes and says that he/she is the _____

(Name of Person Making Affidavit)

(Title or Officer)

of _____ and that the above EEO Report information is true and accurate and is submitted with the intent that it

be relied upon. Subscribed and sworn to before me this _____ day of _____, 2014.

(Signature)

(Date)

XI.
NO PROPOSAL EXPLANATION

If your firm does not wish to submit a bid for the attached contract, please return the proposal along with any comments you may have concerning this proposal or any related factors that prevented you from submitting a response.

Thank you.

PROPOSAL NO.: 17-01 DEPARTMENT OF PUBLIC HEALTH
PROJECT NAME: RAT CONTROL SERVICES

COMMENTS:

Signed: _____

Phone: _____

Email address: _____

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PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into this ____ day of January, 2018, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the “Village”), and _____, a _____ corporation authorized to conduct business in the State of Illinois (hereinafter referred to as the “Contractor”).

RECITALS

WHEREAS, the Village intends to have the Contractor provide every-other week rat control services during the months of January, February, March and December and weekly exterior rat control services during the months of April, May, June, July, August, September, October and November within the Village for fiscal year 2018 and the option to renew the agreement for fiscal year 2019 (hereinafter referred to as the “Services”) pursuant to the Village’s Request for Proposals dated **August 22, 2017**, incorporated herein by reference as though fully set forth, and the Contractor’s Proposal dated _____, attached hereto and incorporated herein by reference; and

WHEREAS, the Contractor has represented to the Village that it has necessary expertise to perform the Services and has expressed its willingness to furnish its services subject to terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. RECITALS INCORPORATED.

The above recitals are incorporated herein as though fully set forth.

2. SERVICES OF THE CONTRACTOR.

2.1. The Services consist of the professional services as more completely described in the Contractor’s Proposal dated _____ and the Village’s Request for Proposals dated **August 22, 2017**. After written authorization by the Village, the Contractor shall provide the Services for the Project. The Village shall approve the use of subcontractors by Contractor to perform any of the Services that are the subject of this Agreement.

2.2. The Contractor shall submit to the Village all reports, documents, data, and information set forth in the Project. The Village shall have the right to require such corrections as may be reasonably necessary to make any required submittal conform to this Agreement. The Contractor shall be responsible for any delay in the Services to be provided pursuant to this Agreement due to the Contractor's failure to provide any required submittal in conformance with this Agreement.

2.3. In case of a conflict between a provision of the Contractor's Proposal and this Agreement and/or the Village's Request for Proposals, this Agreement and/or the Village's Request for Proposals shall control to the extent of such conflict.

2.4. Village Authorized Representative. The Village Manager or the Village Manager's designee shall be deemed the Village's authorized representative, unless applicable law requires action by the Corporate Authorities, and shall have the power and authority to make or grant or do those things, certificates, requests, demands, approvals, consents notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Village and with the effect of binding the Village as limited by this Agreement. The Contractor is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Village as having been properly and legally given by the Village. The Village shall have the right to change its authorized representative by providing the Contractor with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.5. Contractor's Authorized Representative. In connection with the foregoing and other actions to be taken under this Agreement, the Contractor hereby designates _____ as its authorized representative who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Contractor and with the effect of binding the Contractor. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Contractor as having been properly and legally given by the Contractor. The Contractor shall have the right to change its authorized representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.6. The Contractor shall be an independent contractor of the Village. The Contractor shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Services.

3. COMPENSATION FOR SERVICES.

3.1. The Village shall compensate the Contractor for the Services in an amount not to exceed \$ _____ ("Contract Price"). The Contractor shall be paid in monthly installments

of \$_____/month (“Progress Payments”). Payments shall be made within thirty (30) days of receipt by the Village of a pay request/invoice from the Contractor. Payments shall be due and owing by the Village in accordance with the terms and provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, except as set forth herein.

3.2. The Village may, at any time, by written order, make changes within the general scope of this Agreement in the Services to be performed by the Contractor. If such changes cause an increase or decrease in the amount to be paid to Contractor or time required for performance of any Services under this Agreement, whether or not changed by any order, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. No service for which additional compensation will be charged by the Contractor shall be furnished without the written authorization of the Village.

3.3. The Contractor shall, as a condition precedent to its right to receive a progress payment, submit to the Village an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish costs incurred for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Agreement. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase.

3.4. Notwithstanding any other provision of this Agreement and without prejudice to any of the Village’s rights or remedies, the Village shall have the right at any time or times to withhold from any payment such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to: (1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which the Contractor is liable under this Agreement; (3) claims of subcontractors, suppliers, or other persons performing Contractors Services; (4) delay in the progress or completion of the Services; (5) inability of the Contractor to complete the Services; (6) failure of the Contractor to properly complete or document any pay request; (7) any other failure of Contractor to perform any of its obligations under this Agreement; or (8) the cost to the Village, including attorneys’ fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village’s remedies set forth in this Agreement. The Village must notify the Contractor of cause for withholding within fourteen (14) days of receiving invoice.

3.5. The Village shall be entitled to retain any and all amounts withheld pursuant to this Agreement until the Contractor shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due the Contractor under this Agreement to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments,

awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to the Contractor under this Agreement.

3.6. The Contractor's Services shall be considered complete on the date of final written acceptance by the Village, which acceptance shall not be unreasonably withheld or delayed. As soon as practicable after final acceptance, the Village shall pay to the Contractor the balance of any amount due and owing under this Agreement, after deducting therefrom all charges against the Contractor as provided for in this Agreement ("Final Payment"). The acceptance by Contractor of Final Payment with respect to the Services shall operate as a full and complete release of the Village of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to the Contractor for anything done, furnished for, arising out of, relating to, or in connection with the Services, except for such claims as the Contractor reserved in writing at the time of submitting its invoice for final payment.

4. TERM AND TERMINATION.

4.1. This Agreement shall take effect on the Effective Date as defined herein and shall expire at 11:59 p.m. on December 31, 2018, unless terminated earlier or renewed pursuant to the provisions of this Agreement.

4.2. This Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party. The Village may terminate this Agreement, in whole or in part, for its convenience. No such termination may be effected unless the terminating party gives the other party (1) not less than ten (10) calendar days' written notice pursuant to Section 18 below of its intent to terminate.

4.3. If this Agreement is terminated by either party, the Contractor shall be paid for Services performed to the effective date of termination, including reimbursable expenses. In the event of termination, the Village shall receive reproducible copies of drawings, specifications and other documents completed by the Contractor pursuant to this Agreement.

5. INDEMNIFICATION.

5.1. To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Village, its officers, officials, employees, agents, and volunteers against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including, but not limited to, reasonable attorney's fees and court costs (hereinafter referred to as "Claims") which may accrue against the Village, its officers, officials, employees, agents and volunteers, arising out of the negligent performance of the work by the Contractor, its employees, or subcontractors, except for the negligence of the Village, its officers, employees, agents or volunteers.

6. INSURANCE.

6.1. The Contractor shall, at the Contractor's expense, secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 5. The Contractor shall furnish Certificates of Insurance to the Village before starting work or within ten (10) days after the notice of award of the Agreement, whichever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the Village. This provision shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left." The Contractor shall require any of its subcontractors to secure and maintain insurance as set forth in this Section 6 and indemnify, hold harmless and defend the Village, its officers, officials, employees, agents and volunteers as set forth in this Agreement.

6.2. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(A) **Commercial General Liability:**

- i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal Injury	\$ 1,000,000.00
- iii. Cover all claims arising out of the Contractor's operations or premises, anyone directly or indirectly employed by the Contractor.

(B) **Workers' Compensation:**

- i. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who work on the Project, and in case work is sublet, the Contractor shall require each subcontractor similarly to provide workers' compensation Insurance. In case employees engaged in hazardous work under this Agreement are not protected under workers' compensation insurance, the Contractor shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

- (C) **Comprehensive Automobile Liability:**
 - i. Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.
 - ii. Limits:

Combined Single Limit	\$1,000,000.00
-----------------------	----------------

- (E) **Umbrella:**
 - i. Limits:

Each Occurrence/Aggregate	\$2,000,000.00
---------------------------	----------------

- (F) The Village, its officers, officials, employees, agents and volunteers shall be named as an additional insured on all insurance policies identified herein except workers' compensation and professional liability. The Contractor shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees, agents and volunteers.

6.3. The Village and the Contractor agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

6.4. The Contractor understands and agrees that, except as to professional liability, any insurance protection required by this Agreement or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, employees, agents and volunteers as herein provided. Contractor waives and shall have its insurers waive, its right of subrogation against the Village, its officers, officials, employees, agents and volunteers.

7. SUCCESSORS AND ASSIGNS.

7.1. The Village and the Contractor each bind themselves and their partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Agreement. Except as above, neither the Village nor the Contractor shall assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body that may not be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and the Contractor.

8. FORCE MAJEURE.

8.1. Neither the Contractor nor the Village shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to: acts of nature, war or insurrection, strikes or lockouts, walkouts, fires, natural calamities, riots or demands or requirements of governmental agencies.

9. AMENDMENTS AND MODIFICATIONS.

9.1. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Contractor.

10. STANDARD OF CARE.

10.1. The Contractor is responsible for the quality, technical accuracy, and timely completion of the Services furnished or required under this Agreement, and shall endeavor to perform such Services with the same skill and judgment which can be reasonably expected from similarly situated professionals.

10.2. The Contractor shall be responsible for the accuracy of its professional Services under this Agreement and shall promptly make revisions or corrections resulting from its errors, omissions, or negligent acts without additional compensation. The Village's acceptance of any of the Contractor's Services shall not relieve Contractor of its responsibility to subsequently correct any such errors or omissions, provided the Village notifies Contractor thereof within one year of completion of the Contractor's Services.

10.3. The Contractor shall respond to the Village's notice of any errors and/or omissions within seven (7) days of written confirmation by the Contractor of the Village's notice. Such confirmation may be in the form of a facsimile confirmation receipt by the Village, or by actual hand delivery of written notice by the Village to the Contractor.

10.4. The Contractor shall comply with all federal, state, and local statutes, regulations, rules, ordinances, judicial decisions, and administrative rulings applicable to its performance under this Agreement.

10.5. The Contractor shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, and other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on

race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Contractor shall also comply with all conditions of any federal, state, or local grant received by the Village or the Contractor with respect to this Agreement.

10.6. The Contractor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Contractor's, or its subcontractors', performance of, or failure to perform, the Services required pursuant to this Agreement or any part thereof.

11. BOOKS AND RECORDS.

11.1. Reports, documents, data or information, in any form, prepared, collected, or received by the Contractor in connection with any or all of the Services to be provided pursuant to this Agreement ("Documents") shall be and remain the property of the Village upon completion of the project and payment to the Contractor all amounts then due under this Agreement. At the Village's request, or upon termination of this Agreement, the Documents shall be delivered promptly to the Village. The Contractor shall have the right to retain copies of the Documents for its files. The Contractor shall maintain files of all Documents unless the Village shall consent in writing to the destruction of the Documents, as required herein.

11.2. The Contractor's Documents and records pursuant to this Agreement shall be maintained and made available during performance of the Services under this Agreement and for three (3) years after completion of the Project. The Contractor shall give notice to the Village of any Documents to be disposed of or destroyed and the intended date after said period, which shall be at least ninety (90) days after the effective date of such notice of disposal or destruction. The Village shall have ninety (90) days after receipt of any such notice to give notice to the Contractor not to dispose of or destroy said Documents and to require Contractor to deliver same to the Village, at the Village's expense. The Contractor and any subcontractors shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Contractor agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this subsection shall establish a presumption in favor of the Village for recovery of any funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Contractor

shall make the Documents available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

11.3. The Contractor shall furnish all records related to this Agreement and any documentation related to the Village required under an Illinois Freedom of Information Act (ILCS 140/1 *et seq.*) ("FOIA") request within five (5) business days after the Village issues notice of such request to the Contractor. The Contractor shall not apply any costs or charge any fees to the Village regarding the procurement of records required pursuant to a FOIA request. The Contractor shall defend, indemnify, and hold harmless the Village, and agrees to pay all reasonable costs connected therewith (including, but not limited to reasonable attorney's and witness fees, filing fees, and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from the Contractor's actual or alleged violation of the FOIA, or the Contractor's failure to furnish all documentation related to a request within five (5) days after the Village issues notice of a request. Furthermore, should the Contractor request that the Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, the Contractor agrees to pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees, and any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. The Contractor shall defend, indemnify, and hold harmless the Village, and agrees to pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by the Contractor's request to utilize a lawful exemption to the Village.

11.4. The Contractor shall have the right to include among the Contractor's promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by the Contractor pursuant to this Agreement (collectively "Work Products"). The Village shall provide professional credit to the Contractor in the Village's development, promotional and other materials which include the Contractor's Work Products.

12. SAVINGS CLAUSE.

12.1. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

13. NON-WAIVER OF RIGHTS.

13.1. No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

13.2. This Agreement shall not prohibit the Contractor from providing services to any other public or private entity or person. In the event that the Contractor provides Services to a public or private entity or person, the Village, at its sole discretion, may determine that such Services conflict with a service to be provided to the Village by Contractor, and the Village may select another rat control company to provide such Services as the Village deems appropriate.

14. THE VILLAGE'S REMEDIES.

14.1. If it should appear at any time prior to final payment that the Contractor has failed or refused to prosecute, or has delayed in the prosecution of, the Services to be provided pursuant to this Agreement with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has attempted to assign this Agreement or the Contractor's rights under this Agreement, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Agreement or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen (15) business days after Contractor's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

14.1.1. The Village may require the Contractor, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring the Services into compliance with this Agreement;

14.1.2. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction in the Contract Price;

14.1.3. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement except for amounts due for Services properly performed prior to termination;

14.1.4. The Village may withhold any progress payment or final payment from the Contractor, whether or not previously approved, or may recover from Contractor, any and

all costs but not exceeding the amount of the Contract Price, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default; or

14.1.5. The Village may recover any damages suffered by the Village as a result of the Contractor's Event of Default.

15. NO COLLUSION.

15.1. The Contractor hereby represents and certifies that the Contractor is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Contractor hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Contractor has in procuring this Agreement, colluded with any other person, firm, or corporation, then the Contractor shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village's option, be null and void and subject to termination by the Village.

16. ENTIRE AGREEMENT.

16.1. This Agreement sets forth all the covenants, conditions and promises between the parties, and it supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

17. GOVERNING LAW AND VENUE.

17.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

17.2. Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

18. NOTICE.

18.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by facsimile or electronic transmission to the persons and addresses indicated below or to such

other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

Village Manager	_____
Village of Oak Park	_____
123 Madison Street	_____
Oak Park, Illinois 60302	_____
Fax: (708) 358-5101	Fax: _____
Email: villagemanager@oak-park.us	Email: _____

18.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

18.3. Notice by facsimile or electronic transmission shall be effective as of date and time of facsimile or electronic transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event facsimile or electronic notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

19. BINDING AUTHORITY.

19.1. The individuals executing this Agreement on behalf of the Contractor and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

20. HEADINGS AND TITLES.

20.1. The headings or titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

21. COUNTERPARTS; FACSIMILE OR PDF SIGNATURES.

21.1. This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

21.2. A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

22. EFFECTIVE DATE.

22.1. As used in this Agreement, the Effective Date of this Agreement shall be the date that the Village Manager for the Village of Oak Park executes this Agreement as set forth below.

23. AUTHORIZATIONS.

23.1 The Contractor's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Contractor's board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager warrants that she has been lawfully authorized to execute this Agreement. The Contractor and the Village shall deliver upon request to each other copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents which evidence their legal authority to execute this Agreement on behalf of their respective parties.

24. EQUAL OPPORTUNITY EMPLOYER.

24.1. The Contractor is an equal opportunity employer and the requirements of 44 Ill. Adm. Code 750 APPENDIX A are incorporated herein if applicable.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

CONTRACTOR

By: Cara Pavlicek
Its: Village Manager

By:
Its:

Dated: _____, 2017

Dated: _____, 2017

ATTEST

ATTEST

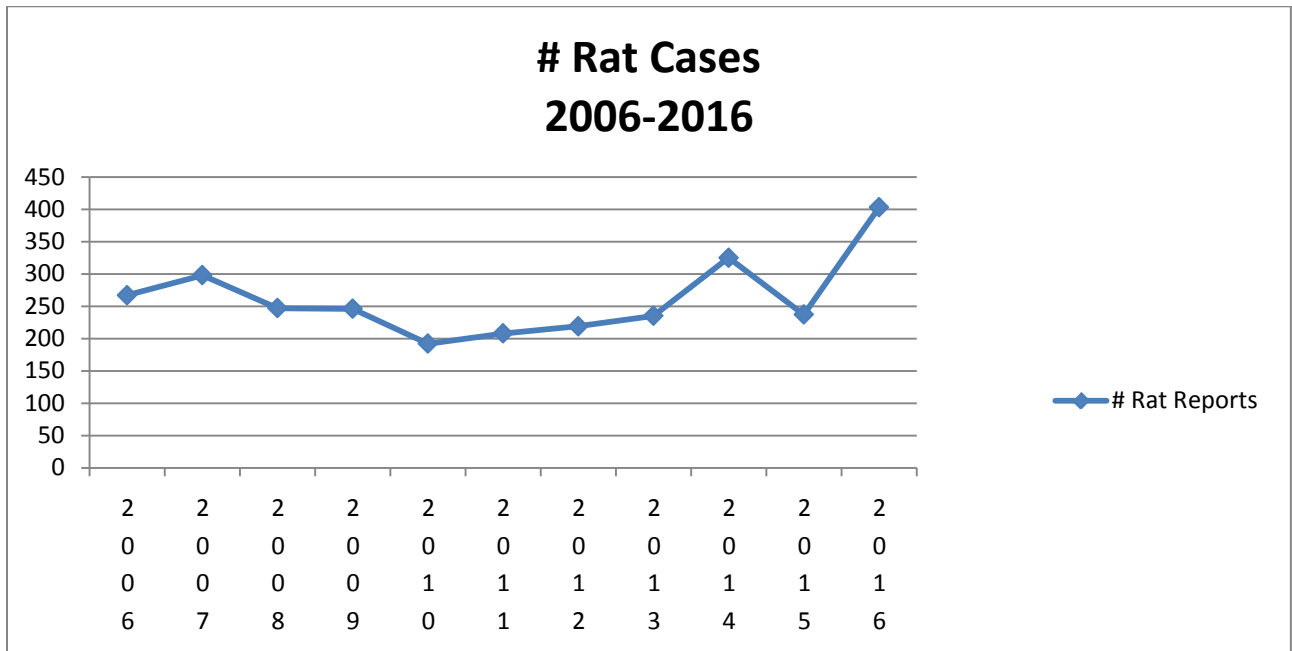
By: Vicki Scaman
Its: Village Clerk

By:
Its:

Dated: _____, 2017

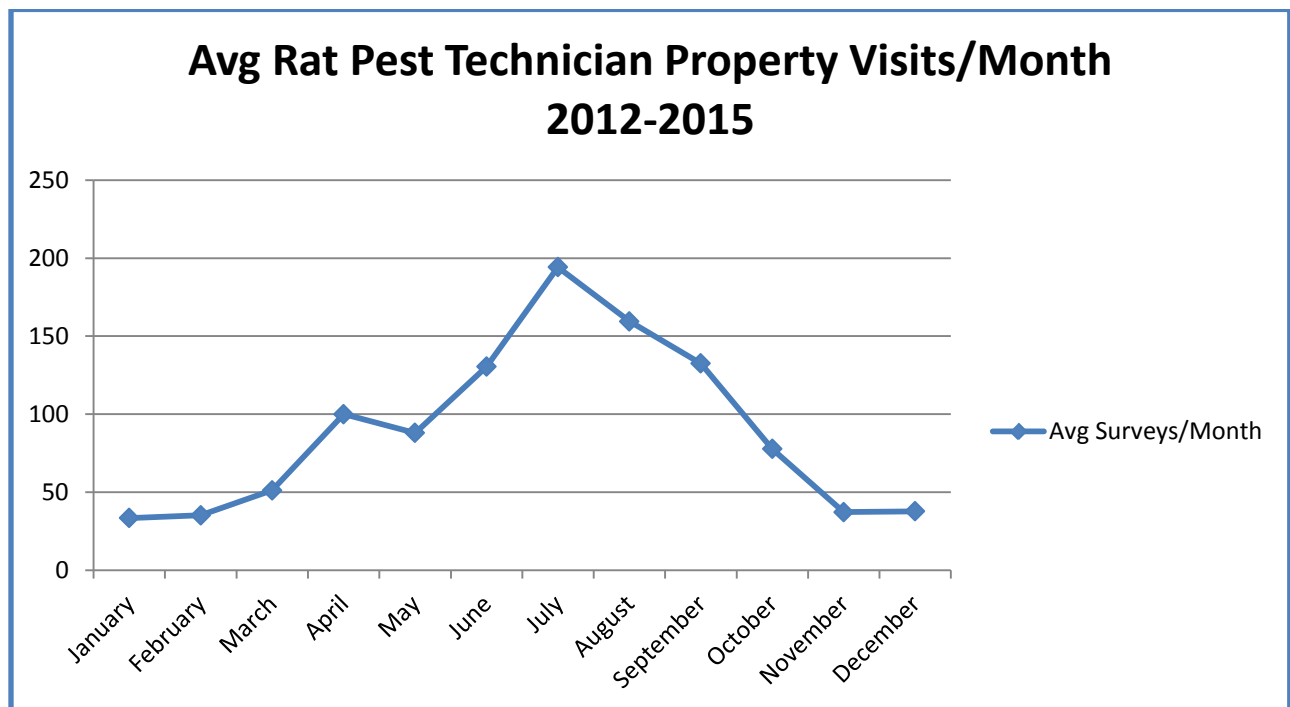
Dated: _____, 2017

EXHIBIT A
Village of Oak Park
Rat Program Statistics



2017 vs. 2016 through July:

- **2017 through July– 167 rat cases**
- **2016 through July – 189 rat cases**



- **The average # of technician property visits per rat case received was 4.6 visits/case from 2012-2015. Based on this information you can extrapolate that there were 1,854 property surveys/visits in 2016.**

Village of Oak Park Health Department

Exhibit B

Case Number: CEPEST201700587

Village Section: 2

Case Entered At: 2/23/2017

Case Description: Rat hole on the property. Hole at patio area near back stairs. Two possible burrows along front sidewalk according to property owner. 7/18 owner called new hole has formed very near old one.

Survey Location: 1040 N EAST AVE, OAK PARK, IL 60302

Permission to survey property? Yes

Dogs at property? Yes

Approved to bait? Yes

Baiting Permission Notes:

Owner:	[REDACTED]
Address:	1040 N EAST AVE
Primary:	Cell:
Home:	Work:

Complainant:	
Address:	
Primary:	Cell:
Home:	Work:

To Be Filled In By Technician			
Service Date:	_____	Door Hanger Left?	Yes No
# of Burrows Baited:	_____		
Case Notes / Burrow(s) Location:			

Case Notes: Last 14 Days

Date	Note Type	Notes
7/26/2017	Technician Notes	Joe-no door hanger and 2 burrows baited. Inspected yard found two rat burrows by the back stairs. Baited and covered. Also spoke with the home owner.
7/19/2017	Technician Notes	Joe-yes door hanger and 2 burrows baited. Inspected yard found two rat burrows by the back stairs, baited and covered.

EXHIBIT C



Rodent Survey Notice

Department of Public Health Environmental Health Division

123 Madison St.
Oak Park, IL 60302
www.oak-park.us

708.358.5480
Fax 708.358.5115
health@oak-park.us

Date _____

The Oak Park Department of Public Health or its licensed pest control contractor surveyed your property today for rat activity. The following describes today's visit:

- Burrows were found on your property and baited. Follow-up surveys will be made to eliminate rat activity on your property.
- Burrows were found on your property, but were not baited. Please complete the attached *Rodent Baiting Release of Liability Form*. This form must be completed by the property owner and submitted to the Health Department prior to baiting.
- No burrows or evidence of rat activity were found on your property. If you see or suspect rodent activity, please contact the Health Department with specific information.
- See recommendations on back.

NOTES

Recommendations

The checked items below apply to your property.

- Keep all garbage in closed containers

- Remove fallen fruit and/or spilled birdseed

- Clean all litter and/or debris on your property

- Close/seal any openings around buildings

- Seal area near burrows with cement or gravel

- Raise firewood off the ground

- Trim excess vegetation

- Do not allow dog excrement to accumulate

- Other: _____

**RODENT CONTROL INFORMATION**

Department of Public Health
Village Hall
123 Madison
Oak Park, IL 60302-4272

708.358.5480
Fax 708.358.5115

Dear Property Owner,

If you observe rats on or near your property please contact the Health Department at 708.358.5480 with the following information:

- ▶ Your name, telephone number and address
- ▶ Where you observed the rat
- ▶ Please be as specific as possible. Knowing where the rats are living will assist the Health Department in finding the rats' home and eliminating rats in your neighborhood.

A representative from the Health Department will follow-up with an investigation, looking for rat activity and for the burrows where the rats live. If burrows are found on public property they will be baited by the Health Department. In most cases, if burrows are found on private property, they can be baited by the Health Department, but only after receiving signed consent form from the property owner.

- Keep all garbage in closed containers**
- Remove fallen fruit and spilled birdseed**
- Clean all litter and/or debris on your property**
- Close/seal any openings around buildings**
- Raise firewood off the ground**
- Clean up dog excrement**
- Keep compost containing food sealed in a compost bin**

Thank you very much for your assistance in keeping Oak Park free of rodents.

Map of the Property

Please provide a drawing of the area where you observed the rat(s) below. Include on your drawing:

- Property lines and addresses
- All buildings, homes, garages and sheds
- Place an X where you first saw the rat(s) and draw an arrow along the path the rat ran.
- Identify any holes that may be rat burrows

