

**City Council Meeting
City Hall
1707 St Johns Avenue,
Highland Park, IL 60035
May 11, 2026
7:30 PM
Agenda**

Individuals with questions or feedback about an agenda item can address the City in the following ways:

- 1. Emails with Unlimited Information.** Individuals may email the City an unlimited number of words at cityhp@cityhpil.com. Emails will be forwarded to the City Council if requested. All emails received will be acknowledged.
- 2. Telephone.** Individuals with no access to email may leave a message with the City Manager's Office at 847.926.1000.
- 3. Live Comments.** Individuals are able to address the Council during the City Council meeting. Questions/comments should be limited to three minutes or less.

Committee of the Whole and City Council meetings are broadcast live on the City's Facebook page and on the City's website. Meetings can be watched after the meeting from a video link on the City's website.

The City encourages individuals to sign-up for its enews for important information from the City. To sign-up for the enews, visit www.cityhpil.com.

- I. Call to Order**
- II. Roll Call**
- III. Pledge of Allegiance**
- IV. Approval of Minutes**
 - A. Approval of the Minutes of the Regular Meeting of the City Council Held on April 27, 2026
 - B. Approval of the Minutes of the Closed Session of the Regular Meeting of the City Council on April 27, 2026
- V. Approval of Warrant List**
 - A. Warrant List and Wire Transfers from April 17, 2026 to April 30, 2026.
- VI. Report of Mayor**
 - A. Proclamations

- May is Historic Preservation Month
- In Support of Monarch Butterflies

B. Other Business

- 2026 Historic Preservation Award Winners

VII. Business from the Council

A. Human Relations Advisory Group Report - Councilmember Lidawer

B. Historic Preservation Commission Report - Councilmember Blumberg

VIII. Business from City Staff

IX. Business from the Public (Individuals wishing to be heard regarding items not listed on this agenda)

X. Omnibus

Administration

(Questions concerning these items can be directed to 847-926-1004)

1. A Resolution Approving a Policy Concerning Electronic Attendance at Meetings

Finance

(Questions concerning these items can be directed to 847-926-1020)

2. A Resolution Waiving the Formal Bidding Requirements of the City's Purchasing Manual and Approving the Purchase of AirTable Licenses from AirTable.com of San Francisco, CA
3. A Resolution Approving a Contract with Dell Marketing, L.P., of Round Rock Texas for the Purchase of Notebook and Desktop Computers
4. A Resolution Waiving the Formal Bidding Requirements of the City's Purchasing Manual and Approving the Purchase of Phone Services from Infobip Voice, Inc., of Jersey City, New Jersey
5. An Ordinance Amending the Annual Budget of the City of Highland Park, County of Lake, State of Illinois, for the Fiscal Year Beginning January 1, 2026 and ending December 31, 2026 related to Projects and Expenditures in Multiple Funds

Public Works

(Questions concerning these items can be directed to 847-432-0807)

6. A Resolution Approving Award of the Rock Salt Purchase Contract to Compass Minerals America Inc., of Overland Park, Kansas
7. An Ordinance Approving the Disposal of a Surplus Vehicle and Award Purchase of a 2026 Chevrolet Equinox EV Through the Sourcewell Purchasing Cooperative

XI. Items Removed From Omnibus Vote Consideration

XII. Other Business

- A. An Ordinance Designating the Property at 670 De Tamble Avenue a Local Landmark
- B. A Resolution Ratifying a Minor Amendment to Planned Development for 418 Sheridan Road
- C. A Resolution Approving a Special License Agreement with Ravinia Festival Association

XIII. Closed Session

- A. 5 ILCS 120/2(C)(11) - Litigation

XIV. Adjournment

Staff Report



Meeting Date: May 11, 2026

Staff Contact: Ashley Palbitska, Assistant to the City Manager/Deputy City Clerk

Department: City Manager's Office

Title: Approval of the Minutes of the Regular Meeting of the City Council Held on April 27, 2026

Recommendation:

For the City Council's approval are the minutes of the Regular Meeting of the City Council held on April 27, 2026.

Attachments:

1. MIN CC 4-27-2026

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
HIGHLAND PARK**

MEETING DATE: April 27, 2026

MEETING LOCATION: City Hall, 1707 St Johns Avenue, Highland Park, IL 60035

I. Call to Order

At 7:30 PM, Mayor Rotering called the meeting to order and asked for a roll call:

II. Roll Call

Present: Mayor Rotering, Councilmembers Bruckman, Ross, Tapia, Lidawer (remote), Blumberg

Absent: Councilmember Center

Staff Present: City Manager Neukirch, Director of Public Works Bannon, Community Development Director Fontane, Assistant City Manager Jason, Finance Director McCaulou, Assistant City Manager Taub, Commander Curran, Communications Manager Bennett, Assistant to the City Manager Palbitska

Also Present: Corporation Counsel Elrod

III. Pledge of Allegiance

IV. Approval of Minutes

1. Approval of the Minutes of the Regular Meeting of the City Council Held on April 13, 2026

Councilmember Blumberg moved to approve the Minutes of the Regular Meeting of the City Council Held on April 13, 2026. Councilmember Tapia seconded the motion. Upon a voice vote, the Mayor declared the motion Passed (6 - 0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Tapia
AYES:	Mayor Rotering, Councilmembers Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None
ABSENT:	Councilmember Center

2. Approval of the Minutes of the Closed Session of the Regular Meeting of the City Council on April 13, 2026

Councilmember Blumberg moved to approve the Minutes of the Closed Session of the Regular Meeting of the City Council Held on April 13, 2026. Councilmember Bruckman seconded the motion. Upon a voice vote, the Mayor declared the motion Passed (6 - 0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Bruckman
AYES:	Mayor Rotering, Councilmembers Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None
ABSENT:	Councilmember Center

V. Approval of Warrant List

1. Warrant List and Wire Transfers from April 03, 2026 to April 16, 2026.
Councilmember Tapia moved to approve the Warrant List. Councilmember Blumberg seconded the motion. Upon a roll call vote, the Mayor declared the motion Passed (6 - 0).

MOVER:	Councilmember Tapia
SECONDER:	Councilmember Blumberg
AYES:	Mayor Rotering, Councilmembers Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None
ABSENT:	Councilmember Center

VI. Report of Mayor

1. **Proclamations**

May is Jewish American Heritage Month

Mayor Rotering proclaimed May as Jewish American Heritage Month.

Highland Park Public Library Executive Director Smith accepted the proclamation and provided information on Jewish American Heritage activities being provided by the Library.

May is Highland Park Bike Month

Mayor Rotering proclaimed May as Highland Park Bike Month and recognized Transportation Advisory Group Chair Elliot Rossen and Advisor Christopher Nelson.

Christopher Johnson accepted the proclamation and provided remarks.

May is Building Safety Month

Mayor Rotering proclaimed May as Building Safety month.

Community Development Director Fontane accepted the proclamation.

2. **Other Business**

International Compost Awareness Week is May 3 to May 9, 2026

Mayor Rotering reported that the first week in May is International Compost Awareness week and provided information on activities being held throughout the week.

Recognition of Student Commissioners Graduating Class of 2026

Mayor Rotering recognized the Student Commissioner Graduating Class of 2026.

VII. Business from the Council

1. Business & Economic Development Advisory Group - Councilmember Bruckman
Councilmember Bruckman provided information on the projects and efforts of the Business and Economic Development Advisory Group.

2. Sustainability Advisory Group - Councilmember Blumberg
Councilmember Blumberg provided an update on the projects and efforts of the Sustainability Advisory Group.

VIII. Business from City Staff

1. 2026 Major Projects Workplan - Q1 Report
City Manager Neukirch provided highlights of tonight's omnibus agenda and an update on the 2026 Major Projects Workplan.

IX. Business from the Public (Individuals wishing to be heard regarding items not listed on this agenda)

Assistant to the City Manager Palbitska provided opening remarks for Business from the Public.

Peter Mordini, Highland Park resident, provided comments as it relates to Albion.

City Manager Neukirch noted that the City will continue to remain in contact with Mr. Mordini.

X. Omnibus

Mayor Rotering removed item 8 from omnibus vote consideration.

Councilmember Tapia moved to approve items 1-7 by omnibus vote consideration. Councilmember Blumberg seconded the motion. Upon a roll call vote, the Mayor declared the motion Passed (6 - 0).

MOVER:	Councilmember Tapia
SECONDER:	Councilmember Blumberg
AYES:	Mayor Rotering, Councilmembers Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None
ABSENT:	Councilmember Center

Administration

1. Adoption of an Ordinance (O16-2026) by omnibus vote consideration titled, “An Ordinance Amending the Intergovernmental Agreement Establishing the Solid Waste Agency of Lake County, Illinois”.
2. Adoption of a Resolution (R49-2026) by omnibus vote consideration titled, “A Resolution Entering Into a Food & Beverage Interior Improvement Grant for Katy The Butcher LLC (1954 First Street)”.
3. Adoption of a Resolution (R50-2026) by omnibus vote consideration titled, “A Resolution Entering into an Exterior Improvement Grant for Lake Cook/Skokie LLC d/b/a Rmarts Shell North Shore (10 Skokie Valley Road)”.
4. Adoption of a Resolution (R51-2026) by omnibus vote consideration titled, “A Resolution entering into an Exterior Improvement Grant for Gemini Designs LLC (1316 Old Skokie Road)”.

Public Works

5. Adoption of a Resolution (R52-2026) by omnibus vote consideration titled, “A Resolution Approving the Award of the 2026 Snow Hauling Program Contract to D&A Enterprises, Inc., of Highland Park, Illinois”.
6. Adoption of a Resolution (R53-2026) by omnibus vote consideration titled, “A Resolution Rejecting the Bids Received for a Contract for the Lead Service Line Replacement (Phase II) Project”.

Community Development

7. Adoption of a Resolution (R54-2026) by omnibus vote consideration titled, “A Resolution Approving Agreements for Property Management, Operation, and Maintenance Services for the Peers Housing Association, the Ravinia Housing Association, and the Sunset Wood Association”.

XI. Items Removed From Omnibus Vote Consideration

8. Adoption of a Resolution (R55-2026) titled, “A Resolution Approving a Public Right-of-Way Use License Agreement Between the City of Highland Park and Ezee Fiber Texas, LLC for Installation of Fiber Optic Communications Facilities”.

The Council and Garner Duncan, Telecommunications & Government Affairs Executive with Ezee Fiber, discussed the location of traffic control cabinets, noise and decibel levels, removal of the traffic control cabinets if technology were to change and whose responsibility it is to repair the right-of-way.

Councilmember Blumberg moved to approve a Resolution Approving a Public Right-of-Way Use License Agreement Between the City of Highland Park and Ezee Fiber Texas, LLC for Installation of Fiber Optic Communications Facilities.

Councilmember Tapia seconded the motion. Upon a roll call vote, the Mayor declared the motion Passed (6 - 0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Tapia
AYES:	Mayor Rotering, Councilmembers Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None
ABSENT:	Councilmember Center

XII. Other Business

- A. Adoption of an Ordinance (O17-2026) titled, “An Ordinance Designating the Property at 273 Sheridan Road a Local Landmark”.

Community Development Director presented information on the designation of a local landmark for the property at 273 Sheridan Road. He noted this would be the 79th local landmark within the City.

The Council voiced their appreciation for the voluntary landmark.

Councilmember Blumberg moved to approve an Ordinance Designating the Property at 273 Sheridan Road a Local Landmark. Councilmember Tapia seconded the motion. Upon a roll call vote, the Mayor declared the motion Passed (6 - 0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Tapia
AYES:	Mayor Rotering, Councilmembers Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None
ABSENT:	Councilmember Center

XIII. Closed Session

Councilmember Blumberg moved the Council to close its meeting to the public, pursuant to the following cited section of the Illinois Open Meetings Act (5 ILCS 120/2(c)), for the purposes of, (i) personnel (5 ILCS 120/2(c)(1)); and ii) pending litigation (5 ILCS 120/2(c)(11)). Councilmember Lidawer seconded the motion. Upon a roll call vote, the Mayor declared the motion passed unanimously.

At 8:20 PM, the Council recessed the public portion of the meeting to meet in Closed Session.

At 9:09 PM, Mayor Rotering reconvened the open session of the City Council meeting.

Present: Mayor Rotering, Councilmembers Bruckman, Ross, Tapia, Lidawer (remote), Blumberg

Absent: Councilmember Center

Staff Present: City Manager Neukirch, Assistant to the City Manager Palbitska

Also Present: Corporation Counsel Elrod

XIV. Adjournment

Councilmember Tapia moved to adjourn the City Council meeting. Councilmember Blumberg seconded the motion. Upon a voice vote, Mayor Rotering declared the motion passed unanimously.

The City Council adjourned its meeting at 9:09 PM.

Respectfully Submitted,

Ashley Palbitska
Assistant to the City Manager/Deputy City Clerk

Staff Report



Meeting Date: May 11, 2026

Staff Contact: Ashley Palbitska, Assistant to the City Manager/Deputy City Clerk

Department: City Manager's Office

Title: Approval of the Minutes of the Closed Session of the Regular Meeting of the City Council on April 27, 2026

Recommendation:

For the City Council's approval are the minutes of the Closed Session of the Regular Meeting of the City Council held on April 27, 2026.

Attachments:

1. MIN CCCS 4-27-2026

Staff Report



Meeting Date: May 11, 2026
Staff Contact: Lara Lukasik, Deputy Finance Director
 Kristi McCaulou, Finance Director
Department: Finance Department

Title: Warrant List and Wire Transfers from April 17, 2026 to April 30, 2026.

Recommendation:

Staff recommends approval of the warrant list and wire transfers for April 17, 2026 to April 30, 2026 in the amounts of \$3,134,763.12 and \$84,256.08 respectively, for total disbursement of \$3,219,019.20.

	Dates	Amount
Warrants:		
Warrant List 1 (Detail Attached)	April 17, 2026 - April 23, 2026	\$729,059.11
Warrant List 2 (Detail Attached)	April 24, 2026 - April 30, 2026	\$1,176,712.80
Subtotal Warrants (Detail Attached)		\$1,905,771.91
Payroll	Pay Period: March 30, 2026 — April 12, 2026, Check Date: April 17, 2026	\$1,228,991.21
Total Warrants & Payroll		\$3,134,763.12
IMRF Retirement Fund	April 20, 2026	\$999.43
IMRF Retirement Fund	April 27, 2026	\$999.43
United Parcel Service	April 30, 2026	\$14.53
Amazon Capital Services	April 23, 2026	\$8,286.78
William Architects	April 23, 2026	\$12,541.96
Elrod Friedman LLP - Legal Services	April 30, 2026	\$57,762.50
Williams Scotsman	April 30, 2026	\$336.00
Carol Ann King	April 30, 2026	\$2,260.00
Ken Ning	April 30, 2026	\$400.00
J.P. Morgan Chase Visa Costco Card	April 30, 2026	\$655.45
Total Wires		\$84,256.08
Total Submitted for Approval		\$3,219,019.20

Purchases are made consistent with the City’s purchasing policy. This policy provides that “when all other terms and conditions are equal, preference will be given to vendors whose businesses are located in Highland Park. However, this preference will not adversely affect quality, service, or price consideration.”

Attachments:

1. Warrant List and Wire Transfers from April 17, 2026 to April 30, 2026. PDF

Warrant List
City of Highland Park

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
422035	04/23/26	35455	ADVANCED TREE CARE	45785	20260472	TREE PRUNING	FORST	\$350.00
							Total	\$350.00
422036	04/23/26	38327	AEP ENERGY	1853116		SRVS @ 632 ROGER WILLIAMS AVE	FIN	\$171.65
				1853332		SRVS @ 0 CENTRAL DEERFIELD	FIN	\$700.33
				1901736		SRVS @ 0 OLD MILL SKOKIE	FIN	\$16,572.50
							Total	\$17,444.48
422037	04/23/26	39228	ALVAREZ	45784	20260471	HOURLY GROUNDS	FORST	\$846.66
							Total	\$846.66
422038	04/23/26	32049	AMANDA DUCHAK	45863	20261600	R - MEAL REIMBURSEMENT	PD	\$45.00
							Total	\$45.00
422039	04/23/26	38925	AMERICAN TESTING INSPECTION	45810	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$190.00
				45811	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$190.00
				45812	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$190.00
				45813	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$285.00
				45814	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$190.00
				45815	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$95.00
				45816	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$190.00
				45817	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$285.00
				45818	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$75.00
				45819	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$285.00
				45820	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$150.00
							Total	\$2,125.00
422040	04/23/26	21439	APRIL PRETE	45860	20261594	R - MEAL REIMBURSEMENT	PD	\$45.00
							Total	\$45.00
422041	04/23/26	19799	BABROK ARMAN	45843	20261581	R - REFUND CONFERENCE TRAINING	CS	\$1,310.02
							Total	\$1,310.02
422042	04/23/26	21972	BEAVER SHREDDING	45872	20260544	BEAVER SHREDDING	FIN	\$70.00
							Total	\$70.00
422043	04/23/26	28801	BOUND TREE MEDICAL	45838	20261023	EMS SUPPLIES	FD	\$1,015.96
							Total	\$1,015.96
422044	04/23/26	38677	BOWMAN CONSULTING	45831	20260654	P LOTS RAVINIA	ENG	\$296.51

**Warrant List
City of Highland Park**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				45832	20260649	FIRE TRAIN YARD	ENG	\$248.02
							Total	\$544.53
422045	04/23/26	20914	BROADWAY CHICAGO	45850	20260731	R - EXCURSIONS WATER ELEPHANTS	SNR	\$6,275.50
							Total	\$6,275.50
422046	04/23/26	23349	CINTAS #22	45781	20260001	UNIFORM RENTAL	WP	\$63.94
							Total	\$63.94
422047	04/23/26	23349		45774	20260237	UNIFORM RENTAL	FLEET	\$100.02
				45775	20260195	UNIFORM RENTAL	TRNST	\$16.36
				45776	20260400	UNIFORM RENTAL	FACIL	\$31.18
				45777	20260417	UNIFORM RENTAL	SEWER	\$84.97
				45778	20260365	UNIFORM RENTAL	SEWER	\$95.82
				45779	20260366	UNIFORM RENTAL	SEWER	\$77.02
				45839	20260158	UNIFORM RENTAL	FD	\$13.35
							Total	\$418.72
422048	04/23/26	35430	COMMONWEALTH EDISON	1840234		SRVS @ CENTRAL AVE SHERIDAN	FIN	\$16.65
				1840432		SRVS @ SECOND ST CENTRAL	FIN	\$16.65
				1840634		SRVS @ 500 HAZEL AVE	FIN	\$37.54
				1840836		SRVS @ 777 N ST JOHNS AVE	FIN	\$47.57
				220639		SRVS @ 1 E SHERIDAN	FIN	\$37.78
							Total	\$156.19
422049	04/23/26	14821	CORE MAIN	45790	20260367	SUPPLIES	SEWER	\$95.23
							Total	\$95.23
422050	04/23/26	14549	EDWARD DON	45867	20261007	R - ACTIVITIES	SNR	\$427.23
							Total	\$427.23
422051	04/23/26	39582	ERIC PARFENOFF	45821	20261465	R - ICC EXAM REIMBURSEMENT	BLDG	\$170.00
							Total	\$170.00
422052	04/23/26	23546	GALE CERABONA	45822	20260437	HPC MINUTE TAKER	PLAN	\$265.00
				45823	20260522	PDC MINUTE TAKER	PLAN	\$265.00
							Total	\$530.00
422053	04/23/26	40019	GENUINE PARTS	45868	20261313	SUPPLIES	FD	\$15.41
				45869	20261313	SUPPLIES	FD	\$45.77

Warrant List
City of Highland Park

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	\$61.18
422054	04/23/26	20110	GINGER STOKES	45862	20261593	R - MEAL REIMBURSEMENT	PD	\$45.00
							Total	\$45.00
422055	04/23/26	13888	GORDON FLESCH	45844	20260603	MULTI FUNCTION COPIERS	CS	\$4,534.62
				45845	20260603	MULTI FUNCTION COPIERS	CS	\$9,323.22
				45846	20260603	MULTI FUNCTION COPIERS	CS	\$41.01
				45847	20260603	MULTI FUNCTION COPIERS	CS	\$1,025.24
				45848	20260603	MULTI FUNCTION COPIERS	CS	\$3,914.64
							Total	\$18,838.73
422056	04/23/26	22533	GRAINGER	45789	20260374	SUPPLIES	SEWER	\$460.51
				45794	20260229	SUPPLIES	STR	\$202.32
				45805	20260147	SUPPLIES	WP	\$9.78
				45806	20260147	SUPPLIES	WP	\$181.87
				45864	20260229	SUPPLIES	STR	\$95.02
				45865	20261531	SUPPLIES	STR	\$502.52
							Total	\$1,452.02
422057	04/23/26	39693	HALEY HESS	45859	20261596	R - MEAL REIMBURSEMENT	PD	\$45.00
							Total	\$45.00
422058	04/23/26	39161	HARRIS KAL PRODUCTIONS	45826	20261517	EVENT PARADE CHARACTERS	CMO	\$1,190.00
							Total	\$1,190.00
422059	04/23/26	27640	HEALTH ENDEAVORS	45840	20260304	MEDICAL PROFESSIONAL SERVICES	FD	\$265.00
							Total	\$265.00
422060	04/23/26	1326	HIGHLAND PARK FORD	45841	20260476	SUPPLIES	FD	\$117.13
				45852	20261584	FLEET VEHICLE PARTS	PD	\$132.22
				45853	20261584	FLEET VEHICLE PARTS	PD	\$349.52
				45854	20261584	FLEET VEHICLE PARTS	PD	\$341.23
							Total	\$940.10
422061	04/23/26	1285	IL CITY/COUNTY MANAGEMENT	45830	20261610	ICMA MEMBERSHIP DUES CITY MANAGER	CMO	\$1,200.00
							Total	\$1,200.00
422062	04/23/26	38915	ILLINOIS DEPARTMENT HEALTHCARE	45870	20260994	FY2025 GEMT PROGRAM	FD	\$75,260.03
							Total	\$75,260.03

4/30/2026 2:52 PM

**Warrant List
City of Highland Park**

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Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
422063	04/23/26	483	ILLINOIS FIRE INSPECTORS	45871	20261634	MEMBERSHIP DUES	FD	\$125.00
							Total	\$125.00
422064	04/23/26	40400	INTERNATIONAL CYBERNETICS	45833	20261625	PAVEMENT EVAL	ENG	\$4,500.00
							Total	\$4,500.00
422065	04/23/26	24310	JACQUELINE WHITE	45861	20261599	R - MEAL REIMBURSEMENT	PD	\$45.00
							Total	\$45.00
422066	04/23/26	25815	JENNY OLSON	45858	20261601	R - MEAL REIMBURSEMENT	PD	\$45.00
							Total	\$45.00
422067	04/23/26	34199	JOE BERLAND	45800	20261613	R - CDL RENEWAL REIMBURSEMENT	STR	\$65.00
							Total	\$65.00
422068	04/23/26	18394	JOHN JACQUETTE	45827	20261292	SUPPLIES AMERICA 250 DECALS CITY VEHICLES	CMO	\$3,890.00
							Total	\$3,890.00
422069	04/23/26	8014	KIDDLES SPORTS	45866	20261466	SUPPLIES UNIFORMS	BLDG	\$264.00
							Total	\$264.00
422070	04/23/26	40406	LEAH STARKMAN	45799	20261616	VOLUNTARY SEWER LATERAL COST SHARE	SEWER	\$1,260.00
							Total	\$1,260.00
422071	04/23/26	40005	LESLEY SEYNOS	45855	20261595	R - MEAL REIMBURSEMENT	PD	\$45.00
							Total	\$45.00
422072	04/23/26	3546	M.E. SIMPSON	45797	20261467	WATER METER TESTING SERVICES	WTRDS	\$65.00
							Total	\$65.00
422073	04/23/26	39776	MARGRET SAMSON	45857	20261597	R - MEAL REIMBURSEMENT	PD	\$45.00
							Total	\$45.00
422074	04/23/26	697	MENONI MOCOJNI	45798	20260114	SUPPLIES	WTRDS	\$110.77
							Total	\$110.77
422075	04/23/26	749	MUTUAL ACE HARDWARE	45786	20260373	SUPPLIES	SEWER	\$20.03
				45787	20260228	SUPPLIES	STR	\$53.95
				45793	20260228	SUPPLIES	STR	\$9.96
				45795	20260115	SUPPLIES	WTRDS	\$20.66
							Total	\$104.60
422076	04/23/26	37287	NAMETAGCOUNTRY.COM	45825	20260499	MAGNETIC NAMETAGS	PLAN	\$55.80

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Warrant List
City of Highland Park

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	\$55.80
422077	04/23/26	2	PETER BAKER	45791	20260265	ASPHALT	STR	\$85.00
				45792	20260265	ASPHALT	STR	\$564.00
							Total	\$649.00
422078	04/23/26	923	MICHAEL WHITNEY DRAEGERT	45780	20260255	DOT INSPECTIONS	FLEET	\$53.50
							Total	\$53.50
422079	04/23/26	32854	SCHROEDER ASPHALT	45835	20261342	RAVINIA TRAIN LOT	ENG	\$150,000.04
							Total	\$150,000.04
422080	04/23/26	16787	SCOTT LEVENFELD	45828	20260312	ADMIN HEARINGS	LEGL	\$850.00
							Total	\$850.00
422081	04/23/26	36708	TERESA STADLER	45856	20261598	R - MEAL REIMBURSEMENT	PD	\$45.00
							Total	\$45.00
422082	04/23/26	39916	THOMAS ENGINEERING	45836	20260627	MFT RESURFACE PROGRAM	ENG	\$6,426.00
				45837	20260668	SHERIDAN RD UTILITY RELOCATE	ENG	\$4,847.60
							Total	\$11,273.60
422083	04/23/26	34926	TKG ENVIRONMENTAL	45796	20261302	STREET SWEEPING	STR	\$600.00
							Total	\$600.00
422084	04/23/26	34842	TRIBUNE PUBLISHING	45824	20260525	ZBA PUBLIC HEARING SERVICES	PLAN	\$307.58
							Total	\$307.58
422085	04/23/26	15397	HD SUPPLY	45782	20261572	SUPPLIES	WP	\$809.52
							Total	\$809.52
422086	04/23/26	13173	VILLAGE OF GLENVIEW	45851	20260465	CONSOLIDATED DISPATCH SERVICES	PD	\$416,905.86
							Total	\$416,905.86
422087	04/23/26	39435	VISTRA INTERMEDIATE	2197031		SRVS @ 0 ST JOHNS AVE	FIN	\$46.57
				2197126		SRVS @ 3430 WESTERN AVE	FIN	\$46.23
				2197231		SRVS @ 50 LOGAN LOOP	FIN	\$340.89
				2197321		SRVS @ 1700 N ST JOHNS AVE	FIN	\$1,000.44
				2197730		SRVS @ 0 SHERIDAN RD OLD ELM	FIN	\$42.36
				2197826		SRVS @ 2W CENTRAL	FIN	\$612.09
				2197927		SRVS @ FIRST ST ELM ST	FIN	\$52.45
				2198030		SRVS @ 600 CENTRAL	FIN	\$1,846.83

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				2198127		SRVS @ 1849 GREENBAY	FIN	\$270.56
				2198325		SRVS @ 700 ST. JOHNS	FIN	\$85.50
				2198426		SRVS @ 700 ST. JOHNS B	FIN	\$48.46
				2198529		SRVS @ 1793 FIRST ST	FIN	\$670.84
				2198627		SRVS @ SE LAUREL AVE	FIN	\$23.56
				2198730		SRVS @ 1377 DEER CREEK PKWY	FIN	\$46.32
				2198932		SRVS @ 1769 EASTWOOD	FIN	\$46.00
				2199032		SRVS @ OLD DEERFIELD	FIN	\$43.21
				2199129		SRVS @ 2888 LEXINGTON	FIN	\$46.33
				2199227		SRVS @ 605 LAUREL AVE	FIN	\$88.94
				2199323		SRVS @ 0 SE LAUREL FIRST	FIN	\$92.33
				2199426		SRVS @ ROGER WILLIAMS	FIN	\$145.61
				2206726		SRVS @ 418 SHERIDAN	FIN	\$46.19
				2302423		SRVS @ 438 CENTRAL	FIN	\$17.99
						Total		\$5,659.70
422088	04/23/26	34483	ZORO TOOLS	45783	20260149	SUPPLIES	WP	\$54.62
						Total		\$54.62
						Total		\$729,059.11

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703	04/23/26	39182	AMAZON CAPITAL SERVICES	45651	20261179	SUPPLIES	HLTH	\$55.18				
				45652	20261196	SUPPLIES	HLTH	\$133.35				
				45653	20261217	SUPPLIES CMO CHAMBERS	CMO	\$75.90				
				45655	20260427	OFFICE SUPPLIES	PLAN	\$62.02				
				45658	20261320	SUPPLIES	CLRK	\$141.09				
				45664	20260551	OFFICE SUPPLIES	FIN	\$325.13				
				45700	20260764	SUPPLIES	PD	\$144.09				
				45701	20261394	LASER ENGRAVER MACHINE	PD	\$6,299.00				
				45801	20260498	OFFICE SUPPLIES	FD	\$64.84				
				45802	20260406	SUPPLIES	FACIL	\$282.17				
				45803	20260339	OFFICE SUPPLIES	PW	\$41.95				
				45804	20260936	SUPPLIES	ENG	\$49.11				
				45807	20260037	SUPPLIES	WP	\$307.66				
				45808	20261316	OFFICE SUPPLIES	FLEET	\$79.96				
				45809	20261094	LASER ENGRAVER	PD	\$225.33				
											Total	\$8,286.78
				704	04/23/26	15441	WILLIAMS ARCHITECTS	45842	20260926	ARCHITECTURAL ENGINEERING SERVICES	FD	\$12,541.96
								Total	\$12,541.96			
							Total	\$20,828.74				

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422089	04/30/26	40423	A PIZANO IRRIGATION	46067		REFUND - PLMB-2024-00935	BLDG	\$750.00
							Total	\$750.00
422090	04/30/26	6066	ABC PRINTING	46080	20261520	SUPPLIES	STR	\$61.50
							Total	\$61.50
422091	04/30/26	40175	AETNA TRUCK PARTS	46023	20260239	SOFTWARE	FLEET	\$1,910.00
							Total	\$1,910.00
422092	04/30/26	14419	AIR ONE EQUIPMENT	45911	20261524	SUPPLIES	SEWER	\$380.00
							Total	\$380.00
422093	04/30/26	39228	ALVAREZ	45918	20260471	HOURLY GROUNDS	FORST	\$2,383.75
							Total	\$2,383.75
422094	04/30/26	38925	AMERICAN TESTING INSPECTION	45934	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$95.00
				45935	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$95.00
				45936	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$75.00
				45937	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$150.00
				45938	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$75.00
				45939	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$75.00
				45940	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$190.00
				45941	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$95.00
				45942	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$190.00
				45943	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$150.00
				45944	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$95.00
				45945	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$220.00
				45946	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$220.00
				45947	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$95.00
				45948	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$190.00
				45949	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$75.00
				45950	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$225.00
				45951	20261295	R - ELEVATOR INSPECTION SERVICES	PLAN	\$95.00
							Total	\$2,405.00
422095	04/30/26	24308	AMY HYNDMAN	45968	20261645	R - TRAVEL REIMBURSEMENT	PD	\$1,782.88
							Total	\$1,782.88

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422096	04/30/26	27541	ANDREA AMEND	45970	20260774	R - CLASSES YOGA	SNR	\$537.60
							Total	\$537.60
422097	04/30/26	31277	ARMANDO SUAREZ	46028	20260251	TOOLS	FLEET	\$134.95
							Total	\$134.95
422098	04/30/26	34884	ATLAS COPCO COMPRESSORS	45921	20261456	SUPPLIES	WP	\$3,813.49
							Total	\$3,813.49
422099	04/30/26	40420	BARRIER HQ	46074	20261651	SUPPLIES WATER BARRIER COVERS	CMO	\$12,155.00
							Total	\$12,155.00
422100	04/30/26	39012	BEC ENTERPRISES	46026	20260526	PARTS	FLEET	\$1,405.07
							Total	\$1,405.07
422101	04/30/26	40064	BENJAMIN ELLIOT TAXY	45982	20260891	R - CLASSES TECHNOLOGY CLASS LECTURE	SNR	\$245.00
							Total	\$245.00
422102	04/30/26	39085	CHC WELLNESS	45961	20261061	WELLNESS MANAGEMENT FEE ANNUAL	HLTH	\$87.00
							Total	\$87.00
422103	04/30/26	39650	CHRISTINA PIERCE	45994	20261398	R - REFUNDS TRAINING	WP	\$211.14
							Total	\$211.14
422104	04/30/26	23349	CINTAS #22	45929	20260001	UNIFORM RENTAL	WP	\$63.94
							Total	\$63.94
422105	04/30/26	23349		45873	20260237	UNIFORM RENTAL	FLEET	\$100.02
				45874	20260195	UNIFORM RENTAL	TRNST	\$16.36
				45875	20260400	UNIFORM RENTAL	FACIL	\$31.18
				45876	20260417	UNIFORM RENTAL	SEWER	\$84.97
				45877	20260365	UNIFORM RENTAL	SEWER	\$95.82
				45878	20260366	UNIFORM RENTAL	SEWER	\$77.02
				45956	20260158	UNIFORM RENTAL	FD	\$7.65
				45966	20260048	UNIFORM RENTAL	PD	\$12.40
				45967	20260048	UNIFORM RENTAL	PD	\$6.70
							Total	\$432.12
422106	04/30/26	39719	CLEAR PIPE	45983		REFUND - PLMB-2024-00793	BLDG	\$500.00
							Total	\$500.00

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422107	04/30/26	40332	COLLABORATIVE	45952	20261078	GRANT CCHI HTF	PLAN	\$125,000.00
							Total	\$125,000.00
422108	04/30/26	40332		45953	20261078	GRANT CCHI HTF	PLAN	\$125,000.00
							Total	\$125,000.00
422109	04/30/26	40332		45954	20261078	GRANT CCHI HTF	PLAN	\$125,000.00
							Total	\$125,000.00
422110	04/30/26	40332		45955	20261078	GRANT CCHI HTF	PLAN	\$125,000.00
							Total	\$125,000.00
422111	04/30/26	3617	COLLEGE DU PAGE	45963	20261494	VEHICLE TAKEDOWN COURSE	PD	\$149.00
							Total	\$149.00
422112	04/30/26	233	CRAFTWOOD LUMBER	45916	20260227	SUPPLIES	STR	\$73.48
							Total	\$73.48
422113	04/30/26	40056	CRAIG JACOBSON	45976	20260735	R - CLASSES BRIDGE	SNR	\$1,050.00
							Total	\$1,050.00
422114	04/30/26	25996	DEBORAH A STERN	45981	20260769	R - CLASSES INNERGIZE 101	SNR	\$196.00
							Total	\$196.00
422115	04/30/26	23105	EJ EQUIPMENT	46033	20260369	SUPPLIES	SEWER	\$623.99
				46035	20260377	SUPPLIES	SEWER	\$268.70
				46037	20260369	SUPPLIES	SEWER	\$120.56
							Total	\$1,013.25
422116	04/30/26	16005	EL-COR INDUSTRIES	46042	20261372	PARTS	FLEET	\$125.91
				46043	20260219	PARTS	FLEET	\$54.00
							Total	\$179.91
422117	04/30/26	40399	ELIZABETH ANN ROONEY	46079	20261668	R - POET LAUREATE PROGRAM SPEAKER FEE	CMO	\$250.00
							Total	\$250.00
422118	04/30/26	40319	ERIN SULLIVAN	43459	20260581	R - VOLUNTARY SEWER LATERAL COST SHARE(REISSUE)	SEWER	\$1,260.00
							Total	\$1,260.00
422119	04/30/26	40357	ESCH CONSTRUCTION	46024	20261533	PARTS	FLEET	\$745.00
							Total	\$745.00
422120	04/30/26	34351	EUROFINS EATON ANALYTICAL	45997	20260930	LAB SERVICES	WP	\$35.25

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				45998	20260930	LAB SERVICES	WP	\$35.25
							Total	\$70.50
422121	04/30/26	35589	FERGUSON US HOLDINGS	45988	20260927	SUPPLIES	WTRDS	\$4,380.00
				45989	20260927	SUPPLIES	WTRDS	\$264.00
				46072	20260992	SUPPLIES	WTRDS	\$2,670.00
							Total	\$7,314.00
422122	04/30/26	15351	FIRE SERVICE	46034	20261626	SUPPLIES	FD	\$1,325.22
							Total	\$1,325.22
422123	04/30/26	40019	GENUINE PARTS	45925	20260031	SUPPLIES	WP	\$43.19
							Total	\$43.19
422124	04/30/26	40019		46008	20260675	PARTS	FLEET	\$27.65
				46009	20260675	PARTS	FLEET	\$4.50
				46010	20260675	PARTS	FLEET	\$111.53
				46011	20260675	PARTS	FLEET	(\$103.00)
				46012	20260484	SUPPLIES OIL FLUID	FLEET	\$11.74
				46013	20260675	PARTS	FLEET	\$11.74
				46014	20260675	PARTS	FLEET	\$19.40
				46015	20260675	PARTS	FLEET	\$175.23
				46016	20260675	PARTS	FLEET	\$70.00
				46017	20260675	PARTS	FLEET	(\$70.00)
							Total	\$258.79
422125	04/30/26	39490	GERI BLEIER SCHLANGER	46057	20260771	R - CLASSES BETTER BALANCE	SNR	\$360.00
							Total	\$360.00
422126	04/30/26	22533	GRAINGER	45923	20260147	SUPPLIES	WP	\$125.22
				45924	20260147	SUPPLIES	WP	\$72.64
							Total	\$197.86
422127	04/30/26	39990	GREVERS NORTH SHORE LAWNSPRINKLER	46066		REFUND - PLMB-2024-00888	BLDG	\$500.00
							Total	\$500.00
422128	04/30/26	2699	GUY SCOPELLITI	46062	20261662	FLOWER PLANTING	FORST	\$18,593.21
							Total	\$18,593.21
422129	04/30/26	20187	HAGG PRESS	46002	20260993	HIGHLANDER PRINTING	CMO	\$9,078.00

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							Total	\$9,078.00
422130	04/30/26	474	HIGHLAND PARK ELECTRIC	45919	20260788	LIGHTING MAINTENANCE	STR	\$2,000.00
				45920	20260788	LIGHTING MAINTENANCE	STR	\$255.75
				46000	20260788	LIGHTING MAINTENANCE	STR	\$150.00
				46032	20260518	SSA - 17 ELECTRICAL REPAIRS INSTALLS	CMO	\$1,382.24
							Total	\$3,787.99
422131	04/30/26	1326	HIGHLAND PARK FORD LINCOLN	45964	20260357	VEHICLE PARTS	PD	\$800.40
				45965	20261492	OUTSIDE REPAIRS	PD	\$261.56
				46003	20260248	PARTS	FLEET	\$37.80
							Total	\$1,099.76
422132	04/30/26	22747	IAMMA	46001	20261649	IAMMA CONFERENCE REGISTRATION	CMO	\$100.00
							Total	\$100.00
422133	04/30/26	35907	IDA GREENFIELD	46044	20260773	R - CLASSES BETTER BALANCE	SNR	\$1,260.00
							Total	\$1,260.00
422134	04/30/26	21102	ILLINOIS DEPT OF PUBLIC HEALTH	45996		VITAL RECORDS SURCHARGE DISBURSEMENT	FIN	\$2,784.00
							Total	\$2,784.00
422135	04/30/26	27651	JONES BARTLETT LEARNING	46084	20261478	BOOKS PERIODICALS	FD	\$80.96
							Total	\$80.96
422136	04/30/26	40421	JOSEPH ZENNER	45984		REFUND - PLMB-2024-00977	BLDG	\$3,500.00
							Total	\$3,500.00
422137	04/30/26	17853	JUDITH B SAMUELSON	46056	20260772	R - CLASSES BETTER BALANCE	SNR	\$1,350.00
							Total	\$1,350.00
422138	04/30/26	31064	JUDITH STERN FRIEDMAN	45969	20260720	R - CLASSES MOVE LIFE CRAFT	SNR	\$303.78
				45973	20260720	R - CLASSES MOVE LIFE CRAFT	SNR	\$420.00
							Total	\$723.78
422139	04/30/26	33275	JX ENTERPRISES	46036	20261618	SUPPLIES	FD	\$212.98
							Total	\$212.98
422140	04/30/26	39944	KATHERINE WAGNER	46059	20260770	R - CLASSES MELANGE MOVEMENT	SNR	\$420.00
							Total	\$420.00
422141	04/30/26	40398	KATHLEEN ROONEY	46078	20261669	R - POET LAUREATE PROGRAM SPEAKER FEE	CMO	\$250.00

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							Total	\$250.00
422142	04/30/26	11901	LAKE COUNTY HOSE EQUIPMENT	46027	20260318	PARTS	FLEET	\$191.92
							Total	\$191.92
422143	04/30/26	1908	LAWSON PRODUCTS	46048	20260319	SUPPLIES	FLEET	\$739.26
				46049	20260319	SUPPLIES	FLEET	\$47.04
							Total	\$786.30
422144	04/30/26	7917	LEACH ENTERPRISES	46038	20261519	SUPPLIES	FD	\$216.95
							Total	\$216.95
422145	04/30/26	38916	ACER TREE	45930	20260468	TREE MAINTENANCE	FORST	\$3,006.75
							Total	\$3,006.75
422146	04/30/26	20308	LEOPARDO	46060		FY2025 RETAINAGE RELEASE SR	CMO	\$131,733.60
				46065	20261657	FY2025 1201 PAW CONSTRUCTION	CMO	\$17,643.70
				46089	20261655	FY2025 1201 PAW CONSTRUCTION	CMO	\$87,382.70
							Total	\$236,760.00
422147	04/30/26	13282	LESLIE FENSTER	45971	20260738	R - CLASSES SPANISH	SNR	\$537.60
							Total	\$537.60
422148	04/30/26	39858	LINDE GAS EQUIPMENT	46018	20260250	GASES	FLEET	\$1,338.53
				46047	20260250	GASES	FLEET	\$239.95
							Total	\$1,578.48
422149	04/30/26	40034	LISA RUDE	45980	20260733	R - CLASSES NIA FIT	SNR	\$360.00
							Total	\$360.00
422150	04/30/26	3027	MCMASTER-CARR	46040	20261031	SUPPLIES	FD	\$40.68
							Total	\$40.68
422151	04/30/26	39810	MEGAN CHERRY	45999	20261648	R - TRAVEL REIMBURSEMENT	CMO	\$43.99
							Total	\$43.99
422152	04/30/26	697	MENONI & MOCOgni	45914	20260273	CONCRETE	STR	\$94.00
				45915	20260370	SUPPLIES	SEWER	\$499.00
				46081	20260114	SUPPLIES	WTRDS	\$47.00
				46083	20260273	CONCRETE	STR	\$1,198.75
				46085	20260273	CONCRETE	STR	\$94.00
							Total	\$1,932.75

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422153	04/30/26	39000	MORENO LANDSCAPE	45990	20260999	ROUTINE GROUNDS	FORST	\$6,436.32
				45991	20260460	HARDSCAPE SERVICES	FORST	\$3,672.90
				45993	20260999	ROUTINE GROUNDS	FORST	\$874.50
				Total				
422154	04/30/26	749	MUTUAL ACE HARDWARE	45913	20260115	SUPPLIES	WTRDS	\$4.94
				45917	20260011	SUPPLIES	FORST	\$17.99
				46020	20260184	PARTS	FLEET	\$136.55
				Total				
422155	04/30/26	40411	NATANAEL CRISTEA	46086	20261630	R - WOLVES GROUP TICKETS	HLTH	\$518.00
Total							\$518.00	
422156	04/30/26	18426	NIPSTA	46077	20260980	EDUCATION TRAINING	FD	\$1,500.00
Total							\$1,500.00	
422157	04/30/26	36922	NORTH SHORE AUTO SPA	46050	20260181	DETAIL SPA SERVICES	FLEET	\$210.00
				46051	20260181	DETAIL SPA SERVICES	FLEET	\$11.00
				46052	20260181	DETAIL SPA SERVICES	FLEET	\$11.00
				46053	20260181	DETAIL SPA SERVICES	FLEET	\$11.00
				Total				
422158	04/30/26	39521	PAMELA KRAMER	45977	20260708	R - ACTIVITIES BOOK CLUB	SNR	\$125.00
Total							\$125.00	
422159	04/30/26	40227	PATRICIA J. NISENHOLZ	45979	20261014	R - CLASSES MAH JONGG	SNR	\$392.00
Total							\$392.00	
422160	04/30/26	38617	PATRICK ENGINEERING	46082	20260638	JUDSON AVE BRIDGE	ENG	\$28,984.56
Total							\$28,984.56	
422161	04/30/26	38921	PEERLESS NETWORK	45957		CITY PHONES	FIN	\$4,752.94
Total							\$4,752.94	
422162	04/30/26	2	PETER BAKER	46087	20260265	ASPHALT	STR	\$526.08
Total							\$526.08	
422163	04/30/26	15519	POSTAGE-BY-PHONE U.S. POSTAL	46088		CITY POSTAGE REPLENISH	FIN	\$4,000.00
Total							\$4,000.00	
422164	04/30/26	34112	PRACTICAL AMERICAN SAFETY	46025	20260180	TRAINING	FLEET	\$300.00
Total							\$300.00	

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422165	04/30/26	37468	RLB HYDRAULIC	46039	20260256	REPAIRS	FLEET	\$882.16
				46041	20260256	REPAIRS	FLEET	\$680.83
						Total		\$1,562.99
422166	04/30/26	34792	ROBINSON ENGINEERING	46068	20261419	LSLR PROJECT 2 DESIGN	WTRDS	\$168,000.00
				46069	20261419	LSLR PROJECT 2 DESIGN	WTRDS	\$60,000.00
						Total		\$228,000.00
422167	04/30/26	25207	RUSH TRUCK CENTER	46029	20260274	PARTS	FLEET	\$152.00
				46030	20260274	PARTS	FLEET	\$153.80
						Total		\$305.80
422168	04/30/26	2100	SAUBER MFG	46022	20260178	REPAIRS	FLEET	\$143.50
							Total	
422169	04/30/26	1609	SCHICHEL NURSERY	45912	20261621	TREE PURCHASING	FORST	\$10,935.00
							Total	
422170	04/30/26	40396	SHELLIE COHEN	45645		REFUND - EXTR-2024-01462(REISSUE)	BLDG	\$250.00
							Total	
422171	04/30/26	40021	SHOSHANA FRIEDMAN	45972	20260734	R - CLASSES SHAKESPEARE	SNR	\$450.00
							Total	
422172	04/30/26	36076	SNODEPOT	46021	20260175	PARTS	FLEET	\$1,051.00
							Total	
422173	04/30/26	39529	STEPHANIE MILLER HOFMAN	45974	20260709	R - ACTIVITIES BOOK CLUB	SNR	\$125.00
				45975	20260709	R - ACTIVITIES BOOK CLUB	SNR	\$125.00
						Total		\$250.00
422174	04/30/26	35908	STEPHEN KAUFMAN	46054	20260737	R - CLASSES CHESS	SNR	\$380.80
							Total	
422175	04/30/26	5209	STRAND	45926	20261123	ENG SERVICES	WP	\$850.63
							Total	
422176	04/30/26	2357	SUPERINTENDENT HIGHWAYS	45986	20260718	TRAFFIC SIGNAL	STR	\$1,561.14
							Total	
422177	04/30/26	1005	THE ART CENTER HIGHLAND PARK	46058	20260776	R - CLASSES ART	SNR	\$1,575.00
							Total	

Warrant List
City of Highland Park

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
422178	04/30/26	34926	TKG ENVIRONMENTAL	46073	20261302	STREET SWEEPING	STR	\$600.00
							Total	\$600.00
422179	04/30/26	1749	PATSON	46045	20261501	PARTS	FLEET	\$519.68
				46046	20261396	PARTS	FLEET	\$117.60
							Total	\$637.28
422180	04/30/26	33537	TRANSIT HOLDING	46004	20261518	R - PARTS	TRNST	\$192.24
				46005	20261518	R - PARTS	TRNST	\$226.61
				46006	20261518	R - PARTS	TRNST	\$7.68
							Total	\$426.53
422181	04/30/26	22779	TYLER TECHNOLOGIES	45958	20261537	ERP SYSTEM IMPLEMENTATION	CS	\$3,840.00
				45959	20261537	ERP SYSTEM IMPLEMENTATION	CS	\$1,280.00
							Total	\$5,120.00
422182	04/30/26	15751	UNION PACIFIC RAILROAD	45995	20260608	UP LOT LEASE	FIN	\$640.71
							Total	\$640.71
422183	04/30/26	40365	UNITED TACTICAL	45962	20261181	PEPPERBALL TRAINING COURSE	PD	\$1,300.00
							Total	\$1,300.00
422184	04/30/26	15397	HD SUPPLY	45927	20260040	SUPPLIES	WP	\$172.85
							Total	\$172.85
422185	04/30/26	19876	VERIZON WIRELESS	45960	20261429	POTSOLVE LINES (911 CALL BOX ELEVATOR)	CS	\$1,740.47
				45985	20260488	WATER METER DATA COLLECTORS	WTRDS	\$178.32
							Total	\$1,918.79
422186	04/30/26	39435	VISTRA INTERMEDIATE	45922	20260014	ELECTRICITY	WP	\$31,809.98
				46070	20260014	ELECTRICITY	WP	\$680.73
							Total	\$32,490.71
422187	04/30/26	34483	ZORO TOOLS	45928	20260149	SUPPLIES	WP	\$431.42
				45932	20260149	SUPPLIES	WP	\$15.64
				45933	20260149	SUPPLIES	WP	\$217.49
							Total	\$664.55
							Total	\$1,176,712.80

Warrant List
City of Highland Park

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
705	04/30/26	29114	CAROL ANN KING	46055	20260781	R - CLASSES SIT BE FIT TRIPLE FIT	SNR	\$2,260.00
							Total	\$2,260.00
706	04/30/26	36932	COSTCO CARD VISA FLEX	45987	20260416	SUPPLIES	FACIL	\$655.45
							Total	\$655.45
707	04/30/26	37940	ELROD FRIEDMAN	46031	20260298	LEGAL SERVICES	LEGL	\$57,762.50
							Total	\$57,762.50
708	04/30/26	37168	KEN NING	45978	20260775	R - CLASSES TAI CHI	SNR	\$400.00
							Total	\$400.00
709	04/30/26	2527	UNITED PARCEL	45931	20260034	SHIPPING FEES	WP	\$14.53
							Total	\$14.53
710	04/30/26	38881	WILLIAMS SCOTSMAN	46075	20260948	SUPPLIES STORAGE CONTAINER SCULPTURE	CMO	\$168.00
				46076	20260948	SUPPLIES STORAGE CONTAINER SCULPTURE	CMO	\$168.00
							Total	\$336.00
							Total	\$61,428.48

Staff Report



Meeting Date: May 11, 2026
Staff Contact: Maddy Markle, Planner I
Department: Community Development Department

Title: May is Historic Preservation Month

Recommendation:

Staff recommend adoption of the attached proclamation to recognize and celebrate Historic Preservation Month.

Policy Consideration:

The City of Highland Park is committed to engaging in efforts of preservation throughout the community. The City has a rich architectural history that stems from many notable architects, designers, and stakeholders developing properties that have stood the test of time. A goal of National Preservation Month is to educate and inform residents about preservation and its benefits while celebrating the history of the community. Highland Park is fortunate to have an architecturally-rich history that is truly worth celebrating!

This past year was fruitful year for the City’s Historic Preservation program. The Commission hosted two bike tours, honored two properties with Historic Preservation Awards and adopted three new historic Local Landmarks. New local landmarks include a home designed by famous architect George Fred Keck, a storybook cottage developed by Edith Rockefeller-McCormick and the personal residence of famous landscape architect Marshall Liston Johnson. This year, Highland Park celebrates the forty-third anniversary of its historic preservation program. The Preservation Award Ceremony was held Thursday, May 7 at the iconic Ward Willits House, one of Frank Lloyd Wright’s most important works. The Historic Preservation Commission is also hosting a Historic Walking Tour and Open House on Sunday, May 24 and Sunday, May 31, and residents are encouraged to participate!

Every May across the nation, architects, historians, historical societies, planners, preservationists and residents celebrate the historic places across the country. This effort is spearheaded by local historic preservation commissions, preservation groups, state historical societies, businesses, and civic organizations through various events and methods of outreach. In Highland Park, the main goal of Preservation Month is to educate and engage the residents in learning more about the City’s rich history and current historic program, which includes three local historic districts, five

national historic districts, 80 local landmarks and 675 properties with historically significant structures. As part of an ongoing effort, the City has developed architectural resource surveys for eight neighborhood areas which serve as an essential source of historical & architectural information in Highland Park. Please follow this link to view these surveys and learn more about the architectural resources of Highland Park. This past year the City also finalized the 2002 Northeast Survey update, made possible by a five-figure Certified Local Government grant from the State Historic Preservation Office.

Please join us in celebrating [National Historic Preservation Month](#) and the forty-third anniversary of Highland Park's Historic Preservation efforts!

Core Priorities:

Vibrancy — The celebration of historically significant properties contributes to the City's vibrancy.

Attachments:

1. Historic Preservation Month 2026

City of Highland Park Mayoral Proclamation



In Honor of *Historic Preservation Month*

WHEREAS, historic preservation provides continuity with the past, protects valuable architectural resources, invests in neighborhoods, fosters local pride, and teaches future generations local history and architecture; and

WHEREAS in 1982 Highland Park was the first Illinois community to submit a Multiple Resource Nomination to the National Register for its historic properties, and on August 8, 1983 Highland Park City Council adopted the city's first Historic Preservation Ordinance; and

WHEREAS in October 1985 Highland Park was among the first communities in the State to be designated a Certified Local Government with the Illinois State Historic Preservation Office and in 1988 Highland Park conducted its first preservation awards ceremony; and

WHEREAS in November 2022 the City Council adopted the City's first preservation plan setting forth the city's vision and goals related to preserving the city's architectural and historic resources; and

WHEREAS, in 2026 Highland Park celebrates the 43rd anniversary of its historic preservation program, and its preservation efforts, including its 80 local landmarks, its three historic districts and its five National Register Districts while encouraging community partnership, local development, and distinctive, attractive places; and

WHEREAS, in 2026 the City Council has so far designated three properties as local landmarks, expanding the City's inventory of protected historic resources; and; and

WHEREAS the Historic Preservation Commission embraces the opportunity for organizing education and outreach events that promote the positive value and importance of historic preservation in May, such as the City's annual Historic Preservation Awards Ceremony and historic bike tours; and

WHEREAS through historic preservation we see that the greenest building is the one already built, and that the preservation of our built environment saves critical resources and sustains our natural environment; and

WHEREAS many important contributions in the fields of architecture, landscape architecture, and local and American history are found in Highland Park; and

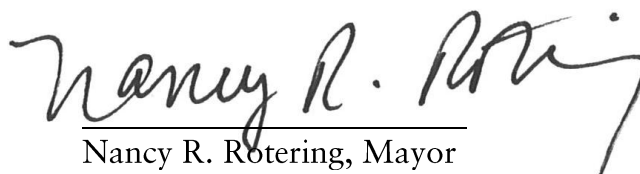
WHEREAS stewardship of our historic built environment, its natural setting, and the meaning and memory of our community is a shared responsibility for all ages, all walks of life, and all ethnic backgrounds.

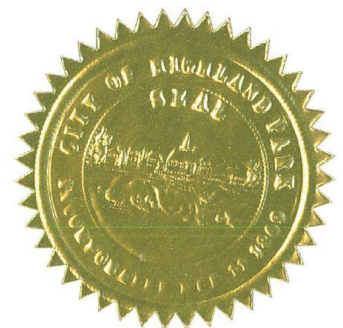
NOW, THEREFORE, I, Nancy R. Rotering, Mayor of the City of Highland Park and the City Council of Highland Park, Lake County, Illinois, do hereby proclaim May 2026 as

National Historic Preservation Month

And call upon the people of Highland Park to join in recognizing and participating in this special observance.

DATED this 11th day of May, 2026.


Nancy R. Rotering, Mayor




Ghida S. Neukirch, City Manager/City Clerk

Staff Report



Meeting Date: May 11, 2026

Staff Contact: Jennifer Dotson, Executive Assistant to the Mayor and City Manager

Department: City Manager's Office

Title: In Support of Monarch Butterflies

Recommendation:

See attached Mayoral Proclamation in support of Monarch Butterflies.

Attachments:

1. 2026 Monarch Butterfly

City of Highland Park Mayoral Proclamation



In Support of

Monarch Butterflies

WHEREAS, over the past couple of decades the migrating population of monarch butterflies has plummeted due to habitat loss and environmental stress--from an estimated one billion to record low numbers. The World Wildlife Federation reports that the eastern monarch butterfly populations wintering in Mexico have decreased dramatically by 80% in the past few decades; and

WHEREAS, the near extermination of milkweed, the only plant on which monarchs lay their eggs, is a prime reason for the alarming decline. We must not delay any longer if we hope to reverse this trend and avoid the eastern monarch's extinction. The iconic monarch's migration route from Mexico to Canada includes Highland Park, Illinois, and it is within our ability and power to take action to help save the monarch butterfly; and

WHEREAS, we know that one source of hope for monarch survival is that individuals, institutions, and organizations can make a difference by including monarch friendly native plants, especially milkweed, in their landscapes; and

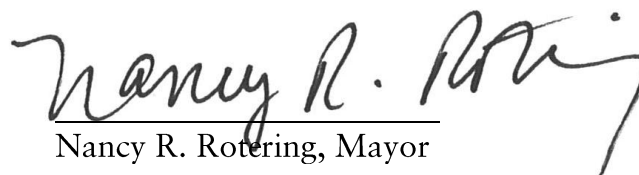
WHEREAS, furthermore, concerned citizens and organizations across the country are joining forces to create Monarch Way Stations to sustain the insects along their annual migration routes.

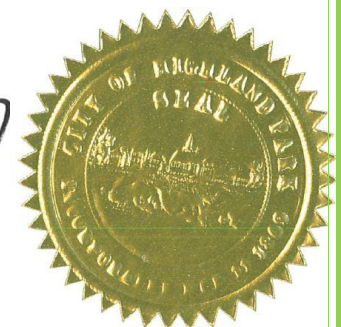
NOW, THEREFORE, I, Nancy R. Rotering, Mayor of the City of Highland Park, County of Lake and State of Illinois, do hereby proclaim that Highland Park, Illinois be a

Monarch Butterfly Way Station

and urge all residents of the community to do their part by planting milkweed, the exclusive food source for monarch larvae, so that every parcel of property in Highland Park may contribute to the survival of the monarch butterfly.

DATED this 11th day of May, 2026.


Nancy R. Rotering, Mayor





Ghida S. Neukirch, City Manager & City Clerk

Staff Report



Meeting Date: May 11, 2026
Staff Contact: Maddy Markle, Planner I
Department: Community Development Department

Title: 2026 Historic Preservation Award Winners

Recommendation:

Staff recommends acknowledging the achievements of this year's Historic Preservation Award winners.

Policy Consideration:

The City's 2026 Historic Preservation Awards Program took place May 7, 2026. The Preservation Awards, which started in 1988, are an essential part of the City's recognition of preservation efforts. The City's first Historic Preservation Plan was adopted in 2022 and highlights continuing the Preservation Awards Program as a key objective towards improving the outreach, education and advocacy programming for preservation in Highland Park.

Nominations are accepted in one of five categories of award that best categorize them:

- 1) Adaptive Re-Use
- 2) Addition / New Construction
- 3) Landscape Restoration
- 4) Rehabilitation
- 5) Restoration

The Preservation Awards Program intends to recognize and celebrate rather than serve as purely a competition, so it has been the City's practice to award multiple winners, even within a given category. Nominations were solicited starting in early January 2026 and presented to a panel of three judges. The panel convened in early April 2026 to deliberate and choose winners after conducting site visits to each of the nominated properties. The ceremony was held on May 7, 2026, to honor the homeowners of the awarded nominations. This year, two projects nominated received preservation awards as follows: one for Rehabilitation and Addition and one for Restoration. The ceremony was held at Frank Lloyd Wright's iconic Ward Willits House at 1445 Sheridan Rd.

Winners of the 2026 Preservation Awards.

The winners represent two properties in Highland Park with rich history and architectural fabric. A brief summary of each is provided below, and the nomination narratives are included as attachments to this memo. Please also see full nomination materials on the [Historic Preservation Commission web page](#).

Award for Rehabilitation and Addition: Ravinia Elementary School – 763 Dean Avenue

The Ravinia Elementary School is located off Dean Avenue. The school opened in 1897 and has expanded over time through a series of additions. The original Ravinia School at Dean Avenue was designed by architects Brainerd and Holman. In 1913, Pond and Pond designed additions to accommodate a growing student population. Notable landscape architect Jen Jensen provided landscape plans for the grounds in 1925. John Van Bergen and Lawrence Buck designed two additions for the school in 1927 and 1938. In 1998 architects Perkins and Will constructed Millennium Hall.

School District 112 undertook an ambitious rehabilitation and addition to resolve issues such as limited accessibility, disconnected spaces, inconsistent floor levels and aging systems. The award-winning project resulted in a design that addresses inefficiencies while also preserving important historic architectural features. One of our judges says: *“Pride radiates from everyone at Ravinia School! From the exterior, the new addition is so sympathetic and compatible that it stands in near indistinguishable harmony with the original building (1913) and previous additions (1925-1999). In the interior, original materials and features are thoughtfully preserved and playfully revealed throughout — wood scissor trusses supporting the pitched roofs, brick masonry walls and fireplaces, and portions of an original staircase.”*

Please read more about the project in the narrative submitted by District 112 in **Attachment 2**.

Award for Restoration: 818 Hill Street

The judges were delighted by the detail and care that went into the restoration at 818 Hill Street. The home and property was owned and developed in the 1920s by Edith-Rockefeller McCormick and designed by master craftsman Harry Bengston. The Tudor Style structure is notable for its storybook cottage elements, such as its iconic faux-thatched roof.

Homeowners Thomas Hiller and Peijian Sun worked with Cedar Roofing Company to restore the faux-thatched roof. Additionally, they restored the interior plaster, hardwood floors, river-stone chimney, and exterior ship motif. One of our judges says: *“The owners' commitment to technical and expert craftsmanship is a perfect match for the architectural distinction of this house. They are true scholars and stewards of this important piece of Highland Park history. The new steam-bent cedar shingle roof is precise yet artistic in its execution and perfectly in keeping with the rustic charm of the Storybook style.”*

Please read more about the project in the narrative submitted by Thomas Hiller in **Attachment 3**.

Core Priorities:

Vibrancy — Recognizing the preservation of historically significant properties contributes to the City's vibrancy.

Attachments:

1. 2026 Preservation Awards Nomination Form and Flyer
2. Ravinia Elementary School Preservation Award Nomination
3. 818 Hill Street Preservation Award Nomination

FOR MORE INFORMATION CONTACT
Maddy Markle, Planner I, at mmarkle@cityhpil.com or (847) 926-1856



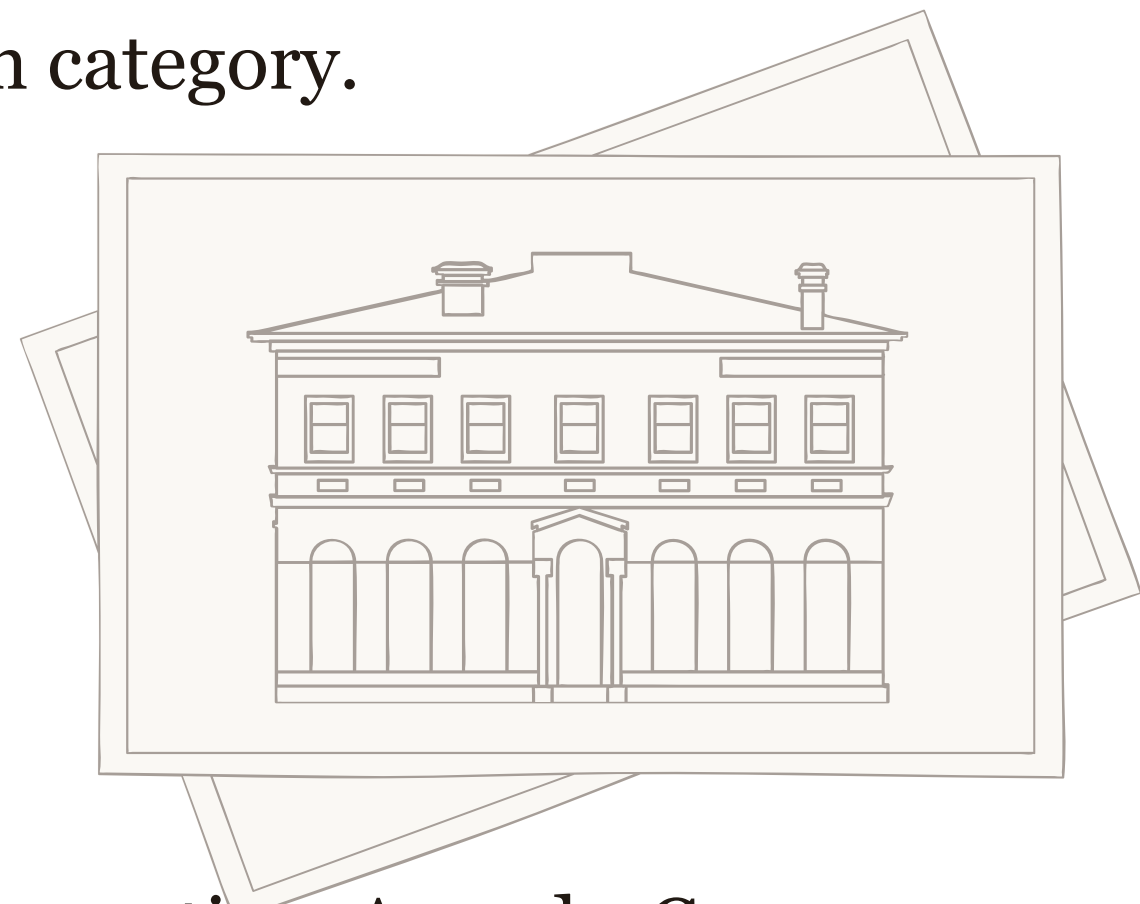
2026 Annual Historic Preservation Awards

Sponsored by
THE HIGHLAND PARK HISTORIC PRESERVATION
COMMISSION

CALL FOR NOMINATIONS

Nominations are now being accepted for the Highland Park Preservation Awards. Public and privately owned buildings are eligible for both exterior and interior improvements. A jury of experts in the field of architecture, architectural history, and preservation will select winners in each category.

- **Restoration**
- **Rehabilitation**
- **New Construction/Addition**
- **Adaptive Reuse**
- **Landscape Restoration**



Awards will be presented at the Preservation Awards Ceremony, May 7, 2026, at 1445 Sheridan Road, Highland Park, Illinois. To nominate a structure, complete the nomination form available here or on the HPC's website: www.cityhpil.com/HPC

--- **Deadline for Submission : April 1, 2026** ---

FOR MORE INFORMATION CONTACT

Maddy Markle, Planner I, at mmarkle@cityhpil.com or (847) 926-1856

2026 Highland Park Historic Preservation Awards NOMINATION FORM

Award Categories (check those that best represent your project):

RESTORATION – Returning a structure or a significant part of it to the original design and condition through repair or by matching the original architectural detailing with replacement materials.

REHABILITATION – Renovating and/or “greening” a structure through alterations or additions that are compatible in materials, scale, and character with the original design.

ADAPTIVE RE-USE – Changing the use of a structure to meet contemporary needs in a manner that retains or restores its viability while respecting the original design character.

ADDITION/NEW – Can include a contemporary addition to a historic building or new construction that is sympathetic in character, scale, and materials to the existing neighborhood.

LANDSCAPE RESTORATION – Preserving or recreating a historic landscape plan through the use of appropriate plantings and design elements.

Address of Property: _____ Built: _____ Purchased: _____

Owner(s): _____

Address: _____ Telephone: _____

Nominated By: _____ Telephone: _____

Architect (name and address): _____

Contractor (name and address): _____

Start Date: _____ Completion Date: _____

(Projects must have been completed within the last three years)

Brief Project Description: _____

Nomination Material to include:

Narrative. A written narrative describing the project, the design intent, architectural cues, material choices, etc. This is your chance to present your project to the panel of jurors in your own words. Input from the project architect is recommended.

Before and After Photos. Photographs of the project, preferably before and after the work has been completed.

Elevations. Exterior architectural elevations, if appropriate. Our jurors are typically experienced architectural historians from around the Chicago metro area and will appreciate the detail.

Contact information not listed above. Contact information for all those involved with the project, unless any are being excluded from the awards nomination.

Other. Include any additional material for the jury to consider.

SEND OR EMAIL ENTRIES TO

Maddy Markle, Planner I, Department of Community Development,
1150 Half Day Road, Highland Park, IL 60035

Phone: 847.926.1856 - Email: mmarkle@cityhpil.com





INSPIRE • INNOVATE • ENGAGE

NORTH SHORE
SCHOOL DISTRICT 112

The renovation of Ravinia Elementary School was guided by a clear goal: to preserve the character of a historic neighborhood school while improving the building for the students, staff, and families who use it every day.

Ravinia has a long architectural history, and that history is easy to see in the building itself. Since the original schoolhouse opened in 1897, the school has expanded over time through a series of additions. That gradual growth gave Ravinia much of its charm and identity, but it also created challenges. Floor levels were inconsistent. Accessibility was limited. Some spaces felt disconnected. Major systems had aged well past the point where updates were needed. The building also needed improvements to better support safety and security in a modern school setting. This project addressed those issues with care while preserving the architectural features and overall feel that have made Ravinia such a recognizable part of the neighborhood.

The work was made possible by the community's support for District 112's 2022 referendum, which passed with 72% approval. That referendum funded renovations at five district elementary schools, including Ravinia. In Ravinia's case, that support allowed the district to take on needed improvements in a way that respected the building's history rather than working around it.

From the start, the design approach was grounded in continuity. The team looked closely at the existing building and used it as the basis for the renovation. Ravinia's red-brick exterior remained central to the work. New construction and exterior improvements were designed to fit the school's existing scale, rooflines, and window patterns, helping the building feel whole and consistent after decades of change. The finished project feels renewed, but still familiar.

Material choices were part of that effort. Red brick helped connect the renovated and expanded portions of the school to the historic structure. Gabled roof forms and carefully scaled windows reflected the design language already present in the building. These were deliberate choices meant to strengthen the visual relationship between older and newer sections of the school, so the building would continue to read as one place.

Inside, the work balanced preservation with practical updates. Original wood beams and brick fireplaces were retained where possible because they continue to give the building a sense of warmth and history. In some cases, these elements were adapted so they could remain part of the building's daily life. Windows that had been closed off in earlier years were reopened in some areas to bring natural light back into the school. At the same time, classrooms, shared spaces, lighting, acoustics,

and infrastructure were updated to better support today's learning environment. The result is a building that feels brighter, more connected, and easier to use, while still feeling true to Ravinia.

One of the most important parts of the project was improving accessibility and circulation. Because the school had developed in phases, navigating the building had become more difficult than it should have been. Reworking the middle portion of the school created a level, two-floor layout with clearer circulation and better access throughout, including elevator access and other ADA improvements. This was a major change, but it was handled in a way that preserved the building's exterior identity and overall character.

Accessibility improvements extended beyond the building itself. The project also added an ADA-accessible playground, helping make outdoor play and gathering spaces more inclusive for students and families. That addition supported the same larger goal that shaped the rest of the renovation: making Ravinia more welcoming, more usable, and better equipped to serve the whole school community.

Safety and security improvements were also a central part of the work. The project included updates that better align the building with present-day school safety expectations, including a more secure and more practical main entrance for students, staff and visitors. These changes were important, but they were handled carefully so they would support the day-to-day function of the school without pulling the building away from its historic character.

The renovation also strengthened the school's ability to support students. Updated classrooms, improved spaces for collaboration and support services, better lighting and acoustics, healthier air, and modern infrastructure all contribute to a stronger learning environment. These improvements matter because they affect the school experience every day. They also help ensure that Ravinia's historic value remains tied to active use rather than just memory.

Sustainability was another important part of the project. Ravinia now includes a first-of-its-kind dynamic, direct-closed-loop geothermal HVAC system that provides heating and air conditioning more efficiently, improving indoor comfort and long-term performance. That investment supports the building's future while helping extend the life of a historic school that continues to serve an important role in the community.

The renovation also includes details that reinforce Ravinia's connection to the people around it. The new cupola and Rocky raccoon weathervane add a local touch that feels fitting for the building and the school community. They add personality without distracting from the architecture, and they reflect the care that went into the project as a whole. The district will also be adding a multi-panel wall mural that tells the story of the school over time, including its architectural history. That piece will help connect today's students and families to the building's past in a visible, accessible way.

What stands out about the renovation is how measured it feels. The work did not rely on dramatic contrast or unnecessary flourishes. It respected the building, addressed real needs, and made thoughtful choices about how to move forward. Ravinia still feels like Ravinia, which is one of the clearest signs that the project succeeded. The school is more accessible, more functional, more secure, and better equipped for the future, while retaining the character that has made it an important part of Highland Park for generations.

Restoration of 818 Hill St

Steam-bent false cedar thatched roof replacement

- Roof replacement video: [Steam-bent false cedar thatched roof replacement](#)
- The first two roofs survived almost 100-years. This is just the third roof in a century.
- We have a few black and white photos of the first roof plus the Tribune ink drawing ca 1928. For the second roof, there would be lots of photos.
- We went with 18” perfection shingles, old growth western red cedar from Vancouver Island, CCA treatment to resist mold, algae, and insects, correct nails, working with a 3½” average exposure that achieves fairly aggressive wave patterns. We installed all new copper flashings throughout. Average exposure refers to the average measured in inches of the minimal and maximal row “waviness”. The roof varies between five and six shingles deep, everywhere.
- Cedar Roofing staff was extremely patient, actually removing entire rows when we were not happy with multiple interacting waves on the roof, as it were. They also fortified dormers with copper flashing from the previous roof.
- It is important to understand that the roof is not simply flat shingles cut to waves between rows including interacting across rows, but also that the rake eaves are convex curved, the dormers concave curved, the ridges, hips, and valleys modulate between concave and convex.
- Every shingle and any under surface wood boards are individually hand cut. Very many shingles are steam bent. For curved shingles is no such thing as a “typical” curvature.
- The roof under structure and associated curved surfaces upon which shingles are fastened (ca1927) were all almost entirely intact. The structure and associated surfaces alone are a work of art. Cedar Roofing cut new surface wood to repair problem areas, used modern ice shielding according to Highland Park codes, etc. They found a new route for electrical and refrigerant lines along the back of a gable wall edge through a steam bent curved rake eave and into the attic. The previous route had been degrading stucco, shingles, and galvanized wrap around trim.
- The first roofer was William Cramer of Hinsdale. William installed “Zook Roofs” on Cotswold Cottages revival houses in that era, throughout the Chicago metro. He had patent on steam bent false thatched roofs (US1803998A). “Zook Roofs” are named after “R Harold Zook” with whom Cramer was an associate. Note: “Cramer” is sometimes spelled “Kramer”, but not in US patents.
- There are rain runoff issues. We added historic copper gutters to certain horizontal straight-way roof lines, which solved seepage problems in the basement.
- We have photos of that 2nd roof we replaced plus countless photos of the replacement process. The few photos and ink drawing of the first photo serve as a historical accurate 1927-1928 snapshot.

Stucco and plaster

- The stucco has imprints of plants, consistent with the Swedish Grace Movement of the era.
- Various trim on dormers is stucco, not wood. The soffits below roof arches are curved stucco. Actual wood trim is encased in galvanized steel.
- The stucco itself, like interior plaster walls, and the chinking between hewn logs, has a metal diamond mesh lath base.
- Due to leaking chimney masonry and roof deterioration, the stucco and imprints were deteriorating.
- DiVinci restored the stucco, plant pattern imprints in the stucco, galvanized steel around trim, “stucco trim” on dormers, mock window shutters, and the rest.
- DiVinci also restored the copper bay window hoods above the dining room windows.
- On the interior of the house, DiVinci restored damaged ornate imprinted curved walls, dining room plaster crown molding, and solved very problematic ceilings. The style is Swedish Grace Movement.

Masonry

- The chimneys have many myriad types of round river stones mortared onto an internal triple width brick structure that itself surrounds clay tile. We plan to identify the types of stone because it seems like someone went to length to find a wide variety. The living room stone mason chimney reflects the stone masonry on the outside, running floor to barrel ceiling.
- From photos and condition, the masonry had not been worked on for decades. The chimney masonry mortar leaked into the attic, walls, ceilings, etc. The clay tile was falling apart and posed fume risks. The dampers were broken.
- The St Charles company “Elite Chimney and Masonry” restored the chimneys, fireplaces, and exterior masonry on the house.
- They cleaned up the faience ceramic *Kalmar Nyckel Sailing Ship* plaque on the chimney.
- They also repaired brick piers in a very challenging low crawlspace. The piers support 6”x8” beams in the center of the living and dining rooms.
- Some gas pipe was not up to code for the hallway fireplace, and they re-piped it. We had them install gas pipe and gas logs in the other fireplace, which required drilling holes from the inside that lined up with mortar joints in-between curved river stones on the outside, and running pipe through the very challenging low crawlspace.
- The fireplace cast iron dampers were broken, so we installed modern day dampers, along with stainless steel liners. We installed copper caps on the two chimneys.

Weather vane and hand pounded copper fish

- After a century, the wrought iron weather vane was very significantly deteriorating. We found a blast shop that was able to lightly sand blast it and powder coat.
- The hand pounded copper fish was doing fine but needed a new copper spindle. Cedar Roofing Company reworked internal roof carpentry in the attic to more securely support the wrought iron weather vane and copper fish.

Hardwood floors

- We did a very conservative sanding of the floors and stairs.
- The floors are constructed along the lines of modern day gymnasiums.

Background Information

Old photos and original ink drawing of house:

- Black and White photos and summary data
 - Historical real estate cards from Linda Stein
 - Moraine Township assessor office data, which has photos
 - Older book about Highland Park history
- 1990 south side of house posted by Florida-based roofer who installed the second roof
- Chicago Tribune August 26, 1928
 - Chicago Tribune August 26, 1928 *Home Builders Department* has a detailed narrative of the entire house plus an accurate and detailed ink drawing of the north side of the house
 - It is possible the drawing is a “half tone process”, a projection of a photo into lines and dots.
 - Includes hand drawn vegetation plus a hidden message above the garage.
 - This article can safely be classified as “invaluable”

Vast information on Storybook Houses

- Entire books are dedicated to Storybook Houses: history, exteriors, interiors, etc
- A well-known “field guide to houses in US”
- Wikipedia and countless online articles

Steam bent false thatched cedar roof

- Chicago Tribune August 26, 1928 *Home Builders Department*
- Cedar Roofing Company, Lake Forest
- National Park Service and other such entities

Swedish Grace Movement

- A historical art movement from Sweden and outlined in the narrative.

300th Year Anniversary of the landing of Swedish and Finnish Settlers near Wilmington DE

- Generally known as the “Swedish Tercentenary”, as outlined in the narrative.
- The principle themes of the 300th year landing anniversary appear in the exterior of this house.
- The house was built in 1927 and 1928, and while the Swedish Tercentenary was in 1938, the Swedish and Finnish communities in the Midwest started planning and fund raising at least two decades earlier. So the themes were well-established when this house was built.

Newspapers.com

- Newspapers articles and ads of the era on houses, materials, products, and etc. Everything from houses, to plumbing, to cedar roofing, to laundry tubs, etc.
- Searchable abstracts of real estate transactions.
- Transactions solely applicable to “The Highlands” originating from an internal trust of *Mrs Edith Rockefeller McCormick Properties*, appear as being from “Chicago Title and Trust”. In the deed there is a standard reference to said inner trust and the date of the trust. The decision to create that inner trust appears in *Mrs Rockefeller McCormick Trust* meeting minutes, December 1923, and are archived in the Newberry Library.

Internet Archive

- Catalogs of the era are scanned into the Internet Archive.

Staff Report



Meeting Date: May 11, 2026
Staff Contact: Erin Jason, Assistant City Manager
Department: City Manager's Office

Title: A Resolution Approving a Policy Concerning Electronic Attendance at Meetings

Recommendation:

City staff recommends an update to the policy concerning electronic attendance at meetings to incorporate 2025 State legislation with regard to military service.

Policy Consideration:

The Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (the "Act"), requires that the actions of public bodies be taken openly and that their deliberations be conducted openly, except for certain limited circumstances that permit closed meetings. Pursuant to Public Act 94-1058, the Illinois General Assembly amended various provisions of the Act, which include certain clarifications to the definition of "meeting" to include meetings by electronic means and the adoption of rules for electronic meeting attendance by members of public bodies. In 2025, the State updated qualifying provisions for members of boards to attend meetings via electronic means to include those absent "due to performance of active military duty as a service member." Approval of the Resolution incorporates this statutory update into the City of Highland Park's policy for remote attendance; formally recognizing the ability for members of public bodies to attend meetings via electronic means when absent due to performance of active military duty as a service member.

Core Priorities:

Attachments:

1. Resolution Approving Updated Remote Attendance Policy - April 2026 (002)
2. Exhibit A to Resolution Updated Electronic Meeting Policy and Notice Form

City of Highland Park

Resolution No. _____

**A Resolution Approving a Policy Concerning
Electronic Attendance at Meetings**

WHEREAS, pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. ("**Act**"), members of public bodies may attend meetings via video or audio conference, subject to certain conditions and restrictions and to the extent allowed by rules adopted by the public body; and

WHEREAS, the City Council adopted a policy ("**Policy**") authorizing members of public bodies to attend meetings electronically, which policy applies to all public bodies of the City that are subject to the Act; and

WHEREAS, in 2025, the Illinois General Assembly amended the Act to allow electronic attendance at meetings of public bodies for members that are performing active military duty as a service member ("**2025 Amendment**"); and

WHEREAS, the City Council has determined that it is in the best interest of the City and the public to update the Policy in compliance with the 2025 Amendment to Act;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: **RECITALS.** The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: **ADOPTION OF POLICY.** The "Electronic Attendance At Meetings Policy," attached to this Resolution as **Exhibit A**, authorizing electronic attendance at meetings of all public bodies of the City shall be, and it is hereby, approved.

SECTION THREE: **EFFECTIVE DATE.** This Resolution will be in full force and effect upon its passage and approval by a majority of the members of the City Council.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.

ATTEST:

Nancy R. Roterling, Mayor

Ghida S. Neukirch, City Clerk

EXHIBIT A
POLICY

CITY OF HIGHLAND PARK, ILLINOIS
ELECTRONIC ATTENDANCE AT MEETINGS POLICY

I. Background and Purpose.

The Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (the "Act"), requires that the actions of public bodies be taken openly and that their deliberations be conducted openly, except for certain limited circumstances that permit closed meetings. Pursuant to Public Act 94-1058, the Illinois General Assembly amended various provisions of the Act, which amendments become effective on January 1, 2007. These amendments include certain clarifications to the definition of "meeting" to include meetings by electronic means and the adoption of rules for electronic meeting attendance by members of public bodies. This Policy is intended to adopt certain rules and procedures for electronic meeting attendance by members of boards, commissions, and committees of the City consistent with the Act.

II. Definitions.

"Electronic Attendance" shall mean the attendance at a meeting of a Public Body by a member of that Public Body who is not physically present at the meeting but attends by either video or audio conference.

"Public Body" shall mean the City Council, the Plan Commission, the Zoning Board of Appeals, and all other subsidiary boards, commissions, and committees of the City that are subject to the Act.

III. Member Qualifications for Electronic Attendance.

A member of a Public Body is qualified to attend a meeting of that Public Body electronically only if the member is physically prevented from attending the meeting by:

- (1) personal illness or disability;
- (2) employment purposes or the business of the public body;
- (3) a family or other emergency; ~~or~~
- (4) unexpected childcare obligations; or
- (5) performance of active military duty as a service member.

IV. Procedures for Authorizing Electronic Attendance.

The following procedures are required before a member of a Public Body is authorized to attend electronically a meeting of that Public Body:

- A. Prior Notice to the Clerk. The member must notify the City Clerk in writing at least four hours prior to the any City Council meeting in at which the member desires to attend electronically, and must notify the appropriate staff liaison in writing at least four hours prior to any meeting of a Public Body other than the City

Council at which the member desires to attend electronically, unless advance notice is impractical. The notice shall be substantially in the form attached to this Policy as Exhibit 1 and shall identify the reason the member cannot be physically present at the meeting in accordance with Section III of this Policy. If the member is unable to give the required written notice prior to the meeting, the member shall notify the Clerk **or staff liaison** by other means prior to the meeting and shall submit the required written notice as soon as practicable following the meeting.

- B. **Determination of Authorization of Electronic Attendance**. Upon receipt of notice in accordance with Subsection IV.A, the Clerk **or staff liaison** shall promptly forward the notice to the presiding officer of the Public Body. After establishing that a quorum of the Public Body is physically present at the meeting at which a member has requested to attend electronically, the presiding officer shall state that (i) a notice was received by a member of the Public Body in accordance with this Policy, and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by two-thirds of the members of the Public Body physically present at the meeting. If no such motion is made and seconded or if any such motion fails to achieve the required vote by the members of the Public Body physically present at the meeting, then the request by the member to attend the meeting electronically shall be deemed approved by the Public Body and the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the question of a member's electronic attendance may not be reconsidered.

V. Special Rules for Meetings Involving Electronic Attendance.

A meeting of a Public Body at which any member has been authorized to attend electronically in accordance to Section IV of this Policy must be conducted in accordance with the following special rules, in addition to any other applicable rules and procedures of the Public Body:

- A. **Roll Call and Quorum**. A quorum of the Public Body must be physically present at the meeting. Following the call of the roll, and at the conclusion of the procedures set forth in Section IV.B of this Policy, the presiding officer shall identify each member who is attending the meeting electronically.
- B. **Identification and Recognition of Electronic Attendees**. Any member attending electronically must identify himself or herself each time the member wishes to speak and must be recognized by the presiding officer prior to addressing matters before the Public Body.
- C. **Public Access to Meeting**. The speech of a member attending electronically shall be amplified in such a manner that it shall be generally audible to members of the Public Body and the public who are physically present at the meeting. Also, any video image of a member attending electronically shall be projected in such a manner that the member's video image shall be generally visible and audible to members of the Public Body and the public who are physically present at the meeting. In addition, the votes of any member of the Public Body attending electronically shall be generally audible at the location where such meeting is being held and expressly acknowledged by the presiding officer. When a member

attends a closed meeting electronically, the member's speech shall be generally audible to all members of the Public Body who are physically present at the meeting, and the audio recording of the meeting required by the Act shall incorporate the speech of the member electronically attending the closed meeting.

- D. Minutes. The minutes of each meeting of a Public Body shall identify which of the members of the Public Body were physically present and, if applicable, which members of the Public Body attended electronically. The minutes shall also reflect the reason for a member's attendance electronically (as described in Section III of this Policy), the fact that there was no valid objection to such attendance pursuant to this Policy, and the electronic means by which the member attended the meeting.

VI. Effect of Electronic Attendance.

A member attending a meeting of a Public Body electronically shall be considered present at the meeting and entitled to vote on any matter before the Public Body as if the member were physically present at the meeting, provided that the member's attendance at the meeting electronically complies with the terms of this Policy.

VII. Emergency and Disaster Situations.

In the event of a bona fide disaster, as defined in the Illinois Emergency Management Agency Act, 20 ILCS 3305/1 *et seq.* ("**IEMAA**"), this Policy shall not apply to restrict the conduct of public business by a Public Body, provided such public business is conducted in accordance with Subsection 10(j) of the IEMAA.

Appendix A
Form of Notice

I, _____, am a member of the City's _____, a Public Body. In accordance with Subsection IV.A of the City's "Electronic Attendance at Meetings Policy," I am submitting this notice evidencing my desire to electronically attend the _____, 20__, meeting of the Public Body. I am physically prevented from attending that meeting due to one or more of the following circumstances:

- Personal illness or disability.
- Employment purposes or the business of the public body.
- A family or other emergency.
- Unexpected childcare obligations.
- Performance of active military duty as a service member.

Date: _____

Signature: _____

Staff Report



Meeting Date: May 11, 2026
Staff Contact: Adam Levinstein, IT Manager
Department: Finance Department

Title: A Resolution Waiving the Formal Bidding Requirements of the City’s Purchasing Manual and Approving the Purchase of AirTable Licenses from AirTable.com of San Francisco, CA

Recommendation:

Staff recommends the purchase of AirTable licenses through [AirTable.com](https://airtable.com) at the cost of \$31,000.

Policy Consideration:

Over the past several years, the City has made an investment in the Airtable platform to improve operational efficiency, enhance data-driven decision-making, and increase transparency for residents. This investment has been applied across key functional areas and projects, including Major Projects tracking and an Invoicing/Budgeting Dashboard, enabling staff to derive greater insight and meaning from City data.

Core Priorities:

Fiscal Stability - IT/CMO negotiated pricing with AirTable for a reduced rate in 2025. Funds are available in the 2026 budget.

Attachments:

- 1. HP - Resolution Waiving Bids and Approving Purchase of AirTable Licenses
- 2. SCR-20260505-hgvm

City of Highland Park

Resolution No. _____

A Resolution Waiving the Formal Bidding Requirements of the City's Purchasing Manual and Approving the Purchase of Database Management Software Licenses from Formagrid, Inc. d/b/a AirTable, of San Francisco, California

WHEREAS, the City has identified the need to purchase licenses for database management software ("**Licenses**"); and

WHEREAS, Formagrid Inc. d/b/a AirTable, of San Francisco, California ("**AirTable**"), is the sole provider of Licenses that are compatible with the City's existing data management platform; and

WHEREAS, AirTable has submitted a proposal to supply the Licenses to the City, in an amount not to exceed \$31,000.00 ("**Proposal**"); and

WHEREAS, the City and AirTable now desire to enter into an agreement for the purchase by the City of the Licenses, in accordance with the Proposal ("**Agreement**"); and

WHEREAS, pursuant to Section 30.070(A) of "The Highland Park Code of 1968," as amended, and in order to approve the Agreement, the City Council has determined that it is appropriate to waive competitive bidding for the purchase of the Licenses, in accordance with the City's Purchasing and Fixed Asset Policies and Procedures Manual ("**Purchasing Manual**"); and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City to approve the Agreement with AirTable;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: WAIVER OF COMPETITIVE BIDDING REQUIREMENTS. The advertising and bidding requirements for the Agreement and the purchase of the Licenses are hereby waived in accordance with the Purchasing Manual and the home rule powers of the City.

SECTION THREE: APPROVAL OF AGREEMENT. The City Council hereby approves the Agreement with AirTable for the purchase of the Licenses, in an amount not to exceed \$31,000.00.

SECTION FOUR: EXECUTION OF AGREEMENT AND REQUIRED DOCUMENTATION. The City Manager and the Deputy City Clerk are hereby authorized to execute and attest, on behalf of the City, the Agreement approved pursuant to Section Three of this Resolution, and all necessary documentation related thereto.

SECTION FIVE: EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage, by a vote of two-thirds of the City Council, and approval in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.

Nancy R. Rotering, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

From: Levinstein, Adam <alevinstein@cityhpil.com>
Sent: Thursday, April 9, 2026 9:45 AM
To: Bennett, Amanda <abennett@cityhpil.com>; Jason, Erin <ejason@cityhpil.com>
Subject: Fwd: Highland Park, Illinois + Airtable Renewal

Should we get a meeting on the calendar?

Begin forwarded message:

From: Colby Snow <colby.snow@airtable.com>
Date: April 9, 2026 at 9:43:13 AM CDT
To: "Levinstein, Adam" <alevinstein@cityhpil.com>
Subject: Highland Park, Illinois + Airtable Renewal

[EXTERNAL EMAIL]

Hi Adam,

It's nice to meet you! My name is Colby Snow and I am the Renewals Associate supporting Highland Park, Illinois here at Airtable.

I'm reaching out to inform you that your contract is set to auto-renew on July 14th. Since you're already on our latest plan, no action or paperwork is needed, ensuring a seamless renewal process. As of today, your annual investment for this renewal is estimated at \$30,693 with 42 paid seats.

If your team will be issuing a Purchase Order form for the renewal, please send us a copy so that it can be referenced on the invoice.

Please let us know if you have any questions!

Best,

--



Colby Snow (he / him)
Renewals Associate

airtable.com



Staff Report



Meeting Date: May 11, 2026
Staff Contact: Adam Levinstein, IT Manager
Department: Finance Department

Title: A Resolution Approving a Contract with Dell Marketing, L.P., of Round Rock Texas for the Purchase of Notebook and Desktop Computers

Recommendation:

Staff recommends the purchase of 11 laptops, 22 desktops, and associated accessories through the OMNIA-National Cooperative Purchasing Alliance (NCPA) to replace aging end-user devices between four and seven years old, consistent with the City's IT equipment replacement plan. These devices and associated accessories will include up to a five-year warranty as offered by the manufacturer.

Policy Consideration:

The City has approximately 200 combined notebooks/laptops and desktops in service. The City generally replaces notebooks/laptops and desktops on a recommended five-year replacement cycle in order to keep the equipment at a functional operational level. Replacement includes docking stations, if required.

The City currently and historically utilizes Dell-branded desktops and computers. The special pricing reflected in the attached quotes, is provided by the OMNIA-National Cooperative Purchasing Alliance (NCPA).

Core Priorities:

Fiscal Responsibility - The 2026 Equipment Fund IT budget includes sufficient funding for the total purchase price of \$53,722.

Attachments:

- 1. HP - Resolution Approving Purchase of Computers from Dell
- 2. Dell_Quote_20206-3000201502303.15

City of Highland Park

Resolution No. _____

**A Resolution Approving a Contract
with Dell Marketing, L.P., of Round Rock, Texas,
for the Purchase of Notebook and Desktop Computers**

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize and encourage intergovernmental cooperation; and

WHEREAS, the City has identified the need to acquire new notebook and desktop computers ("**Computers**") to replace aging devices, consistent with the City's IT Equipment Replacement Plan; and

WHEREAS, the City participates in the OMNIA Partners ("**Omnia**") joint purchasing cooperative program for the purchase of products and services ("**Program**"), which Program can identify significant savings for the City and the other participants in the Program; and

WHEREAS, Omnia sought bids for the award of a contract for the purchase of the Computers by Program participants ("**Contract**"); and

WHEREAS, Omnia identified Dell Marketing, L.P., of Round Rock, Texas ("**Dell**"), as the low responsible bidder for the Contract; and

WHEREAS, the City desires to enter into a Contract with Dell for the purchase of the Computers, in a total amount not to exceed \$53,722.00; and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City and its residents to enter into a Contract with Dell for the purchase of the Computers, in an amount not to exceed \$53,722.00;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: **RECITALS.** The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: **APPROVAL OF CONTRACT.** The Contract by and between the City and Dell is hereby approved in a total amount not to exceed \$53,722.00.

SECTION THREE: **EXECUTION OF CONTRACT.** The City Manager and the Deputy City Clerk are hereby authorized to execute and attest, on behalf of the City, the Contract with Dell and all documentation related thereto.

SECTION FOUR: **EFFECTIVE DATE.** This Resolution will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.

Nancy R. Rotering, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **May. 19, 2026**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote Name:	Rugged, Laptops, Desktops, Thunderbolt Docks	Sales Rep	Hana Adeni
Quote No.	3000201502303.15	Phone	1(800) 4563355
Total	\$53,722.00	Email	Hana.Adeni@dell.com
Customer #	10309762	Billing To	JEFF MUSSELMAN
Quoted On	May. 05, 2026		CITY OF HIGHLAND PARK
Expires by	May. 19, 2026		1707 SAINT JOHNS AVE
	OMNIA-National		HIGHLAND PARK, IL 60035-3532
Contract Name	Cooperative Purchasing Alliance (NCPA)		
Contract Code	C000001019611		
Customer Agreement #	NCPA 01-143		
Deal ID	28173341		

Message from your Sales Rep

Please contact JohnWesley.Smith@dell.com or your Dell sales representative if you have any questions or when you're ready to place an order. We're looking forward to watching your business grow and thank you for shopping with Dell!

Regards,
Hana Adeni

Shipping Group

Shipping To	Shipping Method
JON OCONNELL CITY OF HIGHLAND PARK 1707 SAINT JOHNS AVE HIGHLAND PARK, IL 60035-3532 (847) 926-1026	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Pro 16 Plus PB16250	\$1,624.00	9	\$14,616.00
Dell Pro 13 Plus PB13250	\$1,817.00	2	\$3,634.00
Dell Pro Micro Plus QBM1250	\$1,327.00	22	\$29,194.00

Dell Pro Thunderbolt 4 Smart Dock SD25TB4	\$305.00	12	\$3,660.00
Dell Pro Rugged 14 RB14250	\$2,618.00	1	\$2,618.00
			Subtotal:
			\$53,722.00
			Shipping:
			\$0.00
			Non-Taxable Amount:
			\$53,722.00
			Taxable Amount:
			\$0.00
			Estimated Tax:
			\$0.00
			Total:
			\$53,722.00

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Shipping Group Details

Shipping To

JON OCONNELL
CITY OF HIGHLAND PARK
1707 SAINT JOHNS AVE
HIGHLAND PARK, IL 60035-3532
(847) 926-1026

Shipping Method

Standard Delivery

		Unit Price	Quantity	Subtotal
Dell Pro 16 Plus PB16250		\$1,624.00	9	\$14,616.00
Estimated delivery if purchased today: May. 20, 2026 Contract # C000001019611 Customer Agreement # NCPA 01-143				
Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro 16 Plus (PB16250) BTX Base	210-BPCM	-	9	-
Intel(R) Core(TM) Ultra 5 235U vPro(R) (12 TOPS NPU, 12 cores, up to 4.9 GHz)	379-BFXD	-	9	-
Windows 11 Pro	619-BBQD	-	9	-
32 GB: 1 x 32 GB, DDR5, 5600 MT/s (5200 MT/s with Intel Core processors)	370-BCND	-	9	-
Integrated Intel® graphics for Intel® Core™ Ultra 5 235U vPro® processor	338-CRJG	-	9	-
512 GB SSD	400-BSLJ	-	9	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	9	-
Intel® vPro® Enterprise Technology Enabled	631-BCCF	-	9	-
16", Non-Touch, FHD+, 300 nit, 45% NTSC, Anti-Glare, FHD+IR Cam	391-BJPT	-	9	-
No Fingerprint Reader, No Smart Card Reader, includes RJ-45	346-BLJP	-	9	-
FHD RGB HDR + IR Camera, 1080p at 30 fps, Presence Detection, TNR, Camera Shutter, Microphone	319-BBKH	-	9	-
English US backlit Copilot key keyboard with numeric keypad	583-BMQF	-	9	-
Intel® AX211 WLAN Driver	555-BLRW	-	9	-
Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® 5.3 card	555-BLLZ	-	9	-
3-cell, 55 Wh, ExpressCharge Capable, ExpressCharge Boost Capable	451-BDKX	-	9	-
65W USB-C AC adapter	492-BDTG	-	9	-
E4 Power Cord 1M for US	537-BBDO	-	9	-
Quick Start Guide	340-DTVS	-	9	-
Documentation	340-DNBV	-	9	-
ENERGY STAR Qualified	387-BBLW	-	9	-
Fixed Hardware Configuration	998-HLJL	-	9	-
Dell Pro 16 Plus Min Packaging	340-DSMM	-	9	-
POD Label	389-EDJB	-	9	-
EPEAT Gold with Climate+	379-BDZB	-	9	-
Intel Core Ultra 5 vPro Processor Label	389-FJMH	-	9	-
Intel(R) Rapid Storage Technology Driver	409-BCYN	-	9	-

No WWAN (WLAN only) Tray	321-BLQH	-	9	-
Intel(R) Connectivity Performance Suite	640-BBTF	-	9	-
Dell Limited Hardware Warranty	714-0464	-	9	-
ProSupport Plus: Next Business Day Onsite, 1 Year	714-6667	-	9	-
ProSupport Plus: Next Business Day Onsite, 4 Year Extended	714-6695	-	9	-
ProSupport Plus: Accidental Damage Service, 5 Years	714-6709	-	9	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	714-6710	-	9	-
ProSupport Plus: 7x24 Technical Support, 5 Years	714-6711	-	9	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	9	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	9	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	9	-
Dell Additional SW - Dell Pro Laptop	658-BFVB	-	9	-

Unit Price	Quantity	Subtotal
\$1,817.00	2	\$3,634.00

Dell Pro 13 Plus PB13250

Estimated delivery if purchased today:
May. 07, 2026
Contract # C000001019611
Customer Agreement # NCPA 01-143

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro 13 Plus (PB13250) BTX Base	210-BPKR	-	2	-
Intel(R) Core(TM) Ultra 7 265U vPro(R) (12 TOPS NPU, 12 cores, up to 5.3 GHz)	379-BFXR	-	2	-
Windows 11 Pro	619-BBQD	-	2	-
32 GB: 1 x 32 GB, DDR5, 5600 MT/s (5200 MT/s with Intel Core processors)	370-BCND	-	2	-
Integrated Intel graphics for Intel Core Ultra 7 265U vPro processor	338-CRWF	-	2	-
512 GB SSD	400-BSLJ	-	2	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	2	-
13.3", Non-Touch, FHD+, 300 nit, 45% NTSC, Anti-Glare, FHD+IR Cam, 4G capable	391-BJVJ	-	2	-
No Fingerprint Reader, No Smart Card Reader	346-BLLD	-	2	-
FHD RGB HDR + IR Camera, 1080p at 30 fps, Presence Detection, TNR, Camera Shutter, Microphone	319-BBKH	-	2	-
English US backlit Copilot key keyboard	583-BMWW	-	2	-
Intel AX211 WLAN Driver	555-BLYT	-	2	-
Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® 5.3 card	555-BLLZ	-	2	-
3-cell, 55 Wh, ExpressCharge Capable, ExpressCharge Boost Capable	451-BDKX	-	2	-
65W USB-C AC adapter	492-BDTG	-	2	-
E4 Power Cord 1M for US	537-BBDO	-	2	-
Quick Start Guide	340-DTTY	-	2	-
Documentation	340-DNBV	-	2	-
ENERGY STAR Qualified	387-BBLW	-	2	-
Fixed Hardware Configuration	998-HLJJ	-	2	-
Dell Pro 13 Plus Min Packaging	340-DTRJ	-	2	-

POD Label	389-EDJB	-	2	-
EPEAT Gold with Climate+	379-BDZB	-	2	-
Intel(R) Connectivity Performance Suite	640-BBTF	-	2	-
Intel Core Ultra 7 vPro Processor Label	389-FJMJ	-	2	-
Intel Rapid Storage Technology Driver	409-BCYP	-	2	-
4G or 5G WWAN Tray	321-BLQS	-	2	-
Intel vPro Enterprise Technology Enabled	631-BCCC	-	2	-
Dell Limited Hardware Warranty	714-0464	-	2	-
ProSupport Plus: Next Business Day Onsite, 1 Year	714-6667	-	2	-
ProSupport Plus: Next Business Day Onsite, 4 Year Extended	714-6695	-	2	-
ProSupport Plus: Accidental Damage Service, 5 Years	714-6709	-	2	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	714-6710	-	2	-
ProSupport Plus: 7x24 Technical Support, 5 Years	714-6711	-	2	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	2	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	2	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	2	-
Dell Additional SW - Dell Pro Laptop	658-BFVB	-	2	-
		Unit Price	Quantity	Subtotal
		\$1,327.00	22	\$29,194.00

Dell Pro Micro Plus QBM1250

Estimated delivery if purchased today:
May. 22, 2026
Contract # C000001019611
Customer Agreement # NCPA 01-143

Description	SKU	Unit Price	Quantity	Subtotal
Intel(R) Core(TM) Ultra 5 235 (13 TOPS NPU, 14 cores, up to 5.0GHz)	338-CRZK	-	22	-
Windows 11 Pro	619-BBQD	-	22	-
32 GB: 1 x 32 GB, DDR5, up to 5600 MT/s, non-ECC	370-BCWH	-	22	-
512GB SSD	400-BSWY	-	22	-
Internal WiFi Antenna	555-BLWT	-	22	-
Intel(R) Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth(R) wireless card	555-BLWW	-	22	-
Wireless Driver, Intel(R) Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth(R) wireless card	555-BLZP	-	22	-
Dell Pro Micro Plus with 65W Processor	329-BKRQ	-	22	-
Dell Pro Keyboard and Mouse - KM5221W - US English - Black	580-BCCH	-	22	-
Mouse included with Keyboard	570-AADI	-	22	-
ENERGY STAR Qualified	387-BBLW	-	22	-
US Power Cord	450-AAZN	-	22	-
Documentation	340-DNBV	-	22	-
Watch Dog SRV	379-BFYR	-	22	-
Quick Start Guide	340-DTSX	-	22	-
US/Canada Battery Warning Label	389-FKHG	-	22	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	22	-

Shipping Material, MPP Cushion	340-DTXM	-	22	-
Shipping Label	389-BBUU	-	22	-
Regulatory Label for 180W Adapter	389-FKNY	-	22	-
Driver/APP for IRST	658-BFTS	-	22	-
Intel(R)Core(TM) Ultra 5 vPro Processor Label	389-FJVY	-	22	-
Desktop BTO Standard shipment	800-BBIO	-	22	-
Dell Pro Micro Plus QBM1250	210-BPQG	-	22	-
Intel vPro(R) Enterprise	631-BCCP	-	22	-
Internal Speaker	520-BBGY	-	22	-
EPEAT Gold with Climate+	379-BDZB	-	22	-
180 Watt A/C Adapter, TCO Compliant	450-BDXJ	-	22	-
NO RAID	817-BBBN	-	22	-
Custom Configuration	817-BBBB	-	22	-
1st M.2 2230 SSD Extend Bracket & Screw	575-BCRQ	-	22	-
No Additional Video Ports	492-BCKH	-	22	-
No Option Included	340-ACQQ	-	22	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	22	-
ProSupport Plus: Accidental Damage Service, 5 Years	717-0488	-	22	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	717-0489	-	22	-
ProSupport Plus: 7x24 Technical Support, 5 Years	717-0490	-	22	-
ProSupport Plus: Next Business Day Onsite, 5 Years	717-0491	-	22	-
Dell Limited Hardware Warranty Plus Service	717-0497	-	22	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	22	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	22	-
Dell Pro Micro Plus QBM1250	658-BFWF	-	22	-

Unit Price	Quantity	Subtotal
\$305.00	12	\$3,660.00

Dell Pro Thunderbolt 4 Smart Dock SD25TB4

Estimated delivery if purchased today:
 May. 13, 2026
 Contract # C000001019611
 Customer Agreement # NCPA 01-143

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Thunderbolt 4 Smart Dock SD25TB4	210-BRQK	-	12	-
Dell Limited Hardware Warranty	718-2057	-	12	-
Advanced Exchange Service 3 Years	718-2058	-	12	-

Unit Price	Quantity	Subtotal
\$2,618.00	1	\$2,618.00

Dell Pro Rugged 14 RB14250

Estimated delivery if purchased today:
 May. 07, 2026
 Contract # C000001019611
 Customer Agreement # NCPA 01-143

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Rugged, RB14250 BTX	210-BNNJ	-	1	-
Intel(R) Core(TM) Ultra 5 135U (12 MB cache, 12 cores, up to 4.40 GHz, 15W)	379-BFTG	-	1	-

Windows 11 Pro	619-BBQD	-	1	-
Intel R Core TM Ultra 5 135U (12 MB cache, 12 cores, up to 4.40 GHz, 15W), Intel Integrated Graphics	338-CQVG	-	1	-
16GB: 2 X 8 GB, DDR5, 5600, Non-ECC, SoDIMM	370-BCGC	-	1	-
512GB PCIe NVMe 2230 SSD	400-BSFN	-	1	-
14" Touch, FHD 1920x1080, 60Hz, WVA, Anti-Glare, 1100nit, Low Blue Light, RGB camera, Passive Pen	391-BJNS	-	1	-
HD RGB Camera + Microphone, Touch display, WLAN/WWAN/GPS antenna	319-BBLB	-	1	-
No Mobile Broadband Card	556-BFST	-	1	-
Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, MU-MIMO, Bluetooth® 5.3 wireless card	555-BLHY	-	1	-
Wireless Intel AX211 WLAN Driver	555-BLJD	-	1	-
Core Ultra 5 non-vPro CPU Label, Gen 14th	389-FJFB	-	1	-
English US Rugged RGB Single Point backlit Copilot key keyboard	583-BMJG	-	1	-
No Fingerprint reader, no Smartcard reader	346-BLBK	-	1	-
65W USB-C AC adapter	492-BDTG	-	1	-
E4 C5 black Power Cord 1M, US	470-BCRH	-	1	-
Primary 3 Cell 53.5 Whr ExpressCharge Capable Battery	389-FJFG	-	1	-
Battery Airbay Cover	325-BFXD	-	1	-
Service and Support Guide MUI for DAO (English, French, Multi)	340-DSGW	-	1	-
Quick setup guide, WW	340-DRXV	-	1	-
No Resource USB Media	430-XYPF	-	1	-
ME Disable - Manageability	631-BBYT	-	1	-
ENERGY STAR Qualified	387-BBLW	-	1	-
EPEAT Gold with Climate+	379-BFWZ	-	1	-
No Option Included	340-ACQQ	-	1	-
POD Label, 100% tie to L10 BTS & BTP	389-FJFK	-	1	-
Direct Shipment, Dell Pro Rugged 14 RB14250	340-DSFF	-	1	-
Smart Selection Shipment	800-BBZW	-	1	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	1	-
Additional TBT-4/Type-C port	325-BFXV	-	1	-
Additional rear USB 3.2 Type-A port	590-TFPW	-	1	-
Intel Responsiveness Technologies Driver	409-BCYL	-	1	-
Rigid Handle	750-BBMM	-	1	-
Fixed Hardware Configuration	998-HGDN	-	1	-
Docking POGO connector with Antenna Passthru, WLAN+WWAN+GPS antenna	452-BDZH	-	1	-
ProSupport Plus: Next Business Day Onsite, 2 Years Extended	713-0298	-	1	-
ProSupport Plus: Next Business Day Onsite, 3 Years	713-0299	-	1	-
Dell Limited Hardware Warranty Initial Year	713-0305	-	1	-
ProSupport Plus: Accidental Damage Service, 5 Years	713-0326	-	1	-

ProSupport Plus: Keep Your Hard Drive, 5 Years	713-0327	-	1	-
ProSupport Plus: 7X24 Technical Support, 5 Years	713-0337	-	1	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	1	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	1	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	1	-
Dell Additional Software	634-CVYV	-	1	-
No DDP ESS Software	634-BENZ	-	1	-
No Additional Software	658-BFOH	-	1	-

Subtotal:	\$53,722.00
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$53,722.00

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Fourteen days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason, including but not limited to tariffs imposed by government authorities, shortages in materials or resources, increase in the cost of manufacturing or other factors beyond Supplier's reasonable control. If such changes occur, pricing may be adjusted or purchase orders may be cancelled by Supplier, even after an order has been placed. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or customer changes to Supplier's planned delivery date. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

Staff Report



Meeting Date: May 11, 2026
Staff Contact: Adam Levinstein, IT Manager
Department: Finance Department

Title: A Resolution Waiving the Formal Bidding Requirements of the City’s Purchasing Manual and Approving the Purchase of Phone Services from Infobip Voice, Inc., of Jersey City, New Jersey

Recommendation:

Staff recommends continuing to purchase telephone services from InfoBip Voice, Inc, a leading provider of phone services.

Policy Consideration:

In 2018 and 2019, the City entered into a one-year agreement with Call One of Chicago. The following multi-year agreement with Call One was signed in 2020. Since then, Call One was acquired by Peerless and in 2026 Peerless, Inc. became InfoBip Voice, Inc. The City receives reliable service and responsive support from InfoBip (formally Peerless, Call One), ensuring stable operations across all City departments. Given InfoBip's proven performance and support during transitions, modifications, and (minimal) outages, remaining with the current provider supports continuity, minimizes risk, and allows IT resources to remain focused on priority initiatives.

Core Priorities:

Fiscal Responsibility:
Continuing with the existing provider avoids transition costs, prevents unnecessary duplication of effort, and represents a fiscally responsible approach by leveraging established infrastructure and maintaining predictable, budgeted expenditures. Funding is included within the approved 2026 operating budget.

Attachments:

- 1. HP - Resolution Approving Agreement with InfoBIP for Phone Services

City of Highland Park

Resolution No. _____

A Resolution Waiving the Formal Bidding Requirements of the City’s Purchasing Manual and Approving the Purchase of Phone Services from Infobip Voice, Inc., of Jersey City, New Jersey

WHEREAS, the City requires ongoing internet services for its operations; and

WHEREAS, Infobip Voice, Inc., of Jersey City, New Jersey (“**InfoBip**”), has satisfactorily provided internet services to the City for the past several years; and

WHEREAS, the total cost of the continued provision of internet services by InfoBip in 2026 may exceed the City Manager’s purchasing authority; and

WHEREAS, pursuant to Section 30.070(A) of “The Highland Park Code of 1968,” as amended, and in order to authorize the provision of internet services by InfoBip, the City Council has determined that it is appropriate to waive competitive bidding for the purchase of internet services, in accordance with the City’s Purchasing and Fixed Asset Policies and Procedures Manual (“**Purchasing Manual**”); and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City and its residents to purchase internet services from InfoBip;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as the findings of the City Council.

SECTION TWO: WAIVER OF COMPETITIVE BIDDING REQUIREMENTS. The advertising and bidding requirements for the purchase of internet services is hereby waived in accordance with the Purchasing Manual and the home rule powers of the City.

SECTION THREE: APPROVAL OF PURCHASE. The City Council hereby approves the purchase of internet services from InfoBip, in the amount necessary for City services and in accordance with the approved City budget for fiscal year 2026.

SECTION FOUR: EXECUTION OF REQUIRED DOCUMENTATION. The City Manager and the Deputy City Clerk are hereby authorized to execute and attest, on behalf of the City, all documents necessary to complete the purchase approved pursuant to Section Three of this Resolution.

SECTION FIVE: EFFECTIVE DATE. This Resolution will be in full force and effect upon its passage and approval by a vote of two-thirds of the City Council, and approval in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.

Nancy R. Rotering, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

Staff Report



Meeting Date: May 11, 2026
Staff Contact: Kristi McCaulou, Finance Director
Department: Finance Department

Title: An Ordinance Amending the Annual Budget of the City of Highland Park, County of Lake, State of Illinois, for the Fiscal Year Beginning January 1, 2026 and ending December 31, 2026 related to Projects and Expenditures in Multiple Funds

Recommendation:

Staff recommends amending the 2026 revenue budget by (\$19,451,991) and the 2026 expenditure budget by \$15,292,091 in the General, Multimodal Transportation, Sustainability, Debt Service, Capital Project, Water, Sewer, and Equipment Funds.

Policy Consideration:

The City did not anticipate the following revenue and expenditures in the 2026 adopted annual budget. The City has robust fund balances which staff anticipates will continue to meet or exceed the City’s fund balance targets in 2026 after considering this amendment.

2026 budget increases/(decreases) not related to 2025 unused budget¹	
Decrease in transfer revenue	(129,100.00)
Decrease in transfer expenditures	(129,100.00)
Net fund balance impact	-
Increase in grant revenue	641,109.00
Decrease in bond revenue	(19,964,000.00)
Increase in professional services and training expenditures	170,117.00
Decrease in debt issuance expenditures	(129,100.00)
Net fund balance decrease	(19,363,908.00)
Net fund balance decrease²	(19,363,908.00)
2026 expenditure increases from 2025 unused budget^{1,3}	15,380,174.00
Total fund balance decrease	(34,744,082.00)

Notes:

1. Detail included in RFCA Attachments A and B.
2. The \$19.4 million fund balance decrease is a result of issuing \$4M in bonds versus the budgeted \$24M.
3. The \$15.4 million increase in expenditures will result in a decrease in fund balance vs. the 2025 actual fund balance. It will not impact the 2026 budgeted fund balance, since the expenditures were budgeted and not spent in 2025, resulting in a 2025 fund balance higher than anticipated during the 2026 Budget process.

Core Priorities:
Fiscal Stability

Attachments:

1. Ordinance v2
2. Ordinance Attachment A - 2026 Budget Amd. All
3. RFCA Attachment A - 2026 Budget Amd. Detail
4. RFCA Attachment B - 2026 Budget Amd. Detail Water Cont. Proj.

CITY OF HIGHLAND PARK

ORDINANCE NO.

AN ORDINANCE AMENDING THE ANNUAL BUDGET OF THE CITY OF HIGHLAND PARK, COUNTY OF LAKE, STATE OF ILLINOIS, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026 AND ENDING DECEMBER 31, 2026 RELATED TO PROJECTS AND EXPENDITURES IN MULTIPLE FUNDS

WHEREAS, by Ordinance O60-2025, the City Council of the City of Highland Park, Illinois adopted the Annual Budget of the City of Highland Park for the fiscal year beginning January 1, 2026, and ending December 31, 2026; and

WHEREAS, the City did not anticipate certain revenues and expenditures when the annual budget was adopted; and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City to adopt an Ordinance amending the Annual Budget;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the City Council.

SECTION TWO: ADOPTION OF AMENDMENTS. The Annual Budget is hereby amended in the form attached to this Ordinance as Exhibit A

SECTION THREE: PUBLICATION. The City Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

SECTION FOUR: EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner as provided by law.

: May 11, 2026

ORDINANCE NO.

Nancy R. Rotering, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

Budget Amendment: 2025 Carry-over to 2026 and Other Budget Amendments

Org.	Obj.	Description	Current Budget	Increase/ (Decrease)	Amended Budget
11101	41616	Reimbursement - Other	-	9,887.00	9,887.00
		General Fund Revenue		9,887.00	
1110101	61090	Professional Services - Other	80,167.00	25,000.00	105,167.00
1110101	62100	Activities Programming Costs	25,648.00	57,480.00	83,128.00
1110102	62120	Education & Training	79,900.00	9,887.00	89,787.00
1110103	66060	Computer Software & Hardware	18,506.00	15,000.00	33,506.00
1110107	62100	Activities Programming Costs	1,441,000.00	135,000.00	1,576,000.00
1110199	61090	Professional Services - Other	190,000.00	381,119.41	571,119.41
1110199	71060	IT Software & Equipment	-	48,500.00	48,500.00
1110200	61090	Professional Services - Other	2,743,150.00	500,000.00	3,243,150.00
1110300	71040	Machinery & Equipment	-	1,948.90	1,948.90
1110501	61090	Professional Services - Other	119,750.00	49,391.00	169,141.00
1110601	61090	Professional Services - Other	183,775.00	79,326.18	263,101.18
1110603	71030	Improvements Other Than Bldg	3,055,000.00	1,722,715.72	4,777,715.72
1110610	71020	Bldg & Bldg Improvements	1,155,000.00	413,041.16	1,568,041.16
1110740	71020	Bldg & Bldg Improvements	3,980,000.00	347,755.32	4,327,755.32
		General Fund Expend.		3,786,164.69	
		General Fund Balance		(3,776,277.69)	
1210630	71050	Infrastructure	120,000.00	81,705.86	201,705.86
		MM Transp. Fund Expend.		81,705.86	
		MM Transp. Fund Balance		(81,705.86)	
12901	41608	Grants - State	-	160,230.00	160,230.00
		Sustainability Fund Rev.		160,230.00	
12901	61090	Professional Services - Other	17,000.00	160,230.00	177,230.00
		Sustainability Fund Expend.		160,230.00	
		Sustainability Fund Balance		-	
13102	42609	Transfer From Capital Projects	165,100.00	(129,100.00)	36,000.00
		Debt Service Fund Rev.		(129,100.00)	
13102	81010	Bond Principal	3,735,000.00	829,500.00	4,564,500.00
13102	81020	Bond Interest	2,140,025.00	(829,500.00)	1,310,525.00
13102	81060	Bond Issuance Costs	165,100.00	(129,100.00)	36,000.00
		Debt Service Fund Expend.		(129,100.00)	
		Debt Service Fund Balance		-	
14106	42220	Bond Proceeds	24,000,000.00	(19,964,000.00)	4,036,000.00
		Capital Prjct Fund Revenue		(19,964,000.00)	
1410700	71020	Bldg & Bldg Improvements	-	434,829.57	434,829.57
1410710	71030	Improvements Other Than Bldg	6,701,000.00	2,050,750.03	8,751,750.03
1410720	71020	Bldg & Bldg Improvements	2,000,000.00	555,240.66	2,555,240.66
1410700	92613	Transfer To Debt Service	165,100.00	(129,100.00)	36,000.00
		Capital Prjct Fund Expend.		2,911,720.26	
		Capital Prjct Fund Balance		(22,875,720.26)	
2120663	71020	Bldg & Bldg Improvements	2,681,000.00	2,391,845.92	5,072,845.92
2120663	71030	Improvements Other Than Bldg	10,610,000.00	2,371,543.56	12,981,543.56
		Water Fund Expend.		4,763,389.48	
		Water Fund Balance		(4,763,389.48)	
2140670	71030	Improvements Other Than Bldg	2,565,000.00	1,113,266.90	3,678,266.90
2140671	71030	Improvements Other Than Bldg	1,800,000.00	1,006,828.41	2,806,828.41

Budget Amendment: 2025 Carry-over to 2026 and Other Budget Amendments

Org.	Obj.	Description	Current Budget	Increase/ (Decrease)	Amended Budget
2140671	71040	Machinery & Equipment	25,000.00	24,774.44	49,774.44
		Sewer Fund Expend.		2,144,869.75	
		Sewer Fund Balance		(2,144,869.75)	
22204	41607	Grants – Federal	-	470,992.00	470,992.00
		Equipment Fund Rev.		470,992.00	
2220810	71040	Machinery & Equipment	700,000.00	374,216.42	1,074,216.42
2220820	71060	IT Software & Equipment	635,000.00	558,065.00	1,193,065.00
2220840	71040	Machinery & Equipment	525,000.00	640,829.54	1,165,829.54
		Equipment Fund Expend.		1,573,110.96	
		Equipment Fund Balance		(1,102,118.96)	

Org.	Obj.	Description	Current Budget	Increase/ (Decrease)	Amended Budget	Comments
11101	41616	Reimbursement - Other	-	9,887.00	9,887.00	IPRF Safety Grant ²
		General Fund Revenue		9,887.00		
1110101	61090	Professional Services - Other	80,167.00	25,000.00	105,167.00	Leaf Blower Study ¹
1110101	62100	Activities Programming Costs	25,648.00	57,480.00	83,128.00	Ms Nitro ¹
1110102	62120	Education & Training	79,900.00	9,887.00	89,787.00	IPRF Safety Grant ²
1110103	66060	Computer Software & Hardware	18,506.00	15,000.00	33,506.00	ADA Website Audit, AI Website, & Design ¹
1110107	62100	Activities Programming Costs	1,441,000.00	135,000.00	1,576,000.00	Exterior & FB Grants awarded in 2025, PC Insta Moment, Barricade Covers ¹
1110199	61090	Professional Services - Other	190,000.00	381,119.41	571,119.41	Place of Remembrance Design and Construction Management Services ¹
1110199	71060	IT Software & Equipment	-	48,500.00	48,500.00	ID Card Printer and Software - Citywide camera system upgrade ¹
1110200	61090	Professional Services - Other	2,743,150.00	500,000.00	3,243,150.00	WC Cases ¹
1110300	71040	Machinery & Equipment	-	1,948.90	1,948.90	TV monitor for training room ¹
1110501	61090	Professional Services - Other	119,750.00	49,391.00	169,141.00	Comprehensive Plan ¹
1110601	61090	Professional Services - Other	183,775.00	79,326.18	263,101.18	Floodplain Study Assessment, Havenwood Design, MFT Rresurfacing ¹
1110603	71030	Improvements Other Than Bldg	3,055,000.00	1,722,715.72	4,777,715.72	25 Lots, Metra Lot, 1201 PAW, Ravinia Train, Lot Signal ¹
1110610	71020	Bldg & Bldg Improvements	1,155,000.00	413,041.16	1,568,041.16	Police Dept. Fire Alarm, First St. Parking Deck Eng. & Repair, Arcade Repair ¹
1110740	71020	Bldg & Bldg Improvements	3,980,000.00	347,755.32	4,327,755.32	Add'l Streets, Linden, Ped Bridge, Sheridan Sidewalk, Clavey ¹
		General Fund Expend.		3,786,164.69		
		General Fund Balance		(3,776,277.69)		2026 fund balance drawdown from 2025 unused budget and 2026 safety grant
1210630	71050	Infrastructure	120,000.00	81,705.86	201,705.86	1201 Park Ave Signals & Bike Path-Multi Use ¹
		MM Transp. Fund Expend.		81,705.86		
		MM Transp. Fund Balance		(81,705.86)		2026 fund balance drawdown from 2025 unused budget
12901	41608	Grants - State	-	160,230.00	160,230.00	Illinois Energy Stretch Code Grant ²
		Sustainability Fund Rev.		160,230.00		
12901	61090	Professional Services - Other	17,000.00	160,230.00	177,230.00	Illinois Energy Stretch Code Grant ²
		Sustainability Fund Expend.		160,230.00		
		Sustainability Fund Balance		-		Grant received for stretch code
13102	42609	Transfer From Capital Projects	165,100.00	(129,100.00)	36,000.00	City only issued 2026 bonds for Streets. Updating Debt Service Fund and Bond Proceeds ²
		Debt Service Fund Rev.		(129,100.00)		
13102	81010	Bond Principal	3,735,000.00	829,500.00	4,564,500.00	City only issued 2026 bonds for Streets. Updating Debt Service Fund and Bond Proceeds ²
13102	81020	Bond Interest	2,140,025.00	(829,500.00)	1,310,525.00	City only issued 2026 bonds for Streets. Updating Debt Service Fund and Bond Proceeds ²
13102	81060	Bond Issuance Costs	165,100.00	(129,100.00)	36,000.00	City only issued 2026 bonds for Streets. Updating Debt Service Fund and Bond Proceeds ²
		Debt Service Fund Expend.		(129,100.00)		
		Debt Service Fund Balance		-		City only issued 2026 bonds for Streets. Updating Debt Service Fund and Bond Proceeds
14106	42220	Bond Proceeds	24,000,000.00	(19,964,000.00)	4,036,000.00	City only issued 2026 bonds for Streets. Updating Debt Service Fund and Bond Proceeds ²
		Capital Prjct Fund Revenue		(19,964,000.00)		
1410700	71020	Bldg & Bldg Improvements	-	434,829.57	434,829.57	Senior Center ¹
1410710	71030	Improvements Other Than Bldg	6,701,000.00	2,050,750.03	8,751,750.03	25 MFT, Add'l Street, Ped Bridge, Linden WM, Central Bridge, Clavey, Park Ave. West Bridge ¹
1410720	71020	Bldg & Bldg Improvements	2,000,000.00	555,240.66	2,555,240.66	Fire Station 32 completion and Public Services Center/Fire Station 34 planning & design ¹
1410700	92613	Transfer To Debt Service	165,100.00	(129,100.00)	36,000.00	City only issued 2026 bonds for Streets. Updating Debt Service Fund and Bond Proceeds ²
		Capital Prjct Fund Expend.		2,911,720.26		
		Capital Prjct Fund Balance		(22,875,720.26)		2026 fund balance drawdown from 2025 unused budget and updating Debt Service Fund and Bond Proceeds for 2026 bonds for Streets
2120663	71020	Bldg & Bldg Improvements	2,681,000.00	2,391,845.92	5,072,845.92	Water Plant Proj - Water Meter/Valve Replacements ¹
2120663	71030	Improvements Other Than Bldg	10,610,000.00	2,371,543.56	12,981,543.56	Add'l Streets, Dean Bridge, St. Johns Bridge, Ped Bridge, Sheridan, 41 WM, Ridge, Linden WM, Beech Street Bridge, Clavey, Judson Bridge, WM Lining, Wade Bridge, Green Bay ¹
		Water Fund Expend.		4,763,389.48		
		Water Fund Balance		(4,763,389.48)		2026 fund balance drawdown from 2025 unused budget
2140670	71030	Improvements Other Than Bldg	2,565,000.00	1,113,266.90	3,678,266.90	RV 8, Add'l Streets, Dean, St. Johns Bridge, PW Yard, Ped Bridge, Ridge, Beech St. Bridge, Central Ave. Bridge, Clavey, Flood Mitigation, Ravinia Lot, Wade Bridge, Green Bay ¹
2140671	71030	Improvements Other Than Bldg	1,800,000.00	1,006,828.41	2,806,828.41	Add'l Streets, Dean Bridge, St. Johns Bridge, Ped Bridge, Sheridan, 41 WM, Ridge, Linden WM, Beech Street Bridge, Clavey, Judson Bridge, WM Lining, Wade Bridge, Green Bay ¹
2140671	71040	Machinery & Equipment	25,000.00	24,774.44	49,774.44	Lift Station/Generator Repairs ¹
		Sewer Fund Expend.		2,144,869.75		
		Sewer Fund Balance		(2,144,869.75)		2026 fund balance drawdown from 2025 unused budget
22204	41607	Grants - Federal	-	470,992.00	470,992.00	FEMA grant for boat ¹
		Equipment Fund Rev.		470,992.00		
2220810	71040	Machinery & Equipment	700,000.00	374,216.42	1,074,216.42	PW Purchase - Two Dump Trucks ¹
2220820	71060	IT Software & Equipment	635,000.00	558,065.00	1,193,065.00	ERP, equipment replacement, and MS 365 Projects, CyberSecurity ¹
2220840	71040	Machinery & Equipment	525,000.00	640,829.54	1,165,829.54	Metal Shark 29 Defiant Fire-Rescue boat and trailer ¹
		Equipment Fund Expend.		1,573,110.96		
		Equipment Fund Balance		(1,102,118.96)		2026 fund balance drawdown from 2025 unused budget

Notes:
1. Increase in 2026 budget from 2025 unused budget for project continuing into 2026, with no impact on 2026 budgeted fund balance.
2. Increase in 2026 budget not related to 2025 unused budget.

CITY OF HIGHLAND PARK
Water Projects Continuing from 2025 to 2026

RFCA ATTACHMENT B

Amount	Project	Vendor
1,278,000	West Water Meter Replacement	JJ Henderson & Son, Inc.
808,000	NSR Generator Replacement	Baxter & Woodman
130,000	High Lift #2 VFD Construction Contract	TBD
100,000	Eng. Services (High Lift #2 VFD-Energy Efficiency Grant Match-Water Plant Master Plan)	Strand Associates, Inc.
50,000	Switchgear Thermal Scan & Breaker Test	Greeley and Hansen, LLC
25,845	Reservoir Generator Design and Inspection Services	Robinson Engineering, Ltd.
2,391,845	TOTAL - WTP	
820,852	Lead Service Line Replacement Program	Trine Construction
540,035	Watermain Lining (Rt 41 Crossings, other)	Sheridan Sewer & Plumbing
250,000	Linden Ave- Elm Pl to Maple Ave	Copenhaver Construction
200,000	Clavey - US 41 to Green Bay Contract 1 PH III	IDOT
122,556	Lead Service Line Replacement Program Construction Eng	Robinson Engineering, Ltd.
91,082	St Johns Bridge -STP 80/20	Alfred Benesch
82,964	Green Bay Rd-Central to Clavey (STP Grant) PH II Cont1	GFT
50,935	Judson Ave Bridge	Patrick/RINA Engineering
38,253	Watermain Lining Rt 41 Crossings-Construction Engineering	Ciorba Group
36,351	Ped Bridge over US 41 (Bridge Replace)	Ciorba Group
26,059	Ridge Rd (Grant) * LAPP Resurf	Civiltech Engineering
20,989	Linden Avenue Water Main Replacement	Bowman Consulting
19,798	Sheridan Rd Improvements, North to Edgecliff -Supplemental Design Services	Ciorba Group
19,281	Beech St Bridge PH II	HR Green
16,434	Wade Ave Bridge PH II	Stanley Consulting
14,269	Utility Relocations-IDOT-Sheridan Road	Thomas Engineering
12,684	Dean Ave Bridge	Baxter & Woodman
9,000	Additional Streets	Peter Baker & Son
2,371,543	TOTAL - Engineering	
4,763,388	COMBINED TOTAL	

Staff Report



Meeting Date: May 11, 2026

Staff Contact: Keith Miller, Utilities Superintendent
Joe O'Neill, Deputy Director of Public Works

Department: Public Works Department

Title: A Resolution Approving Award of the Rock Salt Purchase Contract to Compass Minerals America Inc., of Overland Park, Kansas

Recommendation:

Staff recommends contract approval of the Lake County Bulk Rock Salt Consortium Contract for the purchase of road rock salt at a unit cost of \$95.78 per ton. The purchase of rock salt for winter operations was discussed and approved as part of FY 2026 Public Works Department budget.

Policy Consideration:

On an average winter season, the City uses approximately 4,000 tons of salt with an estimated 500 tons stored for sister agencies such as the Park District of Highland Park, School Districts 112 and 113. In the past, the City has also supplied salt to the City of Highwood and the North Shore Water Reclamation District.

The Public Works Salt Dome holds approximately 4,000 tons of salt, providing the ability to store an approximate full season’s annual usage. The City purchases salt for winter snow and ice plowing operations from two consortium sources. The State of Illinois Department of Central Management Services (CMS) and the Lake County Bulk Rock Salt Consortium Contract (LC Consortium). Having two salt contracts diversifies rock salt purchasing options and helps to mitigate extreme fluctuations in pricing. In addition, having two sources to rely upon is extremely helpful when salt suppliers run low on product and are unable to meet their contractual obligations.

The LC Consortium joint bid comprised of 66 participating units of government, with Lake County receiving bids from two salt suppliers. For the City of Highland Park, Compass Minerals America Inc., of Overland Park, Kansas, represents the low responsible bidder for the 2026/2027 winter season at a price of \$95.78 per ton. This represents an increase of 9% per ton over last season’s LC Consortium pricing. In comparison, Morton Salt, Inc. pricing for this season is at \$97.39 per ton. The LC Consortium contract allows the flexibility to purchase salt quantities

between 80% (1,600 tons) and 150% (3,000 tons) of the estimated bid quantity of 2,000 tons. The unit price of \$95.78 per ton is applicable for quantities between 80% and 120%, and the unit price increases to \$110.78 per ton for quantities between 120% and 150%. The City is required to purchase a minimum quantity of 80%, equivalent to 1,600 tons, costing \$153,248. The City will purchase an appropriate amount of salt under this contract to maximize the most beneficial pricing of the two contracts. The City’s next snow season plan begins in November 2026 and ends in mid-April 2027, and staff and equipment will be in place and ready.

The Department of Public Works Streets Section manages the snow operation, including the purchase of bulk salt and bag salt. Pertinent documents on the salt purchase contract are available at the Department of Public Works.

Core Priorities:

Fiscal Stability

The Department has budgeted funds in the City’s Multi-Modal Transportation budget to provide for snow and ice operations. Past Lake County Consortium expenditures for rock salt are as follows:

Budget Year	FY2024	FY2025	FY2026
Amount	\$152,000	\$130,600	\$104,500 YTD

Attachments:

1. Resolution Rock Salt
2. Bid Tabulation - 2027 Patrol I Maintenance - Rock Salt R1

CITY OF HIGHLAND PARK
RESOLUTION NO. R_____

**A RESOLUTION AUTHORIZING AWARD OF THE ROCK SALT PURCHASE
CONTRACT TO COMPASS MINERALS AMERICA INC., OF OVERLAND PARK,
KANSAS**

WHEREAS, the City, the Lake County Division of Transportation ("**LCDOT**") and other Local Governmental Units are part of the Municipal Partnering Initiative ("**MPI**"); and

WHEREAS, LCDOT sought bids on behalf of the MPI for the award of the Rock Salt Purchase Contract ("**Contract**") to supply rock salt to assist in deicing various County highways and streets; and

WHEREAS, Compass Minerals America Inc., of Overland Park, Kansas ("**Compass**"), was the low responsible bidder of the firms that submitted bid packages to LCDOT; and

WHEREAS, the City Council has determined that entering into the Contract with Compass will serve and be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: AUTHORIZATION OF CONTRACT. The Contract by and between the City and Compass shall be, and is hereby, authorized.

SECTION THREE: EXECUTION OF CONTRACT. The City Manager and the Deputy City Clerk shall be, and they are hereby, authorized and directed to execute and attest, on behalf of the City, the Contract upon receipt by the City Clerk of at least one original copy of the Contract executed by Compass; provided, however, that if the executed copy of the Contract is not received by the City Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest shall, at the option of the City Council, be null and void.

SECTION FOUR: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval by a majority of the members of the City Council.

[SIGNATURE PAGE FOLLOWS]

ADOPTED

AYES:

ABSENT:

ADOPTED:

RESOLUTION NO.

ATTEST:

Nancy R. Rotering, Mayor

Ghida S. Neukirch, City Clerk



Project: 2027 PATROL I MAINTENANCE - ROCK SALT
 Description: FURNISH AND DELIVER ROCK SALT

Section: 27-00000-05-GM
 CPMS Pin: B-01699
 Let Date: 4/14/2026

Summary of Bids Received

Bidder	Address	City, State, Zip	Bond/Check
Cargill, Inc. Deicing Technology Business	24950 County Club Blvd.	North Olmsted, OH 44070	
Compass Minerals America, Inc.	9900 W. 109th Street, Suite 100	Overland Park, KS 66210	Bid Bond
Morton Salt, Inc.	444 w. Lake Street, Suite 300	Chicago, IL 60606	Bid Bond
Salt Xchange Inc.	P.O. Box 95	Eola, IL 60519	Bid Bond

THE LOW BIDS FOR EACH AGENCY, (80%-120%, 120% - 150% & EARLY DELIVERY) ARE HIGHLIGHTED

Early Delivery unit price is for delivery between July 15, 2026 and November 1, 2026; 80% - 120% unit price & 120% - 150% unit price are for delivery after November 1, 2026.

	UNIT OF GOVERNMENT	UNITS	QUANTITY		Cargill, Inc - Deicing Technology Business	Compass Minerals America, Inc.	Morton Salt, Inc.	Salt Xchange Inc.	
Lake County									
1	Lake County Division of Transportation	TONS	16,000	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 96.68 \$ 111.68 \$ 96.68	\$ 98.28 \$ 110.28 \$ 98.28	NO BID	
2	Lake County Forest Preserve District	TONS	187	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 95.91 \$ 110.91 \$ 95.91	\$ 99.45 \$ 111.45 \$ 99.45	NO BID	
Lake County Townships									
3	Antioch Township	TONS	2,500	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 94.80 \$ 109.80 \$ 94.80	\$ 97.97 \$ 109.97 \$ 97.97	NO BID	
4	Avon Township	TONS	550	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 97.01 \$ 112.01 \$ 97.01	\$ 99.83 \$ 111.83 \$ 99.83	NO BID	
5	Ela Township	TONS	850	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 97.12 \$ 112.12 \$ 97.12	\$ 98.72 \$ 110.72 \$ 98.72	NO BID	
6	Fremont Township	TONS	500	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 97.08 \$ 112.08 \$ 97.08	\$ 98.72 \$ 110.72 \$ 98.72	NO BID	
7	Grant Township	TONS	1,600	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 97.01 \$ 112.01 \$ 97.01	\$ 99.89 \$ 111.89 \$ 99.89	NO BID	
8	Lake Villa Township	TONS	1,100	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE	NO BID	\$ 95.91 \$ 110.91	\$ 99.45 \$ 111.45	NO BID	

				EARLY DELIVERY UNIT PRICE		\$ 95.91	\$ 99.45		
Lake County Townships (continued)									
9	Libertyville Township Road District	TONS	600	80% - 120% UNIT PRICE	NO BID	\$ 96.68	\$ 98.28	NO BID	
				120% - 150% UNIT PRICE		\$ 111.68	\$ 110.28		
				EARLY DELIVERY UNIT PRICE		\$ 96.68	\$ 98.28		
10	Newport Township	TONS	300	80% - 120% UNIT PRICE	NO BID	\$ 98.74	\$ 97.61	NO BID	
				120% - 150% UNIT PRICE		\$ 113.74	\$ 109.61		
				EARLY DELIVERY UNIT PRICE		\$ 98.74	\$ 97.61		
11	Shields Township	TONS	150	80% - 120% UNIT PRICE	NO BID	\$ 97.01	\$ 99.00	NO BID	
				120% - 150% UNIT PRICE		\$ 112.01	\$ 111.00		
				EARLY DELIVERY UNIT PRICE		\$ 97.01	\$ 99.00		
12	Vernon Township	TONS	250	80% - 120% UNIT PRICE	NO BID	\$ 102.49	\$ 102.81	NO BID	
				120% - 150% UNIT PRICE		\$ 117.49	\$ 114.81		
				EARLY DELIVERY UNIT PRICE		\$ 102.49	\$ 102.81		
13	Warren Township	TONS	3,000	80% - 120% UNIT PRICE	NO BID	\$ 95.71	\$ 97.97	NO BID	
				120% - 150% UNIT PRICE		\$ 110.71	\$ 109.97		
				EARLY DELIVERY UNIT PRICE		\$ 95.71	\$ 97.97		
14	Wauconda Township	TONS	700	80% - 120% UNIT PRICE	NO BID	\$ 97.98	\$ 99.56	NO BID	
				120% - 150% UNIT PRICE		\$ 112.98	\$ 111.56		
				EARLY DELIVERY UNIT PRICE		\$ 97.98	\$ 99.56		
15	Waukegan Township	TONS	210	80% - 120% UNIT PRICE	NO BID	\$ 95.71	\$ 98.19	NO BID	
				120% - 150% UNIT PRICE		\$ 110.71	\$ 110.19		
				EARLY DELIVERY UNIT PRICE		\$ 95.71	\$ 98.19		
Lake County Communities									
16	Village of Antioch	TONS	1,000	80% - 120% UNIT PRICE	NO BID	\$ 94.80	\$ 97.97	NO BID	
				120% - 150% UNIT PRICE		\$ 109.80	\$ 109.97		
				EARLY DELIVERY UNIT PRICE		\$ 94.80	\$ 97.97		

17	Village of Barrington	TONS	300	80% - 120% UNIT PRICE	NO BID	\$ 103.39	\$ 103.72	NO BID	
				120% - 150% UNIT PRICE		\$ 118.39	\$ 115.72		
				EARLY DELIVERY UNIT PRICE		\$ 103.39	\$ 103.72		
18	Village of Beach Park	TONS	550	80% - 120% UNIT PRICE	NO BID	\$ 94.64	\$ 97.61	NO BID	
				120% - 150% UNIT PRICE		\$ 109.64	\$ 109.61		
				EARLY DELIVERY UNIT PRICE		\$ 94.64	\$ 97.61		
19	Village of Buffalo Grove	TONS	1,750	80% - 120% UNIT PRICE	NO BID	\$ 96.18	\$ 97.81	NO BID	
				120% - 150% UNIT PRICE		\$ 111.18	\$ 109.81		
				EARLY DELIVERY UNIT PRICE		\$ 96.18	\$ 97.81		
20	Village of Deerfield	TONS	2,000	80% - 120% UNIT PRICE	NO BID	\$ 95.78	\$ 97.39	NO BID	
				120% - 150% UNIT PRICE		\$ 110.78	\$ 109.39		
				EARLY DELIVERY UNIT PRICE		\$ 95.78	\$ 97.39		
21	Village of Fox Lake	TONS	750	80% - 120% UNIT PRICE	NO BID	\$ 96.77	\$ 100.23	NO BID	
				120% - 150% UNIT PRICE		\$ 111.77	\$ 112.23		
				EARLY DELIVERY UNIT PRICE		\$ 96.77	\$ 100.23		
22	Village of Grayslake	TONS	2,400	80% - 120% UNIT PRICE	NO BID	\$ 96.77	\$ 99.45	NO BID	
				120% - 150% UNIT PRICE		\$ 111.77	\$ 111.45		
				EARLY DELIVERY UNIT PRICE		\$ 96.77	\$ 99.45		
23	Village of Gurnee	TONS	3,000	80% - 120% UNIT PRICE	NO BID	\$ 95.71	\$ 97.97	NO BID	
				120% - 150% UNIT PRICE		\$ 110.71	\$ 109.97		
				EARLY DELIVERY UNIT PRICE		\$ 95.71	\$ 97.97		
Lake County Communities (continued)									
24	Village of Hainesville	TONS	250	80% - 120% UNIT PRICE	NO BID	\$ 100.10	\$ 99.83	NO BID	
				120% - 150% UNIT PRICE		\$ 115.10	\$ 111.83		
				EARLY DELIVERY UNIT PRICE		\$ 100.10	\$ 99.83		
25	City of Highland Park	TONS	2,000	80% - 120% UNIT PRICE	NO BID	\$ 95.78	\$ 97.39	NO BID	
				120% - 150% UNIT PRICE		\$ 110.78	\$ 109.39		

				EARLY DELIVERY UNIT PRICE		\$ 95.78	\$ 97.39		
26	City of Highwood	TONS	1,000	80% - 120% UNIT PRICE	NO BID	\$ 95.78	\$ 97.39	NO BID	
				120% - 150% UNIT PRICE		\$ 110.78	\$ 109.39		
				EARLY DELIVERY UNIT PRICE		\$ 95.78	\$ 97.39		
27	Village of Island Lake	TONS	600	80% - 120% UNIT PRICE	NO BID	\$ 98.46	\$ 99.64	NO BID	
				120% - 150% UNIT PRICE		\$ 113.46	\$ 111.64		
				EARLY DELIVERY UNIT PRICE		\$ 98.46	\$ 99.64		
28	Village of Kildeer	TONS	1,000	80% - 120% UNIT PRICE	NO BID	\$ 97.15	\$ 98.36	NO BID	
				120% - 150% UNIT PRICE		\$ 112.15	\$ 110.36		
				EARLY DELIVERY UNIT PRICE		\$ 97.15	\$ 98.36		
29	City of Lake Forest	TONS	2,700	80% - 120% UNIT PRICE	NO BID	\$ 96.18	\$ 97.81	NO BID	
				120% - 150% UNIT PRICE		\$ 111.18	\$ 109.81		
				EARLY DELIVERY UNIT PRICE		\$ 96.18	\$ 97.81		
Lake County Communities (continued)									
30	Village of Libertyville	TONS	2,500	80% - 120% UNIT PRICE	NO BID	\$ 96.68	\$ 98.28	NO BID	
				120% - 150% UNIT PRICE		\$ 111.68	\$ 110.28		
				EARLY DELIVERY UNIT PRICE		\$ 96.68	\$ 98.28		
31	Village of Lincolnshire	TONS	550	80% - 120% UNIT PRICE	NO BID	\$ 96.18	\$ 97.81	NO BID	
				120% - 150% UNIT PRICE		\$ 111.18	\$ 109.81		
				EARLY DELIVERY UNIT PRICE		\$ 96.18	\$ 97.81		
32	Village of Lindenhurst	TONS	650	80% - 120% UNIT PRICE	NO BID	\$ 95.91	\$ 99.45	NO BID	
				120% - 150% UNIT PRICE		\$ 110.91	\$ 111.45		
				EARLY DELIVERY UNIT PRICE		\$ 95.91	\$ 99.45		
33	Village of Long Grove	TONS	1,400	80% - 120% UNIT PRICE	NO BID	\$ 97.98	\$ 99.56	NO BID	
				120% - 150% UNIT PRICE		\$ 112.98	\$ 111.56		
				EARLY DELIVERY UNIT PRICE		\$ 97.98	\$ 99.56		
				80% - 120% UNIT PRICE		\$ 94.30	\$ 97.81		

34	Village of Mettawa	TONS	150	120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 109.30 \$ 94.30	\$ 109.81 \$ 97.81	NO BID	
Lake County Communities (continued)									
35	Village of Mundelein	TONS	400	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 97.08 \$ 112.08 \$ 97.08	\$ 98.72 \$ 110.72 \$ 98.72	NO BID	
36	City of North Chicago	TONS	1,000	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 94.77 \$ 109.77 \$ 94.77	\$ 98.28 \$ 110.28 \$ 98.28	NO BID	
37	City of Park City	TONS	150	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 96.76 \$ 111.76 \$ 96.76	\$ 98.04 \$ 110.04 \$ 98.04	NO BID	
38	Village of Round Lake	TONS	1,300	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 97.01 \$ 112.01 \$ 97.01	\$ 99.83 \$ 111.83 \$ 99.83	NO BID	
39	Village of Round Lake Beach	TONS	900	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 97.01 \$ 112.01 \$ 97.01	\$ 99.83 \$ 111.83 \$ 99.83	NO BID	
40	Village of Round Lake Heights	TONS	200	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 100.10 \$ 115.10 \$ 100.10	\$ 99.83 \$ 111.83 \$ 99.83	NO BID	
Lake County Communities (continued)									
41	Village of Vernon Hills	TONS	1,400	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE EARLY DELIVERY UNIT PRICE	NO BID	\$ 96.68 \$ 111.68 \$ 96.68	\$ 98.05 \$ 110.05 \$ 98.05	NO BID	
42	Village of Wadsworth	TONS	250	80% - 120% UNIT PRICE 120% - 150% UNIT PRICE	NO BID	\$ 94.20 \$ 109.20	\$ 97.41 \$ 109.41	NO BID	

				EARLY DELIVERY UNIT PRICE		\$ 94.20	\$ 97.41		
43	Village of Wauconda	TONS	1,000	80% - 120% UNIT PRICE	NO BID	\$ 97.98	\$ 99.56	NO BID	
				120% - 150% UNIT PRICE		\$ 112.98	\$ 111.56		
				EARLY DELIVERY UNIT PRICE		\$ 97.98	\$ 99.56		
Cook County Communities									
44	City of Des Plaines	TONS	1,200	80% - 120% UNIT PRICE	NO BID	\$ 101.89	\$ 101.53	NO BID	
				120% - 150% UNIT PRICE		\$ 116.89	\$ 113.53		
				EARLY DELIVERY UNIT PRICE		\$ 101.89	\$ 101.53		
45	Village of Glencoe	TONS	850	80% - 120% UNIT PRICE	NO BID	\$ 97.01	\$ 97.81	NO BID	
				120% - 150% UNIT PRICE		\$ 112.01	\$ 109.81		
				EARLY DELIVERY UNIT PRICE		\$ 97.01	\$ 97.81		
Cook County Communities (continued)									
46	Village of Glenview	TONS	2,500	80% - 120% UNIT PRICE	NO BID	\$ 94.97	\$ 96.51	NO BID	
				120% - 150% UNIT PRICE		\$ 109.97	\$ 108.51		
				EARLY DELIVERY UNIT PRICE		\$ 94.97	\$ 96.51		
47	Village of Kenilworth	TONS	80	80% - 120% UNIT PRICE	NO BID	\$ 96.95	\$ 96.19	NO BID	
				120% - 150% UNIT PRICE		\$ 111.95	\$ 108.19		
				EARLY DELIVERY UNIT PRICE		\$ 96.95	\$ 96.19		
48	Village of Wilmette	TONS	650	80% - 120% UNIT PRICE	NO BID	\$ 96.95	\$ 96.13	NO BID	
				120% - 150% UNIT PRICE		\$ 111.95	\$ 108.13		
				EARLY DELIVERY UNIT PRICE		\$ 96.95	\$ 96.13		
49	Village of Winnetka	TONS	400	80% - 120% UNIT PRICE	NO BID	\$ 97.01	\$ 95.55	NO BID	
				120% - 150% UNIT PRICE		\$ 112.01	\$ 107.55		
				EARLY DELIVERY UNIT PRICE		\$ 97.01	\$ 95.55		
McHenry County Townships									
50	Algonquin Township	TONS	1,000	80% - 120% UNIT PRICE	NO BID	\$ 105.01	\$ 105.28	NO BID	
				120% - 150% UNIT PRICE		\$ 120.01	\$ 117.28		

				EARLY DELIVERY UNIT PRICE		\$ 105.01	\$ 105.28		
51	McHenry Township Road District	TONS	1,600	80% - 120% UNIT PRICE	NO BID	\$ 103.72	\$ 101.92	NO BID	
				120% - 150% UNIT PRICE		\$ 118.72	\$ 113.92		
				EARLY DELIVERY UNIT PRICE		\$ 103.72	\$ 101.92		
McHenry County Townships (continued)									
52	Nunda Township Road District	TONS	2,600	80% - 120% UNIT PRICE	NO BID	\$ 98.47	\$ 100.08	NO BID	
				120% - 150% UNIT PRICE		\$ 113.47	\$ 112.08		
				EARLY DELIVERY UNIT PRICE		\$ 98.47	\$ 100.08		
McHenry County Communities									
53	Village of Cary	TONS	1,200	80% - 120% UNIT PRICE	NO BID	\$ 98.47	\$ 99.60	NO BID	
				120% - 150% UNIT PRICE		\$ 113.47	\$ 111.60		
				EARLY DELIVERY UNIT PRICE		\$ 98.47	\$ 99.60		
54	City of Crystal Lake	TONS	2,500	80% - 120% UNIT PRICE	NO BID	\$ 103.98	\$ 105.28	NO BID	
				120% - 150% UNIT PRICE		\$ 118.98	\$ 117.28		
				EARLY DELIVERY UNIT PRICE		\$ 103.98	\$ 105.28		
55	Village of Fox River Grove	TONS	500	80% - 120% UNIT PRICE	NO BID	\$ 98.01	\$ 99.58	NO BID	
				120% - 150% UNIT PRICE		\$ 113.01	\$ 111.58		
				EARLY DELIVERY UNIT PRICE		\$ 98.01	\$ 99.58		
McHenry County Communities (continued)									
56	Village of Hebron	TONS	300	80% - 120% UNIT PRICE	NO BID	\$ 95.69	\$ 101.62	NO BID	
				120% - 150% UNIT PRICE		\$ 110.69	\$ 113.62		
				EARLY DELIVERY UNIT PRICE		\$ 95.69	\$ 101.62		
57	Village of Johnsburg	TONS	1,150	80% - 120% UNIT PRICE	NO BID	\$ 103.72	\$ 101.92	NO BID	
				120% - 150% UNIT PRICE		\$ 118.72	\$ 113.92		
				EARLY DELIVERY UNIT PRICE		\$ 103.72	\$ 101.92		
58	City of Lakewood	TONS	1,000	80% - 120% UNIT PRICE	NO BID	\$ 98.08	\$ 100.28	NO BID	
				120% - 150% UNIT PRICE		\$ 113.08	\$ 112.28		

				EARLY DELIVERY UNIT PRICE		\$ 98.08	\$ 100.28		
59	Village of Richmond	TONS	200	80% - 120% UNIT PRICE	NO BID	\$ 103.15	\$ 101.58		
				120% - 150% UNIT PRICE		\$ 118.15	\$ 113.58	NO BID	
				EARLY DELIVERY UNIT PRICE		\$ 103.15	\$ 101.58		
60	Village of Spring Grove	TONS	600	80% - 120% UNIT PRICE	NO BID	\$ 102.00	\$ 100.60		
				120% - 150% UNIT PRICE		\$ 117.00	\$ 112.60	NO BID	
				EARLY DELIVERY UNIT PRICE		\$ 102.00	\$ 100.60		
61	Village of Wonder Lake	TONS	600	80% - 120% UNIT PRICE	NO BID	\$ 105.64	\$ 103.65		
				120% - 150% UNIT PRICE		\$ 120.64	\$ 115.65	NO BID	
				EARLY DELIVERY UNIT PRICE		\$ 105.64	\$ 103.65		
Park Districts									
62	Cary Park District	TONS	22	80% - 120% UNIT PRICE	NO BID	\$ 103.85	\$ 104.60		
				120% - 150% UNIT PRICE		\$ 118.85	\$ 116.60	NO BID	
				EARLY DELIVERY UNIT PRICE		\$ 103.85	\$ 104.60		
63	Zion Park District	TONS	100	80% - 120% UNIT PRICE	NO BID	\$ 94.64	\$ 97.61		
				120% - 150% UNIT PRICE		\$ 109.64	\$ 109.61	NO BID	
				EARLY DELIVERY UNIT PRICE		\$ 94.64	\$ 97.61		
ENHANCED SALT									
64	Village of Algonquin	TONS	2,200	80% - 120% UNIT PRICE	NO BID		\$ 129.26	\$ 129.00	
				120% - 150% UNIT PRICE		NO BID	\$ 141.26	\$ 139.00	
				EARLY DELIVERY UNIT PRICE			\$ 129.26	\$ 125.00	
65	McHenry County DOT	TONS	5,000	80% - 120% UNIT PRICE	NO BID		\$ 132.04	\$ 129.00	
				120% - 150% UNIT PRICE		NO BID	\$ 144.04	\$ 139.00	
				EARLY DELIVERY UNIT PRICE			\$ 132.04	\$ 125.00	
66	McHenry County DOT (Algonquin Public Works)	TONS	7,000	80% - 120% UNIT PRICE	NO BID		\$ 129.26	\$ 129.00	
				120% - 150% UNIT PRICE		NO BID	\$ 141.26	\$ 139.00	
				EARLY DELIVERY UNIT PRICE			\$ 129.26	\$ 125.00	

67	City of Woodstock	TONS	1,800	80% - 120% UNIT PRICE	NO BID	NO BID	\$	132.04	\$	129.00
				120% - 150% UNIT PRICE			\$	144.04	\$	139.00
				EARLY DELIVERY UNIT PRICE			\$	132.04	\$	125.00

Staff Report



Meeting Date: May 11, 2026
Staff Contact: Joe O'Neill, Deputy Director of Public Works
Department: Public Works Department

Title: An Ordinance Approving the Disposal of a Surplus Vehicle and Award Purchase of a 2026 Chevrolet Equinox EV Through the Sourcewell Purchasing Cooperative

Recommendation:

City staff recommends contract award for the purchase of one 2026 Chevy Equinox EV vehicle through Sourcewell contract #081325-HLZ from contract holder Holz Motors, Inc. Hales Corners, Wisconsin, for a total price of \$26,735.60. The purchase will be funded through the 2026 Fleet Capital Improvement Program.

Policy Consideration:

In 2025, Public Works Department staff identified the need to replace Toyota Prius unit #202. Being a 2005 model, this vehicle has experienced escalating maintenance costs due to its age and general wear, increasing overall repair costs. Currently, the vehicle's unibody frame is showing significant rust and corrosion that is starting to compromise its structural integrity. It also has recurring electrical issues where major components, such as the dashboard, only work intermittently. With approval, this vehicle will be taken out of service, declared surplus, and sent to municipal auction.

Staff continues to investigate and explore vehicles and equipment that are environmentally friendly, functional to the task at hand, and those that provide greater efficiencies. As part of sustainable fleet initiatives, City staff consulted with the Metropolitan Mayors Caucus and other agencies for any grants or incentives related to this purchase of an EV vehicle. At this time, no grants were available for these vehicles.

Staff identified a competitively bid cooperative purchasing contract, Sourcewell contract #081325-HLZ, available through Holz Motors, Inc. Hales Corners, Wisconsin. The contract provides a 2026 Chevy EV Equinox for the cost of \$26,735.60. Despite no EV incentives being currently available, the competitive bidding process has reduced the total vehicle cost to less than that of other recently purchased similar model cars.

The purchase of this vehicle will be managed by the Fleet/Equipment Section of Public Works.

Pertinent documents are available for review at the Public Services Building, Public Works Department, 1150 Half Day Road,

Core Priorities:

Fiscal Stability

Sufficient funding has been allocated in the 2026 Equipment Replacement Fund for the purchase price of \$26,735.60

Environmental Sustainability

The purchase of 2026 Chevrolet Equinox vehicles aligns with the City's Core Priority of Environmental Sustainability by utilizing vehicles that produce low or zero emissions. The vehicles feature lithium-ion battery for an EPA-estimated 319 miles of range on FWD models. When enabled, regen on demand and one pedal driving help to convert the vehicle's kinetic energy into energy stored in the battery. This in turn helps to get the most out of every mile. These units are comparable to the Chevrolet Bolt EV in the city vehicle inventory, which was discontinued by Chevy and are to be produced again in 2027.

Attachments:

1. Ordinance Equinox
2. Holz Motors Contract 081325 -2026
3. Quote
4. spec sheet-equinox ev

CITY OF HIGHLAND PARK

ORDINANCE NO. O _____

**AN ORDINANCE APPROVING THE DISPOSAL OF A SURPLUS VEHICLE AND
AWARD PURCHASE OF A 2026 CHEVROLET EQUINOX EV THROUGH THE
SOURCEWELL PURCHASING COOPERATIVE**

WHEREAS, the Public Works Department has identified the need to purchase a 2026 Chevrolet Equinox EV ("*EV Equinox*"); and

WHEREAS, the City participates in the Sourcewell Purchasing Cooperative Program ("*Sourcewell*"), which permits local governments to purchase commodities through cooperative purchasing arrangements, resulting in significant savings for the City; and

WHEREAS, Sourcewell sought bids for the award of Contract No. 081325 for the purchase by Sourcewell participants of Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories ("*Contract*"); and

WHEREAS, Sourcewell identified Holz Motors Inc. of Hales Corners, Wisconsin ("*Holz*"), as the low responsible bidder for the Contract for the sale of the EV Equinox; and

WHEREAS, the City now proposes to purchase the EV Equinox from Holz, in accordance with the Contract, in the amount of \$26,735.60; and

WHEREAS, the City Council has determined that ownership of the Surplus Vehicle is no longer necessary or useful to, or for the best interests of, the City; and

WHEREAS, the City Council has determined it will serve and be in the best interest of the City and its residents to: (i) enter into a contract with Holz for the purchase of a EV Equinox, in accordance with the Sourcewell Contract, in the amount of \$26,735.60; and (ii) declare the Surplus of the 2005 Toyota Prius unit #202;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF
HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:**

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: APPROVAL OF PURCHASE. The City Council hereby approves the purchase of the EV Equinox from Holz, in the amount of \$26,735.60 and in accordance with the Contract.

SECTION THREE: EXECUTION OF REQUIRED DOCUMENTATION. The City Manager and the Deputy City Clerk are hereby authorized and directed to execute and attest, on behalf of the City, the Contract and all documents necessary to complete the purchase authorized pursuant to Section Two of this Ordinance.

SECTION FOUR: AUTHORIZATION TO DISPOSE OF SURPLUS PROPERTY. Pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, and

the City's home rule authority, the City Council declares that ownership of the 2005 Toyota Prius unit #202 is no longer necessary or useful to, or in the best interests of the City.

SECTION FIVE: PUBLICATION. The City Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

SECTION SIX: EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

ADOPTED

AYES:

ABSENT:

ADOPTED:

ORDINANCE NO.

ATTEST:

Nancy R. Roterling, Mayor

Ghida S. Neukirch, City Clerk



MASTER AGREEMENT #081325

CATEGORY: Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

SUPPLIER: Holz Motors Inc.

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Holz Motors Inc., 5961 S. 108th Place, Hales Corners, WI 53130 (Supplier).

Sourcewell is a local government and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) offering a Cooperative Purchasing Program to eligible participating government entities.

Under this Master Agreement entered with Sourcewell, Supplier will provide Included Solutions to Participating Entities through Sourcewell's Cooperative Purchasing Program.

**Article 1:
General Terms**

The General Terms in this Article 1 control the operation of this Master Agreement between Sourcewell and Supplier and apply to all transactions entered by Supplier and Participating Entities. Subsequent Articles to this Master Agreement control the rights and obligations directly between Sourcewell and Supplier (Article 2), and between Supplier and Participating Entity (Article 3), respectively. These Article 1 General Terms control over any conflicting terms. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Purpose.** Pursuant to Minnesota law, the Sourcewell Board of Directors has authorized a Cooperative Purchasing Program designed to provide Participating Entities with access to competitively awarded cooperative purchasing agreements. To facilitate the Program, Sourcewell has awarded Supplier this cooperative purchasing Master Agreement following a competitive procurement process intended to meet compliance standards in accordance with Minnesota law and the requirements contained herein.
- 2) **Intent.** The intent of this Master Agreement is to define the roles of Sourcewell, Supplier, and Participating Entity as it relates to Sourcewell's Cooperative Purchasing Program.
- 3) **Participating Entity Access.** Sourcewell's Cooperative Purchasing Program Master Agreements are available to eligible public agencies (Participating Entities). A Participating Entity's authority to access Sourcewell's Cooperative Purchasing Program is determined through the laws of its respective jurisdiction.
- 4) **Supplier Access.** The Included Solutions offered under this Agreement may be made available to any Participating Entity. Supplier understands that a Participating Entity's use of this Agreement is at the Participating Entity's sole convenience. Supplier will educate its sales and service forces about Sourcewell eligibility requirements and required documentation. Supplier will be responsible for

ensuring sales are with Participating Entities.

- 5) **Term.** This Agreement is effective upon the date of the final signature below. The term of this Agreement is four (4) years from the effective date. The Agreement expires at 11:59 P.M. Central Time on November 13, 2029, unless it is cancelled or extended as defined in this Agreement.
- a. **Extensions.** Sourcewell and Supplier may agree to up to three (3) additional one-year extensions beyond the original four-year term. The total possible length of this Agreement will be seven (7) years from the effective date.
- b. **Exceptional Circumstances.** Sourcewell retains the right to consider additional extensions as required under exceptional circumstances.
- 6) **Survival of Terms.** Notwithstanding the termination of this Agreement, the obligations of this Agreement will continue through the performance period of any transaction entered between Supplier and any Participating Entity before the termination date.
- 7) **Scope.** Supplier is awarded a Master Agreement to provide the solutions identified in RFP # 081325 to Participating Entities. In Scope solutions include:
- a. Category 1: ALL engines, fuel, and propulsion type Automobiles, SUVs, Vans, and Light Trucks:
- i. Vehicles of the following types and classifications:
- (1) Automobiles: mini, subcompact, compact, coupe, sedan, and full size;
 - (2) Sport Utility Vehicles: cross-over, light duty, and heavy duty;
 - (3) Vans: passenger and cargo; and
 - (4) Light Trucks: light duty, half-ton, three-quarter ton, and one ton.
- ii. Vehicles of the types and classifications in subsections 7 a. i. (1)-(4). above with upfitting designed for:
- (1) Public safety applications;
 - (2) ADA and paratransit applications;
 - (3) Service bodies and utility bed for light trucks; and
 - (4) Equipment, lighting, technology, accessories, safety products, and upfitting services directly related to turnkey solutions for subsections 7 a. ii. (1)-(3).
- iii. A wide range of vehicles by seating or cargo configurations, drive train options, trim levels, and optional equipment offerings.
- iv. Proposers may include related equipment, accessories, supplies, parts, and services to the extent that the solutions are directly related to turnkey solutions for subsections 7 a. i. and 7 a. ii. above.

Proposers may include related equipment, accessories, and services to the extent that these solutions are ancillary or complementary to the equipment, products, or services being proposed.

- 8) **Included Solutions.** Supplier's Proposal to the above referenced RFP is incorporated into this Master Agreement. Only those Solutions included within Supplier's Proposal and within Scope (Included Solutions) are included within the Agreement and may be offered to Participating Entities.

- 9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.
- 10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.
- 11) **Not to Exceed Pricing.** Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcwell when offering Included Solutions to Participating Entities. Participating Entities may request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction.
- 12) **Open Market.** Supplier's open market pricing process is included within its Proposal.
- 13) Supplier Representations:**
- i) **Compliance.** Supplier represents and warrants it will provide all Included Solutions under this Agreement in full compliance with applicable federal, state, and local laws and regulations.
 - ii) **Licenses.** As applicable, Supplier will maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of Supplier's business with Participating Entities. Participating Entities may request all relevant documentation directly from Supplier.
 - iii) **Supplier Warrants.** Supplier warrants that all Included Solutions furnished under this Agreement are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Solutions are suitable for and will perform in accordance with the ordinary use for which they are intended.
- 14) **Bankruptcy Notices.** Supplier certifies and warrants it is not currently in a bankruptcy proceeding. Supplier has disclosed all current and completed bankruptcy proceedings within the past seven years within its Proposal. Supplier must provide notice in writing to Sourcwell if it enters a bankruptcy proceeding at any time during the term of this Agreement.
- 15) **Debarment and Suspension.** Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota, the United States federal government, or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Agreement. Supplier further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time during the term of this Agreement.
- 16) **Provisions for non-United States federal entity procurements under United States federal awards or other awards (Appendix II to 2 C.F.R § 200).** Participating Entities that use United States federal grant or other federal funding to purchase solutions from this Agreement may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or

conditions. Within this Section, all references to “federal” should be interpreted to mean the United States federal government. The following list applies when a Participating Entity accesses Supplier’s Included Solutions with United States federal funds.

- i) **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all agreements that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.
- ii) **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must comply with all applicable Davis-Bacon Act provisions.
- iii) **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market, or

contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Agreement. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

iv) **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

v) **CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387).** Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Agreement it will comply with applicable requirements as referenced above.

vi) **DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689).** A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. § 180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

vii) **BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352).** Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

viii) **RECORD RETENTION REQUIREMENTS.** To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further

certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

- ix) **ENERGY POLICY AND CONSERVATION ACT COMPLIANCE.** To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- x) **BUY AMERICAN PROVISIONS COMPLIANCE.** To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.
- xi) **ACCESS TO RECORDS (2 C.F.R. § 200.336).** Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.
- xii) **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- xiii) **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.
- xiv) **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Agreement or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Agreement or any purchase by an authorized user.
- xv) **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. § 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Agreement or any purchase by a Participating Entity.

xvi) **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

xvii) **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Agreement or any aspect related to the anticipated work under this Agreement raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

xviii) **U.S. EXECUTIVE ORDER 13224.** The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

xix) **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** To the extent applicable, Supplier certifies that during the term of this Agreement it will comply with applicable requirements of 2 C.F.R. § 200.216.

xx) **DOMESTIC PREFERENCES FOR PROCUREMENTS.** To the extent applicable, Supplier certifies that during the term of this Agreement, Supplier will comply with applicable requirements of 2 C.F.R. § 200.322.

Article 2: Sourcewell and Supplier Obligations

The Terms in this Article 2 relate specifically to Sourcewell and its administration of this Master Agreement with Supplier and Supplier's obligations thereunder.

- 1) **Authorized Sellers.** Supplier must provide Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers which may complete transactions of Included Solutions offered under this Agreement. Sourcewell may request updated information in its discretion, and Supplier agrees to provide requested information within a reasonable time.
- 2) **Product and Price Changes Requirements.** Supplier may request Included Solutions changes, additions, or deletions at any time. All requests must be made in writing by submitting a Sourcewell Price and Product Change Request Form to Sourcewell. At a minimum, the request must:
 - Identify the applicable Sourcewell Agreement number;
 - Clearly specify the requested change;
 - Provide sufficient detail to justify the requested change;
 - Individually list all Included Solutions affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
 - Include a complete restatement of Pricing List with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Included Solutions offered, even for those items where pricing remains unchanged.

A fully executed Sourcwell Price and Product Change Request Form will become an amendment to this Agreement and will be incorporated by reference.

- 3) **Authorized Representative.** Supplier will assign an Authorized Representative to Sourcwell for this Agreement and must provide prompt notice to Sourcwell if that person is changed. The Authorized Representative will be responsible for:
- Maintenance and management of this Agreement;
 - Timely response to all Sourcwell and Participating Entity inquiries; and
 - Participation in reviews with Sourcwell.

Sourcwell's Authorized Representative is its Chief Procurement Officer.

- 4) **Performance Reviews.** Supplier will perform a minimum of one review with Sourcwell per agreement year. The review will cover transactions to Participating Entities, pricing and terms, administrative fees, sales data reports, performance issues, supply chain issues, customer issues, and any other necessary information.
- 5) **Sales Reporting Required.** Supplier is required as a material element to this Master Agreement to report all completed transactions with Participating Entities utilizing this Agreement. Failure to provide complete and accurate reports as defined herein will be a material breach of the Agreement and Sourcwell reserves the right to pursue all remedies available at law including cancellation of this Agreement.
- 6) **Reporting Requirements.** Supplier must provide Sourcwell an activity report of all transactions completed utilizing this Agreement. Reports are due at least once each calendar quarter (Reporting Period). Reports must be received no later than 45 calendar days after the end of each calendar quarter. Supplier may report on a more frequent basis in its discretion. Reports must be provided regardless of the amount of completed transactions during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Sourcwell Participating Entity Account Number;
- Transaction Description;
- Transaction Purchased Price;
- Sourcwell Administrative Fee Applied; and
- Date Transaction was invoiced/sale was recognized as revenue by Supplier.

If collected by Supplier, the Report may include the following fields as available:

- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;

- 7) **Administrative Fee.** In consideration for the support and services provided by Sourcewell, Supplier will pay an Administrative Fee to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. Supplier will include its Administrative Fee within its proposed pricing. Supplier may not directly charge Participating Entities to offset the Administrative Fee.
- 8) **Fee Calculation.** Supplier's Administrative Fee payable to Sourcewell will be calculated as a stated percentage (listed in Supplier's Proposal) of all completed transactions utilizing this Master Agreement within the preceding Reporting Period. For certain categories, a flat fee may be proposed. The Administrative Fee will be stated in Supplier's Proposal.
- 9) **Fee Remittance.** Supplier will remit fee to Sourcewell no later than 45 calendar days after the close of the preceding calendar quarter in conjunction with Supplier's Reporting Period obligations defined herein. Payments should note the Supplier's name and Sourcewell-assigned Agreement number in the memo; and must be either mailed to Sourcewell above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions.
- 10) **Noncompliance.** Sourcewell reserves the right to seek all remedies available at law for unpaid or underpaid Administrative Fees due under this Agreement. Failure to remit payment, delinquent payments, underpayments, or other deviations from the requirements of this Agreement may be deemed a material breach and may result in cancellation of this Agreement and disbarment from future Agreements.
- 11) **Audit Requirements.** Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell and the Minnesota State Auditor for a minimum of six years from the end of this Agreement. Supplier agrees to fully cooperate with Sourcewell in auditing transactions under this Agreement to ensure compliance with pricing terms, correct calculation and remittance of Administrative Fees, and verification of transactions as may be requested by a Participating Entity or Sourcewell.
- 12) **Assignment, Transfer, and Administrative Changes.** Supplier may not assign or otherwise transfer its rights or obligations under this Agreement without the prior written consent of Sourcewell. Such consent will not be unreasonably withheld. Sourcewell reserves the right to unilaterally assign all or portions of this Agreement within its sole discretion to address corporate restructurings, mergers, acquisitions, or other changes to the Responsible Party and named in the Agreement. Any prohibited assignment is invalid. Upon request Sourcewell may make administrative changes to agreement documentation such as name changes, address changes, and other non-material updates as determined within its sole discretion.
- 13) **Amendments.** Any material change to this Agreement must be executed in writing through an amendment and will not be effective until it has been duly executed by the parties.
- 14) **Waiver.** Failure by Sourcewell to enforce any right under this Agreement will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.

- 15) **Complete Agreement.** This Agreement represents the complete agreement between the parties for the scope as defined herein. Supplier and Sourcewell may enter into separate written agreements relating specifically to transactions outside of the scope of this Agreement.
- 16) **Relationship of Sourcewell and Supplier.** This Agreement does not create a partnership, joint venture, or any other relationship such as employee, independent contractor, master-servant, or principal-agent.
- 17) **Indemnification.** Supplier must indemnify, defend, save, and hold Sourcewell, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell, arising out of any act or omission in the performance of this Agreement by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in design, condition, or performance of Included Solutions under this Agreement. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.
- 18) **Data Practices.** Supplier and Sourcewell acknowledge Sourcewell is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. As it applies to all data created and maintained in performance of this Agreement, Supplier may be subject to the requirements of this chapter.
- 19) **Grant of License.**
- a) **During the term of this Agreement:**
 - i) **Supplier Promotion.** Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising, promotional materials, and informational sites for the purpose of marketing Sourcewell's Agreement with Supplier.
 - ii) **Sourcewell Promotion.** Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising, promotional materials, and informational sites for the purpose of marketing Supplier's Agreement with Sourcewell.
 - b) **Limited Right of Sublicense.** The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, partners, or agents (collectively "Permitted Sublicensees") in advertising, promotional, or informational materials for the purpose of marketing the Parties' relationship. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this section by any of their respective sublicensees.
 - c) **Use; Quality Control.**
 - i) Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
 - ii) Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Each party may make written notice to the other regarding misuse under

this section. The offending party will have 30 days of the date of the written notice to cure the issue or the license/sublicense will be terminated.

- d) **Termination.** Upon the termination of this Agreement for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.
- 20) **Venue and Governing law between Sourcewell and Supplier Only.** The substantive and procedural laws of the State of Minnesota will govern this Agreement between Sourcewell and Supplier. Venue for all legal proceedings arising out of this Agreement between Sourcewell and Supplier will be in court of competent jurisdiction within the State of Minnesota. This section does not apply to any dispute between Supplier and Participating Entity. This Agreement reserves the right for Supplier and Participating Entity to negotiate this term to within any transaction documents.
- 21) **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Agreement is capable of being performed, it will not be affected by such determination or finding and must be fully performed.
- 22) **Insurance Coverage.** At its own expense, Supplier must maintain valid insurance policy(ies) during the performance of this Agreement with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:
- a) **Commercial General Liability Insurance.** Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Agreement.
- \$1,500,000 each occurrence Bodily Injury and Property Damage
 - \$1,500,000 Personal and Advertising Injury
 - \$2,000,000 aggregate for products liability-completed operations
 - \$2,000,000 general aggregate
- b) **Certificates of Insurance.** Prior to execution of this Agreement, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Agreement. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or provided to in an alternative manner as directed by Sourcewell. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Failure of Supplier to maintain the required insurance and documentation may constitute a material breach.

- c) **Additional Insured Endorsement and Primary and Non-contributory Insurance Clause.** Supplier agrees to list Sourcewell, including its officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.
- d) **Waiver of Subrogation.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Agreement or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.
- e) **Umbrella/Excess Liability/SELF-INSURED RETENTION.** The limits required by this Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.
- 23) **Termination for Convenience.** Sourcewell or Supplier may terminate this Agreement upon 60 calendar days' written notice to the other Party. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.
- 24) **Termination for Cause.** Sourcewell may terminate this Agreement upon providing written notice of material breach to Supplier. Notice must describe the breach in reasonable detail and state the intent to terminate the Agreement. Upon receipt of Notice, the Supplier will have 30 calendar days in which it must cure the breach. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

Article 3: Supplier Obligations to Participating Entities

The Terms in this Article 3 relate specifically to Supplier and a Participating Entity when entering transactions utilizing the General Terms established in this Master Agreement. Article 1 General Terms control over any conflict with this Article 3. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

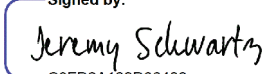
- 1) **Quotes to Participating Entities.** Suppliers are encouraged to provide all pricing information regarding the total cost of acquisition when quoting to a Participating Entity. Suppliers and Participating Entities are encouraged to include all cost specifically associated with or included within the Suppliers proposal and Included Solutions within transaction documents.
- 2) **Shipping, Delivery, Acceptance, Rejection, and Warranty.** Supplier's proposal may include proposed terms relating to shipping, delivery, inspection, and acceptance/rejection and other relevant terms

of tendered Solutions. Supplier and Participating Entity may negotiate final terms appropriate for the specific transaction relating to non-appropriation, shipping, delivery, inspection, acceptance/rejection of tendered Solutions, and warranty coverage for Included Solutions. Such terms may include, but are not limited to, costs, risk of loss, proper packaging, inspection rights and timelines, acceptance or rejection procedures, and remedies as mutually agreed include notice requirements, replacement, return or exchange procedures, and associated costs.

- 3) **Applicable Taxes.** Participating Entity is responsible for notifying supplier of its tax-exempt status and for providing Supplier with any valid tax-exemption certification(s) or related documentation.
- 4) **Ordering Process and Payment.** Supplier's ordering process and acceptable forms of payment are included within its Proposal. Participating Entities will be solely responsible for payment to Supplier and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.
- 5) **Transaction Documents.** Participating Entity may require the use of its own forms to complete transactions directly with Supplier utilizing the terms established in this Agreement. Supplier's standard form agreements may be offered as part of its Proposal. Supplier and Participating Entity may complete and document transactions utilizing any type of transaction documents as mutually agreed. In any transaction document entered utilizing this Agreement, Supplier and Participating Entity must include specific reference to this Master Agreement by number and to Participating Entity's unique Sourcewell account number.
- 6) **Additional Terms and Conditions Permitted.** Participating Entity and Supplier may negotiate and include additional terms and conditions within transaction documentation as mutually agreed. Such terms may supplant or supersede this Master Agreement when necessary and as solely determined by Participating Entity. Sourcewell has expressly reserved the right for Supplier and Participating Entity to address any necessary provisions within transaction documents not expressly included within this Master Agreement, including but not limited to transaction cancellation, dispute resolution, governing law and venue, non-appropriation, insurance, defense and indemnity, force majeure, and other material terms as mutually agreed.
- 7) **Subsequent Agreements and Survival.** Supplier and Participating Entity may enter into a separate agreement to facilitate long-term performance obligations utilizing the terms of this Master Agreement as mutually agreed. Such agreements may provide for a performance period extending beyond the full term of this Master Agreement as determined in the discretion of Participating Entity.
- 8) **Participating Addendums.** Supplier and Participating Entity may enter a Participating Addendum or similar document extending and supplementing the terms of this Master Agreement to facilitate adoption as may be required by a Participating Entity.

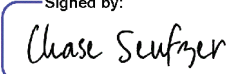
Sourcewell

Holz Motors Inc.

Signed by:

C0FD2A139D06489...

By: _____
Jeremy Schwartz
Title: Chief Procurement Officer

Date: 11/12/2025 | 7:00 PM CST

Signed by:

427F1FE164534D7...

By: _____
Chase Seufzer
Title: Commercial Sales Director

Date: 11/12/2025 | 2:20 PM CST

RFP 081325 - Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

Vendor Details

Company Name: Holz Motors Inc.
Address: 5961 S. 108th Place
Hales Corners, Wisconsin 53130
Contact: Jake Obert
Email: jake@obertfleetsolutions.com
Phone: 217-653-8155
HST#: 39-0792093

Submission Details

Created On: Friday August 01, 2025 16:26:49
Submitted On: Thursday August 07, 2025 10:23:29
Submitted By: Jake Obert
Email: jake@obertfleetsolutions.com
Transaction #: ae4f07fb-e7c3-425d-8276-0890a3d5c489
Submitter's IP Address: 147.243.244.246

Specifications

Table 1: Proposer Identity & Authorized Representatives (Not Scored)

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond “N/A” if the question does not apply to you (preferably with an explanation).

Table 1 Specific Instructions. Sourcewell requires identification of all parties responsible for providing Solutions under a resulting master agreement(s) (Responsible Supplier). Proposers are strongly encouraged to include all potential Responsible Suppliers including any corporate affiliates, subsidiaries, D.B.A., and any other authorized entities within a singular proposal. All information required under this RFP must be included for each Responsible Supplier as instructed. Proposers with multiple Responsible Supplier options may choose to respond individually as distinct entities, however each response will be evaluated individually and only those proposals recommended for award may result in a master agreement award. Unawarded entities will not be permitted to later be added to an existing master agreement through operation of Proposer’s corporate organization affiliation.

Line Item	Question	Response *
1	Provide the legal name of the Proposer authorized to submit this Proposal.	Holz Motors Inc.
2	In the event of award, is this entity the Responsible Supplier that will execute the master agreement with Sourcewell? Y or N.	Y
3	Identify all subsidiaries, D.B.A., authorized affiliates, and any other entity that will be responsible for offering and performing delivery of Solutions within this Proposal (i.e. Responsible Supplier(s) that will execute a master agreement with Sourcewell).	NA
4	Provide your CAGE code or Unique Entity Identifier (SAM):	39-0792093
5	Provide your NAICS code applicable to Solutions proposed.	441110
6	Proposer Physical Address:	5961 S. 108th Place Hales Corners, WI 53130
7	Proposer website address (or addresses):	Holzmotors.com
8	Proposer’s Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the “Proposer’s Assurance of Compliance” on behalf of the Proposer):	Chase Seufzer Commercial Sales Director 5961 S. 108th PL, Hales Corners, WI 53130 cseufzer@holzmotors.com 262-470-6426
9	Proposer’s primary contact for this proposal (name, title, address, email address & phone):	Jake Obert Contractor 5961 S. 108th PL, Hales Corners, WI 53130 jake@obertfleetsolutions.com 217-653-8155
10	Proposer’s other contacts for this proposal, if any (name, title, address, email address & phone):	NA

Table 2A: Financial Viability and Marketplace Success (50 Points, applies to Table 2A and 2B)

Line Item	Question	Response *
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<p>11</p>	<p>Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested Solutions.</p>	<p>Company History, Core Values, and Industry Longevity</p> <p>Founded in 1914, Holz Motors Inc. is one of the oldest and most respected Chevrolet dealerships in the United States. With over a century of continuous operation, Holz Motors has built a reputation for integrity, customer service, and community commitment. Located in Hales Corners, Wisconsin, we are proud to be a multi-generational, family-owned business dedicated to delivering innovative vehicle solutions that meet the evolving needs of both individual and commercial customers.</p> <p>Core Values</p> <p>Integrity – We believe in doing the right thing, every time.</p> <p>Customer First – Every decision we make centers around the customer experience.</p> <p>Accountability – We stand behind our promises and honor our commitments.</p> <p>Innovation – We embrace technology and adapt to new solutions to better serve our clients.</p> <p>Community – As a local business, we invest in and give back to the communities we serve.</p> <p>Business Philosophy</p> <p>Our philosophy is simple: treat people like family. Whether you're purchasing a single vehicle or managing a large fleet, we work to understand your unique needs and deliver solutions that align with your goals, budget, and timeline. We take pride in maintaining long-term relationships built on trust, reliability, and responsiveness.</p> <p>Industry Longevity Related to Requested Solutions</p> <p>With over 100 years in the automotive industry and decades of experience supporting government, municipal, and commercial fleet customers, Holz Motors has the depth of knowledge and operational capability to deliver Light to Heavy-Duty vehicle solutions at scale. Our experienced fleet and commercial sales teams are well-versed in bid fulfillment, upfitting coordination, and lifecycle vehicle support. Our proven track record positions us as a reliable and responsive partner in meeting your fleet and transportation needs.</p>
<p>12</p>	<p>What are your company's expectations in the event of an award?</p>	<p>Company Expectations in the Event of an Award</p> <p>In the event of a Sourcewell contract award, Holz Motors Inc. is fully prepared to meet the responsibilities and expectations associated with being a trusted national supplier. Our key expectations include:</p> <p>Collaborative Partnership with Sourcewell</p> <p>We expect to work closely with Sourcewell to promote the contract to eligible members, ensuring they understand the value, efficiency, and compliance advantages the contract offers.</p> <p>Streamlined Member Engagement</p> <p>We aim to provide Sourcewell members with a seamless procurement experience—including fast quoting, transparent pricing, and responsive communication—while maintaining strict compliance with all contract requirements.</p> <p>Scalable Vehicle Supply & Delivery</p> <p>With over a century of automotive experience and a dedicated commercial/fleet department, we anticipate fulfilling orders of varying size and complexity across a wide geographic footprint. We expect to coordinate vehicle upfits, manage logistics, and deliver on-time and on-budget.</p> <p>Marketing & Training Commitment</p> <p>We expect to actively promote the Sourcewell contract through targeted outreach, dealer training, marketing materials, and participation in Sourcewell-sponsored events to increase contract visibility and adoption.</p> <p>Exceptional Customer Service & Support</p> <p>We are committed to delivering post-sale support, warranty coordination, and ongoing service to ensure customer satisfaction long after delivery.</p> <p>Our goal is to be a reliable, responsive, and value-driven partner to Sourcewell and its members—delivering best-in-class vehicle solutions backed by the integrity and experience of Holz Motors.</p>

13	<p>Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response. DO NOT PROVIDE ANY TAX INFORMATION OR PERSONALLY IDENTIFIABLE INFORMATION.</p>	<p>Holz Motors Inc. has operated continuously since 1914, making us one of the longest-standing Chevrolet dealerships in the United States. Our more than 100 years of uninterrupted service is a direct reflection of our financial strength, sound management practices, and ongoing operational success.</p>	*
14	<p>What is your US market share for the Solutions that you are proposing?</p>	<p>As a single dealership, Holz Motors Inc. does not represent a direct national market share in the traditional OEM or manufacturer sense. However, we serve as one of the top-performing Chevrolet dealerships in the Midwest, with a proven track record in both retail and commercial fleet sales. Our strength lies in our ability to deliver customized, scalable solutions—including Light to Heavy-Duty trucks, vans, and chassis—across a wide range of customer needs.</p> <p>While we do not claim a defined percentage of total U.S. market share, we bring:</p> <ul style="list-style-type: none"> Over 100 years of operational experience and trust in the automotive space Volume capability as a high-tier GM dealer with access to national fleet inventory Established relationships with upfitters and logistics providers to support multi-state vehicle delivery and customization Significant experience fulfilling government, municipal, and commercial contracts across Wisconsin and beyond <p>In partnership with GM and supported by our dedicated commercial sales team, Holz Motors is well-positioned to help Sourcewell members access nationally competitive pricing and responsive service—while leveraging the scale and infrastructure of General Motors as the OEM.</p>	*
15	<p>What is your Canadian market share for the Solutions that you are proposing?</p>	<p>As a U.S.-based dealership, Holz Motors Inc. does not currently operate or deliver vehicles directly within the Canadian market and therefore does not hold a measurable market share in Canada for the proposed vehicle solutions.</p> <p>However, the products we offer—primarily Chevrolet light to heavy-duty trucks and fleet vehicles—are manufactured by General Motors, a major automotive brand with a well-established presence and distribution network across Canada. Should Sourcewell or its Canadian members require cross-border coordination, we are open to collaborating with General Motors Canada and authorized Canadian dealers to support fulfillment in compliance with applicable regulations.</p> <p>While Holz Motors does not maintain direct Canadian operations, we are committed to being a reliable partner for Sourcewell and are prepared to coordinate with GM's broader network as needed to support the contract's objectives.</p>	*
16	<p>Disclose all current and completed bankruptcy proceedings for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the pendency of this RFP evaluation.</p>	<p>Holz Motors Inc. confirms that neither the company nor any responsible party associated with this proposal has been involved in any bankruptcy proceedings—current or completed—within the past seven (7) years.</p> <p>Furthermore, should any bankruptcy proceeding be initiated during the pendency of this RFP evaluation, Holz Motors Inc. will promptly notify Sourcewell in writing, in accordance with the requirements outlined in the solicitation.</p>	*
17	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer the question that best applies to your organization, either a) or b).</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>Holz Motors Inc. is best described as a distributor/dealer/reseller. We are a franchised Chevrolet dealership authorized by General Motors to sell and service Chevrolet vehicles, including light-duty, medium-duty, and heavy-duty trucks.</p> <p>We maintain an active dealer sales and service agreement with General Motors and are authorized to represent GM products for both retail and fleet/commercial sales. Documentation confirming our authorization to act as a GM dealer is available upon request and will be provided in the upload section of this response.</p> <p>Our dealership operates as an independent, family-owned business. We are not company-owned by the manufacturer and instead operate under a franchise model as an authorized and certified representative of the GM brand.</p>	*

<p>18</p>	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>Holz Motors Inc. holds all required licenses and certifications necessary to operate as a franchised automobile dealership in the State of Wisconsin and to conduct business related to the sale, service, and delivery of vehicles contemplated in this RFP. This includes, but is not limited to:</p> <p>Licenses Held by Holz Motors Inc.:</p> <p>Wisconsin Motor Vehicle Dealer License – Authorizing the sale of new and used vehicles within the state</p> <p>Franchise Authorization from General Motors (Chevrolet) – Permitting the sale and service of Chevrolet-branded vehicles, including light-duty to heavy-duty trucks</p> <p>Wisconsin Sales and Use Tax Permit – Enabling proper collection and remittance of sales tax as applicable</p> <p>DOT and DMV Credentials – For titling, registration, and transportation of vehicles as required</p> <p>Commercial Vehicle Sales Certifications – Held by members of our commercial sales team to ensure compliance with fleet and government sales standards</p> <p>Subcontractors and Third-Party Partners:</p> <p>When required, we partner with licensed upfitters and transportation providers to complete vehicle customization or delivery. We ensure that all subcontractors:</p> <p>Are fully licensed and insured</p> <p>Maintain state and federal compliance for transportation, upfitting, and installation services</p> <p>Hold relevant safety and operational certifications, such as National Highway Traffic Safety Administration (NHTSA) compliance or FMVSS standards for modified vehicles</p> <p>Holz Motors conducts regular due diligence on all third-party vendors to ensure compliance with contract and regulatory obligations. Any documentation requested regarding these licenses or certifications will be provided upon request or in the upload section of this submission.</p>
<p>19</p>	<p>Disclose all current and past debarments or suspensions for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcwell if it enters a debarment or suspension status any time during the pendency of this RFP evaluation.</p>	<p>Holz Motors Inc. certifies that neither the company nor any responsible party associated with this proposal has been the subject of any debarment or suspension, current or past, within the past seven (7) years.</p> <p>Should any debarment or suspension occur during the pendency of this RFP evaluation, Holz Motors Inc. will provide immediate written notice to Sourcwell in accordance with the requirements outlined in the solicitation.</p>
<p>20</p>	<p>Describe any relevant industry awards or recognition that your company has received in the past five years.</p>	<p>Over the past five years, Holz Motors Inc. has been consistently recognized for excellence in customer service, sales performance, and community engagement. Notable achievements include:</p> <p>GM Mark of Excellence Award (Multiple Years) Awarded by General Motors to top-performing Chevrolet dealerships that demonstrate outstanding performance in sales, customer satisfaction, and operational standards. Holz Motors has earned this prestigious recognition in multiple years for our commitment to delivering a superior customer experience.</p> <p>Chevrolet Elite Leaders Program Holz Motors has been named among Chevrolet's top-performing dealers nationally, based on volume, customer satisfaction, and overall dealer performance.</p> <p>Better Business Bureau (BBB) A+ Rating Reflecting our long-standing commitment to ethical business practices and customer trust.</p> <p>Local Community Recognition Consistently voted as a top dealership in regional publications and by local business groups for our contributions to the community, customer service, and longevity in the market.</p> <p>These awards reflect our ongoing commitment to quality, integrity, and service across all areas of our business—from individual vehicle sales to large-scale commercial and fleet solutions.</p>

21	What percentage of your sales are to the governmental sector in the past three years?	<p>Over the past three years, approximately 15–20% of Holz Motors Inc.'s total vehicle sales have been to the governmental sector, including municipalities, counties, state agencies, and other public entities. This includes both direct vehicle sales and fleet deliveries facilitated through state and cooperative purchasing contracts.</p> <p>Our commercial and fleet department is well-versed in the unique requirements of government procurement, including bid compliance, upfitting coordination, and delivery logistics. We continue to expand our public sector relationships and are committed to providing responsive and compliant solutions for governmental agencies across the region and beyond.</p>
22	What percentage of your sales are to the education sector in the past three years?	<p>Over the past three years, approximately 2–5% of Holz Motors Inc.'s total vehicle sales have been to the education sector, including public school districts, technical colleges, and universities. These sales typically support transportation departments, maintenance fleets, and administrative operations.</p> <p>While not the largest segment of our business, we have experience working with educational institutions and are familiar with their procurement processes, budget cycles, and vehicle requirements. Through cooperative purchasing agreements like Sourcewell, we aim to expand our support to educational entities with simplified, competitively bid solutions.</p>
23	List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreement over the past three years?	<p>Holz Motors Inc. currently participates in the following state and cooperative purchasing agreements to support government and fleet vehicle sales:</p> <p>1. Wisconsin Department of Administration (DOA) – State Vehicle Purchasing Contract Type: State contract for the supply of new vehicles to authorized Wisconsin state agencies and political subdivisions</p> <p>Annual Sales Volume (Past 3 Years):</p> <p>2021: ~\$1.2 million</p> <p>2022: ~\$1.4 million</p> <p>2023: ~\$1.6 million</p> <p>2. General Motors Fleet Government Purchasing Programs Type: Manufacturer-supported national purchasing programs used by eligible government and non-profit entities</p> <p>Annual Sales Volume (Past 3 Years):</p> <p>2021: ~\$800,000</p> <p>2022: ~\$950,000</p> <p>2023: ~\$1.1 million</p> <p>3. Local Municipal and County-Level Bids (Various) Type: Contract awards through competitive local government solicitations</p> <p>Annual Sales Volume (Combined):</p> <p>2021: ~\$500,000</p> <p>2022: ~\$600,000</p> <p>2023: ~\$700,000</p> <p>At this time, Holz Motors is not yet participating in a national-level cooperative like Sourcewell or NASPO, but we are actively pursuing this opportunity to expand our reach and serve a broader range of public sector and education customers.</p>

24	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>olz Motors Inc. does not hold a direct GSA contract but is an authorized dealer listed under Doering Fleet Management's GSA contract. Through this relationship, we have participated in the delivery and fulfillment of vehicle sales to federal agencies under the GSA schedule.</p> <p>This affiliation allows us to support federal procurement through a compliant channel, leveraging Doering Fleet's established contract structure while providing vehicles, coordination, and support directly through Holz Motors.</p> <p>Annual Sales Volume via GSA Participation (Past 3 Years, Estimated):</p> <p>2021: ~\$250,000</p> <p>2022: ~\$400,000</p> <p>2023: ~\$500,000</p> <p>We are committed to continued compliance with GSA guidelines and to expanding our federal capabilities through our relationship with Doering and other eligible procurement channels.</p>
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Table 2B: References/Testimonials

Line Item 25. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *
Doering Fleet Leasing	Bob Crowe	407-456-1561
West Milwaukee	Jason Jourdan	414-645-6238
The Prairie School	Steve Joost	262-930-6760

Table 3: Ability to Sell and Deliver Solutions (150 Points)

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
26	Sales force.	<p>Holz Motors Inc. maintains a dedicated and experienced sales force consisting of both retail and fleet/commercial sales professionals, supported by a full-service back office, finance, and delivery team.</p> <p>Commercial & Government Sales Team: Led by a dedicated Commercial Fleet Manager with over a decade of experience in government and fleet vehicle procurement</p> <p>Supported by a specialized commercial sales staff trained in bid compliance, contract execution, and vehicle upfitting coordination</p> <p>Experienced in handling complex orders for light-, medium-, and heavy-duty vehicles, including municipal and education sector clients</p> <p>Retail Sales Team: Over a dozen sales consultants focused on individual, small business, and retail customers</p> <p>Regularly trained by GM on new product lines, compliance, and technology updates</p> <p>Support Infrastructure: In-house title and registration clerks for multistate processing</p> <p>Finance and insurance team trained to support tax-exempt and municipal transactions</p> <p>Partnerships with fleet management companies and upfitters for turnkey vehicle solutions</p> <p>Our sales team is equipped to handle high-volume orders, multi-entity transactions, and ongoing account management. Through our GM franchise and Sourcewell partnership, we're ready to scale support to public sector customers nationwide.</p>

<p>27</p>	<p>Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods.</p>	<p>Holz Motors Inc. operates as an authorized Chevrolet dealership and is part of the larger General Motors (GM) distribution network, enabling national delivery capabilities for the Solutions proposed under this RFP.</p> <p>Primary Delivery Method: Holz Motors will serve as the primary contract holder and fulfillment dealer, responsible for managing customer engagement, vehicle configuration, quoting, documentation, and delivery coordination.</p> <p>Vehicle delivery will be handled either directly by Holz Motors or through GM's extensive national transportation and logistics network, ensuring timely and compliant delivery across the U.S.</p> <p>Extended Network of Authorized Sellers: When necessary to support out-of-region customers or contract scale, Holz Motors may coordinate with:</p> <p>GM Business Elite dealers nationwide, who are authorized to perform pre-delivery inspections, titling, and local customer support</p> <p>Upfitting partners and certified installers to complete turnkey vehicle solutions, ensuring compliance with FMVSS and customer-specific requirements</p> <p>Fleet management companies (FMCs) and cooperative procurement partners (e.g., Doering Fleet, Enterprise Fleet Management) to facilitate broader coverage and delivery logistics</p> <p>All third-party sellers or service providers engaged under this contract will be:</p> <p>Fully licensed and insured</p> <p>Bound by Holz Motors' contract requirements and Sourcewell's terms</p> <p>Experienced in government and fleet contract fulfillment</p> <p>This hybrid model enables us to offer national reach with local support, ensuring all Sourcewell members—regardless of geography—receive consistent pricing, service quality, and delivery performance.</p>
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<p>28</p>	<p>Service force.</p>	<p>Holz Motors Inc. operates a full-service, factory-authorized service department capable of supporting the complete lifecycle of the vehicles delivered under this contract. Our service force includes both in-house technicians and access to a nationwide network of General Motors service centers, ensuring scalable and reliable support for Sourcewell members across the U.S.</p> <p>In-House Service Capabilities: Certified GM Technicians trained to service Chevrolet light-, medium-, and heavy-duty vehicles</p> <p>ASE-certified professionals with expertise in diagnostics, repairs, warranty claims, and preventive maintenance</p> <p>Dedicated commercial service advisors who manage fleet accounts and prioritize uptime for business and government clients</p> <p>Advanced diagnostic equipment and tools compliant with GM and NHTSA standards</p> <p>Extended National Service Network: As part of the General Motors dealer network, Holz Motors provides access to:</p> <p>Thousands of GM-authorized service centers nationwide</p> <p>Warranty and non-warranty repairs at any participating Chevrolet dealership</p> <p>Business Elite and Fleet Program support at certified dealers for expedited fleet service</p> <p>Support for Upfitted and Specialty Vehicles: Coordination with certified upfitters and third-party service providers for specialty components (e.g., plows, liftgates, utility bodies)</p> <p>Documentation and training provided to ensure local service centers can maintain or repair modified vehicles</p> <p>Holz Motors is committed to providing ongoing maintenance, service scheduling support, parts availability, and warranty processing to all Sourcewell members. Our goal is to minimize downtime and ensure long-term performance and reliability of every vehicle we deliver.</p>
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<p>29</p>	<p>Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.</p>	<p>Holz Motors Inc. will serve as the primary point of contact and fulfillment dealer for all orders placed under the Sourcwell contract. We are responsible for managing the full lifecycle of each transaction—from quoting to delivery—and ensuring compliance with Sourcwell contract terms.</p> <p>1. Customer Engagement & Quoting Sourcwell members may contact Holz Motors directly via phone, email, or through an online request form.</p> <p>Our dedicated fleet and government sales team will gather customer requirements, recommend appropriate vehicle configurations, and provide a compliant quote reflecting Sourcwell pricing.</p> <p>2. Purchase Order Submission Once a member approves the quote, they will submit a Purchase Order (PO) to Holz Motors referencing the Sourcwell contract.</p> <p>We will confirm receipt, verify vehicle specifications, and initiate the factory order (if applicable) or match to in-stock inventory.</p> <p>3. Vehicle Procurement & Upfitting For factory orders, we submit the build directly to General Motors.</p> <p>If upfitting is required (e.g., plows, racks, utility bodies), Holz Motors coordinates with licensed third-party upfitters to meet the member's needs.</p> <p>4. Delivery Coordination Holz Motors arranges delivery either directly or through a GM-authorized transporter, ensuring compliance with all titling and registration requirements.</p> <p>In cases where local delivery or service support is required outside our immediate region, we may coordinate with GM Business Elite dealers or trusted delivery partners.</p> <p>5. Post-Sale Support We remain the primary contact for warranty support, parts orders, and service coordination.</p> <p>All service and warranty work can also be completed at any GM-authorized service center nationwide.</p> <p>Roles Summary:</p> <table border="0"> <thead> <tr> <th>Party</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Holz Motors Inc.</td> <td>Contract holder; quoting; ordering; coordination; billing; delivery</td> </tr> <tr> <td>GM</td> <td>Vehicle manufacturing and factory order processing</td> </tr> <tr> <td>Upfitters</td> <td>Install specialty equipment or body modifications as required</td> </tr> <tr> <td>Authorized Dealers (if needed)</td> <td>Local delivery, inspection, or service support as applicable</td> </tr> </tbody> </table>	Party	Role	Holz Motors Inc.	Contract holder; quoting; ordering; coordination; billing; delivery	GM	Vehicle manufacturing and factory order processing	Upfitters	Install specialty equipment or body modifications as required	Authorized Dealers (if needed)	Local delivery, inspection, or service support as applicable
Party	Role											
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Authorized Dealers (if needed)	Local delivery, inspection, or service support as applicable											

<p>30</p>	<p>Demonstrate your ability and experience handling large order volumes for autos through light trucks.</p>	<p>Holz Motors Inc. has extensive experience managing large-volume vehicle orders across a range of platforms—including sedans, SUVs, and light-duty trucks—for both public and private sector clients. Our capacity is backed by over 100 years of continuous operation, a dedicated fleet and commercial department, and our longstanding partnership with General Motors.</p> <p>Demonstrated Capabilities: Fleet Fulfillment: Holz Motors regularly fulfills multi-unit orders ranging from 10 to 100+ vehicles per transaction, including orders for municipalities, school districts, utilities, and private fleet operators.</p> <p>State and Local Government Contracts: We are a trusted vendor under the Wisconsin Department of Administration's state vehicle contract, where we've successfully delivered hundreds of vehicles over the past several years, including Chevrolet Silverado pickups, Tahoe SUVs, and Express vans.</p> <p>Logistics & Staging: Our facility is equipped to receive, stage, prep, and upfit large vehicle quantities efficiently. We coordinate with certified upfitters and GM's logistics network to ensure timely processing and delivery, even for complex builds.</p> <p>Project Management Expertise: Our team uses a centralized project coordination approach—assigning a dedicated point of contact for each large order, ensuring transparency, real-time updates, and issue resolution across procurement, upfitting, and transportation.</p> <p>Reliable OEM Pipeline Access: As a high-performing franchise Chevrolet dealer, Holz Motors has direct access to GM's fleet order management system and allocation channels, ensuring we can source and manage high-volume orders even in constrained inventory environments.</p> <p>Track Record of Success: Delivered over 500 vehicles in the past 36 months across multiple large fleet and public sector contracts</p> <p>Supported bulk orders for law enforcement, parks departments, utility fleets, and educational institutions</p> <p>Maintained 99% on-time delivery for orders with defined deadlines or fiscal year-end constraints</p>
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<p>31</p>	<p>Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.</p>	<p>At Holz Motors Inc., delivering exceptional customer service is a core value that drives every interaction—from initial inquiry through post-sale support. Our Customer Service Program is built around responsiveness, accountability, and long-term partnership with our fleet, government, and commercial clients.</p> <p>1. Dedicated Account Management Each Sourcewell member will be assigned a dedicated Fleet & Government Account Manager, who serves as the single point of contact throughout the quoting, ordering, delivery, and post-sale stages. This ensures clear communication, fast follow-up, and personalized service.</p> <p>2. Response-Time Commitments We take pride in fast and effective communication. Our standard response times are: Initial Inquiry / Quote Requests: Within 1 business day Order Status Updates: Within 24 hours of request Post-Sale Support or Issue Resolution: Acknowledged within 4 business hours, with full resolution targeted within 1–3 business days, depending on complexity Urgent issues (e.g., vehicle delivery delays, service needs, warranty concerns) are escalated immediately through internal channels to ensure priority handling.</p> <p>3. Post-Sale Support & Lifecycle Care Warranty coordination is available through our in-house team or any GM-authorized dealer nationwide Parts ordering and delivery support available for upfitted or specialized components We provide scheduled maintenance reminders, service tracking, and vehicle records as part of our fleet support system</p> <p>4. Customer Feedback & Continuous Improvement We conduct follow-up surveys post-delivery and periodically throughout the customer lifecycle to gauge satisfaction and identify areas for improvement. Feedback is reviewed by senior management and acted upon promptly.</p> <p>5. Incentives and Internal Accountability To meet and exceed service expectations, we implement the following internally: Performance bonuses for fleet and service staff tied to customer satisfaction metrics Ongoing GM and OEM training for sales, service, and support teams to maintain up-to-date product knowledge and compliance Priority scheduling in our service department for fleet and government vehicles to minimize downtime</p>
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<p>32</p>	<p>Demonstrate in detail your ability to sell, deliver, and support vehicles sold on a master agreement throughout the contiguous United States; as well as sell, deliver, and support vehicles sold on contract in Alaska, Hawaii, US Territories, and Canada.</p>	<p>Nationwide and Cross-Border Sales, Delivery, and Support Capabilities</p> <p>Holz Motors Inc. has the infrastructure, OEM support, and proven experience necessary to sell, deliver, and support vehicles under a master agreement across the contiguous United States, as well as in Alaska, Hawaii, U.S. Territories, and Canada.</p> <p>1. Sales & Contract Management Holz Motors will serve as the contract lead and central point of contact for all Sourcewell member orders.</p> <p>Our experienced fleet and government sales team is trained to handle multi-jurisdictional procurement requirements, tax exemptions, and vehicle specifications that vary by region or agency.</p> <p>All contract pricing, terms, and documentation will be managed through our in-house commercial and compliance staff to ensure consistency and accountability across all regions.</p> <p>2. Delivery Capabilities: Continental U.S. Vehicles can be delivered directly by Holz Motors or via General Motors' national transportation and logistics network.</p> <p>We can coordinate with GM-authorized Business Elite dealers and fleet management companies (FMCs) nationwide to assist with local delivery, titling, pre-delivery inspection (PDI), and customer orientation.</p> <p>We have successfully fulfilled and coordinated bulk deliveries to multiple states, including final-mile staging and on-site delivery for public agencies and commercial fleets.</p> <p>3. Delivery Capabilities: Alaska, Hawaii, U.S. Territories For remote and non-contiguous regions, we partner with GM logistics providers and third-party shippers to arrange ocean freight transport and customs processing where necessary.</p> <p>We have experience shipping vehicles to ports and coordinating with local agencies or delivery partners to complete the final leg of delivery in:</p> <p>Alaska (e.g., Anchorage)</p> <p>Hawaii (e.g., Honolulu)</p> <p>U.S. Territories (e.g., Guam, Puerto Rico, U.S. Virgin Islands)</p> <p>4. Cross-Border Sales: Canada While Holz Motors does not operate directly in Canada, we are capable of coordinating cross-border fulfillment in collaboration with:</p> <p>General Motors Canada</p> <p>Authorized Canadian GM dealers</p> <p>Third-party fleet or export brokers when applicable</p> <p>This approach ensures compliance with Transport Canada regulations and any applicable import/export laws.</p> <p>5. Post-Sale Support Service & Warranty: Sourcewell members have access to any GM-authorized dealership for warranty and non-warranty service, regardless of where the vehicle was purchased.</p> <p>Parts & Upfitting Support: We coordinate with nationwide and regional upfitters to ensure post-sale support for specialty vehicles.</p> <p>Remote Support & Issue Resolution: Our commercial service advisors provide phone, email, and digital support for any service coordination, documentation, or escalation needed by the end user.</p>
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<p>33</p>	<p>Describe your ability and willingness to provide your products and services to Sourcewell participating entities.</p>	<p>Holz Motors Inc. is fully capable and highly committed to providing our products and services to all Sourcewell participating entities across the United States and eligible international regions.</p> <p>Ability to Deliver As a franchised Chevrolet dealership and authorized fleet provider, we offer a wide range of vehicles—including light- to heavy-duty trucks, vans, SUVs, and specialty fleet vehicles—sourced directly through General Motors.</p> <p>We maintain the operational infrastructure, OEM access, and personnel to manage quoting, ordering, upfitting, delivery, and post-sale support at scale.</p> <p>Our experience fulfilling state contracts and multi-unit fleet orders positions us to efficiently serve cities, counties, schools, non-profits, and other Sourcewell members.</p> <p>Willingness and Commitment We are fully aligned with Sourcewell’s mission to simplify the purchasing process for public agencies through competitively solicited cooperative contracts.</p> <p>Holz Motors is committed to:</p> <ul style="list-style-type: none"> Offering contract-compliant pricing and documentation Responding promptly to inquiries and quote requests Providing lifecycle support including service, warranty, and parts coordination Educating Sourcewell members on how to utilize the contract for their benefit <p>We are also willing to promote the Sourcewell contract through our fleet team, dealer network, and marketing efforts to expand awareness and adoption among eligible customers.</p> <p>Holz Motors looks forward to being a trusted, responsive, and long-term partner to Sourcewell and its vast network of participating entities nationwide.</p>
<p>34</p>	<p>Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.</p>	<p>Ability and Willingness to Serve Sourcewell Participating Entities in Canada</p> <p>Holz Motors Inc. is committed to supporting Sourcewell participating entities in Canada and has the operational relationships and flexibility to do so in coordination with General Motors Canada and its authorized dealer network.</p> <p>Ability to Provide Products and Services in Canada While Holz Motors is a U.S.-based Chevrolet dealership, we have the ability to facilitate cross-border vehicle sales through authorized export processes and in collaboration with Canadian GM dealers or fleet management partners.</p> <p>Our team is experienced in coordinating with upfitters, transporters, and brokers familiar with Canadian regulatory requirements, including Transport Canada compliance, customs, and provincial documentation.</p> <p>We can also provide vehicle sourcing, spec coordination, and documentation support for Canadian Sourcewell entities, while facilitating delivery and local service through GM’s Canadian infrastructure.</p> <p>Willingness to Serve Canadian Entities Holz Motors is fully willing to engage with Sourcewell entities in Canada, including municipalities, education institutions, and non-profit organizations, and will ensure contract pricing and specifications are honored through compliant and efficient processes.</p> <p>We are open to:</p> <ul style="list-style-type: none"> Coordinating deliveries through General Motors Canada-authorized dealers Collaborating with Canadian fleet management partners Providing remote consultation, spec review, and contract support Offering bilingual documentation and customer support if needed <p>Holz Motors will work in partnership with Sourcewell and GM Canada to ensure that Canadian entities receive the same level of responsiveness, quality, and value as our U.S. customers.</p>

35	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed agreement.	<p>Geographic Coverage Limitations</p> <p>Holz Motors Inc. is committed to serving all Sourcewell participating entities across the United States and Canada to the fullest extent possible under the proposed agreement.</p> <p>At this time, we do not identify any specific geographic areas in the United States or Canada that we will exclude or decline to serve. We are prepared to coordinate vehicle sales, delivery, and support in all regions, including:</p> <p>All 48 contiguous U.S. states</p> <p>Alaska and Hawaii</p> <p>U.S. Territories (e.g., Puerto Rico, Guam)</p> <p>All Canadian provinces and territories (in coordination with GM Canada and authorized partners)</p> <p>To ensure full service in more remote areas (e.g., Northern Canada or non-contiguous U.S. territories), we will leverage:</p> <p>General Motors' national and international logistics networks</p> <p>Authorized GM dealers and service centers</p> <p>Experienced third-party shippers and upfitters</p> <p>Holz Motors will work closely with Sourcewell and its members to meet local requirements and provide reliable delivery and post-sale support—regardless of location.</p>
36	Define any specific requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	<p>Holz Motors Inc. is fully committed to serving Sourcewell participating entities in Hawaii, Alaska, and U.S. Territories (such as Puerto Rico, Guam, and the U.S. Virgin Islands). However, due to geographic and logistical factors, there are a few special requirements and restrictions that may apply:</p> <p>1. Freight and Delivery Logistics All deliveries to non-contiguous areas will require ocean freight or air transport, coordinated through GM's authorized logistics providers or third-party shippers.</p> <p>Delivery timelines may be extended compared to mainland U.S. orders due to shipping schedules and port processing.</p> <p>Freight costs are not included in standard contract pricing and will be quoted separately based on destination, vehicle size, and volume.</p> <p>2. Registration and Compliance Participating entities are responsible for ensuring compliance with any local vehicle registration, emissions, and inspection regulations applicable to their jurisdiction.</p> <p>Holz Motors will provide manufacturer documentation (MSO, emissions certifications, etc.) and work with local authorities to support registration.</p> <p>3. Upfitting Considerations For upfitted vehicles (e.g., plows, service bodies, liftgates), we recommend installation be completed prior to shipment whenever possible.</p> <p>Certain specialized upfits may require coordination with local installers if on-site work is necessary after delivery.</p> <p>4. Warranty and Service Support Vehicles delivered to Hawaii, Alaska, and U.S. Territories will have access to GM-authorized service centers within those regions for warranty and maintenance support.</p> <p>Holz Motors remains available for remote assistance, parts sourcing, and service coordination, as needed.</p>
37	Describe in detail your history and experience selling vehicles to state and local government agencies, public and private K-12 and higher education, and non-profits.	<p>Holz Motors Inc., established in 1914, has over a century of experience in vehicle sales and service, including extensive work with state and local governments, public and private education institutions, and non-profit organizations. Our Fleet & Commercial Sales Department is specifically structured to support the unique procurement needs, compliance standards, and service expectations of public sector and mission-driven organizations.</p> <p>1. State & Local Government Agencies Holz Motors is a longtime approved vendor under the Wisconsin Department of Administration's State Vehicle Purchasing Contract, supplying vehicles to agencies such as:</p>

Department of Natural Resources (DNR)

Department of Transportation (DOT)

County highway departments

Police and fire departments

Public works and utility fleets

Our team is experienced in bid submission, tax-exempt processing, fleet incentives, and upfitting coordination for law enforcement, plow, and utility builds.

2. K-12 and Higher Education

We've supplied vehicles to school districts, technical colleges, and universities throughout Wisconsin and the Midwest, including:

Student transportation vans

Maintenance and operations vehicles

Campus safety or public safety department vehicles

We understand the budgeting constraints and approval processes of educational institutions and provide customized quotes, board-ready documentation, and cooperative contract guidance to simplify procurement.

3. Non-Profit Organizations

Holz Motors has partnered with various non-profit organizations, community outreach programs, and faith-based institutions, delivering:

Passenger vans

Mobile outreach units

Cargo vans for logistics and distribution

We are experienced in working with grant-funded purchases, donor-supported fleet buys, and coordinating with non-profit boards and administrators.

Track Record & Capabilities

Over the past 5 years, we've delivered hundreds of vehicles to public agencies and organizations through direct sales, state contracts, and cooperative bids.

We've managed large, multi-vehicle orders with varying configurations and delivery locations.

Our team ensures ongoing support after delivery, including warranty coordination, parts sourcing, and maintenance planning.

Why Holz Motors for Public Sector & Non-Profits:

Dedicated commercial sales staff familiar with public procurement

Deep knowledge of vehicle lifecycle costs and operational fit

Access to GM fleet programs, incentives, and Business Elite resources

Strong relationships with upfitters and local service providers

Proven history of on-time, compliant, and customer-focused execution

Holz Motors takes pride in being a trusted, long-term vehicle partner for public and non-profit sectors, and we're fully prepared to scale our services to support Sourcewell members nationwide.

38	Will Proposer extend terms of any awarded master agreement to nonprofit entities?	<p>Yes, Holz Motors Inc. will extend all terms of any awarded Sourcewell master agreement to eligible nonprofit entities in accordance with Sourcewell's cooperative purchasing guidelines.</p> <p>We recognize that nonprofit organizations often operate under similar budget constraints and procurement policies as public agencies. By extending the contract terms—including pricing, delivery terms, and support services—to nonprofit entities, we aim to support their missions while ensuring fair and transparent access to competitively bid vehicle solutions.</p> <p>Nonprofits must meet Sourcewell's eligibility criteria and be registered as participating entities to utilize the agreement. Once confirmed, we will work with them just as we do with government or educational institutions—providing responsive support, compliant documentation, and tailored solutions.</p>
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Table 4: Marketing Plan (100 Points)

Line Item	Question	Response *
39	Describe your marketing strategy for promoting this opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>Holz Motors Inc. is fully committed to actively promoting the Sourcewell contract to public agencies, education institutions, and nonprofit organizations across our service area and beyond. Our marketing strategy is built around education, visibility, and targeted outreach, using both digital and traditional channels to drive awareness and utilization.</p> <p>1. Targeted Outreach to Eligible Entities We will directly contact existing municipal, county, and school district customers, informing them of the advantages of purchasing through the Sourcewell contract.</p> <p>Outreach will include personalized emails, printed collateral, and follow-up calls from our Fleet & Government Sales Team.</p> <p>We'll also notify local chambers of commerce, cooperatives, and nonprofit associations about the contract availability.</p> <p>2. Website Integration A dedicated landing page on the Holz Motors website will be created to explain the Sourcewell contract, eligible entities, purchasing process, and contact information for quotes.</p> <p>The page will include downloadable materials such as vehicle catalogs, contract highlights, and step-by-step instructions.</p> <p>3. Digital Marketing & Social Media Holz Motors will promote the contract via email campaigns and social media posts (LinkedIn, Facebook, and Twitter) targeted toward government and institutional buyers.</p> <p>Messaging will highlight contract benefits, vehicle availability, and how to easily buy through Sourcewell.</p> <p>4. Event Participation and Education We will represent the Sourcewell contract at government fleet expos, municipal meetings, and school business officer conferences in Wisconsin and neighboring states.</p> <p>Holz Motors will also offer informational webinars or onsite briefings to purchasing officials to help them understand and utilize the agreement.</p> <p>5. Coordination with Sourcewell We will collaborate with Sourcewell's marketing team to co-brand materials and share usage success stories or case studies.</p> <p>Holz Motors will ensure alignment with Sourcewell's branding guidelines and promotional efforts to maximize contract visibility.</p>

<p>40</p>	<p>Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.</p>	<p>At Holz Motors Inc., we actively leverage technology, digital platforms, and data analytics to drive targeted and effective marketing campaigns—particularly in reaching public sector, education, and fleet buyers. Our strategy focuses on maximizing visibility, improving engagement, and generating qualified leads through data-informed decisions.</p> <p>1. Social Media Marketing We utilize platforms such as LinkedIn, Facebook, and X (formerly Twitter) to reach procurement professionals, fleet managers, and government buyers.</p> <p>Campaigns include targeted posts, vehicle spotlights, and contract education content, often promoted using paid ads with geographic and demographic filters.</p> <p>We track click-through rates, impressions, and engagement metrics to continuously refine messaging and timing.</p> <p>2. Website Analytics & SEO Our website is optimized for search engine visibility using relevant keywords like "government fleet vehicles," "cooperative purchasing," and "Sourcewell Chevrolet dealer."</p> <p>We use Google Analytics and Search Console to track traffic sources, user behavior, and conversion rates.</p> <p>Landing pages are optimized with clear CTAs (Calls-to-Action) and conversion tracking to monitor quote requests and form submissions.</p> <p>3. Email Campaigns and CRM Integration We use a Customer Relationship Management (CRM) system to segment public sector and nonprofit contacts and manage email campaigns tailored to their needs.</p> <p>Campaign performance is tracked using open rates, response rates, and follow-up activity, allowing us to identify high-value prospects and optimize future outreach.</p> <p>4. Data-Driven Market Insights We analyze bid data, fleet trends, and regional procurement activity to identify high-potential markets and tailor our outreach accordingly.</p> <p>We utilize data tools to track RFP release schedules, agency purchase cycles, and vehicle lifecycle trends to time marketing efforts for maximum impact.</p> <p>5. Digital Asset Sharing and E-Commerce Readiness We provide digital access to vehicle spec sheets, ordering guides, and Sourcewell contract summaries to streamline buyer decision-making.</p> <p>Our team is exploring future integration of online quote request portals for government buyers to simplify contract engagement.</p> <p>By combining real-time data, digital tools, and targeted messaging, Holz Motors delivers a modern, data-informed marketing strategy that raises awareness, drives engagement, and supports public sector and nonprofit clients through every stage of the procurement process.</p>
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<p>41</p>	<p>In your view, what is Sourcewell's role in promoting agreements arising out of this RFP? How will you integrate a Sourcewell-awarded agreement into your sales process?</p>	<p>Sourcewell's Role in Promotion & Integration into Holz Motors' Sales Process</p> <p>Sourcewell's Role In our view, Sourcewell plays a vital role as both a contract facilitator and a national advocate for cooperative purchasing. By competitively soliciting and awarding contracts on behalf of its members, Sourcewell:</p> <ul style="list-style-type: none"> Streamlines procurement for thousands of public and nonprofit entities Builds trust through transparency and compliance with public purchasing laws Promotes awarded vendors and solutions through national marketing, educational resources, and procurement events Expands awareness and usage through its network of participating entities across the U.S. and Canada <p>Holz Motors views Sourcewell not just as a contract issuer, but as a strategic partner in expanding access to high-quality, competitively priced vehicle solutions.</p> <p>Integration into Holz Motors' Sales Process Holz Motors will fully integrate the Sourcewell-awarded agreement into our commercial, fleet, and government sales workflows, ensuring it becomes a core part of how we serve public and nonprofit clients. This includes:</p> <ol style="list-style-type: none"> 1. Sales Team Training Train all fleet and government sales staff on contract terms, eligibility, pricing structure, and compliance Provide scripts, talking points, and job aids to guide conversations with eligible buyers 2. Digital and Print Integration Add a dedicated Sourcewell landing page on our website with contract details, eligible entities, and ordering steps Include Sourcewell references in vehicle quotes, proposal responses, and outreach materials 3. Proactive Outreach Use our CRM to identify and reach out to current and prospective public-sector customers who can benefit from the contract Promote the contract in email campaigns, social media, and in-person meetings with purchasing agents and decision-makers 4. Quote & Ordering Process Alignment Ensure quotes and POs clearly reference Sourcewell contract terms and number Provide streamlined documentation packages for auditors, legal teams, and board approvals 5. Collaboration with Sourcewell Coordinate with Sourcewell's marketing and education teams to co-promote success stories and contract value Participate in Sourcewell-led webinars or promotional events when invited <p>By combining Sourcewell's broad reach and procurement credibility with Holz Motors' vehicle expertise and hands-on service model, we aim to maximize contract visibility, ease of use, and value for Sourcewell members nationwide.</p>
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42	<p>Are your Solutions available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.</p>	<p>Yes, Holz Motors Inc. is capable of supporting e-procurement ordering processes and is committed to making the vehicle procurement experience as streamlined and compliant as possible for government and educational entities.</p> <p>1. E-Procurement Compatibility While Holz Motors does not maintain a standalone e-commerce portal, we support electronic ordering and integration with a wide range of commonly used government and education e-procurement platforms, including:</p> <p>Bonfire IonWave OpenGov Jaggaer (SciQuest) DemandStar ProcureNow State-specific portals (e.g., Wisconsin eSupplier)</p> <p>We can upload quotes, respond to electronic RFQs, and submit electronic invoices through these systems upon request.</p> <p>2. Process Overview For e-procurement-enabled customers:</p> <p>We provide digitally formatted quotes with Sourcewell contract pricing</p> <p>Purchase orders can be submitted electronically via the customer's procurement platform or email</p> <p>We return digital order confirmations, delivery estimates, and invoicing in formats compatible with most public-sector procurement software</p> <p>Sourcewell contract references and compliance documentation are included in every transaction</p> <p>3. Government and Education Usage Government and education clients have used e-procurement platforms to:</p> <p>Request and compare fleet vehicle pricing under multiple cooperative contracts</p> <p>Submit formal bids electronically using Sourcewell pricing</p> <p>Track purchase approvals and manage contract compliance digitally</p> <p>Expedite ordering and reporting workflows across departments</p> <p>We also support customers who prefer to use more traditional procurement processes (e.g., PDF POs, email submissions) but want documentation structured for easy upload into their internal e-procurement systems.</p> <p>Summary: Holz Motors supports a hybrid e-procurement model that meets the digital procurement preferences of Sourcewell members, offering contract-aligned, flexible, and technology-friendly ordering processes.</p> <p>Let me know if you'd like to add a screenshot of a sample e-quote or describe how you work with fleet management companies that use e-procurement portals.</p>
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Table 5A: Value-Added Attributes (100 Points, applies to Table 5A and 5B)

Line Item	Question	Response *
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<p>43</p>	<p>Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.</p>	<p>Holz Motors Inc. offers a range of vehicle training and orientation programs to ensure that Sourcewell members and their personnel are confident and equipped to safely and effectively operate and maintain the vehicles we deliver.</p> <p>1. Vehicle Orientation & Operator Training Standard for All Deliveries Every vehicle purchase includes a complimentary vehicle walk-through and operator orientation at the time of delivery or pickup. This training covers:</p> <p>Vehicle controls and features</p> <p>Safety systems</p> <p>Maintenance schedules</p> <p>Proper operation (especially for commercial trucks and upfitted units)</p> <p>Training is provided by a Holz Motors fleet sales or delivery specialist and is customized to the vehicle and end user.</p> <p>No cost is associated with standard orientation.</p> <p>2. Upfit and Equipment-Specific Training When vehicles are delivered with specialty equipment or upfits (e.g., plows, utility bodies, liftgates), we coordinate equipment-specific training provided by:</p> <p>The certified upfitter or installer</p> <p>Or, a Holz Motors representative trained on the installed equipment</p> <p>Training may be offered onsite or virtually, depending on the customer's location and needs.</p> <p>Standard training is included in the purchase unless otherwise specified. Optional extended or multi-site training may incur additional costs, which will be quoted in advance.</p> <p>3. Maintenance Training & Service Guidance Fleet and service managers can receive maintenance guidance tailored to the specific vehicle types purchased. This may include:</p> <p>Service interval overviews</p> <p>Warranty coverage education</p> <p>Tips for maximizing uptime</p> <p>We also offer parts and maintenance coordination support for government garages or local maintenance teams responsible for in-house servicing.</p> <p>4. GM OEM Training Resources For more advanced needs, we can connect Sourcewell members to General Motors-provided training materials, including:</p> <p>Fleet-specific user manuals</p> <p>EV and hybrid operational overviews (if applicable)</p> <p>Digital tutorials and service bulletins</p>
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<p>44</p>	<p>Describe any technological advances that your proposed Solutions offer.</p>	<p>The vehicle solutions offered by Holz Motors Inc., primarily Chevrolet-branded light to heavy-duty trucks and fleet vehicles, incorporate a wide range of cutting-edge technologies designed to enhance safety, efficiency, performance, connectivity, and fleet management. These advancements align with the evolving needs of Sourcewell's public sector, education, and nonprofit members.</p> <p>1. Advanced Safety Systems Modern Chevrolet vehicles include a suite of active safety and driver assistance technologies, such as:</p> <p>Forward Collision Alert</p> <p>Automatic Emergency Braking</p> <p>Lane Keep Assist with Lane Departure Warning</p> <p>Rear Park Assist and HD Surround Vision</p> <p>Teen Driver Mode (ideal for training fleets or student-operated vehicles)</p> <p>These features help reduce accidents, support liability reduction, and promote safer fleet operations.</p> <p>2. In-Vehicle Connectivity and Telematics Many models include:</p> <p>GM's OnStar® Vehicle Insights™ platform for real-time telematics, diagnostics, and driver behavior tracking</p> <p>4G LTE Wi-Fi hotspot capability for mobile workforces</p> <p>Wireless Apple CarPlay® and Android Auto™</p> <p>Remote vehicle access via mobile app for locking, unlocking, and remote start These tools support better fleet visibility, driver productivity, and maintenance planning.</p> <p>3. Electrification and Sustainability Options GM is aggressively expanding its electrified vehicle offerings. Holz Motors offers:</p> <p>Electric and hybrid vehicle options (where applicable) with support for:</p> <p>Regenerative braking</p> <p>Extended-range battery systems</p> <p>Zero tailpipe emissions</p> <p>Access to GM's EV telematics and battery diagnostics tools, supporting eco-conscious fleet strategies</p> <p>4. Productivity and Uptime Technology Trailer technology packages with up to 15 available camera views, trailer sway control, and smart hitch guidance</p> <p>Duramax® diesel and advanced gas engine platforms with automatic stop/start and fuel-saving technologies</p> <p>Over-the-air software updates for select models to enhance uptime and reduce service center visits</p> <p>5. Fleet Management Integration Vehicles can be ordered with compatibility for third-party fleet management systems, including:</p> <p>Geofencing</p> <p>Fuel monitoring</p> <p>Driver scorecards</p> <p>Maintenance alerts This gives Sourcewell members deeper control over fleet performance and cost management.</p> <p>Summary: Holz Motors, in partnership with General Motors, delivers vehicles that reflect the latest in commercial automotive innovation—helping Sourcewell members operate smarter, safer, and more efficiently in both day-to-day use and long-term fleet planning.</p>
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<p>45</p>	<p>Describe any service contract options or extended warranties being offered with your proposal.</p>	<p>Holz Motors Inc., in partnership with General Motors, offers a variety of optional service contracts and extended warranty programs to Sourcewell participating entities. These plans are designed to provide added peace of mind, protect vehicle investments, and reduce total cost of ownership for public and nonprofit fleets.</p> <p>1. GM Extended Limited Warranty Available on most new Chevrolet vehicles</p> <p>Extends the manufacturer's bumper-to-bumper coverage up to 5 years / 60,000 miles (from the standard 3 years / 36,000 miles)</p> <p>Coverage includes repairs due to defects in materials or workmanship</p> <p>2. GM Powertrain Limited Warranty Extension Up to 5 years / 100,000 miles on eligible fleet vehicles</p> <p>Covers major powertrain components such as engine, transmission, and drivetrain</p> <p>3. GM Protection Plan (Service Contract) Optional extended service contract that covers repairs beyond factory warranties</p> <p>Available in Powertrain, Silver, and Platinum tiers</p> <p>Coverage terms range up to 8 years / 150,000 miles</p> <p>Includes benefits such as:</p> <p>Roadside assistance</p> <p>Rental vehicle reimbursement</p> <p>Trip interruption protection</p> <p>Plans are fully transferable and accepted at all GM-authorized service centers nationwide</p> <p>4. Prepaid Maintenance Plans Allows Sourcewell members to prepay for routine maintenance (oil changes, tire rotations, inspections, etc.)</p> <p>Can be bundled into the vehicle sale</p> <p>Helps stabilize maintenance budgets and ensure service compliance</p> <p>5. Upfit-Specific Warranties For vehicles with specialized equipment (plows, liftgates, utility bodies), Holz Motors works with upfitters to provide component-specific warranties, typically ranging from 1 to 3 years, depending on the manufacturer.</p> <p>Documentation is provided at delivery, and Holz coordinates warranty support post-sale.</p> <p>Availability and Cost:</p> <p>All warranty and service contract options are optional and customizable to the member's needs</p> <p>Pricing varies based on vehicle model, coverage level, and term length</p> <p>Quotes are provided at the time of vehicle configuration or order finalization</p> <p>Holz Motors will work closely with each Sourcewell member to evaluate the best protection plan for their fleet based on expected usage, replacement cycles, and budget.</p>
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<p>46</p>	<p>Describe in detail warranties offered and how they will be administered, including if they cover all products, parts, labor, technician travel, and geographic regions covered.</p>	<p>Holz Motors Inc., in partnership with General Motors (Chevrolet) and certified upfit providers, offers comprehensive factory-backed warranties and optional extended warranties to all Sourcewell participating entities. These warranties are designed to ensure product reliability and minimize downtime for public sector, education, and nonprofit customers.</p> <p>1. Standard Manufacturer Warranties (New GM Vehicles) All new Chevrolet vehicles sold through this contract come with the following standard GM limited warranties:</p> <table border="1"> <thead> <tr> <th>Warranty Type</th> <th>Coverage</th> <th>Term</th> </tr> </thead> <tbody> <tr> <td>Bumper-to-Bumper Limited</td> <td>All parts and labor due to manufacturer defects</td> <td>3 years / 36,000 miles (whichever comes first)</td> </tr> <tr> <td>Powertrain Limited</td> <td>Engine, transmission, drive systems</td> <td>5 years / 60,000 miles (or up to 100,000 miles for fleet applications)</td> </tr> <tr> <td>Corrosion Protection</td> <td>Sheet metal corrosion</td> <td>3 years / 36,000 miles (perforation: 6 years / 100,000 miles)</td> </tr> <tr> <td>Roadside Assistance</td> <td>24/7 towing, jump start, lockout, etc.</td> <td>Duration of Powertrain Warranty</td> </tr> </tbody> </table> <p>Coverage Includes: <input checked="" type="checkbox"/> All defective OEM parts <input checked="" type="checkbox"/> Labor costs for repairs or replacements <input checked="" type="checkbox"/> No-cost service at any GM-authorized dealership nationwide <input checked="" type="checkbox"/> Support in all 50 U.S. states, U.S. territories, and Canada</p> <p>2. Upfitted Equipment Warranties For vehicles delivered with aftermarket upfits or accessories (e.g., snow plows, utility bodies, liftgates), Holz Motors ensures that:</p> <p>All installed components include the OEM warranty from the upfitter (typically 1–3 years, parts and labor)</p> <p>Warranty service is administered either through the upfitter directly or coordinated by Holz Motors for convenience</p> <p>When available, upfit warranties include field service options or technician dispatch for on-site repairs</p> <p>3. Warranty Administration Process Service Access: All warranty repairs can be completed at any GM-authorized service center nationwide—including in Alaska, Hawaii, U.S. Territories, and Canada</p> <p>Claim Process: Customers simply contact Holz Motors or a local GM dealer; the repair is authorized and covered directly through GM's warranty system</p> <p>Upfit Claims: Holz Motors acts as the liaison between the customer and the upfitter to resolve any equipment-related issues</p> <p>No additional cost to the Sourcewell member for warranty-covered work</p> <p>4. What's Covered (Under Standard Warranty): OEM Parts & Components: Yes</p> <p>Labor: Yes</p> <p>Technician Travel: Not typically included under GM warranty, but some upfitters may include field service depending on location and equipment</p> <p>Geographic Coverage: 100% of the U.S. and Canada, including U.S. territories and remote areas (some remote areas may require longer lead time for service coordination)</p> <p>Optional extended warranties and service contracts (outlined separately) are available for those who want to extend coverage terms, add roadside assistance, or include prepaid maintenance.</p> <p>Holz Motors is committed to ensuring every Sourcewell member receives full warranty support, simplified service access, and prompt issue resolution throughout the lifecycle of each vehicle.</p>	Warranty Type	Coverage	Term	Bumper-to-Bumper Limited	All parts and labor due to manufacturer defects	3 years / 36,000 miles (whichever comes first)	Powertrain Limited	Engine, transmission, drive systems	5 years / 60,000 miles (or up to 100,000 miles for fleet applications)	Corrosion Protection	Sheet metal corrosion	3 years / 36,000 miles (perforation: 6 years / 100,000 miles)	Roadside Assistance	24/7 towing, jump start, lockout, etc.	Duration of Powertrain Warranty
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<p>47</p>	<p>Describe any "green" initiatives that relate to your company or to your Solutions, and include a list of the certifying agency for each.</p>	<p>At Holz Motors Inc., we recognize the importance of environmental responsibility and are committed to supporting sustainable practices in both our business operations and the vehicle solutions we provide to Sourcewell participating entities. Our approach combines dealership-level environmental initiatives with forward-looking vehicle offerings that support public sector sustainability goals.</p> <p>1. Dealership-Level Environmental Practices We actively implement environmentally responsible business practices, including:</p>															

a) Waste Reduction and Recycling
 Comprehensive recycling program for oil, coolant, batteries, tires, and auto parts

Used motor oil and filters are collected and disposed of through EPA-certified hazardous waste vendors

Cardboard, plastics, and paper are recycled through local municipal programs
 Certifying Partners: Local EPA-compliant waste haulers, Clean Harbors Environmental Services

b) Energy Efficiency
 Upgraded facility lighting to high-efficiency LED systems

Installed programmable HVAC systems and insulation improvements to reduce energy usage

Water conservation measures in vehicle wash bays and service areas
 Certifying Programs: ENERGY STAR® lighting certification, utility company rebate documentation

c) Digital Process Conversion
 Shifted to electronic document management and e-signatures for vehicle sales and service operations to reduce paper consumption

E-invoicing and digital vehicle inspection systems now in place

2. Green Vehicle Solutions
 We actively promote and support environmentally responsible vehicle solutions, including:

a) Chevrolet EV and Hybrid Offerings
 Access to the Chevrolet Bolt EUV, Silverado EV, and other GM electric and plug-in hybrid platforms

Vehicles feature zero tailpipe emissions, regenerative braking, and advanced energy management systems
 Certifying Agencies:

EPA SmartWay® Certified Vehicles

CARB (California Air Resources Board) compliance for applicable low-emission vehicles

SAE International compliance on EV safety and charging standards

b) Low-Emission Gasoline and Diesel Options
 Many GM gasoline and Duramax® diesel models meet or exceed Tier 3 and LEV III emissions standards

Start/stop engine technology, aerodynamic improvements, and efficient drivetrain systems support fuel economy
 Certifying Agencies:

EPA, NHTSA, and CARB

3. Support for Customer Sustainability Goals
 We assist Sourcewell members in specifying green fleet options, estimating CO₂ reduction benefits, and identifying available state and federal incentives (e.g., Clean Cities programs, 45W tax credits)

Coordination with upfitters offering solar-powered auxiliary systems, lightweight bodies, and alternative fuel-compatible packages

Summary of Key Green Certifications and Programs:

Initiative	Certifying Agency / Program
EV & hybrid vehicle offerings	EPA SmartWay®, CARB, SAE
Dealership waste disposal	EPA-compliant hazardous waste vendors
Recycling & oil reclamation	Clean Harbors Environmental Services
Emissions compliance	EPA, CARB, NHTSA
Energy efficiency upgrades	ENERGY STAR®, Local Utility Rebate Programs
Digital documentation practices	Internal policy aligned with paper reduction goals

Holz Motors is proud to be a responsible corporate citizen and fleet partner, and we are committed to helping Sourcewell members meet their sustainability, compliance, and fleet electrification goals.

<p>48</p>	<p>Identify any third-party issued eco-labels, ratings or certifications that your company has received for the Solutions included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.</p>	<p>While Holz Motors Inc. does not directly hold third-party eco-certifications as a dealership, the vehicle solutions we provide through General Motors (Chevrolet) have earned several recognized green and sustainability certifications from respected agencies related to energy efficiency, emissions reduction, and life-cycle impact.</p> <p>Eco-Certifications for GM Vehicles Offered by Holz Motors:</p> <table border="0"> <thead> <tr> <th>Certification / Label</th> <th>Issuing Organization</th> <th>Applies To</th> </tr> </thead> <tbody> <tr> <td>EPA SmartWay® Certification</td> <td>U.S. Environmental Protection Agency</td> <td>Select Chevrolet vehicles (e.g., Bolt EV, Equinox, Silverado) for meeting low greenhouse gas and air pollution standards</td> </tr> <tr> <td>CARB Certification (LEV III, ZEV)</td> <td>California Air Resources Board</td> <td>GM vehicles that meet Low Emission Vehicle (LEV) and Zero Emission Vehicle (ZEV) standards</td> </tr> <tr> <td>SAE J1772 / EV Standards Compliance</td> <td>SAE International</td> <td>EV charging and safety systems across GM's electric vehicle lineup</td> </tr> <tr> <td>GHG Emissions Compliance</td> <td>U.S. EPA & NHTSA</td> <td>All current model year GM light-duty vehicles meet or exceed federal fuel economy and GHG emissions standards under CAFE rules</td> </tr> <tr> <td>Recycled Material Use & Sustainable Manufacturing</td> <td>GM Sustainability Initiatives (3rd-party audited in ESG reports)</td> <td>General Motors reports use of sustainable materials, water reduction, and landfill-free manufacturing at select plants</td> </tr> </tbody> </table> <p>Life-Cycle & Sustainability Design Highlights from GM (Manufacturer of Proposed Solutions):</p> <p>Cradle-to-Cradle Principles: GM has implemented closed-loop recycling in select manufacturing plants and is pursuing carbon-neutral operations by 2040.</p> <p>Battery Recycling Programs: GM's EV battery platforms are designed for second-life reuse and recyclability, supported by partnerships with Li-Cycle and other providers.</p> <p>Landfill-Free Certified Plants: Over 80 GM global facilities, including U.S. plants producing Chevrolet vehicles, are certified landfill-free.</p> <p>Summary: While Holz Motors Inc. does not issue these certifications, the vehicles we deliver to Sourcewell members carry EPA- and CARB-certified eco-ratings, and are manufactured by an OEM (GM) actively engaged in third-party verified environmental and sustainability practices.</p> <p>We are proud to provide fleet solutions that contribute to lower emissions, fuel efficiency, and long-term sustainability for public sector customers.</p>	Certification / Label	Issuing Organization	Applies To	EPA SmartWay® Certification	U.S. Environmental Protection Agency	Select Chevrolet vehicles (e.g., Bolt EV, Equinox, Silverado) for meeting low greenhouse gas and air pollution standards	CARB Certification (LEV III, ZEV)	California Air Resources Board	GM vehicles that meet Low Emission Vehicle (LEV) and Zero Emission Vehicle (ZEV) standards	SAE J1772 / EV Standards Compliance	SAE International	EV charging and safety systems across GM's electric vehicle lineup	GHG Emissions Compliance	U.S. EPA & NHTSA	All current model year GM light-duty vehicles meet or exceed federal fuel economy and GHG emissions standards under CAFE rules	Recycled Material Use & Sustainable Manufacturing	GM Sustainability Initiatives (3rd-party audited in ESG reports)	General Motors reports use of sustainable materials, water reduction, and landfill-free manufacturing at select plants
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GHG Emissions Compliance	U.S. EPA & NHTSA	All current model year GM light-duty vehicles meet or exceed federal fuel economy and GHG emissions standards under CAFE rules																		
Recycled Material Use & Sustainable Manufacturing	GM Sustainability Initiatives (3rd-party audited in ESG reports)	General Motors reports use of sustainable materials, water reduction, and landfill-free manufacturing at select plants																		

<p>49</p>	<p>What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?</p>	<p>Holz Motors Inc. stands apart from other dealerships and vehicle suppliers through a combination of deep industry experience, personalized service, national scalability, and a relentless focus on public sector needs. We bring a rare blend of big-fleet capability with small-business accountability, making us a uniquely positioned partner for Sourcewell participating entities.</p> <p>1. Over a Century of Trust and Stability Founded in 1914, Holz Motors is one of the oldest Chevrolet dealerships in the United States—a distinction that reflects proven longevity, reliability, and community commitment.</p> <p>Our history of serving government and fleet customers gives Sourcewell members a trusted, experienced partner for mission-critical purchases.</p> <p>2. Dedicated Public Sector & Fleet Team We maintain a specialized Fleet & Government Sales Division focused solely on serving municipalities, schools, nonprofits, and public agencies.</p> <p>This team understands the unique needs of government procurement—contract compliance, transparency, upfitting, delivery logistics, and lifecycle support—and integrates Sourcewell into our daily workflow.</p> <p>3. Full National Fulfillment Capability Through our alignment with General Motors and GM's Business Elite network, we offer nationwide vehicle delivery, upfitting, and service support across all 50 U.S. states, U.S. territories, and Canada.</p> <p>Our ability to coordinate orders across multiple locations, agencies, or departments simplifies complex fleet rollouts for larger entities.</p> <p>4. Turnkey Vehicle Solutions Holz Motors provides end-to-end fleet solutions—from vehicle spec consultation to factory ordering, upfitting coordination, and delivery.</p> <p>We work closely with certified upfitters to deliver ready-to-deploy vehicles for law enforcement, public works, education, and utility operations.</p> <p>5. Sourcewell Integration and Support We will offer a dedicated Sourcewell contact, streamlined ordering materials, and easy quote turnaround tailored to cooperative purchasing.</p> <p>Our internal processes ensure Sourcewell contract pricing, terms, and documentation are embedded into our sales, service, and accounting systems.</p> <p>6. Green Fleet Support Through our partnership with GM, we offer EV and hybrid vehicle options and guidance on fleet electrification planning, grant support, and sustainability goals.</p> <p>We assist in identifying state and federal incentives and provide access to EPA SmartWay-certified vehicles and low-emission powertrains.</p> <p>7. Personalized Service at Scale While many large suppliers treat contracts transactionally, Holz Motors maintains a personal, responsive, and relationship-driven approach.</p> <p>We take the time to understand each Sourcewell member's goals and tailor our solutions to their budget, fleet strategy, and operational needs.</p> <p>What Makes Our Solution Unique:</p> <ul style="list-style-type: none"> ✓ A century of reputation and reliability ✓ A fleet-focused team trained in public sector requirements ✓ Nationwide reach with local-level service ✓ Deep OEM alignment with General Motors ✓ Turnkey delivery of upfitted, ready-to-work fleet vehicles ✓ Integrated support for Sourcewell members and contract compliance ✓ Commitment to sustainability, transparency, and customer satisfaction <p>Holz Motors combines legacy, capability, and care—delivering the consistency of a major supplier with the service-minded approach of a local partner. For Sourcewell members, that means a seamless and dependable vehicle procurement experience from start to finish.</p>
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Table 5B: Value-Added Attributes

Line Item	Question	Certification	Offered	Comment
50	Select any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation and a listing of dealerships, HUB partners or resellers if available. Select all that apply.		<input checked="" type="radio"/> Yes <input type="radio"/> No	Women-owned business
51		Minority Business Enterprise (MBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	NA
52		Women Business Enterprise (WBE)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Women-owned business. Will provide at award.
53		Disabled-Owned Business Enterprise (DOBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	NA
54		Veteran-Owned Business Enterprise (VBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	NA
55		Service-Disabled Veteran-Owned Business (SDVOB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	NA
56		Small Business Enterprise (SBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	NA
57		Small Disadvantaged Business (SDB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	NA
58		Women-Owned Small Business (WOSB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	NA

Table 6A: Pricing (400 Points, applies to Table 6A and 6B)

Provide detailed pricing information in the questions that follow below.

Line Item	Question	Response *

<p>59</p>	<p>Describe your payment terms and accepted payment methods.</p>	<p>Holz Motors Inc. offers flexible and compliant payment terms designed to meet the needs of public agencies, educational institutions, and nonprofit organizations purchasing under the Sourcewell contract.</p> <p>Standard Payment Terms Net 30 days from the date of invoice, unless otherwise agreed upon in writing</p> <p>Invoices are typically issued upon vehicle delivery or title transfer, depending on agency preference</p> <p>We are open to accommodating custom payment terms for qualified Sourcewell members, such as:</p> <p>Progressive billing for multi-vehicle or upfit-intensive orders</p> <p>Delayed billing for fiscal year-end constraints (with approval)</p> <p>Coordination with third-party fleet management companies or leasing partners</p> <p>Accepted Payment Methods We accept the following secure and commonly used payment methods:</p> <ul style="list-style-type: none"> ✓ ACH / EFT (Electronic Funds Transfer) – Preferred method for most government and institutional buyers ✓ Check / Bank Draft – Payable to Holz Motors Inc. ✓ Wire Transfer – Details provided upon request ✓ Procurement Cards (P-Cards) – Accepted for purchases that comply with agency card policies ✓ Financing / Leasing Arrangements – Can be coordinated through approved FMCs or lender partners <p>Sales Tax Exemption Holz Motors is experienced in working with tax-exempt entities and will honor valid exemption certificates during the invoicing process.</p> <p>We will assist with proper documentation to ensure compliant tax-free processing where applicable.</p> <p>We are committed to offering clear, flexible, and timely billing to meet the operational and fiscal requirements of Sourcewell members.</p>
<p>60</p>	<p>Describe any leasing or financing options available for use by educational or governmental entities.</p>	<p>Holz Motors Inc. understands that many public agencies and educational institutions operate under budget constraints, fiscal year cycles, and capital planning restrictions. To support flexibility in vehicle acquisition, we offer a variety of leasing and financing options tailored to the needs of Sourcewell participating entities.</p> <p>1. Government and Municipal Leasing We work with approved municipal leasing providers that specialize in tax-exempt lease-purchase agreements (also known as lease-to-own or non-appropriation clauses), including:</p> <p>Open-ended or closed-end municipal leases</p> <p>Flexible terms typically ranging from 24 to 72 months</p> <p>No early payoff penalties</p> <p>Payments structured to fit annual budgets and cash flow cycles</p> <p>These arrangements are ideal for school districts, counties, and local governments seeking to acquire vehicles without a large upfront capital outlay.</p> <p>2. Educational Institution Financing For public and private K–12 schools, colleges, and universities, we can provide access to:</p> <p>Low-interest financing options through GM Financial or third-party lenders experienced in the education sector</p> <p>Optional payment deferral to align with grant disbursement schedules or semester-based budgets</p>

		<p>Custom quote packages including vehicle, upfit, and extended warranty costs rolled into one monthly payment</p> <p>3. Third-Party Fleet Management Programs Through partnerships with leading fleet management companies (FMCs) such as Enterprise Fleet Management, Doering Fleet, and others, Sourcewell members can access:</p> <p>Operating leases with fleet maintenance, fuel management, and vehicle resale support</p> <p>Full-service lease packages that bundle acquisition, service, and replacement planning</p> <p>National programs pre-approved for public sector use</p> <p>4. GM Financial Government Programs As a GM-authorized dealer, Holz Motors can offer GM Financial municipal leasing and fleet programs, which include:</p> <p>Streamlined approval for tax-exempt entities</p> <p>Fixed-rate leasing with pre-set residual values</p> <p>Compatibility with Sourcewell contract pricing</p> <p>How It Works Holz Motors will help the customer determine whether leasing, financing, or outright purchase best fits their operational and budgetary needs.</p> <p>We coordinate quotes, paperwork, and approvals with the selected financing partner to ensure compliance, transparency, and efficiency.</p> <p>All financing options can be used in conjunction with Sourcewell contract pricing and terms.</p> <p>Summary of Leasing & Financing Options:</p> <table border="1"> <thead> <tr> <th>Program Type</th> <th>Eligible Entities</th> <th>Benefits</th> </tr> </thead> <tbody> <tr> <td>Municipal Lease-Purchase</td> <td>Cities, counties, school districts</td> <td>Own vehicle at end of term, no large upfront cost</td> </tr> <tr> <td>Educational Institution Financing</td> <td>K-12, higher ed, private schools</td> <td>Flexible terms, deferred payments available</td> </tr> <tr> <td>Full-Service Fleet Leasing (FMCs)</td> <td>All Sourcewell members</td> <td>Bundled fleet solutions, lifecycle support</td> </tr> <tr> <td>GM Financial Government Programs</td> <td>Public sector and nonprofits</td> <td>Competitive rates, contract-compliant processing</td> </tr> </tbody> </table> <p>Holz Motors is committed to helping Sourcewell members acquire the vehicles they need—on terms that align with their fiscal realities and long-term planning.</p>	Program Type	Eligible Entities	Benefits	Municipal Lease-Purchase	Cities, counties, school districts	Own vehicle at end of term, no large upfront cost	Educational Institution Financing	K-12, higher ed, private schools	Flexible terms, deferred payments available	Full-Service Fleet Leasing (FMCs)	All Sourcewell members	Bundled fleet solutions, lifecycle support	GM Financial Government Programs	Public sector and nonprofits	Competitive rates, contract-compliant processing
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61	<p>Describe any standard transaction documents that you propose to use in connection with an awarded agreement (order forms, terms and conditions, service level agreements, etc.). Upload all template agreements or transaction documents which may be proposed to Participating Entities.</p>	<p>Holz Motors Inc. maintains a streamlined and transparent transaction process for all vehicle purchases made under cooperative and government contracts. For Sourcewell participating entities, we propose to use the following standard transaction documents, tailored as needed to reflect Sourcewell contract terms and the specific needs of the member:</p> <p>1. Order Forms / Vehicle Purchase Agreements Customized Vehicle Order Form (VOF) or Fleet Purchase Agreement, which includes:</p> <p>Vehicle year, make, model, and configuration</p> <p>Sourcewell contract number</p> <p>Final pricing (including discounts, upfits, and fees)</p> <p>Payment terms and delivery method</p> <p>This document is signed by both Holz Motors and the purchasing entity prior to vehicle procurement.</p> <p>2. Quote Sheet</p>															

An official Holz Motors fleet quote, which clearly references:

Sourcewell contract pricing

Any applicable government incentives

Optional warranties, upfits, or delivery fees

Quotes are valid for a stated term and include a disclaimer that final pricing is contingent on manufacturer availability and build slot confirmation.

3. Terms and Conditions

Standard Terms & Conditions of Sale covering:

Payment terms (typically Net 30)

Title transfer policies

Freight and delivery guidelines

Warranty administration

Cancellation or order change terms

These will be customized to align with Sourcewell's master agreement requirements and public sector purchasing laws.

4. Service Level Agreement (SLA) [If Applicable]

For large fleet orders or long-term service arrangements, an optional SLA may be provided to outline:

Response times

Post-sale support expectations

Parts availability and service coordination

SLAs can be developed in collaboration with the participating entity upon request.

5. Delivery Receipt / Acceptance Form

Signed by the customer upon vehicle delivery, this form confirms:

Vehicle inspection and condition at time of receipt

Any discrepancies or issues noted for resolution

Documentation of any training provided

6. Warranty and Registration Documents

Standard manufacturer-issued warranty cards, owner's manuals, and registration/title paperwork will be provided at the time of delivery or transfer.

All standard documents will be uploaded to the submission portal in the required format and can be modified to meet the specific legal or compliance needs of participating entities.

Holz Motors is also willing to review and sign participating entities' own purchase agreements or procurement forms, provided they align with the Sourcewell master contract framework.

62	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcwell participating entities for using this process?	<p>Yes, Holz Motors Inc. accepts P-card (procurement card) payments from Sourcwell participating entities as a form of payment for vehicle purchases and related services.</p> <p>Key Details: P-cards are accepted for full or partial payment, depending on agency policies and transaction limits.</p> <p>We accept all major cards commonly used by government and education entities, including Visa, Mastercard, and American Express.</p> <p>Additional Fees: No additional fees or surcharges will be added for Sourcwell members choosing to pay via P-card. The contract price remains the same regardless of payment method.</p> <p>We are committed to ensuring transparent and compliant pricing in alignment with the Sourcwell contract terms.</p> <p>Holz Motors supports a wide range of payment preferences and is happy to work with each participating entity's procurement team to ensure smooth, secure, and efficient transactions using P-cards or other approved methods.</p>	*
63	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	*
64	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	<p>The pricing proposal submitted by Holz Motors Inc. for this Sourcwell contract is based on GSA (General Services Administration) fleet pricing, which is among the most competitive pricing structures available for public sector entities.</p> <p>Discount Structure: The pricing offered represents an average discount of approximately 15% to 25% off MSRP, depending on the vehicle make, model, and configuration.</p> <p>This discount structure is aligned with GSA Schedule pricing levels, which are pre-negotiated with the manufacturer (General Motors) and reflect high-volume, government-grade fleet pricing.</p> <p>Key Notes: Exact discount percentages may vary by vehicle class (e.g., light-duty vs. heavy-duty trucks), trim levels, and optional equipment packages.</p> <p>Sourcwell participating entities will receive equal or better pricing than GSA-listed pricing, ensuring compliance with competitive procurement standards.</p> <p>Holz Motors is committed to delivering transparent, pre-negotiated discounts that maximize value for Sourcwell members—without requiring time-consuming bid processes or volume thresholds. All quotes will clearly show MSRP, applied discount, and final contract price.</p>	*

<p>65</p>	<p>Describe any quantity or volume discounts or rebate programs that you offer.</p>	<p>Holz Motors Inc., in partnership with General Motors Fleet, offers competitive volume-based discounts and incentive programs for Sourcewell participating entities. These programs are designed to reward bulk purchasing and long-term fleet planning by providing additional savings beyond base contract pricing.</p> <p>1. Quantity/Volume Discounts We offer tiered pricing discounts for multi-unit purchases under the Sourcewell contract. Discounts are applied based on the number of vehicles ordered at one time or under a coordinated fleet plan.</p> <table border="0"> <tr> <td>Order Quantity</td> <td>Estimated Additional Discount (off MSRP)</td> </tr> <tr> <td>1-4 units</td> <td>Standard Sourcewell/GSA pricing (15-25%)</td> </tr> <tr> <td>5-9 units</td> <td>+1%-2% additional discount</td> </tr> <tr> <td>10-24 units</td> <td>+2%-3% additional discount</td> </tr> <tr> <td>25+ units</td> <td>+3%-5%+ additional discount (subject to OEM support)</td> </tr> </table> <p>Exact discount depends on vehicle model, build, and timing within the model year cycle.</p> <p>2. General Motors Fleet Incentive Programs Holz Motors will work with GM Fleet to ensure Sourcewell members receive all applicable manufacturer rebates, which may include:</p> <p>Volume Incentives – Available for fleet customers meeting annual vehicle purchase thresholds</p> <p>Loyalty or Competitive Conquest Rebates – For customers switching from a non-GM brand or continuing GM fleet purchases</p> <p>Upfit Rebates – Available for specific vocational vehicles requiring approved upfits (e.g., utility bodies, plows, racks)</p> <p>These rebates can range from \$500 to \$5,000+ per unit, depending on vehicle type and customer eligibility.</p> <p>3. Multi-Agency or Pooled Orders If multiple Sourcewell members collaborate on a regional or state-wide order, Holz Motors is willing to apply group volume pricing based on total combined units—even if delivery is split among different entities.</p> <p>4. Additional Incentive Considerations Early order discounts may apply when vehicles are ordered ahead of OEM production cycles</p> <p>Fiscal year-end promotions may be available during GM's closeout periods</p> <p>Financing and lease incentives may also apply when paired with GM Financial or approved FMCs</p> <p>Summary: Holz Motors is committed to helping Sourcewell members maximize every dollar spent through smart use of volume discounts and OEM-backed rebate programs. We will work directly with each member to identify the best savings opportunities based on order size, timing, and fleet profile.</p>	Order Quantity	Estimated Additional Discount (off MSRP)	1-4 units	Standard Sourcewell/GSA pricing (15-25%)	5-9 units	+1%-2% additional discount	10-24 units	+2%-3% additional discount	25+ units	+3%-5%+ additional discount (subject to OEM support)
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<p>66</p>	<p>Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “non-contracted items”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.</p>	<p>Holz Motors Inc. understands that Sourcewell participating entities may occasionally require non-contracted (“open market”) items related to their vehicle purchases—such as specialty accessories, custom upfits, or aftermarket add-ons not covered under the base Sourcewell agreement.</p> <p>To support these needs while maintaining pricing transparency and contract integrity, we propose the following approach:</p> <p>1. Quote-Based Method (Standard) Holz Motors will provide a separate, written quote for any sourced item upon request.</p> <p>The quote will clearly indicate that the item is outside the Sourcewell contract and will include:</p> <p>Description of the item or service</p> <p>Manufacturer or vendor name (if applicable)</p> <p>Unit pricing</p> <p>Labor or installation costs (if applicable)</p> <p>Estimated delivery timeline</p> <p>2. Pricing Structure We offer two pricing options for participating entities to choose from:</p> <p>Option A: At Cost Plus a Fixed Percentage Sourced items will be offered at cost plus a markup of no more than 10% to cover administrative and handling expenses.</p> <p>This pricing structure ensures fairness while allowing flexibility for items such as:</p> <p>Custom lighting, decals, or signage</p> <p>Specialty racks or toolboxes</p> <p>Auxiliary electronics or communications equipment</p> <p>Post-delivery installations</p> <p>Option B: Pass-Through at Cost (for High-Volume or Public Safety Purchases) For mission-critical items (e.g., law enforcement vehicle equipment, accessibility mods), we are willing to provide the item at cost with no markup, provided the item is invoiced separately or as a direct reimbursement.</p> <p>3. Documentation and Approval Each open market item will be clearly separated from contract-covered items on quotes and invoices.</p> <p>The participating entity must acknowledge and approve the purchase of sourced items before order placement.</p> <p>All open market transactions will be fully documented for audit compliance.</p> <p>Summary:</p> <table border="0"> <tr> <td>Method</td> <td>Pricing</td> <td>Transparency</td> </tr> <tr> <td>Quoted per item (default)</td> <td>Based on market cost</td> <td>Separate quote and invoice line</td> </tr> <tr> <td>At cost + 10% (standard)</td> <td>Cost + administrative fee</td> <td>Full documentation provided</td> </tr> <tr> <td>At cost (public safety/high-need items)</td> <td>No markup</td> <td>Available upon approval</td> </tr> </table> <p>Holz Motors is committed to providing Sourcewell members with the flexibility to procure all necessary vehicle-related products—while maintaining clarity, fairness, and compliance with cooperative contract guidelines.</p>	Method	Pricing	Transparency	Quoted per item (default)	Based on market cost	Separate quote and invoice line	At cost + 10% (standard)	Cost + administrative fee	Full documentation provided	At cost (public safety/high-need items)	No markup	Available upon approval
Method	Pricing	Transparency												
Quoted per item (default)	Based on market cost	Separate quote and invoice line												
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At cost (public safety/high-need items)	No markup	Available upon approval												
<p>67</p>	<p>Identify any element of the total cost of acquisition that is</p>	<p>The pricing submitted by Holz Motors Inc. under this Sourcewell</p>												

NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.

proposal is based on GSA-level vehicle pricing, which includes the base vehicle, standard factory equipment, and applicable Sourcewell discounts. However, certain additional costs may apply depending on the purchasing entity's specific needs. These are outlined below:

1. Pre-Delivery Inspection (PDI)

Included at no extra charge for vehicles delivered directly from Holz Motors.

If a vehicle is delivered through a third-party GM-authorized dealer for final delivery in a different state, that dealer may charge a PDI fee (typically \$75-\$200).

This charge is set by the local receiving dealer and is outside of Holz Motors' control.

2. Upfit Installation / Equipment Integration

Costs for aftermarket or vocational upfitting (e.g., racks, plows, utility bodies, lighting packages) are not included in base vehicle pricing.

These costs are quoted separately and imposed by third-party certified upfitters who are contracted by Holz Motors on behalf of the Sourcewell member.

Holz Motors coordinates installation and warranty support for these items.

3. Freight and Delivery (Outside of Local Area)

Vehicles delivered beyond our immediate service area may incur freight or transport fees, which are quoted based on distance and delivery method.

These fees are typically charged by GM's national logistics providers or licensed vehicle transport companies working with Holz Motors.

4. Optional Training (Onsite or Virtual)

Standard vehicle orientation is included at no cost.

If a participating entity requests onsite, multi-location, or extended operator training, this may incur additional charges (typically from \$250-\$750), depending on duration and travel requirements.

This training is conducted by either Holz Motors personnel or upfitter/vendor representatives for specialty equipment.

5. Tax, Title, Registration, and State Fees

These costs vary by state or municipality and are not included in the base contract pricing.

Holz Motors will assist with titling and registration and will pass through the exact fees imposed by DMV or licensing agencies.

6. Documentation or Administrative Fees

Holz Motors does not charge documentation or processing fees for Sourcewell members unless required by state law.

If imposed, any such fee will be fully disclosed in advance.

Summary Table:

Cost Element	Included in Base Price?	Charged By
Pre-Delivery Inspection (PDI)	Yes (if delivered by Holz)	Third-party dealer (if remote delivery)
Upfit Installation	No	Certified third-party upfitters
Freight/Transport	No (quoted separately)	GM logistics or private transporter
Onsite/Extended Training	Optional	Holz Motors or upfit vendor
Title/Tax/Registration Fees	No	State or local DMV
Documentation/Admin Fees	No (unless required by law)	Holz Motors (rare)

Holz Motors is committed to full transparency in pricing and will

		disclose all applicable charges in advance through clear, itemized quotes. No unexpected fees will be imposed without prior written approval from the purchasing entity.
68	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	<p>Holz Motors Inc. is committed to ensuring that Sourcewell participating entities receive timely, secure, and cost-effective delivery of all vehicles purchased under the awarded agreement. While freight, shipping, and delivery costs are not included in base vehicle pricing, we offer a comprehensive and transparent program to coordinate delivery nationwide—including remote regions, Alaska, Hawaii, U.S. Territories, and Canada.</p> <p>1. Delivery Options We offer the following delivery methods depending on the buyer's location and preference:</p> <p>a. Direct Delivery by Holz Motors Available for customers within our regional service area (primarily Wisconsin and neighboring states)</p> <p>Includes no additional freight cost, and includes free local delivery to government or school facilities</p> <p>b. Third-Party Delivery (Continental U.S.) For locations outside our local region, we arrange delivery through licensed and insured vehicle transport carriers or GM's national logistics partners</p> <p>Vehicles are shipped via:</p> <p>Open or enclosed car hauler (based on vehicle type and customer preference)</p> <p>Drive-away service when appropriate</p> <p>Delivery timelines typically range from 5–14 business days post-vehicle readiness</p> <p>c. Delivery to a Local GM Dealer We can coordinate vehicle drop-off at a GM-authorized dealership near the participating entity</p> <p>That dealer may perform final pre-delivery inspection (PDI) and facilitate local pickup</p> <p>d. Delivery to Alaska, Hawaii, and U.S. Territories Vehicles are transported by ground to port, then via ocean freight to the designated territory</p> <p>We manage all logistics, including port handling and necessary documentation</p> <p>e. Canadian Deliveries We coordinate cross-border delivery in partnership with GM Canada and authorized Canadian dealers</p> <p>Customs clearance, compliance with Transport Canada standards, and documentation are handled in coordination with our delivery partners</p> <p>2. Freight and Delivery Pricing All freight costs are quoted separately, based on:</p> <p>Distance from Holz Motors or GM assembly point</p> <p>Type of vehicle and shipping method</p> <p>Geographic challenges (e.g., rural access, island ports)</p> <p>We provide a firm delivery quote prior to order confirmation and obtain written approval before charging any freight-related fees</p> <p>3. What's Included in Delivery Vehicle preparation and inspection prior to shipment</p> <p>Loading, transport, and unloading at the delivery location</p>

		<p>Final pre-delivery inspection (if performed by Holz or a GM partner)</p> <p>Basic vehicle orientation and documentation packet</p> <p>4. Delivery Communication & Tracking Sourcewell members receive:</p> <p>Estimated delivery date at time of order</p> <p>Shipping confirmation once the vehicle is in transit</p> <p>Delivery contact coordination for on-site access or required documentation</p> <p>A dedicated fleet coordinator manages all logistics and is available throughout the process</p> <p>Summary:</p> <table border="0"> <thead> <tr> <th>Delivery Method</th> <th>Cost Included?</th> <th>Who Delivers</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Local delivery (WI & nearby)</td> <td>Yes</td> <td>Holz Motors</td> <td>Free delivery for nearby Sourcewell members</td> </tr> <tr> <td>Continental U.S. (remote)</td> <td>No (quoted)</td> <td>GM logistics or certified carrier</td> <td>Based on distance and transport method</td> </tr> <tr> <td>Alaska, Hawaii, U.S. Territories</td> <td>No (quoted)</td> <td>Ground + ocean freight partners</td> <td>Port handling & customs included</td> </tr> <tr> <td>Canada</td> <td>No (quoted)</td> <td>GM Canada or export logistics partner</td> <td>Transport Canada compliance coordinated</td> </tr> <tr> <td>Local GM Dealer Delivery</td> <td>No (quoted if PDI charged)</td> <td>Receiving dealership</td> <td>PDI fee may apply</td> </tr> </tbody> </table> <p>Holz Motors ensures all vehicles are delivered ready to operate, with no unexpected costs or delays. We coordinate every step to give Sourcewell members a frictionless, transparent delivery experience.</p>	Delivery Method	Cost Included?	Who Delivers	Notes	Local delivery (WI & nearby)	Yes	Holz Motors	Free delivery for nearby Sourcewell members	Continental U.S. (remote)	No (quoted)	GM logistics or certified carrier	Based on distance and transport method	Alaska, Hawaii, U.S. Territories	No (quoted)	Ground + ocean freight partners	Port handling & customs included	Canada	No (quoted)	GM Canada or export logistics partner	Transport Canada compliance coordinated	Local GM Dealer Delivery	No (quoted if PDI charged)	Receiving dealership	PDI fee may apply
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Alaska, Hawaii, U.S. Territories	No (quoted)	Ground + ocean freight partners	Port handling & customs included																							
Canada	No (quoted)	GM Canada or export logistics partner	Transport Canada compliance coordinated																							
Local GM Dealer Delivery	No (quoted if PDI charged)	Receiving dealership	PDI fee may apply																							
69	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	<p>Holz Motors Inc. is fully equipped to support Sourcewell participating entities located outside the continental U.S., including Alaska, Hawaii, Canada, and U.S. offshore territories such as Puerto Rico, Guam, and the U.S. Virgin Islands. We offer reliable, compliant, and fully coordinated delivery services to ensure vehicles arrive on time and in ready-to-use condition.</p> <p>1. Alaska Shipping Method: Ground transport to West Coast port (typically Seattle or Tacoma), then barge or ocean freight to Alaska (e.g., Anchorage)</p> <p>Delivery Coordination: Holz Motors or GM arranges transport and port handling; local delivery within Alaska can be arranged via in-state logistics partners</p> <p>Timeline: Typically 3–4 weeks from readiness</p> <p>Quote Basis: Freight is quoted separately and includes ocean transport, port fees, and inland delivery (if needed)</p> <p>2. Hawaii Shipping Method: Ground transport to West Coast port, followed by ocean freight to Honolulu or another Hawaiian island</p> <p>Delivery Coordination: Holz Motors works with certified transport partners who specialize in vehicle shipping to Hawaii; optional delivery to a local fleet yard or authorized GM service center</p> <p>Timeline: Typically 4–6 weeks depending on vessel schedules</p> <p>Quote Basis: Freight is quoted per unit and includes all required shipping documents and port delivery coordination</p> <p>3. U.S. Territories (e.g., Puerto Rico, Guam, U.S. Virgin Islands) Shipping Method: Ground transport to a qualified port of embarkation (e.g., Jacksonville, FL for Puerto Rico), then ocean freight to the designated territory</p> <p>Delivery Coordination: We partner with international freight brokers and GM's export logistics teams to manage the end-to-end process</p>																								

		<p>Regulatory Compliance: All export documentation and customs declarations are handled on behalf of the purchasing entity</p> <p>Quote Basis: Custom quotes provided depending on final delivery point and any inland transport needs</p> <p>4. Canada Delivery Method: Holz Motors coordinates cross-border shipment to participating Canadian entities via:</p> <p>Direct export (if requested)</p> <p>Coordination with GM Canada and authorized Canadian dealers for in-country delivery and PDI</p> <p>Compliance: All Transport Canada safety and emissions standards are addressed before delivery; vehicles will be delivered with export-ready documentation</p> <p>Registration Support: Customers are responsible for final provincial registration and taxes; we assist with documentation as needed</p> <p>Timeline: 2–4 weeks, depending on location and border processing</p> <p>Quote Basis: Delivery costs are quoted based on distance and provincial delivery point</p> <p>Summary Table:</p> <table border="1"> <thead> <tr> <th>Region</th> <th>Shipping Method</th> <th>Timeline</th> <th>Quote Basis</th> <th>Delivery Support</th> </tr> </thead> <tbody> <tr> <td>Alaska</td> <td>Ground + Barge (Port of Tacoma/Seattle)</td> <td>3–4 weeks</td> <td>Per-unit, based on destination</td> <td>Local delivery available upon request</td> </tr> <tr> <td>Hawaii</td> <td>Ground + Ocean Freight to Honolulu</td> <td>4–6 weeks</td> <td>Per-unit, port-to-door</td> <td>On-island delivery coordinated</td> </tr> <tr> <td>Puerto Rico & U.S. Territories</td> <td>Ground + Ocean Freight (e.g., Jacksonville, FL)</td> <td>4–6 weeks</td> <td>Custom quote per location</td> <td>Export compliance included</td> </tr> <tr> <td>Canada</td> <td>Export or GM Canada Dealer Coordination</td> <td>2–4 weeks</td> <td>Based on location/province</td> <td>Delivery, PDI, and customs support provided</td> </tr> </tbody> </table> <p>Holz Motors is committed to providing seamless and fully transparent delivery services to even the most remote or regulated locations. All freight and offshore delivery quotes are provided in advance, with no hidden fees, and we ensure compliance with all destination-specific regulations.</p>	Region	Shipping Method	Timeline	Quote Basis	Delivery Support	Alaska	Ground + Barge (Port of Tacoma/Seattle)	3–4 weeks	Per-unit, based on destination	Local delivery available upon request	Hawaii	Ground + Ocean Freight to Honolulu	4–6 weeks	Per-unit, port-to-door	On-island delivery coordinated	Puerto Rico & U.S. Territories	Ground + Ocean Freight (e.g., Jacksonville, FL)	4–6 weeks	Custom quote per location	Export compliance included	Canada	Export or GM Canada Dealer Coordination	2–4 weeks	Based on location/province	Delivery, PDI, and customs support provided
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Canada	Export or GM Canada Dealer Coordination	2–4 weeks	Based on location/province	Delivery, PDI, and customs support provided																							
70	Describe any unique distribution and/or delivery methods or options offered in your proposal.	<p>Holz Motors Inc. is committed to delivering a flexible, nationwide vehicle distribution program tailored to the diverse needs of Sourcewell participating entities. In addition to traditional dealer-to-agency deliveries, we offer several unique and value-added distribution and delivery options that enhance service, streamline deployment, and reduce downtime.</p> <p>1. Direct-to-Agency Delivery We offer direct delivery to the participating entity's facility (e.g., public works yard, school district fleet garage) rather than requiring pickup from a dealership.</p> <p>This method eliminates logistical challenges for fleet administrators and saves time and resources for government and education customers.</p> <p>Includes on-site vehicle inspection and orientation upon request.</p> <p>2. Delivery via Local GM Dealer Partner Network For agencies located far from Holz Motors, we can coordinate vehicle transfer to a nearby GM-authorized dealership, where:</p> <p>Final pre-delivery inspection (PDI) is performed</p> <p>The agency can pick up the vehicle locally, reducing shipping complexity</p> <p>Ideal for rural or remote Sourcewell members</p>																									

		<p>3. Coordinated Fleet Rollouts / Staged Deliveries For large fleet orders, we offer staggered or phased deliveries based on customer scheduling needs or facility readiness.</p> <p>Holz Motors provides centralized project management to handle:</p> <ul style="list-style-type: none"> Vehicle batching Regional deployment timing Delivery tracking and documentation <p>Useful for multi-location school districts, public safety agencies, and municipalities upgrading fleets over time</p> <p>4. Turnkey Vehicle Delivery with Upfit Integration Vehicles that require custom upfits (e.g., snowplows, utility bodies, liftgates) are delivered fully upfitted and ready for immediate use.</p> <p>We coordinate upfitting through certified partners and handle:</p> <ul style="list-style-type: none"> Quality control checks Final inspection Delivery to the designated end-user site <p>This single-source delivery model minimizes vendor handoffs and shortens deployment time.</p> <p>5. Cross-Border and Offshore Fulfillment For Canadian and offshore U.S. deliveries, we offer:</p> <ul style="list-style-type: none"> Customs-compliant export preparation Coordination with GM Canada dealers or third-party brokers Seamless cross-border logistics and Transport Canada compliance <p>All vehicles are delivered port-to-door or through a designated local service partner</p> <p>6. Remote Delivery Monitoring & Communication We provide real-time updates throughout the shipping process, including:</p> <ul style="list-style-type: none"> Estimated delivery windows Carrier contact details Final delivery confirmation with signed acceptance forms <p>Summary of Unique Methods Offered:</p> <table border="0"> <tr> <td>Delivery Option</td> <td>Benefit to Sourcwell Members</td> </tr> <tr> <td>Direct-to-agency delivery</td> <td>Saves time; avoids pickup logistics</td> </tr> <tr> <td>Local GM dealer delivery</td> <td>Offers regional flexibility and convenience</td> </tr> <tr> <td>Staged rollout for large orders</td> <td>Supports planning for large, multi-location deployments</td> </tr> <tr> <td>Upfit-integrated turnkey delivery</td> <td>Ensures vehicles are work-ready at delivery</td> </tr> <tr> <td>Cross-border and offshore coordination</td> <td>Enables compliance and access for remote members</td> </tr> <tr> <td>Real-time communication & delivery tracking</td> <td>Improves visibility and planning for receiving departments</td> </tr> </table> <p>By combining OEM logistics, fleet expertise, and a hands-on project management approach, Holz Motors delivers a uniquely responsive and scalable vehicle distribution program that aligns with the procurement and operational needs of Sourcwell members nationwide.</p>	Delivery Option	Benefit to Sourcwell Members	Direct-to-agency delivery	Saves time; avoids pickup logistics	Local GM dealer delivery	Offers regional flexibility and convenience	Staged rollout for large orders	Supports planning for large, multi-location deployments	Upfit-integrated turnkey delivery	Ensures vehicles are work-ready at delivery	Cross-border and offshore coordination	Enables compliance and access for remote members	Real-time communication & delivery tracking	Improves visibility and planning for receiving departments
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Cross-border and offshore coordination	Enables compliance and access for remote members															
Real-time communication & delivery tracking	Improves visibility and planning for receiving departments															
71	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed agreement with Sourcwell. This process includes ensuring that Sourcwell participating entities obtain the proper pricing.	Holz Motors Inc. is committed to maintaining full compliance with all terms of the Sourcwell contract, including ensuring that all participating entities receive the contractually agreed-upon pricing, documentation, and service levels. To uphold this commitment, we will implement a formal self-audit process as part of our contract														

		<p>administration procedures.</p> <p>1. Contract Compliance Monitoring A designated Contract Compliance Coordinator will oversee all Sourcewell-related transactions to ensure proper contract pricing, documentation, and communication.</p> <p>All quotes and invoices issued to Sourcewell members will be clearly labeled with the Sourcewell contract number and will reflect the correct discounted pricing based on GSA or pre-negotiated fleet levels.</p> <p>2. Quarterly Internal Pricing Audits On a quarterly basis, Holz Motors will:</p> <p>Review a sample set of transactions with Sourcewell members</p> <p>Verify that the pricing provided matches the published Sourcewell pricing tiers or discount formulas (e.g., MSRP minus GSA-equivalent discount)</p> <p>Confirm proper inclusion or exclusion of eligible freight, upfit, or administrative charges</p> <p>Any discrepancies identified will be corrected promptly and, if needed, refunds or adjustments will be issued.</p> <p>3. Quote Template and Pricing Controls We use standardized contract quote templates embedded with pre-approved Sourcewell discount structures to eliminate pricing errors.</p> <p>All Sourcewell quotes will be pre-approved by our fleet and contracts team before being presented to a customer.</p> <p>4. Staff Training and Accountability Sales and fleet personnel handling Sourcewell transactions will be trained on contract pricing rules, eligibility requirements, and documentation standards.</p> <p>Staff will be required to submit deals through an internal review checkpoint before finalizing transactions with Sourcewell members.</p> <p>5. Documentation and Record Retention All Sourcewell-related quotes, POs, invoices, and communications will be securely stored for a minimum of 7 years for audit purposes.</p> <p>Records will be organized by contract number, entity name, and vehicle VINs for easy retrieval during audits or upon Sourcewell's request.</p> <p>6. Reporting to Sourcewell (Upon Request) Holz Motors is prepared to submit audit summaries or transactional reports to Sourcewell upon request, showing pricing adherence and member usage trends.</p> <p>We are also open to participating in cooperative program reviews or performance check-ins with Sourcewell's contract administration team.</p> <p>Summary of Compliance Controls:</p> <table border="1"> <thead> <tr> <th>Audit Component</th> <th>Frequency</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td>Pricing verification audit</td> <td>Quarterly</td> <td>Ensure Sourcewell entities receive proper pricing</td> </tr> <tr> <td>Contract quote review</td> <td>Per transaction</td> <td>Prevent non-compliant pricing or fees</td> </tr> <tr> <td>Staff training & checkpoints</td> <td>Ongoing</td> <td>Maintain consistency and accountability</td> </tr> <tr> <td>Record retention & documentation</td> <td>Ongoing</td> <td>Enable fast, transparent audit support</td> </tr> </tbody> </table> <p>By maintaining a disciplined self-audit and oversight process, Holz Motors ensures that every Sourcewell participating entity receives the full benefit of the contract—with transparent pricing, fair treatment, and consistent delivery of value.</p>	Audit Component	Frequency	Purpose	Pricing verification audit	Quarterly	Ensure Sourcewell entities receive proper pricing	Contract quote review	Per transaction	Prevent non-compliant pricing or fees	Staff training & checkpoints	Ongoing	Maintain consistency and accountability	Record retention & documentation	Ongoing	Enable fast, transparent audit support
Audit Component	Frequency	Purpose															
Pricing verification audit	Quarterly	Ensure Sourcewell entities receive proper pricing															
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Staff training & checkpoints	Ongoing	Maintain consistency and accountability															
Record retention & documentation	Ongoing	Enable fast, transparent audit support															
72	If you are awarded an agreement, provide a few examples of internal metrics that will be tracked to measure whether	If awarded a Sourcewell agreement, Holz Motors Inc. will implement a structured internal tracking system to measure contract															

you are having success with the agreement.

performance, identify areas for improvement, and ensure a high level of service to participating entities. These metrics will be reviewed monthly and reported quarterly to management.

1. Sourcewell Contract Utilization

Metric: Number of quotes and orders processed under the Sourcewell agreement

Purpose: Measure adoption and interest from public sector entities

Target: Growth in monthly/quarterly usage and repeat orders from participating members

2. Quote-to-Order Conversion Rate

Metric: Percentage of Sourcewell quotes that result in confirmed orders

Purpose: Gauge effectiveness of outreach, pricing competitiveness, and sales follow-up

Target: ≥ 60% conversion rate on qualified quotes

3. Average Delivery Lead Time

Metric: Days from order acceptance to vehicle delivery

Purpose: Monitor fulfillment efficiency and flag bottlenecks in production, upfitting, or logistics

Target: Maintain within industry benchmarks based on vehicle type and delivery region

4. Customer Satisfaction Score (CSAT)

Metric: Post-delivery survey rating (1–5 scale or Net Promoter Score)

Purpose: Capture feedback from Sourcewell members on ordering experience, communication, and vehicle readiness

Target: ≥ 90% satisfaction or positive recommendation rate

5. Pricing Compliance Rate

Metric: Percentage of Sourcewell transactions correctly priced according to contract terms

Purpose: Ensure full compliance and support audit readiness

Target: 100% pricing accuracy, verified through quarterly self-audits

6. Geographic Coverage Expansion

Metric: Number of Sourcewell members served across different U.S. states and Canadian provinces

Purpose: Track outreach success and regional adoption

Target: Increase the number of unique participating entities served over time

7. Upfit Coordination Success Rate

Metric: Percentage of upfit-equipped vehicles delivered fully complete and on time

Purpose: Monitor coordination quality with third-party upfitters

Target: ≥ 95% of upfit deliveries completed without rework or delay

Summary:

Metric	Goal
Contract Utilization	Steady growth in orders and participants
Quote-to-Order Conversion	≥ 60%
Delivery Lead Time	Within industry benchmarks
Customer Satisfaction Score (CSAT)	≥ 90% positive ratings
Pricing Compliance	100%
Geographic Coverage	Expand to new Sourcewell regions
Upfit Delivery Accuracy	≥ 95% complete and on time

Tracking these key performance indicators ensures that Holz Motors

		maintains high standards of service, compliance, and responsiveness, and that we continuously improve the value we deliver to Sourcewell and its members.
73	Provide a proposed Administration Fee payable to Sourcewell. The Fee is in consideration for the support and services provided by Sourcewell. The propose an Administrative Fee will be payable to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. The Administrative Fee will be calculated as a stated percentage, or flat fee as may be applicable, of all completed transactions utilizing this Master Agreement within the preceding Reporting Period defined in the agreement.	<p>Holz Motors Inc. proposes an Administration Fee of 1% of the total dollar value of all completed transactions made by Sourcewell Participating Entities under the resulting Master Agreement.</p> <p>This fee is:</p> <p>Calculated on the total invoiced amount, excluding taxes and fees not retained by Holz Motors (e.g., registration, titling, or DMV fees)</p> <p>Remitted quarterly, as defined in the reporting schedule of the Sourcewell Master Agreement</p> <p>Inclusive of all sales, whether direct or fulfilled through authorized dealers, provided they are completed under this contract</p> <p>This 1% fee is proposed in consideration of the value Sourcewell provides through its cooperative purchasing framework, marketing efforts, contract administration, and ongoing member engagement.</p> <p>Holz Motors is committed to full transparency and timely reporting, and we will ensure all administration fees are accurately calculated and remitted according to Sourcewell's requirements.</p>

Table 6B: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
74	The pricing offered is as good as or better than pricing typically offered through existing cooperative contracts, state contracts, or agencies.	GSA Pricing

Table 7A: Depth and Breadth of Offered Equipment Products and Services (200 Points, applies to Table 7A, 7B, and 7C or 7D)

Sourcewell is seeking proposals for Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories. Awards under this solicitation for Automobiles, SUVs, Vans, and Light Trucks will be in two (2) categories.

Proposers submitting a proposal in Category 1 as defined herein will be submitting in the broad category that includes all types of engines, fuel, and propulsion systems. For example, if a proposer offers vehicle solutions with Internal Combustions Engines (ICE) as well as vehicles with electric propulsion systems the Proposer should designate it is seeking an award in Category 1 ONLY.

Proposers seeking an award in Category 2, as defined herein, must include at least one solution offered within the scope of Category 2 for electric propulsion systems ONLY.

Line Item	Category Selection *
75	Category 1: ALL engines, fuel, and propulsion type Automobiles, SUVs, Vans, and Light Trucks

Table 7B: Depth and Breadth of Offered Solutions

Line Item	Question	Response *
76	Provide a detailed description of all the Solutions offered, including used Solutions if applicable, offered in the proposal.	<p>As an authorized Chevrolet and General Motors (GM) dealership with extensive experience in fleet and government sales, Holz Motors Inc. is proud to offer a broad range of new and used vehicle Solutions under our Sourcewell proposal. Our offerings are tailored to meet the diverse operational needs of government, education, nonprofit, and other public sector fleets across North America.</p> <p>1. New Vehicle Solutions (Chevrolet & GM Fleet) We offer the full line of Chevrolet and GM commercial vehicles, including light-, medium-, and heavy-duty models suited for public works, utilities, law enforcement, parks & recreation, education, and more. Available vehicle categories include:</p> <p>a. Light-Duty Pickup Trucks Chevrolet Silverado 1500 (Regular, Double, and Crew Cab)</p>

Chevrolet Colorado

2WD and 4WD options

Available with hybrid, gas, and diesel engines

b. Medium- and Heavy-Duty Pickup Trucks
Chevrolet Silverado 2500HD & 3500HD

Available with gas or Duramax diesel engines

Configurable with long/short bed, single/tandem rear wheels, and towing packages

c. SUVs and Crossovers
Chevrolet Tahoe and Suburban (available in police, SSV, or fleet trims)

Chevrolet Traverse, Equinox, and Trax

Ideal for government departments, education admin fleets, and first responders

d. Vans
Chevrolet Express Cargo and Passenger Vans (2500/3500)

Available with extended wheelbase and upfit packages for mobility, delivery, or technical use

e. EV and Electrified Options
Chevrolet Blazer EV

Silverado EV (when fleet configurations become available)

Vehicles equipped with GM's Ultium platform as available in production

f. Upfit-Ready Chassis
Cutaway and cab chassis for ambulance, box truck, service body, and utility applications

Partnering with certified upfitters to deliver turnkey solutions

2. Upfitting and Customization Services
We offer fully integrated vehicle upfitting services for participating entities requiring:

Snow plows and salt spreaders

Service bodies and utility cranes

K-9 transport modifications

Graphics, lighting, and sirens for emergency vehicles

Racks, bins, and shelving for trades and maintenance departments

Upfits are installed pre-delivery via certified third-party partners, and final delivery includes inspection and service documentation.

3. Used Vehicle Solutions (Optional)
While new vehicles are the primary offering under this contract, Holz Motors may offer used fleet-ready vehicles on a case-by-case basis, particularly when:

Lead times for new vehicles exceed mission needs

Budget limitations are a factor

Lightly used, low-mileage vehicles are available from manufacturer fleet returns or trade-ins

Used vehicles are:

Late-model (typically under 4 years old)

Fully inspected and reconditioned

Delivered with available manufacturer warranty or certified used coverage

All used vehicle offerings will be clearly labeled as such and offered only with Sourcewell member approval.

		<p>4. Leasing & Financing Options For members that require flexibility in funding, Holz Motors can connect Sourcewell participants with:</p> <p>GM Financial lease programs (open or closed-end)</p> <p>Municipal leasing for tax-exempt fleets</p> <p>Third-party lease/purchase or financing via Doering Fleet or approved lending institutions</p> <p>5. National Delivery and Service Support All vehicles offered include:</p> <p>Nationwide delivery coordination (including Alaska, Hawaii, U.S. Territories, and Canada)</p> <p>Service and warranty coverage through the GM dealer network</p> <p>Dedicated support from Holz Motors fleet team for quoting, spec consultation, and contract compliance</p> <p>Summary of Solutions Offered:</p> <table border="0"> <tr> <td>Solution Category</td> <td>Included</td> </tr> <tr> <td>New Chevrolet/GM vehicles</td> <td>Light- to heavy-duty trucks, SUVs, vans, EVs, chassis</td> </tr> <tr> <td>Certified Upfitting</td> <td>Law enforcement, public works, mobility, utility</td> </tr> <tr> <td>Used fleet vehicles (optional)</td> <td>Inspected and reconditioned; offered when available</td> </tr> <tr> <td>Leasing & financing options</td> <td>GM Financial, municipal leasing, third-party fleet partners</td> </tr> <tr> <td>Delivery and service</td> <td>All 50 states, U.S. Territories, and Canada with nationwide GM service support</td> </tr> </table> <p>Holz Motors is equipped to provide Sourcewell members with a one-stop fleet procurement solution, from quoting and ordering to delivery, service, and long-term support. Whether your agency is electrifying, expanding, or replacing aging assets, our team is ready to deliver.</p>	Solution Category	Included	New Chevrolet/GM vehicles	Light- to heavy-duty trucks, SUVs, vans, EVs, chassis	Certified Upfitting	Law enforcement, public works, mobility, utility	Used fleet vehicles (optional)	Inspected and reconditioned; offered when available	Leasing & financing options	GM Financial, municipal leasing, third-party fleet partners	Delivery and service	All 50 states, U.S. Territories, and Canada with nationwide GM service support
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Used fleet vehicles (optional)	Inspected and reconditioned; offered when available													
Leasing & financing options	GM Financial, municipal leasing, third-party fleet partners													
Delivery and service	All 50 states, U.S. Territories, and Canada with nationwide GM service support													
77	<p>Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.</p>	<p>Here's a list of subcategory titles that best describe Holz Motors Inc.'s products and services under the Sourcewell RFP category (Vehicles: Automobiles, SUVs, Vans, Light Trucks, and Related Equipment and Services):</p> <p>Proposed Subcategories:</p> <p>Light-Duty Pickup Trucks (e.g., Chevrolet Silverado 1500, Colorado)</p> <p>Medium- and Heavy-Duty Pickup Trucks (e.g., Chevrolet Silverado 2500HD, 3500HD)</p> <p>Passenger and Commercial Vans (e.g., Chevrolet Express Cargo and Passenger Vans)</p> <p>SUVs and Fleet Utility Vehicles (e.g., Chevrolet Tahoe, Suburban, Equinox)</p> <p>Chassis Cab and Cutaway Vehicles (e.g., for box trucks, utility bodies, mobile service units)</p> <p>Electric and Hybrid Vehicles (e.g., Blazer EV, Silverado EV – as available)</p> <p>Fleet Upfitting and Vehicle Customization (e.g., snowplows, utility bodies, K-9 cages, law enforcement packages)</p> <p>Vehicle Leasing and Financing Services (e.g., GM Financial municipal leasing, third-party fleet financing)</p> <p>Fleet Vehicle Maintenance and Warranty Services (via GM dealer network nationwide)</p> <p>Used Government-Fleet-Ready Vehicles (late-model reconditioned vehicles as available)</p> <p>Nationwide Vehicle Delivery and Logistics Coordination (including support for Alaska, Hawaii, U.S. Territories, and Canada)</p>												

Table 7C: Depth and Breadth - Category 1 - All Engine Types

Indicate below if the listed types or classes of Solutions are offered within your proposal. Provide additional comments in the text box provided, as necessary.

We will not be submitting for Table 7C: Depth and Breadth - Category 1 - All Engine Types

Line Item	Category or Type	Offered *	Comments
78	Automobiles	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
79	Sport Utility Vehicles	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
80	Vans	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
81	Light Trucks (half ton, three quarter ton, and one ton)	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
82	Vehicles of the types and classifications in 78-81 above with upfitting designed for Public Safety Applications	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
83	Vehicles of the types and classifications in 78-81 above with upfitting designed for ADA and Paratransit Applications	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
84	Vehicles of the types and classifications in 78-81 above with upfitting designed for Service Body and Utility Bed for Light Truck	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
85	Conventional Internal Combustion models	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
86	Natural gas, propane autogas, hybrid, or alternative fuel models	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
87	Electric powered models	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models

Table 7D: Depth and Breadth - Category 2 - Electric Propulsion Systems Only

Indicate below if the listed types or classes of Solutions are offered within your proposal. Provide additional comments in the text box provided, as necessary.

We will not be submitting for Table 7D: Depth and Breadth - Category 2 - Electric Propulsion Systems Only

Line Item	Category or Type	Offered *	Comments
88	Automobiles	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
89	Sport Utility Vehicles	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
90	Vans	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
91	Light Trucks (half ton, three quarter ton, and one ton)	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
92	Vehicles of the types and classifications in 88-91 above with upfitting designed for Public Safety Applications	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
93	Vehicles of the types and classifications in 88-91 above with upfitting designed for ADA and Paratransit Applications	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models
94	Vehicles of the types and classifications in 88-91 above with upfitting designed for Service Body and Utility Bed for Light Truck	<input checked="" type="radio"/> Yes <input type="radio"/> No	GM Makes and Models

Table 8: Exceptions to Terms, Conditions, or Specifications Form

Line Item 95. NOTICE: To identify any exception, or to request any modification, to Sourcewell standard Master Agreement terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement Template provided in the “Bid Documents” section. Proposer must upload the redline in the “Requested Exceptions” upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Master Agreement.

Do you have exceptions or modifications to propose?	Acknowledgement *
	<input type="radio"/> Yes <input checked="" type="radio"/> No

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”

- [Pricing](#) - Base Pricing 26MY.xlsx - Friday August 01, 2025 17:45:42
- Financial Strength and Stability (optional)
- [Marketing Plan/Samples](#) - Sourcewell Marketing Plan.pdf - Friday August 01, 2025 17:48:36
- WMBE/MBE/SBE or Related Certificates (optional)
- [Standard Transaction Document Samples](#) - Transaction Documents.pdf - Friday August 01, 2025 17:50:28
- Requested Exceptions (optional)
- Upload Additional Document (optional)

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT OF COMPLIANCE

I certify that I am an authorized representative of Proposer and have authority to submit the foregoing Proposal:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for award.
3. The Proposer certifies that:
 - (1) The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer or competitor relating to-
 - (i) Those prices;
 - (ii) The intention to submit an offer; or
 - (iii) The methods or factors used to calculate the prices offered.
 - (2) The prices in this Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before award unless otherwise required by law; and
 - (3) No attempt has been made or will be made by Proposer to induce any other concern to submit or not to submit a Proposal for the purpose of restricting competition.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest is created when a current or prospective supplier is unable to render impartial service to Sourcewell due to the supplier's: a. creation of evaluation criteria during performance of a prior agreement which potentially influences future competitive opportunities to its favor; b. access to nonpublic and material information that may provide for a competitive advantage in a later procurement competition; c. impaired objectivity in providing advice to Sourcewell.
5. Proposer will provide to Sourcewell Participating Entities Solutions in accordance with the terms, conditions, and scope of a resulting master agreement.
6. The Proposer possesses, or will possess all applicable licenses or certifications necessary to deliver Solutions under any resulting master agreement.
7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
8. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Chase Seufzer, Commercial Sales Director, Holz Motor Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the solicitation proposal.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_6_Automobiles_SUVs_Vans_Light_Trucks_RFP_081325 Tue August 5 2025 09:12 AM	<input checked="" type="checkbox"/>	1
Addendum_5_Automobiles_SUVs_Vans_Light_Trucks_RFP_081325 Mon August 4 2025 08:59 AM	<input checked="" type="checkbox"/>	2
Addendum_4_Automobiles_SUVs_Vans_Light_Trucks_RFP_081325 Wed July 30 2025 08:06 AM	<input checked="" type="checkbox"/>	2
Addendum_3_Automobiles_SUVs_Vans_Light_Trucks_RFP_081325 Mon July 28 2025 07:50 AM	<input checked="" type="checkbox"/>	1
Addendum_2_Automobiles_SUVs_Vans_Light_Trucks_RFP_081325 Fri July 25 2025 08:11 AM	<input checked="" type="checkbox"/>	2
Addendum_1_Automobiles_SUVs_Vans_Light_Trucks_RFP_081325 Wed July 23 2025 04:15 PM	<input checked="" type="checkbox"/>	2



QUOTE

VIN:
Deal#
Unit#

1 Order Date		Vehicle Desc	2026 Chevy Equinox EV LT
Dealer Name	Holz Motors, Inc.	VIN/Order	3GN7DMRP2TS140193
Address	5961 S 108th Place Hales Corners, WI 53130	Exterior Color	White
		Interior Color	Black
		Series Code	
Dealer Contact	Jake Obert	Client	City of Highland Park, IL
Phone	217-653-8155		
Email	jobert@holzmotors.com		
Fax			

Notes to Dealer

2 Agency FIN/FAN# 817153		Sales Type	038 Government	Program Code
Bid#				

3 REGISTRATION TO BE HANDLED BY HOLZ MOTORS IN THE STATE/PROVINCE OF

**Assign MSO / MCO
Exactly As:**

Acenay Exempt Certificate :
HOLZ Tax ID: 39-0792093
Customer Fed Tax:

**Mail MSO / MCO To:
Attention L&T Team**

Lien Holder:

Insurance Company
Policy #
Exp

4 ** For order placement sign and email this acknowledgement with the documents listed below to your fleet account executive manager.

5 Order Cut off Date:

Required for order by HOLZ



QUOTE

VIN:
Deal#
Unit#

5 Questions pertaining to this order

Contact **Jake Obert**
Phone 217-653-8155
Email jobert@holzmotors.com

6 Delivery

Order Contact **Scott Leonard**
Phone
Email

Delivery Address

7 VEHICLE BUY

8 TRAC LEASE

Holz Motors Inc is pleased to quote the following vehicle(s) for your consideration:

One Unit

Description	MSRP	Contract Price
Contract Price	\$36,994.00	\$26,732.60
Accessories/Upfit		
Handling Charges		
Tax (rate)		
Title/Registration		\$3 temp tag
Total		\$26,735.60
Total Savings of MSRP		-\$10,261.40

Description	MSRP	Contract Price
CAP Cost		
Accessories/Upfit		
Handling Charges		
Tax (rate)		
Title/Registration		
Term		
Residual		
Total Savings		

FLEET PREVENTIVE MAIN PROGRAM

This Vehicle(s) is available under the Savcewell Contract# 081325-HLZ. Please retrieve this contract number on all purchase order to HOLZ Motors Inc. Payment terms are net 20 days after invoicing.

If you should have any questions, please do not hesitate to reach out to your Fleet Account Executive.

AGENCY ACCEPTANCE & BINDING ORDER ACKNOWLEDGMENT

By signing this Quote, the undersigned represents and warrants that they are fully authorized to bind the purchasing governmental entity or public agency ("Agency") and that this Quote constitutes a binding and irrevocable purchase order upon acceptance by Holz Motors, Inc. (Wisconsin). The Agency confirms that all vehicle specifications, options, pricing, and terms have been reviewed and approved and that the vehicle(s) ordered meet the Agency's needs. The Agency agrees that the vehicle(s) must be accepted upon delivery if substantially conforming to this Quote and may not be cancelled, rejected, or refused due to funding, internal approvals, budget changes, or administrative decisions. Minor manufacturer or supplier variations that do not materially alter vehicle functionality are acceptable. This purchase is made pursuant to the Agency's cooperative purchasing authority, including Sourcewell where applicable, and is governed by the laws of the State of Wisconsin.

Any Price Protection And / Or Rebates Shall Be Applicable To This Order

Confirming Agency Agent _____

Date _____

Confirming Dealer Agent _____

Date _____

[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13)





[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) ( Complete)

Quote: Highland Park IL, Equinox EV

Price Summary

PRICE SUMMARY

	Invoice	MSRP
Base Price	\$33,840.17	\$34,995.00
Total Options	\$192.43	\$199.00
Vehicle Subtotal	\$34,032.60	\$35,194.00
Dealer Advertising Adjustment	\$0.00	\$0.00
Destination Charge	\$1,800.00	\$1,800.00
Grand Total	\$35,832.60	\$36,994.00



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[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) (✔ Complete)

Quote: Highland Park IL, Equinox EV

Quote Worksheet

	MSRP
Base Price	\$34,995.00
Dest Charge	\$1,800.00
Total Options	\$199.00
Subtotal	\$36,994.00
Bid Assist	(\$9,500.00)
Subtotal Pre-Tax Adjustments	(\$9,500.00)
Less Customer Discount	(\$761.40)
Subtotal Discount	(\$761.40)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$26,732.60
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$26,732.60

Dealer Signature / Date

Customer Signature / Date



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[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) ( Complete)

Quote: Highland Park IL, Equinox EV

Weight Ratings

WEIGHT RATINGS

Front Gross Axle Weight Rating:	Rating Not Available
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Rear Gross Axle Weight Rating:	Rating Not Available
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Gross Vehicle Weight Rating:	Rating Not Available
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[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) (✔ Complete)

Quote: Highland Park IL, Equinox EV

Technical Specifications

Powertrain

Transmission

Drivetrain	Front Wheel Drive	Trans Order Code	MF1
Trans Type	1	Trans Description Cont.	N/A
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	N/A
Reverse Ratio (:1)	N/A	Clutch Size	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Gear Ratio (:1), High	N/A
Transfer Case Gear Ratio (:1), Low	N/A		

Mileage

EPA Fuel Economy Est - Hwy	N/A	Cruising Range - City	N/A
EPA Fuel Economy Est - City	N/A	Fuel Economy Est-Combined	N/A
Cruising Range - Hwy	N/A	EPA MPG Equivalent - City	117
EPA MPG Equivalent - Hwy	100	Estimated Battery Range	319 mi

Engine

Engine Order Code	EN0	Engine Type	Electric
Displacement	N/A	Fuel System	Electric
SAE Net Horsepower @ RPM	220	SAE Net Torque @ RPM	243

Electrical

Cold Cranking Amps @ 0° F (Primary)	N/A	Maximum Alternator Capacity (amps)	N/A
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Cooling System

Total Cooling System Capacity	N/A		
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Traction Battery

Usable/net Traction Battery Capacity (kWh)	N/A	Gross Traction Battery Capacity (kWh)	N/A
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[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) (✔ Complete)

Quote: Highland Park IL, Equinox EV

Selected Model and Options

MODEL

CODE	MODEL	Invoice	MSRP
1MB48	2026 Chevrolet Equinox EV 4dr LT1 w/PCY	\$33,840.17	\$34,995.00

COLORS

CODE	DESCRIPTION
GAZ	Summit White

EMISSIONS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
FE9	Emissions, Federal requirements (Not available with FDR/FBC/FLS/FNR/FRC/FGO/TSC/TSR/TSM order types. These order types require (YF5) California state emissions requirements or (NE1) emissions and (NC7) emissions.)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

REQUIRED OPTION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
FWD	Propulsion, front wheel drive (STD)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
EN0	Engine, none (STD)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
MF1	Transmission, none (electric drive unit) (STD)	0.00 lbs	0.00 lbs	\$0.00	\$0.00



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[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) (✔ Complete)

Quote: Highland Park IL, Equinox EV

PREFERRED EQUIPMENT GROUP

Table with 6 columns: CODE, DESCRIPTION, FRONT WEIGHT, REAR WEIGHT, Invoice, MSRP. Row 1: 2LT, LT Preferred Equipment Group includes standard equipment, 0.00 lbs, 0.00 lbs, \$0.00, \$0.00

MODEL OPTION

Table with 6 columns: CODE, DESCRIPTION, FRONT WEIGHT, REAR WEIGHT, Invoice, MSRP. Row 1: PCY, LT 1 (Required on LT w/PCY trim. Includes standard equipment.), 0.00 lbs, 0.00 lbs, \$0.00, \$0.00

WHEELS

Table with 6 columns: CODE, DESCRIPTION, FRONT WEIGHT, REAR WEIGHT, Invoice, MSRP. Row 1: REH, Wheels, 19" (48.3cm) (STD), 0.00 lbs, 0.00 lbs, \$0.00, \$0.00

TIRES

Table with 6 columns: CODE, DESCRIPTION, FRONT WEIGHT, REAR WEIGHT, Invoice, MSRP. Row 1: QLU, Tires, 245/55R19 all-season blackwall (STD), 0.00 lbs, 0.00 lbs, \$0.00, \$0.00

PAINT

Table with 6 columns: CODE, DESCRIPTION, FRONT WEIGHT, REAR WEIGHT, Invoice, MSRP. Row 1: GAZ, Summit White, 0.00 lbs, 0.00 lbs, \$0.00, \$0.00

SEAT TYPE

Table with 6 columns: CODE, DESCRIPTION, FRONT WEIGHT, REAR WEIGHT, Invoice, MSRP. Row 1: AR9, Seats, front bucket (STD), 0.00 lbs, 0.00 lbs, \$0.00, \$0.00

SEAT TRIM

Table with 6 columns: CODE, DESCRIPTION, FRONT WEIGHT, REAR WEIGHT, Invoice, MSRP. Row 1: EKV, Black, Cloth seat trim, 0.00 lbs, 0.00 lbs, \$0.00, \$0.00



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[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) (✔ Complete)

Quote: Highland Park IL, Equinox EV

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
R9Y	Mobile Service Plus. MobileService+ is a suite of service conveniences for 1 year - Mobile Service, Pick-up & Delivery, and Loaner with Drop off. MobileService+ van will come to your home to perform select services or pick up your vehicle and return it once the service is completed at the dealership. Cost of part and labor are not included. (Required and only available for dealers who have a BFU of 284, except for orders with (R9W) Deleted Mobile Service Plus. Requires TRE, SRE, FBC, FNR or Fleet order types. Not available with (R9V) Mobile Service Plus for 3 years.)	0.00 lbs	0.00 lbs	\$192.43	\$199.00

ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
VQ2	Fleet processing option	0.00 lbs	0.00 lbs	\$0.00	\$0.00
Options Total		0.00 lbs	0.00 lbs	\$192.43	\$199.00



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[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) (✔ Complete)

Quote: Highland Park IL, Equinox EV

Standard Equipment

Package

Chevy Safety Assist includes Automatic Emergency Braking, Front Pedestrian Braking, Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam (Automatic Emergency Braking replaced by (UGN) Enhanced Automatic Emergency Braking. Lane Keep Assist with Lane Departure Warning replaced by (UKM) Enhanced Lane Keep Assist with Lane Departure Warning. Front Pedestrian Braking replaced by standard (UKT) Front Pedestrian and Bicyclist Braking.)

Mechanical

Engine, none (STD)

Propulsion, front wheel drive (STD)

Dual Level Charge Cord, dual-mode, portable, 120-volt (1.4 kW) and 240-volt (7.7 kW) capability swappable NEMA 5-15 and NEMA 14-50 plugs with SAE J1772 vehicle connection

Transmission, none (electric drive unit) (STD)

Electric drive unit, primary, 1 motor, integrated inverter, park system, 76F

Battery Pack, Propulsion

Fuel, none

Emission system zero emission vehicle (ZEV)

Electronic Precision Shift

Propulsion, electric, FWD

Vehicle-to-home (V2H) all V2H-capable GM EV's can provide power to your properly equipped home in a blackout to all equipment groups. (The GM Energy PowerShift Charger and GM Energy V2H Enablement Kit requires an adequately charged and properly equipped GM EV having bidirectional charging capabilities, a properly equipped home, and proper grid interconnection. Some eligible 24MY EVs will require a dealership or over-the-air update to enable bidirectional charging. Weather conditions, life of the battery, vehicle variation and usage, and other external factors may impact the duration of power supply. Power supply may be interrupted. It is not recommended that the following devices be powered with the GM Energy PowerShift Charger and V2H Enablement Kit: Medical Devices.)

AC Charging, 11.5 kW capable

Brakes, 17" front and rear sliding caliper disc with DURALIFE rotors with regenerative capability. 4 wheel disc and 4-wheel antilock braking.

Brake lining, non-asbestos, organic

Brake rotor, FNC

Battery, 12V/60AH, 680 ENCCA

Suspension, Ride and Handling



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[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) (✔ Complete)

Quote: Highland Park IL, Equinox EV

Exterior

- Wheels, 19" (48.3cm) (STD)
- Tires, 245/55R19 all-season blackwall (STD)
- Wheel, spare, none
- Tire, spare, none
- Tire Inflator Kit (Included with 19" (48.3 cm) wheel.)
- Lamp, front marker, LED
- Headlamps, LED, with LED Daytime Running Lamps
- Tail lamps, LED
- IntelliBeam, automatic high beam on/off
- Glass, side front tempered, solar glazing
- Glass, privacy
- Glass, rear, deep tint
- Mirrors, outside power-adjustable, manual-folding
- Mirror caps, painted
- Wipers, front intermittent
- License plate front mounting package (will be forced on orders with ship-to states that require a front license plate)
- Door handles, body-color
- Liftgate, manual
- Recovery hook, front
- Recovery hook, rear

Entertainment

- Audio system, 17.7" diagonal advanced color LCD display with Google built-in compatibility (select service plan required, terms and limitations apply), including navigation capability, connected apps, personalized profiles for each driver's settings, and Natural Voice Recognition
- Audio system feature, 6-speaker system
- SiriusXM with 360L Trial Subscription. SiriusXM with 360L transforms your customers' ride with our most extensive and personalized radio experience on the road. (IMPORTANT: The SiriusXM trial subscription is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. Trial subscription is subject to the SiriusXM Customer Agreement and privacy policy, visit siriusxm.com which includes full terms and how to cancel. All fees, content, features, and availability are subject to change. Some features require GM connected vehicle services.)



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[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) (✔ Complete)

Quote: Highland Park IL, Equinox EV

Entertainment

5G Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Interior

Seats, front bucket (STD)

Seat trim, Cloth

Seat adjuster, driver 6-way manual

Seat adjuster, front passenger 4-way manual

Seat, rear 60/40-split folding

Headrest, rear center

Console, floor, with armrest

Armrest, rear center, with cup holders

Floor mats, front, carpeted

Floor mats, rear, carpeted

Steering column, tilt and telescopic

Speedometer, miles/kilometers, miles odometer

Display, automatic occupant sensing

Driver Information Center, 11" diagonal display

Windows, remote Express-Down, all windows

Remote Start, smartphone app

Adaptive Cruise Control

Theft-deterrent system, unauthorized entry

Power outlets, (2), 12-volt, lower instrument panel and cargo area, auxiliary

USB ports, 2 type-C, Charge/Data ports located on floor console

USB ports, 2 type-C, located on back of center console, charge-only

Google Automotive Services capable

Navigation System through Google built-in compatibility (select service plan required, terms and limitations apply)

Infotainment, High

Air conditioning, single-zone automatic climate control

Air filter, pollutant



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[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) ( Complete)

Quote: Highland Park IL, Equinox EV

Interior

- Glovebox
- Mirror, inside rearview, tilting
- Visors, driver and front passenger, sliding

Safety-Mechanical

- Enhanced Automatic Emergency Braking
- Rear Park Assist
- Intersection Automatic Emergency Braking
- Rear Cross Traffic Braking
- Reverse Automatic Braking
- Front Pedestrian and Bicyclist Braking

Safety-Interior

- Airbags, frontal, knee and seat-mounted side-impact for driver and front passenger and roof-rail mounted head-curtain for outboard seating positions. Includes Passenger Sensing System for front passenger (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Airbag, Passenger Sensing System, sensor indicator inflatable restraint front passenger/child presence detector (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)
- Forward Collision Alert
- Following Distance Indicator
- Lane Keep Assist with Lane Departure Warning, enhanced
- Blind Zone Steering Assist
- HD Rear Vision Camera
- LED Reflective Windshield Collision Alert
- Safety Alert Seat
- Seat belt, front passenger presence detector
- Seat belt restraint pretensioner, rear
- Restraint provision-retractor, automatic locking
- Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use



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[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) (Complete)

Quote: Highland Park IL, Equinox EV

Safety-Interior

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. It includes the Buckle-to-Drive feature which prevents the driver from shifting from Park for up to 20 seconds if the driver's seat belt is not buckled. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Restraint provisions, child, Isofix 2 point only, point/latch includes 2 top tether points

Rear Seat Reminder

Rear Seat Belt Indicator

Lock control system, passive entry, extended range

Door locks, rear child security

Side Bicyclist Alert

Horn, dual-note

OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (Requires (UE1) OnStar. OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)

Processing-Other

LT 1 (Required on LT w/PCY trim. Includes standard equipment.)

WARRANTY

Warranty Note: <<< Preliminary 2026 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Hybrid/Electric Components Years: 8

Hybrid/Electric Components Miles/km: 100,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Towing: 8 Years/100,000 Miles

Maintenance Note: First Visit: 12 Months/12,000 Miles



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[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) (✔ Complete)

Quote: Highland Park IL, Equinox EV

Window Sticker

SUMMARY

[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY

MSRP:\$34,995.00

Interior:Black, Cloth seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, none

Transmission, none (electric drive unit)

OPTIONS

CODE	MODEL	MSRP
1MB48	[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY	\$34,995.00
OPTIONS		
2LT	LT Preferred Equipment Group	\$0.00
AR9	Seats, front bucket	\$0.00
EKV	Black, Cloth seat trim	\$0.00
EN0	Engine, none	\$0.00
FE9	Emissions, Federal requirements	\$0.00
FWD	Propulsion, front wheel drive	\$0.00
GAZ	Summit White	\$0.00
MF1	Transmission, none (electric drive unit)	\$0.00
PCY	LT 1	\$0.00
QLU	Tires, 245/55R19 all-season blackwall	\$0.00
R9Y	Mobile Service Plus.	\$199.00
REH	Wheels, 19" (48.3cm)	\$0.00
VQ2	Fleet processing option	\$0.00

SUBTOTAL **\$35,194.00**

Adjustments Total \$0.00

Destination Charge \$1,800.00

TOTAL PRICE **\$36,994.00**



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Data Version: 28306. Data Updated: Apr 22, 2026 1:53:00 AM UTC.



[Fleet] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (13) ( Complete)

Quote: Highland Park IL, Equinox EV

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A



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Data Version: 28306. Data Updated: Apr 22, 2026 1:53:00 AM UTC.

Staff Report



Meeting Date: May 11, 2026
Staff Contact: Maddy Markle, Planner I
Department: Community Development Department

Title: An Ordinance Designating the Property at 670 De Tamble Avenue a Local Landmark

Recommendation:

Staff recommend consideration of the Historic Preservation Commission’s recommendation and designating the property at 670 De Tamble Avenue a local landmark.

Policy Consideration:

Commission Consideration.

The Historic Preservation Commission considered the landmark nomination for 670 De Tamble Avenue at its [March 12, 2026](#) and [April 15, 2026](#) meetings. The owners spoke about their love for this historic property, and their intent to ensure its preservation through Local Historic Landmark designation.

The Commission adopted a resolution making a preliminary landmark recommendation at its March 12, 2026 meeting. At its April 15, 2026 meeting, the Commission considered Findings of Fact and a Planning Report that detailed how the property meets four Landmark Criteria.^[1] The Commission approved the Planning Report, followed by the Findings, by a unanimous vote of (7-0).^[2]

The required Planning Report, Commission Resolution, and information about the landmark designation process are provided in the attached reports the Commission considered.

Research and additional information about the property at 670 De Tamble Avenue is available in the staff reports and other documentation provided to the Historic Preservation Commission for its consideration. Please see **Attachments 1-4** for Landmark Nomination, Staff Reports for each meeting, and the required Planning Report. **Attachments 5 and 6** are the Commission’s Findings of Fact and adopted Resolution respectively. Lastly, **Attachments 7 & 8** provide the Commission’s minutes from the relevant meetings.

Historic Program Note.

This designation will be Highland Park’s 80th Historic Landmark designation, and bring the City’s total number of Regulated Structures,^[3] including landmarks, to 136.

Background.

The owners of 670 De Tamble Avenue, Kenneth and Marcia Kotula, voluntarily nominated their property for a local landmark designation on January 23, 2026. The applicants have nominated their property because it was the residence of award winning veteran, former Jaycees President and City Council member Daniel Vetter. Additionally, the applicant asserts that the structure on the property possess architecturally and historically significant design elements.

The property and structure at 670 De Tamble Avenue was the birthplace and childhood home of former City Councilmember Daniel Vetter.^[4] Daniel Vetter is described in the book *Highland Park; The First Hundred Years*, as “one of Highland Park’s most civic minded citizens.” Daniel Vetter was a veteran of both WWII and the Korean War. He was the president of the Highland Park Jaycees, a civic development non-profit. He also served as an executive board member with the local electrical union. In 1959 he received the Highland Park Distinguished Service Award and was declared “the most outstanding young man in Highland Park.” The state Governor personally acknowledged his works with the Jaycees and other local groups twice.^[5]

Additionally, Vetter sat on the Highland Park City Council between 1963 and 1967. During his term he was a strong advocate for the construction of the pedestrian bridge at the intersection of the Skokie Highway and Deerfield Road. He advocated for the construction of the bridge to ensure the safety of children who needed to cross the highway to get from their homes to the Highland Park recreation center, pool and library. The bridge still exists today, enhancing pedestrian connectivity across the Skokie Highway, and stands as a testament to Vetter’s commitment to public safety and access.^[6]

The residence at 670 De Tamble Avenue is a 1928 Tudor Style Structure in the Cotswold Cottage subtype.^[7] Examples of architectural significance include its unique brickwork, stone tabbing, multi-gabled roofline, catslide gable, prominent chimney, narrow windows and rounded front door.

The Commission finds that despite two restorations, the residence at 670 De Tamble Avenue has largely retained its historic massing, solid-to-void ratio, and architectural details such as the brick veneer, weeping mortar, copper accents, stone lintels and stone tabbing. Important identifying features such as the catslide gable and chimney are intact. The Commission concludes that alterations to the property, such as its award-winning addition,^[8] were executed with care and do not detract from the property’s design, materials and/or workmanship.

[1] Criteria 1, 3, 4, and 6.

[2] The Commission recommends that the Council consider designating the whole property. The Commission finds the whole property has associations with notable person Daniel Vetter. Additionally the Commission finds the property demonstrates interest and value as part of the City’s early 20th Century development. Please see the Commission’s Findings of Fact

(*Attachment 5*) for more information.

[3] *Regulated Structure*: Any property, structure, area, object, or landscape of significance that is subject to the provisions of this Chapter or the provisions of Section 170.040 of the building code because it (a) is a landmark, (b) is located within a historic district, (c) has been recommended by the commission for preliminary landmark designation pursuant to [Section 24.025\(A\)](#) of this Chapter, or (d) is located within an area that has been recommended by the commission for historic district designation pursuant to [Section 24.026\(A\)](#) of this Chapter.

[4] Vetter was later the owner of 670 De Tamble Avenue as an adult between c. 1954 and 1957.

[5] *Highland Park: The First Hundred Years*. (1969).

[6] See primary sources included as part of the [March 12, 2026 Regular Meeting](#) agenda packet.

[7] The Tudor Style is characterized by multi-gable roofs, stonework, wood timbering, rounded openings, catslide gables and prominent chimneys. The Tudor Style reached its peak in Highland Park in the 1920s, post World-War I. The War exposed American soldiers to European architecture and contributed to an interest in European design. The Style seeks to mimic late-medieval Old World architecture. More information about the Tudor Style, as well as the Cotswold Cottage, can be found as part of the [March 12, 2026](#) meeting packet.

[8] This property won a Preservation Award in 2004 for its sensitive back addition and opening modifications.

Core Priorities:

Vibrancy — The preservation of historically significant properties contributes to the City's vibrancy.

Attachments:

- 1. Attachment 1. Landmark Nomination
- 2. Attachment 2. 3.12.26 HPC Staff Report
- 3. Attachment 3. 4.15.26 HPC Staff Report
- 4. Attachment 4. Planning Report
- 5. Attachment 5. Findings of Fact
- 6. Attachment 6. Resolution No. 2026-003
- 7. Attachment 7. 3.12.26 HPC Minutes
- 8. Attachment 8. DRAFT 4.15.26 HPC Minutes
- 9. DRAFT Ordinance Designating 670 De Tamble a Local Landmark

670 De Tamble Ave Landmark Designation

We are hopeful that our house might be honored as a Local Land Mark.

Our 1928 home will be 100 years old soon and since it has been our residence since 1985, we are proud to promote what is an “American Cotswold” style: cedar shake roof retained and maintained ; weeping mortar; copper gutters and downspouts.

The house was awarded the 2004 Highland Park Historic Society Rehabilitation Award for our seamless appearing two story addition which mirrors the original brick/mortar and copper features.

We are also a National Wildlife Federation Certified Wildlife Habitat featuring added trees, native plantings attracting birds, bees, butterflies, and bunnies.

In 2008 we had a house fire which caused enough damage that the structure’s entire interior was replaced including floors, walls, ceilings, electrical, water, doors, windows and mechanical. The extent of the damage had us consider razing the structure and moving on. However, we decided to rebuild because of our love for Highland Park’s community. Perhaps our home could last another 100 years!

Thank you for assistance.

Ken Kotula









Date: 3.12.26
 To: Historic Preservation Commission
 From: Maddy Markle, Planner I
 Subject: Preliminary Landmark Designation – 670 De Tamble Avenue

Location	670 De Tamble Avenue
Historical Name	Arthur Vetter House
Historical Status	Contributing – 2006 Bob-O-Link Survey
Structure	Style: Tudor Revival – Cotswold Cottage Influences Architect: N/A Builder: Arthur Vetter Built: 1928
Petitioners	Kenneth and Marcia Kotula 670 De Tamble Avenue

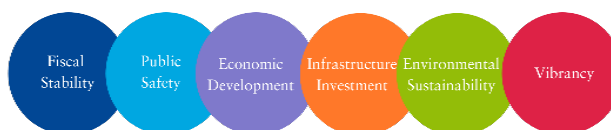
Summary of the Nomination

The owners of 670 De Tamble Avenue, Kenneth and Marcia Kotula, have nominated their property for a local landmark designation (see **Attachment A**). The Kotulas have lived in the home since 1985. The applicants believe their property is eligible for landmark nomination because it exemplifies a notable architectural style, contributed to the development of the City, and has associations with notable persons.

The residence at 670 De Tamble is a Tudor Style English Vernacular Type designed and constructed in 1928 by the original owner, Arthur Vetter. The residence is also the birthplace and childhood home of Daniel A. Vetter, a notable war veteran and former Highland Park City Council member. The residence exemplifies the typical details of the Tudor Style and exhibits detailed craftsmanship. In 2003 the current owners won a Highland Park Preservation Award for their restoration of the property. The 2006 Bob-O-Link survey rates the structure as “Contributing” and notes that the structure has significant architectural features.



Figure 1. Front Façade, 2025



Vetter Family

Arthur Vetter

Arthur Vetter was a local electrician and owner of “Vetter Electrical Services.” In 1928 he and his wife Mabel Vetter built the house at 670 De Tamble Avenue. Vetter is listed as the contractor on the building permit (see **Attachment B**). Vetter is documented as living in the home from 1928 to 1954. Arthur and Mabel were active members of the Bethany Church on McGovern and Laurel. Mabel regularly hosted church gatherings at their De Tamble home (see **Attachment C**).

Daniel Vetter

In 1928, the Vettters gave birth to their son Daniel, a third-generation Highland Park resident. Daniel Vetter is described in the book *Highland Park; The First Hundred Years*, as “one of Highland Park’s most civic minded citizens” (see **Attachment D**).

Daniel Vetter was a veteran of both WWII and the Korean War. He was the president of the Highland Park Jaycees, a civic development non-profit. He also served as an executive board member with the local electrical union. In 1959 he received the Highland Park Distinguished Service Award and was declared “the most outstanding young man in Highland Park.” The state Governor personally acknowledged his works with the Jaycees and other local groups twice.

Additionally, Vetter sat on the Highland Park City Council between 1963 and 1967. During his term he was a strong advocate for the construction of the pedestrian bridge at the intersection of the Skokie Highway and Deerfield Road. He pushed for the construction of the bridge to ensure the safety of children who needed to cross the highway to get from their homes to the Highland Park recreation center, pool and library. The bridge still exists today and stands as a testament to Vetter’s commitment to public safety.

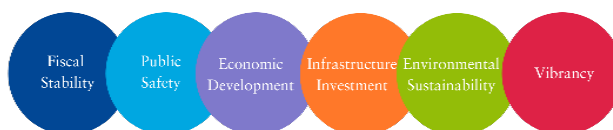
Ownership

Chain of Title

- 1928-1954 Arthur and Mabel Vetter
- c. 1954-1957 Daniel and Helen Vetter
- c. 1957-1957 John and Gilberte Nash
- c. 1857-1964 James and Nema Whitehouse
- 1964-1981 Max and Frieda Segall
- 1981-1985 Pamela and Kirk Vogen
- 1985-Present Kenneth and Marcia Kotula

The chain of title at 670 De Tamble Avenue starts with Arthur Vetter, the builder and original owner. His son, Daniel Vetter, possessed the property between 1954 and 1957. Afterwards, the property was purchased by John and Gilberte Nash. There is a gap in the deeds between Nash and the next owners, James and Nema Whitehouse.¹

¹ John and Gilberte Nash appear on dozens of deeds in the historic record, as both buyers and sellers. The Nash’s were most likely developers or investors. Staff does not believe the Nash’s ever lived at 670 De Tamble Avenue.



James Whitehouse was the Worshipful Master of Highland Park’s Masonic Lodge.² *Highland Park – The First Hundred Years* says that Whitehouse was a WWI veteran and worked for the Public Service Company of Northern Illinois for over 40 years. Nema Whitehouse was assistant principle at Lincoln School (see **Attachment D**).

The property was subsequently owned by Max and Freida Segall, Pamela and Kirk Vogen, and finally the current owners, Kenneth and Marcia Kotula. Complete chain of title documentation can be found in **Attachment E**.

Architecture

The residence at 670 De Tamble Avenue is a two-story single-family home with an asymmetrical façade. The entire structure is wood framed with a brick veneer and stone details. The roofline is primarily side-gabled with a catslide front gable projection located on the left-hand side. The front entryway sits within the projection and is flanked to the left by a bay window. There is an attached garage set back from the projection. The back and side elevations feature prominent brick chimneys.

Tudor Revival Style

The residence at 670 De Tamble shows a strong adherence to a Tudor Revival aesthetic concept. The home’s unique brickwork, stone tabbing, multi-gabled roofline, catslide gable, prominent chimney, narrow windows and rounded front door are all characteristics of the Tudor Revival Style. There are 37 Tudor Revival Style structures in the 2006 Bob-O-Link Survey area including the residence at 670 De Tamble Avenue (see **Attachment F**).

The Tudor Revival Style reached its peak in Highland Park between 1910 and 1930. The Style was popularized after WWI and is loosely based on English vernacular building traditions. The English Cotswold Cottage a common model for modest Tudor Revival homes.

2003-2004 Preservation Award

In 2004 the applicants received a preservation award from the City for their compatible second story addition (see **Attachment G**). The applicant took care to mimic the structure’s original brick bonds and mortar as well as the home’s copper features.

Figure 2 depicts the home in 2003 while the second story addition was in progress.



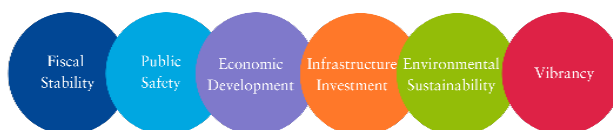
Figure 2. Construction of back addition, 2003.

Materials

Historic materials

- Brick veneer
- Stone lintels

² A “Worshipful Master” is the highest ranking position in a Freemason Lodge.



- Stone tabbing
- Weeping mortar
- Arched wood front door

Modern materials

- Modern replacement windows
- Modern dormer
- Modern back addition

Alterations

- 2003- Second story addition on back of house
- 2003 - Window on right-side of front façade replaced with paired glass door
- 2008- Fire repairs
 - Second story widow replacement
- 2008 – Dormer added on front-façade side-gable

The residence at 670 De Tamble Avenue was restored twice, once in 2003 and again in 2008. In 2003 a back addition was added to the residence. The addition connects the original 1928 garage to the main structure. The addition is not highly visible from the public right-of-way. As previously stated, the property owner won a preservation award for this second story addition.

In 2008 a further restoration took place following a fire. The applicant says,

“In 2008 we had a house fire which caused enough damage that the structure’s entire interior was replaced including floors, walls, ceilings, electrical, water, doors, windows and mechanical. The extent of the damage had us consider razing the structure and moving on. However, we decided to rebuild because of our love for Highland Park’s community. Perhaps our home could last another 100 years!”

A dormer was added to the side gable located on the front façade during the 2008 work.

Despite the two restorations, the residence at 670 De Tamble has largely retained its historic massing, solid-to-void ratio, and architectural details such as the brick veneer, weeping mortar, copper accents, stone lintels and stone tabbing. Important identifying features such as the catslide gable and chimney are intact.

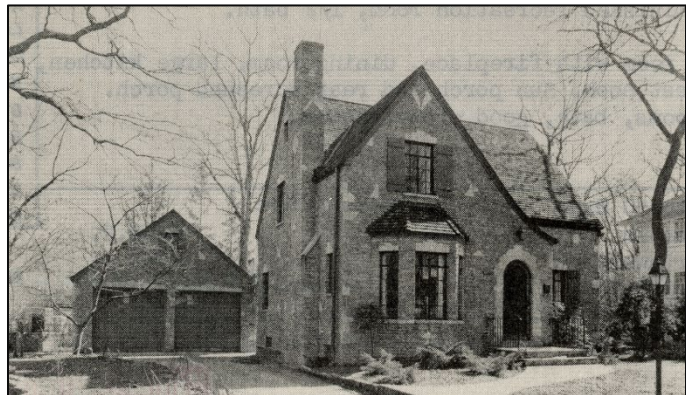
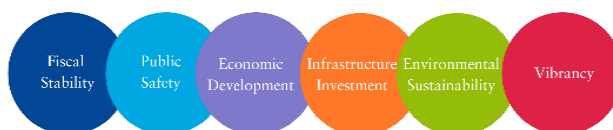


Figure 3. 670 De Tamble in 1957 before alterations.

Landmark Criteria

The property at 670 De Tamble Avenue may meet the following Landmark Criteria: **1, 3, 4, and 6.**



Sec. 24.015 Criteria for Landmark Designation.

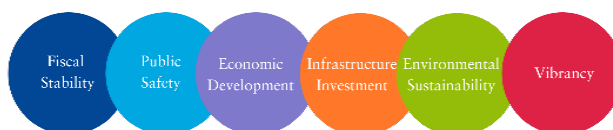
The following is a list of the criteria to be considered in the designation of a Property, Structure, Area, Object, or Landscape of Significance as a Landmark:

- (1) It demonstrates character, interest, or value as part of the development, heritage, or cultural characteristics of the City, county, state, or country.**
- (2) It is the site of a significant local, county, state, or national event.
- (3) It is associated with a person or persons who significantly contributed to the development of the City, County, State, or Country.**
- (4) It embodies distinguishing characteristics of an architectural and/or landscape style valuable for the study of a specific time period, type, method of construction, or use of indigenous materials.**
- (5) It is identifiable as the work of a notable builder, designer, architect, artist, or landscape architect whose individual work has influenced the development of the City, County, State, or Country.
- (6) It embodies, overall, elements of design, details, materials, and/or craftsmanship that renders it architecturally, visually, aesthetically, and/or culturally significant and/or innovative.**
- (7) It has a unique location or it possesses or exhibits singular physical and/or aesthetic characteristics that make it an established or familiar visual feature.
- (8) It is a particularly fine or unique example of a utilitarian structure or group of such structures, including, but not limited to farmhouses, gas stations or other commercial structures, with a high level of integrity and/or architectural, cultural, historical, and/or community significance.
- (9) It possesses or exhibits significant historical and/or archaeological qualities.

Landmark Nomination Process Outline

The landmark process is initiated when a nomination form is submitted to the Historic Preservation Commission. At this point, the property owner has already been sent a letter stating the time, place, and intent of this meeting where the nomination will be considered. The owner has provided consent to the landmark designation, so the next steps are as follows:

- (1) The Commission should consider and discuss the landmark nomination. If the HPC finds that the property (a) meets two or more Landmark Criteria set forth in Section 24.015 of the City Code, and (b) has sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation, then the Commission should direct Staff to draft a Resolution making a preliminary Landmark Designation recommendation.
- (2) The Commission should consider the resolution making the preliminary recommendation. Should the HPC adopt the resolution making a preliminary Landmark Designation



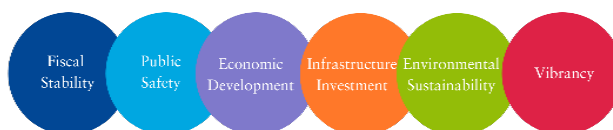
recommendation, the house becomes a “Regulated Structure” with the associated protections against demolition and alteration.

- (3) Staff will draft a Planning Report evaluating the relationship of the proposed designation to the City’s Comprehensive Plan and the effect of the proposed designation on the surrounding neighborhood. The Planning Report will be presented to the Commission following the adoption of the Resolution making the preliminary recommendation.
- (4) At a subsequent meeting, the Commission shall review the Planning Report, Findings of Fact, and make a determination to recommend a landmark designation to City Council.
- (5) The City Council will consider the findings, recommendations, and official record of the Historical Preservation Commission and may, by an Ordinance duly adopted, designate the subject property as a Local Landmark.

Recommended Action

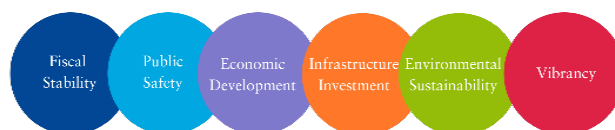
The Historic Preservation Commission is asked to discuss and consider the preliminary landmark designation for 670 De Tamble Avenue. If the nomination is to be given a positive recommendation for approval, the Commission must find that the structure meets two or more of the criteria set forth in Section 24.015 and have sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation or rehabilitation.

If the nomination is given a positive recommendation, the Commission is asked to consider A Resolution Making a Preliminary Landmark Designation Recommendation for 670 De Tamble Avenue Should the Commission adopt the resolution making a preliminary Landmark Designation recommendation, the house becomes a “Regulated Structure” with the associated protections against demolition and alteration.



Attachments:

- A. Landmark Nomination
- B. Building Permits
- C. Newspapers
- D. Pages from “*Highland Park – The First Hundred Years.*”
- E. Chain of Title
- F. 2006 Bob-O-Link Survey
- G. 2003-2004 Preservation Awards
- H. Real Estate Cards



Date: 4.15.26
 To: Historic Preservation Commission
 From: Maddy Markle, Planner I
 Subject: Landmark Nomination – 670 De Tamble Avenue

Location	670 De Tamble Avenue
Historical Name	Arthur Vetter House
Historical Status	Contributing – 2006 Bob-O-Link Survey
Structure	Style: Tudor Revival – Cotswold Cottage Influence Architect: N/A Builder: Arthur Vetter Built: 1928
Petitioners	Kenneth and Marcia Kotula 670De Tamble Avenue, Highland Park IL

Summary of the Nomination

The owners of 670 De Tamble Avenue, Kenneth and Marcia Kotula, have nominated their property for a local landmark designation. The Kotulas have lived in the home since 1985. The applicants believe their property is eligible for landmark nomination because it exemplifies a notable architectural style, contributed to the development of the City, and has associations with notable persons.

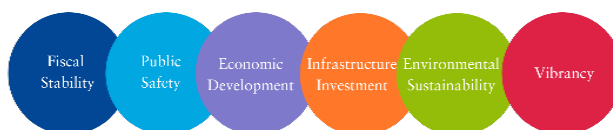
The residence at 670 De Tamble is a Tudor Style English Vernacular Type designed and constructed in 1928 by the original owner, Arthur Vetter. The residence is also the birthplace and childhood home of Daniel A. Vetter, a notable war veteran and former Highland Park City Council member. The residence exemplifies the typical details of the Tudor Style and exhibits detailed craftsmanship. In 2004 the current owners won a Highland Park Preservation Award for their restoration of the property. The 2006 Bob-O-Link survey rates the structure as “Contributing” and notes that the structure has significant architectural features.

Previous Consideration

At the March 12, 2026 Historic Preservation Commission (“**HPC**”) meeting the HPC considered a preliminary landmark designation recommendation for the property at 670 De Tamble Avenue. The discussion included information about the former owners Arthur and Daniel Vetter, the Tudor and Cotswold Cottage Styles, and the property’s 2004 Preservation Award. The Commission also considered the integrity of the property’s current condition.

The Commission made a motion to find:

- The property at 670 De Tamble Avenue satisfies Landmark Criteria 1, 3, 4 and 6.
- The property at 670 De Tamble Avenue has sufficient integrity of design.



Based on these findings the Commission moved to adopt a preliminary Landmark Designation Recommendation. The motion carried 7-0. The Commission directed staff to draft Findings of Fact and a Planning Report per the requirements of [Sec. 24.025\(C\)](#) of the Historic Preservation Ordinance, which will be considered at the meeting on April 15, 2026 Special Meeting.

Information regarding the previous March 12, 2026 meeting can be found here: <https://highlandparkil.portal.civicclerk.com/event/365/overview>

Finding of Fact

Staff drafted Findings of Fact (see **Attachment C**) detailing how the property at 670 De Tamble Avenue satisfies Landmark Criteria 1, 3, 4, and 6. The Commission is asked to review the Findings. If the Commission determines they are consistent with the discussion and vote on this matter from the March 12, 2026 meeting, then the Findings of Fact should be approved by a majority vote. The Findings, together with the Resolution Making a Preliminary Landmark Designation, will represent the HPC’s recommendation to the City Council on this landmark nomination.

Additional Information

Chain of Title Correction

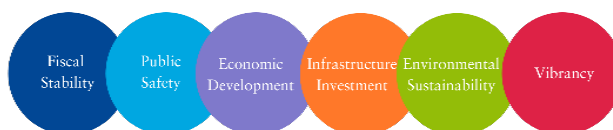
Neighbor Lisa Temkin has provided clarification about the relationship between the parcel at 660 De Tamble Avenue and the parcel at 670 De Tamble Avenue. There is a small sliver of land between the two properties that has been associated with both Lot 21 and Lot 22 in the original Ridgewood Park Subdivision at various points in time. This is due to the unusual curve of De Tamble Avenue, and the 2003 Kotula Estate Subdivision. In 2003 the Kotula’s absorbed a sliver of Lot 22 into the former Lot 21. The property at 670 De Tamble is now known as Lot 1 in the Kotula Estate Subdivision.

At one point the James and Nema Whitehouse owned a portion of what is now Lot 1 in the Kotula Estate Subdivision. However, at the time, it was a part of Lot 22 in the Ridgewood Park Subdivision. Staff concludes that Nema and James Whitehouse never owned the residence at 670 De Tamble Avenue. They are only associated with Lot 22 in the Ridgewood Park Subdivision and a small portion of the current Lot 1 in the Kotula Estate Subdivision.

Please see below a corrected change of title in light of new information:

- 1928-1954 Arthur and Mabel Vetter
- c. 1954-1957 Daniel and Helen Vetter
- c. 1957-1964 John and Gilberte Nash
- 1964-1981 Max and Frieda Segall
- 1981-1985 Pamela and Kirk Vogen
- 1985-Present Kenneth and Marcia Kotula

Planning Report



Section 24.025 of the City Code establishes the process for approving a local historic landmark. Subsection (C) reads as follows:

“Request for Planning Report: Upon adoption of a resolution making a preliminary landmark designation recommendation, the Commission shall request a report from the Director of Community Development that evaluates the relationship of the proposed designation to the City's comprehensive plan and the effect of the proposed designation on the surrounding neighborhood.

The report shall be submitted to the Commission within 60 days of the request and the Commission shall make such modifications, changes, and alterations to the report concerning the proposed landmark designation as it deems necessary in consideration of any recommendation of the City's Director of Community Development made in the report....”

Pursuant to the Code above, staff has drafted a planning report discussing the Comprehensive Plan and the Historic Preservation Plan. The designation of the property as a landmark and preservation of a Tudor Revival Style home associated with a notable local person is consistent with the intent of the Master Plan to “preserve neighborhood character.” The Planning Report is included as **Attachment D** to this report.

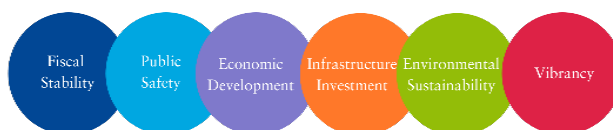
Public Testimony

The petitioners Kenneth and Marcia Kotula, were present at the March 12, 2026 HPC meeting to answer any questions that the commission had. The applicant presented a historic envelope, provided by interested neighbor Lisa Temkin, which impressed the Commission (see **Attachment E**). There was no further public testimony.

Landmark Nomination Process Outline

The landmark process is initiated when a nomination form is submitted to the Historic Preservation Commission. The owner has provided consent to the landmark designation and the first two steps of the process were completed at the last meeting:

- (1) The Commission discussed the landmark nomination at the March 12, 2026 meeting and found that the property
 - (a) meets two or more Landmark Criteria set forth in Section 24.015 of the City Code, and
 - (b) has sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation.
- (2) The Commission adopted a resolution making the preliminary recommendation. As a result, the property became a “Regulated Structure” with the associated protections against demolition and alteration.



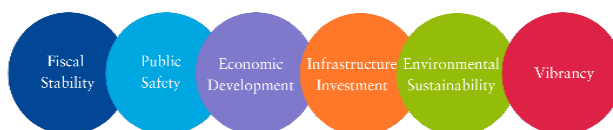
(3) Staff has drafted Planning Report evaluating the relationship of the proposed designation to the City’s Master Plan and the effect of the proposed designation on the surrounding neighborhood. The Commission reviews the Planning Report following the adoption of the Resolution making the preliminary recommendation, which occurred at the previous meeting.

(4) At the meeting on April 15, 2026, the Commission shall review the Planning Report, Findings of Fact, and determine whether to recommend a landmark designation to City Council by approval of the Findings.

(5) The City Council will consider the findings, recommendations, and official record of the Historic Preservation Commission and may, by an Ordinance duly adopted, designate the subject property as a Local Landmark.

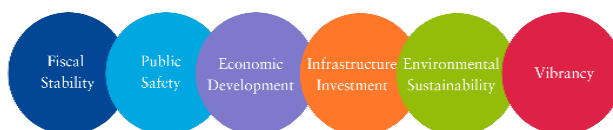
Recommended Action

The Historic Preservation Commission is asked to review the Planning Report and consider the staff-drafted Findings of Fact. The Commission can approve the Findings or make amendments and add conditions as needed. The Findings will constitute the Commission’s recommendation to the City Council.



Attachments:

- A. Landmark Nomination
- B. Resolution 2026-003
- C. Draft Findings of Fact
- D. Planning Report
- E. Historic Envelope



Date: 4.15.26
 To: Historic Preservation Commission
 From: Maddy Markle, Planner I
 Subject: Planning Report – 670 De Tamble Avenue

Location	670 De Tamble Avenue
Historical Name	Arthur Vetter House
Historical Status	Contributing – 2006 Bob-O-Link Survey
Structure	Style: Tudor Revival – Cotswold Cottage Influence Architect: N/A Builder: Arthur Vetter Built: 1928
Petitioners	Kenneth and Marcia Kotula 670De Tamble Avenue, Highland Park IL

Administrative History

At the March 12, 2026 Historic Preservation Commission (“**HPC**”) meeting the HPC considered a preliminary landmark designation recommendation for the property at 670 De Tamble Avenue. The discussion included information about the former owners Arthur and Daniel Vetter, the Tudor and Cotswold Cottage Styles, and the property’s 2004 Preservation Award. The Commission also considered the integrity of the current property.

The Commission made a motion to find:

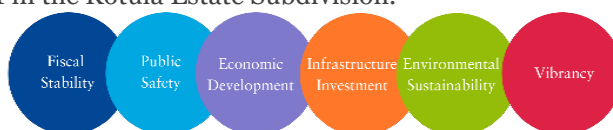
- The property at 670 De Tamble Avenue satisfies Landmark Criteria 1, 3, 4 and 6.
- The property at 670 De Tamble Avenue has sufficient integrity of design.

Based on these findings the Commission moved to adopt a preliminary Landmark Designation Recommendation. The motion carried 7-0. The Commission directed staff to draft Findings of Fact and a Planning Report per the requirements of [Sec. 24.025\(C\)](#) of the Historic Preservation Ordinance, which will be considered at the meeting on April 15, 2026 Special Meeting.

Property Description

The property is a single-family lot, originally located within the historic Ridgewood Subdivision.¹ The site is improved with a residential structure and attached garage. The structure was built in 1928 and is in the Tudor Revival Style. It is characterized by its unique brickwork, weeping mortar, stone tabbing, multi-gabled roofline, catslide gable, prominent chimney, narrow windows and rounded front door.

¹ The property is now Lot 1 in the Kotula Estate Subdivision.



The property has strong associations with former Councilmember Daniel Vetter, who has been described in local sources as “one of Highland Park’s most civic minded citizens.” Vetter was responsible for the construction of the pedestrian bridge over the Skokie Highway, among other accomplishments. The residence at 670 De Tamble Avenue was his childhood home, and he also owned the property himself for several years after his father’s death in 1954.

Findings of Architectural and Historic Significance

The Historic Preservation Commission discussed a landmark nomination for the property at the [March 12, 2026](#) meeting and made the preliminary determination that the property met four Landmark criteria (1, 3, 4, and 6) and met the integrity requirement. The following analysis of the standards reflects the Commission’s Findings of Fact for the nomination:

1. It demonstrates character, interest, or value as part of the development, heritage, or cultural characteristics of the City, county, state, or country.

Finding. The Commission finds that the property at 670 De Tamble Avenue (“*property*”) typifies the modest residential development that sprung up close to the City’s major rail service routes between 1900 and 1929. This pattern of development is distinct from the large-lot estates closer to the Lake, much of which was developed concurrently.

In the 1920’s the area located between Green Bay Road and the Railroad saw a flurry of subdivision and development activity. 166 structures were built during the 1920’s between Green Bay Road and the Northwestern Railroad tracks, south of Lincoln Avenue and north of Ridgewood Drive. ² Among this development was the property at 670 De Tamble Avenue.³

The Commission finds the property demonstrates interest and value as part of the City’s early 20th Century development concentrated close to the Northwestern Railroad.

2. It is the site of a significant local, county, state, or national event.

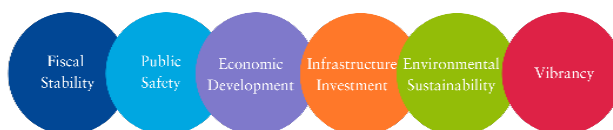
N/A

3. It is associated with a person or persons who significantly contributed to the development of the City, County, State, or Country.

Finding. The property was the childhood home of former City Councilmember Daniel Vetter. Daniel Vetter is described in the book *Highland Park; The First Hundred Years*, as “one of Highland Park’s most civic minded citizens.” Daniel Vetter was a veteran of both WWII and the Korean War. He was the president of the Highland Park Jaycees, a civic development non-profit. He also served as an executive board member with the local electrical union. In 1959 he received the Highland Park Distinguished Service Award and

² Source: 2006 Bob-O-Link Survey.

³ The residential structure at De Tamble Road was constructed in 1928.



was declared “the most outstanding young man in Highland Park.” The state Governor personally acknowledged his works with the Jaycees and other local groups twice.⁴

Additionally, Vetter sat on the Highland Park City Council between 1963 and 1967. During his term he was a strong advocate for the construction of the pedestrian bridge at the intersection of the Skokie Highway and Deerfield Road. He pushed for the construction of the bridge to ensure the safety of children who needed to cross the highway to get from their homes to the Highland Park recreation center, pool and library. The bridge still exists today, enhancing walkability across Skokie Highway, and stands as a testament to Vetter’s commitment to public safety.⁵

The Commission finds that Daniel Vetter’s legacy as union member, Jaycees president, and City Councilmember distinguish him as a person who significantly contributed to the development of the City.

4. It embodies distinguishing characteristics of an architectural and/or landscape style valuable for the study of a specific time period, type, method of construction, or use of indigenous materials.

Finding. The Commission finds the primary residential structure at 670 De Tamble Avenue (“**structure**”) is a representative example of the Tudor Revival Style.

The Tudor Revival Style reached its peak in Highland Park between 1910 and 1930. The Style was popularized after WWI and is loosely based on English vernacular building traditions. The English Cotswold Cottage a common model for modest Tudor Revival homes.⁶

The Commission finds the structure shows a strong adherence to a Tudor Revival aesthetic concept. The home’s unique brickwork, stone tabbing, multi-gabled roofline, catslide gable, prominent chimney, narrow windows and rounded front door are all distinguishing characteristics of the Tudor Revival Style. Additionally, the structure’s weeping mortar is a distinguishing characteristic of a specific method of construction.

5. It is identifiable as the work of a notable builder, designer, architect, artist, or landscape architect whose individual work has influenced the development of the City, County, State, or Country.

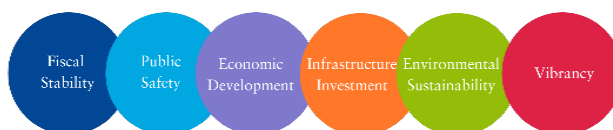
N/A

6. It embodies, overall, elements of design, details, materials, and/or craftsmanship that renders it architecturally, visually, aesthetically, and/or culturally significant and/or innovative.

⁴ *Highland Park: The First Hundred Years.* (1969).

⁵ See primary sources included as part of the [March 12, 2026 Regular Meeting](#) agenda packet.

⁶ McAlester, V., & McAlester, A. L. (1984). *A Field Guide to American Houses.*



Finding. The Commission finds that the structure embodies many design details and materials that render it architecturally, visually, aesthetically and culturally significant. The structure’s catslide gable, copper accents, weeping mortar, brickwork and stone tabbing all possess historical significance and exhibit a high level of craftsmanship.

7. **It has a unique location or it possesses or exhibits singular physical and/or aesthetic characteristics that make it an established or familiar visual feature.**

N/A

8. **It is a particularly fine or unique example of a utilitarian structure or group of such structures, including, but not limited to farmhouses, gas stations or other commercial structures, with a high level of integrity and/or architectural, cultural, historical, and/or community significance.**

N/A

9. **It possesses or exhibits significant historical and/or archaeological qualities.**

N/A

Integrity: Has sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation or rehabilitation.

Finding. The Commission finds that despite the two restorations, the residence at 670 De Tamble Avenue has largely retained its historic massing, solid-to-void ratio, and architectural details such as the brick veneer, weeping mortar, copper accents, stone lintels and stone tabbing. Important identifying features such as the catslide gable and chimney remain intact.

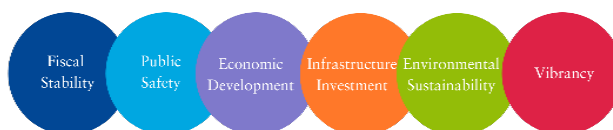
Additionally, the Commission finds that alterations to the property, such as its award-winning addition, were executed with care and do not detract from the property’s design, materials and/or workmanship.

By Code, any proposed individual landmark must meet two or more landmark criteria and have sufficient integrity of location, design, materials and workmanship to make it worthy of preservation or rehabilitation. **The property at 670 De Tamble has been found to meet four landmark criteria, while retaining sufficient integrity to qualify for local Landmark designation.**

Historic Preservation Commission Policy

The Historic Preservation Commission adopted a Preliminary Landmark Designation recommendation on March 12, 2026. Resolution No. R003-2026 (see **Attachment B**) designates the property at 670 De Tamble Avenue a Regulated Structure. No building permits or demolition permits shall be issued per Section [24.025\(B\)\(3\)](#):

“Upon adoption of the resolution making a preliminary landmark designation recommendation, and until provided otherwise in this Chapter, the nominated Property, Structure, Area, Object, or Landscape of Significance shall be a Regulated Structure.”



The permit moratorium described above will conclude upon final disposition of the proposed local Landmark.

Historic Preservation and the City of Highland Park Master Plan

The City of Highland Park Master Plan recommends that the City “sustain a philosophy of preservation,” adding a call to “maintain Highland Park’s sense of place, character, and history; maintain quality of architecture in residential and public structures,” preserving “the quality of residential neighborhoods” and protecting the City’s “natural, historic and physical resources.”

The property at 670 De Tamble Avenue is located in the Master Plan’s [South Green Bay Road District](#). The plan’s South Green Bay Road District was approved in March of 2000 and recognizes the importance of maintaining neighborhood character. The Plan states that district residents take pride in the areas charm and variety of architecture. Residents would like to ensure that additions and infill are compatible to that of the existing housing stock. The first objective of the District Plan states “maintain the existing neighborhood character through the retention of single-family residential zoning and the preservation of the existing front yard setback pattern.” The property at 670 De Tamble Avenue is representative of the small-lot single-family development the District Plan aims to maintain compatibility with.

The plan identifies a general support for design guidelines for single-family homes. Local Landmarks are required to obtain a Certificate of Appropriateness (“COA”) prior to new construction or alterations. In order to obtain a COA, property owners must show that proposed work meets the standards outlined in [Sec. 24.030](#) of Code. These standards share overlap with the desired design guidelines identified in the District Plan, such as compatible roof pitch and location of entrances. Review for a COAs align with the objectives of the District Plan.

Historic Preservation and the City of Highland Park Historic Preservation Plan

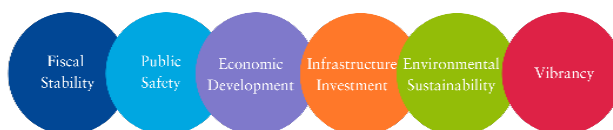
The City of Highland Park adopted its first ever Historic Preservation Plan in 2022. One objective listed in the plan is to identify properties that could potentially be landmarked and increase the number of landmarked properties.

This home’s local landmark nomination aligns with the vision of the Historic Preservation Plan due to its historic significance, as found by the Commission.

Recommendation

Based on the information presented, the Department of Community Development recommends that the Historic Preservation Commission continue with the Landmark Designation of the property at 670 De Tamble Avenue.

Following the adoption of the Resolution recommending Landmark Designation, the Commission’s recommendation will be forwarded to the City Council.





Historic Preservation Commission

Findings of Fact for Landmark Nomination

FINDINGS OF FACT

Recommending Landmark Designation of 670 De Tamble Avenue

Section 24.025 Landmark Designation Procedures

Pursuant to Section 24.025(D) of the City Code, the Historic Preservation Commission (“*Commission*”) shall make a determination to recommend a landmark designation to the City Council including findings of fact relating to the criteria for designation that constitute the basis for its decision.

Criteria for Landmark Designation

- 1. It demonstrates character, interest, or value as part of the development, heritage, or cultural characteristics of the City, county, state, or country.**

Finding. The Commission finds that the property at 670 De Tamble Avenue (“*property*”) typifies the modest residential development that sprung up close to the City’s major rail service routes between 1900 and 1929. This pattern of development is distinct from the large-lot estates closer to the Lake, much of which was developed concurrently.

In the 1920’s the area located between Green Bay Road and the Railroad saw a flurry of subdivision and development activity. 166 structures were built during the 1920’s between Green Bay Road and the Northwestern Railroad tracks, south of Lincoln Avenue and north of Ridgewood Drive.¹ Among this development was the property at 670 De Tamble Avenue.²

The Commission finds the property demonstrates interest and value as part of the City’s early 20th Century development concentrated close to the Northwestern Railroad.

- 2. It is the site of a significant local, county, state, or national event.**

N/A

- 3. It is associated with a person or persons who significantly contributed to the development of the City, County, State, or Country.**

Finding. The property was the childhood home of former City Councilmember Daniel Vetter. Daniel Vetter is described in the book *Highland Park; The First Hundred Years*, as “one of Highland Park’s most civic minded citizens.” Daniel Vetter was a veteran of both WWII and the Korean War. He was the president of the Highland Park Jaycees, a civic development non-profit. He also served as an executive board member with the local electrical union. In 1959 he received the Highland Park Distinguished Service Award and was declared “*the most outstanding young*

¹ Source: 2006 Bob-O-Link Survey.

² The residential structure at De Tamble Road was constructed in 1928.

man in Highland Park.” The state Governor personally acknowledged his works with the Jaycees and other local groups twice.³

Additionally, Vetter sat on the Highland Park City Council between 1963 and 1967. During his term he was a strong advocate for the construction of the pedestrian bridge at the intersection of the Skokie Highway and Deerfield Road. He pushed for the construction of the bridge to ensure the safety of children who needed to cross the highway to get from their homes to the Highland Park recreation center, pool and library. The bridge still exists today, enhancing walkability across Skokie Highway, and stands as a testament to Vetter’s commitment to public safety.⁴

The Commission finds that Daniel Vetter’s legacy as union member, Jaycees president, and City Councilmember distinguish him as a person who significantly contributed to the development of the City.

4. It embodies distinguishing characteristics of an architectural and/or landscape style valuable for the study of a specific time period, type, method of construction, or use of indigenous materials.

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The Commission finds the structure shows a strong adherence to a Tudor Revival aesthetic concept. The home’s unique brickwork, stone tabbing, multi-gabled roofline, catslide gable, prominent chimney, narrow windows and rounded front door are all distinguishing characteristics of the Tudor Revival Style. Additionally, the structure’s weeping mortar is a distinguishing characteristic of a specific method of construction.

5. It is identifiable as the work of a notable builder, designer, architect, artist, or landscape architect whose individual work has influenced the development of the City, County, State, or Country.

N/A

6. It embodies, overall, elements of design, details, materials, and/or craftsmanship that renders it architecturally, visually, aesthetically, and/or culturally significant and/or innovative.

Finding. The Commission finds that the structure embodies many design details and materials that render it architecturally, visually, aesthetically and culturally significant. The structure’s

³ *Highland Park: The First Hundred Years.* (1969).

⁴ See primary sources included as part of the [March 12, 2026 Regular Meeting](#) agenda packet.

⁵ McAlester, V., & McAlester, A. L. (1984). *A Field Guide to American Houses.*

catslide gable, copper accents, weeping mortar, brickwork and stone tabbing all possess historical significance and exhibit a high level of craftsmanship.

7. **It has a unique location or it possesses or exhibits singular physical and/or aesthetic characteristics that make it an established or familiar visual feature.**

N/A

8. **It is a particularly fine or unique example of a utilitarian structure or group of such structures, including, but not limited to farmhouses, gas stations or other commercial structures, with a high level of integrity and/or architectural, cultural, historical, and/or community significance.**

N/A

9. **It possesses or exhibits significant historical and/or archaeological qualities.**

N/A

Integrity: Has sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation or rehabilitation.

Finding. The Commission finds that despite the two restorations, the residence at 670 De Tamble Avenue has largely retained its historic massing, solid-to-void ratio, and architectural details such as the brick veneer, weeping mortar, copper accents, stone lintels and stone tabbing. Important identifying features such as the catslide gable and chimney are intact.

Additionally, the Commission finds that alterations to the property, such as its award-winning addition, were executed with care and do not detract from the property's design, materials and/or workmanship.

By Code, any proposed individual landmark must meet two or more landmark criteria and have sufficient integrity of location, design, materials and workmanship to make it worthy of preservation or rehabilitation. **The property at 670 De Tamble Avenue has been found to meet four landmark criteria, while retaining sufficient integrity to qualify for local Landmark designation.**

**CITY OF HIGHLAND PARK
HISTORIC PRESERVATION COMMISSION**

RESOLUTION NO. 2026-003

**A RESOLUTION MAKING A PRELIMINARY LANDMARK DESIGNATION
RECOMMENDATION FOR 670 DE TAMBLE AVENUE**

WHEREAS, on January 23, 2026, pursuant to Section 24.025(A) of "The Highland Park Code of 1968," as amended ("**City Code**"), Kenneth and Marcia Kotula (collectively known as the "**Owner**"), the record title owners of that certain real property located at the address commonly known as 670 De Tamble Avenue in Highland Park, Illinois ("**Property**"), submitted a written nomination to designate the Property as a landmark; and

WHEREAS, pursuant to Section 24.025(B)(1) of the City Code, a public meeting of the Commission to consider preliminary landmark designation of the Structure was held on March 12, 2026 notice of which meeting was delivered on February 17, 2026 to the Owner; and

WHEREAS, pursuant to Section 24.025(B)(2) of the City Code, to make a preliminary landmark designation recommendation for the Structure, the Commission must, by resolution duly adopted: (i) find that the proposed landmark designation satisfies at least two of the criteria set forth in Section 24.015 of the City Code; and (ii) determine that the Property has sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation; and

WHEREAS, the Property demonstrates value as part of the development and cultural character of the City; and

WHEREAS, the single-family residential structure on the Property was built in the Tudor Style, and includes many of the architectural features of that style; and

WHEREAS, the Property was the birthplace and childhood home of notable person Councilmember Daniel Vetter who contributed to the development of the City; and

WHEREAS, the Property exhibits elements of fine design, detailing, materials and craftsmanship that render it architecturally significant; and

WHEREAS, the Commission has determined that the proposed landmark designation of the Property satisfies the criteria for landmark designation set forth in the City Code;

NOW, THEREFORE, BE IT RESOLVED BY THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as the findings of the Historic Preservation Commission.

SECTION TWO: PRELIMINARY LANDMARK DESIGNATION. In accordance with, and pursuant to, Section 24.025(B)(2) of the City Code, the Commission hereby: (a) finds that the Structure satisfies the criteria for landmark designation set forth in Sections

**CITY OF HIGHLAND PARK
HISTORIC PRESERVATION COMMISSION**

RESOLUTION NO. 2026-003

24.015(1), 24.015(3), 24.015(4), 24.015(4) and 24.015(6) of the City Code; and (b) determines that the Structure has sufficient integrity of location, design, materials and workmanship to make it worthy of preservation. Pursuant to such finding and determination and Section 24.025(B)(2) of the City Code, the Commission hereby makes a preliminary recommendation to designate the Structure as a landmark.

SECTION THREE: EFFECT OF DESIGNATION. In accordance with and pursuant to Section 24.025(B)(3) of the City Code, upon the effective date of this Resolution, the Structure will be considered a "Regulated Structure," as that term is defined pursuant to Section 24.005 of the City Code.

SECTION FOUR: EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval in the manner provided by law.

AYES: Weeder, Greenbaum, Pines, Ehrlich, Gonka, Portman, Hartinger

NAYS: None

ABSENT: None


PASSED: 7-0

APPROVED: March 12, 2026

RESOLUTION NO. 2026-003


Erica Weeder, Chairperson

ATTEST:


Maddy Markle, Commission Secretary

1 **MINUTES OF A REGULAR MEETING**
2 **HISTORIC PRESERVATION COMMISSION**
3 **OF THE CITY OF HIGHLAND PARK, ILLINOIS**
4

5
6 **MEETING DATE:** Thursday, March 12, 2026
7

8 **MEETING LOCATION:** Council Chambers, City Hall, 1707 St. Johns Avenue, Highland Park, IL
9

10 **CALL TO ORDER**

11 At 6:33 p.m., Chairperson Weeder called the meeting to order. This Commission meeting takes place on-site.
12 Staff was asked to call the roll. She requested a 10-minute break so Commissioners may read handouts just
13 presented.
14

15 Commissioner Gonka arrived at 6:38 p.m.
16

17 **ROLL CALL**

18 Commissioners Present: Chairperson Weeder; Commissioners Ehrlich, Gonka, Greenbaum, Hartinger, Pines,
19 & Portman
20

21 Councilmember Absent: Blumberg
22

23 Student Council Present: Cooper Baum
24

25 Student Council Absent: Gabi Goldstein, Amelia Koslow
26

27 Staff declared that a quorum was present.
28

29 Staff Present: Fontane, Coleman, & Markle
30

31 Guests Present: Ken & Marcia Kotula/Petitioner, Owners
32 Kim Schliesmann/Petitioner, Owner
33 Thomas Hiller and Peijian Sun/ Petitioner, Owner
34 Cal Bernstein, Attorney/Samuels & Bernstein
35

36 Others Present: Gale Cerabona, Recorder
37

38 **APPROVAL OF MINUTES**

39 *Regular Meeting of the Historic Preservation Commission – February 12, 2026*
40

41 Commissioner Pines moved to approve the regular meeting minutes of February 12, 2026. Commissioner
42 Greenbaum seconded the motion.
43

44 On a voice vote

45 Voting Yea Chairperson Weeder; Commissioners Ehrlich, Gonka, Greenbaum, Hartinger, Pines,
46 & Portman

47 Voting Nay: None
48

1 Staff declared that the motion passed unanimously.

2
3 Planner Markle advised that copies of public letters are available (specifically two letters from Mr. Cal
4 Bernstein, Attorney with Samuels & Bernstein, for the case at 147 Central Avenue).

5
6 **SCHEDULED BUSINESS**

7 Commissioner Ehrlich suggested the last three items be moved up on the agenda. Chairperson Weeder
8 concurred, and the order was rearranged.

9
10 1. Final Consideration of Landmark Nomination – 818 Hill Street

11 Planner Markle offered a presentation:

- 12 • Not Surveyed
- 13 • Tudor style with Swedish Folk elements
- 14 • Builder & Architect is Harry Bengston
- 15 • Landmark Designation Process
- 16 • Elevations were shown
- 17 • Previous Consideration (from the February 12, 2026, HPC meeting)
- 18 • Findings of Fact
- 19 • Landmark Criteria
- 20 • Recommendation

21
22 Commissioner Portman moved to recommend a Landmark Nomination to City Council. Commissioner
23 Ehrlich seconded the motion.

24
25 On a roll call vote

26 Voting Yea Chairperson Weeder; Commissioners Ehrlich, Gonka, Greenbaum, Hartinger, Pines,
27 & Portman

28 Voting Nay: None

29
30 Staff declared that the motion passed unanimously.

31
32 2. Preliminary Consideration of Landmark Nomination – 670 De Tamble Avenue

33 Planner Markle offered a presentation:

- 34 • Landmark Designation Process
- 35 • Arthur Vetter House
- 36 • Tudor style
- 37 • Built in 1928
- 38 • Builder is Arthur Vetter
- 39 • Contributing Structure in the 2006 Bob O’Link survey
- 40 • Elevations were shown
- 41 • Notable Architectural Features
- 42 • Tudor-style Characteristics
- 43 • Arthur & Mabel Vetter
- 44 • Daniel Vetter
- 45 • Chain of Title
- 46 • Alteration History (before & after photos were shown)
- 47 • 2003-2004 Preservation Award Winner

- 1 • Landmark Criteria
- 2 • Recommendation

3
4 Mr. Ken Kotula, Petitioner, stated the house is nearing 100 years of age. He explained the revisions. The
5 implanted stone and brick work (and stucco) fit more into a Cotswold-hybrid cottage. The neighbor, Lisa
6 Temkin, brought a letter (from after their fire occurred in 2008; previously addressed as 556) which was
7 distributed. The Kotula’s love the house and raised their family there. The house was built October 28, 1928.
8 Mr. Kotula noted this house deserves a landmark nomination. It has been repaired and enhanced.

9
10 Some HPC comments are:

- 11 • Commissioner Ehrlich would like a picture taken of the letter, so it is in the record.
- 12 • Commissioner Portman appreciates the owners honoring the house.
- 13 • Chairperson Weeder said this house is charming, well-composed, detailed and worthy of Criteria 1, 3,
14 4, & 6.
- 15 • Commissioner Portman:
 - 16 ○ referenced the differences. Commissioners stated the dormer & French doors were added.
17 He noted a typo.
 - 18 ○ stated the owners, son & father Arthur & Daniel, are significant. The house won the
19 Preservation award. He asked, and Planner Marke said Bob O’Link has historic homes in that
20 survey area.

21
22 Chairperson Weeder asked if anyone in the audience wishes to speak. There was no one.

23
24 Commissioner Greenbaum moved that this meets Criteria 1, 3, 4, & 6; has sufficient integrity of design; and
25 is recommended for a Preliminary Consideration of Landmark Nomination. Commissioner Ehrlich seconded
26 the motion.

27
28 On a roll call vote

29 Voting Yea Chairperson Weeder; Commissioners Ehrlich, Gonka, Greenbaum, Hartinger, Pines,
30 & Portman

31 Voting Nay: None

32
33 Staff declared that the motion passed unanimously.

34
35 **3. Preliminary Consideration of Landmark Nomination – 273 Sheridan Road**

36 Planner Markle offered a presentation:

- 37 • Landmark Designation Process
- 38 • Marshall Johnson House
- 39 • Significant rating in the 2003 Braeside survey
- 40 • French Eclectic style
- 41 • Built in 1935
- 42 • Architect & Builder are unknown
- 43 • Marshall Johnson
 - 44 ○ Notable landscape architect
 - 45 ○ Trained and worked under Jen Jensen
 - 46 ○ Jen Jensen’s son-in-law
- 47 • Elevations were shown

- 1 • Aerial view was illustrated
- 2 • Notable Architectural Features
- 3 • French-Eclectic style Characteristics
- 4 • Chain of Title
- 5 • Alteration History
- 6 • Landmark Criteria
- 7 • Recommendation

8
9 Chairperson Weeder asked if anyone from the public wishes to speak. The following came forward:

- 10 • Lisa Temkin gave a brief history.

11
12 Ms. Kim Schliesmann, Petitioner, advised they are the third owner and were taken by this house. The
13 outside will remain the same. An architectural, Belmont-style, shingle roof is slated to exactly match. The
14 inside is amazing. There is a piece of stained glass (3x4 from the World’s Fair) mounted in the inside. The
15 paving stones might have been a gathering circle. Perhaps students could recreate the yard (via a program).
16 They wish to protect this house. There is no water damage and is in remarkable shape.

17
18 Commissioner Portman shared the University of Illinois has local extension offices.

19
20 Chairperson Weeder asked if anyone in the audience wishes to speak. The following came forward:

- 21 • Mary Seyfarth stated Marshall Johnson is the designer of the Rose Garden.

22
23 Commissioner Portman asked, and Planner Markle said, regarding Criteria 7, the HPC may want to consider
24 this as a significant corner lot.

25
26 Commissioner Greenbaum moved that Criteria 1, 3, 4, 5, 6, & 7 are met. This house has sufficient integrity,
27 and the HPC wishes to adopt a Preliminary Landmark Nomination. Commissioner Ehrlich seconded the
28 motion.

29
30 On a roll call vote
31 Voting Yea Chairperson Weeder; Commissioners Ehrlich, Gonka, Greenbaum, Hartinger, Pines,
32 & Portman
33 Voting Nay: None

34
35 Staff declared that the motion passed unanimously.

36
37 4. Review of Written Report to the Plan and Design Commission regarding Planned Development – 147
38 Central Avenue

39 Planner Markle offered a brief presentation:

- 40 • HPC is required to give a recommendation to the PDC
- 41 • Prior HPC Consideration on January 8, 2026
 - 42 ○ a report was summarized by Staff
- 43 • Recommendation

44
45 Senior Planner Coleman read the first part of the memo on Page 10. Planner Markle said the report goes
46 into more detail.

47

1 Chairperson Weeder said this is an unusual situation, as the attorney wrote a letter that the HPC is not
2 competent to discuss/vote. Discussion took place on the two agenda items relating to this matter.

3
4 Commissioner Ehrlich said the HPC is being asked to address something based on the facts on the ground at
5 the time of the ruling (as they presently exist). The historic designation was made as one property. The
6 property line exists where it was designated. It is not currently subdivided. This is Monticello in Highland
7 Park. He has seen nothing that gives the HPC the power to do this. The HPC should do nothing on this. A
8 COA is needed. Commissioner Ehrlich can't believe he is being threatened with a constitutional
9 amendment. The HPC will make a recommendation/motion that the designation remains, and the HPC or
10 City Council don't have the authority to change that. He is upset he was never given the design commission
11 document. What is relevant is an attorney made a comment that a \$2,500 public benefit/donation would be
12 given.

13
14 Director Fontane said there are two applications before the HPC. Part of the PDC's purview is to decide
15 several things. The HPC is being consulted. He expounded on the process.

16
17 Some HPC comments are.....

- 18 • Commissioner Portman is not in favor of agreeing to the second point in the drafted written
19 recommendation.
- 20 • Commissioner Gonka said building on the lot affects the landmark designation.

21
22 Director Fontane reminded the size of this property triggers a Planned Development. The Planned
23 Development process does not remove a landmark designation.

- 24
25 • Commissioner Ehrlich expressed that Corporation Counsel hasn't said the HPC cannot operate
26 without facts on the ground. He feels a joint meeting should take place with the PDC.

27
28 Senior Planner Coleman explained the PDC process and request for input from the HPC.

- 29
30 • Chairperson Weeder believes the bullet points on drafted written recommendation are well
31 considered. She'd like it to be more specific (on restrictive yard setbacks....). Director Fontane
32 explained same. Chairperson Weeder would like to have more time to study this.

33
34 Director Fontane said this is not a conversation between two Commissions. It is a request to obtain
35 the HPC's vantage point.

- 36
37 • Commissioner Portman would like to add on the second part of the written
38 recommendation.....allowing any structure to be built on Lot B will create more density on the
39 existing estate. Planner Markle said this is noted and read same.
- 40 • Commissioner Ehrlich concurred.
- 41 • Commissioner Gonka would like to add information on the COA even if it's redundant.

42
43 Commissioner Gonka moved to continue this matter to add more research as per this discussion tonight.
44 Commissioner Ehrlich seconded the motion. Commissioner Gonka amended the motion that this be
45 continued to a date in April. Commissioner Ehrlich accepted the amendment.

46
47 On a roll call vote

1 Voting Yea Chairperson Weeder; Commissioners Ehrlich, Gonka, Greenbaum, Hartinger, Pines,
2 & Portman
3 Voting Nay: None
4

5 Staff declared that the motion passed unanimously.
6

7 5. Continuation of Partial Landmark Removal – 147 Central Avenue

8 Planner Markle offered a presentation:

- 9 • Prior HPC Consideration
- 10 • Summary of Application
- 11 • Photos were shown
- 12 • Prior Designation
- 13 • Recommendation
- 14

15 Mr. Bernstein, Attorney with Samuels & Bernstein, shared the PDC has discussed nothing further at this
16 time, as it awaits input from the HPC. It was noted subdivision relief is being requested; is a through lot.
17

18 Chairperson Weeder asked if anyone from the public wishes to speak. The following came forward:

- 19 • Kelsey Gonzalez referred to her extensive comments. She would like the HPC to have its own
20 language on the previous matter. Ms. Gonzalez stated....what is binding is this item (landmark
21 removal). She read excerpts from her letter. The HPC is here to protect Highland Park residences.
22 Other entities went through an extensive review. It is ridiculous that the City wouldn't protect this,
23 as it's a public treasure. If this occurs, Highland Park's preservation program preserves nothing.
24

25 Commissioner Gonka expressed that while the whole process is confusing the items discussed are
26 relevant. Planner Markle explained the footnote. Corporation Counsel drafted the Resolution.
27 Director Fontane said what's in the packet is a draft.
28

- 29 • Tom Corning defers to Ms. Gonzalez, as she is more invested and closer to the property. He concurs
30 with Ms. Gonzalez. Calling this Monticello is an appropriate measure. The Central Street Bridge is
31 large, trees were removed. Mr. Corning likes that input from the PDC and HPC is being sought. He
32 thanked the HPC. Mr. Corning would like to see the landmark removal item be thrown away. He is
33 sensitive that this is a burden. Mr. Corning would like to see serious FAR, bulk restrictions, etc., be
34 put in place. There is not an Appearance Review Commission for any property. It is important,
35 architecturally, that neighbors don't see a black box. It is a prime property. To make this a palatable
36 venture, he would like to see comments, restrictions, and conditions applied.
37

38 Director Fontane expounded on the process.
39

40 Some HPC comments are.....

- 41 • Commissioner Gonka said the gate is not on the property. A little bit of a fence is. It was stated this
42 meets Criteria 3 & 7.
- 43 • Commissioner Ehrlich believes this should be continued, dovetailed with the previous agenda item.
- 44 • Commissioner Gonka said there isn't anyone from the public who wants to see this subdivided. The
45 Commission is knowledgeable about the Criteria and can consider the Criteria. There is no question
46 that the lot meets at least two Criteria. Commissioner Greenbaum concurred.
- 47 • Commissioner Gonka said the Commission is confident in their ability to assess a Landmarked parcel.

- Commissioner Portman believes Criteria 4 is met.
- Commissioner Ehrlich believes Criteria 2 is met.
- Commissioner Greenbaum believes Criteria 1 is met. Commissioners Pines and Ehrlich concurred.
- Commissioner Pines doesn't believe Criteria 2 applies. More information is needed.

Commissioner Gonka moved to find that Lot B located at 147 Central Avenue does satisfy Landmark Criteria 1, 3, 4, & 7, does have sufficient integrity of design, and recommends City Council not adopt a Landmark Removal ordinance.

Commissioner Greenbaum seconded the motion.

On a roll call vote

Voting Yea Chairperson Weeder; Commissioners Ehrlich, Gonka, Greenbaum, Hartinger, Pines, & Portman

Voting Nay: None

Staff declared that the motion passed unanimously.

DISCUSSION ITEMS

1. 2026 Preservation Month Events

Planner Markle advised that Staff recommends a Walking Tour/Open House of The Highlands. Senior Planner Coleman said this would be confirmed tomorrow with City Management. Commissioner Pines asked, and Senior Planner Coleman replied this would be in place of the Bicycle Tour. Commissioner Ehrlich would like to invite Jean Sogin due to her vast knowledge. Everyone agreed this would be a great event.

Student Council Baum departed the meeting at 9:34 p.m.

Planner Markle advised the event for the Preservation Awards would be at the Willets House on May 7, 2026, at 6:30 p.m. The deadline for nominations is April 1, 2026.

BUSINESS FROM THE PUBLIC

There was no Business from the Public.

OTHER BUSINESS

1. Next Regular Meeting is Scheduled for April 15, 2026

It was noted the next regular HPC Meeting is scheduled for April 15, 2026.

STAFF REPORT

There was no Staff Report.

ADJOURNMENT

Commissioner Gonka moved to adjourn at 9:41 p.m. Commissioner Hartinger seconded the motion.

On a voice vote

Voting Yea Chairperson Weeder; Commissioners Ehrlich, Gonka, Greenbaum, Hartinger, Pines, & Portman

Voting Nay: None

1 Staff declared that the motion passed unanimously.

2

3 Respectfully Submitted,

4 Gale Cerabona, Recorder

5

6 **MINUTES OF A REGULAR MEETING ON FEBRUARY 12, 2026, WERE APPROVED WITHOUT CORRECTIONS.**

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**MINUTES OF A SPECIAL MEETING
HISTORIC PRESERVATION COMMISSION
OF THE CITY OF HIGHLAND PARK, ILLINOIS**

MEETING DATE: Wednesday, April 15, 2026

MEETING LOCATION: Council Chambers, City Hall, 1707 St. Johns Avenue, Highland Park, IL

CALL TO ORDER

At 6:35 p.m., Chairperson Weeder called the meeting to order. This Commission meeting takes place on-site. Staff was asked to call the roll.

ROLL CALL

Commissioners Present: Chairperson Weeder; Commissioners Ehrlich, Gonka, Greenbaum, Hartinger, Pines, & Portman

Councilmember Present: Blumberg

Student Council Absent: Cooper Baum

Student Council Present: Gabi Goldstein

Staff declared that a quorum was present.

Staff Present: Coleman & Markle

Guests Present: Cal Bernstein, Attorney/Samuels & Bernstein

Others Present: Gale Cerabona, Recorder

APPROVAL OF MINUTES

Chairperson Weeder stated she received a request to move the Approval of Minutes until later in the meeting and will carry out that request.

SCHEDULED BUSINESS

1. 147 Central Avenue – Review of Written Report to the Plan & Design Commission regarding Planned Development

Planner Markle offered a presentation:

- Commission Consideration Required
- Prior HPC Consideration – January 8, 2026
- Recommendation

Mr. Cal Bernstein, Attorney, thanked the HPC for having a Special Meeting, so this matter can move forward.

Chairperson Weeder asked if anyone in the audience wishes to speak. There was no one.

Planner Markle shared information on nearby properties and illustrated a graph of same.

1
2 Some HPC comments are.....

- 3 • Commissioner Pines:
- 4 ○ asked if these are actual or zoning setbacks. Planner Markle said this is existing streetscape information.
 - 5
 - 6 ○ expressed, regarding the Cornelius House, a 45' setback from the lot line to the house.
 - 7 ○ discussed the massing, scale, and proportionality.
 - 8 ○ said Lot 2 could potentially be 12' from the lot line; this could be very negative if something
 - 9 was built.
 - 10 ○ stated the HPC would like to see this property preserved and not disappear.
- 11 • Chairperson Weeder:
- 12 ○ referenced the house at 175 Central Avenue; a huge difference in side yards (from the
 - 13 proposed property at 147 Central Avenue). Planner Markle verified the table indicates the
 - 14 site plan attachment.
 - 15 ○ said she would mirror the existing to the lot line. Planner Markle said that would be 68'.
- 16 • Commissioner Hartinger asked, and Planner Markle noted the restrictions/requirements (for new
- 17 construction).
- 18 • Commissioner Greenbaum identified a wraparound porch on the east side. Her concern is, when it
- 19 was designed, it was intended to see the east view.
- 20

21 Councilmember Blumberg said, when one engages on what the owners can see, that speaks to the

22 interior. This exceeds the purview of the HPC. He is referring to the distances between the houses.

23 It's an air and light issue; a Plan & Design issue.

24

- 25 • Commissioner Ehrlich believes the entire property should be preserved. The HPC's role should not be
- 26 to give guidance to the PDC. He cares about people walking past this house and noticing the oldest
- 27 and most majestic house in Highland Park. Anyone wishing to change that should present to the
- 28 HPC. The draft written recommendation doesn't reflect his viewpoint. The property has changed
- 29 (since the bridge). Perhaps the easement, setbacks have changed.
- 30

31 Senior Planner Coleman noted the Draft Report recommends denial, etc.

32

33 Commissioner Ehrlich said there could be hypotheticals.

34

- 35 • Commissioner Portman said he felt all along that the HPC's recommendation should stand on its own.
- 36 He would like to see no provisions after the fact.
- 37 • Commissioner Hartinger said the HPC can't control what the PDC does. He discussed if the lots
- 38 become separated.
- 39 • Commissioner Portman said it was determined that it is still a protected property. Increasing the
- 40 front setback is important.
- 41

42 Senior Planner Coleman needs to review COAs. He noted there are 14 standards for construction.

43 The COA standards don't regulate setbacks.

44

- 45 • Chairperson Weeder said, if the HPC takes Commissioner Ehrlich's stand, the HPC is taking the
- 46 perfect over the practical. She recommends the side yard be increased between 147 & 175 Central
- 47 Avenue from 12' to 45-50', and reminded this is a nonbinding recommendation.

- 1 • Commissioner Pines asked if the recommendation should be skimmed.

2
3 Councilmember Blumberg suggested keeping the recommendations within the purview of what the
4 PDC is requesting. He expounded.

- 5
6 • Commissioner Greenbaum reiterated, when it was designed, the view was meant to be there. To
7 make this more practical, and because taxes are outrageous, she feels a setback should be assigned,
8 so this estate could have a lake view. Though the HPC is against separating the lots, she wonders if
9 recommendations should be given. Senior Planner Coleman said this is the HPC's opportunity.
10 • Commissioner Hartinger asked if there have been situations where if a lot is split, the HPC gave
11 recommendations on what to look for. Senior Planner Coleman stated there haven't been instances.

12
13 Councilmember Blumberg said, if the lot is subdivided, that requires the Petitioner to come back.
14 The new lot is not automatically de-landmarked. He expounded.

- 15
16 • Chairperson Weeder asked about de-landmarking. Planner Markle found the HPC did not
17 recommend landmark removal. If split, Lot B would still be landmarked.
18 • Commissioner Ehrlich:
19 ○ asked if a COA was granted without a plan. He stated it is not the HPC's place to give
20 guidance. It could be given when a COA is presented to the HPC. Planner Markle reminded
21 the PDC wants the HPC's guidance and direction.
22 ○ said, if a COA is to be given, a plan must be submitted. He doesn't want to mislead anyone
23 by suggesting various numbers of feet.

24
25 Councilmember Blumberg said the HPC is not being asked to say anything about a COA. He
26 reminded the HPC is being asked to give a recommendation with any restrictions, suggestions.
27 Councilmember Blumberg said, if this property is not subdivided, someone could present a plan on
28 the un-subdivided area. Limitations could be placed on the lot.

- 29
30 • Chairperson Weeder mentioned the crux of the issue is noted at the end of the Staff Report. She
31 expounded on parameters.
32 • Commissioner Pines concurred.

33
34 Commissioner Gonka arrived at 7:41 p.m.

- 35
36 • Commissioner Ehrlich would like the HPC to review the 14 criteria and noted, this matter could be
37 continued.
38 • Commissioner Pines said the restrictions are not as grave as Commissioner Ehrlich is making them
39 out to be.
40 • Commissioner Hartinger said the Staff Report covers 98% of the HPC's view. Setback issues could be
41 added.
42 • Commissioner Portman concurred with the exception of the specification from the HPC. It was
43 stated Staff intended to include the second 3-page nonbinding recommendation.
44 • Chairperson Weeder named the specific areas to address and suggested moving the discussion
45 toward that. It's about the experience of the public viewing this.

46
47 Chairperson Weeder asked if anyone in the audience wishes to speak. There was no one.

1
2 Senior Planner Coleman summarized the additional 50' is a new point to add.

3
4 More HPC comments are.....

- 5 • Commissioner Gonka asked:
 - 6 ○ about the process. Planner Markle explained same.
 - 7 ○ what the HPC is actually saying regarding 50' in addition to 12'. Planner Markle explained
 - 8 same.
- 9 • Commissioner Pines said Lot 2 is approximately 90,000 sq. ft.; over 2 acres. The amount that's
- 10 buildable is likely 25,000-30,000 sq. ft.; a robust footprint. The site plan has to be handled artfully.

11
12 Councilmember Blumberg suggested the two other agenda items be given attention at this time, as the

13 public may wish to speak on those.

14
15 2. 670 De Tamble Avenue – Final Consideration of Landmark Nomination

16 Planner Markle offered a presentation:

- 17 • Summary
- 18 • Arthur Vetter House
- 19 • Tudor style
- 20 • Built in 1928
- 21 • Landmark Designation Process
- 22 • Previous Consideration
- 23 • Findings of Fact
- 24 • Landmark Criteria
- 25 • Recommendation

26
27 Commissioner Greenbaum moved that this meets Criteria 1, 3, 4, & 6; has sufficient integrity of design; and

28 recommends City Council adopt a Landmark Designation Ordinance. Commissioner Gonka seconded the

29 motion.

30
31 On a roll call vote

32 Voting Yea Chairperson Weeder; Commissioners Ehrlich, Gonka, Greenbaum, Hartinger, Pines,

33 & Portman

34 Voting Nay: None

35
36 Staff declared that the motion passed unanimously.

37
38 3. 273 Sheridan Road – Final Consideration of Landmark Nomination

39 Planner Markle offered a presentation:

- 40 • Previous Consideration
- 41 • Marshall Johnson House
- 42 • Significant rating in the 2003 Braeside survey
- 43 • French Eclectic style
- 44 • Built in 1935
- 45 • Findings of Fact
- 46 • Landmark Criteria
- 47 • Additional Information

1 Voting Nay: Commissioners Ehrlich, Gonka, & Greenbaum

2
3 Planner Markle declared that the motion passed 4-3. Planner Markle advised they will attend the PDC
4 meeting.

5
6 Mr. Bernstein reminded HPC Commissioners cannot discuss this at the PDC meeting due to the Open
7 Meetings Act.

8
9 Councilmember Blumberg said speaking separately is contrary to what the HPC, as a whole, has put forth.

10
11 Back to.....

12
13 **APPROVAL OF MINUTES**

14 *Regular Meeting of the Historic Preservation Commission – March 12, 2026*

15
16 Commissioner Gonka expressed that the HPC did an incredible job on the motions at the last meeting.
17 Chairperson Weeder thanked Gale Cerabona, Recorder; Planner Markle, and Senior Planner Coleman for the
18 incredible job they've been doing.

19
20 Commissioner Gonka moved to approve the regular meeting minutes of March 12, 2026. Commissioner
21 Greenbaum seconded the motion.

22
23 On a voice vote

24 Voting Yea Chairperson Weeder; Commissioners Ehrlich, Gonka, Greenbaum, Hartinger, Pines,
25 & Portman

26 Voting Nay: None

27
28 Staff declared that the motion passed unanimously.

29
30 **DISCUSSION ITEMS**

31 1. 2026 Preservation Awards

32 Planner Markle reminded the event for the Preservation Awards is at the Willits House on May 7, 2026, at
33 6:30 p.m. They noted sparkling water is being provided. Snacks are welcome. Nominations are posted.
34 Judges made a decision on the winners. Chairperson Weeder offered to bring snacks.

35
36 **BUSINESS FROM THE PUBLIC**

37 There was no Business from the Public.

38
39 **OTHER BUSINESS**

40 1. Next Regular Meeting is Scheduled for May 14, 2026

41 It was noted the next regular HPC Meeting is scheduled for May 14, 2026.

42
43 **STAFF REPORT**

44 There was no Staff Report.

45
46 **ADJOURNMENT**

47 Commissioner Greenbaum moved to adjourn at 8:34 p.m. Commissioner Portman seconded the motion.

1 On a voice vote
2 Voting Yea Chairperson Weeder; Commissioners Ehrlich, Gonka, Greenbaum, Hartinger, Pines,
3 & Portman
4 Voting Nay: None

5
6 Staff declared that the motion passed unanimously.

7
8 Respectfully Submitted,

9
10
11 Gale Cerabona
12 Recorder

13
14 **MINUTES OF A REGULAR MEETING ON MARCH 12, 2026, WERE APPROVED WITHOUT CORRECTIONS.**

DRAFT

City of Highland Park

Ordinance No. _____

**An Ordinance Designating the Property at
670 De Tamble Avenue a Local Landmark**

WHEREAS, Kenneth and Marcia Kotula (collectively, the "**Owner**") are the record title owners of that certain real property commonly known 670 De Tamble Avenue, Highland Park, Illinois, and legally described in **Exhibit A** attached to and, by this reference made a part of, this Ordinance ("**Property**"); and

WHEREAS, the Property was the childhood residence of, and later owned by, former Councilmember Daniel Vetter; and

WHEREAS, former Councilmember Daniel Vetter is found to have significantly contributed to the development of the City; and

WHEREAS, the Property is improved with a Tudor Revival-style single-family structure that exhibits Cotswold Cottage influences; and

WHEREAS, on January 23, 2026, pursuant to Section 24.025(A) of "The Highland Park Code of 1968," as amended ("**City Code**"), the Owner submitted a written nomination to the Chair of the Historic Preservation Commission of the City ("**Commission**") to designate the Property as a landmark; and

WHEREAS, pursuant to Section 24.025(B)(1) of the City Code, a public meeting of the Commission to consider preliminary landmark designation of the Property was held on March 12, 2026 notice of which meeting was delivered to the Owner on February 17, 2026; and

WHEREAS, on March 12, 2026, the Commission adopted Resolution No. 2026-003, recommending preliminary landmark designation of the Property pursuant to Section 24.025(B)(2) of the City Code; and

WHEREAS, on April 15, 2026, the Commission accepted the planning report prepared by the City Director of Community Development, pursuant to Section 24.025(C) of the City Code; and

WHEREAS, at a public meeting of the Commission held on April 15, 2026, the Commission voted to recommend approval of the proposed landmark designation of the Property, in accordance with Section 24.025(D) of the City Code; and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City and its residents to designate the Property as a landmark;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: **RECITALS.** The foregoing recitals are incorporated into, and made a part of, this Ordinance as findings of the City Council.

SECTION TWO: FINDINGS. The City Council, having reviewed the findings, recommendations, and official record of the Commission, hereby finds as follows:

- A. The Property has sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation, thereby satisfying the criterion for landmark designation set forth in Section 24.025(F)(2)(a) of the City Code;
- B. The Property demonstrates character, interest and value as part of the development, heritage, and cultural characteristics of the City, thereby satisfying the criterion for landmark designation set forth in Section 24.015(1) of the City Code;
- C. The Property is associated with a person who significantly contributed to the development of the City, thereby satisfying the criterion for landmark designation set forth in Section 24.015(3) of the City Code;
- D. The Property embodies distinguishing characteristics of an architectural style valuable for the study of a period of time and historic methods of construction, thereby satisfying the criterion for landmark designation set forth in Section 24.015(4) of the City Code; and
- E. The Property embodies elements of design, detailing, craftsmanship and materials that render it architecturally, visually, aesthetically and culturally significant, thereby satisfying the criterion for landmark designation set forth in Section 24.015(6) of the City Code.

SECTION THREE: LANDMARK DESIGNATION. In accordance with, and pursuant to, Section 24.025(F)(2) of the City Code, the City Council hereby designates the Property as a landmark.

SECTION FOUR: RECORDATION; BINDING EFFECT. The City Clerk is hereby directed to record a copy of this Ordinance with the Recording Division of the Lake County Clerk's Office. This Ordinance and the privileges, obligations, and provisions contained herein inure solely to the benefit of, and be binding upon, the Owner and each of their heirs, representatives, successors, and assigns.

SECTION FIVE: PUBLICATION. The City Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

SECTION SIX: EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage and approval in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

AYES:
NAYS:
ABSENT:
PASSED:
APPROVED:
PUBLISHED IN PAMPHLET FORM:
ORDINANCE NO.

Nancy R. Roterling, Mayor

ATTEST:

Ghida Neukirch, City Clerk

DRAFT

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

LOT 1 IN THE KOTULA ESTATE SUBDIVISION, BEING A RESUBDIVISION OF LOTS 21 AND 22 IN BLOCK 5 IN RIDGEWOOD PARK SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 26, TOWNSHIP 43 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 23, 2003 AS DOCUMENT 5282722, IN LAKE COUNTY ILLINOIS.

PARECEL NO. 1626406060

ADDRESS: 670 DE TAMBLE AVENUE, HIGHLAND PARK, IL.

DRAFT

Staff Report



Meeting Date: May 11, 2026
Staff Contact: Megan Cherry, Management Analyst
Ghida Neukirch, City Manager
Department: City Manager's Office

Title: A Resolution Ratifying a Minor Amendment to Planned Development for 418 Sheridan Road

Recommendation:

Staff recommends approving a minor amendment to the Planned Development pertaining to 418 Sheridan Road (Ravinia Festival Association).

Policy Consideration:

At the April 13th Committee of the Whole, City staff presented information regarding the City’s current Development Agreement and Planned Development with the Ravinia Festival Association (“RFA”), and recommended entering into a Special License Agreement with the RFA. The Special License Agreement will regulate the use of the Special License Area, which includes portions of the Green Bay Trail. This proposed minor amendment to the Planned Development will formally document the separation of the terms of the Special License Area from the Planned Development, which is primarily focused on zoning matters related to RFA’s property.

Core Priorities:

Fiscal Stability

The proposed minor amendment to the Planned Development will have no financial impact to the City. The RFA pays for all police, fire, traffic management and transit services that the City provides, along with any costs associated with those services.

Attachments:

1. HP Resolution Ratifying a Minor Amendment to Planned Development (Ravinia Festival)
2. HP Minor Amendment to Planned Development (Ravinia Festival)

City of Highland Park

Resolution No. _____

**A Resolution Ratifying a Minor Amendment to
Planned Development for 418 Sheridan Road**

WHEREAS, Ravinia Festival Association, an Illinois not-for-profit corporation ("**RFA**"), is the record title owner of that certain parcel of real property commonly known as 418 Sheridan Road, Highland Park, Illinois, consisting of approximately 37 acres ("**Property**"); and

WHEREAS, on February 13, 2006, the City Council adopted Ordinance No. 13-06 ("**Special Use Ordinance**"), granting to RFA, among other things, a special use permit for a planned development for the Property ("**Approved Planned Development**"), and restated authority and license to use and encroach upon the City-owned public right-of-way located within the Property and known as the Green Bay Trail ("**Special License**"); and

WHEREAS, the RFA has submitted to the City Manager an application for a minor amendment to the Approved Planned Development to remove the Special License from the Approved Planned Development, and to set forth such provisions in a special license agreement to be entered into with the City ("**Requested Amendment**"); and

WHEREAS, Section 150.545(B) of the "City of Highland Park Zoning Ordinance of 1997," as amended ("**Zoning Code**"), provides that the City Manager may administratively approve changes to planned developments that do not involve substantial changes to the approved planned development; and

WHEREAS, on _____, 2026, the City Manager determined that the Requested Amendment does not involve substantial changes to the Approved Planned Development for the Property, and approved a minor amendment to the Approved Planned Development, incorporating the Requested Amendment into the Special Use Ordinance, in the form attached to this Resolution as **Exhibit A** ("**Minor Amendment**"); and

WHEREAS, pursuant to Section 150.545(B)(3) of the Zoning Code, the City Council must either ratify or deny the Minor Amendment within 60 days after the date of approval of the Minor Amendment by the City Manager; and

WHEREAS, the City Council has determined that it will serve and be in the best interests of the City to ratify the Minor Amendment;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: RATIFICATION OF MINOR AMENDMENT. Pursuant to Section 150.545(B) of the Zoning Code, the City Council hereby ratifies the Minor Amendment to the Approved Planned Development.

SECTION THREE: EFFECTIVE DATE. This Resolution will be in full force and effect upon its passage and approval by a majority of the members of the City Council.

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.:

Nancy R. Roterling, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

EXHIBIT A
MINOR AMENDMENT

**THIS DOCUMENT
PREPARED BY AND AFTER
RECORDING RETURN TO:**

Steven M. Elrod
350 North Clark Street
Second Floor
Chicago, IL 60654

Above Space for Recorder's Use Only

**MINOR AMENDMENT
TO THE
418 SHERIDAN ROAD PLANNED DEVELOPMENT
(RAVINIA FESTIVAL ASSOCIATION)
DATED AS OF _____, 2026**

**MINOR AMENDMENT TO THE
418 SHERIDAN ROAD PLANNED DEVELOPMENT**

This is a Minor Amendment ("**Minor Amendment**") to the 418 Sheridan Road Planned Development, and is made and effective as of _____, 2026.

I. Background.

A. Ravinia Festival Association, an Illinois not-for-profit corporation ("**RFA**"), is the record title owner of that certain parcel of real property commonly known as 418 Sheridan Road, Highland Park, Illinois, consisting of approximately 37 acres, and legally described in **Exhibit 1** attached to and made a part of this Minor Amendment ("**Property**").

B. On February 13, 2006, the City Council adopted Ordinance No. 13-06 ("**Special Use Ordinance**"), granting to the RFA, among other things, a special use permit for a planned development for the Property ("**Approved Planned Development**"), and restated authority and license to use and encroach upon the City-owned public right-of-way located within the Property and known as the Green Bay Trail ("**Special License**").

C. As required pursuant to the Special Use Ordinance, the City and the RFA entered into a development agreement dated February 13, 2006, as has been subsequently ("**Development Agreement**"), which governs the use and development of the Property.

D. The RFA has submitted to the City Manager an application for a minor amendment to the Approved Planned Development to remove the Special License from the Approved Planned Development, and to set forth such provisions in a special license agreement to be entered into with the City ("**Requested Amendment**").

E. Section 150.545(B) of the "City of Highland Park Zoning Ordinance of 1997," as amended ("**Zoning Code**"), provides that the City Manager may administratively approve changes to planned developments that do not involve substantial changes to the approved planned development.

F. The City Manager has determined that the Requested Amendment, as set forth in this Minor Amendment, does not involve substantial changes, and therefore may be approved by the City Manager, subject to ratification by the Mayor and City Council.

II. Interpretation; Relationship to Final Development Plan and Special Use Ordinance

A. Definitions. Unless specifically provided otherwise in this Minor Amendment, the words and phrases used in this Minor Amendment have the meanings ascribed to them in the Special Use Ordinance.

B. Conflicts. This Minor Amendment is intended to modify and amend the Special Use Ordinance. Therefore, to the extent that the terms and provisions of this Minor Amendment conflict with or are inconsistent with the Special Use Ordinance, the terms and provisions of this Minor Amendment will control.

C. Survival of Terms. Except as specifically modified in this Minor Amendment, all terms, conditions, and provisions of the Special Use Ordinance remain in full force and effect;

provided, however, that any other provision of the Special Use Ordinance is to be deemed to be modified as necessary to give practical effect to the provisions of this Minor Amendment.

III. Approval of Requested Amendment.

The Approved Planned Development is hereby amended in accordance with and pursuant to Section 150.545(B) of the Zoning Code to remove the Special License from the scope of the Approved Planned Development. From and after the effective date of this Minor Amendment, the right of the RFA to use portions of the Green Bay Trail will be as set forth in a separate license agreement to be entered into between the City and the RFA.

IV. Conditions.

Notwithstanding any use or development right that may be applicable or available pursuant to the provisions of the Zoning Code or any other rights the RFA may have, the approvals granted in Section III of this Minor Amendment are hereby expressly subject to and contingent upon the redevelopment, use, and maintenance of the Property in compliance with all terms, conditions, restrictions, and provisions of the Development Agreement.

V. Recording; Binding Effect.

Upon ratification of this Minor Amendment by the City Council, the City Clerk will record a copy of this Minor Amendment in the Office of the Lake County Recorder of Deeds against the Property. This Minor Amendment and the privileges, obligations, and provisions contained herein run with the Property and inure to the benefit of, and are and will be binding upon, the RFA and its personal representatives, successors, and assigns.

VI. Effective Date.

Pursuant to Section 150.545(B) of the Highland Park Zoning Code, I hereby approve this Minor Amendment effective as of _____, 2026.

[SIGNATURE PAGE FOLLOWS]

Ghida S. Neukirch
City Manager
City of Highland Park

The City Council of the City of Highland Park adopted Resolution No. R _____, ratifying this Minor Amendment, at its _____, 2026 regular City Council meeting.

|

EXHIBIT 1

LEGAL DESCRIPTION OF THE PROPERTY

PINS:

EXHIBIT 2
SITE PLAN

Staff Report



Meeting Date: May 11, 2026
Staff Contact: Megan Cherry, Management Analyst
Ghida Neukirch, City Manager
Department: City Manager's Office

Title: A Resolution Approving a Special License Agreement with Ravinia Festival Association

Recommendation:

Staff recommends approving a Special License Agreement between the City and the Ravinia Festival Association to document practices and items as it pertains to the Special License Area, which includes portions of the Green Bay Trail.

Policy Consideration:

At the April 13, 2026 Committee of the Whole, City staff presented information regarding a Special License Agreement between the City and the Ravinia Festival Association (“RFA”); please see exhibits A and B. The Special License Agreement will document practices and items as it pertains to the Special License Area, which includes portions of the Green Bay Trail. Currently, regulations and practices regarding the Special License Area are outlined in the City’s Development Agreement with the RFA. The Special License Agreement will formally separate the terms of the Special License Area from the Development Agreement, which is primarily focused on zoning matters.

The proposed Special License Agreement covers the following current practices:

- Documentation of a designated smoking area.
- Documentation of a fenced enclosure for yard waste and recyclables.
- Documentation of the existence of the security gate at the intersection of St. Johns Avenue and the Green Bay Trail.
- Restriction of unauthorized non-motorized traffic from the Entry Plaza and unauthorized motorized traffic from the Special License Area. Signage regarding these restrictions would be posted seasonally.
- Formally outline the notification process that the City takes to communicate to the RFA

when there is third-party use of the Special License Area.

The proposed Special License Agreement will also formally document:

- RFA’s responsibility to regularly maintain the public right-of-way within the Special License Area. Additionally, the RFA will be responsible for restoring the public right-of-way when the City undertakes utility work within the Special License Area.
- The use of security cameras within the Special License Area.
- The installation of operational signage within the Special License Area. This signage will be posted seasonally.
- Improvements to the gravel path in the Special License Area, in addition to the installation of crash-rated safety bollards, subject to review, approval and issuance of a right-of-way permit.

Each year, the City and the RFA host two neighborhood meetings. These meetings provide the City, the RFA and residents an opportunity to discuss matters pertaining to traffic management and public safety surrounding the Ravinia Festival season. The items outlined above that pertain to enhancements or changes to the Special License Area, such as the sidewalk improvements and the restriction of unauthorized non-motorized and motorized traffic, will be communicated to the public during these meetings. Residents within 800' of the property receive a written invitation from the RFA to attend the meeting, and the meetings are promoted via the City’s various communications modalities to the general public.

Special License Agreement Term

The Council requested the term of the SLA coincide with other Ravinia agreements, notwithstanding that special licenses are generally drafted in perpetuity with termination provisions for either party. The attached SLA reflects a 23-year term. While the next renewal window occurs in three years, it is recommended that a comprehensive review be conducted as part of the next formal plan review, rather than reopening these recently negotiated terms and conditions. City staff continue to meet annually with Ravinia Festival team to review and implement operational plans for the upcoming season and we conduct a post-season debrief.

Lighting

At the April 13 meeting, Council expressed the desire for the RFA to install lighting along the Special License Area and to invest in lighting along the broader trail area given Ravinia Festival guest use during the season. The City had explored lighting along the Green Bay Trail previously but it has been removed from the City's capital plan.

If there is majority Council interest to revisit the consideration of lights, it is recommended that the matter be added to a future Committee of the Whole meeting for a larger policy discussion.

RFA provided the City a response to the request for lighting (Exhibit C). The RFA notes that use of the Green Bay Trail by RFA patrons has decreased significantly over the past several years, due to removal of Ravinia Business District parking lots from the RFA Park & Ride system and by using crowd size to dictate when the Park & Ride system is utilized. The RFA

regularly surveys its patrons, and there has not been demand from RFA patrons to increase lighting along the Green Bay Trail. If the City includes upgraded lighting along the Green Bay Trail in its Capital Improvement Program in the future, the RFA would be amenable to requesting modest financial support from its Board of Trustees for the improvements.

RFA also notes that the Special License Area already has lighting in place. In 2013, the RFA upgraded lighting along approximately 1,500 feet of the Special License Area. Additionally, there are existing ComEd fixtures that light the remaining 750 feet of the Special License Area.

Briefly, there are several items to consider before moving forward with installation:

- Pollinator-friendly plants - There are an abundance of pollinator-friendly plants along the Green Bay Trail and lights, especially at night, can have negative impacts on the plants themselves, along with the pollinators they attract.
- Light pollution - The use of outdoor lights at night contribute to light pollution, which disrupts natural cycles in humans, animals and insects. Additionally, light pollution can cause safety issues, such as glare and reduced visibility, that can negatively affect pedestrians and cyclists. If outdoor lighting is installed along the Trail, dark sky lighting could help minimize the impact of light pollution.
- Natural Trail - Much of the Green Bay Trail is unpaved, and therefore quite natural. Outdoor lighting along a natural path would introduce an unnatural element to the area, disrupting the organic features of the Trail.
- Alternatives to the Green Bay Trail - The Green Bay Trail runs adjacent to St. Johns Avenue, and the sidewalk on St. Johns Avenue is already lit for pedestrian use. Residents and visitors in this area can use the St. Johns sidewalk if they prefer outdoor lighting at night.

Core Priorities:

Fiscal Stability

The proposed Special License Agreement has no financial impact to the City. The RFA pays for all police, fire, traffic management and transit services that the City provides, along with any costs associated with those services. As noted herein, the current terms of the Municipal Admissions Fee expire on January 1, 2029 and are not part of the Special License Agreement under current review. The City will review the Municipal Admissions Fee in 2028.

Public Safety

Many of the items outlined in the proposed Special License Agreement concern public safety, such as restricting non-motorized/motorized traffic in the Special License Area, erecting crash-rated safety bollards, and installing security cameras. These improvements enhance public safety for Ravinia Festival patrons and attendees, in addition to those in the surrounding community.

Economic Development

The Ravinia Festival brings numerous visitors to the North Shore each season. These visitors

dine, shop and explore Highland Park, contributing to the economic vitality of the community.

Infrastructure Investment

The City maintains a number of utilities within the Special License Area. By permitting the RFA to improve the Special License Area and to provide regular upkeep of the public right of way, infrastructure is well maintained, which is a benefit to RFA patrons and community members utilizing the Green Bay Trail.

Environmental Sustainability

Public use of the Green Bay Trail during concerts in relation to signage and traffic flow is included in the agreement. Additionally, considerations requested by Council as discussed at the COTW have the potential to significantly impact the pollinators in the area.

Vibrancy

The proposed Special License Agreement contribute to the RFA’s reputation as a destination for the arts on the North Shore, contributing to the cultural landscape of the Highland Park community.

Attachments:

- 1. Exhibit A - April 13 Staff Report - Ravinia Festival Special License Agreement Recommendation
- 2. Exhibit B - Ravinia Festival Special License Agreement COTW
- 3. Exhibit C - Green Bay Trail Lighting RFA Response
- 4. Resolution Approving Special License Agreement (Ravinia Festival)
- 5. HP ROW Special License Agreement (Ravinia Festival)

Staff Report



Meeting Date: April 13, 2026

Staff Contact: Megan Cherry, Management Analyst
Ghida Neukirch, City Manager

Department: City Manager's Office

Title: Ravinia Festival Special License Agreement Recommendation

Recommendation:

Staff recommends entering into a Special License Agreement with the Ravinia Festival Association, decoupling operational matters from the current amended Development Agreement. Staff will provide an overview of the terms and conditions that would be included in the Special License Agreement. No recommendations or considerations will be made related to revenues as part of this Special License Agreement. The current agreement between the City and Ravinia Festival in relation to revenues is effective until 2029 and will be addressed the year prior to the agreement expiration.

Policy Consideration:

Background

The City and the Ravinia Festival Association (“RFA”) have enjoyed a mutually respectful, beneficial and productive professional relationship for more than 122 years. The RFA is woven into the history of the City, and the City recognizes the fame and arts reputation that the RFA brings to the community, bolstering Highland Park’s position as a destination for the arts on the North Shore.

In 2006, the City and the RFA entered into a Development Agreement that codified several agreements that govern the use and operation of Ravinia Festival. Since then, the Development Agreement has been amended eight times, with the last amendment approved in 2024. Please see the attached Ravinia Festival & City of Highland Park Agreement Executive Summary for an outline of all applicable ordinances and resolutions (Exhibit A).

As the RFA approaches their 125th anniversary and embarks on strategic planning associated with that milestone, City and RFA staff met to discuss a variety of potential updates to their agreement with the City. Staff recommends negotiating a Special License Agreement with the RFA to document current practices and additional requests that pertain to the Special License Area, which includes portions of the Green Bay Trail (see Exhibit B). Decoupling the regulation

of the Special License Area from the associated amended Development Agreement will allow future updates to be made to the Special License Agreement separate from any zoning matters, which would require amendments to the Planned Development and/or the Development Agreement.

Staff recommends that the Special License Agreement codify the RFA’s current practices, such as:

- Creating a designated smoking area
- Allowing a fenced enclosure for yard waste and recyclables
- Documenting the existence of the security gate at the intersection of St. Johns Avenue and the Green Bay Trail
- Restricting unauthorized non-motorized traffic in the Entry Plaza
- Restricting unauthorized motorized traffic from the Special License Area
- Establishing a City-designated public demonstration area, as agreed upon
- Requiring any third-party uses of the Special License Area be subject to mutual agreement

There are additional requests from RFA that City staff also recommend incorporating in the forthcoming Special License Agreement; more information regarding these requests are outlined in further detail later in this staff report. Additional requests include:

- Extending the term for the Special License Area
- Incorporating language clarifying that the RFA is responsible for maintenance and restoration of the public right of way
- Allowing the operation of security cameras within the Special License Area
- Permitting the placement of operational signage within the Special License Area
- Improving the sidewalk and installing safety bollards in the Special License Area

Subject to Council support, a resolution will be drafted and placed on the next available City Council agenda for formal consideration.

Recommendations

The following practices are recommended to be included in the Special License Agreement:

Designated Smoking Area & Fenced Enclosure for Yard Waste/Receptacles

The RFA currently dedicates a portion of the Special License Area as a designated smoking area, and also maintains a fenced enclosure for yard waste, refuse and recycling receptacles. Staff recommends incorporating the current use of this area in the Special License Agreement.

Security Gate

The RFA noted there is a security gate at the intersection of St. Johns Avenue and the Green Bay Trail. The RFA has not utilized the gate, but would like its existence to be documented moving forward. It is recommended that the security gate be outlined in the RFA’s annual Emergency

Operations Plan, subject to review and approval by City staff.

Restriction of Non-Motorized/Motorized Traffic

Unauthorized non-motorized traffic is recommended to be restricted from the entry plaza, in addition to restricting unauthorized motorized traffic from the Special License Area in order to maintain a safe and secure experience for Ravinia Festival attendees and patrons. Staff recommends incorporating these restrictions into the Special License Agreement, provided that clear signage is posted regarding the restrictions.

Establishment of a Public Demonstration Area

The RFA and the City recognize that there may occasionally be times where members of the community would like to gather to picket or rally on public property that would potentially affect Ravinia Festival. The City and the RFA would designate a specific area for public demonstration, which will be outlined in the RFA’s Emergency Operations Plan, subject to laws and regulations. The City also recommends that the RFA, with review and approval of the City, designate a media staging area.

Third Party Use of the Special License Area

The RFA requests that any third-party use of the special license area be subject to mutual agreement. The City is willing and able to communicate and notify the RFA of any special events or activities for the area that the City plans or approves, but the City is not responsible for the activities of the third party.

In addition to the current practices outlined above, the following items are recommended to be included in the Special License Agreement:

Term Extension for Special License Area

The original Development Agreement between the City and the RFA granted the RFA a non-exclusive special license to encroach upon and use the Special License Area for a variety of uses, such as continued existence of the historic main gate and portions of two box offices, among other uses. The Special License Area includes portions of the Green Bay Trail. The term of the non-exclusive special license “shall expire 20 years after the Effective Date” of the Development Agreement. The parties entered into the Development Agreement effective February 13, 2006 and therefore the non-exclusive use of the Special License Area has expired as of February 13, 2026. Staff recommends eliminating the term and granting use of the Special License Area to the RFA in perpetuity, whereby the City may terminate the non-exclusive use of the Special License Area provided the City notifies the RFA 6 months prior to termination.

Routine Maintenance & Restoration of the Public Right of Way

The City recommends clarifying that the RFA is responsible for normal and routine maintenance of the public right of way. In addition, the RFA will be responsible for restoring the public right of way should the City need to perform any utility work. Typically, the City restores areas where it has performed utility work to its previous, standard condition. However, over the years, the RFA has improved many parts of the public right of way, replacing gravel with asphalt, concrete and paver bricks. As such, the RFA will be solely responsible for restoration based on their improvements to the Special License Area. This responsibility would also allow the RFA to

complete restoration work based on their schedule, in order to minimize disruption to their programming.

Use of Security Cameras

The RFA would like to install and operate security cameras within the Special License Area. Staff recommends allowing the installation and operation of security cameras under the condition that signage notifying patrons of the cameras is posted in the Special License Area. The RFA would be required to provide the City with a list outlining where the signs will be located and subject to other regulations as required by the City, including but not limited to signage.

Operational Signage

The RFA would like to erect operational signage within the Special License Area for the benefit of its patrons, employees and contractors. Similar to the request for security cameras, the City recommends allowing the use of operational signage so long as a list of locations, sign types and sign language is provided and approved by the City in advance of the erection of the signage.

Sidewalk Improvements & Safety Bollards

The RFA would like to make improvements to the gravel path within and along the Special License Area. The RFA would like to update the path to a sidewalk, constructed of asphalt pavement with a base, with a width of 6 feet, extending about 713 feet total (see Exhibit C). Additionally, the RFA would like to replace the existing temporary bollards within the Special License Area to safety bollards that are crash-rated. The City permits these improvements, subject to review, approval and issuance of a right of way permit. The RFA acknowledges that it will be their responsibility to restore the improved sidewalk should the City undertake any utility work. The RFA may request to proceed with the right of way improvements prior to the approval of the Special License Agreement; the City Manager may authorize the work through an at-risk agreement with the RFA.

Financial Impact

The proposed Special License Agreement outlined above will have no financial impact to the City. Additionally, it should be noted that the RFA pays for all police, fire and transit services that the City provides, along with any costs associated with those services.

The RFA also pays a municipal admissions fee to the City, which is 5% of the RFA’s gross admissions revenue. This is paid to the City in lieu of taxes. Annually, the City receives anywhere from \$800,000 to \$1 million from the RFA through this fee. In 2025, the RFA paid a Municipal Admissions Fee in the amount of \$1,011,334 to the City. The current terms of the Municipal Admissions Fee expire on January 1, 2029. The City will review the terms of the Municipal Admissions Fee in 2028.

Core Priorities:

Fiscal Stability

The recommended updates to the agreement will have no financial impact to the City.

Public Safety

Many of the proposed items in the agreement concern public safety, such as restricting non-

motorized/motorized traffic in the Special License Area, installing crash-rated safety bollards, and establishing a designated public demonstration area. These improvements enhance public safety for Ravinia Festival patrons and attendees, in addition to those in the surrounding community.

Infrastructure Investment

The City maintains a number of utilities within the Special License Area. By permitting the RFA to improve the Special License Area and to provide regular upkeep of the public right of way, infrastructure is well maintained, which is a benefit to RFA patrons and community members utilizing the Green Bay Trail.

Vibrancy

The recommended changes to the agreement continue to further the RFA's reputation as a destination for the arts on the North Shore, contributing to the cultural landscape of the Highland Park community.

Attachments:

1. Exhibit A Ravinia Festival Agreements Executive Summary
2. Exhibit B Ravinia Depiction of Special License Area
3. Exhibit C C2.0 - Civil Site Plan_Ravinia Sidewalk

Executive Summary
Ravinia Festival & City of Highland Park Agreement

19 March 2025

Background

In 2006, the City and Ravinia Festival Association (“RFA”) entered into a Development Agreement (“DA”) that governs the use of the RFA’s property at 418 Sheridan Road (“Property”). The DA outlines standards for use of the Property, special events, traffic management and neighborhood meetings, among others.

Since 2006, the DA has been amended eight times. The first and sixth amendments establish and set forth the terms for a Municipal Admissions Fee to be paid by RFA to the City. The current terms of the Municipal Admissions Fee expire on January 1, 2029.

This Executive Summary outlines items of importance in each DA, and includes a table of all relevant ordinances and resolutions.

Use of Property

- 418 Sheridan Road (“Property”) may only be used for outdoor theater, festival-drama. (O13-06)
- The Ravinia Festival Association (“RFA”) may produce the following events without the need for authorization: any Ravinia Festival Event that is listed in a season calendar, any Ravinia Festival event that is not listed in the Season Calendar and where attendance is less than 3,000 people and the Pavilion is not in use, or any Off Season Event where attendance is less than 3,000 people and the Pavilion is not in use. (O13-06, O81-2017)
- No Major Ravinia Festival Event and no Major Off Season Event may be conducted on the Property unless the RFA can prove to the City Manager that adequate steps and measures have been taken to address police/fire safety and parking impact on the City and surrounding neighborhood. (O13-06, O81-2017)
- No Community Event nor Parking Event will be allowed unless the RFA provides written notification to the Ravinia Festival Commission and demonstrates to the City Manager that adequate steps and measures have been taken to address police/fire safety and parking impact on the City and surrounding neighborhood. *Please note, that due to the dissolution of the Ravinia Festival Commission, written notification shall only be provided to the City Manager. (O13-06)
- The maximum occupancy of the Property shall not exceed 20,000 ticketed persons or 22,000 total persons. (O13-06)
- The following are considered accessory uses: food service, indoor theater, administrative offices/meetings/gatherings, ticket sales, restrooms, off-street parking, storage/maintenance facilities, retail and merchandise sales, and outdoor projection screens. (O13-06)

Hours of Operation

- The hours of operation for the Pavilion, the lawn seating area, and 2007 Food Service Building are 7:00 AM - 11:59 PM. (O13-06)
- The 2007 Food Service Building shall only be used on event days and only open to individuals attending a permitted event. (O13-06)
- Outdoor concert music should end no later than 11:00 PM, and all attendees must leave the property no later than 11:59 PM. (O13-06)

Municipal Admission Fee

- The RFA agrees to pay to the City a municipal admissions fee that is 5% of the RFA's admissions revenue, received by RFA from concerts presented on the property. (R04-09)
- If the City imposes an amusement tax on the RFA, then the RFA is not required to pay the municipal admissions fee. (R04-09)
- The Sixth Amendment outlines changes made to the calculation of admissions revenue. (R149-2018):
 - Admissions revenue, as defined in the amendment, means the revenue received by the RFA and reported by the RFA annually as admissions within "Program Service Revenue" on the RFA's IRS Form 990.
 - Revenue associated with BGH Classics, or any successor program with the same purpose, is not reported by the RFA on the Form 990 as admissions, and is exempt from the calculation of the admissions revenue. Revenue from the following are also exempt:
 - Family Concerts
 - The fair market value of tickets given by the RFA for contributors to the RFA in exchange for contributions to the RFA
 - Any surcharge for facility, experience center, or box office transactional fees above and beyond and separate from the Municipal Admissions Fee
 - Any artist VIP packages, album bundles, or fan club perks as part of an agreement between RFA and an artist for which fees are remitted exclusively to the artist and not to the RFA
- The RFA will pay the municipal admissions fee during the 2019-2028 Ravinia Festival seasons. The current terms of the municipal admissions fee expire on January 1, 2029. (R149-2018)

Neighborhood Meetings

- The RFA will hold at least two neighborhood meetings per year, in cooperation with the City. The meetings will allow residents, the RFA, and the City to discuss traffic management and other matters that affect the neighbors of the RFA. A representative of the City Council or City staff will attend each neighborhood meeting, and the City will prepare and keep minutes of each meeting. (R149-2018)

Noise

- The RFA must comply with Sec. 95.001(O). However, the RFA is permitted to conduct outdoor concerts on the property on Event Days, so long as concert hall music ends no later than 11:00 PM and all attendees have left the premises no later than 11:59 PM.

Special Events

- “Permitted Event” shall be and mean (i) Ravinia Festival Events, (ii) Major Ravinia Festival Events, (iii) Off Season Events, (iv) Major Off Season Events, (v) Community Events, (vi) Parking Events and (vii) such other events as may be approved by the City Manager and ratified by the City Council in accordance with the Minor Change process in Section 8.M.3 of this Ordinance. (O81-2017)
- Permitted Events for Which No Authorization is Required: No advance approval or authorization shall be required prior to the commencement of any of the following Permitted Events: any Off Season Event for which (a) the expected attendance is less than 3,000 people and (b) the Pavilion is not in use. (O81-2017)

Traffic

- On Event Days, truck deliveries to the 2007 Food Service Building are prohibited after 3 PM during the Summer Season or any time when Ravinia transit operations are active. (O18-2017)
- Annually, there must be a memorandum of agreement with the City regarding parking and Police/supervision. On Event Days, truck deliveries to the Property are prohibited any time when the gates to the Property are open to the public. (O13-06)
- The City is permitted to store snow on RFA property. (O13-06)
- RFA employees are not allowed to park on the public ROWs immediately surrounding the Property, except for any area for which there is a Special License Area designated for employee parking. (O13-06)
- The RFA is responsible for ensuring adequate bus service to and from the Property on Event Days. Bus service may be provided by a public transportation company or at the RFA's own cost and expense. (O13-06)
- The RFA must prepare and submit for review and approval a Construction Traffic Management Plan for construction of any Proposed Additions. (Outlined in all Development Agreements)

Table 1: Ravinia Festival Planned Development Approvals (in chronological order)			
Item	#	Title	Description
Restated Ordinance	O13-06	An Ordinance Restating And Granting Special Use Permit And Planned Unit Development Approval (Ravinia Festival - 418 Sheridan Road)	Incorporates all other approvals into this Ordinance. ¹
Development Agreement (DA)	R20-06 for the re-plat, DA with O13-06	Development Agreement Between The City Of Highland Park And The Ravinia Festival Association (Ravinia Development Agreement) Dated as of February 13, 2006	Improvements contemporary to this DA are the following: 2007 Food Service Building and the Outdoor Screen, a Landscape Plan, a Green Bay Trail ROW Plan, Snow storage, employee parking, and bus system agreements.
1 st Amendment to DA	R04-09	A Resolution Approving A First Amendment To The Development Agreement Between The City Of Highland Park And The Ravinia Festival Association. Approved Jan. 26, 2009. Recorded Feb. 3, 2009.	Municipal Admissions Fees
2 nd Amendment to DA	R76-10	A Resolution Ratifying a Minor Amendment to the Ravinia Festival Planned Development	Pedestrian underpass, kiosks, lighting, and landscaping structures
	R77-10	A Resolution Approving A Second Amendment To The Development Agreement Between The City of Highland Park And The Ravinia Festival Association. September 13, 2010	Pedestrian underpass, kiosks, lighting, and landscaping structures
	R78-10	A Resolution Approving the Installation of Signage Along the	Signs along Green Bay Trail

¹1. Ordinance No. 8-70 entitled "AN ORDINANCE GRANTING A SPECIAL PERMIT TO RAVINIA FESTIVAL ASSOCIATION" passed by the City Council on February 9, 1970;

2. Ordinance No. 5A-74 entitled "AN ORDINANCE GRANTING A SPECIAL PERMIT TO RAVINIA FESTIVAL ASSOCIATION" passed by the City Council on January 1, 1974;

3. Ordinance No. 18-79B entitled "AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO RAVINIA FESTIVAL ASSOCIATION" passed by the City Council on April 9, 1979;

4. Ordinance No. 41A-79 entitled "AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO RAVINIA FESTIVAL ASSOCIATION" passed by the City Council on September 24, 1979; and

5. Ordinance No. 5-85 entitled "AN ORDINANCE GRANTING A SPECIAL USE PERMIT IN THE NATURE OF A CONDITIONAL USE TO THE RAVINIA FESTIVAL ASSOCIATION AND CREATING THE RAVINIA FESTIVAL COMMUNITY RELATIONS COMMISSION" passed by the City Council on February 25, 1985.

NOTE: The list above is from Ordinance o8-87. All the Ordinances above are identified as being repealed in their entirety by Ord. o8-87.

		Green Bay Trail by the Ravinia Festival Association. September 13, 2010	
3 rd Amendment to DA	R132-14	A Resolution Approving A Third Amendment To The Development Agreement Between The City of Highland Park And The Ravinia Festival Association.	Improvements to vacated ROW, North bus drive/drop-off – pick-up improvements
4 th Amendment to DA	R89-2016	A Resolution Approving a Fourth Amendment To The Development Agreement Between The City of Highland Park And The Ravinia Festival Association. June 13, 2016.	Cell Antenna system
	O55-2016	An Ordinance Amending a Special Use Permit for Planned Development and Granting a Special Use Permit for the Installation of Personal Wireless Telecommunications Facilities. June 13, 2016.	
5 th Amendment to DA	R134-2017 Resolution to approve amendment to DA	August 28, 2017.	Music Experience Center
	O81-2017	An Ordinance Amending a Special Use Permit for Planned Development for the Construction of the Music Experience Center Building and Open-Air Veranda	Music Experience Center Building and Open-Air Veranda
6 th Amendment to DA	R149-2018 Resolution to approve amendment to DA	Nov. 13, 2018 approval. Recorded Feb. 6, 2019.	Municipal Admissions Fee (deadline expired from 1 st Amendment)
Minor Amendment (Unnumbered)	R102-2020	August 18, 2020	Removal of vegetation and existing fence. New fence along Lambert Tree Road and other areas and new landscaping around the new fence.
7 th Amendment to the DA	O46-2022	May 9, 2022	2 nd story additions to 2 existing accessory buildings
	R102-2020	DA also amended	

	Resolution to approve amendment to DA		
8 th Amendment to the DA	O64-2024	August 26, 2024	Rooftop mech. room addition, new fence along east property line, and loading dock expansion
	R99-2024	DA also amended	



Ravinia Festival: Special License Agreement

Committee of the Whole

April 13, 2026

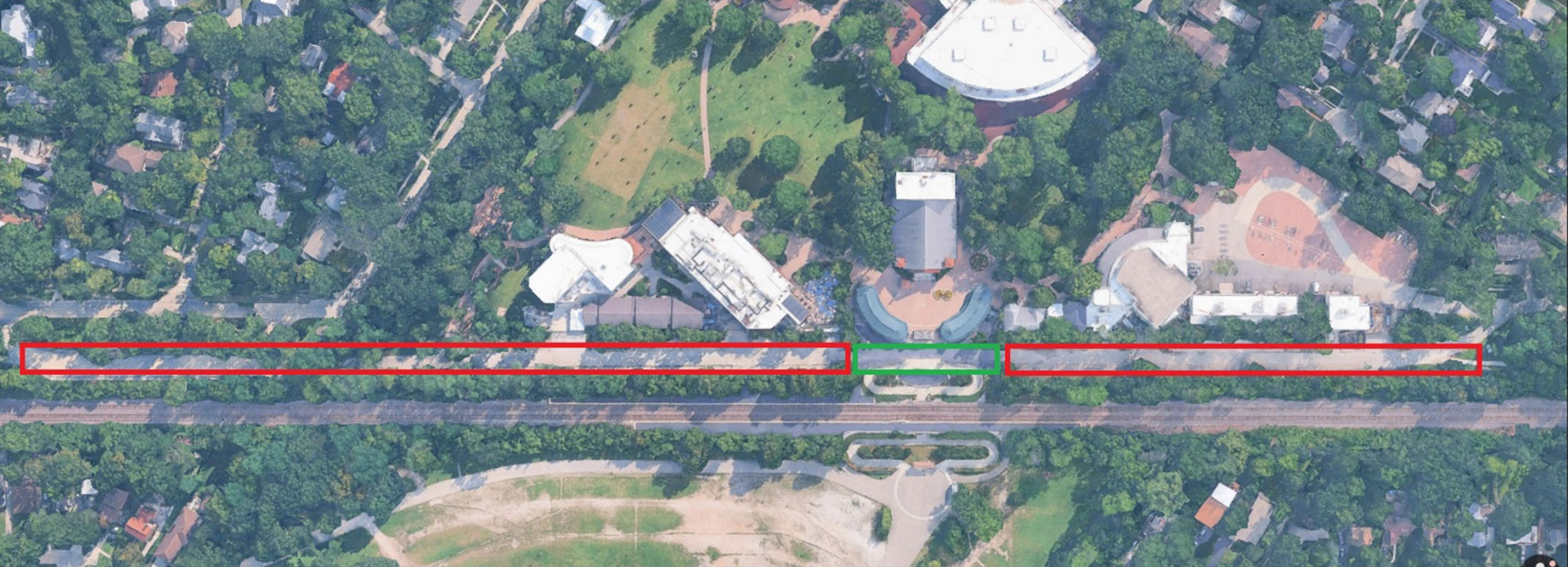
Background

- Ravinia Festival Development Agreement
 - The City and the RFA first entered into a DA in 2006
 - The original DA codified many of the agreements and understandings that govern Ravinia Festival
 - Since 2006, the DA has been amended eight times, with the last amendment approved in 2024
 - The current terms of the Municipal Admissions Fee expire on January 1, 2029
 - Will be reviewed and presented to Council in 2028

Review of Current Agreement

- Non-exclusive special license area expired February 13, 2026
- Opportunity for efficiencies
- The RFA is embarking on strategic planning associated with their 125th anniversary for which an updated agreement would be helpful

Special License Area



Recommendation:

Special License Agreement

- Agreement would address items related specifically to the Special License Area
- Formally separating the use of the Special License Area from the DA will allow future updates to be made to the Special License Agreement separate from any zoning matters

Recommendations: Current Practices

- Designated smoking area & fenced enclosure for yard waste/refuse receptacles
- Formal documentation of security gate
- Restriction of non-motorized/motorized traffic
- Establishment of public demonstration area
- Third party use of the Special License Area

Recommendations: New Items

- Term extension of Special License Area
- Routine maintenance of public right-of-way
- Use of security cameras
- Use of operational signage
- Sidewalk improvements & safety bollards

Financial Impact

- No financial impact to the City
 - RFA pays for all police, fire and transit services the City provides

Summary

- Staff recommends Special License Agreement

Current Practices:

- Designated smoking area & fenced enclosure for yard waste/recyclables
- Formal documentation of security gate
- Restriction of non-motorized/motorized traffic
- Third party use of Special License Area

New Items:

- Term extension of Special License Area
- Routine maintenance of public right of way
- Use of security cameras
- Use of operational signage
- Sidewalk improvements & safety bollards



Ravinia Festival: Special License Agreement

Committee of the Whole

April 13, 2026

DANIELA O'LEARY-GILL
Chairman

JEFFREY P. HAYDON
President & CEO

MARIN ALSOP
Chief Conductor

4/24/26

To: Office of the City Manager
Attn: Ms. Ghida Neukirch
Re: Green Bay Trail Lighting

Overview

On April 13, 2026 Ravinia Festival Association (RFA) attended the Highland Park City Council "Committee of the Whole" meeting to discuss a Special License for specific uses of the Green Bay Trail directly adjacent to RFA grounds. During this discussion, a City Council member suggested that lighting should be installed along the Green Bay Trail connecting the Special License Area to the Ravinia Business District, with RFA's financial participation in the effort.

RFA Response

Use of the Green Bay Trail by RFA patrons outside of the Special License Area has decreased over the past 5 years due to operational changes;

1. Ravinia Business District parking lots were removed from the RFA Park & Ride system several years ago, per Highland Park's request, in order to preserve parking spaces for local businesses. These parking lots no longer appear on RFA's website as available patron parking.
2. RFA has further consolidated parking to onsite lots by operating Park & Ride only when dictated by crowd size. This equates to approximately 35-40 performances per year that Park & Ride operates as opposed to 65+ pre-2020.

The Special License Area is covered by existing lighting;

1. RFA, at its cost, upgraded lighting along approximately 1,500ft of the Special License Area in 2013. Continued maintenance and electrical service costs associated with these fixtures are covered by RFA.
2. There are existing ComEd fixtures that light the remaining 750ft of the Special License Area.

RFA accounts for a small percentage of the overall use of the Green Bay Trail outside of the Special License area and maintains lighting within the Special License area at its sole cost. However, if a majority of the funding for the project is secured by others, RFA is willing to take a request for modest financial support to its Board of Trustees for consideration.

Regards,

Jim Schmitz
Chief of Park Operations
Ravinia Festival Association

CITY OF HIGHLAND PARK

RESOLUTION NO. _____

**A Resolution Approving a Special License Agreement with
Ravinia Festival Association**

WHEREAS, Ravinia Festival Association, an Illinois not-for-profit corporation ("**RFA**"), is the record title owner of that certain parcel of real property commonly known as 418 Sheridan Road, Highland Park, Illinois, consisting of approximately 37 acres ("**Property**"); and

WHEREAS, the City is the owner of that public right-of-way that bisects the Property and is known as the Green Bay Trail ("**City ROW**"), which City ROW is improved in part with a gravel trail; and

WHEREAS, on February 13, 2006, the City and the RFA entered into a development agreement for the Property, as has been subsequently amended, pursuant to which the City granted a non-exclusive special license ("**2006 License**") to the RFA to allow within a portion of the City ROW depicted in the plans attached to and, by this reference incorporated in this Agreement as **Exhibit A** ("**Special License Area**"), several improvements, including an entrance gate, fenced enclosure for rental chair storage, fenced enclosure for yard waste and recyclables, designated smoking area, portions of two box offices, a vehicle loading zone, bus loading and unloading, employee parking, patron parking, disabled parking, landscaping, a concrete pedestrian ramp, a guardrail and handrails, a concrete retaining wall, a concrete planter curb, two informational kiosks, lighting, and limestone outcropping (collectively, the "**Existing Improvements**"); and

WHEREAS, the RFA desires to maintain the Existing Improvements and to: (i) install and maintain a six-foot wide sidewalk in the Special License Area; (ii) replace existing temporary bollards with safety bollards in the Special License Area; (iii) install security cameras in the Special License Area ("**Security Cameras**"); and (iv) install operational signage in the Special License Area (collectively with the Existing Improvements, the "**ROW Improvements**"); and

WHEREAS, the RFA and the City desire to enter into an agreement to set forth their respective rights and responsibilities regarding the installation and maintenance of the ROW Improvements within the Licensed Premises ("**Agreement**"); and

WHEREAS, the City Council has determined that it will serve and be in the best interests of the City to enter into the Agreement with the RFA;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: APPROVAL OF AGREEMENT. The Agreement by and between the City and the RFA is hereby approved in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the City Manager and the Corporation Counsel.

SECTION THREE: EXECUTION OF AGREEMENT. The City Manager and the Deputy City Clerk are hereby authorized and directed to execute and attest, on behalf of the City, the Agreement upon receipt by the City Clerk of at least one original copy of the Agreement executed by the RFA; provided, however, that if the executed copy of the Agreement is not received by the City Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the City Council, be null and void.

SECTION FOUR: EFFECTIVE DATE: This Resolution will be in full force and effect upon its passage and approval by a majority of the members of the City Council.

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.:

ATTEST:

Nancy R. Rotering, Mayor

Ghida S. Neukirch, City Clerk

EXHIBIT A
AGREEMENT

THIS DOCUMENT
PREPARED BY AND AFTER
RECORDING RETURN TO:

Steven M. Elrod
Elrod Friedman LLP
350 North Clark Street
Second Floor
Chicago, IL 60654

This Space for Recorder's Use Only

NON-EXCLUSIVE SPECIAL LICENSE AGREEMENT

THIS NON-EXCLUSIVE SPECIAL LICENSE AGREEMENT (“*Agreement*”), dated as of this ____ day of _____, 2026 (“***Effective Date***”), is by and between the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation (“***City***”), and **RAVINIA FESTIVAL ASSOCIATION**, an Illinois not-for-profit corporation (“***RFA***”).

NOW THEREFORE, in consideration of the recitals, mutual covenants, and agreements set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby mutually agree as follows:

SECTION 1. RECITALS.

A. The RFA is the owner of that certain parcel of real property commonly known as 418 Sheridan Road and consisting of approximately 37 acres (“***Property***”), legally described in **Exhibit A**, attached to and, by this reference incorporated in, this Agreement.

B. The RFA operates the Ravinia Festival outdoor theater on the Property.

C. The City is the owner of the public right-of-way known as the Green Bay Trail that bisects the Property (“***City ROW***”), as depicted on the civil site plan prepared by Terra Engineering Ltd., consisting of one sheet, and dated December 23, 2025, attached to and, by this reference, incorporated in this Agreement as **Exhibit B (“*Site Plan*”)**.

D. On February 13, 2006, the City and the RFA entered into a development agreement for the Property, as has been subsequently amended, pursuant to which the City granted a non-exclusive special license (“***2006 License***”) to the RFA to allow within a portion of the City ROW depicted in the plans attached to and, by this reference incorporated in this Agreement as **Exhibit C (“*Special License Area*”)**, several improvements, including an entrance gate, fenced enclosure for rental chair storage, fenced enclosure for yard waste and recyclables, designated smoking area, portions of two box offices, a vehicle loading zone, bus loading and unloading, employee parking, patron parking, disabled parking, landscaping, a concrete pedestrian ramp, a guardrail and handrails, a concrete retaining wall, a concrete planter curb, two

informational kiosks, lighting, and limestone outcropping (collectively, the “**Existing Improvements**”).

E. The RFA desires to maintain the Existing Improvements and to: (i) install and maintain a six-foot wide sidewalk in the Special License Area, as depicted in the Site Plan; (ii) replace existing temporary bollards with safety bollards in the Special License Area, as depicted in the Site Plan; (iii) install security cameras in the Special License Area (“**Security Cameras**”); and (iv) install operational signage in the Special License Area (“**Proposed Improvements**,” and collectively with the Existing Improvements, the “**ROW Improvements**”).

F. The City and the RFA desire to amend and restate the 2006 License to clarify the RFA’s use of and maintenance of the Existing Improvements in the Special License Area and to permit the installation and maintenance of the Proposed Improvements in the Special License Area.

G. The City and the RFA desire to enter into this Agreement to set forth their respective rights and responsibilities regarding the use and maintenance of the Special License Area.

SECTION 2. RESTATEMENT OF GRANT OF LICENSE.

A. Grant of License. Subject to the terms and conditions set forth in this Agreement, the City hereby restates, and grants to the RFA, and the RFA hereby accepts, a non-exclusive revocable license for the benefit of the Property for the location and maintenance of the ROW Improvements within the Licensed Premises, pursuant to and in strict accordance with the terms and provisions of this Agreement (“**License**”). The RFA acknowledges and agrees that nothing in this Agreement is to be interpreted to provide a license to the RFA to alter the Licensed Premises in any way other than for the installation and maintenance of the ROW Improvements in accordance with this Agreement.

B. Limitation of Interest. Except for the License granted pursuant to this Agreement, the RFA does not, and will not, have legal, beneficial, or equitable interest, whether by adverse possession or prescription or otherwise, in the Special License Area.

SECTION 3. INSTALLATION OF PROPOSED IMPROVEMENTS; MAINTENANCE OF ROW IMPROVEMENTS AND THE SPECIAL LICENSE AREA.

A. Installation. The RFA must install the Proposed Improvements in a good and workmanlike manner, all at the sole expense of the RFA and subject to inspection and approval by the City, and in accordance with the following:

1. The Proposed Improvements must be installed, and maintained at all times, in compliance with the Site Plan.

2. The Proposed Improvements may not be installed prior to issuance by the City of a building permit therefor. The City will have no obligation to issue a building permit for the Proposed Improvements prior to receipt of a building permit application that includes, without limitation, a depiction of the Proposed Improvements and their support and foundation elements.

3. During the period of installation, the RFA must maintain the Special License Area and all streets, sidewalks, and other public property in and adjacent to the Special License Area in a safe, good and clean condition without hazard to public use at all times.

4. Throughout the installation of the Proposed Improvements, the RFA must: (a) promptly clean all mud, dirt, or debris deposited on any street, sidewalk, or other public property by the RFA or any agent of or contractor hired by, or on behalf of, the RFA; and (b) repair any damage that may be caused by the activities of the RFA or any agent of or contractor hired by, or on behalf of, the RFA in connection with the installation of the Proposed Improvements. If the RFA fails to clean, or undertake with due diligence to clean, any street, sidewalk, or other public property within two hours after the City gives the RFA notice to clean all mud, dirt, snow, ice or debris deposited on such property by the RFA or any agent of or contractor hired by, or on behalf of, the RFA, then the City will have the right, but not the obligation, to cause the affected public property to be cleaned and to recover from the RFA all costs incurred by the City in the performance of such work.

5. Prior to the installation of the Security Cameras, the RFA must: (i) post signage notifying patrons of the presence of the Security Cameras, and (ii) provide the City with documentation outlining the location of the signage. The installation of signage required by this Section 3.A.5 is subject to all applicable City laws.

6. Prior to the installation of operational signage, the RFA must provide the City with documentation outlining the location of the signage.

B. Maintenance.

1. Acknowledgment of RFA's Obligations. The RFA acknowledges and agrees that from and after the commencement of the License Term (as defined in Section 9.A of this Agreement), the RFA, and not the City, will be solely responsible for any and all maintenance, repair, replacement, or relocation of the ROW Improvements

2. Maintenance. At all times during the License Term, the RFA must keep the ROW Improvements and the Special License Area reasonably free of any dangerous natural condition so as to avoid and prevent any and all hazards to the public (including, without limitation, snow removal), and must keep the ROW Improvements in their proper and working condition.

3. Repair of City Improvements. The RFA must repair any City-owned improvement (including, without limitation, trees) in the City ROW that is damaged by, or as a result of the location, or by the maintenance by the RFA, of the ROW Improvements.

4. Election Days. The RFA must cooperate in good faith with the Lake County Clerk to ensure that voters may safely enter and exit the Property through the Special License Area on election days during which the Property is used as a polling place.

5. Third-Party Use of the Special License Area. Any third-party use of the Special License Area is subject to the prior written approval of the City and the RFA. The City is not, and will not be, liable for any third-party activities within the Special License Area.

6. City Maintenance or Repair of the Special License Area. The City has the right, but not the obligation, after 30 days written notice to the RFA (or, for emergency repairs, upon the provision of notice as soon as practicable), to perform any maintenance or repair work

on the Special License Area that, in the sole but reasonable opinion of the City Engineer, the RFA has neglected to perform, to assess the RFA for such work, and to file a lien against the Property for failure to pay the assessment within 90 days of demand. The RFA, and not the City, will be responsible for replacement or repair of any ROW Improvement that may be necessary due to the City's maintenance or repair of the Special License Area.

C. Alteration of Design Prohibited. The RFA may not alter the design of the ROW Improvements as depicted in the Site Plan, except upon the prior written consent of the City.

D. Compliance with Laws. The RFA must keep the ROW Improvements and the Special License Area in compliance at all times with all applicable federal, state and City laws, statutes, codes, ordinances, resolutions, rules, and regulations, as the same have been or may be amended from time to time.

E. Abatement of Dangerous Condition. In the event the ROW Improvements threaten the public health and safety, the RFA agrees that: (a) the City will have the right, but not the obligation, to take all necessary action to abate the dangerous condition; and (b) the RFA, as the case may be, must reimburse the City for all costs incurred by the City in the performance of such abatement.

F. Insurance. The RFA must procure and maintain public liability insurance with respect to the License and the RFA's use of the Special License Area, in a company or companies acceptable to the City, in limits of \$1,000,000.00 per person - \$1,000,000.00 per occurrence and property damage insurance in the amounts of \$1,000,000.00. The RFA must cause the City to be listed as an additional insured party on any and all insurance policies obtained by the RFA pursuant to the requirements of this Section. No change to such insurance policies that decrease the coverage amounts contained in this Agreement or that remove the City as an additional insured may be made effective without 10 days prior written notice to the City.

SECTION 4. RESERVATION OF RIGHTS.

A. General. The City hereby reserves the right to use the Special License Area in any manner that will not prevent, impede, or interfere in any way with the exercise by the RFA of the rights granted pursuant to this Agreement. The City has the right to grant other non-exclusive licenses or easements, including, without limitation, licenses or easements for utility purposes, over, along, upon, or across the Special License Area. The City further reserves its right of full and normal access to the Special License Area for the maintenance of any existing or future utility located thereon.

B. Installation of Additional Lighting. Without limitation of the rights reserved in Section 4.A of this Agreement, the City and the RFA acknowledge that the City may, in its discretion, install additional lights along portions of the Green Bay Trail between the downtown Highland Park and the Braeside Metra Stations, including within the Special License Area. In recognition of the benefit of additional lighting to the Ravinia Festival operations, the RFA agrees to consider in good faith a commensurate contribution to the City for the installation and maintenance of such lighting.

SECTION 5. LIENS.

The RFA hereby represents and warrants that it will take all necessary action to keep all portions of the Special License Area free and clear of all liens, claims, and demands, including

without limitation mechanic's liens, in connection with any work performed by the RFA or its agents on the Special License Area.

SECTION 6. REIMBURSEMENT OF CITY COSTS.

In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable City codes, ordinances, resolutions, rules, or regulations, the RFA must pay to the City, promptly upon presentation of a written demand or demands therefor: (a) all costs incurred by the City in connection with any inspection of the Improvement; and (b) all legal fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Agreement. Payment of all such fees, costs, and expenses for which demand has been made must be made by a certified or cashier's check. Further, the RFA is liable for, and must pay upon demand, all costs incurred by the City for publications and recordings required in connection with the aforesaid matters.

SECTION 7. LIABILITY AND INDEMNITY OF CITY.

A. Maintenance of Special License Area by City. The RFA acknowledges and agrees that the City is not, and will not be, liable for any damage that may occur to the ROW Improvements as a result of the City's necessary maintenance responsibilities with regard to the Special License Area. Any maintenance, repair or replacement of the ROW Improvements necessary as a result of such City maintenance or other work will be at the sole cost and expense of the RFA.

B. City Review. The RFA acknowledges and agrees that the City is not, and will not be, in any way liable for any damages or injuries that may be sustained as the result of the City's review and approval of any plans for the ROW Improvements, or the issuance of any approvals, permits, certificates, or acceptances for the installation or maintenance of the ROW Improvements, and that the City's review and approval of any such plans and the ROW Improvements and issuance of any such approvals, permits, certificates, or acceptances does not, and will not, in any way, be deemed to insure the RFA or any of its successors, assigns, tenants and licensees, or any third party, against damage or injury of any kind at any time.

C. Indemnity. The RFA agrees to, and does hereby, hold harmless and indemnify the City and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of those parties in connection with: (i) the installation, maintenance, repair or replacement of any portion of the Improvement or the Special License Area; or (ii) the RFA's performance of, or failure to perform, its obligations under this Agreement (collectively, "***Indemnified Claims***"), whether or not any such Indemnified Claim is due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or willful misconduct or fault of the RFA; provided, however, that this indemnity does not and will not apply to willful misconduct or gross negligence on the part of the City.

D. Defense Expense. The RFA, only as to its own acts or omissions, must, and does agree to, pay all expenses, including legal fees and administrative expenses, incurred by the City in defending itself with regard to any and all of the Indemnified Claims.

SECTION 8. COVENANTS RUNNING WITH THE LAND.

The License and other rights granted in this Agreement, the restrictions imposed by this Agreement, and the agreements and covenants contained in this Agreement are and will be rights, restrictions, agreements, and covenants running with the land, will be recorded against the Property, and are binding upon and inure to the benefit of the RFA and the City and their respective heirs, executors, administrators, grantees, successors, assigns, agents, licensees, invitees, and representatives, including, without limitation, all subsequent owners of the Property, or any portion thereof, and all persons claiming under them. If any of the rights, restrictions, agreements, or covenants created by this Agreement would otherwise be unlawful or void for violation of (a) the rule against perpetuities or some analogous statutory provision, (b) the rule restricting restraints on alienation, or (c) any other statutory or common law rules imposing time limits, then such rights, restrictions, agreements, or covenants will continue only until 21 years after the death of the last survivor of the now living lawful descendants of the current President of the United States.

SECTION 9. TERM, TERMINATION AND RESTORATION.

A. Term. This License is for a term commencing on the Effective Date of this Agreement and ending on the date that is 23 years after the Effective Date, unless sooner terminated by the occurrence of a terminating event as described in Section 9.B.1 of this Agreement (“**License Term**”).

B. Termination of License; Restoration of Special License Area.

1. Termination Event. Notwithstanding anything to the contrary in this Agreement, and without prejudice to any other rights and remedies available pursuant to Section 10 of this Agreement, either party may terminate this Agreement for any reason or no reason by providing the other party with six months prior written notice.

2. Restoration of Special License Area.

a. RFA Obligation. Upon termination of this Agreement, the RFA, at its sole cost and expense, must restore the Special License Area as nearly as practicable to its condition as of the Effective Date, including, without limitation: (1) replacement and grading of all topsoil removed by the RFA; (2) restoration of all fences, plantings, landscaping, and improvements as nearly as practicable to the condition immediately preceding the installation of the Improvement, if disturbed, damaged, or removed by the RFA; (3) replacement of any and all sod removed by the RFA with sod of like quality; and (4) replacement of any and all natural grass removed by the RFA by seeding with a good quality seed.

b. Failure to Restore. In the event that the RFA fails or refuses to repair, replace and/or restore the Special License Area or any City-owned property that is disturbed, damaged, or removed by the RFA, in accordance with Section 9.B.2.a of this Agreement, the City will have the right, but not the obligation, to perform and complete the repair, restoration, and/or replacement, and to charge the RFA for all costs and expenses, including legal and administrative costs incurred by the City, for such work. If the RFA does not fully reimburse the City for such costs, then the City will have the right to place a lien on the Property for all such costs and expenses in the manner provided by law. The rights and remedies provided in this Section 9.B.2.b are in addition to, and not in limitation of, any other rights and remedies otherwise available to the City.

C. Survival of Obligations. All obligations of the RFA pursuant to this Agreement that have not been fully performed as of the termination of this Agreement will survive such termination, including, without limitation, the liability and indemnity obligations set forth in Section 7 of this Agreement, and the restoration obligations set forth in Section 9.B of this Agreement.

SECTION 10. ENFORCEMENT.

A. Enforcement. The City and the RFA may, in law or in equity, by suit, action, mandamus or any other proceeding, including, without limitation, specific performance, enforce or compel the performance of this Agreement; provided, however, that the RFA agrees that it will not seek, and does not have the right to seek, recovery of a judgment for monetary damages against the City or any City elected or appointed officials, agents, representatives, attorneys or employees on account of the negotiation, execution, or breach of any of the terms and conditions of this Agreement.

B. Prevailing Party. In the event of a judicial proceeding brought by any party against another party or parties, the prevailing party in the judicial proceeding will be entitled to reimbursement from the unsuccessful party or parties of all costs and expenses, including reasonable attorneys' fees, incurred in connection with the judicial proceeding.

SECTION 11. GENERAL PROVISIONS.

A. Notices. All notices required or permitted to be given under this Agreement must be given by the parties by: (i) personal delivery; (ii) deposit in the United States mail, enclosed in a sealed envelope with first class postage thereon; or (iii) deposit with a nationally recognized overnight delivery service, addressed as stated in this Section 11.A. The address of any party may be changed by written notice to the other parties. Any mailed notice will be deemed to have been given and received within three days after the same has been mailed and any notice given by overnight courier will be deemed to have been given and received within 24 hours after deposit. Notices and communications to the parties must be addressed to, and delivered at, the following addresses:

If to the City: City of Highland Park
 1707 St. Johns Avenue
 Highland Park, IL 60035
 Attention: City Manager

with a copy to: Elrod Friedman LLP
 350 North Clark Street, Second Floor
 Chicago, IL 60654
 Attention: Steven M. Elrod, Corporation Counsel

If to the RFA: _____

with a copy to: _____

B. Time of the Essence. Time is of the essence in the performance of all of the terms and conditions of this Agreement.

C. Amendments. No amendment or modification to this Agreement will be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with all applicable statutory procedures.

D. Authority to Execute. The City hereby warrants and represents to the RFA that the persons executing this Agreement on its behalf have been properly authorized to do so by the City. The RFA hereby warrants and represents to the City that the RFA has the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement.

E. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement are cumulative and are not exclusive of any other such rights, remedies, and benefits allowed by law.

F. Non-Waiver. The City is not, and will not be, under any obligation to exercise any of the rights granted to it in this Agreement. The failure of the City to exercise at any time any right granted to the City is not to be deemed or construed to be a waiver of that right, nor will the failure void or affect the City's right to enforce that right or any other right.

G. Governing Law. This Agreement is to be governed by, construed, and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

H. Severability. If any provision of this Agreement is construed or held to be void, invalid, illegal, or unenforceable in any respect, the remaining part of that provision and the remaining provisions of this Agreement is not to be affected, impaired, or invalidated thereby, but is to remain in full force and effect. The unenforceability of any provision of this Agreement will not affect the enforceability of that provision in any other situation.

I. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the License granted pursuant to this Agreement.

J. Interpretation. This Agreement is to be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement is to be construed as though all parties participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party is not applicable to this Agreement.

K. Exhibits. Exhibits A through C attached this this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an exhibit and the text of this Agreement, the text of this Agreement will control.

L. No Third-Party Beneficiaries. No claim as a third-party beneficiary under this Agreement by any person may be made, or be valid, against the City or the RFA.

M. Counterparts. This Agreement may be executed in counterparts, each of which will be deemed to constitute a duly authorized original.

[SIGNATURE PAGE IMMEDIATELY FOLLOWS]

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed, effective as of the date first written above.

ATTEST:

THE CITY OF HIGHLAND PARK

By: _____
Ashley Palbitska, Deputy City Clerk

By: _____
Ghida S. Neukirch, City Manager

ATTEST:

RAVINIA FESTIVAL ASSOCIATION

By: _____
Its: _____

By: _____
Its: _____

EXHIBIT A
LEGAL DESCRIPTION

EXHIBIT B
CIVIL SITE PLAN

EXHIBIT C

Depiction and Legal Description of Special License Area