

RESOLUTION R-2023-79

**A RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENT NO. 411 WITH  
MAINTSTAR, INC. FOR PERMITTING, CODE ENFORCEMENT, AND SERVICE REQUEST SOFTWARE  
FOR A TOTAL AMOUNT NOT TO EXCEED \$230,850**

**WHEREAS**, the City of Wheaton, Illinois, ("City") is an Illinois Home Rule Municipality pursuant to the provisions of Article VII, Section 6, of the Illinois Constitution of 1970; and as such the City may exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, the City solicited a Request for Proposal package (RFP Number 23-77) for Permitting, Code Enforcement, and Service Request Software and received and reviewed four (4) proposals; and

**WHEREAS**, staff determined that the proposal received from MaintStar, Inc. in the amount of \$230,850 is most advantageous to the City; and

**WHEREAS**, the City budgeted funds in the General Fund in an amount of \$100,000 for Permitting, Code Enforcement, and Service Request Software. Reserves are available to accommodate the additional cost; and

**WHEREAS**, both parties agree to the terms and conditions set forth in the RFP and the agreement contained in the City's proposal package for Permitting, Code Enforcement, and Service Request Software; and

**WHEREAS**, the corporate authorities of the City of Wheaton, DuPage County, Illinois find it reasonable and appropriate to enter into an agreement with MaintStar, Inc. located at 3510 Turtle Creek Blvd, Unit 17B, Dallas, Texas 75219 for Permitting, Code Enforcement, and Service Request Software for a total amount not to exceed \$230,850.


**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Wheaton, Illinois, that:

The Mayor is hereby authorized to execute, and the City Clerk is hereby directed to attest to City of Wheaton Agreement No. 411 with MaintStar, Inc. for Permitting, Code Enforcement, and Service Request Software; and that a copy of that certain City of Wheaton Agreement No. 411 is on file in the City Clerk's Office and is incorporated herein as if fully set forth as Exhibit A.

**ADOPTED** this 5<sup>th</sup> day of September 2023.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

Roll Call Vote:

Ayes: Councilwoman Robbins  
Councilman Weller  
Councilman Barbier

Councilwoman Bray-Parker  
Councilman Brown  
Mayor Suess  
Councilman Clousing

Nays: None  
Absent: None  
Motion Carried Unanimously

**CITY OF WHEATON, ILLINOIS  
GENERAL CONTRACTED SERVICES AGREEMENT FOR  
BUILDING PERMIT AND CODE SOFTWARE WITH OPTIONAL SERVICES**

**THIS AGREEMENT** is made and entered this 10th day of September, 2023 by and between the **CITY OF WHEATON**, an Illinois municipal corporation ("**City**"), located at 303 W. Wesley Street, Wheaton, Illinois, 60187 and **MaintStar ("Service Provider")**, located at 3510 Turtle Creek Blvd, Unit 17B, Dallas, Texas 75216. City and Service Provider are at times collectively referred to hereinafter as the "Parties."

WHEREAS, the City has determined that it is reasonable and appropriate to engage the Service Provider to provide the materials, labor, equipment, supervision, and services required for a Building Permit and Code Software for the City (hereinafter, "**Services**") consistent with the City's Building Permit and Code Software Request for Proposal package which is attached hereto and incorporated herein as if fully set forth as **Group Exhibit A**; and

WHEREAS, the Service Provider has submitted to the City a proposal for the materials, labor, equipment, supervision, and services required to provide a Building Permit and Code Software for the City consistent with the City's Request for Proposal package, a copy of the Service Provider's proposal is attached hereto and incorporated herein as if fully set forth as **Group Exhibit B**; and

WHEREAS, Service Provider represents that it has the necessary expertise and experience to provide a Building Permit and Code Software for the City, upon the terms and conditions set forth herein below; and

WHEREAS, the City finds that the Service Provider's proposal meets the City's requirements for the services.

NOW, THEREFORE, in consideration of the recitals and the mutual covenants, agreements, and conditions set forth in the Agreement, the parties agree as follows:

**SECTION 1. CONTRACT DOCUMENTS.**

**1.1 Incorporated Documents.** The Contract Documents consist of this Agreement and the following attached exhibits which are incorporated into this Agreement:

- a. The City's Invitation to Bid and all related documents is attached as **Group Exhibit A**;
- b. The Service Provider's Proposal and all related documents is attached as **Group Exhibit B**;
- c. Insurance Coverage for Contractual Services is attached as **Exhibit C**;

- d. Legal certifications and compliance with laws documentation is attached as **Group Exhibit D; and**
- e. Change Order Form, is attached as **Exhibit E.**

These attachments along with this Agreement represent the entire integrated Contract between the Parties and supersede any and all prior negotiations, representations, or agreements, written or oral.

The Contract Documents also shall include any subsequent Change Orders or Written Amendments to any documents listed above or included within the incorporated exhibits, and other documents amending, modifying, or supplementing the Contract Documents, which may be delivered or issued after the effective date of the Agreement and are not attached hereto.

It shall be understood that words "Agreement" and "Contract" are synonymous in this document and its incorporated exhibits.

**1.2 Controlling Document.** In the event of a conflict between this Agreement and any attachment or exhibit, the provisions of this Agreement shall control. Any inconsistency between the services as stated by the City in **Group Exhibit A** and the services as proposed by the Service Provider in **Group Exhibit B** shall be controlled by the services as stated by the City in **Group Exhibit A**, unless specifically waived in writing.

## **SECTION 2. PROJECT.**

**2.1 Project Name.** The name of this project is a **Building Permit and Code Software ("Project")**.

**2.2 Retention and Services.** The City retains the Service Provider to provide a Building Permit and Code Software for the completion of this Project. For and in consideration of the payments indicated in the Service Provider's cost proposal hereto attached in **Group Exhibit B**, the Service Provider promises and agrees that it shall, at its own cost and expense, perform all the services and furnish to the City all the labor, materials, tools, equipment, services and incidental and customary work necessary to fully and adequately provide a Building Permit and Code Software or other general services ("**Services**"), necessary for the Project, in accordance with and in compliance with and as required by the Contract Documents, including any and all Addenda or Change Orders for such Services, and to do all other things required of the Service Provider by the Contract Documents for such Services.

**2.3 Independent Service Provider Status.** The Service Provider shall act as an independent Service Provider in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed (i) to create the relationship of principal and agent, employer and employee, partners, or joint-venturers between the City and Service Provider; or (ii) to create any relationship between the City and any subcontractor of the Service



Provider. Service Provider is not in any way authorized to make any contract, agreement, or promise on behalf of the City, or to create any implied obligation on behalf of the City, and Service Provider specifically agrees that it shall not do so. The City shall not have the authority to control the method or manner by which Service Provider complies with the terms of this Agreement.

**2.4 Project Manager.** The City's Project Manager for the Project is Brandon Kowalke. The Project Manager's contact information is as follows: (630) 260-2064 or via email at [bkowalke@wheaton.il.us](mailto:bkowalke@wheaton.il.us).

**2.5 Time of Performance.** The Service Provider shall perform the Services within the Term of this Agreement as set forth in **Section 8.1** of this Agreement, in accordance with the schedule of services as indicated in the attached proposal (**Group Exhibit B**) and **Group Exhibit A**, and in accordance with any other completion schedule or milestones which may be separately agreed upon in writing by the Parties. Service Provider represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. Upon request of City, Service Provider shall provide a more detailed schedule of anticipated performance to meet the schedule of Services.

**2.6 Additional Services.** The Service Provider shall provide only the Services specified in the Contract Documents. The Service Provider acknowledges and agrees that the City shall not be liable for any costs incurred by the Service Provider in connection with any services provided by the Service Provider that are outside the scope of this Agreement ("**Additional Services**"), regardless of whether such Additional Services is requested or directed by the City, except upon the prior written consent of the City through an approved Change Order. Upon recognizing the need to perform Additional Services, the Service Provider shall notify the City with reasonable promptness and explain the facts and circumstances giving rise to the need and submit to the City a Change Order Form for amendment to this Agreement for the City's review and approval setting forth the details of the requested Additional Services. Additional Services that have been authorized in writing by the City shall be subject to the terms and conditions of this Agreement and shall be compensated at the hourly rates included in the Service Provider's cost proposal included in **Group Exhibit B** and in the absence of such hourly rates, then payment for Additional Services shall be mutually agreed upon by the parties before the commencement of any Additional Services.

**2.7 Bonds.** When specifically requested by City in **Exhibit A**, Service Provider shall furnish with the executed Agreement, performance and payment bonds equal to one-hundred percent (100%) of the full contract price, on forms approved by the City, as security for the faithful performance and completion of all the Service Provider's obligations under the Contract Documents, and covering the payment of all materials used in the performance of this Agreement and for all labor and services performed under this Agreement. Such bond(s) shall be conditioned to save and keep harmless the City from any and all claims, demands, losses, suits, costs, expenses and damages which may be brought, sustained or recovered against the City by reason of any negligence, default or failure of the Service Provider in performing or completing the

Services, and that the Services shall be free from all defects and remain in good order and condition for one year from its completion and acceptance by the City; ordinary wear and tear, and damage resulting from accident or willful destruction excepted. Each surety providing a bond must be licensed in Illinois and have an A.M. Best Company, Inc. financial strength rating of at least A-. All bonds signed by an agent must be accompanied by a certified copy of his or her authority to act. Should, in the City's sole opinion, any bond become insufficient, or any surety be found to be unsatisfactory, Service Provider shall renew or replace the affected bond within ten (10) days of receiving notice from the City. In the event the surety or Service Provider intends to reduce or cancel any required bond, at least thirty (30) days prior written notice shall be given to the City, and Service Provider shall post acceptable replacement bonds at least ten (10) days prior to the expiration of the original bonds. No further payments shall be deemed due or will be made under this Agreement until any replacement bonds required by this section are accepted by the City. To the extent, if any, that the Agreement Amount is increased in accordance with the Agreement, the Service Provider shall, upon request of the City, cause the amount of the bonds to be increased accordingly and shall promptly deliver satisfactory evidence of such increase to the City. To the extent available, the bonds shall further provide that no change or alteration of the Agreement (including, without limitation, an increase in the Agreement Amount, as referred to above), extensions of time, or modifications of the time, terms, or conditions of payment to the Service Provider, will release the surety. A copy of all bond certificates shall be attached to this Agreement and made a part hereof. Failure to provide the required bond(s) shall constitute a breach of Service Provider's obligations under this Agreement.

### **SECTION 3. PERSONNEL; SUBCONTRACTORS.**

**3.1 Key Project Personnel.** The Key Project Personnel identified in the attached **Group Exhibit B** shall be primarily responsible for carrying out the Services on behalf of the Service Provider. The Key Project Personnel shall not be changed without the City's prior written approval.

**3.2 Availability of Personnel.** The Service Provider shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Service Provider shall notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Service Provider shall have no claim for damages and shall not bill the City for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

**3.3 Use of Subcontractors.** The Service Provider shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the City in writing. All subcontractors and subcontracts used by the Service Provider shall be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract shall not relieve the Service Provider of full

responsibility and liability for the provision, performance, and completion of Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Service Provider. For purposes of this Agreement, the term "Service Provider" shall be deemed also to refer to all subcontractors of the Service Provider, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

**3.4 Removal of Personnel and Subcontractor Providers.** If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City and consistent with commonly accepted practices by other recognized Service Providers in the Wheaton area under similar circumstances at the time the Services are performed, the Service Provider shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Service Provider shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

**3.5 No Additional Obligation.** The Parties acknowledge and agree that the City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Service Provider or with any vendor solicited or recommended by the Service Provider .

**3.6 Corporate Authorities of the City.** Notwithstanding any provision of this Agreement, any negotiations, or agreements with, or representations by the Service Provider to, vendors shall be subject to the approval of the City Manager or Corporate Authorities of the City. For the purposes of this Section, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the City. The City shall not be liable to any vendor or third party for any agreements made by the Service Provider without the knowledge and approval of the City Manager or of the City's Corporate Authorities.

#### **SECTION 4. COMPENSATION AND METHOD OF PAYMENT.**

**4.1 Agreement Amount.** The total amount billed by the Service Provider for the Services performed for the Project under this Services Agreement shall not exceed **\$194,250,** including reimbursable expenses, without the prior express written authorization of the City.

**4.2 Invoices and Payments.** The Service Provider shall be paid in accordance with the amount set forth in the Proposal (**Group Exhibit B**). Service Provider shall submit to the City a monthly itemized statement ("Invoice") which indicates Services completed and hours of Services rendered by Service Provider. The Invoice shall describe the number of Services and supplies provided since the initial commencement date, or since the start of subsequent billing periods, as appropriate, through the date of the Invoice. Authorization of payment requires the receipt by the City of such invoices from the Service Provider containing sufficient detail of the Services performed to enable the City to properly evaluate the payout request; acceptance by

the City of the Services, including materials and/or equipment; and receipt of other paperwork required by this Agreement, such as properly filled out and executed Certified Payrolls, Lien Waivers, supplier's invoices to justify material mark-up, and receipts for subcontracted services. The City shall pay the Service Provider in compliance with the Local Government Prompt Payment Act. The City shall use its best efforts to make payments within thirty (30) days after review and approval of the invoice. Each payment requires the City Council's approval of the expenditure which occurs at publicly scheduled meetings. Invoices shall be submitted within six (6) months of the date Services were performed. Any Invoices submitted more than six (6) months from the date Services were performed will not be paid. Under no circumstances will a third party be reimbursed for Services provided under this Agreement.

**4.3. Unappropriated Funds.** The obligation of the City for payment to the Service Provider is limited to the availability of funds appropriated in a current fiscal period, and continuation of this Agreement into a subsequent fiscal period is subject to the appropriation of funds, unless otherwise authorized by law.

**4.4. Taxes, Benefits, and Royalties.** The Agreement Amount includes all applicable federal, state and City taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties, and fees arising from the use of, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Service Provider.

**4.5. Interest Waiver.** Service Provider hereby waives any and all claims or rights to interest or money claimed to be due pursuant to this Agreement, and all such rights to interest to which it may otherwise be entitled pursuant to law, including, but not limited to, the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) as amended, or the Illinois Interest Act (815 ILCS 205/1, *et seq.*) as amended.

**4.6. Account Records.** The Service Provider shall maintain records showing actual time devoted and costs and expenses incurred in connection with the Services performed under this Agreement and shall permit the authorized representative of the City to inspect, audit and make copies of all data and records of the Service Provider for the Services done under this Agreement. All such records shall be clearly identifiable. The records shall be made available to the City during normal business hours during the Agreement period, and for three years after the termination of the Agreement.

## **SECTION 5. REPRESENTATIONS OF SERVICE PROVIDER.**

**5.1 Standard of Care.** The Service Provider represents, certifies, and warrants that it shall perform and complete the Services in a manner consistent with the level of care, skill, and



diligence exercised by other recognized Service Providers in the Wheaton area, under similar circumstances at the time the Services are performed. Service Provider agrees that all employees shall have sufficient skill and experience to perform the Services assigned to them. The representations, certifications, and warranties expressed herein shall be in addition to any other representations, certifications, and warranties expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City. Service Provider shall perform, at its own cost and expense and without reimbursement from the City, any services or work necessary to correct errors or omissions which are caused by the Service Provider's failure to comply with the standard of care provided for herein. Any employee of the Service Provider who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refused to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Service Provider and shall not be re-employed to perform any of the Services on the Project.

**5.2 Solvency.** The Service Provider represents that it is financially solvent and has the necessary financial resources to perform the Services with the standard of care required under this Agreement.

## **SECTION 6. INDEMNIFICATION; INSURANCE; LIABILITY**

**6.1 Indemnification.** The Service Provider shall be responsible for any and all damages to property or persons arising out of an error, omission, and/or negligent act by Service Provider, or its employees, agents or subcontractors, in the provision of Services or failure to provide the Services and shall indemnify, hold harmless, and defend the City, its elected or appointed officials, directors, officers, employees, attorneys, and agents (hereinafter collectively, the "**City Indemnitees**") from all lawsuits, actions, claims, demands, losses, damages, injuries, liabilities, fines, judgments, settlement, penalties, costs, and expenses of any nature whatsoever (hereinafter the "**Claims**") resulting therefrom. The Service Provider shall assume all restitution and repair costs arising out of such errors, omissions and/or negligence.

The Service Provider, without regard to the availability or unavailability of any insurance, either of the City or of the Service Provider, shall indemnify, save harmless, and defend the City and City Indemnitees, in whole or in part from and against any and all Claims, including, but not limited to reasonable expert witness and attorneys' fees, as well as costs of litigation incident thereto, and any Claims made by employees of the Service Provider or any of its subcontractors, as well as all other persons, that arise, or may be alleged to have arisen, out of or in connection with: (i) Service Provider's failure to meet the representations and certifications set forth in **Section 5** and **Section 9** of this Agreement; (ii) Service Provider's infringement of any patent or copyright in the sale or use of materials, processes, products, goods, or devices provided to the City or City Indemnitees by Service Provider or Service Provider's employees, agents or subcontractors and (iii) the Work covered by this Agreement or the equipment used in connection therewith. It is understood that this agreement shall apply to any and all Claims

whether arising from the negligence or the intentional acts of the Service Provider, the Service Provider's employees or subcontractors, the City or City Indemnitees or otherwise, with the single exception of any claim, damage, loss, or expense arising solely out of the negligence or intentional misconduct of the City or City Indemnitees. The Service Provider is solely responsible for determining the accuracy and validity of any information provided to the Service Provider by the City or its representatives. This indemnification shall apply to the fullest extent of the law, and in the event that any provision hereof is determined to be unenforceable, the indemnification obligations shall be severable and the fullest extent of indemnification that may lawfully apply shall remain in full force and effect.

In the event any such Claim is asserted, any such money due the Service Provider under and by virtue of the Agreement as shall be deemed necessary by the City for the payment thereof, may be retained by the City for said purpose, or in case no money or insufficient money is due to satisfy such Claim, the Service Provider's Surety (if a bond is required by this Agreement) shall remain liable for any payment therefore until any such Claim has been settled or has been fully judicially determined and satisfied.

Service Provider (and any subcontractor into whose subcontract this clause is incorporated) shall assume the entire liability for all personal injury claims suffered by its own employees and waives any limitation of liability defense based upon the Worker's Compensation Act and cases decided there under. Service Provider agrees to indemnify and defend the City and City Indemnitees from and against all such loss, expense, damage, or injury, including reasonable attorneys' fees, which the City or City Indemnitees may sustain as a result of personal injury claims by Service Provider's employees, except to the extent those claims arise as a result of the City's own negligence.

The obligation on the part of the Service Provider to defend, hold harmless, and indemnify the City shall survive the expiration or termination of this Agreement. Nothing in this Agreement shall be construed as prohibiting the City or City Indemnitees from defending, through the selection and use of their own agents, attorneys and experts, any Claims brought against them arising out of the performance of this Agreement.

In the event that any claim for indemnification hereunder arises from the negligence or willful misconduct of both the Service Provider and the City, the parties agree that any and all lawsuits, claims, demands, damages, liabilities, losses, fines, judgments, settlements, penalties, costs, and expenses shall be apportioned between the parties on the basis of their comparative degrees of fault, except as otherwise herein provided.

**6.2 Insurance.** Contemporaneous with the Service Provider's execution of this Agreement, the Service Provider shall provide certificates and policies of insurance, all with coverages and limits acceptable to the City, and evidencing at least the minimum insurance coverages and limits as set forth by the City in the **Special Provisions for: Insurance Coverage for Contractual Services** included in **Exhibit C** to this Agreement. The City shall be included under the Service Provider's insurance as an additional primary insured with respect to claims and/or

liability arising out of Services performed for the City by the Service Provider. All subcontractors shall comply with each and every insurance provision in **Exhibit C**. Service Provider shall therefore not allow any subcontractor to commence work/services on any subcontract to perform any part of the Services until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this Agreement. The insurance described herein as set forth in **Exhibit C** shall be maintained for the duration of the Agreement, including any warranty period.

**6.3     No Personal Liability.** No elected or appointed official, director, officer, agent, or employee of the City shall be personally liable, in law or in contract, to the Service Provider as the result of the execution, approval or attempted execution of this Agreement.

**6.4     Governmental Immunity.** Nothing in this Agreement shall be construed as a waiver of any and all privileges, immunities, or defenses provided to or enjoyed by the City under common law or pursuant to statute, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/2-101 *et. seq.*

**6.5     Third Party Beneficiaries.** There are no third-party beneficiaries of this Agreement.

**6.6     Limitation of Liability.** CITY SHALL NOT BE LIABLE TO SERVICE PROVIDER FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, OR EXEMPLARY DAMAGES, INCLUDING WITHOUT LIMITATION, LOST PROFITS (DIRECT OR INDIRECT) AND LOST REVENUES HOWSOEVER ARISING, WHETHER OR NOT CHARACTERIZED IN NEGLIGENCE, TORT, CONTRACT OR OTHER THEORY OF LIABILITY, EVEN IF CITY HAS BEEN ADVISED OF THE POSSIBILITY OF OR COULD HAVE FORESEEN ANY SUCH DAMAGES.

## **SECTION 7. CONFIDENTIAL INFORMATION.**

**7.1     Confidential Information.** The term "**Confidential Information**" shall mean information in the possession or under the control of the City relating to the technical, business, or corporate affairs of the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (i) to have been rightfully in the possession of the Service Provider from a source other than the City prior to the time of disclosure of said information to the Service Provider under this Agreement ("**Time of Disclosure**"); (ii) to have been in the public domain prior to the Time of Disclosure; (iii) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Service Provider or the City; or (iv) to have been supplied to the Service Provider after the Time

of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

**7.2 No Disclosure of Confidential Information by the Service Provider.** The Service Provider acknowledges that it in the event that it shall, in performing the Services for the City under this Agreement, have access to or be directly or indirectly exposed to Confidential Information, that Service Provider shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without express prior written consent of the City. The Service Provider shall use reasonable measures at least as strict as those the Service Provider uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Service Provider to execute a non-disclosure agreement before obtaining access to Confidential Information.

**7.3 Breach of Confidentiality.** In the event of breach of the confidentiality provisions of **Section 7** of this Agreement, it shall be conclusively presumed that irreparable injury would result to the City and there would be no adequate remedy at law. The City shall be entitled to obtain temporary and permanent injunctions, without bond and without proving damages, to enforce this Agreement. The City shall be entitled to damages for any breach of the injunction, including but not limited to, compensatory, incidental, consequential, exemplary, and punitive damages. The confidentiality provisions of this Agreement survive the termination or performance of this Agreement.

## **SECTION 8. TERM, TERMINATION and DEFAULT.**

**8.1 Term.** This Agreement shall become effective upon the latter of the date accepted and signed by the City and the date accepted and signed by the Service Provider, and shall continue in full force and effect until the earlier of the following occurs: (i) the termination of this Agreement; or (ii) final completion of all items of Services specified in the Agreement by **September 11, 2026** or to a new date mutually agreed upon by the parties in writing, or (iii) the completion by Service Provider and City of their respective obligations under this Agreement, in the event such completion occurs before the date(s) in item (ii) above. A determination of completion shall not constitute a waiver of any rights or claims which the City may have or thereafter acquire with respect to any term or provision of this Agreement.

The City, at its option, may extend this Agreement (the "Option") for two (2) additional one-year terms if the vendor performs satisfactorily and provided there are no changes in the terms, conditions, specifications, and pricing structure unless mutually agreed to by the parties. If the City exercises this Option, the extended Agreement shall be considered to include this Option provision.

**8.2 Termination.** Notwithstanding any other provision hereof, the City may terminate this Agreement, with or without cause, at any time upon fifteen (15) days prior written notice to the Service Provider. In the event that this Agreement is so terminated, the City shall pay Service

Provider for the Services performed and reimbursable expenses actually incurred as of the effective date of termination, less any sums attributable, directly, or indirectly, to Service Provider's breach of this Agreement. The written notice required under this subsection shall be either (i) served personally during regular business hours; (ii) served by facsimile during regular business hours (iii) served by certified or registered mail, return receipt requested, addressed to the address listed at the end of this Agreement with postage prepaid and deposited in the United States mail or (iv) by e-mail sent to the Service Provider's Key Project Personnel. Notice served personally, by facsimile transmission or e-mail shall be effective upon receipt, and notice served by mail shall be effective upon receipt as verified by the United States Postal Service. Service Provider shall provide the City with its Key Project Personnel's e-mail address upon its execution of this Agreement. On receiving such notice, Service Provider shall, unless the notice directs otherwise, immediately discontinue all Services under this Agreement. As soon as practicable after receiving the termination notice, Service Provider shall submit an invoice to the City showing in detail the Services performed under this Agreement up to the termination date. Service Provider's receipt of payment for Services rendered upon City's termination of this Agreement, is Service Provider's sole and exclusive remedy for termination for convenience by the City. City's termination for convenience does not constitute a default or breach of this Agreement.

If this Agreement is terminated as provided herein, City may require Service Provider to provide all finished or unfinished documents and data and other information of any kind prepared by Service Provider in connection with the performance of the Services under this Agreement. Service Provider shall be required to provide such documents, data, and other information within fifteen (15) days of the request.

**8.3 Default.** If it should appear at any time that the Service Provider has failed or refused to perform, or has delayed in the performance of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services requirements or any other requirement of this Agreement ("**Event of Default**"), then the City shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

- 1. Cure by Service Provider.** The City may require the Service Provider, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all action necessary to bring the Service Provider and the Services into compliance with this Agreement.
- 2. Termination of Agreement by City.** The City may terminate this Agreement as to any or all Services yet to be performed, effective at a time specified by the City, and shall pay Service Provider for the Services performed or reimbursable expenses actually incurred as of the effective date of termination.



**3. Withholding of Payment by City.** The City may withhold from any payment, whether or not previously approved, or may recover from the Service Provider, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Service Provider or as a result of actions taken by the City in response to any Event of Default by the Service Provider.

## **SECTION 9. COMPLIANCE WITH LAWS AND GRANTS.**

**9.1 Generally: Permits/Codes/Business Laws/Safety Standards/Grants.** Service Provider shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and will comply with all applicable municipal, county, state and federal statutes, ordinances, rules, and regulations, including without limitation all applicable building and fire codes, now in force or which may hereafter be in force, any statutes regarding qualification to do business, and all local, state and federal safety standards. Service Provider shall comply with all conditions of any federal, state, or local grant received by Owner or Service Provider with respect to this Agreement or the Services. Service Provider shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Service Provider's, or its subcontractor's, performance of, or failure to perform, the Services or any part thereof. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

**9.2 Freedom of Information Act.** The Service Provider shall, within four (4) business days of the City's request, provide any documents in the Service Provider's possession related to this Agreement which the City is required to disclose to a requester under the Illinois Freedom of Information Act ("FOIA"). This provision is a material covenant of this Agreement. Service Provider agrees to not apply any costs or charge any fees to the City regarding the procurement of records required pursuant to an FOIA request. Should Service Provider request that the City utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Service Provider agrees to pay all costs connected therewith (such as reasonable attorneys' fees and witness fees, filing fees, and any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. Service Provider agrees to defend, indemnify, and hold harmless the City, and agrees to pay all costs in connection therewith (such as reasonable attorneys' and witness fees, filing fees, and any other expenses) to defend any denial of a FOIA request by Service Provider's request to utilize a lawful exemption to the City.

**9.3 No Delinquent Taxes.** The Service Provider represents and certifies that the Service Provider is not barred from contracting with a unit of state or local government as a result of a delinquency in the payment of any tax administered by the Illinois Department of

Revenue unless the Service Provider is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax, or has entered into an agreement with Department of Revenue for payment of all taxes due and is currently in compliance with that agreement, as set forth in 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 et seq.

**9.4 No Collusion.** The Service Provider represents and certifies that the Service Provider is not barred from contracting with a unit of state or local government as a result of a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 2012, 720 ILCS 5/33E-1 et seq. The Service Provider represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Service Provider has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Service Provider shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

**9.5 Sexual Harassment Policy.** The Contractor shall certify that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 755 ILCS 5/2-105(A)(4).

**9.6 Patriot Act (USA Freedom Act) Compliance.** The Service Provider represents and warrants to the City that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly for or on behalf of a Specially Designated National and Blocked Person. The Service Provider further represents and warrants to the City that the Service Provider and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Service Provider hereby agrees to defend, indemnify, and hold harmless the City, its corporate authorities, and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the representations and warranties in this subsection.

**9.7 Anti-Discrimination Laws.** Service Provider is an equal opportunity employer and the requirements of 775 ILCS 5/2-105 and 44 Ill. ADM Code APPENDIX A are incorporated herein as though fully set forth. The Service Provider shall comply with all federal and state laws prohibiting discrimination because of or requiring affirmative action based on race, color, religion, sex, sexual orientation, gender identity, marital status, order of protection status, national origin or ancestry, genetic information, citizenship status, age. Physical or mental disability unrelated to ability, military status, or an unfavorable discharge from military service,

and shall execute the Equal Employment Opportunity Clause compliance certification attached to this Agreement in **Group Exhibit D**.

In the event of the Service Provider's noncompliance with any provision of the Illinois Human Rights Act or any other applicable law, the Service Provider may be declared non-responsible and therefore ineligible for future Agreements or subcontracts with the City, and the Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed, or remedies invoked as provided by statute or regulation. In all solicitations or advertisements for employees placed by it on its behalf, the Service Provider shall state that all applicants be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, gender identity, marital status, order of protection status, national origin or ancestry, genetic information, citizenship status, age physical or mental disability unrelated to ability, military status, or an unfavorable discharge from military services.

**9.8 Americans with Disabilities Act.** Service Provider shall utilize standards and/or methods that do not discriminate against the disabled in compliance with the Americans with Disabilities Act, 42 U.S.C. §§12101 et seq.

**9.9 Drug Free Workplace Act.** Service Provider shall comply with all conditions of the Illinois Drug Free Workplace Act, 30 ILCS 580/3 et seq.

**9.10 Public Works Employment Discrimination Act.** Service Provider shall comply with all conditions and requirements of the Illinois Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

**9.11 CDL Driver Controlled Substances and Alcohol Use and Testing.** To the extent that the Service Provider and any employees, agents, or subcontractors thereof, will operate any commercial vehicles requiring the necessity for a state issued Commercial Driver's License, Service Provider shall comply with Federal Highway Authority Rules on Controlled Substances and Alcohol Use and Testing, 49 CFR Parts 40 and 382 and shall notify the City of any employee, agent subcontractor driver participating in a drug and alcohol testing program pursuant to the aforementioned rules during the term of this Agreement.

**9.12 Employment of Illinois Workers on Public Works Projects Act.**  
☒ Employment of Illinois Workers on Public Works Projects Act **DOES NOT APPLY**  
☐ Employment of Illinois Workers on Public Works Projects Act **APPLIES.** The Employment of Illinois Workers on Public Works Projects Act, 30 ILCS 570/1 et seq., requires the workforce on all public works projects to be comprised of a minimum of 90% Illinois residents during excessive periods of unemployment. Excessive unemployment is defined as any month immediately following two (2) consecutive calendar months that the Illinois unemployment rate exceeds 5%. Due to the high unemployment rate caused by the ongoing COVID-19 pandemic, the Employment of Illinois Workers on Public Works Act is in effect.

**9.13 Steel Products Procurement Act.** When applicable, any steel product used or supplied in the performance of the contract or any subcontract thereto, shall be manufactured or produced in the United States, as required by the Illinois Steel Products Procurement Act, 30 ILCS 565/1 et seq.

**9.14 Substance Abuse Prevention.** Pursuant to the Substance Abuse Prevention on Public Works Projects ("SAPPWP") 820 ILCS 265/1 et seq., employees of the Service Provider and employees of any Subcontractor are prohibited from the use of drugs or alcohol, as defined in the SAPPWP, while performing work on any public works project. The Service Provider certifies that it has a written Substance Abuse Prevention Program for the prevention of substance abuse among its employees which meets or exceeds the requirements of the SAPPWP or shall have a collective bargaining agreement in effect dealing with the subject matter.

**9.15 Prevailing Wage Act.** Some or all of the Services herein required under this Agreement may involve the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 et seq. ("the Act"). The Act requires Service Providers and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. All Service Provider's and subcontractor's rendering Services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties, as more fully set forth in the "Special Provisions for: Wages of Employees on Public Works" contained in Group Exhibit A to this Agreement. The Service Provider shall indemnify the City for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said laws.

**9.16 Illinois Property Tax Code (35 ILCS 200/18-50.2).** The City of Wheaton is required under Section 200/18-50.2 of the Illinois Property Tax Code (35 ILCS 200/18-50.2) to collect and electronically publish information from vendors/contractors, and sub-vendors/subcontractors pertaining to their status as a minority-owned, women-owned, or veteran-owned business. Vendors/Contractors seeking contract award are required to complete the City's Vendor/Contractor/Subcontractor Information Reporting Form and return with their submittal to the City. This information will be electronically published on the City's website in compliance with the Property Tax Code's vendor information collection and reporting requirements. Current City Vendors/sub-vendors/contractors/subcontractors should return this form to the City within thirty (30) days of receipt of this form from the City. Additionally, vendors/contractors are required to provide this form to all sub-vendors/subcontractors providing goods, work, or services to the City and shall return completed forms to the City's Procurement Officer prior to the subcontractor's performance of work or services.

**9.17 Veterans Preference Act.** When applicable, Service Provider shall comply with all employment preference requirements of the Illinois Veterans Preference Act, 330 ILCS 55/0.01 et seq.

**9.18 Execution of Certifications.** Service Provider shall execute the legal certifications and compliance with laws documentation which is attached hereto and incorporated herein as if fully set forth as **Group Exhibit D**.

## **SECTION 10. GENERAL PROVISIONS.**

**10.1 Integration.** The provisions set forth in this Agreement represent the entire agreement between the parties and supersede all prior agreements, promises, and representations, as it is the intent of the parties to provide for a complete integration within the terms of this Agreement.

**10.2 Amendment.** No amendment or modification to this Agreement shall be effective unless and until such amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

**10.3 Subcontractor's; Assignment or Transfer.** Service Provider shall not subcontract any portion of the Services required under this Agreement, except as expressly authorized herein, without the prior written approval of the City. Subcontracts, if any, shall include a provision making them subject to all provisions of this Agreement. Service Provider shall also not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement, or any interest herein without the prior written consent of the City. Any attempt to subcontract or take any other action not authorized herein shall be null and void, and any subcontractor's, assignees, hypothecates or transferees shall acquire no right or interest by reason of such action.

**10.4 Binding Effect.** The terms of this Agreement shall bind and inure to the benefit of the parties hereto and their agents, successors, and assigns.

**10.5 News Releases.** The Service Provider shall not issue any news releases or other public statements regarding the Services without prior approval from the City Manager.

**10.6 Work Products.** Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, studies, logbooks, instructions, manuals, models, recommendations, printed and electronic files, and any other data or information, in any form, prepared, collected, or received by the Service Provider in connection with any or all of the Services to be performed under this Agreement ("**Documents**") shall be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Service Provider shall cause the Documents to be promptly delivered to the City.



**10.7 Waiver.** Any failure of either the City or the Service Provider to strictly enforce any term, right or condition of this Agreement, whether implied or express, shall not be construed as a waiver of such term, right or condition, nor shall it be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

**10.8 Severability.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

**10.9 Time.** Time is of the essence as to those provisions in which time is an element of performance.

**10.10 Governing Laws/Jurisdiction.** This Agreement shall be interpreted according to the laws of the State of Illinois. Exclusive jurisdiction for any litigation involving any aspect of this Agreement shall be in the Eighteenth Judicial Circuit Court, DuPage County, Illinois.

**10.11 Force Majeure.** No party hereto shall be deemed to be in default or to have breached any provision of this Agreement as the result of any delay, failure in performance or interruption of services resulting directly or indirectly from acts of God, acts of civil or military disturbance, or war, which are beyond the control of such non-performing party.

**10.12 Headings.** The headings of the several paragraphs of this Agreement are inserted only as a matter of convenience and for reference and are in no manner intended to define, limit, or describe the scope of intent of any provision of this Agreement, nor shall they be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

**10.13 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 shall be cumulative and shall not be exclusive of any other such rights, remedies and benefits allowed by law.

**10.14 Counterpart Execution.** This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**10.15 Notice.** Unless otherwise expressly provided in this Agreement, any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, (iv) by facsimile, or (v) by electronic internet mail ("e-mail"). Facsimile notices shall be deemed valid only to the extent that they are (a) actually received by the individual to whom addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three (3)

business days thereafter at the appropriate address set forth below. E-mail notices shall be deemed valid and received by the addressee thereof when delivered by e-mail and (a) opened by the recipient on a business day at the address set forth below, and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three (3) business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; or (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidence by a return receipt. By notice complying with the requirements of this Subsection, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications shall be addressed to, and delivered to as follows:

If to the Service Provider:

MaintStar  
Attn: Eric Sabato  
3510 Turtle Creek Blvd, Unit 17B  
Dallas, TX 75219  
E-Mail: [eric@maintstar.com](mailto:eric@maintstar.com)

If to the City:

City of Wheaton  
Attn: City Clerk  
303 W. Wesley Street, Box 727  
Wheaton, IL 60187-727  
E-Mail: [cityclerk@wheaton.il.us](mailto:cityclerk@wheaton.il.us)

**10.16 Contract Numbering.** The faces of all invoices and documents shall contain the following contract number **411** for reference purposes.

**10.17 Electronic Signatures.** The parties may execute this Agreement in writing or by facsimile transmission or by e-mail delivery of a “.pdf” format data file, and any such signature shall have the same legal effect as a handwritten signature for the purposes of validity, enforceability, and admissibility. In addition, a true and correct facsimile copy or computer image of this Agreement shall be treated as and shall have the same effect as an original signed copy of this document.

**10.18 Authority to Enter Agreement.** Service Provider has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party. If the Service Provider is a corporation, the legal name of the corporation shall be set forth below, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if Service Provider is a co-partnership the true name of the firm shall be set forth below, together with the signatures of all partners; and if the Service Provider is an individual, the Service Provider shall sign his or her name below. If signature is by an agent other than an officer of a corporation or a member of a partnership, a power-of-attorney must be attached hereto.

IN WITNESS WHEREOF, the parties have entered into this Agreement this 6th day of September 2023.

**CITY OF WHEATON, an Illinois municipal corp.**

By: Philip J. Suen Date: 9/6/2023  
Mayor

ATTEST:

By: Andrea Renedale  
City Clerk

**MaintStar**

By: [Signature] Date: August 28, 2023  
Signature

Its: Eric Sabato, Vice President of Sales

ATTEST:

By: [Signature]

Title: Dimitry Poretsky, President and CEO