



# Lake County Forest Preserves

General Offices  
1899 West Winchester Road  
Libertyville, Illinois 60048  
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**DATE:** August 29, 2022  
**TO:** Jessica Vealitzek, Chair  
Operations Committee  
**FROM:** Nan Buckardt  
Director of Education

**Agenda Item#** 10.4

**RECOMMENDATION:** Recommend approval of a Resolution approving a contract for Humidification Unit Installation in Gallery Cases at the Bess Bower Dunn Museum to Ravenswood Studio, Inc. in the contract price of \$56,420.00.

**STRATEGIC DIRECTION SUPPORTED:** Communication, Education, and Outreach

**FINANCIAL DATA:** Partial funding for this contract comes from the grant award provided by the Public Museum Capital Grant Program through the Illinois Department of Natural Resources. (i.) The grant will fund \$43,600.00 and (ii) \$12,820.00 will be funded from the Collections Acquisitions Fund, 76414100-803200-61811.

**BACKGROUND:** In 2016, the Lake County Forest Preserve District began to actively plan the move of its museum from the Lakewood Forest Preserve in Wauconda to the General Offices in Libertyville. In addition to relocating the collection and archives, new gallery exhibitions were developed and installed. The Bess Bower Dunn Museum opened to the public at the General Offices in March, 2018.

In 2017, the District advertised for competitive bids to fabricate and install five exhibit cases to display and protect fragile collection pieces in the new Museum. The contract was awarded to Ravenswood Studio, Inc. In the original design and bid, the cases included humidification controls; however, at the time the cases were installed, the humidification units were not installed due to funding constraints.

In 2021, the District submitted a grant application to the Illinois Public Museum Capital Grant Program. The funds sought in the grant application included funding for adding humidification control units to the existing cases fabricated by Ravenswood Studio and upgrading the HVAC system in the Collections and Storage Facility at the General Offices to better control humidity levels. The District was notified in late spring 2022 that the grant application was successful.

It is in the District's best interests to award the contract for installation of the humidification units to Ravenswood because they have access to, and are most familiar with, the original design of the cases that they fabricated and they are uniquely qualified to retrofit their own cabinets with the units.

**BY OTHERS:** Exhibitions and Collections Manager, Chief Operations Officer, Director of Finance, Corporate Counsel



**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING A CONTRACT FOR HUMIDIFICATION UNIT  
INSTALLATION IN GALLERY CASES AT THE BESS BOWER DUNN MUSEUM TO  
RAVENSWOOD STUDIO, INC.**

**WHEREAS**, the Lake County Forest Preserve District (the "District") desires to install humidification units in gallery cases at the Bess Bower Dunn Museum of Lake County (the "Work"); and

**WHEREAS**, the Director of Education and the Purchasing Manager have determined that the Work requires personal confidence; and

**WHEREAS**, the Director of Education has solicited a proposal for the Work from Ravenswood Studio, Inc.; and

**WHEREAS**, the District's staff, the Purchasing Manager, the Director of Education, and the Operations Committee have reviewed the proposal submitted by Ravenswood Studio, Inc. and recommend that the Board of Commissioners (i) find that the proposal submitted by Ravenswood Studio, Inc. is the proposal that is most advantageous to the District and (ii) approve a contract for the Work to Ravenswood Studio, Inc. in the amount of \$56,420.00 (the "Contract Price") in substantially the form attached hereto (the "Contract"); and

**WHEREAS**, the Board of Commissioners hereby finds the proposal for the Work submitted by Ravenswood Studio, Inc. is the proposal that is most advantageous to the District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

**Section 1: Recitals.** The recitals set forth above are incorporated as a part of this Resolution by this reference.

**Section 2: Award of Contract.** The Contract for the Work, in the Contract Price, in substantially the form attached hereto, is hereby awarded to Ravenswood Studio, Inc.

**Section 3: Execution of Contract.** The Executive Director of the District is hereby authorized and directed to execute the Contract for the Work in the amount of the Contract Price.

**Section 4: Payments.** The Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

**Section 5: Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2022

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_



Lake County  
Forest Preserves

1899 West Winchester Road  
Libertyville, Illinois 60048  
PurchasingDept@LCFPD.org  
847-367-6640

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**CONTRACT FOR**  
**GALLERY CASE HUMIDIFICATION UNIT**  
**INSTALLATION**  
**BESS BOWER DUNN MUSEUM**

CONTRACT BETWEEN  
LAKE COUNTY FOREST PRESERVE DISTRICT  
AND  
RAVENSWOOD STUDIO, INC.  
FOR THE  
GALLERY CASE HUMIDIFICATION UNIT INSTALLATION  
BESS BOWER DUNN MUSEUM

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GALLERY CASE HUMIDIFICATION UNIT INSTALLATION  
BESS BOWER DUNN MUSEUM

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CONTRACT BETWEEN  
LAKE COUNTY FOREST PRESERVES  
AND  
RAVENSWOOD STUDIO, INC.  
FOR THE  
GALLERY CASE HUMIDIFICATION UNIT INSTALLATION  
BESS BOWER DUNN MUSEUM

In consideration of the mutual promises set forth below, the Lake County Forest Preserve District, 1899 West Winchester Road, Libertyville, Illinois 60048, a public corporation ("Owner"), and Ravenswood Studio, Inc., 6900 N. Central Park Avenue, Lincolnwood, IL 60712, an Illinois Corporation ("Contractor"), make this Contract as of the 13<sup>th</sup> day of September, 2022, and hereby agree as follows:

ARTICLE 1  
THE WORK

1.1 Performance of the Work

Contractor shall, at its sole cost and expense, provide perform, and complete all of the following, all of which is herein referred to as the "Work:"

- A. Labor, Equipment, Materials, and Supplies. Provide, perform, and complete in the manner described and specified in this Contract, all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data, and other means and items necessary to accomplish the Project at the Work Site, both as defined in Attachment A, in accordance with the specifications attached hereto as Attachment B.
- B. Permits. Except as otherwise provided in Attachment A, procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith.
- C. Bonds and Insurance. Procure and furnish all Bonds and all certificates and policies of insurance specified in this Contract.
- D. Taxes. Pay all applicable federal, state, and local taxes.
- E. Miscellaneous. Do all other things required of Contractor by this Contract, including, without limitation, arranging for utility and other services needed for the Work and for testing, including the installation of temporary utility lines, wiring, switches, fixtures, hoses, connections, and meters, and providing sufficient sanitary conveniences and shelters to accommodate all workers and all personnel of Owner engaged in the Work.
- F. Quality. Provide, perform, and complete all of the foregoing in a proper and workmanlike manner consistent with the highest standards of professional and construction practices and in full compliance with and as required by or pursuant to this Contract; and with the greatest economy, efficiency, and expedition consistent therewith with only new, undamaged, and first quality equipment, materials, and supplies.



## 1.2 Commencement and Completion Dates

Contractor shall commence the Work not later than the "Commencement Date" set forth on Attachment A and shall diligently and continuously prosecute the Work at such a rate as will allow the Work to be fully provided, performed, and completed in full compliance with this Contract not later than the "Completion Date" set forth in Attachment A. The Commencement Date, the rate of progress (as set forth in the "Work Schedule" to be prepared as set forth in Attachment A), and the Completion Date are referred to in this Contract as the "Contract Time."

## 1.3 Required Submittals

A. Submittals Required. Contractor shall submit to Owner all documents, data, and information specifically required to be submitted by Contractor under this Contract and shall, in addition, submit to Owner all such drawings, specifications, descriptive information, and engineering documents, data, and information as may be required, or as may be requested by Owner, to show the details of the Work, including a complete description of all equipment, materials, and supplies to be provided under this Contract ("Required Submittals"). Such details shall include, but shall not be limited to, design data, structural and operating features, principal dimensions, space required or provided, clearances required or provided, type and brand of finish, and all similar matters, for all components of the Work.

B. Number and Format. Contractor shall provide two (2) complete sets for each Required Submittal. All Required Submittals, except drawings, shall be prepared on white 8.5 inch by 11-inch paper. Two (2) blue line prints and one (1) sepia transparency of each drawing shall be provided. All drawings shall be clearly marked in the lower right hand corner with the names of Owner/Architect/Engineer and Contractor.

C. Time of Submission and Owner's Review. All Required Submittals shall be provided to Owner no later than the time, if any, specified in this Contract for their submission or, if no time for submission is specified, in sufficient time, in Owner's sole opinion, to permit Owner to review the same prior to the commencement of the part of the Work to which they relate and prior to the purchase of any equipment, materials or supplies that they describe. Owner shall have the right to require such corrections as may be necessary to make such submittals conform to this Contract. All such submittals shall, after final processing and review, with no exception noted by Owner, become a part of this Contract. No Work related to any submittal shall be performed by Contractor until Owner has completed review of such submittal with no exception noted. Owner's review and stamping of any Required Submittal shall be for the sole purpose of examining the general management, design, and details of the proposed Work, shall not relieve Contractor of the entire responsibility for the performance of the Work in full compliance with and as required by or pursuant to this Contract, and shall not be regarded as any assumption of risk or liability by Owner.

D. Responsibility for Delay. Contractor shall be responsible for any delay in the Work due to delay in providing Required Submittals conforming to this Contract.

## 1.4 Review and Interpretation of Contract Provisions

Contractor represents and warrants that it has carefully reviewed this Contract, including all of its Attachments, all of which are by this reference incorporated into and made a part of this Contract. Contractor shall, at no increase in the Contract Price, provide workmanship, equipment, materials, and supplies that fully conform to this Contract. Whenever any equipment, materials or supplies are specified or described in this Contract by using the name or other identifying feature of a proprietary product or the name or other identifying feature of a particular manufacturer or vendor, the specific item mentioned shall be understood as establishing the type, function, and quality desired. Other manufacturers' or vendors' products may be accepted, provided that the products proposed are equivalent in substance and function to those named as determined by Owner in its sole and absolute discretion.

Contractor shall promptly notify Owner of any discrepancy, error, omission, ambiguity, or conflict among any of the provisions of this Contract before proceeding with any Work affected thereby. If Contractor fails to give such notice to Owner, then the subsequent decision of Owner as to which provision of this Contract shall govern shall be final, and any corrective work required shall not entitle Contractor to any damages, to any compensation in excess of the Contract Price, or to any delay or extension of the Contract Time.

When the equipment, materials, or supplies furnished by Contractor cannot be installed as specified in this Contract, Contractor shall, without any increase in the Contract Price, make all modifications required to properly install the equipment, materials, or supplies. Any such modification shall be subject to the prior review and consent of Owner.

1.5 Conditions at the Work Site; Record Drawings

NOT APPLICABLE

1.6 Technical Ability to Perform

Contractor represents and warrants that it is sufficiently experienced and competent and has the necessary capital, facilities, plant, organization, and staff to provide, perform, and complete the Work in full compliance with and as required by or pursuant to this Contract. Without limiting the preceding sentence, Contractor shall employ staff with the same or superior experience as the staff identified in the Bidder Organizational and Experience Chart included in Bidder's Sworn Work History Statement.

1.7 Financial Ability to Perform

Contractor represents and warrants that it is financially solvent and Contractor has the financial resources necessary to provide, perform, and complete the Work in full compliance with and as required by or pursuant to this Contract.

1.8 Time

Contractor represents and warrants that it is ready, willing, able and prepared to begin the Work on the Commencement Date and that the Contract Time is sufficient time to permit completion of the work in full compliance with and as required by or pursuant to this Contract for the Contract Price, all with due regard to all natural and man-made conditions that may affect the Work or the Work Site and all difficulties, hindrances, and delays that may be incidental to the Work.

1.9 Safety at the Work Site

Contractor shall be solely and completely responsible for providing and maintaining safe conditions at the Work Site, including the safety of all persons and property during performance of the Work. This requirement shall apply continuously and shall not be limited to normal working hours. Contractor shall take all safety precautions as shall be necessary to comply with all applicable laws and to prevent injury to persons and damage to property.

Contractor shall conduct all of its operations without interruption or interference with vehicular and pedestrian traffic on public and private rights-of-way, unless it has obtained permits therefor from the proper authorities. If any public or private right-of-way shall be rendered unsafe by Contractor's operations, Contractor shall make such repairs or provide such temporary ways or guards as shall be acceptable to the proper authorities.

1.10 Cleanliness of the Work Site and Environs

Contractor shall keep the Work Site and adjacent areas clean at all times during performance of the Work and shall, upon completion of the Work, leave the Work Site and adjacent areas in a clean and orderly condition.

1.11 Damage to the Work, the Work Site, and Other Property

The Work and everything pertaining thereto shall be provided, performed, completed, and maintained at the sole risk and cost of Contractor from the Commencement Date until Final Payment. Contractor shall be fully responsible for the protection of all public and private property and all persons. Without limiting the foregoing, Contractor shall, at its own cost and expense, provide all permanent and temporary shoring, anchoring, and bracing required by the nature of the Work in order to make all parts absolutely stable and rigid, even when such shoring, anchoring, and bracing is not explicitly specified, and support and protect all buildings, bridges, roadways, conduits, wires, water pipes, gas pipes, sewers, pavements, curbs, sidewalks, fixtures, and landscaping of all kinds, and all other public or private property that may be encountered or endangered in providing, performing, and completing the Work. Contractor shall have no claim against Owner because of any damage or loss to the Work or to Contractor's equipment, materials, or supplies from any cause whatsoever, including damage or loss due to simultaneous work by others. Contractor shall, promptly and without charge to Owner, repair or replace, to the satisfaction of Owner, any damage done to and any loss suffered by the Work, and any damage done to and any loss suffered by the Work Site or other property as a result of the Work. The Contractor is responsible for immediate resolution of any damages and other incidents resulting from the use of chemicals. These incidents include but are not limited to spills, smoke, fumes, and vapors. The contractor will bear all cost for the resolution of these incidents. Notwithstanding any other provision of this Contract, Contractor's obligations under this Section shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of Owner or Contractor, to indemnify, hold harmless or reimburse Contractor for the cost of any repair or replacement work required by this Section.

1.12 Subcontractors and Suppliers

A. Approval and Use of Subcontractors and Suppliers. Contractor shall perform the Work with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by Owner in writing. All subcontractors, suppliers, and subcontracts used by Contractor shall be acceptable to and approved in advance by Owner. Owner's approval of any subcontractor, supplier, and subcontract shall not relieve Contractor of full responsibility and liability for the provision, performance, and completion of the Work in full compliance with and as required by or pursuant to this Contract. All Work performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of Contractor. Every reference in this Contract to "Contractor" shall be deemed also to refer to all subcontractors and suppliers of Contractor. Every subcontract shall include a provision binding the subcontractor or supplier to all provisions of this Contract.

B. Removal of Subcontractors and Suppliers. If any subcontractor or supplier fails to perform the part of the Work undertaken by it in a manner satisfactory to Owner, Contractor shall immediately upon notice from Owner terminate such subcontractor or supplier. Contractor shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such termination.

1.13 Simultaneous Work by Others

Owner shall have the right to perform or have performed such other work as Owner may desire in, about, or near the Work Site during the performance of the Work by Contractor. Contractor shall make every reasonable effort to perform the Work in such manner as to enable both the Work and such other work to be completed without hindrance or interference from each other. Contractor shall afford Owner and other contractors reasonable opportunity for the execution of such other work and shall properly coordinate the Work with such other work.

1.14 Occupancy Prior to Final Acceptance or Final Payment

Owner shall have the right, at its election, to occupy, use, or place in service any part of the Work prior to Final Acceptance of the Work or Final Payment. Such occupancy, use, or placement in service shall be conducted in such manner as not to damage any of the Work or to unreasonably interfere with the progress of the Work. No such occupancy, use or placement in service shall be construed as an acceptance of any of the Work or a release or satisfaction of Contractor's duty to insure and protect the Work, nor shall it, unless conducted in an unreasonable manner, be considered as an interference with Contractor's provision, performance or completion of the Work.

1.15 Owner's Right to Terminate or Suspend Work for Convenience

A. Termination or Suspension for Convenience. Owner shall have the right for its convenience to terminate or suspend the Work in whole or in part at any time by written notice to Contractor. Every such notice shall state the extent and effective date of such termination or suspension. On such effective date, Contractor shall, as and to the extent directed, stop Work under this Contract, cease all placement of further orders or subcontracts, terminate or suspend Work under existing orders and subcontracts, cancel any outstanding orders or subcontracts that may be canceled, and take any action necessary to protect any property in its possession in which Owner has or may acquire any interest and to dispose of such property in such manner as may be directed by Owner.

B. Payment for Completed Work. In the event of any termination pursuant to Subsection 1.15A above, Owner shall pay Contractor (1) such direct costs, excluding overhead, as Contractor shall have paid or incurred for all Work performed in compliance with and as required by or pursuant to this Contract up to the effective date of termination together with ten percent (10%) of such costs for overhead and profit; and (2) such other costs pertaining to the Work, exclusive of overhead and profit as Contractor may have reasonably and necessarily incurred as the result of such termination. Any such payment shall be offset by any prior payment or payments and shall be subject to Owner's rights to withhold and deduct as provided in this Contract.

ARTICLE II  
CHANGES AND DELAYS

2.1 Changes

Owner shall have the right by written order executed by Owner to make changes in the Contract, the Work, the Work Site, and the Contract Time ("Change Order"). If any Change Order causes an increase or decrease in the amount of the Work, an equitable adjustment in the Contract Price or Contract Time may be made. No equitable adjustments in the Contract Price or Contract Time shall be made or allowed unless embodied in a Change Order. All claims by Contractor for an equitable adjustment in either the Contract Price or the Contract Time shall be made within two (2) business days following receipt of such Change Order and, if not made prior to such time, shall be deemed conclusively to have been waived. No decrease in the amount of the Work caused by any Change Order shall entitle Contractor to make any claim for damages, anticipated profits or other compensation.

2.2 Delays

A. Extensions for Unavoidable Delays. For any delay that may result from causes that could not be avoided or controlled by Contractor, Contractor shall, upon timely written application, be entitled to issuance of a Change Order providing for an extension of the Contract Time for a period of time equal to the delay resulting from such unavoidable cause. No extension of the Contract Time shall be allowed for any other delay in completion of the Work.

B. No Compensation for Delays. No payment, compensation, damages or adjustment of any kind, other than the extension of the Contract Time provided in Subsection 2.2A above, shall be made to or claimed by Contractor because of hindrances or delays from any cause in the commencement prosecution or completion of the Work, whether caused by Owner or any other party and whether avoidable or unavoidable.

ARTICLE III  
CONTRACTOR'S RESPONSIBILITY FOR DEFECTIVE WORK

3.1 Inspection, Testing, Correction of Defects

A. Inspection. Until Final Payment, all parts of the Work shall be subject to inspection and testing by Owner or its designated representatives. Contractor shall furnish, at its own expense, all reasonable access, assistance, and facilities required by Owner for such inspection and testing.

B. Re-Inspection. Re-inspection and re-testing of any Work may be ordered by Owner at any time and, if so ordered, any covered or closed Work shall be uncovered or opened by Contractor. If the Work is found to be in full compliance with this Contract, then Owner shall pay the cost of uncovering, opening, re-inspecting, or re-testing, as the case may be. If such Work is not in full compliance with this Contract, then Contractor shall pay such cost.

C. Correction. Until Final Payment, Contractor shall promptly and without charge, repair, correct, or replace all or any part of the Work that is defective, damaged, flawed, or unsuitable or that in any way fails to conform strictly to the requirements of this Contract.

3.2 Warranty of Work

A. Scope of Warranty. Contractor warrants that the Work and all of its components shall be free from defects and flaws in design, workmanship, and materials; shall strictly conform to the requirements of this Contract; and shall be fit, sufficient, and suitable for the purposes expressed in or reasonably inferred from this Contract. The warranty herein expressed shall be in addition to any other warranties expressed or implied by law, which are hereby reserved unto Owner.

B. Warranty Period, Repairs, Extension of Warranty. Contractor shall promptly and without charge correct any failure to fulfill the above warranty that may be discovered or develop at any time within one (1) year after Final Payment or such longer period as may be prescribed in Attachment B, or by law. The above warranty shall be extended automatically to cover all repaired and replacement parts and labor provided or performed under such warranty and Contractor's obligation to correct Work shall be extended for a period of one (1) year from the date of such repair or replacement. The time period established in this Subsection 3.2B relates only to the specific obligation of Contractor to correct Work and shall not be construed to establish a period of limitation with respect to other obligations that Contractor has under this Contract.

C. Subcontractor and Supplier Warranties. Whenever Attachment B requires a subcontractor or supplier to provide a guarantee or warranty, Contractor shall be solely responsible for obtaining said guarantee or warranty in a form satisfactory to Owner and assigning said guarantee or warranty to Owner. Acceptance of any assigned guarantees or warranties by Owner shall be a precondition to Final Payment and shall not relieve Contractor of any of its guarantee or warranty obligations under this Contract.

3.3 Owner's Right to Correct

If, within two (2) business days after Owner gives Contractor notice of any defect, damage, flaw, unsuitability, nonconformity or failure to meet warranty subject to correction by Contractor pursuant to Section 3.1 or Section 3.2 of this Contract, Contractor neglects to make or undertake with due diligence to make the necessary corrections, then Owner shall be entitled to make, either with its own forces or with contract forces, the corrections and to recover from Contractor all resulting costs, expenses, losses or damages, including attorneys' fees and administrative expenses.

ARTICLE IV  
FINANCIAL ASSURANCES

4.1 Bonds

Contemporaneous with Contractor's execution of this Contract, Contractor shall provide a Performance Bond and a Labor and Material Payment Bond, in the forms attached to this Contract, from a surety company licensed to do business in the State of Illinois with a general rating of A and a financial size category of Class X or better in Best's Insurance Guide, each in the penal sum of the Contract Price ("Bonds"). Contractor shall, at all times while providing, performing or completing the Work, including, without limitation, at all times while correcting any failure to meet warranty pursuant to Section 3.2 of this Contract, maintain and keep in force, at Contractor's expense, the Bonds required hereunder.

4.2 Insurance

Contemporaneous with Contractor's execution of this Contract, Contractor shall provide certificates and policies of insurance evidencing the minimum insurance coverage and limits set forth in Attachment A. Such policies shall be in a form, and from companies acceptable to Owner. Such insurance shall provide that no change, modification in or cancellation of any insurance shall become effective until the expiration of thirty (30) days, after written notice thereof, shall have been given by the insurance company to Owner. Contractor shall, at all times while providing, performing or completing the Work, including, without limitation, at all times while correcting any failure to meet warranty pursuant to Section 3.2 of this Contract, maintain and keep in force, at Contractor's expense, the minimum insurance coverages and limits set forth in Attachment A.

4.3 Indemnification

Contractor shall indemnify, save harmless, and defend Owner against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses that may arise or be alleged to have arisen out of or in connection with Contractor's performance of or failure to perform the Work or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence or fault of Contractor, except to the extent caused by the sole negligence of Owner.

ARTICLE V  
PAYMENT

5.1 Contract Price

Owner shall pay to Contractor, in accordance with and subject to the terms and conditions set forth in this Article V and Attachment A, and Contractor shall accept in full satisfaction for providing, performing, and completing the Work, the amount or amounts set forth in Attachment A (the "Contract Price"), subject to any additions, deductions or withholdings provided for in this Contract.

## 5.2 Taxes and Benefits

Owner is exempt from and shall not be responsible to pay or reimburse Contractor for any state or local sales, use or excise taxes. The Contract Price includes all other applicable federal, state, and local taxes of every kind and nature applicable to the Work, as well as all taxes, contributions, and premiums for unemployment insurance, old age, or retirement benefits, pension, annuities, or other similar benefits. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, or premium is hereby waived and released by Contractor.

## 5.3 Progress Payments

A. General. Owner shall pay to Contractor fifty percent (50%) of the Value of Work upon execution of the contract. The final 50% will be paid upon satisfactory completion of the work.

B. Work Entire. This Contract and the Work are entire and the Work as a whole is of the essence of this Contract. Notwithstanding any other provision of this Contract, each and every part of this Contract and of the work are interdependent and common to one another and to Owner's obligation to pay all or any part of the Contract price or any other consideration for the Work. Any and all Progress payments made pursuant to this Article are provided merely for the convenience of Contractor and for no other purpose.

## 5.4 Final Acceptance and Final Payment

A. Notice of Completion. When the Work has been completed and is ready in all respects for acceptance by Owner, Contractor shall notify Owner and request a final inspection ("Notice of Completion"). Contractor's Notice of Completion shall be given sufficiently in advance of the Completion Date to allow for scheduling of the final inspection and for completion or correction before the Completion Date of any items identified by such inspection as being defective, damaged, flawed, unsuitable, nonconforming, incomplete or otherwise not in full compliance with or as required by or pursuant to this Contract ("Punch List Work").

B. Punch List and Final Acceptance. The Work shall be finally accepted when, and only when, the whole and all parts thereof shall have been completed to the satisfaction of Owner in full compliance with and as required by or pursuant to this Contract. Upon receipt of Contractor's Notice of Completion, Owner shall make a review of the Work and notify Contractor in writing of all Punch List Work, if any, to be completed or corrected. Following Contractor's completion or correction of all Punch List Work, Owner shall make another review of the Work and prepare and deliver to Contractor either a written notice of additional Punch List Work to be completed or corrected or a written notice of final acceptance of the Work ("Final Acceptance").

C. Final Payment. As soon as practicable after Final Acceptance, Contractor shall submit to Owner a properly completed final Pay Request in the form provided by Owner ("Final Pay Request"). Owner shall pay to Contractor the balance of the Contract Price after deducting therefrom all charges against Contractor as provided for in this Contract ("Final Payment"). Final Payment shall be made not later than sixty (60) days after Owner approves the Final Pay Request. The acceptance by Contractor of Final Payment shall operate as a full and complete release of Owner of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by or to Contractor for anything done, furnished for, arising out of, relating to, or in connection with the Work or for, or on account, of any act or neglect of Owner arising out of, relating to, or in connection, with the Work.

## 5.5 Liens

A. Title. Nothing in this Contract shall be construed as vesting in Contractor any right of property in any equipment, materials, supplies, and other items provided under this Contract after they have been installed in, incorporated into, attached to, or affixed to the work or the Work Site. All such equipment, materials, supplies and other items shall, upon being so installed, incorporated, attached or affixed, become the property of Owner, but such title shall not release

Contractor from its duty to ensure and protect the Work in accordance with the requirements of this Contract.

B. Waivers of Lien. Contractor shall, from time to time at Owner's request and in any event prior to Final Payment, furnish to Owner such receipts, releases, affidavits, certificates, and other evidence as may be necessary to establish to the reasonable satisfaction of Owner, that no lien against the Work or the public funds held by Owner exists in favor of any person whatsoever for or by reason of any equipment, material, supplies or other item furnished, labor performed or other thing done in connection with the Work or this Contract ("Lien"), and that no right to file any Lien exists in favor of any person whatsoever.

C. Removal of Liens. If at any time any notice of any Lien is filed, then Contractor shall promptly and without charge discharge, remove or otherwise dispose of such Lien. Until such discharge, removal, or disposition, Owner shall have the right to retain from any money payable hereunder an amount that Owner, in its sole judgment, deems necessary to satisfy such Lien and to pay the costs and expenses, including attorneys' fees and administrative expenses, of any actions brought in connection therewith or by reason thereof.

D. Protection of Owner Only. This Section shall not operate to relieve Contractor's surety or sureties from any of their obligations under the Bonds, nor shall it be deemed to vest any right, interest, or entitlement in any subcontractor or supplier. Owner's retention of funds pursuant to this Section shall be deemed solely for the protection of its own interests pending removal of such Liens by Contractor, and Owner shall have no obligation to apply such funds to such removal, but may, nevertheless, do so where Owner's interests would thereby be served.

#### 5.6 Deductions

A. Owner's Right to Withhold. Notwithstanding any other provision of this Contract and without prejudice to any of Owner's other rights or remedies, Owner shall have the right at any time or times, whether before or after approval of any Pay Request, to deduct and withhold from any Progress or Final Payment that may be or become due under this Contract such amount as may reasonably appear necessary to compensate Owner for any actual or prospective loss due to: (1) Work that is defective, damaged, flawed, unsuitable, nonconforming or incomplete; (2) damage for which Contractor is liable under this Contract; (3) state or local sales, use or excise taxes from which Owner is exempt; (4) Liens or claims of Lien regardless of merit; (5) claims of subcontractors, suppliers or other persons regardless of merit; (6) delay in the progress or completion of the Work; (7) inability of Contractor to complete the Work; (8) failure of Contractor to properly complete or document any Pay Request; (9) any other failure of Contractor to perform any of its obligations under this Contract; or (10) the cost to Owner, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of Owner's remedies set forth in Section 6.3 of this Contract.

B. Use of Withheld Funds. Owner shall be entitled to retain any and all amounts withheld pursuant to Subsection 5.6A above until Contractor shall have either performed the obligations in question or furnished security for such performance satisfactory to Owner. Owner shall be entitled to apply any money withheld or any other money due Contractor under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees and administrative expenses incurred, suffered or sustained by Owner and chargeable to Contractor under this Contract.



ARTICLE VI  
DISPUTES AND REMEDIES

6.1 Dispute Resolution Procedure

A. Notice of Disputes and Objections. If Contractor disputes or objects to any requirement, direction, instruction, interpretation, determination or decision of Owner, Contractor may notify Owner in writing of its dispute or objection and of the amount of any equitable adjustment to the Contract Price or Contract Time to which Contractor claims it will be entitled as a result thereof; provided, however, that Contractor shall, nevertheless, proceed without delay to perform the Work as required, directed, instructed, interpreted, determined or decided by Owner, without regard to such dispute or objection. Unless Contractor so notifies Owner within two (2) business days after receipt of such requirement, direction, instruction, interpretation, determination or decision, Contractor shall be conclusively deemed to have waived all such disputes or objections and all claims based thereon.

B. Negotiation of Disputes and Objections. To avoid and settle without litigation any such dispute or objection, Owner and Contractor agree to engage in good faith negotiations. Within three (3) business days after Owner's receipt of Contractor's written notice of dispute or objection, a conference between Owner and Contractor shall be held to resolve the dispute. Within three (3) business days after the end of the conference, Owner shall render its final decision, in writing, to Contractor. If Contractor objects to the final decision of Owner, then it shall, within three (3) business days, give Owner notice thereof and, in such notice, shall state its final demand for settlement of the dispute. Unless Contractor so notifies Owner, Contractor shall be conclusively deemed (1) to have agreed to and accepted Owner's final decision and (2) to have waived all claims based on such final decision.

6.2 Contractor's Remedies

If Owner fails or refuses to satisfy a final demand made by Contractor pursuant to Section 6.1 of this Contract or to otherwise resolve the dispute which is the subject of such demand to the satisfaction of Contractor within ten (10) days following receipt of such demand, then Contractor shall be entitled to pursue such remedies not inconsistent with the provisions of this Contract, as it may have in law or equity.

6.3 Owner's Remedies

If it should appear at any time prior to Final Payment that Contractor has failed or refused to prosecute or has delayed in the prosecution of the Work with diligence at a rate that assures completion of the Work in full compliance with the requirements of this Contract on or before the Completion Date, or has attempted to assign this Contract or Contractor's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty in this Contract, or has otherwise failed, refused or delayed to perform or satisfy any other requirement of this Contract, or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure any such Event of Default within five (5) business days after Contractor's receipt of written notice of such Event of Default, then Owner shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

- (a) Owner may require Contractor, within such reasonable time as may be fixed by Owner, to complete or correct all or any part of the Work that is defective, damaged, flawed, unsuitable, nonconforming or incomplete; to remove from the Work Site any such Work; to accelerate all or any part of the Work; and to take any or all other action necessary to bring Contractor and the Work into strict compliance with this Contract.

- (b) Owner may perform or have performed all Work necessary to cure such Event of Default and withhold or recover from Contractor all the cost and expense, including attorneys' fees and administrative costs, incurred by Owner in connection therewith.
- (c) Owner may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete or dilatory Work, or part thereof and make an equitable reduction in the Contract Price.
- (d) Owner may terminate this Contract without liability for further payment of amounts due or to become due under this Contract.
- (e) Owner may, without terminating this Contract, terminate Contractor's rights under this Contract and, for the purpose of completing or correcting the Work, evict Contractor and take possession of all equipment, materials, supplies, tools, appliances, plans, specifications, schedules, manuals, drawings, and other papers relating to the Work, whether at the Work Site or elsewhere, and either complete or correct the Work with its own forces or contracted forces, all at Contractor's expense.
- (f) Upon any termination of this Contract or of Contractor's rights under this Contract, and at Owner's option exercised in writing, any or all subcontracts and supplier contracts of Contractor shall be deemed to be assigned to Owner without any further action being required, but Owner shall not thereby assume any obligation for payments due under such subcontracts and supplier contracts for any Work provided or performed prior to such assignment.
- (g) Owner may withhold from any Progress Payment or Final Payment, whether or not previously approved, or may recover from Contractor any and all costs, including attorneys' fees and administrative expenses incurred by Owner as the result of any Event of Default or as a result of actions taken by Owner in response to any Event of Default.
- (h) Owner may recover any damages suffered by Owner.

#### 6.4 Owner's Special Remedy for Delay

If the Work is not completed by Contractor in full compliance with and as required by or pursuant to this Contract, within the Contract Time as such time may be extended by Change Order, then Owner may invoke its remedies under Section 6.3 of this Contract or may, in the exercise of its sole and absolute discretion, permit Contractor to complete the Work, but charge to Contractor and deduct from any Progress or Final Payments, whether or not previously approved, administrative expenses and costs for each day completion of the Work is delayed beyond the Completion Date, computed on the basis of the "Per Diem Administrative Charge" set forth in Attachment A, as well as any additional damages caused by such delay.

- (a) Per Diem Administrative Charge  
Five Hundred Dollars (\$ 500.00)

#### 6.5 Terminations and Suspensions Deemed for Convenience

Any termination or suspension of Contractor's rights under this Contract for an alleged default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension for the convenience of Owner under Section 1.15 of this Contract.

ARTICLE VII  
LEGAL RELATIONSHIPS AND REQUIREMENTS

7.1 Binding Effect

This Contract shall be binding upon Owner and Contractor, and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

7.2 Relationship of the Parties

Contractor shall act as an independent contractor in providing and performing the Work. Nothing in nor done pursuant to this Contract shall be construed (1) to create the relationship of principal and agent, partners or joint ventures between Owner and Contractor, or (2) except as provided in Paragraph 6.3(f) above to create any relationship between Owner and any subcontractor or supplier of Contractor. No review, inspection, test, audit, measurement, order, determination, decision, disapproval, approval, payment for or use or acceptance of the Work or any other act or omission of Owner shall imply, create any interest in, be deemed to be the issuance of, or require Owner to issue, any license or permit to Contractor or any subcontractor.

7.3 No Collusion/ Prohibited Interests

Contractor hereby represents that the only persons, firms or corporations interested in this Contract as principals are those disclosed to Owner prior to the execution of this Contract and that this Contract is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Contractor has, in procuring this Contract, colluded with any other person, firm or corporation, then Contractor shall be liable to Owner for all loss or damage that Owner may suffer thereby, and this Contract shall, at Owner's option, be null and void.

Contractor hereby represents and warrants that neither Contractor nor any person affiliated with Contractor or that has an economic interest in Contractor or that has or will have an interest in the Work or will participate, in any manner whatsoever, in the Work is acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by the United States Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit, or supports terrorism, and neither Contractor nor any person affiliated with Contractor or that has an economic interest in Contractor or that has or will have an interest in the Work or will participate, in any manner whatsoever, in the Work is, directly or indirectly, engaged in, or facilitating, the Work on behalf of any such person, group, entity or nation.

7.4 Assignment

Contractor shall not (1) assign this Contract in whole or in part; (2) assign any of Contractor's rights or obligations under this Contract; or (3) assign any payment due or to become due under this Contract without the prior express written approval of Owner, which approval may be withheld in the sole and unfettered discretion of Owner; provided, however, that Owner's prior written approval shall not be required for assignments of accounts, as defined in the Illinois Commercial Code, if to do so would violate Section 9-318 of the Illinois Commercial Code, 810 ILCS 5/9-318. Owner may assign this Contract, in whole or in part, or any or all of its rights or obligations under this Contract, without the consent of Contractor.

7.5 Confidential Information

All information supplied by Owner to Contractor for or in connection with this Contract or the Work shall be held confidential by Contractor and shall not, without the prior express written consent of Owner, be used for any purpose other than performance of the Work.

7.6 No Waiver

No examination, inspection, investigation, test, measurement, review, determination, decision, certificate or approval by Owner; nor any order by Owner for the payment of money; nor any payment for or use, occupancy, possession or acceptance of the whole or any part of the Work by Owner; nor any extension of time granted by Owner; nor any delay by Owner in exercising any right under this Contract; nor any other act or omission of Owner shall constitute or be deemed to be an acceptance of any defective, damaged, flawed, unsuitable, nonconforming, or incomplete Work, equipment, materials or supplies; nor operate to waive or otherwise diminish the effect of any warranty or representation made by Contractor or of any requirement or provision of this Contract or of any remedy, power or right of Owner.

7.7 No Third Party Beneficiaries

No claim as a third party beneficiary under this Contract by any person, firm or corporation other than Contractor shall be made or be valid against Owner.

7.8 Notices

All notices required or permitted to be given under this Contract shall be in writing and shall be deemed received by the addressee thereof when delivered in person on a business day at the address set forth below or on the third business day after being deposited in any main or branch United States post office for delivery at the address set forth below by properly addressed, postage prepaid, certified or registered mail, return receipt requested.

Notices and communications to Owner shall be addressed to, and delivered at, the following address:

LAKE COUNTY FOREST PRESERVE DISTRICT  
1899 WEST WINCHESTER ROAD  
LIBERTYVILLE, ILLINOIS 60048  
ATTENTION: NAN BUCKARDT, DIRECTOR OF EDUCATION

Notices and communications to Contractor shall be addressed to, and delivered to, the following address:

RAVENSWOOD STUDIO, INC.  
6900 N. CENTRAL PARK AVENUE  
LINCOLNWOOD, IL 60712  
ATTENTION: MICHAEL BAGORA

The foregoing shall not be deemed to preclude the use of other non-oral means of notification or to invalidate any notice properly given by any such other non-oral means. By notice complying with the requirements of this Section, Owner and Contractor each shall have the right to change the address or addressee or both for all future notices to it, but no notice of a change of address shall be effective until actually received.

7.9 Governing Laws

This Contract and the rights of Owner and Contractor under this Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

7.10 Changes in Laws

Unless otherwise explicitly provided in this Contract, any reference to laws shall include such laws as they may be amended or modified from time to time.

### 7.11 Compliance with Laws and Grants

Contractor shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Work is provided, performed, and completed in accordance with all (1) required or applicable governmental permits, licenses, grants, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Work; and (2) applicable statutes, ordinances, rules and regulations, including without limitation, the Prevailing Wage Act, 820 ILCS 130/0/01 et seq. (Occasionally, the Illinois Department of Labor may revise the prevailing rate of hourly wages to be paid; the revised rate shall apply to this Contract.

The prevailing rate of wages in Lake County can be found on the IDOL website: <https://www2.illinois.gov/idol/Pages/default.aspx>; any other prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; the Illinois Steel Products Procurement Act, 30 ILCS 565/1 et seq.; any statutes prohibiting discrimination because of or requiring affirmative action based on race, creed, color, national origin, age, sex or other prohibited classification, including without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.; and the Discrimination in Public Contracts Act, 775 ILCS 10/1 et seq.; any statutes regarding safety or the performance of the Work, including the Illinois Structural Work Act, the Illinois Underground Utility Facilities Damage Prevention Act, and the Occupational Safety and Health Act; and applicable federal labor laws including 40 U.S.C. 3141-3148 and 40 U.S.C. 3701-3708 revising, codifying and enacting without substantive changes the provisions of the Davis-Bacon Act (formerly 40 U.S.C. 276a et seq.) and the Copeland Anti-Kickback Act (formerly 40 U.S.C. 276c).

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

Nothing in this Contract shall be construed to waive or limit Owner's authority to regulate any matter falling within its regulatory authority, including the activities of Contractor, its subcontractors, or any other person, or the Work or the Work Site.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

### 7.12 Compliance with Patents

A. Assumption of Costs, Royalties, and Fees. Contractor shall pay or cause to be paid all costs, royalties, and fees arising from the use on or the incorporation into the Work, of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions.

B. Effect of Contractor Being Enjoined. Should Contractor be enjoined from furnishing or using any equipment, materials, supplies, tools, appliances, devices, processes or inventions supplied or required to be supplied or used under this Contract, Contractor shall promptly offer substitute equipment, materials, supplies, tools, appliances, devices, processes or inventions in lieu thereof, of equal efficiency, quality, suitability, and market value for review by Owner. If Owner should disapprove the offered substitutes and should elect in lieu of a substitution to have supplied, and to retain and use any such equipment, materials, supplies, tools, appliances, devices, processes or inventions as may by this Contract be required to be supplied, Contractor shall pay such royalties and secure such valid licenses as may be requisite and necessary for Owner to use such equipment, materials, supplies, tools, appliances, devices, processes or inventions without being disturbed or in any way interfered with by any proceeding in law or equity on account thereof. Should Contractor neglect or refuse to make any approved substitution promptly or to pay such royalties and secure such licenses as may be necessary, then Owner shall have the right to make such substitution or Owner may pay such royalties and secure such licenses and charge the cost thereof against any money due Contractor from Owner or recover

the amount thereof from Contractor and its surety or sureties notwithstanding that Final Payment may have been made.

7.13 Time

The Contract Time is of the essence of this Contract. Except where otherwise stated, references in this Contract to days shall be construed to refer to calendar days.

7.14 Severability

The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal or unenforceable by a court of competent jurisdiction in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.

7.15 Entire Agreement

This Contract sets forth the entire agreement of Owner and Contractor with respect to the accomplishment of the Work and the payment of the Contract Price therefor, and there are no other understandings or agreements, oral or written, between Owner and Contractor with respect to the Work and the compensation therefor.

7.16 Amendments

No modification, addition, deletion, revision, alteration or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Owner and Contractor.

IN WITNESS WHEREOF, Owner and Contractor have caused this Contract to be executed in two (2) original counterparts as of the day and year first written above.

(SEAL)

Attest/Witness

LAKE COUNTY FOREST PRESERVE DISTRICT

By: \_\_\_\_\_  
Julie Gragnani  
Title: Secretary

\_\_\_\_\_  
Alex Ty Kovach  
Title: Executive Director

Attest/Witness

RAVENSWOOD STUDIO, INC.

By: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Mark Ewing  
Title: Chief Operating Officer

STATE OF ILLINOIS }  
COUNTY OF } SS

CONTRACTOR'S CERTIFICATION

Mark Ewing, being first duly sworn on oath, deposes and states that all statements herein made are made on behalf of Contractor, that this deponent is authorized to make them, and that the statements contained herein are true and correct.

Contractor deposes, states, and certifies that Contractor is not barred from contracting with a unit of state or local government as a result of (i) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq.; or (ii) a violation of the USA Patriot Act of 2001, 107 Public Law 56 (October 26, 2001) (the "Patriot Act") or other statutes, orders, rules, and regulations of the United States government and its various executive departments, agencies and offices related to the subject matter of the Patriot Act, including, but not limited to, Executive Order 13224 effective September 24, 2001.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Attest/Witness

RAVENSWOOD STUDIO, INC.

By: \_\_\_\_\_

By: \_\_\_\_\_

Mark Ewing

Title: \_\_\_\_\_

Title: Chief Operating Office

Subscribed and Sworn to  
before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2022

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

{SEAL}

ATTACHMENT A  
SUPPLEMENTAL SCHEDULE OF CONTRACT TERMS

1. Project:

Install Preservatech MiniOne humidification units in five (5) exhibiting Floor A Cases. Each case will be retrofitted as needed to install the Preservatech MiniOne unit. Machines include data loggers and WiFi connectivity for online monitoring.

Includes on-site inspection and resealing of any silicone gaskets as needed to complete the work.

2. Work Site:

BESS BOWER DUNN MUSEUM, 1899 West Winchester Road, Libertyville, IL 60048

3. Commencement Date:



Date Contract is Fully-Executed.

Contractor shall work with Owner to schedule of the Work in a manner that works for both parties, taking into consideration operation of Museum.

5. Completion Date:



No later than 12/31/2022, plus extensions, if any, authorized by a Change Order issued pursuant to Article II of the Contract.

6. Insurance Coverages

All insurance policies shall be issued from insurance companies holding at least an "A5" or better rating as rated by A.M. Best Company. All policies shall include the District named as additional insured.

A. Worker's Compensation and Employer's Liability with limits not less than:

- (1) Worker's Compensation: Statutory
- (2) Employer's Liability:
  - a. \$1,000,000 - injury per occurrence
  - b. \$ 500,000 - disease per employee
  - c. \$ 500,000 - disease policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with limits for vehicles owned, non-owned or rented, not less than:

- (1) Bodily Injury:
  - a. \$ 500,000 - per person
  - b. \$1,000,000 - per occurrence
- (2) Property Damage:
  - a. \$ 500,000 - per occurrence
  - b. \$ 1,000,000 - aggregate

All employees shall be included as insured's.



- C. Comprehensive General Liability: If such CGL insurance contains a general aggregate limit, it shall apply separately to this project. With coverage written on an "occurrence" basis with limits no less than:
- (1) General Aggregate: \$2,000,000
  - (2) Bodily Injury:
    - a. \$ 2,000,000 - per person
    - b. \$ 2,000,000 - per occurrence
  - (3) Property Damage:
    - a. \$ 2,000,000 - per occurrence
    - b. \$ 2,000,000 - aggregate
  - (4) Other Coverages:
    - Premises/Operations
    - Products/Completed Operations (to be maintained for two years following Final Payment)
    - Independent Vendors
    - Personal Injury (with Employment Exclusion deleted)
    - Broad Form Property Damage Endorsement
    - Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)
    - Bodily Injury and Property Damage "X", "C", and "U" exclusions shall be deleted
- Railroad exclusions shall be deleted if Work Site is within 50 feet of any railroad tracks.
- All employees shall be included as insured's.
- F. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that, when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.
- G. Deductible. Each policy shall have a deductible or self-insured retention of not more than \$10,000.00.
- I. Indemnification Clause. The Vendor shall protect, indemnify, hold and save harmless and defend the District its officers, officials, employees, volunteers, and agents against any and all claims, costs, causes, actions and expenses, including but not limited to attorney's fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees, or volunteers or officers or independent Vendors or subcontractors of the District, on account of personal injuries or death, or damages to property occurring, growing out of, incidental to, or resulting directly or indirectly from the use and performance by or on behalf of the Vendor.
- J. Evidence of Insurance. Company shall furnish District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. Failure of District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of District to

identify a deficiency from evidence that is provided shall not be construed as a waiver of Company's obligation to maintain such insurance. District shall have the right, but not the obligation, of prohibiting Company from entering the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by District. Failure to maintain the required insurance may result in termination of this Contract at District's option. Company shall provide certified copies of all insurance policies required above within 10 days of Districts' written request for said copies.

- K. Owner's and Contractor's Protective Liability Insurance (required if hiring sub-contractors). Contractor, at its sole cost and expense, shall purchase this insurance in the name of Owner with a combined single limit for bodily injury and property damage of not less than \$1,000,000.

7. Contract Price     SCHEDULE OF PRICES

Install Five (5) Preservatech MiniOne Humidity Control Devises	\$49,265.00
Reseal Existing Cases	\$ 5,365.00
Bonding	<u>\$ 1,790.00</u>
TOTAL:	\$56,420.00

**TOTAL CONTRACT PRICE**

FIFTY SIX THOUSAND, FOUR HUNDRED TWENTY DOLLARS AND ZERO \_\_\_\_\_ CENTS  
(in writing)

\$ 56,420 \_\_\_\_\_ DOLLARS AND \_\_\_\_\_ 00 \_\_\_\_\_ CENTS  
(in figures)

8. Progress Payments

- A. General. Owner shall pay to Contractor fifty percent (50%) of the Value of Work upon approval of the contract. The final 50% will be paid upon satisfactory completion of the work.

GALLERY CASE HUMIDIFICATION UNIT INSTALLATION  
BESS BOWER DUNN MUSEUM

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Do not remove

GALLERY CASE HUMIDIFICATION UNIT INSTALLATION  
BESS BOWER DUNN MUSEUM

ATTACHMENT B  
SPECIFICATIONS

RAVENSWOOD STUDIO, INC. QUOTE – 3 PAGES



**Lake County Forest Preserves**

Steve Furnett  
1899 West Winchester Road,  
Libertyville, IL 60048

N/A

**Install Preservatech MiniOne Units**

**PROPOSAL #:** 8862  
**DATE** 8/17/2022

**Dear Steve Furnett:**

*Ravenswood Studio, Inc. is pleased to submit the following proposal for your project.*

*Below you will find line item pricing for the scope of work, as well as Terms and Conditions for this project. Please review carefully and let me know if you have any questions or would like to make changes to the scope.*

*Please note: We will need approval to proceed no later than EOB **Aug. 1, 2022** in order to complete this project on time.*

*Thank you for the opportunity to bid on this project. If you have any questions, please feel free to call me at 224-233-0050*

*Sincerely,*

Stephen Betz | Estimating Manager  
224-233-0050 | SBetz@ravenswoodstudio.com

<b>1   Install Five Preservatech MiniOne Humidity Control Devices</b>	<b>\$49,265.00</b>
<ul style="list-style-type: none"><li>• Install Mini One Preservatech units in five (5) exhibiting Floor A Cases . Each case will be retrofitted as needed and have a Preservatech MiniOne installed. The machines include data loggers and also Wi-Fi connectivity for online monitoring.</li><li>• Cases will need to be modified on site, pricing is for Mini One units to be installed on top of the cases.</li><li>• Union Install during normal business hours with RSI supervision.</li></ul>	
<b>2   Budget for Onsite Resealing Existing Cases</b>	<b>\$5,365.00</b>
<ul style="list-style-type: none"><li>• DO-NOT-EXCEED budget for onsite inspection and resealing of any silicone gaskets as necessary for the five (5) cases to ensure.</li><li>• Union install during normal business hours with Ravenswood supervision.</li></ul>	
<b>3   Bonding</b>	<b>\$1,790.00</b>
Bonding costs per contract requirements	

**PROPOSAL TOTAL: \$56,420.00**

**Terms and Conditions**

- We will need a minimum of Eight weeks to complete this project.
- This proposal is valid for ten (10) days. Any delays, changes, additions, or deletions to this proposal may cause significant adjustments to the proposed costs.
- Pricing is based on volume quoted. Should the volume decrease, the price per individual items may increase.
- We will require a signed contract, a PO number and a 50% deposit check to start the above project. Balance COD.
- All graphics files must be provided in digital print ready format, EPS, Adobe Illustrator, Adobe Photoshop. Files to include all screen/printer fonts. Customer to supply color print with PMS callouts for color matching. Colors will be matched as close as possible using CMYK industry standards. As needed and time allowing one proof can be submitted for approval. Additional proofs will be submitted at an extra charge. No allowance is made in this proposal for scanning, sizing or file manipulation; any such activities will be billed as an extra.
- This proposal is contingent upon a qualified site survey, and a review of completed drawings and elevations.
- This proposal may contain scope of work omissions. Please review carefully and identify additional items you would like included.
- Ravenswood Studio is not a licensed architect or structural engineer and is not qualified to perform those functions. The client must obtain all permits and architectural and engineering work.
- This proposal is contingent upon accidents, strikes, acts of God or delay beyond our control. Ravenswood Studio is not liable for consequential damages.
- FOB @ Ravenswood Dock.

**Payment Terms:**

Down Payment:	50%	<b>\$28,210.00</b>	<b>Due upon signed proposal</b>
Final Payment:	50%	<b>\$28,210.00</b>	<b>Net 30 from final invoice date</b>

**Project: Install Preservatech MiniOne Units**

**Client Acceptance & Approval:**

\_\_\_\_\_  
Steve Furnett - Lake County Forest Preserves

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
PO Number

\_\_\_\_\_  
Other

**Ravenswood Acceptance & Approval:**

  
\_\_\_\_\_  
Michael Shapiro - President, Ravenswood Studio, Inc.

\_\_\_\_\_  
8/17/2022  
Date

\_\_\_\_\_  
Bid#: 8862  
Estimator: SBetz@ravenswoodstudio.com

Deposits and final payments should be submitted to:

**Ravenswood Studio 6900 N. Central Park Ave., Lincolnwood, IL 60712**

Electronic Payments use Account #: 3806399278 | Routing # (ACH): 071925444 | Routing # (W/T): 071925444 | Wintrust Bank

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that Ravenswood Studio, Inc, 6900 N. Central Park Avenue, Lincolnwood, IL 60712 , as Principal, hereinafter called Contractor, and FULL NAME AND ADDRESS OF SURETY, as Surety, a corporation organized and existing under the laws of the State of STATE, hereinafter called Surety, are held and firmly bound unto Lake County Forest Preserve District, 1899 West Winchester Road, Libertyville, Illinois 60048, as Obligee, hereinafter called Owner, in the full and just sum of \$54,630.00 Dollars for the payment of which sum of money well and truly to be made, Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, said amount to include payment of actual costs and damages and for attorneys' fees, architectural fees, design fees, engineering fees, accounting fees, testing fees, consulting fees, administrative costs, court costs, interest and any other fees and expenses resulting from or occurred by reason of Contractor's failure to promptly and faithfully perform its Contract with Owner, said Contract being more fully described below, and to include attorneys' fees, court costs and administrative and other expenses necessarily paid or incurred in successfully enforcing performance of the obligation of Surety under this bond.

WHEREAS, Contractor has entered into a written agreement dated September 13, 2022, with Owner entitled "Contract Between Lake County Forest Preserve District and Ravenswood Studio, Inc for Gallery Case Humidification Unit Installation at the Bess Bower Dunn Museum" (the "Contract"), the terms and conditions of which are by this reference incorporated herein as though fully set forth herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT if Contractor shall well, truly, and promptly perform all the undertakings, covenants, terms, conditions and agreements of said Contractor under the Contract, including, but not limited to, Contractor's obligations under the Contract: (1) to provide, perform, and complete at the Work Site and in the manner specified in the Contract all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for Gallery Case Humidification Unit Installation at the Bess Bower Dunn Museum; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in the Supplemental Schedule of Contract Terms; (3) to procure and furnish all bonds, certificates and policies of insurance specified in the Contract; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform, and complete all of the foregoing in a proper and workmanlike manner and in full compliance with and as required by and pursuant to the Contract, all of which is herein referred to as the "Work," whether or not any of said Work enter into and become component parts of the improvement contemplated, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that no changes, modifications, alterations, omissions, deletions, additions, extension of time or forbearance on the part of either Owner or Contractor to the other in or to the terms of said Contract; in or to the schedules, plans, drawings or specifications; in or to the method or manner of performance of the Work; in or to Owner-furnished facilities, equipment, materials, service or sites; or in or to the mode or manner of payment therefor, shall in any way release Contractor and Surety or either or any of them, or any of their heirs, executors, administrators, successors or assigns or affect the obligations of Surety on this bond, all notice of any and all of the foregoing changes, modifications, alterations, omissions, deletions, additions, extensions of time or forbearances, and notice of any and all defaults by Contractor or of Owner's termination of Contractor being hereby waived by Surety.



GALLERY CASE HUMIDIFICATION UNIT INSTALLATION  
BESS BOWER DUNN MUSEUM

Notwithstanding anything to the contrary in the foregoing paragraph, in no event shall the obligations of Surety under this bond, in the event of Contractor's default, be greater than the obligations of Contractor under the Contract in the absence of such Contractor default.

In the event of a default or defaults by Contractor, Owner shall have the right to take over and complete the Work upon thirty (30) calendar days' written notice to Surety, in which event Surety shall pay Owner all costs incurred by Owner in taking over and completing the Contract. At its option, Owner may instead request that Surety take over and complete the Contract, in which event Surety shall take reasonable steps to proceed promptly with completion no later than thirty (30) calendar days from the date on which Owner notifies Surety that Owner wants Surety to take over and complete the Contract.

Owner shall have no obligation to actually incur any expense or correct any deficient performance of Contractor to be entitled to receive the proceeds of this bond.

No right of action shall accrue on this bond to or for the use of any person or corporation other than Owner of the heirs, executors, administrators, or successors of Owner.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 2022

By: \_\_\_\_\_

By: \_\_\_\_\_  
Mark Ewing

Title: \_\_\_\_\_

Title: Chief Operating Officer

Attest/Witness

SURETY: NAME OF SURETY

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7  
FOR SIGNATURE REQUIREMENTS

LABOR AND MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: that Ravenswood Studio, Inc, 6900 N. Central Park Avenue, Lincolnwood, IL 60712 , as Principal, hereinafter called Contractor, and FULL NAME AND ADDRESS OF SURETY, as Surety, a corporation organized and existing under the laws of the State of STATE, hereinafter called Surety, are held and firmly bound unto Lake County Forest Preserve District, 1899 West Winchester Road, Libertyville, Illinois 60048, as Obligee, hereinafter called Owner, for the use and benefit of itself and of claimants as hereinafter defined, in the full and just sum of \$54,630.00 Dollars, to be paid to it or the said claimants or its or their assigns, to which payment well and truly to be made, Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, said amount to include attorneys' fees, court costs, and administrative and other expenses necessarily paid or incurred in successfully enforcing performance of the obligation of Surety under this bond.

WHEREAS, Contractor has entered into a written agreement dated September 13, 2022 with Owner entitled "Contract Between Lake County Forest Preserve District and Ravenswood Studio, Inc for Gallery Case Humidification Unit Installation at the Bess Bower Dunn Museum" (the "Contract"), the terms and conditions of which are by this reference incorporated herein as though full set forth herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT if Contractor shall promptly pay or cause to be paid all sums of money that may be due to any claimant with respect to Contractor's obligations under the Contract: (1) to provide, perform, and complete at the Work Site, and in the manner specified in the Contract, all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for Gallery Case Humidification Unit Installation at the Bess Bower Dunn Museum; (2) to procure and furnish all permits licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in the Supplemental Schedule of Contract Terms; (3) to procure and furnish all bonds, certificates and policies of insurance specified in the Contract; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform, and complete all of the foregoing in a proper and workmanlike manner and in full compliance with and as required by and pursuant to the Contract, all of which is herein referred to as the "Work," whether or not any of said work enter into and become component parts of the improvement contemplated, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

For purpose of this bond, a claimant is defined as one having a direct contract with Contractor or with a subcontractor of Contractor to provide, perform, or complete any part of the Work.

Contractor and Surety hereby jointly and severally agree that every claimant who has not had all just claims for the furnishing of any part of the Work paid in full, including, without limitation, all claims for amounts due for materials, lubricants, oil, gasoline, rentals of, or service or repairs on, machinery, equipment, and tools consumed or used in connection with the furnishing of any part of the Work, may sue on this bond for the use of such claimant, may prosecute the suit to final judgment for such sum or sums as may be justly due such claimant, and may have execution therein; provided, however, that Owner shall not be liable for the payment of any costs or expenses of any such suit. The provisions of 30 ILCS 550/1 and 30 ILCS 550/2 shall be deemed inserted herein, including the time limits within which notices of claim must be filed and actions brought under this bond.

GALLERY CASE HUMIDIFICATION UNIT INSTALLATION  
BESS BOWER DUNN MUSEUM

Contractor and Surety hereby jointly agree that Owner may sue on this bond if Owner is held liable to or voluntarily agrees to pay any claimant directly, but nothing in this bond shall create any duty on the part of Owner to pay any claimant.

Surety, for value received, hereby stipulates and agrees that no changes, modifications, alterations, omissions, deletions, additions, extensions of time or forbearance on the part of Owner or Contractor to the other in or to the terms of said Contract; in or to the schedules, plans, drawings or specifications; in or to the method or manner of performance of the Work; in or to Owner-furnished facilities, equipment, material, services or sites; or in or to the mode or manner of payment therefor shall in any way release Contractor and Surety or either or any of them, or any of their heirs, executors, administrators, successors or assigns, or affect the obligations of said Surety on this bond, all notice of any and all of the foregoing changes, modifications, alterations, omissions, deletions, additions, extensions of time or forbearances and notice of any and all defaults by Contractor or of Owner's termination of Contractor being hereby waived by Surety.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Attest/Witness

PRINCIPAL: RAVENSWOOD STUDIO, INC.

By: \_\_\_\_\_

By: \_\_\_\_\_  
Mark Ewing

Title: \_\_\_\_\_

Title: Chief Operating Officer

Attest/Witness

SURETY: NAME OF SURETY

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7  
FOR SIGNATURE REQUIREMENTS



## Consultant Disclosure Statement

Each **Consultant** (bold/italicized words are defined in Section II below) proposing to perform **Covered Services** for the Lake County Forest Preserve District (the "District") is required, by the District's Purchasing Policy, to complete this form and make disclosures (i) on its behalf, unless it is a **Publicly Traded Consultant**, (ii) on behalf of its **Disclosure-Covered Owners**, unless it is a **Publicly Traded Consultant**, and (iii) on behalf of its **Disclosure-Covered Employees**, even if it is a **Publicly Traded Consultant**. If **Consultant** is a **Publicly Traded Consultant**, please complete Sections I, III, and V. If **Consultant** is not a **Publicly Traded Consultant**, please complete Sections I, IV, and V.

### I. Identification of Consultant and Related Parties:

<b>Consultant Name:</b>	Ravenswood Studio, Inc.
<b>Consultant Address:</b>	6900 N Central Park Ave, Lincolnwood, IL 60712
Person Certifying Statement for <b>Consultant</b> , including Phone # and Email Address:	Mark Ewing, Chief Operating Officer mark@ravenswoodstudio.com  224-233-0708
<b>Covered Services:</b>	Specialty Exhibit Fabrication / Renovations of Exhibit Spaces
Names of <b>Disclosure-Covered Owners</b> (if none, please insert "N/A"):	Michael Shapiro Deb Gohr
Names of <b>Disclosure-Covered Employees</b> (if none, please insert "N/A"):	N/A

### II. Defined Terms:

- a) "**Campaign Contribution**" is defined in Section 9-1.4 of the Illinois Election Code, 10 ILCS 5/9-1.4.
- b) "**Candidate Political Committee**" is defined in Section 9-1.8(b) of the Illinois Election Code, 10 ILCS 5/9-1.8(b).
- c) "**Consultant**" is a person or entity that submits a proposal to enter into a contract with the District, or a proposal for a change order to such a contract, that calls for the person or entity to perform **Covered Services** for the District.
- d) "**Covered Services**" are the "Covered Services" identified above by District staff, which have an expected price greater than \$25,000.00, taking into account the original contract price for the **Covered Services** plus the prices of all change orders to such original contract.

- e) **"Disclosure-Covered Owner"** is (i) a natural person who is a **Consultant** or (ii) a person or entity that, directly or indirectly (including without limitation ownership through a corporation, limited liability company, joint venture, or partnership) owns at least 7.5% of a **Consultant** that is not a **Publicly Traded Consultant**.
- f) **"Disclosure-Covered Employee"** is (i) a natural person who is a **Consultant** or (ii) a Consultant employee or independent contractor who will receive a direct financial benefit (including without limitation a commission, bonus, or salary increase) if the District awards the proposed contract or change order to the **Consultant**.
- g) **"Family Member"** is a person related as a parent; child; sibling; uncle or aunt; great aunt or great uncle; first cousin; nephew or niece; spouse or civil union partner; grandparent; grandchild; parent-in-law, child-in-law, sibling-in-law, or grandparent-in-law, whether that in-law relationship is created by marriage or civil union; stepparent; stepchild; stepsibling; half sibling; and fiancé or fiancée.
- h) **"Publicly Traded Consultant"** is a **Consultant** whose common stock is traded on a nationally recognized securities market.

**III. Required Disclosures for Publicly Traded Consultant:**

- a) **Securities Market:** Please identify the nationally recognized securities market on which **Consultant's** common stock is traded and identify the stock "ticker" symbol under which the **Consultant** is traded:  
Exchange: \_\_\_\_\_; Symbol: \_\_\_\_\_.
- b) **Campaign Contribution Disclosure:** Please disclose each **Campaign Contribution** made by your **Disclosure-Covered Employees** to the following persons/entities within the two (2) years preceding the date on which the **Consultant's** proposal for **Covered Services** was submitted to the District:
  - i. a Lake County Board member in his or her capacity as either a County Board member, a District Commissioner, or both; or
  - ii. a **Candidate Political Committee** of a Lake County Board member.

Donor/ Disclosure-Covered Employee	Recipient of Donation	Donation Type (e.g., cash, in-kind service,)	Amount of Donation	Date of Donation

- c) **Familial Relationship Disclosure:** Please disclose each **Family Member** of your **Disclosure-Covered Employees** who is either a District Commissioner or employed by the District as an Executive Director, Chief Operations Officer, Department Director, or Manager.

Name of Family Member	Family Member's Position with District	Name of Disclosure-Covered Employee Related to Family Member	Relationship of Disclosure-Covered Employee to Family Member

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**IV. Required Disclosures for Consultants that are Not Publicly Traded Consultants:**

- a) **Campaign Contribution Disclosure:** Please disclose each **Campaign Contribution** made by your **Disclosure-Covered Owners** or **Disclosure-Covered Employees** to the following persons/entities within the two (2) years preceding the date on which the **Consultant's** proposal for **Covered Services** was submitted:
- i. a Lake County Board member in his or her capacity as either a County Board member, a District Commissioner, or both; or
  - ii. a **Candidate Political Committee** of a Lake County Board member.

Donor/ Disclosure-Covered Owner or Disclosure-Covered Employee	Recipient	Description (cash, item, in-kind service, etc.)	Amount/ Value	Date Made
Michael Shapiro	none			
Deb Gohr	none			

- b) **Familial Relationship Disclosure:** Please disclose each **Family Member** of a **Disclosure-Covered Owner** or **Disclosure-Covered Employee** who is either a District Commissioner or employed by the District as an Executive Director, Chief Operations Officer, Department Director, or Manager.

Name of Family Member	Family Member's Position with District	Name of Disclosure-Covered Owner or Disclosure-Covered Employee Related to Family Member	Relationship of Disclosure-Covered Owner or Disclosure Covered Employee to Family Member
none			

**V. Consultant Certification and Signature:**

By signing below, I certify that (i) I am authorized to make the disclosures above on behalf of **Consultant, Consultant's Disclosure-Covered Owners, and Consultant's Disclosure-Covered Employees**, (ii) I have read and understand this Consultant Disclosure Statement, (iii) the above disclosures are accurate and complete, to the best of my knowledge after making reasonable inquiry, and (iv) my signature below, if electronic, is intended to authenticate this writing and to have the same force and effect as a manual signature.

  
 \_\_\_\_\_  
 Name

8/10/2022  
 \_\_\_\_\_  
 Date