

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**2/17/2026**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Contract for Building Inspection Services - Safebuilt	Stan Popovich, AICP Director of Community Development

**SYNOPSIS**

A motion is requested to authorize execution of a 22-month contract for building inspection services (building, plumbing, electrical, mechanical and energy inspections) with Safebuilt Illinois, LLC, Oak Brook, Illinois in the amount of \$31,000 annually.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2025-2027 include *Exceptional Municipal Services*.

**FISCAL IMPACT**

The FY 2026 budget includes \$62,000 for two on-call inspection contracts. Funding for this contract in 2027 will be budgeted accordingly.

**RECOMMENDATION**

Approval on the February 17, 2026 consent agenda.

**BACKGROUND**

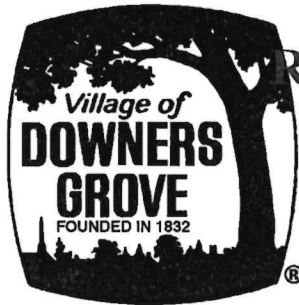
The Community Development Department manages the building permit process including the review and approval of building permits and the accompanying inspections to ensure compliance with the approved plans and the Village's building codes. The department's goal is to perform inspections within 48 to 72 hours from the time of the request by the customer. When inspection demand is high or the full-time staff inspector is out of the office, the Village requires outside inspectors to meet our performance goals.

Approximately every three years, the Village issues a Request for Proposals (RFP) for building inspection services from consultants that work in the area. The Village received one proposal from Safebuilt. The Village found that Safebuilt has provided an hourly rate consistent with previous rates, has extensive code knowledge and is compatible with the Village's approach to inspections and customer service.

Safebuilt currently provides inspection services to the Village. Their inspectors are courteous and knowledgeable.

**ATTACHMENTS**

Contract



# REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: SAFEbuilt Illinois, LLC

Project Name: Building Inspection Services  
 Proposal No.: RFP-011226-0-2025/MT  
 Proposal Due: January 27, 2026, 10:00AM

Required of Awarded Proposer:  
 Certificate of Insurance: Yes

Date Issued: January 12, 2026 4:30PM

This document consists of 21 pages.

Return **original** copy of proposal with 2 copies (no staples, bindings or spines) in a **sealed envelope** marked with the Proposal Name/Number as noted above to:

MATTHEW TIMMERBERG  
 ASSISTANT TO THE VILLAGE MANAGER  
 VILLAGE OF DOWNERS GROVE  
 850 CURTISS ST.  
 DOWNERS GROVE, IL 60515

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 7:30 A.M. to 4:30 P.M. at the Downers Grove Civic Center, 850 Curtiss St., Downers Grove, IL 60515.

**SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.**

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this Contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

**DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT.** Proposers MUST submit an original copy of the total proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

**PLEASE DO NOT BIND ANY PORTION OF THE BID WITH STAPLES, BINDINGS OR SPINES.**

# **I. REQUEST FOR PROPOSALS**

## **1. GENERAL**

1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to the time and date set forth on the cover page of this RFP.

1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.

1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: Matthew Timmerberg, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.

1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.

1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

## **2. PREPARATION OF PROPOSAL**

2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**

2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.

2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.

2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.

2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.



### **3. MODIFICATION OR WITHDRAWAL OF PROPOSALS**

3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.

3.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

### **4. RESERVED RIGHTS**

4.1 The Village reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all Proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Proposals will not be waived.

## **II. TERMS AND CONDITIONS**

### **5. VILLAGE ORDINANCES**

5.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

### **6. USE OF VILLAGE'S NAME**

6.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

### **7. INDEMNITY AND HOLD HARMLESS AGREEMENT**

7.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its subcontractors.

### **8. NONDISCRIMINATION**

8.1 Proposer shall, as a party to a public contract:

(a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;

(b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.

8.2 It is unlawful to discriminate on the basis of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000 *et seq.*, The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 *et seq.*, and The Americans with Disabilities Act, 42 U.S.C. Sec. 12101 *et seq.*

## **9. SEXUAL HARASSMENT POLICY**

9.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy that:

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

## **10. EQUAL EMPLOYMENT OPPORTUNITY**

10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled 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. During the performance of this Contract, the Proposer agrees as follows:

10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it

will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.

10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.

10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.

10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

## **11. DRUG FREE WORK PLACE**

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.

11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.

11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.

11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.

11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

## **12. PATRIOT ACT COMPLIANCE**

12.1 The Proposer represents and warrants to the Village 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 Proposer further represents and warrants to the Village that the Proposer 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 Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

## **13. INSURANCE REQUIREMENTS**

13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:

13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;

13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;

13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;

13.1.4 Claims for damages insured by the usual personal injury liability coverage which

are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;

13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;

13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;

13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.

13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).

13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.

#### **14. CAMPAIGN DISCLOSURE**

14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.

14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

14.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

#### **15. SUBLETTING OF CONTRACT**

15.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

#### **16. TERM OF CONTRACT**

16.1 The term of this Contract shall be as set forth in the Detail Specifications set forth in Section



III below. This Contract is subject to the Village purchasing policy with regard to any extensions hereof.

## **17. TERMINATION OF CONTRACT**

17.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

## **18. BILLING & PAYMENT PROCEDURES**

18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 *et seq.* The notice shall identify the defect and any additional information necessary to correct the defect.

18.3 Please send all invoices to the attention of Stan Popovich, Director of Community Development, Downers Grove Civic Center, 850 Curtiss St., Downers Grove, IL 60515.

## **19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE**

19.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

## **20. STANDARD OF CARE**

20.1. Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.

20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.

20.3 For Professional Service Agreements: Project site visits by Proposer during construction

or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contractor(s') failure to perform its work in accordance with contract documents.

## **21. GOVERNING LAW AND VENUE**

21.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

## **22. SUCCESSORS AND ASSIGNS**

22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

## **23. WAIVER OF CONTRACT BREACH**

23.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

## **24. AMENDMENT**

24.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

## **25. NOT TO EXCEED CONTRACT**

25.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.

## **26. SEVERABILITY OF INVALID PROVISIONS**

26.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

## **27. NOTICE**

27.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager  
Village of Downers Grove  
850 Curtiss St.  
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

**28. COOPERATION WITH FOIA COMPLIANCE**

28.1 Proposer acknowledges that the Freedom of Information Act does apply to public records in possession of the Proposer or a subcontractor. Proposer and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. (5 ILCS 140/1 *et seq.*)

**29. COPYRIGHT or PATENT INFRINGEMENT**

29.1 The Proposer agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Proposer that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

**30. DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION**

30.1 Pursuant to 35 ILCS 200/18-50.2, Contractor and all subcontractors are required to complete and submit a Vendor DBE certification, regardless of DBE status. Contractor shall complete and require all its subcontractors to complete the DBE certification for this project at [www.downers.us/vss](http://www.downers.us/vss). The information necessary for the Contractor and all subcontractors to complete the certification includes the following: DBE Classification (minority-owned, women-owned, persons with disabilities-owned, veteran-owned, or none); if DBE, whether the company holds a certificate or self-certifies; if self-certifying, whether the company qualifies as a small business under the U.S. Small Business Administration standards; the company's name, address, city, state and zip code; company's contact person's name, title, telephone number and email address. NO PAYMENTS WILL BE MADE TO THE CONTRACTOR BY THE VILLAGE UNLESS AND UNTIL ALL OF THE CERTIFICATIONS FOR THE CONTRACTOR AND SUBCONTRACTORS HAVE BEEN COMPLETED.

**31. ACCESSIBLE WEB CONTENT**

31.1 Any web content published by Proposer shall be readily accessible to and usable by individuals with disabilities when required by 28 CFR 35.200, *et seq.*



### **III. DETAIL SPECIFICATIONS**

#### **1. BACKGROUND**

The Village of Downers Grove processes approximately 2,300 building permit applications annually. The Village has full responsibility to interpret, enforce, and inspect permit applications to ensure they meet the codes listed below. The Village is seeking professional consultant services to conduct inspections, on an as needed basis, to verify compliance with the following Village adopted building codes:

- 2021 International Building Code with D.G. amendments
- 2021 International Residential Code with D.G. amendments
- 2020 National Electric Code with D.G. amendments
- Current State of Illinois Plumbing Code with D.G. amendments
- 2021 International Mechanical Code with D.G. amendments
- 2021 International Fuel Gas Code with D.G. amendments
- Current International Energy Conservation Code with D.G. amendments & State of Illinois amendments
- 2021 International Property Maintenance Code with D.G. amendments
- 2021 International Fire Code with D.G. amendments
- 2021 International Swimming Pool and Spa Code with D.G. amendments
- 2015 Life Safety Code - NFPA 101
- Current State of Illinois Accessibility Code

A link to the Village's current building codes is provided here:

[https://downersgrove.municipalcodeonline.com/book?type=ordinances#name=7\\_BUILDINGS](https://downersgrove.municipalcodeonline.com/book?type=ordinances#name=7_BUILDINGS)

The selected consultant shall:

- a. Ensure accurate enforcement of Village, State, and Federal building related standards
- b. Meet the technical expertise requirements of the codes listed above
- c. Provide consistency of code interpretation

If the Consultant does not meet technical expertise requirements for all areas, an agreement with one or more sub-consultants will be considered. However, the Village may choose to select a Consultant based solely on expertise in just one area. The Village also reserves the right to select more than one consultant, in order to help with periods of peak workload or potential conflicts of interest.

#### **2. DETAILED SCOPE OF INSPECTION SERVICES**

- a. Inspect, as needed, work requiring a building permit and preparing a Village inspection report using CityView software on a Village provided I-Pad.
- b. Inspections may include, but are not limited to, the following: new commercial, commercial additions, new residential single family homes, residential addition, solar panels, generators, decks, etc.

- c. Inspect architectural, electrical, energy conservation, mechanical, plumbing, gas and structural systems.
- d. Confer with the Village Building Division Manager in all cases where code language may be subject to interpretation.
- e. Seek opinions from the Village Building Division Manager when needed to guide code interpretations.
- f. The Village will attempt to provide 24 hour notice for inspection requests, but occasionally will request same day inspections.
- g. Inspections must be completed between 7:30am and 4:30pm, Monday through Friday, excluding Village holidays.

### **3. DELIVERABLES**

- a. Inspection reports and other correspondence as required by the Scope
- b. Monthly billing invoices accompanied by detailed descriptions of the project (e.g. "Insulation Inspection – 123 Main St."). Separate project numbers shall be assigned for each inspection, inspections shall be separated by day and a total project billing shall be calculated.

### **4. PROVISIONS BY VILLAGE**

The Village will provide:

- a. Day of instruction to inspectors on the CityView inspection module
- b. An I-Pad for the consultant to use during the inspections.

### **5. SCHEDULE**

This Contract shall be in effect until December 31, 2027 from the date of execution by the Village. Any annual rate adjustments shall be as stated in the proposal and agreed upon by the Village in the RFP selection process.

### **6. CONSULTANT PROPOSAL CONTENT**

Proposals should be as sufficient as possible. Unnecessary promotional material will only detract from the overall presentation. Proposals shall include the following elements:

- a. Names and address of the firm's local office and primary contact person.
- b. Resumes of key and support staff
- c. Any sub-consultant services and their qualifications planned for this project.
- d. Pertinent project experience summary sheets of the firm(s) with names of project contacts, cost, location, and brief project descriptions. Appropriate projects within the last 3 years are sufficient.
- e. List of all current and recent clients, and their contact information, for projects within the Village (within the past 3 years). Also include the information for any subsidiaries or others companies in which the Consultant has a significant financial interest.
- f. A brief description of any disputed and litigation resulting inspection services performed within the last three (3) years.
- g. Any limitation on the total number of staff hours that can be allocated to work under this contract on a monthly basis.

**7. COMPENSATION / AGREEMENT**

Provide an hourly flat rate which is to include inspections, report development, and code consulting. Include pricing for travel charge separately, if applicable.

**8. CONSULTANT EVALUATION**

Proposals will be evaluated based on the following criteria:

- a. Capability and experience on comparable projects.  
The Consultant must demonstrate meeting of applicable technical expertise requirements, including ICC certifications, as outlined in the codes listed above.
- b. Previous similar municipal inspection services.  
The Consultant must demonstrate on-going or previous experience completing these inspections services for other municipalities.
- c. Proposed staff and rates.  
Demonstrate the appropriate mix of the design professionals and technical staff and experience on similar projects. The Village desires to maintain rates that are consistent with industry standards while providing high quality services to our customers.
- d. Interviews.  
The Village reserves the rights to conduct interviews with all or some of the proposers at any point during the evaluation process. In the event interviews are conducted, information provided shall be taken into consideration when evaluating proposals.

**9. OTHER PERTINENT DETAILS**

The Department of Community Development will administer this contract. The primary point of contact will be the Building Division Manager.

#### **IV. PROPOSER'S RESPONSE TO RFP (Professional Services)**

**(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the Contract with the Village.)**



# IV. Proposer's Response to RFP (Professional Services)

## a. Names and address of the firm's local office and primary contact person.

OFFICE	PRIMARY CONTACT
700 Commerce Drive Suite 500 Oakbrook, IL 60523 262.955.3014	<b>Alan Green</b> <i>Sr. Account Manager</i> 224.250.4010 agreene@safebuilt.com

## b. Résumés of key and support staff.

SAFEbuilt's team serving the Village will continue to be led by **Kati Vokovitch**, our *State Operations Manager for Illinois and Project Manager* for this engagement. Under her direction, **Frank Bertolami** will continue to serve as *Lead Building Inspector*, providing day-to-day inspection services for the Village whenever needed.

Frank has supported the Village since November 2022 and completes approximately 600 inspections each year in Downers Grove. He conducts building, electrical, and mechanical inspections on both residential and commercial projects, giving him a clear, first-hand view of how work is actually carried out in the community. This consistent involvement across project types, coupled with his inspection volume, has built a strong familiarity with local builders, typical development patterns, and the Village's expectations for code compliance.

To ensure continuity of service, SAFEbuilt also proposes **Mike Miller** as *Backup Combination Inspector* and **Jim Kemper** as *Backup Plumbing Inspector*. We recognize the Village's strong preference for Frank, and he will remain the primary inspector assigned to your work; Mike and Jim will step in only as needed to cover vacations or unplanned absences so inspections continue without delay.

The résumés of key and support staff are presented on the pages listed in the table below.

PROPOSED STAFF	ROLE	SEE
Kati Vokovitch	Project Manager	page 2
Frank Bertolami	Lead Building Inspector	page 3
Mike Miller	Backup Combination Inspector	page 4
Jim Kemper	Backup Plumbing Inspector	page 5

## c. Any sub-consultant services and their qualifications planned for this project.

Building inspections are one of SAFEbuilt's core competencies; thus, we will not require subcontractor support for this project with the Village.



## KATI VOKOVITCH

*Project Manager*

23 YEARS OF EXPERIENCE

12 YEARS WITH THE FIRM

SAFEbuilt®

### EDUCATION

AA, Administration, Business Assistant Certification Program  
Waukesha County Technical College

### WORK HISTORY

- **State Operations Manager**  
SAFEbuilt, LLC  
2023 – Present
- **Assistant Operations Manager**  
SAFEbuilt, LLC  
2020 – 2023
- **Office Manager**  
SAFEbuilt, LLC  
2014 – 2020
- **Administrative Assistant**  
Joy Global  
Milwaukee, WI  
2010 – 2014
- **Assistant to Executive Vice President**  
Freedom Fire Protection  
Germantown, WI  
2008 – 2010
- **Service Coordinator**  
Ahern Fire Protection  
2003 – 2008

### PROJECT EXPERIENCE

- **Plan Review Coordinator**  
SAFEbuilt Contract with DuPage County, IL
- **Permit Technician**  
SAFEbuilt Contract with the City of Mendota, IL
- **Project Manager**  
SAFEbuilt Contract with the Village of Glencoe, IL
- **Project Manager**  
SAFEbuilt Contract with the Village of Oak Park, IL
- **Project Manager**  
SAFEbuilt Contract with the Village of Northbrook, IL





# FRANK BERTOLAMI

*Lead Building Inspector*

36 YEARS OF EXPERIENCE

5 YEARS WITH THE FIRM

# SAFEbuilt

## EDUCATION

### Secondary Education Teaching Certificate

Northeastern Illinois University

### BS, Biology

Northeastern Illinois University

### AS, Science

Elgin Community College

## LICENSES & CERTIFICATIONS

### International Code Council (ICC)

#5175394

Fire Inspector I

ICC/AACE Code Enforcement Officer

Property Maintenance and Housing Inspector

Residential Building Inspector

Zoning Inspector

### State of Illinois

Illinois Department of Financial and Professional Regulation-Licensed  
Environmental Health Practitioner #183000183

### National Environmental Health Association

Registered Environmental Health Specialist/Registered Sanitarian  
Credential

## WORK HISTORY

- **Building & Health Inspector**  
SAFEbuilt, LLC  
2021 – Present
- **President/Food Safety Consultant**  
Food & Alcohol Service Training, Inc.  
1998 – Present
- **Health Officer/Commercial Code Official**  
Village of Hanover Park, IL  
1994 – 2021
- **Sanitarian/Food Program Coordinator**  
McHenry County Health Department  
Woodstock, IL  
1990 – 1994 (Full-Time) | 1996 – 1997 (Part-Time)

## PROJECT EXPERIENCE

- **Health Inspector/Plans Examiner**  
SAFEbuilt Contract with the Village of River Forest, IL
- **Health Inspector/Plans Examiner/Rental Inspector**  
SAFEbuilt Contract with the Village of Schaumburg, IL
- **Health Inspector**  
SAFEbuilt Contract with the Village of Hanover Park, IL
- **Building & Health Inspector**  
SAFEbuilt Contract with the Village of Downers Grove, IL
- **Building Inspector**  
SAFEbuilt Contract with the Village of Lake Barrington, IL
- **Health Inspector**  
SAFEbuilt Contract with the Village of Morton Grove, IL
- **Code Enforcement Officer**  
SAFEbuilt Contract with the Village of Gilberts, IL
- **Building Inspection**  
SAFEbuilt Contract with Northwestern University
- **Building Inspector**  
SAFEbuilt Contract with the Village of Volo, IL
- **Building Inspector**  
SAFEbuilt Contract with the Village of Lakemoor, IL
- **Building Inspector**  
SAFEbuilt Contract with the Village of Hampshire, IL
- **Building Inspector**  
SAFEbuilt Contract with the Village of Pingree Grove, IL

## MEMBERSHIPS & AFFILIATIONS

### Member

Illinois Environmental Health Association  
Illinois Associate of Code Enforcement  
International Code Council

MM

**MICHAEL "MIKE" MILLER***Backup Combination Inspector*

40 YEARS OF EXPERIENCE

2 YEARS WITH THE FIRM

**SAFEbuilt**®**EDUCATION****Journeyman Carpenter Certificate**

Union Carpenter's School  
Pleasanton, CA

**LICENSES & CERTIFICATIONS****International Code Council (ICC)**

#5218683

Building Inspector

Commercial Building Inspector

Commercial Electrical Inspector

Electrical Inspector

Residential Building Inspector

Residential Electrical Inspector

Residential Energy Inspector/Plans Examiner

Residential Mechanical Inspector

**Illinois State Board of Education**

Certified Building Code Inspector #23-0005

**WORK HISTORY**

- **Combination Building Inspector**

SAFEbuilt, LLC

2024 - Present

- **Inspector**

B&amp;F Construction Code Services

Elgin, IL

2022 - 2024

- **Owner**

MWM Construction

2005 - 2022

- **Superintendent**

Toll Brothers

2003 - 2005

- **Owner**

MWM Construction

2001 - 2003

- **Superintendent**

Calprop Development

1998 - 2001

- **Union Carpenter**

1986 - 1996

**PROJECT EXPERIENCE**

- **Combination Building Inspector/Code Enforcement**

SAFEbuilt Contract with the Village of Schiller Park, IL





# JAMES "JIM" KEMPER

Backup Plumbing Inspector

SAFEbuilt

28 YEARS OF EXPERIENCE

13 YEARS WITH THE FIRM

US ARMY VETERAN

## EDUCATION

### Field Artillery Meteorology Diploma - MOS 0847

United States Army Field Artillery School  
Fort Sill, OK

### Fire Directory Control Man (FDC) - MOS 0844

United States Military on the Job Training  
Camp Lejeune, NC

### Certificate of Completion

Plumbers Apprentice School  
Plumbers Joint Apprenticeship Committee  
Chicago, IL

## LICENSES & CERTIFICATIONS

### State of Illinois

Illinois Plumber #058-197312

## WORK HISTORY

- **Plumbing Inspector**  
SAFEbuilt, LLC  
2013 - Present
- **Plumbing Inspector**  
TPI Building Code Consultants  
St. Charles, IL  
2011 - 2013
- **Trustee**  
Village of Hanover Park, IL  
2011 - 2013
- **North West Joint Action Water Association Board of Directors/Alternate**  
Village of Hanover Park,  
2011 - 2013
- **Independent Business Agent**  
Primerica Financial Services  
Elk Grove, IL  
2009 - 2013
- **Journeyman Plumber**  
Corporate Plumbing, Inc.  
Wauconda, IL  
2008 - 2013
- **Journeyman Plumber/Foreman**  
Nugent Plumbing Company  
Posen, IL  
2007 - 2008

## MEMBERSHIPS & AFFILIATIONS

- **Journeyman Plumber/Foreman**  
AM Mechanical Inc.  
Chicago, IL  
2006 - 2007
- **Journeyman Plumber**  
Epic Plumbing and Mechanical  
Palatine, IL  
2004 - 2006
- **Journeyman Plumber**  
Bruno Francis Plumbing Company  
Chicago, IL  
2004
- **Journeyman Plumber/Foreman**  
Wheeling Plumbing Company  
Wheeling, IL  
1998 - 2004
- **Lance Corporal**  
US Marine Corps  
1983 - 1987

## PROJECT EXPERIENCE

- **Plumbing Inspector**  
SAFEbuilt Contract with the City of Prospect Heights, IL
- **Plumbing Inspector**  
SAFEbuilt Contract with the Village of Hanover Park, IL
- **Plumbing Inspector**  
SAFEbuilt Contract with the Village of Glenview, IL
- **Plumbing Inspector**  
SAFEbuilt Contract with the Village of Lakemoor, IL
- **Plumbing Plan Review**  
SAFEbuilt Contract with the Village of Algonquin, IL
- **Plumbing Inspector**  
SAFEbuilt Contract with the Village of Volo, IL
- **Plumbing Plan Review**  
SAFEbuilt Contract with the City of Northlake, IL
- **Plumbing Plan Review**  
SAFEbuilt Contract with the Village of Machesney Park, IL

### Member

American Legion

### Member

Knights of Columbus

### Grand Knight

Knights of Columbus  
2008 - 2009 | 2009 - 2010

### Trustee

Knights of Columbus  
2010 - Present



**d. Pertinent project experience summary sheets of the firm(s) with names of project contacts, cost, location, and brief project descriptions. Appropriate projects within the last 3 years are sufficient.**

For decades, SAFEbuilt has partnered with municipalities to help create safe, sustainable, and thriving communities that residents are proud to call home. In Illinois, we have cultivated a strong local presence by supporting numerous municipalities and employing more than 47 full-time professionals across the state. Our Illinois team currently provides building and trades inspection services for 66 communities, including the Village of Downers Grove.

The following pages present a selection of current projects that demonstrate our experience and qualifications.

## VILLAGE OF GLENVIEW, IL

2013 – ONGOING



### DESCRIPTION

SAFEbuilt provides inspections for all trades, including health inspections, in full accordance with applicable accessibility, energy, local, state, and federal standards, and also supports the Village of Glenview with residential and commercial plan reviews, code enforcement, and a wide range of project types.

### RECENT INSPECTION PROJECT EXAMPLES

- Luna Blanca Wellness Studio | Structural Remodel/Renovation: Rough frame, insulation/firestop inspections conducted by Mike Miller in December 2025.
- Escapology | Structural Remodel/Renovation: Building, final electric, Final HVAC inspections conducted by Mike Miller in December 2025.
- First Church of Christ Scientist | Remodel/Renovation: Remodels to existing bathrooms, a new laundry room, and new kitchen added. Jim Kemper conducted final plumbing inspection and Mike Miller conducted final HVAC, final electric, final building inspections on behalf of the Village in December 2025.

### COST

\$576,000 annual contract value

### CONTACT

Joseph Footlik, Inspectional Services Manager  
2500 East Lake Avenue, Glenview, IL 60026  
847.904.4323  
[joef@glenview.il.us](mailto:joef@glenview.il.us)





## VILLAGE OF HAMPSHIRE, IL

2020 – ONGOING

**DESCRIPTION**

SAFEbuilt has been a trusted partner to the Village of Hampshire since 2020, providing a combination of dedicated and supplemental services to support the community's development needs. Our scope of work includes on-call:

- Building Official Services
- Building, Electrical, Plumbing & Mechanical Inspections
- Comprehensive Plan Reviews, including Residential & Commercial
- Remote Planning Support
- CommunityCore – SAFEbuilt's Proprietary Permitting System

We have also assisted the Village with building code updates, as well as zoning, energy, and fire plan reviews and inspections.

**INSPECTION PROJECT EXAMPLES**

- Hilltop Concrete Construction Facility: SAFEbuilt staff have conducted electrical and plumbing inspections during the various construction phases of this new concrete production facility.
- Public Works Facility: SAFEbuilt is providing inspection services for the construction of the new 34,228-square-foot Public Works Facility for the Village of Hampshire. The facility will consolidate multiple existing sites. Inspections completed to date include building, plumbing, electrical, and fire.
- Old Dominion Freight Line, Inc. Service Center: SAFEbuilt provided building, mechanical, electrical, and plumbing inspection services for the construction of a new 53,000-square-foot, \$21 million service center. All inspections were completed in 2024.
- Hampshire Fire Protection District, Station 2: SAFEbuilt inspected the new 9,797-square-foot Station 2 fire station at 1449 Gast Road for building, mechanical, electrical, plumbing, underground utilities, and exterior envelope work, which opened on May 23, 2024.

**COST**

\$641,000 annual contract value

**CONTACT**

Mo Kahn, Assistant Village Manager for Development  
 234 South State Street, Hampshire, IL 60140  
 847.683.2181  
[mkahn@hampshireil.org](mailto:mkahn@hampshireil.org)





## VILLAGE OF MORTON GROVE, IL

2016 – ONGOING

**DESCRIPTION**

For the Village of Morton Grove, we manage all building department services, providing services which include:

- Building Official
- Residential & Commercial Plan Reviews
- Building & Trades Inspections
- Supplemental Code Enforcement
- Health Inspections
- CommunityCore – SAFEbuilt's Proprietary Permitting System

**INSPECTION PROJECT EXAMPLES**

- ~85% of inspections assigned to SAFEbuilt staff are for residential properties.
- Uptown Dental Remodel: Frank Bertolami conducted rough frame inspection for a remodel of this dental office.
- SAFEbuilt staff conducted 85 inspections on behalf of the Village of Morton Grove in 2025. Of these, 82 were for residential properties.

**COST**

\$220,000 annual contract value

**CONTACT**

Jim English, Manager of Building and Inspection Services  
 6101 Capulina Avenue, Morton Grove, IL 60053  
 847.663.3046  
[jenglish@mortongroveil.org](mailto:jenglish@mortongroveil.org)

*"One of your Morton Grove Inspectors was out yesterday and maybe today to look at the work our contractor was doing in the complex. I would like to thank him for his consideration and helpfulness."*

– Resident of Village of Morton Grove, IL





## VILLAGE OF LINCOLNWOOD, IL

2019 – ONGOING



## DESCRIPTION

SAFEbuilt has partnered with the Village of Lincolnwood since 2019, delivering a full range of building safety and development services. Our staff provides building, mechanical, electrical, plumbing, and health inspection services, along with plan reviews for commercial, multi-family, single-family, trade, and health projects. Later in 2019, we expanded our support to include fire plan review and inspection services and assisted the Village with a comprehensive code update. By 2021, our partnership had further evolved to include permit technician services.

## INSPECTION PROJECT EXAMPLES

- District 1860: SAFEbuilt provided comprehensive plan review and inspection services, including fire, for District 1860—an 84,000 ft<sup>2</sup> mixed-use urban redevelopment valued at \$175 million. The project features approximately 85,000 ft<sup>2</sup> of commercial space with restaurants, retail, and service uses, anchored by a 38,015 ft<sup>2</sup> Amazon Fresh grocery store, along with 299 luxury apartments and a 224-room hotel.
- Commercial Interior Remodel at 7250 N Cicero in Lincolnwood: Conducting inspections, including framing/structural, plumbing, mechanical (HVAC), and electrical systems above the ceiling and throughout the interior in 2023.
- Lowe's Home Improvement: Conducted site inspection, rough frame, plumbing, electric, and mechanical, and final building, electric, mechanical, and plumbing inspections for a commercial bathroom remodel in the store.

## COST

\$140,000 annual contract value

## CONTACT

Patrick Ainsworth, Community Development Director  
 6900 Lincoln Avenue, Lincolnwood, IL 60712  
 847.673.1540  
[painsworth@lwd.org](mailto:painsworth@lwd.org)

130

The SAFEbuilt team conducted 130 inspections for the Village in 2025





## DuPAGE COUNTY, IL

2020 – ONGOING

**DESCRIPTION**

SAFEbuilt provides DuPage County with on-call residential and commercial building and plumbing plan review and inspection services on an as-needed basis. Our qualified staff perform comprehensive reviews of building plans, blueprints, and specifications to ensure full compliance with the DuPage County Building Code and all applicable amendments. SAFEbuilt staff maintain detailed inspection records, provide customer service related to code compliance, and attend meetings with applicants and County representatives to discuss project proposals, typically held once or twice per month.

**INSPECTION PROJECT EXAMPLES**

- SAFEbuilt conducted 57 inspections on behalf of DuPage County in 2025, with the majority of these inspections for residential properties.
- McDonald's Restaurant on Kingery Highway in Willowbrook, IL: SAFEbuilt provided plan reviews and inspections for a commercial alteration, including new fire alarms, improvement of an existing building, a new layout of walls, refinishing of the exterior façade. Included associated mechanical, electrical, plumbing, fire protection work.
- Royal Gaming and Liquor in Addison, IL: SAFEbuilt staff provided plumbing inspections for a commercial alteration at this retail establishment.

**COST**

\$90,000 annual contract value

**CONTACT**

Jim Stran, Building & Zoning Department Manager  
 421 N. County Farm Road, Wheaton, IL 60187  
 630.407.6700  
[jim.stran@dupageco.org](mailto:jim.stran@dupageco.org)

*"Commercial development is key to our growth, so having a partner like SAFEbuilt to help keep our commercial projects moving without sacrificing our safety standards has been incredibly valuable."*

– Brian Krajewski, County Board Member, District 3; DuPage County, IL





- e. List of all current and recent clients, and their contact information, for projects within the Village (within the past 3 years). Also include the information for any subsidiaries or other companies in which the Consultant has a significant financial interest.

SAFEbuilt began providing services in Illinois in 2011; however, a SAFEbuilt legacy company began performing work for the Village of Volo in 2002—a client we have retained for the past 23 years. Presently, we offer building department services to 80 municipalities in the state, including the Village of Downers Grove, as detailed in the following table.

#### CURRENT LIST OF MUNICIPAL CLIENTS IN ILLINOIS

CLIENT	SERVICES PROVIDED	CLIENT SINCE
City of East Peoria	Plan Review	2021
City of Harvard	Building/Trades Inspection, Plan Review, Planning & Zoning, Permitting Software	2023
City of Jacksonville	Building Official, Building/Trades Inspection, Plan Review	2022
City of Lockport	Building/Trades Inspection, Plan Review	2021
City of Loves Park	Plan Review, Engineering Plan Review	2025
City of Markham	Building/Trades Inspection, Plan Review	2021
City of Marseilles	Building/Trades Inspection, Plan Review	2013
City of Mendota	Building Official, Building/Trades Inspection, Plan Review, Permitting Software	2024
City of Naperville	Plumbing Inspection	2024
City of North Chicago	Building/Trades Inspection, Fire Plan Review, Plan Review, Code Enforcement, Parks & Facilities Management	2022
City of Northlake	Building/Trades Inspection, Code Enforcement, Plan Review	2005
City of Park Ridge	Health Inspection and Plan Review	2024
City of Pekin	Permitting Software	2020
City of Princeton	Building/Trades Inspection, Fire Inspection, Plan Review, Permit Technician, Planning & Zoning, Code Enforcement, Permitting Software	2025
City of St. Charles	Building/Trades Inspection, Code Enforcement, Plan Review	2018
City of Streator	Permitting Software	2018
City of Warrenville	Building/Trades Inspection, Code Enforcement, Plan Review	2021
City of Waukegan	Building/Trades Inspection, Plan Review	2022
DuPage County	Building/Trades Inspection, Plan Review, Fire Plan Review	2020
LaSalle County	Building Official, Building/Trades Inspection, Plan Review, Permit Technician, Permitting Software	2014
McHenry County	Health Inspection	2025
Town of Cicero	Building/Trades Inspection, Plan Review, Fire Plan Review, Fire Inspection	2019
Village of Algonquin	Plan Review	2023



## Village of Downers Grove, IL | RFP-011226-0-2025/MT | Building Inspection Services

CLIENT	SERVICES PROVIDED	CLIENT SINCE
Village of Barrington	Building/Trades Inspection, Plan Review, Fire Inspection	2020
Village of Beecher	Building/Trades Inspection, Plan Review	2014
Village of Bolingbrook	Building/Trades Inspection, Code Enforcement, Plan Review	2021
Village of Bradley	Building/Trades Inspection	2019
Village of Burlington	Building/Trades Inspection, Plan Review	2021
Village of Deerfield	Building/Trades Inspection, Plan Review	2022
Village of Downers Grove	Plan Review, Building/Trades Inspection	2018
Village of Elwood	Planning & Zoning	2018
Village of Franklin Park	Building Official, Code Enforcement, Plan Review, Building/Trades Inspection, Permitting Software	2021
Village of Glencoe	Building/Trades Inspection, Plan Review, Permit Technician, Fire Plan Review, Fire Inspection, Code Enforcement	2024
Village of Glenview	Building/Trades Inspection, Plan Review, Health Inspection and Plan Review	2013
Village of Golf	Building/Trades Inspection, Plan Review	2019
Village of Hainesville	Building/Trades Inspection, Plan Review, Code Enforcement, Permitting Software, Planning & Zoning	2025
Village of Hampshire	Building/Trades Inspection, Planning & Zoning, Code Enforcement, Plan Review, Permitting Software, Fire Plan Review, Fire Inspection	2020
Village of Hanover Park	Health Inspection and Plan Review, Building/Trades Inspection, Plan Review	2016
Village of Hinsdale	Plan Review, Zoning Permit Review and Administrative Services, Plumbing Inspection	2025
Village of Hoffman Estates	Building/Trades Inspection, Plan Review	2023
Village of Indian Head Park	Building Official, Building/Trades Inspection, Plan Review, Code Enforcement, Planning & Zoning, Code Updates	2025
Village of Kenilworth	Building/Trades Inspection, Plan Review, Planning & Zoning, Permitting Software	2018
Village of La Grange	Building/Trades Inspection, Plan Review, Permit Technician	2017
Village of La Grange Park	Code Enforcement	2018
Village of Lake Barrington	Building Official, Building/Trades Inspection, Fire Inspection, Plan Review, Fire Plan Review, Permitting Software	2024
Village of Lakemoor	Building Official, Building/Trades Inspection, Plan Review, Code Enforcement, Planning & Zoning, Zoning Permit Review, Permitting Software	2022
Village of Lena	Remote Video Inspection	2025
Village of Libertyville	Building/Trades Inspection	2017





## Village of Downers Grove, IL | RFP-011226-0-2025/MT | Building Inspection Services

CLIENT	SERVICES PROVIDED	CLIENT SINCE
Village of Lincolnwood	Building/Trades Inspection, Plan Review, Health Inspection and Plan Review, Fire Inspection	2019
Village of Lindenhurst	Code Enforcement	2024
Village of Lombard	Building/Trades Inspection, Plan Review	2025
Village of Long Grove	Building/Trades Inspection, Plan Review, Code Enforcement, Planning & Zoning, Permitting Software	2024
Village of Lyons	Building/Trades Inspection	2021
Village of Machesney Park	Plan Review	2021
Village of Monee	Building/Trades Inspection, Code Enforcement, Plan Review	2016
Village of Morton Grove	Building/Trades Inspection, Code Enforcement, Plan Review, Health Inspection, Plan Review	2016
Village of Newark	Building/Trades Inspection, Plan Review	2022
Village of Northbrook	Building/Trades Inspection, Plan Review	2025
Village of Northfield	Building/Trades Inspection, Code Enforcement, Plan Review	2021
Village of Oak Park	Building/Trades Inspection, Plan Review	2026
Village of Orland Park	Building/Trades Inspection, Plan Review, Fire Plan Review, Planning & Zoning, Permit Technician	2021
Village of Oswego	Building/Trades Inspection, Plan Review	2023
Village of Palatine	Building/Trades Inspection	2018
Village of Peotone	Building/Trades Inspection, Plan Review, Planning & Zoning, Engineering Plan Review, Engineering Inspection	2026
Village of Pingree Grove	Building Official, Building/Trades Inspection, Plan Review, Code Enforcement, Permitting Software, Permit Technician, Planning & Zoning, Code Update	2022
Village of Plainfield	Building/Trades Inspection	2025
Village of River Forest	Building/Trades Inspection, Plan Review, Health Inspection and Plan Review	2021
Village of Rosemont	Building/Trades Inspection, Plan Review	2022
Village of Schiller Park	Building/Trades Inspection, Code Enforcement, Plan Review, Zoning Permit Review, Fire Plan Review, Building Official	2021
Village of Skokie	Building/Trades Inspection, Plan Review	2018
Village of South Barrington	Plan Review	2025
Village of South Holland	Building/Trades Inspection, Plan Review, Code Transition	2025
Village of Timberlane	Building/Trades Inspection, Plan Review	2005
Village of Volo	Building/Trades Inspection, Plan Review, Code Enforcement, Zoning Permit Review, Emergency Response	2002
Village of Wadsworth	Plan Review & Building/Trades Inspection	2020





CLIENT	SERVICES PROVIDED	CLIENT SINCE
Village of Westmont	Plan Review, Fire Plan Review, Permit Technician	2020
Village of Willowbrook	Building/Trades Inspection, Plan Review, Permitting Software, Permit Technician, Planning & Zoning	2021
Village of Wilmette	Building/Trades Inspection, Plan Review	2013
Village of Winnetka	Building/Trades Inspection, Code Enforcement, Plan Review	2013

#### LIST OF MUNICIPAL CLIENTS IN ILLINOIS WITH CONTRACTS CONCLUDED WITHIN THE PAST 3 YEARS

CLIENT	SERVICES PROVIDED	START	END
City of Wood Dale	Code Enforcement	2024	2025
Village of Bull Valley	Plan Review, Building/Trades Inspection, Code Enforcement	2020	2023
Village of Fox Lake	Plan Review, Building/Trades Inspection, Code Enforcement , Permitting Software, Planning & Zoning	2022	2025
Village of Gilberts	Building/Trades Inspection, Code Enforcement, Plan Review	2021	2025
Village of Glendale Heights	Plan Review, Building/Trades Inspection	2022	2024
Village of Gurnee	Plan Review	2018	2023
Village of Itasca	Plan Review, Building/Trades Inspection, Code Enforcement	2019	2024
Village of Lakewood	Plan Review, Building/Trades Inspection, Fire Services, Permitting Software	2022	2023
Village of Posen	Building Official, Building/Trades Inspection, Plan Review, Permit Technician	2025	2025
Village of Sauk	Plan Review, Building/Trades Inspection	2014	2024
Village of Schaumburg	Building/Trades Inspection, Code Enforcement, Health Inspection, Plan Review	2018	2025
Village of Sheridan	Plan Review, Building/Trades Inspection	2015	2023
Village of Summit	Code Enforcement	2020	2025
Village of Virgil	Plan Review, Permitting Software, Building/Trades Inspection, Code Enforcement, Planning & Zoning	2023	2026

**f. A brief description of any disputed and litigation resulting inspection services performed within the last three (3) years.**

SAFEbuilt Illinois, LLC has not been involved in any disputes or litigation related to inspection services within the past three (3) years.

**g. Any limitation on the total number of staff hours that can be allocated to work under this contract on a monthly basis.**

A continued partnership with SAFEbuilt provides the Village of Downers Grove with immediate access to a highly qualified team of licensed, experienced, and customer-focused building professionals. Our staff brings extensive experience supporting municipalities across Illinois and the nation, ensuring consistent, responsive service every day.

SAFEbuilt offers the staffing flexibility to meet both current and future needs. During periods of increased workload, we can quickly deploy additional qualified personnel to supplement the Village's dedicated team.





Conversely, when the workload decreases, we can scale services accordingly to help the Village manage costs effectively. SAFEbuilt has successfully delivered services under both conditions and remains committed to supporting the Village and its residents with reliability and professionalism.

**The proposed team will be available as requested in the RFP, with no restrictions on the number of staff hours allocated each month.** SAFEbuilt Inspectors will be available to conduct inspections between 7:30 am and 4:30 pm, Monday through Friday, excluding Village holidays.

## 7. COMPENSATION / AGREEMENT

**Provide an hourly flat rate which is to include inspections, report development, and code consulting. Include pricing for travel charges separately, if applicable.**

SAFEbuilt tailors our pricing to each contract, collaborating with our community partners to establish fair and competitive rates. **Our all-inclusive fees cover all overhead, materials, and equipment. SAFEbuilt does not bill separately for travel time or mileage, so no travel pricing is included or applicable.**

SERVICE	HOURLY RATE
Inspections, Report Development, and Code Consulting	\$110.00/hour with 1-hour minimum

### Annual Rate Adjustments

Beginning on the 1st anniversary of the Effective Date of the Agreement and annually thereafter, the hourly rates listed below shall be automatically increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI"). Such increase shall not exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.



## Acceptance of Terms and Conditions

After careful review of the Terms and Conditions presented in the RFP, SAFEbuilt's Contracts and Legal team respectfully request the following minor modifications to the sections of the terms cited below.

### REFER TO:

PDF Page 9/21, "II. TERMS AND CONDITIONS"

### MODIFICATION REQUEST:

#### 17. TERMINATION OF CONTRACT

17.1 In the event of the ~~Proposer's~~ either party's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the ~~Village's~~ either party's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

PDF Page 9/21, "II. TERMS AND CONDITIONS"

#### 18. BILLING & PAYMENT PROCEDURES

18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within ~~60~~ 30 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this ~~60~~ 30 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this ~~60~~ 30 day period, until final payment is made.



# **V. PROPOSAL/CONTRACT FORM**

**\*\*\*THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

**Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award**

## **PROPOSER:**

SAFEbuilt Illinois, LLC  
Company Name

Date: Friday, January 23, 2026

444 North Cleveland Avenue  
Street Address of Company

proposals@safebuilt.com  
Email Address

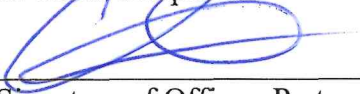
Loveland, CO 80537  
City, State, Zip

Alan Greene  
Contact Name (Print)

866.977.4111  
Business Phone

262.955.3014  
13-Hour Telephone

877.203.2704  
Fax

  
Signature of Officer, Partner or  
Sole Proprietor

Chris Giordano, Chief Executive Officer  
Print Name & Title

ATTEST: If a Corporation

\_\_\_\_\_  
Signature of Corporation Secretary

## **VILLAGE OF DOWNERS GROVE:**

\_\_\_\_\_  
Authorized Signature

ATTEST:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Village Clerk

\_\_\_\_\_  
Date

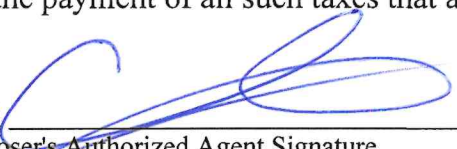
\_\_\_\_\_  
Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

**PROPOSER'S CERTIFICATION (page 1 of 3)**

With regard to Building Inspection Services, Proposer SAFEbuilt Illinois, LLC hereby certifies  
 (Name of Project) (Name of Proposer)  
 the following:

1. Proposer is not barred from bidding this Contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.


BY:  Chris Giordano, Chief Executive Officer  
 Proposer's Authorized Agent Signature

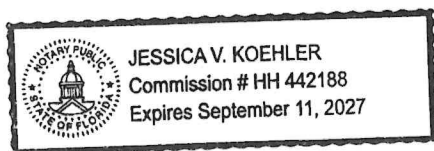
4	6	-	2	3	4	0	4	3	9
---	---	---	---	---	---	---	---	---	---

**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

or \_\_\_\_\_  
 Social Security Number

Subscribed and sworn to before me  
 this 23<sup>rd</sup> day of January 2024

  
 Notary Public



**PROPOSER'S CERTIFICATION (page 2 of 3)**

(Fill Out Applicable Paragraph Below)

**(a) Corporation**

The Proposer is a corporation organized and existing under the laws of the State of N/A,  
which operates under the Legal name of N/A,  
and the full names of its Officers are as follows:

President: N/A

Secretary: N/A

Treasurer: N/A

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate ByLaws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

**(b) Limited Liability Company (LLC)**

The Bidder is a LLC organized and existing under the laws of the State of Illinois,  
which operates under the legal name of SAFEbuilt Illinois, LLC, and the full  
names of its managers or members are as follows:

Manager or Member: Christopher Giordano, Chief Executive Officer

Manager or Member: Matthew K. Causley, Chief Operating Officer

Manager or Member: Joseph DeRosa, Chief Revenue Officer

Manager or Member: Kia Canzonieri, Chief Finanacial Officer

**(c) Partnership**

Names and Addresses of All Members of Partnership:

N/A

\_\_\_\_\_

\_\_\_\_\_

The partnership does business under the legal name of: N/A

which name is registered with the office of N/A in the State of

N/A.

**PROPOSER'S CERTIFICATION (page 3 of 3)**

**(d) Sole Proprietor**

The Proposer is a Sole Proprietor whose full name is: N/A

and if operating under a trade name, said trade name is: N/A

which name is registered with the office of N/A in the State of N/A.

5. Are you willing to comply with the Village's preceding insurance requirements within 10 days of the award of the contract? YES NO (circle one)

Insurer's Name McGriff Insurance Services LLC

Agent Lauren Mayer

Street Address 9850 NW 41st Street, Suite 100

City, State, Zip Code Doral, FL 33178

Telephone Number 954.389.1289

**I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.**

Print Name of Company: SAFEbuilt Illinois, LLC

Print Name and Title of Authorizing Signature: Christopher Giordano, Chief Executive Officer

Signature:  \_\_\_\_\_

Date: Friday, January 23, 2026



## Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

**If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.**

Company Name: SAFEbuilt Illinois, LLC

Address: 444 North Cleveland Avenue

City: Loveland Zip Code: 80537

Telephone: ( 866 ) 977.4111 Fax Number: ( 877 ) 203.2704

E-mail Address: proposals@safebuilt.com

Authorized Company Signature: 

(Print)Name: Chris Giordano Title of Official: Chief Executive Officer

Date: Friday, January 23, 2026

## Campaign Disclosure Certificate

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of

Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.

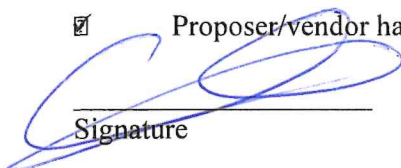
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

\_\_\_\_\_  
Under penalty of perjury, I declare:

☒ Proposer/vendor has not contributed to any elected Village position within the last five (5) years.

  
\_\_\_\_\_  
Signature

Chris Giordano  
\_\_\_\_\_  
Print Name

☐ Proposer/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: \_\_\_\_\_  
(company or individual)

To whom contribution was made: \_\_\_\_\_

Year contribution made: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name