

VILLAGE OF DOWNERS GROVE
Report for the Village

3/3/2026

SUBJECT:	SUBMITTED BY:
Contract for Building Inspection Services - B&F	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 B&F Construction Code Services, Inc., Elgin, 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 March 3, 2026 consent agenda.

BACKGROUND

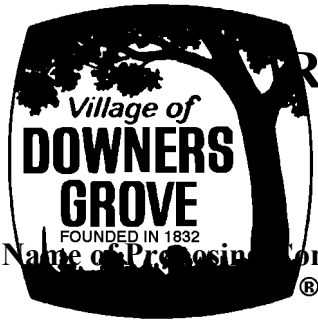
The Community Development Department manages the building permit process including the review and approval of building permits and the accompanying inspections to ensure compliance with the approved plans and the Village's building codes. The department's goal is to perform inspections within 48 to 72 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. After receiving a single response, the Village re-issued the RFP and received a proposal from B&F. The Village found that B&F 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.

B&F currently provides inspection services to the Village. Their inspectors are courteous and knowledgeable.

ATTACHMENTS

Contract



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company:

B & F Construction Code Services Inc.

Project Name:

Building Inspection Services

Proposal No.:

RFP-013026-0-2026/MT

Proposal Due:

February 12, 2026, 10:00AM

Required of Awarded Proposer:

Certificate of Insurance:

Yes

Date Issued:

January 30, 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. 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

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

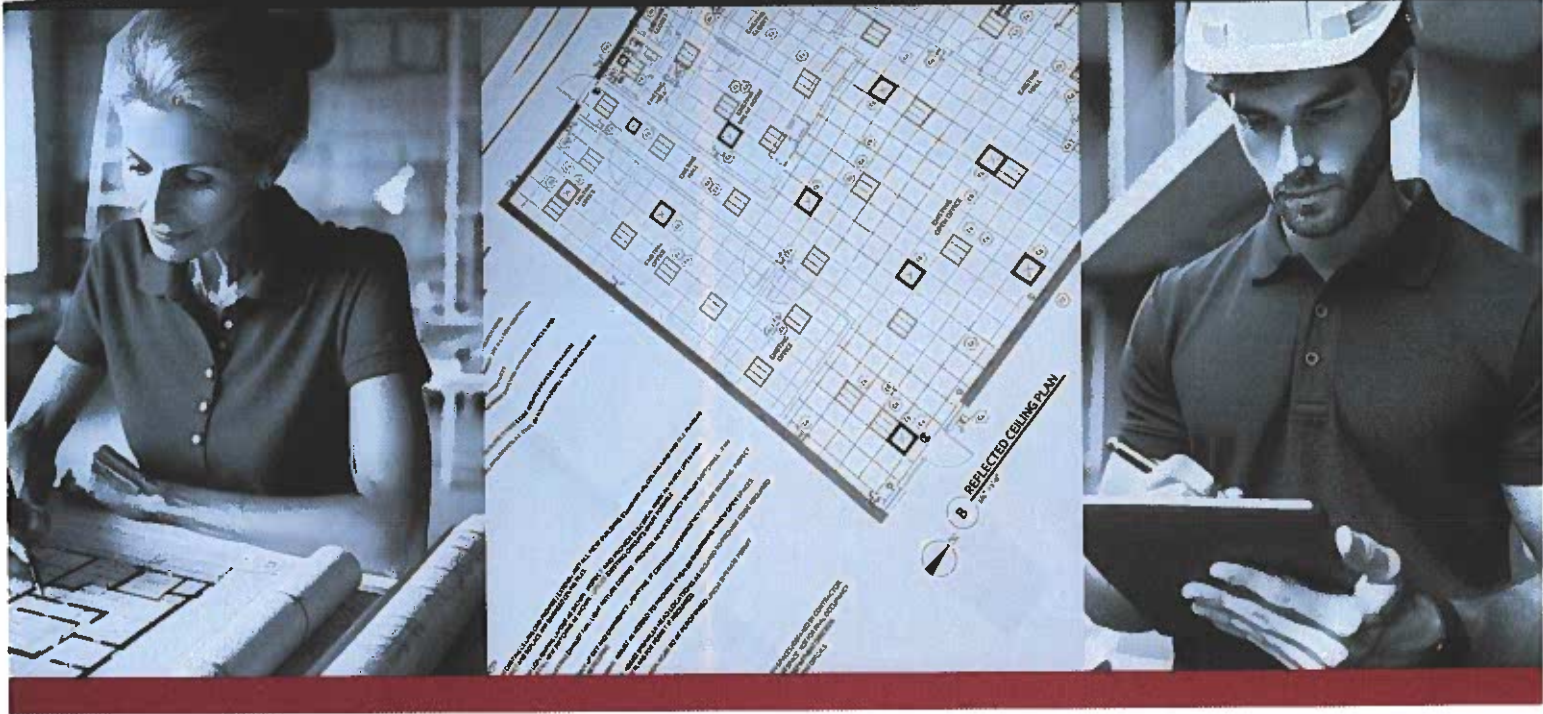
Proposals will be evaluated based on the following criteria:

- 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.

B & F CONSTRUCTION CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
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February 11, 2026

Village Manager
Village of Downers Grove
850 Curtiss Street
Downers Grove, IL 60515

Thank you for the opportunity to present a proposal to the Village of Downers Grove for inspections.

If you have any questions please give me a call at 847-428-7010 or email ryarbrough@bfccs.org.

Sincerely,

Richard A. Piccolo

Richard A. Piccolo
President
Master Code Professional

B & F CONSTRUCTION CODE SERVICES, INC.
2420 Vantage Road • Elgin, IL 60124
Telephone: (847) 428-7010 • Fax: (847) 428-3151

February 11, 2026
Page 2 of 3

PROFESSIONAL SERVICE AGREEMENT

Statement of Qualifications

B & F Construction Code Services, Inc. provides building and fire protection plan review, and inspections. All technical personnel are certified and/or licensed to provide the services as described and requested.

Qualifications

B & F Construction Code Services, Inc. provides building and fire protection plan review, inspections and training services for municipal building departments. All inspection and plan review personnel are certified and/or licensed to provide the services as described.

We currently provide inspections and plan review for the Villages of Brookfield, Oak Lawn, Riverdale, Broadview, Forest Park, Matteson and the City of Harvey. We provide or have provided inspections and plan review for the Village of Hazel Crest, Richton Park, and University Park. We currently perform complete building department operations for the Villages of Winfield and Barrington Hills. We have assisted with complete building department operations in the Villages of Kingston and Hampshire. We also currently provide complete inspection and plan review services to West Chicago, Kingston, Kirkland, Hinckley, Waterman, Mettawa, Manhattan, Inverness, Elwood, Deer Park, Timberlane, and Poplar Grove.

In West Chicago, we provide full code enforcement services and administration including inspections, notices of violation, tickets, adjudication, correspondence, testimony, etc.

There are other municipalities where we provide fill-in inspections when municipalities are in need of inspectors because of a large short-term workload or because they are down staff members due to vacations or extended leaves of absence. These municipalities include the City of Wheaton and Villages of Wheeling and Romeoville.

B & F Construction Code Services, Inc. performs plan review services for numerous other communities in Illinois and other states such as Michigan, New Jersey and Pennsylvania.

We have completed plan review and inspection services for large projects such as the new 3.8 Million Square Foot Amazon facility in Matteson as well as numerous Casino projects, including Four Winds Casinos in Michigan and Indiana, Bally (formerly Jumers) Casino in Rock Island, and Rivers Casino in Des Plaines.

Firm Information and Additional Qualifications

Its founder Richard A. Piccolo who has more than forty years in the building code profession leads B & F Construction Code Services, Inc. For many years, we have been providing Plan Reviews, Inspections, Building Department Administration, Code Consulting, and Training Services for Municipal Building Departments, Architectural Firms, Developers and Construction Workers. Our expertise is in all the Major Model Codes including the ICC (International Code Council) series, Illinois Plumbing Code, BOCA, NFPA, Accessibility and accepted industry standards and practices. We have performed over 110,000 plan reviews, conducted more than 600,000 construction inspections and over 220,000 code enforcement inspections. We have trained thousands of industry professionals nationwide. Our services have become the most sought after in the industry because of our continual focus on the three elements we have consistently delivered since inception...Quality, Value and Service.

B & F CONSTRUCTION CODE SERVICES, INC.
2420 Vantage Road • Elgin, IL 60124
Telephone: (847) 428-7010 • Fax: (847) 428-3151

February 11, 2026
Page 3 of 3

Services to be Provided – Building Inspections

B & F Construction Code Services, Inc. shall conduct inspections for new commercial, commercial additions, new residential single-family homes, residential additions, solar panels, generators, decks, etc.

Staff can attend pre-construction meetings and construction status meetings whenever requested. Upon availability, staff may be able to work at the client directly. The schedule shall be mutually agreed on.

Code consulting services shall be provided via phone, email, field, and individual/group meetings. Video conferencing will be utilized as necessary or as requested.

If there are legislative changes affecting our industry, we will adjust our pricing accordingly. This is necessary to ensure we remain compliant with new regulations while continuing to provide the quality and service you expect from us.

This contract shall be subject to annual price increases for all hourly services that shall not exceed the Consumer Price Index for All Urban Consumers (CPI-U) for the Chicago-Gary-Kenosha, IL, IN, WI Area issued by the United States Department of Labor between January 15 of the preceding calendar year and January 15 of the current calendar year or 3%, whichever is less.

Invoicing

Invoices are payable net 30 days after inspection.

Transmittal Method

As normal course of business, all correspondence from our main office shall be done electronically.

Start Date

Inspections will commence on an agreed-upon date.

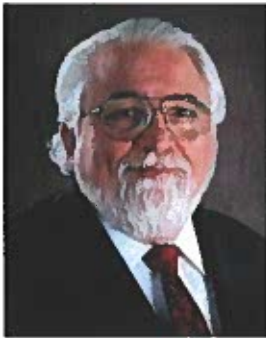
The following cover all B & F Construction Code Services, Inc. employees:

- A. Workers Compensation Insurance;
- B. General Liability Insurance; and
- C. Professional Liability Insurance.

A Certificate of Insurance can be provided by request.

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STAFF QUALIFICATIONS



Richard A. Piccolo, MCP
President

Master Code Professional, Certified Building Official, Certified Fire Official, Certified Property Maintenance Inspector, Certified Building Inspector, Certified Plans Examiner, Certified Fire Plans Examiner, Certified Fire Inspector, Illinois Certified Fire Inspector, Certified Fire Fighter III, Certified Fire Official II, Certified Property Maintenance Inspector, Certified Plans Examiner, Certified Building Inspector, Certified Fire Service Instructor IV.

Mr. Piccolo is the Former Chairman of the Codes and Standards Committee of Illinois Fire Inspectors Association. He is the past-President of the Illinois Council of Code Administrators and is a member of the Regional Business Advisory Council.



Sean Fallows
Vice President

Certified Commercial Building Inspector, Certified Building Plans Examiner, Certified Residential Energy Inspector/Plans Examiner, Certified Residential Building Inspector, Certified Fire Inspector I, Certified Accessibility Inspector/Plans Examiner, Certified Fire Plans Examiner, Certified Commercial Fire Sprinkler Plans Examiner, Commercial Fire Sprinkler Inspector, Certified Commercial Fire Alarm Inspector, Commercial Fire Alarms Plans Examiner I, Commercial Mechanical Inspector

Mr. Fallows studied fire protection and previously designed fire protection systems for a decade before joining B&F Construction Code Services. In his tenure he has overseen the fire protection team, and currently oversees all plan review operations after spending time as an inspector and plan reviewer for most major disciplines.

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Kenneth J. Garrett, MCP
Building & Zoning Official

Master Code Professional, Certified Building Official, Certified Fire Inspector I, Certified Fire Inspector II, Certified Building Inspector, Certified Commercial Building Inspector, Certified Accessibility Inspector/Plans Examiner.

Mr. Garrett has years of Building Official experience and has served as the Building and Zoning Administrator and the Assistant Director of Community Development for two municipalities.

Daniel Erath, Plumbing Inspection Supervisor

Mr. Erath has over 3 years of experience as a Plumbing Inspector. He has over thirty years of previous experience as an Illinois Licensed Plumber performing residential, commercial and industrial work. He is also an Illinois Certified Plumbing Inspector and is a CCEDI (Cross-Connection Control Device Inspector).

Vincent Gallo, Sr. Residential Supervisor / Building Inspector

He has ICC Certifications as a Property Maintenance and Housing Inspector, Residential Building Inspector, Residential Mechanical Inspector, Residential Electrical Inspector, and a Residential Energy Inspector/Plans Examiner. Vince has over 15 years of experience in commercial roofing and construction.

Anthony Sarillo, Building Plans Examiner

He has ICC Certifications as a Building Plans Examiner, Commercial Building Inspector, Accessibility Inspector/Plans examiner, Mechanical Plans Examiner, Commercial Mechanical Inspector, Commercial Energy inspector, Commercial Energy Plans Examiner, Residential Energy Inspector/Plans examiner, Commercial Electrical Inspector, and Electrical Plans Examiner. Anthony is a licensed architect and developer with over 30 years of experience designing, building, and owning commercial buildings. He performs building, accessibility, safety, and hazardous material, industrial, mechanical, energy and mixed use plan review.

Peter Tutanés, Building Plans Examiner

Peter has ICC Certifications as a Residential Plans Examiner, Residential Building Inspector, Building Plans Examiner, Commercial Building Inspector, Accessibility Inspector/Plans Reviewer, Commercial Energy Inspector, Commercial Plans Examiner, Commercial Mechanical Inspector, Residential Energy Inspector, and Mechanical Plans Examiner. He has a Master's Degree in Architecture from the University of Illinois. Peter performs building, accessibility, life safety, hazardous material, industrial, mechanical, energy, and mixed use plan review.

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William Gardner, Electrical Inspector/Plans Examiner

Bill has over 5 years of experience in electrical plan review and inspection. He has a degree in Electrical Engineering and has worked for Commonwealth Edison in the area of distribution engineering. His background includes various administrative and educational responsibilities, including facilities management and oversight of multiple capital improvement projects. Bill is ICC certified as a Residential Electrical Inspector, Commercial Electrical Inspector, Electrical Inspector, and Electrical Plans Examiner.

Devlyn Ward, MCP

He is an ICC certified Property Maintenance and Housing Inspector, Residential Building Inspector, Residential Mechanical Inspector, Residential Energy Inspector/Plans Examiner, Residential Electrical Inspector, Residential Plans Examiner, Commercial Energy Inspector, Commercial Electrical Inspector, Electrical Inspector, Commercial Energy Plans Examiner, Commercial Building Inspector, Building Inspector, Accessibility Inspector/Plans Examiner, Building Plans Examiner, Commercial Mechanical Inspector, Mechanical Inspector, Fire Plans Examiner, Commercial Plumbing Inspector, Commercial Combination Inspector, Electrical Plans Inspector, certified in Building Codes and Standards. Mr. Ward is a Master Code Professional with over 11 years of previous experience in construction.

Marco Majka, Mechanical & Energy Plans Examiner/Inspector

Marco has a vast knowledge of mechanical systems and has been in the construction industry for over 40 years. He also has an exceptional understanding of energy conservation practices. He is certified in Commercial Energy Conservation.

Aaron Fisher, Code Technical Advisor

He is an ICC certified Residential Building Inspector, Mechanical Plans Examiner, Mechanical Inspector, Commercial Mechanical Inspector, Commercial Energy Plans Examiner, Commercial Energy Inspector, Building Inspector, Commercial Building Inspector, Residential Plans Examiner, Residential Energy Inspector/Plans Examiner, Residential Mechanical Inspector, Residential Electrical Inspector, Accessibility Inspector/Plans Examiner, Fuel Gas Inspector, and Property Maintenance and Housing Inspector.

Michael Nykaza, Fire Protection Plans Examiner and Inspector

Michael is an ICC Certified Fire Inspector, Sprinkler Plans Examiner and Fire Alarm Plans Examiner. He spent 30 years as a Fulltime Firefighter and now is retired. During his time as a Firefighter he spent 4 years as the Fire Prevention Officer. During his career he received certification of Fire Inspector I/II, Life Safety Inspector, School Inspector, and Fire and Public Life Safety Educator. Additionally he spent 10 years as a Fire/Arson Investigator before eventually retiring as Captain, Firefighter III and Paramedic. For the last 4 years, he has worked at B & F as a Sprinkler and Fire Alarms Plans Examiner and Inspector.

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Michael Paige, Fire Plans Examiner / Fire Prevention Officer

Michael has over 40 years in the fire service, with 20 years as a Fire Chief currently is a Illinois Certified Fire Prevention Officer, Current Certified Chief Fire Officer, Current Certified Fire Investigator, Current Certified Fire Instructor I, II, III and TPM, Current Fire Department Safety Officer. Mike is also an instructor for the Building & Fire Code Academy providing continuing education for Fire Service Professionals to obtain their annual required training hours.

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.)

Local Office:

B&F Construction Code Services, Inc
2420 Vantage Drive
Elgin, Illinois 60124

Contact: Ron Yarbrough
Phone: (847) 428-7010

Project Experience

Business Name: Village of Winfield
Contact Person: Peter Krummins
Telephone #: (630) 933-7117
Dates of Service: 1/17/2000 - Current

We provide inspections and plan review services.

Business Name: Village of Glendale Heights
Contact Person: James Saxton
Telephone #: (630) 260-6030
Dates of Service: 3/1/2019 - 2022 & 5/24/2024 - Current

We provide inspections and plan review services

Business Name: City of West Chicago
Contact Person: Stuart Caravello
Telephone #: (630) 293-2200
Dates of Service: 5/1/2009 - Current

We provide inspections, plan review, and administrative services

See attached for cost, scheduling, and other items related to this RFP.

Office & Shipping:
2420 Vantage Drive
ELGIN, IL 60124
CORRESPONDENCE:
P.O. Box 5178
ELGIN, IL 60121-5178

B&F CONSTRUCTION CODE SERVICES, INC.
Building & Fire Protection Plan Review
Training • Inspections • Code Consulting

Phone (847) 428-7010
Fax (847) 428-3151
constructioncodes.com

Projects within Downers Grove

B&F Construction Code Services has performed building inspections as needed to support operational coverage and serve as a fill-in inspector when required. In addition, we have completed hood and duct/black pipe inspections for multiple locations ensuring all tasks were completed safely, efficiently, and in compliance with applicable standards and regulations.

Hood and Duct Locations:

- Wendy's, 1362 Butterfield, Downers Grove, IL 60515
- Connie's Pizza, 2589 Ogden, Downers Grove, IL 60515
- Buttermilk Restaurant, 1500 Branding Avenue, Downers Grove, IL 60515

Schedule to Perform Inspections

Inspections require notice the day prior by 3:00 p.m. Inspections can be conducted between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday, excluding holidays. Inspection requests shall be emailed, called, or submitted online. Additionally the client can approve B & F Construction Code Services, Inc. to schedule their inspections directly at no additional cost. Inspections can be made outside of these times on an as requested basis for an additional cost. Both parties will determine days of the week and times during the day for inspections mutually.

The inspections are conducted as progress of the project takes place. All inspections are conducted and are documented with an inspection report indicating the results of the inspection. Inspector shall utilize company issued technology (tablets) to input inspection results real-time.

Emergency Inspection

An inspector can be made available for emergency inspections outside normal business hours (7:30am – 4:30pm). The cost of the services shall be at our general consulting rate per hour. The time shall include travel both ways as well as any inspection and report writing time with a minimum of four hours (4 hrs.). For the purposes of this contract emergency inspections shall include, but not limited to, post fire inspections, inspections of structures after vehicle vs building incidents, determination of habitability or safety of structure, unsafe structures, building collapse, inspections required to restore utilities, large scale incidents that may require input from building department personnel.

Service With Integrity

Member
ICC NFPA IFIA

Office & Shipping:
2420 Vantage Drive
ELGIN, IL 60124
CORRESPONDENCE:
P.O. BOX 5178
ELGIN, IL 60121-5178

B & F CONSTRUCTION CODE SERVICES, INC.
Building & Fire Protection Plan Review
Training • Inspections • Code Consulting

Phone (847) 428-7010
Fax (847) 428-3151
constructioncodes.com

After Hours Inspection

An inspector may be available for after-hours inspections outside normal business hours (7:30am – 4:30pm). The cost of the services shall be at hour general consulting rate per hour or double the fixed rate inspection for fire protection systems (fire alarm, fire sprinkler, special suppression, hood suppression, etc.) but no less than the hourly minimum. The time shall include travel both ways as well as any inspection and report writing time with a minimum of four hours (4 hrs.).

Costs for Services

Hourly Inspection Costs

Building, Electrical, Mechanical, and Energy, at \$95.00 per hour and a minimum of 25 minutes per discipline plus one way travel time.

Plumbing at \$95.00 per hour and a minimum of 25 minutes and one-way travel time.

One way travel time is 45 minutes per inspector per day which is 0.75 of the hourly rate.

Fuel Surcharge

Fuel surcharge – In the event fuel cost increase to a national average of Five Dollars (\$5.00) or more per gallon there will be eight percent (8%) added to the inspection (first and re-inspections) fee.

The Village of Downers Grove has the responsibility to provide notification of ordinances, planned unit developments, and all agreements relevant to the services we offer.

The client shall agree not to attempt to hire any of B & F Construction Code Services, Inc. officers, employees, agents, or consultants for a period of one (1) year after B & F Construction Code Services, Inc. no longer employs the individual.

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:	
B&F Construction Code Services, Inc. Company Name	Date: February 11, 2026
2420 Vantage Drive Street Address of Company	ryarbrough@bfccs.org Email Address
Elgin, Illinois, 60124 City, State, Zip	Ron Yarbrough Contact Name (Print)
(847) 428 -7010 Business Phone	(847) 428-7010 ext. 413 13-Hour Telephone
(847) 428-3151 Fax	<i>[Signature]</i> Signature of Officer, Partner or Sole Proprietor
	Richard A. Piccolo / President Print Name & Title
ATTEST: If a Corporation	
<i>[Signature]</i> Signature of Corporation Secretary	

VILLAGE OF DOWNERS GROVE:

_____	ATTEST:
Authorized Signature	_____
_____	Signature of Village Clerk
Title	_____
_____	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 B&F Construction Code Services, Inc. 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: *Ronnie Yuhf*
Proposer's Authorized Agent Signature

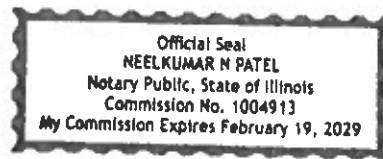
2 0 - 8 4 9 8 6 9 8

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 11 day of February, 2026.

Neel Kumar N Patel
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 Illinois, which operates under the Legal name of B&F Construction Code Services, Inc., and the full names of its Officers are as follows:

President: Richard A. Piccolo

Secretary: Wanda Piccolo

Treasurer: Daniel Erath

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 _____, which operates under the legal name of _____, and the full names of its managers or members are as follows:

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

(c) Partnership

Names and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____

which name is registered with the office of _____ in the State of _____.

PROPOSER'S CERTIFICATION (page 3 of 3)

(d) Sole Proprietor

The Proposer is a Sole Proprietor whose full name is: _____
and if operating under a trade name, said trade name is: _____
which name is registered with the office of _____ in the State of _____.

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 The Horton Group

Agent Austyn Gray

Street Address 10320 Orland Parkway

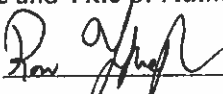
City, State, Zip Code Orland Park, IL 60468

Telephone Number (708) 845-3920

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

Print Name of Company: B&F Construction Code Services, Inc.

Print Name and Title of Authorizing Signature: Ron Yarbrough / Operations Supervisor

Signature:  _____

Date: February 11, 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: B&F Construction Code Services, Inc.

Address: 2420 Vantage Drive

City: Elgin Zip Code: 60124

Telephone: (847) 4280-7010 Fax Number: (847) 428-3151

E-mail Address: ryarbrough@bfccs.org

Authorized Company Signature: 

(Print)Name: Ron Yarbrough Title of Official: Operations Supervisor

Date: February 11, 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

Ron Yarbrough
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