



PROGRAM GUIDE DELIVERY SERVICES AGREEMENT

THIS AGREEMENT (the "Agreement") is entered into this 22nd day of August between the Wheaton Park District, an Illinois unit of local government, with its main offices located at 102 East Wesley Street, Illinois, 60187 (hereinafter referred to as the "Park District") and AMZO Zip Mailing Services, Inc., with its principal place of business located at 4444 W. Chicago Ave., Chicago, IL (hereinafter referred to as "Vendor") (collectively referred to as the "Parties").

In exchange for good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, the Parties hereby agree as follows:

1. Delivery Services.

The Park District hereby hires Vendor, and Vendor hereby agrees to provide all services described in the Wheaton Park District's Invitation for Bid, Program Guide Home Delivery Services, dated July 7, 2016 (hereinafter referred to as the "Services"), upon the terms and conditions set forth in the Contract Documents (hereinafter defined).

2. Contract Documents.

The Contract Documents consist of this Agreement between the Park District and Vendor, the Wheaton Park District's Invitation for Bid, Program Guide Home Delivery Services, dated July 7, 2016 and all the documents contained therein, and the completed Bid Form from Vendor dated July 21, 2016 (collectively the "Bid Documents"), any addenda issued prior to the execution of this Agreement and any modifications made in writing and endorsed by the Parties after the execution of this Agreement. All of the terms, conditions and specifications contained in the Bid Documents are incorporated herein. In the event of a conflict or inconsistency between the Contract Documents, the terms and conditions of this Agreement shall govern.

3. Term.

The term of this Agreement shall be for four (4) deliveries based on 2017 Production Schedule dates (Winter, Spring, Summer, and Fall), unless terminated earlier pursuant to the terms of this Agreement (the "Initial Term"). This Agreement may be renewed by the Park District upon written notice to the Vendor for a one (1) year period to include the delivery of the spring guide, summer guide, fall guide, and winter guide based on the same terms and conditions. Park District shall provide Vendor its intent to renew the Agreement at least sixty (60) days prior to the expiration of the Initial Term.

4. Performance.

Vendor agrees to perform in a good and workmanlike manner and to the best of Vendor's ability, experience, and talents, in accordance with generally-accepted delivery practices in the Greater Chicago area, all of the duties that are described in the Bid Documents or as otherwise required by the express and implicit terms of this Agreement, to the satisfaction of the Park District. Vendor's duties may be specified and modified from time to time by the Park District in writing.

The Park District reserves the right to evaluate Vendor's performance of the Services, its employees and agents and, in the event such Services or performance are not in conformity with the requirements of this Agreement, as determined by the Park District, the Park District shall have the option to terminate this Agreement in accordance with Section 10 of this Agreement. Should the Park District reasonably determine that the performance of an employee or contractor of Vendor is inadequate or that said employee's or contractor's continued presence is in any way inconsistent with the policies and practices of the Park District, Vendor shall remove or reassign said employee or contractor immediately upon receipt of notice from the Park District.

5. Contract Sum.

The Park District agrees to pay Vendor for the proper and timely performance of the Services in strict accordance with the Agreement as follows:

\$51,528.00 for delivery of the 2017 Winter, Spring, Summer, and Fall program guides per production schedule attached and park district boundaries also attached:

6. Payment.

An invoice will be sent to the Park District 3 weeks prior to the mail drop itemizing the Services properly performed, as determined by the Park District, for the period covered by the invoice. Payments of all invoices, and any late payment penalties, shall be governed by the Local Government Prompt Payment Act (5 ILCS 505/1 et seq.). Payment shall be made by the Park District to the Vendor 1 week prior to the mail drop.

7. Changes or Alterations of Services

The Park District reserves the right to alter the specifications contained in the Bid Documents by adding to or deducting from the original number of deliveries as bid without invalidating this Agreement. All such work shall be executed under the original conditions of the original Contract Documents, except for a required extension in time caused by such change or alteration.

All changes or alterations shall be made ONLY when ordered in writing by the Park District, showing all claims for changes in the Contract Sum.

Unless otherwise stated in the Contract Documents, the value of any change shall be determined, in the Park District's sole discretion, by one or more of the following methods: (i) by an approved lump sum; or (ii) by unit prices denoted in the Contract Documents or subsequently agreed upon in writing by the Park District.

8. Insurance.

Vendor will procure and maintain during the Initial Term and any Renewal Term the insurance coverages provided in Attachment G of the Bid Documents, attached to and incorporated as part of this Agreement by reference.

9. Indemnification.

Vendor shall indemnify and hold harmless the Park District, its officers, officials, employees, volunteers and agents in accordance with Attachment G of the Bid Documents.

10. Termination.

The Park District may terminate this Agreement as follows:

A. The Park District may, at any time, terminate the Agreement in whole or in part for the Park District's convenience and without cause. Termination by the Park District under this section shall be by a notice of termination delivered to the Vendor specifying the extent of the termination and the effective date. Upon receipt of a notice of termination, the Vendor shall immediately, in accordance with instructions from the Park District: (1) cease operation as specified in the notice; (2) place no further orders; (3) enter into no further subcontracts for materials, labors, services or facilities except as necessary to complete continued portions of the Services; (4) terminate all subcontracts and orders to the extent they relate to the Services terminated; (5) proceed to complete the performance of Services not terminated; and, (6) take actions that may be necessary or that the Park District may direct, for the protection and preservation of the terminated Services. The Vendor shall recover payment for approved and properly performed Services completed prior to the effective date of termination. Vendor shall not be entitled to damages or lost profits resulting from termination for convenience under this Section.

B. If Vendor fails to provide the Services as required in the Contract Documents, or otherwise breaches or defaults under any provision of this Agreement and does not remedy such failure, breach or default within three (3) business days after demand from the Park District to take corrective action, or in the event of repeated or multiple failures or defaults by Vendor, the Park District may terminate this Agreement and enter into an agreement with another Vendor or Vendors to provide the Services. In such event, Park District shall not be liable to Vendor for all or any portion of the Contract Sum, except for the amount attributable to Services properly performed prior to termination of the Agreement. Vendor shall be liable to the Park District and shall pay the Park District promptly upon demand the increased cost to the Park District of obtaining services from the substitute Vendor(s), including, without

limitation, the cost of labor and materials associated with the preparation of bid documents, advertising and attorney's fees.

C. If Vendor is adjudged as bankrupt, or if Vendor makes a general assignment for the benefit of Vendor's creditors, or if a receiver is appointed on account of Vendor's insolvency, or if any provision of the bankruptcy law is invoked by or against Vendor, then notwithstanding any other rights or remedies granted the Park District, the Park District may, without prejudice to any other right or remedy, (i) immediately terminate the retention of Vendor and/or (ii) finish or cause to be finished the Vendor's Services required under this Agreement by whatever method and by whichever persons the Park District deems expedient. In such case, Vendor shall not be entitled to receive any payment until the work and/or services are completed. If the unpaid balance of the Contract Sum exceeds: (1) the expenses of completing the Services, including compensation for additional managerial and administrative services, plus (2) the Park District's losses and damages because of Vendor's default (collectively "Park District Expenses and Damages"), such excess shall be paid to Vendor. If the Park District Expenses and Damages exceed such unpaid balance, Vendor shall pay the difference to the Park District promptly on demand and the Park District may resort to any other rights or remedies the Park District may have by law or under this Agreement.

Upon termination of this Agreement for any reason, the rights and obligations of the Parties shall cease automatically except for the rights and obligations of the Parties accruing but unsatisfied prior to termination.

11. No Liability.

The Park District is not responsible or liable for any injury, damages, loss or costs sustained or incurred by any person including, without limitation Vendor's employees, or for any damage to, destruction, theft or misappropriation of any property, relating in any way, directly or indirectly, to Vendor's Services and obligations under this Agreement. The Park District is not liable for acts or omissions of Vendor or any of Vendor's employees, contractor's, agents or other persons purporting to act at the direction or request, on behalf, or with the implied or actual consent, of Vendor.

12. Records.

All books, records, reports, accounts, contracts, orders, drafts, documents, files, memoranda, reports, computer programs, and any other information or writings relating in any manner to the Park District's business or patrons, whether prepared by Vendor or otherwise coming into the possession of Vendor, are and shall remain the exclusive property of the Park District and shall be returned immediately to the Park District upon termination of this Agreement or upon the request of the Park District at any time. The exception to this is custom programming created by Amzo.

13. Independent Contractor.

The relationship between Vendor and the Park District is that of an independent contractor. Vendor shall supply all personnel, equipment, materials, and supplies at their own expense. Vendor shall not be deemed to be, nor shall it represent itself as, employees, partners, or joint ventures of the Park District. Vendor is not entitled to workers' compensation benefits or other employee benefits from the Park District and is obligated to directly pay federal and state income tax on money earned under this Agreement.

14. No Third Party Beneficiary.

This Agreement is entered into solely for the benefit of the Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or defenses of the Park District and/or Vendor, and/or any of their respective officials, officers and/or employees.

15. Compliance with Laws; Licenses and Permits.

Vendor shall comply with all applicable local, state and federal codes, laws, ordinances, policies, procedures and regulations, including, but not limited to age, minimum wage, workers compensation, sales tax, and equal employment, as applicable. Vendor shall, at its sole cost and obligation, be responsible for obtaining all licenses and permits required to perform its duties under this Agreement.

16. Equal Opportunity Policies.

Vendor shall conform to all federal and state laws on equal opportunity and fair employment, and to all rules and regulations now or hereafter issued pursuant thereto, including but not limited to the Illinois Human Rights Act (775 ILCS 5/1-101 et seq. (2006)).

17. No Waiver.

The failure of Park District to suspend or terminate Vendor's Services shall not be construed as the Park District's consent to any breach by Vendor and shall not constitute a waiver of any right which Park District may have by virtue of Vendor's actions. The waiver by the Park District of any breach or default under any provisions of this Agreement shall not be deemed to constitute a waiver of such provision for any subsequent breach or default of the same or any other provision.

18. Assignment.

This Agreement is not assignable in whole or in part by Vendor, and any such assignment shall be void without prior written consent of the Park District. Vendor shall not subcontract any of the Services it is required to perform hereunder without the prior written consent of the Park District.

19. Notice

All notices required or permitted to be given under this Agreement shall be deemed given when such notice is hand delivered; or when such notice is sent by facsimile transmission provided such transmission together with fax machine generated confirmation of such transmission is also sent on the transmission date to the other Party by United States mail, with postage therewith prepaid; or when such notice is deposited in the United States mail, with postage thereon prepaid, addressed to the other party at the following addresses:

If to the Park District:

Wheaton Park District
102 East Wesley Street
Wheaton, IL 60187
Attn: Margie Wilhelmi

If to Vendor:

Amzo Zip Mailing Services, Inc.
Attn: Shirlee Ambroziak
PO Box 610
Woodstock, IL 60098

20. Severability; Choice of Law.

If any part of this Agreement is declared to be invalid by a court of competent jurisdiction, it shall be severable, and the rest of the Parties' obligations under this Agreement shall survive. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited. The Circuit Court of DuPage County, Illinois shall have jurisdiction over any disputes arising under this Agreement, and each of the Parties hereto hereby consents to such court's exercise of jurisdiction.

21. Entire Agreement; Modifications and Amendments.

This Agreement contains the entire understanding of the Parties and supersedes all previous verbal and written Agreements. There are no other agreements, representations, or covenants other than those set forth herein. No modification or amendment to this Agreement shall be effective unless in writing and signed by both Parties.

22. Headings.

The headings for each paragraph of this Agreement are for convenience and reference purposes only and in no way define, limit or describe the scope or intent of said paragraphs or of this Agreement nor in any way affect this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first set forth above.

Vendor

Wheaton Park District

By: Shirley Ambrozick

By: 

Its: President

Its: Exec Dir 9/26/16



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/22/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wine Sergi Insurance 1000 E. Warrenville Road Suite 101 Naperville IL 60563		CONTACT NAME: PHONE (A/C, No, Ext): 630-513-6600 FAX (A/C, No): 630-513-6399 E-MAIL Address: erino@winesergi.com	
INSURED The Strathmore Co. John Park 2000 Gary Ln. Geneva IL 60134		INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Co INSURER B: AmTrust North America Inc. INSURER C: The Netherlands Insurance Co INSURER D: Consolidated Insurance Company INSURER E: INSURER F:	
STRAT-5		NAIC # 10677 22640	

COVERAGES

CERTIFICATE NUMBER: 1384431103

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	Y	CBP8224242	12/14/2015	12/14/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BA8221643	12/14/2015	12/14/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$10,000			EUP0296164	12/14/2015	12/14/2016	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC3452720	12/14/2015	12/14/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
C	Printers E&O			CBP8224242	12/14/2015	12/14/2016	Each Occurrence 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Wheaton Park District is an additional insured with respect to general liability when required by written contract or agreement.

CERTIFICATE HOLDER**CANCELLATION**

Wheaton Park District 855 W. Prairie Ave. Wheaton IL 60187	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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**CERTIFICATE OF INSURANCE - COMMERCIAL
ALLSTATE INSURANCE COMPANY - NORTHBROOK, IL**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Description of Operation:

MAILING SERVICE

CERTIFICATE HOLDER	NAMED INSURED
Name and Address of Party to Whom this Certificate is Issued	Name and Address of Insured
WHEATON PARK DISTRICT 855 W PRAIRIE AVE WHEATON, IL 60187-3075	AMZO ZIP MAILING SERVICES, INC. PO BOX 610 WOODSTOCK, IL 60098-0610
	Location Address (if different than above)

This is to certify that policies of insurance listed below have been issued to the insured named above subject to the expiration date indicated below, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies.

TYPE OF INSURANCE AND LIMITS

Policy Number: 648255618	Effective Date: 12-15-2015	Expiration Date: 12-15-2016
COVERAGE SUMMARY		
BUSINESS LIABILITY	AMOUNT	
COMPREHENSIVE LIABILITY	\$ 1,000,000	Per Occurrence
DAMAGE TO PREMISES RENTED TO YOU	\$ 50,000.00	Any One Premises
MEDICAL PAYMENTS	\$ 10,000	Per Person
OTHER THAN PRODUCTS / COMPLETED OPERATIONS AGGREGATE	\$ 2,000,000.00	
PRODUCTS / COMPLETED OPERATION AGGREGATE	\$ 2,000,000.00	
PROPERTY INSURANCE		
POLICY TYPE		
<input checked="" type="checkbox"/> SPECIAL FORM <input type="checkbox"/> BROAD FORM <input type="checkbox"/> BASIC FORM <input type="checkbox"/> BUILDERS RISK SPECIAL FORM		
<input type="checkbox"/> BUILDING <input type="checkbox"/> Replacement Cost <input type="checkbox"/> Actual Cash Value <input type="checkbox"/> Blanket Limit		
<input checked="" type="checkbox"/> CONTENTS \$ 374,000 <input checked="" type="checkbox"/> Replacement Cost <input type="checkbox"/> Actual Cash Value <input type="checkbox"/> Blanket Limit		
Deductible	\$ 1,000	Wind Deductible % 0 Exclude Wind <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
ADDITIONAL COVERAGE'S:		
EQUIPMENT BREAKDOWN, MISCELLANEOUS PROFESSIONAL LIABILITY, SERVICE SHIELD ENHANCEMENT		
MORTGAGE CLAUSE — The policy contains a Mortgage Clause in favor of:		
Mortgagee		
Address		
CERTIFICATE PERIOD		
THIS CERTIFICATE WILL REMAIN IN FORCE FROM THE INCEPTION OF THE POLICY UNTIL THE POLICY IS CANCELLED OR EXPIRES.		
POLICY INCEPTION DATE: 12-15-2015	<input checked="" type="checkbox"/> 12:01 AM <input type="checkbox"/> 12:00 NOON	Standard Time at the location of the Insured Premises.
PROVISIONS		
This form is not the contract of insurance, but attests that a policy as identified above has been issued. The provisions of the policy shall prevail in all respects.		
SHOULD THE ABOVE DESCRIBED POLICY BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
JOHN A. NOONAN		02-09-16
Authorized Representative		Date

CERTIFICATE OF INSURANCE

This certificate is issued for informational purposes only. It certifies that the policies listed in this document have been issued to the Named Insured. It does not grant any rights to any party nor can it be used, in any way, to modify coverage provided by such policies. Alteration of this certificate does not change the terms, exclusions or conditions of such policies. Coverage is subject to the provisions of the policies, including any exclusions or conditions, regardless of the provisions of any other contract, such as between the certificate holder and the Named Insured. The limits shown below are the limits provided at the policy inception. Subsequent paid claims may reduce these limits.

Certificate Holder: WHEATON PARK DISTRICT 855 W PRAIRIE AVE WHEATON, IL 60187-3075	Named Insured: AMZO ZIP MAILING SERVICES INC PO BOX 610 WOODSTOCK IL 60098-0610
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Automobile Liability			
Insurer Name: Allstate Insurance Company			
Policy Number: 648241106			
<input type="checkbox"/> 1 – Any Auto	<input type="checkbox"/> 2 – Owned Autos Only	<input type="checkbox"/> 3 – Owned Priv. Pass. Autos Only	
<input type="checkbox"/> 4 – Owned Autos Other Than Priv. Pass. Autos Only	<input type="checkbox"/> 5 – Owned Autos Subject to No Fault	<input checked="" type="checkbox"/> 6 – Owned Autos Subject to a Compulsory UM Law	
<input checked="" type="checkbox"/> 7 – Specifically Described Autos	<input type="checkbox"/> 8 – Hired Autos Only	<input type="checkbox"/> 9 – Non-owned Autos Only	
Policy Effective Date: 10-08-2015		Policy Expiration Date: 10-08-2016	
Limits Of Insurance:	\$ 1,000,000	Combined Single Limit (each accident)	
	BI Per Person	BI Per Accident	PD Per Accident
Description of Operations/Locations/Vehicles/Endorsements/Special Provisions			
MAILING COMPANY			

Interested Party Type: CERTIFICATE HOLDER
THIS CERTIFICATE DOES NOT GRANT ANY COVERAGE OR RIGHTS TO THE CERTIFICATE HOLDER. IF THIS CERTIFICATE INDICATES THAT THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED, THE POLICY(IES) MUST EITHER BE ENDORSED OR CONTAIN SPECIFIC LANGUAGE PROVIDING THE CERTIFICATE HOLDER WITH ADDITIONAL INSURED STATUS. THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED ONLY TO THE EXTENT INDICATED IN SUCH POLICY LANGUAGE OR ENDORSEMENT.

Producer: JOHN A. NOOMAN	Date: 02-10-16
Authorized Representative: 	

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