The City of Evanston

Mission Statement
- The City of Evanston is committed to promoting the highest quality of life for all residents by providing fiscally sound, responsive municipal services and delivering those services equitably, professionally, and with the highest degree of integrity.

Vision Statement
- Creating the most livable city in America.

Organizational Values
- Excellent Customer Service
- Continuous Improvement
- Integrity
- Accountability
How to Do Business With the City

Bids:

- **INVITATION TO BID (ITB) – FIVE MAJOR SECTIONS OF BID DOCUMENT**
  - Instructions to Bidder
  - Terms and Conditions
  - Technical Specifications
  - M/W/EBE Specifications
  - Bid Proposal

- **DOCUMENTS REQUIRED FOR BID TO BE RESPONSIVE**
  Bid Forms (Exhibit A – Exhibit F)
  Performance / Bid Bonds
  M/W/EBE Forms

- **BIDS**
  Normally unit pricing
  Involves specific amounts of equipment, materials, and labor
  Awarded to lowest responsive and responsible bidder
How to Do Business With the City

Request for Proposal

- REQUEST FOR PROPOSALS (RFP)
  - Competitive process for services or projects in which unit pricing is not the only deciding factor
  - More than one method may provide the desired solution

- EVALUATION CRITERIA
  - Experience and qualifications of proposer and staff
  - Project management approach
  - Recommended solutions
  - Financial capabilities and pricing

- SIX MAJOR SECTIONS
  - Overview and Proposal Procedures
  - Scope of Services
  - Proposal Format – Submission Requirements
  - Evaluation / Selection Process
  - Form of Agreement
  - Attachments

- METHOD OF AWARD
  - Highest ranked responsive, responsible proposer
City of Evanston – 2015 Adopted Budget

- All Funds = $265,110,667
- For all budgeted funds, including interfund transfers.
2014 Total Spend in Evanston by Department $381,909.47

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>311 Center</td>
<td>$985.04</td>
</tr>
<tr>
<td>Admin. Services</td>
<td>$22,219.27</td>
</tr>
<tr>
<td>City Manager’s Office</td>
<td>$17,633.98</td>
</tr>
<tr>
<td>Comm. Econ. Dev.</td>
<td>$2,422.06</td>
</tr>
<tr>
<td>Fire</td>
<td>$11,140.23</td>
</tr>
<tr>
<td>Health</td>
<td>$2,064.99</td>
</tr>
<tr>
<td>Legal</td>
<td>$180.40</td>
</tr>
<tr>
<td>Library</td>
<td>$17,376.01</td>
</tr>
<tr>
<td>Police</td>
<td>$9,537.22</td>
</tr>
<tr>
<td>PRCS</td>
<td>$199,680.25</td>
</tr>
<tr>
<td>Public Works</td>
<td>$74,841.80</td>
</tr>
<tr>
<td>Utilities</td>
<td>$23,828.22</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$381,909.47</td>
</tr>
</tbody>
</table>

**LET'S TALK NUMBERS**

[Pie chart showing departmental spending]
2014 Credit Card Spend in Evanston:

- Catering  
  $48,912.14
- Food  
  $47,065.19
- Office Supplies  
  $15,003.27
- Hardware & Building Maintenance  
  $175,020.46
Purchasing Division Timelines: projects slated to begin within the next quarter.

<table>
<thead>
<tr>
<th>Department</th>
<th>Project</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services</td>
<td>Copier Replacement</td>
<td>$155,000</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>Networking Switching Infrastructure</td>
<td>$310,000</td>
</tr>
<tr>
<td>Parks, Recreation &amp; Community Services</td>
<td>2015 Summer Food Program</td>
<td>$70,000</td>
</tr>
<tr>
<td>Public Works</td>
<td>Currey Park Renovations</td>
<td>$200,000</td>
</tr>
<tr>
<td>Public Works</td>
<td>Church Street Boat Ramp Renovations</td>
<td>$670,000</td>
</tr>
<tr>
<td>Public Works</td>
<td>Design Build Services EV Ecology Center Classroom Extension</td>
<td>$150,000</td>
</tr>
<tr>
<td>Public Works</td>
<td>Baker Park Renovations</td>
<td>$500,000</td>
</tr>
<tr>
<td>Public Works</td>
<td>2015 Uniform Contract</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Partial List of 2015 Under $100K Projects

- Dual Factor Authentication Software $20,000
- Energy Efficiency Programs $50,000
- ETHS/Dodge Ave Pedestrian Light Improvements $40,000
- Fire Station #2 Renovations $50,000
- Foster Athletic Field Renovations $25,000
- Levy Center Restroom Improvements $84,000
- Metra Station Heating Control Replacements $10,000
- Neighborhood Public Art $75,000
- Neighborhood Traffic Calming & Pedestrian/ Bike Accommodations $75,000
- Safe Routes to School Improvements $50,000
- Security Equipment -- Water Plant $50,000
- Service Center Outside Maintenance and Storage $50,000
- Service Center Outside Maintenance and Storage $50,000
- SNAP Lighting $75,000
- Solar Power Installation $55,000

*The Capital Improvement Plan (CIP) is a process by which the City designs a multi-year plan for major capital expenditures. Link to COE Adopted 2015 budget. [http://www.cityofevanston.org/assets/FINAL%202015%20ADOPTED%20BUDGET.pdf](http://www.cityofevanston.org/assets/FINAL%202015%20ADOPTED%20BUDGET.pdf)*
WHATS NEW

Electronic Bid/RFP/Q Submittals

- Submission of Bid Changes – The city will now accept both paper and electronic USB responses to all Bid documents. A flash drive may be submitted in conjunction with or in place of paper documents.

Outstanding Bids & Proposal

- All Bid/RFP/RFQ’s are available via the City OUTSTANDING BIDS & PROPOSAL page (specialized projects with detailed specifications & CAD drawing may require printing).
E–Suite – The city has started rolling out it’s E–Suite portal for vendors. E–suite will allow vendors to request changes to your contact information; access payment history; and inquire on payments still in process. We plan to have rollout module prior to year–end.

E–Bidding – The city is working towards receiving all bids electronically via E–Bidding. Although not in place at this time it is a goal for 2016.
Minority Women Evanston Business Enterprise

2014 & 2013 Highlights

- MWEBE 2014 Total – 28% (December 2014 – 23%)
- MWEBE 2013 Total – 31% (December 2013 – 26%)

- 2014 & 2013 both over 25% MWEBE goal

- 2014 MWEBE participation includes:
  - 23 Minority Owned Business;
  - 19 Women Owned Business;
  - 22 Evanston Based Business;
  - 3 Disadvantage Owned Business
The goal of the LEP is to provide employment opportunities to qualified Evanston residents as laborers, apprentices and journeymen in such trades as electrical, HVAC, carpentry, masonry, concrete, finishing, truck drivers, etc. for construction projects within the city.

2015 UPDATES

- New Local Employment Website – includes employment, training resources.
  - Completed OSHA – 4 Residents have been certified
  - Completed Flagger – 15 Residents have been certified
  - CDL Training tentatively schedule for 3rd Quarter
The Economic Development Division works to promote Evanston as the most livable community through promotes aspects of quality of place, augmenting business district vitality efforts, and continuing to build on business retention and attraction efforts.

Available resources:
- Encouraging businesses and property owners to invest in their spaces and their community through the Façade Improvement Grant Program, which provides matching grants for things like windows, doors, tuckpointing, and signage.
- Workshops and programming for entrepreneurs and small business owners through Nextchapter partnership with Evanston Public Library.
- Mayor’s Summer Youth Employment Program works with local businesses to hire local teens for summer jobs.
- LEND is a student organization at Northwestern that provides technical assistance and microcredit opportunities for small businesses in Evanston.
- Evanston Chamber of Commerce hosts ribbon cuttings and business networking events.

Additional Information and Resources are available at City of Evanston Economic Development address:
Evanston Edge | City of Evanston, Illinois Economic Development
Purchasing Office: Located on 4th floor – room 4200

Call: 847.866.2935; 311 or 847-448-4311

Email: purchasing@cityofevanston.org

Web Address: http://www.cityofevanston.org/business/business-diversity/
Opening the Doors’ to Inform & Empower Local Evanston Vendors

Thank You for your interest in doing business with the City of Evanston