

*CRYSTAL MAINTENANCE SERVICES, CORP.*

**“We Do It Crystal Clean”**

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**Village of Buffalo Grove  
Custodial Services Proposal**

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50 Raupp Boulevard  
Buffalo Grove, IL 60089

Monika Talar  
(847) 228 - 6555  
(847) 228 - 6588 Fax  
[crystalmaintenance@ameritech.net](mailto:crystalmaintenance@ameritech.net)

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# *WELCOME TO CRYSTAL MAINTENANCE SERVICES, CORP.*

Crystal Maintenance Services, Corp., is a full service cleaning contractor, serving Chicagoland area. We specialize in providing professional cleaning services to commercial building owners and managers.

Crystal Maintenance Services, Corp., will provide you with the standards of cleanliness that your building requires, at a price that makes sense. And price, while important, is only one of the factors that must be considered when choosing your cleaning contractor.

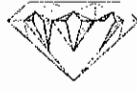
## **What can Crystal Maintenance Services, Corp., do for you?**

1. Provide you with a clean, safe, and healthy environment for your customers and employees.
  - Clean buildings project a first class image.
  - Clean buildings improve the longevity of the building.
  - Healthy buildings ensure a working environment free from contaminants.
  - Healthy buildings provide a safer workplace and decrease the number of workers comp claims due to slip/fall accidents and the spread of viruses.
  - Healthy buildings reduce the amount of sick time taken by employees working in the building.
  
2. Improve employee morale.
  - Clean buildings are proven to increase employee productivity.
  - Employees who work in a clean building are happier – and happy employees means reduced turnover.
  
3. Reduce costs and increase revenue.
  - Clean buildings are less expensive to maintain.
  - Clean buildings help to increase tenant satisfaction and reduce tenant turnover.
  - Clean buildings ensure that property values will remain high because having a clean building improves the longevity of the building.

4. Offer you a full-service partnership for all your building maintenance needs.

- With our service, you'll no longer have to worry about restroom and cleaning supplies and equipment, because we manage it all for you and provide our own supplies and equipment.
- We provide quick response to your needs and offer specialized cleaning services such as carpet spotting, carpet cleaning, hard floor care, window washing, and construction clean-up.
- Our operation is fully automated. We track sales and costs of each building in order to measure productivity and efficiency. We use a computerized Telephone Timekeeping System that allows us to accurately track each employee's time and location and ensure proper coverage for each building. Our accounting system is also automated, ensuring accurate and timely billing.
- We believe our most important asset is our people – the success of our business depends on them. Our people are well-trained and well-supervised. New employees are thoroughly screened, including criminal history checks.

We believe that in order to achieve results for our customers, we need to keep our employees motivated to provide the best service available. Our employees are paid highly competitive wages; they participate in various incentive programs, and are rewarded for a job well done.



# CRYSTAL MAINTENANCE SERVICES, CORP.

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1699 Wall St., Suite 504 – Mt. Prospect, IL 60056 – (847) 228 – 6555 – (847) 228 – 6588 fax

October 1, 2010

Mr. Mike Hunsinger  
Village of Buffalo Grove  
50 Raupp Blvd.  
Buffalo Grove, IL 60089

Dear Mr. Hunsinger,

Thank you for the opportunity to provide you with a proposal for cleaning your building. Your desire to find the best-qualified contractor to partner with was most apparent in our initial meeting. I believe that you have before you a proposal that will exceed your high expectations.

At Crystal Maintenance Services, Corp. we are proud to say that we do our job well and safely. We believe in achieving excellence in all that we do. We also believe in providing our customers with professional service so they can rest assured that their building is in good hands. At Crystal Maintenance Services, Corp. we guarantee that through efficient administration we will not only be competitive in terms of cost, but also will most certainly be the best-qualified contractor for the task at hand.

Thank you for the opportunity to bid on your cleaning needs. If you have any questions, please don't hesitate to ask.

Sincerely,

Monika Talar  
General Manager  
Crystal Maintenance Services, Corp.

## OUR REFERENCES

WHEATON PARK DISTRICT  
1777 S. BLANCHARD  
WHEATON, IL 60187  
(630) 690 – 4880  
CONTACT: CHARLES DANIELS

NILES PARK DISTRICT  
6676 W. HOWARD ST.  
NILES, IL 60714  
(847) 967 – 6633  
CONTACT: LOIS LEYH

VILLAGE OF HANOVER PARK  
2121 W. LAKE ST.  
HANOVER PARK, IL 60103  
(630) 372 – 4465  
CONTACT: MARK GERTH

LA GRANGE PUBLIC LIBRARY  
10 W. COSSITT AVE.  
LA GRANGE, IL 60525  
(708) 352 – 0576  
CONTACT: KEN VESPERMAN

There will be **no** subcontractors performing on this project with the Village of Buffalo.

Additional references available upon request. We currently clean 30 government facilities.

## COMPANY HIGHLIGHTS

**C**ystal Maintenance Services, Corp. was established in 1993, State of Illinois incorporation and resides at: 1699 Wall Street, Suite 504, Lake Center Plaza, Mount Prospect, IL 60056

- ◆ Crystal's employees total number 116, they are all legally certified to work in the United States
- ◆ Our Crew are thoroughly trained, uniformed, display a company I.D. badge & are able to communicate in English.
- ◆ Crew's illnesses, vacation and no shows are thoroughly monitored by Crystal's Management and back filled by "special tasks group" that is always available for extra services. Each crew member is supposed to report to Crystal's Supervisor any situation that makes them unable to work.
- ◆ Our New Equipment and Brand Name supplies will serve your facility and will remain in the designated area.
- ◆ Floor & carpet refinishing services will be performed as specified, by "floor service crew" so the regular cleaning people are not disturbed.
- ◆ Crystal's Account Representative will be always available to attend quality control inspections.
- ◆ Bonding and public Insurance of \$ 5,000,000.00 is carried to cover all of our operations for your protection.
- ◆ List of references is submitted, we encourage you to check them.
- ◆ Our telecommunication system is designed with Emergency Paging feature, available 24 hours a day, and 7 days a week to serve both: Customer & Contractor in a professional manner.

## **ENVIRONMENTAL STATEMENT**

**A**s a company with over 15 years of experience in the janitorial business we at **CRYSTAL MANAGEMENT & MAINTENANCE SERVICES CORPORATION** believe in respecting and protecting the environment.

*Each of our employees is a proud family member on his/her own and we also consider CRYSTAL as our second family. You spend a lot of time at work and especially here at Crystal we appreciate good working environment with the same employees working for years.*

*For us, the idea of protecting world environment derives directly from the basic principles that have guided us from the beginning. Our objectives have always extended beyond financial growth to include broader social goals. Foremost among these is promoting the health and well-being of families - not only the families of today, but also the families of tomorrow - our children and children of our children.*

*As a company, we will apply our belief in respecting and protecting the environment to all phases of our business. It is our goal to develop our services, so they are compatible with the environment and, beneficial as you use them.*

*One of the greatest challenges we face today is making those vital decisions that will determine the quality of life ensuing generations. We will display leadership in pursuit of this by bringing to all of our services, supplies and manufacturing the technological innovations that promote clean air, clean water and clean earth....a better environment for us all.*

**CRYSTAL MANAGEMENT & MAINTENANCE SERVICES CORPORATION** dedicates itself and its employees to act, knowing that we are part of a larger community.

## **EMPLOYEE TRAINING PROGRAM**

**CRYSTAL'S** employees at all times shall be courteous and present a neat and clean appearance and shall wear identifiable work garments and identification to indicate that they are employed by Crystal Maintenance Services, Corp.

**CRYSTAL'S** employees have knowledge of Material Safety Data Sheets, of all chemicals used for cleaning.

**CRYSTAL'S** employees shall always do their work during the hours described by Crystal's supervisors accordingly to facility requirements.

**CRYSTAL'S** employees shall keep all equipment being used for cleaning, in proper working order and let know area managers and supervisors about any problems regarding those.

**CRYSTAL'S** supervisors shall run periodic checks on equipment and replace any if those are not in proper working order.

### ***Crystal's Staff rules***

1. Personal calls on office telephones are prohibited.
2. Breaks and meals are to be taken in designated areas only.
3. No smoking is allowed in any facility.
4. All doors should be secured and locked at all times. Do not allow the public to enter through any of the door.
5. Report breakage immediately.
6. When leaving facility, make sure proper lights are left on.
7. Do not go into cabinets, closets, desks, drawers, or any storage areas if you haven't been authorized to do so.
8. Report lost or stolen keys within 24 hours. No keys are to be duplicated.
9. When leaving a building, check every exterior door.
10. Set building security alarms as required



1699 Wall St., Suite 504  
Mount Prospect, IL 60056  
Phone: (847)228-6555  
Fax: (847)228-6588

[crystalmaintenance@ameritech.net](mailto:crystalmaintenance@ameritech.net)

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## What is Green Cleaning?

Green cleaning is the use of effective cleaning practices and products that protect human health and the environment.

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*Is your  
business  
ready  
to go green?*

*Crystal  
Maintenance  
Services,  
Corp.,*

*has a green  
cleaning  
program for  
your  
business!*



## Why Green Cleaning Products?

- **Reduces Illness**  
Less exposure to harsh chemicals means improved indoor air quality and lower illness rates in the workplace.
- **Improved Cleaning Efficiency**  
Green cleaning products work just as well, if not better, than traditional industrial products.
- **Environmentally Friendly**  
Green products and methods reduce the negative impact of cleaning on the environment, such as indoor air quality. Many also have less packaging than traditional cleaning chemicals, which means less waste.
- **Cost control**  
Use of green products keeps costs down because they are concentrated, which means a small amount of chemical can go a long way.

## What is Crystal Maintenance Services Corp. Green Program?

- We use microfiber cloths to keep dust from becoming airborne in your building.
- We use microfiber mops and color-coded cloths that use less water and chemicals, and help prevent cross-contamination.
- We use vacuums that have HEPA filters to prevent dust and other contaminants from re-entering the air.

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Want more information? Call us at (847) 228-6555

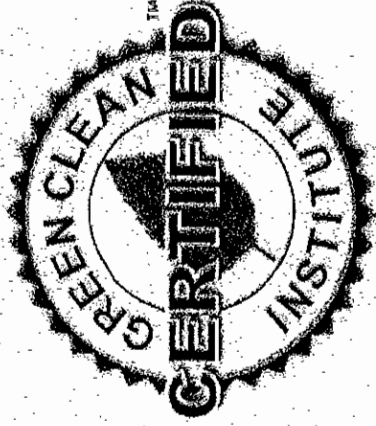
**FIRM CERTIFICATION**

**Green Clean Institute**

Having completed extensive training in Green Clean Practices, Crystal Maintenance Services Corporation is certified in the practice of the principles of the Green Clean Institute Certified™ regarding building maintenance. This certificate may be presented as evidence of this janitorial firm's ability to deliver Green Clean services to its customers.

This certificate is awarded to:

**Crystal Maintenance Services Corporation**



*R. Michael Richmond*

R. Michael Richmond, Director of Education

Dated: 10/15/2009 Expires: 10/16/2010

CONTRACT SPECIFICATIONS  
CUSTODIAL SERVICES  
VILLAGE OF BUFFALO GROVE

PUBLIC SERVICE CENTER  
51 RAUPP BOULEVARD

VILLAGE HALL  
50 RAUPP BOULEVARD

YOUTH CENTER/CHAMBER OF COMMERCE  
48-1/2 RAUPP BOULEVARD

POLICE DEPARTMENT  
46 RAUPP BLVD.

FIRE ADMINISTRATION  
1051 HIGHLAND GROVE DR.

METRA COMMUTER STATION AND WARMING SHELTER  
825 COMMERCE COURT

PACE BUS DRIVER FACILITY  
801 COMMERCE COURT

VILLAGE OF BUFFALO GROVE  
VILLAGE HALL  
50 RAUPP BOULEVARD  
BUFFALO GROVE, ILLINOIS 60089  
(847) 459-2545

September 13, 2010

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## NOTICE TO BIDDERS

The Corporate Authorities of the Village of Buffalo Grove, Illinois (hereinafter referred to as the Owner) will receive sealed bids for contract custodial services, until 11:00 AM local time, on Monday, October 4, 2010, at the Village Hall, 50 Raupp Boulevard, Buffalo Grove, Illinois 60089.

Contractors may obtain specifications at the Public Service Center, Village of Buffalo Grove, 51 Raupp Boulevard, Buffalo Grove, Illinois 60089.

All contractors are required to visit each building described in the specification. Mr. Mike Hunsinger will conduct a walk through of each facility on Wednesday, September 22, 2010, at 9:30 AM starting at the Village Board Room in Village Hall.

The Owner reserves the right to reject any and all bids, to waive any informality in the bid, or accept the bid that, in their opinion, will serve their best interests.

VILLAGE OF BUFFALO GROVE

## INSTRUCTIONS TO BIDDERS

- 1.1. GENERAL: Bids to be entitled for consideration must be made in accordance with the following instructions.
- 1.2. BIDDING DOCUMENTS: Bids shall be submitted on forms identical to those provided. The wording of the bid form shall not be changed or altered. The officer signing same must initial changes and erasures on the proposal form. Enclose in a sealed envelope bearing the contractor's name and clearly marked "**CONTRACT CUSTODIAL SERVICE**". Address envelope to the Village Clerk 50 Raupp Blvd. Buffalo Grove, IL. 60089.
- 1.3. METHOD OF BID:
  1. Bids shall be made on a stipulated lump sum basis for work on which a contractor desires to submit a quote. However, the Village reserves the right to adjust the bid by changing quantities per stated unit price.
  2. Prices quoted shall be guaranteed for a period of ninety (90) days after bid due date.
- 1.4. CONTRACTOR'S RESPONSIBILITY FOR CONDITIONS OF WORK AND SITE:
  1. Before submitting a proposal, contractors shall carefully examine all data made available in the Contract Specification, visit each building to fully inform themselves as to all existing conditions and limitations, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed and shall include in the proposal a sum to cover the cost of all such items to be included in the Contract.
  2. No contractor to whom a Contract is awarded shall be allowed any extra compensation on account of any matter or thing concerning which such contractor might have informed himself prior to the bidding.
- 1.5. INTERPRETATION OF CONTRACT DOCUMENTS: If any person contemplating submitting a bid for the proposed Contract is in doubt as to the true meaning of any part of the Contract Documents or other data, the bidder must submit to the Village a written request for an interpretation. The person submitting a written request will be responsible for its prompt delivery. Any interpretation of the Documents will be made only by an addendum duly issued. A copy of such addendum will be mailed or delivered to each contractor of record.

## INSTRUCTIONS TO BIDDERS (Cont.)

- 1.6. PREPARATION OF BID: Only bids, which are made out on the Bid Form included in this Document, will be considered. The Bid Form must not be separated from this Document. If any portion of the Bid is required to be given in unit prices and totals, and a discrepancy exists between the unit prices and totals, the unit prices shall prevail, unless it clearly appears in Village's opinion that the unit prices rather than the totals are in error. If any discrepancy exists between the total base bid and the true sum of the individual bid items, the true sum shall prevail. A bid will be rejected if it does not contain a price for each and every item named in the Bidding Schedule. Bidders are warned against making any erasures or alterations of any kind, and bids that contain omissions, erasures, conditions, alterations, or additions not called for may be rejected.

**All contractors are required to visit each building described in the specification. Village staff will conduct a walk through of each facility on Wednesday, September 22<sup>th</sup>, at 9:30 AM. The walk through will begin at the Village Board room in Village Hall at 50 Raupp Boulevard, Buffalo Grove, Illinois.**

- 1.7. SIGNING OF BID: If the bidder is a corporation, the legal name of the corporation shall be set forth together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If bidder is a co-partnership, the true name of the firm shall be set forth together with the signatures of all the partners. If bidder is an agent, other than an officer of a corporation or a member of a partnership, a power of attorney must be on file with Village prior to opening bids or submitting bids; otherwise, the bid may be regarded as irregular.
- 1.8. BID SECURITY: No bid will be considered unless accompanied by a bid security payable without condition to the Village of Buffalo Grove in an amount not less than ten (10%) percent of the total bid, as a guarantee that if the bid is accepted, the bidder will execute the Agreement and file bonds and insurance as required by the Contract Documents within fifteen (15) days from the date of the award of the Contract.
- 1.9. RETURN OF BID SECURITIES: The bid securities of the three most favorable bidders will be held until the Agreement has been executed by the successful bidder, and he has filed with Village the required bonds and insurance, after which bid securities will be returned to the respective bidders.

## INSTRUCTIONS TO BIDDERS (Cont.)

### AGREEMENT, BONDS, INSURANCE (Cont.)

1.10. AGREEMENT, BONDS, INSURANCE: The attention of bidders is specifically directed to the forms of Agreement and bonds to be executed and types of insurance to be taken out in the event a contract award is made.

A. INSURANCE, LEGAL RESPONSIBILITY, BONDS AND SAFETY INSURANCE:  
Contractor shall take out, pay for, and maintain throughout the duration of, and specifically for, this Contract the following insurance coverage:

#### 1. Public Liability and Property Damage Insurance

##### a. For Contractor

This insurance shall protect Contractor from claims for bodily injury and property damage (except automotive equipment) which may arise because of the nature of the work or from operations under this Contract.

##### b. For Village

This separate policy of insurance shall name the Village of Buffalo Grove, including the officers, agents and employees as insured. The original insurance policy shall be submitted for retention by the Village. This separate policy shall provide coverage to said Village, officers, agents, and employees with respect to said work. Both bodily injury and property damage insurance must be on occurrence basis, and said policy shall provide that the coverage afforded thereby shall be primary coverage to the full limit of liability stated in the declarations, and if said Village, officers, agents and employees have other insurance against the loss covered by said policy, that other insurance shall be excess insurance only. No exclusions shall be permitted by endorsement.

##### c. Amount of Coverage

Each of the above public liability and property damage policies of insurance shall provide coverage in the following minimum limits of liability: For bodily injury \$2,000,000 each occurrence; property damage, \$1,000,000 on account of any one occurrence with an aggregate limit of not less than \$2,000,000.

## INSTRUCTIONS TO BIDDERS (Cont.)

### AGREEMENT, BONDS, INSURANCE (Cont.)

#### d. Subcontractors

The public liability and property damage insurance shall not be deemed to require the Contractor to have his subcontractors named as co-insured in his policy of public liability and property damage, but the policy shall protect him from contingent liability which may arise from operations of his subcontractors.

Additionally, the Contractor shall secure certificates of insurance as evidence that each subcontractor carries insurance to provide coverage under this Contract to the same limits as is required by the Contractor. Contractor shall submit copies of his subcontractor's insurance certificates to the Village as evidence of insurance coverage.

#### e. Included Coverage

The above public liability and property damage insurance shall also include the following coverage's:

Premises - Operations.

Contractor's protective (subcontractors to Contractor).

Products - Completed Operations.

Personal Injury (false arrest, libel, wrongful eviction, etc.).

Broad Form Property Damage.

XCU (explosion, collapse, underground damage).

Exclusions deleted when applicable to operations performed by Contractor or his subcontractors.

Contractor Liability with respect to the hold harmless agreement as herein stated.

#### f. Comprehensive Automobile Liability

This insurance shall cover owned, hired, and other non-owned automobiles as shall protect Contractor from claims for bodily injury or property damage which may arise from the use of motor vehicles engaged in various operations under this Contract. The automobile insurance shall provide minimum limits of liability for bodily injury of \$500,000 for each person and \$2,000,000 each occurrence, and \$500,000 of property damage each occurrence.

## **INSTRUCTIONS TO BIDDERS (Cont.)**

### **AGREEMENT, BONDS, INSURANCE (Cont.)**

#### **g. Umbrella Policy**

At the option of Contractor, primary limits may be less than required, with an umbrella policy providing the additional limits needed. This form of insurance will be acceptable provided that the primary and umbrella policies both provide the insurance coverage's herein required, and further provided that the umbrella policy minimum limits of coverage are \$5,000,000 per occurrence and \$5,000,000 aggregate. The umbrella coverage shall not apply to Village's protective policy.

#### **2. Workmen's Compensation Insurance**

Before beginning the work, Contractor shall furnish to the Village satisfactory proof that he has taken out, for the period covered by the work under this Contract, full workmen's compensation insurance for all persons whom he may employ in carrying out the work contemplated under this Contract. In the event that the work of the Contract falls within the jurisdiction of the United States Longshoremen and Harbor Workers Compensation Act and Liability under Admiralty and Railroad Employees Federal Liability Act, Contractor shall extend his workman's compensation insurance to provide and maintain in full force and effect during the period covered by this Contract insurance coverage under one or both of these Acts.

#### **3. Workman's Occupational Diseases Insurance**

Workman's occupational diseases insurance shall be taken out covering all persons whom contractor may employ in carrying out the work contemplated under this Contract.

#### **B. CERTIFICATE OF INSURANCE:**

Contractor shall, at the time of execution of his/her contract, file with the Village; (a) Certificate of Insurance in the form set forth herein, and copies of the policies covering all insurance as required herein, and the policy or policies of insurance covering said Village, officers, agents, and employees, and (b) Illinois Department of Financial and Professional Regulation, Division of Insurance Certificate of Authority for each insurance company and bonding company providing coverage. In those states where use of the pre-printed Certificate of Insurance form is prohibited, Contractor shall submit an approved form of Certificate of Insurance providing the coverage's herein required. Each such policy and certificate shall be satisfactory to the Village and shall bear an endorsement precluding cancellation, reduction, or change in coverage without giving the Village at least fifteen (15) days prior notice thereof in writing. Nothing contained in the insurance requirements shall be construed as limiting the extent of Contractor's responsibility for payment of damages resulting from his operations under this Contract.

## **INSTRUCTIONS TO BIDDERS (Cont.)**

### **AGREEMENT, BONDS, INSURANCE (Cont.)**

#### **C. NOTIFICATION OF INSURANCE COMPANIES:**

It is the responsibility of Contractor to notify all insurance companies to familiarize themselves with all of the conditions and provisions of this Contract. The insurance companies shall waive their right of notification by the Village of any change or modification of this Contract, or of decreased or increased work, or of the cancellation of this contract, or of any other acts by the Village or its authorized employees or agents under the terms of this Contract. The waiver by the insurance companies shall in no way relieve the insurance companies of their obligations under this Contract.

#### **D. HOLD HARMLESS AGREEMENT:**

Contractor shall provide insurance that shall indemnify, hold, and save harmless the Village of Buffalo Grove including the officers, agents, and employees from all suits, actions, claims, costs, causes, and expenses, including, but not limited to attorney's fees, of any character brought for or on account of any injuries to or death of or damages received by any person, persons, or property occurring, growing, out of, incident to, or resulting from, directly or indirectly, the performance and operations of Contractor or any of his subcontractors or their officers, agents or employees in performing the work under this Contract.

#### **E. BONDING EMPLOYEES:**

Due to the security nature of the owner's facilities, all employees must be covered by a bond. The Contractor will make certain certificates have been provided for those employees assigned to provide custodial services in all Village facilities. Certificates shall be satisfactory to the Village and shall bear an endorsement precluding cancellation without giving the Village thirty (30) days notice.

#### **F. INJURY OR ILLNESS REPORTS:**

Contractor shall file with the Director of Public Works three (3) copies of employer's first report of injury or illness immediately following any incident requiring the filing of said report during the performance of the work under this Contract. Contractor shall also furnish to the Director of Public Works three (3) copies of the employer's first report of injury or illness involving any subcontractor on this project.

## INSTRUCTIONS TO BIDDERS (Cont.)

### AGREEMENT, BONDS, INSURANCE (Cont.)

#### G. PERFORMANCE BOND

A Performance Bond will be furnished in an amount of 100% of the yearly contract amount.

The Performance Bond of the successful bidder shall be conditioned on the faithful performance of the requirements of the contract, and shall have as surety a corporate surety authorized to act as such in Illinois and that the Contractor will be responsible for all claims for injuries to persons or damages to property or premises arising out of or in connection with his operations prior to the acceptance of the finished work or supplies, and will guarantee to indemnify and save the village and its officers and employees harmless from all costs, damages and expenses arising out of or by reason of the contractor's failure to comply and perform the work and complete the contract in accordance with the specifications.

- 1.11. **BID SUBMITTAL:** Each bid, properly signed, together with the bid security and all Documents bound herewith, shall be enclosed in a sealed envelope addressed and entitled as specified in the Advertisement to Bid and delivered to the office designated in the Advertisement to Bid. All Addenda issued shall be included with the Documents at the time of bid submittal.
- 1.12. **WITHDRAWAL OF BID:** Any bid may be withdrawn at any time prior to the hour fixed in the Notice of Bid for the opening of bids, provided that a request in writing, executed by the bidder, or his/her duly authorized representative, for withdrawal of such bid is filed with the Village prior to the time specified for opening of bids. The withdrawal of a bid will not prejudice the right of a bidder to file a new bid.
- 1.13. **QUALIFICATION OF BIDDERS:**
  1. It is the intention of the Village to award the Bid to the most favorable responsible bidder who provides the most beneficial proposal and who furnishes satisfactory evidence that he has the experience and ability and that he has sufficient capital, facilities and plant to enable him to perform the work successfully and promptly and to complete the work within the time specified in the Contract Documents.
  2. Each bidder shall submit with their bid a list of references including at least 2 for whom the bidder has worked for at least 3 years, a list of subcontractors that may perform custodial tasks and the Village of Buffalo Grove Public Contract Statement.
  3. Each bidder shall also submit the following information as a part of his/her bid:
    - (a) A letter from the bidder's surety indicating its commitment to provide the bonds required herein.
    - (b) A letter from the bidder's insurance representative acknowledging the requirements of these Specifications and its commitment to provide the coverage if awarded a contract.
    - (c) The required coverage shall be provided by an insurance company having a policyholder's rating of Class A and a minimum Class 10 financial rating in the latest edition of "Best Insurance Guide."
    - (d) A certified copy of the most recent financial statement of the Bidder.

## **INSTRUCTIONS TO BIDDERS (Cont.)**

### **AGREEMENT, BONDS, INSURANCE (Cont.)**

#### **1.14. DISQUALIFICATION OF BIDDERS:**

More than one bid for the same work described in this Document from an individual, firm or partnership, a corporation or an association under the same or different names, will not be considered. Reasonable grounds for believing that any bidder is interested in more than one bid for the work contemplated will cause the rejections of all bids in which such bidder is interested. If there is reasonable grounds for believing that collusion exists among the bidders, the bids of the participants in such collusion will not be considered.

#### **1.15. PENALTY FOR COLLUSION AFTER AWARD OF THE BID:**

If at any time it shall be found that the person, firm or corporation to whom the Contract has been awarded has, in presenting any bid or bids, colluded with any other party or parties, then the Contract so awarded shall be null and void, the Contractor and his sureties shall be liable to the Village for all loss or damage which the Village may suffer thereby, and the Village may advertise for new bids for said work.

#### **1.16. BID OPENING:**

Bids will be opened and read aloud publicly at the time and place indicated in the Notice of Bid. Bidders or their agents are invited to be present.

#### **1.17. BASIS OF AWARD:**

The award of any contract will be made to the responsible bidder with the proposal which is most beneficial in the opinion of the Village. The Village reserves the right to reject any or all bids, or to waive irregularities or informalities at its discretion.

#### **1.18. NOTICE TO PROCEED:**

When the contract is awarded, such award shall be effective when formal notice of such award, signed by the authorized representative of the Village, has been delivered to the intended bidder, or mailed to him/her at the main business address shown on the Bid Form.

#### **1.19. EXECUTION OF BID:**

Copies of the bid document will be supplied by the Village and shall be executed by the successful bidder, and returned, together with the required bonds and insurance, within fifteen (15) days from and after the date of the award of the Bid. Effective date of bonds shall be the same or later than the agreed upon start date.

## **INSTRUCTIONS TO BIDDERS (Cont.)**

### **1.20. FAILURE TO EXECUTE THE BID AND FILE BONDS AND INSURANCE:**

Failure of a successful bidder to execute the Bid and file required bonds and insurance within the required time shall be just cause for the annulment of the award. On failure of a successful bidder to execute the Bid and file the required bonds and insurance within the required time, shall forfeit his bid security as agreed hereinbefore. Upon annulment of an award as aforesaid, the Village may then award the Bid to the responsible bidder who provided the next most beneficial proposal.

**END OF SECTION**

BID BOND

BOND #71002258

THE FOLLOWING 10% BID BOND IS TO BE EXECUTED AND SUBMITTED WITH THE BID) KNOW ALL MEN BY THESE PRESENTS:

THAT Crystal Management & Maintenance Services Corp. (hereinafter called the Principal) as Principal and the WESTERN SURETY COMPANY a corporation created and existing under the laws of the State of South Dakota, with its principal office in the City of Sioux Falls (hereinafter called the Surety), as Surety, are held and firmly bound unto Village of Buffalo Grove (hereinafter called the Village), in the full and just sum of 10% of Amount Bid Dollars (\$10% of Amount Bid), good and lawful money of the United States of America, to the payment of which sum of money well and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 1st day of October, 2010 THE CONDITION OF THIS OBLIGATION IS SUCH, That, if the Village shall make any award to the Principal according to the terms of the Bid made by the Principal therefore, and the Principal shall duly make and enter into a Contract with the Village of Buffalo Grove in accordance with the terms of said Bid and award and shall give Bond for the faithful performance thereof with, Surety or Sureties approved by the Village; or if the Principal shall, in case of failure so to do, pay to the Village the amount of this Bond, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect.

IN TESTIMONY WHEREOF, the Principal and Surety have caused these presents to be duly signed and sealed.

WITNESS

Crystal Management & Maintenance Services Corp. (SEAL) (Principal)

(IF INDIVIDUAL OR FIRM)

By: [Signature] PRESIDENT (SEAL) (Title)

ATTEST:

[Signature] (IF CORPORATION)

WESTERN SURETY COMPANY (Corporate Surety)

By: [Signature] Ewa Mihalopoulos, Attorney-in-Fact

Attest: \_\_\_\_\_

Contractor's Name

ACKNOWLEDGMENT OF SURETY  
(Attorney-in-Fact)

STATE OF Illinois  
COUNTY OF Cook } ss

Bond No. 71002258

On this 01 day of OCTOBER, 2010, before me, a notary public in and for said County, personally appeared EWA MIHALOPOULOS to me personally known and being by me duly sworn, did say, that he is the Attorney-in-Fact of WESTERN SURETY COMPANY, a corporation of Sioux Falls, South Dakota, created, organized and existing under and by virtue of the laws of the State of South Dakota, that the said instrument was executed on behalf of the said corporation by authority of its Board of Directors and that the said EWA MIHALOPOULOS

acknowledges said instrument to be the free act and deed of said corporation and that he has authority to sign said instrument without affixing the corporate seal of said corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal at Chicago, Illinois, the day and year last above written.

My commission expires MAY 04, 2014

Notary Public

Form 108-4-2000



# Western Surety Company

## POWER OF ATTORNEY - CERTIFIED COPY

Bond No. 71002258

Know All Men By These Presents, that WESTERN SURETY COMPANY, a corporation duly organized and existing under the laws of the State of South Dakota, and having its principal office in Sioux Falls, South Dakota (the "Company"), does by these presents make, constitute and appoint EWA MIHALOPOULOS

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred, to execute, acknowledge and deliver for and on its behalf as Surety, bonds for:

Principal: Crystal Management & Maintenance Services Corp.

Obligee: Village of Buffalo Grove

Amount: \$500,000.00

and to bind the Company thereby as fully and to the same extent as if such bonds were signed by the Senior Vice President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said attorney(s)-in-fact may do within the above stated limitations. Said appointment is made under and by authority of the following bylaw of Western Surety Company which remains in full force and effect.

"Section 7. All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

All authority hereby conferred shall expire and terminate, without notice, unless used before midnight of January 1, 2011, but until such time shall be irrevocable and in full force and effect.

In Witness Whereof, Western Surety Company has caused these presents to be signed by its Senior Vice President, Paul T. Bruflat, and its corporate seal to be affixed this 1st day of October, 2010.

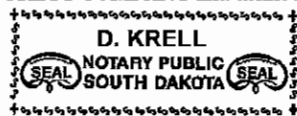


WESTERN SURETY COMPANY

Paul T. Bruflat  
Paul T. Bruflat, Senior Vice President

STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss

On this 1st day of October, in the year 2010, before me, a notary public, personally appeared Paul T. Bruflat, who being to me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.



My Commission Expires November 30, 2012

D. Krell  
Notary Public - South Dakota

I the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable, and furthermore, that Section 7 of the bylaws of the Company as set forth in the Power of Attorney is now in force.

In testimony whereof, I have hereunto set my hand and seal of Western Surety Company this 1st day of October, 2010.

WESTERN SURETY COMPANY

Paul T. Bruflat  
Paul T. Bruflat, Senior Vice President

**PERFORMANCE BOND**

Bond Number: \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, That \_\_\_\_\_  
as Principal, and \_\_\_\_\_  
as Surety, are held and firmly bound unto \_\_\_\_\_

\_\_\_\_\_

in the full and just sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
Lawful money of the **UNITED STATES OF AMERICA** for the payment of which sum of money will and  
truly to be made, we bind ourselves, heirs, executors, administrators, successors and assigns, jointly and  
severally, firmly by these presents;

WHEREAS, The Principal has entered into a certain written contract, dated this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_ , with the \_\_\_\_\_  
for \_\_\_\_\_  
complete, as described in the foregoing Contract and Articles of Agreement.

NOW THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if the said Principal shall in all  
respects will and truly keep and perform the said Contract, and shall pay all sums of money due or to become  
due, for any labor, materials, apparatus, fixtures or equipment furnished for the purpose of construction of the  
work provided in said Contract, and shall remove and replace any defects in workmanship or materials which  
may be apparent or may develop within a period of one (1) year from the date of final acceptance, then this  
obligation shall be null and void; otherwise it shall remain in full force and effect.

And the said Surety, for value received, hereby stipulates and agrees that no change, extension of time,  
alteration or addition to the terms of the contract or to the work to be performed thereunder of the specifications  
accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of  
any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the  
specifications.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of

\_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

Principal

WITNESS:

\_\_\_\_\_  
(If Individual or Firm)

ATTEST:

\_\_\_\_\_  
(If Corporation)

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

ATTEST:

\_\_\_\_\_  
(Surety)

**BID FORM**

1. GENERAL

The undersigned, having carefully examined the Contract Specifications (including Addendum #1), all data made available and **having visited the facilities of the work** and having become fully informed as to all existent conditions and limitations, including the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the work to be performed, hereby proposes to perform everything required to be performed, and to provide all the labor, materials, necessary tools, expendable equipment, all applicable taxes, fees and bonds, and provide all utility and transportation services necessary to perform and complete in a workmanlike manner the work indicated hereinafter:

Contract Custodial Services of same in conjunction with and in accordance with the Contract Specifications as prepared by the Village of Buffalo Grove, 50 Raupp Boulevard, Buffalo Grove, Illinois.

2. A) BID - Custodial Services Public Service Center

EIGHT HUNDRED NINETY <sup>00</sup>/100 Dollars (\$ 890.00 )/Month.

B) BID - Custodial Services Village Hall

NINE HUNDRED NINETY <sup>00</sup>/100 Dollars (\$ 990.00 )/Month.

C) BID - Custodial Services Youth Center/Chamber of Commerce

TWO HUNDRED <sup>00</sup>/100 Dollars (\$ 200.00 )/Month.

D) BID - Custodial Services Police Headquarters

ONE THOUSAND EIGHT HUNDRED NINETY FIVE <sup>00</sup>/100 Dollars (\$ 1,895.00 )/Month.

E) BID - Custodial Services Fire Administration Building

FOUR HUNDRED NINETY <sup>00</sup>/100 Dollars (\$ 490.00 )/Month.

F) BID - Custodial Services Metra Commuter Station and Warming Shelters

TWO HUNDRED THIRTY <sup>00</sup>/100 Dollars (\$ 230.00 )/Month.

G) BID - Custodial Services Pace Bus Driver Facility

ONE HUNDRED SEVENTY <sup>00</sup>/100 Dollars (\$ 170.00 )/Month.

**BID FORM**

January 1, 2011 – December 31, 2011	Total Contract Cost FY 2011	\$ <u>58,380.00</u>
2 <sup>nd</sup> Year Option	the unit prices as shown above shall be adjusted by <u>0</u> percent (+/-)	\$ <u>58,380.00</u>
January 1, 2012 – December 31, 2012	Total Contract Cost FY 2012	
3 <sup>rd</sup> Year Option	the unit prices as shown above shall be adjusted by <u>0</u> percent (+/-)	\$ <u>58,380.00</u>
January 1, 2013 – December 31, 2013	Total Contract Cost FY 2013	

5. REJECTION AND WITHDRAWAL OF BID:

In submitting this Bid, it is understood that the right is reserved by the Owner to reject any and all Bids and to waive any informalities in the Bids. It is agreed that this bid may not be withdrawn for a period of ninety (90) days from the opening thereof.

6. TIME OF COMPLETION:

If awarded the Bid, the undersigned agree(s) to perform same in a professional manner as specified in the Contract Specification.

7. BID DOCUMENTS:

The term "Contract Specification" is hereby defined to mean those documents containing the Bid Requirements and other Contract Documents listed in the Table of Contents. The Contract Specification is hereby made a part of this Bid Form. Upon successful award of the Bid, the Contractor shall enter into a contract with the Owner.

**BID FORM**

The undersigned acknowledges that the Village may adjust the stated bid by adjusting quantities per the stated unit prices. The contractor shall be responsible for taking all measurements required to perform the work. It is agreed that the Proposal is for the total work notwithstanding any error made in the contractor's measurements.

Firm Name: CRYSTAL MGMT & MAINTENANCE SERVICES, CORP.  
Telephone: (847) 228-6555  
Official Address: 11099 WALL ST. SUITE 504  
MT. PROSPECT, IL 60056

By: *Maintenator*  
Signature

Date: October 1<sup>st</sup> 2010

Where Contractor is a Corporation, Add:

Attest: Kathy Skowron  
Secretary (Seal)

Date: 10/1/10

## **VILLAGE OF BUFFALO GROVE PUBLIC CONTRACTS**

The Village of Buffalo Grove is required to obtain certain information in the administration and awarding of public contracts. The following Public Contract Statement information, shall be executed and notarized.

### **PUBLIC CONTRACT INFORMATION**

#### **CERTIFICATION OF CONTRACTOR/BIDDER**

In order to comply with 720 Illinois Compiled Statutes 5/33E-1 et seq. the Village of Buffalo Grove requires the following certification be acknowledged:

The below-signed bidder/contractor hereby certifies that it is not barred from bidding or supplying any goods, services or construction let by the Village of Buffalo Grove with or without bid, due to any violation of either Section 5/33 E-3 or 5/33 E-4 of Article 33E, Public Contracts, of the Chapter 720 of the Illinois Compiled Statutes , as amended. This act relates to interference with public contracting, bid rigging and rotating, kickbacks, and bidding.

#### **CERTIFICATION RELATIVE TO 65 ILCS 5/11-42.1.1**

In order to comply with 65 Illinois Compiled Statutes 5/11-42.1.1 the Village of Buffalo Grove requires the following certification :

The undersigned does hereby swear and affirm that: (1) it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue or (2) in contesting in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax. The undersigned further understands that making a false statement herein: (1) is a Class I Misdemeanor and (2) voids the contract and allows the Village to recover all amounts paid to it under the contract.

CONFLICT OF INTEREST

The Village of Buffalo Grove Municipal Code requires the following verification relative to conflict of interest and compliance with general ethics requirements of the Village:

The undersigned supplier hereby represents and warrants to the Village of Buffalo Grove as a term and condition of acceptance of this (bid or purchase order) that none of the following Village officials is either an officer or director of supplier or owns five percent (5%) or more of supplier.

The Village President, the members of the Village Board of Trustees, the Village Clerk, the Village Treasurer, the members of the Zoning Board of Appeals and the Plan Commission, the Village Manager and his Assistant or Assistants, the heads of the various departments within the Village.

If the foregoing representation and warranty is inaccurate, state the name of the Village official who either is an officer or director of your business entity or owns five percent (5%) or more thereof.

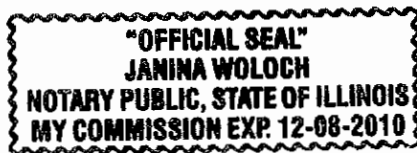
CRYSTAL MGMT & MAINTENANCE SERVICES, CORP.  
Print Name of Contractor/Bidder/Supplier

*Alison Taylor*  
Signature

GENERAL MANAGER  
Title

Subscribed and Sworn to before me this 1<sup>ST</sup> day of OCTOBER, 2008

*Janina Woloch*  
Notary Public



## PART 1 - GENERAL REQUIREMENTS

### A. SUMMARY OF WORK

#### 1.01. WORK COVERED BY CONTRACT DOCUMENTS

- a. Work covers contract custodial services for the Village of Buffalo Grove at these locations.
  - 1) Public Service Center, 51 Raupp Blvd., Buffalo Grove, IL. 60089
  - 2) Village Hall, 50 Raupp Blvd., Buffalo Grove, IL. 60089
  - 3) Youth Center/Chamber of Commerce, 48-1/2 Raupp Blvd., Buffalo Grove, IL. 60089
  - 4) Police Department, 46 Raupp Blvd., Buffalo Grove, IL. 60089
  - 5) Fire Administration, 1051 Highland Grove Dr., Buffalo Grove, IL. 60089
  - 6) Pace Drivers Rest Room, 801 Commerce Ct., Buffalo Grove, IL. 60089
  - 7) Metra Commuter Station and Warming Shelter, 825 Commerce Ct., Buffalo Grove, IL. 60089
- b. Carefully examine all the specifications, become fully informed of all existing conditions and limitations, and all other relevant matters concerning each building, and work to be performed, and include in the contract a sum to cover the cost of all such items.

#### 1.02. WORK SEQUENCE AND TIMING

- a. Contractor shall promptly begin work within ten (10) calendar days after receipt from the Village of a fully executed agreement and notice to proceed.
- b. Unless approved in writing, custodial assignments must be completed between 10:00 P.M. and 7:00 A.M. each day.
- c. Adhere to daily signed receipt/signed return procedure at the Police Dispatch Office for each building's keys.
- d. Adhere to sign-in/sign-out and work report check sheet submittal requirements at each building.

#### 1.03. USE OF PREMISES

- a. Do not unreasonably encumber site with materials or equipment.
- b. Move stored products that interfere with operations of the Village or other Contractors.
- c. Limit use of site for storage:
  1. As directed by Village.
  2. To allow for the work of other contractors.
  3. To allow use by the public.
- d. Facilities are not to be used for personal business.

## PART 1 - GENERAL REQUIREMENTS (cont.)

### A. SUMMARY OF WORK (CONTINUED)

#### 1.04. SUMMARY OF WORK

- a. Payment shall be made by the Village pursuant to the Illinois Prompt Payment Act.
- b. The successful Bidder shall indemnify and hold harmless the Village, its agents and employees from and against all claims, damages, losses and expenses including but not limited to attorney's fees arising out of or resulting from the performance of the work as outlined in the Contract Specification, Contract Documents and Contract.

### B. MATERIAL AND EQUIPMENT

#### 1.01. EQUIPMENT

- a. Provide equipment and trained personnel to perform housekeeping tasks requiring specialized equipment. Storage areas will be supplied in each building for equipment and supplies. It will be the responsibility of the cleaning crew(s) to maintain these areas in a neat and orderly condition.

#### 1.02. MATERIALS

- a. Store products in accordance with manufacturer's instructions, with seals and labels intact and legible.
  - 1.) Material Safety Data Sheets (MSDS) of all chemicals used and stored in the facility shall be filed with the Village.
  - 2.) Materials used shall have low VOC emissions whenever possible.

#### 1.03. PERSONNEL

- a. **Personnel assigned to the maintenance of the facilities must be capable of reading, writing and speaking the English language.**
- b. Personnel must be trained and certified in the cleanup of Bloodborne Pathogens.
- c. Personnel will be required to have photo ID's on file with the Village of Buffalo Grove and must wear identification while in the facilities.
- d. Family members and friends of custodial crews will not be allowed access to village facilities. Unless they have been cleared by a representative of the Village of Buffalo Grove.

**PART 1 - GENERAL REQUIREMENTS (cont.)**

**C. ALTERNATIVES**

**1.01 SUMMARY**

- a. Insert appropriate numbers and associated values in blank spaces provided on the Bid Form.

END OF SECTION

## **PART II - SPECIFIC CONDITIONS**

### **A. GENERAL INSTRUCTIONS**

#### **Objective:**

To provide a safe and clean working environment for employees of the Village and residents conducting business at Village facilities.

#### **Scope of Work:**

Contractor will supply all labor, material, equipment and supplies (except paper products, trash liners, and hand soap to be supplied by the Village) to perform the daily, weekly, monthly, semi-annual and annual cleaning of the facility. Work will be performed according to the schedule of assigned tasks developed by the Village for each facility. These schedules were designed to provide the same level and quality of service we have achieved with our in-house custodial program.

#### **Schedule:**

Work will be performed between 10:00 P.M. and 7:00 A.M. Service at the Village Hall, Youth Center/Chamber of Commerce, Public Service Center and Fire Administration will be performed (5) days per week, Monday through Friday. Police Headquarters will be performed (7) days per week (365) days per year. Holidays and dates observed by the Village will be provided for Village Hall, Youth Center/Chamber of Commerce, Public Service Center and Fire Administration. Stripping and waxing of tile floors and shampooing of carpets and furniture will be scheduled so as not to disturb or hinder daily activities.

#### **Supervision:**

Contractor will provide on-site supervision at all times and quality control inspections weekly. The Contractor will supply the Village with the name, office telephone number, cell phone number and email address and/or fax number of a contact person.

#### **Communication:**

The Village will have authorized personnel monitor the contractual cleaning services. It is mandatory that our personnel be able to communicate verbally, in writing and via e-mail with a working supervisor of the crew(s), and reasonable complaints and concerns be addressed when brought to the supervisor's attention.

#### **Contract Term:**

The contract will be for one (1) year. The Village may choose to extend the contract by one year or up to two years based on the performance of the Custodial Service. The Village may cancel services with the contractor at any time upon giving thirty (30) days written notice of its intention.

## B. TASK SPECIFICATIONS

### VILLAGE HALL

#### Daily:

1. Empty waste baskets
2. Remove trash to dumpsters
3. Empty recycle containers to green totes
4. Damp clean/sanitize counters and sinks
5. Damp clean table tops
6. Clean/sanitize drinking fountains
7. Clean/sanitize toilet bowls and seats
8. Damp clean/sanitize sinks and wash basins
9. Damp clean partitions
10. Polish chrome/stainless faucets and fixtures
11. Damp wipe walls around fixtures, as needed
12. Inspect and replenish towel, tissue, soap dispensers, as needed
13. Clean all mirrors
14. Dust mop all tile floors
15. Wet mop all tile floors
16. Vacuum all carpet common areas
17. Remove spots from carpet, as needed
18. Spot clean glass doors and partitions
19. Complete vacuum all carpets
20. Vacuum, dust mop and wet mop stairways

#### Weekly:

1. Damp/clean/sanitize all phones
2. Spot clean all walls, as needed
3. Clean doors, jambs, hardware, kickplates
4. Spray polish all tile floors
5. High and low dust files and window ledges
6. Clean/sanitize all desks and countertops
7. Empty green recycle bins into white paper dumpster
8. Clean all carpet runners
9. Clean elevator interior carpet and doors
10. Sweep basement storage area
11. Dust window treatments including vertical blinds
12. Add water to fill traps in floor drains.
13. Empty and clean exterior smoker stations

## B. TASK SPECIFICATIONS (CONTINUED)

### VILLAGE HALL (cont.)

#### Monthly:

1. Scrub and wax all tile floors
2. Polish all furniture
3. Vacuum all chairs
4. Clean all trash and recycle containers
5. Spot clean windows
6. Damp clean seats and backs of chairs
7. Dust all wall coverings

#### Semi-Annual (March & October):

1. Strip and refinish all tile floors
2. Clean and polish baseboards
3. Wash and squeegee all windows in and out
4. Clean all window coverings
5. Machine shampoo all carpet areas
6. Clean all lighting fixtures
7. Clean/wash all walls
8. Shampoo all fabric furniture
9. Clean ceiling fixtures (including registers, grills, etc. but do not touch or disturb fire sprinkler heads)
10. Clean ceiling around registers, grills, etc. but do not touch or disturb fire sprinkler heads

## B. TASK SPECIFICATIONS (CONTINUED)

### PUBLIC SERVICE CENTER

#### Daily:

1. Empty waste baskets
2. Remove trash to dumpsters
3. Empty recycle containers to green toters
4. Damp clean/sanitize counters and sinks
5. Damp clean table tops
6. Clean/sanitize drinking fountains
7. Clean/sanitize toilet bowls and seats
8. Clean/sanitize sinks and wash basins
9. Damp clean partitions
10. Polish chrome/stainless faucets and fixtures
11. Damp wipe walls around fixtures, as needed
12. Inspect and replenish towel, tissue, soap dispensers, as needed
13. Clean all mirrors
14. Dust mop all tile floors
15. Wet mop all tile floors
16. Vacuum all carpet common areas
17. Remove spots from carpet, as needed
18. Spot clean glass doors and partitions
19. Complete vacuum all carpets
20. Vacuum, dust mop and wet mop stairways
21. Clean and sanitize shower stalls

#### Weekly:

1. Damp/clean/sanitize all phones
2. Spot clean all walls, as needed
3. Clean doors, jambs, hardware, kickplates
4. Spray polish all tile floors
5. High and low dust files and window ledges
6. Damp/clean/sanitize all desks and countertops
7. Empty green recycle bins into white paper dumpster
8. Clean all carpet runners
9. Clean elevator interior carpet and doors
10. Sweep basement storage area
11. Dust window treatments including vertical blinds
12. Add water to fill traps in floor drains.
13. Empty and clean exterior smoker stations
14. Clean all glass in main entry.

## **B. TASK SPECIFICATIONS (CONTINUED)**

### **PUBLIC SERVICE CENTER (cont.)**

#### Monthly:

1. Scrub and wax all tile floors
2. Polish all furniture
3. Vacuum all chairs
4. Clean all trash and recycle containers
5. Spot clean windows
6. Damp clean seats and backs of chairs
7. Dust all wall coverings
8. Steam/deep clean shower stalls

#### Semi-Annual (March & October):

1. Strip and refinish all tile floors
2. Clean and polish baseboards
3. Wash and squeegee all windows in and out
4. Clean all window coverings
5. Clean all lighting fixtures
6. Machine shampoo all carpet areas
7. Clean/wash all walls
8. Shampoo all fabric furniture
9. Clean ceiling fixtures (including registers, grills, etc. but do not touch or disturb fire sprinkler heads)
10. Clean ceiling around registers, grills, etc. but do not touch or disturb fire sprinkler heads

## B. TASK SPECIFICATIONS (CONTINUED)

### YOUTH CENTER/CHAMBER OF COMMERCE

#### Daily:

1. Empty waste baskets
2. Remove trash to dumpsters at Village Hall
3. Empty recycle containers to green toters at Village Hall
4. Damp clean/sanitize counters and sinks
5. Damp clean table tops
6. Clean/sanitize drinking fountains
7. Clean/sanitize toilet bowls and seats
8. Damp clean/sanitize sinks and wash basins
9. Damp clean partitions
10. Polish chrome/stainless faucets and fixtures
11. Damp wipe walls around fixtures, as needed
12. Inspect and replenish towel, tissue, soap dispensers, as needed
13. Clean all mirrors
14. Dust mop all tile floors
15. Wet mop all tile floors
16. Vacuum all carpet common areas
17. Remove spots from carpet, as needed
18. Spot clean glass doors and partitions
19. Complete vacuum all carpets

#### Weekly:

1. Damp/clean/sanitize all phones
2. Spot clean all walls, as needed
3. Clean doors, jambs, hardware, kickplates
4. Spray polish all tile floors
5. High and low dust files and window ledges
6. Clean/sanitize all desks and countertops
7. Empty and clean exterior smoker stations
8. Clean all carpet runners
9. Sweep basement storage area
10. Dust window treatments including vertical blinds
11. Add water to fill traps in floor drains.

## **B. TASK SPECIFICATIONS (CONTINUED)**

### **YOUTH CENTER/CHAMBER OF COMMERCE (cont.)**

#### Monthly:

1. Scrub and wax all tile floors
2. Polish all furniture
3. Vacuum all chairs
4. Clean all trash and recycle containers
5. Spot clean windows
6. Damp clean seats and backs of chairs
7. Dust all wall coverings

#### Semi-Annual(March & October):

1. Strip and refinish all tile floors
2. Clean and polish baseboards
3. Wash and squeegee all windows in and out
4. Clean all window coverings
5. Clean all lighting fixtures
6. Machine shampoo all carpet areas
7. Clean/wash all walls
8. Shampoo all fabric furniture
9. Clean ceiling fixtures (including registers, grills, etc. but do not touch or disturb fire sprinkler heads)
10. Clean ceiling around registers, grills, etc. but do not touch or disturb fire sprinkler heads

## B. TASK SPECIFICATIONS (CONTINUED)

### POLICE DEPARTMENT HEADQUARTERS

#### Daily:

1. Empty waste paper baskets/trash tubs
2. Remove trash to dumpsters
3. Empty recycle containers to green
4. Deposit newspapers in recycle containers
5. Damp clean/sanitize table tops in lunchroom
6. Damp clean/sanitize table tops in Roll Call/Library on first floor
7. Damp clean/sanitize counter and kitchen sink
8. Damp clean/sanitize drinking fountains
9. Clean/sanitize toilet bowls and seats
10. Damp clean/sanitize sinks and wash basins
11. Damp clean partitions
12. Polish chrome/stainless faucets and fixtures
13. Damp wipe walls around fixtures as needed
14. Inspect and replenish towel, tissue, soap dispensers as needed
15. Clean all mirrors
16. Dust mop all tile floors
17. Wet mop all tile floors
18. Vacuum all carpet areas
19. Remove spots from carpet as needed
20. Spot clean glass doors and partitions
21. Clean and sanitize shower stalls
22. Dust mop and wet mop stairways

**NOTE: Processing area, holding cell and prisoner cells will be cleaned, swept, mopped, and bedding cleaned and disinfected daily, unless occupied. If area is occupied, check with Watch Commander to see if cleaning should be done at a later time.**

#### Weekly:

1. Damp clean/sanitize all phones
2. Spot clean all walls, as needed
3. Clean doors, jambs, hardware, and kickplates
4. Spray polish all tile floors
5. High and low dust file cabinets and window ledges
6. Polish all desks and counter tops
7. Empty and clean exterior smoker stations
8. Clean all glass doors and partitions
9. Vacuum or damp clean carpet runners
10. Clean elevator interior carpet and doors
11. Compound sweep evidence room, garage, sally port and mechanical rooms
12. Add water to fill traps in floor drains

## B. TASK SPECIFICATIONS (CONTINUED)

### POLICE DEPARTMENT HEADQUARTERS (cont.)

#### Monthly:

1. Scrub and wax all tile floors
2. Polish all furniture
3. Vacuum all chairs
4. Clean all trash and recycle containers
5. Spot clean windows
6. Damp clean seats and backs of chairs
7. Dust all wall coverings
8. Steam/deep clean shower stalls

#### Semi-Annual(March & October):

1. Strip and refinish all tile floors
2. Clean and polish baseboards
3. Wash and squeegee all windows in and out
4. Clean all window coverings
5. Clean all lighting fixtures
6. Machine shampoo all carpet areas
7. Clean/wash all walls
8. Shampoo all fabric furniture
9. **Wash all skylights, exterior and interior**
10. Clean ceiling fixtures (including registers, grills, etc. (but do not touch or disturb fire sprinkler heads)
11. Clean ceiling around registers, grills, etc. but do not touch or disturb fire sprinkler heads

## B. TASK SPECIFICATIONS (CONTINUED)

### FIRE ADMINISTRATION

#### Daily:

1. Empty waste baskets
2. Remove trash to dumpsters
3. Empty recycle containers to green toters
4. Damp clean/sanitize counters and sinks
5. Damp clean table tops
6. Clean/sanitize drinking fountains
7. Clean/sanitize toilet bowls and seats
8. Damp clean/sanitize sinks and wash basins
9. Damp clean partitions
10. Polish chrome/stainless faucets and fixtures
11. Damp wipe walls around fixtures, as needed
12. Inspect and replenish towel, tissue, soap dispensers, as needed
13. Clean all mirrors
14. Dust mop all tile floors
15. Wet mop all tile floors
16. Remove spots from carpet, as needed
17. Spot clean glass doors and partitions
18. Complete vacuum all carpets
19. Lock all office doors upon completion of cleaning

#### Weekly:

1. Damp/clean/sanitize all phones
2. Spot clean all walls, as needed
3. Clean doors, jambs, hardware, kickplates
4. Spray polish all tile floors
5. High and low dust files and window ledges
6. Polish all desks and countertops
7. Empty and clean exterior smoker stations
8. Clean all carpet runners
9. Add water to fill traps in floor drains

## **B. TASK SPECIFICATIONS (CONTINUED)**

### **FIRE ADMINISTRATION (cont.)**

#### Monthly:

1. Scrub and wax all tile floors
2. Polish all furniture
3. Vacuum all chairs
4. Clean all trash and recycle containers
5. Spot clean windows
6. Damp clean seats and backs of chairs
7. Dust all wall coverings

#### Semi-Annual(March & October):

1. Strip and refinish all tile floors
2. Clean and polish baseboards
3. Wash and squeegee all windows in and out
4. Clean all window coverings
5. Machine shampoo all carpet areas
6. Clean all lighting fixtures
7. Clean/wash all walls
8. Clean ceiling fixtures (including registers, grills, etc. (but do not touch or disturb fire sprinkler heads)
9. Clean ceiling around registers, grills, etc. but do not touch or disturb fire sprinkler heads

## B. TASK SPECIFICATIONS (CONTINUED)

### METRA COMMUTER STATION AND WARMING SHELTER

#### Daily:

1. Empty trash receptacles
2. Remove trash to refuse container at Fire Administration (1051 Highland Grove Dr.)
3. Damp clean/sanitize counters and sinks
4. Damp clean benches
5. Clean/sanitize drinking fountain
6. Clean/sanitize toilet bowls and seats
7. Clean/polish stainless faucets and fixtures
8. Damp wipe walls around fixtures as needed
9. Inspect and replenish tissue and soap dispensers as needed
10. Clean mirrors
11. Dust and wet mop tile floors
12. Spot clean glass doors, partitions and windows

#### Weekly:

1. Spot clean all walls as needed
2. Clean doors, jambs, hardware and kickplates
3. Polish tile floors
4. High and low dust window ledges
5. Add water to fill traps in floor drains
6. Empty and clean exterior smoker stations

#### Monthly:

1. Scrub and wax tile floors
2. Polish benches
3. Clean trash containers
4. Clean glass doors, partitions and windows

#### Semi-Annual(March & October):

1. Strip and refinish tile floors
2. Clean and polish baseboards
3. Wash and squeegee all glass inside and out
4. Clean all lighting fixtures
5. Clean/wash all walls
6. Clean ceiling fixtures (including registers, grills, etc. but do not touch or disturb fire sprinkler heads)
7. Clean ceiling around registers, grills, etc. but do not touch or disturb fire sprinkler heads

## **B. TASK SPECIFICATIONS (CONTINUED)**

### **PACE BUS DRIVER FACILITY**

#### Daily:

1. Empty wastebasket
2. Remove trash to Fire Administration refuse container
3. Damp clean/sanitize basin and sink
4. Clean/sanitize toilet bowl and seat
5. Damp clean partitions
6. Polish chrome/stainless faucets and fixtures
7. Damp wipe walls around fixtures as needed
8. Inspect and replenish towel, tissue and soap dispenser as needed
9. Clean mirror
10. Clean and wet mop concrete floor

#### Weekly:

1. Wash partitions
2. Clean storage room
3. Add water to fill traps in floor drains

#### Monthly:

1. Scrub concrete floors
2. Wash walls and door

#### Semi-Annual(March & October):

1. Clean ceiling fixtures (including registers, grills, etc. but do not touch or disturb fire sprinkler heads)

## TOTAL AREA OF FACILITIES

Police Headquarters	Operations	20,392
	Administration	<u>8,252</u>
	Total	28,644 square feet
Fire Administration	Total	7,600 square feet
Village Hall	Upper Level	11,316
	Lower Level	<u>8,880</u>
	Total	18,956 square feet
Public Service Center	Upper Level	5,012
	Main Level	3,651
	Lower Level	<u>3,008</u>
	Total	11,671 square feet
Metra Commuter Station and Warming Shelters	Train Station	1,193.3 square feet
	West Warming Shelter	400.5 square feet
	East Warming Shelter	<u>205.1</u> square feet
	Total	1,798.9 square feet
Pace Bus Driver Facility		100 square feet
Youth Center/Chamber of Commerce		1,700 square feet

**NOTE: ALL SQUARE FOOTAGE MEASUREMENTS ARE ESTIMATES AND DO NOT INDICATE EXACT MEASUREMENTS OF EACH FACILITY.**

END OF SECTION

TO: Bidders

FROM: Mike Hunsinger  
Building Maintenance Supervisor

DATE: September 28, 2010

SUBJECT: **Addendum #1**

---

Bidders please note the following answers to questions that have been posed to the Village regarding bids for Custodial Services.

1. How long do we have to submit questions.

Questions will be responded to up until 9/29/10 at 8:00 AM

2. What is the Value of the Current Contract and who is the provider.

Price not to exceed \$72,985.68 and G.S.F. Illinois

3. Is the Performance Bond required with the bid, or letter from insurance provider/ bank sufficient ?

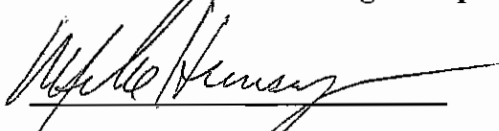
Section 1.13 Instructions to Bidders

3. Each bidder shall also submit the following information as a part of his/her bid:
  - (a) A letter from the bidder's surety indicating its commitment to provide the bonds required herein.
  - (b) A letter from the bidder's insurance representative acknowledging the requirements of these Specifications and its commitment to provide the coverage if awarded a contract.
  - (c) The required coverage shall be provided by an insurance company having a policyholder's rating of Class A and a minimum Class 10 financial rating in the latest edition of "Best Insurance Guide."
  - (d) A certified copy of the most recent financial statement of the Bidder.

4. Instructions to Bidders 1.13-3(d) asked for a certified copy of the most recent financial statement. If a Companies financial reports such as Profit/Loss, Balance Sheet, Last Year Tax Return, etc, signed by Companies Bookkeeper are sufficient?

Yes, that is fine.

**Please acknowledge receipt of this addendum at the end of your bid package**



Mike Hunsinger

**U.S. Income Tax Return for an S Corporation**

Department of the Treasury  
Internal Revenue Service

▶ Do not file this form unless the corporation has filed or is attaching Form 2553 to elect to be an S corporation.  
▶ See separate instructions.

**2009**

For calendar year 2009 or tax year beginning \_\_\_\_\_, 2009, ending \_\_\_\_\_

<b>A</b> S election effective date 01/01/99	Use IRS label. Otherwise, print or type.	Name CRYSTAL MGMT. & MAINT. SVCS. CORP.	<b>D</b> Employer identification number 36-3893101
<b>B</b> Business activity code number (see instrs) 561720		Number, street, and room or suite no. If a P.O. box, see instructions. 1699 WALL STREET - SUITE 504	<b>E</b> Date incorporated 07/09/93
<b>C</b> Check if Sch M-3 attached <input type="checkbox"/>		City or town, state, and ZIP code MT. PROSPECT IL 60173	<b>F</b> Total assets (see instructions) \$ 9,238.

**G** Is the corporation electing to be an S corporation beginning with this tax year?  Yes  No If 'Yes,' attach Form 2553 if not previously filed

**H** Check if: (1)  Final return (2)  Name change (3)  Address change  
(4)  Amended return (5)  S election termination or revocation

**I** Enter the number of shareholders who were shareholders during any part of the tax year ..... 1

**Caution.** Include only trade or business income and expenses on lines 1a through 21. See the instructions for more information.

<b>I N C O M E</b>	<b>1 a</b> Gross receipts or sales .. 1,126,045.	<b>b</b> Less returns and allowances ..	<b>1 c</b> 1,126,045.
	<b>2</b> Cost of goods sold (Schedule A, line 8) ..		<b>2</b> 887,659.
	<b>3</b> Gross profit. Subtract line 2 from line 1c ..		<b>3</b> 238,386.
	<b>4</b> Net gain (loss) from Form 4797, Part II, line 17 (attach Form 4797) ..		<b>4</b>
	<b>5</b> Other income (loss) (attach statement) ..		<b>5</b>
	<b>6</b> Total income (loss). Add lines 3 through 5 ..		<b>6</b> 238,386.
<b>D E D U C T I O N S</b>	<b>7</b> Compensation of officers ..		<b>7</b> 15,000.
	<b>8</b> Salaries and wages (less employment credits) ..		<b>8</b> 46,100.
	<b>9</b> Repairs and maintenance ..		<b>9</b> 60.
	<b>10</b> Bad debts ..		<b>10</b>
	<b>11</b> Rents ..		<b>11</b> 18,546.
	<b>12</b> Taxes and licenses ..		<b>12</b> 8,913.
	<b>13</b> Interest ..		<b>13</b> 676.
	<b>14</b> Depreciation not claimed on Schedule A or elsewhere on return (attach Form 4562) ..		<b>14</b> 1,368.
	<b>15</b> Depletion (Do not deduct oil and gas depletion) ..		<b>15</b>
	<b>16</b> Advertising ..		<b>16</b> 102.
	<b>17</b> Pension, profit-sharing, etc. plans ..		<b>17</b>
	<b>18</b> Employee benefit programs ..		<b>18</b>
	<b>19</b> Other deductions (attach statement) .. * STMT.		<b>19</b> 44,432.
	<b>20</b> Total deductions. Add lines 7 through 19 ..		<b>20</b> 135,197.
	<b>21</b> Ordinary business income (loss). Subtract line 20 from line 6 ..		<b>21</b> 103,189.
<b>T A X A N D P A Y M E N T S</b>	<b>22 a</b> Excess net passive income or LIFO recapture tax (see instructions) ..	<b>22 a</b>	
	<b>b</b> Tax from Schedule D (Form 1120S) ..	<b>22 b</b>	
	<b>c</b> Add lines 22a and 22b (see instructions for additional taxes) ..		<b>22 c</b>
	<b>23 a</b> 2009 estimated tax payments and 2008 overpayment credited to 2009 ..	<b>23 a</b>	
	<b>b</b> Tax deposited with Form 7004 ..	<b>23 b</b> 0.	
	<b>c</b> Credit for federal tax paid on fuels (attach Form 4136) ..	<b>23 c</b>	
	<b>d</b> Add lines 23a through 23c ..		<b>23 d</b> 0.
	<b>24</b> Estimated tax penalty (see instructions). Check if Form 2220 is attached ..		<b>24</b>
	<b>25</b> Amount owed. If line 23d is smaller than the total of lines 22c and 24, enter amount owed ..		<b>25</b> 0.
	<b>26</b> Overpayment. If line 23d is larger than the total of lines 22c and 24, enter amount overpaid ..		<b>26</b>
<b>27</b> Enter amount from line 26 Credited to 2010 estimated tax ..		<b>27</b> Refunded ▶	

COPY for your records

**Sign Here**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer: J. Talar Date: 7-10-10 Title: PRESIDENT

May the IRS discuss this return with the preparer shown below (see instructions)?  Yes  No

**Paid Preparer's Use Only**

Preparer's signature: [Signature] Date: 07/06/10 Check if self-employed:  Preparer's SSN or PTIN: P00186375

Firm's name (or yours if self-employed), address, and ZIP code: TAXES The Financial Services Corp. EIN: 36-3856165

7003 1/2 W Higgins Ave Phone no.: (773) 631-2700

Chicago IL 60656

**Schedule A Cost of Goods Sold** (see instructions)

1	Inventory at beginning of year	1	
2	Purchases	2	
3	Cost of labor	3	839,596
4	Additional section 263A costs (attach statement)	4	
5	Other costs (attach statement) *.. STMT.	5	48,063.
6	<b>Total.</b> Add lines 1 through 5	6	887,659.
7	Inventory at end of year	7	
8	<b>Cost of goods sold.</b> Subtract line 7 from line 6. Enter here and on page 1, line 2	8	887,659.

9a Check all methods used for valuing closing inventory:

- (i)  Cost as described in Regulations section 1.471-3
- (ii)  Lower of cost or market as described in Regulations section 1.471-4
- (iii)  Other (Specify method used and attach explanation.) ▶

b Check if there was a writedown of subnormal goods as described in Regulations section 1.471-2(c)

c Check if the LIFO inventory method was adopted this tax year for any goods (if checked, attach Form 970)

d If the LIFO inventory method was used for this tax year, enter percentage (or amounts) of closing inventory computed under LIFO 9d

e If property is produced or acquired for resale, do the rules of section 263A apply to the corporation?  Yes  No

f Was there any change in determining quantities, cost, or valuations between opening and closing inventory? If 'Yes,' attach explanation  Yes  No

**Schedule B Other Information** (see instructions)

		Yes	No
1	Check accounting method: a <input checked="" type="checkbox"/> Cash b <input type="checkbox"/> Accrual c <input type="checkbox"/> Other (specify) ▶		
2	See the instructions and enter the: a Business activity ▶ <u>MANAGEMENT &amp; MAINTENANCE</u> b Product or service ... ▶ <u>COMMERCIAL SERVICES</u>		
3	At the end of the tax year, did the corporation own, directly or indirectly, 50% or more of the voting stock of a domestic corporation? (For rules of attribution, see section 267(c).) If 'Yes,' attach a statement showing: (a) name and employer identification number (EIN), (b) percentage owned, and (c) if 100% owned, was a QSub election made?		X
4	Has this corporation filed, or is it required to file, a return under section 6111 to provide information on any reportable transaction?		X
5	Check this box if the corporation issued publicly offered debt instruments with original issue discount <span style="float: right;"><input type="checkbox"/></span> If checked, the corporation may have to file Form 8281, Information Return for Publicly Offered Original Issue Discount Instruments.		
6	If the corporation: (a) was a C corporation before it elected to be an S corporation or the corporation acquired an asset with a basis determined by reference to its basis (or the basis of any other property) in the hands of a C corporation and (b) has net unrealized built-in gain (defined in section 1374(d)(1)) in excess of the net recognized built-in gain from prior years, enter the net unrealized built-in gain reduced by net recognized built-in gain from prior years ▶ \$		
7	Enter the accumulated earnings and profits of the corporation at the end of the tax year \$		
8	Are the corporation's total receipts (see instructions) for the tax year and its total assets at the end of the tax year less than \$250,000? If 'Yes,' the corporation is not required to complete Schedules L and M-1		X

**Schedule K Shareholders' Pro Rata Share Items**

		Total amount
INCOME (LOSSES)	1 Ordinary business income (loss) (page 1, line 21)	1 103,189.
	2 Net rental real estate income (loss) (attach Form 8825)	2
	3a Other gross rental income (loss)	3a
	b Expenses from other rental activities (attach statement)	3b
	c Other net rental income (loss). Subtract line 3b from line 3a	3c
	4 Interest income	4
	5 Dividends: a Ordinary dividends	5a
	b Qualified dividends	5b
	6 Royalties	6
	7 Net short-term capital gain (loss) (attach Schedule D (Form 1120S))	7
8a Net long-term capital gain (loss) (attach Schedule D (Form 1120S))	8a	
b Collectibles (28%) gain (loss)	8b	
c Unrecaptured section 1250 gain (attach statement)	8c	
9 Net section 1231 gain (loss) (attach Form 4797)	9	
10 Other income (loss) (see instructions) Type ▶	10	

Shareholders' Pro Rata Share Items (continued)		Total amount	
Deductions	11 Section 179 deduction (attach Form 4562) .....	11	
	12a Contributions ..... Cash contribution (50%) .....	12a	200.
	b Investment interest expense .....	12b	
	c Section 59(e)(2) expenditures (1) Type ▶ ..... (2) Amount ▶ .....	12c (2)	
	d Other deductions (see instructions) ... Type ▶ .....	12d	
Credits	13a Low-income housing credit (section 42(j)(5)) .....	13a	
	b Low-income housing credit (other) .....	13b	
	c Qualified rehabilitation expenditures (rental real estate) (attach Form 3468) .....	13c	
	d Other rental real estate credits (see instrs) Type ▶ .....	13d	
	e Other rental credits (see instrs) Type ▶ .....	13e	
	f Alcohol and cellulosic biofuel fuels credit (attach Form 6478) .....	13f	
	g Other credits (see instructions) ..... Type ▶ .....	13g	
Foreign Transactions	14a Name of country or U.S. possession ..... ▶ .....		
	b Gross income from all sources .....	14b	
	c Gross income sourced at shareholder level .....	14c	
	Foreign gross income sourced at corporate level .....		
	d Passive category .....	14d	
	e General category .....	14e	
	f Other (attach statement) .....	14f	
	Deductions allocated and apportioned at shareholder level .....		
	g Interest expense .....	14g	
	h Other .....	14h	
	Deductions allocated and apportioned at corporate level to foreign source income .....		
	i Passive category .....	14i	
	j General category .....	14j	
	k Other (attach statement) .....	14k	
Other information .....			
l Total foreign taxes (check one): ▶ <input type="checkbox"/> Paid <input type="checkbox"/> Accrued .....	14l		
m Reduction in taxes available for credit (attach statement) .....	14m		
n Other foreign tax information (attach statement) .....			
Alternative Minimum Tax (AMT) Items	15a Post-1986 depreciation adjustment .....	15a	-346.
	b Adjusted gain or loss .....	15b	
	c Depletion (other than oil and gas) .....	15c	
	d Oil, gas, and geothermal properties — gross income .....	15d	
	e Oil, gas, and geothermal properties — deductions .....	15e	
	f Other AMT items (attach statement) .....	15f	
Items Affecting Shareholder Basis	16a Tax-exempt interest income .....	16a	
	b Other tax-exempt income .....	16b	
	c Nondeductible expenses .....	16c	4,724.
	d Property distributions .....	16d	96,088.
	e Repayment of loans from shareholders .....	16e	
Other Information	17a Investment income .....	17a	
	b Investment expenses .....	17b	
	c Dividend distributions paid from accumulated earnings and profits .....	17c	0.
	d Other items and amounts (attach statement) .....		
Reconciliation	18 <b>Income/loss reconciliation.</b> Combine the amounts on lines 1 through 10 in the far right column. From the result, subtract the sum of the amounts on lines 11 through 12d and lines 14l .....	18	102,989.

BAA

Schedule L Balance Sheets per Books	Beginning of tax year		End of tax year	
	(a)	(b)	(c)	(d)
<b>Assets</b>				
1 Cash		30,823.		4,016.
2a Trade notes and accounts receivable				
b Less allowance for bad debts				
3 Inventories				
4 U.S. government obligations				
5 Tax-exempt securities (see instructions)				
6 Other current assets (attach stmt) Ln. 6 St.		226,106.		0.
7 Loans to shareholders				
8 Mortgage and real estate loans				
9 Other investments (attach statement)				
10a Buildings and other depreciable assets	235,830.		235,830.	
b Less accumulated depreciation	231,040.	4,790.	232,408.	3,422.
11a Depletable assets				
b Less accumulated depletion				
12 Land (net of any amortization)				
13a Intangible assets (amortizable only)				
b Less accumulated amortization				
14 Other assets (attach stmt) Ln. 14 St.		11,800.		1,800.
15 Total assets		273,519.		9,238.
<b>Liabilities and Shareholders' Equity</b>				
16 Accounts payable				
17 Mortgages, notes, bonds payable in less than 1 year				
18 Other current liabilities (attach stmt) Ln. 18 St.		8,787.		6,047.
19 Loans from shareholders				
20 Mortgages, notes, bonds payable in 1 year or more		263,718.		
21 Other liabilities (attach statement)				
22 Capital stock		1,000.		1,000.
23 Additional paid-in capital				
24 Retained earnings		14.		2,191.
25 Adjustments to shareholders' equity (att stmt)				
26 Less cost of treasury stock				
27 Total liabilities and shareholders' equity		273,519.		9,238.

**Schedule M-1 Reconciliation of Income (Loss) per Books With Income (Loss) per Return**

Note: Schedule M-3 required instead of Schedule M-1 if total assets are \$10 million or more – see instructions

1 Net income (loss) per books	98,265.	5 Income recorded on books this year not included on Schedule K, lines 1 through 10 (itemize):	
2 Income included on Schedule K, lines 1, 2, 3c, 4, 5a, 6, 7, 8a, 9, and 10, not recorded on books this year (itemize):		a Tax-exempt interest \$	
3 Expenses recorded on books this year not included on Schedule K, lines 1 through 12, and 14i (itemize):		6 Deductions included on Schedule K, lines 1 through 12, and 14i, not charged against book income this year (itemize):	
a Depreciation \$		a Depreciation \$	
b Travel and entertainment \$ 74.		7 Add lines 5 and 6	
* STMT 4,650.	4,724.	8 Income (loss) (Schedule K, Ln 18). Ln 4 less Ln 7	102,989.
4 Add lines 1 through 3	102,989.		

**Schedule M-2 Analysis of Accumulated Adjustments Account, Other Adjustments Account, and Shareholders' Undistributed Taxable Income Previously Taxed (see instructions)**

	(a) Accumulated adjustments account	(b) Other adjustments account	(c) Shareholders' undistributed taxable income previously taxed
1 Balance at beginning of tax year	20,278.	0.	0.
2 Ordinary income from page 1, line 21	103,189.		
3 Other additions			
4 Loss from page 1, line 21			
5 Other reductions * STMT	4,924.		
6 Combine lines 1 through 5	118,543.	0.	0.
7 Distributions other than dividend distributions	96,088.	0.	0.
8 Balance at end of tax year. Subtract line 7 from line 6	22,455.	0.	0.

**Depreciation and Amortization**  
(Including Information on Listed Property)

▶ See separate instructions. ▶ Attach to your tax return.

Name(s) shown on return

CRYSTAL MGMT. & MAINT. SVCS, CORP.

Identifying number

36-3893101

Business or activity to which this form relates

Form 1120S Line 21

**Part I Election To Expense Certain Property Under Section 179**

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount. See the instructions for a higher limit for certain businesses	1	\$250,000.
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	\$800,000.
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2008 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instrs)	11	
12	Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11	12	
13	Carryover of disallowed deduction to 2010. Add lines 9 and 10, less line 12	13	

Note: Do not use Part II or Part III below for listed property. Instead, use Part V.

**Part II Special Depreciation Allowance and Other Depreciation (Do not include listed property.)** (See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year (see instructions)	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	

**Part III MACRS Depreciation (Do not include listed property.)** (See instructions.)

**Section A**

17	MACRS deductions for assets placed in service in tax years beginning before 2009	17	1,368.
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here <input type="checkbox"/>		

**Section B - Assets Placed in Service During 2009 Tax Year Using the General Depreciation System**

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only - see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19 a 3-year property						
b 5-year property						
c 7-year property						
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs		S/L	
h Residential rental property			27.5 yrs	MM	S/L	
i Nonresidential real property			39 yrs	MM	S/L	

**Section C - Assets Placed in Service During 2009 Tax Year Using the Alternative Depreciation System**

20 a Class life					S/L	
b 12-year			12 yrs		S/L	
c 40-year			40 yrs	MM	S/L	

**Part IV Summary** (See instructions.)

21	Listed property. Enter amount from line 28	21	0.
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations - see instructions	22	1,368.
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

**Part V Listed Property** (Include automobiles, certain other vehicles, cellular telephones, certain computers, and property used for entertainment, recreation, or amusement.)

**Note:** For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete only 24a, 24b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable.

**Section A – Depreciation and Other Information** (Caution: See the instructions for limits for passenger automobiles.)

24a Do you have evidence to support the business/investment use claimed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									24b If 'Yes,' is the evidence written? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(a) Type of property (list vehicles first)	(b) Date placed in service	(c) Business/investment use percentage	(d) Cost or other basis	(e) Basis for depreciation (business/investment use only)	(f) Recovery period	(g) Method/Convention	(h) Depreciation deduction	(i) Elected section 179 cost			
25 Special depreciation allowance for qualified listed property placed in service during the tax year and used more than 50% in a qualified business use (see instructions) . . . . .								25			
26 Property used more than 50% in a qualified business use:											
'96 DODGE CARAVAN	01/02/99	100.00	9,000.	9,000.	5.00	200 DB-HY	0.				
'96 GMC	03/13/01	100.00	7,700.	6,200.	5.00	200 DB-HY	0.				
'02 CHEVY VAN G1500	07/12/02	100.00	18,745.	13,121.	5.00	200 DB-HY	0.				
27 Property used 50% or less in a qualified business use:											
28 Add amounts in column (h), lines 25 through 27. Enter here and on line 21, page 1 . . . . .								28	0.		
29 Add amounts in column (i), line 26. Enter here and on line 7, page 1 . . . . .								29			

**Section B – Information on Use of Vehicles**

Complete this section for vehicles used by a sole proprietor, partner, or other 'more than 5% owner,' or related person. If you provided vehicles to your employees, first answer the questions in Section C to see if you meet an exception to completing this section for those vehicles.

30 Total business/investment miles driven during the year (do not include commuting miles) . . . . .	(a) Vehicle 1		(b) Vehicle 2		(c) Vehicle 3		(d) Vehicle 4		(e) Vehicle 5		(f) Vehicle 6	
31 Total commuting miles driven during the year . . . . .												
32 Total other personal (noncommuting) miles driven . . . . .												
33 Total miles driven during the year. Add lines 30 through 32 . . . . .												
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
34 Was the vehicle available for personal use during off-duty hours? . . . . .												
35 Was the vehicle used primarily by a more than 5% owner or related person? . . . . .												
36 Is another vehicle available for personal use? . . . . .												

**Section C – Questions for Employers Who Provide Vehicles for Use by Their Employees**

Answer these questions to determine if you meet an exception to completing Section B for vehicles used by employees who are not more than 5% owners or related persons (see instructions).

	Yes	No
37 Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees? . . . . .		
38 Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? See the instructions for vehicles used by corporate officers, directors, or 1% or more owners . . . . .		
39 Do you treat all use of vehicles by employees as personal use? . . . . .		
40 Do you provide more than five vehicles to your employees, obtain information from your employees about the use of the vehicles, and retain the information received? . . . . .		
41 Do you meet the requirements concerning qualified automobile demonstration use? (See instructions.) . . . . .		

**Note:** If your answer to 37, 38, 39, 40, or 41 is 'Yes,' do not complete Section B for the covered vehicles.

**Part VI Amortization**

(a) Description of costs	(b) Date amortization begins	(c) Amortizable amount	(d) Code section	(e) Amortization period or percentage	(f) Amortization for this year
42 Amortization of costs that begins during your 2009 tax year (see instructions):					
43 Amortization of costs that began before your 2009 tax year . . . . .					43
44 Total. Add amounts in column (f). See the instructions for where to report . . . . .					44

Schedule K-1  
(Form 1120S)

2009

Final K-1

Amended K-1

OMB No. 1545-0130

Department of the Treasury  
Internal Revenue Service

For calendar year 2009, or tax  
year beginning \_\_\_\_\_, 2009  
ending \_\_\_\_\_,

**Part III** Shareholder's Share of Current Year Income, Deductions, Credits, and Other Items

**Shareholder's Share of Income, Deductions, Credits, etc.** ▶ See page 2 of form and separate instructions.

**Part I** Information About the Corporation

**A** Corporation's employer identification number  
36-3893101

**B** Corporation's name, address, city, state, and ZIP code  
CRYSTAL MGMT. & MAINT. SVCS. CORP.  
1699 WALL STREET - SUITE 504  
MT. PROSPECT, IL 60173

**C** IRS Center where corporation filed return  
Cincinnati, OH 45999-0013

**Part II** Information About the Shareholder

**D** Shareholder's identifying number  
340-80-1042

**E** Shareholder's name, address, city, state, and ZIP code  
KRISTYNA KUNSTMANN  
2269 GREENVIEW  
NORTHBROOK, IL 60062

**F** Shareholder's percentage of stock ownership for tax year ..... 58.06700 %

FOR IRS USE ONLY

1	Ordinary business income (loss)	13	Credits	59,919.
2	Net rental real estate income (loss)			
3	Other net rental income (loss)			
4	Interest income			
5a	Ordinary dividends			
5b	Qualified dividends	14	Foreign transactions	
6	Royalties			
7	Net short-term capital gain (loss)			
8a	Net long-term capital gain (loss)			
8b	Collectibles (28%) gain (loss)			
8c	Unrecaptured section 1250 gain			
9	Net section 1231 gain (loss)			
10	Other income (loss)	15	Alternative minimum tax (AMT) items	-201.
		A		
11	Section 179 deduction	16	Items affecting shareholder basis	2,743.
		C		
12	Other deductions			56,000.
		A		
		D		
		17	Other information	

\*See attached statement for additional information.

This list identifies the codes used on Schedule K-1 for all shareholders and provides summarized reporting information for shareholders who file Form 1040. For detailed reporting and filing information, see the separate Shareholder's Instructions for Schedule K-1 and the instructions for your income tax return.

1	Code	Report on
<b>1 Ordinary business income (loss).</b> Determine whether the income (loss) is passive or nonpassive and enter on your return as follows:		
	<i>Report on</i>	
Passive loss	See the Shareholder's Instructions	
Passive income	Schedule E, line 28, column (g)	
Nonpassive loss	Schedule E, line 28, column (f)	
Nonpassive income	Schedule E, line 28, column (j)	
<b>2 Net rental real estate income (loss)</b>	See the Shareholder's Instructions	
<b>3 Other net rental income (loss)</b>		
Net income	Schedule E, line 28, column (g)	
Net loss	See the Shareholder's Instructions	
<b>4 Interest income</b>	Form 1040, line 8a	
<b>5a Ordinary dividends</b>	Form 1040, line 9a	
<b>5b Qualified dividends</b>	Form 1040, line 9b	
<b>6 Royalties</b>	Schedule E, line 4	
<b>7 Net short-term capital gain (loss)</b>	Schedule D, line 5, column (f)	
<b>8a Net long-term capital gain (loss)</b>	Schedule D, line 12, column (f)	
<b>8b Collectibles (28%) gain (loss)</b>	28% Rate Gain Worksheet, line 4 (Schedule D instructions)	
<b>8c Unrecaptured section 1250 gain</b>	See the Shareholder's Instructions	
<b>9 Net section 1231 gain (loss)</b>	See the Shareholder's Instructions	
<b>10 Other income (loss)</b>		
<i>Code</i>		
A Other portfolio income (loss)	See the Shareholder's Instructions	
B Involuntary conversions	See the Shareholder's Instructions	
C Section 1256 contracts and straddles	Form 6781, line 1	
D Mining exploration costs recapture	See Pub 535	
E Other income (loss)	See the Shareholder's Instructions	
<b>11 Section 179 deduction</b>	See the Shareholder's Instructions	
<b>12 Other deductions</b>		
A Cash contributions (50%)	See the Shareholder's Instructions	
B Cash contributions (30%)		
C Noncash contributions (50%)		
D Noncash contributions (30%)		
E Capital gain property to a 50% organization (30%)		
F Capital gain property (20%)		
G Contributions (100%)		
H Investment interest expense	Form 4952, line 1	
I Deductions — royalty income	Schedule E, line 18	
J Section 59(e)(2) expenditures	See the Shareholder's Instructions	
K Deductions — portfolio (2% floor)	Schedule A, line 23	
L Deductions — portfolio (other)	Schedule A, line 28	
M Preproductive period expenses	See the Shareholder's Instructions	
N Commercial revitalization deduction from rental real estate activities	See Form 8582 instructions	
O Reforestation expense deduction	See the Shareholder's Instructions	
P Domestic production activities information	See Form 8903 instructions	
Q Qualified production activities income	Form 8903, line 7	
R Employer's Form W-2 wages	Form 8903, line 15	
S Other deductions	See the Shareholder's Instructions	
<b>13 Credits</b>		
A Low-income housing credit (section 42(j)(5)) from pre-2008 buildings	See the Shareholder's Instructions	
B Low-income housing credit (other) from pre-2008 buildings	See the Shareholder's Instructions	
C Low-income housing credit (section 42(j)(5)) from post-2007 buildings	Form 8586, line 11	
D Low-income housing credit (other) from post-2007 buildings	Form 8586, line 11	
E Qualified rehabilitation expenditures (rental real estate)	See the Shareholder's Instructions	
F Other rental real estate credits		
G Other rental credits		
H Undistributed capital gains credit	Form 1040, line 70, box a	
I Alcohol and cellulosic biofuel fuels credit	Form 6478, line 7	
J Work opportunity credit	Form 5884, line 3	
K Disabled access credit	See the Shareholder's Instructions	
L Empowerment zone and renewal community employment credit	Form 8844, line 3	
<b>M</b> Credit for increasing research activities	See the Shareholder's Instructions	
<b>N</b> Credit for employer social security and Medicare taxes	Form 8846, line 5	
<b>O</b> Backup withholding	Form 1040, line 61	
<b>P</b> Other credits	See the Shareholder's Instructions	
<b>14 Foreign transactions</b>		
A Name of country or U.S. possession	Form 1116, Part I	
B Gross income from all sources		
C Gross income sourced at shareholder level		
<i>Foreign gross income sourced at corporate level</i>		
D Passive category	Form 1116, Part I	
E General category		
F Other		
<i>Deductions allocated and apportioned at shareholder level</i>		
G Interest expense	Form 1116, Part I	
H Other	Form 1116, Part I	
<i>Deductions allocated and apportioned at corporate level to foreign source income</i>		
I Passive category	Form 1116, Part I	
J General category		
K Other		
<i>Other information</i>		
L Total foreign taxes paid	Form 1116, Part II	
M Total foreign taxes accrued	Form 1116, Part II	
N Reduction in taxes available for credit	Form 1116, line 12	
O Foreign trading gross receipts	Form 8873	
P Extraterritorial income exclusion	Form 8873	
Q Other foreign transactions	See the Shareholder's Instructions	
<b>15 Alternative minimum tax (AMT) items</b>		
A Post-1986 depreciation adjustment	See the Shareholder's Instructions and the Instructions for Form 6251	
B Adjusted gain or loss		
C Depletion (other than oil & gas)		
D Oil, gas, & geothermal — gross income		
E Oil, gas, & geothermal — deductions		
F Other AMT items		
<b>16 Items affecting shareholder basis</b>		
A Tax-exempt interest income	Form 1040, line 8b	
B Other tax-exempt income	See the Shareholder's Instructions	
C Nondeductible expenses		
D Property distributions		
E Repayment of loans from shareholders		
<i>Other information</i>		
A Investment income	Form 4952, line 4a	
B Investment expenses	Form 4952, line 5	
C Qualified rehabilitation expenditures (other than rental real estate)	See the Shareholder's Instructions	
D Basis of energy property	See the Shareholder's Instructions	
E Recapture of low-income housing credit (section 42(j)(5))	Form 8611, line 8	
F Recapture of low-income housing credit (other)	Form 8611, line 8	
G Recapture of investment credit	See Form 4255	
H Recapture of other credits	See the Shareholder's Instructions	
I Look-back interest — completed long-term contracts	See Form 8697	
J Look-back interest — income forecast method	See Form 8866	
K Dispositions of property with section 179 deductions	See the Shareholder's Instructions	
L Recapture of section 179 deduction		
M Section 453(f)(3) information		
N Section 453A(c) information		
O Section 1260(b) information		
P Interest allocable to production expenditures		
Q CCF nonqualified withdrawals		
R Depletion information — oil and gas		
S Amortization of reforestation costs		
T Section 108(i) information		
U Other information		

Schedule K-1  
(Form 1120S)

2009

Final K-1

Amended K-1

OMB No. 1545-0130

Department of the Treasury  
Internal Revenue Service

For calendar year 2009, or tax

year beginning \_\_\_\_\_, 2009

ending \_\_\_\_\_.

**Shareholder's Share of Income, Deductions, Credits, etc.** ▶ See page 2 of form and separate instructions.

**Part III Shareholder's Share of Current Year Income, Deductions, Credits, and Other Items**

**Part I Information About the Corporation**

**A** Corporation's employer identification number  
36-3893101

**B** Corporation's name, address, city, state, and ZIP code  
CRYSTAL MGMT. & MAINT. SVCS. CORP.  
1699 WALL STREET - SUITE 504  
MT. PROSPECT, IL 60173

**C** IRS Center where corporation filed return  
Cincinnati, OH 45999-0013

**Part II Information About the Shareholder**

**D** Shareholder's identifying number  
361-02-0354

**E** Shareholder's name, address, city, state, and ZIP code  
STANISLAWA TALAR  
4344 N. NEWCASTLE  
HARWOOD HEIGHTS, IL 60706

**F** Shareholder's percentage of stock ownership for tax year ..... 41.93300 %

1	Ordinary business income (loss)	13	Credits
	43,270.		
2	Net rental real estate income (loss)		
3	Other net rental income (loss)		
4	Interest income		
5a	Ordinary dividends		
5b	Qualified dividends	14	Foreign transactions
6	Royalties		
7	Net short-term capital gain (loss)		
8a	Net long-term capital gain (loss)		
8b	Collectibles (28%) gain (loss)		
8c	Unrecaptured section 1250 gain		
9	Net section 1231 gain (loss)		
10	Other income (loss)	15	Alternative minimum tax (AMT) items
		A	-145.
11	Section 179 deduction	16	Items affecting shareholder basis
		C	1,981.
12	Other deductions		
A	84.	D	40,088.
		17	Other information

\*See attached statement for additional information.

FOR IRS USE ONLY

This list identifies the codes used on Schedule K-1 for all shareholders and provides summarized reporting information for shareholders who file Form 1040. For detailed reporting and filing information, see the separate Shareholder's Instructions for Schedule K-1 and the instructions for your income tax return.

**1 Ordinary business income (loss).** Determine whether the income (loss) is passive or nonpassive and enter on your return as follows:

	<i>Report on</i>
Passive loss	See the Shareholder's Instructions
Passive income	Schedule E, line 28, column (g)
Nonpassive loss	Schedule E, line 28, column (h)
Nonpassive income	Schedule E, line 28, column (j)
<b>2 Net rental real estate income (loss)</b>	See the Shareholder's Instructions
<b>3 Other net rental income (loss)</b>	
Net income	Schedule E, line 28, column (g)
Net loss	See the Shareholder's Instructions
<b>4 Interest income</b>	Form 1040, line 8a
<b>5a Ordinary dividends</b>	Form 1040, line 9a
<b>5b Qualified dividends</b>	Form 1040, line 9b
<b>6 Royalties</b>	Schedule E, line 4
<b>7 Net short-term capital gain (loss)</b>	Schedule D, line 5, column (f)
<b>8a Net long-term capital gain (loss)</b>	Schedule D, line 12, column (f)
<b>8b Collectibles (28%) gain (loss)</b>	28% Rate Gain Worksheet, line 4 (Schedule D instructions)

<b>8c Unrecaptured section 1250 gain</b>	See the Shareholder's Instructions
<b>9 Net section 1231 gain (loss)</b>	See the Shareholder's Instructions

<b>10 Other income (loss)</b>	<i>Code</i>	
A Other portfolio income (loss)		See the Shareholder's Instructions
B Involuntary conversions		See the Shareholder's Instructions
C Section 1256 contracts and straddles		Form 6781, line 1
D Mining exploration costs recapture		See Pub 535
E Other income (loss)		See the Shareholder's Instructions

**11 Section 179 deduction**

**12 Other deductions**

A Cash contributions (50%)	} See the Shareholder's Instructions
B Cash contributions (30%)	
C Noncash contributions (50%)	
D Noncash contributions (30%)	
E Capital gain property to a 50% organization (30%)	
F Capital gain property (20%)	
G Contributions (100%)	
H Investment interest expense	Form 4952, line 1
I Deductions — royalty income	Schedule E, line 18
J Section 59(e)(2) expenditures	See the Shareholder's Instructions
K Deductions — portfolio (2% floor)	Schedule A, line 23
L Deductions — portfolio (other)	Schedule A, line 28
M Preproductive period expenses	See the Shareholder's Instructions
N Commercial revitalization deduction from rental real estate activities	See Form 8582 instructions
O Reforestation expense deduction	See the Shareholder's Instructions
P Domestic production activities information	See Form 8903 instructions
Q Qualified production activities income	Form 8903, line 7
R Employer's Form W-2 wages	Form 8903, line 15
S Other deductions	See the Shareholder's Instructions

**13 Credits**

A Low-income housing credit (section 42(j)(5)) from pre-2008 buildings	See the Shareholder's Instructions
B Low-income housing credit (other) from pre-2008 buildings	See the Shareholder's Instructions
C Low-income housing credit (section 42(j)(5)) from post-2007 buildings	Form 8586, line 11
D Low-income housing credit (other) from post-2007 buildings	Form 8586, line 11
E Qualified rehabilitation expenditures (rental real estate)	} See the Shareholder's Instructions
F Other rental real estate credits	
G Other rental credits	
H Undistributed capital gains credit	Form 1040, line 70, box a
I Alcohol and cellulosic biofuel fuels credit	Form 6478, line 7
J Work opportunity credit	Form 5884, line 3
K Disabled access credit	See the Shareholder's Instructions
L Empowerment zone and renewal community employment credit	Form 8844, line 3

<i>Code</i>	<i>Report on</i>
M Credit for increasing research activities	See the Shareholder's Instructions
N Credit for employer social security and Medicare taxes	Form 8846, line 5
O Backup withholding	Form 1040, line 61
P Other credits	See the Shareholder's Instructions

<b>14 Foreign transactions</b>	
A Name of country or U.S. possession	} Form 1116, Part I
B Gross income from all sources	
C Gross income sourced at shareholder level	} Foreign gross income sourced at corporate level
D Passive category	
E General category	
F Other	} Form 1116, Part I

<i>Deductions allocated and apportioned at shareholder level</i>	
G Interest expense	Form 1116, Part I
H Other	Form 1116, Part I

<i>Deductions allocated and apportioned at corporate level to foreign source income</i>	
I Passive category	} Form 1116, Part I
J General category	
K Other	

<i>Other information</i>	
L Total foreign taxes paid	Form 1116, Part II
M Total foreign taxes accrued	Form 1116, Part II
N Reduction in taxes available for credit	Form 1116, line 12
O Foreign trading gross receipts	Form 8873
P Extraterritorial income exclusion	Form 8873
Q Other foreign transactions	See the Shareholder's Instructions

<b>15 Alternative minimum tax (AMT) items</b>	
A Post-1986 depreciation adjustment	} See the Shareholder's Instructions and the Instructions for Form 6251
B Adjusted gain or loss	
C Depletion (other than oil & gas)	
D Oil, gas, & geothermal — gross income	
E Oil, gas, & geothermal — deductions	
F Other AMT items	

<b>16 Items affecting shareholder basis</b>	
A Tax-exempt interest income	Form 1040, line 8h
B Other tax-exempt income	} See the Shareholder's Instructions
C Nondeductible expenses	
D Property distributions	
E Repayment of loans from shareholders	

<b>17 Other information</b>	
A Investment income	Form 4952, line 4a
B Investment expenses	Form 4952, line 5
C Qualified rehabilitation expenditures (other than rental real estate)	See the Shareholder's Instructions
D Basis of energy property	See the Shareholder's Instructions
E Recapture of low-income housing credit (section 42(j)(5))	Form 8611, line 8
F Recapture of low-income housing credit (other)	Form 8611, line 8
G Recapture of investment credit	See Form 4255
H Recapture of other credits	See the Shareholder's Instructions
I Look-back interest — completed long-term contracts	See Form 8697
J Look-back interest — income forecast method	See Form 8866
K Disposition of property with section 179 deduction	} See the Shareholder's Instructions
L Recapture of section 179 deduction	
M Section 453(f)(3) information	
N Section 453A(c) information	
O Section 1260(b) information	
P Interest allocable to production expenditures	
Q CCF nonqualified withdrawals	
R Depletion information — oil and gas	
S Amortization of reforestation costs	
T Section 108(i) information	
U Other information	

Name of Corporation: CRYSTAL MGMT. & MAINT. SVCS. CORP.  
 Identification Number: 36-3893101  
 Tax Year Ending: 12/31/09

**Election To Apply Specific Accounting Rules in Connection with  
the Termination of a Shareholder's Entire Interest**

CRYSTAL MGMT. & MAINT. SVCS. CORP. is an S corporation, and during this tax year, a shareholder's entire shareholder interest in the corporation has been terminated. With the consent of all affected shareholders during the tax year, CRYSTAL MGMT. & MAINT. SVCS. CORP. elects under IRC Section 1377(a)(2) and Regulation 1.1377-1(b) to have the rules provided in IRC Section 1377(a)(1) applied as if the tax year consisted of two separate tax years. This election is made with respect to the termination of the entire interest of KRYSTYNA KUNSTMANN, as follows:

Manner of shareholder's termination ..... SALE OF STOCK

Date of termination ..... 04/15/09

Under penalties of perjury, the following corporate officer declares that to the best of his knowledge and belief, the statements contained herein are true, correct, and complete.

Date	Signature of Officer	Title
	<u>PRESIDENT</u>	<u>PRESIDENT</u>

The following shareholders of CRYSTAL MGMT. & MAINT. SVCS. CORP., who represent all affected shareholders during the above referenced tax year, do hereby consent to the corporate election under IRC Section 1377(a)(2) and Regulation 1.1377-1(b) to treat the tax year as if it consisted of two separate tax years. Under penalties of perjury, each of the following shareholders declares that to the best of his knowledge and belief, the statements contained herein are true, correct, and complete.

Date	Shareholder Signature	Taxpayer Identification Number	Address
	<u>KRYSTYNA KUNSTMANN</u>	<u>340-80-1042</u>	<u>2269 GREENVIEW NORTHBROOK, IL 60062</u>
	<u>STANISLAWA TALAR</u>	<u>361-02-0354</u>	<u>4344 N. NEWCASTLE HARWOOD HEIGHTS, IL 60706</u>

Form 1120S, Page 1, Line 19

**Other Deductions**

ACCOUNTING	3,407.
AUTOMOBILE AND TRUCK EXPENSE	10,677.
BANK CHARGES	336.
INSURANCE	13,194.
LEGAL AND PROFESSIONAL	1,200.
MEALS AND ENTERTAINMENT (50%)	75.
OFFICE EXPENSE	5,018.
POSTAGE	1,044.
TELEPHONE	6,562.
UTILITIES	2,919.
Total	<u>44,432.</u>

Form 1120S, Page 2, Schedule A, Line 5

**Schedule A, Other Costs**

SUPPLIES & PARTS	48,063.
Total	<u>48,063.</u>

Other Current Assets:

**1120S, Schedule L, Line 6**

Other Current Assets:	Beginning of tax year	End of tax year
NOTES RECEIVABLE	226,106.	0.
Total	<u>226,106.</u>	<u>0.</u>

Other Assets:

**1120S, Schedule L, Line 14**

Other Assets:	Beginning of tax year	End of tax year
PREPAID RENTS	1,800.	1,800.
BUILDING WORK DEPOSITS	10,000.	0.
Total	<u>11,800.</u>	<u>1,800.</u>

Other Current Liabilities:

**1120S, Schedule L, Line 18**

Other Current Liabilities:	Beginning of tax year	End of tax year
PAYROLL LIABILITIES	3,013.	314.
CHECKING PLUS LOC	5,774.	5,733.
Total	<u>8,787.</u>	<u>6,047.</u>

Form 1120S, Page 4, Schedule M-1, Line 3

**Sch M-1, Line 3**

<u>FINES AND PENALTIES</u>	<u>149.</u>
<u>LIFE INSURANCE PREMIUMS</u>	<u>4,501.</u>
Total	<u>4,650.</u>

Form 1120S, Page 4, Schedule M-2, Line 5

**Schedule M-2, Other Reductions**

<u>CHARITABLE CONTRIBUTIONS</u>	<u>200.</u>	
<u>MEALS AND ENTERTAINMENT</u>	<u>74.</u>	
<u>FINES AND PENALTIES</u>	<u>149.</u>	
<u>LIFE INSURANCE PREMIUMS</u>	<u>4,501.</u>	
Total	<u>4,924.</u>	

1

2

3

*Your  
American  
Family  
Agent*

---

October 1, 2010

Village of Buffalo Grove  
50 Raupp Blvd  
Buffalo Grove, IL 60089

RE: Crystal Maintenance Services Corp

To Whom It May Concern:

This letter is to advise that Crystal Maintenance Services Corp is currently a client with our office and has the following active accounts:

- Business General Liability
- Commercial Auto Insurance
- Commercial Umbrella
- Workmen's Compensation

If awarded the contract our office can produce the necessary certificates of insurance outlining coverage's which adhere to the requirements of the bid letter.

Sincerely,

*Frank Randazzo*

Frank Randazzo  
American Family Insurance  
401 E Prospect Ave, Suite 104  
Mt Prospect, IL 60056  
Phone: 847-394-4075



# CERTIFICATE OF LIABILITY INSURANCE

American Family Insurance Company   
 American Family Mutual Insurance Company if selection box is not checked.  
 6000 American Pkwy Madison, Wisconsin 53783-0001

Insured's Name and Address  
 Crystal Maintenance Services Corp.  
 1699 Well St Ste 504  
 Mt Prospect, IL 60056-5787

Agent's Name, Address and Phone Number (Agt./Dist.)  
 Frank Randazzo (847) 394-4075  
 401 E. Prospect Ave, Suite 104  
 Mount Prospect, IL 60056 (036/815)

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 listed below.

COVERAGES				
This is to certify that 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.				
TYPE OF INSURANCE	POLICY NUMBER	POLICY DATE		LIMITS OF LIABILITY
		EFFECTIVE (Mo, Day, Yr)	EXPIRATION (Mo, Day, Yr)	
Homeowners/ Mobilehomeowners Liability				Bodily Injury and Property Damage Each Occurrence \$ ,000
Boatowners Liability				Bodily Injury and Property Damage Each Occurrence \$ ,000
Personal Umbrella Liability				Bodily Injury and Property Damage Each Occurrence \$ ,000
Farm/Ranch Liability				Farm Liability & Personal Liability Each Occurrence \$ ,000 Farm Employer's Liability Each Occurrence \$ ,000
Workers Compensation and Employers Liability †	12-XJ0728-90-00	11/1/2009	11/1/2010	Statutory ***** Each Accident \$ 1,000,000 Disease - Each Employee \$ 1,000,000 Disease - Policy Limit \$ 1,000,000 General Aggregate \$ 4,000,000
<input checked="" type="checkbox"/> General Liability <input checked="" type="checkbox"/> Commercial General Liability (occurrence) <input type="checkbox"/> <input type="checkbox"/>	12-XJ0728-01-00	11/1/2009	11/1/2010	Products - Completed Operations Aggregate \$ 4,000,000 Personal and Advertising Injury \$ 2,000,000 Each Occurrence \$ 2,000,000 Damage to Premises Rented to You \$ 100,000 Medical Expense (Any One Person) \$ 5,000
Businessowners Liability				Each Occurrence †† \$ ,000 Aggregate †† \$ ,000
Liquor Liability				Corruption Crime Limit \$ ,000 Aggregate Limit \$ ,000
Automobile Liability <input checked="" type="checkbox"/> Any Auto <input checked="" type="checkbox"/> All Owned Autos <input checked="" type="checkbox"/> Scheduled Autos <input checked="" type="checkbox"/> Hired Auto <input checked="" type="checkbox"/> Nonowned Autos	12-X49201-10-00	10/21/2009	10/21/2010	Bodily Injury - Each Person \$ 1,000,000 Bodily Injury - Each Accident \$ 1,000,000 Property Damage \$ 250,000 Bodily Injury and Property Damage Combined \$ ,000
Excess Liability <input checked="" type="checkbox"/> Commercial Blanket Excess <input checked="" type="checkbox"/> Commercial Liability Umbrella	12-XJ0728-02-00	11/1/2009	11/1/2010	Each Occurrence/Aggregate \$ 1,000,000
Other (Miscellaneous Coverages):				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS  CERTIFICATE HOLDER'S NAME AND ADDRESS	† The individual or partners shown as insured <input type="checkbox"/> Have <input type="checkbox"/> Have not elected to be covered as employees under this policy. †† Products-Completed Operations aggregate is equal to each occurrence limit and is included in policy aggregate.  <b>CANCELLATION</b> <input checked="" type="checkbox"/> Should any of the above described policies be cancelled before the expiration date thereof, the company will endeavor to mail ( 30 days) written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. *10 days unless different number of days shown. <input type="checkbox"/> This certifies coverage on the date of issue only. The above described policies are subject to cancellation in conformity with their terms and by the laws of the state of issue.  DATE ISSUED: 6/11/2010 AUTHORIZED REPRESENTATIVE: Frank Randazzo
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