

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads  
Palatine, Illinois 60067

AGENDA

Number 1

August 14, 1969

- I. Call to Order
- II. Roll Call
- III. Resolution: Budget Meeting
- IV.. Budget Hearing
- V. Resolution: New location of Regular Board Meetings
- VI. Adjournment

August 8, 1969

BOARD OF TRUSTEES


Dear Trustee:

Enclosed you will find the Agenda and supporting information for the regularly scheduled Board Meeting to be held in the Data Processing Board Room for the night of August 14, 1969, at 8:00 p.m.

The meeting will originate in the old Board Room with Agenda #1. We will then adjourn and move to the Board Room in the new facilities with Agenda #2.

I look forward to seeing you on Thursday evening.

Sincerely,

A handwritten signature in cursive script, reading "Robert E. Lahti".

Robert E. Lahti  
President

rb  
enclosures



EMPLOYMENT CONTRACT

THIS AGREEMENT by and between the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois (William Rainey Harper College), (hereinafter referred to as the Board) and Robert E. Lahti (hereinafter referred to as the President)

WITNESSETH:

1.) The Board agrees to and does employ the President for a period of three years from the First day of July, 1969, as Chief Administrative Officer of William Rainey Harper College, at the per annum salary hereinafter set forth, payable in equal monthly installments less such deductions as may be required by law.

2.) The President shall conform to and comply with all laws, rules, regulations, and orders heretofore and hereafter adopted by the Board, provided that no rule, regulation or order adopted by the Board after the date hereof shall be given effect if to do so would dilute the President's contractual rights of employment.

3.) The President hereby accepts the employment during the said three year period and agrees to perform the services required of him as Chief Administrative Officer of the College to the satisfaction of the Board and to give his attendance and best endeavors to the duties assigned to him by the Board, and to the utmost of his skill and power exert himself for the interest, benefit, and advantage of the College and District. Nothing herein contained shall preclude the President from rendering services to others nor being compensated therefor. It is understood only that the performance of such services shall adversely affect nor interfere with his performance of duties of President of the College

4.) In addition to general administrative duties, it shall be the responsibility of the President to recommend, implement, and enforce Board policies and rules; to make recommendations to the Board concerning the budget, curriculum, building plans, and selection and dismissal of teachers and other employees; and to otherwise perform the duties assigned to him by the Board. It shall also be the responsibility of the President to participate in such activities extrinsic to the operation of the College, which are desirable or necessary in developing and/or maintaining accreditation and standing in the national community of institutions of higher learning.

5.) The President shall be entitled to a vacation of four weeks per year at such time or times as may be agreed upon by the parties hereto.

6.) The President's salary shall be \$33,000.00 per year or more for the period of three years. Prior to the anniversary date of this contract, the Board shall review the salary and other benefits for the purpose of considering an adjustment thereof.

7.) The President is entitled to all fringe benefits provided by the College to its faculty and staff, and in addition thereto, shall (at no additional cost to the President), (a) Pay in the President's behalf \$100.00 per month (net) to the Teachers Insurance and Annuity Association for retirement and insurance privileges and benefits in excess of the base plan; (b) Provide twenty-four hour all risk accident insurance of \$100,000.00; (c) Provide Group Term Life Insurance at a rate of 2.5 times the base plan, not to exceed the legal limits, if any; (d) Provide Accidental Death

and Dismemberment insurance at a rate of 2.5 times the base plan, not to exceed the legal limits, if any. All benefits provided the President by the College shall not be reduced during the term hereof.

8.) An automobile shall be provided the President for use on college affairs and, in addition, the sum of \$1,000.00 shall be made available to the President as a Professional Expense Account to be used by him at his discretion on college and college-related matters. Additional amounts shall be made available to the President by the Board as are necessary.

9.) This contract is subject to all laws of the State of Illinois, as amended from time to time, and all rules, regulations, and orders of the Board, the Board of Higher Education, and the State Board of Junior Colleges now or hereafter in force, subject to Paragraph 2 hereof.

10.) It is understood and agreed by and between the parties hereto that, due to the nature of the services provided for herein, it would be to the mutual advantage of each of said parties to be notified in writing by the other no later than November 15, 1971, if it is the intention of the party giving notice not to renew this contract for at least one year. Such notice shall be in writing and actually received by the other party no later than said date. If no such notice is received, the terms and conditions of this contract as then in force other than this notice provision, shall be deemed extended for a one year period to June 30, 1973.

IN WITNESS WHEREOF, the Board has caused  
this contract to be executed in duplicate by it's Chairman  
and attested by it's Secretary and the President has  
executed this contract this 12<sup>th</sup> day of October,  
1969.

BOARD OF JUNIOR COLLEGE DISTRICT NO. 512  
Counties of Cook, Kane, Lake, and McHenry, and  
State of Illinois

Richard L. Johnson  
Chairman

Robert E. Lahti  
Robert E. Lahti

Attest:

James J. Hamill  
Secretary

WILLIAM RAINEY HARPER COLLEGE

August 14, 1969

ANNUAL BUDGET HEARING PROCEDURE

The following procedures should be followed by the Board of Trustees in order to complete the budget hearing, adopt the budget, and levy taxes:

1. The Chairman of the Board calls the regular meeting to order in the usual manner.
2. The Chairman declares the meeting recessed until after the public hearing for the budget.
3. The Chairman calls the public hearing on the budget to order (copy of legal budget attached).
4. The Chairman of the Budget Committee or the President should briefly review the budget. All persons present should be offered an opportunity to comment on the budget, to make suggestions, or to inquire as to any provisions thereof. (The Board's authority to adopt the budget "as is" is not in any way abrogated or diluted by what might occur at the hearing. Objections and suggestions raised should, of course, be considered by the Board and, if they are found to have merit, they can be taken into consideration in modifying the final budget as approved.)
5. Upon conclusion of the budget hearing, the Chairman declares the hearing closed.
6. The Chairman reconvenes the regular Board meeting.
7. The Board adopts the budget by the following resolution:

RESOLUTION

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has caused to be prepared in tentative form a budget for the fiscal year commencing July 1, 1969, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon; and,

WHEREAS, due notice that said tentative budget was available for public inspection, has been given in full compliance with the law; and,

WHEREAS, a public hearing was held as to such budget on the 14th day of August, 1969, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements complied with; and,

WHEREAS, since the preparation of said tentative budget, the Board has obtained information respecting the current and probably assessed value of all taxable property in the College District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That the fiscal year of this College District be and the same is hereby fixed and declared to begin on the 1st day of July, 1969, and end on the 30th day of June, 1970.

Section 2. That the budget, copy of which is inserted in the minutes of this meeting immediately following the last page hereof, containing an estimate of amounts available in the Education and Building Funds, each separately, and of expenditures for each of the aforementioned funds, be and the same is hereby adopted as the budget of this College District for said fiscal year.

8. The Board adopts the levies for the Educational and Building Funds by the following resolutions:

RESOLUTION

BE IT RESOLVED: That there be and hereby is levied for the year 1969 a tax in the sum of \$1,485,000.00 for Educational purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 30, 1969.

BE IT RESOLVED: That there be and hereby is levied for the year 1969 a tax in the sum of \$540,000.00 for Building purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 30, 1969. (A copy of the Certificate of Levy is attached.)

9. The Board adopts the following resolution in order to increase the Bond and Interest Fund levy by 9% to cover losses and cost:

RESOLUTION TO INCREASE BOND LEVY

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has heretofore issued Site and Building Bonds in the total principal sum of \$7,375,000.00, and

WHEREAS, a duly adopted and certified Levy Resolution has been filed with each of the County Clerks in which a portion of the College District is located, which Levy Resolution provided for the levying of a tax sufficient to pay the principal of said Site and Building Bonds as it falls due and to pay the interest thereon, and

WHEREAS, taxes thus far received by and/or in behalf of the College District are in an amount equal to less than 91% of the sum of the levies upon which collections have been made, and

WHEREAS, a shortage in the Bond and Interest Fund is thus anticipated,

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That it would be timely, appropriate and necessary to increase the amounts levied in the Bond resolutions heretofore referred to by the amount equal to 9% thereof, so as to offset costs of collection and losses in collection.

Section 2. That the County Clerks in each of the Counties of Cook, Kane, Lake and McHenry be requested to increase the levy provided for in said Bond Levy Resolutions, for the reasons and in the manner set forth above.

Section 3. That this resolution shall be in full force and effect, from and after its date of passage.

The resolution adopting the budget shall be in the following form:

ADOPTION OF BUDGET

The Budget must be approved and signed below by Members of the Junior College Board.

Adopted this 14th day of August, 1969, by a roll call vote of  
7 Yeas, and 0 Nays, to wit:

Members Voting Yea:

Members Voting Nay:

*[Signature]*  
*[Signature]*  
Richard L. Johnson  
Milton C. Hansen  
James J. Smith  
Anna Mae  
H. R. E. Hutchings



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**STATE OF ILLINOIS**  
**ILLINOIS JUNIOR COLLEGE BOARD**  
544 Iles Park Place, Springfield, Illinois 62706

**CERTIFICATE OF TAX LEVY**

of Junior College District No. 512 County(ies) of Cook, Kane, Lake & McHenry and State of Illinois

AMOUNT OF LEVY

Educational .....	\$1,485,000	Working Cash .....	\$ 0
Building .....	\$ 540,000	Other (Specify) .....	\$ 0
Municipal Retirement .....		\$ 0	
(Class II Districts Only)			
TOTAL LEVY .....		\$ 2,025,000	

We hereby certify that we require ..... the sum of 1,485,000 dollars to be levied as a special tax for educational purposes, and ..... the sum of 540,000 dollars to be levied as a special tax for building purposes, and ..... the sum of 0 dollars to be levied as a special tax for Municipal Retirement (Class II Districts only) purposes, and ..... the sum of 0 dollars to be levied as a special tax for working cash purposes, and ..... the sum of 0 dollars to be levied as a special tax for (specify) ..... purposes on the taxable property of our junior college district for the year 1969.

Signed this 14th day of August 1969.

Richard L. Johnson  
Chairman of the Board of Said Junior College District  
James J. Hamill  
Secretary of the Board of Said Junior College District

When any junior college district is authorized to issue bonds, the junior college board shall file in the office of the county clerk of each county in which any part of the junior college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the junior college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said junior college district which have not been paid in full 2.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the junior college district is located on or before the last Tuesday in September.

**DETACH AND RETURN TO JUNIOR COLLEGE DISTRICT**

This is to certify that the certificate of Tax Levy for Junior College District No. \_\_\_\_\_

County(ies) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said junior college district for the year 19\_\_\_\_ was filed in the office of the County Clerk of this county on \_\_\_\_\_ 19\_\_\_\_.

In addition to an extension of taxes authorized by levies made by the board of said junior college district, an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as provided in the original resolution(s), for said purpose for the year 19\_\_\_\_ is \$\_\_\_\_\_.

\_\_\_\_\_  
County Clerk

Date \_\_\_\_\_

\_\_\_\_\_  
County

Cook, Kane, Lake, McHenry  
COUNTY(IES)

WILLIAM RAINEY HARPER COLLEGE DISTRICT NO. 512  
Name

Algonquin and Roselle Roads  
Street Address

Palatine, Illinois 60067  
City

JUNIOR COLLEGE DISTRICT ANNUAL BUDGET  
JULY 1, 1969 - JUNE 30, 1970

JUNIOR COLLEGE DISTRICT BUDGET FORM  
STATE OF ILLINOIS  
For Fiscal Year Beginning in 1969

Budget of Harper Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, for the Fiscal Year beginning July 1, 1969, and ending June 30, 1970.

WHEREAS the Junior College Board of Harper Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 14th day of August, 1969, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be It Resolved by the Junior College Board of said district as follows:

Section 1: That the fiscal year of the Junior College District be and the same hereby is fixed and declared to be beginning July 1, 1969, and ending June 30, 1970.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this Junior College District for the said fiscal year.

WILLIAM RAINEY HARPER COLLEGE

EDUCATIONAL FUND BUDGET  
1969-70

Revenue

300	<u>FUND EQUITY JULY 1, 1969</u>		\$1,825,000
410	<u>LOCAL RESOURCES</u>		
411	Taxes - Current - 1969	1,198,000	
412	Back Taxes	<u>22,000</u>	
	Total		1,220,000
420	<u>INTERMEDIATE RESOURCES</u>		
421	Tuition - Students	768,000	
422	Other Charges (Charge-backs)	468,000	
423	Student Fees	46,000	
427	Other - Late Registration Fees	<u>23,000</u>	
	Total		1,305,000
430	<u>STATE RESOURCES</u>		
431	State - Apportionment	1,488,000	
432	Board of Vocational Education and Rehabilitation, 1969-70	182,000	
433	Other	<u>0</u>	
	Total		1,670,000
470	<u>INTEREST ON INVESTMENTS</u>		
471	Treasury Bills	25,000	
472	Certificates of Deposits	<u>0</u>	
	Total		<u>25,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$6,045,000</u>

Supplemental Information

Cash Analysis

Accrued Revenue and Fund Equity		\$6,045,000
Less Non-Cash Items:		
Taxes Received After June 30, 1970	1,220,000	
Vocational Educational	<u>182,000</u>	<u>1,402,000</u>
Cash Available 1969-70		<u>\$4,643,000</u>

Expenditures

1-000 INSTRUCTION

510	Salaries	2,149,622
520	Contractual Services	43,815
530	Instructional Materials and Supplies	102,765
540	General Materials and Supplies	49,700
550	Travel and Meeting Expense	34,700
570	Fixed Charges	0
580	Capital Outlay	396,937
590	Other	0

Total

2,777,539

2-000 LEARNING RESOURCE CENTER

510	Salaries	220,747
520	Contractual Services	0
530	Instructional Materials and Supplies	173,750
540	General Materials and Supplies	9,500
550	Travel and Meeting Expense	3,000
570	Fixed Charges	2,500
580	Capital Outlay	80,729
590	Other	0

Total

490,226

3-000 STUDENT SERVICES AND AIDS

510	Salaries	333,609
520	Contractual Services	4,400
530	Instructional Materials and Supplies	0
540	General Materials and Supplies	16,600
550	Travel and Meeting Expense	6,200
570	Fixed Charges	0
580	Capital Outlay	2,145
590	Other	0

Total

362,954

4-000 DATA PROCESSING

510	Salaries	112,510
520	Contractual Services	2,500
540	General Materials and Supplies	4,750
550	Travel and Meeting Expense	1,000
570	Fixed Charges - Computer Rental	133,840
580	Capital Outlay	6,670
590	Other	0

Total

261,270

Expenditures (cont.)

5-000	<u>INSTITUTIONAL RESEARCH AND DEVELOPMENT</u>		
510	Salaries	52,650	
520	Contractual Services	1,000	
540	General Materials and Supplies	3,200	
550	Travel and Meeting Expense	1,750	
570	Fixed Charges	0	
580	Capital Outlay	995	
590	Other	<u>0</u>	
	Total		59,595
6-000	<u>GENERAL ADMINISTRATION</u>		
510	Salaries	210,547	
520	Contractual Services	17,990	
540	General Materials and Supplies	19,900	
550	Travel and Meeting Expense	15,650	
570	Fixed Charges	11,850	
580	Capital Outlay	2,850	
590	Other	<u>0</u>	
	Total		278,787
7-000	<u>INSTITUTIONAL EXPENSE</u>		
510	Salaries	64,000	
520	Contractual Services	35,000	
530	Instructional Materials and Supplies	0	
540	General Materials and Supplies	28,800	
550	Travel and Meeting Expense	11,000	
560	Fringe Benefits	146,000	
570	Fixed Charges	106,200	
580	Capital Outlay	3,000	
590	Other	<u>118,500</u>	
	Total		<u>512,500</u>
	TOTAL ACCRUED EXPENDITURES		4,742,871
600	Contingency for Student Enrollment Growth		<u>464,129</u>
	TOTAL ACCRUED EXPENDITURES AND CONTINGENCY		<u>\$5,207,000</u>
300	FUND EQUITY JUNE 30, 1970		<u>\$ 838,000</u>



WILLIAM RAINEY HARPER COLLEGE

BUILDING FUND BUDGET (2)  
1969-70

Revenue

300	<u>FUND EQUITY JULY 1, 1969</u>		\$440,000
410	<u>LOCAL RESOURCES</u>		
411	Taxes - Current 1969	435,000	
412	Taxes - Back	<u>6,000</u>	
	Total		441,000
420	<u>INTERMEDIATE RESOURCES</u>		
423	Student Fees - Parking	18,000	
427	Other - Parking Fines	<u>1,800</u>	
	Total		19,800
470	<u>INTEREST ON INVESTMENTS</u>		
471	Treasury Bills	<u>10,000</u>	
	Total		<u>10,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$910,800</u>

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois

BUILDING FUND BUDGET  
1969-70

Expenditure Summary

OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES

281-000-000	Custodial Department	\$ 200,477
282-000-000	Maintenance Department	38,548
283-000-000	Roads and Grounds Department	58,155
284-000-000	Plant Utilities	49,081
285-000-000	Security Department	38,524
286-000-000	Transportation	<u>6,400</u>
	Total	\$ 391,185
267-000-000	<u>BUILDINGS AND GROUNDS ADMINISTRATION</u>	30,840
271-000-000	<u>GENERAL INSTITUTIONAL EXPENSE</u>	<u>117,395</u>
	TOTAL ACCRUED EXPENDITURE 1969-70	539,420
	Contingency Allowance	<u>50,000</u>
	TOTAL ACCRUED EXPENDITURES AND CONTINGENCY	<u>\$ 589,420</u>
	FUND EQUITY JUNE 30, 1970	<u>\$ 321,380</u>



WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois

BUILDING FUND BUDGET  
1969-70  
Custodial Department (281)

Expenditures

OPERATION OF PHYSICAL FACILITIES

281-000-510	Salaries		
281-000-517	Custodial Staff	<u>\$ 153,918</u>	
	Total		\$ 153,918
281-000-520	Contractual Services		
281-000-525	Machinery Repair	1,200	
281-000-549	Uniform Rental	<u>2,500</u>	
	Total		3,700
281-000-540	General Materials & Supplies	<u>15,900</u>	
	Total		15,900
281-000-570	Fixed Charges		
	Equipment Rental	<u>1,000</u>	
	Total		1,000
281-000-580	Capital Outlay		
281-000-585	Custodial Equipment	<u>25,959</u>	
	Total		<u>25,959</u>
	TOTAL ACCRUED EXPENDITURE 1969-70		<u>\$ 200,477</u>

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois

BUILDING FUND BUDGET  
1969-70  
Maintenance Department (282)

Expenditures

MAINTENANCE OF PHYSICAL FACILITIES

282-000-510	Salaries		
282-000-516	Maintenance Staff Salaries	\$ 20,448	
282-000-518	Student Aids	<u>-</u>	
	Total		\$ 20,448
282-000-520	Contractural Services		
282-000-524	Office and Plant Machinery	5,000	
282-000-525	Other - Repair Services	<u>2,400</u>	
	Total		7,400
282-000-540	General Materials and Supplies		
282-000-547	Maintenance Supplies	5,000	
282-000-549	Uniforms	<u>400</u>	
	Total		5,400
282-000-550	Travel and Meeting Expense	<u>300</u>	
	Total		300
282-000-571	Automotive Fuel	<u>400</u>	
	Total		400
282-000-585	Capital Outlay		
	Maintenance Tools & Equip.	2,000	
	Motorized Sweeper	<u>2,600</u>	
	Total		<u>4,600</u>
	TOTAL ACCRUED EXPENDITURE 1969-70		<u>\$ 38,548</u>

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois

BUILDING FUND BUDGET

1969-70

Roads and Grounds Department (283)

Expenditures

OPERATION OF PHYSICAL FACILITIES

283-000-510	Salaries		
283-000-517	Operating Staff	<u>\$ 12,300</u>	
	Total		\$ 12,300
283-000-520	Contractural Services		
283-000-549	Uniforms	210	
283-000-524	Machinery Maintenance	1,200	
283-000-524	Refuse Removal	1,200	
283-000-524	Snow Removal (Overtime)	<u>3,000</u>	
	Total		5,610
283-000-540	Office Supplies	<u>120</u>	
	Total		120
283-000-542	Printing & Duplicating	<u>120</u>	
	Total		120
283-000-540	General Materials & Supplies		
283-000-547	Groundskeeping Supplies	20,971	
283-000-588	Groundskeeping Equip.Rental	<u>2,000</u>	
	Total		22,971
283-000-556	Automotive Fuels	<u>2,400</u>	
	Total		2,400
283-000-547	Well and Pump Repairs	<u>400</u>	
	Total		400
283-000-580	Capital Outlay		
283-000-584	New Landscaping	4,000	
283-000-585	Equipment	<u>10,234</u>	
	Total		<u>14,234</u>

TOTAL ACCRUED EXPENDITURES 1969-70

\$ 58,155

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois

BUILDING FUND BUDGET

1969-70

Plant Utilities Department (284)

Expenditures

OPERATION OF PHYSICAL FACILITIES

284-000-510	Salaries		
284-000-517	Operations Staff	32,403	
284-000-518	Student Aids		
	Total		\$ 32,403
284-000-520	Contractural Services		
	Electrical	1,200	
	Pipe Fitting	1,200	
	Uniform Rental	500	
	Boiler Water Testing	360	
	Total		3,260
284-000-540	Office and General Supplies	120	
	Total		120
284-000-542	Duplication and Printing	125	
	Total		125
284-000-550	Travel and Meeting Expense	300	
	Total		300
284-000-570	Fixed Expense		
284-000-571	Fuel Heating *		
284-000-572	Electricity*		
284-000-573	Telephone*		
284-000-574	Water and Fuel Treatment	1,773	
	Total		1,773
284-000-580	Capital Outlay	1,100	
	Total		1,100
TOTAL ACCRUED EXPENDITURES 1969-70			<u>\$ 39,081</u>

\*Educational Fund

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois

BUILDING FUND BUDGET

1969-70

Security Department (285)

Expenditures

OPERATION OF PHYSICAL FACILITIES

285-000-510	Salaries		
285-000-519	Security Staff	<u>\$ 31,480</u>	
	Total		\$ 31,480
285-000-520	Contractural Services		
	Radio Maint.	50	
	Police Service	<u>450</u>	
	Total		500
285-000-541	Office Supplies	<u>144</u>	
	Total		144
285-000-542	Printing & Duplication		
	Campus Traffic Regulation	240	
	Parking Permits	<u>450</u>	
	Total		690
285-000-550	Travel and Meeting Expense	<u>300</u>	
	Total		300
285-000-556	Vehicle Maintenance	<u>100</u>	
	Total		100
285-000-571	Automotive Fuel	<u>450</u>	
	Total		450
285-000-590	Capital Outlay		
	Security Vehicle	2,100	
	Uniforms	1,200	
	Safety & Security Equip.	500	
	Traffic Signs	<u>1,060</u>	
	Total		<u>4,860</u>
TOTAL ACCRUED EXPENDITURES 1969-70			\$ 38,524

WILLIAM RAINEY HARPER COLLEGE  
Palatine, Illinois

BUILDING FUND BUDGET  
1969-70  
Transportation Department (286)

Expenditures

OPERATION OF PHYSICAL FACILITIES

286-000-520	Contractual Services			
286-000-524	Vehicle Maintenance		<u>1200</u>	
		Total		\$ 1200
286-000-540	Supplies			
286-000-542	Printing and Duplicating		<u>100</u>	
		Total		100
286-000-550	Travel Expense			
	Insurance Premiums		<u>1500</u>	
		Total		1500
286-000-570	Fixed Charges			
	Automotive Rental		1600	
	Automotive Fuel		<u>400</u>	
		Total		2000
286-000-585	Capital Outlay			
	Replace Automotive Equip.		<u>1600</u>	
		Total		<u>1600</u>
	TOTAL ACCRUED EXPENDITURE			<u>\$ 6400</u>

WILLIAM RAINEY HARPER COLLEGE

BUILDING FUND BUDGET

1969-70

General Institutional Expense (271)

Expenditures

GENERAL INSTITUTIONAL EXPENSE

271-000-560	Fringe Benefits		
271-000-564	Workman's Compensation	3,600	
271-000-565	Tuition Reimbursement	100	
271-000-567	Medical Examinations	800	
271-000-561	Group Medical Insurance	<u>18,500</u>	
	Total		\$ 23,000
271-000-570	Fixed Charges		
271-000-575	Rental of Facilities		
	Rental	13,000	
	Depreciation Adjustment	7,200	
271-000-579	General Insurance		
	Boiler	300	
	Physical Education Prop.	<u>800</u>	
	Total		21,300
271-000-580	Capital Outlay		
271-000-584	Building Remodeling		
	Physical Education Fac.	<u>31,225</u>	
	Total		31,225
271-000-589	Other		
	Move to permanent campus	10,000	
	Move machine tools	2,600	
	Install machine tools	6,000	
	Renovate Elk Grove Campus	<u>3,270</u>	
	Total		21,870
271-000-595	Contingency Provision	<u>20,000</u>	
	Total		<u>20,000</u>
	TOTAL ACCRUED		<u>\$117,295</u>

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois

BUILDING FUND BUDGET

1969-70

Buildings and Ground Administration (267)

Expenditures

BUILDINGS AND GROUNDS ADMINISTRATION

267-000-510	Salaries		
	Administrative	16,000	
	Office Staff	6,000	
	Storekeeper	<u>7,500</u>	
	Total		\$ 29,500
267-000-540	General Materials and Supplies		
267-000-541	Office Supplies	240	
267-000-542	Printing and Duplicating	350	
267-000-545	Publications and dues	<u>75</u>	
	Total		665
267-000-550	Travel and Meeting Expense		
	Meeting Expense	300	
	Travel	<u>375</u>	
	Total		<u>675</u>
	TOTAL ACCRUED EXPENDITURE 1969-70		<u>\$ 30,840</u>



WILLIAM RAINEY HARPER COLLEGE

BOND AND INTEREST FUND BUDGET  
1969-70

Revenue

300	<u>FUND EQUITY JULY 1, 1969</u>		\$ (21,594)
410	<u>LOCAL RESOURCES</u>		
411	Taxes - Current 1968	<u>605,700</u>	
	Total		605,700
470	<u>INTEREST ON INVESTMENTS</u>		
471	Treasury Bills	2,000	
472	Certificates of Deposit	<u>7,000</u>	
	Total		<u>9,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$ 593,106</u>

Expenditures

7-000	<u>GENERAL INSTITUTIONAL EXPENSE</u>		
570	Fixed Charges		
578	Interest - Bonds	283,258	
590	Other		
593	Debt Principal Retired	325,000	
596	Financial Charges & Adjustments	<u>487</u>	
	TOTAL ACCRUED EXPENDITURES		<u>\$ 608,745</u>
300	FUND EQUITY JUNE 30, 1970		<u>\$ (15,639)</u>

WILLIAM RAINEY HARPER COLLEGE

AUXILIARY ENTERPRISES FUND BUDGET  
1969-70

Cafeteria

Revenue

300	<u>FUND EQUITY JULY 1, 1969</u>	\$ (2,000)
450	<u>PUBLIC AND AUXILIARY SERVICE</u>	
451	Sales - Food Service	<u>242,150</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY	<u>\$ 240,150</u>

Expenditures

510	Salaries	\$106,500
520	Contractual Services	7,265
530	Purchases for Resale	96,860
540	Supplies	10,586
550	Travel	1,100
560	Fringe Benefits	10,838
570	Fixed Charges	2,900
580	Equipment	17,000
590	Other	200
595	Provision for Contingencies	1,000
597	Facilities Charge	<u>600</u>
	TOTAL ACCRUED EXPENDITURES	<u>254,849</u>
300	FUND EQUITY JUNE 30, 1970	<u>\$ (14,699)</u>

AUXILIARY ENTERPRISES FUND BUDGET  
1969-70

Bookstore

Revenue

300	<u>FUND EQUITY JULY 1, 1969</u>		\$ (1,000) *
450	<u>PUBLIC AND AUXILIARY SERVICE</u>		
452.10	Sales - Books	\$ 285,000	
452.20	Sales - Supplies	<u>40,000</u>	
	Total		<u>325,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$324,000</u>

Expenditures

510	Salaries	46,000	
530	Purchases for Resale	264,000	
540	General Materials and Supplies	5,055	
550	Travel	600	
570	Fixed Charges	0	
580	Capital Outlay (1/3 of balance)	8,000	
590	Other	250	
597	Facilities Charge	<u>1,000</u>	
	TOTAL EXPENDITURES		<u>\$324,905</u>
300	<u>FUND EQUITY JUNE 30, 1970</u>		<u>\$ (905)</u>

\*After \$17,685.00 Encumbrance for Bookstore Shelving

AUXILIARY ENTERPRISES FUND BUDGET  
1969-70

Inter-Collegiate Athletics

Revenue

300	<u>FUND EQUITY JULY 1, 1969</u>		\$	-0-
450	<u>PUBLIC AND AUXILIARY SERVICES</u>			
455	Gate Receipts	\$	400	
	Total			400
480	<u>TRANSFERS IN</u>			
489.1	Transfers from Educational Fund	33,083		
489.6	Transfers from Student Activity Fund	<u>6,000</u>		
	Total			<u>39,083</u>
	TOTAL REVENUE			<u><u>\$39,483</u></u>

Expenditures

510	Salaries	8,700		
520	Contractual Services	3,068		
530	Instructional Materials and Supplies	9,600		
540	General Materials and Supplies	1,370		
550	Travel	6,800		
570	Fixed Charges	2,500		
580	Capital Outlay	<u>7,445</u>		
	TOTAL EXPENDITURES			<u><u>\$39,483</u></u>
300	FUND EQUITY JUNE 30, 1970			<u><u>-0-</u></u>

AUXILIARY ENTERPRISES FUND BUDGET  
1969-70

Data Processing Equipment Leasing

Revenue

300	<u>FUND EQUITY JULY 1, 1969</u>	-0-
450	<u>PUBLIC AND AUXILIARY SERVICES</u>	
459	Other	<u>\$ 15,000</u>
	TOTAL REVENUE	<u><u>\$ 15,000</u></u>

Expenditures

510	Salaries	4,000	
540	General Materials and Supplies	1,000	
570	Fixed Charges	8,000	
597	Facilities Charges	<u>2,000</u>	
	TOTAL EXPENDITURES		<u><u>\$ 15,000</u></u>
	FUND EQUITY JUNE 30, 1970		<u><u>-0-</u></u>

AUXILIARY ENTERPRISES FUND BUDGET  
1969-70

College Center

Revenue

300	<u>FUND EQUITY JULY 1, 1969</u>		-0-
450	<u>PUBLIC AND AUXILIARY SERVICES</u>		
459	Game Room Receipts	\$ 6,000	
	Vending Machine Receipts	<u>2,500</u>	
	Total		<u>\$8,500</u>
	TOTAL REVENUE		<u>\$8,500</u>

Expenditures

510	Salaries	6,000	
540	General Materials and Supplies	500	
597	Facilities Charges	<u>500</u>	
	TOTAL EXPENDITURES		<u>\$ 7,000</u>
300	FUND EQUITY JUNE 30, 1970		<u>\$ 1,500*</u>

(\*To be transferred to Student Activities Fund)

WILLIAM RAINEY HARPER COLLEGE

SITE AND CONSTRUCTION FUND  
1969-70

Revenue

410	<u>LOCAL RESOURCES</u>		-0-
420	<u>INTERMEDIATE RESOURCES</u>		
425	Sale of Bonds	<u>\$7,428,454</u>	
	Total		7,428,454
430	<u>STATE RESOURCES</u>		
432	Vocational Education Act	<u>750,000</u>	
	Total		750,000
440	<u>FEDERAL RESOURCES</u>		
443	Title VI 1967-68	61,091	
446	DHEW Grant		
446.10	Moveable Equipment - Phase I	242,282	
446.20	Fixed Equipment - Phase I	430,000	
446.30	Moveable Equipment - Phase II	<u>70,000</u>	
	Total		803,373
460	<u>FACILITIES</u>		
464	Sale of Well Site	4,000	
465	Sale of Portable Classrooms	<u>80,000</u>	
	Total		84,000
470	<u>INTEREST ON INVESTMENTS</u>		
471	Treasury Bills	90,000	
472	Certificates of Deposit	360,000	
473	Other Investments	<u>20,000</u>	
	Total		470,000
490	<u>OTHER</u>		
491	Miscellaneous	<u>630</u>	
	Total		<u>630</u>
	TOTAL SITE AND CONSTRUCTION REVENUE		<u>\$9,536,457</u>

SITE AND CONSTRUCTION FUND  
1969-70

Expenditures

PHASE I

520	<u>CONTRACTUAL SERVICES</u>		\$ 705,000
579	<u>FIXED CHARGES</u>		3,050
580	<u>CAPITAL OUTLAY</u>		
581	Site Acquisition	1,467,000	
582	Site Improvement	4,100	
583	New Buildings	2,729,075	
585	Equipment	1,909,263	
	Initial Equipment	75,890	
	Title VI Equip. 1967-68	61,091	
	Voc/Tech. Equipment	750,000	
	DHEW Equip.-Moveable	242,282	
	DHEW Equip.-Fixed	430,000	
	Bal. of Phase I Move.	350,000	
	Total		<u>6,109,438</u>

PHASE II

520	<u>CONTRACTUAL SERVICES</u>		756,058
580	<u>CAPITAL OUTLAY</u>		
582	Site Improvement--S.W. Corner	343,000	
583	New Buildings--Science & Mus. Wings	500,000	
	Bal. of Phase II Buildings	899,911	
585	Equipment	220,000	
	DHEW Equipment-Move.	70,000	
	Bal. of Equipment--		
	Science & Music Wing	150,000	
	Total		<u>1,962,911</u>
TOTAL SITE AND CONSTRUCTION EXPENDITURES			<u>\$9,536,457</u>



SITE AND CONSTRUCTION FUND  
1969-70

ESTIMATED SOURCES OF FUNDING, PHASE II

Non-cash items to be submitted to I.B.A.:	
Transfer of land, 136 acres @ \$5,000	680,000
Transfer of Power Plant Addition "B"	110,000
Transfer of Southwest Corner Improvements	343,000
Architects' Fees - Interiors	14,745
50% of Consultants Fees Deferred from Phase I	35,537
Architects' Fees - Phase II	<u>756,058</u>
Total	1,939,340
Construction Payout, Phase II	<u>1,399,912</u>
Total Cash and Non-cash Items to be Submitted	3,339,252
IBA Funding, 3 x \$3,339,252	<u>10,017,756</u>
Total Estimated Funding, Phase II	<u><u>13,357,008</u></u>

The resolution adopting the budget shall be in the following form:

ADOPTION OF BUDGET

The Budget must be approved and signed below by Members of the Junior College Board.

Adopted this 14th day of August, 1969, by a roll call vote of \_\_\_\_\_ Yeas, and \_\_\_\_\_ Nays, to wit:

Members Voting Yea:

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Members Voting Nay:

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WILLIAM RAINEY HARPER COLLEGE

August 8, 1969

To: Board of Trustees

From: Office of the President

Subject: Change of Board of Trustee Meeting Place

NOTICE

NOTICE IS HEREBY GIVEN by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois that the regular meetings of said Board are to be held on the 2nd and 4th Thursdays of each month at the Board Room, on the 3rd floor of the Administration Building, Room #A315, at Algonquin and Roselle Roads, Palatine, Illinois, commencing at the hour of 8:00 o'clock P.M. local time, pursuant to resolution duly adopted by said Board at a duly constituted meeting thereof.

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois 60067

AGENDA

Number 2

August 14, 1969

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  - a. Construction Payouts
- V. Communications
- VI. Unfinished Business
- VII. New Business
  - a. Recommendation: Bid for R.F. Distribution System Exhibit A
  - b. Recommendation: Purchase of Academic Attire Exhibit B
  - c. Recommendation: Evaluation System Exhibit C  
(To be hand carried)
  - d. Recommendation: Tenure Plan Exhibit D  
(To be hand carried)
  - e. Recommendation: Insurance Modifications Exhibit E
  - f. Recommendation: (1) Classified Manual addendum Exhibit F  
" (2) Staffing - Faculty Exhibit F-1<sub>a</sub>-F-1<sub>b</sub>  
" (3) Staffing - administrative Exhibit F-2
  - g. Recommendation: Final approval, Music and Science Presentation  
Wing
  - h. Discussion: Year End Financial Statement Exhibit G
  - i. Other
- VIII. President's Report
  - a. Orientation Schedule
  - b. Review, Phase II - Construction proposal
  - c. Discussion of Computer Proposal Study
- IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE  
BOARD OF JUNIOR COLLEGE DISTRICT 512  
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, August 14, 1969

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:05 p.m., by Chairman Johnson, in the Board Room of the Administrative Center, Algonquin and Roselle Roads, Palatine.

In the absence of Secretary Hamill, Member Haas moved the nomination of Member Nicklas as Secretary Pro Tempore. Member Hutchings seconded the motion. Motion unanimously carried.

ROLL CALL: Present: Members Haas, Hansen, Hutchings, Johnson  
Moats and Nicklas  
Absent: Member Hamill

Also present: Robert E. Lahti, Donald Andries, John Birkholz, Donald Collins, Harold Cunningham, Anton Dolejs, Charles Falk, Guerin Fischer, Ed Goodwin, James Harvey, Robert Hughes, Larry King, George Makas, William Mann, Donald Misic, Omar Olson, Martin Ryan, Clarence Schauer, Roy Sedrel, Robert Smith, Calvin Stockman, John Thompson, John Upton, Frank Vandever, and George Voegel--Harper College; Jay Needleman, and Tom Wellman--Paddock Publications; Michael P. Ryan--I.R.A.; Joseph B. Gatts--Insurance Broker; and Kathy Radtke--Day Publications.

ANNUAL BUDGET HEARING: Member Haas moved and Member Hutchings seconded the motion to recess the regular Board meeting until after the public hearing for the budget. Motion unanimously carried. Chairman Johnson called the public hearing to order and asked Member Hansen, Chairman of the Budget Committee, to review the budget. Member Hansen stated the Budget Committee was composed of Mrs. Nicklas, Dr. Hutchings, and himself, from the Board, and Dr. Lahti and Mr. Mann, from the Administration. Member Hansen informed the Board the committee was in agreement in recommending the budget presented. He pointed out it did include a revenue summary and did not include tax warrants, although the tax warrants are still a possibility in the event some of the estimated revenue does not come up to expectations.

Member Hamill entered the meeting at 8:10 p.m. Further discussion followed. Member Haas pointed out two other factors which could affect the budget--charge-backs and number of students.

ANNUAL BUDGET  
HEARING (cont.)

Chairman Johnson asked if there were any objections or suggestions from the persons present. Hearing none, Member Hutchings moved and Member Nicklas seconded the motion that the annual budget hearing be closed. Motion unanimously carried.

Chairman Johnson reconvened the regular Board meeting at 8:20 p.m.

ADOPTION OF  
BUDGET:

Member Hansen moved and Member Hutchings seconded the motion to adopt the budget by the following resolution:

RESOLUTION

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has caused to be prepared in tentative form a budget for the fiscal year commencing July 1, 1969, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon; and,

WHEREAS, due notice that said tentative budget was available for public inspection, has been given in full compliance with the law; and,

WHEREAS, a public hearing was held as to such budget on the 14th day of August, 1969, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements complied with; and,

WHEREAS, since the preparation of said tentative budget, the Board has obtained information respecting the current and probably assessed value of all taxable property in the College District;

NOW THEREFORE, BE IT RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That the fiscal year of this College District be and the same is hereby fixed and declared to begin on the 1st day of July, 1969, and end on the 30th day of June, 1970.

( ADOPTION OF  
BUDGET:  
(cont.)

Section 2. That the budget, copy of which is inserted in the minutes of this meeting immediately following the last page hereof, containing an estimate of amounts available in the Education and Building Funds, each separately, and of expenditures for each of the aforementioned funds, be and the same is hereby adopted as the budget of this College District for said fiscal year.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hamill, Hutchings,  
Johnson, Moats and Nicklas  
Nays: None

Member Hamill moved and Member Moats seconded the motion to adopt the levy for the Educational Fund by the following resolution:

BE IT RESOLVED: That there be and hereby is levied for the year 1969 a tax in the sum of \$1,485,000.00 for educational purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 30, 1969.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson, Moats and Nicklas  
Nays: None

Member Hutchings moved and Member Nicklas seconded the motion to adopt the levy for the Building Fund by the following resolution:

BE IT RESOLVED: That there be and hereby is levied for the year 1969 a tax in the sum of \$540,000.00 for building purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake and McHenry Counties, Illinois, on or before Tuesday, September 30, 1969.

ADOPTION OF  
BUDGET:  
(Cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson, Moats and Nicklas  
Nays: None

Member Hansen moved and Member Hamill seconded the motion to adopt the following resolution to increase the Bond and Interest Fund levy by 9% to cover losses and cost:

RESOLUTION TO INCREASE BOND LEVY

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has heretofore issued Site and Building Bonds in the total principal sum of \$7,375,000.00, and

WHEREAS, a duly adopted and certified Levy Resolution has been filed with each of the County Clerks in which a portion of the College District is located, which Levy Resolution provided for the levying of a tax sufficient to pay the principal of said Site and Building Bonds as it falls due and to pay the interest thereof, and

WHEREAS, taxes thus far received by and/or in behalf of the College District are in an amount equal to less than 91% of the sum of the levies upon which collections have been made, and

WHEREAS, a shortage in the Bond and Interest Fund is thus anticipated,

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That it would be timely, appropriate and necessary to increase the amounts levied in the Bond resolutions heretofore referred to by the amount equal to 9% thereof, so as to offset costs of collection and losses in collection.

Section 2. That the County Clerks in each of the Counties of Cook, Kane, Lake and McHenry be requested to increase the levy provided for in said Bond Levy Resolutions, for the reasons and in the manner set forth above.



ADOPTION OF  
BUDGET:  
(Cont.)

Section 3. That this resolution shall be in full force and effect from and after its date of passage.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson, Moats and Nicklas  
Nays: None

CHANGE OF  
MEETING  
PLACE FOR  
REGULAR  
BOARD  
MEETINGS

Member Hamill moved and Member Nicklas seconded the motion that the following resolution be adopted:

NOTICE IS HEREBY GIVEN by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that the regular meetings of said Board are to be held on the 2nd and 4th Thursdays of each month at the Board Room, on the 3rd floor of the Administration Building, Room #A315, at Algonquin and Roselle Roads, Palatine, Illinois, commencing at the hour of 8:00 o'clock p.m., local time, pursuant to resolution duly adopted by said Board at a duly constituted meeting thereof.

Motion unanimously carried.

Adjournment

Member Hansen moved and Member Hamill seconded the motion that the meeting be adjourned at 8:28 p.m., and moved into the new Board Room in the new Administration Building. Motion unanimously carried.

CALL TO ORDER:

Chairman Johnson called the meeting to order at 8:40 p.m. at the new location, Board Room #A315 in the Administration Building of the college.

ROLL CALL:

Present: Members Haas, Hamill, Hansen, Hutchings,  
Moats and Nicklas  
Absent: None

Also present: Robert E. Lahti, Donald Andries, John Birkholz, Donald Collins, Harold Cunningham, Anton Dolejs, Charles Falk, Guerin Fischer, Ed Goodwin, James Harvey, Robert Hughes, Larry King, George Makas, William Mann, Donald Misic, Omar Olson, Martin Ryan, Clarence Schauer, Roy Sedrel, Robert Smith, Calvin Stockman, John Thompson, John Upton, Frank Vandever, and George Voegel--Harper College; Jay Needleman and

Tom Wellman--Paddock Publications; Michael P. Ryan--I.R.A.; Joseph B. Gatts--Insurance Broker; and Kathy Radtke--Day Publications.

MINUTES:

Member Nicklas moved and Member Hamill seconded the motion to approve the minutes of the regular Board meeting of July 24, 1969, as distributed. Motion unanimously carried.

NEW BUSINESS:  
Insurance  
Modifications

Chairman Johnson moved to Exhibit E under New Business--Insurance Modifications for faculty and staff.

Mr. Joseph Gatts, insurance consultant, discussed the insurance modifications being presented in Exhibit E. He recommended using the figure of 48¢, instead of 40¢, in reference to computing premiums on accident and sickness coverage, in order to provide a cushion for adverse experiences. Dr. Lahti distributed a memo on additional coverage for administrative faculty.

Member Hamill moved and Member Hutchings seconded the motion to approve adoption of the insurance modifications as presented, using the figure of 48¢ in computing premiums on accident and sickness coverage.

Further discussion followed on the recommended improvements in the existing group insurance plan to be provided at no additional cost to the employees. Mr. Gatts discussed the separate coverages and various benefits provided under these plans.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson, Moats and Nicklas

Nays: None

DISBURSEMENTS:  
Construction  
Payouts

Member Hansen moved and Member Haas seconded the motion to authorize W. J. Mann, Vice-President of Business Affairs, to approve the following construction payouts:

Corbetta Construction Co.	\$335,857.01
Comstock-Gibson Electric	64,929.45
William Zeigler & Son	8,589.60
Insurance Co. of North America	42,434.00
Reliable Sheet Metal Works, Inc.	35,700.30
Fridstein, Fitch & Partners	
(Architectural)	9,825.96
Corbetta Const. Co., Harper Bldg.	
Fund, Southwest Corner Contract	54,300.60

DISBURSEMENTS:

Upon roll call, the vote was as follows:

## Construction

## Payouts (Cont.)

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson, Moats and Nicklas

Nays: None

## Change

## Orders

A discussion followed on the change orders being presented. On change order #52, for a twenty day extension to total project, the Board agreed the words "Approved by Board at July 24, 1969, meeting," should be deleted. After further discussion on a prior 30 day extension and the 20 day extension, the Board agreed this would be deferred until the next meeting in order to have further review.

Member Hamill moved and Member Moats seconded the motion to authorize W. J. Mann, Vice-President of Business Affairs, to approve the following change orders:

Corbetta Construction Co., C.O.#48, \$7,898.00  
for furnishing and installing  
additional transformer cabinets in  
each of the three-unit sub-station  
transformer vaults. (Replacing  
C.O.#39 in the amount of  
\$8,273.00, approved by the Board  
on June 26, 1969, which has been  
VOIDED)

Corbetta Construction Co., C.O.#49, 508.00  
Increase the size of the air con-  
ditioning in room #112 from 11,000  
BTU to 17,000 BTU as directed in  
Bulletin #1, dated 11/19/68.  
Reason: Original air conditioning  
unit not sized large enough for  
room use.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings  
Johnson, Moats and Nicklas

Nays: None

COMMUNICATIONS:

Chairman Johnson stated he had received a telephone call from a Mr. Thomas Hamilton who is involved in the Salt Creek Overflow Project. Chairman Johnson reported this group is looking for a dam site to control the flood problem, but that he informed Mr. Hamilton Harper College already has a lake and referred him to Mr. Mann or Mr. Hughes.

UNFINISHED BUSINESS:

President's  
Contract

Member Hamill moved and Member Nicklas seconded the motion that Robert E. Lahti, President of Harper College, be given a three year contract, effective July 1, 1969, with a salary of \$33,000.00 for the 1969-70 year.

In the discussion which followed, Member Hamill stated he had made this motion, and particularly the three year contract, to reaffirm the Board's faith in Dr. Lahti. He stated the Board hoped this contract would place Dr. Lahti in approximately the top 10% of the Illinois college presidents.

Member Nicklas stated she had been happy to second the motion as she felt the record of Harper College up to this point is greatly due to Dr. Lahti's ingenuity, his vision, and a lot of hard work. She commented that she felt the next three years will be extremely important.

Member Hutchings also commented on the tremendous job done by Dr. Lahti.

Chairman Johnson commented on Dr. Lahti's accomplishments during difficult times, pointing out, however, that a morale slump could occur. He stated that as the college moves into new facilities and encounters new problems, there could be a tendency to forget accomplishments.

Member Moats stated he was going to vote no on this motion, as he objected to the three year contract. He stated he wanted to make it clear that this was not a vote of no confidence in the president. He further stated he believed there had been a problem with the faculty, and that while his observations have been made over a relatively short period of time, in comparison with the rest of the Board, they did reflect his sincere opinion and responsibility to the public.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson and Nicklas

Nays: Member Moats

Member Hamill discussed the increased fringe benefit for Dr. Lahti, stating this would be a \$50.00 a month increase into a retirement annuity which the college would contribute to T.I.A.A.

UNFINISHED BUSINESS:

President's  
Contract (cont.)

Member Hamill moved and Member Haas seconded the motion to approve payment by the college of a \$50.00 a month increase into a retirement annuity with T.I.A.A., on behalf of Robert E. Lahti, commencing July 1, 1969, for the three year contract, and a continuation of the fringe benefit package he is contracted for at this time.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hamill, Hutchings,  
Johnson, Moats and Nicklas

Nays: None

Dr. Lahti thanked the Board for their kind comments. He stated the job that has been accomplished so far at Harper could not have been accomplished without the support of citizenry and Board, without the support of the faculty and staff. He stated problems were anticipated, similar to those the college has had in the past, for the next three or four years. Dr. Lahti pointed out that differences of opinion were expected, but that such differences had not interfered with Harper's development, as reflected in the college's recent favorable evaluation by the North Central Association.

NEW BUSINESS:

Bid for R.F.  
Distribution  
System

Mr. Misic discussed the bidding on the RF Distribution System, stating the administration was recommending the low bidder, with the understanding that this bid award is contingent on the college receiving approval for this recommended purchase from HEW.

Dr. Voegel introduced Mr. Calvin Stockman, Director of Instructional Services, who joined Harper's staff in July. Dr. Voegel discussed the RF Distribution System and answered questions from Board members.

Member Hansen moved and Member Moats seconded the motion to award the contract for an RF Distribution System, as outlined in Exhibit A, to TELE-SOUND, for a total cost, including installation, of \$13,424.00, contingent on the college receiving approval for this purchase from HEW.

NEW BUSINESS:

Bid for R.F.  
Distribution  
System (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson, Moats and Nicklas  
Nays: None

Bid for Fuel Oil

Mr. Misic discussed the bidding on fuel oil for the 1969-70 fiscal year. After reviewing the bids with Mr. Hughes, Mr. Misic stated it was decided that the additional cost for fuel oil with a sulphur content less than 1% would not be warranted. After a year of operation, the college will be better able to determine whether or not the savings in dollars in purchasing higher sulphur content fuel oil is offset by added maintenance costs. Mr. Hughes stated the college would operate on natural gas from April 15 through October 15.

Member Hamill moved and Member Moats seconded the motion to award the order for approximately 400,000 gallons #6 fuel oil @ \$.0639 per gallon delivered, for the 1969-70 fiscal year to the Sinclair Oil Company, as per Exhibit A-1.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson, Moats and Nicklas  
Nays: None

Bid for Purchase  
and Installation  
of Draperies

Mr. Misic discussed the bid for purchase and installation of draperies in various buildings on the permanent campus, as shown in Exhibit A-2.

Member Moats moved and Member Hansen seconded the motion to award the contract for purchase and installation of draperies, as outlined in Exhibit A-2, to Art Drapery for a total cost, including installation, of \$14,107.40, contingent upon the college receiving approval for this purchase from the HEW.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings  
Johnson, Moats and Nicklas  
Nays: None

NEW BUSINESS:

— Bid for Computer  
Carrel System

Mr. Sedrel discussed the bid for the purchase and installation of a Computer Carrel System. Only one bid was received and Mr. Sedrel explained that the system as contemplated for Harper is a specialized system, accounting for the fact that the college was unable to obtain competitive bids.

After discussion, Member Hansen moved and Member Hamill seconded the motion that the Board award the order for the purchase and installation of a Computer Carrel System, as outlined in Exhibit A-3, to the IBM Corporation for a total price of \$88,226.10, contingent on receiving approval for the purchase from HEW.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Moats and Johnson

Nays: None

Abstained: Member Nicklas

— Illinois Junior  
College Computer  
Study

Mr. Sedrel discussed the proposed Illinois Junior College Computer Study, stating he did not feel Harper College would benefit from this proposed study. After discussion, the consensus of the Board was that they were not in favor of participating in this study. Chairman Johnson requested Dr. Lahti respond negatively to this proposal.

Purchase of  
Academic Attire

Dr. Lahti discussed the plan for acquisition of academic attire as presented in Exhibit B. This would provide an opportunity for faculty members to have their own caps and gowns; however, it would not be compulsory. A contractual form would be provided by the college attorney. The Chairman requested that the following statement be added to the plan, "The plan is limited to a one-time gowning per faculty member." The Board agreed to defer action on this until a summary of a cost plan could be developed.

Evaluation System

Dr. Schauer presented an evaluation system, as outlined in Exhibit C. A lengthy discussion followed. Dr. Lahti stated he welcomed this document as he felt it went far beyond the document presented to the Board, dated April 11, 1969. Member Hamill stated he felt this document was objective while

NEW BUSINESS:  
Evaluation System  
(Cont.)

the previous document had been subjective. Dr. Schauer stated this process was being presented as a possible point of origin in the refinement and further development of an effective and systematic evaluation procedure. Dr. Harvey pointed out that this document might not be appropriate in regard to counselors. Dr. Makas also agreed that some of the material might not be applicable to all situations. Dr. Schauer stated this document had been initiated as a beginning step in evaluation, and that the faculty senate had agreed to it in order to expedite the document into improvement.

Member Hamill moved and Member Hansen seconded the motion that the Board go on record as agreeing with the Faculty Senate to approve the "spirit" of the process and allied instrumentation.

Mr. Martin Ryan stated he felt the Board had the feeling the faculty was rather insecure or afraid of evaluation. He pointed out that some faculty had previously had bad experiences with poor instruments, and consequently arriving at a workable instrument had been a difficult task.

Member Moats stated he felt the original document and the one being considered were not that inconsistent.

Member Nicklas stated the Board realized this was a difficult instrument to put together, but were glad it was being worked on, being refined, and becoming more specific, and recognized there will be more refinements needed.

Chairman Johnson pointed out there will be needed refinements, possibly in the counseling and library areas, but the crucial point this year is that everybody, every faculty member, participate in an evaluation process. He further stated it would probably be closer to four or five years before a solid instrument that everyone can respect will be agreed upon.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson and Nicklas

Nays: None

Abstained: Member Moats



NEW BUSINESS:  
Tenure Plan

Dr. Schauer asked the Board's understanding in the matter of tenure. He explained he had been meeting with Mr. Ryan and felt they were near an agreement, and in fairness to faculty and Faculty Senate he stated he would like to ask for deferment on this matter. Mr. Ryan stated he concurred with Dr. Schauer's statement.

Dr. Lahti stated he had met with Dr. Schauer on this matter and concurred with the request. He asked for clarification from the Board committee on the question of time element which the committee had agreed to in terms of negotiating the time of salary. Member Haas, as chairman of the committee, stated they had agreed to reduce it so that tenure would be granted after three full years.

Chairman Johnson stated tenure would not be granted until after three full years--or after June. Member Hamill pointed out the college wanted the benefit of the full three years, but that a fourth year contract would be issued in April or May so that, if for some valid reason tenure was not granted, the faculty member could stay over an extra year.

The Board agreed to defer the Tenure Plan until the next meeting.

Classified Manual  
Addendum--Job  
Classification of  
Photographer

Mr. Mann explained that the administration was requesting that the position of photographer for the Learning Resource Center be added in job description category in the classified manual. Dr. Voegel discussed the nature and purpose of the work of such a photographer in the Instructional Services area, as outlined in Exhibit F.

Member Hutchings moved and Member Moats seconded the motion that the position of Photographer be established in the Non-academic Employee Manual in accordance with the job description attached in Exhibit F., salary range \$7500-9500.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Moats, Johnson and Nicklas

Nays: None

NEW BUSINESS:

Staffing--Faculty

Mr. Thompson discussed the background and qualifications of Miss Patricia Connolly, in the field of Dental Hygiene.

Member Hansen moved and Member Moats seconded the motion to approve employment of Miss Patricia Connolly, in the field of Dental Hygiene, rank of Instructor, at a salary of \$8500.00, nine months.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson, Moats and Nicklas

Nays: None

Dr. Schauer introduced Mr. Robert C. Smith, new Division Chairman of Engineering. Mr. Smith presented the background and qualifications of Mr. William Frank Hack, in the field of Numerical Control Technology.

Member Hansen moved and Member Moats seconded the motion to approve employment of Mr. William Frank Hack, in the field of Numerical Control Technology, rank of Assistant Professor, at a salary of \$12,500.00, 9 month position.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson, Moats and Nicklas

Nays: None

Staffing--

Administrative

Dr. Schauer stated the administration was requesting retainment of David Groth, because of his outstanding contribution to the college, as Assistant to the Dean of Continuing Education, Dr. Omar Olson. Dr. Lahti praised the work of Mr. Groth as an intern assigned to his office this past summer.

Member Haas moved and Member Nicklas seconded the motion that upon termination of his administrative internship Mr. David Groth be employed for the period from Sept. 1, 1969, to August 31, 1970, as assistant to the Dean of Evening and Continuing Education at a salary of \$15,000, with job responsibilities as set forth in Exhibit F-2.

NEW BUSINESS:

Staffing--

Administrative  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson, Moats and Nicklas

Nays: None

Final Approval,  
Music and Science  
Wing Plans

Mr. Mann informed the Board the plans for the Music and Science Wing had been previously presented to the Board, and there had been a recent review of the plans in the Instructional area. Dr. Lahti added that, with this approval, when the state releases the funds the college would be ready to go to bid.

Member Hamill moved and Member Nicklas seconded the motion to approve the plans for the Music and Science Wing which had been previously presented to the Board.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson, Moats and Nicklas

Nays: None

Year End Financial  
Statement

Because of the lateness of the hour, and upon the recommendation of the Chairman, the Board deferred action on the year end financial statement until the next Board meeting.

Student Accident  
Insurance and Student  
Athletic Insurance  
Programs

Dr. Harvey stated the student accident insurance premium would be the same as last year. It is optional, the students may take it if they wish. He stated the administration was recommending continuance of coverage by United Insurance Company. Dr. Harvey discussed the student athletic insurance program for which the college will assume the entire cost, stating two proposals had been received. The administration recommended approval of the benefit program offered by United Insurance Company for the athletic year September 1969 to June 1970.

Member Hamill moved and Member Moats seconded the motion to approve the coverage provided by United Insurance Company for the Student Accident Insurance Program, and to approve United Insurance Company's program for Student Athletic Insurance Program for the athletic year Sept. 1969 to June 1970, as presented.

NEW BUSINESS:

Student Accident  
and Student  
Athletic Insurance  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Johnson, Moats, and Nicklas  
Nays: None

PRESIDENT'S  
REPORT:

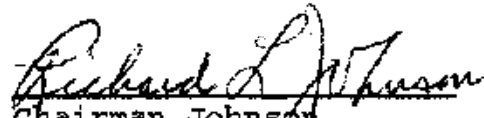
Dr. Lahti called attention to the Faculty Orientation Schedule which had been distributed. He requested the Board members mark the date of September 9, the Board of Trustee dinner. He stated the college had two outstanding speakers for the orientation program; Dr. Frederick Giles, Dean of College of Education, Washington University, who will speak on "The Philosophy, Objectives and/or General Nature of the Community College," and Dr. Howard Higman, Professor of Sociology, University of Colorado, whose address will be on "Curriculum and Society."


Proposed  
Construction  
Project--Phase II

Chairman Johnson requested that, since the Proposed Construction Project Phase II warranted discussion, this be deferred until the next meeting.

ADJOURNMENT:

Member Haas moved and Member Hutchings seconded the motion that the meeting be adjourned at 11:50 p.m. Motion unanimously carried.

  
Chairman Johnson

  
Secretary Hamill

WILLIAM RAINEY HARPER COLLEGE

August 14, 1969

To: Board of Trustees

From: Office of President

Subject: Construction Payouts and Change Orders

The following construction payouts have been recommended by our architect and have been reviewed by Mr. Hughes, Director of Buildings and Grounds. The administration recommends that W. J. Mann, Vice-President of Business Affairs, be authorized to approve the following construction payouts:

Corbetta Construction Co.	\$335,857.01
Comstock-Gibson Electric	64,929.45
William Zeigler & Son	8,589.60
Insurance Co. of North America	42,434.00
Reliable Sheet Metal Works, Inc.	35,700.30
Fridstein, Fitch & Partners (Architectural)	9,825.96
Corbetta Construction Co.,--Harper Bldg.Fund, Southwest Corner Contract	54,300.60

The following change orders have been recommended by our architect and reviewed by the administration. The administration recommends that W. J. Mann, Vice-President of Business Affairs, be authorized to approve the following change orders:

Corbetta Construction Co., C.O.#48, for furnishing and installing additional transformer cabinets in each of the three-unit sub-station transformer vaults.	7,898.00
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Corbetta Constr.Co.,C.O.52--No Change,  
Twenty day extension to total project. Approved  
by Board at July 24, 1969, meeting.

Corbetta Const.Co., C.O.#49, Increase the size of the air conditioning in room #112 from 11,000 BTU to 17,000 BTU as directed in Bulletin #1, dated 11/19/68. Reason: Original air conditioning unit not sized large enough for room use.	508.00
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FOR BOARD ACTION:I. SUBJECT:

Recommendation for the awarding of the bid for the purchase and installation of a RF Distribution System.

II. INFORMATION:

Advertisements were run and bids solicited for the subject material. Seven bid requests were sent out and five companies responded, one of which was no bid. A tabulation of the bids is listed below.

SERVICEMASTER	\$24,374.00
MIDWEST VISUAL	N/B
TELE-SOUND	\$13,424.00
RCA SERVICE	\$17,495.00
RICH ENGINEERING	\$22,451.80

III. SUMMARY:

The contents of each bid was reviewed by our Learning Resources Staff and a copy of these recommendations is attached.

FOR BOARD ACTION:


IV. RECOMMENDATION:

The Administration recommends that the Board award the contract to **TELE-SOUND** for a total cost, including installation, of \$13,424.00. It is understood that this award by the Board is contingent on our receiving approval for this recommended purchase from HEW.

MEMORANDUM

July 30, 1969

TO: DON MISIC

FROM: G. H. VOEGEL 

RE: RF TV VIEWING SYSTEM CONTRACT

It is the recommendation of the L.R.C. staff involved that the Tele-Sound Company be awarded a contract for \$13,424.00 to install a RF TV distribution system. The following reasons are outlined in support of this recommendation:

1. Of all the bidders, Tele-Sound was the only one which sent its staff to visit the campus. Their people actually spent two days going through the entire campus, and also went over the plans, etc. The others merely bid from the specs without physically surveying the nature of the job.
2. Although a small company, Tele-Sound has a solid reputation for installing, Jerrold TV equipment (as in the specs) with a great deal more experience than the other bidders in this line of work.
3. Tele-Sound's bid met the specifications.
4. It was low bid.

GHV:by



## TELEVISION RECEPTION AND DISTRIBUTION SYSTEM

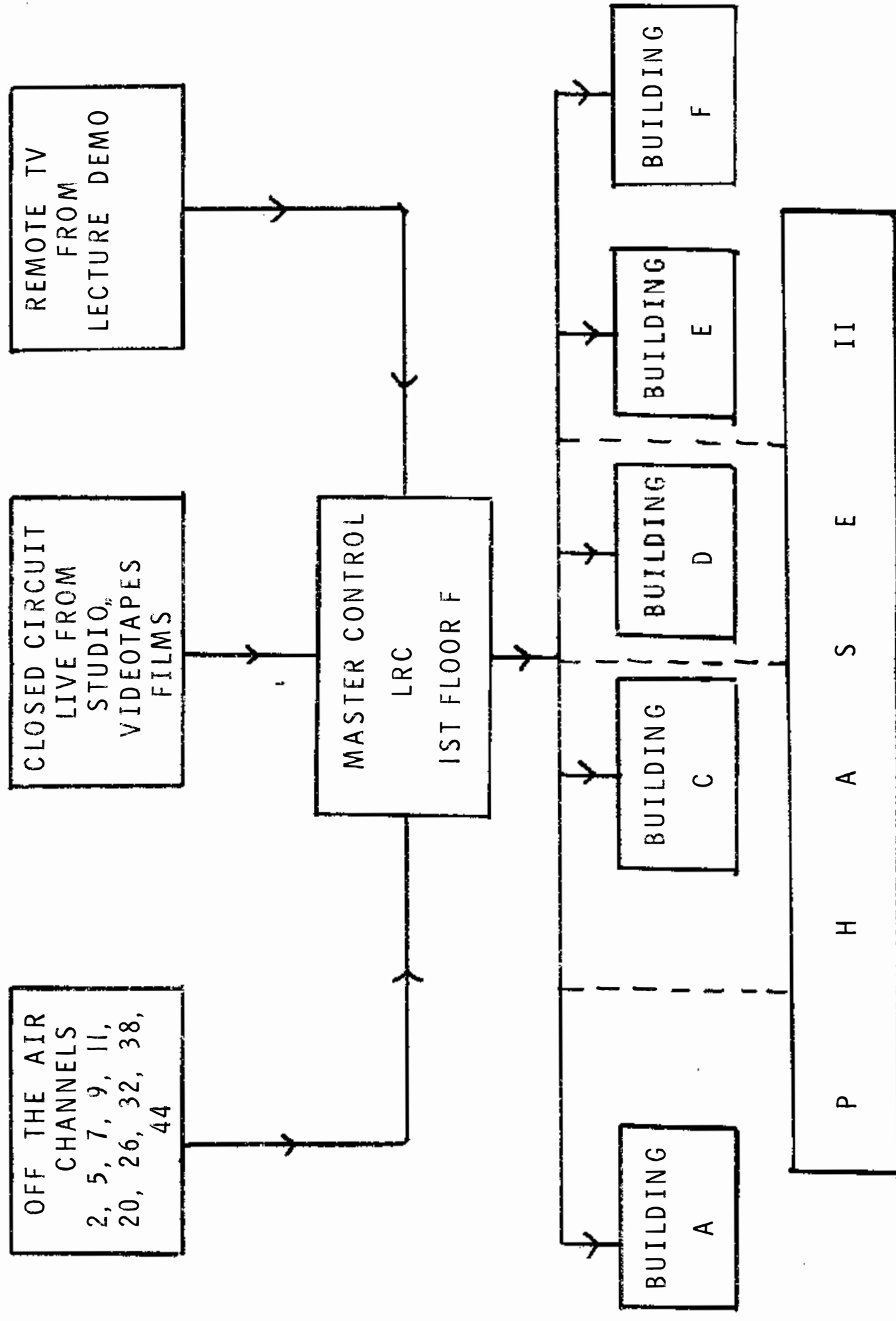
This television system incorporates two major components, namely reception from existing commercial UHF and VHF channels, and a wiring or cabling distribution network throughout the campus which carries the various television signals.

The reception system includes appropriate antennas on the LRC building, wiring, and distribution amplifiers in Master Control on the first floor for channels 2, 5, 7, 9, 11, 20, 26, 32, and also two new channels 38 and 44 which are expected to be on the air this fall. The system will be able to receive in both black and white and color and also includes an FM band tuner.

The distribution system includes a wiring network to 96 instructionally related locations on the campus, and two tuner/demodulators for video taping appropriate off-the-air programs, and two transmitters for closed circuit internal distribution on the campus over channels 4 and 6. Also cabling to feed video and audio signals to or from the seven Lecture-Demo Centers are included.

The system is designed for possible future channel expansion (approximately \$350 per channel), the future addition of transmitters (about \$1100 per channel), but does not include the TV receivers themselves.

HARPER COLLEGE TV DISTRIBUTION SYSTEM



WILLIAM RAINEY HARPER COLLEGEINDEX

Television Reception & Distribution System  
 Bid Specifications  
 William Rainey Harper College  
 Algonquin and Roselle Roads  
 Palatine, Illinois 60067

Illinois Building Authority Project Number 74-095  
 Department of Health Education and Welfare No. 3-5-00009-0

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
A	Advertisement for Bids	A-1
B	Information for Bidders	B-1 to B-6
D	Certification by Bidder	D-1 to D-2
E	Bid Bond	E-1 to E-2
F	Contract	F-1 to F-2
G	Performance - Payment Bond	G-1 to G-3
H	Certificate of Insurance	H-1 to H-2
J	Change Order	J-1
K	Purchase Order	K-1
L	General Conditions	L-1 to L-18
M	Wage Rate Schedule	M-1 to M-5
100	Specifications	100 to 132
	Bid Form	133

William Rainey Harper College, District 512, Using Agency (here in called the "Owner") will receive sealed bids at the College Business Office, Algonquin and Roselle Roads, Palatine, Illinois, for (1) Computer Carrel System; (2) RF Reception and Distribution System.

Illinois Building Authority Project Number 74-095  
Department of Health, Education and Welfare No. 3-5-00009-0

Bids shall be presented under an itemized proposal covering delivery and installation as specified.

Bids will be received at the Business Office up to the hour of 2:00 P.M. Daylight Savings Time, Monday July 28, 1969 at which time they will be publicly opened.

Specifications will be issued to Prime Bidders, and may be obtained at the Business Office. Each bidder must deposit with his bid, security in the amount of five per cent (5%) of the bid, and in the form subject to the conditions provided in the documents.

Contractors will be required to comply with all laws with respect to the employment of labor and payment.

William Rainey Harper College reserves the right to reject any or all bids or any part thereof, to waive any informalities in the bidding, and to accept the bid deemed most favorable to the interest of William Rainey Harper College after all bids have been examined and evaluated.

WILLIAM RAINEY HARPER COLLEGE

WILLIAM RAINEY HARPER COLLEGE  
SECTION B

INSTRUCTIONS TO BIDDERS  
PAGE B - 1

The Illinois Building Authority and Junior College District 512, Using Agency (here in called the "Owner"), furnishes the following instructions to prospective bidders desiring to submit proposals for Furnishings for the six (6) buildings at William Rainey Harper College.

1. LOCATION

The site of the work is William Rainey Harper College, District 512, Algonquin and Roselle Roads, Palatine, Illinois 60067.

2. PROJECT

The Project is the interior furnishing and furniture for William Rainey Harper College at the above mentioned site.

3. THE PROPOSAL

Proposal must be submitted on the enclosed Proposal Forms enclosed in sealed opaque envelopes, and marked and addressed as follows:

PROPOSAL FOR: William Rainey Harper College

Attention: Purchasing Agent  
Algonquin & Roselle Roads  
Palatine, Illinois 60067

Show the name and address of the bidding firm in the upper left-hand corner of the envelope.

Each bid must be submitted on the prescribed form with all blank spaces for bid prices filled in, in ink or typewritten. Each bid must be accompanied by Certification of Nonsegregated Facilities, a copy of which is attached to the Contractor's Proposal Form.

Proposal must be signed in the firm or corporate name and must bear the long-hand signature of a principal duly authorized to make contracts for the bidding party. The bidder's name must be fully stated. Where Proposals are signed by an agent of the bidder, evidence of his authority to act as the bidder's agent shall accompany the Proposal. The name of each person signing the Proposal shall be typed or printed below his signature.

Proposal shall not contain any qualifications or recapitulations of the work to be done.

All erasures or corrections in Proposals must be initialed by the person signing the Proposal.

No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

The bidder must include with his Proposal a bid deposit in an amount not

less than five per cent (5%) of the Base Bid. Failure of the Contractor to submit the full amount of the required bid deposit will be sufficient cause to reject his Proposal. Bid deposits, in the form of certified check, cash, bank, drafts or bid bonds (on the form of bid bond bound herewith duly executed by the bidder as principal and having as surety thereon a surety company approved by the Owner and Department of Health, Education and Welfare) are to be made payable to the William Rainey Harper College.

If a Bid Bond is submitted, it shall be in the form bound herein, and the Surety thereon must be corporate surety having a policy holders' rating not lower than "A" and a financial rating not lower than "AA" in Best's Insurance Guide with key rating 1967. If no award has been made within sixty (60) days after the date of the opening of bids, and upon demand of the bidder, so long as he has not been notified of the acceptance of his bid, such Bid Bonds will be returned to the bidder.

The bid deposits of the successful bidder will be returned to him after he has signed the Agreement and has furnished an acceptable Performance and Payment Bond, in six (6) copies, as stipulated in the GENERAL CONDITIONS. In all other cases, bid deposits will be returned to the bidders when and as stipulated in the Proposal, unless previously forfeited to the Owner as provided in said Proposal.

The bidder who has submitted cash, certified check or bank draft as a bid deposit may, at any time after ten (10) days after the date of the opening of bids, if his bid is still being held as provided above and has not been forfeited to Owner as provided in the Proposal, substitute for his bid deposit a bid bond prepared on the form of bid bond bound herewith, duly executed by a bidder as principal and having as surety thereon a surety company approved by the Owner, in the same amount as the bid deposit, and upon approval thereof by the Owner, said bid deposit will immediately be returned to the bidder.

If the bidder fails or refuses to execute and deliver the Contract and bonds required within ten (10) days after he has received notice of the acceptance of his bid, he shall forfeit his bid deposit to the Owner, as liquidated damages for such failure or refusal.

#### 4. SUBMISSION OF BID

Sealed bids, to be submitted in single copy, must be delivered, in order to be considered in the bidding, as follows:  
To William Rainey Harper College, Business Off., Algonquin & Roselle Roads,  
Palatine, Illinois 60067.

ANY BIDS TIME STAMPED AFTER 2:00 P. M. ON THE ABOVE-MENTIONED DATE WILL BE RETURNED TO THE BIDDER UNOPENED.

Proposals will be publicly opened by the Owner at 2:00 P. M. on the date

specified for the receipt of bids in the College Board Room, 2nd floor, Data Processing Center, Algonquin and Roselle Roads, Palatine, Illinois 60067.

Any bidder may withdraw his bid by letter or with proper identification by personally securing his bid proposal at any time prior to the time stated for the receipt of bids. No telephone requests for withdrawal of bids will be honored.

5. TELEGRAPHIC MODIFICATION

Any bidder may modify his bid by telegraphic communication at any time prior to the scheduled closing time for receipt of bids, provided such telegraphic communication is received by the Owner prior to the closing time, and, provided further, the Owner is satisfied that a written confirmation of the telegraphic modification over the signature of the bidder was mailed prior to the closing time. The telegraphic communication should not reveal the bid price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by the Owner until the sealed bid is opened. If written confirmation is not received within five (5) days from the closing time, no consideration will be given to the telegraphic modification.

6. SUBCONTRACTS

The bidder is specifically advised that any person, firm, or the party to whom it is proposed to award a subcontract under this Contract:

Must be acceptable to the Owner, User, Architect/Engineer and the Department of Health, Education and Welfare, and, must submit from each proposed Subcontractor a certification of nonsegregated facilities, in the same form as attached to the Proposal. Approval of the proposed Subcontract Award cannot be given by the Owner unless and until the proposed Subcontractor has submitted the Certification and/or other evidence showing that it has fully complied with any reporting requirements to which it is or was subject.

Although, the bidder is not required to attach such Certifications by proposed Subcontractors to his bid, the bidder is here advised of this requirement so that appropriate action can be taken to prevent subsequent delay in Subcontract Awards.

The Contractor, shall, within fifteen (15) days after the execution of the Contract, submit to the Architect/Engineer in writing the names of subcontractors proposed for the principal parts of the work and for such others as the Architect/Engineer may direct and shall not employ any that are not acceptable as provided above.

7. QUALIFICATIONS OF BIDDER

The Owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the

Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein. Conditional bids will not be accepted.

8. ALTERNATES

All Alternates listed are intended to be deductive Alternates. However, if a bidder's own figures indicate that, for him, it should be additive, he may strike the word "deduct" and insert in its place the word "add". All blanks on the Proposal form, including those for Alternates, must be filled in. If the bidder intends no change in price for performance of an Alternate, he should fill the blank with the words "no change". Failure to fill in the blank, or filling it with the words "no bid", or lining through an Alternate or the blank for its price, will result in disqualification of the bid, if that Alternate is reached in the procedure specified under "METHOD OF AWARD - LOWEST QUALIFIED BIDDER".

Alternates, if considered, will be accepted in the order in which they are listed. In preparing a price for a particular Alternate, the bidder must assume that all Alternates of lower identifying number have been previously accepted and are included in the base work from which the changes of the Alternates are to be made. Alternates which are accepted will be included in the Contracts.

9. LAWS AND REGULATIONS

The bidder's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.

10. METHOD OF AWARD - LOWEST QUALIFIED BIDDER

If at the time this Contract is to be awarded, the lowest Base Bid submitted by a responsible bidder does not exceed the amount of funds then estimated by the Owner as available to finance the Contract, the Contract will be awarded on the Base Bid only. If such bid exceeds such amount, the Owner may reject all bids or may award the Contract on the Base Bid combined with such deductible Alternates applied in the numerical order in which they are listed in the Proposal Form, as produces a net amount which is within the available funds. Owner reserves the right not to accept an Alternate which in the lowest bidder's figures is additive so long as the Alternate was used in determining the lowest bidder.

11. POWER OF ATTORNEY

Attorneys-in-fact who sign bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney. These dates should either be the same as or after the date of the bond. The bond date should be the same as or after the date of the contract.



13. ADDENDA

No interpretation of the meaning of the Drawings, Specifications or other Bid Documents will be made to any bidder except by Addendum.

Should a bidder find discrepancies or ambiguities in, or omissions from the Drawings or Specifications, or should he be in doubt as to their meaning, he shall at once notify William Rainey Harper College, in writing, at least five (5) days prior to the date fixed for the opening of bids, otherwise, the Owner shall decide which of the conflicting requirements will govern, and the Contractor shall perform the work at no additional cost to the Owner in accordance with the decision.

Interpretation or clarification of the Contract Documents, prior to the bid opening date, will be made only by an Addendum duly issued by the Owner not later than three (3) days prior to the date fixed for the opening of bids, properly numbered and dated, to all bidders, and no interpretations or clarifications made other than by such an Addendum will be binding upon either Architect or Owner. The Proposal Form contains blanks for the bidders to inscribe the number and date of each Addendum that may be issued and bidder shall acknowledge receipt of Addenda by properly filling in said blanks. If no Addenda are issued, these blanks are to be filled with the work "NONE".

14. OBLIGATION OF BIDDER

Each bidder, before preparing his Proposal, shall visit the site of the proposed work, fully acquaint and familiarize himself with the conditions as they exist and the character of the operation to be carried on under the proposed Contract, and make such investigation as may be reasonably necessary so that he shall fully understand the facilities, difficulties, physical conditions and restrictions attending the work under the Contract. Each bidder shall also thoroughly examine and become familiar with the Drawings (including the site information contained therein), Specifications and the other Contract Documents, including the labor conditions and Executive Order No. 11246 described in Article 46 of the General Conditions. By submitting a Proposal, the bidder agrees that he has carefully examined the Drawings, Specifications and the other Contract Documents and the Addenda, if any, and the site, and that from his own investigation he has satisfied himself as to the nature and location of the work, the general and local conditions, and all matters which may in any way affect the work or its performance, and that as a result of such examination and investigation he fully understands the intent and purpose of the Documents and conditions of bidding.

No additional compensation or extension of time will be allowed for site, Contract or work conditions increasing the Contractor's costs or affecting the completion date which were not known to or appreciated by him when he submitted his Proposal if such could have been discovered by him by following the foregoing procedure and thoroughly informing himself of all conditions which might affect the work before submitting his Proposal.

15. OWNER-USER RELATIONSHIP

The Owner is constructing this project for the use and benefit of William Rainey Harper College identified in and referred to throughout the Contract Documents ("Owner"). It is intended, therefore, that the rights of and benefits to the Owner under the General Conditions, including, but not limited to, the obligations of the Contractor to protect Owner's property and to indemnify Owner against certain losses, shall and do extend as well to User and User's property, and User, with the approval of the Owner, shall have the right to enforce any such obligation of the Contractor under the General Conditions in its own right and behalf and for its own benefit and protection.

16. TIME OF COMPLETION

Bidder must agree to commence work on or before a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the project on or before October 1, 1969

WILLIAM RAINEY HARPER COLLEGE  
SECTION D

CERTIFICATION BY BIDDER  
PAGE D - 1

HUD- 4238-CD-2 (2-67)

Department of Housing and Urban Development

CERTIFICATION BY PROPOSED SUBCONTRACTOR REGARDING  
EQUAL EMPLOYMENT OPPORTUNITY

---

Name of prime contractor

Project No.

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the subcontractor has not filed a compliance report due under applicable instructions, such subcontractor shall be required to submit a compliance report before the owner approves the subcontract or permits work to begin under the subcontract.

---

SUBCONTRACTOR'S CERTIFICATION

Subcontractor's Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

SUBCONTRACTOR'S CERTIFICATION

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.  
Yes                      No
2. Compliance reports were required to be filed in connection with such contract or subcontract.  
Yes                      No
3. Bidder has filed all compliance reports due under applicable instructions, including SF-100.  
Yes.                      No.                      None Required.
4. If answer to item 3 is "No," please explain in detail on reverse side of this certification.

---

Certification - The information above is true and complete to the best of my knowledge and belief.

---

Name and Title of Signer (Please Type)

---

Signature

---

Date

WILLIAM RAINEY HARPER COLLEGE  
SECTION E

BID BOND  
PAGE E - 1

ILLINOIS BUILDING AUTHORITY BID BOND

Know all men by these presents, that we the undersigned, \_\_\_\_\_  
\_\_\_\_\_  
as Principal, and \_\_\_\_\_  
as Surety, are hereby held firmly into WILLIAM RAINEY HARPER COLLEGE as Owner  
in the penal sum of \_\_\_\_\_  
for the payment of which, well and truly to be made, we hereby jointly and  
severally bind ourselves, our heirs, executors, administrators, successors  
and assigns. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 196 \_\_\_\_.

The condition of the above obligation is such that whereas the Principal has  
submitted to \_\_\_\_\_ a certain Bid,  
attached hereto and hereby made a part hereof to enter into a Contract in  
writing, for the \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOW, THEREFORE:**

- (a) If said Bid shall be rejected, for reason other than Principal's withdrawal or attempted withdrawal of his bid after bid opening and prior to award of Contract, or in the alternate,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a Contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of

WILLIAM RAINEY HARPER COLLEGE  
SECTION E

BID BOND  
PAGE E - 2

the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

ATTEST:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
By \_\_\_\_\_ (S)

\_\_\_\_\_  
(Principal) Secretary

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

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Witness as to Principal

\_\_\_\_\_  
(Address)

ATTEST:

\_\_\_\_\_  
Surety

\_\_\_\_\_  
By \_\_\_\_\_  
Attorney-in-Fact

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

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

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Witness as to Surety

\_\_\_\_\_  
(Address)

WILLIAM RAINEY HARPER COLLEGE  
SECTION F

CONTRACT  
PAGE F-1

William Rainey Harper College  
Algonquin and Roselle Roads  
Palatine, Illinois 60067  
Contract NO. \_\_\_\_\_

CONTRACT FORM

THIS AGREEMENT made on \_\_\_\_\_, 19 \_\_\_\_\_.

by and between \_\_\_\_\_

hereinafter called the "Contractor" and William Rainey Harper College hereinafter called the "College."

WITNISSETH, that the Contractor and the College for the consideration stated herein, agree as follows:

ARTICLE 1. Scope. The Contractor shall do all things necessary to fully perform and satisfy all terms, conditions and requirements of the Specifications dated \_\_\_\_\_ for:

which are incorporated herein by reference and made a part hereof.

ARTICLE 2. Time of Completion. The Contractor shall commence work under this Contract on a date specified in the written Notice to Proceed to be issued by the College and shall fully complete all work thereunder by August 1, 1969, which said completion date includes final connections of all Mechanical and Electrical Utilities, ready for complete operation. Time is of the essence hereof.

ARTICLE 3. The Contract Price. William Rainey Harper College shall pay to the Contractor for the performance of the Contract, in current funds, subject to additions and deductions as provided in the Specifications,

\_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_).

ARTICLE 4. Payment. Payment shall be made as set forth in the Specifications referred to above.

ARTICLE 5. Contract Documents. Contract documents shall consist of the following component parts.

1. This instrument
2. Specifications
  - (a) Conditions
    - (1) Addenda
    - (2) Supplemental General Conditions
    - (3) General Conditions
    - (4) Special Conditions
  - (b) Technical Specifications
  - (c) Drawings
3. Performance - Payment Bond
4. Contractor's Proposal
5. Information for Bidders
6. Advertisement for Bids

This instrument together with the documents enumerated in this Article form the contract, and they are as fully a part of the contract as if hereto attached or herein repeated. In the event that any provision in one of the component parts of this contract conflicts with any provision of any other component part, the provision in the component part first enumerated in the Article entitled "Contract Documents" shall govern, except as other wise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be executed in \_\_\_\_\_ counterparts the day and year first above written.

\_\_\_\_\_  
(Contractor's Name) (Affix Corp. Seal)

Address \_\_\_\_\_ By \_\_\_\_\_

City & State \_\_\_\_\_ Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ (If a Corporation, President or Vice-President should sign. If some other officer signs, evidence of authority must be submitted.)

WILLIAM RAINEY HARPER COLLEGE

By \_\_\_\_\_

Title \_\_\_\_\_



PERFORMANCE - PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: That we (1) \_\_\_\_\_

\_\_\_\_\_ a (2) \_\_\_\_\_

hereinafter called "Principal" and (3) \_\_\_\_\_

of \_\_\_\_\_, State of \_\_\_\_\_, hereinafter

called the "Surety", are held and firmly bound unto (4) \_\_\_\_\_

\_\_\_\_\_, hereinafter called

"Owner" in the penal sum of \_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) in lawful money of the United States, for the payment of which sum will and truly to me made, we bind ourselves, our heir's, ex-  
ecutors, administrators, and successors, jointly and severally, firmly by  
these presents.

THE CONDITION OF THIS OBLIGATION is such that Whereas, the Principal entered  
into a certain contract with the Owner, dated the \_\_\_\_\_ day of \_\_\_\_\_,  
196\_\_\_\_\_, a copy of which is hereto attached and made a part ; hereof for the  
construction of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its  
duties, all the undertakings, covenants, terms, conditions, and agreements of  
said contract during the original term thereof, and any extensions thereof  
which may be granted by the Owner, with or without notice to the Surety, and  
if he shall satisfy all claims and demands incurred under such contract, and  
shall fully indemnify and save harmless the Owner from all costs and damages  
which it may suffer by reason of failure to do so, and shall reimburse and  
repay the Owner all outlay and expense which the Owner may incur in making  
good any default, and shall promptly make payment to all persons, firms,  
subcontractors, and corporations furnishing materials for or performing labor  
in the prosecution of the work provided for in such contract, and any auth-  
orized extension or modification thereof, including all amounts due for  
materials, lubricants, oil, gasoline, coal and coke, repairs on machinery,  
equipment and tools, consumed or used in connection with the construction of

such work, and all insurance premiums on said work, and for all labor, performed in such work whether by subcontractor or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that 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 or the specifications accompanying the same shall in any wise affect its obligation of 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.

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in six (6) counterparts, each one of which shall be deemed an original, this the \_\_\_\_ day of \_\_\_\_\_ 196\_\_.

ATTEST:

\_\_\_\_\_  
Principal

By \_\_\_\_\_ (S)

\_\_\_\_\_  
(Principal) Secretary

(SEAL)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Witness as to Principal

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Surety

ATTEST:

By \_\_\_\_\_  
Attorney-in-fact

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

(SEAL)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Witness as to Surety

\_\_\_\_\_  
(Address)

NOTE: Date of Bond must not be prior to date of Contract.

- (1) Correct name of Contractor
- (2) A Corporation, a Partnership or an Individual, as case may be
- (3) Correct name of Surety
- (4) Correct name of Owner
- (5) If Contractor is Partnership, all partners should execute bond

WILLIAM RAINEY HARPER COLLEGE  
SECTION H

CERTIFICATE OF INSURANCE  
PAGE H - 1

This is to certify to William Rainey Harper College, Palatine, Illinois, that the following described policies and insurance coverages in force at this date have been issued by: \_\_\_\_\_

(Name of Insuring Company)

TO: \_\_\_\_\_

(Name of Insured)

(Address)

Covering work to be performed for William Rainey Harper College, as follows:

Date of contract \_\_\_\_\_ Description of work and location where work is to be

Performed: \_\_\_\_\_

Type of insurance

Policy  
No.

Expiration  
Date

A - Workmen's Compensation  
Occupational Disease, &  
Employer's Liability

Statutory Limits Provided  
by Law, State of Illinois

Employer's Liability Limit  
\$ \_\_\_\_\_

B - Comprehensive General  
Liability, including

(1) Contractor's Liability  
(Premises & Operations)

Each person  
Each Accident

\$ \_\_\_\_\_ Each Accident \$ \_\_\_\_\_  
Aggregate \$ \_\_\_\_\_

(2) XCU Hazards (Explosion,  
Blasting, Collapse &  
underground)

Each person  
Each Accident

\$ \_\_\_\_\_ Each Accident \$ \_\_\_\_\_  
Aggregate \$ \_\_\_\_\_

(3) Contractual Liability  
(Assumed under above-

Each person  
Each Accident

\$ \_\_\_\_\_ Each Accident \$ \_\_\_\_\_  
Aggregate \$ \_\_\_\_\_

(4) Contractor's Protective  
Liability (Independent

Each person  
Each Accident

\$ \_\_\_\_\_ Each Accident \$ \_\_\_\_\_  
Aggregate \$ \_\_\_\_\_

C - Comprehensive Automobile  
Liability including

(1) Owned Vehicles

Each person  
Each Accident

\$ \_\_\_\_\_ Each Accident \$ \_\_\_\_\_  
Aggregate \$ \_\_\_\_\_

(2) Hired Vehicles

Each person  
Each Accident

\$ \_\_\_\_\_ Each Accident \$ \_\_\_\_\_  
Aggregate \$ \_\_\_\_\_

(3)

Each person  
Each Accident

\$ \_\_\_\_\_ Each Accident \$ \_\_\_\_\_  
Aggregate \$ \_\_\_\_\_

WILLIAM RAINEY HARPER COLLEGE  
SECTION H

CERTIFICATE OF INSURANCE  
PAGE H - 2

It is agreed by the Insurance Company that if the above policies be cancelled or changed during the periods of coverage as stated here in ten (10) days written notice prior to such cancellation or changes will be given to William Rainey Harper College, Palatine, Illinois.

\_\_\_\_\_  
(Name of Insurance Company)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature (in ink) of Authorized Representative)

WILLIAM RAINEY HARPER COLLEGE  
SECTION J

CHANGE ORDER  
PAGE J - 1

CHANGE ORDER

TO: \_\_\_\_\_ Change Order No. \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Proposal No. \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

REFERENCE: Contract IBA \_\_\_\_\_ Dated \_\_\_\_\_  
User \_\_\_\_\_  
Location \_\_\_\_\_  
Project Description \_\_\_\_\_  
Type of Work \_\_\_\_\_

You are Authorized to make the following changes in the subject Contract:

The amount to the Contract will be (Unchanged) (Increased) (Decreased) by the  
Sum of: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Contract Total Including this Change Order will be: \$ \_\_\_\_\_

The time provided for completion in the contract due to this change order is  
(unchanged) (increased) (decreased) by \_\_\_\_\_ calendar days. This document  
shall become an amendment to the contract and all provisions of the contract  
will apply hereto.

ACCEPTED: \_\_\_\_\_ BY: \_\_\_\_\_  
Contractor Date

APPROVED: WILLIAM RAINEY HARPER COLLEGE BY: \_\_\_\_\_  
Date

WILLIAM RAINEY HARPER COLLEGE  
SECTION K

PURCHASE ORDER  
PAGE K - 1

SHIP TO ABOVE ADDRESS UNLESS OTHERWISE SPECIFIED

**SPECIAL NOTICE: PREPAY FREIGHT; ADD TO INVOICE WHERE APPLICABLE**

DATE OF PURCHASE  
ORDER

SHIP TO ARRIVE

SHIP VIA

TERMS

F.O.B.

REQUISITIONER

REQ. NO.

YOUR QUOTATION

INVOICE IN TRIPLICATE

**PLEASE ENTER OUR ORDER AS FOLLOWS SUBJECT TO THE TERMS AND CONDITIONS SHOWN**

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
SAMPLE				

CONDITIONS: ACKNOWLEDGE AT ONCE. DELIVER ONLY MATERIAL AND OR RENDER SERVICES SPECIFIED. DO NOT CHANGE PRICE, QUANTITY OR SPECIFICATIONS WITHOUT OUR CONSENT. NO PACKAGING, CARTING, OR INSURANCE CHARGES WILL BE ALLOWED UNLESS SO INDICATED. IN THE CASE OF CONTRACTS FOR INSTALLATION, PROVISIONS SHALL BE MADE FOR THE PROTECTION OF WILLIAM RAINEY HARPER COLLEGE AGAINST LAY AND ALL CLAIMS OF SUBCONTRACTORS, LABORERS AND MATERIAL MEN. WE RESERVE THE RIGHT TO CANCEL THIS ORDER IN WHOLE OR IN PART IF GOODS ARE NOT SHIPPED BY TIME SPECIFIED. GOODS REJECTED ON ACCOUNT OF INFERIOR QUALITY OR WORKMANSHIP, OR FAILURE TO CONFORM TO THIS ORDER, WHETHER DISCOVERED AT FIRST INSPECTION OR DEVELOPING LATER, WILL BE RETURNED TO SELLER WITH CHARGE FOR TRANSPORTATION ON BOTH WAYS AND ARE NOT TO BE REPLACED UNLESS SPECIFICALLY REQUESTED. APPROVED INVOICES RECEIVED BY THE 22ND OF THE MONTH WILL BE PAID AFTER THE FIRST BOARD MEETING IN THE FOLLOWING MONTH.

**WILLIAM RAINEY HARPER COLLEGE**

BY

**PURCHASING AGENT**

**WILLIAM RAINEY HARPER COLLEGE IS  
EXEMPT FROM PAYMENT OF THE ILLINOIS  
STATE SALES TAX.**

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
OFFICE OF EDUCATION  
WASHINGTON, D.C. 20202

## GENERAL CONDITIONS

### 1. Contract and Contract Documents

The project to be constructed pursuant to this contract will be financed with assistance from the Department of Health, Education, and Welfare, Office of Education, and is subject to all applicable Federal laws and regulations.

The Plans, Specifications and Addenda, hereinafter enumerated in the Supplemental General Conditions, shall form part of this contract and the provisions thereof shall be as binding upon the parties hereto as if they were herein fully set forth. The table of contents, titles, headings, running headlines and marginal notes contained herein and in said documents are solely to facilitate reference to various provisions of the Contract Documents and in no way affect, limit or cast light on the interpretation of the provisions to which they refer.

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| 3. Additional Instructions and Detail Drawings   | 32. Mutual Responsibility of Contractors       |
| 4. Shop or Setting Drawings                      | 33. Separate Contracts                         |
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### 2. Definitions

The following terms as used in this contract are respectively defined as follows:

- (a) "Contractor": A person, firm or corporation with whom the contract is made by the Owner.

\* See alphabetical subject index at end.



- (b) "Subcontractor": A person, firm or corporation supplying labor and materials or only labor for work at the site of the project for, and under separate contract or agreement with, the Contractor.
- (c) "Work on (at) the project": Work to be performed at the location of the project, including the transportation of materials and supplies to or from the location of the project by employees of the Contractor and any subcontractor.

### **3. Additional Instructions and Detail Drawings**

The Contractor will be furnished additional instructions and detail drawings as necessary to carry out the work included in the contract. The additional drawings and instructions thus supplied to the Contractor will coordinate with the Contract Documents and will be so prepared that they can be reasonably interpreted as part thereof. The Contractor shall carry out the work in accordance with the additional detail drawings and instructions. The Contractor and the Architect/Engineer will prepare jointly (a) a schedule, fixing the dates at which special detail drawings will be required, such drawings, if any, to be furnished by the Architect/Engineer in accordance with said schedule, and (b) a schedule fixing the respective dates for the submission of shop drawings, the beginning of manufacture, testing and installation of materials, supplies and equipment, and the completion of the various parts of the work; each such schedule to be subject to change from time to time in accordance with the progress of the work.

### **4. Shop or Setting Drawings**

The Contractor shall submit promptly to the Architect/Engineer two copies of each shop or setting drawing prepared in accordance with the schedule predetermined as aforesaid. After examination of such drawings by the Architect/Engineer and the return thereof, the Contractor shall make such corrections to the drawings as have been indicated and shall furnish the Architect/Engineer with two corrected copies. If requested by the Architect/Engineer, the Contractor must furnish additional copies. Regardless of corrections made in or approval given to such drawings by the Architect/Engineer, the Contractor will nevertheless be responsible for the accuracy of such drawings and for their conformity to the Plans and Specifications, unless he notifies the Architect/Engineer in writing of any deviations at the time he furnishes such drawings.

### **5. Materials, Services and Facilities**

- (a) It is understood that except as otherwise specifically stated in the Contract Documents, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction of every nature, and all other services and facilities of every nature whatsoever necessary to execute, complete, and deliver the work within the specified time.
- (b) Any work necessary to be performed after regular working hours, on Sundays or Legal Holidays, shall be performed without additional expense to the Owner.

### **6. Contractor's Title to Materials**

No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller. The Contractor warrants that he has good title to all materials and supplies used by him in the work, free from all liens, claims or encumbrances.

## **7. Inspection and Testing of Materials**

- (a) All materials and equipment used in the construction of the project shall be subject to adequate inspection and testing in accordance with accepted standards. The laboratory or inspection agency shall be selected by the Owner. The Owner will pay for all laboratory inspection service direct, and not as a part of the contract.
- (b) Materials of construction, particularly those upon which the strength and durability of the structure may depend, shall be subject to inspection and testing to establish conformance with specifications and suitability for uses intended.

## **8. "Or Equal" Clause**

Whenever a material, article or piece of equipment is identified on the plans or in the specifications by reference to manufacturers' or vendors' names, trade names, catalogue numbers etc., it is intended merely to establish a standard; and, any material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed, is, in the opinion of the Architect/Engineer, of equal substance and function. It shall not be purchased or installed by the Contractor without the Architect/Engineer's written approval.

## **9. Patents**

- (a) The Contractor shall hold and save the Owner and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of, any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the Owner, unless otherwise specifically stipulated in the Contract Documents.
- (b) License or Royalty Fees: License and/or Royalty Fees for the use of a process which is authorized by the Owner of the project must be reasonable, and paid to the holder of the patent, or his authorized licensee, direct by the Owner and not by or through the Contractor.
- (c) If the Contractor uses any design, device or materials covered by letters, patent or copyright, he shall provide for such use by suitable agreement with the Owner of such patented or copyrighted design, device or material. It is mutually agreed and understood, that, without exception, the contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or his Sureties shall indemnify and save harmless the Owner of the project from any and all claims for infringement by reason of the use of such patented or copyrighted design, device or materials or any trademark or copyright in connection with work agreed to be performed under this contract, and shall indemnify the Owner for any cost, expense or damage which it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

## **10. Surveys, Permits, and Regulations**

Unless otherwise expressly provided for in the Specifications, the Owner will furnish to the Contractor all surveys necessary for the execution of the work.

The Contractor shall procure and pay for all permits, licenses and approvals necessary for the execution of his contract.

The Contractor shall comply with all laws, ordinances, rules, orders, and regulations relating to the performance of the work, the protection of adjacent property, and the maintenance of passageways, guard fences or other protective facilities.

## **11. Contractor's Obligations**

The Contractor shall and will, in good workmanlike manner, do and perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this contract, within the time herein specified, in accordance with the provisions of this contract and said specifications and in accordance with the plans and drawings covered by this contract and any and all supplemental plans and drawings, and in accordance with the directions of the Architect/Engineer as given from time to time during the progress of the work. He shall furnish, erect, maintain, and remove such construction plant and such temporary works as may be required. The Contractor shall observe, comply with, and be subject to all terms, conditions, requirements, and limitations of the contract and specifications, and shall do, carry on, and complete the entire work to the satisfaction of the Architect/Engineer and the Owner.

## **12. Weather Conditions**

In the event of temporary suspension of work, or during inclement weather, or whenever the Architect/Engineer shall direct, the Contractor will, and will cause his subcontractors to protect carefully his and their work and materials against damage or injury from the weather. If, in the opinion of the Architect/Engineer, any work or materials shall have been damaged or injured by reason of failure on the part of the Contractor or any of his subcontractors so to protect his work, such materials shall be removed and replaced at the expense of the Contractor.

## **13. Protection of Work and Property—Emergency**

The Contractor shall at all times safely guard the Owner's property from injury or loss in connection with this contract. He shall at all times safely guard and protect his own work, and that of adjacent property, from damage. The Contractor shall replace or make good any such damage, loss or injury unless such be caused directly by errors contained in the contract or by the Owner, or his duly authorized representatives.

In case of an emergency which threatens loss or injury of property and/or safety of life, the Contractor will be allowed to act, without previous instructions from the Architect/Engineer, in a diligent manner. He shall notify the Architect/Engineer immediately thereafter. Any claim for compensation by the Contractor due to such extra work shall be promptly submitted to the Architect/Engineer for approval.

Where the Contractor has not taken action but has notified the Architect/Engineer of an emergency threatening injury to persons or damage to the work or any adjoining property, he shall act as instructed or authorized by the Architect/Engineer.

The amount of reimbursement claimed by the Contractor on account of any emergency action shall be determined in the manner provided in Paragraph 17 of the General Conditions.

## **14. Inspection**

The authorized representatives and agents of the Office of Education shall be permitted to inspect all work, materials, payrolls, records of personnel, invoices of materials, and other relevant data and records.

## **15. Reports, Records and Data**

The Contractor shall submit to the Owner such schedule of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Owner may request concerning work performed or to be performed under this contract.

## **16. Superintendence by Contractor**

At the site of the work the Contractor shall employ a construction superintendent or foreman who shall have full authority to act for the Contractor. It is understood that such representative shall be acceptable to the Architect/Engineer and shall be one who can be continued in that capacity for the particular job involved unless he ceases to be on the Contractor's payroll.

## **17. Changes in Work**

No changes in the work covered by the approved Contract Documents shall be made without having prior written approval of the Owner. Charges or credits for the work covered by the approved change shall be determined by one or more, or a combination of the following methods:

- (a) Unit bid prices previously approved.
- (b) An agreed lump sum.
- (c) The actual cost of:
  - 1. Labor, including foremen;
  - 2. Materials entering permanently into the work;
  - 3. The ownership or rental cost of construction plant and equipment during the time of use on the extra work;
  - 4. Power and consumable supplies for the operation of power equipment;
  - 5. Insurance;
  - 6. Social Security and old age and unemployment contributions.

To the cost under (c) there shall be added a fixed fee to be agreed upon but not to exceed fifteen percent (15%) of the actual cost of the work. The fee shall be compensation to cover the cost of supervision, overhead, bond, profit and any other general expenses.

## **18. Extras**

Without invalidating the contract, the Owner may order extra work or make changes by altering, adding to or deducting from the work, the contract sum being adjusted accordingly, and the consent of the Surety being first obtained where necessary or desirable. All the work of the kind bid upon shall be paid for at the price stipulated in the proposal, and no claims for any extra work or materials shall be allowed unless the work is ordered in writing by the Owner or its Architect/Engineer, acting officially for the Owner, and the price is stated in such order.

## **19. Time for Completion and Liquidated Damages**

It is hereby understood and mutually agreed, by and between the Contractor and the Owner, that the date of beginning and the time for completion as specified in the contract of the work to be done hereunder are ESSENTIAL CONDITIONS of this contract; and it is further mutually understood and agreed that the work embraced in this contract shall be commenced on a date to be specified in the "Notice to Proceed."

The Contractor agrees that said work shall be prosecuted regularly, diligently, and uninterruptedly at such rate of progress as will insure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor and the Owner, that the time for the completion of the work described herein is a reasonable time for the completion of the same, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.

If the said Contractor shall neglect, fail or refuse to complete the work within the time herein specified, or any proper extension thereof granted by the Owner, then the Contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the Owner the amount specified in the contract, not as a penalty but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day that the Contractor shall be in default after the time stipulated in the contract for completing the work.

The said amount is fixed and agreed upon by and between the Contractor and the Owner because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages the Owner would in such event sustain, and said amount is agreed to be the amount of damages which the Owner would sustain and said amount shall be retained from time to time by the Owner from current periodical estimates.

It is further agreed that time is of the essence of each and every portion of this contract and of the specifications wherein definite and certain length of time is fixed for the performance of any act whatsoever; and where under the contract an additional time is allowed for the completion of any work, the new time limit fixed by such extension shall be of the essence of this contract. *Provided*, that the Contractor shall not be charged with liquidated damages or any excess cost when the delay in completion of the work is due:

- (a) To any preference, priority or allocation order duly issued by the Government;
- (b) To unforeseeable cause beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God, or of the public enemy, acts of the Owner, acts of another Contractor in the performance of a contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and severe weather; and
- (c) To any delays of subcontractors or suppliers occasioned by any of the causes specified in subsections (a) and (b) of this article:

*Provided, Further*, that the Contractor shall, within ten (10) days from the beginning of such delay, unless the Owner shall grant a further period of time prior to the date of final settlement of the contract, notify the Owner, in writing, of the causes of the delay, who shall ascertain the facts and extent of the delay and notify the Contractor within a reasonable time of its decision in the matter.

## 20. Correction of Work

All work, all materials, whether incorporated in the work or not, all processes of manufacture, and all methods of construction shall be at all times and places subject to the inspection of the Architect/Engineer who shall be the final judge of the quality and suitability of the work, materials, processes of manufacture, and methods of construction for the purposes for which they are used. Should they fail to meet his approval they shall be forthwith reconstructed, made good, replaced and/or corrected, as the case may be, by the Contractor at his own expense. Rejected material shall immediately be removed from the site. If, in the opinion of the Architect/Engineer, it is undesirable to replace any defective or damaged materials or to reconstruct or correct any portion of the work injured or not performed in accordance with the Contract Documents, the compensation to be paid to the Contractor hereunder shall be reduced by such amount as in the judgment of the Architect/Engineer shall be equitable.

## 21. Subsurface Conditions Found Different

Should the Contractor encounter subsurface and/or latent conditions at the site materially differing from those shown on the plans or indicated in the specifications, he shall immo-

ately give notice to the Architect/Engineer of such conditions before they are disturbed. The Architect/Engineer will thereupon promptly investigate the conditions, and if he finds that they materially differ from those shown on the plans or indicated in the specifications, he will at once make such changes in the plans and/or specifications as he may find necessary, any increase or decrease of cost resulting from such changes to be adjusted in the manner provided in Paragraph 17 of the General Conditions.

## **22. Claims for Extra Costs**

No claim for extra work or cost shall be allowed unless the same was done in pursuance of a written order of the Architect/Engineer approved by the Owner, as aforesaid, and the claim presented with the first estimate after the changed or extra work is done. When work is performed under the terms of subparagraph 17(c) of the General Conditions, the Contractor shall furnish satisfactory bills, payrolls and vouchers covering all items of cost and when requested by the Owner, give the Owner access to accounts relating thereto.

## **23. Right of the Owner to Terminate Contract**

In the event that any of the provisions of this contract are violated by the Contractor, or by any of his subcontractors, the Owner may serve written notice upon the Contractor and the Surety of its intention to terminate the contract, such notices to contain the reasons for such intention to terminate the contract, and unless within ten (10) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the contract shall, upon the expiration of said ten (10) days, cease and terminate. In the event of any such termination the Owner shall immediately serve notice thereof upon the Surety and the Contractor, and the Surety shall have the right to take over and perform the contract; *Provided, however,* that if the Surety does not commence performance thereof within ten (10) days from the date of the mailing to such Surety of notice of termination, the Owner may take over the work and prosecute the same to completion by contract or by force account for the account and at the expense of the Contractor and the Contractor and his Surety shall be liable to the Owner for any excess cost occasioned the Owner thereby, and in such event the Owner may take possession of and utilize in completing the work, such materials, appliances, and plant as may be on the site of the work and necessary therefor.

## **24. Construction Schedule and Periodic Estimates**

Immediately after execution and delivery of the contract, and before the first partial payment is made, the Contractor shall deliver to the Owner an estimated construction progress schedule in form satisfactory to the Owner, showing the proposed dates of commencement and completion of each of the various subdivisions of work required under the Contract Documents and the anticipated amount of each monthly payment that will become due the Contractor in accordance with the progress schedule. The Contractor shall also furnish on forms to be supplied by the Owner (a) a detailed estimate giving a complete breakdown of the contract price and (b) periodic itemized estimates of work done for the purpose of making partial payments thereon. The costs employed in making up any of these schedules will be used only for determining the basis of partial payments and will not be considered as fixing a basis for additions to or deductions from the contract price.

## **25. Payments to Contractor**

- (a) Not later than the 15<sup>th</sup> day of each calendar month the Owner shall make a progress payment to the Contractor on the basis of a duly certified and approved estimate of the work performed during the preceding calendar month under this contract, but to insure

the proper performance of this contract, the Owner shall retain ten percent (10%) of the amount of each estimate until final completion and acceptance of all work covered by this contract: *Provided*, that the Owner at any time after fifty percent (50%) of the work has been completed, if it finds that satisfactory progress is being made, may make any of the remaining progress payments in full: *Provided, further*, that on completion and acceptance of each separate building, public work, or other division of the contract, on which the price is stated separately in the contract, payment may be made in full, including retained percentages thereon, less authorized deductions.

- (b) In preparing estimates the material delivered on the site and preparatory work done may be taken into consideration.
- (c) All material and work covered by partial payments made shall thereupon become the sole property of the Owner, but this provision shall not be construed as relieving the Contractor from the sole responsibility for the care and protection of materials and work upon which payments have been made or the restoration of any damaged work, or as a waiver of the right of the Owner to require the fulfillment of all of the terms of the contract.
- (d) *Owner's Right to Withhold Certain Amounts and Make Application Thereof*: The Contractor agrees that he will indemnify and save the Owner harmless from all claims growing out of the lawful demands of subcontractors, laborers, workmen, mechanics, materialmen, and furnishers of machinery and parts thereof, equipment, power tools, and all supplies, including commissary, incurred in the furtherance of the performance of this contract. The Contractor shall, at the Owner's request, furnish satisfactory evidence that all obligations of the nature hereinabove designated have been paid, discharged, or waived. If the Contractor fails so to do, then the Owner may, after having served written notice on the said Contractor, either pay unpaid bills, of which the Owner has written notice, direct, or withhold from the Contractor's unpaid compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged whereupon payment to the Contractor shall be resumed, in accordance with the terms of this contract, but in no event shall the provisions of this sentence be construed to impose any obligations upon the Owner to either the Contractor or his Surety. In paying any unpaid bills of the Contractor, the Owner shall be deemed the agent of the Contractor, and any payment so made by the Owner, shall be considered as a payment made under the contract by the Owner to the Contractor and the Owner shall not be liable to the Contractor for any such payment made in good faith.

## **26. Acceptance of Final Payment Constitutes Release**

The acceptance by the Contractor of final payment shall be and shall operate as a release to the Owner of all claims and all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the Owner and others relating to or arising out of this work. No payment, however, final or otherwise, shall operate to release the Contractor or his Sureties from any obligations under this contract or the Performance and Payment Bond.

## **27. Payments by Contractor**

The Contractor shall pay (a) for all transportation and utility services not later than the 20th day of the calendar month following that in which services are rendered, (b) for all materials, tools, and other expendable equipment to the extent of ninety percent (90%) of the cost thereof, not later than the 20th day of the calendar month following that in which such materials, tools, and equipment are delivered at the site of the project, and the balance

of the cost thereof not later than the 30th day following the completion of that part of the work in or on which such materials, tools, and equipment are incorporated or used, and (c) to each of his subcontractors, not later than the 5th day following each payment to the Contractor, the respective amounts allowed the Contractor on account of the work performed by his subcontractors to the extent of each subcontractor's interest therein.

## 28. Insurance

The Contractor shall not commence work under this contract until he has obtained all the insurance required under this paragraph and such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work on his subcontract until the insurance required of the subcontractor has been so obtained and approved.

- (a) *Compensation Insurance:* The Contractor shall procure and shall maintain during the life of this contract Workmen's Compensation Insurance as required by applicable State or territorial law for all of his employees to be engaged in work at the site of the project under this contract and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance. In case any class of employees engaged in hazardous work on the project under this contract is not protected under the Workmen's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected.
- (b) *Contractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance:* The Contractor shall procure and shall maintain during the life of this contract Contractor's Public Liability Insurance, Contractor's Property Damage Insurance and Vehicle Liability Insurance in the amounts specified in the Supplemental General Conditions.
- (c) *Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance:* The Contractor shall either (1) require each of his subcontractors to procure and to maintain during the life of his subcontract, Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the type and in the amounts specified in the Supplemental General Conditions specified in subparagraph (b) hereof, or, (2) insure the activities of his subcontractors in his policy, specified in subparagraph (b) hereof.
- (d) *Scope of Insurance and Special Hazards:* The insurance required under subparagraphs (b) and (c) hereof shall provide adequate protection for the Contractor and his subcontractors, respectively, against damage claims which may arise from operations under this contract, whether such operations be by the insured or by anyone directly or indirectly employed by him and, also against any of the special hazards which may be encountered in the performance of this contract as enumerated in the Supplemental General Conditions.
- (e) *Builder's Risk Insurance (Fire and Extended Coverage):* Until the project is completed and accepted by the Owner, the Owner, or Contractor (at the Owner's option as indicated in the Supplemental General Conditions, Form (OE 8025)), is required to maintain Builder's Risk Insurance (fire and extended coverage) on a 100 percent completed value basis on the insurable portion of the project for the benefit of the Owner, the Contractor, and subcontractors as their interests may appear. The Contractor shall not include any costs for Builder's Risk Insurance (fire and extended coverage) premiums during construction unless the Contractor is required to provide such insurance; however, this provision shall not release the Contractor from his obligation to complete,



according to plans and specifications, the project covered by the contract, and the Contractor and his Surety shall be obligated to full performance of the Contractor's undertaking.

- (f) *Proof of Carriage of Insurance:* The Contractor shall furnish the Owner with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of policies. Such certificates shall also contain substantially the following statement: "The insurance covered by this certificate will not be cancelled or materially altered, except after ten (10) days written notice has been received by the Owner."

## **29. Contract Security**

The Contractor shall furnish a performance bond in an amount at least equal to one hundred percent (100%) of the contract prices as security for the faithful performance of this contract and also a payment bond in an amount not less than fifty percent (50%) of the contract price or in a penal sum not less than that prescribed by State, territorial or local law, as security for the payment of all persons performing labor on the project under this contract and furnishing materials in connection with this contract. The performance bond and the payment bond may be in one or in separate instruments in accordance with local law. Before final acceptance each bond must be approved by the Office of Education.

## **30. Additional or Substitute Bond**

If at any time the Owner for justifiable cause, shall be or become dissatisfied with any surety or sureties then upon the Performance or Payment Bonds, the Contractor shall within five (5) days after notice from the Owner so to do, substitute an acceptable bond (or bonds) in such form and sum and signed by such other surety or sureties as may be satisfactory to the Owner. The premiums on such bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished such an acceptable bond to the Owner.

## **31. Assignments**

The Contractor shall not assign the whole or any part of this contract or any moneys due or to become due hereunder without written consent of the Owner. In case the Contractor assigns all or any part of any moneys due or to become due under this contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to the Contractor shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this contract.

## **32. Mutual Responsibility of Contractors**

If, through acts of neglect on the part of the Contractor, any other Contractor or any subcontractor shall suffer loss of damage on the work, the Contractor agrees to settle with such other Contractor or subcontractor by agreement or arbitration if such other Contractor or subcontractor will so settle. If such other Contractor or subcontractor shall assert any claim against the Owner on account of any damage alleged to have been sustained, the Owner shall notify the Contractor, who shall indemnify and save harmless the Owner against any such claim.

## **33. Separate Contracts**

The Contractor shall coordinate his operations with those of other Contractors. Cooperation will be required in the arrangement for the storage of materials and in the detailed execution

of the work. The Contractor, including his subcontractors, shall keep informed of the progress and the detail work of other Contractors and shall notify the Architect/Engineer immediately of lack of progress or defective workmanship on the part of other Contractors. Failure of a Contractor to keep informed of the work progressing on the site and failure to give notice of lack of progress or defective workmanship by others shall be construed as acceptance by him of the status of the work as being satisfactory for proper coordination with his own work.

#### **34. Subcontracting**

- (a) The Contractor may utilize the services of specialty subcontractors on those parts of the work which, under normal contracting practices, are performed by specially subcontractors.
- (b) The Contractor shall not award any work to any subcontractor without prior written approval of the Owner, which approval will not be given until the Contractor submits to the Owner a written statement concerning the proposed award to the subcontractor, which statement shall contain such information as the Owner may require.
- (c) The Contractor shall be as fully responsible to the Owner for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.
- (d) The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by the terms of the General Conditions and other Contract Documents insofar as applicable to the work of subcontractors and to give the Contractor the same power as regards terminating any subcontract that the Owner may exercise over the Contractor under any provisions of the Contract Documents.
- (e) Nothing contained in this contract shall create any contractual relation between any subcontractor and the Owner.

#### **35. Architect/Engineer's Authority**

The Architect/Engineer shall give all orders and directions contemplated under this contract and specifications relative to the execution of the work. The Architect/Engineer shall determine the amount, quality, acceptability, and fitness of the several kinds of work and materials which are to be paid for under this contract and shall decide all questions which may arise in relation to said work and the construction thereof. The Architect/Engineer's estimates and decisions shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties hereto relative to said contract or specifications, the determination or decision of the Architect/Engineer shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this contract affected in any manner or to any extent by such question.

The Architect/Engineer shall decide the meaning and intent of any portion of the specifications and of any plans or drawings where the same may be found obscure or be in dispute. Any differences or conflicts in regard to their work which may arise between the Contractor under this contract and other Contractors performing work for the Owner shall be adjusted and determined by the Architect/Engineer.

#### **36. Stated Allowances**

The Contractor shall include in his proposal the cash allowances stated in the Supplemental General Conditions. The Contractor shall purchase the "Allowed Materials" as directed by the Owner on the basis of the lowest and best bid of at least three competitive bids. If the

actual price for purchasing the "Allowed Materials" is more or less than the "Cash Allowance", the contract price shall be adjusted accordingly. The adjustment in contract price shall be made on the basis of the purchase price without additional charges for overhead, profit, insurance or any other incidental expenses. The cost of installation of the "Allowed Materials" shall be included in the applicable sections of the contract specifications covering this work.

### **37. Use of Premises and Removal of Debris**

The Contractor expressly undertakes at his own expense:

- (a) to take every precaution against injuries to persons or damage to property;
- (b) to store his apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other Contractors;
- (c) to place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work;
- (d) to clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance;
- (e) before final payment to remove all surplus material, false-work, temporary structures, including foundations thereof, plant of any description and debris of every nature resulting from his operations, and to put the site in a neat, orderly condition;
- (f) to effect all cutting, fitting or patching of his work required to make the same to conform to the plans and specifications and, except with the consent of the Architect Engineer, not to cut or otherwise alter the work of any other Contractor.

### **38. Quantities of Estimate**

Wherever the estimated quantities of work to be done and materials to be furnished under this contract are shown in any of the documents including the proposal, they are given for use in comparing bids and the right is especially reserved except as herein otherwise specifically limited, to increase or diminish them as may be deemed reasonably necessary or desirable by the Owner to complete the work contemplated by this contract, and such increase or diminution shall in no way vitiate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

### **39. Lands and Rights-of-Way**

Prior to the start of construction, the Owner shall obtain all lands and rights-of-way necessary for the carrying out and completion of work to be performed under this contract.

### **40. General Guaranty**

Neither the final certificate of payment nor any provision in the Contract Documents nor partial or entire occupancy of the premises by the Owner shall constitute an acceptance of work not done in accordance with the Contract Documents or relieve the Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor shall remedy any defects in the work and pay for any damage to other work resulting therefrom, which shall appear within a period of one year from the date of final acceptance of the work unless a longer period is specified. The Owner will give notice of observed defects with reasonable promptness.

#### **41. Conflicting Conditions**

Any provision in any of the Contract Documents which may be in conflict or inconsistent with any of the paragraphs in these General Conditions shall be void to the extent of such conflict or inconsistency.

#### **42. Notice and Service Thereof**

Any notice to any Contractor from the Owner relative to any part of this contract shall be in writing and considered delivered and the service thereof completed, when said notice is posted, by certified or registered mail, to the said Contractor at his last given address, or delivered in person to said Contractor or his authorized representative on the work.

#### **43. Provisions Required by Law Deemed Inserted**

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

#### **44. Protection of Lives and Health**

In order to protect the lives and health of his employees under the contract, the Contractor shall comply with all pertinent provisions of the "Manual of Accident Prevention in Construction" issued by the Associated General Contractors of America, Inc., and shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the contract. The Contractor alone shall be responsible for the safety, efficiency, and adequacy of his plant, appliances, and methods, and for any damage which may result from their failure or their improper construction, maintenance, or operation.

#### **45. Subcontracts**

The Contractor will insert in any subcontracts the Sections 52 through 56 and 59 contained herein and such other clauses as the Office of Education may, by instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts which they may enter into, together with a clause requiring this insertion in any further subcontracts that may in turn be made.

#### **46. Equal Employment Opportunity**

During the performance of this contract the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Office of Education and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally-assisted construction contracts, in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulation, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontractor or purchase order as the Office of Education may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Office of Education, the Contractor may request the United States to enter into such litigation to protect the interests of the United States."

**Exemptions to Above Equal Opportunity Clause (41 CFR Chap. 60)**

- (1) Contracts and subcontracts not exceeding \$10,000 (other than Government bills of lading) are exempt. The amount of the contract, rather than the amount of the Federal financial assistance, shall govern in determining the applicability of this exemption.
- (2) Except in the case of subcontracts for the performance, of construction work at the site of construction, the clause shall not be required to be inserted in subcontracts below the second tier.
- (3) Contracts and subcontracts not exceeding \$100,000 for standard commercial supplies or raw materials are exempt.

**47. Interest of Member of or Delegate to Congress**

No member of or Delegate to Congress shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

**48. Other Prohibited Interests**

No official of the Owner who is authorized in such capacity and on behalf of the Owner to negotiate, make, accept or approve, or to take part in negotiating, making, accepting, or ap-

proving any architectural, engineering, inspection construction or material supply contract or any subcontract in connection with the construction of the project, shall become directly or indirectly interested personally in this contract or in any part hereof. No officer, employee, architect, attorney, engineer or inspector of or for the Owner who is authorized in such capacity and on behalf of the Owner to exercise any legislative, executive, supervisory or other similar functions in connection with the construction of the project, shall become directly or indirectly interested personally in this contract or in any part thereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to the project.

#### **49. Use and Occupancy Prior to Acceptance by Owner**

The Contractor agrees to the use and occupancy of a portion or unit of the project before formal acceptance by the Owner, provided the Owner:

- (a) Secures written consent of the Contractor except in the event, in the opinion of the Architect/Engineer, the Contractor is chargeable with unwarranted delay in final clean-up of punch list items or other contract requirements.
- (b) Secures endorsement from the insurance-carrier and consent of the Surety permitting occupancy of the building or use of the project during the remaining period of construction, or,
- (c) When the project consists of more than one building, and one of the buildings is occupied, secures permanent fire and extended coverage insurance, including a permit to complete construction. Consent of the Surety must also be obtained.

#### **50. Photographs of the Project**

If required by the Owner, the Contractor shall furnish photographs of the project, in the quantities and as described in the Supplemental General Conditions.

#### **51. Suspension of Work**

Should the Owner be prevented or enjoined from proceeding with work either before or after the start of construction by reason of any litigation or other reason beyond the control of the Owner, the Contractor shall not be entitled to make or assert claim for damage by reason of said delay; but time for completion of the work will be extended to such reasonable time as the Owner may determine will compensate for time lost by such delay with such determination to be set forth in writing.

#### **52. Minimum Wages**

- (a) The Contractor shall post at appropriate conspicuous points at the site of the project a schedule showing all determined minimum wage rates for the various classes of laborers and mechanics to be engaged in work on the project under this contract and all deductions, if any, required by law to be made from unpaid wages actually earned by the laborers and mechanics so engaged.
- (b) All mechanics and laborers employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amounts due at time of payment computed at wage rates not less than those contained in the wage determination decision of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics. For the purpose of this clause, contributions made or costs reasonably anticipated under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv). Also for the purpose of this clause, regular contributions made or costs incurred for more than a weekly period under plans, funds, or programs, but covering the particular

weekly period, are deemed to be constructively made or incurred during such weekly period.

- (c) The Office of Education shall require that any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract, shall be classified or reclassified conformably to the wage determination, and a report of the action taken shall be sent by the Office of Education to the Secretary of Labor. In the event the interested parties cannot agree on the proper classification or reclassification of a particular class of laborers and mechanics to be used, the question accompanied by the recommendation of the Office of Education shall be referred to the Secretary of Labor for final determination.
- (d) The Office of Education shall require, whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly wage rate and the Contractor is obligated to pay a cash equivalent of such a fringe benefit, an hourly cash equivalent thereof to be established. In the event the interested parties cannot agree upon a cash equivalent of the fringe benefit, the question, accompanied by the recommendation of the Office of Education, shall be referred to the Secretary of Labor for determination.
- (e) The Contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b) (2) (B) of the Davis-Bacon Act, or any bona fide fringe benefits not expressly listed in section 1(b) (2) of the Davis-Bacon Act or otherwise not listed in the wage determination decision of the Secretary of Labor which is included in this contract, only when the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. Whenever practicable, the Contractor should request the Secretary of Labor to make such findings before the making of the contract. In the case of unfunded plans and programs, the Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.
- (f) The specified wage rates are minimum rates only, and the Owner will not consider any claims for additional compensation made by the Contractor because of payment by the Contractor of any wage rate in excess of the applicable rate contained in this contract. All disputes in regard to the payment of wages in excess of those specified in this contract shall be adjusted by the Contractor.
- (g) If the Contractor does not make payments to a trustee or other third person, he may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing benefits under a plan or program of a type expressly listed in the wage determination decision of the Secretary of Labor which is a part of this contract: Provided however, the Secretary of Labor has found upon the written request of the Contractor that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

### 53. Withholding of Payments

The Office of Education may withhold or cause to be withheld from the Contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor on the work the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic employed or working on the site of the work, all or part of the wages re-

quired by the contract, the Office of Education may, after written notice to the Contractor or Owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

#### **54. Payrolls and Basic Records**

- (a) Payrolls and basic payroll records relating thereto will be maintained during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records will contain the name and address of each such employee, his correct classification, rates of pay (including rates of contributions or costs anticipated of the types described in section 1(b)(2) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits.
- (b) The Contractor will submit weekly a copy of all payrolls to the Owner, for transmission to the Office of Education. The copy shall be accompanied by a statement signed by the employer or his agent indicating that the payrolls are correct and complete, that the wage rates contained therein are not less than those determined by the Secretary of Labor and that the classifications set forth for each laborer or mechanic conform with the work he performed. A submission of a "Weekly Statement of Compliance" which is required under this contract and the Copeland regulations of the Secretary of Labor (29 CFR, Part 3) and the filing with the initial payroll or any subsequent payroll of a copy of any findings by the Secretary of Labor under 29 CFR 5.5(a)(1)(iv) shall satisfy this requirement. The prime Contractor shall be responsible for the submission of copies of payrolls of all subcontractors. The Contractor shall make the records required under the labor standards clauses of the contract available for inspection by authorized representatives of the Office of Education and the Department of Labor, and shall permit such representatives to interview employees during working hours on the job.

#### **55. Apprentices**

Apprentices shall be permitted to work as such only when they are registered, individually, under a bona fide apprenticeship program registered with a State apprenticeship agency which is recognized by the Bureau of Apprenticeship and Training, United States Department of Labor; or, if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, United States Department of Labor. The allowable ratio of apprentices to journeymen in any craft classification shall not be greater than the ratio permitted to the Contractor as to his entire work force under the registered program. Any employee listed on a payroll at an apprentice wage rate, who is not registered as above, shall be paid the wage rate for the classification of work he actually performed. The Contractor or subcontractor will be required to furnish to the Office of Education written evidence of the registration of his program and apprentices as well as of the appropriate ratios and wage rates, for the area of construction, prior to using any apprentices on the contract work.



## **56. Compliance With Copeland Anti-Kickback Act and Regulations**

The Contractor shall comply with the Copeland Anti-Kickback Act and Regulations of the Secretary of Labor (29 CFR, Part 3) which are herein incorporated by reference.

## **57. Overtime**

- (a) No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics, including watchmen and guards, shall require or permit any laborer or mechanic in any workweek in which he is employed on such work to work in excess of eight hours in any calendar day or in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times his basic rate of pay for all hours worked in excess of eight hours in any calendar day or in excess of forty hours in such workweek, as the case may be.
- (b) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (a), the Contractor and any subcontractor responsible therefor shall be liable to any affected employee for his unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the clause set forth in subparagraph (a), in the sum of \$10 for each calendar day on which such employee was required or permitted to work in excess of eight hours or in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (a).
- (c) Withholding for unpaid wages and liquidated damages. The Office of Education may withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor, such sums as may administratively be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (b).
- (d) Subcontracts. The Contractor shall insert in any subcontracts the clauses set forth in subparagraphs (a), (b), and (c) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts which they may enter into, together with a clause requiring this insertion in any further subcontracts that may in turn be made.

## **58. Signs**

The general Contractor shall erect a sign at the project site identifying the project and indicating that the Government is participating in the development of the project. The project sign shall be substantially in accordance with instructions provided by the Regional Office of the Office of Education, made from 3/4 inch plywood, placed in a prominent location, and maintained in good condition until completion of the project.

## **59. Contract Termination; Debarment**

A breach of Sections 16 and 12 through 16 may be grounds for termination of the contract and for debarment as provided in 16 CFR 16.6.

WILLIAM RAINEY HARPER COLLEGE

SECTION 100

SPECIFICATION

TELEVISION RECEPTION  
and  
DISTRIBUTION SYSTEM

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SPECIFICATION FOR TELEVISION  
RECEPTION AND DISTRIBUTION SYSTEM

\*\*\*

SCOPE OF WORK

The contractor shall furnish and install a complete and operable RF reception and distribution system.

Notwithstanding the detailed information contained in this specification, it is the responsibility of the contractor to supply a working overall system. The contractor is responsible for verifying the completeness of the drawings, parts list, the correctness of the type numbers, and the overall suitability of the equipment to meet the main purpose of the specification.

Any additional equipment needed in order to meet the requirements specified herein, even if not specifically mentioned herein or on the drawings, shall be supplied by the contractor without claim for additional payment.

The contractor shall also be responsible for adjusting and balancing the system, demonstrating the

system to the owner and his representatives, cooperating with any acceptance tests, and guaranteeing and servicing the system as stated herein.

#### MATERIALS AND EQUIPMENT

All materials and equipment shall be new and shall conform with the applicable provisions of Underwriter's Laboratories and shall be products of a single manufacturer of established reputation and experience. The manufacturer shall have supplied similar apparatus to comparable installations rendering satisfactory service for at least three (3) years.

Items of equipment specified herein by manufacturers type numbers are to indicate the quality and functional performance required of the system and its components. Substitutions of equal equipment will be permitted only with the written permission of the owner or his representative. Each request for acceptance or substitute equipment must be accompanied with measured data proving the equivalence of the proposed substitute in quality and performance. The owner or his representative shall be the final judge of the validity of the submitted data.

Material finishes, colors and the appearance of all equipment shall be subject to the approval of the owner or his representative.

CONTRACTOR SUBMITTALS

A. Bid Proposals

All bid proposals shall contain engineering drawings of the system and a complete and accurate list of major items of equipment, quantity, mfg. model number, and description to be used in assembling the installation.

A list of similar installations shall be furnished with the bid.

B. Shop Drawings

After the award of the contract, the contractor shall furnish a complete set of operating instructions including circuit diagrams and other information necessary for the proper installation, operation and maintenance of system components. Also as-built drawings of the system shall be supplied. These drawings

shall include signal levels at every outlet in the system as they were at the time of final system testing and cable designations.

#### PERMITS

The contractor shall without additional charge obtain all permits necessary for the performance of any work pertaining to the installation, and conform in all trades with all local by-laws and codes.

The contractor shall also without additional charge maintain insurance with a reputable insurance company to the full value of the equipment and material on site. The insurance shall cover loss from fire, vandalism and theft, and shall be carried until formal acceptance of the completed work. Additional insurance must be maintained to protect the supplier and/or the general contractor against damage claims for personal injury, including death which may arise during the performance of the work covered by this specification. Certificates of all insurance shall be filed with the owner and shall be subject to his approval as to the accuracy of protection.

### INSTALLATION

The contractor shall supply all towers, racks, wire, conduits, etc. required for the installation, and needed to provide a complete and operable RF reception and distribution system to the extent that such items are not included in the existing installation or elsewhere in the building specifications.

The installation shall be in accordance with the latest requirements of the National Electrical Code, State and local codes, ordinances and regulations of any other governing body having jurisdiction.

Installation shall be under the supervision of the factory authorized organization. The contractor shall show evidence upon request that he maintains a fully equipped service organization capable of furnishing adequate inspection and service to the system, including replacement parts.

Under no circumstances shall lines be spliced in conduits.

The system installation, cabling, etc. shall be neat and completed in a workman-like manner. All boxes, covers, equipment, etc. shall be plumb and square. The contractor shall keep the same project co-ordinator and installation foreman in charge until system completion, unless circumstances arise beyond the control of the contractor. The contractor shall keep the job adequately staffed at all times and co-operate with the other trades. The contractor shall without claim for extra payment make minor moves or changes necessary to accommodate other equipment or to improve appearance.

The job site and all equipment shall be left clean and free of marks and blemishes.

#### FUNCTIONAL REQUIREMENTS

The RF reception and distribution system as shown on schematic diagrams JN-12 and JN-13 shall provide an acceptable monochrome (Black & White) or color TV signal. The VHF and UHF antenna towers shall be mounted on the roof of the Learning Resources Center, (Unit F), and the equipment racks housing the tuner demodulators, VHF and UHF head end amplifiers, field strength meter, audio



video modulators, etc. shall be located on the first (1st) floor.

The system shall be capable of distributing any available off-the-air VHF or UHF TV signal directly or transmitting any off-the-air signal on channel 4 or 6.

Audio and video patching shall be provided to facilitate off-the-air video taping and distribution of CCTV signals.

In addition to the RF distribution system, a video cable shall be installed in each Lecture/Demo Center (total 7) and ~~terminated~~ on the video jack field in central control (location of RF dist. equip.). Co-axial cable terminations shall be co-axial chassis mount connector in the Lecture/Demo Centers. In Unit E, the three (3) Lecture/Demo Center projection booths shall have video feed cables directly connecting each booth. The same applies to the four (4) Lecture/Demo Centers in

Unit D. All co-axial video cables shall be installed by the RF distribution contractor.

#### SYSTEM SPECIFICATIONS

The system shall provide for reception of monochrome (black & white) or color TV transmission (at every outlet) equal to or superior to that obtainable on a single standard receiver connected directly to the system antennas.

In order to assure that the color signal is acceptable, the relative amplitude of a signal at the video carrier frequency of each channel and a signal generated at the headend of equal strength at video carrier frequency plus 3.6mc shall be within  $\pm 1$ db. These measurements will be obtained with a Jerrold 727 field strength meter or approved equal.

The system shall be designed for a 43db signal-to-noise ratio and -46db cross modulation level at the output of the last amplifier in the distribution system.

The outlets as shown on drawing JN-13 shall provide

minimum signal levels as follows:

+6dbmv, VHF-TV (channels 2-13)

0dbmv, UHF-TV (channels 14-83)

Maximum signal level at any outlet shall not exceed +20dbmv on any channel. All measurements shall be made across 75 ohms.

The system shall be designed and equipped for all-channel distribution, VHF, UHF, plus FM band.

All equipment must be designed and rated for 117V, 60Hz, AC operation and shall be UL rated for 24 hours a day continuous operation.

All video inputs and outputs shall be normal through at the patch panel or terminated into 75 ohms.

The audio patch panel shall be of the dual plug type and all audio inputs and outputs shall be 600 ohm balanced and normal through or terminate at the patch panel.

SYSTEM PROOF OF PERFORMANCE

Upon completion of the system installation, it shall be the responsibility of the contractor to perform the necessary adjustments and balancing of all signals and amplifier level controls to insure proper system operation.

Each cable feeder line shall be inspected for proper termination.

Before the contract shall be considered completed, the contractor shall conduct an operating test for approval. The system shall be demonstrated to operate in accordance with the requirements of these specification. The test shall be performed in the presence of an authorized representative of William Rainey Harper College. The contractor shall furnish all equipment and personnel required for the test as follows:

- a. Using a field strength meter, measure the signal level at every tap-off in the system. The signal on each UHF channel shall not read less than 0 dBmV nor more than +20 dBmV and not less than +6 dBmV nor more than +20 dBmV on the VHF channels.

- b. Signal-to-noise test shall employ a Jerrold Model 727 field strength meter or equivalent. Measurements shall be made at the output of the last amplifier in the system. With the normal levels in the system, the field strength meter shall be tuned to the picture carrier of each channel in turn and the reading obtained on the meter noted. The signal shall then be removed and the input to the head end amplifier shall be terminated in 75 ohms. With the field strength meter, read the level of remaining noise in the absence of the signal and add a meter correction faction of 4db to the reading. The difference between the two readings will give the system's signal-to-noise ratio, and shall not be less than 43db.
  
- c. Connect a standard TV receiver to any outlet and observe picture quality. No visible components of cross channel intermodulation (windshield wiper effect), ghosting or beat interference shall appear on the screen of a receiver tuned

to any normal signal.

Should such a demonstration of performance show that the contractor has not properly balanced the system and that picture degradation is present or that output gain is not as specified, the contractor shall make all necessary changes or adjustments and a second performance demonstration will be arranged.

Should a second performance demonstration fail, the contractor agrees to correct the system deficiencies under the supervision of the owner's technical staff at no cost to the owner.

#### EQUIPMENT SPECIFICATIONS

All basic equipment for which there are Underwriter's Laboratories Standard requirements shall be listed by the Underwriter's Laboratories and be so labeled, or shall conform to their requirements, in which case certified statements to the effect shall be furnished by the manufacturer with copy of an examination report by a recognized independent testing laboratory acceptable to the Local Authority. All basic

equipment exclusive of cable shall be the latest product of a single manufacturer of established reputation and experience in engineering achievements and development of quality electronic equipment. The equipment of Jerrold or approved equal shall be considered as meeting these specifications. All equipment shall be new materials.

#### VHF ANTENNAS

VHF Antennas shall be provided to produce optimum signals in strength and quality from the building roof area. No attachments shall be made to cornices or copings, and any penetration of the roof surface shall be sealed according to accepted building methods. Master antennas shall be of the low band broadband log-periodic and high band broadband log-periodic type.

All antenna supporting structures shall be grounded to the nearest approved power ground or separate ground line. If such is not available, separate ground lines shall be run to a grounding device conforming with the National Electrical Code and with local ordinances.

All antenna supporting hardware shall be of galvanized steel, ~~stainless~~ steel or aluminum except the mast, which shall be of galvanized tubular steel not less than  $1\frac{1}{4}$ " in diameter. Masts of more than 10 feet shall be guyed from three points at approximately  $120^\circ$  spacing, using guy anchors spaced at least  $\frac{2}{3}$  mast height from the mast base.

Antennas shall be of corrosion resistant aluminum alloy construction, and designed for MATV service. Domestic service antennas sold to the general public are not acceptable. Dipole elements will be of one piece, not collapsible or hinged, and when over six feet long, will have sand loaded ends or other means for damping vibration. They will be of 75 ohm gamma-matched coaxial feed types.

Where antennas of different frequency are mounted on a single mast, vertical spacing between them will be at least 0.65 wavelength at the lower of the visual carrier frequencies.



Coaxial fittings to the antennas shall be covered with a weather sealing device supplied by the antenna maker and this shall be filled with silicone grease.

Antennas shall be certified by the manufacturer to be constructed to withstand wind velocities of 85 MPH.

Jerrold J-Series Antennas  
or approved equivalent.

#### UHF ANTENNAS

UHF Antennas shall be provided to produce optimum signal in strength and quality from the building roof area. No attachment shall be made to cornices or copings, and any penetration of the roof surface shall be sealed according to accepted building methods. Master antennas shall be of the paracyl type with a gain greater than 14db. All antenna supporting structures shall be grounded to the nearest approved power ground or separate ground line. If such is not available, separate ground lines shall be run to a grounding device conforming with the National Electrical Code and with local ordinances.

Antenna will have a characteristic impedance of 300 ohms. Coaxial fittings to the antenna shall be covered with a weather sealing device supplied by the antenna maker and this shall be filled with silicone grease.

Jerrold JUP-4 Antennas  
or approved equivalent.

MIXING AND MATCHING NETWORKS, TRAPS AND FILTERS

All passive components shall have a characteristic impedance of 75 ohms.

Traps and filters shall be used as required to produce the best beat-free signal on each TV channel.

Where adjacent channels are distributed on one cable, aural carriers on adjacent lower channels must be controlled to eliminate adjacent channel interference.

Frequency cross-over networks shall be used as necessary for combining or splitting frequency bands. Maximum

insertion loss is 1db DC-890 MHz. Minimum isolation between terminals is 25db. VSWR shall not be greater than 1.5:1.

The following Jerrold Equipment  
as required or approved equivalent.

Antenna Matching Transformers - MUV-374, TO-374A

Mixing Networks - AMN-Hi, AMN-Lo, FCO-47, FCO-320, LHS-76  
UMN-3

Traps and Filters - FMR-75, THB-1, TLB-1, UCF-\*

Aural Carrier Reducers - ACR-25, ACR-712

UHF PREAMPLIFIER

The preamplifier shall be completely solid-state of the broadband type having a noise figure not exceeding 13.5db. Its flatness of response shall be not more than 0.5db P/V across any 6 MHz band in the range of frequencies 54-890 MHz. Its gain shall not be less than 10.5db. Down lead impedance shall be 75 ohms.

Mast Mounting: Jerrold UPC-105-L  
Preamplifier or approved equivalent.

VHF MODULAR HEAD END AMPLIFIER

The modular head end amplifier shall be a completely solid-state device for the amplification of TV channels 2, 5, 7, 9, 11, and FM band.

The head end amplifier shall be one (two if over seven TV channels) factory tuned unit(s), self-contained including power supplies, filters and amplifiers.

Minimum output capability for each channel is +63dBmV for 0.5db sync compression.

Each head end unit shall have the capacity for housing up to eight modular plug-in amplifiers. The input shall be separate 75 ohms inputs for each channel (or combined 75 ohm input for all channels). Amplifier outputs shall be internally combined in the unit and be provided on one 75 ohm output.

The head end amplifier shall have a frequency range of 54-216 MHz. Ambient operating temperature range shall be -20° F to 130° F.

An output test point at -20db shall be provided to allow measurements without disrupting service.

Each amplifier shall be broadband (54-216 MHz) and constructed of all solid-state devices having a built-in power supply. Full interchangeability shall be realized by direct plug-in and pull-out of either manual or AGC type amplifiers. One spare amplifier shall directly plug-in and replace any channel position without removing any cable connection, connectors, screws or printed circuit boards.

Manual gain control amplifiers shall be equipped with a gain control which shall have a range of adjustment of at least 10db minimum. Full gain of the amplifier shall be 36.5db.

Automatic gain control amplifiers shall be equipped with a gain control which shall have a range of adjustment of at least 10db. Output level shall be maintained within  $\pm 10$ db. Minimum full gain of the amplifier shall be 52db.

Manual gain control amplifiers shall be used to amplify channels which are not subject to significant fading. Automatic gain control amplifiers shall be used to amplify channels which are subject to significant fading.

Ventilating fan shall be used when equipment is installed in a high temperature area.

Jerrold MODline 12 or  
approved equivalent.

UHF MODULAR HEAD END AMPLIFIER

The UHF amplifier shall be completely solid-state with a frequency response of 4db peak to valley across 470-890 MHz.

Gain shall be greater than 45db.

Input and output shall be 75 ohm coaxial "F" connectors.

The amplifier shall have its own self-contained power supply.

Output per channel shall be greater than +56 dBmV (0.64 V) for 2 channels and +50 dBmV (0.5 V) for 5 channels with cross modulation at less than -46db (0.5%).

Noise figure of the amplifier shall be less than 9db at 470 MHz and 13db at 890 MHz.

Unit shall be built on the modular concept such that by adding modular filters the amplifier will become a single channel amplifier with +66 dBmV (2.0 V) output on any channel (14-83).

Amplifier power consumption shall be 117 V, 60 Hz, 17.5 watts.

Mounting shall be 19" rack.

Broadband: Jerrold UA-420  
Amplifier or approved equivalent.

BROADBAND VHF AMPLIFIER

The building output amplifier shall be broadband, covering the frequencies from 54-108 MHz and 174-216 MHz,

with the flatness of response not greater than 2db peak to valley. Its output capability shall not be less than +50 dBmV per channel for 7 channels simultaneously with a maximum of  $\frac{1}{2}\%$  cross-modulation distortion (-46db). Input and output impedance shall be 75 ohms nominal.

Jerrold 3660 Amplifier  
or approved equivalent.

#### BROADBAND UHF AMPLIFIER

The building output amplifier shall be broadband, covering the frequencies from 470-890 MHz with a flatness of response not greater than  $\pm 4$ db across the entire UHF band. Output capability shall not be less than +56 dBmV per channel for two channels simultaneously with a maximum of  $\frac{1}{2}\%$  cross-modulation distortion (-46db). Input and output impedance shall be 75 ohms nominal.

Jerrold UA420 Amplifier  
or approved equivalent.

#### COAXIAL CABLE - (Tap Off-Feeds)

Coaxial cable shall be 75 ohms nominal impedance and



shall be marked with the manufacturer's name. It shall be sweep tested by the manufacturer before shipping and be certified by the tester as such on a tag on each reel. No discontinuity shall exist within TV frequency bands 54-216 MHz and 470-890 MHz on the cable.

Attenuation per 100' at VHF channel 13 shall not be greater than 3.6db. Attenuation at UHF channel 83 shall not be greater than 8.2db per 100'.

The outer jacket shall be of the non-contaminating type. No cable which shows bruises or shipping damages shall be installed in the system, nor shall any splices or connectors be installed in conduit or any inaccessible place.

The coaxial cables shall have soft drawn solid copper center conductors.

Jerrold CAC Coloraxial Cable  
or approved equivalent.

COAXIAL CABLE - (Trunk)

All coaxial cables used in the system shall have a nominal characteristic impedance of 75 ohms over the entire frequency range to be utilized in the system. The impedance shall not vary more than plus or minus 5% from 75 ohms.

The attenuation/frequency characteristics shall be such that the attenuation shall not vary more than plus or minus 1db in 35db (measured at 216 MHz) from the design frequency response characteristics of the cable.

The trunk cables shall have solid copper center conductors.

All trunk and feeder cables shall be of the seamless aluminum sheath type, and shall have a non-contaminating polyethylene out jacket.

Dielectric materials shall be of a cellular or foamed polyethylene material.

All materials used in the manufacture of the coaxial cables shall be of a virgin nature and no re-processed or re-claimed materials shall be used.

All cable shall be sweep tested for frequency response from 20 - 240 MHz by the manufacturer before shipping and certified by the tester on a tag on each reel.

Jerrold JT1500 Cable  
or approved equivalent.

#### ALL-CHANNEL TAP-OFF UNITS

Tap-off units shall be all-channel devices (20-890 MHz) available in four different isolation values. Each unit shall be equipped with crimp-on bushings which accept CAC cable.

Tap-off units can be flush mounted in standard 2" x 4" (or combination) wall boxes.

Jerrold UT-82  
W, R, Y or Blue or  
approved equivalent.

TERMINATING RESISTORS

Terminating resistors shall be used to terminate the ends of all branches of the system and shall be devices specifically designed for the purpose of terminating coaxial lines carrying VHF and UHF signals. They shall be products of the manufacture of the amplifiers and tap-off units used in this system. They shall be of a physical configuration that shall allow mechanical integration of the terminators into the system as needed.

Jerrold TR-72B, TR-75UF  
or approved equivalent.

SPLITTERS AND DIRECTIONAL COUPLERS

Splitting devices used in generating branches of the system shall be of hybrid types, having essentially flat response across the band of frequencies 20-890 MHz and having good impedance match at all terminals. VSWR shall not be greater than 1.4:1 measured at any leg with all other legs terminated. Isolation between output legs shall not be less than 18db.

Directional couplers used for assymetrical splitting

and shall exhibit isolations between the "out" and "tap" terminals of not less than 25db, and shall have the same response and terminal characteristics as splitters.

All splitters and directional couplers shall have "F" type fittings.

Jerrold Models 1596 (2-way),  
1597 (4-way), and DC-12UV  
or approved equivalent.

#### AUDIO/VIDEO MODULATOR

The audio/video modulator shall accept 1 volt peak to peak, black negative, video signals, and balanced 600 ohm audio input and provide standard vestigial sideband transmission of any VHF channel, 2 through 13, for both monochrome and NTSC color.

The unit shall be capable of rack mounting.

Jerrold CCM-A-4/CCM-A-6  
or approved equivalent.

TUNER-DEMODULATOR

The unit shall be capable of selecting any UHF/VHF off-the-air channel and provide a video and separate audio output.

In addition to the UHF and VHF channel selectors, the unit shall have front panel control of the video and audio levels and switch selectable tone control.

The unit shall be capable of rack mounting.

Conrac ERL82A/R or  
approved equal.

VIDEO PATCH PANEL

Provide two video patch cables and one 75 ohm termination plug with test point.

Trimm, RCA or approved equal.

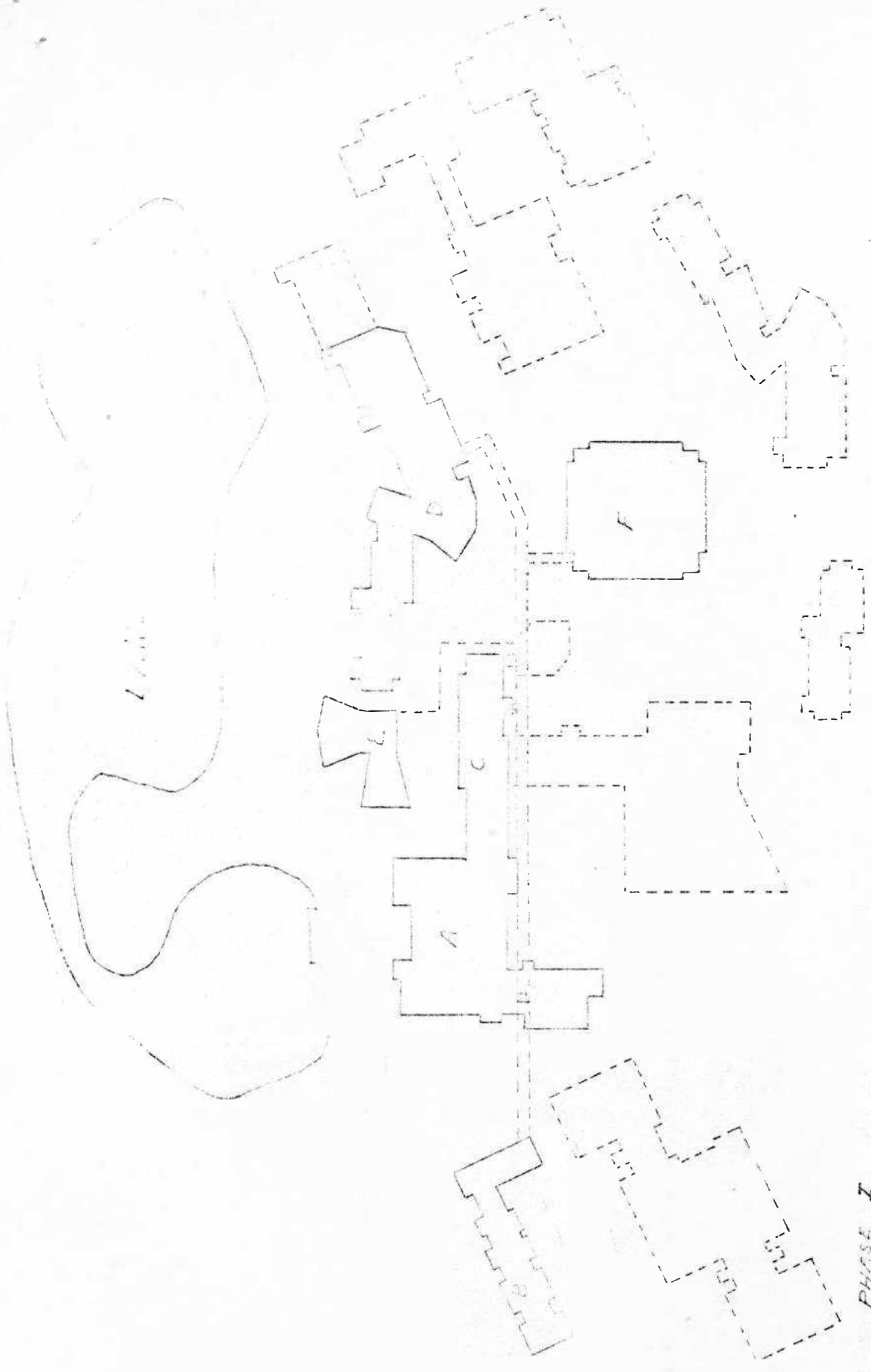
AUDIO PATCH PANEL

Provide two audio patch cables of the dual plug type.

Trimm, RCA or approved equal.

GUARANTEE AND SERVICE

All equipment shall be guaranteed to be free of defective components (including tubes and transistors) and faulty workmanship for a period of one year from the date of final acceptance. If any materials prove to be defective within the above period, they shall be replaced within two normal working days at no expense to the owner.



0 100' SCALE

- PHASE I
- COLLEGE CENTER
  - POWER AND MAINTENANCE
  - ART
  - SCIENCE
  - LECTURE - DEMO CENTER
  - LEARNING RESOURCE CENTER

WILLIAM RAINY HARPER COLLEGE

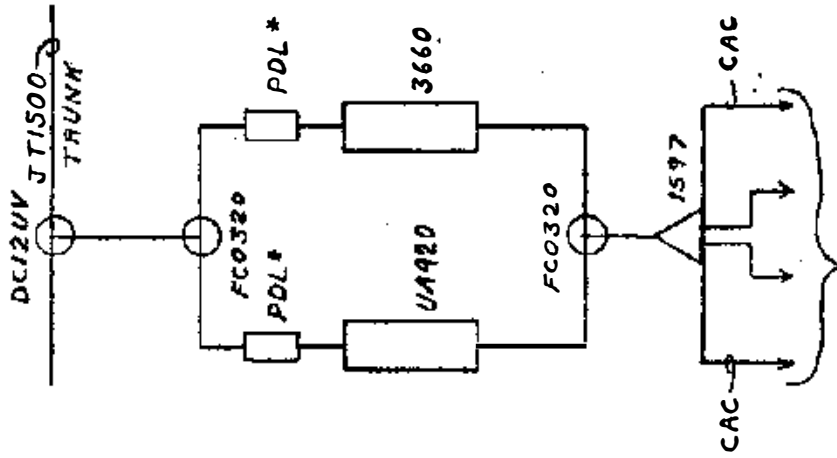
BUILDING LOCATION PLAN

JH-11





UNIT	FLOOR	AR	ROOM NO. - UT82 (FLUSH)	ROOM NO. - UT82 (INTERFACE)
A	1	MUSIC DATA PRD.		104-105 2ND 232
A	2			
A	3		380	2ND 334 346 335 339
C	1		4 IN 315 101-102-103-2ND 104	
C	2		2ND 201 202-203-204	
D	1	CLASSROOM WING	104-105-106-107-115-116 117-123	
D	1	LAB. WING	146-148-149-150-168-172 2ND 170	
D	1	LECTURE/DEMO	125-127	
D	2	CLASSROOM WING	210-211-212-213-225-226 227-228	
D	2	LAB. WING		258-259-260-261-277-278 279
F	1		108-110-124	106-119 4TH 132
F	2		217-224-281	
F	3		352	303-304-306-307-308-311- 312-313-317-318-319-320- 321-325-326-327-328-329- 331-332-333-334-335-336



3 REQUIRED- UNIT  
C-A  
D  
F

WILLIAM RAINY HARPER COLLEGE

BID FORM

TELEVISION RECEPTION  
and  
DISTRIBUTION SYSTEM

page 133

Bid price for total system  
including ALL delivery and  
installation.

TOTAL PRICE

THIS BID FORM MUST BE SIGNED BY AN OFFICER OF THE COMPANY

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

FOR BOARD ACTIONI. SUBJECT:

Recommendation for the awarding of the bid for the supplying of approximately 400,000 gallons of Fuel Oil for the 1969/70 fiscal year.

II. INFORMATION:

Advertisements were run and bids solicited for the subject material. Fourteen requests were sent out and eight replies received, two of which were no bid

The specifications covered #6 oil with three different maximum sulphur contents. Mr. Hughes, our Director of Buildings and Grounds, specified a maximum sulphur content of 1% to keep the corrosive action caused by sulphur to a minimum. Higher sulphur content maximums were specified under Items 2 and 3, in order for us to determine what additional cost is involved in obtaining low sulphur fuel oil. A tabulation of the bids is listed below.

	* MURPHY MILES	ARROW PETROLEUM	AMERICAN MEX. PETR.	SINCLAIR	BELL OIL	ALLIED OIL
TEM NO#1.	N/B cannot guarantee 1% sulphur	Unit .09, Ext. \$36,000	Unit .0811, Ext. \$32,560	Unit .0739, Ext. \$29,560	Unit 0.0750 Ext. \$32,000	Unit 7.50 Ext. \$32,000
#2.	Unit 0.077 Ext. \$30,960	Unit .09, Ext. \$36,000	Unit .0811, Ext. \$32,560	Unit .0707 Ext. \$28,280	Unit 0.0750 Ext. \$32,000	Unit 7.50 Ext. \$32,000
#3.	Unit 0.0684 Ext. \$27,360	Unit .0795, Ext. \$31,800	Unit .0726, Ext. \$29,160	Unit .0639 Ext. \$25,560	Unit .0675 Ext. \$27,000	Unit 6.99 Ext. \$27,960

\* PRESENT AT BID OPENING

FOR BOARD ACTION

III. SUMMARY:

After reviewing the bids with Mr. Hughes, it was decided that the additional cost for fuel oil with a sulphur content less than 1% would not be warranted, at least at this time. After a year of operation we will be better able to determine whether or not the savings in dollars in purchasing higher sulphur content fuel oil is offset by added maintenance costs.

IV. RECOMMENDATION:

The Administration recommends that the Board award the order for fuel oil for the 1969/70 fiscal year to the low bidder, the Sinclair Oil Company as follows.

Approximately 400,000 gallons #6 fuel oil @\$.0639  
per gallon delivered.

Note: The selected fuel oil is covered by Item #3  
on bid request Q-587.

np/8/12/69

REQUEST FOR QUOTATION



William Rainey Harper College

Algonquin & Roselle Roads  
Palatine, Illinois 60067

1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your file.
3. Unsigned bids will not be considered.

4. Give complete specifications for any substitution offered.
5. Mark envelope "QUOTATION" and mail to:

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois 60067

Attention: Mr. D. M. Misic

Addendum No. 1 to:

Quotation Request No.  
Q-587

Date  
7/9/69

Page 1 of 1

Your Quotation due: 2:00 P.M. DST,  
July 22, 1969

Item No.	Quantity	Description	Unit Price	Extension
		<u>ADDENDUM NO. 1 to above bid:</u>  The estimated number of gallons of Fuel Oil for the 1969-70 season should read <u>400,000</u> not 4,000.00.		

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your price, delivery and terms on this form for the items listed above to be delivered F.O. B-destination, F. F. A.

I hereby certify that the article will be delivered or the service rendered as specified above and that shipment or performance will be made \_\_\_\_\_ day after receipt of order except as otherwise indicated.

Date of Quotation: \_\_\_\_\_ Per \_\_\_\_\_

REQUEST FOR QUOTATION



**William Rainey Harper College**

Algonquin & Roselle Roads  
Palatine, Illinois 60067

1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your file.
3. Unsigned bids will not be considered.

4. Give complete specifications for any substitution offered.
5. Mark envelope "QUOTATION" and mail to:

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois 60067  
Attention: Mr. D. M. Mistic

Quotation Request No. Q-587		Date 7/3/69	Page 1 of 2	Your Quotation due: 2:00 P.M. DST July 22, 1969	
Item No.	Quantity	Description	Unit Price	Extension	
1.		1969-70 Fuel Oil (Heating) requirements, estimated to approximate 4000,000 gallons. Delivered by pump equipped transport as follows:  No. 6 Fuel Oil meeting ASTM-D396-48T specifications and following requirements. Grade No. 6 Flash (min) 150°F 1% or less sulfur content. Water and sediment % max. 2.0 viscosity. Min. 45SSF at 122°F Max. 300 SSF at 122°F Same as Item #1 except sulphur content 1.2% or less. Same as Item #1 except Sulphur content 2.5% or less  <u>Note:</u> see page #2 for Conditions			

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your price, delivery and terms on this form for the items listed above to be delivered F. O. B-destination, F. F. A.

\_\_\_\_\_ certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made \_\_\_\_\_ days after receipt of order except as otherwise indicated.

Date of Quotation \_\_\_\_\_ Per \_\_\_\_\_  
Authorized Official Title

REQUEST FOR QUOTATION



**William Rainey Harper College**

Algonquin & Roselle Roads  
Palatine, Illinois 60067

1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your file.
3. Unsigned bids will not be considered.
4. Give complete specifications for any substitution offered.
5. Mark envelope "QUOTATION" and mail to:

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois 60067  
Attention: Mr. D. M. Misic

Quotation Request No. Q-587	Date 7/3/69	Page 2 of 2	Your Quotation due: 2:00 P.M. DST July 22, 1969	
Item No.	Quantity	Description	Unit Price	Extension
		<p><u>CONDITIONS:</u></p> <ol style="list-style-type: none"><li>1. Price to be firm from date of bid to 6/30/70.</li><li>2. Price to be per gallon price.</li><li>3. Shipments to be made as called for by us.</li><li>4. Shipments to be made in sealed transports and driver to supply metered refinery delivery slip as proof of gallonage delivered.</li><li>5. Transports to be heated or insulated if necessary to insure free flow of oil into storage tank.</li><li>6. Supplier to submit certified analysis of fuel oil as requested by Harper College.</li></ol>		

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your price, delivery and terms on this form for the items listed above to be delivered F.O. B. destination, F. F. A.

\_\_\_\_\_ certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made \_\_\_\_\_ days after receipt of order except as otherwise indicated.

Date of Quotation \_\_\_\_\_ Per \_\_\_\_\_  
Authorized Official Title



FOR BOARD ACTIONI. SUBJECT:

Recommendation for the awarding of the bid for the purchase and installation of draperies in various buildings on the permanent campus.

II. INFORMATION:

Advertisements were run and bids solicited for the subject material. Seven bids were sent out and two replies were received. A tabulation of the bids is listed below.

	<u>BUILDING A only</u>	<u>TOTAL</u>
ART DRAPERY	\$2,400.00	\$14,107.40
TIMES COMPANY	\$2,872.00	\$20,292.00
<u>TIMES COMPANY (Alt.)</u>	<u>\$2,125.00</u>	<u>\$15,483.00</u>

III. RECOMMENDATION:

The Administration recommends that the Board award the contract to Art Drapery for a total cost, including installation, of \$14,107.40. It is understood that this award by the Board is contingent on our receiving approval for this recommended purchase from the Office of Health, Education and Welfare.

WILLIAM RAINEY HARPER COLLEGEINDEX

Furniture and Furnishings  
 Bid Specifications  
 William Rainey Harper College  
 Algonquin and Roselle Roads  
 Palatine, Illinois 60067

Illinois Building Authority Project Number 74-095  
 Department of Health Education and Welfare No. 3-5-00009-0

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
A	Advertisement for Bids	A-1
B	Information for Bidders	B-1 to B-6
D	Certification by Bidder	D-1 to D-2
E	Bid Bond	E-1 to E-2
F	Contract	F-1 to F-2
G	Performance - Payment Bond	G-1 to G-3
H	Certificate of Insurance	H-1 to H-2
J	Change Order	J-1
K	Purchase Order	K-1
L	General Conditions	L-1 to L-18
M	Wage Rate Schedule	M-1 to M- 5

100	Specification	100 to 102
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N	Bid Form	103
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## - ABBREVIATIONS -

AL.	Aluminum	LP.	Laminated Plastic
COM.	Customers own materials	MIR.	Mirror
FR.	Frame	PED.	Pedestal
FT.	Foot	PL.	Plated
HM.	Herman Miller	PLAS.	Plastic
IN.	Inches	CAST.	Casters
ITAL.	Italian	POL.	Polished
		STL.	Steel

William Rainey Harper College, District 512, Using Agency (here in called the "Owner") will receive sealed bids at the College Business Office, Algonquin and Roselle Roads, Palatine, Illinois, for Draperies for six (6) buildings, Unit "A" - College Center, Unit "B" - Power Plant, Unit "C" - Art Wing, Unit "D" - Science Building, Unit "E" - Lecture Demo Center, and Unit "F" - Learning Resources Center.

Illinois Building Authority Project Number 74-095  
Department of Health, Education and Welfare No. 3-5-00009-0

Bids shall be presented under an itemized proposal covering fabrication and installation as specified.

Bids will be received at the Business Office up to the hour of 2:00 P.M. Daylight Savings Time, Tuesday, July 15, 1969, at which time they will be publicly opened.

Drawings and Specifications will be issued to Prime Bidders, and may be obtained at the Business Office. Each bidder must deposit with his bid, security in the amount of five per cent (5%) of the bid, and in the form subject to the conditions provided in the documents.

Contractors will be required to comply with all laws with respect to the employment of labor and payment.

William Rainey Harper College reserves the right to reject any or all bids or any part thereof, to waive any informalities in the bidding, and to accept the bid deemed most favorable to the interest of William Rainey Harper College after all bids have been examined and evaluated.

WILLIAM RAINEY HARPER COLLEGE

WILLIAM RAINEY HARPER COLLEGE  
SECTION B

INSTRUCTIONS TO BIDDERS  
PAGE B-1

The Illinois Building Authority and Junior College District 512, Using Agency (here in called the "Owner"), furnishes the following instructions to prospective bidders desiring to submit proposals for Furnishings for the six (6) buildings at William Rainey Harper College.

1. LOCATION

The site of the work is William Rainey Harper College, District 512, Algonquin and Roselle Roads, Palatine, Illinois 60067.

2. PROJECT

The Project is the interior furnishing and furniture for William Rainey Harper College at the above mentioned site.

3. THE PROPOSAL

Proposal must be submitted on the enclosed Proposal Forms enclosed in sealed opaque envelopes, and marked and addressed as follows:

PROPOSAL FOR: William Rainey Harper College

Attention: Purchasing Agent  
Algonquin & Roselle Roads  
Palatine, Illinois 60067

Show the name and address of the bidding firm in the upper left-hand corner of the envelope.

Each bid must be submitted on the prescribed form with all blank spaces for bid prices filled in, in ink or typewritten. Each bid must be accompanied by Certification of Nonsegregated Facilities, a copy of which is attached to the Contractor's Proposal Form.

Proposal must be signed in the firm or corporate name and must bear the long-hand signature of a principal duly authorized to make contracts for the bidding party. The bidder's name must be fully stated. Where Proposals are signed by an agent of the bidder, evidence of his authority to act as the bidder's agent shall accompany the Proposal. The name of each person signing the Proposal shall be typed or printed below his signature.

Proposal shall not contain any qualifications or recapitulations of the work to be done.

All erasures or corrections in Proposals must be initialed by the person signing the Proposal.

No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

The bidder must include with his Proposal a bid deposit in the amount not

less than five per cent (5%) of the Base Bid. Failure of the Contractor to submit the full amount of the required bid deposit will be sufficient cause to reject his Proposal. Bid deposits, in the form of certified check, cash, bank, drafts or bid bonds (on the form of bid bond bound herewith duly executed by the bidder as principal and having as surety thereon a surety company approved by the Owner and Department of Health, Education and Welfare) are to be made payable to the William Rainey Harper College.

If a Bid Bond is submitted, it shall be in the form bound herein, and the Surety thereon must be corporate surety having a policy holders' rating not lower than "A" and a financial rating not lower than "AA" in Best's Insurance Guide with key rating 1967. If no award has been made within sixty (60) days after the date of the opening of bids, and upon demand of the bidder, so long as he has not been notified of the acceptance of his bid, such Bid Bonds will be returned to the bidder.

The bid deposits of the successful bidder will be returned to him after he has signed the Agreement and has furnished an acceptable Performance and Payment Bond, in six (6) copies, as stipulated in the GENERAL CONDITIONS. In all other cases, bid deposits will be returned to the bidders when and as stipulated in the Proposal, unless previously forfeited to the Owner as provided in said Proposal.

The bidder who has submitted cash, certified check or bank draft as a bid deposit may, at any time after ten (10) days after the date of the opening of bids, if his bid is still being held as provided above and has not been forfeited to Owner as provided in the Proposal, substitute for his bid deposit a bid bond prepared on the form of bid bond bound herewith, duly executed by a bidder as principal and having as surety thereon a surety company approved by the Owner, in the same amount as the bid deposit, and upon approval thereof by the Owner, said bid deposit will immediately be returned to the bidder.

If the bidder fails or refuses to execute and deliver the Contract and bonds required within ten (10) days after he has received notice of the acceptance of his bid, he shall forfeit his bid deposit to the Owner, as liquidated damages for such failure or refusal.

#### 4. SUBMISSION OF BID

Sealed bids, to be submitted in single copy, must be delivered, in order to be considered in the bidding, as follows:  
To William Rainey Harper College, Business Off., Algonquin & Roselle Roads,  
Palatine, Illinois 60067.

ANY BIDS TIME STAMPED AFTER 2:00 P. M. ON THE ABOVE-MENTIONED DATE WILL BE RETURNED TO THE BIDDER UNOPENED.

Proposals will be publicly opened by the Owner at 2:00 P. M. on the date

specified for the receipt of bids in the College Board Room, 2nd floor, Data Processing Center, Algonquin and Roselle Roads, Palatine, Illinois 60067.

Any bidder may withdraw his bid by letter or with proper identification by personally securing his bid proposal at any time prior to the time stated for the receipt of bids. No telephone requests for withdrawal of bids will be honored.

5. TELEGRAPHIC MODIFICATION

Any bidder may modify his bid by telegraphic communication at any time prior to the scheduled closing time for receipt of bids, provided such telegraphic communication is received by the Owner prior to the closing time, and, provided further, the Owner is satisfied that a written confirmation of the telegraphic modification over the signature of the bidder was mailed prior to the closing time. The telegraphic communication should not reveal the bid price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by the Owner until the sealed bid is opened. If written confirmation is not received within five (5) days from the closing time, no consideration will be given to the telegraphic modification.

6. SUBCONTRACTS

The bidder is specifically advised that any person, firm, or the party to whom it is proposed to award a subcontract under this Contract:

Must be acceptable to the Owner, User, Architect/Engineer and the Department of Health, Education and Welfare, and, must submit from each proposed Subcontractor a certification of nonsegregated facilities, in the same form as attached to the Proposal. Approval of the proposed Subcontract Award cannot be given by the Owner unless and until the proposed Subcontractor has submitted the Certification and/or other evidence showing that it has fully complied with any reporting requirements to which it is or was subject.

Although, the bidder is not required to attach such Certifications by proposed Subcontractors to his bid, the bidder is here advised of this requirement so that appropriate action can be taken to prevent subsequent delay in Subcontract Awards.

The Contractor, shall, within fifteen (15) days after the execution of the Contract, submit to the Architect/Engineer in writing the names of subcontractors proposed for the principal parts of the work and for such others as the Architect/Engineer may direct and shall not employ any that are not acceptable as provided above.

7. QUALIFICATIONS OF BIDDER

The Owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the

Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein. Conditional bids will not be accepted.

8. ALTERNATES

All Alternates listed are intended to be deductive Alternates. However, if a bidder's own figures indicate that, for him, it should be additive, he may strike the word "deduct" and insert in its place the word "add". All blanks on the Proposal form, including those for Alternates, must be filled in. If the bidder intends no change in price for performance of an Alternate, he should fill the blank with the words "no change". Failure to fill in the blank, or filling it with the words "no bid", or lining through an Alternate or the blank for its price, will result in disqualification of the bid, if that Alternate is reached in the procedure specified under "METHOD OF AWARD - LOWEST QUALIFIED BIDDER".

Alternates, if considered, will be accepted in the order in which they are listed. In preparing a price for a particular Alternate, the bidder must assume that all Alternates of lower identifying number have been previously accepted and are included in the base work from which the changes of the Alternates are to be made. Alternates which are accepted will be included in the Contracts.

9. LAWS AND REGULATIONS

The bidder's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.

10. METHOD OF AWARD - LOWEST QUALIFIED BIDDER

If at the time this Contract is to be awarded, the lowest Base Bid submitted by a responsible bidder does not exceed the amount of funds then estimated by the Owner as available to finance the Contract, the Contract will be awarded on the Base Bid only. If such bid exceeds such amount, the Owner may reject all bids or may award the Contract on the Base Bid combined with such deductible Alternates applied in the numerical order in which they are listed in the Proposal Form, as produces a net amount which is within the available funds. Owner reserves the right not to accept an Alternate which in the lowest bidder's figures is additive so long as the Alternate was used in determining the lowest bidder.

11. POWER OF ATTORNEY

Attorneys-in-fact who sign bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney. The date should either be the same as or after the date of the bond. The bond date should be the same as or after the date of the contract.

13. ADDENDA

No interpretation of the meaning of the Drawings, Specifications or other Bid Documents will be made to any bidder except by Addendum.

Should a bidder find discrepancies or ambiguities in, or omissions from the Drawings or Specifications, or should he be in doubt as to their meaning, he shall at once notify William Rainey Harper College, in writing, at least five (5) days prior to the date fixed for the opening of bids, otherwise, the Owner shall decide which of the conflicting requirements will govern, and the Contractor shall perform the work at no additional cost to the Owner in accordance with the decision.

Interpretation or clarification of the Contract Documents, prior to the bid opening date, will be made only by an Addendum duly issued by the Owner not later than three (3) days prior to the date fixed for the opening of bids, properly numbered and dated, to all bidders, and no interpretations or clarifications made other than by such an Addendum will be binding upon either Architect or Owner. The Proposal Form contains blanks for the bidders to inscribe the number and date of each Addendum that may be issued and bidder shall acknowledge receipt of Addenda by properly filling in said blanks. If no Addenda are issued, these blanks are to be filled with the work "NONE".

14. OBLIGATION OF BIDDER

Each bidder, before preparing his Proposal, shall visit the site of the proposed work, fully acquaint and familiarize himself with the conditions as they exist and the character of the operation to be carried on under the proposed Contract, and make such investigation as may be reasonably necessary so that he shall fully understand the facilities, difficulties, physical conditions and restrictions attending the work under the Contract. Each bidder shall also thoroughly examine and become familiar with the Drawings (including the site information contained therein), Specifications and the other Contract Documents, including the labor conditions and Executive Order No. 11246 described in Article 46 of the General Conditions. By submitting a Proposal, the bidder agrees that he has carefully examined the Drawings, Specifications and the other Contract Documents and the Addenda, if any, and the site, and that from his own investigation he has satisfied himself as to the nature and location of the work, the general and local conditions, and all matters which may in any way affect the work or its performance, and that as a result of such examination and investigation he fully understands the intent and purpose of the Documents and conditions of bidding.

No additional compensation or extension of time will be allowed for site, Contract or work conditions increasing the Contractor's costs or affecting the completion date which were not known to or appreciated by him when he submitted his Proposal if such could have been discovered by him by following the foregoing procedure and thoroughly informing himself of all conditions which might affect the work before submitting his Proposal.



15. OWNER-USER RELATIONSHIP

The Owner is constructing this project for the use and benefit of William Rainey Harper College identified in and referred to throughout the Contract Documents ("Owner"). It is intended, therefore, that the rights of and benefits to the Owner under the General Conditions, including, but not limited to, the obligations of the Contractor to protect Owner's property and to indemnify Owner against certain losses, shall and do extend as well to User and User's property, and User, with the approval of the Owner, shall have the right to enforce any such obligation of the Contractor under the General Conditions in its own right and behalf and for its own benefit and protection.

16. TIME OF COMPLETION

Bidder must agree to commence work on or before a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the project on or before October 1, 1969

WILLIAM RAINEY HARPER COLLEGE  
SECTION D

CERTIFICATION BY BIDDER  
PAGE D - 1

HUD- 4238-CD-2 (2-67)

Department of Housing and Urban Development

CERTIFICATION BY PROPOSED SUBCONTRACTOR REGARDING  
EQUAL EMPLOYMENT OPPORTUNITY

Name of prime contractor

Project No.

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the subcontractor has not filed a compliance report due under applicable instructions, such subcontractor shall be required to submit a compliance report before the owner approves the subcontract or permits work to begin under the subcontract.

SUBCONTRACTOR'S CERTIFICATION

Subcontractor's Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

SUBCONTRACTOR'S CERTIFICATION

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.  
Yes                      No
2. Compliance reports were required to be filed in connection with such contract or subcontract.  
Yes                      No
3. Bidder has filed all compliance reports due under applicable instructions, including SF-100.  
Yes.                      No.                      None Required.
4. If answer to item 3 is "No," please explain in detail on reverse side of this certification.

---

Certification - The information above is true and complete to the best of my knowledge and belief.

---

Name and Title of Signer (Please Type)

---

Signature

---

Date

ILLINOIS BUILDING AUTHORITY BID BOND

Know all men by these presents, that we the undersigned, \_\_\_\_\_

\_\_\_\_\_

as Principal, and \_\_\_\_\_

as Surety, are hereby held firmly into WILLIAM RAINY HARPER COLLEGE as Owner  
in the penal sum of \_\_\_\_\_

for the payment of which, well and truly to be made, we hereby jointly and  
severally bind ourselves, our heirs, executors, administrators, successors  
and assigns. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 196\_\_\_\_\_.

The condition of the above obligation in such that whereas the Principal has  
submitted to \_\_\_\_\_ a certain Bid,  
attached hereto and hereby made a part hereof to enter into a Contract in  
writing, for the \_\_\_\_\_

NOW, THEREFORE:

- (a) If said Bid shall be rejected, for reason other than Principal's withdrawal or attempted withdrawal of his bid after bid opening and prior to award of Contract, or in the alternate,
  - (b) If said Bid shall be accepted and the Principal shall execute and deliver a Contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid,
- then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of

WILLIAM RAINEY HARPER COLLEGE  
SECTION E

BID BOND  
PAGE E - 2

the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

ATTEST:

	_____ Principal
_____ (Principal) Secretary	By _____ (S)
(SEAL)	_____ (Address)
_____ Witness as to Principal	
_____ (Address)	

ATTEST:

	_____ Surety
	By _____ Attorney-in-Fact
_____ (Surety) Secretary	_____ (Address)
(SEAL)	
_____ Witness as to Surety	
_____ (Address)	

WILLIAM RAINEY HARPER COLLEGE  
SECTION F

CONTRACT  
PAGE F-1

William Rainey Harper College  
Algonquin and Roselle Roads  
Palatine, Illinois 60067  
Contract NO. \_\_\_\_\_

CONTRACT FORM

THIS AGREEMENT made on \_\_\_\_\_, 19 \_\_\_\_\_.

by and between \_\_\_\_\_

hereinafter called the "Contractor" and William Rainey Harper College herein-  
after called the "College."

WITNISSETH, that the Contractor and the College for the consideration stated  
herein, agree as follows:

ARTICLE 1. Scope. The Contractor shall do all things necessary to fully  
perform and satisfy all terms, conditions and requirements of the Specifications  
dated \_\_\_\_\_ for:

which are incorporated herein by reference and made a part hereof.

ARTICLE 2. Time of Completion. The Contractor shall commence work under this  
Contract on a date specified in the written Notice to Proceed to be issued by  
the College and shall fully complete all work thereunder by August 1, 1969,  
which said completion date includes final connections of all Mechanical and  
Electrical Utilities, ready for complete operation. Time is of the essence  
hereof.

ARTICLE 3. The Contract Price. William Rainey Harper College shall pay to  
the Contractor for the performance of the Contract, in current funds, subject  
to additions and deductions as provided in the Specifications,

\_\_\_\_\_  
(\$ \_\_\_\_\_) Dollars

ARTICLE 4. Payment. Payment shall be made as set forth in the Specifications  
referred to above.

ARTICLE 5. Contract Documents. Contract documents shall consist of the following component parts.

1. This instrument
2. Specifications
  - (a) Conditions
    - (1) Addenda
    - (2) Supplemental General Conditions
    - (3) General Conditions
    - (4) Special Conditions
  - (b) Technical Specifications
  - (c) Drawings
3. Performance - Payment Bond
4. Contractor's Proposal
5. Information for Bidders
6. Advertisement for Bids

This instrument together with the documents enumerated in this Article form the contract, and they are as fully a part of the contract as if hereto attached or herein repeated. In the event that any provision in one of the component parts of this contract conflicts with any provision of any other component part, the provision in the component part first enumerated in the Article entitled "Contract Documents" shall govern, except as other wise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be executed in \_\_\_\_\_ counterparts the day and year first above written.

(Affix  
Corp.  
Seal)

\_\_\_\_\_  
(Contractor's Name)

Address \_\_\_\_\_ By \_\_\_\_\_

City & State \_\_\_\_\_ Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ (If a Corporation, President or Vice-President should sign. If some other officer signs, evidence of authority must be submitted.)

WILLIAM RAINEY HARPER COLLEGE

By \_\_\_\_\_

Title \_\_\_\_\_

PERFORMANCE - PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: That we (1) \_\_\_\_\_

\_\_\_\_\_ a (2) \_\_\_\_\_

hereinafter called "Principal" and (3) \_\_\_\_\_

of \_\_\_\_\_, State of \_\_\_\_\_, hereinafter

called the "Surety", are held and firmly bound unto (4) \_\_\_\_\_

\_\_\_\_\_, hereinafter called

"Owner" in the penal sum of \_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) in lawful money of the United States, for the payment of which sum will and truly to me made, we bind ourselves, our heir's, ex-ecuters, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that Whereas, the Principal entered into a certain contract with the Owner, dated the \_\_\_\_\_ day of \_\_\_\_\_, 196\_\_\_\_\_, a copy of which is hereto attached and made a part ;hereof for the construction of:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakngs, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, and shall promptly make payment to all persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the prosecution of the work provided for in such contract, and any auth-ORIZED extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of



such work, and all insurance premiums on said work, and for all labor, performed in such work whether by subcontractor or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that 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 or the specifications accompanying the same shall in any wise affect its obligation of 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.

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in six (6) counterparts, each one of which shall be deemed an original, this the \_\_\_\_ day of \_\_\_\_\_ 196 \_\_\_\_.

ATTEST:

\_\_\_\_\_  
Principal

By \_\_\_\_\_ (S)

\_\_\_\_\_  
(Principal) Secretary

(SEAL)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Witness as to Principal

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Surety

ATTEST:

By \_\_\_\_\_  
Attorney-in-fact

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

(SEAL)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Witness as to Surety

\_\_\_\_\_  
(Address)

NOTE: Date of Bond must not be prior to date of Contract.

- (1) Correct name of Contractor
- (2) A Corporation, a Partnership or an Individual, as case may be
- (3) Correct name of Surety
- (4) Correct name of Owner
- (5) If Contractor is Partnership, all partners should execute bond

WILLIAM RAINNEY HARPER COLLEGE  
SECTION H

CERTIFICATE OF INSURANCE  
PAGE H - 1

This is to certify to William Rainey Harper College, Palatine, Illinois, that the following described policies and insurance coverages in force at this date have been issued by: \_\_\_\_\_

(Name of Insuring Company)

TO: \_\_\_\_\_

(Name of Insured)

(Address)

Covering work to be performed for William Rainey Harper College, as follows:

Date of contract \_\_\_\_\_ Description of work and location where work is to be

Performed: \_\_\_\_\_

Type of Insurance	Policy No.	Expiration Date	Statutory Limits Provided by Law, State of Illinois	
A - Workmen's Compensation Occupational Disease, & Employer's Liability	_____	_____	Employer's Liability Limit \$ _____	
B - Comprehensive General Liability, including	_____	_____		
(1) Contractor's Liability (Premises & Operations)	Each person \$ _____ Each Accident \$ _____	Each Accident \$ _____ Aggregate \$ _____		
(2) XCU Hazards (Explosion, Blasting, Collapse & underground)	Each person \$ _____ Each Accident \$ _____	Each Accident \$ _____ Aggregate \$ _____		
(3) Contractual Liability (Assumed under above-)	Each person \$ _____ Each Accident \$ _____	Each Accident \$ _____ Aggregate \$ _____		
(4) Contractor's Protective Liability (Independent	Each person \$ _____ Each Accident \$ _____	Each Accident \$ _____ Aggregate \$ _____		
C - Comprehensive Automobile Liability including	_____	_____		
(1) Owned Vehicles	Each person \$ _____ Each Accident \$ _____	Each Accident \$ _____		
(2) Hired Vehicles	Each person \$ _____ Each Accident \$ _____	Each Accident \$ _____		
(3)	Each person \$ _____ Each Accident \$ _____	Each Accident \$ _____		

WILLIAM RAINEY HARPER COLLEGE  
SECTION H

CERTIFICATE OF INSURANCE  
PAGE H - 2

It is agreed by the Insurance Company that if the above policies be cancelled or changed during the periods of coverage as stated here in ten (10) days written notice prior to such cancellation or changes will be given to William Rainey Harper College, Palatine, Illinois.

\_\_\_\_\_  
(Name of Insurance Company)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature (in ink) of Authorized Representative)

WILLIAM RAINEY HARPER COLLEGE  
SECTION J

CHANGE ORDER  
PAGE J - 1

CHANGE ORDER

TO: \_\_\_\_\_ Change Order No. \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Proposal No. \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

REFERENCE: Contract IBA \_\_\_\_\_ Dated \_\_\_\_\_  
User \_\_\_\_\_  
Location \_\_\_\_\_  
Project Description \_\_\_\_\_  
Type of Work \_\_\_\_\_

You are Authorized to make the following changes in the subject Contract:

The amount to the Contract will be (Unchanged) (Increased) (Decreased) by the  
Sum of: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Contract Total Including this Change Order will be: \$ \_\_\_\_\_

The time provided for completion in the contract due to this change order is  
(unchanged) (increased) (decreased) by \_\_\_\_\_ calendar days. This document  
shall become an amendment to the contract and all provisions of the contract  
will apply hereto.

ACCEPTED: \_\_\_\_\_ BY: \_\_\_\_\_  
Contractor Date

APPROVED: WILLIAM RAINEY HARPER COLLEGE BY: \_\_\_\_\_  
Date

WILLIAM RAINEY HARPER COLLEGE  
SECTION K

PURCHASE ORDER  
PAGE K - 1

T O			SHIP TO	ABOVE ADDRESS UNLESS OTHERWISE SPECIFIED

**SPECIAL NOTICE: PREPAY FREIGHT; ADD TO INVOICE WHERE APPLICABLE**

DATE OF PURCHASE ORDER	SHIP TO ARRIVE	SHIP VIA	TERMS	F.O.B.
------------------------	----------------	----------	-------	--------

REQUISITIONER	REQ. NO.	YOUR QUOTATION	INVOICE IN TRIPLICATE
---------------	----------	----------------	-----------------------

**PLEASE ENTER OUR ORDER AS FOLLOWS SUBJECT TO THE TERMS AND CONDITIONS SHOWN**

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
SAMPLE				

CONDITIONS: ACKNOWLEDGE AT ONCE. DELIVER ONLY MATERIAL AND OPERATOR SERVICES SPECIFIED. DO NOT CHANGE PRICE, QUANTITY OR SPECIFICATIONS WITHOUT OUR CONSENT. NO PACKAGING, CARTING, OR INSURANCE CHARGES WILL BE ALLOWED UNLESS SO INDICATED. IN THE CASE OF CONTRACTS FOR INSTALLATION, PROVISIONS SHALL BE MADE FOR THE PROTECTION OF WILLIAM RAINEY HARPER COLLEGE AGAINST ANY AND ALL CLAIMS OF SUBCONTRACTORS, LABORERS AND MATERIAL MEN. WE RESERVE THE RIGHT TO CANCEL THIS ORDER IN WHOLE OR IN PART IF GOODS ARE NOT SHIPPED BY TIME SPECIFIED. GOODS REJECTED ON ACCOUNT OF INFERIOR QUALITY OR WORKMANSHIP, OR FAILURE TO CONFORM TO THIS ORDER, WHETHER DISCOVERED AT FIRST INSPECTION OR DEVELOPING LATER, WILL BE RETURNED TO SELLER WITH CHARGE FOR TRANSPORTATION ON BOTH WAYS AND ARE NOT TO BE REPLACED UNLESS SPECIFICALLY REQUESTED. APPROVED INVOICES RECEIVED BY THE 2<sup>ND</sup> OF THE MONTH WILL BE PAID AFTER THE FIRST BOARD MEETING IN THE FOLLOWING MONTH.

WILLIAM RAINEY HARPER COLLEGE  
BY \_\_\_\_\_ PURCHASING AGENT  
WILLIAM RAINEY HARPER COLLEGE  
EXEMPT FROM PAYMENT OF THE ILLINOIS  
STATE SALES TAX

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
OFFICE OF EDUCATION  
WASHINGTON, D.C. 20202

## GENERAL CONDITIONS

### I. Contract and Contract Documents

The project to be constructed pursuant to this contract will be financed with assistance from the Department of Health, Education, and Welfare, Office of Education, and is subject to all applicable Federal laws and regulations.

The Plans, Specifications and Addenda, hereinafter enumerated in the Supplemental General Conditions, shall form part of this contract and the provisions thereof shall be as binding upon the parties hereto as if they were herein fully set forth. The table of contents, titles, headings, running headlines and marginal notes contained herein and in said documents are solely to facilitate reference to various provisions of the Contract Documents and in no way affect, limit or cast light on the interpretation of the provisions to which they refer.

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### 2. Definitions

The following terms as used in this contract are respectively defined as follows:

- (a) "Contractor": A person, firm or corporation with whom the contract is made by the Owner.

\* See alphabetical subject index at end.

- (b) "Subcontractor": A person, firm or corporation supplying labor and materials or only labor for work at the site of the project for, and under separate contract or agreement with, the Contractor.
- (c) "Work on (at) the project": Work to be performed at the location of the project, including the transportation of materials and supplies to or from the location of the project by employees of the Contractor and any subcontractor.

### **3. Additional Instructions and Detail Drawings**

The Contractor will be furnished additional instructions and detail drawings as necessary to carry out the work included in the contract. The additional drawings and instructions thus supplied to the Contractor will coordinate with the Contract Documents and will be so prepared that they can be reasonably interpreted as part thereof. The Contractor shall carry out the work in accordance with the additional detail drawings and instructions. The Contractor and the Architect/Engineer will prepare jointly (a) a schedule, fixing the dates at which special detail drawings will be required, such drawings, if any, to be furnished by the Architect/Engineer in accordance with said schedule, and (b) a schedule fixing the respective dates for the submission of shop drawings, the beginning of manufacture, testing and installation of materials, supplies and equipment, and the completion of the various parts of the work; each such schedule to be subject to change from time to time in accordance with the progress of the work.

### **4. Shop or Setting Drawings**

The Contractor shall submit promptly to the Architect/Engineer two copies of each shop or setting drawing prepared in accordance with the schedule predetermined as aforesaid. After examination of such drawings by the Architect/Engineer and the return thereof, the Contractor shall make such corrections to the drawings as have been indicated and shall furnish the Architect/Engineer with two corrected copies. If requested by the Architect/Engineer, the Contractor must furnish additional copies. Regardless of corrections made in or approval given to such drawings by the Architect/Engineer, the Contractor will nevertheless be responsible for the accuracy of such drawings and for their conformity to the Plans and Specifications, unless he notifies the Architect/Engineer in writing of any deviations at the time he furnishes such drawings.

### **5. Materials, Services and Facilities**

- (a) It is understood that except as otherwise specifically stated in the Contract Documents, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction of every nature, and all other services and facilities of every nature whatsoever necessary to execute, complete, and deliver the work within the specified time.
- (b) Any work necessary to be performed after regular working hours, on Sundays or Legal Holidays, shall be performed without additional expense to the Owner.

### **6. Contractor's Title to Materials**

No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller. The Contractor warrants that he has good title to all materials and supplies used by him in the work, free from all liens, claims or encumbrances.



## **7. Inspection and Testing of Materials**

- (a) All materials and equipment used in the construction of the project shall be subject to adequate inspection and testing in accordance with accepted standards. The laboratory or inspection agency shall be selected by the Owner. The Owner will pay for all laboratory inspection service direct, and not as a part of the contract.
- (b) Materials of construction, particularly those upon which the strength and durability of the structure may depend, shall be subject to inspection and testing to establish conformance with specifications and suitability for uses intended.

## **8. "Or Equal" Clause**

Whenever a material, article or piece of equipment is identified on the plans or in the specifications by reference to manufacturers' or vendors' names, trade names, catalogue numbers etc., it is intended merely to establish a standard; and, any material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed, is, in the opinion of the Architect/Engineer, of equal substance and function. It shall not be purchased or installed by the Contractor without the Architect/Engineer's written approval.

## **9. Patents**

- (a) The Contractor shall hold and save the Owner and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of, any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the Owner, unless otherwise specifically stipulated in the Contract Documents.
- (b) License or Royalty Fees: License and/or Royalty Fees for the use of a process which is authorized by the Owner of the project must be reasonable, and paid to the holder of the patent, or his authorized licensee, direct by the Owner and not by or through the Contractor.
- (c) If the Contractor uses any design, device or materials covered by letters, patent or copyright, he shall provide for such use by suitable agreement with the Owner of such patented or copyrighted design, device or material. It is mutually agreed and understood, that, without exception, the contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or his Sureties shall indemnify and save harmless the Owner of the project from any and all claims for infringement by reason of the use of such patented or copyrighted design, device or materials or any trademark or copyright in connection with work agreed to be performed under this contract, and shall indemnify the Owner for any cost, expense or damage which it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

## **10. Surveys, Permits, and Regulations**

Unless otherwise expressly provided for in the Specifications, the Owner will furnish to the Contractor all surveys necessary for the execution of the work.

The Contractor shall procure and pay for all permits, licenses and approvals necessary for the execution of his contract.

The Contractor shall comply with all laws, ordinances, rules, orders, and regulations relating to the performance of the work, the protection of adjacent property, and the maintenance of passageways, guard fences or other protective facilities.

## **11. Contractor's Obligations**

The Contractor shall and will, in good workmanlike manner, do and perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this contract, within the time herein specified, in accordance with the provisions of this contract and said specifications and in accordance with the plans and drawings covered by this contract and any and all supplemental plans and drawings, and in accordance with the directions of the Architect/Engineer as given from time to time during the progress of the work. He shall furnish, erect, maintain, and remove such construction plant and such temporary works as may be required. The Contractor shall observe, comply with, and be subject to all terms, conditions, requirements, and limitations of the contract and specifications, and shall do, carry on, and complete the entire work to the satisfaction of the Architect/Engineer and the Owner.

## **12. Weather Conditions**

In the event of temporary suspension of work, or during inclement weather, or whenever the Architect/Engineer shall direct, the Contractor will, and will cause his subcontractors to protect carefully his and their work and materials against damage or injury from the weather. If, in the opinion of the Architect/Engineer, any work or materials shall have been damaged or injured by reason of failure on the part of the Contractor or any of his subcontractors so to protect his work, such materials shall be removed and replaced at the expense of the Contractor.

## **13. Protection of Work and Property—Emergency**

The Contractor shall at all times safely guard the Owner's property from injury or loss in connection with this contract. He shall at all times safely guard and protect his own work, and that of adjacent property, from damage. The Contractor shall replace or make good any such damage, loss or injury unless such be caused directly by errors contained in the contract or by the Owner, or his duly authorized representatives.

In case of an emergency which threatens loss or injury of property and/or safety of life, the Contractor will be allowed to act, without previous instructions from the Architect/Engineer, in a diligent manner. He shall notify the Architect/Engineer immediately thereafter. Any claim for compensation by the Contractor due to such extra work shall be promptly submitted to the Architect/Engineer for approval.

Where the Contractor has not taken action but has notified the Architect/Engineer of an emergency threatening injury to persons or damage to the work or any adjoining property, he shall act as instructed or authorized by the Architect/Engineer.

The amount of reimbursement claimed by the Contractor on account of any emergency action shall be determined in the manner provided in Paragraph 17 of the General Conditions.

## **14. Inspection**

The authorized representatives and agents of the Office of Education shall be permitted to inspect all work, materials, payrolls, records of personnel, invoices of materials, and other relevant data and records.

## **15. Reports, Records and Data**

The Contractor shall submit to the Owner such schedule of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Owner may request concerning work performed or to be performed under this contract.

## **16. Superintendence by Contractor**

At the site of the work the Contractor shall employ a construction superintendent or foreman who shall have full authority to act for the Contractor. It is understood that such representative shall be acceptable to the Architect Engineer and shall be one who can be continued in that capacity for the particular job involved unless he ceases to be on the Contractor's payroll.

## **17. Changes in Work**

No changes in the work covered by the approved Contract Documents shall be made without having prior written approval of the Owner. Charges or credits for the work covered by the approved change shall be determined by one or more, or a combination of the following methods:

- (a) Unit bid prices previously approved.
- (b) An agreed lump sum.
- (c) The actual cost of:
  - 1. Labor, including foremen;
  - 2. Materials entering permanently into the work;
  - 3. The ownership or rental cost of construction plant and equipment during the time of use on the extra work;
  - 4. Power and consumable supplies for the operation of power equipment;
  - 5. Insurance;
  - 6. Social Security and old age and unemployment contributions.

To the cost under (c) there shall be added a fixed fee to be agreed upon but not to exceed fifteen percent (15%) of the actual cost of the work. The fee shall be compensation to cover the cost of supervision, overhead, bond, profit and any other general expenses.

## **18. Extras**

Without invalidating the contract, the Owner may order extra work or make changes by altering, adding to or deducting from the work, the contract sum being adjusted accordingly, and the consent of the Surety being first obtained where necessary or desirable. All the work of the kind bid upon shall be paid for at the price stipulated in the proposal, and no claims for any extra work or materials shall be allowed unless the work is ordered in writing by the Owner or its Architect Engineer, acting officially for the Owner, and the price is stated in such order.

## **19. Time for Completion and Liquidated Damages**

It is hereby understood and mutually agreed, by and between the Contractor and the Owner, that the date of beginning and the time for completion as specified in the contract of the work to be done hereunder are ESSENTIAL CONDITIONS of this contract; and it is further mutually understood and agreed that the work embraced in this contract shall be commenced on a date to be specified in the "Notice to Proceed."

The Contractor agrees that said work shall be prosecuted regularly, diligently, and uninterruptedly at such rate of progress as will insure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor and the Owner, that the time for the completion of the work described herein is a reasonable time for the completion of the same, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.

If the said Contractor shall neglect, fail or refuse to complete the work within the time herein specified, or any proper extension thereof granted by the Owner, then the Contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the Owner the amount specified in the contract, not as a penalty but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day that the Contractor shall be in default after the time stipulated in the contract for completing the work.

The said amount is fixed and agreed upon by and between the Contractor and the Owner because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages the Owner would in such event sustain, and said amount is agreed to be the amount of damages which the Owner would sustain and said amount shall be retained from time to time by the Owner from current periodical estimates.

It is further agreed that time is of the essence of each and every portion of this contract and of the specifications wherein a definite and certain length of time is fixed for the performance of any act whatsoever; and where under the contract an additional time is allowed for the completion of any work, the new time limit fixed by such extension shall be of the essence of this contract. *Provided*, that the Contractor shall not be charged with liquidated damages or any excess cost when the delay in completion of the work is due:

- (a) To any preference, priority or allocation order duly issued by the Government;
- (b) To unforeseeable cause beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God, or of the public enemy, acts of the Owner, acts of another Contractor in the performance of a contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and severe weather; and
- (c) To any delays of subcontractors or suppliers occasioned by any of the causes specified in subsections (a) and (b) of this article:

*Provided, Further*, that the Contractor shall, within ten (10) days from the beginning of such delay, unless the Owner shall grant a further period of time prior to the date of final settlement of the contract, notify the Owner, in writing, of the causes of the delay, who shall ascertain the facts and extent of the delay and notify the Contractor within a reasonable time of its decision in the matter.

## **20. Correction of Work**

All work, all materials, whether incorporated in the work or not, all processes of manufacture, and all methods of construction shall be at all times and places subject to the inspection of the Architect/Engineer who shall be the final judge of the quality and suitability of the work, materials, processes of manufacture, and methods of construction for the purposes for which they are used. Should they fail to meet his approval they shall be forthwith reconstructed, made good, replaced and/or corrected, as the case may be, by the Contractor at his own expense. Rejected material shall immediately be removed from the site. If, in the opinion of the Architect/Engineer, it is undesirable to replace any defective or damaged materials or to reconstruct or correct any portion of the work injured or not performed in accordance with the Contract Documents, the compensation to be paid to the Contractor hereunder shall be reduced by such amount as in the judgment of the Architect/Engineer shall be equitable.

## **21. Subsurface Conditions Found Different**

Should the Contractor encounter subsurface and/or latent conditions at the site materially differing from those shown on the plans or indicated in the specifications, he shall immedi-

ately give notice to the Architect/Engineer of such conditions before they are disturbed. The Architect/Engineer will thereupon promptly investigate the conditions, and if he finds that they materially differ from those shown on the plans or indicated in the specifications, he will at once make such changes in the plans and/or specifications as he may find necessary, any increase or decrease of cost resulting from such changes to be adjusted in the manner provided in Paragraph 17 of the General Conditions.

## **22. Claims for Extra Costs**

No claim for extra work or cost shall be allowed unless the same was done in pursuance of a written order of the Architect/Engineer approved by the Owner, as aforesaid, and the claim presented with the first estimate after the changed or extra work is done. When work is performed under the terms of subparagraph 17(c) of the General Conditions, the Contractor shall furnish satisfactory bills, payrolls and vouchers covering all items of cost and when requested by the Owner, give the Owner access to accounts relating thereto.

## **23. Right of the Owner to Terminate Contract**

In the event that any of the provisions of this contract are violated by the Contractor, or by any of his subcontractors, the Owner may serve written notice upon the Contractor and the Surety of its intention to terminate the contract, such notices to contain the reasons for such intention to terminate the contract, and unless within ten (10) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the contract shall, upon the expiration of said ten (10) days, cease and terminate. In the event of any such termination the Owner shall immediately serve notice thereof upon the Surety and the Contractor, and the Surety shall have the right to take over and perform the contract; *Provided, however*, that if the Surety does not commence performance thereof within ten (10) days from the date of the mailing to such Surety of notice of termination, the Owner may take over the work and prosecute the same to completion by contract or by force account for the account and at the expense of the Contractor and the Contractor and his Surety shall be liable to the Owner for any excess cost occasioned the Owner thereby, and in such event the Owner may take possession of and utilize in completing the work, such materials, appliances, and plant as may be on the site of the work and necessary therefor.

## **24. Construction Schedule and Periodic Estimates**

Immediately after execution and delivery of the contract, and before the first partial payment is made, the Contractor shall deliver to the Owner an estimated construction progress schedule in form satisfactory to the Owner, showing the proposed dates of commencement and completion of each of the various subdivisions of work required under the Contract Documents and the anticipated amount of each monthly payment that will become due the Contractor in accordance with the progress schedule. The Contractor shall also furnish on forms to be supplied by the Owner (a) a detailed estimate giving a complete breakdown of the contract price and (b) periodic itemized estimates of work done for the purpose of making partial payments thereon. The costs employed in making up any of these schedules will be used only for determining the basis of partial payments and will not be considered as fixing a basis for additions to or deductions from the contract price.

## **25. Payments to Contractor**

- (a) Not later than the 15th day of each calendar month the Owner shall make a progress payment to the Contractor on the basis of a duly certified and approved estimate of the work performed during the preceding calendar month under this contract, but to insure

the proper performance of this contract, the Owner shall retain ten percent (10%) of the amount of each estimate until final completion and acceptance of all work covered by this contract: *Provided*, that the Owner at any time after fifty percent (50%) of the work has been completed, if it finds that satisfactory progress is being made, may make any of the remaining progress payments in full: *Provided, further*, that on completion and acceptance of each separate building, public work, or other division of the contract, on which the price is stated separately in the contract, payment may be made in full, including retained percentages thereon, less authorized deductions.

- (b) In preparing estimates the material delivered on the site and preparatory work done may be taken into consideration.
- (c) All material and work covered by partial payments made shall thereupon become the sole property of the Owner, but this provision shall not be construed as relieving the Contractor from the sole responsibility for the care and protection of materials and work upon which payments have been made or the restoration of any damaged work, or as a waiver of the right of the Owner to require the fulfillment of all of the terms of the contract.
- (d) *Owner's Right to Withhold Certain Amounts and Make Application Thereof:* The Contractor agrees that he will indemnify and save the Owner harmless from all claims growing out of the lawful demands of subcontractors, laborers, **workmen**, mechanics, materialmen, and furnishers of machinery and parts thereof, equipment, power tools, and all supplies, including commissary, incurred in the furtherance of the performance of this contract. The Contractor shall, at the Owner's request, furnish satisfactory evidence that all obligations of the nature hereinabove designated have been paid, discharged, or waived. If the Contractor fails so to do, then the Owner may, after having served written notice on the said Contractor, either pay unpaid bills, of which the Owner has written notice, direct, or withhold from the Contractor's unpaid compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged whereupon payment to the Contractor shall be resumed, in accordance with the terms of this contract, but in no event shall the provisions of this sentence be construed to impose any obligations upon the Owner to either the Contractor or his Surety. In paying any unpaid bills of the Contractor, the Owner shall be deemed the agent of the Contractor, and any payment so made by the Owner, shall be considered as a payment made under the contract by the Owner to the Contractor and the Owner shall not be liable to the Contractor for any such payment made in good faith.

## **26. Acceptance of Final Payment Constitutes Release**

The acceptance by the Contractor of final payment shall be and shall operate as a release to the Owner of all claims and all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the Owner and others relating to or arising out of this work. No payment, however, final or otherwise, shall operate to release the Contractor or his Sureties from any obligations under this contract or the Performance and Payment Bond.

## **27. Payments by Contractor**

The Contractor shall pay (a) for all transportation and utility services not later than the 20th day of the calendar month following that in which services are rendered, (b) for all materials, tools, and other expendable equipment to the extent of ninety percent (90%) of the cost thereof, not later than the 20th day of the calendar month following that in which such materials, tools, and equipment are delivered at the site of the project, and the balance

of the cost thereof not later than the 30th day following the completion of that part of the work in or on which such materials, tools, and equipment are incorporated or used, and (c) to each of his subcontractors, not later than the 5th day following each payment to the Contractor, the respective amounts allowed the Contractor on account of the work performed by his subcontractors to the extent of each subcontractor's interest therein.

## **28. Insurance**

The Contractor shall not commence work under this contract until he has obtained all the insurance required under this paragraph and such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work on his subcontract until the insurance required of the subcontractor has been so obtained and approved.

- (a) *Compensation Insurance*: The Contractor shall procure and shall maintain during the life of this contract Workmen's Compensation Insurance as required by applicable State or territorial law for all of his employees to be engaged in work at the site of the project under this contract and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance. In case any class of employees engaged in hazardous work on the project under this contract is not protected under the Workmen's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected.
- (b) *Contractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance*: The Contractor shall procure and shall maintain during the life of this contract Contractor's Public Liability Insurance, Contractor's Property Damage Insurance and Vehicle Liability Insurance in the amounts specified in the Supplemental General Conditions.
- (c) *Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance*: The Contractor shall either (1) require each of his subcontractors to procure and to maintain during the life of his subcontract, Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the type and in the amounts specified in the Supplemental General Conditions specified in subparagraph (b) hereof, or, (2) insure the activities of his subcontractors in his policy, specified in subparagraph (b) hereof.
- (d) *Scope of Insurance and Special Hazards*: The insurance required under subparagraphs (b) and (c) hereof shall provide adequate protection for the Contractor and his subcontractors, respectively, against damage claims which may arise from operations under this contract, whether such operations be by the insured or by anyone directly or indirectly employed by him and, also against any of the special hazards which may be encountered in the performance of this contract as enumerated in the Supplemental General Conditions.
- (e) *Builder's Risk Insurance (Fire and Extended Coverage)*: Until the project is completed and accepted by the Owner, the Owner, or Contractor (at the Owner's option as indicated in the Supplemental General Conditions, Form (OE 8025)), is required to maintain Builder's Risk Insurance (fire and extended coverage) on a 100 percent completed value basis on the insurable portion of the project for the benefit of the Owner, the Contractor, and subcontractors as their interests may appear. The Contractor shall not include any costs for Builder's Risk Insurance (fire and extended coverage) premiums during construction unless the Contractor is required to provide such insurance; however, this provision shall not release the Contractor from his obligation to complete,

according to plans and specifications, the project covered by the contract, and the Contractor and his Surety shall be obligated to full performance of the Contractor's undertaking.

- (f) *Proof of Carriage of Insurance:* The Contractor shall furnish the Owner with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of policies. Such certificates shall also contain substantially the following statement: "The insurance covered by this certificate will not be cancelled or materially altered, except after ten (10) days written notice has been received by the Owner."

## **29. Contract Security**

The Contractor shall furnish a performance bond in an amount at least equal to one hundred percent (100%) of the contract prices as security for the faithful performance of this contract and also a payment bond in an amount not less than fifty percent (50%) of the contract price or in a penal sum not less than that prescribed by State, territorial or local law, as security for the payment of all persons performing labor on the project under this contract and furnishing materials in connection with this contract. The performance bond and the payment bond may be in one or in separate instruments in accordance with local law. Before final acceptance each bond must be approved by the Office of Education.

## **30. Additional or Substitute Bond**

If at any time the Owner for justifiable cause, shall be or become dissatisfied with any surety or sureties then upon the Performance or Payment Bonds, the Contractor shall within five (5) days after notice from the Owner so to do, substitute an acceptable bond (or bonds) in such form and sum and signed by such other surety or sureties as may be satisfactory to the Owner. The premiums on such bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished such an acceptable bond to the Owner.

## **31. Assignments**

The Contractor shall not assign the whole or any part of this contract or any moneys due or to become due hereunder without written consent of the Owner. In case the Contractor assigns all or any part of any moneys due or to become due under this contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to the Contractor shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this contract.

## **32. Mutual Responsibility of Contractors**

If, through acts of neglect on the part of the Contractor, any other Contractor or any subcontractor shall suffer loss of damage on the work, the Contractor agrees to settle with such other Contractor or subcontractor by agreement or arbitration if such other Contractor or subcontractor will so settle. If such other Contractor or subcontractor shall assert any claim against the Owner on account of any damage alleged to have been sustained, the Owner shall notify the Contractor, who shall indemnify and save harmless the Owner against any such claim.

## **33. Separate Contracts**

The Contractor shall coordinate his operations with those of other Contractors. Cooperation will be required in the arrangement for the storage of materials and in the detailed execution



of the work. The Contractor, including his subcontractors, shall keep informed of the progress and the detail work of other Contractors and shall notify the Architect/Engineer immediately of lack of progress or defective workmanship on the part of other Contractors. Failure of a Contractor to keep informed of the work progressing on the site and failure to give notice of lack of progress or defective workmanship by others shall be construed as acceptance by him of the status of the work as being satisfactory for proper coordination with his own work.

#### **34. Subcontracting**

- (a) The Contractor may utilize the services of specialty subcontractors on those parts of the work which, under normal contracting practices, are performed by specially subcontractors.
- (b) The Contractor shall not award any work to any subcontractor without prior written approval of the Owner, which approval will not be given until the Contractor submits to the Owner a written statement concerning the proposed award to the subcontractor, which statement shall contain such information as the Owner may require.
- (c) The Contractor shall be as fully responsible to the Owner for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.
- (d) The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by the terms of the General Conditions and other Contract Documents insofar as applicable to the work of subcontractors and to give the Contractor the same power as regards terminating any subcontract that the Owner may exercise over the Contractor under any provisions of the Contract Documents.
- (e) Nothing contained in this contract shall create any contractual relation between any subcontractor and the Owner.

#### **35. Architect/Engineer's Authority**

The Architect/Engineer shall give all orders and directions contemplated under this contract and specifications relative to the execution of the work. The Architect/Engineer shall determine the amount, quality, acceptability, and fitness of the several kinds of work and materials which are to be paid for under this contract and shall decide all questions which may arise in relation to said work and the construction thereof. The Architect/Engineer's estimates and decisions shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties hereto relative to said contract or specifications, the determination or decision of the Architect/Engineer shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this contract affected in any manner or to any extent by such question.

The Architect/Engineer shall decide the meaning and intent of any portion of the specifications and of any plans or drawings where the same may be found obscure or be in dispute. Any differences or conflicts in regard to their work which may arise between the Contractor under this contract and other Contractors performing work for the Owner shall be adjusted and determined by the Architect/Engineer.

#### **36. Stated Allowances**

The Contractor shall include in his proposal the cash allowances stated in the Supplemental General Conditions. The Contractor shall purchase the "Allowed Materials" as directed by the Owner on the basis of the lowest and best bid of at least three competitive bids. If the

actual price for purchasing the "Allowed Materials" is more or less than the "Cash Allowance"; the contract price shall be adjusted accordingly. The adjustment in contract price shall be made on the basis of the purchase price without additional charges for overhead, profit, insurance or any other incidental expenses. The cost of installation of the "Allowed Materials" shall be included in the applicable sections of the contract specifications covering this work.

### **37. Use of Premises and Removal of Debris**

The Contractor expressly undertakes at his own expense:

- (a) to take every precaution against injuries to persons or damage to property;
- (b) to store his apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other Contractors;
- (c) to place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work;
- (d) to clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance;
- (e) before final payment to remove all surplus material, false-work, temporary structures, including foundations thereof, plant of any description and debris of every nature resulting from his operations, and to put the site in a neat, orderly condition;
- (f) to effect all cutting, fitting or patching of his work required to make the same to conform to the plans and specifications and, except with the consent of the Architect Engineer, not to cut or otherwise alter the work of any other Contractor.

### **38. Quantities of Estimate**

Wherever the estimated quantities of work to be done and materials to be furnished under this contract are shown in any of the documents including the proposal, they are given for use in comparing bids and the right is especially reserved except as herein otherwise specifically limited, to increase or diminish them as may be deemed reasonably necessary or desirable by the Owner to complete the work contemplated by this contract, and such increase or diminution shall in no way vitiate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

### **39. Lands and Rights-of-Way**

Prior to the start of construction, the Owner shall obtain all lands and rights-of-way necessary for the carrying out and completion of work to be performed under this contract.

### **40. General Guaranty**

Neither the final certificate of payment nor any provision in the Contract Documents nor partial or entire occupancy of the premises by the Owner shall constitute an acceptance of work not done in accordance with the Contract Documents or relieve the Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor shall remedy any defects in the work and pay for any damage to other work resulting therefrom, which shall appear within a period of one year from the date of final acceptance of the work unless a longer period is specified. The Owner will give notice of observed defects with reasonable promptness.

#### **41. Conflicting Conditions**

Any provision in any of the Contract Documents which may be in conflict or inconsistent with any of the paragraphs in these General Conditions shall be void to the extent of such conflict or inconsistency.

#### **42. Notice and Service Thereof**

Any notice to any Contractor from the Owner relative to any part of this contract shall be in writing and considered delivered and the service thereof completed, when said notice is posted, by certified or registered mail, to the said Contractor at his last given address, or delivered in person to said Contractor or his authorized representative on the work.

#### **43. Provisions Required by Law Deemed Inserted**

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

#### **44. Protection of Lives and Health**

In order to protect the lives and health of his employees under the contract, the Contractor shall comply with all pertinent provisions of the "Manual of Accident Prevention in Construction" issued by the Associated General Contractors of America, Inc., and shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the contract. The Contractor alone shall be responsible for the safety, efficiency, and adequacy of his plant, appliances, and methods, and for any damage which may result from their failure or their improper construction, maintenance, or operation.

#### **45. Subcontracts**

The Contractor will insert in any subcontracts the Sections 52 through 56 and 59 contained herein and such other clauses as the Office of Education may, by instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts which they may enter into, together with a clause requiring this insertion in any further subcontracts that may in turn be made.

#### **46. Equal Employment Opportunity**

During the performance of this contract the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Office of Education and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally-assisted construction contracts, in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulation, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontractor or purchase order as the Office of Education may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Office of Education, the Contractor may request the United States to enter into such litigation to protect the interests of the United States."

**Exemptions to Above Equal Opportunity Clause (41 CFR Chap. 60)**

- (1) Contracts and subcontracts not exceeding \$10,000 (other than Government bills of lading) are exempt. The amount of the contract, rather than the amount of the Federal financial assistance, shall govern in determining the applicability of this exemption.
- (2) Except in the case of subcontracts for the performance, of construction work at the site of construction, the clause shall not be required to be inserted in subcontracts below the second tier.
- (3) Contracts and subcontracts not exceeding \$100,000 for standard commercial supplies or raw materials are exempt.

**47. Interest of Member of or Delegate to Congress**

No member of or Delegate to Congress shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

**48. Other Prohibited Interests**

No official of the Owner who is authorized in such capacity and on behalf of the Owner to negotiate, make, accept or approve, or to take part in negotiating, making, accepting, or ap-

proving any architectural, engineering, inspection construction or material supply contract or any subcontract in connection with the construction of the project, shall become directly or indirectly interested personally in this contract or in any part hereof. No officer, employee, architect, attorney, engineer or inspector of or for the Owner who is authorized in such capacity and on behalf of the Owner to exercise any legislative, executive, supervisory or other similar functions in connection with the construction of the project, shall become directly or indirectly interested personally in this contract or in any part thereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to the project.

**49. Use and Occupancy Prior to Acceptance by Owner**

The Contractor agrees to the use and occupancy of a portion or unit of the project before formal acceptance by the Owner, provided the Owner:

- (a) Secures written consent of the Contractor except in the event, in the opinion of the Architect/Engineer, the Contractor is chargeable with unwarranted delay in final clean-up of punch list items or other contract requirements.
- (b) Secures endorsement from the insurance-carrier and consent of the Surety permitting occupancy of the building or use of the project during the remaining period of construction, or,
- (c) When the project consists of more than one building, and one of the buildings is occupied, secures permanent fire and extended coverage insurance, including a permit to complete construction. Consent of the Surety must also be obtained.

**50. Photographs of the Project**

If required by the Owner, the Contractor shall furnish photographs of the project, in the quantities and as described in the Supplemental General Conditions.

**51. Suspension of Work**

Should the Owner be prevented or enjoined from proceeding with work either before or after the start of construction by reason of any litigation or other reason beyond the control of the Owner, the Contractor shall not be entitled to make or assert claim for damage by reason of said delay; but time for completion of the work will be extended to such reasonable time as the Owner may determine will compensate for time lost by such delay with such determination to be set forth in writing.

**52. Minimum Wages**

- (a) The Contractor shall post at appropriate conspicuous points at the site of the project a schedule showing all determined minimum wage rates for the various classes of laborers and mechanics to be engaged in work on the project under this contract and all deductions, if any, required by law to be made from unpaid wages actually earned by the laborers and mechanics so engaged.
- (b) All mechanics and laborers employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amounts due at time of payment computed at wage rates not less than those contained in the wage determination decision of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics. For the purpose of this clause, contributions made or costs reasonably anticipated under section 1 (b) (2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5 (a) (1) (iv). Also for the purpose of this clause, regular contributions made or costs incurred for more than a weekly period under plans, funds, or programs, but covering the particular

weekly period, are deemed to be constructively made or incurred during such weekly period.

- (c) The Office of Education shall require that any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract, shall be classified or reclassified conformably to the wage determination, and a report of the action taken shall be sent by the Office of Education to the Secretary of Labor. In the event the interested parties cannot agree on the proper classification or reclassification of a particular class of laborers and mechanics to be used, the question accompanied by the recommendation of the Office of Education shall be referred to the Secretary of Labor for final determination.
- (d) The Office of Education shall require, whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly wage rate and the Contractor is obligated to pay a cash equivalent of such a fringe benefit, an hourly cash equivalent thereof to be established. In the event the interested parties cannot agree upon a cash equivalent of the fringe benefit, the question, accompanied by the recommendation of the Office of Education, shall be referred to the Secretary of Labor for determination.
- (e) The Contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b) (2) (B) of the Davis-Bacon Act, or any bona fide fringe benefits not expressly listed in section 1(b) (2) of the Davis-Bacon Act or otherwise not listed in the wage determination decision of the Secretary of Labor which is included in this contract, only when the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. Whenever practicable, the Contractor should request the Secretary of Labor to make such findings before the making of the contract. In the case of unfunded plans and programs, the Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.
- (f) The specified wage rates are minimum rates only, and the Owner will not consider any claims for additional compensation made by the Contractor because of payment by the Contractor of any wage rate in excess of the applicable rate contained in this contract. All disputes in regard to the payment of wages in excess of those specified in this contract shall be adjusted by the Contractor.
- (g) If the Contractor does not make payments to a trustee or other third person, he may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing benefits under a plan or program of a type expressly listed in the wage determination decision of the Secretary of Labor which is a part of this contract: Provided however, the Secretary of Labor has found upon the written request of the Contractor that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

### 53. Withholding of Payments

The Office of Education may withhold or cause to be withheld from the Contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor on the work the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic employed or working on the site of the work, all or part of the wages re-

quired by the contract, the Office of Education may, after written notice to the Contractor or Owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

#### **54. Payrolls and Basic Records**

- (a) Payrolls and basic payroll records relating thereto will be maintained during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records will contain the name and address of each such employee, his correct classification, rates of pay (including rates of contributions or costs anticipated of the types described in section 1(b) (2) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a) (1) (iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b) (2) (B) of the Davis-Bacon Act, the Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits.
- (b) The Contractor will submit weekly a copy of all payrolls to the Owner, for transmission to the Office of Education. The copy shall be accompanied by a statement signed by the employer or his agent indicating that the payrolls are correct and complete, that the wage rates contained therein are not less than those determined by the Secretary of Labor and that the classifications set forth for each laborer or mechanic conform with the work he performed. A submission of a "Weekly Statement of Compliance" which is required under this contract and the Copeland regulations of the Secretary of Labor (29 CFR, Part 3) and the filing with the initial payroll or any subsequent payroll of a copy of any findings by the Secretary of Labor under 29 CFR 5.5(a) (1) (iv) shall satisfy this requirement. The prime Contractor shall be responsible for the submission of copies of payrolls of all subcontractors. The Contractor shall make the records required under the labor standards clauses of the contract available for inspection by authorized representatives of the Office of Education and the Department of Labor, and shall permit such representatives to interview employees during working hours on the job.

#### **55. Apprentices**

Apprentices shall be permitted to work as such only when they are registered, individually, under a bona fide apprenticeship program registered with a State apprenticeship agency which is recognized by the Bureau of Apprenticeship and Training, United States Department of Labor; or, if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, United States Department of Labor. The allowable ratio of apprentices to journeymen in any craft classification shall not be greater than the ratio permitted to the Contractor as to his entire work force under the registered program. Any employee listed on a payroll at an apprentice wage rate, who is not registered as above, shall be paid the wage rate for the classification of work he actually performed. The Contractor or subcontractor will be required to furnish to the Office of Education written evidence of the registration of his program and apprentices as well as of the appropriate ratios and wage rates, for the area of construction, prior to using any apprentices on the contract work.

## **56. Compliance With Copeland Anti-Kickback Act and Regulations**

The Contractor shall comply with the Copeland Anti-Kickback Act and Regulations of the Secretary of Labor (29 CFR, Part 3) which are herein incorporated by reference.

## **57. Overtime**

- (a) No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics, including watchmen and guards, shall require or permit any laborer or mechanic in any workweek in which he is employed on such work to work in excess of eight hours in any calendar day or in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times his basic rate of pay for all hours worked in excess of eight hours in any calendar day or in excess of forty hours in such workweek, as the case may be.
- (b) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (a), the Contractor and any subcontractor responsible therefor shall be liable to any affected employee for his unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the clause set forth in subparagraph (a), in the sum of \$10 for each calendar day on which such employee was required or permitted to work in excess of eight hours or in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (a).
- (c) Withholding for unpaid wages and liquidated damages. The Office of Education may withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor, such sums as may administratively be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (b).
- (d) Subcontracts. The Contractor shall insert in any subcontracts the clauses set forth in subparagraphs (a), (b), and (c) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts which they may enter into, together with a clause requiring this insertion in any further subcontracts that may in turn be made.

## **58. Signs**

The general Contractor shall erect a sign at the project site identifying the project and indicating that the Government is participating in the development of the project. The project sign shall be substantially in accordance with instructions provided by the Regional Office of the Office of Education, made from 3/4 inch plywood, placed in a prominent location, and maintained in good condition until completion of the project.

## **59. Contract Termination; Debarment**

A breach of Sections 46 and 62 through 66 may be grounds for termination of the contract and for debarment as provided in 29 CFR 66.



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Specifications for Draperies and Drapery Hardware

A. SCOPE OF WORK

The work to be done under the heading includes the furnishing of all labor, material, equipment and services necessary for and reasonably incidental to the proper execution and completion of all drapery work.

Contractors shall visit the site and carefully examine the area and take all measurements at the site. This must be done at the site so as to familiarize themselves with the existing conditions and satisfy themselves as to the nature and scope of the work and the difficulties that attend to its execution. Apply to Corbetta Construction Company for site visit permission.

The submission of a proposal will be construed as evidence that such an examination has been made and later claims for labor, equipment or materials required, or for difficulties encountered which could have been foreseen had such an examination been made, will not be recognized.

Specific reference to names of manufacturers are extended to establish a basis of quality only and should not limit competition. Any alternate bids are to be specifically identified as to manufacturer, and grade or model number, and are to be equal or better than the quality specified. Samples to be included of any alternate fabric quoted.

Draperies shall be installed in a neat and craftsman-like manner on drapery track with an approximate tolerance of 1/2" clearance over heating and cooling units and 3" over finished floor materials.

Drapery to be clean, pressed, and released to the owner in a satisfactory condition.

GENERAL

To establish the type, kind, quality and characteristics of the equipment required, catalog references and identification numbers of certain manufacturers have been used. Where such

catalog references and identification numbers have been indicated, the items of equipment provided shall conform in design, workmanship, materials, performance and finish to specified items. Refer to Section N, Special Conditions, for substitution requirements.

C. NOTE

Each different item is preceded by location numbers (Room Number) which corresponds to Number found on plans which are provided separately. The letters A, B, C, D, E, & F refers to the six (6) different buildings in the project and the number following refers to the room number.

- A - Unit "A" - College Center
- B - Unit "B" - Power Plant
- C - Unit "C" - Art
- D - Unit "D" - Science
- E - Unit "E" - Lecture Demonstration Center
- F - Unit "F" - Learning Resources Center

EXAMPLE

A-201 Refers to Room Number 201 in Unit "A" - College Center.

1. SPECIFICATIONS

1.1. FABRICS

Acceptance of any proposal is contingent upon the Campus Committee and the Owner approval of samples indicating the color selected and the quality, specified. Samples indicating specified quantities for all areas must be received by the Owner within 10 days of notification of acceptance of proposal by the Owner. These samples shall be a minimum of two square feet and must bear the manufacturers label.

1.2. TABLES & DRAPES

Draperies shall be finished in Accordion Fold styling. Headings shall be 4" double turned, shall be closed at bottoms, and shall contain permanent type crinoline stiffener such as supplied

by Conso Products, Inc., or equal. Across the top #92131 snap tape shall be sewn. Bottom shall have a 4" double turned hems. All sides to be 1½" double turned. Covered weights shall be in bottom hems at all side hems and at each seam.

FABRIC

Drapery material shall be style Verelin #400, color White. Width 48", fiber content 70% Verel, 30% Rayon, as supplied by Herman Miller Textiles, Merchandise Mart, Chicago, Illinois, or equal.

DRAPERY TRACK

Drapery contractor shall supply and install Kirsch #92000 Compact Aluminum extruded track.

In all areas where window sizes are 2'8" or 2'3", provide assembled Compact Architrac sets either 92151 or 92152.

At all bi-parting conditions provide #92155.

All rigged sets shall include #9921 tension pulley.

All channel of the above listed sets shall be plain aluminum.

All tracks shall be ceiling mounted.

Areas requiring Creperies and drapery track are as follows:

Building A

Dining areas and rooms, 238, 242, 212, 211, 210, 209, 201, 215, 216, 217, 218, 219, 220, 221, 346, 347, 355, 356, 357, 369, 334, 336, 313, 312, 311, 310, 308, 301, 317, 318, 319, 320 and 321.

Building C

Rooms 223, 222, 221, 219, 218, 217, 216, 215, 214, 213, 212, and 211.

Building D

Rooms 239, 240, 241, 242, 243, 244, 245, 246, 247, 265, 266,  
267, 268, 269, 270, 150, 149, 148, 147, 146, 204, 206, 207,  
208, 209, 219, 220, 221, 222, 223, 224, 123, 122, 117, 116,  
115, 107, 106, 105, 104, 172, 171 and 170, 126, 127.

Building F

Rooms 313, 312, 308, 307, 306, 303, 327, 326, 325, 240, 224,  
223, 222, 221, 214, 217, 205, 202, 232, 231, 321, 320, 319,  
318, and 317, 132.

E. BID FORM

Prices are to be quoted for the total job and then a total  
price of just Unit A College Center.

Total Job Price \_\_\_\_\_  
Unit A Total Price \_\_\_\_\_

THIS BID FORM MUST BE SIGNED BY AN OFFICER OF THE COMPANY

Company \_\_\_\_\_ Signature \_\_\_\_\_  
Title \_\_\_\_\_

FOR BOARD ACTIONI. SUBJECT:

Recommendation for the awarding of the bid for the purchase and installation of a Computer Carrel System at Harper College.

II. INFORMATION:

Advertisements were run and bids solicited. Four bid requests were sent out and only one reply was received. The listing of the companies to whom requests were mailed is as follows:

BURROUGHS CORPORATION	
IBM CORPORATION	\$88,226.10 purchased
IBM CORPORATION	\$ 2,047.00 rental
NATIONAL CASH REGISTER	
UNIVAC DIVISION OF SPERRY RAND	

III. SUMMARY:

The fact that the Computer Carrey System, as contemplated for Harper College, is a specialized system, it is understandable why we were unable to obtain competitive bids.

The IBM prices include 10% educational discount. The program planned for the use of this equipment is covered in an attached memorandum.

FOR BOARD ACTION

IV. RECOMMENDATION:

The Administration recommends that the Board award the order for the purchase and installation of a Computer Carrel System to the IBM CORPORATION for a total price of \$88,226.10. It is understood that the award by the Board is contingent on our receiving approval for the recommended purchase from the office of Health, Education and Welfare.

np:8/12/69

## USES OF COMPUTER CARREL SYSTEM

The Computer Carrels are to be used for instructional purposes. One Carrel will be located in Building B - Engineering - and will be used for student programming and as a output for the Numerical Control Machine Tools. The second carrel will be installed in C Building and will be used for student programming and as output for the Numerical Control Drafting machine. The remaining two carrels will be located in general purpose classrooms and will be used for student programming in conjunction with courses in mathematics, physics, etc. In addition, it is planned that developmental work in Computer Based Instruction will be conducted using the Computer Carrel System.



WILLIAM RAINEY HARPER COLLEGEINDEX

Computer Carrel System  
 Bid Specifications  
 William Rainey Harper College  
 Algonquin and Roselle Roads  
 Palatine, Illinois 60067

Illinois Building Authority Project Number 74-095  
 Department of Health Education and Welfare No. 3-5-00009-0

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L	General Conditions	L-1 to L-18
M	Wage Rate Schedule	M-1 to M-5
100	Specifications	100-105
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William Rainey Harper College, District 512, Using Agency (here in called the "Owner") will receive sealed bids at the College Business Office, Algonquin and Roselle Roads, Palatine, Illinois, for (1) Computer Carrel System; (2) RF Reception and Distribution System.

Illinois Building Authority Project Number 74-095  
Department of Health, Education and Welfare No. 3-5-00009-0

Bids shall be presented under an itemized proposal covering delivery and installation as specified.

Bids will be received at the Business Office up to the hour of 2:00 P.M. Daylight Savings Time, Monday July 28, 1969 at which time they will be publicly opened.

Specifications will be issued to Prime Bidders, and may be obtained at the Business Office. Each bidder must deposit with his bid, security in the amount of five per cent (5%) of the bid, and in the form subject to the conditions provided in the documents.

Contractors will be required to comply with all laws with respect to the employment of labor and payment.

William Rainey Harper College reserves the right to reject any or all bids or any part thereof, to waive any informalities in the bidding, and to accept the bid deemed most favorable to the interest of William Rainey Harper College after all bids have been examined and evaluated.

WILLIAM RAINEY HARPER COLLEGE

WILLIAM RAINEY HARPER COLLEGE  
SECTION B

INSTRUCTIONS TO BIDDERS  
PAGE B - 1

The Illinois Building Authority and Junior College District 512, Using Agency (here in called the "Owner"), furnishes the following instructions to prospective bidders desiring to submit proposals for Furnishings for the six (6) buildings at William Rainey Harper College.

1. LOCATION

The site of the work is William Rainey Harper College, District 512, Algonquin and Roselle Roads, Palatine, Illinois 60067.

2. PROJECT

The Project is the interior furnishing and furniture for William Rainey Harper College at the above mentioned site.

3. THE PROPOSAL

Proposal must be submitted on the enclosed Proposal Forms enclosed in sealed opaque envelopes, and marked and addressed as follows:

PROPOSAL FOR: William Rainey Harper College

Attention: Purchasing Agent  
Algonquin & Roselle Roads  
Palatine, Illinois 60067

Show the name and address of the bidding firm in the upper left-hand corner of the envelope.

Each bid must be submitted on the prescribed form with all blank spaces for bid prices filled in, in ink or typewritten. Each bid must be accompanied by Certification of Nonsegregated Facilities, a copy of which is attached to the Contractor's Proposal Form.

Proposal must be signed in the firm or corporate name and must bear the long-hand signature of a principal duly authorized to make contracts for the bidding party. The bidder's name must be fully stated. Where Proposals are signed by an agent of the bidder, evidence of his authority to act as the bidder's agent shall accompany the Proposal. The name of each person signing the Proposal shall be typed or printed below his signature.

Proposal shall not contain any qualifications or recapitulations of the work to be done.

All erasures or corrections in Proposals must be initialed by the person signing the Proposal.

No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

The bidder must include with his Proposal a bid deposit in an amount not

less than five per cent (5%) of the Base Bid. Failure of the Contractor to submit the full amount of the required bid deposit will be sufficient cause to reject his Proposal. Bid deposits, in the form of certified check, cash, bank, drafts or bid bonds (on the form of bid bond bound herewith duly executed by the bidder as principal and having as surety thereon a surety company approved by the Owner and Department of Health, Education and Welfare) are to be made payable to the William Rainey Harper College.

If a Bid Bond is submitted, it shall be in the form bound herein, and the Surety thereon must be corporate surety having a policy holders' rating not lower than "A" and a financial rating not lower than "AA" in Best's Insurance Guide with key rating 1967. If no award has been made within sixty (60) days after the date of the opening of bids, and upon demand of the bidder, so long as he has not been notified of the acceptance of his bid, such Bid Bonds will be returned to the bidder.

The bid deposits of the successful bidder will be returned to him after he has signed the Agreement and has furnished an acceptable Performance and Payment Bond, in six (6) copies, as stipulated in the GENERAL CONDITIONS. In all other cases, bid deposits will be returned to the bidders when and as stipulated in the Proposal, unless previously forfeited to the Owner as provided in said Proposal.

The bidder who has submitted cash, certified check or bank draft as a bid deposit may, at any time after ten (10) days after the date of the opening of bids, if his bid is still being held as provided above and has not been

forfeited to Owner as provided in the Proposal, substitute for his bid deposit a bid bond prepared on the form of bid bond bound herewith, duly executed by a bidder as principal and having as surety thereon a surety company approved by the Owner, in the same amount as the bid deposit, and upon approval thereof by the Owner, said bid deposit will immediately be returned to the bidder.

If the bidder fails or refuses to execute and deliver the Contract and bonds required within ten (10) days after he has received notice of the acceptance of his bid, he shall forfeit his bid deposit to the Owner, as liquidated damages for such failure or refusal.

#### 4. SUBMISSION OF BID

Sealed bids, to be submitted in single copy, must be delivered, in order to be considered in the bidding, as follows:

To William Rainey Harper College, Business Off., Algonquin & Roselle Roads,  
Palatine, Illinois 60067.

ANY BIDS TIME STAMPED AFTER 2:00 P. M. ON THE ABOVE-MENTIONED DATE WILL BE RETURNED TO THE BIDDER UNOPENED.

Proposals will be publicly opened by the Owner at 2:00 P. M. on the date

specified for the receipt of bids in the College Board Room, 2nd floor, Data Processing Center, Algonquin and Roselle Roads, Palatine, Illinois 60067.

Any bidder may withdraw his bid by letter or with proper identification by personally securing his bid proposal at any time prior to the time stated for the receipt of bids. No telephone requests for withdrawal of bids will be honored.

5. TELEGRAPHIC MODIFICATION

Any bidder may modify his bid by telegraphic communication at any time prior to the scheduled closing time for receipt of bids, provided such telegraphic communication is received by the Owner prior to the closing time, and, provided further, the Owner is satisfied that a written confirmation of the telegraphic modification over the signature of the bidder was mailed prior to the closing time. The telegraphic communication should not reveal the bid price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by the Owner until the sealed bid is opened. If written confirmation is not received within five (5) days from the closing time, no consideration will be given to the telegraphic modification.

6. SUBCONTRACTS

The bidder is specifically advised that any person, firm, or the party to whom it is proposed to award a subcontract under this Contract:

Must be acceptable to the Owner, User, Architect/Engineer and the Department of Health, Education and Welfare, and, must submit from each proposed Subcontractor a certification of nonsegregated facilities, in the same form as attached to the Proposal. Approval of the proposed Subcontract Award cannot be given by the Owner unless and until the proposed Subcontractor has submitted the Certification and/or other evidence showing that it has fully complied with any reporting requirements to which it is or was subject.

Although, the bidder is not required to attach such Certifications by proposed Subcontractors to his bid, the bidder is here advised of this requirement so that appropriate action can be taken to prevent subsequent delay in Subcontract Awards.

The Contractor, shall, within fifteen (15) days after the execution of the Contract, submit to the Architect/Engineer in writing the names of subcontractors proposed for the principal parts of the work and for such others as the Architect/Engineer may direct and shall not employ any that are not acceptable as provided above.

7. QUALIFICATIONS OF BIDDER

The Owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the

Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein. Conditional bids will not be accepted.

8. ALTERNATES

All Alternates listed are intended to be deductive Alternates. However, if a bidder's own figures indicate that, for him, it should be additive, he may strike the word "deduct" and insert in its place the word "add". All blanks on the Proposal form, including those for Alternates, must be filled in. If the bidder intends no change in price for performance of an Alternate, he should fill the blank with the words "no change". Failure to fill in the blank, or filling it with the words "no bid", or lining through an Alternate or the blank for its price, will result in disqualification of the bid, if that Alternate is reached in the procedure specified under "METHOD OF AWARD - LOWEST QUALIFIED BIDDER".

Alternates, if considered, will be accepted in the order in which they are listed. In preparing a price for a particular Alternate, the bidder must assume that all Alternates of lower identifying number have been previously accepted and are included in the base work from which the changes of the Alternates are to be made. Alternates which are accepted will be included in the Contracts.

9. LAWS AND REGULATIONS

The bidder's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.

10. METHOD OF AWARD - LOWEST QUALIFIED BIDDER

If at the time this Contract is to be awarded, the lowest Base Bid submitted by a responsible bidder does not exceed the amount of funds then estimated by the Owner as available to finance the Contract, the Contract will be awarded on the Base Bid only. If such bid exceeds such amount, the Owner may reject all bids or may award the Contract on the Base Bid combined with such deductible Alternates applied in the numerical order in which they are listed in the Proposal Form, as produces a net amount which is within the available funds. Owner reserves the right not to accept an Alternate which in the lowest bidder's figures is additive so long as the Alternate was used in determining the lowest bidder.

11. POWER OF ATTORNEY

Attorneys-in-fact who sign bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney. These dates should either be the same as or after the date of the bond. The bond date should be the same as or after the date of the contract.

13. ADDENDA

No interpretation of the meaning of the Drawings, Specifications or other Bid Documents will be made to any bidder except by Addendum.

Should a bidder find discrepancies or ambiguities in, or omissions from the Drawings or Specifications, or should he be in doubt as to their meaning, he shall at once notify William Rainey Harper College, in writing, at least five (5) days prior to the date fixed for the opening of bids, otherwise, the Owner shall decide which of the conflicting requirements will govern, and the Contractor shall perform the work at no additional cost to the Owner in accordance with the decision.

Interpretation or clarification of the Contract Documents, prior to the bid opening date, will be made only by an Addendum duly issued by the Owner not later than three (3) days prior to the date fixed for the opening of bids, properly numbered and dated, to all bidders, and no interpretations or clarifications made other than by such an Addendum will be binding upon either Architect or Owner. The Proposal Form contains blanks for the bidder to inscribe the number and date of each Addendum that may be issued and bidder shall acknowledge receipt of Addenda by properly filling in said blanks. If no Addenda are issued, these blanks are to be filled with the word "NONE".

14. OBLIGATION OF BIDDER

Each bidder, before preparing his Proposal, shall visit the site of the proposed work, fully acquaint and familiarize himself with the conditions as they exist and the character of the operation to be carried on under the proposed Contract, and make such investigation as may be reasonably necessary so that he shall fully understand the facilities, difficulties, physical conditions and restrictions attending the work under the Contract. Each bidder shall also thoroughly examine and become familiar with the Drawings (including the site information contained therein), Specifications and the other Contract Documents, including the labor conditions and Executive Order No. 11246 described in Article 46 of the General Conditions. By submitting a Proposal, the bidder agrees that he has carefully examined the Drawings, Specifications and the other Contract Documents and the Addenda, if any, and the site, and that from his own investigation he has satisfied himself as to the nature and location of the work, the general and local conditions, and all matters which may in any way affect the work or its performance, and that as a result of such examination and investigation he fully understands the intent and purpose of the Documents and conditions of bidding.

No additional compensation or extension of time will be allowed for site, Contract or work conditions increasing the Contractor's costs or affecting the completion date which were not known to or appreciated by him when he submitted his Proposal if such could have been discovered by him by following the foregoing procedure and thoroughly informing himself of all conditions which might affect the work before submitting his Proposal.

15. OWNER-USER RELATIONSHIP

The Owner is constructing this project for the use and benefit of William Rainey Harper College identified in and referred to throughout the Contract Documents ("Owner"). It is intended, therefore, that the rights of and benefits to the Owner under the General Conditions, including, but not limited to, the obligations of the Contractor to protect Owner's property and to indemnify Owner against certain losses, shall and do extend as well to User and User's property, and User, with the approval of the Owner, shall have the right to enforce any such obligation of the Contractor under the General Conditions in its own right and behalf and for its own benefit and protection.

16. TIME OF COMPLETION

Bidder must agree to commence work on or before a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the project on or before October 1, 1969



WILLIAM RAINEY HARPER COLLEGE  
SECTION D

CERTIFICATION BY BIDDER  
PAGE D - 1

HUD- 4238-CD-2 (2-67)

Department of Housing and Urban Development

CERTIFICATION BY PROPOSED SUBCONTRACTOR REGARDING  
EQUAL EMPLOYMENT OPPORTUNITY

---

Name of prime contractor

Project No.

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the subcontractor has not filed a compliance report due under applicable instructions, such subcontractor shall be required to submit a compliance report before the owner approves the subcontract or permits work to begin under the subcontract.

---

SUBCONTRACTOR'S CERTIFICATION

Subcontractor's Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

SUBCONTRACTOR'S CERTIFICATION

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.  
Yes                      No
2. Compliance reports were required to be filed in connection with such contract or subcontract.  
Yes                      No
3. Bidder has filed all compliance reports due under applicable instructions, including SF-100.  
Yes.                      No.                      None Required.
4. If answer to item 3 is "No," please explain in detail on reverse side of this certification.

---

Certification - The information above is true and complete to the best of my knowledge and belief.

---

Name and Title of Signer (Please Type)

---

Signature

---

Date

WILLIAM RAINY HARPER COLLEGE  
SECTION E

BID BOND  
PAGE E - 1

ILLINOIS BUILDING AUTHORITY BID BOND

Know all men by these presents, that we the undersigned, \_\_\_\_\_

\_\_\_\_\_

as Principal, and \_\_\_\_\_

as Surety, are hereby held firmly into WILLIAM RAINY HARPER COLLEGE as Owner  
in the penal sum of \_\_\_\_\_

for the payment of which, well and truly to be made, we hereby jointly and  
severally bind ourselves, our heirs, executors, administrators, successors  
and assigns. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 196\_\_\_\_\_.

The condition of the above obligation is such that whereas the Principal has  
submitted to \_\_\_\_\_ certain Bid,  
attached hereto and hereby made a part hereof to enter into a Contract in  
writing, for the \_\_\_\_\_

NOW, THEREFORE:

- (a) If said Bid shall be rejected, for reason other than Principal's withdrawal or attempted withdrawal of his bid after bid opening and prior to award of Contract, or in the alternate,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a Contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of

the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

ATTEST:

\_\_\_\_\_  
(Principal) Secretary  
(SEAL)

\_\_\_\_\_  
Principal  
By \_\_\_\_\_ (S)  
\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Witness as to Principal  
\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Surety  
ATTEST:  
\_\_\_\_\_  
(Surety) Secretary  
(SEAL)

\_\_\_\_\_  
By \_\_\_\_\_ Attorney-in-Fact  
\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Witness as to Surety  
\_\_\_\_\_  
(Address)

WILLIAM RAINEY HARPER COLLEGE  
SECTION F

CONTRACT  
PAGE F-1

William Rainey Harper College  
Algonquin and Roselle Roads  
Palatine, Illinois 60067  
Contract NO. \_\_\_\_\_

CONTRACT FORM

THIS AGREEMENT made on \_\_\_\_\_, 19 \_\_\_\_\_.

by and between \_\_\_\_\_

hereinafter called the "Contractor" and William Rainey Harper College hereinafter called the "College."

WITNISSETH, that the Contractor and the College for the consideration stated herein, agree as follows:

ARTICLE 1. Scope. The Contractor shall do all things necessary to fully perform and satisfy all terms, conditions and requirements of the Specifications dated \_\_\_\_\_ for:

which are incorporated herein by reference and made a part hereof.

ARTICLE 2. Time of Completion. The Contractor shall commence work under this Contract on a date specified in the written Notice to Proceed to be issued by the College and shall fully complete all work thereunder by August 1, 1969, which said completion date includes final connections of all Mechanical and Electrical Utilities, ready for complete operation. Time is of the essence hereof.

ARTICLE 3. The Contract Price. William Rainey Harper College shall pay to the Contractor for the performance of the Contract, in current funds, subject to additions and deductions as provided in the Specifications,

\_\_\_\_\_  
(\$ \_\_\_\_\_) Dollars

ARTICLE 4. Payment. Payment shall be made as set forth in the Specifications referred to above.

ARTICLE 5. Contract Documents. Contract documents shall consist of the following component parts.

1. This instrument
2. Specifications
  - (a) Conditions
    - (1) Addenda
    - (2) Supplemental General Conditions
    - (3) General Conditions
    - (4) Special Conditions
  - (b) Technical Specifications
  - (c) Drawings
3. Performance - Payment Bond
4. Contractor's Proposal
5. Information for Bidders
6. Advertisement for Bids

This instrument together with the documents enumerated in this Article form the contract, and they are as fully a part of the contract as if hereto attached or herein repeated. In the event that any provision in one of the component parts of this contract conflicts with any provision of any other component part, the provision in the component part first enumerated in the Article entitled "Contract Documents" shall govern, except as other wise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be executed in \_\_\_\_\_ counterparts the day and year first above written.

\_\_\_\_\_  
(Contractor's Name) (Affix Corp. Seal)

Address \_\_\_\_\_ By \_\_\_\_\_

City & State \_\_\_\_\_ Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ (If a Corporation, President or Vice-President should sign. If some other officer signs, evidence of authority must be submitted.)

WILLIAM RAINEY HARPER COLLEGE

By \_\_\_\_\_

Title \_\_\_\_\_

PERFORMANCE PAYMENT BOND  
PAGE G - 1

KNOW ALL MEN BY THESE PRESENTS: That we (1) \_\_\_\_\_

hereinafter called "Principal" and (3)

of \_\_\_\_\_, State of \_\_\_\_\_, hereinafter  
called the "Surety", are held and firmly bound unto (4) \_\_\_\_\_

"Owner" in the penal sum of \_\_\_\_\_ Dollars

THE CONDITION OF THIS OBLIGATION is such that Whereas, the Principal entered into a certain contract with the Owner, dated the \_\_\_\_\_ day of \_\_\_\_\_, 196\_\_\_\_, a copy of which is hereto attached and made a part ;hereof for the construction of:

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, and shall promptly make payment to all persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the prosecution of the work provided for in such contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of

such work, and all insurance premiums on said work, and for all labor, performed in such work whether by subcontractor or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that 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 or the specifications accompanying the same shall in any wise affect its obligation of 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.

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in six (6) counterparts, each one of which shall be deemed an original, this the \_\_\_\_ day of \_\_\_\_\_ 196\_\_.

ATTEST:

\_\_\_\_\_  
(Principal) Secretary

(SEAL)

\_\_\_\_\_  
Witness as to Principal

\_\_\_\_\_  
(Address)

ATTEST:

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

(SEAL)

\_\_\_\_\_  
Witness as to Surety

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Principal

By \_\_\_\_\_ (S)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Surety

By \_\_\_\_\_  
Attorney-in-fact

\_\_\_\_\_  
(Address)



NOTE: Date of Bond must not be prior to date of Contract.

- (1) Correct name of Contractor
- (2) A Corporation, a Partnership or an Individual, as case may be
- (3) Correct name of Surety
- (4) Correct name of Owner
- (5) If Contractor is Partnership, all partners should execute bond

WILLIAM RAINEY HARPER COLLEGE  
SECTION H

CERTIFICATE OF INSURANCE  
PAGE H - 1

This is to certify to William Rainey Harper College, Palatine, Illinois, that the following described policies and insurance coverages in force at this date have been issued by: \_\_\_\_\_

(Name of Insuring Company)

TO: \_\_\_\_\_

(Name of Insured)

(Address)

Covering work to be performed for William Rainey Harper College, as follows:

Date of contract \_\_\_\_\_ Description of work and location where work is to be

Performed: \_\_\_\_\_

Type of Insurance	Policy No.	Expiration Date	
A - Workmen's Compensation Occupational Disease, & Employer's Liability	_____	_____	Statutory Limits Provided by Law, State of Illinois  Employer's Liability Limit \$ _____
B - Comprehensive General Liability, including	_____	_____	
(1) Contractor's Liability (Premises & Operations)	Each person	\$ _____	Each Accident \$ _____
	Each Accident	\$ _____	Aggregate \$ _____
(2) XCU Hazards (Explosion, Blasting, Collapse & underground)	Each person	\$ _____	Each Accident \$ _____
	Each Accident	\$ _____	Aggregate \$ _____
(3) Contractual Liability (Assumed under above-	Each person	\$ _____	Each Accident \$ _____
	Each Accident	\$ _____	Aggregate \$ _____
(4) Contractor's Protective Liability (Independent	Each person	\$ _____	Each Accident \$ _____
	Each Accident	\$ _____	Aggregate \$ _____
C - Comprehensive Automobile Liability including	_____	_____	
(1) Owned Vehicles	Each person	\$ _____	Each Accident \$ _____
	Each Accident	\$ _____	
(2) Hired Vehicles	Each person	\$ _____	Each Accident \$ _____
	Each Accident	\$ _____	
(3)	Each person	\$ _____	Each Accident \$ _____
	Each Accident	\$ _____	

WILLIAM RAINEY HARPER COLLEGE  
SECTION H

CERTIFICATE OF INSURANCE  
PAGE H - 2

It is agreed by the Insurance Company that if the above policies be cancelled or changed during the periods of coverage as stated here in ten (10) days written notice prior to such cancellation or changes will be given to William Rainey Harper College, Palatine, Illinois.

\_\_\_\_\_  
(Name of Insurance Company)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature(in ink) of Authorized Representative)

WILLIAM RAINEY HARPER COLLEGE  
SECTION J

CHANGE ORDER  
PAGE J - 1

CHANGE ORDER

TO: \_\_\_\_\_ Change Order No. \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Proposal No. \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

REFERENCE: Contract IBA \_\_\_\_\_ Dated \_\_\_\_\_  
User \_\_\_\_\_  
Location \_\_\_\_\_  
Project Description \_\_\_\_\_  
Type of Work \_\_\_\_\_

You are Authorized to make the following changes in the subject Contract:

The amount to the Contract will be (Unchanged) (Increased) (Decreased) by the  
Sum of: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Contract Total Including this Change Order will be: \$ \_\_\_\_\_  
The time provided for completion in the contract due to this change order is  
(unchanged) (increased) (decreased) by \_\_\_\_\_ calendar days. This document  
shall become an amendment to the contract and all provisions of the contract  
will apply hereto.

ACCEPTED: \_\_\_\_\_ BY: \_\_\_\_\_  
Contractor Date

APPROVED: WILLIAM RAINEY HARPER COLLEGE BY: \_\_\_\_\_  
Date

WILLIAM RAINY HARPER COLLEGE  
SECTION K

PURCHASE ORDER  
PAGE K - 1

T O			SHIP TO: ABOVE ADDRESS UNLESS OTHERWISE SPECIFIED
	•		•
	•		•

**SPECIAL NOTICE: PREPAY FREIGHT; ADD TO INVOICE WHERE APPLICABLE**

DATE OF PURCHASE ORDER	SHIP TO ARRIVE	SHIP VIA	TERMS	F.O.B.
REQUISITIONER	REQ. NO.	YOUR QUOTATION	INVOICE IN TRIPLICATE	

**PLEASE ENTER OUR ORDER AS FOLLOWS SUBJECT TO THE TERMS AND CONDITIONS SHOWN**

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
SAMPLE				

CONDITIONS: ACKNOWLEDGE AT ONCE. DELIVER ONLY MATERIAL AND/OR RENDER SERVICES SPECIFIED. DO NOT CHANGE PRICE, QUANTITY OR SPECIFICATIONS WITHOUT OUR CONSENT. NO PACKAGING, CARTING, OR INSURANCE CHARGES WILL BE ALLOWED UNLESS SO INDICATED. IN THE CASE OF CONTRACTS FOR INSTALLATION, PROVISIONS SHALL BE MADE FOR THE PROTECTION OF WILLIAM RAINY HARPER COLLEGE AGAINST ANY AND ALL CLAIMS OF SUBCONTRACTORS, LABORERS AND MATERIAL MEN. WE RESERVE THE RIGHT TO CANCEL THIS ORDER IN WHOLE OR IN PART IF GOODS ARE NOT SHIPPED BY TIME SPECIFIED. GOODS REJECTED ON ACCOUNT OF INFERIOR QUALITY OR WORKMANSHIP, OR FAILURE TO CONFORM TO THIS ORDER, WHETHER DISCOVERED AT FIRST INSPECTION OR DEVELOPING LATER, WILL BE RETURNED TO SELLER WITH CHARGE FOR TRANSPORTATION ON BOTH WAYS AND ARE NOT TO BE REPLACED UNLESS SPECIFICALLY REQUESTED. APPROVED INVOICE IS RECEIVED BY THE END OF THE MONTH WITH

WILLIAM RAINY HARPER COLLEGE  
BY \_\_\_\_\_ PURCHASING AGENT  
WILLIAM RAINY HARPER COLLEGE IS  
EXEMPT FROM PAYMENT OF THE ILLINOIS  
STATE SALES TAX.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
OFFICE OF EDUCATION  
WASHINGTON, D.C. 20202

## GENERAL CONDITIONS

### I. Contract and Contract Documents

The project to be constructed pursuant to this contract will be financed with assistance from the Department of Health, Education, and Welfare, Office of Education, and is subject to all applicable Federal laws and regulations.

The Plans, Specifications and Addenda, hereinafter enumerated in the Supplemental General Conditions, shall form part of this contract and the provisions thereof shall be as binding upon the parties hereto as if they were herein fully set forth. The table of contents, titles, headings, running headlines and marginal notes contained herein and in said documents are solely to facilitate reference to various provisions of the Contract Documents and in no way affect, limit or cast light on the interpretation of the provisions to which they refer.

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### 2. Definitions

The following terms as used in this contract are respectively defined as follows:

- (a) "Contractor": A person, firm or corporation with whom the contract is made by the Owner.

\* See alphabetical subject index at end.

- (b) "Subcontractor": A person, firm or corporation supplying labor and materials or only labor for work at the site of the project for, and under separate contract or agreement with, the Contractor.
- (c) "Work on (at) the project": Work to be performed at the location of the project, including the transportation of materials and supplies to or from the location of the project by employees of the Contractor and any subcontractor.

### **3. Additional Instructions and Detail Drawings**

The Contractor will be furnished additional instructions and detail drawings as necessary to carry out the work included in the contract. The additional drawings and instructions thus supplied to the Contractor will coordinate with the Contract Documents and will be so prepared that they can be reasonably interpreted as part thereof. The Contractor shall carry out the work in accordance with the additional detail drawings and instructions. The Contractor and the Architect/Engineer will prepare jointly (a) a schedule, fixing the dates at which special detail drawings will be required, such drawings, if any, to be furnished by the Architect/Engineer in accordance with said schedule, and (b) a schedule fixing the respective dates for the submission of shop drawings, the beginning of manufacture, testing and installation of materials, supplies and equipment, and the completion of the various parts of the work; each such schedule to be subject to change from time to time in accordance with the progress of the work.

### **4. Shop or Setting Drawings**

The Contractor shall submit promptly to the Architect/Engineer two copies of each shop or setting drawing prepared in accordance with the schedule predetermined as aforesaid. After examination of such drawings by the Architect/Engineer and the return thereof, the Contractor shall make such corrections to the drawings as have been indicated and shall furnish the Architect/Engineer with two corrected copies. If requested by the Architect/Engineer, the Contractor must furnish additional copies. Regardless of corrections made in or approval given to such drawings by the Architect/Engineer, the Contractor will nevertheless be responsible for the accuracy of such drawings and for their conformity to the Plans and Specifications, unless he notifies the Architect/Engineer in writing of any deviations at the time he furnishes such drawings.

### **5. Materials, Services and Facilities**

- (a) It is understood that except as otherwise specifically stated in the Contract Documents, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction of every nature, and all other services and facilities of every nature whatsoever necessary to execute, complete, and deliver the work within the specified time.
- (b) Any work necessary to be performed after regular working hours, on Sundays or Legal Holidays, shall be performed without additional expense to the Owner.

### **6. Contractor's Title to Materials**

No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller. The Contractor warrants that he has good title to all materials and supplies used by him in the work, free from all liens, claims or encumbrances.

## **7. Inspection and Testing of Materials**

- (a) All materials and equipment used in the construction of the project shall be subject to adequate inspection and testing in accordance with accepted standards. The laboratory or inspection agency shall be selected by the Owner. The Owner will pay for all laboratory inspection service direct, and not as a part of the contract.
- (b) Materials of construction, particularly those upon which the strength and durability of the structure may depend, shall be subject to inspection and testing to establish conformance with specifications and suitability for uses intended.

## **8. "Or Equal" Clause**

Whenever a material, article or piece of equipment is identified on the plans or in the specifications by reference to manufacturers' or vendors' names, trade names, catalogue numbers etc., it is intended merely to establish a standard; and, any material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed, is, in the opinion of the Architect/Engineer, of equal substance and function. It shall not be purchased or installed by the Contractor without the Architect/Engineer's written approval.

## **9. Patents**

- (a) The Contractor shall hold and save the Owner and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of, any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the Owner, unless otherwise specifically stipulated in the Contract Documents.
- (b) License or Royalty Fees: License and/or Royalty Fees for the use of a process which is authorized by the Owner of the project must be reasonable, and paid to the holder of the patent, or his authorized licensee, direct by the Owner and not by or through the Contractor.
- (c) If the Contractor uses any design, device or materials covered by letters, patent or copyright, he shall provide for such use by suitable agreement with the Owner of such patented or copyrighted design, device or material. It is mutually agreed and understood, that, without exception, the contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or his Sureties shall indemnify and save harmless the Owner of the project from any and all claims for infringement by reason of the use of such patented or copyrighted design, device or materials or any trademark or copyright in connection with work agreed to be performed under this contract, and shall indemnify the Owner for any cost, expense or damage which it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

## **10. Surveys, Permits, and Regulations**

Unless otherwise expressly provided for in the Specifications, the Owner will furnish to the Contractor all surveys necessary for the execution of the work.

The Contractor shall procure and pay for all permits, licenses and approvals necessary for the execution of his contract.

The Contractor shall comply with all laws, ordinances, rules, orders, and regulations relating to the performance of the work, the protection of adjacent property, and the maintenance of passageways, guard fences or other protective facilities.



## **11. Contractor's Obligations**

The Contractor shall and will, in good workmanlike manner, do and perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this contract, within the time herein specified, in accordance with the provisions of this contract and said specifications and in accordance with the plans and drawings covered by this contract and any and all supplemental plans and drawings, and in accordance with the directions of the Architect/Engineer as given from time to time during the progress of the work. He shall furnish, erect, maintain, and remove such construction plant and such temporary works as may be required. The Contractor shall observe, comply with, and be subject to all terms, conditions, requirements, and limitations of the contract and specifications, and shall do, carry on, and complete the entire work to the satisfaction of the Architect/Engineer and the Owner.

## **12. Weather Conditions**

In the event of temporary suspension of work, or during inclement weather, or whenever the Architect/Engineer shall direct, the Contractor will, and will cause his subcontractors to protect carefully his and their work and materials against damage or injury from the weather. If, in the opinion of the Architect/Engineer, any work or materials shall have been damaged or injured by reason of failure on the part of the Contractor or any of his subcontractors so to protect his work, such materials shall be removed and replaced at the expense of the Contractor.

## **13. Protection of Work and Property—Emergency**

The Contractor shall at all times safely guard the Owner's property from injury or loss in connection with this contract. He shall at all times safely guard and protect his own work, and that of adjacent property, from damage. The Contractor shall replace or make good any such damage, loss or injury unless such be caused directly by errors contained in the contract or by the Owner, or his duly authorized representatives.

In case of an emergency which threatens loss or injury of property and/or safety of life, the Contractor will be allowed to act, without previous instructions from the Architect/Engineer, in a diligent manner. He shall notify the Architect/Engineer immediately thereafter. Any claim for compensation by the Contractor due to such extra work shall be promptly submitted to the Architect/Engineer for approval.

Where the Contractor has not taken action but has notified the Architect/Engineer of an emergency threatening injury to persons or damage to the work or any adjoining property, he shall act as instructed or authorized by the Architect/Engineer.

The amount of reimbursement claimed by the Contractor on account of any emergency action shall be determined in the manner provided in Paragraph 17 of the General Conditions.

## **14. Inspection**

The authorized representatives and agents of the Office of Education shall be permitted to inspect all work, materials, payrolls, records of personnel, invoices of materials, and other relevant data and records.

## **15. Reports, Records and Data**

The Contractor shall submit to the Owner such schedule of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Owner may request concerning work performed or to be performed under this contract.

## **16. Superintendence by Contractor**

At the site of the work the Contractor shall employ a construction superintendent or foreman who shall have full authority to act for the Contractor. It is understood that such representative shall be acceptable to the Architect/Engineer and shall be one who can be continued in that capacity for the particular job involved unless he ceases to be on the Contractor's payroll.

## **17. Changes in Work**

No changes in the work covered by the approved Contract Documents shall be made without having prior written approval of the Owner. Charges or credits for the work covered by the approved change shall be determined by one or more, or a combination of the following methods:

- (a) Unit bid prices previously approved.
- (b) An agreed lump sum.
- (c) The actual cost of:
  - 1. Labor, including foremen;
  - 2. Materials entering permanently into the work;
  - 3. The ownership or rental cost of construction plant and equipment during the time of use on the extra work;
  - 4. Power and consumable supplies for the operation of power equipment;
  - 5. Insurance;
  - 6. Social Security and old age and unemployment contributions.

To the cost under (c) there shall be added a fixed fee to be agreed upon but not to exceed fifteen percent (15%) of the actual cost of the work. The fee shall be compensation to cover the cost of supervision, overhead, bond, profit and any other general expenses.

## **18. Extras**

Without invalidating the contract, the Owner may order extra work or make changes by altering, adding to or deducting from the work, the contract sum being adjusted accordingly, and the consent of the Surety being first obtained where necessary or desirable. All the work of the kind bid upon shall be paid for at the price stipulated in the proposal, and no claims for any extra work or materials shall be allowed unless the work is ordered in writing by the Owner or its Architect/Engineer, acting officially for the Owner, and the price is stated in such order.

## **19. Time for Completion and Liquidated Damages**

It is hereby understood and mutually agreed, by and between the Contractor and the Owner, that the date of beginning and the time for completion as specified in the contract of the work to be done hereunder are ESSENTIAL CONDITIONS of this contract; and it is further mutually understood and agreed that the work embraced in this contract shall be commenced on a date to be specified in the "Notice to Proceed."

The Contractor agrees that said work shall be prosecuted regularly, diligently, and uninterruptedly at such rate of progress as will insure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor and the Owner, that the time for the completion of the work described herein is a reasonable time for the completion of the same, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.

If the said Contractor shall neglect, fail or refuse to complete the work within the time herein specified, or any proper extension thereof granted by the Owner, then the Contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the Owner the amount specified in the contract, not as a penalty but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day that the Contractor shall be in default after the time stipulated in the contract for completing the work.

The said amount is fixed and agreed upon by and between the Contractor and the Owner because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages the Owner would in such event sustain, and said amount is agreed to be the amount of damages which the Owner would sustain and said amount shall be retained from time to time by the Owner from current periodical estimates.

It is further agreed that time is of the essence of each and every portion of this contract and of the specifications wherein a definite and certain length of time is fixed for the performance of any act whatsoever; and where under the contract an additional time is allowed for the completion of any work, the new time limit fixed by such extension shall be of the essence of this contract. *Provided*, that the Contractor shall not be charged with liquidated damages or any excess cost when the delay in completion of the work is due:

- (a) To any preference, priority or allocation order duly issued by the Government;
- (b) To unforeseeable cause beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God, or of the public enemy, acts of the Owner, acts of another Contractor in the performance of a contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and severe weather; and
- (c) To any delays of subcontractors or suppliers occasioned by any of the causes specified in subsections (a) and (b) of this article:

*Provided, Further*, that the Contractor shall, within ten (10) days from the beginning of such delay, unless the Owner shall grant a further period of time prior to the date of final settlement of the contract, notify the Owner, in writing, of the causes of the delay, who shall ascertain the facts and extent of the delay and notify the Contractor within a reasonable time of its decision in the matter.

## **20. Correction of Work**

All work, all materials, whether incorporated in the work or not, all processes of manufacture, and all methods of construction shall be at all times and places subject to the inspection of the Architect/Engineer who shall be the final judge of the quality and suitability of the work, materials, processes of manufacture, and methods of construction for the purposes for which they are used. Should they fail to meet his approval they shall be forthwith reconstructed, made good, replaced and/or corrected, as the case may be, by the Contractor at his own expense. Rejected material shall immediately be removed from the site. If, in the opinion of the Architect/Engineer, it is undesirable to replace any defective or damaged materials or to reconstruct or correct any portion of the work injured or not performed in accordance with the Contract Documents, the compensation to be paid to the Contractor hereunder shall be reduced by such amount as in the judgment of the Architect/Engineer shall be equitable.

## **21. Subsurface Conditions Found Different**

Should the Contractor encounter subsurface and/or latent conditions at the site materially differing from those shown on the plans or indicated in the specifications, he shall immediately

ately give notice to the Architect/Engineer of such conditions before they are disturbed. The Architect/Engineer will thereupon promptly investigate the conditions, and if he finds that they materially differ from those shown on the plans or indicated in the specifications, he will at once make such changes in the plans and/or specifications as he may find necessary, any increase or decrease of cost resulting from such changes to be adjusted in the manner provided in Paragraph 17 of the General Conditions.

## **22. Claims for Extra Costs**

No claim for extra work or cost shall be allowed unless the same was done in pursuance of a written order of the Architect/Engineer approved by the Owner, as aforesaid, and the claim presented with the first estimate after the changed or extra work is done. When work is performed under the terms of subparagraph 17(c) of the General Conditions, the Contractor shall furnish satisfactory bills, payrolls and vouchers covering all items of cost and when requested by the Owner, give the Owner access to accounts relating thereto.

## **23. Right of the Owner to Terminate Contract**

In the event that any of the provisions of this contract are violated by the Contractor, or by any of his subcontractors, the Owner may serve written notice upon the Contractor and the Surety of its intention to terminate the contract, such notices to contain the reasons for such intention to terminate the contract, and unless within ten (10) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the contract shall, upon the expiration of said ten (10) days, cease and terminate. In the event of any such termination the Owner shall immediately serve notice thereof upon the Surety and the Contractor, and the Surety shall have the right to take over and perform the contract; *Provided, however,* that if the Surety does not commence performance thereof within ten (10) days from the date of the mailing to such Surety of notice of termination, the Owner may take over the work and prosecute the same to completion by contract or by force account for the account and at the expense of the Contractor and the Contractor and his Surety shall be liable to the Owner for any excess cost occasioned the Owner thereby, and in such event the Owner may take possession of and utilize in completing the work, such materials, appliances, and plant as may be on the site of the work and necessary therefor.

## **24. Construction Schedule and Periodic Estimates**

Immediately after execution and delivery of the contract, and before the first partial payment is made, the Contractor shall deliver to the Owner an estimated construction progress schedule in form satisfactory to the Owner, showing the proposed dates of commencement and completion of each of the various subdivisions of work required under the Contract Documents and the anticipated amount of each monthly payment that will become due the Contractor in accordance with the progress schedule. The Contractor shall also furnish on forms to be supplied by the Owner (a) a detailed estimate giving a complete breakdown of the contract price and (b) periodic itemized estimates of work done for the purpose of making partial payments thereon. The costs employed in making up any of these schedules will be used only for determining the basis of partial payments and will not be considered as fixing a basis for additions to or deductions from the contract price.

## **25. Payments to Contractor**

- (a) Not later than the 15<sup>th</sup> day of each calendar month the Owner shall make a progress payment to the Contractor on the basis of a duly certified and approved estimate of the work performed during the preceding calendar month under this contract, but to insure

the proper performance of this contract, the Owner shall retain ten percent (10%) of the amount of each estimate until final completion and acceptance of all work covered by this contract: *Provided*, that the Owner at any time after fifty percent (50%) of the work has been completed, if it finds that satisfactory progress is being made, may make any of the remaining progress payments in full: *Provided, further*, that on completion and acceptance of each separate building, public work, or other division of the contract, on which the price is stated separately in the contract, payment may be made in full, including retained percentages thereon, less authorized deductions.

- (b) In preparing estimates the material delivered on the site and preparatory work done may be taken into consideration.
- (c) All material and work covered by partial payments made shall thereupon become the sole property of the Owner, but this provision shall not be construed as relieving the Contractor from the sole responsibility for the care and protection of materials and work upon which payments have been made or the restoration of any damaged work, or as a waiver of the right of the Owner to require the fulfillment of all of the terms of the contract.
- (d) *Owner's Right to Withhold Certain Amounts and Make Application Thereof*: The Contractor agrees that he will indemnify and save the Owner harmless from all claims growing out of the lawful demands of subcontractors, laborers, workmen, mechanics, materialmen, and furnishers of machinery and parts thereof, equipment, power tools, and all supplies, including commissary, incurred in the furtherance of the performance of this contract. The Contractor shall, at the Owner's request, furnish satisfactory evidence that all obligations of the nature hereinabove designated have been paid, discharged, or waived. If the Contractor fails so to do, then the Owner may, after having served written notice on the said Contractor, either pay unpaid bills, of which the Owner has written notice, direct, or withhold from the Contractor's unpaid compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged whereupon payment to the Contractor shall be resumed, in accordance with the terms of this contract, but in no event shall the provisions of this sentence be construed to impose any obligations upon the Owner to either the Contractor or his Surety. In paying any unpaid bills of the Contractor, the Owner shall be deemed the agent of the Contractor, and any payment so made by the Owner, shall be considered as a payment made under the contract by the Owner to the Contractor and the Owner shall not be liable to the Contractor for any such payment made in good faith.

## **26. Acceptance of Final Payment Constitutes Release**

The acceptance by the Contractor of final payment shall be and shall operate as a release to the Owner of all claims and all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the Owner and others relating to or arising out of this work. No payment, however, final or otherwise, shall operate to release the Contractor or his Sureties from any obligations under this contract or the Performance and Payment Bond.

## **27. Payments by Contractor**

The Contractor shall pay (a) for all transportation and utility services not later than the 20th day of the calendar month following that in which services are rendered, (b) for all materials, tools, and other expendable equipment to the extent of ninety percent (90%) of the cost thereof, not later than the 20th day of the calendar month following that in which such materials, tools, and equipment are delivered at the site of the project, and the balance

of the cost thereof not later than the 30th day following the completion of that part of the work in or on which such materials, tools, and equipment are incorporated or used, and (c) to each of his subcontractors, not later than the 5th day following each payment to the Contractor, the respective amounts allowed the Contractor on account of the work performed by his subcontractors to the extent of each subcontractor's interest therein.

## **28. Insurance**

The Contractor shall not commence work under this contract until he has obtained all the insurance required under this paragraph and such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work on his subcontract until the insurance required of the subcontractor has been so obtained and approved.

- (a) *Compensation Insurance*: The Contractor shall procure and shall maintain during the life of this contract Workmen's Compensation Insurance as required by applicable State or territorial law for all of his employees to be engaged in work at the site of the project under this contract and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance. In case any class of employees engaged in hazardous work on the project under this contract is not protected under the Workmen's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected.
- (b) *Contractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance*: The Contractor shall procure and shall maintain during the life of this contract Contractor's Public Liability Insurance, Contractor's Property Damage Insurance and Vehicle Liability Insurance in the amounts specified in the Supplemental General Conditions.
- (c) *Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance*: The Contractor shall either (1) require each of his subcontractors to procure and to maintain during the life of his subcontract, Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the type and in the amounts specified in the Supplemental General Conditions specified in subparagraph (b) hereof, or, (2) insure the activities of his subcontractors in his policy, specified in subparagraph (b) hereof.
- (d) *Scope of Insurance and Special Hazards*: The insurance required under subparagraphs (b) and (c) hereof shall provide adequate protection for the Contractor and his subcontractors, respectively, against damage claims which may arise from operations under this contract, whether such operations be by the insured or by anyone directly or indirectly employed by him and, also against any of the special hazards which may be encountered in the performance of this contract as enumerated in the Supplemental General Conditions.
- (e) *Builder's Risk Insurance (Fire and Extended Coverage)*: Until the project is completed and accepted by the Owner, the Owner, or Contractor (at the Owner's option as indicated in the Supplemental General Conditions, Form ( OE 8025 ), is required to maintain Builder's Risk Insurance (fire and extended coverage) on a 100 percent completed value basis on the insurable portion of the project for the benefit of the Owner, the Contractor, and subcontractors as their interests may appear. The Contractor shall not include any costs for Builder's Risk Insurance (fire and extended coverage) premiums during construction unless the Contractor is required to provide such insurance; however, this provision shall not release the Contractor from his obligation to complete,

according to plans and specifications, the project covered by the contract, and the Contractor and his Surety shall be obligated to full performance of the Contractor's undertaking.

- (f) *Proof of Carriage of Insurance:* The Contractor shall furnish the Owner with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of policies. Such certificates shall also contain substantially the following statement: "The insurance covered by this certificate will not be cancelled or materially altered, except after ten (10) days written notice has been received by the Owner."

## **29. Contract Security**

The Contractor shall furnish a performance bond in an amount at least equal to one hundred percent (100%) of the contract prices as security for the faithful performance of this contract and also a payment bond in an amount not less than fifty percent (50%) of the contract price or in a penal sum not less than that prescribed by State, territorial or local law, as security for the payment of all persons performing labor on the project under this contract and furnishing materials in connection with this contract. The performance bond and the payment bond may be in one or in separate instruments in accordance with local law. Before final acceptance each bond must be approved by the Office of Education.

## **30. Additional or Substitute Bond**

If at any time the Owner for justifiable cause, shall be or become dissatisfied with any surety or sureties then upon the Performance or Payment Bonds, the Contractor shall within five (5) days after notice from the Owner so to do, substitute an acceptable bond (or bonds) in such form and sum and signed by such other surety or sureties as may be satisfactory to the Owner. The premiums on such bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished such an acceptable bond to the Owner.

## **31. Assignments**

The Contractor shall not assign the whole or any part of this contract or any moneys due or to become due hereunder without written consent of the Owner. In case the Contractor assigns all or any part of any moneys due or to become due under this contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to the Contractor shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this contract.

## **32. Mutual Responsibility of Contractors**

If, through acts of neglect on the part of the Contractor, any other Contractor or any subcontractor shall suffer loss of damage on the work, the Contractor agrees to settle with such other Contractor or subcontractor by agreement or arbitration if such other Contractor or subcontractor will so settle. If such other Contractor or subcontractor shall assert any claim against the Owner on account of any damage alleged to have been sustained, the Owner shall notify the Contractor, who shall indemnify and save harmless the Owner against any such claim.

## **33. Separate Contracts**

The Contractor shall coordinate his operations with those of other Contractors. Cooperation will be required in the arrangement for the storage of materials and in the detailed execution

of the work. The Contractor, including his subcontractors, shall keep informed of the progress and the detail work of other Contractors and shall notify the Architect/Engineer immediately of lack of progress or defective workmanship on the part of other Contractors. Failure of a Contractor to keep informed of the work progressing on the site and failure to give notice of lack of progress or defective workmanship by others shall be construed as acceptance by him of the status of the work as being satisfactory for proper coordination with his own work.

#### **34. Subcontracting**

- (a) The Contractor may utilize the services of specialty subcontractors on those parts of the work which, under normal contracting practices, are performed by specially subcontractors.
- (b) The Contractor shall not award any work to any subcontractor without prior written approval of the Owner, which approval will not be given until the Contractor submits to the Owner a written statement concerning the proposed award to the subcontractor, which statement shall contain such information as the Owner may require.
- (c) The Contractor shall be as fully responsible to the Owner for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.
- (d) The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by the terms of the General Conditions and other Contract Documents insofar as applicable to the work of subcontractors and to give the Contractor the same power as regards terminating any subcontract that the Owner may exercise over the Contractor under any provisions of the Contract Documents.
- (e) Nothing contained in this contract shall create any contractual relation between any subcontractor and the Owner.

#### **35. Architect/Engineer's Authority**

The Architect/Engineer shall give all orders and directions contemplated under this contract and specifications relative to the execution of the work. The Architect/Engineer shall determine the amount, quality, acceptability, and fitness of the several kinds of work and materials which are to be paid for under this contract and shall decide all questions which may arise in relation to said work and the construction thereof. The Architect/Engineer's estimates and decisions shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties hereto relative to said contract or specifications, the determination or decision of the Architect/Engineer shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this contract affected in any manner or to any extent by such question.

The Architect/Engineer shall decide the meaning and intent of any portion of the specifications and of any plans or drawings where the same may be found obscure or be in dispute. Any differences or conflicts in regard to their work which may arise between the Contractor under this contract and other Contractors performing work for the Owner shall be adjusted and determined by the Architect/Engineer.

#### **36. Stated Allowances**

The Contractor shall include in his proposal the cash allowances stated in the Supplemental General Conditions. The Contractor shall purchase the "Allowed Materials" as directed by the Owner on the basis of the lowest and best bid of at least three competitive bids. If the



actual price for purchasing the "Allowed Materials" is more or less than the "Cash Allowance", the contract price shall be adjusted accordingly. The adjustment in contract price shall be made on the basis of the purchase price without additional charges for overhead, profit, insurance or any other incidental expenses. The cost of installation of the "Allowed Materials" shall be included in the applicable sections of the contract specifications covering this work.

### **37. Use of Premises and Removal of Debris**

The Contractor expressly undertakes at his own expense:

- (a) to take every precaution against injuries to persons or damage to property;
- (b) to store his apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other Contractors;
- (c) to place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work;
- (d) to clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance;
- (e) before final payment to remove all surplus material, false-work, temporary structures, including foundations thereof, plant of any description and debris of every nature resulting from his operations, and to put the site in a neat, orderly condition;
- (f) to effect all cutting, fitting or patching of his work required to make the same to conform to the plans and specifications and, except with the consent of the Architect Engineer, not to cut or otherwise alter the work of any other Contractor.

### **38. Quantities of Estimate**

Wherever the estimated quantities of work to be done and materials to be furnished under this contract are shown in any of the documents including the proposal, they are given for use in comparing bids and the right is especially reserved except as herein otherwise specifically limited, to increase or diminish them as may be deemed reasonably necessary or desirable by the Owner to complete the work contemplated by this contract, and such increase or diminution shall in no way vitiate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

### **39. Lands and Rights-of-Way**

Prior to the start of construction, the Owner shall obtain all lands and rights-of-way necessary for the carrying out and completion of work to be performed under this contract.

### **40. General Guaranty**

Neither the final certificate of payment nor any provision in the Contract Documents nor partial or entire occupancy of the premises by the Owner shall constitute an acceptance of work not done in accordance with the Contract Documents or relieve the Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor shall remedy any defects in the work and pay for any damage to other work resulting therefrom, which shall appear within a period of one year from the date of final acceptance of the work unless a longer period is specified. The Owner will give notice of observed defects with reasonable promptness.

#### **41. Conflicting Conditions**

Any provision in any of the Contract Documents which may be in conflict or inconsistent with any of the paragraphs in these General Conditions shall be void to the extent of such conflict or inconsistency.

#### **42. Notice and Service Thereof**

Any notice to any Contractor from the Owner relative to any part of this contract shall be in writing and considered delivered and the service thereof completed, when said notice is posted, by certified or registered mail, to the said Contractor at his last given address, or delivered in person to said Contractor or his authorized representative on the work.

#### **43. Provisions Required by Law Deemed Inserted**

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

#### **44. Protection of Lives and Health**

In order to protect the lives and health of his employees under the contract, the Contractor shall comply with all pertinent provisions of the "Manual of Accident Prevention in Construction" issued by the Associated General Contractors of America, Inc., and shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the contract. The Contractor alone shall be responsible for the safety, efficiency, and adequacy of his plant, appliances, and methods, and for any damage which may result from their failure or their improper construction, maintenance, or operation.

#### **45. Subcontracts**

The Contractor will insert in any subcontracts the Sections 52 through 56 and 59 contained herein and such other clauses as the Office of Education may, by instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts which they may enter into, together with a clause requiring this insertion in any further subcontracts that may in turn be made.

#### **46. Equal Employment Opportunity**

During the performance of this contract the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Office of Education and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally-assisted construction contracts, in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulation, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontractor or purchase order as the Office of Education may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Office of Education, the Contractor may request the United States to enter into such litigation to protect the interests of the United States."

**Exemptions to Above Equal Opportunity Clause (41 CFR Chap. 60)**

- (1) Contracts and subcontracts not exceeding \$10,000 (other than Government bills of lading) are exempt. The amount of the contract, rather than the amount of the Federal financial assistance, shall govern in determining the applicability of this exemption.
- (2) Except in the case of subcontracts for the performance, of construction work at the site of construction, the clause shall not be required to be inserted in subcontracts below the second tier.
- (3) Contracts and subcontracts not exceeding \$100,000 for standard commercial supplies or raw materials are exempt.

**47. Interest of Member of or Delegate to Congress**

No member of or Delegate to Congress shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

**48. Other Prohibited Interests**

No official of the Owner who is authorized in such capacity and on behalf of the Owner to negotiate, make, accept or approve, or to take part in negotiating, making accepting, or ap-

proving any architectural, engineering, inspection construction or material supply contract or any subcontract in connection with the construction of the project, shall become directly or indirectly interested personally in this contract or in any part hereof. No officer, employee, architect, attorney, engineer or inspector of or for the Owner who is authorized in such capacity and on behalf of the Owner to exercise any legislative, executive, supervisory or other similar functions in connection with the construction of the project, shall become directly or indirectly interested personally in this contract or in any part thereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to the project.

#### **49. Use and Occupancy Prior to Acceptance by Owner**

The Contractor agrees to the use and occupancy of a portion or unit of the project before formal acceptance by the Owner, provided the Owner:

- (a) Secures written consent of the Contractor except in the event, in the opinion of the Architect/Engineer, the Contractor is chargeable with unwarranted delay in final clean-up of punch list items or other contract requirements.
- (b) Secures endorsement from the insurance-carrier and consent of the Surety permitting occupancy of the building or use of the project during the remaining period of construction, or,
- (c) When the project consists of more than one building, and one of the buildings is occupied, secures permanent fire and extended coverage insurance, including a permit to complete construction. Consent of the Surety must also be obtained.

#### **50. Photographs of the Project**

If required by the Owner, the Contractor shall furnish photographs of the project, in the quantities and as described in the Supplemental General Conditions.

#### **51. Suspension of Work**

Should the Owner be prevented or enjoined from proceeding with work either before or after the start of construction by reason of any litigation or other reason beyond the control of the Owner, the Contractor shall not be entitled to make or assert claim for damage by reason of said delay; but time for completion of the work will be **extended** to such reasonable time as the Owner may determine will compensate for time lost by such delay with such determination to be set forth in writing.

#### **52. Minimum Wages**

- (a) The Contractor shall post at appropriate conspicuous points at the site of the project a schedule showing all determined minimum wage rates for the various classes of laborers and mechanics to be engaged in work on the project under this contract and all deductions, if any, required by law to be made from unpaid wages actually earned by the laborers and mechanics so engaged.
- (b) All mechanics and laborers employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amounts due at time of payment computed at wage rates not less than those contained in the wage determination decision of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics. For the purpose of this clause, contributions made or costs reasonably anticipated under section 1(b) (2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a) (1) (iv). Also for the purpose of this clause, regular contributions made or costs incurred for more than a weekly period under plans, funds, or programs, but covering the particular

weekly period, are deemed to be constructively made or incurred during such weekly period.

- (c) The Office of Education shall require that any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract, shall be classified or reclassified conformably to the wage determination, and a report of the action taken shall be sent by the Office of Education to the Secretary of Labor. In the event the interested parties cannot agree on the proper classification or reclassification of a particular class of laborers and mechanics to be used, the question accompanied by the recommendation of the Office of Education shall be referred to the Secretary of Labor for final determination.
- (d) The Office of Education shall require, whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly wage rate and the Contractor is obligated to pay a cash equivalent of such a fringe benefit, an hourly cash equivalent thereof to be established. In the event the interested parties cannot agree upon a cash equivalent of the fringe benefit, the question, accompanied by the recommendation of the Office of Education, shall be referred to the Secretary of Labor for determination.
- (e) The Contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, or any bona fide fringe benefits not expressly listed in section 1(b)(2) of the Davis-Bacon Act or otherwise not listed in the wage determination decision of the Secretary of Labor which is included in this contract, only when the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. Whenever practicable, the Contractor should request the Secretary of Labor to make such findings before the making of the contract. In the case of unfunded plans and programs, the Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.
- (f) The specified wage rates are minimum rates only, and the Owner will not consider any claims for additional compensation made by the Contractor because of payment by the Contractor of any wage rate in excess of the applicable rate contained in this contract. All disputes in regard to the payment of wages in excess of those specified in this contract shall be adjusted by the Contractor.
- (g) If the Contractor does not make payments to a trustee or other third person, he may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing benefits under a plan or program of a type expressly listed in the wage determination decision of the Secretary of Labor which is a part of this contract: Provided however, the Secretary of Labor has found upon the written request of the Contractor that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

### **53. Withholding of Payments**

The Office of Education may withhold or cause to be withheld from the Contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor on the work the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic employed or working on the site of the work, all or part of the wages re-

quired by the contract, the O f f i c e o f E d u c a t i o n may, after written notice to the Contractor or Owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

#### **54. Payrolls and Basic Records**

- (a) Payrolls and basic payroll records relating thereto will be maintained during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records will contain the name and address of each such employee, his correct classification, rates of pay (including rates of contributions or costs anticipated of the types described in section 1(b)(2) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits.
- (b) The Contractor will submit weekly a copy of all payrolls to the Owner, for transmission to the O f f i c e o f E d u c a t i o n. The copy shall be accompanied by a statement signed by the employer or his agent indicating that the payrolls are correct and complete, that the wage rates contained therein are not less than those determined by the Secretary of Labor and that the classifications set forth for each laborer or mechanic conform with the work he performed. A submission of a "Weekly Statement of Compliance" which is required under this contract and the Copeland regulations of the Secretary of Labor (29 CFR, Part 3) and the filing with the initial payroll or any subsequent payroll of a copy of any findings by the Secretary of Labor under 29 CFR 5.5(a)(1)(iv) shall satisfy this requirement. The prime Contractor shall be responsible for the submission of copies of payrolls of all subcontractors. The Contractor shall make the records required under the labor standards clauses of the contract available for inspection by authorized representatives of the O f f i c e o f E d u c a t i o n and the Department of Labor, and shall permit such representatives to interview employees during working hours on the job.

#### **55. Apprentices**

Apprentices shall be permitted to work as such only when they are registered, individually, under a bona fide apprenticeship program registered with a State apprenticeship agency which is recognized by the Bureau of Apprenticeship and Training, United States Department of Labor; or, if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, United States Department of Labor. The allowable ratio of apprentices to journeymen in any craft classification shall not be greater than the ratio permitted to the Contractor as to his entire work force under the registered program. Any employee listed on a payroll at an apprentice wage rate, who is not registered as above, shall be paid the wage rate for the classification of work he actually performed. The Contractor or subcontractor will be required to furnish to the O f f i c e o f E d u c a t i o n written evidence of the registration of his program and apprentices as well as of the appropriate ratios and wage rates, for the area of construction, prior to using any apprentices on the contract work.

## **56. Compliance With Copeland Anti-Kickback Act and Regulations**

The Contractor shall comply with the Copeland Anti-Kickback Act and Regulations of the Secretary of Labor (29 CFR, Part 3) which are herein incorporated by reference.

## **57. Overtime**

- (a) No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics, including watchmen and guards, shall require or permit any laborer or mechanic in any workweek in which he is employed on such work to work in excess of eight hours in any calendar day or in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times his basic rate of pay for all hours worked in excess of eight hours in any calendar day or in excess of forty hours in such workweek, as the case may be.
- (b) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (a), the Contractor and any subcontractor responsible therefor shall be liable to any affected employee for his unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the clause set forth in subparagraph (a), in the sum of \$10 for each calendar day on which such employee was required or permitted to work in excess of eight hours or in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (a).
- (c) Withholding for unpaid wages and liquidated damages. The Office of Education may withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor, such sums as may administratively be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (b).
- (d) Subcontracts. The Contractor shall insert in any subcontracts the clauses set forth in subparagraphs (a), (b), and (c) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts which they may enter into, together with a clause requiring this insertion in any further subcontracts that may in turn be made.

## **58. Signs**

The general Contractor shall erect a sign at the project site identifying the project and indicating that the Government is participating in the development of the project. The project sign shall be substantially in accordance with instructions provided by the Regional Office of the Office of Education, made from 3/4 inch plywood, placed in a prominent location, and maintained in good condition until completion of the project.

## **59. Contract Termination; Debarment**

A breach of Sections 46 and 42 through 46 may be grounds for termination of the contract and for debarment as provided in 29 CFR 4.6.

WILLIAM RAINEY HARPER COLLEGE

SECTION 100

SPECIFICATIONS

COMPUTER CARREL SYSTEM



Computer Carrel System  
Specifications

GENERAL

MANUFACTURERS = To establish the type, kind, quality, and characteristics of the equipment required. Catalog references and identification numbers of the IBM Corporation have been used. Where such catalog references and identification numbers have been indicated, the items of equipment provided shall conform in design, workmanship, materials, performance, and finish to specified items and shall be approved by the client.

SUPERVISION = A qualified and authorized factory trained representative of the manufacturer of the equipment selected shall coordinate the planning, delivery, and installation of the equipment and fixtures furnished under these specifications, with other related or associated work, prior to and during construction of the projects, and until work covered by these specifications, and related work, has been completed.

COOPERATION WITH OTHER CONTRACTORS = Cooperate with the electrical subcontractor and promptly provide all information required by them for the proper installation of their work in connection with the equipment.

WORKMANSHIP = Deliver, uncrate, place in proper location, assemble and level, and make ready for use, all equipment hereinafter specified.

MAINTENANCE = The manufacturer shall furnish maintenance and call back service of the equipment provided by him. The manufacturer shall provide assurance that qualified maintenance personnel will be available within two hours after notification of service need by the client. Manufacturer shall furnish at time of bidding, a schedule of current service call rates for labor, travel, and other similar billable items.

#### TRADE NAMES AND MANUFACTURERS

Where reference is made to a model number and manufacturer's specifications, it is intended that the specifications of the designated manufacturer shall apply and shall become a part of the specifications and documents.

#### APPROVAL

All bids, specifications, and supporting documents are to be reviewed and approved by the client and/or his designated representative.

#### ITEMS OF EQUIPMENT

The following items of equipment shall be provided.

ITEM NUMBER 1 = Transmission Control Unit - IBM 2702 or equivalent. For on-line attachment of various asynchronous input/output terminals via private or commercial common carrier transmission facilities to an IBM System 360 Model 30 Computer via the multiplexor channel.

Unit will operate in half-duplex mode and provide for attachment of 15 separate lines all operating simultaneously at

speeds up to 200 bits per second.

Unit will provide capabilities for interface with such terminals as IBM 1050, 1030, 2740, and 2741.

Unit will include following specific features or equivalent:

IBM Feature #4615 - Terminal Control Adaptor - Type I - to provide controls for attachment of a 1050, 2740, or 2741 terminals and provide for vertical and longitudinal redundancy checking for such terminals.

IBM Feature #9696 - Terminal Control Base for attachment of Feature #4615.

IBM Feature #9684 - Select Speed Adaptor to provide for transmission at rate of 134.5 bauds per second.

IBM Feature #3233 - Data Set Line Adaptor to provide for attachment of a Western Electric Data Set. One Required.

IBM Feature #4612 - IBM Line Adaptor - a modem for two-wire limited distance use not to exceed 8-wire miles for use with 1050, 2740, and 2741, terminals operating at 134.5 bauds per second. Three required.

IBM Feature #1319 - Automatic Poll Feature to operate in conjunction with Feature #4615 to allow continuation of polling after negative responses on all lines served by the Terminal Control device without having user program interruptions.

ITEM NUMBER 2 = Computer Carrel Terminal System shall consist of four (4) control units (IBM 1051 or equivalent) used as basic connector between all I/O units in the carrel system

and the modulator - demodulator equipment connected to a communications line. The control unit shall contain the central logic, code translator, data channels, control circuits, and facilities for electrical inter-connection of all carrel system components. The control unit will be capable of checking the system for vertical parity and longitudinal redundancy transmission errors and converting the parallel-by-bit characters from system components to serial-by-bit characters for transmission over communications lines and reverse the procedure on incoming signals. Two (2) of the four control units must be capable of providing the circuitry to attach a paper tape punch, card reader, and a card punch. All four (4) of the control units must be capable of providing the circuitry to attach an alpha-numeric printer-keyboard for data input and output.

Alpha-numeric Printer-Keyboards: IBM 1052 Model 2 or equivalent, four (4) printer-keyboards are required. They shall be capable of permitting manual entry of data and inquiry operations. They shall automatically lock on error conditions or during inquiry. The keyboard shall be a four-bank typewriter style arrangement with 88 characters in two shifts of 44 characters each. Printers will have 130 horizontal print positions, spaced 10 characters per inch.

Vertical spacing shall be 6 lines per inch. The printers shall have a stationery platen with a pin feed device for

use with continuous pin feed forms. The keyboard and printer shall be capable of being used independently of each other.

Paper Tape Punches: IBM 1055 Model 1 or equivalent, two (2) paper tape punches are required and shall be attached to the control unit specified above. The paper tape punches shall be capable of automatic data output from the central computer system in 8 channel mode via transmission lines. They shall also be capable of data output in an off-line mode from other components of the carrel terminal system.

Card Readers: IBM 1056 Model 3 or equivalent, two (2) card readers are required and must be attached to the control unit specified above. The card readers must be capable of providing automatic entry of data to the central computer system via the transmission lines. They must also be capable of providing data entry to other components of the carrel terminal system in an off-line mode. The units must be capable of transmitting at a minimum speed of 14.8 characters per second. Must be equipped with an 80-column card pack feed device with a capacity of up to 300 cards. Shall also be capable of feeding cards singly. Shall be able to read a minimum of 111 hollerith card codes and read all assigned codes in either the downshift or the upshift mode. Shall be capable of translating the card code to the 6-bit BCD transmission code automatically generating the proper shift code for each change in shift status.

Card Punches: IBM 1058 or equivalent. Two (2) printing card punches with alphanumeric keyboard are required. Card punches must be attached to the control unit specified above. Must be capable of being used either for on-line or off-line card punching. Shall be able to print 62 graphics at the top of the associated card column punched. Shall be able to receive the 6-bit BCD transmission code, including shift codes, convert them to standard EBCDIC card codes and automatically delete the shift code from punching.

SOFTWARE = All items of equipment which receive or transmit data to the Central Processing Unit of the computer shall be supported under the present IBM System 360 BTAM or DOS operating systems for a model F30 2030 central processor.

#### DELIVERY

Manufacturer to provide assurance of delivery and installation of above equipment on or before October 1, 1969.

WILLIAM RAINEY HARPER COLLEGE

COMPUTER CARREL SYSTEM

BID FORM

Page 106

Bid price for total system  
including ALL delivery and  
installation.

TOTAL PRICE

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THIS BID FORM MUST BE SIGNED BY AN OFFICER OF THE COMPANY

Company \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Title \_\_\_\_\_

MEMORANDUM

TO: Dr. Lahti

FROM: R. Sedrel

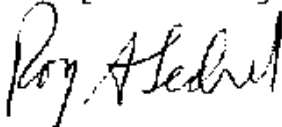
DATE: August 6, 1969

RE: Proposed Illinois Junior College Computer Study

I have read the proposal for an Illinois Junior College Computer Study and offer the following comments as you requested:

1. Basically, the study may have some merit for the smaller Junior Colleges. However, for the larger Junior Colleges in the Chicago Suburban area who are moving rapidly ahead in applications and uses of computers, I feel it may be of little value.
2. The time required of our staff to participate in the study is very limited. As you know, we are receiving more requests for services from our faculty and administration and our staff is fully committed for the next year.
3. With regard to point 3 under "Method of Study," it would be imperative that the "unbiased technical consultant" be experienced in the educational requirements for computers and not represent a firm which now has or is planning to offer time-sharing services.

It is my opinion that the investment in direct cost plus the time required of our staff to participate in this study would yield little potential benefit to the current or long-range development of computer services at Harper College.



RS rd



*Bd Info*

## ILLINOIS JUNIOR COLLEGE COMPUTER STUDY

July, 1969

The 35 Illinois Junior College Districts in Illinois are all using or planning on using computers as a part of their educational, administrative and public service functions. During the 1968-69 school year, 21 districts had data processing equipment "on site" and six additional districts were operating data processing programs without "on site" equipment. Due to the extent of the data processing programs in the State and the high cost of up-to-date equipment, the staff of the Illinois Junior College Board engaged in a preliminary investigation of possible instructional, administrative and public service uses of computers, as well as means of providing computer equipment and/or services to all Illinois Junior Colleges.

### The Preliminary Investigation

The staff of the IJCB held discussions with virtually every kind of agency engaged with the use of computers in Illinois Junior Colleges for the purpose of ascertaining the feasibility of "a way to provide more and better computer services at less cost."

Discussions, both formal and informal, were held with the following (a partial list):

#### State of Illinois Agencies

- Illinois Board of Higher Education (staff)
- Illinois Board of Vocational Education & Rehabilitation (staff)
- Office of the Superintendent of Public Instruction (staff)
- Management Information Division, Department of Finance (director)

#### Illinois Junior Colleges

- Advisory Council of Presidents
- Finance Officers (individuals)
- Data Processing Directors (individuals)

#### Federal Agencies

- United States Office of Education (staff)

#### Consulting Firms

- Compumatics Educational Services, Inc.

## Equipment Vendors

International Business Machines, Inc.  
National Cash Register, Inc.

A discussion paper "Illinois Junior Colleges and Computers" (attached) was prepared in April of 1969 outlining a few of the items learned from the discussions to that date. The purpose of this paper was to stimulate discussion among the various state agencies and public junior colleges and to provide a common base of facts and concepts from which initiate discussion regarding the possibility of a study. This paper has been distributed to all Illinois Junior Colleges, members of the Illinois Junior College Board and most of the agencies and individuals with whom discussions were held.

## Proposed Study

It is now proposed that the Illinois Junior College Board engage in a study of the current status and potential of computers for Illinois Public Junior Colleges. This study may be done jointly by the Illinois Junior College Board, the Illinois Board of Vocational Education and the Public Junior College districts.

The basic objectives of the study would be as follows:

1. The current status of computers
  - a. Uses currently in effect
    - (1) Instructional
    - (2) Administrative
    - (3) Guidance student service programs (e.g. CVIS call of DuPage)
    - (4) Other
  - b. Staffing currently employed
  - c. Equipment currently on site
  - d. Cost including reimbursement
2. Near term projections of above (1969-70 and 1970-71)
3. Five-year projection of above (1974-75)
4. Alternatives for providing the computer services required

It will be the purpose of the study to present the current situation together with future needs. This data may then be analyzed and reported as a statistical document on which planning may be based.

## Method of Study

The general method of study will be as follows.

1. Approval of the proposal by all agencies and colleges involved.

2. Appointment of a working Advisory Committee representing the agencies involved (5-8 members)
3. An unbiased, qualified technical consultant should be retained to assist the IJCB staff with the technical aspects of the study.
4. Data gathering procedures.
  - a. A data gathering instrument will be developed and submitted to all participants.
  - b. Regional meetings will be held to review the data obtained on the instruments and overcome problems in reporting to assure consistency.
  - c. "On-site" visitation, by the IJCB staff and technical consultant of selected installations.
5. The preparation and compiling of the Data Report. This will be submitted to all participants in draft form for review, suggestions and correction prior to final draft.
6. The final draft of the Data Report will be submitted to a panel of nationally recognized experts (selected by the Advisory Committee) for evaluation and recommendations regarding alternatives available.
7. An Evaluation Report will be prepared that will contain the findings and suggestions of the panel of consultants.
8. Copies of both reports (Data and Evaluation) will be reviewed by all agencies and colleges involved.
9. The Advisory Committee will review the reactions to the reports and submit Recommendations for Action to all participating agencies and colleges.

### Cost

The major work on the study will be done by the staff of the Illinois Junior College Board and the Advisory Committee with the assistance of the technical consultant and the panel of consultants (for evaluation).

Items of cost for the study should be shared among the various agencies and colleges participating.

#### Estimated Expenditures:

##### Technical consultant

Time: (\$200 x 15 days)	\$3,000	
Travel Expenses:	1,000	
Total:		\$4,000

##### Panel of Consultants (4)

Time: (\$250 x 4 x 3 days)	3,000	
Travel Expenses:	1,500	
Total:		4,500

Publication and distribution of reports and other expenses:		<u>200</u>
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Total estimated costs		\$8,700
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**Estimated sharing of Cash Expenses:**

Illinois Junior College Board	\$ 200
Public Junior Colleges (35 x \$200)	7,000
Illinois Board of Vocational Education	<u>1,500</u>
Total Estimate Income	\$8,700

This estimate would require a cost sharing of \$200 per Public Junior College and the IJCB plus \$1,500 from the Illinois Board of Vocational Education.

**Time Schedule**

The Advisory Committee will set a definite time schedule for the study at their initial meeting.

**Financial Coordination**

It is recommended that the financial coordinating agency for this study be the Illinois Association of Community and Junior Colleges. This agency would receive and disburse all funds relating to the study and will collectively represent the Public Junior Colleges, in addition to their individual participation and representation. The fiscal agent for the study will be the Treasurer of the IACJC.

## ILLINOIS JUNIOR COLLEGES AND COMPUTERS

April, 1969

### A. Computer uses in Illinois Public Junior Colleges

1. Training device for data processing programs
2. Administrative tool for data collection, storage and analysis at the local college level and at the state level
3. A research tool at the local college level and at the state level
4. Teaching device to be used by students in course work
5. Operational tool to be used by libraries and other statewide resource sharing programs

- B. The trend in the state has been toward establishing a separate data processing service center in each college. Each center rents its own equipment, develops its own administrative system, and generally builds its own instructional capabilities. There is little co-ordination of these efforts, and, under this approach, costs will continue to increase out of proportion to administrative and instructional services offered. This also causes each college to bear its own developmental costs and to pay considerably more for equipment (in relation to computer time used) and staff than can logically be assumed by the local taxpayers and the state.

The following are some projections based upon the data available. These projections are considered by us to be ultra conservative and would probably double by 1975 to over 6 million dollars annually.

1. Rental fees for computers alone will reach 2.7 million dollars by 1970/71. Actual rentals to date approximate 2.0 million dollars - assuming a bare minimum of 10% increase in hardware costs - and the addition of minimum equipment in eleven (11) other colleges that now have no facilities - rentals will probably exceed the amount stated.
2. Staff requirements for all locations will total over 100.

#### a. Development (Systems and Programming)

Eleven Directors of Data Processing now total \$160,000.00.

Fourteen supervisors (Director responsibility) at a minimum rate of \$2,000 annually will total \$140,000.

No assumptions were made on the supervision of 10 other colleges.

Direct costs for development was calculated as follows:

6-360 installations now have or require two analyst/programmers each

14-1401 installations now have or require one analyst/programmer each

15-other installations require one analyst/programmer each

Total analyst/program costs would be \$284,000 annually

The estimated costs, then, for development will total over \$300,000 per year

b. Operations

Assuming that 10 colleges will use student labor, the other 14 colleges will require at least one full-time operator at an estimated cost of \$150,000 per year.

In summary, staff costs exceed \$700,000 per year and will continue to increase as colleges expand to more students and more programs. If each college were to have a basic data processing capability, at least \$130,000 per year would be added.

3. Based upon known facts, then, with no additional commitments for equipment and staff with the exception of those colleges beginning operations, data processing costs for junior colleges in the State of Illinois will exceed 3.5 million dollars per year by 1970/71.

Summary of 1970/71 Estimated Costs:

Equipment	\$2,700,000
Staff Supervision	300,000
Systems/Programming Development	284,000
Operations Personnel	<u>150,000</u>
Total EDP Base	\$3,434,000

- C. 1. Regardless of the current sources of funds (Voc. Ed., local) the money will probably not be available to continue operations at their current pace on a state-wide basis.
2. Qualified staff would be hard to find and impossible to keep.

3. Many of the systems are similar from school to school and should not be developed over and over again from school to school (e. g., the uniform accounting system due for spring, 1970, implementation) (also the instructional programs that use the computer facilities).
  4. The State will inevitably have increasing needs for information from the colleges.
- D. There is good reason to expect that the junior colleges in Illinois could find savings and increased effectiveness through some type of cooperative efforts. These might include:

1. Sharing developed systems

There is a good chance that the programs developed at one college will be of value, and can be applied at other colleges. When specifications are developed for a particular computer task, the document should be distributed to the other colleges. Even if the specific programs cannot be used, the procedure is an important stimulation that can save a lot of thinking time.

2. Cooperative purchase from commercial firms

There are some software items available for purchase that would be of value - principally to 360 installations. Test scoring and student scheduling are being contracted out by several colleges.

There should be some gains from cooperative purchasing. Certainly if a major item were to be put out for bid (say, cards or stock forms) it might as well be combined with others for volume breaks. The procedure could be made very simple - with no compulsion or inconvenience.

3. Sharing computer equipment

The present equipment rental outlay would, collectively, easily support a first rate computer utility network. The network would provide a computer at each site and the ability to draw on large-scale power over telephone lines. Proven hardware for such a network is available now and could be installed and ready for use in less than a year.

Such a network provides significant advantages over the hodge-podge of small computers now installed:

- (1) Lower cost at each site
- (2) Access to a full range of "third-generation" software
- (3) Ability to offer greatly expanded instructional programs:
  - (a) COBOL, Fortran and other languages

- (b) Numerical control, drafting, etc. supportive systems
- (c) Conversational terminals can be added, if desired, at low cost.

There are fourteen 1401's and several 1620 computers in operation now. For instructional purposes these computers are obsolete.

- (4) Ability to expand usage without adding equipment.

It must be pointed out that the data processing operation in the Illinois Junior College system has grown far beyond the point where industrial standards dictate computer centralization. The utility network would provide each college with the advantages of both highly concentrated computer power and individual location control.

#### 4. Cooperative Research and Development efforts

It is not economical for any one college to attempt to support a system development effort alone. In addition, the present efforts are duplicated from college to college as the same system is developed for different machines at the various sites. The "front end" costs of programming, forms design, testing, etc. are very high.

There are several methods of sharing these development costs that could easily be employed to significantly increase effectiveness while reducing staff costs.

#### 5. Joint proposals to funding agencies for special programs

There are several possibilities for receiving outside funds if some joint efforts can be established. Two significant examples are the Computer Utility for Educational Systems (CUES) project and Networks for Knowledge. Proposals for these federal projects can be successful if and only if the Junior Colleges take immediate steps toward cooperation.

#### Summary and Recommendations

The dollars involved in this subject are significant, as are the potential benefits from effective efforts. The Junior Colleges should investigate the possibilities outlined above and prepare a plan of action.

The staff of the Illinois Junior College Board, acting in behalf of the colleges, should conduct a preliminary study of feasible alternatives. This study would be presented to the Presidents Advisory Council in the form of specific recommendations for each college and the State Board with economics and time-frame indicated for each consideration.



July 31, 1969

RECEIVED  
JUL 31 1969

Office of the President

TO: Dr. Robert E. Lahti  
FROM: Graduation Committee  
RE: Proposal for acquisition of academic attire

On April 15, 1969 the following purchase plan was recommended for your consideration.

Purchase plan:

1. that bids be sought: (bids have been received)
2. that quality materials and appearance should be considered along with the prices offered:
3. that faculty members who choose to do so, may enter an order for the manufacture of cap, gown and hood, the cost to be paid as follows:
  - a. the college pay the entire cash cost immediately
  - b. that in this and subsequent years 1/4 of the cost of the garment would be credited toward individual ownership and paid from the professional expense account of the individual
  - c. that title to the garment would pass to the individual at the end of four years, or if the individual terminates sooner, he would purchase the remaining interest from the college, pro-rata.
4. for those M.A. and Ph.D. candidates who feel that a purchase of academic attire at the present moment is inappropriate, that arrangements be made for the rental (or complimentary services of the supplier of the large order); the cost of the rental to be carried by the college. (via professional expense account)
5. in the future, that new members of the staff, as well as those who attain advanced degrees may complete their purchases according to the above plan.

We would appreciate an early response to this recommendation, so that this information could be presented to the whole faculty on September 8, 1969. We anticipate use of academic attire in connection with the formal opening of the campus this fall.

Respectfully submitted:

Faculty and Program Committee  
Rose Trunk  
Larry Collister  
Robert Tysl  
Don Wachlin



MEMORANDUM

August 14, 1969

TO: Dr. Lahti

FROM: Dr. Schauer

SUBJECT: Evaluation

In an effort to make intelligent recommendations in behalf of staff members it is most important to derive as much objective information as possible about the individual's service to instruction, his profession, the community and higher education. Therefore, a system of evaluation designed to recognize and identify strengths, weaknesses and excellence becomes a necessity.

The attached suggested process of evaluation is presented as a possible point of origin in the refinement and further development of an effective and systematic procedure. It is suggested that the process and instrumentation be reviewed during the 1969-70 academic year and improved upon or replaced as experience dictates.

The Faculty Senate has agreed with the "spirit" of the process and allied instrumentation. The implementation of the process is contingent upon the adoption of a Grievance Procedure and final review by the Faculty in early September, 1969.

It is most important to reiterate the purpose of evaluation--the aspiration for excellence in instruction, student development and service to the profession and the Harper College community.

Respectfully submitted,

*C. H. Schauer.*

CHS:by  
attachment

## FACULTY EVALUATION

Harper College is committed to the development of a superior faculty aspiring to high levels of excellence in instruction and service to their profession, the students, the college, and the community. Harper College should continuously and systematically seek evidence of its effectiveness in attaining these aspirations. In order to encourage such excellence, a functioning evaluative process is essential.

All members of the faculty will be evaluated annually and student teaching faculty and academic administrators will be involved in the procedure. Appropriate evaluative instruments will be utilized.

The areas to be evaluated include:

Personal and professional attributes; a mutual appraisal of outstanding strengths, primary weaknesses, and plans for improvement; Student evaluation of the instructor and course; Professional Improvement; Professional Contributions; Institutional Service; and Community service.

The general process of the evaluative procedure will be:

- I. The appropriate vice president will be responsible for initiating the evaluative process at the designated time. He will issue the appropriate evaluation instruments to the division chairmen, or appropriate supervisor, who will have the responsibility of distributing the forms to the evaluators and evaluatee.
- II. The division chairmen will be responsible for arranging classroom observation within his division. He will summarize the peer, self, and his own evaluation instruments and forward this summary (Form D), together with his recommendation, in the form of a dossier, to the appropriate dean or supervisor.
- III. The dean will review the evaluative material, add his summary and recommendation, and forward the dossier to the appropriate vice president.

- IV. The Vice President's recommendation is forwarded to the President. „
- V. The President will forward his recommendation to the Board of Trustees for action.

WILLIAM RAINEY HARPER COLLEGE  
FACULTY EVALUATION  
FORM A

Faculty Member Being Evaluated \_\_\_\_\_

Procedure:

The form is graduated from 5 - 1 as follows:

5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average;  
1 - Unsatisfactory.

Complete the form with the number (from 5 - 1) which you think is most appropriate for your peer. Please include further comments in the space provided.

	Peer
<u>PERSONAL ATTRIBUTES:</u>	
Personal appearance	
Dependability	
Attitude toward W.R.H.C.	
Rapport with Students	
Rapport with Colleagues	
Enthusiasm about Subject Area	
<u>PROFESSIONAL ATTRIBUTES:</u>	
Understands the contribution of his area in teaching to the educational needs of the student	
Cooperates with other faculty in meeting the educational needs of the students	
Shows evidence of planning for instructional activities. (a. Has complete course outline; b. Plans for daily activities.)	
<u>Assignments are clear and appropriate</u>	
<u>Evaluations test the objectives of the course</u>	
<u>Willingly changes plans when conditions suggest a change</u>	

FACULTY EVALUATION

	Peer
Is concerned about helping students attain optimum achievement	
Recognizes individual differences in students	
Welcomes suggestions from students	
Is approachable by students and colleagues	
Provides opportunities for students to evaluate the course	
Makes effective use of supplementary aids	
Is well informed and up-to-date in subject field	
Participates in professional meetings to advance his knowledge in subject area and teaching	
Accepts valid criticism as constructive and profits by it	
Understands and is in sympathy with the philosophy and objectives of W.R.H.C.	
Willingness to explore, utilize and assist in the further development of the latest methods in his instructional area.	

COMMENTS:

Date \_\_\_\_\_

Signature \_\_\_\_\_

WILLIAM RAINEY HARPER COLLEGE  
FACULTY EVALUATION

FORM B

Procedure:

The form is graduated from 5 - 1 as follows:

- 5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average  
1 - Unsatisfactory.

The faculty member will complete the form with the number (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the department head will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which are already satisfactory.

1969 - 1970

	Self
<u>PERSONAL ATTRIBUTES:</u>	
<u>Personal appearance</u>	
<u>Dependability</u>	
<u>Attitude toward W.R.H.C.</u>	
<u>Rapport with Students</u>	
<u>Rapport with Colleagues</u>	
<u>Enthusiasm about Subject Area</u>	
<u>PROFESSIONAL ATTRIBUTES:</u>	
<u>Understands the contribution of his area in teaching to the educational needs of the student</u>	
<u>Cooperates with other faculty in meeting the educational needs of the students</u>	
<u>Shows evidence of planning for instructional activities. (a. Has complete course outline; b. Plans for daily activities.)</u>	
<u>Assignments are clear and appropriate</u>	
<u>Evaluations test the objectives of the course</u>	
<u>Willingly changes plans when conditions suggest a change</u>	

1969 - 1970  
Evaluation  
Form B

	Self
Is concerned about helping students attain optimum achievement	
Recognizes individual differences in students	
Welcomes suggestions from students	
Is approachable by students and colleagues	
Provides opportunities for students to evaluate the course	
Makes effective use of supplementary aids	
Is well informed and up-to-date in subject field	
Participates in professional meetings to advance his knowledge in subject area and teaching	
Accepts valid criticism as constructive and profits by it	
Understands and is in sympathy with the philosophy and objectives in W.R.H.C.	
Willingness to explore, utilize and assist in the further development of the latest methods in his instructional area	

COMMENTS:

Date \_\_\_\_\_

Signature \_\_\_\_\_



WILLIAM RAINY HARPER COLLEGE  
FACULTY EVALUATION  
 FORM C

Procedure:

The form is graduated from 5 - 1 as follows:

5-Exceptional; 4 - Above average; 3 - Average; 2 - Below average;  
 1 - Unsatisfactory.

The faculty member will complete the form with the number, (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the department head will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which may already be satisfactory.

1969 - 1970

	Division Chairmen
<u>PERSONAL ATTRIBUTES:</u>	
<u>Personal appearance</u>	
<u>Dependability</u>	
<u>Attitude toward W.R.H.C.</u>	
<u>Rapport with Students</u>	
<u>Rapport with Colleagues</u>	
<u>Enthusiasm about Subject Area</u>	
<u>PROFESSIONAL ATTRIBUTES:</u>	
<u>Understands the contribution of his are in teaching to the educational needs of the student</u>	
<u>Cooperates with other faculty in meeting the educational needs of the students</u>	
<u>Shows evidence of planning for instructional activities. (a. Has complete course outline; b. Plans for daily activities.)</u>	
<u>Assignments are clear and appropriate</u>	
<u>Evaluations test the objectives of the course</u>	
<u>Willingly changes plans when conditions suggest a change</u>	

1969 - 1970  
Evaluation  
Form C

	Division Chairmen
Is concerned about helping students attain optimum achievement	
Recognizes individual differences in students	
Welcomes suggestions from students	
Is approachable by students and colleagues	
Provides opportunities for students to evaluate the course	
Makes effective use of supplementary aids	
Is well informed and up-to-date in subject field	
Participates in professional meetings to advance his knowledge in subject area and teaching	
Accepts valid criticism as constructive and profits by it	
Understands and is in sympathy with the philosophy and objectives of W.R.H.C.	
Willingness to explore, utilize and assist in the further development of the latest methods in his instructional area.	

COMMENTS:

Date \_\_\_\_\_

Signature \_\_\_\_\_

WILLIAM RAINEY HARPER COLLEGE  
FACULTY EVALUATION SUMMARY

FORM D

**Procedure:**

The form is graduated from 5 - 1 as follows:

- 5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average;  
1 - Unsatisfactory.

The faculty member will complete the form with the number (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the department head will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which may already be satisfactory.

1969 - 1970

	Self	Peer	Division Chairmen
<u>PERSONAL ATTRIBUTES:</u>			
<u>Personal appearance</u>			
<u>Dependability</u>			
<u>Attitude toward W.R.H.C.</u>			
<u>Rapport with Students</u>			
<u>Rapport with Colleagues</u>			
<u>Enthusiasm about Subject Area</u>			
<u>PROFESSIONAL ATTRIBUTES:</u>			
<u>Understands the contribution of his area in teaching to the educational needs of the student</u>			
<u>Cooperates with other faculty in meeting the educational needs of the students</u>			
<u>Shows evidence of planning for instructional activities. (a. Has complete course outline; b. Plans for daily activities.)</u>			
<u>Assignments are clear and appropriate</u>			
<u>Evaluations test the objectives of the course</u>			
<u>Willingly changes plans when conditions suggest a change</u>			

1969 - 1970  
Evaluation  
Form D

	Self	Peer	Division Chairmen
Is concerned about helping students attain optimum achievement			
Recognizes individual differences in students			
Welcomes suggestions from students			
Is approachable by students and colleagues			
Provides opportunities for students to evaluate the course			
Makes effective use of supplementary aids			
Is well informed and up-to-date in subject field			
Participates in professional meetings to advance his knowledge in subject area and teaching			
Accepts valid criticism as constructive and profits by it			
Understands and is in sympathy with the philosophy and objectives of W.R.H.C.			
Willingness to explore, utilize and assist in the further development of the latest methods in his instructional area.			

COMMENTS:

Date \_\_\_\_\_

Signature \_\_\_\_\_

1969 - 1970

Appraisal

Any statements should address themselves to any or all of the following: mutually appraised and agreed upon area(s) of latent improvement including -- outstanding strengths, primary weaknesses, and plans for improvement.

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SELF

---

PEER

---

DIVISION CHAIRMAN

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

WILLIAM RAINY HARPER COLLEGE

FORM E  
STUDENT EVALUATION OF INSTRUCTOR

PROFESSOR \_\_\_\_\_

COURSE NO. \_\_\_\_\_

KNOWLEDGE OF SUBJECT MATTER

- ☐ Exceedingly well informed  
☐ Adequately informed  
☐ Not well informed  
☐ Very poorly informed

ATTITUDE TOWARD SUBJECT

- ☐ Enthusiastic, enjoys teaching  
☐ Rather interested  
☐ Only routine interest displayed  
☐ Uninterested

ABILITY TO EXPLAIN

- ☐ Explanations clear and concise  
☐ Explanations usually adequate  
☐ Explanations often adequate  
☐ Explanations absent or inadequate

SPEAKING ABILITY

- ☐ Voice and demeanor excellent  
☐ Adequate or average  
☐ Distracting  
☐ A serious handicap

ATTITUDE TOWARD STUDENTS

- ☐ Sympathetic, helpful, concerned  
☐ Usually helpful and sympathetic  
☐ Avoids individual contact  
☐ Distant, cold, aloof

PERSONALITY

- ☐ Attractive personality  
☐ Satisfactory personality  
☐ Not an outgoing personality  
☐ Personality conflict

TOLERANCE AND DISAGREEMENT

- ☐ Encourages reasonable disagreement  
☐ Accepts disagreement fairly well  
☐ Discourages disagreement  
☐ Dogmatic, intolerant of disagreement

RATING OF TEACHER

- ☐ Outstanding  
☐ Better than average  
☐ Average  
☐ Poor

STUDENT EVALUATION OF COURSE

ORGANIZATION OF THE COURSE

- ☐ Well organized  
☐ Adequate, but could be better  
☐ Inadequate, organization detracts  
☐ Confused and unsystematic

ORGANIZATION OF DAILY CLASS WORK

- ☐ Well organized in meaningful sequence  
☐ Usually organized  
☐ Organization not too apparent  
☐ Little or no organization

TESTING

- ☐ Appropriate, covers material  
☐ Sometimes appropriate  
☐ Rarely appropriate  
☐ Unfair evaluation of student effort

GRADING

- ☐ Absolutely fair and equitable  
☐ Generally fair  
☐ Unfair to some students  
☐ Usually unfair

OPPORTUNITY FOR QUESTIONS AND DISCUSSION

- ☐ Ample opportunity  
☐ Occasional opportunity  
☐ Rare opportunity  
☐ Never

ASSIGNMENTS

- ☐ Assignments clear and reasonable  
☐ Clear but too long  
☐ Unclear  
☐ Always unclear and unreasonable

WORK RELATED TO CLASS LEVEL

- ☐ Work suited to class level  
☐ Attempt made to suit class level  
☐ Work completely above class level  
☐ Work completely below class level

RATING OF COURSE

- ☐ Very inspiring  
☐ Usually interesting  
☐ Uninteresting  
☐ Discourages interest

DO NOT SIGN NAME. Please indicate class standing \_\_\_\_\_

Major Subject \_\_\_\_\_ Approx. accumulative average \_\_\_\_\_

(If here first quarter, give high school rank in class.) \_\_\_\_\_

WILLIAM RAINEY HARPER COLLEGE

ACADEMIC STAFF PROFESSIONAL IMPROVEMENT FORM

FORM F

(To be submitted by each member of the Academic Staff. To include the areas of Professional Improvement since the last presentation of this information as specified in the Policy Manual).

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

I. GRADUATE SCHOOL COURSES TAKEN (Submit transcript by March 1 of each year).

Course	Hrs.	College or University
--------	------	-----------------------

Course	Hrs.	College or University
--------	------	-----------------------

Course	Hrs.	College or University
--------	------	-----------------------

II. CONFERENCES, SEMINARS, WORKSHOPS, AND PROFESSIONAL MEETINGS ATTENDED:

Location

Sponsor

Location	Sponsor
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III. SIGNIFICANT BUSINESS, PROFESSIONAL OR INDUSTRIAL EXPERIENCE SINCE LAST REPORT:

Business, Professional or Industrial Experience
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IV. INSERVICE WORK

Inservice Work
----------------

V. VISITATIONS TO OTHER INSTITUTIONS OR ORGANIZATIONS TO GAIN INFORMATION, OR EXPERIENCES, BENEFITING THE COLLEGE AND/OR ITS STUDENTS:

Visitations to Other Institutions or Organizations
--

WILLIAM RAINEY HARPER COLLEGE

PROFESSIONAL CONTRIBUTIONS

FORM G

(To be submitted by each member of the Academic Staff. To include the areas of Professional Improvement since the last presentation of this information as specified in the Policy Manual.)

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

- I. Publications. (List all books, manuals, articles or other related materials which have been published, copyrighted, or syndicated. Include title, date of publication, publisher and date of copyright or syndication.)

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- II. Presentations to professional or other learned societies. (Include unpublished papers, artistic or other professional works.)

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- III. Innovations in instructional methods. (Briefly describe your work and/or contributions to this area.)

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(Attach additional sheets if additional space is required.)

- IV. Activities in professional organizations. (Name of organizations, offices held, specialized activities, etc.)

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- V. Other special professional contributions. (List professional contributions made to organizations outside your professional affiliation.)

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WILLIAM RAINEY HARPER COLLEGE

INSTITUTIONAL SERVICE

FORM H

(To be submitted by each member of the Academic Staff. To include the areas of Professional Improvement since the last presentation of this information as specified in the Policy Manual.)

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

- I. College-related activities - Include services rendered the college individually or through participation on institutional committees. (Describe the nature of involvement or contributions including date, location, project, etc.)

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- II. Student-related activities - Include advisory services to students individually or student groups, the number of students involved, and approximate number of hours per week.

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COMMUNITY SERVICE

- I. Involvement in and contributions to, community projects which directly relate to education and the College. (Describe the nature of involvement or contributions including date, location, project, etc.)

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- II. Presentations to interested community group in behalf of the faculty member's profession and/or the College. (Describe the presentations, including date, location, name of group, purpose of the presentation, etc.)

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WILLIAM RAINEY HARPER COLLEGE

DIVISION CHAIRMAN'S SUMMARY EVALUATION OF FACULTY AND STAFF MEMBERS

FORM I

Academic Year 19\_\_ - 19\_\_

FACULTY MEMBER: \_\_\_\_\_ Present Rank \_\_\_\_\_  
and/or Position \_\_\_\_\_

-----  
A. Areas of special strengths:

B. Areas in need of improvement:

C. Comments:

D. Professional Improvement: (Classes taken, workshops attended, etc.)

Should this employee be reassigned in the same capacity? Yes \_\_\_\_ No \_\_\_\_

Should this employee be considered in a different capacity? Yes \_\_\_\_ No \_\_\_\_

Specify Capacity: \_\_\_\_\_

Specify Time: Next year \_\_\_\_\_ Future year \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Division Chairman's Signature

WILLIAM RAINEY HARPER COLLEGE

DEAN'S SUMMARY EVALUATION OF FACULTY AND STAFF MEMBERS

FORM J

Academic Year 19\_\_ - 19\_\_

FACULTY MEMBER: \_\_\_\_\_ Present Rank: \_\_\_\_\_  
and/or Position: \_\_\_\_\_

A. Areas of special strengths:

B. Areas in need of improvement:

C. Comments:

D. Professional Improvement: (Classes taken, workshops attended, etc.)

Should this employee be reassigned in the same capacity? Yes \_\_\_\_ No \_\_\_\_

Should this employee be considered in a different capacity? Yes \_\_\_\_ No \_\_\_\_

Specify Capacity: \_\_\_\_\_

Specify Time: Next year \_\_\_\_\_ Future Year \_\_\_\_\_

Contract Recommendation:

Recommended Rank: \_\_\_\_\_

Salary: Regular Advancement: \_\_\_\_\_

Merit Advancement: \_\_\_\_\_

Non-Advancement: \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Dean's Signature

WILLIAM RAINEY HARPER COLLEGE

August 6, 1969

To: Board of Trustees

From: Office of President

I. Subject

Recommendation concerning improvements to the college's group insurance plan.

II. Reason

Based upon two year's experience with the present plan in light of increased sick leave benefits awarded to the faculty, several improvements in the existing plan should be considered.

III. Information

- A. Experience has shown that several minor coverages could be provided at a small cost and eliminate the few complaints concerning the plan.
- B. Because of the new policy concerning sick leave, overlapping coverage exists in the weekly income disability plan and changes should be made.
- C. Additional coverage can be provided if the overlapping coverage is eliminated at no additional premium cost based upon projected employees for next year.

VI. Recommendation

The following improvements in the existing group insurance plan are recommended and would be provided at no additional cost to the employee:

- A. In-Hospital Medical Expense Benefit--a reimbursement of \$5.00 per call (one call per day) up to 70 days for visits made, and charged for, by an attending physician. Such charges are normally made for medical, not surgical confinements.
- B. Diagnostic Ex-ray and Lab Expenses--reimbursement up to \$50.00 per year, per covered individual for such charges made, in accordance with a schedule of fees. Such pay-

ments will be made for diagnostic purposes for off the job accidents or illness, and performed outside of the hospital. Benefits will also be paid if visit is an out-patient benefit in the hospital and visit is not the result of an accident requiring emergency care.

- C. Supplemental Accident Expense Benefit--benefits are payable for off the job accidents for actual charges incurred within 90 days for hospital confinement, doctor's calls, surgery, ex-ray and lab, plus services of a registered nurse, up to a \$300.00 maximum. Out-patient care expenses, due to an accident, are also covered up to the \$300.00 maximum.
- D. Travel Accident Benefits (for faculty)--provide full 24 hour coverage (\$50,000) for Accidental Death and Dismemberment while faculty member is on authorized college business. Benefits start when insured participant leaves home for such business purposes and continues until return home. If an optional side trip (vacation) is taken during such an authorized business trip, coverage ceases until return trip home.
- E. Starting September 15, 1969, faculty members must exhaust their accumulated sick leave before coming eligible for the Weekly Accident and Sickness benefits. Benefits will then begin on the 1st day for both accident and sickness, after such accumulated days are exhausted.

Estimated Costs of Supplemental Benefits (faculty only)	
140 faculty employees	\$2,002

WILLIAM RAINEY HARPER COLLEGE

August 6, 1969

To: Dr. Robert E. Lahti, President

From: W. J. Mann, Vice-President of Business Affairs

Subject: Additional Coverage for Administrative Faculty

In addition to the improvements proposed for faculty, you may wish to consider additional benefits for administrative faculty, as follows:

- I. Life Insurance and Accidental Death and Dismemberment--increase present one times annual earnings benefit to one and one-half times for deans and directors and two times for vice-presidents. Example: employee now earning \$16,000 annually receives \$16,000 coverage; new plan, if approved, would provide \$24,000.
- II. Travel Accident--for vice presidents and deans, who travel extensively, a \$50,000 (24 hour) benefit. This benefit covers accidental death--principal sum \$50,000; and dismemberment--full principal sum for the loss of two members, one-half principal sum for the loss of one member; for 24 hours, 365 days per year.

For those employees who are not required to travel extensively, the same benefit outlined for faculty members will be provided, \$50,000 of Travel Accident only.

The estimated annual costs for the two above plan changes are as follows:

I. Life Insurance and Accidental Death and Dismemberment	\$1,782
II. Travel Accident - above program can be provided at approximately the same premiums as the Travelers premium for the previous policy year	<u>No Increase</u>
Total	<u>\$1,782</u>

SUMMARY OF COST FIGURES

	<u>Annual Premium</u>
I. Supplemental Benefits	
A. Faculty only	\$2,002
B. Administrative and Classified	<u>2,063</u>
	\$4,065
II. Life Insurance and A.D.& D.	<u>1,782</u>
	\$5,847
Total savings from integration of Sick Leave with Prudential Accident and Sickness Plan	- <u>9,975</u>
NET SAVINGS	<u>\$4,128</u>

## WILLIAM RAINEY HARPER COLLEGE

August 5, 1969

To: Board of Trustees

From: Office of President

I. Subject

A request to add the job classification of Photographer to the Non-academic Employee Manual for the Learning Resource Center.

II. Reason for consideration by the Board

Board approval is required in order to include a new non-academic position in the Non-academic Employee Manual.

III. Information

- A. This person is needed to aid in developing the equipment list and physical layout for darkroom facilities located in Learning Resource Center.
- B. In order for production to be started in the fall, such items as photo supply ordering and equipment inventory verification are necessary.
- C. Community Relations has indicated that on-site photos and other jobs are needed for their office.
- D. The design of the campus implies the use of media by the faculty. This position will provide local photographic production capabilities to support this use.
- E. This position will handle requests made by Community Relations for photography
- F. See attached job description.

IV. Recommendation

It is recommended that the position of Photographer be established in the Non-academic Employee Manual in accordance with the attached job description. Salary range \$7500 - \$9500.



JOB DESCRIPTION  
PHOTOGRAPHER

I. NATURE AND PURPOSE OF WORK

The photographer, within the Instructional Services area, renders various types of photographic service as requested by the various instructors in the divisions and other components of the college, such as the Office of Community Relations.

II. ILLUSTRATIVE TASKS AND PERCENTAGES

A. Instructional areas . . . . .	40%
Community relations . . . . .	20%
(Photography--taking of black and white and color still, motion pictures, etc., as required.)	
B. Processing film and making prints . . . . .	15%
C. Coordination of schedule and work between instructional areas and other components of the college; coordination of various student workers, ordering materials and supplies . . . . .	15%
D. Assist student affairs with photo work . . . . .	10%

III. KNOWLEDGE, ABILITIES, AND SKILLS

- A. Thorough knowledge of photographic equipment, such as cameras, lens, films, and lights.
- B. Must be imaginative and creative.
- C. Skilled in personnel relations.
- D. Ability to plan and organize work to meet production deadlines.
- E. General knowledge of press, photo-journalistic methods and techniques.
- F. Knowledge and ability to operate with the minimum of guidance.
- G. Working knowledge of commercial photography and darkroom procedures.

SALARY RANGE - \$7,500 - \$9,500.

8/6/69

WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Engineering

## CANDIDATE

William Frank Hack

## FIELD

Numerical Control Technology

## PREPARATION

(Degree, School  
Year Received &  
Semester Hours in  
Subject Field)

BS Industrial Engineering, LeTourneau College, 1958

MS Management, Northern Illinois University, 1968

Univac Digital Computer Programming Course

N/C Programming Courses SPLIT and APT

## MAJOR AREAS

Industrial Science, Management

TEACHING EXPERIENCE  
(Dates of Positions)

Adult Education, Oct. 1968-May 1969 (Evening)

Rockford, Illinois

## OTHER EXPERIENCE

(See other side)

HONORS &  
DISTINCTIONS

## PERSONAL

(Age, Marital Status,  
Children, Address)

Age 33, Married, Two children

4216 Ostrander Road, Rockford, Illinois

## RANK &amp; SALARY

Assistant Professor, \$12,500.00

## RECOMMENDED BY

Robert C. Smith

Department

Chairman

H. L. Lunn

Assistant Dean

C. E. Schaefer

Dean

**Other Experience:**

- a) Manufacturing Engineer, Sundstrand Corporation, July 1962-present: Duties-N/C coordinator for machine tools; Process planning, tool planning, mechanical, electronic, tooling and programming for N/C automated line.
- b) USAF Engineering Aide, July 1958-May 1962
- c) R. G. LeFournneau Inc.-April 1955-May 1958, Machinist manufacturing parts for electric motors and brake assemblies
- d) Hook Machine Co.-1950 to 1954-Apprentist machinist, machine maintenance, drafting.

WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Life & Health Sciences

## CANDIDATE

Connolly, Patricia

## FIELD

Dental Hygiene

## PREPARATION

1964-65 - Bowling Green State University1965-68 - University of Michigan BS Dental Hygiene 1968128 hrs.

## MAJOR AREAS

Dental Hygiene, Biology Minor

## TEACHING EXPERIENCE

None

## OTHER EXPERIENCE

1 year as a Dental Hygienist - Kenilworth, Ill.HONORS &  
DISTINCTIONSPERSONAL  
(Age, Marital Status,  
Children, Address)

## RANK

Instructor

## STEP &amp; SALARY

\$8,500.00

## RECOMMENDED BY

Mary C Edwards DepartmentJ. H. Thompson ChairmanA. H. Schauer Assistant DeanA. H. Schauer Dean

MEMORANDUM

5 August 1969

TO: Dr. Clarence Schauer

FROM: Dr. Omar L. Olson

SUBJECT: Staffing recommendation for the office of  
Evening and Continuing Education

Attached for your consideration are supporting materials relative to the reassignment of Mr. David Groth as assistant to the Dean of Evening and Continuing Education. Should these meet with your approval, they should be forwarded to the President's secretary for inclusion on the Board's agenda on or before Thursday, 7 August 1969.

Thank you.

OO:sn

Staffing Recommendation  
for the office of  
Evening and Continuing Education

Subject:

The reassignment of Mr. David Groth from Administrative Intern to the President to Assistant to the Dean of Evening and Continuing Education.

Reason for Board Consideration:

Board consideration is necessary at this time because:

1. Mr. Groth's administrative internship at Harper College expires on August 31, 1969;
2. The office of Evening and Continuing Education is in need of immediate administrative assistance particularly in the developing areas of continuing education and community services; and
3. Mr. Groth's outstanding internship performance under Dr. Lahti's supervision coupled with his doctoral specialization in community service education makes his reassignment to the Dean of Evening and Continuing Education highly desirable at this time.

Supporting Background Information:

The primary responsibility of the office of Evening and Continuing Education is to develop educational programs designed to truly service the diverse needs of the adult community. Assuming this task is to be undertaken with a similar degree of committment to excellence that has characterized the development of Harper's career-bound and college transfer programs, and assuming also a strong committment to the basis premise that the educational needs of the adult community are best served when specific courses and/or programs are developed out of a

direct and on-going assessment of community needs, then the office of Evening and Continuing Education must give immediate consideration to:

1. Identifying individuals, groups and organizations within the community who have educational needs.
2. Developing channels of communication which will foster a close-working relationship between the office of Evening and Continuing Education and the communities which it serves.
3. Cultivating the image that Harper is truly committed to servicing community needs in so far as resources will permit.
4. Designing and developing an approach to assessing adult community needs which will receive broad community acceptance, interest and participation.
5. Actively promoting cooperation and coordination with other adult education agencies in order to avoid unnecessary duplication and overlap in services.
6. Identifying and utilizing the resources and talents of the community and the nation in order to effectively service adult educational needs.
7. Developing and implementing a feedback and evaluation system which will allow the community to participate in assessing the quality and relevance of Harper's regular evening, continuing and community service programs.

#### Analysis and Conclusions:

Although many of the concerns listed above are of a long range nature and should be considered as being in addition to the on-going responsibility for administering a rather extensive evening college program this fall, nevertheless, an immediate start must be made on each of these if we are to develop evening, continuing and com-

munity service programs designed to effectively service the adult needs of the community. In order to make such a start additional administrative assistance is needed.

Recommended Action:

Recommend that upon termination of his administrative internship Mr. David Groth be employed for the period from September 1, 1969 to August 31, 1970 as assistant to the Dean of Evening and Continuing Education at a salary of \$15,000. Mr. Groth's specific job responsibilities are set forth in the attached document.

5 August 1969

OO:sn



JOB RESPONSIBILITIES  
of Mr. David Groth as  
assistant to the Dean of  
Evening and Continuing Education

Mr. Groth will actively assist the Dean of Evening and Continuing Education in planning, organizing, and administering all educational programs sponsored by the office of Evening and Continuing Education. As such he will have line responsibilities to the Dean of Evening and Continuing Education as well as coordinating responsibilities in areas of mutual concern with the deans of transfer and career programs, division chairmen, and program coordinators.

Specifically, Mr. Groth shall:

- A. Coordinate the preparation of the regular evening, continuing, and community services portion of the master schedule including the assignment of classrooms and other instructional facilities.
- B. Develop and coordinate an on-going orientation and in-service training program for part-time faculty assigned to the office of Evening and Continuing Education.
- C. Design and develop a comprehensive plan for collecting, analyzing, and interpreting the continuing and community service educational needs of Harper District #512.
- D. Coordinate the development of educational programs responsive to the specific needs of business and industry.
- E. Participate in interpreting continuing education and community service programs to the Harper College staff, students, and to the community.
- F. Assist in both the hiring and evaluation of evening and continuing education personnel.

- G. Act as a liason between the Dean of Evening and Continuing Education and specific segments of the community.
- H. Assume those administrative responsibilities specifically delegated and authorized by the Dean of Evening and Continuing Education.

WILLIAM RAINEY HARPER COLLEGE  
JUNIOR COLLEGE DISTRICT 512  
FINANCIAL STATEMENT  
FOR THE PERIOD ENDING JUNE 30, 1969

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NOTE: This is a preliminary Financial Statement subject to audit by our Certified Public Accountant.

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
STATEMENT OF POSITION  
EDUCATIONAL FUND - JUNE 30, 1969

ASSETS	ACCOUNT NUMBER	JUNE BALANCE	ENCUM- BRANCES	UNENCUM- BRANCES BALANCE
Petty Cash	111.00	\$ 630.00	\$ -0-	\$ 630.00
Imprest Fund	112.00	10,000.00	-0-	10,000.00
Cash in Bank	113.00	193,198.13	-0-	193,198.13
<u>Investments</u>				
U.S. Treasury Bills	121.00	635,589.75	-0-	635,589.75
<u>Receivables</u>				
Interfund Receivables				
Receivable from Building Fund	131.02	7,920.35	-0-	7,920.35
Receivable from Bond & Int.Fd.	131.03	169.25	-0-	169.25
Receivable from Auxiliary Fund	131.05	25,243.27	-0-	25,243.27
Receivable from Tr. & Agy. Fund	131.06	77,106.26	-0-	77,106.26
<u>Taxes Receivable</u>				
Taxes Receivable-Current	132.00	1,005,627.53	-0-	1,005,627.53
Taxes Receivable-Back	133.00	3,033.60	-0-	3,033.60
<u>Other Receivables</u>				
Accounts Receivable-ChargeBack	138.11	2,611.50	-0-	2,611.50
Accounts Receivable-Other	138.90	16,125.80	-0-	16,125.80
<u>Deferred Charges</u>				
Inventories	162.00	3,771.33	-0-	3,771.33
Deposits	164.00	600.00	-0-	600.00
TOTAL ASSETS		<u>\$1,981,626.77</u>	<u>\$ -0-</u>	<u>\$1,981,626.77</u>



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
STATEMENT OF POSITION  
EDUCATIONAL FUND - JUNE 30, 1969

<u>LIABILITIES</u>	<u>ACCOUNT NUMBER</u>	<u>JUNE BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUM- BRANCES BALANCE</u>
<u>Payroll Deductions Payable</u>				
Group Insurance	214.00	\$ 1,008.00	\$ -0-	\$ 1,008.00
Other	215.00	(29.48)	-0-	(29.48)
<u>Interfund Payables</u>				
Payable to Building Fund	231.02	251.13	-0-	251.13
Payable to Bond & Inter. Fund	231.03	-0-	-0-	-0-
Payable to Site & Cons. Fund	231.04	9,599.12	-0-	9,599.12
Payable to Auxiliary Fund	231.05	-0-	-0-	-0-
Payable to Tr. & Agency Fund	231.06	21,422.00	-0-	21,422.00
<u>Accounts Payable</u>	240.00	13,759.40	-0-	13,759.40
<u>Reserve for Encumbrances</u>	260.00	-0-	162,899.43	162,899.43
<u>Accrued Expenses</u>				
Accrued Other Expenses	256.00	160.26	-0-	160.26
<u>Deferred Revenue</u>				
Summer 1969 Registration	270.11	53,380.85	-0-	53,380.85
<u>TOTAL LIABILITIES</u>		<u>\$ 99,551.28</u>	<u>\$ 162,899.43</u>	<u>\$ 262,450.71</u>
<u>Fund Equity</u>		<u>\$1,825,575.49</u>	<u>(\$162,899.43)</u>	<u>\$1,662,676.06</u>
<u>TOTAL LIABILITIES &amp; FUND EQUITY</u>		<u>\$1,925,126.77</u>	<u>\$ -0-</u>	<u>\$1,925,126.77</u>
<u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1968		\$1,205,370.60	\$ -0-	\$1,205,370.60
Add: Revenue to Date		3,186,580.45	-0-	3,186,580.45
		<u>\$4,391,951.05</u>	<u>\$ -0-</u>	<u>\$4,391,951.05</u>
Less: Expenditures to Date		2,566,375.56	162,899.43	2,729,274.99
Balance		<u>\$1,825,575.49</u>	<u>(\$162,899.43)</u>	<u>\$1,662,676.06</u>



WILLIAM RAINNEY JUNIOR COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND - BUDGET REPORT  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	TO DATE	
Fund Equity, July 1, 1968	300.00	\$ 200,000.00	\$ 1,205,370.60	\$ (1,005,370.60)
Local Resources				
Taxes - Current, 1968	410.00	1,092,000.00	1,093,762.13	(1,762.13)
Taxes - Back	411.00	-0-	5,355.74	(14,962.79)
TOTAL	412.00	\$1,092,000.00	\$1,108,724.92	(16,724.92)
Intermediate Resources				
Tuition - Students	421.00			
Resident	421.10	\$ -0-	\$ -0-	-0-
Non-Resident	421.20	-0-	-0-	-0-
Chargeback Revenue	422.00	\$ 437,000.00	\$ 572,240.37	(135,240.37)
Student Fees	423.00	\$ 354,000.00	\$ 654,757.00	(300,757.00)
Late Registration Fees	427.10	22,000.00	21,365.00	635.00
Other Fees	427.00	6,000.00	6,286.00	(286.00)
TOTAL		-0-	1,152.99	(1,152.99)
State Resources		\$ 819,000.00	\$ 1,255,801.36	(436,801.36)
State Apportionment	431.00			
Regular	431.10	\$ 690,000.00	\$ 731,791.00	(41,791.00)
Summer	431.20	34,000.00	41,837.00	(7,837.00)
Bd. of Voc. Ed. & Rehab. 1968-69	432.00	307,000.00	-0-	307,000.00
Other	433.00	-0-	-0-	-0-
TOTAL		\$1,031,000.00	\$ 773,628.00	257,372.00

\*Year to date transfer to Trust & Agency Fund for Student Activity Fees and Music Lessons \$56,500.00.



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND - BUDGET REPORT  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

<u>REVENUE (Cont.)</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>REVENUE JUNE</u>	<u>TO DATE</u>	<u>UNENCUM. BALANCE</u>
<u>Federal Resources</u>					
Other	449.00	\$ -0-	\$ -0-	\$ 8,398.56	\$ (8,398.56)
<u>Interest on Investments</u>					
Treasury Bills	470.00	15,000.00	3,564.83	36,602.35	(21,602.35)
Certificates of Deposit	471.00	-0-	-0-	3,142.36	(3,142.36)
TOTAL	472.00	\$ 15,000.00	\$ 3,564.83	\$ 39,744.71	\$ (24,744.71)
<u>Other</u>					
Miscellaneous Revenue	491.00	\$ -0-	\$ 173.33	\$ 282.90	\$ (282.90)
Total Educational Fund Revenue		\$2,957,000.00	\$1,105,690.65	\$3,186,580.45	\$ (229,580.45)
TOTAL EDUCATIONAL FUND REVENUE & BEGINNING FUND EQUITY		\$3,157,000.00	\$ -0-	\$4,391,951.05	\$ (1,234,951.05)



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE ELEVEN MONTHS ENDED JUNE 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			JUNE	TO DATE		
<u>Instruction</u>	110-000					
Salaries	110-510					
Administration	110-511	\$ 114,810.00	\$ 9,141.62	\$ 96,695.42	\$ 96,695.42	\$ 18,114.58
Professional	110-512	-0-	-0-	-0-	-0-	-0-
Instruction	110-513	1,274,896.00	185,788.33	1,177,020.98	1,268,590.98	6,305.02
Substitutes	110-514	3,650.00	30.00	565.00	565.00	3,085.00
Office	110-515	78,750.00	8,111.24	78,059.44	78,059.44	690.56
Other	110-519	-0-	-0-	213.35	213.35	(213.35)
		\$1,472,106.00	\$203,071.19	\$1,352,554.19	\$1,444,124.19	\$27,981.81
<u>Contractual Services</u>	110-520	\$ -0-	\$ -0-	\$ 948.60	\$ 3,427.50	\$ (3,427.50)
Educational	110-521	11,750.00	417.29	6,123.62	6,123.62	5,626.38
Other	110-529	1,000.00	-0-	6,250.88	6,250.88	(5,250.88)
		\$ 12,750.00	\$ 417.29	\$ 13,323.10	\$ 15,802.00	\$ (3,052.00)
<u>Instructional Materials &amp; Supplies</u>	110-530					
Classroom	110-531)	\$ 21,900.00)	\$ 3,777.68	\$ 44,563.23	\$ 48,263.28	\$ 13,468.72
Laboratory	110-532)	19,725.00)	-0-	-0-	-0-	-0-
Technical	110-533)	20,107.00)	-0-	-0-	-0-	-0-
Audio Visual Aids	110-535	450.00	-0-	-0-	-0-	450.00
		\$ 62,182.00	\$ 3,777.68	\$ 44,563.23	\$ 48,263.28	\$ 13,918.72
<u>General Matls. &amp; Supplies</u>	110-540					
Office	110-541	\$ 6,300.00	\$ 363.55	\$ 6,664.10	\$ 6,981.89	\$ (681.89)
Printing & Dupl cating	110-542	7,550.00	407.95	8,686.84	9,547.64	(1,997.64)
Postage	110-543	-0-	-0-	-0-	-0-	-0-
Advertising	110-544	15,420.00	427.53	6,260.60	13,587.35	1,832.65
Publications & Dues	110-545	200.00	75.71	409.38	409.38	(209.38)
Maintenance	110-547	8,360.00	145.00	5,319.78	8,078.53	281.47
Other	110-549	100.00	-0-	28.87	28.87	71.13
		\$ 37,930.00	\$ 1,419.74	\$ 27,369.57	\$ 38,633.66	\$ (703.66)



WILLIAM RAINEY HARPER COLLEGE

DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			JUNE	TO DATE		
Travel & Meetings	110-550					
Meetings	110-551	\$ 3,600.00	\$ 109.17	\$ 1,657.64	\$ 1,676.14	\$ 1,923.86
Travel	110-554	19,255.00	3,686.00	20,186.30	20,186.30	(931.30)
Vehicles	110-556	300.00	-0-	-0-	-0-	300.00
		\$ 23,155.00	\$ 3,795.17	\$ 21,843.94	\$ 21,862.44	\$ 1,292.56
Capital Outlay	110-580					
Office	110-585	\$ 57,652.00	\$ 775.67	\$ 17,103.44	\$ 19,739.26	\$ 37,912.74
Instructional	110-586	28,960.00	10,738.05	43,552.41	45,548.59	(16,588.59)
TOTAL		\$ 86,612.00	\$ 11,513.72	\$ 60,655.85	\$ 65,287.85	\$ 21,324.15
TOTAL INSTRUCTIONAL EXPENDITURES		\$1,694,735.00	\$223,994.79	\$1,520,309.88	\$1,633,973.42	\$ 60,761.58

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND - BUDGET REPORT  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
		BUDGET	JUNE		
Learning Resource Center	120-000	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Salaries	120-510	18,000.00	1,529.16	17,337.42	662.58
Administration	120-511	73,100.00	5,536.06	53,974.69	19,125.31
Professional	120-512	40,500.00	2,365.57	25,271.90	15,228.10
Office	120-515	\$131,600.00	\$ 9,430.79	\$ 96,584.01	\$ 35,015.99
TOTAL					
Instruct. Matls. & Supplies	120-534	9,000.00	285.77	2,054.95	3,524.63
Library Supplies	120-535	27,130.00	876.32	37,737.72	40,259.46
Audio Visual Aids	120-537	104,000.00	4,146.06	26,332.75	42,833.68
Books & Bindings					61,166.32
Subscriptions, Periodicals & Dues	120-538	-0-	-0-	-0-	(325.00)
TOTAL		\$140,130.00	\$ 5,308.15	\$ 66,125.42	\$ 86,942.77
General Matls. & Supplies	120-540				
Office	120-541	\$ 1,500.00	\$ -0-	\$ 894.86	\$ 605.14
Printing & Duplicating	120-542	500.00	8.14	103.95	396.05
Postage	120-543	-0-	-0-	-0-	-0-
Advertising	120-544	100.00	-0-	-0-	100.00
Publications & Dues	120-545	150.00	-0-	27.50	122.50
Repair	120-547	1,000.00	-0-	229.60	770.40
TOTAL		\$ 3,250.00	\$ 8.14	\$ 1,255.91	\$ 1,994.09
Travel & Meetings	120-550				
Meetings	120-551	-0-	-0-	46.06	\$ (46.06)
Travel	120-554	2,550.00	660.75	1,775.51	774.49
		\$ 2,550.00	\$ 660.75	\$ 1,821.57	\$ 728.43
Fixed Charges	120-570				
Rental of Equipment	120-576	\$ 2,500.00	\$ 33.00	\$ 813.04	\$ 1,686.96
Capital Outlay	120-580				
Equipment & Furniture	120-585	\$ 25,000.00	\$ 435.68	\$ 22,826.63	\$ 24,317.03
Educational Equipment	120-586VI	\$ -0-	\$ -0-	\$ -0-	\$ (1,493.36)
TOTAL LEARNING RESOURCE EXPENDITURES		\$305,030.00	\$15,876.51	\$189,426.58	\$ 91,802.31



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND - BUDGET REPORT  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			JUNE	TO DATE		
Student Services & Aids	130-000					
Salaries	130-510					
Administration	130-511	\$ 84,000.00	\$ 6,933.32	\$ 83,199.84	\$ 83,199.84	\$ 800.16
Professional	130-512	98,900.00	9,689.53	81,743.64	94,893.11	4,006.89
Office	130-515	58,200.00	5,172.33	64,369.33	64,369.33	(6,169.33)
TOTAL		\$241,100.00	\$21,795.18	\$229,312.81	\$242,462.28	\$ (1,362.28)
Contractual Services	130-520					
Educational	130-526	\$ 1,000.00	\$ 60.00	\$ 1,084.02	\$ 1,084.02	\$ (84.02)
General Matls.& Supplies	130-540					
Office	130-541	\$ 4,000.00	\$ 484.26	\$ 5,838.91	\$ 5,838.91	\$ (1,838.91)
Printing & Duplicating	130-542	1,800.00	401.84	2,941.36	2,941.36	(1,141.36)
Postage	130-543	-0-	-0-	35.00	35.00	(35.00)
Advertising	130-544	100.00	-0-	58.33	58.33	41.67
Publications & Dues	130-545	500.00	4.00	327.81	327.81	172.19
Medical	130-548	50.00	-0-	-0-	-0-	50.00
Vocational Library	130-549	1,250.00	32.27	1,040.78	1,109.53	140.47
TOTAL		\$ 7,700.00	\$ 922.37	\$ 10,242.19	\$ 10,310.94	\$ (2,610.94)
Travel & Meetings	130-550					
Meetings	130-551	\$ 400.00	\$ 250.00	\$ 826.02	826.02	(426.02)
Mileage-Intra	130-552	400.00	-0-	-0-	-0-	400.00
Travel	130-554	4,100.00	483.30	4,972.83	4,972.83	(872.83)
Vehicle	130-556	-0-	-0-	-0-	-0-	-0-
TOTAL		\$ 4,900.00	\$ 733.30	\$ 5,798.85	\$ 5,798.85	\$ (898.85)
Capital Outlay	130-580					
Equipment & Furniture	130-585	\$ 5,002.00	\$ -0-	\$ 4,525.29	\$ 4,525.29	\$ 476.71
TOTAL STUDENT SERVICES EXPENDITURES		\$259,702.00	\$23,510.85	\$250,963.16	264,181.38	\$ (4,479.38)

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			JUNE	TO DATE		
Data Processing	148-000	\$ 17,000.00	\$ 1,408.32	\$ 16,899.84	\$ 16,899.84	\$ 100.16
Salaries	148-510	35,000.00	7,075.38	35,470.38	35,470.38	(470.38)
Administration	148-511	19,800.00	(1,121.80)	24,732.39	24,732.39	(4,932.39)
Professional	148-512					
Office	148-515					
TOTAL		\$ 71,800.00	\$ 7,361.90	\$ 77,102.61	\$ 77,102.61	\$ (5,302.61)
Contractual Services	148-520					
Service Bureau	148-528	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Other	148-529	2,475.00	96.79	2,413.97	2,413.97	61.03
TOTAL		\$ 2,475.00	\$ 96.79	\$ 2,413.97	\$ 2,413.97	\$ 61.03
General Matls. & Supplies	148-540					
Office	148-541	\$ 4,000.00	\$ 731.77	\$ 6,045.78	\$ 6,083.05	\$ (2,083.05)
Printing & Duplicating	148-542	200.00	37.11	710.42	710.42	(510.42)
Postage	148-543	-0-	-0-	-0-	-0-	-0-
Advertising	148-544	100.00	-0-	167.73	167.73	(67.73)
Publications & Dues	148-545	150.00	-0-	158.54	158.54	(8.54)
TOTAL		\$ 4,450.00	\$ 768.88	\$ 7,082.47	\$ 7,119.74	\$ (2,669.74)
Travel & Meetings	148-550					
Meetings	148-551	\$ -0-	\$ 116.00	\$ 184.00	\$ 184.00	\$ (184.00)
Travel	148-554	1,200.00	24.60	971.15	971.15	228.85
TOTAL		\$ 1,200.00	\$ 140.60	\$ 1,155.15	\$ 1,155.15	\$ 44.85
Fixed Charges	148-570					
Data Process. Equip. Rental	148-576	\$110,414.00	\$ 8,134.20	\$111,829.03	\$115,639.53	\$ (5,225.53)
Capital Outlay	148-580					
Equipment & Furniture	148-585	\$ 4,330.00	\$ -0-	\$ 4,224.79	\$ 4,224.79	\$ 105.21
TOTAL DATA PROCESSING EXPENDITURES		\$194,669.00	\$16,502.37	\$203,808.02	\$207,655.79	\$ (12,986.79)



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND - BUDGET REPORT  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>ENCUMB. TO DATE</u>	<u>UNENCUMB. BALANCE</u>
			<u>JUNE</u>	<u>TO DATE</u>		
Institutional Research	158-000	\$15,000.00	\$ -0-	\$ -0-	\$ -0-	\$15,000.00
Salaries	158-510	-0-	250.00	4,500.00	4,500.00	(4,500.00)
Administration	158-511	5,400.00	188.00	245.00	245.00	5,155.00
Professional	158-512					
Office	158-515					
TOTAL		\$20,400.00	\$438.00	\$4,745.00	\$4,745.00	\$15,655.00
Constructual Services	158-520					
Other	158-529	\$ 500.00	\$ -0-	\$ -0-	\$ -0-	\$ 500.00
Gen. Matls.& Supplies	158-540					
Office	158-541					
Printing & Duplicating	158-542	\$ 650.00	\$ -0-	\$ -0-	\$ -0-	\$ 650.00
Publications & Dues	158-545	700.00	-0-	-0-	-0-	700.00
Other	158-549	150.00	4.50	4.50	4.50	145.50
TOTAL		50.00	-0-	-0-	-0-	50.00
Travel and Meetings	158-550	\$ 1,550.00	\$ 4.50	\$ 4.50	\$ 4.50	\$ 1,545.50
Meeting Expense	158-551	\$ 100.00	\$ -0-	\$ -0-	\$ -0-	\$ 100.00
Travel	158-554	550.00	9.20	9.20	9.20	540.80
TOTAL		\$ 650.00	\$ 9.20	\$ 9.20	\$ 9.20	\$ 640.80
Capital Outlay	158-580					
Equipment & Furniture	158-585	\$ 1,200.00	\$ -0-	\$ 371.34	\$ 371.34	\$ 828.66
TOTAL INSTITUTIONAL RESEARCH EXPENDITURES		\$24,300.00	\$451.70	\$5,130.04	\$5,130.04	\$19,169.96

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND - BUDGET REPORT  
FOR THE ELEVEN MONTHS ENDED JUNE 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			JUNE	TO DATE		
General Administrative						
Expense	160-000					
Salaries	160-510					
Administration	160-511	\$ 65,100.00	\$ 5,682.95	\$ 67,396.90	\$ 67,396.90	\$ (2,296.90)
Professional	160-512	45,300.00	7,690.57	50,843.43	50,843.43	(5,543.43)
Office	160-515	60,900.00	5,923.29	61,401.96	61,401.96	(501.96)
Other	160-519	3,000.00	-0-	110.00	110.00	2,890.00
TOTAL		\$174,300.00	\$19,296.81	\$179,752.29	\$179,752.29	\$ (5,452.29)
Contractual Services						
Architect	160-520					
Financial	160-523	\$ 1,500.00	\$ -0-	\$ -0-	\$ -0-	\$ 1,500.00
Other	160-524	1,000.00	114.41	2,565.89	2,565.89	(1,565.89)
TOTAL	160-529	2,500.00	188.69	6,759.14	7,495.14	(4,995.14)
Gen. Matls. & Supplies						
Office	160-540	\$ 5,000.00	\$ 303.10	\$ 9,325.03	\$ 10,061.03	\$ (5,061.03)
Printing & Duplicating	160-541	\$ 5,420.00	\$ 1,393.48	\$ 4,828.26	5,316.88	103.12
Advertising	160-542	8,900.00	936.03	8,542.79	9,776.02	(876.02)
Publications & Dues	160-544	2,700.00	562.51	5,416.19	5,483.69	(2,783.69)
Other	160-545	2,800.00	249.02	4,670.34	4,873.28	(2,073.28)
TOTAL	160-549	500.00	72.17	367.96	367.96	132.04
Travel & Meetings						
Meeting Expense	160-551	\$ 20,320.00	\$ 3,213.21	\$ 23,825.54	\$ 25,817.83	\$ (5,497.83)
Travel	160-554	\$ 4,700.00	\$ 931.12	\$ 7,686.76	\$ 7,686.76	\$ (2,986.76)
TOTAL		9,700.00	803.21	10,152.63	10,152.63	(452.63)
Fixed Charges						
Rental of Equipment	160-576	\$ 14,400.00	\$ 1,734.33	\$ 17,839.39	\$ 17,839.39	\$ (3,439.39)
Capital Outlay						
Equipment & Furniture	160-580	\$ 1,500.00	\$ 290.00	\$ 2,704.00	\$ 2,704.00	\$ (1,204.00)
Financial Chgs. & Adjust.	160-585	\$ 7,000.00	\$ -0-	\$ 7,542.42	\$ 8,830.42	\$ (1,830.42)
TOTAL GENERAL ADMINISTRATIVE EXPENDITURES	160-595	\$ -0-	\$ -0-	\$ 2.00	2.00	(2.00)
		\$222,520.00	\$24,837.45	\$240,990.67	\$245,006.96	\$ (22,486.96)



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			JUNE	TO DATE		
General Institutional Expense	170-000					
Contractual Services	170-520					
Audit	170-521	\$ 3,000.00	\$ -0-	\$ 4,100.00	\$ 4,100.00	\$ (1,100.00)
Educational	170-522	6,000.00	500.00	4,919.17	8,461.17	(2,461.17)
Legal	170-527	10,000.00	1,436.80	13,410.32	13,410.32	(3,410.32)
Other	170-529	4,805.00	-0-	1,265.00	1,265.00	3,540.00
TOTAL		\$23,805.00	\$1,936.80	\$23,694.49	\$27,236.49	\$ (3,431.49)
General Materials & Supplies	170-540					
Printing & Duplicating	170-542	\$ -0-	\$ -0-	\$ 13.18	\$ 13.18	\$ (13.18)
Postage	170-543	5,000.00	1,488.50	9,996.85	9,996.85	(4,996.85)
Advertising	170-544	-0-	-0-	-0-	-0-	-0-
Publications & Dues	170-545	-0-	-0-	1,850.00	1,850.00	(1,850.00)
Other	170-549	3,000.00	22.95	2,658.77	2,658.77	341.23
Capping Ceremony Expense	549.10	-0-	802.20	802.20	942.20	(942.20)
TOTAL		\$ 8,000.00	\$2,313.65	\$15,321.00	\$15,461.00	\$ (7,461.00)
Travel & Meetings	170-550					
Other-Inno.& Recruit.	170-559	\$ 7,000.00	\$1,928.81	\$14,046.03	\$14,696.53	\$ (7,696.53)
Fringe Benefits	170-560					
Group Medical Insurance	170-561	\$47,500.00	(\$3,729.13)	\$35,273.50	\$35,273.50	\$12,226.50
Group Life Insurance	170-562	7,500.00	(181.92)	7,601.32	7,601.32	(101.32)
Travelers Accident Insurance	170-563	2,000.00	-0-	998.00	998.00	1,002.00
Workmen's Compensation	170-564	4,000.00	639.00	3,483.97	3,483.97	516.03
Tuition Reimbursement	170-565	7,000.00	607.00	3,380.00	3,380.00	3,620.00
Remission-Empl. Tuition	170-566	-0-	-0-	-0-	-0-	-0-
Medical Examinations	170-567	2,000.00	112.00	1,074.00	1,094.00	906.00
Professional Exp.	170-568	9,000.00	5,571.00	5,646.00	5,646.00	3,354.00
Other	170-569	-0-	-0-	-0-	-0-	-0-
TOTAL		\$79,000.00	\$3,017.95	\$57,456.79	\$57,476.79	\$21,523.21

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			JUNE	TO DATE		
<u>Fixed Charges</u>	170-570					
Interest-Tax Warrants	170-577	\$ 500.00	\$ -0-	\$ -0-	\$ -0-	\$ 500.00
Gen. Ins.-Liab. & Prop.	170-579	2,500.00	-0-	-0-	-0-	2,500.00
<b>TOTAL</b>		\$ 3,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 3,000.00
<u>Other</u>	170-590					
Student Aid	170-591	\$ 44,620.00	\$ -0-	\$ 2,100.00	\$ 2,100.00	\$ 42,520.00
Student Grants,						
Scholarships Trustee	170-592	4,140.00	516.00	1,032.00	1,032.00	3,108.00
Debt Principal Retirement	170-593	-0-	-0-	-0-	-0-	-0-
Tuition Chargeback	170-594	12,000.00	215.46	18,026.05	18,026.05	(6,026.05)
Provision for Contingency	170-595.1	25,000.00	-0-	-0-	-0-	25,000.00
Special Projects	170-595.2	15,000.00	-0-	-0-	-0-	15,000.00
Summer Workshop	170-595.3	10,000.00	-0-	7,370.85	7,370.85	2,629.15
Financial Chargeback	170-596	-0-	-0-	-0-	-0-	-0-
Clearing Account	170-598	-0-	-0-	-0-	-0-	-0-
Other - Athletics	170-599	16,700.00	14,898.94	16,700.00	16,700.00	-0-
<b>TOTAL</b>		\$ 127,460.00	\$ 15,630.40	\$ 45,228.90	\$ 45,228.90	\$ 82,231.10
<b>TOTAL GENERAL INSTITUTIONAL EXPENDITURES</b>		\$ 248,265.00	\$ 24,827.61	\$ 155,747.21	\$ 160,099.71	\$ 88,165.29
<b>TOTAL EDUCATIONAL FUND EXPENDITURES</b>		\$ 2,949,221.00	\$ 330,001.28	\$ 2,566,375.56	\$ 2,729,274.99	\$ 219,946.01



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WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
BUILDING FUND - JUNE 30, 1969

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>JUNE 30, 1969 BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.02	\$ 9,155.56	\$ -0-	\$ 9,155.56
Investments	120.00	89,655.00	-0-	89,655.00
Interfund Receivables-				
Educational Fund	131.01	312.70	-0-	312.70
Auxiliary Fund	131.05	474.00	-0-	474.00
Taxes Receivable-				
Current Year	132.00	364,691.90	-0-	364,691.90
Back Taxes	133.00	-0-	-0-	-0-
Accounts Receivable	138.00	-0-	-0-	-0-
Deferred Charges	160.00	165.00	-0-	165.00
<b>TOTAL ASSETS</b>		<u>\$464,454.16</u>	<u>\$ -0-</u>	<u>\$464,454.16</u>
<u>LIABILITIES</u>				
Interfund Payables-				
Educational Fund	231.01	\$ 7,920.35	\$ -0-	\$ 7,920.35
Trust & Agency Fund	231.06	-0-	-0-	-0-
Accounts Payable	241.10	2,473.40	-0-	2,473.40
Reserve for Encumbrances	260.00	-0-	25,413.68	25,413.68
Other Liabilities	270.90	-0-	-0-	-0-
<b>TOTAL LIABILITIES</b>		<u>\$ 10,393.75</u>	<u>\$ 25,413.68</u>	<u>\$ 35,807.43</u>
Fund Balance	300.00	<u>\$454,060.41</u>	<u>\$ (25,413.68)</u>	<u>\$428,646.73</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<u><u>\$464,454.16</u></u>	<u><u>\$ -0-</u></u>	<u><u>\$464,454.16</u></u>
<u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1968		\$410,193.68	\$ -0-	\$410,193.68
Add: Revenue to Date		415,448.64	-0-	415,448.64
		<u>\$825,642.32</u>	<u>\$ -0-</u>	<u>\$825,642.32</u>
Less: Expenditures to Date		371,581.91	25,413.68	396,995.59
<b>Balance, June 30, 1969</b>		<u><u>\$454,060.41</u></u>	<u><u>\$ (25,413.68)</u></u>	<u><u>\$428,646.73</u></u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

BUILDING FUND - BUDGET REPORT

FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

REVENUE	ACCOUNT NUMBER	BUDGET	JUNE	REVENUE TO DATE	REVENUE TO DATE	UNENCUMBERED BALANCE
Fund Equity-July 1, 1968	300.00	\$ 50,000.00	\$ -0-	\$410,193.68	\$410,193.68	\$ (360,193.68)
<u>LOCAL RESOURCES</u>						
Taxes-Current Year	411.00	395,000.00	-0-	395,000.00	395,000.00	-0-
Taxes-Prior Year	412.00	-0-	-0-	5,936.24	5,936.24	(5,936.24)
<u>Intermediate Resources</u>						
Fees and Fines	420.00	750.00	58.00	1,880.75	1,880.75	(1,130.75)
<u>Federal Resources</u>						
Other - Title VI	441.00	9,800.00	-0-	-0-	-0-	9,800.00
<u>Facilities</u>						
Rentals	461.00	-0-	-0-	160.00	160.00	(160.00)
Interest on Investments	470.00	5,000.00	968.28	12,327.17	12,327.17	(7,327.17)
Miscellaneous Income	491.00	-0-	-0-	144.48	144.48	(144.48)
<u>TOTAL BUILDING FUND REVENUE</u>		<u>\$460,550.00</u>	<u>\$1,026.28</u>	<u>\$825,642.32</u>	<u>\$825,642.32</u>	<u>\$ (365,092.32)</u>



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
BUILDING FUND - BUDGET REPORT  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. &amp; ENCUMB. TO DATE</u>	<u>UNENCUMBERED BALANCE</u>
			<u>JUNE</u>	<u>TO DATE</u>		
<u>Operations</u>						
Salaries	517.00	\$ 32,400.00	\$ 3,354.00	\$ 30,266.46	\$ 30,266.46	\$ 2,133.54
Staff	518.00	10,175.00	2,048.02	12,777.12	12,777.12	(2,602.12)
Student Aids						
<u>Contractual Services</u>						
Maintenance	524-5.00	2,320.00	408.70	1,919.90	1,919.90	400.10
Other	529.00	6,500.00	99.82	6,666.30	6,666.30	(166.30)
<u>General Materials &amp; Supplies</u>						
Printing & Duplicating	542.00	300.00	71.00	74.50	74.50	225.50
Operations Supplies	546.00	7,600.00	1,877.41	5,697.47	7,664.26	(64.26)
Equipment Repair	547.00	500.00	-0-	235.39	235.39	264.61
Uniforms & Supplies	549.00	1,240.00	85.43	2,524.39	2,707.25	(1,467.25)
<u>Automobile Expense</u>						
Automobile Repairs	556.00	1,500.00	8.85	1,695.23	1,695.23	(195.23)
Automobile Insurance	569.00	1,500.00	-0-	1,572.59	1,572.59	(72.59)
<u>Fixed Charges</u>						
Fuel, Heating	571.00	4,500.00	59.15	2,622.97	2,622.97	1,877.03
Electricity	572.00	14,500.00	851.31	9,815.66	9,815.66	4,684.34
Telephone Expense	573.00	24,000.00	1,304.24	23,711.52	23,711.52	288.48
Water, Sewage, etc.	574.00	750.00	-0-	19.00	19.00	731.00
Equipment Rental	576.00	3,500.00	-0-	1,065.81	1,065.81	2,434.19
<u>Capital Outlay</u>						
Groundkeeping & New Landsc.	584.00	-0-	-0-	1,050.00	1,050.00	(1,050.00)
Equipment	585.00	12,150.00	171.00	14,357.28	14,609.28	(2,459.28)
<b>TOTAL OPERATIONS</b>		<b>\$123,435.00</b>	<b>\$10,338.93</b>	<b>\$116,071.59</b>	<b>\$118,473.24</b>	<b>\$ 4,961.76</b>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
BUILDING FUND - BUDGET REPORT  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. &amp; ENCUMB. TO DATE</u>	<u>UNENCUMBERED BALANCE</u>
			<u>JUNE</u>	<u>TO DATE</u>		
<u>Maintenance</u>						
Salaries						
Staff	516.00	\$ 8,200.00	\$ -0-	\$17,086.30	\$17,086.30	\$ (8,886.30)
Student Aids	518.00	3,000.00	-0-	-0-	-0-	3,000.00
<u>Contractual Services</u>						
Repairs	524.00	200.00	17.00	2,208.20	2,208.20	(2,008.20)
General Materials & Supplies	547.00	1,200.00	62.23	810.20	810.20	389.80
<u>Capital Outlay</u>						
Equipment	585.00	1,000.00	717.00	2,202.54	2,202.54	(1,202.54)
TOTAL MAINTENANCE EXPENDITURES		\$13,600.00	\$ 796.23	\$22,307.24	\$22,307.24	\$ (8,707.24)
<u>Administration</u>						
Salaries						
Administrative	511.00	\$14,500.00	\$1,204.16	\$14,449.92	\$14,449.92	\$ 50.08
Staff	515.00	6,000.00	702.40	6,338.81	6,338.81	(338.81)
<u>Contractual Services</u>						
Other	529.00	-0-	-0-	374.19	374.19	(374.19)
<u>General Materials &amp; Supplies</u>						
Office Supplies	541.00	240.00	48.20	377.93	377.93	(137.93)
Printing and Duplicating	542.00	350.00	24.72	111.42	604.42	(254.42)
Postage	543.00	100.00	-0-	-0-	-0-	100.00
Advertising	544.00	-0-	78.75	276.44	276.44	(276.44)
Publications & Dues	545.00	50.00	-0-	58.00	58.00	(8.00)
Travel Expense	554.00	700.00	(332.70)	784.52	784.52	(84.52)
TOTAL ADMINISTRATIVE EXPENDITURES		\$21,940.00	\$1,725.53	\$22,771.23	\$23,264.23	\$ (1,324.23)



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

BUILDING FUND - BUDGET REPORT  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

ACCOUNT NUMBER	BUDGET	JUNE	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
<u>General Institutional Expense</u>					
<u>Travel &amp; Meeting Expense -</u>					
Other Travel Expense	\$ -0-	\$ 500.00	\$ 500.00	\$ 500.00	\$ (500.00)
<u>Fringe Benefits</u>					
Workmen's Compensation	3,000.00	-0-	549.03	549.03	2,450.97
Tuition Reimbursement	100.00	-0-	-0-	-0-	100.00
Medical Examinations	250.00	-0-	20.00	20.00	230.00
TOTAL	\$ 3,350.00	\$ 500.00	\$ 1,069.03	\$ 1,069.03	\$ 2,280.97
<u>Fixed Charges</u>					
Rental of Facilities	\$173,000.00	\$13,000.00	\$164,524.60	\$181,524.60	\$ (8,524.60)
General Insurance	2,500.00	498.00	7,315.37	7,315.37	(4,815.37)
TOTAL	\$178,850.00	\$13,998.00	\$172,909.00	\$189,909.00	\$ (11,059.00)
<u>Capital Outlay</u>					
Site Improvement	\$ -0-	\$ -0-	\$ 655.00	\$ 655.00	\$ (655.00)
New Building & Additions	-0-	44,973.50	(5,457.39)	-0-	-0-
Building Remodeling	10,000.00	175.48	14,508.88	14,525.56	(4,525.56)
Equipment & Furniture	33,577.00	7.65	16,637.24	16,637.24	16,939.76
Instructional Equipment	-0-	(251.13)	11,179.12	11,224.08	(11,224.08)
Other	500.00	-0-	-0-	-0-	500.00
<u>Other</u>					
Provision for Contingency	18,648.00	-0-	-0-	-0-	18,648.00
TOTAL GENERAL INSTITUTIONAL EXP.	\$241,575.00	\$58,903.50	\$210,431.85	\$232,950.88	\$ 8,624.12
TOTAL BUILDING FUND EXPENDITURES	\$400,550.00	\$71,764.19	\$371,581.91	\$396,995.59	\$ 3,554.41

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
STATEMENT OF POSITION  
BOND & INTEREST FUND, JUNE 30, 1969

ASSETS	ACCOUNT NUMBER		ENCUM- BRANCES	
Cash in Bank	113.00	\$ 30,614.44	\$-0-	\$ 30,614.44
Investments	121.00	-0-	-0-	-0-
Interfund Receivable-Ed.Fd.	131.01	-0-	-0-	-0-
Taxes Receivable-Current Year	132.00	508,684.67	-0-	508,684.67
Taxes Receivable-Back	133.00	-0-	-0-	-0-
TOTAL ASSETS		<u>\$ 539,299.11</u>	<u>\$-0-</u>	<u>\$ 539,299.11</u>
<u>LIABILITIES</u>				
Educational Fund	231.01	\$ 169.25	-0-	169.25
Building Fund	231.02	61.57	-0-	61.57
Interfund Payable-Site & Constr.	231.04	-0-	-0-	-0-
Accounts Payable	240.10	-0-	-0-	-0-
Fund Equity	300.00	539,068.29	-0-	539,068.29
TOTAL LIABILITIES & FUND EQUITY		<u>\$ 539,299.11</u>	<u>\$-0-</u>	<u>\$ 539,299.11</u>
<u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1968		\$ 489,299.11	\$-0-	\$ 489,299.11
Add: Revenue to Date		571,323.56	-0-	571,323.56
		<u>\$1,060,622.67</u>	<u>\$-0-</u>	<u>\$1,060,622.67</u>
Less: Expenditures to Date		521,554.38	-0-	521,554.38
Balance, May 31, 1969		<u>\$ 539,068.29</u>	<u>\$-0-</u>	<u>\$ 539,068.29</u>



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

BOND & INTEREST FUND - BUDGET REPORT  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	TO DATE	
Fund Equity	300.00	\$ (22,000.00)	\$ -0-	\$ (511,299.11)
Local Resources				
Taxes-Current - 1968	411.00	555,954.00	555,954.00	-0-
Taxes - Back	412.00	-0-	4,708.71	(5,471.94)
Interest on Investments	470.00			
Treasury Bills	471.00	1,000.00	-0-	(2,832.15)
Certificate of Deposit	472.00	7,000.00	-0-	934.53
TOTAL REVENUE		\$ 8,000.00	\$ 9,897.62	\$ (1,897.62)
Total Revenue & Beginning		\$563,954.00	\$ 571,323.56	\$ (7,369.56)
Fund Balance		\$541,954.00	\$1,060,622.67	\$ (518,668.67)

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	TO DATE		
General Institutional Exp.					
Fixed Charges					
Interest - Bonds	578.00	\$296,101.00	\$ -0-	\$ 296,101.25	(.25)
Other					
Bond Principal	593.00	225,000.00	-0-	225,000.00	-0-
Bank Service Charge	96.00	453.00	-0-	453.13	(.13)
		\$225,453.00	\$ -0-	\$ 225,453.13	(.13)
Total Bond & Int. Exp.		\$521,554.00	\$ -0-	\$ 521,554.38	(.38)

54  
52

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
STATEMENT OF POSITION  
SITE AND CONSTRUCTION FUND, JUNE 30, 1969

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>6/30/69 BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUM. BALANCE</u>
Cash in Bank	113.00	\$ 17,431.44	\$ -0-	\$ 17,431.44
Investments	120.00	2,375,498.50	-0-	2,375,498.50
Interfund Receivables-				
Educational Fund	131.01	9,599.12	-0-	9,599.12
Bond & Interest Fund	131.03	-0-	-0-	-0-
Other Receivables-Long Term	138.91	25,447.74	-0-	25,447.74
Other Receivables-				
Vocational Education	138-92	432,804.31	-0-	432,804.31

Deferred Charges

Unallocated Moveable Equip.	169.00	\$ -0-	\$ 575,217.44	\$ 575,217.44
<b>TOTAL ASSETS</b>		<u>\$2,860,781.11</u>	<u>\$ 575,217.44</u>	<u>\$3,435,998.55</u>

LIABILITIES

Accounts Payable	240.10	\$ 34.02	\$ -0-	\$ 34.02
Reserve for Encumbrances	260.00	-0-	779,264.07	779,264.07
		<u>\$ 34.02</u>	<u>\$ 779,264.07</u>	<u>\$ 779,298.09</u>
Fund Equity	300.00	\$2,860,747.09	\$(204,046.63)	\$2,656,700.46
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>		<u>\$2,860,781.11</u>	<u>\$ 575,217.44</u>	<u>\$3,435,998.55</u>

SUMMARY OF FUND BALANCE

Balance, September 1, 1966	\$ -0-	\$ -0-	\$ -0-
Add: Revenue to Date	8,534,689.84	-0-	8,534,689.84
	<u>\$8,534,689.84</u>	\$	\$
Deduct: Expenditures to Date	5,673,942.75	204,046.63	5,877,989.38
Balance, May 31, 1969	<u>\$2,860,747.09</u>	<u>\$(204,046.63)</u>	<u>\$2,656,700.46</u>



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

SITE & CONSTRUCTION FUND BUDGET REPORT  
PROJECT BUDGET SEPTEMBER 1, 1966 to JUNE 30, 1969

<u>REVENUE</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>JUNE</u>	<u>REVENUE TO DATE</u>	<u>UNENCUM. BALANCE</u>
<u>Intermediate Resources</u>					
<u>Sale of Bonds</u>	425.00				
September 1, 1966 Issue		\$ 3,375,000.00	\$ -0-	\$ 3,375,000.00	\$ -0-
December 1, 1966 Issue		4,000,000.00	-0-	4,000,000.00	-0-
Premium on Bonds Sold		\$ 7,375,000.00	\$ -0-	\$ 7,375,000.00	\$ -0-
		\$ 360.00	\$ -0-	\$ 360.13	(.13)
Accrued Interest		53,094.00	-0-	53,094.42	(.42)
<u>State Resources</u>					
Vocational Education Account	432.00	750,000.00	432,804.31	432,804.31	317,195.69
<u>Federal Resources</u>					
Title VI 1967-68	433.00	61,091.00	-0-	61,091.00	-0-
HEW Grant	446.00	-0-	218,056.00	218,056.00	(218,056.00)
<u>Facilities</u>					
Sale of Well Site	464.00	4,000.00	-0-	4,000.00	-0-
Sale of Portable Classrooms	465.00	-0-	-0-	-0-	-0-
<u>Interest on Investments</u>					
Treasury Bills	471.00	80,000.00	8,255.72	18,290.15	61,709.85
Certificates of Deposit	472.00	300,000.00	-0-	372,689.92	(72,689.92)
		\$ 380,000.00	\$ 8,255.72	\$ 390,980.07	\$ (10,980.07)
<u>Other</u>					
Miscellaneous		631.00	-0-	630.35	.65
		\$ 8,624,176.00	\$ 659,741.03	\$ 8,536,016.28	\$ 88,159.72

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to JUNE 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			JUNE	TO DATE		
<u>Phase I</u>						
<u>Contractual Services</u>						
Financial Consultants	521.10	\$ 5,800.00	\$-0-	\$ 2,583.46	\$ 2,583.46	\$ 3,216.54
Educational Consultants	522.10	54,200.00	-0-	53,710.25	53,710.25	489.75
<u>Architectural Engineering</u>						
Design Development Phase	523.10	279,796.00	-0-	279,795.60	279,795.60	.40
Construction Documents Phase	523.20	290,400.00	-0-	290,400.00	290,400.00	-0-
Bid Phase	523.30	16,516.00	-0-	20,706.60	20,706.60	(4,190.60)
Interiors	523.40	10,000.00	-0-	14,745.63	14,745.63	(4,745.63)
Plans	523.50	25,000.00	-0-	19,338.93	19,338.93	5,661.07
Model	523.60	1,976.00	-0-	1,976.32	1,976.32	(.32)
Other	523.90	1,000.00	-0-	115.80	115.80	884.20
Legal Counsel	527.00	25,000.00	-0-	20,214.50	20,214.50	4,785.50
		\$ 709,688.00	\$-0-	\$ 703,587.09	\$ 703,587.09	\$ 6,100.91
<u>Fixed Charges</u>						
Treasurer's Bond	579.10	3,000.00	\$-0-	3,037.00	3,037.00	(37.00)
Bond Sale Expense	579.20	2,583.00	-0-	-0-	-0-	2,583.00
Other	579.90	50.00	-0-	4.57	4.57	45.43
		\$ 5,633.00	\$-0-	\$ 3,041.57	\$ 3,041.57	\$ 2,591.43
<u>Capital Outlay</u>						
<u>Site Acquisition</u>						
Land Cost	581.10	\$1,439,146.00	\$-0-	\$1,439,146.42	\$1,439,146.42	(.42)
Real Estate Taxes	581.20	13,768.00	34.02	14,009.49	14,009.49	(241.49)
Revenue Stamps & Title Pol.	581.30	8,000.00	-0-	6,968.55	6,968.55	1,031.45
Appraisals	581.40	6,746.00	-0-	6,746.25	6,746.25	(.25)
		\$1,467,660.00	\$34.02	\$1,466,870.71	\$1,466,870.71	\$ 789.29



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to JUNE 30, 1969

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. &amp; ENCUMB. TO DATE</u>	<u>UNENCUM. BALANCE</u>
			<u>JUNE</u>	<u>TO DATE</u>		
Capital Outlay	582.10	\$ 500.00	\$-0-	\$ 94.39	\$ 94.39	\$ 405.61
Site Improvement	582.20	4,000.00	-0-	-0-	-0-	4,000.00
Minor Improvements						
Water Connection		\$ 4,500.00	\$-0-	\$ 94.39	\$ 94.39	\$4,405.61
<u>New Buildings</u>						
Relocatable Buildings	583.10	\$ 171,605.00	\$-0-	\$ 171,605.10	\$ 171,605.10	(.10)
Construction Payout to I.B.A.	583.20	2,557,469.00	-0-	2,557,469.43	2,557,469.43	(.43)
		\$2,729,074.00	\$-0-	\$2,729,074.53	\$2,729,074.53	(.53)

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT NUDGET SEPTEMBER 1, 1966 to JUNE 30, 1969

<u>EXPENDITURES</u>	<u>ACCOUNT</u>	<u>BUDGET</u>	<u>JUNE</u>	<u>EXPENDITURES</u>	<u>ENCUMB.</u>	<u>UNENCUM.</u>
<u>Equipment</u>	<u>NUMBER</u>			<u>TO DATE</u>	<u>TO DATE</u>	<u>BALANCE</u>
<u>Office Equipment</u>						
Instructional Administration	585.00	\$28,860.47	\$-0-	\$28,860.47	\$28,860.47	\$ -0-
Data Processing		1,472.40	-0-	1,472.40	1,472.40	-0-
Nursing		370.70	-0-	370.70	370.70	-0-
Student Personnel		15,433.39	-0-	15,433.39	15,433.39	-0-
Institutional Development		171.21	-0-	171.21	171.21	-0-
Bu iness Office		4,298.86	-0-	4,298.86	4,298.86	-0-
Administration		376.24	-0-	376.24	376.24	-0-
		\$50,983.27	\$-0-	\$50,983.27	\$50,983.27	\$ -0-
<u>Classroom Equipment</u>	586.10					
Office Machines		\$ 3,430.00	\$-0-	\$ 3,430.00	\$ 3,430.00	\$ -0-
Musical Instruments		8,641.00	-0-	8,641.00	8,641.00	-0-
Science Equipment		2,461.17	-0-	2,461.17	2,461.17	-0-
Audio Visual Equipment		948.42	-0-	948.42	948.42	-0-
Data Processing Furniture		4,687.66	-0-	4,687.66	4,687.66	-0-
Library Equipment		2,936.12	-0-	2,936.52	2,936.52	(.40)
Art Equipment		1,131.55	-0-	1,131.55	1,131.55	-0-
Social Science Equipment		275.45	-0-	275.45	275.45	-0-
Communications Equipment		393.00	-0-	393.00	393.00	-0-
		\$24,904.37	\$-0-	\$24,904.77	\$24,904.77	\$ (.40)
<u>Title VI Equipment</u>	586.10					
Science		\$32,438.97	\$-0-	\$31,802.45	\$31,802.45	\$636.52
Audio Visual Equipment		25,926.85	-0-	25,926.85	25,926.85	-0-
Art Department Equipment		2,693.26	-0-	2,693.26	2,693.26	-0-
Music Equipment		-0-	-0-	(543.00)	-0-	-0-
TITLE VI EQUIPMENT		\$61,059.08	\$-0-	\$59,879.56	\$60,422.56	\$636.52



WILLIAM RAINEY HARPER COLLEGE

DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to JUNE 30, 1969

<u>EXPENDITURES</u> <u>Equipment</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. &amp;</u> <u>ENCUMB.</u> <u>TO DATE</u>	<u>UNENCUM.</u> <u>BALANCE</u>
			<u>JUNE</u>	<u>TO DATE</u>		
Voc. Tech. Equipment						
Business	110-586.21\$	38,089.00 \$	-0-	-0-	\$ 9,543.00 \$	28,546.00
Data Processing	116-586.21	62,435.00	637.95	70,295.11	70,295.11	(7,860.11)
Law Enforcement	128-586.21	5,500.00	-0-	1,481.65	1,481.65	4,018.35
Architecture	110-586.21	20,000.00	-0-	-0-	-0-	20,000.00
Electronics	112-586.23	170,000.00	(5,351.93)	172,998.65	172,998.65	(2,998.65)
Mechanical Design	114-586.23	140,000.00	(3,244.38)	15,015.80	113,565.30	26,434.70
Numerical Control	115-586.23	163,000.00	(2,423.00)	167,033.00	167,033.00	(4,033.00)
Nursing	116-586.23	2,000.00	671.38	1,132.50	1,132.50	867.50
Dental Hygiene	117-586.23	148,000.00	(39.14)	4,697.60	100,108.73	47,891.27
TOTAL VOC. TECH.		\$ 749,024.00	\$ (9,749.12)*\$	432,654.31	\$ 636,157.94	\$ 112,866.06

Phase II

Contractual Services

Architectural & Eng.

523.00\$ 828,050.00 \$ -0- \$ 98,322.00 \$ 98,322.00 \$ 729,728.00

Capital Outlay

Site Improvements

New Buildings

582.00 -0- 102,241.80 102,241.80 102,241.80 (102,241.80)  
583.00 1,993,600.28 -0- 2,288.75 2,288.75 1,991,311.53

Total Phase II

\$2,821,650.28 \$102,241.80 \$ 202,852.55 \$ 202,852.55 \$2,618,797.73

\$8,624,176.00 \$ 92,526.70 \$5,673,942.75 \$5,877,989.38 \$2,746,186.62

\*Transfer to Educational Fund

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
STATEMENT OF POSITION  
AUXILIARY FUND - JUNE 30, 1969

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>JUNE 30 BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUM. BALANCE</u>
<u>Petty Cash</u>	111.00	\$ 100.00	\$ -0-	\$ 100.00
<u>Cash in Bank</u>	113.04	20,039.83	-0-	20,039.83
<u>Change Funds</u>	115.00	300.00	-0-	300.00
<u>Interfund Receivables</u>				
Educational Fund	131.01	-0-	-0-	-0-
Trust & Agency Fund	131.06	15.00	-0-	15.00
Miscellaneous Receivables	138.00	10,089.36	-0-	10,089.36
Inventory	162.00	39,482.86	-0-	39,482.86
<b>TOTAL ASSETS</b>		<u>\$70,027.05</u>	<u>\$ -0-</u>	<u>\$70,027.05</u>
<u>LIABILITIES</u>				
<u>Interfund Payables</u>				
Educational Fund	231.01	\$25,243.27	\$ -0-	\$25,243.27
Building Fund	231.02	474.00	-0-	474.00
Accounts Payable	240.10	7,593.50	-0-	7,593.50
Retailers Occupation Tax	255.00	981.16	-0-	981.16
Reserve for Encumbrances	260.00	-0-	3,850.25	3,850.25
<b>TOTAL LIABILITIES</b>		<u>\$34,291.93</u>	<u>\$ 3,850.25</u>	<u>\$38,142.18</u>
Fund Balance	300.00	35,735.12	(3,850.25)	31,884.87
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<u>\$70,027.05</u>	<u>\$ -0-</u>	<u>\$70,027.05</u>



WILLIAM RAINEY HARPER COLLEGE

DISTRICT #512

AUXILIARY FUND (CAFETERIA) BUDGET REPORT  
FOR THE TWLEVE MONTHS ENDED JUNE 30, 1969

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	JUNE TO DATE	
Fund Equity, July 1, 1968	300.00	\$ 1,700.00	\$ -0- \$ 1,606.21	\$ 93.79
Sales - Food	451.00	38,000.00	248.53 27,939.49	10,060.51
Total Revenue & Beginning Fund Equity		\$39,700.00	\$ 248.53 \$29,545.70	\$10,154.30
EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		UNENCUMBERED BALANCE
		BUDGET	JUNE TO DATE	
Public & Auxiliary Service			EXP. & ENCUMB. TO DATE	
Salaries	510.00			
Operations Staff	517.00	\$14,400.00	\$ 588.43 \$ 7,859.97	\$ 7,859.97 \$ 6,540.03
General Materials & Supplies				
Beginning Inventory	546.70	200.00	-0- 220.56	220.56 (20.56)
Purchases - Food	546.10	21,000.00	213.58 15,599.63	15,599.63 5,400.37
Ending Inventory	546.80	(200.00)	274.01 (216.85)	(216.85) 16.85
Other Supplies	546.90	2,300.00	78.13 1,509.42	1,509.42 790.58
Cost of Sales		\$23,300.00	\$ 565.72 \$17,112.76	\$17,112.76 \$ 6,187.24
Other Expenses				
Office Supplies	540.00	\$ -0-	\$ 157.39 \$ 192.59	\$ 192.59 \$ (192.59)
Advertising	544.00	-0-	-0- 40.01	40.01 (40.01)
Travel Expenses	554.00	-0-	122.80 157.80	157.80 (157.80)
Financial Charges & Adj.	596.00	-0-	-0- (.14)	(.14) .14
TOTAL CAFETERIA EXPENDITURES		\$37,700.00	\$1,434.34 \$25,362.99	\$25,362.99 \$12,337.01
Professional Salaries	512.00	-0-	2,125.00 7,625.00	7,625.00 (7,625.00)
TOTAL CAFETERIA EXPENDITURES		\$37,700.00	\$3,559.34 \$32,987.99	\$32,987.99 \$ 4,712.01



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
AUXILIARY FUND (BOOKSTORE) BUDGET REPORT  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUM. BALANCE
			JUNE	TO DATE	
Fund Equity, July 1, 1968	300.00	\$ 5,000.00	\$ -0-	\$ 2,757.87	\$ 2,242.13
Sales Bookstore					
Sales - Books	452.10	200,000.00	17,331.24	210,584.33	(10,584.33)
Returned Sales-Books	452.17	-0-	(933.08)	(12,674.81)	12,674.81
Sales - Supplies	452.20	35,000.00	1,351.53	28,876.93	6,123.07
Returned Sales-Supplies	452.27	-0-	(15.95)	(261.20)	261.20
		\$235,000.00	\$17,733.74	\$226,525.25	\$ 8,474.75
Total Revenue & Fund Equity		\$240,000.00	\$17,733.74	\$229,283.12	\$10,716.88

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		UNENCUM. BALANCE
			JUNE	TO DATE	
Public & Auxiliary Service					
Salaries					
Professional Staff	512.00	\$ 11,000.00	\$ 916.66	\$ 10,999.92	\$ .08
Office Staff	515.00	10,700.00	1,560.56	10,038.65	661.35
TOTAL		\$ 21,700.00	\$ 2,477.22	\$ 21,038.57	\$ 661.43
Instructional Materials and Supplies					
Purchases - Books	530.00				
Beginning Inventory-Books	536.10	\$166,000.00	\$ 1,373.94	\$153,120.69	\$10,470.09
Ending Inventory-Books	536.11	25,000.00	-0-	17,975.67	7,024.33
	536.12	(20,000.00)	9,278.03	(21,552.15)	1,552.15
Purchases - Supplies	536.20	30,000.00	813.45	28,937.73	93.34
Beginning Inventory-Supplies	536.21	10,000.00	-0-	10,745.60	(745.60)
Ending Inventory-Supplies	536.22	(15,000.00)	636.62	(17,713.86)	2,713.86
Cost of Sales		\$196,000.00	\$12,102.04	\$171,513.68	\$21,108.17



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

AUXILIARY FUND (BOOKSTORE) BUDGET REPORT  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

EXPENDITURES (Cont.)	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
		BUDGET	JUNE		
General Materials & Supplies	540.00				
Office Supplies	541.00	\$ 875.00	\$ 133.40	\$ 516.04	\$ 358.96
Printing & Duplicating	542.00	1,550.00	4.14	371.40	1,178.60
Advertising	544.00	1,100.00	600.00	727.65	372.35
Publications & Dues	545.00	175.00	-0-	147.30	27.70
Repairs & Maintenance	547.00	-0-	-0-	249.36	(249.36)
TOTAL		\$ 3,700.00	\$ 737.54	\$ 2,011.75	\$ 1,688.25
Travel & Meeting Expense	554.00	\$ 550.00	\$ -0-	\$ 627.88	\$ (77.88)
Fixed Charges	570.00				
Telephone Expense	573.00	\$ 500.00	\$ 54.29	\$ 499.64	\$ .36
Interest Expense	577.00	1,800.00	-0-	-0-	1,800.00
		\$ 2,300.00	\$ 54.29	\$ 499.64	\$ 1,800.36
Capital Outlay	580.00				
Office Equipment	585.00	\$ 684.00	\$ -0-	\$ -0-	\$ 624.10
Other	590.00				
Provision for Contingency	595.00	14,000.00	-0-	-0-	14,000.00
Financial Charges & Adjust.	596.00	700.00	9.19	19.69	680.31
		\$ 14,700.00	\$ 9.19	\$ 19.69	\$ 14,680.31
Total Bookstore Expenditures		\$239,634.00	\$15,380.28	\$195,611.21	\$40,484.74

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
AUXILIARY FUND - INTER-COLLEGIATE ATHLETICS  
FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

ACCOUNT NUMBER	BUDGET	JUNE	REVENUE TO DATE
300.00	\$ -0-	\$ -0-	\$ -0-
455.00	-0-	-0-	77.00
489.10	-0-	18,948.94	18,948.94
	<u>\$ -0-</u>	<u>\$18,948.94</u>	<u>\$19,025.94</u>

REVENUE  
Fund Equity, July 1, 1968  
  
Gate Receipts  
Transfers in from Educational  
Fund  
Total Revenue

ACCOUNT NUMBER	BUDGET	JUNE	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
520.00	\$ -0-	\$ -0-	\$ 1,172.25	\$ 1,453.75	\$ (1,453.75)
530.00	-0-	-0-	9,304.00	9,334.70	(9,334.70)
542.00	-0-	185.18	576.92	576.92	(576.92)
545.00	-0-	20.00	141.30	141.30	(141.30)
554.00	-0-	1,813.49	6,110.04	6,110.04	(6,110.04)
569.00	-0-	-0-	252.00	252.00	(252.00)
575.00	-0-	-0-	-0-	-0-	-0-
576.00	-0-	-0-	192.75	192.75	(192.75)
586.00	-0-	-0-	361.95	361.95	(361.95)
	<u>\$ -0-</u>	<u>\$ 2,018.67</u>	<u>\$18,111.21</u>	<u>\$18,423.41</u>	<u>\$ (18,423.41)</u>

EXPENDITURES  
Contractual Services  
Instructional Matls.& Supplies  
General Materials & Supplies  
Printing and Duplicating  
Publications and Dues  
Travel Expense  
Insurance  
Rental of Facilities  
Fixed Charges  
Rental of Equipment  
Capital Outlay-Equipment



WILLIAM RAINEY HARPER COLLEGE

DISTRICT #512

AUXILIARY FUND - COMPUTER RENTAL

FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		EXP. & ENCUMB.	UNENCUM. BALANCE
			JUNE	TO DATE		
Public & Auxiliary Services	459.00	\$ -0-	\$1,086.81	\$8,175.11		
Computer Rental						
EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		TO DATE	UNENCUM. BALANCE
			JUNE	TO DATE		
Salaries-Professional	512.00	\$ -0-	\$ 156.75	\$1,062.89	\$1,062.89	\$(1,062.89)
Contractual Services	520.00	-0-	-0-	120.00	120.00	(120.00)
Equipment Rental	576.00	-0-	2,190.33	2,616.45	2,616.45	(2,616.45)
Total Expenditures		\$ -0-	\$2,347.08	\$3,799.34	\$3,799.34	\$(3,799.34)

AUXILIARY FUND - OTHER ACTIVITIES

FOR THE TWELVE MONTHS ENDED JUNE 30, 1969

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE	
			JUNE	YEAR TO DATE
Other Activities-Publications	459.00	\$ -0-	\$ -0-	\$215.00

## BOARD ACTION

### I. SUBJECT

Student Athletic Insurance Program

### II. REASON FOR CONSIDERATION BY THE BOARD

Realizing that there are numerous areas where our athletes could meet with accidents; either in competition or travel, to and from practice as well as competition, we want to protect the college against such contingencies with an adequate plan of accident benefits.

### III. BACKGROUND INFORMATION

Advertisements appeared in local newspapers and two companies submitted bids on this program.

### IV. RECOMMENDATIONS

Since the college will assume the entire cost of this liability we reviewed the proposals and selected the benefit program offered by United Insurance Company. The bids ranged from a flat premium of \$500.00 to an estimated \$562.50 based on \$4.50 per individual for approximately 125 students, managers, and coaches to be covered by the program. The carrier we selected provided the broadest coverage and we have had satisfactory experience with them. We recommend approval of this carrier for the athletic year September 1969 to June 1970.

I. SUBJECT

Student Accident Insurance Program

II. REASON FOR CONSIDERATION BY THE BOARD

This program was offered on a voluntary basis to our students last year. The entire cost of the benefit program is paid by the student.

III. BACKGROUND INFORMATION

Advertisements appeared in local papers and only two companies, the carrier last year and Guarantee Trust Life Insurance, submitted bids.

IV. RECOMMENDATIONS

Since the coverage provided by United Insurance Company is the most comprehensive and we have had satisfactory experience with them, we recommend continuance with this carrier for the coming year.

WILLIAM RAINEY HARPER COLLEGE

PROPOSED CONSTRUCTION PROJECT PHASE II  
First Half of 76 Biennium  
Summary

I.	Unit D Science Addition*	
	Unit K Music Wing Addition*	
	Sub Central Mechanical Room	
	Site Development	
	Fixed Equipment	
	Architect Fees	\$1,893,215
II.	Southwest Corner Development--P.E.	366,368
III.	Vocational Educational Shops	109,323
IV.	Fine Arts Laboratory and Lecture Center	611,094
V.	Land, 10 acres @ \$10,000	100,000
VI.	Miscellaneous Costs	50,000
VII.	Contingency	<u>70,000</u>
	TOTAL PROJECT BUDGET	<u>\$3,200,000**</u>

Cash and Non-Cash Funding

I.	Prepaid Architect Fees	79,309
II.	Southwest Corner	366,368
III.	Vocational Educational Shops	109,323
IV.	Land	100,000
V.	Cash	125,000
VI.	Miscellaneous Costs	<u>20,000</u>
	Harper 25%	800,000
	State 75%	<u>2,400,000</u>
	TOTAL	<u>\$3,200,000</u>

\*Title I Grant for movable equipment, \$70,000 not included.

\*\*Original 76th Grant \$1,720,000.

8/1/69

WILLIAM RAINEY HARPER COLLEGE

August 1, 1969

COST ESTIMATE - PHASE II

		<u>Average Cost/S.F.</u>	<u>Total</u>
I.	UNIT D--SCIENCE ADDITION AND UNIT K-- MUSIC WING ADDITION		
A.	Building 47760 S.F. @ 30.26 S.F.	\$1,445,510	\$30.26
B.	Sub Central Mechanical Unit #4 and Tunnel Ext. 2418 S.F. @ \$67.88	164,140	32.07 (A. + B.)
C.	Site Development (12 acres)	108,000	
D.	Fixed Equipment	<u>68,000</u>	
	Sub-total	1,785,650	
E.	Architects' Fees @ 6% of sub-total	<u>107,565</u>	
	Total	37.72	\$1,893,215*

\*Estimate based on spring 1969 bidding.

II. SOUTHWEST CORNER DEVELOPMENT--PHYSICAL EDUCATION

A.	Sitework (35 acres)	90,000
B.	Drainage, Curbs and Gutters, Seeding and Planting	120,500
C.	Paving	90,000
D.	Electrical	<u>42,300</u>
	Sub-total	342,800
E.	Architects' Fees @ 6% of sub-total	20,568
F.	Soil Testing	<u>3,000</u>
	Total	366,368

III. VOCATIONAL EDUCATIONAL SHOPS

A. Construction 5400 S.F. 103,135

B. Architects Fees @ 6% of A. 6,188

Total 109,323

IV. FINE ARTS--SPEECH AND DRAMA LABORATORY 611,094

V. LAND COST, 10 ACRES @ \$10,000/ACRE 100,000

VI. MISCELLANEOUS COSTS

A. Consultants' Fees 20,000

B. Inspection Costs 10,000

C. Supervision 18,000

D. Financing 2,000

Total 50,000

VII. CONTINGENCY 70,000

GRAND TOTAL \$3,200,000



cc. Billman  
MEMBERS

FRANK F. FOWLE, CHAIRMAN

JOHN K. COX, VICE-CHAIRMAN

AMES A. BRALLEY

WILLARD A. BROWN

RICHARD G. BROWNE

LEE O. DAWSON

MRS. BARNEY KAHN

RAY PAGE

MRS. PATRICK B. PRESCOTT



RECEIVED  
AUG 11 1969  
BUSINESS OFFICE

STATE OF ILLINOIS  
ILLINOIS JUNIOR COLLEGE BOARD

544 ILES PARK PLACE  
SPRINGFIELD, ILLINOIS 62706

UNION 17

GERALD W. SMITH  
EXECUTIVE SECRETARY

ASSOCIATE SECRETARIES:  
G. ROBERT DARNES  
ALBERT H. MARTIN  
CHESTER PACHUCKI  
CARL E. THORNBLAD  
F. C. TOMPKINS

AREA CODE 217  
525-2495

August 4, 1969

To: Members, Illinois Junior College Board

From: Gerald W. Smith, Executive Secretary

Subject: Capital Funds Recommendations

Submitted herewith are the staff recommendations on capital fund allotments for both the first and second half of the 76th biennium. The allotments for the first half accounts for the \$96,000,000.00 declared in the public interest by the General Assembly. You will note that recommendations for the second half of the biennium total \$82,920,000.00. This brings the total request for the biennium to \$8,290,000.00 above the \$170,000,000.00 requested a year ago. The principal reasons for this increase are: An allotment of \$5,300,000.00 for the new Niles-Maine district; an increase of \$2,200,000.00 to Olney Central College because of the expansion of their district to include Wabash Valley College and Crawford County; an increase of \$2,095,000.00 recommended for Prairie State. Conferences with Prairie State following our action of a year ago clearly indicate that the staff made a mistake in its calculations for that institution. The recommendation for Prairie State a year ago should have been the 3-1/2 million dollars as shown this year. The sum of these three exceeds the total increase of \$8,920,000.00. However, other adjustments have been made in comparison with the recommendations of a year ago which reduced the allotments in a few cases. The staff recommendation is that the request for fiscal year 1971 be \$82,920,000.00 for allotments as shown.

In addition to these allotments recommended, Black Hawk College has an additional request for \$3,315,000.00 for the construction of their fine arts building on the Moline campus. At the present time it is the judgment of the staff that projected enrollments at the Moline campus for 1972 will not justify approval for construction of this building. We are studying this matter and if it is determined that the projected enrollments will support said construction, we will recommend that an additional \$3,315,000.00 be requested for fiscal year 1971 to be allotted to Black Hawk College.

GWS:ga

## ILLINOIS JUNIOR COLLEGE BOARD

CAPITAL FUNDS RECOMMENDATIONSFiscal Year -- 1970

<u>Dist.</u> <u>No.</u>	<u>College</u>	<u>Projected</u> <u>Population</u> <u>1972</u>	<u>Adjusted</u> <u>Projected</u> <u>Enrollment</u> <u>FTE Day</u> <u>1972</u>	<u>Recommended</u> <u>State Funds</u> <u>76th Biennium</u> <u>(1st half)</u>	<u>Recommended</u> <u>State Funds</u> <u>76th Biennium</u> <u>(2nd half)</u>
501	Kaskaskia	81,000	1,300	\$ 1,860,000	
502	DuPage	704,797	5,370	6,285,000	\$ 5,625,000
503	Black Hawk	215,000	3,192		2,210,000
504	Triton	296,000	3,723	4,065,000	
505	Parkland	248,000	2,399	5,455,000	
506	Sauk Valley	107,800	1,410	0	0
507	Danville	145,975	2,179	1,570,000	
508	Chicago City	3,660,000	19,000	750,000	30,250,000
509	Elgin	155,000	2,120	2,795,000	
510	Thornton	315,410	4,100	7,620,000	
511	Rock Valley	285,000	3,325		1,710,000
512	Wm. R. Harper	392,000	3,873	2,400,000	
513	Illinois Valley	122,500	2,000	4,260,000	
514	Ill. Central	375,407	4,248	7,500,000	4,665,000
515	Prairie State	250,000	2,732	3,500,000	
516	Waubonsee	186,000	2,050	3,705,000	
517	Lake Land	121,447	1,553	3,000,000	
518	Carl Sandburg	85,000	1,300		3,400,000
519	Highland	92,000	1,339	2,845,000	
520	Kankakee	127,315	1,600	3,300,000	
521	Rend Lake	85,750	1,300	3,430,000	
522	Belleville	138,953	2,189		4,695,000
523	Kishwaukee	80,000	1,020	2,330,000	
524	Moraine Valley	359,000	3,444	7,740,000	
525	Joliet	315,000	4,086	6,105,000	
526	Lincoln Land	199,642	2,050	5,530,000	
527	Morton	148,000	1,899		6,825,000
528	McHenry	126,000	1,602		5,300,000
529	Olney Central	125,000	1,800		5,300,000
530	John A. Logan	119,853	1,111	4,110,000	
531	Shawnee	61,500	537		2,210,000
532	Lake County	315,000	1,800	5,845,000	
533	Southeastern	50,750	850		2,680,000
534	Spoon River	54,720	900		2,750,000
535	Niles-Maine		1,600		5,300,000
TOTAL				\$96,000,000	\$82,920,000

## HARPER COLLEGE

### NEW FACULTY ORIENTATION

September 3, 4, 5, 1969

The orientation of new faculty members of Harper College will be held on September 3, 4, and 5 on the new campus of the College in Palatine, Illinois. It is expected that all of the newly appointed members of the faculty will be in attendance for the entire three-day orientation period.

Orientation programs were held before the opening of classes in the first two years of the operation of the College. These orientation programs proved to be of considerable value both to the individual faculty member and to the College. The orientation serves as a time for instilling in new faculty an excitement about their new venture at Harper College whether they be starting a new career or bringing a wealth of experience to their new duties. It is in keeping with the spirit of the past and in the hope of improving faculty orientation that we have undertaken to set down objectives of orientation for 1969-70.

#### I. Theme for the Orientation

"The Educational Philosophy of Harper College."

#### II. Objectives of Orientation

(These objectives are not listed in any order. The objectives are based on the orientation program of 1967-68 and the proposed 1969-70 program. In other words, the objectives were arrived at by a deductive process and in keeping with this year's announced theme, "The Educational Philosophy of Harper College." Perhaps there are other objectives; for the moment these seem to be the most apparent or obvious.)

- A. To acquaint new faculty with the philosophy and aims of the community college in general and with Harper College in particular.
- B. To afford new faculty members an opportunity to become acclimated to the Harper district, the

College plant, and their own particular area of the Harper facilities.

- C. To familiarize new faculty members with the people on the entire Harper staff with whom they will be associated, either directly or indirectly, during their tenure at Harper. This includes Board members, Administrators, Counselors, Teachers, office personnel, and, to some extent, students.
- D. To familiarize new faculty with their surroundings on the campus. Not only should a new faculty member be aware of his own office or classroom space, but he should also be aware of the layout of the entire campus so that he will become a member of the College community and not simply a member of one particular department.
- E. To afford new teaching faculty an opportunity to prepare for their classes for the opening weeks of school and for other faculty to begin work in their particular area before the great onrush of students.
- F. To acquaint new faculty with faculty government and involvement in the operation of the College. New faculty are soon made aware of opportunities to serve on various institutional committees, the Senate, and divisional committees so they may have an actual voice in the operation of the College and their division.
- G. To acquaint new faculty with business procedures of the College that affect them, such as salary, fringe benefits, supplies, books, budgets, etc.

Tentative Program for New Faculty Orientation

Wednesday, September 3, 1969

Hosts: Members of the Faculty Senate

- 9:00 - 9:30            Coffee An'
- 9:30 -10:00           Introduction of Administrative Staff by Mr. Bartos.
- 10:00-10:30           Introduction of Dr. Lahti by Mr. Bartos, followed by welcoming remarks by Dr. Lahti.
- 10:30-11:00           Film: The Now Colleges  
Introduced by: Don Andries, Director of Community Relations
- 11:00- 1:00           Tour of the campus in groups followed by buffet lunch prepared by Harper College Food Services. All Administrators and Members of the Faculty Senate are invited to attend this luncheon.
- 1:00 - 4:00           Divisional Chairmen will schedule this time for meetings, allowing at least an hour for individual work time for each member of the division.

\* \* \* \* \*

Thursday, September 4, 1969

Hosts: Members of the Faculty Senate

9:00 -10:30

Thursday, September 4, 1969

Dr. Frederic T. Giles  
Dean of the College of Education  
University of Washington

11:00-12:00

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Moderator: Dr. Guerin Fischer, Dean of Guidance

Panel Members: Members of the Counseling Department

12:00- 1:30 Open Lunch. Off campus as facilities will not be available on campus. Taking of I.D. photographs.

1:30 - 2:30 Panel Discussion: "The Philosophy of the Faculty Senate."  
Moderator: Martin J. Ryan, President,  
Harper College Faculty Senate  
Panel Members: 3 or 4 Senators

2:30 - 4:00 Division Time

\* \* \* \* \*

Friday, September 5, 1969

Hosts: Members of the Faculty Senate

9:00 -10:00 Panel Discussion: "The Philosophy of the Instructional Deans."  
Moderator: Martin J. Ryan, President,  
Harper College Faculty Senate  
Panel Members: Deans Birkholz, ~~Cunningham~~,  
Olson, and Voegel

10:00-10:30 Coffee

10:30-11:30 Panel Discussion: "The Philosophy of the Developmental Programs."  
Moderator: Mrs. Joan Roloff, Director of Developmental Programs  
Panel Members: Teachers in the program and at least one teacher not in this program.

11:30- 1:00 Open Lunch.

1:00 - 2:00 Address: "The Philosophy of Learning Resources."  
Speaker: Dr. George Voegel, Dean of Learning Resources  
Also on this program will be Mr. Ambrose Easterly, Director of Library Services, and Mr. Cal Stockman, Director of Instructional Services.

2:15 - 3:00

Presentation: Services of Computer Services  
Department

In Charge: Mr. Roy Sedrel, Director of  
Computer Services, and Mr. Ken  
Parker, Sr. Systems Analyst

3:00 - 4:00

Division Time

\* \* \* \* \*

END OF NEW FACULTY ORIENTATION PROGRAM

HARPER COLLEGE

FACULTY WORKSHOP

September 8, 9, 1969

Objectives for Returning Faculty

It may be justly presumed that all of the objectives listed as objectives in the "New Faculty Orientation" program have been a part of the first orientation in which any returning faculty member participated. The following objectives are cited as additions to those and apply specifically to faculty members who are returning to Harper and who are participating in their second or third faculty workshop.

- A. To inform the faculty of changes that might have occurred since June when school closed.
- B. To introduce new members of the Harper community to returning faculty.
- C. To tour the new campus and become acquainted with the new surroundings.
- D. To become involved once again in the operation of Harper College.
- E. To prepare individually and collectively for the opening of classes.
- F. To become "reinspired" and "re-excited" about the mission of Harper College and one's individual mission in education.



Tentative Program for Faculty Workshop

Monday, September 8, 1969

Hosts: The Administration of the College

9:00 - 9:30

Coffee And

9:30 -10:15

General Faculty Meeting  
Presiding: Martin J. Ryan  
Welcome: Dr. Robert E. Lahti  
Introduction of new Administrators: Dr. Lahti  
Election of Faculty Secretary and other matters: Mr. Ryan

10:15- 1:30

Division Time. Division Chairmen will be responsible for arranging use of this time. Lunchtime is also included during this period so that divisions or individuals may arrange for group luncheons if they so desire. If all the time is not used by divisions, then individuals may use this time to work on their own.

1:30 - 2:30

Address: "The Philosophy of the Instructional Program"  
Speaker: Dr. Clarence Schauer, Vice President of Academic Affairs, Harper College  
Introduction by: Mr. Robert Powell, Chairman, Division of Communications

2:30 - 3:15

Information by the Business Office on salary, changes in fringe benefits, etc. of direct concern to the individual faculty member. This would be a good time for filling out forms that may be required by the Business Office.

3:15 - 4:00

A number of faculty members continue to be concerned about the hospitalization policy provided by the College and asked that Mr. Gatts of Prudential Insurance speak about this during workshop. This time could be used for a brief presentation by Mr. Gatts and as an opportunity for faculty to ask questions about the policy.

\* \* \* \* \*

Tuesday, September 9, 1959

Hosts: Officers and Members of the Student Senate

9:00 -10:30

Tuesday, September 9, 1969

Dr. Howard Higman  
Professor of Sociology  
University of Colorado

10:30-11:00

Coffee

11:00-12:30

Address: "The Philosophy of Student Services."

Speaker: Dr. James Harvey, Vice President  
for Student Affairs, Harper College

Introduced by: ~~Dean Cunningham~~

This address should last about 15 to 20 minutes and will be followed by a panel discussion concerning Dr. Harvey's remarks. On the panel will be members of the Student Senate.

12:30- 2:00

Open Lunch. I.D. card photographs will be taken of returning faculty during this time.

2:00 - 3:00

Mr. Donn Stansbury, Registrar, will inform the faculty of the registration process which will begin on the next day. There should be plenty of time in this period to ask questions.

3:00 - 4:00

Division Time. All faculty who have not had I.D. pictures taken should have them taken at this time.

END OF WORKSHOP AND ORIENTATION

6:30 - 9:00

Board of Trustees Dinner

Hosts: The Board of Trustees and President and Mrs. Lahti.

Arrangements: Faculty Senate

Guests: Faculty and Spouses, The Administration, and Officers of the Student Senate

Location: On campus