



October 24, 2023

Mr. David Watkins
DuPage County- Community Services
421 N. County Farm Road
Wheaton, IL 60187

Dear Mr. David Watkins,

Allow me to introduce myself and our company. My name is Lisa Latimer and I am the President of Nortek Environmental, Inc. We are a woman-owned corporation and have been located in Naperville, Illinois since our incorporation in 2002.

My firm and I are honored to have the consideration and submittal of 23-124-WEX and be a part of the upcoming program year for the DuPage County LIHEAP Furnace Voucher Program. We acknowledge receipt of all the addendums with this letter.

Nortek Environmental, Inc. has multiple years of experience working with various Weatherization programs across the Chicago suburban area, including previously working with the DuPage County program.

We appreciate your time in reviewing our bid and look forward to the prospect of working together in the near future.

Sincerely,

Signature on File

A handwritten signature in black ink, appearing to read "Lisa Latimer", is written over a horizontal line.

Lisa Latimer
President

Submittal Requirements

2. FIRM QUALIFICATIONS

- a) Nortek Environmental Inc. is located at 600 Industrial Drive, Unit 102, Naperville, IL 60563. Nortek has been doing business in Naperville since 2001 and we have operated from this location since 2012. We are a full-service HVAC company specializing in service and installation of furnaces, air conditioners, boilers, high velocity systems, ductless systems, indoor air quality and ductwork. We are a TRANE Comfort Specialist, and all technicians maintain a minimum of 40 hours of training per year. Our technicians are EPA Certified, and covered under workers compensation insurance.
- b) Nortek Environmental Inc. employs a Field Supervisor that has over 44 years of experience. This Field Supervisor provides support to all installers and service technicians and oversees all projects.
- c) Nortek Environmental Inc. is woman owned and family operated since 2001. We are a member of the WBENC, BBB, and Naperville Chamber of Commerce. Nortek maintains a 4.9-star rating on Google with over 274 reviews.
- d) Nortek Environmental Inc. has participated in several Weatherization contracts throughout the years since 2008. The counties we have serviced are DuPage, Cook, Kane, Kendall, DeKalb, Will, and Kankakee.
- e) Please see State of Illinois Corporation Search in good standing enclosed.
- f) Please see references included in this packet (page 30 of 51)

3. KEY QUALIFICATIONS

- a) The following names are the point of contact along with description of capabilities:

Lisa Latimer-Owner/President oversees contract pricing, correspondence, payroll, and client communication and equipment sourcing. 22 years of experience, 22 years with the firm and over 55 accounts assigned.

Justin Adkins-Vice President/Office Manager oversees permit issuance, client communication and scheduling, invoicing, and scheduling. 19 years of experience, 19 years with the firm and over 6326 clients assisted over the years.

Ron Latimer-Field Supervisor provides support to all installers and service technicians and oversees all projects. 44 Years of experience, 21 years with the firm and over 6326 clients assisted over the years.

- b) Officers' areas of expertise:

Lisa Latimer-President: customer communication, financials, pricing, inventory, payroll, hiring, and equipment sourcing.

Justin Adkins-Vice President: customer communication, permit processing, advertising, Accounts Payable, Accounts Receivable and scheduling.

- c) Communication skills:

All employees at Nortek Environmental, Inc. believe in transparent communications with Weatherization program staff members, program guidelines and clients. Employees are expected to be always polite and courteous. All employees are to respect a client's home and their property.

4. PROJECT UNDERSTANDING

a) The ongoing management of our services includes:

Contact client for assessment

Perform assessment and completion of measurement sheet and necessary items to repair/replacement equipment.

Perform Manual J if applicable and submit a change order for any additional findings.

Apply for any applicable permits.

Client contacted for return visit for repair or replacement and scheduled accordingly.

After the job is completed all necessary documents and invoice is submitted for payment.

b) All standard installations are typically completed within 1 business day. Some jobs, however, go beyond the scope of a standard installation/job and may require additional time to complete. In these instances, we would notify the agency whenever applicable.

In addition, Nortek performs a Testo Report on all completed jobs to ensure that the heating system is operating within the required range of operation.

c) Nortek adheres to any required format of the individual agency for incident reports and will file them accordingly. Nortek will begin writing incident reports as soon as a documentable instance arises, documenting all necessary information applicable. This includes the names of all parties involved, times of events, and specific details of the report to ensure that as much information as possible is accounted for. For example, an incident report may read as this:

Sample Report

"On November 4th, 2023, Lisa Latimer from Nortek Environmental, Inc. received a call from client John Smith from 123 Main Street, Naperville, IL stating that his heat was non-operational, and he was very upset over the phone, stating "This is wrong, this equipment was just installed and should work correctly. You installed a lemon in my home". Lisa L. de-escalated the conversation with John S., stating "I understand your frustration. Please allow us to return to your home and address the matter." Lisa L. advised John S. that Nortek was available to return to John S.'s property between the hours of 1 PM and 4 PM on November 4th, 2023. Upon arrival on the same day at John S.'s property at 2:35 PM, technician Michael Hughes entered property and determined that John S. had set the thermostat incorrectly, resulting in the Air Conditioner turning on instead of the Furnace. Michael H. set the thermostat to the correct setting and cycled furnace 3 times before leaving property at 3:31 PM."

d) Nortek will always attempt to solve an issue with a client initially, before contacting the County Weatherization program. Nortek's first step is always to have Lisa intervene and allow the client to express their concerns directly to herself when all other office staff resources have been exhausted. If the client is still unsatisfied, Lisa will then reach out directly to the assigned assessor for the client and discuss the issue and resolution.

EE Installer Recertification Report: To be submitted annually by June 1

2023 EE Installer Annual Recertification under 83 IL Adm. Code 462

OFFICIAL FILE

Section 462.70(a)

ILLINOIS COMMERCE COMMISSION

ORIGINAL

1. Please provide the name of the company/entity as it appears in the most recent Commission order granting the certificate to install energy efficiency measures.

Company Name¹: Nortek Environmental, Inc.

ICC Docket # for certification¹ 18-0010

Section 462.70(c)(4):

2. Please provide the name, telephone number, email address and mailing address of at least one person designated by the certificate holder to address questions pertaining to the Recertification Report.

Name: Nortek Environmental, Inc.

Mailing Address: 600 Industrial Drive, Unit #102

Naperville, IL 60563

Telephone Number: 630-548-1500

Email Address: sales@nortekenvironmental.com

RECEIVED

FEB 21 2023

**ILLINOIS COMMERCE COMMISSION
CHIEF CLERK'S OFFICE**

Section 462.70(c)(3):

3. Please provide the total number of residential electric energy efficiency measures (regardless of utility rebate or incentive value) installed in calendar year 2022.

_____62_____

4. Please provide the total number of commercial electric energy efficiency measures (regardless of utility rebate or incentive value) installed in calendar year 2022.

_____3_____

¹ If you are unsure, you can search for the name and docket number at <https://www.icc.illinois.gov/utility/default.aspx?ats=28>. The docket number is 2 digits followed by a dash followed by four digits. The first two digits correspond to the year your application was received.

EE Installer Recertification Report: To be submitted annually by June 1

Section 462.70(c)(1) and (2):

Certificate Holder, [Nortek Environmental, Inc.], continues to maintain the required qualifications for the service authority granted in its certificate.

Certificate Holder, [Nortek Environmental, Inc.], continues to comply with the requirements set forth in Illinois Adm. Code Part 462 and Sections 16-128(a) and 16-128B of the Public Utilities Act.

I certify that all the information provided in this annual report is true, correct, and complete to the best of my knowledge, information, and belief.

Signature on File

[Handwritten Signature]
Signature
Justin Adkins
Name
Vice President
Position Held
630-548-1500
Contact Phone #

Subscribed and sworn before me

This 15 day of FEBRUARY 2023.

Signature on File

[Signature]
Notary Public



United States Environmental Protection Agency

This is to certify that



Nortek Environmental Inc.

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89

In the Jurisdiction of:

All EPA Administered States, Tribes, and Territories

This certification is valid from the date of issuance and expires December 23, 2024

Signature on File

NAT-55521-2

Certification #

December 09, 2019

Issued On



Michelle Price, Chief

Lead, Heavy Metals, and Inorganics Branch



Office of the Secretary of State

ilsos.gov

New Facility Hours and Appointments

APPOINTMENTS REQUIRED for REAL ID, DL/ID card services and in-car driving tests. Check your local DMV facility for extended hours and appointment availability.



Business Entity Search

Entity Information

| | | | |
|--------------------------------------|--|---------------------------|--------------|
| Entity Name | NORTEK ENVIROMENTAL INC. | Status | ACTIVE |
| File Number | 62472723 | Type of Corp | DOMESTIC BCA |
| Entity Type | CORPORATION | State | ILLINOIS |
| Incorporation Date (Domestic) | 09-25-2002 | Duration Date | PERPETUAL |
| Annual Report Filing Date | 08-29-2023 | Annual Report Year | 2023 |
| Agent Information | DENICE A GIERACH 1776 LEGACY CIRCLE STE 104 NAPERVILLE ,IL 60563 | Agent Change Date | 01-08-2007 |

Services and More Information

Choose a tab below to view services available to this business and more information about this business.

| Officer | Name and Address |
|-----------|--|
| President | LISA LATIMER, 600 INDUSTRIAL DRIVE #102, NAPERVILLE IL 60563 |
| Secretary | JUSTIN ADKINS 600 INDUSTRIAL DR #102 NAPERVILLE IL 60563 |



City of Aurora Development Services Dept.
 Development Services Administration 1st Floor
 77 S. Broadway
 Aurora, IL 60505

City of Aurora



Phone: (630) 256-3770 or (630) 256-3130 | Web: www.aurora-il.org

Development Services License

NORTEK ENVIRONMENTAL INC
 600 INDUSTRIAL DR, SUITE #102

 NAPERVILLE, IL 60563

Location ANYWHERE
 License Type HEATING CONTRACTOR

City of Aurora License # CNTR-00663
 Business Name NORTEK ENVIRONMENTAL INC
 Business Phone 6305481500
 Lisa@nortekenvironmental.com; Lisa@nortekenvironmental.com

Thank you for licensing your business with the City of Aurora. We sincerely hope you feel your experience with our licensing program and processing was the best in the region. Please ensure that any required inspections are called so as not to jeopardize your future renewals. The City of Aurora - Development Services department looks forward to serving you. Please take our Customer Satisfaction Survey https://www.surveymonkey.com/r/COA_RentalLicenseApplication



City of Aurora
 77 S. Broadway
 Aurora IL 60505

MUNICIPAL LICENSE HEATING CONTRACTOR
 License #: CNTR-00663
 Keep Posted in Public View, Non-Transferable ANYWHERE

Under the Municipal Code of the City of Aurora, this certificate when properly validated affirms that the appropriate License Fee, or other indicated fee, has been paid

License Details

DBA if Any NORTEK ENVIRONMENTAL INC
 Classification
 Ownership Type
 State Registration#
 Parcel ID #: ANYWHERE

Licensed Business Name

NORTEK ENVIRONMENTAL INC
 600 INDUSTRIAL DR, SUITE #102

 NAPERVILLE, IL 60563
 Ph: 6305481500
 Alt Ph: 6307426029
 Email: lisa@nortekenvironmental.com

License Number CNTR-00663
 Issued Date 11/22/2021
 Valid To Date 2/15/2024
 Fees are to be Paid Annually

Owner 6305481500
 LISA LATIMER
 600 INDUSTRIAL DR UNIT #102
 FAX #630-548-1526
 NAPERVILLE, IL 60563
 Email:lisa@nortekenvironmental.com

Development Services Admin
 City of Aurora IL



City of Aurora
 77 S. Broadway
 Aurora IL 60505

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 License #: CNTR-00663
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 Ownership Type
 State Registration#
 Parcel ID #: ANYWHERE

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 600 INDUSTRIAL DR, SUITE #102

 NAPERVILLE, IL 60563
 Ph: 6305481500
 Alt Ph: 6307426029
 Email: lisa@nortekenvironmental.com

License Number CNTR-00663
 Issued Date 11/22/2021
 Valid To Date 2/15/2024
 Fees are to be Paid Annually

Owner 6305481500
 LISA LATIMER
 600 INDUSTRIAL DR UNIT #102
 FAX #630-548-1526
 NAPERVILLE, IL 60563
 Email:lisa@nortekenvironmental.com

Development Services Admin
 City of Aurora IL

CONTRACTOR REGISTRATION APPLICATION

New contractor registrations will not be processed until all requirements have been met.

City of Aurora
 Development Services Department
 Division of Building and Permits
 77 S Broadway
 Aurora, IL 60505



AEC #: _____ LICENSE #: _____

Total Fees: _____ Submittal Date: _____
 Online Portal: <https://auro-trk.aspgov.com/etrakit/> Phone: 630.256.3130 Website: www.aurora-il.org

Official Business Name: Nortek Environmental, Inc.

Mailing Address: 600 Industrial Drive, Unit 102 Naperville, IL 60563

Business Telephone: 630-548-1500 Cell Number: 630-742-6031

Email Address: sales@nortekenvironmental.com Ownership: Corporation Partnership Sole Proprietor

Name: Lisa Latimer Signature: *[Signature]* Date: 10/25/2022

(If other than sole proprietor list partner or corporate officers below)

Name: _____ Email Address: _____ Phone: _____

Name: _____ Email Address: _____ Phone: _____

CONTRACTOR TYPE and REQUIRED DOCUMENTS

(Please select all that apply to this application)

Inquiry Emails: bpcsrqgroup@aurora.il.us

| Selection | License Type | Application | Registration Fee | State of Illinois License / Registration | License / Certificate from Municipality where tested | Certificate of Insurance & Workmans Comp. | Business Card | Bond |
|-----------|---|--|------------------|--|--|---|---------------|---------|
| | Driveway | x | | | | | x | |
| | Dumpster | x | | | | | x | \$5,000 |
| | <input checked="" type="radio"/> Electrical Commercial <input type="radio"/> Electrical Residential | x | \$200 | | x | x | | |
| | Elevator | x | \$200 | | | x | | |
| | Fence | x | | | | | x | |
| | Fire Alarm | x | | x | | x | | |
| | Fire Suppression/Sprinkler | x | \$200 | x | | x | | |
| | General | x | \$200 | | | x | | |
| ✓ | HVAC | x | \$200 | | x | x | | |
| | Plumbing | x | | x | | | | |
| | Public Works / Engineering (ROW, Driveway 2, etc.) | Please contact Engineering Department to discuss specific requirements. https://www.aurora-il.org/DocumentCenter/View/2784/Contractor's-License-Application-?bidid= | | | | | | |
| | <input type="radio"/> Roofing Commercial <input type="radio"/> Roofing <= 8 units | x | \$200 | x | | x | | |
| | Sign (General) | x | \$200 | | | x | | |
| | Sign (Electrical) | x | \$200 | | x | x | | |

- Certificate of Insurance (Aurora as primary and non-contributory additional insured) and Workers Compensation in compliance with Statutory Illinois
 - \$1,000,000 general aggregate with \$500,000 per occurrence
- Surety bond in the amount of \$5000. Bond must be valid for minimum of one (1) year

TESTING CRITERIA FOR H.V.A.C. & ELECTRICAL (COMMERCIAL / RESIDENTIAL) CONTRACTOR LICENSES

Name of Municipality where tested: Aurora

Name of Qualifying Party (test taker): Ronald Latimer

Qualifying Party is a (mark one): Partner Corporate Officer

(Per City of Aurora Ordinance, it is required that a vested individual be the Qualifying Party to ensure more permanent role in company)

Phone Number of Qualifying Party: 630-548-1500 Email Address of Qualifying Party: sales@nortekenvironmental.com

City of Aurora Manager Signoff: _____ Date: _____

DISCLAIMERS

- It is required that the business is registered with the Secretary of State or a DBA Certificate from the County must be provided at time of submittal.
- An Employee Affidavit is not accepted for Roofing contractors. Workman's compensation must be provided.
- Outstanding and/or expired permits will prevent a contractor from renewing their license and pulling permits
- Contractors may request a report of open permits with the above information anytime by emailing: devservicesadmin@aurora.il.us

Municipal Testing Requirements

117.1.6.2 Tests shall be taken by a Qualifying Party.

117.1.62.1 **Qualifying party; means** the individual filing as a sole proprietor, partner of a partnership, officer of a corporation, who is legally qualified to act for the business organization in all matters connected with its contracting business and has the responsibility to supervise installation operations, and is actively engaged in day to day activities of the business organization.

For **Electrical Contractors** we require current certifications from the International Code Council for the categories of National Standard Master Electrician (Commercial); National Standard Residential Electrician (residential); and National Standard Journeyman Sign Electrician or National Standard Master Electrician Certification (Signage Electrical Contractor) in lieu of municipal testing.

For **Mechanical/HVAC Contractors** we require current certifications from the International Code Council for the categories of National Standard Master Mechanical in lieu of municipal testing.

OR Additionally, you may reach out to the below accepted Municipalities for testing:

| Electrical | Mechanical |
|---------------|---|
| Buffalo Grove | Elgin |
| Chicago | Freeport |
| Elgin | Gary Indiana – Limited (Res), Unlimited (Com) |
| Libertyville | Joliet |
| Orland Park | Rockford – Type A, F for Fireplaces |
| Ottawa | California, Ohio, Utah (S350) |
| Woodstock | Wisconsin (HVAC Qualifier License Only) |

eTRAKit Online Portal

ETrakit, our online portal, offers the ability to review the status of licenses, permits, projects and inspections. Users can also pay for registrations, licenses, and permits as well as schedule permit inspections and upload documents.

If this is your first time using our online portal, please follow the steps below:

1. Access the Online Portal at: <https://auro-trk.aspgov.com/etrakit/>
2. Select "Forgot Password" in the upper right-hand corner of the screen.
Select "Contractor" from your choice of account types.
3. Enter the main business email address that you submitted on your registration. Then select RESET PASSWORD.
(If you have multiple accounts the system will warn you that ALL accounts will be reset. Select CONTINUE)
4. From the same computer used to submit the reset request, retrieve reset email link.
(This will be sent from devservicesadmin@aurora.il.us)

If you experience issues or if you wish to consolidate accounts, please email devservicesadmin@aurora.il.us

Logging in as a Contractor

1. Access the Online Portal at: <https://auro-trk.aspgov.com/etrakit/>
2. In the top Orange Ribbon; Select 'Contractor/Developer/ Design Professionals' as shown below:



3. From the newly displayed 'User Name' box, find & select your Contractor name from dropdown options.
4. Enter password & Select Login.

To pay for License/Permit

1. From your Dashboard Under the section 'My Active Licenses' or 'My Active Permits', select the Fee Due Amount Due in the 5th column. By selecting the dollar amount this balance will move to your Shopping Cart.
(If you wish to add additional license(s) or permit(s) to your shopping cart click on 'BACK TO DASHBOARD' & repeat process)
2. Verify that the box is checked next to all records you wish to pay. Then click 'PROCEED TO CHECKOUT'
3. Review the checkout summary & verify all information is correct. Then click 'PROCEED TO PAYMENT' & submit payment information.

Please take a moment to provide us feedback at: https://www.surveymonkey.com/r/COA_ContracorLicensing



Building & Zoning Department
Dupage County

Contractor Registration Certificate

Issued to:

NORTEK ENVIRONMENTAL, INC.

NAPERVILLE, IL 60563

Registration #

CR0002757

Current Registration Date: 10/18/2023

Registration Date Expires: 10/18/2024

Trades:
HVAC

Workman's Comp: Required

Workman's Comp Expires: 04/01/2024

Liability Insurance Expires: 04/01/2024

Registration Type:

Sub Contractor

Signature on File

Building Official

Phone: (630) 407-6700

Fax: (630) 407-6702

WBENC

WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

to

Nortek Environmental, Inc.

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Development Center - Midwest, a WBENC Regional Partner Organization.

Certification Granted: January 17, 2020

Expiration Date: January 31, 2024

WBENC National Certification Number: WBE2000080

Signature on File

Authorized by Emilia DiMenco, President &
CEO Women's Business Development Center -
Midwest



NAICS: 238220, 333415

UNSPSC: 40101800, 72101511, 72151000, 72151001, 72151002, 72151003



Great Lakes
Women's
Business
COUNCIL



WBEGMETRONY

WBEGMIDWEST



WBEGEAST

WBEGFLORIDA

WBEGORY

WBEGPACIFIC

WBEGSOUTH

WBEGWEST



WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

EST. 1972
JOIN FORCES. SUCCEED TOGETHER.

**HEREBY GRANTS
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO**

Nortek Environmental, Inc.

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at www.sba.gov/wosb.

The WOSB Certification expires on the date herein unless there is a change to the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

| |
|---|
| Majority Female Owner: Lisa Averill |
| NAICS: 238220, 333415 UNSPSC: 40101800, 72101511, 72151000, 72151001, 72151002, 72151003 |
| Certification Number: WOSB210468 |
| Renewal Date: January 31, 2024 |
| WOSB Regulation Expiration Date: 1/31/2024 |



Signature on File

Emilia DiMenco, Women's Business
Development Center - Midwest President &
CEO

Signature on File

Pamela Prince-Easton, WBENC President & CEO

Signature on File

LaKesha White, Vice President, Certification

REFERENCES

The bidder must list three (3) references, listing firm name, address, telephone number and contact person to whom they have provided similar equipment, material, or services for a period of not less than six (6) months.

| | |
|-------------------|----------------------------|
| COMPANY NAME: | ST. TIMOTHY LUTHERN CHURCH |
| ADDRESS: | 1313 N. MILL STREET |
| | NAPERVILLE IL 60563 |
| CONTACT PERSON: | BRAD STATESMAN |
| TELEPHONE NUMBER: | 630-453-7822 |

| | |
|-------------------|---|
| COMPANY NAME: | WILL COUNTY CENTER FOR COMMUNITY CONCERNS |
| ADDRESS: | 2455 GLENWOOD AVE |
| | JOLIET IL 60435 |
| CONTACT PERSON: | CRAIG WAGNER |
| TELEPHONE NUMBER: | 815-722-0722 |

| | |
|-------------------|-------------------------------------|
| COMPANY NAME: | KANKAKEE COUNTY COMMUNITY SCS. INC. |
| ADDRESS: | 657 EAST COURT STREET |
| | SUITE 207 |
| | KANKAKEE IL 60901 |
| CONTACT PERSON: | DYLAN SMITH |
| TELEPHONE NUMBER: | 815-933-7883 |

DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
LIHEAP FURNACE VOUCHER PROGRAM

AGREEMENT OF INTENT

I, NORTEK ENVIRONMENTAL, INC. (contractor) am submitting my firm to be considered for LIHEAP FURNACE VOUCHER PROGRAM 2024 with the DuPage County.

I, NORTEK ENVIRONMENTAL, INC. (contractor) acknowledge my firm upon notice of award for LIHEAP FURNACE VOUCHER PROGRAM 2024 with the DuPage County will use the contracts provided in this Request for Qualification ("RFQu").

Signature on File

t
Contractor

10-24-23
Date

ETHICS STATEMENT / AGREEMENT

Prior to the approval of any purchase, it will be the responsibility of the program director to determine if:

1. The expenditure is budgeted.
2. The funds are available for expenditure.
3. The expenditure is allowable under the grant.
4. The expenditure is necessary to the program.

DuPage County Community Services (DCCS) funds will not be utilized to purchase goods and/or services for employees and/or their families even if reimbursement is received for such goods and/or services. Goods and services purchases with DCCS funds are to be used solely for the benefit of the agency and its programs. The use of agency goods and services for personal use by agency employees or board members is not allowed under any circumstances. All purchased items are to be received by authorized employees who indicate which items were received, attach a copy of the purchase order to the invoice, and forward it to the Program Director for approval of payment. Payment is then made as described in the "Cash Disbursement Section".

I have read the above statement, agree with the statement, and will abide by the guidelines set forth with this statement for the duration of my contract/employment with DuPage County Department of Community LIHEAP FURNACE VOUCHER PROGRAM.

Signature on File

2 dba NOETEX ENVIRONMENTAL, INC.

Contractor's Signature

Date

10-24-23

Lisa Latimer

Print Name


DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
SAFETY DATA SHEETS

All vendors, contractors, and/or suppliers must present Safety Data Sheets (SDS) in the printed format of their choice. Each form should include the following minimum information:

- Name and/or product number.
- Name and address of manufacturer.
- Description of hazardous material contained in the product.
- Effects of the hazardous material.
- Telephone number of manufacturer where additional information can be obtained.

SDS are required for any materials containing potentially hazardous substances. All labor vendors, suppliers, and/or contractor must provide SDS to their work crew employees and to DuPage County Department of Community Development. Upon Contract Award, labor vendors, suppliers, and/or contractors must also assure DuPage County Community Development, in writing, that their work crew employees have received the SDS.

I, Lisa Latimer / Nortek Environmental, INC. (print name) agree to guidelines/stipulations and agree to provide said SDS to DuPage County Department of Community Services LIHEAP FURNACE VOUCHER PROGRAM.
Signature on File


Contractors' Signature

10-24-23

Date

DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
LIHEAP FURNACE VOUCHER PROGRAM

AGREEMENT TO WORK FOR BID PRICES

I, NORTEK ENVIRONMENTAL, INC (contractor) agree to work for the prices that have been agreed upon by the DuPage County Community Services LIHEAP FURNACE VOUCHER PROGRAM and current contractors. I have been given a catalog of the prices and have submitted all of the required paperwork.

Energy Coordinator, DCCSWP
Signature on File

Date

[Signature] dba Nortek Environmental, Inc. 10-24-23
Contractor Date

DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
LIHEAP FURNACE VOUCHER PROGRAM
UNACCEPTABLE WORK STATEMENT

Work deemed unacceptable by the final inspector will affect job payment. Contractor understands that payment for work is dependent on whether the work order successfully passes final inspection and that a call-back work order is placed in a pending payment status. No work order will be partially paid for until all work has passed final inspection.

Signature on File

Signature

10-24-23

Date

DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
LIHEAP FURNACE VOUCHER PROGRAM

MINORITY, SMALL BUSINESS, WOMEN-OWNED BUSINESSES STATEMENT

Minority, Small Business, and Women-Owned Businesses will be given references for purchases whenever possible. Information will be made available to these firms to encourage their participation in agency's functions. When contractor for goods and services, preference will be given to contractors who subcontract with small business, minority-owned firms, and women-owned business enterprises.

Signature on File

Signature

10-24-23

Date

CONTRACTOR COST ASSESSMENT

Date: _____

Application ID Number: _____

Insert company name has inspected the property located at _____. *Insert company name* understands the extent of the work to be completed and accepts the job.

Insert company name agrees to provide all labor, material, and equipment necessary to complete the work and restore heat to the home as listed in the attached summary of work for the property located at _____. The total cost for the work to be completed is _____ Dollars (\$ _____).

Insert company name understands that CEDA will not pay cost that exceeds _____ Dollars (\$ _____).

Company Name

Signature

Title

ITEMIZED COST ASSESSMENT MUST ACCOMPANY THIS FORM

Rev91222 BW

EMERGENCY CONTACT INFORMATION:

| EMERGENCY CONTACT INFORMATION | |
|-------------------------------|------------------------------|
| NAME | Lisa Latimer |
| CONTACT | |
| ADDRESS | 600 INDUSTRIAL DR #102 |
| CITY ST ZIP | NAPERVILLE IL 60563 |
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