

## **AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT, MADE AS OF THIS 6 day of MARCH, 2025, by and between the City of Joliet, Illinois, an Illinois Municipal Corporation, (hereinafter called the "City") and Sheffield Safety & Loss Control LLC, (hereinafter called the "Consultant"), collectively referred to as the "Parties" herein, is an AGREEMENT for professional services.

NOW, THEREFORE, the City and the Consultant in consideration of the mutual covenants hereinafter set forth agree as follows:

### SECTION 1 – SERVICES OF THE CONSULTANT

- 1.1 The Project scope of work is defined in the attached Letter Proposal dated March 4, 2025.
- 1.2 The City and the Consultant, by mutual agreement, shall determine the final schedule.
- 1.3 The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by Consultants in their line of work. The Consultant will use their best professional judgment in the course of the work. Design criteria, guidelines and other standards shall be supplemented by the professional judgment of the Consultant. Deviations from design criteria, guidelines and other standards shall be called to the attention of the City's representative.

### SECTION 2 – THE CITY'S RESPONSIBILITIES

The City will:

- 2.1 Provide full information as to the requirements for the Project in a timely manner in which the Consultant may reasonably rely on with regard to its completeness and accuracy.
- 2.2 Designate in writing a person to act as the City's representative with respect to the work to be performed under this Agreement; and such person shall have complete authority to transmit instructions, receive information, interpret, and define the City's policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this Agreement.
- 2.3 Guarantee access to and make all provisions for the Consultant to enter upon the City's facilities as required for the Consultant to perform their work under this Agreement.
- 2.4 Examine all studies, reports and other documents presented by the Consultant and shall render decisions pertaining thereto within seven (7) calendar days from receipt so as not to delay the work of the Consultant.
- 2.5 Obtain approval of all governmental authorities having jurisdiction over the Project and such approvals and consents from such other individuals or bodies as may be necessary for completion of the Project.

### SECTION 3 – PAYMENTS TO THE CONSULTANT

3.1 The City will pay the Consultant for the professional services performed under SECTION 1, in an amount not to exceed \$485,675.00.

3.2 Invoices for payment shall be submitted by Consultant to the City, together with reasonable supporting documentation. The City may require such additional supporting documentation as City reasonably deems necessary or desirable. Payment to Consultant shall be made in accordance with the Illinois Local Government Prompt Payment Act, after City's receipt of an invoice and all such supporting documentation.

3.3 Payment to the Consultant for expenses associated with direct costs or reimbursable expenses, as dictated by the Agreement and/or Scope of Services, shall be made upon presentation of receipts for costs or expenses.

### SECTION 4 – TIME OF COMPLETION

4.1 The Consultant shall complete the project within 365 days of the date of execution of this Agreement, subject to time extensions to such schedule arising from delays beyond Consultant's control. To the extent Consultant is impacted by such delays, Consultant shall be entitled to an adjustment to its schedule for performance.

4.2 Time is of the essence for this Agreement.

4.3 The Consultant shall commence work within ten (10) calendar days of the date of execution of this Agreement or such other time mutually agreed to by the Parties in writing.

4.4 The Consultant may request an extension to complete the scope of work, and the City may grant such extension in a subsequent contract amendment.

### SECTION 5 – RIGHTS TO DELIVERABLES

5.1 Deliverables, as defined in the Scope of Work, shall become the City's permanent property upon payment by the City to the Consultant.

5.2 Consultant shall not use photographs of the Deliverables for project competition, awards of any nature, project testimonials, presentations, advertising, proposals, professional papers, public display, or any other use without obtaining prior written approval from the City's representative. Any photographs taken of City property in the execution of the Consultant's work may not be re-used by the Consultant for project competition, awards of any nature, project testimonials, advertising, proposals, presentations, professional papers, public display, or any other use without obtaining prior written approval from the City's representative.

### SECTION 6 – REMOVAL AND REPLACEMENT OF PERSONNEL

6.1 Consultant (for the duration of the term of the Agreement) will not, without obtaining the City's prior written consent not to be unreasonably withheld, replace, or alter the assignment of its

lead personnel, to the extent their respective availability is reasonably within the Consultant's control.

6.2 Consultant shall promptly remove any person assigned to perform the Services in the event of notification by the City that he/she is no longer acceptable, irrespective of any prior City consent. Replacement of lead personnel, prior to assignment, will be subject to the City's approval, which shall not be unreasonably withheld.

6.3 A violation by Consultant of paragraph 6.1 and/or 6.2 may be considered a substantial and material breach of Agreement, for which termination and damages otherwise provided by Law or the Agreement may be claimed.

6.4 The City's right to request the removal of Consultant's personnel from the Services as set forth in paragraph 6.2 does not expressly or implicitly create an employer-employee relationship between the City and personnel assigned by Consultant. Such a relationship is expressly denied herein by Consultant and the City.

#### SECTION 7 – INSURANCE

The Consultant shall maintain for the duration of the Agreement, insurance purchased from a company, or companies lawfully authorized to do business in the State of Illinois and having a rating of at least A-minus as rated by A.M. Best Ratings. Such insurance will protect the Consultant from claims set forth below which may arise out of or result from the Consultant's operations under the agreement and for which the Consultant may be legally liable, whether such operations be by the Consultant or by a SubConsultant or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

Worker's Compensation Insurance covering all liability of the Consultant arising under the Workers' Compensation Act and Occupational Diseases Act; limits of liability not less than statutory requirements.

Employers Liability covering all liability of Consultant as employer, with limits not less than: \$1,000,000 per injury – per occurrence; \$1,000,000 per disease – per employee; and \$1,000,000 per disease – policy limit.

Comprehensive General Liability in a broad form on an occurrence basis, to include but not be limited to, coverage for the following where exposure exists; Premises/Operations, Contractual Liability, Products/Completed Operations for 2 years following final payment, Independent Consultant's coverage to respond to claims for damages because of bodily injury, sickness or disease, or death of any person other than the successful proposers employees as well as claims for damages insured by usual personal injury liability coverage which are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Consultant, or (2) by another person and claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use there from; Broad Form Property Damage Endorsement;

General Aggregate Limit      \$ 2,000,000

Each Occurrence Limit      \$ 1,000,000

Automobile Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

Each Occurrence Limit      \$1,000,000

Professional Liability Insurance shall be maintained to respond to claims for damages due to the Consultant's errors and omissions.

Errors and Omissions      \$1,000,000

Consultant agrees that with respect to the above required insurance:

1. The CGL policy shall be endorsed for the general aggregate to apply on an annual basis.
2. To provide separate endorsements: to name the City of Joliet and its officers and employees as additional insured as their interest may appear, and to provide 30 days' notice, in writing, of cancellation or material change.
3. The Consultant's insurance shall be primary in the event of a claim.
4. The City of Joliet shall be provided with Certificates of Insurance and endorsements evidencing the above-required insurance, prior to commencement of an agreement and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies.
5. A Certificate of Insurance that states the City of Joliet and its officers and employees have been endorsed as an "additional insured" by the Consultant's general liability and automobile liability insurance carrier. Specifically, this Certificate must include the following language: "The City of Joliet and its officers and employees are, and have been endorsed, as an additional insured under the above reference policy number \_\_\_\_\_ on a primary and non-contributory basis for general liability and automobile liability coverage for the duration of the contract term."

Failure to Comply: In the event the Consultant fails to obtain or maintain any insurance coverage required under this Agreement, the City of Joliet may purchase such insurance coverage and charge the expense thereof to the Consultant. Such insurance shall be maintained in full force and effect during the life of the Agreement and shall protect the Consultant, its employees, agents and representatives from claims for damages, for personal injury and death and for damage to property arising in any manner from the negligent or wrongful acts or failures to act by the Consultant, its employees, agents and representatives in the performance of the work covered by the Agreement. The Consultant shall also indemnify and save harmless the City from any claims against, or

liabilities incurred by the Consultant of any type or nature to any person, firm or corporation arising from the Consultant's wrongful or negligent performance of the work covered by the Agreement.

#### SECTION 8 – SUCCESSORS AND ASSIGNS

The City and the Consultant each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the City nor the Consultant shall assign, sublet or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any employee, officer or agent of any public body or the Consultant which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the City and the Consultant.

#### SECTION 9 – NON-DISCRIMINATION

In all hiring or employment made possible or resulting from this Agreement, there shall be no discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification, and this requirement shall apply to, but not be limited to, the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or be subjected to discrimination in receipt of the benefit of any services of activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age except minimum age and retirement provisions, marital status, or the presence of any sensory, mental, or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this Agreement and shall be grounds for cancellation, termination, or suspension, in whole or in part, of the Agreement by the City.

#### SECTION 10 – MODIFICATION OR AMENDMENT

This Agreement constitutes the entire Agreement of the Parties on the subject matter hereof and may not be changed, modified, discharged, or extended except by written amendment duly executed by the Parties. The Consultant agrees that no representations or warranties shall be binding upon the City unless expressed in writing herein or in a duly executed amendment hereof, or authorized or approved Change Order as herein provided.

#### SECTION 11 – APPLICABLE LAW AND DISPUTE RESOLUTION

11.1 This Agreement shall be deemed to have been made in and shall be construed in accordance with the laws of State of Illinois.

11.2 Any controversy, claim or dispute arising out of or relating to the interpretation, construction, or performance of this Agreement, or breach thereof, shall be referred to the American Arbitration Association (the "AAA") for a voluntary, non-binding mediation in the municipality where the Services are provided and to be conducted by a mutually acceptable single mediator, in accordance with then applicable Construction Industry Mediation Rules, prior to

resorting to litigation to any State or Federal Court located nearest to where the Services are provided. Neither party shall be liable for any indirect, incidental, or consequential damages of any nature or kind resulting from or arising in connection with this Agreement. The Parties shall share the cost of the mediator's services equally.

WITH RESPECT TO ANY SUCH LITIGATION, EACH PARTY HEREBY KNOWINGLY, VOLUNTARILY AND WILLINGLY WAIVES ALL RIGHTS TO TRIAL BY JURY IN ANY ACTION, SUIT, OR PROCEEDING BROUGHT TO RESOLVE ANY DISPUTE BETWEEN OR AMONG ANY OF THE PARTIES HERETO, WHETHER ARISING IN CONTRACT, TORT, OR OTHERWISE, ARISING OUT OF, CONNECTED WITH, RELATED OR INCIDENTAL TO THIS AGREEMENT, THE TRANSACTION(S) CONTEMPLATED HEREBY AND/OR THE RELATIONSHIP ESTABLISHED AMONG THE PARTIES HEREUNDER.

## SECTION 12 – TERMINATION OF THE CONTRACT

### 12.1 TERMINATION BY THE CONSULTANT

If the Work is stopped for a period of thirty days under an order of any court or other public authority having jurisdiction, through no fault of the Consultant, or if the City has not made timely Payment thereon as set forth in this Agreement, then the Consultant may upon twenty-one (21) days written notice (from postmark) to the City, terminate the Agreement.

### 12.2 TERMINATION BY THE CITY

In the event of any breach of this Agreement by the Consultant, the City may, at its option, serve the Consultant with a written seven (7) day notice (from postmark) with the Consultant's option to cure the breach, or the City may engage the services of another Consultant to complete the work and deduct the cost of such completion from any amount due the Consultant hereunder, or the City may either pause or terminate the contract.

IN WITNESS WHEREOF, the undersigned have placed their hands and seals upon and executed this Agreement in triplicate as though each copy hereof were an original and that there are no other oral agreements that have not been reduced to writing in this statement.

CITY OF JOLIET

By: \_\_\_\_\_

H. Elizabeth Beatty

City Manager

Date: \_\_\_\_\_

ATTEST:

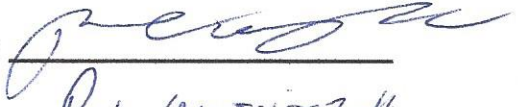
By: \_\_\_\_\_

Lauren O'Hara

City Clerk

Date: \_\_\_\_\_

SHEFFIELD SAFETY & LOSS CONTROL  
LLC

By:  \_\_\_\_\_

Name: Paul Wojcieszak

Title: President

Date: 3-6-2025



March 4, 2025

City of Joliet  
150 W Jefferson Street  
Joliet, IL 60432

Attn: Allison Swisher  
Director of Public Utilities

RE: 2025 City of Joliet Safety Consultant Services

Sheffield Safety & Loss Control, LLC. is pleased to submit a proposal for 2025 Safety Consultant Services to the City of Joliet. The work tasks identified below will be performed as directed by level of importance as determined by the City of Joliet.

Scope of Services

- Provide on-site safety consulting services.
- Prepare draft Safety Manual that addresses City of Joliet work tasks evaluated during 2025 for City review.
- Lead, participate, and prepare meeting minutes for all safety committee meetings. Safety committee meetings with City Department Heads shall occur monthly. Discuss and develop safety committee strategy and meeting frequency at the department and/or division level.
- Conduct Workplace Hazard Assessments (WHA) for clerical and non-clerical positions in each department as further identified in Subsections A-I of this scope of work. Prepare draft PPE program for City review upon completion of hazard assessments.
- Develop training program recommendations and budget for each department as further identified in Subsections A-I of this scope of work.
- Conduct or coordinate on-site training for OSHA and IDOL for all applicable City of Joliet staff. Safety training will be tailored to fit the requirements determined by the completed Workplace Hazard Assessments (WHA) for individual tasks.
- Recommend additional OSHA and IDOL required training, not performed by the Safety Consultant on-site, to be performed in a cost-effective manner. Recommend other training programs for those programs that the Safety Consultant cannot perform on-site.
- Provide onsite management training for any aspect of the Safety Program that of necessity needs to be performed by existing City staff to those required to administer it. For example, if Foremen would be expected to conduct periodic safety audits, training shall be provided to them by the Safety Consultant to enable them to perform this work.
- Maintain existing facility Safety Data Sheets and right to know procedures in the KHA Database.
- Review all accidents and provide recommendations for changes to mitigate or prevent recurrences, as appropriate. Recommend corrective action for safety violations, in accordance with City policy.
- Maintain accident frequency and severity records to provide a basis for evaluating the effectiveness of the safety program.

- Review City of Joliet Standard Operating Procedures and recommend updates on safety concerns. Utilize completed WHAs as a resource when incorporating safety into Standard Operating Procedures.
- Provide an evaluation of the Safety Program by October 1st of each year with budget recommendations for the following year's program.
- Interface with police and fire department safety coordinators and the Office of Emergency & Disaster Management on matters of mutual concern.
- Conduct safety audits for City of Joliet contractors when requested.

#### **A. Department of Public Works:**

- Meet with the Director of Public Works Greg Ruddy, Deputy Director Sean Mikos & Deputy Director Joe Nordman to review employee classifications (clerical vs. non-clerical), job titles, and assigned tasks. Assess each position by observing associated hazards and tasks.
- Perform assessments on non-clerical job tasks including but not limited to: general laborer, Forestry Intern, Arborist, Maintenance worker, Equipment Operator I, Equipment Operator II, Maintenance Foreman II, Fleet Technician, Fleet Foreman, Fleet Service Director, Sign Maker, Electrician I, Electrician II, Traffic Engineer, Parking Attendant, Parking Facility Serviceman II, Civil Engineer/Parking Superintendent, Engineer Aide II, Civil Engineer Supervisor, Civil Engineer I, and Engineering Aide III.
- Create training programs to address the hazards identified. Potential hazards include but are not limited to:
  - Maintenance and operation of roadways and signs, exposing workers to traffic hazards, heavy equipment, and prolonged exposure to outdoor elements such as heat, cold, and rain.
  - Fleet maintenance, including exposure to chemicals (e.g., oils, greases, and solvents), vehicle exhaust, heavy lifting, and the risk of injury from working with machinery and tools.
  - Electrical systems maintenance, involving exposure to live electrical circuits, high-voltage equipment, and work at heights or confined spaces.
  - Facility maintenance, with potential hazards from climbing ladders, using power tools, exposure to cleaning chemicals, and lifting heavy equipment or materials.
  - Streetlight and traffic signal maintenance, exposing workers to electrical hazards, work at heights, and proximity to traffic while performing installations or repairs.
  - Parks and grounds maintenance, with risks related to operating landscaping machinery, handling pesticides, prolonged sun exposure, and lifting heavy objects.
  - Winter operations and snow removal, exposing employees to cold stress, long hours, operating heavy machinery in poor visibility conditions, and traffic hazards.
  - Fire safety hazards, including potential equipment malfunctions, flammable materials used in maintenance, or inadequate fire suppression systems at worksites.
  - General first aid incidents, such as minor cuts, abrasions, or injuries sustained during tasks such as equipment repairs, lifting, or excavation work. Training may include AED/CPR, general first aid, and bloodborne pathogens.
  - Ergonomics concerns, such as repetitive motions, lifting and carrying heavy objects, and awkward postures during maintenance tasks, which can lead to musculoskeletal injuries.
  - Workplace violence/Active shooter

- Revise, update, and provide recommendations for the Workplace Hazard Assessment upon request.
- Provide Personal Protective Equipment (PPE) recommendations determined by hazards associated with task specific activities.
- Perform assessment of clerical positions.
- Conduct or coordinate onsite safety training for clerical positions including but not limited to the following topics: Workplace violence/Active shooter, AED/CPR, general first aid, ergonomics, bloodborne pathogens.
- Develop written safety procedures to be included in the Safety Manual. Address all identified hazards from job assessments.
- Conduct regular inspections of non-clerical positions. Provide recommendations to mitigate or prevent accidents at each facility and work site.
- Conduct department/division level safety meetings as needed per agreed upon strategy.

#### **B. Finance Department:**

- Meet with the Director of Finance Department, Kevin Sing, to review employee classifications (clerical vs. non-clerical), job titles, and assigned tasks. Assess each position by observing associated hazards and tasks.
- Perform assessments on non-clerical job tasks including but not limited to; Meter Reader II.
- Create training programs to address the hazards identified. Potential hazards include but are not limited to;
  - Exposure to extreme weather conditions, including heat, cold, rain, snow, or high humidity.
  - Risk of slips, trips, and falls due to uneven terrain, icy or wet surfaces, loose gravel, or debris.
  - Potential for dog bites or encounters with aggressive animals while accessing meters on private property.
  - Stings or bites from insects, such as bees and wasps, or encounters with wildlife like snakes.
  - Repetitive motion injuries from constant bending, kneeling, or twisting to read meters.
  - Risk of musculoskeletal strain from carrying handheld devices or tools over long distances.
  - Roadside hazards, including the possibility of being struck by vehicles while working near busy streets.
  - Electrical hazards from inspecting electric meters, including risks of electric shock or arcing from faulty wiring.
  - Confrontations or verbal altercations with unhappy or aggressive customers while performing duties.
  - Allergic reactions or respiratory issues due to exposure to outdoor allergens like grass, pollen, or mold.
  - Fatigue from prolonged physical activity, such as walking long distances or working in challenging conditions.
  - General first aid incidents, such as minor cuts, abrasions, or injuries sustained from handling tools or heavy meter covers during work. Training may include AED/CPR, general first aid, and bloodborne pathogens.
  - Risks in confined spaces, including poor ventilation, mold, pests, or other hazards in basements or vaults.

- Risk of injury from manual lifting of heavy objects, such as meter covers, leading to back strain.
- Potential exposure to hazardous substances, such as chemicals, fuels, or gases near meters.
- Poor visibility in dimly lit areas, increasing the likelihood of accidents or errors when reading meters.
- Workplace violence/Active shooter
- Revise, update, and provide recommendations for the Workplace Hazard Assessment upon request.
- Provide Personal Protective Equipment (PPE) recommendations determined by hazards associated with task specific activities.
- Perform assessment of clerical positions throughout the City of Joliet per the general scope of services.
- Conduct or coordinate onsite safety training for clerical positions including but not limited to the following topics: Workplace violence/Active shooter, AED/CPR, general first aid, ergonomics, bloodborne pathogens.
- Develop written safety procedures to be included in the Safety Manual. Address all identified hazards from job assessments.
- Conduct regular inspections of non-clerical positions. Provide recommendations to mitigate or prevent accidents at each facility and work site.
- Conduct department/division level safety meetings as needed per agreed upon strategy.

#### **C. City Clerk's Office:**

- Meet with the City Clerk, Lauren O'Hara, to review employee classifications (clerical vs. non-clerical), job titles, and assigned tasks. Assess each position by observing associated hazards and tasks.
- Perform assessment of clerical positions.
- Conduct or coordinate onsite safety training for clerical positions including but not limited to the following topics: Workplace violence/Active shooter, AED/CPR, general first aid, ergonomics, bloodborne pathogens.
- Develop written safety procedures to be included in the Safety Manual. Address all identified hazards from job assessments.
- Conduct department/division level safety meetings as needed per agreed upon strategy.

#### **D. Community Development Department:**

- Meet with the Director of Community Development Department, Dustin Anderson, the Building Services Director, Don Pallissard, the Facilities Management Director, Blaine Kline, and the Neighborhood Services Director, Joe Fleischauer, to review employee classifications (clerical vs. non-clerical), job titles, and assigned tasks. Assess each position by observing associated hazards and tasks.
- Perform assessments on non-clerical job tasks including but not limited to: Zoning Code Inspector, Zoning Inspector Supervisor/Planning Aide, Building Safety Inspector, Chief Building Inspector, Development Coordinator, Summer Interns, General Laborer, Part time Staff Floorman, Technical Director, Janitor, Bicentennial Park Manager, Operation Engineer, Assistant Operating Engineer, Apprentice Operating Engineer, Residential Property Inspector, Property Maintenance Coordinator, Community Development Block Grant Program Manager (CDBG), Laborer/Graffiti Technician, and Neighborhood Services Director.
- Create training programs for non-clerical staff to address the hazards identified. Potential hazards include but are not limited to:

- Exposure to hazardous materials during building inspections, such as asbestos, lead-based paint, mold, or other environmental contaminants.
- Slip, trip, and fall hazards when navigating construction sites, uneven terrain, or unfinished buildings during inspections or site visits.
- Ergonomics concerns, including repetitive motions, prolonged sitting while reviewing plans or completing administrative tasks, and carrying inspection tools or equipment.
- Vehicle-related hazards during travel to inspection sites or neighborhoods, including risks of motor vehicle accidents or exposure to traffic hazards.
- Stress, mental fatigue, and burnout, stemming from high workloads, community conflicts, deadlines, and managing complex regulatory or enforcement issues.
- Workplace violence, including risks of conflict or confrontation with contractors, property owners, or residents during code enforcement or inspections.
- Fire safety hazards when entering older buildings or construction sites with faulty wiring, open flames, or flammable materials.
- General first aid incidents, such as minor injuries or abrasions sustained during inspections or site visits, particularly in hazardous environments. Training may include AED/CPR, general first aid, and bloodborne pathogens.
- Noise exposure, especially during inspections of active construction sites with heavy machinery, power tools, or demolition work.
- Electrical hazards while inspecting buildings or construction sites with exposed wiring, incomplete installations, or non-compliant electrical systems.
- Airborne hazards, such as dust, fumes, or particulate matter from construction sites, demolition activities, or poorly ventilated structures.
- Confined space hazards, particularly in older buildings, basements, crawlspaces, or construction areas with limited ventilation or access.
- Sun exposure and heat stress during outdoor inspections or fieldwork, especially in warmer months or when working for extended periods outdoors.
- Insect or animal-related risks, including encounters with rodents, pests, or aggressive animals in vacant or neglected properties.
- Workplace violence/Active shooter. Revise, update, and provide recommendations for the Workplace Hazard Assessment upon request.
- Provide Personal Protective Equipment (PPE) recommendations determined by hazards associated with task specific activities.
- Perform assessment of clerical positions.
- Conduct or coordinate onsite safety training for clerical positions including but not limited to the following topics: Workplace violence/Active shooter, AED/CPR, general first aid, ergonomics, bloodborne pathogens.
- Develop written safety procedures to be included in the Safety Manual. Address all identified hazards from job assessments.
- Conduct regular inspections of non-clerical positions. Provide recommendations to mitigate or prevent accidents at each facility and work site.
- Conduct department/division level safety meetings as needed per agreed upon strategy.

#### **E. City Manager's Office:**

- Meet with the City Manager, Beth Beatty, to review employee classifications (clerical vs. non-clerical), job titles, and assigned tasks. Assess each position by observing associated hazards and tasks.
- Perform assessment of clerical positions.

- Conduct or coordinate onsite safety training for clerical positions including but not limited to the following topics: Workplace violence/Active shooter, AED/CPR, general first aid, ergonomics, bloodborne pathogens.
- Develop written safety procedures to be included in the Safety Manual. Address all identified hazards from job assessments.
- Conduct department/division level safety meetings as needed per agreed upon strategy.

#### **F. Human Resources**

- Meet with the Director of Human Resources, Kathy Franson, to review employee classifications (clerical vs. non-clerical), job titles, and assigned tasks. Assess each position by observing associated hazards and tasks.
- Perform assessment of clerical positions.
- Conduct or coordinate onsite safety training for clerical positions including but not limited to the following topics: Workplace violence/Active shooter, AED/CPR, general first aid, ergonomics, bloodborne pathogens.
- Develop written safety procedures to be included in the Safety Manual. Address all identified hazards from job assessments.
- Conduct department/division level safety meetings as needed per agreed upon strategy.

#### **G. Legal**

- Meet with the Interim Corporation Counsel, Todd Lenzie, to review employee classifications (clerical vs. non-clerical), job titles, and assigned tasks. Assess each position by observing associated hazards and tasks.
- Perform assessment of clerical positions.
- Conduct or coordinate onsite safety training for clerical positions including but not limited to the following topics: Workplace violence/Active shooter, AED/CPR, general first aid, ergonomics, bloodborne pathogens.
- Develop written safety procedures to be included in the Safety Manual. Address all identified hazards from job assessments.
- Conduct department/division level safety meetings as needed per agreed upon strategy.

#### **H. Information and Technology**

- Meet with the Director of Information and Technology, Chris Sternal, to review employee classifications (clerical vs. non-clerical), job titles, and assigned tasks. Assess each position by observing associated hazards and tasks.
- Perform assessment of clerical positions.
- Conduct or coordinate onsite safety training for clerical positions including but not limited to the following topics: Workplace violence/Active shooter, AED/CPR, general first aid, ergonomics, bloodborne pathogens.
- Develop written safety procedures to be included in the Safety Manual. Address all identified hazards from job assessments.
- Conduct department/division level safety meetings as needed per agreed upon strategy.

#### **I. Public Utilities**

- Maintain written safety procedures included in the Safety Manual.
- Lead, participate, and prepare meeting minutes for all Department of Public Utilities safety committee meetings. Safety committee meetings shall occur monthly for the Field Operations division and as needed for the Plant Operations division and Engineering division.

- Conduct or coordinate on-site training for OSHA and IDOL for all applicable Department of Public Utilities staff.
- Recommend additional OSHA and IDOL required training, not performed by the Safety Consultant on-site, to be performed in a cost-effective manner. Recommend other training programs for those programs that the Safety Consultant cannot perform on-site.
- Conduct on-site inspections of Department of Public Utilities wastewater treatment plants, water treatment plants, booster stations, wells and lift stations weekly. Audit at least 4 field operations maintenance crews weekly.
- Conduct ongoing assessment and implementation of the Lock-out Tag-Out program for the treatment plants.
- Conduct ongoing assessment and implementation of the Confined Space and Entry program for treatment plants.
- Implement the Emergency Action Plan program for treatment plants.
- Implement the Industrial Hygiene survey program for Employees. Includes but is not limited to: Noise, Silica, and Hydrogen Sulfide.

#### Personnel

The onsite safety consultants will be Madeline Lambdin, GSP, Kevin O'Brien, ASP, Amanda Meiner, CSP, Paul Ronczkowski, CSP/MPH, Dave Cherven, CSP, CHST under the direction of Paul Wojcieszak, CSP, CHST. Additional support will be provided by Administrative Staff: Diane Sak. Any modifications to personnel will only occur with approval by the City.

#### Schedule

The above-described services will begin upon receipt of a signed contract from the City. Services will be provided January 1, 2025 through December 31, 2025.

#### Compensation

The professional services fee for the work described above shall be computed based on the hourly billing rates included as Attachment A for actual work performed plus reimbursement of out-of-pocket expenses (no mark-up) such as purchase of equipment or supplies and travel outside of Joliet. Travel to, from and within Joliet, cell phone and computer costs shall be considered incidental to our hourly rates. In addition, a training allowance of \$60,000 shall be included for outside industry specific trainers contracted through Sheffield Safety & Loss Control. This allowance will only be utilized with approval of the City.

The total time and material costs for this work will not exceed \$485,675.00 (\$250,000.00 for all departments combined except Public Utilities and \$235,675.00 for Public Utilities). Refer to attachment B.

If you have any questions, please feel free to contact me directly at 773-617-4230. We look forward to working with you on developing your safety & loss control program.

Sincerely,



Paul Wojcieszak CSP, CHST  
Sheffield Safety & Loss Control, LLC



## **Attachment A / Safety Consultant Services**

### Certified Safety Professional (CSP/MS)

Paul Wojcieszak  
Amanda Meiner  
Dave Cherven  
Paul Ronczkowski

### Graduate Safety Practitioner (GSP)

Madeline Lambdin

### Associate Safety Professional (ASP)

Kevin O'Brien

### Administrative Support

Diane Sak  
Jennifer Saracco

### Intern

TBD

Sheffield Safety Loss Control  
Attachment B - City

<b>City of Joliet Safety Program Management 2025</b>	
<b>Safety Professional (CSP) or (MS)</b>	
\$150/hr x 16 hours/week x 50 weeks	\$120,000.00
<b>Health &amp; Safety Technician</b>	
	\$100,000.00
\$125/hr x 16 hours/week x 50 weeks	
<b>Safety Intern</b>	
\$30/hr x 4 hours/week x 12 weeks - if needed	
<b>Administrative</b>	
\$75/hr x 1.25 hours for 52 weeks - if needed	
<b>Training Allowance for Outside Instructors</b>	\$30,000.00
<b>TOTAL</b>	<b>\$250,000.00</b>

Sheffield Safety Loss Control  
Attachment B - DPU

<b>Safety Program Management 2025 - Dept. of Public Utilities</b>	
<b>Safety Professional (CSP) or (MS)</b>	
\$150/hr x 16 hours/week x 52 weeks	\$124,800.00
\$150/hr x 4 hours/week x 40 weeks (Water Main Safety Oversight)	\$24,000.00
<b>Health &amp; Safety Technician</b>	
\$125/hr x 8 hours/week x 52 weeks (Confined Space & LOTO program development and implamentation)	\$52,000.00
<b>Safety Intern</b>	
\$30/hr x 4 hours/week x 12 weeks - if needed	
<b>Administrative</b>	
\$75/hr x 1.25 hours for 52 weeks	\$4,875.00
<b>Training Allowance for Outside Instructors</b>	\$30,000.00
<b>TOTAL</b>	<b>\$235,675.00</b>