



# DuPage Water Commission

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NOTICE IS HEREBY GIVEN THAT THE RESCHEDULED JULY 2005 ADMINISTRATION COMMITTEE MEETING OF THE DUPAGE WATER COMMISSION WILL BE HELD AT 7:00 P.M. ON THURSDAY, JULY 14, 2005, AT ITS OFFICES LISTED BELOW. THE AGENDA FOR THE RESCHEDULED JULY 2005 REGULAR COMMITTEE MEETING IS AS FOLLOWS:

## AGENDA

ADMINISTRATION COMMITTEE  
THURSDAY, JULY 14, 2005  
7:00 P.M.

600 EAST BUTTERFIELD ROAD  
ELMHURST, IL 60126

## COMMITTEE MEMBERS

L. Hartwig, Chair  
D. Zeilenga  
E. Chaplin  
W. Murphy

- I. Roll Call
- II. Approval of Minutes of May 12, 2005
- III. Document Management System
- IV. Update on Pending Legislation
- V. Other
- VI. Adjournment

Board/Agendas/Administration/ADM0507.DOC

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DuPAGE WATER COMMISSION  
HELD ON MAY 12, 2005**

The meeting was called to order at 7:00 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: E. Chaplin, D. Zeilenga, and L. Hartwig

Committee members absent: W. Murphy and M. Vondra (*ex officio*)

Also in attendance: M. Crowley and F. Frelka

Commissioner Hartwig noted the minutes of the April 14, 2005, Administration Committee meeting should be revised to reflect that he spoke with the Mayor of West Chicago and not the City Administrator.

Commissioner Chaplin moved to approve the Minutes of the April 14, 2005, Administration Committee meeting as revised as requested by Commissioner Hartwig. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Staff Attorney introduced the GIS Coordinator, Frank Frelka, to the Committee to explain the Document Management System (DMS) project and staff's request for the purchasing procedures of the Commission's By-Laws to be waived in connection therewith. The GIS Coordinator explained the purpose of the proposed Document Management System (DMS) to implement a system that will better organize and manage electronic and hard copy Commission documents in an accessible and searchable yet secure electronic repository. The GIS Coordinator further explained that there are several types of DMS, each with their own strengths and weaknesses, and that, depending upon cost and time constraints, a phased approach to implementing the DMS might be employed. As a result, the GIS Coordinator noted that staff was recommending a more subjective approach to the procurement process be utilized, an approach that would require the purchasing procedures of the Commission's By-Laws to be waived.

Commissioner Zeilenga questioned the propriety of waiving the purchasing procedures, noting vendors might be able to exert too much control over the scope, cost and length of the project. Commissioner Chaplin shared Commissioner Zeilenga's concerns.

Before deciding whether the DMS hardware, software, and associated services should be competitively procured, the Committee directed staff to submit complete documentation on the alternative procurement process for review by the Committee at its June 2005 meeting. The Committee also directed that, at a minimum, any scanning/conversion services be priced based upon a price per document/page basis (rather than hourly) and the Board would rank the favorability of the proposals received before any contract negotiations commenced.

## Minutes 5/12/05 Administration Committee Meeting

After the Staff Attorney summarized the current status of the five bills of special interest to the Commission that were selected for monitoring by the Administration Committee (by staff or Commissioner request), Commissioner Chaplin moved to adjourn the meeting at 7:25 P.M. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Board/Minutes/Adm0505.doc



# DUPAGE WATER COMMISSION

## DOCUMENT MANAGEMENT SYSTEM REQUEST FOR PROPOSAL

### **DuPage Water Commission Point of Contact**

Frank Frelka  
GIS Coordinator  
600 E. Butterfield Road  
Elmhurst, IL 60126  
[ffrelka@dpwc.org](mailto:ffrelka@dpwc.org)  
630 834-0100, 630 834-0120 fax

### **Proposal due date:**

June \_\_\_\_\_, 2005, 1:00 P.M.

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## **1. INTRODUCTION**

The DuPage Water Commission (the Commission) is requesting proposals for an Electronic Document Management System (Document Management System). Information and requirements for submitting a proposal are included in this Request for Proposals (RFP).

### ***DuPage Water Commission Overview***

The DuPage Water Commission is a county water commission that functions as a water wholesaler that buys water from the City of Chicago and resells it to municipal and private utility company customers throughout DuPage County. The Commission is a political subdivision and an independent unit of local government not affiliated with DuPage County. The Commission was organized and operates under the authority of the Water Commission Act of 1985 and is empowered to finance, construct, acquire, and operate a water supply system to serve customers in its territory. Its territory includes property principally in DuPage County, with smaller portions in Cook and Will Counties. The Commission is located in northeastern Illinois, west of the City of Chicago, and serves a population of over 857,000 in an area of over 300 square miles. The Commission had revenues of approximately \$86,000,000 in fiscal year 2004 and currently has 34 employees.

### ***Goals and Objectives***

The Commission plans to purchase and implement a new, comprehensive, fully scalable, Document Management System capable of meeting its long-term enterprise-wide needs. The Commission envisions a phased approach initially encompassing implementation of basic DMS functionality as discussed in this RFP. Future phases of the Document Management System implementation may potentially include additional functionality such as Workflow, web-based Intranet or Internet document access, GIS integration and/or software customization to enhance the Commission's administrative efficiency.

A primary objective to be achieved through the Document Management System is the enhanced sharing of documents and information among Commission departments. The Document Management System must be able to work with existing electronic documents in native file formats, store digital images quickly and effectively for archival permanency, migrate information to other programs and via other technologies, and allow quick, easy, and timely retrieval of records and information as needed. An open system architecture, non-proprietary document storage format and ability of the Document Management System to successfully integrate, link, and interface with existing software products is a fundamental requirement.

### ***Computing (PC) Platforms and Network, Intranet, and Internet Environments***

The Commission's network operating systems are Microsoft Windows 2000 and 2003 Server based. TCP/IP is the preferred network protocol. The current server backbone is 100base-T.

There are approximately 24 IBM-compatible Pentium-based personal computers (PCs) which are on a three-year replacement cycle. The current typical configuration for new desktop PCs is 3 GHz Pentium IV processor with 512 MB of memory, 80 GB hard drive, and flat LCD 19" monitor. The minimum current PC configuration is a 1 GHz Pentium processor with 348 MB of memory and a 384 MB hard drive. The desktop operating systems in use are Windows XP Professional. Office productivity software used is Microsoft Office 2003. Microsoft Outlook is the Commission's primary desktop Email platform. Email is handled utilizing Microsoft Exchange 2000.

## 2. ADMINISTRATIVE, SUBMITTAL AND CONTRACT INFORMATION

### *Pre-bid Meeting*

There shall be a non-mandatory pre-bid meeting to discuss this RFP and the Commission's Document Management System requirements at the address listed below on \_\_\_\_\_, 2005 at \_\_\_\_\_ P.M.

### *Deadline for Proposals*

Sealed proposals will be received at the DuPage Water Commission at the address listed below until 1:00 p.m. Central Daylight Time on \_\_\_\_\_, \_\_\_\_\_, 2005. An original plus three (3) copies of all proposals in printed form must be submitted in a sealed envelope or box with the following words clearly marked on the outside of the envelope: **Document Management System Proposal**. The vendor's name and address must be clearly indicated on the envelope.

### *Mailing Address for Proposals*

Proposals shall be mailed or delivered to the following address:

DuPage Water Commission  
600 E. Butterfield Road  
Elmhurst, IL 60126

### *Inquiries*

All inquiries concerning this RFP are to be directed to the following. Questions requiring an interpretation of the RFP must be submitted to the following prior to the deadline for proposals. If practicable, a faxed or e-mailed response to questions will be distributed to all known potential vendors as soon as possible before the proposal deadline.

Frank Frelka  
GIS Coordinator  
600 E. Butterfield Road  
Elmhurst, IL 60126  
[ffrelka@dpwc.org](mailto:ffrelka@dpwc.org)  
630 834-0100  
630 834-0120 fax

### *Selection Process and Schedule*

The Commission will review all proposals received and select one or more Document Management System solutions that appear to best meet the Commission's requirements. The Commission will then evaluate the selected Document Management System software products and equipment in detail. The evaluation process may include oral presentations by the vendor, demonstrations, discussions with users of the proposed Document Management System software products and equipment, and site visits. After evaluating the selected Document Management System solutions, the Project Team will enter into contract negotiations with one or more of the vendors. Based on the evaluations and the results of the negotiations, the Project Team will select the successful vendor and Document Management System solution and finalize a contract for approval by the Board of Commissioners.

### *Selection Criteria and Evaluation Guidelines*

It is the intent of the Commission to select the Document Management System solution that will best meet the immediate and long-term needs of the Commission. The criteria that will be used during the

selection process are listed below. The Commission reserves the right to modify or include additional selection criteria as the need may arise.

1. The degree to which the proposed Document Management System meets and addresses the Commission's current document management requirements and provides scalability to address the Commission's intermediate and long-term needs.
2. Vendor's experience in implementing and supporting the proposed system.
3. The quality of the proposal and the degree to which it addresses the Commission's requirements.
4. Feedback from references and others who have had experience with the proposed Document Management System software product and vendor.
5. Vendor's general qualifications including such factors as time in business, stability of the vendor and the vendor's reputation.
6. The results of any presentation, demonstration, or site visit.
7. The quality of training and support that will be provided by the vendor.
8. The quality of the documentation for the Document Management System software product.
9. Future direction of vendor with respect to new technology, research and development.
10. The quality and responsiveness of the implementation plan.
11. The total cost to the Commission to implement the proposed Document Management System solution.

#### ***General Conditions and Requirements***

1. Any proposal which is not received by the Commission prior to the deadline date and time set forth under Deadline for Proposals will not be considered.
2. The Commission reserves the right to
  - a. Accept or reject any and all proposals, and to waive any technicalities or irregularities involving any proposal,
  - b. Negotiate contract terms with the successful vendor and to award a contract in whole or in part,
  - c. Disregard all non-conforming, non-responsive or conditional proposals, and
  - d. Reject the response of any vendor who does not pass the evaluation to the Commission's satisfaction.
3. In evaluating proposals, the Commission may consider the qualifications of vendors and whether or not the proposals comply with the prescribed requirements.
4. The Commission reserves the right to request additional information or clarifications from those submitting proposals at any time during the selection or procurement process and to allow corrections of errors and/or omissions.
5. Submission of a proposal indicates acceptance by the company submitting the proposal of the terms, conditions and specifications contained in this RFP, unless clearly and specifically noted as an exception in vendor's RFP submittal and confirmed in a subsequent contract between the Commission and the successful vendor. Each vendor is required to clearly list any exception in writing as apart of their submittal.
6. The Commission will not pay for any information herein requested, nor is it liable for any costs incurred by those submitting proposals.
7. The Commission reserves the right to select the Document Management System and vendor that will best meet the needs of the Commission. Vendors and/or proposals which do not meet the stated requirements will be considered in noncompliance and will be disqualified unless such non-compliance is waived by the Commission.
8. By submitting a proposal the Vendor warrants that their system shall perform as described in their proposal.
9. No vendor may withdraw his or her proposal for a period of 60 days from the proposal submission date.



10. By submission of a proposal, each vendor certifies that:
  - a. The vendor has not paid nor agreed to pay any person, other than a bona fide employee, a fee or a brokerage resulting from the award of the contract.
  - b. The Commission may, by written notice to a vendor, cancel any award under this RFP if it is found by the Commission that gratuities, in the form of entertainment, gifts or otherwise were offered or given to any representative of the Commission with a view toward securing an order or other favorable treatment with respect to this RFP.
11. The contents of the proposal and any clarifications distributed by the Commission shall become part of the contractual obligation and incorporated by reference into the ensuing contracts. All proposals become the property of the Commission and will not be returned to the vendor.
12. Each vendor's proposal and any clarifications to that proposal shall be signed by an officer of the vendor company or a designated agent empowered to bind the firm in a contract.
13. The Commission is exempt from taxes as a political subdivision and proposals should be based accordingly.

### ***Contract Requirements***

The successful Vendor will be required to enter into a contract with the Commission that will include but not be limited to the following. This section is provided for informational purposes and shall apply to the contract entered into with the successful vendor. Actual contract terms and language will be subject to negotiations with the successful vendor and approval by the DuPage Water Commission Board of Commissioners.

1. All relevant pricing information as discussed in Section 3, paragraph O.
2. A statement that the Commission is exempt from taxes.
3. The payment schedule that the Commission agrees to follow.
4. Incorporation of this Request for Proposals by reference into the contract agreement.
5. The Commission's Insurance Requirements and Form. (Appendix A)
6. The following language or provisions:
  - A. Termination
    - i) The Commission may terminate the contract resulting from this Request for Proposal at any time the vendor fails to carry out its provisions. The Commission shall give the vendor notice of such termination with stated reasons for the termination. If, after such notice, vendor fails to remedy the conditions contained in the notice, the Commission shall issue the vendor an order to stop work immediately and to vacate the premises. Either party may terminate the contract without cause upon giving 120 days written notice.
  - B. Failure to Perform
    - i) If the vendor does not meet the contract specifications, a letter explaining the deficiencies with a 30 day notice will be delivered by the Project Leader. If deficiencies are not corrected in 30 days, the contract may be canceled and the vendor may be subject to penalties.
  - C. Vendor's Cooperation
    - i) The vendor shall at all times observe and comply with all Commission's rules and regulations in any way affecting the contract.
  - D. Hold Harmless
    - i) Vendor agrees to defend, indemnify and hold harmless the DuPage Water Commission and its agents and/or employees from any and all claims, settlements, and judgments for personal injury, bodily injury, property damage and/or death arising solely out of

Vendor's or any of its agents, servants and/or employees' negligent acts, and or failure to act in the performance of this CONTRACT. Neither acceptance of the completed work nor payment therefore shall release Vendor of its obligation under this paragraph.

E. Adjustment to Price

- i) Changes in contractual provisions or services to be furnished under the contract may be made only in writing and must be approved by the Commission and the vendor. Should a decision be made to amend the scope of the contract, the Commission and the vendor will mutually agree, in writing, to an adjusted contract price.

### **3. PROPOSAL FORMAT AND REQUIREMENTS**

The vendor's response to the RFP shall be submitted in the following format and order. Failure to conform to this format may be cause for rejection of the proposal. Phrases such as "yes", "will comply", or "standard procedures will be employed" will be considered insufficient responses and subject to rejection of the proposal. Content and quality are more important than quantity.

#### **A. Cover Sheet**

#### **B. Table of Contents**

#### **C. Executive Summary**

#### **D. Vendor Profile**

This section is to provide information about the vendor and Document Management System software provider. If the firm submitting the RFP and the product software provider are not the same company, separate information shall be provided for the vendor submitting the proposal and the software product provider. Appendix B provides an outline of the minimum information to be provided.

#### **E. Experience and References**

This section is to describe Vendor's past projects that are similar to this project in terms of size and scope and utilize the proposed Document Management System software. The information shall include the name of the client, the address of the client, the name, title and telephone number for a contact person, a general description of the Document Management System project, the size of the client organization in terms of number of employees, the timeframe for the project, the number of vendor staff involved in the project and their responsibilities.

#### **F. Proposed Document Management System Solution**

This section is to include the Vendor's proposal to address the Commission's Document Management System needs and requirements. The proposal shall meet the requirements of this RFP and fully address and respond to the needs and requirements specified herein. The Vendor's proposal shall include:

1. The Vendor's approach to document management and to this project.
2. A comprehensive description of the proposed Document Management System including a discussion of design considerations and system functionality as they relate to the Commission's needs.
3. A schematic diagram showing how the system components are related and connected.

#### **G. Features, Functions, and Capabilities**

This section should include a discussion of how the proposed system meets the Commission's needs as described in Section 5. The vendor response should follow the same order listed in the section.

While the Commission's initial phase of document management may not fully require or warrant all of the features and functions listed, the Commission is interested in the capabilities of the proposed Document Management System to address current needs and for use in future phases and applications requiring document management.

#### **H. Software License Fees**

In this section the vendor shall specifically identify software licensing options and fees. The vendor shall provide detailed information on each licensing option along with the vendor's recommendation for the most cost-effective approach for the Commission.

#### **I. Interface to Other Applications**

In this section the vendor shall review and provide information relative to the ability of the proposed document management solution software to interface with Microsoft Office applications and ESRI ArcGIS, specifically ArcIMS.

**J. Existing Computer Platforms**

In this section the vendor is to identify the extent that the proposed Document Management System can utilize the Commission's existing computers, network, and web technologies and facilities.

**K. Hardware and Equipment**

In this section the vendor is to provide the quantities and specifications for the hardware and equipment necessary to support the proposed Document Management System including the system server(s), workstations, scanners, storage devices, and other components required for a fully functional system. Hardware and equipment costs shall include a unit price breakdown. The Commission, solely at its option, may choose to purchase the necessary hardware and equipment separately using the Commission's standard purchasing procedures.

**L. Implementation Plan and Schedule**

This section is to include an implementation plan with timelines addressing installation and implementation issues for consideration by the Commission. Costs associated with system installation shall be clearly identified.

**M. System Support, Maintenance, and Warranties**

This section is to include warranty information for all proposed hardware and software; technical support services including hours of coverage, cost, and location; and maintenance requirements. The vendor shall provide pricing for a service and maintenance agreement. Also provide a detailed description, including costs, of how the Commission would receive product updates, upgrades and service packs.

**N. Education and Training**

In this section the vendor is to provide a proposed plan for education and training including the anticipated number of hours, location where the training is to take place, and the cost.

**O. Pricing**

In this section the vendor shall provide detailed cost information for the proposed document management solution and equipment. This section, at a minimum, shall include a total cost for each category. Pricing detail information included in other sections of the RFP response may be referenced. Cost shall be provided for the complete turn-key solution with itemization detail for the following components:

1. Software & Software Licensing - The license fees that the Commission will pay to the vendor for the Document Management System software product, including details of the modules and services that are included in the fee.
2. Software Support & Maintenance - The price the Commission will pay for a maintenance agreement for the Document Management System software product, including the term of the maintenance agreement and the services that will be provided under the maintenance agreement.
3. Hardware Costs.
4. Hardware Support/Maintenance.
5. Any other Service/Maintenance Agreements.
6. Training and Education - The price the Commission will pay for training and a description of the training that will be provided.

7. Installation - The price the Commission will pay for installation assistance and a description of the assistance.
8. Configuration and Conversion - The price the Commission will pay for consulting services to assist the Commission with implementation, conversion and other tasks required to successfully implement the Commission Document Management System.
9. Documentation
10. Shipping, Insurance, etc.

**P. Key Issues and Considerations**

This section is to include an outline and discussion of the key issues and factors the Commission should consider in selecting and implementing a Document Management System.

**Q. Exceptions and Variances**

In this section the vendor is to list any variance from the specification and requirements of the RFP or exception to the requirements and contract terms above.

**R. Signature Page**

The Vendor's proposal shall a signature page (Appendix G) signed by an officer of the vendor company or a designated agent empowered to bind the firm.

#### **4. SCOPE OF WORK/SERVICES**

This Section is intended to assist the Vendor in understanding the Commission's document management needs and expectations for those applications to be included in the initial phase of the project. The Commission is looking for innovative approaches and solutions.

##### ***Phased Implementation***

The Commission is seeking a scalable, state-of-the-art Document Management System capable of meeting its short and long-term needs while allowing a multi-phase approach for full implementation. The Vendor response needs to focus on specific needs and requirements of the Commission while also supplying information to identify scalability and expansion factors and capabilities of the proposed document management solution.

In general, the Commission's priorities are as follows:

1. Basic Document Management System functionality to permit rapid, easy to use and searchable access to existing electronic documents in their native file formats, versioning of active documents and the document repository user interface designed to simulate the Commission's existing directory and file structure.
2. Conversion of electronically created documents to image format for archival and distribution directly into the document repository without the need for printing and scanning.
3. Scanning of existing hardcopy documents into the repository to include installation, set up and training on all required equipment.
4. Integration with the Commission's geographic information system with the ability to retrieve documents from an Environmental Systems Research Institute (ERSI) ArcIMS online map interface and the ability to automatically identify and navigate to map features and locations from related documents.
5. Installation of a Workflow extension or other add-ons that may be of interest to the Commission and/or software customization to establish efficiency enhancing procedures for specific tasks such as preparation of monthly Board of Commissioners meeting agendas, technical manual access, records management to ensure regulatory compliance, contract management, web access, scanned engineering drawing review and mark-up and other to-be-defined tasks. Because of the small size of the Commission organization, a realistic assumption may be that the most cost-effective approach may be to customize workflow procedures using the inherent capability of the software either through services to be provided by the vendor or in-house.

The Commission is seeking proposals that define the software, software extensions and add-ons, hardware, equipment, and professional services for system design, system configuration and installation needed to ensure expeditious and successful Document Management System implementation for each proposed phase.

##### ***DuPage Water Commission Organization***

The Commission is organized into the following departments: Administration including the General Manager, Legal and Finance; Pipelines; Operations; Instrumentation and Remote Facilities; Construction Management and GIS. In most departments, only a few people will require scanning and editing access, while the remainder will only need to be able to search, view, print, fax and e-mail documents. Most documents consist of text with some graphics. Graphics can include but are not limited to engineering drawings and exported GIS maps, plans, photographs, icons, graphs, charts and signatures.

There are currently 34 employees all of whom will require various degrees of access to the Document Management System. Field and water operations personnel are expected to be less intense users of the system but will, in general, require access to Microsoft Office applications and to documents related to their specific departments. Approximately 15 remaining users are expected to become more intense users of the system for tasks such as Board of Commissioners meeting agenda and resolution preparation, routine correspondence, contract administration and research, personnel administration, GIS and engineering record drawing access and management and others.

Table 1 provides an estimate of the document pages generated by the Commission each month.

<b>Document Type</b>	<b>Size</b>	<b>Pages generated</b>
Board Packets	8.5 X 11 - 11 X 17	400/month
Memos, Correspondence, press releases	8.5 X 11	190/month
Miscellaneous	8.5 X 11	100/month
Eng. Drawings/GIS maps	D and E size	10/month

**Table 1. Estimated DuPage Water Commission monthly document generation volume.**

In addition, an inventory of existing electronic and hard copy document storage found approximately:

- 3 GB of data in 9,500 files in 650 folders on Volume 1;
- 10 GB in 33,000 files in 1,800 folders on Volume 2;
- 9 GB of emails;
- 400 bankers boxes of various sizes;
- 40 file cabinets (3 and 4-drawer, narrow and wide);
- 100 rolls of microfiche with 2,500 images per roll;
- Multiple binders; and
- An undetermined number of D-sized drawings.

It's not known how much of this existing data will need to be included in the document repository but this inventory should be considered a baseline for planning purposes.

## **5. DOCUMENT MANAGEMENT SYSTEM REQUIREMENTS**

This section is intended to provide the Vendor information relative to features, functions, and operating requirements the Commission feels are important to the document management solution. The following sections identify key factors for consideration but should not be construed as a comprehensive or complete outline of specifications. Vendors are encouraged to provide information in the appropriate sections of their proposal to allow the Commission to determine the extent to which their proposed document management solution addresses these key factors.

### ***General***

- Basic Document Management System functionality to permit rapid, easy to use and searchable access to existing electronic documents in their native file formats, versioning of active documents and the document repository user interface designed to simulate the Commission's existing directory and file structure.
- The Document Management System should be able to electronically store and retrieve files at the Commission. Web-based access is not required initially but may be an option for the Commission in a future phase.
- The Document Management System should operate across standard industry switches, router, hubs and other relevant devices.
- The Commission requires a non-proprietary file format for document and index storage.
- The Document Management System should support the use of a service bureau for the imaging and indexing of large jobs and the importation of the outsourced documents into the Document Management System.

### ***Security***

- The storage medium should be tamper-proof so that documents reproduced from the system are accurate and complete.
- The system should include security features to control use of various system functions and provide multiple administrator assigned privilege levels.
- Confidentiality of Documents - the document management solution should provide multiple levels of security and confidentiality to meet specialized and unique needs of various operating departments.

### ***Workstation Requirements***

- The Document Management System should operate on workstations in a multi-session window environment. The proposal should state whether the Commission's current workstation specifications meet the requirements for operating the Document Management System in such a multi-session application environment.

### ***Capture Environment***

- Users or administrators should be able to configure the Document Management System to support major brands of scanners.
- Software should be configurable to scan single- or multiple-page documents into system generated batches.
- Scanning software should support in-process viewing, enabling scanner operators to check the scanned quality of individual pages or page intervals during scanning.
- The Document Management System should be able to create new batches or append to existing batches.
- Scanner operators should be able to adjust scanner parameters (e.g., resolution, dither, page size, orientation, brightness, flatbed/ADF, etc.) for each scan session via the Document Management System software.



- Scanner operators should be able to create, modify, and save specific scanner parameters in document profiles, for future dynamic selection as document type/quality dictates.
- Scanning software should be optimized to achieve manufacturer rated speeds for document throughput.
- Through software, operators should be able to interrupt a batch scan job in process and either save or abort the partially scanned batch.
- Scanning software and hardware should support a variety of paper sizes (from 3" x 5" to 8 1/2" x 14" and large format "D" and "E" size plans), weights (from onionskin to card stock), and orientations (portrait, landscape, simplex, duplex).
- Scanning software should support duplex scanning on simplex scanners including the correct collation of pages on lower-end scanners where duplex scanning is not available.
- The Document Management System software should support automatic routing of document batches from Scan, to Indexing, to Quality Control on another network computer; and each function must be capable of being granted permissions to complement or equal each other.
- The Document Management System should provide filters for de-skew, de-speckle, border cropping, character smoothing, etc., to enhance readability of images and reduce the number of re-scans.
- Scanning software should be able to scan both line art, gray scale images, and color images. Scanners should be able to handle documents with watermarks.
- The Document Management System should be tightly integrated with Microsoft Office.
- The scanning software should support the automatic importation of images located in specific folders.

#### ***Quality Control (QC)***

- The Document Management System should support a quality control function where operators can perform quality control reviews and correction of scanned images and indexes to assure image quality and database integrity.
- Users should be able to configure the quality control function to review all or only part of the pages in a batch.
- Operators should be able to delete, replace, insert, or append document pages in a batch.

#### ***Indexing***

- The Document Management System should support indexing to be conducted separately from scanning and allow indexes that apply to multiple documents to be associated with those multiple documents without repetitive keying.
- Document Management System software should support user-entered or bar-coded indexing of scanned documents based on bar-coded document separators.
- The Document Management System should support zone OCR in combination with the creation of document templates to automate indexing.
- The Document Management System software must be able to use zone OCR to extract data for indexing from forms containing multiple horizontal and vertical lines with a high degree of accuracy.
- As part of the indexing and quality control functions, the Document Management System should allow users to assign documents to user-defined document types, to optimize document organization for future retrieval.
- The Document Management System should support the drag-and-drop movement of scanned and electronic documents between different virtual containers in database.
- Users should be able to create, rename, or delete document containers.

- The Document Management System should have the capability to capture various documents with different index fields to be set up by the administrator(s); to manage and manipulate them in a structured, organized hierarchy; and provide a permanent storage.

### *Storage*

- The Document Management System must support the existence of multiple databases with separate security settings.
- The Document Management System should be able to add, modify, or delete storage media volumes, and to write quality-checked images out to CD and/or DVD.
- Based on assigned privileges users should be able to migrate documents between storage media types.
- The Document Management System should be able to back up the database (images and indexes) to tape on a scheduled basis.
- The user should be able to designate specific volume(s) to which all newly scanned images are written.
- The user should be able to direct output images, indexes, and reports to any Windows printer on the Commission's network.
- The Document Management System should support the creation of an unlimited number of portable volumes on CD and/or DVD that contain viewers.

### *Retrieval and Viewing*

- Retrieval should be possible from all Commission facilities that are interconnected by a data communications network. The system should provide a choice of retrieval methods such as full OCR searches using any combination of Boolean-expression, "fuzzy logic", proximity and wild card and index fields.
- Users should be able to search the database, returning a selectable hit list when multiple documents satisfy the search criteria. The hit list should show the hit in the line of context. Users should then be able to select a specific record for simultaneous viewing of the index and the image(s). The user should also have the ability to toggle highlighting of the search term.
- Users should be capable of viewing multiple document formats; including, at a minimum, TIFF Group IV, PDF, JPEG, BMP, GIF, PCX, oversized drawings, and any other electronic document for which an associated application is accessible on the Commission network.
- Based on administrator-assigned privileges, users should be able to create, modify, and view image annotations; including, at a minimum, lines, boxes, ellipses, highlights, text, and affixed notes.
- Users should be able to select, re-size, re-color, and delete image annotations.
- The Document Management System should support single- and dual-page viewing so that a multi-page document can be viewed in left page/right page, book-like fashion.
- The Document Management System should support toolbars, and have the ability to toggle toolbars on or off, to allow users to customize the amount of on-screen viewing space and the look and feel of the viewer application.
- When viewing a scanned image, a user should be able to enlarge (i.e., zoom in) either an entire page or a specific portion of a page.
- While zoomed in on an image, users should be able to pan the image on the screen via single-click, mouse-drag manipulations.
- Users should be able to change the stored orientation (portrait, landscape, rotated left, rotated right) of either a single image, a series of tagged pages, a page range, or an entire document by rotating and saving the orientation.
- Users should be able to modify an index record.

## *Output*

- The proposed system should allow images to be printed on any suitably configured printer attached to the network.
- The Document Management System should be able to send images, labels, and reports to any suitable network printer.
- The Document Management System should be able to reduce and rotate the image to fit onto a page.
- Users should be able to customize document print jobs, to include:
  1. selection of single page, tagged pages, page range, or all pages;
  2. output of a user-entered page footer; and, finally,
  3. with or without annotations and footers.
- Users should be able to print a document without having to view it.
- Scanned documents should be stored in TIFF Group IV, but users should be able to export documents to other formats (e.g., BMP, GIF, JPEG, and PDF).
- The Document Management System should be able to track statistics relative to number of pages printed, to whom sent, and addresses along with the document history.
- While viewing a particular document's index, a user should be able to determine the date of the last update of the scanned image.
- Users with the proper permissions should have the ability to e-mail a document.

## *Administration*

- The Document Management System should be able to add, modify, and delete user profiles and passwords, to control access to the application.
- Document Management System users should be able to add, modify, and delete user groups so that users can be assigned to different function groups or organizations (scanning, viewing, indexing, modifying, etc.) from a list of available users.
- Document Management System users should be able to add, modify, and delete departments for the purpose of cross-sectional assignment of user groups from a list of available users to organizational teams.
- Administrator(s) should be able to assign user rights for virtually every function in the Document Management System (i.e., scanning, storing, viewing, printing, quality control, indexing, annotating, modifying records, generating reports, viewing restricted documents, locking specific predefined types of documents, administrative functions, etc.).
- The Document Management System should provide for document security at the folder or group level and document type level whereby a user or group of users can be restricted from seeing or viewing certain document types.
- The Document Management System should provide statistical reports on how many documents are printed per day, to whom sent, and to what addresses.
- The Document Management System should provide on-screen status indicators, such as current document title, page number, version, etc.
- Users should be able to edit configuration files and alter the look and feel of individual desktops (e.g., open specific containers when an application is executed; view/hide toolbars, view/hide restricted menu options, append to Search
- Results lists for complex searches, automatic window-re-sizing, automatic viewing of indexes and/or images during retrieval, set the maximum number of printable pages, set maximum password length and number of valid days, provide selectable access to multiple image format viewers).
- System administrators should be able to limit the number of logins a given user may execute, and they should be able to temporarily "turn off" a user's account for security reasons.

### ***Backup and Recovery***

- The system should provide automated document recovery and for backup and recovery of all files, indexes, and images.
- The Document Management System should support the retrieval of the image and information data by external applications for purposes of archival.

### ***Industry Standards***

- The software and hardware components of the system should conform to all applicable industry standards and be non-proprietary.
- The vendor should have DoD 5015.2 certified document management software that can easily be added and integrated into the Document Management System.

### ***General Scalability Requirements***

- Server configuration should be scalable in terms of CPU, RAM, magnetic storage capacity, and optical disk capacity.
- The Document Management System should be expandable and scalable to accommodate additional users and applications without significant changes to the initial software and applications. The Document Management System should be built upon industry standard components and software to maintain an open architecture.

## **APPENDIX A. INSURANCE REQUIREMENTS**

The Vendor, at its sole expense and prior to engaging upon the work agreed to be done, shall procure, maintain and keep in force during the entire term of the Agreement required insurance.

The specific type(s) and amount(s) of coverage of this Agreement are listed below. The Commission, its elected officials, officers, agents, volunteers, and employees must be named as additional insured parties on every insurance certificate for this Agreement under the CGL and under the commercial umbrella if any.

- (a) Workmen's Compensation Insurance in the statutory amount and Employer's Liability Insurance in an amount not less than \$1,000,000.
- (b) Commercial General Liability Insurance (CGL)

Bodily Injury - \$1,000,000 each occurrence; \$1,000,000 aggregate  
Property Damage - \$1,000,000 each occurrence; \$1,000,000 aggregate

- (c) Valuable Papers Insurance  
To cover any such loss by fire, theft, or any other cause - Amount not less than \$250,000

- (d) Professional Liability Insurance  
To cover errors, omissions and negligent acts of the Vendor in the performance of his services - \$1,000,000 per claim and aggregate

- (e) Business Auto Liability Insurance  
Bodily Injury and Property Damage Combined - \$1,000,000 per occurrence

### **PROVISIONS**

The Vendor and all Independent/Subcontractor's Insurance coverage shall be primary insurance as respects the Commission, its officers, officials, employees, agents and volunteers.

Any insurance or self-insurance maintained by the Commission, its officers, officials, employees, agents or volunteers shall not contribute to the Vendor's insurance.

The insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed or reduced in coverage or in limits except after sixty (60) days prior written notice by certified mail, return receipt requested, has been given to the Law Department of the Commission.

Insurance is to be placed with insurers authorized to do business in the State of Illinois with Best's rating of no less than A:VII covering all operations under this contract. Exceptions to this clause are at the discretion of the Commission Staff Attorney.

Vendors and Independent/Subcontractors shall furnish the Commission with certificate(s) of insurance and with original endorsements affecting coverage required by this clause. The certificate(s) and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. Certificate(s) and endorsements are to be received and approved by the Commission's Law Department prior to the beginning of any work. The Commission reserves the right to require complete certified copies of all required insurance policies at any time.

The Commission shall have no responsibilities whatsoever to Vendor with respect to any insurance coverage, its procurement or the absence thereof.

Any deductions or self-insured retentions must be declared to the Commission. At the option of the Commission, the Vendor, or its subcontractors, may be asked to eliminate such deductibles or self-insured retentions as respects the Commission, and/or any of the respective officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses. Vendors and Independent/Subcontractors expressly understands and agrees that any insurance protection furnished by the Vendor hereunder shall in no way limit its responsibility to indemnify and save harmless the Commission under the Provision of this Agreement.

The Commission maintains the right to modify, delete, alter or change these requirements. The insurer shall agree to waive all the rights of subrogation (workers' compensation - general liability) against the Commission, its officials, employees and volunteers for losses arising from this Agreement.

All policies and/or coverages required herein shall contain a "contractual liability" clause. Failure of the Commission to demand insurance documents or evidence with these insurance requirements or failure of the Commission to identify a deficiency from evidence that is provided shall not be construed as a waiver of the obligation of the Vendor to maintain such insurance.

## APPENDIX B. COMPANY/PRODUCT INFORMATION

(If the firm submitting the RFP and the product software provider are not the same company, separate forms shall be provided for the vendor and the software product provider)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### Primary Company Contact Person Regarding This Proposal:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### Additional or supplemental pages may be used as necessary.

1. How many corporate and branch locations does your company have?
2. How many years has your company been in business?
3. Is your company publicly or privately held?
4. How many employees work for your company?
5. What percent of your employees provide technical support and training for the  
1. Document Management System software product you are proposing?
6. What percent of your employees are assigned to research and development for the  
2. Document Management System software product you are proposing?
7. How many years has your company been in the business of providing Document Management  
System solutions/software?
8. When did you first implement the Document Management System software product you are  
proposing on a PC client/server platform?
9. How many clients do you have that are using the Document Management System software product  
you are proposing on a PC client/server platform?
10. How many total Document Management System clients do you have?
11. How many of your clients, who are using the Document Management System software product you  
are proposing on a PC client/server platform, are in Illinois?
12. Do you use third-parties to provide implementation services for your clients?
13. Do you use third-parties to provide training services for your clients?
14. Is there a users group for the Document Management System you are proposing in the Chicagoland  
area?

15. Do you offer on-site Document Management System training to your clients?
16. List the locations (City, State) of your Document Management System training sites:
17. Explain how your company determines what new enhancements and what new changes will be included in future releases/versions of the Document Management System software product you are proposing.



## APPENDIX C. SIGNATURE SHEET

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

My signature certifies that the proposal as submitted complies with all Terms, Conditions, and Information as set forth in the RFP, Electronic Document Management System. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Illinois Statutes.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to The DuPage Water Commission, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to The DuPage Water Commission, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Commission.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Signature: \_\_\_\_\_

Name(type/print): \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax No.: \_\_\_\_\_

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

To receive consideration for award, this signature sheet must be returned to the Commission as a part of your response to the RFP.



# DuPage Water Commission

## MEMORANDUM

TO: Administration Committee

CC: Chairman and Commissioners

FROM: Maureen A. Crowley *MAC*  
Staff Attorney

DATE: July 5, 2005

SUBJECT: Pending Legislation

Attached is an updated status report on the five bills of special interest to the Commission that were selected for monitoring by the Administration Committee (by staff or Commissioner request). Staff commentary on these and other bills of general interest to the Commission follow.

- House Bill 15 Water Commissions

Once approved by the Governor, this bill would authorize water commissions to enter into intergovernmental police assistance and other agreements to carry out corporate purposes, largely duplicating powers and authority that the Commission already possesses. The bill was sent to the Governor for approval on June 9, 2005. Unless the Governor vetoes the bill, amendatorily or otherwise, the bill will become law on August 8, 2005, or as soon as the Governor signs it (whichever occurs first). Once the bill becomes law, the law will become effective January 1, 2006.

- House Bill 62 Local Government Consolidation Commission

This bill was sent to the Governor for approval on June 24, 2005, and, once signed by the Governor, would create a special commission to make recommendations to reduce the number of local governments and increase their efficiency and economy. Unless the Governor vetoes the bill, amendatorily or otherwise, the bill will become law and become effective on August 23, 2005, or as soon as the Governor signs it (whichever occurs first).

- House Bill 290 Notification of Hazardous Substance Release

This bill would have provided direct mail notice to all households and businesses within 2,500 feet of an area known to be affected by the release or threatened release of hazardous substances, including releases that could adversely affect the quality of well water. The bill did not pass the General Assembly.

- House Bill 1038 Open Meetings Act (Electronic Participation)

If passed, this bill would restrict electronic participation in open meetings and limit the Commission's flexibility in adopting its own regulations concerning such participation. The bill did not pass the General Assembly in regular session but the deadline for passage has been extended to December 31, 2005, meaning the legislation will probably be considered during the veto session. If enacted, the bill would require:

- All forms of "interactive" communication to be subject to the requirements of the Open Meetings Act and, specifically, e-mail (rather than simply "contemporaneous" interactive communications)
  - A quorum to be physically present at all meetings
  - Members not physically present to participate by video or audio conferencing in order to be counted for purposes of determining a quorum and voting
  - Members to be physically present unless absent due to personal illness or disability; personal employment purposes; official Commission business; and/or family or other emergencies
  - Members intending to participate by electronic means (video or audio conferencing only) to provide advance notice unless impracticable
  - Rules to be adopted by the Commission before a quorum may allow a member to participate by electronic means (video or audio conferencing only), which rules may be no less restrictive (but can be more restrictive) than that required by the bill
- Senate Bill 1434 Electricians Licensing Act

This bill would have required licensed electricians and electrical contractors to perform all electrical work except, among other things, electrical work performed by employees of units of local government such as the Commission for the normal operation and maintenance of its facilities. The bill did not pass the General Assembly.

Other Legislation of General Interest:

- Public Act 94-12 Personal Information Protection Act

This Public Act creates the Personal Information Protection Act, effective as of January 1, 2006, and requires every entity that obtains non-public personal information (such as social security numbers; driver's license numbers: etc),

including governmental agencies such as the Commission, to notify the person that is the subject of such personal information if there has been a breach of the security of the system data, without regard to whether the data has been accessed for legal or illegal purposes.

- Public Act 94-28 Open Meetings Act (Website Postings)

This Public Act amends the Open Meetings Act, effective as of January 1, 2006, and requires public bodies with staff-maintained websites (such as the Commission) to post meeting notices, agendas and minutes on their websites.

- House Bill 2455 Statements of Economic Interest

This bill was sent to the Governor for approval on June 17, 2005, and, once approved by the Governor, would eliminate the requirement that a person examining a statement of economic interests identify him or herself and the reason for the examination. Unless the Governor vetoes the bill, amendatorily or otherwise, the bill will become law and become effective on August 16, 2005, or as soon as the Governor signs it (whichever occurs first).

- House Bill 2533 Public Works Contract Change Orders

This bill was sent to the Governor for approval on June 17, 2005, and, once approved by the Governor, would require, for any change order to a public works contract of a unit of local government that was not procured in accordance with the Illinois Procurement Code (not applicable to units of local government such as the Commission) that authorizes or necessitates any increase in the price of a subcontract under the contract that is 50% or more of the original subcontract price, the portion of the contract that is covered by the change order to be resubmitted for bidding in the same manner for which the original contract was bid. Unless the Governor vetoes the bill, amendatorily or otherwise, the bill will become law and become effective on August 16, 2005, or as soon as the Governor signs it (whichever occurs first).

- Senate Bill 1882 Municipal Competitive Bidding Threshold

This bill was sent to the Governor for approval on June 3, 2005, and, once approved by the Governor, would increase, from \$10,000 to \$20,000, the threshold limitation for competitive bidding of municipal public works contracts under Section 8-9-1 of the Illinois Municipal Code which, in turn, is the threshold limitation for Commission purchases requiring quotations and for disbursements requiring prior approval of the Board. Unless the Governor vetoes the bill, amendatorily or otherwise, the bill will become law and become effective on August 2, 2005, or as soon as the Governor signs it (whichever occurs first).



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**Bill number(s):** il h 15, il h 62, il h 290, il h 1038, il s 1434  
**Using set display:** comprehensive



☒ Include all records on print/send

Viewing 1 through 5 out of 5

IL H 15

**SPONSOR:** Hannig (D)  
**1ST HOUSE CO:** Verschoore (D), Bellock (R)  
**2ND HOUSE PRIMARY:** Demuzio (D)  
**TITLE:** Water Commissions  
**LOCATION:** To Governor  
**SUMMARY:**



Amends the Municipal Code. Authorizes a water commission to enter into intergovernmental police assistance agreements with counties or municipalities to carry out the purposes for which the commission was formed.

**STATUS:**

01/12/2005	INTRODUCED.
01/12/2005	To HOUSE Committee on RULES.
01/26/2005	To HOUSE Committee on LOCAL GOVERNMENT.
02/03/2005	From HOUSE Committee on LOCAL GOVERNMENT: Do pass.
02/03/2005	In HOUSE. Placed on Short Debate Calendar Second Reading.
02/09/2005	In HOUSE. Amendment No. 1 filed. To HOUSE Committee on RULES.
02/16/2005	In HOUSE. Amendment No. 2 filed. To HOUSE Committee on RULES.
02/25/2005	From HOUSE Committee on RULES: Approved for consideration-Amendment No. 2.
03/03/2005	In HOUSE. Read second time. Adopted Amendment No. 2.
03/03/2005	In HOUSE. Placed on Short Debate Calendar Third Reading.
03/10/2005	In HOUSE. Read third time. Passed HOUSE. *****To SENATE.
04/06/2005	To SENATE Committee on RULES.
04/13/2005	To SENATE Committee on LOCAL GOVERNMENT.
04/20/2005	From SENATE Committee on LOCAL GOVERNMENT: Do pass.
04/20/2005	In SENATE. Placed on Calendar Order Second Reading.
05/04/2005	In SENATE. Read second time.
05/04/2005	In SENATE. Placed on Calendar Order Third Reading.
05/11/2005	In SENATE. Read third time. Passed SENATE.
05/11/2005	Passed Both Houses.
06/09/2005	*****To GOVERNOR.

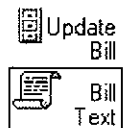
**VOTES:**

03/10/2005 House Floor P 112-1  
 05/11/2005 Senate Floor P 56-0

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IL H 62

**SPONSOR:** Lang (D)  
**1ST HOUSE CO:** Mathias (R), Franks (D), Chapa-LaVia (D), Froehlich (R)  
**2ND HOUSE PRIMARY:** Silverstein (D)  
**2ND HOUSE CO:** Althoff (R)  
**TITLE:** Local Government Consolidation Commission  
**LOCATION:**



To Governor

**SUMMARY:**

Creates the Local Government Consolidation Commission Act. Creates a 17 member commission on local government with members appointed by the governor to study problems and organic laws pertaining to local government.

**STATUS:**

01/12/2005 INTRODUCED.  
 01/12/2005 To HOUSE Committee on RULES.  
 01/26/2005 To HOUSE Committee on STATE GOVERNMENT  
 ADMINISTRATION.  
 02/02/2005 In HOUSE Committee on STATE GOVERNMENT  
 ADMINISTRATION: Amendment No. 1 filed.  
 02/02/2005 From HOUSE Committee on STATE GOVERNMENT  
 ADMINISTRATION: Do pass. Adopted Amendment No. 1.  
 02/03/2005 In HOUSE. Placed on Short Debate Calendar Second Reading.  
 02/03/2005 In HOUSE. Read second time.  
 02/03/2005 In HOUSE. Placed on Short Debate Calendar Third Reading.  
 02/08/2005 In HOUSE. Read third time. Passed HOUSE. \*\*\*\*\*To SENATE.  
 03/02/2005 To SENATE Committee on RULES.  
 04/13/2005 To SENATE Committee on LOCAL GOVERNMENT.  
 04/20/2005 In SENATE Committee on LOCAL GOVERNMENT: Postponed in  
 committee.  
 05/02/2005 In SENATE committee on LOCAL GOVERNMENT: Amendment No.  
 1 filed. Amendment referred to RULES.  
 05/03/2005 Approved for Consideration - Amendment No. 1 : Amendment  
 Referred Back to Committee.  
 05/04/2005 From SENATE Committee on LOCAL GOVERNMENT: Do pass.  
 Adopted Amendment No. 1.  
 05/04/2005 In SENATE. Placed on Calendar Order Second Reading.  
 05/11/2005 In SENATE. Read second time.  
 05/11/2005 In SENATE. Placed on Calendar Order Third Reading.  
 05/17/2005 In SENATE. Read third time. Passed SENATE. \*\*\*\*\*To HOUSE for  
 concurrence.  
 05/17/2005 In HOUSE. Placed on Calendar Order of Concurrence -  
 Amendment No. 1.  
 05/23/2005 In HOUSE. Motion filed to concur in Amendment No. 1. Motion  
 referred to HOUSE Committee on RULES.  
 05/24/2005 From HOUSE Committee on RULES: Approved for consideration -  
 motion to concur in Amendment No. 1.  
 05/26/2005 HOUSE concurred in Senate Amendment No. 1.  
 05/26/2005 Passed Both Houses.  
 06/24/2005 \*\*\*\*\*To GOVERNOR.

**VOTES:**

02/08/2005 House Floor P 114-0  
 05/17/2005 Senate Floor P 32-23  
 05/26/2005 House Floor P 114-0

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IL H 290

**SPONSOR:**

Fritchey (D)

**1ST HOUSE CO:**

Froehlich (R), Pihos (R)

**2ND HOUSE PRIMARY:****TITLE:**

Notification of Hazardous Substance Release

**LOCATION:**

House Rules Committee

**SUMMARY:**

Amends the Environmental Protection Act. Requires the Environmental Protection Agency to provide direct mail notice to all households and businesses within 2,500 feet of an area the Agency knows to be affected by certain circumstances related to the release or threat of release of a hazardous substance. Lists the circumstances when the Agency is required to give direct mail notice. States the form and content requirements for the direct mail notice.

**STATUS:**
 Update  
Bill

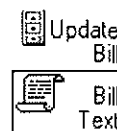
 Bill  
Text

01/18/2005 INTRODUCED.  
 01/19/2005 To HOUSE Committee on RULES.  
 01/26/2005 To HOUSE Committee on ENVIRONMENT AND ENERGY.  
 03/10/2005 Rereferred to HOUSE Committee on RULES.

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IL H 1038

**SPONSOR:** Flider (D)  
**1ST HOUSE CO:** Jakobsson (D), Smith (D), Dugan (D), Joyce (D), Molaro (D),  
Yarbrough (D), Burke (D), Jefferson (D), Biggins (R), Beiser (D),  
D'Amico (D), Phelps (D), Ryg (D), Washington (D), Gordon (D),  
Froehlich (R), Verschoore (D), Bradley J (D), Brady (R)  
**2ND HOUSE PRIMARY:** Cullerton (D)  
**2ND HOUSE CO:** Harmon (D), Sullivan J (D), Dillard (R), Althoff (R), Radogno (R),  
Richter (R), Garrett (D), Collins (D), Sullivan D (R)  
**TITLE:** Open Meetings Act Definitions  
**LOCATION:** Senate Rules Committee  
**SUMMARY:**



Amends the Open Meetings Act. Requires the physical presence of a quorum at an open meeting and exempts from this requirement State advisory boards or bodies not authorized to make binding recommendations or determinations or to take other substantive action. Permits those boards and bodies to adopt procedures for members to attend meetings by audio or video conference. Amends the Environmental Protection Act. When there is no vacancy, sets the quorum of the Pollution Control Board at 3 members.

**STATUS:**  
 02/03/2005 INTRODUCED.  
 02/03/2005 To HOUSE Committee on RULES.  
 02/08/2005 To HOUSE Committee on EXECUTIVE.  
 03/10/2005 In HOUSE. Committee Deadline Extended to 03/17/2005.  
 03/16/2005 In HOUSE Committee on EXECUTIVE: Amendment No. 1 filed.  
 03/16/2005 From HOUSE Committee on EXECUTIVE: Do pass. Adopted Amendment No. 1.  
 03/16/2005 In HOUSE. Placed on Short Debate Calendar Second Reading.  
 04/05/2005 In HOUSE. Read second time.  
 04/05/2005 In HOUSE. Placed on Short Debate Calendar Third Reading.  
 04/06/2005 In HOUSE. Recalled to second reading.  
 04/06/2005 In HOUSE. Held on Calendar Order Second Reading.  
 04/06/2005 In HOUSE. Amendment No. 2 filed. To HOUSE Committee on RULES.  
 04/08/2005 In HOUSE. Amendment No. 3 filed. To HOUSE Committee on RULES.  
 04/11/2005 From HOUSE Committee on RULES: Approved for consideration- Amendment No. 3.  
 04/11/2005 In HOUSE. Amendment No. 4 & 5 filed. To HOUSE Committee on RULES.  
 04/15/2005 Rereferred to HOUSE Committee on RULES.  
 05/16/2005 In HOUSE. Committee/Final Action Deadline Extended to 05/31/2005.  
 05/16/2005 From HOUSE Committee on RULES: Approved for consideration.  
 05/16/2005 In HOUSE. Placed on Short Debate Calendar Second Reading.  
 05/17/2005 In HOUSE. Amendment No. 6 filed. To HOUSE Committee on RULES.  
 05/17/2005 From HOUSE Committee on RULES: Referred to HOUSE Committee on STATE GOVERNMENT ADMINISTRATION - Amendment No. 6.  
 05/18/2005 From HOUSE Committee on STATE GOVERNMENT ADMINISTRATION: Approved for consideration - Amendment No. 6.  
 05/19/2005 In HOUSE. Withdrew Amendment No. 3.  
 05/19/2005 In HOUSE. Read second time. Adopted Amendment No. 6.  
 05/19/2005 In HOUSE. Held on Calendar Order Second Reading.  
 05/19/2005 In HOUSE. Placed on Short Debate Calendar Third Reading.  
 05/19/2005 In HOUSE. Tabled Amendment No. 2, 4 and 5.

05/20/2005 In HOUSE. Read third time. Passed HOUSE. \*\*\*\*\*To SENATE.  
 05/23/2005 To SENATE Committee on RULES.  
 05/26/2005 To SENATE Committee on EXECUTIVE.  
 05/26/2005 In SENATE. Committee/3rd Reading Deadline Extended to 05/31/2005.  
 05/26/2005 In SENATE. 3rd Reading Deadline Extended to 12/31/2005.  
 05/26/2005 From SENATE Committee on EXECUTIVE: Do pass.  
 05/26/2005 In SENATE. Placed on Calendar Order Second Reading.  
 05/27/2005 In SENATE. Amendment No. 1 filed. To SENATE Committee on RULES.  
 07/01/2005 Rereferred to SENATE Committee on RULES.

**VOTES:**

05/20/2005 House Floor P 113-0

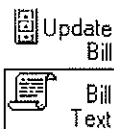
**Top**IL S 1434

**SPONSOR:** Link (D)  
**TITLE:** Electricians Licensing Act  
**LOCATION:** Senate Rules Committee  
**SUMMARY:**

Creates the Electricians Licensing Act. Provides for regulation of electricians and electrical contractors. Establishes fines for violations of the Act. Provides for concurrent exercise by home rule units. Provides that fees and fines collected under the Act shall be deposited into the Electricians Licensing Dedicated Fund, a new special fund in the State treasury, and amends the State Finance Act to list the new Fund.

**STATUS:**

02/18/2005 INTRODUCED.  
 02/18/2005 To SENATE Committee on RULES.

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