

**VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
JULY 21, 2009 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Agreement with Grasshopper Shuttle, LLC for the Joint Purchase of Vehicle Fuel	✓ Resolution Ordinance Motion Discussion Only	Judy Buttny Finance Director

SYNOPSIS

A resolution has been prepared to enter into an agreement with Grasshopper Shuttle, LLC to allow Grasshopper Shuttle to purchase compressed natural gas (CNG) fuel from Village CNG filling station.

STRATEGIC PLAN ALIGNMENT

The Five Year plan and Goals for 2008-2013 identified *Exceptional Municipal Organization*. A supporting objective of this goal is *Financially Sustainable Village Government*.

FISCAL IMPACT

Grasshopper expects to purchase approximately 2,000 gallons for CNG fuel per year. The Village would receive approximately \$300 per year as an administrative fee.

UPDATE & RECOMMENDATION

This item was discussed at the July 14, 2009 workshop. Staff recommends approval on the July 21, 2009 active agenda.

BACKGROUND

The Village of Downers Grove owns and operates a central vehicle fueling facility located at the Public Works Facility at 5101 Walnut Avenue. All Village vehicles use this site to fuel. In addition, the Village has intergovernmental agreements with a number of other local agencies such as the Downers Grove Sanitary District and Downers Grove Grade School District 58 for the purpose of dispensing fuel to these agencies. Through this cooperation, the Village has the opportunity to offer fuel to other agencies at significant cost savings compared to open market pump prices.

The proposed resolution would put into place an agreement with Grasshopper Shuttle, LLC for the purpose of dispensing fuel to this agency. Grasshopper Shuttle, LLC is an eco-friendly transportation service located on Ogden Avenue in Downers Grove. Grasshopper wished to acquire and/or convert its vans to CNG but required a reliable and local source of high pressure CNG. In early 2009, Grasshopper approached the Village about utilizing the CNG station located at the Public Works facility. The DuPage County Forest Preserve District recently authorized Grasshopper to purchase CNG fuel from their facility in West Chicago. Grasshopper determined that purchasing fuel from this location would not be feasible. The proposed agreement would allow Grasshopper to purchase CNG fuel from the Village and would require Grasshopper to pay for the fuel in the amount of the Village's cost plus an administrative fee of \$0.15 per gallon.

By allowing the CNG station to be utilized by retail customers the Village will generate additional revenue, promote a green initiative with the use of CNG fuel, and eventually have the potential of expanding the station, making it self-sustaining.

ATTACHMENTS

- Resolution
- Agreement

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Finance **DATE:** July 21, 2009
(Name)

RECOMMENDATION FROM: _____ **FILE REF:** _____
(Board or Department)

NATURE OF ACTION:

- Ordinance
- Resolution
- Motion
- Other

STEPS NEEDED TO IMPLEMENT ACTION:

Motion to Adopt "A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE AND GRASSHOPPER SHUTTLE, LLC. FOR THE SALE OF CNG FUEL", as presented.

SUMMARY OF ITEM:

Adoption of the attached resolution shall authorize execution of an agreement with Grasshopper Shuttle, LLC to allow Grasshopper Shuttle to purchase compressed natural gas (CNG) fuel from the Village CNG filling station.

RECORD OF ACTION TAKEN:

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING EXECUTION OF AN
AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE
AND GRASSHOPPER SHUTTLE, LLC. FOR THE SALE OF CNG FUEL**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Agreement (the “Agreement”), between the Village of Downers Grove (the “Village”) and Grasshopper Shuttle, LLC (“Grasshopper”), for the sale of CNG Fuel, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____
Village Clerk

1
2 **AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE AND**
3 **GRASSHOPPER SHUTTLE LLC. FOR THE SALE OF CNG FUEL.**
4

5 **THIS AGREEMENT** "Agreement"), is made and entered into as of the ____ day of
6 _____ ("Agreement Date") by and between the **VILLAGE OF DOWNERS**
7 **GROVE, ILLINOIS**, an Illinois municipal home rule corporation, located in DuPage County,
8 Illinois (the "Village"), and Grasshopper Shuttle LLC. ("Grasshopper"). (The Village and
9 Grasshopper are sometimes referred to individually as a "Party" and collectively as the
10 "Parties").

11 **RECITALS**

12 **WHEREAS**, the Village is a home rule unit of government in accordance with Article
13 VII, Section 6, of the Constitution of the State of Illinois, 1970; and

14 **WHEREAS**, The Village, through a grant from the City of Chicago, operates a
15 compressed natural gas (CNG) dispensing station located at its Public Works Facility, 5101
16 Walnut Ave, Downers Grove; and

17 **WHEREAS**, Grasshopper seeks to convert its company vehicles to the more efficient
18 and cleaner option available with CNG fuel; and

19 **WHEREAS**, CNG is not offered for sale at any other facility located in or near Downers
20 Grove, and

21 **WHEREAS**, Grasshopper seeks to purchase CNG fuel from the Village to use for the
22 operation of its vehicles; and

23 **WHEREAS**, The Village desires to promote environmentally conscious businesses and is
24 not prohibited from selling CNG fuel to a third party; and

1 **NOW THEREFORE**, in consideration of the foregoing and of the mutual covenants and
2 agreements herein contained, and other good and valuable consideration, the receipt and
3 sufficiency of which are hereby acknowledged, the Parties do hereby agree as follows:

4 1. Grasshopper shall provide the Village with a list of Grasshopper employees, or
5 agents who are authorized to fuel Grasshopper vehicles at the fueling facility. The list shall
6 include the make, model and license plate number of all Grasshopper vehicles, which shall be
7 updated by Grasshopper whenever necessary or at a minimum, by January 1 of each year.

8 2. Grasshopper agrees to pay the retail price of CNG including all applicable taxes. The
9 retail price shall be the cost to the Village of CNG on a \$/gge basis plus .15 cents/gallon
10 administrative fee.

11 3. Grasshopper agrees to pay a deposit equal to one month's anticipated usage times the
12 number of vehicles using the fueling facility.

13 4. The Village shall issue a key fob to persons designated in writing by Grasshopper.
14 Grasshopper shall notify the Village immediately of any changes in personnel authorized to use
15 the key fobs. Grasshopper shall pay the Village for the cost of each key fob issued to
16 Grasshopper, including any replacement costs for lost, stolen or damaged key fobs. The cost
17 shall be the then current purchase price paid by the Village for each key fob. A \$25 replacement
18 cost shall be paid for each key fob that is lost, stolen or damaged. Key fobs of any person no
19 longer authorized to fuel Grasshopper vehicles shall be immediately returned to the Village.

20 5. Grasshopper employees and agents shall comply with Village rules and regulations
21 concerning use of the key fobs which have been provided to Grasshopper in writing, including,
22 but not limited to, the following: (a) The key fob shall only be used by the person to whom it
23 was issued; (b) The key fob and any fuels obtained using the key fob shall be for Grasshopper's
24 use only; (c) The person to whom the key fob is issued shall be responsible for any unauthorized

1 use of the key fob; and (d) any lost or stolen key fob shall be immediately reported to the
2 Village's Public Works Department.

3 6. Grasshopper shall be financially responsible for all fuel dispensed pursuant to key
4 fobs issued to Grasshopper.

5 7. The Village will cooperate and coordinate with Grasshopper in obtaining any CNG
6 rebates due to Grasshopper.

7 8. The Village will invoice Grasshopper once a month for all fuel dispensed by
8 Grasshopper. Payment shall be due 30 days from the invoice date.

9 9. Grasshopper will strictly comply with all ordinances of the Village of Downers
10 Grove and laws of the State of Illinois.

11 10. Grasshopper is specifically denied the right of using in any form or medium the
12 name of the Village for public advertising unless express permission is granted by
13 the Village.

14 11. Grasshopper shall, as a party to a public contract:

15 (a) Refrain from unlawful discrimination in employment and undertake affirmative
16 action to assure equality of employment opportunity and eliminate the effects of
17 past discrimination;

18 (b) By submission of this proposal, the Proposer certifies that he is an "equal
19 opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S.
20 Code Annotated and Executive Orders #11246 and #11375, which are
21 incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of
22 the Rules and Regulations of the Department of Human Rights of the State of
23 Illinois, is a material part of any contract awarded on the basis of this proposal.

1 It is unlawful to discriminate on the basis of race, color, sex, national origin, ancestry,
2 age, marital status, physical or mental handicap or unfavorable discharge for military
3 service. Proposer shall comply with standards set forth in Title VII of the Civil Rights
4 Act of 1964, 42 U.S.C. Secs. 2000 et seq., The Human Rights Act of the State of Illinois,
5 775 ILCS 5/1-101et. seq., and The Americans With Disabilities Act, 42 U.S.C. Secs.
6 12101 et. seq.

7 12. Grasshopper, as a party to a public contract, shall have a written sexual harassment policy
8 that:

9 Notes the illegality of sexual harassment;

10 Sets forth the State law definition of sexual harassment;

11 Describes sexual harassment utilizing examples;

12 Describes the Proposer's internal complaint process including penalties;

13 Describes the legal recourse, investigative and complaint process available through the

14 Illinois Department of Human Rights and the Human Rights Commission and

15 how to contact these entities; and

16 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

17 13. In the event of Grasshopper's non-compliance with the provisions of this Equal
18 Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and
19 Regulations of the Illinois Department of Human Rights ("Department"), Grasshopper
20 may be declared ineligible for future contracts or subcontracts with the State of Illinois or
21 any of its political subdivisions or municipal corporations, and the contract may be
22 canceled or voided in whole or in part, and such other sanctions or penalties may be

1 imposed or remedies invoked as provided by statute or regulation. During the
2 performance of this contract, Grasshopper agrees as follows:

3
4 That it will not discriminate against any employee or applicant for employment
5 because of race, color, religion, sex, marital status, national origin or ancestry,
6 age, physical or mental handicap unrelated to ability, sexual orientation, sexual
7 identity or an unfavorable discharge from military service; and further that it will
8 examine all job classifications to determine if minority persons or women are
9 underutilized and will take appropriate affirmative action to rectify any such
10 underutilization.

11
12 That, if it hires additional employees in order to perform this contract or any
13 portion thereof, it will determine the availability (in accordance with the
14 Department's Rules and Regulations) of minorities and women in the area(s) from
15 which it may reasonably recruit and it will hire for each job classification for
16 which employees are hired in such a way that minorities and women are not
17 underutilized.

18 That, in all solicitations or advertisements for employees placed by it or on its
19 behalf, it will state that all applicants will be afforded equal opportunity without
20 discrimination because of race, color, religion, sex, marital status, national origin
21 or ancestry, age, physical or mental handicap unrelated to ability, or an
22 unfavorable discharge from military services.

23

1 That it will send to each labor organization or representative of workers with
2 which it has or is bound by a collective bargaining or other agreement or
3 understanding, a notice advising such labor organization or representative of the
4 Proposer's obligations under the Illinois Human Rights Act and the Department's
5 Rules and Regulations. If any such labor organization or representative fails or
6 refuses to cooperate with the Proposer in its efforts to comply with such Act and
7 Rules and Regulations, the Proposer will promptly so notify the Department and
8 the contracting agency and will recruit employees from other sources when
9 necessary to fulfill its obligations thereunder.

10
11 That it will submit reports as required by the Department's Rules and Regulations,
12 furnish all relevant information as may from time to time be requested by the
13 Department or the contracting agency, and in all respects comply with the Illinois
14 Human Rights Act and the Department's Rules and Regulations.

15
16 That it will permit access to all relevant books, records, accounts and work sites
17 by personnel of the contracting agency and the Department for purpose of
18 investigation to ascertain compliance with the Illinois Human Rights Act and the
19 Department's Rules and Regulations.

20
21 That it will include verbatim or by reference the provisions of this clause in every
22 subcontract it awards under which any portion of the contract obligations are
23 undertaken or assumed, so that such provisions will be binding upon such

1 subcontractor. In the same manner as with other provisions of this contract, the
2 Proposer will be liable for compliance with applicable provisions of this clause by
3 such subcontractors; and further it will promptly notify the contracting agency and
4 the Department in the event any subcontractor fails or refuses to comply
5 therewith. In addition, the Proposer will not utilize any subcontractor declared by
6 the Illinois Human Rights Commission to be ineligible for contracts or
7 subcontracts with the State of Illinois or any of its political subdivision or
8 municipal corporations.

9
10 14. Grasshopper, as a party to a public contract, certifies and agrees that it will provide a drug
11 free workplace by:

12
13 Publishing a statement: (1) Notifying employees that the unlawful manufacture,
14 distribution, dispensation, possession or use of a controlled substance, including
15 cannabis, is prohibited in the Village's or proposer's workplace. (2) Specifying the
16 actions that will be taken against employees for violations of such prohibition. (3)
17 Notifying the employee that, as a condition of employment on such contract or grant, the
18 employee will: (A) abide by the terms of the statement; and (B) notify the employer of
19 any criminal drug statute conviction for a violation occurring in the workplace no later
20 than five (5) days after such conviction.

21
22 Establishing a drug free awareness program to inform employee's about: (1) the dangers
23 of drug abuse in the workplace; (2) the Village's or proposer's policy of maintaining a

1 drug free workplace; (3) any available drug counseling, rehabilitation and employee
2 assistance programs; (4) the penalties that may be imposed upon employees for drug
3 violations.

4
5 Providing a copy of the statement required above to each employee engaged in the
6 performance of the contract or grant and to post the statement in a prominent place in the
7 workplace.

8
9 Notifying the contracting or granting agency within ten (10) days after receiving notice of
10 any criminal drug statute conviction for a violation occurring in the workplace no later
11 than five (5) days after such conviction from an employee or otherwise receiving actual
12 notice of such conviction.

13 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse
14 assistance or rehabilitation program by any employee who is so convicted as required by
15 section 5 of the Drug Free Workplace Act.

16 Assisting employees in selecting a course of action in the event drug counseling,
17 treatment and rehabilitation is required and indicating that a trained referral team is in
18 place.

19 Making a good faith effort to continue to maintain a drug free workplace through
20 implementation of the Drug Free Workplace Act.

21 15. Grasshopper represents and warrants to the Village that neither it nor any of its
22 principals, shareholders, members, partners, or affiliates, as applicable, is a person or
23 entity named as a Specially Designated National and Blocked Person (as defined in

1 Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or
2 on behalf of a Specially Designated National and Blocked Person. Grasshopper further
3 represents and warrants to the Village that the Proposer and its principals, shareholders,
4 members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in,
5 and are not facilitating, the transactions contemplated by this Agreement on behalf of any
6 person or entity named as a Specially Designated National and Blocked Person.

7 Grasshopper hereby agrees to defend, indemnify and hold harmless the Village, and its
8 elected or appointed officers, employees, agents, representatives, engineers and attorneys,
9 from and against any and all claims, damages, losses, risks, liabilities and
10 expenses(including reasonable attorney's fees and costs) arising from or related to any
11 breach of the foregoing representations and warranties.

12
13 16. To the fullest extent permitted by law, Grasshopper shall indemnify, keep and save
14 harmless the Village and its agents, officers, and employees, against all injuries, deaths,
15 losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise
16 directly or indirectly from any negligence or from the reckless or willful misconduct of
17 Grasshopper, its employees, or its subcontractors, and the Grasshopper shall at its own
18 expense, appear, defend and pay all charges of attorneys and all costs and other expenses
19 arising therefrom or incurred in connection therewith, and, if any judgment shall be
20 rendered against the Village in any such action, Grasshopper shall, at its own expense,
21 satisfy and discharge the same. This Agreement shall not be construed as requiring
22 Grasshopper to indemnify the Village for its own negligence. The Proposer shall
23 indemnify, keep and save harmless the Village only where a loss was caused by the

1 negligent, willful or reckless acts or omissions of the Proposer, its employees, or its
2 Subcontractors.

3 17. Grasshopper shall submit an executed Campaign Disclosure Certificate, attached hereto.

4
5 The Campaign Disclosure Certificate is required pursuant to the Village of
6 Downers Grove Council Policy on Ethical Standards and is applicable to those
7 campaign contributions made to any member of the Village Council.

8
9 Said Campaign Disclosure Certificate requires any individual or entity bidding to
10 disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10
11 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year
12 period preceding the date of the bid or proposal release.

13
14 Grasshopper agrees to refrain from making any campaign contributions as defined
15 in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council
16 member and any challengers seeking to serve as a member of the Downers Grove Village
17 Council.

18 18. No contract awarded by the Village shall be assigned or any part sub-contracted without
19 the written consent of the Village Manager. In no case shall such consent relieve the
20 Awarded Proposer from their obligation or change the terms of the contract.

21
22 19. The term of this contract shall be three (3) years from its date of execution.

1 This contract may be extended no more than twice for subsequent annual periods (two
2 one year extensions) by mutual agreement of both parties.

3 20. The Village reserves the right to terminate the whole or any part of this contract, upon
4 90 days written notice to Grasshopper.

5 21. This Agreement will be governed by and construed in accordance with the laws of the
6 State of Illinois without regard for the conflict of laws provisions. Venue is proper only
7 in the County of DuPage and the Northern District of Illinois.

8
9 22. The terms of this Agreement will be binding upon and inure to the benefit of the parties
10 and their respective successors and assigns; provided, however, that neither party will
11 assign this Agreement in whole or in part without the prior written approval of the other.

12 The Proposer will provide a list of key staff, titles, responsibilities, and contact
13 information to include all expected sub Proposers.

14 23. The waiver by one party of any breach of this Agreement or the failure of one party to
15 enforce at any time, or for any period of time, any of the provisions hereof will be limited
16 to the particular instance and will not operate or be deemed to waive any future breaches
17 of this Agreement and will not be construed to be a waiver of any provision except for
18 the particular instance.

19 24. This Agreement will not be subject to amendment unless made in writing and signed by
20 all parties.

21 25. If any provisions of this Agreement are held to contravene or be invalid under the laws of
22 any state, country or jurisdiction, contravention will not invalidate the entire Agreement,

1 but it will be construed as if not containing the invalid provision and the rights or
2 obligations of the parties will be construed and enforced accordingly.

3
4 26. Any notice will be in writing and will be deemed to be effectively served when deposited in
5 the mail with sufficient first class postage affixed, and addressed to the party at the party's place
6 of business. Notices shall be addressed to the Village as follows:

7
8 **Village Manager**
9 **Village of Downers Grove**
10 **801 Burlington Ave.**
11 **Downers Grove, IL 60515**

12
13 **Grasshopper Shuttle LLC.**
14 **807 Ogden Avenue, Suite 15**
15 **Downers Grove, Illinois 60515**

16
17
18 **IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be
19 executed on or as of the day and year first above written.

20 **VILLAGE OF DOWNERS GROVE**, an Illinois
21 municipal corporation

GRASSHOPPER SHUTTLE, LLC.

22
23
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25 _____
26 By: Mayor

27
28 **ATTEST:**

ATTEST:

29 _____
30 By: Village Clerk

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Campaign Disclosure Form

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.

The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Bidder/vendor has not contributed to any elected Village position within the last five (5) years.

Signature

Print Name

Bidder/vendor has contributed a campaign contribution to a current

member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name

grasshopper shuttle

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About us



My husband, **Brian**, and I created Grasshopper Shuttle to fill a distinct transportation need in the western suburbs of Chicago. As busy parents, we know how hectic life can be and getting children to and from school their various activities can be very challenging. As residents of the western suburbs, we also know that transportation can be difficult for working professionals. For these reasons and more, we created Grasshopper Shuttle.

With Grasshopper Shuttle, we take the work and worry out of transportation. As a family-owned and operated business, we take great pride in our services. From well-maintained, clean vans to our highly qualified drivers, we are committed to providing our customers with safe and reliable transportation. Safety is our foremost concern. We would only provide a shuttle service that we would use ourselves.

As parents and conscientious adults, we also share a great concern for the environment. So we created a business that was of benefit to our community and good for the planet. With the use of Flex Fuel and other alternatively fueled vans, we are able to put our green ideas into action. We are proud to offer a transportation service that you can feel good about riding.

We invite you to discover the benefits of letting Grasshopper Shuttle help with your transportation needs. Hop on and let us make your life easier!

-Amy Columbus