

ADMINISTRATIVE CONSULTING SPECIALISTS, LLC

Village of Grayslake
Grayslake Village Hall
10 South Seymour Avenue
Grayslake, IL 60030

A.C.S. Service Contract

▪ **Contract Description**

For a period of twelve (12) months from the date of the execution of this contract, Administrative Consulting Specialists (A.C.S.) will be available for proposal assessment, development, review and submission on potential funding opportunities (in the form of Federal, State, Private, & Foundational grants) for the Village of Grayslake. A.C.S. will explore all federal, state and private funding opportunities along with working with the village to establish itself as a viable candidate for future grant opportunities. A.C.S. will attend required meetings, prepare monthly, quarterly and annual grant tracking reports (for past, current and future grants) and be available to all departments within the village (via phone/email) 24/7. All grants and administrative work we prepare are property of Grayslake and will remain with the village after our contract is over. There is no overage charge associated with this contract therefore, there is no cap or limit to the amount of grants prepared/awarded during this contract period.

The annual service fee due for this contract is \$10,000.00.

This Contract may be terminated with 30 days notice by the City/Village to A.C.S. If this Contract is cancelled by the Village, then the Village shall be entitled to a pro rata refund of the annual service fee based on the length of the annual period that remains after the effective date of the cancellation and the work already provided to Grayslake by A.C.S. In the event that there is a breach of this agreement, or payment is not timely made and collection actions are necessary, A.C.S. will be entitled to recover all costs of litigation, including attorneys' fees and court costs.

Contract period – 05/01/2018 to 04/30/2019

Payments on all financial commitments will be received within 30 days of the signed contract.

This Contract was executed this 3rd day of April, 2018

Signature: [Signature]

Administrative Consulting Specialists, LLC

Signature: ^{BR} [Signature]

Title: Mike Ellis - Village Manager

Attest: [Signature]
City/Village of Grayslake, IL

Administrative Consulting Specialists, LLC
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