

**EXECUTIVE ORDER NO. 2020 -- 05**

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**EXECUTIVE ORDER OF THE VILLAGE PRESIDENT OF OSWEGO  
IN RESPONSE TO COVID-19**

**(Bids and Food Service Workers)**

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**WHEREAS**, the incidence of Coronavirus Disease 2019 (COVID-19) in Kendall County and the State of Illinois has not yet diminished, while Governor J.B. Pritzker’s Stay at Home Order continues to restrict the operation of non-essential business throughout the state; and,

**WHEREAS**, on April 7, 2020, the Board of Trustees of the Village of Oswego extended my prior declaration of a Local State of Emergency through April 30, 2020—the planned expiration of the Governor’s Order—to continue slowing the spread of this virus; and,

**WHEREAS**, I previously issued Executive Orders 2020-01, 2020-02, 2020-03, and 2020-04 to facilitate business operations and protect residents during this crisis; and,

**WHEREAS**, I have determined that additional actions are necessary to further assist and protect businesses, employees, and residents as they cope with this situation;

**NOW, THEREFORE**, by the powers vested in me as the Village President of the Village of Oswego, and pursuant to Section 1-6-8 of the Oswego Village Code, Section 11-1-6 of the Illinois Municipal Code (65 ILCS 5/11-1-6), and Section 11 of the Illinois Emergency Management Agency Act (20 ILCS 3305/11), **I HEREBY ORDER THE FOLLOWING:**

**Section 1:** The Village shall conduct the competitive bidding process in accordance with the Village Code by electronic means only, using the service provided by DemandStar. All competitive bids and proposals shall be uploaded to the DemandStar portal only, allowing confidential submissions and bid openings without in-person contact. All bids and proposals submitted and/or accepted using this method will be treated as if they were submitted and/or accepted in paper form. The Village Purchasing Manager shall create and implement operational procedures regarding the use of this system. The pre-submission bidding process remains unchanged, including all required notices and postings. In accordance with the Illinois Electronic Commerce Security Act, 5 ILCS 175/1-101 *et seq.*, whenever Chapter 19 (Procurement) of the Village Code requires a record to be “written” or “in writing”, an electronic record

satisfies that requirement. This section supersedes Section 4 of Executive Order No. 2020-02, which allowed for submission of electronic bids by e-mail.

**Section 2:** All food service employees—including employees of restaurants, bars, grocery stores, delivery services, and other establishments where food items are handled prior to public consumption—are strongly encouraged to wear facemasks and gloves while preparing, handling, and/or serving food, in accordance with local, state, and federal health safety guidelines.

**Section 3:** Individual and group showings of occupied rental properties are prohibited, whether by the property's owner or an agent of the owner, consistent with guidance issued by the Illinois Department of Financial and Professional Responsibility Division of Real Estate.

A handwritten signature in black ink, appearing to read "Troy Parlier". The signature is written in a cursive style with a large initial "T".

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TROY PARLIER, VILLAGE PRESIDENT