



RECRUITMENT & PLACEMENT SERVICES AGREEMENT

This Agreement ("Agreement") is made this ____ day of _____, 2026 by and between LocalGov Staffing Solutions, LLC, ("LGSS"), and the City of Crest Hill, Illinois ("Client"). LGSS is in the business of identifying and assisting in the recruiting of candidates with certain skill sets and abilities and Client desires to engage LGSS to conduct a recruitment process to identify candidates in accordance with the terms of this Agreement.

1. Proposal Reference

This Agreement incorporates and is based upon the proposal submitted by LGSS dated October 14, 2026, which outlines the scope of work, deliverables, timeline, and fee structure for the Building Inspector position. The terms of that proposal are binding and hereby made a part of this Agreement.

2. LocalGov Staffing Solutions Obligations

- a. Client will provide a position profile, summary of responsibilities, or job description for the position including any experience, qualifications, degrees, licenses, or salary information required. Client agrees to provide additional information and feedback if reasonably requested by LGSS to refine the candidate search or to ensure qualifications. We will use reasonable and diligent efforts to find a candidate that meets your criteria and submit information to you in the format you reasonably request.
- b. This Agreement authorizes LGSS to advertise and promote the Client's name, logo, and relevant community and organizational information in connection with the position.
- c. LGSS will commence a diligent search for qualified candidates for the designated job opening. Prior to referring any candidate to the Client, LGSS will use its best efforts to ensure that the candidate meets the Client's selection criteria and performance-related standards through a careful screening of the candidate's professional background and interest related to the opening. Within that screening process, and prior to presenting a candidate to the Client for consideration, LGSS is expected to: (i) ensure that the candidate has a basic understanding of the position, (ii) confirm that the candidate has the basic qualifications for the position, (iii) virtually interview each candidate presented, and (iv) provide written documentation of the candidate's qualifications (i.e. resume). Upon concluding the screening process LGSS will refer candidates to the Client and inform the candidates accordingly.

3. Fees and Expenses

- a. Fees for our services are a fixed professional fee for the Building Inspector position as outlined in the proposal referenced in Section 1. The fee is not contingent upon a hire. It is earned as services are performed and invoiced according to the installment schedule below. The Fee shall cover all professional fees and expenses incurred by LGSS in conduct of the search, including research expenses, communication costs, and candidate related due diligence costs (including one candidate background screening for the position). Advertising costs are not included in the professional fee and will be billed at actual cost only as approved in advance by the Client. Candidate travel expenses for individuals invited by the Client to participate in the Client's interview process are not included and will be reimbursed directly by the Client to the candidate in accordance with Client policy.
- b. All candidates for the position, regardless of source, shall be directed to apply through the LGSS application process and will be evaluated as part of the applicant pool. This includes internal candidates, direct applicants, and candidates whose information the Client receives from any other source, including another recruiter, an electronic job board, a social network or media site, or a Client employee. The Client's prior receipt of a candidate's resume or other materials, or prior consideration of a candidate for employment, shall not affect its obligation to pay the fee, and the hiring of any candidate for the position, regardless of source, shall



constitute a placement under this Agreement.

- c. LGSS shall invoice the Client in three installments based on the total professional fee. Twenty-five percent (\$4,275) will be invoiced upon execution of this Agreement. Fifty percent (\$8,550) will be invoiced upon presentation of the recruitment report and recommended candidates, together with advertising fees. The remaining twenty-five percent (\$4,275) will be invoiced upon completion of the recruitment process, together with any approved reimbursable expenses. The total professional fee for this recruitment shall be \$17,100, which reflects the 10% Repeat Client Discount applied to the standard fee of \$19,000. Invoices are payable within thirty (30) days of receipt and in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505.

4. Candidate Guarantee

- a. LGSS remains engaged until the position is successfully filled. If the Client does not select a candidate from the initial group of recommended candidates, LGSS will continue recruitment efforts for the same position without an additional professional fee, subject to approved direct expenses such as advertising or background screening.
- b. Upon appointment, LGSS will provide a sixty (60) day candidate guarantee. If a selected candidate voluntarily leaves employment or is terminated for cause within sixty (60) days of the start date, LGSS will conduct one additional search at no additional professional fee. The Client would be responsible only for direct expenses approved by the Client in advance, such as advertising, background screening, candidate travel, or optional services. This guarantee assumes no material change to the position scope, compensation, or minimum qualifications, and applies only if LGSS is notified in writing within three (3) months of the position becoming vacant.
- c. Exclusions include the following:
 - i. Layoffs, downsizing, or position elimination by the employer.
 - ii. Significant changes to the candidate's role, compensation, or work environment.
 - iii. Misconduct or policy violations by the employer leading to candidate resignation.
 - iv. Personal reasons unrelated to job performance (e.g. relocation, family emergencies, health or chronic illness of employee).
- d. Valid for the Full Recruitment process (Permanent Placement) where LGSS is involved in the entire recruitment process through placement of candidate. Not valid for customized or partial services.

5. Confidentiality and Open Record Compliance

- a. LGSS agrees to accept in confidence all materials and information disclosed by Client and to use these materials and information only as shall be necessary in performing the services described in this Agreement and for no other purpose.
- b. The Client agrees to notify LGSS in writing if any applicant names or related information are subject to disclosure under open records laws, open meetings laws, Sunshine Laws, or any other applicable public disclosure requirements. LGSS shall not be responsible for any such disclosures made by the Client in compliance with these laws. The Client further agrees to take reasonable measures to protect the confidentiality of applicant information to the extent permitted by law.

6. Limitation of Liability

The Client assumes responsibility for the payment of all employment-related taxes, as well as any other costs or risks typically associated with its employed workforce. LGSS shall not be liable for any claims, costs, expenses, damages, obligations or losses arising from or in connection with the acts or omission of any of client's



employees.

7. Equal Opportunity Employer

Client is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, marital status, sexual orientation, national origin, age, disability or Vietnam era, disabled or other veteran status. LGSS agrees that it will conduct its business in conformity with the Equal Employment Opportunity Commission's guidelines and will not discriminate in referring candidates to Client.

8. Term

The term of this Agreement shall commence on the date hereof and shall continue until canceled by either party with or without cause hereto upon fourteen (14) days prior written notice of termination to the other party. In the event of a termination, the Client shall pay for the services performed and expenses incurred as of the effective date of termination. Client shall not be responsible to pay LGSS any payment for services performed in excess of the amount of any installment under paragraph 3 unless all of LGSS work is complete for that installment.

9. Miscellaneous

This Agreement, together with the proposal referenced in Section 1, shall constitute the entire understanding of the parties hereto and supersedes all previous agreements or negotiations on the subject matter hereof, whether written or oral, and shall not be modified or amended except by written agreement duly executed by both parties hereto.

ACKNOWLEDGED: I am an authorized representative of Client and agree to the foregoing terms and conditions of this Agreement.

LOCALGOV STAFFING SOLUTIONS, LLC

Client: CITY OF CREST HILL, ILLINOIS

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____