1. **CALL TO ORDER**

10:15 AM meeting was called to order by Chair Robert L Larsen at 10:18 AM.

2. **ROLL CALL**

PRESENCE: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

3. **PUBLIC COMMENT**

4. **CHAIRMAN'S REPORT - CHAIR LARSEN**

5. **APPROVAL OF MINUTES**

Health & Human Services - Regular Meeting - Mar 6, 2018 10:15 AM

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>ACCEPTED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Sam Tornatore, Vice Chair</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Elizabeth Chaplin, District 2</td>
</tr>
<tr>
<td>AYES:</td>
<td>Chaplin, Hart, Khouri, Larsen, Tornatore</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Grant</td>
</tr>
</tbody>
</table>

6. **LENGTH OF SERVICE AWARDS**

Bridget James, Manager of Information & Referral, presented a 10 year Anniversary Award to Marina Vargas.

7. **COMMUNITY SERVICES - MARY KEATING**
CS Requests That Also Require Finance And/Or County Board Approval


RESULT:  APPROVED [UNANIMOUS]
MOVER:  Elizabeth Chaplin, District 2
SECONDER:  Greg Hart, District 3
AYES:  Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT:  Grant

B. Change Order -- HHS-P-0384B-17 Amendment to Resolution HHS-P-0384A-17 (purchase order 2771-0001), issued to Healthy Air Heating & Air, Incorporated, to provide mechanical (HVAC) weatherization labor and materials for the Weatherization Program, to increase the encumbrance in the amount of $62,216.00, for additional grant funding received by the Illinois Department of Commerce and Economic Opportunity (ILDCEO), resulting in an amended contract total amount not to exceed $855,093.00. (Weatherization Grant)

RESULT:  APPROVED [UNANIMOUS]
MOVER:  Elizabeth Chaplin, District 2
SECONDER:  Sam Tornatore, Vice Chair
AYES:  Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT:  Grant

8.  COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING

CDC Requests That Also Require Finance And/Or County Board Approval

Items 8.A. through 8.C. were combined and approved.

Mary Keating, Director of Community Services, explained the annual appropriations to the Emergency Solutions Grant (ESG), the HOME Investment Partnerships Grant, and the Community Development Block Grant (CDBG) from the United States Department of Housing and Urban Development (HUD). The budget amounts are a combination of unspent funds from previous years and this year's appropriation. All federal indicators anticipate level funding for the 2018 HUD grant year. The planned 2018 allocations are as follows: $285,654.00 for ESG, $1,280,596.00 for HOME, and $3,589,224.00 for CDBG. The carry over funds are unusually large this year primarily due to the Federal budget delays in 2017. Although the County’s Community Development program year starts annually April 1, the Federal budget was not passed until May 2017, and our allocations were
not received until September or October of 2017. This delayed the 2017 projects, many of them were construction oriented and not feasible to complete in the winter months.

Ms. Keating answered questions from the committee, stating the HOME funds are more challenging to spend. Funds are typically used for a first-time home buyer program and the tenant based rental assistance program, but large chunks of money are put aside for developments, such as the Woodridge Senior Horizon Building, that have multiple layers of financing, are complex to put together and may take two to three years to come to fruition. Ms. Keating added the HOME funds have a five year expiration of funds not expended. DuPage County is not close to having HOME funds expire except for fifteen percent of HOME funds that must be put aside for Community Housing Development Organizations (CHDO). Unfortunately, there is only one organization in DuPage County that qualifies under the CHDO status and they do not always have a project ready to be funded. Although there are 2.3 million uncommitted funds in the HOME fund, funds are set aside for a project in Naperville seeking LIHTC credits and a Habitat for Humanity revitalization project.

Staff added that program income has been significant in the last two years, especially in the HOME fund, which is the return of funds from HUD when a property DuPage County invested in is sold by the recipient of the funds.

The CDBG funds are measured by a timeliness ratio. The Treasury looks at an agency’s line of credit 60 days prior to the program start date. If the agency ratio is more than 1.5 of the typical annual allocation, there is a risk of having the remainder of funds reduced if the agency does not meet timeliness two consecutive years. DuPage County did not meet their timeliness ratio for the first time and has submitted their plan of correction, taking into consideration the delay in receiving funds in 2017 and presuming the allocation of funds will be more timely in 2018.

RESULT: APPROVED [UNANIMOUS]

MOVER: Tonia Khouri, District 5
SECONDER: Greg Hart, District 3
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

A. FI-R-0102-18 RESOLUTION -- Acceptance & Appropriation of the Thirtieth (30th) Year Emergency Solutions Grants FY2018, Company 5000 – Accounting Unit 1470, $505,443.00

B. FI-R-0103-18 RESOLUTION -- Acceptance & Appropriation of the Twenty-Seventh (27th) Year HOME Investment Partnerships Grant FY2018, Company 5000 – Accounting Unit 1450, $5,871,396.00

C. FI-R-0104-18 RESOLUTION -- Acceptance & Appropriation of the Forty-Fourth (44th) Year Community Development Block Grant FY2018, Company 5000 – Accounting Unit 1440, $8,633,120.00
9. DUPAGE CARE CENTER - JANELLE CHADWICK

A. DuPage Care Center Requests That Also Require Finance And/Or County Board Approval

Janelle Chadwick, Administrator of the DuPage Care Center, explained the three contracts for the supplemental staffing. She stated that in 2016, the three combined contracts totalled 1.7 million, 1.16 million in 2017, and the 2018 total is $620,000.00, a significant decline over three years. Ms. Chadwick stated they will continue to work with hiring and retention to keep the numbers down. Ms. Chadwick added that paying Care Center staff to work overtime not only maintains continuity in care, but is also more economical than outsourcing staff.

1. HHS-P-0090-18 Recommendation for the approval of a contract purchase order to Quality Placement Authority, LLC, for supplemental staffing services, for the DuPage Care Center, for the period April 10, 2018 through April 9, 2019, for a contract total not to exceed $30,000.00, per renewal option under proposal #P17-003-GV, first optional one year renewal.

   RESULT: APPROVED [UNANIMOUS]
   MOVER: Tonia Khouri, District 5
   SECONDER: Elizabeth Chaplin, District 2
   AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
   ABSENT: Grant

2. HHS-P-0091-18 Recommendation for the approval of a contract purchase order to Maxim Healthcare Services, for supplemental staffing services, for the DuPage Care Center, for the period April 10, 2018 through April 9, 2019, for a contract total not to exceed $170,000.00, per renewal option under proposal #P17-003-GV, first optional one year renewal.

   RESULT: APPROVED [UNANIMOUS]
   MOVER: Greg Hart, District 3
   SECONDER: Elizabeth Chaplin, District 2
   AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
   ABSENT: Grant
3. HHS-P-0092-18 Recommendation for the approval of a contract purchase order to Brightstar Care of Central DuPage - Wheaton, for supplemental staffing, for the DuPage Care Center, for the period April 10, 2018 through April 09, 2019, for a contract not to exceed $420,000.00, per renewal option under proposal #P17-003-GV, first optional one year renewal.

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Greg Hart, District 3
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

B. DuPage Care Center Requests for Parent Committee Final Approval

2018-91 Recommendation for the approval of a contract purchase order to Thatcher Oaks Awnings, to recover awning and walls, for the DuPage Care Center, for the period March 21, 2018 through November 30, 2018, for a contract total amount not to exceed $5,200.00, per low quote #Q18-060-GV.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, Vice Chair
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

10. BUDGET TRANSFERS

Items 10.A. and 10.B. were combined and approved.

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Greg Hart, District 3
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

A. Budget Transfers -- Community Services - Family Center - Neutral Exchange Site FY17 - To provide budget for FY17 Compensated Absences Accrual - $2,214.00

B. Budget Transfers -- DuPage Care Center - To transfer monies for the annual membership dues for Illinois Aging Services Network for managed care network of Illinois post-acute healthcare providers who come together to negotiate managed care contracts with various payors in Illinois - $11,500.00

11. RESIDENCY WAIVERS - JANELLE CHADWICK
Chairman Larsen stated that he approved a residency waiver to the DuPage Care Center from Northwestern/Central DuPage Hospital for an undocumented patient that came into the country and suffered a stroke and will be placed on hospice. The hospital will pay all the expenses for this patient at the Care Center, which is less costly than keeping him in the hospital.

12. COMMUNITY SERVICES UPDATE - MARY KEATING

13. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Janelle Chadwick stated the Northwestern Memorial Foundation Grant issued $14,000.00 to the DuPage Care Center enabling them to purchase eight vital sign monitoring machines to check patient blood oximetry, blood pressure, and temperature. This provides a higher quality of readings and making the staff more efficient.

14. OLD BUSINESS

15. NEW BUSINESS

16. INFORMATIONAL ITEMS

Chairman Larsen motioned to accept and place on file items 16.A. through 16.C. Member Tornatore so moved, Member Chaplin seconded, motion carried, all ayes.

A. Grant Proposal Notifications -- DuPage Housing Authority (DHA) Family Self-Sufficiency (FSS) Program PY18 - Community Services - $127,407.00

B. Grant Proposal Notifications -- Emergency Solutions Grant (ESG) PY19 - Illinois Department of Human Services (IDHS) - Community Services - $33,430.00

C. Informational -- Electricity Bid - MP2 Energy

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:39 AM.
1. **CALL TO ORDER**

10:15 AM meeting was called to order by Chair Robert L Larsen at 10:15 AM.

2. **ROLL CALL**

   **PRESENT:** Grant, Hart, Khouri, Larsen, Tornatore  
   **ABSENT:** Chaplin

3. **PUBLIC COMMENT**

   No public comments were received at this meeting.

4. **CHAIRMAN'S REPORT - CHAIR LARSEN**

5. **APPROVAL OF MINUTES**

   Health & Human Services - Regular Meeting - Feb 20, 2018 10:15 AM

   | RESULT: | ACCEPTED [UNANIMOUS] |
   | MOVER: | Sam Tornatore, Vice Chair |
   | SECONDER: | Greg Hart, District 3 |
   | AYES: | Grant, Hart, Khouri, Larsen, Tornatore |
   | ABSENT: | Chaplin |

6. **COMMUNITY SERVICES - MARY KEATING**

   **CS Requests That Also Require Finance And/Or County Board Approval**

   Fi-R-0086-18 RESOLUTION -- Return of Unexpended Grant Funds from the Thirty Ninth (39th) Year of Community Development Block Grant (CDBG) Fund 54 - Agency 870 $29,100.00
RESULT: APPROVED [UNANIMOUS]
MOVER: Tonia Khouri, District 5
SECONDER: Greg Hart, District 3
AYES: Grant, Hart, Khouri, Larsen, Tornatore
ABSENT: Chaplin

7. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING

CDC Requests That Also Require Finance And/Or County Board Approval


RESULT: APPROVED [UNANIMOUS]
MOVER: Greg Hart, District 3
SECONDER: Amy L Grant, District 4
AYES: Grant, Hart, Khouri, Larsen, Tornatore
ABSENT: Chaplin

8. DUPAGE CARE CENTER - JANELLE CHADWICK

DuPage Care Center Requests That Also Require Finance And/Or County Board Approval

HHS-P-0064-18 Recommendation for the approval of a contract purchase order to Ecolab, Inc., for laundry chemicals, for the DuPage Care Center, for the period March 23, 2018 through March 22, 2019, for a contract total not to exceed $31,000.00, per lowest responsible bid #15-001-DT, third and final option to renew.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, Vice Chair
SECONDER: Amy L Grant, District 4
AYES: Grant, Hart, Khouri, Larsen, Tornatore
ABSENT: Chaplin

9. TRAVEL REQUESTS - OVERNIGHT - REQUIRE COUNTY BOARD APPROVAL
Authorization for Overnight Travel -- Community Services Senior Community Development Specialist to attend the Municipal Engineering Fundamentals for Non-Engineers training in Madison, Wisconsin, from April 2, 2018 through April 4, 2018. Expenses to include transportation, lodging, miscellaneous expenses, and per diems for approximate total of $1,677.00 Community Development Block Grant – Disaster Recovery Grant funded.

RESULT: APPROVED [UNANIMOUS]
MOVER: Amy L Grant, District 4
SECONDER: Tonia Khouri, District 5
AYES: Grant, Hart, Khouri, Larsen, Tornatore
ABSENT: Chaplin

10. CONSENT ITEMS

Consent Item -- Pace Suburban Bus - Veterans Assistant Commission Decrease & Close contract 2152-001 SERV

RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, Vice Chair
SECONDER: Greg Hart, District 3
AYES: Grant, Hart, Khouri, Larsen, Tornatore
ABSENT: Chaplin

11. RESIDENCY WAIVERS - JANELLE CHADWICK

12. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, stated "the return of unexpended funds" on resolution FI-R-0086-18, was due to a building Family Shelter Services sold that DuPage County had invested in with Community Development Block Grant (CDBG) funds. Under the United States Department of Housing and Urban Development (HUD) guidelines, if the property has not been used for an eligible purpose for at least five years, the funds must be returned to DuPage County and then in turn to HUD, but will be reimbursed back to DuPage County via their CDBG line of credit.

Ms. Keating explained the 2018 Action Plan resolution, HHS-R-0087-18 for Community Development, bases all projects on the assumption of funding being consistent with the 2017 Community Development Block Grant (CDBG) in home funding levels. Ms. Keating and Chris Ragona, Manager of Community Development, attended the National Association for County Community and Economic Development (NACCED) and National Association of Counties (NACO) legislative conferences last week in Washington D.C. Ms. Keating was encouraged when a presenter stated the federal budget that was passed for 2018-2019 includes a small bump in funds for nondefense discretionary spending which will maintain CDBG funding at least at
2017 levels through 2018 and potentially through 2019. She added that “B list” projects are available for any additional funding that may come to DuPage County through CDBG.

Ms. Keating stated that the information Mr. Ragona and her obtained at the conferences was invaluable and expressed her appreciation to the committee members for their support with this and all supported staff travel, adding the staff development received at these trainings allows for staff to perform their jobs more effectively and efficiently.

13. **DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK**

Anita Rajagopal, Assistant Administrator at the DuPage Convalescent Center, stated that Saveina Tanner, the new Assistant Director of Nursing, brings a lot of experience in both long and short-term care. The Director of Nursing position has been posted and is still being recruited. As part of Leading Age, the Care Center is negotiating contracts with Managed Care Organizations, Meridian and Blue Cross & Blue Shield, which have better terms and provide faster reimbursement.

Ms. Rajagopal added that the short-term unit has increased the beds from twenty-four to thirty due to an increase in referrals from the local hospitals. The short-term beds are Medicare and private insurance paid, providing better reimbursement rates.

14. **OLD BUSINESS**

15. **NEW BUSINESS**

16. **INFORMATIONAL ITEMS**

17. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:25 AM.
Resolution
FI-R-0101-18

ACCEPTANCE AND APPROPRIATION OF THE
DUPAGE HOUSING AUTHORITY FAMILY SELF-SUFFICIENCY PROGRAM PY18
AGREEMENT NO. FSS17002968
COMPANY 5000 - ACCOUNTING UNIT 1740
$108,407

(Under the administrative direction of the Community Services Department)

WHEREAS, the County of DuPage has been notified by the DuPage Housing Authority that grant funds in the amount of $108,407 (ONE HUNDRED EIGHT THOUSAND, FOUR HUNDRED SEVEN AND NO/100 DOLLARS) are available to be used to pay for the staffing of individuals who serve those in the Family Self-Sufficiency Program; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into an Agreement with the DuPage Housing Authority, a copy of which is attached to and incorporated as part of this resolution by reference (Attachment II); and

WHEREAS, the term of the agreement is from January 1, 2018 through December 31, 2018; and

WHEREAS, no additional County funds are required to receive this funding; and

WHEREAS, acceptance of this grant does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said grant funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the Agreement (Attachment II) between DuPage County and DuPage Housing Authority is hereby accepted; and

BE IT FURTHER RESOLVED that the additional appropriation on the attached sheet (Attachment I) in the amount of $108,407 (ONE HUNDRED EIGHT THOUSAND, FOUR HUNDRED SEVEN AND NO/100 DOLLARS) be made to establish the DuPage Housing Authority Family Self-Sufficiency Program PY18, Company 5000, Accounting Unit 1740, for the period January 1, 2018 through December 31, 2018; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County’s Authorized Representative; and

BE IT FURTHER RESOLVED that should state and/or federal funding cease for this grant, the Health and Human Services Committee shall review the need for continuing the specified program; and

BE IT FURTHER RESOLVED that should the Health and Human Services Committee
Resolution
FI-R-0101-18

determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 27th day of March, 2018 at Wheaton, Illinois.

__________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Greg Hart, District 3
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Amy L Grant
ADDITIONAL APPROPRIATION TO ESTABLISH
THE DUPAGE HOUSING AUTHORITY FAMILY SELF-SUFFICIENCY PROGRAM PY18
AGREEMENT NO. FSS17002968
COMPANY 5000 – ACCOUNTING UNIT 1740
$108,407

REVENUE

41000-0001 – Federal Operating Grant - HUD $108,407

TOTAL ANTICIPATED REVENUE $108,407

EXPENDITURES

PERSONNEL

50000 Regular Salaries $ 79,467
51010 Employer Share I.M.R.F. 9,616
51030 Employer Share Social Security 6,079
51040 Employee Med & Hosp Insurance 13,245

TOTAL PERSONNEL $108,407

TOTAL ADDITIONAL APPROPRIATION $108,407
Family Self-Sufficiency Program

SERVICE CONTRACT

DuPage Housing Authority
&
DuPage County Community Services

Background: The DuPage Housing Authority has been administering the Family Self-Sufficiency program in cooperation and coordination with the DuPage County Department of Community Services since January 1992. Continues funding for this initiative has been provided by the U.S. Department of Housing and Urban Development (HUD) under the Public and Indian Housing Family Self-Sufficiency (FSS) program. Acceptance of this award requires the DuPage Housing Authority to administer the FSS Program in accordance with HUD regulations and requirements in 24 CFR part 984 and must comply with HCV program requirements, notices, and guidebooks.

Purpose: This service agreement between the DuPage Housing Authority (DHA) and the DuPage County Department of Community Services (COUNTY) seeks to define the relative roles and responsibilities of each partner in this program during the contract period.

Contract Period: This agreement shall be effective from January 1, 2018 through December 31, 2018.

Scope of Project: The DuPage Housing Authority administers the Family Self Sufficiency program and in this role is responsible for the maintenance of the waiting list for the program, client eligibility determinations and redeterminations, completion of the Contract of Participation for each client, unit inspections, maintenance of client escrow accounts, program accounting, grant management and other administrative functions. In addition, the DHA will ensure that the Program Coordinating Council convenes at least annually and that the FSS Action Plan is updated as required.

The COUNTY will continue to coordinate the FSS program using rental assistance under the Housing Choice Voucher Programs together with public and private resources to provide supportive services to enable participating families to achieve economic independence and self-sufficiency. These services include the development of the client Individual Training and Service Plan (also called the Personal Development Plan), case management and supportive service referral activities, service plan updates, home visits with program participants and other direct services.

The COUNTY will hire, train, and supervise FSS Coordinators. The COUNTY will comply with program requirements of FSS Program Coordinator Role, Staffing Guidelines and Other Requirements.

Reporting Requirements: The DHA shall grant to the COUNTY, as payment for all HUD eligible expenses for activities performed by the COUNTY pursuant to the Agreement, compensation not to exceed $108,407.00 for salaries and benefits of program coordinators.
FSS Service Contract
HUD Fiscal Year: 2017
Funding Opportunity Number: FSS17002968
February 15, 2018

FSS program coordinators will continue to provide annual progress reports on FSS participants.

Term and Termination: Either party can terminate the agreement and its respective responsibilities after notifying the other party, in writing, of its intent to terminate in thirty (30) days. In the event of termination by either party, the sole remedy to each shall be according to quantum merit for services performed under this agreement.

Retention of Records: The COUNTY shall maintain records to show actual time devoted and cost incurred with respect to services under this agreement. Upon fifteen (15) days' notice from the DHA, all time sheets, billing and other documentation, used in preparation of monthly billings shall be made available for inspection, copying or auditing by the DHA at any time during normal billing hours at 421 N. County Farm Road, Wheaton, Illinois. All records in connection with this project shall be retained by COUNTY for a period of three years following project completion. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

Audit and Inspection of Records: The COUNTY shall, as often as deemed necessary by the DHA or any of their duly authorized representatives, grant full access and the right to examine any pertinent books, documents, papers and records of this grant for three years from the date of submission or the final expenditure report or until all audit findings have been resolved, whichever is later.

Exchange of Information: The parties of this agreement are committed to strict standards of confidentiality with regard to interagency communication concerning people in need of rental assistance and the Family Self-Sufficiency Program service and will observe both agencies' confidentiality policies as well applicable confidentiality laws. All clients enrolled in the FSS shall sign an authorization to exchange information that identifies all of the organizations and agencies who will be supporting the individual and their need to exchange information.

Terms of the agreement accepted and agreed to:

DuPage Housing Authority
711 E. Roosevelt Road
Wheaton, IL 60187
(630) 690-3555

By: ____________________________
Signature on file
Name: Kenneth Coles
Title: Executive Director

DuPage County Community Services
421 N. County Farm Road
Wheaton, IL 60187
(630) 407-6500

By: ____________________________
Name: Mary A. Keating
Title: Director
WHEREAS, Resolution HHS-P-0384-17 was approved and adopted by the County Board on September 26, 2017; and

WHEREAS, Resolution HHS-P-0384A-17 was approved and adopted by the County Board on January 23, 2017 increasing the encumbrance $299,549.00 that amended the contract total amount to $792,877.00; and

WHEREAS, the Health and Human Services Committee recommends changes as stated in the Change Order Notice to increase the contract in the amount of $62,216.00 for Community Services, under the FY18 Weatherization Program Grants.

NOW, THEREFORE, BE IT RESOLVED that DuPage County Board adopts Change Order Notice to Contract 2771-0001 SERV, issued to Healthy Air Heating & Air, Inc., for Community Services, under the FY18 Weatherization Program Grants, for a change order to increase contract in the amount of $62,216.00, resulting in an amended contract total amount not to exceed $855,093.00, for Community Services, under the FY18 Weatherization Program Grants.

Enacted and approved this 27th day of March, 2018 at Wheaton, Illinois.

DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Sam Tornatore, Vice Chair
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Amy L. Grant
Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 26, 2018

Packet Pg. 17

MinuteTraq (IQM2) ID: a2305

Attachment: Healthy Air Mechanical - Change Order - 2771 SERV (17-18-389 : Healthy Air Mechanical)

Purchase Order #: 2771-0001-Serv
Original Purchase Order Date: Jul 1, 2017
Change Order #: 2
Department: Community Services
Vendor Name: Healthy Air Heating & Air, Inc.
Vendor #: 14166
Dept Contact: Jennifer Chan

Background and/or Reason for Change Order Request:
The value of the contract must be increased for additional amount of grant funding received from ILDCEO for the Lineap Furnace Program. Please add Line 5 5000 1420 53090 18-224028 53090 532,216.00.

IN ACCORDANCE WITH 720 ILCS 5/33E-9
☐ (A) Were not reasonably foreseeable at the time the contract was signed.
☐ (B) The change is germane to the original contract as signed.
☐ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting contract value</td>
<td>$493,328.00</td>
</tr>
<tr>
<td>Net $ change for previous Change Orders</td>
<td>$299,549.00</td>
</tr>
<tr>
<td>Current contract amount (A + B)</td>
<td>$792,877.00</td>
</tr>
<tr>
<td>Amount of this Change Order Increase</td>
<td>$62,216.00</td>
</tr>
<tr>
<td>New contract amount (C + D)</td>
<td>$855,093.00</td>
</tr>
<tr>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>7.85%</td>
</tr>
<tr>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>73.33%</td>
</tr>
</tbody>
</table>

DECISION MEMO NOT REQUIRED

☐ Cancel entire order
☐ Close Contract
☐ Contract Extension (29 days)
☐ Consent Only

DECISION MEMO REQUIRED

☐ Increase (greater than 29 days) contract expiration from: ___________ to: ___________
☐ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
☒ Funding Source 5000-1420 18-224028
☐ OTHER - explain below:

Prepared By (Initials): JNC
Phone Ext: 6459
Date: 3/7/18

Recommended for Approval (Initials): Max
Phone Ext: 6459
Date: 3/7/18

REVIEWED BY (Initials Only)

Buyer: 3/8/18
Procurement Officer: 3/9-18
Date: 3-9-18

Chief Financial Officer (Decision Memos Over $25,000)
(Decision Memos Over $25,000)
Date: 3-9-18

Chairman’s Office
Date: 3-12-18

Rev 1.5
Packet Pg. 17
Decision Memo
Procurement Services Division
This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

<table>
<thead>
<tr>
<th>Requesting Department: Community Services - Weatherization</th>
<th>Department Contact: Jennifer Chan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email: <a href="mailto:Jennifer.Chan@dupageco.org">Jennifer.Chan@dupageco.org</a></td>
<td>Contact Phone: 630-407-6459</td>
</tr>
<tr>
<td>Vendor Name: Healthy Air Heating and Air, Inc.</td>
<td>Vendor #: 14166</td>
</tr>
</tbody>
</table>

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approval of increase in contract due to addition of LIHEAP Furnace Program grant funding. Vendor was procured with the expectation of funding from this grant source.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Increase in contract value required in order to meet projected production demand through the end of the LIHEAP Furnace Program grant term.

Strategic Impact
Customer Service
Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Acceptance of the increase in contract will enable us to assist additional low-income households in emergency furnace repair or replacement.

Source Selection/Vetting Information - Describe method used to select source.

Healthy Air Heating and Air, Inc. is a properly procured vendor for this program.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Accept the increase in contract and assist additional low-income households in DuPage County that need mechanical measures to repair or replace their furnace. There is no reason not to allow eligible households to receive this assistance when we are being provided funds to solve this issue.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

No impact to County General Fund. These are additional grant funds.
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: 7/24/2017
Bid/Contract: 17-130-GV

Company Name: HEALTHY AIR HEATING AND AIR INC
Contact Phone: 630-927-2211
Company Contact: PIOTR BLASZCZYK
Contact Email: HEALTHYAIRING@BCCGLOBAL.NET

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, vendor, or bidder that has previously obtained a contract, or any contract, or one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount in cash in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all current and previous contract awards made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official from whom the contract to be awarded is to be awarded is to be awarded. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and counterparts entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

- NONE (check here) - if no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, intangible services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. All contractors and vendors that have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officials or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

- NONE (check here) - if no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officials or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible debarment from future county contracts.

Contractor agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to contract award, whichever is sooner.
- 30 days prior to the anticipated renewal of any contract.
- Annual disclosure for multi-year contracts on the anniversary of said contract.
- With any request for change order except the one issued by the county for administrative adjustments.

The full text for the county's ethics and procurement policies and ordinances are available at: http://www.dupagecounty.com/Procurement/Policies/

Hereby acknowledge that I have received, have read, and understand these requirements.

Signature on File

Authorized Signature: PIOTR BLASZCZYK
Title: PRESIDENT
Date: 7/24/2017

Attach additional sheets if necessary. Sign each sheet and number each page. Page N/A of N/A (total number of pages)

Packet Pg. 19
Resolution
FI-R-0102-18

ACCEPTANCE AND APPROPRIATION
OF THE THIRTIETH (30TH) YEAR
EMERGENCY SOLUTIONS GRANT FY18
COMPANY 5000 - ACCOUNTING UNIT 1470
$505,443

(Under the administrative direction of
the Community Services Department)

WHEREAS, the County Board passed a motion on March 27, 2018 which adopted the 2018 Action Plan for Housing and Community Development and accepted the Community Development Commission’s recommendations on projects and funding amounts for the Thirtieth (30th) Year Emergency Solutions Grant FY18 of $285,654 (TWO HUNDRED EIGHTY-FIVE THOUSAND, SIX HUNDRED FIFTY-FOUR AND NO/100 DOLLARS); and

WHEREAS, all funding for the program will be provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, no additional County funds are required to receive said funding from the U.S. Department of Housing and Urban Development; and

WHEREAS, acceptance of this funding does not add any additional subsidy from the County; and

WHEREAS, it appears that $219,789 (TWO HUNDRED NINETEEN THOUSAND, SEVEN HUNDRED EIGHTY-NINE AND NO/100 DOLLARS) will be unexpended from the Twenty-Ninth (29th) Year Emergency Solutions Grant FY16 and FY17, Company 5000 - Accounting Unit 1470, and should be added to the Thirtieth (30th) Year Emergency Solutions Grant FY18, Company 5000 - Accounting Unit 1470 to continue certain program year activities begun under the Twenty-Ninth (29th) Year Emergency Solutions Grant; and

WHEREAS, the period of performance of this grant is April 1, 2018 to March 31, 2019; and

WHEREAS, THE County Board finds the need to appropriate said funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW THEREFORE, BE IT RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (Attachment) in the amount of $505,443 (FIVE HUNDRED FIVE THOUSAND, FOUR HUNDRED FORTY-THREE AND NO/100 DOLLARS) be made to establish the Thirtieth (30th) Year Emergency Solutions Grant FY18, Company 5000 - Accounting Unit 1470; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County’s Authorized Representative; and

BE IT FURTHER RESOLVED that should federal funding cease for this grant, the Health and Human Services Committee shall review the need for continuing the specified program and related head count; and
BE IT FURTHER RESOLVED that should the Health and Human Services Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 27th day of March, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER: Tonia Khouri, District 5
SECONDER: Greg Hart, District 3
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Amy L Grant
ADDITIONAL APPROPRIATION TO ESTABLISH
THE THIRTIETH (30th) YEAR
EMERGENCY SOLUTIONS GRANT FY18
COMPANY 5000 – ACCOUNTING UNIT 1470
$505,443

REVENUE

41000-0001 - Federal Operating Grant - HUD $505,443

TOTAL ANTICIPATED REVENUE $505,443

EXPENDITURES

PERSONNEL

50000 – Regular Salaries $21,800
51010 – Employer Share IMRF 2,400
51030 – Employer Share Social Security 1,600
51040 – Employee Medical & Hospital Insurance 3,051

TOTAL PERSONNEL $28,851

COMMODITIES

52200 – Office Supplies $350

TOTAL COMMODITIES $350

CONTRACTUAL

53000 - Auditing & Accounting Services $500
53800 – Printing 275
53820 – Grant Services 475,467

TOTAL CONTRACTUAL SERVICES $476,242

TOTAL ADDITIONAL APPROPRIATION $505,443
Resolution
FI-R-0103-18

ACCEPTANCE AND APPROPRIATION
OF THE TWENTY-SEVENTH (27TH) YEAR
HOME INVESTMENT PARTNERSHIP GRANT FY18
COMPANY 5000 - ACCOUNTING UNIT 1450
$5,871,396

(Under the administrative direction of
the Community Services Department)

WHEREAS, the County Board passed a motion on March 27, 2018 which adopted the
2018 Action Plan and authorized the submission of an application for the Twenty-Seventh (27th)
year HOME Investment Partnership program for $1,280,596 (ONE MILLION, TWO
HUNDRED EIGHTY THOUSAND, FIVE HUNDRED NINETY-SIX AND NO/100
DOLLARS); and

WHEREAS, DuPage County has been informed that the grant application has been
approved; and

WHEREAS, all funding for the program will be provided by the U.S. Department of
Housing and Urban Development; and

WHEREAS, it appears that $4,256,981 (FOUR MILLION, TWO HUNDRED FIFTY-
SIX THOUSAND, NINE HUNDRED EIGHTY-ONE AND NO/100 DOLLARS) will be
unexpended from the 26th Year HOME Investment Partnership Program FY17, Company 5000 -
Accounting Unit 1450 and should be added to the Twenty-Seventh (27th) year HOME
Investment Partnership Program FY18, Company 5000 - Accounting Unit 1450 to continue
certain program year activities begun under the Twenty-Sixth (26th) Year HOME Investment
Partnership Grant; and

WHEREAS, the County’s HOME Investment Partnership Program expects $333,819
(THREE HUNDRED THIRTY-THREE THOUSAND, EIGHT HUNDRED NINETEEN AND
NO/100 DOLLARS) in program income to be available in Program Year 2018 that should be
included in the program’s budget; and

WHEREAS, the period of performance of this grant is April 1, 2018 to March 31, 2019;
and

WHEREAS, no additional County funds are required to receive said funding from the
U.S. Department of Housing and Urban Development; and

WHEREAS, acceptance of this funding does not add any additional subsidy from the
County; and

WHEREAS, the County Board finds the need to appropriate said funds creates an
emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW THEREFORE, BE IT RESOLVED by the DuPage County Board that the
additional appropriation on the attached sheet (Attachment) in the amount of $5,871,396 (FIVE
MILLION, EIGHT HUNDRED SEVENTY-ONE THOUSAND, THREE HUNDRED NINETY-
SIX AND NO/100 DOLLARS) be made to establish the Twenty-Seventh (27th) Year HOME
Investment Partnership Program FY18, Company 5000 - Accounting Unit 1450 for the period of April 1, 2018 to March 31, 2019; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County’s Authorized Representative; and

BE IT FURTHER RESOLVED that should federal funding cease for this grant, the Health and Human Services Committee shall review the need for continuing the specified program and related head count; and

BE IT FURTHER RESOLVED that should the Health and Human Services Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 27th day of March, 2018 at Wheaton, Illinois.

____________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER: Tonia Khouri, District 5
SECONDER: Greg Hart, District 3
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Amy L Grant
ATTACHMENT

ADDITIONAL APPROPRIATION TO ESTABLISH
THE TWENTY-SEVENTH (27TH) YEAR HOME INVESTMENT FY18
PARTNERSHIP GRANT
COMPANY 5000 - ACCOUNTING UNIT 1450
$5,871,396

REVENUE

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>41000-0001</td>
<td>Federal Operating Grant - HUD</td>
<td>$5,537,577</td>
</tr>
<tr>
<td>46011-0000</td>
<td>Program Income</td>
<td>333,819</td>
</tr>
</tbody>
</table>

TOTAL ANTICIPATED REVENUE $5,871,396

EXPENDITURES

PERSONNEL

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50000</td>
<td>Regular Salaries</td>
<td>$75,250</td>
</tr>
<tr>
<td>50040</td>
<td>Part Time Help</td>
<td>13,000</td>
</tr>
<tr>
<td>50050</td>
<td>Temporary Salaries</td>
<td>2,350</td>
</tr>
<tr>
<td>51000</td>
<td>Benefit Payments</td>
<td>250</td>
</tr>
<tr>
<td>51010</td>
<td>Employer Share IMRF</td>
<td>8,900</td>
</tr>
<tr>
<td>51030</td>
<td>Employer Share Social Security</td>
<td>7,000</td>
</tr>
<tr>
<td>51040</td>
<td>Employee Medical &amp; Hospital Insurance</td>
<td>12,000</td>
</tr>
<tr>
<td>51050</td>
<td>Flex Benefits</td>
<td>250</td>
</tr>
</tbody>
</table>

TOTAL PERSONNEL $119,000

COMMODITIES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>52200</td>
<td>Operating Supplies &amp; Materials</td>
<td>360</td>
</tr>
</tbody>
</table>

TOTAL COMMODITIES $360

CONTRACTUAL

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>53000</td>
<td>Auditing &amp; Accounting Services</td>
<td>$7,500</td>
</tr>
<tr>
<td>53500</td>
<td>Mileage Expense</td>
<td>100</td>
</tr>
<tr>
<td>53510</td>
<td>Travel Expense</td>
<td>200</td>
</tr>
<tr>
<td>53610</td>
<td>Instruction &amp; Schooling</td>
<td>150</td>
</tr>
<tr>
<td>53800</td>
<td>Printing</td>
<td>750</td>
</tr>
<tr>
<td>53820</td>
<td>Grant Services</td>
<td>5,743,336</td>
</tr>
</tbody>
</table>

TOTAL CONTRACTUAL SERVICES $5,752,036

TOTAL ADDITIONAL APPROPRIATION $5,871,396
Resolution
FI-R-0104-18

ACCEPTANCE AND APPROPRIATION
OF THE FORTY-FOURTH (44TH) YEAR
COMMUNITY DEVELOPMENT BLOCK GRANT FY18
COMPANY 5000 - ACCOUNTING UNIT 1440
$8,633,120

(Under the administrative direction of
the Community Services Department)

WHEREAS, the County Board passed a motion on March 27, 2018 which adopted the
2018 Action Plan for Housing and Community Development and accepted the Community
Development Commission’s recommendations on projects and funding amounts for the Forty-
Fourth (44th) Year Community Development Block Grant FY18 of $3,589,224 (THREE
MILLION, FIVE HUNDRED EIGHTY-NINE THOUSAND, TWO HUNDRED TWENTY-
FOUR AND NO/100 DOLLARS); and

WHEREAS, all funding for the program will be provided by the U.S. Department of
Housing and Urban Development; and

WHEREAS, it appears that $4,937,515 (FOUR MILLION, NINE HUNDRED THIRTY-
SEVEN THOUSAND, FIVE HUNDRED FIFTEEN AND NO/100 DOLLARS) will be
unexpended from the Community Development Act Fund, Company 5000 - Accounting Unit
1440 to continue certain program year activities begun under the Forty-Third (43rd) Year
Community Development Block Grant FY17; and

WHEREAS, the County’s Community Development Block Grant program expects
$106,381 (ONE HUNDRED SIX THOUSAND, THREE HUNDRED EIGHTY-ONE AND
NO/100 DOLLARS) in program income to be available in Program Year 2018 that should be
included in the program’s budget; and

WHEREAS, the period of performance of this grant is April 1, 2018 to March 31, 2019;
and

WHEREAS, no additional County funds are required to receive said funding from the
U.S. Department of Housing and Urban Development; and

WHEREAS, acceptance of this funding does not add any additional subsidy from the
County; and

WHEREAS, the County Board finds the need to appropriate said funds creates an
emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW THEREFORE, BE IT RESOLVED by the DuPage County Board that the
additional appropriation on the attached sheet (Attachment) in the amount of $8,633,120 (EIGHT
MILLION, SIX HUNDRED THIRTY-THREE THOUSAND, ONE HUNDRED TWENTY
AND NO/100 DOLLARS) be made to establish the Forty-Fourth (44th) Year Community
Development Block Grant FY18, Company 5000 - Accounting Unit 1440; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of
Community Services is approved as the County’s Authorized Representative; and
Resolution
FI-R-0104-18

BE IT FURTHER RESOLVED that should federal funding cease for this grant, the Health and Human Services Committee shall review the need for continuing the specified program and related head count; and

BE IT FURTHER RESOLVED that should the Health and Human Services Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 27th day of March, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER: Tonia Khouri, District 5
SECONDER: Greg Hart, District 3
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Amy L Grant
**REVENUE**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>41000-0001</td>
<td>Federal Operating Grant - HUD</td>
<td>$8,526,739</td>
</tr>
<tr>
<td>46011-0000</td>
<td>Program Income</td>
<td>106,381</td>
</tr>
</tbody>
</table>

**TOTAL ANTICIPATED REVENUE**

$8,633,120

**EXPENDITURES**

**PERSONNEL**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50000 –</td>
<td>Regular Salaries</td>
<td>$428,000</td>
</tr>
<tr>
<td>50010 –</td>
<td>Overtime</td>
<td>1500</td>
</tr>
<tr>
<td>50040 –</td>
<td>Part Time Help</td>
<td>13,000</td>
</tr>
<tr>
<td>50050 –</td>
<td>Temporary Salaries</td>
<td>12,500</td>
</tr>
<tr>
<td>51000 –</td>
<td>Benefit Payments</td>
<td>7,500</td>
</tr>
<tr>
<td>51010 –</td>
<td>Employer Share IMRF</td>
<td>46,000</td>
</tr>
<tr>
<td>51030 –</td>
<td>Employer Share Social Security</td>
<td>34,000</td>
</tr>
<tr>
<td>51040 –</td>
<td>Employee Medical &amp; Hospital Insurance</td>
<td>56,000</td>
</tr>
<tr>
<td>51050 –</td>
<td>Flexible Benefit Earnings</td>
<td>1,000</td>
</tr>
</tbody>
</table>

**TOTAL PERSONNEL**

$599,500

**COMMODITIES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>52000 –</td>
<td>Furn/Mach/Equip Small Value</td>
<td>$500</td>
</tr>
<tr>
<td>52100 –</td>
<td>IT Equipment - Small Value</td>
<td>3,000</td>
</tr>
<tr>
<td>52200 –</td>
<td>Operating Supplies &amp; Materials</td>
<td>3,000</td>
</tr>
<tr>
<td>52260 –</td>
<td>Fuel &amp; Lubricants</td>
<td>100</td>
</tr>
</tbody>
</table>

**TOTAL COMMODITIES**

$6,600

**CONTRACTUAL**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>53000 –</td>
<td>Auditing &amp; Accounting Services</td>
<td>$16,000</td>
</tr>
<tr>
<td>53090 –</td>
<td>Other Professional Services</td>
<td>48,000</td>
</tr>
<tr>
<td>53100 –</td>
<td>Auto Liability Insurance</td>
<td>100</td>
</tr>
<tr>
<td>53250 –</td>
<td>Wired Communication Services</td>
<td>50</td>
</tr>
<tr>
<td>53380 –</td>
<td>Repair &amp; Mtce Auto Equipment</td>
<td>1,000</td>
</tr>
<tr>
<td>53410 –</td>
<td>Rental of Machinery &amp; Equipment</td>
<td>6,000</td>
</tr>
<tr>
<td>53500 –</td>
<td>Mileage Expense</td>
<td>250</td>
</tr>
<tr>
<td>53510 –</td>
<td>Travel Expense</td>
<td>9,500</td>
</tr>
<tr>
<td>53600 –</td>
<td>Dues &amp; Memberships</td>
<td>3,000</td>
</tr>
<tr>
<td>53610 –</td>
<td>Instruction &amp; Schooling</td>
<td>5,000</td>
</tr>
<tr>
<td>53800 –</td>
<td>Printing</td>
<td>3,500</td>
</tr>
<tr>
<td>53804 –</td>
<td>Postage &amp; Postal Charges</td>
<td>3,000</td>
</tr>
</tbody>
</table>
ADDITIONAL APPROPRIATION TO ESTABLISH
THE FORTY-FOURTH (44TH) YEAR
COMMUNITY DEVELOPMENT BLOCK GRANT FY18
COMPANY 5000 - ACCOUNTING UNIT 1440
$8,633,120

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>53806</td>
<td>Software License</td>
<td>2,500</td>
</tr>
<tr>
<td>53820</td>
<td>Grant Services</td>
<td>7,916,120</td>
</tr>
<tr>
<td>53828</td>
<td>Contingencies</td>
<td>5,000</td>
</tr>
<tr>
<td>53830</td>
<td>Other Contractual Expenses</td>
<td>8,000</td>
</tr>
</tbody>
</table>

**TOTAL CONTRACTUAL** $8,027,020

**TOTAL ADDITIONAL APPROPRIATION** $8,633,120
Requisition 25k and over

HHS-P-0090-18

AWARDING RESOLUTION
ISSUED TO QUALITY PLACEMENT AUTHORITY, LLC
FOR STAFFING SERVICES FOR
THE PURPOSE OF STAFFING RNs, LPNs AND CNAs
FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL AMOUNT: $30,000.00)

WHEREAS, proposals have been taken and processed in accordance with County Board policy; and

WHEREAS, the Health and Human Service Committee recommends County Board approval for staffing services for the purpose of staffing RNs, LPNs and CNAs, for the period April 10, 2018 through April 09, 2019, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that County Contract covering said for staffing services for the purpose of staffing RNs, LPNs and CNAs, for the period April 10, 2018 through April 09, 2019, for the DuPage Care Center, be, and it is hereby approved for issuance of a contract by the Procurement Division to Quality Placement Authority, LLC, 1485 Response Road, Suite 108, Sacramento, California 95815, for a total contract amount not to exceed $30,000.00, per renewal option under Proposal #P17-003-GV, first optional one year renewal.

Enacted and approved this 27th day of March, 2018 at Wheaton, Illinois.

_____________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED [UNANIMOUS]
MOVER: Tonia Khouri, District 5
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Amy L Grant
# PROCUREMENT REVIEW CHECKLIST
## REQUISITION
This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 7, 2018</td>
<td>$30,000</td>
<td>4/10/2018 - 4/9/2019</td>
<td>DUPAGE CARE CENTER</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

**Decision Memo Required**  Explanation of Request for Proposal (RFP) Instead of Bid - Most Qualified Offeror

- Karen Graczyk  Completed  03/07/2018 1:41 PM
- Janelle Chadwick  Completed  03/07/2018 1:45 PM
- Kathy Ostrowski  Completed  03/08/2018 8:50 AM
- James McGuire  Completed  03/09/2018 1:26 PM
- Paul Rafac  Completed  03/09/2018 4:31 PM
- Tom Cuculich  Completed  03/12/2018 8:13 AM
- Kathy Ostrowski  Completed  03/12/2018 11:36 AM
- Health & Human Services  Completed  03/20/2018 10:15 AM
- Finance Committee  Completed  03/27/2018 8:00 AM
- County Board  Completed  03/27/2018 10:00 AM
# Procurement Review Checklist

**Procurement Services Division**

**Date:** Feb 28, 2018

**Vendor:** Quality Placement Authority, LLC (OPA)  
**Vendor #:** 25367-p1

**Dept:** DuPage Care Center  
**Contact:** Clementine Nelson  
**Phone:** 630-784-4251

**Contract:** April 10, 2018 - April 9, 2019  
**Total:** $30,000.00  
**Assigned Committee:** Health and Human Services

### Description of Procurement/Scope of Work/Background

Supplemental Staffing services to provide the services of registered Nurses, Licensed Practical Nurses and Certified Nursing Assistants for residents/patients of the Facility.

### Reason for Procurement

RNs, LPNs and CNAs are vital front line positions in the operation of the DuPage Care Center. Staffing levels have been established based on resident census and acuity, workload, and regulatory guidelines. Staffing is utilized to maintain staffing levels in light of position vacancies, scheduled time off, medical leaves, etc.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 1200-2050-53090
- Budget Transfer (Date) ____________ Add'l Information

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # _______________ (QUOTE < $25,000, BID < $25,000; attach Tabulation)
- RENEWAL Enter Bid and/or PO# _______________  
  - Intergovernmental Agreement  
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### BASIS OF DECISION MEMO (attach Decision Memo)

- EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
- EXPLANATION OF REQUEST FOR PROPOSAL RFP #: 1st Renewal P17-003-GV (include Evaluation Summary if applicable)
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # _______________

### PREPARED BY AND APPROVAL(S)

<table>
<thead>
<tr>
<th>cdk</th>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3/8/18</td>
<td>3-9-18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3-9-18</td>
<td>3-12-18</td>
</tr>
</tbody>
</table>

**Attachment:** Quality Placement Authority, LLC - Checklist (HHS-P-0090-18 : Quality Placement Authority, LLC)
Purchase Requisition
Procurement Services Division

Send Purchase Order To:
Vendor: Quality Placement Authority, LLC (QPA)  Vendor #: 26367-p1
Attn: Curtis Murray  Email: cmurray@qpauthority.com
Address: 1485 Response Road, Suite 108
City: Sacramento  State: CA  Zip: 95815
Phone: 916-924-0250  Fax: 916-924-0255

Send Invoices To:
Vendor: Quality Placement Authority, LLC (QPA)  Vendor #: 26367-p1
Attn: Tabitha Deno  Email: Tabitha.Deno@dupageco.org
Address: 400 N. County Farm Road  Room:
City: Wheaton  State: IL  Zip: 60187
Phone: 630-784-4252  Fax:

Send Payments To:
Vendor: Quality Placement Authority, LLC (QPA)  Vendor #: 26367-p1
Attn: Tim Ward  Email: tward@staffingnetwork.com
Address: 450 E Devon Avenue, Suite 250
City: Itasca  State: IL  Zip: 60143
Phone: 847-250-4981  Fax: 630-285-8071

Send Invoices To:
Vendor: Quality Placement Authority, LLC (QPA)  Vendor #: 26367-p1
Attn: Tabitha Deno  Email: Tabitha.Deno@dupageco.org
Address: 400 N. County Farm Road  Room:
City: Wheaton  State: IL  Zip: 60187
Phone: 630-784-4252  Fax:

Ship To:
Dept: DuPage Care Center  Division: Nursing
Attn: Clementine Nelson  Email: Clementine.Nelson@dupageco.org
Address: 400 N. County Farm Road  Room:
City: Wheaton  State: IL  Zip: 60187
Phone: 630-784-4251  Fax:

Payment Terms  F.O.B.
PER 50 ILCS 505/1  Destination
Use for Contract Administrator  Contract Start Date  Contract End Date  Use for PO25 only
PO25 only  Christine Kliebhan  April 10, 2018  April 9, 2019  PO25 only

Requisition Total: $30,000.00

Header Comments (these comments will appear on the PO20 and PO25 Purchase Order):
County purchase order to Quality Placement Authority, LLC, to provide supplemental staffing (CNA’s, LPN’s and RN’s) to the DuPage Care Center, for the period April 10, 2018 through April 09, 2019, for a contract not to exceed $30,000.00, per renewal option under proposal P17-003-GV, first optional on year renewals.

Special Instructions/Comments to Buyer or Approver (these comments will NOT appear on the Purchase Order):
March 20, 2018  HHS Committee  March 27, 2018  County Board

User Department Internal Notes (these comments will NOT appear on the Purchase Order):

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Supplemental Staffing</td>
<td></td>
<td>1200</td>
<td>2050</td>
<td>53090</td>
<td></td>
<td></td>
<td>30,000.00</td>
<td>30,000</td>
</tr>
</tbody>
</table>
**Decision Memo**

**Procurement Services Division**

This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

---

**Date:** Mar 6, 2018  
**MinuteTraq (IQM2) ID #:** 12192  
**Department Requisition #:** 7045

---

**Requesting Department:** DuPage Care Center  
**Contact Email:** clementine.nelson@dupageco.org  
**Vendor Name:** Quality Placement Authority, LLC  
**Vendor #:** 26367-p1

**Department Contact:** Clementine Nelson  
**Contact Phone:** 630-784-4251

---

**Action Requested**  
Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

To renew contract purchase order to Quality Placement Authority, LLC, for supplemental staffing, for the period April 10, 2018 through April 9, 2019, for a total amount not to exceed $30,000.00, per Proposal #17-003-GV, first option to renew.

---

**Summary Explanation/Background**  
Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The Nursing department must ensure that staffing is available to meet the clinical care needs of residents and patients. Due to higher acuity and care needs, schedule and unscheduled time off, and natural attrition in the department there is potential for staffing shortages for Rn, LPN and CNA positions.

---

**Strategic Impact**  
Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

RN, LPNs and CNAs are vital front line positions in the operation of the DPCC. Staffing levels have been established based on resident census and acuity, workload, and regulatory guidelines. the Nursing department, at times, has experienced difficulty in developing daily staffing scheduled to meet the prescribed plan. The two main contributing factors when these situation occur are attrition (i.e. vacancies) and unscheduled time off (i.e. call-ins). In order to ensure that the DPCC is able to meet the prescribed staffing plan regardless of these issues, a contract for supplemental staffing will allow for adequate staffing when the existing pool of qualified DPCC staff is not able to fill the void.

---

**Source Selection/Vetting Information**  
Describe method used to select source.

RFP #17-003-GV

---

**Recommendations/Alternatives**  
Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1) Renew contract purchase order to Quality Placement Authority, LLC, for supplemental staffing, for the period April 10, 2018 through April 9, 2019, for a total amount not to exceed $30,000.00, per Proposal #17-003-GV, first option to renew.

2) Develop cash based incentives based incentives (beyond those already offered) to further entice current staff to work more overtime to cover the open shifts. This has the potential to cause significant staff burnout, resulting in less than desirable performance levels and an exacerbation of the current amount of unscheduled time off that is experienced.

---

**Fiscal Impact/Cost Summary**  
Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200-2050-53090</td>
<td>$30,000.00</td>
</tr>
</tbody>
</table>
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County’s Contractual Obligation.

Date: 02-06-2017

Bid/Contract/PO #: 2418-0001 SERV

Company Name: Quality Placement Authority, LLC
Contact: Curtis Murray
Phone: 916-934-0256
Email: cmurray@qualityplaceauthority.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $55,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contract, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, “contractor or vendor” includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters, counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officials or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

I hereby acknowledge that I have received, reviewed, and understand these requirements.

Signature on File

Printed Name: Curtis Murray
Title: Senior Division Director
Date: 02-06-2018
COUNTY OF DU PAGE, ILLINOIS
OPTION TO RENEW CONTRACT

This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois hereinafter called the “County” and Quality Placement Authority, LLC, 1485 Response Road, Ste 108, Sacramento, CA 95815, hereinafter called the “Contractor”, witnesseth;

The County and the Contractor have previously entered into a Contract, pursuant to Proposal P17-003-GV which became effective April 10, 2017, and which will expire April 9, 2018. The contract is subject to a FIRST option to renew for a twelve (12) month period.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

The contract renewal becomes effective April 10, 2018 and expires April 9, 2019 contingent upon any applicable Parent Committee and County Board approval.

Quality Placement Authority, LLC

Signature on File 1/29/18
SIGNATURE DATE
Printed Name: Claudi McCay
Printed Title: Director

COUNTY OF DU PAGE, ILLINOIS

Signature on File 2/5/18
SIGNATURE DATE
Glenda Vasak
Buyer II

Attachment: Quality Placement Authority, LLC - Renewal (HHS-P-0090-18 : Quality Placement Authority, LLC)
AWARDING RESOLUTION
ISSUED TO MAXIM HEALTHCARE SERVICES
FOR STAFFING SERVICES FOR
THE PURPOSE OF STAFFING RNs, LPNs AND CNAs
FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL AMOUNT: $170,000.00)

WHEREAS, proposals have been taken and processed in accordance with County Board policy; and

WHEREAS, the Health and Human Service Committee recommends County Board approval for staffing services for the purpose of staffing RNs, LPNs and CNAs, for the period April 10, 2018 through April 09, 2019, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that County Contract covering said staffing services for the purpose of staffing RNs, LPNs and CNAs, for the period April 10, 2018 through April 09, 2019, for the DuPage Care Center, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Maxim Healthcare Services, 150 North Wacker Drive, Suite 620, Chicago, Illinois 60606, for a total contract amount not to exceed $170,000.00, per renewal option under Proposal #P17-003-GV, first optional one year renewal.

Enacted and approved this 27th day of March, 2018 at Wheaton, Illinois.

______________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED [UNANIMOUS]
MOVER: Greg Hart, District 3
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Amy L Grant
Requisition 25k and over

HHS-P-0091-18

PROCUREMENT REVIEW CHECKLIST
REQUISITION
This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 7, 2018</td>
<td>$170,000.00</td>
<td>APRIL 10, 2018 - APRIL 9, 2019</td>
<td>DUPAGE CARE CENTER</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Graczyk</td>
<td>Completed</td>
<td>03/07/2018 1:43 PM</td>
</tr>
<tr>
<td>Janelle Chadwick</td>
<td>Completed</td>
<td>03/07/2018 1:46 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>03/08/2018 9:57 AM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>03/09/2018 1:27 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>03/09/2018 4:35 PM</td>
</tr>
<tr>
<td>Tom Cuculich</td>
<td>Completed</td>
<td>03/12/2018 8:13 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>03/12/2018 11:44 AM</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>Completed</td>
<td>03/20/2018 10:15 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Completed</td>
<td>03/27/2018 8:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Completed</td>
<td>03/27/2018 10:00 AM</td>
</tr>
</tbody>
</table>
## Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions. Attach Required Vendor Ethics Disclosure Statement.

### Vendor Information

- **Vendor:** Maxim Healthcare Services, Inc. d/b/a Maxim Staffing Solutions
- **Vendor #:** 13962
- **Contract:** April 10, 2018 - April 9, 2019
- **Total:** $170,000.00

### Department Information
- **Dept:** DuPage Care Center
- **Contact:** Clementine Nelson
- **Phone:** 630-784-4251
- **Assigned:** Health and Human Services Committee

### Description of Procurement/Scope of Work/Background

Supplemental staffing services to provide the services of registered Nurses, Licensed Practical Nurses and Certified Nursing assistants for residents/patients of the DuPage Care Center.

### Reason for Procurement

RNs, LPNs, and CNAs are vital front line positions in the operation of the DuPage Care Center. Staffing levels have been established based on resident census and acuity, workload, and regulatory guidelines. Staffing is utilized to maintain staffing levels in light of position vacancies, scheduled time off, medical leaves, etc.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 1200-2050-53090
- Budget Transfer (Date)

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # ____________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid and/or PO# ____________________________ □ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### BASIS OF DECISION MEMO (attach Decision Memo)

- EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # 17-003-GV 1st Renewal (include Evaluation Summary if applicable)
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 5/102/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID #

### PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>cdk</td>
<td>Mar 6, 2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3/8/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman’s Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3/9/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**3-9-18**

**3-9-18**

**3-12-18**

**Rev 1.6**

Packet Pg. 39
# Purchase Requisition

**Procurement Services Division**

<table>
<thead>
<tr>
<th>Send Purchase Order To:</th>
<th>Send Invoices To:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor:</strong> Maxim Healthcare Services, Inc. <em>d/b/a</em> Maxim Staffing Solutions</td>
<td><strong>Vendor #:</strong> 13962</td>
</tr>
<tr>
<td><strong>Attorney:</strong> Joseph Stith</td>
<td><strong>Dept:</strong> DuPage Care Center</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:jostith@maxhealth.com">jostith@maxhealth.com</a></td>
<td><strong>Division:</strong> Nursing</td>
</tr>
<tr>
<td><strong>Address:</strong> 150 N. Wacker Drive, Suite 620</td>
<td><strong>Attn:</strong> Tabitha Deno</td>
</tr>
<tr>
<td><strong>City:</strong> Chicago</td>
<td><strong>Email:</strong> <a href="mailto:Tabitha.Deno@dupageco.org">Tabitha.Deno@dupageco.org</a></td>
</tr>
<tr>
<td><strong>State:</strong> IL</td>
<td><strong>Address:</strong> 400 N. County Farm Road</td>
</tr>
<tr>
<td><strong>Zip:</strong> 60606</td>
<td><strong>City:</strong> Wheaton</td>
</tr>
<tr>
<td><strong>Phone:</strong> 312-577-7522</td>
<td><strong>State:</strong> IL</td>
</tr>
<tr>
<td><strong>Fax:</strong> 877-306-6791</td>
<td><strong>Zip:</strong> 60187</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Send Payments To:</th>
<th>Ship To:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor:</strong> Maxim Staffing Solutions</td>
<td><strong>Vendor #:</strong> 13962</td>
</tr>
<tr>
<td><strong>Attorney:</strong> Alexander Prior</td>
<td><strong>Dept:</strong> DuPage Care Center</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:aprior@maxhealth.com">aprior@maxhealth.com</a></td>
<td><strong>Division:</strong> Nursing</td>
</tr>
<tr>
<td><strong>Address:</strong> 12558 Collections Center Drive</td>
<td><strong>Attn:</strong> Clementine Nelson</td>
</tr>
<tr>
<td><strong>City:</strong> Chicago</td>
<td><strong>Email:</strong> <a href="mailto:clementine.nelson@dupageco.org">clementine.nelson@dupageco.org</a></td>
</tr>
<tr>
<td><strong>State:</strong> IL</td>
<td><strong>Address:</strong> 400 N. County Farm Road</td>
</tr>
<tr>
<td><strong>Zip:</strong> 60693</td>
<td><strong>City:</strong> Wheaton</td>
</tr>
<tr>
<td><strong>Phone:</strong> 410-910-2073</td>
<td><strong>State:</strong> IL</td>
</tr>
<tr>
<td><strong>Fax:</strong> 443-430-7323</td>
<td><strong>Zip:</strong> 60187</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Terms</th>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER 50 ILCS 505/1</td>
<td>Destination</td>
<td></td>
<td>Christine Kliebhan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Use for</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td>Christine Kliebhan</td>
<td>April 10, 2018</td>
<td>April 9, 2019</td>
<td>PO25 only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept</th>
<th>Acctg Unit</th>
<th>Acct</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Supplemental Staffing</td>
<td>Supplemental Staffing</td>
<td>1200</td>
<td>2050</td>
<td>53090</td>
<td></td>
<td></td>
<td>170,000.00</td>
<td>170,000.00</td>
</tr>
</tbody>
</table>

**Requisition Total:** $170,000.00

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

County purchase order to Maxim Healthcare, to provide supplemental staffing (CNA's, LPN's and RN's) to the DuPage Convalescent Center, for the period April 10, 2018 through April 09, 2019, for a contract not to exceed $170,000, per Proposal #17-003-GV.

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

March 20, 2018 HHS Committee
March 27, 2018 County Board

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
**Decision Memo**

**Procurement Services Division**

This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

---

**Date:** Mar 6, 2018  
**MinuteTraq (IQM2) ID #:** 12192  
**Department Requisition #:** 7048

---

**Requesting Department:** DuPage Care Center  
**Department Contact:** Clementine Nelson

<table>
<thead>
<tr>
<th>Contact Email</th>
<th>Contact Phone</th>
<th>Vendor Name</th>
<th>Vendor #</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:clementine.nelson@dupageco.org">clementine.nelson@dupageco.org</a></td>
<td>630-784-4251</td>
<td>Maxim Healthcare Services, Inc. d/b/a Maxim Staffing Solutions</td>
<td>12992</td>
</tr>
</tbody>
</table>

---

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

To renew contract purchase order to Maxim Healthcare Services, for supplemental staffing, for the period April 10, 2018 through April 9, 2019, for a total amount not to exceed $170,000.00, per Proposal #17-003-GV, first option to renew.

---

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The Nursing department must ensure that staffing is available to meet the clinical care needs of residents and patients. Due to higher acuity and care needs, schedule and unscheduled time off, and natural attrition in the department there is potential for staffing shortages for Rn, LPN and CNA positions.

---

**Strategic Impact**  
**Quality of Life**  
Select one of the five strategic imperatives in the County’s Strategic Plan this action will most impact and provide a brief explanation.

RN, LPNs and CNAs are vital front line positions in the operation of the DPCC. Staffing levels have been established based on resident census and acuity, workload, and regulatory guidelines. the Nursing department, at times, has experienced difficulty in developing daily staffing scheduled to meet the prescribed plan. The two main contributing factors when these situation occur are attrition (i.e. vacancies) and unscheduled time off (i.e. call-ins). In order to ensure that the DPCC is able to meet the prescribed staffing plan regardless of these issues, a contract for supplemental staffing will allow for adequate staffing when the existing pool of qualified DPCC staff is not able to fill the void.

---

**Source Selection/Vetting Information** - Describe method used to select source.

RFP #17-003-GV

---

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1) Renew contract purchase order to Maxim Healthcare Services, for supplemental staffing, for the period April 10, 2018 through April 9, 2019, for a total amount not to exceed $170,000.00, per Proposal #17-003-GV, first option to renew.
2) Develop cash based incentives based incentives (beyond those already offered) to further entice current staff to work more overtime to cover the open shifts. This has the potential to cause significant staff burnout, resulting in less than desirable performance levels and an exacerbation of the current amount of unscheduled time off that is experienced.

---

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

1200-2050-53090 $170,000.00
Required Vendor Ethics Disclosure Statement

Failure to complete and submit this form may result in delay or cancellation of the County's Contractual Obligation.

Date: 1/30/2018

Bid/Contract/PO #:

| Company Name: Maxim Healthcare Services Inc, dba Maxim Healthcare Solutions |
| Contact Person: Alexander Prior |
| Contact Phone: 410-916-1500 |

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change order to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount of or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

- [ ] NONE (check here) – if no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract bid and shall update such disclosure with any changes that may occur.

- [ ] NONE (check here) – if no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageparks.org/CountyBoard/Policy1

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature: Signature on File

Printed Name: Alexander Prior

Title: Controller

Date: 1/30/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page ______ of ______ (total number of pages).
COUNTY OF DU PAGE, ILLINOIS
OPTION TO RENEW CONTRACT

This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois hereinafter called the "County" and Maxim Healthcare Services, Inc, D/B/A Maxim Staffing Solutions, 7227 Lee Deforest Drive, Columbia, MD 21046, hereinafter called the "Contractor", witnessed;

The County and the Contractor have previously entered into a Contract, pursuant to Proposal P17-003-GV which became effective April 10, 2017, and which will expire April 9, 2018. The contract is subject to a FIRST option to renew for a twelve (12) month period.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

The contract renewal becomes effective April 10, 2018 and expires April 9, 2019 contingent upon any applicable Parent Committee and County Board approval.

Maxim Healthcare Services, Inc
D/B/A Maxim Staffing Solutions

COUNTY OF DU PAGE, ILLINOIS

Signature on File 1/30/18
Signature on File 7/30/18

Alex Prior
Glenda Vasak
Controller
Buyer II
AWARDING RESOLUTION
ISSUED TO BRIGHTSTAR CARE OF
CENTRAL DU PAGE-WHEATON
FOR STAFFING SERVICES FOR
THE PURPOSE OF STAFFING RNs, LPNs AND CNAs
FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL AMOUNT: $420,000.00)

WHEREAS, proposals have been taken and processed in accordance with County Board policy; and

WHEREAS, the Health and Human Service Committee recommends County Board approval for staffing services for the purpose of staffing RNs, LPNs and CNAs, for the period April 10, 2018 through April 09, 2019, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that County Contract covering said for staffing services for the purpose of staffing RNs, LPNs and CNAs, for the period April 10, 2018 through April 09, 2019, for the DuPage Care Center, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to BrightStar Care of Central Du Page-Wheaton, 402 East Roosevelt Road Suite 108, Wheaton, IL 60187, for a total contract amount not to exceed $420,000.00, per renewal option under Proposal #P17-003-GV, first optional one year renewal.

Enacted and approved this 27th day of March, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _______________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Greg Hart, District 3
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Amy L Grant
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE SUBMITTED</td>
</tr>
<tr>
<td>March 7, 2018</td>
</tr>
<tr>
<td>CONTRACT TOTAL AMOUNT</td>
</tr>
<tr>
<td>$420,000.00</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

**Decision Memo Required**

Explanation of Request for Proposal (RFP) Instead of Bid - Most Qualified Offeror

- Karen Graczyk: Completed 03/07/2018 1:45 PM
- Janelle Chadwick: Completed 03/07/2018 1:47 PM
- Kathy Ostrowski: Completed 03/08/2018 10:44 AM
- James McGuire: Completed 03/09/2018 1:23 PM
- Paul Rafac: Completed 03/09/2018 4:32 PM
- Tom Cuculich: Completed 03/12/2018 8:13 AM
- Kathy Ostrowski: Completed 03/12/2018 11:54 AM
- Health & Human Services: Completed 03/20/2018 10:15 AM
- Finance Committee: Completed 03/27/2018 8:00 AM
- County Board: Completed 03/27/2018 10:00 AM
## Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions. Attach Required Vendor Ethics Disclosure Statement.

### Vendor Information

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Brightstar Care of Central DuPage - Wheaton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor #:</td>
<td>12992</td>
</tr>
<tr>
<td>Dept:</td>
<td>DuPage Care Center</td>
</tr>
<tr>
<td>Contact:</td>
<td>Clementine Nelson</td>
</tr>
<tr>
<td>Phone:</td>
<td>630-784-4251</td>
</tr>
</tbody>
</table>

### Contract Information

| Contract Term: | April 10, 2018 - April 9, 2019 |
| Contract Total: | $420,000.00 |

### Description of Procurement/Scope of Work/Background

Supplemental staffing services to provide the services of registered Nurses, Licensed Practical Nurses and Certified Nursing assistants for residents/patients of the DuPage Care Center.

### Reason for Procurement

- RNs, LPNs, and CNAs are vital front line positions in the operation of the DuPage Care Center. Staffing levels have been established based on resident census and acuity, workload, and regulatory guidelines. Staffing is utilized to maintain staffing levels in light of position vacancies, scheduled time off, medical leaves, etc.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 1200-2050-53090
- Budget Transfer (Date): Add'l Information

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # ____________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid and/or PO# ____________ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### BASIS OF DECISION MEMO (attach Decision Memo)

- EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
- EXPLANATION OF REQUEST FOR PROPOSAL (5) 17-003-GV 1st Renewal (include Evaluation Summary, if applicable)
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # ____________

### PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>cdk</th>
<th>Mar 6, 2018</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Proclamation Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer</td>
<td>Date</td>
<td>Chairman's Office</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Packet Pg. 46**
### Purchase Requisition

**Procurement Services Division**

**Date:** Mar 6, 2018

**MinuteTraq (IQM2) ID #:** 12199

**Department Req #:** 7

**RFP, Bid or Quote #:** 17-003-GV

#### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Brightstar Care of DuPage-Wheaton</th>
<th>Vendor #:</th>
<th>12992</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>James D. Flickinger</td>
<td>Email:</td>
<td><a href="mailto:jflickinger@brightstarcare.com">jflickinger@brightstarcare.com</a></td>
</tr>
<tr>
<td>Address:</td>
<td>402 East Roosevelt Road, Suite 108</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Wheaton</td>
<td>State:</td>
<td>IL</td>
</tr>
<tr>
<td>Zip:</td>
<td>60187</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>630-260-5300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td>630-260-5303</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Send Invoices To:

<table>
<thead>
<tr>
<th>Dept:</th>
<th>DuPage Care Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Attn:</td>
<td>Tabitha Deno</td>
</tr>
<tr>
<td>Address:</td>
<td>400 N. County Farm Road</td>
</tr>
<tr>
<td>City:</td>
<td>Wheaton</td>
</tr>
<tr>
<td>Zip:</td>
<td>60187</td>
</tr>
<tr>
<td>Phone:</td>
<td>630-784-4252</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

#### Pay Via/Terms:

**Payment Terms:**

- Use for PO25 only: Christine Kliebhan

**PO 50 ILCS 505/1**

- Destination: F.O.B.

#### Send Payments To:

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Brightstar Care of DuPage-Wheaton</th>
<th>Vendor #:</th>
<th>12992</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>James D. Flickinger</td>
<td>Email:</td>
<td><a href="mailto:jflickinger@brightstarcare.com">jflickinger@brightstarcare.com</a></td>
</tr>
<tr>
<td>Address:</td>
<td>402 East Roosevelt Road, Suite 108</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Wheaton</td>
<td>State:</td>
<td>IL</td>
</tr>
<tr>
<td>Zip:</td>
<td>60187</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>630-260-5300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td>630-260-5303</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Ship To:

<table>
<thead>
<tr>
<th>Dept:</th>
<th>DuPage Care Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Attn:</td>
<td>Clementine Nelson</td>
</tr>
<tr>
<td>Address:</td>
<td>400 N. County Farm Road</td>
</tr>
<tr>
<td>City:</td>
<td>Wheaton</td>
</tr>
<tr>
<td>Zip:</td>
<td>60187</td>
</tr>
<tr>
<td>Phone:</td>
<td>630-784-4251</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

#### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extensor |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Supplemental Staffing</td>
<td></td>
<td>1200</td>
<td>2050</td>
<td>53090</td>
<td>420,000.00</td>
<td>420,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total:** $420,000.00

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

County purchase order to Brightstar Care of DuPage - Wheaton, to provide supplemental staffing (CNA’s, LPN’s and RN’s) to the DuPage Care Center, for the period April 10, 2018 through April 09, 2019, for a contract not to exceed $420,000.00, per renewal option under Proposal #17-003-GV, first option three one year renewals.

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

March 20, 2018  HHS Committee  March 27, 2018  County Board

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):

To renew contract purchase order to BrightStar Care, for supplemental staffing, for the period April 10, 2018 through April 9, 2019, for a total amount not to exceed $420,000.00, per Proposal #17-003-GV, first option to renew.

RN, LPNs and CNAs are vital front line positions in the operation of the DPCC. Staffing levels have been established based on resident census and acuity, workload, and regulatory guidelines. The Nursing department, at times, has experienced difficulty in developing daily staffing scheduled to meet the prescribed plan. The two main contributing factors when these situation occur are attrition (i.e. vacancies) and unscheduled time off (i.e. call-ins). In order to ensure that the DPCC is able to meet the prescribed staffing plan regardless of these issues, a contract for supplemental staffing will allow for adequate staffing when the existing pool of qualified DPCC staff is not able to fill the void.

Renew contract purchase order to Brightstar Care, for supplemental staffing, for the period April 10, 2018 through April 9, 2019, for a total amount not to exceed $420,000.00, per Proposal #17-003-GV, first option to renew.

Develop cash based incentives (beyond those already offered) to further entice current staff to work more overtime to cover the open shifts. This has the potential to cause significant staff burnout, resulting in less than desirable performance levels and an exacerbation of the current amount of unscheduled time off that is experienced.

1200-2050-53090 $420,000.00
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County’s Contractual Obligation.

Date: 1/16/18

P17-003-GV

Company Name: Brightstar Care of Central DuPage - Wheaton
Contact Name: Leonard Sanchez
Contact Email: Leonard.Sanchez@BrightstarCare.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contract, union, or vendor that is seeking or has previously obtained a contract, change order to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount of or in excess of $35,000 shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting party, and political action committees to which the contracting party has made contributions.

☑ NONE (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officials or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☑ NONE (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all Individuals who are or will be having contact with county officials or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leonard Sanchez</td>
<td>630-260-5300</td>
<td><a href="mailto:Leonard.Sanchez@BrightstarCare.com">Leonard.Sanchez@BrightstarCare.com</a></td>
</tr>
<tr>
<td>Jonathan Gray</td>
<td>630-260-5300</td>
<td><a href="mailto:Jonathan.Gray@BrightstarCare.com">Jonathan.Gray@BrightstarCare.com</a></td>
</tr>
</tbody>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner.
- 30 days prior to the optional renewal of any contract.
- Annual disclosure for multi-year contracts on the anniversary of said contract.
- With any request for change order except those issued by the county for administrative adjustments.

The full text for the county’s ethics and procurement policies and ordinances are available at: https://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature: Signature on File

Printed Name: Leonard Sanchez
Title: Vice President of Business Development
Date: January 26, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
COUNTY OF DU PAGE, ILLINOIS
OPTION TO RENEW CONTRACT

This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois hereinafter called the "County" and JDF Services, Inc, D/B/A Brightstar Care of Central DuPage-Wheaton, 416 E Roosevelt Road, Suite 105, Wheaton, IL 60187, hereinafter called the "Contractor", witnessed;

The County and the Contractor have previously entered into a Contract, pursuant to Proposal P17-003-GV which became effective April 10, 2017, and which will expire April 9, 2018. The contract is subject to a FIRST option to renew for a twelve (12) month period.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

The contract renewal becomes effective April 10, 2018 and expires April 9, 2019 contingent upon any applicable Parent Committee and County Board approval.

JDF Services, Inc
D/B/A Brightstar Care of
Central DuPage-Wheaton

Signature on File  1/26/18

COUNTY OF DU PAGE, ILLINOIS

Signature on File  1/29/18

LEONARDO SANCHEZ
PRINTED NAME

Vice President of Business Development
PRINTED TITLE

Glenda Vasak
Buyer II
### Requisition under 25k dollars

#### 2018-91

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Sam Tornatore, Vice Chair</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Elizabeth Chaplin, District 2</td>
</tr>
<tr>
<td>AYES:</td>
<td>Chaplin, Hart, Khouri, Larsen, Tornatore</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Amy L Grant</td>
</tr>
</tbody>
</table>

Packet Pg. 51
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 7, 2018</td>
<td>$5,200.00</td>
<td>MARCH 21, 2018 - NOVEMBER 30, 2018</td>
<td>DUPAGE CARE CENTER</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

- Karen Graczyk: Completed 03/07/2018 10:41 AM
- Janelle Chadwick: Completed 03/07/2018 12:54 PM
- Kathy Ostrowski: Completed 03/08/2018 8:28 AM
- James McGuire: Completed 03/13/2018 1:55 PM
- Paul Rafac: Completed 03/13/2018 2:43 PM
- Kathy Ostrowski: Completed 03/13/2018 2:52 PM
- Health & Human Services: Completed 03/20/2018 10:15 AM
## Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: Thatcher Oaks Awnings</th>
<th>Vendor #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: DuPage Care Center</td>
<td>Contact: Shauna Berman</td>
</tr>
<tr>
<td>Phone: 630-784-4261</td>
<td>Assigned Committee: Health and Human Services</td>
</tr>
</tbody>
</table>

**Contract**

- **March 21, 2018**
- **Term: November 30, 2018**
- **Total: $5,200.00**

**Description of Procurement/Scope of Work/Background**

Recover awning and walls at the DuPage Care Center

**Reason for Procurement**

Replacement awning at the West Entrance to also include new DuPage Care Center logo. The material carries a ten (10) year warranty.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 1200-2040 - $4010
- Budget Transfer (Date) Add'l Information

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # Q18-060-GV (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid and/or PO# Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### BASIS OF DECISION MEMO (attach Decision Memo)

- EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # (Include Evaluation Summary if applicable)
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID #

### PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>cdk</th>
<th>Mar 1, 2018</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>cdk</td>
<td>Mar 1, 2018</td>
<td>Recommended for Approval</td>
<td>Date</td>
<td>IT Approval, if required</td>
<td>Date</td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

- **Buyer**: 3/18/18 Procurement Officer 3/13/18
- **Chief Financial Officer**: 3/13/18 Chairman's Office (Decision Memos Over $25,000)
### Purchase Requisition

**Procurement Services Division**

**Date:** Mar 1, 2018

**MinuteTraq (IQM2) ID #:** 12191

**Department Req #:** 7

**RFP, Bid or Quote #:** Q18-060

---

#### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Thatcher Oaks Awnings</th>
<th>Vendor #:</th>
<th>Dept: DuPage Care Center</th>
<th>Division: Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Kevin Eltoft</td>
<td>Email: <a href="mailto:kevin@thatcheroaks.com">kevin@thatcheroaks.com</a></td>
<td>Attn: Shauna Berman</td>
<td>Email: <a href="mailto:shauna.berman@dupageco.org">shauna.berman@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 718 Industrial Drive</td>
<td></td>
<td>Address: 400 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>City: Elmhurst</td>
<td>State: IL</td>
<td>Zip: 60126</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-833-5700</td>
<td>Fax: 630-833-5795</td>
<td>Phone: 630-784-4261</td>
<td></td>
</tr>
</tbody>
</table>

#### Send Invoices To:

<table>
<thead>
<tr>
<th>Vendor: Thatcher Oaks Awnings</th>
<th>Vendor #:</th>
<th>Dept: DuPage Care Center</th>
<th>Division: Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Kevin Eltoft</td>
<td>Email: <a href="mailto:kevin@thatcheroaks.com">kevin@thatcheroaks.com</a></td>
<td>Attn: Tim Cleff</td>
<td>Email: <a href="mailto:tim.cleff@dupageco.org">tim.cleff@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 718 Industrial Drive</td>
<td></td>
<td>Address: 400 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>City: Elmhurst</td>
<td>State: IL</td>
<td>Zip: 60126</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-833-5700</td>
<td>Fax: 630-833-5795</td>
<td>Phone: 630-784-4435</td>
<td></td>
</tr>
</tbody>
</table>

#### Send Payments To:

<table>
<thead>
<tr>
<th>Vendor: Thatcher Oaks Awnings</th>
<th>Vendor #:</th>
<th>Dept: DuPage Care Center</th>
<th>Division: Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Kevin Eltoft</td>
<td>Email: <a href="mailto:kevin@thatcheroaks.com">kevin@thatcheroaks.com</a></td>
<td>Attn: Tim Cleff</td>
<td>Email: <a href="mailto:tim.cleff@dupageco.org">tim.cleff@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 718 Industrial Drive</td>
<td></td>
<td>Address: 400 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>City: Elmhurst</td>
<td>State: IL</td>
<td>Zip: 60126</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-833-5700</td>
<td>Fax: 630-833-5795</td>
<td>Phone: 630-784-4435</td>
<td></td>
</tr>
</tbody>
</table>

#### Ship To:

<table>
<thead>
<tr>
<th>Dept: DuPage Care Center</th>
<th>Division: Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Tim Cleff</td>
<td>Email: <a href="mailto:tim.cleff@dupageco.org">tim.cleff@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 400 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone: 630-784-4435</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

#### Payment Terms

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER 50 ILCS 505/1</td>
<td></td>
<td>Christine Kliebhan</td>
</tr>
</tbody>
</table>

#### Use for

- PO20 only
- Contract Administrator
- Contract Start Date: March 21, 2018
- Contract End Date: November 30, 2018

#### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Recover awning and walls at the DPCC</td>
<td>1200</td>
<td>2040</td>
<td>54010</td>
<td></td>
<td></td>
<td></td>
<td>5,200.00</td>
<td>5,200.00</td>
</tr>
</tbody>
</table>

**Requisition Total:** $5,200.00

---

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

Recover awning and walls at the DuPage Care Center, per low quote #Q18-060-GV.

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):

HHS  March 20, 2018
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Company Name: Thatcher Oaks
Company Contact: Jim Patten
Contact Phone: 630 833 5700
Contact Email: jim.patten@thatcheroaks.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change order to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

**✓ NONE (check here) - If no contributions have been made**

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the Contractor bid and shall update such disclosure with any changes that may occur.

**✓ NONE (check here) - If no contacts have been made**

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to contract action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at http://www.dupageco.org/CountyBoardPolicies/

I hereby acknowledge that I have received, read, and understand these requirements.

Authorized Signature: 

Signature on File: 

Printed Name: 
Title: President
Date: 2/2/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page ____ of ____ (total number of pages)
### Custom Quote for:

**DU PAGE CARE CENTER**
400 N COUNTY FARM RD
WHEATON, IL 60187

**Date:** 2/23/2018  
**Quote #:** 27954  
**Delivery:**

**Terms:** 50% deposit, balance due on completion

### Description | Amount

Proposal is to recover one awning and three walls for DuPage Convalescence Center 400 N County Farm Rd., Wheaton, IL 60187. The location is on the west elevation at entry #1. The size is 14'-0" wide, by 11'-0" high, by 10'-0" deep.

Thatcher Oaks will remove the existing awning frames from the location and bring back to our Elmhurst facility. The frames will be ground down, and re-primed silver.

Fabric to be #4643 Persian Green Sunbrella 100% Solution Dyed Acrylic, color to be confirmed. This material carries a ten (10) year warranty. There will be a horizontal run of heavy-duty clear vinyl.

Graphics include log and descriptors that will be applied using the Sunbrella Graphics system. This system utilizes heat and pressure to apply high quality 3M vinyl to the fabric.

Price includes installation. Any permit requirement will include an additional fee.

Thank You for your interest in Thatcher Oaks Awning Company.
Kevin Eltoft  (630) 452-1720  kevin@thatcheroaks.com

**Total:** $5,200.00

- It is the intent of the Seller to deliver to Buyer the products so stated in this contract, within the time frame so stated, subject to our ability to produce materials, and is subject to labor disputes, acts of God, and other delays beyond our control.

- **Customer Deposit is Nonrefundable 5 days after acceptance of contract.**

For the purpose of securing payment and performance of the obligation hereunder, Seller shall have, and Buyer hereby grants to Seller, a purchase money security interest in said property. The property and all of the apparatus, appliances, supplies, accessories and parts remain the property and security of Seller for said indebtedness until this contract is paid in full. In the event Seller has to remove property due to nonpayment, any monies paid on account shall remain the property of Seller as liquidated damages, and any reinstallation shall be subject to renegotiation.

- **All new installations are guaranteed against defects in material or workmanship for three years after installation.**

**Accepted:**  
**Dated:**  
**By:**

(BUYER)  
(SELLER)

**Deposit:** We may withdraw this proposal if not accepted within ___ days.
DuPage County, Illinois  
**BUDGET ADJUSTMENT**  
Effective September 21, 2016

**Neutral Exchange Site FY17**

**Company/Accounting Unit Name**

<table>
<thead>
<tr>
<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
<th>After Transfer</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5920</td>
<td>52000</td>
<td>FURN/MACH/EQUIP SMALL VALUE</td>
<td>$460.00</td>
<td>460 -</td>
<td>3/5/18</td>
<td></td>
</tr>
<tr>
<td>5920</td>
<td>52100</td>
<td>I.T. EQUIPMENT - SMALL VALUE</td>
<td>$925.00</td>
<td>925 -</td>
<td>3/5/18</td>
<td></td>
</tr>
<tr>
<td>5920</td>
<td>53020</td>
<td>INFORMATION TECHNOLOGY SVC</td>
<td>$829.00</td>
<td>850 - 21 -</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**Total** $2,214.00

---

<table>
<thead>
<tr>
<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
<th>After Transfer</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5920</td>
<td>51000</td>
<td>BENEFIT PAYMENTS</td>
<td>$2,214.00</td>
<td>(2213.28) 72</td>
<td>3/5/18</td>
<td></td>
</tr>
</tbody>
</table>

**Total** $2,214.00

---

**Reason for Request:**

To provide budget FY17 Compensated Absences Accrual.

---

**Signature on file**  
**Signature on file**

---

**Finance Department Use Only**

**Fiscal Year 2017**

**Budget Journal #**

**Acctg Period**

**Entered By/Date**

**Released By/Date**

**Posted By/Date**

---

**HHS 3/20**  
**FIN 3/27**
**DuPage County, Illinois**  
**BUDGET ADJUSTMENT**  
Effective September 21, 2016

**DUPAGE CARE CENTER**  
Company/Accounting Unit Name

### From: 1200

<table>
<thead>
<tr>
<th>Accounting Unit</th>
<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Available Balance</th>
<th>Date of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>53900</td>
<td></td>
<td>OTHER PROFESSIONAL SERVICES</td>
<td>$11,500.00</td>
<td>Prior: 18,025</td>
<td>After: 16,525</td>
</tr>
</tbody>
</table>

**Total** $11,500.00

### To: 1200

<table>
<thead>
<tr>
<th>Accounting Unit</th>
<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Available Balance</th>
<th>Date of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>53500</td>
<td></td>
<td>DUES &amp; MEMBERSHIPS</td>
<td>$11,500.00</td>
<td>Prior: 349.47</td>
<td>After: 11,849.47</td>
</tr>
</tbody>
</table>

**Total** $11,500.00

**Reason for Request:**

To allow monies to be transferred for annual membership dues for Illinois Aging Services Network for managed care network of Illinois post-acute healthcare providers who come together to negotiate managed care contracts with various payors in IL.

**Signature on file**

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2-27-18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>3-12-18</th>
</tr>
</thead>
</table>

**Signature on file**

**Finance Department Use Only**

**Fiscal Year 2018**  
Budget Journal # Acctg Period

Entered By/Date Released By/Date Posted By/Date
DuPage County

Grant Proposal Notification

GRANT NAME: DuPage Housing Authority Family Self-Sufficiency Program PY18

GRANTING ENTITY: DuPage Housing Authority

COUNTY DEPARTMENT: Community Services

PARENT COMMITTEE: Health and Human Services

DEPARTMENT CONTACT: Joan Fox

AMOUNT REQUESTED: $127,407

TYPE OF GRANT (please check): □ Competitive □ Continuation □ Formula
The DuPage Housing Authority administers the Family Self-Sufficiency program, in cooperation and coordination with DuPage County Community Services, to provide supportive services to enable participating families to achieve economic independence and self-sufficiency. This grant will make available funds to pay for partial staffing of FSS coordinators.

Grant proposal submission due date (MM/DD/YYYY) 9/25/2017

Start Date: 1/1/2018  
Completion Date: 12/31/2018

Project or project phase period covered by grant:

If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

If awarded, will this grant require the hiring of additional staff or personnel?

Yes [ ] No [x]

If yes, please list:

How many new positions will be created:

If the grant covers salary or salary & benefits, how many years will the position(s) be retained beyond the grant closing:

What fund will be used to compensate personnel after the project period ends:

Are matching funds required?

Yes [ ] No [x]

If yes, please answer the following questions:

Percentage of funding required by granting agency

County’s match amount:  (auto fill) $-

*Department may seek additional funding in the future to provide match amount

County fund that will provide the matching requirement:

Grant amount request (auto fill) $127,407.00

All other funding already allocated for project or project phase

Total project or project phase cost (auto fill) $127,407.00

[ ] Please check this box if you are interested in having a grant writer prepare this grant proposal
Grant Proposal Notification Report 007-18

Submitted on: 01/31/18        Submitted by: Joan Fox, Community Services

Purpose of Grant: The Department of Community Services, in participation with the
DuPage Housing Authority, coordinates the Family Self Sufficiency Program. The
County is responsible for hiring, training, and supervising FSS coordinators. Funding
from DuPage Housing Authority is used to pay for a portion of Family Self-Sufficiency
coordinator salaries and benefits.

Proposal Due Date: N/A        Project Period: 01/01/18 - 12/31/18

Matching Requirement:  □ Yes  ☑ No  Explain: ________________________________

Headcount Requirement:  □ Yes  ☑ No  Explain: ________________________________

Funding Origination Source:  ☑ Federal  □ State  □ Private  □ Corporate

The following potential issues are noted:

There are no known issues with this grant.

Other information (i.e. collaboration, allocation of funding, etc.): Grant funding
originates from the U.S. Department of Housing and Urban Development, passed through
DuPage Housing Authority. DuPage Housing Authority has been administering the
Family Self-Sufficiency program in cooperation and coordination with DuPage County
Department of Community Services since 1992.

For more information on the purpose of the grant and the justification of need, please see the Grant
Proposal Notification Form submitted by Joan Fox, Community Services Dept.
DuPage County

Grant Proposal Notification

GRANT NAME: Emergency Solutions Grant PY19

GRANTING ENTITY: Illinois Department of Human Services

COUNTY DEPARTMENT: Community Services

PARENT COMMITTEE: Health and Human Services

DEPARTMENT CONTACT: Joan Fox

AMOUNT REQUESTED: $33,430

TYPE OF GRANT (please check): □ Competitive □ Continuation □ Formula
**Narrative (Purpose of grant; justification of need):**

Assist DuPage County residents experiencing housing needs by providing assistance to prevent homelessness and to establish shelter, housing and stability. Eligible costs includes rental fees, security deposits, last month's rent, utility deposits, utility payment, moving costs and admin.

---

<table>
<thead>
<tr>
<th>Grant proposal submission due date (MM/DD/YYYY)</th>
<th>3/15/2018</th>
</tr>
</thead>
</table>

**Project or project phase period covered by grant:**

If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2018</td>
<td>6/30/2019</td>
</tr>
</tbody>
</table>

**If awarded, will this grant require the hiring of additional staff or personnel?**

If yes, please list:

- How many new positions will be created:

- If the grant covers salary or salary & benefits, how many years will the position(s) be retained beyond the grant closing:

- What fund will be used to compensate personnel after the project period ends:

<table>
<thead>
<tr>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>na</td>
<td>na</td>
</tr>
</tbody>
</table>

**Are matching funds required?**

If yes, please answer the following questions:

- Percentage of funding required by granting agency: 50%

<table>
<thead>
<tr>
<th>County's match amount: (auto fill)</th>
<th>33,430.00</th>
</tr>
</thead>
</table>

*Department may seek additional funding in the future to provide match amount

| County fund that will provide the matching requirement: | CDBG, CSBG, IDHS Grants |

**Grant amount request**

<table>
<thead>
<tr>
<th>(auto fill)</th>
<th>33,430.00</th>
</tr>
</thead>
</table>

**All other funding already allocated for project or project phase**

| $ | - |

**Total project or project phase cost**

<table>
<thead>
<tr>
<th>(auto fill)</th>
<th>66,860.00</th>
</tr>
</thead>
</table>

Please check this box if you are interested in having a grant writer prepare this grant proposal

-
Grant Proposal Notification Report 011-18

Submitted on: 3/09/2018 Submitted by: Joan Fox, Community Services Dept.

Purpose of Grant: The Emergency Solutions Grant PY19 is awarded by the U.S. Department of Housing and Urban Development, passed through the Illinois Department of Human Services. Funding from this grant will be used to provide assistance to DuPage County residents in the prevention of homelessness and to help establish shelter, housing and stability. Funding will be used for rental fees, security deposits, utility deposits and payments, and moving costs.

Proposal Due Date: 03/15/2018 Project Period: 7/1/2018-6/30/2019

Matching Requirement: ☑ Yes ☐ No Explain: 50%; see “other information”
Headcount Requirement: ☐ Yes ☑ No Explain: ______________________________
Funding Origination Source: ☑ Federal ☐ State ☐ Private ☐ Corporate

The following potential issues are noted:

1. There are no known issues with this grant;

Other information (i.e. collaboration, allocation of funding, etc.): The grant award request is for $33,430. The award requires a 50% match amount of $33,430, for a total project cost of $66,860. Funding will be matched through the Community Development Block Grant, the Community Service Block Grant, and the Illinois Department of Human Services Homeless Prevention Grant.

Services Homeless Prevention Grant.

For more information on the purpose of the grant and the justification of need, please see the Grant Proposal Notification Form submitted by Joan Fox, Housing Supports & Self-Sufficiency Division, Dept. of Community Services.
MEMORANDUM

DATE: March 2, 2018

TO: Chairman Healy
Members of the Public Works Committee

FROM: Nick Kottmeyer, Director of Public Works and Operations
Bob Liljegren, Engineering Systems Manager

RE: Electricity Bid

Bids were opened today, and seven bids were received. Staff from Public Works and Procurement, with consultation from the State’s Attorney Office, reviewed the bids with respect to both their bid numbers and the content of their utility contract. The bid included fixed pricing for 12, 24 and 36 month periods. All parties agree that the low bidder for Bid #18-057-DT is MP2 Energy and that they met all contractual documentation requirements.

Staff has decided that the most cost effective and prudent course of action will be to lock in single fixed price for the full 36 months. The bid came in lower than our current contract and will hold this same pricing through 2021. This strategy will provide the county with budget stability and predictability through 2021 with respect to our electricity expenses.

The results of the bid were as follows:

MP2 Energy $4,379,204.82 (3 year amount for FM, PW and Stormwater)
All other bidders ranged from: $4,479,650.41 to $4,781,135.08
Estimated first year savings are $190,565.66 (based upon 2017 usage)

Per the previously adopted County Board resolution concerning energy contracts, this contract has now been ratified by the Chairman’s designee.